

OFFICE OF OPERATIONS

ORDER NO. 2

March 4, 1988

TO: All Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: RESPONSE TO REQUESTS FOR NCIC HIT CONFIRMATIONS

EFFECTIVE: Immediately

PURPOSE

This Order supersedes Office of Operations (O.O.) Order No. 16, dated July 18, 1983, and O.O. Notice No. 3, dated January 23, 1987, relating to response to teletypes from outside agencies. It updates procedures for responding to National Crime Information Center (NCIC) "Hit Confirmation" requests.

INFORMATION

There are many instances where outside law enforcement agencies arrest suspects who are wanted by this Department, or who are in possession of automobiles, firearms, or other property that has been reported stolen by the Department. When this occurs, the outside agency teletypes a "Hit Confirmation" request to this Department through the NCIC computer system.

NCIC has established a requirement that upon receipt of a "Hit Confirmation" request, a substantive response, i.e., a positive or negative confirmation, is to be teletyped to the requesting agency within TEN MINUTES. If a positive or negative confirmation cannot readily be determined, a teletype must be sent to the requesting agency (within ten minutes) indicating the specific amount of time necessary to respond to the request.

Normally, a "Hit Confirmation" request teletype is received by the Teletype Unit of Records and Identification Division (R&I). R&I personnel will send a teletype to the requesting agency, indicating that the concerned Department entity will provide an answer within two hours. R&I personnel then telephonically verify that the concerned entity has received the inquiry. Unfortunately, "Hit Confirmation" requests are occasionally sent directly to the concerned entity, bypassing R&I, and often are not answered within ten minutes as required by the NCIC. As a result, this Department has been advised by the California State Department of Justice (DOJ) that repeated failures to respond to "Hit Confirmation" teletypes from outside agencies within ten minutes could result in sanctions imposed by DOJ and NCIC.

PROCEDURE

Records Clerks' Responsibilities

Records clerks shall:

- \* Monitor incoming messages in order to identify "Hit Confirmation" requests;
- \* Telephone the R&I Teletype Unit at extension 5-3225 to ensure that R&I acknowledged receipt of the inquiry;
- \* Document the time that the request was received (and the time the response was sent) on the Teletype Message Number Log, Form 7.23;
- \* Immediately give the request to the detective division commanding officer (or detective-in-charge). When detective personnel are unavailable, the clerk shall immediately give the request to the uniformed watch commander;  
Note: Detective Headquarters Division shall assume this responsibility for specialized detective divisions when such personnel are unavailable.
- \* Use the "YR" format on the Network Communications System (NECS) for all replies to "Hit Confirmations";
- \* Obtain a printout of each transmittal; and,
- \* Attach the printout to the Form 7.23.  
Note: The NECS "YQ" format shall be used when requesting a "Hit Confirmation" from an outside agency on suspects or property in Los Angeles Police custody.

Detective Division Commanding Officers' Responsibilities

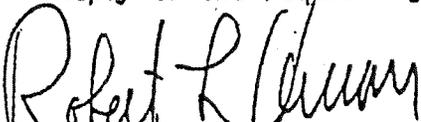
The concerned detective division commanding officer (or detective-in-charge) shall:

- \* Have the request immediately researched; and,
- \* Reply to the requesting agency within two hours.

Patrol Division Watch Commanders' Responsibilities

When no record clerk is deployed, the watch commander shall:

- \* Cause hourly inspections to be made of the records unit facilities for incoming messages;
- \* Document each inspection on the Station Supervisor's Daily Report, Form 15.60;
- \* Ensure compliance with applicable procedures listed under "Record Clerks' Responsibilities", e.g., notification to the R&I Teletype Unit, documentations on the Form 7.23, format usage, etc.;
- \* Have all requests immediately researched; and,
- \* Reply to the requesting agency within two hours.



ROBERT L. VERNON, Assistant Chief  
Director  
Office of Operations

DISTRIBUTION "0"