

BATON ROUGE POLICE DEPARTMENT

General Order
No.243

Effective Date
11-01-1994

Revised Date
06-15-2011

Subject: Crime Information Unit

Reviewed 9/1/16

POLICY

The Crime Information Unit (C.I.U.) has been established for the purpose of centralizing all departmental NCIC transactions, requests for criminal histories and other crime-related information.

This unit has been set up to streamline and expedite information dissemination to our officers and to comply and conform to strict federal and state guidelines regarding the use of confidential information.

The Crime Information Unit shall provide inquiring officers with all pertinent information as accurately and expeditiously as possible in conformance with all laws, policies and procedures regulating the use of NCIC and the release of confidential information intended for official law enforcement use only.

PROCEDURES

I. CIU Communications Procedure

- A. All requests must be made, and replies given, on the CIU frequency unless unusual circumstances dictate a temporary frequency change.
 1. If a temporary frequency change is necessary, all units shall be advised.
 2. In the rare event that a requesting officer does not have access to the CIU frequency the officer should have Communications or a precinct advise CIU to contact the officer directly on his frequency. This request should only be made when unusual or exigent circumstances exist.
- B. All officers should clearly state their unit number, wait for acknowledgement and then request the specific information needed.
- C. Responses will be forwarded to inquiring officers immediately upon return from NCIC or the applicable file system. Officers shall be advised when an unusual delay in return of information can be expected.
- D. Officers requesting checks on wanted or missing persons must give the name, race, sex and date of birth.

II. Determination of Stolen/Wanted Through the National Crime Information Center (NCIC).

- A. CIU is able to check the following categories through NCIC.
 1. Stolen Articles (including bicycles)
 2. Stolen Boats
 3. Deported Felons
 4. Foreign Fugitives

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5. Stolen Guns
6. FBI Criminal Histories
7. Image Files
8. Stolen License Plates
9. Missing Persons
10. Protection Order File
11. Securities
12. Convicted Sexual Offender Registry File
13. Convicted Person on Supervised Release File
14. Unidentified Persons
15. U.S. Secret Service Protective File
16. Stolen Vehicles
17. Stolen Vehicle/Boat parts
18. Violent Gang and Terrorist Organization File
19. Wanted Persons

- B. All NCIC requests shall be logged. Logs will be kept on file for one year so the information will be available to federal auditors and to officers needing to refer to inquiries.

III. Louisiana Criminal History

- A. CIU will be able to determine a subject's previous criminal history: however, criminal history can be requested over the radio only when there is a specific and immediate need. Only general information can be given over the radio or the telephone. A written copy of criminal history will be faxed or can be picked up in person by the inquiring employee.
- B. Departmental employees are individually responsible for keeping confidential any criminal histories they receive.

IV. Baton Rouge Police Department Criminal Records History

CIU will be able to provide employees with previous addresses of arrestees as well as AKA or nickname through the Moniker files.

V. Jail Management System (JMS)

Current booking and other information from arrestee information forms is available from IMS for all inmates processed at the EBR Parish prison.

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VI. Driver's License Inquiries

- A. Driver's license checks may be requested if the following information is known:
 - 1. Driver's License State, Name, Race, Sex and Date of Birth, or
 - 2. Driver's License State, Name, Race, Sex, Unknown Date of Birth, or
 - 3. Driver's License State and Number.

VII. NCIC Hits

- A. A "hit" occurs when the NCIC computer locates a particular subject in its files that matches the information given to the CIU operator.
- B. If a hit is found on a wanted person, the officer will first be advised that confidential information is to follow (10-12). When he acknowledges, the officer will be advised of possible NCIC hit.
- C. The officer may be asked to provide additional identifiers on the suspect, if needed, for comparison with information provided by NCIC.
 - 1. For all hits the officer will be required to provide a BRPD file number to be used for all future inquiries into the case.
 - a. Cases originating with the BRPD will use the original file number.
 - b. Cases originating with an outside agency will require the officer to provide a BRPD file number.
- D. CIU will then confirm the NCIC hit with originating agency, which has a maximum of thirty (30) minutes to respond. If confirmed and the suspect is in custody, written confirmation of a warrant will be faxed to the precinct or office where the arresting officer is assigned.

VIII. Recovered Stolen Vehicles

- A. Officers must provide CIU with the following recovery information before the item can be canceled and the owner notified:
 - 1. Location,
 - 2. Condition of Vehicle,
 - 3. BRPD File Number (if reported by another agency),
 - 4. Arrestee Info. (If applicable),
 - 5. Recovering Officer's Name.
- B. CIU operators will then attempt to contact the owner and advise the field officer if contact was made.

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1. It is the officer's responsibility to obtain the name and ID number of the CIU operator for his report.
2. If the vehicle is to be towed, CIU shall be advised of the name of the wrecker service.

IX. Other Services

- A. CIU will cancel items and make all notifications upon direction of the inquiring officer.
- B. CIU will automatically check local warrants and NCIC on all persons called in by officers.
- C. CIU personnel are trained to handle radio calls for emergency assistance (e.g. Signal 63 on the CIU frequency).