

**University of Maryland Department of Public Safety**  
**Headquarters, Bldg 003**  
**College Park, Maryland 20742-6811**

**NOTICE:**                    **08-0031**

**SUBJECT:**                 **Procedures for NCIC Entries**

**EFFECTIVE DATE:**    **August 1, 2008**

**ORDERED BY:**         Kenneth W. Krouse  
                                  Chief of Police

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- A.    Email requests will no longer be accepted for entering any item/person into NCIC and there will be no exceptions due to NCIC Audit requirements.
- B.    When entering **any person** into NCIC:
1.    The Police Communications Operator will require the following:
    - a.    **Original Copy** of warrant and copy of statement of charges. (The original copy of the warrant will be maintained in the ECC until the warrant is served);
    - b.    Copy of report from RMS;
    - c.    All warrants not served within 3 days of your obtaining the warrant must be submitted to the Emergency Communications Center for entry into NCIC; and
    - d.    A copy of each warrant must also be submitted to Records at this time.
- C.    When requesting **removal of any person** from NCIC:
1.    Officers must notify the Emergency Communications Center of service of warrant by telephone on a recorded line or via email within 2 hours of service; and
  2.    A copy of the report with narrative indicating warrant has been served must be submitted upon completion.
- D.    When entering any **stolen vehicle tags** into NCIC:
1.    The Police Communications Operator will require the following:
    - a.    Copy of report from RMS;
    - b.    Copy of vehicle registration check must be submitted with the RMS report; and
    - c.    Any item being entered must have complete documentation in the narrative of the report (tag number, expiration date, advisement to owner to contact MVA in a two tag state).
  2.    Expiration of Temporary tags is **mandatory** information to be included in the narrative in RMS reports.
- E.    When entering any **stolen vehicle** into NCIC:
1.    The Police Communications Operator will require the following:
    - a.    Copy of report from RMS;
    - b.    All information including expiration of tags on vehicle, VIN, etc. must be included in report; and
  2.    PCO'S will begin entry of stolen vehicle once the officer has arrived on scene and verified the theft.

- F. When entering any **stolen article** into NCIC:
1. The Police Communications Operator will require the following:
    - a. Copy of report from RMS;
    - b. All information including the type of article, serial number, brand, model number, owner number, must be included in the report.
- G. Distribution & Access of Notice
1. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
  2. Printed copies of this Special Order are retained in:
    - a. Accreditation files;
    - b. Master Notice files; and
    - c. The UMDPS Manual in the Duty Office.
  3. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.