ACIC VALIDATION POLICY

Record validation is vital to maintain the integrity of the ACIC System. Record validation promotes officer safety, limits the potential of wrongful arrests and seizure of property and increases "hit" probability.

DEFINITION
Validation requires the originating agency to confirm that a record is complete, accurate and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. In the event the originating agency is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

VALIDATION PROCESS
On a monthly basis, ACIC will post a file containing records scheduled for validation for each originating agency.

Validation is accomplished by:
- Confirming that the agency has the required supporting documents for each active record, filed in a manner that allows verification and confirmation of hits within 10 minutes. Examples of supporting documents include warrants, protection orders, incident / offense reports, responses to ACIC queries such as criminal histories and wanted person responses, etc.
- Comparing each record with the supporting documents upon which it is based.
- Ensuring that all records are accurate and contain all available information contained in the supporting documentation.
- Following up on all records by contacting the victim, complainant, prosecutor, court, and/or nonterminal agency to confirm the record's status.
- Removing records that are no longer current.
- Correcting records that are inaccurate.
- Modifying all validated records to update information in the Name of Validator (VLN) Field. This confirms that the record has been reviewed, is accurate, complete and up-to-date.

VALIDATION SANCTIONS
All records that are not validated by the validation due date will be automatically purged on the 1st Sunday following the due date.

ELECTRONIC RECORDS
Supporting documents may be electronic if the originating agency recognizes the document as official. Checking appropriate source documents to see if the records are still active may be accomplished by using an electronic records management system (ERMS). For ERMS, the originating agency should ensure additional checks and balances are in place to verity the validity of the systems. For example, the files must be synchronized with the appropriate sources/systems being used. The comparison must identify records that are non-existent in one or more of the synchronized databases and the agency must conduct a follow-up to resolve discrepancies. For valid records, the synchronization must also compare the electronic record with the NCIC record to identify additional or inaccurate information. If the agency's ERMS searches other databases or systems, such as the DMV, court databases, or the III, to populate its NCIC records, the monthly validation must also include a file synchronization against the other sources checked and follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records.

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