

NCIC/DCIN/Nlets Systems Access

Introduction:

The North Carolina State Bureau of Investigation (SBI) routinely receives questions regarding eligibility for access to NCIC/DCIN/Nlets systems. The SBI serves as the manager of the DCI Network (DCIN), the North Carolina Criminal Justice Information System (CJIS) network used to exchange criminal justice/law enforcement information. The SBI, administrator of the DCI Network, serves as both the designated FBI CJIS Systems Agency (CSA) and Nlets State Representative for North Carolina. Chapter 18 of Title 14B of the North Carolina Administrative Code (NCAC) also contains a compilation of rules and regulations regarding DCIN.

Inherent with access to DCIN is also access to the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) system network, more commonly known as NCIC (National Crime Information Center). The FBI has designated the SBI as the CJIS Systems Agency (CSA) for North Carolina. In this area, the SBI is governed by the FBI CJIS Security Policy. The SBI is responsible for ensuring that access to both networks, which contain sensitive criminal justice information, is only given to those persons who meet the qualifications specified by the NCAC and the FBI.

As the Nlets State Representative, the SBI also maintains a role for ensuring proper access and use of Nlets, the International Justice and Public Safety Network. In this area, the SBI is governed by the Nlets User and Technical Guide.

References:

The following references are guiding authorities for agencies to determine eligibility for access. These references only address possible DCIN certification and access to the networks.

Please note that nothing here should be construed as a recommendation or comment concerning employment. Employment is an issue exclusively in the domain of the unit of local government and hiring agency.

FBI CJIS Security Policy:

Agencies should review the complete policy. Pay special attention to the following sections:

- 5.12, *Personnel Security*
- 5.12.1.1, *Minimum Screening Requirements for Individuals Requiring Access*

North Carolina Administrative Code

Agencies should review all of Chapter 18 of Title 14B of the North Carolina Administrative Code (NCAC). Pay special attention to the following areas:

- 14B NCAC 18A .0401, *DCI Users*
 - 14B NCAC 18A .0402, *Certification and Recertification of DCIN Users*
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Agency Responsibilities:

Agencies should conduct the necessary analysis based on individual fact situations and circumstances, to determine if personnel under their management control and/or those with access to their agency, agency computer systems and/or records that contain NCIC/DCIN/Nlets information, are eligible for systems access.

Systems access includes both direct (e.g., via terminal interfaces) and indirect access (e.g., agency servers, IT support access, vendors, file cabinets with criminal history records).

The SBI does not endorse individual vendors, products or services and does not advise technology users that any one vendor is rated higher than another.

The above listed references provide guidance for this analysis.

Steps To Follow:

1. Most determinations can be made by the agency using internal agency resources (e.g., agency legal counsel, human resources department specialist, or some city or county managing authority that provides guidance and direction).
2. If the agency is unable to make a determination and further review is required, the agency may submit a request for review to the FBI's designated CJIS Systems Officer for North Carolina (NC CSO) from the agency head on agency letterhead.

The request should include any and all necessary documentation to support the request and to conduct the required review. This includes, but is not limited to:

- reason and nature of the review being requested
- the individual/employee in question, their position within the agency, including duties and responsibilities
- supporting documentation from the agency, agency head, TAC/POC, immediate supervisor and/or employee
- the specific charges and final dispositions in question that may impact eligibility for systems access
- police reports, narratives and investigative supplements
- court (AOC) documentation
- summary of correspondence between the agency TAC/POC and SBI district Training Specialist
- any other statements of "extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance

Each request should address only one individual and/or circumstance. Request should be specific.

For a complete, fair, and honest impartial review, insufficiently documented requests cannot be processed and will be returned.

Contact Information:

North Carolina State Bureau of Investigation
Criminal Information and Identification Section
3320 Garner Road
P.O. Box 29500
Raleigh, NC 27626-0500

Attn: Ivy McMillan, Special Agent in Charge (NC CSO)
Re: NCIC/DCIN/Nlets Systems Access