



TERMINAL AGENCY COORDINATOR (TAC) RESPONSIBILITIES

The Terminal Agency Coordinator (TAC) is the assigned 'contact person' as required by the Federal Bureau of Investigation. Each agency having access to the DCIN/NCIC must appoint a TAC.

I. The TAC should be:

1. An individual in the management structure of the local agency who has sufficient authority to implement procedures and policies;
2. Knowledgeable of state, NCIC, and Nlets policies and procedures;
3. Someone who is authorized to function across agency section/unit boundaries, (e.g. communications, records, patrol, etc.) in order to effectively coordinate the agency's state, NCIC, and Nlets activities;
4. Someone who can be allowed adequate time and attention to performing the functions of the position and who is authorized to enforce regulatory compliance within the agency.

II. TAC Requirements:

1. The TAC and Assistant TAC (ATAC) are responsible for liaison with the SBI.
2. Both TAC/ ATAC must be certified in a minimum of Md. 1 – General Inquiries.
3. Participate in the TAC Indoctrination class provided by the SBI/CIIS.

III. TAC Responsibilities Include:

A. Administrative Duties:

1. Be the onsite expert in policy and procedures
2. Ensure policies are adhered to by all agency personnel
3. Report compliance issues within the agency (and any Non-Terminal Agencies you may provide service)
4. Print, sign or initial, review and maintain all CCH/NICS logs
5. Promote agency involvement in system use and development
6. Notify SBI/CIIS of updates and changes to your agency staff, including TAC/ATAC appointments
7. Notify SBI/CIIS of address, phone, fax or email changes
8. Attend TAC meetings and review the online training material for TAC meetings
9. Conduct yearly NCIC/Nlets (QO/TQ) ORI validations

B. Materials Dissemination:

1. Maintain updated User Agreement and Servicing Agreements
2. Disseminate Notices to your agency staff

C. System Security:

1. Ensure all state and federal regulations are adhered to
2. Ensure all CHRI is kept in secure locations and is disseminated only for criminal justice purposes

D. NCIC and DCIN Records:

1. Ensure records are entered into DCIN/NCIC according to guidelines
2. Ensure records are accurate, complete and up-to-date
3. Ensure second party checks and quality assurance procedures are followed
4. Ensure records are validated in accordance with FBI/SBI procedures
5. Ensure hit confirmations and locate messages are handled according to procedures

E. Training Coordination:

1. Maintain users in DCIN database by adding new users, changing demographics, updating status to DISABLED when a user leaves your agency, and resetting passwords
2. Notify your District Training Specialist within 24 hours when an employee leaves your agency
3. Determine which modules each user will need to become certified in
4. Enroll user into designated module certification instruction class(es)
5. Ensure new operators receive appropriate indoctrination prior to attending module certification instruction class(es)
6. Ensure the required Module 1 (Local Agency Instruction) indoctrination is provided to new students attending Module 1 class, prior to enrolling the new user into the class
7. Print current module training manual for each module certification class users are enrolled into
8. Withdraw user from a module certification instruction class if the user is unable to attend
9. Schedule and conduct Certification and Recertification testing
10. User is **required** to confirm the acknowledgment for reviewing test results, failing to confirm this acknowledge will cause the user's certification status to show **expired**
11. The Test Results page **must be printed**, signed and dated by both the TAC/ATAC and user
12. The Test Results page must be placed in the appropriate training file maintained by the agency for the 2-year certification timeframe

F. Audit Coordination:

1. Audit point of contact
2. Prepare agency records for audit
3. Be available to work with SBI audit staff during the audit process
4. Coordinate agency's response to any non-compliance issues noted in the audit
5. Monitor adherence to resulting compliance efforts