

**NCJIS WORKING GROUP MEETINGS  
SEPTEMBER 2018**

**STAFF PAPER**

**Working Group Topic #4** – Site Security Reason Code Value for NCJIS QH and QR Screens

Proposal to add “C= Site Security” to the Reason Code drop down menu for transaction codes QH and QR within Justice Link (JLink).

**PURPOSE**

To propose to the state the need for the addition of a specific Purpose C - Reason Code associated with Site Security based items.

**AUTHOR**

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**POINT OF CONTACT**

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**REQUEST OF WORKING GROUP**

The Working Groups are requested to review the information included in this paper and provide appropriate comments, suggestions and recommendations to the Advisory Board.

**BACKGROUND**

Currently a reason code for the site security does not exist. Due to the fact that one does not exist, the user community is not/does not currently have a proper reason code under Purpose Code C, or any other Purpose Code, that adequately describe such situations. III is a heavily regulated system, and being able to specify the proper reason is crucial for agencies that use this field.

The reason code of “C = Site Security” was originally added by the FBI in 2015 via Technical & Operational Updates (TOU) 15-2:

*“In limited situations, the CJIS Advisory Policy Board (APB) has determined that site security is an administration of criminal justice function as defined under Title 28, Code of*

*Federal Regulations, Section 20.3(b). In addition to the site security for a criminal justice agency, the CJIS APB recommended, and the FBI Director approved, using the III for:*

- A. Site Security for federal facilities, limited to contractor personnel (requires a follow-up fingerprint submission)*
- B. Off-site protection of very important persons*
- C. Visitors to federal or state military facilities*
- D. Firearms training events sponsored by law enforcement*

*In addition to these situations, a law enforcement agency may conduct a III criminal history record check when investigating a criminal incident or has a reasonable belief a person is acting in a suspicious manner, such as taking pictures or loitering at a critical infrastructure facility. Terminal operators should use Purpose Code C to conduct III inquiries for site security purposes. The results of the III inquiry cannot be disseminated for other purposes.”*

It is believed this would be a benefit as site security purpose has been granted by FBI for III checks, and adding this reason code allows agencies to clearly specify the reason for the query was site security. Further, it is believed that there would be no impact on state system users as this would actually save time by allowing an appropriate reason code to be selected.

#### **CURRENT TECHNICAL OVERVIEW:**

At this time the reason code of “C= Site Security” does not exist on any transactions with the Justice Link (JLink) system. The request to add this reason code for Purpose Code C, as instructed in TOU 15-2 was supplied with an example as follows by the submitting agency:

- Terminal operator performs a III query in compliance with the decision regarding site security as explained in TOU 15-2 by using Purpose Code “C= Criminal Justice”, reason code “C= Site Security”, and the proper attention field format as specified by their agency and NCJIS policy.

After technical review, it was determined that the addition of a new reason code “C= Site Security” would have minimal technical impact to the system when added to transaction codes (TranCode) QH and QR. This would require coding time to allow for the addition to the dropdown menus in the appropriate screens but would require no other coding efforts for the system to accept.

#### **CURRENT PROGRAM OVERVIEW:**

After program review, it was determined that the addition of a new reason code “C= Site Security” would have minimal impact to the business processes when added to transaction codes (TranCode) QH and QR. This change would require minimal changes to business processes to allow for proper allocation of the reason code, where needed/required, for auditing purposes as the state level. Outside of those business processes, it is expected that impact to JLink users would only be beneficial as it would allow the users to properly denote the specific reason code for these situations.

***It is the recommendation at this time, after review of the request by RCCD and EITS, that this proposal be accepted as put forth by the requestor and moved for acceptance by the ACAJ Sub-Committee.***

## **OPTIONS**

1. Accept proposal as made by the requestor; Las Vegas Metropolitan Police Department.