

**Pretrial Services NCIC Protocol**

October 24, 2017

Initial each paragraph:

- \_\_\_\_\_ Pretrial Officers can only run NCIC records for defendant who are on Pretrial Status.
- \_\_\_\_\_ This includes defendants who are awaiting bail, on MCR supervision, or Diversion Supervision.
- \_\_\_\_\_ For Court purposes, we can only run NCIC records for Pretrial defendants. We cannot run NCIC records for post-trial defendants on the docket (probation violations, motions for shock probation, etc.), unless it is for the purposes of bail or a release decision.
- \_\_\_\_\_ When running records for NCIC for the purposes of setting bail, the Reason line will be "Release Decision" and the Attention line will contain the Pretrial Officer's/Risk Assessor's name.
- \_\_\_\_\_ When running records for NCIC for the purposes of supervision record checks or court docket record checks, the Reason line will be the defendant's case number and the Attention line will contain the Pretrial Officer's/Risk Assessor's name.
- \_\_\_\_\_ At court hearings, the Pretrial Officer can show the NCIC records to the Judge but must take it back with them; *NCIC printouts cannot be left unattended before or after court.* The terminally produced printouts should never leave the PTO's sight.
- \_\_\_\_\_ When the purpose of the NCIC record is fulfilled, the Pretrial Officer must immediately destroy all NCIC records.

My initials above by each paragraph and my signature below indicate I have read, understood and agree to abide by the above Pretrial Services NCIC Protocols.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name