

Chapter: Selection and Hiring
Title: Texas/National Crime Information Center System

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

(a) **Policy.**

Driver and criminal record checks, including fingerprinting, are conducted through the Texas/National Crime Information Center (TCIC/NCIC) system.

(b) **Rules.**

- (1) The Texas Juvenile Justice Department (TJJD) will designate a TCIC/NCIC staff to coordinate applicant services and ensure compliance with the Texas Department of Public Safety (DPS).
 - (2) Applicant services' participation in the TCIC/NCIC system is conditional upon adherence to DPS and the Federal Bureau of Investigations (FBI) guidelines.
 - (3) TJJD is subject to biennial audits by DPS and/or the FBI for compliance with all TCIC/NCIC policies.
 - (4) The Texas Law Enforcement Telecommunications Systems (TLETS) terminal will be kept secure in the Central Office Human Resource Management Department at all times and access will be restricted to authorized personnel.
 - (5) Local human resource administrators, community relations coordinators, and Human Resources Management Department personnel will be allowed to request inquiries from the designated TCIC/NCIC staff.
 - (A) Requests from an outside entity may be made to conduct a driver and criminal records check if the identity of the requester can be verified as a law enforcement commissioned officer or other authorized person (as defined by TCIC/NCIC) and if the requester is making a request for criminal justice purposes only. Before such a request is granted, the TCIC/NCIC staff must obtain approval from the Central Office Human Resources Management Director.
 - (B) The designated TCIC/NCIC staff shall maintain a log of released record requests for review and audit by DPS and the FBI.
 - (6) Information received over the TLETS network is confidential and its dissemination is restricted according to TCIC/NCIC guidelines and the information shall be released only to the requesting individual.
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