



**SACRAMENTO POLICE DEPARTMENT
GENERAL ORDERS**



**320.06
CRIMINAL HISTORY INQUIRIES
01-27-17**

PURPOSE

The purpose of this order is to establish a reliable audit trail of all inquiries into state and federal Automated Criminal History Systems made by employees of this department. The purpose of the audit trail is to provide accurate and uniform information for mandated audits.

POLICY

It shall be the policy of the Sacramento Police Department to comply with statutes regarding employee inquiries into State and Federal Automated Criminal History Systems.

PROCEDURE

A. Each time an employee makes a criminal history inquiry on the QHP, QHY, QHT, QHC, QHA, QHN, HST, RQH, RQR, IQ, FQ, or the ALLSYS screens, the employee shall fill in the mandatory REQUESTOR field. The following informational items, when applicable, shall be provided in the REQUESTOR field:

1. The identification (ID) number of the employee making the inquiry.
2. The ID number of the employee requesting the information, if other than the inquiring employee.
3. If available an identifying number tying the inquiry to a particular case, i.e.:
 - a. Incident/Offense Report
 - b. Arrest Report
 - c. Citation
 - d. Property Record
 - e. Master Name Index
 - f. Cross Reference
 - g. Crime Pattern Series
 - h. Repository ID (RID)
4. The type of offense related to the inquiry.
5. The reason for the request. One of the following codes shall be used:
 - a. Arrest Package – ARRPKG
 - b. Citation – CIT
 - c. Field Contact Report – FCR
 - d. Gun Release – GUNREL
 - e. Informant Inquiry – NFINQ
 - f. Investigation – INV (WITness, VICtim or SUSpect)
 - g. Registrant – REG

B. GENERAL

1. There is a maximum of thirty (30) characters in the REQUESTOR field. If space permits, a space shall be left between each entry as shown in the examples below:
 - a. Item: 1 3 4 5
0420 8900000 2IIPC INVSUS
 - b. Item: 1 3 4 5
6200 0611 89000001 484PC CIT



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- C. Criminal History Inquiries Defined:
1. QHP – CJIS Criminal History Inquiry Personal Description Records Inquiry
 2. QHY – CJIS Criminal History Inquiry On-Line Criminal History Transcript
 3. QHT – CJIS Criminal History Inquiry Mailed Criminal History Transcript
 4. QHC – CJIS Criminal History Inquiry Last Cycle Inquiry
 5. QHA – CJIS Criminal History Inquiry Alpha Name
 6. QHN – CJIS Criminal History Inquiry Numeric Identifier Inquiry
 7. HST – CJIS Criminal History Inquiry – CJIS and NCIC
 8. RQH – NCIC Criminal History Inquiry Interstate Identification Index (III) Name Inquiry
 9. RQR – NCIC Criminal History Inquiry Interstate Identification Index (III) Criminal History Inquiry
 10. IQ – NLETS Criminal History Inquiry Criminal History Summary by Name or Numeric Identifier
 11. FQ – NLETS Criminal History Inquiry Criminal History Summary by State Identifier (SID)