



January 13, 2020

**NATIONAL CRIME INFORMATION CENTER (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 20-1**

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SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2 of this TOU provides information on the replacement of the *NCIC Operating Manual*.

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TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community.

Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

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SECTION 2 -- SYSTEM CHANGES

2.1 REPLACEMENT OF THE *NATIONAL CRIME INFORMATION CENTER (NCIC) OPERATING MANUAL*

AFFECTED BY CHANGE: *NCIC Operating Manual*

EFFECTIVE DATE: **January 1, 2020**

Background

The NCIC Operations and Policy Unit (NOPU) of the FBI's CJIS Division has reviewed, updated, and replaced the *NCIC Operating Manual*. The review of the manual was conducted to improve the accuracy, formatting, and consistency across all *NCIC Operating Manual* chapters. The changes did not modify the intent of currently approved and implemented NCIC functionality or policy. Therefore, a final updated version has been produced with no highlighting or strikeouts. The NCIC Subcommittee reviewed and approved the language within the updated manual. This document is notification of the manual's replacement.

The new version of the *NCIC Operating Manual* is available via the LEEP, JusticeConnect, NCIC Community. To view the manual, you must opt into JusticeConnect and join the NCIC Community. If you have questions regarding the updates to the *NCIC Operating Manual*, please contact Mrs. Cara Matheny at cmatheny@fbi.gov or 304-625-4347.