



**LAW ENFORCEMENT INFORMATION NETWORK**  
**Guidance for Validation, Hit-confirmation, and Locate Procedures During the COVID-19 National Emergency**

This correspondence is being distributed to authorized Law Enforcement Information Network (LEIN) user agencies to communicate guidance related to LEIN/National Crime Information Center (NCIC) validation, hit confirmation, and locate procedures during the COVID-19 National Emergency.

**Guidance for Validation Procedures During COVID-19:**

Even now, it is extremely important to officer and public safety that records in LEIN/NCIC are valid. LEIN Field Services and the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division will continue to provide validation lists and encourage agencies to continue completing their monthly validations, per policy. However, agencies that are unable to complete their monthly validation by the published deadline due to COVID-19-related resource issues will not have their records cancelled. The FBI CJIS Division is also suspending the automated cancellation of records that are not validated by the required deadline. Please contact the [MSP Control Terminal Operator](#) with questions regarding validation procedures.

**Guidance for LEIN/NCIC Wanted Person Records Entered During COVID-19:**

Warrants should be entered with the Extradition Limitations (EXL) and Pickup Radius (PKU) according to LEIN/NCIC policies. If an agency has concerns with complying with the extradition or pickup radius indicated in your agency's record, it is recommended that a notation be made in the REMARKS/MIS Field to depict that the record was entered during this crisis period. For consistency, it is suggested that "NATIONAL EMERGENCY/COVID-19" be entered. The use of standard language should indicate to locating agencies that extradition or pickup for the respective record may be inconsistent with the code listed in the EXL and PKU fields.

**Guidance for Hit Confirmation and Locate Procedures During COVID-19:**

To initiate and maintain communication, it is important that agencies continue to make every effort to confirm LEIN/NCIC hits. Hit confirmation will ensure that expectations (on all LEIN/NCIC records) are addressed for both the entering and locating agencies and allow any questions regarding extradition or pickup to be answered. Hit confirmation will also ensure that the electronic footprint of LEIN/NCIC records is maintained, providing investigative leads in the future. However, if an agency is not able to extradite or pickup during this time of NATIONAL EMERGENCY, a LOCATE should not be placed. This will ensure the warrant will not be unintentionally removed from LEIN/NCIC.

Please direct questions regarding the above guidance to [MSP LEIN Field Services](#).