

ORI REQUEST INFORMATION

The following information is provided to assist agencies when requesting an Originating Agency Identifier (ORI) in the state of Tennessee.

NCIC ORI ASSIGNMENTS

The National Crime Information Center (NCIC) Originating Agency Identifier (ORI) is a nine-character identifier assigned by the FBI CJIS Division staff to an agency, which has met the established qualifying criteria.. The NCIC ORI will allow direct access to the NCIC and will identify the agency in transactions on the NCIC System.

The structure of law enforcement ORIs (those ORIs ending with a double zero) and other criminal justice ORIs (those ORIs ending with an alphabetic character) are as follows:

Positions 1 and 2 are the alphabetic characters representing the state or country in which the agency is located.

Positions 3, 4, and 5 are numeric characters indicating the county in which the agency is located. Exceptions to this are some state-level and federal agencies, which have the acronym for that agency, or alphabetic variations thereof, in positions 3, 4, and 5. For example, TNFBI0000.

The criterion the FBI CJIS staff uses for assigning a law enforcement ORI (one ending with a double zero) is that the agency is a governmental agency or subunit thereof having statutory power of arrest and whose primary function is that of apprehension and detection.

Positions 6 and 7 in law enforcement ORI are used to distinguish one agency from another within the same county.

Positions 8 and 9 of law enforcement ORI are always double zero. NCIC users, particularly large city/urban police departments, may vary the last two positions (8 and 9) to identify internal divisions, units, substations, or multiple terminals for the same agency within the same city. Any variation of the last two positions is acceptable with the exception that an alphabetic character cannot be used in position 9. NCIC does not assign these variations; the Tennessee Bureau of Investigation assigns these variations.

The FBI CJIS Division staff determines the numeric and alphabetic characters assigned to positions 6 through 9 for criminal justice ORIs as follows:

Positions 6 and 7 are numeric or alphabetic characters uniquely distinguishing one agency from other agencies of the same type and level within the same county. They do not indicate location (e.g., city) of the agency.

Position 8 is a unique numeric character indicating the government level of the agency:

- 1 Local, Municipal, City
- 3 County
- 5 State
- 7 Federal
- 9 Non-governmental/Non-criminal justice

Position 9 is an alphabetic character representing the type of agency:

- A Prosecuting Attorney's Offices
- B Pretrial service agencies and pretrial release agencies
- C Correctional Institutions
- D Civil Courts for use in domestic violence and stalking cases
- E Non-governmental railroad or campus police departments qualifying for access to III.
- F Governmental social service agencies with child protection
- G Probation and Parole Offices
- I INTERPOL
- J Courts and Magistrates Offices
- K Medical examiners and coroners offices, and state non-criminal justice missing person clearinghouses (access to Missing Person and Unidentified Person Files)
- M Custodial facilities in medical or psychiatric institutions and some medical examiners' offices, which are criminal justice in function
- N Regional dispatch centers that are criminal justice agencies or non-criminal justice governmental agencies performing criminal justice dispatching functions for criminal justice agencies
- O National Insurance Crime Bureau
- P Non-governmental agencies that qualify for access to some NCIC files other than III
- Q Department of Housing and Urban Development approved Public Housing Agencies
- R Agencies authorized by Public Law 99-169 for national security purposes
- T Social service agencies seeking emergency placement of children in exigent circumstances
- U Federal and state governmental child support enforcement agencies
- V Department of Motor Vehicles
- W National Center for Missing and Exploited Children (NCMEC)
- Y Local, county, state, or federal agencies that are classified as criminal justice agencies by statute but do not fall into one of the aforementioned categories

QUALIFICATIONS FOR AN NCIC ORI ASSIGNMENT

To qualify for assignment of an NCIC ORI that would permit access to criminal history record information (CHRI), a requesting entity must be authorized to access the NCIC pursuant to Title 28, United States Code (U.S.C), Section (§) 534, which provides that the exchange of criminal history records shall be “. . .with, and for the official use of, authorized officials of the federal government, including the United States Sentencing Commission, the states, cities, and penal and other institutions.” The Department of Justice and federal courts have interpreted this language to restrict access to such criminal history records to criminal justice agencies for criminal justice purposes and to federal agencies authorized to receive them pursuant to a federal statute or executive order.

In addition, to be considered a criminal justice agency, an entity must meet the definition of a criminal justice agency as contained in Title 28, C.F.R., Part 20, Subpart A. Title 28, C.F.R. § 20.3(g) defines a criminal justice agency as “(1) Courts; [or] (2) A governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part (interpreted to mean at more than 50 percent) of its annual budget to the administration of criminal justice.” Section 20.3(b) further states that “the administration of criminal justice means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders.”

The definition of a criminal justice agency and the administration of criminal justice must be considered together. Included as criminal justice agencies would be traditional police, courts, and corrections agencies, as well as subunits of noncriminal justice agencies performing a function of the administration of criminal justice. These subunits would include agencies which have as their principal function the investigation of criminal provisions of applicable state laws (Appendix to Part 20, C.F.R. § 20.3[g]).

Additionally, Title 28 C.F.R. § 20.33(a)(7) permits access to CHRI contained in the NCIC III and the Fingerprint Identification Records System to private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement between the criminal justice agency and the private contractor must incorporate the FBI CJIS Security Addendum approved by the United States Attorney General. The Security Addendum specifically authorizes access to CHRI, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with the regulations, provides for sanctions, and contains such other provisions as the Attorney General may require.

APPLYING FOR AN NCIC ORI

To apply for an NCIC ORI assignment in Tennessee, the agency must mail or fax an official ORI request on agency letterhead, signed by the agency administrator, to the state CJIS Systems Agency (CSA), which is the Tennessee Bureau of Investigation.

Tennessee Bureau of Investigation
Attention: CJIS Support Center / ORI Assignment
901 R.S. Gass Blvd.
Nashville, TN 37216

Fax: (615) 744-4555

The letter of request must include the following information:

- Full name of agency
- Agency's complete physical address and complete mailing address
- Agency's phone number and alternate number, if available
- Agency's fax number
- County that agency is located in
- Description of agency, including duties related to the administration of criminal justice
- Purpose for ORI request
- Include all applicable statutes, codes, laws, etc.
- If going through another agency for access (911 Center, Police Department, etc.), provide that agency's name, if known

Along with the letter of request, if applicable, the following documentation should also be submitted (see the appropriate agency type):

Consolidated Dispatch (911) Center:

- Copy of the resolution forming the consolidated dispatch center
- Management control agreement, in which a law enforcement agency accepts management control (i.e., police department, sheriff's office)

A governmental agency not meeting the qualifications of a criminal justice agency must meet the definition of an agency under management control of a criminal justice agency as defined in the Computerized Criminal History Program Background, Concept and Policy as approved by the NCIC Advisory Policy Board, March 1, 1984, (Policy Paper). The definition contained therein is as follows: ". . . the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of computers, circuits, and telecommunications terminals used to process criminal history record

information insofar as the equipment is used to process, store, or transmit criminal history record information. Management control includes, but is not limited to, the supervision of equipment, system design, programming, and operating procedures necessary for the development and implementation of the computerized criminal history program. Such management control guarantees the priority service needed by the criminal justice community. A criminal justice agency must have a written agreement with the non-criminal justice agency operating the data center assuring that the criminal justice agency has management control as defined above."

Constable:

- Documentation (ordinance / statute) that created the agency, detailing the primary duties of the Constable (which must be that of apprehension and detection of criminal matters as opposed to civil or administrative functions) and include arrest powers
- Verification that a substantial part (interpreted to mean at more than 50%) of the Constable's budget is appropriated to the administration of criminal justice (not civil)
- Verification of law enforcement training certification (to qualify for an NCIC ORI, must be state trained and certified as any other law enforcement officer within the state of Tennessee)

Criminal Justice Subunit of a Non-Criminal Justice Governmental Agency:

- Documentation that details the primary duties of the subunit (which must be criminal justice functions as opposed to civil or administrative functions)
- Documents indicating the types of criminal justice functions performed over the past calendar year
- Verification that a substantial part (interpreted to mean at more than 50%) of the criminal justice subunits budget is appropriated to the administration of criminal justice (not civil) investigations
- Documentation detailing the duties, functions and powers of the investigators
- Law enforcement training certification, if applicable
- The statute or executive order creating the agency's criminal justice subunit

Drug Task Force:

- Documentation regarding the creation of the task force
- Documentation showing the primary function (which must be criminal justice in nature) of the task force
- Documentation listing the participants of the task force and the parenting agency

Non-governmental Railroad or Campus Police Department:

- Documentation regarding the creation of the agency (usually with this type of agency it is a statute)
- Verification that a substantial part (interpreted to mean at more than 50%) of the department's budget is appropriated to the administration of criminal justice
- Verification of law enforcement training certification (must be state trained and certified as any other law enforcement officer within the state of Tennessee)

Police Department:

- Copy of the resolution forming the police department
- A statement acknowledging the agency will have officers with arrest powers and that the primary function of the agency is that of apprehension and detection of criminal matters

Private Entity (performing a criminal justice function):

- Copy of the contract between the private entity and the governmental (law enforcement / criminal justice) agency, signed and dated

NOTE: By signature, the governmental agency agrees to act as the Agency Coordinator (AC). The tasks of the AC include responsibility for supervision and integrity of the NCIC system to include training, continuing education, and certification testing of all personnel who have or will have access to the NCIC system. However, the CSO will maintain full responsibility for the audit of the private service provider.

- The contractual agreement must specify what criminal justice services the private entity will be providing to the contracted governmental entity. The provided services must be that of criminal justice as opposed to civil or administrative functions and must be their primary function.
- The contract must incorporate the CJIS Security Addendum
- Appended to the Security Addendum is a certification, which should be signed by both a corporate representative with signatory authority and each employee having access to CHRI. This certification, as well as certifications for employees who will access CHRI in the future, should be maintained by the private service provider for audit purposes.

Title 28 C.F.R. § 20.33(a)(7) permits access to CHRI contained in the NCIC III and the Fingerprint Identification Records System to private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement between the criminal justice agency and the private contractor must incorporate the FBI CJIS Security Addendum approved by the

United States Attorney General. The Security Addendum specifically authorizes access to CHRI, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with the regulations, provides for sanctions, and contains such other provisions as the Attorney General may require.

NCIC ORI FINAL PROCESSING

Once the required documentation has been received by TBI, the ORI request will be forwarded to the FBI for processing. TBI personnel will contact the agency once an ORI assignment or denial response has been received and advise the agency of any further steps needed to complete this process.

APPLICANT PROCESSING IN TENNESSEE
(ORI ASSIGNMENTS FOR FEE-BASED FINGERPRINT SUBMISSIONS)

ORIs ending in “Z” are assigned to agencies that do not meet the criteria for an NCIC ORI assignment but are authorized by state or federal legislation to submit fingerprint-based background checks for a fee. These ORI are identified by the alphabetic character “Z” in the ninth position. Agencies with these ORIs are restricted from accessing NCIC files or III.

To request an ORI assignment for applicant fingerprint submissions a “letter of purpose” on agency letterhead must be mailed or faxed to:

Tennessee Bureau of Investigation
Attn: Applicant Processing Unit
901 R. S. Gass Blvd.
Nashville, TN 37216

Fax: (615) 744-4653

The letter of purpose must include the following information:

- What type of agency/facility this is for
- What type of services the agency provides
- Who is receiving the services provided by the agency
- If known, include the applicable state or federal legislation

Once this information is received, the TBI will fax the appropriate User Agreement to be signed, dated and filled out in its entirety and returned. A request will then be submitted to the FBI to assign an ORI number (ending in a “Z”). The TBI will notify the agency of the new ORI number and instructions on fingerprinting procedures. For questions regarding ORI assignments for applicant processing, call (615) 744-4274.

NLETS ORI ASSIGNMENTS

The International Justice and Public Safety Information Sharing Network (Nlets) is a criminal justice system. Only criminal justice agencies and those non-criminal justice agencies that, through their participation, provide a benefit to public safety or the law enforcement/criminal justice community are authorized to participate on Nlets. Agencies who do not qualify for access to NCIC may be permitted access to the Nlets at the discretion of the CSA. However, the agency may not access criminal history information.

ORIs approved by Nlets end in "S" and are authorized for Administrative and DMV messages only. These ORIs have an Nlets assigned character designating the type of agency or organization in the 8th position. The characters allowed in the 8th position are as follows:

- C Child Support Enforcement Agency
- V Vehicle Enforcement Agency
- M Agencies in neither of the two categories named above

APPLYING FOR AN NLETS ORI

To apply for an Nlets ORI assignment in Tennessee, the agency must mail or fax an official ORI request on agency letterhead, signed by the agency administrator, to the state CSA.

Tennessee Bureau of Investigation
Attention: CJIS Support Center / ORI Assignment
901 R.S. Gass Blvd.
Nashville, TN 37216

Fax: (615) 744-4555

The letter of request must include the following information:

- Full name of agency
- Agency's complete physical address and complete mailing address
- Agency's phone number and alternate number, if available
- Agency's fax number
- County that agency is located in
- Description of agency and purpose for ORI request
- Include all applicable statutes, codes, laws, ordinances, etc., that would require the agency to have access to Nlets DMV files.
- If going through another agency for access (911 Center, Police Department, etc.), provide that agency's name, if known

Once the required documentation has been received by TBI, the ORI request will be forwarded to Nlets for processing. TBI personnel will contact the agency once an ORI assignment or denial response has been received and advise the agency of any further steps needed to complete this process.