

Release of Hot File Information from the ACIC System

Since the ACIC system was established in 1971, both state law and ACIC Supervisory Board policies have restricted the release of information from the ACIC system to *criminal justice officials, acting in their official capacity, for criminal justice purposes*. The ACIC Supervisory Board made the decision to allow criminal justice officials, at their discretion, to release hot file information to the public. Hot file information is defined as stolen property, wanted person, and missing person information from the ACIC and NCIC systems. ***It does not include criminal history, vehicle registration, driver license or driver record, gang file, protection order, sex offender registrations, terrorist file, and administrative message traffic. This information remains restricted to criminal justice officials acting in their official capacity, for criminal justice purposes.***

The ACIC Supervisory Board determined that it would be in the best interest of the people of Arkansas if an agency could tell a concerned citizen if a piece of property is stolen or a person is wanted. This could potentially aid in the recovery of stolen property and the apprehension of wanted persons. However, the potential also exists for this information to be exploited and misused by some unscrupulous individuals. Some examples of how this information could be misused follow:

- A person could suspect that property which he or she is considering buying is stolen. If the person could confirm that the property is in fact stolen, he or she would be in position to buy the property at a reduced price and not notify law enforcement of the location of the property.
- A thief could steal property, then later check to see if the property is entered in the system. If it isn't entered, he or she would know the property could be fenced at a higher price.
- If a car thief could determine that a stolen car is not entered in the system, he or she could seek a lost title for the car thereby increasing the potential resale value of the car.

Another potential problem is the stolen property and wanted person files are dynamic in nature. New records are constantly being entered. The potential exists for a citizen to be told that a person is not wanted or property is not stolen on one day, and the same person to be entered as wanted or property entered as stolen the next day. Additionally, the fact that a person or item of property is not in ACIC or NCIC does not mean that the person is not wanted or the property is not stolen. Many citizens would not understand these distinctions.

In an effort to provide quality service to the citizenry at large and to decrease liability risk to the criminal justice community, at a minimum, the following procedures are required if the criminal justice agency chooses to release hot file information:

1. All requests from citizens for information on wanted person or stolen property information must be submitted to the agency on a form provided by ACIC or approved by ACIC.
2. Forms must include as much information as the requestor knows concerning the request.
3. All printouts associated with the request must be attached to the corresponding request form and kept on file by the releasing agency for not less than one year. Printouts from the ACIC system must NOT be released to the requestor.
4. Should a positive response to an inquiry on persons or property be received, the information should first be referred to a law enforcement officer that can interview the requesting citizen for further information, which could lead to the apprehension of the wanted person or recovery of the stolen property.

Request for ACIC "Hot File" Information

Requestor Information:

Requestor's Name: _____

Date of Birth: _____ Driver License Number _____ DL State: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (home) _____ (business) _____

Please complete the appropriate section below:

Property

Type of Property (example: TV, computer, stereo, etc.) _____

Brand _____

Serial Number _____ Model Name or Number _____

Current Owner _____

Location of Property _____

Additional Information _____

Vehicle

VIN _____ License Plate Number _____ License Plate State _____

License Plate Year _____ License Plate Type _____ Vehicle Year _____

Vehicle Make (example: Chevrolet, Ford, etc.) _____

Vehicle Model (example: Camaro, Taurus, etc.) _____

Current Owner _____

Location of Property _____

Additional Information _____

Gun

Brand _____ Serial Number _____

Model _____ Caliber or Gauge _____

Current Owner _____

Location of Property _____

Additional Information _____

Person

Name _____

Date of Birth _____ Sex _____ Race _____ Height _____ Weight _____

Hair Color _____ Scars, Tattoos, etc. _____

Driver License Number _____ Driver License State _____

Street Address _____

City _____ State _____ Zip _____

Place of Employment _____

Employer's Address:

Street _____

City _____ State _____ Zip _____

Additional Information _____

This section to be completed by criminal justice official releasing the information:

Based on the information provided by the requestor, a check of the ACIC/NCIC files at _____ hours on _____ date indicates the following:

date

Circle One

Property **IS** reported stolen

Subject **IS** reported wanted

Property is **NOT** reported stolen

Subject is **NOT** reported wanted

Gun **IS** reported stolen

Vehicle **IS** reported stolen

Gun is **NOT** reported stolen

Vehicle is **NOT** reported stolen

Comments: _____

Signature of criminal justice official

Date

I understand that the information provided to me has been provided in good faith and is based upon descriptive information I provided. I understand that new stolen property and wanted person records are constantly being entered into the ACIC/NCIC systems. The fact that a person or item of property is not in the ACIC/NCIC databases does not necessarily mean that the person is not wanted or the property is not stolen. I understand that false information entered on this request for ACIC Hot File Information may constitute violations of Federal and State Criminal Laws.

Signature of requestor

Date