

**MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY  
CRIMINAL INFORMATION CENTER**

**AGENCY ORI REQUEST PACKET**



**3891 HIGHWAY 468 WEST  
PEARL, MS 39208  
TELEPHONE: (601) 933-2600**

**MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY  
CRIMINAL INFORMATION CENTER**

**MEMORANDUM**

**TO:** MISSISSIPPI AGENCY

**FROM:** R.A.C. Rusty Clark  
DIRECTOR, CRIMINAL INFORMATION CENTER  
CJIS SYSTEMS OFFICER (C.S.O.)

**SUBJECT:** NEW AGENCY ORI REQUEST

**DATE:** October 9, 2023

Please carefully review the attached New Agency O.R.I. Request Form. Once your agency has completed the form, please provide a copy of the following documentation:

- 1) Mississippi State Statute approving the creation of the agency; and
- 2) Copy of the Board Minutes creating the agency; and
- 3) Copy of the agency fiscal budget and
- 4) If a certified law enforcement agency, copies of sworn officer's law enforcement certifications.

Please return the **COMPLETED** form and all required documentation to the Mississippi Justice Information Center (MJIC). Once the completed packet is received, the Mississippi Department of Public Safety will forward your agency's request to the Federal Bureau of Investigation (F.B.I.) for their review and approval. Once the request is approved, the F.B.I. will notify the Mississippi Department of Public Safety of your agency's new O.R.I. assignment identification number. The Mississippi Department of Public Safety will then provide your agency with that new O.R.I. assignment identification number.

If you have any questions regarding the Agency New O.R.I. Request process, please do not hesitate to contact C.I.C.

## REQUEST FOR ORIGINATING AGENCY IDENTIFIER (O.R.I.)

### Criteria for Assignment of a FULL Access O.R.I.

The following are the criteria FBI NCIC uses to determine whether an agency qualifies for an O.R.I. assignment related to **all** NCIC Files (Wanted Person, Missing Person, Unidentified Person, U.S. Secret Service Protective, Stolen Property, Foreign Fugitive, and III):

The agency must be authorized access according to *Title 28, U.S. Code, Section 534*, and must meet one of the criteria listed below:

- A. The agency is a governmental agency and meets the definition of a criminal justice agency as contained in the Department of Justice Regulations on Criminal Justice Information Systems (*Title 28, C.F.R., Part 20, Subpart A*). These regulations in Section 20.3 define a criminal justice agency as:
- (1) Courts
  - (2) A Governmental agency or sub-unit that performs the administration of criminal justice according to a statute or executive order and allocates a substantial part of its annual budget to the administration of criminal justice. State and Federal Inspector General Offices are included.
    - a) **"Allocates a Substantial Part" has been interpreted to mean more than 50 percent by the originator of the Regulations.**
    - b) **The "Administration of Criminal Justice" means performance of any of the following activities:**
      - 1) **Detection**
      - 2) **Apprehension**
      - 3) **Detention**
      - 4) **Pretrial Release**
      - 5) **Prosecution**
      - 6) **Adjudication**
      - 7) **Correctional Supervision**
      - 8) **Rehabilitation of accused persons or criminal offenders**

The administration of criminal justice shall include criminal identification activities and collecting, storing, and disseminating criminal history record information.

## Criteria for Assignment of a FULL Access O.R.I. - Continued

(NOTE: Chancery Courts adjudicating mental health cases are the only civil courts allowed to obtain an O.R.I. Any correctional facility that houses only juveniles not involved in the criminal justice process but orphaned or declared incorrigible **does not qualify** for an O.R.I. Any agency that supervises only juveniles not involved in the criminal justice process **does not qualify** for an O.R.I. assignment).

- B.** An agency not meeting the qualification set out in Section (A) must meet the definition of an agency **under the management control** of a criminal justice agency as defined in the Computerized Criminal History Program Background, Concept, and Policy as approved by the (*NCIC APB, March 1, 1984, Policy Paper*).

The Management Control Agreement must give the criminal justice agency(s) serviced the authority to set and enforce the following:

- (1) **Priorities; and**
- (2) **Standards for the selection, supervision, and termination of personnel; and**
- (3) **Policy governing the operation and supervision of computers, circuits, and telecommunications terminals used to process criminal history record information.**

Such management control guarantees the priority service needed by the criminal justice community. Criminal justice agency(s) must have one written agreement with the noncriminal justice agency operating the data center, assuring that the criminal justice agency(s) has management control as defined above.

A regional dispatch center may qualify for an O.R.I. assignment related to the NCIC files. A center is a cooperative effort entered into by political subdivisions in a particular area to provide consolidated and computer-assisted dispatch for public safety, such as police, fire, and rescue services. Many of these systems are being established nationwide under the "Dial 911" Program for centralized dispatch of police, fire, and rescue units. In many cases, law enforcement departments are abolishing their communications sections and turning the communications functions over to a consolidated regional system. In these situations, the state control terminal agency must submit a copy of the Management Control Agreement to the FBI NCIC.

- C.** The agency is a non-governmental railroad or campus police department that performs the administration of criminal justice and has arrest powers pursuant to a State statute, which allocates a substantial part of its annual budget to the administration of justice as defined by the Department of Justice Regulations on Criminal Justice Information Systems (*Title 28, C.F.R., Part 20, Subpart A*) and which meets training requirements established by law or ordinance for law enforcement officers.

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**REQUEST FOR ORIGINATING AGENCY IDENTIFIER  
(O.R.I.)**

For your agency to be assigned an Originating Agency Identifier (O.R.I.), you must complete this form and return it to MJIC along with a copy of the appropriate document(s) state statute or legislation that meets requirements for fingerprint processing under ***Title 28, Code of Federal Regulations (C.F.R.), Part 20.***

<b>Does your agency conduct Criminal Investigations?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>COORDINATOR'S Last Name:</b>		<b>COORDINATOR'S First Name:</b>	
<b>Agency Name:</b>		<b>Type of Agency:</b>	
<b>Agency Address:</b>		<b>Agency City/State/Zip:</b>	
<b>Work Phone Number:</b>		<b>Work Fax Number:</b>	
<b>Email Address:</b>		<b>County Number:</b>	

**Approval – I further agree to submit a new designation form to C.I.C. at any time there is a change in either the COORDINATOR or AGENCY's HEAD.**

<b>Signature of COORDINATOR:</b>		<b>Date:</b>	
<b>Signature of Agency's Director:</b>		<b>Date:</b>	

**This form will be accepted by the following:**

<b>EMAIL:</b> <a href="mailto:ori@dps.ms.gov">ori@dps.ms.gov</a>	<b>MAIL:</b>  Mississippi Department of Public Safety Criminal Information Center Attn: RAC Rusty Clark 3891 Hwy 468 W Pearl, MS 39208
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**PLEASE ENCLOSE A COPY OF THE STATE STATUTE, EXECUTIVE ORDER, CITY ORDINANCE, OR CITY RESOLUTION UNDER WHICH YOUR AGENCY WAS CREATED. IN THE ABSENCE OF A POLICE DEPARTMENT, INCLUDE THE DOCUMENT(S) RELATING TO THE ADOPTION OR ORDINANCE OF YOUR CHIEF LAW ENFORCEMENT OFFICER. INCLUDE THE SECTION WHICH SPECIFIES THAT A SUBSTANTIAL PART OF YOUR AGENCY BUDGET IS ALLOCATED FOR THE ADMINISTRATION OF CRIMINAL JUSTICE AND THE SECTION WHICH AUTHORIZES POWERS OF ARREST (if applicable). (A COPY OF YOUR AGENCY ANNUAL BUDGET OR A STATEMENT BY YOUR CHIEF LAW ENFORCEMENT OFFICER MAY SUFFICE FOR THE PORTION REQUIRING ALLOCATION OF FUNDING FOR THE ADMINISTRATION OF CRIMINAL JUSTICE.) PLEASE INCLUDE VERIFICATION THAT YOUR AGENCY MEETS MINIMUM STANDARDS (A COPY OF CERTIFICATE FROM MINIMUM STANDARDS).**