



THE NAVAJO NATION

Ben Shelly
PRESIDENT

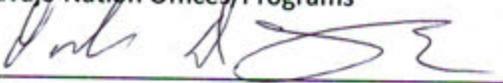
Rex Lee Jim
VICE PRESIDENT

November 19, 2013

ImstoyeiRelocate5

MEMORANDUM

TO : Navajo Nation Offices/Programs

FROM : 
Orlando D. Bowman, Program Supervisor II
Information Management Section, Navajo Police Department

SUBJECT: PUBLIC SERVICE ANNOUNCEMENT
Re: Navajo Nation Criminal History Process

The process to obtain (request) Navajo Nation Criminal History is available and has been available since July 15, 2013. This stems from the closure of our Toyeyi office due to Navajo Police Academy closing their doors at Toyeyi.

Information Management Section, Navajo Police Department, will process new requests at our IMS Window Rock office, located at the Navajo Division of Public Safety HQ's/Window Rock District Court Building.

The following is our hours of operation for non-criminal justice requests:

- Monday / Wednesday / Friday, 8:00 AM-12:00 PM. We will take the first 25 in-person requests and process within 1 to 2 hours.
 - Fees: 1 to 4 Years is \$5.00 per individual; 5 Years or more is \$10.00. Money Orders Only.
 - Valid Photo Identification is required.
- Fingerprints: Please bring your own Fingerprint Cards; your employer should provide or contact Arizona Dept of Public Safety. We do not provide Fingerprint Cards. Fee is \$5.00 per individual, per agency.
- Tuesday and Thursday, closed to the public. For criminal justice agencies we will take official requests with proper credentials.

An IMS pamphlet is attached for additional information.

Any questions, comments can be directed to me at 928-871-7621 or via email:
orlandobowman@navajo-nsn.gov.

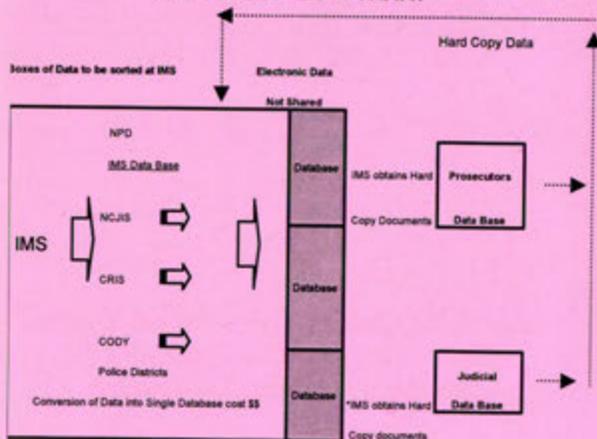
Thank you.

cc: Chief of Police, NPD
Division Director, NDPS
Chief of Staff, OP/VP, NN
Distribution
File

NN District Courts & Prosecutors Office

- 1 **Window Rock District**
District Court 928.871.6962 / 6984
Prosecutors 928.871.6629
- 2 **Shiprock District**
District Court 505.368.1270
Prosecutors 505.368.1124
- 3 **Crownpoint District**
District Court 505.786.2072
Prosecutors 505.786.2104
- 4 **Tuba City District**
District Court 928.283.3140
Prosecutors 928.283.3169
- 5 **Chinle District**
District Court 928.674.2070 / 2071
Prosecutors 928.674.2222
- 6 **Kayenta District**
District Court 928.697.5549
Prosecutors 928.697.5594
- 7 **Dilkon District**
District Court 928.657.8141 / 8142
Prosecutors 928.657.8139

DATABASE FLOW CHART



*All of the data, Electronic and Hard Copy, there must be an

initiative to collaborate - Administrative and Technical

Note: Archival data must be included, hard copy

documents from NDCI & NDOC, Currently

filling in boxes with respective programs.

There is limited access to judicial data base.

Info: Sharing not adhered to with NN Council Resolution:

CJY-34-92

CAP-30-02 (CAP-20-08)

Assistance is needed in this area!

MISSION STATEMENT

Amass and gate keep accurate, complete and current information for agencies to utilize in the safeguard of life and property.

VISION STATEMENT

To create an enterprise or network on information reliable with real time, accurate, and shared connectivity of managed information.

PROGRAM

GOALS/OBJECTIVES

1. To provide an information management system, which disseminates and retrieves data covering all incidents, criminal activities, investigated by police officers and criminal investigators.
2. To collect data from all police district reports regarding all incidents and criminal activities investigated by police officers and criminal investigators. Including the number of offenses and arrests involving felony and misdemeanor cases within the jurisdiction of the Navajo Nation.
3. To provide timely and accurate data to criminal justice agency information users, to aid in prosecution, detention, and rehabilitation of offenders.
4. To maintain department records and coordinate an effective filing system, which include criminal/traffic history files, fingerprint cards, photographs, department arrests/offense/accident reports, and provide information to other criminal and non criminal justice agencies that comply with statutory requirements.

NAVAJO POLICE DEPARTMENT



INFORMATION MANAGEMENT SECTION

Website:

<http://www.navajodps.org>

WINDOW ROCK, AZ
PHONE: 928/871-7621
FAX: 928/871-7971

Information Management Section

Technology/Police Reports/NPD Criminal Traffic History Checks/ Fingerprinting/Archives

INFORMATION REQUIRED TO OBTAIN POLICE REPORTS & NPD CRIMINAL TRAFFIC HISTORY CHECKS:

- > Name of victim(s), Driver(s), or Owner(s). Exact Location of Incident & Dates.
- > Police Officer's Name & Police Report Number (0-00-0000).
- > We **require** a Valid Identification Card or State Driver's License with Photograph, Physical Description and signature.
- > Non-Criminal history Checks can be processed In-Person, and must be 18 years & older.
- > We **DO NOT process Juvenile History Checks.** Juvenile information can be requested from your Juvenile District Court Presenting/Probation Representative.
- > **If request is to be submitted by US Mail or through Third Party Representative, signature and Valid Photo Identification must be Notarized.**
- > Official Criminal Justice Agency Inquiries; Presentation of Proper Credentials and/or Documentation is required.

FEES:

(Subject to Change without Notice)

**Make Money Orders Payable to:
The Navajo Nation**

Criminal and/or Traffic History Check:

1-4 Years, \$5.00. Five Years or more, \$10.00 .

NO CASH OR PERSONAL CHECKS. Money Order in the appropriate amount.

Criminal and/or Traffic History Check Requests may take **16 weeks or more** for completion and delivery.

Police Reports: \$2.00 per page. (Official Navajo Nation Requests: **\$1.00 per page.**)

Requests for reports to be sent via facsimile: **\$1.00 per page.**

Fingerprinting: \$5.00 per individual.

(Individuals must provide their own fingerprint cards.)

Fingerprinting can also be arranged at your department or organization. Contact our office for details.

Our Police ID Technicians are formally trained to use the Henry Classification System and can assist clients in comparing and matching fingerprints.

NHA Criminal History Request:

REQUIRES: A Referral Letter stating the PROJECT UNIT & HOUSING UNIT Numbers. (For current & new Applicants)

OFFICE HOURS:

Window Rock Office

Monday - Wednesday - Friday
8 AM to 12 PM

Program Supervisor

P.O. Box 3360

Window Rock, AZ 86515

Phone: 928/ 871-7621

Fax: 928/ 871-7971

Effective September 10, 2007

IMS will PROCESS ONLY the first 25 Walk-Ins.

All NN Criminal History Checks will not be on Tuesdays and Thursdays.

Monday - Wednesday - Friday
8 AM to 12 PM

**** EFFECTIVE January 01, 2010****

For Non-Criminal NPD Criminal/Traffic History IMS will ONLY provide Law Enforcement contact information.

For case Dispositions on your NPD Criminal History you will need to contact NN District Courts and/or District Prosecutors.