

# RAPTOR PLAYBOOK

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JD PALATINE

RISK MITIGATION SPECIALISTS

Accuracy. Speed. Client-Focused.

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## JDP PRODUCT OFFERINGS

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### Social Security and Address History Verification

Provides up-to-date information on an applicant's Social Security number (SSN). The SSNV is an investigative starting point for a more complete background investigation that verifies and returns information on the applicant's SSN, full name, aliases, age, date of birth, dates at listed addresses and phone information. The results may be used to broaden the scope of criminal background checks by uncovering jurisdictions for more thorough criminal searches. The SSNV sources include Equifax, Experian, TransUnion, Utilities Companies, phone/Cell Phone Activation, FedEx Delivery, UPS Delivery, Certified Mail, Delivery Services, Mail ordering service (online shopping), Ebay, QVC, Postal, Magazine Subscriptions, and Death Master Index.

### JDP National Criminal Database

Includes over 450M records in over 350 Jurisdictions with 80% of the sources updating monthly, 15% updating quarterly, and another 5% updated on a different time-table. The JDP National Criminal Database searches multiple aliases, the Office of Foreign Assets Control (OFAC), Sex Offender Registries, various Administrative Office of Courts and Department of Corrections, JDP Proprietary Data, the FBI Terrorist Watch List, and other various sources across the country.

### Felony and Misdemeanor County Search - 1 County

Searching felony and misdemeanors records directly at the County Court of the current county of residence for the most current and accurate criminal information.

### Felony and Misdemeanor County Search - 7 Year Residence History

searching felony and misdemeanors records directly at all the County Courts for given and developed names/ addresses of residences that a person has lived in during the last 7 years of residence history per the SSNV.

*\*other searches available upon request per state specific requirements, please contact Kirk Noethe at 630.335.2214 for additional info.*



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## JDP RAPTOR SUPPORT SYSTEM

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## ELIMINATE THE UNKNOWN FROM YOUR SCHOOL VOLUNTEER SELECTION PROCESS

Minimize your potential liability by choosing JD Palatine's accurate, efficient risk mitigation solutions

The long-term success of your school district's volunteer program, and the safety of your students, hinges on your ability to eliminate untrustworthy volunteers before you rely on their credentials, background history, or financial viability.

JD Palatine specializes in minimizing your potential liabilities at the crucial school volunteer selection stage by providing your business with accurate, efficient, and innovative risk mitigation solutions. Backed by our superior customer service, JDP brings you one step closer to selecting the right school volunteer, every time.

## Choose JDP

### ACCURATE

- Unparalleled access to high-quality databases
- FCRA-compliant data for our policies and the policies of our partners
- All reportable records hand-checked by JDP researcher before sending to client

### FAST TURNAROUND TIME

- Expedient information optimizes your candidate selection process
- Make candidate selection decisions faster and with more confidence
- Our agility means better information, faster to your organization

### CLIENT-FOCUSED

- Dedicated attention provides you with the right information, fast - every time
- 24/7 customer service means we're always there when you need us
- Innovative product portfolio works hard to meet your evolving needs



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## ARE FBI BACKGROUND CHECKS ENOUGH?

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Busy business owners fill their days shuffling between meetings, landing new clients, solving product challenges and hiring new employees. The latter can be especially time consuming, and many employers will turn to the FBI's Criminal History Summary to do some quick digging on candidates, often thinking: the FBI has all the information they need, right?

Not exactly.

Back in 2006, the U.S. Attorney General's office released a Report on Criminal History Background Checks and found that approximately 50 percent of FBI records are missing key information. What's more, in 2013 The National Employment Law Project found that FBI records account for harming more than 600,000 workers per year during their job searches.

To be sure, FBI checks are still effective, as they list fingerprint information retained by the agency in connection with arrests and, in some cases, federal employment. But employers should think twice before relying on those checks alone.

So, what's the answer? Supplemental background checks.

Employers are smart to enlist the help of state-level searches, as individual states often have more accurate records; and the help of private companies like JD Palatine, which can give employers comprehensive views of each candidate and help management teams make informed decisions.



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## ABOUT NCIC

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NCIC was launched on January 27, 1967 with five files and 356,784 records. By the end of 2015, NCIC contained 12 million active records in 21 files. During 2015, NCIC averaged 12.6 million transactions per day.

**The Files:** The NCIC database currently consists of 21 files. There are seven property files containing records of stolen articles, boats, guns, license plates, parts, securities, and vehicles. There are 14 persons files, including: Supervised Release; National Sex Offender Registry; Foreign Fugitive; Immigration Violator; Missing Person; Protection Order; Unidentified Person; Protective Interest; Gang; Known or Appropriately Suspected Terrorist; Wanted Person; Identity Theft; Violent Person; and National Instant Criminal Background Check System (NICS) Denied Transaction. The system also contains images that can be associated with NCIC records to help agencies identify people and property items. The Interstate Identification Index, which contains automated criminal history record information, is accessible through the same network as NCIC.

**How NCIC is Used:** Criminal justice agencies enter records into NCIC that are accessible to law enforcement agencies nationwide. For example, a law enforcement officer can search NCIC during a traffic stop to determine if the vehicle in question is stolen or if the driver is wanted by law enforcement. The system responds instantly. However, a positive response from NCIC is not probable cause for an officer to take action. NCIC policy requires the inquiring agency to make contact with the entering agency to verify the information is accurate and up-to-date. Once the record is confirmed, the inquiring agency may take action to arrest a fugitive, return a missing person, charge a subject with violation of a protection order, or recover stolen property.

**Cooperation is Key:** NCIC has operated under a shared management concept between the FBI and federal, state, local, and tribal criminal justice users since its inception.

There are two facets to the shared management concept—policy and functional.

The policy facet provides a means for user input on NCIC policy through the Criminal Justice Information Services (CJIS) Advisory Policy Board. The board enables NCIC users to make recommendations to the FBI Director for policy and operational enhancements to the system. The CJIS Division actively promotes the use of the system and its benefits through daily interaction with users—whether by phone, video teleconference, or e-mail; attendance at meetings and seminars; and via the advisory process.

The functional facet provides a means for agencies to access NCIC. The FBI provides a host computer and telecommunication lines to a single point of contact in each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and Canada, as well as federal criminal justice agencies. Those jurisdictions, in turn, operate their own computer systems, providing access to nearly all local criminal justice agencies and authorized non-criminal justice agencies nationwide. The entry, modification, and removal of records are the responsibility of the agency that entered them. The CJIS Division serves as the custodian of NCIC records. Although there are databases that compile criminal records, the most comprehensive of these—the one used by the U.S. Federal Bureau of Investigation (FBI)—is actually a collection of multiple databases known as the National Crime Information Center (NCIC).



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## BACKGROUND CHECKS: BEWARE OF THE NCIC

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The FBI's National Crime Information Center, or NCIC, has long been respected as the authority and aggregate database for all things criminal-record-related.

It's time to take a second look at this.

Turns out, even with more than 12 million records, the Center only contains around 50 percent of all available criminal records.

Why? The answer is complicated and comes down to the laborious reporting process involved. In order to enter a record into the NCIC, employees from individual municipalities and courts have to manually record information into the national database. This takes time and, due to human error, means accuracy isn't a guarantee.

Employers should be aware of this when consulting the NCIC. (An extra blow: access to the database is often limited to law enforcement and rare specialized requests.)

So, what should an employer do when they want to obtain records on a candidate?

Two things: First, go to the primary source, i.e. a courthouse or municipality, and ask for a person's records. (Note: even if you do get into the NCIC, it's a good idea to check records with primary sources.)

Second, enlist the help of a third-party background check company like JD Palatine. Third parties can save employers time, money and headaches related with hiring the wrong people.



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## NATIONAL DATABASE FOR BACKGROUND CHECKS IS A MYTH

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This popular myth has helped fuel the ongoing debate among policymakers in Washington regarding the use of background checks for everything from immigration reform to employment screening. In reality, there currently is no such thing as a single national database that contains all criminal records in the United States.

There are actually many different databases used to conduct background checks on individuals. The most popular and most referenced by Hollywood as the "golden standard," is the FBI database. In reality, the FBI database is actually not one single database, but a collection of different systems organized under the National Criminal Information Center (NCIC).

Though perceived by many as all encompassing, the FBI database is not considered reliable as a single source for background screening purposes. Even for those entities that are required to use the FBI's database, it is recommended that other sources be used to supplement the FBI search. Even the FBI acknowledges that its NCIC database is limited, noting that it contains only about 50 to 55 percent of all available criminal records, along with information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, federal employment, naturalization, or military service.

It is important to understand that despite the partial collection of information available in the FBI system, employer access to the FBI database is restricted, permissible only if state or federal law has authorized such access. This is typically the case only in regulated industries, such as those involving access to vulnerable populations like children and the elderly. In most cases, employers will not have access to the FBI's database when performing background screens on job applicants.

Though the majority of employers cannot access the FBI database, there are a number of other multi-jurisdictional databases, often referred to as "national databases," which can be accessed by third parties such as an employer. These national databases are generally compiled by purchasing copies of criminal records from various sources and combining these records in a central database and/or by using an in-house database of criminal records developed over years of criminal record searches. Record sources may include law enforcement information, incarceration records, sexual offender registries, court records, county records, state records, and government watch lists.

On the surface, these multi-jurisdictional databases appear to have significant application in employment background screening. The reality, however, is that while such databases certainly serve a valid purpose, they should be used carefully. Some key points to keep in mind:

- "National" is a misnomer: While current multi-jurisdictional databases contain millions of records (often 400 million or more), there exists no single, national database that contains all criminal records in the U.S. These databases include only those records from various government and law enforcement entities that have been made available for purchase, can be obtained through public access, and/or are from an in-house historical database.





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## NATIONAL DATABASE FOR BACKGROUND CHECKS IS A MYTH

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- Data cannot be counted on to be 100 percent accurate and complete: The data is only as accurate as the person adding it into the database at time of record origination. Further, even if accurate when entered, the record may have changed since the time the data was purchased. For example: a conviction may have been expunged, an arrest may have never led to prosecution or a felony charge may have been reduced to a misdemeanor.
- Data structures within the database are not always reliable: When combining several different databases into one, the methods used to structure the data will impact search results. For example, when a query is done using "ROBERT SMITH," results returned may or may not include ROBERT A, BOB, BOBBY, and ROBERTO. Whether separate queries must be made for each name varies from one database to another.

*The above article was originally published on The Hill website:*

*<http://thehill.com/blogs/congress-blog/judicial/291939-national-database-for-background-checks-is-a-myth>*

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## PROGRAM OVERVIEW

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# School Districts Have A Responsibility To Ensure The Safety of Students.

## JD Palatine Helps Achieve This.

The education system has a responsibility to do more than teach. When it comes to student safety, taking steps to avoid a calamity is key. For the most comprehensive preventative action plan, schools are encouraged to use FBI Fingerprinting and background checks from JD Palatine.



FBI Fingerprinting + JD Palatine =  
Comprehensive Background Check

## Why Is JD Palatine Important?

### Students Deserve A Safe Place To Learn.

School districts can PROACTIVELY deter criminals from approaching students by conducting fingerprint searches and annual comprehensive background checks on employees, volunteers and others who enter school grounds.

**With JD Palatine, school districts can effectively and efficiently screen:**

- Employees
- Volunteers
- Visitors
- Others On The Premises

As an extensive SaaS web-based model, JD Palatine is integrated with a robust set of sources to reveal past misdemeanors, felonies or infraction filing related to a reportable conviction.



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## PROGRAM OVERVIEW

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# What Every School District Should Know

### Start at the source

- The most accurate criminal reports are stored at the county courthouse.
- State and FBI records typically lack information and are not always up to date.

### Realize the state of databases

- State database searches only generate results from the state they are run.
- Out-of-state offenders who are not registered with the state, will not show in the state's criminal database.

### Add other background checks to fingerprinting

- Fingerprinting accesses both state and FBI records, however these databases are not always up to date due to their reporting process.
- Fingerprinting does not include a county courthouse check.

## ABC's of Background Screening

### School Districts Should Conduct Background Checks And Be Aware Of The Following:



- Criminals are called crooks for a reason: they take indirect paths to **get around the system**.
- The name on a Social Security card, driver's license and the application should be **exactly** the same. For example, "Carol" and "Carroll" are different names and would require separate searches. Criminal background checks performed using the applicant's Social Security Number returns results for aliases, misspellings and maiden names – eliminating the need for multiple name searches.
- A criminal background check is a "**snapshot**" of an individual's record and only reflects data available at the time of the search.
- Virtually all **criminal records originate** at county courthouses. Depending on time and resources, counties periodically report up to the state agency – and state agencies then report up to the national level. The information reported up to the state may be incomplete or not delivered in a timely manner, while states are not required to report up to the national level. Therefore, county courthouse records are the most accurate sources for background checks in the country. Fingerprinting does not include a county courthouse check.



## PROGRAM OVERVIEW

- There is **no perfect or guaranteed** national criminal history database. Even the FBI admits it only has about half of the nation's criminal case disposition records.
- In a county-by-county search, applicants declare counties where they resided during their adult life. A Social Security Number Trace examines credit activity to determine where an individual may have lived. While this search doesn't guarantee a list of all residencies, it is **the best available source** for data beyond the individual's declaration.
- Out-of-state criminals, including sex offenders, **will not appear in the state DPS** system unless they registered with the state upon arrival.
- Although an employee may have a clean criminal record at the time of hire, **annual criminal history** checks are strongly recommended since records are constantly being updated.
- Initial criminal background checks may unearth surprising results, especially when some staffers have never been checked on the national level. To maintain damage control, it's important school districts **define local policies and procedures** before conducting criminal background checks on all current employees.



## PROGRAM OVERVIEW

FBI Fingerprint + State DPS Check + JD Palatine = **Comprehensive Background Check**

|  | FBI FINGERPRINTING | STATE DPS | JD Palatine** |
|--|--------------------|-----------|---------------|
| <b>COUNTY</b>                                      |                    |           |               |
| County Criminal Record Check                       |                    |           | ✓             |
| Local Fugitive Lists                               |                    |           | ✓             |
| Primary Index County - Lower                       |                    |           | ✓             |
| Primary Index County - Municipal                   |                    |           | ✓             |
| Primary Index County - Upper                       |                    |           | ✓             |
| Primary Index County - Superior                    |                    |           | ✓             |
| <b>STATE*</b>                                      |                    |           |               |
| Archived State County Court Database               |                    |           | ✓             |
| Out of State Criminal Records                      |                    |           | ✓             |
| Proprietary Offender Data                          |                    |           | ✓             |
| State Administrators Office of the Courts          |                    |           | ✓             |
| State Criminal Records Database                    |                    | ✓         |               |
| State Departments of Corrections                   |                    |           | ✓             |
| State Fugitive Lists                               |                    |           | ✓             |
| State Sex Offender Registry                        |                    |           | ✓             |
| <b>FEDERAL</b>                                     |                    |           |               |
| Bureau of ATF                                      |                    |           | ✓             |
| Bureau of Criminal Investigations                  |                    |           | ✓             |
| FBI Most Wanted Terrorist                          |                    |           | ✓             |
| FBI Most Wanted Fugitives                          |                    |           | ✓             |
| National Crime Information Center (NCIC) Database  | ✓                  |           |               |
| Office of Foreign Assets Control (OFAC) Watch List |                    |           | ✓             |
| US Airforce OSI                                    |                    |           | ✓             |
| US Customs Service                                 |                    |           | ✓             |
| US Department of Justice                           |                    |           | ✓             |
| US Drug Enforcement Agency                         |                    |           | ✓             |
| US Marshals Service                                |                    |           | ✓             |
| US Naval CIS                                       |                    |           | ✓             |
| US Secret Service                                  |                    |           | ✓             |

\*Records listed are searched for the majority of states, but not all.

\*\*Records list is a sample of the JD Palatine dataset and is not an exhaustive list.



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## PROGRAM OVERVIEW

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# Knowledge Is Key When It Comes To Safety

## Access Crucial Information With JD Palatine

Combined with FBI Fingerprinting, our background checks deliver the most comprehensive screening solution for schools since we include the following, or a combination of the following:

### National Criminal Database Search

- Offers robust, confidential data. **Direct from Counties.**
- Searches an array of databases and data sets.
- Is **refreshed** at different intervals.
- Includes our Address Information Manager which uncovers **up-to-date** details on applicants' past addresses, aliases, alternate names and moving patterns per their SSN.
- Features our Criminal Offender Profile Summary service that reports data on criminal offenders, sex offenders, known terrorists and fugitive watch list data from the Office of Foreign Assets Control (OFAC), FBI Terrorist List and Federal/State/Local Wanted Fugitives list.

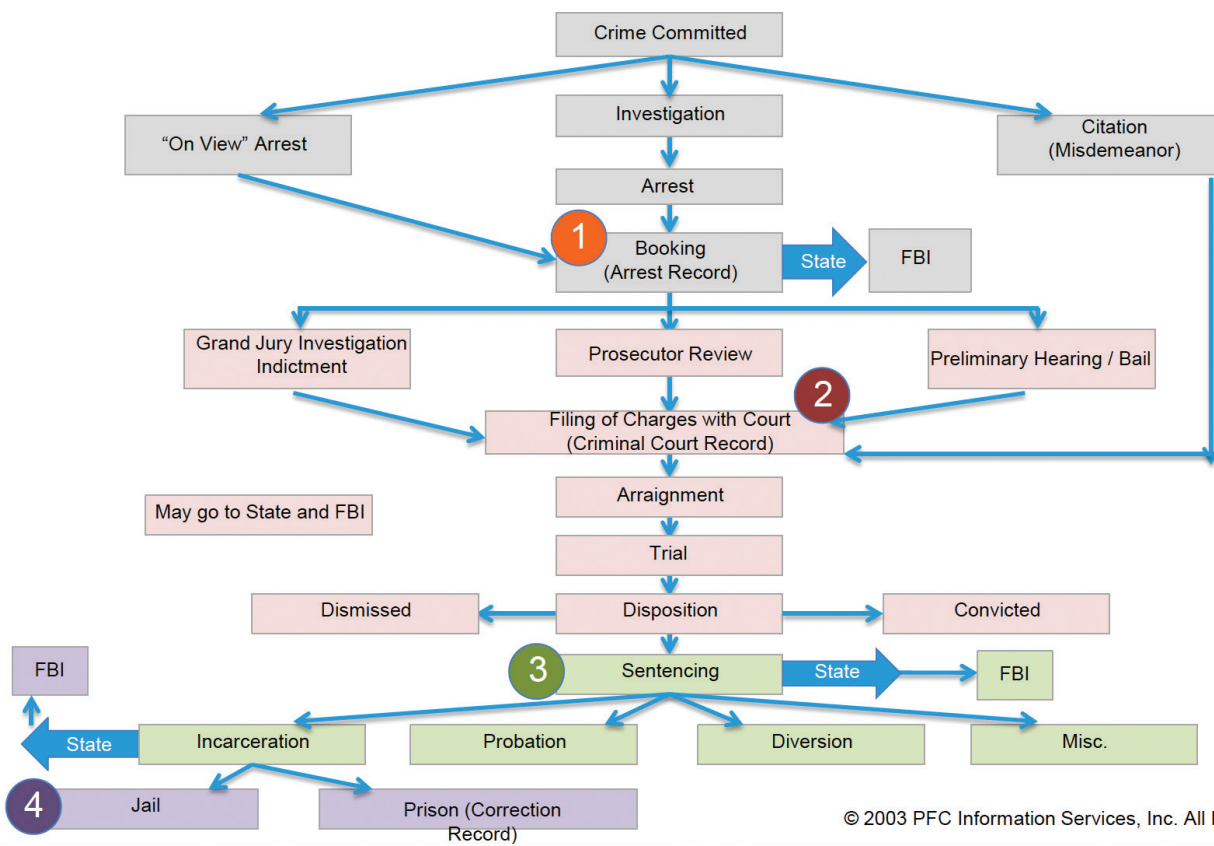
### County Criminal Search

- Accesses the **most accurate** criminal records by searching records from US counties.
- **Develops an address history** via the Social Security Administration, Credit Headers and other sources to run checks in corresponding counties.
- Determines whether a prospective employee or volunteer has a misdemeanor, felony or infraction filing related to a **reportable conviction**.
- Employs a **court researcher**, an actual person who searches for records within the Primary Index of a courthouse.
- **Complements** the work of the court researcher by also using Teseract, an electronic pipeline built to quickly and thoroughly extract records.
- **Double-checks** each record extracted by Teseract to ensure you receive a report with accurate and current data.



# PROGRAM OVERVIEW

## Criminal Case Flowchart



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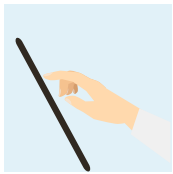


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## PROGRAM OVERVIEW

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### JD Palatine Helps You



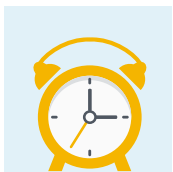
#### Make Fast, Reliable Decisions

We access aliases, addresses and dates of birth that may not have been provided by the applicant so the information needed to make a decision is at your fingertips.



#### Reduces Costs

A complete list of addresses and counties of record associated with the SSN is included, eliminating the expense of conducting individual searches on multiple names.



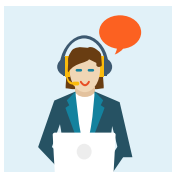
#### Save Time

All searches are run automatically to deliver a condensed, easy-to-read report in seconds.



#### Be Informed

Through our vetting and auditing program, each criminal record is thoroughly reviewed before it is reported. All misdemeanor and felony records are held to stringent quality control standards, ensuring a high level of accuracy and significantly decreasing false positives and other disputes.



#### Access Customer Support.

No matter the issue, you can contact a dedicated JD Palatine team member for assistance.