



Bomb Arson Tracking System (BATS)

SUMMARY ACCESS PROCEDURES FOR FIRE DEPT INVESTIGATORS

**** NCIC USE PRIVILEGES & AN ORI IS A MANDATORY SECURITY REQUIREMENT ****

WHAT IS BATS?

- **BATS** is a Computer *Case Management* System Solely Dedicated To Fire, Arson & Explosives Investigations.
- **BATS** Assists Investigators in the Gathering, *Reporting*, And Accessing of Case Information Efficiently.
- **BATS** Users Can Easily Create 'Origin and Cause' Reports Using *Standardized Language* for Consistency.
- **BATS** Reports Are Printed Using Your *Department's Header & Logo*.
- **BATS** "Links" Agencies to the *U.S. Bomb Data Center* - Arson & Explosives National Repository.
- **BATS** Users Can Track Trends & Compare Incidents For Similarities In *Motives, Leads & Potential Suspects*.
- **BATS** Users Receive a User-ID & Password For *Secured* Access Using the *Internet* & Any Work Computer.
- Each Agency *Administers* Their **BATS** Account And *Controls* Access To Their Information.
- The *Easy-To-Use BATS* Program Is *Free-of-Charge* and Restricted To Public Safety Investigators from Police and Fire Departments with Established NCIC Use Privileges.

WHAT IS NCIC & ORI?

- The National Criminal Information Center (NCIC) System Is Used Throughout The United States By Criminal Justice Agencies To Access Computerized Criminal History Information.
- Each NCIC Participating Agency Is Assigned An Originating Reporting Agency Identifier (ORI) That Begins With Its Two-Letter Home State Abbreviation (e.g., MA#####).

*Note: *A NCIC Terminal Is Not Part of BATS.**

WHY NCIC & ORI?

- Criminal Justice Purpose: To Establish And Maintain A Satisfactory Information Security Structure.
- The ORI Serves As An Agency Identifier For Each BATS Account.

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****WHAT IF A FIRE DEPARTMENT DOES NOT HAVE AN ORI?**

- 1) Sworn Fire Dept Investigators Must Have a Sponsoring Law Enforcement Agency (i.e., Local Police Dept) With NCIC Access and a Valid ORI Apply for a *Joint Police/Fire BATS Account*.
- 2) The Sponsoring Law Enforcement Agency Must State On Letterhead That It Is A Duly Constituted, Empowered, And Regulated Law Enforcement Agency And *In Conjunction With The [Local] Fire Department's Fire Investigation Unit*, Is Responsible For The Investigation of Incidents Involving Arson And The Suspected Criminal Misuse of Explosives.
- 3) The Sponsoring Law Enforcement Agency Must Provide the Names of the Nominated Fire Dept Investigators That Will Be CJIS-Certified to Use and Receive NCIC Information In Order To Access the Joint Police/Fire **BATS** Account Through Their *Work Computers & the Internet*.
- 4) The Sponsoring Law Enforcement Agency And It's Approved **BATS** Users Must Maintain Active NCIC Use Privileges Throughout Participation in the **BATS** Program.

****If your agency wishes to request a BATS account, please submit a letter from the department chief to:**

U.S. Bomb Data Center - BATS Program
99 New York Avenue, NE, Room 8S295
Washington, DC 20226
Fax: 1-866-927-4570

For additional information contact the U.S. Bomb Data Center directly at 1-800-461-8841.

BATS

SAMPLE REQUEST LETTER

[Date]

Department of Justice, Bureau of ATF
Special Agent-in-Charge, Boston Field Division
10 Causeway Street, Room 701
Boston, MA 02222-1081
Fax: 1-617-557-1211

Subject: Request for BATS Account

To Whom It May Concern:

The [City/Town] Police Department is interested in participating in the Bomb Arson Tracking System (BATS) Program. The [City/Town] Police Department is a duly constituted, empowered, and regulated law enforcement agency and in conjunction with the [City/Town] Fire Department is responsible for the investigation of incidents involving arson and the suspected criminal misuse of explosives. The [City/Town] Fire Investigation Unit is comprised of sworn police officers and firefighters.

The [City/Town] Police Department has current National Crime Information Center (NCIC) access and use privileges. Our ORI number is [#####]. The below nominated sworn investigators from the [City/Town] Police Department and [City/Town] Fire Department will be CJIS-certified to use and receive NCIC information in order to access our joint police/fire BATS account through their respective work computers:

TITLE

NAME

DEPARTMENT

The person(s) designated to administer our BATS account and responsible for coordinating BATS policy compliance for all users will be [enter name and phone number of police supervisor/senior member] and/or [enter name and phone number of fire supervisor/senior member]. Please coordinate with them in setting up the account.

Sincerely,

Chief of Police

cc: [City/Town] Fire Chief