

Rap Back Implementation Frequently Asked Questions

1. How does Rap Back impact our agency?

For individuals currently certified as a NC criminal justice officer or justice officer as of January 1, 2023:

Agency heads are required to have all certified personnel (active, inactive, full-time, and part-time) fingerprinted at a Live Scan device and electronically submit those fingerprints to the State Bureau of Investigation (SBI) for enrollment in the Rap Back service prior to May 31, 2023.

For applications for certification received on or after January 1, 2023:

Individuals will be required to be fingerprinted twice. The first set of fingerprints shall be taken at a Live Scan device and electronically submitted as a part of the hiring process. The Reason for Fingerprinting will be the same value used in the past (Sworn, Non-Sworn, Juvenile Justice Officer, etc.). The change to this process is that the fingerprint results (fulfilment letter/criminal history) will be returned to the hiring agency. When this individual applies for certification, the hiring agency will submit the fulfilment letter with the application packet to the appropriate Commission.

Once the application packet has been submitted to the Commission, the agency will then be required to have the applicant fingerprinted again using one of the new Rap Back codes as the Reason for Fingerprinting. These fingerprint results will be sent to the Commission and will be placed in the applicant's certification file.

2. How do I enroll in Rap Back?

Below are the acceptable combinations for Rap Back enrollment:

| Reason For Fingerprinting (RFP) | Type of Transaction (TOT) | NC Fingerprint Card Type (NCT) |
|-------------------------------------------------------------------------|---------------------------|--------------------------------|
| RAP BACK - CRIMINAL JUSTICE STANDARDS - STATE AND FED - NCGS 143B-972.1 | MAP | RAP |
| RAP BACK - SHERIFFS STANDARDS - STATE AND FED - NCGS 143B-972. | MAP | RAP |

Your Live Scan vendor will need to add the two new Rap Back codes in the RFP dropdown and RAP as an NCT. Some Live Scan devices will have a separate workflow for Rap Back where these codes will be available and other Live Scan devices may have it listed in the standard Applicant workflow. Only your Live Scan vendor will know how this is being implemented. These codes should not be used prior to January 1, 2023.

3. Who do I contact if my Live Scan does not have the new Rap Back Reasons for Fingerprinting after January 1, 2023?

Your Live Scan vendor will be responsible for placing the new codes on your devices. If they need assistance with the new codes, they can contact Jenni Apilli, SBI ID Services Coordinator at japilli@ncsbi.gov or 919-582-8620.

4. Which agency should be used for the Contributor at the Live Scan device?

The ORI of the employing agency should be selected when fingerprinting a certified officer. If you are fingerprinting someone who works at an agency other than yours, you must select their agency's ORI. If the employing agency's ORI is not an option in the dropdown, contact Jenni Apilli and your Live Scan vendor to ensure the ORI as added to both State AFIS and your device.

5. Why can't an individual be fingerprinted for both hiring purposes and Rap Back purposes at the same time?

Fingerprints received during the hiring process are not retained at the FBI and cannot subsequently be enrolled as a part of the certification process. Fingerprinting a person for Rap Back who has not applied for certification would cause them to be enrolled at the FBI which does not meet the qualification for enrollment outlined in N.C.G.S. § 143B-972.1.

If an individual needs to be fingerprinted more than once, the SBI requires a unique Electronic Fingerprint Number for each submission. Do not change the descriptors on a previous case and resubmit to the SBI, this second submission will go into error and will not be processed.

6. If I am certified with more than one agency, do I have to be fingerprinted for Rap Back purposes for each agency?

Yes, you will be required to be fingerprinted for Rap Back purposes with each agency.

7. If I am currently employed/certified by multiple agencies, and separate from one agency, will I remain enrolled in the Rap Back service?

Yes, you will remain enrolled in the Rap Back service. Each Rap Back subscription is maintained by a unique identifier that contains a set of fingerprints for each enrollment. When you separate from an agency, the Commission would report this separation to the SBI, and the set of fingerprints associated with that enrollment will be removed. The fingerprints for the other enrollment(s) will remain.

8. If I am certified with one agency but have certifications with two different Commissions, do I have to be fingerprinted for Rap Back purposes for each Commission?

Yes, if you are employed with one agency and hold certifications from both the Criminal Justice Standards and the Sheriffs' Standards you will need to be fingerprinted twice using the corresponding Reason for Fingerprinting for each Commission. Example: You hold law enforcement officer certification and a telecommunicator certification through the same agency. You would need to be fingerprinted for the Criminal Justice Standards due to your law enforcement officer certification and be fingerprinted for the Sheriffs' Standards due to your telecommunicator certification.

9. Do I have to be fingerprinted again for Rap Back purposes, if I am already certified with one of the Commissions and change agencies?

Yes, you will be required to be fingerprinted for the Rap Back service for each agency where you are employed and hold a certification.

10. What happens if my fingerprints are rejected?

If your fingerprints are rejected by the FBI for poor fingerprint quality, the SBI will notify the appropriate Commission that you will need to be fingerprinted again.

11. What happens when I leave an agency?

The employing agency is responsible for notifying the certifying Commission of your separation. This is currently accomplished by the completion and submission of a separation form. The Commission will notify the SBI who will then remove your fingerprints and enrollment information from the Rap Back service. If you then become employed by another agency, that agency will need to re-fingerprint and re-enroll you.

12. If my fingerprints are in Rap Back and I am fingerprinted for a new position, will my fingerprint results show any information about Rap Back?

No, your fingerprint results will not show a response that you were previously fingerprinted for Rap Back purposes.

13. What will happen if I do not get fingerprinted for Rap Back?

State law requires applicants for certification and certified officers to be fingerprinted for Rap Back. Not complying with the law could result in the suspension/revocation of your certification.

14. What will happen if I am currently certified, and my Rap Back fingerprint results come back with a criminal charge being indicated?

Fingerprint results received will be placed with the officer's certification file. The certification file will be reviewed to verify whether these criminal charge(s) were indicated on certification forms or were properly reported. Any offense(s) not indicated on a previously submitted certification form or not properly reported will be reviewed by the respective Commission for possible rule violations. This may result in your certification being suspended/revoked.