



Member Handbook

What is NCA

Our role is to protect the public by disrupting and breaking apart organised crime rings within the region of Altis, and bringing those responsible for serious crimes to justice.

All Officers within the unit are highly skilled and efficient at their role, as a unit we are able to switch and change our focus instantly to respond, downscale and neutralise any situation. NCA agents are able to take the lead of standard frontline policing officers and strategize the best way to solve problems.

On a NCA patrol, you are not only expected to behave as if you were on a standard patrol but, because you are on a specialized unit patrol, on an even higher expectation than usual. If any sort of unorthodox behaviour is carried out, causing the patrol to be disrupted, you can be subjected to a series of actions and potentially blacklisted from the unit, preventing you from carrying out any further NCA activity.

Our mission

Our scope ranges from bringing down a range of organisations that pose a serious threat to our national security;

- **Firearms:** Seizure and control of guns used by organised crime groups
- **Narcotics Industry:** Focusing on the Cultivation, Traffic and distribution of Drugs
- **Serious Theft & Robbery:** Proactive patrols
- **Money Laundering:** Seizing and breaking ways criminals make illegal money
- **Fraud:** Investigating the sales and thefts of large money transfers with criminal intent
- **Serious Organised Crime:** Shutdown of terror groups & threats to national security
- **Cyber Crime:** The tracking of sales and misuse firearms within national borders
- **Crime Infiltrations:** We deploy unmarked units to disrupt organised crime

We also work closely with other agencies to ensure further protection of the civilians within the Altis region whether it be organised operations focusing on aspects of organised crime or the sharing of resources and information to aid investigations.

Patrol and Guest Information

On NCA patrols, **your Police rank is irrelevant** to the operational structure. Generally, the Patrol Leader will take command if all patrol members are the same rank, however this may change if a higher ranked NCA officer joins the patrol.

Two AR members can join an NCA patrol as guests however **only x1 AR marksman** will be permitted to use his unit's firearms.

x1 Trained NPAS Pilot that chooses to fly the NCA patrol **does not affect our maximum patrol number of 8 officers.** (ie 8 NCA Agents + 1 NPAS Pilot).

All non NCA members count as guests

Internal Structure

The National Crime Agency is an organised unit of officers that can operate under high pressure and adapt themselves to any scenario. Within the unit, divisions are set up to ensure that the workflow and coordination of officers continues to develop and progress.

NCA Command:

- **CNCA - Director General Wolfy**
 - The Chief Director General of the NCA is the leader of the NCA, this rank has the most responsibility within the NCA. The person with this rank has the final say in most circumstances, anything related to NCA goes through the Director General.
- **DNCA - Deputy Director General Creebles**
 - The Deputy Director General's job is to be alongside the Chief Director General in any decisions that are to be made and along with the overall management of the unit. The people within the role, play a key part in the overall function of the NCA auditing and overseeing all areas of the unit.
- **DNCA - Deputy Director General Jason**
 - The Deputy Director General's job is to be alongside the Chief Director General in any decisions that are to be made and along with the overall management of the unit. The people within the role, play a key part in the overall function of the NCA auditing and overseeing all areas of the unit.

NCA Directors: *Heads of Divisions*

- **DOT - Director of Training Scream**

The role of the DOT is to oversee every aspect of the Training department of the National Crime Agency, including recruitment.
- **DUO - Director of Intelligence - Nate**

Working alongside the DO, this role has the main oversight of the entire "Unmarked" division. They have the final say in how operations involving "Plain clothed" officers are handled.
- **DO - Director of Operations - TBA**

The DO works to lead and run all operations within NCA, as well as overseeing the section members within the unit.

NCA Teams:

- **Training Team — DT Scream**

- This department is led by the Director of Training. Agents that are assigned to this division deal with the recruitment and training of new probationary agents as well as existing personnel.
- Training Officers are individuals who are in charge of Open/Closed showcases and training within NCA. These individuals are also tasked with evaluating the entirety of NCA in their Armed Operations tests (Entry Test) and Spar-16s Training.

- **Unmarked Team -**

- Led by the Director of Undercover, the division focuses on the deployment of unmarked units into strategic places to aid marked NCA agents. How this division is run with the ranking, recruitment and management of all aspects of "Unmarked" or "Plain clothed policing" can be viewed here: [Plain Clothed NCA Handbook](#)

- **Operations Team -**

- Led by the Director of Operations, this sector is focused on the more organised crime sector with a focus on proactive response and using intelligence gathered through various sources to stop large serious crimes from developing and harming the economic system. This division is a highly skilled sector and is supported by small contributions from everyone within the Unit.

- **NCA Frontline Ranks:**

The Frontline Officers are divided into multiple teams, these teams are led by a their respective directors,, these agents are the officers that will be ensuring professionalism and commitment to the unit. They have the power to promote officers under their command as well as remove people from their team and ultimately the unit if they deem it fit.

- Senior Agents: Experience officers with the ability to carry a Spar 16-S once trained, gained after 60 Hrs, create and execute a warrant or operation.
- Field Agent: An officer that has completed the basic Training and passed their probationary Stages within the unit.
- Probationary Agent: An officer that has recently completed their Armed Operations test and is new to the unit. These officers are supervised by the Director of Training.

Unit Rules and Regulations

Unit Regulations

- All Search and Arrest Warrants must be **approved by a DO+ & ACC+**, as well as being logged within the *NCA Intelligence Database* prior to being actioned, unlawful raids or warrants being carried out that have not been authorised, will result in removal from the unit.
- **Disrespectful, derogatory attitude** or language used against other Police Specialised units or Officers will be met with **immediate** disciplinary action.
- Information collected and stored on the *NCA Intelligence Database* **must not** be revealed to any officer that is below the rank of Field Agent. Any Reports of misconduct with the system will result in suspension and if found liable will result in potential removal from the Police service.
- The NCA uniform and equipment can be used when there are less than 10 officers online and in response to operations.
- Any Conduct that a SL+ believes is unfit for an NCA Officer, can be reported to Director+ and a warning point may be issued or disciplinary action taken. This covers but is not limited to (Unprofessionalism, Failure to follow police protocol, Failure to follow Instructions or orders from a superior, Breaking Codes of Police conduct, Patrol or equipment roles, Authorising Operations that you are not at liberty to authorise).
- Any Rules that are broken will result in a warning point being applied.
- **Activity:** If a member is to have fallen inactive for over 30 Days then they will be removed without notice. It is a member's responsibility to inform their relative command as to their lack of activity.
- **Activity Hours:** NCA Members are required to complete 16 Hours of Patrols over a 30 Day basis, Failure to reach these expectations will result in a formal warning and following the NCA Disciplinary Procedure. It is a member's responsibility to inform their relative command as to their lack of activity.

Patrol:

- **At Least 3 standard Frontline policing patrols** must be active to start and continue a November Victor patrol
- Mass NCA Patrols can **ONLY** be authorized by a **DNCA+**.
- Every Patrol must have 1 non lethal Primary weapon unless as an operation
- A maximum of 8 People are permitted on an NCA Patrol
- Max 2 x Spar 16s per patrol
- NCA Operations and Specialised operations must be authorised by a DNCA+
- NCA Members must always have 1 non lethal weapon on themselves whilst on patrol.
- All guest equipment that is handed out is to be removed when the patrol ends or the guest leaves the patrol - **This is the responsibility of the Patrol Lead.**
- There must be **1 assigned patrol lead** responsible for the goal and target of the patrol. Roles should be handed prior to the patrol starting. This will also be the lead on the timesheet, when the lead leaves a new timesheet should be started.
- **Members are responsible for timesheeting the correct hours** via the NCA members page timesheet section, failure to end the patrol on the correct times will result in your hours being removed for that patrol.
- Only **1 Armed Response Marksman** per NCA Patrol - Do not circumvent this rule (all AR members count as guests)
- A maximum of 2 guests may be allowed to join a patrol unless otherwise authorized by a DNCA+
- **All non NCA members count as guests**

Equipment:

- **Always follow the [Equipment rules](#)**
- **At least 4 Members** are required on an NCA patrol for a Hunter/Prowler to be used, Hunters can only be used when a NCA command member is present.
- A maximum of 1 NCA Hunter can be used, unless authorised by a DNCA+. Standard issue command hunters do not apply to this rule.
- The use of a hunter by a NCA member below the rank of TFL must be authorized by DNCA+
- All Patrol equipment for your rank must be followed.
- Guests are not to be given or supplied face coverings
- Equipment must be used for your NCA Rank unless your Police Rank supersedes it. (Specialised unit gear cannot be used unless authorised by the relevant unit command)

Unmarked Policing

- In order to utilise unmarked gear on a patrol you should have at least **2 Uniformed NCA members** on the patrol.
- UC Member Limits(can be overruled by DI or DNCA+ or an authorised operation):
 - 2 Marked NCA Officers = 1 Unmarked NCA Officer
 - 3 Marked NCA Officers = 2 Unmarked NCA Officer
 - 5 Marked NCA Officers = 3 Unmarked NCA Officer
 - 8 Marked NCA Officers = 8 Unmarked NCA Officer
- Whitelisting for Tier 1s must be requested and authorised by a DI or DNCA+ Before requesting them and patrol mission identified.

Normal patrol

- Any Director+ is able to take a MXM/Prommet MR and a carrier rig on normal patrol.
- Training officers are permitted to also take MXM/Prommet MR on patrol, but not carrier rig

NCA Disciplinary Procedure

Warning Points are a system we use to keep track of behaviour we do not want in the unit, the way this works is based on the following system below however exceptions per the circumstance can be made. Warning points expire after a 6 Month Period from the date issued. Parameters for length and offence severity are based upon NCA command ruling.

1st Offence

Verbal or written warning from NCA command.

2nd Offence

Verbal Warning from NCA command & Demotion Or Suspension of Rank (Pending Investigation, can result in a removal from the unit)

3rd Offence

Removal from NCA & Blacklist

NCA Officer Equipment

The Live chart can be viewed [here](#)

NCA Rules Changelog

- 23/09/2019 - Handbook Updated and refreshed
- 06/11/2019 - Small updates and reword
- 25/03/2020 - Integration of NCA Patrol Guest Information, updates, rewording -DNCA Creebles
- 28/03/2020 - Equipment must be used for your NCA Rank unless your Police Rank supersedes it
- 05/04/2020 - rank updates -DNCA Creebles
- 03/05/2020 - Changes to the UC Officer Limits - DI Slawek
- 26/05/2020 - Added Training officers Names to TO description
- 11/11/2020 - Added new Training Officers names to TO description - TO Jason
 - Removed old retired names from DNCA, DO and DOT - TO Jason
 - Removed some unnecessary additions to the handbook - TO Jason
- 12/04/2021 - Added new Training Officers names to TO description - DI Jason
 - Removed old retired names from CNCA, DOU and DOT - TO Jason