



WISCONSIN TIME SYSTEM

Training Materials

VALIDATION OFFICER TRAINING HANDOUT

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VALIDATION

Validation obliges the ORI to confirm that a record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the original entry and current supporting documents. The interested party (complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate source) must be contacted to determine if they still have an interest in the entry. In the event the ORI is unsuccessful in its attempts to contact the interested party, the entering authority must make a determination based on the information available whether or not to retain the original entry in the file.

Validation policies/procedures must be written, and copies of these procedures must be on file for review during a CIB or NCIC Audit.

ACCURACY

The accuracy of records is an integral part of the system. The accuracy of a record must be double-checked by a second party. The verification of a record should include assuring all available cross-checking was made and that the data in the record matches the data in the investigative report.

Maintaining accurate files will ensure officer safety and means more apprehensions and recoveries will be made.

COMPLETENESS

Complete records include all information that was available on the person or property at the time of entry. The validation process should include a review of whether additional information has become available that could be added.

Complete inquiries on persons include numbers that could be indexed in the record, i.e., Social Security, Passport, Vehicle Identification Number (VIN), License Plates, Driver's License. Inquiries should be made on all names and aliases used by the suspect. Complete vehicle records include VIN and License Plate Numbers.

TIMELINESS

NCIC policy requires timely entry of records to ensure maximum system effectiveness. Timely entry is defined by NCIC as not to exceed three days upon receipt of documentation by the entering agency, with the exception of missing persons and protection orders as described below. The date and time of receipt of a warrant or report should be documented by the agency. Agencies are encouraged to prioritize their entries. Warrants for violent offenses, felonies, fugitives, and officer safety concerns should be entered before warrants for less serious offenses.

The National Child Search Assistance Act (42 U.S.C. 5779, 5780) requires law enforcement to immediately enter into the National Crime Information Center (NCIC) database every reported case involving a missing child. The Adam Walsh Child Protection and Safety Act of 2006 defined the timely entry requirement for missing persons under the age of 21 as "within two hours of receipt."

Wisconsin state statutes require law enforcement to enter domestic abuse protection orders and injunctions into the TIME System within 24 hours of receiving them. State Statutes also require modifications made by the court to existing domestic abuse orders and injunctions must be applied to entries in the TIME System within one business day. State statutes also require the same provisions for child abuse orders, individual at-risk orders, and harassment orders.

AUDIT REQUIREMENTS

TAC

Each agency with TIME System access must assign a TIME Agency Coordinator (TAC). The TAC is responsible for coordinating TIME System training, recertification, and specialized training of all users, ensuring compliance with NCIC and Crime Information Bureau (CIB) policy and coordinating record validation. All TACs must be employed by the agency and attend TIME Agency Coordinator training within twelve months of assignment.

TRAINING

Within six months of employment or assignment, all personnel who access NCIC must be trained and functionally tested to assure compliance with NCIC/CIB policy and regulations. Biennially, all certified operators are required to recertify by attending an in-service or completing computer-based training and achieve a passing score on the associated evaluation.

All personnel that have unescorted access to criminal justice information, and those who have direct responsibility to configure and maintain computer systems and networks with direct access to the TIME System are required to complete security awareness training. Security awareness training must be completed biennially.

PERSONNEL SECURITY

Thorough background screening by the employing agency of personnel is required. State and national criminal history checks by fingerprint identification must be conducted prior to granting authorized, unescorted access to criminal justice information and the TIME System. This includes those who have direct responsibility to configure and maintain computer systems and networks with direct access to the TIME System. The minimum check must include submission of completed applicant fingerprints to the FBI CJIS Division and the CIB through the state identification bureau. CIB and NCIC Wanted Person Files must also be checked. If the person resides outside Wisconsin, a check of criminal history file in the state the person resides is required. Sworn personnel who have been fingerprinted and certified by the Law Enforcement Standards Board already meet this requirement. Background re-investigations are recommended every 5 years as good business practice.

If personnel who already have access to the TIME system, CJIS systems, and/or criminal justice information are subsequently arrested or convicted of a crime, a waiver must be obtained to allow continued access to criminal justice information.

Each criminal justice agency authorized to receive NCIC/CIB information must have appropriate written standards for discipline of NCIC/CIB policy violators.

CRIMINAL HISTORIES

An agency must maintain a secondary dissemination log for Ill and State of Wisconsin CHRI records for one year from the date of inquiry. This is required whenever an agency transfers a record to another criminal justice agency or an individual within another criminal justice agency, or to anyone legally entitled to receive such information that is outside the original receiving agency and is not included in the attention line. This log shall include the name of the individual within the criminal justice agency to whom the response is given.

All computer requests for CHRI must identify the requesting agency and a specific individual.

The proper purpose code must be used on all CHRI queries. An agency must be able to justify the reason for each query.

DATA FILES

Proper documentation must be placed in the case file prior to entry into the computer system. This documentation would include a warrant, missing person report signed by an authoritative source other than the investigating police agency, or a stolen property complaint.

All entries are entered in a timely manner to ensure maximum system effectiveness. Timely entry is defined by NCIC as not to exceed three days upon receipt of documentation by the entering agency. The date and time of receipt of a warrant or report should be documented by the agency. Federal law Title 42 USC 5780 requires law enforcement agencies to immediately enter cases of missing children. The law defines a child for purposes of missing persons as someone under the age of 21 and defines immediately as being "within 2 hours of receipt." Wisconsin statutes require domestic abuse, child abuse, vulnerable adult, and harassment orders, both temporary and injunction, to be entered within 24 hours of receipt.

All entries are to be removed as soon as the agency learns the person has been apprehended, found, or is no longer wanted or the property has been recovered.

Stolen/missing license plates can be entered only when the second license plate is removed from the vehicle and corrective registration takes place. If the complainant intends to apply for duplicate registration instead of new registration, the license plate(s) cannot be entered. If only one plate is reported stolen or missing, it cannot be entered unless the remaining plate is destroyed or not used. The entering agency must document what is done with the remaining plate.

Hit confirmation must be available 24 hours a day / seven days a week. Agencies and terminals that receive hit confirmation and are not staffed 24 hours a day must either have the terminals rerouted or include an after-hours telephone number or NCIC agency identifier in the remarks/miscellaneous field of record entries.

All entries, modifications, supplements, and cancellations must be double-checked by a second party to assure accuracy.

VALIDATION

Develop and implement written validation procedures.

OTHER AGENCY AGREEMENTS

Obtain signed agency agreements with authorized agencies that the agency provides with TIME service and/or information.

TECHNICAL SECURITY REVIEW

The technical security review indicates that the agency is in compliance or is out of compliance with CJIS / TIME System security policies.

ADVISORY MESSAGES

LOCATED RECORD (\$L.)

Once a record has been located, a message is sent to the entering agency. If this message is received, the record should be canceled. If the record is a warrant and a detainer will be placed, the incarcerating agency should be contacted to obtain details to enter the detainer.

\$L.

WI018015G

LOCATE NOTIFICATION AT 1014 EST 19200101

LW.IN0450600.W599355000.OCA/015664-A 19200101.

99-57B EXTR

LOCATING ORI IS GRIFFITH PD IN

MKE/ WANTED PERSON - CAUTION

CMC/25-ESCAPE RISK

EXL/1-FULL EXTRADITION ORI/WI018015G NAM/DOE, JOHN E SEX/M RAC/W

POB/WI DOB/19000105

HGT/602 WGT/250 EYE/HAZ HAI/BRO

SMT/SC LF ARM SOC/001010001 OFF/PROB VIOLATION-SEE MIS DOW/19190815

OCA/015664-A

MIS/CHEM DEPENDENT ASSAULTIVE CONTACT PP AGENT 50204 AT 715 2XX 1159

IF NO ANSWER 608 XX7 9568 CONV ENDANG SAFE COND REG LIFE

SMT/MC DRUGAB TAT UL ARM TAT UR ARM

NIC/W500355000 DTE/19191001 1231 EST

LOCATED/19200101 IN0450600 99-57B EXTR

UNDERSTANDING THE LOCATE MESSAGE

```
1 - $.L.
2 - WIO_____
3 - LOCATE NOTIFICATION AT 1014 EST CCYYMMDD
4 - L_.IN0_____. NIC #OCA/_____.
5 - 99-57B EXTR
6 - LOCATING ORI IS _____
7 - MKE/LOCATED (OR CANCELLED) _____
8 - ORI/_____ NAM/_____ SEX/_____ RAC/_____ POB/_____ DOB/_____
9 - HGT/_____ WGT/_____ EYE/_____ HAI/_____
10 - SMT/_____ SOC/_____ OFF/_____ DOW/_____
11 - OCA/_____
12 - MIS/_____
13 - MIS/_____
14 - SMT/MC DRUGAB TAT UL ARM TAT UR ARM
15 - NIC/_____ DTE/_____ 1231 EST
16 - LOCATED/_____ IN0450600 99-57B EXTR
```

- Line 1: Locate Message (\$.L.) sent
- Line 2: The ORI of record being located.
- Line 3: "Locate Notification" giving time (in Eastern Standard Time) and date of the Locate placement.
- Line 4: Various data/descriptors. This line starts with a two-character code describing what is being located. The code will always start with the letter "L", followed by the first character of the file the located record is in (V/vehicle, W/warrant, M/missing, G/gun, etc.)
The NCIC Agency Identifier of the locating agency will follow the two character locate/file code.
Following the NCIC Agency Identifier will be two record identifiers. These may be NIC #, originating agency case number, and serial number and/. The date the Locate was placed will follow. If there is a locating agency case number, it will follow the date the locate was placed.
- Line 5: The case number used in the locate request
If the record being located is a person, a code indicating what type of action is taking place will appear as the last data. The codes used are: EXTR (extradite), NOEX (no extradition) or DETN (Detained - used for Missing Persons).
- Line 6: Literal name of the agency that is filing the Locate.
- Lines 7-15: The record Locate is placed against.
- Line 16: Shows the date the locate was placed, the ORI number of the agency that located the person or property and their case number used in the locate request.

DETAINDER - ADVISORY MESSAGES

Upon entry, or modification, of the detainer of a CIB and NCIC record, a \$O (Incarcerating Agency Notification) message will be sent to the incarcerating agency ORI. The Detainer Advisory Message informs the incarcerating agency that they should contact the entering agency prior to releasing the subject to ensure pick-up arrangements have been made.

\$.O.

WI0020000

INCARCERATING AGENCY NOTIFICATION

ORI/ WI0130000 HAS REPORTED THE FILING OF A DETAINDER ON

NAM/DOE, JOHN D NIC/ W123456789

PLEASE CONTACT ORI/ WI0130000 BEFORE SUBJECT IS RELEASED

MKE/DETAINED WANTED PERSON - CAUTION

VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/WI0130000 NAM/DOE,JOHN D SEX/M RAC/W DOB/19000412

HGT/600 WGT/215 EYE/BLU HAI/BRO SMT/TAT LF ARM

SOC/001010001

OLN/D0007646517000 OLS/WI OLY/1910

OFF/KIDNAPPING

DOW/19190101 OCA/05-7788

ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567

LOCATED/19190105 WI0020000 D234234 DETN

DOD/19190105 DNO/05-7788 IRI/ WI0020000 DIS/19190105 DSE/19190110

INC/ASHLAND CO SO ASHLAND WI 608-XX5-4321

NIC/W000273536 DTE/19190101 0000 EDT

PREPURGE NOTIFICATION

Five (5) days prior to Date Sentence Ends date of a CIB and NCIC record a \$P (Sentence Expiration Notification) message will be sent to the entering agency ORI.

\$.P.

WI0130000

SENTENCE EXPIRATION NOTIFICATION

THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI COMPUTER BASED

ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE DETAINED WANTED PERSON

RECORD UNLESS ACTION IS TAKEN TO INCREASE THE SENTENCE EXPIRATION DATE

MKE/DETAINED WANTED PERSON - CAUTION

VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/ WI0130000 NAM/DOE, JOHN D SEX/M RAC/W DOB/19000412

HGT/600 WGT/215 EYE/BLU HAI/BRO SMT/TAT LF ARM

SOC/001010001

OLN/ D0007646517000 OLS/WI OLY/1910

OFF/ KIDNAPPING

DOW/19190101 OCA/05-7788

ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567

LOCATED/19190105 WI0020000 D234234 DETN

DOD/19190105 DNO/05-7788 IRI/ WI0020000 DIS/19190105 DSE/19190110

INC/ASHLAND CO SO ASHLAND WI 608-XX5-4321

NIC/W000273536 DTE/19190101 0000 EDT

After 12:00 a.m. on the date the sentence ends the following advisory message will be sent to the agency that entered the detainer and the incarcerating agency.

/0757 1692 15896603 WI0130000
ADMN 24222 01/01/00 07:51 01 OF 01
RECEIVING DEVICE: WI0130000 DANE COUNTY SHERIFF'S DEPARTMENT PSN 1692
(DASO)
SENDING DEVICE: WINHFS001 NEW HOT FILES ADMIN APPLICATION PSN 5011
(5011)

MESSAGES FOR: WI0130000

THE REPORTED TERM OF SENTENCE OF THE FOLLOWING SUBJECT IS ABOUT TO EXPIRE.
THE ORI OF THE WARRANT AND THE INCARCERATING AGENCY SHOULD MAKE ARRANGEMENTS
FOR PICKUP.

THE RECORD MUST BE MODIFIED OR CANCELLED AS APPROPRIATE OR IT WILL BE
PURGED.

***** DETAINED WANTED PERSON - WARRANT *****
** USE CAUTION **
** VIOLENT TENDENCIES
** THE SUBJECT LISTED BELOW HAS BEEN REPORTED AS INCARCERATED AND A DETAINER
HAS BEEN APPENDED TO THE CIB RECORD. CONTACT THE ORI OF THE RECORD FOR
ADDITIONAL INFORMATION

DATE OF DETAINER/MMDDCCYY
INCARCERATING AGENCY/ASHLAND COUNTY SHERIFF ORI/WI0020000
DATE INCARCERATION STARTS/01051919
DATE SENTENCE ENDS/01101919

SUBJECT

NAME/DOE, JOHN D
SEX/MALE RACE/WHITE DATE OF BIRTH/04121900 PLACE OF BIRTH/WISCONSIN
HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN
SCARMARK/TATTOO LEFT FOREARM
SOCIAL SECURITY #/001010001
STATE IDENT #/WI123654
DRIVER'S LICENSE #/D0007646517000 STATE/WISCONSIN EXPIRES/1910
ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/21487000
AGENCY CASE #/10-7788 WARRANT #/10CM7111
ENTERED BY/WHITSSE DATE/01012000 TIME/15:39
TYPE OF WARRANT/FELONY
OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR
ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT
DATE OF WARRANT/01011900

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND INDIANA
ONLY

***** VERIFY WARRANT/WANTED STATUS IMMEDIATELY WITH ORI *****

ENTERING AGENCY INVESTIGATIVE INTEREST (\$I.)

An agency can show investigative interest in a record entered in NCIC. If this is placed against your agency's record, you should contact the investigating agency when the subject is contacted or property is recovered.

\$I.

WI0130000

ENTERING AGENCY INVESTIGATIVE INTEREST NOTIFICATION AT 1302 EST
19000101

IL0430000 JODAVIESS CO SO IL 815 7XX-2114

NIC/W964218X91.OCA/07213

1N01HEADER.XII.IL0430000.NAM/SMITH, JOHN J.NIC/W964218891

FILE-TRANSFER-READY NOTIFICATION (\$B.)

A \$B. administrative message is transmitted to an ORI whenever a file is available for retrieval. This situation occurs when excessive hits result from an inquiry.

\$B.

WI0130000

FILE CONTAINS INQUIRY RESULTS WITH 00046 HITS FOR TRANSACTION:

1N01C53000121129.QG.WI0130000.SER/1100.RSH/Y.

BATCH FILE SIZE: 00010608 BYTES, READY FOR DOWNLOAD.

PLEASE REQUEST FILE NAME F169716

USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITH THE BINARY OPTION.

Agencies not having this transaction will need to contact NCIC Operations and Policy Unit via an e-mail to ioau@leo.gov. Include in your message the file name listed in the \$B, your phone number and/or fax number/e-mail address.

QUALITY CONTROL

ATTENTION: VALIDATION OFFICER

REFERENCE: QUALITY CONTROL NOTICE

***** PART - STOLEN *****

** NOTIFY ORI/Y

PART

YEAR/1900 BRAND NAME/ENGINE PART CATEGORY/ENGINE
ENGINE POWER/350H
SERIAL#/9AB8776543

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39266 NCIC #/V279286000
AGENCY CASE #/09-01122
DATE OF THEFT/01011900
ENTERED BY/ROTH DATE/01011900 TIME/1436

REMARKS

CHEVY ENGINE WITH 4 BBL MANIFOLD/CARB

THE BRAND CODE IN THE RECORD SHOWN ABOVE IS USED IMPROPERLY. THE CODE FOR A CHEVROLET ENGINE IS CHEV. THE GENERIC CODE OF ENGN IS ONLY TO BE USED WHEN NO CODE IS ASSIGNED TO THE MANUFACTURER. THIS RECORD MUST BE MODIFIED WITH THE PROPER CODE BY MM/DD/YY OR THE RECORD WILL BE CANCELLED. ANY QUESTIONS SHOULD BE DIRECTED TO TERMINAL CIBT OR BY CALLING 608/264-9452.

AUTHORITY: CRIME INFORMATION BUREAU
TRAINING SERVICES SECTION

OPERATOR: DJ

MISSING PERSON ADVISORY - CIB

If you still have an active Missing Person record after 30 days, you will receive this message. Your agency should contact the complainant to ensure the subject is still missing.

RECEIVING DEVICE: WI0130000 DANE COUNTY SHERIFF'S DEPARTMENT PSN 1919(DASO)

SENDING DEVICE: WINHFS001 NEW HOT FILES ADMIN APPLICATION PSN 4168(4168)

MESSAGES FOR: WI0130000

THE FOLLOWING MISSING PERSON RECORD WAS ENTERED 30 DAYS AGO AND REMAINS ACTIVE. PLEASE CONTACT THE COMPLAINANT AND CONFIRM THE PERSON IS STILL MISSING.

NAME/DOE, JOHN E
DATE OF BIRTH/01011900
ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39259

MISSING PERSON ADVISORY (\$.K.) - NCIC

The following message is received after 30 days of entry when the entry is missing key data fields. Key data fields include BLT (blood type), DCH (dental characteristics), FPC (fingerprint classification), JWT (jewelry type), SMT (scars, marks, tattoos. If the record is still active after 30 days, the agency should be attempting to obtain the information for the key data fields.

\$.K.
WI0130000
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600 EST 19050101. YOUR ENTRY NIC/M000069216, OCA/56789 HAS INFORMATION MISSING FROM ONE OR MORE OF THE FOLLOWING KEY DATA FIELDS: BLT, DCH, FPC, JWT, SMT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON JUVENILE
ORI/WI0130000 NAM/DOE, JOHN SEX/M RAC/W POB/TX DOB/19000101
DOE/19050101 HGT/500 WGT/50 EYE/BRO HAI/BRO
MNP/MP DLC/19000101 OCA/56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069200 DTE/19050101 1142 EST

\$.K. PWI FOLLOW-UP NOTICE

The NCIC System will send a \$.K. PWI unsolicited message to the ORI of record 72 hours after the entry of PWI data advising that, if probable cause exists, an arrest warrant should be obtained. NCIC will send subsequent \$.K. notifications to the ORI of record every 30 days until the PWI data is removed from the Missing Person File record. PWI data must be immediately removed from the Missing Person File record when/if the individual no longer meets the criteria to be considered a PWI as defined by NCIC policy.

\$.K.PWI 72 HOUR PERSON WITH INFORMATION FOLLOW-UP

WI0130000

NOTIFICATION AT 0425 EDT 20110814

PERSON WITH INFORMATION HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS
VERIFY STATUS OF PERSON WITH INFORMATION AND ATTEMPT TO OBTAIN WARRANT
MKE/MISSING PERSON ENDANGERED

ORI/WI0130000 NAM/DOE, JANE S SEX/F RAC/W POB/MD DOB/19011012

DOE/19191012 HGT/402 WGT/065 EYE/BRO HAI/BRO SKN/FAR

SMT/SC R HND

SOC/001010001

MNP/CA DLC/19100101 OCA/EXAMPLE1

MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT

MPC/ABDUCTED BY A NON-CUSTODIAL PARENT

LIC/555W555 LIS/WI LIY/2012 LIT/PC

VIN/1Q87H2N11 VYR/2001

VMA/FORD VMO/TAU VST/4D VCO/BLK

BLT/OPOS FPA/N

BXR/P

DNA/N

PIN/PUBLIC, JOHN PIX/M PIR/W PIB/18440630 PGH/511 PWG/195

PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789 PMI/PERSON WITH
INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD MAY PMI/BE
USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED

PIB/18450630

PIB/18450531

PAK/MARKS, RANDY

PSM/SC L ANKL

PSM/TAT L WRS

PSS/333333333

PSS/222222222

PIN/HARDY, MARY PIX/F PIR/W PIB/18700410 PGH/502 PWG/115

PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321 PMI/PERSON WITH
INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING
PMI/ CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT
DET FRIDAY PMI/AT THE DANE CO SO 555-555-5555 WHEN PERSON WITH
INFORMATION IS ENCOUNTERED

PIB/18710503

PAK/ADAMS, MARY

PSM/TAT LW LIP

PSM/TAT L ANKL

PSS/888888888

NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT

After a missing person or unidentified person record is entered or modified, a comparison between the Missing Person and Unidentified Person files is automatically triggered at **NCIC**. This comparison takes place overnight. If a possible match results from the entry, supplementation, or modification, the agencies holding the records will receive a **\$.M.** possible match advisory message.

POSSIBLE MATCH (\$.M.)

You can receive a \$.M. message if your Missing Person or Unidentified Person record is a match with one that was entered. A possible match response can provide an investigative lead. The record should be queried and reviewed. The entering agency should be contacted for more information.

\$.M.UNIDENTIFIED/MISSING COMPARE RESULTS
WI0130000

YOUR RECORD WITH NIC/M094203727 OCA/12345 IS A POSSIBLE MATCH WITH THE FOLLOWING RECORD(S) .

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U176339768

		SEX/ YOB															
NIC	ST	RAC	EYB	DBF/DLC	HGT	WGT	EYE	HAI	MATCH	DATA	M	P	N				
U176339768	IL	M/W	1900	19180101	508	170	BRO	BRO	ALL	FIELDS							

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S)

NCIC WILL SEND A \$.M ON ALL RECORD(S) THAT MATCH. THERE MAY BE ONE OR THERE MAY BE MORE. IT IS VERY IMPORTANT THAT YOU QUERY EACH NCIC NUMBER PROVIDED IN THE MESSAGE.

EMANCIPATED JUVENILE MISSING PERSON RECORD

A missing juvenile that has become emancipated should remain in the system if they are still missing. This message advises that the juvenile has reached the age of majority and contact should be made with the complainant to verify the subject is still missing.

THE FOLLOWING PERSON HAS BECOME EMANCIPATED.

CONTACT THE ORIGINATOR OF THE RECORD TO DETERMINE IF THE ENTRY SHOULD REMAIN ACTIVE.

MISSING PERSON - JUVENILE
NAME/BEST,TOM
DATE OF BIRTH/01011900
ORI/WI0130000 ORI IS DANE CO SO MADISON WI
SYSTEM IDENT #/5459676
AGENCY CASE #/98765

EMANCIPATED JUVENILE WARRANT RECORD (\$.J.) - NCIC

The following two messages, sent by NCIC and CIB respectively, are messages that advise the subject has reached the age of majority. Your agency should contact the court to ensure the warrant should remain active and in the TIME System.

\$.J.

WI0130000

THE INDIVIDUAL OF YOUR RECORD NIC/W559872208
OCA/ 178887-J HAS BECOME EMANCIPATED. PLEASE
CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.

MKE/WANTED - EMANCIPATED JUVENILE DELINQUENT-CHARGED/CAUTION
FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/WI0130000 NAME/DOE, JOHN Q SEX/M RAC/B DOB/19000101 DOE/19180101
HGT/601 WGT/150 HAI/BLK
OFF/BURGLARY
DOV/19160101 OCA/178887-J
MIS/HISTORY VIOLENCE
DNA/N
NIC/W559872208 DTE/19160101 1349 EST

EMANCIPATED JUVENILE WARRANT - CIB

THE FOLLOWING PERSON HAS BECOME EMANCIPATED.

CONTACT THE ORIGINATOR OF THE RECORD TO DETERMINE IF THE ENTRY SHOULD
REMAIN ACTIVE.

WANTED EMANCIPATED JUVENILE
NAME/DOE, JOHN Q
DATE OF BIRTH/01011900
ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/2458374
AGENCY CASE #/064781

PURGED RECORD (\$.P.)

\$.P.

WI0130000

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO
EXPIRATION OF THE RETENTION PERIOD.

WI0130000
MKE/STOLEN VEHICLE
ORI/WI0130000 LIC/X283X LIS/MN LIY/1900 LIT/TL VYR/1900
VMA/HMDE VMO/TL VST/UT VCO/GRN/GRN DOT/19000101 OCA/ 4232
MIS/DK GREEN HOMEMADE TRAILER
NIC/V747624595 DTE/19000101 0603 EST

PURGED GANG ORGANIZATION RECORD (\$.G.)

This message is received by an agency if they have an interest in a certain gang that has more than one agency interested. If the primary agency cancels their interest, then the gang group file is given to another agency with interest.

\$.G. WI0130000.AGENCY WI0130100 HAS REMOVED ITS INTEREST IN
GNG/GNST DISCS*ECWI SGP/NONE KNOWN
NIC/Z000893451.
ORI WI0680900 IS NOW PRIMARY ORI FOR PURPOSES OF MODIFICATION OR
SUPPLEMENTATION.

ORIGINATING-AGENCY-DUPLICATE VEHICLE NOTIFICATION (\$.D.)

If two records are entered into the TIME System with the same identifiers, NCIC cancels the record with less information or the shorter retention period.

\$.D.
WI0130000
CANCELLED POSSIBLE DUPLICATE RECORD AT 1358 EDT 19000101

THE CANCELLED RECORD IS:
MKE/CANCELLED FELONY VEHICLE
ORI/WI0130100 LIC/ABC123 LIS/WI LIY/1900 LIT/PC
VYR/1900
VMA/CHEV VM0/CAM VST/2D VCO/BLK DOT/19000101
OCA/1234
NIC/V461477165 DTE/19000101 0922 EDT
ORI IS MADISON PD 608-2XX-4664

YOUR RECORD IS:
MKE/STOLEN VEHICLE
ORI/WI0130000 LIC/ABC123 LIS/WI LIY/1900 LIT/PC
VIN/12345678912345678 VYR/1900
VMA/CHEV VM0/CAM VST/2D VCO/BLK DOT/19000101
OCA/4321
NIC/V531477968 DTE/19000101 0928 EST

DELAYED INQUIRY HIT NOTIFICATION (\$.H.)

In the five days prior to an entry, if a person or property is queried, this message is received after entry by the entering agency.

\$.H.
WI0110001
YOUR RECORD WITH NIC/V433028939 OCA/129 IS A POSSIBLE DELAYED
INQUIRY MATCH
PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH THE
INQUIRY ON 1230 EST 19000101 CONTAINING:
LIC/ABC123

LIS/WI
LIY/1900
INQUIRING ORI/WI0130100 ATR/MADISON PD WI
608-2XX-4275

DELAYED INQUIRY HIT NOTIFICATION (\$.H.)

In the five days following a query, if a person or property is entered by an agency, the querying agency will receive the following message.

\$.H.
WI0130100
DELAYED INQUIRY HIT NOTIFICATION AT 0138 EST 19000101
PLEASE ASSURE YOUR INQUIRY IS A REASONABLE MATCH
PRIOR TO CONTACTING ENTERING AGENCY
YOUR INQUIRY ON 1230 EST 19000101 CONTAINING:
LIC/ABC123
HIT ON THE FOLLOWING RECORD:
MKE/STOLEN VEHICLE
ORI/WI0110001
LIC/ABC123 LIS/WI LIY/1900 LIT/PC
VYR/1900
VMA/PLYM VMO/FUR VST/CV VCO/WHI/RED DOT/19000101
OCA/129
MIS/FRONT END DAMAGE
ORI/COLUMBIA CO SO PORTAGE 608-7XX-4265
NIC/V433028939 DTE/19000101 0137 EST

ORIGINATING AGENCY NOTIFICATION (\$.H.)

During entry, if the agency checks the Notify Originating Agency box, then the following message will be returned any time the record is received as part of a response. It will list the querying agency and the parameters of the query.

\$.H.
WI0130100
ORIGINATING AGENCY NOTIFICATION AT 0731 EST 19000101
WI0130000 DANE CO SO
PO BOX 2719
MADISON DANE WI
608 2XX-7413
1N01371600049864.QV.WI0130000.LIC/PLATEONE.LIS/WI

MKE/STOLEN VEHICLE
ORI/WI0130100 LIC/PLATEONE LIS/WI LIY/1900 LIT/PC
VYR/1900
VMA/CHEV VMO/BEL VST/2D DOT/19000101
OCA/05987
MIS/DENT IN REAR FENDER
NIC/V578133281 DTE/19000101 0729 EST

NICS DENIED (\$.H.NDN)

This new unsolicited message, \$.H.NDN, is a NICS Denial Notification. These notifications are sent to agencies when an individual is denied the purchase of a firearm by NICS within an agency's jurisdiction. The unsolicited message will be sent to the agency's main terminal informing them of the denial. The message will include the name, demographic information of the individual who was denied, the reason for the denial, and where the attempted purchase was made. It is at the agency's discretion to determine if action needs to be taken based on the message.

FIREARM DENIAL NOTICE:

A PERSON PURCHASING/RESIDING IN YOUR JURISDICTION WAS RECENTLY DENIED
THE TRANSFER OF HANDGUN

THE FBI ENCOURAGES YOU TO CONTACT YOUR LOCAL BUREAU OF ALCOHOL,
TOBACCO, FIREARMS AND EXPLOSIVES OFFICE PRIOR TO TAKING ACTION.
CHARLESTON ATF, 304-234-5678

THENATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) SECTION
CONDUCTED A NAME SEARCH USING DESCRIPTIVE DATA, NOT FINGERPRINTS, FOR
A FIREARM BACKGROUND CHECK WHICH WAS DENIED ON 4/26/2022, 02:02:23PM
FOR:

NAME: DOE, JOHN L. NTN: 102356748

SEX: M RACE: W DATE OF BIRTH: 10-11-1990 PLACE OF BIRTH: WV

HEIGHT: 6'1'' WEIGHT: 185 SOCIAL SECURITY NUMBER: 123-45-6789

RESIDENCE ADDRESS: 456 AMERICAN WAY, APPLE PIE, APPLE PIE COUNTY, WV
22445

INFORMATION RECEIVED INDICATES THE ATTEMPTED PURCHASER IS PROHIBITED
FROM RECEIVING OR POSSESSING FIREARMS IN THE STATE OF PURCHASE AND/OR
STATE OR RESIDENCE, BASED ON:

SUBJECT OF QUALIFYING PROTECTION ORDER

THE ATTEMPTED PURCHASE OCCURRED AT:

FIREARM DEALER: USA ARMS

ADDRESS: 123 MAIN STREET, HOMETOWN, HOMETOWN COUNTY WV, 23456

PHONE: 304-625-1002

SHOULD YOU HAVE QUESTIONS REGARDING THIS NOTIFICATION, PLEASE VISIT:

(Web address will be inserted when established WWW.FBI.GOV)

THIS NOTIFICATION WAS ALSO PROVIDED TO THE FOLLOWING ORI(S):

WV0470150 SO APPLE PIE COUNTY 304-478-0000

WV0625630 PD HOMETOWN 304-457-0000

NICS UNDER 21 NOTIFICATION (\$.H.U21)

This new unsolicited message from the FBI will be sent when a background check is initiated for a potential firearm transferee under the age of 21. This message will be sent to the law enforcement agency based on the address information provided by the potential firearm transferee. If the agency does not have a terminal, the message will be sent to the county. If you receive a \$.H.U21 unsolicited message, the NICS Section of the FBI is requesting relevant juvenile information that an agency may have on the subject. In the reply, an agency should advise of any potentially prohibiting information that may exist for the subject. If your agency determines prohibiting information is not available or that your agency is not permitted to share juvenile information for firearm eligibility determinations, your agency should respond as such to the message. Agencies are asked to share other information on potentially applicable federal, state, tribal, or local firearm prohibitions including information establishing the potential firearm transferee as a current user of controlled substance, or a respondent of a protection order.

The following is an example of the request the NICS Section will send to the identified points of contact:

In accordance with the Bipartisan Safer Communities Act, when individuals under 21 years of age seek the transfer of a firearm through a federal firearms licensee, the FBI's National Instant Criminal Background Check System (NICS) Section is required to contact your agency for information. We are primarily reaching out to you seeking relevant *juvenile* information on the subject below. However, if you have knowledge of or possess *any* information that could impact the subject's eligibility to receive a firearm, we request you provide such information as well or make us aware by emailing NICS_U21@fbi.gov.

Please respond to this request within three business days, including the NICS Transaction Number (NTN) listed below. Please indicate whether your agency does/does not possess prohibiting information or whether your agency has knowledge of potentially prohibiting information.

Name Last, First M NTN

Sex

Race

Date of Birth

Place of Birth

Height Weight

Social Security Number

Residence Address:

The types of information you may possess include, but are not limited to, an inference of drug use within the past year, active warrants, active protection orders, pending or convicted criminal cases, or mental health adjudications. If a mental health adjudication is located and cannot be shared directly with the NICS Section, please indicate this in your email response. If you have questions regarding this request, please provide a name and phone number and the NICS Section will contact your agency for further discussion.

HOT CHECK INITIATIVE

Upon arrest fingerprint submission to the FBI, two checks are performed on the fingerprint card: a name-based check and a fingerprint comparison check. The Hot Check Initiative is a result of the name-based query and will return if a warrant matches the name associated with the fingerprint submission.

TEN-PRINT INQUIRY NOTIFICATION AT 1130 EST 19000101
*****THIS NOTIFICATION IS BASED ON A NAME-BASED MATCH*****
PERSONAL INFORMATION OBTAINED FROM A FINGERPRINT SUBMISSION TO THE FBI'S IAFIS HAS PRODUCED A NAME-BASED MATCH WITH YOUR WANTED PERSON/THREAT SCREENING CENTER FILE RECORD. THE SUBJECT OF YOUR WANTED PERSON/ THREAT SCREENING CENTER FILE RECORD AND THE SUBJECT OF THE FINGERPRINT SUBMISSION, BOTH OF WHICH ARE LISTED BELOW, MAY NOT BE THE SAME. PLEASE CONTACT THE SUBMITTING AGENCY LISTED IN THE LRI FIELD TO VERIFY THE SUBJECT'S IDENTITY.

IAFIS INFORMATION FOLLOWS:

1N01030520071000000.QTP.WVIAF0000.NAM/DOE, JOHN.DOB/19000101
SEX/M.RAC/W.OCA/123456789.FBI/3XX561XX0.MNU/AR-87654.ICN/E2009322086.
TCN/0123543.LRI/MDICE0000.ON1/IMMIGRATIONS CUSTOMS ENF.ON2/DETENTION
AND REMOVAL.ON3/ICE-DETENTION/REMLV.0AD/STE 1630.0AC/BALTIMORE.SIG/MD.
ZIP/21200.CT1/410 926-1234.TOT/CRIMINAL TEN-PRINT SUBMISSION.
DOA/19000101.A0L/DEPORTABLE ALIEN.IDE/19000101.

NCIC RECORD FOLLOWS:

MKE/WANTED PERSON
4 - NO EXTRADITION
ORI/WI013225Y NAM/DOE, JOHN SEX/M RAC/W POB/WV DOB/19000101
DOE/19000101 HGT/510 WGT/150 EYE/BRO HAI/BRO SMT/SC R LEG
OFF/DRIVING WHILE UNDER THE INFLUENCE
DOW/19000101 OCA/1234567890
NIC/W123456789 DTE/19000101 0000 EST DLU/19010101 0000 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

*****IF THE LRI FIELD CONTAINS AN ORI ENDING WITH A "Z", CONTACT INFORMATION CAN BE OBTAINED THROUGH THE CJIS SUPPORT UNIT AT (304) 123-4567. CONTACT INFORMATION FOR ALL OTHER ORI'S LISTED IN THE LRI FIELD IS AVAILABLE VIA THE NCI ORI FILE OR THE NLETS ORION FILE.*****

HITS-TO-WANTS MESSAGE

Upon arrest fingerprint submission to the FBI, two checks are performed on the fingerprint card: a name-based check and a fingerprint comparison check. The Hits-to-Wants message is received by an agency when the FBI numbers associated with the submitted fingerprints match the FBI number listed in the warrant.

TO: SHERIFF'S OFFICE
ANYTOWN, WI

ON 1901/01/01 ARREST FINGERPRINT CARD FOR TEST, THOMAS J WITH DOB OF 19000101, DATE OF ARREST 1900/12/01 WAS IDENTIFIED WITH FBI/9013000. SUBJECT ARRESTED BY STATE JAIL-LYNCHNER (ORI/TX101015C), HUMBLE. OUR RECORDS INDICATE YOUR AGENCY HAS AN ACTIVE WANT FOR THIS INDIVIDUAL AS CITIZEN, JOHN Q, CASE NUMBER 12345, ENTERED IN NCIC (NIC/W123456789). SUBJECT'S IDENTIFICATION RECORD, INCLUDING CURRENT ARREST INFORMATION, IS AVAILABLE VIA THE INTERSTATE IDENTIFICATION INDEX. FOLLOW-UP ACTION BY YOU WITH THE ARRESTING AGENCY MAY BE APPROPRIATE.

CLEAR OR CANCEL YOUR NCIC RECORD WHEN SUBJECT NO LONGER WANTED.

FBI CJIS DIVISION
CLARKSBURG, WV

ONE CRIME INQUIRY FOR ADDITIONAL RELATED RECORDS

When querying persons or property, responses may indicate that additional related records can be obtained by performing the One Crime Inquiry transaction.

This transaction allows the user to submit an inquiry for all information related to a crime based on ORI and agency case number (OCA), and optionally date of entry (DTE). The inquiry can be directed to one, multiple, or all file types; If no file type is specified, the system will search all files. Please note images are not returned through the One Crime Inquiry.

In instances when an NCIC hit response returns more than ten secondary hits; the following caveat will be included in the response:

TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC, OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED RECORDS, USE THE ONE CRIME INQUIRY (QI) TRANSACTION.

The One Crime Inquiry should be used to obtain all the associated results. This is commonly seen where a large number of items were stolen together such as guns or vehicles.

The following Database Name (DBN) fields can be searched.

A - ARTICLE FILE
B - BOAT AND VEHICLE/BOAT PART FILES
G - GUN FILE
M - MISSING PERSON FILE
P - LICENSE PLATE FILE
R - CANADIAN VEHICLE INDEX
S - SECURITIES FILE
U - UNIDENTIFIED PERSON FILE
V - VEHICLE AND VEHICLE/BOAT PART FILES
W - WANTED PERSON, GANG, IDENTITY THEFT, THREAT SCREENING CENTER, PROTECTION ORDER, NATIONAL SEX OFFENDER REGISTRY, PROTECTIVE INTEREST, IMMIGRATION VIOLATOR, SUPERVISED RELEASE, VIOLENT PERSON, AND FOREIGN FUGITIVE FILES

VALIDATION (eTIME)

Agencies must complete the validation process online and will receive an email notification that the validation is available. Users authorized to complete the online validation may log into eTIME to view, print, download or certify records for their agency. The agency must certify all records have been validated by the specified due date.



Wisconsin Department of Justice
Crime Information Bureau

[Wilenet](#) [Contact](#) [Day/Night](#) [Help](#) [FAQ](#) [Logout](#)

eTIME Login

Please Note: Prior to logging in to eTIME, you must be registered AND have received an email message of authorization from the eTIME office.

[How do I Register?](#)

[Forgot your password? \(must enter a valid user ID\)](#)

User ID:

Password:

 Advanced Authentication - Challenge Questions replaced with Token Based Authentication

☐ [I acknowledge I have read the below Security Warning and choose to log into the eTIME System.](#)

☐ [I am logging in from a dispatch workstation within a criminal justice agency or police vehicle.](#)

SECURITY WARNING: You are entering the Wisconsin Department of Justice TIME System. By logging in, you acknowledge that you will comply with all federal laws, state laws and regulations related to the TIME System. Unauthorized access is prohibited and may be subject to criminal and/or civil penalties. System usage may be monitored, recorded and subject to audit. Use of the system indicates consent to monitoring and recording of your transactions.

Use of the TIME System from publicly accessible computers is prohibited. This would include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc. No individual may use the TIME System without the authorization of a criminal justice agency. All personnel accessing the TIME System must be trained in the operation of equipment, system policies and procedures. Initial training must occur within six months of employment or assignment to a position with TIME System access. TIME System users must be recertified every two years for continue use of the system.

All transactions sent must deal with authorized criminal justice and law enforcement matters. Data stored in computerized central repositories (data files) which are part of the TIME System must be protected from unauthorized access. Data stored in the Crime Information Bureau TIME System and the NCIC Files is documented law enforcement information. Therefore, entry and access to all computerized law enforcement information must be restricted to authorized law enforcement / criminal justice agencies.



Wisconsin Department of Justice
Crime Information Bureau

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eTIME Advanced Authentication Token Verification

Token validation for: WI013015Y

NOTE: Enter the Token code found in the FortiToken Mobile Application.

Advanced Authentication Token:

After going through multi-factor authentication, the user should be brought to the home page of eTIME.

To view the validation, authorized users click on the Online Validation link as shown below.

The screenshot shows the eTIME application interface. At the top, there is a navigation bar with links: Home, System Status, Wilenet, Adv. Auth, Contact, Help, FAQ, Day/Night, DNA Form, and Logout. Below this is the 'Quick Search' section. It features a dropdown menu for 'NCIC Agency Identifier' with 'WI013015Y' selected, a search input field, and a 'Search' button. Below the search field are links for 'FAQs', 'Vehicle Search', 'ALPR Load', 'Person Search', 'Previous Results', 'Property Search', 'Icon Reference', 'Boat Search', and 'Online Validation'. A black arrow points to the 'Online Validation' link. Below the search section, there is a message: 'The following are the list of data services available in the eTIME application. Click on the links below for additional information regarding each data service.' Below this message are icons for various data services: NCIC, DNR, CIB, DOC, NLETS, CCAP, DOT, NICB, and PROTECT. At the bottom, there is a 'Help | Logout' link.

Note: The following screen will only appear to users who are authorized to validate multiple agencies records. The user must enter the nine-character NCIC Agency Identifier (ORI) to view records to be validated for a particular agency.

The screenshot shows the 'On-Line Validations' screen. It features a navigation bar with links: Home, System Status, Wilenet, Contact, FAQ, and Logout. Below this is the 'On-Line Validations' section. It contains a form with an 'Enter Validating ORI:' label, an input field, a 'Submit ORI' button, and a 'Search for ORI' button. Below the input field is a 'Submit Action' button. A red arrow points to the input field, and another red arrow points to the 'Submit ORI' button. Below the form, there is a message: 'Please note that eTIME is unavailable from 4am to 6am daily for routine maintenance.'

The most current month's validation and the two previous months' validations are accessible online. The status of a particular validation is visible under Certification Status. Certified validations are those that have been completed. In-process validations require additional certifications to be complete.

Once you select a specific validation month, you can then:

- View and/or certify the records
- Print the validation list, with exception reports, if you want a hardcopy (eTIME will only keep three months of validation records).
- Print a completed certification page for those months that have a "Certified" status
- Download the validation in an XML or text format to facilitate automated comparisons with your in-house data

[Home](#)
[System Status](#)
[Wilenet](#)
[Contact](#)
[FAQ](#)
[Logout](#)

On-Line Validations

Enter Validating ORI: **DANE COUNTY SHERIFF**

Choose a validation period:

Validation Period	Certification Due Date	Certification Status
☐ June, 2014	10/29/2014	Certified
☐ July, 2014	12/03/2014	In-Process
☐ August, 2014	12/31/2014	In-Process

Choose an action for the validation period:

- ☒ View/Certify Records
- ☐ Print Validations/Exceptions
- ☐ Print Certification
- ☐ Download XML Validations
- ☐ Download Text Validations

Please note that eTIME is unavailable from 4am to 6am daily for routine maintenance.

Once the user selects a specific validation, the records to be validated will appear in a list by file type. The file type can be changed by clicking on the Select File Type drop down. The Certifying Person and Certification Date fields automatically populate after login. The Display Records option allows the user to select which records appear: In-Process, Certified, Exceptions or ALL.

A user can certify the validation of each record individually, by specific file type or certify the entire validation at once. An individual record can be viewed by clicking on the black CIB or NCIC hyperlink under the "Record" column. This will display the record contained within that month's validation. If you want to certify ALL file type records for a validation, a checkbox is located to the left of the SUBMIT button. Once a record / validation has been certified it cannot be reversed.

NOTE: All records must contain a check mark ☒ in the certify box to the left of the Agency ORI for the validation to be complete.

View/Certify Validations

Validating ORI: **WI0130000 - DANE COUNTY SHERIFF**
Validation Period: **July, 2014** Certification Due Date: **12/03/2014** Certification Status: **In-Process**

☐ Certify All WANTED PERSON Records ☐ Certify All File Types Records

Display Records: ☒ In-Process ☐ Certified ☐ Exceptions ☐ All Number of Record(s): **456**

Select File Type: **WANTED PERSON** Certifying Person: Certification Date:

Certify	Agency ORI	Unit	Person Name	Agency Case No	SCN	NCIC	Validation Exception	Record	Certified Date	Certified By
☐	WI0130000		ADAMS, EDWARD L	87CM1106	17326797			CIB		
☐	WI0130000		AGUILAR-ALCANTARA, ALEJANDRO	06PA285	27039724			CIB		
☐	WI0130000		ALLEN, DONTRELL A	10CM1263	27046694			CIB		
☐	WI0130000		ALLEN, KEVIN J	07CM2265	25951039			CIB		
☐	WI0130000		ALLEN, RANDY WAYNE	00FA2423	28669101			CIB		
☐	WI0130000		ALLEN, TONYISHA L	10CM3686	27397932			CIB		
☐	WI0130000		ALVAREZ, JESUS	10FA1395	28322275			CIB		
☐	WI0130000		ALVIZO SANCHEZ, VICTOR HUGO	11FA1006	27409899			CIB		
☐	WI0130000		ALVIZO SANCHEZ, VICTOR HUGO	11FA1007	27409904			CIB		
☐	WI0130000		ALYOUSEF, ABDULRAHMAN ABDULLAH	12CT1041	28306474			CIB		
☐	WI0130000		AMADOR-MORADEL, MIGUEL	12CT911	28308050			CIB		
☐	WI0130000		ANDERSON, ANDRE	11CM1796	27844059			CIB		
☐	WI0130000		ANDERSON, ANDRE	11CM326	27844066			CIB		
☐	WI0130000		ANDERSON, CURT	09CM2049	26734496			CIB		
☐	WI0130000		ANDERSON, RICHARD J	07CF2268	26711379	W166778485		CIB		
☐	WI0130000		ANGELES, GREGORIO	14PA263	28675987			CIB		
☐	WI0130000		ARIAS-WELLS, MAYELA P	07CF1384	25985544			CIB		
☐	WI0130000		ATKINS, LATHON W	14CM1369	28661036			CIB		
☐	WI0130000		AYALA-CERNA, JOSE A	07CT282	25994529			CIB		
☐	WI0130000		BAEZ, SERGIO	E591997-0	17220181			CIB		
☐	WI0130000		BAEZA-AGUILERA, JUAN	06CF814	27048592	W570834262		CIB		
☐	WI0130000		BAGADI, RAMESH C	05CM1171	20236247			CIB		
☐	WI0130000		BAKER, ANDREA I	00CM2518	7783500			CIB		

NOTIFICATION EMAIL

Subject: (Month) Validation

The (Month) Validation containing records entered in the month of (Month) is available online. You must log in to the eTIME Browser and complete your certifications no later than MM/DD/CCYY.

The purpose of the validation is to ensure that the records maintained by the Crime Information Bureau and the National Crime Information Center are accurate, complete, and up to date. Instructions for completing the validation are provided during TIME System Validation Officer training.

It is essential and required that your agency take immediate action on completing this validation. Certification indicates that your agency has received the validation; **has taken corrective action on those records that were incorrect; and, has cancelled those records that were inactive.**

Due to the limited time which the CIB has to validate these files with NCIC, **IF THE CERTIFICATION OF YOUR RECORDS IS NOT ACCOMPLISHED BY THE DATE INDICATED, WE WILL HAVE NO ALTERNATIVE BUT TO PURGE ALL THE RECORDS FOR THAT MONTH.** Any modification or cancellation must be made using the ORI of the original entry.

CERTIFICATION REMINDER EMAIL

Message for: **(Agency Name)**

Attention: Validation Officer(s)

Reference: On-line validation certification due

The due date of **MM/DD/CCYY** for certifying records on-line is approaching. This validation contains active records entered in the month of **(Month)** in the current and prior years.

Please complete the certification of on-line validation as soon as possible. If certification is not completed by the specified due date uncertified records will be removed from the system.

Questions regarding this reminder message may be directed to terminal CIBT, or e-mail cibtrain@wisdoj.gov or phone 608-266-2426.

VALIDATION SCHEDULE

RECORD ENTRY MONTH

JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

VALIDATION MONTH

APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
MARCH

ANNUAL PURGE

Within the first week of January, NCIC purges all vehicles, part and stolen property records that have exceeded the retention period. CIB will mail a printout to your agency identifying the records that were purged. **Re-entry of these records requires contact with the complainant(s) to verify the stolen status.** This purge includes license plate information in Warrant, Protection Orders/Injunctions and Missing Person records.

NOTE: Records entered into the Article file with a type code of "T" (Toxic/Hazardous Materials), "Q" (Public Safety, Homeland Security, & Critical Infrastructure Items of Identification) and "Z" (Lost or stolen equipment associated with Public Safety, Homeland Security, and Critical Infrastructure) are retained in NCIC indefinitely and must be validated.

VALIDATION EXCEPTION REPORT

The Validation Exception Report identifies records that were found to be mismatched in the CIB and NCIC databases. Each record that is mismatched will contain an Exception Reason. The Exception Reason may be that the record was in one database but not the other or that searchable identifiers i.e., social security number, alias DOB, do not match or are absent from one of the databases. Validation officers must query each listed record by NCIC Number (NIC) & System Identification Number (SCN) to determine if the record is absent from a specific database. If the record exists in both databases no further action is necessary, except to validate the record. If the record exists in one database but not the other, and a review of the case file determines that the case is still active, then your agency needs to cancel and re-enter, so the record exists in both the CIB & NCIC databases. You may need to contact the TIME System Control Center (TSCC) for assistance in cancelling a record from NCIC. **If your agency determines that the record is no longer valid, the record must be cancelled immediately.** If the data is found to be mismatched between the two databases, the record should be modified so both records contain the same data.

Wisconsin Crime Information Bureau Validations Exception Report For the Month of October, 20XX

Entering Agency ORI: WI0130000
DANE COUNTY SHERIFF

Print Date: MM/DD/YY
Page Number: 1

*** Review your case file and modify, cancel or re-enter accordingly ***

FILE TYPE	UNIT	OCA	SCN	NIC	EXCEPTION REASON
WANTED PERSON		01CF79	14744662	W264682665	CIB and NCIC data do not match for record
WANTED PERSON		02CF2203	17599867	W426363951	CIB and NCIC data do not match for record
WANTED PERSON		04CF1705	17600928	W156334225	CIB and NCIC data do not match for record
WANTED PERSON		04CF1841	17602567	W756391084	CIB and NCIC data do not match for record

Wisconsin Crime Information Bureau Validations Exception Report For the Month of October, 20XX

Entering Agency ORI: WI0130000
DANE COUNTY SHERIFF

Print Date: MM/DD/YY
Page Number: 3

*** Review your case file and modify, cancel or re-enter accordingly ***

FILE TYPE	UNIT	OCA	SCN	NIC	EXCEPTION REASON
MISSING PERSON		D15560	23561009	M815933790	CIB record not found in NCIC
VEHICLE		060070496		V979038331	NCIC record not found in CIB

RETENTION PERIODS

1. WARRANT/WANTED PERSONS

- A. Warrant -- Indefinite
- B. Temporary Felony Want -- 48 Hours
- C. Temporary Misdemeanor Want -- 72 Hours
- D. Juvenile Warrant -- Indefinite
- E. Detainers -- Midnight of the Date Sentence Ends

NOTE: Expired license plate data remains in a person record -- Four Years + Year of Entry

2. MISSING PERSONS

- A. Disabled, Endangered, Involuntary, Other, Juvenile & Disaster Victim – Indefinite
- B. Person With Information - Indefinite

3. PROTECTION ORDER/INJUNCTIONS

- A. Temporary restraining orders -- 96 hours after expiration date of order
- B. Injunctions -- Midnight of expiration date (can be non-expiring)

4. VIOLENT PERSON

- A. Indefinite

5. GANG ORGANIZATION

- A. Indefinite

6. GANG MEMBER

- A. Date of Purge entered by agency, or
- B. Five years

7. UNIDENTIFIED PERSONS

- A. Indefinite

8. IDENTITY THEFT VICTIM

- A. Date of Purge entered by agency, or
- B. Five years

9. VEHICLES

- A. Stolen, if Vehicle Identification Number (VIN) or Owner Applied Number (OAN) is included -- Four Years + Year of Entry
- B. Stolen, if VIN or OAN is not included -- 90 Days
- C. Felony -- 90 Days
- D. Stolen/Missing License Plate -- Four Years + Year of Entry

10. PARTS

- A. Four Years + Year of Entry

11. ARTICLES

- A. One Year + Year of Entry
- B. Indefinitely for entries with type code of "T" (Toxic/Hazardous Materials), "Q" (Public Safety, Homeland Security, & Critical Infrastructure Items of Identification) or "Z" (lost or stolen equipment associated with Public Safety, Homeland Security, and Critical Infrastructure).

12. GUNS

- A. Stolen/Lost/Felony -- Indefinite
- B. Recovered -- Two Years + Year of Entry

13. BOATS

- A. If Boat Hull Number is included -- Four Years + Year of Entry
- B. If Boat Hull Number is not included -- 90 Days

14. SECURITIES

- A. Four Years + Year of Entry
- B. Travelers Checks & Money Orders -- Two Years + Year of Entry
- C. Ransom Money -- Indefinite

UPDATING RECORDS

MODIFY

Records should be updated whenever information is received that could be added to the record or whenever it is learned that information in the record needs to be corrected or removed. A "Modify transaction" allows the operator to perform these functions:

1. Add data to the base record: As long as the field was blank in the original entry, the information can be "modified in".
2. Change data in the base record: Corrections can be made by using the modify transaction since this allows the operator to "write over" the incorrect data.
3. Delete data from the base record: This can be accomplished by using the modify transaction & placing the pound sign (#) in the field to be deleted.

NOTES: When modifying the "engine power" in a stolen part entry, the "part category" field must also be filled in. The TIME System looks at these as a group for purposes of doing a modification.

When modifying a temporary restraining order to an injunction, modify the type of order, beginning date, and ending date. The beginning date must be the beginning date of the injunction not the beginning date of the temporary restraining order.

NCIC does not allow modification or supplementation of temporary restraining order records after the ending date. This will require agencies to cancel the temporary restraining order and enter a new injunction. Due to the time change between eastern and central time, users will be rejected when attempting to modify a protection order record between 2300- and 2400-hours central time on the date of expiration.

When modifying the "MISCELLANEOUS/REMARKS" field you must key in all the information you want to appear in that field. You cannot just add information to what is already in the field.

SUPPLEMENT

A Supplement transaction allows you to add data to an already established field within a record.
Data that can be supplemented:

DATES OF BIRTH

Nine additional

SCARS, MARKS, TATTOOS AND OTHER CHARACTERISTICS

Nine additional

Nineteen additional on missing & unidentified persons

SOCIAL SECURITY NUMBERS

Nine additional

MISCELLANEOUS NUMBERS

Nine additional

DRIVER'S LICENSE NUMBERS

Nine additional

ALIAS NAMES

Ninety-nine additional (monikers may be entered as alias last names, leaving the first name field blank, for gang/threat screening center file members only)

CAUTION AND MEDICAL CONDITIONS

Ten additional

DENTAL INFORMATION

Missing & unidentified persons only

DETAINER

Warrant/wanted persons only

LICENSE PLATES

Nine additional

VEHICLE IDENTIFICATION NUMBER, YEAR, MAKE, MODEL, STYLE AND COLOR

Gang/threat screening center file members only

IDENTIFYING DRESS, TATTOOS, HAND SIGNALS AND GRAFFITI

Gang/threat screening center file organization only by primary ORI

PROTECTION ORDER CONDITIONS

Seven additional

PROTECTION ORDER PETITIONER INFORMATION

Nine additional

STOLEN/FRAUDULENT IDENTIFIERS

Ninety-nine additional names, for warrant/wanted person only

Nine additional dates of birth, social security, driver's license & miscellaneous numbers, for warrant/wanted person only

PERSON WITH INFORMATION

One additional person with information

Each person with information may have up to 99 additional names, 9 additional dates of birth, 9 additional scars, marks, tattoos, and other characteristics.

IMAGES

Nine additional identifying images (other than mugshot and signature) can be associated with a person record.

Nine additional identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/threat screening center file group reference record.

PERSON FILES

GENERAL GUIDELINES FOR VALIDATING PERSON RECORDS

CHANGES ON WARRANTS, ORDERS/INJUNCTIONS

Any addition of data or changes made must be made by the court and must be signed or initialed by the judge.

WARRANTS

Any Felony or Non-Felony State Law warrants should be entered into NCIC. Any Felony or Non-Felony State Law warrant found in CIB Only should be canceled and entered into NCIC. Felony or Non-Felony State Law warrants may be maintained in CIB Only if the agency already has another warrant for the same individual entered into NCIC.

Child support warrants may be Felony, Non-Felony State Law (statute 948.22) or State Law Civil Process. (Statutes ranging from 769.101, 785.03 or 818.02)

Use caution when basing the warrant category on the case number issued, as case numbers do not change even if cases are pled down or up from the originally charged offense. For example, the case number may be 25CF9999, which is indicative of a felony charge; however, during the court case, that charge may have been lowered to a misdemeanor. Therefore, the entry operator should not assume it is a felony based on that case number alone.

If doubt exists about which category to enter the warrant, contact the prosecuting attorney for assistance.

If your agency is not willing or able to serve the subject 24 hours a day, 7 days a week, the warrant should not be entered.

FIREARM PURCHASE DISQUALIFICATION

Title 18 of the United State Code, Chapter 44, § 922 (g) prohibits the purchase of a firearm if the subject is a fugitive from justice. The Wisconsin Handgun Hotline, operated by the Crime Information Bureau (CIB), performs a background check in accordance with Wis. Statute § 175.35 to ensure that a person is eligible to purchase a handgun under state and federal laws. All registered firearm dealers in Wisconsin are required to call the Handgun Hotline before transferring a handgun. The Handgun Hotline performs a query of the CIB and NCIC hot files, in addition to other searches, to determine if the subject is wanted. In accordance with CJIS policy, the Handgun Hotline will send a Hit Confirmation Request to confirm the warrant is still outstanding even though the subject is not in custody.

If the person is attempting to purchase a long gun, the registered firearm dealer is required to contact NICS (National Instant Criminal Background Check System) operated by the FBI CJIS Division to complete the required background check. NICS only queries the NCIC hot files to determine if the subject is wanted. If felony or misdemeanor warrants have only been entered in CIB, a person may be able to purchase a long gun that would have otherwise been denied.

DETAINERS

A detainer can be appended to a warrant/wanted person record after the person is arrested, hit confirmation has occurred and the wanted person will not be released to the agency holding the warrant. It is not permissible to leave a warrant record in the TIME System without appending detainer information when the subject has been arrested or taken into custody on the warrant. The entry of detainer information is voluntary and not required by the TIME System. The alternative to the use of the detainer data is to cancel the warrant record as soon as the entering agency has been advised that the subject is in custody and being held for their agency.

Detainer information may be added to any wanted person record, whether the record is listed on both the CIB and NCIC database or in the CIB files only.

Before detainer information can be added to a record which is entered in both CIB and NCIC, the record must be in a "located" status. A locate can be placed by the agency that arrested or incarcerated the subject indicating that the subject is being detained. The entering agency cannot place a Locate on their own record. If the arresting or incarcerating agency refuses to locate the record, the entering agency can request the TIME System Control Center (TSCC) to locate the record. Once the record has been located, the entering agency can proceed with the existing transactions to enter the detainer.

DATE SENTENCE ENDS

The date sentence ends must be a documented date accurately representing the anticipated transfer of the subject from the incarcerating agency to your department. For detainer information added to an NCIC record, the Date Sentence Ends must be 5 days or more into the future.

If the subject is to be held and appear in court on a specific date, that date must be entered.

If the subject is to serve a specific number of days at the incarcerating agency, the Date Sentence Ends must be entered.

For detainees on CIB records only, if the subject is not immediately available for pick up and the agency is unable to obtain an accurate ending date from the incarcerating agency at the time of entering the detainer information, the agency must enter an end date that is ten days or less in the future. At approximately 12:00 a.m. on the date the sentence ends automatic advisory messages will be sent to both the incarcerating agency and the entering agency advising that the detainer has expired and that contact should be made to determine if the subject is available for pickup.

If the subject is still not available for pick up when the sentence ending date has been reached and an accurate date of release is still not available, the agency must enter an ending date that is ten days or less into the future. This process may be repeated as necessary, until the subject is available for pickup.

The entry of detainer information is voluntary and not required by the TIME System. The alternative to the use of the detainer data is to cancel the warrant record as soon as the entering agency has been advised that the subject is in custody and being held for their agency.

It is not permissible to leave a warrant record in the TIME System without appending detainer information when the subject has been arrested or taken into custody on the warrant.

If a detainer reaches the “date sentence ends” and gets purged before the individual was read to be turned over to the ORI, it is the agency’s responsibility to reach out to the incarcerating agency to make arrangements for pick up.

EXTRADITION AND GEOGRAPHIC LIMITATIONS

Communication must take place with the district attorney/prosecutor’s office regarding extradition restrictions on felony and misdemeanor warrants entered into the TIME System. Documentation must be kept in the case file to support the extradition limitations entered.

NOTE - Your local law enforcement agency may develop their own geographic restrictions policy on how far they will go to serve civil process warrants. This policy must be in writing and available for review during an NCIC or CIB audit.

IN-STATE GEOGRAPHIC RESTRICTIONS

Misdemeanor and felony warrants can only be entered with code A = Court Ordered – See Remarks. The specific restrictions must then be stated in the miscellaneous remarks field. Court ordered geographic restrictions must be stated on the warrant or as an attachment to the warrant. Any of the geographic codes shown below may be used for entry of civil process warrants.

- A = Court Ordered – See Remarks
- B = East of HWY 51
- C = West of HWY 51
- D = North of HWY 10
- E = South of HWY 10
- F = East of HWY 51 & North of HWY 10
- G = East of HWY 51 & South of HWY 10
- H = West of HWY 51 & North of HWY 10
- I = West of HWY 51 & South of HWY 10
- J = Within County of ORI
- K = Within Adjacent Counties of ORI

EXTRADITION LIMITATION CODES

One of the following extradition limitation codes must be used when entering a warrant into NCIC.

- 1 = Felony full extradition
- 2 = Felony limited extradition see miscellaneous field
- 3 = Felony extradition surrounding states only
- 4 = Felony no extradition
- 5 = Felony extradition arrangement pending see miscellaneous field
- 6 = Felony pending extradition determination

- A = Misdemeanor full extradition otherwise noted in the miscellaneous field
- B = Misdemeanor limited extradition see miscellaneous field
- C = Misdemeanor extradition surrounding states only
- D = Misdemeanor no extradition
- E = Misdemeanor extradition arrangements pending see miscellaneous field
- F = Misdemeanor pending extradition determination

OFFENSE CODE

When a warrant is issued for “failure to pay” or “failure to appear” the offense code for “contempt of court” (5005) or “failure to appear” (5015) must be entered in the offense code field. The original offense i.e. “speeding” must be explained in the expanded offense code field and the original offense code field based upon NCIC edits, as explained below.

Commitments declare a stipulation of guilt; the subject has been ordered to pay a fine or fee and has either made a partial payment or has not yet made a payment. Failing to pay a fine, fee or recovered judgment as ordered by the court is considered contempt of court, thus commitments would be entered with offense code 5005, Contempt of Court. (Commitments should be entered using the same severity as the original conviction. For example: If the conviction was a felony, then the commitment should also be entered as a felony. If the conviction was a non-felony state law (misdemeanor), then the commitment should be entered the same way.)

Arrest warrants may declare that a subject has not been notified of an initial charge. Such warrants would be entered with an original offense code describing the actual charge.

Bench warrants declare that a subject has been notified of the initial charge but has failed to appear in court. Such warrants would be entered with offense code 5015, Failure to Appear.

EXPANDED OFFENSE FIELD

When a warrant is entered into the TIME System with an offense code of 0199, 0299, 0399, 5005, 5015, 5099, 7099, 7199, 7299 or 7399 the expanded offense field becomes required. This is a nineteen-character field used to explain the offense in more specific detail.

ORIGINAL OFFENSE CODE

This field is required when the offense code is 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. The original offense code field must contain the NCIC code for the original offense. System edits will not allow you to enter the same NCIC code in both fields.

NOTE: These fields must be used as explained above. Leaving a required field blank may result in the entry being rejected or invalid data being entered in the TIME System.

To determine the most appropriate offense code, be sure to utilize the most recent version of the NCIC Code Manual, which is available on WILENET. Another tool that can be utilized is the Query Statute Number Portal Form (0181).

PROTECTION ORDERS AND INJUNCTIONS

When the petitioner listed on the order is a business, the information should be entered as it appears on the court order. If there is no individual named on the order, enter the business name as it appears on the order into the last name field and place an X in the first name field.

When multiple petitioners exist, the first petitioner’s information should be entered in the petitioner fields. Additional petitioners’ data should be added using the supplemental petitioner fields.

Juveniles may appear as petitioners on an order. Their information should be entered in the petitioner fields, regardless of age. Listing juveniles in the remarks field is inadequate, as the remarks field is not a searchable field.

When entering No Contact Orders, the proper code is code #8, Other (entry of applicable statute number is required). Entry of these orders is not mandatory but is recommended to protect the victim. Entry of a no contact order can be performed by a sheriff's office or a police department. The expiration date is the respondent's next court date and petitioner data can be obtained from the court.

When validating orders/injunctions, verify the type of order/injunction, beginning date and ending date. The beginning date must be the beginning date of the injunction not the beginning date of the temporary restraining order.

NCIC temporary restraining order/injunction records will contain an additional field called Protection Order Conditions. If the Type of Order is 2, 4, 6 or 12, protection order condition 07 must be entered. Any special protection order conditions should be entered in the miscellaneous remarks field. Further information on the conditions of the order may be obtained from the listed ORI.

When the last, first or middle name spelling listed on the temporary restraining order and related entry varies from the last, first or middle name now listed on the newly issued injunction, the name listed on the injunction may be entered as an alias. The agency must then maintain the supportive documentation (temporary restraining order) which supports both names.

CAUTION/MEDICAL CONDITIONS

A caution and/or medical condition indicator should be included in an entry when it is known that the individual in question is armed and dangerous, has suicidal tendencies, has previously escaped from custody, is a known substance abuser, or whatever is appropriate in the circumstances of the individual.

The specific caution and/or medical condition information must be entered by using the caution/medical condition field.

NAME

Enter the full name as it appears on the face of the warrant, temporary restraining order, injunction, identity theft report, missing person report or gang member documentation. A space or hyphen in the last name field is acceptable. Spaces or hyphens in the first or middle name fields must be removed.

When the middle name or initial is known but does not appear on the face of the warrant, temporary restraining order, injunction, identity theft report, missing person report and gang member documentation, it may be included in the entry.

In the event of a criminal kidnapping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the miscellaneous/remarks field: "child is missing under suspicious circumstances: and/or "child is believed to be in a life-threatening situation." The mother's maiden name should also be entered if it is believed that a runaway juvenile is using the maiden name to try to avoid identification.

NOTE: In some instances, the Wisconsin Department of Transportation (DOT) response or other records show an individual's middle name as "NMI" or "NMN". These should not be entered as part of the name. They are only used to indicate that no middle name or initial is known or available.

For audit purposes NCIC has defined data fields as critical and non-critical. A critical data field is one that impacts the search and the resulting responses (i.e., names, DOBs, social security numbers, etc.). Non-critical data fields are those that provide additional information but would not impact the search results (i.e., skin tone, address, warrant number, etc.). NCIC's search algorithm uses the last name only when searching names. For NCIC audit purposes they consider a record to be complete (all available information is entered) for names if all names are entered that would impact the response results. For example, if a record entered as John James Smith Jr NCIC would not require the entry of AKAs of John James Smith, John Smith, or John J Smith from an NCIC audit perspective for completeness as they would not impact whether the record was returned since the last names are all the same, Smith.

One must also consider the other standpoint which is officer information. Even though a record may return, the officer must make a determination whether the record is the same person that they have stopped. This requires the officer knowing as much information as possible which would include first and middle names even though they are not used by NCIC for searching. For example, wouldn't it be good officer information to know a person's first name is James and not Jesus or a middle name of James vs. Jonathon when only J is entered as a middle initial even though it doesn't impact the NCIC search if the last name for all of them is Smith? It is worth noting here that CIB Hotfiles uses both last name and first names for searching.

Taking all of this into consideration CIB will be moving forward with the following guidelines.

- Person records are to be entered with the name on the source documentation.
- If a record does not contain a documented complete first or middle names as supplemental names, the record will be marked as incomplete during a CIB audit.
- Records containing complete first, middle and last name sets (i.e., John James Smith) do not require entry of AKA's that contained shortened name sets (i.e., John Smith, John J Smith).

The above guidelines only address the entry of names and do not change the need to enter all available information to assist officers and communication personnel in making identification determinations.

If the legal name of the petitioner has changed from what is on the protection order or injunction due to marriage, divorce, etc., the agency can enter the new legal name of the petitioner as a second petitioner. In the MIS Remarks field, the agency should indicate that the additional petitioner is a second name for the petitioner.

RACE CODE

The race code of "U" is only to be used when no other valid race code is available or when two or more race codes are documented, and the proper race cannot be determined. NCIC policy states "records for Hispanics should be entered with the race code most closely representing the individual". This means that if the individual has light skin he or she should be entered as white. If the individual has dark skin, he or she should be entered as black.

SCARS/MARKS/TATTOOS/OTHER IDENTIFYING CHARACTERISTICS

When scars/marks/tattoos and other identifying characteristics exist for missing person entries, be sure to further describe such identifiers in the miscellaneous remarks field.

FBI UCN NUMBER

The FBI number should be included in an NCIC wanted person entry when possible. When an NCIC wanted person entry contains an FBI number, the wanted information is posted in the subject's III criminal history record. FBI staff will then notify the entering agency if fingerprints are submitted that match with the wanted person.

MISCELLANEOUS NUMBER

If entering additional State Identification Numbers (SID) in the miscellaneous number field use the prefix code of "OA" (Originating Agency Number). Department of Corrections (DOC) numbers and Department of Natural Resources (DNR) customer ID numbers can also be entered into the miscellaneous number field using the prefix code of "PI" (Personal Identification Number). DOC and DNR numbers (as well as any other additional number) should be entered with only the numbers found in the documentation and should not contain the letters "DOC" or "DNR" at the beginning of the number. To properly identify what type of Miscellaneous Number has been entered, the agency can use the miscellaneous remarks to clarify.

WISCONSIN DRIVERS LICENSE NUMBER VS. IDENTIFICATION NUMBER

If there is no Wisconsin driver's license issued, the driver's license number cannot be entered, regardless of what status is listed. DOT contains violation file information where a subject may have driving violations but not have a driver's license. DOT assigns a number to these violation files, but they are not a form of identification and cannot be entered.

If the Wisconsin driver's privileges are expired, revoked, cancelled, or suspended, the driver's license number can be entered using the date within the expiration date field. If the license is non-expiring, use the code NX.

If the individual has been issued a DOT identification card, enter this number in the driver's license number field and include in the miscellaneous or remarks field that the driver's license number is a Wisconsin identification card using the identification card year of expiration.

If the individual has been issued a Wisconsin driver's license and a Wisconsin identification card and the operator uses the expiration date of the Wisconsin identification card, the operator must state in the miscellaneous or remarks field that the driver's license number is a Wisconsin identification card.

The driver's license or identification card expiration may be entered as any one of the available expirations documented within the agency case file. This includes the expiration date as documented on the DOT response or the year a former driver license or identification card number was changed. The code for unknown (UNKN) should **only** be used when an agency is unable to determine another valid expiration date.

PERSON ENTRIES CONTAINING VEHICLE INFORMATION

Vehicle and/or license plate information may be entered as part of a person record, provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the person may be operating the vehicle or a vehicle bearing the license plate. Mere knowledge or verification with the Department of Motor Vehicles that a vehicle and/or license plate is registered to the wanted person, missing person, respondent and gang member does not meet the criteria for entry of either or both as part of any person record. The registered owner may live in a household containing multiple drivers, any of whom may have access to the vehicle in question.

If vehicle information is contained in a person entry, the entering agency must maintain documentation of the above facts/criteria. This documentation is not only essential for audit purposes but also becomes valuable in the event of a civil lawsuit. Remember that when vehicle information is listed on a person entry, the response will be displayed when the vehicle information is queried through the TIME System. This may result in the person driving the vehicle at the time being subjected to a felony traffic stop and subsequent arrest. If this driver is not the wanted subject, unwanted consequences, including lawsuits could result.

STOLEN/FRAUDULENT IDENTIFIERS

If an individual is, or has been, in possession of stolen or fraudulent documents such as a social security card, driver's license, passport, etc., this information may be entered into a wanted person record as stolen or fraudulently obtained identifiers.

MISCELLANEOUS/REMARKS

The miscellaneous remarks field allows a maximum of 500 characters. This will allow agencies to include other related information and use fewer abbreviations.

IMAGES

One mugshot and one signature image can be associated with an NCIC person record. Up to ten identifying images (other than mugshot and signature) can be associated with a person record. Documentation of all images must be included in the case file. Images must be a JPEG and no more than 16K, cropped to 256-x256 pixels and 8 bits per pixel gray scale, with a quality factor of 25.

STATE STATUTE REQUIREMENTS

Warrants

165.83 (2)

The department shall:

- (a) Obtain and file fingerprints, descriptions, photographs, and any other available identifying data on persons who have been arrested or taken into custody in this state:
 - 1. For an offense which is a felony or which would be a felony if committed by an adult.
 - 2. For an offense which is a misdemeanor, which would be a misdemeanor if committed by an adult or which is a violation of an ordinance, and the offense involves burglary tools, commercial gambling, dealing in gambling devices, contributing to the delinquency of a child, dealing in stolen property, controlled substances or controlled substance analogs under ch. 961, firearms, dangerous weapons, explosives, pandering, prostitution, sex offenses where children are victims, or worthless checks.
 - 3. For an offense charged or alleged as disorderly conduct but which relates to an act connected with one or more of the offenses under subd. 2.
 - 4. As a fugitive from justice.
 - 5. For any other offenses designated by the Attorney General; e.g., stalking and harassment.
- (d) Obtain the file information relating to identifiable stolen or lost property.
- (e) Obtain and file a copy or detailed description of each arrest warrant issued in this state for the offenses under par. (a), §346.63 (1) or (5) or §800.03 (4) but not served because the whereabouts of the person named on the warrant is unknown or because that person has left the state. All available identifying data shall be obtained with the copy of the warrant, including any information indicating that the person named on the warrant may be armed, dangerous or possessed of suicidal tendencies.

165.84(3)

All persons in charge of law enforcement and tribal law enforcement agencies shall forward to the department copies or detailed descriptions of the arrest warrants and the identifying data described in 165.83 (2) (e) immediately upon determination of the fact that the warrant cannot be served for the reasons stated. If the warrant is subsequently served or withdrawn, the law enforcement or tribal law enforcement agency concerned must immediately notify the department of the service or withdrawal. In any case, the law enforcement agency or tribal law enforcement agency concerned must annually, no later than January 31 of each year, confirm to the department all arrest warrants of this type which continue to be outstanding.

968.04 (3)(a) Mandatory provisions

The warrant shall:

1. Be in writing and signed by the judge.
2. State the name of the crime and section charged and number of the section alleged to have violated.
3. Have attached to it a copy of the complaint.
4. State the name of the person to be arrested, if known, or if not known, designate the person to be arrested by any description by which the person to be arrested can be identified with reasonable certainty.
5. State the date when it was issued and the name of the judge who issued it together with the title of the judge's office.
6. Command that the person against whom the complaint was made be arrested and brought before the judge issuing the warrant, or, if the judge is absent or unable to act, before some other judge in the same county.
7. The warrant shall be in substantially the following form: (see statute for format)

990.01 (38) Signature:

If the signature of any person is required by law it shall always be the handwriting of such person or, if the person is unable to write, the person's mark or the person's name written by some other person at the person's request and in the person's presence, or, subject to any applicable requirements under ch.137, the electronic signature of the person.

801.17 (13) Signatures of Court Officials

If the signature of a court official is required on a document, an electronic signature may be used. The electronic signature shall be treated as the court official's personal original signature for all purposes under Wisconsin statutes and court rules. Where a non-electronic signature would be located on a particular order, form, letter or other document, the official's printed name shall be inserted.

Supreme Court Rule 70.42(1)(a) Electronic signatures

"Court official" means a circuit court judge, clerk of circuit court, register in probate, juvenile clerk, court commissioner appointed under section 757.68 and SCR 75.02 (1), justice of the supreme court, judge of the court of appeals, and the clerk of the supreme and appellate courts

Supreme Court Rule §70.42 (1) (b) Electronic signatures

"Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a document and executed or adopted by a person with the intent to sign the document.

Municipal Court Procedure

800.02 (5)

Warrant form:

The warrant shall be in the name of the state of Wisconsin, shall be directed to all law enforcement officers in the state, may be addressed to any law enforcement officer in the state, may specify geographical limits for enforcement of the warrant, and shall be signed by the municipal judge who authorizes its issuance or contain a computer-generated facsimile of the judge's signature. A municipal judge may authorize the issuance of a warrant under this chapter by using a computer or other electronic media. The municipal judge shall make the authorization so that it is accessible to the attorney for the municipality and law enforcement officers. A law enforcement officer shall convert the municipal judge's authorization to a paper copy of the warrant before serving the warrant. The warrant shall contain or have attached to it the following information:

- a) The name of the defendant.
- b) The offense alleged.
- c) A copy of the citation or complaint.
- d) A finding of probable cause that the defendant committed the offense.
- e) A command to arrest the defendant and bring him or her before the municipal judge or other municipal judge or judge of the county.
- f) The date of issuance.

MISSING PERSON FEDERAL REQUIREMENTS

The National Child Search Assistance Act (42 U.S.C. 5779, 5780) requires law enforcement to immediately enter into the National Crime Information Center (NCIC) database every reported case involving a missing child. The intent of this law is to ensure that law enforcement disseminates, as quickly as possible, information vital to the recovery of a missing child. Additionally, the Adam Walsh Child Protection and Safety Act of 2006 clearly defined the timely entry requirement for missing person records under the age of twenty-one (21) from “immediately” to “within two hours of receipt.”

“Suzanne’s Law,” amends Section 3701 (a) of the Crime Control Act of 1990 so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty-one. The law requires law enforcement to immediately notify the NCIC when someone between the ages of 18 and 21 is reported missing.

MISSING PERSON REPORTS

A record for a missing person who is 21 years of age and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual’s right to privacy. In the absence of documentation from a parent/legal guardian, next of kin, physician, or other authoritative source, including friend/neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

A record for a missing person who is under the age of 21 must be immediately entered using one of the appropriate categories. A missing person report filed with an agency is sufficient documentation for entering a juvenile in the Missing Person File.

PROTECTION ORDERS

§813.12 (6) (b) Domestic abuse restraining orders and injunctions

Within one business day after an order or injunction is issued, extended, modified or vacated under this section, the clerk of the circuit court shall send a copy of the order or injunction, or of the order extending, modifying or vacating an order or injunction, to the sheriff or to any other local law enforcement agency which is the central repository for orders and injunctions and which has jurisdiction over the petitioner's premises.

§813.12 (6) (c)

No later than 24 hours after receiving the information under par. (b), the sheriff or other appropriate local law enforcement agency under par. (b) shall enter the information concerning an order or injunction issued, extended, modified or vacated under this section into the transaction information for management of enforcement system. The sheriff or other appropriate local law enforcement agency shall also make available to other law enforcement agencies, through a verification system, information on the existence and status of any order or injunction issued under this section. The information need not be maintained after the order or injunction is no longer in effect.

§813.12 (6) (am) 1.

If an injunction is issued or extended under sub. (4) or if a tribal injunction is filed under s. 806.247 (3), the clerk of the circuit court shall notify the department of justice of the injunction and shall provide the department of justice with information concerning the period during which the injunction is in effect and information necessary to identify the respondent for purposes of a firearms restrictions record search under s. 175.35 (2g) (c).

§813.1283

State statute 813.1283 recognizes the existence of Canadian Domestic Violence Protection Orders and requires Wisconsin law enforcement officers to enforce them as any other protection order of this state or any other state. The Canadian Domestic Violence Protection Order can be presented to Wisconsin Circuit Court to be filed and then entered into the TIME System by the sheriff's office following the same rules as Wisconsin and foreign protection orders.

Administrative Rule Jus 10.06 (1) (c) advises the required respondent identifying information to be: Name, Sex, Race, Date of Birth, Height, Weight, Hair Color.

State statutes 813.122 (9) (b) & (c), 813.123 (8) (b) & (c), and 813.125 (5g) (a) & (b) require the same provisions for child abuse orders, individual at risk orders, and harassment orders.

ENDING DATE OF INJUNCTIONS

The “Ending Date” is a required field for entry of an injunction, and the TIME System will not allow the “Ending Date” field to be filled with “NONEXP” for non-expiring. This is done in conjunction with Wisconsin Chapter 813 and the restricted time limits for injunctions. Therefore, if your agency receives an injunction with the “Effective Until” or “Ending Date” field not completed it should be returned to the court to obtain the specific date of when the order expires. With regards to “Kayleigh’s Law, if there is no ending date, you will still be required to put in an ending date since “NONEXP” is not an option. The end date must be entered as 12/31/2150.

State statutes 813.12 (4) (c) (1) & (4) (c) (2) restrict the length of time a domestic abuse injunction may be issued for.

§813.12 (4) (c) (1)

An injunction under this subsection is effective according to its terms, for a period of time that the petitioner requests, but not more than 4 years. An injunction granted under this subsection is not voided if the petitioner allows or initiates contact with the respondent or by the admittance of the respondent into a dwelling that the injunction directs him or her to avoid.

§813.12 (4) (c) (2)

When an injunction granted for less than 4 years expires, the court shall extend the injunction if the petitioner states that an extension is necessary to protect him or her. This extension shall remain in effect until 4 years after the date the court first entered the injunction.

§813.12 (4) (d)

A judge or circuit court commissioner may, upon issuing an injunction or granting an extension of an injunction issued under this subsection, order that the injunction is in effect for not more than 10 years, if the court finds, by a preponderance of the evidence stated on the record, that any of the following are true:

- a. There is a substantial risk that the respondent may commit first-degree intentional homicide under s. 940.01, or 2nd-degree intentional homicide under s. 940.05, against the petitioner.
 - b. There is a substantial risk that the respondent may commit sexual assault under s. 940.225 (1), (2), or (3), or under s. 948.02 (1) or (2), against the petitioner.
2. This paragraph does not prohibit a petitioner from requesting a new temporary restraining order under sub. (3) or injunction under this subsection before or at the expiration of a previously entered order or injunction.

State statutes 813.123 (5) (c) (1), and 813.125 (4) (c) specify the same 4-year period for individual at risk orders and harassment orders.

State statutes 813.122 (5) (d) (1) & (d) (2) restrict the length of time for which a child abuse injunction may be issued.

§813.122 (5) (d) (1)

An injunction under this subsection is effective according to its terms, for a period of time that the petitioner requests, but not more than 2 years or until the child victim attains 18 years of age, whichever occurs first.

§813.122 (5) (d) (2)

When an injunction in effect for less than 6 months expires, the court shall extend the injunction if the petitioner states that an extension is necessary to protect the child victim. This extension shall remain in effect until 6 months after the date the court first entered the injunction or the child attains 18 years of age, whichever occurs first.

§813.122 (5) (dm)

A judge may, upon issuing an injunction or granting an extension of an injunction issued under this subsection, order that the injunction is in effect for not more than 5 years, if the court finds, by a preponderance of the evidence stated on the record, that any of the following are true:

- a. There is a substantial risk that the respondent may commit first-degree intentional homicide under s. 940.01, or 2nd-degree intentional homicide under s. 940.05, against the child victim.
 - b. There is a substantial risk that the respondent may commit sexual assault under s. 940.225 (1), (2), or (3), or under s. 948.02 (1) or (2), against the child victim.
2. This paragraph does not prohibit a petitioner from requesting a new temporary restraining order under sub. (4) or injunction under this subsection before or at the expiration of a previously entered order or injunction.

State statutes 813.123(5)(c)(1), (c)(2) & (c)(3) restrict the length of time a vulnerable adult at risk injunction may be issued for.

§813.123(5)(c)(1)

An injunction under this subsection is effective according to its terms, but not more than 4 years.

§813.123(3)(5)(2)

When an injunction that has been in effect for less than 6 months expires, the court shall extend the injunction if the petitioner states that an extension is necessary to protect the vulnerable adult at risk. This extension shall remain in effect until 6 months after the date the court first entered the injunction.

State statute 813.125(4)(c) restricts the length of time for which a harassment injunction may be issued.

§813.125(4)(c)

An injunction under this subsection is effective according to its terms, but not more than 4 years.

State statutes 813.12 (4) (d) 1m, 813.122 (5) (d) 1m, 813.123 (5) (d) 1m, 813.125 (4) (d) 1m allow for a permanent injunction to be ordered when the respondent has been convicted of sexual assault and in which the petitioner was the victim.

§813.12 (4) (d) 1m

A judge may, upon request by a petitioner, order that the injunction is in effect permanently if the respondent has been convicted of a violation of s. 940.225 (1) to (3) in which the petitioner was the crime victim.

§813.122 (5) (dm) 1m

A judge may, upon request by a petitioner, order that the injunction is in effect permanently if the respondent has been convicted of a violation of s. 948.02 or 948.025 in which the child victim was the crime victim.

§813.123 (5) (dm) 1m

A judge may, upon request by a petitioner, order that the injunction is in effect permanently if the respondent has been convicted of a violation of s. 940.225 (1) to (3) in which the individual at risk was the crime victim.

§813.125 (4) (d) 1m

A judge may, upon request by a petitioner, order that the injunction is in effect permanently if the respondent has been convicted of a violation of s. 940.225 (1) to (3) in which the petitioner was the crime victim.

NOTE: Any addition of data or changes made to a protection order/injunction must be made by the court and must be signed or initialed by the judge.

WARRANT/WANTED PERSON RECORD(S)

Wanted Person Record Validation Steps:

1. Contact the clerk of courts/municipal court to confirm warrant is still valid.
2. Confirm warrant has actual or electronic signature - not a stamp. (Complaint may be signed by court commissioner, child support investigator and/or corporation counsel for civil law cases.)
3. Ensure all data contained in entry is supported by the agency's case file documentation.
4. Query subject, including DOT/CIB/NCIC/NLETS/CHRI/DNR/DOC, etc. Determine if new information is available to be added to record or if current information should be updated. Modify and supplement record as needed.
5. Confirm extradition/geographical restrictions are documented (either attached to file or written in policy).
6. If DOT ID card information is entered, confirm remarks indicate WI DL data is an ID card (e.g. WI DL is ID CARD or WI DL ID ONLY).
7. Confirm warrant type/offense codes are correct.
8. Check if FBI number is included in entry if the record is in NCIC, as it produces the hits-to-wants message.
9. Confirm bond amount is accurate.
10. Confirm caution indicators and supplement if needed.
11. If wanted person record is entered in NCIC, consider associating images to entry.
12. If the record is in CIB Only, determine if it is necessary to cancel and re-enter into both CIB and NCIC.

MISSING PERSON RECORD(S)

Missing Person Record Validation Steps:

1. Check with the complainant to confirm missing person is still missing.
2. If missing person is adult, confirm the presence of signed documentation of missing person report.
3. Ensure all information contained in entry is supported by documentation.
4. Query subject, including DOT/CIB/NCIC/NLETS/CHRI/DNR/DOC, etc. Determine if new information is available to be added to record, or if current information should be updated. Modify and supplement record as needed.
5. If DOT ID card information is entered, confirm remarks indicate WI DL data is an ID card (e.g. WI DL is ID CARD or WI DL ID ONLY).
6. Confirm category is correct.
7. Confirm caution indicators and supplement if needed.
8. Consider associating images to the entry.

PROTECTION ORDERS/INJUNCTION RECORD(S)

Protection Order/ Injunction Record Validation Steps:

1. Check with the clerk of court to confirm order is still valid.
2. Confirm order has actual or electronic signature, not stamp.
3. Ensure all information contained in entry is supported by documentation.
4. Query subject, including DOT/CIB/NCIC/NLETS/CHRI/DNR/DOC, etc. Determine if new information is available to be added to record, or if current information should be updated. Modify and supplement record as needed.
5. If DOT ID card information is entered, confirm remarks indicate WI DL data is an ID card (e.g. WI DL is ID CARD or WI DL ID ONLY).
6. Confirm category is correct.
7. Confirm service information is correct.
8. Confirm issue and expiration dates are correct. Non-expiring injunctions should be entered with ending date of 12/31/2150.
9. Confirm caution indicators and supplement if needed.
10. Consider associating images to the entry.

IDENTITY THEFT VICTIM RECORD(S)

Identity Theft Record Validation Steps:

1. Check with the complainant/victim to ensure record is still valid.
2. Confirm signed consent form exists.
3. Ensure all information contained in entry is supported by documentation.
4. Query subject, including DOT/CIB/NCIC/NLETS/CHRI/DNR/DOC, etc. Determine if new information is available to be added to record, or if current information should be updated. Modify and supplement record as needed.
5. If DOT ID card information is entered, confirm remarks indicate WI DL data is an ID card (e.g. WI DL is ID CARD or WI DL ID ONLY).
6. Confirm password is correct.
7. Confirm caution indicators and supplement if needed.
8. Consider associating images to the entry.

GANG/MEMBER RECORD(S)

Gang Member Record Validation Steps:

1. Ensure all information contained in entry is supported by documentation.
2. Query subject, including DOT/CIB/NCIC/NLETS/CHRI/DNR/DOC etc. Determine if new information is available to be added to record or if current information should be updated. Modify and supplement record as needed
3. If DOT ID card information is entered, confirm remarks indicate WI DL data is an ID card (e.g. WI DL is ID CARD or WI DL ID ONLY).
4. Confirm caution indicators and supplement if needed
5. Consider associating images to the entry.

VIOLENT PERSON RECORD(S)

Violent Person Record Validation Steps:

1. Ensure all information contained in entry is supported by documentation.
2. Query subject, including DOT/CIB/NCIC/NLETS/CHRI/DNR/DOC, etc. Determine if new information is available to be added to record, or if current information should be updated. Modify and supplement record as needed.
3. If DOT ID card information is entered, confirm remarks indicate WI DL data is an ID card (e.g. WI DL is ID CARD or WI DL ID ONLY).
4. Confirm caution indicators and supplement if needed.
5. Consider associating images to the entry.

VEHICLE FILE

GENERAL GUIDELINES FOR VALIDATING VEHICLE RECORDS

OWNER-APPLIED NUMBER

If an owner inscribes a number on different parts of his vehicle, the number should be entered in this field. Do not include any special characters such as asterisks or dashes. Do not use a single number, run of zeros, single alpha, or run of alphas. If the number exceeds 20 characters, enter the last 20 characters in this field and indicate the full number in the miscellaneous/ remarks field. Another reason for entering a number in this field is when NCIC has rejected the number entered into the VIN field. If all supporting documentation states the number that NCIC rejected is the accurate VIN, enter that number into the Owner-Applied Number (OAN) field until the "true" VIN can be determined; this ensures a hit response if that number is queried either as a VIN or an OAN. If supporting documentation for a stolen motorcycle contains both a frame and an engine number, the frame number is considered the VIN; the engine number should be entered in the OAN field.

ATV and Snowmobile decals may be entered as owner applied numbers.

LICENSE PLATE INFORMATION

There are four fields associated with the license plate: License Plate Number, State of Registration, Year of Expiration, and License Plate Type. It is important to enter the correct license plate type, as there are two different code tables associated with this field: Query codes and Entry codes.

For snowmobile, All-Terrain Vehicle (ATV), Utility-Terrain Vehicles (UTV), and Off-Highway Motorcycle (OHM) entries the registration number is entered as a license plate.

Stolen/Felony vehicle entries with sesquicentennial license plates & stolen/missing sesquicentennial license plates entered with the plate type code of "ZZ" (all others), will need to be identified and modified during the validation process with the correct license plate type code of "CM" (commemorative license plate).

When validating U.S. government license plates the state of registration should be listed as "US", the expiration date as "NX" (non-expiring) and plate type as "US".

When a single license plate is taken from a vehicle that has two plates issued to it, the agency should specify in the remarks field whether the plate taken was the front or back plate. If only one license plate was taken the plate may only be entered when the remaining plate is removed/destroyed, and the complainant or owner obtains corrective registration. If the owner or complainant wishes to retain the same license plate number, no entry can be made to the database. Documentation should be maintained detailing what happened to the remaining plate and the fact that the owner was directed to obtain corrective registration.

VEHICLE IDENTIFICATION NUMBER

Enter the number as shown on the supporting documentation. If NCIC rejects this number and all documentation supports the "erroneous" number, enter the number in the Owner-Applied Number (OAN) field until you are able to obtain the correct number. Assistance in determining the correct VIN number may be obtained from the National Insurance Crime Bureau (NICB). When entering motorcycles, the frame number is considered the VIN; the engine number should be entered in the OAN field.

YEAR, MODEL, STYLE

All vehicles will have a year of manufacture associated with the model. Most vehicle models have specific codes assigned to them; however, generic codes are used in some instances.

MAKE

Use the proper make code for the vehicle being entered. The year of manufacture can make a difference in the code to be used, e.g., there are three or four different codes assigned to Jeep depending on the model year. All-Terrain Vehicles and Utility-Terrain Vehicles (ATVs and UTVs) must be entered using the related motorcycle make code. If the manufacturer of the ATV does not manufacture motorcycles and no make code is assigned it must be entered with the generic code of "ATV". You must then specify the manufacturer of the vehicle in the expanded make code or miscellaneous or remarks field.

Other generic make codes that must be explained:

Assembled vehicles	ASVE	US Coast Guard	USCG
Aircraft	AERO	US Marine Corp	USMC
All-terrain vehicles Unpublished	ATV	US Navy	USN
Dune Buggy and go carts	SPEC	** State Air National Guard	AG__
Home and garden equipment	FARM	** Civil Air Patrol	AP__
Cycles:		** National Guard	NG__
Homemade	HOMD	Snowmobiles Unpublished	SNOW
Reconstructed	RECO	Trailers:	
Unpublished	CYCL	Homemade	HMDE
Military Vehicles:		Reconstructed	RCON
US Air Force	USAF	Unpublished	TRLR
US Army	USA	Trucks Unpublished	TRUK

** For National Guard or Civil Air Patrol entries, the two-character code representing the state where the unit is located should be placed after the respective make code

VEHICLE COLOR

This is a two-part field. If the vehicle is one solid color enter the color code into the first part of the field, the second part of the field remains blank. When a vehicle of two colors is described, the colors should be entered in the order of top to bottom or front to rear. When describing a vehicle of more than two colors, the code MUL/COL should be entered in this field and the actual colors listed in the miscellaneous/remarks field.

MISCELLANEOUS/REMARKS

A variety of information should be included in this field: The manufacturer's complete name must be entered when a generic make code is used. A brief explanation of the felony for felony vehicle entries, complete numbers when they exceed the maximum allowed for the specific field (a VIN or OAN exceeding 20 characters), and "3W-Motorcycle" for those that are street legal. When a single license plate is taken, the agency should note in the miscellaneous remarks field which one was taken.

The miscellaneous remarks field allows a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

Codes assigned to each manufacturer are available in the Portal XL software tables/help messages or the Code Manual.

IMAGES

One identifying or generic image can be associated with a vehicle. Documentation of all images must be included in the case file.

VEHICLE FILE RECORD(S)

Vehicle Record Validation Steps:

1. Contact complainant/owner to ensure item is still missing. If owner has been compensated by insurance company, ensure that the insurance company still has investigative interest in return of item. If neither party is available, your agency may decide if there is law enforcement value to the record. If your agency determines there is value in retaining the record in the system, they may act as the point of contact for validation purposes.
2. Ensure all information contained in entry is supported by documentation.
3. Query item including DOT/CIB/NCIC/NLETS/DNR, etc. Determine if new information is available to be added to record, or if current information should be updated. Modify and supplement record as needed.
4. For license plates, confirm that corrective registration has been applied for.
5. When one license plate is stolen/missing from a vehicle that had two, document that the second plate is not still being used. Indicate in the remarks field which of the two plates have been taken.
6. Confirm license plate type is correct.
7. Confirm caution indicators and supplement if needed.
8. Consider associating images to the entry.

PART FILE

GENERAL GUIDELINES FOR VALIDATING PART RECORDS

SERIAL NUMBER

When a stolen vehicle/boat part is entered, the serial number of the part must be entered in the serial number field. If an entry is for a stolen certificate of title, the title number should be entered in the serial number field. If the part is a non-motorized forklift, the serial number should be entered in the serial number field. The Vehicle Identification Number (VIN) should be entered in the serial number field when the stolen part is a VIN plate.

OWNER-APPLIED NUMBER

The owner-applied number field is a 20-character searchable field. If the record entry also contains a serial number, it cannot be the same as the owner-applied number.

Another use of the owner-applied number field occurs when the stolen vehicle/boat part has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the owner-applied number may be entered as the only numeric identifier or in addition to a serial number.

BRAND

There are many different codes assigned to VEHICLE and BOAT part brand names. This creates a problem because of the duplication of brand names for vehicles, boats, and their parts. For example, there is a MERCURY automobile and there is a MERCURY outboard motor; each one has a different code. It is important to use the appropriate code for the type of part being entered. Here are some of the most common brand names that have two or more codes assigned to them:

MANUFACTURER	AUTO CODE	TRAILER CODE	BOAT CODE
JOHNSON	--	JOHN	OMCJ
CHRYSLER	CHRY	CHRS	CHRM/CRYO/VW
MERCURY	MERC	MERB/MERR	MRCM/MROB/QSR

If there is no code assigned to the brand, enter a generic code (PART, ENGN) and list the brand in the miscellaneous/remarks field.

PART CATEGORY

This two-character code identifies the type of part that is being entered, e.g., outboard motor, engine, drive shaft, alternator, battery, etc. If no category code is assigned, use one of the following generic codes:

VEHICLES

Automotive Parts - AG

Construction Parts – CE

Farm/Garden Parts – FE

BOATS

Boat Parts - BX

ENGINE POWER

Indicate the size of the engine in cubic inches (I), cubic centimeters (C), liters (L), horsepower (H) or pounds of thrust (P). Examples: 125 Horsepower = 125H, 3 Liters = 3L, 250cc = 250C. Round fractions down to the base number, i.e., 9.9 horsepower would be entered as 9H and then further explain in the miscellaneous/remarks field that the engine power is "9 pt 9".

NOTE: NCIC has implemented a requirement that if a stolen part is entered with the part category code of "OB", the engine power field is mandatory. Failure to enter the engine power will cause the entry to be rejected by NCIC.

PRODUCTION YEAR

If the part category code of "OB" is entered, then this field is required. If the production year is not known "UNKN" must be entered.

MISCELLANEOUS/REMARKS

A description of the part category **MUST** be included (this is why the miscellaneous/remarks field is required for all stolen part records); model number, model year, color scheme of the outboard motor, etc. should be entered in this field. The brand name must be included when a generic code has been used in the brand field.

The miscellaneous/remarks field allows a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

IMAGES

One identifying image can be associated with a vehicle/boat part.

PART FILE RECORD(S)

Part Record Validation Steps:

1. Contact complainant/owner to ensure item is still missing. If owner has been compensated by insurance company, ensure that the insurance company still has investigative interest in return of item. If neither party is available, your agency may decide if there is law enforcement value to the record. If your agency determines there is value in retaining the record in the system, they may act as the point of contact for validation purposes.
2. Ensure all information contained in entry is supported by documentation.
3. Query item including CIB/NCIC, etc. Determine if new information is available to be added to record, or if current information should be updated. Modify and supplement record as needed.
4. Confirm part category code is correct, and a plain language explanation is present in the miscellaneous remarks field.
5. Confirm caution indicators and supplement if needed.
6. Consider associating images to the entry.

BOAT FILE

GENERAL GUIDELINES FOR VALIDATING BOAT RECORDS

REGISTRATION NUMBER

After an application for registration of a boat with a state or the United States Coast Guard has been approved, the applicant is issued a "Certificate of Number" (a Registration Certificate authorizing the boat's use primarily for pleasure) setting forth the identification number assigned to the boat. The applicant is required to display this number "boat registration number" on each side of the bow of the vessel. The registration number will be no more than ten characters; however, it may be less.

The US Code of Federal Regulations, Title 33, Section 174.23 sets out the requirements for boat registration numbers. Each registration number must consist of two capital letters denoting the state of the issuing authority. These two alphabetics should be followed by not more than four numerics and two alphabetics or not more than three numerics and three alphabetics. A number suffix may not include the letters "I", "O", or "Q", which may be mistaken for numerals. Not all of these state code prefixes match the CIB/NCIC state codes. Those that differ are California (CF), Colorado (CL), Delaware (DL), Hawaii (HA), Kansas (KA), Massachusetts (MS), Michigan (MC), Mississippi (MI), Wisconsin (WS) and Washington (WN).

HULL NUMBER

The US Code of Federal Regulations, Title 33, Section 181, requires that hull identification numbers affixed to boats manufactured as of August 1973 must consist of 12 characters. A manufacturer may display additional characters after the required 12; however, they must be separated by a hyphen.

The complete hull number, including any alphabetic character(s), must be entered in this field. Any spaces, hyphens, or special characters which may appear as part of the hull number should be omitted from the boat hull number field. If the hull number exceeds 20 characters, the last 20 characters must be entered in the boat hull number field. The complete boat hull number must be entered in the miscellaneous field.

HULL NUMBER CONSTRUCTION

The first three characters are identification assigned to the manufacturer: positions one and two must be alphabetic, position three must be alphabetic or the numerics 1 or 2.

The fourth through eighth characters are assigned by the manufacturer and may be either alphabetic or numeric except for the alphabetic characters I, O, and Q.

The ninth through the twelfth characters indicate the date of certification or date of manufacture. The characters must be either:

- All numerics with positions nine and ten indicating the month and positions eleven and twelve indicating the year; or
- The ninth character must be the alphabetic M, the tenth and eleventh characters must be numerics indicating the model year, and the twelfth character must be an alphabetic indicating the month of the model year, August is designated by the alphabetic A, September by B, October by C, etc.; or
- The ninth and tenth characters indicate month and year of the date of certification or date of manufacture. Character nine is an alpha character: the first month of the year, January, is "A" and the last month of the year December, is "L". Character ten is the last digit of the year of certification or manufacture, such as "2" for 1992. Characters eleven and twelve are the model year, such as "94" for 1994.

BOAT YEAR

The boat year must contain the model year during which the boat was manufactured. The boat year may be obtained from the boat hull number.

BOAT MAKE

If this field contains the code MISC, refer to your TIME System Software tables/help messages or on-line TIME System Manual. If a valid code has been assigned to the manufacturer, modify the proper code into the make field. If a code has not been assigned "MISC" is the proper code to use, however the manufacturer name MUST be included in the miscellaneous field. If the manufacturer's name is not known, the miscellaneous field should be used to describe the boat and any information which can lead to the determination of the manufacturer's name.

NOTE: When a generic make code such as "MISC" is used in the entry, the expanded make code field must be completed.

BOAT LENGTH

NCIC uses this field for off-line searches. Round the length off to the nearest foot, i.e., 18' 9" should be entered as 19. The actual length (i.e., 18' 9") must then be explained in the miscellaneous field.

BOAT COLOR

This is a two-part field. If the boat is a solid color, enter the color code into the first part of the field, the second part of the field remains blank. When describing a boat of two colors, the dominant color of the boat's hull above the waterline should be entered first followed by the next most prevalent color. If the boat has more than two major colors, enter MUL/COL, and explain the color scheme in the miscellaneous field.

COAST GUARD DOCUMENT NUMBER

Commercial vessels and certain motor yachts over five tons are "documented" as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a "document number") is permanently marked on the main beam of the "documented" vessel in addition to appearing on the official marine document issued to the owner of the vessel. A document number should be entered in the registration number field when the document number is the only numeric identifier; otherwise, it should be entered into the coast guard document number field. The number will be no more than ten characters; however, it may be less. All characters of the number will be numeric.

MISCELLANEOUS

A variety of information can be entered into this field, including the manufacturer's name if MISC was used as the boat make code. Serialized home-built boats should be identified by entering the words "HOME BUILT." The words "KIT BUILT" should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat. Further descriptive data such as trim colors, number of hulls, number of sails, etc. may also be entered in this field.

NOTE: The miscellaneous field allows a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

IMAGE

One identifying or generic image can be associated with a boat record.

BOAT FILE RECORD(S)

Boat Record Validation Steps:

1. Contact complainant/owner to ensure item is still missing. If owner has been compensated by insurance company, ensure that the insurance company still has investigative interest in return of item. If neither party is available; your agency may decide if there is law

enforcement value to the record. If your agency determines there is value in retaining the record in the system, they may act as the point of contact of validation purposes.

2. Ensure all information contained in entry is supported by documentation.
3. Run item including DNR/NCIC/NLETS, etc. Determine if new information is available to be added to record, or if current information should be updated. Modify and supplement record as needed.
4. Confirm caution indicators and supplement if needed.
5. Consider associating an image to entry.

GUN FILE

GENERAL GUIDELINES FOR VALIDATING GUN RECORDS

MAKE

The gun make field must be filled with a minimum of two and a maximum of three characters. Codes assigned to each manufacturer are available in the TIME System Software tables/help messages or on-line TIME System Manual.

- **GUN MAKE NOT LISTED IN TABLES**

When the make of a serialized firearm is not listed in your software tables, the code ZZZ should be placed in the make field and the make of the firearm should be entered in the expanded make code field.

- **GUN MAKE UNKNOWN BUT COUNTRY OF MANUFACTURE KNOWN**

If the make of a firearm is unknown but the country of manufacture is known, the appropriate code for that country should be entered in the make field, and "UNKN" should be entered in the expanded make code field.

- **GUN MAKE AND COUNTRY OF MANUFACTURE BOTH UNKNOWN**

When neither the gun make nor country where manufactured is known, the gun can be entered when the gun has a distinct point(s) of identification or is connected with a major criminal investigation. The code ZZZ should be entered into the make field and "MAK UNKN" should be placed as the first item in the miscellaneous field; the distinct point(s) of identification or connection to major criminal investigation should be noted.

US MILITARY ISSUED WEAPONS

The code US should be entered in the make field when all the following conditions exist: 1) the make of the firearm is not known, 2) the country of manufacture is the United States, and 3) the firearm is not a U.S. Military-issue weapon as described in the following paragraph.

For a firearm (including surplus weapons) that is a U.S. Military-issue weapon, the make field code USA should be used. Common U.S. Military-issue weapons are listed below:

.45 caliber and/or 9mm U.S. Submachine Guns:

M1, M1A1, M1928, M1928A1 (Thompson),
M50, M55 (Reising), M42 (United Defense),
M3, M3A1 (Grease Gun)
.45 caliber U.S. Pistols, M1911 and M1911A1(Colt), Mk 23 (HK)
.45 caliber U.S. Revolvers, M1917
.30 caliber U.S. Carbines, M1, M2, M3
.30 caliber U.S. Rifles

Models 1892, 94, 96, 98 (Krag)
Models 1903 and 1903A3, etc. (Springfield)
M1 (Garand)
M1917 (Enfield)
7.62mm U.S. Rifle, M14, M21, M40A1
5.56mm U.S. Rifle, M4A1, M16, M16A1, M16A2, etc.
.30 caliber U.S. Machine Guns (including the Browning Automatic Rifle, etc.)
9mm U.S. Pistols, M9 (Beretta), P226 (Sig Sauer)

MODEL

Check the miscellaneous field of the record to see if the model information has been entered there. If it is, modify the model field with that information. Otherwise, check the supporting documentation to obtain the gun model.

TYPE

The type field is two characters long, and in most cases, data should be entered into both positions. The first position is for the weapon type code (Pistol = P). The second position represents the weapon action/description (Bolt Action = B). For pistols, shotguns and rifles, the second position is required; for all others, this position is optional but should be used. There is confusion over automatic action (A) vs. semiautomatic action (I). It is important officers obtain the correct description. If a complainant states "automatic", the officer should question whether the weapon really is automatic or semi-automatic and document whichever it is. Per FBI guidelines, a 3-round burst gun is considered an automatic.

NOTE: Taser weapons are included in this file. The proper type code for entry is "Z" and the caliber code is "9999".

MISCELLANEOUS

A variety of data can be entered into this field: Manufacturer/Country name if "ZZZ" make code was used, barrel length, color/finish, cartridge capacity, any unique features/descriptions, etc.

NOTE: The miscellaneous field allows a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

NOTE: If a record was entered before 10/18/72, there may be problems canceling or modifying it. Contact TSCC with problems.

NOTE: BB guns and paintball guns should not be entered in the Gun file. These would be entered as articles.

GUN FILE RECORD(S)

Gun Record Validation Steps:

1. Contact complainant/owner to ensure item is still missing. If owner has been compensated by insurance company, ensure that the insurance company still has investigative interest in return of item. If neither party is available, your agency may decide if there is law enforcement value to the record. If your agency determines there is value in retaining the record in the system, they may act as the point of contact for validation purposes.
2. Ensure all information contained in entry is supported by documentation.
3. Confirm gun type entered is correct and supported by documentation.
4. For recovered guns, ensure the weapon is still in agency possession.
5. Confirm caution indicators and supplement if needed.
6. Consider associating images to the entry.

ARTICLE FILE

GENERAL GUIDELINES FOR VALIDATING ARTICLE RECORDS

TYPE

Only article file records containing a type field code of "T" (toxic/hazardous materials, "Q" (public safety, homeland security, & critical infrastructure items of identification), or "Z" (lost or stolen equipment associated with public safety, homeland security, and critical infrastructure) must be validated during the monthly validation process.

1. The complete name of the article must be used if possible. If the article name is one word of more than six letters, the first six letters in the article name must be used.
2. An article name which is two words must be treated as one word.
3. If an article name is three words, the initials of the first two words and the first four letters of the last word must be used.
4. The entry will be rejected if the type code begins with an alphabetic character other than Y and is not a code listed in the tables.

BRAND

If there is no code assigned to the brand or the brand is unknown enter "NO BRA" and list the brand name (if known) in the miscellaneous field.

MODEL

If the entry is for a toxic, hazardous chemical, the model field should convey the chemical's physical properties by words such as "LIQUID", "GAS", "POWDER", "CRYSTAL", "SOLID". etc. If the model name or number contains more than nine characters, only the last nine characters must be used, with the complete model number shown in the miscellaneous field. For example, model number 12345678987 would be entered in the model field as 345678987. The complete model number (12345678987) should be entered in the miscellaneous field.

Model names consisting of alphabetic characters only should be entered omitting spaces and periods.

SERIAL NUMBER

Single zero only, run of zeros only, or single alphabetic character cannot be used. The serial number cannot be identical to owner-applied number. Sequential entries must have a single hyphen separating the serial numbers.

LOT NUMBER

This is a free text field used to help identify a stolen chemical.

HAZARDOUS MATERIAL CONTAINER

This is a free text field used to help identify the type of container the chemical is stored in.

PARTIAL LOT INDICATOR

This field is used to indicate whether the stolen chemical represents a partial or complete shipment.

UNITED NATIONS NUMBER

This code is used as a reference number to request additional information on a specific chemical via Nlets. If this field is entered by the user, the initial warning in a hit response on a stolen chemical would be followed by message:

ADDITIONAL INFORMATION AVAILABLE FROM NLETS HAZMAT

MISCELLANEOUS

This field should be used in the following instances:

1. To further describe the stolen article.
2. To describe the location of the serial number and/or owner-applied number on an item of property.
3. To provide a complete description of the stolen article when the code NO BRA is used in the brand field.
4. If the serial number exceeds 20 characters, in which case the rightmost 20 characters should be entered in the serial number field, and the complete serial number should be entered in the miscellaneous field.
5. The complete model number if it contains more than nine characters and the last nine have been entered into the model field.

The miscellaneous field allows a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

IMAGE

One identifying image can be associated with an article.

ARTICLE FILE RECORD(S)

Article Record Validation Steps:

1. Contact complainant/owner to ensure item is still missing. If owner has been compensated by insurance company, ensure that the insurance company still has investigative interest in return of item. If neither party is available, your agency may decide if there is law enforcement value to the record. If your agency determines there is value in retaining the record in the system, they may act as the point of contact for validation purposes.
2. Ensure all information contained in entry is supported by documentation.
3. Confirm caution indicators and supplement if needed.
4. Ensure location of serial number is specified in miscellaneous remarks.
5. Consider associating images to the entry.

SECURITY FILE

GENERAL GUIDELINES FOR VALIDATING SECURITY RECORDS

ISSUER

Name of the company, agency, or organization printed on the security is to be placed in the issuer field even if the security was stolen or embezzled before it was appropriately prepared or issued by an authorized person. U.S. currency/notes should be entered as "USTREASURY." Canadian notes/currency must be entered as "CANADA."

OWNER

The full name of the owner appearing on the face of the security is to be included if space in this field permits. Names must be entered in this order: mandatory surname; mandatory comma; space (optional); mandatory first name or initial(s); if any; mandatory space after each middle name or initial except last one; and suffix denoting seniority (Jr., III, etc.) if any. Incorrect placement or omission of the comma will result in a negative response to inquiries on the name. If two names are listed, use only the first. If currency is entered, the owner would be "BEARER".

Institutional Owner: If the owner is not a person but a company, bank, brokerage house, etc., the full name must be entered in the same order as it appears on the document.

Traveler's Check: The name of the person or company holding a traveler's check at the time of theft or embezzlement should be entered in this field even though this information is not indicated on the face of the document.

Money Order: The person in possession of a money order at the time of theft or embezzlement should be identified as the owner even though his/her name does not appear on the document.

SOCIAL SECURITY NUMBER

The social security number found on the face of the security. When co-owners are listed on the security, the social security number of the first person listed is preferred if available.

SECURITY DATE FIELD

The series year (four numeric characters and any alphabetic character suffix) must be included in this field. The series year is found on the face of U.S. currency following the word SERIES. For example, SERIES 1993 would be entered as 1993.

For Bank of Canada (currency), the year which follows the word OTTAWA (centered immediately under the black bar on which is written BANK OF CANADA-BANQUE DU CANADA) is to be entered. This date will be referred to as the series year.

The alphabetic character M or P is not to be prefixed to the series year of U.S. currency or Canadian notes. They are used only when entering the maturity or issue date.

Securities such as bonds, debentures, notes, and other certificates acknowledging debt usually set out a specific date (maturity date) when they become payable to the owner. Maturity date is to be entered in the security date field when it appears on the security.

Certain securities such as stock certificates represent shares of ownership in a corporation and as such have no maturity date. Others, such as traveler's checks, are documents that can be cashed if appropriately signed or endorsed. For such securities, the date prepared or issued should be entered as issued date.

When maturity date appears, the date entered in the security date field should be preceded by the alphabetic character M, e.g., M011299 for the maturity date January 12, 1999. When issue date appears, the date entered should be preceded by the alphabetic character P, e.g., P051395 for the issue date May 13, 1995.

The issue date of each U.S. Savings Bond appears in the upper right-hand corner on the face side. The issue day is always the first day of the month in which the bond was issued.

If a money order was stolen **before** it was issued and no security date appears thereon, the word BLANK is to be entered into the security date.

MISCELLANEOUS

Detail any special attributes about the security. If the security is counterfeit, enter "COUNTERFEIT" as the first word in this field.

If the face plate number and the back plate number for counterfeit U.S. currency and Bank of Canada notes appear on the currency, they should be entered in this field.

Bait money (prerecorded currency) is Federal Reserve Notes that have been marked to identify stolen money as evidence against a robber. BAIT MONEY should be entered as the first item in the miscellaneous field if Federal Reserve Notes stolen were recorded as bait money.

The interest noted on the security is to be listed: 10.5% interest should appear as 10 1-2 int. Interest information should be noted first in this field, unless the security is counterfeit.

NOTE: The miscellaneous field allows a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

SECURITY FILE RECORD(S)

Security Record Validation Steps:

1. Contact complainant/owner to ensure item is still missing. If owner has been compensated by insurance company, ensure that the insurance company still has investigative interest in return of item. If neither is available, validate with investigating officer.
2. Ensure all information contained in entry is supported by documentation.
3. Confirm caution indicators and supplement if needed.

ACQUIRING MAXIMUM DATA

Always attempt to obtain as much information as possible to enter into the record. In many cases, the information is available simply by reading the officer's case report. If not, there are numerous databases that can be accessed to obtain required and optional information to enter. Remember that "packing a record" with all available data increases the chances of apprehending the wanted person, finding and identifying the missing person and recovering stolen property. Note: It is not permissible to use another agency's entry as source documentation unless you obtain a copy of the case file from the agency that made the entry.

PERSON RECORDS

1. Department of Transportation files - Wisconsin & other states
 - Driver's license number
 - Physical descriptors
 - Address
 - Former name(s)
 - Other possible states to query
2. Criminal History files – FBI, State and Local levels
 - Address
 - Physical descriptors
 - Scars, marks, tattoos, other Conditions
 - Alias names and dates of birth
 - Social Security Number(s)
 - Driver's license number(s)
 - Fingerprint classification
 - Whether caution should be used
 - FBI number/state identification number
 - Miscellaneous numbers
 - Photos
3. Wisconsin Department of Natural Resources
 - Address
 - Phone number
 - Physical descriptors
 - Customer ID number (Miscellaneous ID#)

4. Other Police/Criminal Justice Agencies (i.e. Probation & Parole, Department of Corrections Locator, Sex Offender Registration, etc.) Source documentation must be provided for any information obtained from another police agency such as:
 - Department of Corrections Number
 - Current place of employment
 - Acquaintances that subject may be with
 - Scars, marks, tattoos, other conditions
 - Alias names and dates of birth
 - Whether caution should be used
5. Dentists/Doctors
 - Dental information surgeries, scars, etc.
 - Mental and/or physical illness or disabilities
6. Clerk of Courts Office/Consolidated Court Automation Program (CCAP)
 - Address
 - Alias names and dates of birth
7. INTERPOL-U.S. National Central Bureau
 - Whether caution should be used
8. Complainant
 - Identifying photo(s)
9. Internet Resources, i.e. social websites, etc.,
 - Identifying photo(s)
 - Scars, marks, tattoos, other conditions
10. Print Resources, i.e. yearbooks, phone directories, etc.
 - Identifying photo(s)
 - Scars, marks, tattoos, other conditions

VEHICLE and BOAT RECORDS

1. Department of Transportation files - Wisconsin & other states
 - License plate number
 - License plate year of expiration
 - License plate type
 - Vehicle identification number
 - Vehicle year, make, model and style
 - Address
 - Whether the vehicle has been re-registered since stolen
2. Department of Natural Resources files - Wisconsin & other states
 - Snowmobile & ATV registration
 - Vehicle year, make, model and style
 - Vehicle identification number
 - Boat registration
 - Boat hull number
 - Boat year, make, model and type
 - Address
 - Whether registration activity has occurred since stolen

- | | |
|------------------------------------|---|
| 3. National Insurance Crime Bureau | Verification of vehicle identification number
Vehicle year, make, model, style |
| 4. NCIC | Generic photo |
| 5. Complainant | Identifying photo |

IMAGES

The TIME System supports entry and response of NCIC images for persons, articles, parts, boats, guns and vehicles. Agencies can enter an image they have on file for the person or property or NCIC provides generic images for boats and vehicles. To enter an NCIC image the record must already exist.

IMAGE FIELDS

REQUIRED

Image Type
NCIC Number
Image

OPTIONAL

Date of Image
Miscellaneous

GENERAL GUIDELINES FOR IMAGE ENTRIES

IMAGE TYPE

An Image Type of "M" for a mug shot, "I" for identifying image or "S" for signature is selected. "M" should normally be used for the person files and "I" for the property files. The NIC number is required to identify the NCIC record the image will be appended to. Click on the "Browse" button to navigate to the desired image file. Date of Image and Miscellaneous are optional.

IMAGE SPECIFICATIONS

Images must be a JPEG and no more than 16K, cropped to 256-x256 pixels and 8 bits per pixel gray scale, with a quality factor of 25.

GENERIC IMAGES

To locate an appropriate generic image, query the generic image library by specifying year, make, model and style of the vehicle you are interested in. Once a generic image is located, note the NCIC number associated with it. Modify your vehicle/boat entry using the appropriate modify image transaction and include the NCIC number of the generic reference image.

IMAGE ENTRY RESPONSE

```
/0015 1742 41A49397          WI0130000
NCIC  186451      22 MM/DD/YY 10:11 01 OF 01
1L01174200186451
WI0130000
IMAGE IS ACCEPTED
NIC/W446555367 IMN/I177744777 IMT/I
```

IMAGE QUERIES

Users querying persons/property on the system may include an indication in their query if they wish to receive images. If requested by the user, images associated with NCIC records will be returned and may be viewed on the screen and/or printer.

Special queries also exist that allow users to request a specific image or the entire set of images that has been associated with a record.

IMAGE QUERY RESPONSE

/0017 1742 41A49398 WI0130000
NCIC 186988 23 MM/DD/YY 10:12 01 OF 02
1L01174200186988
WI0130000

MKE/IMAGE
/0017 1742 41A49398 WI0130000
NCIC 186988 23 MM/DD/YY 10:12 01 OF 02
MIS:TEST RECORD

NAM: WEETY, GRANDMA T **DOB:19350214**
RAC:W HGT:505 **WGT:130** **DOI:20100315**



NIC:W446555367 IMN:I177744777

Investigative Interest

Investigative interest is a supplemental record that allows agencies to indicate that they have an investigative interest in an existing NCIC record.

INVESTIGATIVE INTEREST FIELDS

REQUIRED

NCIC Number
Originating Agency Case Number
Investigative Agency Case Number
Investigative Interest Date

OPTIONAL

Notify Investigative Agency
Miscellaneous

GENERAL GUIDELINES FOR INVESTIGATIVE INTEREST ENTRIES

Up to ten agencies (not including the record holder) may add an investigative interest supplement to the base record. The following NCIC files allow for an investigative interest supplement to be appended: Article, Boat, Foreign Fugitive, Gang, Gun, Identity Theft, Immigration Violator, License Plate, Missing Person, National Sex Offender Registry, Protection Order, Securities, Supervised Release, Unidentified Persons, Vehicle, Vehicle/Boat Part, Violent Person, and Wanted Person.

Any valid ORI may add an investigative interest supplement to an existing NCIC entry.

RETENTION

Supplemental investigative interest records are kept for the same length of time as the base record. Once the base record's retention period ends, the agency that placed the investigative interest will receive an "Investigative Interest Notification" confirming that the record has been purged.

INVESTIGATIVE INTEREST ENTRY RESPONSE

```
/9998 C211 801099E0THERICD437      WI013015Y
TIME 00255224 000013 06/16/25 10:56 01 OF 01
NCIC2000
FIELD EDIT SUCCESSFUL
W452131213
TESTINGINVINT
INVINTCASENUMB2
```

```
/0932 C211 801099E0THERICD437      WI013555Y
NCIC 255224      20 06/16/25 10:56 01 OF 01
1L01C21100255224
WI013015Y
INVESTIGATIVE INTEREST NIC/W452131213 OCA/TESTINGINVINT
```

CANCEL INVESTIGATIVE INTEREST

If the agency no longer has interest in the NCIC record, then they must cancel the investigative interest supplement. Also, since it is not possible to modify an Investigative Interest supplement; errors must be rectified by cancellation and re-entry.

/0933 C211 807C99BETHERICD437 WI013555Y
NCIC 255015 19 06/16/25 10:55 01 OF 01
1L01C21100255015
WI013015Y
CANCEL INVESTIGATIVE INTEREST NIC/W452131213 OCA/TESTINGINVINT

\$.I ADVISORY MESSAGES

After an agency places an investigative interest supplement on an existing NCIC record, the originating agency will receive a \$.I (Entering Investigative Interest Notification) informing them that the supplement was placed. Any other agencies that have also placed investigative interest in that record would receive a \$.I notification as well.

\$.I.

WI013555Y
ENTERING AGENCY INVESTIGATIVE INTEREST NOTIFICATION AT 1156 EDT
20250616
WI013015Y WI DEPT OF JUSTICE CRIME INFO BUREAU MADISON
608 266-7314
NIC/W452131213 OCA/TESTINGINVINT
1N01C21100255224.EII.WI013015Y.NIC/W452131213.OCA/TESTINGINVINT.INVINT
CASENUMB2.
20250616.N.TEST INV INTEREST AGAIN

INVESTIGATIVE INTEREST EXAMPLE ON A WARRANT

An originating agency (ORI) enters a Wanted Person into NCIC. A second agency, investigating a homicide, identifies the wanted person as a suspect. Lacking sufficient evidence for a warrant, the second agency can add an investigative interest supplement to the existing NCIC entry. This supplement alerts other agencies to contact the second agency if the individual is located. Below is an example of when the original NCIC entry is queried.

MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM
THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE
SEARCHED WITHOUT LIMITATIONS.

MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO
SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/111111111 OLS/MD OLY/2000 OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN
DOW/19981201 OCA/92341244
WNO/635F1129 CTI/MD101261J
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS
LIC/ABC123 LIC/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS ANY CITY PD MD 304 555-1212
DOB/19501012
NIC/W146203706 DTE/19991205 1400 EST DLU/20080616 1518 EDT

INVESTIGATIVE INTEREST AGENCIES:

IIA/WA1230000 ANY CITY PD WA 555 555-4321

ICA/123456789 DII/20010108

MIS/WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

DENTAL CHARACTERISTICS

Dental characteristics can only be added to missing person and unidentified person entries. The information entered should be provided by the dentist. The code "ALL" should be entered in the first Dental Characteristics (DCH) Field if all 32 permanent teeth are present with no restorations. If dental characteristics are not available, use the code "UNK". If "ALL" or "UNK" is not used, you must enter a valid code for all 32 teeth.

The following rules apply when entering dental characteristics for each tooth:

- The DCH Field shall contain a maximum of 32 codes consisting of two numeric characters followed by option 1, 2, or 3:
 1. One special character /, or one special character / followed by R.
 2. One alphabetic character M, O, D, F, L, X, or V.
 3. Two to seven alphabetic characters M, O, D, F, L, C, and R.
- Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.
- The R character should follow any combination of M, O, D, F, L, C or the / character.
- The C character should follow any combination of M, O, D, F, or L.
- The only character that should be used with / is the R character.
- The characters V and X should not be used with any combination of characters.
- The characters M, O, D, F, L, C, R, /, V, and X may only be used once per numeric.

Crime Information Bureau (CIB)

Contacts

	Name	Telephone	Fax Number	Email
Director	Bradley Rollo	608-264-8134	608-267-1338	bradley.rollo@wisdoj.gov
Deputy Director-TIME System/Criminal History	Katie Schuh	608-266-0335	608-267-1338	katie.schuh@wisdoj.gov
Deputy Director-Firearms	Andrew Nowlan	608-267-2776	608-267-1338	andrew.nowlan@wisdoj.gov
TIME System Operations Manager	Brian Kalinoski	608-266-7394	608-267-1338	brian.kalinoski@wisdoj.gov
TIME & Technical Services Manager	Craig Thering	608-261-0667	608-267-1338	craig.thering@wisdoj.gov
Training Officer - Senior	Sarah Cook	608-261-7667	608-267-1338	sarah.cook@wisdoj.gov
Training Officer	Ben Brandner	608-266-9341	608-267-1338	benjamin.brandner@wisdoj.gov
Training Officer	Matthew Woodrum	608-261-5800	608-267-1338	matthew.woodrum@wisdoj.gov
TIME Analyst - Advanced	Zach Polachek	608-264-9470	608-267-1338	zach.polachek@wisdoj.gov
TIME Analyst	Jeanette Devereaux-Weber	608-266-2426	608-267-1338	j.devereauxweber@wisdoj.gov
TIME Analyst	Jennifer Virgin	608-266-7792	608-267-1338	jennifer.virgin@wisdoj.gov
TIME Analyst	Megan Smaby	608-261-8135	608-267-1338	megan.smaby@wisdoj.gov
Criminal History Unit Manager	Sarah Steindorf	608-261-6267	608-267-1338	sarah.steindorf@wisdoj.gov
Criminal History Unit Manager	Brandon Smith	608-266-0872	608-267-1338	brandon.smith@wisdoj.gov
Firearms Unit Manager	Jen Garske	608-264-6373	608-267-1338	jennifer.garske@wisdoj.gov
Firearms Unit Manager	Mike Worth	608-261-8104	608-267-1338	michael.worth@wisdoj.gov
TRAIN			608-267-1338	cibtrain@wisdoj.gov
eTIME			608-267-1338	eTIME@wisdoj.gov
PSN Requests			608-267-1338	cibpsn@wisdoj.gov
TIME System Audits			608-267-1338	cibaudit@wisdoj.gov
TIME Billing			608-267-1338	timebilling@wisdoj.gov
WORCS		608-266-7314		cibrecordcheck@wisdoj.gov
TSCC		608-266-7633	608-266-6924	tsc@wisdoj.gov

Additional Resources

Name	Telephone/Website	Terminal Identifier	Email/Fax
WILEnet	https://wilenet.widobj.gov/	608-266-8800	wilenet@wisdoj.gov
Friction Ridge Database Unit (FRDB, formerly AFIS)			dojcrimelabfrdb@doj.state.wi.us
National Crime Information Center (NCIC)			
Recalls	304-625-3000		ioau@leo.gov
Hits to Wants	304-625-9245		304-625-9899
WI Division of Criminal Investigation (DCI)			
General	608-266-1671		
AMBER/Silver Alerts	844-WSP-HELP		info@wisconsincrimealert.gov
International Justice and Public Safety Information Sharing Network (Nlets)			
			Nlets User Guide : Nlets
Control Center	800-528-4020		helpdesk@nlets.org
WI Crime Information Bureau (CIB)			
TIME System Control Center	608-266-7633	TSCC	
Training, Policies & Manuals	https://wilenet.widobj.gov/cib/time-system-training-materials-manuals-forms		
Fingerprint card requests	See link below		
WI Recalls			cibtrain@wisdoj.gov
WI Dept of Corrections (DOC)			
Community Corrections	608-240-5300		
Central Records	608-240-3750		
Monitoring Center	888-222-4362		
WI Dept of Natural Resources (DNR)			
Enforcement (LE only)	608-267-0844	WDNR	
Information	608-266-2621	RDNR	
WI Dept of Transportation			
Vehicle Records	608-264-7447	WREG	
Driver's Records	608-264-7049	WOLN	driverrecords.dmv@dot.state.wi.us
National Center for Missing or Exploited Children (NCMEC)	800-THE-LOST www.missingkids.com	VA007019W	
National Insurance Crime Bureau (NICB)	847-544-7000	ILNICB000	investigativeassistance@NICB.org
WI Clearinghouse for Missing & Exploited Children & Adults	800-THE-HOPE		wiclearinghouse@wisdoj.gov
WI Consolidated Court Access (CCAP)	https://wcca.wicourts.gov/		
US I.C.E. Bulk Cash Smuggling Center (BCSC)	866-981-5332	VTICE1600	
Fingerprint card requests	https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form		

License Plate Type Codes (Appendix B)

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>	<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>
ML	VF	Afghanistan War Veteran	CV	ZZ	Choose Life Wisconsin
ML	VF	Air Force	CV	OR	Children's Hospital of WI
ML	CL	Air Force Academy	CV	ZZ	Civil Air Patrol
ML	VF	Air Force Cross Medal	ML	VF	Coast Guard
ML	VF	Air Force Disting. Svc Medal	ML	CL	Coast Guard Academy
ML	MR	Air Force Reserve	ML	VF	Coast Guard Dist. Svc Medal
ML	VF	Air Force Retired	ML	VF	Coast Guard Medal
ML	VF	Air Force Veteran	ML	MR	Coast Guard Reserve
ML	VF	Airman's Medal	ML	VF	Coast Guard Retired
AT	AT	All-Terrain Vehicle	ML	VF	Coast Guard Veteran
AR	AR	Amateur Radio	CL	AQ	Collector
CV	OR	American Foundation for Suicide Prevention	CS	AQ	Collector Special
AQ	AQ	Antique	DL	DL	Dealer
AL	AO	Apportioned Semi Trailer	DX	DX	Disabled Person
AP	AP	Apportioned Tractor	DV	DV	Disabled Veteran
AL	AO	Apportioned Trailer	ML	VF	Disting. Flying Cross Medal
ML	VF	Army	ML	VF	Disting. Service Cross Medal
ML	VF	Army Disting. Svc Medal	ML	VF	Disting. Service Medal
ML	MR	Army Reserve	CV	ZZ	Donate Life
ML	VF	Army Retired	SV	SV	Driver Education
ML	VF	Army Veteran	TK	TK	Dual Purpose
ML	VF	Bronze Star Medal	TK	TK	Dual Purpose (Farm)
BU	BU	Bus	CV	OR	Ducks Unlimited
CV	OR	Boy Scouts of America Alumni	CV	PF	EMT
TL	TL	Camping Trailer	CV	CN	Endangered Resources
CV	ZZ	Celebrate Children	CV	OR	Elkhart Lake's Road America
			XP	VF	Ex-Prisoner of War

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>
FM	FM	Farm
TL	TL	Farm Trailer
FM	FM	Farm Truck
CV	PF	Firefighter
FL	CO	Fleet
PC	PC	For Hire Auto
CV	OR	Free Mason
CV	ZZ	Gold Star Family
CV	ZZ	Golf Wisconsin
CV	PS	Green Bay Packers
CV	ZZ	Harley Davidson
FM	FM	Heavy Farm Truck
CV	OR	Help Cure Childhood Cancer
ML	AQ	Historic Military
PE	AQ	Hobbyist
PC	PC	Human Services Vehicle
CV	OR	Ice Age Trail Alliance
CV	ZZ	In God We Trust
TL	TL	Insert Trailer
TK	TK	Insert Truck
CV	CN	Int'l Crane Foundation
IT	IT	In-Transit
ML	VF	Iraq War Veteran
CV	PF	Keeping the Lights On
ML	VF	Korean War Veteran
CV	VF	Lao Veterans of America
CV	LF	Law Enforcement Memorial
ML	VF	Legion of Merit Medal
CV	OR	Lions Foundation
SD	ZZ	Low Speed Vehicle
ML	VF	Marine Corps
ML	MR	Marine Corps Reserve

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>
ML	VF	Marine Corps Retired
ML	VF	Marine Corps Veteran
CV	CL	Marquette University
CM	VF	Medal of Honor
CV	CL	Medical College of Wisconsin
ML	VF	Military
ML	CL	Military Academy
CV	PS	Milwaukee Brewers
CV	PS	Milwaukee Bucks
TL	TL	Mobile Home
MP	MP	Moped
MC	MC	Motorcycle
ZZ	ZZ	Motor Home
MU	CI	Municipal
CV	OR	Musky Club Alliance
NG	VF	National Guard
ML	VF	Navy
ML	VF	Navy & Marine Corps Medal
ML	CL	Navy Academy
ML	VF	Navy Cross Medal
ML	VF	Navy Disting. Svc Medal
ML	MR	Navy Reserve
ML	VF	Navy Retired
ML	VF	Navy Veteran
ML	VF	Noble Eagle Veteran
CV	OR	Nurses Change Lives
LF	LF	Official
CV	PF	Operating Engineer Local 139
CV	ZZ	Organ/Tissue/Eye Donation
PC	PC	Passenger Car

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>
ML	VF	Pearl Harbor Veteran
ML	VF	Persian Gulf War Veteran
ML	VF	Purple Heart Medal
CV	PF	Rescue Squad
CV	OR	Rocky Mtn Elk Foundation
CV	ZZ	Salute Veterans
BU	SV	School Bus
TL	TL	Semi Trailer
CV	CM	Sesquicentennial
ML	VF	Silver Star Medal
SN	SN	Snowmobile
ML	VF	Soldier's Medal
ML	VF	Somalia War Veteran
CV	OR	Spay, Neuter, Adopt
SD	ZZ	Special Designed Vehicle
SP	ZZ	Special Mobile Equipment
SP	PC	Special X
SP	PC	Special Z
ST	ST	State Owned
LF	LF	State Patrol
IT	IT	Temporary Operation
TL	TL	Trailer

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>
TB	ZZ	Tribal/Indian Band
CV	OR	Trout Unlimited
TK	TK	Truck
TR	TR	Truck Tractor
HE	CL	University
ML	CL	US Merchant Marine Academy
CV	OR	Versiti
ML	VF	Vietnam War Veteran
CV	OR	Whitetail Unlimited
NG	NG	Wisconsin National Guard
CV	CN	Wisconsin County Forests Association
ML	VF	Woman Veteran Air Force
ML	VF	Woman Veteran Army
ML	VF	Woman Veteran Coast Guard
ML	VF	Woman Veteran Marine Corps
ML	VF	Woman Veteran Navy
CV	ZZ	Woman's Health Foundation
ML	VF	World War I Veteran
ML	VF	World War II Veteran
CV	OR	4 H Foundation

NCIC FIELD NAME ABBREVIATIONS

ADD	Address type	CRY	Country
ADO	Additional offense	CT1	Confirmation telephone numbers
ADR	Address	CT2	Confirmation telephone numbers
AGE	Approximate age	CT3	Confirmation telephone numbers
AKA	Also known as (Alias name)	CTI	Court identifier (Court ORI number)
AN1	Agency name	CTY	City name
AN2	Agency name	CTZ	Citizenship
AN3	Agency name	DBF	Date body found
AOL	Arrest offense literal	DCC	Dental characteristics
AOV	Age of victim	DCH	Dental characteristics
ARE	Area (State/Country)	DCL	Date of clear
ARI	Arresting agency identifier (ORI number)	DDA	Date of documented address
ATN	Attention (person who requested the record)	DEN	Denomination of security
ATR	Agency translation	DFP	Date fingerprinted
BBL	Gun barrel length	DII	Date of investigative interest
BCO	Boat color	DIS	Date incarceration starts
BDA	Beginning date address	DLC	Date of last contact
BHN	Boat hull number	DLO	DNA location
BLD	Building	DLU	Date of last update
BLE	Boat length	DNA	DNA availability
BLT	Blood type	DND	Date of NICS denial
BMA	Boat make	DNO	Detainer number
BMO	Boat model name	DOA	Date of arrest
BNM	Boat name	DOB	Date of birth
BPS	Body part status	DOC	Date of cancel
BRA	Brand name	DOD	Date of detention
BRD	Brady indicator	DOE	Date of emancipation
BTY	Boat type	DOI	Date of image
BXR	Body x-rays	DOL	Date of loss
BYR	Boat model year	DOP	Date of purge
CAL	Gun caliber	DOR	Date of recovery
CAT	Category	DOT	Date of theft
CDA	Manner and cause of death	DOV	Date of violation
CDE	Canadian date of entry	DOW	Date of warrant
CGD	Coast Guard document number	DPE	Date probation expires
CIS	City and State	DPR	Date probation or release revoked
CMC	Caution and medical conditions	DPT	Department or Agency name
CON	Date of conviction	DRE	Dentist's remarks
COU	County	DRS	Identifying dress
CRC	Circumcision	DSE	Date sentence ends
CRI	ORI of court issuing warrant	DSP	Disposition
CRR	Conviction that resulted in registration	DSS	Date supervision starts
		DTE	Date and time of entry into NCIC files
		DTT	Date of threat

DUP	Duplicate	ISS	Issuer
DXR	Dental X-rays available	JUV	Juvenile offender indicator
EBS	Expanded DOB search	JWL	Jewelry description-color, carat, etc.
ECR	Entry criteria	JWT	Jewelry type-ring, necklace, etc.
EAD	Ending date at address	LIC	License plate number
EDD	Estimated date of death	LIS	License plate state
EDS	Ending date of supervision	LIT	License plate type-auto, truck, apportioned, etc.
EML	E-mail Address	LIY	License plate year of expiration
EMP	Employer name	LKA	Linking case number
ENS	Expanded name search	LKI	Linking agency identifier
EPD	Engine power or displacement	LOC	Release location
ERD	Ending registration date	LOT	Lot number
ETN	Ethnicity	LRI	Controlling agency identifier
EXL	Extradition limitation	MAK	Gun make-Colt, Smith & Wesson, etc.
EXP	Expiration date	MAL	Medical examiner/coroner locality
EXT	Extradition	MAN	Medical examiner/coroner agency name and case number
EYB	Estimated year of birth	MAT	Medical examiner/coroner telephone number
EYE	Eye color	MIF	Missing person interest
FBI	FBI number	MIS	Miscellaneous remarks
FIM	Fingerprint image	MKE	Message key (type of entry)
FOC	FBI field office code	MNP	Missing person
FPA	Footprints available	MNU	Miscellaneous number
FPC	Fingerprint classification	MOD	Model
FPP	Foreign postal code	MPA	Dental models and/or photos of teeth available
GNG	Group name	MPC	Missing person circumstance
GTI	Identifying graffiti	NAM	Name
HAI	Hair color	NDB	Name and date of birth
HGT	Height	NIA	Notify investigative agency
HIT	Wanted/missing hit results	NIC	NCIC number (Record identifier)
HMC	Hazardous material container	NMF	First name
HND	Identifying hand signals	NOA	Notify originating agency
HPT	Home port	NPA	Number of persons apprehended
HSP	Hull shape	NPF	Number of missing persons found
HUL	Hull material	NTN	NICS transaction number
ICA	Investigative interest case number	OAC	Originating agency city
ICN	IAFIS control number	OAD	ORI agency address
IDE	Date of entry	OAN	Owner applied number
IDT	Identity Theft type	OCA	ORI case number
IIA	Investigation interest agency identifier	OCP	Occupation
IID	Internet identifier	OFF	Offense
IMG	Image	OFS	Offender status
IMN	Image NCIC number	OLN	Operator license number
IMT	Image type	OLS	Operator license state
INC	IRI literal name		
IND	Image indicator		
IRI	Incarcerating agency ORI number		
ISD	Issue date		

OLY	Operator license year of expiration	RCA	Recovering agency case number
ON1	ORI title/office	REG	Registration number
ON2	ORI agency/company name	RES	Registration state
ON3	agency abbreviated name	REY	Registration year
OOC	Original offense	RFP	Reason fingerprinted
ORD	Offender registration date	RMI	Ransom money indicator
OPT	Opt type	ROV	Relationship to victim
ORD	Offender registration date	RPP	Reason for property record removal
ORI	Originating agency identifier	RPR	Reason probation or release revoked
OWN	Owner	RPS	Reason for person record removal
PAK	Person with information alias	RRI	Recovery agency identifier
PAR	Person armed	RSH	Related search hit
PCO	Protection order conditions	SCI	Sentencing court identifier
PDT	Purge date	SCR	Scar
PEY	Person with information eye color	SDT	Security date
PHA	Person with information hair color	SER	Serial number
PHG	Person with information height	SEX	Sex
PIB	Person with information date of birth	SGP	Subgroup
PIE	PWI ethnicity	SID	State ID number
PIN	Person with information name	SIG	State identification geographical location
PIR	Person with information race	SHN	School name
PIX	Person with information sex	SKN	Skin tone
PLC	Place of crime	SMT	Scars/marks/tattoos
PLI	Partial lot indicator	SNA	Street name
PLN	Professional license number	SNU	Street number
PLT	Professional license type	SOC	Social security number
PMI	Person with information miscellaneous information	SON	Supervising officers name
PNO	Protection order number	SOP	State of purchase
POB	Place of birth	SOR	State of residence
POC	Agency Point of Contact	SOS	Sexual offender status
PPB	Protected person's DOB	SOT	Supervising officers telephone number
PPN	Protected person's name	SOV	Sex of victim
PPR	Protected person's race	SRT	Sort parameters
PRO	Propulsion	STA	State name
PSK	Person with information skin tone	SUPP	Supplemental
PSM	Person with information scars/marks/tattoos	SVC	Service information
PSN	Protected person's social security number	SVD	Service date
PSS	Person with information social security number	SXP	Sexual predator indicator
PSX	Protected person's sex	TAT	Tattoo
PUR	Purpose code	TCN	Transaction control number
PWD	Password	TIR	Tier level
PWG	Person with information weight	TNO	Telephone number
PWI	Person with information	TOT	Type of transaction
RAC	Race	TSC	Threat Screening Center
		TTO	Identifying tattoos
		TYP	Type

UCN	Universal control number	VOR	Value of other recovered property
UNN	United Nations number	VOW	Vehicle ownership
USR	User code	VPC	Violent person criteria
VCO	Vehicle color	VRC	Value of recovered contraband
VIN	Vehicle identification number	VRX	Corrective vision prescription
VLD	Validation date	VST	Vehicle style-2 door, convertible, etc.
VLN	Name of validator	VYR	Vehicle year
VMA	Vehicle make-Ford, Chevy, etc.	WGT	Weight
VMO	Vehicle model-Taurus, Blazer, etc.	WNO	Warrant number
VNP	Value of property recovered	ZIP	Zip code
VOD	Vehicle ownership data		

Data Collection Entry Guide

Caution and Medical Conditions (CMC)																																													
<table border="0"> <tr> <th>Code</th> <th>Description</th> <th>Code</th> <th>Description</th> <th>Code</th> <th>Description</th> </tr> <tr> <td>00</td> <td>Armed and dangerous</td> <td>25</td> <td>Escape risk</td> <td>65</td> <td>Epilepsy</td> </tr> <tr> <td>05</td> <td>Violent tendencies</td> <td>30</td> <td>Sexually violent predator - contact</td> <td>70</td> <td>Suicidal</td> </tr> <tr> <td>10</td> <td>Martial arts expert</td> <td></td> <td>ORI for detailed information</td> <td>80</td> <td>Medication required</td> </tr> <tr> <td>15</td> <td>Explosive expertise</td> <td>50</td> <td>Heart condition</td> <td>85</td> <td>Hemophilic</td> </tr> <tr> <td>20</td> <td>Known to abuse drugs</td> <td>55</td> <td>Alcoholic</td> <td>90</td> <td>Diabetic</td> </tr> <tr> <td></td> <td></td> <td>60</td> <td>Allergies</td> <td>01</td> <td>Other</td> </tr> </table>	Code	Description	Code	Description	Code	Description	00	Armed and dangerous	25	Escape risk	65	Epilepsy	05	Violent tendencies	30	Sexually violent predator - contact	70	Suicidal	10	Martial arts expert		ORI for detailed information	80	Medication required	15	Explosive expertise	50	Heart condition	85	Hemophilic	20	Known to abuse drugs	55	Alcoholic	90	Diabetic			60	Allergies	01	Other			
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Does the missing person have corrected vision? (SMT)		Corrective Vision Prescription (VRX)																																											
☐ Yes ☐ Glasses ☐ No ☐ Contact Lenses																																													
Has the missing person ever donated blood? (MIS)	Blood Type (BLT)																																												
☐ Yes ☐ No	☐ A Positive (APOS) ☐ B Positive (BPOS) ☐ AB Positive (ABPOS) ☐ O Positive (OPOS) ☐ Unknown (UNKWN) ☐ A Negative (ANEG) ☐ B Negative ☐ AB Negative (ABNEG) ☐ O Negative (ONEG) ☐ A Unknown (AUNK) ☐ B Unknown (BUNK) ☐ AB Unknown (ABUNK) ☐ O Unknown (OUNK)																																												
Circumcision? (CRC)	Footprints available? (FPA)	Body X-Rays? (BRX)																																											
☐ Was (C) ☐ Was Not (N) ☐ Unknown (U)	☐ Yes (Y) ☐ No (N)	☐ Full (F) ☐ None (N) ☐ Partial (P)																																											
Jewelry Type (JWT)		Jewelry Description (JWL)																																											
DNA Profile Indicator (DNA)	DNA Location (DLO)																																												
☐ Yes (Y) ☐ No (N)																																													
Complainant's Name																																													
Complainant's Address			Complainant's Telephone Number																																										
Relationship of Complainant to Missing Person		Missing Person's Occupation (MIS)																																											
Missing Person's Address																																													
Close friends/relatives																																													
Place Missing Person Frequented (MIS)																																													
Possible destination (MIS)																																													
Reporting Officer	Reporting Agency Telephone Number	Investigating Officer and Telephone Number (MIS)																																											
Complainant's Signature		Date	NCIC Number (NIC)																																										

MISSING PERSON CERTIFICATION

IN ORDER TO REASSURE THAT THE RIGHT OF PRIVACY OF INDIVIDUALS WILL NOT BE VIOLATED:

The National Crime Information Center (NCIC) requires that the law enforcement agency have in its possession written documentation certifying that one of the four following conditions exist PRIOR to entering a missing person into NCIC records:

- (1) The person I am reporting as missing is under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
- (2) The person I am reporting as missing is missing under circumstances indicating that the disappearance was not voluntary.
- (3) The person I am reporting as missing is in the company of another person under circumstances indicating that his or her physical safety is in danger.
- (4) The person I am reporting as missing is under the age of 18 and whose custody and control is vested in me. Further, that said missing person does not meet any of the criteria set forth in numbers 1, 2, and 3 above.

I HEREBY DECLARE THAT:

First Name Middle Name Last Name

OF

Address City State

Date of Birth Age

IS MISSING PURSUANT TO NUMBER _____ ABOVE AND I REQUEST THAT SAID INDIVIDUAL BE ENTERED INTO THE NCIC RECORD AS A MISSING PERSON.

Signature Date

Witnessed

Printed or Typed Name

Address

Relationship

I HEREBY ACKNOWLEDGE that if said missing person is a juvenile, I am responsible for transporting said juvenile from the place of location to his/her residence and upon notification of the whereabouts of said individual, I will immediately make arrangements for safe transportation. BEING THE PARENT OR LEGAL GUARDIAN OR LEGAL CUSTODIAN of said juvenile, I hereby authorize temporary detainment pursuant to applicable Wisconsin Statutes.

Signature

NCIC Missing Person Dental Report

SECTION 1

Patient Name: _____ Age at Disappearance: _____ NCIC #: _____

Completed by: _____ Date Completed: _____

Address: _____

Telephone #: _____ Email Address: _____

X-Rays Available? ☐ Yes ☐ No

Dental Models Available? ☐ Yes ☐ No

Dental Photographs Available? ☐ Yes ☐ No

SECTION 2

DENTAL CHARACTERISTICS

Upper Right		Lower Right
01 (18) _____		32 (48) _____
02 (17) _____		31 (47) _____
03 (16) _____		30 (46) _____
04 (15) _____ (A)	(Number in parenthesis	29 (45) _____ (T)
05 (14) _____ (B)	represents FDI System.)	28 (44) _____ (S)
06 (13) _____ (C)		27 (43) _____ (R)
07 (12) _____ (D)		26 (42) _____ (Q)
08 (11) _____ (E)		25 (41) _____ (P)
Upper Left		Lower Left
09 (21) _____ (F)		24 (31) _____ (O)
10 (22) _____ (G)		23 (32) _____ (N)
11 (23) _____ (H)	(Letters in parenthesis	22 (33) _____ (M)
12 (24) _____ (I)	represents deciduous	21 (34) _____ (L)
13 (25) _____ (J)	dentition.)	20 (35) _____ (K)
14 (26) _____		19 (36) _____
15 (27) _____		18 (37) _____
16 (28) _____		17 (38) _____

SECTION 3

DENTAL CODES

X = Tooth has been removed or did not develop

V = Tooth is unrestored or no information (Default Code)

M = Mesial Surface Restored

O = Occlusal/Incisal Surface Restored

D = Distal Surface Restored

F = Facial or Buccal Surface Restored

L = Lingual Surface Restored

C = Lab Processed or Prefabricated Restoration

R = Endodontic Treatment

/ = Tooth present but clinical crown missing (i.e. fractured)*

(* The code “/” is used differently for Unidentified Person Dental Report)

SECTION 4

DENTAL REMARKS

☐ **ALL** (All 32 teeth are present and unrestored)

☐ **UNK** (No dental information available)

EXTRADITION FORECAST

NAME _____

CHARGES _____

BOND AMOUNT _____

_____ WILL NOT EXTRADITE

_____ EXTRADITE ADJACENT STATES ONLY

_____ EXTRADITE WITHIN TWO-STATE RADIUS

_____ EXTRADITE WITHIN CONTINENTAL UNITED STATES

AUTHORIZATION _____
District Attorney/Assistant

DATE _____

WARRANT WORKSHEET

() TO: _____ County Sheriff's Department
() TO: _____ Police Department
() From: _____ County District Attorney's office

Ref: INFORMATION ON WARRANT STATUS:

SUBJECT NAME: _____

SUBJECT DOB: _____ CASE NO: _____

() This warrant is for entry into the **TIME** System, please enter.

() This warrant is a:

- | | |
|-------------------------|----------------------------|
| () Felony | () Non-Felony State Law |
| () State Law Violation | () Local Ordinance/County |
| Civil Process | Ordinance |
| () Juvenile Warrant | () Temp Misdemeanor Want |
| () Temp Felony Want | |

IF FELONY OR TEMP FELONY EXTRADITION - FORECAST IS REQUIRED

EXTRADITION - FORECAST:

- () No.
() Yes, NATIONWIDE.
() Yes, ADJACENT states only.
() Yes, EAST of the Mississippi River.
() Yes, WEST of the Mississippi River.
() Yes, SOMETHING ELSE - EXPLAIN: _____

CANCELLATION OF THE WARRANT

Please **cancel** this warrant because:

- () Subject appeared in court.
() Bond was posted.
() Extension of time granted for payment of forfeiture
or fine.
() Case was dismissed.

Reason: _____

Date

Signature

Identity Theft File Consent Document

By signing this document, I hereby provide the _____ Police/Sheriff's Department permission to enter my personal data into the Federal Bureau of Investigation's Identity Theft File. This information may include, but is not limited to, physical descriptors and identifying information including my name, date of birth, place of birth, social security number, the type of identity theft, and a password provided to me for future identification purposes. I am also providing permission to enter my photograph and fingerprints into this file when that capability becomes available.

I understand that this information is being submitted as part of a criminal investigation in which I was a victim and will be available to entities having access to the Federal Bureau of Investigations National Crime Information Center (NCIC) files for any authorized purpose. I am providing this data voluntarily as a means to memorialize my claim of identity theft and to obtain a unique password to be used for future identity verification purposes.

I understand that the FBI intends to remove this information from the NCIC active file no later than 5 years from date of entry. I understand that I may at any time submit a written request to the entering agency to have this information removed from the active file at an earlier date. I further understand that information removed from the active file will not thereafter be accessible via NCIC terminals, but it will be retained by the FBI as a record of the NCIC entry until such time as its deletion may be authorized by the National Archives and Records Administration (NARA).

I understand that this is a legally binding document reflecting my intent to have personal data entered into the FBI's Identity Theft File. I declare under penalty of perjury that the forgoing is true and correct (See 28 U.S.C. 1746).

Signature

Date

Printed Name

The Privacy Act of 1974 (5 United States Code 552a) requires that Federal, state, or local agencies inform individuals whose social security number is being requested whether such disclosure is mandatory or voluntary, the basis of authority of such solicitation, and the uses which will be made of it. Accordingly, disclosure of your social security number is voluntary; it is being requested pursuant to 28 U.S.C. 534 for the purposes described above. The social security number will be used as an identification tool; consequently, failure to provide the number may result in a reduced ability to make such identifications or provide future identity verifications.

REPORT CHARGE OUT SLIP

CASE NUMBER: _____ OFFENSE: _____

_____ ORIGINAL REQUESTED FOR COURT PURPOSES

_____ COPY PLACED IN FILE

_____ FOR EXAMINATION WITHIN THE DEPARTMENT - DESCRIBE BELOW

_____ OTHER:

DESCRIPTION OF
DOCUMENTS:

RELEASED BY: _____

TAKEN BY: _____ DATE: _____

COMPLAINANT CONTACT FORMS

POSTCARD

DATE _____	CASE NO. _____
On _____ 20 _____ you reported the theft of _____ to the _____ Police Department. Presently, this case is held in our active files.	
Please check appropriate statement below and return this card to our department within 5 days.	
_____ I have recovered the item(s). _____ I have not received the item(s). _____ I have additional information. Please call me at phone: _____	
_____ NAME	_____ ADDRESS
Officer _____	

TELEPHONE

Stolen Vehicle Validation _____ Police Department			R.D. No .		VALIDATION DATE	
NAME OF OWNER					HOME PHONE	
OWNERS ADDRESS					BUSINESS PHONE	
VEH. YR	MAKE	MODEL	VIN		DATE REPORTED STOLEN	
VEH. RECOV'D [] YES [] NO		DATE RECOV'D	IF RECOV'D HOW NOTIFIED [] POLICE [] OTHER		VEH INSURED [] YES [] NO	
IF INSURED – NAME OF INSURANCE CO.					REIMBURSEMENT MADE [] YES [] NO	
ADDRESS OF INSURANCE CO.						
COMMENTS:						
SIGNATURE OF INVESTIGATOR					STAR NO.	
SIGNATURE OF SUPERVISOR					STAR NO.	

LETTERS

DATE: _____

COMPLAINANT'S NAME: _____

COMPLAINANT'S ADDRESS: _____

RE: _____

ACCORDING TO OUR FILES, THE ABOVE ITEM(S) WERE REPORTED STOLEN ON
_____, 20____. (COMP# _____)

OUR RECORDS INDICATE THE ITEM HAS NOT BEEN RECOVERED.

WITHIN FIVE (5) DAYS OF RECEIVING THIS LETTER, PLEASE RETURN THIS
LETTER TO OUR DEPARTMENT WITH THE CORRECT INFORMATION. THIS
INFORMATION IS NEEDED TO UPDATE THE FILE.

_____ THE ITEM IS STILL STOLEN/MISSING. PLEASE RETAIN THE ENTRY.
AS THE OWNER, I AM STILL WILLING TO RETRIEVE THE ITEM WHERE
FOUND.

_____ THE ITEM IS STILL STOLEN/MISSING, BUT IS NO LONGER WORTH IT
TO RETRIEVE IT. PLEASE CANCEL ENTRY.

_____ THE ITEM HAS BEEN RECOVERED. PLEASE CANCEL ENTRY.

APPROXIMATE DATE RECOVERED: _____

_____ THE ITEM HAS BEEN PAID FOR BY MY INSURANCE COMPANY.

NAME OF INS. CO. _____

ADDRESS _____

POLICY# _____

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,
POLICE DEPARTMENT/SHERIFF'S DEPARTMENT

VALIDATIONS/QUALITY CONTROL OFFICER

Appendix D: Sample Forms (Advanced & Validation)

DATE

TO:

REF: _____

DEAR _____:

WOULD YOU PLEASE ADVISE THIS AGENCY IF THE ABOVE ITEM IS STILL CONSIDERED
STOLEN OR IF IT HAS BEEN RECOVERED. WE NEED THIS INFORMATION TO UPDATE
OUR FILES. IF WE DO NOT RECEIVE A REPLY WITHIN 20 DAYS, IT WILL
AUTOMATICALLY BE REMOVED FROM THE STOLEN PROPERTY FILES.

THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

SHERIFF'S OFFICE/POLICE DEPARTMENT

Federal Bureau of Investigation
Criminal Justice Information Services (CJIS) Division

Gang File Group Code Request

PLEASE TYPE OR PRINT CLEARLY

Fax completed form to 304-625-5393, Attention: NCIC Operations and Policy Unit/Gang File

Or E-mail: VGTOFCODE@LEO.GOV

*It is not necessary to submit more than one form with each request.
Additional groups may be listed in a similar format on another sheet of paper.*

REQUESTER: _____

AGENCY NAME: _____ ORI: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX: _____

Please complete this request by providing as much detail as possible. Before requesting a code for a gang group, you should ensure that one of the qualifying definitions (listed on the back of this form) is applicable.

DATE OF REQUEST: _____

Signature _____ Title _____

In conjunction with this request, have you already made an emergency Gang Group Member Capability NCIC record entry using the code GNG/UNLISTED GROUP? ☐ Yes ☐ No

If yes, indicate date entry was made: _____

GROUP NAME: _____

LOCATION: (City/County where group operates) _____

GROUP ALIASES: (List if applicable. Codes are not assigned to aliases, but aliases should be entered into the Miscellaneous Field of the Group Reference Capability Record.)

SUBGROUP NAME: (If none, list phrase NONE KNOWN, the Subgroup Code that will be used for this group at the time of record entry.)

Location: _____

Subgroup Aliases: (List if applicable. Codes are not assigned to aliases, but aliases should be entered into the Miscellaneous Field of the Group Reference Capability record.)

COMMENTS: _____

GROUP REFERENCE CAPABILITY (GRC) – CRITERIA FOR ENTRY

1. GRC – GANG DEFINITION

For purposes of entry in the GRC, a **gang** must meet the following criteria:

1. The group must be an ongoing organization, association, or group of three or more persons.
2. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal or delinquent conduct.

CRIMINAL or DELINQUENT CONDUCT includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary, and/or carjacking.

Delinquent Conduct includes conduct of a juvenile that would be a crime if committed by an adult.

Criminal Conduct includes acts committed during incarceration that are often labeled disruptive and that could be punished as crimes.

Note: Tagger groups, for example, whose only interest and/or activity is spray painting do not meet the Gang entry criteria; therefore, this type of information should not be submitted.

SAMPLE AGENCY AGREEMENT

An agreement between the "Access Agency" and the "Indirect Access Agency", an authorized criminal justice / law enforcement agency receiving TIME System access and/or information via the "Access Agency".

Access Agency: _____ ORI: _____

Indirect Access Agency: _____ ORI: _____

The Wisconsin Department of Justice, Crime Information Bureau (CIB) operates the Transaction Information for the Management of Enforcement (TIME) System. The "Access Agency" has direct access to the TIME System and has signed an agreement with CIB. The "Access Agency" agrees to perform TIME System transactions on behalf of the "Indirect Access Agency" and/or provide TIME System information to the "Indirect Access Agency" in accordance with this agreement and TIME System policies.

- 1) It is agreed that any information received from the Wisconsin TIME System shall be for authorized criminal justice / law enforcement purposes and is not to be disseminated to unauthorized agencies or individuals. Any secondary dissemination of this information must meet state and federal statutes and/or regulations.

A member of the public cannot request information directly from the TIME System. If a member of the public wishes to obtain information from one of the files available via the TIME System, the requester must contact the agency that owns the file (i.e. Department of Transportation for driver's license information, CIB for Wisconsin adult criminal history, etc.). Public records rules apply to requests for existing TIME System responses that were obtained in pursuance to the criminal justice / law enforcement agency's official duties and functions and are contained within agency case files. The TIME System interfaces with data files maintained by various data sources. The ability to redisclose information obtained from the TIME System, in response to a public records request for existing records, depends on: 1) any restrictions imposed by the data source or applicable law, and 2) your usual public records analysis. An agency may need to redact non-disclosable confidential data prior to release.
- 2) Information received from the TIME/NCIC Systems and exchanged between the agencies party to this agreement will be exchanged following the security controls and conditions specified in the CJIS Security Policy.
- 3) Under this agreement TIME System information may be released to other authorized criminal justice / law enforcement agencies; i.e. county District Attorney, prosecuting attorneys, courts, other law enforcement agencies. Wisconsin driver's license photos obtained via the TIME System may only be released to other authorized criminal justice / law enforcement agencies if the releasing and receiving agencies meet all the conditions imposed by state statute. Dissemination of system information via an inadequately protected communications media such as Internet email is prohibited. The "Indirect Access Agency" will accept any and all responsibility for keeping accurate information in their logs according to NCIC, CIB and data service policies / procedures and applicable statutory provisions for secondary dissemination of information.
- 4) The "Indirect Access Agency" agrees to participate in security awareness training. All personnel who have access to criminal justice information must complete security awareness training within six months of employment or assignment. Security awareness training must be completed every year. Personnel that maintain TIME System certification receive security awareness training during that training.
- 5) All records entered in the TIME System by the "Access Agency" Department on behalf of the "Indirect Access

Appendix D: Sample Forms (Advanced & Validation)

Agency" will contain the ORI of the "Indirect Access Agency". It is agreed that the "Indirect Access Agency" will continue timely follow up investigation regarding any and all cases in which wanted or missing persons and property have been entered. It is the responsibility of the "Indirect Access Agency" to maintain hard copy documentation of these entries according to CIB and NCIC policies and procedures. Any additional information received by the "Indirect Access Agency" will immediately be passed on to the "Access Agency" to update information entered. This information includes modifications, supplements and cancellations. Entry, modify, supplement and cancellation verifications will be supplied to the "Indirect Access Agency" by the "Access Agency". The "Indirect Access Agency" will be responsible for monthly validation of all records entered with the "Indirect Access Agency" ORI.

OR (choose applicable paragraph)

All records entered in the TIME System by the "Access Agency" Department on behalf of the "Indirect Access Agency" will contain the ORI of the "Access Agency". It is agreed that the "Indirect Access Agency" will continue timely follow up investigation regarding any and all cases in which wanted or missing persons and property have been entered. It is the responsibility of the "Access Agency" to maintain hard copy documentation of these entries according to CIB and NCIC policies and procedures. Any additional information received by the "Indirect Access Agency" will immediately be passed on to the "Access Agency" to update documentation and information entered. This information includes modifications, supplements and cancellations. The "Access Agency" will be responsible for monthly validation of all records entered with the "Access Agency" ORI.

- 6) If the "Indirect Access Agency" is not a 24 hour operation, it shall provide a phone number(s) and have a contact person(s) available during off-duty hours to immediately check records and reply if another agency receives a NCIC/CIB hit and requests confirmation of wanted/stolen/missing status. (NCIC/CIB policy requires a ten (10) minute hit response for urgent requests.)
- 7) The "Indirect Access Agency" shall maintain accurate logs and proper hard copy documentation to have available for CIB and NCIC audits.
- 8) The "Indirect Access Agency" shall ensure all personnel with access to criminal justice information have undergone the required background check, including submission of fingerprints to the FBI/CIB, and have completed the required security awareness training.
- 9) Each agency reserves the right to terminate this agreement with or without notice upon determining that the other agency has violated any law, rule or regulation concerning criminal justice information or violated the terms of this agreement.
- 10) Termination of this agreement shall not negate the obligation of either party to maintain records previously entered under this agreement to insure their accuracy, completeness and timeliness.
- 11) The "Indirect Access Agency" agrees to the above listed items as a condition to continue access to the TIME System and information through the "Access Agency".

"Indirect Access Agency"

"Access Agency"

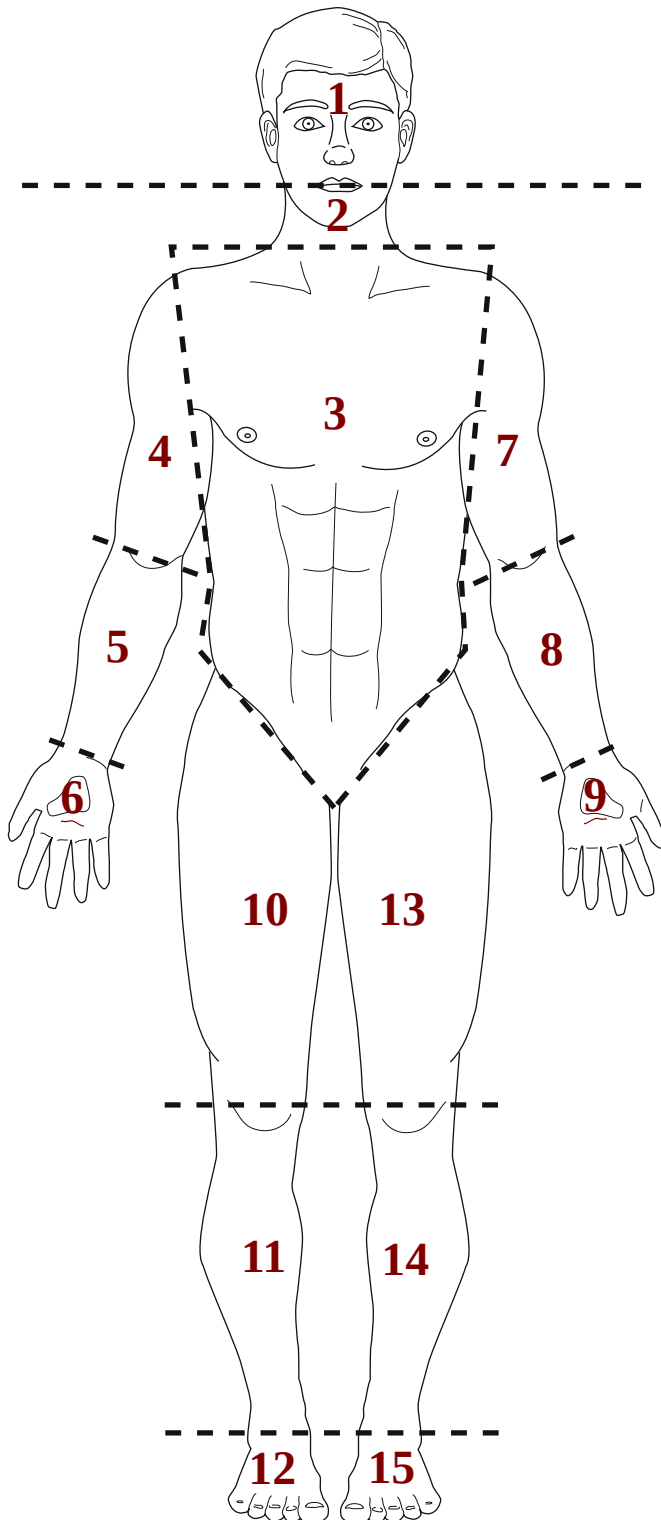
Date

Date

Body Parts Status Chart

The purpose of the body parts status chart is to link information from two or more agencies that recover parts of one body. Review the following diagram and mark the appropriate code on each line.

Body parts that were amputated prior to death for which the remaining tissue has healed should be coded as recovered in the Body Parts Status Field and should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics Field using the missing body parts codes.



N - Not Recovered
D - Recovered-Decomposed
F - Recovered-Fresh
S - Skeletal

- ____ 1. Cranium
- ____ 2. Mandible
- ____ 3. Torso
- ____ 4. Right Upper Arm
- ____ 5. Right Forearm
- ____ 6. Right Hand
- ____ 7. Left Upper Arm
- ____ 8. Left Forearm
- ____ 9. Left Hand
- ____ 10. Right Upper Leg
- ____ 11. Right Lower Leg
- ____ 12. Right Foot
- ____ 13. Left Upper Leg
- ____ 14. Left Lower Leg
- ____ 15. Left Foot