



WISCONSIN
TIME SYSTEM
Training Materials

VALIDATION OFFICER
TRAINING HANDOUT

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VALIDATION

Validation requires the ORI to confirm that a record is complete, accurate, and still outstanding or active. The ORI accomplishes Validation by reviewing the original entry and current supporting documents. The agency must contact the interested party (complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate source) to determine if they still have an interest in the entry. If the agency is unsuccessful in its attempts to contact the interested party, the entering authority must decide based on the information available whether to retain the 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. Verify that all data in the TIME system entry is supported by documentation in the agency case file. The accuracy of a record must be double-checked by a second party as soon as possible after the entry is made (preferably in the same shift/day).

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

COMPLETENESS

Complete records include all information available on the person or property at the time of entry. The validation process must determine if new information has become available to supplement the record.

To ensure all available information is added complete inquiries on persons records include all identification numbers that could be included in the record, i.e., Social Security, Passport, Vehicle Identification Number (VIN), License Plates, Driver's License, DNR customer ID numbers, etc. Ensure a query is made on all names and aliases used by the subject. 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 immediately, not to exceed three days upon receipt of documentation by the entering agency, except for 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. Wisconsin state statutes

require that agency shall enter the information concerning a protection order or injunction issued, extended, modified, or vacated within twenty-four (24) hours of receiving the information from the clerk of courts.

ROLE IN AUDITS

VALIDATION

Every agency with access to the TIME System will be audited on a triennial basis (once in a three-year period). At the time of your agency's audit, your TAC (TIME Agency Coordinator) will receive several emails and questionnaires pertaining to the agency audit. As a Validation Officer, your TAC may ask you to review records that were entered by your agency to make sure they are up-to-date, accurate and complete. You may need to answer where documentation was obtained and whether contact was made with the court/complainant in each of the entries.

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

EMAIL NOTIFICATION AND REMINDERS

Initial 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 608/266-7792.

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

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: If 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: To modify a record, you must first enter the primary identifiers exactly as they appear in the system (e.g., agency case number, name, license plate details, or VIN). These identifying fields are permanent and cannot be edited. If any identifying data is incorrect, the existing record must be canceled and a new entry created.

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. Any fields that are part of a "group" will have to all be re-entered for modification (example: OLN, state and year). If not all fields of a group are entered during a modify transaction, you will receive an error message.

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 for 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.

A maximum of 99 alias names may be added to a person record, a maximum of 99 stolen or fraudulent names may be added to a warrant/wanted person record, and a maximum of 9 person with information alias names may be added to a missing person record. A maximum of 9 additional identifiers can be added to other fields listed. The exceptions being:

- | | |
|--------------------------------------|--|
| 1. Missing/unidentified person files | 19 additional scars, marks, tattoos, and other characteristics |
| 2. Caution and medical conditions | 10 |
| 3. Protection order conditions | 7 |
| 4. Images | 1 mugshot & 1 identifying image for person & property records. 10 additional identifying images may be added to person records |

Supplemental records **cannot** be modified. If the record needs to be corrected, the erroneous information must be **canceled**. Again, the supplemental record must be identified. Then, the erroneous information (character for character) must be entered into the appropriate field(s).

VALIDATING PERSON RECORDS

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 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.
5. Modify and supplement record as needed.
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 category is correct.
8. Confirm service information is correct.
9. Confirm issue and expiration dates are correct. Non-expiring injunctions should be entered with ending date of 12/31/2150.
10. Confirm caution indicators and supplement if needed.
11. Consider associating images to 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 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 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 entry.

VALIDATING PROPERTY RECORDS

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 of 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 entry.

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 of 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 entry.

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 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 of 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 weapon is still in agency possession.
5. Confirm caution indicators and supplement if needed.
6. Consider associating images to the entry.

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 of 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 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.

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.

TIME
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.

Login Reset

TIME
Wisconsin Department of Justice
Crime Information Bureau

Wilenet Contact Logout

eTIME Advanced Authentication Token Verification

Token validation for: WI013015Y

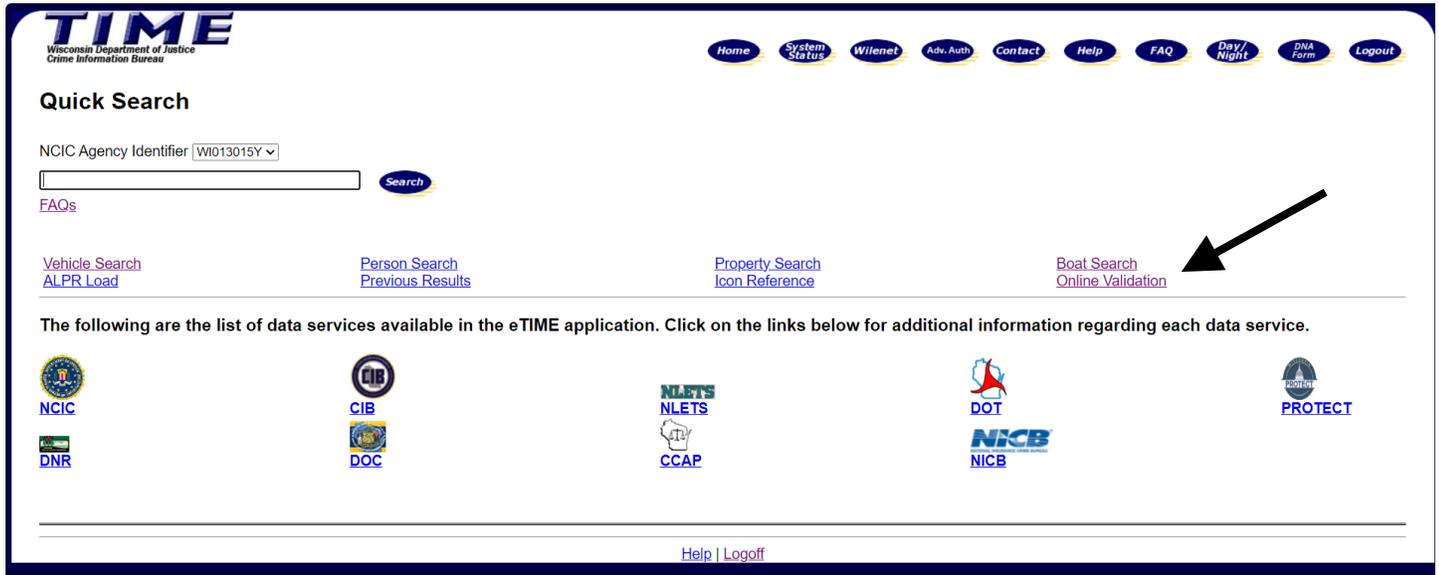
NOTE: Enter the Token code found in the FortiToken Mobile Application.

Advanced Authentication Token:

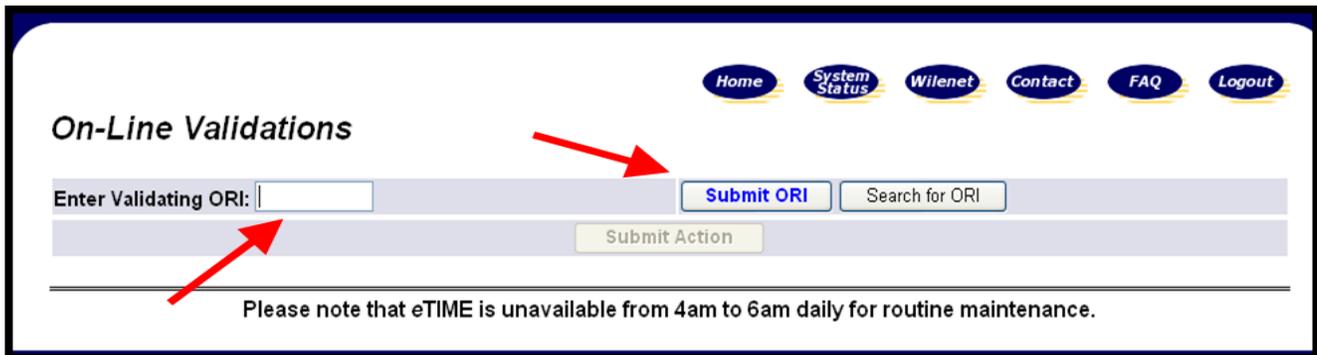
Authenticate Reset Cancel

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.



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 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 hard copy (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

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On-Line Validations

Enter Validating ORI: DANE COUNTY SHERIFF

Choose a validation period:

Validation Period	Certification Due Date	Certification Status
<input type="radio"/> June, 2014	10/29/2014	Certified
<input type="radio"/> July, 2014	12/03/2014	In-Process
<input type="radio"/> 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 logging in. 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 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.

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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: 11/19/2014 08:50:11

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

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

Print Date: MM/DD/YY

DANE COUNTY SHERIFF

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

Print Date: MM/DD/YY

DANE COUNTY SHERIFF

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

ANNUAL PURGE

Within the first week of January, NCIC purges all article, part and vehicles 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.

ADVISORY MESSAGES

Advisory Messages are administrative messages that are sent to selected users in response to actions taken on NCIC records, either through inquiry, maintenance by the users, or through actions taken by the NCIC System or by the FBI staff. Many of these messages begin with a \$ followed by letter(s) or number(s) to prompt the action to be taken. If you are receiving these types of messages, your agency should have policies/procedures in place for steps to take in handling each type of message.

LOCATED RECORD ADVISORY MESSAGE (\$.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.

INCARCERATING AGENCY ORI NOTIFICATION (\$.O.)

Upon entry or modification of a detainer for 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 DETAINER 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

PRE-PURGE NOTIFICATION (\$.P)

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 may file an investigative interest supplement on an existing NCIC record. If this is placed against your agency's record, contact the investigating agency when the subject is encountered or property is recovered. Other agencies that have also placed investigative interest in that record would receive a \$.I administrative message as well. In the example below the investigative interest supplement was placed on a wanted person record.

\$.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 BATCH 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.

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 individual 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 attempt 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

POSSIBLE MATCH (\$.M.)

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.

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 VMO/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 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 unsolicited administrative message from the FBI is sent when a background check is initiated for a potential firearm transferee under the age of 21. This message is 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/MDICE0000.0N1/IMMIGRATIONS CUSTOMS ENF.0N2/DETENTION
AND REMOVAL.0N3/ICE-DETENTION/REMOVAL.0AD/STE 1630.0AC/BALTIMORE.SIG/MD.
ZIP/21200.CT1/410 926-1234.TOT/CRIMINAL TEN-PRINT SUBMISSION.
DOA/19000101.AOL/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

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	ML	VF	Coast Guard Veteran
CV	OR	American Foundation for Suicide Prevention	CL	AQ	Collector
			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
CV	ZZ	Blackout	TK	TK	Dual Purpose (Farm)
ML	VF	Bronze Star Medal	CV	OR	Ducks Unlimited
BU	BU	Bus	CV	PF	EMT
CV	OR	Boy Scouts of America Alumni	CV	CN	Endangered Resources
TL	TL	Camping Trailer	CV	OR	Elkhart Lake's Road America
CV	ZZ	Celebrate Children	XP	VF	Ex-Prisoner of War

<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>
FM	FM	Farm	ML	VF	Marine Corps Retired
TL	TL	Farm Trailer	ML	VF	Marine Corps Veteran
FM	FM	Farm Truck	CV	CL	Marquette University
CV	PF	Firefighter	CM	VF	Medal of Honor
FL	CO	Fleet	CV	CL	Medical College of Wisconsin
PC	PC	For Hire Auto	ML	VF	Military
CV	OR	Free Mason	ML	CL	Military Academy
CV	ZZ	Gold Star Family	CV	PS	Milwaukee Brewers
CV	ZZ	Golf Wisconsin	CV	PS	Milwaukee Bucks
CV	PS	Green Bay Packers	TL	TL	Mobile Home
CV	ZZ	Harley Davidson	MP	MP	Moped
FM	FM	Heavy Farm Truck	MC	MC	Motorcycle
CV	OR	Help Cure Childhood Cancer	ZZ	ZZ	Motor Home
ML	AQ	Historic Military	MU	CI	Municipal
PE	AQ	Hobbyist	CV	OR	Musky Club Alliance
PC	PC	Human Services Vehicle	NG	VF	National Guard
CV	OR	Ice Age Trail Alliance	ML	VF	Navy
CV	ZZ	In God We Trust	ML	VF	Navy & Marine Corps Medal
TL	TL	Insert Trailer	ML	CL	Navy Academy
TK	TK	Insert Truck	ML	VF	Navy Cross Medal
CV	CN	Int'l Crane Foundation	ML	VF	Navy Disting. Svc Medal
IT	IT	In-Transit	ML	MR	Navy Reserve
ML	VF	Iraq War Veteran	ML	VF	Navy Retired
CV	PF	Keeping the Lights On	ML	VF	Navy Veteran
ML	VF	Korean War Veteran	ML	VF	Noble Eagle Veteran
CV	VF	Lao Veterans of America	CV	OR	Nurses Change Lives
CV	LF	Law Enforcement Memorial	LF	LF	Official
ML	VF	Legion of Merit Medal	CV	PF	Operating Engineer Local 139
CV	OR	Lions Foundation	CV	ZZ	Organ/Tissue/Eye Donation
SD	ZZ	Low Speed Vehicle	PC	PC	Passenger Car
ML	VF	Marine Corps	ML	VF	Pearl Harbor Veteran
ML	MR	Marine Corps Reserve	ML	VF	Pearl Harbor Veteran
			ML	VF	Persian Gulf War Veteran
			ML	VF	Purple Heart Medal
			CV	PF	Rescue Squad

<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>
CV	ZZ	Retro	HE	CL	University
CV	OR	Rocky Mtn Elk Foundation	ML	CL	US Merchant Marine Academy
CV	ZZ	Salute Veterans	CV	OR	Versiti
BU	SV	School Bus	ML	VF	Vietnam War Veteran
TL	TL	Semi Trailer			
CV	CM	Sesquicentennial	CV	OR	Whitetail Unlimited
ML	VF	Silver Star Medal	NG	NG	Wisconsin National Guard
SN	SN	Snowmobile	CV	CN	Wisconsin County Forests Association
ML	VF	Soldier's Medal			
ML	VF	Somalia War Veteran	ML	VF	Woman Veteran Air Force
CV	OR	Spay, Neuter, Adopt	ML	VF	Woman Veteran Army
SD	ZZ	Special Designed Vehicle			
SP	ZZ	Special Mobile Equipment	ML	VF	Woman Veteran Coast Guard
SP	PC	Special X	ML	VF	Woman Veteran Marine Corps
SP	PC	Special Z	ML	VF	Woman Veteran Navy
ST	ST	State Owned	CV	ZZ	Woman's Health Foundation
LF	LF	State Patrol			
IT	IT	Temporary Operation	ML	VF	World War I Veteran
TL	TL	Trailer	ML	VF	World War II Veteran
TB	ZZ	Tribal/Indian Band	CV	OR	4 H Foundation
CV	OR	Trout Unlimited			
TK	TK	Truck			
TR	TR	Truck Tractor			

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)			
Code	Description	Code	Description
00	Armed and dangerous	25	Escape risk
05	Violent tendencies	30	Sexually violent predator - contact
10	Martial arts expert		ORI for detailed information
15	Explosive expertise	50	Heart condition
20	Known to abuse drugs	55	Alcoholic
		60	Allergies
65	Epilepsy	70	Suicidal
80	Medication required	85	Hemophiliac
90	Diabetic	01	Other
Does the missing person have corrected vision? (SMT)		Corrective Vision Prescription (VRX)	
<input type="checkbox"/> Yes <input type="checkbox"/> Glasses <input type="checkbox"/> No <input type="checkbox"/> Contact Lenses			
Has the missing person ever donated blood? (MIS)	Blood Type (BLT)		
	<input type="checkbox"/> A Positive (APOS) <input type="checkbox"/> A Negative (ANEG) <input type="checkbox"/> A Unknown (AUNK)	<input type="checkbox"/> B Positive (BPOS) <input type="checkbox"/> B Negative (BNEG) <input type="checkbox"/> B Unknown (BUNK)	<input type="checkbox"/> AB Positive (ABPOS) <input type="checkbox"/> AB Negative (ABNEG) <input type="checkbox"/> AB Unknown (ABUNK)
<input type="checkbox"/> O Positive (OPOS) <input type="checkbox"/> O Negative (ONEG) <input type="checkbox"/> O Unknown (OUNK)	<input type="checkbox"/> Unknown (UNKWN)		
Circumcision? (CRC)	Footprints available? (FPA)	Body X-Rays? (BRX)	
<input type="checkbox"/> Was (C) <input type="checkbox"/> Was Not (N) <input type="checkbox"/> Unknown (U)	<input type="checkbox"/> Yes (Y) <input type="checkbox"/> No (N)	<input type="checkbox"/> Full (F) <input type="checkbox"/> None (N) <input type="checkbox"/> Partial (P)	
Jewelry Type (JWT)		Jewelry Description (JWL)	
DNA Profile Indicator (DNA)	DNA Location (DLO)		
<input type="checkbox"/> Yes (Y) <input type="checkbox"/> 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)

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

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

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

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 cancelation 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 cancelations. 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"

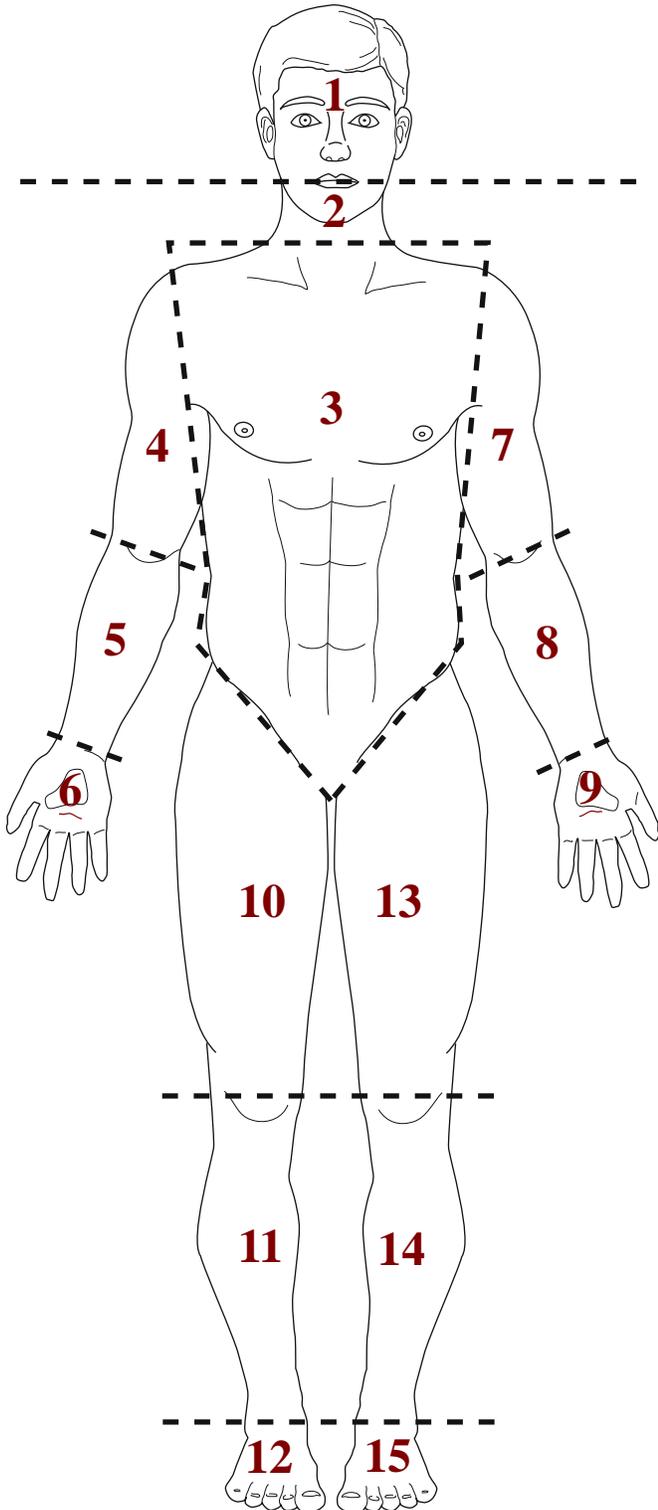
Date

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

VIOLENT PERSON ENTRY GUIDE

This document is intended to provide guidance with entering an individual into the NCIC Violent Person File. The use of this document is optional, and agencies can modify it to fit their needs. It is highly recommended that agencies have a policy in place to determine who they will enter into this file, who makes the decisions to enter someone into the file, who makes the entry, and in what circumstances (if any) a record is cancelled. Agencies can choose to make an entry based on convictions found in an individual's criminal history record or CCAP record related to one of the first three criteria below. An agency could also choose to make an entry based on their own encounters with the individual as described in the fourth criteria listed below, no conviction is required for entry under this fourth criteria option.

CRITERIA FOR ENTRY (choose one)

- Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.
- Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
- Offender has been convicted of a violent offense against a person where a firearm or weapon was used.
- A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

Must include documentation in the case file to justify the criteria chosen and the reason for entry into the VPF.

Individual Details:

First name: _____ Middle: _____ Last name: _____

Sex: _____ Race: _____ Date of Birth: _____

Case # _____

Optional Narrative (explain the justification for entry):

See attached Violent Person worksheet for further information. All NCIC records must be packed with complete and accurate information.

Name of Individual Requesting Entry/Agency Name

Date Submitted

Name of Authorizing Individual/Agency Name

Date of Approval
