



**WISCONSIN**  
**TIME SYSTEM**  
Training Materials

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**ADVANCED TIME SYSTEM**  
**CERTIFICATION**  
**TRAINING HANDOUT**

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# General Entry Information

Entry of records into CIB and NCIC files poses some unique liability issues to entering agencies. All operators dealing with file entries, modifications, supplements, and cancellations must be aware of what is required for the entry process.

The NCIC and TIME Systems are computerized databases of documented criminal justice information. The systems are used as locator systems to assist agencies in apprehending and recovering wanted persons, missing persons, unidentified persons, and stolen property. The systems store vast amounts of criminal justice information that can be instantly retrieved by any authorized agency.

For the TIME System to work effectively, all entries must utilize as much information as possible. Adding more information to a record increases the chances of locating stolen property, missing persons, or wanted subjects.

## HOT FILES

All records are entered directly into the CIB and NCIC's "hot files" by the originating agency. The accuracy, completeness, and maintenance of records in the TIME System are the responsibility of the law enforcement or criminal justice agency indicated as the ORI. As each agency can enter, update, and cancel their records in the TIME System, the files are constantly changing (thus the name "hot files").

Entries may be made at the statewide level (CIB), nationwide level (NCIC) or both. Not every entry type allows this choice; some entries are automatically submitted to both files while others are maintained only in the NCIC database. When an entry is made, the information is translated by the TIME System and then is forwarded to NCIC, if appropriate. NCIC may also perform edits of the data entered. When entries are accepted by a database, a unique identification number is created. These unique numbers are called a System Identification Number, or SCN (TIME System), or an NCIC/NIC number. An entry may be rejected if it does not contain the minimum required data, contains invalid data, or improper data. When an NCIC record is rejected, the corresponding CIB record is rejected as well.

## TIMELINESS

Current and complete records help to ensure officer and public safety, increase the likelihood of locating a wanted subject, a missing person, or stolen property. NCIC and CIB have adopted a timely entry policy to ensure records in the CIB and NCIC databases remain current. It states:

**"To ensure maximum system effectiveness, NCIC/TIME System records must be entered immediately when the conditions for entry are met, not to exceed 3 days upon receipt by the entering agency".**

When agencies receive information for entry into the TIME System, the date and time of receipt should be documented by the agency. In cases where the warrant or report date of receipt for entry is undocumented, timeliness of entry will be a joint evaluation by the audit staff and local agency personnel. CIB/NCIC recommends a date and time stamp be affixed to the case report or warrant documentation. However, an electronic or paper log is also sufficient.

# Operator Guidelines

Below is a list of CIB/NCIC policies aimed at reducing record errors. Operators should become familiar with the list. Following it closely will reduce your agency's liability.

- 1) Documentation of a record must be placed in a hardcopy or electronic case file, prior to entry into the computer system. This documentation would include warrants, apprehension requests, detainers, protection orders/injunctions, information on a gang organization and its members, missing person reports, stolen property complaints or identity theft reports. All supporting information entered into a record must also have documentation in the case file. (e.g., physical descriptors, vehicle color, weapon type and action)
- 2) TIME System worksheets available from CIB are not considered documentation, unless the agency has a written policy that requires them to be incorporated into the case report. Rather, the worksheets are a tool that can be used by an agency to gather maximum data needed for the entry.
- 3) All entries, modifications, supplements, and cancellations must be double-checked by a second party to ensure accuracy.
- 4) Additional sources (e.g., criminal history record files, Department of Transportation files, Department of Natural Resources files, the complainant) should be checked prior to entry to ensure that all records are as complete as possible. All additional information entered into the record must be documented in the hardcopy or electronic case file (e.g., vehicle identification number, serial number, alias name)
- 5) All records are to be removed as soon as the agency finds out that the subject of the record has been located.  
  
**Note:** A detainer can be appended to an existing wanted person record after the person is arrested, hit confirmation has occurred, and the person will not be released to the agency holding the warrant.
- 6) The appropriate NCIC agency identifier is to be used when entering records for non-terminal agencies.
- 7) Hit confirmation must be available 24 hours a day / seven days a week. Agencies and terminals that receive hit confirmation and are not staffed 24 hours a day must either have the terminals rerouted, include an after-hours telephone number, or put an NCIC agency identifier in the remarks or miscellaneous fields of record entries.
- 8) The most current record printout showing substantial change to the record should be retained in the case file.

# Warrant/Wanted Person File

## STATE STATUTE REQUIREMENTS

A primary reason that agencies enter records into the TIME System is to provide information to other criminal justice agencies. This information enables other criminal justice agencies to assist in apprehending a wanted person, recover stolen property or locate a missing person. Wisconsin law enforcement agencies also use the TIME System to fulfill their duties under state law. State statutes 165.84(3) and 165.84(6) require law enforcement agencies to forward specific information to the Wisconsin Department of Justice:

### § 165.84(3)

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

### § 165.84(6)

All persons in charge of law enforcement and tribal law enforcement agencies in this state shall furnish the department with any other identifying data required in accordance with guidelines established by the department. All law enforcement and tribal law enforcement agencies and penal and correctional institutions in this state having criminal identification files shall cooperate in providing to the department copies of such items in these files as will aid in establishing the nucleus of the state criminal identification file.

State Statute 165.83(2) specifies what type of information the Department of Justice must collect:

### §165.83(2)

The department shall:

- (a) Obtain and file fingerprints, descriptions, photographs, and any other available identifying data on persons who have been arrested or taken into custody in this state:
  1. For an offense which is a felony, or which would be a felony if committed by an adult.
  2. For an offense which is a misdemeanor, which would be a misdemeanor if committed by an adult or which is a violation of an ordinance, and the offense involves burglary tools, commercial gambling, dealing in gambling devices, contributing to the delinquency of a child, dealing in stolen property, controlled substances or controlled substance analogs under Ch. 961, firearms, dangerous weapons, explosives, pandering, prostitution, sex offenses where children are victims, or worthless checks.

3. For an offense charged or alleged as disorderly conduct but which relates to an act connected with one or more of the offenses under subd. 2.
  4. A fugitive from justice.
  5. For any other offenses designated by the Attorney General (e.g., stalking and harassment).
- (d) Obtain the file information relating to identifiable stolen or lost property.
- (e) Obtain and file a copy or detailed description of each arrest warrant issued in this state for the offenses under par. (a) or s. 346.63 (1) or (5) but not served because the whereabouts of the person named on the warrant is unknown or because that person has left the state. All available identifying data shall be obtained with the copy of the warrant, including any information indicating that the person named on the warrant may be armed, dangerous or possessed of suicidal tendencies.

## **COMMENCEMENT OF CRIMINAL PROCEEDINGS**

### § 968.04(3) (a) Mandatory provisions

The warrant shall:

1. Be in writing and signed by the judge.
2. State the name of the crime and section charged and number of the section alleged to have been violated.
3. Have attached to it a copy of the complaint.
4. State the name of the person to be arrested, if known, or if not known, designate the person to be arrested by any description by which the person to be arrested can be identified with reasonable certainty.
5. State the date when it was issued and the name of the judge who issued it together with the title of the judge's office.
6. Command that the person against whom the complaint was made be arrested and brought before the judge issuing the warrant, or, if the judge is absent or unable to act, before some other judge in the same county.
7. The warrant shall be in substantially the following form: (see statute for format, p.15-17 for examples)

### § 990.01(38) Signature:

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

### § 801.18 (13)(a) Signatures of Court Officials

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

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

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

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

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

## **MUNICIPAL COURT PROCEDURE**

### §800.02(5)

Warrant form:

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

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

## **WARRANT CATEGORIES**

### 1. **Felony Warrant**

Violation of State Law that calls for a penalty of imprisonment in the State Prison (ss 939.60). The warrant can be entered into CIB/NCIC. \*\*\*\* The sentence for imprisonment will be a year or longer.

### 2. **Temporary Felony Want**

Knowledge by police that a felony was committed and who the person was that committed the felony, but no warrant has been issued yet. The want can be entered into CIB only or CIB and NCIC.

The entering agency must actively pursue obtaining a warrant within 48 hours.

### 3. **Non-Felony State Law Violation**

This is a violation of State Statute that is punishable by fine and/or time in county jail. The warrant can be entered into CIB/NCIC.\*\*\*\* The sentence for jail will be up to but no longer than a year.

### 4. **Temporary Misdemeanor Want**

Knowledge by police that a misdemeanor was committed and who the person that committed the misdemeanor was, but no warrant has been issued yet. The want can be entered into CIB only.

The entering agency must actively pursue obtaining a warrant within 72 hours.

### 5. **Civil Process - Non-Criminal State Law Violation**

This is a violation of State Law or Statute, but the penalty calls for forfeiture instead of a fine or imprisonment. A restriction as to how far the police agency will travel to serve the warrant is acceptable for a civil process violation. The warrant can be entered into CIB only. Complaints signed by corporation counsel, a child support officer, court commissioner, etc. are included in this category.

### 6. **Civil Process - Local Ordinance**

This is a violation of ordinance. An ordinance is defined as a regulation adopted by the governing body of a city, town, or county. Because an ordinance violation is a civil violation and not a crime, restrictions on service can be applied against an ordinance violation warrant.

A restriction as to how far the police agency will travel to serve the warrant is acceptable for an ordinance violation. The warrant can be entered into CIB only.

Warrants signed by municipal judges are included in this category. Warrants in this category will include key words such as "municipal" and/or "ordinance."

### 7. **Juvenile Warrant**

This is for a person under 17 years of age who has been declared delinquent by a juvenile court. The warrant can be entered into CIB only or CIB and NCIC.

## **SPECIAL CONSIDERATIONS:**

***\*\*\*\*NCIC only accepts one warrant per person per agency (ORI). If entering multiple warrants, any warrant after the first will be rejected by NCIC and entered into CIB Only.***

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

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

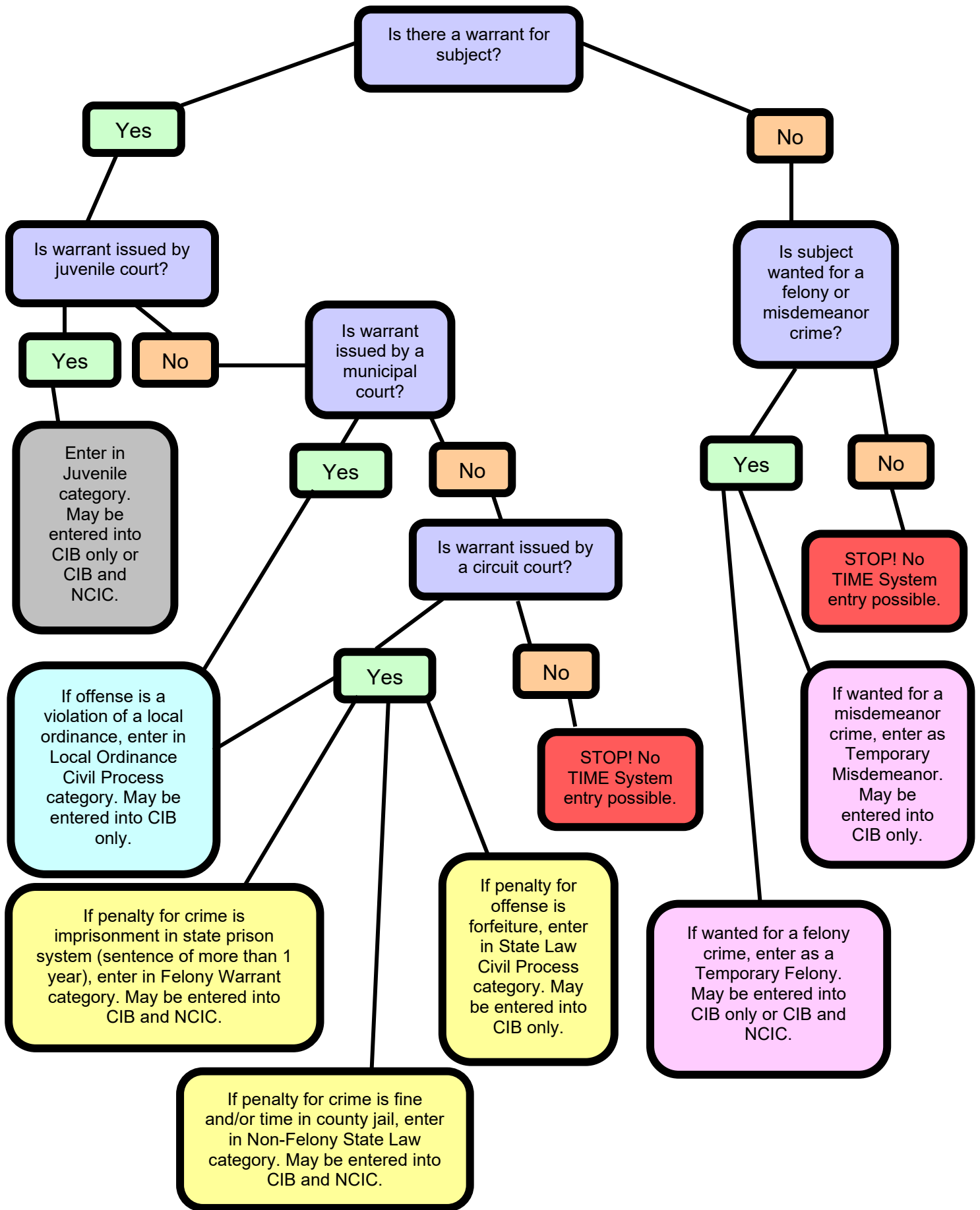
If doubt exists about which category to enter the warrant, contact the prosecuting attorney for assistance.

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

## **RETENTION PERIOD:**

Indefinite - A warrant remains in the system until the entering agency cancels it.

Exception - A Temporary Felony Want stays in the system for 48 hours. A Temporary Misdemeanor Want stays in the system for 72 hours.



# WANTED PERSON FIELDS

## REQUIRED

Last Name	Height
First Name	Weight
Sex	Hair Color
Race	Agency Case #
Date of Birth	Offense Code
**Date of Emancipation	Warrant Date
**Date of Violation	Operator

## OPTIONAL

Middle Name	Suffix
Place of Birth	Eye Color
Skin Tone	Scars, Marks, Tattoos & Characteristics
Fingerprint Classification	FBI #
Social Security #	Miscellaneous #
State Identification #	Street Address
[ Driver's License State, Driver's License # ]	Address City
[ Driver's License Year of Expiration ]	Address State
Bond Amount	Warrant #
Agency Unit	[ License Plate #, License Plate State ]
Original Offense Code	License Plate Year of Expiration
Linking Agency Identifier	[ License Plate Type ]
Linking Agency Case #	[ Vehicle Identification # ]
Court Identifier	Vehicle Model Year
Notify Originating Agency	Vehicle Make, Model,
Caution and Medical Conditions	[ Vehicle Style, Color ]
DNA Profile Indicator	Geographic Restriction
DNA Location	Miscellaneous/Remarks
Extradition Limitation	
Stolen/Fraudulent Identifiers	
- name, date of birth, miscellaneous #	
- social security #, driver's license #	

[Indicates Group Fields]

\*\*Required when entering a Juvenile Warrant.

## **SPECIAL CONSIDERATIONS**

### **MULTIPLE WARRANTS**

CIB allows two options for entering multiple warrants for a single individual. Agencies can enter an unlimited number of warrants for an individual provided each entry uses a unique case number. Alternatively, an agency may bundle multiple warrants into a single non-extraditable entry. When bundling warrants, the Bond Amount field must reflect the amount for the primary warrant entered. The Miscellaneous Remarks field must then list the specific offense literal for every additional warrant, along with the cumulative bond total (including all applicable fees) for the entire bundle.

### **NCIC WARRANT ENTRY**

An ORI may only enter one warrant per individual into NCIC. When an agency has multiple warrants for one person, the most serious warrant should be entered into both CIB and NCIC, indicating in the remarks or miscellaneous field the specific offenses for which each additional warrant was issued.

Both felony and misdemeanor warrants, extraditable or not, are entered into NCIC. NCIC requires agencies to enter any felony or misdemeanor warrant into the NCIC database for two important reasons:

- **Officer safety** – a wanted subject is typically unaware of any extradition limitations placed on the warrant but typically is aware a warrant has been issued. This may lead to erratic and dangerous behavior by the subject when confronted by law enforcement. Entering felony and misdemeanor warrants into the NCIC database ensures law enforcement officers in other states are aware of the person's wanted status even if they are unable to arrest the subject on the warrant due to the extradition restrictions.
- **Firearm Purchase Disqualification** - Title 18 of the United State Code, Chapter 44, §922 (g) prohibits the purchase of a firearm if the subject is a fugitive from justice. The Wisconsin Handgun Hotline, operated by the Crime Information Bureau (CIB), performs a background check in accordance with Wis. Statute §175.35 to ensure that a person is eligible to purchase a handgun under state and federal laws. All registered firearm dealers in Wisconsin are required to call the Handgun Hotline before transferring a handgun. The Handgun Hotline performs a query of the CIB and NCIC hot files, in addition to other searches, to determine if the subject is wanted. In accordance with CJIS policy, the Handgun Hotline will send a Hit Confirmation Request to confirm the warrant is still outstanding even though the subject is not in custody.

If the person is attempting to purchase a long gun, the registered firearm dealer is required to contact NICS (National Instant Criminal Background Check System) operated by the FBI CJIS Division to complete the required background check. NICS only queries the NCIC hot files to determine if the subject is wanted.

### **CHANGES ON WARRANTS, ORDERS/INJUNCTIONS**

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

## **CAUTION/MEDICAL CONDITIONS**

A caution and/or medical condition indicator should be included in an entry when an individual is armed and dangerous, has suicidal tendencies, has previously escaped from custody, is a known substance abuser, or any other appropriate caution indicator.

## **EXTRADITION AND GEOGRAPHIC LIMITATIONS**

NCIC requires extradition limitations. Communication must take place with the district attorney or prosecutor's office regarding extradition restrictions on felony and misdemeanor warrants. Documentation must be kept in the case file to support the extradition limitations entered. Agencies may develop their own geographic restriction policy on how far they will go to serve civil process warrants. This policy must be in writing and available for review during an NCIC or CIB audit.

## **IN-STATE GEOGRAPHIC RESTRICTIONS**

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

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

## **EXTRADITION LIMITATION FIELD (EXL)**

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

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

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

## **NAME**

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

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

**NOTE:** In some instances, sources or documentation might show an individual's middle name as "NMI" or "NMN". These should not be entered as part of the name. They are only used to indicate that no middle name or initial is known or available.

Shortened or abbreviated forms of the name should NOT be entered as AKAs.

For example: SMITH, JAMES HENRY JR (Base name) –

The following AKA should NOT be entered SMITH, JAMES HENRY SMITH, JAMES H SMITH, JAMES SMITH, JIM JR SMITH, J H

## **RACE CODE**

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

## **FBI/UCN NUMBER**

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

## **MISCELLANEOUS NUMBER**

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

## **WISCONSIN DRIVER'S LICENSE NUMBER VS. IDENTIFICATION NUMBER**

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

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

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

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

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

## **PERSON ENTRIES CONTAINING VEHICLE INFORMATION**

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

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

## **OFFENSE CODE**

When a warrant is issued for "failure to pay" or "failure to appear" the offense code for "contempt of court" (5005) or "failure to appear" (5015) must be entered in the offense code field. The original offense must be explained in the expanded offense code field and the original offense code field

based upon NCIC edits.

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

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

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

### **EXPANDED OFFENSE FIELD**

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

### **ORIGINAL OFFENSE CODE**

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

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

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

### **STOLEN/FRAUDULENT IDENTIFIERS**

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

### **MISCELLANEOUS/REMARKS**

The miscellaneous remarks field in person files allow a maximum of 500 characters. This will allow agencies to include other related information, use fewer abbreviations, and to add data which is not enterable elsewhere, including, but not limited to: details on caution indicators, geographic restrictions/extradition limitations, total bond amount including fees for warrants, properly identifying types of Miscellaneous Identifiers that have been added, and expended descriptions of scars, marks, tattoos, other characteristics, etc.

# SAMPLE WARRANTS

CITY OF (YOUR CITY)  
STATE OF WISCONSIN                      MUNICIPAL COURT                      (YOUR) COUNTY

---

CITY OF (YOUR CITY)

Plaintiff,

WARRANT/COMMITMENT

vs.

THOMAS A. WHATSHISNAME  
M/W DOB: 10/23/1850  
123 WEST WASHINGTON AVE  
MADISON, WI \_\_\_\_\_, Defendant.

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THE STATE OF WISCONSIN TO ANY LAW ENFORCEMENT OFFICER:

Whereas the City of (your city), on January 4, 1900 issued a citation for violation of city ordinance 9.346.21 (Failure to Yield Right of Way to Livestock) of said city and whereas Thomas Whatshisname on January 9, 1900 has been found guilty by default. A judgment was issued by the Municipal Court finding the defendant in default and ordered to pay sum of \$250.50 DOLLARS together with \$50.00 DOLLARS for court. The defendant has failed to pay the ordered judgment.

Any Law Enforcement Officer in Wisconsin is therefore, commanded to take the body of the said Thomas A. Whatshisname and hold him in the county jail for a term of six days. This warrant may be satisfied upon payment of \$300.50.

January 12, 1900  
Date

*Ronald McDonald*  
Municipal Court Judge

**STATE OF WISCONSIN, CIRCUIT COURT, ANYWHERE COUNTY**

Arrest-Bench Warrant/  
Capias

Jane D. Doe  
Name of Person

Case No. 1900CM000034

Person's Address 1780 West Speedway Blvd., Tucson, AZ			Phone Number (720)888-7010		
Person's Date of Birth 04/01/1856		Sex Female	Race White	Driver's License Number	
Height 5ft 3in	Weight 135 lbs	Eye Color Blue	Hair color Blond	Other Identifying Characteristics	
Charges Operate Vehicle Without Owner's Consent – statute 943.23(4m)					

**TO ANY LAW ENFORCEMENT OFFICER**

Arrest and bring the above-named person before me, or if I am not available, before some other judge or court commissioner of this county, because:

**(Check Box A, B, or C below)**

- A. A complaint/citation has been filed charging the defendant with the commission of an offense(s). The defendant has not previously appeared in or submitted to the jurisdiction of the court. **[A copy of the complaint or citation must always be attached. For a citation, an affidavit of the court officer is recommended.]** The name of the crime and statutory references in the complaint/citation are incorporated into this warrant. I have reviewed the complaint/citation and find probable cause to believe the defendant committed the offense(s).

**(Check if either is appropriate):**

- Although the maximum imprisonment is 6 months or less, I believe that the defendant will not appear in response to a summons.
- If the offense is one covered by the Uniform Bail/Deposit Schedule, the defendant may be released upon payment of the amount below. A new court date shall be provided to the defendant.
- B. The person failed to appear in court as required on (date) \_\_\_\_\_ for (type of court appearance) \_\_\_\_\_
  - The person shall be held for appearance in court.
  - The person may be released upon payment of the amount below. A new court date shall be provided to the defendant.
- C. The person has failed to comply with a court order concerning the payment of fines, forfeitures, assessments, surcharges or costs to the court. The defendant may be released with no further court appearances upon payment of the total due, set forth below.

Is warrant Bondable:  No     Yes – amount due \$ \_\_\_\_\_, plus statutory sheriff's fees.

If the person posts the total amount due and is released, the law enforcement agency shall inform the court and district attorney of the new court date.

<p><b>Geographical restriction:</b></p> <input type="checkbox"/> Statewide <input type="checkbox"/> Within adjacent counties of ORI <input type="checkbox"/> Within county of ORI only <input type="checkbox"/> Extradite entire United States <input type="checkbox"/> Extradite within two-state radius <input type="checkbox"/> Extradite adjacent states only <input checked="" type="checkbox"/> Will not extradite <input type="checkbox"/> Other
--

BY THE COURT OF:

*Judy Sheindlin*

Circuit Court Judge

Date: February 2, 1900

In re the Support of:  
Johnny Doe, 02/22/2009

State of Wisconsin, Petitioner,  
-VS-  
Stan D Ardman, CO RESPONDENT

**ORDER FOR ARREST**

Case No. 2013FA0025  
IVD: 364907

Stan D Ardman, CO RESPONDENT  
Male/White, Green/Brown, 603, 200  
DOB: 01/16/1980  
Address: 123 Main Street, Madison, WI  
Phone: 555-555-5555

The court finds that a proceeding to enforce a child support obligation has been filed and that the Respondent, Stan D Ardman, was personally served, but failed to appear on 12/28/12. Therefore, TO THE SHERIFF OF ANY COUNTY:

YOU ARE COMMANDED TO TAKE INTO CUSTODY THE ABOVE-NAMED RESPONDENT as soon as possible and bring him/her before the court, pursuant to Wis. Stats. Sec. 818.01(1)(e) and (f).

X Stan D Ardman may be released from custody upon appearing before the court or upon payment of arrears and costs owed in this matter in the amount of \$495.00.

Dated this 7th day of February, 2013.

*Joe Brown*  
Honorable Judge Joe Brown  
Deputy Family Court Commissioner

# WANTED PERSON ENTRY

/9998 3716 18163737 WI0130000  
TIME 00435946 000012 04/04/00 15:58 01 OF 01  
CIB DOC  
FIELD EDIT SUCCESSFUL  
XX  
XX  
WI123ABC

/0787 3716 18163737 WI0130000  
CIB 435946 55 04/04/00 15:58 01 OF 01  
XX  
XX  
WI123ABC

\*\*\*\*\* WANTED PERSON - WARRANT \*\*\*\*\*

\*\* USE CAUTION \*\*

\*\* OTHER

\*\* MISDEMEANOR - NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD  
FOR LIMITS

\*\* NOTIFY ORI/N

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/04011856 PLACE OF BIRTH/WISCONSIN

HEIGHT/503 WEIGHT/135 EYE COLOR/BLUE HAIR COLOR/BLOND OR STRAWBERRY

SKINTONE/LIGHT SCARMARK/TATTOO LEFT FOREARM

SOCIAL SECURITY #/001010001

MISCELLANEOUS #/PASSPORT-987654321

STATE IDENT #/WI123ABC

DRIVER'S LICENSE #/D0014865684202 STATE/WISCONSIN EXPIRES/1900

ADDRESS/1780 WEST SPEEDWAY BLVD CITY/TUCSON STATE/ARIZONA

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/20379230 NCIC #/W000683X85

AGENCY CASE #/1900-7788 WARRANT #/1900CM000034

ENTERED BY/FRESHEK181 DATE/04041900 TIME/1554

TYPE OF WARRANT/NON-FELONY STATE LAW

OFFENSE CODE/5015 OMVWOC FAILURE TO APPEAR

ORIGINAL OFFENSE CODE/2411 UNAUTHORIZED USE OF VEHICLE-JOY RIDE

DATE OF WARRANT/04041900

REMARKS

FAIL TO APPEAR; BODY ONLY; NO EXTRADITION; SUBJECT

HAS ALZHEIMER'S DISEASE, BEGINNING STAGES WITH LIGHT MEMORY LOSS

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

## **ENTRY REJECTED/DELETED**

Entry Rejected/ Duplicate Record on File

/0049 3716 18163731 WI0130000  
CIB 427353 6 04/04/00 15:48 01 OF 01

<<\*\*\* ERROR - DUPLICATE RECORD ON FILE AT CIB \*\*\*>>

\*\*\*\*\* WANTED PERSON - WARRANT \*\*\*\*\*

\*\* USE CAUTION \*\*

\*\* OTHER

\*\* MISDEMEANOR - NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD  
FOR LIMITS

\*\* NOTIFY ORI/N

GEO RESTRICTION/COURT ORDERED RESTRICTION - SEE REMARKS

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/04011856 PLACE OF BIRTH/WISCONSIN

HEIGHT/503 WEIGHT/135 EYE COLOR/BLUE HAIR COLOR/BLOND OR STRAWBERRY

SKINTONE/LIGHT SCARMARK/TATTOO LEFT FOREARM

FBI #/2XX652CX4 SOCIAL SECURITY #/001010001

MISCELLANEOUS #/PASSPORT-987654321

STATE IDENT #/WI123ABC

DRIVER'S LICENSE #/D0014865684202 STATE/WISCONSIN EXPIRES/1900

ADDRESS/1780 WEST SPEEDWAY BLVD CITY/TUCSON STATE/ARIZONA

DETAIL

ORI/ WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/29379230

AGENCY CASE #/1900-7788 WARRANT #/1900CM000034

ENTERED BY/FRESHEK181 DATE/04041900 TIME/1546

TYPE OF WARRANT/NON-FELONY STATE LAW

OFFENSE CODE/5015 OMVWOC FAILURE TO APPEAR

ORIGINAL OFFENSE CODE/2411 UNAUTHORIZED USE OF VEHICLE-JOY RIDE

DATE OF WARRANT/04041900

REMARKS

FAIL TO APPEAR; BODY ONLY; STATEWIDE PICKUP; SUBJECT

HAS ALZHEIMER'S DISEASE, BEGINNING STAGES WITH LIGHT MEMORY LOSS

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

## **Entry Rejected- Invalid Data**

/9999 3716 1834BBC1 WI0130000

TIME 00178596 000001 04/04/00 08:15 01 OF 01

DATA ERROR MFC '010' DATA '500'

DOE

JANE

F

## WARRANT CANCELLATION

Warrant records are to be canceled after hit confirmation with the warrant being served, or as soon as it has been learned the warrant is no longer valid. (i.e. court dismissed warrant)

### REQUIRED

Complete Name (character for character match with record)  
System Identification #  
Agency Case #  
Operator

### OPTIONAL

Reason for Person Record Removal

**NOTE:** Canceled records remain in the CIB database for a period of thirteen months after the date of cancellation and will have the word "Cleared" in the header. These records may only be viewed by querying the system identification number assigned to the record upon entry.

## CANCELLATION RESPONSE

/0250 3716 18163738 WI0130000  
CIB 437786 57 04/04/00 16:00 01 OF 01  
DOE  
JANE  
D  
1900-7788  
20379230

<<\*\* RECORD HAS BEEN CLEARED \*\*>>

## RE-QUERY (BY NAME, SEX/RACE AND DATE OF BIRTH)

/0781 1692 3BF05B3C WI0130000  
CIB 25123 14 04/04/00 14:30 01 OF 01

DOE

JANE

D

04011856

NO HITS CIB WANTED PERSON FILE

NO HITS CIB MISSING PERSON FILE

NO HITS CIB PROBATION/PAROLE FILE

NO HITS CIB PROTECTION ORDER FILE

NO HITS CIB SEX OFFENDER FILE

/0781 1692 3BF05B3C WI0130000

NCIC 25123 15 04/04/00 14:30 01 OF 01

1L01185611166723

WI0130000

NO NCIC WANT NAM/DOE, JANE D DOB/18560401 RAC/W SEX/F ENS/Y EBS/1

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Always re-query by identifiers and not the System ID number, unless you are querying a cleared record. This will ensure nothing is missed.**

**RE-QUERY (BY SYSTEM IDENTIFICATION NUMBER)**

\*\*\*\*\* CLEARED WANTED PERSON - WARRANT \*\*\*\*\*

\*\* USE CAUTION \*\*

\*\* OTHER

\*\* MISDEMEANOR - NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS

\*\* NOTIFY ORI/N

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/04011856 PLACE OF BIRTH/WISCONSIN

HEIGHT/503 WEIGHT/135 EYE COLOR/BLUE HAIR COLOR/BLOND OR STRAWBERRY

SKINTONE/LIGHT SCARMARK/TATTOO LEFT FOREARM

SOCIAL SECURITY #/001010001

MISCELLANEOUS #/PASSPORT-987654321

STATE IDENT #/WI123ABC

DRIVER'S LICENSE #/D0014865684202 STATE/WISCONSIN EXPIRES/1900

ADDRESS/1780 WEST SPEEDWAY BLVD CITY/TUCSON STATE/ARIZONA

DETAIL

ORI WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/29379230 NCIC #/W590683X85

AGENCY CASE #/1900-7788 WARRANT #/1900CM000034

ENTERED BY/FRESHEK181 DATE/04041900 TIME/1554

UPDATED BY/FRESHEK181 DATE/04041900 TIME/1600

CLEAR DATE/04041900

TYPE OF WARRANT/NON-FELONY STATE LAW

OFFENSE CODE/5015 OMVWOC FAILURE TO APPEAR

ORIGINAL OFFENSE CODE/2411 UNAUTHORIZED USE OF VEHICLE-JOY RIDE

DATE OF WARRANT/04041900

REMARKS

FAIL TO APPEAR; BODY ONLY; NO EXTRADITION; SUBJECT HAS ALZHEIMER'S DISEASE, BEGINNING STAGES WITH LIGHT MEMORY LOSS

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

# Detainer

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

Detainer information can be added to any wanted person record, except for temporary wants. Before detainer information can be added to a record which is entered in both CIB and NCIC, the record must be in a "located" status. A locate can be placed by the agency that arrested or incarcerated the subject indicating that the subject is being detained. If the arresting or incarcerating agency refuses to locate the record, the entering agency can request the TIME System Control Center (TSCC) to locate the record. Once the record has been located, the entering agency can proceed to enter the detainer.

Detainers cannot be used if the agency is not willing or able to pick up the subject upon their release from the arresting agency's custody.

## REQUIRED

System  
Miscellaneous/Remarks  
Agency Case #  
Complete Name (character for character match with record)  
Date of Detainer  
Incarcerating Agency NCIC Identifier  
Date Sentence Begins  
Date Sentence Ends  
Operator

## OPTIONAL

Identification#

## **DATE SENTENCE ENDS**

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

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

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

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

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

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

# DETAINER ENTRY RESPONSE

/9998 1692 3BF05B3C WI0130000  
TIME 00024556 000651 04/04/00 15:43 01 OF 01  
FIELD EDIT SUCESSFUL  
DOE  
JANE  
D  
29379230

/0050 1692 3BF05B3C WI0130000  
CIB 24556 952 04/04/00 15:43 01 OF 01  
\*\*\*\*\* DETAINED WANTED PERSON - WARRANT \*\*\*\*\*  
\*\* USE CAUTION \*\*  
\*\* 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/04041900  
INCARCERATING AGENCY/ASHLAND COUNTY SHERIFF ORI/WI0020000  
DATE INCARCERATION STARTS/04041900  
DATE SENTENCE ENDS/04011901

## SUBJECT

NAME/DOE, JANE D.  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/04011856 PLACE OF BIRTH/WISCONSIN  
HEIGHT/503 WEIGHT/135 EYE COLOR/BLUE HAIR COLOR/BLONDE OR STRAWBERRY  
SCARMARK/TATTOO LEFT FOREARM  
SOCIAL SECURITY #/001010001  
MISCELLANEOUS #/PASSPORT-987654321  
STATE IDENT #/WI123ABC  
DRIVER'S LICENSE #/D0014865684202 STATE/WISCONSIN EXPIRES/1900  
ADDRESS/1780 WEST SPEEDWAY BLVD CITY/TUCSON STATE/ARIZONA

## DETAIL

ORI/ WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/29379230 NCIC #/W590683X85  
AGENCY CASE #/1900-7788 WARRANT #/1900CM00034  
ENTERED BY/FRESHEK181 DATE/04041900 TIME/15:39  
TYPE OF WARRANT/NON-FELONY STATE LAW  
OFFENSE CODE/5015 OMVWOC FAILURE TO APPEAR  
ORIGINAL OFFENSE CODE/2411 UNAUTHORIZED USE OF VEHICLE-JOY RIDE  
DATE OF WARRANT/04041900

## REMARKS

FAIL TO APPEAR; NO EXTRADITION; SUBJECT HAS  
ALZHEIMER'S DISEASE, BEGINNING STAGES WITH LIGHT MEMORY LOSS

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

## DETAINER - ADVISORY MESSAGES

Upon entry, or modification, of the detainer of a CIB and NCIC record, a \$O (Incarcerating Agency Notification) message will be sent to the incarcerating agency ORI.

\$.O.

WI0020000

INCARCERATING AGENCY NOTIFICATION

ORI/WI0130000 HAS REPORTED THE FILING OF A DETAINER ON  
NAM/DOE, JANE D. NIC/W590683X85

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, JANE D. SEX/F RAC/W DOB/18560401

HGT/503 WGT/135 EYE/BLU HAI/BLN SMT/TAT LF ARM

SOC/001010001

OLN/D0014865684202 OLS/WI OLY/1900

OFF/FAIL TO APPEAR

DOW/04041900 OCA/1900-7788

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

LOCATED/19000404 WI0020000 D234234 DETN

DOD/19000404 DNO/1900-7788 IRI/ WI0020000 DIS/04041900 DSE/04011901

INC/ASHLAND CO SO ASHLAND WI 608-700-4321

NIC/W590683X85 DTE/04041900 0000 EDT DLU/04041900 0000 EDT

## PREPURGE NOTIFICATION

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

\$.P.

WI0130000

SENTENCE EXPIRATION NOTIFICATION

THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI COMPUTER  
BASED ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE DETAINED WANTED  
PERSON RECORD UNLESS ACTION IS TAKEN TO INCREASE THE SENTENCE  
EXPIRATION DATE

MKE/DETAINED WANTED PERSON - CAUTION  
VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/WI0130000 NAM/DOE, JANE D. SEX/F RAC/W DOB/18560401

HGT/503 WGT/135 EYE/BLU HAI/BLN SMT/TAT LF ARM

SOC/001010001

OLN/D0014865684202 OLS/WI OLY/1900

OFF/FAIL TO APPEAR

DOW/04041900 OCA/1900-7788

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

LOCATED/19000404 WI0020000 D234234 DETN

DOD/19000404 DNO/1900-7788 IRI/ WI0020000 DIS/04041900 DSE/04011901

INC/ASHLAND CO SO ASHLAND WI 608-700-4321

NIC/W590683X85 DTE/04041900 0000 EDT DLU/04041900 0000 EDT

## DETAINDER - ADVISORY MESSAGES

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 2422 2 04/01/1901 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 \*\*

\*\* THE SUBJECT LISTED BELOW HAS BEEN REPORTED AS INCARCERATED AND A DETAINDER  
HAS BEEN APPENDED TO THE CIB RECORD. CONTACT THE ORI OF THE RECORD FOR  
ADDITIONAL INFORMATION

DATE OF DETAINDER/04041900  
INCARCERATING AGENCY/ASHLAND COUNTY SHERIFF ORI/WI0020000  
DATE INCARCERATION STARTS/04041900  
DATE SENTENCE ENDS/04011901

### SUBJECT

NAME/DOE, JANE D.  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/04011856 PLACE OF BIRTH/WISCONSIN  
HEIGHT/503 WEIGHT/135 EYE COLOR/BLUE HAIR COLOR/BLONDE OR STRAWBERRY  
SCARMARK/TATTOO LEFT FOREARM  
SOCIAL SECURITY #/001010001  
MISCELLANEOUS #/PASSPORT-987654321  
STATE IDENT #/WI123ABC  
DRIVER'S LICENSE #/D0014865684202 STATE/WISCONSIN EXPIRES/1900  
ADDRESS/1780 WEST SPEEDWAY BLVD CITY/TUCSON STATE/ARIZONA

### DETAIL

ORI/ WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/29379230 NCIC #/W590683X85  
AGENCY CASE #/1900-7788 WARRANT #/1900CM00034  
ENTERED BY/FRESHEK181 DATE/04041900 TIME/15:39  
TYPE OF WARRANT/NON-FELONY STATE LAW  
OFFENSE CODE/5015 OMVWOC FAILURE TO APPEAR  
ORIGINAL OFFENSE CODE/2411 UNAUTHORIZED USE OF VEHICLE-JOY RIDE  
DATE OF WARRANT/04041900

### REMARKS

FAIL TO APPEAR; NO EXTRADITION; SUBJECT HAS ALZHEIMER'S  
DISEASE, BEGINNING STAGES WITH LIGHT MEMORY LOSS

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

## DETAINER CANCELLATION

A detainer and the related warrant will be automatically purged at midnight on the date the sentence ends or when the base record (warrant) is canceled. Detainer information **cannot** be removed once appended to an existing wanted person record. Although the detainer cannot be canceled, the detainer information may be modified.

## PURGED DETAINER RECORD

The following message will be sent to the agency that entered the detainer when the detainer/warrant record is automatically canceled.

```
/0757 1692 3BF05B3C                WI0130000
ADMN      2422 4 04/01/01 06:11 01 OF 01
RECEIVING DEVICE: WI0130000  DANE COUNTY SHERIFF'S DEPARTMENT PSN 1692
(DASO)
SENDING DEVICE:   WINHFS001  NEW HOT FILES ADMIN APPLICATION  PSN 4841
(4841)
```

MESSAGES FOR: WI0130000

THE REPORTED TERM OF SENTENCE ON THE FOLLOWING SUBJECT HAS EXPIRED. THE WARRANT RECORD HAS BEEN PURGED. PLEASE ANNOTATE YOUR CASE FILE.

```
DETAINED WANTED PERSON
NAME/DOE, JANE D
DATE OF BIRTH/04011856
ORI/WI0130000  ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/29379230
AGENCY CASE NUMBER/1900-7788
INCARCERATING AGENCY/WI0020000  ASHLAND COUNTY SHERIFF'S DEPARTMENT
```

# Missing Person File

## FEDERAL REQUIRMENTS

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

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

## Missing Person Documentation

A record for a missing person 21 years of age and over may be entered in the Missing Person File. The entering agency needs to have signed documentation stating the circumstances of the missing person. This written documentation will aid in the protection of the individual’s right to privacy. In the absence of documentation from a parent, legal guardian, next of kin, physician, other authoritative source (including friend or neighbor in unusual circumstances), or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

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

## **MISSING PERSON CATEGORIES**

### **Disabled**

A person of any age who is missing with a proven physical or mental disability, thereby subjecting themselves or others to personal and immediate danger.

### **Endangered**

A person of any age who is missing under circumstances indicating that their physical safety may be in danger.

### **Involuntary**

A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e. abduction or kidnapping.

### **Catastrophe Victim**

A person of any age who is missing after a catastrophe.

### **Juvenile**

A person who is missing and not declared emancipated as defined by the laws of their state of residence and does not meet any of the entry criteria set forth in the Disability, Endangered, Involuntary, or Catastrophe Victim categories.

### **Other**

A missing person that does not meet the criteria for entry in any other category that there is a reasonable concern for their safety, or a person who is under age 21 and declared emancipated by the laws of their state of residence.

**RETENTION PERIOD:** Indefinite - A Missing Person record remains in the system until it is canceled by the entering agency.

Note: The categories are in hierarchy. Disabled is highest on the list; therefore, if a missing individual falls under two categories, choose the more serious category. (Example: A missing 17-year-old girl was last seen with an abusive boyfriend. Rather than entering her as a missing juvenile, she should be entered as missing endangered based on the circumstances.)

## MISSING PERSON FIELDS

### REQUIRED

Last Name	Height
First Name	Weight
Sex	Eye Color
Race	Hair Color
Date of Birth	*Date of Emancipation
Date of Last Contact	Agency Case #
Operator	

### OPTIONAL

Missing Person Flag	Suffix
Middle Name	Skin tone
Place of Birth	FBI #
Scars, Marks, Tattoos & Characteristics	Miscellaneous #
Fingerprint Classification	Street Address
Social Security #	Address City
State Identification #	Address State
[ Driver's License State, Driver's License # ]	Circumcision
[ Driver's License Year of Expiration ]	Body X-Rays
Blood Type	Glasses Prescription
Jewelry Type	Agency Unit
Jewelry Description	[ License Plate #, License Plate State ]
Linking Agency Identifier	[ License Plate Year of Expiration ]
Linking Agency Case #	[ License Plate Type ]
Notify Originating Agency	[ Vehicle Identification # ]
Missing Person Circumstances	[ Vehicle Model Year ]
Caution and Medical Conditions	[ Vehicle Make, Model, ]
DNA Profile Indicator	[ Vehicle Style, Color ]
DNA Location	Miscellaneous/Remarks
Footprint Available	Dental Characteristics

[Indicates Group Fields]

\* Required for Juvenile Category entry

**NOTE:** NCIC allows an initial entry when hair and eye color and/or height and weight are not available; provided the entering agency has a photograph and/or fingerprints of the missing person. Agencies are permitted to enter records using the existing unknown hair and eye color values (XXX) and the unknown (UNK) value in the Height (HGT) and Weight (WGT) fields. If a record contains these values in the descriptor fields, it is mandatory that the Miscellaneous/Remarks field is populated with "PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINUTES". The entering agency should also consider associating an image of the missing person to the entry.

# **MISSING PERSON ALERTS**

## **AMBER Alert**

The purpose of the AMBER Alert is for the safe recovery of missing children that a law enforcement agency believes have been abducted and are in danger of serious bodily harm or death. Below are the criteria for an AMBER Alert:

1. Child must be 17 years of age or younger.
2. Child must be in danger of serious bodily harm or death.
3. Initiating agency must have enough descriptive information about the child, the suspect(s) and/or the suspect vehicle(s) to believe an immediate broadcast alert will help locate the child.
4. The missing person shall be entered into NCIC.

Use of the Amber Alert flag in the Missing Person Circumstance field will generate an automatic notification to the National Center for Missing and Exploited Children and the FBI. In addition, responses will be preceded by the following caveat:

\*\*\*AMBER ALERT\*\*\*ISSUED FOR NIC/MXXXXXXXXX\*\*\*AMBER ALERT \*\*\*

AMBER Alert requests must be approved by the Wisconsin Department of Justice Division of Criminal Investigation (DCI) Please contact Wisconsin State Patrol to initiate an AMBER Alert. Email CIBTrain@wisdoj.gov for the phone number.

## **SILVER ALERT**

The Silver Alert legislation requires law enforcement to issue a Silver Alert when the following criteria are met:

1. The missing person is 60 years of age or older.
2. The missing person is believed to have Alzheimer's, Dementia, or another permanent cognitive impairment which poses a threat to their health and safety.
3. There is reasonable belief that the missing person's disappearance is due to their impaired cognitive condition.
4. The Silver Alert request is made within 72 hours of the individual's disappearance.
5. There is sufficient information available to disseminate to the public that could assist in locating the missing person.
6. The missing person has been entered into NCIC.

Silver Alert requests should be sent to the Wisconsin Department of Justice Division of Criminal Investigation (DCI). Please contact Wisconsin State Patrol to initiate a Silver Alert. Email CIBTrain@wisdoj.gov for the phone number.

## **Missing Child ALERT**

Wisconsin legislation expanded the definition of a "person at risk" to include children in order to cover gaps in the Amber Alert criteria. The following are the criteria for a Missing Child Alert:

1. The person at risk has not attained the age of 18 years, AND the person is believed to be incapable of returning home without assistance due to a physical or mental condition or disability.
2. The individual(s) location is unknown.
3. It is within 72 hours of the individual's disappearance.
4. Their situation does not qualify for another alert (e.g., Amber Alert)
5. OR the person has not attained the age of 12 years.
6. The missing person shall be entered into NCIC.
7. There is sufficient information available to disseminate to the public that could assist in locating the missing person.

Statute requires that the Wisconsin Crime Alert Network (WCAN) be utilized when issuing a Missing Child Alert. The process to issue a Missing Child Alert will be identical to issuing a Silver Alert. **Only the Division of Criminal Investigation (DCI) can issue a Missing Child Alert.**

To request a Missing Child Alert, contact Wisconsin State Patrol Traffic Management Center where you will provide your agency contact information. A DCI Staff on-call person will contact your agency to discuss the request. There are no forms to fill out prior to contacting State Patrol. If the Missing Child Alert has been approved, a Wireless Emergency Alert (WEA) will be issued up to a maximum of 5 miles radius from the last known location and only between the hours of 8am-9pm.

## **US Marshals Missing Child Program**

The U.S. Marshals Service (USMS) supports the National Center for Missing and Exploited Children's (NCMEC's) mission to protect children from victimization by aiding federal, state and local law enforcement agencies. The Justice for Victims of Trafficking Act of 2015 enhanced the U.S. Marshals' authority to assist federal, state and local law enforcement with the recovery of missing, endangered or abducted children, regardless of whether a fugitive or sex offender was involved.

The Marshals established a Missing Child Unit to oversee and manage the implementation of its enhanced authority under the act. Upon request, the Marshals assist other law enforcement agencies with the recovery of "critically missing children," who have gone missing under circumstances that indicate an elevated risk to the child.

To get USMS involved, they request the following:

1. The child must be entered into NCIC
2. There must be a request / approval from the entering law enforcement agency
3. Access to police reports, case notes and photos
4. Risk factors should be articulated
5. The agency's recovery plan
6. Intake case with NCMEC (recommended, not required)

In order to contact the US Marshal Service Missing Child Unit, agencies can email [MissingChildUnit@usdoj.gov](mailto:MissingChildUnit@usdoj.gov) or contact their local USMS office, which can be found here: <https://www.usmarshals.gov/who-we-are/contact-us/district-office-contact-information>.

## **GREEN ALERT**

The Green Alert is for missing veterans who have a service-related health condition. The Green Alert does not require an approval process through DCI. The following criteria should be met when issuing a Green Alert:

1. There is reason to believe that the veteran at risk is missing due to their physical or mental health condition.
2. There is sufficient information available to disseminate that could assist in locating the missing veteran.
3. The missing person shall be entered into NCIC.

Statute requires that the Wisconsin Crime Alert Network (WCAN) be utilized when issuing a Green Alert; and it is strongly recommended that an area broadcast or statewide message be sent.

## **MISSING PERSON FLAG**

The “Missing Person” field is a required field when an agency enters a missing person. The user selects one of the following: MP - standard Missing Person, CA – Child Abduction, AA – Amber Alert, or DV – Disaster Victim.

NCIC missing person entries with flags for CA - Child Abduction or AA - Amber Alert result in automatic notification to the National Center for Missing and Exploited Children (NCMEC). Use of this automatic alert system may save valuable time in the crucial first 48 hours after a child is abducted.

Upon request, NCMEC will provide immediate operational assistance to federal, state, and local law enforcement agencies involved in the investigation of child abduction. The miscellaneous or remarks field will assist NCMEC in reviewing cases for immediate attention.

The Child Abduction Flag is to be used when **the child is under the age of 21**, and there is reasonable indication or suspicion that the child has been abducted and/or is missing under **circumstances suggesting foul play or a threat to life**. Therefore, the Child Abduction Flag can only be used for the **missing person categories of Endangered and Involuntary**.

The AMBER Alert Flag (AA) can only be used when the child is under the age of 18 and the missing person category is Endangered or Involuntary. The use of the AA should only be used once the Division of Criminal Investigation (DCI) has activated an AMBER Alert.

# MISSING PERSON ENTRY

/9998 3716 1965E8EA WI0130000  
TIME 00328917 000003 04/01/17 13:36 01 OF 01  
CIB  
FIELD EDIT SUCCESSFUL  
DOE  
JANE  
F

/0195 3716 1965E8EA WI0130000  
CIB 328917 4 04/01/17 13:39 01 OF 01  
\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*

## SUBJECT

NAME/DOE, JANE D  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF  
BIRTH/IOWA  
DATE OF EMANCIPATION/11101918  
HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN  
SKINTONE/LIGHT SCARMARK/CONTACT LENSES  
SOCIAL SECURITY #/001010001  
MISCELLANEOUS #/PASSPORT-2427  
DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921  
ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN  
MNP/MISSING PERSON DATE OF LAST CONTACT/04011917  
BLOOD TYPE/O NEGATIVE  
JEWELRY TYPE/NECKLACE  
JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH  
FAMILY PHOTOS

## DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/29404100 NCIC #/M043863029  
AGENCY CASE #/1917-12328  
ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336

## REMARKS

LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN  
WINTER COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH  
BOOTS; WAS IN POSSESSION OF HER PASSPORT

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

## **PERSON WITH INFORMATION**

The Person With Information (PWI) function allows an agency to add additional information to an already existing missing person record, that describes a person who may have information regarding the missing person.

The PWI capability may only be used when:

- The missing person was last seen under circumstances that pose a risk to the safety of that person. PWI information may only be added to missing person records in the endangered or involuntary categories. Only the agency that entered the missing person record may add PWI information to the record.
- There is a substantial likelihood that the PWI has relevant information about the missing person that could result in the recovery of the missing person.
- The identity of the PWI has been disclosed to the public through an Amber Alert or other formal notification.
- Entering information concerning the PWI could assist the law enforcement agency to identify and interview the PWI, and the resulting information could assist in the recovery of the missing person.
- The PWI cannot be located, and time is of the essence.
- There is no prohibition under state law on the publication of information concerning the identity of a person, for whom a warrant has not been obtained.
- The PWI entry must include agency contact information and guidance for the officer who encounters the PWI.

If the PWI can be entered as wanted, the subject should be entered as a wanted person and the records should be linked. Only two PWI may be added to a missing person record, and the PWI information must be reviewed and validated 72 hours after it is entered and every 30 days thereafter.

\*\*\*\*\* MISSING PERSON - ENDANGERED \*\*\*\*\*

SUBJECT

NAME/RYWOMAN, EVE  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/02021822  
HEIGHT/505 WEIGHT/120 EYE COLOR/BLUE HAIR COLOR/RED  
SCARMARK/ALZHEIMER'S DISEASE  
MNP/MISSING PERSON DATE OF LAST CONTACT/01051900  
JEWELRY TYPE/BROACH OR PIN  
JEWELRY DESCRIPTION/BLUE GREEN AND GOLD PIN IN SHAPE OF PEACOCK ON  
BLOUSE

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/27183948 NCIC #/M679176521  
AGENCY CASE #/16-987  
ENTERED BY/OPR2123 DATE/01051900 TIME/0823  
UPDATED BY/OPR2123 DATE/02011900 TIME/0826

PERSON WITH INFO

NAME/DARDMAN, STAN D  
SEX/MALE RACE/WHITE DATE OF BIRTH/10101830  
HEIGHT/500 WEIGHT/200 EYE COLOR/GREEN HAIR COLOR/GRAY OR PARTIALLY  
GRAY  
SCARMARK/HEALED FRACTURED CLAVICLE LEFT  
ALIAS/ANYGUY, MATT  
ALIAS DATE OF BIRTH/03031833  
PWI REMARKS/MAY HAVE INFORMATION REGARDING DISAPPEARANCE OF  
SUBJECT, BELIEVED TO BE INFLUENCING SUBJECT TO WITHDRAW LARGE SUMS  
OF MONEY IF HAVE CONTACT WITH MR DARDMAN CONTACT DET JONES THIS  
AGENCY ASAP

REMARKS

FAMILY HAS NOT HAD CONTACT WITH SUBJECT FOR 1 MONTH

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

# Dental Characteristics

The Missing Person File includes dental characteristics for matching purposes against records in the NCIC Unidentified Person File. Only the agency that entered the missing person record may enter supplemental dental data into that record. Dental characteristics should be entered from information provided by the dentist. The code "ALL" should be entered in the first Dental Characteristics (DCH) Field if all 32 permanent teeth are present with no restorations. If dental characteristics are not available, use the code "UNK". If "ALL" or "UNK" is not used, you must enter a valid code for all 32 teeth.

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

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

If an agency enters ALL in the DCH Field, code V will be used for all 32 teeth, and the system will generate a dental cross-search comparison

If an agency enters UNK in the DCH Field, the NCIC System will not generate a dental cross-search comparison.

**ENTER DENTAL**

/0040 3716 1965E8FE WI0130000

CIB 396911 24 04/20/17 15:28 01 OF 01

\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*

\*\* RUNAWAY

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF BIRTH/IOWA

DATE OF EMANCIPATION/11101918

HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN

SKINTONE/LIGHT SCARMARK/PIERCED EAR BOTH

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921

ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN

MNP/MISSING PERSON DATE OF LAST CONTACT/04011917

BLOOD TYPE/O NEGATIVE BODY X-RAYS/PARTIAL

DENTAL X-RAYS/Y DENTAL MODEL AVAILABLE/Y

DCH/1-MISSING, 2-MISSING, 3-MISSING, 4-MISSING, 5-VIRGIN, 6-VIRGIN,  
7-VIRGIN, 8-VIRGIN, 9-MISSING, 10-MESIAL ROOTCANAL, 11-MISSING,  
12-DISTAL CROWN, 13-VIRGIN, 14-LINGUAL CROWN, 15-VIRGIN, 16-DISTAL  
ROOTCANAL, 17-MISSING, 18-LINGUAL ROOTCANAL, 19-VIRGIN, 20-VIRGIN,  
21-MISSING, 22-VIRGIN, 23-VIRGIN, 24-VIRGIN, 25-VIRGIN, 26-VIRGIN,  
27-VIRGIN, 28-VIRGIN, 29-VIRGIN, 30-MISSING, 31-MISSING, 32-VIRGIN

JEWELRY TYPE/NECKLACE

JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH FAMILY  
PHOTOS

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/29404100 NCIC #/M043863029

AGENCY CASE #/1917-12328

ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336

UPDATED BY/FRESHEK181 DATE/04201917 TIME/1528

SUPPLEMENTAL

ALIAS/DOE, JOAN D

SCARMARK/TATTOO ARM LEFT UPPER; TATTOO BACK; TATTOO HIP RIGHT

REMARKS

LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN WINTER  
COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH BOOTS; WAS IN  
POSSESSION OF HER PASSPORT

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

**CANCEL DENTAL**

/0177 3716 1965E8FF WI0130000

CIB 400274 25 04/20/17 15:32 01 OF 01

\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*

\*\* RUNAWAY

SUBJECT

NAME/DOE, JANE D  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF BIRTH/IOWA  
DATE OF EMANCIPATION/11101918  
HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN  
SKINTONE/LIGHT SCARMARK/PIERCED EAR BOTH  
MISCELLANEOUS #/PASSPORT-2427  
DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921  
ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN  
MNP/MISSING PERSON DATE OF LAST CONTACT/04011917  
BLOOD TYPE/O NEGATIVE BODY X-RAYS/PARTIAL  
JEWELRY TYPE/NECKLACE  
JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH  
FAMILY PHOTOS

DETAIL

ORI/WI013225Y ORI IS CRIME INFORMATION BUREAU  
SYSTEM IDENT #/29404100 NCIC #/M043863029  
AGENCY CASE #/1917-12328  
ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336  
UPDATED BY/FRESHEK181 DATE/04201917 TIME/1532

SUPPLEMENTAL

ALIAS/DOE, JOAN D  
SCARMARK/TATTOO ARM LEFT UPPER; TATTOO BACK; TATTOO HIP RIGHT

REMARKS

LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN WINTER  
COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH BOOTS; WAS IN  
POSSESSION OF HER PASSPORT

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

## **MISSING PERSON CANCELLATION**

Missing person records are to be canceled immediately after hit confirmation, or as soon as the person has been found.

### **REQUIRED**

Complete Name (character for character match)  
System Identification #  
Agency Case #  
Operator

### **OPTIONAL**

Reason for Record Removal

The cancellation response will look similar to the warrant cancellation response.

\*\* Remember to **ALWAYS RE-QUERY** the record after cancellation \*\*

## **Unidentified Person File**

For entry purposes, an unidentified person is defined as follows: any unidentified deceased person, a person of any age who is living and unable to ascertain his or her identity, any unidentified catastrophe victim, body parts when a body has been dismembered. The information on unidentified living persons should only be included if the person gives their consent, or if they are physically or mentally unable to give consent. NOTE: Appendix E is a body diagram provided by NCIC to assist with entry. Contact CIB for assistance with entry.

### **REQUIRED**

Case Number  
Body Part Status  
Sex  
Race  
Date Body Found  
Estimated Date of Death  
Approximate Height  
Approximate Weight  
Eye Color  
Hair Color  
Body X-Ray  
Manner and Cause of Death  
Operator

### **OPTIONAL**

\*Estimated Year of Birth  
Scars, Marks, Tattoos, etc.  
Fingerprint Classification  
Blood Type  
Circumcision  
\*Footprint Available  
Corrective Vision Prescription  
Jewelry Type  
Jewelry Description  
Medical Examiner Name & Case #  
Medical Examiner Locality  
Medical Examiner Telephone Number  
DNA  
DNA Location  
Linking Agency Identifier  
Linking Case Number  
Miscellaneous Remarks

\*Field mandatory if body part status is ALD (all recovered decomposed) or ALF (all recovered fresh).

**RETENTION PERIOD:** Indefinite

# **Protection Order and Injunction File (POIF)**

Wisconsin Statutes require the clerk of the circuit court to send a copy of certain temporary restraining orders and injunctions to the sheriff (or other appropriate law enforcement agency) within one business day of issuance. The clerk is further required to provide information concerning the effective period of the temporary restraining order/injunction, and information necessary to identify the respondent and petitioner. The law enforcement agency is required to enter the information into the TIME System no later than 24 hours after receiving the information from the clerk. Domestic abuse, child abuse, and harassment orders and injunctions are required to be reported.

A file containing the appropriate paperwork must be maintained so the entering agency can respond to hit confirmation requests and CIB audits.

A temporary restraining order or injunction is issued only after a serious situation has come to the attention of the court; it is important that information on injunctions and temporary restraining orders be entered into the TIME System in a timely manner as required by statute. The information provided through the file response can help the officer to respond appropriately to the call.

Wisconsin law also may prohibit individuals who are the respondent of an injunction from possessing a firearm. The POIF file will be checked by the Department of Justice, Firearms Unit whenever a person attempts to purchase a handgun. If DOJ's Firearms Unit finds an injunction is on file, they may deny the transfer of a handgun and advise the entering agency of the attempt to purchase.

The TIME System allows entry of other orders meeting the following NCIC criteria using the Type of "Other":

- a. any injunction, restraining order, or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person, including any temporary or final orders issued by civil or criminal courts whether obtained by filing an independent action or as a pendente lite order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection and
- b. any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to local, state, tribal, or territorial law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

## **STATE STATUTES REGARDING PROTECTION ORDERS**

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

Within one business day after an order or injunction is issued, extended, modified, or vacated under this section, the clerk of the circuit court shall send a copy of the order or injunction, or of the order extending, modifying or vacating an order or injunction, to the sheriff or to any

other local law enforcement agency which is the central repository for orders and injunctions, and which has jurisdiction over the petitioner's premises.

#### §813.12 (6) (c)

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

#### §813.12 (6) (am) 1.

If an injunction is issued or extended under sub. (4) or if a tribal injunction is filed under s. 813.128 (3g), the clerk of the circuit court shall notify the department of justice of the injunction and shall provide the department of justice with information concerning the period during which the injunction is in effect and information necessary to identify the respondent for purposes of a firearms restrictions record search under s. 175.35 (2g) (c) or a background check under s.175.60 (9g) (a).

#### §813.1283

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

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

## **ENDING DATE OF INJUNCTIONS**

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

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

§813.12 (4) (c) (1)

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

§813.12 (4) (c) (2)

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

§813.12 (4) (d)

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

- a. There is a substantial risk that the respondent may commit first-degree intentional homicide under s. 940.01, or 2nd-degree intentional homicide under s. 940.05, against the petitioner.
- b. There is a substantial risk that the respondent may commit sexual assault under s. 940.225 (1), (2), or (3), or under s. 948.02 (1) or (2), against the petitioner.

2. This paragraph does not prohibit a petitioner from requesting a new temporary restraining order under sub. (3) or injunction under this subsection before or at the expiration of a previously entered order or injunction.

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

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

§813.122 (5) (d) (1)

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

§813.122 (5) (d) (2)

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

§813.122 (5) (dm)

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

- a. There is a substantial risk that the respondent may commit first-degree intentional homicide under s. 940.01, or 2nd-degree intentional homicide under s. 940.05, against the child victim.
- b. There is a substantial risk that the respondent may commit sexual assault under s. 940.225 (1), (2), or (3), or under s. 948.02 (1) or (2), against the child victim.

2. This paragraph does not prohibit a petitioner from requesting a new temporary restraining order under sub. (4) or injunction under this subsection before or at the expiration of a previously entered order or injunction.

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

§813.12 (4) (d) 1m

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

§813.122 (5) (dm) 1m

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

§813.123 (5) (dm) 1m

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

§813.125 (4) (d) 1m

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

# **PROTECTION ORDER AND INJUNCTION FIELDS**

## **COURT INFORMATION**

### **REQUIRED**

Court Agency NCIC Identifier  
Entering Agency Case #  
Court Agency Case #  
Type of Order  
Beginning Date  
Ending Date  
Protection Order Conditions

### **OPTIONAL**

Order/Injunction #  
\*State Statute #  
Order/Injunction Served

\*Required when Type of Order is 8

### **TYPES of ORDERS:**

1. Domestic Abuse Temporary Restraining Orders (ss.813.12).
2. Domestic Abuse Injunctions (ss.813.12).
3. Child Abuse Temporary Restraining Orders (ss.813.122).
4. Child Abuse Injunctions (ss.813.122).
5. Harassment Temporary Restraining Orders (ss.813.125).
6. Harassment Injunctions Prohibiting Firearm Possession (ss.813.125).
7. Harassment Injunctions without Firearm Restriction (ss.813.125).
8. Other (Wisconsin Statute Citation and terms to be entered).
9. Vulnerable Adult Temporary Restraining Orders (ss.813.123).
10. Vulnerable Adult Injunction without Firearm Restriction (ss.813.123).
11. Foreign Temporary Restraining Order (ss.813.128).
12. Foreign Injunction Prohibiting Firearm Possession (ss.813.128).
13. Foreign Injunction without Firearm Restriction (ss.813.128).
14. Vulnerable Adult Injunction Prohibiting Firearm Possession (ss.813.123).
15. Canadian Domestic Violence Protection Order (ss. 813.1283).

### **Protection Order / Injunction Conditions:**

Condition #1: Restrained from Person and Child  
Condition #2: Shall not threaten family or household of protected person  
Condition #3: Protected person granted exclusive possession of household  
Condition #4: Stay away from residence, school, etc. of protected person and family  
Condition #5: Restrained from communication  
Condition #6: Visitation or custody of named children  
Condition #7: Prohibited from Possessing or purchasing firearms or other weapons  
Condition #8: Other – See Misc Field

**NOTE:** If the Type of Order is 2, 4, 6, 12 or 14, protection order condition 07 must be entered. Any special protection order conditions should be entered into the miscellaneous remarks field.

# **RESPONDENT INFORMATION**

## **REQUIRED**

Last Name  
First Name  
Sex  
Race  
Date of Birth  
Height  
Weight  
Hair Color  
Operator

## **OPTIONAL**

Middle Name  
Suffix  
Place of Birth  
Eye Color  
Caution and Medical Condition  
Scars, Marks, Tattoos & Characteristics  
Skin tone  
Fingerprint Class  
FBI #  
Social Security #  
Miscellaneous #  
State Ident #  
[ Driver's License State & Driver's License # ]  
[ Driver's License Year of Expiration ]  
Street Address, Address City & Address State  
[ License Plate #, License Plate State ]  
[ License Plate Year of Expiration ]  
[ License Plate Type ]  
[ Vehicle Identification # ]  
[ Vehicle Model Year ]  
[ Vehicle Make, Model, ]  
[ Vehicle Style, Color ]  
Notify Originating Agency  
DNA Profile Indicator  
DNA Location  
Linking Agency Identifier  
Linking Agency Case #  
Miscellaneous/Remarks  
Agency Unit

[Indicates Group Fields]

## **PETITIONER INFORMATION**

### **REQUIRED**

Last Name  
First Name

### **OPTIONAL**

Middle Name  
Suffix  
Sex/Race  
Date of Birth  
Street Address/City/State  
Social Security #

If the legal name of the petitioner has changed from what is on the protection order or injunction due to marriage, divorce, etc., the agency can enter the new legal name of the petitioner as a second petitioner. In the MIS Remarks field, the agency should indicate that the additional petitioner is a second name for the petitioner. Aside from legal name changes, no alias names should be entered for the petitioner.

### **SPECIAL CONSIDERATIONS:**

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

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

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

When entering a No Contact Order, the proper type of order would be code #8, Other (entry of applicable statute number is required). Entry of these orders is not mandatory but recommended to protect the victim and can be performed by either a Sheriff/Police Department. Expiration date will be the respondents next court date and Petitioner data can be obtained from the court.

**RETENTION PERIOD:** Temporary restraining orders are purged 96 hours after expiration.  
Injunctions are purged on the expiration date.

**NOTE:** NCIC requires the petitioner's name and either the date of birth or social security number for entry. If the petitioner information is entered without one of these fields the petitioner's name will not appear in the NCIC record. The name will still appear in the CIB record. However, a query of that name will not produce the record.

# PROTECTION ORDER AND INJUNCTION FILE ENTRY

/0102 1692 3BF05B40 WI0130000  
TIME 53977 3 01/01/16 14:50 01 OF 01  
\*\*\*\*\* PROTECTION ORDER/INJUNCTION - 813.12 DOMESTIC ABUSE INJUNCTION \*\*\*\*\*  
INJUNCTIONS UNDER THIS STATUTE PROHIBIT POSSESSION OF A FIREARM  
\*\* USE CAUTION \*\*  
\*\* SUICIDAL  
\*\* THE SUBJECT IS PROHIBITED FROM POSSESSING/PURCHASING A FIREARM/OTHER  
WEAPONS AS IDENTIFIED IN MISC FIELD

SERVICE SERVED

## COURT

COURT CASE #/16-CV-5589 COURT ORI #/WI013023J  
BEGINNING DATE/01151916 ENDING DATE/01151920  
ORDER OR INJUNCTION #/9876

## RESPONDENT

NAME/CITIZEN, MARK E JR  
SEX/MALE RACE/WHITE DATE OF BIRTH/05251880 PLACE OF BIRTH/WISCONSIN  
HEIGHT/511 WEIGHT/255 EYE COLOR/BLUE HAIR COLOR/RED  
SKINTONE/LIGHT SCARMARK/SCAR NOSE  
FINGERPRINT CLASS/AA1205AAAAAA171615AA  
FBI #/6NN663NA4  
STATE IDENT #/WI1234XX  
ADDRESS/123 WEST WASHINGTON AVE CITY/MADISON STATE/WISCONSIN

## VEHICLE

PLATE #/GRUMP1 STATE/WISCONSIN EXPIRES/2017 TYPE/PASSENGER CAR  
VIN/1FPEX18LXVNC05518  
YEAR/1997 MAKE/FORD; GOLDLINE OR COURIER  
MODEL/F-150XLT STYLE/PICKUP

## DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/21480276 NCIC #/H757211151  
AGENCY CASE #/16-3421  
ENTERED BY/FIRMJJ DATE/01161916 TIME/1450

## PETITIONER

NAME/CITIZEN , JESSICA J  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/05211888 SOCIAL SECURITY  
#/123456789  
ADDRESS/17 WEST MAIN STREET CITY/MADISON STATE/WISCONSIN

## REMARKS

KNOWN TO MAKE THREATS OF SUICIDE WHEN APPROACHED BY LAW ENFORCEMENT; NO  
CONTACT EXCEPT THROUGH AN ATTORNEY

\*\*\*\*\* VERIFY STATUS IMMEDIATELY WITH ORI \*\*\*\*\*

## **PROTECTION ORDER AND INJUNCTION RECORD REMOVAL**

Two processes exist to remove a protection order/injunction record from the CIB/NCIC files: clear and cancel.

The cancellation process is used when the record must be removed from the file because it is found to be invalid, inaccurate, or entered in error.

The clear process is used when the court advises the order has been dismissed.

Temporary restraining orders and injunctions may be canceled or cleared by the entering agency (ORI) prior to the expiration date.

Temporary restraining order records will be "caveated" at midnight on the date of expiration, this will state "EXPIRED". Then, 96 hours after expiration, temporary restraining orders will be purged by the TIME system automatically. Injunctions will be purged automatically at midnight on the date of expiration.

**NOTE:** 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. If an agency fails to cancel the temporary restraining order it will be automatically purged from CIB and NCIC 96 hours after the ending date. Temporary restraining orders in NCIC are suppressed from view after the ending date. Injunctions will be purged from CIB/NCIC after the ending date.

### **REQUIRED**

System Identification #  
Agency Case #  
Respondent Name  
Operator

The cancellation response will look similar to the warrant cancellation response.

**\*\* Remember to ALWAYS RE-QUERY the record after cancellation\*\***

# **Identity Theft File**

The identity theft file is a means for law enforcement to 'flag' stolen identities and identify the imposter when he or she is encountered.

When an individual becomes a victim of identity theft and reports the incident to law enforcement, law enforcement should collect pertinent information from the victim. This information is used to create a victim profile which is entered into the NCIC Identity Theft File. This profile includes information such as victim name, date of birth, social security number, and type of identity theft. In addition, the victim chooses a password that will be used to identify that person as the victim in any subsequent police encounters. This password is also entered to the profile listed on NCIC.

The Identity Theft File will be searched as part of any NCIC person query. If a match is found, the victim profile will be returned, including password. This provides the officer with the information necessary to determine if the person encountered is the victim or if the person may be using a false identity.

Information on deceased persons may also be entered into the Identity Theft File if it is deemed by the law enforcement agency that the victim's information has been stolen. The record must include the word "DECEASED" in the password field. No consent form is required with the entry of deceased person information.

The victim profile will also include information in the identity theft type field about what type of identity theft has been reported:

- ACCT – Checking or savings account
- CFRD – Credit card
- GOVT – Government documents or benefits
- INVT – Securities or other investments
- LOAN – Loans
- NETT – Internet or email
- OTHR – Other
- UTIL – Phone or utilities

## **CRITERIA FOR ENTRY**

An entry in the Identify Theft File must be supported by an official complaint recorded by a law enforcement agency. Documentation for the identify theft complaint must meet the following criteria before an entry can be made into the Identity Theft File:

1. Someone is using a means of identification of the victim (denoted in the Identity Theft and Assumption Deterrence Act of 1998 as any name or number that may be used alone or in conjunction with any other information to identify a specific individual).
2. The identity of the victim is being used without the victim's permission.
3. The victim's identity is being used or intended to be used to commit an unlawful activity.
4. The victim has signed a consent waiver prior to entry.

## **IDENTITY THEFT FIELDS**

### **REQUIRED**

Last Name	Height
First Name	Weight
Sex	Hair Color
Race	Eye Color
Date of Birth	Agency Case #
Place of Birth	Identify Theft Type
Password	Operator

### **OPTIONAL**

Middle Name	Suffix
Skin Tone	Scars, Marks, Tattoos & Characteristics
Fingerprint Classification	FBI #
Social Security #	Miscellaneous #
Date of Theft	Date of Purge
Linking Agency Identifier	Linking Agency Case #
Notify Originating Agency	Miscellaneous
Caution Indicator	Caution and Medical Conditions

**RETENTION PERIOD:** 5 years, or until specified date of purge.

## **IDENTITY THEFT ENTRY RESPONSE**

```
/0139 1692 430828B7                               WI0130000
NCIC      86814      20 01/01/20 09:34 01 OF 01
1L01174200086814
WI0130000
NAM/DOE, JOHN Q  NIC/J987654321
OCA/16-001129
```

## IDENTITY THEFT RECORD

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. THE PASSWORD INCLUDED IN THIS RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY THEFT VICTIM. VERIFY THAT THE SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT PERSON  
ORI/WI0130000 NAM/DOE, JOHN Q SEX/M RAC/W POB/MN DOB/19000101  
HGT/511 WGT/210 EYE/BRO HAI/BRO  
DOP/19250101  
OCA/19-001129  
NOA/N  
MIS/SOCIAL SECURITY NUMBER STOLEN  
PWD/GREYDOG IDT/GOVT DOT/19191231  
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608 123-4567  
IMN/I123456789 IMT/S  
NIC/J987654321 DTE/19200101 1027 EST DLU/19000102 1027 EST  
\*\*\*\*\*WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION  
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY  
INDIVIDUAL, VEHICLE OR DWELLING.\*\*\*\*\*

## IDENTITY THEFT CANCELLATION

An identity theft record will remain active until the entering agency cancels it or until the Date of Purge (DOP) is equal to the current date. When the DOP is reached, a \$.P. administrative message will be sent to the originating agency. The maximum retention period for an identity theft record is five years.

### REQUIRED

NCIC (NIC) #  
Last Name  
First Name  
Operator

### OPTIONAL

Middle Name  
Suffix  
Reason for Person Record Removal

\*\* Remember to **ALWAYS RE-QUERY** the record after cancellation \*\*

# **Violent Person File**

The Violent Person File (VPF) was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement.

## **CRITERIA FOR ENTRY**

The agency must have documentation of one of the following criteria before an entry can be made into the Violent Person File:

1. 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.
2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.
4. 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.

This NCIC file type was created with officer safety in mind. The file type is underutilized and the main reason for that is agencies do not know who is responsible for making the entry.

Any agency encountering an individual who meets one of the listed criteria can make the entry; it does not have to be the agency in which the convicted offense occurred. If a user runs a criminal history and sees any of the convictions listed from the above criteria or if they have documentation of the threat that the individual made, that agency may enter a Violent Person record. It will be an internal agency decision as to whom within the agency gives permission to enter it (dispatchers locating it on a criminal history or officers prompting it after an interaction, etc.)

Perhaps an individual does not have any warrants for their arrest, and they are not on Probation; but they do have a Criminal History. If an officer on a traffic stop requests a name be run, that criminal history won't automatically come back unless a Criminal History of the individual is queried. As more agencies begin utilizing this file type, the Violent Person entry will come back on a name query and alert officers to the person's propensity for violence before getting to the point of querying a criminal history.

## VIOLENT PERSON FIELDS

### REQUIRED

Last Name	Height
First Name	Weight
Sex	Eye Color
Race	Hair Color
Violent Person Code	Agency Case #
Operator	

### OPTIONAL

Middle Name	Suffix
*Date of Birth	Place of Birth
Skin Tone	Scars, Marks, Tattoos & Characteristics
Fingerprint Classification	*FBI #
*Social Security #	*Miscellaneous #
*[Driver's License State, Driver's Lic. # ]	*[License Plate #, License Plate State ]
[Driver's License Year of Expiration ]	[License Plate Year of Expiration ]
Linking Agency Identifier	[License Plate Type ]
Linking Agency Case #	*[Vehicle Identification # ]
Caution and Medical Conditions	[Vehicle Model Year ]
DNA Profile Indicator	[Vehicle Make, Model, Style ]
DNA Location	[Vehicle Style, Color ]
Miscellaneous/Remarks	

\* Minimum of one numeric identifier is required.

[Indicates Group Fields]

**RETENTION PERIOD:** Indefinite - A Violent Person record will remain on file until action is taken by the entering agency to cancel the record.

## VIOLENT PERSON ENTRY RESPONSE

```
/0004 1742 45381A9C          WI0130000
NCIC  354679          1 12/04/00 15:46 01 OF 01
1L01174200354679
WI0130000
NAM/SMITH, JOHN J NIC/L146000706
OCA/123456273
```

## **VIOLENT PERSON RECORD**

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF ASSAULTING LAW ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.

MKE/VIOLENT PERSON

CMC/05 - VIOLENT TENDENCIES

ORI/WI0130000 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/18700524

HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US SKN/DRK

SMT/SC R HND

FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/11111111 OLS/MD OLY/1999

VPC/1-ASSAULT ON LAW ENFORCEMENT

OCA/123456273

MIS/KNOWN TO THREATEN POLICE OFFICERS

LIC/ABC123 LIS/MD LIY/2000 LIT/PC

VIN/2Y27H5LI00XX9 VYR/1975

VMA/PONT VMO/VEN VST/2D VCO/BLU

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

NIC/L146000706 DTE/19001204 DLU/19001204

## **VIOLENT PERSON CANCELLATION**

A violent person record will remain active until the entering agency cancels it.

### **REQUIRED**

NCIC (NIC) #

Last Name

First Name

Operator

### **OPTIONAL**

Middle Name

Suffix

**\*\* Remember to ALWAYS RE-QUERY the record after cancellation \*\***

## **IMMINENT THREAT TO LAW ENFORCEMENT (ITLE)**

An Imminent Threat to Law Enforcement (ITLE) administrative message can be broadcast statewide to law enforcement only. The following criteria must be met to qualify as an ITLE message:

1. Threat to cause death or serious injury to a law enforcement officer
2. Death or serious injury of a law enforcement officer in the line-of-duty
3. Law enforcement officer missing in connection with official duties

Use the mnemonic ITLE to send the message.

# Supervised Release File

This file can be used by agencies to track individuals who are out on a court release and may have bail release conditions. This record would indicate to officers in the field that the individual has an open case and then would prompt the officers to further investigate whether or not the individual is violating terms of their Supervised Release.

Agencies must have documentation (electronic or hard copy) on file to support a supervised release entry. Local, state, and federal supervision officers may enter records in NCIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing. The court shall order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another local, state, or federal crime during the term of supervision" (Title 28, U.S.C., Sections 3563 and 3583). Among discretionary conditions that the court may impose are the following:

That the defendant:

- Refrain from engaging in a specified occupation, business, or profession bearing a reasonable direct relationship to the conduct constituting the offense, or engage in such a specified occupation, business, or profession only to a stated degree or under stated circumstances.
- Refrain from frequenting specified kinds of places or from associating unnecessarily with specified persons.
- Refrain from excessive use of alcohol or any use of a narcotic drug or other controlled substance without a prescription by a licensed medical practitioner.
- Refrain from possessing a firearm, destructive device, or other dangerous weapon.
- Undergo available medical, psychiatric, or psychological treatment, including treatment for drug or alcohol dependency, as specified by the court, and remain in a specified institution if required for that purpose.
- Remain in the custody of the Bureau of Prisons during nights, weekends, or other intervals of time totaling no more than the lesser of 1 year or the term of imprisonment authorized for the offense, during the first year of the term of probation.
- Reside in a specified place or area or refrain from residing in a specific place or area.
- Remain within the jurisdiction of the court, unless granted permission to leave by the court or a probation officer.
- Notify the probation officer promptly if arrested or questioned by a law enforcement officer.

Any local, state, or federal criminal justice agency may enter information on probationers; parolees; and subjects of supervised releases, pretrial sentencing, and released on their own recognizance.

## **SUPERVISED RELEASE RESPONSE**

\*\*\*MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.  
WARNING - DO NOT ARREST BASED ON THIS INFORMATION  
MKE/PROBATION OR SUPERVISED RELEASE STATUS  
CMC/05 - VIOLENT TENDENCIES  
ORI/WI013175Y NAM/SAM, YOSEMIT E SEX/M RAC/W POB/KY  
DOB/19300301 HGT/500 WGT/140 EYE/BLK HAI/RED  
OCA/TESTSUPERVISERERELEASE  
OOC/WEAPON OFFENSE  
MIS/TEST RECORD - YOSEMIT E SAM HAS VIOLENT TENDENCIES AND HAS BEEN KNOWN TO  
MIS/CARRY A REVOLVER - NOT TO POSSESS ANY WEAPONS OR HAVE ANY VIOLENT CONTACT  
MIS/WITH ANY INDIVIDUALS  
DPE/20270305  
DSS/20240305 SON/C00K, CIB SOT/262 555-1212  
DNA/N  
ORI IS DOJ CIB TRAINING SERVICES TERMINAL 2 MADISON 608 266-7314  
NIC/C216832630 DTE/20240313 1548 EDT DLU/20240313 1548 EDT  
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST  
BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,  
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.  
PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE  
OPERATIONAL 24/7.

This is an NCIC file type and is informational only to assist with officer safety as well as providing officers with specifics on the conditions of release for a subject.

Note: Supervising Officer's Name and Phone Number must be entered a certain way.

**SON = Supervising Officer's Name:** Enter the name of the supervising officer. The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma.

**SOT = Supervising Officer's Telephone:** Enter the telephone number of the supervising officer. Must be three numerics, a space, three numerics, a hyphen, followed by four numerics.

**RETENTION PERIOD:** Date of Probation/Parole (Supervised Release) Expiration. (NONEXP may be entered for subjects with non-expiring dates of supervision).

# Gang File

This file provides law enforcement personnel with identifying information about violent criminal gangs and their members. This information serves to warn law enforcement officers of the potential danger posed by violent individuals. The file also promotes the exchange of information about these organizations and their members to facilitate criminal investigations.

Gang information is based, in part, on investigative information that has not been subject to an independent judicial review. For that reason, strict adherence to the NCIC policy on the security, use and dissemination of gang information is necessary.

Gang information is exclusively for the use of criminal justice agencies for criminal justice purposes. Gang information should **NEVER** be disseminated to any non-criminal justice agency. The same security measures used when dealing with Interstate Identification Index (III) criminal history records should be exercised when receiving information from this file.

The Gang File contains two components, which were designed to accomplish two major goals: promoting the identification of groups and group members and facilitating the exchange of information about these groups and members.

The Group Reference Capability provides information about gang organizations. Prior to making a group entry, a law enforcement agency must complete a Group Registration Form and submit the form to CIB. The Crime Information Bureau forwards this document to NCIC which, in turn, assigns a group code. This code is necessary for entry.

The Group Member Capability provides information about individual members of gangs. The Gang File is searched on every person query. The response will be returned in a format similar to an NCIC wanted person record. Law enforcement agencies can make individual entries of gang members.

## **ORGANIZATION ENTRY CRITERIA**

NCIC has developed guidelines that should be reviewed prior to completion of a Group Registration Form to qualify for entry.

A gang organization must meet the following definition:

- a) Must be an ongoing organization, association, or group of three or more persons, and
- b) Must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity 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**, as with the Wanted Person File, is conduct of a juvenile, which would be a crime if committed by an adult.

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

## **GANG ORGANIZATION FIELDS**

### **REQUIRED**

Group Name  
Subgroup Name  
Agency Point of Contact  
Operator

### **OPTIONAL**

Identifying Tattoos  
Identifying Dress  
Identifying Hand Signals  
Identifying Graffiti  
Miscellaneous

**RETENTION PERIOD:** Indefinite – A Gang Organization record remains in the system until it is canceled by the entering agency.

## GANG ORGANIZATION ENTRY RESPONSE

/9998 2625 430828C7 WI0180100  
TIME 00038206 000057 01/01/00 14:19 01 OF 01  
NCIC2000  
FIELD EDIT SUCCESSFUL  
GNST DISCS\*ECWI  
NONE KNOWN  
EAU POLICE DETECTIVES 715-023-4567

/0030 2625 WI0180100  
NCIC 38206 58 01/01/00 14:19 01 OF 01  
1L21185612384799  
WI0180100  
MKE/EGG  
GNG/GNST DISCS\*ECWI SGP/NONE KNOWN  
CONTACT AGENCIES:  
WI0180100 EAU CLAIRE POLICE DETECTIVES 715-023-4567  
DATE FIRST ENTRY/19000101 1419 EST  
TTO/TAT ARM PITCHFORK/DOLLAR SIGN  
DRS/EARRINGS RIGHT EAR  
HND/AMERICAN SIGN LANGUAGE  
GTI/TAIL/DOLLAR SIGN  
MIS/ALWAYS WORKS WITH THREE MEMBERS PRESENT  
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG

## **GANG ORGANIZATION QUERY RESPONSE**

/9998 2625 430828D8 WI0180100  
TIME 00038207 000059 01/01/00 14:21 01 OF 01  
NCIC2000  
FIELD EDIT SUCCESSFUL  
GNST DISCS\*ECWI

/0035 2625 430828D8 WI0180100  
NCIC 38207 66 01/01/00 14:21 01 OF 01  
1L23585612384799  
WI0180100

MKE/CRIMINAL GANG  
GNG/GNST DISCS\*ECWI SGP/NONE KNOWN  
CONTACT AGENCIES:  
WI0180100 EAU CLAIRE POLICE DETECTIVES 715-123-4567  
WI0680900 OCONOMOWOC POLICE LT SHELL 262-123-4567  
DATE FIRST ENTRY/19000101 1421 EST  
TTO/TAT ARM PITCHFORK/DOLLAR SIGN  
DRS/EARRINGS RIGHT EAR  
HND/AMERICAN SIGN LANGUAGE  
GTI/TAIL/DOLLAR SIGN  
MIS/ALWAYS WORKS WITH THREE MEMBERS PRESENT  
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION

## **MEMBER ENTRY CRITERIA**

The following criteria must exist with respect to any individual being entered as a member of a gang:

- A) Self-admitted gang membership at time of arrest or incarceration
- B) Identified as a gang member by a reliable informant or individual
- C) Corroborated identification as a gang member by an informant or individual of unknown reliability
- D) Frequents a documented gang's area, associated with known gang members, and/or affects gang dress, hand signals, tattoos, or symbols
- E) Has been arrested on one or more occasions with known gang members for offenses consistent with gang activity
- F) Self-admitted gang membership (at any time other than arrest or incarceration)
- I) Has been identified as a gang member by an authorized penal organization

**NOTE:** Code "A" or "I" may be entered individually. All others require a combination of two codes for entry. The supporting documentation used for entry of an organization or member must be maintained for purposes of validation.

# GANG MEMBER FIELDS

## REQUIRED

Group Name  
Subgroup Name  
Agency Case #  
Criteria for Entry  
Last Name  
First Name  
Sex  
Race  
Operator

## OPTIONAL

\*\*Date of Purge  
Notify Hit Indicator  
Middle Name  
Suffix  
Place of Birth  
\*Date of Birth  
Height  
Weight  
Eye Color  
Hair Color  
Skin tone  
Scars, Marks, Tattoos & Characteristics  
Caution and Medical Conditions  
DNA Profile Indicator  
DNA Location  
Linking Agency Identifier  
Linking Agency Case #  
Notify Originating Agency  
Fingerprint Class  
\*Social Security #  
\*Miscellaneous #  
\*[ Driver's License # ]  
| Driver's License State ]  
| Driver's License Year Expires ]  
\*[ License Plate # ]  
| License Plate State ]  
| License Plate Year of Expiration ]  
| License Plate Type ]  
\*[ Vehicle Identification # ]  
| Vehicle Model Year ]  
| Vehicle Make ]  
| Vehicle Model ]  
| Vehicle Style ]  
| Vehicle Color ]  
Miscellaneous

[Indicates Group Fields]

\* Minimum of one numeric identifier.

\*\* Will default to five years if field is left blank.

**NOTE:** A caution indicator is automatically appended to a member record.

**RETENTION PERIOD:** Maximum five years – However, there are two exceptions. 1.) If the subject is incarcerated at the time of entry, the five-year period starts when the subject is released from the correctional facility. The date of purge field will be updated at that time. 2.) If the date of purge field contains NONEXP (non-expiring) the record remains active until the record is canceled by the entering agency.

## GANG MEMBER ENTRY RESPONSE

/9998 2625 280828F4 WI0180100  
TIME 00014357 000379 01/01/00 12:25 01 OF 01  
NCIC2000  
FIELD EDIT SUCCESSFUL  
DOE  
JOHN  
Q

/0036 2625 280828F4 WI0180100  
NCIC 14357 680 01/01/00 12:26 01 OF 01  
1L28685612384799  
WI0180100  
NAM/DOE, JOHN NIC/T970251770  
OCA/EP9630153

## GANG MEMBER QUERY RESPONSE

/0781 1692 280828F6 WI0180100  
NCIC 5140 981 01/01/00 07:27 01 OF 01  
1L29685612384799  
WI0180100

WARNING - STANDING ALONE, NCIC VIOLENT GANG GROUP AND MEMBER FILE INFORMATION  
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL,  
VEHICLE, OR DWELLING

MKE/CRIMINAL GANG MEMBER - CAUTION  
ORI/WI0180100 NAM/DOE, JOHN Q SEX/M RAC/W DOB/18800101  
HGT/601 WGT/175 EYE/BRO HAI/BRO SMT/TAT R HND  
FPC/PM085201211908111514  
OLN/D537797791XX08 OLS/WI OLY/1900  
GNG/GNST DISCS\*ECWI SGP/NONE KNOWN  
ECR/AF OCA/EP9630153  
MIS/KNOWN TO CARRY GLOCK 9  
DNA/N  
ORI IS EAU CLAIRE PD WI 715 023-4567  
NIC/T987654321 DTE/19000101 1226 EDT DLU/19000102 1226 EDT

## **GANG ORGANIZATION CANCELLATION**

A record with only one interested agency can be completely canceled by that agency. If a record has two or more interested agencies, complete cancellation can result only if all agencies ultimately cancel the record. If the first-in-time agency (primary ORI) "cancels" the record, that agency's ORI and Point of Contact (POC) are removed. The next-in-time agency then becomes the new primary ORI and may modify the record as desired. Cancellation by any subsequent-in-time agency simply removes that agency's ORI and POC from the record.

### **REQUIRED**

Group Name  
Subgroup Name  
Operator

## **GANG ORGANIZATION CANCELLATION RESPONSE**

When the Gang Record contains a single interest agency, the response will be:

```
/0033 2625 260828F4                WI0180100
NCIC      5140      781 01/01/00 07:27 01 OF 01
1L01169200103910
WI0180100
```

```
CANCEL GNG/GNST DISCS*ECWI  SGP/NONE KNOWN
```

When the Gang Organization Record contains multiple interest agencies and the Primary ORI and POC are canceled, the response will be:

```
/0033 2625 260828F4                WI0180100
NCIC      5140      781 01/01/00 07:27 01 OF 01
1L01169200103910
WI0180100
```

```
CANCEL - ORI AND POC HAVE BEEN DELETED FROM THIS RECORD
```

**NOTE:** This cancellation will also generate a \$.G. advisory message to the new primary ORI and all other interested agencies.

**\*\* Remember to ALWAYS RE-QUERY the record after cancellation\*\***

## GANG MEMBER CANCELLATION

Cancellation of a Gang Member record is restricted to the agency (ORI) that entered the record.

### REQUIRED

NCIC (NIC) #  
Last Name  
First Name  
Operator

### OPTIONAL

Middle Name  
Suffix

## GANG MEMBER CANCELLATION RESPONSE

```
/0038 2625 260828F4                               WI0180100
NCIC      5140          781 01/01/00 07:27 01 OF 01
1L01169200103910
WI0180100
```

```
CANCEL NAM/DOE, JOHN  NIC/T987654321
```

**\*\* Remember to ALWAYS RE-QUERY the record after cancellation \*\***

# Vehicle File

## STATUTE REQUIREMENT

§342.31(1)

Each sheriff and police department in the state shall immediately report to the department of justice each motor vehicle reported stolen or recovered within its jurisdiction.

## DEFINITION

For query purposes, a vehicle is defined as any motor-driven conveyance designed to carry its operator, to include aircraft. Although trailers do not meet this definition, trailers are also entered and queried in this file. Boats are an exception and would be entered and queried in the Boat File. Electric bicycles and electric scooters are also exceptions in that they are entered and queried in the Article file. Examples of vehicles include construction equipment, farm tractors, motorized wheelchairs, snowmobiles, all-terrain vehicles, utility-terrain vehicles, off-highway motorcycles, and trailers.

Stolen or missing license plates are also entered into the Vehicle File.

## CATEGORIES

1. **Stolen Vehicle**  
An unrecovered stolen vehicle may be entered if a hardcopy or electronic theft report has been made. This includes vehicles which were stolen via fraud. A loaned, rented, or leased vehicle that has not been returned may not be entered unless a theft report is made, or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
2. **Felony Vehicle**  
A felony vehicle is a vehicle wanted in connection with a felony. If a vehicle is stolen and used in the commission of a felony, enter it as stolen, and indicate in the miscellaneous or remarks field that it is a Felony Vehicle and describe the felony.
3. **Stolen/Missing License Plate(s)**  
License plates known or believed to be stolen. License plates that may have fallen off a vehicle and are considered missing can also be entered.

If the complainant intends to apply for duplicate registration instead of new registration, the plate(s) cannot be entered. If only one plate is reported stolen or missing, it cannot be entered unless the remaining plate is destroyed or not used. The entering agency must document what is done with the remaining plate.

## STOLEN/FELONY VEHICLE RETENTION PERIODS

Stolen Vehicle –

Vehicle identification number and/or owner- applied number – Four years + year of entry  
License plate number, state of registration, expiration and plate type – 90 days

Felony Vehicle - 90 days

Stolen/Missing License Plates – Four years + year of entry

Person Entries – Expired license plate data remains in a person record – four years + year of entry

## **VEHICLE FIELDS**

### **REQUIRED**

[ License Plate # ]

[ State of Registration ]

[ Expiration Year ]

[ License Plate Type ]

OR

Owner-Applied #

OR

Vehicle Identification # (VIN)

AND

[ Vehicle Year ]

[ Vehicle Make ]

[ Vehicle Model ]

[ Vehicle Style ]

Date of Theft/Felony (felony vehicles)

Agency Case #

Operator

[Indicates Group Fields]

Felony Vehicles have the same required fields as Stolen Vehicles, except that an owner applied number cannot be used. If the felony vehicle has an OAN, user must enter that in the VIN field with "SVIN" (state-assigned VIN) as the first item in the MIS field.

\* Required for felony vehicle entry and if a Caution Indicator is used.

## **STOLEN/MISSING LICENSE PLATE FIELDS**

### **REQUIRED**

License Plate #

State of Registration

Expiration Year

License Plate Type

Number of Plates

Date of Theft

Agency Case #

Operator

### **OPTIONAL**

Miscellaneous/Remarks

Agency Unit

Linking Agency Identifier

Linking Agency Case #

Notify Originating Agency Flag

# **GENERAL GUIDELINES FOR VEHICLE/LICENSE PLATE RECORDS**

## **OWNER- APPLIED NUMBER**

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

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

## **LICENSE PLATE INFORMATION**

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

Example: A sesquicentennial license plate must be entered with the license plate type code of "CM" but would be queried with the license plate type code of "CV" for registration purposes.

If an agency receives a report with a license plate number of "UNK", "UNKN" or "UNKNOWN" the agency must contact CJIS for entry into the NCIC Vehicle File, License Plate File or any NCIC person file. An administrative message must be sent to CJIS ORI DCFBIWA09 or send an e-mail message to [acjis@leo.gov](mailto:acjis@leo.gov). These cannot be entered into the CIB database.

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

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

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

## **VEHICLE IDENTIFICATION NUMBER**

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

## **YEAR, MODEL and STYLE**

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

## **MAKE**

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

Other generic make codes that must be explained:

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

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

## **VEHICLE COLOR**

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

## **MISCELLANEOUS/REMARKS**

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

If the check boxes for "Hold for Prints" or "Occupants May Be Armed" are checked, then miscellaneous remarks are required.

A variety of information should be included in this field:

- The manufacturer's complete name must be entered when a generic make code is used.
- A brief explanation of the felony committed for felony vehicle entries.
- Complete VIN or OAN numbers when they exceed 20 characters and
- "3W-Motorcycle" for those that are street legal
- Specify which plate is missing if only one plate is listed as lost or stolen.

Codes assigned to each manufacturer are available by double-clicking the field in Portal XL or the NCIC Code Manual, which is available online at: <https://wilenet.widj.gov/>

# STOLEN VEHICLE ENTRY

/9998 3716 3BF05878 WI0130000  
TIME 00204529 000135 01/01/00 15:24 01 OF 01  
FIELD EDIT SUCCESSFUL  
FRESHEK181  
E186568-5  
FORD

/0200 3716 3BF05878 WI0130000  
CIB 204529 304 01/01/00 15:24 01 OF 01

\*\*\*\*\* VEHICLE - STOLEN \*\*\*\*\*

## VEHICLE

OAN/4524U003884  
YEAR/1997 MAKE/FORD; GOLDLINE OR COURIER  
MODEL/F-150XLT STYLE/PICKUP COLOR/BLUE

## DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/39240009 NCIC #/V510003470  
AGENCY CASE #/E186568-5  
DATE OF THEFT/01011900  
ENTERED BY/FRESHEK181 DATE/01011900 TIME/1524

## REMARKS

NUMEROUS SCRATCHES ON HOOD AND POSSIBLE DAMAGE TO REAR BUMPER

\*\*\*\*\*VERIFY VEHICLE STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

/0162 1742 D6A70562 WI0130000  
NCIC 221458 9 01/01/00 15:24 01 OF 01  
1L01174200221458  
WI0130000

## MKE/STOLEN VEHICLE

ORI/WI0130000  
VYR/1997  
VMA/F0RD VMO/F15 VST/PK VCO/BLU DOT/19000101  
OCA/E186568-5  
NOA/N  
MIS/NUMEROUS SCRATCHES ON HOOD AND POSSIBLE DAMAGE TO REAR BUMPER  
OAN/4524U003884 IMN/I017688750 IMT/I  
OPT/IN AS OF 19000101  
NIC/V510003470 DTE/19000101 1524 EST DLU/19000101 1345 EST  
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT (608)123-4567

## **VEHICLE CANCELLATION**

Stolen vehicle, Felony vehicle and Stolen/Missing license plate records are to be canceled immediately after going through hit confirmation, or as soon as the vehicle or plate has been recovered.

### **STOLEN or FELONY VEHICLE REQUIRED FIELDS**

[ License Plate # ]  
[ State of Registration ]  
[ Expiration Year ]  
[ License Plate Type ]

OR

Vehicle Identification #

OR

Owner-Applied # (cannot be used for Felony Vehicle)

AND

System Identification #

Agency Case #

Operator

[Indicates Group Fields]

### **OPTIONAL**

Reason for Property Record Removal

### **STOLEN or MISSING LICENSE PLATE REQUIRED FIELDS**

License Plate #  
State of Registration  
Expiration Year  
License Plate Type  
System Identification #  
Agency Case #  
Operator

### **OPTIONAL FIELD**

Reason for Property Record Removal

The cancellation response will be similar to the warrant file response.

**\*\*Remember to ALWAYS RE-QUERY the record after cancellation\*\***

# National Insurance Crime Bureau

The National Insurance Crime Bureau (NICB) maintains a rapidly expanding national and international index of vehicle records. NICB tracks a motor vehicle's complete life cycle from manufacture to demolition. The NICB database is designed to include vehicle liability, physical damage, and related homeowner claims. NICB files include data on passenger vehicles, multipurpose vehicles, trucks, trailers, motorcycles, snowmobiles, construction and farm equipment, boats, and uniquely identifiable parts.

NICB provides automated access to ten different files: Export File, Impound File, Salvage File, Rental Fleet File, Key Code Transaction File, Vehicle Lien Holder File, OEM Shipping File, Vehicle Claim File, NCIC Purge File, NCIC Inactive File.

These files may be accessed via two types of inquiries. The Impound/Export File inquiry interrogates the NICB Impound and Export files only. Impound records will only be returned if the date of impound is less than 60 days from the date of the inquiry. Access to these files is for investigative purposes only. Users should not program their computers to automatically send inquiries to these files whenever an inquiry is sent to either the NCIC stolen vehicle file or state vehicle registration files.

An "All Files" inquiry will interrogate all available NICB files with one exception. If only a partial Vehicle Identification Number (VIN) is available, the user may submit the last 8 characters of the VIN. In order to identify the VIN as partial to NICB the user **MUST** preface the partial VIN by the word "PARTIAL". For example, a partial VIN would look like this: PARTIAL24654790. Note that there is no space or separator between the word "PARTIAL" and VIN. When a partial VIN search is requested, only the Manufacturers Shipping File will be searched.

NICB makes VIN decoding capability available online via the website <https://claimsearch.iso.com/>, allowing for its use on any computer with internet access. To request user authorization for online access to this NICB function, and for all other NICB questions, please contact NICB by calling 1-800-447-6282 or via email to [techsupport@nicb.org](mailto:techsupport@nicb.org).

NICB has a mirror image of NCIC's stolen vehicle file. Every stolen vehicle entered in NCIC will be passed to NICB by NCIC. NICB will enter this record on their file and interrogate Impound (last 60 days entries), Export, Auction, and International Index Files. If a VIN match is made on any NICB inquiry or impound vehicle record entry, the following message will be forwarded to the entering agency.

```
"THIS IS TO NOTIFY YOU THAT THE VEHICLE YOU ENTERED INTO NCIC, VIN/123456789,
IS IN THE NICB DATA BASE.  BELOW IS THE NICB RELATED VEHICLE RECORD.  THIS
MAY ASSIST YOU WITH ANY FOLLOW UP INVESTIGATION.
```

```
** RECORD RESPONSE FROM NICB **
```

## IMPOUND VEHICLE FIELDS

### REQUIRED

Vehicle Identification #  
Impounding Agency ORI  
Agency Case #  
Impound Date  
Name of Pound  
Operator

### OPTIONAL

Impound Phone #  
Pound Inventory #  
Vehicle Year  
Vehicle Make  
Vehicle Model  
Vehicle Style  
License Plate #  
License State  
License Expires  
License Plate Type  
Miscellaneous

**RETENTION PERIOD:** Indefinite – An Impounded Vehicle record remains in the system until it is canceled by the entering agency.

## IMPOUND VEHICLE ENTRY RESPONSE

```
/9998 1692 3CF05878                WI0130000  
TIME 00002576 00005 01/01/00 07:51 01 OF 01  
NLETS  
FIELD EDIT SUCCESSFUL  
NA  
1G3CX52K9S4312107  
WI0130000
```

```
/ NEA 1692 3CF05878                WI0130000  
NLET      2576      12 01/01/00 07:52 01 OF 01  
NEA.ILNATBC00  
06:49 01/01/1900 02672  
06:49 01/01/1900 01272 WI0130000  
*0008730517  
TXT  
IMPOUND RECORD ADDED  
VIN/1G3CX52K9S4312107.FIL/I9605700444
```

# IMPOUND VEHICLE QUERY

/9998 1692 3CF06878 WI0130000  
TIME 00002591 00006 01/01/00 07:52 01 OF 01  
NLETS  
FIELD EDIT SUCCESSFUL  
NA  
1G3CX52K9S4312107

/ NIR 1692 3CF06878 WI0130000  
NLET 2591 13 01/01/00 07:52 01 OF 01  
NIR.ILNATBC00  
06:50 01/01/1900 02681  
06:50 01/01/1900 01276 WI0130000  
\*00087325XX

TXT  
\*\* NOTICE \*\*  
THE NICB PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY  
AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT  
VALIDATED, THE NICB DOES NOT GUARANTEE OR WARRANT THEIR  
LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU  
TAKE ANY ENFORCEMENT ACTION.  
NICB RESPONSE FOR VIN/1G3CX52K9S431XX07 MSG 01 OF 01

\*IMPOUND\* NICB FILE/ I9605700444  
ORI OF IMPOUNDING AGENCY/ WI0130000 CASE #/ 962123  
DATE OF IMPOUND/ 01/01/00 POUND/ DANE COUNTY IMPOUND  
VMA/ OLDS VMO/ REG VYR/ 95 VST/ 4D  
LIC/ BBB242 LIS/ WI LIT/ PC LIY/05  
MISC/ VEHICLE LOCATED AT 123 WEST WASHINGTON AVE  
POUND INV #/ DASO2123 POUND PHONE #/ 6081234567

# Part File

## DEFINITION

A part is defined as any vehicle or boat component with a serial number or owner-applied number. A part which has been stolen may be entered into this file if a hard copy or electronic theft report is filed. Examples of parts are backhoe, hay bailer, engine, transmission, battery, carburetor, door, bumper, hubcap, air propeller, jet pump, outboard motor, outdrive, vehicle title document, etc.

## STOLEN PART FIELDS

### REQUIRED

Agency Case #  
\*Serial #  
\*Owner-Applied #  
Date of Theft  
Brand Name  
Part Category  
\*\*Miscellaneous/Remarks  
Operator

### OPTIONAL

Agency Unit  
Linking Agency Identifier  
Linking Agency Case #  
Notify Originating Agency Flag  
\*\*\*Production Year  
\*\*\*Engine Power

\* A part may be entered using the serial number and/or owner-applied number. When entering an outboard motor, the serial number is required.

\*\* A further description of the part category must be explained in this field, e.g., outboard or motor.

\*\*\* Required when Part Category is OB

**RETENTION PERIOD:** Four years + year of entry

# **GENERAL GUIDELINES FOR PART RECORDS**

## **SERIAL NUMBER**

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

## **OWNER-APPLIED NUMBER**

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

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

## **BRAND**

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

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

Valid codes can be found in the Vehicle Data Codes in the NCIC Code Manual. If there is no code assigned to the brand, enter a generic code (PART, ENGN) and list the brand in the miscellaneous or remarks field or the expanded brand name code field.

The brand codes ENGN (engine) and TRMN (transmission) should be used for entry of stolen engines and transmissions manufactured by companies other than vehicle manufacturers. When the codes ENGN and TRMN are used in part records, the complete brand name must be entered in the MIS field.

For entry of a stolen VIN plate, engine or transmission, the brand code for the make of the vehicle from which the part was stolen (FORD, CHEV, PLYM, etc.) should be used. The same is true for any part entry for construction and/or farm and garden equipment such as bucket/scoop or harrow. These should be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

## **PART CATEGORY**

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

### **VEHICLES**

Automotive Parts – AG  
Construction Parts – CE  
Farm/Garden Parts – FE

### **BOATS**

Boat Parts – BX

## **ENGINE POWER**

This field may only be used for part entries when the category field is either EN (engine) or OB (outboard motor). Indicate the size of the engine in cubic inches (I), cubic centimeters (C), liters (L), horsepower (H) or pounds of thrust (P). Examples: 125 Horsepower = 125H, 3 Liters = 3L, 250cc = 250C. Round fractions down to the base number (i.e., 9.9 horsepower would be entered as 9H and then further explain in the miscellaneous remarks field that the engine power is "9 pt 9").

**NOTE:** If a stolen part is entered with the part category code of "OB", the engine power field is mandatory. Failure to enter the engine power will cause the entry to be rejected.

## **PRODUCTION YEAR**

This field represents the production or model year during which the part was manufactured or "UNKN" if the year is unknown. If the stolen part category is outboard motor "OB" the model year field is mandatory.

## **MISCELLANEOUS/REMARKS**

If a stolen vehicle/boat part entry contains either the code PART, ENGN, or TRMN in the brand field, the manufacturer's completed name must be entered in the MIS field. This field must include a description of the part category (therefore the field is required for all stolen part records); model number, model year, color scheme of the stolen part, etc. should also be entered in this field.

# STOLEN PART ENTRY

/9998 1642 3CB6B8F7 WI0130000  
TIME 00156656 000041 01/01/00 13:02 01 OF 01  
FIELD EDIT SUCCESSFUL  
BAURER  
16-01122  
01011900

/0237 1642 4252B6C3 WI0130000  
CIB 145851 42 01/01/00 13:32 01 OF 01  
\*\*\*\*\* PART - STOLEN \*\*\*\*\*  
\*\* USE CAUTION - HOLD FOR LATENT FINGERPRINTS \*\*

\*\* NOTIFY ORI/Y

PART

YEAR/1970 BRAND NAME/CHRYSLER OUTBOARD CORP PART CATEGORY/OUTBOARD MOTOR  
ENGINE POWER/90H  
SERIAL #/5544CH666RM

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/26106389 NCIC #/V911214944  
AGENCY CASE #/16-01122  
DATE OF THEFT/01011900  
ENTERED BY/FRESHEK181 DATE/01021900 TIME/1232

REMARKS

OUTBOARD MOTOR MODEL EJ123K BLACK/ORANGE

\*\*\*\*\*VERIFY PART STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

/0165 1742 4252B6C3 WI0100000  
NCIC 145851 42 01/01/00 13:32 01 OF 01  
1L01174200225181  
WI0100000

MKE/STOLEN PART

ORI/WI01300000 SER/5544CH666RM BRA/CRYO CAT/OB  
DOT/19000101  
OCA/16-01122  
NOA/N

MIS/OUTBOARD MOTOR MODEL EJ123K BLACK/ORANGE

EPD/90H VYR/1970

NIC/V911214944 DTE/19000101 1332 EST DLU/19000101 1332 EST  
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608 123-4567

## **STOLEN PART CANCELLATION**

The stolen part record must be canceled immediately after hit confirmation or as soon as the part has been recovered.

### **REQUIRED**

Serial # or Owner-Applied #  
AND  
System Identification #  
Agency Case #  
Operator

### **OPTIONAL**

Reason for Property Record Removal

The cancellation response will be similar to the warrant file response.

**\*\*Remember to ALWAYS RE-QUERY the record after cancellation\*\***

# Boat File

## DEFINITION

A boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion. Any unrecovered stolen boat which has a registration number, coast guard document number, permanently attached hull serial number, or owner applied number may be entered if a (electronic or hard copy) theft report has been made.

Loaned, rented, or leased boats not returned may be entered if a theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

## BOAT FIELDS

### REQUIRED

[Registration # ]  
[State of Registration ]  
[Expiration Year ]  
OR  
Hull #  
OR  
Owner-Applied #  
AND  
[Model Year ]  
[Make ]  
  
Date of Theft  
Agency Case #  
Operator

### OPTIONAL

Hull Material  
Type  
Length  
Propulsion  
Color  
Miscellaneous  
Boat Model  
Coast Guard #  
Home Port  
Boat Name  
Boat Type  
Hull Shape  
Linking Agency Identifier  
Linking Agency Case #  
Notify Originating Agency

[Indicates Group Fields]

**RETENTION PERIOD:** Boat hull number and/or owner- applied number - four years + year of entry  
Registration number only - 90 days

# **GENERAL GUIDELINES FOR BOAT RECORDS**

## **REGISTRATION NUMBER**

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

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

## **HULL NUMBER**

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

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

## **HULL NUMBER CONSTRUCTION**

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

Characters four through eight are assigned by the manufacturer and may be either alphabetic or numeric except for the alphabetic characters I, O, and Q.

Characters nine through twelve indicate the date of certification or date of manufacture. The characters must be either:

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

December, is “L”. Character ten is the last digit of the year of certification or manufacture, such as “2” for 1992. Characters eleven and twelve are the model year, such as “94” for 1994.

The NCIC System will accept records with nonconforming boat hull numbers; the following caveat will be included in the entry acknowledgement:

\*\*VERIFY BHN/12M8528EM79B;  
IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED IN THE NCIC OPERATING MANUAL.

## **BOAT MAKE**

Boat make codes are listed in Boat Data Codes in the NCIC Code Manual. If the boat make code is not listed, the code MISC should be placed in the make field and the manufacturer’s name in the expanded make code field. If the manufacturer’s name is not known, the miscellaneous field should be used to describe the boat and any information which can lead to the determination of the manufacturer’s name.

## **BOAT YEAR**

The boat year must contain the model year during which the boat was manufactured. The boat year may be obtained from the boat hull number. The boat hull number will be 12 or more characters when the model year is 1985 or later unless MISC is entered in the boat make field.

## **BOAT NAME**

The complete boat name, if available, including any numeric characters should be entered in the boat name field.

## **BOAT TYPE**

The boat type must be a valid NCIC-assigned code as listed in the NCIC Code Manual. The code “YYY” (All other) can be used when the existing codes do not match your entered boat. The boat type will need to be explained in the miscellaneous field if “YYY” is used.

## **COAST GUARD DOCUMENT NUMBER**

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

## **HOME PORT**

The home port of the boat should be entered in free form text. The name of the home port will be located at the back end of the boat.

## **HULL SHAPE**

The hull shape is an optional field, but if available it should be entered. The two character available codes for different hull shapes can be found in the NCIC Code manual.

## **BOAT LENGTH**

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

## **BOAT COLOR**

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

## **MISCELLANEOUS**

A variety of information can be entered into this field, including the manufacturer's name if MISC was used as the boat make code. Serialized home-built boats should be identified by entering the words "HOME BUILT." The words "KIT BUILT" should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat. Further descriptive data such as trim colors, number of hulls, number of sails, etc. may also be entered in this field. The field has a limit of 200 characters.

## **PROPULSION**

This will provide the method for how a boat/watercraft gets from one place to another. The appropriate codes are listed in the Boat Data Codes in the NCIC Code Manual.

**INBOARD:** Any boat with mechanical propulsion (engine or motor) mounted inside the boat as a permanent installation.

**OUTBOARD:** Any boat with mechanical propulsion (engine or motor) NOT located within the hull as a permanent installation. Generally, the engine or motor is mounted on the transom at the rear of the boat and is considered portable.

## **IMAGE**

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

## BOAT ENTRY RESPONSE

/0423 1856 3BF05856 WI0130000  
NCIC 73873 4 01/01/00 10:23 01 OF 01  
1L01262500073873  
WI0130000  
NIC/B960006862 REG/WS1298AB  
OCA/16-1234

## RESPONSE WHEN QUERIED BY NIC#

/0131 1856 3BF05861 WI0130000  
NCIC 73957 5 01/01/00 10:24 01 OF 01  
1L01262500073957  
WI0130000

MKE/STOLEN BOAT  
ORI/WI0130000 REG/WS1298AB RES/WI REY/2010 HUL/PL  
BHN/CRUS12345699 BYR/1999 PRO/IN BMA/CRS BTY/CRU BLE/26  
BCO/WHI/BLK DOT/19000101  
OCA/16-1234  
NOA/N  
NIC/B960006862 DTE/19000101 1124 EST DLU/19000101 1124 EST  
ORI IS DANE CO SO MADISON 608 123-4567

## BOAT CANCELLATIONS

Boat records are to be canceled immediately after hit confirmation has occurred, or as soon as the stolen boat has been recovered.

### STOLEN BOAT REQUIRED

NCIC (NIC) # and Agency Case #  
OR  
Registration # and Case #  
OR  
Boat Hull # and Case #  
AND  
Operator

### OPTIONAL

Reason for Property Record Removal

\*\* Remember to **ALWAYS RE-QUERY** the record after cancellation\*\*

# Stolen, Lost, Felony or Recovered Gun File

## DEFINITION

Any weapon, including a starter gun, which is designed to or may readily be converted to expel a projectile by air, carbon dioxide, or the action of an explosive, may be entered. Included in this definition are antique guns, cannons, machine guns, pistols, rifles, shotguns, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, destructive devices such as grenades, mines, missiles, rockets, pellet guns, and disguised guns such as knife guns, pen guns, belt buckles and cane guns.

A recovered (abandoned, seized, or found) weapon for which no stolen report is on file, and there is no proof of ownership, may be entered as "recovered". If a weapon is entered as recovered, the entering agency **must** keep the weapon in its possession.

A lost, felony or missing gun may be entered as it might be traceable to a crime and may assist in the identification of a recovered gun.

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

BB guns and paintball guns are excluded from this definition and should be entered into the Article File. The manufacturers of such guns are not bound by the same statutes as are manufacturers of above-mentioned weapons.

## GUN FIELDS

### REQUIRED

Agency Case #  
Serial #  
Date of Theft or Loss (Stolen/Felony/Lost Gun)  
Date of Recovery (Recovered Gun)  
Make  
Caliber  
Type  
Operator

### OPTIONAL

Model  
Miscellaneous  
Linking Agency Identifier  
Linking Agency Case #

**NOTE:** The number found on the frame of the gun is considered the serial number.

**RETENTION PERIOD:** Stolen, lost/missing or felony guns - remain in the system until canceled by the entering agency.  
Recovered guns - two years + year of entry

## **GENERAL GUIDELINES FOR GUN RECORDS**

Records for serially numbered weapons that are stolen may be entered into the file if a theft report (electronic or hard copy) has been made. A record may be entered for a weapon believed to have been used in the commission of a felony as long as this fact is documented in the case file and the location of the weapon is unknown.

### **SERIAL NUMBER**

Serial numbers should be entered omitting spaces, hyphens and symbols. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the serial field and the full serial number should be entered in the MIS remarks. Alphabetic characters that are part of the serial number must be included in the entry.

### **MAKE**

The gun make field must be filled with a minimum of two and a maximum of three characters. Valid gun make codes are available in the Portal XL tables and help messages or the NCIC Code Manual, which is available online at: <https://wilenet.widj.gov>.

- **GUN MAKE NOT LISTED IN TABLES**

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

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

If the make of a firearm is unknown but the country of manufacture is known, the appropriate code for that country should be entered in the make field, and "UNKN" or "MAK UNKN" should be entered in the expanded make code field. The code US should be entered in the make field only when all the following three conditions exist: 1) the make of the firearm is not known, 2) the country of manufacture is the United States, and 3) the firearm is not a U.S. Military-issue weapon.

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

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

## **US MILITARY ISSUED WEAPONS**

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

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

- .45 caliber and/or 9mm U.S. Submachine Guns:
  - M1, M1A1, M1928, M1928A1 (Thompson),
  - M50, M55 (Reising), M42 (United Defense),
  - M3, M3A1 (Grease Gun)
- .45 caliber U.S. Pistols, M1911 and M1911A1 (Colt), Mk 23 (HK)
- .45 caliber U.S. Revolvers, M1917
- .30 caliber U.S. Carbines, M1, M2, M3
- .30 caliber U.S. Rifles
  - Models 1892, 94, 96, 98 (Krag)
  - Models 1903 and 1903A3, etc. (Springfield)
  - M1 (Garand) M1917 (Enfield)
- 7.62mm U.S. Rifle, M14, M21, M40A1
- 5.56mm U.S. Rifle, M4A1, M16, M16A1, M16A2, etc.
- .30 caliber U.S. Machine Guns (Browning Automatic Rifle, etc.)
- .410 gauge and/or .22 caliber U.S. Survival guns, M4 and M6
- 9mm U.S. Pistols, M9 (Beretta), P226 (Sig Sauer)

## **MODEL**

The model number or a recognizable abbreviation of the model name should be entered. For example, Smith and Wesson Chief's Special Model revolver should be entered in the model field as CHIEF SPEC; Remington Model 870 pump action shotgun should be entered as 870.

## **CALIBER**

American and British calibers are expressed in decimals of an inch. Metric calibers are expressed in millimeters (mm). Frequently, the caliber description for a specific firearm contains not only the caliber, but also a partial or complete description of the appropriate cartridge for its chamber. Caliber descriptions often show the weight of the powder, year of adoption, case length or originating firm.

Decimal points should not be used when entering the appropriate caliber. Measurements should not be converted from American to British and vice versa.

The gun's actual caliber should be entered even though it may not be included in the NCIC Code Manual. The maximum number of numerals cannot exceed four.

When entering the caliber for a combination rifle-shotgun, the agency should enter the rifle caliber in the caliber field and the shotgun gauge in the MIS field.

## **TYPE**

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

## **MISCELLANEOUS**

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

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

## **GUN ENTRY RESPONSE**

/0389 3716 18EBD6D4 WI0130000  
NCIC 280255 1 01/01/00 11:20 01 OF 01  
1L01371600280255  
WI0130000  
NIC/G573998321 SER/654321X  
OCA/1900-05678

## **RESPONSE WHEN QUERIED BY NIC#**

/0387 3716 18EBD6D5 WI0130000  
NCIC 281266 2 01/01/00 11:22 01 OF 01  
1L01371600281266  
WI0130000

MKE/STOLEN GUN  
ORI/WI0130000 SER/654321X MAK/GLD GLOCK USA CAL/40 MOD/23  
TYP/PI DOT/19000101  
OCA/1900-05678  
NOA/N  
MIS/TEST RECORD ONLY- GLOCK G23 SUBCOMPACT PISTOL WITH 13 MAGAZINE CAPACITY  
WITH  
MIS/ 4 INCH BARREL; BLACK FINISH WITH BLACK GRIPS  
NIC/G573998321 DTE/19000101 1220 EDT DLU/19000101 1220 EDT  
ORI IS DANE CO SO MADISON 608 123-4567

## **RECOVERED GUN ENTRY RESPONSE**

When a recovered gun record is entered, the acknowledgement message will contain a TRACE REQUEST Caveat to remind the entering agency to perform a trace request through ATF's ETRACE:

/0395 C173 1804C8F1COOKSM284 WI013015Y  
NCIC 94 1 12/03/25 14:17 01 OF 01  
1L01C17300000094  
WI013015Y  
NIC/G120078893 SER/99998888777  
OCA/TESTSMCGUN  
\*\*\*\*\*YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE  
ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY CALLING  
1-800-788-7133 OR BY FAX TO 1-800-578-7223. AN AGENCY MUST HAVE  
AN ETRACE MOU/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA ETRACE. PLEASE  
CONTACT THE ETRACE CUSTOMER SERVICE GROUP VIA EMAIL AT ETRACEADMIN@ATF.GOV  
FOR ADDITIONAL INFORMATION.\*\*\*\*\*

## **GUN CANCELLATIONS**

Gun records are to be canceled immediately after hit confirmation has occurred, as soon as the stolen weapon has been recovered, or in the case of a recovered gun entry, the gun has been reported as stolen and the records are matched up.

### **STOLEN/LOST/FELONY GUN REQUIRED**

NCIC (NIC) # and Agency Case #  
OR  
Agency Case # and Serial #  
AND  
Operator

### **OPTIONAL**

Reason for Property Record Removal

### **RECOVERED GUN REQUIRED**

NCIC (NIC) # and Agency Case #  
OR  
NCIC (NIC) # and Serial #  
OR  
Agency Case # and Serial #  
AND  
Operator

**\*\* Remember to ALWAYS RE-QUERY the record after cancellation\*\***

# Article File

## DEFINITION

Unrecovered stolen articles can be entered into this file if a hard copy or electronic theft report has been made and the following circumstances are met:

1. Any article in the theft report that is valued at \$500 or more and has a unique manufacturer assigned serial number and/or owner-applied number. Office equipment, television sets, and bicycles may be entered regardless of value.
2. If the total value of the property taken in one theft exceeds \$5000, any article in the theft report, regardless of value, having a unique manufacturer assigned serial number and/or an owner-applied number can be entered.
3. Any article in the theft report regardless of value, having a unique manufacturer assigned serial number and/or owner-applied number may be entered if:
  - a. The circumstances of the theft indicate that there is a probability of interstate movement; or
  - b. The seriousness of the crime dictates that an entry should be made for investigative purposes.

Public Safety, Homeland Security, or Critical Infrastructure items of identification (badges, dog tags, smart cards, etc.) may be entered as Lost Articles if report has been made.

Stolen or lost credit cards, bank drafts, Automated Teller Machine (ATM) cards and checks, including cashier, certified, company, government (federal, state, and local), bank officer, personal, and U.S. Treasury, are not to be entered into the NCIC Article File or any other CIB/NCIC file.

For information about the status of major credit cards, law enforcement personnel should contact the credit card company.

Examples of articles are computers, televisions, bicycles, food stamps, oriental rugs, and animals.

## **STOLEN ARTICLE FIELDS**

### **REQUIRED**

Agency Case #  
\*Serial #  
\*Owner-Applied #  
Type  
Brand  
Date of Theft  
Operator

### **OPTIONAL**

Model  
Miscellaneous  
Linkage Agency Identifier  
Linkage Agency Case #  
Lot #  
Notify Originating Agency  
Hazardous Materials Container  
Partial Lot Indicator  
United Nations #

\*An article may be entered using the serial number and/or owner-applied number. The location of that number should be described in the miscellaneous field.

**RETENTION PERIOD:** One year + year of entry.

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.)

## **GENERAL GUIDELINES FOR ARTICLE RECORDS**

### **TYPE**

If the item is not listed in the type code directory, the article must be entered with category Y (items not listed) and the following procedures must be applied:

1. Use the complete name of the article if possible. If the article name is one word of more than six letters, use the first six letters in the article name.
2. An article name which is two words must be treated as one word.
3. If an article name is three words, use the initial of the first two words and the first four letters of the third word.

Public safety, homeland security and critical infrastructure items of identification such as badges, credentials, police and federal identification cards, military identification, etc., must be entered using an article type code starting with "Q." Lost or stolen equipment associated with public safety, homeland security, and critical infrastructure must be entered using an article type code starting with "Z." Toxic/hazardous materials must be entered using an article type code "T."

## **BRAND**

The following instructions should be used to enter the brand name if the brand name is not listed in the brand name field codes:

1. If the brand name is a single word, use the first six letters of the name. For example, the brand name Wurlitzer must be coded WURLIT.
2. If the brand name is two words, use the first letter of the first word, followed by a space and the first four letters of the second word. For example, the brand name Harmon Kardon must be coded H KARD.
3. If the brand name is three words, use the first letter of the first word, a space, first letter of the second word, a space and the first two letters of the last word. For example, the brand National Cash Register must be coded N C RE.
4. If the brand name is an initial and one word, use the initial, space, and the first four letters of the word. For example, the brand name A. Johnson must be coded A JOHN.
5. If the brand name has two initials and one word, use the first initial, space, second initial, space, and the first two letters of the word. For example, the brand name A. B. Dick must be coded A B DI.
6. Brand names consisting of initials are to be entered omitting spaces and periods. For example, the brand name C.E.I. must be coded CEI.

If the stolen property is issued by a government or military agency, the brand name field should identify that agency. This applies to items such as badges or credentials.

The brand name field in an entry for stolen livestock must contain the breed of the animal. Use the instructions above for coding. For example, Hereford must be coded HEREF0 and Tennessee Walker must be coded T WALK.

The brand name field in an entry for a state auto inspection sticker or a license plate renewal tab should contain the appropriate two-character code for the state issuing the sticker or tab.

When stolen property does not have a brand name, or if the brand name is unknown, the code NO BRA must be entered in the brand field. A complete description of the stolen article should be placed in the miscellaneous field when this code is used.

## **MODEL**

The model number or model name should be entered in the model field, which has a maximum of nine characters. If the entry is for toxic, hazardous chemical, the model field should convey the chemical's physical properties by words such as LIQUID, GAS, POWDER, CRYSTAL, SOLID, etc.

The following order or priority should govern filling the model field:

1. If the model number exceeds nine characters, use only the last nine characters with the complete model number shown in the miscellaneous field. For example, model number 12345678987 would be entered in the model field as 345678987. The complete model number (12345678987) must be entered in the miscellaneous field.
2. If the model name is a single word, use only the first nine letters. For example, Imperialistic dishwasher manufactured by Frigidaire, code as IMPERIALI.
3. If the model name is two words, use the first letter of the first word, a space, and first

seven letters of the second word. For example, Custom Imperial dishwasher by Frigidaire, code as C IMPERIA.

4. If the model name is three words, use the first letter of the first word, space, the first letter of the second word, a space and first five letters of the third word. For example, Ultra Custom Imperial dishwasher by Frigidaire, code as U C IMPER.
5. If the model name is an initial and one word, use the first initial, a space, and the first seven letters of the word. For example, X. Supremacy dishwasher by Frigidaire, code as X SUPREMA.
6. If the model name has two initials and one word, use the first initial, a space, second initial, a space, and the first five letters of the word. For example, X. S. Custom dishwasher by Frigidaire, code as X S CUSTO.
7. Model names consisting of alpha characters only should be entered omitting spaces and periods. For example, Friden calculator model SBT, code as SBT.
8. If none of the preceding instructions apply (because there is no model name or number); the composition, design, size, style, type or use should be entered.

### **SERIAL NUMBER**

Minimum of one and maximum of 20 alpha and numeric characters. Single zero only, run of zeros only, or single alpha only, indicating the article serial number is not known, cannot be used. Serial number and owner-applied number cannot be identical.

If the serial number exceeds 20 characters, the last (rightmost) 20 characters should be entered in the serial number field, and the complete serial number should be entered in the miscellaneous field.

### **OWNER APPLIED NUMBER**

Minimum of one and maximum of 20 alpha and/or numeric characters. Single zero only and run of zeros only cannot be used. Serial number and owner-applied number cannot be identical. Cannot be used in entry or modification of consecutively serialized group of stolen article record.

An owner-applied number must be entered omitting spaces, hyphens, and symbols.

Alpha characters which are part of the owner-applied number should be included in the number.

### **MISCELLANEOUS FIELD**

The miscellaneous field should describe the location of the serial number and/or owner-applied number on an item of property and provide a further description of the stolen article. A complete description of the stolen article should be placed in this field when the code NO BRA is used in the brand name field. This field should contain the complete model number if it contains more than nine characters and the last nine have been entered in the model field.

NCIC2000 compliant software has expanded the miscellaneous field to allow for fewer abbreviations. For example:

- OAN ENGRAVED ON BACK RADIO
- OAN IS OP ID NO
- SER TAG ON LEFT EAR

## STOLEN ARTICLE ENTRY RESPONSE

/0371 3716 18EBD6D7 WI0130000  
NCIC 396312 4 01/01/00 14:35 01 OF 01  
1L01371600396312  
WI0130000  
NIC/A004236076 SER/A0123456999  
OCA/1900-13579

## RESPONSE WHEN QUERIED BY NIC#

/0370 3716 18EBD6DA WI0130000  
NCIC 399668 7 04/01/00 14:40 01 OF 01  
1L01371600399668  
WI0130000

MKE/STOLEN ARTICLE

ORI/WI0130000 TYP/LD0G SER/A0123456999 BRA/C K CH

MOD/SPANIEL DOT/19000101

OCA/1900-13579

NOA/N

MIS/PUREBRED CAVALIER KING CHARLES SPANIEL, BROWN AND WHITE; CHIP WITH SERIAL NUMBER INSERTED AT THE BACK OF HIS NECK BETWEEN HIS SHOULDER BLADES;1 YR OLD; WILL ANSWER TO HIS NAME (FLUFFY); PHOTO ATTACHED

IMN/I443392037 IMT/I

OPT/OUT

NIC/A004236076 DTE/19000101 1535 EDT DLU/19000101 1535 EDT

ORI IS DANE CO SO MADISON 608 123-4567

## ARTICLE CANCELLATION

Stolen article records are to be canceled as soon as hit confirmation has occurred, or whenever the article has been recovered.

### REQUIRED

Serial # or Owner-Applied #  
AND  
NCIC (NIC) #  
Agency Case #  
Operator

### OPTIONAL

Reason for Property Record Removal

**\*\*Remember to ALWAYS RE-QUERY the record after cancellation\*\***

## STOLEN ARTICLE CANCELLATION RESPONSE

```
/0379 3716 18EBD6DB                WI0130000  
NCIC  404460      8 01/03/00 14:48 01 OF 01  
1L01371600404460  
WI0130000  
CANCEL NIC/A004236076 SER/A0123456999
```

### RE-QUERY

```
/0370 3716 18EBD6DC                WI0130000  
NCIC  405178      9 01/03/00 14:49 01 OF 01  
1L01371600405178  
WI0130000  
  
NO RECORD NIC/A004236076
```

# Securities File

## DEFINITION

For NCIC purposes, serially numbered identifiable securities that have been stolen, embezzled, used for ransom, or counterfeited may be entered into the file if a hard copy or electronic theft report has been made. Securities are identified as currency, e.g., Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, and other foreign currency. Items which do not meet the definition for entry in the NCIC Securities File are personal notes, bank drafts, cashier's checks, bank officer's checks, personal checks, company checks, U.S. Treasury checks, other types of government checks, lost or stolen credit cards, gold or silver coins, gift certificates, and savings and checking account passbooks. Serialized food coupons (stamps and books), lottery tickets, and medals do not qualify as securities for NCIC purposes but may be entered in the NCIC Article File.

## SECURITIES FIELDS

### REQUIRED

Agency Case #  
Serial #  
Denomination  
Type  
Issuer  
Date of Theft  
Owner  
Operator

### OPTIONAL

Security Date  
Miscellaneous  
Linkage Agency Identifier  
Linkage Agency Case #  
Social Security Number  
Notify Originating Agency  
Ransom Money

**RETENTION PERIOD:** Four years + year of entry  
Traveler's checks, money orders and postal money orders - Two years + year of entry

## **GENERAL GUIDELINES FOR SECURITY RECORDS**

### **ISSUER**

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

### **OWNER**

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

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

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

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

### **SOCIAL SECURITY NUMBER**

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

### **SECURITY DATE FIELD**

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

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

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

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

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

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

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

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

### **MISCELLANEOUS**

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

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

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

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

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

# Group Records

Group entries are limited to two files - Articles and Securities. There are four rules pertaining to group entries. These are:

1. The items must be the same.
2. The items' serial numbers must be sequenced.
3. The items' serial numbers must have the same number of digits. Leading zeros are permitted.
4. There can be no more than 100 items in a group.

## ARTICLES REQUIRED

Type  
Starting Serial #  
Ending Serial #  
Brand  
Date of Theft  
Agency Case #  
Operator

## ARTICLES OPTIONAL

Linking Agency Identifier  
Linking Agency Case #  
Notify Originating Agency  
Lot Number  
Hazardous Materials Container  
Partial Lot Indicator  
United Nations #  
Model  
Miscellaneous

## SECURITIES REQUIRED

Type  
Starting Serial #  
Ending Serial #  
Denomination  
Issuer  
Owner  
\*Security Date  
Date of Theft  
Agency Case #  
Operator

## SECURITIES OPTIONAL

Linking Agency Identifier  
Linking Agency Case #  
Notify Originating Agency  
Ransom Money Indicator  
Social Security #  
Miscellaneous

\* Required under certain conditions

## GROUP ENTRY RESPONSE

/0381 3716 18FB191D WI0130000  
NCIC 353923 1 01/01/00 13:09 01 OF 01  
1L01371600353923  
WI0130000  
NIC/A304252198 SER/095-158  
OCA/1900-01234

## QUERY RESPONSE

/0370 3716 18FB191E WI0130000  
NCIC 354698 3 01/01/00 13:10 01 OF 01  
1L01371600354698  
WI0130000

MKE/STOLEN ARTICLES  
ORI/WI0130000 TYP/RDMMDEV BRA/APPLE MOD/IPAD  
DOT/19000101 OCA/1900-01234  
MIS/SILVER APPLE IPADS STOLEN FROM APPLE STORE; 10 INCH SCREENS  
NOA/N  
OPT/OUT  
NIC/A304252198 DTE/20170419 1409 EDT DLU/20170419 1409 EDT  
ORI IS DANE CO SO MADISON 608 123-4567  
SER/095-158

## **CANCELING THE RECORD**

A group record can be canceled totally or partially. To cancel the record or part of the record, use one of the following combinations:

### **ARTICLE**

#### **TOTAL**

NCIC #  
Agency Case #  
Date Canceled  
Operator

OR

#### **PARTIAL**

NCIC #  
Starting Serial #  
Ending Serial #  
Date Canceled  
Operator

### **SECURITIES**

#### **TOTAL**

NCIC #  
Agency Case #  
Date Canceled  
Operator

OR

#### **PARTIAL**

Starting Serial #  
Ending Serial #  
Agency Case #  
Date Canceled  
Operator

## **PARTIAL RECORD CANCEL**

/0385 3716 18FB1921 WI0130000  
NCIC 358115 6 01/01/00 13:16 01 OF 01  
1L01371600358115  
WI0130000  
CANCEL NIC/A304252198 SER/100-100

## **QUERY RESPONSE**

/0370 3716 18FB1922 WI0130000  
NCIC 358220 7 01/01/00 13:16 01 OF 01  
1L01371600358220  
WI0130000

MKE/STOLEN ARTICLES  
ORI/WI0130000 TYP/RDMMDEV BRA/APPLE MOD/IPAD  
DOT/19000101 OCA/1900-01234  
MIS/SILVER APPLE IPADS STOLEN FROM APPLE STORE; 10 INCH SCREENS  
NOA/N  
OPT/OUT  
NIC/A304252198 DTE/20170419 1409 EDT DLU/20170419 1416 EDT  
ORI IS DANE CO SO MADISON 608 123-4567  
SER/095-099  
SER/101-158

## **ENTIRE RECORD CANCEL**

/0384 3716 18FB1923 WI0130000  
NCIC 359230 8 01/01/00 13:18 01 OF 01  
1L01371600359230  
WI0130000  
CANCEL NIC/A304252198

**\*\* Remember to ALWAYS RE-QUERY the record after cancellation\*\***

# 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 get 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
  - DNR Customer ID number (Miscellaneous ID)
4. Other Police/Criminal Justice Agencies (i.e., Probation & Parole, Department of Corrections Locator, Sex Offender Registration, etc.):
  - Department of Corrections Number
  - Current place of employment
  - Recent 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.

- 6. Clerk of Courts Office/Consolidated Court Automation Program (CCAP)
  - Mental and/or physical illness or disabilities
  - 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

# Record Modification

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

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

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

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

## QUERY OF RECORD

/0470 3716 1965E8EE WI0130000  
CIB 339915 9 04/15/17 13:56 01 OF 01  
29404100

\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*

\*\*RUNAWAY

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF BIRTH/IOWA

DATE OF EMANCIPATION/11101918

HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN

SKINTONE/LIGHT SCARMARK/CONTACT LENSES

SOCIAL SECURITY #/001010001

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921

ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN

MNP/MISSING PERSON DATE OF LAST CONTACT/04011917

BLOOD TYPE/O NEGATIVE

JEWELRY TYPE/NECKLACE

JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH FAMILY  
PHOTOS

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/29404100 NCIC #/M043863029

AGENCY CASE #/1917-12328

ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336

REMARKS

LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN WINTER  
COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH BOOTS; WAS IN  
POSSESSION OF HER PASSPORT

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

## MODIFICATION OF RECORD

/0083 3716 1965E8F1 WI0130000  
CIB 355327 12 04/15/17 14:24 01 OF 01  
29404100

\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*

\*\* RUNAWAY

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF BIRTH/IOWA

DATE OF EMANCIPATION/11101918

HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN

SKINTONE/LIGHT SCARMARK/GLASSES

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921

ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN

MNP/MISSING PERSON DATE OF LAST CONTACT/04011917

BLOOD TYPE/O NEGATIVE BODY X-RAYS/PARTIAL

JEWELRY TYPE/NECKLACE

JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH FAMILY  
PHOTOS

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/29404100 NCIC #/M043863029

AGENCY CASE #/1917-12328

ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336

UPDATED BY/FRESHEK181 DATE/04151917 TIME/1424

REMARKS

LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN WINTER  
COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH BOOTS; WAS IN  
POSSESSION OF HER PASSPORT

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

# Record Supplementation

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 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).

## **SUPPLEMENTATION OF ALIAS NAMES**

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

One must also consider the other standpoint, which is officer information. Even though a record may return, the officer must determine if the record is the same person that they have stopped. This requires the officer knowing as much information as possible, which would include first and middle names even though they are not used by NCIC for searching. For example, it would be good to know a person's first

name is James and not Jesus or a middle name of James vs. Jonathon when only J is entered as a middle initial, even though it doesn't impact the NCIC search if the last name for all of them is Smith. It is worth noting here that CIB Hotfiles uses both last name and first names for searching.

Non hyphenated compound names should have three aliases supplemented regardless of documentation. One for each last name entered individually, and once with the names inverted. For example, Jane Smith Jones should have aliases of Jane Smith, Jane Jones, and Jane Jones Smith.

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

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

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

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

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

There should be no alias names for petitioners unless the name on the order has been legally changed. Only in that case, the new legal name can be entered as an alias for the petitioner and a note should be added to the remarks to indicate that it is a former name of the petitioner.

# ENTER SUPPLEMENT

/0506 3716 1965E8F7 WI0130000

CIB 364376 17 04/15/17 14:38 01 OF 01

\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*

\*\* RUNAWAY

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF BIRTH/IOWA

DATE OF EMANCIPATION/11101918

HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN

SKINTONE/LIGHT SCARMARK/GLASSES

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921

ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN

MNP/MISSING PERSON DATE OF LAST CONTACT/04011917

BLOOD TYPE/O NEGATIVE BODY X-RAYS/PARTIAL

JEWELRY TYPE/NECKLACE

JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH

FAMILY PHOTOS

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/29404100 NCIC #/M043863029

AGENCY CASE #/1917-12328

ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336

UPDATED BY/FRESHEK181 DATE/04151917 TIME/1438

SUPPLEMENTAL

ALIAS/DOE, JOAN D

DATE OF BIRTH/11011898

SCARMARK/PIERCED EAR BOTH; TATTOO ARM LEFT UPPER; TATTOO BACK; TATTOO HIP  
RIGHT

REMARKS

LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN WINTER  
COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH BOOTS; WAS  
IN POSSESSION OF HER PASSPORT

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

# CANCEL SUPPLEMENT

/0516 3716 1965E8F8 WI0130000

CIB 369809 18 04/15/17 14:46 01 OF 01

\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*

\*\* RUNAWAY

SUBJECT

NAME/DOE, JANE D

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF BIRTH/IOWA

DATE OF EMANCIPATION/11101918

HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN

SKINTONE/LIGHT SCARMARK/GLASSES

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921

ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN

MNP/MISSING PERSON DATE OF LAST CONTACT/04011917

BLOOD TYPE/O NEGATIVE BODY X-RAYS/PARTIAL

JEWELRY TYPE/NECKLACE

JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH

FAMILY PHOTOS

DETAIL

ORI/WI013225Y ORI IS CRIME INFORMATION BUREAU

SYSTEM IDENT #/29404100 NCIC #/M043863029

AGENCY CASE #/1917-12328

ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336

UPDATED BY/FRESHEK181 DATE/04151917 TIME/1446

SUPPLEMENTAL

ALIAS/DOE, JOAN D

SCARMARK/PIERCED EAR BOTH; TATTOO ARM LEFT UPPER; TATTOO

BACK; TATTOO HIP RIGHT

REMARKS

LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN WINTER COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH BOOTS; WAS IN POSSESSION OF HER PASSPORT

\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

## DELETING DATA IN THE BASE RECORD

The TIME System allows an operator to delete data from the base record, even when there has been additional information supplemented into that field. When data is deleted from the base record the TIME System will automatically take a piece of data listed as supplemental information for that field and move it into the base record.

/0083 3716 1965E8FC WI0130000  
CIB 377948 22 04/15/17 15:00 01 OF 01  
\*\*\*\*\* MISSING PERSON - JUVENILE \*\*\*\*\*  
\*\* RUNAWAY  
SUBJECT  
NAME/DOE, JANE D  
SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101900 PLACE OF BIRTH/IOWA  
DATE OF EMANCIPATION/11101918  
HEIGHT/504 WEIGHT/115 EYE COLOR/BROWN HAIR COLOR/BROWN  
SKINTONE/LIGHT SCARMARK/PIERCED EAR BOTH  
MISCELLANEOUS #/PASSPORT-2427  
DRIVER'S LICENSE #/D12345678XX001 STATE/WISCONSIN EXPIRES/1921  
ADDRESS/8520 CENTER STREET CITY/MADISON STATE/WISCONSIN  
MNP/MISSING PERSON DATE OF LAST CONTACT/04011917  
BLOOD TYPE/O NEGATIVE BODY X-RAYS/PARTIAL  
JEWELRY TYPE/NECKLACE  
JEWELRY DESCRIPTION/SILVER NECKLACE WITH A GOLD HEART LOCKET WITH  
FAMILY PHOTOS  
DETAIL  
ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT  
SYSTEM IDENT #/29404100 NCIC #/M043863029  
AGENCY CASE #/1917-12328  
ENTERED BY/FRESHEK181 DATE/04011917 TIME/1336  
UPDATED BY/FRESHEK181 DATE/04151917 TIME/1500  
SUPPLEMENTAL  
ALIAS/DOE, JOAN D  
SCARMARK/TATTOO ARM LEFT UPPER; TATTOO BACK; TATTOO HIP RIGHT  
REMARKS  
LAST SEEN EXITING A TRANSIT BUS ON CAMPUS; WAS WEARING A BROWN WINTER  
COAT, BLUE STOCKING CAP, BLACK GLOVES, BROWN ANKLE HIGH BOOTS; WAS IN  
POSSESSION OF HER PASSPORT  
  
\*\*\*\*\*VERIFY MISSING STATUS IMMEDIATELY WITH ORI\*\*\*\*\*

# Images

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

## IMAGE FIELDS

### REQUIRED

Image Type  
NCIC Number  
Image

### OPTIONAL

Date of Image  
Miscellaneous

## GENERAL GUIDELINES FOR IMAGE ENTRIES

### IMAGE TYPE

Images can be associated with NCIC records to assist in identifying a person or property. There are 3 different image types to choose from when entering a record. The following types of images can be stored for person records: mugshot, signature and identifying images. Identifying images can also be added to help identify property (articles, guns, boats, parts, vehicles, etc.)

**Mugshot Image (IMT M):** *A frontal face view from the shoulders to the top of the head is entered and maintained by an ORI and associated to a person. Just because it is called a “mugshot” does not mean it has to be a booking photo. Use this image type for a frontal face view from the shoulders up of the wanted person, missing person, respondent, violent person, etc. This image type will appear if the querying agency turns on their NCIC image indicator.*

**Signature Image (IMT S):** *An image of a signature is entered by an ORI and associated to a person.*

**Identifying Image (IMT I):** *An image which may help identify a person or property (scars, marks, and tattoos; photograph of a person; “aged” photograph of a missing juvenile, photograph of a vehicle or an article, etc.) is entered and maintained by an ORI and associated to a person, article, gun, part, vehicle or boat. If this type of image was entered, any agency that queries the record will not see the image unless they query the NCIC image number directly.*

The rules for images are as follows:

- Only one “mugshot” can be associated with an NCIC person record.
- Only one signature can be associated with an NCIC person record.
- No more than 10 identifying images (other than mugshot and signature) can be associated with a person record.
- No more than 10 identifying images (tattoos, dress or graffiti) can be associated with a gang/terrorist group reference record.
- Only one identifying image can be associated with a vehicle/boat part, article or gun.

- Only one identifying or generic image can be associated with a vehicle or boat.
- Images must be in JPEG format with a size of 256 x 256 pixels and 8 bits per pixel in the workstation.
- WI Driver's license photos may **not** be entered as an NCIC image.
- Images are subject to the same validation requirements and retention periods as the records they are associated with.
- When an image is entered, the NIC number of the person or property is required to identify the NCIC record the image will be appended to.

## **GENERIC IMAGES**

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

## **IMAGE ENTRY RESPONSE**

```

/0015 3716 1965E8ED                               WI0130000
NCIC      339492      8 04/15/17 13:55 01 OF 01
1L01371600339492
WI0130000
IMAGE IS ACCEPTED
NIC/M043863029 IMN/I233439016 IMT/M

```

## IMAGE QUERIES

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

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

## IMAGE QUERY RESPONSE

/471A 3716 1965E8EF WI0130000  
NCIC 340483 10 04/15/17 13:57 01 OF 07  
MIS:JANE DOE MISSING PHOTO, TAKEN 03301917



NAM:DOE, JANE D DOB:19001110  
RAC:W HGT:504 WGT:115 DOI:19170330  
NIC:M043863029 IMN:I233439016

# Investigative Interest

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

## INVESTIGATIVE INTEREST FIELDS

### REQUIRED

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

### OPTIONAL

Notify Investigative Agency  
Miscellaneous

## GENERAL GUIDELINES FOR INVESTIGATIVE INTEREST ENTRIES

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

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

### RETENTION

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

## INVESTIGATIVE INTEREST ENTRY RESPONSE

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

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

## **CANCEL INVESTIGATIVE INTEREST**

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

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

## **\$.I ADVISORY MESSAGES**

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

\$.I.  
WI013555Y  
ENTERING AGENCY INVESTIGATIVE INTEREST NOTIFICATION AT 1156 EDT 20250616  
WI013015Y WI DEPT OF JUSTICE CRIME INFO BUREAU MADISON  
608 266-7314  
NIC/W452131213 OCA/TESTINGINVINT  
1N01C21100255224.EII.WI013015Y.NIC/W452131213.OCA/TESTINGINVINT.INVINTCASE  
NUMB2.  
20250616.N.TEST INV INTEREST AGAIN

## **INVESTIGATIVE INTEREST EXAMPLE ON A WARRANT**

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

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

MKE/WANTED PERSON  
EXL/1 - FULL EXTRADITION  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO  
SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/2000 OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN  
DOW/19981201 OCA/92341244

WNO/635F1129 CTI/MD101261J  
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS  
LIC/ABC123 LIC/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
ORI IS ANY CITY PD MD 304 555-1212  
DOB/19501012  
NIC/W146203706 DTE/19991205 1400 EST DLU/20080616 1518 EDT  
**INVESTIGATIVE INTEREST AGENCIES:**  
**IIA/WA1230000 ANY CITY PD WA 555 555-4321**  
**ICA/123456789 DII/20010108**  
**MIS/WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION**  
**IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI**

# Crime Information Bureau (CIB)

## Contacts

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

# Additional Resources

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

## 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
AQ	AQ	Antique	CS	AQ	Collector Special
AL	AO	Apportioned Semi Trailer	DL	DL	Dealer
AP	AP	Apportioned Tractor	DX	DX	Disabled Person
AL	AO	Apportioned Trailer	DV	DV	Disabled Veteran
ML	VF	Army	ML	VF	Disting. Flying Cross Medal
ML	VF	Army Disting. Svc Medal	ML	VF	Disting. Service Cross Medal
ML	MR	Army Reserve	ML	VF	Disting. Service Medal
ML	VF	Army Retired	CV	ZZ	Donate Life
ML	VF	Army Veteran	SV	SV	Driver Education
CV	ZZ	Blackout	TK	TK	Dual Purpose
ML	VF	Bronze Star Medal	TK	TK	Dual Purpose (Farm)
BU	BU	Bus	CV	OR	Ducks Unlimited
CV	OR	Boy Scouts of America Alumni	CV	PF	EMT
TL	TL	Camping Trailer	CV	CN	Endangered Resources
CV	ZZ	Celebrate Children	CV	OR	Elkhart Lake's Road America
			XP	VF	Ex-Prisoner of War

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>	<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)			
<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
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"/> Yes	<input type="checkbox"/> A Positive (APOS)	<input type="checkbox"/> B Positive (BPOS)	<input type="checkbox"/> AB Positive (ABPOS)
<input type="checkbox"/> No	<input type="checkbox"/> A Negative (ANEG)	<input type="checkbox"/> B Negative	<input type="checkbox"/> AB Negative (ABNEG)
	<input type="checkbox"/> A Unknown (AUNK)	<input type="checkbox"/> B Unknown (BUNK)	<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**

<b>Upper Right</b>	
01 (18) _____	
02 (17) _____	
03 (16) _____	
04 (15) _____ (A)	
05 (14) _____ (B)	
06 (13) _____ (C)	
07 (12) _____ (D)	
08 (11) _____ (E)	
<b>Upper Left</b>	
09 (21) _____ (F)	
10 (22) _____ (G)	
11 (23) _____ (H)	
12 (24) _____ (I)	
13 (25) _____ (J)	
14 (26) _____	
15 (27) _____	
16 (28) _____	

(Number in parenthesis  
represents FDI System.)

(Letters in parenthesis  
represents deciduous  
dentition.)

<b>Lower Right</b>	
32 (48) _____	
31 (47) _____	
30 (46) _____	
29 (45) _____ (T)	
28 (44) _____ (S)	
27 (43) _____ (R)	
26 (42) _____ (Q)	
25 (41) _____ (P)	
<b>Lower Left</b>	
24 (31) _____ (O)	
23 (32) _____ (N)	
22 (33) _____ (M)	
21 (34) _____ (L)	
20 (35) _____ (K)	
19 (36) _____	
18 (37) _____	
17 (38) _____	

**SECTION 3**

**DENTAL CODES**

**X** = Tooth has been removed or did not develop

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

**M** = Mesial Surface Restored

**O** = Occlusal/Incisal Surface Restored

**D** = Distal Surface Restored

**F** = Facial or Buccal Surface Restored

**L** = Lingual Surface Restored

**C** = Lab Processed or Prefabricated Restoration

**R** = Endodontic Treatment

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

(\* The code "/" is used differently for Unidentified Person Dental Report)

**SECTION 4**

**DENTAL REMARKS**

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

**UNK** (No dental information available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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.

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](mailto: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.

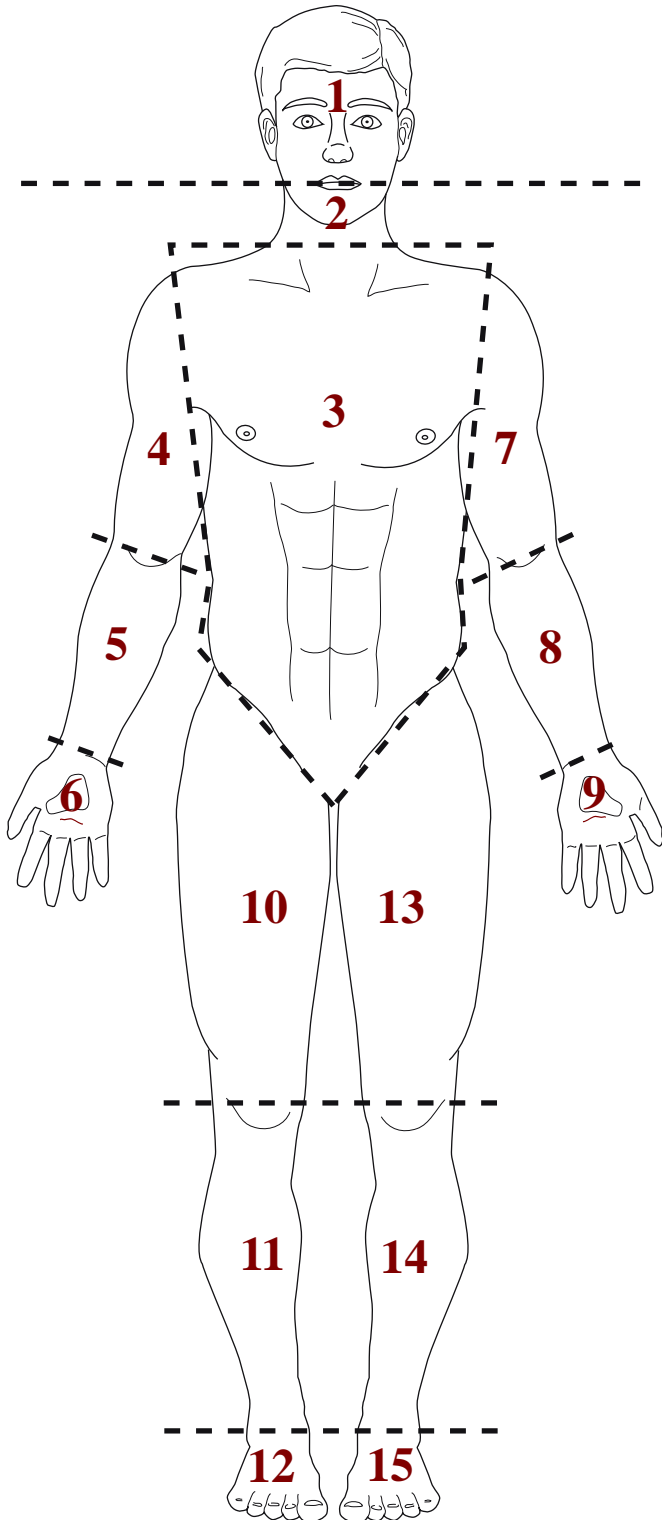
**Criminal Conduct** includes acts committed during incarceration that are often labeled disruptive and that could be punished as crimes.

**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.

### 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**

\_\_\_\_\_

\_\_\_\_\_





