



TIME SYSTEM NEWSLETTER

A Newsletter from the Crime Information Bureau, Published by the Wisconsin Department of Justice

Message from the Director

August 2025
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2025 is flying by and we here at the Crime Information Bureau (CIB) hope that you are able to enjoy the summertime! While the weather is nice, the work does not stop. This edition of the TIME System Newsletter has several informational articles.

This year, CIB has been promoting the knowledge and use of the Violent Person File (VPF) throughout Wisconsin. Please see the article on page 2 regarding this important file.

Entering records into the CIB or NCIC files provides critical information to law enforcement. Entering records also comes with the inevitable administrative side, like how long do I keep the documentation, or do I clear or cancel a record? Please see the articles on page 3 for some clarification, and as always, feel free to reach out to CIB with questions you may have.

CIB has recently been asked: what is the difference between a Management Control Agreement (MCA) and a Security Addendum and when does an agency need one? Please see the article on page 3 for answers to these questions.

Also in this edition are informative articles regarding Vehicle Theft by Fraud, the new Investigative Interest transaction, and the NCIC One Crime Inquiry transaction.

Do you have any ideas or feedback regarding current or new transactions that you would like to see? Please reach out to CIB at cibtrain@doj.state.wi.us, we would love to hear from you.

CIB is working hard on this year's CIB Conference at the Hyatt Regency Hotel in Green Bay, September 17th – 19th. Registration is open, please join us! Please see page 9 for more details.

As always, I appreciate any feedback, suggestions, and thoughts from our users! Please reach out anytime! bradley.rollo@wisdoj.gov

Entry Guidance and Policy for the Violent Person File (VPF)

Established by NCIC in 2012, the Violent Person File (VPF) is a critical tool designed to enhance officer safety by flagging individuals that have a tendency for violence against law enforcement. Despite its importance, the VPF is underutilized in our state. As of June 5, 2025, Wisconsin agencies have only entered 199 individuals into this file. While this is an increase of nearly 50 entries in the past year, we still have a long way to go.

To add an individual to the Violent Person File, they must meet one of the following criteria:

1. The 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. The offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
3. The 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.

Note: Criteria 1, 2 or 3 requires a conviction for a violent offense (misdemeanor or felony). Criteria number 4 does not require a conviction.

Some concerns that agencies have is that they either do not have a policy in place, they do not know where to start, or they are unsure who should be responsible for entry. CIB has created a sample policy as well as an

entry guide which is now attached to the Violent Person Worksheet. Both documents are optional for use and are available on WILENET. <https://wilenet.widj.gov/cib/time-system-training-materials-manuals-forms>. These documents are also attached at the end of this newsletter. For additional guidance on the use of the Violent Person File, please contact a CIB trainer at cibtrain@doj.state.wi.us.



Retention of Documentation

Are agencies required to retain documentation for entries that have been cleared from the TIME System? NCIC policy does not require it; however, with regard to hit confirmation responses, CIB recommends that the agency maintains documentation of the hit confirmation response and all relevant paperwork with the case file for a minimum of 18 months or the length of the case's life cycle. NCIC's guidance in the NCIC Operating Manual states: "The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. The printout should be retained until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated."

As it pertains to keeping documentation for TIME audits, CIB does not audit records that have been cleared by an agency. Once that record has been cleared from the TIME system, an agency is not required to keep the documentation. However, CIB does

recommend maintaining the documentation from the case file for the same reasons mentioned above for a minimum of 18 months, or the case's life cycle. Agencies should refer to their own policies and procedures for document retention.

Protection Orders and Injunctions: Cancel or Clear?

At CIB, we are often asked if Cancel or Clear should be used for a Protection Order/Injunction. While both will remove a Protection Order/Injunction, they are each used for specific reasons. Cancel is used when the entry is found to be invalid, inaccurate, or entered in error. Clear is used when the court advises the order has been dismissed. Here are common scenarios that explain further:

Scenario 1: Ben goes to the court and said he no longer wants the protection order against Sarah. Clear would be used in this scenario as the court would dismiss the order.

Scenario 2: Matt enters a Protection Order into NCIC, and then the court advises the wrong name was put on the Protection Order. Cancel would be used as it was entered with inaccurate information.

Management Control Agreement (MCA) vs. Security Addendum

In the past, we have directed criminal justice agencies that receive support from non-criminal justice agencies (NCJA) to both obtain a signed Management Control Agreement (MCA) and have all the NCJA

employees sign Security Addendums. That will no longer be necessary.

For any NCJA that is **governmental**, only an MCA will need to be signed by the authorized representative. This would most often be for city/county IT, dispatch agencies, etc. If the NCJA is a **private** company, the criminal justice agency must obtain signed Security Addendums from any and all of the private company's users that may have unescorted access to criminal justice information. This is mostly applicable for private IT companies and any other non-governmental agency that is contracted who provides support to the administration of criminal justice and associated systems. Additionally, the Security Addendum needs to be incorporated into the contract or agreement that your agency has with the private company.

Vehicle Theft by Fraud

Can a vehicle purchased by fraudulent means be entered into the Stolen Vehicle File? The short answer is yes; it can. The criteria for entering a stolen vehicle are as follows:

1. A stolen vehicle may be entered if a theft report has been made. The agency holding the theft report will enter the record.
2. The entering agency is responsible for keeping the record up to date.
3. Agencies must have documentation (either electronic or hard copy) on file to support the stolen vehicle entry.

4. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of the actual theft (exception: dispatch centers on behalf of an agency).

Based on the above information, if a vehicle is purchased fraudulently in another state (i.e., California), then a stolen vehicle report must be made in California since that is where the vehicle was taken from. If the person whose identity was compromised / used resides in Wisconsin, that individual will need to file a fraud report with their local Wisconsin agency. CIB would then also strongly encourage the local agency to utilize the Identity Theft file to enter the victim's information into the TIME System. Documentation for the identity theft complaint must meet the following criteria for entry 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 is being used without the victim's permission.
3. The victim's identity is being used or intended to be used to commit unlawful activity.
4. There must be an official complaint (electronic or hard copy) recorded by and on file with the law enforcement agency.
5. The victim must sign a consent waiver prior to the information being entered into the Identity Theft File. This waiver is available on WILENET. (The waiver is not required for deceased individuals if law enforcement deems that the victim's information has been stolen).

6. If the identity of a thief is known and an arrest warrant has been issued, the agency should enter the victim information in the S/F fields in the Wanted Person File.
7. Only the agency that takes the identity theft complaint may make an NCIC identity theft entry (exception: dispatch centers on behalf of an agency).

Just as a reminder, retention periods for stolen vehicles entered with a VIN or OAN are four years plus the year of entry. The retention period for the Identity Theft File is a maximum of five years. If either of those files reach the end of their retention period, the agency can re-enter the record if either the vehicle is still stolen, or the victim's identity is still being utilized.



Investigative Interest

New Transaction!

What is Investigative Interest? The investigative interest supplemental record allows agencies to indicate that they have an investigative interest in an existing NCIC record. Until recently, Wisconsin agencies could only see when another agency had placed investigative interest in CIB records. The TIME System now has a transaction that allows Wisconsin agencies to add investigative interest to another agency's record.

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.

An example of when this might be used: Anytown PD enters a Wanted Person into NCIC. Bigberg PD has a homicide, and the suspect is the Wanted Person that Anytown PD entered. Bigberg PD does not have enough evidence for a warrant but wants to alert other agencies that they want to speak to the Wanted Person if located. Since the individual already has an entry in NCIC, Bigberg PD could add an investigative interest supplement to the existing Wanted Person entry so that if the individual is located/queried, other agencies would know that Bigberg PD needs to be contacted as well.

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND 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/121011C0141159TTCI13 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/2Y27H5L100009 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

Anytown PD will receive a \$.I Entering Investigative Interest Notification when Bigberg PD enters the supplemental investigative interest record. Any other agencies that had also placed investigative interest in that record would receive a \$.I notification.

Below are the Portal XL transactions to enter or cancel an Investigative Interest record. It is not possible to modify an Investigative Interest supplement; errors must be rectified by cancellation and re-entry.

0932 - Enter Investigative Interest	
Originating Agency Identifier	WI013015Y *
Identify Record by:	
NCIC Number	
Originating Agency Case Number	
Investigative Interest Data:	
Investigative Agency Case Number	
Investigative Interest Date	
Notify Investigative Agency <input type="checkbox"/>	
Miscellaneous (MIS)	
Operator	BRANDB598 *
<input type="button" value="Submit"/> <input type="button" value="Delete"/>	
0933 - Cancel Investigative Interest	
Originating Agency Identifier	WI013015Y *
Identify Record by:	
NCIC Number	
Originating Agency Case Number	
Investigative Interest Data:	
Investigative Agency Case Number	
Operator	BRANDB598 *
<input type="button" value="Submit"/> <input type="button" value="Delete"/>	

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 the record has been purged.

For any questions about how to use the Investigative Interest transaction or if your agency wants specifications to utilize the transaction within your interface application, please reach out to cibtrain@doj.state.wi.us.

NCIC One Crime Inquiry

New Transaction!

The NCIC One Crime Inquiry transaction is now available in the TIME System. The 0942 form in Portal XL can be accessed via the Nlets/NCIC Special Messages folder or by entering the form number in the Portal XL command line. This transaction allows the user to submit an inquiry for all information related to a crime based on ORI and agency case number (OCA), and optionally date of entry (DTE). You can direct your inquiry to one, multiple, or all file types; If no file type is specified, the system will search all files. Please note images are not returned through One Crime Inquiry.

This transaction will certainly be useful in instances when an NCIC hit response returns more than ten secondary hits. Towards the end of that response, the following caveat will be included:

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

If you receive this message, use the One Crime Inquiry to obtain all the associated results. This is commonly seen in instances

where a large number of items were stolen together such as guns or vehicles. The following Database Name (DBN) fields can be searched.

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

0942 - NCIC One Crime Inquiry

Originating Agency Identifier: WI013175Y *

ORI of Record: *

Originating Agency Case Number: *

Date of Entry: *

Operator: COOKSM284 *

Database Name (DBN) ☐

Submit Delete

For any questions about how to use the NCIC One Crime Inquiry transaction or if your agency wants specifications to utilize the transaction within your interface application, please reach out to cibtrain@doj.state.wi.us.

Crime Information Bureau (CIB) Contacts

	Name	Telephone	Fax Number	Email
Director	Bradley Rollo	608-264-8134	608-267-1338	rollobr@doj.state.wi.us
Deputy Director-TIME System/Criminal History	Katie Schuh	608-266-0335	608-267-1338	schuhkr@doj.state.wi.us
Deputy Director-Firearms	Andrew Nowlan	608-267-2776	608-267-1338	nowlanam@doj.state.wi.us
TIME System Operations Manager	Brian Kalinoski	608-266-7394	608-267-1338	kalinoskibt@doj.state.wi.us
TIME & Technical Services Manager	Craig Thering	608-261-0667	608-267-1338	theringcd@doj.state.wi.us
Training Officer - Senior	Sarah Cook	608-261-7667	608-267-1338	cooksm@doj.state.wi.us
Training Officer	Ben Brandner	608-266-9341	608-267-1338	brandnerb@doj.state.wi.us
Training Officer	Matthew Woodrum	608-261-5800	608-267-1338	woodrumme@doj.state.wi.us
TIME Analyst - Advanced	Zach Polachek	608-264-9470	608-267-1338	polachekzd@doj.state.wi.us
TIME Analyst	Jeanette Devereaux-Weber	608-266-2426	608-267-1338	devereauxweberjd@doj.state.wi.us
TIME Analyst	Jennifer Virgin	608-266-7792	608-267-1338	virginjm@doj.state.wi.us
TIME Analyst	Megan Smaby	608-261-8135	608-267-1338	smabymn@doj.state.wi.us
Criminal History Unit Manager	Sarah Steindorf	608-261-6267	608-267-1338	steindorfsr@doj.state.wi.us
Criminal History Unit Manager	Brandon Smith	608-266-0872	608-267-1338	smithbp@doj.state.wi.us
Firearms Unit Manager	Jen Garske	608-264-6373	608-267-1338	garskejt@doj.state.wi.us
Firearms Unit Manager	Mike Worth	608-261-8104	608-267-1338	worthmj@doj.state.wi.us
TRAIN			608-267-1338	CIBTrain@doj.state.wi.us
eTIME			608-267-1338	eTIME@doj.state.wi.us
PSN Requests			608-267-1338	cibpsn@doj.state.wi.us
TIME System Audits			608-267-1338	cibaudit@doj.state.wi.us
TIME Billing			608-267-1338	timebilling@doj.state.wi.us
WORCS		608-266-7314		cibrecordcheck@doj.state.wi.us
TSCC		608-266-7633	608-266-6924	tscc@doj.state.wi.us

Additional Resources

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

Save the Date for the 2025 CIB Conference!



The 2025 CIB Conference will take place Wednesday, September 17th – Friday, September 19th, 2025, at the Hyatt Regency at 333 Main St. Green Bay, WI. For details, the agenda and registration information, please visit: <https://wisdoj.eventsair.com/cib-2025-conference/>.

2026 TIME System Rates

System Access Fees	<i>Current</i>	<i>Effective January 1, 2026</i>
Traditional *	\$60/month	no change
Department of Corrections	\$6,500/month	no change
District Attorneys	\$6,500/month	no change
Non-Traditional **	\$125/month < 75,000 transactions	no change
	\$150/month => 75,000, <150,000 transactions	
	\$200/month => 150,000 transactions	
System Support		
Per Certified Officer	\$4.25/month	no change
Minimum Officer Annual Billing	\$204/year	no change
BadgerNet		
Per TIME Circuit	\$620/month	no change

* Traditional agencies are those that also pay the per officer System Support fee; i.e., Police and Sheriff Departments.

** Non-Traditional agencies are those that do NOT pay the per officer System Support fee; i.e., Courts and Federal Agencies.

Should you have specific questions about costs and fees applicable to your agency, please do not hesitate to contact CIB via email at timebilling@doj.state.wi.us.

VIOLENT PERSON ENTRY GUIDE

Wisconsin Department of Justice
(Rev 5/25)

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):

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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

VIOLENT PERSON WORKSHEET

CAUTION INDICATOR

☐ Yes

CAUTION/MEDICAL CONDITIONS

NOTIFY ORIGINATING AGENCY

☐ Yes ☐ No

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.

ENTER NCIC AGENCY IDENTIFIER										WI	
*Last Name				*First Name				Middle Name		Suffix	
*Sex	*Race	*Date of Birth		Place of Birth		*Height	*Weight	Eye Color		*Hair Color	
Skintone		Scar/Mark/Tattoo		Fingerprint Classification			FBI Number		Social Security Number		
Miscellaneous Number				State Identification Number							
D.L. Number				D.L. State	Expiration	License Plate Number		State	Expiration	Plate Type	
VIN		Year	Vehicle Make			Vehicle Model		Style	Color /		
*Agency Case Number				Linking Agency Identifier			Linking Agency Case Number				
DNA Available (Circle One)		DNA Location									
Yes No											
Miscellaneous Remarks											
*Operator						NCIC Number					

Completed by: Name Verification Date Reason

Enter _____

Modify/Supplement _____

Cancel _____

VIOLENT PERSON WORKSHEET

MODIFY					NCIC AGENCY IDENTIFIER					WI	
* NCIC Number					*Agency Case Number						
*Last Name			*First Name			Middle Name			Suffix		
Caution/Medical Conditions			Sex		Race		Date of Birth				
Place of Birth		Height		Weight		Eye Color		Hair Color		Skintone	
Scar/Mark/Tattoo		Fingerprint Classification				FBI Number					
Social Security Number			Miscellaneous Number			State Identification Number					
D.L. Number						D.L. State			Expiration		
License Plate Number		Plate State	Expiration	Plate Type	VIN						
Vehicle Year		Vehicle Make			Vehicle Model		Vehicle Style		Color /		
Court ORI		Bond Amount			Linking Agency Identifier			Linking Agency Case Number			
DNA Available (Circle One) Yes No		DNA Location									
Miscellaneous Remarks											
Name of Validator			Agency Unit			*Operator					

CANCEL					NCIC AGENCY IDENTIFIER				
Type of Cancellation (Circle One)			*System Identification Number			*Agency Case Number			
Warrant/Temp Misdeameanor Temp.									
*Last Name			*First Name			Middle Name			Suffix
Reason for Record Removal					*Operator				

Completed by:	Name	Verification	Date	Reason
Enter				
Modify/Supplement				
Cancel				

VIOLENT PERSON WORKSHEET

ENTER SUPPLEMENTAL

NCIC AGENCY IDENTIFIER

WI

*System Identification Number				*Agency Case Number			
*Last Name		*First Name		Middle Name		Suffix	
Alias Last Name		Alias First Name		Alias Middle Name		Suffix	
Alias Last Name		Alias First Name		Alias Middle Name		Suffix	
Alias Last Name		Alias First Name		Alias Middle Name		Suffix	
Alias Date of Birth		Scar/Mark/Tattoo		Social Security Number		Miscellaneous Number	
Alias Date of Birth		Scar/Mark/Tattoo		Social Security Number		Miscellaneous Number	
Alias Date of Birth		Scar/Mark/Tattoo		Social Security Number		Miscellaneous Number	
D.L. Number		D.L. State	Expiration		Caution/Medical Conditions		
D.L. Number		D.L. State	Expiration		Caution/Medical Conditions		
D.L. Number		D.L. State	Expiration		Caution/Medical Conditions		
License Plate Number		Plate State	Expiration	Plate Type	Operator		

CANCEL SUPPLEMENTAL

NCIC AGENCY IDENTIFIER

WI

*System Identification Number				*Agency Case Number			
*Last Name		*First Name		Middle Name		Suffix	
Alias Last Name		Alias First Name		Alias Middle Name		Suffix	
Alias Last Name		Alias First Name		Alias Middle Name		Suffix	
Alias Last Name		Alias First Name		Alias Middle name		Suffix	
Alias Date of Birth		Scar/Mark/Tattoo		Social Security Number		Miscellaneous Number	
Alias Date of Birth		Scar/Mark/Tattoo		Social Security Number		Miscellaneous Number	
Alias Date of Birth		Scar/Mark/Tattoo		Social Security Number		Miscellaneous Number	
D.L. Number			D.L. State	Expiration	Caution/Medical Conditions		
D.L. Number			D.L. State	Expiration	Caution/Medical Conditions		
D.L. Number			D.L. State	Expiration	Caution/Medical Conditions		
License Plate Number		Plate State	Expiration	Plate Type	*Operator		

Completed by: Name Verification Date Reason

Enter _____

Modify/Supplement _____

Cancel _____

Agency Name
Sample Policy: Violent Persons File (VPF)

Purpose: The purpose of this Standard Operating Procedure (SOP) is to outline the policies, procedures, and responsibilities, for the implementation, management, and control of the information and duties described below.

Procedure: Violent Persons File

SOP Organization: This SOP is divided into 3 parts:

Part A: Overview

Part B: Violent Person File Criteria

Part C: Information needed to be entered into NCIC

Part D: Initial Entry/Supplemental Entry/Modification of Entry/Cancellation of Supplemental Entry/VPF Cancellation

Part A: Overview

The Violent Persons File is designed to alert law enforcement officers that the individual they are encountering may have propensity for violence against law enforcement. NOTE: Under no circumstances, should law enforcement personnel notify the individual that they are in the Violent Person file or share the information outside of the law enforcement community.

Part B: Violent Person File Criteria

An Entry into VPF in NCIC should be made when at least one of the Violent Person Criteria (VPC) has been met:

1. **The offender has been convicted of assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statue which involves violence against law enforcement.**
2. **The offender has been convicted of a violent offense against a person, including homicide and attempted homicide.**
3. **The offender has been convicted of a violent offense against a person in which 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.**

Part C: Information needed to be entered into NCIC

- a. Identify the Entry Criteria (1-4) that justifies the entry of the offender into the NCIC VPF. If using criteria 1, 2, or 3, you must provide a copy(s) of state or federal Computerized Criminal History (CCH) record that identifies the conviction. If using criteria 4, you must provide a copy of the documented incident/police report and any other supporting documents (criminal complaint,

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warrant, summons, citation or other) that provides justification for a criteria 4 entry.

- b. Provide a case number that will be associated with the offender.
- c. Complete the Violent Person Entry Guide.
- d. Authorizing individual (TAC, assistant TAC, Chief, Sheriff, or other individual in a leadership role) for the agency must approve the entry into NCIC.
- e. Complete the Violent Person Worksheet with information identifiers such as known aliases, nicknames (monikers), **vehicular data**, state ID numbers, FBI number, miscellaneous ID numbers, additional dates of birth, social security numbers, and operator's license numbers should be included. Make sure all appropriate queries are made on the individual so that you can pack the record.
Be sure to maintain all supporting documentation for the case file.

Part D: Initial Entry/Supplemental Entry/Modification of Record

After an individual is authorized to be entered into the VPF file, the TAC, Assistant TAC or other authorized individual will delegate an entry operator to make the entry into NCIC:

- 1. Go to Violent Person File Entry form in Portal XL.
- 2. Enter all the information available on the individual that was obtained from queries for packing the record. You may need to use the Enter Violent Person Supplement transaction to add alias names, dates of birth, social security card numbers, scars/marks/tattoos/other characteristics, miscellaneous ID numbers (DOC #, DNR customer ID#, other State ID#, if available), CMCs, etc.
- 3. Caution Medical Conditions (CMC) indicators can be added to the VPF record when it is known that a VPF subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the circumstances. The reason for the caution will be listed in the Caution and Medical Conditions (CMC) Field and further described in the Miscellaneous remarks for the entry if necessary.
- 4. Complete the Miscellaneous remarks by adding the description of the violence. Example. (Violent tendencies, workplace violence restraining order placed).
- 5. If you have made an error, go into the Modify Violent Person form and make necessary changes.
- 6. To cancel the VPF Supplemental you will have to go to the Cancel Violent Person Supplemental form OR
- 7. To Cancel both the entry and the supplemental record go to Cancel Violent Person form and cancel using the NCIC Number and Name as it appeared on the entry (character for character match).

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8. Print all transaction pages, place paperwork in the case file. Maintain all supporting documentation within the case file.

REMINDER: All positive VPF responses will have the following caveat alert:

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.

All positive VPF responses will also indicate which criteria the individual met for entry and will have the following caveat alert:

DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.

Agency Name:

Policy Approval Authority:

X_____

Date: _____

X_____

Date: _____