



FELONY WARRANTS



House Bill 478

■ UCA 53-10-214

- The bureau shall submit a record received pursuant to Section 53-10-208.1 for all nonextraditable warrants issued for violent felonies as defined in Section 76-3-203.5 and all nonextraditable warrants issued for knowingly failing to register for a sexual offense pursuant to Section 77-41-107 to the National Crime Information Center (NCIC) within 48 hours of receipt, excluding Saturdays, Sundays, and legal holidays.



House Bill 478

■ This bill:

- Requires the Bureau of Criminal Identification to submit the record for all nonextraditable warrants for violent felonies or failure to register as a sex offender to NCIC
- Requires local law enforcement agencies to determine the extradition limit of warrants; and
- Requires the court to report any changes to the status of a warrant to the Bureau of Criminal Identification



Felony Warrants


- As of April 1st 2020, all felony warrants in the Courts' record management system are being uploaded to NCIC under the ORI of the associated law enforcement agency
- Once those warrants are entered, the law enforcement agency becomes the "owner" of the record
 - Pack the record
 - Determine extradition limit
 - Validations



Felony Warrants

- Law enforcement agency will be notified through Broadcast Messages
- Message will contain:
 - Name
 - DOB
 - NIC Number





Reports and communications associated with Felony warrants

- Broadcast message through UCJIS for entries placed under ORI-runs daily at 5 pm
- Report of warrant transactions your agency did for the last week as well as rejected NCIC entries for the previous week- received on Mondays
- An email will be sent to the agency owning the NCIC entry for all recalled warrants from the court system
- Courts will be notified of their SWW that couldn't be pushed on to NCIC due to missing required fields

■ Please address any questions regarding the reports to your Field Services representative. The email the reports are generated from will not take you to a person who may assist with questions.



ENTRY



Entry

- Courts will enter felony warrants into the Warrant Database
- Batch job will pick it up and send it to NCIC
- NCIC Entry will then be made and a broadcast message sent to the LE agency who will own the NIC



Entry

■ Requirements for NCIC Entry

- Name
- Gender
- Race
- Height
- Weight
- Offense Code
- OCA
- Extradition Limit
- Warrant Date



Entry

- Height and Weight
 - Three digits
- Offense Code
 - System will validate against SMOT
- Court ORI
 - Must be a valid NCIC ORI
- Originating Agency
 - Law Enforcement ORI



Entry

wms-test.ps.utah.gov says

New person has been created, click 'OK' to add warrant to PARKER, PETER.

OK

Cancel

Personal Information

<i>Last Name:</i>	QUILL	<i>First Name:</i>	PETER
<i>Middle Name:</i>		<i>Suffix:</i>	
<i>Date of Birth:</i>	01/13/1975	<i>Race:</i>	
<i>Sex:</i>	Male	<i>Weight:</i>	250
<i>Height:</i>	6'05"	<i>Hair Color:</i>	BROWN
<i>Eye Color:</i>	BLUE	<i>Disabled:</i>	<input type="checkbox"/>
<i>Language:</i>			

Phone / Email Information

<i>Phone:</i>	801-965-4446	<i>Mobile Phone:</i>	801-965-4445
<i>Business Phone:</i>	801-965-4445	<i>Email Address:</i>	

Identification Information

<i>SSN:</i>	111-11-1111	<i>Driver License State:</i>	UTAH
<i>Driver License No.:</i>	01234567890		

Update

Reset

Entry

WMS Home Subject

Person

- Personal Information
- Warrants
 - Add Warrant
- Addresses
- Additional Names
- Features
- Vehicles
- Additional Information

Warrant Information

* Warrant Status: ACTIVE

Status Last Updated:

* Warrant Number: 123

* Warrant Type: ARREST

OTN:

Bail Amount:

* Bail Status: Normal

* Court: UTBCI0000 - BCI - FIELD SERVICES

* Court Case No.: 6521

* Issue Date: 02/20/2020

* Warrant Expiration: 02/20/2040

Judge: UNK - UNK UNKNOWN

Originating Agency: UT0180000 - UNIFIED POLICE DEPT OF GRE

Agency Case #: 52134

* Mandatory Appear: Yes

* Transport Designation: HOLD FOR TRANSPORT IN ISSUING COUNTY ONLY

Citation:

Charges

Charge Description: ROBBERY

* Statute: 76-6-302(1)(A) - AGGRAVATED ROBBERY - USE OR THREATEN USI

Government Code: SALT LAKE CITY

Class: F1

* Violation date: 02/16/2020

Save Reset

Entry

- Required information will create an NCIC Record
- Law enforcement agencies notified in BMSG transaction
- The batch job for felony warrants runs at 5 everyday



Entry

- The batch job will not pick up a warrant with a missing identifier
- Each court will receive an email notifying them of their warrant numbers that were not pushed on to NCIC
 - The court will need to get that information to pack the SWW so that it will get added to NCIC

Warrant Transaction through Audit logs report

- UCJIS will log every entry or modification and will be put into this weekly report
 - *Includes canceled entries- if applicable*
 - *Includes NCIC entries with errors*
- Report will be sent to Law Enforcement Agency TAC
 - To change email, contact Field Services Representative



WARRANT TRANSACTIONS THROUGH AUDIT LOGS
4/19/2020 - 4/25/2020

BCI- BUREAU OF CRIMINAL IDENTIFICATION

/NCIC/CW

EBENNET	04/20/2020	12:28:47PM	REJECT - NOT ON FILE 1N010000002MGNVF00.CW.UTBCI0000.NAM/ COLLINS, WILLIAM OCA/123456
EBENNET	04/22/2020	02:41:16PM	CLEAR NAM/WHICKHAM, JACK NIC/W700821200

/NCIC/MW

CBINGLEY	04/20/2020	02:15:50PM	MODIFY NAM/WHICKHAM, JACK NIC/W700821200
CBINGLEY	04/20/2020	02:16:24PM	MODIFY NAM/WHICKHAH, JACK NIC/W700821200
EBENNET	04/21/2020	02:43:25PM	MODIFY NAM/DARCY, FRITZWILLIAM NIC/W110898187

/NCIC/XW

JAUSTEN	04/23/2020	08:23:18AM	CANCEL NAM/DARCY, FITZWILLIAM NIC/W110898187
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WARRANT NOTIFICATION



UCJIS Home



- + Favorites
- + Person
- + Vehicle
- + Article
- + Gun
- Messaging
 - LOCAL
 - + Alerts
 - Broadcast Messages
 - [BC - Send Broadcast Message](#)
 - [BMSG - View Broadcast Messages](#)
 - + BCI Functions
 - + Logs
 - + MOTD
 - + Other
 - + Configuration

Last logged in: 02-24-2020 13:30

Version: 1.0-SNAPSHOT.4769

Server Node: pslweblogic-testrf2.ps.utah.gov

Note: Drag a favorite to reorder it. Right click an item to remove or add to favorites.

Query

Originating Agency Identifier

ORI: *

ALL

Message Type:

EW

Timeframe

Timeframe:

TODAY

Start Date Time:

TODAY

0

End Date Time:

LAST HOUR

LAST HALF HOUR

LAST 15 MINUTES

0

 Submit



UCJIS Home BMSGL ✕

Query Results ✕

Broadcast Log Query Results
Created by ovaisima on 02/24/2020 11:40:28

Type	Text	Start Date Time
EW	Warrant entered onto NCIC: Name = QUILL, PETER DOB = 01/13	02-24-2020 11:40

Select within
the line to
open file



Broadcast Message Entry

Created by ovaisima on 02/24/2020 15:20:16

Message Details

ORI:

UTBCI0000

Message Type:

EW

Message:

Warrant entered onto NCIC:
Name = QUILL, PETER
DOB = 01/13/1975
NIC = W920004720

Start Date:

02-24-2020 11:40

NIC Query

Required Fields

ORI: *

UTBCI0000-BCI - FIELD SERVICES ▼

Message Key: *

QW - QUERY WANTED ▼

NIC Number: *

W920004720

 Submit

UCJIS Home

NIC1 ✖

Query

● NIC-W920004720 ✖

Query Results

Created by ovaisima on 02/24/2020 12:33:10

TL0100000000DOHS00

UTBCI0000

***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/4 - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS

ORI/UTBCI0000 NAM/QUILL, PETER SEX/M RAC/U

DOB/19750113 HGT/605 WGT/250 EYE/BLU HAI/BR0

SOC/111111111

OLN/01234567890 OLS/UT OLY/UNKN

OFF/ROBBERY

DOW/20200220 OCA/1234

WNO/95687 CTI/UTBCI0000

NOA/N

DNA/N

ORI IS UT BU CRIM IDENT SALT LAKE 801 965-4446

AKA/STARL0RD, X

NIC/W920004720 DTE/20200224 1340 EST DLU/20200224 1420 EST

** TEST** THIS RESPONSE IS FROM THE NCIC TEST SYSTEM.

Query

Utah Statewide Warrants Query

Originating Agency Identifier

ORI: *

UTBCI0000-BCI - FIELD SERVICES ▼

By Name

By Social Security Number

By Operator License Number

By Vehicle License Number

By Case Number

By Warrant Number

By Index

 Submit

Query

Originating Agency Identifier

ORI: *

UTBCI0000-BCI - FIELD SERVIC ▾

By Name

Last Name: *

QUI

Name Search Type:

STARTSWITH ▾

First Name:

PET

Name Search Type:

STARTSWITH ▾

Middle Initial:

ENTER MIDDLE

Date of Birth:

ENTER DOB MMDDYYYY

Date Search Type:

EXACT ▾

(RANGE is +/-2 years, +/-2 months, +/-5 days)

By Social Security Number

By Operator License Number

By Vehicle License Number

By Case Number

By Warrant Number

By Index

🔍 Submit



Utah Statewide Warrants Query Results
Created by ovaisima on 02/24/2020 12:35:17

Last Name	First Name	Middle	DOB	Alias	Index
QUILL	PETER		01-13-1975		1428835

Select within
the line to
open file



NCIC Code: null

NCIC Description: null

Source: BCIFS

Date: 02/24/2020

Subject Comments: NONE

Warrant

Warrant Status: ACTIVE

Last Service Status:

Add Warrant Comment

Offense:

Class: F1

DV:

Statute: 76-6-302(1)(A)

Agency: BCIFS

Violation Date: 02/15/2020

Warrant Number: 95687

Warrant Type: ARREST

OTN:

Serve Warrant

Bail:

Court: nlets

Court Case #: 1234

Issue Date: 02/20/2020

Expiration Date: 02/20/2040

Judge: UNK

Originating Agency: nlets

Agency Case #:

Mandatory Appearance: YES

Transportation: HOLD FOR TRANSPORT IN ISSUING COUNTY ONLY

Procedure: PROCEDURE - * FELONY - CHECK NCIC * ARREST AND NOTIFY ORIG AGENCY ABOVE

Warrant Comments:

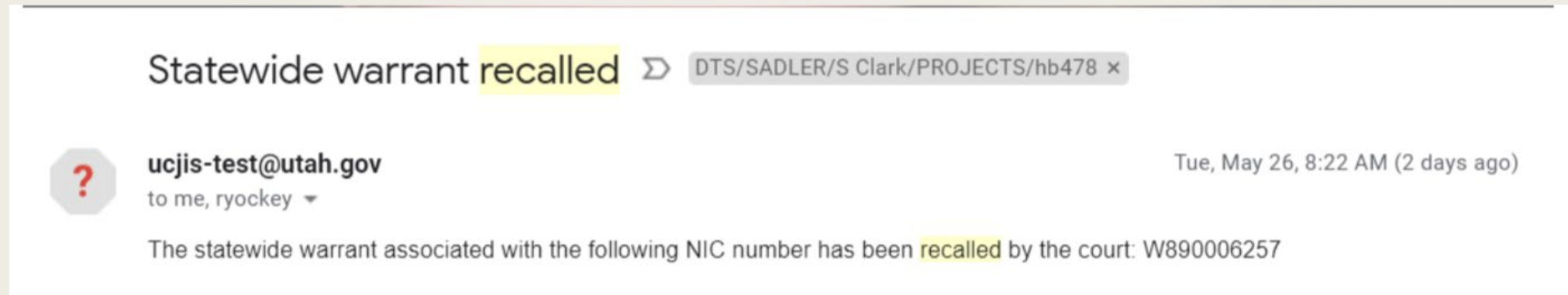
NONE

Service Information:

NONE

** Need a screenshot for courts
notification of their SWW missing info to put
onto NCIC

Recalled SWW email



*Once you receive this email, you may save a copy for your case file and clear the NCIC entry



PACKING THE RECORD



Packing the Record

- Check all available UCJIS Files your agency has access to to get additional Information
 - DL, MV, UCCH, III
- Check local databases
 - Agency RMS
- “When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record.”
 - Documentation for those additional identifiers must be maintained in the case file.





MW

Modify

Wanted Person Modification

Wanted Person Details

ORI: *

Message Key: *

Last Name:

First Name:

Middle Name:

By NIC Number

NIC Number:

By Originating Agency Case Number

Originating Agency
Case Number:

Validator Information

Name of Validator:

Originating Agency Identifier

Personal Information

Address Information

Vehicle Information

Other Information

Submit



MW

Personal Information			
<input type="checkbox"/> Delete	Last Name: <input type="text"/>	<input type="checkbox"/> Delete	First Name: <input type="text"/>
	Middle Name: <input type="text"/>		SSN: <input type="text"/>
	Gender: <input type="checkbox"/> <input type="text"/>		Race: <input type="checkbox"/> <input type="text"/>
	Ethnicity: <input type="checkbox"/> <input type="text"/>		Height: <input type="checkbox"/> <input type="text"/>
	Weight: <input type="checkbox"/> <input type="text"/>		Hair Color: <input type="checkbox"/> <input type="text"/>
	Eye Color: <input type="checkbox"/> <input type="text"/>		Skin Tone: <input type="checkbox"/> <input type="text"/>
	Scars, Marks, Tattoos: <input type="checkbox"/> ENTER SCARS,		Place of Birth: <input type="checkbox"/> <input type="text"/>
	Date of Birth: <input type="checkbox"/> MMDDYYYY		Offense Code: <input type="checkbox"/> ENTER OFFEN!
	Offense Text: <input type="text"/>		FBI Number: <input type="checkbox"/> <input type="text"/>
	Fingerprint Classification: <input type="checkbox"/> <input type="text"/>		Miscellaneous Number Type: <input type="checkbox"/> <input type="text"/>
	Miscellaneous Number: <input type="text"/>		Operator License Number: <input type="checkbox"/> <input type="text"/>
	Operator License State: <input type="checkbox"/> <input type="text"/>		Operator License Year: <input type="checkbox"/> YYYY
	Originating Agency Case Number: <input type="checkbox"/> <input type="text"/>		Original Offense Code: <input type="checkbox"/> <input type="text"/>
	Date of Emancipation: <input type="checkbox"/> MMDDYYYY		Extradition Limitation: <input type="checkbox"/> <input type="text"/>
	Warrant Date: <input type="checkbox"/> MMDDYYYY		Additional Warrants: <input type="checkbox"/> <input type="text"/>

MW

Address Information

Delete	Delete
Address Type: <input type="checkbox"/> <input type="text"/>	Date of Documented Address: <input type="checkbox"/> <input type="text" value="MMDDYYYY"/>
Street Number: <input type="checkbox"/> <input type="text"/>	Street Name: <input type="checkbox"/> <input type="text"/>
City: <input type="checkbox"/> <input type="text"/>	County: <input type="checkbox"/> <input type="text" value="ENTER COUNT"/>
State: <input type="checkbox"/> <input type="text"/>	Zip Code: <input type="checkbox"/> <input type="text"/>
Citizenship: <input type="checkbox"/> <input type="text"/>	

Vehicle Information

Delete	Delete
Vehicle License: <input type="checkbox"/> <input type="text"/>	Vehicle License State: <input type="checkbox"/> <input type="text"/>
Vehicle License Expiration Year: <input type="checkbox"/> <input type="text" value="YYYY"/>	Vehicle License Type: <input type="checkbox"/> <input type="text"/>
Vehicle VIN: <input type="checkbox"/> <input type="text"/>	Vehicle Year: <input type="checkbox"/> <input type="text"/>
Vehicle Make: <input type="checkbox"/> <input type="text"/>	Vehicle Model: <input type="checkbox"/> <input type="text"/>
Vehicle Style: <input type="checkbox"/> <input type="text"/>	Vehicle Color: <input type="checkbox"/> <input type="text"/>
Vehicle Color 2: <input type="checkbox"/> <input type="text"/>	Delete All Vehicle Values: <input type="checkbox"/>

Other Information

DNA:	<input type="checkbox"/>	<input type="text"/>	DNA Location:	<input type="checkbox"/>	<input type="text"/>
Linking Agency Identifier:	<input type="checkbox"/>	<input type="text"/>	Linking Case Number:	<input type="checkbox"/>	<input type="text"/>
Warrant Number:	<input type="checkbox"/>	<input type="text"/>	Notify Originating Agency:	<input type="checkbox"/>	<input type="text"/>
Court ORI:	<input type="checkbox"/>	<input type="text"/>	Caution And Medical Conditions:	<input type="checkbox"/>	<input type="text"/>
Miscellaneous:	<input type="checkbox"/>	<input type="text"/>	Image Number:	<input type="checkbox"/>	<input type="text"/>
Image Type:	<input type="checkbox"/>	<input type="text"/>			

Extradition

- Law enforcement must determine if / how far extradition will be authorized
- Limitations in the EXL Field
 - Any explanations in the MIS field
- If no forecast of extradition can be made
 - Enter person with code 6 or F
 - PENDING EXTRADITION DETERMINATION
 - Modify when extradition status is determined



Extradition Limit

1	Full Extradition unless otherwise noted in the MIS field
2	Limited Extradition see MIS field
3	Extradition – Surrounding States Only
4	No Extradition
5	Extradition Arrangements Pending see MIS field (requires data in MIS)
6	Pending Extradition Determination



Extradition Limit

Extradition Limit: *	<input type="text"/>
Additional Warrants:	
Address Information	
Address Type:	FEL. FULL EXTRADITION FEL. LIMITED EXTRADITION (MIS FIELD REQ) FEL. EXTRADITION-SURROUNDING STATES ONLY FEL. NO EXTRADITION FEL. PENDING EXTRADITION ARRANGEMENTS (SEE MIS FIELD) FEL. PENDING EXTRADITION DETERMINATION
Street Number:	MISD. FULL EXTRADITION MISD. LIMITED EXTRADITION (MIS FIELD REQ) MISD. EXTRADITION-SURROUNDING STATES ONLY MISD. NO EXTRADITION MISD. PENDING EXTRADITION ARRANGEMENTS (SEE MIS FIELD) MISD. PENDING EXTRADITION DETERMINATION
City:	
State:	
Citizenship:	



Information to Add

Add as much information as you can to pack the record!

- Social Security Number
 - Do not use dashes
 - If a non-valid SSN is entered, a message will be generated stating that the SSN has not been assigned and the agency should check for a possible data entry error
- Place of birth
 - The state or country should be indicated if known
- Hair and eye color
- FBI Number
 - If entered, this will cause the wanted person information to be posted to their FBI criminal history record and the originating agency will be notified if any fingerprints are received that are identified with the wanted person



SMT (Scars, Marks and Tattoos)

- Use the proper codes in the NCIC Code Manual
- Can use one code in the base record, add an additional 9 identifiers on the Supplemental
- If there are more than 10 SMT's use the ones that will help the officer on the scene to make a quick identification
- Further explanation in the MIS field – i.e. tattoo of eagle



SMT

- Sections:
 - *Artificial Body Parts and Aids*
 - Artificial limbs
 - Braces – i.e. neck brace, arm brace, leg brace etc.
 - Braces – teeth
 - Contact lenses
 - Dentures
 - Glasses
 - Gold tooth
 - Hearing aids
 - Wheelchair



SMT

- Deafness
- Deformities
- Drugs of Abuse
 - Cocaine – includes crack
 - Narcotics – includes heroin, morphine, Dilaudid, methadone, etc.
 - Other drugs of abuse – identify in MIS field
- Eye Disorders
- Fractured Bones
 - Used when the fracture is present or “fresh” at the time of entry
- Healed Fractured Bones
 - Use when the fracture has occurred sometime in the individual’s past and has since healed



SMT

Medical Conditions and Diseases

- Acne
- Alcoholism
- Allergies
- ADD
- Behavior Disorders
 - Autism, depression, suicidal tendencies
- Cancer
- Other medical disorders
 - Identify in MIS field
- Pregnancy
- Heart Disease
- Skin Disorders



SMT

- Medical Devices and Body Implants
- Missing Body Parts and Organs
- Moles
- Needle (“Track”) Marks
- Other Physical Characteristics
 - Bald/Balding
 - Freckles
 - Pierced ears
 - Stutters
 - Transsexual – use the MIS field to indicate what the individual was at time of birth and what he/she is at the time of entry
 - Transvestite



SMT

- Scars
- Skin Discolorations (Including Birthmarks)
- Tattoos – use MIS field to further describe
- Removed Tattoos
- Therapeutic Drugs
 - Analgesics
 - Antibiotics
 - Antidepressants
 - Ritalin
 - Insulin
 - Etc.



Miscellaneous Number Type

■ The appropriate two-letter identifying code

- Air Force Serial Number - AF
 - Air National Guard Serial Number - AS
 - Alien Registration Number - AR
 - Army Serial Number - AS
 - Canadian Social Insurance Number - CI
 - Fingerprint Identification Number - FN
 - Marine Corps Serial Number - MC
 - Mariner's Document or Identification Number - MD
 - National Agency Case Number-Military - NA
 - National Guard Serial Number - AS
 - Navy Serial Number - NS
 - Non-immigration Admission Number - AN
 - Originating Agency Police or State Identification Number (NCIC only) -OA
 - Passport Number - PP
 - Personal Identification Number (applies only to state or foreign government issued numbers) - PI
 - Port Security Card Number - PS
 - Royal Canadian Mounted Police Identification or Fingerprint Section (FPS) Number - MP
 - Selective Service Number - SS
 - U.S. Coast Guard Serial Number -CG
 - Veterans Administration Claim Number -VA
- US Military are now using Social Security Numbers to identify military personnel. This number should be entered in both the MNU and SOC fields. Omit any alphabetic characters prefixed to the numbers.



Operator License Number

- If a pilot's license is entered – state in MIS field
- Expired license data may be entered if current data are not available
- No hyphens or spaces
- OLS – state codes
- OLY – 4 digits of the highest year in which the license is valid
 - NX if non-expiring
 - If year is unknown and can't be obtained, the current year may be entered



Address

- Street Number (SNU) – free text
- Street Name (SNA) – free text
- City
- County
- State
- Zip code
- Date of Documented Address
- Address type
 - 01 Residence (Last Known)
 - 02 Employer
 - 03 Relative
 - 04 Known Associate
 - 05 Other
 - 06 Homeless
 - 07 Transient
 - 08 Incarcerated



Miscellaneous/Comments

- Free text
 - 500 characters

Other Information

DNA:	<input type="text"/>	DNA Location:	<input type="text" value="ENTER DNA LOCATI"/>
Linking Agency Identifier:	<input type="text" value="ENTER LINKING AGE"/>	Linking Agency Case Number:	<input type="text" value="ENTER LINKING AGE"/>
Warrant Number:	<input type="text" value="ENTER WARRANT N"/>	Notify Original Agency	<input type="checkbox"/>
Court ORI	<input type="text"/>	Caution and Medical Conditions:	<input type="text"/>
Miscellaneous Comments:	<input type="text" value="ENTER MISCELANEOUS COMMENTS"/>		

Miscellaneous/Comments

- No searchable data
- When agency enters two or more fugitives that are known to associate with each other, cross reference by placing the name and NIC number of the associated person in the MIS field
- Limited Extradition
- Common abbreviations
- Descriptions of scars, marks and tattoos



Supplemental Identifiers

- Per transaction – only 9 additional identifiers
- Field on the base record must be filled before adding supplemental
- Must use valid NCIC codes



EN

Wanted Person Supplemental Entry

Details

ORI: *

Last Name:

First Name:

Middle Name:

By NIC Number

NIC Number:

By Originating Agency Case Number

Originating Agency
Case Number:

EN

Additional Fields

NOTE: A Maximum of NINE additional identifiers of various kinds may be entered on one Supplemental Screen. Additional Supplemental Screens may be re-transmitted for additional identifiers

Caution and Medical Conditions

+

Alias

Last Name: +

First Name:

Middle Name:

Date of Birth

+

Scars Marks and Tattoos

+

SSN

+

EN

Miscellaneous Numbers

Type:



Number:

License

Operator's License Number:



State:

Expiration Year:

EN

License Plates

+

Number:

ENTER LICENSE PLATE NUMBER

State:

▼

Expiration Year:

ENTER EXPIRATION YEAR

Type:

ENTER LICENSE TYPE

EN

Vehicles



VIN:

ENTER VIN

Year:

ENTER VEHICLE YEAR

Make:

ENTER VEHICLE MAKE

Model:

ENTER VEHICLE MODEL

Style:

ENTER VEHICLE STYLE

Color:

ENTER VEHICLE PRIMARY COLOR

Secondary Color:

ENTER VEHICLE SECONDARY COLOR

Vehicle Ownership:

Dropdown menu for vehicle ownership with a downward arrow icon on the right side.

EN

Addresses



Number:

Address:

City:

County:

State:

Zip:

Type:

Date:

EN

Images

Number: +

Type:

Q Submit

Entering Images

- EIM transaction
- Aids law enforcement
- Increases chance of a “hit”
- Lowers your liability



Preparation

- Images can be obtained from any source
 - Digital camera
 - Scanner
 - Email
 - O-Track
 - Driver License
- Save digital image to network or hard drive



Image Storage

- Store images so they don't get “lost”
- Use common location for folder
 - Images should be available at one location
 - Make it easy for others to find images
 - In case someone is gone on vacation
- For further information on creating folders or storing images, please contact a member of Field Services



Enter Image Transaction

Image Entry

Originating Agency Identifier

ORI: *

Image Info

NIC Number: * Date of Image: *

Image Type: *

Upload and Submit Photo in Gray Scale

Default is gray scale

Upload Image

Choose File No file chosen

Image: *

Submit

Successful Image Upload

- If the image is rejected because the file is too large, change it to gray scale
- Image will be re-sized

1L0100000013HENL00

UTBCI0000

IMAGE IS ACCEPTED

NIC/V420040996  [IMN/I014107569](#) IMT/I

Multiple Images

- Up to 13 images can be attached to one entry
 - Mugshot (only 1)
 - Fingerprint (only 1)
 - Signature (only 1)
 - Tattoos
 - Scars, etc.



Enter Dental

- May be attached to Wanted Person Entry
- Cross referenced with Unidentified File
- Contact Gina McNeil at 801-281-5075
 - Must have
 - X-rays
 - Bill – because of the codes
 - Dentist notes





VALIDATING THE RECORD



Who is Responsible for NCIC Validations?

- Agency who's ORI appears on entry
- Even if dispatch center enters into NCIC
 - Dispatch center may validate
 - Record holding agency is still responsible



When to Validate

- Within six months of initial entry into NCIC
- Annually thereafter



Validations

- Verify entry should still be in NCIC
 - *Verify person is still wanted*
- Verify information in entry is correct and complete
- “Pack” the record with additional information
- Provide as much information as possible to enable “hits”



Is the Information in the Entry Correct and Complete?

- Message Key
- Identifying information
- OCA
- Extradition



Gathering Information

- All available UCJIS files
 - Purpose Code “C”
 - Audit Purpose “NCIC Validation (NIC #)”
- MIL transaction
- Agency case files
- Contact reporting parties



Wanted Person

- Identifying information
 - Name, DOB, SSN, DL, etc...
- Extradition
 - Mis field
- Warrant number and date
- Offense



Recalled Warrants

- When a court recalls a warrant, they will update it on the court system as recalled
- BCI will run a report to capture any warrants that have been marked as recalled
- BCI will then send an email to the law enforcement agency that the recalled warrant belongs to letting the LEA know they can clear the warrant

Recalled warrant email

Statewide warrant recalled  DTS/SADLER/S Clark/PROJECTS/hb478 



ucjis-test@utah.gov
to me, ryockey 

Tue, May 26, 8:22 AM (2 days ago)

The statewide warrant associated with the following NIC number has been recalled by the court: W890006257

REMINDERS

- Begins with entry from the court
- EW notification through BMSG transaction
- Email on file for the Felony warrant reports
- Law Enforcement Agency
 - Extradition Limits
 - Packing record
 - Validations





QUESTIONS?

