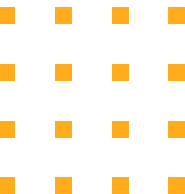
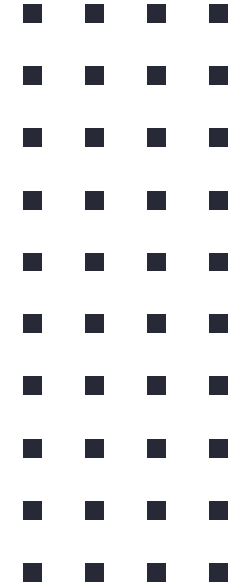


NCIC

- We Love It, We Hate It



Overview

- Gun File
- Vehicle File
- Article File
- Missing Persons File
- Wanted Persons File
- NCIC FAQs



Gun File



What is Defined as a Gun?

- Any weapon, including a starter gun, which is designed to, or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive
 - Antique guns
 - Cannons
 - Machine guns
 - Pistols
 - Rifles
 - Shotguns
 - Frame or receiver of any such weapon
 - Firearm mufflers
 - Firearm silencer
 - Destructive devices
 - Disguised guns

Criteria for Entering a Stolen Gun

- Theft report made
- Serially numbered weapon
- Agency must maintain supporting documentation

Criteria for Entering a Recovered Gun

- What is considered “recovered”?
 - Abandoned, seized, or found weapon
 - No stolen or lost report is on file
- Criteria
 - No stolen or lost report is on file
 - Gun must remain in possession of agency
 - Or be readily available for examination
 - If the entering agency loses custody of the recovered gun, then the recovered gun record must be canceled

Required Fields for Entry

- ORI
- MKE/ Message Key
- Serial Number
- Make
- Caliber
- Type
- Originating Agency Case Number
- Recovered
 - Same fields including Recovery Date
- Lost
 - Same fields including Loss Date

EG

Gun Entry

Originating Agency Identifier

ORI: * Message Key: *

Gun Information

Serial number: *	<input type="text"/>	Make: *	<input type="text"/>
Caliber: *	<input type="text"/>	Model:	<input type="text"/>
Type: *	<input type="text"/>	Theft Date:	<input type="text"/>
Recovery Date:	<input type="text" value="ENTER IN MM"/>	Loss Date:	<input type="text" value="ENTER IN MM"/>
Originating Agency Case Number: *	<input type="text"/>		

Other Information

Linking Agency Identifier:	<input type="text"/>	Linking Agency Case Number:	<input type="text"/>
Notify Originating Agency:	<input type="checkbox"/>		

EG - STOLEN GUN
ELG - LOST GUN
ERG - RECOVERED GUN
EG-P - STOLEN GUN - HOLD FOR LATENTS
EFG - FELONY GUN
EFGP - FELONY GUN - HOLD FOR LATENTS

EG

Gun Entry

Originating Agency Identifier

ORI: * Message Key: *

Gun Information

Serial number: * Make: *

Caliber: * Model:

Type: * Theft Date:

Loss Date:

Linking Agency Case Number:

Notify Originating Agency:

True (manufacturer) serial number entered

Do not enter:

- National match numbers
- Model numbers
- Stock control numbers
- Owner-applied numbers

NCIC Code Manual

EG

Gun Entry

Originating Agency Identifier

ORI: * Message Key: *

Gun Information

Serial number: *

Caliber: *

Type: *

Recovery Date:

Originating Agency Case Number: *

Make: *

Model:

Theft Date:

Loss Date:

Other Information

Linking Agency Identifier:

Linking Agency Case Number:

Notify Originating Agency:

Enter without periods

NCIC Code Manual

Earliest possible date



Modify Gun Record

- Use MG to modify or validate
- Identify record by NIC or Serial Number
- Modify any information that needs to be corrected

Gun Modification

Required Information

ORI: *	<input type="text"/>	Message Key: *	<input type="text"/>
Originating Agency Case Number: *	<input type="text"/>		

Record Identifier by NIC Number

Record Identifier by Serial Number

Record Retention

- Stolen and lost gun records remain on file until originating agency clears or cancels record
- Recovered guns remain on file for remainder of year entered plus 2 years
- Ten days after a locate is placed on a stolen, lost, or felony gun record, the record is retired

Additional Transactions for Gun Files

- QG- Query Gun
- LG- Locate Gun
- CG- Clear Gun
- XG- Cancel Gun



Vehicle File



Vehicle File

- Any motor-driven conveyance (except a boat) designed to carry its operator. Also aircraft and trailers
 - Planes
 - Trains
 - Automobiles
 - Tractors
 - Motorcycles/Snowmobiles/ ATV/UTVs
 - Motorized Wheelchairs
 - Trailers

Criteria for Vehicle Entry

- A theft report has been made
 - A loaned, rented, or leased vehicle that has not been returned
- Vehicle used in the commission of a felony whose whereabouts are unknown
- Federally issued court order for seizure of vehicle

Required Information for Entry

- Vehicle Year
- Vehicle Make
- Vehicle Style
- Date of Theft
- Originating Agency Case Number
- At least one of the following numeric identifiers:
 - License Plate information
 - VIN
 - Owner Applied Number

EV

Vehicle Entry

Originating Agency Identifier

ORI: * Message Key: *

Vehicle Information

Vehicle License: Vehicle License State:

Expiration Year: Vehicle License Type:

Vehicle VIN: Vehicle Year: *

Vehicle Make: * Vehicle Model:

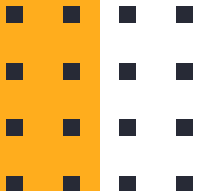
Vehicle Style: * Vehicle Color:

Vehicle Color 2: Vehicle Theft Date: *

Originating Agency Case Number: *

- EV - STOLEN VEHICLE
- EF - FELONY VEHICLE
- EV-A - STOLEN VEHICLE - OCCUPANTS ARMED
- EF-A - FELONY VEHICLE - OCCUPANTS ARMED
- EV-P - STOLEN VEHICLE - HOLD FOR LATENTS
- EF-P - FELONY VEHICLE - HOLD FOR LATENTS
- EV-F - STOLEN VEHICLE - OCCUPANTS ARMED - HOLD FOR LATENTS
- EF-F - FELONY VEHICLE - OCCUPANTS ARMED - HOLD FOR LATENTS

NCIC Code Manual



Modify Vehicle Record

- Use MV to modify or validate
- Identify record by NIC Number, License Plate Number, or VIN Number
- Modify any information that needs to be corrected

Vehicle Modification

Required Information

ORI: *	<input type="text"/>	Message Key: *	<input type="text"/>
Originating Agency Case Number: *	<input type="text"/>		

Record Identifier by NIC Number

Record Identifier by License Plate Number

Record Identifier by Vin Number

Retention Period

- Stolen vehicle record remains on file for 90 days and it does not contain a VIN or OAN, the record is retired
- Felony vehicle or vehicle subject to seizure record remains on file for 90 days, the record is retired
- Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus 4
- Ten days after a Vehicle File record is located, it is retired

Additional Transactions for Vehicle Files

- QV- Query Vehicle
- LV - Locate Vehicle
- CV- Clear Vehicle
- XV- Cancel Vehicle



Article File



Article File

- Most tangible objects
 - Office equipment
 - Bicycles
 - Appliances
 - Televisions, etc.
- These objects will have a serial number and/or a owner applied number

What Articles can be Entered?

- Any article with a serial and/or OAN number that is valued at \$500 +
- If the total value of articles taken in one theft exceeds \$5,000
 - Any article with a serial or OAN number in this instance can be entered regardless of value
- All office equipment, TV sets, and bicycles can be entered regardless of value
- Any article in a theft report (with a serial and/or OAN number) can be entered into NCIC regardless of value if:
 - There is indication of interstate movement
 - If an article needs to be entered into NCIC for investigative purposes, due to the seriousness of the crime

What Articles can be Entered?

- Public Safety, Homeland Security, or any other special agencies can enter records for lost/stolen/missing:
 - Equipment (Z)
 - Items of Identification (Q)
 - *The agencies must have supporting documentation*

What Articles cannot be Entered into NCIC

- Lost or stolen credit cards
- Bank drafts
- ATM Cards
- Any type of check
 - Ex: cashier, certified, personal, etc.
- If law enforcement needs to inquire about the status of a credit card, here are some numbers they can call:
 - American Express- (800) 5284800
 - Master Card–(800) 2311750
 - Visa–(800) 3678472

Before Entering into NCIC

- Only the agency that has filed the theft report (and has primary jurisdiction over the place of theft) can make the NCIC entry
- The agency must have documentation on file to support the article entry
 - Either an electronic or a hard copy

Required Fields for Entry

- MKE/Message Key
- ORI
- Type Code
- Brand Name
- Date of Theft
- Originating Agency Case Number

EA

Article File Entry

Message Details

ORI: * Message Key: *

Article Details

Type: *	<input type="text" value="ENTER TYPE"/>	Brand: *	
Date of Theft: *	<input type="text" value="MMDDYYYY"/>	Owner Applied Number:	
Serial Number:	<input type="text" value="ENTER SERIAL NUMBER"/>	Serial Number 2:	
Model:	<input type="text" value="ENTER MODEL"/>	Lot Number:	
Hazardous Materials Container:	<input type="text" value="ENTER HAZARDOUS MA"/>	Partial Lot:	<input type="text" value=""/>
Miscellaneous:	<input type="text" value="ENTER MISCELLANEOUS"/>		

- EA - STOLEN ARTICLE
- ELA - LOST ARTICLE
- EAA - STOLEN ARTICLES
- ELAA - LOST ARTICLES
- EA-P - STOLEN ARTICLE - HOLD FOR LATENTS
- ELA-P - LOST ARTICLE - HOLD FOR LATENTS
- EAA-P - STOLEN ARTICLES - HOLD FOR LATENTS
- ELAA-P - LOST ARTICLES - HOLD FOR LATENTS

EA

Article File Entry			
Message Details			
ORI: *	<input type="text"/>	Message Key: *	<input type="text"/>
Article Details			
Type: *	<input type="text" value="ENTER TYPE"/>	Brand: *	<input type="text" value="ENTER BRAND"/>
Date of Theft: *	<input type="text" value="MMDDYYYY"/>	Owner Applied Number:	<input type="text" value="ENTER OWNER APPLIEC"/>
Serial Number:	<input type="text" value="ENTER SERIAL NUMBER"/>	Serial Number 2:	<input type="text" value="ENTER SERIAL NUMBER"/>
Model:	<input type="text" value="ENTER MODEL"/>	Lot Number:	<input type="text" value="ENTER LOT NUMBER"/>
Hazardous Materials Container:	<input type="text" value="ENTER HAZARDOUS MA"/>	Partial Lot:	<input type="text"/>
Miscellaneous:	<input type="text" value="ENTER MISCELLANEOUS"/>		

NCIC Code Manual

Modify Article Record

- Use MA to modify or validate
- Modify any information that needs to be corrected

Article File Modify

Message Details

ORI: *	<input type="text"/>	NIC: *	<input type="text" value="ENTER NIC #"/>
Message Key: *	<input type="text"/>	Validator Name:	<input type="text" value="ENTER VALIDATOR NAM"/>

Record Identifier by Serial Number

Record Identifier by Originating Agency Case Number

Record Identifier by Owner Applied Number

Modification Information

Retention Period

- An article TYP Field code beginning with “Q”, “T”, or “Z” will remain on NCIC until it is cleared or canceled by the originating agency
- All other article records are retained for the balance of the year entered plus an additional year. Following expiration of this retention period, the record is automatically retired
- Ten days after the article in a record is reported located, it is retired

Query

- If you aren't sure of the type code to use—use YALL
- If a “Y” code is used it will search for any article with that serial or OAN
- You could get many hits

The screenshot shows the UCJIS Article File Query interface. At the top, there are tabs for "UCJIS Home" and "QA1". Below the tabs is a "Query" section with a blue header "Article File Query". The form is divided into several sections:

- Originating Agency Identifier:** A dropdown menu labeled "ORI:" with the value "UTBCI0000-BCI - FIELD!" selected.
- Photo Wanted:** Two radio buttons: "None" (unselected) and "Include Photo" (selected).
- By Article Information:** A text input field labeled "Type:" with the value "YALL" entered.
- Additional Article Information - Provide at Least One:** Two text input fields: "Serial Number:" and "Owner Applied number:".
- Search Options:** A checkbox labeled "Related Search Hit:" which is currently unchecked.
- By NIC Number:** A section header at the bottom of the form.

At the bottom left of the form is a blue "Submit" button with a magnifying glass icon.

Additional Transactions for Article Files

- QA- Query Article
- LA - Locate Article
- CA- Clear Article
- XA- Cancel Article



Missing Persons File

Criteria for Entry

- Agencies must have a missing person report on file
- Missing persons can be entered under one of these categories
 - Disability
 - Endangered
 - Involuntary
 - Juvenile
 - Catastrophe
 - Other

Required Fields for Entry

- Name
- Eye and Hair Color
- Gender
- Race
- Height and Weight

Name

- Complete names if available
 - Do not abbreviate
 - If the name exceeds 30 characters, use initials of the middle name
- Persons with one name
 - Last Name, X
- Apostrophes are eliminated
 - Obrien, Oneal, etc.

Personal Description

- At least one of the following:
 - DOB
 - FBI
 - MNU
 - SOC
 - OLN with OLS and OLY
 - LIC with LIS, LIY, LIT
 - VIN with VYR, SMA, and VST

Enter all or not at all

Personal Description

- Skin tone
- Ethnicity
- Place of birth
- Citizenship
- Fingerprint Classification
 - Contact AFIS for assistance

Missing Person Code

Miscellaneous Information

Miscellaneous:

Jewelry Type:

Jewelry Description:

Missing Person Code: *

Date of Last Contact: *

Missing Person Circumstances:

- CHILD ABDUCTION
- DISASTER VICTIM
- MISSING PERSON
- AMBER ALERT

Missing Person Code

- Child abduction
 - Can be used for parental/family abductions
 - The missing person's age must be less than 21 years of age
 - There is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life
 - Will give the FBI and NCMEC notification of urgent cases and enable them to provide assistance if needed

Missing Person Code

- AMBER Alert
 - If you enter someone as an AMBER alert, there MUST be an active local AMBER alert
 - Using this code does not change the procedures or protocols for activating an AMBER alert
 - This code provides a method of alerting law enforcement of the status of the missing child
 - Generates notification to the FBI and NCMEC

EM

Missing Person Entry

Message Details

ORI: * Message Key: *

Person Details

Last Name: *	<input type="text" value="ENTER LAST NAME"/>	First Name: *	<input type="text"/>
Middle Name:	<input type="text" value="ENTER MIDDLE NAME"/>	Eye Color: *	<input type="text"/>
Hair Color: *	<input type="text"/>	Skin Tone:	<input type="text"/>
Date of Birth:	<input type="text" value="ENTER DOB MMDDYYYY"/>	Birth Year:	<input type="text"/>
Emancipation Date:	<input type="text" value="ENTER EMANCIPATION DA"/>	Gender: *	<input type="text"/>
Race: *	<input type="text"/>	Ethnicity:	<input type="text"/>
Place Of Birth:	<input type="text"/>	Citizenship:	<input type="text"/>
Height: *	<input type="text" value="ENTER HEIGHT"/>	Weight: *	<input type="text" value="ENTER WEIGHT"/>
Scars, Marks, Tattoos:	<input type="text" value="ENTER SCARS, MARKS, T/"/>	Fingerprint Classification:	<input type="text" value="ENTER FINGERPRINT CLA"/>

- EMD - MISSING PERSON - DISABILITY
- EMDC - MISSING PERSON - DISABILITY, CAUTION
- EME - MISSING PERSON - ENDANGERED
- EMEC - MISSING PERSON - ENDANGERED, CAUTION
- EMI - MISSING PERSON - INVOLUNTARY
- EMIC - MISSING PERSON - INVOLUNTARY, CAUTION
- EMJ - MISSING PERSON - JUVENILE
- EMJC - MISSING PERSON - JUVENILE, CAUTION
- EMV - MISSING PERSON - CATASTROPHE VICTIM
- EMVC - MISSING PERSON - CATASTROPHE VICTIM, CAUTION
- EMO - MISSING PERSON - OTHER
- EMOC - MISSING PERSON - OTHER, CAUTION

Scars, Marks, and Tattoos

- Artificial body parts and aids
- Deafness
- Deformities
- Drugs of abuse
- Eye disorders
- Fractured bones
- Healed fractured bones
- Medical conditions and diseases
- Medical devices and body implants
- Moles
- Needle marks
- Other physical characteristics
- Removed tattoos
- Scars
- Skin discolorations
- Tattoos
- Therapeutic drugs
- Ultraviolet tattoos

Jewelry

- Broach or pin
- Necklace
- Ring
- Wallet or purse
- Description
 - 100 characters

Compares with Unidentified File

- When a missing person record is entered or modified, NCIC automatically compares the data in that record against all unidentified person records in NCIC

\$.K. Message

- Missing Information Notification is sent to the ORI of record
- Missing Person entry or Unidentified entry
- If the entry is over 30 days
 - Missing data from Blood Type, Dental Characteristics, Fingerprint Classifications, Jewelry Type, Scars, Marks and Tattoos
 - Or the Height or Weight has “UNK”
- Review the data for additional information, possibly contact the family etc.
- Use the NCIC Missing Person File Data Collection Entry Guide
 - Ofa Vaisima or Alex Martinez
 - Law Enforcement Enterprise Portal (LEEP)
- Add any additional information to the entry

NCIC Initial Entry Report			
Message Key (MKE) (See Categories, page 2) <input type="checkbox"/> Disability (EMD) <input type="checkbox"/> Catastrophe Victim (EMV) <input type="checkbox"/> Other (EMO) <input type="checkbox"/> Juvenile (EMJ) <input type="checkbox"/> Involuntary (EMI) <input type="checkbox"/> Endangered (EME) <input type="checkbox"/> Caution		Date _____ Reporting Agency (ORA) _____	
Name of Missing Person (NAM) _____		Sex (SEX) <input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F)	
Aliases _____			
Race (RAC) <input type="checkbox"/> Asian or Pacific Islander (A) <input type="checkbox"/> American Indian/Alaskan Native (I) <input type="checkbox"/> Black (B) <input type="checkbox"/> White (W) <input type="checkbox"/> Unknown (U)		Place of Birth (POB) _____	Date of Birth (DOB) _____
Date of Emancipation (DOE) _____	Height (HGT) _____	Weight (WGT) _____	Eye Color (EYE) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Hazel (HAZ) <input type="checkbox"/> Unknown (XXX) <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Gray (GRY) <input type="checkbox"/> Maroon (MAR) <input type="checkbox"/> Multicolored (MUL) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Green (GRN) <input type="checkbox"/> Pink (PNK)
Hair Color (HAI) <input type="checkbox"/> Brown (BRD) <input type="checkbox"/> Sandy (SDY) <input type="checkbox"/> Blue (BLU) <input type="checkbox"/> Purple (PLE) <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Gray or Partially Gray (GRY) <input type="checkbox"/> Green (GRN) <input type="checkbox"/> Unknown or Completely Bald (XXX) <input type="checkbox"/> White (WHT) <input type="checkbox"/> Red/Auburn (RED) <input type="checkbox"/> Orange (ONG) <input type="checkbox"/> Pink (PNK)		Ethnicity (ETN) <input type="checkbox"/> Hispanic or Latino (H) <input type="checkbox"/> Not Hispanic or Not Latino (N)	FBI Number (FBI) _____
Skin Tone (SKN) <input type="checkbox"/> Albino (ALB) <input type="checkbox"/> Yellow (YEL) <input type="checkbox"/> Lt. Brown (LBR) <input type="checkbox"/> Ruddy (RUC) <input type="checkbox"/> Black (BLK) <input type="checkbox"/> DL Brown (DBR) <input type="checkbox"/> Medium (MED) <input type="checkbox"/> Sallow (SAL) <input type="checkbox"/> Dark (DRK) <input type="checkbox"/> Tan (TAN) <input type="checkbox"/> Medium Brown (MBR) <input type="checkbox"/> Olive (OLV)		Scars, Marks, Tattoos, and Other Characteristics (SMT) (See Checklist, page 8)	
Has the missing person ever been fingerprinted? <input type="checkbox"/> No <input type="checkbox"/> Yes, by whom? _____		Other Identifying Numbers (MNI) _____	
Fingerprint Classification (FPC)* []			
Social Security Number (SOC) _____	Operator's License Number (DLN) _____	Operator's License State (DLS) _____	License Expiration (DLY) _____
Missing Person (MNP) <input type="checkbox"/> Missing Person (MP) <input type="checkbox"/> Catastrophe Victim (DV) <input type="checkbox"/> Child Abduction (CA) <input type="checkbox"/> AMBER Alert (AA)		Date of Last Contact (DLC) _____	Originating Agency Case Number (OCA) _____
Miscellaneous (MIS) Information such as build, handedness, any illness or diseases, clothing description, hair description, should be included. If more space is needed, attach additional sheet.**			Missing Person Circumstances (MPC) <input type="checkbox"/> Abducted by Stranger (S) <input type="checkbox"/> Runaway (R) <input type="checkbox"/> Abducted by Non-custodial Parent (N)
License Plate Number (LJC) _____	State (LJS) _____	Year Expires (LY) _____	License Plate Type (LJT) _____
Vehicle Identification Number (VIN) _____			Year (VYR) _____
Make (VMA) _____	Model (VMO) _____	Style (VST) _____	Color (VCO) _____

Rev 04/13 * Fingerprints, if available, may be submitted electronically via the CJIS Wide Area Network or in hard copy to the FBI, CJIS Division, Post Office Box 4142, Clarksburg, West Virginia 26302-9929.

** All dental information should be recorded on the NCIC Missing Person Dental Report and entered into NCIC as supplemental information.

\$.K.

MD1012600

NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600 EST 19990830. YOUR ENTRY NIC/M000069216, OCA/56789 HAS INFORMATION MISSING FROM THE FOLLOWING KEY DATA FIELDS: BLT, DCH, FPC, JWT, SMT, HGT.

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

MKE/MISSING PERSON OTHER

**ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX
DOB/19750606 HGT/UNK WGT/153 EYE/BRO HAI/BRO FBI/12245AB9
SKN/FAR**

SOC/123456789

DLC/19991201 OCA/56789 SID/MD999999999

NOA/Y

MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT

NIC/M000069216 DTE/20090101 0930 EST DLU/20120128 0815 EST

Enter Dental

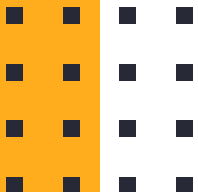
- Cross referenced with Unidentified File
- Most reliable way for identification
- Contact Ofa Vaisima at 385-499-1421 or Alex Martinez at 385-499-5500
 - Must have
 - X-rays
 - Bill –because of the codes
 - Dentist notes

Supplemental

- Identify record
 - Name
 - NIC
 - OCA
- Add additional information, must be on the base record to add as a supplemental
- Can only be entered 9 at a time. Some fields are limited to 9 total

Removing a Missing Person from NCIC

- All resources exhausted
- Document in the case file the reason for removal



Unidentified Person Entry

- Can be entered as
 - Deceased
 - Living
- Only BCI can enter
 - A copy of the medical examiners report, anthropologists report, and agency case report are required
 - Contact Ofa Vaisima or Alex Martinez to enter an Unidentified person/body

Additional Transactions for Missing Person Files

- QM- Query Missing
- LM- Locate Missing
- CM- Clear Missing
- XM- Cancel Missing
- EMN- Enter Missing Supplemental
- XMN- Cancel Missing Supplemental

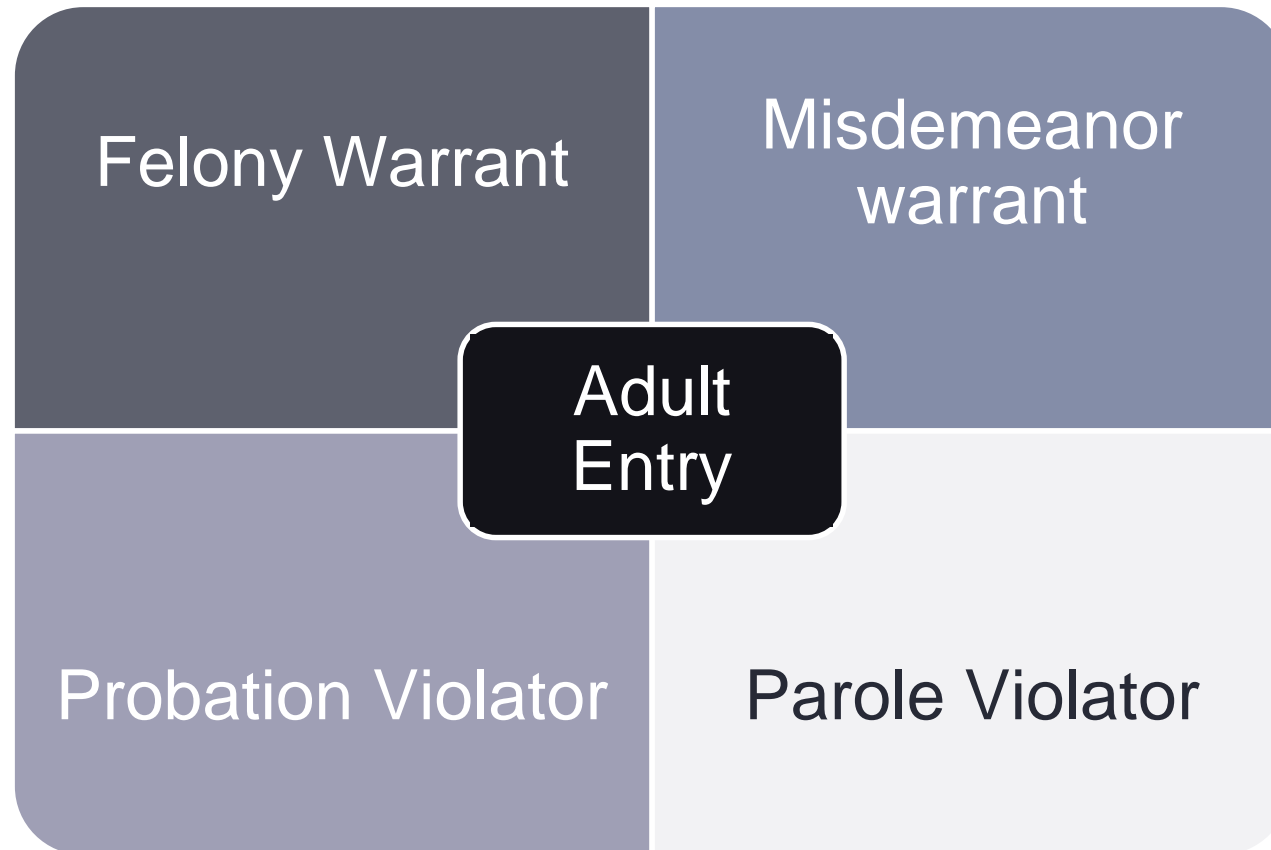


Wanted Person File

Criteria for Wanted Person Entry

- Entry should be made:
 - After decision to arrest
 - Decision regarding extradition
- Must have warrant
 - Electronic or hard copy
- Must be entered immediately
 - Not to exceed 3 days per FBI audit

Adults



Juveniles

Tried as an
adult

Adjudged delinquent
and is subject to the
jurisdiction of the court

Juvenile
Entry

Who has escaped or
absconded while on
probation or parole

Charged with the
commission of an act
that would be a felony if
committed by an adult
and they have fled the
state



Extradition

- “Extradition is the surrender by one state to another of an individual charged with or convicted of an offense outside its own territory and within the territorial jurisdiction of the other”

Extradition

- Entering agency must determine as far as possible if extradition will be authorized
- Limitations in the EXL Field
 - Any explanations in the MIS field
- If agency knows that person will not be extradited
 - Noted in the EXL field
- In no forecast of extradition can be made
 - Enter person with code 6 or F
 - PENDING EXTRADITION DETERMINATION
 - Modify when extradition status is determined

Extradition

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

Extradition Limit: *	
Warrant Date: *	
Additional Warrants:	
Address Information	
Address Type:	FEL. FULL EXTRADITION
Date of Documented Address:	FEL. LIMITED EXTRADITION (MIS FIELD REQ)
Street Number:	FEL. EXTRADITION-SURROUNDING STATES ONLY
Street Name:	FEL. NO EXTRADITION
City:	FEL. PENDING EXTRADITION ARRANGEMENTS (SEE MIS FIELD)
	FEL. PENDING EXTRADITION DETERMINATION
	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

Mandatory Fields for Entry

- MKE
- ORI
- NAM
 - Must be included on all entries
 - Must be the individual's true name if known
- Sex
- Race
- Height
- Weight
- Hair Color
- Offense
- Date of Warrant
- Originating Agency Case Number
- At least one of the following:
 - DOB
 - FBI
 - MNU
 - SOC
 - OLN with OLS & OLY
 - LIC with LIS, LIY, & LIT
 - VIN with VYR, VMA, & VST
 - Or S/F Soc
 - S/F OLN with OLS & S/F OLY

Minimum Information

- Entry can be made with minimum data
 - As the agency gets more information—use MW to modify the record and add information

EW

Wanted Person Entry

Originating Agency Identifier

ORI: * Message Key: *

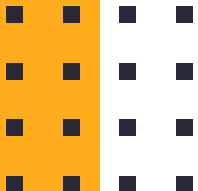
Pre-Fill By Operator License Number

Driver License Number:

Personal Information

Last Name: *	<input type="text" value="ENTER LAST NAME"/>	Height: *	<input type="text" value="ENTER HEIGHT"/>
Middle Name:	<input type="text" value="ENTER MIDDLE"/>	Hair Color: *	<input type="text"/>
Gender: *	<input type="text"/>	Skin Tone:	<input type="text"/>
Ethnicity:	<input type="text"/>	Place Of Birth:	<input type="text"/>
Weight: *	<input type="text" value="ENTER WEIGHT"/>	Offense Code: *	<input type="text" value="ENTER OFFENSE CODE"/>
Eye Color:	<input type="text"/>	FBI Number:	<input type="text" value="ENTER FBI NUMBER"/>
Scars, Marks, Tattoos:	<input type="text" value="ENTER SCARS, MARKS, TATTOOS"/>	Misc Number Type:	<input type="text"/>
Date of Birth:	<input type="text" value="MMDDYYYY"/>	Driver License State:	<input type="text"/>
Offense Text:	<input type="text" value="ENTER OFFENSE TEXT"/>	Originating Agency Case Number: *	<input type="text" value="ENTER CASE NUMBER"/>
Fingerprint Classification:	<input type="text" value="ENTER FINGERPRINT CLASSIFICATION"/>	Emancipation Date:	<input type="text" value="MMDDYYYY"/>
Misc Number:	<input type="text" value="ENTER MISC NUMBER"/>	Warrant Date: *	<input type="text" value="MMDDYYYY"/>
Driver License Expiration Year:	<input type="text"/>		
Original Offense Code:	<input type="text" value="ENTER OFFENSE CODE"/>		
Extradition Limit: *	<input type="text"/>		
Additional Warrants:	<input type="text"/>		

- EW - WANTED PERSON
- EW-C - WANTED PERSON - CAUTION
- EWJ - WANTED JUVENILE
- EWJC - WANTED JUVINILE - CAUTION
- ET - WANTED PERSON - TEMPORARY FELONY
- ET-C - WANTED PERSON - TEMPORARY FELONY - CAUTION



EW

Wanted Person Entry

Originating Agency Identifier

ORI: * Message Key: *

Pre-Fill By Operator License Number

Driver License Number:

Personal Information

Last Name: *	<input type="text" value="ENTER LAST NAME"/>	First Name: *	<input type="text" value="ENTER FIRST NAME"/>
Middle Name:	<input type="text" value="ENTER MIDDLE"/>	SSN:	<input type="text" value="123456789"/>
	<input type="text"/>	Race: *	<input type="text"/>
	<input type="text"/>	Height: *	<input type="text" value="ENTER HEIGHT"/>
	<input type="text" value="ENTER WEIGHT"/>	Hair Color: *	<input type="text"/>
	<input type="text"/>	Skin Tone:	<input type="text"/>
Scars, Tattoos:	<input type="text" value="ENTER SCARS, MARKS, TATTOOS"/>	Place Of Birth:	<input type="text"/>
Date of Birth:	<input type="text" value="MMDDYYYY"/>	Offense Code: *	<input type="text" value="ENTER OFFENSE CODE"/>
Offense Text:	<input type="text" value="ENTER OFFENSE TEXT"/>	FBI Number:	<input type="text" value="ENTER FBI NUMBER"/>
Fingerprint Classification:	<input type="text" value="ENTER FINGERPRINT CLASSIFICATION"/>	Misc Number Type:	<input type="text"/>
Misc Number:	<input type="text" value="ENTER MISC NUMBER"/>	Driver License State:	<input type="text"/>
Driver License Expiration Year:	<input type="text"/>	Originating Agency Case Number: *	<input type="text" value="ENTER CASE NUMBER"/>
Original Offense Code:	<input type="text" value="ENTER OFFENSE CODE"/>	Emancipation Date:	<input type="text" value="MMDDYYYY"/>
Extradition Limit: *	<input type="text"/>	Warrant Date: *	<input type="text" value="MMDDYYYY"/>
Additional Warrants:	<input type="text"/>		

Pre-fill option will only populate results if wanted person has a UT DL, UT ID, or UT DPC

30 Characters
Use middle initial if it exceeds 30 Characters



Modify Wanted Person File

- Use MW to modify or validate
- Identify record by:
 - NAM and NIC
 - Name has to be EXACTLY as it is on the entry
 - NAM and OCA
 - NIC and OCA
- Modify any information that needs to be corrected

Detainer

- NCIC Wanted Person entry in located status
- Locating agency will add DETN in locate message
- Entering agency should append any detainer information to its record within 5 days
- Allows the record to stay in NCIC until the extradition can occur

DW

Wanted Person Detainer Entry			
Details			
ORI: *	<input type="text" value="v"/>	Last Name:	<input type="text"/>
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
By NIC Number			
NIC Number:	<input type="text" value="ENTER NIC #"/>		
By Originating Agency Case Number			
Originating Agency Case Number:	<input type="text"/>		
Additional Fields			
Date of Detainer: *	<input type="text" value="MMDDYYYY"/>	Detainer Case Number: *	<input type="text"/>
Incarcerating Agency Identifier: *	<input type="text"/>	Date Incarceration Starts:	<input type="text" value="MMDDYYYY"/>
Date of Sentence Expiration:	<input type="text" value="MMDDYYYY"/>	Place of Incarceration:	<input type="text"/>

Detainer

- Only one detainer may be attached to the entry
- The incarcerating agency will be notified by a \$.O. msg advising that a detainer has been filed
- Five days prior to the date of sentence expiration the ORI will receive a \$.P. notification –reminder of the subjects pending release
- Contact the incarcerating agency

\$.O.

PA202230C

INCARCERATING AGENCY NOTIFICATION

ORI/MD1012600 HAS REPORTED THE FILING OF A DETAINER ON
NAM/SMITH, JOHN J NIC/W123456789

PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.

MKE/DETAINED WANTED PERSON-CAUTION

CMC/70 - SUICIDAL

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH

DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4

SKN/FAR SMT/SC L EAR

FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249

OLN/N222333444 OLS/MD OLY/2002

OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN

DOW/19991227 OCA/99-4889

LOCATED/20011024 PA20202300 A345234 DETN

DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415

INC/PENNSYLVANIA STATE PEN

NIC/W123456789 DTE 1999 1228 0830 EST DLU/20000128 1115 EST

\$.P.

MD1012600

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

CMC/70 - SUICIDAL

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH

DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4

SKN/FAR SMT/SC L EAR

FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249

OLN/N222333444 OLS/MD OLY/2002

OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN

DOW/19991227 OCA/99-4889

NOA/Y

LOCATED/20011024 PA2022300 A345234 DETN

Modify Detainer

- When a record has a detainer attached only the detainer information may be modified
- Use to validate

Detainer Modify

Message Details

ORI: *	<input type="text"/>	Message Key: *	<input type="text"/>
Last Name: *	<input type="text" value="ENTER LAST NAME"/>	First Name: *	<input type="text" value="ENTER FIRST NAME"/>
Middle Name:	<input type="text" value="ENTER MIDDLE NAME"/>		

Validator Information

Validator Name:	<input type="text" value="ENTER VALIDATOR NAME"/>
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Minimum one field required

Originating Agency Case Number:	<input type="text" value="ENTER CASE NUMBER"/>	NIC Number:	<input type="text" value="ENTER NIC #"/>
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Retention Period

- Wanted Person
 - Unlimited retention period
 - 2nd NOEX Locate
 - Serious Error
 - One Locate indicating the subject will be extradited or detained
 - Retired 5 days from the date of locate transaction
 - Originating agency notified by \$.P. message
- Juveniles
 - Will stay on past the date of emancipation
- Vehicle Data
 - Will remain for year of entry plus 4 years if the license has expired
 - If LIC data is the only searchable identifier, the entire record will be retired

Additional Transactions for Wanted Person Files

- QW- Query Wanted
- LW - Locate Wanted
- CW- Clear Wanted
- XW- Cancel Wanted
- DW- Detainer Entry
- MDW- Modify Detainer
- XDW- Cancel Detainer
- EN- Enter Wanted Supplemental
- XN- Cancel Wanted Supplemental



NCIC FAQ



Accuracy of NCIC Records

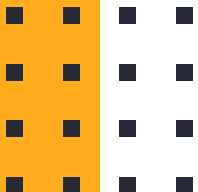
- Entering agency is responsible for accuracy of records
- Second Party checks
 - Ensures that all cross-checks were made
 - Data matches the investigative report
 - Must be documented when completed

Timeliness of NCIC Records

- Wanted Person
 - Entered immediately after the decision to arrest or authorize arrest has been made
- Missing Person
 - As soon as possible once the minimum data is available and the record documentation is available
 - Under 21 record should be entered with 2 hours
- Article, Boat, Gun, License Plate, Securities, Vehicle/Boat Part and Vehicle Files
 - As soon as possible once the minimum data is available.
 - Stolen Lic plates and vehicles should be verified through the appropriate motor vehicle registration prior to entry if available – if not, then as soon as possible

Timely Modification

- As soon as possible following the receipt of data not already stored in the record
- As soon as error is detected if the data is listed on the entry



Timely Inquiry

- Initiated before an officer begins writing an arrest or citation document of any kind
- Prior to the release of a person who has been incarcerated
- Inquiry is made upon those who appear at a custodial facility to visit inmates

Timely Removal

- Immediate removal of the record once you have documentation that the fugitive has been arrested or is no longer wanted
- When the property has been verified that it is recovered
- After a locate has been placed on the entry

\$.F. – Failure to Validate Notification

- Failure to validate
- Record will be purged if not validated prior to the first Sunday of the next month

\$.F. FAILURE TO VALIDATE

MD1012600THE FOLLOWING RECORD WILL BE RETIRED BY THE FBI DURING THE NEXT PURGE CYCLEUNLESS THE RECORD IS VALIDATED PRIOR TO THE FIRST SUNDAY OF NEXT MONTH.

MKE/STOLEN VEHICLE

ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC

VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803

OCA/56789

NOA/Y

OAN/12345678

NIC/VI23456789 DTE/19990805 2000 EDT DLU/20000328 1115 EDT

\$.P. – Purge Notification

- Failure to validate
- Record has been retired

\$.P.
MD1012600

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

MKE/STOLEN BOAT

ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD

BYR/1995 PRO/OB BMA/LBC BTY/RUN BLE/17

BCO/RED DOT/19970820 OCA/3245353

NOA/Y

NIC/B528475481 DTE/19970822 0000 EDT DLU/19970822 0000 EDT

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please email ovaisima@utah.gov

Retention Schedule

NCIC Retention Period			
File Type	Retention Period	Retention for entries with missing information	Automatic Retirement
Article	Type code files that are not Q, T, or Z are retained for the balance of the year entered plus an additional year	N/A	N/A
Boats	Stolen boat records which contain a BHN, CGD, or an OAN are retained in file for the balance of the year entered plus 4 years. Following this retention period, the records in the Boat File are retired	If a record remains on file 90 days and it does not contain a BHN, CGD, or OAN, the record is retired	N/A
Foreign Fugitive	Unlimited retention period. A foreign fugitive record will remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record.	N/A	Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a Foreign Fugitive File record or supplemental record for the year of entry plus 4 years from the date of entry of the base record, regardless of when the license plate data is entered. If the purged license plate data is the only searchable identifier in the Foreign Fugitive File record, then the entire record will be removed. A nonexpiring license plate (LIY/NX) contained in a Foreign Fugitive File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.
Gang	Single-interest records are retained indefinitely or until removed by the originating agency. Multiple-interest records are retained indefinitely or until all agencies remove their interest in the record.	N/A	N/A
Gun	Stolen, lost, and felony gun records will remain on file until action is taken by the originating agency to clear or cancel the record. Recovered gun records will remain on file for the remainder of the year entered plus 2 years	N/A	N/A
Identity Theft	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 5 years.	N/A	N/A
Image	Images that are associated with records are subjected to the same retention periods as those records. Generic images will remain on file indefinitely unless they are removed by the FBI CJIS staff.	N/A	Images that are associated with records are subjected to the same automatic retirement rules as those records.
Immigration Violator	Immigration Violator records have an unlimited retention period. An Immigration Violator (EW) record will remain on file indefinitely or until action is taken by the ICE to clear or cancel the record.	N/A	Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a Immigration Violator File record or supplemental record for the year of entry plus 4 years from the date of entry of the base record. If the purged license plate is the only searchable identifier in the Immigration Violator File record, then the entire record will be removed. A nonexpiring license plate (LIY/NX) contained in an Immigration Violator File record will remain on file until action is taken by the ICE to remove the license data or clear or cancel the entire record
Known/suspected Terrorists	KST File records have an unlimited retention period. A KST File record will remain on file indefinitely or until action is taken by the TSC to modify or cancel the record.	N/A	N/A
License Plate	License plate records will remain on file for the balance of the year of entry plus an additional 4 years.	N/A	N/A
Missing Person	A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record. When a missing person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.	N/A	1) A missing person record will be retired immediately upon receipt of a locate message. The ORI of the record will be notified that the record has been retired by a \$L. administrative message. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a missing person base record or supplemental record for the year of entry plus 4 years from the date of entry of the base record. 2) When the only searchable identifier in a Missing Person File record is a purged license plate, the entire record will be removed. 3) A nonexpiring license plate (LIY/NX) contained in a Missing Person File record will remain in file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.
Unidentified	Unidentified Person File records will remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record. When an unidentified person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.	N/A	N/A

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Retention Schedule Cont.

Vehicle Boat Part	<p>Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the balance of the year entered plus 4 years.</p> <p>Following this retention period, the records in the Vehicle/Boat Part File are retired. For example, a Vehicle/Boat Part File record entered in 1996 would be retired January 1, 2001.</p>	<p>If a stolen vehicle/boat part record remains on file for 90 days and it does not contain a SER and OAN, the record is retired.</p>	N/A
Vehicle	<p>If a felony vehicle or vehicle subject to seizure record remains on file for 90 days, the record is retired.</p> <p>Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus 4. Following this retention period, the records are retired. For example, a vehicle record entered in 1996 would be retired January 1, 2001.</p>	<p>If a stolen vehicle record remains on file for 90 days and it does not contain a VIN or OAN, the record is retired.</p>	N/A
Violent Person	<p>VPF records have an unlimited retention period. A VPF record will remain on file indefinitely or until action is taken by the entering agency to cancel the record.</p>	N/A	<p>Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a VPF record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless of when the license plate data is entered. Entering agencies are not notified of records from which expired license data are retired. If the purged license plate is the only searchable identifier in the VPF record, the entire record will be removed, and the originating agency will not be notified.</p> <p>A nonexpiring license plate (LIY/NX) contained in a VPF record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record.</p>
Wanted Person	<p>Wanted person records have an unlimited retention period. A wanted person (EW) record that has not been located or has one locate message appended with no extradition (NOEX) will remain on file indefinitely or until action is taken to clear or cancel the record or a second NOEX locate is placed upon the record. The same rules apply to a located juvenile record (whether emancipated or not).</p>	N/A	<p>A record with MKE/EW or MKE/EWJ to which one locate message has been appended indicating that the subject will not be extradited (NOEX) will be retired immediately upon receipt of a second locate message with NOEX. The ORI of the record will be notified that the record has been retired.</p> <p>Records for juveniles will not be retired when the juvenile reaches the age of emancipation. Once the individual has been emancipated, NCIC will notify the entering agency with a S.J. message, change the MKE translation, and add a caveat to the record indicating that the juvenile has reached the age of emancipation. Additional information concerning the S.J. administrative message can be found in the Introduction chapter of this manual.</p> <p>Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a wanted person base record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless of when the license plate data is entered. Entering agencies are not notified of records from which expired license data are retired. If the purged license plate is the only searchable identifier in the Wanted Person File record, the entire record will be removed, and the originating agency will not be notified.</p> <p>A nonexpiring license plate (LIY/NX) contained in a Wanted Person File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.</p>
Temporary Felon Wanted	<p>Temporary felony want records have a 48-hour retention period. A temporary felony want record will be retired at the end of 48 hours, and a S.P. administrative message will be sent to the originating agency.</p>	N/A	N/A
Miscellaneous Information for ALL Files			
<p>An exception to record retention periods will occur in the event a serious error is detected in the record on file. Additional information concerning serious errors can be found in the Introduction chapter of this manual</p>			
<p>Any NCIC record beginning with Q", "T", or Z will be retained in the NCIC files</p>			
<p>If the retention period has been met on a record, it will be purged. If your agency needs it to be listed on NCIC, it will need to be re-entered.</p>			



Questions?

