



WISCONSIN TIME SYSTEM

Training Materials

ADVANCED TIME SYSTEM CERTIFICATION TRAINING HANDOUT

GENERAL ENTRY INFORMATION

Entry of records into CIB and NCIC files poses some unique liability issues to entering agencies. All operators dealing with file entries, modifies, supplements and cancellations must be aware of what is required before, during and after record entry.

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

HOT FILES

Most records are placed directly into the system's "hot files" by an originating agency (ORI, agency holding the warrant, missing person report, or theft report, information on a gang member, etc.). The accuracy, completeness and maintenance of the records in the system are the responsibility of the law enforcement or criminal justice agency indicated as the ORI. As each individual agency has the ability to enter, update, and cancel records from the system, the files are constantly changing (thus the name "hot files").

Entries may be made to just the CIB (statewide) files or both the CIB and NCIC (nationwide) files. Not every file entry allows this choice; some entries are automatically made to both files and some files are maintained only at the NCIC level. When an entry is made, the information is edited by the TIME System and then forwarded to NCIC, if appropriate. NCIC also performs edits of the data entered. Entries are assigned unique numbers in the TIME System and/or NCIC System once a record has been accepted by the database. These unique numbers are called a system identification number (TIME System) or an NCIC/NIC number. An entry may be rejected if it contains less than the minimum required data or improper/invalid data. The NCIC record is cancelled, and the corresponding CIB record is cancelled as well.

To ensure files remain as current as possible, to maximize CIB's & NCIC's effectiveness and to ensure officer and public safety while increasing the likelihood of apprehending a wanted person or locating the person or property in question, NCIC & CIB have adopted a policy on timely entries. The policy states:

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

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

OPERATOR'S CHECKLIST

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

- 1) Proper documentation must be placed in a hardcopy or electronic case file prior to entry into the computer system. This documentation would include: a warrant/apprehension request, detainer, protection order/injunction, information on a gang/terrorist organization and it's members, missing person report signed by an authoritative source other than the investigating police agency (in the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend/neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice), stolen property complaint or identity theft report. All information entered into a record **MUST** have supporting documentation, e.g., physical descriptors, vehicle color, weapon type and action, etc. and this documentation must be retained in the related hardcopy or electronic case file.
- 2) TIME System worksheets available from CIB are not considered documentation, unless the agency has a written policy that requires them to be used as part of the original case report. Rather, the worksheets are a tool that can be used by an agency to gather maximum data needed for the entry in one place, to assist in entry, modification, supplementation, and cancellation of records.
- 3) All entries, modifications, supplements and cancellations must be double-checked by a second party to assure accuracy.
- 4) Additional sources, e.g. criminal history record files, Department of Transportation files, Department of Natural Resources files, the complainant, etc. should be checked prior to entry to ensure that all records are as complete as possible. All additional information entered into the record must be documented in the hardcopy or electronic case file, i.e. vehicle identification number, serial number, alias name, etc.
- 5) All records are to be removed as soon as the agency learns the person has been apprehended, found, or is no longer wanted or the property has been recovered. **Note:** A detainer can be appended to an existing warrant/wanted person record after the person is arrested, hit confirmation has occurred and the person will not be released to the agency holding the warrant.
- 6) The appropriate NCIC agency identifier is to be used when entering records for non-terminal agencies.
- 7) Hit confirmation must be available 24 hours a day / seven days a week. Agencies and terminals that receive hit confirmation and are not staffed 24 hours a day must either have the terminals rerouted or include an after hours telephone number or NCIC agency identifier in the remarks/miscellaneous of record entries.
- 8) The most current record printout showing substantial change to the record should be retained in the case file.

WARRANT/WANTED PERSON FILE

STATE STATUTE REQUIREMENTS

A primary reason agencies place records on the system is to provide information to other law enforcement agencies, with the hope that these other law enforcement agencies will assist in apprehending the wanted person, finding the missing person, and recovering stolen property. Wisconsin law enforcement agencies also use the system to fulfill their duties under state law. State statutes 165.84(3) and 165.84(6) require law enforcement agencies to forward particular information to the Wisconsin Department of Justice:

165.84 (3)

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

165.84 (6)

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

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

165.83 (2)

The department shall:

(a) Obtain and file fingerprints, descriptions, photographs, and any other available identifying data on persons who have been arrested or taken into custody in this state:

1. For an offense which is a felony or which would be a felony if committed by an adult.

2. For an offense which is a misdemeanor, which would be a misdemeanor if committed by an adult or which is a violation of an ordinance, and the offense involves burglary tools, commercial gambling, dealing in gambling devices, contributing to the delinquency of a child, dealing in stolen property, controlled substances or controlled substance analogs under ch. 961, firearms, dangerous weapons, explosives, pandering, prostitution, sex offenses where children are victims, or worthless checks.
3. For an offense charged or alleged as disorderly conduct but which relates to an act connected with one or more of the offenses under subd. 2.
4. As a fugitive from justice.
5. For any other offenses designated by the Attorney General. (e.g., stalking and harassment).

(d) Obtain the file information relating to identifiable stolen or lost property.

(e) Obtain and file a copy or detailed description of each arrest warrant issued in this state for the offenses under par. (a), s. 346.63 (1) or (5) or s. 800.03 (4) but not served because the whereabouts of the person named on the warrant is unknown or because that person has left the state. All available identifying data shall be obtained with the copy of the warrant, including any information indicating that the person named on the warrant may be armed, dangerous or possessed of suicidal tendencies.

COMMENCEMENT OF CRIMINAL PROCEEDINGS

968.04 (3) (a) Mandatory provisions

The warrant shall:

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

990.01 (38) Signature:

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

801.17 (13) Signatures of Court Officials

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

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

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

MUNICIPAL COURT PROCEDURE

800.02 (5)

Warrant form:

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

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

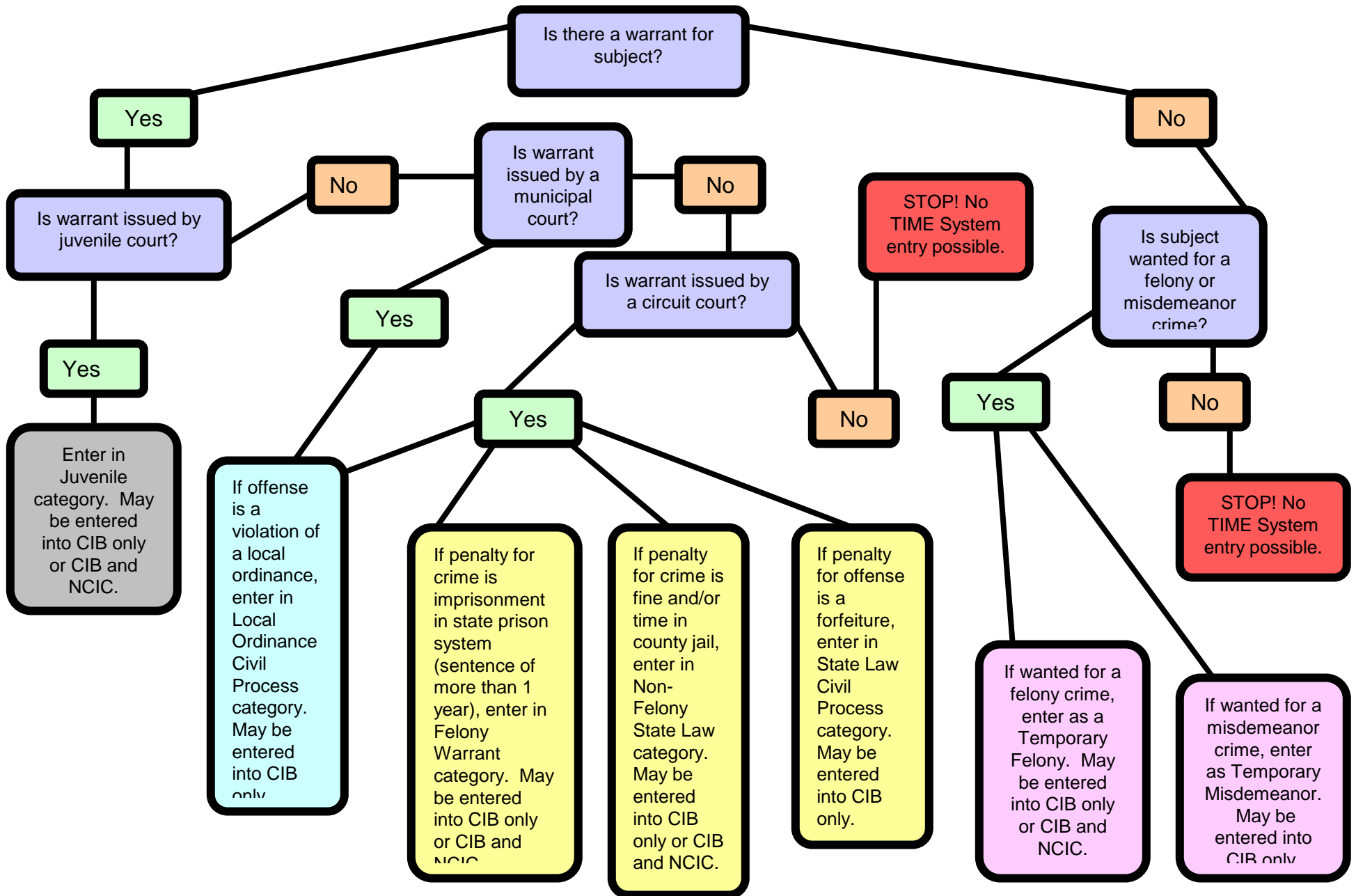
WARRANT CATEGORIES

1. **Felony Warrant**
Violation of State Law that calls for a penalty of imprisonment in the State Prison (ss 939.60). The warrant can be entered into CIB only or CIB and NCIC.
2. **Temporary Felony Want**
Knowledge by police that a felony was committed and who the person was that committed the felony but no warrant has been issued yet. The want can be entered into CIB only or CIB and NCIC.
3. **Non-Felony State Law Violation**
This is a violation of State Statute that is punishable by fine and/or time in county jail. The warrant can be entered into CIB only or CIB and NCIC.
4. **Temporary Misdemeanor Want**
Knowledge by police that a misdemeanor was committed and who the person was that committed the misdemeanor but no warrant has been issued yet. The want can be entered into CIB only.
5. **State Law Violation - Civil Process**
This is a violation of State Law or Statute but the penalty calls for a forfeiture instead of a fine or imprisonment. The same restrictions can be applied on distance of service. The warrant can be entered into CIB only.
6. **Local Ordinance - Civil Process**
This is a violation of ordinance. An ordinance is defined as a regulation adopted by the governing body of a city, town or county. Because an ordinance violation is a civil violation and not a crime, restrictions on service can be applied against an ordinance violation warrant. The restriction to how far the police agency will travel to serve the warrant is allowed on an ordinance or civil process violation. The warrant can be entered into CIB only.
7. **Juvenile Warrant**
This is for a person under 17 years of age who has been declared delinquent by a juvenile court. The warrant can be entered into CIB only or CIB and NCIC.

RETENTION PERIOD:

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

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



SPECIAL CONSIDERATIONS

CHANGES ON WARRANTS, ORDERS/INJUNCTIONS

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

CAUTION/MEDICAL CONDITIONS

A caution/medical condition indicator should be included in an entry when it is known that the individual in question is armed and dangerous, has suicidal tendencies, has previously escaped from custody, is a drug addict, or whatever is appropriate in the particular circumstances of the individual.

The specific caution and/or medical condition information must be entered by using the caution/medical condition field. Agencies with software that is not NCIC2000 compliant must use the caution flag and explain the specific reason for the caution indicator in the miscellaneous/remarks field.

NAME

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

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

NOTE: In some instances the Department of Transportation (DOT) response or other records show an individual's middle name as "NMI" or "NMN". These should not be entered as part of the name. They are only used to indicate that no middle name or initial is known or available.

RACE CODE

The race code of "U" is only to be used when no other valid race code is available. NCIC policy states "records for hispanics should be entered with the race code most closely representing the individual". This means that if the individual has light skin he/she should be entered as white. If the individual has dark skin he/she should be entered as black.

WISCONSIN DRIVER'S LICENSE NUMBER VS. IDENTIFICATION NUMBER

If there is no Wisconsin driver's license issued, the driver's license number can not be entered, regardless of what status is listed.

If the Wisconsin driver's privileges are expired, revoked, cancelled or suspended, the driver's license number can be entered using the date within the expiration date field.

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

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

The driver license/identification card expiration may be entered as any one of the available expirations documented within the agency case file. This includes the expiration date as documented on the DOT response or the year a former driver license/identification card number was changed.

EXTRADITION AND GEOGRAPHIC LIMITATIONS

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

IN-STATE GEOGRAPHIC RESTRICTIONS

Portal 100 and other TIME System software include a geographic restrictions field in warrant entry transactions. Misdemeanor and felony warrants can only be entered with code A = Court Ordered - See Remarks. The specific restrictions must then be stated in the remarks/miscellaneous field. Any of the geographic codes shown below may be used for entry of civil process warrants. Court ordered geographic restrictions must be stated on the warrant or as an attachment to the warrant by the judge.

A = Court Ordered – See Remarks
B = East of HWY 51
C = West of HWY 51
D = North of HWY 10
E = South of HWY 10
F = East of HWY 51 & North of HWY 10

G = East of HWY 51 & South of HWY 10
H = West of HWY 51 & North of HWY 10
I = West of HWY 51 & South of HWY 10
J = Within County of ORI
K = Within Adjacent Counties of ORI

EXTRADITION LIMITATION FIELD (EXL)

NCIC2000 compliant software includes an extradition limitation field in warrant entry transactions. One of the following extradition limitation codes must be used when entering a warrant into NCIC. The extradition limitation field will be defaulted to a "1" (felony full extradition) for NCIC2000 non-complaint software users.

- 1 = Felony full extradition unless otherwise noted in the miscellaneous field
- 2 = Felony limited extradition see miscellaneous field
- 3 = Felony extradition surrounding states only
- 4 = Felony no extradition
- 5 = Felony pending extradition see miscellaneous field

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

NOTE: Agencies with software that is not NCIC2000 compliant must explain the specific extradition limitation in the miscellaneous/remarks field if full extradition does not apply.

OFFENSE CODE

The TIME System edits the offense code entered to ensure that all entries meet NCIC2000 requirements. When a warrant is issued for "failure to pay" or "failure to appear" the offense code for "contempt of court" (5005) or "failure to appear" (5015) must be entered in the offense code field. For NCIC2000 compliant software the original offense i.e. "speeding" must be explained in the expanded offense code field and the original offense code field based upon NCIC edits. For non-compliant NCIC2000 software the original offense must be explained in the miscellaneous/remarks field.

For NCIC2000 non-compliant software users the original offense code will be defaulted to the NCIC code of **5005** for **Contempt of Court**.

EXPANDED OFFENSE FIELD

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

For NCIC2000 non-compliant software users the expanded offense will be defaulted to use the literal for whatever NCIC code was entered in the offense code field. The entering agency must then explain what the offense is in the miscellaneous/remarks field.

ORIGINAL OFFENSE CODE

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

For NCIC200 non-compliant software users the “original offense code will be defaulted with the NCIC code of “**5005**” for “**Contempt of Court**”. The entering agency must then explain what the original offense is in the miscellaneous/remarks field.

NOTE: Agencies with NCIC2000 compliant software must use these fields as explained above. Leaving a required field blank may result in the entry being rejected or invalid data being entered in the TIME System.

PERSON ENTRIES CONTAINING VEHICLE INFORMATION

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

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

MULTIPLE WARRANTS

The CIB permits an unlimited number of warrants to be entered on the same person as long as the entering agency changes the case number. CIB also permits the entry of one non-extraditable warrant on the same person per agency when multiple warrants are issued. The bond amount field must list the actual bond amount for the warrant that has been entered. The miscellaneous/remarks field of the entry must include the specific offense literal of each additional warrant with a total bond amount for all warrants.

NCIC permits one entry into each of the Warrant, Missing Person, or other person files based upon the ORI and type of entry. When an agency has multiple warrants for one person, the most serious warrant should be entered into both CIB and NCIC, indicating in the remarks/miscellaneous field the specific offenses each additional warrant was issued for. The remaining warrants should then be entered into the CIB Wanted Person File.

Both felony and misdemeanor warrants, extraditable or not, may be entered into NCIC, provided an agency correctly specifies any extradition limitations on the warrant entry. NCIC encourages agencies to enter any felony or misdemeanor warrant into the NCIC database for two important reasons:

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

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

If felony or misdemeanor warrants have been entered in to CIB only, a person may be able to purchase a long gun that would have otherwise been denied.

WANTED PERSON FIELDS

REQUIRED

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

OPTIONAL

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

[Indicates Group Fields]

* Required if a Caution Indicator is used and the Caution and Medical Conditions field is not available.

** Required when entering a Juvenile Warrant.

*** NCIC 2000 compliant software fields. The extradition limitation field is required for all warrant entries into NCIC.

STATE OF WISCONSIN, CIRCUIT COURT, ANYWHERE COUNTY

Arrest-Bench Warrant/
Capias

Betty B. Boop
Name of Person

Case No. 2012CM000034

Person's Address 1780 West Speedway Blvd., Tucson, AZ			Phone Number (720)888-7010		
Person's Date of Birth 04/01/1956		Sex Female	Race White	Driver's License Number	
Height 5ft 3in	Weight 135 lbs	Eye Color Blue	Hair color Blond	Other Identifying Characteristics	
Charges Operate Vehicle Without Owner's Consent – statute 943.23(4m)					

TO ANY LAW ENFORCEMENT OFFICER

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

(Check Box A, B, or C below)

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

(Check if either is appropriate):

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

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

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

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

BY THE COURT OF:

Judy Sheindlin

Circuit Court Judge

Date: February 2, 2012

STATE OF WISCONSIN CIRCUIT COURT (YOUR) COUNTY

In the interest of: Johnny He Smokesalot Capias

Date of Birth: 01/03/1997 Case No: 2012JV00001

- A summons to appear in this court was issued to the person named below and:
 - the summons was served and this person failed to appear and obey the summons.
 - the summons could not be served.

(OR)

- The person has:
 - Failed to appear for a scheduled and known hearing.
 - Been reported as a runaway.
 - Other: reasonable cause to believe the subject has committed the crime listed below

To any sheriff or law enforcement officer:

You are ordered to take into custody and bring before this court the following person:

Johnny He Smokesalot
17 West Main Street
Madison, WI

Date of Birth: 01/03/1997
Sex: M
Race: Caucasian
Hair Color: Brown
Eye Color: Brown
Height: 5'5"
Weight: 135

Special directions/instructions:

Juvenile to appear before the court Commissioner when found.

Count(s):	Offense Date:	Citation No.:	Statute:	Description:
1	01/02/2012		961.48(2)	Possession of Marijuana

By the Court:



Court Judge

01/05/2012

date

WANTED PERSON ENTRY

/9998 1692 3CB6B90A WI0130000
TIME 00137856 000097 MM/DD/YY 15:39 01 OF 01
FIELD EDIT SUCCESSFUL
MARCUS
ROBERT
M

/0049 1692 3CB6B90A WI0130000
CIB 137856 128 MM/DD/YY 15:39 01 OF 01
***** WANTED PERSON - WARRANT *****
** USE CAUTION **
** VIOLENT TENDENCIES
** FELONY - LIMITED EXTRADITION SEE MIS FIELD
** NOTIFY ORI/Y

SUBJECT

NAME/MARCUS,ROBERT D
SEX/MALE RACE/WHITE DATE OF BIRTH/04121965 PLACE OF BIRTH/WISCONSIN
HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN
SCARMARK/TATTOO LEFT FOREARM
SOCIAL SECURITY #/391129875
STATE IDENT #/WI123654
DRIVER'S LICENSE #/M6227646517201 STATE/WISCONSIN EXPIRES/2011
ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/21487651 NCIC #/W288559944
AGENCY CASE #/10-7788 WARRANT #/10CM7111
ENTERED BY/MILEJJ DATE/MMDDCCYY TIME/15:39
TYPE OF WARRANT/FELONY
OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR
ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT
DATE OF WARRANT/MMDDCCYY

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND
INDIANA ONLY

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

"IN-PROCESS" RECORD RESPONSE

/0781 1692 3BF05B23 WI0130000

CIB 62297 23 MM/DD/YY 09:22 01 OF 01

MARCUS

ROBERT

04121965

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

** USE CAUTION **

** VIOLENT TENDENCIES

** FELONY - LIMITED EXTRADITION SEE MIS FIELD

** NOTIFY ORI/Y

** RECORD IS IN TEMPORARY ADD STATUS

SUBJECT

NAME/MARCUS,ROBERT D

SEX/MALE RACE/WHITE DATE OF BIRTH/04121965 PLACE OF BIRTH/WISCONSIN

HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN

SCARMARK/TATTOO LEFT FOREARM

SOCIAL SECURITY #/391129875

STATE IDENT #/WI123654

DRIVER'S LICENSE #/M6227646517201 STATE/WISCONSIN EXPIRES/2011

ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/21487651

AGENCY CASE #/10-7788 WARRANT #/10CM7111

ENTERED BY/MILEJJ DATE/MMDDCCYY TIME/15:39

TYPE OF WARRANT/FELONY

OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR

ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT

DATE OF WARRANT/MMDDCCYY

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND INDIANA ONLY

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

ENTRY REJECTED/DELETED

/9998 1692 42604F62 WI0130000
TIME 00137856 000097 MM/DD/YY 15:39 01 OF 01
FIELD EDIT SUCCESSFUL
MARCUS
ROBERT
M

/0068 1692 42604F62 WI0130000
CIB 137856 99 MM/DD/YY 15:39 01 OF 01

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

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

** USE CAUTION **

** VIOLENT TENDENCIES

** FELONY - LIMITED EXTRADITION SEE MIS FIELD

** NOTIFY ORI/Y

** RECORD IS IN TEMPORARY ADD STATUS

SUBJECT

NAME/MARCUS,ROBERT D

SEX/MALE RACE/WHITE DATE OF BIRTH/04121965 PLACE OF BIRTH/WISCONSIN

HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN

SCARMARK/TATTOO LEFT FOREARM

SOCIAL SECURITY #/391129875

STATE IDENT #/WI123654

DRIVER'S LICENSE #/M6227646517201 STATE/WISCONSIN EXPIRES/2011

ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/21487651

AGENCY CASE #/10-7788 WARRANT #/10CM7111

ENTERED BY/MILEJJ DATE/MMDDCCYY TIME/15:39

TYPE OF WARRANT/FELONY

OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR

ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT

DATE OF WARRANT/MMDDCCYY

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND
INDIANA ONLY

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

WARRANT CANCELLATION

Warrant records are to be cancelled immediately after going through hit confirmation on the record, or as soon as it has been learned the person is no longer wanted, i.e., the warrant being dismissed, etc.

REQUIRED

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

OPTIONAL

- * Reason for Person Record Removal

- * NCIC 2000 compliant software field

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

CANCELLATION RESPONSE

```
/0250 1692 3BF05B3C                               WI0130000  
CIB      25017      13 MM/DD/YY 14:29 01 OF 01  
MARCUS  
ROBERT  
D  
10-7788  
21487651
```

```
(( * * RECORD HAS BEEN CANCELLED * * ))
```

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

/0781 1692 3BF05B3C WI0130000
CIB 25123 14 MM/DD/YY 14:30 01 OF 01
MARCUS
ROBERT
04121965
NO HITS CIB WANTED PERSON FILE
NO HITS CIB MISSING PERSON FILE
NO HITS CIB PROBATION/PAROLE FILE
NO HITS CIB PROTECTION ORDER FILE
NO HITS CIB SEX OFFENDER FILE

/0781 1692 3BF05B3C WI0130000
NCIC 25123 15 MM/DD/YY 14:30 01 OF 01
1L01185611166723
WI0130000

NO NCIC WANT NAM/MARCUS, ROBERT D DOB/19650412 RAC/W SEX/M ENS/Y EBS/1
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS
OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION
FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE
SEARCHED WITHOUT LIMITATIONS.

RE-QUERY (BY SYSTEM IDENTIFICATION NUMBER)

***** CLEARED WANTED PERSON - WARRANT *****
** USE CAUTION **
** VIOLENT TENDENCIES
** FELONY - LIMITED EXTRADITION SEE MIS FIELD
** NOTIFY ORI/Y

SUBJECT

NAME/MARCUS, ROBERT D
SEX/MALE RACE/WHITE DATE OF BIRTH/04121965 PLACE OF BIRTH/WISCONSIN
HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN
SCARMARK/TATTOO LEFT FOREARM
SOCIAL SECURITY #/391129875
STATE IDENT #/WI123654
DRIVER'S LICENSE #/M6227646517201 STATE/WISCONSIN EXPIRES/2011
ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/21487651 NCIC #/W288559944
AGENCY CASE #/10-7788 WARRANT #/10CM7111
ENTERED BY/MILEJJ DATE/MMDDCCYY TIME/15:39
CLEAR DATE/MMDDCCYY
TYPE OF WARRANT/FELONY
OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR
ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT
DATE OF WARRANT/MMDDCCYY

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND
INDIANA ONLY

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

"IN-PROCESS" CANCELLATION

/0781 1692 3BF05B3C WI0130000

CIB 14295 7 MM/DD/YY 11:27 01 OF 01

MARCUS

ROBERT

04121965

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

** USE CAUTION **

** VIOLENT TENDENCIES

** FELONY - LIMITED EXTRADITION SEE MIS FIELD

** NOTIFY ORI/Y

** RECORD IS IN TEMPORARY CANCEL STATUS

SUBJECT

NAME/MARCUS,ROBERT D

SEX/MALE RACE/WHITE DATE OF BIRTH/04121965 PLACE OF BIRTH/WISCONSIN

HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN

SCARMARK/TATTOO LEFT FOREARM

SOCIAL SECURITY #/391129875

STATE IDENT #/WI123654

DRIVER'S LICENSE #/M6227646517201 STATE/WISCONSIN EXPIRES/2011

ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/21487651 NCIC #/W288559944

AGENCY CASE #/10-7788 WARRANT #/10CM7111

ENTERED BY/MILEJJ DATE/MMDDCCYY TIME/15:39

TYPE OF WARRANT/FELONY

OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR

ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT

DATE OF WARRANT/MMDDCCYY

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND INDIANA ONLY

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

DETAINER

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

Detainer information may be added to any wanted person record, whether the record is listed on both the CIB and NCIC database or in the CIB files only.

Before detainer information can be added to a record which is entered in both CIB and NCIC, the record must be in a "located" status. A locate can be placed by the agency that arrested or incarcerated the subject indicating that the subject is being detained. The entering agency cannot place a locate on their own record. If the arresting or incarcerating agency refuses to locate the record, the entering agency can request the TIME System Control Center (TSCC) to locate the record.

Once the record has been located, the entering agency can proceed with the existing transactions to enter the detainer. Upon entry or modification of detainer information to an NCIC record, a \$O (Incarcerating Agency Notification) message will be sent to the incarcerating agency ORI. Five (5) days prior to Date Sentence Ends date a \$P (Sentence Expiration Notification) message will be sent to the entering agency ORI.

REQUIRED

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

OPTIONAL

Miscellaneous/Remarks

DATE SENTENCE ENDS

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

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

If the subject is to serve a specific number of days at the incarcerating agency, the ending sentence date must be entered.

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

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

The entry of detainer information is voluntary and not required by the TIME System. The alternative to the use of the detainer data is to cancel the warrant record as soon as the entering agency has been advised that the subject is in custody and being held for their agency.

It is not permissible to leave a warrant record in the TIME System without appending detainer information when the subject has been arrested or taken into custody on the warrant.

NOTE: Any agency appending a detainer to a warrant entry should develop a policy on the proper use of the file.

DETAINER ENTRY RESPONSE

/9998 1692 3BF05B3C WI0130000
TIME 00024556 000651 MM/DD/YY 15:43 01 OF 01
FIELD EDIT SUCESSFUL
MARCUS
ROBERT
21487843

/0050 1692 3BF05B3C WI0130000
CIB 24556 952 MM/DD/YY 15:43 01 OF 01
***** DETAINED WANTED PERSON - WARRANT *****
** USE CAUTION **
** VIOLENT TENDENCIES
** THE SUBJECT LISTED BELOW HAS BEEN REPORTED AS INCARCERATED AND A
DETAINER HAS BEEN APPENDED TO THE CIB RECORD. CONTACT THE ORI OF THE
RECORD FOR ADDITIONAL INFORMATION

DATE OF DETAINER/MMDDCCYY
INCARCERATING AGENCY/ASHLAND COUNTY SHERIFF ORI/WI0020000
DATE INCARCERATION STARTS/MMDDCCYY
DATE SENTENCE ENDS/MMDDCCYY

SUBJECT

NAME/MARCUS, ROBERT D
SEX/MALE RACE/WHITE DATE OF BIRTH/04121965 PLACE OF BIRTH/WISCONSIN
HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN
SCARMARK/TATTOO LEFT FOREARM
SOCIAL SECURITY #/391129875
STATE IDENT #/WI123654
DRIVER'S LICENSE #/M6227646517201 STATE/WISCONSIN EXPIRES/2011
ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/21487651
AGENCY CASE #/10-7788 WARRANT #/10CM7111
ENTERED BY/MILEJJ DATE/MMDDCCYY TIME/15:39
TYPE OF WARRANT/FELONY
OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR
ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT
DATE OF WARRANT/MMDDCCYY

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND
INDIANA ONLY

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

DETAINER - ADVISORY MESSAGES

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

\$. O .

WI0020000

INCARCERATING AGENCY NOTIFICATION

ORI/WI0130000 HAS REPORTED THE FILING OF A DETAINER ON

NAM/MARCUS, ROBERT D NIC/W123456789

PLEASE CONTACT ORI/WI0130000 BEFORE SUBJECT IS RELEASED

MKE/DETAINED WANTED PERSON - CAUTION

VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/WI0130000 NAM/MARCUS, ROBERT D SEX/M RAC/W DOB/19650412

HGT/600 WGT/215 EYE/BLU HAI/BRO SMT/TAT LF ARM

SOC/391129875

OLN/M6227646517201 OLS/WI OLY/2011

OFF/KIDNAPPING

DOW/CCYMMDD OCA/10-7788

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

LOCATED/CCYMMDD WI0020000 D234234 DETN

DOD/CCYMMDD DNO/10-7788 IRI/ WI0020000 DIS/CCYMMDD DSE/CCYMMDD

INC/ASHLAND CO SO ASHLAND WI 608-765-4321

NIC/W605273536 DTE/CCYMMDD 0000 EDT DLU/CCYMMDD 0000 EDT

PREPURGE NOTIFICATION

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

\$. P .

WI0130000

SENTENCE EXPIRATION NOTIFICATION

THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI

COMPUTER BASED ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE

DETAINED WANTED PERSON RECORD UNLESS ACTION IS TAKEN TO INCREASE

THE SENTENCE EXPIRATION DATE

MKE/DETAINED WANTED PERSON - CAUTION

VIOLENT TENDENCIES

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/WI0130000 NAM/MARCUS, ROBERT D SEX/M RAC/W DOB/19650412

HGT/600 WGT/215 EYE/BLU HAI/BRO SMT/TAT LF ARM

SOC/391129875

OLN/M6227646517201 OLS/WI OLY/2011

OFF/KIDNAPPING

DOW/CCYMMDD OCA/10-7788

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

LOCATED/CCYMMDD WI0020000 D234234 DETN

DOD/CCYMMDD DNO/10-7788 IRI/ WI0020000 DIS/CCYMMDD DSE/CCYMMDD

INC/ASHLAND CO SO ASHLAND WI 608-765-4321

NIC/W605273536 DTE/CCYMMDD 0000 EDT DLU/CCYMMDD 0000 EDT

DETAINER - ADVISORY MESSAGES

After 12:00 a.m. on the date the sentence ends the following advisory message will be sent to the agency that entered the detainer and the incarcerating agency.

/0757 1692 15896603 WI0130000
ADMN 2422 2 MM/DD/YY 07:51 01 OF 01
RECEIVING DEVICE: WI0130000 DANE COUNTY SHERIFF'S DEPARTMENT PSN 1692 (DASO)
SENDING DEVICE: WINHFS001 NEW HOT FILES ADMIN APPLICATION PSN 5011 (5011)

MESSAGES FOR: WI0130000

THE REPORTED TERM OF SENTENCE OF THE FOLLOWING SUBJECT IS ABOUT TO EXPIRE. THE ORI OF THE WARRANT AND THE INCARCERATING AGENCY SHOULD MAKE ARRANGEMENTS FOR PICKUP.

THE RECORD MUST BE MODIFIED OR CANCELLED AS APPROPRIATE OR IT WILL BE PURGED.

***** DETAINED WANTED PERSON - WARRANT *****
** USE CAUTION **
** VIOLENT TENDENCIES
** THE SUBJECT LISTED BELOW HAS BEEN REPORTED AS INCARCERATED AND A
DETAINER HAS BEEN APPENDED TO THE CIB RECORD. CONTACT THE ORI OF THE
RECORD FOR ADDITIONAL INFORMATION

DATE OF DETAINER/MMDDCCYY
INCARCERATING AGENCY/ASHLAND COUNTY SHERIFF ORI/WI0020000
DATE INCARCERATION STARTS/MMDDCCYY
DATE SENTENCE ENDS/MMDDCCYY

SUBJECT

NAME/MARCUS, ROBERT D
SEX/MALE RACE/WHITE DATE OF BIRTH/04121965 PLACE OF BIRTH/WISCONSIN
HEIGHT/600 WEIGHT/215 EYE COLOR/BLUE HAIR COLOR/BROWN
SCARMARK/TATTOO LEFT FOREARM
SOCIAL SECURITY #/391129875
STATE IDENT #/WI123654
DRIVER'S LICENSE #/M6227646517201 STATE/WISCONSIN EXPIRES/2011
ADDRESS/123 WEST WASHINGTON STREET CITY/MADISON STATE/WISCONSIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/21487651
AGENCY CASE #/10-7788 WARRANT #/10CM7111
ENTERED BY/MILEJJ DATE/MMDDCCYY TIME/15:39
TYPE OF WARRANT/FELONY
OFFENSE CODE/5015 KIDNAPPING FAILURE TO APPEAR
ORIGINAL OFFENSE CODE/1008 ABDUCT-NO RANSOM OR ASSAULT
DATE OF WARRANT/MMDDCCYY

REMARKS

ARREST WARRANT BODY ONLY WILL EXTRADITE ADJACENT STATES AND
INDIANA ONLY

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

DETAINDER CANCELLATION

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

PURGED DETAINDER RECORD

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

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

MESSAGES FOR: WI0130000

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

```
DETAINED WANTED PERSON
NAME/MARCUS, ROBERT, D
DATE OF BIRTH/04121965
ORI/WI0130000  ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/21487843
AGENCY CASE NUMBER/10-7788
INCARCERATING AGENCY/WI0020000  ASHLAND COUNTY SHERIFF'S DEPARTMENT
```

MISSING PERSON FILE

FEDERAL REQUIREMENTS

Title 42 U.S Code § 5780

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

Suzanne’s Law

“Suzanne’s Law,” amends Section 3701 (a) of the Crime Control Act of 1990 so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of twenty one. The law requires law enforcement to immediately notify the NCIC when someone between the ages of 18 and 21 is reported missing.

Missing person reports

A record for a missing person who is 21 years of age and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual’s right to privacy. In the absence of documentation from a parent/legal guardian, next of kin, physician or other authoritative source, including friend/neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

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

MISSING PERSON CATEGORIES

Disabled

A person of any age who is missing and is proven physically or mentally disabled or senile, thereby subjecting himself/herself or others to personal and immediate danger.

Endangered

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

Involuntary

A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.

Catastrophe Victim

A person of any age who is missing after a catastrophe, but not confirmed to be dead, e.g., drowning, explosion, etc.

Juvenile

A person who is missing and has not reached the age of majority and has not been declared emancipated under the laws of his/her state.

Other

A person who has reached the age of majority or has been declared emancipated under the laws of his/her state who does not meet criteria for entry into any other category and there is reasonable concern for his/her safety.

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

MISSING PERSON FIELDS

REQUIRED

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

OPTIONAL

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

[Indicates Group Fields]

* Required for Juvenile Category entry

** Required if a Caution Indicator is used and the Caution and Medical Conditions field is not available.

*** NCIC 2000 compliant software fields

MISSING PERSON FLAG

The FBI has added a "Child Abduction" flagging mechanism to NCIC missing person entries to facilitate automatic notification to the FBI's National Center for the Analysis of Violent Crimes (NCAVC) and the National Center for Missing and Exploited Children (NCMEC). Use of this automatic alert system may save valuable time in the crucial first 48 hours after a child is abducted.

NCAVC is part of the FBI's Critical Incident Response Group located at Quantico, Virginia. Upon request, NCAVC provides immediate operational assistance to federal, state, and local law enforcement agencies involved in the investigation of child abduction and serial homicide cases. NCMEC was established to aid the parents of missing and exploited children. It is a national clearinghouse and resource center for missing and exploited children's issues.

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

The flag is initiated at the local level when an agency enters a child. In order to immediately notify NCAVC and NCMEC, the terminal operator should enter "CA" in the Child Abduction Field. The missing person flag allows the user to select between MP - standard Missing Person, CA – Child Abduction, AA – Amber Alert or DV – Disaster Victim.

For NCIC to work effectively, all entries or records must be packed with as much information as possible. The more information added to a record, the better the chances of locating stolen property, finding missing persons, and arresting fugitives. The miscellaneous/remarks field will assist NCAVC and NCMEC in reviewing cases for immediate attention. Any additional information that will assist law enforcement in identifying special/urgent cases or unusual circumstances should be entered.

NCIC has implemented the capability to flag missing person records associated with an Amber Alert. Use of the Amber Alert flag will generate an automatic notification to the National Center for Missing and Exploited Children and the FBI. In addition, responses will be preceded by the following caveat:

AMBER ALERTISSUED FOR NIC/MXXXXXXXXX***AMBER ALERT ***

In order to utilize the Amber Alert flag, agencies must make the determination that an Amber Alert will be issued, following the standard procedures for Amber Alerts. The flag is initiated at the local level when an agency enters a child. The agency must enter an "AA" code in the Missing Person Flag field.

Remember that the use of the AA in your missing person entry does not automatically initiate the statewide Amber Alert process and you must still follow the Amber Alert procedures separately.

MISSING PERSON ENTRY

/9998 1692 426F76A1 WI0130000
TIME 00005378 000049 MM/DD/YY 12:12 01 OF 01
FIELD EDIT SUCCESSFUL
KILLEBREW
BOBBY
F

/0673 1692 426F76A1 WI0130000
CIB 5378 50 MM/DD/YY 12:12 01 OF 01
***** MISSING PERSON - EMANCIPATED JUVENILE *****
SUBJECT

NAME/KILLEBREW, BOBBY JO
SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/IOWA
DATE OF EMANCIPATION/11102007
HEIGHT/504 WEIGHT/115 EYE COLOR/BLUE HAIR COLOR/BROWN
SKINTONE/MEDIUM SCARMARK/CONTACT LENSES
MISCELLANEOUS #/PASSPORT-2427
DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012
MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39259 NCIC #/M016092300
AGENCY CASE #/05-12328
ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315

REMARKS

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

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

PERSON WITH INFORMATION

NCIC recently debuted an enhancement to the Missing Person File. The new function allows an agency to add special supplemental information to an already existing missing person record that describes a person who may have information regarding the missing person.

The PWI capability may only be used when:

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

If the PWI can be entered as wanted (warrant exists, temporary felony want, etc.) the subject should be entered as a wanted person and the records should be linked. Only two PWI may be added to a missing person record, and the PWI information must be reviewed/validated 72 hours after it is entered and every 30 days thereafter. TIME System agencies should review their policies and procedures regarding missing persons to take into account this new functionality, and ensure appropriate investigative personnel are also aware of this new feature.

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

SUBJECT

NAME/RYWOMAN, EVE
SEX/FEMALE RACE/WHITE DATE OF BIRTH/02021922
HEIGHT/700 WEIGHT/50 EYE COLOR/PINK HAIR COLOR/PINK
SCARMARK/ALZHEIMER'S DISEASE
MNP/MISSING PERSON DATE OF LAST CONTACT/MMDDCCYY
JEWELRY TYPE/BROACH OR PIN
JEWELRY DESCRIPTION/BLUE GREEN AND GOLD PIN IN SHAPE OF PEACOCK
ON BLOUSE

DETAIL

ORI/WI013215Y ORI IS CRIME INFORMATION BUREAU
SYSTEM IDENT #/27183948 NCIC #/M679176521
AGENCY CASE #/10-987
ENTERED BY/OPR2123 DATE/MMDDCCYY TIME/0823
UPDATED BY/OPR2123 DATE/MMDDCCYY TIME/0826

PERSON WITH INFO

NAME/DARDMAN, STAN D
SEX/MALE RACE/WHITE DATE OF BIRTH/10101910
HEIGHT/500 WEIGHT/200 EYE COLOR/GREEN HAIR COLOR/GRAY OR
PARTIALLY GRAY
SCARMARK/HEALED FRACTURED CLAVICLE LEFT
ALIAS/ANYGUY, MATT
ALIAS DATE OF BIRTH/03031933
PWI REMARKS/MAY HAVE INFORMATION REGARDING DISAPPEARANCE OF
SUBJECT, BELIEVED TO BE INFLUENCING SUBJECT TO WITHDRAW LARGE
SUMS OF MONEY IF HAVE CONTACT WITH MR DARDMAN CONTACT DET
JONES THIS AGENCY ASAP

REMARKS

FAMILY HAS NOT HAD CONTACT WITH SUBJECT FOR 1 MONTH

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

MISSING PERSON CANCELLATION

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

REQUIRED

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

OPTIONAL

* Reason for Person Record Removal

* NCIC 2000 compliant software field

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

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

PROTECTION ORDER AND INJUNCTION FILE (POIF)

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

Clerks of court must transfer injunction and temporary restraining order information to law enforcement agencies. Reporting procedures similar to the methods used for the entry of warrants are suggested. After receiving the information from the courts, the law enforcement agency will complete the worksheet (optional) and make a TIME System computer entry. A file containing the appropriate paperwork must be maintained so the entering agency can respond to hit confirmation requests and CIB audits.

Because a temporary restraining order or injunction is issued only after a serious situation has come to the attention of the court, it is important that information on injunctions and temporary restraining orders be entered into the TIME System as required by statute. Law enforcement agencies are able to query this file when responding to domestic violence calls. The additional information provided through the file response could affect the way the officer handles the call.

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

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

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

pursuant to local, state, tribal, or territorial law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

Pendente Lite—During the proceeding or litigation; in a manner contingent on the outcome of litigation. (*Blacks Law Dictionary, 8th ed. 2004*)

STATE STATUTES REGARDING PROTECTION ORDERS

813.12 (6) (b)

Within one business day after an order or injunction is issued, extended, modified or vacated under this section, the clerk of the circuit court shall send a copy of the order or injunction, or of the order extending, modifying or vacating an order or injunction, to the sheriff or to any other local law enforcement agency which is the central repository for orders and injunctions and which has jurisdiction over the petitioner's premises.

813.12 (6) (c)

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

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

813.12 (6) (am) 1.

If an injunction is issued or extended under sub. (4) or if a tribal injunction is filed under s. 806.247 (3), the clerk of the circuit court shall notify the department of justice of the injunction and shall provide the department of justice with information concerning the period during which the injunction is in effect and information necessary to identify the respondent for purposes of a firearms restrictions record search under s. 175.35 (2g) (c).

Administrative Rule Jus 10.06 (1) (c) advises the required respondent identifying information to be: Name, Sex, Race, Date of Birth, Height, Weight, Hair Color.

ENDING DATE OF INJUNCTIONS

The “Ending Date” is a required field for entry of an injunction and the TIME System will not allow the “Ending Date” field to be filled with “NONEXP” for non-expiring. This is done in conjunction with Wisconsin Chapter 813 and the restricted time limits for injunctions. Therefore if your agency receives an injunction with the “Effective Until” or “Ending Date” field not completed it should be returned to the court to obtain the specific date of when the order expires.

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

813.12 (4) (c) (1)

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

813.12 (4) (c) (2)

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

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

813.122 (5) (d) (1)

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

813.122 (5) (d) (2)

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

State statutes 813.123 (5) (c) (1), (c) (2) & (c) (3) restrict the length of time a vulnerable adult at risk injunction may be issued for.

813.123 (5) (c) (1)

An injunction under this subsection is effective according to its terms, but not more than 4 years

813.123 (5) (c) (2)

When an injunction that has been in effect for less than 6 months expires, the court shall extend the injunction if the petitioner states that an extension is necessary to protect the vulnerable adult at risk. This extension shall remain in effect until 6 months after the date the court first entered the injunction.

State statute 813.125 (4) (c) restricts the length of time a harassment injunction may be issued for.

813.125 (4) (c)

An injunction under this subsection is effective according to its terms, but not more than 4 years

PROTECTION ORDER AND INJUNCTION FIELDS

COURT INFORMATION

REQUIRED

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

OPTIONAL

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

*Required when Type of Order is 8

TYPES of ORDERS:

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

RESPONDENT INFORMATION

REQUIRED

Last Name
First Name
Sex
Race
Date of Birth
Height
Weight
Hair Color
Operator
**Protection Order Conditions

OPTIONAL

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

[Indicates Group Fields]

* Required if a caution Indicator is used and the caution and medical conditions field is not available.

** NCIC 2000 compliant software fields

NOTE: Temporary restraining orders/injunctions entered by Wisconsin agencies using non-NCIC2000 compliant software will be defaulted with a protection order condition of: "The subject is restrained from assaulting, threatening, abusing, harassing, following, interfering with, or stalking the protected person and/or the child of the protected person." or "Prohibited from possessing or purchasing firearms" depending on the type of order. NCIC2000 compliant software will permit entry and supplement of protection order conditions. If the Type of Order is 2, 4, 6 or 12, protection order condition 07 must be entered. Any special protection order conditions should continue to be entered in the miscellaneous/remarks field.

PETITIONER INFORMATION

REQUIRED

Last Name
First Name

OPTIONAL

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

** NCIC 2000 compliant software field

RETENTION PERIOD: Temporary restraining orders are purged 96 hours after expiration

Injunctions are purged on the expiration date

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

PROTECTION ORDER AND INJUNCTION FILE ENTRY

/0102 1692 3BF05B40 WI0130000
TIME 53977 3 MM/DD/YY 14:50 01 OF 01
***** PROTECTION ORDER/INJUNCTION - 813.12 DOMESTIC ABUSE INJUNCTION *****
INJUNCTIONS UNDER THIS STATUTE PROHIBIT POSSESSION OF A FIREARM
** USE CAUTION **
** SUICIDAL
** THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR
OTHER WEAPON

SERVICE SERVED

COURT

COURT CASE #/08-CV-5589 COURT ORI #/WI013023J
BEGINNING DATE/12152008 ENDING DATE/12152012
ORDER OR INJUNCTION #/9876

RESPONDENT

NAME/CITIZEN, MARK E JR
SEX/MALE RACE/WHITE DATE OF BIRTH/05251966 PLACE OF BIRTH/WISCONSIN
HEIGHT/511 WEIGHT/255 EYE COLOR/BLUE HAIR COLOR/RED
SKINTONE/LIGHT SCARMARK/SCAR NOSE
FINGERPRINT CLASS/AA1205AAAAAA171615AA
FBI #/616663NA4
STATE IDENT #/WI142555
ADDRESS/123 WEST WASHINGTON AVE CITY/MADISON STATE/WISCONSIN

VEHICLE

PLATE #/GRUMP1 STATE/WISCONSIN EXPIRES/2008 TYPE/PASSENGER CAR
VIN/1FPEX18LXVNC05518
YEAR/1997 MAKE/FORD; GOLDFLINE OR COURIER
MODEL/F-150XLT STYLE/PICKUP

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/21480276 NCIC #/H757211151
AGENCY CASE #/08-3421
ENTERED BY/FIRMJJ DATE/MMDDCCYY TIME/1450

PETITIONER

NAME/CITIZEN , JESSICA J
SEX/FEMALE RACE/WHITE DATE OF BIRTH/05211967 SOCIAL SECURITY #/123456789
ADDRESS/17 WEST MAIN STREET CITY/MADISON STATE/WISCONSIN

REMARKS

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

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

PROTECTION ORDER AND INJUNCTION CANCELLATION

Temporary Restraining Orders and Injunctions may be cancelled by the entering agency (ORI) prior to the expiration date.

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

NOTE: NCIC does not allow modification or supplementation of temporary restraining order records after the ending date. This will require agencies to cancel the temporary restraining order and enter a new injunction. If an agency fails to cancel the temporary restraining order it will be automatically purged from CIB and NCIC 96 hours after the ending date. Temporary restraining orders in NCIC are suppressed from view after the ending date. Injunctions will be purged from CIB/NCIC after the ending date.

REQUIRED

System Identification #

Agency Case #

Respondent's Complete Name (character for character match with record)

Operator

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

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

IDENTITY THEFT FILE

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

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

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

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

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

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

The Portal 100 software includes the identity theft transactions. Interface agencies may request transaction specifications by contacting Chris Kalina at kalinaca@doj.state.wi.us

CRITERIA FOR ENTRY

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

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

The following is a sample of the required waiver form. This sample may be used independently or incorporated into another form.

Identity Theft File Consent Document

By signing this document, I hereby provide the _____ Police/Sheriff's Department permission to enter my personal data into the Federal Bureau of Investigation's Identity Theft File. This information may include, but is not limited to, physical descriptors and identifying information including my name, date of birth, place of birth, social security number, the type of identity theft, and a password provided to me for future identification purposes. I am also providing permission to enter my photograph and fingerprints into this file when that capability becomes available.

I understand that this information is being submitted as part of a criminal investigation in which I was a victim and will be available to entities having access to the Federal Bureau of Investigations National Crime Information Center (NCIC) files for any authorized purpose. I am providing this data voluntarily as a means to memorialize my claim of identity theft and to obtain a unique password to be used for future identity verification purposes.

I understand that the FBI intends to remove this information from the NCIC active file no later than 5 years from date of entry. I understand that I may at any time submit a written request to the entering agency to have this information removed from the active file at an earlier date. I further understand that information removed from the active file will not thereafter be accessible via NCIC terminals, but it will be retained by the FBI as a record of the NCIC entry until such time as its deletion may be authorized by the National Archives and Records Administration (NARA).

I understand that this is a legally binding document reflecting my intent to have personal data entered into the FBI's Identity Theft File. I declare under penalty of perjury that the foregoing is true and correct (See 28 U.S.C. 1746).

Signature

Date

Printed Name

The Privacy Act of 1974 (5 United States Code 552a) requires that Federal, state, or local agencies inform individuals whose social security number is being requested whether such disclosure is mandatory or voluntary, the basis of authority of such solicitation, and the uses which will be made of it. Accordingly, disclosure of your social security number is voluntary; it is being requested pursuant to 28 U.S.C. 534 for the purposes described above. The social security number will be used as an identification tool; consequently, failure to provide the number may result in a reduced ability to make such identifications or provide future identity verifications.

IDENTITY THEFT FIELDS

REQUIRED

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

OPTIONAL

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

* Required when using a Caution Indicator

IDENTITY THEFT ENTRY RESPONSE

```
/0139 1692 430828B7          WI0130000
NCIC      86814      20 MM/DD/YY 09:34 01 OF 01
1L01174200086814
WI0130000
NAM/GREENGOLD, ROBERT J  NIC/J390021101
OCA/11-001129
```

IDENTITY THEFT RECORD

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

MKE/IDENTITY THEFT PERSON
ORI/WI0130000 NAM/GREENGOLD, ROBERT J SEX/M RAC/W POB/MN DOB/19340903
HGT/511 WGT/210 EYE/BRO HAI/BRO
DOP/CCYYMMDD
OCA/11-001129
NOA/N
MIS/SOCIAL SECURITY NUMBER STOLEN
PWD/GREYDOG IDT/GOVT DOT/CCYYMMDD
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608 266-8345
NIC/J390021101 DTE/CCYYMMDD 1027 EST DLU/CCYYMMDD 1027 EST
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY
INDIVIDUAL, VEHICLE OR DWELLING.*****

IDENTITY THEFT CANCELLATION

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

REQUIRED

NCIC (NIC) #
Last Name
First Name
Operator

OPTIONAL

Middle Name
Suffix
Reason for Person Record Removal

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

GANG FILE

This file has been designed to provide law enforcement personnel with identifying information about violent criminal gangs and the members of those groups. This information will serve to warn law enforcement officers of the potential danger posed by violent individuals. The file should also promote the exchange of information about these organizations and their members to facilitate criminal investigations.

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

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

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

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

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

ORGANIZATION ENTRY CRITERIA

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

A gang organization must meet the following definition:

- a) Must be an ongoing organization, association, or group of three or more persons, and
- b) Must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity or delinquent conduct.

Criminal or delinquent conduct includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary, and/or carjacking.

Delinquent Conduct, as with the Wanted Person File, is conduct of a juvenile, which would be a crime if committed by an adult.

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

GANG ORGANIZATION FIELDS

REQUIRED

Group Name
Subgroup Name
Agency Point of Contact
Operator

OPTIONAL

Identifying Tattoos
Identifying Dress
Identifying Hand Signals
Identifying Graffiti
Miscellaneous

RETENTION PERIOD: Indefinite

GANG ORGANIZATION ENTRY RESPONSE

/9998 2625 430828C7 WI0180100
TIME 00038206 000057 MM/DD/YY 14:19 01 OF 01
NCIC2000
FIELD EDIT SUCCESSFUL
GNST DISCS*ECWI
NONE KNOWN
EAU POLICE DETECTIVES 715-839-4353

/0030 2625 WI0180100
NCIC 38206 58 MM/DD/YY 14:19 01 OF 01
1L21185612384799
WI0180100
MKE/EGG
GNG/GNST DISCS*ECWI SGP/NONE KNOWN
CONTACT AGENCIES:
WI0180100 EAU CLAIRE POLICE DETECTIVES 715-839-4353
DATE FIRST ENTRY/CCYYMMDD 1419 EST
TTO/TAT ARM PITCHFORK/DOLLAR SIGN
DRS/EARRINGS RIGHT EAR
HND/AMERICAN SIGN LANGUAGE
GTI/TAIL/DOLLAR SIGN
MIS/ALWAYS WORKS WITH THREE MEMBERS PRESENT
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG

GANG ORGANIZATION QUERY RESPONSE

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

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

MKE/CRIMINAL GANG
GNG/GNST DISCS*ECWI SGP/NONE KNOWN
CONTACT AGENCIES:
WI0180100 EAU CLAIRE POLICE DETECTIVES 715-839-4353
WI0680900 OCONOMOWOC POLICE LT SHELL 262-569-0790
DATE FIRST ENTRY/CCYYMMDD 1421 EST
TTO/TAT ARM PITCHFORK/DOLLAR SIGN
DRS/EARRINGS RIGHT EAR
HND/AMERICAN SIGN LANGUAGE
GTI/TAIL/DOLLAR SIGN
MIS/ALWAYS WORKS WITH THREE MEMBERS PRESENT
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION

MEMBER ENTRY CRITERIA

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

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

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

GANG MEMBER FIELDS

REQUIRED

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

OPTIONAL

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

[Indicates Group Fields]

* Minimum of one numeric identifier.

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

*** NCIC 2000 compliant software fields

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

RETENTION PERIOD: Maximum five years - exception being a correctional agency. In such case, the five year maximum runs from the date that the date of purge field is altered to show release of the record subject from incarceration or when the date of purge field contains NONEXP (non expiring) then the record remains active until the record is cancelled by the entering agency.

GANG MEMBER ENTRY RESPONSE

/9998 2625 280828F4 WI0180100
TIME 00014357 000379 MM/DD/YY 12:25 01 OF 01
NCIC2000
FIELD EDIT SUCCESSFUL
SANDERSON
JOHN
M

/0036 2625 280828F4 WI0180100
NCIC 14357 680 MM/DD/YY 12:26 01 OF 01
1L28685612384799
WI0180100
NAM/SANDERSON, JOHN NIC/T970251770
OCA/EP9630153

GANG MEMBER QUERY RESPONSE

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

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

MKE/CRIMINAL GANG MEMBER - CAUTION
ORI/WI0180100 NAM/SANDERSON, JOHN W SEX/M RAC/W DOB/19890408
HGT/601 WGT/175 EYE/BRO HAI/BRO SMT/TAT R HND
FPC/PM085201211908111514
OLN/S5377977912808 OLS/WI OLY/2009
GNG/GNST DISCS*ECWI SGP/NONE KNOWN
ECR/AF DOP/CCYYMMDD OCA/EP9630153
MIS/KNOWN TO CARRY GLOCK 9
DNA/N
ORI IS EAU CLAIRE PD WI 715 839-4975
NIC/T970251770 DTE/CCYYMMDD 1226 EDT DLU/CCYYMMDD 1226 EDT

GANG ORGANIZATION CANCELLATION

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

REQUIRED

Group Name
Subgroup Name
Operator

GANG ORGANIZATION CANCELLATION RESPONSE

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

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

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

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

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

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

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

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

GANG MEMBER CANCELLATION

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

REQUIRED

NCIC (NIC) #
Last Name
First Name
Operator

OPTIONAL

Middle Name
Suffix

GANG MEMBER CANCELLATION RESPONSE

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

```
CANCEL NAM/SANDERSON, JOHN  NIC/T970251770
```

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

VEHICLE FILE

STATUTE REQUIREMENT

342.31 (1)

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

DEFINITION

For entry purposes, a vehicle is any motor-driven conveyance designed to carry its operator. In addition to conveyances meeting this definition, trailers are also to be entered into the Vehicle File. The one exception to this definition is a boat, which is entered into the Boat File.

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

CATEGORIES

1. **Stolen Vehicle**

An unrecovered stolen vehicle may be entered if a hardcopy or electronic theft report has been made. A loaned, rented or leased vehicle that has not been returned may not be entered unless a theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

2. **Felony Vehicle**

A vehicle wanted in connection with a felony.

If a vehicle is stolen and used in the commission of a felony, enter it as stolen, and indicate in the miscellaneous/remarks field that it is a Felony Vehicle and describe the felony.

3. **Stolen/Missing License Plate(s)**

License plates known or believed to be stolen. License plates that may have fallen off a vehicle and are considered missing can also be entered.

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

STOLEN/FELONY VEHICLE RETENTION PERIODS

Stolen Vehicle –

Vehicle identification number and/or owner- applied number number – Four years + year of entry

License plate number, state of registration, expiration and plate type – 90 days

Felony Vehicle - 90 days

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

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

GENERAL GUIDELINES FOR VEHICLE/LICENSE PLATE RECORDS

LICENSE PLATE INFORMATION

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

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

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

For snowmobile and All Terrain Vehicle (ATV) entries the decal number is entered as a license plate. Snowmobile registration numbers and ATV registration numbers are not displayed on the vehicle.

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

VEHICLE IDENTIFICATION NUMBER

NCIC edits this field very closely. Enter the number as shown on the supporting documentation. If NCIC rejects this number and all documentation supports the "erroneous" number, enter the number in the Owner-Applyed Number (OAN) field until you are able to obtain the correct number. Assistance in determining the correct VIN number may be obtained from the National Insurance Crime Bureau (NICB) and/or their VINAssist program. The VINAssist program is regularly updated by the NICB to include VIN's for newly manufactured cars, trucks and motorcycles. When entering motorcycles the frame number is considered the VIN; the engine number should be entered in the OAN field.

MAKE

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

Other generic make codes that must be explained:

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

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

YEAR, MODEL and STYLE

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

VEHICLE COLOR

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

OWNER- APPLIED NUMBER

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

MISCELLANEOUS/REMARKS

A variety of information should be included in this field for non-complaint NCIC2000 software: The manufacturer's complete name must be entered when a generic make code is used. A brief explanation of the felony for felony vehicle entries, complete numbers when they exceed the maximum allowed for the specific field (a VIN or OAN exceeding 20 characters), and "3W-Motorcycle" for those that are street legal.

Codes assigned to each manufacturer are available in the TIME System Software tables/help messages or on-line TIME System Manual, available online at:
www.doj.state.wi.us/dles/cibmanuals

VEHICLE FIELDS

REQUIRED

[License Plate #]
[State of Registration]
[Expiration Year]
[License Plate Type]
OR
Owner-Applied #
OR
Vehicle Identification # (VIN)
AND
[Vehicle Year]
[Vehicle Make]
[Vehicle Model]
[Vehicle Style]
Date of Theft
Agency Case #
Operator

[Indicates Group Fields]

Felony Vehicles have the same required fields as Stolen Vehicles, except that an owner applied number cannot be used.

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

OPTIONAL

Vehicle Color
* Miscellaneous/Remarks
Agency Unit
**Linking Agency Identifier
**Linking Agency Case #
**Notify Originating Agency Flag

STOLEN/MISSING LICENSE PLATE FIELDS

REQUIRED

License Plate #
State of Registration
Expiration Year
License Plate Type
Number of Plates
Date of Theft
Agency Case #
Operator

OPTIONAL

Miscellaneous/Remarks
Agency Unit
**Linking Agency Identifier
**Linking Agency Case #
**Notify Originating Agency Flag

** NCIC 2000 compliant software fields

STOLEN VEHICLE ENTRY

/9998 3716 3BF05878 WI0130000
TIME 00204529 000135 MM/DD/YY 15:24 01 OF 01
FIELD EDIT SUCCESSFUL
MULLERJJ
E186568-5
FORD

/0200 3716 3BF05878 WI0130000
CIB 204529 304 MM/DD/YY 15:24 01 OF 01

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

VEHICLE

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

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39249 NCIC #/V519273470
AGENCY CASE #/E186568-5
DATE OF THEFT/MMDDCCYY
ENTERED BY/MULLERJJ DATE/MMDDCCYY TIME/1524

REMARKS

NUMEROUS SCRATCHES ON HOOD AND POSSIBLE DAMAGE TO REAR BUMPER

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

VEHICLE CANCELLATION

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

STOLEN or FELONY VEHICLE REQUIRED FIELDS

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

OR

Vehicle Identification #

OR

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

AND

System Identification #

Agency Case #

Operator

[Indicates Group Fields]

OPTIONAL

*Reason for Property Record Removal

* NCIC 2000 compliant software field

STOLEN or MISSING LICENSE PLATE REQUIRED FIELDS

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

OPTIONAL FIELD

* Reason for Property Record Removal

* NCIC 2000 compliant software field

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

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

NATIONAL INSURANCE CRIME BUREAU

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

NICB provides automated access to fourteen different files: Manufacturer's Shipping File, Impound File, Import/Export File, Salvage File, Auction File, Pre-Inspection File, Vehicle Physical Damage Claim File, Rental File, Insurance Theft File, NCIC/CPIC Vehicle Purge Data File, International Index File, Lien Holder File, Mexican OCRA File and EBay Auction File. These files may be accessed via two types of inquiries. The Impound/Export File inquiry interrogates the NICB Impound and Export files only. Impound records will only be returned if the date of impound is less than 60 days from the date of the inquiry. Access to these files is for investigative purposes only. Users should not program their computers to automatically send inquiries to these files whenever an inquiry is sent to either the NCIC stolen vehicle file or state vehicle registration files.

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

NICB also maintains a program entitled VINassist, which is restricted for law enforcement use only. VINassist is a revolutionary concept for editing 1981 and later passenger car, truck and motorcycle VINS. Law enforcement can type in a 17 character VIN and the program will describe the make, model and production year for that VIN.

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

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

** RECORD RESPONSE FROM NICB **

IMPOUND VEHICLE FIELDS

REQUIRED

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

OPTIONAL

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

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

IMPOUND VEHICLE ENTRY RESPONSE

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

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

IMPOUND VEHICLE QUERY

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

/ NIR 1692 3CF06878 WI0130000
NLET 2591 13 MM/DD/YY 07:52 01 OF 01
NIR.IILNATBC00
06:50 MM/DD/CCYY 02681
06:50 MM/DD/CCYY 01276 WI0130000
*00087325XX

TXT

** NOTICE **

THE NICB PROVIDES THE INFORMATION CONTAINED HEREIN SOLELY
AS AN INVESTIGATORY AID. SINCE THESE RECORDS ARE NOT
VALIDATED, THE NICB DOES NOT GUARANTEE OR WARRANT THEIR
LEGITIMACY. PLEASE USE SECONDARY VERIFICATION BEFORE YOU
TAKE ANY ENFORCEMENT ACTION.

NICB RESPONSE FOR VIN/1G3CX52K9S4312107 MSG 01 OF 01

IMPOUND NICB FILE/ I9605700444
ORI OF IMPOUNDING AGENCY/ WI0130000 CASE #/ 962123
DATE OF IMPOUND/ MM/DD/YY POUND/ DANE COUNTY IMPOUND
VMA/ OLDS VMO/ REG VYR/ 95 VST/ 4D
LIC/ BBB242 LIS/ WI LIT/ PC LIY/05
MISC/ VEHICLE LOCATED AT IMPOUND 123 WEST WASHINGTON AVE
POUND INV #/ DASO2123 POUND PHONE #/ 6082667314

IMPOUND VEHICLE CANCELLATION

The entering agency (ORI) must cancel an impound vehicle record when the vehicle is no longer under their control.

REQUIRED

Vehicle Identification #
NICB File #
Operator

IMPOUND VEHICLE CANCELLATION RESPONSE

/9998 1692 3CF06891 WI0130000
TIME 00005562 00009 MM/DD/YY 08:55 01 OF 01
NLETS
FIELD EDIT SUCCESSFUL
NA
1G3CX52K9S4312107
I9605700444

/ NCA 1692 3CF06891 WI0130000
NLET 5562 20 MM/DD/YY 08:55 01 OF 01
NCA.ILNATBC00
07:53 MM/DD/CCYY 03919
07:53 MM/DD/CCYY 01823 WI0130000
*00124453XX
TXT
IMPOUND RECORD CANCELLED
VIN/1G3CX52K9S4312107.FIL/I9605700444

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

PART FILE

DEFINITION

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

STOLEN PART FIELDS

REQUIRED

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

OPTIONAL

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

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

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

*** NCIC 2000 compliant software fields

**** Required when Part Category is OB

RETENTION PERIOD: Four years + year of entry

GENERAL GUIDELINES FOR PART RECORDS

SERIAL NUMBER

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

BRAND

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

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

If there is no code assigned to the brand, enter a generic code (PART, ENGN) and list the brand in the miscellaneous/remarks field or the expanded brand name code field.

NOTE: NCIC2000 compliant software includes an expanded brand name code field that must be completed when a generic make code such as “ENGN” is used in the entry.

PART CATEGORY

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

VEHICLES

Automotive Parts - AG

Construction Parts – CE

Farm/Garden Parts – FE

BOATS

Boat Parts - BX

OWNER-APPLIED NUMBER

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

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

ENGINE POWER

Indicate the size of the engine in cubic inches (I), cubic centimeters (C), liters (L), horsepower (H) or pounds of thrust (P). Examples: 125 Horsepower = 125H, 3 Liters = 3L, 250cc = 250C. Round fractions down to the base number; i.e., 9.9 horsepower would be entered as 9H and then further explain in the miscellaneous/remarks field that the engine power is "9 pt 9".

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

PRODUCTION YEAR

This field represents the production/model year during which the part was manufactured or "UNKN" if the year is unknown. If the stolen part category is outboard motor "OB" the model year field is mandatory. The TIME System has been programmed to default a vehicle year code of "UNKN" behind the scenes for the entry of stolen outboard motors with non compliant NCIC2000 software or when this field is left blank.

MISCELLANEOUS/REMARKS

This field **must** include a description of the part category (this is why the field is required for all stolen part records); model number, model year, color scheme of the stolen part, etc. should also be entered in this field. The brand name must be included in this field when a generic code has been used in the entry, unless your software is NCIC2000 compliant. Then the brand name must be entered in the expanded brand name field.

STOLEN PART ENTRY

/9998 1642 3CB6B8F7 WI0130000
TIME 00156656 000041 MM/DD/YY 13:02 01 OF 01
FIELD EDIT SUCCESSFUL
BAURER
10-01122
MMDDCCYY

/0237 1642 4252B6C3 WI0100000
CIB 145851 42 MM/DD/YY 13:32 01 OF 01
***** PART - STOLEN *****
** USE CAUTION - HOLD FOR LATENT FINGERPRINTS **

** NOTIFY ORI/Y

PART

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

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/26106389 NCIC #/V911214944
AGENCY CASE #/10-01122
DATE OF THEFT/MMDDCCYY
ENTERED BY/BAURER DATE/MMDDCCYY TIME/1232

REMARKS

OUTBOARD MOTOR MODEL EJ123K BLACK/ORANGE

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

STOLEN PART CANCELLATION

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

REQUIRED

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

OPTIONAL

* Reason for Property Record Removal

* NCIC 2000 compliant software field

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

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

BOAT FILE

DEFINITION

A boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion. Unrecovered stolen boats can be entered into this file if a hardcopy or electronic theft report has been made and the following circumstances are met:

1. Any unrecovered stolen boat which has a registration number, document number, permanently attached hull serial number, or owner applied number may be entered if a theft report has been made.
2. Loaned, rented, or leased boats not returned may be entered if a theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

GENERAL GUIDELINES FOR BOAT RECORDS

REGISTRATION NUMBER

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

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

COAST GUARD DOCUMENT NUMBER

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

HULL NUMBER

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

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

HULL NUMBER CONSTRUCTION

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

The fourth through eighth characters are assigned by the manufacturer and may be either alphabetic or numeric except for the alphabetic characters I, O, and Q.

The ninth through the twelfth characters indicate the date of certification or date of manufacture. The characters must be either:

- All numerics with positions nine and ten indicating the month and positions eleven and twelve indicating the year; or
- The ninth character must be the alphabetic M, the tenth and eleventh characters must be numerics indicating the model year, and the twelfth character must be an alphabetic indicating the month of the model year, August is designated by the alphabetic A, September by B, October by C, etc.; or
- The ninth and tenth characters indicate month and year of the date of certification or date of manufacture. Character nine is an alphabetic: the first month of the year, January, is "A" and the last month of the year December, is "L". Character ten is the last digit of the year of certification or manufacture, such as "2" for 1992. Characters eleven and twelve are the model year, such as "94" for 1994.

BOAT YEAR

The boat year must contain the model year during which the boat was manufactured. The boat year may be obtained from the boat hull number.

BOAT MAKE

If the boat make code is not listed in your software tables, the code MISC should be placed in the make field and the manufacturer's name in the expanded make code field for NCIC2000 compliant software or miscellaneous field for NCIC200 non-compliant software. If the manufacturer's name is not known, the miscellaneous field should be used to describe the boat and any information which can lead to the determination of the manufacturer's name.

BOAT LENGTH

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

BOAT COLOR

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

MISCELLANEOUS

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

BOAT FIELDS

REQUIRED

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

OPTIONAL

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

[Indicates Group Fields]

* NCIC 2000 compliant software will have these fields on the entry transaction. For non NCIC 2000 compliant software these fields can be added to your existing stolen boat record by using the modify transaction.

** NCIC 2000 compliant software fields

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

BOAT ENTRY RESPONSE

/0423 1856 3BF05856 WI0130000
NCIC 73873 4 MM/DD/YY 10:23 01 OF 01
1L01262500073873
WI0130000
NIC/B960006862 REG/WS1298AB
OCA/09-1234

RESPONSE WHEN QUERIED BY NIC#

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

MKE/STOLEN BOAT
ORI/WI0130000 REG/WS1298AB RES/WI REY/2010 HUL/PL
BHN/CRUS12345699 BYR/1999 PRO/IN BMA/CRS BTY/CRU BLE/26
BCO/WHI/BLK DOT/CCYMMDD
OCA/09-1234
NOA/N
NIC/B960006862 DTE/CCYMMDD 1124 EST DLU/CCYMMDD 1124 EST
ORI IS DANE CO SO MADISON 608 284-6057

BOAT CANCELLATIONS

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

STOLEN BOAT REQUIRED

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

OPTIONAL

*Reason for Property Record Removal

* NCIC 2000 compliant software field

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

STOLEN, LOST, FELONY or RECOVERED **GUN FILE**

DEFINITION

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

Serially numbered weapons which are stolen may be entered if a hardcopy or electronic theft report has been made.

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

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

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

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

GENERAL GUIDELINES FOR GUN RECORDS

MAKE

The gun make field must be filled with a minimum of two and a maximum of three characters. Valid gun make codes are listed on your TIME System Software tables/help messages or on-line TIME System Manual.

- **GUN MAKE NOT LISTED IN TABLES**

When the make of a serialized firearm is not listed in your software tables, the code ZZZ should be placed in the make field and the make of the firearm should be entered as the first item in the expanded make code field for NCIC2000 compliant software or in miscellaneous field of the record for NCIC2000 non-compliant software.

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

If the make of a firearm is unknown but the country of manufacture is known, the appropriate code for that country should be entered in the make field, and "UNKN" should be entered in the expanded make code field for NCIC2000 compliant software or "MAK UNKN" should be placed as the first item in the miscellaneous field for NCIC200 non-compliant software. The code US should be entered in the make field only when the following three conditions exist: 1) the make of the firearm is not known, 2) the country of manufacture is the United States, and 3) the firearm is not a U.S. Military-issue weapon.

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

When the gun make nor country where manufactured is known, the gun can be entered when the gun has a distinct point(s) of identification or is connected with a major criminal investigation. The code ZZZ should be entered into the make field and "MAK UNKN" should be placed as the first item in the miscellaneous field; the distinct point(s) of identification or connection to major criminal investigation should be noted.

US MILITARY ISSUED WEAPONS

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

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

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

MODEL

The model number or a recognizable abbreviation of the model name should be entered. For example, Smith and Wesson Chiefs Special Model revolver should be entered in the model field as CHIEF SPEC.

TYPE

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

MISCELLANEOUS

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

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

GUN FIELDS

REQUIRED

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

** NCIC 2000 compliant software fields

OPTIONAL

Model
Miscellaneous
**Linking Agency Identifier
**Linking Agency Case #

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

RETENTION PERIOD: Stolen, lost/missing or felony guns - remain in the system until cancelled by the entering agency.

Recovered guns - two years + year of entry

GUN ENTRY RESPONSE

/0389 1856 3BF05831 WI0130000
NCIC 76404 17 MM/DD/YY 10:42 01 OF 01
1L01262500076404
WI0130000
NIC/G781455789 SER/ 12345
OCA/11-789

RESPONSE WHEN QUERIED BY NIC#

/0387 1856 3BF05845 WI0130000
NCIC 76501 18 MM/DD/YY 10:42 01 OF 01
1L01262500076501
WI0130000

MKE/STOLEN GUN
ORI/WI0130000 SER/12345 MAK/WIN CAL/410 MOD/ SURESHOT
TYP/SP DOT/CCYYMMDD
OCA/11-789
NOA/N
MIS/HANDCARVED STOCK
NIC/G781455789 DTE/CCYYMMDD 1142 EDT DLU/CCYYMMDD 1142 EDT
ORI IS DANE CO SO MADISON 608 284-6057

GUN CANCELLATIONS

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

STOLEN/LOST/FELONY GUN REQUIRED

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

OPTIONAL

*Reason for Property Record
Removal

RECOVERED GUN REQUIRED

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

* NCIC 2000 compliant software field

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

ARTICLE FILE

DEFINITION

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

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

Public Safety, Homeland Security, or Critical Infrastructure items of identification (Badge, Dog Tags, Smart Card, etc.) may be entered as Lost Articles if a hardcopy or electronic report has been made.

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

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

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

GENERAL GUIDELINES FOR ARTICLE RECORDS

TYPE

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

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

SERIAL NUMBER

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

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

BRAND

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

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

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

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

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

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

MODEL

The following order or priority should govern filling this field:

1. If the model number exceeds nine characters, use only the last nine characters with the complete model number shown in the miscellaneous field. For example, model number 12345678987 would be entered in the model field as 345678987. The complete model number (12345678987) must be entered in the miscellaneous field.
2. If the model name is a single word, use only the first nine letters. For example, Imperialistic dishwasher manufactured by Frigidaire, code as IMPERIALI.
3. If the model name is two words, use the first letter of the first word, a space, and first seven letters of the second word. For example, Custom Imperial dishwasher by Frigidaire, code as C IMPERIA.
4. If the model name is three words, use the first letter of the first word, a space, the first letter of the second word, a space and first five letters of the third word. For example, Ultra Custom Imperial dishwasher by Frigidaire, code as U C IMPER.
5. If the model name is an initial and one word, use the first initial, a space, and the first seven letters of the word. For example, X. Supremacy dishwasher by Frigidaire, code as X SUPREMA.
6. If the model name has two initials and one word, use the first initial, a space, second initial, a space, and the first five letters of the word. For example, X. S. Custom dishwasher by Frigidaire, code as X S CUSTO.
7. Model names consisting of alpha characters only should be entered omitting spaces and periods. For example, Friden calculator model SBT, code as SBT.
8. If none of the preceding instructions apply (because there is no model name or number); the composition, design, size, or style should be entered.

OWNER-APPLIED NUMBER

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

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

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

MISCELLANEOUS FIELD

The miscellaneous field should describe the location of the serial number and/or owner-applied number on an item of property and provide a further description of the stolen article.

A complete description of the stolen article should be placed in this field when the code NO BRA is used in the brand name field. This field should contain the complete model number if it contains more than nine characters and the last nine have been entered in the model field.

This information should be entered in easily readable abbreviated language when using software that is not NCIC2000 compliant. NCIC2000 compliant software has expanded the miscellaneous field to allow for fewer abbreviations. For example:

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

STOLEN ARTICLE FIELDS

REQUIRED

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

OPTIONAL

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

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

** NCIC 2000 compliant software fields

RETENTION PERIOD: One year + year of entry.

Indefinitely for entries with type code of "T" (Toxic/Hazardous Materials), "Q" (Public Safety, Homeland Security, & Critical Infrastructure Items of Identification) and "Z" (Lost or stolen equipment associated with Public Safety, Homeland Security, and Critical Infrastructure.)

STOLEN ARTICLE ENTRY RESPONSE

```
/0371 1856 3CB6B93E WI0130000
NCIC 66490 13 MM/DD/YY 09:51 01 OF 01
1L01262500066490
WI0130000
NIC/A087216754 SER/12345A9876
OCA/11-456
```

RESPONSE WHEN QUERIED BY NIC#

```
/0370 1856 3CB6B94E WI0130000
NCIC 66694 14 MM/DD/YY 09:52 01 OF 01
1L01262500066694
WI0130000
```

```
MKE/STOLEN ARTICLE
ORI/WI0130000 TYP/DCPU SER/12345A9876 BRA/IBM
MOD/90A876 DOT/CCYMMDD
OCA/11-456
NOA/N
MIS/SERIAL NUMBER BACK LOWER LEFT CORNER BY VENTS
NIC/A087216754 DTE/CCYMMDD 1052 EDT DLU/CCYMMDD 1052 EDT
ORI IS DANE CO SO MADISON 608 284-6057
```

ARTICLE CANCELLATION

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

REQUIRED

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

OPTIONAL

*Reason for Property Record Removal

*NCIC 2000 compliant software field

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

STOLEN ARTICLE CANCELLATION RESPONSE

```
/0378 1856 3CB6C94E WI0130000
NCIC 71629 15 MM/DD/YY 10:17 01 OF 01
1L01262500071629
WI0130000
CANCEL NIC/A087216754 SER/12345A9876
```

RE-QUERY

```
/0368 1856 3CB6B94F WI0130000
NCIC 72948 16 MM/DD/YY 10:24 01 OF 01
1L01262500072948
WI0130000
NO RECORD NIC/A087216754
```

GROUP RECORDS

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

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

ARTICLES REQUIRED

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

ARTICLES OPTIONAL

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

SECURITIES REQUIRED

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

SECURITIES OPTIONAL

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

* Required under certain conditions

** NCIC 2000 compliant software fields

GROUP ENTRY RESPONSE

/0381 1856 5FB6B94E WI0130000
NCIC 210089 8 MM/DD/YY 12:01 01 OF 01
IL11185644487572
WI0130000
NIC/A555988785 SER/5240-5250
OCA/1234

QUERY RESPONSE

/0368 1856 5FB6B96E WI0130000
NCIC 21133 10 MM/DD/YY 12:02 01 OF 01
IL11185644487865
WI0130000

MKE/STOLEN ARTICLES
ORI/WI0130000 TYP/SSKIS BRA/GRAVES MOD/131B
DOT/CCYMMDD OCA/1234
MIS/NO BINDINGS ATTACHED SERIAL NUMBERS ON LEFT TIP
NOA/N
NIC/A555988785 DTE/CCYMMDD 1201 EDT DLU/CCYMMDD 1201 EDT
ORI IS DANE CO SO MADISON 608 284-6057
SER/5240-5250

CANCELLING THE RECORD

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

ARTICLE

TOTAL

NCIC #
Agency Case #
Date Cancelled
Operator

OR

PARTIAL

NCIC #
Starting Serial #
Ending Serial #
Date Cancelled
Operator

SECURITIES

TOTAL

NCIC #
Agency Case #
Date Cancelled
Operator

OR

PARTIAL

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

PARTIAL RECORD CANCEL

/0385 1856 5FB6B97F WI0130000
NCIC 210189 12 MM/DD/YY 14:01 01 OF 01
IL11185644497572
WI0130000
CANCEL NIC/A555988785 SER/5242-5242

QUERY RESPONSE

/0368 1856 5CD6B94E WI0130000
NCIC 210233 14 MM/DD/YY 15:02 01 OF 01
IL11185644497865
WI0130000

MKE/STOLEN ARTICLES
ORI/WI0130000 TYP/SSKIS BRA/GRAVES MOD/131B
DOT/CCYYMMDD OCA/1234
MIS/NO BINDINGS ATTACHED SERIAL NUMBERS ON LEFT TIP
NOA/N
NIC/A555988785 DTE/CCYYMMDD 1502 EST DLU/CCYYMMDD 1502 EST
ORI IS DANE CO SO MADISON 608 284-6057
SER/5240-5241
SER/5243-5250

ENTIRE RECORD CANCEL

/0384 1856 5FB6B94A WI0130000
NCIC 210489 18 MM/DD/YY 16:01 01 OF 01
IL11185644497918
WI0130000
CANCEL NIC/A555988785

OTHER NCIC FILES & RETENTION PERIODS

UNIDENTIFIED PERSON: Indefinite

Definition: For entry purposes an unidentified person is defined as follows: Any unidentified deceased person. A person of any age who is living and unable to ascertain his/her identity. The information on unidentified living persons should only be included if the person gives their consent, or if they are physically or mentally unable to give consent. Any unidentified catastrophe victim. Body parts when a body has been dismembered.

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

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

ACQUIRING MAXIMUM DATA

Always attempt to obtain as much information as possible to enter into the record. In many cases, the information is available simply by reading the officer's case report. If not, there are numerous databases that can be accessed to obtain required and optional information to enter. Remember that "packing a record" with all available data increases the chances of apprehending the wanted person, finding and identifying the missing person and recovering stolen property.

PERSON RECORDS

1. Department of Transportation files - Wisconsin & other states
Information provided: Driver's License Number
 Physical Descriptors
 Address
 Former Name(s)
 Other possible states to query

2. Criminal History files - FBI and State levels
Information provided: Physical Descriptors
 Scars, Tattoos, Other Conditions
 Alias Names and Dates of Birth
 Social Security Number(s)
 Driver's License Number(s)
 Fingerprint Classification
 Whether Caution should be used
 FBI Number/State Identification Number
 Miscellaneous Numbers
 Photos

3. Wisconsin Department of Natural Resources Automated License Record System
Information provided: Current Address
 Phone Number
 Physical Descriptors

4. Other Police Agencies
Contact police agencies of cities where the individual may have lived or that are listed on state or FBI level criminal histories. Source documentation must be provided for any information obtained from another police agency.

5. Dentists/Doctors
It is important to get as much identifying information as possible. Dental information should be included in missing person records. Medical history such as surgeries, scars, etc. can help in identification of bodies or amnesia victims.

6. Clerk of Courts Office/Consolidated Court Automation Program (CCAP)

7. INTERPOL-U.S. National Central Bureau

8. Complainant Identifying Photo(s)

VEHICLE and BOAT RECORDS

1. Department of Transportation files - Wisconsin & other states
Information provided: License Plate Number
License Plate Year of Expiration
License Plate Type
Vehicle Identification Number
Vehicle Year, Make, Model and Style
Address
Whether the vehicle has been re-registered since theft date

2. Department of Natural Resources files - Wisconsin & other states
Information provided: Snowmobile & ATV Registration
Vehicle Year, Make, Model and Style
Vehicle Identification Number
Boat Registration
Boat Hull Number
Boat Year, Make, Model and Type
Address
Whether registration activity has occurred since theft date

3. VIN Assist/NICB
Information provided: Verification of Vehicle Identification Number
Vehicle Year, Make, Model, Style

4. NCIC
Generic Photo

5. Complainant
Identifying Photo

RECORD MODIFICATION

Records should be updated whenever information is received that could be added to the record or whenever it is learned that information in the record needs to be corrected or removed. A "Modify transaction" allows the operator to perform these functions:

1. Add data to the base record: As long as the field was blank in the original entry, the information can be "modified in".
2. Change data in the base record: Corrections can be made by using the modify transaction since this allows the operator to "write over" the incorrect data.
3. Delete data from the base record: This can be accomplished by using the modify transaction & placing the pound sign (#) in the field to be deleted.

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

When deleting the bond amount using NCIC2000 non-compliant software the dollar field must be left blank and the (#) pound sign must be entered in the cents field. With NCIC2000 compliant software the (#) pound sign can be placed in either the dollar or cents field.

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

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

To modify a temporary misdemeanor want you must use the same transaction as when modifying any other misdemeanor warrant. The modify temporary felony want transaction is for use with temporary felony wants only.

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

QUERY OF RECORD

/0781 1692 3BF0587A WI0130000

CIB 88585 18 MM/DD/YY 08:55 01 OF 01

KILLEBREW

BOBBY

10101988

***** MISSING PERSON - EMANCIPATED JUVENILE *****

SUBJECT

NAME/KILLEBREW, BOBBY JO

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/IOWA

DATE OF EMANCIPATION/11102007

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

SKINTONE/MEDIUM SCARMARK/CONTACT LENSES

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012

MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/39259 NCIC #/M016092300

AGENCY CASE #/05-12328

ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315

REMARKS

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

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

MODIFICATION OF RECORD

/0083 1692 3BF0587B WI0130000

CIB 92651 19 MM/DD/YY 09:13 01 OF 01

***** MISSING PERSON - EMANCIPATED JUVENILE *****

** VIOLENT TENDENCIES

SUBJECT

NAME/KILLEBREW, BOBBY JO

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/TEXAS

DATE OF EMANCIPATION/11102007

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

SKINTONE/MEDIUM

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012

MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/39259 NCIC #/M016092300

AGENCY CASE #/05-12328

ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315

UPDATED BY/MILLER DATE/MMDDCCYY TIME/1345

REMARKS

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

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

RECORD SUPPLEMENTATION

When you supplement a record you are adding data to an already established field in a record. Data that can be supplemented:

1. Date of birth
2. Scars, marks, tattoos and other characteristics
3. Social security number
4. Miscellaneous number
5. Driver's license number/state of registration/expiration year
6. Alias name (monikers may be entered as alias last names, leaving first name field blank, for gang/terrorist members only)
7. License plate numbers
8. Vehicle identification number, year, make, model, style and color (Gang/Terrorist Member only)
9. Identifying dress, tattoos, hand signals and graffiti (Gang/Terrorist Organization only, Primary ORI only)
10. Dental Information (Missing/Unidentified Persons only)
- *11. Caution and Medical Conditions
- *12. Protection Order Conditions
- *13. Protection Order Petitioners
- *14. Stolen/Fraudulent Identifiers(Warrant/Wanted Persons only)
 - A. Name
 - B. Date of birth
 - C. Social security number
 - D. Miscellaneous number
 - E. Driver's license number/state of registration/expiration year
15. Person with Information (Endangered/Involuntary Missing Persons Only)
 - A. Name
 - B. Date of Birth
 - C. Social Security Number
 - D. Scars, marks, tattoos and other characteristics
16. Images

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

- | | |
|--------------------------------------|---|
| 1. Missing/Unidentified Person Files | - 19 additional scars, marks, tattoos and other characteristics |
| 2. Caution and Medical Conditions | - 10 |
| 3. Protection Order Conditions | - 7 |

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

* NCIC 2000 compliant software fields

SUPPLEMENTATION OF ALIAS NAMES

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

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

ENTER SUPPLEMENT

/0506 1692 3BF0587A WI0130000

CIB 97160 21 MM/DD/YY 09:31 01 OF 01

***** MISSING PERSON - EMANCIPATED JUVENILE *****

** VIOLENT TENDENCIES

** ESCAPE RISK

SUBJECT

NAME/KILLEBREW, BOBBY JO

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/TEXAS

DATE OF EMANCIPATION/11102007

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

SKINTONE/MEDIUM

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012

MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/39259 NCIC #/M016092300

AGENCY CASE #/05-12328

ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315

UPDATED BY/MILLER DATE/MMDDCCYY TIME/1921

SUPPLEMENTAL

ALIAS/KILLBROW, BOBBY JEAN

REMARKS

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

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

CANCEL SUPPLEMENT

/0516 1692 3CB6B948 WI0130000
CIB 74993 25 MM/DD/YY 10:38 01 OF 01
***** MISSING PERSON - EMANCIPATED JUVENILE *****
** VIOLENT TENDENCIES
** ESCAPE RISK

SUBJECT

NAME/KILLEBREW, BOBBY JO
SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/TEXAS
DATE OF EMANCIPATION/11102007
HEIGHT/504 WEIGHT/115 EYE COLOR/BLUE HAIR COLOR/BROWN
SKINTONE/MEDIUM
MISCELLANEOUS #/PASSPORT-2427
DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012
MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39259 NCIC #/M016092300
AGENCY CASE #/05-12328
ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315
UPDATED BY/MILLER DATE/MMDDCCYY TIME/1921

REMARKS

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

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

DELETING DATA IN THE BASE RECORD

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

***** MISSING PERSON - EMANCIPATED JUVENILE *****

** VIOLENT TENDENCIES

** ESCAPE RISK

SUBJECT

NAME/KILLEBREW, BOBBY JO

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/TEXAS

DATE OF EMANCIPATION/11102007

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

SKINTONE/MEDIUM SCARMARK/PIERCED TONGUE

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012

MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/39259 NCIC #/M016092300

AGENCY CASE #/05-12328

ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315

UPDATED BY/MILLER DATE/MMDDCCYY TIME/1921

SUPPLEMENTAL

SCARMARK/TATTOO LIP UPPER; CONTACT LENSES

REMARKS

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

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

RESPONSE

***** MISSING PERSON - EMANCIPATED JUVENILE *****

** VIOLENT TENDENCIES

** ESCAPE RISK

SUBJECT

NAME/KILLEBREW, BOBBY JO

SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/TEXAS

DATE OF EMANCIPATION/11102007

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

SKINTONE/MEDIUM SCARMARK/CONTACT LENSES

MISCELLANEOUS #/PASSPORT-2427

DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012

MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT

SYSTEM IDENT #/39259 NCIC #/M016092300

AGENCY CASE #/05-12328

ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315

UPDATED BY/MILLER DATE/MMDDCCYY TIME/1921

SUPPLEMENTAL

SCARMARK/TATTOO LIP UPPER

REMARKS

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

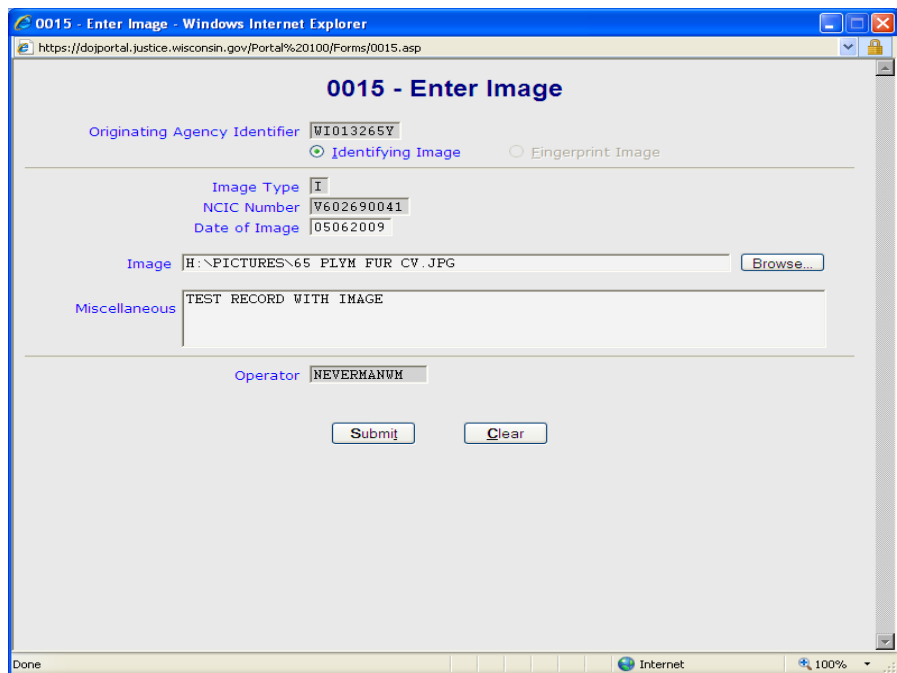
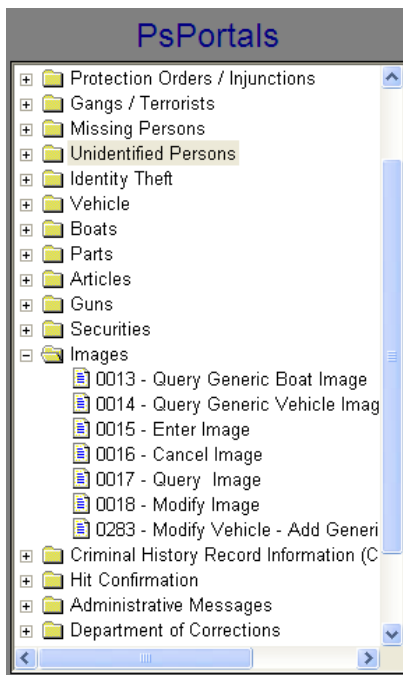
*****VERIFY MISSING STATUS IMMEDIATELY WITH ORI*****

IMAGES

NCIC

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

Portal 100 users select the appropriate form on the menu as shown below. An Image Type of “M” for a mug shot, “I” for identifying image or “S” for signature is selected. “M” should normally be used for the person files and “I” for the property files. The NIC number is required to identify the NCIC record the image will be appended to. Click on the “Browse” button to navigate to the desired image file. Date of Image and Miscellaneous are optional.



TIME System users may request any available NCIC image be returned when querying persons, articles, parts, boats and vehicles. To receive the image in a query response the NCIC Image Indicator must be changed to "Y". Below is an example of the Image Indicator Field in the Portal 100 software.



Any available NCIC image will be returned as part of the responses to the query. Here are examples of an image response in Portal 100 and the eTIME Browser.



DENTAL CHARACTERISTICS

Dental characteristics should be entered from information provided by the dentist. The code "ALL" should be entered in the first Dental Characteristics (DCH) Field if all 32 permanent teeth are present with no restorations. If dental characteristics are not available, use the code "UNK". If "ALL" or "UNK" is not used, you must enter a valid code for all 32 teeth.

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

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

ENTER DENTAL

/0040 1692 3CB6B951 WI0130000
CIB 74994 27 MM/DD/YY 10:38 01 OF 01
***** MISSING PERSON - EMANCIPATED JUVENILE *****
** VIOLENT TENDENCIES
** ESCAPE RISK

SUBJECT

NAME/KILLEBREW, BOBBY JO
SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/TEXAS
DATE OF EMANCIPATION/11102007
HEIGHT/504 WEIGHT/115 EYE COLOR/BLUE HAIR COLOR/BROWN
SKINTONE/MEDIUM
MISCELLANEOUS #/PASSPORT-2427
DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012
MNP/MISSING PERSON DATE OF LAST CONTACT/11182007
DENTAL X-RAYS/Y DENTAL MODEL AVAILABLE/Y
DCH/1-MISSING, 2-MISSING, 3-MISSING, 4-MISSING, 5-VIRGIN, 6-VIRGIN,
7-VIRGIN, 8-VIRGIN, 9-MISSING, 10-MESIAL ROOTCANAL, 11-MISSING,
12-DISTAL CROWN, 13-VIRGIN, 14-LINGUAL CROWN, 15-VIRGIN, 16-DISTAL
ROOTCANAL, 17-MISSING, 18-LINGUAL ROOTCANAL, 19-VIRGIN, 20-VIRGIN,
21-MISSING, 22-VIRGIN, 23-VIRGIN, 24-VIRGIN, 25-VIRGIN, 26-VIRGIN,
27-VIRGIN, 28-VIRGIN, 29-VIRGIN, 30-MISSING, 31-MISSING, 32-VIRGIN

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39259 NCIC #/M016092300
AGENCY CASE #/05-12328
ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315
UPDATED BY/MILLER DATE/MMDDCCYY TIME/1921

REMARKS

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

CANCEL DENTAL

/0177 1692 3CB6B94B WI0130000
CIB 74999 53 MM/DD/YY 10:44 01 OF 01
***** MISSING PERSON - EMANCIPATED JUVENILE *****
** VIOLENT TENDENCIES
** ESCAPE RISK

SUBJECT

NAME/KILLEBREW, BOBBY JO
SEX/FEMALE RACE/WHITE DATE OF BIRTH/11101989 PLACE OF BIRTH/TEXAS
DATE OF EMANCIPATION/11102007
HEIGHT/504 WEIGHT/115 EYE COLOR/BLUE HAIR COLOR/BROWN
SKINTONE/MEDIUM
MISCELLANEOUS #/PASSPORT-2427
DRIVER'S LICENSE #/K2001908991002 STATE/WISCONSIN EXPIRES/2012
MNP/MISSING PERSON DATE OF LAST CONTACT/11182007

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39259 NCIC #/M016092300
AGENCY CASE #/05-12328
ENTERED BY/BERRY DATE/MMDDCCYY TIME/1315
UPDATED BY/MILLER DATE/MMDDCCYY TIME/2234

REMARKS

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

CRIME INFORMATION BUREAU CONTACTS

	<u>Name</u>	<u>Telephone</u>	<u>Fax Number</u>	<u>Email</u>
Director	Walt Neverman	608-264-6207	608-267-1338	nevermanwm@doj.state.wi.us
Deputy Director	Vacant		608-267-1338	
TIME & Technical Services Manager	Courtney Doberstein	608-266-0872	608-267-1338	dobersteindl@doj.state.wi.us
Training Officer	Donna Bente	608-264-9452	608-267-1338	bentedi@doj.state.wi.us
Training Officer	Jim Muller	608-261-5800	608-267-1338	mullerjj@doj.state.wi.us
Training Officer	Jessica Sash	608-266-9341	608-267-1338	sashjl@doj.state.wi.us
Training Officer	Vacant	608-264-6213	608-267-1338	
TIME System Operations Coordinator	Chris Kalina	608-266-7394	608-267-1338	kalinaca@doj.state.wi.us
TIME & eTIME Analyst	Mary Moroney	608-266-2426	608-267-1338	moroneym@doj.state.wi.us
TIME & eTIME Analyst	Sara Phelan	608-266-7955	608-267-1338	phelansm@doj.state.wi.us
Livescan/Cardscan Analyst	Joan Wolfe	608-264-9490	608-267-1338	wolfejk@doj.state.wi.us
Supplies and Imaging	Carol Brown	608-266-9585	608-267-4558	brownca@doj.state.wi.us
TIME Billing	Vacant		608-267-1338	
Fingerprint Identification AFIS (Wisconsin Crime Lab - Madison)	Curt Bauer	608-261-8122 Ext.2600	608-294-2920	bauercj@doj.state.wi.us
Record Check	Kevin Sime	608-266-9398	608-267-4558	simeka@doj.state.wi.us
Criminal Records	Mary Meyer	608-266-9561	608-261-0660	meyerma@doj.state.wi.us
Handgun Hotline	Mary Sturdevant	608-267-2776	608-264-6200	sturdevantmj@doj.state.wi.us
TRAIN	Kristi Prindle	608-266-7792	608-267-1338	cibtrain@doj.state.wi.us

Check the CIB website for additional data at: www.doj.state.wi.us/dles/cib

License Plate Type Codes

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>	<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>
ML	VF	Afghanistan War Veteran	CV	PF	Firefighter
ML	VF	Air Force	PC	PC	For Hire
ML	CL	Air Force Academy	CV	OR	Free Mason
ML	VF	Air Force Cross Medal	CV	ZZ	Gold Star Family
ML	VF	Air Force Disting. Svc Medal	CV	ZZ	Golf Wisconsin
ML	MR	Air Force Reserve	CV	PS	Green Bay Packers
ML	VF	Air Force Retired	CV	ZZ	Harley Davidson
ML	VF	Air Force Veteran	FM	FM	Heavy Farm Truck
ML	VF	Airman's Medal	ML	AQ	Historic Military
AT	AT	All Terrain Vehicle	PE	AQ	Hobbyist
AR	AR	Amateur Radio	PC	PC	Human Services Vehicle
AQ	AQ	Antique	TL	TL	Insert Trailer
AL	AO	Apportioned Semi Trailer	TK	TK	Insert Truck
AP	AP	Apportioned Tractor	IT	IT	In-Transit
AL	AO	Apportioned Trailer	ML	VF	Iraq War Veteran
ML	VF	Army	ML	VF	Korean War Veteran
ML	MR	Army Reserve	CV	VF	Lao Veterans of America
ML	VF	Army Retired	ML	VF	Legion of Merit Medal
ML	VF	Army Veteran	CV	OR	Lions Foundation
ML	VF	Bronze Star Medal	SD	ZZ	Low Speed Vehicle
BU	BU	Bus	ML	VF	Marine Corps
TL	TL	Camping Trailer	ML	MR	Marine Corps Reserve
CV	ZZ	Celebrate Children	ML	VF	Marine Corps Retired
CV	ZZ	Civil Air Patrol	ML	VF	Marine Corps Veteran
ML	VF	Coast Guard	CV	CL	Marquette University
ML	CL	Coast Guard Academy	CM	VF	Medal of Honor
ML	VF	Coast Guard Dist. Svc Medal	ML	CL	Military Academy
ML	VF	Coast Guard Medal	CV	PS	Milwaukee Brewers
ML	MR	Coast Guard Reserve	TL	TL	Mobile Home
ML	VF	Coast Guard Retired	MP	MP	Moped
ML	VF	Coast Guard Veteran	MC	MC	Motorcycle
CL	AQ	Collector	ZZ	ZZ	Motor Home
CS	AQ	Collector Special	MU	CI	Municipal
DL	DL	Dealer	ML	CL	Naval Academy
DX	DX	Disabled Person	ML	VF	Navy
DV	DV	Disabled Veteran	ML	VF	Navy Disting. Svc Medal
ML	VF	Disting. Flying Cross Medal	ML	VF	Navy & Marine Corps Medal
ML	VF	Disting. Service Cross Medal	ML	VF	Navy Cross Medal
ML	VF	Disting. Service Medal	ML	MR	Navy Reserve
CV	ZZ	Donate Life	ML	VF	Navy Retired
SV	SV	Driver Education	ML	VF	Navy Veteran
TK	TK	Dual Purpose	ML	VF	Noble Eagle Veteran
TK	TK	Dual Purpose (Farm)	LF	LF	Official
CV	OR	Ducks Unlimited	PC	PC	Passenger Car
CV	PF	EMT	ML	VF	Pearl Harbor Veteran
CV	CN	Endangered Resources	ML	VF	Persian Gulf War Veteran
XP	VF	Ex-Prisoner of War	ML	VF	Purple Heart Medal
FM	FM	Farm	CV	PF	Rescue Squad

License Plate Type Codes (continued)

<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>	<u>Query Code</u>	<u>Entry Code</u>	<u>License Plate Type</u>
CV	ZZ	Salute Veterans	TL	TL	Trailer
BU	SV	School Bus	TB	ZZ	Tribal/Indian Band
TL	TL	Semi Trailer	TK	TK	Truck
CV	CM	Sesquicentennial	TR	TR	Truck Tractor
ML	VF	Silver Star Medal	HE	CL	University
SN	SN	Snowmobile	ML	CL	US Merchant Marine Academy
ML	VF	Soldier's Medal	ML	VF	Vietnam War Veteran
ML	VF	Somalia War Veteran	NG	NG	Wisconsin National Guard
SD	ZZ	Special Designed Vehicle	CV	ZZ	Women's Health Foundation
SP	ZZ	Special Mobile Equipment	ML	VF	World War I Veteran
SP	PC	Special X	ML	VF	World War II Veteran
SP	ZZ	Special Z			
ST	ST	State Owned			
IT	IT	Temporary Operation			

NCIC FIELD NAME ABBREVIATIONS

ADR	Address	DLO	DNA location
AGE	Approximate age	DLU	Date of last update
AKA	Also known as (Alias name)	DNA	DNA availability
AOL	Arrest offense literal	DNO	Detainer number
AOV	Age of victim	DOA	Date of arrest
ARE	Area (State/Country)	DOB	Date of birth
ARI	Arresting agency identifier (ORI number)	DOC	Date of cancel
ATN	Attention (person who requested the record)	DOD	Date of detention
BBL	Gun barrel length	DOE	Date of emancipation
BCO	Boat color	DOL	Date of loss
BHN	Boat hull number	DOP	Date of purge
BLD	Building	DOR	Date of recovery
BLE	Boat length	DOT	Date of theft
BLT	Blood type	DOV	Date of violation
BMA	Boat make	DOW	Date of warrant
BMO	Boat model name	DPE	Date probation expires
BNM	Boat name	DPR	Date probation or release revoked
BPS	Body part status	DPT	Department or Agency name
BRA	Brand name	DRE	Dentist's remarks
BRD	Brady indicator	DRS	Identifying dress
BTY	Boat type	DSE	Date sentence ends
BXR	Body x-rays	DSP	Disposition
BYR	Boat model year	DSS	Date supervision starts
CAL	Gun caliber	DTE	Date and time of entry into NCIC files
CAT	Category	DTT	Date of threat
CDA	Manner and cause of death	DUP	Duplicate
CDE	Canadian date of entry	DXR	Dental X-rays available
CGD	Coast Guard document number	EBS	Expanded DOB search
CIS	City and State	ECR	Entry criteria
CMC	Caution and medical conditions	EDD	Estimated date of death
CON	Date of conviction	EDS	Ending date of supervision
COU	County	EML	E-mail Address
CRC	Circumcision	ENS	Expanded name search
CRI	ORI of court issuing warrant	EPD	Engine power or displacement
CRR	Conviction that resulted in registration	ERD	Ending registration date
CTI	Court identifier (Court ORI number)	EXL	Extradition limitation
CTY	City name	EXP	Expiration date
CTZ	Citizenship	EXT	Extradition
DII	Date Investigation Interest	EYB	Estimated year of birth
DBF	Date body found	EYE	Eye color
DCH	Dental characteristics	FBI	FBI number
DCL	Date of clear	FPA	Footprints available
DEN	Denomination of security	FPC	Fingerprint classification
DFP	Date fingerprinted	GNG	Group name
DIS	Date incarceration starts	GTI	Identifying graffiti
DLC	Date of last contact	HAI	Hair color
		HGT	Height

HIT	Wanted/missing hit results	NDB	Name and date of birth
HMC	Hazardous material container	NIA	Notify investigative agency
HND	Identifying hand signals	NIC	NCIC number (Record identifier)
HPT	Home port	NMF	First name
HSP	Hull shape	NOA	Notify originating agency
HUL	Hull material	NPA	Number of persons apprehended
ICA	Investigative interest case number	NPF	Number of missing persons found
ICN	IAFIS control number	OAC	Originating agency city
IDE	Date of entry	OAD	ORI agency address
IDT	Identity Theft type	OAN	Owner applied number
IIA	Investigation interest agency identifier	OCA	ORI case number
IMN	Image NCIC number	OFF	Offense
IMT	Image type	OFS	Offender status
INC	IRI literal name	OLN	Operator license number
IND	Image indicator	OLS	Operator license state
IRI	Incarcerating agency ORI number	OLY	Operator license year of expiration
ISD	Issue date	ON1	ORI title/office
ISS	Issuer	ON2	ORI agency/company name
JWL	Jewelry description-color, carat, etc.	ON3	agency abbreviated name
JWT	Jewelry type-ring, necklace, etc.	OOC	Original offense
LIC	License plate number	ORD	Offender registration date
LIS	License plate state	ORI	Originating agency identifier
LIT	License plate type-auto, truck, apportioned, etc.	OWN	Owner
LIY	License plate year of expiration	PAK	Person with information alias
LOC	Release location	PAR	Person armed
LKA	Linking case number	PCO	Protection order conditions
LKI	Linking agency identifier	PDT	Purge date
LOT	Lot number	PEY	Person with information eye color
LRI	Controlling agency identifier	PHA	Person with information hair color
MAK	Gun make-Colt, Smith & Wesson, etc.	PHG	Person with information height
MAL	Medical examiner/coroner locality	PIB	Person with information date of birth
MAN	Medical examiner/coroner agency name and case number	PIN	Person with information name
MAT	Medical examiner/coroner telephone number	PIR	Person with information race
MIF	Missing person interest	PIX	Person with information sex
MIS	Miscellaneous remarks	PLC	Place of crime
MKE	Message key (type of entry)	PLI	Partial lot indicator
MNP	Missing person	PMI	Person with information miscellaneous information
MNU	Miscellaneous number	PNO	Protection order number
MOD	Model	POB	Place of birth
MPA	Dental models and/or photos of teeth available	POC	Agency Point of Contact
MPC	Missing person circumstance	PPB	Protected person's DOB
NAM	Name	PPN	Protected person's name

PPR	Protected person's race	SUPP	Supplemental
PRO	Propulsion	SXP	Sexual predator indicator
PSK	Person with information skin tone	TAT	Tattoo
PSM	Person with information scars/marks/tattoos	TCN	Transaction control number
PSN	Protected person's social security number	TNO	Telephone number
PSS	Person with information social security number	TOT	Type of transaction
PSX	Protected person's sex	TTO	Identifying tattoos
PUR	Purpose code	TYP	Type
PWD	Password	UNN	United Nations number
PWG	Person with information weight	USR	User code
PWI	Person with information	VCO	Vehicle color
RAC	Race	VIN	Vehicle identification number
RCA	Recovering agency case number	VLD	Validation date
REG	Registration number	VLN	Name of validator
RES	Registration state	VMA	Vehicle make-Ford, Chevy, etc.
REY	Registration year	VMO	Vehicle model-Taurus, Blazer, etc.
RFP	Reason fingerprinted	VNP	Value of property recovered
RMI	Ransom money indicator	VOR	Value of other recovered property
RPP	Reason for property record removal	VRC	Value of recovered contraband
RPR	Reason probation or release revoked	VRX	Corrective vision prescription
RPS	Reason for person record removal	VST	Vehicle style-2 door, convertible, etc.
RRI	Recovery agency identifier	VYR	Vehicle year
RSH	Related search hit	WGT	Weight
SCI	Sentencing court identifier	WNO	Warrant number
SCR	Scar	ZIP	Zip code
SDT	Security date		
SER	Serial number		
SEX	Sex		
SGP	Subgroup		
SID	State ID number		
SIG	State identification geographical location		
SKN	Skin tone		
SMT	Scars/marks/tattoos		
SNA	Street name		
SNU	Street number		
SOC	Social security number		
SON	Supervising officers name		
SOS	Sexual offender status		
SOT	Supervising officers telephone number		
SOV	Sex of victim		
SRT	Sort parameters		
STA	State name		