



WISCONSIN TIME SYSTEM

Training Materials

VALIDATION OFFICER TRAINING HANDOUT

Revised 02/09/2012
(2012 Validation Handout)

VALIDATION

Validation obliges the ORI to confirm the record is complete, accurate and still outstanding or active. Validation is accomplished by reviewing the original entry and current supporting documents. Recent consultation with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate source or individual also is required with respect to the Warrant/Wanted, Missing Person, Person With Information, Protection Order, Identity Theft, Gang Member, Vehicle, Gun, Boat, Security and Part Files. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the original entry in the file.

Validation policies/procedures must be written and copies of these procedures must be on file for review during a CIB or NCIC Audit.

ACCURACY

The accuracy of records is an integral part of the system. The accuracy of a record must be double-checked by a second party. The verification of a record should include assuring all available cross-checking was made and that the data in the record matches the data in the investigative report.

Maintaining accurate files will ensure officer safety and means more apprehensions and recoveries will be made.

COMPLETENESS

Complete records include all information that was available on the person or property at the time of entry. The validation process should include a review of whether additional information has become available (missing from the original entry) that could be added.

Complete inquiries on persons include numbers that could be indexed in the record; i.e., Social Security, Passport, Vehicle Identification Number (VIN), License Plates, Driver's License, etc. Inquiries should be made on all names/aliases used by the suspect. Complete vehicle records include VIN and License Plate Numbers.

TIMELINESS

NCIC policy requires timely entry of records to ensure maximum system effectiveness. Timely entry is defined by NCIC as not to exceed three days upon receipt of documentation by the entering agency, with the exception of missing persons described below. The date and time of receipt of a warrant or report should be documented by the agency. Agencies are encouraged to prioritize their entries. Warrants for violent offenses, felonies, fugitives and officer safety concerns should be entered before warrants for less serious offenses.

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. Additionally, the Adam Walsh Child Protection and Safety Act of 2006 defined the timely entry requirement for missing person records under the age of 21 as "within two hours of receipt."

AUDIT REQUIREMENTS

TAC

Assign a TIME agency coordinator (TAC) who will be responsible for coordinating training of the functions of the terminal, ensuring compliance with NCIC and Crime Information Bureau (CIB) policy and regulations including validation requirements, and format training in conjunction with CIB certification, recertification and specialized training classes. All TAC's must attend TIME Agency Coordinator training within twelve months of assignment.

TRAINING

Within six months of employment or assignment all personnel who access NCIC must be trained and functionally tested to assure compliance with NCIC/CIB policy and regulations. Biennially, all certified operators are required to complete in-service retraining and be functionally retested to reaffirm their proficiency to assure compliance with NCIC/CIB policy and regulations.

PERSONNEL SECURITY

Thorough background screening by the employing agency of personnel is required. State and national criminal history checks by fingerprint identification must be conducted within 30 days upon initial employment or assignment for all personnel who have authorized access to the TIME System and those who have direct responsibility to configure and maintain computer systems and networks with direct access to the TIME System. The minimum check must include submission of completed applicant fingerprints to the FBI CJIS Division and the CIB through the state identification bureau. CIB and NCIC Wanted Person Files must also be checked. Sworn personnel who have been fingerprinted and certified by the Law Enforcement Standards Board already meet this requirement. Background re-investigations are recommended every 5 years as good business practice.

Each criminal justice agency authorized to receive NCIC/CIB information must have appropriate written standards for discipline of NCIC/CIB policy violators.

CRIMINAL HISTORIES

A secondary dissemination log must be created for Ill and State of Wisconsin CHRI records and be maintained for one year from the date of inquiry. This log shall be completed whenever a record is transferred to another criminal justice agency or an individual within another criminal justice agency, or to anyone legally entitled to receive such information who is outside the original receiving agency and is not included in the attention line. This log shall include the name of the individual within the criminal justice agency to whom the response is given.

All computer requests for CHRI must identify the requesting agency and a specific individual.

The proper purpose code must be used on all CHRI queries. An agency must be able to justify the reason for each query.

DATA FILES

Proper documentation must be placed in the case file prior to entry into the computer system. This documentation would include a warrant, missing person report signed by an authoritative source other than the investigating police agency or stolen property complaint.

All entries are entered in a timely manner to ensure maximum system effectiveness. Timely entry is defined by NCIC as not to exceed three days upon receipt of documentation by the entering agency. The date and time of receipt of a warrant or report should be documented by the agency.

All entries are removed as soon as the agency learns the person has been apprehended, found or is no longer wanted or the property has been recovered.

Stolen/missing license plates can be entered only when the second license plate is removed from the vehicle and corrective registration takes place. If the complainant intends to apply for duplicate registration instead of new registration, the license 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.

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 field of record entries.

All entries, modifications, supplements and cancellations must be double-checked by a second party to assure accuracy.

VALIDATION

Develop and implement written validation procedures.

OTHER AGENCY AGREEMENTS

Obtain signed agency agreements with non-terminal users that the agency provides with TIME service.

TECHNICAL SECURITY REVIEW:

The technical security review indicates that the agency is out of compliance with CJIS / TIME System security policies. The agency does not:

LASO

- have a designated Local Agency Security Officer (LASO).

NETWORK DIAGRAM (CJIS Policy Section 5.7)

- have a network topological drawing.

IDENTIFICATION and AUTHENTICATION (CJIS Policy Section 5.6)

- have written policies/procedures regarding managing authenticators, including initial authenticator distribution, lost/compromised/damaged authenticators and revoking authenticators.
- require a unique identification for each individual who is authorized to store, process, and/or transmit criminal justice information.
- require a unique identification for all persons who administer and maintain the system(s) that access criminal justice information or networks leveraged from criminal justice information transit.
- prevent users from sharing user ids/passwords for the system.

- keep a current list of authorized users by adding new users and disabling and/or deleting former users.
- notify the Crime Information Bureau to add new TIME System users and deactivate existing users when appropriate.
- change the Originating Agency Identifier (ORI) of each TIME System transaction to that of the agency / user making the request.
- require user passwords to be a minimum length of 8 characters.
- require user passwords to be a non-dictionary word or not a proper name.
- require user passwords to be different than userid
- require user passwords to expire within a maximum of every 90 days
- require user passwords to be different than the previous 10 passwords
- prevent user passwords from being transmitted in the clear outside the secure location
- prevent user passwords from displaying when entered

SECURITY AWARENESS TRAINING (CJIS Policy Section 5.2)

- require security awareness training within six months of assignment or access and biennially thereafter for all personnel who have access to criminal justice information.

PHYSICAL PROTECTION (CJIS Policy Section 5.9)

- have written policies/procedures regarding physical protection to ensure criminal justice information system hardware, software and media are physically protected.
- implement written physical protection policies and procedures to ensure criminal justice information and information system hardware, software, and media are physically protected through access control measures.
- have a management control agreement between your agency and the department that maintains the hardware.
- maintain secure perimeters of your secure location prominently posted, defined, controlled, secured and separated from non-secure locations.
- maintain a current list of personnel with authorized access to the physically secure location or issue credentials to authorized personnel.
- control all physical access points and verify individual access authorizations before granting access.
- control physical access to information system distribution and transmission lines within the physically secure location.
- control physical access to devices that display criminal justice information and position devices in such a way as to prevent unauthorized individuals from accessing and viewing criminal justice information.
- monitor physical access to the information system to detect and respond to physical security incidents.
- control physical access by authenticating visitors before authorizing escorted access to the physically secure location
- escort visitors at all times and monitor visitor activity.
- maintain visitor access records to the physically secure location that include name and agency of visitor, form of identification, date of access, time of entry and departure, purpose of visit and name and agency of person visited.
- frequently review visitor access records for accuracy/completeness.
- authorize and control information system-related devices entering and exiting the physically secure location.

MEDIA PROTECTION (CJIS Policy Section 5.8)

- have written media protection policies/procedures to ensure that access to media in all forms is restricted to authorized individuals. Procedures must be defined for securely handling,

- transporting and storing media.
- implement written media protection policies and procedures that include secure handling, transporting and storing of media to ensure that access to electronic and physical media in all forms is restricted to authorized individuals.
- securely store electronic and physical media within physically secure locations or controlled areas with restricted access allowed only to authorized individuals.
- protect and control electronic and physical media during transport outside of controlled areas and restrict transport of such media to authorized personnel.
- sanitize or degauss *electronic* media prior to disposal or release for reuse.
- destroy (cut up, shred, etc.) inoperable media.
- maintain written documentation of the steps taken to sanitize or destroy *electronic* media.
- ensure the sanitization or destruction of *electronic* media is witnessed or carried out by authorized personnel.
- have formal procedures to securely dispose of *physical* media when no longer needed.
- destroy *physical* media by shredding, incineration, etc.
- ensure the disposal or destruction of *physical* media is witnessed or carried out by authorized personnel.

ACCESS CONTROL (CJIS Policy Section 5.5)

- have written access control policies to control access between users and objects in the information system.
- manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts.
- validate user login accounts at least annually and document the validation.
- assign the most restrictive set of rights/privileges or access based on specific duties, operations, or information systems.
- enforce a limit of no more than 5 consecutive invalid access attempts by a user and automatically lock the account for at least a 10 minute period unless released by an administrator, when technically feasible.
- initiate a session lock after a maximum of 30 minutes of inactivity, and the session lock remains in effect until the user reestablishes access using appropriate identification and authentication procedures for devices not in a police vehicle or those not used to perform dispatch functions within a physically secure location.
- prohibit the use of publicly accessible computers to access, process, store or transmit criminal justice information.
- require advanced authentication (in addition to userid and password) for wireless, Internet, dial-up or cellular to transfer TIME System data between a remote location/device and your network or another agency's network.
- meet FIPS 140-2 standards for encryption of wireless, Internet, dial-up, or cellular data.

SYSTEM & COMMUNICATIONS PROTECTION & INFO INTEGRITY (CJIS Policy Sec. 5.10)

- have written local policies that ensure prompt installation of newly released security relevant patches, service packs and hot fixes.
- control the flow of information between interconnected systems.
- prevent criminal justice information from being transmitted unencrypted across a public network.
- block outside traffic that claims to be from within the agency.
- prevent passing web requests to the public network that are not from the internal web proxy.
- identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws.
- implement malicious code protection that includes automatic updates for all systems with

Internet access.

- keep malicious code protection current on systems not connected to the Internet.
- employ virus protection mechanisms to detect and eradicate malicious code (e.g., viruses, worms, Trojan horses) at critical points throughout the network and on all workstations, servers and mobile computing devices on the network.
- ensure malicious code protection is enabled and resident scanning is employed on all critical points and information systems.
- employ spam protection mechanisms at critical information system entry points (e.g., firewalls, electronic mail servers, remote-access servers).
- employ spyware protection at workstations, servers or mobile computing devices on the network.
- use spam and spyware protection to detect and take appropriate action on unsolicited messages and spyware/adware, respectively, transported by electronic mail, electronic mail attachments, Internet accesses, removable media (e.g., diskettes or compact disks) or other removable media.
- employ a personal firewall on all devices that are mobile by design (i.e. laptops, handhelds, personal digital assistants, etc.).
- receive information security alerts/advisories on a regular basis and issue these alerts/advisories to appropriate personnel.
- document the types of actions to be taken in response to security alerts/advisories and take appropriate actions in response to security alerts/advisories
- employ automated mechanisms to make security alert and advisory information available throughout the agency as appropriate.
- encrypt data passing through a telecommunication infrastructure consisting of network components that are not owned, operated and managed solely by your criminal justice agency.
- meet FIPS 140-2 standards for encryption of TIME System data passing through a telecommunication infrastructure consisting on network components that are not owned, operated and managed solely by your criminal justice agency.
- encrypt or segregate TIME System data passing through a telecommunication infrastructure that is shared by criminal justice and non-criminal justice users.
- meet FIPS 140-2 standards for encryption of TIME System data passing through a telecommunication infrastructure that is shared by criminal justice and non-criminal justice users.
- Have a certificate policy and certification practice statement for the issuance of public key certificates used in the information system.

INCIDENT RESPONSE (CJIS Policy Section 5.3)

- have formal written security event reporting and escalation policies/procedures.
- have an established operational incident handling capability for agency information systems that includes adequate preparation, detection, analysis, containment, recovery and user response activities.
- track, document and report incidents to appropriate agency officials and/or authorities.
- promptly report possible security incident information to the Crime Information Bureau.
- maintain written documentation of your incident reporting procedures.
- make all employees, contractors and third party users aware of the agency incident reporting procedures.

ADVISORY MESSAGES

LOCATED RECORD (\$L.)

\$L.

WI018015G

LOCATE NOTIFICATION AT 1014 EST CCYMMDD

LW.IN0450600.NAM/OTTUM,MARSHALL E.OCA/015664-A CCYMMDD.

99-57B EXTR

LOCATING ORI IS GRIFFITH PD IN

MKE/LOCATED WANTED PERSON - CAUTION

ORI/WI018015G NAM/OTTUM, MARSHALL E SEX/M RAC/W POB/WI DOB/19480105

HGT/602 WGT/250 EYE/HAZ HAI/BRO

SMT/SC LF ARM SOC/393507499 OFF/PROB VIOLATION-SEE MIS DOW/19990815

OCA/015664-A

MIS/CHEM DEPENDENT ASSAULTIVE CONTACT PP AGENT 50204 AT 715 232 1159 IF NO
ANSWER 608 267 9568 CONV ENDANG SAFE COND REG LIFE

SMT/MC DRUGAB TAT UL ARM TAT UR ARM

NIC/W599355000 DTE/CCYMMDD 1231 EST

LOCATED/CCYMMDD IN0450600 99-57B EXTR

UNDERSTANDING THE LOCATE MESSAGE

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1 - $.L.  
2 - WIO _____  
3 - LOCATE NOTIFICATION AT 1014 EST CCYYMMDD  
4 - L .IN0 _____ .NAM/ _____ , _____ OCA/ _____ .  
5 - 99-57B EXTR  
6 - LOCATING ORI IS _____  
7 - MKE/LOCATED (OR CANCELLED) _____  
8 - ORI/ _____ NAM/ _____ SEX/ _____ RAC/ _____ POB/ _____ DOB/ _____  
9 - HGT/ _____ WGT/ _____ EYE/ _____ HAI/ _____  
10 - SMT/ _____ SOC/ _____ OFF/ _____ DOW/ _____  
11 - OCA/ _____  
12 - MIS/ _____  
13 - MIS/ _____  
14 - SMT/MC DRUGAB TAT UL ARM TAT UR ARM  
15 - NIC/ _____ DTE/ _____ 1231 EST  
16 - LOCATED/ _____ IN0450600 99-57B EXTR
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- Line 1: Locate Message (\$.L.) sent
- Line 2: The ORI of record being located.
- Line 3: "Locate Notification" giving time (in Eastern Standard Time) and date of the Locate placement.
- Line 4: Various data/descriptors. This line starts with a two character code describing what is being located. The code will always start with the letter "L", followed by the first character of the file the located record is in (V/vehicle, W/warrant, M/missing, G/gun, etc.)
The NCIC Agency Identifier of the locating agency will follow the two character locate/file code.
Following the NCIC Agency Identifier will be two record identifiers. These may be name, originating agency case number, and serial number and/or NIC number. The date the Locate was placed will follow. If there is a locating agency case number, it will follow the date the locate was placed.
- Line 5: The case number used in the locate request
If the record being located is a person, a code indicating what type of action is taking place will appear as the last data. The codes used are: EXTR (extradite), NOEX (no extradition) or DETN (Detained - used for Missing Persons).
- Line 6: Literal name of the agency that is filing the Locate.
- Lines 7-15: The record Locate is placed against.
- Line 16: Shows the date the locate was placed, the ORI number of the agency that located the person or property and their case number used in the locate request.

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/2010
OFF/ KIDNAPPING
DOW/CCYMMDD OCA/05-7788
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567
LOCATED/CCYMMDD WI0020000 D234234 DETN
DOD/CCYMMDD DNO/05-7788 IRI/ WI0020000 DIS/CCYMMDD DSE/CCYMMDD
INC/ASHLAND CO SO ASHLAND WI 608-765-4321
NIC/W605273536 DTE/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/2010
OFF/ KIDNAPPING
DOW/CCYMMDD OCA/05-7788
ORI IS DANE COUNTY SHERIFF'S DEPARTMENT 608-123-4567
LOCATED/CCYMMDD WI0020000 D234234 DETN
DOD/CCYMMDD DNO/05-7788 IRI/ WI0020000 DIS/CCYMMDD DSE/CCYMMDD
INC/ASHLAND CO SO ASHLAND WI 608-765-4321
NIC/W605273536 DTE/CCYMMDD 0000 EDT

ENTERING AGENCY INVESTIGATIVE INTEREST (\$.I.)

\$.I.

WI0130000

ENTERING AGENCY INVESTIGATIVE INTEREST NOTIFICATION AT 1302 EST CCYYMMDD

IL0430000 JODAVIESS CO SO IL 815 776-2114

NIC/W964218891.OCA/07213

1N01HEADER.XII.IL0430000.NAM/SMITH, JOHN J.NIC/W964218891

FILE-TRANSFER-READY NOTIFICATION (\$.B.)

A \$.B. administrative message is transmitted to an ORI whenever a file is available for retrieval. This situation occurs when:

1. Excessive hits resulting from an inquiry is transmitted.
2. A response to a batch inquiry is transmitted.

The following is an example of a \$.B. administrative message:

\$.B.

WI0130000

FILE CONTAINS INQUIRY RESULTS WITH 00046 HITS FOR TRANSACTION:

1N01C53000121129.QG.WI0130000.SER/1100.RSH/Y.

BATCH FILE SIZE: 00010608 BYTES, READY FOR DOWNLOAD.

PLEASE REQUEST FILE NAME F169716

USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITH THE BINARY OPTION.

The TIME System Portal 100 software includes this transaction, which can be found in the NCIC/NLETS Special Messages folder. Interface agencies may request transaction specifications by contacting Chris Kalina at kalinaca@doj.state.wi.us

Agencies not having this transaction will need to contact NCIC Operations and Policy Unit via an e-mail to ioau@leo.gov. Include in your message the file name listed in the \$.B, your phone number and/or fax number/e-mail address.

SERIOUS ERROR (\$.E.)

\$.E.

WI0130000

NCIC SERIOUS ERROR CANCELLATION NOTIFICATION AT 1600 EST CCYYMMDD.
YOUR ENTRY NIC/V591669712 OCA/ 07-2941 WAS CANCELLED BY NCIC QUALITY
CONTROL.

NCIC ERROR 030441.

MKE/CANCELLED STOLEN VEHICLE

ORI/WI0130000

VIN/ 169590M VYR/1987

VMA/DEER VMO/FE VST/MO VCO/GRN/GRN DOT/CCYYMMDD

OCA/ 07-2941

NCIC CANCELLED THE ABOVE RECORD BASED ON VIN ACCURACY REVIEWS
PERFORMED BY DEERE AND COMPANY, JOHN DEERE ROAD, MOLINE, IL, IN CARE
OF MR. WESLEY ELLER, SECURITY ANALYST, TELEPHONE NUMBER,
309-752-4987.

THE MANUFACTURER ADVISES THAT THE ABOVE VIN IS NOT A VALID NUMBER.
MANUFACTURER ATTEMPTS TO RECONSTRUCT THE ERRONEOUS VIN FOR THIS
VEHICLE WERE NEGATIVE. LAW ENFORCEMENT IS ENCOURAGED TO CONTACT THE
REFERENCED COMPANY FOR ASSISTANCE/CLARIFICATION AS NECESSARY.

NCIC REQUESTS THAT YOU REVIEW AVAILABLE RECORDS TO DETERMINE THE
CORRECT DATA AND RE-ENTER IN NCIC.

IF THE ABOVE RECORD CONTAINED SUPPLEMENTAL ADD-ON VEHICLE INFORMATION
OR OTHER UNIQUE SEARCHABLE NUMBERS SUCH AS LIC OR OAN, THAT DATA AND
ALL OTHER DESCRIPTORS SUCH AS VYR, VMA, VST, ETC. SHOULD BE RE-ENTERED
IMMEDIATELY.

QUESTIONS CONCERNING THIS TRANSACTION IF NOT RESOLVED BY YOUR CTO MAY
BE DIRECTED TO FBI/CJIS DATA INTEGRITY UNIT VIA NLETS, ORI/DCFBIWA03,
OR TELEPHONE 304 625-3020 MON-FRI, 8 AM TO 4:30PM,
EASTERN TIME.
FBI/CLARKSBURG, W.V.

QUALITY CONTROL

ATTENTION: VALIDATION OFFICER

REFERENCE: QUALITY CONTROL NOTICE

***** PART - STOLEN *****

** NOTIFY ORI/Y

PART

YEAR/1972 BRAND NAME/ENGINE PART CATEGORY/ENGINE
ENGINE POWER/350H
SERIAL#/9AB8776543

DETAIL

ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39266 NCIC #/V279286195
AGENCY CASE #/09-01122
DATE OF THEFT/MMDDCCYY
ENTERED BY/ROTH DATE/MMDDCCYY TIME/1436

REMARKS

CHEVY ENGINE WITH 4 BBL MANIFOLD/CARB

THE BRAND CODE IN THE RECORD SHOWN ABOVE IS USED IMPROPERLY. THE CODE FOR A CHEVROLET ENGINE IS CHEV. THE GENERIC CODE OF ENGN IS ONLY TO BE USED WHEN NO CODE IS ASSIGNED TO THE MANUFACTURER. THIS RECORD MUST BE MODIFIED WITH THE PROPER CODE BY MM/DD/YY OR THE RECORD WILL BE CANCELLED. ANY QUESTIONS SHOULD BE DIRECTED TO TERMINAL CIB5 OR BY CALLING 608/264-6213.

AUTHORITY: CRIME INFORMATION BUREAU
TRAINING SERVICES SECTION

OPERATOR: DJ

MISSING PERSON ADVISORY - CIB

RECEIVING DEVICE: WI0130000 DANE COUNTY SHERIFF'S DEPARTMENT PSN 1919(DASO)

SENDING DEVICE: WINHFS001 NEW HOT FILES ADMIN APPLICATION PSN 4168(4168)

MESSAGES FOR: WI0130000

THE FOLLOWING MISSING PERSON RECORD WAS ENTERED 30 DAYS AGO AND REMAINS ACTIVE. PLEASE CONTACT THE COMPLAINANT AND CONFIRM THE PERSON IS STILL MISSING.

NAME/KILLEBREW, BOBBY JO
DATE OF BIRTH/11101989
ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/39259

MISSING PERSON ADVISORY (\$.K.) - NCIC

\$.K.

WI0130000

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

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

MKE/MISSING PERSON JUVENILE

ORI/WI0130000 NAM/THOMAS, TOM SEX/M RAC/W POB/TX DOB/CCYYMMDD
DOE/CCYYMMDD HGT/509 WGT/153 EYE/BRO HAI/BRO
MNP/MP DLC/CCYYMMDD OCA/56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216 DTE/CCYYMMDD 1142 EST

\$.K. PWI FOLLOW-UP NOTICE

The NCIC System will send a \$.K. PWI unsolicited message to the ORI of record 72 hours after the entry of PWI data advising that, if probable cause exists, an arrest warrant should be obtained. NCIC will send subsequent \$.K. notifications to the ORI of record every 30 days until the PWI data is removed from the Missing Person File record. PWI data must be immediately removed from the Missing Person File record when/if the individual no longer meets the criteria to be considered a PWI as defined by NCIC policy. The following is an example of the \$.K. PWI Follow-Up Notifications:

\$.K.PWI 72 HOUR PERSON WITH INFORMATION FOLLOW-UP
WI0130000
NOTIFICATION AT 0425 EDT 20110814
PERSON WITH INFORMATION HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS
VERIFY STATUS OF PERSON WITH INFORMATION AND ATTEMPT TO OBTAIN WARRANT
MKE/MISSING PERSON ENDANGERED
ORI/WI1012600 NAM/JONES, SARAH SEX/F RAC/W POB/MD DOB/20081012
DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO SKN/FAR
SMT/SC R HND
SOC/123456789
MNP/CA DLC/20110810 OCA/EXAMPLE1
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT
LIC/555W555 LIS/WI LIY/2012 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
PIN/ADAMS, RANDY PIX/M PIR/W PIB/19440630 PGH/511 PWG/195
PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789 PMI/PERSON WITH
INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD MAY PMI/BE
USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED
PIB/19450630
PIB/19450531
PAK/MARKS, RANDY
PSM/SC L ANKL
PSM/TAT L WRS
PSS/3333333333
PSS/2222222222
PIN/HARDY, MARY PIX/F PIR/W PIB/19700410 PGH/502 PWG/115
PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321 PMI/PERSON WITH
INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING
PMI/ CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET
FRIDAY PMI/AT THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION
IS ENCOUNTERED
PIB/19710503
PAK/ADAMS, MARY
PSM/TAT LW LIP
PSM/TAT L ANKL
PSS/8888888888
NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT

\$.K. PWI 30 DAY FOLLOW-UP NOTICE

\$.K.PWI 30 DAY PERSON WITH INFORMATION FOLLOW-UP

WI0130000

NOTIFICATION AT 0425 EDT 20110911

PERSON OF INTEREST IS ASSOCIATED WITH THE FOLLOWING RECORD

VERIFY STATUS OF PERSON OF INTEREST AND ATTEMPT TO OBTAIN WARRANT

MKE/MISSING PERSON ENDANGERED

ORI/WI0130000 NAM/JONES, SARAH SEX/F RAC/W POB/MD DOB/20081012

DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO SKN/FAR

SMT/SC R HND

SOC/123456789

MNP/CA DLC/20110810 OCA/EXAMPLE1

MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT

MPC/ABDUCTED BY A NON-CUSTODIAL PARENT

LIC/555W555 LIS/VA LIY/2012 LIT/PC

VIN/1Q87H2N100001 VYR/2001

VMA/FORD VMO/TAU VST/4D VCO/BLK

BLT/OPOS FPA/N

BXR/P

DNA/N

PIN/ADAMS, RANDY PIX/M PIR/W PIB/19440630 PGH/511 PWG/195 PEY/BRO

PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789

PMI/PERSON OF INTEREST IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD

MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE

ORANGE CO PD 555-555-5555 WHEN PERSON OF INTEREST IS ENCOUNTERED

PIB/19450630

PIB/19450531

PAK/MARKS, RANDY

PSM/SC L ANKL

PSM/TAT L WRS

PSS/333333333

PSS/222222222

PIN/HARDY, MARY PIX/F PIR/W PIB/19700410 PGH/502 PWG/115 PEY/BRO

PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321

PMI/PERSON OF INTEREST IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING

PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET

FRIDAY AT THE ORANGE CO PD 555-555-5555 WHEN PERSON OF INTEREST IS

ENCOUNTERED

PIB/19710503

PAK/ADAMS, MARY

PSM/TAT LW LIP

PSM/TAT L ANKL

PSS/888888888

NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT

NO MATCH (\$.N.)

\$.N.UNIDENTIFIED/MISSING COMPARE RESULTS
WI0130000

YOUR RECORD WITH NIC/M137847157 OCA/141433-J HAS BEEN SEARCHED. THE SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.

POSSIBLE MATCH (\$.M.)

\$.M.UNIDENTIFIED/MISSING COMPARE RESULTS
WI0130000

YOUR RECORD WITH NIC/M094203727 OCA/12345 IS A POSSIBLE MATCH WITH THE FOLLOWING RECORD(S) .

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U176339768

NIC	ST	RAC	EYB	DBF/DLC	HGT	WGT	EYE	HAI	MATCH DATA	M	P	N
U176339768	IL	M/W	1941	CCYYMMDD	508	170	BRO	BRO	ALL FIELDS			

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S)

NCIC WILL SEND A \$.M ON ALL RECORD(S) THAT MATCH. THERE MAY BE ONE OR THERE MAY BE MORE. IT IS VERY IMPORTANT THAT YOU QUERY EACH NCIC NUMBER PROVIDED IN THE MESSAGE.

EMANCIPATED JUVENILE MISSING PERSON RECORD

THE FOLLOWING PERSON HAS BECOME EMANCIPATED.

CONTACT THE ORIGINATOR OF THE RECORD TO DETERMINE IF THE ENTRY SHOULD REMAIN ACTIVE.

MISSING PERSON - JUVENILE
NAME/BEST, TOM
DATE OF BIRTH/MMDDCCYY
ORI/WI0130000 ORI IS DANE CO SO MADISON WI
SYSTEM IDENT #/5459676
AGENCY CASE #/98765

EMANCIPATED JUVENILE WARRANT RECORD (\$.J.) - NCIC

\$.J.

WI041015G

THE INDIVIDUAL OF YOUR RECORD NIC/W559872208
OCA/ 178887-J HAS BECOME EMANCIPATED. PLEASE
CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.

MKE/WANTED - EMANCIPATED JUVENILE DELINQUENT-CHARGED/CAUTION
FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/WI041015G NAME/JACOBS, MILAN DWAYNE SEX/M RAC/B DOB/CCYYMMDD
DOE/CCYYMMDD HGT/601 WGT/150 HAI/BLK
OFF/BURGLARY
DOV/CCYYMMDD OCA/178887-J
MIS/HISTORY VIOLENCE
DNA/N
NIC/W559872208 DTE/CCYYMMDD 1349 EST

EMANCIPATED JUVENILE WARRANT - CIB

THE FOLLOWING PERSON HAS BECOME EMANCIPATED.

CONTACT THE ORIGINATOR OF THE RECORD TO DETERMINE IF THE ENTRY SHOULD
REMAIN ACTIVE.

WANTED EMANCIPATED JUVENILE
NAME/SMITH, TOM
DATE OF BIRTH/MMDDCCYY
ORI/WI0130000 ORI IS DANE COUNTY SHERIFF'S DEPARTMENT
SYSTEM IDENT #/2458374
AGENCY CASE #/064781

PURGED RECORD (\$.P.)

\$.P.
WI0130000

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

WI0130000
MKE/STOLEN VEHICLE
ORI/WI0130000 LIC/ X28398 LIS/MN LIY/CCYY LIT/TL VYR/1982
VMA/HMDE VMO/TL VST/UT VCO/GRN/GRN DOT/CCYYMMDD OCA/ 4232
MIS/DK GREEN HOMEMADE TRAILER
NIC/V747624595 DTE/CCYYMMDD 0603 EST

PURGED GANG ORGANIZATION RECORD (\$.G.)

\$.G. WI0680900.AGENCY WI0180100 HAS REMOVED ITS INTEREST IN GNG/GNST DISCS*ECWI SGP/NONE KNOWN
NIC/Z000893451.
ORI WI0680900 IS NOW PRIMARY ORI FOR PURPOSES OF MODIFICATION OR SUPPLEMENTATION.

ORIGINATING-AGENCY-DUPLICATE VEHICLE NOTIFICATION (\$.D.)

\$.D.
WI0130000
CANCELLED POSSIBLE DUPLICATE RECORD AT 1358 EDT CCYYMMDD

THE CANCELLED RECORD IS:
MKE/CANCELLED FELONY VEHICLE
ORI/WI0130100 LIC/ABC123 LIS/WI LIY/CCYY LIT/PC
VYR/1999
VMA/CHEV VM0/CAM VST/2D VCO/BLK DOT/CCYYMMDD
OCA/1234
NIC/V461477165 DTE/CCYYMMDD 0922 EDT
ORI IS MADISON PD 608 266-4664
YOUR RECORD IS:
MKE/STOLEN VEHICLE
ORI/WI0130000 LIC/ABC123 LIS/WI LIY/CCYY LIT/PC
VIN/12345678912345678 VYR/1999
VMA/CHEV VMO/CAM VST/2D VCO/BLK DOT/CCYYMMDD
OCA/4321
NIC/V531477968 DTE/CCYYMMDD 0928 EST

DELAYED INQUIRY HIT NOTIFICATION (\$.H.)

\$.H.

WI0110001
YOUR RECORD WITH NIC/V433028939 OCA/129 IS A POSSIBLE DELAYED
INQUIRY MATCH
PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH THE
INQUIRY ON 1230 EST CCYYMMDD CONTAINING:
LIC/ABC123
LIS/WI
LIY/CCYY
INQUIRING ORI/WI0130100 ATR/MADISON PD WI
608 266-4275

DELAYED INQUIRY HIT NOTIFICATION (\$.H.)

\$.H.

WI0130100
DELAYED INQUIRY HIT NOTIFICATION AT 0138 EST CCYYMMDD
PLEASE ASSURE YOUR INQUIRY IS A REASONABLE MATCH
PRIOR TO CONTACTING ENTERING AGENCY
YOUR INQUIRY ON 1230 EST CCYYMMDD CONTAINING:
LIC/ABC123
HIT ON THE FOLLOWING RECORD:
MKE/STOLEN VEHICLE
ORI/WI0110001
LIC/ABC123 LIS/WI LIY/CCYY LIT/PC
VYR/1965
VMA/PLYM VMO/FUR VST/CV VCO/WHI/RED DOT/CCYYMMDD
OCA/129
MIS/FRONT END DAMAGE
ORI/COLUMBIA CO SO PORTAGE 608 742-4265
NIC/V433028939 DTE/CCYYMMDD 0137 EST

ORIGINATING AGENCY NOTIFICATION (\$.H.)

\$.H.

WI0130100
ORIGINATING AGENCY NOTIFICATION AT 0731 EST CCYYMMDD
WI0130000 DANE CO SO
PO BOX 2719
MADISON DANE WI
608 266-7413
1N01371600049864.QV.WI0130000.LIC/PLATEONE.LIS/WI

MKE/STOLEN VEHICLE
ORI/WI0130100 LIC/PLATEONE LIS/WI LIY/CCYY LIT/PC
VYR/1954
VMA/CHEV VMO/BEL VST/2D DOT/CCYYMMDD
OCA/05987
MIS/DENT IN REAR FENDER
NIC/V578133281 DTE/CCYYMMDD 0729 EST

HOT CHECK INITIATIVE

TEN-PRINT INQUIRY NOTIFICATION AT 1130 EST CCYYMMDD
*****THIS NOTIFICATION IS BASED ON A NAME-BASED MATCH*****
PERSONAL INFORMATION OBTAINED FROM A FINGERPRINT SUBMISSION TO THE FBI'S
IAFIS HAS PRODUCED A NAME-BASED MATCH WITH YOUR WANTED PERSON/KNOWN OR
APPROPRIATELY SUSPECTED TERRORIST FILE RECORD. THE SUBJECT OF YOUR
WANTED PERSON/ KNOWN OR APPROPRIATELY SUSPECTED TERRORIST FILE RECORD
AND THE SUBJECT OF THE FINGERPRINT SUBMISSION, BOTH OF WHICH ARE LISTED
BELOW, MAY NOT BE THE SAME. PLEASE CONTACT THE SUBMITTING AGENCY LISTED
IN THE LRI FIELD TO VERIFY THE SUBJECT'S IDENTITY.

IAFIS INFORMATION FOLLOWS:

1N01030520071000000.QTP.WVIAF0000.NAM/SMITH,
JESUS.DOB/CCYYMMDD.CCYYMMDD.
SEX/M.RAC/W.OCA/123456789.FBI/344561XX0.MNU/AR-87654.ICN/E2009322086.
TCN/0123543.LRI/MDICE0000.0N1/IMMIGRATIONS CUSTOMS ENF.0N2/DETENTION
AND REMOVAL.0N3/ICE-DETENTION/REMLV.0AD/STE
1630.0AC/BALTIMORE.SIG/MD.
ZIP/21200.CT1/410 926-1234.TOT/CRIMINAL TEN-PRINT SUBMISSION.
DOA/CCYYMMDD.A0L/DEPORTABLE ALIEN.IDE/CCYYMMDD.

NCIC RECORD FOLLOWS:

MKE/WANTED PERSON
4 - NO EXTRADITION
ORI/WI013225Y NAM/SMITH, WILLIAM SEX/M RAC/W POB/WV DOB/CCYYMMDD
DOE/CCYYMMDD HGT/510 WGT/150 EYE/BRO HAI/BRO SMT/SC R LEG
OFF/DRIVING WHILE UNDER THE INFLUENCE
DOW/CCYYMMDD OCA/1234567890
NIC/W123456789 DTE/CCYYMMDD 0000 EST DLU/CCYYMMDD 0000 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

*****IF THE LRI FIELD CONTAINS AN ORI ENDING WITH A "Z", CONTACT
INFORMATION CAN BE OBTAINED THROUGH THE CJIS SUPPORT UNIT AT (304) 123-
4567. CONTACT INFORMATION FOR ALL OTHER ORI'S LISTED IN THE LRI FIELD
IS AVAILABLE VIA THE NCI ORI FILE OR THE NLETS ORION FILE.*****

HITS-TO-WANTS MESSAGE

TO: SHERIFF'S OFFICE
ANYTOWN, WI

ON CCYY/MM/DD ARREST FINGERPRINT CARD FOR TEST, THOMAS J WITH DOB OF
19610405, DATE OF ARREST CCYY/MM/DD WAS IDENTIFIED WITH FBI/9013000.
SUBJECT ARRESTED BY STATE JAIL-LYNCHNER (ORI/TX101015C), HUMBLE. OUR
RECORDS INDICATE YOUR AGENCY HAS AN ACTIVE WANT FOR THIS INDIVIDUAL AS
CITIZEN, JOHN Q, CASE NUMBER 12345, ENTERED IN NCIC (NIC/W123456789).
SUBJECT'S IDENTIFICATION RECORD, INCLUDING CURRENT ARREST INFORMATION,
IS AVAILABLE VIA THE INTERSTATE IDENTIFICATION INDEX. FOLLOW-UP ACTION
BY YOU WITH THE ARRESTING AGENCY MAY BE APPROPRIATE.

CLEAR OR CANCEL YOUR NCIC RECORD WHEN SUBJECT NO LONGER WANTED.

FBI CJIS DIVISION
CLARKSBURG, WV

VALIDATION

Agencies must complete the validation process online and will receive an email notification that the validation is available. Users authorized to complete the online validation log into the eTIME Browser to View, Print, Download or Certify records for their agency. The agency must certify all records have been validated by the specified due date.

eTIME
Wisconsin Department of Justice
Crime Information Bureau

[Wilenet](#) [Contact](#) [Help](#) [Logout](#) [Day/Night](#)

eTIME Login


Please Note: Prior to logging in to eTIME, you must be registered AND have received an email message of authorization from the eTIME office.

[How do I Register?](#)

[Forgot your password? \(must enter a valid user ID\)](#)

User ID:

Password:

 Wisconsin driver photos are now available. Click [here](#) to find out more.

[I acknowledge I have read the below Security Warning and choose to log into the eTIME System.](#)

[I am logging in from a dispatch workstation within a criminal justice agency or police vehicle.](#)

[Register this device.](#)

SECURITY WARNING: You are entering the Wisconsin Department of Justice TIME System. By logging in, you acknowledge that you will comply with all federal laws, state laws and regulations related to the TIME System. Unauthorized access is prohibited and may be subject to criminal and/or civil penalties. System usage may be monitored, recorded and subject to audit. Use of the system indicates consent to monitoring and recording of your transactions.

Use of the TIME System from publicly accessible computers is prohibited. This would include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc. No individual may use the TIME System without the authorization of a criminal justice agency. All personnel accessing the TIME System must be trained in the operation of equipment, system policies and procedures. Initial training must occur within six months of employment or assignment to a position with TIME System access. TIME System users must be recertified every two years for continue use of the system.

All transactions sent must deal with authorized criminal justice and law enforcement matters. Data stored in computerized central repositories (data files) which are part of the TIME System must be protected from unauthorized access. Data stored in the Crime Information Bureau TIME System and the NCIC Files is documented law enforcement information. Therefore, entry and access to all computerized law enforcement information must be restricted to authorized law enforcement / criminal justice agencies.

Please note that the eTIME maintenance window is 4am to 6am daily. Normally this is only Mon-Fri and it is usually available by 4:30am.

To view the validation, authorized users click on the Online Validation link as shown below.

eTIME
Wisconsin Department of Justice
Crime Information Bureau

System Status Wilenet Contact Help FAQ Logout Day/Night

Quick Search

NCIC Agency Identifier: WI013015Y

[FAQs](#)

[Vehicle Search](#) [Person Search Previous Results](#) [Property Search Icon Reference](#) [Other Messaging Online Validation](#)

NCIC DNR CIB DOC NLETS CCAP DOT NICB

[Logoff \(return to Wilenet\) | Help](#)

Note: The following screen will only appear to users who are authorized to validate multiple agencies records. The user must then enter a nine character NCIC Agency Identifier (ORI) to view records to be validated.

Home System Status Wilenet Contact FAQ Logout

On-Line Validations

Enter Validating ORI:

Please note that eTIME is unavailable from 4am to 6am daily for routine maintenance.

The most current month's validation and the two previous months' validations are accessible online. The status of a particular validation is visible under Certification Status. Certified validations are those that have been completed. In-process validations require additional certifications to be complete.

Once you select a specific validation month, you can then:

- View and/or certify the records
- Print it, with exception reports, if you want hardcopy.
- Print a completed certification page for those months that have a "Certified" status
- Download the validation in an XML or text format so it can be used to perform automated comparisons with your in house data

On-Line Validations

Home System Status Wilenet Contact FAQ Logout

Enter Validating ORI: DANE COUNTY SHERIFF

Choose a validation period:

Validation Period	Certification Due Date	Certification Status
<input type="radio"/> June, 2009	10/28/2009	Certified
<input type="radio"/> July, 2009	12/02/2009	In-Process
<input type="radio"/> August, 2009	12/30/2009	In-Process

Choose an action for the validation period:

- View/Certify Records
- Print Validations/Exceptions
- Print Certification
- Download XML Validations
- Download Text Validations

Once the user selects a specific validation, the records to be validated will appear in a list by file type. The file type can be changed by clicking on the Select File Type drop down. The Certifying Person and Certification Date fields automatically populate after login. The Display Records option allows the user to select which records appear: In-Process, Certified, Exceptions or ALL.

A user can certify the validation of each record individually, by specific file type or certify the entire validation at once. An individual record can be viewed by clicking on the blue CIB or NCIC hyperlink under the "Record" column. This will display the record contained within that month's validation. If you want to certify ALL file type records for a validation, a checkbox is located to the left of the SUBMIT button. Once a record / validation has been certified it can not be reversed.

Note: All records must contain a check mark in the certify box to the left of the Agency ORI for the validation to be complete.

View/Certify Validations

Validating ORI: WI0130000 - DANE COUNTY SHERIFF
 Validation Period: July, 2008 Certification Due Date: 12/03/2008 Certification Status: In-Process

Certify All WANTED PERSON Records Certify All File Types Records [Submit](#) [Validation Home](#) [Print](#)

Display Records: In-Process Certified Exceptions All Number of Record(s): 694

Select File Type: WANTED PERSON Certifying Person: Certification Date: 10/28/2008 12:35:10

Certify	Agency ORI	Unit	Person Name	Agency Case No	SCN	NCIC	Validation Exception	Record	Certified Date	Certified By
<input type="checkbox"/>	WI0130000		ABAD, PABLO	06CT2345	25994493			CIB		
<input type="checkbox"/>	WI0130000		ABRAJAN-TLATO, HECTOR	08CT660	26372605			CIB		
<input type="checkbox"/>	WI0130000		ACKER, CORY G	08-88636	26384282			CIB		
<input type="checkbox"/>	WI0130000		ADAMS, EDWARD L	87CM1106	17326797			CIB		
<input type="checkbox"/>	WI0130000		ACKER, CORY G	08-88636	26384282			CIB		
<input type="checkbox"/>	WI0130000		ADAMS, EDWARD L	87CM1106	17326797			CIB		
<input type="checkbox"/>	WI0130000		AGUILAR-GUERRERO, J CIRILO	00CT1621	7886869			CIB		
<input type="checkbox"/>	WI0130000		ALCANTARA, GERMAN	01PA613	20125784			CIB		
<input type="checkbox"/>	WI0130000		ALCANTARA-RUIZ, RODOLFO	02CM3983	14436459			CIB		
<input type="checkbox"/>	WI0130000		ALCANTARA-RUIZ, RODOLFO	03CM1656	14436455			CIB		
<input type="checkbox"/>	WI0130000		ALEJANDRO-JAVIER, JOSE	00CM1813	7784857			CIB		
<input type="checkbox"/>	WI0130000		ALEJANDRO-TAPIA, FORTUNATO	07CT4021	26371563			CIB		
<input type="checkbox"/>	WI0130000		ALES, RICHARD M	05CM4451	26359757			CIB		
<input type="checkbox"/>	WI0130000		ALES, RICHARD M	08CF35	26360607	W254686569		CIB		
<input type="checkbox"/>	WI0130000		ALLEN, KEVIN J	07CM2265	25951039			CIB		
<input type="checkbox"/>	WI0130000		ALVARES-PINEDA, ROGELIO	08CM520	26371702			CIB		
<input type="checkbox"/>	WI0130000		ALVAREZ-GASCA, SAMUEL	07CT168	25953743			CIB		
<input type="checkbox"/>	WI0130000		ANDERSON, KELLI L	08CT1582	26384284			CIB		
<input type="checkbox"/>	WI0130000		ARIAS-WELLS, MAYELA P	07CF1384	25985544			CIB		
<input type="checkbox"/>	WI0130000		ARMSTRONG, LARRY L	07-131579	26384289			CIB		
<input type="checkbox"/>	WI0130000		ARNESON, BLAYNE E	06CT881	25959538			CIB		
<input type="checkbox"/>	WI0130000		ARREOLA-AVILA, OMAR D	08CT1650	26384352			CIB		

NOTIFICATION EMAIL

Subject: (Month) Validation

The (Month) Validation containing records entered in the month of (Month) is available online. You must log in to the eTIME Browser and complete your certifications no later than MM/DD/CCYY.

The purpose of the validation is to ensure that the records maintained by the Crime Information Bureau and the National Crime Information Center are accurate, complete, and up-to-date. Instructions for completing the validation are provided during TIME System Validation Officer training.

It is essential and required that your agency take immediate action on completing this validation. Certification indicates that your agency has received the validation; **has taken corrective action on those records that were incorrect; and, has cancelled those records that were inactive.**

Due to the limited time which the CIB has to validate these files with NCIC, **IF THE CERTIFICATION OF YOUR RECORDS IS NOT ACCOMPLISHED BY THE DATE INDICATED, WE WILL HAVE NO ALTERNATIVE BUT TO PURGE ALL THE RECORDS FOR THAT MONTH.** Any modification or cancellation must be made using the ORI of the original entry.

VALIDATION SCHEDULE

PRINT MONTH

JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

RECORD ENTRY MONTH

OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER

VEHICLE/ARTICLE FILES

Within the first week of January, NCIC purges all vehicles, part and stolen property records that have exceeded the retention period. CIB will mail a printout to your agency identifying the records that were purged. **Re-entry of these records requires contact with the complainants to verify the stolen status.** This purge includes license plate information in Warrant, Protection Orders/Injunctions and Missing Person records.

NOTE: Records entered into the Article file with a 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) are in NCIC indefinitely and must be validated.

VALIDATION EXCEPTION REPORT

The Validation Exception Report identifies records that were found to be mismatched in the CIB & NCIC databases. Each record that is mismatched will contain an Exception Reason. The Exception Reason may be that the record was in one database but not the other or that searchable identifiers i.e., Social Security Number, alias DOB, do not match or are absent from one of the databases. Validation officers must query each listed record by NCIC Number (NIC) & System Identification Number (SCN) to determine if the record is actually absent from a specific database. If the record exists in both databases no further action is necessary except to validate the record. If the record exists in one database but not the other, and a review of the case file determines that the case is still active, then your agency needs to cancel and re-enter so the record exists in both the CIB & NCIC databases. You may need to contact the TIME System Control Center (TSCC) for assistance in cancelling a record from NCIC. **If your agency determines that the record is no longer valid, the record must be cancelled immediately.** If the data is found to be mismatched between the two databases, the record should be modified so both records contain the same data.

Wisconsin Crime Information Bureau
Validations Exception Report
For the Month of
October, 20XX

Entering Agency ORI: WI0130000
DANE COUNTY SHERIFF

Print Date: MM/DD/YY
Page Number: 1

*** Review your case file and modify, cancel or re-enter accordingly ***

FILE TYPE	UNIT	OCA	SCN	NIC	EXCEPTION REASON
WANTED PERSON		01CF79	14744662	W264682665	CIB and NCIC data do not match for record
WANTED PERSON		02CF2203	17599867	W426363951	CIB and NCIC data do not match for record
WANTED PERSON		04CF1705	17600928	W156334225	CIB and NCIC data do not match for record
WANTED PERSON		04CF1841	17602567	W756391084	CIB and NCIC data do not match for record

Wisconsin Crime Information Bureau
Validations Exception Report
For the Month of
October, 20XX

Entering Agency ORI: WI0130007
DANE COUNTY SHERIFF

Print Date: MM/DD/YY
Page Number: 3

*** Review your case file and modify, cancel or re-enter accordingly ***

FILE TYPE	UNIT	OCA	SCN	NIC	EXCEPTION REASON
MISSING PERSON		D15560	23561009	M815933790	CIB record not found in NCIC
VEHICLE		060070496		V979038331	NCIC record not found in CIB



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

**J.B. VAN HOLLEN
ATTORNEY GENERAL**

**Kevin M. St. John
Deputy Attorney General**

December 5, 2008

**Division of Law Enforcement Services
Crime Information Bureau**

**17 West Main Street
P.O. Box 2718
Madison, WI 53701-2718
608/266-7314
TTY 1-800-947-3529**

TO: CRIMINAL JUSTICE AGENCY ADMINISTRATORS

SUBJECT: Timely Entry of Wanted Person Records in NCIC

Dear Administrator:

At the December 2005 meeting, the Criminal Justice Information Services (CJIS) Division Advisory Policy Board (ABP) re-established the Warrant Task Force to review and discuss some of the various complex issues relating to the entry of warrants at the local, state, and federal levels. Recently, the Warrant Task Force members discussed the need for ensuring the entry of wanted persons in the National Crime Information Center (NCIC) and also the importance of timely entry of records.

At the request of the Warrant Task Force, the CJIS Division performed a study of the NCIC Wanted Person File for three pilot states, comparing the Date of Warrant (DOW) and the Date of Entry (DOE) Fields for each record. The Task Force members were provided a report which was broken down by Originating Agency Identifiers (ORIs), NCIC Number, Offense Code, Original Offense Code and the difference in time between the DOW and DOE. The difference between the DOW and DOE was broken down as follows:

- Records entered the same day as the DOW (0)
- Records entered up to 3 days later (1-3 days)
- Records entered up to 10 days later (4-10)
- Records entered up to 30 days later (11-30)
- Records entered over 30 days later (>30)

The statistics in the report confirmed that the timely entry of warrants continues to be a significant problem. Therefore, beginning December 1, 2008, each CSO (CJIS System Officer) will receive a report providing the above-mentioned information on a semi-annual basis. In order for states to have some historical data, the first report will include information for the past three years. Subsequent reports will be for the prior six months and will occur on the first of June and December each year.

The Crime Information Bureau is the CJIS Systems Agency (CSA) for Wisconsin, and I as the CSO, am providing you this data. The Task Force believes that making agencies aware of their own statistics in this area may assist in more timely entries of wanted person records in the future. To ensure maximum System effectiveness, NCIC policy states that records must be entered immediately when the conditions for entry are met, not to exceed three days upon receipt by the entering agency. This report compares Date of Warrant to Date of Entry only, and your agency may very well be in compliance.

Thank you for your support during this important initiative. With personal regards, I remain

Sincerely,

Walt Neverman
CJIS System Officer for Wisconsin
Director
Crime Information Bureau

TIMELY ENTRY OF WANTED PERSON REPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ORI	IIC	OFF	TRANSLATION	OOO	TRANSLATION	CMC	TRANSLATION	DOW	DTE	SAME DAY	1-3 DAYS	4-10 DAYS	11-30 DAYS	> 30 DAYS
2															
3															
4	VM0170000	W035303997	1008	ABDUCT - NO RANSOM OR ASSLT					10/10/2008	10/13/2008		3			
5	VM0170000	W155422521	3564	MARIJUANA					10/28/2008	10/29/2008		1			
6	VM0170000	W185306133	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			10/10/2008	10/13/2008		3			
7	VM0170000	W202326277	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			5/9/2007	5/10/2007		1			
8	VM0170000	W232757029	5005	CONTEMPT OF COURT - SEE MIS					7/24/2007	7/25/2007		1			
9	VM0170000	W233573633	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			12/19/2007	12/21/2007		2			
10	VM0170000	W264893479	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			8/8/2008	8/11/2008		3			
11	VM0170000	W335360332	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			3/17/2008	11/2/2008					230
12	VM0170000	W392841674	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			7/31/2007	8/2/2007		2			
13	VM0170000	W543685577	5005	CONTEMPT OF COURT - SEE MIS					1/9/2008	1/11/2008		2			
14	VM0170000	W593635796	1199	SEX ASSAULT					12/21/2007	12/29/2007			8		
15	VM0170000	W655195787	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			9/30/2008	10/1/2008		1			
16	VM0170000	W705213829	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			9/30/2008	10/1/2008		1			
17	VM0170000	W790095890	5015	FAILURE TO APPEAR - SEE MIS	5015	FAILURE TO APPEAR - SEE MIS			5/31/2001	2/24/2006					1730
18	VM0170000	W814999619	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			8/25/2008	8/29/2008			4		
19	VM0170000	W852768610	3802	CRUELTY TOWARD CHILD					7/23/2007	7/24/2007		1			
20	VM0170000	W975074403	2499	STOLEN VEHICLE					9/2/2008	9/3/2008		1			
21	VM0170000	W995195331	5015	FAILURE TO APPEAR - SEE MIS	5005	CONTEMPT OF COURT - SEE MIS			10/1/2008	10/2/2008		1			
22	VM0180000	W055320910	5007	OBSTRUCTING COURT ORDER					10/10/2008	10/18/2008			8		
23	VM0180000	W073681240	5007	OBSTRUCTING COURT ORDER					1/7/2008	1/8/2008				11	
24	VM0180000	W082200388	5007	OBSTRUCTING COURT ORDER					4/3/2007	4/9/2007			6		
25	VM0180000	W090164416	5007	OBSTRUCTING COURT ORDER					3/8/2006	3/10/2006		2			
26	VM0180000	W138750239	2399	LARCENY					1/18/2006	1/24/2006			6		
27	VM0180000	W152455320	5007	OBSTRUCTING COURT ORDER					5/22/2007	5/26/2007			4		
28	VM0180000	W185417859	5007	OBSTRUCTING COURT ORDER					10/27/2008	10/31/2008			4		
29	VM0180000	W194711755	2604	FRAUD - IMPERSON					7/7/2008	7/11/2008			4		
30	VM0180000	W204512895	5007	OBSTRUCTING COURT ORDER					5/23/2008	6/14/2008				22	
31	VM0180000	W224596343	5007	OBSTRUCTING COURT ORDER					12/10/2007	6/26/2008					199
32	VM0180000	W275457366	5007	OBSTRUCTING COURT ORDER					10/27/2008	10/31/2008			4		
33	VM0180000	W294801152	5007	OBSTRUCTING COURT ORDER					7/14/2008	7/23/2008			9		
34	VM0180000	W355255650	2589	FORGERY					10/1/2008	10/5/2008			4		

RETENTION PERIODS

1. WARRANT/WANTED PERSONS

- A. Warrant -- Indefinite
- B. Temporary Felony Want -- 48 Hours
- C. Temporary Misdemeanor Want -- 72 Hours
- D. Juvenile Warrant -- Indefinite
- E. Detainers -- Midnight of the Date Sentence Ends

NOTE: Expired license plate data remains in a person record -- Four Years + Year of Entry

2. MISSING PERSONS

- A. Disabled, Endangered, Involuntary, Other, Juvenile & Disaster (Catastrophe) Victim – Indefinite
- B. Person With Information - Indefinite

3. PROTECTION ORDER/INJUNCTIONS

- A. Temporary restraining orders -- 96 hours after expiration date of order
- B. Injunctions -- Midnight of expiration date

4. GANG/KNOWN OR APPROPRIATELY SUSPECTED TERRORIST ORGANIZATION

- A. Indefinite

5. GANG/KNOWN OR APPROPRIATELY SUSPECTED TERRORIST MEMBER

- A. Date of Purge entered by agency, or
- B. Five years

6. UNIDENTIFIED PERSONS

- A. Indefinite

7. IDENTITY THEFT VICTIM

- A. Date of Purge entered by agency, or
- B. Five years

8. VEHICLES

- A. Stolen, if Vehicle Identification Number (VIN) or Owner Appplied Number (OAN) is included -- Four Years + Year of Entry
- B. Stolen, if VIN or OAN is not included -- 90 Days
- C. Felony -- 90 Days
- D. Stolen/Missing License Plate -- Four Years + Year of Entry

9. PARTS

- A. Four Years + Year of Entry

10. ARTICLES

- A. One Year + Year of Entry
- B. Indefinitely for entries with type code of "T" (Toxic/Hazardous Materials) or "Q (Public Safety, Homeland Security, & Critical Infrastructure Items of Identification) & "Z" (lost or stolen equipment associated with Public Safety, Homeland Security, and Critical Infrastructure).

11. GUNS

- A. Stolen/Lost/Felony -- Indefinite
- B. Recovered -- Two Years + Year of Entry

12. BOATS

- A. If Boat Hull Number is included -- Four Years + Year of Entry
- B. If Boat Hull Number is not included -- 90 Days

13. SECURITIES

- A. Four Years + Year of Entry
- B. Travelers Checks & Money Orders -- Two Years + Year of Entry

UPDATING RECORDS

MODIFY

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 modification.

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

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

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.

SUPPLEMENT

A Supplement transaction allows you to add data to an already established field within a record.
Data that can be supplemented:

DATES OF BIRTH

Nine additional

SCARS, MARKS, TATTOOS AND OTHER CHARACTERISTICS

Nine additional

Nineteen additional on Missing & Unidentified Persons

SOCIAL SECURITY NUMBERS

Nine additional

MISCELLANEOUS NUMBERS

Nine additional

DRIVER'S LICENSE NUMBERS

Nine additional

ALIAS NAMES

Ninety-nine additional (Monikers may be entered as Alias Last Names, leaving the First Name Field blank, for Gang/Terrorist Members only)

CAUTION AND MEDICAL CONDITIONS

Ten additional

DENTAL INFORMATION

Missing & Unidentified Persons only

LICENSE PLATES

Nine additional

VEHICLE IDENTIFICATION NUMBER, YEAR, MAKE, MODEL, STYLE AND COLOR

Gang/Terrorist Members only

IDENTIFYING DRESS, TATTOOS, HAND SIGNALS AND GRAFFITI

Gang/Terrorist Organization only by Primary ORI

PROTECTION ORDER CONDITIONS

Seven additional

PROTECTION ORDER PETITIONER INFORMATION

Nine additional

STOLEN/FRAUDULENT IDENTIFIERS

Ninety-nine additional names, for warrant/wanted person only

Nine additional dates of birth, social security, drivers license & miscellaneous numbers, for warrant/wanted person only

PERSON WITH INFORMATION

One additional

IMAGES

Nine additional identifying images (other than mugshot and signature) can be associated with a person record.

Nine additional identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.

PERSON FILES

GENERAL GUIDELINES FOR VALIDATING PERSON RECORDS

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.

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 and gang member documentation it may be included in the original entry.

In the event of a criminal kidnapping of a juvenile by the noncustodial 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.

NOTE: In some instances the Wisconsin 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.

WISCONSIN DRIVERS 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 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.

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.

TEMPORARY RESTRAINING ORDERS AND INJUNCTIONS

When validating orders/injunctions verify the type of order/injunction, 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 temporary restraining order/injunction records will contain an additional field called Protection Order Conditions. Temporary restraining orders/injunctions entered by Wisconsin agencies using non-NCIC2000 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." 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. Further information on the conditions of the order may be obtained from the listed ORI.

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.

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, as explained below. For NCIC2000 non-compliant software the original offense must be explained in the 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 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 NCIC2000 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 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.

EXTRADITION

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.

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

EXTRADITION LIMITATION CODES:

NCIC2000 compliant software includes a mandatory extradition limitation field in warrant entry transactions. The extradition limitation field is used to enter extradition limitations that were previously entered in the remarks field and is available only for warrants entered in NCIC. The extradition limitation field will be defaulted to a 1 (felony full extradition) for agencies with software that is not NCIC2000 compliant. The extradition limitation field cannot be used for CIB only warrants.

NOTE: If an agency previously entered misdemeanor warrants in NCIC as felonies, they should be cancelled and re-entered using the appropriate extradition limitation code.

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 unless 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

GEOGRAPHIC RESTRICTIONS

Portal 100 and other TIME System software includes a geographic restrictions field in warrant entry transactions. Misdemeanor and felony warrants can only be entered with code "A" (COURT ORDERED- SEE REMARKS) and the specific restrictions must then be stated in the miscellaneous/remarks field. Court ordered geographic restrictions must be stated on the warrant or as an attachment to the warrant. Any of the geographic codes shown below may be used for entry of civil process warrants. 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.

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

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.

MISCELLANEOUS/REMARKS

NCIC2000 compliant software has expanded the miscellaneous/remarks field to allow a maximum of 500 characters. This will allow agencies to include other related information and use fewer abbreviations.

IMAGES

One mugshot and one signature image can be associated with an NCIC 2000 person record. Up to ten identifying images (other than mugshot and signature) can be associated with a person record. Documentation of all images must be included in the case file.

STATE STATUTE REQUIREMENTS

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) 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.

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.

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.

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 Justice 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 time limits restricted 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) & (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(3)(5)(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

NOTE: Any addition of data or changes made to a protection order/injunction must be made by the court and must be signed or initialed by the judge.

DETAINDER FILE

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 can not 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.

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.

WARRANT/WANTED PERSON RECORD(S)

Wisconsin Crime Information Bureau
WANTED PERSON VALIDATION

For the Month of
October, 20XX

Agency ORI: WI0130000
DANE COUNTY SHERIFF
Unit :

Print Date: MM/DD/YY

Page Unit: 1

*** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL ***

WANTED PERSON - WARRANT SYSIDNO:4614566 OCA:96PA535 NAM:ABCD, MICHAEL SHOWBOAT
DTE:1998-10-11 00:00:00 ORI:WI0130000 DOB:1901-01-11 SEX:MALE HGT:611 WGT:265 EYE:Green HAI:Brown
RAC:WHITE SMT:TAT ABDOM, TAT L SHLD, TAT UL ARM, TAT LF ARM, SC L LEG, TAT L ARM, TAT FACE,
TAT L CHK, TAT L HND SNU:1433 SNA:W WISCONSIN AVE CTY:DODGEVILLE POB:TX
FPC:18XX080617AATT091014 SSN:111111111 FBI:368326CB1 SID:W44624830 DOB:1902-06-24 DOV:1998-07-
24 OFF:Family Offense MIS:NONSUPPORT BODY ONLY EFF TIL 12-14-14 AKA:ABSCEF, SHAUN, MICHAEL
SHOE, CAMEL BREATH, MATTHEW W OLD,

WANTED PERSON - WARRANT SYSIDNO:20419535 OCA:06CT1898 NAM:BABCLOCK, JACKSON L DTE:2006-
10-16 00:00:00 ORI:WI0130000 DOB:1908-02-02 SEX:MALE HGT:601 WGT:170 EYE:Blue HAI:Blond or Strawberry
RAC:WHITE SMT:SC HEAD SNU:32 SNA:HERITAGE CIR APT 3 CTY:MADISON POB:WI SSN:111111111
FBI:400221BA0 SID:WI5062347 OLN:B3454528502405 OLS:WI OLY:2012 SSN:122222222 DOV:2006-08-14
OFF:Traffic Offense MIS:OMVAR COURT DATE NEEDED UWPD 06-9711 WI ID EXP 2011 AKA:BABCLOCK,
JAMES LEE

WANTED PERSON - WARRANT SYSIDNO:17435804 OCA:03-2756 NAM:BAHLOON, JESSICA R DTE:2004-10-02
00:00:00 ORI:WI0130000 DOB:1908-06-11 SEX:FEMALE HGT:504 WGT:200 EYE:Green HAI:Brown RAC:WHITE
SKN:Fair SMT:TAT R HND, TAT R ANKL SNU:151 SNA:SOUTH ST APT B CTY:SUN PRAIRIE POB:WI
SSN:222222222 SID:W8844419 OLN:B1234368067805 OLS:WI OLY:2008 DOV:2004-06-08 OFF:Contempt Of
Court MIS:ISS WRTHLSS CHKS FINE OR JAIL TIME NO COURT VLG DEFORESTWRNT WI ID EXP 07
AKA:BLAH, JESSICA RAE CHARLES, JESSICA ROLES

MISSING PERSON RECORD(S)

Wisconsin Crime Information Bureau

MISSING PERSON VALIDATION

For the Month of

October, 20XX

Agency ORI: WI0130007

DANE COUNTY SHERIFF

Unit:

Print Date: MM/DD/YY

Page Unit: 1

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

MISSING PERSON - JUVENILE SYSIDNO:23514320 NCICNO:M675935000 OCA:D15550 NAM:TRUMAN, NICK A
DTE:2007-10-06 00:00:00 ORI:WI0130007 DOB:1995-06-06 DOE:2013-06-29 SEX:MALE HGT:507 WGT:170
EYE:Brown HAI:Brown RAC:WHITE MIS:RETURN TO DANE CO SHELTER HOME 2402 ATWILL AV MADISON WI
608 261 3889

PROTECTION ORDERS/INJUNCTION RECORD(S)

Wisconsin Crime Information Bureau
PROTECTION ORDER/INJUNCTION VALIDATION

For the Month of

October, 20XX

Agency ORI: WI0130017

DANE COUNTY SHERIFF

Unit :

Print Date: MM/DD/YY

Page Unit: 1

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

POIF - DOMESTIC ABUSE INJUNCTION SYSIDNO:257420 NCICNO:H5872287 OCA:08010549 NAM:ALACART,
LEONARD DTE:2008-10-30 00:00:00 ORI:WI0130017 DOB:1901-11-17 SEX:MALE HGT:506 WGT:190 EYE:Brown
HAI:Black RAC:WHITE SNU:2610 SNA:VENDATA ST CTY:MADISON SID:WI3900 ISD:2008-08-30 EXP:2012-08-30
CTI:WI013073J PPN:PRETZEL, SANDRA PSX:F PPR:W PPB:1940-08-22 PCO: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

POIF - HARASSMENT INJUNCTION SYSIDNO:20631472 NCICNO:H290037500 OCA:08011040 NAM:ANDORES,
JEFFREY Z DTE:2008-10-29 00:00:00 ORI:WI0130017 DOB:1901-11-15 SEX:MALE HGT:600 WGT:240
EYE:Brown HAI:Brown RAC:WHITE SNU:927 SNA:FONRIE CT CTY:STOUGHTON SID:WI6821 ISD:2008-08-29
EXP:2010-08-29 CTI:WI013123J PPN:TRIMMER, TRIXIE PSX:F PPB:1909-11-22 PCO: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

GANG/KNOWN OR APPROPRIATELY SUSPECTED TERRORIST MEMBER RECORD(S)

Wisconsin Crime Information Bureau
VIOLENT GANG VALIDATION

For the Month of
October, 20XX

Agency ORI: WIFBIMW00
US FEDERAL BUR OF INVESTIGATION
Unit :

Print Date: MM/DD/YY

Page Unit: 1

*** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL ***

CRIMINAL GANG MEMBER - CAUTION NCICNO:T060011600 OCA:29VGT0F NAM:SLIM, MATTHEW DAVID
DTE:2008-10-17 07:44:00EDT ORI:WIFBIMW00 DOB:1901-03-03 SEX:MALE HGT:601 WGT:380 EYE:Blue
HAI:Brown RAC:WHITE SMT:TAT L SHLD, TAT UL ARM, TAT UR ARM, TAT LF ARM, TAT RF ARM, TAT R HND,
TAT R EAR, TAT L CALF POB:WI FPC:P0AATT1407TTAA511607 SOC:111111111 MNU:OA-IL510455
OLN:S4665507113906 OLS:WI OLY:2009 GNG:OTLWS*MLWI SGP:LA 0MC CHPTR*LAWI ECR:A F DOP:2013-10-
17 MIS:WARNING DO NOT ALERT INDIVIDUAL TO THE EXISTENCE OF THIS FILE AND DO NOT ARREST OR
DETAIN SOLELY ON THIS ENTRY

IDENTITY THEFT VICTIM RECORD(S)

Wisconsin Crime Information Bureau
IDENTITY THEFT VALIDATION

For the Month of
October, 20XX

Agency ORI: WI0130000
DANE COUNTY SHERIFF
Unit :

Print Date: MM/DD/YY

Page Unit: 1

*** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL ***

IDENTITY THEFT NCIC: J870012666 OCA: 06-109845 NAM:BROADMAN, ARRON H DTE:20061019 1315 EDT
ORI:WI0130000 DOB:19490522 SEX:MALE HGT:511 WGT:255 EYE:Blue HAI:Brown RAC:Black SMT:TAT L
SHLD, TAT UL ARM TAT UR ARM OLN:C4544237883906 OLS:WI OLY:2009 SOC:111111111 PWD:
FLYINGEAGLE IDT:CFRD MIS: CREDIT CARD FRAUD

VEHICLE FILE

GENERAL GUIDELINES FOR VALIDATING VEHICLE 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. For all terrain vehicle/snowmobile entries, the decal number is entered as a license plate. All terrain vehicle/snowmobile registration numbers are no longer displayed on the vehicle. Stolen/Felony vehicle entries with sesquicentennial license plates & stolen/missing sesquicentennial license plates entered with the plate type code of (ZZ), all others, will need to be identified and modified during the validation process with the correct license plate type code of (CM) commemorative license plate. When validating U.S. government license plates the state of registration should be listed as "US", the expiration date as "NX" (non-expiring) and plate type as "US". A complete list of license plate type codes for query and entry appears later in this handout.

NOTE: NCIC2000 compliant software has expanded the license plate number field to ten characters. If a stolen vehicle, felony vehicle, or stolen license plate entry has been made with a license plate having more than eight characters (old maximum) the entry should be modified to show the complete license plate number in the license plate number field.

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- applied number field until you are able to obtain the correct number. Assistance in determining the correct Vehicle Identification Number (VIN) may be obtained from the National Insurance Crime Bureau (NICB) and/or their VINAssist program or the Insurance Services Office (ISO) claim search database. The VINAssist program is regularly updated by the NICB to include vehicles from the new model year. When entering motorcycles the frame number is considered the VIN; the engine number should be entered in the owner-applied number 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 must be entered using the related motorcycle make code. If the manufacturer of the all terrain vehicle 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

Aircraft -----AERO

All-terrain vehicles Unpublished -----ATV

Dune Buggy and go carts -----SPEC

Home and garden equipment -----FARM

Cycles:

Homemade -----HOMD

Reconstructed -----RECO

Unpublished -----CYCL

Military Vehicles:

US Air Force -----USAF

US Army -----USA

US Coast Guard -----USCG

US Marine Corp -----USMC

US Navy -----USN

** State Air National Guard -----AG__

** Civil Air Patrol -----AP__

** National Guard -----NG__

Snowmobiles Unpublished -----SNOW

Trailers:

Homemade -----HMDE

Reconstructed -----RCON

Unpublished -----TRLR

Trucks Unpublished -----TRUK

** 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, 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 one 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, run of zeros, single alpha or run of alphas. 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: 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.

NOTE: NCIC2000 compliant software has expanded the miscellaneous/remarks field to allow a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

Codes assigned to each manufacturer are available in the TIME System Software tables/help messages or on-line TIME System Manual, available at:

www.doj.state.wi.us/dles/cibmanuals

IMAGES

One identifying or generic image can be associated with a vehicle. Documentation of all images must be included in the case file.

VEHICLE FILE RECORD(S)

Wisconsin Crime Information Bureau

VEHICLE VALIDATION

For the Month of

October, 20XX

Print Date: MM/DD/YY

Agency ORI: WI0130007

DANE COUNTY SHERIFF

Unit : 4399

Page Unit: 1

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

VEHICLE - STOLEN SYSIDNO:15744547 NCICNO:V645169192 OCA:080054103 DTE:2008-10-14 00:00:00
ORI:WI0130007 VIN:1981555 VMA:Construction Machinery Div; Clark Equipment Co or Crane Div VYR:1987
VST:Fork Lift VCO:Green DOT:2008-10-14 MIS:EHLERS CONRST STICKER UNDERSIDE

VEHICLE - STOLEN SYSIDNO:18448963 NCICNO:V653198722 OCA:080058567 DTE:2008-10-29 00:00:00
ORI:WI0130007 VIN:3TCD04824SP017359 LIC:ST56366 LIS:WI LIY:2008 LIT:AP VMA:Trail King Travel Trailer
VYR:1992 VST:Flatbed VCO:Black/Black DOT:2008-10-14 MIS:10FT AXEL SPREAD TRL T-23 OWNR PH 223-
1009

VEHICLE - STOLEN SYSIDNO:17589632 NCICNO:V643947900 OCA:080053045 DTE:2008-10-05 00:00:00
ORI:WI0130007 VIN:1MEBM5081JG655111 LIC:348ASD LIS:WI LIY:2008 LIT:PC VMA:Ford VYR:1978 VST:4 Door
Sedan VCO:Brown/Brown DOT:2008-10-05 MIS:TAKEN ON OR AROUND OCTOBER 5

LICENSE PLATE - STOLEN/MISSING SYSIDNO:23691162 NCICNO:P943910566 OCA:080074527 DTE:2008-10-
15 00:00:00 ORI:WI0130007 LIC:533FPC LIS:WI LIY:2008 LIT:PC QTY:1 DOT:2008-10-12

PART FILE

GENERAL GUIDELINES FOR VALIDATING 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/WW
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.

NOTE: NCIC2000 compliant software includes an expanded brand name code field that must be completed when a generic make code such as "ATV" 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: NCIC has implemented a requirement that 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 by NCIC.

PRODUCTION YEAR

If the part category code of "OB" is entered then this field is required. If the production year is not known "UNKN" must be entered.

NOTE: When the TIME System became NCIC2000 compliant entries with the part category code of "OB" had the production year field defaulted to "UNKN". All entries should be reviewed during the validation process to ensure that the most accurate information is entered in this field.

MISCELLANEOUS/REMARKS

A description of the part category **MUST** be included (this is why the miscellaneous/remarks field is required for all stolen part records); model number, model year, color scheme of the outboard motor, etc. should be entered in this field. The brand name must be included when a generic code has been used in the brand field.

NOTE: NCIC2000 compliant software has expanded the miscellaneous/remarks field to allow a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

IMAGES

One identifying image can be associated with a vehicle/boat part.

PART FILE RECORD(S)

Wisconsin Crime Information Bureau

PART VALIDATION

For the Month of

October, 20XX

Print Date: MM/DD/YY

Agency ORI: WI0130007

DANE COUNTY SHERIFF

Unit :

Page Unit: 1

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

PART - STOLEN SYSIDNO:12089981 NCICNO:V74946799 OCA:070054395 DTE:2007-10-18
00:00:00 ORI:WI0130007 SER:OL115555 BRA:Johnson Marine CAT:Outdrive or Jet Pump
DOT:2007-10-18 MIS:LOWER UNIT FROM 98 SEARAY

ARTICLE FILE

GENERAL GUIDELINES FOR VALIDATING ARTICLE RECORDS

TYPE

Article file records containing a type field code of “T” (Toxic/Hazardous Materials), “Q” (Public Safety, Homeland Security, & Critical Infrastructure Items of Identification) or “Z” (Lost or stolen equipment associated with Public Safety, Homeland Security, and Critical Infrastructure) must be validated during the monthly validation process.

1. The complete name of the article must be used if possible. If the article name is one word of more than six letters, the first six letters in the article name must be used.
2. An article name which is two words must be treated as one word.
3. If an article name is three words, the initials of the first two words and the first four letters of the last word must be used.
4. The entry will be rejected if the type code begins with an alphabetic character other than Y and is not a code listed in the tables.

BRAND

If there is no code assigned to the brand or the brand is unknown enter “NO BRA” and list the brand name (if known) in the miscellaneous field.

MODEL

If the entry is for a toxic, hazardous chemical, the model field should convey the chemical’s physical properties by words such as “LIQUID”, “GAS”, “POWDER”, “CRYSTAL”, “SOLID”. etc. If the model name or number contains more than nine characters, only the last nine characters must be used, 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) should be entered in the miscellaneous field.

Model names consisting of alphabetic characters only should be entered omitting spaces and periods.

SERIAL NUMBER

Single zero only, run of zeros only, or single alphabetic character only cannot be used. The serial number cannot be identical to owner-applied number. Sequential entries must have a single hyphen separating the serial numbers.

LOT NUMBER

This is a free text field used to help identify a stolen chemical.

HAZARDOUS MATERIAL CONTAINER

This is a free text field used to help identify the type of container the chemical is stored in.

PARTIAL LOT NUMBER

This field is used to indicate whether the stolen chemical represents a partial or complete shipment.

UNITED NATIONS NUMBER

This code is used as a reference number to request additional information on a specific chemical via NLETS. If this field is entered by the user, the initial warning in a hit response on a stolen chemical would be followed by message:

ADDITIONAL INFORMATION AVAILABLE FROM NLETS HAQZMAT

MISCELLANEOUS

This field should be used in the following instances:

1. To further describe the stolen article.
2. To describe the location of the serial number and/or owner-applied number on an item of property.
3. To provide a complete description of the stolen article when the code NO BRA is used in the brand field.
4. If the serial number exceeds 20 characters in which case the rightmost 20 characters should be entered in the serial number field, and the complete serial number should be entered in the miscellaneous field.
5. The complete model number if it contains more than nine characters and the last nine have been entered in the model field.

NOTE: NCIC2000 compliant software has expanded the miscellaneous field to allow a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

IMAGE

One identifying image can be associated with an article

ARTICLE FILE RECORD(S)

Wisconsin Crime Information Bureau

ARTICLE VALIDATION

For the Month of

October, 20XX

Agency ORI: WI0130000

DANE COUNTY SHERIFF

Unit :

Print Date: MM/DD/YY

Page Unit: 1

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

STOLEN ARTICLE NCICNO:A988477666 OCA:06562 DTE:2006-10-30 09:35:00EDT ORI:WI0130000
TYP:TP0ISON BRA/RATTLE OAN: A393PP56LE12 DOT:2006-09-15 MIS: RATTLESNAKE VENOM FROM A
WESTERN DIAMONBACK STOLEN FROM A RESEARCH LAB ONE VIAL WAS STOLEN FROM A CASE
CONTAINING TWELVE DURING A FALSE FIRE ALARM A RANSOM WAS DEMANDED

GUN FILE

GENERAL GUIDELINES FOR VALIDATING GUN RECORDS

MAKE

The gun make field must be filled with a minimum of two and a maximum of three characters. Codes assigned to each manufacturer are available in the 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 NCIC2000 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

Check the miscellaneous field of the record to see if the model information has been entered there. If it is, modify that information into the model field. Otherwise, check the supporting documentation to obtain the gun model.

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.

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

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: NCIC2000 compliant software has expanded the miscellaneous field to allow a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

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

GUN FILE RECORD(S)

Wisconsin Crime Information Bureau

GUN VALIDATION

For the Month of

October, 20XX

Agency ORI: WI0130000

DANE COUNTY SHERIFF

Print Date: MM/DD/YY

Page Unit: 1

Unit :

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

STOLEN GUN NCICNO:G437422644 OCA:185347 DTE:1986-10-08 00:00:00EDT ORI:WI0130000 SER:H150644
MAK:Smith & Wesson TYP:Pistol Revolver CAL:44 DOT:1986-08-03 MIS:THREE INCH BLU NEW

STOLEN GUN NCICNO:G480488821 OCA:206719 DTE:1988-10-15 00:00:00EDT ORI:WI0130000 SER:475023096
MAK:Wesson Firearms Co., Inc. TYP:Pistol Revolver CAL:357 DOT:1988-08-12 MIS:VENT RIB 8IN BARREL

BOAT FILE

GENERAL GUIDELINES FOR VALIDATING 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 this number "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.

BOAT YEAR

Check the miscellaneous field of the record; if the year is found there, modify the year into this field. Otherwise, check the supporting documentation to obtain the year of manufacture.

BOAT MAKE

If this field contains the code MISC, refer to your TIME System Software tables/help messages or on-line TIME System Manual. If a valid code has been assigned to the manufacturer; modify the proper code into the make field. If a code has not been assigned "MISC" is the proper code to use, however the manufacturer name **MUST** be included in the miscellaneous field. If the manufacturer's name is not known, the miscellaneous field should be used to describe the boat and any information which can lead to the determination of the manufacturer's name.

NOTE: NCIC2000 compliant software includes an expanded make code field that must be completed when a generic make code such as "MISC" is used in the entry.

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.

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.

NOTE: NCIC2000 compliant software has expanded the miscellaneous field to allow a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

NOTE: The following fields can be added to your existing stolen boat record by using the modify transaction only: Boat Model, Coast Guard #, Home Port, Boat Name and Hull Shape. NCIC2000 complaint software allows these fields on the entry transaction.

IMAGE

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

BOAT FILE RECORD(S)

Wisconsin Crime Information Bureau
BOAT VALIDATION
For the Month of
October, 20XX

Agency ORI: WI0130007
DANE COUNTY SHERIFF
Unit :

Print Date: MM/DD/YY

Page Unit: 1

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

STOLEN BOAT NCICNO:B532246211 OCA:070050501 DTE:2007-10-02 20:07:00EDT ORI:WI0130007
BHN:XTC88430D202 BMA:XTC BYR:2008 BLE:20ft BTY:YYY BCO:Red/Red HUL:PL PRO:Manual DOT:2007-10-02
MIS:TAN INTERIOR BLK COMBING

SECURITY FILE

GENERAL GUIDELINES FOR VALIDATING SECURITY RECORDS

ISSUER

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

OWNER

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

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

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

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

SOCIAL SECURITY NUMBER

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

SECURITY DATE FIELD

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

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

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

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

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

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

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

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

MISCELLANEOUS

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

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

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

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

NOTE: NCIC2000 compliant software has expanded the miscellaneous field to allow a maximum of 200 characters. This will allow agencies to include other related information and use fewer abbreviations.

SECURITY FILE RECORD(S)

Wisconsin Crime Information Bureau
SECURITY VALIDATION

For the Month of
October, 20XX

Print Date: MM/DD/YY

Agency ORI: WIFBIMW00
US FEDERAL BUR OF INVESTIGATION
Unit :

Page Unit: 1

***** MODIFY ALL INCORRECT RECORDS AND CANCEL ALL INACTIVE RECORDS VIA TIME TERMINAL *****

STOLEN SECURITY NCICNO:S9811548995 OCA:MW-42613 DTE:2007-10-30 09:35:00EDT ORI:WIFBIMW00
SER:AB24120870R OWN:BEARER TYP:Federal Reserve Note ISS:USTREASURY DEN:100 SDT:1996 DOT:2007-
07-26 MIS:BREMER BANK

STOLEN SECURITY NCICNO:S652354844 OCA:MW-42613 DTE:2007-10-30 09:39:00EDT ORI:WIFBIMW00
SER:AG48658950B OWN:BEARER TYP:Federal Reserve Note ISS:USTREASURY DEN:100 SDT:1996 DOT:2007-
07-26 MIS:BREMER BANK

STOLEN SECURITY NCICNO:S124499999 OCA:MW-42613 DTE:2007-10-30 09:40:00EDT ORI:WIFBIMW00
SER:BH20141600A OWN:BEARER TYP:Federal Reserve Note ISS:USTREASURY DEN:100 SDT:1999 DOT:2007-
07-26 MIS:BREMER BANK

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
 Other possible states to query

2. Criminal History files - FBI and State levels
Information provided: Physical Descriptors
 Scars, Tattoos, Other Conditions
 Alias Names
 Alias 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)

IMAGES

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 image the base record must already exist.

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.

0173 - Wisconsin Plate - Full DOT Record - Windows Internet Explorer
https://dojportal.justice.wisconsin.gov/Portal%20100/Forms/0173.asp

0173 - Wisconsin Plate - Full DOT Record

Originating Agency Identifier
NCIC Image Indicator NCIC Related Search Hit

License Plate Number
Type Year

Operator

Here are examples of an image response in Portal 100 and the eTIME Browser.

PsP Portal 100 - Windows Internet Explorer
https://dojportal.justice.wisconsin.gov/Portal%20100/Asp/PPLogin.asp

TIME - NCIC Stolen Vehicle - Windows Internet Explorer
https://wi-time.gov/secure/results/viewResponse?erid=15694022

eTIME

Wisconsin Department of Justice
Crime Information Bureau

Home · Vehicle Search · Person Search · Property Search · Previous Results
Help · Contact · Logoff
Return to Summary

Stolen Vehicle

IMMED CONFIRM RECORD WITH ORI

Record Details 1965 Plymouth Fury or Grand Fury Convertible White
OAN TESTIMAGE123456

DATE OF THEFT: 05/06/2009
ENTERING AGENCY: WI013265Y - DEPT OF JUST CRIME INFORMATION BUREAU 608 266-7314

REMARKS: TEST RECORD WITH IMAGE

RECORD DETAILS:
Agency Case #: TESTIMAGE NCIC #: V602690041
Entry Date: 05/06/2009 11:51:00 EDT

YOUR REQUEST:
User ID: Nevermanwm Interface Identifier: 5000

VVR:1965 VMA:PLYM
NIC:V602690041 IKN:1095872476

62 1856 1E36D9CB VI013265Y
C 150933 28 05/06/09 10:54 01 OF 03
S:TEST RECORD WITH
G5

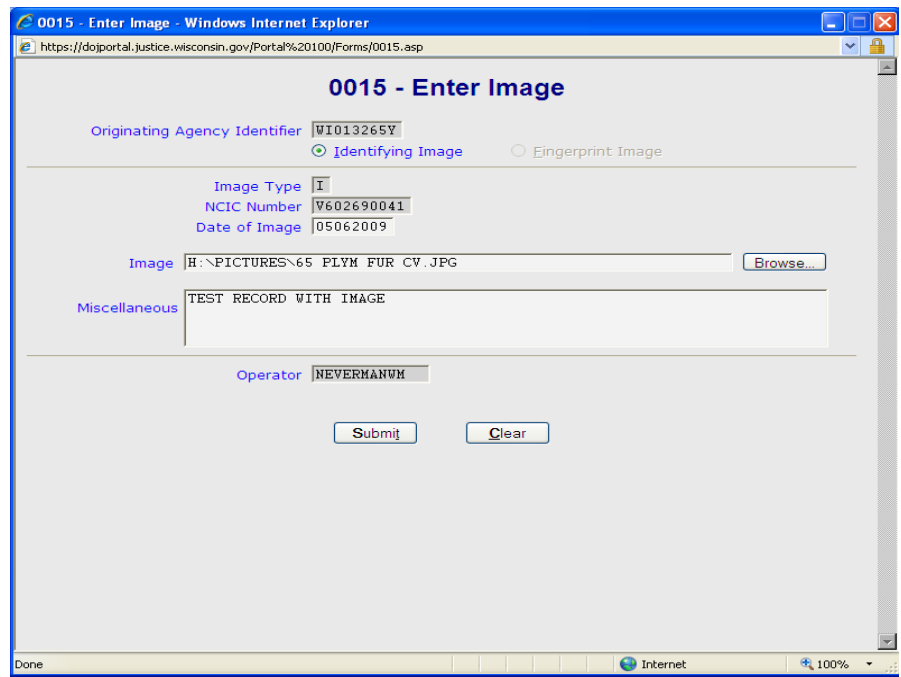
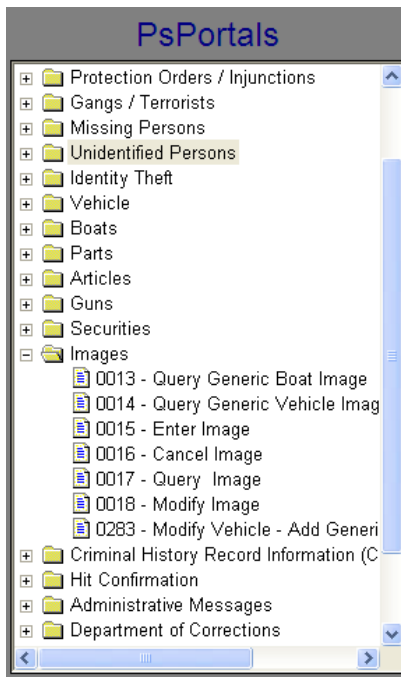
Search 3 Messages to Review 0 Logs to Archive Connected

Internet 100%
Wednesday, May 06, 2009

IMAGE ENTRY

The TIME System supports entry images in the NCIC files for persons, articles, parts, boats and vehicles. Agencies can enter an image they have in their files for the person or property, or NCIC provides generic images for boats and vehicles that can be used for entry. To enter an image the base record must already exist.

Portal 100 users should 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 must be selected. “M” should normally be used for the person files and “I” for the property files. The NIC number of the already existing corresponding NCIC entry is needed to identify the record the image will be appended to. Click on the “Browse” button to navigate to the desired image file stored on your computer network. The Date of Image and Miscellaneous fields are optional.



**NCIC Missing Person File
Data Collection Entry Guide**

Agency Case # _____

NCIC Initial Entry Report						
Message Key (MKE) <input type="checkbox"/> Disability (EMD) <input type="checkbox"/> Catastrophe Victim(EMJ) <input type="checkbox"/> Other (EMO) <input type="checkbox"/> Juvenile (EMJ) <input type="checkbox"/> Involuntary (EMI) <input type="checkbox"/> Endangered (EME) <input type="checkbox"/> Caution				Date		
				Reporting Agency (ORI)		
Name of Missing Person (NAM)				Sex (SEX) <input type="checkbox"/> Male (M) <input type="checkbox"/> Female (F)		
Aliases						
Race (RAC) <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black (B) <input type="checkbox"/> Unknown (U) <input type="checkbox"/> American Indian/Alaskan Native (I) <input type="checkbox"/> White (W)			Place of Birth (POB)		Date of Birth (DOB)	
Date of Emancipation (DOE)	Height (HGT)	Weight (WGT)	Eye Color (EYE) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Hazel (HAZ) <input type="checkbox"/> Unknown (XXX) <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Gray (GRY) <input type="checkbox"/> Maroon (MAR) <input type="checkbox"/> Multicolored (MUL) <input type="checkbox"/> BLUE (BLU) <input type="checkbox"/> Green (GRN) <input type="checkbox"/> Pink (PNK)			
Hair Color (HAI) <input type="checkbox"/> Sandy (SDY) <input type="checkbox"/> Blue(BLU) <input type="checkbox"/> Purple (PLE) <input type="checkbox"/> Brown (BRO) <input type="checkbox"/> Gray or Partially Gray (GRY) <input type="checkbox"/> Green (GRN) <input type="checkbox"/> Unknown or Completely Bald (XXX) <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Red/Auburn (RED) <input type="checkbox"/> Orange (ONG) <input type="checkbox"/> White (WHI) <input type="checkbox"/> Blond/Strawberry (BLN) <input type="checkbox"/> Pink (PNK)			FBI Number (FBI)			
Skin Tone (SKN) <input type="checkbox"/> Yellow (YEL) <input type="checkbox"/> Lt. Brown (LBR) <input type="checkbox"/> Ruddy (RUD) <input type="checkbox"/> Albino (ALB) <input type="checkbox"/> Dk. Brown (DBR) <input type="checkbox"/> Medium (MED) <input type="checkbox"/> Sallow (SAL) <input type="checkbox"/> Black (BLK) <input type="checkbox"/> Fair (FAR) <input type="checkbox"/> Medium Brown (MBR) <input type="checkbox"/> Dark (DRK) <input type="checkbox"/> Light (LGT) <input type="checkbox"/> Olive (OLV)			Scars, Marks, Tattoos, and Other Characteristics (SMT)			
Has the missing person ever been fingerprinted? <input type="checkbox"/> No <input type="checkbox"/> Yes, by whom? _____		Other Identifying Numbers (MNU)				
Fingerprint Classification (FPC) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
Social Security Number (SOC)		Operator's License Number (OLN)		Operator's License State (OLS)		License Expiration (OLY)
Missing Person (MNP) <input type="checkbox"/> Missing Person (MP) <input type="checkbox"/> Child Abduction (CA) <input type="checkbox"/> Catastrophe Victim (DV) <input type="checkbox"/> AMBER Alert (AA)			Date of Last Contact (DLC)		Originating Agency Case Number (OCA)	
Miscellaneous (MIS) Include build, handedness, any illness or diseases, clothing description, hair description. etc.				Missing Person Circumstances (MPC) <input type="checkbox"/> Abducted By Stranger (S) <input type="checkbox"/> Runaway (R) <input type="checkbox"/> Abducted By Non-custodial Parent (N)		
License Plate Number (LIC)		State (LIS)		Year Expires (LIY)		License Plate Type (LIT)
Vehicle Identification Number (VIN)					Year (VYR)	
Make (VMA)		Model (VMO)		Style (VST)		Color (VCO)

**NCIC Missing Person File
Data Collection Entry Guide**

Agency Case # _____

Caution and Medical Conditions (CMC)					
Code	Description	Code	Description	Code	Description
00	Armed and dangerous	25	Escape risk	65	Epilepsy
05	Violent tendencies	30	Sexually violent predator - contact ORI for detailed information	70	Suicidal
10	Martial arts expert			80	Medication required
15	Explosive expertise	50	Heart condition	85	Hemophiliac
20	Known to abuse drugs	55	Alcoholic	90	Diabetic
		60	Allergies	01	Other
Does the missing person have corrected vision? (SMT)			Corrective Vision Prescription (VRX)		
<input type="checkbox"/> Yes <input type="checkbox"/> Glasses <input type="checkbox"/> No <input type="checkbox"/> Contact Lenses					
Has the missing person ever donated blood? (MIS)	Blood Type (BLT)				
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A Positive (APOS) <input type="checkbox"/> B Positive (BPOS) <input type="checkbox"/> AB Positive (ABPOS) <input type="checkbox"/> O Positive (OPOS) <input type="checkbox"/> Unknown <input type="checkbox"/> A Negative (ANEG) <input type="checkbox"/> B Negative (BNEG) <input type="checkbox"/> AB Negative (ABNEG) <input type="checkbox"/> O Negative (ONEG) (UNKWN) <input type="checkbox"/> A Unknown (AUNK) <input type="checkbox"/> B Unknown (BUNK) <input type="checkbox"/> AB Unknown (ABUNK) <input type="checkbox"/> O Unknown (OUNK)				
Circumcision? (CRC)		Footprints available? (FPA)		Body X-Rays? (BRX)	
<input type="checkbox"/> Was (C) <input type="checkbox"/> Was Not (N) <input type="checkbox"/> Unknown (U)		<input type="checkbox"/> Yes (Y) <input type="checkbox"/> No (N)		<input type="checkbox"/> Full (F) <input type="checkbox"/> None (N) <input type="checkbox"/> Partial (P)	
Jewelry Type (JWT)			Jewelry Description (JWL)		
DNA Profile Indicator (DNA)		DNA Location (DLO)			
<input type="checkbox"/> Yes (Y) <input type="checkbox"/> No (N)					
Complainant's Name					
Complainant's Address				Complainant's Telephone Number	
Relationship of Complainant to Missing Person			Missing Person's Occupation (MIS)		
Missing Person's Address					
Close friends/relatives					
Place Missing Person Frequented (MIS)					
Possible destination (MIS)					
Reporting Officer		Reporting Agency Telephone Number	Investigating Officer and Telephone Number (MIS)		
Complainant's Signature			Date	NCIC Number (NIC)	

MISSING PERSON CERTIFICATION

IN ORDER TO REASSURE THAT THE RIGHT OF PRIVACY OF INDIVIDUALS WILL NOT BE VIOLATED:

The National Crime Information Center (NCIC) requires that the law enforcement agency have **in its possession** written documentation certifying that one of the four following conditions exist PRIOR to entering a missing person into NCIC records:

- (1) The person I am reporting as missing is under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
- (2) The person I am reporting as missing is missing under circumstances indicating that the disappearance was not voluntary.
- (3) The person I am reporting as missing is in the company of another person under circumstances indicating that his or her physical safety is in danger.
- (4) The person I am reporting as missing is under the age of 18 and whose custody and control is vested in me. Further, that said missing person does not meet any of the criteria set forth in numbers 1, 2, and 3 above.

I HEREBY DECLARE THAT:

_____	_____	_____
First Name	Middle Name	Last Name
OF		
_____	_____	_____
Address	City	State
_____	_____	
Date of Birth	Age	

IS MISSING PURSUANT TO NUMBER _____ ABOVE AND I REQUEST THAT SAID INDIVIDUAL BE ENTERED INTO THE NCIC RECORD AS A MISSING PERSON.

Witnessed _____ Officer, Official	_____	_____
	Signature	Date

	Printed or Typed Name	

	Address	

	Relationship	

I HEREBY ACKNOWLEDGE that if said missing person is a juvenile, I am responsible for transporting said juvenile from the place of location to his/her residence and upon notification of the whereabouts of said individual, I will immediately make arrangements for safe transportation. BEING THE PARENT OR LEGAL GUARDIAN OR LEGAL CUSTODIAN of said juvenile, I hereby authorize temporary detainment pursuant to applicable Wisconsin Statutes.

Signature

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.

EXTRADITION FORECAST

NAME _____

CHARGES _____

BOND AMOUNT _____

_____ WILL NOT EXTRADITE

_____ EXTRADITE ADJACENT STATES ONLY

_____ EXTRADITE WITHIN TWO-STATE RADIUS

_____ EXTRADITE WITHIN CONTINENTAL UNITED STATES

AUTHORIZATION _____
District Attorney/Assistant

DATE _____

Identity Theft File Consent Document

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

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

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

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

Signature

Date

Printed Name

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

REPORT CHARGE OUT SLIP

CASE NUMBER: _____ OFFENSE: _____

_____ ORIGINAL REQUESTED FOR COURT PURPOSES

_____ COPY PLACED IN FILE

_____ FOR EXAMINATION WITHIN THE DEPARTMENT - DESCRIBE BELOW

_____ OTHER:

DESCRIPTION OF DOCUMENTS:

RELEASED BY: _____

TAKEN BY: _____ DATE: _____

COMPLAINANT CONTACT FORMS

POSTCARD

DATE _____ CASE NO. _____

On _____ 20 _____ you reported the theft of _____
to the _____ Police Department. Presently, this case is held in our active files.

Please check appropriate statement below and return this card to our department within 5 days.

_____ I have recovered the item(s).
 _____ I have not received the item(s).
 _____ I have additional information. Please call me at phone: _____

_____ NAME _____ ADDRESS _____

Officer _____

TELEPHONE

Stolen Vehicle Validation _____ Police Department		R.D. No .		VALIDATION DATE
NAME OF OWNER				HOME PHONE
OWNERS ADDRESS				BUSINESS PHONE
VEH. YR	MAKE	MODEL	VIN	DATE REPORTED STOLEN
VEH. RECOV'D [] YES [] NO		DATE RECOV'D	IF RECOV'D HOW NOTIFIED [] POLICE [] OTHER	VEH INSURED [] YES [] NO
IF INSURED – NAME OF INSURANCE CO.				REIMBURSEMENT MADE [] YES [] NO
ADDRESS OF INSURANCE CO.				
COMMENTS:				
SIGNATURE OF INVESTIGATOR				STAR NO.
SIGNATURE OF SUPERVISOR				STAR NO.

LETTERS

DATE: _____

COMPLAINANT'S NAME: _____

COMPLAINANT'S ADDRESS: _____

RE: _____

ACCORDING TO OUR FILES, THE ABOVE ITEM(S) WERE REPORTED STOLEN ON _____, 20__ . (COMP# _____)

OUR RECORDS INDICATE THE ITEM HAS NOT BEEN RECOVERED.

WITHIN FIVE (5) DAYS OF RECEIVING THIS LETTER, PLEASE RETURN THIS LETTER TO OUR DEPARTMENT WITH THE CORRECT INFORMATION. THIS INFORMATION IS NEEDED TO UPDATE THE FILE.

_____ THE ITEM IS STILL STOLEN/MISSING. PLEASE RETAIN THE ENTRY. AS THE OWNER, I AM STILL WILLING TO RETRIEVE THE ITEM WHERE FOUND.

_____ THE ITEM IS STILL STOLEN/MISSING, BUT IS NO LONGER WORTH IT TO RETRIEVE IT. PLEASE CANCEL ENTRY.

_____ THE ITEM HAS BEEN RECOVERED. PLEASE CANCEL ENTRY.

APPROXIMATE DATE RECOVERED: _____

_____ THE ITEM HAS BEEN PAID FOR BY MY INSURANCE COMPANY.

NAME OF INS. CO. _____

ADDRESS _____

POLICY# _____

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,
POLICE DEPARTMENT/SHERIFF'S DEPARTMENT

VALIDATIONS/QUALITY CONTROL OFFICER

DATE

TO:

REF: _____

DEAR _____:

WOULD YOU PLEASE ADVISE THIS AGENCY IF THE ABOVE ITEM IS STILL CONSIDERED STOLEN OR IF IT HAS BEEN RECOVERED. WE NEED THIS INFORMATION TO UPDATE OUR FILES. IF WE DO NOT RECEIVE A REPLY WITHIN 20 DAYS, IT WILL AUTOMATICALLY BE REMOVED FROM THE STOLEN PROPERTY FILES.

THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

SHERIFF'S DEPT./POLICE DEPT.

SAMPLE AGENCY AGREEMENT

An agreement between the "Access Agency" and the "Indirect Access Agency", an authorized criminal justice / law enforcement agency receiving TIME System access through the "Access Agency".

Access Agency: <hr/>
Indirect Access Agency: <hr/>

The Wisconsin Department of Justice, Crime Information Bureau (CIB) operates the Transaction Information for the Management of Enforcement (TIME) System. The "Access Agency" has direct access to the TIME System and has signed an agreement with CIB. The "Access Agency" agrees to perform TIME System transactions on behalf of the "Indirect Access Agency" in accordance with this agreement and TIME System policies.

- 1) It is agreed that any information received from the Wisconsin TIME System shall be for authorized criminal justice / law enforcement purposes and is not to be disseminated to unauthorized agencies or individuals except as in accordance with public records requests.

A member of the public cannot request information directly from the TIME System. If a member of the public wishes to obtain information from one of the files available via the TIME System, the requester must contact the agency that owns the file (i.e. Department of Transportation for driver's license information, CIB for Wisconsin adult criminal history, etc.). Public records rules apply to requests for existing TIME System responses that were obtained in pursuance to the criminal justice / law enforcement agency's official duties and functions and are contained within agency case files. The TIME System interfaces with data files maintained by various data sources. The ability to redisclose information obtained from the TIME System, in response to a public records request for existing records, depends on: 1) Any restrictions imposed by the data source or applicable law, and 2) Your usual public records analysis. An agency may need to redact non-disclosable confidential data prior to release. For additional information on which data sources restrict or limit redisclosure see the TIME System manual found at <http://www.doj.state.wi.us/dles/cibmanuals>.

- 2) Information received from the TIME/NCIC Systems and exchanged between the agencies party to this agreement will be exchanged following the security controls and conditions specified in the CJIS Security Policy.
- 3) Under this agreement TIME System information may be released to other authorized criminal justice / law enforcement agencies; i.e. county District Attorney, prosecuting attorneys, courts, other law enforcement agencies. Wisconsin driver's license photos obtained via the TIME System may only be released to other authorized criminal justice / law enforcement agencies if the releasing and receiving agencies meet all the conditions imposed by state statute. The "Indirect Access Agency" will accept any and all responsibility for keeping accurate information in their logs according to NCIC, CIB and data service policies / procedures and applicable statutory provisions for secondary dissemination of information.

- 4) All records entered in the TIME System by the "Access Agency" Department on behalf of the "Indirect Access Agency" will contain the ORI of the "Indirect Access Agency". It is agreed that the "Indirect Access Agency" will continue timely follow up investigation regarding any and all cases in which wanted or missing persons and property have been entered. It is the responsibility of the "Indirect Access Agency" to maintain hard copy documentation of these entries according to CIB and NCIC policies and procedures. Any additional information received by the "Indirect Access Agency" will immediately be passed on to the "Access Agency" to update information entered. This information includes modifications, supplements and cancellations. Entry, Modify, Supplement and Cancellation verifications will be supplied to the "Indirect Access Agency" by the "Access Agency". The "Indirect Access Agency" will be responsible for monthly validation of all records entered with the "Indirect Access Agency" ORI.

or

All records entered in the TIME System by the "Access Agency" Department on behalf of the "Indirect Access Agency" will contain the ORI of the "Access Agency". It is agreed that the "Indirect Access Agency" will continue timely follow up investigation regarding any and all cases in which wanted or missing persons and property have been entered. It is the responsibility of the "Access Agency" to maintain hard copy documentation of these entries according to CIB and NCIC policies and procedures. Any additional information received by the "Indirect Access Agency" will immediately be passed on to the "Access Agency" to update documentation and information entered. This information includes modifications, supplements and cancellations. The "Access Agency" will be responsible for monthly validation of all records entered with the "Access Agency" ORI.

- 5) If the "Indirect Access Agency" is not a 24 hour operation, it shall provide a phone number(s) and have a contact person(s) available during off-duty hours to immediately check records and reply if another agency receives a NCIC/CIB hit and requests confirmation of wanted/stolen/missing status. (NCIC/CIB policy requires a ten (10) minute hit response for urgent requests.)
- 6) The "Indirect Access Agency" shall maintain accurate logs and proper hard copy documentation to have available for CIB and NCIC audits.
- 7) Each agency reserves the right to terminate this agreement with or without notice upon determining that the other agency has violated any law, rule or regulation concerning criminal justice information or violated the terms of this agreement.
- 8) Termination of this agreement shall not negate the obligation of either party to maintain records previously entered under this agreement to insure their accuracy and timeliness.
- 9) The "Indirect Access Agency" agrees to the above listed items as a condition to continue access to the TIME System through the "Access Agency".

"Indirect Access Agency"

"Access Agency"

Date

Date

RESOURCE INFORMATION

<u>SOURCE NAME</u>	<u>TELEPHONE NUMBER and/or WEBSITE</u>	<u>TERMINAL or NCIC IDENTIFIER</u>	<u>Email</u>
State Clearinghouse for Missing/Exploited Children & Adults	1-800-THE-HOPE		wimissingpersons@doj.state.wi.us
TIME Control Center	608 266-7633	TSCC	
Dept. of Transportation Vehicle Records Driver's Records	608 266-1466 608 267-1854	WREG WOLN	driverrecords.dmv@dot.state.wi.us
Compliance/Restoration	608 261-0409		
Division of Probation/ Parole Central Records	608 240-3750 888 222-4362		
Dept. of Natural Resources Enforcement Registration	608 266-2141 608 266-2621	WDNR RDNR	
National Insurance Crime Bureau (NICB) Insurance Services Office (ISO)	847 544-7000 https://claimsearch.iso.com	ILNICB000	
National Center for Missing or Exploited Children	1-800-THE-LOST www.missingkids.com	VA007019W	
National Crime Information Center (NCIC Recalls)	304 625-3020		acjis@leo.gov ioau@leo.gov
TIME System Policy	www.doj.state.wi.us/dles/cibmanuals		
TIME System Manual	www.doj.state.wi.us/dles/cibmanuals		
Wisconsin On-line Circuit Court Access (CCAP)	wcca.wicourts.gov		

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	dobersteincl@doj.state.wi.us
Training Officer	Donna Bente	608-264-9452	608-267-1338	bentedl@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			608-267-1338	
Fingerprint Identification (Wisconsin Crime Lab - Madison)	AFISCurt 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

TIME Agency Coordinator (TAC) Responsibilities

It shall be the responsibility of each local agency to designate a TAC. The TAC will act as the primary liaison between their agency and the Crime Information Bureau (CIB), regularly communicating with CIB, participating in sponsored meetings, and providing feedback and recommendations for system improvement. The TAC is normally TIME System certified. The TAC will ensure that all physical, personnel, computer and communications safeguards, and security are functioning properly and are in compliance with the Departme Of Justice (DOJ), Crime Information Bureau (CIB), National Crime Information Center (NCIC), and International Justice and Public Safety Information Sharing Network, (Nlets) rules and regulations to include:

- 1) Ensure within six months of employment or assignment that all personnel accessing TIME/NCIC have completed the required TIME System training. This includes eTIME, MDT/MDC, Basic & Advanced certifications and Security Awareness Training for IT staff that configure and maintain systems and networks with access to the TIME System and those with unescorted access to the secure location.
- 2) Ensure that each new employee reviews the TIME System New Operator Handout and demonstrates TIME System terminal operation.
- 3) Ensure agency complies with all applicable CJIS Security Policies.
- 4) Ensure their computer site and/or terminal areas have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment, display or to any criminal justice data.
- 5) Ensure all visitors to computer centers and/or terminal areas are accompanied by staff personnel at all times. Visitor access records must be maintained and reviewed for accuracy and completeness.
- 6) Ensure thorough background screening by the employing agency of personnel is required. State and national criminal history checks by fingerprint identification must be conducted within 30 days upon initial employment or assignment for all personnel who have authorized access to the TIME System and those who have direct responsibility to configure and maintain computer systems and networks with direct access to the TIME System and those with unescorted access to the secure location. The minimum check must include submission of completed applicant fingerprint cards to the FBI CJIS Division and the CIB through the state identification bureau. CIB and NCIC Wanted Person Files must also be checked. Sworn personnel who have been fingerprinted and certified by the Law Enforcement Standards Board already meet this requirement. Background re-investigations are recommended every 5 years as good business practice.
- 7) Ensure that all individuals who store, process and/or transmit information on the TIME System are uniquely identified. The unique identification can be in the form of a name, badge number, serial number or other unique alphanumeric identifier.
- 8) Ensure all certified operators and those accessing criminal justice information needing security awareness training have successfully passed the TIME System biennial written/computer based re-certification examination.
- 9) Ensure that TIME System Advanced Project results are reviewed with the employee when returned to the department.
- 10) Ensure that all certified operators are provided biennial Inservice training.
- 11) Ensure all computer terminals are updated with the most current version of TIME System software.

- 12) Ensure that the Portal 100 Authorization Form is properly completed, updated and forwarded to the Crime Information Bureau for personnel who will use the Portal 100 Software.
- 13) Provide instructional material for the functional use of the local equipment and formats to be used for TIME System applications.
- 14) Ensure TIME System Newsletters and related correspondences are disseminated and available to the appropriate personnel. This includes briefing administrative staff whenever appropriate.
- 15) Maintain records of all TIME System training, testing and proficiency affirmation.
- 16) Ensure that the Crime Information Bureau is notified in a timely manner when an individual's TIME System access should be deactivated. (Including, but not limited, to duty changes that no longer require TIME System access and those who are no longer employed by your agency.)
- 17) Ensure signed user agreements are on file with non-terminal users that the agency provides with TIME service/information.
- 18) Ensure Management Control Agreements are signed when appropriate.
- 19) Ensure all monthly validations are completed on time & exception report records are handled per instructions.
- 20) The TAC should understand the record system and communications capabilities of their agency.
- 21) Ensure that the CIB is advised of any change in the status of the TAC due to reassignment, promotions, etc.
- 22) The TAC is responsible for assisting the CIB and NCIC personnel throughout the agency during audits or other official visits.
- 23) Ensure the department has written policies and procedures in place as required by standards set by CIB and CJIS including, but not limited to disciplinary action for misuse of the TIME System and criminal justice information. Ensure policies and procedures are updated when necessary.
- 24) Ensure compliance with the criminal history record inquiry requirements of CIB/NCIC, to include creation of a secondary dissemination log, identifying the requesting individual, proper use of purpose codes and justification for each inquiry.

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

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

PSX	Protected person's sex	VLD	Validation date
PUR	Purpose code	VLN	Name of validator
PWD	Password	VMA	Vehicle make-Ford, Chevy, etc.
PWG	Person with information weight	VMO	Vehicle model-Taurus, Blazer, etc.
PWI	Person with information	VNP	Value of property recovered
RAC	Race	VOR	Value of other recovered property
RCA	Recovering agency case number	VRC	Value of recovered contraband
REG	Registration number	VRX	Corrective vision prescription
RES	Registration state	VST	Vehicle style-2 door, convertible, etc.
REY	Registration year	VYR	Vehicle year
RFP	Reason fingerprinted	WGT	Weight
RMI	Ransom money indicator	WNO	Warrant number
RPP	Reason for property record removal	ZIP	Zip code
RPR	Reason probation or release revoked		
RPS	Reason for person record removal		
RRI	Recovery agency identifier		
RSH	Related search hit		
SCI	Sentencing court identifier		
SCR	Scar		
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 officer's name		
SOS	Sexual offender status		
SOT	Supervising officers telephone number		
SOV	Sex of victim		
SRT	Sort parameters		
STA	State name		
SUPP	Supplemental		
SXP	Sexual predator indicator		
TAT	Tattoo		
TCN	Transaction control number		
TNO	Telephone number		
TOT	Type of transaction		
TTO	Identifying tattoos		
TYP	Type		
UNN	United Nations number		
USR	User code		
VCO	Vehicle color		
VIN	Vehicle identification number		