

4.1 AUTO ALERT FUNCTION

The LEADS Auto Alert File is an active file of all "stolen" Ohio registered vehicles. Any vehicle stolen in Ohio but registered in another state will only be entered in NCIC. The information about the vehicle can be stored, modified, canceled, located, or later retrieved for inquiry purposes. In order to make the information available to local and national law enforcement agencies, all proper LEADS auto alert entries are also entered in NCIC. This occurs as a result of the message keys being the same for the two systems. Acknowledgment will be received by the originating agency from both LEADS and NCIC.

For record purposes, a vehicle is any motor driven conveyance designed to carry its operator, except a boat. In addition, to conveyances meeting this definition, aircraft and trailers are also to be entered in the Vehicle File.

An add-on vehicle is any trailer stolen in conjunction with an automobile, tractor, truck, etc. On all add-on vehicle entries the vehicle model code; (VMO) must be "TL" to get the vehicle identification number (VIN) accepted by NCIC.

Presently the LEADS and NCIC Auto Alert Files have records for stolen vehicles, vehicles used in felonies, stolen or lost license plates, add-on vehicle and parts, and miscellaneous records.

NCIC has implemented a file for add-on vehicle records. This permits the entering agency to include a maximum of two stolen vehicles and seven stolen vehicle part records to a base stolen vehicle record. See Section 4.3 (Add-On Vehicle Feature) and 4.4 (Add-On Parts Feature) of this manual for additional information on the NCIC add-on features. Add-on records will contain the same vehicle, license plate, and part descriptive fields used in the base record format. The base stolen vehicle record and any add-on vehicle and/or add-on part record(s) will be identified by only one NCIC number (NIC).

4.2 BASE STOLEN AND FELONY VEHICLES

Stolen and felony vehicle entries made into the LEADS will also qualify for entry into the NCIC files, providing they meet the criteria established for such entries.

The criteria for making stolen and felony vehicle entries into LEADS/NCIC are:

1. The purpose of the Vehicle File is to provide assistance in the recovery of a stolen vehicle or a vehicle involved in the commission of a crime (felony vehicle) and in the recovery of a stolen vehicle part. Do not enter a vehicle which has already been located.
2. An unrecovered stolen vehicle can be entered when a theft report has been made. The entering agency must maintain the entry in an up-to-date status.

3. The state of registry can enter a record for a vehicle stolen in another state, after an inquiry within a reasonable period of time, discloses no record in NCIC. In this instance, the identity of the agency holding the theft report must be shown in the miscellaneous field.
Caution - Multiple entries can occur when this procedure is followed; therefore, it is imperative each agency immediately clear its record upon recovery of the vehicle.
4. A loaned, rented or leased vehicle not returned cannot be entered unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
5. A felony vehicle can be entered immediately providing the whereabouts of the vehicle is unknown.
6. An unrecovered VIN plate, Certificate of Origin (CTO) or Certificate of Title (CTT) (includes stolen blank CTOs and CTTs with a pre-assigned serial number, and CTOs and CTTs associated with a vehicle), a serially numbered stolen vehicle engine or transmission, as well as a backhoe, hay baler, etc., can be entered in file as a stolen vehicle part when a theft report has been made. Automotive accessories, such as tape decks, AM-FM radios, batteries, carburetors, etc., are to be entered in the Vehicle Parts File.

The stolen and felony vehicle records contain basic data about the vehicle, make, model, style, color, and registration. Any information helpful in identifying the vehicle or its occupants can also be recorded in the miscellaneous portion of the vehicle record. The following sections contain the necessary instructions for making stolen and felony vehicle entries.

The LEADS Vehicle and License Plate File will retain unrecovered or lost license plate records in the LEADS Auto Alert File for the remainder of the life of the current license plate, i.e., until tags with new color and alphanumeric combinations are issued. Stolen vehicle retention records containing a VIN or owner applied number (OAN) and stolen vehicle part records which contain an OAN or serial number (SER) will be the same as NCIC Policy, year of entry plus four years.

Unrecovered stolen vehicle records and unrecovered felony vehicle records, without a VIN or OAN will remain in file for 90 days after entry. They will be automatically removed from file at the next vehicle file purge following the minimum 90 day retention period.

4.2.1 How To Construct A Record

Add-on vehicle and part records use a combination of the fields listed in this section. However, when all the vehicle information is available, it must be entered for a more positive

identification. The following is a list of data that can be used in a vehicle, part, add-on vehicle and add-on part record:

FIELD	CODE	CHARACTERS
Message Key	MKE.....	4
Originating Agency*.....	ORI.....	9
License Plate Number	LIC	8
License Plate State	LIS.....	2
License Plate Year Expire.....	LIY	6
License Plate Type.....	LIT	2
Vehicle Identification Number	VIN	17
Year.....	VYR	2
Make	VMA	4
Model	VMO	3
Style	VST.....	2
Color	VCO	7
Date of Theft.....	DOT	6
Originating Agency Case Number.....	OCA	9
Serial Number	SER	20
Brand Name	BRA	4
Category Name	CAT.....	2
Miscellaneous	MIS	42
Owner Applied Number.....	OAN.....	20
NCIC Number.....	NIC.....	10
Engine Power or Displacement.....	EPD	5
Date of Cancel.....	DOC	6
Date of Recovery.....	DOR.....	6
Date of Locate.....	DOL	6
Recovering Agency Case Number.....	RCA	9

*Automatically entered by the LEADS.

The standard NCIC abbreviated codes will be used. For stolen license plate, stolen vehicle, stolen aircraft, and stolen snowmobile entries, refer to Part 8 of the NCIC Code Manual.

When the license plate number (LIC) exceeds the maximum eight characters allowed, use the last eight shown. When the VIN exceeds 17 characters, use the last 17 shown. The complete LIC and VIN are to be included in the miscellaneous field (MIS) of the record.

4.2.2 Entries: Stolen, Felony, Parts and Miscellaneous Vehicles

Each LEADS terminal agency can initiate entries into the files using the criteria set forth in the LEADS and NCIC Operating Manuals. Records can be entered with information on additional vehicles or vehicle parts. Additional information can be included in a base stolen vehicle record by using the add-on formats outlined in Section 4.3 and 4.4 of this manual.

To facilitate the entry of records into the LEADS and NCIC files, a series of formatted screens has been implemented. Section 3.13 of this manual outlines the formatted screen function. An explanation of the fields used in these formats appears with Section 4.2.1.

Fill each field in the formatted screen with complete vehicle information. Remember, the more information provided in the entry, the more positive the identification of a wanted vehicle. Refer to Part 8 of the NCIC Code Manual for additional data to be inserted in the records, i.e., color codes, make codes, etc.

When you complete any one field identified with an asterisk (*) shown in the format, then all fields identified with an asterisk must be used. This rule applies to the remainder of the format. All required fields are identified by underscores (_) in the format, and must be completed before transmitting, or the entry will be rejected. Any fields shown without symbols are optional. Once format information has been entered, then transmit. When the entry is accepted, you will get an automatic reply from LEADS and NCIC, with NCIC assigning the NIC to your entry.

Whenever an entry is made for a non-terminal agency, you must place the ORI of the agency holding the original record in the miscellaneous field.

These guidelines apply to all wanted vehicle entries. There are formatted screens for cancellations, clears, locates, entering stolen vehicles, vehicles with armed persons, vehicles to be fingerprinted, and stolen vehicle parts. Examples of each can be found in this section. All modifications of entries must be done manually. There are no formatted screens for modifications.

To retrieve the formatted screen for making stolen vehicle entries use one of the formats listed below. Type in an asterisk (*), the message key and transmit (TRANSMIT).

Stolen Vehicle	*EV (TRANSMIT)
Felony Vehicle	*EF (TRANSMIT)
Stolen Vehicle (Armed/Prints)	*EV-F (TRANSMIT)
Felony Vehicle (Armed/Prints)	*EF-F (TRANSMIT)
Stolen Vehicle (Armed)	*EV-A (TRANSMIT)
Felony Vehicle (Armed)	*EF-A (TRANSMIT)
Stolen Vehicle (Prints)	*EV-P (TRANSMIT)
Felony Vehicle (Prints)	*EF-P (TRANSMIT)

ENTRY FORMAT FOR STOLEN VEHICLE RECORDS:

```
#EV      LIC/***** LIS/** LIY/***** LIT/** VIN/+*****+ VYR/___
VMA/____ VMO/      VST/___ VCO/      /      DOT/_____ OCA/_____
MIS                                           OAN/
```

The entry formats for all vehicle entries are identical to the EV screen shown above. The only difference will be in the message key listed in the screen.

A miscellaneous entry can be made in the Ohio files using vehicle license data. The entry will be placed in the Entered Ohio (EO) file. The EO entry is to be used to enter a single missing Ohio license plate. See Section 4.5 of this manual for information on the EO entry.

The LIC or VIN, can be entered as an active record for an unofficial stolen vehicle; but you must state as the first item in the miscellaneous field the record is unofficial pending confirmation of being stolen. Once confirmation is made, then you must modify the miscellaneous field to delete the "unofficial pending confirmation" information.

After transmitting the entry, you will receive a message advising the record has been entered into LEADS, and forwarded to NCIC. NCIC will respond with the NIC. You are to record the NIC on your records for validation purposes.

Records can be entered into the files for individual stolen vehicle parts. Parts stolen in connection with a vehicle entered as a base record are to be entered as an add-on vehicle part. License data is prohibited in stolen part records to eliminate mistaking the EP for a vehicle record, see Section 4.3 of this manual for additional information.

Formatted screens are available for entering vehicle parts into the files. The information entered will be stored in the NCIC vehicle parts file only. LEADS does not maintain such a file.

FORMATTED SCREENS MESSAGE KEYS FOR STOLEN VEHICLE PARTS:

Stolen Vehicle Part	*EP (TRANSMIT)
Stolen Vehicle Part (Prints)	*EP-P (TRANSMIT)

ENTRY FORMAT FOR STOLEN VEHICLE PART RECORDS:

```
#EP      SER/***** BRA/____ CAT/___  
OAN/+++++ DOT/_____ OCA/_____  
MIS/_____ EPD/
```

Note: The engine power or displacement field (EPD) can be added after the miscellaneous field when needed.

The entry format for EP-P is identical to the EP screen shown above. The only difference will be in the message key.

4.2.3 Modify

To modify a stolen or felony vehicle record, use the message key "MV" (vehicle) or "MF" (felony). The record to be modified must be identified by the LIC and the originating agency case number (OCA). If the original entry was entered by the VIN only, the record must be identified by VIN and OCA number or NIC and OCA number. *Remember, use only one LIC, VIN or NIC to identify the record.* The fields to be modified are to be listed after the record identifier (LIC and OCA, etc.) followed by a slash (/) and the new information. All modifications are to be made manually. There are no formatted screen for modifications.

Stolen MV.LIC/ABC123.OCA/APD126.VCO/BLU(TRANSMIT)
Felony MF.LIC/ABC123.OCA/APD126.VCO/BLU(TRANSMIT)

4.2.4 Locate

A locate is placed on an entry after an agency has obtained confirmation from the entering agency to verify the active record is still valid.

After the recovering agency places a locate on the active record of the entering agency, the entering agency will receive a LEADS LOCATE NOTIFICATION teletype which will show the time, date, LIC or VIN of vehicle, OCA of the entering agency, and the ORI of the recovering agency. The entering agency will also receive an NCIC LOCATE NOTIFICATION (if the record is still in the NCIC files).

Formatted screens are available to place a locate on a vehicle or vehicle part entered by an Ohio agency. To identify the record to be located use the OCA and either the LIC, NIC, or VIN field. Any combination of these three (LIC, NIC, VIN) will cause the system to reject your entry. Out-of-state locates do not have formatted screens. Follow the example in the NCIC 2000 Operating Manual, Vehicle File, Section 6.

The originating agency will be advised the ORI of the recovering agency when the locate message is processed. The originating agency must evaluate the information received to determine if the record is to be cleared. A response is to be sent to the recovering agency by using the Hit Confirmation Format procedure outlined in this section.

When the originating agency makes the recovery of the wanted vehicle, and the vehicle is no longer wanted, it must be cleared from the files. Two locate messages on any one record will automatically remove that record from the file.

Locate Stolen Vehicle *LV(TRANSMIT)
Locate Felony Vehicle *LF(TRANSMIT)
Locate Vehicle Part *LP(TRANSMIT)

FORMATTED SCREEN TO PLACE A LOCATE - VEHICLE FILE RECORD:

#LV LIC/***** VIN/+++++ NIC/===== OCA/_____

DOL/ _____ LCA/

The formatted screen for LF will be identical to the LV screen shown above. The only difference will be in the message key listed in the screen.

FORMATTED SCREEN TO PLACE A LOCATE ON A VEHICLE PART:

#LP SER/***** NIC/+++++++ OCA/ _____
DOL/ _____ LCA/

4.2.5 Clear

Clearance of a record is restricted to the agency who entered the record. A clear message is transmitted:

1. When the agency recovering the vehicle is the agency who entered the record.
2. When the agency who entered the record is officially advised the vehicle has been recovered by another agency.

Any add-on vehicle or add-on part appended to a base vehicle record will be cleared when the base record is cleared. If the add-on vehicle or part has not been recovered, a record(s) must be re-entered for the unrecovered vehicle or part. (See Section 4.3 and 4.4 of this manual for further explanation on add-on vehicle and part information.)

When it has been determined the vehicle or part entry is invalid, or no longer wanted by your agency, then the record must be removed by use of a "Cancel" (see Section 4.5.6 of this manual).

Formatted screens are available to clear a record in the LEADS/NCIC vehicle file. To identify the record to be cleared use the OCA and either the LIC, NIC, or VIN field. Any combination of these three (LIC, NIC, VIN) will cause the system to reject your entry and you will get the response "TOO MANY KEY FIELDS." Use the OCA and LIC or OCA and VIN fields as your first choices. Using these combinations will clear the entry from LEADS and NCIC.

FORMATTED SCREEN MESSAGE KEYS USED TO CLEAR VEHICLE RECORDS:

Clear Stolen Vehicle *CV (TRANSMIT)
Clear Felony Vehicle *CF (TRANSMIT)
Clear Vehicle Part *CP (TRANSMIT)

FORMATTED SCREEN TO CLEAR VEHICLE RECORDS:

#CV LIC/***** VIN/+++++++ NIC/===== OCA/ _____
DOR/ _____ ORI/ RCA/

The clear format for CF is identical to the CV screen shown above. The only difference will be in the message key listed in the screen.

NOTE: If the vehicle is in both LEADS and NCIC, DO NOT clear by the NIC number and OCA since this does not clear the LEADS entry, it only removes the NCIC portion of the entry.

FORMATTED SCREEN TO CLEAR A VEHICLE PART:

```
#CP      SER/***** NIC/+++++++ OCA/_____  
DOR/____ ORI/          RCA/
```

This format will clear your entry in the NCIC vehicle part file, as LEADS does not have a file of this type.

4.2.6 Cancel

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determined the record is invalid. For example, a record resulting from a fictitious or false theft report.

Any add-on vehicle or add-on part appended to a base vehicle record will be canceled when the base vehicle record is canceled. If the add-on vehicle or part has not been recovered, the record(s) must be re-entered for the unrecovered vehicle or part.

Formatted screens are available to cancel a record in the LEADS vehicle file. To identify the record to be canceled use the OCA and either the LIC, NIC, or VIN field. Any combination of these three (LIC, NIC, VIN) will cause the system to reject your entry. Use the OCA and LIC or OCA and VIN fields as your first choices. Using these combinations will clear the entry from LEADS and NCIC.

FORMATTED SCREEN MESSAGE KEYS USED TO CANCEL VEHICLE RECORDS:

Cancel Stolen Vehicle	*XV (TRANSMIT)
Cancel Felony Vehicle	*XF (TRANSMIT)
Cancel Vehicle Part	*XP (TRANSMIT)
Cancel Ohio Only License Plates	*XO (TRANSMIT)

FORMATTED SCREEN TO CANCEL VEHICLE RECORDS:

#XV LIC/***** VIN/+++++ NIC/===== OCA/_____
DOC/_____

NOTE: If the vehicle is in both LEADS and NCIC, DO NOT cancel by the NIC number and OCA since this does not cancel the LEADS entry, it only removes the NCIC portion of the entry.

FORMATTED SCREEN TO CANCEL OHIO ONLY LICENSE PLATES:

#XO LIC/_____ OCA/_____ DOC/_____

The cancel format for XF is identical to the XV screen shown above. The only difference will be in the message key listed in the screen.

FORMATTED SCREEN TO CANCEL A VEHICLE PART:

#XP SER/***** NIC/+++++ OCA/_____
DOC/_____

This format will cancel your entry in the NCIC vehicle part file, as LEADS does not have a file of this type.

4.2.7 Inquiry

To make an inquiry on a possible stolen or felony vehicle, which has been entered into the LEADS Auto Alert File, enter only the LIC of the current year of the registered vehicle. No message key is required. This searches only LEADS files to give the officer on the road an instant response indicating the vehicle is wanted.

Use the QV function to search LEADS and NCIC license and VIN files, and the RP function to obtain registration information.

The inquiry *examples* shown below are for a passenger car and a truck.

BMV001 (TRANSMIT) 14A234 (TRANSMIT)

When you make a vehicle ownership inquiry using the LIC or VIN, the information will be checked in both the LEADS and NCIC stolen vehicle record files. If there is a positive response to the inquiry it will appear in a pop-up window and an audible tone will be heard. To silence the audible tone and have the pop-up window remain on the screen for a short time, use Alt A. To close the pop-up window or remove it from the screen and silence the tone, use Alt Q.

Out-of-state vehicle inquiries can be made using either the LIC and two character state code of the license plate or the VIN with the message key "QV" as follows:

QV.LIC/WDB123.LIS/MI (TRANSMIT) or
QV.VIN/1G1AW27K8B4237599 (TRANSMIT)

Additional information on out-of-state inquiries can be found in Section 7 of this manual.
Example of a stolen vehicle inquiry response by license:

QV.OH0650000.LIC/WDB123.LIS/MI
SENT TO NCIC

NIF A-A
NIF W-W

MKE/STOLEN VEHICLE
ORI/MI1234567 LIC/ WDB123 LIS/MI LIY/89 LIT/PC
VIN/3N69H5W109954 VYR/85 VMA/OLDS VMO/ROY VST/4D VCO/RED
DOT/022389 OCA/TEST ONLY
NIC/V123456789
ORI IS MICHIGAN SP ANYTOWN MI
IMMED CONFIRM RECORD WITH ORI

Example of a stolen vehicle inquiry response by VIN:

QV.OH0650000.VIN/3N69H5W109954
SENT TO NCIC

NIF A-A
NIF W-W

FROM NCIC
OH0650000

MKE/STOLEN VEHICLE
ORI/MI1234567 LIC/ WDB123 LIS/MI LIY/89 LIT/PC
VIN/3N69H5W109954 VYR/85 VMA/OLDS VMO/ROY VST/4D VCO/RED

DOT/022389 OCA/TEST ONLY
MIS/TEST RECORD ONLY
NIC/V123456789
ORI IS MICHIGAN SP ANYTOWN MI
IMMED CONFIRM RECORD WITH ORI

The format of the stolen vehicle and felony vehicle record responses will be in the same sequence the data was entered.

The above sample response contains information on the stolen vehicle. See Sections 4.3 and 4.4 of this manual for further explanation on add-on vehicles and add-on parts. For additional information see the NCIC 2000 Operating Manual, Introduction, Section 3.5, for the proper procedure in handling active responses (hits).

When a warrant or wanted persons record is entered with the stolen vehicle record, you will receive information on the person and warrant at the time the stolen vehicle entry is returned to you. This data will appear below the vehicle information on the printout.

When more than one warrant is included with the stolen vehicle record, you will receive the vehicle information and a listing of the LEADS identification number (LID) for each wanted persons record. To obtain information on the W&W file record(s), you must make an inquiry on each LID. The format used to obtain LID information is located in Section 6.2.2.

When there is no active stolen record in the files, you will receive a message from both LEADS and NCIC. The response will be addressed to your terminal ORI and will list the information submitted in your inquiry (either LIC or VIN).

Examples of stolen/felony vehicle inquiry negative response:

```
QV.OH0650000.LIC/AAA111.LIS/OH  
SENT TO NCIC  
  
NIF A-A  
NIF W-W  
  
FROM NCIC  
OH0650000  
NO RECORD      LIC/      AAA111 LIS/OH
```

4.3 ADD-ON VEHICLE FEATURE

NCIC has implemented enhancements to the stolen vehicle file to permit the entry of additional vehicle and part information to a base vehicle record. The add-on feature will allow users to link together a stolen vehicle and its component parts (previously entered in the Article File) in a series type record within the same file. A maximum of two stolen vehicle records can be added to a base stolen vehicle record already on file. Only the agency making the original vehicle entry can append add-on vehicle and part records. See Section 4.2 for additional information on base vehicle records.

Definition of an add-on vehicle - An add-on vehicle is any trailer stolen in conjunction with an automobile, tractor, truck, etc., or any additional license data for a base vehicle which was registered in more than one state at the time of theft.

For example, a farm tractor is stolen and at the time it was on a trailer and a harrow was attached to the tractor. The tractor would be entered as a base vehicle record, the trailer would be an add-on vehicle and the harrow an add-on part. An inquiry on any one of the pieces of property will pull the entire record, i.e., base, add-on vehicle, and part.

Additionally, the add-on feature allows users to establish one base vehicle record with add-on records for a multiple theft. For example, an automobile is stolen and at the time of theft a trailer was attached which was carrying an engine and transmission. The automobile would be entered as the base record, the trailer would be an add-on vehicle record, the engine and transmission would be add-on parts records.

You will note some of the entry formats now include a caption for the owner applied number (OAN) field. State-assigned vehicle identification numbers (SVIN) previously allowed in the VIN field must now be entered in the OAN field. Miscellaneous information can still be entered the MIS field.

An add-on vehicle record and add-on part record can be appended to a stolen vehicle record (message key EV) only. Add-on records cannot be appended to felony records (message key EF) or stolen part (message key EP) records.

4.3.1 How to Construct an Add-On Record

A maximum of two stolen vehicles and seven stolen parts can be appended as add-on records to a base stolen vehicle record already on file with NCIC. Add-On records will contain the same license plate, vehicle, and part descriptive fields as in the base record formats. The base stolen vehicle record, add-on vehicle and/or add-on part record will be identified by only one NIC (the NIC of the original base vehicle entry). See Section 4.4 of this manual for add-on parts information.

The base vehicle record must be made before appending add-on vehicle or part information. Neither vehicle entry can be made with the original "EV" message key.

Identity of the base record to which the add-on is to be appended must be designated by the LIC and OCA, NIC and OCA or VIN and OCA. When license plate information is present in the base vehicle record, use the LIC and OCA as your first choice.

As a group, LIC, LIS, LIY, LIT, VIN, VMA and OAN cannot be identical to those corresponding fields in the base vehicle record or any previously entered add-on vehicle.

On all add-on vehicle entries, the vehicle model (VMO) must be "TL" for the VIN to be accepted by NCIC. See the NCIC 2000 Operating Manual, Vehicle File, Section 8.3.

When the formatted screen has been transmitted, and accepted, you will receive a response from both LEADS and NCIC (or from NCIC only if your entry does not have license data to qualify for LEADS files).

LEADS will respond with a copy of the base vehicle record and the add-on vehicle record. Each record will be identified with the proper message key EV and EVS1 or EVS2. At the bottom of the response will be the wording "ADD-ON RECORD UPDATED". The response will contain the fields used in your entry, i.e., NIC, LIC, or OAN.

NCIC will respond with information on the record being updated, i.e., the response will list the NIC, LIC, VIN or OAN and the indicator EVS1 or EVS2 to show the record was appended.

Additional Guidelines for an Add-On Record Entry - At least one numeric identifier must be present in an add-on vehicle record entry. Searchable numeric identifiers are LIC, VIN and OAN. When LIC is present, all other license data, i.e., LIS, LIY, and LIT must be included. When license is present, use LIC and OCA as your first choice.

The edits listed in Part 1, Section 1.6 of the NCIC Operating Manual for base records also apply to add-on records.

Note: For an add-on vehicle entry, the VMO must be TL and the VYR field is mandatory. If an add-on vehicle record does not have an OAN the user can end the entry after the MIS field.

Criteria for Rejecting Duplicate Record Entries - Three identifiers in an add-on vehicle entry will be searched to determine if a duplicate EV/EVS entry exists. The fields used to determine the reject-on-file status are:

LIC/ LIS/ LIY/ LIT/ and ORI/
OAN/ VMA/ OCA/ and ORI/
VIN/ VMA/ and ORI/

Once the information has been entered in the format, press the "XMIT" key. LEADS/NCIC will perform a series of edits. Some of the most common errors or entry are:

<u>FIELD</u>	<u>CODE</u>	<u>EDITS</u>
Message Key	MKE	Must be EVS1 or EVS2. It cannot be the same as the previously entered vehicle add-on which is still active.
Originating Agency Identifier	ORI	Must be the same as the ORI in the base record.
Owner Applied Number	OAN	Maximum of 20 alphanumeric characters, the cannot be identical to the VIN.

At least one searchable identifier, i.e., LIC, VIN, or OAN must be present. When LIC is present, LIS, LIY, and LIT must also be included. When VIN or OAN is present, VMA must be included. For additional edit information, see Part 1.6 of the NCIC Operating Manual.

4.3.3 Modify

Modification of add-on vehicle information is not possible. You must cancel the add-on record and enter the correct information by using the EVS formatted screen. Refer to Section 4.4.5 for information on canceling add-on vehicle records.

4.3.4 Locate

Any agency which recovers an add-on vehicle record or add-on part record must place a locate message on the active add-on part record(s). First, obtain confirmation from the entering agency to verify the active record is still valid, then place a locate message on the record of the add-on vehicle or add-on part.

A vehicle add-on record (EVS) must be located with the message key LVS. The fourth position of the MKE identifies the specific vehicle add-on to be located. The add-on vehicle to be located must be identified by the LIC number and OCA, or VIN and OCA, in that order.

When the vehicle entered in the base vehicle record, and the add-on vehicle(s) appended to the base vehicle record have been recovered, the recovering agency is to use the "LV" message key to place the locate. A locate message key with LV will locate a base vehicle record and all add-on vehicle(s) and part(s). The LV message is to be used only when the base and its associated add-on record(s) have been recovered, or when only the base vehicle has been recovered. Any wanted vehicle or part not recovered must be re-entered using the "EV" and "EP" message keys.

After the recovering agency places a locate on the active record of the entering agency, the entering agency will receive a LEADS LOCATE NOTIFICATION response which will show the time, date, LIC or VIN of vehicle, OCA of the entering agency, and the ORI of the

The add-on feature allows users to link together a stolen vehicle and its component parts in a series type record within the same file. A maximum of seven stolen add-on part records can be added to a base stolen vehicle record already on file. Only the agency making the original base vehicle entry can append add-on vehicle and vehicle part records.

Definition Of An Add-On Part - An add-on part is any integral or component vehicle part, e.g., engine, transmission, harrow, backhoe, etc., stolen in conjunction with a vehicle for which a base vehicle record is already established.

For example, a farm tractor is stolen and at the time it was on a trailer and a harrow was attached to the tractor. The tractor would be entered as a base vehicle record, the trailer would be an add-on vehicle and the harrow an add-on part. An inquiry on any one of the pieces of property will pull the entire record, i.e., base, add-on vehicle, and part.

Additionally, the add-on feature allows users to establish one base vehicle record with add-on records for a multiple theft. For example, an automobile is stolen and at the time of theft a trailer was attached which was carrying an engine and transmission. The automobile would be entered as the base record, the trailer would be an add-on vehicle record, the engine and transmission would be add-on parts records.

An add-on part record can be appended to a stolen vehicle record (message key EV) only. Add-on records cannot be appended to felony (EF) or stolen part (EP) records.

4.4.1 How to Construct an Add-On Part Record

A maximum of two stolen vehicles and seven stolen parts can be appended as add-on records to a base stolen vehicle record already on file with NCIC. Add-on records will contain the same license plate, vehicle, and part descriptive fields as in the base record formats. The base stolen vehicle record, add-on vehicle and/or part record will be identified by only one NIC (the NIC of the original base vehicle record), see Section 4.4 of this manual for add-on vehicle information.

The base vehicle record must be made before appending add-on part information. The fields used in the add-on part record will link the add-on part information with the base vehicle record. See Section 4.2.1 for an explanation of the fields.

Add-on vehicle part records are identified with message keys: EPS1 through EPS7. The full message key EPS1 through EPS7 is to be used to identify the add-on record when updating a record. It is important to remember to use the proper add-on number in the add-on message key.

The standard NCIC codes are to be used in an add-on vehicle record. These codes can be found in Part 8 of the NCIC Code Manual.

4.4.2 Entries: Add-On Part Data

LEADS will respond with a copy of the base vehicle record and the add-on part record. Each record will be identified with the proper message key EV and EPS (and the number of the add-on part record). At the bottom of the response will be the wording "ADD-ON PART RECORD UPDATED". The response will contain the fields in your entry. i.e., NIC, LIC, or OAN.

Additional Guidelines for an Add-On Record Entry - At least one numeric identifier must be present in an add-on part record entry. Searchable numeric identifiers are SER and OAN. The edits listed in the NCIC 2000 Code Manual, Vehicle File, Section 8.1, for base records also apply to add-on records.

Criteria for Rejecting Duplicate Record Entries - The three identifiers in an add-on part entry will be searched to determine if a duplicate EP or EPS entry exists. The fields used to determine the reject-on-file status are:

SER/ BRA/ CAT/ and ORI/
 OAN/ BRA/ CAT/ OCA/ and ORI/

Once the information is entered in the format, transmit. LEADS/NCIC will perform a series of edits. Some of the most common errors of entry are:

<u>FIELD</u>	<u>CODE</u>	<u>EDITS</u>
Message Key	MKE	Must be EPS1 through EPS7. It cannot be the same as a previously entered vehicle part add-on which is still active.
Originating Agency Identifier	ORI	Must be the same as the ORI in the base record.
Serial Number	SER	Maximum of 20 alphanumeric characters. Single zero only, run of zeroes only, single alphacharacter only, or run of alphacharacters only cannot be used.
Brand	BRA	Must be at least two characters and equal one of the valid codes from the NCIC Code Manual.
Category	CAT	Must be 2 characters and equal one of the valid codes from the NCIC Code Manual.
Owner Applied Number	OAN	Maximum of 20 alphanumeric character. The OAN cannot be identical to the VIN.

4.4.3 Modify

Modification of an add-on part record is not possible. You must cancel the add-on record and enter the correct information by using the EPS formatted screen. Refer to Section 4.4.5 for information on canceling add-on part records.

4.4.4 Locate

Any agency who recovers an add-on vehicle record or add-on part record must place a locate message on the active add-on vehicle or add-on part record(s). First obtain confirmation from the originating agency to verify the active record is still valid, then put a locate message on the record of the vehicle or part.

An add-on vehicle part record (EPS) must be located with the message key LPS. The fourth position of the MKE identifies the specific add-on part record to be located. The add-on part to be located must be identified by LIC and OCA, NIC and OCA or VIN and OCA.

After the recovering agency places a locate on the active record, the originating agency will receive a LEADS LOCATE NOTIFICATION response which will show the time, date, LIC or VIN of the base vehicle, OCA of the entering agency, and the ORI of the recovering agency. The entering agency will also receive a NCIC LOCATE NOTIFICATION (if the record is still in the NCIC files).

Formatted screens are available to place a locate on an add-on vehicle or add-on part record. Certain combinations of fields will generate a locate message. Use only one of the LIC, NIC, or VIN fields. Any combination of these three will cause the system to reject your entry. Make sure you fill in the numerical identifier (1 through 7) to identify the add-on part to be located.

The originating agency will be advised the ORI of the recovering agency when the locate message is processed. The originating agency is to evaluate the information received to determine if the record is to be canceled. When the originating agency makes the recovery of the wanted part, and the part is no longer wanted, it must be canceled from the files. Two locates placed on any one record will automatically remove that record from the files.

When the base vehicle record is located, and the record is removed, any appended add-on vehicle part records will be removed at the same time. Any wanted vehicle or part not recovered must be re-entered using the "EV" and "EP" message keys.

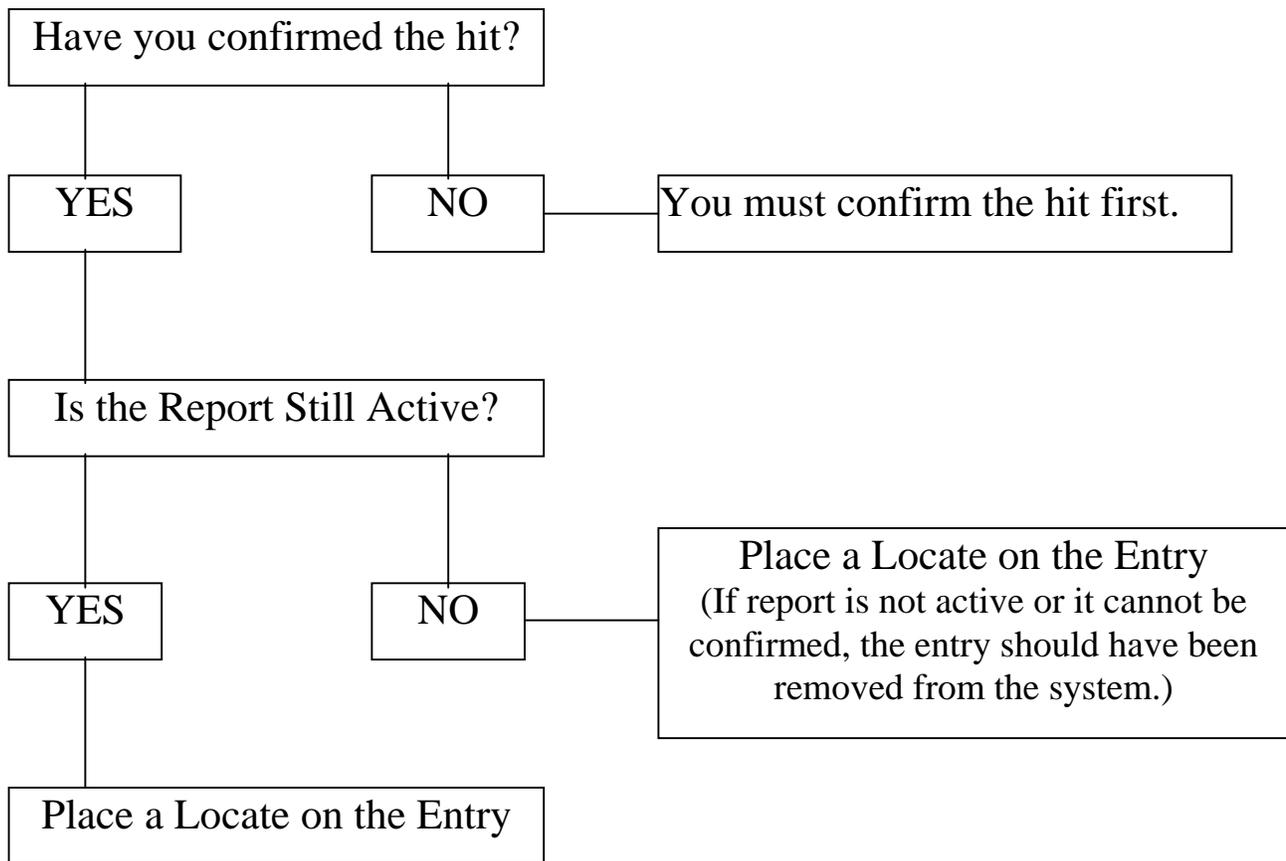
FORMATTED SCREEN MESSAGE KEYS TO LOCATE ADD-ON PART RECORDS:

Locate Add-On Part Record *LPS (TRANSMIT)

FORMATTED SCREEN TO LOCATE ADD-ON PART RECORDS:

#LPS_ NIC/ , , , , , , , , LIC/ , , , , , VIN/ , , , , , , , , , , , , , , OCA/ _____
DOL/ _____ LCA/

The flow chart is to be used as a guide to determine when a locate should be placed on a record.



4.4.5 Clear/Cancel

To remove an add-on part record from a base vehicle record the originating agency must use the cancel function. *There are no "clear" formats for removing add-on vehicle records.*

When it is determined the add-on vehicle or part entry is invalid, no longer wanted by your agency, or the part is recovered, then the record is to be removed. An add-on record can be canceled by using a cancel message (XPS). Add-on vehicle and part records appended to a base vehicle record will be deleted from file whenever the base vehicle record has been cleared/canceled.

This section of the Auto Alert File provides specific information on stolen or missing license plates. Entries made into LEADS will also qualify for entry into NCIC providing they meet the criteria established for such entries.

The criteria for making stolen and missing license plate entries into LEADS/NCIC are:

1. Unrecovered stolen license plate(s) when a theft report has been made.

Entries are usually limited to instances where all plates issued are reported stolen. In a two-plate state where only one plate is reported stolen, an entry is permitted provided the entering agency is assured the remaining plate will not be used on a vehicle. Certain plate types in which only one plate is issued, (i.e. motorcycle, trailer), can be entered in NCIC.

2. Lost license plates, without a theft report on file can be entered, when there is reasonable assurance the plate is actually lost, and in the case of a two-plate state, the remaining plate is not used.

NCIC does not permit entry of a single missing plate in a two-plate state, but it can be entered in the LEADS Auto Alert File in the "Enter Ohio Only" (EO) File. This is a miscellaneous file which will permit entry of information on a lost single license plate, or used to list information on an Attempt-To-Locate (ATL).

Entry to this file is not appropriate for towed vehicles and vehicles not returned to owner/leasee (conversion violation). ATL's can be entered, but require a follow-up for timely removal. It is not to be used as a tracking system for vehicles.

All entries into the EO File must be supported by a source document. At the time of the 90 day validation, the entry will be purged and a listing of the purged records will be provided to the entering agency with the validation materials. The entering agency, after review and determination of need, can re-enter the record. The record will remain in the file for 90 days as the purge, review, re-enter cycle begins again.

When the owner of the license plate applies to the BMV for a replacement tag, the BMV will update the information on file to show the replacement information, i.e., you will receive a message similar to: "Replaced by (replacement license number)" when making inquiries into the Vehicle Registration (RP) File. QV and Auto Alert File inquiries will not show the replacement tag information. You are to make a RP File inquiry when there is any doubt on the validity of the stolen/missing tag.

The stolen and missing license plate file contains basic data on the license plate, i.e., plate number, state of registration, year of expiration, license plate type and date of theft. Any information to assist in the recovery of the plate is to be listed in the miscellaneous field.

Unrecovered stolen license plates will remain LEADS/NCIC stolen License Plate File for a period of one year after the end of the expiration year as shown in the record.

Unrecovered nonexpiring (i.e., city, county, state, historical) stolen license plates will remain in LEADS/NCIC for the balance of the year of entry plus an additional four years.

4.5.1 How To Construct a Record

The maximum record size that can be entered for any stolen or missing license plate is listed below. The required data for entering a stolen or missing license plate includes all fields except the miscellaneous field. The following is a description of the stolen and missing license plate record file.

<u>FIELD</u>	<u>CODE</u>	<u>CHARACTERS</u>
Message	MKE.....	4
Originating Agency*	ORI.....	9
License Plate Number	LIC	8
License Plate State	LIS.....	2
License Plate Year Expire.....	LIY	6
License Plate Type.....	LIT.....	2
Date of Theft	DOT	6
Originating Agency Case Number.....	OCA	9
Miscellaneous	MIS	13

*Automatically entered by the LEADS.

When the license plate number (LIC) exceeds the maximum eight characters allowed, use the last eight shown. The standard NCIC abbreviated codes will be used. Refer to Part 8 of the NCIC Code Manual.

4.5.2 Entries: Stolen and Missing License Plates

Each LEADS terminal agency can initiate entries into the files using the criteria set forth in the LEADS and NCIC Operating Manuals. To facilitate the entry of the records into the LEADS and NCIC files, a series of formatted screens is available. Section 3.13 of this manual outlines the formatted screens function.

Fill in each field in the formatted screen with complete license information. All fields listed in the format are required for making the initial record entry, with the exception of the miscellaneous field which is optional. Remember any fields identified with a series of underscores (_) is a required field. Refer to Part 8 of the NCIC Code Manual for additional information on state and country codes.

When entering a stolen or missing dealer license plate, enter the plate series number first (the small numbers listed on the plate), followed by a dash (-). Then enter the dealer plate number (the large numbers listed on the plate). If the dash is not used, your entry will be rejected as an invalid dealer plate entry. The plate series number can be any number between 1 and 999. The dealer plate number may be either 3 or 4 characters long and may contain numbers or a combination of numbers and letters.

For example, dealer plate 91234 would be entered as: 9-1234.

When the entry is accepted, you will get an automatic reply from LEADS and NCIC, with NCIC assigning the NIC to your record.

Whenever an entry is made for a non-terminal agency, you must place the ORI of the agency holding the original record in the miscellaneous field.

Formatted screens are available for locates, clears, and cancellations of license plate records. Fill in the screen with complete information before transmitting. There are no formatted screens for modifications. All modifications must be done manually.

Stolen/Missing License Entries	*EL (TRANSMIT)
Missing Single License Plate	*EO (TRANSMIT)

ENTRY FORMAT FOR STOLEN/MISSING LICENSE PLATES:

#EL LIC/_____ LIS/___ LIY/_____ LIT/___ DOT/_____
OCA/_____ MIS/

ENTRY FORMAT FOR A MISCELLANEOUS RECORD:

#EO LIC/_____ LIY/_____ LIT/___ OCA/_____
MIS/_____

4.5.3 Modify

To modify a stolen or missing license plate entry, use the message key ML. The record to be modified must be identified by the LIC and the OCA. The fields to be modified are shown after the field identifiers. The data following a slash (/) will replace the data already in the record. In the example shown below, the license year of expiration will replace the year presently shown in the record with 053194.

ML.LIC/ABC123.OCA/4321.LIY/053194 (TRANSMIT)

4.5.4 Locate

Any agency who recovers a license plate with an active record on file, must place a locate message on the record. First obtain confirmation from the entering agency to verify the active record is still valid, then put a locate on the license plate record.

After the recovering agency places a locate on the active record of the entering agency, the entering agency will receive a LEADS LOCATE NOTIFICATION teletype which will show the time, date, license number, OCA of the entering agency, and the ORI) of the recovering agency. The entering agency will also receive a NCIC LOCATE NOTIFICATION (if the record is still in NCIC).

Formatted screens are available to locate a license plate entry in the LEADS license plate file. To identify the record use the OCA and either the LIC, or NIC field. Any combination of these two (LIC, NIC) will cause the system to reject your entry. Out-of-state locates must follow the NCIC 2000 Operating manual format. This is in the Vehicle File, Section 6.2.

When the entering agency receives a locate message from NCIC, it will include the ORI of the agency making the locate on the wanted license plate. The entering agency must evaluate the information received to determine if the record is to be cleared.

When the entering agency makes the recovery of the wanted license plate, and the plate is no longer wanted, it must be cleared from the files. Two locates posted on any one record will automatically remove that record from file.

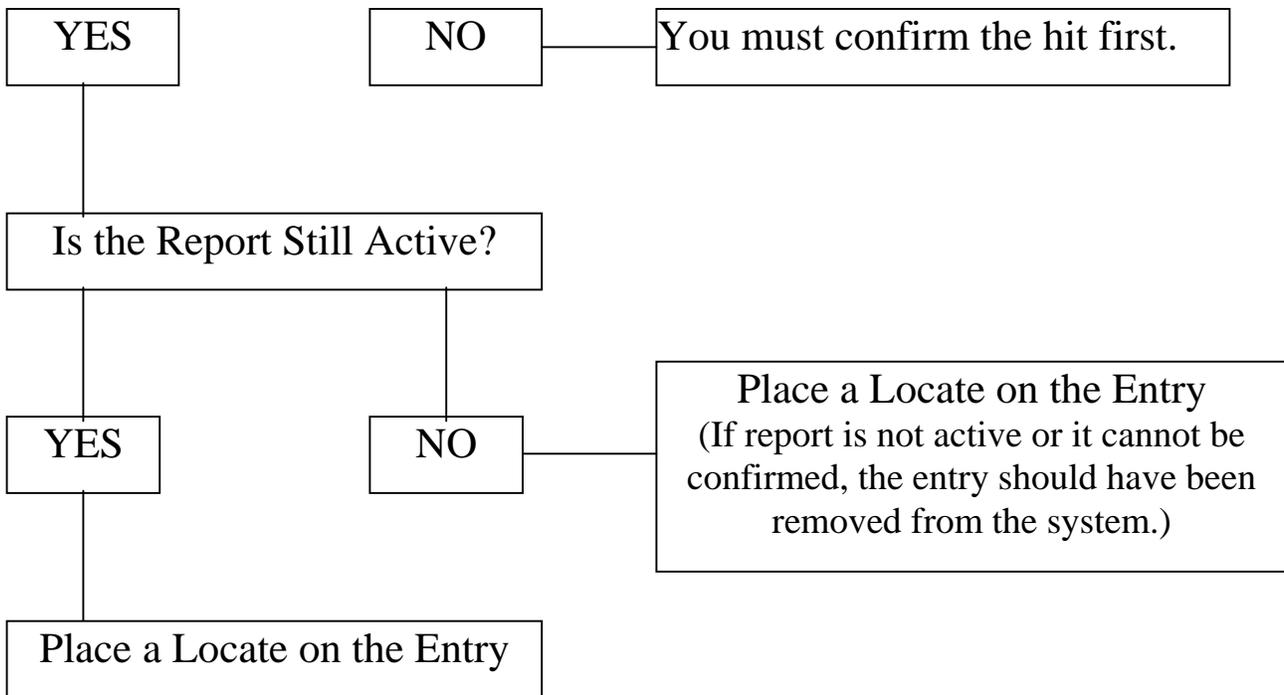
Locate Stolen License Plate *LL (TRANSMIT)

FORMATTED SCREEN TO PLACE A LOCATE ON A LICENSE PLATE RECORD:

```
#LL    LIC/***** NIC/+++++++ OCA/_____  
DOL/____ LCA/
```

The flow chart is to be used as a guide to determine when a locate should be placed on a record.

Have you confirmed the hit?



4.5.5 Clear

Clearance of a record is restricted to the agency who entered the record. A clear message is transmitted:

1. When the agency recovering the license plate is the agency who entered the record.
2. When the agency who entered the record is officially advised the license plate has been recovered by another agency.

When it is determined the license plate entry is invalid, or no longer wanted by your agency, the record must be removed by use of a "Cancel" (see Section 4.5.6 of this manual).

Formatted screens are available to clear a record in the LEADS/NCIC stolen license plate file. To identify the record use the OCA and either the LIC, or NIC field. The system will reject your clear entry when both are used. Use the OCA and LIC fields as your first choice.

Clear Stolen License Plate

*CL (TRANSMIT)

FORMATTED SCREEN TO CLEAR LICENSE PLATE RECORDS:

```

#CL      LIC/***** NIC/+++++++ OCA/_____
DOR/____ ORI/          RCA/
  
```


To display the Hit Confirmation REQUEST FORMAT screen, key in HCS . 1 (TRANSMIT).
 You will receive the following:

```

HCU.1*                               HIT CONFIRMATION REQUEST
ORI/
MSG: _____ TO: _____ CTR/ _____
RTY/___ RNO/___ PRI/___ OCA/_____ LID/_____ NIC/_____
STOLEN VEHICLE - LIC/_____ AND/OR VIN/_____
                VYR/___ VMA/_____
WANTED/MISSING PERSON - NAM/_____ DOB/_____ SEX/___
PROTECTION ORDER - NAM/_____ DOB/_____ SEX/___
STOLEN LICENSE PLATE - LIC/_____ LIS/___ LIY/___ LIT/___
STOLEN GUN - SER/_____ CAL/___ MAK/___ MOD/_____
STOLEN ARTICLE - TYP/_____ SER/_____ BRA/_____
STOLEN SECURITY - TYP/___ SER/_____ DEN/_____
STOLEN BOAT - REG/_____ AND/OR BHN/_____
              BMA/_____
STOLEN PART - SER/_____ BRA/___ CAT/___
RNA/_____ RAG/_____
PHO/_____ EXT/___ FAX/_____
REM/_____
_____
_____
_____
_____
_____
  
```

Data Field Descriptions:

- HCU.1 Automatically entered by LEADS.
- ORI/ Up to five (5) destination ORIs can be entered in this field, each separated by a comma.
- MSG/ Free text entry of up to 12 characters for a message number.
- TO/ Name of agency where the message is being sent, maximum 25 characters.
- CTR/ Control field, used by NLETS. If you are responding to a message which includes the control field, you must include the field in any response. This field must be prefaced with an asterisk (*).
- RTY/ Record type, must be one of the following types: SV - stolen vehicle, WP - wanted, MP - missing person, SL - stolen license plate, SG - stolen gun, SA - stolen article, SS - stolen security, SB - stolen boat, or SP - stolen part.
- RNO/ Record number, must be 1, 2, or 3 to indicate the number of the request. If it is 2, the second request, LEADS Control will automatically be notified.
- PRI/ Priority, must be one of the following types: U - urgent, respond within 10 minutes, or R - routine, respond within one hour.

OCA/ Originating agency case number, maximum of 20 characters.

LID/ LEADS Identification number, either LID or NIC must be used.

NIC/ NCIC Identification number, either LID or NIC must be used.

RNA/ Requester's name, maximum 30 characters.

RAG/ Requesting agency's name, maximum 30 characters.

PHO/ Phone number of the requesting agency, maximum 10 characters. Do not include dashes between numbers. (optional field)

EXT/ Extension number of phone number. (optional field)

FAX/ Facsimile number of requesting agency, maximum 10 characters. Do not include dashes between numbers. (optional field)

REM/ Remarks, free text field with a maximum of 500 characters.

Complete the appropriate captions, move the cursor to the bottom of the screen and transmit.

Upon receipt of a hit confirmation request, the originating agency of the record must furnish a substantive response, i.e., a positive or negative confirmation within the specific time frame. The hit confirmation process has also changed. The positive or negative confirmation must be furnished within one hour when responding to a "routine" request, or within 10 minutes when responding to an "urgent" request. If it is not possible to respond within the specified time period, the confirming agency is to reply advising the amount of time needed to confirm the hit. This response is required by LEADS/NCIC procedures. The entering agency will receive this type message:

```

/OH0650100
OH0650000 039 10:57:42 01/01/01
***** HIT CONFIRMATION REQUEST - FIRST REQUEST *****
***** RESPONSE PRIORITY: ROUTINE - RESPOND WITHIN 1 HOUR *****

```

```

MSG#/TEST FOR HCS
TO:RECEIVING AGENCY
OCA/LEADSTEST.NIC/W123456789

```

```

STOLEN VEHICLE:
VIN/123AB456CD678EF90.VYR/98.VMA/PONT

```

```

NAME OF REQUESTOR/JANE DOE
REQUESTING AGENCY/CIRCLEVILLE POLICE DEPARTMENT
PHONE NUMBER/6145551234 EXT/5678
FAX NUMBER/6143333333
REMARKS/OFFICER OUT WITH THIS VEHICLE

```

AUTH/LEADS USER

OPR/172

TIME/1057D

To retrieve the Hit Confirmation RESPONSE FORMAT, key in HCS.2 (TRANSMIT). You will receive the following screen:

```

HCU.2*                               HIT CONFIRMATION RESPONSE
ORI/
MSG:_____ TO:_____ CTR/_____
RTY/___ CON/___ HRS/___ OCA/_____ LID/_____ NIC/_____
STOLEN VEHICLE - LIC/_____ AND/OR VIN/_____
                VYR/___ VMA/_____
WANTED/MISSING PERSON - NAM/_____ DOB/_____ SEX/___
PROTECTION ORDER - NAM/_____ DOB/_____ SEX/___
STOLEN LICENSE PLATE - LIC/_____ LIS/___ LIY/___ LIT/___
STOLEN GUN - SER/_____ CAL/___ MAK/___ MOD/_____
STOLEN ARTICLE - TYP/_____ SER/_____ BRA/_____
STOLEN SECURITY - TYP/___ SER/_____ DEN/_____
STOLEN BOAT - REG/_____ AND/OR BHN/_____
              BMA/_____
STOLEN PART - SER/_____ BRA/___ CAT/___
CNA/_____ CAG/_____
PHO/_____ EXT/___ FAX/_____
REM/_____
_____
_____
_____
_____
_____

```

The fields are the same as for the Hit Confirmation Request except for the following:

CON/ Confirmation status, must use one of the following: Y = yes, N = no, P = in progress of being confirmed, or E = valid but awaiting decision or extradition.

HRS/ Hours needed to complete confirmation, required when CON/ is "P" or "E".

CNA/ Name of confirming person.

CAG/ Name of confirming agency.

Complete the appropriate captions, put the cursor at the bottom of the screen and transmit. The apprehending agency will receive this type message:

```

/OH06500000
OH0650100 045 11:05:02 01/01/01

```

```

*****                               HIT CONFIRMATION RESPONSE                               *****

```

```

MSG#/:TEST FOR HCS
TO:LEADS
OCA/LEADSTEST.NIC/W123456789

```

THE RECORD BELOW IS IN PROCESS OF BEING CONFIRMED AND WILL BE COMPLETED IN 001 HOURS .

STOLEN VEHICLE:
VIN/123AB456CD678EF90.VYR/98.VMA/PONT

NAME OF CONFIRMER/JOHN PUBLIC
CONFIRMING AGENCY/PICKAWAY COUNTY SHERIFFS OFFICE
PHONE NUMBER/6145555555 EXT/8765
FAX NUMBER/6142222222
REMARKS/WE WILL NEED APPROXIMATELY 1 HOUR TO CO

PRIORITY LEVEL
U IS THE NORMAL REQUEST WITHIN 10 MINUTES.
R IS ROUTINE CHECK WITHIN THE HOUR.

AUTH/LEADS USER

REQUEST NUMBER
1, 2 OR 3
THIS IS THE NUMBER OF MESSAGES YOU HAVE SENT TO THE AGENCY HOLDING THE HIT. IF THERE IS NO RESPONSE TO THE FIRST MESSAGE, YOU WOULD USE MESSAGE 2 AND SO ON.

REQUEST TYPE
SV = STOLEN VEHICLE
WP = WANTED PERSON
PO= PROTECTION ORDER
SL = STOLEN LICENSE PLATE
SG = STOLEN GUN
SA = STOLEN ARTICLE
SS = STOLEN SECURITY
SB = STOLEN BOAT
SP = STOLEN PART
MP = MISSING PERSON

OPR/4

for the hit confirmation screens, please copy We recommend you do not remove these

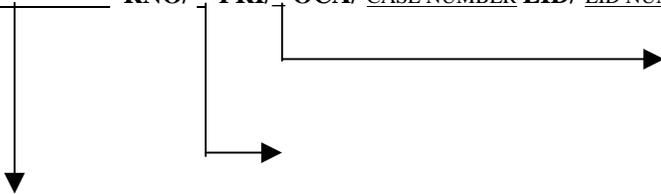
HIT CONFIRMATION REQUEST

Cheat Sheet

HSC.1

ORI/ TYPE IN THE ORI (S) TO BE SENT TO AND INCLUDE YOUR OWN (OUT-OF-STATE ORI MUST BE FIRST)

RTY/ RNO/ PRI/ OCA/ CASE NUMBER LID/ LID NUMBER NIC/ NIC NUMBER



STOLEN VEHICLE LIC/ LICENSE NUMBER AND/OR VIN/ VEHICLE IDENTIFICATION NUMBER

VYR/ VEHICLE YEAR VMA/ VEHICLE MAKE HOURS FOR CONFIRMATION AL

THIS FIELD IS REQUIRED
WHEN THE CON IS E or P

WANTED/MISSING PERSON

P REQUEST TYPE
S SV = STOLEN VEHICLE
S WP = WANTED PERSON
S PO = PROTECTION ORDER
S SL = STOLEN LICENSE PLATE
S SG = STOLEN GUN
S SA = STOLEN ARTICLE
S SS = STOLEN SECURITY
S SB = STOLEN BOAT
S SP = STOLEN PART
S MP = MISSING PERSON

CONFIRMATION STATUS
Y=YES
N=NO
P= IN PROCESS OF BEING CONFIRMED
E=VALID BUT WAITING FOR A DECISION ON EXTRADITION

CON/ CONFIRMATION STATUS X/ M or F
INITIAL DOB/ DATE OF BIRTH SEX/ M or F
IS/ STATE CODE LIY/ YEAR OF EXPIRATION LIT/TYPE
CALIBER MAK/NCIC CODED MAKE MOD/MODEL
SERIAL NUMBER BRA/ NCIC CODED BRAND
SERIAL NUMBER DEN/ NCIC CODED DENOMINATION
EXTRADITION AND/OR BHM/ BOAT HULL #,MFG'S VIN NUMBER BMA/NCIC CODED MAKE
MFG'S SERIAL NUMBER BRA/ NCIC CODED BRAND CAT/NCIC CODED CATEGORY

CNA/ NAME OF CONFIRMING OPERATOR CAG/ NAME OF CONFIRMING AGENCY
PHO/ AGENCY PHONE NUMBER EXT/ EXTENSION FAX/ AGENCY FAX NUMBER
RNA/ REQUESTING OFFICERS NAME RAG/ REQUESTING AGENCY
PHO/ TELEPHONE NUMBER EXT/EXTENSION FAX/ FAX NUMBER

REM/ REMARKS SECTION FOR YOUR TEXT MESSAGE

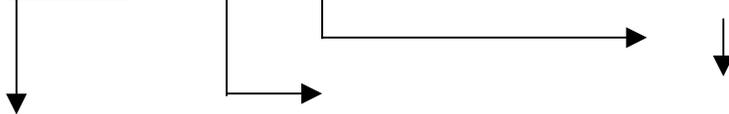
**** DO NOT REMOVE THIS COPY FROM THE MANUAL ****
HIT CONFIRMATION RESPONSE

Cheat Sheet

HSC.2

ORI/ TYPE IN THE ORI (S) TO BE SENT TO AND INCLUDE YOUR OWN (OUT-OF-STATE ORI MUST BE FIRST)

RTY/ CON/ HRS/ OCA/ CASE NUMBER LID/ LID NUMBER NIC/ NIC NUMBER



STOLEN VEHICLE **LIC/** LICENSE NUMBER AND/OR **VIN/** VEHICLE IDENTIFICATION NUMBER
 VYR/ VEHCILE YEAR **VMA/** VEHICLE MAKE FROM NCIC CODE MANUAL

WANTED/MISSING PERSON **NAM/** LAST, FIRST MIDDLE INTIAL **DOB/** DATE OF BIRTH **SEX/** M or F

PROTECTION ORDER **NAM/** LAST, FIRST MIDDLE INTIAL **DOB/** DATE OF BIRTH **SEX/** M or F

STOLEN LICENSE PLATE **LIC/** LICENSE PLATE NUMBER **LIS/** STATE CODE **LIY/** YEAR OF EXPIRATION **LIT/** TYPE

STOLEN GUN **SER/** MFG'S SERIAL NUMBER **CAL/** CALIBER **MAK/** NCIC CODED MAKE **MOD/** MODEL

STOLEN ARTICLE **TYP/** NCIC CODED TYPE **SER/** MFG'S SERIAL NUMBER **BRA/** NCIC CODED BRAND

STOLEN SECURITY **TYP/** NCIC CODED TYPE **SER/** MFG'S SERIAL NUMBER **DEN/** NCIC CODED DENOMINATION

STOLEN BOAT **REG/** REGISTRATION AND/OR **BHN/** BOAT HULL #, MFG'S VIN NUMBER **BMA/** NCIC CODED MAKE

STOLEN PART **SER/** MFG'S SERIAL NUMBER **BRA/** NCIC CODED BRAND **CAT/** NCIC CODED CATEGORY

CNA/ NAME OF CONFIRMING OPERATOR **CAG/** NAME OF CONFIRMING AGENCY

PHO/ AGENCY PHONE NUMBER **EXT/** EXTENSION **FAX/** AGENCY FAX NUMBER

REM/ REMARKS SECTION FOR YOUR TEXT MESSAGE

**** DO NOT REMOVE THIS COPY FROM THE MANUAL ****

4.7 VEHICLE REGISTRATION

The individual records of vehicles registered to Ohio residents are contained in the Vehicle Registration File. Each record contains a description of the vehicle, name and address of the owner.

The Vehicle Registration File is maintained by the Ohio Bureau of Motor Vehicles (BMV) to provide LEADS users with the most current vehicle identification information. LEADS operators can only make inquiries into the file.

4.7.1 HOW TO CONSTRUCT A MESSAGE

Inquiries can be made on one or more of the following fields of information:

License Plate Number Vehicle Identification Number

Vehicle Owner's Name Vehicle Owner's Social Security Number

The following sections outline examples of inquiries into the Vehicle Registration File.

4.7.2 INQUIRY BY LICENSE PLATE NUMBER

For a passenger vehicle, the required message key code is RP, in the first two positions, followed by a period. Then, enter the license plate number (without spaces) followed by a comma and the code describing the type of plate, i.e., RP.000000,PC (TRANSMIT). (The "PC" in the example stands for passenger car.)

For other types of plates, use one of the codes found in the following list.

<u>Code</u>	<u>Type</u>	<u>Code</u>	<u>Type</u>
BU	Commercial Bus	NT	Non Commercial Trailer
CI	City (Non-Expiring)	PC	Amateur Radio, Passenger Car, Physician, Family, Volunteer Fireman, Handicap
CB	Church Bus	PW	Prisoner of War (Non-Expiring)
CU	County (Non-Expiring)	FM	Farm Truck
DV	Disabled Veteran (Non-Expiring)		Snowmobile
HV	House Vehicle or House Trailer	SN	State (Non-Expiring)
MC	Motor Cycle	ST	State (Non-Expiring)
MH	Motor Home	TB	Transit Bus
MP	Moped	TK	Commercial Truck
NC	Non Commercial Truck	TL	Commercial Trailer - Incl. Semi-Trailer
SB	School Bus	TM	Temporary Plate
WC	Watercraft (Boat)	DX	Handicap Placard

Dealer plate inquiry information is found in Section 4.7.6.

Watercraft inquiry information is found in Section 4.7.7 of this manual.

If information is needed for a plate type not listed above, make a direct request to the BMV, using terminal address /OHBMV015V.

LEADS operators have the capability to enter the requestor's name, unit number or badge number after the type code so this information can be logged on the printout. It is also recorded on the permanent tape log. This creates a secondary audit trail.

Example of the inquiry and response:

RP . BMV001 , PC . (name, unit # and/or badge #, i.e., UNIT 4390)(TRANSMIT)

(1) RP.OH0460000.BMV001,PC.UNIT 4390 10/01/01 08:18
(2) BMV001 2002 PC (NORMAL ISSUE) EXPIRES/20020218
(3) PUBLIC*JOHN,Q SOC/123456789 STICKER/9876543210
(4) 123 SOMEWHERE GALLOWAY OH 43223 2578 SINGLE-OWNER
(5) 1A2BC34D5EF678901 1990 PONT CP PURCHASED 11/26/1990
(6) TITLE/976431258 ODOMETER/000258

(7) ISSUED 20010214 BY AGENCY 2580 APPLICATION 12345JD OLD-LIC/BMV001

(8) END

(9) NIF - IPS

(10) NIF A-A
(11) NIF W-W
(12) SENT TO NCIC:
(13) QV.OHOHP0099.VIN/1A2BC34D5EF678901.VMA/PONT

(14) DS.OHOHP0099.123456789 DATE: 2001/10/01 08:18

(15) NIF W& W

(16) SENT TO NCIC
(17) QW.OHOHP0099.NAM/LEADS,NAME.SOC/123456789

(18) NIF - IPS

(19) JOHN Q PUBLIC DOB: 02/18/1971 AGE: 30
(20) 123 SOMEWHERE SSN: 123456789
(21) GALLOWAY, OH 43223 KEY: 001001001
(22) COUNTY: 25-FRANKLIN

(23) ** PHYSICAL DESCRIPTION ** ** ANATOMICAL DONOR: YES **
(24) SEX: M HGT: 5' 10" WGT: 180 HAIR: BROWN EYES: BROWN

(25) ** DRIVER LICENSE INFORMATION **
(26) DLN: AB123456 CLASS: D ISS: 02/01/1997 EXP: 02/18/2001
(27) STATUS: VALID
(28) RESTRICTIONS: NONE

(29) END

(30) FROM NCIC
(31) OHOHP0099

(32) NO RECORD VIN/1A2BC34D5EF678901

(33) FROM NCIC
(34) OHOHP0099

(35) NO NCIC WANT SOC/123456789

For an example of an NCIC hit on entered records see Section 4.2.7 in this manual.

Inquiries and response for other types of vehicle information will be formatted in the same manner. The only difference would be in your inquiry, which would carry the plate type code. The following is a RP inquiry response explanation:

- Line 1 Message key, ORI of terminal making inquiry, license number, type, date and time.
- Line 2 Plate number, year of expiration, type of license plate and month, day and year tag expires.
- Line 3 Owners name, social security number and sticker number.
- Line 4 Full address, including zip code and county code. A list of the county codes can be found in Section 5.5. The first two digits are the county of residence. The last two digits are accounting codes used by the BMV.
- Line 5 Vehicle identification number, vehicle year, make, style and date purchased.
- Line 6 Title number, odometer reading, and weight (commercial vehicles only).
- Line 7 Date plate issued, agency number of BMV registrar, application number and previous license.
- Line 8 End of message.
- Line 9 The Departmental Offender Tracking System (DOTS), previously known as the Inmate Progression System (IPS), is checked.
- Line 10 Auto Alert File will be checked for stolen entry. Any information on a positive entry will appear on your screen.
- Line 11 The LEADS Warrants and Wanted Persons (W&W) File will be checked to determine if the license plate number is entered in a W&W File entry. When a W&W File record is attached to an RP (vehicle registration) it will print out with the inquiry response only if one W&W File record is on file. If more than one record is on file it will print each LID number.
- For a printout of each entry, inquire on each LID number by typing in:
WW.LID/AA0000BB (TRANSMIT)
- Line 12, 13 Inquiry on vehicle identification number (VIN) will be sent to NCIC for stolen check.
- Line 14 Automated DS inquiry generation.
- Line 15 The LEADS Warrants and Wanted Persons (W&W) File will be checked to determine if the social security number is entered in a W&W File entry. If more than one record is on file it will print each LID number.
- Lines 16, 17 Inquiry on social security number will be sent to NCIC for wants and warrants check.

- Line 18 The Departmental Offender Tracking System (DOTS), previously known as the Inmate Progression System (IPS), is checked.
- Line 19 Subject's name, date of birth and current age.
- Line 20 Subject's street address and social security number.
- Line 21 City, state, zip and BMV assigned Key number.
- Line 22 County number and name of county of residence.
- Line 23 Describes information to follow on next line (physical description). Anatomical donor status determination.
- Line 24 Sex, height, weight, hair and eye description of the subject.
- Line 25 Describes information to follow on next line (driver license information).
- Line 26 The driver's license, class, issue date and expiration date.
- Line 27 The driver's license status.
- Line 28 Restrictions which may apply to the subject.
- Line 29 End of message.
- Line 30, 31 Indicates the response from NCIC.
- Line 32 Response on vehicle identification number (VIN) from NCIC for stolen check.
- Line 33, 34 Indicates the response from NCIC.
- Line 35 Response on social security number from to NCIC for wants and warrants check.

Whenever an inquiry generates a positive response in the VR file, the inquiry will be automatically forwarded to NCIC based on the VIN.

The social security number is taken from an RP inquiry and sent automatically to the Departmental Offender Tracking System (DOTS), indicated by IPS in the inquiry and response. If no record of the social security number is found in the IPS, a NIF - IPS message will be returned. If a positive response is received, it will include the notification not to arrest or detain the subject based solely on the inquiry into the IPS. You will need to make another inquiry to the IPS files using one of the formats listed in the LEADS Operating Manual Section 6.9.

For a registration only, use the message key RPO., the license plate, license type, and transmit.

Example: RPO.BMV001,PC (TRANSMIT)

When a registration is checked by RP or RV, the auto alert file is automatically checked and the results are noted on the reply. If the files have not been updated with registration data, one of the following responses will be returned.

NO REGISTRATION INFORMATION AVAILABLE

NIF (This indicates plate not manufactured).

4.7.3 INQUIRY BY VEHICLE IDENTIFICATION NUMBER

The required message key code is RV, in the first two positions, followed by a period. Then enter the VIN, without spaces. Enter only the last 17 characters if the actual VIN is more than 17 characters.

RV Inquiry *Example:* RV.00000000000000000 (TRANSMIT)

The response for inquiries by VIN will be identical to the one shown in Section 4.7.2, with the exception of the first line, which will contain the message key RV and the VIN requested.

4.7.4 INQUIRY BY VEHICLE OWNER'S NAME

The required message key code is RN, in the first two positions, followed by a period. Then enter the persons last name, comma, first name, space, middle initial (when available) colon and transmit. When a name title is used, as in example #3 below, it must be entered after the initial or first name. When not available, enter a colon to signify end of name. If available, the county number of the residence can be a part of the inquiry, see example #4 below. Refer to Section 6.9 for a complete listing of Ohio county codes.

When an inquiry is made by name, an exact match may not occur. However, the response may have retrieved some records. In LEADS, a phonetic coding system is used to search for the records of individuals whose names are similar. The advantage of this is a response is given for sound-alike names (probable names), rather than a "NOT IN FILE" response. You can also add the county number of residence to the inquiry, and it will check that county only.

The system assigns values for matching last name, first name, middle initial, title and county codes. Consonants which sound alike are given the same numeric value. Vowels which often sound alike are given no value.

The construction of the inquiry transaction consists of a minimum of two parts, the message key code, and the name. However, the more information included in the inquiry, the fewer the number of similar responses, and therefore the more accurate the information.

RN Inquiry Examples:

- (1) RN.PUBLIC,JOHN:(TRANSMIT)
- (2) RN.PUBLIC,JOHN Q:(TRANSMIT)
- (3) RN.PUBLIC,JOHN Q JR:(TRANSMIT)
- (4) RN.PUBLIC,JOHN Q JR:25(TRANSMIT) (To check county 25)
- (5) RN.PUBLIC,JOHN Q JR:ADJ25(TRANSMIT) (To check county 25 & adjacent counties)

RN Inquiry Response Example:

```
RN.OH0450000.PUBLIC,JOHN Q:      01/30/01 14:04
PUBLIC*JOHN                      VIN/12345678901230123  LIC/BMV001 ,MC
    200 MAIN RD                   NEW ROME      OH 43228      EXP/20020124
    VEH/1993 YAMA TYPE/MC ISSUED/20010104 BY AGENCY 2544
PUBLIC*JOHN                      VIN/98861234567890123  LIC/BMV001 ,PC
    23 EAST HIGH ST              LONDON       OH 43140      EXP/20011013
    VEH/1998 PONT TYPE/4S ISSUED/20001004 BY AGENCY 4904
PUBLIC*JOHN                      VIN/98765465432108527  LIC/BMV001 ,TK
    901 PARK AVE                 SPRINGFIELD  OH 44123      EXP/20010531
    VEH/2000 CHEV TYPE/TK ISSUED/20000523 BY AGENCY 1243
```

END

Each inquiry will generate a maximum of six responses. If more than six records meet the requirements of the inquiry, this response will follow the sixth record:

FOR ADDITIONAL RECORDS, SUBMIT THE FOLLOWING:

▶ RN.PUBLIC*JOHN Q:+134006614002.K■

When you want information on additional records, transmit from the end of the line and the next six records will be retrieved. With each set of six records, you will receive a different numerical code. Transmit from the end of each of these to continue to retrieve any additional records. When the list of records is complete, the word "END" will appear after the last record.

4.7.5 INQUIRY BY VEHICLE OWNER'S SOCIAL SECURITY NUMBER

The required message key code is (RS) in the first two positions, followed by a period, followed by the nine digit social security number and transmit.

RS Inquiry Example: RS.123456789(TRANSMIT)

This retrieval code can also be used with a Federal Tax Identification Number for commercial vehicles.

The response for inquiries by (RS) will be the same as the one shown in Section 4.7.4, with the exception of the first line, which will include the social security number. If there are multiple

vehicles registered to one SSN, your response will show all vehicles issued with that social security number. If more than six vehicles are on file, the same type of message appears as with the RN transaction. When you want information on additional records, transmit from the end of the line and the next six records will be retrieved. With each set of six records, you will receive a different numerical code. Transmit from the end of each of these to continue to retrieve any additional records. When the list of records is complete, the word "END" will appear after the last record.

4.7.6 DEALER PLATE INQUIRY

The required message key is ATDP, in the first four positions, followed by a period. Enter the plate series number first, followed by the dealer plate number. You have the option of entering a dash (-) between the plate series number and dealer plate number. If the plate series number and dealer plate number is entered without the dash, the plate is checked for a possible dealer plate pattern match. If the plate is a possible match to a dealer plate pattern, a caveat message is generated, as part of the response, and sent to the inquiring agency. The caveat message will read as follows:

THE LICENSE PLATE YOU HAVE ENTERED MATCHES THE PATTERN FOR A DEALER PLATE.
FOR A MORE ACCURATE CHECK ON A DEALER LICENSE PLATE, PLEASE RE-SUBMIT YOUR
INQUIRY WITH THE SMALLER SERIES NUMBER FIRST, FOLLOWED BY A DASH, (-),
FOLLOWED BY THE DEALER PLATE NUMBER.

This caveat will follow the auto alert information in the response.

To file check a dealer plate for *stolen*, you must inquire with the small number preceding the four-character plate number using either of the following formats:

Example for dealer plate 91234:

Key: 91234(TRANSMIT) or
QV.LIC/91234.LIS/OH(TRANSMIT)

When using the master plate inquiry or specific plate inquiry (explained below), an automatic "QV.LIC/" inquiry will be generated using the plate number as entered for the ATDP inquiry.

This inquiry will only be generated for terminals with LEADS or NCIC access.

ATDP Inquiry Examples:

1. Master plate inquiry (using only the large numbers shown on the plate). See ATDP Dealer Codes for the type of plate. An example is shown below:

ATDP.0000,DV(TRANSMIT)

- 2. Specific plate inquiry (using both the large and small number on the plate). The example shown below is for dealer plate 0000, plate number 11.

ATDP.11-0000,DV(TRANSMIT)

LEADS/NCIC file checks.

(Keep in mind the hits can be generated with the small number in front of or after the plate number, depending on how the entering agency entered the plate.)

ATDP Dealer Codes:

<u>Code</u>	<u>Type</u>	<u>Code</u>	<u>Type</u>
DA	All-Purpose Vehicle Dealer	DS	Special
DC	Motorcycle Dealer	DT	Snowmobile Dealer
DD	Commercial Demonstration	DU	Utility Trailer Dealer
DI	In Transit	DV	Regular Dealer
DM	Moped Dealer	DW	Watercraft Trailer Dealer

- 3. New dealer permit number inquiry (permit number in use by BMV).

Example: ATDP.00001(TRANSMIT)

Response:

ATDP.OH0120000.AB123456
 PLT/9999 STK/9400000001 EXP/053195 PERMIT#/AB123456 #PLTS/0041
 J Q PUBLIC INC TYPE/P DBA/N SEC/N
 123 ANYSTREET AVENUE

 SOMETOWN OH 44512 CNTY/50 NEW MOTOR VEHICLE DEALER LICENSE
 9999-9999,9400000001-9400000042 999901-9999042,9400000001-9400000042

- 4. Old dealer permit number inquiry (use only if new permit number not available). Always enter five digits, insert leading zeros if needed.

Example: ATDP.00001(TRANSMIT)

ATDP Inquiry Response:

ATDP.OHLDSAUD1.00001
 PLT/1001 STK/2002034997 EXP/033102 PERMIT#/ND000001 #PLTS/0197
 J Q PUBLIC INC TYPE/P DBA/Y SEC/Y

7955 MARKET ST

YOUNGSTOWN OH 44512 CNTY/50 NEW MOTOR VEHICLE DEALER LICENSE

1001-1001,9800026777-9800026777	1001-1001002,2002034997-2002034998
1001002-1001002,9800026778-9800026778	1001003-1001003,2002034999-2002034999
1001003-1001004,9800026779-9800026780	1001004-1001005,2002035000-2002035001
1001005-1001005,9800026781-9800026781	1001006-1001006,2002035002-2002035002
1001006-1001006,9800026782-9800026782	1001007-1001007,2002035003-2002035003
1001007-1001007,9800026783-9800026783	1001008-1001008,2002035004-2002035004
1001008-1001008,9800026784-9800026784	1001009-1001009,2002035005-2002035005
1001009-1001009,9800026785-9800026785	1001010-1001010,2002035006-2002035006

TO PAGE FORWARD, SUBMIT THE FOLLOWING:

ATPG.0643.F

ATDP Response Breakdown:

- Line 1 The message key, ORI of the terminal making the inquiry, master plate number and ATDP Dealer Code which designates the type.
- Line 2 The PLT field is the master plate number assigned to the dealer, the STK field is the sticker number for the master plate, the EXP field is the date the dealer plates expire, the PERMIT# field is the new dealer permit number and the #PLTS field is the total number of plates assigned to the dealer.
- Line 3 The dealer's name, the TYPE field which contains P for primary locations or S for secondary locations. The DBA field contains a Y if the dealer has Doing Business As names. The SEC field will contain a Y if the dealer has secondary locations.
- Line 4 The business address of the dealer and a dealer permit status.
- Line 5 The city, state, zip code. The CNTY field is the county number. The type of dealer permit follows.
- Lines 6 - 13 The plate and sticker range(s) assigned to the dealer. The master plate and master sticker are shown first. Additional plates and stickers are shown in subsequent

ranges. All plate ranges except for the master plate have three digits appended to the plate number to show the plate range.

ATDP Paging - If all of the plate ranges cannot be shown on a single screen, one of the messages shown below will be displayed on the bottom of the screen. When positioned on the first page of a multi-page response, you can only page forward, and message #1 will be displayed. When positioned on the last page of a multi-page response, you can only page backward, and message #2 will be displayed. If positioned on an intermediate page of a multi-page response, you can page forward or backward, and message #3 will be displayed. To submit the message, enter a SOE before the 'A' in ATPG, change the underscore character to 'F' or 'B' if required, and move the cursor to the end of the line, and transmit. The next or prior page will then be displayed.

TO PAGE, REPLACE '_' WITH ONE OF THE OPTIONS SHOWN : ATPG.0000._
TO PAGE FORWARD: ATPG.0000.F
TO PAGE BACKWARD: ATPG.0000.B

4.7.6.1 **Dealer Secondary Location Inquiry**

The required message key is ATDP, in the first four positions, followed by a period. Then enter the eight character new dealer permit number, followed by a comma, then enter the three character code for inquiry type, which is LOC. The following *example* shows how to retrieve the secondary locations for dealer permit number AB000000:

```
ATDP.AB000000,LOC(TRANSMIT)
```

An ATDP secondary location inquiry only returns secondary locations for a dealer (*see the example below*).

```
ATDP.OH0250000.AB000000,LOC  
PUBLIC CHEVROLET INC  
  
PUBLIC CHEVROLET INC CINCINNATI OH 45223 UD000012  
0001 SPRING GROVE AV  
PUBLIC CHEVROLET INC CINCINNATI OH 45223 UD000013  
0002 SPRING GROVE AV  
PUBLIC CHEVROLET INC CINCINNATI OH 45223 UD000014  
0003 SPRING GROVE AV
```

ATDP Secondary Location Response Breakdown:

- Line 1 The message key, ORI of the terminal making the inquiry, new dealer permit number and LOC inquiry type.

- Line 2 The business name used on the dealer permit.

Lines 3 - 18 The name, city, state, zip and new permit number for a secondary location is on the first line. The second line, for each additional location, contains two address fields.

4.7.6.2 Dealer Doing Business As (DBA) Inquiry

The required message key is ATDP, in the first four positions, followed by a period. Then enter the eight character new dealer permit number, followed by a comma, and the three character code for inquiry type, which is DBA. The following *example* shows how to retrieve DBA names for dealer permit number AB000000:

```
ATDP.AB000000,DBA(TRANSMIT)
```

An ATDP DBA inquiry only returns DBA names for a dealer. To make an inquiry into the LEADS and NCIC Stolen Vehicle files, follow the instructions in Section 4 (Auto Alert Function) of this manual.

ATDP DBA Inquiry Response Example:

```
ATDP.OH0250000.AB000000,DBA  
JOHN PUBLIC ENTERPRISES INC
```

```
01 JOHN PUBLIC HONDA  
02 JOHN PUBLIC MAZDA
```

ATDP DBA Response Breakdown:

Line 1 The message key, ORI of the terminal making the inquiry, new dealer permit number and DBA inquiry type.

Line 2 The business name used on the dealer permit.

Lines 3 - 18 The Doing Business As names and number for the dealer permit specified.

4.7.6.3 Dealer Plate Entries

When entering a dealer plate, enter the plate series number first, (the small numbers listed on the plate), followed by a dash (-). Then enter the dealer plate number (the large numbers listed on the plate). If the dash is not used, your entry will be rejected as an invalid dealer plate entry. The plate series number can be any number between 1 and 999. The dealer plate number may be either 3 or 4 characters long and may contain numbers or a combination of numbers and letters.

The dealer plate 1234 with series number 56 would be entered as follows:

4.7.7 WATERCRAFT INQUIRY

To retrieve an automated response, use the ODNR registration by deleting the OH and using license type WC.

Example for OH123456: RP.123456,WC(TRANSMIT)

If additional information is needed you can request a hand search by administrative message to the Department of Natural Resources at /OH0253800.

4.8 AUTOMATED TITLING PROCESSING SYSTEM (ATPS)

The Automated Titling Processing System (ATPS), contains information on all businesses and individuals who have a title, or titles, registered within the State of Ohio. In the following pages, you will find various inquiries giving the LEADS users the capability to retrieve title information from ATPS.

Each inquiry is designed to retrieve different parts of the title information. Therefore, the data retrieved from ATPS will be determined by which inquiry is selected. This enables the user to focus on certain parts of information associated with the title. This in turn, makes the inquiry easier to read and understand. The title information contained within ATPS is for inquiry purposes only. You cannot enter, cancel, modify, or update this information.

There are ten (10) message keys used to retrieve title information. The inquiry format is very similar for each message key. The formats and descriptions of each inquiry is explained in the following sections.

4.8.1 Title Number Inquiry

An ATNUM inquiry will display owner information for a specific title number. The inquiry will also display information on the vehicle, watercraft or motor information associated with the title.

This inquiry will not allow the operator to page forward or backward within the control number chain. When a duplicate or replacement title is issued, a new title number is assigned. This eliminates the need to search the control number chain. A next tile field (N.TITLE) has been added. This field, if a next title is present in the title chain, will appear above the previous title (P.TITLE) field. The operator will be given the option to page to the next title only when this field is present on the screen.

ATNUM INQUIRY RESPONSE EXAMPLE (MOTOR VEHICLE):

```

(1)  ATNUM.OH0650100.2500001000.050600.101316
(2)  TITLE/2500001000.  TYPE/V STATUS/A  ISSUE-DATE/071592 DEALER-PERM/
(3)  CURRENT-CONTROL-NO/000009616      PREVIOUS-CONTROL-NO/
(4)  NAME/SMITH*JOHN*A                SSN-FEIN/123456789
(5)  STREET/1234 MAIN ST              CITY/COLUMBUS                ST/OH ZIP/43215

(6)  N.TITLE/2500001010
(7)  P.TITLE/2500000100      SSN-FEIN/234567890  DEALER-PERM/ND001234
(8)  P.NAME/OHIO HONDA SALES                P.STATE/OH
(9)  STREET/5678 SPRING RD  CITY/COLUMBUS                ST/OH ZIP/43215

(10) VIN/1A2B3C4D5E6F      YR/1992 TYP/PC  MAKE/HONDA      MODEL/LSX
(11) BODY/2S  MILE/000084  CD/      COND/G  COMMENTS/
(12) PUR-DATE/061492      PUR-PRICE/      $15,350.00

(13) LIEN-COUNT/01 ACTIVE-LIENS/01 DUPL-COUNT/00 REPL-COUNT/00 OWNERS-COUNT/01
(14) ATPG.0001._ (N-NEXT TITLE, P-PREV TITLE, L-LIEN INFO)

```

A valid title number is eight to ten numeric digits long. However, there are a few exceptions in regards to the eight and nine digit title numbers. An eight or nine digit title number can contain an alphanumeric character, usually this character appears at the end of the title number.

This format allows you to initiate a title number inquiry, using an eight, nine or ten digit title number, all in the same manner. The following are a few examples of a title number inquiry.

```

ATNUM.350003241(TRANSMIT)
ATNUM.0805691D(TRANSMIT)

```

ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE)

- Line 1 The message key, the ORI of the terminal making the inquiry, the title number being inquired upon, the date of the transaction, the time of the transaction.

- Line 2 The TITLE field contains the title number, the TYPE field contains a 'V' for a motor vehicle, a 'W' for a watercraft, or a 'M' for a boat motor. The STATUS field contains an 'A' for an active title or an 'I' for an inactive title. The ISSUE-DATE field contains the date on which the title was issued, the DEALER-PERM field contains a dealer permit number if the owner of the title is a dealer.

- Line 3 The CURRENT-CONTROL-NO field contains the number of the document on which the current title information is printed. The PREVIOUS CONTROL-NO field is the number of the document on which the previous title information, if any, is printed.

- Line 4 The NAME field contains the name of the person or business that owns the title, the SSN-FEIN field is the social security number of the person or FEIN number of the business that owns the title.
- Line 5 The STREET, CITY, STATE, and ZIP fields all contain their respective information on the current owner.
- Line 6 The N.TITLE field contains the next title number, if any.
- Line 7 The P.TITLE field contains the previous title number, if any. The SSN-FEIN field contains the SSN of the person or FEIN number of the business that previously owned the title, the DEALER-PERM field contains the dealer permit number of the previous owner if the previous owner was a dealer.
- Line 8 The P.NAME field contains the name of the previous owner, the P.STATE field contains the previous state in which the title was registered.
- Line 9 The STREET, CITY, STATE, and ZIP fields all contain their respective information on the previous owner.
- Line 10 The VIN field contains the vehicle identification number, the YR field is the model year of the motor vehicle, the TYP field is the license plate type. The MAKE field is the manufacturer of the vehicle. The MODEL field is the model of the vehicle, (see the VMO/VMA table for a complete listing of vehicle Makes and Models).
- Line 11 The BODY field is the style of the vehicle, (see NCIC Code Manual Part 8). The MILE field is the mileage on the vehicle at the time the current title was issued, the CD field contains a 'N' if the odometer does not show the actual miles on the vehicle, or a 'X' if the odometer has surpassed the 100,000 mile mark. The COND field contains a 'G' for good, 'F' for fair, 'E' for poor, or 'W' for wrecked. The COMMENTS field is for any additional comments about the vehicle.
- Line 12 The PUR-DATE field contains the date on which the vehicle was purchased, the PUR-PRICE field contains the amount the vehicle was purchased for.
- Line 13 The LIEN-COUNT field is the total number of liens held against the vehicle. The ACTIVE-LIENS field is the number of liens actively held against the vehicle. The DUPL-COUNT field is the number of duplicate titles, the REPL-COUNT field is the number of replacement titles. The OWNERS-COUNT field is the number of owners for the current title.
- Line 14 The paging line, (see Titling Paging Options, Section 4.8.11) .

ATNUM INQUIRY RESPONSE EXAMPLE (WATERCRAFT):

(1) ATNUM.OH0650100.2500010100.041593.101316

(2) TITLE/2500010100 TYPE/W STATUS/A ISSUE-DATE/101492 DEALER-PERM/
(3) CURRENT-CONTROL-NO/%000009551 PREVIOUS-CONTROL-NO/%000009550
(4) NAME/SMITH*JOHN*A SSN-FEIN/123456789
(5) STREET/1234 MAIN ST CITY/COLUMBUS ST/OH ZIP/432150000

(6) N.TITLE
(7) P.TITLE/2500010101 SSN-FEIN/234567890 DEALER-PERM/ND001234
(8) P.NAME/OHIO MARINE SALES P.STATE/OH
(9) STREET/5678 SPRING RD CITY/COLUMBUS ST/OH ZIP/432150000

(10) WIN/A123B456C YR/1992 CLASS/IB LENGTH/025'02"
(11) BOAT/STARCRAFT
(12) MOTOR#1/MERCURY HP#1/90 MOTOR#2/MERCURY HP#2/90
(13) MOTOR#3/MERCURY HP#3/90 MOTOR#4/MERCURY HP#4/90

(14) LIEN-COUNT/01 ACTIVE-LIENS/01 DUPL-COUNT/00 REPL-COUNT/00 OWNERS-COUNT/01

(15) ATPG.0001._ (N-NEXT TITLE, P-PREV TITLE, L-LIEN INFO, F-FWRD, B-BACK)

ATNUM RESPONSE BREAKDOWN (WATERCRAFT)

Lines 1 - 9 See ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).

Line 10 The WIN field contains the watercraft identification number. The YR field is the model year of the watercraft. The CLASS field contains 'IB' if the watercraft has inboard motors, 'OB' if the watercraft has outboard motors, or 'IO' if the watercraft has inboard/outboard motors. The LENGTH field is how long the watercraft is in feet and inches.

Line 11 The BOAT field is the manufacturer of the watercraft.

Lines 12, 13 The MOTOR field is the manufacturer of the motor that is on the watercraft. The HP field is the horsepower of the motor. A maximum of four motors and their respective horsepower can be listed, two on each line.

Line 14 The LIEN-COUNT field is the total number of liens held against the vehicle. The ACTIVE-LIENS field is the number of liens actively held against the vehicle. The DUPL-COUNT field is the number of duplicate titles. The REPL-COUNT field is the number of replacement titles. The OWNERS-COUNT field is the number of owners for the current title.

Line 15 The paging line (see Titling Paging Options, Section 4.8.11).

ATNUM INQUIRY RESPONSE EXAMPLE (BOAT MOTOR):

(1) ATNUM.OH0650100.2500010200.041593.101316

(2) TITLE/2500010200 TYPE/M STATUS/A ISSUE-DATE/011692 DEALER-PERM/
(3) CURRENT-CONTROL-NO/%000009551 PREVIOUS-CONTROL-NO/
(4) NAME/SMITH*JOHN*A SSN-FEIN/123456789
(5) STREET/1234 MAIN ST CITY/COLUMBUS ST/OH ZIP/432150000

```

(6)  N.TITLE
(7)  P.TITLE/2500010101      SSN-FEIN/234567890      DEALER-PERM/ND001234
(8)  P.NAME/OHIO MARINE SALES      P.STATE/OH
(9)  STREET/5678 SPRING RD      CITY/COLUMBUS      ST/OH ZIP/432150000

(10) MIN/M89N0123      YR/1992      MODEL/123ABC
(11) MOTOR/MERCURY      HP/90

(12) LIEN-COUNT/01 ACTIVE-LIENS/01 DUPL-COUNT/00 REPL-COUNT/00 OWNERS-COUNT/02

(13) ATPG.0001._ (N-NEXT TITLE, P-PREV TITLE, L-LIEN INFO, F-FWRD, B-BACK)

```

ATNUM RESPONSE BREAKDOWN (BOAT MOTOR)

Lines 1 - 9 See ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).

Line 10 The MIN field contains the motor identification number. The YR field is the model year of the motor. The MODEL field is the model number of the motor.

Line 11 The MOTOR field is the manufacturer of the motor. The HP field is the horsepower of the motor.

Line 12 The LIEN-COUNT field is the total number of liens held against the vehicle. The ACTIVE-LIENS field is the number of liens actively held against the vehicle. The DUPL-COUNT field is the number of duplicate titles. The REPL-COUNT field is the number of replacement titles. The OWNERS-COUNT field is the number of owners for the current title.

Line 13 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.2 Title Summary Inquiry

An ATSUM inquiry lists all the duplicate and replacement records corresponding to the title number. This program will provide information on motor vehicle, watercraft, or motor title numbers. The message key is ATSUM followed by a period. Then enter a title number and transmit.

A valid title number is eight to ten numeric digits long. However, there are a few exceptions in regards to eight and nine digit title numbers. An eight or nine digit title number can contain an alphanumeric character, usually this character appears at the end of the title number.

Inquiry Format - The ATSUM inquiry allows you to initiate a title number inquiry, using an eight, nine or ten digit title number. Some examples are shown below.

```

ATSUM.6100018022 (TRANSMIT)      ATSUM.3800007246 (TRANSMIT)
ATSUM.140009598 (TRANSMIT)      ATSUM.43006997D (TRANSMIT)
ATSUM.03085498 (TRANSMIT)

```

ATSUM INQUIRY RESPONSE EXAMPLE (MOTOR VEHICLE):

(1) ATSUM.OH0650100.2500002000.041593.092809
(2) TITLE/2500002000 STATUS/A TITLE-DEF/V
(3) D/R ISS-DT CONTROL# TYP VIN YR MAKE MILEAGE
(4) 081592 %000009616 R ABCDEFG1234567 90 CHEV 000100
(5) 080392 %000009614 R ABCDEFG1234567 90 CHEV 000100
(6) 073092 %000009613 D ABCDEFG1234567 90 CHEV 000100
(7) 073092 %000009612 R ABCDEFG1234567 90 CHEV 000100
(8) 073090 %000009611 D ABCDEFG1234567 90 CHEV 000100
(9) 073090 %000009614 R ABCDEFG1234567 90 CHEV 000100
(10) 071490 %000009613 D ABCDEFG1234567 90 CHEV 000100
(11) 071490 %000009612 R ABCDEFG1234567 90 CHEV 000100
(12) 050390 %000009611 D ABCDEFG1234567 90 CHEV 000100
(13) 050390 %000009611 ABCDEFG1234567 90 CHEV 000100
(14) ATPG.0001._ (F-FWRD, B-BACK)

ATSUM RESPONSE BREAKDOWN (MOTOR VEHICLE)

- Line 1 See Line 1 of ATNUM RESPONSE BREAKDOWN
- Line 2 The TITLE field contains the title number. The STATUS field contains an 'A' if the title is active, or an 'I' if the title is inactive. The TITLE-DEF field contains a 'V' for a motor vehicle, a 'W' for a watercraft, or a 'M' for a boat motor.
- Line 3 Field headers
- Lines 4 - 13 The D/R field contains the number of duplicate or replacement titles. The ISS-DT field contains the date the title was issued. The CONTROL# field contains the document number of the title. The TYP field contains a 'D' if the record is a duplicate title, or an 'R' if the record is a replacement title. The VIN field contains the vehicle identification number. The YR field is the model year of the vehicle. The MAKE field is the manufacturer of the vehicle, and the MILEAGE field contains the mileage listed on the odometer at the time the title was issued.
- Line 14 The paging line, (see Titling Paging Options, Section 4.8.11).

ATSUM INQUIRY RESPONSE EXAMPLE (WATERCRAFT):

(1) ATSUM.OH0650100.2500002200.041593.092809
(2) TITLE/2500002200 STATUS/A TITLE-DEF/W
(3) D/R ISS-DT CONTROL# TYP WIN YR BOAT LENGTH
(4) 0 110892 %000009411 R DEF456ABC123 92 STARCRAFT 024'03"
(5) 9 081192 %000009410 D DEF456ABC123 92 STARCRAFT 024'03"
(6) 8 081192 %000009409 D DEF456ABC123 92 STARCRAFT 024'03"

(7)	7	081192	%000009408	R	DEF456ABC123	92	STARCRAFT	024'03"
(8)	6	081191	%000009410	D	DEF456ABC123	90	STARCRAFT	024'03"
(9)	5	081191	%000009409	D	DEF456ABC123	90	STARCRAFT	024'03"
(10)	4	081191	%000009408	R	DEF456ABC123	90	STARCRAFT	024'03"
(11)	3	061191	%000009410	D	DEF456ABC123	90	STARCRAFT	024'03"
(12)	2	061191	%000009409	D	DEF456ABC123	90	STARCRAFT	024'03"
(13)	1	061191	%000009408		DEF456ABC123	90	STARCRAFT	024'03"

(14) ATPG.0001._ (F-FWRD, B-BACK)

ATSUM RESPONSE BREAKDOWN (WATERCRAFT)

Line 1 See Line 1 of ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE)

Lines 2 - 3 See Lines 2 - 3 of ATSUM RESPONSE BREAK-DOWN (MOTOR VEHICLE).

Lines 4 - 13 The D/R field contains the number of duplicate or replacement title. The ISS-DT field contains the date the title was issued. The CONTROL# field contains the document number of the title. The TYP field contains a 'D' if the record is a duplicate title or a 'R' if the record is a replacement title. The WIN field contains the watercraft identification number. The YR field is the model year of the watercraft. The BOAT field is the manufacturer of the watercraft. The LENGTH field contains the length of the watercraft in feet and inches.

Line 14 The paging line, (see Titling Paging Options, Section 4.8.11).

ATSUM INQUIRY RESPONSE EXAMPLE (BOAT MOTOR):

(1)	ATSUM.OH0650100.2500002220.041593.092809							
(2)	TITLE/2500002220 STATUS/A TITLE-DEF/M							
(3)	D/R	ISS-DT	CONTROL#	TYP	MIN	YR	MOTOR	HP
(4)	0	062891	%000009855	R	ABC1122DEF	91	EVINRUDE	050
(5)	9	052891	%000009854	D	ABC1122DEF	91	EVINRUDE	050
(6)	8	052891	%000009853	R	ABC1122DEF	91	EVINRUDE	050
(7)	7	052891	%000009855	R	ABC1122DEF	91	EVINRUDE	040

(8)	6	032891	%000009854	D	ABC1122DEF	91	EVINRUDE	040
(9)	5	032891	%000009853	R	ABC1122DEF	91	EVINRUDE	040
(10)	4	111691	%000009854	D	ABC1122DEF	91	EVINRUDE	040
(11)	3	111691	%000009853	D	ABC1122DEF	91	EVINRUDE	040
(12)	2	111691	%000009855	R	ABC1122DEF	91	EVINRUDE	040
(13)	1	111690	%000009854		ABC1122DEF	91	EVINRUDE	040

(14) ATPG.0001._ (F-FWRD, B-BACK)

ATSUM RESPONSE BREAKDOWN (BOAT MOTOR)

Line 1 See Line 1 of ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).

Lines 2 - 3 See Lines 2 - 3 of ATSUM RESPONSE BREAKDOWN (MOTOR VEHICLE).

Lines 4 - 13 The D/R field contains the number of duplicate or replacement titles. The ISS-DT field contains the date the title was issued. The CONTROL# field contains the document number of the title. The TYP field contains a 'D' if the record is a duplicate title, or an 'R' if the record is a replacement title. The MIN field contains the motor identification number. The YR field is the model year of the motor. The MOTOR field is the manufacturer of the boat motor, and the HP field contains the horsepower of the motor.

Line 14 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.3 VIN Chain Inquiry

An ATVIN inquiry will provide a 'history' of ownership for a particular VIN. The list will contain all current and past owners of the VIN being inquired upon. The inquiry will show each individual's name, address, and title number issued to the owner at the time of ownership. The message key is ATVIN followed by a period. Then enter a vehicle identification number.

This inquiry will retrieve information on motor vehicles only. In order to retrieve information on watercraft and boat motors, you must use the ATWIN inquiry (see WIN Chain Inquiry).

Inquiry Format - The ATVIN inquiry will allow you to enter a VIN up to 17 characters long. In entering the VIN, you can use any valid combination of letters (A - Z), and numbers (0 - 9). Some examples of a VIN chain inquiry are shown below:

```
ATVIN.MS6C9B1D3E20V (TRANSMIT)
ATVIN.BNS51V6D9SLX81523 (TRANSMIT)
ATVIN.LR1D2658SW (TRANSMIT)
ATVIN.ZLP1290LJKDI321 (TRANSMIT)
```

ATVIN INQUIRY RESPONSE EXAMPLE:

(1) ATVIN.OH0650100.ABCDEF123456.040693.092809

(2)	VIN/ABCDEF1234567	MAKE/CHEV	MODEL/CAV	YEAR/1989	
(3)	OWNER-NAME	STS	DEF	ISS-DT	TITLE-NO
(4)	STREET	CITY	STATE	ZIP	MILEAGE
(5)	JOHNSON*WILLIAM*A	A	R	052892	2500003000
(6)	1234 WALNUT ST	COLUMBUS	OH	432150000	064188
(7)	CHEVROLET MOTOR SALES	I	R	052092	2500002900
(8)	5555 E DEALER ST	COLUMBUS	OH	432150000	064170
(9)	REED*DONALD*P			I R 030491	5700001000
(10)	6543 SPRING RD	DAYTON	OH	453120000	033170
(11)	REED*TERRY*M			I R 021689	5700000100
(12)	6543 SPRING RD	DAYTON	OH	453210000	000088
(13)	PARKER*JAMES*E			I R 012089	1200004500
(14)	1219 BLOCK RD	SPRINGFIELD	OH	451210000	000012
(15)	ATPG.0001._ (F-FWRD, B-BACK)				

ATVIN RESPONSE BREAKDOWN:

Line 1 See Line 1 of ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).

Line 2 The VIN field contains the vehicle identification number. The MAKE field contains the manufacturer of the vehicle. The MODEL field is the model of the vehicle, (see VMO/VMA table for a complete listing of vehicle makes and models). The YEAR field is the production year of the vehicle.

Lines 3, 4 Field headers

Lines 5 - 14 The owner's name, the status field which contains an 'A' if the record is active, or an 'I' if the record is inactive. The title definition field contains a 'R' if the record is a replacement, or a 'D' if the record is a duplicate. The issue date field contains the date the title was issued to the owner, and the title number. The owner's street address, city, state, and zip-code, followed by the by the mileage listed on the vehicle at the time the title was issued.

Note: Each record contains two lines of information and these lines and fields repeat as required.

Line 15 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.4 SSN Chain Inquiry

An ATSSN inquiry will list all the titles held by an individual. The inquiry will also give a brief description of the vehicle, watercraft, or boat motor listed to the social security number. The message key is ATSSN followed by a period. Then enter a valid social security number. The social security number entered must be nine numeric digits.

Example of a SSN chain inquiry: ATSSN.123456789 (TRANSMIT)

ATSSN INQUIRY RESPONSE EXAMPLE:

```
(1)  ATSSN.OH0650100.123456789.040693.092809
(2)  NAME/SMITH*JOHN*M                      SSN/123456789
(3)  TITLE-NO  STAT  DEF   ISS-DT  VIN-WIN-MIN  MAKE   YR
(4)  2500020200 A    V    111692  ABCDEF123456  CHEV   1992
(5)  2500003500 I    V    010292  6ABCDEF12345  PONT   1988
(6)  2500002950 I    V    120191  56ABCDEF1234  CHEV   1989
(7)  2500000250 I    V    101491  456ABCDEF123  FORD   1989
(8)  2500011200 A    V    080991  3456ABCDEF12  CHEV   1987
(9)  2500001548 I    V    043091  23456ABCDEF1  PONT   1988
(10) 2500008471 I    V    011291  123456ABCDEF  CHEV   1986
(11) 2500001002 I    V    112290  F123456ABCDE  PONT   1988
(12) 2500006500 I    V    090190  EF123456ABCD  CHEV   1986
(13) 2500001866 I    V    052086  DEF123456ABC  FORD   1982
(14) 2500014753 A    V    031085  CDEF123456AB  CHEV   1982
(15) 2500009952 I    V    032684  BCDEF123456A  PONT   1980
(16) ATPG.0001.__ (F-FWRD, B-BACK)
```

ATSSN RESPONSE BREAKDOWN:

- Lines 1 See Lines 1, 2 of ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).
- Line 2 The NAME field contains the name of the owner or business, the SSN field is the social security number or FEIN number.
- Line 3 Field headers
- Lines 4 - 15 The title number, the status which contains an 'A' if the record is active, or an 'I' if the record is inactive. The title definition contains a 'V' for motor vehicle, a 'W' for watercraft, or a 'M' for boat motor. In addition the date the title was issued to the owner, the identification number, the name of the manufacturer and the model year.
- Line 16 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.5 Additional Owners Inquiry

An ATADD inquiry will give information on each individual who holds ownership on the title inquired upon. The inquiry will also provide brief information on the motor vehicle, watercraft, or boat motor. The message key is ATADD followed by a period. Then enter a valid title number and transmit.

A valid title number is eight to ten numeric digits. However, there are a few exceptions in regards to the eight and nine digit title numbers. An eight or nine digit title number can contain an alphanumeric character, usually this character appears at the end of the title number.

Example of an additional owner's inquiry: ATADD.1200600398 (TRANSMIT)

ATADD INQUIRY RESPONSE EXAMPLE (MOTOR VEHICLE):

```
(1) ATADD.OH0650100.2500003100.041593.092809
(2) TITLE/2500003100 STATUS/A VIN-WIN-MIN/ABC111DEF222
(3) TITLE-DEF/V TYPE-DEF/R VEH-YEAR/1992 VEH-MAKE/PONT

(4) OWNER-NAME          NO      SSN-FEIN  PERMIT#
(5) STREET              CITY          STATE ZIP

(6) SMITH*JOHN*P                01      345678901
(7) 333 W MAIN STREET COLUMBUS      OH      432150000

(8) SMITH*MARY*L                02      456789012
(9) 333 W MAIN STREET COLUMBUS      OH      432150000

(10) SMITH*DAVID*R              03      234567890
(11) 229 W OAK STREET  COLUMBUS      OH      432150000

(12) OHIO AUTO SALES           04      567890123 ND001644
(13) 333 KELTON BLVD   COLUMBUS      OH      432150000

(14) ROBERTS*KELLY*R          05      212345678
(15) 229 PINE AVE           COLUMBUS      OH      432150000

(16) ATPG.0001._ (F-FWRD, B-BACK)
```

ATADD RESPONSE BREAKDOWN (MOTOR VEHICLE):

- Line 1 See Line 1 of ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).
- Line 2 The TITLE field is the title number, the STATUS field contains an 'A' if the title is active, or an 'I' if the title is inactive. The VIN-WIN-MIN field contains the appropriate identification number.
- Line 3 The TITLE-DEF field contains a 'V' for motor vehicle, a 'W' for watercraft, or a 'M' for boat motor. The TYPE-DEF field contains a 'R' if the title is a replacement, or 'D' if the title is a duplicate. The VEH-YEAR field is the model year. The VEH-MAKE field contains the name of the manufacturer.

Lines 4, 5 Field headers

Lines 6 - 15 The owner's name, number, social security number or business FEIN number, permit number, street address, city, state, and zip-code are listed on these lines.

Line 16 The paging line (see Titling Paging Options, Section 4.8.11).

ATADD INQUIRY RESPONSE EXAMPLE (WATERCRAFT/BOAT MOTOR):

```
(1)  ATADD.OH0650100.2500003110.041593.092809
(2)  TITLE/2500003110  STATUS/A  VIN-WIN-MIN/ST567EFG789
(3)  TITLE-DEF/W  TYPE-DEF/  VEH-YEAR/1992

(4)  OWNER-NAME                NO      SSN-FEIN  PERMIT#
(5)  STREET                    CITY                STATE ZIP

(6)  SMITH*JOHN*P                01      345678901
(7)  333 W MAIN STREET  COLUMBUS          OH      432150000

(8)  SMITH*MARY*L                02      456789012
(9)  333 W MAIN STREET  COLUMBUS          OH      432150000

(10) YOUNG*THOMAS*C              03      322345678
(11) 588 SILVERMARK RD  COLUMBUS          OH      432150000

(12) YOUNG*VALERIE*N            04      121345678
(13) 588 W MAIN STREET  COLUMBUS          OH      432150000

(14) DOUGLAS*CHARLES*V          05      313567890
(15) 1655 APPLGATE ST  COLUMBUS          OH      432150000

(16) ATPG.0001. _ (F-FWRD, B-BACK)
```

ATADD RESPONSE BREAKDOWN (WATERCRAFT/BOAT MOTOR)

Lines 1, 2 See Line 1, 2 of ATADD RESPONSE BREAKDOWN (MOTOR VEHICLE).

Line 3 The TITLE-DEF field contains a 'V' for motor vehicle, a 'W' for watercraft, or a 'M' for boat motor. The TYPE-DEF field contains a 'R' if the title is a replacement, or 'D' if the title is a duplicate. The VEH-YEAR field is the model year.

Line 4, 5 Field headers

Lines 6 - 15 See Lines 6 - 15 of ATADD RESPONSE BREAK DOWN (MOTOR VEHICLE).

Line 16 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.6 Name, Business or Dealer Inquiry

An ATNAM inquiry will provide the user with an alphabetical list of names, with the first name matching or closely matching the name being inquired upon. The information returned will show name, address, title number, and VIN, WIN, or MIN.

The ATNAM inquiry is divided into three separate inquiries, the Name Inquiry (ATNAM), the Business Inquiry (ATBUS) and the Dealer Inquiry (ATDLR).

The inquiry information is stored alphabetically in a large chain. When an inquiry is made on a specific name, business or dealer the program searches through this large chain looking for an exact match. If an exact match cannot be found, the program searches the chain looking for the name that would, in alphabetical sequence, follow the name, business or dealer being inquired upon.

The inquiry does not require you to enter all of the requested information to initiate an inquiry. The accuracy of this inquiry depends on how much information you have on an individual's name, the business or the dealer. The more information you provide for the inquiry, the better chance you have of getting an exact match. Otherwise, you may have to scroll through a couple of pages of possible matches to find the one you are looking for.

The three types of inquiries share almost identical formats. The inquiry formats are:

ATNAM.<last name>*<first name>*<mi>*<title>.SDX.<county>.<zipcode>.<city>
ATBUS.<business name>.SDX.<county>.<zipcode>.<city>
ATDLR.<dealer name>.SDX.<county>.<zipcode>.<city>

When entering a name in the ATNAM inquiry, each segment of the name (last name, first name, mi, title), if entered, must be separated by an asterisk (*). When entering a business name or dealer name, a separator is not required.

The shaded fields shown at the end of the inquiries are optional.

- **SDX** If this option is entered, the inquiry will search for “soundex” hits. The inquiry will look for all names that closely match or are similar to the name entered. If this option is not selected, the inquiry will look for an exact match on the name entered.
- **<county>** This field represents county name or number. The user may enter a valid Ohio County name or the two digit county number. If this option is entered, the inquiry will return only those names that have title information registered within the county specified.

- <zipcode> This field represents a five digit zip-code. If this option is entered, the inquiry will return only those names that have title information registered within the zip-code specified.
- <city> This field represents the name of the city. If this option is entered, the inquiry will return only those names that have title information registered within the city specified.

These optional fields may be used independently or in combination with each other. The optional fields are period delimited. If an option is not entered, then a period must be put in its place. If no optional fields are to be entered after the ATNAM, ATBUS or ATDLR inquiry, then you do not need to enter any periods in the fields. The following examples show the inquiries with various options selected:

```
ATNAM.SMITH*JOHN*A
ATNAM.SMITH*JOHN*A*II
ATNAM.SMITH*JOHN
ATNAM.SMITH*J
ATNAM.SMITH
```

(This inquiry shows no optional field selected.)

```
ATNAM.SMITH*JOHN*A.SDX.25.43218.COLUMBUS
```

(This inquiry shows all optional fields selected.)

```
ATNAM.SMITH*JOHN*A..25
```

(This inquiry shows only the county field by county number selected.)

```
ATNAM.SMITH*JOHN*A..FRANKLIN
```

(This inquiry shows only the county field by name selected.)

```
ATBUS.JOHN SMITH HARDWARE...COLUMBUS
```

(This inquiry shoes only the city field selected.)

```
ATDLR.COLUMBUS AUTO SALES.SDX..43215
```

(This inquiry shows the soundex and zip-code fields selected.)

ATNAM, ATBUS and ATDLR INQUIRY RESPONSES WILL APPEAR IN THE FOLLOWING FORMAT:

```
(1) ATNAM.OH0650100.SMITH*JOHN*A..FRANKLIN..COLUMBUS.051600.092809
(2) COUNTY-CODE/25,FRANKLIN CITY/COLUMBUS
(3) NAME NO TITLE-NO SSN
(4) ADDRESS CITY STATE ZIP
(5) VIN-WIN-MIN YR MAKE TYPE
(6) SMITH*JOHN*A 01 2500001000 123456789
(7) 1234 OAK STREET COLUMBUS OH 43215
```

(8)	1234ABCD45678DE40	1994 CHEV	V		
(9)	SMITH*JOHN*A			01 2500001000	123456789
(10)	1234 OAK STREET	COLUMBUS	OH 43215		
(11)	04ED87654DCBA4321	1990 FORD	V		
(12)	SMITH*JOHN*A			01 2500001000	123456789
(13)	1234 OAK STREET	COLUMBUS	OH 43215		
(14)	45678DE40DCBA4321	1984 PONT	V		
(15)	SMITH*JOHN*A			01 2500001000	123456789
(16)	1234 OAK STREET	COLUMBUS	OH 43215		
(17)	132435ACBD465768E	1993 CHEV	V		
(18)	SMITH*JOHN*A			01 2500001000	123456789
(19)	1234 OAK STREET	COLUMBUS	OH 43215		
(20)	879845853852GDHA0	1987 HOND	V		
(21)	ATPG.0001._ (F-FWRD, B-BACK)				

ATNAM RESPONSE BREAKDOWN:

- Line 1 See Line 1 of ATNUM RESPONSE BREAK DOWN (MOTOR VEHICLE).

- Line 2 The two digit code for the county in which the title is registered, the name of the county in which the title is registered.

- Line 3, 4, 5 Field headers

- Line 6 - 20 The title number, the title definition field which contains a 'V' if the title is for motor vehicle, a 'W' if the title is for watercraft, or a 'M' if the title is for boat motor. The street address of the title owner, the city, and the state. The name of the manufacturer, the model year, the vehicle, watercraft or motor identification number. The mileage shown on the odometer at the time the title was issued (this field is displayed for motor vehicles only).

- Line 21 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.7 Watercraft Chain Inquiry

An ATWIN inquiry will provide a list of ownership for a particular WIN, or MIN. The list will contain all current and past owners of the WIN, or MIN being inquired upon. The inquiry will show each individual's name, title number, and brief information on the watercraft or boat motor being inquired upon. In order to retrieve information on motor vehicles, you must use the ATVIN inquiry, (see VIN Chain Inquiry).

Inquiry Format - The message key is ATWIN followed by a period. Then enter a watercraft or motor identification number, up to 17 characters long. When entering the watercraft or boat

motor identification number, you can use any valid combination of letters, (A - Z), and numbers, (0 - 9).

Examples of a WIN chain inquiry: ATWIN.MD1NB954S1892 (TRANSMIT)
ATWIN.HFG5A9D7B412F1253 (TRANSMIT)
ATWIN.AEF95S223223 (TRANSMIT)

ATWIN INQUIRY RESPONSE EXAMPLE (WATERCRAFT):

```
(1) ATWIN.OH0650100.123BOAT456.041593.092809
(2) WATERCRAFT#/123BOAT456          MODEL/12345      YEAR/1990      TYPE/W
(3) LENGTH/025'02"                 BOAT/STARCRAFT
(4) MOTOR#1/MERCURY                HP#1/90        MOTOR#2/MERCURY  HP#2/90
(5) MOTOR#3/MERCURY                HP#3/90        MOTOR#4/MERCURY  HP#3/90

(6) OWNER-NAME                     STS ISS-DT      TITLE-NO
(7) JONES*WILLIAM*R                 A   120292      2500005550
(8) JOHNSON*RICHARD*T               I   110392      2500002650
(9) BROWN*GREGORY*B                 I   061292      2100005030
(10) ROBERTS*BRIAN*M                I   020392      2500010250
(11) CLOSSON*ALBERT*P               I   061291      2100023030
(12) MILLER*PETER*W                 I   040291      2200001818
(13) OLSON*EUGENE*R                 I   011391      2200006697
(14) SHAW*ALVIN*G                   I   102390      2200002580
(15) HUGHES*NOLAN*E                 I   070690      6200011424
(16) NEELY*TIM*P                    I   031490      6200006030

(17) ATPG.0001._ (F-FWRD, B-BACK)
```

ATWIN RESPONSE BREAKDOWN (WATERCRAFT)

Line 1 See Line 1 ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE)

Line 2 The WATERCRAFT# field contains the watercraft identification number. The MODEL field contains the model type of the watercraft. The YEAR field contains the model year of the watercraft. The TYPE field contains a 'W' if the record is for a watercraft, or an 'M' if the record is for a boat motor.

Line 3 The LENGTH field contains the length of the watercraft in feet and inches. The BOAT field contains the name of the manufacturer.

Lines 4, 5 The MOTOR field contains name of the motor manufacturer. The HP field contains the horsepower of the motor. A watercraft can have a maximum of four (4) motors listed.

- Line 6 Field headers.
- Lines 7 - 16 The name of the owner. The STS field contains an 'A' if the record is active, or an 'I' if the record is inactive. The ISS-DT field is the date the title was issued to the owner, and the title number.
- Line 17 The paging line (see Titling Paging Options, Section 4.8.11).

ATWIN INQUIRY RESPONSE EXAMPLE (BOAT MOTOR):

```
(1)  ATWIN.OH0650100.123MOTOR456.041593.092809
(2)  SERIAL#/123MOTOR456          MODEL/54321          YEAR/1989  TYPE/M
(3)  MOTOR/MERCURY                HP/90
(4)  OWNER-NAME                   STS ISS-DT  TITLE-NO
(5)  SMITH*ROGER*G                A   121992  2500004440
(6)  WILLIAMS*SCOTT*N             I   101492  3100004280
(7)  LEWIS*MARK*P                 I   082292  5700000421
(8)  LITTLE*GARY*B                I   041792  2500008663
(9)  BAILEY*RONALD*K             I   092691  1200004229
(10) WOLF*ERIC*D                  I   052091  2500023005
(11) HUDSON*KEVIN*W              I   072790  2500006127
(12) PATTERSON*NICK*T            I   022290  2100001174
(13) RILEY*MARTIN*A              I   103089  2200013915
(14) WATERS*KYLE*H                I   060889  2200009056
(15) ATPG.0001._ (F-FWRD, B-BACK)
```

ATWIN RESPONSE BREAKDOWN (BOAT MOTOR):

- Line 1 See Line 01 of ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).
- Line 2 The SERIAL# field contains the motor identification number. The MODEL field contains the model type of the boat motor. The YEAR field contains the model year of the boat motor. The TYPE field contains a 'W' if the record is for a watercraft, or an 'M' if the record is for a boat motor.
- Line 3 The MOTOR field contains the name of the motor manufacturer. The HP field contains the horsepower of the boat motor.
- Line 4 Field headers.
- Lines 5 - 14 See Lines 5 - 14 of ATWIN RESPONSE BREAKDOWN (WATERCRAFT).
- Line 15 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.8 Lien Inquiry

An ATLN inquiry will provide information on any liens associated with a given title number. A valid title number is eight to ten numeric digits. However, there are a few exceptions in regards to the eight and nine digit title numbers. An eight or nine digit title number can contain an alphanumeric character, usually this character appears at the end of the title number.

Inquiry Format - The message key is ATLN followed by a period. Then enter a valid title number and transmit.

Example of a lien inquiry: ATLN.5800018195 (TRANSMIT)

ATLN INQUIRY RESPONSE EXAMPLE:

```
(1) ATLN.OH0650100.2500009910.041593.092809
(2) TITLE/2500009910 VIN-WIN-MIN/1234ABCD5678 YEAR/1992
(3) ## LIEN HOLDER'S NAME ISS-DT CAN-DT EQUITY
(4) STREET CITY STATE CTRL#
(5) 01 BANK ONE 052092 000000000
(6) 1000 E BROAD ST COLUMBUS OH %00008236
(7) 02 HUNTINGTON NAT BANK 052192 000000000
(8) 1510 HIGH ST COLUMBUS OH %00002358
(9) 03 OHIO CREDIT UNION 012592 022492 000000000
(10) 1200 MAIN ST COLUMBUS OH %00001649
(11) 04 SOCIETY BANK 012092 022492 000000000
(12) 1920 JUNIPER ST COLUMBUS OH %00001649
(13) 05 FIFTH THIRD BANK 011292 022092 000000000
(14) 18840 HIGHMEADOWS COLUMBUS OH %00005362
(15) ATPG.0001._ (F-FWRD, B-BACK)
```

ATLN RESPONSE BREAKDOWN:

- Line 1 See Line 1 of ATNUM RESPONSE BREAKDOWN (MOTOR VEHICLE).
- Line 2 The TITLE field contains the title number. The VIN-WIN-MIN field contains the motor vehicle, watercraft or motor identification number, and the model year of the motor vehicle, watercraft, or boat motor.
- Lines 3, 4 Field headers.
- Line 5 The number of liens associated with the title number specified, the name of the financial institution holding the liens, date the lien was issued, date the lien was canceled, and title number the lien was transferred from, (if any).
- Line 6 The street address, city and state information of the financial institution, and control number of the title.
- Lines 7 - 14 Repeat of Lines 5 and 6 shown above.
- Line 15 The paging line (see Titling Paging Options, Section 4.8.11).

4.8.9 Titling Paging Options

At the bottom of the inquiry screen, you will see the following paging options, or a combination of the following paging options:

ATPG.0001. _ (N-NEXT TITLE, P-PREV TITLE, L-LIEN INFO, F-FWRD, B-BACK)

ATPG. is the message key for paging. Following the message key is a four digit number. This four digit number is used to keep track of each paging request in the event more than one person has entered a paging request at the same time. Following the four digit number is an underscore. This underscore is where the paging option is entered.

To submit a paging option, enter a SOE before the 'A' in ATPG., change the underscore to N, P, L, F, or B, and transmit.

Paging Options (ATNUM inquiry only)

The 'N-NEXT TITLE' option will display the next title number in the chain of title numbers associated with the vehicle shown on the screen. Each NEXT TITLE pages you closer to the current owner of the vehicle shown on the screen.

The 'P-PREV TITLE' option will display the previous title number in the chain of title numbers associated with the vehicle shown on the screen. Each PREVIOUS TITLE pages you closer to the original owner of the vehicle shown on the screen.

The 'L-LIEN INFO' option will retrieve all active lien information listed for the vehicle shown on the screen.

The 'F-FWRD' option will move forward in the control number set, and display any duplicate or replacement titles.

The 'B-BACK' option will move backward in the control number set, and display any duplicate or replacement titles.

The following examples show how to enter the paging options:

TO PAGE NEXT TITLE:	ATPG.0001.N(TRANSMIT)
TO PAGE PREVIOUS TITLE:	ATPG.0001.B(TRANSMIT)
TO PAGE LIEN INFO:	ATPG.0001.L(TRANSMIT)
TO PAGE FORWARD:	ATPG.0001.F(TRANSMIT)
TO PAGE BACKWARD:	ATPG.0001.B(TRANSMIT)

Paging Options (for all inquiries, not including ATNUM) If all inquiry information cannot be shown on a single screen, one of the messages shown below will be displayed on the bottom of the screen. When positioned on the first page of a multi-page response, you can only page forward and message #1 will be displayed. When positioned on the last page of a multi-page response, you can only page backward, and message #2 will be displayed. If positioned on an intermediate page of a multi-page response, you can page forward or backward, and message #3 will be displayed.

1. ATPG.0001._ (F-FWRD)
2. ATPG.0001._ (B-BACK)
3. ATPG.0001._ (F-FWRD, B-BACK)

4.9 TOWED/IMMOBILIZED VEHICLE FILE

S.B. 275/62 (Ohio's DUI law) makes it mandatory that law enforcement agencies tow and/or immobilize vehicles when certain DUS or DUI violations occur. In addition, the law provides for owner notification by law enforcement agencies when certain actions occur in the courts.

When vehicles are towed and/or immobilized as the result of lawful compliance, the information concerning the vehicle will be entered into the file. The file has been expanded to include functions to permit law enforcement agencies to comply with the Ohio Revised Code Requirements concerning certain DUS and DUI related offenses.

The LEADS Towed/Immobilized File is an active file of all vehicles towed/immobilized by any Ohio law enforcement agency. It provides a method of storing pertinent information on a vehicle when it is towed/immobilized by your agency. When the owner of a vehicle contacts an agency to see if their vehicle has been towed, or to report the vehicle as stolen, the operator can inquire on the file by the license or VIN number. A hit on the file will return information on the license and/or vehicle along with other vehicle information, such as the conditions for releasing the vehicle to the owner and operating condition. The information about the vehicle can be stored, modified, canceled, or later retrieved for inquiry purposes.

The response to an inquiry is not limited to the agency who made the entry. Hence, an operator making an inquiry on the file could receive a response indicating the vehicle was towed/immobilized by an agency in another jurisdiction. In a case like this, the party inquiring about the vehicle is to be directed to contact the agency who made the entry.

The Towed/Immobilized and the Auto Alert Files automatically cross check each other when license and VIN information is entered into either file. If an auto alert entry is on file the immobilized vehicle entry will be rejected and the stolen vehicle or license data will be displayed on the screen with a message to contact the entering ORI. The agency receiving the reject message will contact the entering ORI and confirm the hit.

For record purposes, a vehicle is any motor driven conveyance designed to carry its operator, except a boat. In addition, towed trailers can be entered in the Towed/Immobilized Vehicle File. Special Note: If the hit is on the Stolen Vehicle File, the correct procedure for placing a locate on the vehicle is to be followed. This is found in Section 4.2.4 of the Ohio LEADS Manual. *Towed Vehicle Records do not require regular validation since the record will be purged at 180 days. The Immobilized records do not require regular validation but must be cleared/canceled by the entering agency.*

The towed/immobilized vehicle record contains basic data about the vehicle and license plate with the date vehicle was towed/immobilized (DTW), reason Towed/Immobilized (RTW), condition of vehicle (VCD), where vehicle is stored (STA), location from which vehicle was towed/immobilized (VTF), condition for releasing vehicle to owner (CFR), and a miscellaneous field (MIS) for any other pertinent information deemed necessary by the entering agency.

4.9.1 How to Construct a Record

The maximum record size that can be entered into the Towed/Immobilized Vehicle File consists of the 25 fields listed below. The license plate information and the VIN number of the vehicle is to be entered when available. However, the entry will be allowed with only the VIN or license.

The following is a list of data that can be used in a towed/immobilized vehicle record.

FIELD	CODE	CHARACTERS
-------	------	------------

Message Key	MKE.....	2
Originating Agency Identifier*	ORI.....	9
License Plate Number	LIC	8
License Plate State	LIS	2
License Plate Year Expiration	LIY	6
License Plate Type.....	LIT	2
Vehicle Identification Number	VIN	20
Year.....	VYR	2
Make	VMA	4
Model	VMO	3
Style	VST	2
Color	VCO	7
Originating Agency Case Number.....	OCA	9
Date Vehicle Towed	DTW	6
Reason Vehicle Towed	RTW	20
Vehicle Condition (Drivable?).....	VCD	1
Vehicle Stored At.....	STA	42
Vehicle Towed From	VTF	42
Conditions For Release	CFR	25
Pretrial Date	DPT	6

(continued on next page)

FIELD	CODE	CHARACTERS
Trial Date	DTR.....	6
Follow-up Date.....	FUD.....	6
Court Ordered Immobilization Days	CID.....	3
Immobilization Period From.....	IPF	6
Immobilization Period To	IPT0.....	6
Miscellaneous	MIS	42

* Automatically entered by LEADS computer.

The standard NCIC abbreviated codes are to be used for the license and vehicle data. Refer to Part 8 of the NCIC Code Manual.

If the LIC exceeds the maximum eight characters allowed, use the last eight shown and enter the complete license number in the MIS field of the record.

4.9.2 Entries

Each LEADS terminal agency can initiate entries into the files using the criteria set forth in this manual. To facilitate the entry of records into the LEADS, a series of formatted screens is available. Section 3.13 of this manual outlines the formatted screen function and an explanation of the fields used in these formats.

Complete each field in the formatted screen. Remember, the more information you provide in the entry, the more positive the identification of the towed vehicle will be.

Note: You must have either the license number (LIC) or the vehicle identification number (VIN) with current format.

If you complete any one field identified with an asterisk in the format, then all fields identified with an asterisk (*) must be completed. This rule applies to the remainder of the format. All required fields are identified by underscores (_) in the format, and must be completed before transmitting, or the entry will be rejected. Any fields shown without symbols are optional.

If the entry is accepted, you will get an automatic reply from LEADS stating the record has been updated. Refer to Part 8 of the NCIC Code Manual for additional data to be inserted in the record; i.e., color code, make code, etc.

The "DRIVABLE?" field indicates the vehicle's condition and must be coded as either "Y" for yes, "N" for no, or "U" for unknown.

Date towed (DTW), reason towed (RTW), vehicle stored at (STA), vehicle towed from (VTF), and condition for release (CFR) are all required fields.

4.9.3 Record Type Edits

AO. *Abandoned/Other (Existing Towed)* - No entries will be allowed in the Pretrial Date (DPT), Trial Date (DTR), Court Ordered Immobilization Days (CID), Immobilization Period From (IPF), and Immobilization To (IPT) fields.

PT. *Pretrial Towed and PI. Pretrial Immobilization* - An entry is required in the Pretrial Date (DPT) field. Entries in the Trial Date (DTR), Court Ordered Immobilization Days (CID), Immobilization Period From (IPF), and Immobilization To (IPT) fields are made at a later time. The Pretrial Date (DPT) must be greater than the date of entry and less than 5 days past the entry date.

CM. *Court Ordered Maintenance* - An entry is required in the Trial Date (DTR) field. No entries will be allowed in the Pretrial Date (DPT), Court Ordered Immobilization To (IPT) fields. The trial Date (DTR) must be greater than the date of entry and less than 90 days past the entry.

IM. *Court Ordered Immobilization* - Entries are required in the Court Ordered Immobilization Days (CID), Immobilization Period From (IPF), and Immobilization To (IPT) fields. The Immobilization Period From (IPF) date must be greater than or equal to the entry date and less than the entry date plus 90 days. The Immobilization Period To (IPT) date must be greater than the Immobilization Period From (IPF) date and less than the Immobilization Period From (IPF) date plus 180 days. The Court Ordered Immobilization Days (CID) field must contain a value

that corresponds to the immobilization period defined by the Immobilization Period From (IPF) and the Immobilization Period To (IPT) fields within plus or minus 5 days.

4.9.4 Notices

Notices will be automatically generated on the Pre-trial Date (DPT) and the Immobilization period to (IPT) date. In addition, notices are sent seven days after the Immobilization Period To (IPT) date and 60 days after the Immobilization Period To (IPT) date. The automatically generated notices will have the same appearance as the entry screen with a caption indicating the message was automatically generated by LEADS and the reason it was sent. The notices will be generated each day of the week at approximately 4 a.m.

To retrieve the screen for making an immobilized vehicle entry shown below, use the following format: *ET (TRANSMIT)

```
#ET      TYP/___
LIC/***** LIS/**  LIY/*****  LIT/**  VIN/=====
VYR/++  VMA/++++  VMO/      VST/++  VCO/    /    OCA/_____
DATE TOWED/_____ REASON TOWED/_____ DRIVABLE?/ _
VEHICLE STORED AT/_____
VEHICLE TOWED FROM/_____
COND-RELEASE/_____
PRETRIAL DATE/      TRIAL DATE/
COURT ORDERED IMMOBILIZATION DAYS/
IMMOBILIZATION PERIOD FROM/      TO/
MISC/
```

4.9.5 Modify

To modify an abandoned or any towed/immobilized vehicle record use the message key "MT". The record to be modified must be identified by the license plate number (LIC) and the originating agency case number (OCA) or by the vehicle identification number (VIN) and (OCA).

On the second line enter the field key to be modified, followed by a slash and the new data for that field.

The following example will modify the date the vehicle was towed to 070194:

```
MT.LIC/AAA111.OCA/012345678 (CR)
DTW/070194(TRANSMIT)
```

The following fields can be modified for all types of towed vehicle records: VYR, VMA, VMO, VST, VCO, RTW, VCD, STA, VTF, CFR, MIS, LIS, LIT and LIY.

Modify Immobilized Vehicle - On the second line enter the field key to be modified, followed by a slash (/) and the new data for that field. The following are examples of modification procedures added to comply with Ohio's DUI law (SB 275/62):

PT (pre-trial towed) and PI (pre-trial immobilization). The pre-trial date (DPT) must be greater than the date of entry. Follow this format for entry:

```
MT.LIC/BAH443.OCA/LEADS001 (CR)
TYP/PT.DPT/091593 (TRANSMIT)
```

CM (court ordered maintenance) The trial date (DTR) must be greater than the date of entry. Follow this format for entry:

```
MT.LIC/BAH443.OCA/LEADS001 (CR)
TYP/CM.DTR/093093 (TRANSMIT)
```

IM (court ordered immobilization) The immobilization period from (IPF) date must be greater than or equal to the entry date.

The immobilization period to (IPT) date must be greater than the Immobilization Period From (IPF) date and less than the immobilization period from (IPF) date plus 180 days.

The court ordered immobilization days (CID) field must contain a value corresponding to the immobilization period defined by the Immobilization Period From (IPF) and the immobilization period to (IPT) fields within plus or minus 5 days. Follow this format for entry:

```
MT.LIC/BAH443.OCA/LEADS001 (CR)
TYP/IM.IPF/090193.IPT/090393.CID/030 (TRANSMIT)
```

4.9.6 Cancel

Cancellation of a towed vehicle record is restricted to the agency who entered the record. A cancellation message is used when the entering agency has released the vehicle to the owner or agent.

If the cancellation is accepted, you will receive an automatic reply from LEADS stating the record has been canceled.

To retrieve the screen for canceling a towed vehicle record shown below, use the following format: *XT (TRANSMIT)

```
#XT LIC/***** VIN/===== OCA/_____
```

Use LIC or VIN and OCA.

4.9.7 Clear

Clearing a towed/immobilized vehicle record is restricted to the agency who entered the record.

A clear message key has been added to the towed/immobilized vehicle program to allow entries to be moved to a history file. When an active entry (PT, PI, CM, or IM) is cleared (as opposed to canceled) a copy of the record will be retained in a history file.

A clear message is used when the courts have ordered the vehicle released to the owner and can only be used for record types PT, PI, CM, and IM.

To retrieve the screen for clearing a towed/immobilized vehicle record shown below, use the following format: *CT (TRANSMIT)

```
#CT LIC/***** VIN/===== OCA/_____ DVR/_____
```

Use LIC or VIN, OCA, and DVR (date vehicle released).

4.9.8 Retrieval

Towed/Immobilized Vehicle file records can be retrieved by using the license plate number (LIC) or by the vehicle identification number (VIN).

An agency can also retrieve all of their immobilized vehicle records on file for validation purposes.

To retrieve a Towed/Immobilized Vehicle File record by license plate number key:

```
TV.LIC/(LIC #)(TRANSMIT)
```

To retrieve a Towed/Immobilized Vehicle File record by vehicle identification number key:

```
TV.VIN/(VIN #)(TRANSMIT)
```

To retrieve all of your immobilized vehicle records on file key TV.ALL (TRANSMIT). These records will be returned 21 at a time with the ability to continue the retrieval if desired. After retrieving 21 records the following response will be shown on the screen:

```
FOR ADDITIONAL RECORDS ENTER: TV.ALL.OH0130000.+378118503
```

To retrieve an additional 21 records or the rest of your records if less than 21, place an SOE character in front of the inquiry and move the cursor to the end of the inquiry and transmit.

Example:

>FOR ADDITIONAL RECORDS ENTER: TV.ALL.OH0130000.+378118503(TRANSMIT)

The following are sample responses using either the LIC or VIN inquiry.

```
ET LIC/L4597 LIS/OH LIY/072292 LIT/PC VIN/  
VYR/72 VMA/TOYT VMO/COR VST/4D VCO/BLK/ OCA/TEST001  
DATE TOWED/071192 REASON TOWED/DRIVER ARRESTED DUI DRIVABLE?/U  
VEHICLE STORED AT/ JOHN DOE TOWING DELAWARE OH  
VEHICLE TOWED FROM/ ST RT 23 1 MI N OF COON PATH ROAD  
COND-RELEASE/ PROOF/FEES ORI/OHOHP2100  
MISC/TEST ENTRY ONLY
```

```
ET LIC/GKG777 LIS/OH LIY/060188 LIT/PC VIN/RT85087654  
VYR/72 VMA/TOYT VMO/COR VST/4D VCO/WHI/ OCA/LEADS-120  
DATE TOWED/ 032587 REASON TOWED/ ABANDONED 48 HOURS DRIVABLE?/Y  
VEHICLE STORED AT/ JOHN DOE TOWING SERVICE  
VEHICLE TOWED FROM/ SR 33 1 MILE NORTH OF CANAL WINCHESTER  
COND-RELEASE/ REGISTRATION AND FEES ORI/OH0230000  
MISC/ TEST RECORD ONLY
```

4.10 FUEL USE TAX FUNCTION

An interface between LEADS and the Ohio Department of Taxation, Fuel Use Tax (HUT) Division, has been established for inquiries into their files for Fuel Use Tax information.

4.10.1 Inquiry

HUT File inquiries can presently be made on two different identifiers: the permit number and the permit holders name. An inquiry by vehicle identification number (VIN) is not yet possible but has been discussed for the future.

One of the following formats must be used to obtain Fuel Use Tax information:

Example of inquiry by name:

```
HUT.NAM/ (Permit Holders Name - Up to a maximum of 30 characters) ( TRANSMIT )  
HUT.NAM/MYRICK , HERMAN BURKE ( TRANSMIT )  
HUT.NAM/ROADWAY TRUCK LINES, INC. (TRANSMIT)
```

A response to an inquiry by name will return an exact match if found, or a list of 10 names close to the one inquired upon if an exact match is not found.

Example of inquiry by permit number:

HUT . NUM/(permit number - Up to a maximum of 12 characters) (TRANSMIT)

The permit number can be obtained from the HUT cab card which the driver is to have or from the HUT window sticker. The permit holder's name can be obtained from the HUT cab card, if available, or can be obtained from the vehicle owner's name or company name.

The response to an inquiry by permit number will return an exact match if the permit number is on file or a "Nothing in File" response if it is not on file.

Example of a response to an exact match for Fuel Use Tax inquiry:

H I G H W A Y U S E T A X

HUT.OH0880000.NUM/010118660002

PERMIT HOLDER/ HOSMER, DENNIS R.
1552 COMMERCIAL LANE
AUSTIN, TX

54554

FEDERAL-ID: 12345678 PERMIT-NUMBER: 112233445566 PERMIT
STATUS:

CANCELLED

DATE ISSUED: 12/8/86

DATE-CANCELLED:

03/25/87

VEH-YEAR: 83 VEH-MAK: PBILT VIN: 122344 STATE-OF-
REG: OH

A response listing multiple names when an exact match is not found will occur:

H I G H W A Y U S E T A X

HUT.OH0250000.NAM/MORGAN, DENNIS R

HOLDERS NAME	ACCOUNT NUMBER	STATUS
MORGAN, DENNIS R	12345678	CANCELLED
MORGAN, RANDALL	23456789	ACTIVE
MORGANSTERN, DAVID	34567890	CANCELLED
MORRIS, PAUL C	45678901	ACTIVE
MORRIS, ROBERT	56789012	ACTIVE
MORRISON CONSTRUCTION	67890123	ACTIVE

4.11 FATAL CRASH STATISTICS

This file contains records of all fatal highway crashes by county, divided into two separate areas: Rural and Urban. The file contains information on fatal crashes investigated by county sheriff's departments, township police departments, city police departments and the Ohio State Highway Patrol.

Fatal crash information will be available for inquiry and retrieval for the current year, plus the previous year, and is available to all law enforcement terminals. To obtain a complete count of all fatal crashes entered into the system, you must retrieve both Rural and Urban portions of the file and total (add) all captions. To obtain urban (city) statistics list the letter "C" as the first character of the message key.

Example: CACT.CT (TRANSMIT)

The only report generated that will give both urban and rural fatal statistics is the Ohio Traffic Crash Record "Box Score" Report. See Section 4.11.5 for additional information.

The following sections outline the message keys used to inquire and retrieve rural and urban fatal crash information.

4.11.1 Basic Format Fields Defined

CO - Two digit county number. County numbers range from 1 to 88. If the county number is less than two digits, add a zero in front of the number, i.e., Adams county 01. A list of the county names and numbers can be found in Section 5.5 of this manual.

MO - Two digit number for month. If the month is less than two digits add a zero in front of the number, i.e., January 01.

CY - Two alpha characters designating current year record.

PY - Two alpha characters designating previous year record.

ACCID - Four digit computer assigned crash numbers are to replace letters "ACCID" in formats. If crash numbers are less than four digits, precede with zeros.

CT - The two alpha characters indicating totals are for all counties.

4.11.2 Fatal Crash Retrieval Formats Defined

FAI and CFAI retrieval message keys, when used with a combination of other field format codes, will enable you to retrieve a fatal crash record.

FAT, CFAT, FACT, and CACT retrieval message keys, when used with a combination of other field format codes, will enable you to retrieve fatal crash totals.

The fields identified with "CO", "MO", "ACCID", and "ORI" must be completed by the operator. You must fill in the numbers for the information you wish to retrieve. If necessary, add preceding zeros to complete the numbers.

4.11.3 Individual Fatal Crash Retrieval Formats Defined - FAI

The FAI formats listed below will give you fatal crash information by county, printed out individually. For example, if there were three fatal crashes in a county for the month entered in your format, you will receive a response listing the three crashes. It will be similar to the one listed in Section 4.11.6.1 of this manual.

FAI . CO - retrieval of all rural fatal crashes within a county.

CFAI . CO - retrieval of all urban fatal crashes within a county.

FAI . CO . ORI - retrieval of all rural fatal crashes within a county investigated by an individual agency.

CFAI . CO . ORI - retrieval of all urban fatal crashes within a county investigated by an individual agency.

FAI . CO . MO - retrieval of all rural fatal crashes within a county for a designated month.

CFAI . CO . MO - retrieval of all urban fatal crashes within a county for a designated month.

FAI . CO . MO . ORI - retrieval of all rural fatal crashes within a county for a designated month investigated by an individual agency.

CFAI . CO . MO . ORI - retrieval of all urban fatal crashes within a county for a designated month investigated by an individual agency.

FAI . CO . MO . ACCID - retrieval of an individual rural fatal crash within a designated county.

CFAI . CO . MO . ACCID - retrieval of an individual urban fatal crash within a designated county.

FAI . CO . PY - retrieval of all rural fatal crashes within a county for the previous year.

CFAI . CO . PY - retrieval of all urban fatal crashes within a county for the previous year.

FAI . CO . PY . ORI - retrieval of all rural fatal crashes within a county for the previous year investigated by an individual agency.

CFAI . CO . PY . ORI - retrieval of all urban fatal crashes within a county for the previous year investigated by an individual agency.

FAI . CO . PY . MO - retrieval of all rural fatal crashes for the previous year within a county for a designated month.

CFAI . CO . PY . MO - retrieval of all urban fatal crashes for the previous year within a county for a designated month.

FAI . CO . PY . MO . ORI - retrieval of all rural fatal crashes for the previous year within a county for a designated month investigated by an individual agency.

CFAI . CO . PY . MO . ORI - retrieval of all urban fatal crashes for the previous year within a county for a designated month investigated by an individual agency.

FAI . CO . PY . MO . ACCID - retrieval of an individual rural fatal crash for the previous year and designated month and county.

CFAI . CO . PY . MO . ACCID - retrieval of an individual urban fatal crash for the previous year and designated month and county.

4.11.4 Combined Fatal Crash Totals - FAT

FAT . CO - retrieval of rural fatal crash totals by county.

CFAT . CO - retrieval of urban fatal crash totals by county.

FAT . CO . MO - retrieval of rural fatal crash totals by month within a designated county.

CFAT . CO . MO - retrieval of urban fatal crash totals by month within a designated county.

FAT . CO . PY - retrieval of previous year's urban fatal crash totals by county.

CFAT . CO . PY - retrieval of previous year's rural fatal crash totals by county.

FAT . CO . PY . MO - retrieval of previous year's fatal rural crash totals by month within a designated county.

CFAT . CO . PY . MO - retrieval of previous year's fatal urban crash totals by month within a designated county.

FAT . CY - retrieval of all counties fatal rural crash totals for the current year.

CFAT . CY - retrieval of all counties fatal urban crash totals for the current year.

FAT.CY.MO - retrieval of all counties rural fatal crash totals year-to-date for current year designated by month.

CFAT.CY.MO - retrieval of all counties urban crash totals year-to-date for current year designated by month.

FAT.CY.MO.M - retrieval of all counties rural fatal crash totals for the current year by designated month (one month).

CFAT.CY.MO.M - retrieval of all counties urban fatal crash totals for the current year by designated month (one month).

FAT.PY - retrieval of all counties rural fatal crash totals for the previous year.

CFAT.PY - retrieval of all counties urban fatal crash totals for the previous year.

FAT.PY.MO - retrieval of all counties rural fatal crash totals year-to-date for the previous year by designated month.

CFAT.PY.MO - retrieval of all counties urban fatal crash totals year-to-date for the previous year by designated month.

FAT.PY.MO.M - retrieval of all counties rural fatal crash totals for the previous year by designated month (one month).

CFAT.PY.MO.M - retrieval of all counties urban fatal crash totals for the previous year by designated month (one month).

FACT.CT - retrieval of all rural fatal crash totals for all counties printed out by county, broken down by State Highway Patrol and other agencies.

CACT.CT - retrieval of all urban fatal crash totals for all counties printed out by county, broken down by State Highway Patrol and other agencies.

FACT.CT.PY - retrieval of all rural fatal crash totals for all counties for the previous year printed out by county, broken down by State Highway Patrol and other agency captions.

CACT.CT.PY - retrieval of all urban fatal crash totals for all counties for the previous year, printed out by county, broken down by State Highway Patrol and other agency captions.

4.11.5 Box Score Information - FAN

FAN.MM/DD/YY-MM/DD/YY - retrieval of the fatal crash "box score" for the entire state. Includes urban and fatal crashes. Information is given in comparison form for the dates entered.

FAN.MM/DD/YY-MM/DD/YY.U - retrieval of the fatal crash "box score" for urban fatal crashes only. Information is given in comparison form for the dates entered.

FAN.MM/DD/YY-MM/DD/YY.R - retrieval of the fatal crash "box score" for rural fatal crashes only. Information is given in comparison form for the dates entered.

4.11.6 RETRIEVAL OF INDIVIDUAL FATAL CRASH INFORMATION - FAI

The message keys for the formats used to retrieve information on individual fatal crashes is FAI or CFAI, followed by one or more of the field format codes used to designate what type of information is requested. You can request information on an individual fatal crash or on all crashes in a particular county. Your request must consist of one or more of the following:

CO - The two digit county number whose records you wish to receive.

MO - The two digit code of the month of the records you wish to retrieve.

ACCID - The four digit crash number of the record you wish to receive.

ORI - The nine digit ORI of the investigating agency whose records you wish to retrieve.

CY - The code used to retrieve crash information for the current year.

PY - The code used to retrieve crash information for the previous year.

A listing of all the FAI and CFAI formats is in Section 4.11.3. If you do not designate an individual crash number or month in the request, the response will contain all crashes for the county designated.

Example Request for Individual Fatal Crash Information:

FAI.CO.PY.MO.ACCID(TRANSMIT)

You would need to fill in the county number (CO) and numerical digit of the month (MO) and the crash number (ACCID). The computer would respond with the information requested, which in this case would be an individual rural fatal crash report because the request included the number of the crash.

4.11.6.1 Response Individual Fatal Crash Inquiry - FAI

```

FAI.49.                OHIO STATE HIGHWAY PATROL                CRA-NO-0001
AGENCY OHP ORI OHHP4900    FATAL CRASH REPORT                112994
CRA-CO 49    CRA-DATE 040194    CRA-DAY 6    CRA-TIME 0200    TYPE-ROAD CR
ROUTE-NAME TAYLOR-BLAIR-ROAD-----    ROUTE-NUM    MILE-POST
CRA-LOC TAYLOR-BLAIR-ROAD-1/10-MILE-NORTH-OF-SOUTH-STREET-----
DRIVER
DRIV- 01N KILLED Y    INJ -    AGE 59    SEX M    RESTRAINT-USED A    ALCOHOL Y    % 20    VEH TK
DRIV- 02D KILLED -    INJ -    AGE --    SEX -    RESTRAINT-USED -    ALCOHOL -    % --    VEH TR
PASSENGER
COLLISION CAUSE 01    TYPE COLLISION 06    CONTOUR ST    UNIT CAUSED 01

FAI.                OHIO STATE HIGHWAY PATROL                CRA-NO 49-0002
AGENCY OHP ORI OHHP4900    FATAL CRASH REPORT                112994
CRA-CO 49    CRA-DATE 040994    CRA-DAY 7    CRA-TIME 0120    TYPE-ROAD SR
ROUTE-NAME STATE-ROUTE-56-----    ROUTE-NUM 0056    MILE-POST 012
CRA-LOC STATE-ROUTE-56-4/10-MILE-WEST-OF-MILEPOST-12-----
DRIVER
DRIV- 01N KILLED -    INJ Y    AGE 20    SEX M    RESTRAINT-USED A    ALCOHOL N    % --    VEH CO
DRIV- 02D KILLED -    INJ -    AGE --    SEX -    RESTRAINT-USED -    ALCOHOL -    % --    VEH PL
PASSENGER
PASS- 011E KILLED -    INJ Y    AGE 18    SEX M    RESTRAINT-USED A    LOC RF
PASS- 012E KILLED Y    INJ -    AGE 17    SEX M    RESTRAINT-USED A    LOC RR
COLLISION CAUSE 09    TYPE COLLISION 06    CONTOUR RC    UNIT CAUSED 01

```

The following is an operator's guide with instructions explaining each line of the response:

Line 1 CRA-NO - All crash numbers are computer assigned. The first two digits will be the county number, and the remaining four digits are the crash report number. Computer assigned crash numbers can be obtained by using one of the retrieval formats shown in Section 4.11.3.

Line 2 AGENCY - The three (3) character agency identifier who investigated the crash.

OHP - Ohio State Highway Patrol	CSO - County Sheriff's Office
TWP - Township Police Department	CTY - City Police Department

ORI - The 9 character NCIC identifier of the agency investigating the fatal crash.

Line 3 CRA-CO - Two digit county number where the crash occurred.

CRA-DATE - Six digit date when the crash occurred.

CRA-DAY - A one digit number from 1 to 7 indicating day of week, i.e., 1 - Sunday.

CRA-TIME - Four digit military time (midnight would be 2400).

TYPE-ROAD - Two alpha characters indicating road type:

IS - Interstate	US - U.S. Highway	SR - State Highway
CS - City Street	CR - All Other Public Roads	

Line 4 ROUTE NAME - Up to 30 alpha/numeric characters indicating name of road.

ROUTE NUM - Four digits indicating the route number.

MILE POST - Three digit mile post where crash occurred.

Line 5 CRA-LOC- Up to a total of 70 alpha/numeric characters describing the crash location.

Line 6 DRIVER'S INFO - A total of ten drivers can be listed under driver's information. All drivers positions 1 through 9 are preceded by a zero such as 01, 02, etc.

The three positions for the driver information explained:

The first two positions of this caption indicates the unit number of the vehicle driver was operating.

The third position of the drivers caption indicates ejection or non-ejection of the driver.

Ejection information codes:

- E - Total ejection from vehicle.
- P - Partial ejection from vehicle.
- T - Trapped.
- N - Non-Ejection.
- D - Does Not Apply ("D" is used with codes "PD", "BR", "BL", "DJ", "GR", "TR" or "PL" which involve other objects).
- H - To use with vehicle type "OT" in hit skip pedestrian crashes. This is used to identify the hit skip vehicle.

KILLED - "Y" for yes. Caption will be blank if not killed.

INJ - "Y" for yes. Caption will be blank if not injured.

AGE - Age of driver.

SEX - Sex of driver (M-male, F-female).

RESTRAINT-USED - "Y" if restraints being used, "A" if available but not used, or "N" if not available.

ALCOHOL - "Y" if known, "N" if alcohol not involved, or "U" if unknown.

% - Percentage of alcohol if known.

VEH - Size of vehicle being driven and other objects involved in crash.

Type codes for vehicles:

- | | |
|-----------------------------------------|-------------------------------------|
| SC - Sub Compact | CO - Compact |
| IN - Intermediate | FS - Full Size |
| TK - Straight Truck (under 12,000 lbs.) | TH - Heavy Truck (over 12,000 lbs.) |

TC - Tractors
TM - Truck-Multiple Trailer
VN - Van
MH - Motor Home
MP - Moped

TT - Tractor Trailer (Semi)
MC - Motorcycle
BK - Bicycle
BU - Bus
OT - Other

Other objects:

PD - Pedestrian
BR - Bridge/Culvert
PV - Parked Vehicle
GR - Guard Rail
TR - Tree
NL - Not Listed

TN - Train
BL - Building
DJ - Ditch/Embankment
FM - Farm Equipment
PL - Pole

Line 7 PASSENGER INFO - A total of twenty (20) passengers are listed on any one fatal crash report.

The four positions under passenger information explained:

The first two positions (reading from left to right) are to indicate the number of the vehicle in which the passenger was riding.

Numbers 1 through 10 can be used. Any number less than 10 will be preceded by a zero, i.e., 01, 02, etc.

The third position will indicate the number of the passenger within the vehicle. Passenger numbers will range from 1 through 9 in any one vehicle. If any vehicle would have more than 9 passengers, they would be indicated by A, B, C, etc., up to a total of 20 in any one fatal crash.

The fourth position indicates ejection information on a passenger. The one digit character in this location indicates the type of ejection or non-ejection.

Ejection information codes:

E - Total ejection from vehicle.
P - Partial ejection from vehicle.
T - Trapped.
N - Non-Ejection.

KILLED - "Y" for yes. Caption will be blank if not killed.

INJ - "Y" for yes. Caption will be blank if not injured.

AGE - Age of driver.

SEX - Sex of driver (M-male, F-female).

RESTRAINT-USED - "Y" if restraints being used, "A" if available but not used, or "N" if not available.

LOC - Passenger location within the vehicle. Location and codes listed below:

CF - Center Front	RF - Right Front
RR - Right Rear	CR - Center Rear
LR - Left Rear	OT - Other

COLLISION CAUSE - Cause codes listed below:

01 - Improper Speed	07 - Improper Turn
02 - Failure to Yield Right-of-Way	08 - Improper Stopping or Parking
03 - Driving Wrong Way	09 - Driving Off Roadway
04 - Driving Left of Center	10 - Defective Vehicle
05 - Following Too Closely	11 - Other Driver, Pedestrian or Passenger Action
06 - Improper Passing	12 - Deer Accident

TYPE COLLISION - Two digit number indicating type of collision.

01 - Head-On	08 - Train
02 - Rear End	09 - Overturning
03 - Side Swipe	10 - Parked
04 - Angle	11 - Animal
05 - Turning	12 - Pedacycle
06 - Fixed Object	13 - Other Non Vehicle
07 - Pedestrian	14 - Other Non Collision

CONTOUR - Two alpha characters indicating contour of road.

LC - Left Curve	RC - Right Curve	ST - Straight
HC - Hillcrest	IN - Intersection	

UNIT CAUSED - Two numeric characters indicating which unit was the direct cause of the crash. Will be listed as 01 through 10.

4.11.7 RETRIEVAL OF FATAL CRASH STATISTICS - FAT AND FAN

Fatal crash information will be available for inquiry and retrieval for the current year, plus the previous year, and is available to all law enforcement terminals. You can retrieve totals for both rural and urban areas.

To obtain a complete count of all fatal crashes entered into the system, you must retrieve both Rural and Urban portions of the file and total (add) all captions. To obtain urban (city) statistics list the letter "C" as the first character of the message key.

Example: CACT .CT (TRANSMIT) . A listing of the retrieval codes for crash statistics can be found in Section 4.11.4 and 4.11.5.

Crash statistics are tabulated in three types of formats:

FAT or CFAT - Statistics of total crashes by county, broken down by number of persons killed, sex, seat belt information, time of day, day of week, accident cause, type of accident, and vehicle type. This recap gives information on both drivers and passengers. The message key to be used is FAT and CFAT followed by a combination of the other data fields for the information you wish to retrieve.

FACT or CFACT - Total fatal crashes by county, broken down by State Highway Patrol and other agencies. The message key to be used is FACT or CACT followed by a combination of the other data fields for the information you wish to retrieve.

FAN - Box Score Report which gives a comparison of fatal information, including alcohol involvement, seat belt usage and vehicle type data. The report will list those statistics for a selected range of dates comparing this years stats with those for the same period for the previous year. The report also provides a year-to-date report comparing the current and previous year statistics.

The report can be generated with totals that reflect both urban and rural fatal crashes in the same report. The reports can also be given showing only urban fatal crashes or rural fatal crashes, should comparison be desired.

The fields used in connection with FAT, CFAT, FACT and CFACT inquiries are:

CO - The two digit county number whose records you wish to receive.

MO - The two digit code of the month of the records you wish to retrieve.

ACCID - The four digit crash number of the record you wish to receive.

ORI - The nine digit ORI of the investigating agency whose records you wish to retrieve.

CY - The code used to retrieve crash information for the current year.

PY - The code used to retrieve crash information for the previous year.

The fields identified with "CO", "MO", "ACCID", and "ORI" must be completed by the operator. You must fill in the numbers for the information you wish to retrieve. If necessary, add preceding zeroes to complete the numbers.

4.11.7.1 Retrieval - Fatal Crash Statistics by County

The message key used to retrieve fatal crash information by county is FAT or CFAT, followed by the data field codes for the information you wish to retrieve.

Your response will be similar to the one shown in Section 4.11.7.2.

For a complete listing of the FAT and CFAT codes used to retrieve fatal crash totals by county can be found in Section 4.11.4.

4.11.7.2 Response - Fatal Crash Statistics by County

The following is a sample response to a FAT.CO inquiry.

```

FAT.25. .          OHIO STATE HIGHWAY PATROL
          CRA-CO 25          FATAL CRASH TOTALS          ACC-MO 00

*****
TOTAL-CRASHES          0018          TOTAL KILLED          0022          TOTAL DRIVERS 0034
TOT ALCOHOL INVOLVED 0006          TOT ALCOHOL DEATHS 0007          TOTAL PASS          0024
                                     DRIV ALCOHOL          0006
*****
USAGE RATES          DRIVER BELT KILLED          TOTAL DRIV KILLED          DRIVER INJURED
DRIVERS 53%          MALE          FEMALE          MALE          FEMALE          MALE          FEMALE
                   0005          0002          0013          0004          0006          0003

          PASS BELT KILLED          TOTAL PASS KILLED          PASS INJURED
PASS          42%          MALE          FEMALE          MALE          FEMALE          MALE          FEMALE

```

```

0000 0002 0002 0003 0007 0006
***** AGE KILLED *****
00-15 16-19 20-24 25-29 30-34 35-39 40-49 50-59 60-UP
0002 0000 0003 0003 0002 0002 0003 0003 0004
***** EJECTION RATES *****
DRIVERS EJECTED 9% PASS EJECTED 4%
*****
ALCOHOL ALCOHOL CAUSE ALCOHOL ALCOHOL
TYPE COLL CRASHES KILLED CRASHES KILLED CODE CRASHES KILLED CRASHES KILLED
HEAD ON - 0003 - 0006 - 0001 - 0002 100 0004 - 0004 - 0002 - 0002
REAR END - 0002 - 0002 - 0001 - 0001 101 0005 - 0005 - 0000 - 0000
SIDESWIPE - 0000 - 0000 - 0000 - 0000 102 0000 - 0000 - 0000 - 0000
ANGLE - 0006 - 0007 - 0000 - 0000 103 0003 - 0006 - 0001 - 0002
TURNING - 0000 - 0000 - 0000 - 0000 104 0000 - 0000 - 0000 - 0000
PARKED - 0001 - 0001 - 0000 - 0000 105 0000 - 0000 - 0000 - 0000
PEDESTRIAN - 0003 - 0003 - 0003 - 0003 106 0000 - 0000 - 0000 - 0000
ANIMAL - 0000 - 0000 - 0000 - 0000 107 0000 - 0000 - 0000 - 0000
TRAIN - 0000 - 0000 - 0000 - 0000 108 0002 - 0002 - 0000 - 0000
PEDALCYCLE - 0000 - 0000 - 0000 - 0000 109 0000 - 0000 - 0000 - 0000
OTH-NON-VEH - 0000 - 0000 - 0000 - 0000 110 0004 - 0005 - 0003 - 0003
OVERTURNING - 0001 - 0001 - 0000 - 0000 111 0000 - 0000 - 0000 - 0000
OTH-NON-COLL- 0000 - 0000 - 0000 - 0000
FIXED OBJECT- 0002 - 0002 - 0001 - 0001
***** MULTIPLE DEATHS *****
1 2 3 4 5 6 7 8 9 OTHER
0014 - 0004 - 0000 - 0000 - 0000 - 0000 - 0000 - 0000 - 0000 - 0000
***** DAY - CRASHES CONTOUR - CRASHES ROAD - CRASHES AG INVES ***
SUN - 0001 MON - 0001 RC - 0000 CR - 0011 OHP - 0005
TUE - 0003 WED - 0001 LC - 0000 US - 0001 CSO - 0013
THU - 0001 FRI - 0008 ST - 0013 SR - 0001 TWP - 0000
SAT - 0003 HC - 0000 IS - 0005
IN - 0005
***** UNIT TYPE - DEATHS *****
FS - 0014 CO - 0002 SC - 0000 IN - 0000 PV - 0000 FIXED OBJECT
TK - 0003 TH - 0000 TC - 0000 TT - 0000 TM - 0000 0003
FM - 0000 VN - 0000 MH - 0000 MC - 0000 MP - 0000
BK - 0000 BU - 0000 TN - 0000 PD - 0003 OT - 0000
PU - 0000

```

The captions in this format are self explanatory. Ejection information preceded by a "D" is for the driver and preceded by a "P" is for passenger.

Refer to Section 4.11.1 for an explanation of the codes used in this response. The only additional explanation will be for Cause Codes. They are as follows:

- | | |
|-----------------------------------|----------------------------------------------------|
| 100 Speed | 106 Improper Turn |
| 101 Failure-To-Yield Right of Way | 107 Improper Stopping or Parking |
| 102 Driving Wrong Way | 108 Driving Off Roadway |
| 103 Driving Left of Center | 109 Defective Vehicle |
| 104 Following Too Closely | 110 Other Driver, Pedestrian or a Passenger Action |
| 105 Improper Passing | 111 Animal |

4.11.7.3 Retrieval of Fatal Crash Totals for State by County

The message keys used to retrieve fatal crash information for all 88 counties in Ohio are FACT.CT or CFACT.CT. Section 6 of this manual contains a listing of all county names and numeric identifiers.

The response will contain statistics broken down by Ohio State Highway Patrol and Other Agency totals.

Section 4.11 lists the message keys and data fields to be used.

Your response will be similar to the one shown in Section 4.11.7.2.

You would need to fill in the code PY after the CT code if you are retrieving totals for the previous year.

Example: FACT.CT (TRANSMIT)

COUNTY CRASH TOTALS						112994			
OHP	OTH	OHP	OTH	OHP	OTH	OHP	OTH	OHP	OTH
01-0004	0000	02-0009	0003	03-0007	0000	04-0009	0001	05-0007	0001
06-0003	0000	07-0003	0000	08-0008	0000	09-0002	0012	10-0005	0000
11-0000	0004	12-0007	0000	13-0022	0000	14-0003	0000	15-0012	0000
16-0000	0004	17-0001	0005	18-0001	0000	19-0004	0004	20-0011	0000
21-0011	0000	22-0006	0002	23-0006	0009	24-0000	0002	25-0005	0013
26-0011	0002	27-0003	0001	28-0005	0001	29-0006	0001	30-0007	0000
31-0000	0015	32-0004	0005	33-0007	0000	34-0005	0000	35-0002	0002
36-0003	0004	37-0003	0000	38-0004	0001	39-0009	0000	40-0002	0000
41-0003	0001	42-0002	0000	43-0002	0006	44-0009	0000	45-0010	0000
46-0002	0009	47-0020	0000	48-0007	0000	49-0003	0000	50-0016	0003
51-0008	0000	52-0017	0000	53-0003	0000	54-0002	0005	55-0004	0006
56-0000	0001	57-0005	0010	58-0001	0002	59-0005	0000	60-0006	0001
61-0004	0002	62-0004	0005	63-0003	0000	64-0005	0000	65-0003	0011
66-0003	0000	67-0016	0000	68-0008	0001	69-0004	0000	70-0011	0000
71-0008	0000	72-0012	0000	73-0005	0000	74-0005	0006	75-0004	0006
76-0014	0013	77-0005	0004	78-0019	0000	79-0013	0000	80-0005	0000
81-0005	0000	82-0003	0000	83-0017	0000	84-0006	0000	85-0013	0000
86-0005	0000	87-0016	0004	88-0001	0003				
POST-CNT	0559	OTHER-CNT	0191	GRAND TOTAL	0750	TOTAL KILLED	0873		

4.11.7.4 Ohio's Traffic Crash Record "Box Score" Report

The message key used to retrieve fatal crash "box score" information is FAN. followed by the dates you wish to have the information compared.

Your response will be similar to the one shown in this section.

Example - Request for Fatal Crash "Box Score" Information:

FAN.MM/DD/YY-MM/DD/YY Rural and Urban Fatal Crashes
 FAN.MM/DD/YY-MM/DD/YY.U Urban (City) Fatal Crashes Only
 FAN.MM/DD/YY-MM/DD/YY.R Rural Fatal Crashes Only

OHIO'S TRAFFIC CRASH RECORD: REPORT OF NOVEMBER 29, 1994
 JAN 1 THRU NOV 26 JAN 1 THRU NOV 29

	THIS YEAR	LAST YEAR	THIS YEAR	LAST YEAR
TOTAL FATAL CRASHES	1009	1177	1009	1182
TOTAL TRAFFIC DEATHS	1153	1307	1153	1313
ALCOHOL-RELATED CRASHES	242	331	242	333
ALCOHOL-RELATED TRAFFIC DEATHS	271	375	271	378
% OF ALCOHOL DEATHS TO TOTAL	24%	29%	24%	29%
SEATBELT DATA				
SEAT BELTS AVAILABLE	812	898	812	902
SEAT BELTS USED	304	293	304	295
PERCENT NOT USED	63%	67%	63%	67%
VEHICLE SIZE/TYPE DATA				
DEATHS IN FULL SIZE CARS	285	252	285	254
DEATHS IN MID SIZE CARS	115	137	115	137
DEATHS IN COMPACT SIZE CARS	283	356	283	356
DEATHS IN SUBCOMPACT SIZE CARS	81	79	81	79
DEATHS IN TRUCKS	134	169	134	171
MOTORCYCLIST DEATHS	95	130	95	130
MOPED RIDER DEATHS	0	1	0	1
BICYCLIST DEATHS	12	14	12	14
DEATHS IN OTHER VEHICLES	20	29	20	29
PEDESTRIAN DEATHS	96	138	96	140
TOTAL	1121	1305	1121	1311

* This portion of the recap will contain the wording "CITY" for all urban fatal crashes or "RURAL" for all rural fatal crash comparisons. If there is no caption listed, then the totals shown are for both urban and rural fatal crashes.

4.11.8 FATAL CRASH FORMAT

It is requested each department submit information on fatal crashes to the nearest Ohio State Highway Patrol post for forwarding to the Ohio Department of Public Safety. A formatted screen is available for this purpose. To draw up an administrative format screen to report fatal crashes, type in *OFR (TRANSMIT). The following Ohio Fatal Reporting format will appear on your terminal screen.

```

#/OHOHP0000
DEPARTMENT OF PUBLIC SAFETY - FATAL CRASH INFORMATION
AGENCY MESSAGE NUMBER:_____ORI:_____DATE:_____
CRA-CO:___ CRA-DATE:_____ CRA-DAY:___ CRA-TIME:_____ TYPE ROAD: ___
KILLED:___ INJURED:___ ROUTE NAME:_____
CRASH LOCATION:_____
DRIV:___ AGE:___ SEX:___ INJ:___ VEH:___ PASS:___ AGE:___ SEX:___ INJ:___ LOC:___
NAME:_____ NAME:_____
CITY:_____ CITY:_____
DRIV:___ AGE:___ SEX:___ INJ:___ VEH:___ PASS:___ AGE:___ SEX:___ INJ:___ LOC:___
NAME:_____ NAME:_____
CITY:_____ CITY:_____
DRIV:___ AGE:___ SEX:___ INJ:___ VEH:___ PASS:___ AGE:___ SEX:___ INJ:___ LOC:___
NAME:_____ NAME:_____
CITY:_____ CITY:_____
CRASH CAUSE:
RESTRAINTS INSTALLED VEH 1:___2:___3:___ USED VEH 1:___2:___3:___, INJ MINIMIZED 1:___2:___3:___
HELMET WORN 1:___2:___3:___ INJURY MINIMIZED 1:___2:___3:___ ALCOHOL USED 1:___2:___3:___
IMPAIRMENT 1:___ 2:___ 3:___ OK TO RELEASE TO NEWS MEDIA ? (Y/N):_

```

REMARKS :

MESSAGE SIGNATURE

The following instructions are to be used to complete this format.

AGENCY MESSAGE

NUMBER	Sending agency assigned message number.
ORI	Enter ORI of agency investigating crash.
DATE	Enter date message sent.
CRA-CO	List number assigned to the county where the crash occurred. Example: 01 through 88.
CRA-DATE	Enter the six digit date. Example 052283.
CRA-DAY	Two letter digit designating the day of the week. Example: SU, MO, TU, WE, TH, FR, SA.
CRA-TIME	Four digit military time. Example: 1600 Hrs.
TYPE ROAD	Use two letter abbreviation for Interstate-IS, United States-US, State Route-SR, County Road-CR, City Street-CS, Turnpike-TP, Other-OT.
KILLED	List total number of persons killed. Must be three digits. Example: 001
INJURED	List total number of persons injured. Must be three digits. Example: 001
ROUTE NAME	List the name of the road where the crash occurred.
CRASH LOCATION	List the distances from two major reference points, up to 59 characters. Example: 2/10 MI N of US40 and 1/10 MI W of IS71.
DRIV/PASS	List the identifying number assigned to this vehicle. Example: 01, 02, 03.
AGE	Enter age.
SEX	Enter "M" or "F" for sex.
INJ	Indicate if Killed-K, or Injured-I. If not Injured or Killed-N.

VEH	Use two letter abbreviation for Full Size-FS, Van-VN, Compact-CO, Straight Truck-TK, Tractor Trailer-TT, Motorcycle-MC, Bicycle-BK, Bus-BU, Train-TN, Pedestrian-PD, Pick-up Truck-PU, Other-OT. (explain other in remarks, line 13.)
LOC	List the passengers position in the vehicle at the time of the crash. (Use these abbreviations: RF-Right Front, CF-Center Front, RR-Right Rear, CR-Center Rear, LR-Left
NAME	Enter driver's name (in left column). (<i>Example: Doe,John A</i>) If passenger (in right column) is killed or injured, list the identifying number assigned to the vehicle the passenger was occupying. Example: 01, 02, 03.
CITY	Enter the driver's/passenger's city of residence.
CRASH CAUSE	List the primary cause of the crash. Example: #1 Left of Center.
RESTRAINTS INSTALLED	Y-Yes, N-No if vehicle 01, 02, 03 is equipped with any type restraint.
USED VEH	Indicate by Y-Yes, N-No if restraints were in use in vehicle 01, 02, or 03. If further explanation is needed, use caption 13 which gives you three extra lines, or send an administrative message to /OHOHP0000.
INJ MINIMIZED	Indicate if the severity of the injury to driver minimized Y-Yes, not minimized N-No or list U-Unknown. Use same signs if driver death may have been prevented by use of restraints.
HELMET WORN	Use Y-Yes, N-No if head protection was used by motorcycle or sport vehicle drivers or passengers.
INJURY MINIMIZED	Indicate if the severity of the injury to the driver was minimized Y-Yes, N-No or U-Unknown. Use the same signs if driver death may have been prevented by use of helmet.
ALCOHOL USED	Use two digit figure to indicate percent of blood alcohol of driver 01, 02 and 03. If not tested or percent is unknown, leave this field blank.
IMPAIRMENT	This two-digit field is used to show the OH-1 symbols for alcohol/drug use or impairment. The first digit is for alcohol and the second digit is for drugs.

Listed below are the digits to be used in these fields.

Alcohol: HBD = had been drinking
 1 = no alcohol detected
 2 = HBD ability impaired
 3 = HBD ability not impaired
 4 = HBD ability unknown

Drugs:
 1 = no drugs detected
 2 = using prescribed drugs
 3 = using illicit drugs

OK TO RELEASE TO NEWS MEDIA Y-Yes or N-No must be entered in the field.

REMARKS There are two lines available for more explanation.

MESSAGE SIGNATURE Consists of the complete agency name, including city, and time the message was sent and the initials of the authorizing officer / terminal operator.

If there are four or more traffic or passenger units involved, you have three options.

1. Use the REMARKS caption to include complete information for any additional drivers and/or killed/injured passengers. Use the same format shown in the entry screen.
2. Call up another screen, fill in line 1. On line 3 insert your agency message number and put the word "ADDED" in the ORI caption. Your original message is to show in the remarks caption "MORE INFORMATION TO FOLLOW". Continue the second formatted screen as needed. You can identify additional traffic units by inserting 2, 3, 4, etc., in the driver caption and the same for additional injured passengers.
3. Send an administrative message to /OHOHP0000 with the supplemental information.

If the crash occurs on a state or federal highway, the Ohio State Highway Patrol Post nearest the ODOT Division Headquarters will be notified. That post is then responsible to notify the local ODOT.

For any modifications to the Fatal Crash Format send an administrative message to /OHOHP0000. They must modify the entry; the entering agency cannot modify their Fatal Crash record.