

6 WANTED, MISSING AND UNIDENTIFIED PERSONS FUNCTION

6.1 INTRODUCTION

The information contained in the LEADS Warrant and Wanted Persons File (W&W), the NCIC Wanted and Missing Persons and Unidentified Persons Files is available to all agencies on the system. Each record contains pertinent information to help identify the individual, information on the crime (whether felony or misdemeanor), the nature of the crime, and the pick up radius (PUR).

The message keys for LEADS and NCIC are the same. All wanted and missing persons will be entered into the LEADS.

Felony warrants with a PUR of 1 (nationwide) and all missing and unidentified persons records entered into LEADS will be automatically sent to NCIC. This will enable out-of-state agencies to receive a hit on your record.

Temporary warrant entries can also be made into the LEADS/NCIC files to establish a "want" entry when a law enforcement agency needs to take prompt action to apprehend a person while circumstances prevent the immediate acquisition of a warrant. A felony or serious misdemeanor warrant for the arrest of the individual must be obtained as soon as possible, and the warrant class code is to be upgraded to either a "FW" (felony warrant) or "MW" (misdemeanor warrant). *A temporary warrant record will be removed from file after 48 hours.*

A temporary warrant record must be specifically identified as such. Warrant class codes have been established to identify these records. See Section 6.2 of this manual for additional information. If the entry qualifies for NCIC (temporary felony with a PUR of 1) it will be entered into the file automatically.

Entry of a temporary warrant record should not be confused with the LEADS Temporary File outlined in Section 6.2.4. The LEADS Temporary File holds records with incomplete information until those fields are added by the entering agency. The modified record is then automatically entered into the permanent file. If the record is not modified within 48 hours, the entry will be removed from the LEADS Temporary File.

Information in the LEADS W&W File and the NCIC Wanted, Missing and Unidentified Persons File can be entered, modified, canceled, cleared, located, and stored for later retrieval. A series of screen formats has been implemented for these functions (with the exception of modifications, which must be accomplished manually). See Section 3.13 for additional information on the screen format function.

Special Note: The LEADS/NCIC W&W files contain data entered by law enforcement agencies. Responses received are based on the information entered, which must be accurate. However, there can be a few inaccuracies in any file maintained by multiple people. Officers

contemplating an arrest based on this information must remember the arrest cannot be based solely on the hit, but also on the hit confirmation response.

In addition, it is necessary to CONFIRM ALL HITS WITH THE ORIGINATING AGENCY if within the designated pick up radius assignment. Refer to the NCIC Operating Manual for hit confirmation procedure. To assist recovering agencies in verifying records and to streamline system traffic, a hit confirmation formatted screen is available. Use of this format will help the recovering agency to verify the record, and outline the disposition of the person. It is advisable to retrieve and transmit the format before sending the locate message.

Often, positive identification can only be established by fingerprint comparison. You may not be able to guarantee identification by comparison of a subject with the information stored in the LEADS/NCIC W&W files.

The entering agency is to utilize the miscellaneous field to identify any pertinent information pertaining to the record. This is to include the original charge if required by the offense code used. If there is a caution indicator used, the reason for the caution is to be placed *first* in the miscellaneous field.

6.2 WANTED PERSONS

The message keys used to make, clear, cancel, and modify entries in the NCIC Wanted and Missing Persons file are the same as used in the LEADS W&W file.

The LEADS will accept records for both felony and misdemeanor warrants.

Wanted Persons records containing a Felony Class Code (CLA) of "FW" with a PUR of 1 will automatically be entered into the NCIC Wanted Persons file.

A wanted persons record which has not had a locate placed against it, or has been located once, will remain in file indefinitely or until action is taken by the originating agency to clear the record. When a second locate has been placed on a record it will automatically be removed.

The criteria for making wanted persons entries into NCIC is:

1. An individual for whom a Federal criminal warrant is outstanding.
2. An individual for whom a felony criminal warrant/petition is outstanding.
3. Probation and parole violators meeting the criteria in number 1 or 2.
4. Any juvenile meeting the criteria in number 1 or 2, provided the act committed would be a criminal act if they were an adult; the court issues a "petition;" and the entering agency suspects the juvenile may flee the state.

Special Note: Civil warrants are not to be placed in LEADS. If the matter is in question, you should research the history of the warrant; what action started the process? Will the prosecution be civil or criminal? Did it start civil and turn criminal? You are encouraged to rely on the judgment of your agency's legal representative in this matter.

Before entering a wanted person record in LEADS/NCIC, the entering agency must attempt to determine, to the maximum extent possible, that extradition will be authorized if the individual is located in another jurisdiction. For our purposes, extradition is the surrender by one jurisdiction to another of an individual charged or convicted of an offense outside its own territory and within the territorial jurisdiction of the other.

In instances where an agency is absolutely certain that the wanted person will not be extradited from out of state, the individual's record must not be entered in NCIC. Such records must be entered into the LEADS only.

If, at the time of an NCIC entry, there is a limitation concerning extradition of the wanted person, the PUR of "1" is to be used and such information concerning the limitations is to be placed in the miscellaneous field of the record.

Example: EXTR ADJACENT STATES ONLY
 EXTR WEST OF MISSISSIPPI ONLY
 EXTR WITHIN 1000 MILES ONLY

The basic record maintained by LEADS/NCIC is divided in the following two parts, the descriptor and the warrant record:

1. The descriptor record contains name, address, physical description, and other identifying characteristics about the person.
2. The warrant record indicates the class of the record and nature of the crime/felony/misdemeanor, and charge.

The standard NCIC abbreviated codes will be used to identify the individual and the warrant information. These codes can be found in Part 5 of the NCIC Code Manual.

Certain fields in a wanted persons record can be supplemented to reflect additional information on the individual, i.e., additional social security numbers, addresses, alias names, warrants, etc. There are several charts in this section, which can help with the construction of a wanted person entry. A maximum of 99 alias names and 9 alias numbers can be appended to an existing wanted persons record by using the *AWN formatted screen.

Warrant Class Codes:

CD - Commercial Drivers - 24 hour out-of-service

FW - Felony Warrant - Charge for a felony warrant, parole violator, or felony escapee from an adult correctional institution. Briefly explain in the miscellaneous field which applies.

MW - Misdemeanor Warrant - Charge for a misdemeanor warrant, parole violator, or misdemeanor escapee from an adult correctional institution. Briefly explain in the miscellaneous field which applies.

FT - Felony Temporary - Used when the law enforcement agency needs to take prompt action to apprehend a person who has committed a felony, or whom the officer has reasonable grounds to believe has committed a serious misdemeanor or felony. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. If the temporary felony record has not been upgraded to a warrant class field of FW or MW within 48 hours of entry, the record will automatically be removed from file.

MT - Misdemeanor Temporary - Used when the law enforcement agency needs to take prompt action to apprehend a person who has committed a serious misdemeanor. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. If the temporary misdemeanor record has not been upgraded to a warrant class field of FW or MW within 48 hours of entry, the record will automatically be removed from file.

BW - Bench Warrant - Can be used whenever a law enforcement agency has requested a warrant issued by a Court. The law enforcement agency is to determine to what extent they will go to pick up the individual and enter the proper code in the PUR field.

AW - AWOL from a mental hospital or institution.

PUR Code - Before entering a person in the LEADS W&W File, the entering agency must attempt to determine, to the maximum extent possible, that extradition will be made. One of the following codes must be used in the PUR field:

PUR Code	Explanation
1	Extradite interstate (nationwide) - Warrant entries with a class code of FW will automatically be entered in the NCIC files.
2	Any place in Ohio.
3	Ohio, within 100 mile radius.
4	County of want and adjacent counties.
5	County of want.

- A Entering agency only. These entries are to be acted upon by the entering agency only. Other agencies are not to take action on the entry. No locate will be placed by another agency.

- L Jurisdiction of the Department of Want. An entering agency will honor this entry when an outside agency comes into the entering agency's area and apprehends a wanted subject. The apprehending agency will place a locate against the record.

Note: The PUR "A" and "L" is to be used for miscellaneous warrants, i.e., warrants issued by the court after the person has appeared or has posted a legitimate bond on minor offenses.

6.2.1 How to Construct A Record

The maximum record that can be entered in the LEADS/NCIC wanted person file is listed on the next page.

The record is to be completed with as much information as is available. Any information not available at the time of entry can be appended to the record by using a modification message.

The following is a list of data that can be used in a wanted person record:

FIELD	CODE	CHARACTERS
Message Key	MKE.....	4
EWV or EW-C		
Originating Agency Identifier*	ORI.....	9
Name	NAM	30
Date of Birth	DOB	8
Date of Emancipation (Juveniles).....	DOE	8
Address	ADR	40
Zip.....	ZIP.....	5
Height.....	HGT	3
Weight.....	WGT	3
Hair Color	HAI	3
Eye Color	EYE.....	3
Race.....	RAC	1
Sex.....	SEX.....	1

(continued on the next page)

FIELD	CODE	CHARACTERS
Place of Birth	POB.....	2
Skin Tone	SKN.....	3
Scars, Marks, Tattoos.....	SMT	10

Social Security Number	SOC.....	9
FBI Number	FBI	9
Miscellaneous Number	MNU	15
BCI & I Number	BCI.....	7
Fingerprint Classification	FPC	20
Originating Agency Case Number.....	OCA	9
Date of Warrant.....	DOW	6
Warrant Class Code	CLA.....	2
Pick-up Radius.....	PUR.....	1
Offense Code	OFF	4
Offense Literal	OFL.....	25
Operators License Number	OLN	20
Operators License State	OLS	2
Operators License Expiration Year.....	OLY	2
License Plate Number	LIC	8
License Plate State	LIS.....	2
License Plate Expiration Year	LIY.....	6
License Plate Type.....	LIT	2
Vehicle Identification Number	VIN	17
Vehicle Year	VYR.....	2
Vehicle Make.....	VMA	4
Vehicle Model.....	VMO	3
Vehicle Style.....	VST	2
Vehicle Color.....	VCO	7
Miscellaneous	MIS	117
NCIC Number.....	NIC.....	10
LEADS Number.....	LID.....	8
Temporary File Number	TID.....	9
Date of Cancel.....	DOC	6
Date of Record	DOR	6
Date of Locate.....	DOL	6
Locating Agency ORI.....	LCA.....	9
Extradition Information	LEX.....	4

*Automatically entered by the LEADS computer.

6.2.2 Entries

Each LEADS terminal agency can initiate entries into the files by using the criteria set forth in the Wanted Person File section of the NCIC 2000 Operating Manual and the material contained in this section.

To facilitate the entry of records in the LEADS and NCIC files, a series of screened formats is available. Section 3.13 of this manual outlines the screened format function. An explanation of the fields used in a W&W File entry appears in Section 6.2.1 of this manual.

Entries can also be made manually. Guidelines for this type of entry appear in the NCIC 2000 Operating manual, Wanted Person File section.

Complete each of the fields in the formatted screen with information about the wanted individual. Remember, the more information provided in the entry, the greater the possibility for a positive identification of the wanted person. Complete the entry with all information available, this is called "packing the 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.

Hyphenated names can be entered. Do not use two or more spaces between data when entering or modifying warrants, etc. Any data beyond two spaces will be deleted. Each surname component of the full name must be entered individually as a separate alias name to the wanted person record. This is to ensure the possibility of a hit should either surname be inquired upon.

Example: Yeag-Ley, Robert R
 Yeag, Robert R
 Ley, Robert R

For Hispanic names, which usually contain compound surnames (paternal and maternal), the full name including both surnames, if known, should be entered in the NAM field of the wanted person record.

Example: Subject's name: Jose Rodriguez-Gonzalez (hyphenated)
 Enter as: RODRIGUEZ-GONZALEZ, JOSE

 Subject's name: Jose Rodriguez Gonzalez (non-hyphenated)
 Enter as: RODRIGUEZ GONZALEZ, JOSE

 Subject's name: Jose Rodriguez y Gonzalez (Letter "Y" in place of hyphen)
 Enter as: RODRIGUES Y GONZALEZ, JOSE

When entering each surname component individually as an alias, do not enter the hyphen or the letter "y" if present in the name. Using the above name as an example, the following two aliases would be appended to the record:

AKA/RODRIGUEZ, JOSE
AKA/GONZALEZ, JOSE

When entering Oriental names, the last unit of the name should be entered as the master last name. Each of the other units should be entered as a surname in the alias field of the record, with the other units shown as first and middle name.

Example: NAM/NAI, DONALD LEE
 AKA/LEE, DONALD NAI
 AKA/DONALD, LEE NAI

Another format available to the entering agency is a wanted persons entry indicating caution is to be exercised or a specific medical condition may be present. The "C" indicator is added to the message key "EW" and the first notation in the MIS field must identify the reason for the caution or medical condition. A record with message key "EW-C" should have one of the following cautions or medical conditions entered in the MIS field:

CAUTION TO BE EXERCISED	SPECIFIC MEDICAL CONDITION
Armed and dangerous	Heart condition
Violent tendencies	Alcoholic
Martial arts expert	Allergies
Explosive expertise	Epilepsy
Known to abuse drugs	Suicidal
Escape risk	Medication required
Sexually violent predator – contact ORI for detailed information	Hemophiliac
	Diabetic

NCIC does allow for an "OTHER" category. This gives the agency the discretion to decide if another medical condition applies or caution should be exercised for a reason not on the list. However, if using "OTHER" for a caution not listed, you must consider, does it really affect the safety of the officer, i.e., breaking and entering, menacing. The entry of HIV positive or AIDS as a medical condition is **not** permitted. This is considered private medical information. (See the October 1998 issue of the *LEADING News*, page 4.)

Formatted screens are available for making wanted persons entries. To retrieve a formatted screen use one of the following formats:

Wanted Person	*EWW (TRANSMIT)
Wanted Person (Caution)	*EW-C (TRANSMIT)
Wanted Person - Juvenile	*EWJ (TRANSMIT)
Wanted Person - Juvenile Caution	*EWJC (TRANSMIT)

Example of the EWW entry screen:

```

#EWW  NAM/_____
ADR/_____ ZIP/_____ DOB/,,,,,,DOE/
PHYSICAL DESCR:
HGT/___ WGT/___ HAI/___ EYE/_____ RAC/_ SEX/_ POB/
SKN/_____ SMT/_____
MISC. NUMBERS:
SOC/,,,,,, FBI/,,,,,, MNU/,,,,,, BCI/
FPC/
WARRANT INFO:
OCA/_____ DOW/_____ CLA/___ PUR/_ OFF/_____ OFL/_____
OPERATOR LICENSE:
OLN/***** OLS/** OLY/**
VEHICLE LICENSE:
LIC/+++++++ LIS/++ LIY/+++++++ LIT/++
VEHICLE DESCR:
VIN/===== VYR/== VMA/==== VMO/_____ VST/== VCO/ /
MIS/

```

The EW-C and EWJC entries will be in the same format as the EWW format. The only difference will be the message key on the first line.

Fill in the format starting with the last name, comma, first name, space, middle initial, address, physical description, and warrant information. Also, one identifying number must be included in the entry, i.e., DOB, SOC, FBI, or MNU.

If different than the county of the ORI, the county of the warrant should be entered in the MIS field.

An original entry can be for only one name and one warrant record. Additional warrants, alias names, etc. can be added after the original descriptor record and warrant record have been entered. (See Section 6.2.5 and 6.2.6 for formats and information.)

You can add additional warrants to a descriptor record entered by your agency. The additional warrant information will be recorded in LEADS. NCIC does not accept add-on felony warrants, but you can make a notation in the MIS field listing additional warrant information.

Once the information is entered in the format, tab forward past the period at the bottom of the format and transmit. Tabbing beyond the period is required on all formatted screen transmissions. This will transfer the entry to LEADS. At this time, LEADS will perform a more extensive edit of the information contained in the entry. If a reject is received you must modify the temporary file record. (See Section 6.2.7 for information on modifying the temporary file record.)

If all the fields in the record meet the criteria for entry into the LEADS/NCIC Wanted Persons file, you will receive a response. The computer will assign a LEADS Identification Number (LID). If the record meets the criteria for entry into NCIC, i.e., a felony warrant with a PUR of 1, it will be assigned an NCIC Identification Number (NIC).

LEADS W&W File Entry Response:

EWV.OH0250000.SMITH,JOHN C.111250..505.150.BRO.BLU.M.W.OH
RECORD COMPLETE
LID/KU1006LC ENTERED 06/01/94 15:30
SENT TO NCIC (OR NON-QUALIFY FOR NCIC)

If the data in your entry matches data in an entry previously entered by another agency you will be notified a duplicate name or social security number is on file. Your entry will be accepted and a LID assigned to your entry.

NCIC Wanted Persons File Entry Response:

FROM NCIC
OH0250000
NAM/SMITH,JOHN C NIC/W123456789

NCIC will not accept duplicate names and dates of birth entered by the same ORI. You will receive a reject message.

Note: You cannot add a warrant to another agency's descriptor record.

When a LEADS inquiry is made and the information provides a match, you will receive a response with the complete warrant information. If there is more than one record on the individual, you will receive a response advising only the LIDs. The class of the warrant will flash. There are four class codes: BEN = bench, MIS = misdemeanor, FEL = felony and MSP = missing person. You will need to inquire upon each LID to obtain the warrant information. The response will tell you which agency has entered a warrant.

Use the inquiry: WW.LID/#(TRANSMIT)

Example:

```
WW.OH0250000.NAM/DOE,JOHN E
LID/AL5334NK  BEN  040353  M B   DOE,JOHN E           (NAM)
LID/AL5637NK  MIS  040353  M B   DOE,JOHN E           (NAM)
LID/AL7237NK  FEL  040353  M B   DOE,JOHN E           (NAM)
FOR SOUNDEX HITS ON NAM/DOE,JOHN E
      ENTER SAME INQUIRY WITH.QCT/SDX000
```

Then inquire using:

WW.LID/AL5334NK(TRANSMIT)

If you wish to check a record made by your agency to determine if another agency has placed a warrant on the subject, you must run a test inquiry. The message key "ZW" will make an inquiry into the files without making a "hit".

Example:

ZW.NAM/SMITH,JOHN C.DOB/111250 (TRANSMIT)

The system will respond with your descriptor record and warrant, and any additional warrant information.

If there is unacceptable information in any of the fields, the system will not allow the record into the active files. Your record will be placed in the LEADS Temporary file, and assigned a temporary identification number (TID).

Response to Record Placed in Temporary File - In the example shown below, the invalid field is "HAI", the code should be "BRO":

```
EWV.OH0250000.SMITH,JOHN C.111250..505.BRN.BLU.M.W.OH  
REJ INV FLD HAI/BRN  
FOLLOWING FIELDS REQ  
HAI  
TID/TAGVP3691 ENTERED
```

6.2.3 CDL 24 Hour Out-of-Service Warrants

If, after field sobriety tests, determination is made a commercial driver has a measurable or detectable amount of alcohol or controlled substance in their blood, breath or urine, and an arrest is made, the driver would be taken to an appropriate location for a breath test. If the driver refuses the test or tests .04 BAC or above, the CDL license is to immediately be confiscated and forwarded to the BMV. If the driver is charged with DUI, the CDL license is to be delivered to the court. If the driver tests .01 to .039 BAC, he/she will receive a 24-hour out-of-service warrant.

As part of the Commercial Drivers License Law, violators of ORC Section 4506.15 can be ordered out-of-service for 24 hours for operating a commercial motor vehicle while having any measurable or detectable amount of alcohol or drugs in their system. To allow law enforcement officers a method of determining persons violating the 24-hour out-of-service order, the LEADS Wanted and Warrants File will be utilized.

The EWW format fields will be completed the same as a normal warrant with the exception of the below fields, which will be keyed as follows:

```
CLA/CD    PUR/2    OFF/5499    OFL/TRAFFIC OFFENSE
```

The first item to appear in the MIS field must be "24HR OUT OF SERVICE" followed by the date and time of the order. Placing "CD" in the warrant class (CLA) field will allow the record to automatically purge in 48 hours.

Numerical identifiers are shown with a comma symbol, and at least one of these fields must be completed. Also, if you complete any one field identified with an asterisk (*), plus symbol (+), or equal symbol (=), then all fields identified with the same symbol must be completed.

6.2.4 Temporary File Records

Before a record is entered in LEADS/NCIC, the system will perform edits on the information contained in the record. If you receive a reject notice, the record will not be placed in the active file, but will be placed in a temporary file and assigned a TID. The unacceptable fields must be modified before the record will be accepted. Once accepted, a LID and NIC (if qualified) will be assigned.

This can be done by modifying the temporary file record. The message key used to make a modification of a temporary file record is "MWT". Use message key "MRF" to modify the field.

If you are unable to obtain valid information to complete the entry, the record is to be removed from the Temporary File.

The LEADS Temporary File will hold the record for a period of 48 hours, then delete it. The TID will then be reassigned to another entry.

Temporary File records apply to both wanted and missing persons records.

Modify Record in the Temporary File - In the example shown below, the "HAI" field will be modified to show the correct code:

```
MWT.TID/TAGVP3691
MRF.HAI/BRO(TRANSMIT)
```

Response to Modification Temporary File Record - The message key "MWT" and "TID" must be used to modify any field in a wanted or missing person record appearing in the temporary file. A maximum of seven (7) modifications can be made with one message. Be sure to list the field codes in the order in which they appear in the record.

```
MWT.OH0250000.TID/TAGVP3691
TID/TAGVP3691 MODIFIED
NOT SENT TO NCIC
```

Deleting a Field in Temporary File - If it is necessary to remove a field from an entry, the following entry is to be keyed:

```
MWT.TID/TAGVP3691
MRF.SOC/(TRANSMIT)
```

In the example shown above, the social security number in the record will be deleted. All fields listed behind the "MRF" message key will be deleted. A maximum of seven deletions can be made with one message.

The response received will be the same as shown in the modification example.

After all modifications have been made, a printout of the record must be checked to insure all fields have been properly filled. Each field is to be checked to determine if they have the correct alpha and numeric characters in the proper sequence.

Print Command Temporary Record - To obtain a printout of a temporary file record, the following entry is to be keyed:

```
WWC.PRINT.TID/TAGVP3691 (TRANSMIT)
```

If any of the fields do not meet the criteria for entry, another modification must be made to correct the record for entry.

Enter Record from Temporary File to Active File - If all data contained in the record is accurate, the record is ready for entry into the files. To transfer the record from the LEADS Temporary File to the active file, the following entry is to be keyed:

```
WWC. ENTER.TID/TAGVP3691 (TRANSMIT)
```

Response - Entry From Temporary File to Active File:

```
WWC.OH0250000. ENTER.TID/TAGVP3691  
LID/AG3691VP ENTERED  
SENT TO NCIC
```

Note: The LID assigned in response to the command now replaces the TID. The LID is the same set of letters and numbers rearranged, minus the "T", as was originally assigned to your temporary file record.

NCIC Response to Wanted Persons Entry - If the record qualifies for entry into the NCIC Wanted Persons File, i.e., felony warrant, PUR of 1, you will receive a response from NCIC assigning a NIC.

```
FROM NCIC  
OH0250000  
NAM/SMITH,JOHN C NIC/W239734867
```

Canceling Temporary File Record - If it is determined the temporary file record is to be canceled, it can be canceled by using the format shown below:

```
WWC.CANCEL.TID/TAGVP3691 (TRANSMIT)
```

Cancellation Response of Temporary File Record:

WWC.OH0250000.CANCEL.TID/TAGVP3691
TID/TAGVP3691 CANCELLED

Retry Command - When a transmission error occurs, LEADS will issue a message for the terminal operator to "Retry" the temporary file record entry. This could occur, for example, when a record is being transmitted for entry into the NCIC wanted persons file. The operator may have given the "ENTER" command correctly. However, the actual transfer of data was not received correctly. Should a transmission or other type of error occur, the entire record can be re-transmitted by use of the "retry" command shown below.

WWC.RETRY.TID/TAGVP3691 (TRANSMIT)

Retry Command Response:

WWC.OH0250000.RETRY
SENT TO NCIC

Upon entry of the record, the entering agency will receive a response from NCIC.

NCIC Response - Retry Entry:

FROM NCIC
OH0250000
NAM/SMITH,JOHN C NIC/W239734867

Retry Transmission to NCIC - When making an entry into the NCIC wanted persons file by LID, and you receive a reject, the record can be entered using the retry command and the original TID. You will receive the following message:

WWC.RETRY.TID/TAGVP3691 (TRANSMIT)
REJECTED LEADS
SENT TO NCIC

You will also receive a similar response from NCIC.

6.2.5 Adding a Warrant to Existing Descriptor Record

An entry in the LEADS W&W file can be appended to reflect an additional warrant on the individual.

Note: Only the agency originating the descriptor record can add warrants to that descriptor record.

If your agency has a previously entered warrant for an individual, you can enter any additional warrant(s) by an "AWW" entry. Up to seven additional warrants can be added at a time. When

another agency makes an inquiry, which matches one or more records already in file, they will receive a response listing all LIDs for that individual. They will then need to inquire on the individual LID numbers to obtain information on each warrant. See page 10 for instructions on LID inquiries.

A formatted screen is used to add warrants to existing descriptor records. Use message key *AWW(TRANSMIT) to retrieve the following screen:

```

#AWW   LID/***** NAM/+++++ OCA/_____
OCA/____ DOW/____ CLA/___ PUR/_ OFF/____ OFL/_____
MIS/

```

Identity of the record for which the warrant is to be appended is to be designated by either the LID and OCA or NAM and OCA.

Warrants can also be added manually to an existing descriptor record by using the formats listed in the NCIC 2000 Operating Manual, Wanted Person File section.

NOTE: Add-on warrants will be recorded in the LEADS W&W file only. If the original warrant record contained a felony warrant with a PUR of 1, it will already be recorded in the NCIC files. If your original entry was for a misdemeanor warrant, and you wish to enter a felony warrant with a PUR of 1 and want it to go into NCIC files, you must first cancel the misdemeanor record, then enter the felony record. NCIC does not file add-on warrants. If you wish to make a comment in the miscellaneous field of the entry, use a modification transaction.

You will receive a response from LEADS advising the warrant information has been added to the descriptor record.

6.2.6 Adding Alias Names or Numbers to Existing Descriptor Record

Alias names and numbers can be added to an existing descriptor record by the originating agency only. Screen formats are available for this purpose. On each screen, the following number of descriptors can be added: six alias names, six date-of-births, six social security numbers, six miscellaneous numbers, six scars-marks-tattoo descriptors, two operator's license descriptors, two vehicle license descriptors, and two vehicle information descriptors.

A maximum of 99 alias names and 9 alias numbers of each type can be added to an existing descriptor record. Note: SMTs are considered to be alias numbers. You can add 9 SMTs to an existing record. A maximum of nine updates may be made at one time.

Invalid and/or not issued social security numbers may be entered. A caveat will be generated each time a record with such a number is entered, modified, or queried. The caveat will state the social security number has not been assigned and the agency should check for a possible data entry error.

When you have an alias social security number on a wanted person that actually belongs to another person who is not wanted, one step you can take is to notify the BMV of the fraudulent use of the SSN. They will then add a caveat to the innocent person's driving record indicating "SSN ##### BEING USED FRAUDULENTLY." If it is known who is using the SSN, the record will also indicate "BY WHITE MALE JOHN W PUBLIC SSN #####." This will list the correct SSN for the subject using the fraudulent SSN as in the below example:

```
002 09355 NR SSN 123456789 BEING USED FRAUDULENTLY
004 98355 NR BY WHITE MALE JOHN Q PERSON SSN 987654321
```

If you know a SSN is being used fraudulently and do not know who is using it, the BMV will update the record with:

```
SOCIAL SECURITY NUMBER 123456789 IS BEING USED
FRAUDULENTLY BY AN UNKNOWN PERSON.
```

You must fill out a RECORD CLEARANCE UPDATE REPORT and fax it to the BMV Regional Service Center nearest you.

To add alias names and numbers to an existing descriptor record, retrieve the formatted screen by keying: *AWN(TRANSMIT)

```
AWNDPS . LID/***** NAM/+++++
OCA/_____
NAM/ DOB/
NAM/ DOB/
NAM/ DOB/
NAM/ DOB/
NAM/ DOB/
NAM/ DOB/
SOC/ MNU/ SMT/
SOC/ MNU/ SMT/
SOC/ MNU/ SMT/
```

```

SOC/                MNU/                SMT/
SOC/                MNU/                SMT/
SOC/                MNU/                SMT/
OPERATOR LICENSE :
OLN/*****          OLS/**  OLY/**
OLN/*****          OLS/**  OLY/**
VEHICLE LICENSE :
LIC/+++++++ LIS/++ LIY/+++++ LIT/++
LIC/+++++++ LIS/++ LIY/+++++ LIT/++
VEHICLE DESCR:
VIN/===== VYR/== VMA/===== VMO/      VST/== VCO/      /
VIN/===== VYR/== VMA/===== VMO/      VST/== VCO/      /

```

Identity of the record for which the information is to be appended is to be designated by either the LID and OCA or NAM and OCA.

The original descriptor record must carry an original line of data before an alias name or number can be added to that line, i.e., if the original record does not contain any operators license information, an AWN entry containing operators license information will be rejected.

Example: Attempting to add a social security number when the social security number was not entered on the original record would result in the following message:

```

AWN.LID/AB1234CD.OCA/AB1234
REJ SOC/123456789 DESC RECORD NOT FILLED

```

The operator can use the LID to obtain a copy of the original entry and add the SOC information by using the modify procedure (see Section 6.2.7).

Upon transmitting your entry, the LEADS will perform edits on the information contained in the AWN record. If any field(s) is found to be unacceptable, that field(s) will blink on your screen and a reject message will be displayed at the bottom. The record will not be added until the field(s) pass the edit.

Once all fields are acceptable and the alias entry is accepted, you will receive a response from LEADS advising the information has been added to the descriptor record. If the original record qualified for entry into NCIC, the alias information will also be added to the appropriate NCIC record. A response will then be sent from NCIC advising the information has been added.

6.2.7 Modify

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active wanted person record. Information can be modified in either the descriptor or warrant portion of the record. A modification can also be made to change the message key of the record to show a caution indicator (EW-C and EWJC).

Modifications are made by using the message key "MRF" followed by the field code for either the descriptor record or the warrant record. The field code for modification to the descriptor record is "MWD". The field code for modifications to the warrant record is "MWW".

Modification of the Message Key (Caution Indicator) - The message key of a wanted persons entry can be modified to add a caution indicator. Section 6.2.2 of this manual contains a complete explanation of the caution indicator caption and when it is to be used. To change the message key on an entry to reflect a caution indicator, you would make the following entry:

```
MWD.LID/AB1235CD.OCA/TEST
MRF.MKE/EW-C (TRANSMIT)
```

The name (NAM) field can be used in the entry (instead of the LID) to identify the record. The OCA is a required field. The reason for using the caution indicator must be listed first in the miscellaneous field.

You will receive a response from LEADS advising the record has been modified. NCIC will also generate a message advising the NCIC entry has been modified, if your original entry qualified for entry into the NCIC Wanted Persons File.

Modification of Descriptor Record - Any of the captions contained in the descriptor record, except the LID and OCA, can be modified.

The record to be modified is to be identified by either the LID and OCA or the NAM and OCA. The following are examples of modifications that can be used to modify the fields of the descriptor record:

```
MWD.LID/AB1235CD.OCA/TEST
MRF.LIC/XYZ789.LIS/OH.LIY/100194.LIT/PC (Modify vehicle license info.)
```

```
MWD.LID/AB1234CD.OCA/TEST
MRF.LIC/ (Deletes LIC, LIS, LIY, LIT)
```

```
MWD.LID/AB1235CD.OCA/TEST
MRF.VIN/3N69H5W109954.VYR/89.VMA/FORD.VMO/TAU.VST/4D.VCO/RED
(Modify VIN information)
```

```
MWD.LID/AB1235CD.OCA/TEST
MRF.VEH/ (Deletes VIN, VYR, VMA, VMO, VST, or VCO)
```

```
MWD.LID/AB1234CD.OCA/TEST
MRF.OPR/N234567.OH.96 (Modify operator license info.)
```

```
MWD.LID/AB1234CD.OCA/TEST
MRF.OPR/ (Deletes OLN, OLY, OLS)
```

MWD.LID/AB1234CD.OCA/TEST
MRF.VEH/XYZ789.OH.090194.PC.3N69H5W109954.89.FORD.TAU.4D.RED
(Modify LIC & VIN info)

Note: In the VEH modification, the LIC and VIN fields must be entered in the following order:
MRF.VEH/LIC.LIS.LIY.LIT.VIN.VYR.VMA.VMO.VST.VCO

MWD.LID/AB1234CD.OCA/TEST
MRF.VEH/XYZ789.OH.090194.PC (Modify vehicle license info. only)

MWD.LID/AB1234CD.OCA/TEST
MRF.VEH/. . . .3N69H5W109954.89.FORD.TAU.4D.RED (Modify VIN info. only)

MWD.LID/AB1234CD.OCA/TEST
MRF.VEH/XYZ789..090194..3N69H5W109954..FORD...RED
(Modify selected LIC & VIN fields)

Note: In the above "VEH/" examples, if you do not wish to modify certain fields, they must be closed with periods.

MWD.LID/AB1234CD.OCA/TEST	
MRF.LIC/XYZ789	(Modify license information)
MRF.HAI/BRO	(Modify hair field)
MRF.SOC/012345678	(Modify social security number)
MRF.SKN/	(Delete skin tone information)
MRF.HGT/511	(Modify height information)
MRF.WGT/185	(Modify weight information)
MRF.VEH/	(Delete license & VIN information)
MRF.VMO/	(Delete vehicle model information)
MRF.LIT/TK	(Modify license type)
MRF.VST/HB	(Modify Vehicle style)
MRF.OLY/95	(Modify OL expiration year)
MRF.ADR/new address	(Add address information)
MRF.ADR/**	(Delete address information)

These modifications will not "add" add-on records to the database. A modification is to only be used to modify, delete or add information on the "base record."

All information listed in the fields following the MRF message key will be entered in the record.

All field codes with no information following the slash (/) will generate a delete for the information listed in that particular field.

A maximum of seven (7) modifications can be made to an active record using one modification message.

When adding information to a wanted person record, the same guidelines are to be followed which are used with the screen format function. For example, if you modify the license (LIC), the state (LIS), the year of expiration (LIY) and the license type field (LIT) must be filled, or your entry will be rejected.

When an address of a record is modified, a complete, new address must be entered. The descriptor records in the wanted persons file will retain a maximum of three (3) addresses. When a new address is entered, it will be placed in the message line key labeled "AD1". The address previously in file is moved to the first previous address field labeled "AD2". Each new address entry will cause the addresses listed in the entry to be moved down one line. After the third address line, the oldest address will be removed from the record.

Delete Address from Wanted/Warrant Record - The asterisks (*) in the "ADR" field are special characters and will delete all addresses on file for the Wanted/Warrant record.

After the changes are made, the system will send a message to the sending terminal advising the modifications requested have been made. You will also receive a response from NCIC, if your original entry qualified for entry into NCIC.

Modification of the Warrant Record - The only field in a warrant record that cannot be modified is the OCA field. All other fields can be modified to reflect new information.

A warrant record consists of seven parts:

1. OCA entering agency's case number.
2. DOW date of warrant.
3. CLA class code (felony or misdemeanor).
4. PUR pick up radius.
5. OFF offense code (NCIC 4 digit offense code).
6. OFL offense literal (description of offense).
7. MIS miscellaneous field.

The record to be modified is to be identified by either the LID and OCA or NAM and OCA. The following entry can be made in order to modify the warrant record information:

```
MWW.LID/AB1234CD.OCA/TEST  
MRF.CLA/FW  
MRF.PUR/1 (TRANSMIT)
```

All information listed in the fields following the MRF message key will be entered in the record. When the class code (CLA) and/or the PUR are changed, the system will check these two fields to determine if they meet the criteria for entry into NCIC.

If the class code is FW, for felony warrant, and the PUR is 1 (nationwide) your entry will be formatted and sent to NCIC. If your original entry has been entered in NCIC, and you modify the class or PUR code to any code other than CLA/FW, PUR/1, your entry will generate a cancel of the information contained in NCIC, and the modification will be made to your LEADS W&W File record.

You will receive confirmation teletypes from both LEADS and NCIC when a modification is made to a record contained in their wanted persons files.

For information on adding warrants to wanted persons records, see Section 6.2.5 of this manual.

Modify Temporary File Record - Information on modifying records entered in the LEADS Temporary File can be found in this section of the manual.

6.2.8 Locate

Any agency who apprehends a person within the PUR listed in the record, except the agency who entered the record, must place a locate message on the active record(s). The apprehending agency must contact the ORI of each record to confirm the hit and arrange extradition. Following confirmation with the entering agency, a locate message must be transmitted for each wanted persons record. The locate record provides an agency, other than the entering agency, the ability to record the apprehension of a wanted person. Locate messages are processed by LEADS and the information is posted on the record. If the original entry qualified for entry into the NCIC Wanted Persons File, a locate message will automatically be placed on NCIC's record.

A formatted screen is used to place a locate on a LEADS/NCIC wanted persons record. Use the message key *AWL (TRANSMIT) to retrieve the following screen:

```
#AWL  LID/***** NAM/+++++ OCA/_____  
LCA/____ DOL/____ LEX/____  
MIS/
```

Note: This format is for records entered by Ohio agencies only. When responding to another state the NCIC format must be used (refer to the NCIC Operating Manual Part 7, Section 6.1).

The record to be located is to be identified by either the LID and OCA or NAM and OCA. The locating agency case (LCA), date of locate (DOL) and the extradition information (LEX) fields are required. For the LEX field use one of the following:

EXTR - Will be extradited. (or) NOEX - Will not be extradited.

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 advising the time, date, name of the wanted person, OCA of the original warrant entry, and OCA of the recovering agency (LCA). The entering agency will also receive an NCIC LOCATE NOTIFICATION if the record is still active in the NCIC Wanted Persons File.

A locate cannot be placed on an entry which has a detainer placed on it.

When two locate messages have been placed on any one active record, the record will automatically be removed from file. Do not place a locate on an entry that falls outside the PUR.

6.2.9 Clear

Clearing a wanted persons record is restricted to the agency that entered the record. A clear message is transmitted when the agency that entered the wanted person record is:

1. the agency who made the apprehension, or
2. officially advised another agency has the wanted individual in custody.

NCIC prohibits the retention of a W&W record after the suspect is in custody. A LEADS entry may remain in the system with the use of the Detainer File (see section 6.2.12).

If it has been determined the wanted persons record is invalid, or no longer wanted by your agency, the record is to be removed by the use of a "Cancel" message (see Section 6.2.10 of this manual).

A warrant record in the LEADS/NCIC Wanted Persons File can only be deleted by the agency originating the entry. If a record in LEADS contains more than one warrant, one of the warrants can be deleted and the other warrants will remain attached to the descriptor record.

A formatted screen is used to clear information in a LEADS/NCIC wanted persons record. Use the message key *CWW (TRANSMIT) to retrieve the following screen:

```
#CWW LID/***** NAM/+++++ OCA/_____
```

Note: When the last warrant on a descriptor record is removed, the descriptor record will automatically be removed from file. Add-on warrants must be cleared before clearing the base record.

You will receive a response from LEADS (and NCIC if the original entry qualified for entry into NCIC), advising the record has been removed from file.

6.2.10 Cancel

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines the record is invalid.

If a record contains more than one warrant, one of the warrants can be deleted and the other warrant(s) will remain attached to the descriptor record. A formatted screen is used to cancel information in a LEADS/NCIC wanted persons record.

Use the message key *XWW (TRANSMIT) to retrieve the Cancel Wanted Person/Warrant screen.

Example:

```
#XWW  LID/***** NAM/+++++ OCA/_____
```

Use the message key *XWN (TRANSMIT) to retrieve the Cancel Wanted Person/Alias screen.

Example:

```
#XWN  LID/***** NAM/+++++ OCA/_____
NAM/                                     DOB/
SOC/          MNU/                       SMT/
DRIVER LICENSE:
OLN/***** OLS/** OLY/**
VEHICLE LICENSE:
LIC/+++++ LIS/++ LIY/+++++ LIT/++
VEHICLE DESCR:
VIN/===== VMA/=====
```

The record to be deleted is to be identified by either the LID and OCA or NAM and OCA.

Note: When the last warrant on a descriptor record is removed, the descriptor record will automatically be removed from file.

You will receive a response from LEADS (and NCIC if the original record qualified for entry into NCIC) advising the record has been removed from file.

6.2.11 Inquiry

By using certain message key codes, you can inquire into the LEADS and NCIC Wanted Persons Files. The message key codes are: "QW" (LEADS and NCIC), "WW" (LEADS only), and "ZW" for a test inquiry (LEADS and NCIC). There are two categories of inquiries into the LEADS/NCIC Wanted Persons File, direct inquiries from terminals and automatic inquiries.

A direct inquiry into the wanted persons file can be made against the data provided in a search message. Inquiries can be made by name, number, or a combination of the two. If sufficient data is present, and the appropriate inquiry code is used, NCIC files will also be checked.

The second type of inquiry can be generated by the system. System generated inquiries search the LEADS/NCIC files as a by-product of certain designated vehicle registration and operator license file inquiries. System generated inquiries are made only by a specific number inquiry, i.e., DL, VR or VIN.

The following fields can be used in a wanted persons inquiry:

LID	LEADS identification number (LEADS file only)	MNU	miscellaneous number
LIC	license plate number (LEADS file only)	BCI	BCI & I number
DOB	date of birth	SOC	social security number
OLN	driver's license number	LIC	license plate number
FBI	FBI number	VIN	vehicle identification number

Inquiry by Name and Number - The name and number field is to be used whenever available to identify a wanted person. The inquiry is to consist of at least three parts: message key, name, and one or more numerical identifiers.

Wanted Persons File Inquiry - LEADS Only

```
WW.NAM/SMITH,JOHN F.DOB/082349 (TRANSMIT)
WW.SOC/123456789 (TRANSMIT)
WW.LID/AB1234CD (TRANSMIT)
```

Wanted Persons File Inquiry - LEADS and NCIC

```
QW.NAM/SMITH,JOHN F.DOB/082349 (TRANSMIT)

QW.NAM/SMITH,JOHN F.DOB/082349.SOC/567023456 (Enter)
OLN/AB123456 (TRANSMIT)
```

The inquiry will be made into LEADS and NCIC files and responses will be received from both systems.

The field identifier and data must be entered on the same line. If they do not fit on the same line, use a carriage return and begin a new line. If the name is hyphenated, use the hyphenated name in the inquiry. *Example:* Yeag-Ley,Robert R.

Name and Number Inquiry Response - Each response to an inquiry will be shown in the same format and sequence as the original record entry and appear in a pop-up window. 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.

You will note, in the example shown below, information was added to the record. Included in the first line of each record is the date (month, day, year) the record was entered. The DOW is shown following the field identifier DOR, and is automatically added. Also included in the descriptor record, identified by the EWW line, is the date of the last inquiry (DLI), and the ORI of the agency making the inquiry following the LAI field.

```
QW.OH0650000.SMITH,JOHN F.DOB/082349
LID/MA1291JX
EW-C.OH0250100.OCA/894.DOR/090186.DLI/091086.LAI/OH0250000
NAM/SMITH,JOHN FREDERICK
DOB/082349.HGT/511.WGT/161.HAI/BLK.EYE/BRO.SEX/M.RAC/W/POB/NJ
SOC/123456789.FPC/445566G.BCI/C123456.MNU/OA-88877
AD01/RFD 4 NOWHERE OHIO.090180.DOW/090180
WAR.OH0250100.OCA/894.DOR/090186.DOW/090186
CLA/FW.PUR/1.OFF/1201.OFL/ROBBERY BUSINESS GUN
MIS/BELIEVED ARMED WITH AUTOMATIC WEAPONS
NOTE: CONFIRM HIT WITH ORI
SENT TO NCIC
```

If an inquiry generates a hit on one record, the entire record will be sent back to the inquiring agency. This hit will appear in a pop-up window. 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. If more than one record is contained in the response, you will receive a message listing the LIDs assigned to each record. In order to obtain the information in file, you will have to inquire on each of the LIDs.

Example: WW.LID/AB1234CD(TRANSMIT).

Inquiry by Name Only:

```
WW.NAM/SMITH,JOHN F (TRANSMIT) (LEADS W&W File Only)
```

Inquiry by Name Only Response - Inquiries by name or number fields only are not forwarded to NCIC for inquiry into their files. To obtain information from the NCIC files you must use the "QW" message key. If more than one record is found in the LEADS W&W file, a list (index) of all possible matching records is printed.

```
WW.OH0250000.NAM/DOE,JOHN E
LID/AL5334NK BEN 040353 M B DOE,JOHN E (NAM)
LID/AL5637NK MIS 040353 M B DOE,JOHN E (NAM)
LID/AL7237NK FEL 040353 M B DOE,JOHN E (NAM)
FOR SOUNDEX HITS ON NAM/DOE,JOHN E
ENTER SAME INQUIRY WITH.QCT/SDX000
```

To obtain more data on any of the indexed records, make a LID inquiry, as previously explained. If more than five records meet the requirements for a name match, the last line of the index will give you information on how to obtain information. See the last line of the example for a name inquiry (above).

Name Only Index Inquiry - Using the same inquiry example as above, the entry for additional names would be as follows:

WW.NAM/SMITH,RALPH E.QCT/SDX000 (TRANSMIT)

If you wish to check a record entered by your agency to determine if another agency placed an additional warrant on the subject, you must run a test (ZW) inquiry.

Example: ZW.NAM/SMITH,JOHN C.DOB/111250 (TRANSMIT)

The system will respond with your descriptor record and warrant, and any additional warrant information.

6.2.11.1 Reject Messages

If your entry contains an invalid field code or required information is missing, you will receive a reject message. Reject messages will contain as much descriptive information as possible to identify the reason a field or record is not being accepted by the system. The proper corrective steps for re-entering the data will vary based on the reject messages received.

Reject Message Response - The following reject message indicates the name and descriptor matches a previous record made by your terminal and has been stored in the LEADS Temporary File due to an invalid field. You must retrieve the temporary file record, make the necessary corrections and enter it into the permanent files. In order to transfer your record from the LEADS Temporary File to the W&W File, you must use the message key commands outlined in Section 6.2.4.

EWV.OH0250000.SMITH,CURT A.053050..600.200.BRO.BRO.M.W.
REJ ON FILE TID/TAHIU5407

Another type of reject message occurs when using the same name, description and social security number, but different OCA number or offense code descriptors. Once you have entered a record into the LEADS W&W file, additional warrants and alias information can be added by using message keys(*AWW or *AWN).

In the case of duplicate entries made by the same agency, the system will generate a reject message. However, additional entries will be accepted if the OCA numbers are different. Duplicate records must be avoided by using the add-on feature (*AWW, see Section 6.2.5).

Note: NCIC will reject the duplicate entry as they do not accept duplicate records or add-on warrants. NCIC would respond with "REJ ON FILE".

The original record must be modified to add the new information. The duplicate entry must be canceled.

The next most common reject message is on entries into the files for non-existent descriptor records. An example of this type of entry would be an "add alias" operator license record to an original descriptor record which, when entered, did not have an operator license line. Before an alias can be added, the original descriptor record must carry an original line of data.

6.2.12 Detainer File

Due to the NCIC requirement that an entry must be cleared when the entering agency is officially advised another agency has the wanted individual in custody, many departments experience the loss of a wanted person. When the person is due to be released, his/her DS. or a QW. inquiry is run, if it returns with no wants, the person is released. There may be a detainer teletype in the person's file sent by the entering agency, however, it may get overlooked. This mistake can result in a wanted person being released since the entry was cleared. Officers coming into contact with him/her will not be aware of the potential situation.

The need for a detainer file was recognized to stop this loophole in the system. It was created to assist in reducing the loss of wanted persons, and to further enhance the main purpose of LEADS, the safety of the officer on the street.

Use of the detainer file will allow entering agencies to leave their entries in LEADS when the wanted person is in the custody of another agency. It will also fulfill NCIC requirements to clear entries of individuals in custody.

6.2.12.1 Detainer Entry

Adding a detainer record to an existing warrant record is restricted to the entering agency.

Entry of detainer information will follow the placing of a locate on a wanted person record or other notification of the subject being incarcerated.

A formatted screen is used to place a detainer on a LEADS wanted person record. Use the message key *EWD to retrieve the following screen:

```
#EWD  LID/***** NAM/+++++ OCA/_____  
APA/____ ACA_____ DAP/_____ LEX/DETN  
MIS/
```

The record must be identified by either the LID and OCA or NAM and OCA.

The apprehending agency's ORI (APA), apprehending agency's case number (ACA), and the date of apprehension (DAP) are all required fields. (NOTE: The APA, apprehending agencies, is for Ohio ORIs only.)

DETN is automatically shown in the extradition information field (LEX) and must not be changed.

The originating agency of the record will receive the following message after placing a detainer on the warrant:

```
EWD.OHOHP0040.LID/CB9651BK.OCA/LEADSTEST
LID/CB9651BK NAM/DOE,JOHN
A DETAINER HAS BEEN PLACED ON THIS RECORD AT 12/13/94 09:02
AGENCY OHOHP0098 HAS BEEN SENT A MESSAGE OF YOUR  DETAINER
```

SENT TO NCIC

```
FROM NCIC
OHOHP0040
CLEAR NAM/DOE,JOHN Q OCA/LEADSTEST
```

Note: the warrant entry is canceled by NCIC (if it qualifies for entry) since NCIC prohibits the retention of WW records after the suspect is in custody.

The agency making the apprehension will receive the following message when a detainer entry is made:

```
OHOHP0098
LEADS DETAINMENT NOTIFICATION AT 12/12/94 11:25
```

```
OHOHP0040
HAS PLACED A DETAINER ON
RECORD LID/CB9651BK NAME/DOE,JOHN OCA/LEADSTEST
PLEASE CONTACT OHOHP0040 BEFORE SUBJECT IS RELEASED.
```

The response received when an agency makes an inquiry on a subject with a detainment entry on file is shown below.

```
WW.OH0800000.LID/CB9651BK
LID/CB9651BK
DWW.OHOHP0040.OCA/LEADSTEST.DOR/120994.DLA/121294.LAI/OH0800000
NAM/DOE,JOHN Q
DOB/052844.HGT/600.WGT/180.HAI/BLK.EYE/BLU.SEX/M.RAC/W.POB/OH
ADO1/123 MAIN STREET ANYTOWN OHIO 43215.120194
WAR.OHOHP0040.OCA/LEADSTEST.DOR/120994.DOW/120194
```

CLA/FW.PUR/1.OFF/5499.OFL/TRAFFIC OFFENSE
MIS/SPEED TEST ENTRY ONLY
EWD.OH0800000.OCA/LEADSTEST1.DOR/121294.DOL/121294
LOC/TEST DETAINMENT ENTRY
DATE VALIDATED/120994
COUNTY OF WARRANT: FRANKLIN
NOTE: CONFIRM HIT WITH ORI

When another agency attempts to place a locate on a record which already has a detainer record appended, they will receive the following response:

AWL.OHOHP0030.LID/CB9651BK.OCA/LEADSTEST
LOCATE ATTEMPTED BY OHOHP2100 ON LID/CB9651BK ENTERED BY OHOHP0040.

WARNING: THE SUBJECT OF THIS RECORD HAS BEEN REPORTED AS
INCARCERATED.

CONTACT ORIGINATING AGENCY TO HAVE THE DETAINER REMOVED.
A NEW DETAINER CAN THEM BE ADDED.

6.2.12.2 Detainer Cancellation

A detainment record in the LEADS Wanted Persons file can only be canceled by the entering agency.

Cancellation of a detainment record returns the record back to the original EWW format.

To cancel a detainment record key the following:

MWD.LID/CB9651BK.OCA/LEADSTEST
MRF.MKE/CWD

The response will be:

MWD.OHOHP0040.LID/CB9651BK.OCA/LEADSTEST
DETAINMENT RECORD FOR LID/CB9651BK
HAS BEEN DELETED 12/12/94 11:47.
THE WARRANT ENTRY REMAINS ON FILE.

To cancel the entire record (warrant and detainment entry) see Section 6.2.10 in this manual.

Reminder: This does not re-enter into NCIC if originally a LEADS and NCIC entry. To re-enter into NCIC, the complete entry must be canceled and re-entered.

6.3 MISSING PERSONS

Any missing person or disaster victim can be entered into the LEADS/NCIC providing they meet the criteria listed below. The message keys are the same for both LEADS and NCIC. Included at the end of this section is a copy of a missing persons information record generated by NCIC. You can order additional forms through NCIC at 202-324-5015 or reproduce this copy to assist you in your record gathering operation. The LEADS/NCIC Missing Persons File has been enhanced to include the entry of unidentified persons (see Section 6.4 of this manual for additional information). Each time an entry is made or a modification is done to a missing person or unidentified person entry, a crosscheck is done against each file by NCIC.

In order to effectively compare Missing Persons File records to Unidentified Persons File records, and vice versa, it is necessary to pack the Missing Persons File record to include identifiers such as blood type, dental characteristics, broken bones, etc. These comparisons will attempt to identify deceased individuals, individuals of any age who are unable to provide their identity to police (amnesia, etc.), disaster victims, and missing persons.

The Missing Persons File includes supplemental dental and tattoo information. There is an additional message key field code "EMV" which will allow the entry of records for people missing after a disaster.

The criteria for entry into the Missing Persons File is:

1. A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger. The message key for this type entry is "EMD". The "D" in the message key represents disability. A caution indicator can also be added by using "EMDC".
2. A person of any age who is missing under circumstances indicating that his/her physical safety is in danger. The message key for this type of entry is "EME". The "E" in the message key represents endangered. A caution indicator can also be added by using "EMEC".
3. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e. abduction or kidnapping. The message key for this type of entry is "EMI". The "I" in the message key represents involuntary. A caution indicator can also be added by using "EMIC".
4. A person who is missing and declared unemancipated as defined by the laws of their state of residence and does not meet any of the criteria set forth in any of the previously described message keys. The message key for this type of entry is "EMJ". The "J" represents juvenile. A caution indicator can also be added by using "EMJC".

5. A person of any age who is missing, and the agency entering the missing person wishes to cover the State of Ohio only must use the message key "EMO". The "O" in the message key represents Ohio only.
6. A missing person who is the victim of a disaster. The message for this type entry is "EMV". The "V" in the message key represents victim.

Missing persons records (including notify, locate and juvenile escapees) will be cross-referenced by entries into the Unidentified Persons File, see Section 6.4 for additional information.

Information in the LEADS and NCIC Missing Persons File can be entered, modified, canceled, cleared, located, and stored for later retrieval. A series of formatted screens is available for these functions (with the exception of modifications, which must be made manually). See Section 3.13 for additional information on the screen format function.

6.3.1 How to Construct a Record

The missing persons record consists of the same information contained in a wanted persons file record, except there is no warrant information. The message key for entering a missing person is "EM". The EM key is to be followed by the letter, which describes the missing person (D, E, I, J, V, or O) as described, above.

The use of the letters serve as a positive statement that the entering agency has documentation (from a source other than the investigating police agency) at the time of entry supporting the stated conditions under which the person was declared missing. This documentation in the record will insure the right to privacy of the individual is not violated.

Examples of acceptable documentation are: A written statement from parent* or legal guardian* confirming the person is missing and verifying the date of birth; a written statement from a physician* or other authoritative source corroborating the missing person's physical/mental disability; or other authoritative source advising he/she is missing under circumstances indicating their physical safety is in danger or the missing person's disappearance was not voluntary.

*Examples of "source other than the investigating police agency".

The record is to be completed with as much information as is available. Any information not available at the time of entry can be appended to the record by using a modification message.

The following is a list of data that can be used in missing and unidentified persons records:

FIELD	CODE	CHARACTERS
Message Key.....	MKE.....	4
EMD	EMO	EMDC
EME	EMV	EMEC

EMI	EMIC	EMOC	
EMJ	EMJC		
Originating Agency Identifier*	ORI		9
Name	NAM		30
Address	ADR		40
Date of Birth	DOB		6
Originating Agency Case Number	OCA		9
Date of Last Contact	DLC		6
Missing Person	MNP		2
Date of Emancipation (Juvenile)	DOE		6
Height	HGT		3
Weight	WGT		3
Hair Color	HAI		3
Eye Color	EYE		3
Race	RAC		1
Sex	SEX		1
Nationality	NAT		2
Skin Tone	SKN		3
Scars, Marks, Tattoos & Other Characteristics	SMT		10
Social Security Number	SOC		9
FBI Number	FBI		9
Miscellaneous Number	MNU		15
BCI&I Number	BCI		7
Fingerprint Classification	FPC		20
Operator License Number	OLN		20
Operator License State	OLS		2
Operator License Expiration Year	OLY		2
License Plate Number	LIC		8
License Plate State	LIS		2
License Plate Expiration Year	LIY		6
License Plate Type	LIT		2
Vehicle Identification Number	VIN		17
Vehicle Year	VYR		2
Vehicle Make	VMA		4

(continued on next page)

FIELD	CODE	CHARACTERS
Vehicle Model	VMO	3
Vehicle Style	VST	2
Vehicle Color	VCO	7
Blood Type	BLT	5
Circumcision	CRC	1
Foot Print Available	FPA	1
Body X-Rays Available	BXR	1
Corrective Vision Prescription	VRX	40
Jewelry Type	JWT	50

Jewelry Description	JWL.....	100
Dental X-Rays Available	DRX	1
Dental Models/Teeth Available	MPA	1
Dentists Remarks	DRE.....	50
Dental Characteristics	DCH	1,599
Miscellaneous	MIS	250
NCIC Number	NIC.....	9
LEADS Number.....	LID	8
Temporary File Number	TID	9
Date of Cancel.....	DOC	6
Date of Locate.....	DOL	6
Locating Agency Case Number	LCA.....	9
Disposition Information	DSP	4
Originating Agency Case Number.....	OCA	9

*Automatically entered by the LEADS computer.

The standard NCIC abbreviated codes are to be used to identify the information in the record. These codes can be found in the NCIC 2000 Code Manual.

6.3.2 Entries

Each LEADS terminal agency can initiate entries into the files by using the criteria set forth in Part 8 of the NCIC Operating Manual and material contained in this section. In addition to the guidelines given in the LEADS and NCIC Operating Manuals, included at the end of this section is a copy of a Missing Person Report for NCIC Record Entry to assist you in compiling information for the record.

To facilitate the entry of records in the LEADS and NCIC files, a series of formatted screens is available. Section 3.13 of this manual outlines the formatted screen function. Entries can also be made manually. Guidelines for this type of entry are on the charts in this section. An explanation of the fields used can be found in Section 6.2.1 of this manual.

Complete each of the field codes in the formatted screen with complete information on the missing person. Remember, the more information you provide in the entry, the better the chance of a positive identification of a missing person. 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 used for missing persons entries. Use any of the following message keys to retrieve a formatted screen:

Missing Person -	Disability	*EMD (TRANSMIT)
	Disability - Caution	*EMDC (TRANSMIT)
Missing Person -	Endangered	*EME (TRANSMIT)

Missing Person -	Endangered - Caution Involuntary Involuntary - Caution	*EMEC (TRANSMIT) *EMI (TRANSMIT) *EMIC (TRANSMIT)
Missing Person -	Juvenile Juvenile - Caution	*EMJ (TRANSMIT) *EMJC (TRANSMIT)
Missing Person -	Ohio Only Ohio Only - Caution	*EMO (TRANSMIT) *EMOC (TRANSMIT)
Missing Person -	Victim	*EMV (TRANSMIT)

Reminder: The EME and EMI screens require the MNP field to be either CA or MP.

Note: There is certain criteria to be followed in entering a juvenile into the Missing Persons File. See the criteria outlined in the paragraphs following the EMJ format listed below.

```
#EMJ   NAM/_____
ADR/                                     DOB/ , , , , , ,
OCA/_____ DLC/_____ DOE/_____
PHYSICAL DESCR:
HGT/___ WGT/___ HAI/___ EYE/___ RAC/_ SEX/_ NAT/
MISC. NUMBERS
SOC/ , , , , , , , , FBI/ , , , , , , , , MNU/ , , , , , , , , , , BCI/
FPC/
OPERATOR LICENSE:
OLN/***** OLS/** OLY/**
VEHICLE LICENSE:
LIC/+++++++ LIS/++ LIY/+++++++ LIT/++
VEHICLE DESCR:
VIN/===== VYR/== VMA/==== VMO/      VST/== VCO/      /
ADDITIONAL IDENTIFIERS:
BLT/      CRC/      FPA/      BXR/ VRX/
JWT/                                     JWJ/
MIS/
```

The formats for all missing persons entries will be the same as for the Wanted Persons File, except the message key will be different, and there will be no warrant information.

Note: When making entries of juveniles, the DOE field is mandatory.

The DOE indicates the exact day when an unemancipated juvenile will reach the age of emancipation (majority) as defined by the statutes of their state of residence. The DOE cannot be more than 21 years later than the date of birth. The age of emancipation in Ohio is eighteen (18).

A DOE is entered in the same manner as a date of birth, i.e., month, day and year. For example, a missing person born on July 5, 1979, and emancipated at the age of 18 years would be entered

in file with DOB/070579 and DOE/070597. The DOE must be complete (include month, day and year) or the entry will be rejected. DOE for the year 2000 and beyond will be entered in the following format: July 5, 2000 = DOE/070500, September 18, 2003 = DOE/091803. If the DOB is February 29 and the year of emancipation is not a leap year, enter March 01 for the DOE.

Fill in the format starting with last name, comma, first name, space, middle initial, the entering agency's case number OCA, the date of last contact, (DLC) and one of the numerical identifiers in the format. Fill in the information required in the physical description caption. Hyphenated names are also permitted.

Remember, all required fields in a formatted screen are identified with a series of underscores (_), and they must be completed before the entry will be accepted by the computer. Numerical identifiers are identified with a comma (,), and at least one of these must be completed. Also, if you complete any one field identified with an asterisk, equal or plus symbol, then all like fields must be completed.

On all Juvenile entries the date of emancipation (DOE) field must be completed.

When using the message keys EME or EMI the code MP or CA can be entered in the MNP field. The code CA should be used if the victim's age is less than eighteen (18), AND there is reasonable indication or suspicion the child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. Under all other instances, the code MP should be used.

Your original entry can be made for one name only. Alias information can be added after the original entry has been recorded in the Missing Persons File.

Once the information has been entered in the format, transmit the screen. This will transfer the entry to LEADS. At this time, LEADS will perform an extensive edit of the information contained in the entry. If you receive a reject notice, correct your entry and re-transmit.

LEADS/NCIC Missing Person Entry Response - If all fields completed in the record meet the criteria for entries into the LEADS/NCIC Missing Persons file, you will receive a LID. All missing persons records are sent to NCIC for inclusion in their files, with the exception of Entered Ohio (EMO) entries. You will also receive a response from NCIC advising your record has been recorded.

LEADS Missing Person Entry Response:

```
EMJ.OH0650000.SMITH,JOHN C.010180.505.150.BRO.BLU.M.W.OH  
RECORD COMPLETE  
LID/KU1006LC ENTERED 03/15/84 12:01  
SENT TO NCIC
```

NCIC Missing Person Entry Response:

FROM NCIC
OH0250000
NAM/SMITH,JOHN C NIC/M123456789

LEADS Missing Person Entry Placed in Temporary File - If there is unacceptable information in any field contained in the record, the system will not enter the record into the active files. Your record will be placed in the LEADS Temporary File, and assigned a TID. In the following example the invalid field is "HAI", the code should be "BRO".

EMJ.OH0250000.SMITH,JOHN C.010180.505.150.BRN.BLU.M.W.OH
REJ INV FLD HAI/BRN
FOLLOWING FIELDS REQ
HAI/
TID/TAGVP3691

Follow the steps outlined in Section 6.2.4 regarding Temporary File records.

6.3.3 Entry of Supplemental Record of Alias and/or Additional Identifier

LEADS and NCIC missing persons entries can be supplemented to reflect alias names/numbers. A maximum of 99 alias names and 9 alias numbers of each type can be added to a missing persons record, but you will only be able to enter a total of six alias fields with a single format. Additional alias information will require a second transaction. Hyphenated names can be entered by typing the name and the hyphen.

A formatted screen is available to append additional name or number information to an existing record. Use the message key *EMN (TRANSMIT) to retrieve the screen shown.

```
EMNDPS.  LID/***** NAM/+++++OCA/_____  
NAM/                                DOB/  
NAM/                                DOB/  
NAM/                                DOB/  
NAM/                                DOB/  
NAM/                                DOB/  
NAM/                                DOB/  
SOC/      MNU/      SMT/  
SOC/      MNU/      SMT/  
SOC/      MNU/      SMT/  
SOC/      MNU/      SMT/
```

```

SOC/           MNU/           SMT/
SOC/           MNU/           SMT/
OPERATOR LICENSE:
OLN/***** OLS/**  OLY/**
OLN/***** OLS/**  OLY/**
VEHICLE LICENSE:
LIC/+++++++ LIS/++  LIY/+++++++ LIT/++
LIC/+++++++ LIS/++  LIY/+++++++ LIT/++
VEHICLE DESCR:
VIN/===== VYR/==  VMA/===== VMO/    VST/==  VCO/    /
VIN/===== VYR/==  VMA/===== VMO/    VST/==  VCO/    /

```

Identity of the record for which the supplemental information is to be appended is to be designated by either LID and OCA or NAM and OCA. Supplemental information can also be added manually to an existing missing persons record by using the charts appearing in this section of the LEADS Manual, however, LID and OCA or NAM and OCA must still be used.

Alias Number Addition Reject - The original missing persons record must contain an original line of data before adding an alias number to that line. For example, the original record must have an operators license line, before you can add an alias operators license number. The computer will reject your entry as shown below:

```

EMN.LID/AB1234CD.OCA/TEST
REJ OLN/B123456 DESC RECORD NOT FILLED

```

You must add the information to the entry by use of a modification message, since the record on file contains no information in that field.

Upon transmitting your entry, the LEADS will perform edits on the information contained in the record. You will receive a reject message on invalid fields. These messages will be similar to the ones issued for an EWW record (see Section 6.2.11.1). The record will not be entered into the Temporary File when a reject occurs. All data will be rejected until all fields contain the proper alpha and numeric characters.

When all fields are correct, and the supplemental entry is accepted. You will receive a response from LEADS advising the information has been added to the missing persons record. You will also receive a response from NCIC.

6.3.4 Entry of Supplemental Dental Information

NCIC Missing Persons entries can be supplemented to reflect dental information. A screen format is available for this purpose. To retrieve the formatted screen shown below use the message key *ED(TRANSMIT).

```

#ED  NIC/_____ OCA/_____ DXR/_ MPA/_
DRE/
DCH/

```

Ohio Revised Code 2901.30 requires the entering agency, after 30 days, to enter available dental records. The Missing Person Dental Report provided by NCIC must be given to the dentist to be completed. If dental characteristics are not available for coding, then UNK should be entered in the DCH field. If the code UNK is coded in the DCH field, the following will be transmitted after the DRE field in a response:

DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

If all 32 permanent teeth are present with no decay or restorations and there are no unusual characteristics, the code ALL should be entered in the DCH field. If ALL is coded in the DCH field, the following will be transmitted after the DRE field in a response:

ALL 32 PERMANENT TEETH ARE PRESENT; NO TEETH ARE DECAYED; NO TEETH HAVE BEEN RESTORED; AND THERE ARE NO UNUSUAL CHARACTERISTICS

If the code ALL or UNK is not entered, the only valid codes must begin with the numeric 001 through 256. (See the NCIC 2000 Operating Manual, Missing Person File section, Supplemental Dental Record and the NCIC 2000 Code Manual for further information.)

6.3.5 Entry of Supplemental Scars, Marks and Tattoos Information

The NCIC Missing Persons File does not provide captions for the entry of additional scars, marks and tattoos. Only records in the NCIC Unidentified Persons File can be modified to include this information.

6.3.6 Modify

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active missing persons record.

If it is necessary to modify information contained in a supplemental name or number appended to a missing persons entry, the original information must be deleted before the modification entry can be appended.

Modifications are made by using the message key "MM" followed by the field code to be modified. The record is to be identified by either the LID and OCA or NAM and OCA.

The following *example* shows a vehicle modification:

MM.LID/AB1235CD.OCA/TEST
MRF.VEH/XYZ789.OH.123084.PC.1H57459KB12346789.83.CHEV.MOC.CP.BLU (TRANSMIT)

Note: In the above example LIC information is not required. However, if fields are not used, they must be closed with periods.

The following entry is to modify operators license information.

MM.LID/AB1235CD.OCA/TEST
MRF.OPR/A012345.OH.84 (TRANSMIT)

Dental information can be modified by using the message key "MD".

All information listed in the fields following the MRF message key will be entered in the record.

All field codes with no information following the slash (/) will generate a delete of the information listed in that particular field.

A maximum of seven (7) modifications can be made to an active record with one modification message. When adding information to a missing persons record, the same guidelines are to be followed when using the formatted screen function, i.e., if you modify the license (LIC), the license state (LIS), the license year expiration (LIY) and the license type (LIT) fields must be filled, or your entry will be rejected.

When the address of a record is modified, the complete new address must be entered to be. The descriptor record in the missing persons file will retain a maximum of three (3) addresses. When the new address is entered, it will be placed in the message line labeled "AD1".

The address previously stored in AD1 is moved to the second, previous address field labeled "AD2". Each new address entry "AD1" will cause the addresses listed in the entry to be moved down one line. After the third address line, the oldest address will be removed from the record.

Upon completion of the modification changes, the LEADS will send a message back to you advising the modifications requested have been made. You will also receive a response from NCIC, if your original entry qualified for entry into NCIC. You will receive confirmation teletypes from both LEADS and NCIC when a modification is made to a record contained in their missing persons files.

Modify Temporary File Record - Information on modifying records entered into the LEADS Temporary File can be found in Section 6.2.4 of this manual.

6.3.7 Locate

Any agency who locates a missing person must place a locate message on the active record. The locating agency must contact the ORI of the record to confirm the hit and to arrange the release

of the individual. Following confirmation with the entering agency, a locate message must be transmitted on the missing persons record. The locate message provides an agency, other than the entering agency, the ability to record the return of a missing person. Locate messages are processed by LEADS and the information is entered on the record. The locate information will also be entered on the NCIC missing persons record.

When one locate message is placed on an active missing person records, the record will automatically be removed from file.

A formatted screen is available to place a locate on a LEADS/NCIC missing persons record. Use the message key *LM (TRANSMIT) to retrieve the screen shown below.

```
#LM      LID/***** NAM/+++++ OCA/_____  
DOL/____ LCA/____ DSP/____
```

The record to be located is identified by either the LID and OCA or the NAM and OCA. The date of locate (DOL), locating agency case number (LCA) and disposition information (DSP) fields are required. For the DSP field use one of the following:

DETN - Detained. (or) RELD - Released.

After the recovering agency places a locate on the active record, the entering agency will receive a LEADS LOCATE NOTIFICATION teletype which will show the time, date, name of the missing person, OCA of the original entry, and the OCA of the recovering agency (LCA). The entering agency will also receive an NCIC LOCATE NOTIFICATION.

Out-of-state locates do not have a formatted screen. A period format must be used to place an out-of-state locate. *Example:*

LM.NAM/SMITH, JOHN J.NIC/M000069216.19991205.8592.DETN

(LEADS will automatically place your agency's ORI after the message key (LM), you do not need to enter it manually.)

When entering the NAM, place a space after the comma following the last, then enter the first name. If a space is not used, the locate will be rejected.

The above example contains the following information:

Message key	LM
Two record identifiers	NAM/SMITH, JOHN J and NIC/M000069216
Locating agency case #	8592
Disposition information	DETN

For additional information and the procedure for handling a locate on a missing person, see the NCIC 2000 Operating Manual, Missing Person File section.

6.3.8 Clear

Clearance of a missing person record is restricted to the agency that entered the record. Upon return of the missing individual, the entering agency must clear the record from file. NCIC prohibits the retention of a missing person record after the person has been located/apprehended. A formatted screen is available for this purpose. A clear message is transmitted when the agency that entered the wanted persons record is:

1. the agency who made the apprehension, or
2. officially advised another agency has the missing individual in custody.

Supplemental record data cannot be cleared from a missing persons record, it must be canceled. If it has been determined the missing persons record is invalid, or no longer needed by your agency, the record must be removed by the use of a "Cancel" message (see Section 6.3.9 of this manual).

A formatted screen is available to clear information in a LEADS/NCIC missing persons record. Use the message key *CM (TRANSMIT) to retrieve the screen shown below.

```
#CM  LID/***** NAM/+++++ OCA/_____
```

A missing persons record in the LEADS/NCIC Wanted Persons File can only be cleared by the agency originating the entry. The record to be cleared is to be identified by either LID and OCA or NAM and OCA.

You will receive a response from LEADS (and NCIC if the original entry qualified for NCIC) advising the record has been removed from file.

6.3.9 Cancel

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines the record is invalid. If at any time it is determined any of the supplemental numbers or names added or dental information included in a missing persons record are not valid, they must be deleted from the record.

Formatted screens are available to cancel information in a LEADS/NCIC missing persons record.

Key *XM(TRANSMIT) to retrieve the Cancel Missing Persons Record screen shown below.

```
#XM  LID/***** NAM/+++++ OCA/_____
```

Key *XMN(TRANSMIT) to retrieve the Cancel Missing Persons Supplemental Information screen shown below.

```
#XMN LID/***** NAM/+++++ OCA/_____  
NAM DOB/  
SOC/ MNU/ SMT/  
OPERATOR LICENSE:  
OLN/***** OLS/** OLY/**  
VEHICLE LICENSE:  
LIC/+++++ LIS/++ LIY/+++++ LIT/++  
VEHICLE DESCR:  
VIN/===== VMA/=====
```

Key *XD(TRANSMIT) to retrieve the Cancel Dental Information screen shown below.

```
#XD NIC/_____ OCA/_____
```

You will receive a response from LEADS and NCIC advising the record has been removed.

The record to be deleted is to be identified by either the LID and OCA or NAM and OCA. When deleting information in the supplemental record, the fields must be listed with the same information as contained in the record. For additional information, refer to the NCIC 2000 Operating Manual, Missing Person File section.

Canceling a missing person entry can also be accomplished manually. Refer to the NCIC 2000 Operating Manual, Missing Person File section.

6.3.10 Inquiry

Inquiries on missing persons records are to be made using the same message keys as wanted persons inquiries. Refer to Section 6.2.11 of this manual for the procedure.

You can inquire using non-unique identifiers, i.e., sex, race, age, etc. Your response will contain records, which may be possible matches to your inquiry. The following fields are mandatory for the non-unique identifier missing person file inquiry:

- | | |
|----------------------|-------------------------|
| 1. message key | 5. eye color |
| 2. age (approximate) | 6. hair color |
| 3. sex | 7. height (approximate) |
| 4. race | 8. weight (approximate) |

Example of inquiry to check missing person files:

```
QM.AGE/35.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/511.WGT/148(TRANSMIT)
```

Response to an Inquiry:

"NCIC HAS (number of records) POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING RECORDS ARE LISTED, FOLLOWED BY THE NIC NUMBER, OF UP TO 20 OF THE HIGHEST SCORE RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS."

The two closest records with the highest score will appear after the response shown above. The NIC and scores for the two records furnished, followed by the NIC numbers and scores of the next 18 records having the highest scores will be formatted as follows (These NIC will be listed in descending order by score.):

```
MXXXXXXXXXX XXX MXXXXXXXXXX XXX MXXXXXXXXXX XXX MXXXXXXXXXX XXX  
MXXXXXXXXXX XXX MXXXXXXXXXX XXX MXXXXXXXXXX XXX MXXXXXXXXXX XXX
```

6.3.11 AMBER Alert

In 1996, 9-year old Amber Hageman disappeared from her Arlington, Texas neighborhood while riding her bicycle. A neighbor was able to give some details of the car involved, but no system was in place to get that information to local residents quickly. Tragically, Amber's body was found four days later.

Hoping to prevent such tragedy from happening again, outraged area residents suggested that the media relay kidnapping information the same way severe weather warnings are issued: using emergency system broadcasts across numerous media outlets. Thus, the "Amber Alert Plan" was born.

The criteria to activate an AMBER Alert is as follows:

- The child must be 17 years of age or younger;
- The child must be in immediate danger of serious bodily harm or death;
- There must be enough descriptive information about the child, the suspect, and/or the circumstances surrounding the abduction to believe that activation of the alert will help to locate the child;
- The activation must be recommended by the local law enforcement agency of jurisdiction; and
- The activation is not to be used for runaway children or family abductions unless the investigation determines that the child is in immediate danger of serious bodily harm or death.

To access the formatted computer message screen, type TTY.AMBER and transmit. The following will be displayed.

```
/OHOHP0000,OHADJCN__
*****          AMBER ALERT          *****
                America's Missing: Broadcast Emergency Response
ENTERING AGENCY: _____
CONTACT PERSON: _____ PHONE : (____) ____-____
Contact adjacent states:  _ (IN _ KY _ MI _ PA _ WV _)
VICTIM DATA:
  FIRST NAME: _____ LAST NAME: _____
  DOB: ___/___/____ HGT: ____ WGT: ____ HAI: ____ EYE: ____ RAC: _ SEX: _
SUSPECT DATA:
  FIRST NAME: _____ LAST NAME: _____
  DOB: ___/___/____ HGT: ____ WGT: ____ HAI: ____ EYE: ____ RAC: _ SEX: _
VEHICLE DATA:
  LIC: _____ LIS: ____ LIT: ____ VYR: _____ VMA: _____ VMO: ____ VCO: ___/____
Emergency Alert System Operational Zones
  NWEST _ ELAKE _ LIMA _ NCENT _ ECENT _ YTOWN _
  WCENT _ CENT _ UOHIO _ SWEST _ SCENT _ SEAST _
ABDUCTION LOCATION: _____
ADDITIONAL INFORMATION: _____
```

The computer message will be sent to the Ohio State Highway Patrol General Headquarters and to LEADS agencies in counties adjacent to your county. Additional areas, as described in the LEADS Operating Manual, Section 6.3.11.1 may also be notified at the discretion of the entering agency.

6.3.11.1 How To Construct a Record

The two-(2) spaces following the "OHADJCN" are for the county number in which your agency resides. For example, if your agency is in Franklin County the entry will be OHADJCN25. Every LEADS terminal can send information on an AMBER Alert using the information your agency has available. Fill out the screen appropriately using NCIC coding where applicable. Once the entry is made, the entering agency must contact their county sheriff's office to activate the EAS.

The "Contact Adjacent States" must be indicated Y for yes or N for no. If Y is indicated and X must be placed beside the state(s) your agency wants notified.

An X must be placed beside the Emergency Alert System Operational Zone(s) where your agency wants the EAS to be activated.

If a non-terminal agency requests an AMBER Alert it is up to the entering law enforcement agency to have copies of all documents pertaining to the abduction. When an AMBER Alert is broadcast, it is the obligation of those law enforcement agencies that have ties to non-terminal agencies to advise those agencies of the alert.

The entering agency will notify the sheriff's office in their county to activate the local or regional Amber Alert System, including the activation of the EAS (Emergency Alert System) within the agency's EAS Operational Zone. If an activation of the EAS outside of the entering agency's Operational Zone is requested, Ohio State Highway Patrol personnel will take the necessary steps to implement the EAS in the Operational Zones as requested by the entering agency.

FIELD	CODE	CHARACTERS
Entering Agency's County Number.....	OHADJCN_.....	2
Law Enforcement Agency	ENTERING AGENCY	30
Law Enforcement Agency	ENTERING AGENCY	30
Law Enforcement Personnel	CONTACT NAME	30
Phone number	PHONE	10
Adjacent States	CONTACT ADJACENT STATES ..	1
Victim's First Name.....	FIRST NAME	20
Victim's Last Name	LAST NAME	25
Victim's Date of Birth	DOB	8
Victim's Height	HGT	3
Victim's Weight.....	WGT	3
Victim's Hair	HAI	3
Victim's Eye	EYE.....	3
Victim's Race.....	RAC	3
Victim's Sex.....	SEX	3
Suspect's First Name	FIRST NAME	20
Suspect's Last Name.....	LAST NAME	25
Suspect's Date of Birth	DOB	8
Suspect's Height	HGT	3
Suspect's Weight	WGT	3
Suspect's Hair	HAI	3
Suspect's Eye	EYE.....	3
Suspect's Race	RAC	3
Suspect's Sex	SEX	3

(cont'd. on next page)

FIELD	CODE	CHARACTERS
License Plate Number	LIC	8
License Plate State	LIS	2
License Plate Type.....	LIT	2
Vehicle Year	VYR	4
Vehicle Make	VMA	4
Vehicle Model.....	VMO	3
Vehicle Color	VCO	7
Zone Northwest.....	NWEST.....	1
Zone Central Lakeshore and East Lakeshore	ELAKE	1
Zone Lima.....	LIMA	1

Zone North Central	NCENT	1
Zone East Central.....	ECENT.....	1
Zone Youngstown.....	YTOWN.....	1
Zone West Central	WCENT	1
Zone Central	CENT	1
Zone Upper Ohio Valley.....	UOHIO.....	1
Zone Southwest.....	SWEST	1
Zone South Central	SCENT	1
Zone Southeast.....	SEAST	1
Where abduction took place	ABDUCTION LOCATION.....	55
Additional Information	ADDITIONAL INFORMATION	190

This formatted teletype does NOT make a missing person involuntary (EMI) entry for your agency. An operator must do an entry into the EMI file.

A notation should be made in the LEADS Operating Manual, Section 6, page 31, beside the criteria listed under caption 3 for an EMI entry and beside the message key descriptions in Section 6, page 34. This notation should remind operators to consider whether or not the EMI entry they are going to make qualifies for an AMBER Alert teletype.

The following map defines which counties are located within the zones.

Ohio

EAS Operational Areas



6.4 UNIDENTIFIED PERSON FILE

The NCIC/LEADS Missing Person File is enhanced to include the entry of unidentified persons. Included at the end of this section is a copy of an unidentified persons report generated by NCIC. You can order additional forms through NCIC at 202-324-5015 or reproduce this copy to assist you in your record gathering operation. Unidentified person records will be cross-referenced by entries contained in the Missing Person File. See Section 6.3 for additional information.

Unidentified persons, living or dead, can be entered in the NCIC Unidentified Person File if one of the following criteria is met:

1. Any unidentified deceased person (MKE/EUD).
2. A person of any age who is unable to provide his/her identity, e.g., amnesia victim, infant, etc. (MKE/EUL).
3. Any unidentified disaster victim (MKE/EUV).
4. Body parts when a body has been dismembered. Entered as an unidentified deceased person with the message key EUD (deceased) or EUV (victim).

The record format for entering an unidentified persons record is similar to the format used to enter missing persons. The format includes additional fields to provide better identification of the individual. These identifiers will provide information on items such as blood type, dental characteristics, broken bones, etc.

Comparisons between the Unidentified Person and Missing Person Files will attempt to match deceased individuals, individuals of any age who are unable to ascertain their identity, and disaster victims, with missing persons.

Information in the Unidentified Person File can be entered, modified, canceled, cleared, located, and stored for later retrieval. A series of formatted screens is available for these functions (with the exception of modifications, which must be made manually). See Section 3.13 for additional information on the screen format function.

6.4.1 How to Construct a Record

The unidentified persons record consists of much of the same information as contained in a wanted person file record, except there is no warrant information included in the record. The record is to be completed with as much information as available. Any information not available at the time of entry can be appended to the record by using a modification message.

The following data can be used in unidentified person records:

FIELD	CODE	CHARACTERS
Message Key	MKE.....	4
EUD (Deceased)		
EUV (Victim)		
EUL (Living)		
Originating Agency Identifier*	ORI.....	9
Body Parts Status	BPS	14
Sex.....	SEX.....	1
Race.....	RAC	1
Estimated Year of Birth	EYB.....	9
Estimated Date of Death	EDD	6
Date Body Found	DBF.....	6
Approximate Height.....	HGT	7
Approximate Weight.....	WGT	7
Eye Color	EYE.....	3
Hair Color	HAI.....	3
Scars, Marks, Tattoos & Other Characteristics	SMT	10
Fingerprint Classification	FPC	20
Originating Agency Case Number.....	OCA	9
Miscellaneous	MIS	250
Blood Type.....	BLT	5
Circumcision	CRC.....	1
Footprint Available	FPA	1
Body X-Rays Available	BXR	1
Corrective Vision Prescription.....	VRX.....	40
Cause and Manner of Death.....	CDA	30
Jewelry Type.....	JWT.....	50
Jewelry Description	JWL.....	100
Medical Examiner Name & Case #	MAN	50
Medical Examiner Locality	MAL.....	30
Medical Examiner Phone Number.....	MAT.....	12
Dental X-Rays Available	DRX	1
Models/Teeth Available.....	MPA.....	1
Dentists Remarks	DRE.....	50
Dental Characteristics	DCH	1,599
Miscellaneous	MIS	250
NCIC Number.....	NIC.....	9
Date of Cancel.....	DOC	6
Originating Agency Case Number.....	OCA	9

*ORI will automatically be entered by the LEADS Computer

The standard NCIC codes will be used. Refer to the NCIC 2000 Code Manual.

6.4.2 Entries

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

When an entry is made for a non-terminal agency, you must place the ORI of the agency holding the original record in the MIS field. Fill each field of the formatted screen with complete information. The more information provided in a record, the greater the opportunity for identification of a person.

Entries can also be made manually. Guidelines for this type of entry appear in the NCIC 2000 Operating Manual, Unidentified Person section. An explanation of the fields used in an unidentified person record can be found in Section 6.4.1 of this manual.

All required fields in the format are identified with a series of underscores (_). The other fields are to be completed when possible. A formatted screen is available for making unidentified person entries. Use one of the following formats to retrieve the screen shown below:

Unidentified Deceased	*EUD (TRANSMIT)
Unidentified Disaster Victim	*EUV (TRANSMIT)
Unidentified Living Person	*EUL (TRANSMIT)

```
#EUD   BPS/_____ SEX/_  RAC/_  EYB/   -   EDD/
DBF/____ HGT/___ -___ WGT/___ -___ EYE/___ HAI/___
SMT/          FPC/          OCA/_____
BLT/          CRC/   FPA/   BXR/   VRX/
CDA/
JWT/
JWL/

MAN/
MAL/          MAT/   -
MIS/
```

The formats for two other unidentified person records (EUV and EUL) will contain the same fields. The only difference will be in the message keys and various required fields.

Refer to part 5 of the NCIC Code Manual for additional data to be inserted in the record, i.e., blood type, circumcision, etc.

After the information is entered in the format, transmit. LEADS will perform a more extensive edit of the information contained in the entry. When the entry is accepted, you will receive an automatic reply from NCIC assigning the NIC to your entry.

There are formatted screens for cancellations, clears, and supplemental information. All modifications must be done manually. There are no formatted screens for modifications. Unidentified person records will remain in file indefinitely or until an originating agency clears a record.

6.4.3 Entry of Supplemental Dental Information

NCIC Unidentified Person entries can be supplemented to reflect dental information. A screen format is available for this purpose. Dental information in an unidentified person record can be modified using the message key "ED".

To use the screen shown below key *ED (TRANSMIT).

```
#ED      NIC/_____ OCA/_____ DXR/_ MPA/_  
DRE/  
DCH/
```

6.4.4 Entry of Supplemental Scars, Marks, Tattoos and Other Characteristics

LEADS and NCIC unidentified person entries can be supplemented to reflect additional physical characteristics, scars, marks and tattoos. A formatted screen is used to append additional descriptive information to an existing record. Use the message key *EUN (TRANSMIT) to retrieve the screen shown below.

```
#EUN  NIC/_____ OCA/_____  
SMT/
```

The record to be appended must be identified by the NIC and OCA. The SMT field can contain up to 19 separate physical characteristic identifiers in the record. All 19 can be added with one EUN entry. Each of the 19 SMT records can contain up to 10 characters and must be separated by periods.

6.4.5 Modify

Modification of a record is restricted to the agency that entered the record. A modification is used to add, delete, or change data in an active record. Data cannot be deleted from a mandatory field.

All modifications are to be made manually. There are no formatted screens for modifications. The record to be modified must be identified with the NIC and OCA numbers, followed by the field identifiers and new information to be added to the record. The following is a modify *example* for the NCIC Unidentified Person File:

```
MU.OH0251300.NIC/U123456789.OCA/83-123456.EYE/GRN(TRANSMIT)
```

Acknowledgment from NCIC:

```
OH0251300  
MODIFY NIC/U123456789 OCA/83-123456
```

Supplemental dental information (ED) can be modified by using the message key "MD" as shown below. (Acknowledgment from NCIC will be the same as above.)

```
MD.OH0251300.NIC/U123456789.OCA/83-123456.DRX/Y(TRANSMIT)
```

6.4.6 Clear

Clearance of an unidentified person record is restricted to the agency that entered the record. A clear message is transmitted when either the agency:

1. identifying a person is the agency who entered the record, or
2. who entered the record is officially advised the person has been identified by another agency.

The clear message will cause the entire record to be removed from the file, including supplemental SMT and dental information. Supplemental data cannot be cleared from an unidentified person record. It must be canceled.

Formatted screens are available to clear a record in the NCIC Unidentified Person File. You will receive a response from NCIC when the record has been cleared. The formatted screen used to clear a record is shown below. Use the message key *CU (TRANSMIT) to retrieve the screen.

```
#CU NIC/_____ OCA/_____ DOC/_____
```

6.4.7 Cancel

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines the record is invalid. A cancellation message will cause the entire record, including supplemental SMT and dental information to be removed from the file.

If at any time it is determined any of the supplemental SMT or dental information included in an unidentified person record is not valid, they are to be deleted from the record.

Formatted screens are available to cancel data contained in an unidentified person record. To retrieve the formatted screen use one of the following formats. Key *XU (TRANSMIT) to retrieve the Cancel Unidentified Person Record formatted screen shown below.

```
#XU  NIC/_____  OCA/_____  DOC/_____  
.
```

Key *XUN (TRANSMIT) to retrieve the Cancel Unidentified Person Supplemental SMT Information formatted screen shown below.

```
#XUN  NIC/_____  OCA/_____  
SMT/
```

Key *XD (TRANSMIT) to retrieve the Cancel Dental Information formatted screen shown below.

```
#XD  NIC/_____  OCA/_____  
.
```

6.4.8 Inquiry

Inquiries on unidentified persons records can be made on the NIC and OCA if known, or by entering non-unique identifiers such as the body part status field only, or using age, sex, race, height, eye and hair color. The message key for inquiries is "QU" followed by one or more of the identifying fields.

For inquiries on OCA, NCIC will return a record only if the OCA, and first three positions of the ORI in the inquiry, are identical to the OCA and the first three positions of the ORI in a record on file.

The following fields are mandatory for the non-unique identifier unidentified person inquiry:

- | | | |
|----------------------|---------------|-------------------------|
| 1. message key | 4. race | 7. weight (approximate) |
| 2. age (approximate) | 5. eye color | 8. height (approximate) |
| 3. sex | 6. hair color | |

Example of Inquiry Using NIC:

QU.NIC/U123456789 (TRANSMIT)

Example of Inquiry Using Body Parts:

QU.BPS/RRNNRRRNNRRR (TRANSMIT)

The codes used in the BPS field are listed in the NCIC Code Manual part 4.

Example of Inquiry Using Non-Unique Identifiers:

QU.AGE/19.SEX/M.RAC/W.EYE/BRO.HAI/BRO.WGT/170.HGT/600 (TRANSMIT)

A scoring system is used to match your inquiry with records in the unidentified person file, based on the fields supplied. This inquiry will respond with two (2) possible matching records and the NIC of up to 18 other possibilities. These NIC numbers will be listed in descending order by score. Also included in the response will be the total number of possible matches to your inquiry.

Example of Response to an Inquiry:

"NCIC HAS (number of records) POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBER OF UP TO 20 OF THE HIGHEST SCORING RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS."

The two records with the highest score would appear after the response shown above. The NIC numbers and scores for the two records furnished, followed by the NIC numbers and scores of the next 18 records having the highest scores will be formatted as follows:

```

XXXXXXXXXX XXX XXXXXXXXXXXX XXX XXXXXXXXXXXX XXX XXXXXXXXXXXX XXX

```

6.5 HIT CONFIRMATION

- RTY/ Record type, must be one of the following types: SV - stolen vehicle, WP - wanted/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, using the HCS.2 formatted screen, 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 06/01/94
***** HIT CONFIRMATION REQUEST - FIRST REQUEST *****
***** RESPONSE PRIORITY: ROUTINE - RESPOND WITHIN 1 HOUR *****

MSG#/TEST FOR HCS
TO:RECEIVING AGENCY
OCA/LEADSTEST.LID/KY1234ZZ.NIC/W123456789

WANTED/MISSING PERSON:
NAM/DOE,JOHN.DOB/012345.SEX/M

NAME OF REQUESTOR/JANE DOE
REQUESTING AGENCY/OHIO STATE HIGHWAY PATROL
PHONE NUMBER/6145551234 EXT/5678
FAX NUMBER/6143333333
REMARKS/SUBJECT IN CUSTODY ON LOCAL CHARGES

AUTH/LEADS USER OPR/172 TIME/1105D

Only one Hit Confirmation Response Format is provided effective November 1, 1994. To receive 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:

```
/OH06501001
OH0650000 045 11:05:02 06/01/94

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

MSG#/:TEST FOR HCS
TO:LEADS
OCA/LEADSTEST.LID/KY1234ZZ.NIC/W123456789

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

WANTED/MISSING PERSON:
NAME/DOE, JOHN.DOB/012345.SEX/M

NAME OF CONFIRMER/JANE DOE
CONFIRMING AGENCY/OHIO STATE HIGHWAY PATROL
PHONE NUMBER/6145555555 EXT/5678
FAX NUMBER/6143333333
REMARKS/WE WILL NEED APPROXIMATELY 1 HOUR TO CONFIRM

AUTH/LEADS USER                               OPR/172                               TIME/1105D
```

6.5.1 Hit Confirmation Reference Sheets

The next two pages are to be used as reference tools for the hit confirmation screens, please copy and post so all operators can benefit from them. We recommend you do not remove these originals from the manual.

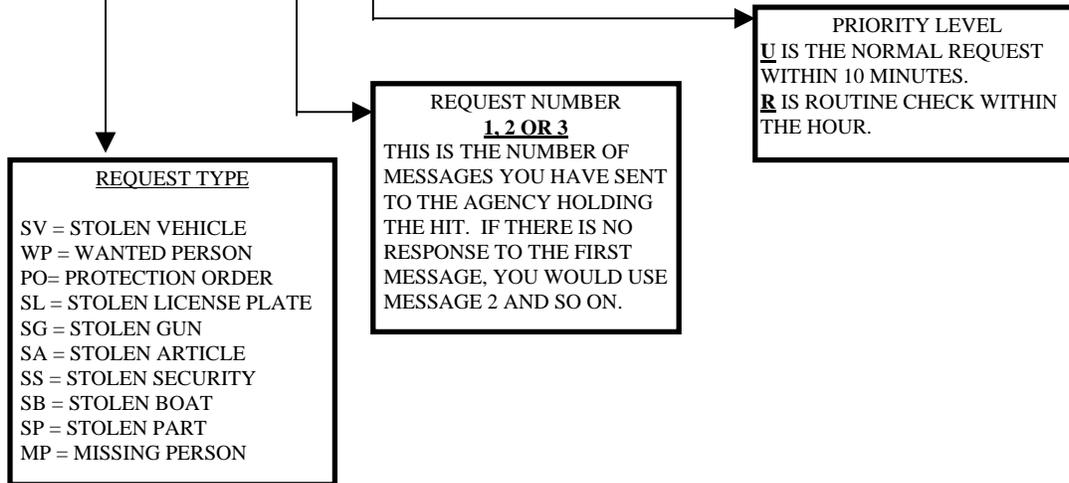
HIT CONFIRMATION REQUEST

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 FROM NCIC CODE MANUAL

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

PROTECTION ORDER **NAM/** LAST, FIRST MIDDLE INITIAL **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

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 ****

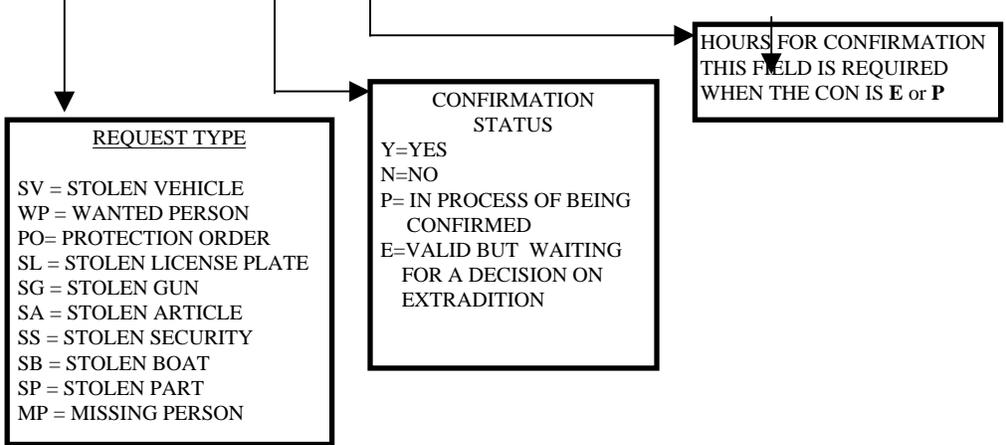
HIT CONFIRMATION RESPONSE

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/ VEHICLE YEAR VMA/ VEHICLE MAKE FROM NCIC CODE MANUAL

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

PROTECTION ORDER NAM/ LAST, FIRST MIDDLE INITIAL 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 ****

6.6 COP File

The COP file provides immediate on-line access to the best information available about potentially dangerous situations. The COP file is not a replacement for the WW (Wants and Warrants) file - its purpose is to supplement officer safety by providing information about potentially armed or dangerous persons. It may be used in conjunction with a WW or stolen vehicle entry, depending on the situation. A COP entry is a warning of potential danger, it cannot be used as the basis to search, detain, or arrest. There are now multiple types of COP records. Two are: the immediate threat and the long-term caution records. Immediate threat COP records are automatically purged after forty-eight hours; follow-up validation notices are sent to the entering terminal every eight hours. Long-term caution records remain in the system until cancelled or cleared by the entering agency, the entry will be subject to the standard validation schedule for entered persons, and no broadcast message will be sent if the Y default is indicated. If the N default is used for a long-term caution entry, this will send a broadcast message, result in the automatic purge after forty-eight hours and follow-up validation notices being sent to the entering terminal every eight hours.

The COP file can also indicate if the entry is a potential risk to state or national security by using the HOME THREAT field on the entry screen. The HOME THREAT field is mandatory and must have an N or Y entered. A homeland threat is considered to be the possibility of catastrophic loss of life or property within the United States itself. The system will generate a report on a 6-hour basis of all homeland security entries made within the previous 24-hours with the HOME THREAT field indicated with a Y. If the default of N is used in the HOME THREAT field, this will result in the automatic purge after forty-eight hours and follow-up validation notices being sent to the entering terminal every eight hours. No other processing changes will occur.

When using the Y designation in the HOME THREAT field, the type of threat must be defined in the miscellaneous (MIS) field. *For example:*

MIS/PICKUP TRUCK LOADED WITH DYNAMITE WAS TAKEN FROM A
CONSTRUCTION SITE

MIS/AT TIME OF REPORT THE PERSON MADE COMMENTS INDICATING THEIR
INTENTION TO HARM INNOCENT CROWDS OR DESTROY INNOCENT PROPERTY

MIS/AT THE TIME OF REPORT THE PERSON COULD BE TIED TO THE
POSSIBILITY OF TERRORIST ACTIVITY

The COP file is checked by all WW and AA (Auto Alert) inquiries. All COP alerts are returned at the beginning of the response and are displayed in a pop-up window on a red background on the main LEADS workstation. See section 6.6.3 for more information about the inquiries checked against the COP file.

The COP file has been developed to quickly disseminate information about potentially dangerous situations using information gathered during the initial response to an incident. This information can be sketchy or at times misleading. The COP file for immediate threats as well

as long-term cautions is based, in part, on investigative information not previously subject to independent judicial review similar to the NCIC VGTOF file. In addition, less restrictive searches are being used against the COP file. Both partial plate and name-only searches are being used, searches that may match hundreds of vehicles or individuals. *These factors make it extremely important to review the entire COP response when determining if your subject is possibly the record subject.*

The COP entry screen can be quickly accessed from any LEADS workstation by clicking on the COP icon on the UniStation toolbar. Each COP record provides for the entry of an individual, four vehicles, information about the incident, and alert text. The COP file is not as restrictive as a WW or AA file and requires a minimum amount of information. Each COP entry is broadcast to all LEADS law enforcement terminals, stored in the LEADS, and can be retrieved in hotsheet format.

6.6.1 How to Make a COP File Entry

Making a COP entry only requires the use of a single formatted screen. There is a minimum amount of editing and the only required fields are: CONTACT, PHONE, INCIDENT LOCATION, INCIDENT DATE, INCIDENT TIME, ALERT, HOME THREAT and LONG-TERM CAUTION. A quick-fill process is available to obtain information about individuals and vehicles to reduce the entry time required. See section 6.6.1.3 for additional information. The COP file also supports partial-plate matching which is described in section 6.6.1.5.

Note: If an out-of-state agency sends a message to LEADS Control which would qualify for the COP file and is not already entered in the W-W file, LEADS Control will make the entry into the COP file. The sign off for the entry will indicate the name and telephone number of the originating agency and “Rlyd Ohio LEADS Control 1-800-589-2077”

6.6.1.1 Displaying the COP Entry Screen

To display this screen on a workstation, click the COP icon on the UniStation toolbar. On other devices, enter COP . and transmit. The COP entry screen is then displayed on your workstation or terminal.

```
COP.  *** OFFICER SAFETY INFO ONLY, NOT BASIS TO STOP OR DETAIN ***
Q _ SSN/_____ Q _ OLN/_____ OLS/___ OLY/___
LAST NAME/_____ FIRST NAME/_____ MI/_ TITLE/___
```

ADDR/ _____ DOB/ _____ AGE/ _____
 CITY/ _____ STATE/ __ HGT/ _____ WGT/ _____ HAI/ _____ EYE/ _____ RAC/ _ SEX/ _
 SMT/ _____
 LONG TERM CAUTION N HOME THREAT CAUTION/N
 Q _ LIC/ _____ LIS/ __ LIY/ _____ LIT/ _____
 VIN/ _____ VYR/ __ VMA/ _____ VMO/ _____ VST/ __ VCO/ _____/ _____
 Q _ LIC/ _____ LIS/ __ LIY/ _____ LIT/ _____
 VIN/ _____ VYR/ __ VMA/ _____ VMO/ _____ VST/ __ VCO/ _____/ _____
 Q _ LIC/ _____ LIS/ __ LIY/ _____ LIT/ _____
 VIN/ _____ VYR/ __ VMA/ _____ VMO/ _____ VST/ __ VCO/ _____/ _____
 Q _ LIC/ _____ LIS/ __ LIY/ _____ LIT/ _____
 VIN/ _____ VYR/ __ VMA/ _____ VMO/ _____ VST/ __ VCO/ _____/ _____
 ORI/OHOHP0040 CONTACT/ _____ PHONE/ _____
 INCIDENT LOCATION/ _____
 INCIDENT DATE/120102 INCIDENT TIME/192011 OCA/ _____
 ALERT/ _____

 CHECK REQUIREMENTS FOR ENTRY INTO THE APPROPRIATE LEADS/NCIC FILE!!!!

6.6.1.2 Using the Quick-Fill Process

The quick-fill process can be used to retrieve information about individuals and vehicles licensed or registered in the State of Ohio. Using only a SSN or OLN, all of the information on the operator license file can be included in the COP entry. Information about vehicles can be included in the same way using either a LIC or VIN.

To include information about an individual in the COP entry, enter an “X” in the quick-fill request field, designated with a “Q”, and enter a SSN or OLN. To quick-fill vehicle information, place an “X” in the quick-fill request field and enter a LIC or VIN. Transmit the screen to retrieve the information available using the quick-fill keys provided. All information found is returned to your workstation or terminal for your verification.

When performing a quick-fill request, no data is stored in the COP file. A COP file record is only stored when the information entered meets all input requirements and no quick-fill fields are selected on the COP entry screen. You may reuse the quick-fill feature as many times as needed.

6.6.1.3 Verify Quick-Fill Response and Complete Entry

It is very important to verify all information returned by the quick-fill process before storing the COP entry. If invalid information is returned as the result of an erroneous key entry, correct the key and reuse the quick-fill process. All information returned by the quick-fill process can be changed before any COP record is actually stored.

The ORI, INCIDENT DATE and INCIDENT TIME fields are initialized with default information when the screen is displayed. Check these values and correct any information that needs changed.

Enter as much information as possible in the remaining fields about the incident, individual, and any associated vehicles. Make sure you have completed the following required fields: CONTACT, PHONE, INCIDENT LOCATION, INCIDENT DATE, INCIDENT TIME and ALERT.

6.6.1.4 Storing the COP Entry

To store the COP record, transmit the completed screen. If all information is valid, the COP entry is stored on the LEADS and if the record is for a home threat or immediate threat, a statewide alert is sent to all Ohio law enforcement agencies under the OHALLCOPS broadcast code. If a Y is entered in the long-term caution field, no broadcast is made. The record will be stored in LEADS until the entering agency cancels it. If any errors are found, a message indicating what needs corrected is returned to your terminal. Correct all errors shown and re-transmit the screen. When the record is stored, an acknowledgment and broadcast like the ones shown below are generated:

Example Acknowledgment:

```
***C.O.P. - CAUTION OHIO POLICE RECORD HAS BEEN ENTERED***  
LID/AB1234CD COP-ID/25COP0000 2002/01/01 11:59:03
```

```
DO NOT STOP, DETAIN OR ARREST SUBJECT BASED SOLELY UPON THE COP RECORD.  
AS SOON AS POSSIBLE, ENTER A PERMANENT OR TEMPORARY W&W RECORD  
WHERE APPROPRIATE AND REMOVE ANY RELATED NON-HOMELAND OR LONG-TERM THREAT  
COP ENTRY.
```

Example Broadcast:

/OHALLCOPS

OH0000000 001 08:15:20 2002/01/01

****C.O.P. - CAUTION OHIO POLICE**NOT BASIS TO STOP, DETAIN OR ARREST****

ALERT/SUBJECT SHOT WIFE IN LEG AND LEFT HOME WITH A 357 HANDGUN, MAY BE GOING TO DAYTON. HAS PRIOR CONVICTION FOR AGGRAVATED ASSAULT AND RESISTING ARREST.

INCIDENT LOCATION/123 ANYSTREET LANE, COLUMBUS
INCIDENT DATE/2002/01/01 INCIDENT TIME/19:20:11
CONTACT/LEADS CONTROL PHONE/614-466-3055 ORI/OHOHP0030

SSN/999654321 OLN/AA987789 OLS/OH OLY/2002
NAM/RECORD,TEST O DOB/19710603 AGE/030
ADDR/123 ANYSTREET LANE HGT/510 WGT/170 HAI/BLK
CITY/COLUMBUS STATE/OH EYE/BLU RAC/W SEX/M

LIC/Z0000Z LIS/OH LIY/20031201 LIT/PC HOME THREAT/N
VIN/1FALP10P9WW106048 VYR/1998 VMA/FORD VMO/ESC VST/HB VCO/GRN

LID/CG1231DG COP-ID/25COP0001 COUNTY/FRANKLIN

THIS COP ENTRY IS FOR OFFICER SAFETY PURPOSES ONLY, IT IS NOT TO BE USED AS A BASIS TO STOP, DETAIN OR ARREST. IF YOUR SUBJECT IS THE RECORD SUBJECT, IMMEDIATELY NOTIFY THE CONTACT SHOWN ABOVE. THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

6.6.1.5 Partial-Plate Entries

The COP file supports partial-plate searches. A minimum of three digits and letters are required to make a partial-plate entry. Partial-plate entries use the asterisk (*) to indicate zero or more unknown characters and a question mark (?) to represent a single unknown character. The following types of partial-plate matches are supported:

- XXX* Any plate beginning with the characters specified.
Examples: EEB1*, ADK32*, 123*
- *XXX Any plate ending with the characters specified.
Examples: *EEB1, *ADK32, *123
- *XXX* Any plate that contains the characters specified.
Examples: *EEB1*, *ADK32*, *123
- XX*X Any plate that begins and ends with the characters specified.
Examples: EE*B1, ADK3*2, 1*23

X??X?X The '?' represents a single unknown character in the subject plate. The length of the plate and the pattern must be the same to match.
Examples: E??EB1, A?D3?2, 1???23

6.6.1.6 COP Follow-up Notices

A follow-up validation notice is sent to the entering agency every eight hours for each immediate threat or home threat COP record an agency has in file. Long-term threat records will be validate on the standard validation schedule as described in Section 1.8 of the LEADS Operating Manual. The purpose of the notice is to help keep the information in the COP file current. It serves as a reminder of the need to replace the COP record with an appropriate W-W entry and to add any additional information to the record that may become available. The 8-hour notices also indicate the time remaining before the COP record is automatically purged. If the COP record is still valid when you receive this notice, validate the record by transmitting the transaction provided. If the record needs to be deleted or modified take appropriate action. These notices will not be generated on entries marked for long-term retention with Y for long-term caution.

Example of a COP validation notice:

```
/OH0250000
OH0250000 0054 09:01:26 2002/01/01

***WARNING***THIS RECORD WILL BE AUTOMATICALLY PURGED IN 16 HOURS

VALIDATE THIS COP ENTRY AND EXTEND IT FOR AN ADDITIONAL EIGHT HOURS BY TRANSMITTING
THE TRANSACTION SHOWN BELOW. IF ADDITIONAL INFORMATION IS AVAILABLE MODIFY THE COP
RECORD. A COP ENTRY CANNOT BE USED AS THE BASIS TO STOP, DETAIN OR ARREST A SUBJECT
SO AS SOON AS POSSIBLE, PLEASE MAKE A PERMANENT OR TEMPORARY W-W ENTRY.

TO VALIDATE THIS ENTRY FOR EIGHT MORE HOURS
PRESS TRANSMIT      >EXT.LID/CG1231DG
```

A final notice is also sent to the entering agency four hours before a COP record is automatically purged by the system. This notice has the same format as the notice shown above without the validation option.

6.6.2 COP File Inquiries

The COP file is checked by all W-W and A-A inquiries. All of the normal inquiry keys such as SSN, OLN, VIN, LIC and NAM are supported. All A-A inquiries are also checked against the COP file for possible partial plate matches.

A sample COP record is stored in LEADS and can be retrieved using any of the following inquiries:

DS.999654321
RP.Z0000Z,PC
DL.AA987789

6.6.3 How to Modify or Delete a COP File Record

Display the COP Update Screen: To display this formatted screen enter COPMOD. or RCOP. and transmit. The COP modification screen shown below is then displayed on your workstation or terminal:

GCOP.

IN ORDER TO MODIFY OR DELETE A COP RECORD, THE COP RECORD MUST FIRST BE RETRIEVED AND VERIFIED. RETRIEVE THE COP RECORD BY ENTERING THE PRIMARY COP RECORD KEY AND ONE OF THE SECONDARY COP RECORD KEYS.

ACTION:

MODIFY/_ DELETE/_

PRIMARY COP RECORD KEY:

COP-ID/_____

SECONDARY COP RECORD KEYS (ENTER ONLY ONE):

LID/_____
SSN/_____
OLN/_____
NAM/_____
LIC/_____
VIN/_____

6.6.3.1 Retrieve the COP Record

When the formatted screen shown above is displayed on your terminal, select MODIFY or DELETE by entering an "X" in the appropriate ACTION field. Then enter the COP-ID generated when the record was stored, one secondary key, and transmit.

6.6.3.2 Modifying a COP Record

If you are deleting a COP record, proceed to Deleting a COP Record. If you are modifying a COP record, the following formatted screen will be displayed on your workstation or terminal:

```
MCOP.  LID/CG1231DG  COP-ID/25COP0001
Q  _  SSN/999654321      Q  _  OLN/AA987789_____  OLS/OH  OLY/2003
LAST NAME/RECORD_____  FIRST NAME/TEST_____  MI/O  TITLE/___
ADDR/123 ANYSTREET LANE_____  DOB/19731019  AGE/028
CITY/COLUMBUS  _____  STATE/OH  HGT/510  WGT/170  HAI/BLK  EYE/BLU  RAC/W  SEX/M
SMT/_____
LONG TERM CAUTION N      HOME THREAT/N

Q  _  LIC/Z0000Z_  LIS/OH  LIY/120103  LIT/PC

          VIN/1G2LP10P9WW106048___  VYR/98  VMA/FORD  VMO/ESC  VST/HB  VCO/GRN
Q  _  LIC/_____  LIS/___  LIY/_____  LIT/___

          VIN/_____  VYR/___  VMA/___  VMO/___  VST/___
VCO/___/___
Q  _  LIC/_____  LIS/___  LIY/_____  LIT/___

          VIN/_____  VYR/___  VMA/___  VMO/___  VST/___
VCO/___/___
Q  _  LIC/_____  LIS/___  LIY/_____  LIT/___

          VIN/_____  VYR/___  VMA/___  VMO/___  VST/___
VCO/___/___

ORI/OHOHP0040  CONTACT/LEADS CONTROL_____  PHONE/6144663055
INCIDENT LOCATION/123 ANYSTREET LANE COLUMBUS_____
INCIDENT DATE/010102  INCIDENT TIME/131635  OCA/LEADS196_
ALERT/ SUBJECT SHOT WIFE IN LEFT LEG AND LEFT HOME WITH A 357 HANDGUN, MAY BE GOING
TO DAYTON. HAS PRIOR CONVICTION FOR AGGRAVATED ASSAULT AND RESISTING ARREST.
```

*** CHECK REQUIREMENTS FOR ENTRY INTO THE APPROPRIATE LEADS/NCIC FILE!!! ***

Modify the COP record returned. If you need to add information, the quick-fill process described in section 6.6.1.3 can be used. As during entry, if quick-fill is selected, none of the changes are made to the COP record and any information found is returned to your terminal for verification.

After all changes are made and any quick-fill information is reviewed, apply the modifications by transmitting the screen. If any errors are found, a message indicating what needs corrected is returned to your terminal. Correct all errors shown and re-transmit the screen. When the COP record is modified, an acknowledgment is returned to your terminal and a rebroadcast of the COP alert is sent automatically if applicable.

A COP record may also be modified by using field identifiers. Modifications are made by using the message key "MRF" followed by the field code. The format used is identical to modification of a warrant record, with the exception of the "OCA" field.

In the following *examples* you would substitute your COP-ID in the OCA field.

MWD.LID/CG1231DG.OCA/25COP0001
 MRF.LIC1/TST0055 (Modify vehicle # one license information.)

MWD.LID/CG1231DG.OCA/25COP0001
 MRF.VIN2/12AB34CD56EF78GH9 (Modify vehicle # two VIN information.)

MWD.LID/CG1231DG.OCA/25COP0001
 MRF.VEH2/001BMV..091796.PC.12AB34CD56EF78GH9.89.FORD.TAU.4D.RED/GLD
 (Modify selected vehicle information.)

MWD.LID/CG1231DG.OCA/25COP0001
 MRF.INCL/660 EAST MAIN STREET COLUMBUS 2ND FLOOR ROOM 204
 (Modify incident location information.)

MWD.LID/CG1231DG.OCA/25COP0001
 MRF.CONT/LT JOHN SMITH (Modify contact person information.)

6.6.3.3 Modification Descriptor Fields

FIELD	CODE	CHARACTERS
Social Security Number	SOC	9
Operators License Number	OLN	20
Operators License State	OLS	2
Operators License Expiration Year.....	OLY	4
Name (Last, First, Middle Initial, Title)	NAM	30
Date of Birth	DOB	8
Age.....	AGE	3
Address	ADR	30
Height.....	HGT	3
Weight.....	WGT	3
Hair	HAI	3
City.....	CTY	15
State	STA	2
Eye Color	EYE	3
Race.....	RAC	1
Sex.....	SEX	1
Scars, marks and tattoos.....	SMT	10
Long Term Caution.....	LTCL.....	1
Home Threat	HOME.....	1
Vehicle Data 1	VEH1	53
License Plate Number 1	LIC1	8
License Plate State 1	LIS1	2
License Plate Year 1	LIY1	6

License Plate Type 1	LIT1	2
Vehicle Identification Number 1	VIN1	17
Vehicle Year 1	VYR1	4
Vehicle Make 1	VMA1	4

(continued on next page)

FIELD	CODE	CHARACTERS
Vehicle Model 1	VMO1	3
Vehicle Style 1	VST1	2
Vehicle Color 1	VCO1	7
Vehicle Data 2	VEH2	53
License Plate Number 2	LIC2	8
License Plate State 2	LIS2	2
License Plate Year 2	LIY2	6
License Plate Type 2	LIT2	2
Vehicle Identification Number 2	VIN2	17
Vehicle Year 2	VYR2	4
Vehicle Make 2	VMA2	4
Vehicle Model 2	VMO2	3
Vehicle Style 2	VST2	2
Vehicle Color 2	VCO2	7
Vehicle Data 3	VEH3	53
License Plate Number 3	LIC3	8
License Plate State 3	LIS3	2
License Plate Year 3	LIY3	6
License Plate Type 3	LIT3	2
Vehicle Identification Number 3	VIN3	17
Vehicle Year 3	VYR3	4
Vehicle Make 3	VMA3	4
Vehicle Model 3	VMO3	3
Vehicle Style 3	VST3	2
Vehicle Color 3	VCO3	7
Vehicle Data 4	VEH4	53
License Plate Number 4	LIC4	8
License Plate State 4	LIS4	2
License Plate Year 4	LIY4	6
License Plate Type 4	LIT4	2
Vehicle Identification Number 4	VIN4	20
Vehicle Year 4	VYR4	4
Vehicle Make 4	VMA4	4
Vehicle Model 4	VMO4	3
Vehicle Style 4	VST4	2
Vehicle Color 4	VCO4	7
Contact Person	CONT	30
Contact Phone	CT1	10

Incident LocationINCL62
 Incident DateINCD6
 Incident TimeINCT6
 AlertALRT311

6.6.3.4 Deleting a COP Record

If you are deleting a COP record, the following formatted screen will be displayed on your workstation or terminal:

```
DCOP.  LID/CG1231DG  COP-ID/25COP0001
      SSN/999654321      OLN/AA987789      OLS/OH      OLY/03

      NAME/RECORD,TEST O      DOB/19731019      AGE/028

      ADDR/123 ANYSTREET LANE      HGT/510      WGT/170      HAI/BLK

      CITY/COLUMBUS      STATE/OH      EYE/BLU RAC/W      SEX/M

LONG TERM CAUTION N      HOME THREAT/N

LIC/Z0000Z_      LIS/OH      LIY/120103      LIT/PC
VIN/1G2LP10P9WW106048___ VYR/98      VMA/FORD VMO/ESC VST/HB      VCO/GRN

ALERT/ SUBJECT SHOT WIFE IN LEFT LEG AND LEFT HOME WITH A 357 HANDGUN, MAY BE GOING
TO DAYTON. HAS PRIOR CONVICTION FOR AGGRAVATED ASSAULT AND RESISTING ARREST.
```

*** CHECK REQUIREMENTS FOR ENTRY INTO THE APPROPRIATE LEADS/NCIC FILE!!! ***

To delete the COP record shown, transmit the screen. You can also send an OHALLCOPS broadcast when a COP record is deleted. The broadcast generated contains a reference to the COP record being deleted and the message that you enter in the ALERT field. The ALERT field must have a message entered or it will be rejected. When the COP record is deleted, an acknowledgment is returned to your terminal.

6.6.4 Adding and Changing Additional Alert Text

A total of four lines of alert text can be included in the original COP record when it is entered. Additional alert text, up to eighteen more lines, can be added to the COP record. The following sections describe how to ADD, MODIFY, and DELETE additional text.

To modify existing additional text, display the additional text formatted screen by entering COP2 . followed by the LID for the COP entry to be updated and transmit. The formatted screen shown in the previous section is returned along with the additional alert text on file. Next, enter the COP-ID in the flashing field, an “X” in the MODIFY field, and change the text as needed. Then transmit the screen. The message, ALERT TEXT MODIFIED or an error message will be displayed. If an error message is displayed, make the required correction(s) and re-transmit the screen.

6.6.4.3 Deleting Additional Text

To delete existing text, display the additional text formatted screen by entering COP2 . followed by the LID for the COP entry to be updated and transmit. The formatted screen shown in the previous section is returned along with the additional alert text on file. Next, enter the COP-ID in the flashing field and an “X” in the DELETE field. Then transmit the screen. The message, ALERT TEXT DELETED or an error message will be displayed. If an error message is displayed, make the required correction(s) and re-transmit the entry. This only deletes the additional alert text; it does not delete the original COP record.

6.6.5 COP Hotsheet Retrieval

A COP hotsheet can be printed on demand to your LEADS workstation or terminal. Hotsheets can be generated by county, by quadrant, or for the entire state. The county hotsheet also includes any COP records entered by agencies in adjacent counties. To generate a COP hotsheet enter COPR . and transmit. The following screen is displayed on your workstation or terminal:

```
COPP.                COP - CAUTION OHIO POLICE
                    HOTSHEET MENU

ENTER AN 'X' NEXT TO THE TYPE OF HOTSHEET YOU WANT TO PRINT
TO SELECT A DIFFERENT COUNTY OR QUADRANT, KEY OVER THE DEFAULT

  _COUNTY[25]
    County hotsheet includes COP entries made by adjacent counties

  _QUADRANT[CO]
    CO - Central, NE Northeast, NW Northwest, SE Southeast, SW Southwest

  _STATEWIDE
```

Enter an “X” in the field next to the type of hotsheet you want to be printed. Change the county or quadrant if you want a hotsheet for a location other than the default. Then transmit the screen. The hotsheet will be printed on your local printer if any COP records are on file for your selection. If no records are found, the message NO RECORDS FOUND is displayed on your terminal.

6.6.6 COP Field Descriptions

FIELD	CODE	CHARACTERS
Address	ADDR	30
Age	AGE	3
Alert	ALERT	311
City	CITY	12
Contact	CONTACT	30

(continued on next page)

FIELD	CODE	CHARACTERS
COP-ID	COP-ID	9
Date of Birth	DOB	8
Eye	EYE	3
Hair	HAI	3
Height	HGT	3
Home Threat	HOME THREAT	1
Incident Date	INCIDENT DATE	6
Incident Location	INCIDENT LOCATION	30
Incident Time	INCIDENT TIME	6
License	LIC	8
LEADS Identification Number	LID	8
License State	LIS	2
License Type	LIT	2
License Year	LIY	6
Long Term Caution	LONG TERM CAUTION	1
Name	NAME	30
Operator's License Number	OLN	20
Operator's License State	OLS	2
Operator's License Year	OLY	4
Originating Agency Identifier	ORI	9
Phone	PHONE	10
Race	RAC	1
Sex	SEX	1
Scars, Marks, and Tattoos	SMT	70
Social Security Number	SSN	9
State	STATE	2
Vehicle Color	VCO	6
Vehicle Identification Number	VIN	20
Vehicle Make	VMA	4
Vehicle Model	VMO	3
Vehicle Style	VST	2

Vehicle YearVYR4
Weight.....WGT3

6.7 ZIP CODE INQUIRIES

This function provides the user with the capability to access listings of warrant entries by the zip codes entered with the wanted subject's address.

6.7.1 Record Count Inquiry

This inquiry will display the number of warrant records stored under the zip code specified in the inquiry.

Example:

```
ZIP.<zip-code>.CNT(TRANSMIT)
```

6.7.2 Zip-code Inquiry

This inquiry will generate an on-line retrieval of all records under the zip-code given. The retrieval generated will contain a 2-line record description of each record under the zip-code. Approximately fifty (50) warrant records are returned at a time. If additional warrants are available a continuation key is returned at the end of the response.

Example:

```
ZIP.<zip-code>(TRANSMIT)  
ZIP.<zip-code>.KEY/annnnnnnnnnnn
```

6.7.3 Zip-code Classification

This inquiry will generate an on-line retrieval of all records under the zip-code given, which have the same classification and contain a 2-line record description of each record under the zip-code. Approximately fifty (50) warrant records are returned at a time. If additional warrants are available a continuation key is returned at the end of the response.

Example:

```
ZIP.<zip-code>.CLA/<cla>(TRANSMIT)  
ZIP.<zip-code>.CLA/<cla>.KEY/annnnnnnnnnnn
```

6.7.4 Zip-code by Offense Code

This inquiry will generate an on-line retrieval of all records under the zip-code given, which have the same offense code(s) the inquiry specifies. The retrieval generated, will contain a 2-line record description of each record matching the specified offense code(s). This inquiry will support up to eight different offense codes. Each offense code must be separated by a comma. Approximately fifty (50) warrant records are returned at a time. If additional warrants are available a continuation key is returned at the end of the response.

Example:

```
ZIP.<zip-code>.OFF/<off>(TRANSMIT)
ZIP.<zip-code>.OFF/<off>.KEY/annnnnnnnnnnn
```

Also, a specific offense code need not be given. If you wish to inquire on all records having an offense code starting with the number '1', enter the four digit offense code as '1???'. This substitution technique can be used to make the offense code inquiry as specific as needed. For example, if you wish to inquire on all records having an offense code beginning with '120', enter the four digit offense code as '120?'.

(Note: If using the '?' substitution technique, you can not have a number in between two'?. All '?' must follow the numeric entered in the offense code. For example, the following patterns would not be valid: 'n?n?', '?n?n', '?nn?', '?n??', '??n?' or '????'.

Example:

```
ZIP.<zip-code>.OFF/<off1>,<off2>,...,<off8>
```

6.8 DEPARTMENTAL OFFENDER TRACKING SYSTEM (DOTS)

The Departmental Offender Tracking System (DOTS) is available to LEADS users to retrieve inmate, parole, and probation information. The DOTS is a program instituted by the Ohio Department of Rehabilitation and Corrections (ODRC) to track the progress of its clients through the corrections system. The DOTS provides a status check of subjects during their involvement in the ODRC system through their incarceration and subsequent release on parole or probation.

6.8.1 SSN Inquiry

To inquire by SSN, enter the message key "IPSQ" followed by a period. Then enter the prefix "SSN/" followed by the social security number.

Example:

IPSQ.SSN/123456789 (TRANSMIT)

The response to a SSN inquiry will result in at least one record being displayed. If the SSN matches any additional records, they also will be displayed.

Example:

IPSQ.SSN/123456789

ONO/A123456.78 NAM/DOE,JOHN DOB/19500120 SSN/123456789
ALIAS/P RAC/B SEX/M HAI/BLK EYE/BRO HGT/600 WGT/190 ADM/19940115 EXP/20110115
STATUS/INCARCERATED REASON/ADMISSION FROM COURT
INSTITUTION/CITY CORRECTIONAL INSTITUTION LINK/A987654.32

END

6.8.2 Name Inquiry

To inquire by name, enter the message key “IPSQ” followed by a period. Then enter the prefix “NAM/” followed by the last name, first name, middle initial and then title (JR, SR, II, or III, etc.) A comma must separate the last name from the first name, and a space must separate the first name from the middle initial and the middle initial from the title. After the name information, enter a period, the prefix “DOB/” followed by the date of birth. The date of birth must be in month, day and year order.

Example:

IPSQ.NAM/DOE,JOHN F.DOB/010145 (TRANSMIT)

The response to a name inquiry will result in only one record being displayed, since the name inquiry searches for an exact match.

Example:

IPSQ.NAM/DOE,JOHN.DOB/012050

ONO/A123456.78 NAM/DOE,JOHN DOB/19500120 SSN/123456789
ALIAS/P RAC/B SEX/M HAI/BLK EYE/BRO HGT/600 WGT/190 ADM/19940115 EXP/20110115
STATUS/INCARCERATED REASON/ADMISSION FROM COURT
INSTITUTION/CITY CORRECTIONAL INSTITUTION LINK/A987654.32

END

6.8.3 Soundex Inquiry

The difference between the name inquiry and the soundex inquiry is the name inquiry is searching for the specific name provided. A soundex inquiry searches for names which are similar to the one provided.

To inquire by soundex, enter the message key "IPSQ" followed by a period. Then enter the prefix "AKA/" followed by the last name, first name, middle initial and title (JR, SR, II, or III, etc.) A comma must separate the last name from the first name, and a space must separate the first name from the middle initial and middle initial from the title. After the name information, enter a period, the prefix "DOB/" followed by the date of birth. The date of birth must be in month, day and year order.

Example:

```
IPSQ.AKA/DOE, JOHN F.DOB/010145 (TRANSMIT)
```

The response to a soundex inquiry will result in at least one record being displayed. Since the soundex inquiry searches for names which are close to the one entered, many records may be displayed.

Example:

```
IPSQ.AKA/DOE, JOHN.DOB/012050
```

```
ONO/W123456.78 NAME/DOE, JANE DOB/19491001 SSN/234567891
ALIAS/A RAC/W SEX/F HAI/BLK EYE/BRO HGT/509 WGT/153 ADM/19941215 EXP/20021001
STATUS/INCARCERATED REASON/ADMISSION FROM COURT
INSTITUTION/CITY CORRECTIONAL INSTITUTION LINK/A876543.21
```

```
ONO/A123456.78 NAM/DOE, JOHN DOB/19500120 SSN/123456789
ALIAS/P RAC/B SEX/M HAI/BLK EYE/BRO HGT/600 WGT/190 ADM/19940115 EXP/20110115
STATUS/INCARCERATED REASON/ADMISSION FROM COURT
INSTITUTION/CITY CORRECTIONAL INSTITUTION LINK/A9876543.32
```

```
ONO/A234567.89 NAM/DOE, JOHN E DOB/19500120 SSN/345678912
ALIAS/P RAC/B SEX/M HAI/BLK EYE/BRO HGT/602 WGT/185 ADM/19950216 EXP/19951214
STATUS/PAROLE REASON/REGULAR PAROLE
INSTITUTION/CITY CORRECTIONAL INSTITUTION LINK/A765432.19
```

```
END
```

6.8.4 Offender Number Inquiry

To inquire by offender number, enter the message key "IPSQ" followed by a period. Then enter the prefix "ONO/" followed by the offender number.

Example:

IPSQ.ONO/A123456.78 (TRANSMIT)

The response to an offender number inquiry will result in one record being displayed. This record will be the primary record of an individual. If there are any other records on file with the same offender number, alias names will be displayed at the end of the primary record.

Example:

IPSQ.ONO/A123456.78

ONO/A123456.78 NAM/DOE, JOHN DOB/19500120 SSN/123456789
ALIAS/P RAC/B SEX/M HAI/BLK EYE/BRO HGT/600 WGT/190 ADM/19940115 EXP/20110115
STATUS/INCARCERATED REASON/ADMISSION BY COURT
INSTITUTION/CITY CORRECTIONAL INSTITUTION LINK/A987654.32
AKA/DOE, JOHN K DOB/19500120 SSN/123456789 LINK/A234567.89
AKA/DOE, JOHNNY DOB/19500120 SSN/123456789 LINK/A234567.89

END

6.8.5 DOTS Retrievals

*Note: These inquiries are intended for investigative use and are therefore more detailed. This does not prohibit their use for other than investigative work.

6.8.6 Name Inquiry

To inquire by name, enter the message key "IPS" followed by a period. Then enter the prefix "NAM/" followed by the last name, first name, middle initial and title (JR, SR, II, or III, etc.) A comma must separate the last name from the first name, and a space must separate the first name from the middle initial and the middle initial from the title. After the name information, enter a period, the prefix "DOB/" followed by the date of birth. The date of birth must be in month, day and year order.

(Note: the date of birth field is not required to make this inquiry, nor is the first name, middle initial or title. However, the more specific the information provided in the inquiry, the more specific your response will be.)

Example:

IPSQ.NAM/DOE, JOHN F.DOB/010145 (TRANSMIT)

The response to the name inquiry will display data on each individual that matches the inquiry information given.

Example:

IPS.NAM/DOE,JOHN.DOB/012050

```
=====
                I.P.S.   NAME SEARCH
OFFENDER # LAST NAME   FIRST NAME   MIDDLE INITIAL   INST   D.O.B.   S R
-----
A123456.78 DOE           JOHN           CITY           01/20/50 M B
```

```
=====
                NO MORE RECORDS
```

Example:

IPS.NAM/DOE,JOHN

```
=====
                I.P.S.   NAME SEARCH
OFFENDER # LAST NAME   FIRST NAME   MIDDLE INITIAL   INST   D.O.B.   S R
-----
A123456.78 DOE           JOHN           CITY           01/20/50 M B
A234567.89 DOE           JOHN           CITY           02/10/50 M W
A345678.90 DOE           JOHN           CITY           03/01/50 M B
A456789.01 DOE           JOHN           A             CITY           04/01/50 M W
A456789.01 DOE           JOHN           A             CITY           04/01/50 M W
A567890.12 DOE           JOHN           ALAN          CITY           05/01/50 M B
A678901.23 DOE           JOHN           F             CITY           06/01/50 M W
A678901.23 DOE           JOHN           F             CITY           06/01/50 M B
A789012.34 DOE           JOHN           L             CITY           07/01/50 M B
A890213.45 DOE           JOHN           M             CITY           08/01/50 M W
A901234.56 DOE           JOHN           RICHARD       CITY           09/01/50 M W
A012345.67 DOE           JOHN           S             CITY           10/01/50 M B
```

```
=====
>IPPG.0000._ (F-FWRD)
```

The above response screen informs the user there is more information available by displaying the “F-FWRD” option. To page to the next screen, place your cursor over the underscore, (_), enter the letter “F”, and transmit. There may be some instances where the screen will also display a “B-BACK” option. This means there is information preceding the data on the screen. To page to a previous screen, follow the same steps used to page forward, except replace the “F” with a “B”.

6.8.7 Offender Number Inquiry

To inquire by offender number, enter the message key “IPS” followed by a period. Then enter the header “ONO” followed by the offender number.

Example:

IPS.ONO/A999999.00 (TRANSMIT)

The format of the IPS offender number response varies with the individual being retrieved. An IPS response contains personal, physical, job, sentence, offense, parole, parole hearing, movement, classification, and status information.

Example of an DOTS offender response:

IPS.ONO/A999999.00

STATE OF OHIO - BOB TAFT, GOVERNOR

DEPARTMENT OF REHABILITATION AND CORRECTION
REGINALD A. WILKINSON, DIRECTOR
1050 FREEWAY DRIVE, NORTH
COLUMBUS, OHIO 43229
(614) 752-1164

THIS IS A VALID CRIMINAL HISTORY RECORD FOR A999999.00
AS OF 01/01/96 AT 12:00

PERSONAL DATA

=====

Name: DOE, JOHN E
Address at Arrest: OH

Sex: MALE Race: BLACK Date of Birth: 01/01/1974
SSN: 999-99-9999 Age at Commitment: 20
Marital Status: BCI #: B999999
Citizenship: UNITED STATES NATIVE FBI #: 999999XX9
Birth Place-City: County: State:
Religious Preference:

Status: INCARCERATED 01/01/1994 ADMIN. TRANSFER
Sec Lvl: CLOSE 3 01/02/1996

PHYSICAL DATA

=====

Height: Eye: Hair Color:
Weight: Medical Status: NORMAL FUNCTION
Fingerprint Classification:

JOB INFORMATION

=====

Location: SEG 1700
Title: SC

Start Date: 05/01/1996

SENTENCE INFORMATION

=====

Admission: 11/01/94
End of Def EDS:
First Hearing FHD: 05/01/2007 Def Sentence (years):
Max Exp of Definite: Min Sentence (years): 15.00
Max Exp of Indefinite: 88/88/8888 Max Sentence (years): 888.88
AIG Expiration: 01/01/1997 Gun Sentence (years): 3
AI Expiration: Full Sentence (years):
Shock Parole Review: AI Sentence (years):
Shock Parole Release: Life Death Indicator: L
Furlough Review: Jail Time Cre (days): 344
Furlough Release:
Current Release: 05/01/2007

OFFENSE DATA

=====

COURT CASE #	COUNTY	EFFECTIVE	DEG	DEFYR	MINYR	MAXYR	CT	CC/CS	LIKE
-----	-----	-----	---	-----	-----	-----	---	CC/CS	NEXT
99XX999999	FRANKLIN	11/01/1994	MR		15.00	888.88	1	CONCURRENT	CONCURRENT
	2903.02 3 MURDER								

PAROLE INFORMATION

=====

Shock Probation Hearing: PRV Hearing:
Furlough Hearing: Next Review Hearing:
Furlough Screen: Type of Review Hearing: HALF TIME
POA: FOA:

PAROLE HEARING DATA

=====

HEAR DT EFFECTIVE RESULTS

06/2007

MOVEMENT DATA

=====

INSTITUTION	LOCATION	EFFECTIVE
-----	-----	-----
MADISON CORRECTIONAL INSTITUTION	GENERAL POPULATION	11/01/1994

CLASSIFICATION DATA

=====

CLASSIFICATION	EFFECTIVE	APPROVED	METHOD
-----	-----	-----	-----
CLOSE	3 01/01/1996	01/01/1996	ANIVERSARY
CLOSE	3 11/01/1994	11/01/1994	CONFIRMED

STATUS DATA
=====

STATUS	REASON	EFFECTIVE	COMMENTS
-----	-----	-----	-----
INCARCERATED	NEW ADMISSION FROM COURT	11/01/1994	

***** END OF REPORT *****