

7.1 INTRODUCTION

NCIC data can be entered in eleven separate files: Vehicles, License Plates, Boats, Guns, Articles, Securities, Wanted, Missing Persons, Protection Order, Unidentified Persons and Violent Gang and Terrorist Organization. See the NCIC 2000 Operating Manual for complete information on each of these files.

Associated with these files are six types of messages:

- Entry:* Purpose is to place a new record in file.
- Modify:* Purpose is to add or change a record already in file.
- Clear:* Purpose is to record the recovery of stolen/missing property or apprehension of a wanted person. By using a “clear” message to delete the record it will be recorded as a recovery in the NCIC files.
- Cancel:* Purpose is to delete a record for reasons other than recovery of property or the apprehension of a wanted person.
- Locate:* Purpose is to provide an agency, other than the originating agency, with the ability to record the recovery of the stolen/missing property or apprehension of a wanted person.
- Inquiry:* Purpose is to request a search of NCIC files against the criteria provided in the message.

When an inquiry is made into NCIC using “Q” as the first letter in the message key, and a positive response occurs, certain administrative procedures are followed by the Federal Bureau of Investigation. Therefore, when making test inquiries, a “Z” must be used as a substitute for the “Q” in the message key. As an example: The message key “ZV” must be used instead of a “QV” in a test inquiry of the NCIC Vehicle File.

In addition, only inquiries can be made into the following seven files: Canadian Warrant, Interstate Identification Index (III), Deported Felon, Foreign Fugitive, and Terrorist Organization (VGTOF), ORI, and U.S. Secret Service Protective.

7.1.1 Downtime Inquiries

The LEADS, when placed in back-up will send a message in the following format to all terminals directly connected to the LEADS:

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TUE 07/05/02
      08:38:15
JULIAN 186
USE QV BACKUP PROCEDURES
PID      1056
```

While in back-up mode, LEADS supports message switching, broadcasts, and NCIC and NLETS functions.

When the system is switched from back-up to normal operation, all terminals directly connected to the LEADS will receive the LOGON prompt.

7.2 VEHICLES AND LICENSE PLATES

Stolen and felony vehicles and stolen or missing license plates can be entered into the NCIC files if they meet the criteria for entry. The message keys are the same for both LEADS and NCIC.

Section 4 of this manual outlines the functions for the vehicle, license plate, and part entries. It also includes the add-on vehicle and add-on part and hit confirmation functions. The Vehicle and Vehicle/Boat Part File Sections of the NCIC 2000 Operating Manual contain additional information.

7.3 BOATS - BASE STOLEN RECORD AND ADD-ON

For NCIC purposes, a boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.

The LEADS does not have a Boat File. A registration file is maintained by the Ohio Department of Natural Resources, and inquiries can be made by sending an administrative message to OH0253800 or through the RP function using license type WC (this will not check the stolen boat file, only the registration file).

Example: RP .1234ZZ ,WC (TRANSMIT)

The criteria for making stolen boat entries into NCIC is:

1. Any unrecovered stolen boat, which has a registration number, document number, or permanently attached hull serial number can be entered if a theft report is made.
2. Loaned, rented or leased boats not returned can be entered by an authorized agency if an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

In addition to base boat formats, this section also provides information about the entry of the appended supplemental data, boat parts, and trailer records so each common stolen item is linked together in a series-type record.

The expansion of the Boat File is designed to fit within the structure of the Vehicle File add-on feature. The expansion involves the inclusion of new fields and definitions for existing fields. These changes are:

1. The addition of a supplemental data record containing the Coast Guard document number (CGD), home port (HPT), hull shape (HSP), model name (BMO) and boat name (BNM).
2. The addition of a supplemental record containing trailer data. This data will conform to the format of a Vehicle File trailer record entry.
3. The addition of up to seven part records for inboard engines, outdrives, air propellers, outboard motors, certificates of title, and certificate of origin. These records will contain a serial number (SER), brand (BRA), category (CAT), engine power or displacement (EPD), owner-applied number (OAN), and miscellaneous (MIS) fields.
4. The addition of OAN field to the boat base record.
5. The addition of the Boat Model Year (BYR) field to the base boat record.
6. Changing the boat make (BMA) field to contain the code for the actual boat manufacturer. See Part 2 of the NCIC Code Manual for boat data.
7. The vehicle ownership data (VOD) field currently in use for the Vehicle File will be extended for use in the Boat File. This field is not currently used in LEADS, but can appear in NCIC.

The NCIC Boat File retention for a stolen boat containing a hull serial number (BHN or OAN will remain in file for the balance of the year entered plus four years. If the record does not have the BHN or OAN field listed, it will remain in file until the next automatic purge after a 90 day period.

7.3.1 How to Construct a Record

The maximum record size that can be entered into the NCIC Boat file (fields and characters of data) are listed in this section. Appended supplemental, add-on trailer, and parts data will use these and other fields as listed.

Insure all descriptive data required by the record format are entered when the original entry is made. Missing data, when obtained at a later time, is to be promptly added through the use of a modify message. The standard NCIC codes will be used. Refer to Part 2 of the NCIC Code Manual.

Registration (REG), CGD, and BHN are to be entered omitting spaces, hyphens, and symbols. Insure all letters which are a part of the REG and/or BHN are included. Partial numbers are not to be entered. A registration number will not exceed eight characters. In some cases it may be less than eight.

When the BHN exceeds 20 characters, only the last 20 characters are to be entered. The full BHN must be shown in the MIS field in these instances.

Note: Whenever you make an entry for another agency, the ORI of the agency having the original report must be entered in the MIS field.

The following is a list of the fields used in the NCIC Boat File:

FIELD	CODE	CHARACTERS
Message Key	MKE.....	4
Originating Agency Identifier*	ORI.....	9
Registration Number	REG.....	8
Registration State	RES	2
Registration Year of Expiration	REY.....	2
Outer Hull Material.....	HUL	2
Hull Serial Number	BHN	20
Propulsion	PRO.....	2
Boat Model Year.....	BYR	2
Make	BMA	4
Type	BTY.....	3
Overall Length	BLE.....	2
Color	BCO	7
Date of Theft.....	DOT	6
Originating Agency Case Number.....	OCA	9
Miscellaneous	MIS	42
Owner Applied Number.....	OAN.....	20

(continued on next page)

FIELD	CODE	CHARACTERS
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Vehicle Owner Data.....	VOD.....	1
Coast Guard Document Number.....	CGD.....	6
Home Port.....	HPT.....	20
Hull Shape.....	HSP.....	2
Boat Model.....	BMO.....	20
Boat Name.....	BNM.....	20
Serial Number.....	SER.....	20
Brand Name.....	BRA.....	4
Category Name.....	CAT.....	2
Engine Power or Displacement.....	EPD.....	5
License Number.....	LIC.....	8
License Plate State.....	LIS.....	2
License Plate Year of Expiration.....	LIY.....	2
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
NCIC Number.....	NIC.....	10
Locating Agency Case Number.....	LCA.....	9
Date of Record.....	DOR.....	6
Recovering Agency Case Number.....	RCA.....	9
Date of Cancel.....	DOC.....	6
Date of Locate.....	DOL.....	6

*ORI will automatically be entered by the LEADS.

7.3.2 Entries: Stolen Boats, Boat Trailers, Boat Parts and Add-On Records

Each LEADS terminal agency can initiate entries into the files using the criteria set forth in the NCIC Operating Manual. Records can be entered with supplemental trailer and descriptive information about the boat.

A trailer stolen in connection with a boat can be appended to the base boat record by using a supplemental trailer entry.

A base boat record can also be updated to include additional information on the boat such as the CGD, BNM, etc.

Accessories taken in a multiple boat theft can be appended to the base boat record by using the add-on function. The add-on function is explained later in this section.

To facilitate the entry of records in to the LEADS and NCIC files, a series of formatted screens is available. Section 3.13 of this manual outlines the formatted screen function. An explanation of the fields used in these formats appears in Section 7.3.1.

Fill each field of the formatted screen with completed boat information. Remember, the more information provided in the entry, the more positive the identification. If you complete any one field identified with an asterisk (*) shown in the format, then all fields identified with an asterisk must be completed. This rule applies to the remainder of the format. All required fields are identified by a series of underscores (_), and must be completed before transmitting or the entry will be rejected. On occasion, fields without symbols must be completed in order for the entry to be accepted into NCIC. Refer to Part 2 of the NCIC Code Manual for additional data to be inserted in the records, i.e., color codes, make codes, etc. Once the formatted information is entered, transmit.

These guidelines will apply to all stolen boat entries. There are formatted screens for entries, cancellations, clears, locates, and boat parts. Examples of each can be found in this section. All modifications of entries must be done manually. There are no formatted screens for modifications.

When the entry is accepted, you will receive an automatic reply from NCIC assigning the NIC to your entry.

Stolen outboard motors and accessories in conjunction with a stolen boat are to be entered as add-on boat parts. If only a boat part is stolen (no boat involved), the boat part must be entered as a base part record in the Vehicle File (message key EP). Boat trailers are to be entered as a boat supplemental record whenever a boat theft is involved.

Formatted screens are available for the add-on boat part and boat supplemental records. To retrieve the screen for making stolen boat entries use one of the formats listed below. Type in asterisk (*), the message key, and transmit.

Stolen Boat	*EB (TRANSMIT)
Stolen Boat (Armed/Prints)	*EB-F (TRANSMIT)
Stolen Boat (Armed)	*EB-A (TRANSMIT)
Stolen Boat (Prints)	*EB-P (TRANSMIT)
Stolen Boat Part	*EP (TRANSMIT)
Stolen Boat Part (Prints)	*EP-P (TRANSMIT)
Stolen Boat Record (Add-On Parts)	*EBP (TRANSMIT)
Boat Supplemental Data	*EBS (TRANSMIT)
Boat Supplemental Trailer Data	*EBT (TRANSMIT)

ENTRY FORMAT FOR BASE STOLEN BOAT RECORDS:

#EB REG/***** RES/** REY/** HUL/ BHN/***** PRO/
BYR/___ BMA/___ BTY/ BLE/ BCO/ /
DOT/___ OCA/_____
MIS/ OAN/

The entry formats for EB-F, EB-A and EB-P are identical to the EB screen shown above. The only difference will be in the message key listed in the screen. Duplicate entries by the same originating agency will be rejected.

Example - NCIC Acknowledgment - Boat File Entry:

OHOHP0000
NIC/B000043685 REG/OH1234ZZ

Additional information can be added to the base boat record. The message key *EBS(TRANSMIT) will call up the formatted screen to add supplemental data.

ENTRY FORMAT FOR STOLEN BOAT SUPPLEMENTAL DATA:

#EBS NIC/,,,,, REG/,,,,, BHN/,,,,, OCA/_____
BOAT SUPPLEMENTAL DATA ENTRY
CGD/ HPT/ HSP/ BMO/
BNM

When the boat and trailer are stolen, the data for the trailer can be appended to the stolen boat base record. The message key *EBT(TRANSMIT) will call up the formatted screen to add supplemental trailer data.

ENTRY FORMAT FOR STOLEN BOAT TRAILER SUPPLEMENTAL DATA:

#EBT NIC/,,,,, REG/,,,,, BHN/,,,,, OCA/_____
BOAT SUPPLEMENTAL TRAILER ENTRY
LIC/***** LIS/** LIY/** LIT/** VIN/***** VYR/++
VMA/++++ VMO/+++ VST/++ VCO/ /
MIS/ OAN/

A formatted screen (EP) is available for entering boat parts stolen separately and not connected to any stolen boat or trailer and is shown below. Use the add-on boat screen format (EBP) for boat parts stolen at the same time as the boat. The stolen boat will be entered as the base record, and the parts as the add-on. The information entered will be stored in the NCIC Parts file only. The NIC returned will show a "V" prefix even though it represent a boat part. LEADS does not maintain such a file. See Section 7.3.9 of this manual for add-on information.

ENTRY FORMAT FOR STOLEN VEHICLE/BOAT PART RECORDS:

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

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

7.3.3 Modify

To modify a stolen boat record, use the message key “MB”. The record to be modified must be identified by the NIC and the OCA, the BHN and OCA, or Registration Number (REG) and OCA.

Since the supplemental boat data is essentially an extension of the base boat record, the fields of a supplemental entry can be modified individually.

The modify message can be used to add a supplemental data field to a base boat record. This can be done regardless of whether or not a supplemental data entry (EBS) is made. All modifications are to be made manually. There are no formatted screens for modifications.

Boat trailer and add-on records cannot be modified. The entry **must be canceled** and re-entered.

Example - Stolen Boat Modification:

MB.NIC/B123456789.OCA/APD126.REG/MD1235ZZ (TRANSMIT)

Example - Supplemental Boat Data Modification:

MB.NIC/B123456789.OCA/APD126.CGD/999999 (TRANSMIT)

7.3.4 Locate

Any agency who recovers a boat or boat part with a confirmed active record on file, must place a locate message on the active record(s). The message key used for placing locates on boat entries is “LB”.

An LB message is to be used only when (1) the base boat and any associated supplemental trailer and/or add-on part record(s) is recovered, or (2) only the base record is recovered. Any unrecovered supplemental trailer and/or add-on part record(s) associated with a recovered (located) base boat record is to be re-entered as a separate trailer (EV) or part (EP).

After the recovering agency places a locate on the active record of the originating agency, the originating agency will receive an NCIC LOCATE NOTIFICATION message which will show the time, date, record REG or BHN of the boat, OCA of the originating agency, and the terminal identification (ORI) of the recovering agency.

Formatted screens are available to place a locate on a base boat record or boat part entry. Certain combinations of the data will generate a locate message. Use only one of the NIC, BHN, or REG fields. Any combination of these three will cause the system to reject your entry.

The originating agency will be advised of the ORI of the recovering agency when the locate message is processed. The originating agency is to evaluate the information received to determine if the record is to be cleared.

If the originating agency makes the recovery of the stolen boat, and the boat is no longer wanted, it is to be cleared from the files. Two locates posted on any one record will automatically remove that record from the files.

To retrieve the screen for placing locates on boat entries use one of the formats listed below. Type in asterisk (*), the message key, and transmit.

Locate Boat	*LB (TRANSMIT)
Locate Boat Trailer	*LBT (TRANSMIT)
Locate Boat Part	*LP (TRANSMIT)

SCREEN FORMAT TO PLACE A LOCATE ON A BOAT RECORD:

```
#LB  REG/***** BHN/+++++ NIC/===== OCA/_____  
DOL/_____ LCA/
```

SCREEN FORMAT TO PLACE A LOCATE ON A BOAT TRAILER:

```
#LBT  NIC/,,,,, REG/,,,,, BHN/+++++ OCA/_____  
DOL/_____ LCA/
```

SCREEN FORMAT TO PLACE A LOCATE ON A BOAT PART:

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

OUT-OF-STATE FORMAT FOR A LOCATE ON A VEHICLE (See the NCIC 2000 Operating Manual, Vehicle Section for explanation of the fields.)

LV.NIC/V000032699.OCA/2325.19991205.5865.HIT NCIC 19991204...100.4000.9000

OUT-OF-STATE FORMAT FOR A LOCATE ON A VEHICLE/BOAT PART (See the NCIC 2000 Operating Manual, Vehicle/Boat Part Section for explanation of the fields.)

LP.NIC/V000032699.OCA/2325.19991205.5865.HIT NCIC 19991204...500.4000.9000

7.3.5 Clear

Clearing a boat record is restricted to the agency that entered the record. A clear message is to be transmitted when the:

1. Agency recovering the boat is the agency who entered the record.
2. Agency who entered the record is officially advised the boat is recovered by another agency.

A clear boat message will remove the base boat record, supplemental boat data, supplemental trailer data and all add-on parts. If either the trailer or add-on part has not been recovered, they must be re-entered as EV (trailer) and EP (part) records.

See Section 7.3.13 for information on clearing boat trailer and boat part records.

When it is determined the wanted boat or part entry is invalid, or not longer wanted by your agency, the record is to be removed by use of a "Cancel", see section 7.3.6 of this manual.

Certain combinations of the fields will generate the removal of the record. Use only one of the NIC, REG, or BHN fields. Any combination of these three will cause the system to reject your clear entry.

Formatted screens are available to clear a record in the NCIC Boat File. To retrieve the screen to clear stolen boat information use one of the formats listed below. Type an asterisk (*), the message key, and transmit.

Clear Stolen Boat	*CB (TRANSMIT)
Clear Stolen Part	*CP (TRANSMIT)

SCREEN FORMAT TO CLEAR BOAT RECORDS:

#CB REG/***** BHN/+***** NIC/===== OCA/_____
DOR/_____ ORI/ RCA/

Example - NCIC Clear Boat Response:

OHOHP0000
CLEAR NIC/B000032685

NCIC will respond with the message key entered, i.e., CLEAR BHN/ or CLEAR REG/.

SCREEN FORMAT TO CLEAR A BOAT PART:

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

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

7.3.6 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. For example, a record resulting from a fictitious or false theft report.

A cancel boat message will remove the base boat record, supplemental boat data, supplemental trailer data and all add-on parts. If either the trailer or add-on part has not been recovered, they must be re-entered as EV (for the trailer) and EP (for the add-on part) records. See Section 7.3.13 for information on canceling boat trailer and boat part records.

A formatted screen is available for the purpose of canceling boat entries. Certain combinations of fields will generate the removal of the record. Use only one of the NIC, REG, or BHN fields to identify the record. Any combination of the NIC, REG, or BHN will cause your cancel message to reject.

To retrieve the screen to cancel a stolen boat record use one of the formats listed below. Type an asterisk (*), the message key, and transmit.

Cancel Stolen Boat	*XB (TRANSMIT)
Cancel Supplemental Boat Trailer	*XBT (TRANSMIT)
Cancel Boat Part	*XP (TRANSMIT)

SCREEN FORMAT TO CANCEL BASE BOAT RECORDS:

#XB REG/***** BHN/+++++ NIC/===== OCA/_____
DOC/_____

SCREEN FORMAT TO CANCEL A SUPPLEMENTAL BOAT TRAILER RECORD:

#XBT NIC/,,,,, REG/,,,,, BHN/+++++ OCA/_____
DOC/_____

SCREEN FORMAT TO CANCEL A BOAT PART:

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

When the boat is recovered and is no longer wanted, use the format for clearing a stolen boat entry, see Section 7.3.5 of this manual. NCIC will respond with a cancel message.

Example - NCIC Cancel Boat Response:

OHOHP0000
CANCEL REG/OH1234ZZ

NCIC will respond with the message key entered, i.e. CANCEL BHN/ or CANCEL NIC/ .

7.3.7 Inquiry

There are several identifying numbers affixed to base boat, boat supplemental, boat trailer supplemental and boat part records which can be used for inquiry. They are the REG, BHN, OAN, LIC, VIN, CGD, and SER.

Presently, a REG and BHN can be inquired upon by using the message key QB or ZB, followed by a period and either the REG or BHN listed as the field identifier. When making a test inquiry on a stolen boat record, use the message key "ZB". This will prevent automatic notification and subsequent follow-up by NCIC.

NCIC does not expand these inquiry formats to permit the message field codes OAN, LIC, CGD, and SER. When making a QB or ZB inquiry by REG the LIC and/or CGD is to be used. When inquiring by BHN the OAN, VIN and/or SER can be used.

Up to three numbers can be included in a QB or ZB inquiry after the BHN field. When making an inquiry using more than one number after the BHN, the numbers must be separated by a comma. Complete registration/document number and/or BHN is to be used on inquiries.

Example of a QB inquiry:

QB.REG/OH1234HH.BHN/LBC035380877,MD9347625,8967341 (TRANSMIT)

Example - Stolen Boat File - Positive Response:

FROM NCIC
OHOHP0000
MKE/STOLEN BOAT
ORI/OHOHP0000 REG/OH1234HH RES/OH REY/2001 HUL/WD
BHN/LBC035380877 BYR/1990 PRO/QB BMA/WEL BTY/RUN BLE/17
BCO/RED DOT/20010812 OCA/APD123
NIC/B383831469

FROM NCIC
OHOHP0000
CGD/123456 HPT/COLUMBUS OHIO HSP/FB BMO/WATERS
BNM/JOHNSON 7
NIC/B383831469

FROM NCIC
OHOHP0000
MIS/RED CANVAS COVER
NIC/B383831469
ORI IS SHP COLUMBUS OH
MKE/EBT
LIC/000000 LIS/OH LIY/2001 LIT/TL VIN/000000000000000000 VYR/1990
VMA/FISC VMO/TL VST/BT VCO/WHI/ OAN/
MIS/BOAT AND TRAILER TAKEN TOGETHER

MKE/EBP1
SER.123456789ABC123 BRA/EVIN CAT/OB OAN/ 277583490
EPD/7H MIS/OUTBOARD MOTOR ATTACHED TO BOAT
MIC/B383831469

Example - Stolen Boat File - Negative Response

FROM NCIC
OHOHP0000
NO RECORD REG/OH1234HH
NO RECORD BHN-SER-OAN/ LBC035380874
NO RECORD BHN-SER-OAN/ MD9347625
NO RECORD BHN-SER-OAN/ 8967341

Uncommon circumstances may indicate a need for an off-line search, e.g., for all stolen boats of a particular type and propulsion registered in the specific state, etc. Such a request must be kept to minimum and requested only where circumstances warrant. All such requests must be made to NCIC via NLETS.

7.3.8 Add-On Boat Parts

NCIC implemented enhancements to the stolen boat file to permit the entry of additional stolen part information to a base boat record. See Section 7.3 of this manual for additional information on base boat records.

The add-on feature will permit the originating agency to link together a stolen boat and its component parts, previously entered in the Article File, in a series type record within the same file. A maximum of seven add-on part entries can be appended to a base record.

A boat trailer stolen at the same time as the boat is to be entered as a “Boat Supplemental Trailer Entry”. See Section 7.3.2 for information on how to enter a stolen boat trailer.

Definition of an Add-On Part - any integral or component boat part, e.g., inboard-outboard, outdrives, air propeller, outboard motors which have been stolen in conjunction with a boat for which a base boat record has been established.

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

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

7.3.9 How to Construct an Add-On Part Record

A maximum of seven stolen add-on part entries can be appended to a single stolen boat base record. The base stolen boat entry must be entered before appending add-on part information. Each add-on part record will be identified by a different number in the message key. Add-on records will contain the same descriptive fields as in the base record. The base stolen boat, supplemental trailer, and add-on part records will contain the same NIC, the NIC of the base boat entry.

The fields used in the add-on part record will link the add-on part information with the base boat record. See Section 7.3.1 for an explanation of the fields. The standard NCIC codes are to be used in an add-on part record. These codes can be found in Part 2 of the NCIC Code Manual.

Add-on boat parts are identified with message key: EBP1 through EBP7. The full message key EBP1 through EBP7 is to be used to identify the add-on record when updating a record.

7.3.10 Entries: Add-On Boat Parts

Each LEADS terminal agency can initiate entries into the fields using the criteria set forth in the LEADS and NCIC Operating Manuals. Add-on records can be added after the base boat record is entered. Only the originating agency can append add-on records to a base boat record entered by their agency.

To facilitate the entry of add-on boat part records into the LEADS and NCIC files, a formatted screen is available. Section 3.13 of this manual outlines the formatted screen function. There are formatted screens for entries, cancellations/clears, and locates. Information related to these functions is listed late in this section. Modifications of add-on entries cannot be made. The add-on record must be canceled and re-entered. An explanation of the fields used in these formats appears in Section 7.3.1.

Fill in the fields of the formatted screen with information from the base boat record, i.e., using one identifying field (NIC, LIC or VIN and OCA). This will enable you to identify the record to be appended. Then complete the information in the add-on parts description format, i.e., SER, BRA, and/or OAN. Refer to Parts 2 and 8 of the NCIC Code Manual for additional data to be entered in the records, i.e., category codes, brand codes, etc.

The formatted screen for add-on parts records *EBP (TRANSMIT) . Seven additional add-on part records can be appended to the base record.

Each add-on part is identified by a message key. The message keys for entry are EBS1 (for the first add-on part entry), through EBS7 (for the seventh add-on part entry). The operator must enter a numerical 1 through 7 in the message key before the screen is transmitted.

You will note some of the entry formats include a caption for the OAN field. Record information can still be entered after the MIS field if no OAN information is available.

Stolen Boat Add-On Part

*EBP(TRANSMIT)

ENTRY FORMAT FOR STOLEN BOAT ADD-ON RECORDS:

```
#EBP_ NIC/..... REG/..... BHN/..... OCA/_____  
BOAT PART ADD-ON  
SER/..... BRA/____ CAT/___ OAN/.....  
MIS/..... EPD
```

Identity of the base boat record to which the add-on is to be appended must be designated by either NIC and OCA, REG and OCA, or BHN and OCA.

As a group, the SER and OAN fields cannot be identical to the corresponding fields in the base boat record or any previously entered add-on part. At least one numeric identifier must be present in an add-on part record entry. Searchable numeric identifiers are SER and OAN.

When the formatted screen is transmitted, and accepted by the system, you will receive a response from NCIC advising the record has been appended. The response will contain the fields used in your entry, i.e., SER and OCA, OAN and OCA, or BRA and OCA.

Example - NCIC Computer Response - Add-On Part:

```
FROM NCIC
OHOHP0000
ENTER EBP1  NIC/B000032685
```

The edits listed in Part 3, Section 1.6.1 of the NCIC Operating Manual for base records also apply to add-on records. Once the information is entered in the format, transmit. NCIC will perform a series of edits. Some of the most common errors of entry are:

FIELD	CODE	EDITS
Message Key	MKE	Must be EBP1 through EBP7. Cannot be the same as a previously entered boat part add-on which is still active.
Originating Agency Identifier	ORI	Must be the same as the Identifier ORI in the base record.
Serial Number	SER	Maximum of 20 alphanumeric characters. Single zero only, run of zeroes only, single alphabetic only, or run of alphabetic only cannot be used.
Brand	BRA	Must be at least two characters and equal one of the valid codes you assign from the NCIC Code Manual.
Category	CAT	Must be two characters and equal one of the valid codes you assign from the NCIC Code Manual.
Owner Applied	OAN	Maximum of 20 alphanumeric characters. The OAN cannot be identical to the SER.
Miscellaneous	MIS	Maximum of 42 characters.
Engine Power	EPD	Valid for CAT code EN or Displacement and OB only. Must be one to four numerics followed by one alphabetic to indicate the unit of measure. Codes for the alphabetic are "I" for cubic inches, "C" for cubic centimeters, "L" for liter, and "H" for horsepower.

7.3.11 Modify

Modification of an add-on part record is not possible. You must cancel the add-on record and enter the correct information by using the EBP formatted screen. Refer to Section 7.3.13 (Clear/Cancel Add-On Part Record).

7.3.12 Locate

Any agency who recovers and confirms an add-on boat part must place a locate message on the active add-on part record(s).

See Section 7.3.4 of this manual for an explanation of the LB message key functions and placing a locate on a stolen boat record.

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

After the recovering agency places a locate on the active record, the originating agency will receive and NCIC LOCATE NOTIFICATION response which will show the time, date, REG or BHN of the base record, OCA of the entering agency, and the ORI of the recovering agency.

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

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

If the base boat record is located, and the record is removed, then any appended add-on part record will be removed at the same time. Any wanted part not recovered must be re-entered using the EP message key.

Locate Add-On Boat Part Record

*LBP(TRANSMIT)

SCREEN FORMAT TO LOCATE ADD-ON BOAT PART RECORDS:

#LBP_ NIC/..... REG/..... BHN/..... OCA/_____
DOL/_____ LCA/

7.3.13 Clear/Cancel Add-On Boat Part Record

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

When it is determined the add-on boat part entry is invalid, no longer wanted by your agency, or the part is recovered, the record is to be removed. An add-on record can be canceled by using a cancel message (XBP).

Add-on part records appended to a base boat record will be deleted from file whenever the base boat record has been cleared/canceled.

Formatted screens are available to delete an add-on record in the NCIC boat file. Certain combinations of the fields will generate a removal of a record.

The add-on record to be deleted must be identified by the message key XBP1 through XBP7.

Use only one of the REG, BHN, or NIC fields. Any combination of these three will cause the system to reject your clear/cancel entry. make sure you fill in the numerical identifier (1 through 7) to identify the add-on part to be canceled.

Cancel Add-On Part Record *XBP(TRANSMIT)

SCREEN FORMAT TO CANCEL ADD-ON PART RECORDS:

#XBP_ NIC/..... REG/..... BHN/..... OCA/_____
DOC/_____

7.3.14 Inquiry

Add-on part records appended to a base boat record will be searched in response to an NCIC inquiry. These records will also be included in the response if the base boat record contains license or VIN/OAN numbers matching a wanted persons record.

Identifying numbers affixed to a boat part which can be used for inquiry purposes are SER and OAN. However, the inquiry format does not allow for message key codes SER and OAN. You must use REG field.

For *example*:

QB.REG/OH1234HH.BHN/LB035380874,MD9347625,89967341 (TRANSMIT)

All the numbers contained here will be searched against every SER and OAN in each file record.

Add-on parts and trailers can be file checked using QV.VIN/ followed by the SER, OAN or VIN.

Any numbers following the REG will be searched as an OAN in the Boat File, and as a VIN in the Wanted Persons File.

A positive response including registration data will retrieve the base record as well as any appended add-on part regardless of which record entry matches the identifier included in the inquiry. Be sure to review all print-out material. the base boat entry appears first, followed by all add-on entries. Refer to Section 7.3.7 of this manual for additional information in the inquiry function.

7.4 GUNS

For NCIC purposes a gun is defined as: “any weapon, including a starter gun, which will or is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive”. Included are antique guns; cannons; machine guns; pistols; rifles; shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; destructive devices such as grenades, mines, missiles, and rockets; and disguised guns such as knife guns, pen guns, belt buckles, and cane guns. BB guns are excluded and are to be entered in the Article File.

The data contained in this file can be separated into two groups:

1. Information concerning stolen or missing guns.
2. Information concerning recovered guns never reported as stolen or missing.

The NCIC criteria for an entry into the NCIC Gun File is:

1. Serially numbered weapons which are stolen and a theft report is made. Missing guns can also be entered into NCIC if a stolen report has been made (EG).
2. Recovered (abandoned, seized, or found) weapons which no stolen report is on file can be entered in NCIC as a “recovered” weapon (ERG). The weapon must remain in the possession of the entering agency or be readily available for examination

while the record is in NCIC. If the entering agency loses custody of the recovered gun, the recovered gun entry must be canceled.

7.4.1 How to Construct a Record

The maximum record size that can be entered into the NCIC Gun File (fields and characters) is listed in this section. Gun entries must contain a serial number, make, model, caliber, type, date stolen/missing, and originating agency case number. Omit spaces, hyphens and symbols from the serial number.

Insure all descriptive information called for by the record format is entered when the original entry is made. Missing data, when obtained at a later time, is to be promptly added through the use of a modify message. The standard NCIC codes will be used. Refer to Part 3 of the NCIC Code Manual.

Stolen/missing gun records will remain in the NCIC files until action is taken by the originating agency to clear or cancel the record.

Recovered gun entries will remain in file for the remainder of the year entered plus two. These records will automatically be removed from file at the first Gun File purge following this retention period. Agencies are not furnished a listing of their purged recovered gun records. The following is a list of the fields used in the NCIC Gun File:

FIELD	CODE	CHARACTERS
Message Key.....	MKE.....	4
Originating Agency Identifier*.....	ORI.....	9
Serial Number.....	SER.....	11
Make.....	MAK.....	3
Model.....	MOD.....	11
Caliber.....	CAL.....	4
Type.....	TYP.....	2
Date of Theft/Missing.....	DOT.....	6
Originating Agency Case Number.....	OCA.....	9
Miscellaneous.....	MIS.....	22
NCIC Number.....	NIC.....	10
Recovering Agency Case Number.....	RCA.....	9
Date of Cancel.....	DOC.....	6
Date of Record.....	DOR.....	6
Date of Locate.....	DOL.....	6
Locating Agency ORI.....	LCA.....	9

*ORI will automatically be entered by the LEADS.

The NIC will be assigned by NCIC when the entry is placed into their file.

7.4.2 Entries: Stolen/Missing and Recovered Guns

Each LEADS terminal agency can initiate entries into the files using the criteria set forth in the NCIC Operating Manual. Before entering a stolen/missing or recovered gun, you are to make an inquiry in to the file to determine if some other agency has made a stolen/missing or recovered gun entry.

To facilitate the entry of gun records into the NCIC files, a series of formatted screens is available.

Fill each field in the formatted screen with complete gun information. The more information provided in the entry will generate a more positive identification of the gun.

All required fields in the format are identified with a series of underscores (_). Fields shown without symbols are optional. Once the information is entered, transmit. When the entry is accepted, you will receive an automatic reply from NCIC assigning the NIC to your entry.

Refer to Part 3 of the NCIC Code Manual for additional data to be inserted in the record, i.e., make, model, caliber, etc. These guidelines will apply to all stolen/missing and recovered gun entries.

There are formatted screens for cancellations, clears, and locates. All modifications must be done manually. There are no formatted screens for modifications.

To retrieve the formatted screen for making stolen/missing/recovered gun entries use one of the formats listed below. Type an asterisk (*), the message key, then transmit.

Stolen Gun	*EG(TRANSMIT)
Stolen Gun - Hold for Latents	*EG-P(TRANSMIT)
Recovered Gun	*ERG(TRANSMIT)

ENTRY FORMAT FOR STOLEN GUN RECORDS:

#EG SER/_____ MAK/___ MOD/_____ CAL/_____ TYP/___ DOT/_____
OCA/_____

The screen for EG-P will be identical to the EG screen shown above. The only difference will be in the message key listed in the screen.

ENTRY FORMAT FOR RECOVERED GUN RECORDS:

#ERG SER/_____ MAK/___ MOD/_____ CAL/_____ TYP/___ DOR/_____
OCA/_____

Example - NCIC Acknowledgment - Gun Record Entry:

OHOHP0000
NIC/G000039842 SER/ 21486713

Duplicate gun entries by the same originating agency will be rejected. The criteria for rejecting duplicate records is: If the ORI, SER, MAK, CAL, and TYP fields of a recovered gun entry message are the same as those field codes of an EG or ERG record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE". Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

A duplicate stolen gun record will be accepted if the ORI in the second entry is different. In this case, the record on file will be furnished as a response to the second entry.

7.4.3 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 gun record. A gun record cannot be modified if it is in a located status (MKE/LOCATED GUN).

All modifications are to be made manually. There are no formatted screens for modifications.

Modifications are made by using either message key "MG" (stolen/missing gun record) or "MRG" (recovered gun record), followed by either the SER and OCA or NIC and OCA fields, and then the field being modified.

Example - Modify Stolen/Missing Gun Record:

MG.SER/A241346.OCA/APD123.MIS/USED IN ARMED ROBBERY(TRANSMIT)

Example - Modify Recovered Gun Record:

MRG.NIC/G000039842.OCA/APD234.CAL/32(TRANSMIT)

7.4.4 Locate

Any agency who recovers a gun which is indexed in NCIC, except the agency who entered the record, must place a locate message on the active record(s). When an agency receives a record or multiple records in response to an inquiry, the agency who can seize the stolen gun(s) must contact the ORI of each record which is possible identical to the gun(s) in question to confirm the hit(s). Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the gun.

A recovered gun record cannot be located since the weapon is already in possession of the agency who made the ERG entry.

SCREEN FORMAT TO CANCEL RECOVERED GUN RECORDS:

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

7.4.7 Inquiry

The message key for making inquiries into the NCIC Gun File is “QG”, followed by the SER, MAK, and CAL; SER and MAK; SER and CAL; or SER only. Inquiry by SER, MAK and CAL is preferred as this type of inquiry can limit the search and minimize the number of positive responses.

Example - Gun Record Inquiry:

QG.SER/B512673.MAK/REM.MOD/MOHAWK.CAL/32(TRANSMIT)

Example - Positive Response - Gun Record Inquiry:

OHOHP0000
MKE/STOLEN GUN
ORI/MD1012600 SER/B512673 MAK/REM MOD/MOHAWK CAL/32 TYP/RC
DOT/19991205
OCA/ 2896 MIS/INC-TDH ON STK
NIC/G000039842
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

If the positive response to your inquiry is for a recovered gun, the MKE field will list “RECOVERED GUN”. The balance of the information in the record will appear as listed above.

Example - Negative Response - Gun File Inquiry:

OHOHP0000
NO RECORD SER/ B516273 MAK/REM

Note: An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate ground to recover a gun.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the gun inquired upon is known and the gun inquired upon appears to be identical with one or more of the records, the agency who can seize the gun must contact the ORI of each record possibly identical with the gun in question to confirm hit(s) prior to seizing the gun. When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the gun inquired upon is *not* known, the hit(s) are not to be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the MIS field of a record, contact the ORI of the record and furnish details concerning the inquiry.

“To confirm the hit” means to verify the theft report is still outstanding and the gun inquired upon is identical to the gun described in the record and obtain information concerning the return of the gun to its rightful owner.

Following confirmation of a hit(s), any agency recovering a gun indexed in NCIC, must transmit a locate message for each record hit and confirmed with the ORI of the record. *This does not apply to the entering agency.* See Section 7.4.4 for additional information on placing locate messages on NCIC Gun File records.

7.5 ARTICLES

Records can be entered into the NCIC Article File if a theft report is made and the following circumstances are met:

1. Any item in the theft report valued at \$500 or more and having a unique manufacturer assigned serial number or owner-applied number, except for an item to be entered in the Boat, Gun, License Plate, Securities or Vehicle File. Office equipment (computer, FAX, copier, etc.), a color television set, and a bicycle can be entered regardless of value.
2. If the aggregate value of the property in one theft exceeds \$5,000, any item in the theft report, regardless of value, having a unique manufacturer assigned serial number and/or owner-applied number.
3. Any item in the theft report, regardless of value, having a unique manufacturer assigned serial number and/or owner-applied number if:
 - a. The circumstances of the theft indicate there is a probability of interstate movement, or
 - b. The seriousness of the crime dictates an entry is to be made for investigative purposes.

7.5.1 How to Construct a Record

The maximum record size which can be entered into the NCIC Article File (fields and characters) is listed in this section. Article entries must contain type, brand name, date of theft, originating agency’s case number, and either a unique manufacturer assigned serial number, or owner-applied number.

Insure all descriptive information called for by the record format is entered when the original entry is made. Missing data, when obtained at a later time, is to be promptly added

through the use of a modify message. Refer to Section 1 of the NCIC Code Manual for the standard codes to be used.

An unrecovered stolen article record will remain in the NCIC Article File for the balance of the year entered plus one additional year. Following this retention period, an Article File record is automatically removed at the next Article File purge. Agencies are not notified of their entries being purged.

The following is a list of the fields used in the NCIC Article File.

FIELD	CODE	CHARACTERS
Message Key	MKE.....	4
Originating Agency Identifier*	ORI.....	9
Type	TYP	7
Serial Number	SER	20
Brand Name	BRA	6
Model	MOD	9
Owner-Applied Number	OAN.....	20
Date of Theft	DOT	6
Originating Agency Case Number.....	OCA	9
Miscellaneous	MIS	50
NCIC Number	NIC.....	10
Recovering Agency Case Number.....	RCA	9
Date of Cancel.....	DOC	6
Date of Record	DOR	6
Date of Locate.....	DOL	6
Locating Agency Case Number	LCA.....	9

*ORI will automatically be entered by the LEADS.

The NIC will be assigned by NCIC when the record is entered into their file.

7.5.2 Entries: Single Article and Consecutively Serialized Groups of Articles

Each LEADS terminal agency can initiate entries in the files using the criteria set forth in the NCIC Operating Manual. To facilitate the entry of article records into the NCIC files, a series of formatted screens has been implemented. See Section 3.13 for additional information on formatted screens.

Complete each field in the format identified with a series of underscores (_). The other fields are to be used as needed. Be sure to follow the instructions for each consecutively serialized article function to insure proper identification of the article. Refer to Part 1 of the NCIC Code Manual for additional data to be inserted in the record, i.e., brand, type, etc.

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 locates. All modifications must be done manually. There are no formatted screens for modifications. To retrieve the formatted screen for entering a stolen article record, use one of the formats listed below. Type and asterisk (*), the message key and transmit.

Stolen Article (single)	*EA(TRANSMIT)
Stolen Article (consecutively serialized)	*EAA(TRANSMIT)
Stolen Article (hold for latents)	*EA-P(TRANSMIT)

ENTRY FORMAT FOR SINGLE STOLEN ARTICLE RECORDS:

```
#EA  TYP/_____ SER/***** BRA/_____ MOD/  
OAN/+++++++ DOT/_____ OCA/_____  
MIS/
```

The screen for the EA-P will be identical to the EA screen shown above. The only difference will be in the message key listed on the screen.

ENTRY FORMAT FOR CONSECUTIVELY SERIALIZED STOLEN ARTICLE RECORDS:

```
#EAA  TYP/_____ SER/_____  
BRA/_____ MOD/_____ DOT/_____ OCA/_____  
MIS/
```

The only difference between a consecutively serialized group of stolen articles entry and a single stolen article entry is in the message key (EAA), the insertion of the consecutive serial numbers in the SER field, and the mandatory blank OAN field. The beginning and ending serial numbers of the sequence are entered with a hyphen separating the two numbers. The NCIC will accept two serial numbers containing an equal number of characters, not exceeding 20 characters in each, when the numbers are separated by a hyphen and the message key code EAA is used.

Example - NCIC Acknowledgment - Single Article Entry:

```
OHOHP0000  
NIC/A000039206          SER/286921503
```

Example - NCIC Acknowledgment - Consecutively Serialized Group Article Entry:

```
OHOHP0000  
NIC/A000039206          SER/B286921503-B286921421
```

7.5.3 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 record.

Modifications are made by using either message key “MA” (single article record) or “MAA” (consecutively serialized article record), followed by either the NIC and OCA, NIC and SER, or NIC and OAN fields (single article entries only) followed by the fields to be modified.

All modifications are to be made manually. There are no formatted screens for modifications.

Example - Modify Single Article Record:

```
MA.NIC/A000039206.OCA/2895.BRA/MPIANO(TRANSMIT)
```

Example - Modify Group Article Records:

```
MAA.NIC/A000039206.OCA/2895.BRA/MPIANO(TRANSMIT)
```

Serial numbers in a consecutively serialized group record cannot be changed with a modification message. Any error related to the serial numbers in the record must be corrected by canceling the existing group and making a new entry.

7.5.4 Locate

Any agency recovering an article indexed in NCIC, except the entering agency, must place a locate message on the active record(s). When an agency receives a record or multiple records in response to an inquiry, the agency who can seize the stolen article must contact the ORI of each record which is possible identical to the article in question to confirm the hit(s). Following confirmation with the originating agency, a locate message must be transmitted for each record on file. In the case of a group of consecutively serialized articles, once the group is located, it cannot be modified.

The following three methods of locating consecutively serialized group records are available:

1. Recovery of all articles in a group record.
2. Recovery of more than one, but not all articles, in a group record.
3. Recovery of a single article in a group.

The originating agency will be advised the ORI of the recovering agency when the locate message is processed. The originating agency must evaluate the information received to determine if the record is to be cleared.

If the originating agency makes the recovery of the article and/or the article is no longer wanted, it is to be cleared from the files. Two locates placed on any one record will automatically remove the record from the files.

Formatted screens are available to place a locate on article records. Certain combinations of the fields will generate a locate message. To retrieve the formatted screen for placing a locate on article records use one of the formats listed below. Type an asterisk (*), the message key and transmit.

Locate Article *LA(TRANSMIT)

SCREEN FORMAT TO PLACE A LOCATE ON AN ARTICLE RECORD:

```
#LA  NIC/_____ SER/***** OAN/.....  
OCA/===== DOL/_____ LCA/
```

SCREEN FORMAT TO PLACE A LOCATE ON ARTICLES IN A GROUP RECORD:

```
#LAA  NIC/_____ SER/*****  
OCA/===== DOL/_____ LCA/
```

Locate Procedure When A Single Article Record Is Recovered - If the record was entered as a single article entry (message key EA), the locate is to be placed on the record using the LA formatted screen. The record is to be identified by the NIC and OCA or SER and OCA, followed by the DOL. The LCA field is optional.

Locate Procedure When One Article In A Group Record Is Recovered - Whenever one article in a consecutively serialized group record is recovered, the locate must be placed on the recovered article by using the message key "LAA". This message key will identify the record as part of a consecutively serialized group entry. The record must be identified with the NIC and SER of the item located. In the formatted screen, list the SER followed by a hyphen and repeat the SER again. The repeated SER is considered as one identifier. Do not use the NIC and OCA to identify the record, as this will result in the locate message applying to the entire group of articles.

Locate Procedure When All Articles in Consecutively Serialized Record Are Recovered - Whenever all articles in a group entry are recovered, the locate message must be placed on the entire group of articles. This can be accomplished by using the message key "LAA". This message key will identify the record as a consecutively serialized group entry. Use the NIC and OCA fields to identify the group entry, followed by the DOL and the LCA. The lowest and highest serial numbers of the consecutively numbered group of the recovered

items must be used. Where there are any breaks in the consecutive order of the serial numbers, separate locate messages must be sent.

Whenever the locate message is placed on all items listed in the record, the NIC and OCA contained in the record are to be listed to insure placement of the locate on all items in the record.

Locate Procedure When More Than One, But Not All Articles In Group Record Are Recovered - Whenever some, but not all, articles in a group entry are recovered, the locate message must be placed on those articles recovered. This can be accomplished by using the message key "LAA" and listing the consecutive serialized numbers of those items recovered. This message key will identify the record as a consecutively serialized group entry. The record is to be identified with the NIC and SER of the items located, followed by the DOL and the LCA. The lowest and highest serial numbers of the recovered consecutively numbered items must be used. Where there are any breaks in the consecutive order of the serial numbers, separate locate messages must be sent.

Do not use the NIC and OCA to identify the record, as this will result in the locate message applying to the entire group of articles.

7.5.5 Clear

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

1. Agency recovering the article(s) is the agency who entered the record.
2. Agency who entered the record is officially advised another agency has recovered the article(s) and placed a locate message on the record.

More than one clear message must be sent if the same recovery information is not applicable to all articles being cleared in a group record. This ensures recovery information for each article will be accurate. For example, if one of three stolen articles was recovered by an agency other than the originating agency on one day, and the other two articles were recovered by the originating agency on a different date. In this case two clear messages must be sent.

When it is determined the wanted article entry is invalid, and/or no longer wanted by your agency, then the record is to be removed by use of a Cancel message (see Section 7.5.6 of this manual).

Remember to use the correct message key contained in your original entry to clear the record (either CA or CAA). See the instructions for clearing consecutively serialized records in this section.

Formatted screens are available to clear a record in the NCIC Article File. Certain combinations of the fields will generate the removal of the record. To retrieve the formatted screen to clear article records use one of the formats listed below. Type an asterisk(*), the message key and transmit.

Clear Article *CA(TRANSMIT)
Clear Article (consecutively serialized) *CAA(TRANSMIT)

SCREEN FORMAT TO CLEAR A SINGLE ARTICLE RECORD:

```
#CA   NIC/_____ SER/***** OAN/,,,,,,,,,,,,,  
OCA/===== DOR/_____ ORI/          RCA/
```

SCREEN FORMAT TO CLEAR ARTICLES IN A GROUP RECORD:

```
#CAA   NIC/_____ SER/*****  
OCA/===== DOR/_____ ORI/          RCA/
```

Procedure When A Single Article Record Is To Be Cleared - If the record was entered as a single article entry (message key EA) then it is to be cleared by using the CA screen format.

Procedure To Clear One Article Record In A Group Record - Whenever one article in a consecutively serialized group record is to be cleared, the clear message must contain the message key "CAA". This message key will identify the record as part of a consecutively serialized group record. The record is to be identified with the NIC and SER of the item to be cleared. In the formatted screen, list the serial number followed by a hyphen and repeat the serial number again. Then list the DOR, and the ORI and RCA (optional field). Note the repeated serial number is considered as one identifier. Do not use the NIC and OCA to identify the record, as this will result in the entire group record being cleared.

Procedure When All Articles In Consecutively Serialized Record Are To Be Cleared - Whenever all articles in a group are recovered, the clear message is to be placed on the entire group of articles. This can be accomplished by using the message key "CAA". This message key will identify the record as a consecutively serialized group record. Use the NIC and OCA fields to identify the group entry, followed by the DOR, the locating agency's ORI and LCA (optional fields). The lowest and highest serial numbers of the consecutively serialized numbers group of the articles to be cleared must be used. Where there are any breaks in the consecutive order of the serial numbers, separate clear messages must be sent.

If the agency who entered the record recovers the articles, only the DOR (which cannot be prior to the date of theft) must be entered following the two record identifiers.

If an agency other than the entering agency recovers the articles, utilization of the following procedures will insure the cleared record contains complete recovery data (DOR, recovering agency's ORI, and RCA).

1. If the record being cleared is in a located status (MKE/LOCATED ARTICLES), only the DOR must be entered following the two record identifiers.
2. If the record being cleared is in an active status (MKE/STOLEN ARTICLES), the DOR followed by the locating agency's identifier, and the LCA.

Identification Of Group Record When Clearing More Than One, But Not All Articles - Items in a group record must be identified by the NIC and SER of the items being cleared. Lowest and highest serial numbers of the consecutively numbered items being cleared must be used.

Where there are any breaks in the consecutive order of the serial numbers, separate clear messages must be sent.

Do not use the NIC and OCA to identify the record, as this will result in the entire group record being cleared.

7.5.6 Cancel

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

More than one cancel message must be sent if more than one, but not all, records in a consecutively serialized group of articles is to be removed from file.

Formatted screens are available to cancel a record in the NCIC Article File. Certain combinations of the fields will generate the removal of the record. To retrieve the formatted screen to cancel article records use one of the formats listed below. Type an asterisk (*), the message key then transmit.

Cancel Article *XA(TRANSMIT)
Cancel Article (consecutively serialized) *XAA(TRANSMIT)

SCREEN FORMAT TO CANCEL A SINGLE ARTICLE RECORD:

```
#XA   NIC/_____ SER/***** OAN/ ,,,,,,,,,,,,,,  
OCA/===== DOC/_____
```

SCREEN FORMAT TO CANCEL CONSECUTIVELY SERIALIZED ARTICLES RECORD:

```
#XAA  NIC/_____ SER/*****  
OCA/===== DOC/_____
```

Procedure When A Single Article Record Is To Be Canceled - If the record was entered as a single article entry (message key EA) then it is to be canceled by using the XA screen format.

Procedure To Remove One Article In A Group Record - Whenever one article in a consecutively serialized group record is to be canceled, the cancel message must contain the message key "XAA". This message key will identify the record as part of a consecutively serialized group record. The record is to be identified with the NIC and SER of the item to be canceled. In the formatted screen, list the serial number again, then list the DOC. Note the repeated serial number is considered as one identifier.

Do not use the NIC and OCA to identify the record, as this will result in the entire group record being canceled.

Procedure When All Articles In Consecutively Serialized Records Are To Be Canceled - When all articles in a group are to be removed from file, the cancel message is to be placed on the entire group of articles. This message key will identify the record as a consecutively serialized group entry. Use the NIC and OCA fields to identify the group record, followed by the DOC. The group record to be canceled must be identified by two identifiers. The NIC and SER can be used. The lowest and highest serial numbers of the consecutively numbered group of items being canceled must be used. Where there are any breaks in the consecutive order of the serial numbers, separate cancel messages must be sent. However, it is recommended the NIC and OCA be used when the entire group record is to be canceled. The DOC field must be the current date.

Identification Of Group Record When Canceling More Than One, But Not All Articles - Items in a group record must be identified by the NIC and SER of the items being canceled. Lowest and highest serial numbers of the consecutively numbered items being canceled must be used. Where there are any breaks in the consecutive order of the serial numbers, separate cancel messages must be sent.

Do not use the NIC and OCA to identify the record, as this will result in the entire group record being canceled.

7.5.7 Inquiry

An inquiry on an article gives access to single as well as group records in the NCIC Article File.

The message key used for inquiry purposes is "QA" followed the article TYP field, and identifying number such as the SER or OAN. If the OAN is used in the inquiry, it is to be listed in the SER field, as there is no provision for OAN field inquiries. If both the SER and

OAN are used they are to be listed in the SER field and separated by a comma. NCIC will check both numbers as SER and OAN. Note: Your inquiry cannot contain a brand name.

Example - Article Record Inquiry:

```
QA.TYP/CPROJEC.SER/286921406,MD4443210(TRANSMIT)
```

Example - Positive Response - Article Record Inquiry:

```
OHOHP0000
MKE/STOLEN ARTICLES
ORI/MD1012600 TYP/CPROJEC BRA/E KODA MOD/32S DOT/110582
OCA/      2895 MIS/BLK CARRYING CASE
NIC/A000039206
ORI IS ANY CITY PD MD
SER/B286921404-B289621407
B286921409-B286921416
MKE/LOCATED ARTICLES 19981205 NB1977700  8462
SER/B286921408
MKE/LOCATED ARTICLES 19981205 MI0999900  4232
SER/B286921417-B286921418

WA1230000
IMMED CONFIRM HIT WITH ORI
```

Example - Negative Response - Article Record Inquiry:

```
OHOHP0000
NO RECORD SER-OAN/286921406 OR MD4443210 TYP/CPROJEC
```

Note: An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to recover an article.

When an agency received a record(s) in response to an NCIC inquiry, the whereabouts of the article inquired upon is known and the article inquired upon appears to be identical with one or more of the records, the agency who can seize the article must contact the ORI of each record which is possibly identical with the article in question to confirm the hit(s) prior to seizing the article.

When an agency received a record(s) in response to an NCIC inquiry and the whereabouts of the article inquired upon is *not* known, the hit(s) is not to be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the MIS field of a record, contact the ORI of the record and furnish details concerning the inquiry.

“To confirm the hit” means to verify the theft report is still outstanding and the article inquired upon is identical to the article described in the record. The entering agency is also to obtain information concerning return of the article to its rightful owner.

Following confirmation of a hit(s), any agency recovering an article indexed in NCIC must transmit a locate message for each record hit and confirmed with the ORI of the record.

This does not apply to the entering agency. See Section 7.5.4 for additional information on placing locate messages on NCIC Article File records.

7.6 SECURITIES

Serially numbered identifiable securities which have been stolen, embezzled, or counterfeited can be entered into file if a theft report is made. Securities for NCIC purposes are currency (Federal Reserve Note, Silver Certificate, U.S. Note, Canadian Notes, etc.), those documents or certificates which are generally considered to be evidence of debt (Treasury-issued bills, bonds, and notes; municipal and corporate bonds, debentures, other non-personal notes, etc.) or ownership of proper (common to preferred stock); documents which represent subscription rights (stock warrants, stock rights); and other types traded in securities exchanges in the United States, except for commodities futures.

In addition, the following items can be entered in the Securities File: Postal and other types of money orders, travelers checks, warehouse receipts, savings certificates, and interest coupons on stocks and bonds.

Items which do not meet criteria for entry in the Securities File are as follows: Personal notes; bank drafts; cashier's checks; bank officer's checks; certified checks; personal checks; company checks; U.S. Treasury checks and other types of government checks (state and local); lost or stolen credit cards; gold or silver coins, ingots, and medals; gift certificates; and savings and checking account passbooks. Serialized food coupons (stamps and books), and lottery tickets do not meet criteria for entry in the Securities File, but can be entered in the Article File.

7.6.1 How to Construct a Record

The maximum record size which can be entered into the NCIC Securities File (fields and characters) is listed in this section.

Insure all descriptive information called for by the record format is entered when the original entry is made.

Missing data, when obtained at a later time, is to be promptly added through the use of a modify message. The standard NCIC codes will be used. Refer to Part 6 of the NCIC Code Manual.

The following is a list of the fields used in the NCIC Securities File:

FIELD	CODE	CHARACTERS
Message Key	MKE.....	4
Originating Agency Identifier*	ORI.....	9
Type	TYP.....	2
Serial Number	SER.....	18
Denomination.....	DEN.....	9
Issuer	ISS.....	15
Owner.....	OWN.....	40
Social Security Number	SOC.....	9
Security Date.....	SDT.....	7
Date of Theft.....	DOT.....	6
Originating Agency Case Number.....	OCA.....	9
Miscellaneous	MIS.....	30
NCIC Number.....	NIC.....	10
Recovering Agency Case Number.....	RCA.....	9
Date of Cancel.....	DOC.....	6
Date of Record.....	DOR.....	6
Date of Locate.....	DOL.....	6
Locating Agency Case Number.....	LCA.....	9

*ORI will automatically be entered by the LEADS.

The NIC will be assigned by NCIC when the entry is accepted into their file.

Unrecovered, stolen, embezzled, or counterfeited securities records, except travelers checks and money orders, are retained in the NCIC Securities File for the balance of the year entered plus four years. Following this retention period, a Securities File record is automatically removed at the next Securities File purge.

The best source of information for entry of securities into NCIC is Part 6 of the NCIC Operating Manual.

7.6.2 Entries: Single Security & Consecutively Serialized Groups of Securities

Each LEADS terminal agency can initiate entries into the fields using the criteria set forth in the NCIC Operating Manual.

To facilitate the entry of security records into the NCIC files, a series of formatted screens is available. Fill each field in the formatted screen with complete information. The more information provided in the entry, the more likely it will generate a positive identification of

the security. Refer to Part 5 of the NCIC Code Manual for additional data to be inserted in the record, i.e., issuer, denomination, serial number construction, etc.

All required fields in the format are identified with a series of underscores (_). The other fields are to be used as needed. Be sure to follow the instructions for each consecutively serialized security function to insure proper identification of the security.

When the entry is accepted, you will receive an automatic reply from NCIC assigning the NIC to your entry.

These guidelines will apply to all securities entries. There are formatted screens for cancellations, clears, and locates. All modifications must be done manually. There are no formatted screens for modifications. To retrieve the formatted screen for making stolen securities entries use one of the formats listed below. Type an asterisk (*), the message key and transmit.

Stolen Security (single)	*ES(TRANSMIT)
Stolen Securities (consecutively serialized)	*ESS(TRANSMIT)

ENTRY FORMAT FOR A SINGLE STOLEN SECURITY RECORD:

```
#ES   TYP/___ SER/_____ DEN/_____  
ISS/_____  
SOC/_____ SDT/_____ DOT/_____ OCA/_____  
MIS/
```

ENTRY FORMAT FOR CONSECUTIVELY SERIALIZED STOLEN SECURITIES:

```
#ESS   TYP/___ SER/_____ DEN/_____  
ISS/_____  
SOC/_____ SDT/_____ DOT/_____ OCA/_____  
MIS/
```

The only differences between a consecutively serialized group of stolen securities entry and a single stolen securities entry are in the message key (ESS) and the insertion of the consecutive serial numbers in the SER field. The beginning and ending serial numbers of the sequence are entered with a hyphen separating the two numerical or alphabet sequences. NCIC will accept two serial numbers containing an equal number of characters, not exceeding 18 characters in each, when the numbers are separated by a hyphen and message key code ESS is used.

Example - NCIC Acknowledgment Single Security Record Entry:

```
OHOHP0000  
NIC/S178628481 SER/D83907078E
```

Example - NCIC Acknowledgment Consecutively Serialized Security Record Entry:

OHOHP0000
NIC/S179633578 SER/DD998888970-DD998888985

7.6.3 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 record.

Modifications are made by using either message key “MS”(single security record) or “MSS”(consecutively serialized securities record), followed by either the NIC and OCA or NIC and SER fields and the fields to be modified.

Whenever the serial numbers are used as an identifier for a consecutively serialized group record, the lowest and highest of all serial numbers appearing in the existing group record, including any numbers shown in a located status, must be used. You cannot modify the SER field on a consecutively serialized Securities File record. You must cancel the record and re-enter the correct information.

All modifications are to be made manually. There are no formatted screens for modifications.

Example - Modify Single Security Record:

MS.NIC/S178628481.OCA/3201.SER/D839070689 (TRANSMIT)

Example - Modify Consecutively Serialized Security Records:

MSS.NIC/S180195026.OCA/3199.ISS/1ST NAT C BK NY (TRANSMIT)

7.6.4 Locate

Any agency, except the entering agency, who recovers a security(s) which is indexed in NCIC, must place a locate message on the active record(s). When an agency receives a record or multiple records in response to an inquiry, the agency who can seize the stolen security(s) must contact the ORI of each record which is possibly identical with the security(s) in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the security. In the case of a group of consecutively serialized securities, once the group is located, it cannot be modified.

Three methods of locating consecutively serialized group records are available. These methods cover the following situations:

1. Recovery of all securities in a group record.
2. Recovery of more than one, but not all securities, in a group record.
3. Recovery of a single security in a group.

Formatted screens are available to place a locate on security(s) records. Certain combinations of the fields will generate a locate message.

The originating agency will be advised the ORI of the recovering agency when the locate message is processed. The originating agency is to evaluate the information received to determine if the record is to be cleared.

When the originating agency makes the recovery of the security(s) and/or the security(s) is no longer wanted, it is to be cleared from the files. Two locates placed on any one record will automatically remove the record from the files.

Locate Security	*LS(TRANSMIT)
Locate Securities (consecutively serialized)	*LSS(TRANSMIT)

SCREEN FORMAT TO PLACE A LOCATE ON A SINGLE SECURITY RECORD:

```
#LS   NIC/***** SER/+++++ OCA/_____
DOL/_____ LCA/
.
```

SCREEN FORMAT TO PLACE A LOCATE ON CONSECUTIVELY SERIALIZED SECURITIES:

```
#LSS  NIC/***** SER/+++++ OCA/_____
DOL/_____ LCA/
.
```

Locate Procedure When A Single Security File Record Has Been Recovered - If the record was entered as a single security record (message key ES) the locate is to be placed on the record by using the LS formatted screen. The record is to be identified by the NIC and OCA or SER and OCA followed by the DOL. The locating agency case number (LCA) is optional.

Locate Procedure When One Security In A Group Record Has Been Recovered - Whenever one security in a consecutively serialized group record is recovered, the locate must be placed on the recovered security by using the message key "LSS". This message key will identify the record as part of a consecutively serialized group record. The record is to be identified with the SER and OCA of the item located. In the formatted screen, list the serial

number followed by a hyphen and repeat the serial number. Note the repeated serial number is considered as one identifier.

Do not use the NIC and OCA to identify the record, as this will result in the locate message applying to the entire group of securities.

Locate Procedure When All Securities In Consecutively Serialized Record Are

Recovered - When all securities in a group entry are recovered, the locate message is to contain information on all securities in the record. The record is to be identified with the NIC and OCA or SER and OCA. The lowest and highest serial numbers of the consecutively numbered group of the recovered items must be used. This procedure can be used even if there are breaks in the consecutive order of the security numbers. When the locate message is placed on all items listed in the record, the NIC and OCA contained in the record are to be listed to insure placement of the locate on all items in the record.

Locate Procedure When More Than One, But Not All Securities In A Group Record, Are

Recovered - When several, but not all, securities in a consecutively serialized record are recovered, the locate must be placed on the recovered securities. This can be accomplished by using the message key "LSS" and listing the consecutive serialized numbers of the recovered items. This message key will identify the record as a consecutively serialized group record. The record is to be identified by the SER and OCA of the items located, followed by the DOL and LCA. The lowest and highest serial numbers of the recovered consecutively numbered items must be used. Where there are breaks in the consecutive order of serial numbers, separate locate messages must be sent. Do not use the NIC and OCA to identify the record, as this will result in the locate message applying to the entire group of securities.

7.6.5 Clear

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

1. Agency recovering the security(s) is the agency who entered the record.
2. Agency who entered the record is officially advised another agency has recovered the security(s) and placed a locate message on the record.

More than one clear message must be sent if the same recovery information is not applicable to all securities being cleared in a group record. This ensures recovery information for each security will be accurate. For example, if one of three stolen securities was recovered by an agency other than the originating agency on one day, and the other two articles were recovered by the originating agency on a different date. In this case, two clear messages must be sent.

When it is determined the wanted security(s) record is invalid, and/or no longer wanted by your agency, the record is to be removed by use of a "Cancel", see Section 7.6.6 of this manual.

Formatted screens are available to clear a record in the NCIC Securities File. Certain combinations of the fields will generate the removal of the record.

Remember to use the correct message key contained in your original entry to clear the record (either CS or CSS). See the instructions for clearing consecutively serialized records in this section.

SCREEN FORMAT MESSAGE KEY TO CLEAR SECURITY RECORDS:

Clear Security	*CS(TRANSMIT)
Clear Securities (consecutively serialized)	*CSS(TRANSMIT)

SCREEN FORMAT TO CLEAR A SINGLE SECURITY RECORD:

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

SCREEN FORMAT TO CLEAR CONSECUTIVELY SERIALIZED SECURITIES:

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

Procedure When A Single Security Record Is To Be Cleared - If the record was entered as a single security (message key ES) then it is to be cleared by using the CS formatted screen. List the NIC and OCA or SER and OCA.

Procedure To Clear One Security In A Group Record - Whenever one security in a consecutively serialized group record is to be cleared, the clear message must contain the message key "CSS". This message key will identify the record as part of a consecutively serialized group record. The record is to be identified with the SER and OCA of the item to be cleared. IN the formatted screen, list the serial number followed by a hyphen and repeat the serial number again. Then list the DOR, the ORI and RCA of the recovering agency (optional field). Note the repeated serial number is considered as one identifier. Do not use the NIC and OCA to identify the record, as this will result in the entire group record being cleared.

Procedure When All Securities In A Consecutively Serialized Record Are Removed - When all securities in a group are recovered, the clear message is to be placed on the entire group of securities. This can be accomplished by using the message key "CSS". This message key will identify the record as a consecutively serialized group record. Use the NIC and

OCA fields to identify the record as a consecutively serialized group record. Use the NIC and OCA fields to identify the group record, followed by the DOR, the locating agency's ORI and LCA (optional field). You must use the lowest and highest serial numbers of consecutively numbered securities to be cleared. This procedure can be used even if there are breaks in the consecutive order of the serial numbers.

If the agency who entered the record recovers the securities, only the DOR (which cannot be prior to the date of theft) must be entered following the two record identifiers.

If an agency other than the entering agency recovers the securities, utilization of the following procedures will insure the cleared record contains complete recovery data (DOR, recovering agency's ORI, and RCA).

1. If the record being cleared is in a located status (MKE/LOCATED SECURITIES), only the DOR must be entered following the two record identifiers.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITIES), the DOR followed by the locating agency's ORI, and the LCA in order without field codes must be entered after the two record identifiers.

Identification Of A Group Record When Clearing More Than One, But Not All, Securities - Items in a group record must be identified by the SER and OCA of the items being cleared. Lowest and highest serial numbers of the consecutively numbered items being cleared must be used. Where there are breaks in the consecutive order of the serial numbers, separate clear messages must be sent. Do not use the NIC and OCA to identify the record, as this will result in the entire group record being cleared.

7.6.6 Cancel

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

More than one cancel message must be sent if more than one, but not all, records in a consecutively serialized group of securities is to be canceled from the file.

Formatted screens are available to cancel a record in the NCIC Securities File. Certain combinations of the fields will generate the cancellation of the record.

SCREEN FORMAT MESSAGE KEYS TO CANCEL SECURITY RECORDS:

Cancel Security	*XS(TRANSMIT)
Cancel Securities (consecutively serialized)	*XSS(TRANSMIT)

SCREEN FORMAT TO CANCEL A SINGLE SECURITY RECORD:

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

SCREEN FORMAT TO CANCEL CONSECUTIVELY SERIALIZED SECURITIES:

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

Procedure When A Single Security Record Is To Be Canceled - If the record was entered as a single security record (message key ES) it is to be canceled by using the XS formatted screen. The record is to be identified by either NIC and OCA or SER and OCA.

Procedure To Cancel One Security In A Group Record - When one security in a consecutively serialized group record is to be canceled, the cancel message must contain the message key "XSS". This message key will identify the record as a part of a consecutively serialized group entry. The record is to be identified with the NIC and SER of the item to be canceled. In the formatted screen, list the serial number followed by a hyphen and repeat the serial number, then the DOC. Note the repeated serial number is considered as one identifier.

Do not use the NIC and OCA to identify the record, as this will result in the entire group record being canceled.

Procedure When All Securities In Consecutively Serialized Record Are To Be Canceled - When all securities in a group are to be removed from file, the cancel message is to be placed on the entire group of securities. This can be accomplished by using the message key "XSS". This message key will identify the record as a consecutively serialized group record. Used the NIC and OCA to identify the group record, followed by the DOC. The group record to be canceled must be identified by two identifiers, the NIC and OCA. The lowest and highest serial numbers of the consecutively numbered group of securities being canceled must be used. Where there are breaks in the consecutive order of the serial numbers, separate cancel messages must be sent. It is recommended the NIC and OCA be used when the entire group record is to be canceled. The DOC field must be the current date.

Identification Of Group Record When Canceling More Than One, But Not All, Securities - Items in a group record must be identified by the SER and OCA of the securities being canceled. Lowest and highest serial numbers of the consecutively numbered items being canceled must be used. Where there are breaks in the consecutive order of the serial

numbers, separate cancel messages must be sent. Do not use the NIC and OCA to identify the record, as this will result in the entire group record being canceled.

7.6.7 Inquiry

An inquiry on a security gives access to single as well as group records in the NCIC Securities File.

The message key used for inquiry purposes is "QS" followed by the TYP, SER and DEN. ISS is to be included for securities other than U.S. Treasury issues and currency. When all of this information is not available, an inquiry can be made by owner and type, owner name and OCA, or by social security number only. Inquiries can be made using the NIC only, if available. "Bearer", "blank", "unknown", and "unk", and "unkn" are not to be used as names of owners for purposes of inquiry. Such inquiries will be rejected.

Example - Security Record Inquiry:

```
QS.TYP/BD.SER/DD99888978.DEN/1000.ISS/CON EDISON(TRANSMIT)
```

Example - Positive Response - Security Record Inquiry:

```
OHOHP0000
MKE/STOLEN SECURITY
ORI/MD1012600 TYP/BD SER/      D30232 DEN/      1000
ISS/CON EDISON OWN/POWELL, JOSEPH SDT/M100480 DOT/120582
OCA/ 2460
MIS/4-75 INT-LARCENY E W STONE
NIC/S178628175
ORI IS ANY CITY PD MD
SER/DD99888977-DD99888978
DD-99888982-DD99888983
```

```
OHOHP0000
MKE/LOCATED SECURITIES 19981205 NB1977700 9472
SER/DD99888984-DD99888985
IMMED CONFIRM RECORD WITH ORI
```

Example - Negative Response - Security Record Inquiry:

```
OHOHP0000
NO RECORD SER/DD99888978 TYP/BD DEN/1000
```

Note: An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate ground to recover a security.

When an agency receives an active record(s) in response to an NCIC inquiry, the whereabouts of the security(s) inquired upon is known and appears to be identical with one or more of the records, the agency who can seize the security must contact the ORI of each

record which is possibly identical with the security in question to confirm the hit(s) prior to seizing the security.

“To confirm the hit” means to verify the theft report is still outstanding and the security inquired upon is identical to the security described in the record and obtain information concerning return of the security to its rightful owner.

Following confirmation of a hit(s), any agency recovering an article indexed in NCIC must transmit a locate message for each record hit and confirmed with the ORI of the record. *This does not apply to the entering agency.* See Section 7.6.4 for additional information on placing locate messages on NCIC Securities File records, and the NCIC Operating Manual, Part 6.

7.7 WANTED, MISSING AND UNIDENTIFIED PERSONS

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

Section 6 of this manual outlines the procedures for entering, adding warrants and alias information, clearing, canceling, locating, modifying and inquiry functions. All formatted screens for wanted and missing persons can be found in Section 6.

Wanted Persons records containing a Felony Class Code (CLA) of :FW” with a PUR of 1 and all missing persons records will automatically be entered into the NCIC Wanted Persons File by the LEADS.

The criteria for making wanted persons entries into NCIC are:

1. An individual for whom a Federal warrant is outstanding.
2. An individual for whom a felony or serious misdemeanor warrant is outstanding.
3. Probation and parole violators meeting the criteria in number 1 or 2 above can be entered.
4. Any juvenile meeting the criteria in number 1 or 2 above can be entered provided he/she will be tried as an adult for the charges against him/her.

The criteria for making missing persons entries into NCIC are:

1. A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.

2. A person of any age who is missing and in the company of another person under circumstances indicating his/her physical safety is in danger.
3. A person of any age who is missing under circumstances indicating the disappearance was not voluntary, i.e., abduction or kidnapping.
4. A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in 1, 2, or 3 above.

Before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, extradition will be authorized if the individual is located in another state. For NCIC purposes, extradition is the surrender by one state 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 the wanted person will *not* be extradited, individual's record must not be entered in NCIC. Such records are to be placed in the MIS field of the record.

For *example*:

EXTR ADJACENT STATES ONLY
EXTR WEST OF MISS ONLY
EXTR WITHIN 1000 MILES ONLY

Special Note: The LEADS Warrants and Wanted Persons File and the NCIC file contain data which has been entered by law enforcement agencies. Responses received are based on the stored information entered, and will be very accurate. However, there are bound to be at least a few inaccuracies in these or any files maintained by many people. Officers contemplating an arrest based on this information are to apply good judgment. In addition, it is necessary to CONFIRM ALL HITS WITH THE ORIGINATING AGENCY.

Follow the information outlined in Section 6 of this manual for complete wanted, missing and unidentified persons information.

7.8 HIT CONFIRMATION

To assist recovering agencies in verifying records, provide users with a standardized hit confirmation transaction, and streamline system traffic, a Hit Confirmation format is available. Use of this format will help the recovering agency to verify the record, and outline the disposition of the property. You must confirm the entry before sending the locate message. Section 6.5 of this manual outlines the Hit Confirmation Format procedure.

7.9 PROTECTION ORDER FILE

NCIC's Protection Order File (POF) design allows for record entry, modification, cancellation, inquiry, supplemental entry, and supplemental cancellation.

7.9.1 Entries

The POF entry screen is shown below. To retrieve the formatted screen, enter EPO . or EPOC . and transmit.

Example of a formatted entry screen using the EPO . message key:

```
EPO.*                *** PROTECTION ORDER FILE - ENTRY ***
LAST NAME/ _____ FIRST NAME/ _____ MI/.  TITLE/...
SOC/,,,,, DOB/,,,,, FBI/,,,,, MNU/,,,,,
  PHYSICAL DESCRIPTION:
HGT/___ WGT/___ HAI/*** EYE/*** RAC/_ SEX/_ POB/..
SKN/... SMT/..... FPC/*****
  LICENSE-VEHICLE INFORMATION:
OLN/***** OLS/** OLY/**
LIC/+++++++ LIS/++ LIY/++ LIT/++
VIN/===== VYR/== VMA/==== VMO/   VST/== VCO/   /
  ORDER INFORMATION:
CASE/ORDER NUMBER/***** CONDITIONS/_ NOTIFY AGENCY/.
ORI/***** OCA/***** COURT ORI/_____
ISSUE DATE/_____ EXPIRATION DATE/_____ BRADY INDICATOR/_
  PROTECTED PERSON INFORMATION:
LAST NAME/..... FIRST NAME/..... MI/.  TITLE/...
DOB/..... RAC/.  SEX/.

MIS/*****
*****
*****
*****
```

7.9.2 Mandatory Fields and Transmission of the Entry Screen

The mandatory fields for entering a protection order are:

ORI
LAST NAME – Pertains to the subject of the order, not the protected person.
FIRST NAME – Pertains to the subject of the order, not the protected person.
SEX
RAC
CONDITIONS
COURT IDENTIFER
EXPIRATION DATE
ISSUE DATE
BRD

The record must also contain either the ORDER NUMBER or OCA field.
Once these mandatory fields are met, the record must contain at least one of the following numeric identifiers:

DOB
FBI
MNU
SOC
OLN (OLN, OLS, OLY)
LIC (LIC, LIS, LIY, LIT)
VIN (VIN, VYR, VMA, VST)

Once the screen has been filled out with the appropriate information it can be transmitted. If an error exists, the screen will be redisplayed and the field(s) in error will blink. An error message will be displayed at the bottom of the screen giving a brief description of the error. Correct the blinking field(s) and re-transmit.

After the entry is made, the data will be stored in the NCIC files only. The record will not be stored in the LEADS files. A response from NCIC will verify the record entry and also provide a NIC number to the operator.

7.9.3 Cancellation

The cancel procedure is used to cancel active protection order records. The record to be cancelled may be identified by NAM and NIC; NAM and OCA; or NAM and PNO (Protection Order Number). To retrieve the cancel screen, enter XPO. and transmit.

Example of the protection order cancel screen:

```
XPO.*                *** PROTECTION ORDER FILE - CLEAR/CANCEL ***  
  
PRIMARY KEY:  
  
    NAM/.....  
  
SECONDARY KEYS (SELECT ONLY ONE) :  
  
    NIC/*****  
    OCA/*****  
    CAS/PNO/*****  
  
DATE OF CANCELLATION:  
  
    DOC/021201
```

Note: The DOC (Date of Cancellation) field is pre-filled with the current date. If this date is not correct, the operator can type over this date to put in the correct date.

Once the screen has been filled out with the appropriate information it can be transmitted. If an error exists, the screen will be redisplayed and the field(s) in error will blink. An error message will be displayed at the bottom of the screen giving a brief description of the error. Correct the blinking field(s) and re-transmit.

7.9.4 Modify

The modify function may be used to add, delete, or change data within a protection order entry. The records to be modified may be identified by NAM and NIC; NAM and OCA; or NAM and PNO. The fields to be modified will then follow the two record identifiers. Each field to be modified must be preceded by a field header and a slash. There is no formatted screen for the modify procedure.

```
MPO.NAM/<nam>.NIC/<nic>.XXX<xxx> (TRANSMIT)           or  
MPO.NAM/<nam>.OCA/<oca>.XXX<xxx> (TRANSMIT)           or  
MPO.NAM/<nam>.PNO/<pno>.XXX<xxx> (TRANSMIT)
```

To add or change data in a protection order record, enter the corresponding three character field key followed by a slash (/). Then enter the data you wish to add or change. To delete a field, enter the corresponding three character field key followed by a slash (/). Do not enter any data following the slash. This will delete the field from the record.

If a protection order record has supplemental entries for a given field and the base field is deleted, the first supplemental entry will move up to the base record.

7.9.5 Inquiry

The inquiry procedure will result in a search of the POF records. An inquiry may be initiated using NIC only, NAM and OCA, NAM and PNO, NAM and another numeric identifier, or PPN and PPB (Protected Person Name and Protected Person Date of Birth). An inquiry will search both the active and inactive records.

Use the following for an inquiry:

PO.NIC/<nic>(TRANSMIT)	or
or NAM/<nam>.OCA/<oca>	or
PNO/<pno>	or
DOB/<dob>	or
SOC/<soc>	or
FBI/<fbi>	or
MNU/<mnu>	or
OLN/<oln>	or
LIC/<lic>	or
VIN/<vin>	

The message keys QV, QW, ZV and ZW will all cross-check the POF. QW and QV inquiries may also be made using the PPN and PPB fields. If you use the PPN and PPB fields in an inquiry, put the PPN information following the NAM/ header and the PPB information following the DOB/ header.

7.9.6 Supplemental Entry

Each POF record may have supplemental data added to it. To retrieve the formatted screen enter ENPO . and transmit.

Example of the formatted screen for supplemental entry to a POF record:

```
ENPO.*                *** PROTECTION ORDER FILE - SUPPLEMENTAL ENTRY ***
NAM/.....            NIC/*****
OCA/*****          PNO/*****
  SUPPLEMENTAL NAME INFO:
AKA/.....            DOB/_____
AKA/.....            DOB/_____
AKA/.....            DOB/_____
  SUPPLEMENTAL NUMBER INFO:
SOC/_____          MNU/*****          SMT/.....
SOC/_____          MNU/*****          SMT/.....
  SUPPLEMENTAL LICENSE-VEHICLE INFO:
OLN/*****          OLS/** OLY/**
OLN/*****          OLS/** OLY/**
LIC/+++++++ LIS/++ LIY/++ LIT/++
LIC/+++++++ LIS/++ LIY/++ LIT/++
VIN/=====          VYR/== VMA/===== VMO/   VST/== VCO/   /
VIN/=====          VYR/== VMA/===== VMO/   VST/== VCO/   /
  SUPPLEMENTAL PROTECTED PERSON INFO:
PPN/.....            PPB/_____          PPR/.   PSX/.   PCO/___
```

When entering supplemental data, the base record must be identified by NAM and NIC, NAM and OCA or NAM and PNO. Up to nine supplemental fields may be entered at one time. The following fields, or combination of fields, count as one field:

AKA
DOB
SOC
MNU
SMT
OLN, OLS, OLY
LIC, LIS, LIY, LIT
VIN, VYR, VMA, VMO, VST, VCO
PPN, PPB, PPR, PSX
PCO

(Note: The VMO, VCO, PSX and PPR are not required but should be entered if known.)
Supplemental data may not be entered for a field that is not already on the base record. The field must exist on the base record in order for supplemental data to be entered. You may enter a maximum of 99 identifiers for the AKA field; 9 identifiers for the DOB, SMT, MNU and SOC fields; 9 identifiers for the OLN, OLS, OLY data set; 9 identifiers for the LIC,

LIS, LIY, LIT data set; 9 identifiers for the VIN, VYR, VMA, VMO, VST, VCO data set; 9 identifiers for the PPN, PSX, PPR, PPB data set; and 7 identifiers for the PCO field.

7.9.7 Supplemental Cancel

The supplemental data that is added to a POF record can also be canceled. To retrieve the formatted screen, enter XNPO . and transmit.

Example of the formatted screen for cancellation of a supplemental entry to a POF record:

```
XNPO.*          *** PROTECTION ORDER FILE - SUPPLEMENTAL CANCEL ***
NAM/.....      NIC/*****
OCA/*****     PNO/*****
  SUPPLEMENTAL NAME INFO:
AKA/.....      DOB/_____
AKA/.....      DOB/_____
AKA/.....      DOB/_____
  SUPPLEMENTAL NUMBER INFO:
SOC/_____     MNU/*****     SMT/.....
SOC/_____     MNU/*****     SMT/.....
  SUPPLEMENTAL LICENSE-VEHICLE INFO:
OLN/*****     OLS/**  OLY/**
OLN/*****     OLS/**  OLY/**
LIC/+++++++    LIS/++  LIY/++  LIT/++
LIC/+++++++    LIS/++  LIY/++  LIT/++
VIN/=====    VYR/==  VMA/====  VMO/    VST/==  VCO/    /
VIN/=====    VYR/==  VMA/====  VMO/    VST/==  VCO/    /
  SUPPLEMENTAL PROTECTED PERSON INFO:
PPN/.....      PPB/_____  PPR/.  PSX/.  PCO/___
```

When canceling supplemental data, the base record must be identified by NAM and NIC, NAM and OCA or NAM and PNO. Up to nine supplemental fields may be canceled at one time. The following fields, or combination of fields, count as one field:

- AKA
- DOB
- SOC
- MNU

SMT
 OLN, OLS, OLY
 LIC, LIS, LIY, LIT
 VIN, VYR, VMA, VMO, VST, VCO
 PPN, PPB, PPR, PSX
 PCO

7.9.8 Protection Order Field Definitions

Field	Length	Description
BRD	01	Brady Indicator. Must be Y or N.
COURT IDENTIFIER	09	ORI of the court that issued the Protection Order.
DOB (ordered subject's)	08	Date-of-birth. In ccyyymmdd format.
EXPIRATION DATE	06	Date the Protection Order expires. In ccyyymmdd format. Year must be equal to or later than year of entry. Must be later than ISSUE DATE. NONEXP may be entered for non-expiring orders.
EYE	03	Eye color. (See NCIC Code Manual).
FBI	09	FBI Number
FPC	20	Fingerprint classification. (See NCIC Code Manual).
HAI	03	Hair color. (See NCIC Code Manual).
HGT	03	Height. In feet and inches format. Cannot be less than 400 or greater than 711.
ISSUE DATE	06	Date the Protection Order was issued. Cannot be greater than current date.
LIC	08	License plate number.
LIS	02	License plate state. (See NCIC Code Manual).
LIT	02	License plate type. (See NCIC Code Manual).
LIY	02	License plate year of expiration. Many contain NX for non-expiring.

(cont'd. on the next page)

Field	Length	Description
MIS	250	Miscellaneous. Must not be blank when VMA is AERO, ATV, CYCL, SPEC, TRLR or TRUK. Must contain explanation for caution if EPOC is used. Must contain explanation if PCO is 08.
MNU	15	Miscellaneous number.
LAST NAME	14	Subject's last name.

FIRST NAME	12	Subject's first name.
MI	01	Middle initial.
TITLE	03	Title.
NIC	10	NCIC Number.
NOTIFY AGENCY	01	This field, if marked, will send an unsolicited message to the originating agency any time there is a hit on the record.
OCA	09	Originating agency case number.
OLN	20	Operator's license number.
OLS	02	Operator's license state.
OLY	02	Operator's license year of expiration. Use NX for non-expiring.
ORI	09	Originating agency identifier.
CONDITIONS	02	Protection Order conditions. Must be 01 through 08.
ORDER NUMBER	15	Protection Order number. Hyphens are allowed.
POB	02	Place of birth.
DOB	08	Protected person's date of birth. In ccyyymmdd format.
LAST NAME	14	Protected person's last name.
FIRST NAME	12	Protected person's first name.
MI	01	Protected person's middle initial.
TITLE	03	Protected person's title.
RAC	01	Protected person's race. (See NCIC Code Manual).
SEX	01	Protected person's sex. (See NCIC Code Manual).
RAC	01	Ordered person's race. (See NCIC Code Manual).
SEX	01	Ordered person's sex. (See NCIC Code Manual).
SKN	03	Skin tone. (See NCIC Code manual).
SMT	10	Scars, marks and tattoos. (See NCIC Code Manual).
SOC	09	Social security number.

(cont'd on the next page)

Field	Length	Description
VCO	07	Vehicle color. (See NCIC Code Manual).
VIN	20	Vehicle identification number.
VMA	04	Vehicle make. (See NCIC Code Manual).
VMO	03	Vehicle model. (See NCIC Code Manual).
VST	02	Vehicle style. (See NCIC Code Manual).
VYR	02	Vehicle year.

WGT

03 Weight. Must be greater than 050 and less than 500.

7.9.9 Protection Order Conditions

PCO Code Terms and Conditions

- 01 The subject is restrained from assaulting, threatening, abusing, harassing, following, interfering, or stalking the protected person and/or child of the protected person.
- 02 The subject shall not threaten a member of the protected person's family or household.
- 03 The protected person is granted exclusive possession of the residence or household.
- 04 The subject is required to stay away from the residence, property, school or place of employment of the protected person or other family or household member.
- 05 The subject is restrained from making any communication with the protected person, including but not limited to, personal, written or telephone contact, or their employers, employees or fellow workers, or others with whom the communication would be likely to cause annoyance or alarm the victim.
- 06 The subject is awarded temporary custody of the children named.
- 07 The subject is prohibited from possessing and/or purchasing a firearm or other weapon.
- 08 See the Miscellaneous Field for the comments regarding the specific terms and conditions of the order.

7.10 DEPORTED FELON FILE (DFF)

Based on a request from the Immigration and Naturalization Service (INS), the CJIS Advisory Policy Board (Board) recommended a file be implemented to identify deported criminal/aggravated felon aliens. The Board reviewed a proposed file design, and in the interest of officer safety, recommended the File be implemented at the earliest possible date. The FBI Director approved the implementation of the Deported Felon File (DFF), the Attorney General concurred with the Director's approval, and the CJIS Division notified interested Congressional oversight committees. The CJIS Staff finalized the design, and the DFF was implemented on February 4, 1996.

The DFF will contain records on criminal aliens who have been deported for drug trafficking, firearms trafficking, and serious violent crimes in the event they might re-enter the United States without permission. These criminal aliens who have been deported and

re-enter the United States without permission are in violation of Title 8, Section 1326, U.S. Code, which carries a fine of up to \$250,000 and incarceration of up to 20 years.

Hits on the DFF will provide immediate on-line dissemination of accurate documented criminal history information advising of persons who are criminal aliens and have previously been deported. This information in "hot" file format will be available 24 hours a day in response to inquiries by law enforcement on persons with whom they are in contact. Officer safety will be enhanced by identifying suspected criminal illegal aliens. The File will benefit not only the criminal justice community but also the general public by the removal of convicted aliens who are in the country illegally. Hits on the File will have the potential of increasing the number of apprehensions of deported felons. INS hopes to deter illegal re-entry through identification and prosecution of these aliens who re-enter the United States.

At the end of one (1) year, INS, the Board, and the FBI will evaluate the File's usage to determine the number of hits and subsequent prosecutions.

7.10.1 Criteria for Entry

INS Headquarters will be the only agency authorized to enter and maintain records in the DFF. Before any record is entered into the File, an alien must meet the following criteria:

1. Must be convicted felon who has been deported for drug trafficking, firearms trafficking, or serious violent crimes; and
2. Must be a citizen and/or national of a contiguous territory (Canada and Mexico) or an adjacent island (Barbados, Bermuda, Cuba, Dominican Republic, Haiti, Jamaica, Martinique, Saint Pierre and Miquelon, the Bahamas, the Windward and Leeward Islands, Trinidad and Tobago, and other British, French, and Netherlands territories and possessions in or bordering the Caribbean Sea.

Vehicle and/or license data may be entered as part of the deported felon record if INS has reasonable grounds to believe the record subject may be operating a particular vehicle or a vehicle bearing a particular license. There will be no \$.8. Program message (see the NCIC Operating Manual for the description of the \$.8. message) sent to the state of registry as the result of vehicle or license plate data in a DFF record.

7.10.2 Retention Period for a DFF Record

A DFF record will remain on file until such time as INS Headquarters takes action to remove it.

7.10.3 Inquiries

Any on-line inquiry using the Message Keys (MKE) QW, ZW, QV, and ZV will result in the automatic cross-search of the DFF. Any “hot” file person or vehicle entry or modification of certain data elements (i.e., searchable) will result in the automatic cross-search of the DFF.

Each record response will be distinguished by caveats preceding and following the record, a unique message key translation, a special Offense (OFF) Field code translation, and an NCIC Number (NIC) which begins with “N”. In a positive response, Missing Person, Vehicle, and Wanted Person File records will appear first but in any order. Next, Bureau of Alcohol, Tobacco and Firearms Violent Felon File (VFF), Violent Gang and Terrorist Organizations File (VGTOF), and DFF records will appear in any order. Any U.S. Secret Service Protective File records will appear last.

Example of a DFF Inquiry:

QW.NAM/SMITH JOHN.SEX/M.RAC/W.DOB/19510101 (TRANSMIT)

Example of a Positive Response:

QW.OHOHP0099.NAM/RECORD,TEST.SEX/M.RAC/W.DOB/19540721
SENT TO NCIC
NIF W & W
FOR SOUNDEX HITS ON NAM/RECORD,TEST
ENTER SAME INQUIRY WITH.QCT/SDX000
FROM NCIC

OHOHP0099
* * * * *

WARNING - SUBJECT OF NIC/N307770847 IS A PREVIOUSLY DEPORTED CRIMINAL ALIEN. FEDERAL LAW 8 USC 1252C PROVIDES, IF PERMITTED BY STATE AND LOCAL LAW, A STATE OR LOCAL LAW ENFORCEMENT OFFICIAL MAY ARREST AND DETAIN THE SUBJECT BUT ONLY AFTER THE ALIEN'S STATUS IS CONFIRMED WITH INS. IF PERMITTED WITHIN YOUR JURISDICTION, OR IF SUBJECT HAS BEEN ARRESTED OR DETAINED ON OTHER GROUNDS, CONTACT (202) 555-5555 TO CONFIRM HIT. IF SUBJECT IS BEING RELEASED, OBTAIN ADDRESS, VEHICLE, LICENSE, AND ANY OTHER DOCUMENT INFORMATION AND FORWARD TO INS VIA NLETS OR AT ORI USINS0000.

MKE/DEPORTED FELON
ORI/USINS0000 NAM/SMITH, JOHN SEX/M RAC/W POB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO SKN/DRK
SMT/SC LF ARM
SOC/777010000
OFF/SUBJECT IS A DEPORTED CRIMINAL /AGGRAVATED FELON
OCA/ASD1234-T MIS/KNOWN AS JOHNNY BOY
ORI IS US IMMIGRATION AND NATURALIZATION HDQTRS WASHINGTON DC 202 555-5555
NIC/N307770847 DTE 19980605 0000 EDT
*****THIS RECORD MAY BE ONLY USED BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
*****END OF DEPORTED FELON FILE RESPONSE*****

7.10.4 Procedures for Handling a Hit

An officer who receives a DFF record on an individual must proceed as follows:

1. If the inquiry was made on an individual under routine conditions/circumstances (traffic stop, etc.), the individual should not be detained based solely on this notification. If the encountering agency has no other reason for detaining the individual, the agency should get all pertinent information (subject's address, vehicle and license information, and any other document [identifying] information) relating to the individual and forward this information to INS via NLETS.
2. If the inquiry was made on an individual who has been arrested or detained on other charges, the agency should notify the INS Command Center at (202) 616-5000 to establish the identity of the subject. Once the INS has been notified the previously deported criminal alien has returned to

the United States, INS will respond immediately by sending INS personnel to interview the subject. If the criminal alien has not received permission to return, the INS, in conjunction with the U.S. Attorney's Office, will be committed to the prosecution.

7.10.5 Quality Assurance

INS Headquarters will be responsible for determining the persons on whom to enter a deported felon record. INS Headquarters will also determine when to remove a record. There will be no automatic purge of the INS File and no locating of records. INS will validate records for accuracy and validity according to the established validation schedule of 60-90 days after entry and every year thereafter.

7.10.6 Response Caveats

Caveats will be part of a positive response to distinguish a deported felon record from a wanted person record which is supported by a warrant issued by an independent magistrate. A caveat before the record will warn against action based on the positive response alone.

Since the DFF record will contain criminal history information in "hot" file format, it is subject to dissemination restrictions. A caveat at the end of a record response will emphasize to record recipients, (audit trail) and the record may be disseminated to only criminal justice agencies for criminal justice purposes.

7.10.7 Logging, Security and Confidentiality, Hit Confirmation, and Dissemination

LOGGING

DFF records will contain criminal history information. This information **must** be accorded the same security measures as set out in the *NCIC Security Policy*, June 3, 1992. These transactions are not required to be logged on the manual log sheets, they are recorded on the tape logs maintained at LEADS.

SECURITY

One of the objectives of the DFF is officer safety. Therefore, when an officer determines there is an immediate need for this information to further an investigation or there is a situation affecting the safety of an officer or the general public, then details of criminal history record information from the DFF record may be transmitted over audio response terminals and radio devices. These devices may be digital or voice.

HIT CONFIRMATION

Standard hit confirmation procedures shall be followed. The requesting agency must determine the priority, Urgent or Routine, for the DFF hit confirmations.

DISSEMINATION

The DFF information is for the exclusive use of criminal justice agencies for criminal justice purposes. In no case, should information from these files be disseminated to any non-criminal justice agency.

7.11 VIOLENT GANG AND TERRORIST ORGANIZATION FILE (VGTOF)

BACKGROUND

The Violent Gang and Terrorist Organizations File (VGTOF) has been designed to provide identifying information about violent criminal gangs and members of those gangs and terrorist organizations and members of those organizations to law enforcement personnel. This information will serve to warn law enforcement officers of the potential danger posed by violent individuals and will promote the exchange of information about these organizations and members to facilitate criminal investigations.

Because VGTOF information is based, in part, on investigative information not previously subject to independent, judicial review, strict adherence to policy on the security, use, and dissemination of VGTOF information is necessary.

7.11.1 Security

VGTOF information is exclusively for the use of criminal justice agencies for criminal justice purposes. In no case, should VGTOF information be disseminated to any non-criminal justice agency.

The security measures to be accorded criminal history record information as set out in the NCIC Security Policy (approved by the NCIC Advisory Policy Board, 6/3/92) should be followed with respect to the VGTOF and the information contained therein.

7.11.2 General Description

The VGTOF is composed of two major components or “capabilities,” both intended to accomplish the two major goals of the File: promoting the identification of groups and group members and facilitating the exchange of information about these groups and members.

The Group Member Capability (GMC) will provide information in a format similar to Wanted Person File records about individual members of gangs or terrorist organizations. This capability will be accessed by individual VGTOF inquiry, by automatic cross-search with every Wanted Person, Missing Person, Violent Felon, or Secret Service Protective File (QW) inquiry (or any related transaction such as an entry, which acts as an inquiry), and/or by off-line search transaction.

The Group Reference Capability (GPC) will provide information about gangs or terrorist organizations. This capability will be accessed by individual VGTOF inquiry and/or by off-line search transaction.

7.11.3 Group Reference Capability (GRC) - General

The GRC will enable the on-line entry and retrieval of qualifying gangs and terrorist organizations by group and subgroup name. Though searchable by either group or subgroup, it is anticipated the search by group will yield results unlikely to be specific enough for practical use. While providing limited group identifying information, the main feature of the GRC will be to identify those agencies which are willing to provide more detailed information on a particular gang or terrorist organization. For this reason, multiple agencies may be listed as references in a single record.

Entry of a gang or terrorist organization member in the Group Member Capability (discussed in 8.26.) is predicated on the entry or pre-existence of a GRC record for the group to which the member belongs.

7.11.3.1 GRC - Criteria for Entry

Two different kinds of organizations, street gangs or terrorist organizations, both of a violently criminal nature, can be entered in the GRC. Despite the definitional difference reflected by the entry criteria and by message keys, an entering agency may find certain groups may meet both definitions. In such case, the entering agency should use the criteria and message key which best typifies the activity of the subject group. In all cases, entry of a group and subgroup will be based on an approved spelling necessitating reference to the NCIC Code Manual prior to entry.

Classification as a gang or terrorist organization will be determined prior to inclusion in the NCIC Code Manual. In both cases, strict adherence to the entry criteria and documentation of the information establishing the existence of the entry criteria is necessary.

7.11.3.2 GRC - “Gang” Definition

For purposes of entry in the GRC, a gang must meet the following criteria:

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

“CRIMINAL OR DELINQUENT CONDUCT” includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threats, burglary and/or carjacking.

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

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

7.11.3.3 GRC - “Terrorist Organization” Definition

For purposes of entry in the GRC, a terrorist organization must meet the following definition:

- a) The group must be an ongoing organization, association, or group of three or more people, and
- b) The group must be engaged in conduct or a pattern of conduct which involves the use of force or violence, and
- c) The purpose of the group in using violence must be to intimidate or coerce a government, civilian population, or segment thereof, in furtherance of political or social objectives.

Effectively, those criminal activities which determine the entry should be as a “gang”, such as murder, extortion, firearms or explosive offenses, assault, burglary, and similar offense, also determine the entry as a “terrorist organization.”

7.11.3.4 GRC - Terrorist Organization - Restriction on Entry

Entry of a terrorist organization or subgroup is restricted to the smallest identifiable segment, cell, or division, which has been documented to be engaged or preparing to engage in qualifying terrorist activity. This restriction is intended to prevent entry of persons who may maintain similar political views to a terrorist organization, but who do not actively support the violent part of that organization.

7.11.3.5 GRC - Entry, Modification, Cancellation, and Supplementals

Entry, modification, and cancellation procedures for GRC records differ slightly from such procedures with respect to the group member capability or other NCIC files, in order to accommodate the ability of several agencies to express an interest in or “ownership” of a single record.

ENTRY

For a single group/subgroup, the first agency (hereinafter the “primary ORI”) to enter the record may enter all fields. Subsequent entries for the group/subgroup by that agency will not be permitted. Any subsequent agency attempting an entry will cause their agency’s ORI and POC (agency’s point of contact) to be listed chronologically with the existing record. All other fields in the subsequent entry will be ignored. The subsequent entry will act as an inquiry so the agency will know of the pre-existing record.

MODIFICATION/SUPPLEMENTATION

Modification and supplementation can be accomplished only by the primary ORI. Any subsequent agency with an interest should contact the primary ORI if modification or supplementation to any record information is appropriate.

CANCELLATION

A record with only one interested agency can be completely canceled by the entering agency. If a record has two or more interested agencies, complete cancellation can result only if all agencies ultimately cancel the record.

If the first agency to make the entry (primary ORI) “cancels” the record, their agency’s ORI and POC are removed. The next agency who made an entry to that record then becomes the new primary ORI and may modify the record as desired. Cancellation by any subsequent agency simply removes that agency’s ORI and POC from the record.

7.11.3.6 GRC - Message Keys

MESSAGE	MKE	TRANSLATION
Entry-Gang.....	EGG	Criminal Gang
Entry-Terrorist	EGGT	Terrorist Organization
Modify.....	MGG	
Cancel	XGG	Canceled Gang or Canceled Terrorist Organization
Inquiry.....	QGG	
Supplemental Entry.....	EGGN	
Supplemental Cancel	XGGN	

All transactions, subsequent to an entry, are based on the type of group first entered (e.g., EGG or EGGT), and the translation will appear based on the original MKE. Because entry is based on approved group/subgroup names, the classification of the group/subgroup in the NCIC Code Manual will predetermine the MKE used for entry.

7.11.3.7 GRC - Record Fields

FIELD	ABBREVIATION	FIELD LENGTH	MANDATORY	RESTRICTIONS
Group Name	GNG	22	Yes	Entry must match valid Group Name in NCIC Code Manual.
Subgroup Name	SGP	35	Yes	Entry must match valid subgroup name in NCIC Code Manual, then is free text.
Agency Point of Contact	POC	50	Yes	Free text.
Identifying Tattoos	TTO	35	No	First 10 characters must conform to NCIC Code Manual SMT Codes.
Identifying Dress	DRS	25	No	Free text.
Identifying Hand Signals	HND	25	No	Free text.
Identifying Graffiti	GTI	25	No	Free text.
Miscellaneous Information	MIS	250	No	Free text.

7.11.3.8 GRC - Entry

The first agency (primary ORI) which enters a GRC record (EGG or EGGT) about a particular group/subgroup can enter all fields. Subsequent agencies expressing an interest will use the standard entry transaction (EGG or EGGT). A subsequent agency cannot enter or modify any field in the record other than its own ORI or Point of Contact (POC) fields.

Example of the entry screen:

```
#EGG
GNG/ _____ SGP/ _____
POC/ _____
TTO/ .....
DRS/ .....
HND/ .....
GTI/ .....

MIS/ .....
.....
.....
.....
```

7.11.3.9 GRC - Modification

Modification of an agency’s ORI and POC by any agencies listed and all fields (except another agency’s ORI/POC) by the Primary ORI is accomplished by the MGG transaction. Records to be modified must include the GNG and SGP, as it appears in the original record.

If any agency other than the Primary ORI attempts to modify any field other than the agency’s own ORI and POC information, the transaction will be rejected.

In the event the Primary ORI removes its interest through the XGG transaction (cancellation), the next agency by chronological order of entry becomes the Primary ORI and may modify all fields (except the ORI/POC of other agencies).

Any agency with pertinent information concerning the TTO, DRS, HND, GTI, or MIS fields should contact the Primary ORI/POC to seek modification.

7.11.3.10 GRC - Cancellation

Cancellation of a complete record involving a single agency of interest, or cancellation of an agency’s ORI/POC for a record with multiple interested agencies, is accomplished by the XGG transaction. The deletion of the interest of the Primary ORI, as previously stated, moves the next-in-time agency into position as the Primary ORI.

Cancellation requires inclusion of the GNG and SGP as they appear in the record.

The relevant fields are header, message key, ORI, group name, subgroup name, and date of cancellation.

When the ORI/POC of the Primary ORI are cancelled, the response to the primary ORI will also automatically generate a message to the new Primary ORI and all other interested agencies informing who is the new Primary ORI.

7.11.3.11 GRC - Supplemental Record

Multiple entries in the TTO, DRS, HND, and GTI fields, up to nine (9), are allowed via the EGGN transaction provided information exists in the corresponding record field of the base record. As with modification, only the Primary ORI may supplement a record. Supplemental entries may be canceled by the XGGN transaction, including the GNG/SGP fields exactly as they appear in the record.

It is noted again that modifications and supplementals can be accomplished only by the Primary ORI.

7.11.3.12 GRC - Inquiries

The GRC can be queried using GNG only, SGP only, or GNG and SGP, using the QGG transaction. Multiple records may be returned if only GNG or SGP is utilized.

It is possible an inquiry based solely on GNG or a SGP alone may return a large number of records (for example, "CRIPS") which may prove to be of little value because of the great number and variety. Care should be used in utilizing a QGG transaction based solely on the GNG or SGP. The NCIC Code Manual should be consulted for the appropriate GNG and SGP name to be used in any inquiry.

7.11.4 Group Member Capability (GMC) - General

The GMC will enable on-line entry and retrieval of information about qualifying gang or terrorist organization members using name and/or numeric identifiers or vehicle information. The formats for both entry and inquiry are intended to be similar to existing Wanted Person File (or Vehicle File) formats. The GMC has two major functions: street officer protection and promoting the exchange of information about specific gangsters or terrorists. The first function is accomplished by the automatic cross-search of the VGTOF with all QW and QV (and ZW/ZV) inquiries, resulting in early notification and warning a subject encountered by an officer may be a potentially violent gang member or terrorist. The second function is accomplished by reference to the ORI and OCA of the record-

entering agency allowing further, more extensive contact between the agencies. This feature is augmented by use of the GRC (Gang Reference Capability) to obtain more information about the particular gang or terrorist organization and subgroup listed in the GMC record.

Unlike a GRC record, in which multiple agencies can express interest in a single record, GMC records are individually entered by each agency. This will enable each agency to place any identifying information it has, which may differ between agencies, in its own record. Under this system, multiple records on one record subject may be returned to an inquiring agency.

Like all NCIC records, probable cause to search or seize is not established by the GMC record standing alone. In any case, arrest of a GMC record subject would not be appropriate just because of his/her group affiliation. A caveat will appear with every GMC record warning against search or seizure predicated solely on the record. This does not mean a GMC record has no relevance to either reasonable suspicion to investigatively detain a record subject (and perform an accompanying frisk pursuant to such a detention), or to arrest a record subject based on probable cause, or to search premises or vehicles based on probable cause. The VGTOF is designed, with specific and restrictive criteria and with further safeguards such as annual validations and audits, to include highly reliable information reflecting membership in violent, criminal gangs and/or violent, criminal terrorist organizations. For this reason, VGTOF information may be highly relevant to achieving the standard of evidentiary proof needed to legally predicate a search or seizure.

7.11.4.1 GMC - Criteria for Entry

The following criteria must exist with respect to any individual to be entered in the GMC, whether a gang or terrorist organization member:

- 1.) Must be a member of a gang or terrorist organization and subgroup thereof which meets the criteria for and is entered in the GRC; and
- 2a.) Has admitted membership in that gang or terrorist organization (and subgroup) at the time of his/her arrest or incarceration; or
- 2b.) Meets any two of the following:
 - i) Has been identified by an individual of proven reliability as a group member;
 - ii) Has been identified by an individual of unknown reliability as a group member and information has been corroborated in significant respects:

- iii) Has been observed by members of the entering agency to frequent a known group's area, associate with known group members, and/or affect that group's style of dress, tattoos, hand signals or symbols;
- iv) Has been arrested on more than one occasion with known group members for offenses consistent with group activity; and/or
- v) Has admitted membership in the identified group at any time other than arrest or incarceration.

The criteria identified to support entry should be documented for purposes of validation and audit. Additionally, each GMC record must include a notation as to the entry criteria in the ECR field.

7.11.4.2 GMC - Criteria for Entry - Relationship to GRC

As stated previously, the first and overriding criteria for entry of a GMC record is the GNG (Group) and SGP (Subgroup) must match a gang or terrorist organization already entered in the GRC. A GRC record must specifically be either a gang (EGG) or a terrorist organization (EGGT). The GMC record must follow this existing designation. For example, for the group "GNG/CRIPS" and subgroup "SGP/ROARING 50S" entered in the GRC as a gang by the EGG message key, any individual entered in the GMC with the identical GNG and SGP must be entered as a gang member (EGM). An attempt to enter that person as a terrorist organization member through the EGMT transaction would be rejected, producing the following message:

```
REJ FLD ERR GNG/SGP
```

It is not necessary an agency wishing to enter a GMC record enter or already have on file a GRC record corresponding to the group/subgroup to be entered in the GMC record. It is only necessary that some agency enter or have such record on file in the GRC. At any time such GRC record is fully canceled, all corresponding GMC records with that group/subgroup will be purged.

There is also no requirement that three or more GMC records for a group/subgroup exist to predicate either a GRC or GMC records. The GRC criteria requires only the group/subgroup identified be of that size. An agency may wish to express interest and/or caution only as to a single member of that group/subgroup, and therefore not enter records as to all members.

7.11.4.3 GMC - Entry, Modification, Cancellation and Supplementals

Procedures and formats for entry of records, as well as, modification, cancellation, and supplementation are meant to (as much as possible) mirror existing procedures and formats for Wanted Person file records. As the system changes to NCIC 2000, the changes to these transactions with respect to the Wanted Person file will also occur with respect to the VGTOF. This, for example, the OCA field will increase to 20 characters for the VGTOF, mirroring a similar increase for the Wanted Person file. In addition, the photograph/fingerprint transmission/matching capability will exist for the VGTOF.

7.11.4.4 GMC - Message Keys

MESSAGE	MKE	TRANSLATION
Entry-Violent Gang Member-Caution	EGM	Criminal Gang Member-Caution
Entry-Terrorist Organization	EGMT	Terrorist Organization Member-Caution
Modify	MGM	
Cancel	XGM	1) Canceled Gang Member 2) Canceled Terrorist Organization Member (depending on original entry MKE)
Inquiry	QW/ZW QV/ZV	
Supplemental Entry	EGMN	
Supplemental Cancel	XGMN	

The message keys for modification, cancellation, or entry or cancellation of supplemental records do not distinguish between gangs and terrorist organizations. The classification applied to the group by the original message key (whether EGM or EGMT) continues with the group unless the record is canceled (XGM) and reentered with a different message key.

7.11.4.5 GMC - Cautions

It is expected the record recipients will treat every VGTOF record subject with appropriate caution. As to both members of criminal gangs and terrorist organizations, entry is based on violent conduct by the identified group. To assist law enforcement officers in being adequately prepared, the term "CAUTION," the functional equivalent of "Armed and Dangerous," will be printed at the beginning of all GMC records. Any other cautionary information, not related to the potential for violence, should be placed in the miscellaneous (MIS) field.

7.11.4.6 GMC - Record Fields

FIELD	ABBREVIATION	FIELD LENGTH	MANDATORY	RESTRICTIONS
Name	NAM	30	Yes	
Sex	SEX	1	Yes	Must be M, F or U
Race	RAC	1	Yes	See NCIC Code Manual
Place of Birth	POB	2	No	Appropriate state code
Date of Birth	DOB	8	No	Not mandatory, subject to entry of some numeric identifier
Height	HGT	3	No	Proper NCIC HGT Code
Weight	WGT	3	No	Proper NCIC WGT Code
Eye Color	EYE	3	No	Proper NCIC EYE Color Code
Hair Color	HAI	3	No	Proper NCIC HAI Color Code
Complexion	SKN	3	No	Proper NCIC Complexion Code
Scars, Marks and Tattoos	SMT	10	No	Proper NCIC SMT Codes (supplemented by MIS field information)
Fingerprint Classification	FPC	20	No	
Miscellaneous Number	MNU	15	No	Minimum 4 characters, the first 2 of which must be a valid alphabetic descriptive code. The third character must be a hyphen.
Social Security Number	SOC	9	No	
Operator's License Number	OLN	20	No	
Operator's License State	OLS	2	No	Mandatory if inquiring through OLN field.
Operator's License Year of Expiration	OLY	2	No	Mandatory if inquiring through OLN.
FIELD	ABBREVIATION	FIELD LENGTH	MANDATORY	RESTRICTIONS
Group Name	GNG	22	Yes	Must be valid NCIC Gang or Terrorist Organization

				name in the GRC.
Subgroup	SGP	35	Yes	Must be valid NCIC Gang or Terrorist Organization subgroup name in the GRC.
Criteria for Entry	ECR	2	Yes	
Date of Purge	DOP	8	No	
Case Number	OCA	9	Yes	Agency case or identifying record number must be entered to permit contact with appropriate agency representative.
Miscellaneous	MIS	121	No	
License Plate Number	LIC	8	No	
License Plate State	LIS	2	No	Mandatory if LIC entered.
License Plate Year	LIY	2	No	Mandatory if LIC entered.
License Plate Type	LIT	2	No	Mandatory if LIC entered.
Vehicle Identification Number	VIN	20	No	VIN field edits.
Vehicle Year	VYR	2	No	
Vehicle Make	VMA	2-4	No	Mandatory if VIN entered.
Vehicle Model	VMO	3	No	
Vehicle Style	VST	2	No	Mandatory if VIN entered.
Vehicle Color	VCO	7	No	

7.11.4.7 GMC - Record Fields - ECR Field

The ECR (Criteria for Entry) field is mandatory and must have one of the following designations: A, BC, BD, BE, BF, CD, CE, CF, DE, DF, or EF.

The designations AB, AC, AD, AE, and AF can be used, but are optional because criteria "A" may support entry on its own. The designators are defined as:

- A Self-admitted group membership at time of arrest or incarceration.
- B Identified as a group member by a reliable informant of individual.

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

7.11.4.8 GMC - Record Fields - DOP Field

Five possible entries may be made in the DOP (Date of Purge) field, one of which will result in rejection of the transaction. Those possibilities are:

FIELD ENTRY	RESULT
1) DOP contains nothing	1) System generated five years from date of entry purge date.
2) DOP contains a date greater than five years from date of entry.	2) Entry transaction rejected with following: REJ - DOP FIELD ERROR
3) DOP contains a date five years or less from date of entry.	3) Record purged on date entered.
4) DOP contains XXXXXX and ORI ends in "C."	4) No purge date set.
5) DOP contains YYYYYY (must be a "C" ORI and a previous XXXXXX entry.)	5) Purge date set five years from date of modification to YYYYYY.

As stated, only an ORI ending in "C," i.e. an agency involved in corrections, may enter "XXXXXX" on the date of incarceration. This entry will stop the running of the system-created automatic purge date. The ORI, on release of the record subject from incarceration, must modify (MGM) the record to either "YYYYYY" (which will cause the system to automatically set a five year purge date), or to a date earlier than five years from the modification date. An agency whose ORI does not end in C cannot place XXXXXX in the DOP field. The DOP field can be modified, except by C ORIs only to a date earlier than five years from the original entry date.

7.11.4.9 GMC - Entry

Several records about a single individual entered by different agencies may be entered and therefore, produce multiple responses. An agency, however, may enter only one GMC record for anyone.

The existence of a Wanted Person, Violent Offender, or Secret Service Protective file record on one record subject entered by an agency does not preclude the agency from also entering a GMC record on the same record subject.

A duplicate record will be rejected on the same basis as a Wanted Person file record, where the same base ORI is present in both records along with the duplication of the MNU, SOC, NAM and LIC, NAM and VIN, or NAM and DOB. The rejection message will read "REJ ON FILE." The record already in existence will be returned following the reject message.

7.11.4.10 GMC - Modification

Modification of a record is restricted to the agency which entered the record and is used to add, delete, or change data in the base record. Use of this message is mandatory by a "C" ORI (corrections agency) on release of a record subject from incarceration IF "XXXXXX" was originally entered in the DOP (Date of Purge) field.

With respect to all data in the record except for name and vehicle-related information, deletion of data will cause the same data in the supplemental record to become part of the base record.

7.11.4.11 GMC - Cancellation

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

All information about the record subject, including any supplemental information, is canceled when the XGM transaction is used.

With respect to the XGM transaction, as with the MGM (modify), EGMN (supplemental entry), and XGMN (supplemental cancel) transactions, no distinction is made for gangs or terrorist organizations. This distinction is created by the entry message key and remains unchanged unless cancellation occurs.

7.11.4.12 GMC - Supplemental Record

The supplemental record entry transaction (EGMN) is available to add identifiers to either violent gang (EGM) or terrorist organization (EGMT) member records. The identifiers that may be added are:

ABBREVIATION	FIELD	RESTRICTIONS
AKA	Alias members	Up to 99 names may be entered, including aliases and monikers. No comma is required.
DOB	Date of Birth	Up to nine additional DOBs may be entered.
SOC	Social Security Number	Up to nine additional SOC's may be entered.
MNU	Miscellaneous Number	Up to nine additional MNUs may be entered.
OLN	Operator's License Number	Up to nine additional OLN's may be entered with accompanying year (OLY) and state (OLS).
SMT	Scars, Marks and Tattoos	Up to nine additional SMT identifiers may be added, subject to the same restrictions as to format as base record SMT's.
LIC	License Plate	Up to nine additional LIC's may be entered with accompanying state (LIS), year of expiration (LIY) and type (TYP).
VIN	Vehicle Identification Number	Up to nine additional VIN's may be entered with accompanying year (VYR), make (VMA), model (VMO), style (VST) and color (VCO).

In every case, (except an AKA entry), the requirements for entry are identical to those for the standard EGM or EGMT transaction. Supplemental entries must be identified by the exact name plus either the NIC or OCA number. Also, information must exist in the corresponding field of the base record before supplemental entries are permitted. If, for example, the original (base) record contains no information in the OLN field, a modify transaction to add such information would be required before appending additional OLN's through a supplemental transaction.

7.11.4.13 GMC - Inquiries

On-line inquiries to the GMC are possible in two ways: 1) automatic cross-search as part of the QW/QV/ZW/ZV transaction, or 2) use of the VGTOF-only QGM transaction. In either case, the inquiry must include NAM and one of the following numeric identifiers: DOB (date of birth), SOC (social security number), MNU (miscellaneous number), OLN (operator's license number), VIN (vehicle identification number), LIC (license plate number), and OCA (case number).

In addition, an inquiry without NAM using LIC, VIN, and/or NIC is permitted.

NCIC searches names and dates of birth together. In other words, the soundexed name and date of birth must both match in order for a positive match to be returned. Although SOC, MNU, and OLN require the inquiry also have a name, these numbers are searched individually and a record is returned if it matches the SOC, MNU, or OLN, even if the NAM does not match. If an inquiry contains NAM, DOB, and either SSN, MNU, OLN, VIN, or FBI number, the system will search on NAM and DOB and then search on each of these numeric identifiers (without NAM match) and return all matching records.

Because multiple records from several files are available when the QW transaction is used, multiple records concerning one individual may appear in any response. Additionally, because different agencies may enter VGTOF records about the same individual, multiple VGTOF records are possible in any response.

A QGM transaction searches only the VGTOF GMC.

7.11.4.14 GMC - Inquiries - Negative Responses

For the automated cross-search through the QW/ZW/QV/ZV transaction, a negative search will not produce a negative VGTOF - only response (whether or not a positive or negative response from other files is generated).

For the QGM transaction, the negative response will be:

```
NO NCIC VGTOF RECORD DOB/19530531 NAM/SMITH, STEVE SEX/M RAC/W
```

and, depending on the identifiers used in the inquiry:

```
NO NCIC VGTOF RECORD DOB/19530531 NAM/SMITH, STEVE SEX/M RAC/W  
NO NCIC VGTOF RECORD VIN/2ADF36BLIG162312
```

7.11.4.15 GMC - Inquiries - Positive Response

The VGTOF positive response to both QW/QV and QGM transactions will be identical. The order for return of records from several files on a single individual can vary. Wanted Person, Missing Person, or Vehicle File records will appear first, but in any order. Next, a Violent Offender File or VGTOF record will appear, again in any order, and last, a Secret Service Protective File record, if any will appear.

Example:

```
1L01HEADER  
MD2610000
```

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

MKE/VIOLENT GANG MEMBER - CAUTION
VIOLENT TENDENCIES
ORI/MD1230000 NAM/SMITH, STEVE SEX/M RAC/W POB/MD DOB/19530531
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/MD-32614 SOC/123546789
OLN/98765432 OLS/MD OLY/1995
GNG/CRIPS*WADC SGP/ROARING 50S*WADC
ECR/BD DOP/200000115 OCA/92312663
MIS/KNOWN OT CARRY TEC 9, TTO IS TEARDROP

ORI IS HARPERS FERRY PD MD 301 555-1212
DOB/19550515
AKA/BEBETO
AKA/LEON, JOSE
AKA/JONES, JOHN
NIC/T123698222 DTE/19990914 1400EST

7.11.4.16 GMC - Vehicle Information

Information may be entered in a Group Member record about vehicles subject to the following criteria:

The vehicle must have been observed to be in the possession of or driven by a specific record subject, or some group member who would separately meet the criteria for entry in the GMC.

Vehicle information about a single, particular vehicle may be entered in more than one GMC record by the same agency.

Vehicle information which is part of a GMC record will be searched by any vehicle file inquiry (QV, ZV, QW or ZW), assuming either LIC (and accompanying fields) or VIN is entered in the record. If LIC or VIN is not present in the record, this separate on-line QV search capability is not possible.

Entry with vehicle year (VYR), vehicle make (VMA), vehicle model (VMO), vehicle style (VST), and/or vehicle color (VCO), without either LIC or VIN is permitted. Though not searchable on-line without LIC or VIN, this information will be returned as part of a response to a QW or QGM inquiry. A response to a vehicle inquiry (QV), which produces a hit on a gang associated vehicle, will appear:

1L01HEADER

MD2610000

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

MKE/VIOLENT GANG MEMBER - CAUTION
VIOLENT TENDENCIES
ORI/MD1230000 NAM/SMITH, STEVE SEX/M RAC/W POB/MD DOB/19530531
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/MD-32614 SOC/123546789
OLN/98765432 OLS/MD OLY/1995
GNG/CRIPS*WADC SGP/ROARING 50S*WADC
ECR/BD DOP/200000115 OCA/92312663
MIS/KNOWN OT CARRY TEC 9, TTO IS TEARDROP

ORI IS HARPERS FERRY PD MD 301 555-1212
LIC/QGS534 LIS/MD LIY/1993 LIT/PC
VIN/2ADF36GLIG162312 VYR/1988 VMA/CHEV VMO/CEL VST/4D VCO/BLU
DOB/19550515
AKA/BEBETO
AKA/LEON, JOSE
AKA/JONES, JOHN
NIC/T123698222 DTE/19990914 1400EST
NO NCIC VGTOF RECORD VIN/2ADF36GLIG162312

7.11.4.17 GMC - Mandated Purge

All GMC records are subject to a purge date which is five years from the date of entry. Records may be purged earlier than five years by use of a non-system generated date entered with the record. The only records which may exist past the five year requirement are records entered by corrections agencies (C ORIs) on incarceration of the record subject. In such case, the five year maximum runs from the date the DOP (date of purge) field is altered to reflect release of the record subject from incarceration.

GMC records may be purged sooner than the DOP date in the event an agency removes its GRC entry. This purge will occur under the following conditions:

- 1) An agency cancels a GRC record for a group/subgroup;
- 2) That agency is the sole agency of interest for the group/subgroup;
- 3) No GRC record is reentered for that group/subgroup prior to the next system purge date (first Sunday of each month).

Given these conditions, the system will automatically purge all GMC records for subjects with that group/subgroup combination, at the next system purge. Following that purge, a \$.P message in batch form will be sent to all ORIs of any GMC records matching that group/subgroup.

It is noted that multiple agencies may have GMC records for a gang/subgroup based on a single-interest GRC record for that gang/subgroup. Because all agencies GMC records would be purged on cancellation of the GRC records, an agency wishing to reenter its GMC records would be required to enter a GRC record for that gang/subgroup.

7.11.4.18 GMC - Validation

GMC records will be validated according to the same schedule and in the same manner as wanted person file records except the 60-90 day validation will not be requested. Essentially, all records will be validated yearly for accuracy and completeness as to the descriptive information contained therein, and most importantly, as to the validity of continuing the designation of the record subject as a gang or terrorist organization member. If the ORI determines the designation was inaccurate or the record subject is no longer an active member of the group/subgroup, the record should not be validated and should be canceled.