

NCIC 2000 Operating Manual
U.S. SECRET SERVICE PROTECTIVE FILE

INTRODUCTION

1.1 BACKGROUND

1.2 CRITERIA FOR ENTRY

1.3 MESSAGE KEY (MKE) CODES

1.4 RECORD RETENTION PERIOD

1.5 AUTOMATIC RETIREMENT

1.6 VALIDATION

1.7 MESSAGE FIELD CODES AND EDITS

ENTRY

MODIFICATION

CANCELLATION

INQUIRY

5.1 USSS PROTECTIVE FILE INQUIRY

5.2 EXAMPLE OF AN INQUIRY

5.3 REQUIREMENTS FOR INQUIRY

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

5.5 INQUIRY USING VEHICULAR DATA

5.6 PROCEDURES FOR HANDLING A HIT

LOCATE

CLEAR

SUPPLEMENTAL RECORDS

STOLEN/FRAUDULENT SUPPLEMENTAL RECORDS

SECTION 1--INTRODUCTION

1.1 BACKGROUND

The U.S. Secret Service Protective File has been designed to aid the U.S. Secret Service (USSS) in its efforts to protect the President and other authorized protectees by providing the whereabouts of those individuals who may pose a threat to a protectee and by advising the USSS of an individual's criminal activity that may be related to one of the protectees. This information will also assist law enforcement personnel by advising officers of the fact that the person in question may pose a threat to a USSS protectee.

1.2 CRITERIA FOR ENTRY

The USSS alone has the authority to enter and update a record for an individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. Documentation (electronic or hard copy) must be on file to support a U.S. Secret Service Protective File entry.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EW	POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE
Modify	MW	
Cancel	XW	
Inquiry*	QW	
	QWA	
	QWE	
	QWF	
	QWS	
	ZW	
	QWB	
	QWI	
Clear	QV	
	ZV	
	CW	
Entry of supplemental record	EN	

*There is no specific MKE to query the U.S. Secret Service Protective File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

Message	MKE	Translation
Entry of supplemental stolen/fraudulent identifiers	ENS	
Cancellation of supplemental record	XN	
Cancellation of stolen/fraudulent identifiers	XNS	

A caution indicator should be added to the MKE EW when it is known that a USSS Protective File subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. The reason for the caution must be entered in the Miscellaneous (MIS) Field (NCIC format) or in the Caution and Medical Conditions (CMC) Field (NCIC 2000 format). Additional details can be found in the Wanted Person File chapter.

1.4 RECORD RETENTION PERIOD

USSS Protective File records have an unlimited retention period. A USSS Protective File (EW) record will remain on file indefinitely or until action is taken by the USSS to clear or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

1.5 AUTOMATIC RETIREMENT

1.6 VALIDATION

USSS Protective File records are validated through a special process.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
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DOW	Date of Warrant	Mandatory Blank.
OFF	Offense Code	Must be 8001.
EXL*	Extradition Limitation	Mandatory Blank
ADD*	Address Type	Mandatory Blank.
COU*	County	Mandatory Blank.
CTY*	City	Mandatory Blank.
DDA*	Date of Documented Address	Mandatory Blank.
SNA*	Street Name	Mandatory Blank.
SNU*	Street Number	Mandatory Blank.
STA*	State	Mandatory Blank.
ZIP*	ZIP Code	Mandatory Blank.

The Wanted Person File chapter contains other pertinent message field codes and edits.
*NCIC 2000 format only.

SECTION 2--ENTRY

Only the USSS is authorized to enter and maintain records for an individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. The mandatory fields for USSS Protective File records are the same as those for Wanted Person File records. The entry procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 3--MODIFICATION

The USSS alone has the authority to modify a record for an individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. The modify procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 4--CANCELLATION

The USSS alone has the authority to cancel a record for an individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. The cancel procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 5--INQUIRY

5.1 USSS PROTECTIVE FILE INQUIRY

When an agency transmits an NCIC 2000 wanted person inquiry, the data in the USSS Protective File will be searched in addition to all other NCIC 2000 person files (except the Unidentified Person File) as well as the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files. As a part of a positive USSS Protective File response, the receiving agency is advised that the subject cannot be arrested solely upon the basis of the information provided.

5.2 EXAMPLE OF AN INQUIRY

1N01HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19510101

Negative Response:

1L01HEADER
MD1012400

NO NCIC WANT DOB/19510101 NAM/SMITH, JOHN SEX/M RAC/W
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.

Positive Response:

1L01HEADER
MD1012400

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE

EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION
MKE/POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE

ORI/DCSS802Q1 NAM/SMITH, TEST SEX/M RAC/W POB/US DOB/19510101

HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/US SKN/FAR

SMT/SC LF ARM

SOC/777010000

OFF/SUBJECT IS A THREAT TO A U.S. SECRET SERVICE PROTECTEE

OCA/1234EWX

ORI IS U.S. SECRET SERVICE INTELLIGENCE DIV WASHINGTON DC 202 435-5000

NIC/W307770846 DTE/19980930 0000 EDT DLU/19990115 0000 EST

/REPEAT-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION/
CALL COLLECT U.S. SECRET SERVICE HEADQUARTERS, TEL. NO.202 435-5000

WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR

CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

/DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES/

5.3 REQUIREMENTS FOR INQUIRY

1. The capability to query only the USSS Protective File does not exist; however, the same procedures used to search the Wanted Person File will also search the USSS Protective File. Complete details can be found in the Wanted Person File chapter.

2. In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, Known or Appropriately Suspected Terrorist, Supervised Release, Immigration Violator, Protection Order, Identity Theft, U.S. Secret Service Protective, License Plate, Vehicle, Boat, Vehicle/Boat Part and Article Files and National Sex Offender Registry records.

3. As part of a positive USSS Protective File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided. A caveat at the end of a record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual which do not contain that particular number.

Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure

the receipt of all records which could possibly pertain to the person in question.

If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the USSS Protective File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

5.6 PROCEDURES FOR HANDLING A HIT

No arrest or detention should be made based solely on a USSS Protective File record response.

USSS will initiate the process of any further investigation involving the person in question.

If a positive response (hit) includes vehicle or license plate data in the USSS Protective File record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

SECTION 6--LOCATE

There are no locate procedures for the USSS Protective File.

SECTION 7--CLEAR

The USSS alone has the authority to clear a record for an individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. The clear procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 8--SUPPLEMENTAL RECORDS

The USSS alone has the authority to enter or cancel a supplemental record for an individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. The supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

SECTION 9--STOLEN/FRAUDULENT SUPPLEMENTAL RECORDS

The USSS alone has the authority to enter or cancel a stolen/fraudulent supplemental record for an individual who may pose a threat to the President and/or others who are afforded USSS protection as authorized by Title 18, USC, Section 3056 and Public Law 90-331 as amended. The stolen/fraudulent supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.