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**TECHNICAL AND OPERATIONAL UPDATE (TOU) 14-6**

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**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS**

Section 2.1 provides information on a change to allow the owning ORI of a detained Wanted Person File record the capability to delete vehicle, license plate, and investigative interest data.

Section 2.2 supplies a change to allow ORI of record to place a locate on its own record.

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TOUs are also available via the Law Enforcement Online (LEO) on the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP:

- Click on the LEO logo
- Click on the SIGs link
- Click by Access Type drop down arrow and select Unrestricted
- Click on the CJIS logo
- Click on the Programs tab
- Click on the National Crime Information Center (NCIC) link
- Click on NCIC SIG
- Under Manuals and Enhancements, click on the NCIC Technical and Operational Updates folder

Users with questions concerning access to the LEO and LEEP should contact the LEO Operations Unit by telephone at (304) 625-5555.

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**SECTION 2 -- SYSTEM CHANGES**

**2.1 CHANGE TO ALLOW THE OWNING ORI OF A DETAINED WANTED PERSON FILE RECORD THE CAPABILITY TO DELETE VEHICLE, LICENSE PLATE, AND INVESTIGATIVE INTEREST DATA**

AFFECTED BY CHANGE: **Wanted Person  
Other Transactions**

EFFECTIVE DATE: **August 2, 2015**

**Background**

At its December 2013 meeting, the CJIS Advisory Policy Board (APB) approved the recommendation to allow the owning ORI the capability to delete vehicle, license plate, and investigative interest data in Wanted Person File records in a detained status. This recommendation was also discussed at the June 2014 CJIS APB meeting to clarify the CJIS APB's intent to include license plate and investigative interest data and to clarify a discrepancy between the NCIC Subcommittee discussion and the recommendation that was presented to the December 2013 APB. The CJIS APB moved to change the Wanted Person File modify, cancel supplemental, and cancel investigative interest criteria for removal of information. This will be accomplished by using the modify (MW), cancel supplemental (XN), or cancel investigative interest (XII) transactions. NCIC policy and system edits will continue to restrict the modification of base and supplemental data fields, except for the above listed detainer fields and the Name of Validator (VLN) Field.

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The FBI's CJIS Division will not perform data remediation on NCIC Wanted Person File records that contain detainer information for which vehicle, license plate, and investigative interest data remains. NCIC record owners should review all NCIC Wanted Person File records with detainer information to determine if vehicle, license plate, or investigative interest data should be removed.

***NCIC 2000 Operating Manual Changes***

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

## WANTED PERSON FILE

### SECTION 3.1 -- WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active wanted person base record. If a wanted person record has been retired, it cannot be modified and, therefore, must be reentered. ~~A wanted person record cannot be modified if the record is in a located status (MKE/LOCATED WANTED PERSON).~~ An MW message to delete information in a field of the base record will cause the same data, except for vehicle and license data, in the supplemental record to move up to the base record.

### SECTION 3.5 -- ADDITIONAL GUIDELINES FOR MODIFICATION

1. Section 8 of this chapter provides further instructions for modifying an alias and/or an additional identifier previously appended to a wanted person record by means of a supplemental record.
2. If an agency has entered a temporary felony want record, it can be modified to an EW by modifying the MKE using MT.
3. An agency modifying a wanted person record to insert the FBI Number/ Universal Control Number may also request a copy of the subject's identification record by modifying the MIS Field to place SIR as the last item in the field. If any other information is already entered in the MIS Field, it must all be reentered in the modify transaction and a blank character must precede SIR. Only the agency that entered the record may request a copy of the identification record through this means.
4. For NCIC 2000-formatted records, in instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to include the extradition limitations by using the appropriate code in the EXL Field and any additional information in the MIS Field of the record, such as, WILL NOT EXTR FROM OHIO.
5. If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his "true" identifiers, the record must be modified to add the S/F identifier to the appropriate "true" identifier field.
6. For NCIC 2000-formatted records, when the subject of the record has been located and extradition is pending, the entering agency may modify the record to include code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field and indicate the location from which extradition is pending in the MIS Field.

7. The following caveat will be generated with the modify acknowledgment when a Wanted Person File record is modified to contain EXL 5, 6, E, or F.

RECORD INDICATES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN AN EXTRADITION DECISION OR ARRANGEMENTS ARE COMPLETE, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY. YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

8. The owning ORI of a Detained Wanted Person File record may delete vehicle, license plate, and/or investigative interest data, by using an MW transaction.

### SECTION 3.6 -- MODIFICATION TO REMOVE VEHICULAR DATA

1. TO REMOVE ALL VEHICULAR DATA

When a vehicle which was included in a wanted person record is recovered prior to apprehension/location of the wanted person, a special modification message may be used to remove all vehicular data without identifying each individual field. This transaction may also be used to remove vehicle data when a Wanted Person File record is in detained status.

### SECTION 7a.9 -- MODIFICATION OF DETAINER INFORMATION

#### SECTION 7a.9.1 -- WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to change detainer data in the Wanted Person File record. When a detainer has been implemented, only the detainer information for the following fields can be modified: ~~(the base record cannot be modified)~~ vehicle, license plate, and investigative interest. ~~If an agency attempts to perform a MW transaction for a record that is in a detained status, it will receive a "reject not authorized" error message.~~

### SECTION 8.13 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6JO23456..CHEV

This transaction would result in deletion of the entire VIN set.

3. When a Wanted Person File record is canceled, its entire supplemental record is automatically canceled.
4. Supplemental vehicle and license plate data can be canceled when a Wanted Person File record is in detained status.

**OTHER TRANSACTIONS FILE**

**SECTION 10.12 -- CANCELLATION OF AN INVESTIGATIVE INTEREST  
SUPPLEMENTAL RECORD**

A cancellation message is used when it is determined that the investigative interest record is invalid, was entered in error, modification of the information is needed, or there is no longer an interest.

A cancellation message may also be used to remove investigative interest on a record when the Wanted Person File record is in detained status.

**2.2 CHANGE TO ALLOW THE ORI OF RECORD TO PLACE A LOCATE ON ITS OWN RECORD**

AFFECTED BY CHANGE:

**Introduction  
Wanted Person**

EFFECTIVE DATE:

**August 2, 2015**

**Background**

At its December 2013 meeting, the CJIS Advisory Policy Board approved the recommendation to allow the owning agency of a wanted person record the capability to place a locate (LW) on its own record. This change requires that the agency place a detainer on that record, when, and only when, the apprehending agency incorrectly locates a wanted person record or fails to place a locate on a wanted person record.

***NCIC 2000 Operating Manual Changes***

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

### SECTION 2--NCIC 2000 MESSAGES

#### SECTION 2.6 -- LOCATE

4. A locate message cannot be used by the agency that placed the record in NCIC 2000 unless the apprehending agency incorrectly places a locate on a wanted person record or fails to place a locate on a wanted person record. In that case, the ORI of record may place a locate on its own record with the requirement that they place a detainer on that record.

#### SECTION 2.8 -- ERROR MESSAGES

##### REJECT - NOT AUTHORIZED

3. Transmitting agency is attempting to place a locate against its own record. Clear transaction should be sent. (Does not apply to the Wanted Person File.)

#### SECTION 2.9 -- ADMINISTRATIVE MESSAGES

##### **\$.L. Locate Notification**

A \$.L. administrative message is transmitted to the agency that originated an NCIC record when another agency places a locate message is placed by any agency, including the ORI of record, to indicate that an item(s) of stolen or lost property was recovered or that an individual was apprehended or located.

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

```
$.L.  
VA0290100  
LOCATE NOTIFICATION AT 1632 EDT 19990711  
LV.MD1012600. LIC/123456. OCA/99999.19990710.97-2389  
LOCATING ORI IS ANY CITY PD MD  
  
MKE/LOCATED VEHICLE  
ORI/VA0290100 LIC/123456 LIS/VA LIY/1997 LIT/PC  
VIN/1HGCB7675NA132021 VYR/1966 VMA/OLDS VMO/SUP VST/2T  
VCO/WHI/BLU DOT/19970103 OCA/99999  
LOCATED/19990710 MD1012600 97-2389  
NIC/V756196908 DTE/19970125 1230 EST DLU/20070512 1115 EDT
```

FBI CJIS permits the NICB to locate an NCIC Vehicle File record, i.e., place a record in inactive status (MKE/LV), when NICB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC record is in active status (MKE/EV). Additional information can be found in the Vehicle File chapter.

A \$.L. administrative message is sent to NCMEC when a missing person record is located and the MIF Field contains a Y.

**WANTED PERSON FILE****SECTION 6.1 -- WHEN TO USE A LOCATE MESSAGE**

1. Any agency, except the agency that entered the record, that apprehends or locates a person who is indexed in the NCIC 2000 Wanted Person File must place a locate message on the wanted person record.
2. However, when, and only when, the apprehending agency incorrectly places a locate on a wanted person record or fails to place a locate on a wanted person record, the owning agency may place a locate on its own record with EXTR or DETN in the EXT Field (not NOEX). The owning agency is then required to place a detainer on that record.
- 2.3. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit.
- 3.4. Following confirmation with the originating agencies, a locate message must be transmitted for each record on file for the subject. A record should not be located if no extradition is indicated or the locating agency is outside of the extradition limitations set forth in the record.
- 4.5. When an agency places a locate of NOEX on a record, the record will be retired upon any second locate with NOEX.
- 5.6. When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN in the EXT Field. A locate message should be transmitted only when the individual is found within the geographical area of extradition.
- 6.7. When extradition is pending, the entering agency may request that the locating agency not place a locate message when the entering agency intends to modify the Wanted Person record to indicate that extradition arrangements are pending. An NCIC 2000-formatted Wanted Person record containing a code of 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field **should not** have a locate placed against it.