



September 22, 2014

TECHNICAL AND OPERATIONAL UPDATE (TOU) 14-7

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SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2.1 provides a policy change to use Protection Order Condition 08 with a mandatory caveat in the MIS Field for Military Protective Orders within the NCIC Protection Order File.

Section 2.2 supplies a modification of the NCIC second-party check process for an Electronic Records Management System.

Section 2.3 provides an update of agency contact information.

Section 2.4 supplies information on the expansion of the numeric characters allowed in the 8th position of the NCIC ORIs and create new TYP codes for NCIC ORIs.

Section 2.5 provides a change of the automatic NCIC check based on a tenprint search response.

Section 2.6 supplies information on a change to the NCIC state and country codes.

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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
- Under Documents, click on the 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.

SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Beginning in late October 2014, users will no longer see the LEO icon. From that point on, to access the TOUs on the LEEP:



- Click on the SIG logo
- Click the “Browse SIGs” link
- Click by Access Type drop down arrow and select Unrestricted
- Click the CJIS logo
- Click on the Programs tab
- Click on the National Crime Information Center (NCIC) link
- Under Documents, click on the NCIC SIG
- Under Manuals and Enhancements, click on the NCIC Technical and Operational updates Folder.

Users with questions concerning access to the SIG service and LEEP should contact the Online Services and Operations Unit at (304) 625-5555.

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2.1 POLICY CHANGE TO USE PROTECTION ORDER CONDITION 08 WITH A MANDATORY CAVEAT IN THE MISCELLANEOUS FIELD FOR MILITARY PROTECTIVE ORDERS WITHIN THE NCIC PROTECTION ORDER FILE

AFFECTED BY CHANGE: **Protection Order File**

EFFECTIVE DATE: **Immediate**

Background

At its June 2013 meeting, the CJIS Advisory Policy Board (APB) endorsed the expansion of the NCIC Protection Order File (POF) criteria for entry to include Military Protective Orders (MPOs). The APB approved the use of Protection Order Condition (PCO) 08 with the following mandatory caveat entered in the Miscellaneous (MIS) Field: “THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT).”

NCIC 2000 Operating Manual Changes

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

PROTECTION ORDER FILE

SECTION 1.2 -- CRITERIA FOR ENTRY

Each record in the POF **must** be supported by a protection order (electronic or hard copy). Protection orders must meet the following criteria before an entry can be made into the file:

1. The protection order includes
 - a. any injunction, restraining order, or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person including any temporary and final orders issued by civil or criminal courts whether obtained by filing an independent action or as a *pendente lite* order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection and
 - b. any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to local, state, tribal, or territorial law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

Pendente Lite--During the proceeding or litigation; in a manner contingent on the outcome of litigation. (*Black's Law Dictionary*, 8th ed. 2004)

2. Additionally, reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; **or**, in the case of *ex parte* orders, notice and opportunity to be heard must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

Ex Parte--Done or made at the instance and for the benefit of one party only, and without notice to, or argument by, any person adversely interested; of or relating to court action taken by one party without notice to the other, usu. for temporary or emergency relief. (*Black's Law Dictionary*, 8th ed. 2004)

Please note: *Ex Parte* orders should be entered as **temporary** protection order records.

3. A Military Protective Order (MPO) that serves the same general purpose of a court-issued protection order issued in a civilian court qualifies for entry. An MPO is issued by a commissioned officer as a lawful order under Title 10, United States Code

(U.S.C), Article 90, Assaulting or willfully disobeying superior commissioned officer, of the Uniform Code of Military Justice (UCMJ [10 U.S.C. Chapter 47]).

SECTION 2.5 -- MESSAGE FIELD CODES FOR ENTRY

2. PROTECTION ORDER CONDITIONS (PCO)

The terms and conditions of the protection order are indicated in the PCO Field. An additional eight conditions may be added by entering a supplemental record. Specific details of terms and conditions are placed in the MIS Field. PCO codes are the following:

PCO Code	Translation
01	01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
02	02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSE-HOLD.
03	03 - THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
04	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	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, FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
06	06 - THE SUBJECT HAS VISITATION OR CUSTODY RIGHTS OF THE CHILD(REN) NAMED.
07	07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.
08	08 - SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.
09	09 - THE PROTECTED PERSON IS AWARDED TEMPORARY EXCLUSIVE CUSTODY OF THE CHILD(REN) NAMED.

6. MISCELLANEOUS (MIS) FIELD

1. If a caution indicator is used in the message key, the reason for the caution must be entered as the first item in the MIS Field (NCIC format only). Aliases, nicknames (monikers), vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EPNO) illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record.
2. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.
3. When an agency enters a POF record with a protection order condition of 08, the terms and conditions must be entered in the MIS Field.
4. This field should be used to further explain the conditions of an order. For example, if the terms and conditions of the PCO state that the subject is restrained from entering the residence, property, school, or place of employment of the protected person(s) or of the other family or household members of the protected person, then such information is shown in the MIS Field. For example:

MIS/100 FEET OFF MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN MIS/FOR VISITATION.

Additionally, the MIS Field should contain details regarding service of the order.

5. When an agency enters a POF record with a protection order condition of 07 and the weapon is not a firearm, the weapon must be identified in the MIS Field.
6. When an agency enters a POF record with an MPO, protection order condition 08 will be used with the following mandatory caveat in the MIS Field:

“THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT).”

SECTION 5.6 -- PROCEDURES FOR HANDLING A HIT

1. The entering agency must be able to confirm the status and terms of a protection order to any criminal justice agency that makes an inquiry. If the entering agency does not operate 24 hours a day, seven days a week, it must make arrangements with another agency through a written agreement to provide responses to hit confirmation requests.

Requirements for hit confirmation responses are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

3. For MPOs hit confirmation would not be required, as NCIC policy only requires hit confirmation when taking official action based on the order. However, local, state, federal, and tribal authorities would be aware of the military protective order which would enhance officer safety, and could then notify the entering agency (military law enforcement) that would take appropriate action.

In addition, the entering military law enforcement agency should include a Y in the Notify Originating Agency (NOA) Field of the POF record so they will be notified of all hits via a \$.H. Originating Agency Notification.

2.2 MODIFICATION OF THE NCIC SECOND-PARTY CHECK PROCESS FOR AN ELECTRONIC RECORDS MANAGEMENT SYSTEM

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **Immediate**

Background

At its June 2013 meeting, the CJIS Advisory Policy Board (APB) approved the recommendation to modify the NCIC second-party check requirement for an Electronic Records Management System (ERMS). The CJIS APB moved to further define the second-party check process to account for state and/or local systems that meet the definition of an ERMS.

The second-party check of records may be either a manual or an electronic process. Regardless of the method, the second-party check process must include a “record-to-record” and “field-to-field” comparison to ensure the accuracy and completeness of the data. If the second-party check process is being done manually, the process must include comparison of the NCIC record against the source document (i.e., the ERMS record). If the second-party check process is being done electronically, the data transfer process must be tested, verified, and trusted prior to implementation. In addition, periodic (at least annually) synchronizations between the ERMS and NCIC are required to identify errors that may have occurred in the transfer process. An ERMS must also be synchronized after software/hardware upgrades and system maintenance.

In order for a system to system data transfer to serve as the second-party check on data transferred from the ERMS to NCIC, front-end testing and verification are required. If the agency’s ERMS searches other databases or systems, the second-party check process must also include a file synchronization against the other databases or systems and appropriate follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records. *Synchronization refers to a processes (e.g., submission of test records) to ensure the data integrity of new records.

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 3.2 -- MAINTAINING THE INTEGRITY OF NCIC RECORDS

Agencies that enter records in NCIC are responsible for their accuracy, timeliness, and completeness. The FBI, as manager of the NCIC System, helps maintain the integrity of the system through: 1) automatic computer edits which reject certain common types of errors in data (edit instructions appear in each chapter of this manual where applicable), 2) automatic purging of records after they are in a file for a prescribed period of time (retention instructions appear in each chapter of this manual where applicable), 3) quality control checks by FBI CJIS Data Integrity staff, and 4) periodically furnishing lists of all records on file for validation by the agencies that entered them. This section addresses quality control and validation procedures.

Electronic Records Management System (ERMS) Note:

An ERMS is defined as any electronic database, including an electronic warrant database. Agencies must conduct appropriate follow-up to resolve discrepancies identified during synchronization and cross-checks. All electronic processes must be approved and accepted by the CJIS Systems Agency and be in compliance with CJIS security and NCIC policies. Compliance with CJIS and NCIC policies may be achieved through electronic or manual processes.

Examples of ERMS processes include:

- an agency enters the original information directly into ERMS without paper.
- an agency completes a hard copy document, scans or enters the document into an ERMS, performs a second-party check from the original hard copy, and destroys the hard copy. All modifications are done on the ERMS.
- an agency completes a hard copy document, scans or enters the document into an ERMS, performs a second-party check from the original hard copy, and places the original copy in storage for historical purposes only. All modifications are done on the ERMS.

In all cases, the information in the ERMS is considered the source document.

1. Accuracy

The accuracy of NCIC records is an integral part of the NCIC System. The accuracy of a record must be double-checked by a second party.

The verification of a record should include assuring all available cross checks, e.g., VIN/LIC, were made and that the data in the NCIC record match the data in the investigative report.

Note: For ERMS, electronic synchronization and cross-checks are an acceptable process to ensure the integrity of the NCIC. The synchronization and cross-checks must compare the electronic record with the NCIC record to identify additional or inaccurate information. The agency must take appropriate action to ensure the accuracy and completeness of the NCIC record as part of the second-party check process. If the agency's ERMS searches other databases or systems, such as the Department of Motor Vehicles (DMV), court records, or the Interstate Identification Index (III) to populate its NCIC records, the second-party check must also include a file synchronization against the other sources checked, e.g., DMV, court, or III, and appropriate follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records.

For an ERMS and prior to a data transfer process being implemented, the process must be thoroughly tested and verified, via a "record-to-record" and "field-to-field" comparison, for the accurate and complete transfer of the data to the NCIC. Once tested, verified, and trusted, periodic synchronizations, to occur at least annually, between the ERMS and NCIC are required to identify errors that may have occurred in the transfer process. Synchronizations must also occur after software and/or hardware upgrades and/or system maintenance. Front end testing and verification is a requirement to allow a system to system data transfer to serve as the second-party check on the transferred data from the ERMS to NCIC.

2.3 UPDATE OF AGENCY CONTACT INFORMATION

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **Immediate**

Background

In March 2014, the Missouri State Highway Patrol requested that the Originating Agency Identifier (ORI) MOMHP0001 be replaced with ORI MOMHP0003, which will now be the National Sex Offender Registry ORI.

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 6 -- CONTACT INFORMATION**

The FBI CJIS Division sends International Justice and Public Safety Network (Nlets) Administrative Messages to notify states of the NCIC System issues and activity on criminal history records linked to NCIC records.

Section 6.3 -- STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)

State/Territory	ORI	State/Territory	ORI
Alabama	ALAST0047	Montana	MT025035Y
Alaska	AKAST1500	Nebraska	NBNSP0003
Arizona	AZDPS1900	Nevada	NV0131700
Arkansas	AR060015Y	New Hampshire	NHNSP1400
California	CA0349428	New Jersey	NJNSP0230
Colorado	COCBI0000	New Mexico	NMNSP0000
Connecticut	CTCSP3900	New York	NY001015Y
Delaware	DEDSP0000	North Carolina	NCDCI0000
District of Columbia	DCMPD0000	North Dakota	NDBCA0000
Florida	FL0370100	Ohio	OHBCI0000
Georgia	GAGBI0027	Oklahoma	OK055075C
Guam	GM001085J	Oregon	OROSP5900
Hawaii	HI002015Y	Pennsylvania	PAPSPBC00
Idaho	ID001105Y	Puerto Rico	PRPPR0000
Illinois	IL0842503	Rhode Island	RIRSP0000
Indiana	IN049065C	South Carolina	SCLED0000
Iowa	IADCI0006	South Dakota	SDDCI0062
Kansas	KSKBI0000	Tennessee	TNTBI0000
Kentucky	KYKSP3600	Texas	TX0000000
Louisiana	LALSP0001	U.S. Virgin Islands	VI001057A
Maine	MESPSBI00	Utah	UT018215C
Maryland	MD003105Y	Vermont	VTVSP0000
Massachusetts	MACJIS100	Virginia	VAVSP0000
Michigan	MI3300636	Washington	WAWSP0000
Minnesota	MNBCA0000	West Virginia	WWSP0089
Mississippi	MSMHP0000	Wisconsin	WI013135C
Missouri	MOMHP0001 MOMHP0003	Wyoming	WY0110411

2.4 EXPANSION OF THE NUMERIC CHARACTERS ALLOWED IN THE 8TH POSITION OF THE NATIONAL CRIME INFORMATION CENTER ORIGINATING AGENCY IDENTIFIERS AND CREATION OF NEW TYPE CODES FOR NCIC ORIs

AFFECTED BY CHANGE: **Originating Agency Identifier File**

EFFECTIVE DATE: **Immediate**

System Changes

The FBI's CJIS Division has established three numeric characters to be used in the eight position of the Originating Agency Identifiers (ORI) to identify the level of government for foreign criminal justice agencies. In addition, two new alpha numeric characters have been created to identify the level of government for foreign law enforcement agencies.

Background

The FBI's CJIS Division recognized a need to better identify NCIC ORIs assigned to a foreign partner agency versus a federal agency stationed in a foreign country. In an effort to better identify foreign criminal justice agencies, the ORI structure is being expanded for an 8th character of the ORI. In addition, the Type (TYP) codes are being expanded to identify the foreign law enforcement agencies.

NCIC Operating Manual Changes

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

ORIGINATING AGENCY IDENTIFIER FILE

SECTION 1.5 -- ORI STRUCTURE AND USE

3. POSITIONS 6 THROUGH 9 OF CRIMINAL JUSTICE ORIs

FBI CJIS Division staff determines the numeric and alphabetic characters assigned to positions 6 through 9 for criminal justice ORIs as follows:

Positions 6 and 7 are numeric or alphabetic characters uniquely distinguishing one agency from other agencies of the same type and level within the same county. They do not indicate location (e.g., city) of the agency.

For example: PA004**0**23C or PA004**1A**3C or PA004**A**13C

Position 8 is a unique numeric character indicating the government level of the agency:

- 1 - Local, Municipal, City
- 2 - Foreign Local
- 3 - County
- 4 - Foreign State
- 5 - State
- 6 - Foreign Federal
- 7 - Federal
- 9 - Nongovernmental/Noncriminal justice

For example: PA004**0**23C

Position 9 is an alphabetic character representing the type of agency:

- A - Prosecuting Attorney's Offices (includes District Attorney's Offices, Attorney General's Offices, etc.).
- B - Pretrial service agencies and pretrial release agencies.
- C - Correctional Institutions (includes jails, prisons, detention centers, etc.).
- D - Civil Courts for use in domestic violence and stalking cases.
- E - Nongovernmental railroad or campus police departments qualifying for access to III. (This section provides criteria for assignment of a limited access ORI.)

- F - Governmental social service agencies with child protection responsibilities and the National Center for Missing and Exploited Children, as authorized under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006.
- G - Probation and Parole Offices.
- I - INTERPOL.
- J - Courts and Magistrates Offices.
- K - Medical examiners and coroners offices, and state noncriminal justice missing person clearinghouses, for access to Missing Person and Unidentified Person Files.
- M - Custodial facilities in medical or psychiatric institutions and some medical examiners' offices which are criminal justice in function.
- N - Regional dispatch centers that are criminal justice agencies or noncriminal justice governmental agencies performing criminal justice dispatching functions for criminal justice agencies.
- O - National Insurance Crime Bureau.
- P - Nongovernmental agencies that qualify for access to some NCIC 2000 files other than III. Also, 911 centers that do not have a management control agreement.
- Q - Department of Housing and Urban Development approved Public Housing Agencies.
- R - Agencies authorized by Public Law 99-169 for national security purposes.
- T- Social service agencies seeking emergency placement of children in exigent circumstances.
- U - Federal and state governmental child support enforcement agencies.
- V - Department of Motor Vehicles.
- W - National Center for Missing and Exploited Children (NCMEC).
- Y - Local, county, state, or federal agencies that are classified as criminal justice agencies by statute but do not fall into one of the aforementioned categories, e.g., Arkansas Crime Information Center.

For example: PA004023C

SECTION 1.8 -- MESSAGE FIELD CODES, EDITS, AND DEFINITIONS

The following table represents a listing of all message field codes, translations, field sizes, and applicable edits for the data elements found in an ORI record. Fields are listed in alphabetical order by code and not in the order by which they appear in the record.

Message Field Code	Field	Field Size	Edits and Definitions
AN1 AN2 AN3	Agency Name (line 1) Agency Name (line 2) Agency Name (line 3)	1-30	Must be alphabetic and/or numeric. Special characters allowed. May be one to three lines of up to 30 characters each. Appropriate MFC should precede each line.
ATR	Agency Translation	1-47	Must be alphabetic and/or numeric. Represents the agency name and city or an abbreviation thereof.
CDC	<i>NCIC 2000 Code Manual Count</i>	1-4	Must be numeric field. Number of code manuals needed.
COU	County	1-20	Must be alphabetic. Name of county in which the ORI is physically located.
CRY	Country	1-30	Must be alphabetic. Must be included if FPP is used. Designates ORI location when it is other than the U.S.
CTY	City Name	1-20	Must be alphabetic. The city in which the ORI is physically located and receives mail.
CT1 CT2 CT3	Confirmation Telephone Numbers* (Primary) (Secondary) (Tertiary)	12-21	U.S. (including Territories) and Canada (including Provinces) ORI telephone numbers must be three numerics, one space, three numerics, one hyphen, four numerics and if applicable, one space, and an alphabetic character "X" followed by the numeric extension; or one space, followed by the alphabetic characters "FAX." International ORI telephone numbers may be any combination of numerics, spaces, and hyphens to accommodate the telephone number and possible

			extension. Represents up to three telephone or facsimile numbers for the agency.
DLU	Date of Last Update	8-8	System generated. Represents date of last update (YYYYMMDD).
EML	E-mail Address	3-80	May be alphabetic, numeric, and special characters except period (.). Represents E-mail address of agency.
FOC	FBI Field Office Code	4-4	Must be alphabetic. Represents the FBI Field Office that has jurisdiction over the area in which the agency is located.
FPP	Foreign Postal Code	6-6	Must be alphabetic and/or numeric. Should be entered without hyphens or spaces. Must not include FPP if ZIP is included.
NLC	Newsletter Count	1-4	Must be numeric. Number of CJIS newsletters needed.
OMC	<i>NCIC 2000 Operating Manual Count</i>	1-4	Must be numeric. Number of operating manuals needed when a revision is printed.
ORI	Originating Agency Identifier	9-9	Must be a valid NCIC-2000 assigned ORI.
SNA	Street Name or Post Office Box	1-25	Must be alphabetic, numeric, and/or the special characters of space, hyphen, and/or ampersand. A hyphen entered in this field indicates that the agency has a valid two-line address which consists of name, city, state, and ZIP.
SNU	Street Number	1-7	Must be alphabetic, numeric, and/or the special characters of hyphen and/or slash. If post office box number is entered in the SNA, the SNU should be blank. Indicates the location of the ORI on a particular street.
STA	State Name	2-2	Must be alphabetic. Must match the two characters of the ORI unless the first two characters are NB or US,

			the TYP is 7, or the first seven characters are DCFBIWA. If NB, NE is allowed in the STA Field. If US, DC, IL or MD are allowed. If DCFBIWA, DC or WV is allowed. Represents postal abbreviation for state.
TNO	Telephone Number	12-12	Must be three numerics, one space, three numerics, one hyphen, and four numerics. Represents telephone number of agency.
TUC	Technical and Operational Update (TOU) Count	1-4	Must be numeric. Number of TOUs needed.
TYP	Type	1-1	Must be alphabetic and/or numeric. Valid values are 1-9, A, B, C, E, F, G, R, S, Y, and Z. 1 - state agency; 2 - county agency; 3 - local or city; 4 - federal; 5 - ORIs ending in D, H, I, K, N, O, P, Q, R, U, V, or W; 6 - criminal justice; 7 - foreign local; 8 - federal, noncriminal justice agency (SCIA) 9 - foreign state agency; A, B, C are Canadian; E - editorial; F - FSC; G - foreign federal agency; R - retired; S - State CTA; Y - CR; and Z - Identification Division. Indicates kind of agency to which the ORI is assigned.
VLN	Name of Validator	3-30	Free text. Unique identifier of the person responsible for validating a record.

ZIP	ZIP Code	5-5	Must be five numerics or five numerics, a hyphen, and four numerics. Must not include ZIP if FPP included. Represents ZIP code of agency.
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*NCIC 2000 format only

2.5 CHANGE OF THE AUTOMATIC NCIC CHECK BASED ON A TENPRINT SEARCH RESPONSE

AFFECTED BY CHANGE: **NCIC
Integrated Automated Fingerprint
Identification System (IAFIS)**

EFFECTIVE DATE: **March 1, 2015**

Background

The Automatic NCIC Check Based on a Tenprint Search (also known as “Hot Check”) provides a search of NCIC person records for criminal and civil fingerprint submissions. The Integrated Automated Fingerprint Identification System (IAFIS) sends an inquiry to NCIC and hit notification is sent to the owner of the NCIC record as an International Justice and Public Safety Information Sharing Network (Nlets) Administrative Message (AM). For details regarding ‘Hot Check,’ see NCIC Technical and Operational Update 10-2.

The CJIS Advisory Policy Board recommended at its June 2010 meeting to change the “Hot Check” response procedures. The APB recommended that a Query Tenprint (QTP) notification not be returned when the FBI Number in the NCIC record does not match the FBI Number in the IAFIS record.

System Changes

The NCIC system will not generate a hit notification to the owner of the NCIC record via an Nlets AM when the NCIC record contains an FBI Number that does not match the FBI Number associated with the fingerprint submitted to IAFIS.

NCIC 2000 Operating Manual Changes

This system change does not require updates to the *NCIC 2000 Operating Manual* (December 1999).

2.6 EXPANSION OF THE NCIC STATE AND COUNTRY CODES

AFFECTED BY CHANGE: NCIC

EFFECTIVE DATE: August 2, 2015

Background

At its Spring 2014 meeting, the CJIS Advisory Policy Board approved, as information only, the expansion of the NCIC state and country code format.

System Changes

The CJIS Division is expanding the NCIC state and country codes to a two-character alphanumeric format which will allow for codes, such as 1A and A1. The state and country codes are used to represent the United States and its territories, Indian nations, Canadian provinces, and foreign countries. The state and country codes are used in the License State (LIS), Operator's License State (OLS), Place of Birth (POB), Citizenship (CTZ), Place of Crime (PLC), State (STA), Make (MAK), and Registration State (RES).

NCIC 2000 Operating Manual Changes

This change does not require updates to the *NCIC 2000 Operating Manual* (December 1999).