

MISSING PERSON – Table of Contents

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MISSING PERSON

Any missing person can be entered into LEADS and NCIC Missing Persons Files providing they meet the criteria listed below. Once the information has been entered in the system, it can then be modified, cancelled, located, cleared or retrieved for inquiry purposes.

It is important to include as much data as possible about the missing person as NCIC runs a daily comparison of the Missing Person File against the Unidentified Persons file. The comparison looks at the following identifiers: Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Date of Last Contact, Scars, Marks, Tattoos, Fingerprint Classification, Jewelry Type, Originating Agency State Code, Blood Type, and Dental Characteristics. The entering agency is notified via a \$.N. administrative message of any possible matches. These messages are delivered in the early morning hours between 00:00:01 and 03:00:00.

Missing Person records fall into one of the following categories:

1. Disability (EMD) – A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger.
2. Endangered (EME) – A person of any age who is missing under circumstances indicating his/her physical safety is in danger.
3. Involuntary (EMI) – A person of any age who is missing under circumstances indicating the disappearance was not voluntary, i.e. abduction or kidnapping.
4. Juvenile (EMJ) – A person under the age of 18 who is missing and does not meet any of the criteria set forth in any of the other categories as described.
5. Catastrophe Victim (EMV) – A person of any age who is missing after a catastrophe.
6. Other (EMO) – A person, 18 or older, who is missing and does not meet the criteria for any of the other categories and for whom there is a reasonable concern for their safety.

Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry. A record for a missing person who is the age of 21 and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation (electronic or hard copy) will aid in the protection of the individual's right to privacy.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

A record for a missing person under the age of 21, as amended by Suzanne's Law in 2003 and effective August 2004 should be entered immediately or **within 2 hours of receipt of the minimum data required to enter an NCIC record.** A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC Missing Person File.

O.R.C. 2901.30 Missing Child Report

- LE shall take report if parent, legal custodian, caregiver or guardian reports a child missing
- Shall take prompt action to locate the child
- No rule or policy permitted that discourages reporting
- Enter child into NCIC ASAP

O.R.C. 2901.42 Missing Adult

- Required to have procedure to respond
 - ✓ 18 & under 21 years of age- immediate NCIC entry
 - ✓ Red flags present- up to 7 days to enter into NCIC
 - ✓ No red flags- up to 30 days to enter into NCIC

Note: 18 and older cannot be entered as EMJ.

Electronic Records Management System (ERMS) - An ERMS is defined as any electronic database, including an electronic warrant database.

Also Note: For agencies using an ERMS, some forms of signatures that are acceptable are:

- 1) Digitized signatures (similar to method used by the United States Postal Service).
- 2) Manual signatures scanned into the ERMS.
- 3) The case officer's typed name into the report in the ERMS.

Catastrophe victim records may be entered by any agency involved in identifying the disaster victims, no written documentation is required for entry.

Within 30 days of entry, the agency needs to make sure the information for the following fields is entered if available:

- Blood Type (BLT)
- Dental Characteristics (DCH) (See note)
- Fingerprint Classifications (FPC)
- Jewelry Type (JWT)
- Scars, Marks, Tattoos (SMT)

Note: If it's determined dental record information is not available for a juvenile this must be documented in the case file and "UNK" is entered in the DCH field.

NCIC will send the entering agency a \$.K. message if the record is over 30 days old and any of these fields are blank.

The record retention period for a missing person record is as follows:

1. A record with no locate message will stay on file until cleared, cancelled, or located.
2. A record with one locate message will be retired immediately.
3. A record whose only searchable identifier is the license plate will retire one year after the license plate expires.

Missing person records are required to be validated when they are between 60 and 90 days old and yearly thereafter.

A missing person base record may have multiple associated data records. These associated records include:

- Supplemental records:
These contain additional AKA (alias), SOC, DOB, SMT, CTZ, OLN set, LIC set, VIN set and stolen/fraudulent data the subject uses.
- Dental records:
If dental data is entered for a missing person, it is cross checked with the Unidentified Person File.
- Images:
Another tool used to assist in identifying a missing person.
- Persons With Information (PWI)
The PWI record is data pertaining to a person that may have information regarding an abduction for which there is no warrant. See NCIC Manual (Missing Persons) for more information.

Note: The Missing Person Dental Report Form and Missing Person Data Collection Entry Guide are located in the CJIS Launch Pad/CJIS Documents/LEADS Forms.

DATA FIELDS ASSOCIATED WITH MISSING PERSON RECORDS

The missing person base record contains the following data.

<u>Field Tag</u>	<u>Description</u>
ADR	street address
BCI	BCI&I number
BLT	blood type
BXR	body x-rays
CIT	city of residence
CMC	caution/medical conditions
CRC	circumcision
CTZ	country of citizenship
DLC	date of last contact with subject
DLI	date record last queried
DLO	location of subject's DNA if on file
DNA	DNA on file
DOB	date of birth
DOE	date of emancipation
DOR	date subject located
DRT	date report taken
DTE	date record entered into database
EYE	eye color
FBI	FBI number
FPA	foot prints available
FPC	fingerprint classification

<u>Field Tag</u>	<u>Description (continued)</u>
HAI	hair color
HGT	height
IDX	unique record number assigned by the database
JWL	jewelry description
JWT	jewelry type
LAI	last agency to query record
LIC	license plate number
LID	unique record number assigned by LEADS
LIS	license plate state of issue
LIY	license plate date of expiration
LIT	license plate type
LKA	linkage agency case number
LKI	linkage agency ORI
MIS	additional comments
MKE	message key
MNP	missing person code
MNU	miscellaneous number
MPC	missing person circumstance
NAM	name
NIC	unique record number assigned by NCIC
NOA	notify originating agency
OCA	entering agency case number
OLN	operator license number
OLS	operator license state of issue
OLY	operator license date of expiration
ORI	identifying number of the entering agency
POB	place of birth
RAC	race
RCA	locating agency case number
RRI	locating agency ID number
SEX	sex
SKN	skin tone
SMT	scars, marks, and tattoos
SOC	social security number
STA	state of residence
TRT	time report taken
VCO	vehicle color
VIN	vehicle identification number
VMA	vehicle make
VMO	vehicle model
VRX	vision prescription
VST	vehicle style
VYR	vehicle year
WGT	weight
ZIP	zip code

INQUIRY OF MISSING PERSON RECORDS

The LEADS/NCIC Missing Person Files contain data entered by law enforcement agencies. Responses received are based on the information entered. Officers contemplating an arrest based

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

To query the Missing Person File, use one of the following message keys:

- **QM** This is the *non-unique* identifier query and only searches the Missing Person File.
 - The user must include the SEX, RAC, HGT, WGT, HAI, EYE and AGE fields. The NAM field is optional.
 - The query will return candidate records whose sex, race, eye and hair color codes are identical to those in the query.
 - The age, height and weight fields may be approximate numbers as the query will pull those records that are:
 - plus or minus one year, of the age which is entered as 0 – 99
 - plus or minus 3 inches, of the height
 - plus or minus 10 pounds, of the weight
 - The following fields may also be part of the query:
 - IND, ENS, RSH
- **QW** This is used when the user has a unique identifier, (NIC, IDX, NAM and OCA, NAM and one or more of the following: DOB, FBI, MNU, SOC, OLN, LIC & LIS, or VIN & VMA) for the missing person.
 - This query will also search the following files:
 - Foreign Fugitive
 - Wanted Person
 - Violent Gang and Terrorist Organization
 - Protection Order
 - Convicted Sexual Offender Registry
 - Immigration Violator
 - Supervised Release
 - U.S. Secret Service Protective Files
 - If the query contains vehicle identifiers it will also search the Vehicle and License Plate Files.
 - To limit the scope of the query, SEX and RAC can be included.
 - SEX must be an exact match.
 - If RAC = B, all race codes except W will be searched.
 - If RAC = W, all race codes except B will be searched.
 - If RAC = A, I or U, all race codes are searched.
 - When using NAM and DOB, only those records that are an exact match of the DOB will be returned instead of those within a year of the year of birth given.

- If the inquiry contains an alphanumeric identifier other than DOB, no name search is generated.
- A secondary search is automatically generated against the person files, vehicle and part files based on the SOC, FBI or VIN data found in the primary response record.
- If there is only one numeric identifier in the inquiry, the response will only include the record on file containing that specific numeric identifier.
- The following fields may also be part of this query:
 - IND, ENS, EBS, RSH

To use the expanded name search (ENS) option:

- N = (default), searches on the name as entered
- Y = uses each part of the input name as the last name, interchanging the remaining name parts as given names

To use the expanded date of birth (EBS) option:

- 1 = exact DOB; exact month and day plus/minus one year.
- 2 = exact DOB; exact year with month and day transposed.
- 3 = exact DOB; exact month and day plus/minus one year; exact year with month and day transposed.

To use the image indicator (IND) option:

- N = (default)
- Y = system will return images associated with the primary hit responses.

To use the related search hit (RSH) option:

- N = (default)
- Y = system will return additional records which have the same ORI/OCA as the primary hit response all records linked by the LKI/LKA data in the primary hit response. See the NCIC Operating Manual for more details.

There are also two other query message keys which search the LEADS missing person database.

- **WW** Search fields: NAM & DOB, LID, LIC, OLN, FBI, MNU, BCI, SOC or VIN
- **WAR** Produces a list of missing person records entered by the specified ORI for a particular month. To pull the missing person records, place the value MP in the appropriate field.

PACKING THE RECORD

The entering agency (ORI) must account for all fields in the Missing Person File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered such as an alias or scars, marks, tattoos, and other

characteristics etc. Missing data obtained at a later time should be promptly added through the use of a modify message.

In house documentation such as arrest records, court dispositions, etc. may be used in the entry as long as documentation is on file.

In circumstances when an agency does not enter information from the CCH, LEADS requires the operator to mark through & initial each identifier not entered.

Ex: ~~999-99-9999~~ jqp

Stolen/Fraudulent

The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent. If the wanted person is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field. If the identity of the thief is known and there is an arrest warrant, the victim information should be entered in the S/F fields.

The base record NAM must be entered for each record. This field should contain the wanted person's true name regardless of whether it is the name contained on the arrest warrant. Listed below are guidelines for coding the S/F NAM and S/F DOB Fields.

1. If the name on the arrest warrant is believed to be the wanted person's real name, the name should be entered in only the base record NAM. If the wanted person's date of birth is available, it should be entered in the base record DOB. Any known S/F identifiers should be entered in the S/F identifier fields.
2. If the name on the arrest warrant is known to be S/F and the wanted person's true name is known, the S/F name should be entered in the S/F NAM Field. The wanted person's real name must be entered in the base record NAM. The date of birth from the S/F identification, if known, must be entered in the S/F DOB. If the wanted person's real date of birth is known, it should be entered in the base record DOB.
3. If an arrest warrant is issued in the name of "John Doe" or "Jane Doe" because the wanted person's true identity is unknown and the wanted person is known to be using stolen or fraudulent identification documents, entry of a Wanted Person File record is permitted provided the identifiers from the stolen or fraudulent documents are included in the wanted person record and identified as such. FBI numbers should not be entered in these types of records.
4. This enhancement only serves to highlight information when the record subject is known to use S/F identification documents. It does not alter current policy concerning entry of "John Doe" or "Jane Doe" records without a warrant which is currently allowed only when the record subject is using a homicide victim's identification.
5. When a record is entered into the Identity Theft File, if the identity of the thief is known and a warrant is obtained, the thief's personal information should be entered in the base

Wanted Person File record. Additionally, the victim information should be entered in the supplemental stolen/fraudulent data fields.

OLN and MNU Information

Always use the most current information for entry. For example, if the subject has an expired or suspended OLN but has a valid ID card, the ID card would be the most current.

It is agency discretion to enter expired or suspended information.

If an OLN has no expiration date, use current year in the OLY field.

ID card numbers from other states are to be entered into the OLN field.

Ohio ID card numbers can be entered into either the OLN field or the MNU field.

It is required the record be queried to ensure the supplemental data was added to the system(s) and the most current printout is retained with the agency records.

FBI and BCI Numbers

If the subject has BCI# and FBI#, both numbers must be entered to pack the record. The Ohio BCI record will be included in the FBI response since Ohio participates in III.

The subject's FBI# must be run to check for criminal history information from other states.

AR and AN Numbers on CCH

All Alien Registration Numbers (AR) on BCI and III record are traceable and can be entered. Query through NLETS using message key IAQ to confirm.

If the subject is born in US, the AR# is not a valid AR# and should not be used.

Arrest Numbers (AN) on a BCI record are not traceable and should not be entered in the record. Non Immigration Admission Numbers (AN) on a III record are traceable and can be entered. Query through NLETS using message key IAQ to confirm.

ENTER A BASE RECORD

Whenever an entry is made for a non-terminal or non-entering agency, the ORI of the non-terminal or non-entering agency is to be placed in the MIS field of the record.

Note: Do not enter a non-terminal or non-entering ORI in the ORI field.

In the event a missing juvenile entry is declared to be an AMBER ALERT, the original entry must be cancelled and re-entered. A missing juvenile entry cannot be modified to an AMBER ALERT.

The following message keys are used to entering a missing person record:

- **EMD** enter missing disability
- **EMDC** enter missing disability – caution
- **EME** enter missing endangered
- **EMEC** enter missing endangered – caution
- **EMI** enter missing involuntary
- **EMIC** enter missing involuntary – caution
- **EMJ** enter missing juvenile
- **EMJC** enter missing juvenile – caution
- **EMV** enter missing victim
- **EMVC** enter missing victim – caution
- **EMO** enter missing other
- **EMOC** enter missing other – caution

Missing person records require the following fields:

ORI	MKE	OCA	NAM	SEX	RAC
HGT	WGT	HAI	EYE	MNP	DLC

At least one or more of the following numeric identifiers must be included when the message key is *not* EMJ/EMJC:

DOB	FBI	MNU	SOC
-----	-----	-----	-----

OLN with OLS and OLY
LIC with LIS, LIY and LIT
VIN with VYR, VMA, and VST

Conditional mandatory fields include:

- CMC (if the MKE = EMDC, EMEC, EMIC, EMJC, EMVC or EMOC)
- DOB (if the MKE = EMJ/EMJC or if MNP = CA)
- DOE (if the MKE = EMJ/EMJC)
- DLO (if DNA = Y)
- MIS (if CMC = 01)

Name (NAM):

- Subject Names are input as:
 - Doe,John S
 - Doe,John S Jr
- Hyphenated names can also be entered.
 - Bald-Eagle,Robert R

Missing Person Code (MNP):

- *MP* is used when the message key is EMD, EMJ, or EMO.
- *DV* is used when the message key is EMV.
- *MP* is used when the message key is EME or EMI.
- *CA* is used when the message key is EME or EMI and the victim is under 18 and there is a reasonable indication/suspicion the child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life.
- *SA* is used when the message key is EME, EMEC, EMI, EMIC and the victim must be 64 years of age or older – or – adults of any age diagnosed with a mental health disorder.

CMC (Caution and Medical Conditions) values:

00	Armed and Dangerous
01	Other (Explain in MIS field)
05	Violent Tendencies
10	Martial Arts Expert
15	Explosive Expertise
20	Known to Abuse Drugs
25	Escape Risk
30	Sexually Violent Predator – Contact ORI for Detailed Information
40	International Flight Risk
50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic

The following may be used as *Caution Indicators* when they are associated with the subject of a record. If one of these is not used, it will be counted as a serious error during the audit. Caution Indicators must be used (*even attempted*) if any of these appear on the subject's CCH record (even attempted) :

Alcoholic
Allergies

Armed and Dangerous:

- Improper Handling of Firearms
- Weapons under Disability
- Aggravated/Armed Robbery
- Any crime with Weapon Use

Diabetic
Epilepsy
Escape Risk
Explosive Expertise
Heart Condition
Hemophiliac
International Flight Risk

Known to Abuse Drugs

Martial Arts Expert
Medication Required
Other (Explain in MIS field)
Sexually Violent Predator
Suicidal

Violent Tendencies:

- Voluntary Manslaughter
- Murder
- Resisting Arrest
- Felonious Assault
- Felonious Assault with a vehicle
- Assault on officer
- Aggravated Assault

Note: Violent tendencies do not include simple assault or rape. It is agency discretion whether or not to use a violent tendencies Caution Indicator for domestic violence offenses.

Note: Fleeing and Eluding does not qualify as Escape Risk and Caution Indicator should **not** be used.

If the subject does not have a CCH record, but the warrant is associated with one of the above listed reasons; the warrant can be entered with a Caution Indicator.

If the subject has a Concealed Handgun License, this alone, does NOT qualify them to be entered with a Caution Indicator for armed and dangerous. Holding a permit is not the same as being charged with a crime involving a weapon.

When a subject has CCH entries showing arrests for Carrying Concealed Weapons (CCW), Felonious Assault and Drug Abuse, do not use CMC/01 (which translates into OTHER) and then enter the charges in the MIS field. Each individual CMC code that applies must be entered allowing the system to translate the codes and making it easier for the receiving operator to immediately determine the reasons for the Caution Indicator. In this example, CMC/00 (ARMED AND DANGEROUS), CMC/05 (VIOLENT TENDENCIES) and CMC/20 (KNOWN TO ABUSE DRUGS) would be entered. The ARMED AND DANGEROUS would correlate to the CCW charge and the VIOLENT TENDENCIES would refer to the Felonious Assault charge.

CMC/01 (OTHER) should only be used when none of the other CMC codes applies.

CMC/KNOWN TO ABUSE DRUGS should be used if the subject has a CCH conviction for drug abuse, has a drug abuse OL suspension on their driving record, or other official source documentation indicates the subject has actually used drugs. A subject with drug trafficking, possession or paraphernalia does not necessarily mean they also use drugs. In these situations, CMC/OTHER would be used with the offense being listed in the MIS field.

Note: It is the agency's discretion whether to use a caution indicator or not for drug offenses such as trafficking, possession or paraphernalia.

Also, a subject having a previous CCH drug abuse charge would not necessarily qualify for entry as a SMT/MC DRUGAB. Using drug abuse in the SMT field as a medical condition indicates the subject has been under a doctor's care, in a rehabilitation clinic, received counseling for abusing drugs, etc. The arrest on a CCH would not be documentation in and of itself to use the MC DRUGAB in the SMT field.

Other data fields that should be included if known:

NOA	MPC	BCI	LKI	LKA	SKN
POB	CTZ	FPC	SMT	BLT	CRC
FPA	BXR	DNA	VRX	ADR	CIT
STA	ZIP	MIS			

If a record is transmitted and one of the combinations below matches a missing person record already on file, it will reject as a duplicate. The user will receive the message 'REJECT ON FILE' along with the IDX of the existing record.

FBI and ORI	NAM, MNU and ORI
NAM, SOC and ORI	OLN, OLS and ORI
VIN, VMA, NAM and ORI	LIC, LIS, LIY, LIT, NAM and ORI

ENDANGERED MISSING ADULT ALERT

The criteria to activate an Endangered Missing Adult Alert are as follows:

- For Elderly (65 yrs. and older) or for any adult with a mental disability at risk of serious physical harm or death
- The disability must be diagnosed by a medical professional
- The local investigating law enforcement agency **confirms that the individual is missing.**
- There is sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate that activation of the alert will help locate the individual.

Entering a missing person record with a message key of EME, EMEC, EMI, or EMIC along with a MNP value of SA will automatically generate an in-state Endangered Missing Adult Alert message to:

- Adjacent counties
- OSHP Central Dispatch Communications Center in Columbus
- Attorney General's Office
- Ohio media will be notified through the activation process

Note: The record is sent to NCIC with a MNP value of MP.

MODIFY A BASE RECORD

A modification transaction is used to add, delete, or change information on a missing person base record. Only the entering agency may modify the record.

The message key to modify a missing person record is **MM**.

Identify the record to be modified by:

- NAM and OCA
- NIC and OCA
- LID and OCA

Complete the field/fields to be modified and transmit the data.

Once the record passes the system, the user will receive a message advising the LEADS record has been modified.

If the record is also in NCIC, the actual modification is pending and has been forwarded to NCIC for acceptance. If NCIC rejects the modification, the LEADS record does ***not*** retain the updates.

It is required the record be queried to ensure the modification was added to the system(s) and the most current printout is retained with the agency records.

Data fields, which may be removed from the record, are coded as (DEL) mark for deletion.

Once the record passes the system edits, the user will receive a message advising the LEADS record has been modified.

A modification generates an automatic cross-search of the updated record against the unidentified person records.

You cannot modify the message key between juvenile and adult MKE codes.

CANCEL A RECORD

Only the entering agency may cancel a missing person record. This transaction is used when the entering agency determines the record is invalid.

The message key to cancel a missing person record is **XM**.

Identify the record to be cancelled by:

- NAM and OCA
- NIC and OCA
- LID and OCA

The Date of Cancellation (DOC) is required and is either today's or yesterday's date.

The Reason for Removal (RPS) is optional and the value may be either CASE DROPPED or NOT MISSING.

It is required the record be queried to ensure it was removed from the system(s).

Cancellation of the base record will remove all associated supplemental data records as well.

CLEAR A RECORD

Only the entering agency may clear a missing person record. This transaction is used when the entering agency apprehends the subject or is officially advised the missing person has been located and the locating agency has not entered a locate transaction.

The message key to clear a missing person record is **CM**.

Identify the record to be cleared by:

- NAM and NIC
- NAM and OCA
- NIC and OCA
- LID and OCA

The Date of Clear (DCL) is required.

Additional fields include RCA, RPS, PAR, HIT, NPA, NPF, VNP, VOR and VRC.

If the locating agency did not place a locate, the CM transaction should contain the locating agency's ORI (RRI) and case number (RCA).at

It is required the record be queried to ensure it was removed from the system(s).

Clearing the base record will remove all associated supplemental, image and dental data records as well.

PLACE A LOCATE ON A RECORD

The apprehending agency should enter the locate transaction when they find a person in the LEADS/NCIC Missing Person Files after they have completed the hit confirmation process. When a locate message is placed on a missing person record, the record is automatically removed from the files.

Do not enter a locate transaction if the apprehending agency is also the entering agency.

The message key to locate a missing person record is **LM**.

Identify the record to be located by:

- NAM and OCA
- NIC and OCA
- LID and OCA

The required fields include:

- Date of Recovery (DOR)
- Disposition (DSP) whose value may be either DETN or RELD.
 - DETN is used when the entering agency advises the locating agency arrangements are being made to return the missing person to the proper authorities.
 - RELD is used when the entering agency advises the missing person will not be returned to the proper authorities **or** the locating agency received no information regarding what action should be taken after making an effort to do so.

Optional fields include RCA, RPS, PAR, HIT, NPA, NPF, VNP, VOR and VRC.

Note: The entering agency can request the locating agency not place a locate if a missing person is positively identified by partial body parts, and enough of the body to facilitate a match against the missing person record is still missing. The MIS field should be updated to list which body parts were recovered.

ENTER A SUPPLEMENTAL DATA RECORD

Supplemental data records are entered into the LEADS and NCIC to show additional names, dates of birth, scars, marks, tattoos, etc., associated with a missing person.

A base record may have the following supplemental records associated with it:

- Alias Names (AKA) up to 99
- Date of Birth (DOB) up to 9
- Miscellaneous Number (MNU) up to 9
- Social Security Number (SOC) up to 9
- Operator License data set (OLN, OLS, OLY) up to 9

- License Plate data set (LIC, LIS, LIT) up to 9
- Vehicle data set (VIN, VYR, VMA, VST) up to 9
 - Include VMO and VCO if known
- Scars, Marks, and Tattoos (SMT) up to 9
- Caution/Medical Conditions (CMC) up to 10
- Images up to 13
- Country of Citizenship (CTZ) up to 9

The message key to enter a supplemental record is **EMN**.

Identify the record the supplemental data is associated with by:

- NAM and OCA
- NIC and OCA
- LID and OCA

The system is designed to allow a **total of nine** additional data items be input in a single EMN transaction. However, the user's input form may restrict the number of fields that may be used per transaction.

This example shows four supplemental data items being added to the record for GUY B MISSING.

```

ORI/OHOHP00L8
NAM/MISSING,GUY B
OCA/DAWN-TEST
AKA/FISHING,GONE
SMT/TAT R ARM
SMT/PRCD L EAR
SOC/000000010
  
```

If there are more than nine data items to be added the user will need to make additional EMN transactions.

It is required the record be queried to ensure the supplemental data was added to the system(s) and the most current printout retained with the agency records.

MODIFY A SUPPLEMENTAL DATA RECORD

There is no modifying transaction for supplemental data. The incorrect information must be cancelled and the correct information entered.

CANCEL A SUPPLEMENTAL DATA RECORD

The message key to cancel a supplemental record is **XMN**.

Identify the record the supplemental data is associated with by:

- NAM and OCA
- NIC and OCA

- LID and OCA

Up to nine data items may be included in a cancel supplemental transaction.

It is required the record be queried to ensure the supplemental information was removed from the system(s) and the most current printout retained with the agency records.

ENTER A DENTAL RECORD

Dental characteristics are included for the purpose of matching information against records in the NCIC Unidentified Person File. This information may be obtained using the Missing Person Data Collection Entry Guide and the Missing Person Dental Report available on-line. The Authorization to Release Dental Records form must be signed by the parent or guardian and the NCIC Missing Person Dental Report must be completed by the dentist.

Note: If it is determined dental record information is not available for a juvenile this must be documented in the case file and “UNK” is entered in the DCH field.

Only the agency that entered the missing person record may enter the associated dental data.

The message key to enter dental information is **ED**.

Identify the record to which the dental information is being associated by:

- NIC and OCA
- LID and OCA

An entry is required for each and every tooth, which are numbered 01 – 32.

The required fields include:

- Dental x-rays available (DXR)
The only valid values are Y or N
- Dental models available (MPA)
The only valid values are Y or N
- Dental characteristics (DCH)
The codes for this field include:

M, O, D, F, L	(restorations for each surface of the tooth)
X	(missing)
V	(virgin – all teeth present without restorations)
/	(no information on tooth is available)
R	(root canal)
C	(crown)
ALL	(is used in cases where all of the teeth match the default code of ‘virgin’)
UNK	(is used in cases where there is no dental information available)

Note: R & C must be used in conjunction with M, O, D, F, or L. If UNK is entered into the DCH field, it suppresses the dental cross-search against the Unidentified Person File.

Optional field:

- Dentist's remarks (DRE) – Holds a maximum of 50 characters and should contain dental remarks which cannot be coded in the DXR, MPA, or DCH fields.

MODIFY A DENTAL RECORD

Only the entering agency may modify the dental information associated with a missing person record.

The message key to modify a dental record is **MD**.

Identify the dental record by its associated missing person record using:

- NIC and OCA
- LID and OCA

When modifying the DCH data for a tooth to add additional codes, include the original codes entered if they are still valid.

If the error message of 'RECORD NOT FOUND' is returned and the operator feels sure the identifiers are correct, query the record to ensure the dental information was previously entered.

CANCEL A DENTAL RECORD

Only the entering agency may cancel the dental information associated with a missing person record.

The message key to cancel a dental record is **XD**.

Identify the dental record by its associated missing person record using:

- NIC and OCA
- LID and OCA

Dental records will also be removed if the base record is canceled, located, or cleared.