

PARTS FILE – Table of Contents

PARTS FILE.....	2
INQUIRY OF A STOLEN VEHICLE/BOAT PART RECORD	3
ENTER A STOLEN VEHICLE/BOAT PART RECORD.....	3
MODIFY A STOLEN VEHICLE/BOAT PART RECORD.....	5
CANCEL A STOLEN VEHICLE/BOAT PART RECORD	6
CLEAR A STOLEN VEHICLE/BOAT PART RECORD	6
PLACE A LOCATE ON A STOLEN VEHICLE/BOAT PART RECORD	7
DATA FIELDS ASSOCIATED WITH A STOLEN VEHICLE/BOAT PARTS RECORD	8
Field Tag - Description	8

PARTS FILE

Any component containing a serial number which has been stolen from a vehicle or boat may be entered into the LEADS/NCIC Part Files. Once the information about these parts has been entered into the system it can then be modified, cancelled, located, cleared or queried.

Stolen vehicle/boat part information is stored in the NCIC Vehicle/Boat Part File and the LEADS Part File.

The following criteria must be met to enter a stolen part into the LEADS and NCIC systems:

1. A theft report has been made. The entering agency must ensure the entry is kept up-to-date.
2. If the part was stolen in another state, an agency from the state of registry can enter a record for the part. The identity of the agency holding the theft report is to be listed in the miscellaneous field.
3. The following stolen items may be entered into the Part File:
 - a vehicle identification number plate
 - certificate of origin/certificate of title (blank or associated with a vehicle)
 - items with a serial number such as a backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, un-mounted truck camper, etc.
4. Only the agency holding the theft report and having primary jurisdiction over the place of the actual theft should make the entries. The only exception is when a non-terminal or non-entering agency has an agreement (Holder of the Record) with a terminal agency to enter their records.

Note: Do **not** enter entertainment devices such as radios and tape players taken from or with a vehicle – these belong in the Article File.

The record retention period for stolen vehicle/boat parts is as follows:

1. A record, which contains either a SER or OAN, will remain on file for the balance of the year entered plus 4 years. For example, a record entered in 2004 will be retired 01/01/09.
2. A record which has been located will retire 10 days after the locate is placed.

Vehicle/boat part records are required to be validated when they are between 60 and 90 days old and yearly thereafter.

INQUIRY OF A STOLEN VEHICLE/BOAT PART RECORD

The LEADS/NCIC Stolen Parts File contains data entered by law enforcement agencies. Responses received are based on information entered. Officers contemplating an arrest or recovery of the stolen part based on this information must confirm the hit first.

Queries transmitted with the VIN, SER or OAN data, will cause a search of the Part File records and the VIN field of all the records stored in the person files.

The message key used to search the Parts File is **QV**.

The data which may be used to search on are:

- NIC only
- VIN
- OAN
- SER
- IDX only

Note: Using IDX as the record identifier will only return the LEADS entry.

To use the Related Search Hit (RSH) option:

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

To use the image indicator (IND) option:

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

ENTER A STOLEN VEHICLE/BOAT PART 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. Do not enter a non-terminal or non-entering agency ORI in the ORI field.

The following message keys are used for entering a stolen part:

- **EP** enter stolen part
- **EP-P** enter stolen part; hold for prints

Stolen part records require the following fields:

MKE ORI BRA CAT DOT OCA MIS

At least one of the following identifiers must be included:

SER OAN

Originating Agency Case Number (OCA):

NCIC suggests a truck-mounted camper with a serial number be entered into the Part File with the same OCA as the truck record entered in the Vehicle File.

Miscellaneous (MIS):

This field is to contain a brief description of the stolen part.

When parts are stolen along with the vehicle or boat, cross reference the records from the two files by entering the NIC of the related record in the MIS field of each entry.

Serial Number (SER):

Is required if the category (CAT) is OB (outboard motor).

If a certificate of title is stolen, the title number goes in the SER field.

If a VIN plate is stolen, the vehicle identification number goes in the SER field.

Owner Applied Number (OAN):

If using both SER and OAN, the OAN cannot be the same as the SER.

Engine Power or Displacement (EPD):

The EPD field is only input when the CAT code is EN or OB. Should the engine power or displacement contain a fraction or decimal, place the whole number in the EPD field and then show the entire number in the MIS field.

Brand Name (BRA):

If the entry is for a VIN plate, engine, or transmission, the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV, PLYM, etc., should be used.

ENGN should be used when entering stolen engines manufactured by companies other than vehicle manufacturers – the complete brand name must be entered in the MIS field.

TRMN should be used when entering stolen transmissions manufactured by companies other than vehicle manufacturers - the complete brand name must be entered in the MIS Field.

PART is used when there is no NCIC assigned code for the part's brand name – the manufacturer's name must be entered in the MIS Field.

If the entry is for a stolen certificate of origin (CTO) or certificate of title (CTT), the BRA code for the manufacturer of the vehicle identified on the certificate should be used.

CERF should be used when the entry is for a blank CTO or CTT with a pre-assigned serial number.

If the entry is for construction and/or farm and garden equipment, such as a bucket scoop or harrow, it should be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

If the record is transmitted and one of the combinations below matches a vehicle/boat part record already on file, it will reject as a duplicate. The user will receive the message 'REJECT ON FILE' and the IDX number of the existing record.

- OAN, OCA and ORI
- SER, BRA, CAT and ORI
- OAN, BRA, CAT, OCA and ORI

After transmitting the entry and no errors are found, the user will receive a message advising the record is pending and has been forwarded to NCIC.

If NCIC accepts the entry, the user will receive a message indicating the NIC number and the record will be entered into the LEADS Vehicle/Boat Part File.

If NCIC doesn't accept the entry, the record is **not** stored in the LEADS Part File. Make the required correction and transmit the entry again.

It is required the record be queried to ensure the entry was applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

MODIFY A STOLEN VEHICLE/BOAT PART RECORD

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

Note: Part records in located status cannot be modified.

The message key to modify a part record is **MP**.

Identify the record to be modified by:

- NIC and OCA
- SER and OCA

Complete the field(s) to be modified and transmit the data.

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

The modification is not complete until the user receives a modify accepted response from NCIC. If NCIC rejects the modification, the LEADS record does **not** retain the updates.

It is required the record be queried to ensure the modifications were applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

CANCEL A STOLEN VEHICLE/BOAT PART RECORD

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

The message key to cancel a part record is **XP**.

Identify the record to be cancelled by:

- NIC and OCA
- SER and OCA

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

The Reason for Property Record Removal (RPP) value may be either 'CASE DROPPED' or 'NOT STOLEN'.

It is required the record be queried to ensure the record was removed from both LEADS and NCIC.

CLEAR A STOLEN VEHICLE/BOAT PART RECORD

Only the entering agency may clear a part record. This transaction is used when the entering agency recovers the part or is officially advised the part has been recovered by another agency.

The message key to clear a part record is **CP**.

Identify the record to be cleared by:

- NIC and OCA
- SER and OCA

Date of Clear (DCL) is required.

Additional data fields which can be included in the transaction are:

- RRI, RCA, RPP, NPA, NPF, VNP, VOR and VRC

If the record is in located status, only the date of clear is necessary.

If the record is in active status, the recovering agency ORI (RRI) and their case number (RCA) should be included.

It is required the record be queried to ensure the record was removed from both LEADS and NCIC.

PLACE A LOCATE ON A STOLEN VEHICLE/BOAT PART RECORD

A locate transaction should be entered when an agency, other than the entering agency, recovers a stolen part and has followed the hit confirmation process.

The message key to locate a part record is **LP**.

Identify the record to be located by:

- NIC and OCA
- SER and OCA

The Date of Recovery (DOR) is required.

Additional data fields which can be included in the transaction are:

- RCA, RPP, NPA, NPF, VNP, VOR, and VRC

The entering agency will receive an administrative message the part has been located.

A located part record is removed from the file ten days after the initial locate is placed

If a second locate is placed on the part within the 10 day period, the record will be immediately removed from the files.

DATA FIELDS ASSOCIATED WITH A STOLEN VEHICLE/BOAT PARTS RECORD

<u>Field Tag</u>	<u>Description</u>
BRA	brand name
CAT	category
DCL	date of clear
DOC	date of cancel
DOT	date of theft
EPD	engine displacement or engine power
IDX	LEADS file identification number (assigned by the system)
LKA	linkage case number
LKI	linkage agency identifier
MIS	miscellaneous field
NIC	NCIC identification number (assigned by the system)
NOA	notify originating agency
NPA	number of persons apprehended as a result of stolen part being located
NPF	number of missing persons found
OAN	owner applied number
ORI	originating agency identifier
RCA	recovering agency's case number
RPP	reason for property record removal
RRI	recovering agency identifier
SER	serial number
VNP	value of part when it was recovered
VOR	value of other property found when part was recovered
VRC	value of contraband found when part was recovered
VYR	vehicle year