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CRITERIA FOR ENTRY

The purpose of the LEADS and NCIC Vehicle Files is to provide assistance in the recovery of stolen vehicles or vehicles involved in the commission of a crime (felony vehicle). A stolen vehicle may be entered if a theft report has been made. Once the information about the vehicle(s) has been entered into the system, it can then be modified, cancelled, located, cleared or retrieved for inquiry purposes.

A vehicle is any motor driven conveyance with the exception of a boat designed to carry its operator. Aircraft and trailers are also to be entered in the Vehicle File.

1. An un-recovered stolen vehicle can be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status.

2. If a vehicle was stolen in another state, an agency from the state of registry can enter a record for the vehicle. The identity of the agency holding the theft report is to be listed in the miscellaneous field.

3. A loaned, rented or leased vehicle that was not returned can only be entered if an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

4. A felony vehicle can be entered immediately providing the whereabouts of the vehicle is unknown.

5. Only the agency holding the theft report and having primary jurisdiction over the place of the actual theft should make the entry. The only allowable exception is when a non-terminal agency or non-entering agency has a written agreement with a terminal agency to enter their records.

Note: A loaned, rented, driving without consent, unauthorized use or leased vehicle that has not been returned **may not** be entered in the file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

STOLEN OR FRAUDULENTLY OBTAINED VEHICLE CRITERIA

Previously, vehicles obtained fraudulently were considered a civil matter and were not to be entered into LEADS/NCIC as a stolen vehicle. It has been determined the entry of vehicles obtained by fraud/deception is permitted providing a theft report is filed and the vehicle(s) in question is listed in the theft report.

Some examples of fraudulent theft may include, but are not limited to, the following:

- Theft by deception
- Purchased with counterfeit money
- Purchased with counterfeit/fraudulent checks
- Purchased with counterfeit/fraudulent money orders
- Purchased with stolen or fraudulent credit cards

This decision impacts only the **VEHICLE** Entry File.

The record retention period for *stolen* vehicle records is as follows:

1. A record that does not have either a VIN or OAN is removed from the file 90 days after entry.

2. A record, which contains either a VIN or OAN, will remain on file for the balance of the year entered plus 4 years. (IE: a record entered in 2004 will be retired 01/01/09.)

3. A record which has been located will be removed 10 days after the locate is placed.

The record retention period for *felony* vehicle records is 90 days from date of entry.

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

INQUIRY OF STOLEN/FELONY VEHICLE RECORDS

Responses received are based on information entered. Officers contemplating an arrest or recovery of the vehicle based on this information must confirm the hit first.

The following message keys are used to search the Vehicle File:

- **QV** Allows the user to search by NIC, VIN, OAN, SER, VMA, LIC and LIS
- **QW** Allows the user to search by LIC or VIN

Note: Using the IDX field will search only the LEADS Vehicle File.

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

There is also a message key which allows users to query only the LEADS Vehicle Hot File:

- **VEH** – Produces a listing of vehicle records entered by the specified ORI for the indicated month.

ENTER A STOLEN/FELONY VEHICLE 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/felony vehicle record:

- **EV** enter stolen vehicle
- **EV-A** enter stolen vehicle, occupant(s) armed
- **EV-F** enter stolen vehicle, occupant armed and hold for prints
- **EV-P** enter stolen vehicle, hold for latent prints
- **EF** enter felony vehicle
- **EF-A** enter felony vehicle, occupant(s) armed
- **EF-F** enter felony vehicle, occupant armed and hold for prints
- **EF-P** enter felony vehicle, hold for latent prints

Stolen vehicle records require the following fields:

ORI MKE OCA DOT VYR VMA
VST

At least one of the following identifiers must be included:

VIN OAN LIC (along with LIS, LIY, and LIT)

Felony vehicle records require the following fields:

ORI MKE OCA DOT VMA

At least one of the following identifiers must be included:

VIN LIC (include LIS, LIY, and LIT if available)

Vehicle Identification Number (VIN):

If the VIN is a state assigned or nonconforming 17 character number, place the word SVIN in the first four characters of the MIS field.

If the VIN has more than 20 characters, place the last 20 characters in the VIN field and entire number in the MIS field.

Vehicle Make/Manufacturer (VMA):

When entering a vehicle whose VMA is not in the official NCIC listing, place the appropriate code (from the list below) in positions 1 – 4 of the VMA field and the manufacturers name in positions 5 – 24 of the field (do not leave a space between positions 4 and 5). If the code is only three characters, position four is left blank.

Example: `CYL TOMAHAWK`
`AEROBLUEBIRD`

VMA	CODE
Aircraft	AERO
All terrain vehicle	ATV
Construction Equipment	COEQ
Dune buggy, go-cart, golf cart, motorized wheelchair or ride-on toy	SPEC
Farm and garden equipment	FARM
Motorcycle	CYL
Snowmobile	SNOW
Trailer	TRLR
Truck	TRUK

If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field.

Refer to *NCIC 2000 Operating Manual*, Vehicle Section for more information.

Vehicle Model (VMO):

- VST = EB, EN, MV or OP the VMO must be:
  blank, ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE

- VMA = ASVE the VMO must be AV or REP

- VMA = COEQ the VMO must be CE

- VMA = FARM the VMO must be FE

- VST = MB, MC, MD, MK, MS, or MY the VMO must be CYL

- VMA = SNOW or a valid snowmobile code the VMO must be:
  SKT, SKW, TRA, TRW or WHE

- VMA = TRLR or HMDE the VMO must be TL

- VMA = TRUK the VMO must be TK

Vehicle Style (VST):

The Ohio BMV codes pick-up trucks, vans and sport utility vehicles (SUVs) as VST/SW. Only use VST/SW for the automobile style STATION WAGON.

- PICK-UP TRUCK must be VST/PK

- VAN must be VST/VN

- SPORTS UTILITY VEHICLE (SUV) must be VST/LL

If VMA = ATV or SPEC, the VST must be either OP, EB, EN or MV and the MIS field must contain the manufacturer name.

All-terrain vehicles ATVs should be entered with the motorcycle VMA code listed in the *NCIC 2000 Code Manual*, the VMO code CYL and VST code MV.

Example: `VMA/HONDA` `VMO/CYL` `VST/MV`

License Plate (LIC):

If the license plate number exceeds ten characters enter only the first 10 characters in the LIC field and the full plate number in the MIS field.

The LIC will not accept any special characters, this includes hyphens. Enter the plate number with the hyphen in the MIS field.

Dealer plate numbers should be entered top to bottom, left to right.

State of Issue (LIS):

If the plate has the inscription ‘US GOVERNMENT’, the LIS code should be US.

Expiration Year (LIY):

If the plate expired more than one year ago, it cannot be entered.

Use NX for a non expiring plate.License Plate Type (LIT)

AM	Ambulance
AP	Apportioned
AQ	Antique, Classic, Historic, Horseless Carriage, Vintage
AR	Amateur Radio or Citizen's Band Radio
AT	All Terrain Vehicle
BU	Bus
CC	Consular Corps
CI	City-Owned or Municipal Vehicle
CL	Collegiate
CM	Commemorative
CN	Conservation, Environmental, Wildlife
CO	Commercial
CU	County-Owned Vehicle
DA	Drive-Away
DB	Dune Buggy
DD	Dentist
DL	Dealer
DP	Diplomatic

DU	Duplicate, Reissue, or Replacement
DV	Disabled Veteran
DX	Disabled Person, Handicapped Person, Window Placard
EX	Exempt
FD	Fire Department
FG	Foreign Government
FM	Farm Vehicle
HI	Hearing Impaired
IP	International Plate
IT	In-Transit
JJ	Judge or Justice
LE	Legislative, U. S.
LF	Law Enforcement
LS	Legislative, State, Senator
MC	Motorcycle
MD	Motorcycle Dealer
MF	Manufacturer
ML	Military Vehicle, Canadian
MP	Moped
MR	Armed Forces Reservist, Military Reservist
MV	Military Vehicle, U.S.
MY	Aero Aircraft (military, all types)
NG	National Guard Member
NP	Aero Aircraft (civilian, non- passenger)
OB	Omnibus
OR	Organization
PC	Passenger Car
PE	Personalized/Customized
PF	Professions (but not physician)
PH	Doctor, Physician, Veterinary
PP	Aero Aircraft (civilian, passenger)
PR	Press
PS	Professional Sports Teams
PX	Pharmacist
RE	Reciprocal (or Reciprocity)
RV	Rented Vehicle or Trailer
SC	Special Purpose Commercial Veh, Welding Truck
SN	Snowmobile
ST	State-Owned Vehicle
SV	School Vehicle
TK	Truck
TL	Boat Trailer, Trailer
TM	Temporary
TP	Transporter
TR	Semi Truck, Truck-Tractor

TX Taxi
US U.S. Government Vehicles
VF Metal of Honor, Prisoner of War, Purple Heart, Veteran of Foreign Wars, Vietnam Veteran
ZZ All Others (Not Listed): All Terrain Vehicle (Unregistered), Snowmobile (Unregistered)

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

- Stolen combinations: VIN, VMA and ORI
  LIC, LIS, LIY, LIT and ORI
  OAN, VMA, OCA and ORI

- Felony combinations: VIN, VMA and ORI
  LIC, LIS, LIY, LIT and ORI

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

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

If NCIC does not accept the entry, the record is **not** stored in the LEADS Vehicle File. Please 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/FELONY VEHICLE RECORD

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

Note: Vehicle records in a located status cannot be modified.

The following message keys are used to modify a vehicle record:

- **MV** modify a stolen vehicle record
- **MF** modify a felony vehicle record

Identify the record to be modified by:

- NIC and OCA
- LIC and OCA
- VIN 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.

CANCEL A STOLEN/FELONY VEHICLE RECORD

Only the entering agency may cancel a stolen/felony vehicle record. This transaction is used when the entering agency determines the record is invalid.

The message keys to cancel a vehicle record are:

- **XV** cancel stolen vehicle
- **XF** cancel felony vehicle

Identify the record to be cancelled by:

- NIC and OCA
- LIC and OCA
- VIN 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 it was removed from both LEADS and NCIC.

CLEAR A STOLEN/FELONY VEHICLE RECORD

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

The message keys to clear a record from the Vehicle File are:

- **CV** clear stolen vehicle
- **CF** clear felony vehicle

Identify the record to be cleared by:

- NIC and OCA
- LIC and OCA
- VIN and OCA

The Date of Clear (DCL) is required.

Additional data fields which may 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 it was removed from both LEADS and NCIC.

PLACE A LOCATE ON A STOLEN/FELONY VEHICLE RECORD

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

The message keys to locate a vehicle record are:

- **LV** locate a stolen vehicle
- **LF** locate a felony vehicle

Identify the record to be located by:

- NIC and OCA
- LIC and OCA
- VIN 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 vehicle has been located.

A located vehicle record is removed from the file 10 days after the initial locate is placed.
If a second locate is placed on the vehicle within the 10 day period, the record will be immediately removed from the files.

DATA FIELDS ASSOCIATED WITH A STOLEN/FELONY VEHICLE RECORD

Field Tag	Description
DCL	date of clear
DOC	date of cancellation
DOR	date of recovery
DOT	date of theft
IDX	LEADS file identification number (system assigned)

Field Tag	Description (continued)
IMN	image NCIC number
IMT	image type
LIC	license plate number
LIS	license plate state of issue
LIT	license plate type
LIY	license plate expiration year
LKA	linkage case number
LKI	linkage agency identifier
MIS	miscellaneous
MKE	message key
NIC	NCIC identification number (system assigned)
NOA	notify originating agency
NPA	number of persons apprehended as result of locating vehicle
NPF	number of missing persons found as result of locating vehicle
OAN	owner applied number
OCA	originating agency case number
ORI	originating agency identifier
RCA	recovering agency's case number
RPP	reason for property record removal
RRI	recovering agency identifier
VCO	vehicle color
VIN	vehicle identification number
VMA	vehicle make
VMO	vehicle model
VNP	value of stolen vehicle recovered
VOR	value of other property recovered with the stolen vehicle
VRC	value of contraband recovered with the stolen vehicle
VST	vehicle style
VYR	vehicle production year