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WANTED PERSONS

The purpose of the LEADS and NCIC Wanted Person Files is to provide assistance in the apprehension of persons who have a warrant issued against them. Once the information has been entered into the appropriate system(s), it can then be modified, cancelled, located, cleared or queried.

CRITERIA FOR ENTRY

Law enforcement agencies may enter wanted person records upon reaching the decision to arrest a person and how their extradition should be handled. Extradition is the surrender by one jurisdiction to another of an individual charged or convicted of an offense outside its own territory and within the territorial jurisdiction of the other.

A wanted person record should be entered into the system under the following guidelines:

- **If an adult:**
 1. An individual for whom a federal criminal warrant is outstanding.
 2. An individual for whom a misdemeanor or felony warrant is outstanding.
 3. Probation and parole violators meeting the criteria in number 1 or 2.

- **If a juvenile entered into LEADS ONLY:**
 1. A juvenile for whom an Ohio criminal warrant is outstanding.
 2. A juvenile for whom an Ohio misdemeanor or felony warrant is outstanding.
 3. Probation and parole violators meeting the criteria stated in numbers 1 or 2

- **If a juvenile entered into NCIC:**
 1. A juvenile being **tried as an adult** for whom a federal criminal warrant is outstanding.
 2. A juvenile being **tried as an adult** for whom a misdemeanor or felony warrant is outstanding.
 3. A juvenile probation or parole violator meeting the criteria stated in numbers 1 or 2
 4. An individual who has been adjudged delinquent and is subject to the jurisdiction of the court that made the adjudication and:
 - a) who has escaped from an institution or agency vested with the legal custody/supervision of such juvenile, or
 - b) who has absconded while on probation or parole

Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment which subjects such a delinquent to probation or parole or to the legal custody of the institution or agency concerned.

Specifically excluded from this category are 'status offenders' i.e., children who commit non-criminal but legally prescribed acts such as truancy, disobedience to parents, running away, and violating curfew.

A juvenile who has been charged with the commission of a delinquent act that would be a crime if committed by an adult and who has fled from the state where the act was committed. (Category 2).

Entry of a record in this category is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

Civil Warrants

The criterion for the entry of “arrest warrants” stemming from a civil proceeding or judgment are as follows:

- There are no specific prohibitions for the entry of warrants “originating” from a civil proceeding or civil judgment. However, the threshold generally accepted for entry of warrants into NCIC is: the warrant must be “actionable”, meaning the subject of the warrant can be arrested and taken into custody based on the issuance of the warrant.
- NCIC contains warrants for non-support of a child and bench warrants, which stem mainly from non-compliance with court orders, including failure to pay child support.
- There is no legal prohibition that would disallow “arrest warrants” issued in civil cases from being entered into NCIC.
- An entry may be made after:
 1. A decision to arrest or authorize arrest has been made and
 2. The decision has been made regarding extradition

Note: A **summons** on complaint to appear in court **does not** meet the criteria for entry.

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

1. A record with no locate message will stay on file until cleared, cancelled, or located with extradition.
2. A record with one locate message that shows *no extradition* will stay on file until cleared, cancelled or a second locate is placed upon it.
3. A record which has been marked as located with *extradition* or *detained* will be removed five days after the locate transaction is submitted, unless a detainer is placed on the record.
4. A record which has had a detainer placed on it will stay on file until cleared or cancelled.

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

A wanted 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.
- **Add-on warrant records:**
Due to NCIC only allowing an agency to have one wanted base record on file for a subject, LEADS has made allowances for add-on warrants to be entered into the file. Add-on warrants are additional warrants on file for the same person. These may be added to the base record for that person.
- **Dental records:**
If dental data is entered for a wanted person, it is cross checked with the Missing and Unidentified Person Files.
- **Images:**
Another tool used to assist in identifying a wanted person.

Temporary Felon

A temporary felony want record, may be entered to establish a "want" entry when a law enforcement agency needs to take prompt action to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a felony. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. For national law enforcement agency awareness – temporary felon wants can be entered into NCIC while a warrant is pursued.

A temporary felony want record must be specifically identified as such by selecting pick-up-radius 1 – Nationwide, a warrant class code of FT- Felony Temporary and a description of the temporary want in the MISC field. A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felony want record must be either canceled and a permanent wanted person record must be entered or modified to a permanent wanted person record. **A temporary felony want record will be purged after 48 hours.**

NATIONAL INSTANT BACKGROUND CHECK SYSTEM (NICS)

To make certain the state of Ohio is assisting in accomplishing the mission of NICS and enhancing the safety of Ohioans, entering agencies are required to enter protection orders and warrants, which meet state or federal firearm prohibition criteria, within seventy-two hours of receipt to ensure all disqualifying records are accessible by the NICS.

How Ohio Contributes to the NICS

1. Ohio criminal justice agencies contribute to NICS by entering warrants and protection orders into NCIC.
2. Ohio courts and psychiatric hospitals provide mental illness adjudication information to the Attorney General's Office, which is entered into LEADS and submitted to the FBI NICS Indices.

- Ohio courts submit arrest disposition information to the Attorney General's Office, which is available through the FBI's III system.

Entry Requirements

Warrants and Protection Orders – Warrants for subjects that meet all three required elements to qualify as a fugitive from justice must be entered within 72 hours of receipt. The entering agency must complete the extradition limitation, EXL Field as 4 for felony warrants and D for misdemeanor warrants, on the warrant entry. The pick-up radius must be entered PUR 1. Additional details regarding extradition limitations are to be placed in the MIS Field. The Guidelines for Establishing Fugitive from Justice reference document is available under the NICS Manual section at <https://leads.ohio.gov/Manuals>

Persons subject to a qualifying full hearing protection orders must be entered within 72 hours of receipt. Ex parte orders do not qualify for entry. The Protection Order Bench Card reference document is available under the NICS Manual section located at: <https://leads.ohio.gov/Manuals>

DATA FIELDS ASSOCIATED WITH A WANTED PERSON RECORD

The Wanted Person base record contains the following data.

<u>Field Tag</u>	<u>Description</u>
ADD	type of the documented address
BCI	BCI number
CIT	city of residence
CLA	warrant class code
CMC	caution and medical conditions
COU	county of the documented address
CTI	court identifier (valid & appropriate ORI)
CTY	city of the documented address
CTZ	country of citizenship
DDA	date of documented address
DLI	date record last queried
DLO	location of DNA
DNA	DNA available
DOB	date of birth
DOE	date of emancipation
DOV	date of violation (used for a juvenile)
DOW	date of warrant
EXL	extradition limitation
EXT	extradition
EYE	eye color
FBI	FBI number
FPC	fingerprint classification
HAI	hair color
HGT	height
LIC	license plate number

LID	LEADS identification 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 comments
MKE	message key
MNU	miscellaneous number
NAM	name
NIC	NCIC number
NOA	notify originating agency
OCA	originating agency case number
OFF	offense
OLN	operator license number
<u>Field Tag</u>	<u>Description (continued)</u>
OLS	operator license state of issue
OLY	operator license expiration year
OOC	original offense code
ORI	originating agency identifier
POB	place of birth
PUR	pick up radius (warrant)
RAC	race
SEX	sex
SKN	skin tone
SMT	scars, marks, tattoos, and other characteristics
SNA	street name of the documented address
SNU	street number of the documented address
SOC	social security number
STA	state of residence
VCO	vehicle color
VIN	vehicle identification number
VMA	vehicle make
VMO	vehicle model
VST	vehicle style
VYR	vehicle year
WGT	weight
WNO	warrant number
ZIP	zip code of the documented address

INQUIRY OF WANTED PERSON RECORDS

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.

The following message keys are used to query both the LEADS and NCIC Wanted Person Files in a single transaction:

- **QW** Returns wanted records with an EXL value of 1 – 5, A, or E for the requested subject. Records with an EXL value of C will be returned if the querying ORI is an adjacent state to the entering ORI.
- **QWA** Returns all wanted for the requested subject, regardless of the EXL values.
- **QWE** Returns wanted records with an EXL value of 1, 2, 5, A, or E for the requested subject. Records with an EXL value of 3 or C will be returned if the querying ORI is an adjacent state to the entering ORI.
- **QWF** Returns wanted records with an EXL value of 1 – 5 for the requested subject.

All wanted records, regardless of message key selected, whose first two ORI characters match those of the inquiring ORI will be returned. For example, if OH000TEST does a QWF, it will still receive any wanted records entered by an Ohio agency.

An automatic cross-search of the following LEADS and NCIC files is initiated when the transaction is made:

- Caution Ohio Police
- Concealed Handgun License
- Foreign Fugitive
- Gang
- Identity Theft
- Immigration Violator
- Known or Appropriately Suspected Terrorist (KST)
- Missing Person
- Protective Interest
- Protection Order
- Sex Offender Registry
- Supervised Release

If the initial query contains vehicle identifiers, the following databases are also searched:

- Vehicle
- Boat
- Vehicle/Boat Part
- License Plates

The QW message key allows the Wanted Person File to be queried by using the following field combinations:

- NIC only
- IDX only
- NAM and OCA (the name must be spelled exactly as it is in the record)
- NAM and one of the following identifiers: DOB, FBI, MNU, SOC, OLN, LIC & LIS or VIN & VMA.

Note: IDX will show only the LEADS data.

If the query contains a name and an identifier other than the date of birth, the name is not searched on.

To use the expanded name search (ENS) option:

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

To use the extended 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 and all records linked by the LKI/LKA data in the primary hit response. See the NCIC Operating Manual for more details

There are also query message keys which only search LEADS files.

- **WW** Search fields include: NAM & DOB, LID, LIC, OLN, FBI, MNU, BCI, SOC or VIN
- **WAR** Produces a list of wanted records entered by the specified ORI for a particular month. The search can be further narrowed by PUR value.
- **ZIP** Produces a list of wanted records which match the specified zip code. The search can be further narrowed by warrant class or offense code. Consideration for the possible size of this file should be made prior to searching. Some responses may be very large.

PACKING THE RECORD

The entering agency (ORI) must account for all fields in the Wanted 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~~ vld

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 "true" and S/F NAM Fields and the "true" 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 & 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 & BCI NUMBERS

If the subject has an available BCI# and FBI#, both numbers are to be entered to pack the record. The subject's FBI# must be run to check for criminal history information from other states. The Ohio BCI record will be included in the FBI response since Ohio participates in III.

SID NUMBERS

The Messenger form has a State Identification Number (SID) field available for the Protection Order entries and Warrant entries. The SID field is to be populated with an available Computerized Criminal History (CCH) number.

- For Protection Order entries, an available BCI# is to be entered in the SID field
Example: B123456
- For Warrant entries, an available Out-of-State ID# is to be entered in the SID field.
Example: TN123456

AR & 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. Do not enter a non-terminal or non-entering agency ORI in the ORI field.

The following message keys are used for entering a wanted person record:

- **EW** enter wanted
- **EW-C** enter wanted – caution
- **EWJ** enter wanted juvenile
- **EWJC** enter wanted juvenile – caution

Wanted person records require the following fields:

ORI	MKE	OCA	DOW/DOV	EXL	OFF
CLA	PUR	NAM	SEX	RAC	HGT
WGT	HAI	EYE			

At least one of the following numeric identifiers:

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

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

The conditional mandatory fields include:

CMC (if the MKE = EWC or EWJC)
OOC (depends on the OFF value)
DOE (if the MKE = EWJ or EWJC)
DLO (if DNA = Y)
MIS (if EXL = 2, B, or if CMC = 01)

Name (NAM):

- Subject names are input as:
 - Doe,John Q
 - Doe,John Q Jr
- Hyphenated names can also be entered:
 - Doe-Public,John Q

Out Documented address data:

SNU street number (up to 7 characters) i.e.: 1952 or 19 ½
SNA street name (up to 25 characters, PO BOX & # goes in this field)
CTY city name (up to 20 characters, no punctuation {St. Louis would be ST LOUIS})
COU county name (up to 20 characters)
ADD address type

- 01 RESIDENCE (LAST KNOWN)
- 02 EMPLOYER
- 03 RELATIVE
- 04 KNOWN ASSOCIATE
- 05 OTHER (If used, place additional info in the MIS field)
- 06 HOMELESS
- 07 TRANSIENT
- 08 INCARCERATED
- 09 TEMPORARY LODGING (This code is only valid for National Sex Offender Registry records)

DDA last known date on which the subject, their employer, relative, or associate was at the address

Additional Offense Indicator (ADO):

If your agency has multiple warrants for the subject, place a 'Y' in this field and indicate the offense info in the MIS field. The default value for this field is blank.

License plate data:

The following is considered a set and includes: LIC/LIS/LIY/LIT(must fill in all 4)

Vehicle data:

The following is considered a set and includes: VIN/VYR/VMA/VST(must fill in all 4)
VMO & VCO are optional

Offense Code (OFF):

The following codes **require** free text or easily understood abbreviations to further explain or describe the offense in positions five through twenty four of the offense code field. The system will be expecting at least six characters following the four numeric digits for these codes.

- 0199 Sovereignty
- 0299 Military
- 0399 Immigration
- 4901 Escape
- 5005 Contempt of Court
- 5015 Failure to Appear
- 5099 Obstruct (specify Judic, Congr, Legis, Commsn)
- 7099 Crimes against Person
- 7199 Property Crimes
- 7299 Morals – Decency Crimes
- 7399 Public Order Crimes

Note: For those codes whose literal explanation includes phrases such as “describe offense,” “identify weapon,” “specify type,” etc., that information may be entered in positions five through twenty four after the numeric code in the OFF field.

Original Offense Code (OOC) is required when the OFF is one of the following:

- 4901 Escape – (identify type of institution)

4999 Flight – Escape (describe offense)
 5001 Bail – Secured Bond
 5002 Bail – Personal Recog
 5011 Parole Violation
 5012 Probation Violation
 5013 Conditional Release Violation
 5014 Mandatory Release Violation
 5015 Failure to Appear
 8100 Escape From Custody (juvenile offender only)
 8101 Abscond While On Parole (juvenile offender only)
 8102 Abscond While On Probation (juvenile offender only)

CLA (Warrant Class) values:

AS OVI Automatic OL Suspension
 AW AWOL from a mental institution or hospital
 BW Bench Warrant
 CD Commercial Drivers – 24 hour out-of-service
 FT Felony Temporary
 FW Felony Warrant
 MT Misdemeanor Temporary
 MW Misdemeanor Warrant

PUR (Pick up Radius {Extradition}) values:

1 – Nationwide
 2 – Any place in Ohio
 3 – Ohio within 100 mile radius
 4 – County of want and adjacent counties
 5 – County of want
 A – Entering agency only – no action by other agencies
 L – Jurisdiction of the department of want only

EXL (Extradition Limitation) values:

- Felony Warrants:
 - 1 – Full extradition
 - 2 – Limited extradition (requires data in the MIS field)
 - 3 – Extradition surrounding states only
 - 4 – No extradition – In State pick up only, see MIS field for limits
 - *5 – Extradition arrangement pending (requires data in the MIS field)**
 - 6 – Pending extradition determination
- Misdemeanor Warrants:
 - A – Full extradition
 - B – Limited extradition (requires data in the MIS field)
 - C – Extradition surrounding states only
 - D – No extradition – In State only, see MIS field for limits
 - *E – Extradition arrangement pending (requires data in the MIS field)**
 - F – Pending extradition determination

****EXL value cannot be used at initial entry, can only be used when modifying the record.***

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 shall 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 or other supportive documentation:

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 charge or 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 which should be included if known:

CTI	WNO	NOA	LKI	LKA	BCI
SKN	POB	CTZ	SMT	FPC	DNA
CIT	STA	ZIP	ADR	MIS	

Note: CTI must be a valid ORI.

If a record is transmitted and one of the combinations below matches a wanted 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
OCA, NAM and ORI	DOB, NAM 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 the PUR = 1), or the message indicates the record has been entered into the LEADS Wanted Person File.

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

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

ENTER A CDL 24 HOUR OUT-OF-SERVICE

As part of the Commercial Drivers License Law, violators of O.R.C. Section 4506.15 can be ordered out-of-service for 24 hours in accordance with O.R.C Section 4506.16(C).

To allow law enforcement officers a method of determining persons violating the 24 hour out-of-service order, the LEADS Wanted Person File will be utilized.

The EW fields will be completed the same as a warrant with the exception of the following fields which will be completed as shown:

- Warrant Class Code (CLA) CD
- Pick-up Radius (PUR) 2
- Offense Code (OFF) 5499TRAFFIC OFFENSE
- MIS 24HR OUT OF SERVICE followed by the date and time of the order.

These records are automatically purged 48 hours after entry.

ENTER AN OVI AUTOMATIC LICENSE SUSPENSION

There are situations resulting in delays to BMV driving record updates, primarily administrative license suspensions, which are not reflected immediately on the printout. To assist in letting law enforcement know when a person's operator license has been suspended for OVI, a temporary entry may be made while waiting for the court appearance. The LEADS Wanted Person File will be utilized for this entry. The EW fields will be completed the same as a warrant with the exception of the following fields which will be completed as shown:

- PUR 2
- Warrant Class AS
- Offense Code 5499OL AUTO SUSPENSION
- MIS OVI - OL AUTO SUSPENSION (Must be listed first in MIS field)

Note: These records are automatically purged 15 days after entry. Therefore, do not enter as supplement to base record.

A query response that includes an OVI Automatic License Suspension record looks like this:

```
B}**** INSTATE **** INSTATE **** INSTATE ****
MKE/WANTED PERSON - OVI ADMINISTRATIVE OL SUSPENSION
****NOT A BASIS TO STOP, DETAIN OR ARREST****
MISDEMEANOR - LIMITED EXTRADITION SEE MIS FIELD
LID/04650861  IDX/WX04650861
ORI/OHOHP6700  DTE/20080609
NAM/PUBLIC,JANE  SEX/F  RAC/W
DOB/19870129  SOC/999999999
HGT/500  WGT/098  EYE/BRO  HAI/BLN
OLN/XX000000  OLS/OH  OLY/2012
```

OFF/TRAFFIC OFFENSE - OL AUTO SUSPENSION
DOW/20080609 COW/67 PORTAGE
CLA/AS PUR/2
OCA/67-297
MIS/OVI-OL AUTO SUSPENSION
***** IMMED CONFIRM WITH ORI *****
AGENCY: OSHP - RAVENNA, TELEPHONE: 3302971441

Note: The third line of the response states ****NOT A BASIS TO STOP, DETAIN OR ARREST****. This is an informational hit only.

MODIFY A BASE RECORD

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

Note: Records in a located status cannot be modified.
Records with a detainer cannot be modified (except vehicle and license data may be deleted).
Stolen/Fraudulent data items cannot be modified. They must be cancelled and re-entered.

The message key to modify a wanted person record is **MW**.

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 edits, 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.

Data fields, which may be removed from the record, should be entered with a (#) (Messenger users only). The method to modify may vary for other software users.

CHANGING THE PICK UP RADIUS (PUR)

If the PUR is being changed to 1, so the existing record will go to NCIC, review the record first for other data fields which may need updated. The following fields often cause the record to error:

- EXL (does it need changed or perhaps requires data in the MIS)
- LIY (is it expired)
- OFF (does it require additional text or an OOC)
- MKE (if it is a juvenile entry and the DOE is past, cancel and re-enter as adult EW)

Note: If NCIC rejects the record, it will be removed from the LEADS Wanted Person File.

Vehicle data

When removing vehicle data, all vehicle fields, except VCO, need to be marked for deletion.

If adding vehicle data, include VIN, VYR, VMA, and VST.

License plate data

If adding license plate, include LIC, LIS, LIY, and LIT.

OFFENSE CODE (OFF)

Certain OFF codes may require special attention. An existing OOC may need removed or an OOC may need to be added. Additional text may need to be entered in positions five through twenty-four or additional information may need to be in the miscellaneous field.

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.

CANCEL A RECORD

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

The message key to cancel a wanted person record is **XW**.

Identify the record to be cancelled by:

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

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

The Reason for Record Removal (RPS) is optional and the value may be either ADMIN CLOSING, CASE DROPPED, NOT WANTED, RECALLED or WARRANT DISMISSED.

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.

Note: Any add-on warrants must be cancelled prior to cancelling the base record.

CLEAR A RECORD

Only the entering agency can clear a wanted person record. This transaction is used when the entering agency apprehends the subject or is officially advised the subject is in the custody of another agency.

The message key to clear a wanted person record is **CW**.

Identify the record to be cleared by:

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

The Date of Clear (DCL) is required.

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

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

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

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

Note: Any add-on warrants must be cleared before clearing the base record.

PLACE A LOCATE ON A RECORD

A locate is required when a hit confirmation has been done based on the (PUR) pick up radius and the record has been confirmed as active and still wanted. A locate must be placed on an entry by the recovering agency before the entering agency can place a detainer on it.

A locate is not placed if:

- a) The entering agency of the record is the apprehending/locating agency.

Note: Effective 08/02/2015, 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.

- b) The record was entered with no extradition (EXL of 4 or D or **NOEX** in the miscellaneous field) and this is still the case upon confirmation with the originating agency.

Note: Do not use the **YQ** transaction to confirm this hit.

- c) The locating agency is outside of the extradition limitations set forth in the record.

d) The entering agency intends to modify the EXL to 5 or E (Extradition arrangements pending – see MIS field) **and** requests that the locating agency not place a locate message.

The message key to locate a wanted person record is **LW**.

Identify the record to be located by:

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

The required fields include:

- Date of Recovery (DOR)
- Extradition (EXT)
 - EXTR is used when the entering agency advises the person will be extradited or the person is wanted by a federal agency.
 - DETN is used when the apprehending agency intends to incarcerate the person on local charges.
 - NOEX is used when the entering agency advises the subject will not be extradited due to circumstances at the time or the apprehending agency received no information on extradition after making an effort to do so, or the subject is found in prison, a mental institution or deceased and the entering agency advises they will not be extradited.

Additional data fields which can be included in the transaction are RCA, RPS, PAR, HIT, NPA, NPF, VNP, VOR and VRC.

Records located with an extradition (EXT) code of NOEX do not show as 'LOCATED' in the message key line of the response, the locate data, however, is in the lower portion of the record.

A located record whose EXT code is either EXTR or DETN will be removed from the system five days from the date the locate is placed unless the entering agency has placed a detainer against the record.

A subsequent locate does not automatically purge the wanted persons record. The 5 day period starts over from the date the subsequent locate is placed, unless the original and subsequent locate transaction both contain an extradition (EXT) code of NOEX.

A subsequent locate transaction with an extradition (EXT) code of NOEX cannot be placed on a wanted record if it has been previously located with an extradition (EXT) code of either EXTR or DETN.

A wanted record that is currently 'located' with an extradition (EXT) code of NOEX, can have a subsequent locate placed on it with an extradition (EXT) code of either DETN or EXTR. The record will be retired five days from the date of the new locate.

Note: A subsequent locate cannot be placed on a wanted record which has a detainer.

PLACE A DETAINER ON A RECORD

A detainer gives the entering agency a method of indicating they still want the subject after they have served their time as required by the apprehending agency. Placing the detainer within five days of the locate transaction keeps the wanted record in the system. A detainer may not be placed on an entry by the entering agency until a locate is placed on it by the recovering agency. The message key to place a detainer on a wanted person record is **DW**.

Identify the record to be detained by:

- NAM and OCA
- NIC and OCA

The required fields include:

- Date of Detainer (DOD)
- Detainer Case Number (DNO)
- Incarcerating Agency Identifier (IRI)
- Date Incarceration Starts (DIS)

Optional data fields include the Date Incarceration Ends (DSE) and the Place of Incarceration (INC).

Upon placing the detainer, the entering agency will receive response showing the record with the words ***** DETAINER ENTERED ***** at the end if accepted.

The following message is a sample of what is sent to the apprehending agency when the entering agency places the detainer:

```
FIL/THE FOLLOWING RECORD LOCATED BY YOUR AGENCY HAS HAD A DETAINER
PLACED ON IT ON 20050213 BY ORI/OH0870100 BOWLING GREEN PD

MKE/EW LID/03360031 IDX/WX03360031
NAM/SAMPLE, SUBJECT DOB/19830508 SEX/M
ORI/OH0870100 OCA/LEADSTEST
```

On a daily basis, around 0100hrs, agencies with records on file with a detainer are sent a notification listing the affected records. The message looks like this:

```
INFORMATION ONLY - THE FOLLOWING ARE WANTED AND WARRANT
DETAINER RECORDS YOUR AGENCY HAS ON FILE:
```

IDX#	LID#	NAME	SSN	APPRENDING AGENCY ORI
W000000001	AA1111ZZ	SAMPLE, RECORD A	123456789	OHOHP0030
WX00000001	00000001	SAMPLE, RECORD C	333445555	OHOHP0030

When another agency attempts to place a locate on a record which already has a detainer record appended, they will receive a response similar to the following:

```
LOCATE ATTEMPTED BY OHOHP2100 ON LID/CB9651BK ENTERED BY OHOHP40.

WARNING: THE SUBJECT OF THIS RECORD HAS BEEN REPORTED AS INCARCERATED.
```

CONTACT ORIGINATING AGENCY TO HAVE THE DETAINER REMOVED.
A NEW DETAINER CAN THEN BE ADDED.

MODIFY A DETAINER

Only the entering agency can modify the detainer information on a wanted person record by using the detainer modify transaction.

The message key to modify the detainer data on a wanted person record is **MDW**.

Identify the record to have its detainer data modified by:

- NAM and OCA
- NIC and OCA

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

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

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.

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.

CANCEL A DETAINER

Only the entering agency can remove the detainer information from a wanted person record by using the detainer cancel transaction. Cancellation of the detainer returns the record back to located status.

The message key to remove detainer information from a wanted person record is **XDW**.

Identify the record to have its detainer data removed by:

- NAM and OCA
- NIC and OCA

The Detainer Case Number (DNO) is the only required data field.

Upon cancelling the detainer, the entering agency will receive a response showing the record with the words ***** DETAINER CANCELED ***** at the end if accepted.

Note: The record will stay on file for five days after the detainer has been canceled. This allows for the agency to place a new detainer if necessary, otherwise it will auto purge.

ENTER SUPPLEMENTAL DATA

Supplemental data records are entered into LEADS and NCIC to show additional names, date of births, etc., which are associated with a wanted 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
- Country of citizenship (CTZ) up to 9
- Operator License data set (OLN, OLS, OLY) up to 9
- License plate data set (LIC, LIS, LIY, LIT) up to 9
- Vehicle data set (VIN, VYR, VMA, VST) up to 9
 - Include VMO & VCO if known
- Scars, Marks, and Tattoos (SMT) up to 9
- Caution/Medical Conditions (CMC) up to 10
- Stolen Fraudulent Names up to 99
- Stolen Fraudulent Date of Births up to 9
- Stolen Fraudulent Miscellaneous number up to 9
- Stolen Fraudulent Social Security number up to 9
- Stolen Fraudulent Operator License data set up to 9
- Documented address data set up to 9

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

The message key to enter stolen/fraudulent supplemental data is **ENS**.

Identify the record to which the supplemental record is associated by:

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

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

This example shows seven supplemental data items being added to the record for GUY B BAD.

```
ORI/OHOHP00L8
NAM/BAD,GUY B
OCA/DAWN-TEST
AKA/BAD,GUY BIG
AKA/BAD,DUDE
AKA/BAD,G
SMT/TAT R ARM
SMT/PRCD L EAR
SOC/000000010
CMC/01
```

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

MODIFY SUPPLEMENTAL DATA

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

CANCEL SUPPLEMENTAL DATA

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

The message key to cancel a stolen/fraudulent supplemental record is **XNS**.

Identify the record whose supplemental record is being cancelled by:

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

The user must enter the information to be cancelled in the appropriate field. For example, if an alias of 'FINN,HUCKLEBERRY' needs to be removed from the record; place the data 'FINN,HUCKLEBERRY' in the AKA field.

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).

ENTER AN ADD ON WARRANT

The entering agency may add additional warrants to a wanted person record it has previously entered. The additional warrant information will be recorded in LEADS only. NCIC does not accept add-on warrants, but a notation can be made in the MIS field of the base record listing the additional warrant information.

Note: If the base record does not have a Pick Up Radius (PUR) of one (1) and the add-on warrant does, the user has two options:

1. Cancel the base record, enter the warrant with the PUR of 1 and then re-enter the warrant whose PUR is not 1 as the add-on warrant **OR**
2. Modify the base record to a PUR/1 and include the add-on warrant info in the MIS field.
- 3.

The message key to enter an add-on warrant is **AWW**.

Identify the base record to which the add-on is to be associated with by:

- NAM and OCA
- LID and OCA

Include the following data for the additional warrant:

- Class Code (CLA)
- Pick-up Radius (PUR)
- Offense Code (OFF)
- Agency Case Number (OCA) *This must be different from the base record's OCA.
- Date of Warrant (DOW)
- Miscellaneous (MIS)

Upon inputting the add-on warrant information, the entering agency will receive a response showing the record with the words ***** ADD-ON WARRANT ENTERED ***** at the end if accepted.

If the base record is not found or the OCA of the add-on is already on file, the entry will be rejected and the appropriate message displayed informing the user of the error.

Example of an AWW entry:

```
ORI/OHOHP00L8
LID/03323763
OCA/LEADSTEST
CLA/BW
PUR/A
OFF/5005
OCA/04CRB3947
DOW/12272004
MIS/ CAUT DRUGS AND ASSLT WITH DANG WEAP
```

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

The query response to a record with add-on warrants is shown below. The add-on warrant information falls under a heading of Additional Warrants towards the end of the record.

```
***** INSTATE ***** INSTATE ***** INSTATE *****
MKE/WANTED PERSON - CAUTION
ARMED & DANGEROUS
LIMITED EXTRADITION - NOTE LIMITATION IN MIS AND PUR FIELD
LID/03323763  IDX/WX03323763
ORI/OHOHP00L8  DTE/20050102
NAM/SAMPLE,RECORD A  SEX/M  RAC/B
POB/MI  DOB/19671110  SOC/111111111
HGT/509  WGT/150  EYE/BRO  HAI/BLK
SMT/PRCD L EAR
FBI/12333HA6  BCI/C195503
OLN/XX000000  OLS/OH  OLY/2006
DOW/20041227  COW/18  CUYAHOGA
CLA/BW  PUR/A  OFF/5005CONTEMPT OF COURT
OCA/LEADSTEST
MIS/FTP FALSIFICATION AND POSS CRIM TOOLS
ADR/2100 LAKESIDE AV CLEVELAND,OHIO  ZIP/44114  DATE OF ADR/20050102
SUPPLEMENTAL INFO:
AKA/SAMPLE,REC
AKA/RECORD, SAMPLE A
DOB/19671011
```

DOB/19691011
DOB/19671106
SMT/SC FACE
SMT/SC HEAD
SMT/SC R EYE
SOC/100000000
SOC/200000000
CMC/KNOWN TO ABUSE DRUGS
ADDITIONAL WARRANTS:
CLA/BW PUR/A OFF/5005CONTEMPT OF COURT OCA/04CRB3946
DOR/20050102 DOW/20041227
ADDITIONAL WARRANTS:
CLA/BW PUR/A OFF/5005CONTEMPT OF COURT OCA/04CRB3947
DOR/20050102 DOW/20041227
***** IMMED CONFIRM WITH ORI *****
AGENCY: PARMA PD, TELEPHONE: 4408851234

Note: The miscellaneous field is for additional information not for duplicate information.

CLEAR/CANCEL AN ADD-ON WARRANT

Only the entering agency can clear/cancel add on warrants from a wanted person record.

The message key to cancel an add-on warrant is **XWW**.

The message key to clear an add-on warrant is **CWW**.

Identify the add-on record which is being removed by:

- **NAM** from the base record and OCA of the add-on record
- **LID** from the base record and OCA of the add-on record

A successful clear/cancel returns the on of the following responses and a display of the base record:

***** ADD-ON WARRANT RECORD CLEARED *****

or

***** ADD-ON WARRANT RECORD CANCELED *****

Note: Add-on warrants must be cleared before the base record can be cleared/cancelled.