

Module 3

FILE TRANSACTIONS



DCIN/NCIC

Provided by
Criminal Information & Identification Section

TABLE OF CONTENTS

OBJECTIVES	4
I. INTRODUCTION TO FILES	7
A. Access.....	7
B. NCIC Files.....	7
C. DCIN Files	7
II. TRANSACTIONS	8
A. Query/Inquiry	8
B. Enter	8
C. Modify	9
D. Supplement	9
E. Stolen/Fraudulent Data.	9
F. Locate.....	9
G. Clear.....	9
H. Cancel.....	9
I. Hit Confirmation	10
III. SPECIAL NCIC FEATURES	10
A. Caution & Medical Conditions Field (CMC)	10
B. Notify Originating Agency	10
C. Investigative Interest	11
D. Record Linkage.....	11
E. Imaging	11
IV. PERSON FILES	12
A. Wanted Person File	12
B. Missing Person File.....	16
C. Person with Information (PWI) — Missing Person Supplement.	19
D. Unidentified Person File	21
E. National Missing and Unidentified Person System (NamUs)	21
F. NCIC Cross Search of Missing and Unidentified Persons	21
G. Gang File and Threat Screening Center (TSC) File.....	22
H. Violent Person File (VPF)	24
I. Supervised Release File.....	24
J. Identify Theft File	25
V. PROPERTY FILES	25
A. Vehicle File	25
B. Stolen Boat File	26
C. Gun File	27
D. Article File	28
E. Securities File	28

VI. SYSTEM INTEGRITY	29
A. Validations.....	29
B. Method of Validations.....	29
C. Validation Process.....	30
D. Quality Control and Serious Error Messages	31
INDEPENDENT EXERCISES	32
FORMS SECTION	36
A. NCIC/DCIN — File Entry Transaction Forms & Abbreviations	37
B. HIPAA Law Enforcement Guide	39
C. NC Blue Alert – Wanted Person Record Response.....	40
D. NCIC Wanted Person – NICS Entry eWarrants Guide	41
E. Missing Person Hit with PWI Records.....	42
F. Add Images at Time of Entry Or During Validations.....	43
G. \$.K.EXL Extradition Limitation Notification	46
H. \$.K.NCIC Incomplete Missing/Unidentified Person Record Notification	47
ANSWER KEY	48
DCIN DIRECTORY FOR ASSISTANCE	49
INSTRUCTIONS FOR CERTIFICATION TESTING	50

Module 3 Title:	DCIN/NCIC FILE TRANSACTIONS
Purpose:	To present users with an overview of the: — Types of records that may be entered into DCIN and NCIC Files. — Transactions to enter and maintain records. — Regulations regarding criteria for entry and maintenance of supporting documentation.
Training Objectives:	At the end of this instruction, users will be able to achieve the following objectives: 1. Identify the transactions that are used to enter and maintain accurate records into DCIN/NCIC files. 2. Explain entry procedures that must be followed when entering a record for an agency for which you provide DCIN access. 3. Explain timeliness, accuracy, and completeness as they relate to DCIN/NCIC files. 4. Explain DCIN's policy on documentation retention for records entered into DCIN/NCIC. 5. Given a scenario, identify which DCIN/NCIC file a particular record could be entered into, if any. 6. Explain the procedures that must be followed when performing validations on record entries. 7. Explain the difference between a quality control message and a serious error message.
Hours:	Six (6)
Instructional Method:	Lecture—Discussion—Live Demo—Workbook Exercises
Training Materials:	Training Manual Computer Web Browser High-Speed Internet Connection Power Point Presentation

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Revised By:	Shaina Vivier & Meredith Curry Criminal Information Training Specialists DCIN Training Unit SBI Criminal Information and Identification Section
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Revised By:	Chris Wilson DCIN Training Unit Supervisor SBI Criminal Information and Identification Section
Revised Date:	April 30, 2020
Revised By:	Patricia Viverette Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
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Revised By:	Patricia Viverette & Jeannie McBride Criminal Information Training Specialists DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	December 17, 2018
Revised By:	Chris Wilson DCIN Training Unit Supervisor SBI Criminal Information and Identification Section
Revised Date:	January 29, 2016
Revised By:	Jessica Woodard Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section

Revised Date:	July 15, 2015; April 30, 2015
Revised By:	Jeannie McBride Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	July 29, 2014; April 11, 2012; May 25, 2010
Revised By:	Jessica Woodard Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	December 7, 2009
Revised By:	Patricia Viverette Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section
Revised Date:	May 29, 2009; April 20, 2009; January 14, 2009; August 22, 2008
Revised By:	Julie S. Kidd Criminal Information Training Specialist DCIN Training Unit SBI Criminal Information and Identification Section

I. INTRODUCTION TO FILES

A. Access

Agencies entering records into the National Crime Information Center (NCIC) and/or the Division of Criminal Information Network (DCIN) must have signed a User Agreement with DCIN or a Servicing Agreement with an agency providing indirect DCIN/NCIC access.

B. NCIC Files

1. Nationwide information system, maintained by the Federal Bureau of Investigation (FBI), available to law enforcement and criminal justice agencies.
2. File types include:
 - a. **Person** Files — Wanted, Missing, Unidentified, Foreign Fugitive, Immigration Violator, Protection Order, National Sex Offender Registry (NSOR), Supervised Release, Identify Theft, Gang, Treat Screening Center (TSC), Protective Interest, National Instant Criminal Background Check System (NICS) Denied Transaction, Violent, Extreme Risk Protection Order
 - b. **Property** Files — Article, Gun, License Plate, Vehicle, Securities, Boat, and Vehicle/Boat Parts
 - c. **Other** Files — Interstate Identification Index (III), Originating Routing Identifier (ORI), and Image
3. Files that require authorized access to enter/maintain records exclusively by federal or international agencies:
 - a. Immigration Violators (U.S. Immigration and Customs Enforcement (ICE))
 - b. Foreign Fugitives (United State National Central Bureau (USNCB) of Interpol)
 - c. Threat Screening Center (TSC)

C. DCIN Files

1. DCIN is maintained by the State Bureau of Investigation (SBI) and contains North Carolina (NC) Files, including Recovered Vehicles, Concealed Handgun Permits, and Sex Offender Registrations.
2. Files requiring separate DCIN certification to enter/maintain records are the following:
 - a. NC Concealed Handgun Permits
 - b. NC Sexual Offender Registration
 - c. NCIC Protection Orders

II. TRANSACTIONS

A. **Query/Inquiry** — to search for a file(s) using identifier(s) provided.

1. Prior to and after entering a record or changing record information, collect all available information on the person/property being entered to ensure the NCIC record is an exact match to the case file.
2. For all queries, do not change ORI per [14B NCAC 18A.0302\(a\)\(9\)](#).

B. **Enter** — used to place a new record in file (base record) or to append supplemental records to those already on file.

1. Always use the ORI of the holder of the record per [14B NCAC 18A.0302\(a\)\(8\)](#).
2. Criteria for entry must be met. Right-click on the blue area of any transaction for Form Help to review and verify criteria is met for record entry.
3. **Timeliness**
 - a. Records must be entered immediately, not to exceed three (3) days. The only exception is Missing Persons under the age of 21, which must be entered within two (2) hours.
 - b. Maintain documentation to support the delay of entry, if applicable.
4. **Completeness and Accuracy**
 - a. Blue fields indicate only the minimum data required for entry.
 - b. Use additional resources your agency may have access to, including Division of Motor Vehicle (DMV), criminal histories, NC Administrative Office of the Courts (AOC), Department of Adult Corrections (DAC), CAD, RMS, Police2Police (P2P), N-Dex, CJLEADS, etc.
 - c. Verify and maintain documentation that supports data included on the record.
 - d. NCIC record should be a mirror image of your agency's case file.
5. **Second Party Check**
 - a. NCIC/DCIN requires all entries to be reviewed by a second party to ensure completeness and accuracy. Any inaccuracies must be corrected.
 - b. The name of the second party must be noted in the case file.
6. **NIC Number** — unique identifier assigned by NCIC to each entry.
7. **FBI/Universal Control Number (UCN)** — unique number assigned by the FBI's Next Generation Identification (NGI) System, when they have received valid fingerprints providing a link to an individual's biometric data.
8. **Social Security Number (SOC)** — is cross checked with other federal databases and may affect benefit eligibility.

9. **Supporting Documentation** — must be maintained for all entries by the “holder of the record” for the entire retention period of the record. A copy of the entry, along with all subsequent transactions, should be maintained in the case file.
 - a. NCIC Operating Manual, Introduction Chapter, Section 3.2 (Maintaining the Integrity of NCIC Records) states that agencies may maintain supporting documentation in electronic records management systems (ERMS). The information in the ERMS is considered the source document to support an NCIC entry.

C. Modify — used to add, delete, or change a portion of data which are part of a record.

1. Must be performed using the ORI of the record holding agency.
2. Modifications must be completed upon receiving updated information per NCIC Operating Manual, Introduction Chapter, Section 3.2.2 (Timeliness).
3. To delete data from the base record, right-click in the field and select “Mark For Deletion.” When selected, the field will populate (DEL), and the information will be removed once transmitted.
4. The VLN Field can be used during the validation process (discussed later); leave blank for all other modifications.

D. Supplement — used to enter additional personal identifiers to the base record.

1. Transaction can be found under the ‘Enter’ option for each person file.
2. When needing to make changes to supplemental data, such information can only be canceled by using the Cancel Supplement Transaction to remove the data.

E. Stolen/Fraudulent Data — should only be used whenever a wanted person is known to be using identification document(s) that are stolen or fraudulent (i.e., the wanted person is using a stolen or fraudulent (S/F) identification document(s)).

F. Locate — indicates location of stolen property/missing person or apprehension of a wanted person and cannot be performed by the record holding ORI. Use only after a hit confirmation has been completed. This transaction immediately retires a missing person record.

G. Clear — removes an active record and can only be performed by the record holding ORI. NCIC records should be removed immediately, not to exceed three (3) days.

H. Cancel — removes a record that has been entered in error or there is no longer documentation to support the entry and can only be performed by the record holding ORI. Used to remove supplemental data without canceling the entire record. When a record is canceled, all supplemental records are also canceled.

I. Hit Confirmation

1. **Hit Confirmation Request** Transaction (**YQ**) is used to request confirmation from the entering agency that:
 - a. The person/property is identical to the person/property identified on the record; AND
 - b. The record is still valid.
2. **Hit Confirmation Response** Transaction (**YR**) is used to respond to the YQ transaction.

III. SPECIAL NCIC FEATURES

A. Caution & Medical Conditions Field (CMC)

1. NCIC files allow special “flagging” of record entries when extra caution is needed when approaching the subject and/or if they are known to have a medical condition.
 - a. **Person File**
 - 1) CMC field may be used when the individual is known to be armed/dangerous, suicidal, escape risk, or other appropriate circumstances (except Unidentified).
 - 2) When CMC Field is used, the record displays a “flag” at the top of the record response.
 - 3) Explain caution/medical condition in **Miscellaneous** Field (**MIS**). For guidance on medical conditions, see [HIPAA Guide for Law Enforcement](#).
 - b. **Property File**
 - 1) Stolen Vehicle, Felony Vehicle, Stolen License Plate, and Stolen Boat files may be entered with these indicators when needed:
 - a) A — Occupants Armed
 - b) P — Hold for Latent Prints
 - c) F — Occupant(s) Armed and Hold for Prints
 - 2) Article, Stolen Parts, and Stolen Gun files may be entered with “flag” P — to Hold for Latent Prints.
2. Refer to your agency policy when conveying DCIN/NCIC information over the radio.

B. Notify Originating Agency

1. NCIC files allow agencies to flag their records by placing a “Y” in the **Notify Originating Agency** Field (**NOA**) of the entry form.
2. The entering agency is notified automatically by NCIC whenever another ORI inquires and receives a hit on that record.
3. False notifications are possible since NCIC may return soundex responses on names or hits on numeric identifiers that may not be a match with the actual record subject.
4. If the NOA field is left blank, this feature is not activated.

C. Investigative Interest

1. This flag allows the “interest” agency to be notified whenever a hit is received on the subject of interest. This is particularly useful when the “interest” agency wants to interview a person who is wanted by another department, but the “interest” agency does not yet have grounds for the issuance of a warrant.
2. Most NCIC files allow an agency to place an “investigative interest” on another agency’s record.
3. Both the **Entry (EII)** and **Cancel (XII)** transactions are located under Forms > Utilities > Investigative Interest.

D. Record Linkage

1. Most NCIC files allow an agency to link one record to another record entered by another agency.
2. This investigative tool allows agencies to link related records together so that an inquiry on one record will result in a hit received on both records (e.g. a runaway juvenile entered by Apex PD may be linked to a runaway juvenile entered by Raleigh PD if the runaways are believed to be traveling together).
3. Records are linked together by placing the ORI of the other agency in the **Linkage ORI Field (LKI)** and the OCA of the other agency in the **Linkage OCA Field (LKA)**. Records must be “mutually” linked, meaning each record must include the ORI/OCA data of the other record. If both records are not “mutually” linked, this option will not work.

E. Imaging

1. **Image Entry Transaction (EIM)** — Forms > Utilities > Imaging.
 - a. Entry must include NIC Number, Image type, and Image.
 - b. Date of Image is the date the image was taken, not the date the image was attached to the entry into NCIC.
2. Image must be in a .jpg format and less than 15,000 bytes in order to be attached to the record entry.
3. Images may be attached to a person or property record for most NCIC files (except Securities) and can include any of the following:
 - a. Mugshot — 1 per NCIC person record.
 - b. Signature — 1 per NCIC person record.
 - c. Identifying Image — up to 10 per NCIC person record; 1 for all other NCIC files.
4. An identifying image may include images of scars, tattoos, or non-mugshot type images that may assist in identification of a person or property.

5. An image entered as a mugshot will be returned with the NCIC response, all other images will be listed by their **Image Number (IMN)** within the response. To see other images, a separate query using the **Return all Images (QII)** transaction or the **Return Image Requested (QII)** transaction, must be performed.
6. Information on how to enter images into NCIC is illustrated in the [3-page guide "Add Images"](#).

IV. PERSON FILES

A. Wanted Person File

1. Entry should be made immediately after a warrant has been issued.
2. While the use of the Wanted Person file is voluntary, NCIC entries serve multiple purposes:
 - a. Enhances officer safety.
 - b. Prevents fugitives from justice from legally obtaining firearms.
 - c. Increases the likelihood that the fugitive will be located and apprehended.
3. **Adult Offenders:** an individual (including a juvenile who will be tried as an adult) for whom a warrant is outstanding. Also includes probation and parole violators meeting the same criteria.
4. **Juvenile Offenders:** Juvenile status is determined by the laws of the state of residence. — [NCGS § 7B](#)
 - a. An outstanding juvenile petition exists signed by a judge for secure or nonsecure custody. — [NCGS § 7B-1903](#)
 - b. Since 2017, the age of juvenile jurisdiction for nonviolent crimes is 18 years old. — [NCGS § 7B-1501](#)
 - c. Juveniles adjudged delinquent, who are escapees or probation/parole absconders. [NCGS § 7B-1903](#)
 - d. Juveniles charged with the commission of a delinquent act that would be a crime if committed by an adult and have fled from the state where the act was committed. — [NCGS § 7B-1900](#)
5. NCIC policy allows entry of all warrants for arrest (criminal whether felony or misdemeanor as well as civil warrants for child support) regardless of extradition.
6. **Person Data Entry Transaction (EW/EW—C/EWJC):** include caution/medical indicators(s), if appropriate.
7. Entering agency must attempt to determine, to the maximum extent, if extradition will be authorized.
 - a. NCIC defines extradition as the surrender by one state to another of an individual charged with or convicted of an offense who is located in a state outside of the entering agency's state (Holder of the Record's ORI).
 - b. In NC, extradition is determined by the prosecuting attorney's jurisdiction. — [NCGS § 15A-743](#)

8. **Extradition Limitation Field (EXL)**: must be used to indicate the determined extradition for both felony and misdemeanor warrants.
- a. **Full Extradition**: Option 1 or A indicates extradition from any and every state.
 - b. **Limited Extradition**: Option 2 or B indicates extradition limitations which must be identified in the MIS field.
 - c. **Surrounding States Only**: Option 3 or C indicates extradition only from neighboring states (shared geographical borders) which should be identified in the MIS field.
 - d. **No Extradition**: Option 4 or D indicates no extradition from any state outside of entering state. This option is used for In-State Pick Up Only and should be noted in the MIS field.
 - e. **Pending Extradition Arrangement**: Option 5 or E indicates that when it is known that the wanted person is incarcerated on an unrelated charge(s), the entering agency must identify in the MIS field the location from where the extradition is pending.
 - f. **Pending Extradition Determination**: Option 6 or F allows for entry when extradition has not yet been determined by the prosecuting attorney.

NOTE: *Use of PENDING Extradition Codes 5/6 or E/F requires the agency to determine actual extradition status as soon as possible and to MODIFY the record immediately once determined.*

9. If there are multiple warrants, enter the most serious offense in **Offense Code Field (OFF)**. To indicate additional warrants, enter "Y" in the **Additional Offense Field (ADO)** and note in the MIS field that there are additional warrants on file and what they are for. If there are not additional warrants on file, the "N" option may be used.

10. **Use of MIS Field**

- a. Provide specific details on extradition limitations, if any.
- b. Additional descriptive data that does not have predefined field (i.e., If SMT code is entered, describe or explain in MIS field).
- c. Prior to entering information regarding communicable diseases or other types of health information in the MIS field, discuss with your agency legal advisor to ensure compliance with federal HIPAA laws and NC privacy statutes. Refer to the [HIPAA Guide for Law Enforcement](#).
- d. When a wanted subject is also the suspect in an active NC Blue Alert, always enter BLUE ALERT as the first ten characters in the MIS field. This will add a caveat to the wanted person record. [See example](#).

11. **Adjustments to Existing Wanted Person Record**

- a. **Modify Transaction (MW)** — to add data to a blank field, change data in a non-blank field, and/or to delete data in a non-mandatory field of the base record.
- b. **Supplement Transaction (EN)** — add multiple names and/or identifiers (up to 99 AKAs and up to 9 each of DOBs, SOC, SMTs, CMCs, etc.).

- c. **Stolen/Fraudulent Data Transaction (ENS)** — only used when a wanted person is known to be using identification documents that are stolen or fraudulent (i.e., the wanted person is using a stolen or fraudulent (S/F) identification document(s)).
12. After the Second Party Check is completed, agencies are encouraged to enter the NIC number into eWarrants which will assist in tracking activity on the warrant, if served within NC.
- a. See excerpt of [NCIC NIC Entry into eWarrants](#).
 - b. Entry also onto the CJLEADS Watchlist would send an email alert whenever there is activity on your warrant.
 - c. Use of eWarrants and CJLEADS, if your Agency has access, is recommended but not required.
13. **Locate Wanted Person Transaction (LW/LT)** — used once a hit confirmation is completed and indicates that the wanted subject has been apprehended. Choose the appropriate **Locate Extradition Field (EXT)** option.
- a. **Extradition (EXTR)** indicates the subject WILL be returned to the entering agency in any of the following situations:
 - 1) The entering agency confirmed extradition across state lines of the apprehended/located person from the locating agency will take place.
 - 2) An NCIC wanted person record entered by a NC agency was located/apprehended by another NC agency. The entering agency confirmed that in-state pick-up will take place. Apprehended/located person will travel within NC back to the wanting agency.
 - 3) The person is wanted by a federal agency and has been apprehended/located by federal or local authorities.
 - b. **No Extradition (NOEX)** indicates the subject will not be returned to the entering agency and MUST be used when:
 - 1) The wanting/entering agency advises that the located person will not be extradited based on circumstances at the time of apprehension/location. –OR–
 - 2) The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information.
 - 3) NOEX is used by the locating agency to indicate the subject will not travel anywhere (across state lines nor within NC).
 - 4) NOEX has a different meaning for the record entering agency (intends what may happen) and a locating agency (what will actually happen).
 - c. **Detention (DETN)** indicates the subject is being detained and shall be returned to entering/wanting agency upon release and MUST be used when:
 - 1) The locating/apprehending agency intends to hold the subject on local charges. –OR–
 - 2) The wanted person has been found in a government holding facility such as a prison.

NOTE: *Once in located status, if EXTR or DETN is selected, the record will automatically be retired from NCIC in 5 days unless a detainer is placed on the record. If NOEX is selected, the record is not retired until a second*

locate is placed on it. Use NOEX code ONLY when the individual will NOT be returned to the entering agency. When performing a Locate, this code is NOT for in-state pick-up. To locate apprehended NC subjects, use EXTR.

14. **Wanted Person Detainer**

- a. **Enter Detainer** Transaction (**DW**) — May be added to an NCIC Wanted Person record (adult or juvenile). Only records in located status can have a detainer added to the record.
- b. Useful when the locating agency is a correctional facility and the record subject is being held or serving a sentence that will exceed 5 days.
- c. Extends the retention of the NCIC record and places the record in detainer status until the detainer is removed (and the extradition of the subject has been arranged back to the entering law enforcement agency).
- d. **Modify Detainer** Transaction (**MDW**) — Modifications restricted to the agency that entered the record and can only be utilized to change detainer data. The base record will not be modified.

15. Retention — Indefinitely until located, cleared, or canceled.

16. **NC Blue Alert Notification**

- a. Quickly notifies law enforcement of a subject on the run who has killed or seriously injured a law enforcement officer.
- b. These alerts are managed by the [NC Center for Missing Persons](#) (NC CMP), an agency under the supervision of the NC State Highway Patrol (NC SHP) and is responsible for issuance of all NC alerts.
- c. The first NC Blue Alert was issued on December 30, 2023. Public news broadcasts explained why the alert was displayed on various devices. [Click here](#) for a video interview with the NC CMP Director.
- d. The law enforcement agency head that has investigatory jurisdiction may request a Blue Alert to be issued by the NC CMP which requires the following steps:
 - 1) **Step 1** — Agency's investigation possesses sufficient information to assist in locating the suspect, such as: the suspect's vehicle, license, or suspect's descriptors; OR A law enforcement officer is missing while on duty under circumstances which raise concern for the officer's safety.
 - 2) **Step 2** — Agency head submits [online request](#) (faxed requests are no longer accepted). Upon approval, the Blue Alert is activated through media outlets to include television, radio, lottery terminals, and electronic DOT signs. Blue Alert must be activated prior to DCIN/NCIC entry.
 - 3) **Step 3** — Upon approval, an authorization code will be provided to complete the DCIN **NC Blue Alert** Transaction (**NCBA**) to push real-time information to DCIN devices in NC. NCBA transaction is located in Omnixx in the Wanted Person category.

- e. The Blue Alert is active for a period of 24 hours. It may be extended for an additional 24-hour period upon agency request and NC CMP review.
- f. In addition, the requesting law enforcement agency must perform the following:
 - 1) Initiate a statewide bulletin "Be On the Look Out" (BOLO) to all law enforcement agencies using the In State Text Message (SEND) transaction. Include a 24-hour phone number to receive calls during the investigation.
 - 2) When an NC agency enters "BLUE ALERT" in the MIS field of four files, NCIC record response will have a Blue Alert caveat at the top of a 1) Wanted Person, 2) Missing Person, 3) Violent Person, or 4) Stolen Vehicle response. [See an example response.](#)
 - 3) When the Blue Alert is no longer active, perform the DCIN **Cancellation Transaction (XCBA)** located under Wanted Persons.

B. Missing Person File

1. Immediately enter individuals reported to a law enforcement agency, as missing, by a parent, spouse, legal guardian, or person responsible for the supervision of the missing individual, in accordance with state and federal laws.
2. Immediately inform all of your on-duty law enforcement officers of the missing person report per your departmental policy.
3. Agencies shall use the SEND transaction with the routing list MISSPER to initiate a statewide BOLO to all appropriate law enforcement agencies and to the NC CMP. Include NCIC NIC number in your message which will allow agencies to query and see the record and/or a picture of the missing person, if entered.
 - a. When the missing person is found, another MISSPER may be sent to "cancel" the initial BOLO. Most agencies will not know if the NCIC record was located since the Missing Person record is immediately retired from NCIC when a Locate is placed.
4. **Compliance with Federal Law in Policies and Procedures**
 - a. Missing Persons under the age of 21 must be entered into NCIC within two (2) hours once the minimum mandatory data is obtained.
 - b. In the case file, document the exact date and time when mandatory minimum information is obtained.
 - c. For persons 21 years of age and over, the entering agency must have signed documentation supporting the stated conditions under which the person is declared missing. This will aid in the protection of the individual's right to privacy.
 - d. 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 reasonable attainable — a signed report by the investigating officer will suffice.

5. **Circumstances determine the category used.** Missing persons of any age can be entered into one of the first four categories below:
- a. **Disabled (EMD):** Proven physical/mental disability or is senile, thereby subjecting self or others to personal and immediate danger.
 - b. **Endangered (EME):** Physical safety may be in danger.
 - c. **Involuntary (EMI):** May not have left voluntarily, such as abduction or kidnapping.
 - d. **Catastrophe Victim (EMV):** Missing as result of a catastrophe, such as an airplane crash, hurricane, tornado, etc.
 - e. **Other (EMO):** 21 years of age or older and does not meet criteria for entry in any other category and there is a reasonable concern for his/her safety. This category also includes a person under the age of 21 and declared emancipated by the laws of his/her state of residence. Emancipated juveniles in NC include:
 - 1) Those 16 years of age and over that have successfully petitioned the court in the county where they resided for at least 6 months to become emancipated. — [NCGS § 7B-3500](#) Who may petition
 - 2) Married juveniles, usually 16-17 years of age, but the statute does not define an age. — [NCGS § 7B-3509](#) Application of common law
 - 3) For further information on the legal effects of emancipation, also review the statute below. — [NCGS § 7B-3507](#) Legal effect of final decree
 - f. **Juvenile (EMJ):** 17 or younger not declared emancipated as defined by the laws of NC and does not meet any of the entry criteria set forth in other categories.
 - 1) NC state law defines undisciplined juvenile, in part, as someone who is between 6 and 17 years of age and has run away from home for a period of more than 24 hours. — [NCGS § 1501 \(27\)](#) Definitions
 - 2) Law enforcement may take temporary custody if reasonable grounds exist to believe a juvenile is an undisciplined juvenile. — [NCGS § 7B-1900 \(2\)](#) Taking a juvenile into temporary custody
 - 3) Enter date and time in the MIS when juvenile was first determined to be a runaway to assist law enforcement officials who may encounter the juvenile to determine possible custody based on the statutory requirement of being a runaway for more than 24 hours. — [NCGS § 143B-805 \(20\)](#) Undisciplined juvenile
6. **Uses of MIS Field**
- a. Explain caution and medical indicator(s) if needed. For additional guidance, see [HIPAA Guide for Law Enforcement](#).
 - b. Clothing Description
 - c. Possible Destination
 - d. Possessions (cell phone, backpack, medications)
 - e. Explanation of SMT(s)
 - f. Habits (smoker, nail biter, etc.)
 - g. Condition under which a juvenile is missing
 - h. Partial body recovered, remainder still missing

7. Adjustments to Existing Missing Person Record
 - a. **Modify** Transaction (**MM**) — to add data to a blank field, change data in a non-blank field, and/or delete data in a non-mandatory field.
 - b. **Supplement** Transaction (**EMN**) — to add additional names and/or identifiers.
 - c. **Dental Supplement** Transaction (**ED**) — to add dental information to missing person record.
8. Add images of missing person using the EIM transaction, found under Forms > Utilities > Imaging.
9. Utilize the [NCIC Missing Person Data Collection Guide](#) to aid in the collection of physical characteristics and dental information. This guide is found in Omnixx Links>NCIC Info.
10. Retention — Indefinitely until located, cleared, or canceled.
11. **Locate Missing Person** Transaction (**LM**) will automatically retire the record.
12. In NC, all missing person statewide-issued alert requests and activations are handled by the NC CMP.
 - a. Detailed information is available online: <https://nccmp.ncshp.gov/>
 - b. Contact NC CMP with questions by calling 1-800-522-5437
 - c. **AMBER Alert** — American's Missing: Broadcast Emergency Response is an in-state message generated by a NC law enforcement agency when a child (17 years of age or younger) is abducted.
 - 1) Only after NC CMP has issued an alert, the DCIN **AMBER Alert Notification (NAA)** transaction should be used to send a statewide notification to all DCIN devices and out-of-state agencies using the NLETS destination codes to notify law enforcement.
 - 2) NAA transaction requires NIC number and NC CMP authorization code to enter and to cancel.
 - 3) NAA transaction activates AMBER Alert Notification. Whenever possible, indicate IMAGE AVAILABLE on NSA entry by putting a checkmark in the box.
 - 4) **Cancel AMBER Alert Notification (XNAA)** transaction cancels the notification when the child has been located. Requires a second authorization code from the NC CMP.
 - d. **Ashanti Alert**
 - 1) Provides rapid dissemination of information to law enforcement, media, and the public about adults (between the ages of 18 and 64) who are missing and do not qualify for the AMBER or Missing Endangered Alerts.
 - 2) There is no DCIN notification transaction for this alert.
 - e. **Missing Endangered Alert**
 - 1) This alert quickly notified law enforcement about a missing person 0 to 64 years of age, who suffers from a cognitive impairment that requires them to be protected from potential abuse or other physical harm, neglect, or exploitation.

- 2) Only after NC CMP has issued an alert, the DCIN **Missing Endangered Person Alert Notification (NMEA)** transaction is used to send a statewide notification to all DCIN devices.
 - 3) NMEA transaction requires a NIC number to enter and cancel.
 - 4) NMEA transaction activates the Endangered Person Alert Notification. Whenever possible, indicate IMAGE AVAILABLE on NSA entry by putting a checkmark in the box.
 - 5) **Cancel Missing Endangered Alert Notification (XNMEA)** transaction cancels the notification when the person has been located.
- f. **Silver Alert**
- 1) This alert provides rapid dissemination of information regarding a missing person, 65 years of age or older, who has been diagnosed with, or suspected of, Alzheimer's Dementia, or other cognitive impairment that causes an irreversible deterioration of intellectual faculties that makes them unable to meet their own needs or to seek help without assistance and requires them to be protected from potential abuse or other physical harm, neglect, or exploitation.
 - 2) Only after NC CMP has issued an alert, the DCIN **Silver Alert Notification (NSA)** transaction is used to send a statewide notification to all DCIN devices.
 - 3) NSA transaction requires a NIC number to enter and cancel.
 - 4) NSA transaction activates the Endangered Person Alert Notification. Whenever possible, indicate IMAGE AVAILABLE on NSA entry by putting a checkmark in the box.
 - 5) **Cancel Silver Alert Notification (XNSA)** transaction cancels the notification when the person has been located.
- g. **Weather Alert**
- 1) This alert is issued for individuals who are missing during periods of extreme heat or extreme cold, are not in a vehicle, or who go missing immediately following a significant weather event.
 - 2) Requests must be received within 72 hours of the person being reported missing.
 - 3) NC CMP will rapidly disseminate alert information statewide, including the possible use of Wireless Emergency Alerts (WEA).
 - 4) There is no DCIN notification transaction for this alert.

C. Person with Information (PWI) — Missing Person Supplement used to provide searchable data about a missing person case (child or adult). The PWI supplement is appended to an existing Missing Person entry. The benefit is the response will be returned no matter what name is inquired upon (either MP or PWI).

1. **Enter Person With Information Transaction (EMP)** may be used only when rules and conditions are fully met, particularly in cases where the PWI is a parent, custodian, or legal guardian.
 - a. **Mandatory Rules Set:**
 - 1) When probable cause (PC) for arrest of the PWI nominee exists, a warrant must be obtained, entered into the Wanted Person file, and linked to the associated Missing Person record.

- 2) If there is an active record on an unrelated matter in any Person File for the PWI nominee, the record should be linked to the associated Missing Person record.
 - b. When neither 1 nor 2 is possible, the PWI option may be used only when all the conditions outlined below exist simultaneously based upon facts and circumstances must indicate:
 - 1) The missing person was last seen under circumstances that pose a risk to the safety of that person.
 - 2) The PWI cannot be located, and time is of the essence.
 - 3) There is a "substantial likelihood" that the PWI has relevant information about the missing person that could result in recovery of the missing person.
 - 4) The identity of the PWI has been disclosed to the general public through an AMBER Alert or other formal notification
 - 5) There is no NC law which prohibits publication of the PWI's identity.
 - 6) Entry of identifying information about the PWI could assist the law enforcement agency to locate and interview the PWI, and that resulting information could assist in recovery of the missing person.
2. **General Criteria**
- a. PWI supplemental data may be appended to a Missing Endangered Person record, utilizing the **Missing Endangered** Transaction (**EME**). Or a Missing Involuntary Person record, utilizing the **Missing Involuntary** Transaction (**EMI**).
 - b. Only the agency that entered the Missing Person record may add PWI data to the record and there is a maximum of two PWI supplements per record. Additional PWI identifiers may be added using supplemental transactions.
 - c. When entering the PWI records, the MIS Field (PMI) is mandatory. Must contain contact information and guidance for any law enforcement officer who may encounter the PWI.
 - d. When an image of a PWI is entered, a notation must be included in the EIM's Image Data MIS Field to indicate the person is the Person with Information. Best practice is to include PWI's full name in Image MIS Field.
 - e. PWI data requires a review after 72-hours following entry and every 30 days thereafter.
 - f. [See example](#) of Missing Person PWI record.
3. **Adjustments to Existing PWI Record**
- a. **PWI Modify (MMP)** — used to add data to a blank field, change data in a non-blank field, and/or delete data in a non-mandatory field.
 - b. **PWI Supplemental Data (EMP)** — to add additional names and/or identifiers.
 - c. **Cancel PWI (XMP) & Cancel Supplemental PWI Data (XMPN)** — used when the entering agency determines PWI data is no longer relevant, the record should have never been entered, or the record cannot be validated.

D. Unidentified Person File

1. Entries in NCIC may be made by any law enforcement agency for a:
 - a. **Unidentified Living Person (EUL)** — living individual who is unable to ascertain his/her identity (amnesia victim, infant, etc.).
 - b. **Unidentified Deceased Person (EUD)** — deceased person who identity cannot be ascertained including recovered body parts if dismembered.
 - c. **Unidentified Catastrophe Victim (EUV)** — a victim of a catastrophe for whom the identity cannot be ascertained or body parts if dismembered resulting from a catastrophe.
2. Adjustments to Existing Unidentified Person Record
 - a. **Modify** Transaction (**MU**) — to add, change, and/or to delete information in a non-mandatory field.
 - b. **Supplement** Transactions (**EUN**) — to add additional names and/or identifiers.
 - c. **Dental Supplement (ED)** — to add dental record of the unidentified person.
3. Add images utilizing the EIM Transaction for unidentified persons when a photo can be used for identification.
4. [NCIC Unidentified Persons Data Collection Guide](#) is available to aid in the collection of dental information and physical characteristics. This guide is found in Omnixx Links>NCIC Info.
5. Retention — Indefinitely until cleared or canceled.

E. [National Missing and Unidentified Person System \(NamUs\)](#)

1. Per [Chapter 143B](#) of the NC General Statute, a law enforcement agency shall enter information once a person has been missing or unidentified for more than 90 days.
2. To request a law enforcement account and enter information, register at <http://www.namus.gov>.

F. NCIC Cross Search of Missing and Unidentified Persons

1. When a missing or unidentified person record is entered or modified, the data is automatically compared with all records in the other file.
2. These comparisons are performed daily on records entered or modified the previous day.
 - a. Once comparisons are made, agencies involved are notified of either possible matches or no match.
 - b. Response should be provided to the investigating officer and copy included in the case file.
3. Additional NCIC resources available in Omnixx Links>NCIC Info including [NCIC Cross-Match Reference Card, Step By Step Checklist](#).

4. In 2021, the FBI established the [Deceased Persons Identification Services \(DPI Services\)](#) to provide fingerprint-based identification for active and cold cases of unidentified persons.
 - a. Agencies are encouraged to submit fingerprints of unknown deceased individuals. Fingerprint images are retained regardless of image quality to create a record with the agency/contributor's information and date of death.
 - b. EUD transaction includes fields to complete which assist in research by DPI Services:
 - 1) **Fingerprint Classification/Footprints Available** fields (**FPC-FPA**) Medical Examiner/Coroner Data segment.
 - c. Contact fbi-iii@fbi.gov with questions regarding this service.

G. Gang File and Threat Screening Center (TSC) File

1. The purpose of these files is to:
 - a. Warn law enforcement of potential dangers.
 - b. Promote interagency exchange of information.
 - c. Identify points of contact for agencies seeking information about these groups or individuals.
 - d. Enhance national security by including names and identifiers of known Groups and Members.
2. The TSC is the only agency that can enter identifying information on persons who pose threats to national security, terrorist organizations, and their members. Local and state law enforcement must contact the local FBI Joint Terrorism Task Force to request entry.
 - a. Contact the FBI Office in Charlotte by phone or online to submit a tip on suspected terrorist threats.
 - b. Phone: (704) 672-6100
 - c. Online: www.fbi.gov/contact-us/fields-offices/charlotte
3. Law enforcement nationwide can enter identifying information about violent gangs with identifying characteristics and individual gang members.
4. **Group Reference File (GRF)**
 - a. A Criminal Gang is any ongoing organization, association, or group of 3 or more persons that are engaged in the commission of criminal acts and shares a common name, identification, symbols, or other types of distinguishing characteristics. — [NCGS § 14-50.16A](#)
 - b. **Group Reference Data Entry Transaction (EGG)**
 - 1) First agency to enter a group/subgroup record is called the "Primary ORI" and can enter all fields.
 - 2) Additional agencies can have their agency's ORI and Point of Contact (POC) listed on the existing record. Up to 99 additional agencies can be listed in a record.
 - c. Adjustments to Group Reference Record
 - 1) **Modify** Transaction (**MGG**) — used to add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
 - 2) **Supplement** Transaction (**EGGN**) — used to add additional tattoos, dress, hand signals, and graffiti (up to 9 each).

5. **Group Member File (GMF)**

- a. A [Criminal Gang Member](#) is a person who meets the criteria below:
 - 1) Has admitted membership in that gang (and subgroup) at the time of arrest or incarceration; or
 - 2) Has been identified as a gang member by an authorized penal organization; or
 - 3) Meets any two (2) of the following:
 - a) Has been identified by an individual of proven reliability as a gang member;
 - b) Has been identified by an individual of unknown reliability as a gang member and that information has been corroborated in significant respects;
 - c) Has been observed by gang members of the entering agency to frequent a known gang's area, associate with known gang members, and/or affect that gang's style of dress, tattoos, hand signals, or symbols;
 - d) Has been arrested on more than one occasion with known gang members for offenses consistent with group activity;
 - e) Has admitted membership in the identified gang at any time other than arrest or incarceration.
- b. **Gang Member Data Entry Transaction (EGM)**: include caution/medical indicator(s), if appropriate.
 - 1) Must be a member of a gang organization which is entered in the GRF and has admitted membership; OR
 - 2) Identified as a member by a reliable source, by corroborated information, or by association with the group.
- c. Adjustments to Existing Group Member records:
 - 1) **Modify** Transaction (**MGM**) — add data to a blank field, change data in a non-blank field, and/or delete data in a non-mandatory field.
 - 2) **Supplement** Transaction (**EGMN**) — to add additional names and/or identifiers (up to 99 AKAs and up to 9 each of DOBs, SOC's, SMTs, etc.).
- d. Records must be supported by documentation such as investigation report, arrest report, internal memorandum, etc.

6. Retention — Five (5) years unless **Date of Purge (DOP)** is entered in the record or indefinitely if entered by correctional agency.

7. Security, Access, and Dissemination

- a. Gang File and TSC File information is only for law enforcement/criminal justice use.
- b. Limited access ORIs do not have access to these files.
- c. Information that an individual may be involved with terrorism is the property of the TSC.
- d. Terrorist information may not be disclosed to the individual on the watchlist or the public and may be not disseminated or used in any proceeding without the advance authorization of the TSC.

H. Violent Person File (VPF)

1. The purpose of this file is to:
 - a. Alert law enforcement officers that a person has a violent criminal history or has previously threatened law enforcement.
 - b. Enhance officer safety.
2. **Violent Person Entry Transaction (EVP/EVPC):** include caution/medical indicator(s), if appropriate.
 - a. Entry should be made into the VPF when at least one of the following criteria is met:
 - 1) Convicted offender for assault or murder/homicide of a law enforcement officer, fleeing or resisting arrest, or any such statute which involves violence against law enforcement.
 - 2) Convicted offender for a violent offense against a person to include homicide and attempted homicide.
 - 3) Convicted offender for a violent offense against a person where a firearm or weapon was used.
 - 4) An individual who expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community, and the law enforcement agency, based on its official investigatory duties, reasonably believes that threat to be serious and documents its reasons.
3. Add image of violent persons using the EIM transaction.
4. Adjustments to Existing Violent Persons Record
 - a. **Modify Transaction (MVP)** — to add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
 - b. **Supplement Transaction (ENVP)** — to add additional names and/or identifiers (up to 99 AKAs and up to 9 each of DOBs, SOC, SMTs, etc.).
 - c. **Cancel Transaction (XVP)** or **Cancellation of Supplemental Data (XNVP)**. When a VPF record is canceled, its entire supplemental record is also canceled.
5. Retention — Indefinitely until canceled.

I. Supervised Release File

1. Any local, state, and federal supervision agency may enter records of subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing.
2. **Supervised Release Entry Transaction (EC/EC-C):** include caution/medical indicator(s), if appropriate.
3. Adjusts to Existing Supervised Release Record
 - a. **Modify Transaction (MC)** — to add data to blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
 - b. **Supplement Transaction (ECN)** — to add additional names and/or identifiers.

- c. **Fraudulent Supplement Transaction (ECNS)** — to add additional information that the person is using identification which is known to be fraudulent or stolen.
- 4. Retention — Indefinitely until cleared or canceled.

J. Identify Theft File

- 1. Provides law enforcement nationwide with information necessary to determine whether an individual in question is the victim of identity theft or the actual offender.
- 2. This information may prevent a false arrest of the actual victim or help identify the perpetrator.
- 3. Any law enforcement agency can enter identity theft records.
- 4. Entry must be supported by an official complaint.
- 5. Documentation must meet the following criteria before an entry can be made:
 - a. Someone is using a means of identification of the victim (any name or number, alone or in conjunction with any other information, to identify a specific individual).
 - b. The identity of the victim is being used without the victim's permission.
 - c. The identity is being used or intended to be used to commit an unlawful activity.
 - d. The victim must sign a consent waiver prior to the information being entered. This waiver is available in the [Identity Theft Entry Criteria](#) in Omnixx Links>NCIC Info.
- 6. **Identity Theft Entry Transaction (EID/EIDC)**: include caution/medical indicator(s), if appropriate.
- 7. Adjustments to Existing Identity Theft Record
 - a. **Modify Transaction (MC)** — to add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
 - b. **Supplement Transaction (ECN)** — to add additional names and/or identifiers.
- 8. Retention – Five (5) years from the date of entry or until the DOP is reached.

V. PROPERTY FILES

A. Vehicle File

- 1. Per NCIC, a vehicle is defined as any motor driven conveyance designed to carry its operator excluding boats, including cars, trucks, tractors, trailers, mopeds, aircraft, drones weighing over 55 pounds, etc.
- 2. Vehicle entries (except for Recovered Vehicles) may be flagged with caution indicators to promote officer safety and assist investigations.

3. **Stolen Vehicle File**

- a. **Vehicle Data Entry** Transaction (**EV/EV-A/EV-P/EV-F**): include caution indicator(s), if appropriate.
 - 1) A — Occupant(s) is armed
 - 2) F — Occupant armed and hold for latent prints
 - 3) P — Hold for latent prints
- b. LIC and VIN should be used to enter when available.
- c. VIN is edited for check digit and vehicle year characters.
- d. NC DMV Enforcement receives a copy of all NC Stolen Vehicle entries and requests that the current owner's name/address be placed in MIS field.
- e. Retention — Year of entry plus four (4) years; records not containing VIN/OAN only ninety 90 days.

4. **Felony Vehicle File**

- a. Not stolen, believed to be used in the commission of a felony, and its location is unknown.
- b. **Vehicle Data Entry — Felony** Transaction (**EF/EF-A/EF-F/EF-P**): include caution indicator(s), if appropriate.
- c. Retention — Ninety (90) days

5. **Stolen License Plate File**

- a. Has been removed and stolen separately from vehicle. May enter if owner is uncertain if lost or stolen.
- b. **License Plate Data Entry** Transaction (**EL/EL-A/EL-F/EL-P**): include a caution indicator(s), if appropriate.
- c. Retention — Year of entry plus four (4) years.

6. **Stolen Part File**

- a. Serially numbered component that has been stolen from a vehicle or boat and ownership documentation for a vehicle or boat, e.g., engines, axles, bumpers, outboard motors, etc.
- b. **Part Data Entry** Transaction (**EP/EP-P**): include a caution indicator, if appropriate.
- c. Retention — Year of entry plus four (4) years.

7. **Recovered Vehicle File**

- a. In the possession of a law enforcement agency, have not been reported stolen, and the owner is unknown/cannot be contacted. This file is NOT for a stolen vehicle that has been recovered.
- b. **Enter Recovered Vehicle** Transaction (**ERV**).
- c. Retention — Year of entry plus four (4) years.

B. Stolen Boat File

- 1. A vessel for transport by water, constructed to provide buoyancy excluding water and shaped to give stability and permit propulsion; must have registration, owner applied, or hull number; includes jet skis, canoes, sail boats, etc.

2. **Boat Data Entry** Transaction (**EB/EB-A/EB-F/EB-P**): include a caution indicator(s), if appropriate.
3. Retention — Year of entry plus four (4) years; records not containing a **Boat Hull Number (BHN)** is only ninety (90) days.

C. Gun File

1. A weapon designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive, e.g. pistols, rifles, shotguns, etc. (BB guns and paintball guns are excluded and may be entered into the Article File.).
2. All gun entries must contain serial numbers.
 - a. Do not use model number, stock number, or owner applied number as the serial number.
 - b. If more than one serial number appears on the gun, use the frame number as the serial number.
3. **Stolen Gun File**
 - a. Serially numbered weapon reported stolen and a theft report has been made.
 - b. **Enter Stolen Gun** Transaction (**EG/EG-P**): Include caution indicator, if appropriate.
 - c. Retention — Indefinitely until action is taken to clear or cancel.
4. **Recovered Gun File**
 - a. Serially numbered weapon (abandoned, seized, or found) for which no stolen or lost gun report exists, must be in possession of entering agency or readily available for examination.
 - b. If entering agency loses custody, record must be canceled.
 - c. **Enter Recovered Gun** Transaction (**ERG**)
 - d. Retention — Remainder of year entered plus two (2) years.
5. **Lost Gun File**
 - a. Serially numbered lost or missing weapon for which the entering agency has supporting documentation.
 - b. **Enter Lost Gun** transaction (**ELG**).
 - c. Retention — Indefinitely until action is taken to clear or cancel.
6. **Felony Gun File**
 - a. Serially numbered weapon believed to have been used in the commission of a felony and the location of the weapon is unknown.
 - b. **Enter Felony Gun** Transaction (**EFG/EFG-P**) to include a caution indicator, if appropriate.
 - c. Retention — Indefinitely until action is taken to clear or cancel.

D. Article File

1. Stolen property identified by unique serial number and/or owner applied number. Include bicycles, e-bikes, drones weighing under 55 pounds, appliances, livestock, food stamps, gift certificates, lottery tickets, etc.
2. **Article Data Entry Transaction (EA/EA-P)**: include a caution indicator, if appropriate. Must use unique serial number or owner applied number. If available, enter both serial number and owner applied number.
3. **Article Data Entry Transaction — Consecutively Serialized (EAA)**: group entry for items that are identical and have consecutive serial numbers.
4. Most Article Type codes are generic, and these entries are not subject to monthly validation.
5. Article Type coded as public safety, homeland security, and critical infrastructure equipment are subject to monthly validation.
6. Retention — Year of entry plus one (1) year with some exceptions.
 - a. Exceptions: Articles with TYP code "Q", "T", or "Z" will be retained until cleared or canceled.

E. Securities File

1. Stolen securities have actual financial value and are printed with serial numbers and the name of the issuer. Securities can be:
 - a. Currency — Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, and other foreign currency
 - b. Documents or certificates that are generally considered to be evidence of debt — Treasury-issued bills, bonds, and notes, Municipal and corporate bonds, Debentures (company-issued long-term bond or unsecured loan) and other non-personal notes.
 - c. Ownership of property — common or preferred stock excluding vehicle or boat ownership documents.
 - d. Documents which represent subscription rights (stock warrants, stock rights) and other types traded in securities exchanges in the United States, except for commodities futures.
 - e. Postal and other types of money orders, traveler's checks, warehouse receipts, savings certificates, and interest coupons on stocks and bonds.
2. Do not enter into any NCIC file: personal notes (IOUs), bank drafts, cashier's checks, bank officer's checks, certified checks, personal checks, company checks, U.S. Treasury checks, other types of government checks, lost or stolen credit cards, gold or silver coins, and savings or checking account passbooks.
3. **Securities Data Entry Transaction (ES)**: Use serial number, issuer, and denomination.

4. **Securities Data Entry Transaction — Consecutively Serialized (ESS)**: group entry for securities that are identical with consecutive serial numbers.
5. **Type of Security (TYP)** field is required for entry. However, cases of kidnapping, ransomware, human trafficking may involve securities. For example, the use of “bait money” for enticement or exploitation, or in cases of counterfeit.
 - a. Use the **Ransom Money Indicator (RMI)** field to choose:
 - 1) B — Bait Money
 - 2) C— Counterfeit (Entry of C in RMI field causes edits in SER, DEN, ISS, OWN, and SDT fields to be bypassed)
 - 3) R — Ransom
6. Retention — Year of entry plus four (4) years for stolen, embezzled, or counterfeited securities’ records.
 - a. Exceptions: Traveler’s checks and money orders are retained for the year of entry plus two (2) years. Use of R — Ransom in RMI Field results in unlimited retention period.

VI. SYSTEM INTEGRITY

A. Validations

1. The DCIN user Agreement signed by an agency’s head or director obligates your agency to comply with NCIC Operating Manual 3.4 Validation Chapter which requires all NCIC records to be complete, accurate, and still outstanding as an active case.
2. The [NC Administrative Code 14B NCAC 18B .0203](#) incorporates the federal requirement for NC agencies which use DCIN.
3. For DCIN/NCIC purposes, to validate a record means:
 - a. Documentation must exist to support entry into NCIC files.
 - b. Entry must be accurate and exactly reflect all documentation data.
 - c. Information must be current at time of entry and at time of validation review as continuing support to NCIC records for hit confirmations and potential lawful actions and possible prosecutions.
 - d. “Complete” means the online NCIC record MIRRORS all information from the agency case file that can be entered.

B. Method of Validations

1. Utilize the Enhanced Validations On-Line Verified Electronically (EVOLVE) software. The NCSBI website <https://evolve.ncdci.gov> provides more information.
2. On a monthly basis, an email is sent to inform your agency’s Point of Contact that there are records ready to be validated.

3. Email includes records entered during the month being validated for the current year and all previous years.
4. Thirty (30) days after the first email, if the record has not been validated, NCIC will send a \$.F. message to the DCIN terminal which entered the record. This message is both a warning and a reminder that the record is due for validation.
5. Approximately thirty (30) days after receiving the \$.F. message, if the record is not validated, a \$.P. message notifies the agency that the record has been purged (removed) from NCIC and will need to be re-entered.

NOTE: \$.F. and \$.P. notifications are sent to the ORI entered on the record, not the main ORI of the agency.

6. Refer to the NCIC Validations Info and Schedule about Validations available in Omnixx Links>Compliance>NCIC Validations.

C. Validation Process

1. **Step One:** review the NCIC entry to ensure it includes all information in the supporting documentation and update (modify/supplement) as needed including direct contact to individuals cited below. This step is essential to confirm the NCIC entry is complete, accurate, and still outstanding as an active record.
 - a. Must contact complainant, victim, prosecutor, court, or other appropriate individual for stolen vehicle/boat, guns, and wanted/missing person/protection orders/sex offender records.
 - b. Contact is required to verify information is current for every validation period whether the record is active for one year or many years. Contact can be in person, by letter, or by phone.
 - c. Results of agency's contact must be recorded in the case file, even when the attempt to contact is not successful.
 - d. At a minimum, the date, time, method (phone, mail, in person) of the contact, agency personnel who attempted contact, and the results of the contact, should all be noted.
2. **Step Two:** complete either the online validation through EVOLVE and/or Omnixx.
 - a. Use of EVOLVE — indicates the entry remains valid, needs to be modified or needs to be canceled.
 - b. Section of "AS IS" means nothing further needs to be done in Omnixx.
 - c. Selection of "MODIFY" requires an Omnixx transaction to modify the NCIC/DCIN record.
 - d. Use of Omnixx — indicates the current entry must be modified.
 - 1) Complete the modify transaction to add data to one or more blank fields, change data in one or more non-blank fields, and/or delete data in one or more non-mandatory fields.
 - 2) Record full name of the person conducting the Omnixx validation in the **Validator** Field (**VLN**).

- 3) When the VLN has a name entry, the record is flagged to NCIC so that the record is validated.
 - 4) Failure to complete both steps of validation procedures before the due date results in the cancellation of the record (purged from NCIC).
3. Completed validations indicate the following:
 - a. Records have been reviewed.
 - b. Invalid records have been removed.
 - c. Records that remain are valid and active.
 - d. Records contain all available and current information.
 - e. The information is accurate and complete.
 - f. The validation has been recorded using EVOLVE or a NCIC/DCIN Modify Transaction.
4. For EVOLVE or Validation assistance, send an email to EVOLVEHelp@ncsbi.gov or call (919) 582-8640 for the SBI Compliance Unit.

D. Quality Control and Serious Error Messages

1. Quality Control Messages

- a. Warnings from NCIC which identify a problem/error with an entry which may cause a false arrest or seizure or may jeopardize officer safety.
- b. Also known as reject messages since the first word is often REJECT.
- c. Review carefully to identify the reason and correct the entry.
- d. Examples of Common Quality Control Messages
 - 1) \$.K. — .EXL Extradition Limitation Notification — see example of a notification from Forms Section. Sent to the ORI of record whenever the EXL Field contains code 5, 6, E, or F and the EXL Field remains unchanged for 15 days
 - 2) \$.K. — NCIC Incomplete Missing/Unidentified Person Notification — see example of a notification from Forms Section. Sent automatically after a record is on file for 30 days. Agency Responsibilities:
 - a) Review case file
 - b) Contact complainant (reporting party)
 - c) Verify the record is still valid
 - d) Utilize the NCIC Missing/Unidentified Person Data Collection Guide
 - e) Add additional identifying information

2. Serious Error Messages

- a. NCIC notifies your agency that a record has been purged from NCIC due to incorrect data serious enough that might lead to a false arrest or possibly more serious consequence.
- b. FBI CJIS sends a \$.E. administrative message to the entering agency that provides the entire canceled record and a detailed explanation of the reason for cancellation. An agency may re-enter only if the error is corrected.

Module 3

DCIN/NCIC File Transaction

INDEPENDENT EXERCISES



File Transactions

1. You have entered a wanted person record. The case detective now receives information that the individual has an alias name/DOB that needs to be added to the record. You would use a _____ transaction to perform this step.
 - a. Modify
 - b. Supplement
 - c. Clear
 - d. Locate

2. While performing a second party check on a stolen vehicle entry made by your agency, you discover that the VIN was entered incorrectly. You now need to correct the VIN on the entry. You would use a/an _____ transaction to perform this.
 - a. Modify
 - b. Supplement
 - c. Enter
 - d. Locate

3. Your agency just apprehended an individual who has been entered as wanted by Miami PD in Florida. You have already completed the hit confirmation request and have received a hit confirmation response from Florida indicating that he is still wanted and extradition will occur. You should now perform a/an _____ transaction to indicate the apprehension of the wanted person.
 - a. Modify
 - b. Supplement
 - c. Enter
 - d. Locate

4. Charleston PD in South Carolina has recovered a gun that has previously been entered stolen by your agency. A hit confirmation has already taken place, and Charleston PD has performed a "locate." You should now perform a/an _____ transaction to remove the record from NCIC.
 - a. Cancel
 - b. Supplement
 - c. Clear
 - d. Locate

DCIN/NCIC File Categories

Using your certification manual, identify which (if any) DCIN or NCIC file you would enter the following items

1. A runaway juvenile: _____
2. Person known to harm/threaten law enforcement: _____
3. Stolen gun with no serial number: _____
4. A drone weighing under 55 pounds: _____
5. Stolen boat trailer: _____
6. Stolen engine from a car: _____
7. Stolen personal check: _____
8. A found child that cannot identify himself: _____
9. Stolen e-bike: _____
10. A non-extraditable misdemeanor warrant: _____
11. Stolen traveler's check: _____
12. Stolen Jet Ski: _____
13. Vehicle used in a felony robbery and not stolen: _____
14. Found gun that is not in the stolen gun file: _____
15. Stolen boat motor: _____
16. Stolen riding lawn mower: _____
17. Stolen Certificate of Title for vehicle: _____

Wanted Person File
Missing Person File
Unidentified Person File
Violent Person File
Supervised Release File
Identity Theft File

Stolen Vehicle File
Felony Vehicles File
Stolen License Plate File
Stolen Part File
Recovered Vehicle File
Stolen Boat File

Stolen Gun File
Felony Gun File
Lost Gun File
Recovered Gun File
Article File
Securities File
Would Not Enter

Review Questions

1. _____ transaction is to place a new record in file.
2. A _____ check is required by DCIN/NCIC to verify accuracy and completeness at time of entry.
Should this check be noted? _____
3. Can a juvenile be entered as a wanted person? _____
4. A copy of all transactions should be maintained in the _____
5. _____ transaction is to add, change, or delete data in the base record.
6. Should a 6-year-old disabled child who is missing be entered into the missing person disabled category? _____
7. _____ transaction indicates that property has been found or a person has been apprehended that was not entered by your agency.
8. _____ transaction indicates recovery of property or apprehension of a person that was entered by your agency.
9. Both _____ and _____ should be used as identifiers when entering a vehicle into DCIN or NCIC.
10. _____ messages are warnings from DCIN/NCIC which identify a problem/error with an entry that needs to be corrected by performing a modify or supplemental transaction.

Module 3

FILE TRANSACTIONS

FORMS SECTION



NCIC/DCIN - FILE ENTRY TRANSACTION FORMS & ABBREVIATIONS

WANTED PERSON FILE

EW	<i>Wanted Person Data Entry</i>
EW-C	<i>Wanted Person Data Entry - CAUTION</i>
EWJ	<i>Wanted Juvenile Person Data Entry</i>
EWJ-C	<i>Wanted Juvenile Person Data Entry - CAUTION</i>
DW	<i>Enter Detainer Data</i>
EN	<i>Enter Supplemental Person Data</i>
EIM	<i>Image Entry - Mugshot, Signature, Identifying</i>
NCBA	<i>NC Blue Alert Notification</i>
MW	<i>Person Data Modify</i>
MDW	<i>Detainer Data Modify</i>
ENS	<i>Stolen/Fraudulent Supplement</i>
LW/LT	<i>Person Locate</i>
CW	<i>Person Clear</i>
XW	<i>Person Cancel</i>
XN	<i>Cancel Supplemental Data</i>
XNS	<i>Cancel Fraudulent Data</i>
XDW	<i>Cancel Detainer Data</i>
XCBA	<i>Cancel NC Blue Alert Notification</i>

MISSING PERSON FILE

EMD	<i>Missing Disabled Person</i>
EME	<i>Missing Endangered Person</i>
EMI	<i>Missing Involuntary Person</i>
EMV	<i>Missing Catastrophe Victim</i>
EMO	<i>Missing Person - Other</i>
EMJ	<i>Juvenile Missing Person</i>
NAA	<i>AMBER Alert Notification</i>
NSA	<i>Missing Engangered Alert Notification</i>
EMP	<i>Enter Person with Information</i>
EMPN	<i>Enter Supplemental Person with Information</i>
EMN	<i>Enter Supplemental Person Data</i>
ED	<i>Enter Dental Data</i>
MM	<i>Modify Missing Person</i>
MMP	<i>Modify Person with Information</i>
MD	<i>Modify Dental Data</i>
LM	<i>Locate Missing Person</i>
CM	<i>Clear Missing Person</i>
XM	<i>Cancel Missing Person</i>
XMN	<i>Cancel Supplemental Data</i>
XMP	<i>Cancel Person with Information</i>
XMPN	<i>Cancel Person with Information Supplemental Data</i>
XMD	<i>Cancel Dental Data</i>
XNAA	<i>Cancel AMBER Alert Notification</i>
XNSA	<i>Cancel Missing Endangered Person Alert</i>

VIOLENT PERSON FILE	
EVP	<i>Enter Violent Person</i>
EVP-C	<i>Enter Violent Person - Caution</i>
ENVP	<i>Enter Violent Person Supplemental Data</i>
MVP	<i>Modify Violent Person</i>
XVP	<i>Cancel Violent Person</i>
XNVP	<i>Cancel Violent Person Supplemental Data</i>
UNIDENTIFIED PERSON FILE	
EUL	<i>Enter Unidentified Person - Living</i>
EUD	<i>Enter Unidentified Person - Deceased</i>
EUV	<i>Enter Unidentified Person - Catastrophe Victim</i>
EUN	<i>Enter Supplemental Unidentified Person Data</i>
ED	<i>Enter Dental Data</i>
MU	<i>Modify Unidentified Person</i>
MD	<i>Modify Dental Data</i>
CU	<i>Clear Unidentified Person</i>
XU	<i>Cancel Unidentified Person</i>
XUN	<i>Cancel Supplemental Data for Unidentified Person</i>
XD	<i>Cancel Dental Data</i>
IDENTITY THEFT FILE	
EID	<i>Enter Identity Theft</i>
EID-C	<i>Enter Identity Theft - Caution</i>
EIN	<i>Enter Identity Theft Supplemental Data</i>
MID	<i>Modify Identity Theft Data</i>
XID	<i>Cancel Identity Theft Data</i>
XIN	<i>Cancel Identity Theft Supplemental Data</i>
VIOLENT GANG GROUP/MEMBER FILE	
EGG	<i>Group Reference Data Entry</i>
EGGN	<i>Group Reference Supplemental Data Entry</i>
EGM	<i>Group Member Data Entry</i>
EGMN	<i>Group Member Supplemental Data Entry</i>
MGG	<i>Group Reference Data Modify</i>
MGM	<i>Group Member Data Modify</i>
XGG	<i>Group Reference Data Cancel</i>
XGGN	<i>Group Reference Supplemental Data Entry</i>
XGM	<i>Group Member Data Cancel</i>
XGMN	<i>Group Member Supplemental Data Entry</i>
SUPERVISED RELEASE FILE	
EC	<i>Enter Supervised Release</i>
EC-C	<i>Enter Supervised Release - Caution</i>
ECN	<i>Enter Supplemental Data</i>
ECNS	<i>Enter Fraudulent Data</i>
MC	<i>Modify Supervised Release</i>
CC	<i>Clear Supervised Release</i>
XC	<i>Cancel Supervised Release</i>
XCN	<i>Cancel Supplemental Data</i>
XCNS	<i>Cancel Fraudulent Data</i>

HIPAA LAW ENFORCEMENT GUIDE

[Click for Full-Size Brochure](#)

Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule: A Guide for Law Enforcement

What is the HIPAA Privacy Rule?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule provides Federal privacy protections for individually identifiable health information, called protected health information or PHI, held by most health care providers and health plans and their business associates. The HIPAA Privacy Rule sets out how and with whom PHI may be shared. The Privacy Rule also gives individuals certain rights regarding their health information, such as the rights to access or request corrections to their information.

Who must comply with the HIPAA Privacy Rule?

HIPAA applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically (e.g., billing a health plan). These are known as covered entities. Hospitals, and most clinics, physicians and other health care practitioners are HIPAA covered entities. In addition, HIPAA protects PHI held by business associates, such as billing services and

others, hired by covered entities to perform services or functions that involve access to PHI.

Who is not required to comply with the HIPAA Privacy Rule?

Many entities that may have health information are not subject to the HIPAA Privacy Rule, including:

- employers,
- most state and local police or other law enforcement agencies,
- many state agencies like child protective services, and
- most schools and school districts.

While schools and school districts maintain student health records, these records are in most cases protected by the Family Educational Rights and Privacy Act (FERPA) and not HIPAA. HIPAA may apply however to patient records at a university hospital or to the health records of non-students at a university health clinic.



Under what circumstances may a HIPAA covered entity disclose PHI to law enforcement?

A HIPAA covered entity may disclose PHI to law enforcement with the individual's signed HIPAA authorization.

A HIPAA covered entity also may disclose PHI to law enforcement without the individual's signed HIPAA authorization in certain incidents, including:

- To report PHI to a law enforcement official reasonably able to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public.
- To report PHI that the covered entity in good faith believes to be evidence of a crime that occurred on the premises of the covered entity.
- To alert law enforcement to the death of the individual, when there is a suspicion that death resulted from criminal conduct.
- When responding to an off-site medical emergency, as necessary to alert law enforcement to criminal activity.
- To report PHI to law enforcement when required by law to do so (such as reporting gunshots or stab wounds).

- To comply with a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer, or an administrative request from a law enforcement official (the administrative request must include a written statement that the information requested is relevant and material, specific and limited in scope, and de-identified information cannot be used).

- To respond to a request for PHI for purposes of identifying or locating a suspect, fugitive, material witness or missing person, but the information must be limited to basic demographic and health information about the person.
- To respond to a request for PHI about an adult victim of a crime when the victim agrees (or in limited circumstances if the individual is unable to agree). Child abuse or neglect may be reported, without a parent's agreement, to any law enforcement official authorized by law to receive such reports.

For More Information

This is a summary of the relevant provisions and does not include all requirements that are found in the HIPAA Privacy Rule. For complete information, please visit the U.S. Department of Health and Human Service's Office for Civil Rights HIPAA web site at <http://www.hhs.gov/ocr/privacy>.

NC BLUE ALERT – WANTED PERSON RECORD RESPONSE

➔ MSG KEY: QWA
DATE/TIME: 210106103242
SOURCE: NC2K

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT
LIMITATIONS***

MKE/WANTED PERSON

**BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS
INDIVIDUAL.**

EXL/1 - FULL EXTRADITION

ORI/NCBCI0000 NAM/BUNNY,BUGS SEX/M RAC/U POB/CA

DOB/19400727 HGT/600 WGT/200 EYE/ BLK HAI/GRY FBI/1234567A1 CTZ/US

SKN/ALB

OFF/AGGRAV ASSAULT

DOW/ 20210106 OCA/L1440720

NOA/N

➔ **MIS/BLUE ALERT** FIRED MULTIPLE ROUNDS UZI SUBMACHINE GUN AT DEPUTY
DNA/N

ADD/01 - RESIDENCE (LAST KNOWN)

SNU/123 SNA/MAIN STREET

CTY/RALEIGH

COU/WAKE

ORI IS STATE BUREAU OF INVESTIGATION RALEIGH 919 662-4500

LIC/BUGSY LIS/CA LIY/1969 LIT/PC

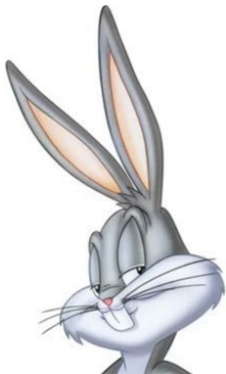
VMA/FORD VMO/MUS VST/2D VCO/RED

AKA/WABBIT,WASCALLY

AKA/BUNNETT,ROBERT

NIC/W00232132 DTE/20210106 1944 EST DLU/20210106 1944 EST

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI



NIC/W55321232 IMN:I5491072791

MIS: SOURCE BANK SURVEILLANCE PIC

NCIC WANTED PERSON – NICS ENTRY eWARRANTS GUIDE

See Omnixx LINKS—All Other Links—Resources

[eWarrants Law Enforcement Guide](#)

This optional feature can help track NCIC records which are acted upon by NC agencies using eWarrants (same feature included in NCAWARE).

Indicate NCIC Entry — eWarrants Guide

- Step 1** Click the **Search File / Request File** field > click outside the previous field
- Step 2** Click **Search** > results are displayed on screen > click to the right of the document with folded corner icon > review opened process
- * **Step 3** Select dropdown box in upper right-hand corner > select **Record Entry Into NCIC**
- * **Step 4** Enter the date the warrant was added to NCIC > select **Date**
- * **Step 5** Enter a comment (Recommend NCIC NIC #) > an EIN Flag will appear on Warrant Details

12



TABLE OF CONTENTS



SECTION	PAGE
Introduction	3
Terminology	4
Business Process Changes	6
Accessing eWarrants	7
Quick Search Options	8
Starting Any New Process	9
Printing / Copying Processes	10
Completing or Attempting Service / Return to Clerk	11
Indicate NCIC Entry	12

MISSING PERSON HIT WITH PWI RECORDS

*****PERSON WITH INFORMATION ASSOCIATED WITH NIC/M000069216*****

*****DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT*****

➔ **MKE/MISSING PERSON ENDANGERED**

ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W POB/MD
DOB/20141012 DOE/20321012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/CA DLC/20110810 OCA/EXAMPLE1
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT
LIC/555W555 LIS/VA LIY/2012 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
ORI IS ANY CITY PD MD 3010555-1212

➔ **PIN/ADAMS, RANDY PIX/M PIR/W PIB/19840630 PHG/511**

PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH
PSS/123456789

PMI/PERSON WITH INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD,
PMI/MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED

PIB/19450630
PAK/MARKS, RANDY
PSM/SC L ANKL
PSM/TAT L WRS
PSS/333333333

➔ **PIN/HARDY, MARY PIX/F PIR/W PIB/19910410 PHG/502**

PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321

PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING
PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY
PMI/AT THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS
ENCOUNTERED

PIB/19710503
PAK/ADAMS, MARY
PSM/TAT L ANKL
PSS/888888888
NIC/M000069216 DTE/20200810 1600 EDT DLU/20200814 0425 EDT

REPEAT — DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT

ADD IMAGES AT TIME OF ENTRY OR DURING VALIDATIONS

* No Longer Posted in Omnixx Links *
See Omnixx Forms Links/Newsletters

Criminal Justice/Law Enforcement Sensitive

* Revision 05/20/2022 *
07/08/2011

***** ATTENTION: AGENCY TAC/POC *****

REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY

Add Images at Time of Entry or During the Validation Process

Introduction:

Every month law enforcement agencies are required to validate their NCIC entries. The purpose of validations is to ensure that all records contained on the validation listing have been reviewed for accuracy, they contain all available information and records that are no longer current or valid have been removed from NCIC.

The validation process provides the appropriate opportunity to further enhance NCIC entries by adding images.

Acceptable Images:

All NCIC files (except Securities) allow images to be attached to record entries.

Images are now accepted in the Gun File.

Images must be less than

Images may include:

- Mugshot Image (1 per person record)
- Signature Image (1 per person record)
- Identifying Image (up to 10 per person record; 1 for all other NCIC files)

Steps for Adding Images:

1. To attach an image to an NCIC entry, use the **Image Entry Transaction – EIM**.
2. Enter the NIC Number (NIC) associated to the record entry. The record must be entered into NCIC before an image can be attached.
3. Enter the Date of Image (DOI). The DOI will be the date the photograph was taken and **not** the date it was attached to the NCIC record.
 - If the year is known, but not the month and day, then indicate 0000 for month and day.
 - For an aged progressed image, the DOI should be the individual's DOB, and the year for the DOI should represent the time at which the subject's appearance should match the image.
4. Select the Image Type (IMT) from the list box which will include the 3 types mentioned. The first image attached **must** be the M – Mugshot.

Get

CONNECTED

North Carolina State Bureau of Investigation

Notice #: 2011 - 00007 * No Longer Posted in Omnixx Links *

Please do not rely solely on this document as an all inclusive resource.

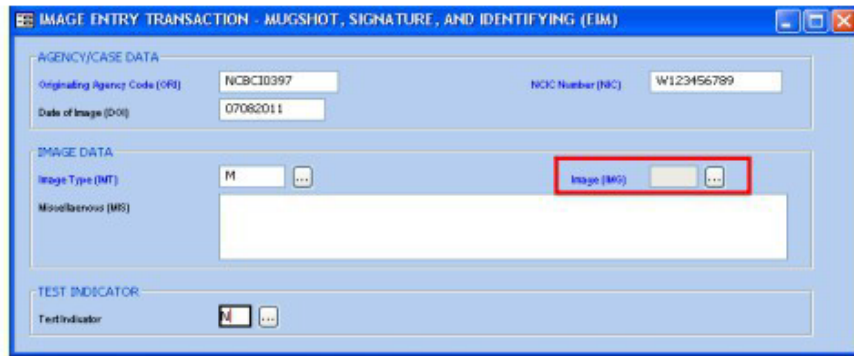
If you are uncertain about any issue, please seek out guidance from your agency legal counsel or contact the SBI for direction to an appropriate guiding authority.

ADD IMAGES AT TIME OF ENTRY OR DURING VALIDATIONS

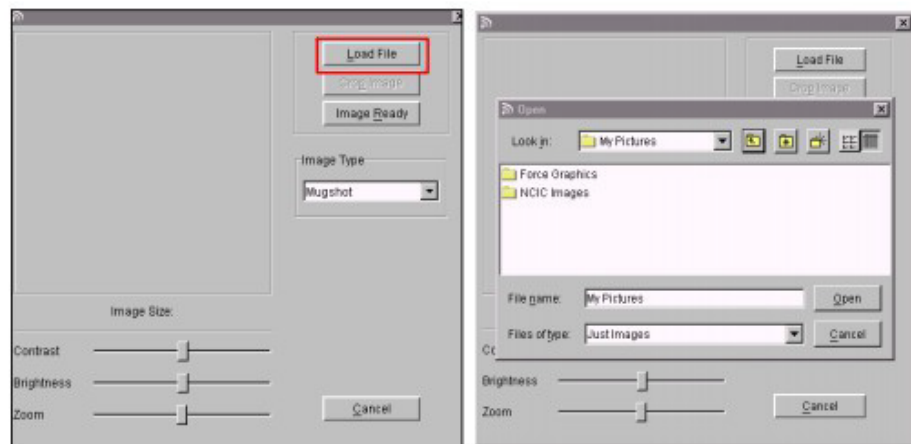
Criminal Justice/Law Enforcement Sensitive

* Revision 05/20/2022 *
07/08/2011

5. Then click the list box for Image (IMG) to search your files for the image. This will pull up a separate box to actually load the image from your computer.



6. Click on Load File, then select the image to attach from the next window. Images may be saved in a specific folder on your computer or may be obtained from email, CD, etc. Images may be in color, black and white, sepia, etc. Images must be in a jpg format.
7. Once the image is located, make sure it is selected in the File Name and click Open.

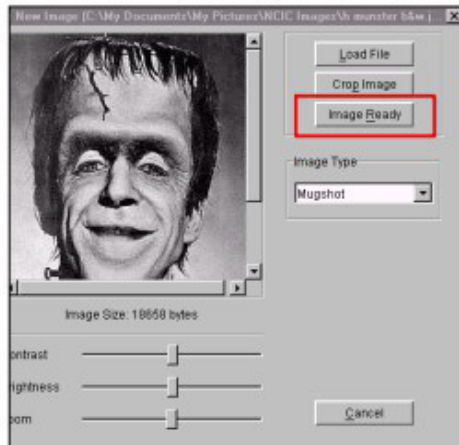


8. The image will appear in the Load File Window. Adjustments can be made. Use the Crop Image button if necessary. Use the mouse to adjust the Contrast, Brightness or Zoom. If the image looks good to you, then it will look good to all agencies receiving hits on your record.

ADD IMAGES AT TIME OF ENTRY OR DURING VALIDATIONS

Criminal Justice/Law Enforcement Sensitive

* Revision 05/20/2022 *
07/08/2011



9. When you are ready to load the image, click Image Ready.

10. This will bring back the Image Entry Transaction – EIM. Then click Transmit.

11. When the image is accepted, an acknowledgement from NCIC is sent stating Image Accepted along with the NIC Number (NIC), Image Number (IMN) and Image Type.

Things to Remember:

- Attaching images will enhance law enforcements ability to quickly identify suspects, missing persons or even registered sex offenders from other states. The person or property must be entered in NCIC before an image can be attached.
- Images can be added during the validation process; however, image entry cannot be done in EVOLVE. All entries must be made directly into NCIC.
- The Image Number assigned to the image entry must be recorded in the case files.
- Steps for adding images can be used to update out-dated sex offender photos, signature images or to add any additional identifying images such as scars, tattoos, vehicles, etc.

\$.K.EXL EXTRADITION LIMITATION NOTIFICATION

WV1012600

NCIC EXTRADITION NOTIFICATION AT 1600 EST 20201215

➡ YOUR ENTRY NIC/W146203706 OCA/123456789 HAS AN EXTRADITION LIMITATION OF EXTRADITION ARRANGEMENTS PENDING/PENDING EXTRADITION DETERMINATION. REVIEW EXTRADITION LIMITATIONS AND **MODIFY RECORD** AS APPROPRIATE.

MKE/WANTED PERSON

➡ EXL/5-EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD ORI/WV1012600
NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US
SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789 OLN/11111111
OLS/WV OLY/2000
OFF/HOMICIDE – WILLFUL KILL-POL OFF-GUN
DOW/20201201 OCA/123456789 SID/MD99999999
WNO/635F1129 CTI/MD101261J
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS, SUBJECT ESCAPED
MIS/TRANSPORT FROM WV POLICE AGENCY
LIC/ABC123 LIC/MD LIY/2021 LIT/PC
VIN/2Y27H5LI00009 VYR/2015 VMA/PONT VMO/VEN VST/2D VCO/BLU
NIC/W146203706 DTE/20201205 DLU/20210328 1115 EST

\$.K.NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON RECORD NOTIFICATION

\$.K.NCYOURORI

NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION

AT 1600 EST 07072025. YOUR ENTRY NIC/M245069216 HAS INFORMATION MISSING
FROM ONE OR MORE OF THE FOLLOWING KEY DATA FIELDS: **HGT, SMT**

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE ENTERED
IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON JUVENILE
ORI/NCYOURORI NAM/THOMAS,MICHAEL WADE
SEX/M RAC/W POB/NC DOB/19890926
DOE/20250607 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SOC/245455678 DLC/20250531
OCA/TEST2025 MIS/RUNAWAY AS OF 1700 HRS 01312003
ORI IS YOUR CITY PD NC
NIC/M245069216

ANSWER KEY

Independent Exercises Module 3 – FILE TRANSACTIONS

File Transactions

1. **B** Supplement
2. **A** Modify
3. **D** Locate
4. **C** Clear

DCIN/NCIC File Categories

1. Missing Person File — Juvenile
2. Violent Person File
3. Would Not Enter
4. Article File
5. Stolen Vehicle File
6. Stolen Part File
7. Would Not Enter
8. Unidentified Person File
9. Article File
10. Wanted Person File
11. Securities File
12. Stolen Boat File
13. Felony Vehicle File
14. Recovered Gun File
15. Stolen Part File
16. Stolen Vehicle File
17. Stolen Part File

Review Questions

- | | |
|-----------------------|---------------------|
| 1. Enter | 6. Yes |
| 2. Second Party — Yes | 7. Locate |
| 3. Yes | 8. Clear |
| 4. Case File | 9. LIC & VIN |
| 5. Modify | 10. Quality Control |

DCIN DIRECTORY FOR ASSISTANCE

Available on **Omnixx Links**

* **Click Here** *

CONTACT US

Division of Criminal Information Network



NEED HELP ?

HELP during the DAY — Monday-Friday 8am-5pm
Email / Call : Your District Trainer

Email : TACHelp@ncsbi.gov
Call : (919) 773 - 7900
Leave Voice Message on DCIN Help Line
Email : ServiceDesk@ncsbi.gov

HELP after 5:00 pm — Evenings, Holidays, Weekends

1. Contact NCSBI Service Desk

Call : (919) 773 - 7900
Email : ServiceDesk@ncsbi.gov
Send Message : Terminal PIB

2. Only if you need emergency assistance
Service Desk will forward you to the DCIN Help Line.
YOU MUST LEAVE A CLEAR VOICE MESSAGE for the system
to notify the On Call Trainer to contact you ASAP.

**** ALL NON-EMERGENCY REQUESTS ****
Receive Responses on NEXT Business Day
Monday-Friday 8am-5pm

-> New VPN Requests must be made online <-
[Go to Omnixx-Links>IT-Assistance>VPN-Request](#)
Enter Username & Password (same for both): **loadid**
Excel Spreadsheet **Still Required**



During Business Hours (Monday – Friday, 8-5 pm)

CONTACT DIRECTLY

Email Unit for Most Efficient Response

TOPIC	SBI Unit	Email	Phone
Access Agreements	Access Integrity Unit	AIUHelp@ncsbi.gov	(919) 582 - 8660
Audits	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
Criminal History Corrections	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8668
Crime Reporting, UCR, NIBRS	Crime Reporting Unit	SBCrimeReport@ncsbi.gov	(919) 582 - 8680
DCIN-NCIC-NLETS Usage	DCIN Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
DCIN Notification ListServ	SBI IT Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900
E Purpose Codes	Access Integrity Unit	EcodeHelp@ncsbi.gov	(919) 582 - 8660
EVOLVE – Record Validations	Compliance Unit	EVOLVEHelp@ncsbi.gov	(919) 582 - 8640
FBI – NICS Dispositions	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8668
Fingerprint Results	CIIS Customer Service Unit	CIISHelp@ncsbi.gov	(919) 582 - 8660
LASO - Local Agency Security	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
ORI –Request NEW ORI	Compliance Unit	ORI@ncsbi.gov	(919) 582 - 8640
Permits Concealed Gun	Compliance Unit	CHPHelp@ncsbi.gov	(919) 582 - 8640
Sex Offender Registration	Sex Offender Coordination Unit	SORHelp@ncsbi.gov	(919) 582 - 8670
Security Awareness Training	Compliance Unit	SATHelp@ncsbi.gov	(919) 582 - 8640
TAC Support	DCIN Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
Technical + VPN Issues	SBI IT Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900



**** Need Trainer's Phone & Email? Hover mouse over trainer's name or district # for Contact Card. ****

INSTRUCTIONS FOR CERTIFICATION TESTING

1. Users must:

- a. Attend 90% of classroom instruction to be authorized to test.
- b. Coordinate testing with their Terminal Agency Coordinator (TAC) or Assistant TAC (ATAC). The TAC/ATAC will schedule a date/time for the testing and may specify the location where the testing is to occur. If a user takes a certification test without coordination with agency TAC/ATAC, the score will be deleted, and the user must retake the test. The user may be sanctioned by the SBI. A subsequent violation, after having been sanctioned, may result in revocation of the user's DCIN certification.
- c. Test within 15 consecutive calendar days at end of class instruction (includes weekends and holidays). Otherwise, test will expire and the user is required to attend class again.
- d. Score at least 80%. Users who score 80% or higher are immediately able to transmit the appropriate certification transactions.
 - 1) Any user that scores below 80% may take the test up to three (3) times at any time convenient for the user and the TAC/ATAC.
 - 2) If the user fails all three (3) attempts over the 15-consecutive-calendar-day test period, the user must attend DCIN class again.
- e. Confirm that they reviewed test results by clicking on the "I acknowledge reviewing my test results" at the bottom of the page. Their certification status will then be updated to reflect the new 2-year certification.
 - 1) Acknowledgement step must be completed BEFORE the Test Results page can be printed or the test status will not be saved.
 - 2) When the test is submitted for grading, the user will immediately receive a Test Results page displaying the test score and all questions and answers from the test. This allows users the ability to review missed test questions.
- f. Print, sign and date the test results. Give results to the TAC/ATAC for them to sign, date, and maintain on file for 2 years.

2. Test info:

- a. Includes 25 true/false and/or multiple-choice questions pulled at random from a pool of test questions.
- b. Timed at 40 minutes. After 40 minutes, the test will automatically submit for grading, even if unfinished.
- c. Users may use their training manual and class notes but cannot receive assistance from any person.
- d. Cheating or assisting is cheating FRAUD and may result in certification revocation. Results of the investigation will be turned over to NC Department of Justice Training & Standards Division which may revoke other certification as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).

3. Recertification:

- a. Certification is good for two (2) years.
- b. Users can recertify within 30 days of expiration.
- c. Users can take recertification tests up to 365 days after their expiration dates have passed.
 - 1) Although users can access Omnixx Force, they cannot transmit transactions unless they successfully complete the specific test for each certification's transactions.
 - 2) If users do not have a passing score of 80% or higher on or before the 365th day, they will be required to attend DCIN class again and complete testing to obtain certification in appropriate module(s).