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ATTENTION: AGENCY TAC/POC

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REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY



Wanted Persons and Locate Transaction Information

The North Carolina State Bureau of Investigation and local NC Sheriff's offices were audited by the FBI CJIS Division in May 2023. An audit of the National Crime Information Center (NCIC) and selected NCIC entries and policies were reviewed. A portion of the audit revealed conflicting information of the understanding of NCIC Wanted Person Locates. The following clarification is provided to ensure a better understanding of Locate policies and procedures related to Wanted Person entries.

Pertinent Info:

A Locate transaction in DCIN/NCIC is used to indicate the location of property or apprehension of a wanted person until the wanting agency clears the record. It is also used to indicate the whereabouts of missing persons (which removes the record as soon as the Locate is accepted at NCIC). For wanted persons, the following clarifications are as follows:

- When the wanting agency will not honor extradition or pickup limitation in the NCIC record, the apprehending/finding agency is required to place a locate. The NCIC Introduction Manual states ***"Every agency upon taking a person into custody identifying a missing person, or acquiring property, after confirming the hit, must place a locate on the corresponding NCIC record(s)."***
- A wanted person record remains in NCIC after the first locate is performed. The reason is to provide the wanting agency the opportunity to modify the extradition on the record to an extradition status the agency will honor.
- If and after a second locate transaction is performed, the record will be removed from NCIC.

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North Carolina State Bureau of Investigation

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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.

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- A locate does not need to be placed if the apprehending/finding agency is not within the geographical limitations on the record.
 - However, the NCIC Manual does state the following: “In instances where an entering ORI will not honor the extradition of an individual, the entering ORI **must initiate a modify message** to include the extradition limitations by using the appropriate code in the EXL Field and any additional information in the MIS Field of the record, such as, WILL NOT EXTR FROM NC.”
 - This information was addressed during the FBI NCIC audit cycle in May records in NCIC are maintained accurately.

In Review:

- A Locate transaction in DCIN/NCIC is used to indicate the location of property or apprehension of a wanted person until the wanting agency clears the record. Additional resources regarding NCIC information can be found in Omnixx Links:
 - NCIC Info
 - NCIC Info, LEEP Application
 - Access to LEEP is free and a great resource for NC law enforcement agencies. The LEEP application can be submitted electronically using the LEEP application access.

For questions/assistance, please contact:

- For training, contact your District SBI DCIN Training Specialist
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