

Table of Contents

SECTION 01: INTRODUCTION	2
I. PURPOSE OF THE IMAGE FILE	2
II. CRITERIA FOR ENTRY IN THE IMAGE FILE	2
III. RETENTION PERIOD FOR IMAGES	3
IV. VALIDATION	3
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS	4
I. MESSAGE KEY (MKE) CODES FOR IMAGE FILE	4
II. MESSAGE FIELD CODES AND EDITS	4
SECTION 03: INQUIRY TRANSACTIONS	7
I. MESSAGE FIELD CODES FOR IMAGE INQUIRY	7
II. GUIDELINES FOR IMAGE INQUIRY	7
III. REQUIREMENTS FOR IMAGE INQUIRY	8
IV. EXAMPLE OF IMAGE INQUIRY RESPONSE	8
SECTION 04: ENTRY TRANSACTIONS	10
I. MESSAGE FIELD CODES FOR IMAGE ENTRY	10
II. GUIDELINES FOR IMAGE ENTRY	10
III. REQUIREMENTS FOR IMAGE ENTRY	10
IV. EXAMPLE OF IMAGE ENTRY	11
V. EXAMPLE OF IMAGE ENTRY ACKNOWLEDGMENT	11
SECTION 05: MODIFY TRANSACTIONS	12
I. MESSAGE FIELD CODES FOR IMAGE MODIFY	12
II. GUIDELINES FOR IMAGE MODIFY	12
III. REQUIREMENTS FOR IMAGE MODIFY	13
IV. EXAMPLE OF IMAGE MODIFY ACKNOWLEDGMENT	13
SECTION 06: CANCEL TRANSACTIONS	14
I. MESSAGE FIELD CODES FOR IMAGE CANCEL	14
II. GUIDELINES FOR IMAGE CANCEL	14
III. REQUIREMENTS FOR IMAGE CANCEL	14
IV. EXAMPLE OF IMAGE CANCEL ACKNOWLEDGMENT	15



CHAPTER 14: IMAGE FILE
SECTION 01: INTRODUCTION

Procedure #: 14.01.000

Effective Date: October 1, 2013

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE IMAGE FILE

- A. Images are associated with records to assist in identifying a person or property.
- B. Images can be associated with a person, property, or as a reference.
 - 1. The types of images that can be stored for a person are mugshot, signature, and identifying images.
 - 2. Identifying images can also be stored to help identify property. Articles, parts, boats, and vehicles can be associated with an identifying image.
 - 3. Images stored as references are referred to as generic images.
- C. At this time, the Gun and Securities Files do not have image capability.
- D. Generic images are entered and maintained by the FBI CJIS staff.

II. CRITERIA FOR ENTRY IN THE IMAGE FILE

- A. An image should be entered for a person or property when it will assist in identification of either.
- B. A mugshot and a signature can be entered for Supervised Release, Protection Order, Missing Person, Wanted Person, and Identity Theft Files.
- C. An identifying image can be entered for Supervised Release, Missing Person, Unidentified Person, Wanted Person, Identity Theft, Monitored Population Registration, Article, Vehicle, Boat, and Vehicle/Boat Part Files.
- D. The following rules apply to the number of images that can be associated with one record:
 - 1. Only one of each of the following types of image can be associated with a person record:
 - a. Mugshot
 - b. Signature
 - 2. Not more than ten identifying images (other than mugshot and signature) can be associated with a person record.

3. Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.
4. Only one identifying image can be associated with vehicle/boat part or article.
5. Only one identifying or generic image can be associated with a vehicle or boat.
6. Generic images are the only images which can be linked to multiple base records.

III. RETENTION PERIOD FOR IMAGES

- A. Images that are associated with records are subjected to the same retention periods as those records.
- B. Generic images will remain on file indefinitely unless they are removed by the FBI CJIS staff.

IV. VALIDATION

- A. Images that are associated with records are subjected to the same validation as those records.



CHAPTER 14: IMAGE FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

Procedure #: 14.02.000	Effective Date: September 1, 2013
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE KEY (MKE) CODES FOR IMAGE FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Image	QII	EIM	MII	N/A	N/A	XIM

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BLE	Boat Overall Length	Must be two numeric characters representing feet, not inches.
BMA	Boat Make	The first four characters must be a valid code as listed in Boat Data Codes section in the NCIC Code Manual, or the generic code MISC. If the generic code MISC is used, position 4 must be a blank and positions 5 through 24 must contain the name of the manufacturer. For Omnixx users, the name of the manufacturer must be entered in the BMAD Field.
BMAD*	Boat Make Description	If the generic code MISC is used, then the BMAD must contain the name of the manufacturer. If entered, the BMA must also be entered.
BTY	Boat Type	Must be a valid code as listed in the Boat Data Codes, NCIC Code Manual.
BYR	Boat Model Year	Must be four numeric characters representing the production (model) year during which the boat was manufactured. Year cannot be more than one year beyond the current model year.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOI	Date of Image	Must be a valid Gregorian date (YYYYMMDD). The date of the image is the date the photograph, or signature was taken or the date represented by an age-progressed image. If the year is known, but the actual date the image was taken is unknown, 0000 should be used for the month and day, and the year the image was taken should be used for the year. When an image being entered is an age-progressed image, the date the image was created should not be used. Instead, the month and the day of the

		individual's birthday should be used, and the year for the date of image should represent the time at which the subject's appearance should match that of the image.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMG	Image	May be a gray-scale mugshot, signature, or identifying image. The internal representation of the IMG Field is composed of M (mugshot) or I (identifying image or signature), followed by a 5-byte numeric indicating the byte count (size) of the image, followed by binary data. The binary data comprise the JPEG compressed image. The JPEG quality factor is 25.
IMT	Image Type	Must be a valid code as listed in the Other Transactions Codes, NCIC Code Manual.
IND	Image Indicator	Must be Y or N.
MIS	Miscellaneous	Free text. It may contain a maximum of 240 characters regarding images that could not be entered in the already established fields. This field enables agencies to provide information such as the approximate date of the image, if the image is age progressed, who provided the image, and any other information that may be beneficial in the investigation.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by either one alphabetic character and eight numeric (ex: IA12345678) or followed by nine numeric characters (ex: I123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
ORI	Originating Agency Identifier	Must be a valid ORI.
VMA	Vehicle Make	Contains a maximum of 24 characters. The first four characters must be a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. Characters 5-24 are free text and must contain the name of the manufacturer when the VMA is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. For Omnixx users, the name of the manufacturer must be entered in the VMAD Field.

VMAD*	Vehicle Make Description	If the VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, then the VMAD must contain the name of the manufacturer. If entered, the VMA must also be entered.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, NCIC Code Manual.
VST	Vehicle Style	Must be a valid code as listed in Vehicular Data Codes, NCIC Code Manual.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year.
WAC	WACIC Number	A number consisting of the year of entry, an alphabetic, and seven numbers that are automatically assigned by WACIC to each accepted entry.
WIN	Washington Image Number	A number consisting of the year, the letter E, seven numbers that are automatically assigned by WACIC to each accepted image record.

*Omnixx only



CHAPTER 14: IMAGE FILE
SECTION 03: INQUIRY TRANSACTIONS

Procedure #: 14.03.000

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Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR IMAGE INQUIRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Washington Image Number	Conditional	WIN	10-10	Alphabetic, numeric
Image NCIC Number	Conditional	IMN	10-10	Alphabetic, numeric
Boat Make	Conditional	BMA	3-24	Alphabetic, numeric
Boat Make Description*	Conditional	BMAD	1-20	Alphabetic, numeric
Boat Type	Conditional	BTY	3-3	Alphabetic
Overall Boat Length	Conditional	BLE	2-2	Numeric
Boat Model Year	Conditional	BYR	4-4	Numeric
Vehicle Make	Conditional	VMA	2-24	Alphabetic
Vehicle Make Description*	Conditional	VMAD	1-20	Alphabetic
Vehicle Model	Conditional	VMO	2-3	Alphabetic, numeric
Vehicle Style	Conditional	VST	2-2	Alphabetic, numeric
Vehicle Year	Conditional	VYR	4-4	Numeric
Image Indicator	Optional	IND	1-1	Alphabetic

*Omnix only

II. GUIDELINES FOR IMAGE INQUIRY

- A. An image inquiry by WAC or NIC will retrieve all images from WACIC or NCIC, respectively, associated with that record.
- B. An image inquiry by WIN or IMN will retrieve a specific image from WACIC or NCIC, respectively.

- C. An image inquiry by BMA/BTY/BLE/BYR or VMA/VMO/VST/VYR will retrieve a generic image for that boat or vehicle from NCIC.
- D. If the IND Field contains N, the hit response will be limited to the textual part of the image record. If the IND Field contains Y, the image will be included in the response. IND is optional; when it is not included, the default is N.

III. REQUIREMENTS FOR IMAGE INQUIRY

- A. Inquiries on an image can be made by:
 - 1. WAC
 - a. Example:
HDR.QII.WAWSP00J7.WAC/13W0157527
 - 2. NIC
 - a. Example:
HDR.QII.WAWSP00J7.NIC/W228208221
 - 3. WIN
 - a. Example:
HDR.QII.WAWSP00J7.WIN/13E0000043
 - 4. IMN
 - a. Example:
HDR.QII.WAWSP00J7.IMN/I320361694
 - 5. BMA/BTY/BLE/BYR
 - a. Example:
HDR.QII.WAWSP00J7.BMA/LUN.BTY/RUN.BLE/22.
BYR/2013
 - 6. VMA/VMO/VST/VYR
 - a. Example:
HDR.QII.WAWSP00J7.VMA/HOND.VMO/ACC.VST/4D.
VYR/2008

IV. EXAMPLE OF IMAGE INQUIRY RESPONSE

- A. WACIC No Record Response
 - WWCIC TIME: 1646 DATE: 090413 TO: SP8H
 - QII.WAWSP00J7.WIN/13E0000044
 - WAWSP00J7
 - NO RECORD WIN:13E0000044
- B. WACIC Positive (Hit) Response
 - WWCIC TIME: 1643 DATE: 090413 TO: SP8H
 - QII.WAWSP00J7.WAC/13W0157527
 - WACIC IMAGE 1 OF 1
 - WAWSP00J7

MKE/FELONY WARRANT
NAM/TEST,SUBJECT ONE DOB/08/08/1908
RAC/W HGT/505 WGT/130
WAC/13W0157527 NIC/W228208221
IMT/MUGSHOT DOI/01/31/2013
WIN/13E0000043 2326
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234

C. NCIC No Record Response

NCIC TIME: 1650 DATE: 090413 TO: SP8H
WAWSP00J7

NO RECORD NIC/H590845486

D. NCIC Positive (Hit) Response

NCIC TIME: 1644 DATE: 090413 TO: SP8H
WAWSP00J7

MKE/IMAGE
ORI/WAWSP00J7 IMN/I320361694 IMT/M DOI/20130131
NAM/TEST,SUBJECT ONE
RAC/W DOB/19080808 HGT/505 WGT/130
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234
NIC/W228208221 DTE/20130904 1932 EDT DLU/20130904 1932
EDT

E. NCIC Positive (Hit) Response for Generic Image

NCIC TIME: 1658 DATE: 090413 TO: SP8H
WAWSP00J7

MKE/IMAGE
IMN/I480629258 IMT/V
VMA/HOND VMO/ACC VST/4D VYR/2008



CHAPTER 14: IMAGE FILE
SECTION 04: ENTRY TRANSACTIONS

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See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR IMAGE ENTRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Image Type	Mandatory	IMT	1-1	Alphabetic
Date of Image	Mandatory	DOI	8-8	Numeric
Miscellaneous	Optional	MIS	1-240	Alphabetic, numeric, special characters
Image	Mandatory	IMG	6-16,000	Alphabetic, numeric, binary

*Omnixx only

II. GUIDELINES FOR IMAGE ENTRY

- A. The originating agency must account for all fields in the image record.
- B. The WAC and/or NIC in the image entry transaction is the WAC and/or NIC of the record the image is to be associated with. When entering a mugshot or a signature, the WAC and/or NIC must refer to a person record. When entering an identifying image, the WAC and/or NIC must refer to either a person record, an article, a vehicle, a boat, or a vehicle/boat part record.

III. REQUIREMENTS FOR IMAGE ENTRY

- A. The following fields are mandatory for acceptance of an image entry in WACIC/NCIC:
 - 1. HDR, MKE, ORI, IMT, DOI, IMG, and at least one of the following identifiers: WAC or NIC.

B. The entry will be rejected if one of the mandatory fields is left unfilled.

IV. EXAMPLE OF IMAGE ENTRY

A. Image Entry

HDR.EIM.WAWSP00J7.IMT/M.DOI/20130131.WAC/13W0157527.
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234.
IMG/<IMAGE DATA>

V. EXAMPLE OF IMAGE ENTRY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1639 DATE: 090413 TO: SP8H
EIM.WAWSP00J7.IMT/M.DOI/20130131.WAC/13W0157527.
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234.
IMG/
WAWSP00J7
IMAGE IS ACCEPTED
WAC/13W0157527 WIN/13E0000043 IMT/M

B. NCIC Acknowledgment

NCIC TIME: 1640 DATE: 090413 TO: SP8H
WAWSP00J7
IMAGE IS ACCEPTED
NIC/W228208221 IMN/I320361694 IMT/M



CHAPTER 14: IMAGE FILE
SECTION 05: MODIFY TRANSACTIONS

Procedure #: 14.05.000

Effective Date: September 1, 2013

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR IMAGE MODIFY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Washington Image Number	Conditional	WIN	10-10	Alphabetic, numeric
Image NCIC Number	Conditional	IMN	10-10	Alphabetic, numeric
Image Type	Mandatory	IMT	1-1	Alphabetic
Any field(s) from entry transaction				

II. GUIDELINES FOR IMAGE MODIFY

- A. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an image record.
- B. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- C. For a non-generic image, a modification message is used to either modify the date of the image or to replace the existing image with a different one.
- D. For a generic image, a modification message is used to add, change, or delete reference data. Modification of a generic image is restricted to the FBI CJIS staff.
- E. When modifying the MIS Field, all the information you desire to be shown in the MIS Field must be entered (additional information cannot be added on to what is already contained in the MIS Field).
- F. A record cannot be modified if the record has been cancelled or if the record it is associated with has been cleared, located, or cancelled.
- G. You cannot delete data from a required field.

1. For Omnixx users, the Mark for Delete feature must be used to delete information from a field. For more information, refer to the Omnixx Force Training Manual.

III. REQUIREMENTS FOR IMAGE MODIFY

- A. The modify transaction consists of the message key, ORI, two record identifiers, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.
- B. Modifications on an image can be made by:
 1. IMT and WIN
 - a. Example:
HDR.MII.WAWSP00J7.WIN/13E0000044.IMT/M.MIS/TEST
IMAGE ONLY 360-555-1212
 2. IMT and IMN
 - a. Example:
HDR.MII.WAWSP00J7.IMN/I120406368.IMT/M.MIS/TEST
IMAGE ONLY 360-555-1212

IV. EXAMPLE OF IMAGE MODIFY ACKNOWLEDGMENT

- A. WACIC Acknowledgment
WWCIC TIME: 0858 DATE: 091813 TO: SP8H
MII.WAWSP00J7.IMN/I120406368.IMT/M.MIS/TEST IMAGE ONLY
360-555-1212
WAWSP00J7
MODIFY WIN/13E0000044 IMN/I120406368
MODIFIED FIELDS: MIS
09/18/2013 AT 08/58
- B. NCIC Acknowledgment
NCIC TIME: 0859 DATE: 091813 TO: SP8H
WAWSP00J7
MODIFY IMN/I120406368



CHAPTER 14: IMAGE FILE
SECTION 06: CANCEL TRANSACTIONS

Procedure #: 14.06.000

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Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR IMAGE CANCEL

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Washington Image Number	Conditional	WIN	10-10	Alphabetic, numeric
Image NCIC Number	Conditional	IMN	10-10	Alphabetic, numeric
Date of Cancellation	Optional	DOC	8-8	Numeric

II. GUIDELINES FOR IMAGE CANCEL

- A. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid.
- B. Individual images can be cancelled using the XIM transaction. Up to nine images may be cancelled using the Cancel Supplemental (XN) transaction.
- C. When an image is cancelled, it is unlinked from the record it is associated with.
- D. The date of cancel is optional. If not used, the record is cancelled as of the current date.

III. REQUIREMENTS FOR IMAGE CANCEL

- A. The cancel transaction consists of the message key, ORI, one record identifier, and the date of cancel.
- B. Cancellation on a wanted person can be made by:
 - 1. WIN
 - a. Example:
HDR.XIM.WAWSP00J7.WIN/13E0000044.20130918

2. IMN

a. Example:

HDR.XIM.WAWSP00J7.IMN/I120406368.20130918

IV. EXAMPLE OF IMAGE CANCEL ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 0906 DATE: 091813 TO: SP8H
XIM.WAWSP00J7.WIN/13E0000044.20130918
WAWSP00J7
CANCEL WIN/13E0000044 IMN/I120406368

B. NCIC Acknowledgment

NCIC TIME: 0907 DATE: 091813 TO: SP8H
WAWSP00J7
CANCEL IMN/I120406368