

Table of Contents

SECTION 01: INTRODUCTION	4
I. PURPOSE OF THE SUPERVISED PERSON FILE	4
II. CRITERIA FOR ENTRY IN THE SUPERVISED PERSON FILE	5
III. HIT CONFIRMATION	5
IV. RETENTION PERIOD FOR SUPERVISED PERSON	5
V. VALIDATION	5
VI. DENTAL DATA	5
VII. IMAGE DATA	5
VIII. CORRECTIONS CONDITION CODES	6
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS	10
I. MESSAGE KEY (MKE) CODES FOR SUPERVISED PERSON FILE	10
II. MESSAGE FIELD CODES AND EDITS	10
SECTION 03: INQUIRY TRANSACTIONS	19
I. MESSAGE FIELD CODES FOR SUPERVISED PERSON INQUIRY	19
II. QUERY WANTED (QW) INQUIRIES	20
SECTION 04: ENTRY TRANSACTIONS	29
I. MESSAGE FIELD CODES FOR SUPERVISED PERSON ENTRY	29
II. GUIDELINES FOR SUPERVISED PERSON ENTRY	32
III. REQUIREMENTS FOR SUPERVISED PERSON ENTRY	32
IV. EXAMPLE OF SUPERVISED PERSON ENTRY	33
V. EXAMPLE OF SUPERVISED PERSON ENTRY ACKNOWLEDGMENT	33
SECTION 05: ENTRY SUPPLEMENTAL TRANSACTIONS	34
I. MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL ENTRY	34
II. GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL ENTRY	35
III. REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL ENTRY	36
IV. EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL ENTRY ACKNOWLEDGMENT	37
SECTION 06: ENTRY SUPPLEMENTAL STOLEN/ FRAUDULENT TRANSACTIONS	38
I. MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT ENTRY	38
II. GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT ENTRY	38
III. REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT ENTRY	39
IV. EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT ENTRY ACKNOWLEDGMENT	40
SECTION 07: ENTRY CORRECTIONS CONDITIONS TRANSACTIONS	41

I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS ENTRY	41
II.	GUIDELINES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS ENTRY	41
III.	REQUIREMENTS FOR SUPERVISED PERSON CORRECTIONS CONDITIONS ENTRY	42
IV.	EXAMPLE OF SUPERVISED PERSON CORRECTIONS CONDITIONS ENTRY	
	ACKNOWLEDGMENT	42
SECTION 08: MODIFY TRANSACTIONS		43
I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON MODIFY	43
II.	GUIDELINES FOR SUPERVISED PERSON MODIFY	43
III.	REQUIREMENTS FOR SUPERVISED PERSON MODIFY	44
IV.	EXAMPLE OF SUPERVISED PERSON MODIFY ACKNOWLEDGMENT	45
SECTION 09: MODIFY CORRECTIONS CONDITIONS TRANSACTIONS		46
I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS MODIFY	46
II.	GUIDELINES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS MODIFY	46
III.	REQUIREMENTS FOR SUPERVISED PERSON CORRECTIONS CONDITIONS MODIFY	47
IV.	EXAMPLE OF SUPERVISED PERSON CORRECTIONS CONDITIONS MODIFY	
	ACKNOWLEDGMENT	47
SECTION 10: CLEAR TRANSACTIONS		48
I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON CLEAR	48
II.	GUIDELINES FOR SUPERVISED PERSON CLEAR	48
III.	REQUIREMENTS FOR SUPERVISED PERSON CLEAR	48
IV.	EXAMPLE OF SUPERVISED PERSON CLEAR ACKNOWLEDGMENT	49
SECTION 11: CANCEL SUPPLEMENTAL TRANSACTIONS		50
I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL CANCEL	50
II.	GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL CANCEL	50
III.	REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL CANCEL	52
IV.	EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL CANCEL ACKNOWLEDGMENT	52
SECTION 12: CANCEL SUPPLEMENTAL STOLEN/FRAUDULENT TRANSACTIONS		53
I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT CANCEL	53
II.	GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT CANCEL	53
III.	REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT CANCEL	54
IV.	EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT CANCEL	
	ACKNOWLEDGMENT	55
SECTION 13: CANCEL CORRECTIONS CONDITIONS TRANSACTIONS		56
I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS CANCEL	56
II.	GUIDELINES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS CANCEL	56
III.	REQUIREMENTS FOR SUPERVISED PERSON CORRECTIONS CONDITIONS CANCEL	56

IV.	EXAMPLE OF SUPERVISED PERSON CORRECTIONS CONDITIONS CANCEL ACKNOWLEDGMENT	57
SECTION 14: CANCEL TRANSACTIONS		58
I.	MESSAGE FIELD CODES FOR SUPERVISED PERSON CANCEL	58
II.	GUIDELINES FOR SUPERVISED PERSON CANCEL.....	58
III.	REQUIREMENTS FOR SUPERVISED PERSON CANCEL	58
IV.	EXAMPLE OF SUPERVISED PERSON CANCEL ACKNOWLEDGMENT	59



**CHAPTER 29:
SECTION 01:**

**SUPERVISED PERSON FILE
INTRODUCTION**

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See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE SUPERVISED PERSON FILE

- A. The Supervised Person File contains records of persons on probation or other types of supervision. The agency holding the documentation has the responsibility of entering the supervised person into the system and to maintain their record in a current, up-to-date status.
- B. Local, state, and federal supervision officers may enter records in WACIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing and released on their own recognizance. The court shall order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another local, state, or federal crime during the term of supervision".
- C. The following are examples of discretionary conditions that the court may impose on a subject:
 - 1. Must refrain from engaging in a specified occupation, business, or profession bearing a reasonable direct relationship to the conduct constituting the offense, or engage in such a specified occupation, business, or profession only to a stated degree or under stated circumstances.
 - 2. Must refrain from frequenting specified kinds of places or from associating unnecessarily with specified persons.
 - 3. Must refrain from excessive use of alcohol or any use of a narcotic drug or other controlled substance without a prescription by a licensed medical practitioner.
 - 4. Must refrain from possessing a firearm, destructive device, or other dangerous weapon.
 - 5. Must undergo available medical, psychiatric, or psychological treatment, including treatment for drug or alcohol dependency, as specified by the court, and remain in a specified institution if required for that purpose.
 - 6. Must reside in a specified place or area or refrain from residing in a specific place or area.

7. Must remain within the jurisdiction of the court, unless granted permission to leave by the court or a probation officer.
 8. Must notify the probation officer promptly if arrested or questioned by a law enforcement officer.
- D. Agencies have the option to enter supervised persons into both WACIC and NCIC.

II. CRITERIA FOR ENTRY IN THE SUPERVISED PERSON FILE

- A. Agencies must have documentation (electronic or hard copy) on file to support a supervised person entry.
- B. Supervised person records must be entered as soon as possible after one of the following has occurred:
1. The terms and conditions have been determined by the supervising agency; and
 2. The decision has been made as to whether there is a benefit to law enforcement and the supervising agency.
- C. For information on the requirements for packing a record, please refer to the Introduction Chapter of this manual.

III. HIT CONFIRMATION

- A. Refer to the Introduction Chapter for information on how to handle hit confirmation.

IV. RETENTION PERIOD FOR SUPERVISED PERSON

- A. The supervised person record will remain active until it is cancelled or cleared by the entering agency or until the date in the Date of Probation/Parole Expiration (DPE) Field.
- B. WACIC purges records from the active file on or about January 1st, or on a daily basis.

V. VALIDATION

- A. Supervised person records that are entered into NCIC will be validated monthly. Each record entered will be subject to validation three months after entry and annually thereafter.

VI. DENTAL DATA

- A. Refer to the Dental Data Chapter for information on querying, entering, modifying, and cancelling dental data.

VII. IMAGE DATA

- A. Refer to the Image File Chapter for information on querying, entering, modifying, and cancelling image data.

VIII. CORRECTIONS CONDITION CODES

CND	Literal	CND	Literal
A1	OTHER (SEE NARRATIVE)	C7	DO NOT COMMIT A CRIME THAT MIRRORS ORIG OFFENSE
A2	OTHER (SEE NARRATIVE)	C8	ABIDE BY CURFEW RULES AS DIRECTED
AA	MAINTAIN EDUCATIONAL	C9	DO NOT CONSUME ALCOHOL TO EXCESS
AB	MAINTAIN EMPLOYMENT/PROVIDE PROOF OF EMPLOY TO DOC	CA	DO NOT USE ALCOHOL
AC	JOB SEARCH PROGRAM	CB	NO CONSUME CONTROLLED SUBSTANCE EXCEPT PRESCRIPTION
AD	RESIDE AT LOCATN/LIVING ARRANGEMNT APPROVED BY CCO	CC	NO POSSESS CONTROLLED SUBSTANCE PARAPHERNALIA
AE	OBTAIN PERMISSION FROM CCO BEFORE CHANGE RESIDENCE	CD	NO HAVE DIRECT OR INDIRECT CONTACT WITH ANY VICTIM
AF	PERFORM AFFIRMATIVE ACTS AS ORDERED BY COURT/DOC	CE	NO CHECKING ACCOUNT/POSSESS CHECKS W/O CCO APPROVL
AG	PAY COURT ORDERED FINANCIAL OBLIGATION/RESTITUTION	CF	DO NOT OPERATE A MOTOR VEHICLE
AH	PAY SUPERVISION FEES TO DEPARTMENT OF CORRECTIONS	CG	NO POSSESS ANY ITEMS USED AS BURGLARY TOOLS
AI	NOTIFY CCO OF ANY CHANGE IN EMPLOYMENT	CH	DO NOT ENTER BARS TAVERNS/LOUNGES
AJ	ADVISE YOUR CCO OF ANY PRESCRIPTION MEDICATIONS	CI	HAVE NO CONTACT WITH MINORS
AK	NOTIFY CCO OF ANY ARREST OR CITATIONS	CJ	NO POSS/PERUSE PORNO MATERIALS UNLESS AUTHORIZED
AL	OBEY AND COMPLY WITH INSTRUCTION	CK	NO PURCHASE/OWN/POSS/CONTROL ANY FIREARM/WEAPON
AM	ADVISE CCO OF ANY MV OWNED OR REGULARLY DRIVEN	CL	SUBMIT TO URINE TESTING AS DIRECTED
AN	NOTIFY EMPLOYER/OTHERS OF ANY PRIOR CONVICTIONS	CM	SUBMIT TO POLYGRAPH EXAMINATION AS DIRECTED
AO	COMPLETE COMMUNITY SERVICE HOURS	CN	REMAIN WITHIN/OUTSIDE GEOGRAPHICAL BOUNDARIES
AP	COMPLETE ORIGINAL JAIL TIME	CO	NO ASSOCIATE/FREQ PLACES W/KNOWN GANG MEMBERS
AQ	ABIDE BY ISRB SPECIAL CONDITIONS	CP	HAVE NO CONTACT WITH OTHER POTENTIAL VICTIMS
AR	ADVISE CCO OF CHANGE OF ADDRESS	CQ	DO NOT USE/POSSESS/PURCHASE/ CONSUME ALCOHOL
AS	REIMBURSE ANIMAL SHELTER	CR	NO RESIDE WITH PARENT/LEGAL GUARDIAN OF MINOR
BC	HAVE NO CONTACT WITH SPECIFIED BUSINESSES	CS	NO USE/POSSESS/CONSUME CONTROLLED SUBSTANCE W/O RX
C1	OTHER (SEE NARRATIVE)	CT	NO ASSOC W/DRUG USERS/SELLERS EXCEPT FOR TREATMENT
C2	OTHER (SEE NARRATIVE)	CU	DO NOT ENTER DRUG AREAS AS DEFINED BY COURT OR CCO
C3	ABIDE EMPLOY/VOLUNTEER RESTRICT REL TO JOB CLASS	CV	DO NOT CONSUME ALCOHOL
C4	SUBMIT TO PLETHYSMOGRAPH EXAMINATION AS DIRECTED	CW	SUBMIT TO BREATHALYZER TESTING AS DIRECTED
C5	DO NOT WORK AT OR BE IN PLACES FREQUENTED BY MINOR		
C6	DO NOT ENTER PARKS PLAYGROUNDS OR SCHOOLS		

CND	Literal
CX	HAVE NO DIRECT/INDIRECT CONTACT W/CODEFNDNT/PARTNR
CY	HAVE NO CONTACT WITH SPECIFIED BUSINESSES
CZ	HAVE NO DIRECT/INDIRECT CONTACT W/CONVICTED FELONS
DA	DO NOT ACCESS INTERNET/ EMAIL BY ELECTRONIC DEVICES
DB	COMPLY WITH ALL MENTAL HEALTH INSTRUCTIONS
DC	NO SEX RELATED BUSINESS INCLUDE X-RATED MOVIE
DH	NO DIRECT/INDIRECT CONTACT W/VICTIM FAMILY MEMBERS
DI	DO NOT GAMBLE
DJ	NO FINANCIAL CONTRACT/ PARTNERSHIP W/O CCO APPROVAL
DK	NO CONNECT/CALL ANY SEX EXPLICIT PHONE SERVICE
DL	NO ASSOC W/PERSON W/ QUESTIONABLE PROSOCIAL VALUES
DM	DO NOT POSSESS ELECTRONIC DEVICES
DN	TAKE ANTABUSE AS DIRECTED
DO	DO NOT WEAR/DISPLAY GANG PARAPHERNALIA CLOTHING
DQ	DO NOT USE OR DISPLAY ANY NAMES RELATED TO GANGS
DS	NO OPER MV W/O VALID DRIVER LICENSE/PROOF OF INS
DT	SUBMIT TO SEARCHES OF PERSON
DV	NO POSSESS DEVICE/PIN TO WITHDRAW FUNDS FROM ATM
DW	NO POSSESS FALSE ID OR PROVIDE FALSE INFORMATION
DX	NO ANIMALS IN HOME
DY	ELECTRONIC MONITORING ORDERED
GB	REMAIN WITHIN/OUTSIDE GEOGRAPHICAL BOUNDARIES
HV	HOME VISIT
L1	LEVEL 1 SEX OFFENDER
L2	LEVEL 2 SEX OFFENDER
L3	LEVEL 3 SEX OFFENDER
MA	COMPLETE MENTAL HLTH EVAL AND SIGN RELEASE OF INFO
MB	ENTER AND PARTICIPATE IN MENTAL HEALTH TREATMENT
N1	DEFENDANT MUST NOTIFY/ RELEASE TREATMNT INFO TO DOC

CND	Literal
N2	DEFENDANT MUST NOTIFY/ RELEASE TREATMNT INFO TO DOC
N3	TAKE ALL MEDICATIONS AS PRESCRIBED
N4	PARTICIPATE IN PSYCHOSEXUAL TREATMENT AS DIRECTED
N5	SUCCESSFULLY COMPLETE A SEXUAL DEVIANCY TREATMENT
N6	DO NOT USE OR POSSESS DEADLY WEAPONS
N7	NO PURCHASE/OWN/POSSESS/ CONTROL ANY FIREARM
NA	ADVISE CCO OF ANY ROMANTIC RELATIONSHIPS
NB	INFORM DEPT OF COURT ORDERED TREATMENT UPON REQ
NC	MIN CONTACT W/MINOR AGE BIOLOGICAL CHILD APPROVED
ND	COMPLY W/ ALL MENTAL HEALTH TREATMENT
NE	DO NOT DELIVER CONTROLLED SUBSTANCES
NF	NO RESIDE WITHIN 880 FT OF PUBLIC/PRIVATE SCHOOL
NG	OBTAIN PSYCHOSEXUAL EVALUATION AS ORDERED
NH	DO NOT DRIVE A MV W/O IGNITION INTERLOCK DEVICE
NI	PROVIDE DOCUMENTATION FOR USE/POSS OF MARIJUANA
NJ	NO POSS/CONTROL ITEM TO ENTERTAIN/ATTRACT CHILD
NK	NO EMPLOY/VOLUNTEER POS GIVING CONTRL OVR CHILDREN
NL	NO POSS/ACCESS TO PICS OF MINOR SEX EXPLCT CONDUCT
NM	NO OVRNGHT IN RESIDENCE WHERE MINOR LIVES/PRESENT
NN	NO POS OF AUTHORITY/TRUST INVOLVING MINOR UND 18
NO	NO CONTACT W/MINOR W/O PRESENCE OF ADULT/CCO
NP	NO DATING/RELATIONSHIP W/FAMILY HAVING MINOR
NQ	NO EMPLOY/VOLUNTEER POS CONTROL OVR MINOR UNDR 13
NR	NO FREQUENTING AREAS WHERE MINORS CONGREGATE
NS	DO NOT USE COMPUTER CHAT ROOMS

CND	Literal
NT	DO NOT POSSESS OR MAINTAIN COMPUTER PARTS
NU	NO POSS/ACCESS TO COMPUTER UNLESS AUTHORIZED BY CO
NV	DO NOT POSSESS OR USE MARIJUANA
NW	DO NOT USE ONLINE DATING SERVICES
NX	NO POSSESSION OF DANGEROUS ANIMALS
NY	NO RELATIONSHIP W/SOMEONE W/CHILD W/O APPROVAL
NZ	NO POSS SEX STIMULUS MATERIAL DEF BY CCO/THERAPIST
O1	OTHER (SEE NARRATIVE)
OA	OBEY ALL MUNICIPAL/COUNTY/STATE/TRIBAL/FEDERAL LAW
OB	SUBMIT TO HIV TESTING AND PRE/POST TEST COUNSELING
OC	SUBMIT TO DNA BLOOD DRAW AND TESTING AS DIRECTED
OD	REGISTER W/SHERIFFS OFFICE IN COUNTY OF RESIDENCE
OE	REPORT TO/BE AVAILABLE FOR CONTACT W/ASSIGNED CCO
OF	OBTAIN PERMISSN TO TRAVEL OUTSIDE RESIDENCE COUNTY
OG	DEVOTE TIME TO SPECIFIC EMPLOYMENT OR TRAINING
OH	ABIDE BY ANY DOC CONDITIONS
OI	PERFORM COMMUNITY RESTITUTION WORK
OJ	SUBMIT TO SEARCH OF RESIDENCE VEHICLE/POSSESSIONS
OK	ABIDE BY ISRB SPECIAL CONDITIONS
OL	COURT CONDITIONS INC BY THIS REF/ENFORCE BY BOARD
OM	UPON RELEASE REPORT TO CCO AND MAKE CORRECT REPORT
PR	PROBATION
S1	SPEC SEX OFFENDER DISPO
SD	STAY OUT OF DRUG AREAS
SP	STAY OUT PROSTITU. AREAS
T1	OTHER (SEE NARRATIVE)
T2	OTHER (SEE NARRATIVE)
T3	SUCC PARTICIPATE CD INTENSIVE OUTPATIENT TREATMENT
T4	SUCCESSFULLY PARTICIPATE IN REINTEGRATION PROJECT

CND	Literal
T5	COMPLETE DEPENDABLE STRENGTHS ARTICULATION PROCESS
T6	ATTEND GAMBLERS ANONYMOUS
T7	COUNSELING AT DEFENDANTS EXPENSE
TA	COMPLETE CHEM DEP EVAL/SIGN NECESS RELEASE OF INFO
TB	ENTER INTO/SUCCESS COMPLETE CERT CHEM DEP TREATMNT
TC	ATTEND AA AND/OR NA MEETINGS AS DIRECTED
TD	ENTER INTO/SUCCESS PARTICIPATE COUNSELING PROGRAM
TE	SUCCSS PARTICIPATE INPATIENT/OUTPATIENT COUNS PRGM
TF	SUCCSS PARTICIPATE CERT SEX OFFENDER TREATMNT PRGM
TG	ENTER INTO/SUCCESS COMPLETE CERT CHEM DEP TREATMNT
TH	ENTER INTO/SUCCESS PARTICIPATE ANY DOC PROGRAM
TL	TREATMENT PROGRESS
TM	ENTER INTO/SUCCESS PARTICIPATE ANGER MGMT TREATMNT
TN	COMPLETE ANGER MGMT EVAL/SIGN NECESSRY REL OF INFO
TO	COMPLETE ALCOHOL EVAL/SIGN NECESSRY REL OF INFO
TP	ENTER INTO/SUCCESS PARTICIPATE CERT CHEM DEP PRGM
TQ	SUCCESSFULLY COMPLETE SHOPLIFTING CESSATION CLASS
TR	SUCCESSFULLY PARTICIPATE VICTIM AWARENESS EDU PRGM
TS	PARTICIPATE IN MORAL RECONATION THERAPY
TT	DO NOT CHANGE TREATMENT PROVIDER W/O APPROVAL
TU	SUCCESSFULLY PARTICIPATE IN PARENTING CLASSES
TV	SUCCESSFULLY PARTICIPATE DOM VIOL TREATMENT PRGM
TW	OBTAIN DOMESTIC VIOLENCE EVALUATION
TX	SUCCESSFULLY PARTICIPATE VICTIM AWARENESS EDU PRGM
TZ	SUCCESSFULLY COMPLETE SEX OFFENDER TREATMENT PRGM
VC	DO NOT HAVE DIRECT/INDIRECT CONTACT WITH VICTIM

CND	Literal
WA	EDUCATION OTHER (SEE NARRATIVE)
WB	RESIDENTIAL OTHER (SEE NARRATIVE)
WC	COMMUNITY EMPLOYMENT OTHER (SEE NARRATIVE)
WD	FRIENDS OTHER (SEE NARRATIVE)
WE	FAMILY OTHER (SEE NARRATIVE)
WF	ALCOHOL/DRUGS OTHER (SEE NARRATIVE)

CND	Literal
WG	MENTAL HEALTH OTHER (SEE NARRATIVE)
WH	AGGRESSION OTHER (SEE NARRATIVE)
WI	ATTITUDES/BEHAVIORS OTHER (SEE NARRATIVE)
WJ	COPING SKILLS OTHER (SEE NARRATIVE)
WK	SEXUAL DEVIANCY OTHER (SEE NARRATIVE)



**CHAPTER 29:
SECTION 02:**

**SUPERVISED PERSON FILE
MESSAGE KEYS, FIELD CODES,
AND EDITS**

Procedure #: 29.02.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE KEY (MKE) CODES FOR SUPERVISED PERSON FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Supervised Person	QW	ECO	MCO	N/A	CCO	XCO
Corrections Condition	QW	ECOC	MCOC	N/A	N/A	XCOC
	Entry			Cancel		
Supplemental	EN			XN		
Supplemental Stolen/Fraudulent (S/F) Identifiers	ENS			XNS		

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetic, a comma, hyphens, and spaces. The comma must follow the last name. There can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC Code Manual.
ARI	Arresting Agency Identifier	Must be a valid ORI.
ARRFLAG	Arrest Notify Flag	Must be Y or N.
ATN	Attention	This field may contain the first initial and last name of the person requesting the information. The information entered into the optional ATN will be furnished to the Department of Corrections supervising officer when the inquiry retrieves a record from the Supervised Person File.
CMC	Cautions and Medical Conditions	Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.
CND	Condition Code	Must be a valid code as listed in the Introduction of this chapter.
CNDLITERAL	Condition Literal	Free text. It may contain a maximum of 250 characters.

CNDLITERALS	Condition Literal Short	Free text. It may contain a maximum of 100 characters.
CNDNO	Condition Number	One to four character numeric code indicating the condition number.
CONTEL	Confirmation Telephone Number	The hit confirmation telephone or fax number.
CRI	ORI of Court Issuing Warrant	Must be a valid ORI.
CTZ	Citizenship	Must contain a two character alphabetic country code form the State and Country Data Codes of the NCIC Code Manual. *CTZ will not display on WACIC returns to comply with RCW 43.17.425 and the Keep Washington Working Act.
DATE	Effective Date	Must be a valid Gregorian date (YYYYMMDD).
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date.
DLO	DNA Location	A 250 character free text field that explains the location of the DNA sample, contact information, ORI, type of DNA sample available, and the CODIS number. If the DNA field is N or defaulted to N, then the DLO field must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO field must be filled.
DOA	Date of Arrest	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DOW. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. The numbers in the month positions cannot exceed 12. The numbers in the day positions cannot exceed the number of days in the month indicated. The month and date cannot exceed the date entered and cannot be ----0229 when the year is not a leap year. More information in Personal Descriptors, NCIC Code Manual.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Condition Date of Expiration	Must be a valid Gregorian date (YYYYMMDD).
DPE	Date of Probation/Parole Expiration	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The DPE cannot be less than the current date.
DSS	Date of Start of Supervision	Must be a valid Gregorian date (YYYYMMDD).

EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EDS	Date of Release from Supervision	Must be a valid Gregorian date (YYYYMMDD).
EML	Email	Free text representing the email address of the supervising officer. Must not contain a period (.).
ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid code listed in the Personal Descriptors Section of the NCIC Code Manual.
EYE	Eye Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC Code Manual.
FBI	FBI Number/UCN	The field may be one to nine characters. It may be up to seven numbers; or one to six numbers followed by a letter A through H; or one to six numbers followed by a letter J through Z, followed by one or two check digits; or one to six numbers followed by two letters followed by one check digit. If the number contains one letter (J-Z), the check digit(s) will be 1-11. If the number contains two letters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, or C; and the check digit will be 0 to 9. The letters I and O are always invalid. -Or- May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FLAG		Must be Y or N. If the FLAG/Y and the supervised person is contacted by law enforcement and a QW or QH are run, then an automated notification is sent to the supervising officer.
FPC	Fingerprint Classification	Must be 20 numbers and/or characters, which are listed in the Personal Descriptors Section of the NCIC Code Manual. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC Code Manual.
HGT	Height	Must be three numbers, with the first number representing feet and the second and third representing inches. The second character must be 0 or 1. If the second character is 1, the third must be 0 or 1. It must indicate a minimum of 400 and a maximum of 711.
INC	Place of Incarceration	Free text. It may contain a maximum of 50 characters. Must be the name of a facility that has the individual detained, whether it be a local, state, federal, or private facility.

IND	Image Indicator	Must be Y or N.
INV	Investigation Field	Must be INV or ALL.
LIC	License Plate Number	<p>Contains a maximum of ten alpha-numeric characters. It must not be the letters UNK, UNKN, UNKNOWN.</p> <p>If the VMA is AERO, LIS is US and LIT is PP or NP, the first character in the LIC field must be the letter N. If the license plate number exceeds ten characters, only the last ten should be entered. The full plate number must be shown in the MIS Field. If LIC is entered, then LIS, LIY, and LIT must be entered.</p>
LIC-VCO	Remove Vehicle Data	To remove both the LIC and VIN sets from an entry, a modification message must be sent with MFC "LIC-VCO/."
LIS	License Plate State	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. It must be entered if LIC Field is filled.
LIT	License Plate Type	Must be a valid code as listed in the Vehicle Data Codes Section of the NCIC Code Manual. It must be entered if LIC Field is filled.
LIY	License Plate Year	Must be a valid four character year (YYYY) or the letters NX to represent a non-expiring registration. It must be entered if LIC Field is filled.
LKA	Linkage Case Number	<p>Contains a maximum of 20 alphanumeric characters. It must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. There must be an ORI and matching OCA in the system.</p> <p>The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.</p>
LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA. For further explanation, see LKA above.
LOC	Release Location	Free text. It may contain a maximum of 50 characters.

MIS	Miscellaneous	<p>Free text. It may contain a maximum of 500 characters.</p> <p>Records for individuals charged, but released on their own recognizance, should include a notation in the MIS Field indicating this type of record.</p> <p>SVIN must be entered in the MIS Field to disable vehicle edits when an state-assigned, or non-conforming 17-character VIN is entered.</p> <p>Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EN).</p>
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, NCIC Code Manual. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabets, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC Code Manual.
OCA	Originating Agency Case Number	<p>The entering agency should ensure the OCA is a unique number assigned to the case within the agency.</p> <p>Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.</p>
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. Omit any spaces, hyphens, or symbols (i.e. DOE**JJ12345 is entered DOEJJ12345). If OLN is entered, then OLS and OLY must be entered. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.

OLS	Operator's License State	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. It must be entered if OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
OLY	Operator's License Year	Must represent the year the license expires (XXXX), the alphabetic NX to represent non-expiring. Must be entered if OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
OOC	Originating Offense Code	Must be a valid code as listed in the Uniform Offense Codes Section of the NCIC Code Manual.
ORI	Originating Agency Identifier	Must be a valid ORI.
ORI1*	Originating Agency Identifier	Must be a valid ORI. This field is used in the modify transaction only.
POB	Place of Birth	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. More information can be found in the Personal Descriptors Section of the NCIC Code Manual. *POB will not display on WACIC returns to comply with RCW 43.17.425 and the Keep Washington Working Act.
RAC	Race	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
RNG	Range	RNG will provide a specific response or a range of responses related to the inquiry. Must be a specific number, range of numbers, or ALL.
RSH	Related Search Hit	Must be Y or N.
SCI	Sentencing Court Identifier	Must be a valid ORI.
SRCHORI	Search ORI	Must be a valid ORI of either the entering agency or the SUPORI.
SEX	Sex	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SID	State Identification Number	Contains a maximum of ten alpha-numeric characters. The first two characters must be a valid state code as listed in the State and Country Codes Section of the NCIC Code Manual.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SOC	Social Security Number	Must not be less than 001010001. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information can be found

		in the Personal Descriptors Section of the NCIC Code Manual.
SUPNAM	Name of Supervising Officer	The name may include alphabetic, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC Code Manual.
SUPORI	Supervising ORI	Must be a valid ORI.
SUPTEL	Business Telephone of Supervising Officer	The agency telephone or fax number of the supervising officer.
TMNE	Terminal Mnemonic	The terminal mnemonic of the supervising officer.
VCO	Vehicle Color	Must be valid code as listed in Vehicle Data Codes, NCIC Code Manual representing the first or only color of the vehicle. If two colors codes are used, they must be separated by a slash (/). For Omnix users, the second vehicle color must be entered in the VCOS Field.
VCOS*	Vehicle Color Second	Must be valid code as listed in Vehicle Data Codes Section of the NCIC Code Manual representing the second color of the vehicle. If entered, the VCO must also be entered.
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces cannot be used. The Vehicle File has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. If VIN is entered, then VCO, VMA, VMO, VST, and VYR must be entered.
VMA	Vehicle Make	<p>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 Omnix users, the name of the manufacturer must be entered in the VMAD Field.</p> <p>If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicle Data Codes, NCIC Code Manual.</p> <p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC,</p>

	<p>(Jeep)</p> <p>(Aircraft)</p> <p>(All-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)</p>	<p>MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For every assembled vehicle that does not have manufacturer's assigned VIN, the VMA code must be ASVE.</p> <p>If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.</p> <p>If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.</p> <p>If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, NCIC Code Manual. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, NCIC Code Manual. If VMA code is ATV or SPEC the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.</p> <p>It must be entered if VIN Field is filled.</p>
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	<p>Vehicle Model</p> <p>(Assembled automobile)</p> <p>(Construction equipment)</p> <p>(Farm and garden equipment)</p> <p>(Motorcycle)</p> <p>(Snowmobile)</p>	<p>Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, NCIC Code Manual. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP, are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.</p> <p>If the first four characters of the VMA are ASVE, the VMO must be AV or REP.</p> <p>If the first four characters of the VMA are COEQ, the VMO must be CE.</p> <p>If the first four characters of the VMA are FARM, the VMO must be FE.</p> <p>If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.</p>

	(Trailer) (Truck)	<p>If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, NCIC Code Manual, the VMO must be SKT, SKW, TRA, TRW, or WHE.</p> <p>If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.</p> <p>If the first four characters of the VMA are TRUK, the VMO must be TK.</p> <p>It must be entered if VIN Field is filled.</p>
VST	Vehicle Style	<p>Must be a valid code as listed in Vehicular Data Codes, NCIC Code Manual.</p> <p>It must be entered if VIN Field is filled.</p>
VYR	Vehicle Year	<p>Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.</p> <p>It must be entered if VIN Field is filled.</p>
WAC	WACIC Number	A number consisting of the year of entry and the letter C, followed by seven numbers that are automatically assigned by WACIC to each accepted entry.
WAR	Warrant Number	Free text. It may contain a maximum of 15 alphabetic and numeric characters representing the warrant number.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, NCIC Code Manual.

*Omnixx only



CHAPTER 29: SUPERVISED PERSON FILE
SECTION 03: INQUIRY TRANSACTIONS

Procedure #: 29.03.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON INQUIRY

Field Name	Required?	Message Field Code	Field Length	Data Type
QUERY WANTED (QW)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
Date of Birth	Conditional	DOB	8-8	Numeric
Sex	Conditional	SEX	1-1	Alphabetic
Race	Conditional	RAC	1-1	Alphabetic
Social Security Number	Conditional	SOC	9-9	Numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
State Identification Number	Conditional	SID	10-10	Alphabetic, numeric
Operator's License Number	Conditional	OLN	1-20	Alphabetic, numeric
License Plate Number	Conditional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
Vehicle Identification Number	Conditional	VIN	1-20	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Investigation Field	Optional	INV	3-3	Alphabetic

Attention Field	Optional	ATN	1-30	Alphabetic, numeric, special characters
Image Indicator	Optional	IND	1-1	Alphabetic
Related Search Hit	Optional	RSH	1-1	Alphabetic
Expanded Name Search	Optional	ENS	1-1	Alphabetic
Expanded Date of Birth Search	Conditional	EBS	1-1	Numeric
Range	Optional	RNG	3-7	Alphabetic, numeric, special characters

II. QUERY WANTED (QW) INQUIRIES

A. Guidelines for QW Inquiries

1. Inquiries made with the NAM, SEX, RAC, and DOB are MFC driven and immediately follow the ORI in the inquiry. Inquiries using other numerical identifiers (SOC, OLN, MNU, WAC, etc.) must have the MFCs preceding those identifiers.
2. If a positive response (hit) includes vehicle or license plate data, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.
3. The INV, ATN, IND, RSH, ENS, and RNG Fields are optional and can be added to the end of each inquiry.
4. If used, INV must be INV or ALL.
 - a. INV/INV should be used if the inquiry is a non-field contact (i.e., office, squad room). This prevents a notice from being sent to a Department of Corrections supervising officer if the inquiry retrieves a record on the subject from the Supervised Person File.
 - b. If INV/ALL is used, then all exact match and near-hit records will return.
5. The information entered into the optional ATN will be furnished to the Department of Corrections supervising officer when the inquiry retrieves a record from the Supervised Person File.
6. Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned from NCIC.
7. Inquiries may also contain a RSH Field. If RSH is Y, secondary hit responses will be returned for all linked records.
 - a. The system links records when:
 - (1) ORI/OCA matches the primary hit response.
 - (2) The LKI/LKA are the same as ORI/OCA contained in the primary hit response.
8. If the inquiry includes the ENS/Y, then additional searches are generated by using each input name part as a last name, interchanging the remaining name parts as given names.

- a. Example:
Bryan, Morgan Lee; Bryan, Lee Morgan;
Morgan, Lee Bryan; Morgan, Bryan Lee;
Lee, Morgan Bryan; and Lee, Bryan Morgan
9. When the EBS Field is used, the inquiry will return additional records based on the following codes:
 - a. EBS/1 – Records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB will return.
 - b. EBS/2 – Records with the exact input DOB as well as records with the exact year of birth with the month and day transposed will return.
 - c. EBS/3 – Search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.
10. Using the RNG Field will provide a specific response or a range of responses related to the inquiry.
 - a. If RNG is used and is one number then only return the response in the record list that matches that number. For example, RNG/4 will return record response number 4.
 - b. If two numbers are entered as RNG, then only return the candidates that match the two numbers and that are between the two numbers in the candidate list. For example, RNG/13-17 will return record responses 13 through 17.
 - c. If RNG/ALL is used, then all exact match and near-hit records will return.

B. Search and Match Criteria

1. The following is an explanation of the matching criteria for WACIC and NCIC:
 - a. Name (NAM)
 - (1) WACIC
 - (a) The system phonetically converts all components (first, middle and last name) of the query name. A weighted score, based on the Soundex system, is assigned to each component based on whether there is an exact or phonetic match. Since all components of the name are scored, it is beneficial to include as much of the name as possible in the query.
 - (b) The top 20 candidates that pass the combined percentage of the set threshold are returned.
 - (c) In addition to these weighting factors used to narrow the search, other benefits of the name search routine are:

1. First and middle names are reversed and used in the search.
 2. Common nicknames are converted to full names that are then searched.
 3. Components of hyphenated last names are reversed and searched. Also, each component of hyphenated last names is used in the search.
- (d) If an inquiry to WACIC on a wanted person results in a positive response (hit) and that record was initially entered with a SID or PCN, then the descriptor portion (and any alias information) from WASIS will be appended to the bottom of the WACIC record for viewing. This descriptor information is not searchable because it was not part of the base record. The WASIS information is displayed because of the association with a SID or PCN. The WASIS information does not and will not automatically populate the fields in the base record.
- (2) NCIC
- (a) Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth. If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.
 - (b) When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

- b. Sex (SEX)
 - (1) WACIC
 - (a) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WACIC. However, if SEX and RAC are used, WACIC will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.
 - (2) NCIC
 - (a) SEX must be an exact match. An inquiry with SEX/M will match only records of males and inquiries with SEX/F will match only records of females. An inquiry with SEX/U will match records of males and females.
- c. Race (RAC)
 - (1) WACIC
 - (a) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WACIC. However, if SEX and RAC are used, WACIC will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.
 - (2) NCIC
 - (a) The inclusion of race in an inquiry can limit the search made by NCIC. When the RAC Field is included in an inquiry, the following will be searched:

Race Code in Inquiry		Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All, except W
W	White	All, except B
U	Unknown	All

- d. Date of Birth (DOB)
 - (1) WACIC
 - (a) A weighted score is also applied to the components (month, day, and year) of the query DOB.
 - (b) Any matched record with DOB falling outside of plus or minus five years from the query DOB will not be included in the candidate list. Exact matches result in a full record response.

- (2) NCIC
 - (a) When only one numeric identifier is used in a QW inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the social security number, the response(s) will include records on file with that social security number even though there may be other records on file for the same individual which do not contain that particular number.
 - (b) An NCIC inquiry containing a DOB will search on the exact date of birth; therefore, additional inquiries may be made varying the year.
 - (c) When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved.
 - (d) When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a phonetic match to the surname in the inquiry.

C. Requirements for QW Inquiries

1. Inquiries can be made by:

- a. NAM and at least one of the following: DOB with optional SEX and RAC, SOC, FBI, MNU, OLN, LIC with optional LIS, VIN, VMA/VMAD and/or OCA

- (1) Example:
 - HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101.SEX/M.RAC/W
 - HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE.
SOC/123223210
 - HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101.OLN/TESTOLN171QB.LIC/123TEST.
LIS/WA
 - HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101.VIN/12345678901234567890

- b. NAM and DOB (or other field, like SOC, MNU, etc.) and optional fields INV, ATN, IND, RSH, ENS, and RNG

- (1) Example:
 - HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101.INV/INV.ATN/OFFICER JON JONES.
RSH/Y.ENS/Y

- c. SID
 - (1) Example:
HDR.QW.WAWSP00J7.SID/WA10150089
- d. WAC
 - (1) Inquiries made by WAC only receive a WACIC response for an exact match.
 - (2) Example:
HDR.QW.WAWSP00J7.WAC/13C0034038
- e. NIC
 - (1) Inquiries made by NIC will receive both a WACIC and NCIC response for an exact match.
 - (2) Example:
HDR.QW.WAWSP00J7.NIC/C282905351

D. Example of Supervised Person Inquiry Response

1. WACIC No Record Response

WWCIC TIME: 1716 DATE: 112613 TO: SP8H
 QW.WAWSP00J7.NAM/TEST, ONLY.DOB/19500606
 NO WACIC WANTED, MISSING, PROTECTION ORDER,
 DOC CUSTODY STATUS,
 SOR, OR VEHICLE/VEHICLE PART RECORDS FOUND

2. WACIC Positive Response

WWCIC TIME: 1718 DATE: 112613 TO: SP8H
 QW.WAWSP00J7.NAM/TEST, RECORD
 ONLY.DOB/19080808

----- RECORD NUMBER 1 OF 1 -----

EXACT MATCH

SUPERVISED PERSON (BASED ON NAM,DOB)

*** NOT A WARRANT ***

*** DO NOT ARREST ON THIS INFORMATION ***

MKE/ECO ORI/WAWSP00J7

NAM/TEST,RECORD ONLY DOB/08/08/1908

SEX/M RAC/W HGT/505 WGT/130

EYE/BRO HAI/BRO SKN/LGT

SMT/SC HEAD

MNU/PI-123456 SOC/003040005

OLN/TESTOLN171QB.WA.2014

LIC/TEST0000.WA.2013.PC

VIN/123456789012345678.1969.FORD.TEM.2D.BRO/ONG

OOC/1401 CMC/00 - ARMED AND DANGEROUS

SCI/WA027015J INC/THURSTON COUNTY JAIL

DOA/12/31/2012 DPE/10/31/2020 DSS/11/26/2013

SUPERVISION RELEASE DATE/10/31/2020

SUPERVISING ORI/WA0270000 OCA/TEST007

SUPERVISING OFFICER NAM/RANGER, JOE TEL/360-

555-1212

CONFIRMATION TEL/360-555-1212
NOTIFICATION TERMINAL/ACCR4
ARI/WA0340000
LOC/HAWKS PRAIRIE LACEY, WA
WAR/WAR123456 CRI/WA034043J
WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD
IS KNOWN TO USE
THE FOLLOWING STOLEN OR FALSE (S/F)
IDENTIFICATION DOCUMENTS.
USE CAUTION IN VERIFYING THE IDENTITY OF THIS
PERSON.

S/F AKA/ STEAL,MINAME
S/F DOB/ 08/08/1980
S/F MNU/ PI-543321
S/F SOC/ 006060066
S/F OLN/ TESTOLN009KLQN.WA.1999
DNA/Y DLO/SEATTLE CRIME LAB
NCICSUBMIT/Y
CONDITION/1 - TP - MUST ATTEND REHAB
DESCRIPTION/MUST ATTEND IN-PATIENT REHAB FOR
ALCOHOL
EFFECTIVE DATE/11/26/2013 EXPIRATION
DATE/10/31/2020
MIS/MUST REPORT TO SUPERVISING OFFICER EVERY
TUESDAY//MUST ATTEND ALCOHOL TREATMENT//FOR
FURTHER INFORMATION CONTACT SUPERVISING
OFFICER 360-555-1212
ENT: 11/26/2013 AT 1713 FROM ACCR4 BY/WSP
ACCESS ISO (SP8H)
WAC/13C0034038 NIC/C282905351

3. NCIC No Record Response

NCIC TIME: 1720 DATE: 112613 TO: SP8H
WAWSP00J7

NO NCIC WANT NAM/TEST, JOE D0B/19850808
***MESSAGE KEY QW SEARCHES WANTED PERSON
FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS
INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S
LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.

4. NCIC Positive Response

NCIC TIME: 1717 DATE: 112613 TO: SP8H
WAWSP00J7

***MESSAGE KEY QW SEARCHES WANTED PERSON
FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS
INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S
LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
WARNING - DO NOT ARREST BASED ON THIS
INFORMATION
* * * * *

WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD
NIC/C282905351 IS
KNOWN TO USE THE FOLLOWING STOLEN OR FALSE
(S/F) IDENTIFICATION
DOCUMENTS. USE CAUTION IN VERIFYING THE
IDENTITY OF THIS PERSON.
S/F NAM/STEAL, MINAME
S/F DOB/19800808
S/F SOC/006060066
S/F MNU/PI-543321
S/F OLN/TEST0LN009KLQN WA 1999
MKE/PROBATION OR SUPERVISED RELEASE STATUS -
CAUTION
CMC/00 - ARMED AND DANGEROUS
ORI/WAWSP00J7 NAM/TEST,RECORD ONLY SEX/M
RAC/W POB/WA
DOB/19080808 HGT/505 WGT/130 EYE/BR0 HAI/BR0
SKN/LGT SMT/SC HEAD
MNU/PI-123456 SOC/003040005
OLN/TEST0LN171QB OLS/WA OLY/2014
CRI/WA034043J OCA/TEST007
OOC/ABORTIONAL ACT ON OTHER
MIS/MUST REPORT TO SUPERVISING OFFICER EVERY
TUESDAY//MUST ATTEND ALC0H0L
MIS/TREATMENT//FOR FURTHER INFORMATION
CONTACT SUPERVISING OFFICER 360-555-1212
LIC/TEST0000 LIS/WA LIY/2013 LIT/PC
VIN/12345678901234567890 VYR/1969
VMA/F0RD VMO/TEM VST/2D VCO/BR0/ONG
DPE/20201031 SCI/WA027015J
DSS/20131126 EDS/20201031 SON/RANGER, JOE
SOT/360 555-1212
ARI/WA0340000 INC/THURSTON COUNTY JAIL
DOA/20121231
WNO/WAR123456
DNA/Y DLO/SEATTLE CRIME LAB
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-
5999
NIC/C282905351 DTE/20131126 2013 EST DLU/20131126
2013 EST

REPEAT - PROBATION OR SUPERVISED RELEASE
STATUS RECORD - DO NOT ARREST
BASED ON THIS INFORMATION - PLEASE CONTACT
SUPERVISING AGENCY VIA NLETS,
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH
SUPERVISED INDIVIDUAL.
PLEASE BE ADVISED THAT SUPERVISING AGENCY
MAY NOT BE
OPERATIONAL 24/7.



CHAPTER 29: SUPERVISED PERSON FILE
SECTION 04: ENTRY TRANSACTIONS

Procedure #: 29.04.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON 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
State Identification Number	Optional	SID	10-10	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Sex	Conditional	SEX	1-1	Alphabetic
Race	Conditional	RAC	1-1	Alphabetic
Place of Birth	Optional	POB	2-2	Alphabetic
Date of Birth	Optional	DOB	8-8	Numeric
Height	Conditional	HGT	3-3	Numeric
Weight	Conditional	WGT	3-3	Numeric
Eye	Optional	EYE	3-3	Alphabetic
Hair	Conditional	HAI	3-3	Alphabetic
FBI Number/UCN	Optional	FBI	1-9	Alphabetic, numeric
Skin Tone	Optional	SKN	3-3	Alphabetic
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Fingerprint Classification	Optional	FPC	20-20	Alphabetic, numeric
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric

Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic
Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric
License Plate Number	Optional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	4-4	Alphabetic, numeric
License Plate Type	Conditional	LIT	2-2	Alphabetic
Vehicle Identification Number	Optional	VIN	1-20	Alphabetic, numeric
Vehicle Year	Conditional	VYR	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 Color	Conditional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Original Offense Code	Optional	OOC	4-4	Numeric
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
Sentencing Court Identifier	Optional	SCI	9-9	Alphabetic, numeric
Place of Incarceration	Optional	INC	1-50	Alphabetic, numeric, special characters
Date of Arrest	Optional	DOA	8-8	Numeric
Date of Probation/Parole Expiration	Optional	DPE	8-8 6-6	Alphabetic, numeric
Date of Start of Supervision	Conditional	DSS	8-8	Numeric
Supervising ORI	Optional	SUPORI	9-9	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Name of Supervising Officer	Conditional	SUPNAM	3-30	Alphabetic, special characters
Business Telephone of Supervising Officer	Conditional	SUPTEL	10-10* or 12-12	Alphabetic, numeric, special characters

Confirmation Telephone Number	Mandatory	CONTEL	10-10* or 12-12	Alphabetic, numeric, special characters
Terminal Mnemonic	Conditional	TMNE	4-5	Alphabetic, numeric
Date of Release from Supervision	Optional	EDS	8-8	Numeric
Arresting Agency Identifier	Optional	ARI	9-9	Alphabetic, numeric
Release Location	Optional	LOC	1-50	Alphabetic, numeric
Warrant Number	Optional	WAR	1-15	Alphabetic, numeric
ORI of Court Issuing Warrant	Optional	CRI	9-9	Alphabetic, numeric
Stolen/Fraudulent Name	Optional	SFNAM	3-30	Alphabetic, special characters
Stolen/Fraudulent Date of Birth	Optional	SFDOB	8-8	Numeric
Stolen/Fraudulent Social Security Number	Optional	SFSOC	9-9	Numeric
Stolen/Fraudulent Miscellaneous Number	Optional	SFMNU	4-15	Alphabetic, numeric, special characters
Stolen/Fraudulent Operator's License Number	Optional	SFOLN	1-20	Alphabetic, numeric
Stolen/Fraudulent Operator's License State	Conditional	SFOLS	2-2	Alphabetic
Stolen/Fraudulent Operator's License Year	Conditional	SFOLY	4-4	Alphabetic, numeric
Notify Flag	Mandatory	FLAG	1-1	Alphabetic
Miscellaneous	Conditional	MIS	1-500	Alphabetic, numeric, special characters
Condition Number	Conditional	CNDNO	1-4	Numeric
Condition Code	Conditional	CND	2-2	Alphabetic, numeric
Condition Literal	Conditional	CNDLITER RAL	1-250	Alphabetic, numeric, special characters
Condition Literal Short	Conditional	CNDLITER ALS	1-100	Alphabetic, numeric, special characters
Effective Date	Conditional	DATE	8-8	Numeric
Condition Date of Expiration	Conditional	DOE	8-8	Numeric
Arrest Notify Flag	Mandatory	ARRFLAG	1-1	Alphabetic
NCIC Submit	Optional	NCICSUB	1-1	Alphabetic

Email	Conditional	EML	3-80	Alphabetic, numeric, special characters
Citizenship	Optional	CTZ	2-2	Alphabetic
Ethnicity	Optional	ETN	1-1	Alphabetic
Linkage Agency Identifier	Optional	LKI	9-9	Alphabetic, numeric
Linkage Case Number	Conditional	LKA	1-20	Alphabetic, numeric, special characters

*Omnixx only

II. GUIDELINES FOR SUPERVISED PERSON ENTRY

- A. The originating agency must account for all fields in the supervised person record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message.
- B. A 24/7 hit confirmation phone number must be placed in the MIS Field.
- C. A vehicle and/or license plate may be entered as part of a supervised person record provided the entering agency has reasonable grounds to believe that the subject may be operating the vehicle or a vehicle bearing the license plate.
- D. Duplicate Record Reject
 1. Any record matching by record type (wanted, temporary wanted, missing, unidentified, etc.) and ORI and any of the following field combinations are returned from the search as duplicate record:
 - a. FBI
 - b. NAM and SOC
 - c. NAM and MNU
 - d. OLN and OLS (do not check for identity theft victims)
 - e. NAM and DOB
 - f. NAM and OCA (for wanted persons, identity theft victim only)
 - g. NAM, VIN, and VMA (do not check for identity theft victims)
 - h. NAM, LIC, LIS, LIY, and LIT (do not check for identity theft victims)

III. REQUIREMENTS FOR SUPERVISED PERSON ENTRY

- A. The following fields are mandatory for acceptance of a supervised person entry in WACIC/NCIC:
 1. For entries with NCICSUB/N or blank: HDR, MKE, ORI, NAM, OCA, CONTEL, FLAG, and ARRFLAG.
 2. For entries with NCICSUB/Y: HDR, MKE, ORI, NAM, SEX, RAC, HGT, WGT, HAI, DPE, DSS, OCA, CONTEL, FLAG, ARRFLAG, and at least one of the following numeric identifiers: DOB, FBI, MNU, SOC, or OLN.
- B. The entry will be rejected if one of the mandatory fields is left unfilled.

IV. EXAMPLE OF SUPERVISED PERSON ENTRY

A. Supervised Person Entry

HDR.ECO.WAWSP00J7..TEST, SUBJECT ONE.M.W.WA.
19080808.505.130.BLU.BRO...SC BACK..PI-123456.123011234.
TESTYSO171QB.WA.2014.TEST007.WA.2013.PC.
12345678901234567890.1969.FORD.ESC.2D.BLK/WHI.1401.00.
WA027015J.STAFFORD CREEK CORRECTIONS CENTER.
20130131.20141231.20131204.WA0340000.TEST007.SMITH,
SUPER.3605551234.3605551212..20131204.WA0340000.
HAWKS PRAIRIE SAFEWAY LACEY, WA.WAR12345.
WA027201J.STOLEN, NAME.19800808.998181111.PI-987654.
STOLEN171QB.WA.2014.Y.WSP CRIME LAB.Y.TEST RECORD
ONLY SUBJECT ON SUPERVISED RELEASE UNTIL END OF
2014 // CANNOT ENTER ANY ESTABLISHMENT SELLING OR
SERVING ALCOHOL OR DRUGS CONFIRM 360-555-1212.0001.
CA.CANNOT USE ALCOHOL OR DRUGS OR BE IN CONTACT
WITH PERSONS UNDER THE INFLUENCE.NO ALCOHOL OR
DRUGS.20131204.20141231.Y.Y."SUPER.SMITH@JAIL.GOV".
AO.H...

V. EXAMPLE OF SUPERVISED PERSON ENTRY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1305 DATE: 120413 TO: SP8H
WAWSP00J7
ENTERED ECO NAM/TEST,SUBJECT ONE
WAC/13C0034649 OCA/TEST007
12/04/2013 AT 13/06



CHAPTER 29: SUPERVISED PERSON FILE
SECTION 05: ENTRY SUPPLEMENTAL
TRANSACTIONS

Procedure #: 29.05.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL ENTRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Alias	Optional	AKA	3-30	Alphabetic, special characters
Date of Birth	Optional	DOB	8-8	Numeric
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic
Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric
License Plate Number	Optional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	4-4	Alphabetic, numeric

License Plate Type	Conditional	LIT	2-2	Alphabetic
Vehicle Identification Number	Optional	VIN	1-20	Alphabetic, numeric
Vehicle Year	Conditional	VYR	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 Color	Conditional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
Protection Order Condition	Optional	PCO	2-2	Numeric
Protected Person Name	Optional	PPN	3-30	Alphabetic, special characters
Protected Person Sex	Conditional	PSX	1-1	Alphabetic
Protected Person Race	Conditional	PPR	1-1	Alphabetic
Protected Person Date of Birth	Conditional	PPB	8-8	Numeric
Protected Person Social Security Number	Conditional	PSN	9-9	Numeric
Citizenship	Optional	CTZ	2-2	Alphabetic
Telephone Number Type	Optional	TNT	1-1	Alphabetic
Telephone Number	Conditional	TNO	12-12	Numeric, special characters

*Omnixx only

II. GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL ENTRY

- A. A supplemental entry is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a person record.
- B. To enter information into a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to enter a SOC as a supplemental data entry, a reject will occur if no SOC exists in the base record.
- C. The only fields that can be entered with a supplemental entry transaction are those allowed by the specified file type. For example, a Protection Order File record will accept supplemental entry transactions including the PCO or PPN set if the information has been entered into the base record. For all other file types, the PCO and PPN set will not be applicable.

- D. The following is a list of fields that can be appended to a record on file and the maximum number that can be added to a record. A maximum of nine additional identifiers can be added with each supplemental data entry message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9 – NCIC No Limit - WACIC
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	10
Protection Order Conditions	PCO	7
Citizenship	CTZ	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (Entered as a Set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (Entered as a Set)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number (Entered as a Set)	PPN	9
Telephone Number and Type (Entered as a Set)	TNT	9

- E. Supplemental entries on AKA, DOB, SMT, MNU, SOC, CMC, PCO, and CTZ must be identified only one time in each supplemental entry.
1. Example:
AKA/SMITH, JOHN J.JOHNSON, JOHN J
DOB/19490804.19510101
- F. Items which are entered as a set must be identified before each set.
1. Example:
OLN/TESTYBA171QB.WA.2014.OLN/123TESTOLN.CA.2014
- G. When entering sets of information, all fields must be accounted for. If a field is not available or unknown, then no information can be entered for that set. A field separator (.) must be used to identify the missing field.
- H. A maximum of nine additional identifiers of various kinds may be entered in one supplemental entry message. Additional messages are required if more identifiers are to be entered. Each AKA, DOB, SMT, MNU, SOC, CMC, PCO, or CTZ is counted as one identifier. Each set of data relating to an OLN, LIC, VIN, PPN, or TNT is likewise counted as one identifier.
- I. The supplemental entry may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL ENTRY

- A. The supplemental transaction consists of the message key, ORI, two record identifiers, and the fields being supplemented. The fields being

supplemented must be identified by their appropriate Message Field Codes.

B. Supplemental transactions on an identity theft record can be made by:

1. NAM and OCA

a. Example:
HDR.EN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
OCA/TEST007.DOB/19440101.19400804.
OLN/TESTOLN171QB.WA.2014

2. NAM and WAC

a. Example:
HDR.EN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
WAC/13C0034649.DOB/19440101.19400804.
OLN/TESTOLN171QB.WA.2014

IV. EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL ENTRY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1513 DATE: 070214 TO: SP8H

WAWSP00R4
SUPP RECORD NAM/TEST,SUBJECT TWO OCA/TEST007
MODIFIED FIELDS: DOB,OLN
07/02/2014 AT 15/13



**CHAPTER 29:
SECTION 06:**

**SUPERVISED PERSON FILE
ENTRY SUPPLEMENTAL
STOLEN/ FRAUDULENT
TRANSACTIONS**

Procedure #: 29.06.000

Effective Date: January 1, 2014

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT 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
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Alias	Optional	AKA	3-30	Alphabetic, special characters
Date of Birth	Optional	DOB	8-8	Numeric
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic
Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric

II. GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT ENTRY

- A. A supplemental stolen/fraudulent entry is utilized when additional identifiers, such as an alias or social security numbers, etc., need to be added to a person record.

- B. To enter information into a supplemental stolen/fraudulent record, that field must first be filled in the base record. That is, if an attempt is made to enter a SOC as a supplemental data entry, a reject will occur if no SOC exists in the base record.
- C. The following is a list of fields that can be appended to a record on file and the maximum number that can be added to a record. A maximum of nine additional identifiers can be added with each supplemental data entry message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9

- D. Supplemental stolen/fraudulent entries on AKA, DOB, MNU, and SOC must be identified only one time in each supplemental entry.

- 1. Example:
AKA/SMITH, JOHN J.JOHNSON, JOHN J
DOB/19490804.19510101

- E. Items which are entered as a set must be identified before each set.

- 1. Example:
OLN/TESTYKL171QB.WA.2014.OLN/TESTYKM171QB

- F. When entering sets of information, all fields must be accounted for. If a field is not available or unknown, then no information can be entered for that set. A field separator (.) must be used to identify the missing field.

- G. A maximum of nine additional identifiers of various kinds may be entered in one supplemental entry message. Additional messages are required if more identifiers are to be entered. Each AKA, DOB, MNU, or SOC is counted as one identifier. Each set of data relating to an OLN is likewise counted as one identifier.

- H. The supplemental stolen/fraudulent entry may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT ENTRY

- A. The supplemental stolen/fraudulent entry transaction consists of the message key, ORI, two record identifiers, and the fields being supplemented. The fields being supplemented must be identified by their appropriate Message Field Codes.

B. Supplemental stolen/fraudulent entry transactions on a supervised person can be made by:

1. NAM and OCA

a. Example:

HDR.ENS.WAWSP00J7.NAM/TEST,SUBJECT ONE.
OCA/TEST007.DOB/19440101.19400804.
OLN/TESTYKL171QB.WA.2013

2. NAM and WAC

a. Example:

HDR.ENS.WAWSP00J7.NAM/TEST,SUBJECT ONE.
WAC/13C0034649.DOB/19440101.19400804.
OLN/TESTYKL171QB.WA.2013

IV. EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT ENTRY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1644 DATE: 080713 TO: SP8H

WAWSP00J7

S/F SUPP RECORD NAM/TEST,SUBJECT ONE OCA/TEST007

MODIFIED FIELDS: DOB,OLN

08/07/2013 AT 16/45



CHAPTER 29: SUPERVISED PERSON FILE
SECTION 07: ENTRY CORRECTIONS
CONDITIONS TRANSACTIONS

Procedure #: 29.07.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

**I. MESSAGE FIELD CODES FOR SUPERVISED PERSON CORRECTIONS
CONDITIONS ENTRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Search ORI	Conditional	SRCHORI	9-9	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Condition Number	Mandatory	CNDNO	1-4	Numeric
Condition Code	Mandatory	CND	2-2	Alphabetic, numeric
Condition Literal	Optional	CNDLITERAL	1-250	Alphabetic, numeric, special characters
Condition Literal Short	Optional	CNDLITERALS	1-100	Alphabetic, numeric, special characters
Effective Date	Optional	DATE	8-8	Numeric
Condition Date of Expiration	Optional	DOE	8-8	Numeric

II. GUIDELINES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS ENTRY

- A. Corrections conditions transactions are used to append additional conditions to the supervised person record. Corrections conditions transactions are restricted to the agency that entered the record or the SUPORI.
- B. Corrections conditions are part of the WACIC record only and are not forwarded to NCIC.

III. REQUIREMENTS FOR SUPERVISED PERSON CORRECTIONS CONDITIONS ENTRY

- A. The corrections conditions entry transaction consists of the message key, ORI, two record identifiers, the condition number, and the condition code.
- B. Corrections conditions entry transactions on a supervised person can be made by:
 - 1. SRCHORI and OCA
 - a. Example:
HDR.ECOC.WAWSP00J7.SRCHORI/WAWSP00J.
OCA/TEST007.CNDNO/003.CND/TM.CNDLITERAL/MUST
ATTEND ANGER MANAGEMENT CLASSES TWICE A
WEEK, MUST ENROLL IN CLASSES BY DECEMBER 25,
2013, MUST SUCCESSFULLY COMPLETE PROGRAM
WITHIN SIX MONTHS.CNDLITERALS/MUST ATTEND
ANGER MANAGEMENT
 - 2. WAC and OCA
 - a. Example:
HDR.ECOC.WAWSP00J7.WAC/13C0035201.
OCA/TEST007.CNDNO/003.CND/TM.CNDLITERAL/MUST
ATTEND ANGER MANAGEMENT CLASSES TWICE A
WEEK, MUST ENROLL IN CLASSES BY DECEMBER 25,
2013, MUST SUCCESSFULLY COMPLETE PROGRAM
WITHIN SIX MONTHS.CNDLITERALS/MUST ATTEND
ANGER MANAGEMENT

IV. EXAMPLE OF SUPERVISED PERSON CORRECTIONS CONDITIONS ENTRY ACKNOWLEDGMENT

- A. WACIC Acknowledgment
WWCIC TIME: 1553 DATE: 120413 TO: SP8H
WAWSP00J7
ENTERED ECOC NAM/TEST,SUBJECT ONE
WAC/13C0034694 OCA/TEST007 CND/TM CND #/3
12/04/2013 AT 15/53



**CHAPTER 29:
SECTION 08:**

**SUPERVISED PERSON FILE
MODIFY TRANSACTIONS**

Procedure #: 29.08.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON 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
Search ORI	Conditional	SRCHORI	9-9	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Any field(s) from entry transaction				

II. GUIDELINES FOR SUPERVISED PERSON MODIFY

- A. Modification of a record is restricted to the agency that entered the record or the SUPORI. A modification message is used to add, delete, or change data in a supervised person record.
- B. A modification message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record, except for vehicle and license data.
- C. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- D. 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).
- E. 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.
2. To remove all operator license data a modification message must be sent with the MFC "<OLN>#<OLN>". This will remove the OLN, OLY, and OLS Fields.
3. To remove all license plate data a modification message must be sent with the MFC "<LIC>#<LIC>". This will remove the LIC, LIS, LIY, and LIT Fields.
4. To remove all vehicle data a modification message must be sent with the MFC "<VIN>#<VIN>". This will remove the VIN, VYR, VMA/VMAD, VMO, VST, and VCO/VCOS.

III. REQUIREMENTS FOR SUPERVISED PERSON 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 a supervised person can be made by:
 1. NAM and OCA
 - a. Example:
HDR.MCO.WAWSP00J7.NAM/TEST, SUBJECT ONE.
OCA/TEST007.ARI/WA0340900
 2. SRCHORI and OCA
 - a. Example:
HDR.MCO.WAWSP00J7.SRCHORI/WAWSP00J7.
OCA/TEST007.ARI/WA0340900
 3. WAC and OCA
 - a. Example:
HDR.MCO.WAWSP00J7.WAC/13C0034694.OCA/TEST007.
ARI/WA0340900
 4. NAM and WAC
 - a. Example:
HDR.MCO.WAWSP00J7.NAM/TEST, SUBJECT ONE.
WAC/13C0034694.ARI/WA0340900

IV. EXAMPLE OF SUPERVISED PERSON MODIFY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1641 DATE: 120413 TO: SP8H
WAWSP00J7
MODIFIED RECORD: MCO
WAC/13C0034694 ORI/WAWSP00J7 OCA/TEST007
MODIFIED FIELDS: ARI
12/04/2013 AT 16/41



CHAPTER 29: SUPERVISED PERSON FILE
SECTION 09: MODIFY CORRECTIONS
CONDITIONS TRANSACTIONS

Procedure #: 29.09.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS MODIFY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Search ORI	Conditional	SRCHORI	9-9	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Condition Number	Mandatory	CNDNO	1-4	Numeric
Any field(s) from corrections conditions entry transaction				

II. GUIDELINES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS MODIFY

- A. Modification of a corrections conditions record is restricted to the agency that entered the record or the SUPORI. A modification message is used to add, delete, or change data for a corrections condition entered in a supervised person record.
- B. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- C. To delete information from a field, use the MFC followed by a hashtag (e.g. <MNU>#<MNU>). You cannot delete data from a required field.

III. REQUIREMENTS FOR SUPERVISED PERSON CORRECTIONS CONDITIONS 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 supervised person corrections conditions can be made by:
 - 1. SRCHORI and OCA
 - a. Example:
HDR.MCOC.WAWSP00J7.SRCHORI/WAWSP00J7.
OCA/TEST007.CNDNO/003.CND/C1
 - 2. WAC and OCA
 - a. Example:
HDR.MCOC.WAWSP00J7.WAC/13C0034694.
OCA/TEST007.CNDNO/003.CND/C1

IV. EXAMPLE OF SUPERVISED PERSON CORRECTIONS CONDITIONS MODIFY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1709 DATE: 120413 TO: SP8H
WAWSP00J7
MODIFIED RECORD MCOC NAM/TEST,SUBJECT ONE
WAC/13C0034694 OCA/TEST007 CND #/3
MODIFIED FIELDS: CND
12/04/2013 AT 17/10



CHAPTER 29: SUPERVISED PERSON FILE
SECTION 10: CLEAR TRANSACTIONS

Procedure #: 29.10.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON CLEAR

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
Search ORI	Conditional	SRCHORI	9-9	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
Date of Clear	Optional	DCL	8-8	Numeric

II. GUIDELINES FOR SUPERVISED PERSON CLEAR

- A. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted when a subject is no longer under a status of supervised release, such as when the probation has expired or has been rescinded.
- B. WACIC and NCIC removes cleared records entirely upon receipt of the clear message.

III. REQUIREMENTS FOR SUPERVISED PERSON CLEAR

- A. The clear transaction consists of the message key, ORI, two record identifiers, and the date of clear.
- B. Clears on a supervised person can be made by:
 - 1. NAM and OCA
 - a. Example:
 HDR.CCO.WAWSP00J7.NAM/TEST, SUBJECT ONE.
 OCA/TEST007.20131210

2. SRCHORI and OCA
 - a. Example:
HDR.CCO.WAWSP00J7.SRCHORI/WAWSP00J7.
OCA/TEST007.20131210
3. WAC and OCA
 - a. Example:
HDR.CCO.WAWSP00J7.WAC/13C0035189.OCA/TEST007.
20131210
4. NAM and WAC
 - a. Example:
HDR.CCO.WAWSP00J7.NAM/TEST, SUBJECT ONE.
WAC/13C0035189.20131210

IV. EXAMPLE OF SUPERVISED PERSON CLEAR ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 0931 DATE: 121113 TO: SP8H
WAWSP00J7
CLEARED ECO NAM/TEST,SUBJECT ONE
WAC/13C0035181 OCA/TEST007



CHAPTER 29: SUPERVISED PERSON FILE
SECTION 11: CANCEL SUPPLEMENTAL TRANSACTIONS

Procedure #: 29.11.000	Effective Date: January 1, 2014
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL 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
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Image NCIC Number	Optional	IMN	10-10	Alphabetic, numeric
Image Type	Conditional	IMT	1-1	Alphabetic
Any field(s) from supplemental transaction				

II. GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL CANCEL

- A. A supplemental cancel is utilized when additional identifiers that were added using a supplemental transaction, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be removed from a person record.
- B. To remove information from a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to remove a SOC as a supplemental data entry, a reject will occur if no SOC exists in the supplemental record.
- C. The only fields that can be cancelled with a supplemental cancel transaction are those allowed by the specified file type. For example, a Protection Order File record will accept supplemental cancel transactions including the PCO or PPN set if the information has been entered into the

base record. For all other file types, the PCO and PPN set will not be applicable.

- D. The following is a list of fields that can be removed from a supplemental record on file and the maximum number that can be removed from a record. A maximum of nine additional identifiers can be removed with each supplemental cancel message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	9
Protection Order Conditions	PCO	7
Citizenship	CTZ	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (Entered as a Set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (Entered as a Set)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number (Entered as a Set)	PPN	9
Image Number and Image Type (Entered as a Set)	IMN	9
Telephone Number and Type (Entered as a Set)	TNT	9

- E. Each set (multiple data element fields) must be preceded by the MFC (OLN, VIN, etc.) and all data elements of the set must appear exactly as they appear in the supplemental record on file.

1. Example:

LIC/ABC123.WA.1986.PC

VIN/12345678901234567890.2000.ACUR.INT.2D.BLK/RED

- F. A maximum of nine identifiers of various kinds can be cancelled in one message. Additional messages are required if more than nine identifiers are to be cancelled. Each AKA, DOB, SMT, MNU, SOC, CMC, PCO, or CTZ is counted as one identifier. Each OLN, LIC, VIN, PPN, IMN, or TNT set (multiple data element fields) is counted as one identifier.
- G. Up to nine images may be cancelled using the XN transaction. Individual images can be cancelled using the Cancel Image (XIM) transaction. Refer to the Image File Chapter for more information.
- H. The supplemental cancel transaction may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL CANCEL

- A. The supplemental cancel transaction consists of the message key, ORI, two record identifiers, and the fields being cancelled. The fields being cancelled must be identified by their appropriate Message Field Codes.
- B. Supplemental cancel transactions on an identity theft record can be made by:
 - 1. NAM and OCA
 - a. Example:
HDR.XN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
OCA/TEST007.DOB/19440101.OLN/TESTOLN171QB.WA.
2014
 - 2. NAM and WAC
 - a. Example:
HDR.XN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
WAC/13C0035181.DOB/19440101.OLN/TESTOLN171QB.
WA.2014

IV. EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL CANCEL ACKNOWLEDGMENT

- A. WACIC Acknowledgment

WWCIC TIME: 1513 DATE: 070214 TO: SP8H

WAWSP00R4
CANCELED SUPP NAM/TEST,SUBJECT TWO OCA/TEST007
DOB/01-01-1944
OLN/TESTOLN171QB 2014 WA



**CHAPTER 29:
SECTION 12:**

**SUPERVISED PERSON FILE
CANCEL SUPPLEMENTAL
STOLEN/FRAUDULENT
TRANSACTIONS**

Procedure #: 29.12.000

Effective Date: January 1, 2014

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

**I. MESSAGE FIELD CODES FOR SUPERVISED PERSON SUPPLEMENTAL
STOLEN/FRAUDULENT 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
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Alias	Optional	AKA	3-30	Alphabetic, special characters
Date of Birth	Optional	DOB	8-8	Numeric
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic
Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric

**II. GUIDELINES FOR SUPERVISED PERSON SUPPLEMENTAL
STOLEN/FRAUDULENT CANCEL**

- A. A supplemental stolen/fraudulent cancel is utilized when additional identifiers that were added using a supplemental stolen/fraudulent entry transaction, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be removed from a person record.

- B. To cancel information from a supplemental stolen/fraudulent record, that field must first be filled in the base record. That is, if an attempt is made to enter a SOC as a supplemental stolen/fraudulent data entry, a reject will occur if no SOC exists in the base record.
- C. The following is a list of fields that can be cancelled. A maximum of nine additional identifiers can be removed with each supplemental stolen/fraudulent cancel message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9

- D. Supplemental stolen/fraudulent cancels on AKA, DOB, MNU, and SOC must be identified only one time in each supplemental stolen/fraudulent cancel.
 - 1. Example:
AKA/SMITH, JOHN J.JOHNSON, JOHN J
DOB/19490804.19510101
- E. Items which are removed as a set must be identified before each set.
 - 1. Example:
OLN/TESTYKL171QB.WA.2014.OLN/TESTYKM171QB
- F. When removing sets of information, all fields must be accounted for. If a field is not available or unknown, then no information can be removed from that set.
- G. A maximum of nine additional identifiers of various kinds may be cancelled in one supplemental stolen/fraudulent cancel message. Additional messages are required if more identifiers are to be cancelled. Each AKA, DOB, MNU, or SOC is counted as one identifier. Each set of data relating to an OLN is likewise counted as one identifier.
- H. The supplemental stolen/fraudulent cancel may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR SUPERVISED PERSON SUPPLEMENTAL STOLEN/FRAUDULENT CANCEL

- A. The supplemental stolen/fraudulent cancel transaction consists of the message key, ORI, two record identifiers, and the fields being cancelled. The fields being cancelled must be identified by their appropriate Message Field Codes.

B. Supplemental stolen/fraudulent cancel transactions on a supervised person can be made by:

1. NAM and OCA

a. Example:
HDR.XNS.WAWSP00J7.NAM/TEST,SUBJECT ONE.
OCA/TEST007.OLN/TESTYKL171QB.WA.2013

2. NAM and WAC

a. Example:
HDR.XNS.WAWSP00J7.NAM/TEST,SUBJECT ONE.
WAC/13C0035189.OLN/TESTYKL171QB.WA.2013

**IV. EXAMPLE OF SUPERVISED PERSON SUPPLEMENTAL
STOLEN/FRAUDULENT CANCEL ACKNOWLEDGMENT**

A. WACIC Acknowledgment

WWCIC TIME: 1719 DATE: 081213 TO: SP8H
WAWSP00J7
CANCELED SUPP NAM/TEST,SUBJECT ONE OCA/TEST007
OLN/TESTYKL171QB 2013 WA



**CHAPTER 29:
SECTION 13:**

**SUPERVISED PERSON FILE
CANCEL CORRECTIONS
CONDITIONS TRANSACTIONS**

Procedure #: 29.13.000

Effective Date: January 1, 2014

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

**I. MESSAGE FIELD CODES FOR SUPERVISED PERSON CORRECTIONS
CONDITIONS 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
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Search ORI	Conditional	SRCHORI	9-9	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Condition Number	Mandatory	CNDNO	1-4	Numeric

**II. GUIDELINES FOR SUPERVISED PERSON CORRECTIONS CONDITIONS
CANCEL**

- A. Cancellation of supervised person corrections conditions is restricted to the agency that entered the record. A cancellation message is used when it is determined that the corrections condition is inaccurate or invalid.

**III. REQUIREMENTS FOR SUPERVISED PERSON CORRECTIONS CONDITIONS
CANCEL**

- A. The cancellation transaction consists of the message key, ORI, two record identifiers, and the corrections condition number being cancelled.
- B. Cancellations on supervised person corrections conditions can be made by:
1. SRCHORI and OCA
 - a. Example:
HDR.XCOC.WAWSP00J7.SRCHORI/WAWSP00J7.
OCA/TEST007.CNDNO/003

2. WAC and OCA

a. Example:

HDR.MCOC.WAWSP00J7.WAC/13C0034694.
OCA/TEST007.CNDNO/003.CND/C1

**IV. EXAMPLE OF SUPERVISED PERSON CORRECTIONS CONDITIONS
CANCEL ACKNOWLEDGMENT**

A. WACIC Acknowledgment

WWCIC TIME: 1133 DATE: 121113 TO: SP8H
WAWSP00J7
CANCELED XCOC NAM/TEST,SUBJECT ONE
WAC/13C0035201 OCA/TEST007 CND #/3



**CHAPTER 29:
SECTION 14:**

**SUPERVISED PERSON FILE
CANCEL TRANSACTIONS**

Procedure #: 29.14.000

Effective Date: January 1, 2014

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR SUPERVISED PERSON 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
Search ORI	Conditional	SRCHORI	9-9	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
Date of Cancellation	Optional	DOC	8-8	Numeric

II. GUIDELINES FOR SUPERVISED PERSON 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. The date of cancel is optional. If not used, the record is cancelled as of the current date.

III. REQUIREMENTS FOR SUPERVISED PERSON CANCEL

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.
- B. Cancellation on a supervised person can be made by:
 - 1. NAM and OCA
 - a. Example:
HDR.XCO.WAWSP00J7.NAM/TEST, SUBJECT ONE.
OCA/TEST007.20131210

2. SRCHORI and OCA
 - a. Example:
HDR.XCO.WAWSP00J7.SRCHORI/WAWSP00J7.
OCA/TEST007.20131210
3. WAC and OCA
 - a. Example:
HDR.XCO.WAWSP00J7.WAC/13C0035201.OCA/TEST007.
20131210
4. NAM and WAC
 - a. Example:
HDR.XCO.WAWSP00J7.NAM/TEST, SUBJECT ONE.
WAC/13C0035229.20131210

IV. EXAMPLE OF SUPERVISED PERSON CANCEL ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1154 DATE: 121113 TO: SP8H
WAWSP00J7
CANCELED XCO NAM/TEST,SUBJECT ONE
WAC/13C0035201 ORI/WAWSP00J7 OCA/TEST007