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**CHAPTER 34:
SECTION 01:**

**VIOLENT PERSON FILE
INTRODUCTION**

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I. PURPOSE OF THE VIOLENT PERSON FILE

- A. The Violent Person File (VPF) was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement. It is for information only.
- B. WACIC does not contain VPF information. All VPF transactions are forwarded to NCIC.

II. CRITERIA FOR ENTRY IN THE VIOLENT PERSON FILE

- A. An entry in the Violent Person File must be supported by documentation (electronic or hard copy), such as an officer's report, allowing the entry of the record.
- B. Entry should be made as soon as possible after the supporting documentation has been received.
- C. An entry into the VPF should be made when at least one of the following criteria has been met:
 - 1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.
 - 2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
 - 3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.
 - 4. A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.
- D. 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 VIOLENT PERSON FILE

- A. VPF records have an unlimited retention period. A VPF record will remain on file indefinitely or until action is taken by the entering agency to cancel the record.
- B. Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

V. AUTOMATIC RETIREMENT

- A. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a VPF record or supplemental record for the year of entry plus 4 years, provided the license information has expired. Entering agencies are **not** notified of records from which expired license data are retired. If the expired license plate is the only searchable identifier in the VPF record, the entire record will be retired, and the originating agency will **not** be notified.
- B. A non-expiring license plate (LIY/NX) contained in a VPF record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record.

VI. VALIDATION

- A. Violent Person File (VPF) records are selected for validation under an alternative procedure.
 - 1. A portion of the VPF records will be validated monthly based on the Date of Entry (DTE) Field. Records are selected for validation if the DTE is the previous month. For example, in March any record entered in February of any year will be selected for validation.
 - 2. VPF records that have been validated within the last 11 months, based on the Date of Last Validation (VLD) Field, will not be selected for validation.
 - 3. The Name of Validator (VLN) Field will be returned when the requestor of the record is the entering agency, CJIS Systems Agency (CSA) of the entering agency, and/or the FBI. For all other agencies, the VLN Field is suppressed.



CHAPTER 34: VIOLENT PERSON FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

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

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Violent Person	QW	*EVP	MVP	N/A	N/A	XVP
	Entry			Cancel		
Supplemental		ENVP			XNVP	

*Fourth character "C" may be added to the entry MKE to indicate caution. When used, the reason for caution must be explained in the Cautions and Medical Conditions (CMC) Field, and if necessary, further explained in the Miscellaneous Field (MIS).

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetic, numerics, 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.
ATN	Attention	This field may contain the first initial and last name of the person requesting the information.
CMC	Cautions and Medical Conditions	Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.
CTZ	Citizenship	Must contain a two character alphabetic country code from the State and Country Data Codes of the NCIC Code Manual.
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.
DOB	Date of Birth	Must be eight numbers representing year, month, and day in that order (YYYYMMDD). 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.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
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.
ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.
EYE	Eye Color	Must be a valid code as 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.
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 as 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.
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid code as listed in the Other Transactions Codes Section of the NCIC Code Manual.
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 eight characters, only the last eight 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 State and Country Codes 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 four numbers representing current year, minus one, or later than current year; 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). In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. 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.
MIS	Miscellaneous	Free text. It may contain a maximum of 500 characters.

		Must contain a statement describing the reason a subject is considered dangerous to the criminal justice community.
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, numerics, 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.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (L in the Violent Person File) followed by either one alphabetic character and eight numeric (ex: LA12345678) or followed by nine numeric characters (ex: L123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	The entering agency should ensure the OCA is a unique number assigned to the case within the agency. 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.
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 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, or the code UNKN for unknown. It must be entered if OLN Field is filled. More information can be found in the Personal Descriptors 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 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.
RAC	Race	Must be a valid code as listed in Personal Descriptors Section of the 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.
SEX	Sex	Must be a valid code as listed in the Personal Descriptors Section of the 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 the Personal Descriptors Section of the NCIC Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in the Personal Descriptors Section of the 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.
VCO	Vehicle Color	Must be valid code as listed in Vehicle Data Codes Section of the 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

		<p>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.</p>
VMA	<p>Vehicle Make</p> <p>(Jeep)</p> <p>(Aircraft)</p> <p>(All-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)</p>	<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, 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, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes Section of the 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 Section of the 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>

		It must be entered if VIN Field is filled.
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 can be found in Vehicular Data Codes Section of the NCIC Code Manual. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP, are (blank), ATV, CYCL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(Assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(Construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(Farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(Motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYCL.
	(Snowmobile)	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.
	(Trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(Truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
		It must be entered if VIN Field is filled.
VPC	Violent Person Criteria	Must be a numeric 1, 2, 3, or 4 to indicate which criteria code justifies entry into the file, as listed below: 1 – Assault on law enforcement 2 – Violent crime homicide/attempted homicide 3 – Violent crime with weapon 4 – Threat to law enforcement
VST	Vehicle Style	Must be a valid code as listed in the Vehicular Data Codes Section of the NCIC Code Manual. It must be entered if VIN Field is filled.
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. 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. It must be entered if VIN Field is filled.
WGT	Weight	Minimum of 050 and maximum of 499. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.

*Omnix only



CHAPTER 34: VIOLENT PERSON FILE
SECTION 03: INQUIRY TRANSACTIONS

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CALEA:

I. MESSAGE FIELD CODES FOR VIOLENT PERSON INQUIRY

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	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
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. GUIDELINES FOR VIOLENT PERSON INQUIRY

- A. 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, NIC, etc.) must have the MFCs preceding those identifiers.
- B. An inquiry may be made by one, more than one, or all of the following identifiers: DOB, SOC, FBI, MNU, SID, and OLN. Additionally, inquiries may be made using LIC, LIS, and/or VIN, NAM and OCA, or NIC only. If DOB, SEX, RAC, SOC, FBI, MNU, or OCA is entered, NAM is required.
- C. 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.
- D. The INV, ATN, IND, RSH, ENS, and RNG Fields are optional and can be added to the end of each inquiry.
 1. 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 Persons File.
 - b. If INV/ALL is used, then all exact match and near-hit records will return.
 2. 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 Persons File.
 3. Inquiries may also contain an IND. If the image indicator is Y, image data related to each primary hit response will be returned.
 4. 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 and the dates of entry for those records are within 30 days of each other and

- (2) The LKI/LKA are the same as ORI/OCA contained in the primary hit response.
5. 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
6. 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.
7. 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.

E. 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.

III. REQUIREMENTS FOR VIOLENT PERSON INQUIRY

A. Inquiries can be made by:

- 1. 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

a. 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

2. NAM and DOB (or other field, like SOC, MNU, etc.) and optional fields INV, ATN, IND, RSH, ENS, and RNG
 - a. Example:
HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT
ONE.DOB/19040101. INV/INV.ATN/OFFICER JON
JONES.RSH/Y.ENS/Y
3. SID
 - a. Example:
HDR.QW.WAWSP00J7.SID/WA10150089
4. NIC
 - a. Inquiries made by NIC only receive a NCIC response for an exact match.
 - b. Example:
HDR.QW.WAWSP00J7.NIC/L146203706

IV. EXAMPLE OF VIOLENT PERSON INQUIRY RESPONSE

A. NCIC No Record Response

NO NCIC WANT NAM/SMITH, JOHN J DOB/19511012 SEX/M
RAC/W
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM
TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***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.

B. NCIC Positive (Hit) Response

1L01063J00QDWAQW
WAWSP00N9

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN
IDENTIFIED AS A VIOLENT
OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT
OFFICERS. REVIEW THIS
RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL
INFORMATION ON THIS SUBJECT.
USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.
***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-THE SUBJECT IN THIS RECORD HAS BEEN
IDENTIFIED AS A VIOLENT
OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF
HOMICIDE OR ATTEMPTED
HOMICIDE. USE CAUTION IN APPROACHING THIS
INDIVIDUAL. DO NOT ARREST OR
DETAIN BASED ON SOLELY ON THIS INFORMATION.
MKE/VIOLENT PERSON - CAUTION
CMC/05 - VIOLENT TENDENCIES
VPC/2 - VIOLENT CRIME HOMICIDE/ATTEMPTED HOMICIDE
ORI/WAWSP0007 NAM/JOKER, THE SEX/M RAC/W
DOB/19770602 HGT/602 WGT/158 EYE/HAZ HAI/GRN
SMT/SC FACE
NOA/N
OCA/12345
MIS/TEST RECORD CONFIRM 360-866-1234 KNOWN TO BEHAVE
VIOLENTLY WITHOUT
MIS/PROVOCATION SCARS ON BOTH SIDES OF MOUTH
DNA/Y DLO/WSP SEATTLE CRIME LAB
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-5999
NIC/L800015288 DTE/20210820 1725 EDT DLU/20210820 1727
EDT



CHAPTER 34: VIOLENT PERSON FILE
SECTION 04: ENTRY TRANSACTIONS

Procedure #: 34.04.000

Effective Date: February 1, 2013

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR VIOLENT 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	3-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Sex	Mandatory	SEX	1-1	Alphabetic
Race	Mandatory	RAC	1-1	Alphabetic
Place of Birth	Optional	POB	2-2	Alphabetic
Citizenship	Optional	CTZ	2-2	Alphabetic
Date of Birth	Conditional	DOB	8-8	Numeric
Height	Mandatory	HGT	3-3	Numeric
Weight	Mandatory	WGT	3-3	Numeric
Eye	Mandatory	EYE	3-3	Alphabetic
Hair	Mandatory	HAI	3-3	Alphabetic
FBI Number/UCN	Conditional	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	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
Operator's License Number	Conditional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic

Operator's License Year of Expiration	Conditional	OLY	2-4	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Linkage Agency Identifier	Optional	LKI	9-9	Alphabetic, numeric
Linkage Case Number	Conditional	LKA	1-20	Alphabetic, numeric, special characters
DNA Profile Indicator	Optional	DNA	1-1	Alphabetic
DNA Location	Conditional	DLO	1-250	Alphabetic, numeric, special characters
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
License Plate Number	Conditional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	2-4	Alphabetic, numeric
License Plate Type	Conditional	LIT	2-2	Alphabetic
Vehicle Identification Number	Conditional	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	Optional	VMO	2-3	Alphabetic, numeric
Vehicle Style	Conditional	VST	2-2	Alphabetic, numeric
Vehicle Color	Optional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Miscellaneous	Optional	MIS	1-500	Alphabetic, numeric, special characters
Ethnicity	Optional	ETN	1-1	Alphabetic
Violent Person Code	Mandatory	VPC	1-1	Numeric
State Identification Number	Optional	SID	10-10	Alphabetic, numeric

*Omnix only

II. GUIDELINES FOR VIOLENT PERSON ENTRY

- A. The originating agency must account for all fields in the violent 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. The MIS Field must contain a brief description of why the subject is entered into the Violent Person File.

1. Example:
SUBJECT CHARGED DEPUTY DURING TRAFFIC STOP AND
PUNCHED HIM MULTIPLE TIMES BEFORE BEING
RESTRAINED VERIFY 360 555 1212

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 VIOLENT PERSON ENTRY

- A. The following fields are mandatory for acceptance of a violent person entry in NCIC:
 1. HDR, MKE, ORI, NAM, SEX, RAC, HGT, WGT, EYE, HAI, OCA, VPC, and at least one of the following numeric identifiers: DOB; FBI; MNU; SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST.
- B. The entry will be rejected if one of the mandatory fields is left unfilled.

IV. EXAMPLE OF VIOLENT PERSON ENTRY

A. Violent Person Entry

```
HDR.EVP.WAWSP0007.TEST, SUBJECT ONE.M.W.WA.US.  
19180108.510.175.BRO.BRO..DRK.SC R HND.  
01120112011201120112.PI-MNU12345.204111111.  
TESTYKL171QB.WA.2016.TEST007...N..00.ABC123.MD.2014.PC.  
.....SUBJECT CHARGED DEPUTY DURING TRAFFIC STOP AND  
PUNCHED HIM MULTIPLE TIMES BEFORE BEING  
RESTRAINED VERIFY 360 555 1212.N.4
```

V. EXAMPLE OF VIOLENT PERSON ENTRY ACKNOWLEDGMENT

A. NCIC Acknowledgment

```
1L01063J00QAA2EVPC  
WAWSP0007  
NAM/JOKER, THE NIC/L800015288  
OCA/12345
```



**CHAPTER 34:
SECTION 05:**

**VIOLENT PERSON FILE
ENTRY SUPPLEMENTAL
TRANSACTIONS**

Procedure #: 34.05.000

Effective Date: February 1, 2013

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR VIOLENT PERSON SUPPLEMENTAL

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
Name	Conditional	NAM	3-30	Alphabetic, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
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
Citizenship	Optional	CTZ	2-2	Alphabetic
Image NCIC Number	Optional	IMN	1-10	Alphabetic, numeric
Image Type	Conditional	IMT	1-1	Alphabetic
State Identification Number	Optional	SID	10-10	Alphabetic, numeric

*Omnix only

II. GUIDELINES FOR VIOLENT PERSON SUPPLEMENTAL

- 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 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
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	10
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
Image NCIC Number and Image Type (Entered as a Set)	IMN	1

- D. Supplemental entries on AKA, DOB, SMT, MNU, SOC, CMC, and CTZ 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:
LIC/ABC123.WA.1986.PC.LIC/XYZ123.WA.1989.PC
VIN/12345678901234567890.2000.ACUR.INT.2D.BLK/RED.
VIN/32165498703216549870.2012.HOND.ACC.4D.BLU
OLN/ABD15577AB.WA.2012.OLN/NEWOLN1554.CA.2011
- 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, SMT, MNU, SOC, CTZ, or CMC is counted as one identifier. Each set of data relating to an OLN, LIC, VIN, or IMN is likewise counted as one identifier.
- H. The supplemental entry may be made only by the agency that entered the person record.
- I. Supplemental images must be entered using the Enter Image (EIM) transaction. Please refer to the Image File for more information.

III. REQUIREMENTS FOR VIOLENT PERSON SUPPLEMENTAL

- 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 a violent person can be made by:
 - 1. NAM and OCA
 - a. Example:
HDR.ENVP.WAWSP0007.NAM/TEST,SUBJECT ONE.
OCA/TEST007.DOB/19440101.19400804.
VIN/32132132104567891230.2004.TOYT.AVA.2D.SIL
 - 2. NAM and NIC
 - a. Example:

HDR.ENVP.WAWSP0007.NAM/TEST,SUBJECT ONE.
NIC/L520000259.DOB/19440105.19400805.
VIN/92132132104567891230.2004.TOYT.AVA.2D.SIL

3. NIC and OCA

a. Example:

HDR.ENVP.WAWSP0007.NIC/L520000259.OCA/TEST007.
DOB/19440106.19400806.VIN/72132132104567891230.
2004.TOYT.AVA.2D.SIL

IV. EXAMPLE OF VIOLENT PERSON SUPPLEMENTAL ACKNOWLEDGMENT

A. NCIC Acknowledgment

NCIC TIME: 1032 DATE: 041013 TO: SP8H
WAWSP0007
SUPP NIC/L520000259 OCA/TEST007



CHAPTER 34: VIOLENT PERSON FILE
SECTION 06: MODIFY TRANSACTIONS

Procedure #: 34.06.000	Effective Date: February 1, 2013
Supersedes:	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR VIOLENT 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
Name	Conditional	NAM	3-30	Alphabetic, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Any field(s) from entry transaction				

II. GUIDELINES FOR VIOLENT PERSON 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 a violent 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 VIOLENT 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 violent person can be made by:
 1. NAM and OCA
 - a. Example:
HDR.MVP.WAWSP0007.NAM/TEST, SUBJECT ONE.
OCA/TEST007.SMT/SC L ARM
 2. NAM and NIC
 - a. Example:
HDR.MVP.WAWSP0007.NAM/TEST, SUBJECT ONE.
NIC/L520000259.SMT/SC L ARM
 3. NIC and OCA
 - a. Example:
HDR.MVP.WAWSP0007.NIC/L520000259.OCA/TEST007.
SMT/SC L ARM

IV. EXAMPLE OF VIOLENT PERSON MODIFY ACKNOWLEDGMENT

- A. NCIC Acknowledgment

1L01063J00QD63MVP
WAWSP00N9
MODIFY NIC/L800015288 OCA/12345



**CHAPTER 34:
SECTION 07:**

**VIOLENT PERSON FILE
CANCEL SUPPLEMENTAL
TRANSACTIONS**

Procedure #: 34.07.000

Effective Date: February 1, 2013

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR VIOLENT PERSON CANCEL SUPPLEMENTAL

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
Name	Conditional	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Any field(s) from supplemental transaction				

II. GUIDELINES FOR VIOLENT PERSON CANCEL SUPPLEMENTAL

- A. A cancel supplemental 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 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 cancel supplemental 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
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
Image NCIC Number and Image Type (Entered as a Set)	IMN	1

D. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, 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

E. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR.

1. Example:

VIN/1L69X6JO23456..CHEV

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, CTZ, or SOC is counted as one identifier. Each OLN, LIC, VIN, or IMN set (multiple data element fields) is counted as one identifier.

G. The cancel supplemental transaction may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR VIOLENT PERSON CANCEL SUPPLEMENTAL

A. The cancel supplemental 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. Cancel supplemental transactions on a violent person can be made by:

1. NAM and OCA

a. Example:
HDR.XNVP.WAWSP0007.NAM/TEST,SUBJECT ONE.
OCA/TEST007.DOB/19440101.19400804.
VIN/32132132104567891230.2004.TOYT.AVA.2D.SIL

2. NAM and NIC

a. Example:
HDR.XNVP.WAWSP0007.NAM/TEST,SUBJECT ONE.
NIC/L520000259.DOB/19440105.19400805.
VIN/92132132104567891230.2004.TOYT.AVA.2D.SIL

3. NIC and OCA

a. Example:
HDR.XNVP.WAWSP0007.NIC/L520000259.OCA/TEST007.
DOB/19440106.19400806.VIN/72132132104567891230.
2004.TOYT.AVA.2D.SIL

IV. EXAMPLE OF VIOLENT PERSON CANCEL SUPPLEMENTAL ACKNOWLEDGMENT

A. NCIC Acknowledgment

NCIC TIME: 1045 DATE: 041013 TO: SP8H
WAWSP0007
CANCEL SUPP NAM/TEST,SUBJECT ONE OCA/TEST007
DOB/19440101
DOB/19400804
VIN/32132132104567891230.2004.T0YT.AVA.2D.SIL.



CHAPTER 34: VIOLENT PERSON FILE
SECTION 08: CANCEL TRANSACTIONS

Procedure #: 34.08.000

Effective Date: February 1, 2013

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR VIOLENT 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
Name	Conditional	NAM	3-30	Alphabetic, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Date of Cancellation	Mandatory	DOC	8-8	Numeric

II. GUIDELINES FOR VIOLENT PERSON CANCEL

- A. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid or the entering agency determines the subject no longer poses a threat to law enforcement officers.

III. REQUIREMENTS FOR VIOLENT PERSON CANCEL

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.
- B. Cancellation can be made by:
 - 1. NAM and OCA
 - a. Example:
HDR.XVP.WAWSP0007.NAM/TEST,SUBJECT ONE.
OCA/TEST007.20130410

2. NAM and NIC
 - a. Example:
HDR.XVP.WAWSP0007.NAM/TEST,SUBJECT ONE.
NIC/L420000353.20130410
3. NIC and OCA
 - a. Example:
HDR.XVP.WAWSP0007.NIC/L320000243.OCA/TEST007.
20130410

IV. EXAMPLE OF VIOLENT PERSON CANCEL ACKNOWLEDGMENT

A. NCIC Acknowledgment

1L01063J00QEYAXVP
WAWSP0007
CANCEL NIC/L800015288 OCA/12345