# How to Enter/Modify/CLEAR Protection Orders in NCIC for VOWS Agencies

This guide is for court orders of protection, specifically either a Relief from Abuse Order, Civil Stalking/Sexual Assault Order, or Vulnerable Adult Protection Order.

1. Log into OpenFox

2. Double-Click the NCIC folder on the left-hand side menu. Expand the Person folder then the Protection Order folder. Here you will find the options for entering, modifying and CLEARING a protection order. *Note: Unlike warrants in the state database, <u>only use cancel if the entire entry</u> <u>was made in error</u>*
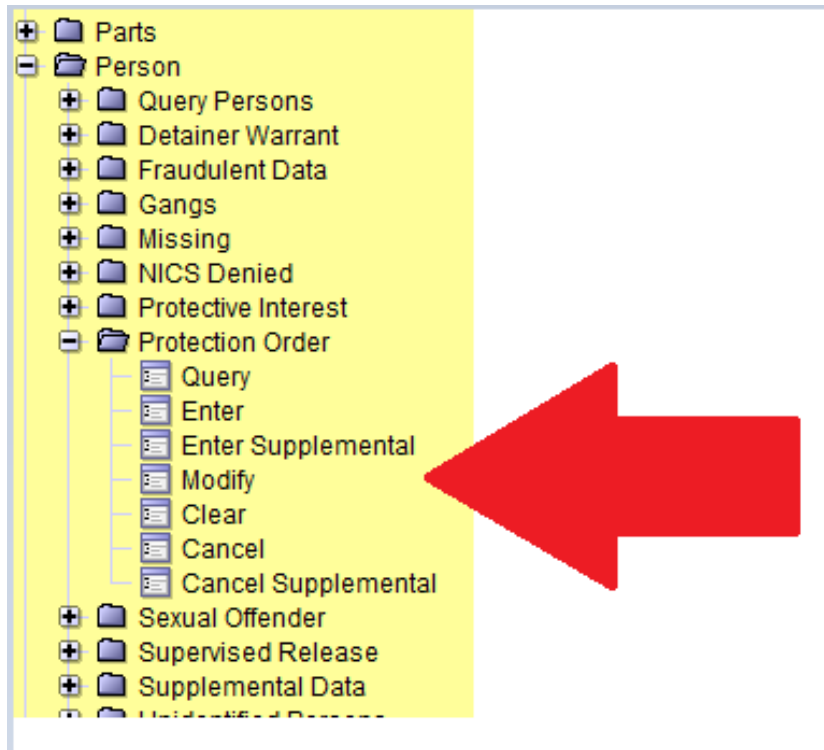
Entering a Protection Order

1. **<u>Run name & DOB of the Defendant FIRST</u>** using the Multiple Response Name Query (SNQ) located in the Most Common folder. Three reasons for this:
   a. Find out if there's already an entry for this order. If you're entering a Final order, there's likely an existing entry for a Temporary Order that you will modify to a Final. Go to Modifying a Protection Order if that's the case. ***Note: a person can have more than 1 order against them, so if any come up, verify if it's the same one or not***
   b. Verify the defendant's name, spelling and DOB. The courts are often given incorrect information because it comes from the plaintiff.
   c. Obtain identifying information on the defendant, such as height, weight, OLN and place of birth.

2. To enter the order, double-click Enter in the Protection Order folder.

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3. Fill in the form as completely as possible:
   a. The Message Key is either EPO=Protection Order or ETO=Temporary Order
   b. ORI: the Agency who is primarily responsible for the town where the plaintiff lives (Record Holding Agency)
   c. Control Field: Leave Blank
   d. Name: Defendant's name, last name first (Doe,John)
   e. Sex: Male or female from the dropdown list
   f. Race: Often found in CAD, sometimes on the info sheet from court
   g. Place of Birth: Listed on DMV record.
   h. Date of Birth: YYYYMMDD format
   i. Height: From DMV or CAD if available
   j. Weight: From DMV or CAD if available
   k. Eye Color: From DMV or CAD if available
   l. Hair Color: From DMV or CAD if available
   m. FBI#: Check to see if it's in CAD.
   n. Skin Tone: If known
   o. Ethnicity: If known
   p. Scars, Marks, Tattoos: Often in CAD, sometimes on the info sheet from court. If more than one, enter one here then use the supplemental form (instructions for supplemental data below)
   q. Fingerprint Classification: Not generally available for RFAs
   r. Miscellaneous#: Not generally available for RFAs (State ID# has its own field)
   s. Social Security #: Check to see if it's in CAD.
   t. DNA & DNA Location: Leave blank.
   u. Caution/Medical Conditions: Only use if there's documentation.
   v. Citizenship: Enter if known
   w. Service Information & Date: Leave blank.
   x. State ID#: Check to see if its in CAD.
   y. Protection Order Conditions: VSP to always use 08. Other agencies use appropriate.
   z. Brady Indicator
      i. Temporary Orders: Always No
      ii. Final Order: Findings waived by stipulation – No
      iii. Final Order: Findings of abuse and danger of further abuse – Yes
   aa. Date of Issue: Date the order was signed.
   bb. Agency Case #: Leave blank.
   cc. Protection Order #: Use court docket number, including OSFA, GIFA, etc
      i. If blank, use "pending-OSFA" or "pending-GIFA"
   dd. Date of Expiration: Found on the order (Note: Temporary Orders DO NOT EXPIRE – Use NONEXP)
   ee. Court Identifier: Leave blank.
   ff. Notify Agency: Leave blank.
   gg. Linkage Agency ID & Case #: Leave blank.
   hh. Operator's License #: OLN from DMV record

ii. License State: Enter the state.
jj. Expiration Year: If available. UNKN works if not listed.
kk. License Information: Only use if known vehicle info is provided.
ll. Vehicle Information: Only use if known vehicle info is provided.
mm.　　　Protected Person's Name: Plantiff's name, last name first.
nn. Date of Birth: Plaintiff's DOB, YYYYMMDD format
oo. Sex: Plaintiff's gender
pp. Race: Plaintiff's, if known
qq. Social Security #: Plaintiff's number, if known
rr. Miscellaneous Information: Include, at a minimum, one of these:
  i. Temporary order issued, [County Name], Hearing Date MM-DD-YY, contact ORI for conditions.
  ii. Temporary order served, [County Name], Hearing Date MM-DD-YY, contact ORI for conditions.
  iii. Final order, issued, contact ORI for conditions.
  iv. Final order, served, contact ORI for conditions.
  v. Temporary (or Final) Extreme Risk Protection Order, issued or served, name of county, subject may not possess, purchase or receive firearms or defined explosives, contact ORI for conditions.

4. Hit submit, you should get a message back saying the record was entered and giving you the NIC number.

5. If there is supplemental information to be added, go to the Protection order folder and double-click Enter Supplemental. For protection orders, this is often used to enter protected children, but additional info should also be entered. ***Note: You can only enter 9 items at a time with this form, if you have more changes than that, break them up into separate transactions.***
   a. ORI: Exact match from ORI entered on initial entry
   b. Control Field: Leave blank.
   c. Record Identifiers
      i. Name: Exact match from name entered on initial entry
      ii. NCIC #: Enter NIC number obtained upon initial entry.
      iii. Agency Case #: Leave blank.
      iv. Protection Order #: Leave blank.
   d. Alias: Enter any known alternate names/spellings

  e. Date of Birth: Enter any known alternate DOBs.
  f. Scars, Marks, Tattoos: Enter any provided info from Spillman/Court ID sheet.
  g. Social Security #: Enter any alternate SSNs, if known
  h. State Identification #: Enter any alternate State ID numbers, if known
  i. Miscellaneous #: Out of State ID numbers, if known
  j. Caution/Medical Condition: Enter any, if known
  k. Citizenship: Enter additional locations, if known
  l. Operator's License #, Operators License State, Expiration Year: Enter any known OLNs from other states.
  m. License #, License State, License Year, License Type: Enter any known Vehicle's from other states.
  n. VIN #, Vehicle Year, Vehicle Make, Vehicle Model, Vehicle Style, Vehicle Color: Continue to add information about any known vehicles.
  o. Protective Order Condition: Use 08 = See Miscellaneous Field for the comments regarding specific terms and conditions of the order
  p. Protected Person Name, DOB, Sex, Race, SSN #: Enter children here, along with any known aliases for the Plaintiff.

6. Hit submit, you should get a message back saying the record was entered.

7. Query the entry by going to the Protection Order folder and double-clicking Query.
  a. ORI: Enter your agency's ORI
  b. Control Field: Leave blank.
  c. Click on the NIC tab and enter the NIC number obtained in Step 4
  d. Mirror Image: Leave as Yes

8. Click Submit and update the appropriate fields in VOWS.

9. Have someone else check the record and VOWS for accuracy and completeness.

10. Print the order and add a CAD case if it's in VSP's service area.

11. Make sure the appropriate service agency has a copy of the order.

Modifying a Protection Order

1. **Run name & DOB of the Defendant FIRST** using the Multiple Response Name Query (SNQ) located in the Most Common folder. Three reasons for this:
  a. Ensure that a record exists to modify.
  b. Verify the defendant's name, spelling and DOB. The courts often receive incorrect information from the plaintiff.
  c. Obtain identifying information on the defendant, such as height, weight, OLN, and place of birth.

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2. To modify the order, double-click Modify in the Protection Order folder.
   a. Message Key: MTO to modify a temporary order, MPO to modify a final order.
      i. When updating a temporary to a final, use MTO here. ***Note: When order changes from temporary to final, the expiration date needs to be modified along with the brady indicator if the Final shows brady disqualified***
   b. ORI: Use what is on the original entry.
   c. Control Field: Leave blank.
   d. Record Identifiers:
      i. Name: defendants name, must exactly match what is on the entry
      ii. NCIC #: NIC from initial entry
      iii. Agency Case # and Protection Order: Leave blank.

3. Update the modifiable fields as necessary and as completely as possible. Leave the fields blank that have no change.

4. Hit submit, you should get a message back saying the record was modified.

5. If there is supplemental information to be added, go to the Protection order folder and double-click Enter Supplemental. Ideally this should have been done with the initial entry, but it's not unheard of for children to be added to the order at a final hearing. ***Note: You can only enter 9 items at a time with this form, if you have more changes than that, break them up into separate transactions.***

6. Query the entry by going to the Protection Order folder and double-clicking Query.
   a. ORI: Enter the ORI from the original entry
   b. Control Field: Leave blank.
   c. Click on the NIC tab and enter the NIC number.
   d. Mirror Image: Leave as Yes

7. Click Submit and update the appropriate fields in VOWS.

8. Have someone else check the record and VOWS for accuracy and completeness.

9. Make sure the servicing agency has a copy of the order if this was Temporary modified to a Final.

Clearing a Protection Order

1. **Run name & DOB of the Defendant FIRST** using the Multiple Response Name Query (SNQ) located in the Most Common folder to see if there is an order to clear and so that you have the correct information to fill out in the next step. ***Note: There can be multiple RFA's in place, make sure you are clearing the correct one.***

2. To clear the order, double-click Clear in the Protection Order folder.
   a. Message Key: CTO to clear a temporary order, CPO to clear a final order.
   b. ORI: Use what is on the original entry

      c. Control Field: leave blank.
      d. Record Identifiers:
            i. Name: defendants name, must exactly match what is on the entry
          ii. NCIC #: NIC from initial entry
        iii. Case # and Protection Order: Leave blank.

3. To ensure the entry has been removed, Query the entry by going to the Protection Order folder and double-clicking Query.
   a. ORI: Enter the ORI from the original entry
   b. Control Field: Leave blank.
   c. Click on the NIC tab and enter the NIC number.
   d. Mirror Image: Leave as Yes

4. Click submit and update the appropriate fields in VOWS.

5. Have someone else check the record and VOWS for accuracy and completeness.

6. For VSP - Close the CAD case if there's one pending.