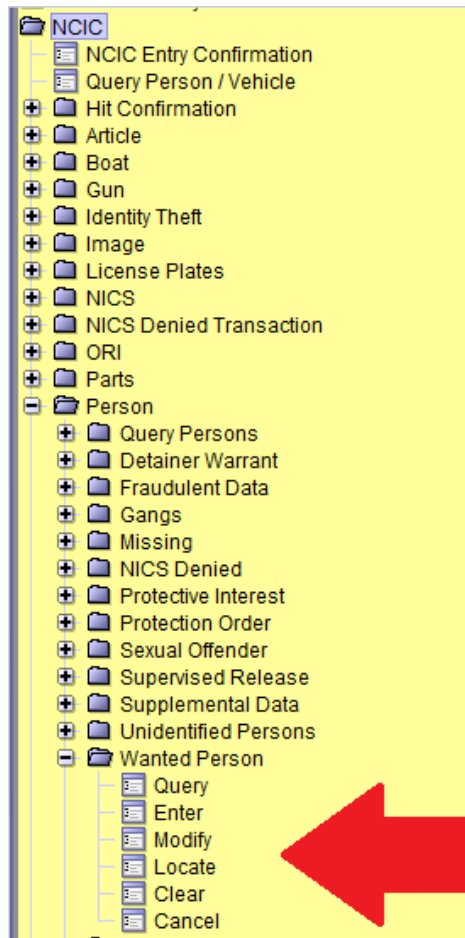


How to Enter/Modify/CLEAR a Wanted Person in NCIC for VOWS Agencies

An NCIC Wanted Person entry may be made, at the request of the initiating agency, when a valid arrest warrant has been issued, and a decision on extradition has been made. *(Note: A Temporary Felon can be entered the same way, while a warrant is being applied for. This is for active investigations with an identified suspect)*

1. Log into OpenFox
2. Double-Click the NCIC folder on the left-hand side menu. Expand the Person folder then the Wanted Persons folder. Here you will find the options for entering, modifying and CLEARING a wanted person. *Note: Unlike warrants in the state database, only use cancel if the entire entry was made in error.*



Entering a Wanted Person

1. **Run name & DOB FIRST** using the Multiple Response Name Query (SNQ) located in the Most Common folder to make sure there is an active warrant in the state database. *Note: a person can have more than 1 warrant, so if any come up, verify that it's the correct one*
2. Make sure you have a copy of the warrant, along with the NCIC entry sheet
3. Run a QH Query (III) located in the Criminal History folder. Use the initiating agency ORI and case number. The response should give you the FBI number, State ID number(s), scars, marks, tattoos, and any known aliases
4. To enter the Wanted Person, double-click Enter in the Wanted Persons folder
5. Select EW=Wanted Person (warrant), ET=Wanted Person – Temporary Felon (no warrant)
6. Use the ORI of the investigating agency
7. Fill in the personal information fields as labeled. The ones with a red asterisk are mandatory. Check CAD for possible information

8. The offense code field is required. ***For VSP Williston Dispatch: Use 5011 for Parole Board Warrants and then put the initial offense in the Original Offense field***
9. Fill in the Date of the Warrant, Agency Case Number, Warrant Docket Number, Court Identifier and if there are any additional offenses (yes or no).
10. Notify Agency = Yes
11. Extradition Limitation Field: Hover over for the list of choices then put the corresponding number in the field. The warrant should specify misdemeanor or felony. "Continental United States" is still considered limited extradition
12. Enter as much of the Optional Linkage Information as possible
13. The Stolen/Fraudulent Identifier Information section is only used when it's known that the suspect has or uses stolen or falsified identification documents. Do not use this section for aliases.
14. In the miscellaneous field, include the extradition limits and contact information for making those arrangements
15. Click Submit. Note the NIC# on the return
16. If there are any known aliases, alternate dates of birth, additional scars, marks, tattoos, out-of-state information (such as driver's license numbers and other State ID numbers) or any other information, go to the Enter Person Supplemental (EN) form in the Supplemental Data folder (two folders up from the Wanted Person folder). Skip to #19 if no additional information needs to be entered. ***Note – you can only add 9 supplemental fields at a time. If you have significant info to add, you'll have to send them as separate transactions.***
 - a. Use the same ORI as the Wanted Person entry and enter the person's name and NIC number and the additional information.
 - b. Click submit. You should get a message back saying the record was entered
17. Go back to the Wanted Person folder and double-click the Query. It will default to QW. Use the ORI from the original entry and click the By NIC tab and enter the NIC number
18. Click Submit and update the appropriate fields in VOWS
19. Have someone else check the record and VOWS for accuracy and completeness and then shred any related paperwork, including the III query you made

Modifying a Wanted Person

1. Go to the Wanted Person folder and click Modify
2. Select whether you are modifying a Wanted Person or Temporary Felon and use the ORI, Name and NIC number that appears on the return
3. Fill in the fields that need to be modified only
4. Click Submit
5. Go back to the Wanted Person folder and double-click the Query. It will default to QW. Use the ORI from the original entry and click the By NIC tab and enter the NIC number.
6. Click Submit and update the appropriate fields in VOWS
7. Have someone else check the record and VOWS for accuracy and completeness

CLEARING a Wanted Person (DO NOT CANCEL UNLESS ENTRY WAS MADE IN ERROR!)

1. If someone in NCIC is arrested outside of Vermont (within the extradition limits):
 - a. Confirm the Hit and provide the arresting agency a copy of the warrant and the contact information for the extradition
 - b. Have the arresting agency send a "Locate" message

- c. Notify the investigating agency of the arrest and the point of contact for the extradition arrangements
 - d. To ensure the record is showing "Located Wanted Person", go to the Wanted Person folder and double-click Query. It will default to QW. Use the ORI from the original entry and click the By NIC tab and enter the NIC number. Click submit and view the return
 - e. Leave the state database and NCIC entries active until the subject is returned to Vermont
 - f. A Detainer Warrant may also be placed on the wanted subject. This is so the out of state correctional facility knows not to release them whenever the
2. Once the subject has been returned to VT. Go to the Wanted Person folder and click CLEAR
 - a. Select whether you are clearing a Wanted Person or Temporary Felon and use the ORI, Name and NIC number that appears on the return
 - b. Fill in the date of the clear. **Note – this could be different than what defaults**
 - c. Fill in the Reason for Removal and any other information you may have about the removal
 - d. Click submit
 3. To ensure the record has been cleared, go to the Wanted Person folder and double-click Query. It will default to QW. Use the ORI from the original entry and click the By NIC tab and enter the NIC number
 4. Click Submit and update the appropriate fields in VOWS
 5. Have someone else check the record and VOWS for accuracy and completeness