

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	CIB/TELETYPE SYSTEM	NUMBER:	10.1.2
		ISSUED:	12/4/09
SCOPE:	All Police Personnel	EFFECTIVE:	12/4/09
DISTRIBUTION:	General Orders Manual, and All Records Division Personnel	<input checked="" type="checkbox"/> RESCINDS	J-1-94
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI State Statutes 165.83 & 165.84 TIME Operator Manual	WILEAG STANDARDS: 9.1.9 10.1.11	

INDEX AS: CIB System Procedures
 Teletype System Procedures
 TIME System
 Warrant Procedures with the TIME System

PURPOSE: The purpose of this Order is to establish the responsibilities and procedures to be followed in the use of the teletype system.

This Order consists of the following numbered sections:

- I. DEFINITIONS
- II. POLICY
- III. TERMINAL OPERATORS
- IV. VALIDATION OFFICER
- V. COURT OFFICER RESPONSIBILITIES
- VI. ORIGINATING AGENCY CASE NUMBER
- VII. WARRANT/WANTED PERSONS
- VIII. GEOGRAPHICAL PICK-UP WARRANT RESTRICTIONS
- IX. EXTRADITION OF WARRANT/WANTED PERSONS
- X. ENTRY/CANCELLATION WARRANT/WANTED PERSONS
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- XII. ENTRY/CANCELLATION STOLEN VEHICLES
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- XVII. RECOVERY OF ITEMS (VEHICLES, SECURITIES, BOATS, ARTICLES, GUNS)
- XVIII. HIT CONFIRMATION
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- XXI. ADMINISTRATIVE MESSAGES
- XXII. SPECIAL MESSAGE KEYS

I. DEFINITIONS

For the purpose of this General Order, the following definitions shall apply:

- A. CHRI: Criminal History Record Information
- B. CIB: Crime Information Bureau
- C. CONTROL NUMBER: Number assigned to entries into TIME System from the Index File
- D. DOT: Department of Transportation
- E. DMV: Department of Motor Vehicles
- F. GEOPICUP: Geographical Pick-up Warrant Restrictions
- G. INDEX FILE: File maintained in the records division to index and record entries/cancellations into TIME System
- H. III: Interstate Identification Index
- I. NCIC: National Crime Information Center
- J. NLETS: National Law Enforcement Telecommunications System

- K. ORICASNO: Originating Agency Case Number
- L. TIME: Transaction Information for Management of Enforcement
- M. TSCC: TIME System Control Center

II. POLICY

- A. It is the policy of the Port Washington Police Department to participate in the Wisconsin Crime Information Bureau (CIB) System.
- B. The TIME System is a computerized communications and data entry-retrieval system serving law enforcement agencies providing statewide and nationwide access to information: wanted persons, stolen vehicles, stolen articles, driver's license, and vehicle registration. The system also provides an effective method of administrative communication for law enforcement purposes. The Port Washington Police Department, as a subscriber/user of the system, has agreed to utilize the system for official purposes only. Penalties for misuse of TTY system are:
 - 1. Written warning given to employee and placed in personnel file
 - 2. One day suspension without pay
 - 3. Three day suspension without pay
 - 4. Termination
- C. The TIME System shall be operated in compliance with Wisconsin Statutes 165.83 and 165.84 and shall be used for official law enforcement purposes as set forth in the TIME Operator's Manual and as described in this General Order.
- D. The computer sites in the Records Bureau have adequate physical security to protect against any unauthorized viewing or access to the computer terminals, access devices, or stored/printed data at all times. Mobile Data Terminals (MDT's) in squad cars are password protected and a blank screen saver shows when officer is out of vehicle.
- E. No other persons other than the District Attorney, City Attorney, or other law enforcement agencies shall receive information or copies of any records received from the teletype system. To protect the confidentiality of the record, the officer or terminal operator will ensure that the hard copy of the record is destroyed when he/she has finished with the record.

III. TERMINAL OPERATORS

- A. Terminal operators will have completed the CIB Training Program and shall be certified by the State of Wisconsin to operate the TIME System for the express purposes of entry/modification/cancellation of wanted persons and stolen items (motor vehicles, boats, guns, securities and other articles, which may be entered into the system) within six months of hire. All terminal operators employed by the Department will complete their training either through classroom or via TRAIN. TIME System Recertification Training will be done every two years either by attending class or through TRAIN.
- B. Terminal Operators shall be available 24 hours a day, seven days a week to access the TIME System to send and receive information.
- C. Two terminal operators shall be delegated the responsibility for maintaining local Teletype TIME System records.
- D. It is the responsibility of all on-duty terminal operators to review all incoming messages received on the TIME terminal because many messages received require immediate attention. The messages are to be reviewed as soon as they are received.
- E. The Chief of Police will designate a TIME Agency Coordinator (TAC) who will ensure that a New Operator Handout is provided to new hires. He/she will ensure new hires are trained within six months of hire and all certified operators successfully pass the biennial recertification exam. Training may be accomplished either through classroom or via TRAIN online. The TAC will also, in accordance with NCIC Security Policy, ensure that a background screening is conducted of all personnel with access to NCIC. State and national record checks by fingerprint identification must be conducted on new hires, along with an inquiry of the CIB and NCIC Wanted Person Files. The Administrative Secretary may assist the TAC as necessary. NOTE: Sworn personnel who have been fingerprinted and certified by the Law Enforcement Standards Board already meet this requirement.
 - 1. The Time Agency Coordinator (TAC) will be the direct link between the department and the TIME System. It will be the TAC's responsibility to ensure that all TIME System policies and procedures are complied with.
 - 2. It will be the responsibility of the department TIME Agency Coordinator to oversee the validation process and to maintain the department's CIB policies.
 - 3. Upon notification from the TIME System of a CIB audit, the TAC will prepare the department for the audit.

- (a) The TAC and the primary validation officer will accompany the CIB auditor during the audit and will be responsible for supplying any additional information needed to complete the audit.
- (b) The TAC will keep a copy of all audit documentation and a copy of the results of the audit on file in the Administration area.

IV. VALIDATION OFFICER

- A. The Captain shall be responsible for managing the local operation of the Teletype TIME System and shall designate Validation Officer(s) who will attend the appropriate TIME System validation officer training.
- B. The Validation Officer(s) shall be responsible for file validations to ensure that records in the computer files entered by the department are accurate, complete and up-to-date.
- C. Upon receiving validation printouts for entry classifications as provided by CIB, the Validation Officer(s) shall ensure that entries are validated and shall return the Certification Letter to CIB by the validation due date via e-TIME.
- D. The Validation Officer(s) shall be responsible for the quality control of the local TIME operations and shall cause periodic local accuracy checks of the system to be conducted independent of CIB mandatory validations.
- E. As soon as time permits after an entry has been made, the primary validation officer will check the entry for accuracy and ensure that proper documentation exists to support the entry.
 - 1. The primary validation officer will correct any entries and notify the reporting officer if the documentation is incomplete.
 - 2. The primary validation officer will verify that the entry conforms to CIB and/or NCIC policy.
 - 3. To ensure accuracy, a second validation officer will review the records after the initial review.
- F. Upon receipt of the Validation Report from the TIME System, the primary validation officer will submit validation requests as follows:
 - 1. A list of all warrants to be validated will be submitted to the Clerk of the Court that issued the warrant. Accompanying the list will be a request that all warrants be checked for accuracy and that the Court confirm that the warrant is still active. The accompaniment will also request that the list be returned, signed and dated, to the validation officer within 14 days of its receipt.

2. A list of all Missing Persons and Stolen Property to be validated will be submitted to the primary validation officer. Accompanying the list will be a request that all Missing Persons and Stolen Property entries be checked for accuracy and that the entry is still active. The accompaniment will also request that the list be returned, signed and dated, to the validation officer within 15 days of its receipt. A copy of this list will also be forwarded to the Captain.
3. In the event the Missing Person has been gone for more than 60 days, the investigating officer will be requested to obtain any available physical identifiers not listed on the original report. These identifiers include, but are not limited to, dental characteristics, blood type, fingerprint classification, scars, marks, or tattoos.
4. Upon receipt of any additional identifiers the primary validation officer will ensure that the information is added to the Missing Person's entry.

V. COURT OFFICER RESPONSIBILITIES

- A. The Court Clerk, in his/her role as liaison between the department and the prosecutor's office (District Attorney - City Attorney) Circuit Courts of Ozaukee County and Mid-Moraine Municipal Court, shall be responsible for notifying the terminal operators of the issuance, cancellation, or withdrawal of any warrant/wanted record by either the courts or the prosecutor's office.
- B. The Court Officer shall obtain the authority to extradite in writing from the District Attorney on any felony warrant/wanted record; and attach the authority to the warrant.

VI. ORIGINATING AGENCY CASE NUMBER

- A. Record entries into the system require an ORICASNO. The Port Washington Police Department Incident Number will serve as the ORICASNO.
 1. EXAMPLE: /0/0/4/5/6/A/1/2/3
 Incident No Control No

VII. WARRANT/WANTED PERSONS

- A. Wisconsin Statute 165.83 directs law enforcement agencies to forward to CIB, copies or descriptions of arrest warrants and the identifying data upon determination of the fact that the warrant cannot be served for the reasons stated. If the warrant is subsequently served or withdrawn, the law enforcement agency concerned must immediately notify CIB of such service or withdrawal.

- B. Under the warrant/wanted persons file will be records for all outstanding warrants issued by the courts for felonies, misdemeanors (including traffic), and non-criminal (local ordinance) wanted persons. Entries into this file will be based on the following warrant categories with the actual offense specified.
1. Felony Warrant
 2. Felony Warrant - Caution
 3. Temporary Felony Warrant
 4. Temporary Felony Warrant - Caution
 5. Non Felony Warrant, State Law
 6. Non Felony Warrant, State Law - Caution
 7. Civil Process, Local Ordinance
 8. Civil Process, Local Ordinance - Caution
 9. Civil Process, State Law (Non Criminal)
 10. Civil Process, State Law (Non Criminal) - Caution
 11. Juvenile Warrant
 12. Juvenile Warrant – Caution

VIII. GEOGRAPHICAL PICKUP WARRANT RESTRICTIONS

- A. The TIME System permits GEOPICUP restricted warrant entries for ordinance violations when the originating agency holding such a warrant will not go beyond a given distance to pickup the wanted person if apprehended.
- B. GEOPICUP restrictive entries are not permitted for any criminal offense - felony or misdemeanor; therefore, such restrictions can be used only to enter warrants in the Non Felony Warrant, Local Ordinance category.
- C. The designated GEOPICUP restrictions are alpha coded.
- A. Court Ordered - See Remarks
 - B. East of Hwy. 51.
 - C. West of Hwy. 51.
 - D. North of Hwy. 10.
 - E. South of Hwy 10.
 - F. East of Hwy. 51 and North of Hwy. 10.
 - G. East of Hwy. 51 and South of Hwy. 10.
 - H. West of Hwy. 51 and North of Hwy. 10.
 - I. West of Hwy. 51 and South of Hwy. 10.
 - J. Within County of ORI
 - K. Within adjacent counties of ORI
- D. The Port Washington Police Department will use GEOPICUP restrictions for ordinance or non-criminal warrant entries into the system.

1. Warrants issued by Municipal Court shall be entered by Port Washington Police Department. Warrants shall be entered into the CIB Local Ordinance Warrant file. For warrants under \$1000.00 we will pickup in the southeast quadrant and the appropriate geographical restriction will be used. If the warrant is over \$1000.00, we will pick up statewide and no geographical restriction will be used. Warrants will be date stamped when received from Municipal Court and entered within 3 days upon receipt.
- E. Warrant worksheets shall be entered by the Ozaukee County Sheriffs Department as requested by the Courts of Ozaukee County.

IX. ENTRY/CANCELLATION WARRANT/WANTED PERSONS

- A. Upon receipt of a warrant, juvenile capias, summons, bench warrant or body attachment, incident numbers will be assigned in accordance with the General Order 10.1.1: Records and Release of Information.
- B. The responsibility to ENTER warrant/wanted records into the Teletype TIME System will be delegated by the Chief of Police.
 1. If circumstances necessitate immediate entry into the system of warrant/wanted records, the records may be entered by the terminal operator on duty with the entry and all forms/worksheets forwarded to the validation officer to be checked.
- C. The TIME WARRANT WORKSHEET, with all required and available supplemental information, will be completed and utilized to make the record entry into the system and then filed with the entry copy in the Current Entry File.
- D. The CIB detainer file allows an agency warrant/wanted person record to remain in the CIB database after hit confirmation has occurred, but the arrested subject will not be released to the agency holding the warrant. Detainer information is appended to the already existing warrant/wanted person record. This information may include details of where the subject is being held, how long he will be held, and miscellaneous remarks. There will be times when the conditions of the sentence will change and/or multiple agencies will have warrants for the same subject. When this occurs, the detainer must be modified with each change of sentence and/or place of incarceration. If detainer information is appended to a record, the agency must maintain documentation of the information listed in the detainer.
- E. The responsibility to CANCEL warrant/wanted records will be that of the terminal operator on duty when notified of the service or withdrawal of a warrant previously entered into the system.

- F. Upon the service or withdrawal of a warrant/wanted record, the terminal operator on duty shall be immediately notified to cancel the warrant/wanted record.
- G. The officer serving the warrant or receiving notice of withdrawal shall, upon said service or notice, report same to the shift supervisor on duty who will be responsible to ensure the dispatcher is notified and the record canceled.
- H. The terminal operator on duty, upon notice to cancel, will immediately cancel the warrant/wanted record from the system and forward the cancellation and all forms/worksheets to the validation officer.
- I. Warrant/Wanted Persons – Retention period for items entered:
 - a. Warrant - Indefinite
 - b. Temporary Felony - 48 hours
 - c. Juvenile - Indefinite
 - d. Detainers - Date Sentence Ends

X. ENTRY/CANCELLATION MISSING PERSONS/RUNAWAYS

- A. Persons entered into CIB/NCIC as missing persons, including runaway juveniles, must meet the criteria for entry under one of the four categories allowable:
 - 1. Disability
 - 2. Involuntary
 - 3. Endangered
 - 4. Juvenile
 - 5. Disaster/Catastrophe Victim
 - 6. Other – A person over the age of 21 not meeting the criteria for entry in any other category who is missing and for whom there is reasonable concern for his/her safety.
- B. Missing person flag is required for all missing person entries.
 - 1. Child Abduction Flag - Used when the child is under the age of 21, and there is reasonable indication or suspicion that the child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life.
 - 2. Amber Alert Flag – Follow Amber Alert procedures.
 - 3. Disaster Victim Flag – The missing person flag must be set to “DV” for entry of all missing person disaster victims.
 - 4. Caution Indicator – This notation should be listed on a missing person entry whenever this agency has information that the missing subject poses a danger to themselves or others or the circumstances under which a person disappeared warrant such a designation.

5. Vehicle Information – A vehicle may be entered as apart of a missing person record, provided the location of the vehicle is unknown, and we have reasonable grounds to believe that the missing person is operating or is a passenger in the vehicle.
 6. National Child Search Assistance Act – requires that agencies verify and update original NCIC missing juvenile entries with any additional information, including medical and dental records, blood type, fingerprint characteristics, jewelry type/description, scars, marks, tattoos, and other characteristic fields within 30-60 days of entry.
- C. The TIME MISSING PERSONS/RUNAWAYS WORKSHEET will be completed with all necessary information and given to a validation officer for checking the accuracy of the entry.
 - D. Prior to entering any person as “missing” or “runaway”, a statement of documentation of the category under which the person is to be entered must be obtained and will be filed with the Missing Person/Runaway Worksheet. We must have a report on file that contains a signed statement from a parent or legal guardian confirming that a person is missing and verifying that person’s date of birth; or a written statement from a physician or other authoritative source corroborating the missing person’s physical/mental disability; or a written statement from a parent, legal guardian, family member or other authoritative source advising that the missing person’s disappearance was not voluntary or that the missing person is in the company of another person under circumstances indicating that the missing person’s physical safety is in danger. Missing persons will be removed from CIB as soon as we confirm the missing person has been located.
 - E. The documentation must be a written statement supporting the stated condition (category) under which the person is declared “missing”. The documentation will serve to protect the police department against liability and will be reassurance that the “rights to privacy” of the individual will not be violated.
 - F. Examples of acceptable documentation will be found in the TIME Operator’s Manual and the TIME Newsletter Notebook.
 - G. The terminal operator on duty will ENTER the missing person/runaway record into CIB/NCIC upon receiving an incident report and required documentation for entry.
 - H. Unidentified Person File contains records of persons whose identity is unknown.
 1. Category: Deceased – A person who is no longer living for whom the identity cannot be ascertained. This category also includes recovered body parts when a body has been dismembered.

2. Category: Living – A person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.
 3. Category: Catastrophe Victim – A victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.
- I. The terminal operator on duty, upon receiving notice that the missing person/runaway has been located will immediately CANCEL the entry record from the system and forward the cancellation and all forms/worksheets to the validation officer to be checked for accuracy.
 - J. Retention period for Missing Persons records:
 1. Disabled, Endangered, Involuntary, and Disaster Victim – Indefinite
 2. Juvenile – Date of Emancipation

XI. ENTRY/CANCELLATION STOLEN VEHICLES

- A. Stolen vehicles will be ENTERED into the system by the terminal operator on duty as soon as possible following the investigation and confirmation of a reported stolen vehicle.
- B. The ENTER/UPDATE VEHICLE INFO worksheet will be completed with all necessary information and given to a validation officer for checking the accuracy of the entry.
- C. Upon the recovery or notification of recovery of a stolen vehicle entered into the system, the terminal operator on duty will immediately CANCEL the entry record and forward the cancellation and all forms/worksheets to the validation officer to be checked for accuracy.
- D. Retention period for Stolen Vehicles entry – Four years plus year of entry. Without VIN – 90 days.
- E. Stolen/Missing License Plates: This file will contain records of reported stolen or missing license plates. A stolen license plate may only be entered into the Stolen Vehicle File if the remaining plate is destroyed or not used. If the complainant desires to retain the existing license plate number, it would not qualify for entry into data files. During monthly validation, the plate is to be cancelled from the files if the DOT return indicates that the plate has not been cancelled.
- F. Retention period for Stolen/Missing License Plates entry – one year after expiration.

XII. ENTRY/CANCELLATION SECURITIES

- A. When securities are submitted for entry into the system, the securities will be ENTERED by the terminal operator on duty as soon as possible following the investigation.
- B. If circumstances necessitate immediate entry into the system of securities, the securities may be entered by the terminal operator on duty with the entry and all forms/worksheets forwarded to the shift responsible for maintaining local records. Such entries will be approved by the shift supervisor on duty.
- C. The TIME SYSTEM ENTRY FORM will be completed with all necessary information and given to a validation officer for checking the accuracy of the entry.
- D. Upon the recovery or notification of recovery of entered securities, the terminal operator on duty will immediately CANCEL the entry record and forward the cancellation and all forms/worksheets to the validation officer.
- E. Retention period for Securities entry – Four years plus year of entry. Travelers' checks, money orders and postal money orders is two years plus year of entry.

XIII. ENTRY/CANCELLATION BOATS

- A. When boats are submitted for entry into the system, the boats will be ENTERED by the shift responsible for maintaining local records.
- B. If circumstances necessitate immediate entry into the system of boats, the boats may be entered by the terminal operator on duty with the entry and all forms/worksheets forwarded to the shift responsible for maintaining local records. Such entries will be approved by the shift supervisor on duty.
- C. The TIME SYSTEM ENTRY FORM will be completed with all necessary information and given to a validation officer for checking the accuracy of the entry..
- D. Upon the recovery or notification of recovery of entered boats, the terminal operator on duty will immediately CANCEL the entry record and forward the cancellation and all forms/worksheets to the validation officer.
- E. Retention period for Stolen Boat entry – four years plus year of entry. Without hull number, 90 days.

XIV. ENTRY/CANCELLATION ARTICLES

- A. When articles are submitted for entry into the system, the articles will be ENTERED by the shift responsible for maintaining local records.
- B. If circumstances necessitate immediate entry into the system of articles, the articles may be entered by the terminal operator on duty with the entry and all forms/worksheets forwarded to the shift responsible for maintaining local records. Such entries will be approved by the shift supervisor on duty.
- C. The TIME SYSTEM ENTRY FORM will be completed with all necessary information and given to a validation officer for checking the accuracy of the entry.
- D. Upon the recovery or notification of recovery of entered articles, the terminal operator on duty will immediately CANCEL the entry record and forward the cancellation and all forms/worksheets to the validation officer.
- E. Retention period for Articles is one year plus year of entry.

XV. ENTRY/CANCELLATION GUNS

- A. When guns are submitted for entry into the system, the guns will be ENTERED by the terminal operator on duty.
- B. Guns that are recovered by this department and that are not reported as stolen are to be entered into the Recovered Gun file. Prior to making an entry into the Recovered Gun file, the Stolen Gun files are to be queried in order to determine if the weapon has been reported stolen.
- C. If circumstances necessitate immediate entry into the system of guns, the guns may be entered by the terminal operator on duty with the entry and all forms/worksheets forwarded to the validation officer to be checked for accuracy.
- D. The TIME GUNS WORKSHEET will be completed with all necessary information and given to a validation officer for checking the accuracy of the entry.
- E. Upon the recovery or notification of recovery of entered guns, the terminal operator on duty will immediately CANCEL the entry record and forward the cancellation and all forms/worksheets to the validation officer.
- F. Retention of Stolen Gun entry – Indefinite. Retention of Recovered Gun is two years plus year of entry.

XVI. RECOVERY OF ITEMS (VEHICLES, SECURITIES, BOATS, ARTICLES, GUNS)

- A. Queries will be made of the system on any item recovered by a member of the Port Washington Police Department.
- B. Members of the department who either recover or are notified of the recovery of any item having been reported to the department as stolen/missing and entered into the TIME System, shall be responsible to notify their immediate supervisor of the recovery and shall forward notification of the recovery to the records division for cancellation of the item from the system.
- C. The notification and cancellation of recovered items is paramount in maintaining the integrity of the system and in minimizing the department's liability.

XVII. HIT CONFIRMATION

- A. Confirming a hit means to contact the agency that entered the record to ensure that the person or property inquired upon is identical to the person or property identified in the record, ensure that the warrant, missing person report, protection order or theft report is still outstanding, and obtain a decision regarding the extradition of a wanted person when applicable, information regarding the return of the missing person to the appropriate authorities, information on the conditions of a protection order or information regarding the return of stolen property to its rightful owner.
- B. Hit Confirmation Levels: There are two levels of priority when requesting to responding to a hit confirmation.
 - 1. Urgent: An agency must respond to the requesting agency within ten minutes advising either the status of the validity of the entry and other information pertaining to the case or advising the amount of time it will take to respond to the request with the needed information. This priority should be used where the hit is the only basis for detaining a suspect, or the nature of the case requires urgent confirmation.
 - 2. Routine: An agency must respond to the requesting agency within one hour advising either the status of the validity of the entry and other information pertaining to the case or advising the amount of time it will take to respond to the request with the needed information. Generally this is used then the person or property is being held on local charges and urgent confirmation is not needed.
- C. Hit Confirmation Request Steps
 - 1. Check the computer results with the original query.
 - 2. Check with the requesting person for additional information.

3. Check with the ORI to verify the record.
 4. Obtain hard copy documentation.
 5. Query all identifiable data not queried originally.
- D. Hit Confirmation Responses – If an agency maintains entries into the data files of CIB/NCIC they are required to ensure hit confirmation is available 24 hours a day. When a request for hit confirmation is received this department will respond within the specified time period. Remember, this response does not necessarily need to confirm the hit, but must at least acknowledge the hit request and provide an approximation of the amount of time it will take to confirm the hit. The operator receiving the hit request should retrieve the case file involved and check the file to ensure the entry is valid. The operator should make sure the requesting agency is within any geographic/extradition restrictions specified. If the entry is valid and the requesting agency is within the specified limits, the operator should advise the requesting agency of the validity of the hit and request information of the holding agency as to the disposal/retrieval of the person/property. Once the hit has been confirmed and the requesting agency advises they have the person/property in custody, the original entry should be cancelled. It is not permissible to wait until the person or property is in this agency's custody before canceling the record. The only exception to this process would be the use of the detainer in regards to the wanted person file.

XVIII. CRIMINAL HISTORY RECORD INFORMATION

- A. The CHRI program within the TIME System provides for the exchange of criminal history information on individuals intrastate and interstate.
- B. NLETS has a prescribed policy pertaining to CHRI which complies with the U.S. Department of Justice Rules & Regulations. Terminal operators will familiarize themselves with the NLETS policy as provided in the TIME Operator's Manual. NLETS policies apply to all Wisconsin law enforcement agencies.
- C. The Port Washington Police Department will make only authorized CHRI requests. Hard copies of CIB or CIB records may be attached to arrest or investigation reports to assist an officer in a continuing investigation.
 1. Teletype hard copies are considered property of the State of Wisconsin. The Port Washington Police Dept. shall be prohibited from relinquishing hard copies to any agency or person other than law enforcement.
 2. Open records requests will be honored by releasing Port Washington Police Dept. records only. Teletype hard copies are considered property of the State of Wisconsin to be released only under state authority.

- D. All CHRI requests will be made using the proper message key (format). Do not use an administrative message for CHRI requests.
- E. When replying to CHRI requests made to the department by other agencies, reply only to those requests that have been made using the proper format. Do not use an administrative message to send a reply. Use the proper message key (format).
- F. Requests for CHRI and III (Interstate Identification Index) queries must be logged in the Dissemination Log showing who requested the information and for what purpose.
- G. A secondary dissemination log is to be kept for III and State of Wisconsin CHRI records and be maintained for one year from the date of inquiry. This log must be completed whenever a record is transferred to another criminal justice agency or an individual within another criminal justice agency, or to anyone legally entitled to receive such information who is outside the original receiving agency. This log shall include the name of the individual within the criminal justice agency to whom the response is given. This log is to be located in the file cabinet in the Records Bureau.
- H. Individuals wishing a copy of their record from CIB or the FBI, or other public requests for CHRI will be directed to either CIB or the FBI, as appropriate. Persons requesting Wisconsin CHRI may receive Wisconsin adult criminal history record information under the provisions of the Wisconsin open records law. Information can be obtained by completing the appropriate form, paying the appropriate fees, enclosing a self-addressed envelope and contacting: WI Dept. of Justice, CIB, Record Check Unit, PO Box 2688, Madison, WI. Further information and forms are available on the DOJ website. Public requestors may also be directed to the website: www.doj.state.wi.us/dles/cib. This information can be supplied to police officers from other jurisdictions under exceptional circumstances.
- I. When making a query of an automated Criminal History Record, the operator will enter the last name of the person requesting the record and the purpose of the request in the attention line of the query screen.
- J. Record checks from military recruiters will be honored for Port Washington Police Dept. adult records only. CIB, DOT, and NCIC records must be obtained through the proper channels by the recruiter. The recruiter will need to contact Juvenile Court for any juvenile records.
- K. Purpose Codes – Requests for CHRI must be submitted in the proper format specified by CIB/NCIC. This format requires that each request for CHRI utilize the property purpose codes. Authorized purpose codes include the following.
 - 1. Purpose Code C – Criminal justice/law enforcement purposes.

2. Purpose Code J – Criminal justice/law enforcement employee applicants.
3. Purpose Code D – Domestic violence and stalking (for court use only).
4. Purpose Code H – Public housing applicants.
5. Purpose code F – Return of firearms to a lawful owner.
6. Purpose Code E – Other authorized employment or licensing purposes (CIB only). There is a fee.

XIX. DEPARTMENT OF TRANSPORTATION INFORMATION

- A. Members of the Port Washington Police Department will not directly disclose driver's license information (status/record) to any person other than a court, district attorney, county corporation counsel, city attorney, or law enforcement agency.
- B. Driver's license information received through the TIME System pertaining to JUVENILES contains information that is by statute confidential, not to be given to the public. This information is to be used for internal use of law enforcement agencies only.
- C. Individuals requesting information on their own driver's license (status/record) and requesting a copy of same, will be referred to the Department of Transportation Office, Driver's License Section, PO Box 7995, Madison, WI 53707-7995.

XX. DEPARTMENT OF MOTOR VEHICLE INFORMATION

- A. Members of the Port Washington Police Department will not disclose motor vehicle registration information to any person other than a court, district attorney, county corporation counsel, city attorney or law enforcement agency.
- B. Individuals requesting motor vehicle registration information will be referred to the Department of Transportation, Motor Vehicle Registration Section, PO Box 7911, Madison, WI 53707-7911.
- C. The Chief of Police or his designee, may authorize the release of motor vehicle registration information on an individual case basis.

XXI. ADMINISTRATIVE MESSAGES

- A. All messages sent on the TIME System must deal with authorized law enforcement related matters.
- B. Prohibited administrative messages as outlined in the TIME Operator's Manual will not be sent by terminal operators.
- C. All-point messages must be sent from TSCC and be in accordance with the regulations as described in the TIME Operator's Manual.
- D. Area broadcast messages will only be sent in accordance with the procedures set forth in the TIME Operator's Manual. Area broadcast messages should not be sent in lieu of a record entry (wanted or stolen).
- E. NLETS regional messages must meet the same criteria as an administrative message. Each NLETS region includes the FBI NCIC Control Center in Washington, D.C. It is not necessary to receive approval from TSCC to initiate NLETS regional broadcast messages.

XXII. SPECIAL MESSAGE KEYS

- A. \$ messages are information messages from NCIC that require action to be taken. Except for warrants, when one of these messages is received, attach it to a supplemental report explaining the message. A copy of all supplemental reports dealing with \$ messages are to be forwarded to the validation officer. The \$ messages fall into one of four categories.
 - 1. \$L (Locate) A \$L can be received at any time and is sent by NCIC when they cancel an entry from their files. If a \$L message is received, query the entry to ensure that it has been purged.
 - (a) If the entry is for a warrant, remove the warrant from the file and attach the \$L message to it. Process that warrant the same as any other cancelled warrant and place the information in the court clerk's tray and a note left for the validation officer.
 - (b) If the entry is for any other type of entry, complete a supplemental report and forward for processing.

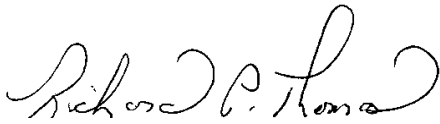
- (c) In addition to receiving a locate message, one will be sent to TSCC via Admin. Message advising the record to be located, the reason for the locate, and our agency case number assigned to this incident. One will be placed after going through hit confirmation and the originating agency did not modify/cancel their record.
- 2. \$M (Possible Match) – This message is received on the midnight shift on the morning following an entry or update to a Missing Person or Unidentified Person record. The message indicates that the physical description used in a missing person or unidentified person entry matches the physical descriptors in an existing unidentified person or missing person entry. Due to the search criteria used by NCIC, the possibility of an exact match is remote.
 - (a) PROCEDURE
 - (1) Inquiry into NCIC number marked on the notification
 - (2) Advise officer in charge of the notification.
- 3. \$N (No Match) – This message is received on the midnight shift on the morning following an entry or update to a Missing Person or an Unidentified person record. The message indicates that the physical description used in a missing person or unidentified person entry does not match the physical descriptors in any existing unidentified person or missing person entry.
 - (a) PROCEDURE
 - (1) Do a supplement and attach the \$N to the supplement
 - (2) A copy of the supplement and all teletypes are to be forwarded to the validation officer.
- 4. \$B (File-Transfer-Ready Notification) – This message is transmitted to an ORI whenever a file is available for retrieval. This situation occurs when excessive hits resulting from an inquiry are transmitted and a response to a batch inquiry is transmitted.
- 5. \$D (Duplicate Vehicle) – When a vehicle locate, clear, or cancel transaction is processed by NCIC and there are duplicate records on file, this message is sent to the owner(s) of the duplicate records. If such a message is received, the terminal operator will query the possible duplicate record and forward the message and a copy of the possible duplicate record to the investigating officer for the case.

6. \$E (Quality Control Notice/Serious Error) - When errors are identified in entries to the CIB/NCIC files, the entering agency is advised of the error through receipt of a \$E Serious Error Notification from NCIC or a Quality Control Notice from CIB. Both advise of a significant error in a specific entry. NCIC Serious Error Notifications indicate the erroneous record has been removed from the file, whereas a CIB Quality Control Notice generally advises the agency of the error and provides a deadline for correcting it. The receipt of such a message by this department will cause the error to be corrected and the record to be re-entered, as necessary. If correct information is not readily located in the case file, the case will be forwarded to a supervisor to be assigned to a department member for follow-up investigation to attempt to locate correct information for entry to the database.
7. \$G (Gang) - When an originating agency no longer has an interest in a violent gang/terrorist organization record or the record (interest) has been entered in error, the originating agency may cancel the record. If the "oldest" agency (primary ORI) cancels the record, that agency's ORI and POC are removed. If there are no other agencies associated to the record, the entire record is canceled. If there are other agencies associated to the record, ownership of the record is transferred to the next "oldest" agency which then becomes the primary ORI. Cancellation by any agency other than the primary ORI simply removes that agency's ORI and POC from the record. If a message is received advising that this agency is now the primary ORI responsible for a gang/terrorist organization record it will be forwarded to a supervisor.
8. \$H (Delayed Hit) A message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days. A message is also sent to the ORI of an inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiring agency will potentially receive hit responses for 5 days after the initial inquiry was made. Upon receipt of a delayed hit message indicating this department was the inquiring agency, the validation officer will make a reasonable effort to ascertain what terminal/officer initiated the query. The validation officer will also query the possibly wanted subject/vehicle to attempt to ascertain if the subject/vehicle is still wanted. If the entry is still active, and the validation officer is able to ascertain who initiated the query, the validation officer will advise a supervisor of the information. The information will then be forwarded to the initially inquiring officer and/or presented to all staff in an attempt to locate the subject/vehicle.
9. \$H (Originating Agency Notification) A message is sent to the ORI of record when an inquiry, enter, or modify transaction results in a hit response; and the Notify Originating Agency flag (NOA) is set to Y in a NCIC 2000 formatted record.

10. \$I (Investigative Interest) NCIC has developed a concept to create a supplemental entry that allows agency's to indicate an investigative interest on another law enforcement agency's NCIC record entry. This concept pertains to any type of record entry that is currently listed in the NCIC files. If an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s), but it is recommended that they do so. Multiple agencies can append their interest to an NCIC base record. An \$I Investigative Interest Notification is sent to the ORI of the record when an investigative interest supplement record is entered or cancelled.
11. \$J (Emancipated Juvenile) This message is sent to the ORI of a wanted juvenile record when the individual of the record reaches the age of emancipation. The message may be generated by NCIC or CIB. Upon receipt of this message the validation officer will make contact with the city attorney, district attorney, or court to ascertain whether the warrant should remain on the system, be cancelled, or be reissued charging the subject as an adult.
12. \$K (Incomplete Missing Person) NCIC will automatically review missing person entries to determine if information is present in the aforementioned fields. If one or more of the fields is missing data, a message (\$K) will be sent via the TIME System to the entering agency. This message should serve as a reminder to make contact with the source of the missing person entry to determine what additional information can be added to the entry. If the entry is updated, the entry will again be searched against other entries. Upon receipt of a \$K message, it will be forwarded to the investigating officer of the case, along with a request he/she attempt to obtain the missing information and forward it to the appropriate personnel for entry into the system.
13. \$O (Incarcerating Agency – NCIC has created the ability for law enforcement agencies to enter detainer information to an NCIC wanted person record, after a positive hit confirmation response has been received. In Wisconsin there is no ability for an agency to enter this data. However, a detainer in NCIC may generate a \$O Incarcerating Agency Notification to a Wisconsin agency. This message provides formal notification via the TIME System that an NCIC detainer has been filed. This message will be forwarded to appropriate personnel and retained in the detained subject's file to ensure staff is aware of the fact another agency wishes to take custody of the subject.

14. \$P (Purge) - This message is sent when a record has been retired because it has reached the end of its retention period. This message may be generated by NCIC or by CIB, and may be sent to the entering agency via the TIME System or US Mail. Upon receipt of the annual purge listing of articles, vehicles and parts, the case file should be annotated to show that the record has been purged from the computer files.

DATE:



Chief Richard P. Thomas

APPROVED:

12/4/09

SECONDARY DISSEMINATION LOG FOR CHRI RECORDS

DATE	SENT TO	COMPLAINT #	OFFICER ASSIGNED