

NCIC TRAINING OUTLINE

I _____ have been shown how to and understand how to do the below listed items as indicated by initials and/or signature.

Initials Date of Training

Articles:

- How to make an inquiry for an Article
- How to properly enter an Article (single or consecutive)
- How to make modification(s) to an Article (single or consecutive) that has been previously entered
- How/When to Clear and/or Cancel an Article entry

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Boats:

- How to make an inquiry for a Boat
- How to properly enter a Boat
- How to make modification(s) to a Boat that has been previously entered
- How/When to Clear and/or Cancel a Boat entry

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Criminal History:

- When to run a Criminal History
- What purpose code to use when running a Criminal History
- Identify the requester and reason in the ATN Field
- When to run the QR
- When to run the FQ
- When to run the ZR

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Drivers License:

- How to run a D/L (27) by name and date of birth
- How to run a D/L (27) by name only
- How to run a D/L (27) by OLN/SSN
- How to get a photo in when running a D/L
- Get photos from others states

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Initials Date of Training

Gun:

- How to make an inquiry for a Gun
- How to properly enter a Gun
- Knowing the difference between a lost, stolen, recovered, and felony Gun
- How to make a modification(s) to a Gun that has been previously entered
- How/When to Clear and/or Cancel a Gun entry

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License Plate:

- How to make an inquiry for a License Plate
- How to properly enter a License Plate
- How to make a modification(s) to a License Plate that has been previously entered
- How/When to Clear and/or Cancel a License Plate entry

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Missing Person:

- When to enter a Missing Person
- Making the determination between Child and Adult
- What circumstances determine which Message Key to use
- How to make a modification(s) to a Missing Person that has previously been entered
- How to enter Supplemental Data to a Missing Persons entry
- How/When to Clear and/or Cancel or Locate a Missing Persons entry

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Person with Information:

- How to properly enter a Person with Information
- How to make a modification(s) to a Person with Information that has been previously entered
- How to enter Supplemental Data to a Missing Persons entry
- How/When to Clear and/or Cancel a Person with Information entry

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NLETS Help Files (AM):

- How to make a query for another states D/L information
- How to make a query for another states License Place information
- How to properly utilize all other areas of this form

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Initials Date of Training

ORI Funcations:

How to get another agencies contact information
How to locate another agencies ORI

Vehicle Registration Queries:

How to make an query using License Plate information
How to make an query using a VIN (Vehicle Identification Number) information

Securities:

How to make an inquiry for Securities
How to properly enter Securities and Consecutively Serialized Securities
How to make a modification(s) to Securities that has been previously entered
How to properly locate Securities and Consecutively Serialized Securities
How/When to Clear and/or Cancel a Securities or a Consecutively Serialized Securities entry

Unidentified Persons:

How to make an inquiry for Unidentified Persons
How to properly enter Unidentified Person and selection of a proper form (Deceased (EUD), Catastrophe Victim (EUC), and Unidentified Person – Living (EUL)
How to make a modification(s) to a Unidentified Person that has been previously entered
How to enter Supplemental Data to a Unidentified Persons entry
How/When to Clear and/or Cancel a Unidentified Person entry

Wanted Person:

How to make an inquiry for a Wanted Person (QW/QWI)
How to properly enter a Wanted Person
How to make a modification(s) to a Wanted Person that has been previously entered
How to enter Supplemental Data to a Wanted Person entry
How to place a Detainer on a Located Wanted Person
How/When to Clear and/or Cancel a Wanted Person entry

Initials Date of Training

Vehicles:

- How to make an inquiry for a Vehicle
- How to properly enter a Vehicle
- How to make a modification(s) to a Vehicle that has been previously entered
- How/When to Clear and/or Cancel a Unidentified Persons entry

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Violent Persons:

- How to properly enter Violent Persons
- How to make a modification(s) to Violent Persons that has been previously entered
- How to enter Supplemental Data to a Violent Persons entry
- How/When to Clear and/or Cancel a Violent Persons entry

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Hit Confirmations:

- How to send a YQ Message
- How to send a YR Message
- How to send a Locate Message
- What the time restraints are between Urgent and Routine

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Administrative Messages:

- How to send an In-State/Out-State Admin Message (AM)
- When/How to use a Group Code
- When/How to send a Statewide Broadcast Message

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III Misuse Acknowledgment:

Has a signed Misuse Acknowledgment Form on file

_____	_____
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By my signature below I acknowledge that I have been fully instructed/trained in all the above areas pertaining to NCIC procedures, policies, and protocols with regard to and in accordance with the National Crime Information Center Operating Manual.

Trainee / NCIC Operator

TAC / Training Officer

Date

Date