

TRAINING OUTLINE

(Inquiry)

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
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Articles:

How to make an inquiry for an Article (Single or Consecutive)

When to place a locate on an Article entry

How to place a locate on an Article entry

_____	_____
_____	_____
_____	_____

Boats:

How to make an inquiry for a Boat (QB)

When to place a locate on a Boat entry

How to place a locate on a Boat entry

How to check for boat registration (BQ)

_____	_____
_____	_____
_____	_____
_____	_____

Criminal History:

How to run a (QH) index record existence

What purpose code to use when running a Criminal History (QH)

Coding the ATN field (identify the requester and reason/purpose)

When to run the (QR) criminal history record

When to run the NLETS (IQ) inquiry

When to run the NLETS (FQ) record inquiry

When to run the (ZR) FBI/SID index

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Initials Date of Training

Gun:

How to make an inquiry for a Gun
How/When to place a locate on an Gun entry

License Plate:

How to make an inquiry for a License Plate
When to place a locate on a License Plate entry
How to place a locate on a License Plate entry

Missing Person/Person with Information:

How to make an inquiry for a Missing Person/Person with Information (QW/QM/PWI)
When to place a locate on a Missing Person
How to place a locate (DETN/RELD)

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

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 VIN (Vehicle Identification Number) information
When to place a locate on a Vehicle
How to place a locate on a Vehicle

Initials Date of Training

Securities:

How to make an inquiry for Securities
When to place a locate on a Securities
How to place a locate on a Securities

Unidentified Persons:

How to make an inquiry to Unidentified Persons using the BPS field

Wanted Person:

How to make an inquiry for a Wanted Person (QW/QWI)
When to place a locate on a Wanted Person
How to place a locate on a Wanted Person

Vehicles:

How to make an inquiry for a Vehicle
How/When to place a locate on a Vehicle
How/When to place a locate on a Vehicle

Violent Persons:

How to make an inquiry for a Violent Person
When to place a locate on a Violent Person
How to place a locate on a Violent Person

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

Initials Date of Training

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

III Misuse Acknowledgment:

Has a signed Misuse Acknowledgment Form on file

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

Trainee/NCIC Operator

TAC/ Training Officer

Date

Date