

MISSING PERSONS



NEW FIELDS

- MISSING PERSON CIRCUMSTANCES THE MISSING PERSON CIRCUMSTANCE WILL DRIVE THE MKE SELECTION. FOR EXAMPLE, AN ENDANGERED MISSING JUVENILE WOULD BE ENTERED WITH MKE/EME INSTEAD OF EMJ
- CAUTION/MEDICAL CONDITIONS (CMC FIELD)
- ETHNICITY
- CITIZENSHIP
- DNA

- DNA LOCATION
- JEWELRY IS NOT A NEW FIELD BUT HOW TO MODIFY IT IS NEW
 - OPTIONAL LINKAGE INFORMATION



VOID IS NOW CANCEL



THERE ARE TWO WAYS TO ACCESS EACH FORMAT

- QUICK QUERY BAR
- FORMSTREE



EM - NCIC Enter Missing Pers	on				
Header Information					
* <u>M</u> essage Key	1	<u>D</u> RI			
	T	L0849624 = ISP INFORMATION SERVICES E	BUREAU SPRINGFIELD 🔻		
Incident Information				Juvenile MKEs have been eliminated	
*Last Contact Date *Missing Po	erson <u>M</u> P Circumsta	nces			
I except − EMJ AND EMJC					
Personal Information					
Caution/Medical Condition					
* <u>N</u> ame	* <u>S</u> ex * <u>R</u> ace		h Age Date of Emancipation		
		▼ _/_/			
* <u>H</u> eight * <u>W</u> eight * <u>H</u> air Color	* <u>E</u> ye C	olor <u>S</u> kin Tone	<u>S</u> cars, Marks, Tattoos	▼	
Ethniaitu	Citizenshin				
Ethnicity	Citizenship	<u>S</u> ocial Security # <u>F</u> BI / ▼	UCN # <u>S</u> tate ID #	<u>M</u> iscellaneous #	
<u>F</u>ingerprint Classification	<u>D</u> NA <u>D</u> NA Locatio				
	▼	•			
Body X-rays	<u>C</u> ircumcision	Corrective Vision Prescription	<u>B</u> lood Type	<u>F</u> ootprint	
	▼	▼	▼		
Operator's License State	perator's License #	Expirati <u>o</u> n Year			
					
Vehicle Information					
Vehic <u>l</u> e Color		<u>V</u> ehicle Year <u>V</u> ehicle Make		Vehicle <u>M</u> odel	
▼ I		▼		▼	
Vehicle <u>S</u> tyle	<u>V</u> IN #				
	▼				
	nse Year <u>L</u> icense State	License Type		License #	
▼			▼		

Jewelry						
Jewelry Description						
Jewelry Type						_
Ankle bracelet	Belt buckle	Body Jewelry	Backpack			
Broach or pin	Cigarette lighter, holder, or case	Comb	Cuff links			
Earrings	Key chain	Money clip	Necklace			
Pocket knife	Pocket watch chain	Ring	Tie chain, clasp, or tack			
Wallet or purse	Watch	Wrist bracelet having pendant				
Optional Linkage Info	ge Agency ID Lin <u>k</u> age Case #					
Agency Case Number Agency Case #	r					
		Submit		Clear	Close	

MISSING PERSON MESSAGE KEYS

EM1A = Accident Victim EM1R = Incarcerated Subject EMV = Missing Person - Catastrophe Victim EMVC = Missing Person - Catastrophe Victim - Caution EMD = Missing Person - Disability EMDC = Missing Person - Disability - Caution EMDM = Missing Person - Disability - Mental

EMDP = Missing Person - Disability - Physical EME = Missing Person - Endangered EMEC = Missing Person - Endangered - Caution EMI = Missing Person - Involuntary EMIC = Missing Person - Involuntary - Caution EMJ = Missing Person - Juvenile EMJC = Missing Person - Juvenile EMJC = Missing Person - Other

EMOC = Missing Person - Other - Caution EMES = Missing Person - Senior

TYPE OF MISSING PERSON



MISSING PERSON CIRCUMSTANCES

MP Circumstances					
Must be a valid NCIC 2000-assigned code. (1 - 1 alpha)					
N = Abducted by a noncustodial parent					
S = Abducted by a stranger					
F = Adult - Federally required entry					
R = Runaway	<u>D</u> ate of				

WHEN A MISSING JUVENILE MESSAGE KEY IS SELECTED, THE DATE OF EMANCIPATION BECOMES ACTIVE ON THE FORMAT AND MUST BE COMPLETED BY THE ENTERING OPERATOR



EMJ = Missing Person - Juvenile EMJC = Missing Person - Juvenile - Caution



AGE OF EMANCIPATION IS REQUIRED BY NCIC

THE TRUE DATE OF EMANCIPATION MUST BE CALCULATED BY THE ENTERING OPERATOR AND ENTERED INTO THE FORMAT

FOR EXAMPLE: DATE OF BIRTH IS 07/05/2006, CURRENT AGE IS 15 AGE OF EMANCIPATION IS 18 SOTHE DATE OF EMANCIPATION WOULD BE 07/05/2024

EMN - Enter Missing Supplemental	
Header Information	
ORI	
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD	
Record Identifiers	
* LEADS # * Name	
Supplemental Data	
Caution/ <u>M</u> edical Condition	
<u>A</u> lias <u>A</u> lias	
Date of Birth Date of Birth Scars, Marks, Tattoos	
Miscellaneous # Social Security # State ID #	
Citizenship	
	ense #
Operator's License State Operator's License # Expiration Year	
Vehicle Color Vehicle Year Vehicle Make Vehicle Make	ehicle M <u>o</u> del
Vehicle <u>S</u> tyle <u>V</u> IN #	
I <u>m</u> age # <u>I</u> mage Type	
Submit Clear Close	80
Cicui	

Record Informatio					
* NCIC #	*Agen <u>c</u> y Case #	* <u>X</u> -Rays	* <u>D</u> ental Models ▼		
<u>D</u> entist's Remark	(s]		
Dental Character	istic Information				
* Dental Charact	eristics				-
I X V M 1 2 3 4 5 6 7 8 9	O D F L C R	/ X V M O D I 12 <		/ X V M O D F 23	F L C
10 _ _ _ _ _ 11 _ _ _ _ _		21 _ _ _ _ _ _ _ _ 22 _ _ _ _ _ _ _ _ _ _		32	



REMINDER

After a missing person hot file record has been in the system 30 days, NCIC sends the entering agency a notification message called a \$.K. message, if data is missing from any of the following fields: BLT (Blood Type & Rh Factor), DCH (Dental Characteristics), FPC (Fingerprint Classification), JWT (Jewelry Type), SMT (Scars, Marks, Tattoos). The notification message identifies which field(s) have missing data and provides a copy of the NCIC entry.

If data is available or obtainable for any of these fields it should be entered. If your agency provides entry service for a non-terminal agency, the notification message should be forwarded to them so they can attempt to obtain the missing information.

By Illinois law (20 ILCS 2630/9), agencies are **required** to make every effort to obtain dental records.

Once dental records are obtained, they should be attached to the NCIC portion of the missing record using the Supplemental Dental Entry format.

If dental records were unavailable, this should be documented in the missing record by entering UNK in the DCH field. This will produce a caveat on the record which states that dental characteristics were not available.

MM - Modify Missing Person							
Header Information							
ORI IL0849624 = ISP INFORMATI	ION SERVICES BUREAU SPRINGFI						
Record Identifiers							
*LEADS # *Name							
Message Information							
<u>M</u> KE	<u>O</u> RI		Name of <u>V</u> alidator				
		•	▼				
Incident Information							
Last Contact Date Missing Person	MP Circumstances						
	▼	▼					
Personal Information							
Caution/Medical Condition	Date of Emancipation						
	▼ _/_/						
<u>N</u> ame	<u>S</u> ex <u>R</u> ace	Date of Bir	rth Age <u>P</u> lace of Birth				
	▼	▼ 11			▼		
Height Weight Hair Color	<u>E</u> ye Color	<u>S</u> kin Tone	<u>S</u> cars, Marks, Tattoos		<u>E</u> ti	hnicity	
	▼	▼▼			▼	▼	
Citizenship							
Social Security # FBI /UCN#	State ID # <u>Miscellaneous</u>	# <u>F</u> in	ngerprint Classification	<u>D</u> NA	DNA Location		
			DI 17	_			
<u>B</u> ody X-rays	Circumcision ▼	<u>Corrective Vision Prescription</u>	<u>B</u> lood Type ▼	<u>F</u> ootprint			
Operator's License #		xpirati <u>o</u> n Year					
Vehicle Information							
Vehicle Color	V	ehicle Year <u>V</u> ehicle Make		Vehicle <u>M</u> odel			
▼ /	▼			▼	•		
Vehicle <u>S</u> tyle	<u>V</u> IN #						
	▼						
	se Year License State	License Type		License #			
▼		▼	-				

Sptional Linkage Information				
-	e Agency ID Lin <u>k</u> age C	ase #		
				
Jewelry				
Jewelry Description				
Jewelry Type				
Delete Field	Ankle bracelet	Belt buckle	Body Jewelry	
Backpack	Broach or pin	Cigarette lighter, holder, or case	Comb	
Cuff links	Earrings	Key chain	Money clip	
Necklace	Pocket knife	Pocket watch chain	Ring	
Tie chain, clasp, or tack	Wallet or purse	Watch	Wrist bracelet having pendant	
Miscellaneous Information				
			•	
Agency Case Number				
Agency Case #				

🔲 MD - NCIC Modify Dental		
Header Information		
ORI IL0849624 = ISP INFORMATION SE	RVICES BUREAU SPRINGFIELD	
Record Identifiers		
*NCIC # *Agen <u>c</u> y Case #		
Modifiable Fields		
<u>X</u> -Rays <u>D</u> ental Models <u>D</u> entist's R	emarks	NDIR Data Available
Dental Characteristic Information		
Dental Characteristics		•
/ X V M O D F L C R	/ X V M O D F L C R	/ X V M O D F L C R
		23
		24
2		
		28
		31
	$22 \square \square$	

Submit

Clear



🔚 LM - Locate Missing Person	
Header Information	
ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD	
LEADS Locate NCIC Locate	
Record Identifiers	
*LEADS # *Name	
Required Information * Date of Recovery 03/01/2021 * Disposition Benefits and Effectiveness Recovering Agency Case # Reason For Removal Person Armed •	
Hit Results Missing Persons Found Persons Apprehended	
Value of Recovered Value of Other Value of Contraband	

ORI IL0849624		ON SERVICES BUREAU	J SPRINGFIE	
	, Name			
Other Information				
* <u>D</u> ate of Clear	Reason <u>F</u> or Remova	al <u>R</u> ecovering	Agency ID F	Recovering Agency Case #
* <u>D</u> ate of Clear R 03/01/2021		al <u>R</u> ecovering	Agency ID <u>F</u>	Recovering Agency Case #
	Reason <u>F</u> or Remova		Agency ID <u>F</u>	<u>R</u> ecovering Agency Case #
03/01/2021	Reason <u>F</u> or Remova			
03/01/2021 Benefits and Effe	Reason <u>F</u> or Remova		Agency ID <u>F</u> Persons App	
03/01/2021 Benefits and Effect <u>P</u> erson Armed	Reason <u>F</u> or Remova ctiveness <u>H</u> it Results		Persons App	
03/01/2021 Benefits and Effe	Reason <u>F</u> or Remova ctiveness <u>H</u> it Results		Persons App	rehended

🗉 XI	M - Cance	el Missing Pers	son		
Head	er Inform	ation			
<u>o</u> ri	IL08496	24 = ISP INFO	RMATION SERVICE	S BUREAU SPRING	GFIELD 🔻
Reco	rd Identif	iers			
*LE/	DS#	*Name			
					_
Othou	· Informa	tion			L
			avel Dessen		
• <u>D</u> at		ellation <u>R</u> emo	oval Reason		
03/01	2021				
		Submit	Clear	Close	

XMN - Cancel Missing Supplemental	
Header Information	
<u>O</u> RI	
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD	
Record Identifiers	
*LEADS # *Name	
Supplemental Data	
Caution/Medical Condition	
<u>Alias</u> <u>Alias</u>	
Date of <u>B</u> irth Date of <u>B</u> irth Date of <u>B</u> irth S <u>c</u> ars, Marks, Tattoos	
	▼
Miscellaneous # <u>S</u> ocial Security # <u>S</u> tate ID #	
Citizenship	
License Month License Year License State License Type	License #
	▼
Operator's License State Operator's License # Expiration Year	
Vehicle Color Vehicle Year Vehicle Make	Vehicle Model
	▼
Vehicle <u>S</u> tyle <u>V</u> IN #	
Image Type Image #	
Submit	Class
Submit	Close





EM - NCIC Enter Missing Pers	on					
Header Information						
<mark>≭</mark> Message Key		<u>O</u> RI				
EMEC = Missing Person - Endar	gered - Caution	▼ IL0849624 = ISP	INFORMATION SERVICES B	UREAU SPRINGFIELD 🔻		
Incident Information			INFORMATION SERVICES B	UREAU SPRINGFIELD		
*Last Contact Date *Missing P	erson MP (IL1000400 = PD Circumstances	MARION IL			
	ng person 🔻		•			
Personal Information						
*Caution/Medical Condition						
55 = Alcoholic	-					
* <u>N</u> ame	* <u>S</u> ex	* <u>R</u> ace	<u>D</u> ate of Birth	Age Date of Emancipation	Place of Birth	
HUTCHINSON, PETEY W	M = Male 🔻	U = Unknown	▼ 03/03/2002	19 /_/	IL = Illinois	
★ <u>H</u> eight ★ <u>W</u> eight ★ <u>H</u> air Color		* <u>E</u> ye Color	<u>S</u> kin Tone	<u>S</u> cars, Marks, Tattoos		
600 220 BRO = Brow	/n 🔻	BRO = Brown 🔻	▼	MOLE R CHK = Mole on C	Cheek (face), right	▼
<u>E</u> thnicity	Citizenship		Social Security # FBI/U	UCN # <u>S</u> tate ID #	Miscellaneous #	
•	-		▼			•
Fingerprint Classification	<u>D</u> NA <u>D</u> N	IA Location				
Body X-rays	<u>C</u> ircumcis		ective Vision Prescription	<u>B</u> lood Type	<u>F</u> ootprint	
N = No X-rays available		circumcised 🔻				
- 	<u>)</u> perator's License ‡	# Expiratio	n Year			
						
Vehicle Information						
Vehic <u>l</u> e Color		<u>V</u> ehicle Y	ear <u>V</u> ehicle Make		Vehicle <u>M</u> odel	_
▼ /		▼			▼ \	
Vehicle <u>S</u> tyle	<u>V</u> IN #					
	▼		_			
License Month Lic <u>e</u>	nse Year <u>L</u> icense S		cense Type		License #	
		▼		•		

Jev velry			
Jewelry Description			
Jewelry Type			
Ankle bracelet	Belt buckle	Body Jewelry	✓ Backpack
Broach or pin	Cigarette lighter, holder, or case	Comb	Cuff links
Earrings	Key chain	Money clip	Necklace
Pocket knife	Pocket watch chain	Ring	Tie chain, clasp, or tack
Wallet or purse	Watch	Wrist bracelet having pendant	
Optional Linkage Info	ormation		
	ge Agency ID Lin <u>k</u> age Case #		
Miscellaneous Inform	ation		
Agency Case Numbe	r		
Agency Case #			
ABC1234			



ENTER ACKNOWLEDGEMENT

Received Time:	
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11:49:07 03-31-21

Summary:

EMEC: NAM=HUTCHINSON, PETEY W SEX=M

Source ORI:

IL0849624

🗌 View Message Details

MESSAGE ACCEPTED - DZY 00005 AT 11:49 03/31/2021 MRI-001404

Received Time:							
Received Time:	11:49:10 03-31-21		Source ORI:	IL0849624			
Summary:	EMEC: NAM=HUTCHINS	SON,PETEY W SEX=M					
🗌 View Message Details							
Modify	Clear	Cancel	Enter Supp	Cancel Supp	Enter Image		
CHF LDS/M21A1582 MISSING PERSON EN DLC/2021-03-29 MNP/MP CMC/55 ALCOHOLIC NAM/HUTCHINSON, PETEY W SEX/M R DOB/2002-03-03 AGE/19 HGT/600 SMT/MOLE R CHK CRC/C BXR/N JWT/BK OCA/ABC1234	RAC/U POB/IL						
ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD ENT/DZY OPR/HUTCHIT DTE/2021-03-31 11:49 DLU/2021-03-31 11:49 NIC/M350069428 CONFIRM WITH ORI							
RECORD ENTERED INTO LEADS AND MRI 1410 IN: FH1 147 AT 31MAR2							

OUT: DZY 2 AT 31MAR2021 11:49:10

LEADS NCIC Only * LDS # M21A1582 Other Information M = Mugshot Date of Image /_/ Image M = Mugshot Date of Image /_/ Image M = Mugshot Date of Image /	♥ Open Look In: ● Pictures ● Camera Roll ● Petey.png ● Feedback ● Saved Pictures ● 1123456780.jpg ● 1123456789.jpg ● IMG_0924 (002).jpeg ● PATRICK STAR.png File Name: Petey.png Files of Type: Image Files	V V V V V V V V Cancel
Miscellaneous Information		
Submit	Clear	Close

ENTER ACKNOWLEDGEMENT OF IMAGE

Received Time:	13:03:25 03-31-21	13:03:25 03-31-21		IL0849624				
Summary:	EIM: LDS=M21A1582	EIM: LDS=M21A1582 IMT=M						
🗌 View Message Details								
Query Image	Modify	Cancel						
CHF								
EDZY LDS/M21A1582 IMAGE								
ORI/IL0849624 ORA/ISP INFORMAT	TION SERVICES BUREAU SPF	INGFIELD						
ENT/DZY OPR/HUTCHIT DTE/2021-03-31 13:03 DLU/2021-03-31 13:03 NIC/M350069428								
RECORD ENTERED INTO LEADS AND NCIC								
IMN/I080045191 IMT/M NIC/M350069428 LDS/M21A1582								
MRI 2017 IN: FH1 231 AT 31MAR2021 13:03:25								
OUT: DZY 3 AT 31MAR2021 13:03:25								

CHF

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QUERY:ZW LDS/M21A1582

ZDZY LDS/M21A1582 MISSING PERSON ENDANGERED CAUTION **DLC**/2021-03-29 MNP/MP CMC/55 ALCOHOLIC NAM/HUTCHINSON, PETEY W SEX/M RAC/U POB/IL DOB/2002-03-03 AGE/19 HGT/600 WGT/220 HAI/BRO EYE/BRO SMT/MOLE R CHK CRC/C BXR/N JWT/BK OCA/ABC1234 ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD

ENT/DZY OPR/HUTCHIT DTE/2021-03-31 11:49 DLU/2021-03-31 11:49 NIC/M350069428 CONFIRM WITH ORI

IMN/I080045191 IMT/M IMAGE TYPE:M NAM: HUTCHINSON, PETEY W DOB: 20020303

RAC:U HGT:600 WGT:220 DOI: