

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				Invenile MKEs have been eliminated	
*Last Contact Date *Missing Po	erson <u>M</u> P Circumsta	nces			
	▼			except – EMJ AND EMJC	
Personal Information					
Caution/Medical Condition					
* <u>N</u> ame	* <u>S</u> ex * <u>R</u> ace	Date of Birth	h Age Date of Emancipation	Place of Birth	
		▼ _/_/		•	
* <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	Secial Security # EBL		Mines llave que #	
			UCN # <u>S</u> tate ID #		
Fingerprint Classification	DNA DNA Locatio				
	▼				
Body X-rays	Circumcision	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 #				
	▼				
License Month Lice	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	prmation ge Agency ID Lin <u>k</u> age Case # nation					
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 Date of Birth Scars, Marks, Tattoos	
Miscellaneous # Social Security # State ID #	
Citizenship	
License Month License Year License State License Type License	ense #
Operator's License State Operator's License # Expiration Year	
Venicie Color Venicie Year Venicie Make Ve	anicie Model
Vehicle Style VIN #	
Image # Image Type	
Submit	80
Cicui	

Record Informatio *NCIC #	* Agen <u>c</u> y Case #	<u>* X</u> -Rays <u>* D</u> ental Mod	iels
Dentist's Remarks	s		
	-		
Dental Characteri	stic Information		
* Dental Characte	eristics		•
7 X V M 1 2 3 4 5 6 7 8 9	O D F L C R	7 X V M O D F L C R 12	7 X V M O D F L Q 23 Q
		21	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				
		•	r				
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	nicity	
	▼	▼▼			▼	▼	
Citizenship							
Social Security # FBI /UCN#	State ID # <u>Miscellaneous</u>	<u>f Ein</u>	gerprint Classification	<u>D</u> NA	DNA Location		
			DI 17				
Body X-rays		<u>Corrective Vision Prescription</u>					
Operator's License #	Operator's License State	vniration Vear					
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 #						
	▼						
License Month Licens	se Year <u>L</u> icense State	License Type		License #			
▼		▼	-				

Ontional Linkage Information				
Notify Agency <u>L</u> inkage	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 #				

D - NCIC Modify Dental		×
Header Information		
ORI IL0849624 = ISP INFORMATION SE	RVICES BUREAU SPRINGFIELD	
Record Identifiers		
*NCIC # * Agency Case #		
Modifiable Fields		
X-Rays Dental Models Dentist's R	emarks	NDIR Data Available
- Dontal Characteristic Information		
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
9	20 0 0 0 0 0 0 0 0 0 0 0	31
	21	32
	22	

Submit

Clear



Header Information					
ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD					
LEADS Locate NCIC Locate	Deserd Identifiers				
Record Identifiers					
*LEADS # *Name					
Required Information					
• Date of Recovery 03/01/2021					
* D <u>i</u> sposition					
Bonofite and Effectiveness					
Denents and Ellectiveness					
Recovering Agency Case #	Reason For Removal Person Armed				
Recovering Agency Case #	Reason For Removal Person Armed				
Recovering Agency Case #	Reason For Removal Person Armed Missing Demons Found Demons Angeland				
Recovering Agency Case #	Reason For Removal Person Armed Image: Missing Persons Found Persons Apprehended				
Recovering Agency Case #	Reason For Removal Person Armed Missing Persons Found Persons Apprehended				
Recovering Agency Case # Hit Results	Reason For Removal Person Armed Missing Persons Found Persons Apprehended Missing Persons Found Persons Apprehended				
Recovering Agency Case #	Reason For Removal Person Armed Missing Persons Found Persons Apprehended Missing Contraband Image: Contraband				
Recovering Agency Case #	Reason Eor Removal Person Armed Missing Persons Found Persons Apprehended Her Value of Contraband				
Recovering Agency Case # Hit Results Value of Recovered Value of Othe	Reason For Removal Person Armed Missing Persons Found Persons Apprehended Missing Contraband Clear				

Record Identifiers				
*LEADS # *	Name			
Other Information				
* Date of Clear R	eason For Remov	al Recovering	Agency ID Recov	ering Agency Case #
03/01/2021		▼		
D	4			
Benefits and Effec	tiveness			
Benefits and Effect	tiveness <u>H</u> it Results	<u>F</u>	ersons Apprehen	ded
Benefits and Effect Person Armed	tiveness <u>H</u> it Results ▼	<u>F</u>	ersons Apprehen	ded
Benefits and Effect Person Armed <u>M</u> issing Persons I	tiveness <u>H</u> it Results ▼ Found	F ▼ Value of Recovered Va	ersons Apprehen	ded ie of <u>C</u> ontraband

🗉 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			
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Othou	Informa	tion			L
	nitorina	uon allatian Dami	avel Dessen		
^ <u>D</u> at	e of Cano	cellation <u>R</u> emo	oval Reason		
03/01	2021				
		ubmit	Clear	Close	

Header Information	
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD	
Record Identifiers	
*LEADS # *Name	
Supplemental Data	
Caution/ <u>M</u> edical 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 Scars, Marks, Tattoos	_
<u>M</u> iscellaneous # <u>S</u> ocial Security # <u>S</u> tate ID #	
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





LET'S MAKE A MISSING PERSON ENTRY

EM - NCIC Enter Missin	ng Person										
Header Information		_									
★ <u>M</u> essage Key			<u>o</u> ri								
EMEC = Missing Person -	Endangered - C	Caution	▼ IL0849	624 = ISP INFO	RMATION SERVICES E	BUREAU SPRINGF					
Incident Information			IL0849	624 = ISP INFO	RMATION SERVICES E	BUREAU SPRINGF	IELD				
*Last Contact Date *Mis	sing Person	MP C	ircumstances	400 = PD MARI	ON IL						
03/29/2021 MP =	= Missing perso	n 🕶 📃			•						
Personal Information											
* Caution/Medical Condition	on										
55 = Alcoholic		•									
* <u>N</u> ame	* <u>S</u> ex	,	* <u>R</u> ace		Date of Birth	n Age Date of Em	ancipation Pla	ace of Birth			
HUTCHINSON, PETEY W	M = N	Male 🔻	U = Unknown		▼ 03/03/2002	19 _/_/	IL	= Illinois			•
* <u>H</u> eight * <u>W</u> eight * <u>H</u> air	Color		* Eye Color	<u>S</u> kir	1 Tone	<u>S</u> cars, Marks, Ta	ittoos				
600 220 BRO	= Brown	•	BRO = Brown		•	MOLE R CHK =	Mole on Cheel	k (face), right		▼	
<u>E</u> thnicity	Citize	nship			<u>Social Security #</u> BI/	UCN # <u>S</u> tate	ID # N	<u>/</u> iscellaneous #			
	▼			•						▼	
Fingerprint Classification	DNA	<u>D</u> N/	A Location								
		▼									
Body X-rays		<u>C</u> ircumcisi	on	<u>C</u> orrective	Vision Prescription	<u>B</u> lood Type	<u> </u>	ootprint			
N = No X-rays available	•	C = Was ci	rcumcised	▼				•			
Operator's License State	<u>O</u> perator'	s License #		Expirati <u>o</u> n Year	'						
	•										
Vehicle Information											
Vehic <u>l</u> e Color				<u>V</u> ehicle Year <u>\</u>	<u>/</u> ehicle Make		\	Vehicle <u>M</u> odel			
	▼ I		•				▼				
Vehicle <u>S</u> tyle	<u></u> IN	#									
	▼										
License Month	Lic <u>e</u> nse Year	License S	tate	License	Туре		Lice	nse #			
∣				•							

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		
Notify Agency Linka	ge Agency ID Lin <u>k</u> age Case #		
			
Miscellaneous Inform	ation		
Agency Case Numbe	ſ		
Agency Case #			
ABC1234			



ENTER ACKNOWLEDGEMENT

Rece:	ived	l 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:	11:49:10 03-31-21		Source ORI:	IL0849624					
ummary: EMEC: NAM=HUTCHINSON, PETEY W SEX=M									
🗌 View Message Details									
Modify	Clear	Cancel	Enter Supp	Cancel Supp	Enter Image				
CHF									
LDS/M21A1582 MISSING PERSON E	NDANGERED 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 INFORMA	TION SERVICES BUREAU SPF	INGFIELD							
ENT/DZY OPR/HUTCHIT DTE/2021-	03-31 11:49 DLU/2021-03-	31 11:49 NIC/M3500694	28						
CONFIRM WITH ORI									
RECORD ENTERED INTO LEADS AND	NCIC								
MRI 1410 IN: FH1 147 AT 31MAR	2021 11:49:10								

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

LEADS NCIC Only * LDS # M21A1582 Other Information * Image Type M = Mugshot Date of Image _/_/ Image	Comera Roll Camera Roll Camera Roll Camera Roll Camera Roll Feedback Saved Picture I123456780.jpg I123456789.jpg I123456789.jpg I123456789.jpg IMG_0924 (002 PATRICK STA File Name: Files of Type:	ures Petey.png s j j 2).jpeg R.png etey.png nage Files	
Miscellaneous Information	_		open
Submit		Clear	Close

ENTER ACKNOWLEDGEMENT OF IMAGE

Received Time:	13:03:25 03-31-21		Source ORI:	IL0849624			
Summary:	EIM: LDS=M21A1582	IMT=M					
🗌 View Message Details							
Query Image	Modify	Cancel					
CHF EDZY LDS/M21A1582 IMAGE ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD ENT/DZX_OPP/HUTCHIT_DTF/2021-03-31_13:03_DIH/2021-03-31_13:03_NIC/M350069428							
RECORD ENTERED INTO LEADS AND IMN/I080045191 IMT/M NIC/M350 MRI 2017 IN: FH1 231 AT 31MAR OUT: DZY 3 AT 31MAR2021 13:03	NCIC 069428 LDS/M21A1582 2021 13:03:25 :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

