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**CHAPTER 10:  
SECTION 01:**

**GANG FILE  
INTRODUCTION**

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**I. PURPOSE OF THE GANG FILE**

- A. The Gang File Gang File has been designed to provide identifying information about violent criminal gangs and members of those gangs to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about gangs and members to facilitate criminal investigations.
- B. Since Gang File information is based, in part, on investigative information not previously subject to independent judicial review, strict adherence to policy on the security, use, and dissemination of Gang File information is necessary.
- C. Gang File information is exclusively for the use of criminal justice agencies for criminal justice purposes. **In no case should Gang File information be disseminated to any non-criminal justice agency.**
- D. The security measures to be accorded criminal history record information as set out in the CJIS Security Policy should be followed with respect to the Gang File and the information contained therein.
- E. Group Reference Capability (GRC)
  - 1. The GRC enables the on-line entry and retrieval of records for qualifying gangs by group and subgroup name. Though searchable by either group or subgroup, it is unlikely that searching by group will yield results specific enough for practical use. While providing limited group identifying information, the main feature of the GRC is to identify those agencies which are willing to provide more details on a particular gang. Therefore, multiple agencies may be listed as references in a single record.
- F. Group Member Capability (GMC)
  - 1. The GMC enables online entry and retrieval of information about qualifying gang members using name and/or numeric identifiers or vehicle information.
  - 2. The GMC has two major functions:
    - a. Protecting the street officer.

- (1) An automatic cross-search of the Gang File with all persons inquiries, such as a QW, will result in early notification and warning that a subject encountered by an officer may be a potentially violent gang member.
- b. Promoting the exchange of information about specific gangsters.
  - (1) This function is accomplished by reference to the ORI and Originating Agency Case Number (OCA) of the record-entering agency allowing further, more extensive contact between the agencies. This feature is augmented by use of the GRC (Group Reference Capability) to obtain more information about the particular gang and subgroup listed in the GMC record.
3. Entry of a gang in the Group Member Capability is predicated on the entry or preexistence of a GRC record for the group to which that member belongs.
4. Unlike a GRC record, in which multiple agencies can express interest in a single record, GMC records are individually entered by each agency. This enables each agency to place any identifying information, which may differ among agencies, in its own record. Therefore, multiple records on one record subject may be returned to an inquiring agency.
5. Like all NCIC records, probable cause to search or seize is not established by the GMC record standing alone. In any case, arrest of a GMC record subject would not be appropriate based on only his/her group affiliation. A caveat appears with every GMC record warning against search or seizure established solely on the record. This does not mean that a GMC record has no relevance to either reasonable suspicion to investigatively detain a record subject (and perform an accompanying frisk pursuant to such a detention), to arrest a record subject based on probable cause, or to search premises or vehicles based on probable cause.

## **II. CRITERIA FOR ENTRY IN THE GANG FILE**

- A. Agencies must have documentation (electronic or hard copy) on file to support a Gang File entry.
- B. Entry should be made as soon as possible after the supporting documentation has been received.
- C. Group Reference Capability (GRC)
  1. For purposes of entry in the GRC, a gang must meet the following criteria:
    - a. The group must be an ongoing organization, association, or group of three or more persons.

- b. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity or delinquent conduct.
  - (1) Criminal or delinquent conduct includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threat, burglary, and/or carjacking.
  - (2) Delinquent conduct, as with the Wanted Person File, is conduct of a juvenile which would be a crime if committed by an adult.
  - (3) Criminal conduct includes acts committed during incarceration which are often labeled disruptive and which could be punished as crimes.
- c. NOTE: Tagger groups, for example, whose only interest and/or activity is spray painting, do not meet the gang entry criteria. Therefore, this type of information should not be submitted.

D. Group Member Capability (GMC)

- 1. The following criteria must exist with respect to any individual to be entered in the GMC:
  - a. Must be a member of a gang and subgroup thereof which meets the criteria for and is entered in the GRC;
  - b. And has one of the following:
    - (1) A – Has admitted membership in that gang (and subgroup) at the time of his/her arrest or incarceration.
    - (2) I – Has been identified as a gang member by an authorized penal organization.
  - c. Or has any two of the following:
    - (1) B – Has been identified by an individual of proven reliability as a gang member.
    - (2) C – Has been identified by an individual of unknown reliability as a gang member and that information has been corroborated in significant respects.
    - (3) D – Has been observed by members of the entering agency to frequent a known gang's area, associate with known gang members and/or affect that gang's style of dress, tattoos, hand signals, or symbols.
    - (4) E – Has been arrested on more than one occasion with known gang members for offenses consistent with group activity.
    - (5) F – Has admitted membership in the identified gang at any time other than arrest or incarceration.

2. It is not necessary that an agency wishing to enter a GMC record enter or already have on file a GRC record corresponding to the group/subgroup to be entered in the GMC record. It is only necessary that some agency enter such record on file in the GRC.
  3. There is also no requirement that three or more GMC records for a group/subgroup exist to predicate either GRC or GMC records. GRC criteria require only that the group/subgroup identified be of that size. An agency may wish to express interest and/or caution only as to a single member of that group/subgroup and not enter records as to all members of that group/subgroup.
  4. It is expected that record recipients will treat every Gang File record subject with appropriate caution. Entry is based on violent conduct by that identified group. To assist law enforcement officers in being adequately prepared, the term CAUTION, the functional equivalent of ARMED AND DANGEROUS, is printed at the beginning of all GMC records. Any other cautionary information not related to the potential for violence should be placed in the MIS Field or the CMC Field.
- E. For information on the requirements for packing a record, please refer to the Introduction Chapter of this manual.

### **III. GANG GROUP AND SUBGROUP CODES**

- A. The Group Name (GNG) and Subgroup Name (SGN) for a group reference must be a valid NCIC-assigned Criminal Gang group code. These codes are assigned by the National Crime Information Center (NCIC).
- B. For new GNG and/or SGN codes, agencies must submit a Gang Code Request Form to the U.S. Department of Justice, Federal Bureau of Investigation (FBI). A copy of this form can be requested by contacting the ACCESS Section at [access@wsp.wa.gov](mailto:access@wsp.wa.gov).

### **IV. HIT CONFIRMATION**

- A. Refer to the Introduction Chapter for information on how to handle hit confirmation.

### **V. RETENTION PERIOD FOR GANG GROUPS AND GANG MEMBERS**

- A. GRC Records
  1. Single-interest records are retained indefinitely or until removed by the originating agency.
  2. Multiple-interest records are retained indefinitely or until all agencies remove their interest in the record.
- B. GMC Records
  1. A GMC record will remain active until it is cancelled by the entering agency or until the Date of Purge (DOP) is equal to the current date.

- a. Gang File records with the DOP Field containing NONEXP are retained as active records until they are canceled by the entering agency. When the DOP is reached, a \$.P. administrative message will be sent to the originating agency.
  - b. The maximum retention period for a GMC record not containing DOP/NONEXP is 5 years unless entered by a corrections agency. In such case, the 5-year maximum runs from the date that the DOP Field is altered to show release of the record subject from incarceration.
2. A GMC record with a GNG of UNLISTED GROUP will be retired 96 hours after entry. The originating agency will not be notified.
  3. GMC records are retired when a GRC record is fully cancelled. The originating agency is notified via a \$.P administrative message during the next purge cycle.
  4. Multiple agencies may have GMC records for a gang/subgroup based on a single-interest GRC record for that gang/subgroup. Since all agencies' GMC records would be retired on cancellation of the GRC records, an agency wishing to reenter its GMC records would be required to enter a GRC record for that gang/subgroup first. If an agency doesn't want its GMC records retired in the event a GRC is cancelled, it should enter an interest for that GRC record. This ensures the GRC record is not cancelled.
  5. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a GMC record or supplemental record for the year of entry plus 4 years, provided the license information has expired. If the expired license plate is the only searchable identifier in the GMC record, then the entire record will be retired and the originating agency will not be notified.
  6. A non-expiring license plate (LIY/NX) contained in a GMC record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record. Users are not furnished a listing of records from which expired license data are retired.

## **VI. VALIDATION**

- A. GRC records are not validated.
- B. GMC records are validated monthly. Each record entered will be subject to validation three months after entry and annually thereafter.

## **VII. IMAGE DATA**

- A. Refer to the Image File Chapter for information on querying, entering, modifying, and cancelling image data.



**CHAPTER 10: GANG FILE**  
**SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS**

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**I. MESSAGE KEY (MKE) CODES FOR GANG FILE**

	<b>Inquiry</b>	<b>Entry</b>	<b>Modify</b>	<b>Locate</b>	<b>Clear</b>	<b>Cancel</b>
Group Reference Capability	QGG	EGG	MGG	N/A	N/A	XGG
Group Member Capability	QGM	EGGM	MGGM	N/A	N/A	XGGM
	<b>Entry</b>			<b>Cancel</b>		
Supplemental Group		EGGN			XGGN	
Supplemental Member		EGMN			XGMN	

**II. MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AKA	Alias	May include alphabetic, a comma, hyphens, and spaces. The comma must follow the last name. There can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
CMC	Cautions and Medical Conditions	Must be a valid code as listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
CTZ	Citizenship	Must contain a two character alphabetic country code from the State and Country Data Codes of the NCIC 2000 Code Manual.
DLO	DNA Location	A 250 character free text field that explains the location of the DNA sample, contact information, ORI, type of DNA sample available, and the CODIS number. If the DNA field is N or defaulted to N, then the DLO field must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO field must be filled.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown.

		The numbers in the month positions cannot exceed 12. The numbers in the day positions cannot exceed the number of days in the month indicated. The month and date cannot exceed the date entered and cannot be ----0229 when the year is not a leap year. More information in Personal Descriptors, NCIC 2000 Code Manual.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	Must be blank.
DOP	Date of Purge	<p>Must be a valid Gregorian date (YYYYMMDD) or contain XXXXXXXX, YYYYYYYY, or NONEXP.</p> <p>If a valid Gregorian date is entered, then it must be greater than the current date but no greater than five years from the date of entry or the date of modification.</p> <p>If a date is not entered, NCIC will set the DOP to the current date plus five years.</p> <p>A corrections agency can modify the DOP of a subject to XXXXXXXX, stopping the automatic purge date from being run. Upon release from incarceration, the corrections agency must modify the record to either YYYYYYYY or to a date earlier than five years from the modification date. If the DOP is equal to XXXXXXXX or YYYYYYYY, the ORI must end in C.</p> <p>NONEXP should be entered for records that do not expire.</p>
DRS	Identifying Dress	May contain alphabetic, numerics, commas, hyphens, and slashes describing the identifying dress or clothing of the gang.
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
ECR	Criteria for Entry	Must be a valid code listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid code listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
EYE	Eye Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.

FBI	FBI Number/UCN	<p>The field may be one to nine characters. It may be up to seven numbers; or one to six numbers followed by a letter A through H; or one to six numbers followed by a letter J through Z, followed by one or two check digits; or one to six numbers followed by two letters followed by one check digit. If the number contains one letter (J-Z), the check digit(s) will be 1-11.</p> <p>If the number contains two letters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, or C; and the check digit will be 0 to 9. The letters I and O are always invalid.</p> <p>-Or-</p> <p>May be eight alphanumeric characters followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.</p>
FPC	Fingerprint Classification	Must be 20 numbers and/or characters, which are listed in the Personal Descriptors Section of the NCIC 2000 Code Manual. Codes 00 and 50 may not be used.
GNG	Group Name	Must be a valid NCIC-assigned group name code. The last five characters of the field start with an asterisk followed by two characters representing the city followed by two characters representing the state. For emergency entries, the code UNLISTED GROUP must be used until such time as a code can be assigned by the NCIC staff. For more information, refer to Gang Group and Subgroup Codes in the Introduction Section of this chapter.
GTI	Identifying Graffiti	May contain alphabetic, numerics, commas, hyphens, and slashes describing the identifying graffiti used by the gang.
HAI	Hair Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
HDR	Header	Must contain the FROM device identifier, AUX, and TO device identifier. For more information, refer to the ACCESS Interface Standards. To obtain a copy, contact the WSP Customer Services Group at (360) 705-5999.
HGT	Height	Must be three numbers, with the first number representing feet and the second and third representing inches. The second character must be 0 or 1. If the second character is 1, the third must be 0 or 1. It must indicate a minimum of 400 and a maximum of 711.
HND	Identifying Hand Signals	May contain alphabetic, numerics, commas, hyphens, and slashes describing the identifying hand signals used by the gang.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine

		numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a valid code as listed in the Other Transactions Codes, NCIC 2000 Code Manual.
IND	Image Indicator	Must be Y or N.
LIC	License Plate Number	Contains a maximum of ten alpha-numeric characters. It must not be the letters UNK, UNKN, UNKNOWN.  If the VMA is AERO, LIS is US and LIT is PP or NP, the first character in the LIC field must be the letter N. If the license plate number exceeds ten characters, only the last ten should be entered. The full plate number must be shown in the MIS Field. If LIC is entered, then LIS, LIY, and LIT must be entered.
LIC-VCO	Remove Vehicle Data	To remove both the LIC and VIN sets from an entry, a modification message must be sent with MFC "LIC-VCO/."
LIS	License Plate State	Must be a valid code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual. It must be entered if LIC Field is filled.
LIT	License Plate Type	Must be a valid code as listed in the Vehicle Data Codes Section of the NCIC 2000 Code Manual. It must be entered if LIC Field is filled.
LIY	License Plate Year	Must be a valid four character year (YYYY) or the letters NX to represent a non-expiring registration. It must be entered if LIC Field is filled.
LKA	Linkage Case Number	Contains a maximum of 20 alphanumeric characters. It must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. There must be an ORI and matching OCA in the system.  The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA. For further explanation, see LKA above.
MIS	Miscellaneous	<p>Free text. It may contain a maximum of 250 characters for GRC records and 500 characters for GMC records.</p> <p>SVIN must be entered in the MIS Field to disable vehicle edits when an state-assigned, or non-conforming 17-character VIN is entered.</p> <p>For GMC records, aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EGMN).</p> <p>If the entry contains an FBI number/UCN, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.</p> <p>When an agency enters two or more GMC records for individuals who are known to be associating with each other, each existing GMC record entry should be cross-referenced to the other. This cross-referencing can be done by placing the name and NIC of each GMC record in the MIS Field of the other GMC record with an appropriate explanatory notation. Therefore, an agency receiving one of the GMC records will have the information needed to obtain other records.</p>
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabets, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space

		after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (T or Z in the Gang File) followed by either one alphabetic character and eight numeric (ex: TA12345678) or followed by nine numeric characters (ex: T123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the wanted person is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.
OCA	Originating Agency Case Number	The entering agency should ensure the OCA is a unique number assigned to the case within the agency.  Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. Omit any spaces, hyphens, or symbols (i.e. DOE**JJ12345 is entered DOEJJ12345). If OLN is entered, then OLS and OLY must be entered. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
OLS	Operator's License State	Must be a valid code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual. It must be entered if OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
OLY	Operator's License Year	Must represent the year the license expires (XXXX), the alphabetic NX to represent non-expiring. Must be entered if OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
ORI	Originating Agency Identifier	Must be a valid ORI.
ORI1*	Originating Agency Identifier	Must be a valid ORI. This field is used in the modify transaction only.

POB	Place of Birth	Must be a valid code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
POC	Agency Point of Contact	May contain alphabetic, numerics, commas, hyphens, and slashes identifying the point of contact at the agency for questions related to the Gang File record.
RAC	Race	Must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual.
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual.
SGP	Subgroup Name	Must be a valid NCIC-assigned subgroup name code or NONE KNOWN. For emergency entries, the code UNLISTED SUBGROUP must be used until such time as a code can be assigned by the NCIC staff. For more information, refer to Gang Group and Subgroup Codes in the Introduction Section of this chapter.
SID	State Identification Number	Contains a maximum of ten alpha-numeric characters. The first two characters must be a valid state code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual.
SOC	Social Security Number	Must not be less than 001010001. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
TTO	Identifying Tattoos	The first ten characters must contain a valid SMT code as listed in Personal Descriptors, NCIC 2000 Code Manual.  May contain alphabetic, numerics, commas, hyphens, and slashes describing the identifying tattoos used by the gang. For Omnixx users, the description of the tattoo must be entered in the TTOD Field.
TTOD*	Identifying Tattoos	May contain alphabetic, numerics, commas, hyphens, and slashes describing the identifying tattoos used by the gang. If entered, the TTO must also be entered.
VCO	Vehicle Color	Must be valid code as listed in Vehicle Data Codes,



	(All-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	<p>If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, NCIC 2000 Code Manual. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, NCIC 2000 Code Manual. If VMA code is ATV or SPEC the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.</p> <p>It must be entered if VIN Field is filled.</p>
VMAD*	Vehicle Make Description	<p>If the VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, then the VMAD must contain the name of the manufacturer. If entered, the VMA must also be entered.</p>
VMO	<p>Vehicle Model</p> <p>(Assembled automobile)</p> <p>(Construction equipment)</p> <p>(Farm and garden equipment)</p> <p>(Motorcycle)</p> <p>(Snowmobile)</p> <p>(Trailer)</p> <p>(Truck)</p>	<p>Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, NCIC 2000 Code Manual. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP, are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.</p> <p>If the first four characters of the VMA are ASVE, the VMO must be AV or REP.</p> <p>If the first four characters of the VMA are COEQ, the VMO must be CE.</p> <p>If the first four characters of the VMA are FARM, the VMO must be FE.</p> <p>If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.</p> <p>If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, NCIC 2000 Code Manual, the VMO must be SKT, SKW, TRA, TRW, or WHE.</p> <p>If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.</p> <p>If the first four characters of the VMA are TRUK, the VMO must be TK.</p> <p>It must be entered if VIN Field is filled.</p>

VST	Vehicle Style	<p>Must be a valid code as listed in Vehicular Data Codes, NCIC 2000 Code Manual.</p> <p>It must be entered if VIN Field is filled.</p>
VYR	Vehicle Year	<p>Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.</p> <p>It must be entered if VIN Field is filled.</p>
WGT	Weight	<p>Minimum of 050 and maximum of 499. More information in Personal Descriptors, NCIC 2000 Code Manual.</p>

\*Omnix only



**CHAPTER 10: GANG FILE**  
**SECTION 03: INQUIRY TRANSACTIONS**

<b>Procedure #:</b> 10.03.000	<b>Effective Date:</b> May 1, 2014
<b>Supersedes:</b> WACIC Manual 2010 Edition	<b>See Also:</b>
<b>Applies To:</b> All ACCESS Users	<b>CALEA:</b>

**I. MESSAGE FIELD CODES FOR GANG INQUIRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
<b>QUERY GROUP REFERENCE (QGG)</b>				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Group Name	Conditional	GNG	1-22	Alphabetic, numeric, special characters
Subgroup Name	Conditional	SGP	1-35	Alphabetic, numeric, special characters
<b>QUERY GROUP MEMBER (QGM)</b>				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
Date of Birth	Conditional	DOB	8-8	Numeric
Sex	Optional	SEX	1-1	Alphabetic
Race	Optional	RAC	1-1	Alphabetic
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
Operator's License Number	Conditional	OLN	1-20	Alphabetic, numeric
License Plate Number	Conditional	LIC	1-10	Alphabetic, numeric

License Plate State	Conditional	LIS	2-2	Alphabetic
Vehicle Identification Number	Conditional	VIN	1-20	Alphabetic, numeric
Vehicle Make	Conditional	VMA	2-24	Alphabetic
Vehicle Make Description*	Conditional	VMAD	1-20	Alphabetic
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Image Indicator	Optional	IND	1-1	Alphabetic
Related Search Hit	Optional	RSH	1-1	Alphabetic
Expanded Name Search	Optional	ENS	1-1	Alphabetic
Expanded Date of Birth Search	Optional	EBS	1-1	Numeric

\*Omnix only

## II. QUERY GROUP REFERENCE (QGG) INQUIRIES

### A. Guidelines for QGG Inquiries

1. The QGG inquiry is directed to the gang reference data file only.
2. When inquiring using GNG and/or SGP, NCIC will return records based on exact character match. However, if the city and state designator code is not specified in the GNG and/or SGP Field, NCIC will only match characters up to the asterisk.
  - a. Example:
    - (1) If the QGG contained GNG/BLOODS\*LRAR, only records with GNG/BLOODS\*LRAR would be returned.
    - (2) If the QGG contained GNG/BLOODS, NCIC would return any records containing BLOODS (ex: GNG/BLOODS\*LRAR, GNG/BLOODS\*OCFL, GNG/BLOODS\*MIFL, etc.).
3. Use of the SGP/NONE KNOWN is prohibited and will result in the following reject message: REJECT - SGP/NONE KNOWN - TOO GENERIC FOR SEARCH
4. A GRC response can contain supplemental data on identifying tattoos, dress, hand signals, graffiti, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Image data will be sorted by IMN.

B. Requirements for QGM Inquiries

1. Inquiries can be made by:

a. GNG

(1) Example:

HDR.QGG..GNG/BLOODS

HDR.QGG..GNG/TEST GROUP 1

HDR.QGG..GNG/TEST GROUP 1\*SWWA

b. SGP

(1) Example:

HDR.QGG..SGP/TEST SUBGROUP 1

HDR.QGG..SGP/TEST SUBGROUP 1\*SWWA

c. GNG and SGP

(1) Example:

HDR.QGG..GNG/ TEST GROUP 1\*SWWA.

SGP/TEST SUBGROUP 1\*SWWA

C. Example of Group Reference Inquiry Response

1. NCIC No Record Response

NCIC TIME: 1047 DATE: 031914 TO: SP8H

WAWSP00J7

NO NCIC RECORD GNG/BL00DS\*LAWA SGP/GNSTS

2. NCIC Positive Response

NCIC TIME: 1309 DATE: 031914 TO: SP8H

WAWSP00J7

MKE/CRIMINAL GANG

GNG/TEST GR0UP 1\*SWWA SGP/TEST SUBGR0UP

1\*SWWA

CONTACT AGENCIES:

WAWSP00R4 DET JAMES SMITH

DTE/20140319 1609 EDT DLU/20140319 1609 EDT

GTI/TEST

CONTACT AGENCIES LISTED FOR FURTHER

INFORMATION ON THIS GANG

### III. QUERY GROUP MEMBER (QGM) INQUIRIES

A. Guidelines for QGM Inquiries

1. Inquiries made with the NAM, SEX, RAC, and DOB are MFC driven and immediately follow the ORI in the inquiry. Inquiries using other numerical identifiers (SOC, OLN, MNU, WAC, etc.) must have the MFCs preceding those identifiers.

2. The IND, RSH, ENS, and EBS Fields are optional and can be added to the end of each inquiry.
3. Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned from NCIC.
4. Inquiries may also contain a RSH Field. If RSH is Y, secondary hit responses will be returned for all linked records.
  - a. The system links records when:
    - (1) ORI/OCA matches the primary hit response.
    - (2) The LKI/LKA are the same as ORI/OCA contained in the primary hit response.
5. If the inquiry includes the ENS/Y, then additional searches are generated by using each input name part as a last name, interchanging the remaining name parts as given names.
  - a. Example:  
 Bryan, Morgan Lee; Bryan, Lee Morgan;  
 Morgan, Lee Bryan; Morgan, Bryan Lee;  
 Lee, Morgan Bryan; and Lee, Bryan Morgan
6. When the EBS Field is used, the inquiry will return additional records based on the following codes:
  - a. EBS/1 – Records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB will return.
  - b. EBS/2 – Records with the exact input DOB as well as records with the exact year of birth with the month and day transposed will return.
  - c. EBS/3 – Search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.
7. A GMC response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

**B. Search and Match Criteria**

1. The following is an explanation of the matching criteria for NCIC:
  - a. Name (NAM) and Date of Birth (DOB)
    - (1) When the inquiry contains NAM and complete DOB as the only numeric identifier, the DOB in the inquiry

must match the exact DOB in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

b. NAM and alphanumeric identifier other than DOB (ex: SOC, FBI, MNU, or OLN)

- (1) When the inquiry contains a name and an alphanumeric identifier other than DOB (ex: SOC, FBI, MNU, or OLN), a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.
- (2) If QGM inquiry includes MNU, SOC, or OLN, NCIC will search against the Article File personal identifier records.

c. Sex (SEX)

- (1) SEX must be an exact match. An inquiry with SEX/M will match only records of males and inquiries with SEX/F will match only records of females. An inquiry with SEX/U will match records of males and females.

d. Race (RAC)

- (1) The inclusion of race in an inquiry can limit the search made by NCIC. When the RAC Field is included in an inquiry, the following will be searched:

Race Code in Inquiry		Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All, except W
W	White	All, except B
U	Unknown	All

e. License (LIC)

- (1) When an inquiry uses the LIC, any record containing that plate number will be returned in the response. To narrow the scope of the search and utilize the system effectively, a license plate state should also be included.

C. Requirements for QGM Inquiries

1. Inquiries can be made by:

- a. NAM and at least one of the following: DOB, SOC, MNU, OLN, VIN, LIC, OCA, and/or FBI

(1) Example:

HDR.QGM..NAM/TEST, SUBJECT ONE.  
DOB/19970312.SEX/M.RAC/W

HDR.QGM..NAM/TEST, SUBJECT ONE.  
SOC/001024014

HDR.QGM..NAM/TEST, SUBJECT ONE.  
DOB/19970312.OLN/TESTYKL171QB.LIC/TEST0000.  
LIS/WA

HDR.QGM..NAM/TEST, SUBJECT ONE.  
DOB/19970312.VIN/01234567890123456789

- b. NAM and DOB (or other field, like SOC, MNU, etc.) and optional fields IND, RSH, ENS, and EBS

(1) Example:

HDR.QGM..NAM/TEST, SUBJECT ONE.  
DOB/19970312.RSH/Y.ENS/Y

- c. LIC

(1) Example:

HDR.QGM..LIC/TEST0000.LIS/WA

- d. VIN

(1) Example:

HDR.QGM..VIN/01234567890123456789

- e. NIC

(1) Example:

HDR.QGM..NIC/T291137740

D. Example of Group Member Inquiry Response

1. NCIC No Record Response

NCIC TIME: 1342 DATE: 031914 TO: SP8H  
WAWSP00J7

NO NCIC RECORD NAM/TEST, SUBJECT TW0  
DOB/19990312 RAC/W SEX/M

2. NCIC Positive Response

NCIC TIME: 1337 DATE: 031914 TO: SP8H  
WAWSP00J7

WARNING - STANDING ALONE, NCIC GANG GROUP  
AND MEMBER  
FILE INFORMATION DOES NOT FURNISH GROUNDS  
FOR THE  
SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE,  
OR DWELLING.

MKE/CRIMINAL GANG MEMBER - CAUTION  
CMC/00 - ARMED AND DANGEROUS  
ORI/WAWSP00J7 NAM/TEST, SUBJECT ONE SEX/M  
RAC/W POB/WA  
DOB/19970312 HGT/500 WGT/300 EYE/BR0 HAI/BLK  
SMT/TAT HEAD  
FPC/AULSRSLSLSLSAULSWUSR MNU/PI-12345TAT  
SOC/001024014  
OLN/TESTYKL171QB OLS/WA OLY/2014  
GNG/TEST GROUP 1\*SWWA SGP/TEST SUBGROUP  
1\*SWWA  
ECR/A DOP/20190315 OCA/TEST007  
NOA/Y  
MIS/TEST RECORD / 4 POINT STAR TAT UNDER LEFT  
EYE FIVE POINT CROWN ON LEFT  
MIS/TEMPLE / KNOWN TO TRAFFIC DRUGS AND  
ILLEGAL WEAPONS / HANGS OUT IN SAFEWAY  
MIS/PARKING LOT ON MARTIN WAY IN LACEY, WA /  
KNOWN TO CARRY GLOCK AND AK-47 /  
MIS/CONTACT GANG UNIT FOR MORE INFO 360-555-1212  
LIC/TEST0000 LIS/WA LIY/2015 LIT/PC  
VIN/01234567890123456789 VYR/2014  
VMA/CHEV VMO/IMP VST/4D VCO/BLK/SIL  
DNA/Y DLO/WSP CRIME LAB SPOKANE  
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-  
5999  
NIC/T291137740 DTE/20140319 1636 EDT DLU/20140319  
1636 EDT



**CHAPTER 10: GANG FILE**  
**SECTION 04: ENTRY GROUP REFERENCE CAPABILITY (GRC)**

<b>Procedure #:</b> 10.04.000	<b>Effective Date:</b> May 1, 2014
<b>Supersedes:</b> WACIC Manual 2010 Edition	<b>See Also:</b>
<b>Applies To:</b> All ACCESS Users	<b>CALEA:</b>

**I. MESSAGE FIELD CODES FOR GRC ENTRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Group Name	Mandatory	GNG	1-22	Alphabetic, numeric, special characters
Subgroup Name	Mandatory	SGP	1-35	Alphabetic, numeric, special characters
Point of Contact	Mandatory	POC	1-50	Alphabetic, numeric, special characters
Identifying Tattoos	Optional	TTO	3-35	Alphabetic, numeric, special characters
Identifying Tattoos*	Optional	TTOD	3-35	Alphabetic, numeric, special characters
Identifying Dress	Optional	DRS	1-25	Alphabetic, numeric, special characters
Identifying Hand Signals	Optional	HND	1-25	Alphabetic, numeric, special characters
Identifying Graffiti	Optional	GTI	1-25	Alphabetic, numeric, special characters
Miscellaneous	Optional	MIS	1-250	Alphabetic, numeric, special characters

\*Omnix only

**II. GUIDELINES FOR GRC ENTRY**

- A. The first agency (primary ORI) which enters a particular group/subgroup combination for a gang (EGG) Group Reference Capability (GRC) record is responsible for all fields of the base record and supplemental record

except for additional ORI/Point of Contact (POC) data entered by subsequent originating agencies. Subsequent entries for that particular group/subgroup will be permitted to allow another agency to express an interest by adding its own ORI and point of contact information. The subsequent agency cannot enter or modify any field in the record other than its own ORI or POC Fields. If subsequent entries contain data in the TTO, HND, GTI, DRS, or MIS Fields, those data will be ignored.

- B. The first agency must account for all fields in the gang group record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message.
- C. A 24/7 hit confirmation phone number must be placed in the MIS Field.

### **III. REQUIREMENTS FOR GRC ENTRY**

- A. The following fields are mandatory for acceptance of a GRC entry (except for subsequent GRC entries):
  - 1. HDR, MKE, ORI, GNG, SGP, and POC.
- B. The following fields are mandatory for acceptance of a subsequent GRC entry:
  - 1. HDR, MKE, ORI, GNG, SGP, and POC.
  - 2. Additional fields included in the subsequent transaction will be ignored.
- C. The entry will be rejected if one of the mandatory fields is left unfilled.

### **IV. EXAMPLE OF GRC ENTRY**

- A. GRC Entry

```
HDR.EGG.WAWSP00J7.TEST GROUP 1*SWWA.TEST
SUBGROUP 1*SWWA.DET JAMES SMITH.TAT HEAD 4 POINT
STAR.GOLD BLUE W/BLACK BANDANA.CIR THUMB AND RING
FNGR.HORSE HEAD W/CROWN.MORE INFO CONTACT GANG
UNIT 360-555-1212 / KNOWN TO BE VIOLENT, TRAFFIC
DRUGS, POSSESS ILLEGAL WEAPONS / ATTACK POLICE ON
ANY CONTACT
```

### **V. EXAMPLE OF GRC ENTRY ACKNOWLEDGMENT**

- A. NCIC Acknowledgment

```
NCIC TIME: 1454 DATE: 031914 TO: SP8H
WAWSP00J7
MKE/EGG
GNG/TEST GROUP 1*SWWA SGP/TEST SUBGROUP 1*SWWA
CONTACT AGENCIES:
WAWSP00J7 DET JAMES SMITH
DATE FIRST ENTRY/20140319 1754 EDT
TTO/TAT HEAD 4 POINT STAR
DRS/GOLD BLUE W/BLACK BANDANA
HND/CIR THUMB AND RING FNGR
GTI/HORSE HEAD W/CROWN
```

MIS/MORE INFO CONTACT GANG UNIT 360-555-1212 / KNOWN  
TO BE VIOLENT, TRAFFIC  
MIS/DRUGS, POSSESS ILLEGAL WEAPONS / ATTACK POLICE  
ON ANY CONTACT  
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION  
NIC/Z650015727



**CHAPTER 10:  
SECTION 05:**

**GANG FILE  
ENTRY GROUP MEMBER  
CAPABILITY (GMC)**

**Procedure #:** 10.05.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GMC ENTRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Sex	Mandatory	SEX	1-1	Alphabetic
Race	Mandatory	RAC	1-1	Alphabetic
Place of Birth	Optional	POB	2-2	Alphabetic
Date of Birth	Conditional	DOB	8-8	Numeric
Date of Emancipation	N/A	DOE	0-0	Must be blank
Height	Optional	HGT	3-3	Numeric
Weight	Optional	WGT	3-3	Numeric
Eye	Optional	EYE	3-3	Alphabetic
Hair	Optional	HAI	3-3	Alphabetic
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Skin Tone	Optional	SKN	3-3	Alphabetic
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Fingerprint Classification	Optional	FPC	20-20	Alphabetic, numeric
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
Operator's License Number	Conditional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic

Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric
Group Name	Mandatory	GNG	1-22	Alphabetic, numeric, special characters
Subgroup Name	Mandatory	SGP	1-35	Alphabetic, numeric, special characters
Criteria for Entry	Mandatory	ECR	1-2	Alphabetic
Date of Purge	Optional	DOP	8-8 6-6	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Miscellaneous	Optional	MIS	1-500	Alphabetic, numeric, special characters
Notify Originating Agency	Optional	NOA	1-1	Alphabetic
License Plate Number	Optional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	4-4	Alphabetic, numeric
License Plate Type	Conditional	LIT	2-2	Alphabetic
Vehicle Identification Number	Optional	VIN	1-20	Alphabetic, numeric
Vehicle Year	Conditional	VYR	4-4	Numeric
Vehicle Make	Conditional	VMA	2-24	Alphabetic
Vehicle Make Description*	Conditional	VMAD	1-20	Alphabetic
Vehicle Model	Conditional	VMO	2-3	Alphabetic, numeric
Vehicle Style	Conditional	VST	2-2	Alphabetic, numeric
Vehicle Color	Conditional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
DNA Profile Indicator	Optional	DNA	1-1	Alphabetic
DNA Location	Conditional	DLO	1-250	Alphabetic, numeric, special characters
Citizenship	Optional	CTZ	2-2	Alphabetic
Ethnicity	Optional	ETN	1-1	Alphabetic
Linkage Agency Identifier	Optional	LKI	9-9	Alphabetic, numeric
Linkage Case Number	Conditional	LKA	1-20	Alphabetic, numeric, special characters
State Identification Number	Optional	SID	10-10	Alphabetic, numeric

\*Omnix only

## II. GUIDELINES FOR GMC ENTRY

- A. The entering agency must account for all fields in the GMC record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message.
- B. Information may be entered in a GMC record about vehicles subject to the following criteria: the vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.
- C. Entry with Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), Vehicle Style (VST), and/or Vehicle Color (VCO), without either LIC or VIN is permitted; however, it will not be searchable on-line without LIC or VIN.
- D. A 24/7 hit confirmation phone number must be placed in the MIS Field.

## III. REQUIREMENTS FOR GMC ENTRY

- A. The following fields are mandatory for acceptance of a GMC entry:
  - 1. HDR, MKE, ORI, NAM, SEX, RAC, DOE (mandatory blank), GNG, SGP, ECR, OCA, and at least one of the following numerical identifiers: DOB; FBI; MNU; SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.
- B. The entry will be rejected if one of the mandatory fields is left unfilled.

## IV. EXAMPLE OF GMC ENTRY

### A. GMC Entry

```
HDR.EGGM.WAWSP00J7.TEST, SUBJECT ONE.M.W.WA.  
19970312..500.300.BRO.BLK...TAT HEAD.  
AULSRSLSLSLSAULSWUSR.PI-12345TAT.001024014.  
TESTYKL171QB.WA.2014.TEST GROUP 1*SWWA.TEST  
SUBGROUP 1*SWWA.A.20190315.TEST007.TEST RECORD / 4  
POINT STAR TAT UNDER LEFT EYE FIVE POINT CROWN ON  
LEFT TEMPLE / KNOWN TO TRAFFIC DRUGS AND ILLEGAL  
WEAPONS / HANGS OUT IN SAFEWAY PARKING LOT ON  
MARTIN WAY IN LACEY, WA / KNOWN TO CARRY GLOCK AND  
AK-47 / CONTACT GANG UNIT FOR MORE INFO 360-555-  
1212.Y.TEST0000.WA.2015.PC.01234567890123456789.2014.  
CHEV.IMP.4D.BLK/SIL.00.Y.WSP CRIME LAB SPOKANE..
```

## V. EXAMPLE OF GMC ENTRY ACKNOWLEDGMENT

### A. NCIC Acknowledgment

```
NCIC TIME: 0919 DATE: 041614 TO: SP8H  
WAWSP00J7  
NAM/TEST, SUBJECT ONE NIC/T101143557  
OCA/TEST007
```



**CHAPTER 10:  
SECTION 06:**

**GANG FILE  
ENTRY SUPPLEMENTAL GROUP  
REFERENCE CAPABILITY (GRC)  
TRANSACTIONS**

**Procedure #:** 10.06.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GRC SUPPLEMENTAL ENTRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Group Name	Mandatory	GNG	1-22	Alphabetic, numeric, special characters
Subgroup Name	Mandatory	SGP	1-35	Alphabetic, numeric, special characters
Identifying Tattoos	Optional	TTO	3-35	Alphabetic, numeric, special characters
Identifying Tattoos*	Optional	TTOD	3-35	Alphabetic, numeric, special characters
Identifying Dress	Optional	DRS	1-25	Alphabetic, numeric, special characters
Identifying Hand Signals	Optional	HND	1-25	Alphabetic, numeric, special characters
Identifying Graffiti	Optional	GTI	1-25	Alphabetic, numeric, special characters

\*Omnix only

**II. GUIDELINES FOR GRC SUPPLEMENTAL ENTRY**

- A. A supplemental entry is utilized when additional identifiers, such as additional tattoos, hand signals, etc., need to be added to a GRC record.
- B. To enter information into a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to enter a GTI as a supplemental data entry, a reject will occur if no GTI exists in the base record.

- C. The following is a list of fields that can be appended to a record on file and the maximum number that can be added to a record. A maximum of nine additional identifiers can be added with each supplemental data entry message.

Field	MFC	Max Number
Identifying Tattoos	TTO	9
Identifying Dress	DRS	9
Identifying Hand Signals	HND	9
Identifying Graffiti	GTI	9

- D. Supplemental entries on TTO, DRS, HND, and GTI must be identified only one time in each supplemental entry.
1. Example:  
TTO/TAT R LEG.TAT R ARM.TAT L FOOT  
DRS/BLACK NY YANKEES HAT.GOLD NECKLACE W/CROWN
- E. A maximum of nine additional identifiers of various kinds may be entered in one supplemental entry message. Additional messages are required if more identifiers are to be entered. Each TTO, DRS, HND, or GTI is counted as one identifier.
- F. The supplemental entry may be made only by the agency that entered the GRC record. Any subsequent agency with an interest should contact the primary ORI to request supplemental information when appropriate.

### III. REQUIREMENTS FOR GRC SUPPLEMENTAL ENTRY

- A. The supplemental entry transaction consists of the message key, ORI, two record identifiers, and the fields being supplemented. The fields being supplemented must be identified by their appropriate Message Field Codes.
- B. Supplemental entry transactions on a GRC record can be made by:
1. GNG and SGP
    - a. Example:  
HDR.EGGN.WAWSP00J7.GNG/TEST GROUP  
1\*SWWA.SGP/TEST SUBGROUP 1\*SWWA.  
TTO/TAT R LEG HORSE HEAD.TAT R ARM NUMBERS  
360.TAT L FOOT HORSESHOE.DRS/BLACK NY  
YANKEES HAT.GOLD NECKLACE W/CROWN

### IV. EXAMPLE OF GRC SUPPLEMENTAL ENTRY ACKNOWLEDGMENT

- A. NCIC Acknowledgment

NCIC TIME: 1652 DATE: 031914 TO: SP8H  
WAWSP00J7  
SUPP GNG/TEST GROUP 1\*SWWA SGP/TEST SUBGROUP  
1\*SWWA



**CHAPTER 10:  
SECTION 07:**

**GANG FILE  
ENTRY SUPPLEMENTAL GROUP  
MEMBER CAPABILITY (GMC)  
TRANSACTIONS**

**Procedure #:** 10.07.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GMC SUPPLEMENTAL ENTRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Alias	Optional	AKA	3-30	Alphabetic, special characters
Date of Birth	Optional	DOB	8-8	Numeric
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic
Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric
License Plate Number	Optional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	4-4	Alphabetic, numeric
License Plate Type	Conditional	LIT	2-2	Alphabetic

Vehicle Identification Number	Optional	VIN	1-20	Alphabetic, numeric
Vehicle Year	Conditional	VYR	4-4	Numeric
Vehicle Make	Conditional	VMA	2-24	Alphabetic
Vehicle Make Description*	Conditional	VMAD	1-20	Alphabetic
Vehicle Model	Conditional	VMO	2-3	Alphabetic, numeric
Vehicle Style	Conditional	VST	2-2	Alphabetic, numeric
Vehicle Color	Conditional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
Citizenship	Optional	CTZ	2-2	Alphabetic
State Identification Number	Optional	SID	10-10	Alphabetic, numeric

\*Omnixx only

## II. GUIDELINES FOR GMC SUPPLEMENTAL ENTRY

- A. A supplemental entry is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a person record.
- B. To enter information into a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to enter a SOC as a supplemental data entry, a reject will occur if no SOC exists in the base record.
- C. The following is a list of fields that can be appended to a record on file and the maximum number that can be added to a record. A maximum of nine additional identifiers can be added with each supplemental data entry message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	10
Citizenship	CTZ	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (Entered as a Set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (Entered as a Set)	VIN	9

- D. Supplemental entries on AKA, DOB, SMT, MNU, SOC, CMC, and CTZ must be identified only one time in each supplemental entry.
  - 1. Example:  
AKA/SMITH, JOHN J.JOHNSON, JOHN J  
DOB/19490804.19510101
- E. Items which are entered as a set must be identified before each set.
  - 1. Example:  
LIC/ABC123.WA.1986.PC.LIC/XYZ123.WA.1989.PC  
VIN/12345678901234567890.2000.ACUR.INT.2D.BLK/RED.  
VIN/32165498703216549870.2012.HOND.ACC.4D.BLU
- F. When entering sets of information, all fields must be accounted for. If a field is not available or unknown, then no information can be entered for that set. A field separator (.) must be used to identify the missing field.
- G. A maximum of nine additional identifiers of various kinds may be entered in one supplemental entry message. Additional messages are required if more identifiers are to be entered. Each AKA, DOB, SMT, MNU, SOC, CTZ, or CMC is counted as one identifier. Each set of data relating to an OLN, LIC, or VIN is likewise counted as one identifier.
- H. The supplemental entry may be made only by the agency that entered the GMC record.

### III. REQUIREMENTS FOR GMC SUPPLEMENTAL ENTRY

- A. The supplemental transaction consists of the message key, ORI, two record identifiers, and the fields being supplemented. The fields being supplemented must be identified by their appropriate Message Field Codes.
- B. Supplemental transactions on a GMC record can be made by:
  - 1. NAM and OCA
    - a. Example:  
HDR.EGMN.WAWSP00J7.NAM/TEST, SUBJECT ONE.  
OCA/TEST007.AKA/TESTY, SNIPER.SHOOTER,  
SHARP.TRACER, SUBJECT.DOB/19971203.  
VIN/32132132104567891230.2004.TOYT.AVA.2D.SIL
  - 2. NAM and NIC
    - a. Example:  
HDR.EGMN.WAWSP00J7.NAM/TEST, SUBJECT ONE.  
NIC/T851151342.AKA/TESTY, SNIPER.SHOOTER,  
SHARP.TRACER, SUBJECT.DOB/19971203.  
VIN/32132132104567891230.2004.TOYT.AVA.2D.SIL
  - 3. NIC and OCA
    - a. Example:  
HDR.EGMN.WAWSP00J7.NIC/T851151342.OCA/TEST007.  
AKA/TESTY, SNIPER.SHOOTER, SHARP.TRACER,  
SUBJECT.DOB/19971203.VIN/32132132104567891230.  
2004.TOYT.AVA.2D.SIL

#### **IV. EXAMPLE OF GMC SUPPLEMENTAL ENTRY ACKNOWLEDGMENT**

##### **A. NCIC Acknowledgment**

NCIC TIME: 1726 DATE: 031914 TO: SP8H  
WAWSP00J7  
SUPP NAM/TEST, SUBJECT ONE OCA/TEST007



**CHAPTER 10:  
SECTION 08:**

**GANG FILE  
MODIFY GROUP REFERENCE  
CAPABILITY (GRC)  
TRANSACTIONS**

**Procedure #:** 10.08.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GRC MODIFY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Group Name	Mandatory	GNG	1-22	Alphabetic, numeric, special characters
Subgroup Name	Mandatory	SGP	1-35	Alphabetic, numeric, special characters
Any field(s) from entry transaction				

**II. GUIDELINES FOR GRC MODIFY**

- A. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a gang group record.
  - 1. Any agency with pertinent information concerning the TTO, DRS, HND, GTI, or MIS Fields should contact the primary ORI/POC to request a modification of the GRC record information when appropriate.
  - 2. Any ORI can modify its own ORI/POC data fields of a GRC record.
  - 3. Only the FBI CJIS Division can modify the GNG and SGP Fields of any GRC record. An agency must submit written justification for the modification through their CJIS System Agency.
- B. A modification message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record.
- C. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.

- D. When modifying the MIS Field, all the information you desire to be shown in the MIS Field must be entered (additional information cannot be added on to what is already contained in the MIS Field).
- E. To delete information from a field, use the MFC followed by a period (e.g., DRS/.). You cannot delete data from a required field.
  - 1. For Omnixx users, the Mark for Delete feature must be used to delete information from a field. For more information, refer to the Omnixx Force Training Manual.

### **III. REQUIREMENTS FOR GRC MODIFY**

- A. The modify transaction consists of the message key, ORI, two record identifiers, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.
- B. Modifications on a GRC record can be made by:
  - 1. GNG and SGP
    - a. Example:  
HDR.MGG.WAWSP00J7.GNG/TEST GROUP 1\*SWWA.  
SGP/TEST SUBGROUP 1\*SWWA.TTO/TAT NECK 4 POINT  
STAR.DRS/RED GREEN W/BLACK BANDANA

### **IV. EXAMPLE OF GRC MODIFY ACKNOWLEDGMENT**

- A. NCIC Acknowledgment  
NCIC TIME: 0840 DATE: 041614 TO: SP8H  
WAWSP00J7  
MODIFY GNG/TEST GR0UP 1\*SWWA SGP/TEST SUBGR0UP  
1\*SWWA



**CHAPTER 10:  
SECTION 09:**

**GANG FILE  
MODIFY GROUP MEMBER  
CAPABILITY (GMC)  
TRANSACTIONS**

**Procedure #:** 10.09.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GMC MODIFY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Any field(s) from entry transaction				

**II. GUIDELINES FOR GMC MODIFY**

- A. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a gang member record.
- B. A modification message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record.
- C. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- D. When modifying the MIS Field, all the information you desire to be shown in the MIS Field must be entered (additional information cannot be added on to what is already contained in the MIS Field).
- E. To delete information from a field, use the MFC followed by a period (e.g., VIN/.). You cannot delete data from a required field.

1. For Omnixx users, the Mark for Delete feature must be used to delete information from a field. For more information, refer to the Omnixx Force Training Manual.
2. To remove all operator license data a modification message must be sent with the MFC "OLN/." This will remove the OLN, OLY, and OLS Fields.
3. To remove all license plate data a modification message must be sent with the MFC "LIC/." This will remove the LIC, LIS, LIY, and LIT Fields.
4. To remove all vehicle data a modification message must be sent with the MFC "VIN/." This will remove the VIN, VYR, VMA/VMAD, VMO, VST, and VCO/VCOS.
5. To remove both the LIC and VIN sets, a modification message must be sent with MFC "LIC-VCO/."

### **III. REQUIREMENTS FOR GMC MODIFY**

- A. The modify transaction consists of the message key, ORI, two record identifiers, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.
- B. Modifications on a GMC record can be made by:
  1. NAM and OCA
    - a. Example:  
HDR.MGGM.WAWSP00J7.NAM/TEST, SUBJECT ONE.  
OCA/TEST007.SMT/TAT NECK.HGT/606.DLO/TEXAS  
CODIS
  2. NAM and NIC
    - a. Example:  
HDR.MGGM.WAWSP00J7.NAM/TEST, SUBJECT ONE.  
NIC/T101143557.SMT/TAT NECK.HGT/606.DLO/TEXAS  
CODIS
  3. NIC and OCA
    - a. Example:  
HDR.MGGM.WAWSP00J7.NIC/T101143557.OCA/TEST007.  
SMT/TAT NECK.HGT/606.DLO/TEXAS CODIS

### **IV. EXAMPLE OF GMC MODIFY ACKNOWLEDGMENT**

- A. NCIC Acknowledgment
 

NCIC TIME: 0930 DATE: 041614 TO: SP8H  
WAWSP00J7  
MODIFY NAM/TEST, SUBJECT ONE OCA/TEST007



**CHAPTER 10:  
SECTION 10:**

**GANG FILE  
CANCEL SUPPLEMENTAL  
GROUP REFERENCE CAPABILITY  
(GRC) TRANSACTIONS**

**Procedure #:** 10.10.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GRC CANCEL SUPPLEMENTAL**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Group Name	Mandatory	GNG	1-22	Alphabetic, numeric, special characters
Subgroup Name	Mandatory	SGP	1-35	Alphabetic, numeric, special characters
Identifying Tattoos	Optional	TTO	3-35	Alphabetic, numeric, special characters
Identifying Tattoos*	Optional	TTOD	3-35	Alphabetic, numeric, special characters
Identifying Dress	Optional	DRS	1-25	Alphabetic, numeric, special characters
Identifying Hand Signals	Optional	HND	1-25	Alphabetic, numeric, special characters
Identifying Graffiti	Optional	GTI	1-25	Alphabetic, numeric, special characters

\*Omnixx only

**II. GUIDELINES FOR GRC CANCEL SUPPLEMENTAL**

- A. A cancel supplemental is utilized when additional identifiers that were added using a supplemental transaction, such as an identifying dress or identifying tattoos, etc., need to be removed from a GRC record.
- B. To remove information from a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to remove a DRS as a supplemental data entry, a reject will occur if no DRS exists in the supplemental record.

- C. The following is a list of fields that can be removed from a supplemental record on file and the maximum number that can be removed from a record. A maximum of nine additional identifiers can be removed with each cancel supplemental message.

Field	MFC	Max Number
Identifying Tattoos	TTO	9
Identifying Dress	DRS	9
Identifying Hand Signals	HND	9
Identifying Graffiti	GTI	9

- D. A maximum of nine identifiers of various kinds can be cancelled in one message. Additional messages are required if more than nine identifiers are to be cancelled. Each TTO, DRS, HND, or GTI is counted as one identifier.
- E. The cancel supplemental transaction may be made only by the agency that entered the GRC record.

### III. REQUIREMENTS FOR GRC CANCEL SUPPLEMENTAL

- A. The cancel supplemental transaction consists of the message key, ORI, two record identifiers, and the fields being cancelled. The fields being cancelled must be identified by their appropriate Message Field Codes.
- B. Cancel supplemental transactions on a GRC record can be made by:
1. GNG and SGP
    - a. Example:  
 HDR.XGGN.WAWSP00J7.GNG/TEST GROUP 1\*SWWA.  
 SGP/TEST SUBGROUP 1\*SWWA.DRS/BLACK NY  
 YANKEES HAT

### IV. EXAMPLE OF GRC CANCEL SUPPLEMENTAL ACKNOWLEDGMENT

- A. NCIC Acknowledgment
- NCIC TIME: 0937 DATE: 081213 TO: SP8H  
 WAWSP00J7  
 CANCEL SUPP GNG/TEST GROUP 1\*SWWA SGP/TEST  
 SUBGROUP 1\*SWWA  
 DRS/BLACK NY YANKEES HAT



**CHAPTER 10:  
SECTION 11:**

**GANG FILE  
CANCEL SUPPLEMENTAL  
GROUP MEMBER CAPABILITY  
(GMC) TRANSACTIONS**

**Procedure #:** 10.11.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GMC CANCEL SUPPLEMENTAL**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Alias	Optional	AKA	3-30	Alphabetic, special characters
Date of Birth	Optional	DOB	8-8	Numeric
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic
Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric
License Plate Number	Optional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	4-4	Alphabetic, numeric
License Plate Type	Conditional	LIT	2-2	Alphabetic

Vehicle Identification Number	Optional	VIN	1-20	Alphabetic, numeric
Vehicle Year	Conditional	VYR	4-4	Numeric
Vehicle Make	Conditional	VMA	2-24	Alphabetic
Vehicle Make Description*	Conditional	VMAD	1-20	Alphabetic
Vehicle Model	Conditional	VMO	2-3	Alphabetic, numeric
Vehicle Style	Conditional	VST	2-2	Alphabetic, numeric
Vehicle Color	Conditional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
Image NCIC Number	Optional	IMN	10-10	Alphabetic, numeric
Image Type	Conditional	IMT	1-1	Alphabetic
Citizenship	Optional	CTZ	2-2	Alphabetic
State Identification Number	Optional	SID	10-10	Alphabetic, numeric

\*Omnix only

## II. GUIDELINES FOR GMC CANCEL SUPPLEMENTAL

- A. A cancel supplemental is utilized when additional identifiers that were added using a supplemental transaction, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be removed from a person record.
- B. To remove information from a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to remove a SOC as a supplemental data entry, a reject will occur if no SOC exists in the supplemental record.
- C. The following is a list of fields that can be removed from a supplemental record on file and the maximum number that can be removed from a record. A maximum of nine additional identifiers can be removed with each cancel supplemental message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	9
Citizenship	CTZ	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9

License Plate Number, State, Year of Expiration, and Type (Entered as a Set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (Entered as a Set)	VIN	9
Image NCIC Number and Image Type (Entered as a Set)	IMN	1

- D. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file.
1. Example:  
LIC/ABC123.WA.1986.PC  
VIN/12345678901234567890.2000.ACUR.INT.2D.BLK/RED
- E. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR.
1. Example:  
VIN/1L69X6JO23456..CHEV
- F. A maximum of nine identifiers of various kinds can be cancelled in one message. Additional messages are required if more than nine identifiers are to be cancelled. Each AKA, DOB, SMT, MNU, CTZ, or SOC is counted as one identifier. Each OLN, LIC, VIN, or IMN set (multiple data element fields) is counted as one identifier.
- G. The cancel supplemental transaction may be made only by the agency that entered the GMC record.

### III. REQUIREMENTS FOR GMC CANCEL SUPPLEMENTAL

- A. The cancel supplemental transaction consists of the message key, ORI, two record identifiers, and the fields being cancelled. The fields being cancelled must be identified by their appropriate Message Field Codes.
- B. Cancel supplemental transactions on a GMC record can be made by:
1. NAM and OCA
    - a. Example:  
HDR.XGMN.WAWSP00J7.NAM/TEST, SUBJECT ONE.  
OCA/TEST007.AKA/SHOOTER, SHARP
  2. NAM and NIC
    - a. Example:  
HDR.XGMN.WAWSP00J7.NAM/TEST, SUBJECT ONE.  
NIC/T101143557.AKA/SHOOTER, SHARP
  3. NIC and OCA
    - a. Example:  
HDR.XGMN.WAWSP00J7.NIC/T101143557.OCA/TEST007.  
AKA/SHOOTER, SHARP

#### **IV. EXAMPLE OF GMC CANCEL SUPPLEMENTAL ACKNOWLEDGMENT**

##### **A. NCIC Acknowledgment**

NCIC TIME: 1625 DATE: 081213 TO: SP8H  
WAWSP00J7  
CANCEL SUPP NAM/TEST, SUBJECT ONE NIC/T101143557  
REJ SUPP NOT ON FILE  
AKA/SH00TER, SHARP



**CHAPTER 10:  
SECTION 12:**

**GANG FILE  
CANCEL GROUP REFERENCE  
CAPABILITY (GRC)  
TRANSACTIONS**

**Procedure #:** 10.12.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GRC CANCEL**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Group Name	Mandatory	GNG	1-22	Alphabetic, numeric, special characters
Subgroup Name	Mandatory	SGP	1-35	Alphabetic, numeric, special characters
Date of Cancellation	Mandatory	DOC	8-8	Numeric

**II. GUIDELINES FOR GRC CANCEL**

- A. When the first agency (primary ORI) no longer has an interest in a GRC record or the record (interest) has been entered in error, the first agency may cancel the record.
- B. If the first agency (primary ORI) cancels the record, that agency's ORI and POC are removed.
  - 1. If there are no other agencies associated to the record, the entire record is cancelled.
  - 2. If there are other agencies associated to the record, ownership of the GRC record is transferred to the next "oldest" agency, which then becomes the primary ORI.
- C. Cancellation by any agency other than the primary ORI simply removes that agency's interest (ORI and POC) from the record.

**III. REQUIREMENTS FOR GRC CANCEL**

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.

B. Cancel transactions on a GRC record can be made by:

1. GNG and SGP

a. Example:

HDR.XGG.WAWSP00J7.GNG/TEST GROUP 1\*SWWA.  
SGP/TEST SUBGROUP 1\*SWWA.20140416

#### IV. EXAMPLE OF GRC CANCEL ACKNOWLEDGMENT

A. NCIC Acknowledgment

NCIC TIME: 1633 DATE: 041614 TO: SP8H

WAWSP00J7

CANCEL GNG/TEST GROUP 1\*SWWA SGP/TEST SUBGROUP

1\*SWWA



**CHAPTER 10:  
SECTION 13:**

**GANG FILE  
CANCEL GROUP MEMBER  
CAPABILITY (GMC)  
TRANSACTIONS**

**Procedure #:** 10.13.000

**Effective Date:** May 1, 2014

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR GMC CANCEL**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	4-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Conditional	NAM	3-30	Alphabetic, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Date of Cancellation	Mandatory	DOC	8-8	Numeric

**II. GUIDELINES FOR GMC CANCEL**

- A. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid.

**III. REQUIREMENTS FOR GMC CANCEL**

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.
- B. Cancel transactions on a GRC record can be made by:
  - 1. NAM and OCA
    - a. Example:  
HDR.XGGM.WAWSP00J7.NAM/TEST,SUBJECT ONE.  
OCA/TEST007.20140416

2. NAM and NIC
  - a. Example:  
HDR.XGGM.WAWSP00J7.NAM/TEST,SUBJECT ONE.  
NIC/T561133017.20140416
3. NIC and OCA
  - a. Example:  
HDR.XGGM.WAWSP00J7.NIC/T561133017.OCA/TEST007.  
20140416

#### **IV. EXAMPLE OF GMC CANCEL ACKNOWLEDGMENT**

##### **A. NCIC Acknowledgment**

NCIC TIME: 1528 DATE: 041614 TO: SP8H  
WAWSP00J7  
CANCEL NAM/TEST,SUBJECT ONE OCA/TEST007