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**CHAPTER 13:  
SECTION 01:**

**IMAGE FILE  
INTRODUCTION**

**Procedure #:** 13.01.000

**Effective Date:** October 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. PURPOSE OF THE IMAGE FILE**

- A. Images are associated with records to assist in identifying a person or property.
- B. Images can be associated with a person, property, or as a reference.
  - 1. The types of images that can be stored for a person are mugshot, signature, and identifying images.
  - 2. Identifying images can also be stored to help identify property. Articles, parts, boats, and vehicles can be associated with an identifying image.
  - 3. Images stored as references are referred to as generic images.
- C. At this time, the Gun and Securities Files do not have image capability.
- D. Generic images are entered and maintained by the FBI CJIS staff.

**II. CRITERIA FOR ENTRY IN THE IMAGE FILE**

- A. An image should be entered for a person or property when it will assist in identification of either.
- B. A mugshot and a signature can be entered for Supervised Release, Protection Order, Missing Person, Wanted Person, and Identity Theft Files.
- C. An identifying image can be entered for Supervised Release, Missing Person, Unidentified Person, Wanted Person, Identity Theft, Article, Vehicle, Boat, and Vehicle/Boat Part Files.
- D. The following rules apply to the number of images that can be associated with one record:
  - 1. Only one of each of the following types of image can be associated with a person record:
    - a. Mugshot
    - b. Signature
  - 2. Not more than ten identifying images (other than mugshot and signature) can be associated with a person record.

3. Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.
4. Only one identifying image can be associated with vehicle/boat part or article.
5. Only one identifying or generic image can be associated with a vehicle or boat.
6. Generic images are the only images which can be linked to multiple base records.

### **III. RETENTION PERIOD FOR IMAGES**

- A. Images that are associated with records are subjected to the same retention periods as those records.
- B. Generic images will remain on file indefinitely unless they are removed by the FBI CJIS staff.

### **IV. VALIDATION**

- A. Images that are associated with records are subjected to the same validation as those records.



**CHAPTER 13: IMAGE FILE**  
**SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS**

|  |  |
|--|--|
| <b>Procedure #:</b> 13.02.000                | <b>Effective Date:</b> September 1, 2013 |
| <b>Supersedes:</b> WACIC Manual 2010 Edition | <b>See Also:</b>                         |
| <b>Applies To:</b> All ACCESS Users          | <b>CALEA:</b>                            |

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

|       | <b>Inquiry</b> | <b>Entry</b> | <b>Modify</b> | <b>Locate</b> | <b>Clear</b> | <b>Cancel</b> |
|-------|----------------|--------------|---------------|---------------|--------------|---------------|
| Image | QII            | EIM          | MII           | N/A           | N/A          | XIM           |

**II. MESSAGE FIELD CODES AND EDITS**

| <b>Code</b> | <b>Field</b>          | <b>Edits</b>   |
|-------------|-----------------------|--|
| BLE         | Boat Overall Length   | Must be two numeric characters representing feet, not inches.  |
| BMA         | Boat Make             | The first four characters must be a valid code as listed in Boat Data Codes section in the NCIC 2000 Code Manual, or the generic code MISC. If the generic code MISC is used, position 4 must be a blank and positions 5 through 24 must contain the name of the manufacturer. For Omnixx users, the name of the manufacturer must be entered in the BMAD Field.   |
| BMAD*       | Boat Make Description | If the generic code MISC is used, then the BMAD must contain the name of the manufacturer. If entered, the BMA must also be entered.   |
| BTY         | Boat Type             | Must be a valid code as listed in the Boat Data Codes, NCIC 2000 Code Manual.  |
| BYR         | Boat Model Year       | Must be four numeric characters representing the production (model) year during which the boat was manufactured. Year cannot be more than one year beyond the current model year.  |
| DOC         | Date of Cancellation  | Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.   |
| DOI         | Date of Image         | Must be a valid Gregorian date (YYYYMMDD). The date of the image is the date the photograph, or signature was taken or the date represented by an age-progressed image. If the year is known, but the actual date the image was taken is unknown, 0000 should be used for the month and day, and the year the image was taken should be used for the year. When an image being entered is an age-progressed image, the date the image was created should not |

|     |                               |   |
|-----|-------------------------------|---|
|     |                               | be used. Instead, the month and the day of the individual's birthday should be used, and the year for the date of image should represent the time at which the subject's appearance should match that of the image.   |
| 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.   |
| IMG | Image                         | May be a gray-scale mugshot, signature, or identifying image. The internal representation of the IMG Field is composed of M (mugshot) or I (identifying image or signature), followed by a 5-byte numeric indicating the byte count (size) of the image, followed by binary data. The binary data comprise the JPEG compressed image. The JPEG quality factor is 25.  |
| 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.   |
| MIS | Miscellaneous                 | Free text. It may contain a maximum of 240 characters regarding images that could not be entered in the already established fields. This field enables agencies to provide information such as the approximate date of the image, if the image is age progressed, who provided the image, and any other information that may be beneficial in the investigation.  |
| MKE | Message Key                   | Must be a valid message key.  |
| NIC | NCIC Number                   | A self-checking number consisting of an alphabetic character (I in the Image File) followed by either one alphabetic character and eight numeric (ex: IA12345678) or followed by nine numeric characters (ex: I123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.  |
| ORI | Originating Agency Identifier | Must be a valid ORI.  |
| VMA | Vehicle Make                  | Contains a maximum of 24 characters. The first four characters must be a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. Characters 5-24 are free text and must contain the name of the manufacturer when the VMA is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. For Omnixx users, the name of the manufacturer must be entered in the |

|       |                          |   |
|-------|--------------------------|---|
|       |                          | VMAD Field.   |
| VMAD* | Vehicle Make Description | 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. |
| VMO   | Vehicle Model            | Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, NCIC 2000 Code Manual.   |
| VST   | Vehicle Style            | Must be a valid code as listed in Vehicular Data Codes, NCIC 2000 Code Manual.  |
| VYR   | Vehicle Year             | Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year.                   |
| WAC   | WACIC Number             | A number consisting of the year of entry, an alphabetic, and seven numbers that are automatically assigned by WACIC to each accepted entry.                             |
| WIN   | Washington Image Number  | A number consisting of the year, the letter E, seven numbers that are automatically assigned by WACIC to each accepted image record.                                    |

\*Omnixx only



**CHAPTER 13: IMAGE FILE**  
**SECTION 03: INQUIRY TRANSACTIONS**

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**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

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

| 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                     |
| WACIC Number                  | Conditional | WAC                | 10-10        | Alphabetic, numeric                     |
| NCIC Number                   | Conditional | NIC                | 10-10        | Alphabetic, numeric                     |
| Washington Image Number       | Conditional | WIN                | 10-10        | Alphabetic, numeric                     |
| Image NCIC Number             | Conditional | IMN                | 10-10        | Alphabetic, numeric                     |
| Boat Make                     | Conditional | BMA                | 3-24         | Alphabetic, numeric                     |
| Boat Make Description*        | Conditional | BMAD               | 1-20         | Alphabetic, numeric                     |
| Boat Type                     | Conditional | BTY                | 3-3          | Alphabetic                              |
| Overall Boat Length           | Conditional | BLE                | 2-2          | Numeric                                 |
| Boat Model Year               | Conditional | BYR                | 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 Year                  | Conditional | VYR                | 4-4          | Numeric                                 |
| Image Indicator               | Optional    | IND                | 1-1          | Alphabetic                              |

\*Omnix only

**II. GUIDELINES FOR IMAGE INQUIRY**

- A. An image inquiry by WAC or NIC will retrieve all images from WACIC or NCIC, respectively, associated with that record.
- B. An image inquiry by WIN or IMN will retrieve a specific image from WACIC or NCIC, respectively.

- C. An image inquiry by BMA/BTY/BLE/BYR or VMA/VMO/VST/VYR will retrieve a generic image for that boat or vehicle from NCIC.
- D. If the IND Field contains N, the hit response will be limited to the textual part of the image record. If the IND Field contains Y, the image will be included in the response. IND is optional; when it is not included, the default is N.

### III. REQUIREMENTS FOR IMAGE INQUIRY

- A. Inquiries on an image can be made by:
  - 1. WAC
    - a. Example:  
HDR.QII.WAWSP00J7.WAC/13W0157527
  - 2. NIC
    - a. Example:  
HDR.QII.WAWSP00J7.NIC/W228208221
  - 3. WIN
    - a. Example:  
HDR.QII.WAWSP00J7.WIN/13E0000043
  - 4. IMN
    - a. Example:  
HDR.QII.WAWSP00J7.IMN/I320361694
  - 5. BMA/BTY/BLE/BYR
    - a. Example:  
HDR.QII.WAWSP00J7.BMA/LUN.BTY/RUN.BLE/22.  
BYR/2013
  - 6. VMA/VMO/VST/VYR
    - a. Example:  
HDR.QII.WAWSP00J7.VMA/HOND.VMO/ACC.VST/4D.  
VYR/2008

### IV. EXAMPLE OF IMAGE INQUIRY RESPONSE

- A. WACIC No Record Response
  - WWCIC TIME: 1646 DATE: 090413 TO: SP8H
  - QII.WAWSP00J7.WIN/13E0000044
  - WAWSP00J7
  - NO RECORD WIN:13E0000044
- B. WACIC Positive (Hit) Response
  - WWCIC TIME: 1643 DATE: 090413 TO: SP8H
  - QII.WAWSP00J7.WAC/13W0157527
  - WACIC IMAGE 1 OF 1
  - WAWSP00J7

MKE/FELONY WARRANT  
NAM/TEST,SUBJECT ONE DOB/08/08/1908  
RAC/W HGT/505 WGT/130  
WAC/13W0157527 NIC/W228208221  
IMT/MUGSHOT DOI/01/31/2013  
WIN/13E0000043 2326  
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234

C. NCIC No Record Response

NCIC TIME: 1650 DATE: 090413 TO: SP8H  
WAWSP00J7

NO RECORD NIC/H590845486

D. NCIC Positive (Hit) Response

NCIC TIME: 1644 DATE: 090413 TO: SP8H  
WAWSP00J7

MKE/IMAGE  
ORI/WAWSP00J7 IMN/I320361694 IMT/M DOI/20130131  
NAM/TEST,SUBJECT ONE  
RAC/W DOB/19080808 HGT/505 WGT/130  
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234  
NIC/W228208221 DTE/20130904 1932 EDT DLU/20130904 1932  
EDT

E. NCIC Positive (Hit) Response for Generic Image

NCIC TIME: 1658 DATE: 090413 TO: SP8H  
WAWSP00J7

MKE/IMAGE  
IMN/I480629258 IMT/V  
VMA/HOND VMO/ACC VST/4D VYR/2008



**CHAPTER 13: IMAGE FILE**  
**SECTION 04: ENTRY TRANSACTIONS**

**Procedure #:** 13.04.000

**Effective Date:** September 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR IMAGE 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                     |
| WACIC Number                  | Conditional | WAC                | 10-10        | Alphabetic, numeric                     |
| NCIC Number                   | Conditional | NIC                | 10-10        | Alphabetic, numeric                     |
| Image Type                    | Mandatory   | IMT                | 1-1          | Alphabetic                              |
| Date of Image                 | Mandatory   | DOI                | 8-8          | Numeric                                 |
| Miscellaneous                 | Optional    | MIS                | 1-240        | Alphabetic, numeric, special characters |
| Image                         | Mandatory   | IMG                | 6-16,000     | Alphabetic, numeric, binary             |

\*Omnixx only

**II. GUIDELINES FOR IMAGE ENTRY**

- A. The originating agency must account for all fields in the image record.
- B. The WAC and/or NIC in the image entry transaction is the WAC and/or NIC of the record the image is to be associated with. When entering a mugshot or a signature, the WAC and/or NIC must refer to a person record. When entering an identifying image, the WAC and/or NIC must refer to either a person record, an article, a vehicle, a boat, or a vehicle/boat part record.

**III. REQUIREMENTS FOR IMAGE ENTRY**

- A. The following fields are mandatory for acceptance of an image entry in WACIC/NCIC:
  - 1. HDR, MKE, ORI, IMT, DOI, IMG, and at least one of the following identifiers: WAC or NIC.

B. The entry will be rejected if one of the mandatory fields is left unfilled.

**IV. EXAMPLE OF IMAGE ENTRY**

A. Image Entry

HDR.EIM.WAWSP00J7.IMT/M.DOI/20130131.WAC/13W0157527.  
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234.  
IMG/<IMAGE DATA>

**V. EXAMPLE OF IMAGE ENTRY ACKNOWLEDGMENT**

A. WACIC Acknowledgment

WWCIC TIME: 1639 DATE: 090413 TO: SP8H  
EIM.WAWSP00J7.IMT/M.DOI/20130131.WAC/13W0157527.  
MIS/IMAGE TAKEN AT COUNTY JAIL CONFIRM 360-555-1234.  
IMG/  
WAWSP00J7  
IMAGE IS ACCEPTED  
WAC/13W0157527 WIN/13E0000043 IMT/M

B. NCIC Acknowledgment

NCIC TIME: 1640 DATE: 090413 TO: SP8H  
WAWSP00J7  
IMAGE IS ACCEPTED  
NIC/W228208221 IMN/I320361694 IMT/M



**CHAPTER 13:  
SECTION 05:**

**IMAGE FILE  
MODIFY TRANSACTIONS**

**Procedure #:** 13.05.000

**Effective Date:** September 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR IMAGE 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                     |
| Washington Image Number             | Conditional | WIN                | 10-10        | Alphabetic, numeric                     |
| Image NCIC Number                   | Conditional | IMN                | 10-10        | Alphabetic, numeric                     |
| Image Type                          | Mandatory   | IMT                | 1-1          | Alphabetic                              |
| Any field(s) from entry transaction |             |                    |              |   |

**II. GUIDELINES FOR IMAGE 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 an image record.
- B. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- C. For a non-generic image, a modification message is used to either modify the date of the image or to replace the existing image with a different one.
- D. For a generic image, a modification message is used to add, change, or delete reference data. Modification of a generic image is restricted to the FBI CJIS staff.
- E. 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).
- F. A record cannot be modified if the record has been cancelled or if the record it is associated with has been cleared, located, or cancelled.

- G. To delete information from a field, use the MFC followed by a period (e.g. MIS/.). 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 IMAGE 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 an image can be made by:
  - 1. IMT and WIN
    - a. Example:  
HDR.MII.WAWSP00J7.WIN/13E0000044.IMT/M.MIS/TEST  
IMAGE ONLY 360-555-1212
  - 2. IMT and IMN
    - a. Example:  
HDR.MII.WAWSP00J7.IMN/I120406368.IMT/M.MIS/TEST  
IMAGE ONLY 360-555-1212

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

- A. WACIC Acknowledgment  
WWCIC TIME: 0858 DATE: 091813 TO: SP8H  
MII.WAWSP00J7.IMN/I120406368.IMT/M.MIS/TEST IMAGE ONLY  
360-555-1212  
WAWSP00J7  
MODIFY WIN/13E0000044 IMN/I120406368  
MODIFIED FIELDS: MIS  
09/18/2013 AT 08/58
- B. NCIC Acknowledgment  
NCIC TIME: 0859 DATE: 091813 TO: SP8H  
WAWSP00J7  
MODIFY IMN/I120406368



**CHAPTER 13: IMAGE FILE**  
**SECTION 06: CANCEL TRANSACTIONS**

**Procedure #:** 13.06.000

**Effective Date:** September 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR IMAGE 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                     |
| Washington Image Number       | Conditional | WIN                | 10-10        | Alphabetic, numeric                     |
| Image NCIC Number             | Conditional | IMN                | 10-10        | Alphabetic, numeric                     |
| Date of Cancellation          | Optional    | DOC                | 8-8          | Numeric                                 |

**II. GUIDELINES FOR IMAGE CANCEL**

- A. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid.
- B. Individual images can be cancelled using the XIM transaction. Up to nine images may be cancelled using the Cancel Supplemental (XN) transaction.
- C. When an image is cancelled, it is unlinked from the record it is associated with.
- D. The date of cancel is optional. If not used, the record is cancelled as of the current date.

**III. REQUIREMENTS FOR IMAGE CANCEL**

- A. The cancel transaction consists of the message key, ORI, one record identifier, and the date of cancel.
- B. Cancellation on a wanted person can be made by:
  - 1. WIN
    - a. Example:  
HDR.XIM.WAWSP00J7.WIN/13E0000044.20130918

2. IMN

a. Example:

HDR.XIM.WAWSP00J7.IMN/I120406368.20130918

**IV. EXAMPLE OF IMAGE CANCEL ACKNOWLEDGMENT**

A. WACIC Acknowledgment

WWCIC TIME: 0906 DATE: 091813 TO: SP8H  
XIM.WAWSP00J7.WIN/13E0000044.20130918  
WAWSP00J7  
CANCEL WIN/13E0000044 IMN/I120406368

B. NCIC Acknowledgment

NCIC TIME: 0907 DATE: 091813 TO: SP8H  
WAWSP00J7  
CANCEL IMN/I120406368