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**CHAPTER 26:  
SECTION 01:**

**PROTECTION ORDER FILE  
INTRODUCTION**

**Procedure #:** 26.01.000

**Effective Date:** October 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. PURPOSE OF THE PROTECTION ORDER FILE**

- A. The Protection Order File contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal courts. The agency holding the protection order has the responsibility of entering the order into the system and to maintain their record in a current, up-to-date status.
- B. All protection order records are entered into WACIC and NCIC.

**II. CRITERIA FOR ENTRY IN THE PROTECTION ORDER FILE**

- A. Agencies must have a protection order (electronic or hard copy) on file to support a protection order entry.
- B. All protection orders must be entered into WACIC and NCIC within 72 hours upon receipt by the entering agency.
  - 1. Agencies are recommended to date stamp protection orders upon receipt. In order to verify who the receiving agency is, the date stamp must include the agency name.
- C. Protection orders must meet the following criteria before an entry can be made into the file:
  - 1. The protection order must have been issued for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person including any temporary and final orders issued under the current laws of the state of Washington by a superior court, a district court, or a municipal court (other than support or child custody orders), whether obtained by filing an independent action or as a pendente lite order in another proceeding, so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection.
  - 2. Reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; or, in the case of ex parte orders, notice and opportunity to be heard must be provided within the time required by Washington State laws, and in any

event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

- a. Ex parte orders should be entered as temporary protection order records.
- D. The following types of protection orders can be entered in WACIC/NCIC:
1. Anti-Harassment Orders – RCW 7.105.100.10.14, 9A.46
  2. No Contact Orders – RCW 10.99.040
  3. Protection Orders – RCW 7.105.10, 26.50
  4. Restraining Orders – RCW 26.26A, 26.26B
  5. Sexual Assault Orders – RCW 7.105.100, 7.90
  6. Stalking Protection Order – RCW 7.105.100, 7.92, 10.14, 9A.46, 26.50
  7. Vulnerable Adult Protection Orders – RCW 7.105.100, 74.34, 26.50
- E. For information on the requirements for packing a record, please refer to the Introduction Chapter of this manual.

### **III. HIT CONFIRMATION**

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

### **IV. RETENTION PERIOD FOR PROTECTION ORDERS**

- A. NCIC
1. A protection order record will remain active until it is cancelled or cleared by the entering agency or until the order expires.
  2. Five days prior to an order's expiration date, the NCIC will send an unsolicited \$.P. administrative message to the ORI of record. This message will serve to notify the agency of the order's impending expiration date. It will also serve to remind the agency that the record will have to be modified if the Expiration Date (EXD) is changed by the court. If no action is taken by the entering agency to modify the EXD, the record will expire after the fifth day.

- a. Example:

\$.P.  
MD1012600

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.

MKE/PROTECTION ORDER

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W  
POB/MD DOB/19701010  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789  
SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995  
PNO/PO12345 BRD/Y ISD/20120728 EXP/20180728  
CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY  
FROM THE RESIDENCE,  
PCO/PROPERTY, SCHOOL OR PLACE OF  
EMPLOYMENT.  
PCO/OFF THE PROTECTED PERSON OR OTHER FAMILY  
OR HOUSEHOLD MEMBER  
OCA/14-017289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN  
PICKING UP CHILDREN FOR  
MIS/VISITATION, SUBJECT IS PROHIBITED FROM  
POSSESSING A HUNTING KNIFE  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2G2PM37A2G2208042 VYR/1992  
VMA/DODG VMO/INT VST/4T VCO/BLK  
PCO/07 - THE SUBJECT IS PROHIBITED FROM  
POSSESSING AND/OR PURCHASING A  
PCO/FIREARM OR OTHER WEAPONS AS IDENTIFIED IN  
THE MISCELLANEOUS FIELD.  
NIC/H146203706 DTE 19970810 0000 EDT DLU/20120903  
1600 EDT

3. Inactive records (cleared or expired) will be maintained online for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. These records will be available via the QPO inquiry.
4. Records that are in inactive status cannot be modified or cleared; however, inactive records can be cancelled.
5. Records entered with non-expiring (NONEXP) in the EXD Field will remain on file until cancelled by the entering agency.

B. WACIC

1. A protection order record will remain active until it is cancelled by the entering agency or until the order expires.
2. On the day the order expires, which is the date in the EXD Field, the record will be purged from WACIC and a purge notification will be sent to the entering agency.
3. Records entered with non-expiring (NONEXP) in the EXD Field will remain on file until cancelled by the entering agency.

**V. VALIDATION**

- A. Protection order records that are entered into NCIC will be validated monthly. Each record entered will be subject to validation three months after entry and annually thereafter.

**VI. DENTAL DATA**

- A. Refer to the Dental Data Chapter for information on querying, entering, modifying, and cancelling dental data.

**VII. IMAGE DATA**

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



**CHAPTER 26:  
SECTION 02:**

**PROTECTION ORDER FILE  
MESSAGE KEYS, FIELD CODES,  
AND EDITS**

<b>Procedure #:</b> 26.02.000	<b>Effective Date:</b> October 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 PROTECTION ORDER FILE**

	<b>Inquiry</b>	<b>Entry</b>	<b>Modify</b>	<b>Locate</b>	<b>Serve</b>	<b>Clear</b>	<b>Cancel</b>
Protection Order	QW, QPO	EPO*	MPO	N/A	SPO	CPO	XPO
	<b>Entry</b>			<b>Cancel</b>			
Supplemental	EN			XN			

\*Fourth character "C" may be added to the entry MKE to indicate caution. When used, the reason for caution must be explained in the Cautions and Medical Conditions (CMC) field, and if necessary, further explained in the Miscellaneous Field (MIS).

**II. MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AKA	Alias	May include alphabetics, 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 Code Manual.
ATN	Attention	This field may contain the first initial and last name of the person requesting the information. The information entered into the optional ATN will be furnished to the Department of Corrections supervising officer when the inquiry retrieves a record from the Supervised Person File.
BRD	Brady Indicator	Must be one of the following: Y – Yes N – No U – Unknown For more information on the Brady Indicator, refer to the Entry Section of this chapter.
CMC	Cautions and Medical Conditions	Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.
CTZ	Citizenship	Must contain a two character alphabetic country code form the State and Country Data Codes of the NCIC Code Manual.

		*CTZ will not display on WACIC returns to comply with RCW 43.17.425 and the Keep Washington Working Act.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
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	<p>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.</p> <p>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 Code Manual.</p>
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOI	Date of Issuance	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
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.
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 Code Manual.
EXD	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) greater than current date or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the Date of Issue (DOI). NONEXP should be entered for non-expiring orders or when the expiration date is unknown.
EYE	Eye Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC Code Manual.
FBI	FBI Number/UCN	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

		<p>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 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 Code Manual. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC Code Manual.
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.
IND	Image Indicator	Must be Y or N.
INV	Investigation Field	Must be INV or ALL.
LIC	License Plate Number	<p>Contains a maximum of ten alpha-numeric characters. It must not be the letters UNK, UNKN, UNKNOWN.</p> <p>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.</p>
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 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 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

		<p>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.</p> <p>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.</p>
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 500 characters.</p> <p>This field should explain the conditions of the order. For example, if the terms and conditions of the PCO state that the subject is restrained from entering the residence, property, school, or place of employment of the protected person(s) or of the other family or household members of the protected person, then such information is shown in the MIS Field. Details regarding the service of the order must be explained in the MIS Field.</p> <p>When an agency enters a record with PCO/07 and the weapon is not a firearm, the weapon must be identified in the MIS Field.</p> <p>Must contain explanation if PCO/08 is used.</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>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/EN).</p>

		Specific hit confirmation number must be included in the MIS field.
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 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 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. Initials do not qualify as a name. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC Code Manual.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (H in the Protection Order File) followed by either one alphabetic character and eight numeric (ex: HA12345678) or followed by nine numeric characters (ex: H123456789) 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.
NOS	Notice of Service	Must be Y or N to indicate if the order has been served. If NOS is Y then SVD is required.
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 Code Manual.
OLS	Operator's License State	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. It must be entered if OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC 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 Code Manual.
ORC	Originating Court Identifier	Must be a valid ORI.
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.
OTS	Order to Surrender	Must be Y or N.
PACK	Pack	Must be Y or N. If the PACK flag is set to Y for YES, the record will be packed automatically with identifying information if the SID, FBI, or PCN that is entered in the record matches a record in WASIS. Information used to pack the record is from the WASIS record only and does not include the III record. For manual packing of the record, then PACK must be N for NO. If left blank, the record will default to Y for YES.
PCO	Protection Order Condition	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
POB	Place of Birth	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.  *POB will not display on WACIC returns to comply with RCW 43.17.425 and the Keep Washington Working Act.
POS	Proof of Surrender	Must be Y or N.
PPB	Protected Person Date of Birth	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
PPN	Protected Person Name	The name 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. Initials do not qualify as a Protected Person Name. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC Code Manual.

PPR	Protected Person Race	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
PSN	Protected Person 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 Code Manual.
PSX	Protected Person Sex	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
RAC	Race	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
RES	Restraining Order Number	A unique number assigned by the court. A hyphen is permitted in addition to alphabetic and numerics. Must not contain a single zero, a run of zeros only, or the word NONE.
RNG	Range	RNG will provide a specific response or a range of responses related to the inquiry. Must be a specific number, range of numbers, or ALL.
RSH	Related Search Hit	Must be Y or N.
RTP	Record Type	Must be one of the following: AHO – Anti-harassment Order CAO – Canadian Domestic Violence Protection Order NCO – No Contact Order PO – Protection Order RO – Restraining Order SAC – Sexual Assault Protection Order – Civil SAF – Sexual Assault Protection Order – Criminal SAM – Sexual Assault Misdemeanor Protection Order SNC – Pre-trial and Post-conviction Criminal Stalking No Contact Order SPO – Permanent/Served Civil Stalking Order TAH – Temporary Anti-harassment Order TCA – Temporary Canadian Domestic Violence Protection Order TPO – Temporary Protection Order TRO – Temporary Restraining Order TSC – Temporary Sexual Assault Protection Order - Civil TSF – Temporary Sexual Assault Protection Order - Criminal TSM – Temporary Sexual Assault Misdemeanor Protection Order TSO – Temporary Civil Stalking Order TVA – Temporary Vulnerable Adult Protection Order VAP – Vulnerable Adult Protection Order
SEX	Sex	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.

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 Code Manual.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, NCIC 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 Code Manual.
SVD	Service Date	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date. May not be less than the DOI or greater than the EXD. SVD is required if NOS is Y.
TOS	Type of Service	Must be one of the following: ES – Electronic Service PS – Personally Served SM – Served by Mail SP – Served by Publication
VCO	Vehicle Color	Must be valid code as listed in Vehicle Data Codes, NCIC Code Manual representing the first or only color of the vehicle. If two colors codes are used, they must be separated by a slash (/). For Omnixx users, the second vehicle color must be entered in the VCOS Field.
VCOS*	Vehicle Color Second	Must be valid code as listed in Vehicle Data Codes, NCIC Code Manual representing the second color of the vehicle. If entered, the VCO must also be entered.
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces cannot be used. The Vehicle File has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. If VIN is entered, then VCO, VMA, VMO, VST, and VYR must be entered.
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,

		<p>SPEC, TRLR, or TRUK. For Omnixx users, the name of the manufacturer must be entered in the VMAD Field.</p> <p>If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicle Data Codes, NCIC Code Manual.</p> <p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.</p> <p>For every assembled vehicle that does not have manufacturer's assigned VIN, the VMA code must be ASVE.</p> <p>If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.</p> <p>If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.</p> <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 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 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>
	(Jeep)	
	(Aircraft)	
	(All-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	
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 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.
	(Assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.

	(Construction equipment)  (Farm and garden equipment)  (Motorcycle)  (Snowmobile)  (Trailer)  (Truck)	If the first four characters of the VMA are COEQ, the VMO must be CE.  If the first four characters of the VMA are FARM, the VMO must be FE.  If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.  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 Code Manual, the VMO must be SKT, SKW, TRA, TRW, or WHE.  If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.  If the first four characters of the VMA are TRUK, the VMO must be TK.  It must be entered if VIN Field is filled.
VST	Vehicle Style	Must be a valid code as listed in Vehicular Data Codes, NCIC Code Manual.  It must be entered if VIN Field is filled.
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. 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.  It must be entered if VIN Field is filled.
WAC	WACIC Number	A number consisting of the year of entry and the letter W, followed by seven numbers that are automatically assigned by WACIC to each accepted entry.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, NCIC Code Manual.

\*Omnixx only



**CHAPTER 26: PROTECTION ORDER FILE**  
**SECTION 03: INQUIRY TRANSACTIONS**

<b>Procedure #:</b> 26.03.000	<b>Effective Date:</b> October 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 FIELD CODES FOR PROTECTION ORDER INQUIRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
<b>QUERY WANTED (QW) AND QUERY PROTECTION ORDER (QPO)</b>				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	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	Conditional	SEX	1-1	Alphabetic
Race	Conditional	RAC	1-1	Alphabetic
Social Security Number	Conditional	SOC	9-9	Numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
State Identification Number	Conditional	SID	10-10	Alphabetic, 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
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Investigation Field	Optional	INV	3-3	Alphabetic

Attention Field	Optional	ATN	1-30	Alphabetic, numeric, special characters
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	Conditional	EBS	1-1	Numeric
Range	Optional	RNG	3-7	Alphabetic, numeric, special characters

## II. QUERY WANTED (QW) INQUIRIES

### A. Guidelines for QW 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. If a positive response (hit) includes vehicle or license plate data, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.
3. The INV, ATN, IND, RSH, ENS, and RNG Fields are optional and can be added to the end of each inquiry.
4. If used, INV must be INV or ALL.
  - a. INV/INV should be used if the inquiry is a non-field contact (i.e., office, squad room). This prevents a notice from being sent to a Department of Corrections supervising officer if the inquiry retrieves a record on the subject from the Supervised Persons File.
  - b. If INV/ALL is used, then all exact match and near-hit records will return.
5. The information entered into the optional ATN will be furnished to the Department of Corrections supervising officer when the inquiry retrieves a record from the Supervised Persons File.
6. 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.
7. 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.
8. 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
9. 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.
10. Using the RNG Field will provide a specific response or a range of responses related to the inquiry.
  - a. If RNG is used and is one number then only return the response in the record list that matches that number. For example, RNG/4 will return record response number 4.
  - b. If two numbers are entered as RNG, then only return the candidates that match the two numbers and that are between the two numbers in the candidate list. For example, RNG/13-17 will return record responses 13 through 17.
  - c. If RNG/ALL is used, then all exact match and near-hit records will return.

## B. Search and Match Criteria

1. The following is an explanation of the matching criteria for WACIC and NCIC:
  - a. Name (NAM)
    - (1) WACIC
      - (a) The system phonetically converts all components (first, middle and last name) of the query name. A weighted score, based on the Soundex system, is assigned to each component based on whether there is an exact or phonetic match. Since all components of the name are scored, it is beneficial to include as much of the name as possible in the query.
      - (b) The top 20 candidates that pass the combined percentage of the set threshold are returned.
      - (c) In addition to these weighting factors used to narrow the search, other benefits of the name search routine are:

1. First and middle names are reversed and used in the search.
  2. Common nicknames are converted to full names that are then searched.
  3. Components of hyphenated last names are reversed and searched. Also, each component of hyphenated last names is used in the search.
- (d) If an inquiry to WACIC on a wanted person results in a positive response (hit) and that record was initially entered with a SID or PCN, then the descriptor portion (and any alias information) from WASIS will be appended to the bottom of the WACIC record for viewing. This descriptor information is not searchable because it was not part of the base record. The WASIS information is displayed because of the association with a SID or PCN. The WASIS information does not and will not automatically populate the fields in the base record.
- (2) NCIC
- (a) Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth. If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.
  - (b) When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the 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.

- b. Sex (SEX)
  - (1) WACIC
    - (a) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WACIC. However, if SEX and RAC are used, WACIC will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.
  - (2) NCIC
    - (a) 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.
- c. Race (RAC)
  - (1) WACIC
    - (a) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WACIC. However, if SEX and RAC are used, WACIC will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.
  - (2) NCIC
    - (a) 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

- d. Date of Birth (DOB)
  - (1) WACIC
    - (a) A weighted score is also applied to the components (month, day, and year) of the query DOB.
    - (b) Any matched record with DOB falling outside of plus or minus five years from the query DOB will not be included in the candidate list. Exact matches result in a full record response.

(2) NCIC

- (a) When only one numeric identifier is used in a QW inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the social security number, the response(s) will include records on file with that social security number even though there may be other records on file for the same individual which do not contain that particular number.
- (b) An NCIC inquiry containing a DOB will search on the exact date of birth; therefore, additional inquiries may be made varying the year.
- (c) When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved.
- (d) 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 phonetic match to the surname in the inquiry.

C. Requirements for QW Inquiries

1. Inquiries can be made by:

- a. NAM and at least one of the following: DOB with optional SEX and RAC, SOC, FBI, MNU, OLN, LIC with optional LIS, VIN, VMA/VMAD and/or OCA
- b. NAM and DOB (or other field, like SOC, MNU, etc.) and optional fields INV, ATN, IND, RSH, ENS, and RNG
- c. SID
- d. WAC

(1) Inquiries made by WAC only receive a WACIC response for an exact match.

e. NIC

(1) Inquiries made by NIC will receive both a WACIC and NCIC response for an exact match.

D. Example of Protection Order Inquiry Response

1. WACIC No Record Response

NO RECORDS FOUND NAM/TEST, RECORDER  
DOB/1990010111/20/2023, 10:02:42

2. WACIC Positive Response

TOTAL MATCHES: 1RECORD NUMBER: 1

\*\*\*\*\* PROTECTION ORDER \*\*\*\*\*

EXACT\_MATCH

MKE/EPO ORI/WAWSP0076 WSP ACCESS NAM/RECORD,  
TEST SEX/M RAC/W DOB/19700101HGT/510 WGT/195  
EYE/BRO HAI/BRO  
OCA/TEST123  
RTP/PO RES/112233 NOS/Y SVD/20231120 TOS/PS  
OTS/Y POS/N SVC/1

PCO/07 -THE SUBJECT IS PROHIBITED FROM  
POSSESSING AND/OR PURCHASING A FIREARM OR  
OTHER WEAPON AS IDENTIFIED IN THE  
MISCELLANEOUS FIELD.  
DOI/20231120 EXD/20241120 BRD/Y

MIS/\*TEST RECORD\*  
NOA/N  
DNA/N

WAC/23R0063309 NIC/H965163395  
ENT/11/20/2023 10:00

3. NCIC No Record Response

NO NCIC WANT NAM/NCIC, WACIC  
DOB/19700101\*\*\*MESSAGE KEY QW SEARCHES WANTED  
PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS  
INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S  
LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.  
11/20/2023, 10:15:30

4. NCIC Positive Response

\*\*\*\*\*WARNING - THE FOLLOWING IS AN NCIC  
PROTECTION ORDER RECORD. DO NOT  
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS  
RECORD. CONTACT ENTERING  
AGENCY TO CONFIRM STATUS AND TERMS OF  
PROTECTION ORDER\*\*\*\*\*

\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED  
FROM RECEIVING OR POSSESSING  
A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C.,  
SECTION 922)\*\*\*\*

MKE/PROTECTION ORDERORI/WAWSP0076  
NAM/RECORD,TEST SEX/M RAC/W  
DOB/19700101 HGT/510 WGT/195 EYE/BRO HAI/BRO  
SVC/1 - SERVED SVD/20231120

PNO/112233 BRD/Y ISD/20231120 EXP/20241120  
PCO/07 - THE SUBJECT IS PROHIBITED FROM  
POSSESSING AND/OR PURCHASING A FIREARM  
PCO/OR OTHER WEAPONS AS IDENTIFIED IN THE  
MISCELLANEOUS FIELD.  
OCA/TEST123  
NOA/N  
MIS/\*TEST RECORD\*  
DNA/N  
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-  
5999  
NIC/H965163395 DTE/20231120 1300 EST DLU/20231120  
1300 EST

### **III. QUERY PROTECTION ORDER (QPO) INQUIRIES**

#### **A. Guidelines for QPO Inquiries**

1. The guidelines for the QPO inquiry are the same as for the QW. Refer to the Query Wanted (QW) Inquiries Section above, with the following exception:
  - a. INV is not applicable to the QPO.

#### **B. Requirements of QPO Inquiries**

1. The requirements for the QPO inquiry are the same as for the QW. Refer to the Query Wanted (QW) Inquiries Section above, with the following exception:
  - a. QPO inquiries require at least one numeric identifier (DOB, OCA, etc.).

#### **C. Example of Protection Order Inquiry Response**

1. Examples for the QPO inquiry are the same as for the QW. Refer to the Query Wanted (QW) Inquiries Section above.



**CHAPTER 26:  
SECTION 04:**

**PROTECTION ORDER FILE  
ENTRY TRANSACTIONS**

**Procedure #:** 26.04.000

**Effective Date:** October 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR PROTECTION ORDER ENTRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-4	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
Height	Optional	HGT	3-3	Numeric
Weight	Optional	WGT	3-3	Numeric
Eye	Optional	EYE	3-3	Alphabetic
Hair	Optional	HAI	3-3	Alphabetic
Skin Tone	Optional	SKN	3-3	Alphabetic
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
State Identification Number	Optional	SID	10-10	Alphabetic, numeric
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
Record Type	Mandatory	RTP	2-3	Alphabetic
Restraining Order Number	Mandatory	RES	3-15	Alphabetic, numeric, special characters
Date of Issuance	Mandatory	DOI	8-8	Numeric
Brady Indicator	Optional	BRD	1-1	Alphabetic
Originating Court ORI	Optional	ORC	9-9	Alphabetic, numeric
Expiration Date	Mandatory	EXD	8-8 6-6	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Protection Order Conditions	Mandatory	PCO	2-2	Numeric
Miscellaneous	Conditional	MIS	1-500	Alphabetic, numeric, special characters
Notify Originating Agency	Optional	NOA	1-1	Alphabetic
Notice of Service	Mandatory	NOS	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
Protected Person Name	Conditional	PPN	3-30	Alphabetic, special characters
Protected Person Sex	Conditional	PSX	1-1	Alphabetic
Protected Person Race	Conditional	PPR	1-1	Alphabetic
Protected Person Date of Birth	Conditional	PPB	8-8	Numeric

Protected Person Social Security Number	Conditional	PSN	9-9	Numeric
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
Pack	Optional	PACK	1-1	Alphabetic
Type of Service	Optional	TOS	2-2	Alphabetic
Citizenship	Optional	CTZ	2-2	Alphabetic
Ethnicity	Optional	ETN	1-1	Alphabetic
Service Date	Optional	SVD	8-8	Numeric
Linkage Agency Identifier	Optional	LKI	9-9	Alphabetic, numeric
Linkage Case Number	Conditional	LKA	1-20	Alphabetic, numeric, special characters
Order to Surrender	Mandatory	OTS	1-1	Alphabetic
Proof of Surrender	Mandatory	POS	1-1	Alphabetic

\*Omnix only

## II. GUIDELINES FOR PROTECTION ORDER ENTRY

- A. The originating agency must account for all fields in the protection order 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. A 24/7 hit confirmation phone number must be placed in the MIS Field.
- C. A vehicle and/or license plate may be entered as part of a protection order record provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the subject may be operating the vehicle or a vehicle bearing the license plate.
- D. Brady Record Indicator (BRD)
  1. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922.
  2. There are 4 criteria in order to meet Brady-the federal firearm prohibitor.
    - a. The defendant had actual notice and the opportunity to be heard/participate.
    - b. They must meet the federal definition of intimate partners (18 U.S.C §921(a)(32)). The protected person must be:
      - (1) A spouse or former spouse/domestic partner of the respondent
      - (2) A parent of a child in common with the respondent

- (3) A person who cohabitates or previously cohabitated with the respondent
  - (a) Cohabitation requires a live-in relationship (or former live-in relationship) between two (2) individuals (can be same sex) which, in essence, is a sexual/romantic relationship, NOT merely a roommate.
- c. Restrains future conduct.
- d. Must pose physical force OR credible threat:
  - (1) The order must include a finding that the respondent is a credible threat to the physical safety of the protected person
  - OR
  - (2) The order specifically prohibits the use, attempted use or threatened use of physical force against the protected person
- 3. If the above criteria is met, Y should be entered in the BRD Field. The caveat for NCIC returns only reads:
 

\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)\*\*\*\*
- 4. Temporary/*ex parte* orders do not meet the criteria specified by law and Brady must be entered as N.
- 5. Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should be used when the status remains unknown after reviewing all available documentation. When no attempt is made to determine the disqualification status, a BRD code should not be included in the record.
- 6. The following chart contains relationships frequently encountered on protection orders and the corresponding value for the BRD Field.

Protected Person	Subject	BRD
Spouse	Spouse	Y
Former spouse	Former spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together unless documentation of cohabitation exists	Unmarried Currently or formerly living together unless documentation of cohabitation exists	U
Child	Parent	Y
Stepchild	Stepparent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N

Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N
Roommates	Roommates	N
Neighbors	Neighbors	N
Stepparent	Stepchild	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex, cohabiting, intimate relationship	Y
Stranger	Stranger	N

E. Protection Order Condition 07 (PCO/07)

1. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Washington State restrictions issued as a condition within a Protection Order as defined by the court or based upon the RCW the Protection Order is issued under.
2. PCO/07 must be included within a Protection Order entry/modification if any of the following apply:
  - a. The order advises that the Defendant cannot own, possess, or control a firearm, other dangerous weapon or concealed pistol license (RCW 9.41.800/RCW 9.41.040) or advises to immediately surrender all firearms and dangerous weapons within the possession or control of the Defendant (RCW 9.41.800)
  - b. Completed Order to Surrender (OTS) form that is issued
    - (1) An OTS is a separate completed form issued under RCW 9.41.800/.801 by the court requiring the Defendant to surrender all firearms, concealed pistol license and/or specifically mentioned dangerous weapons to a law enforcement agency
  - c. Restricted under RCW 9.41.040(2)(a)(ii)
    - (1) Defendant had actual notice and the opportunity to participate
    - (2) Restrains future conduct to a protected person – no limitations based on relationship
    - (3) Order advises the Defendant is a credible threat OR prohibits the use, threatened use, or attempted use of physical force
    - (4) Must be a Protection Order, No Contact Order, or Restraining Order issued under RCW 7.105, 9A.46,

9A.40, 9A.44, 10.99, 26.09, 26.26A, 26.26B, 7.90,  
7.92, 10.14, or 26.50

- F. Duplicate Record Reject
  - 1. Any record matching by record type (protection order) and ORI and the following field combination are returned from the search as duplicate record:
    - a. NAM and OCA

### III. REQUIREMENTS FOR PROTECTION ORDER ENTRY

- A. The following fields are mandatory for acceptance of a protection order entry in WACIC/NCIC:
  - 1. HDR, MKE, ORI, NAM, SEX, RAC, RTP, RES, DOI, EXD, OCA, PCO, NOS, OTS, POS and at least one of the following numerical identifiers: DOB; FBI; MNU; SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or PPN with PPB or PSN.
- B. The entry will be rejected if one of the mandatory fields is left unfilled.

### IV. EXAMPLE OF PROTECTION ORDER ENTRY ACKNOWLEDGMENT

- A. WACIC Acknowledgment

ENTERED EPO NAM/RECORD, TEST DOB/19700101  
WAC/23R0063309 OCA/TEST123  
11/20/2023 AT 10/00  
11/20/2023, 10:00:19

- B. NCIC Acknowledgment

1L0106QD00NNG7EPO WAWSP0076  
NAM/RECORD, TEST NIC/H965163395  
OCA/TEST123



**CHAPTER 26:  
SECTION 05:**

**PROTECTION ORDER FILE  
ENTRY SUPPLEMENTAL  
TRANSACTIONS**

<b>Procedure #:</b> 26.05.000	<b>Effective Date:</b> October 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 FIELD CODES FOR PROTECTION ORDER 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	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
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
Protection Order Condition	Optional	PCO	2-2	Numeric
Protected Person Name	Optional	PPN	3-30	Alphabetic, special characters
Protected Person Sex	Conditional	PSX	1-1	Alphabetic
Protected Person Race	Conditional	PPR	1-1	Alphabetic
Protected Person Date of Birth	Conditional	PPB	8-8	Numeric
Protected Person Social Security Number	Conditional	PSN	9-9	Numeric
Citizenship	Optional	CTZ	2-2	Alphabetic
Telephone Number Type	Optional	TNT	1-1	Alphabetic
Telephone Number	Conditional	TNO	12-12	Numeric, special characters

\*Omnixx only

## II. GUIDELINES FOR PROTECTION ORDER 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 only fields that can be entered with a supplemental entry transaction are those allowed by the specified file type. For example, a Protection Order File record will accept supplemental entry transactions including the PCO or PPN set if the information has been entered into the base record. For all other file types, the PCO and PPN set will not be applicable.

- D. 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.

<b>Field</b>	<b>MFC</b>	<b>Max Number</b>
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
Protection Order Conditions	PCO	7
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
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number (Entered as a Set)	PPN	9
Telephone Number and Type (Entered as a Set)	TNT	9

- E. Supplemental entries on AKA, DOB, SMT, MNU, SOC, CMC, PCO, and CTZ must be identified only one time in each supplemental entry.
- F. Items which are entered as a set must be identified before each set.
- G. 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.
- H. 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, CMC, PCO, or CTZ is counted as one identifier. Each set of data relating to an OLN, LIC, VIN, PPN, or TNT is likewise counted as one identifier.
- I. The supplemental entry may be made only by the agency that entered the person record.
- J. There is no AKA Field for the Protected Person Name (PPN) in a protection order. In order to ensure completeness of the record, each known alias for the protected person should be entered as an additional PPN.

### III. REQUIREMENTS FOR PROTECTION ORDER 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 an identity theft record can be made by:
  - 1. NAM and OCA
  - 2. NAM and WAC
  - 3. NAM and NIC

### IV. EXAMPLE OF PROTECTION ORDER SUPPLEMENTAL ENTRY ACKNOWLEDGMENT

#### A. WACIC Acknowledgment

WAWSP0076  
 ENTERED EN NAM/RECORD, TEST  
 WAC/23R0063309  
 11/20/2023 AT 10/43  
 WWCIC TIME: 1513 DATE: 070214 TO: SP8H

WAWSP00R4  
 SUPP RECORD NAM/TEST,SUBJECT TWO OCA/TEST007  
 MODIFIED FIELDS: DOB,OLN  
 07/02/2014 AT 15/13

#### B. NCIC Acknowledgment

1L0106QD00PCBJENPO  
 WAWSP0076  
 SUPP NAM/RECORD,TEST NIC/H965163395



### CHAPTER 26: PROTECTION ORDER FILE SECTION 06: MODIFY TRANSACTIONS

<b>Procedure #:</b> 26.06.000	<b>Effective Date:</b> October 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 FIELD CODES FOR PROTECTION ORDER MODIFY

Field Name	Required?	Message Field Code	Field Length	Data Type
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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
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Any field(s) from entry transaction				

## II. GUIDELINES FOR PROTECTION ORDER MODIFY

- A. Modification of a record is restricted to the agency that entered the record; however, the Serve Protection Order (SPO) transaction can be used by another agency to change the Notice of Service (NOS) from Y to N or N to Y. A modification message is used to add, delete, or change data in a protection order 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, except for vehicle and license data.
- 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. If an agency has entered a temporary protection order, it can be modified to a permanent protection order by modifying the RTP.
  1. If an Expiration Date (EXD) must be entered on the record, then the EXD must be submitted using a modification transaction.
- F. 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 PROTECTION ORDER 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 protection order can be made by:
  1. NAM and OCA
  2. NAM and WAC
  3. NAM and NIC
- C. Modify to Add NIC Number
  1. If you receive a notice from WACIC that the NIC number was not added to your WACIC record, you must modify your WACIC record to add the NIC. When modifying a WACIC record, use the WAC and OCA to identify the record.

### **IV. EXAMPLE OF PROTECTION ORDER MODIFY ACKNOWLEDGMENT**

- A. WACIC Acknowledgment  
MODIFIED MPO NAM/RECORD, TEST WAC/23R0063309  
MODIFIED FIELDS: OCA, HAI, EYE, OCA, OCA,  
11/20/2023 AT 10/45
- B. NCIC Acknowledgment  
1L0106QD00PEZPMPO WAWSP0076  
MODIFY NAM/RECORD, TEST NIC/H965163395  
11/20/2023, 10:45:27



**CHAPTER 26: PROTECTION ORDER FILE**  
**SECTION 07: SERVE TRANSACTIONS**

<b>Procedure #:</b> 26.07.000	<b>Effective Date:</b> October 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 FIELD CODES FOR SERVE PROTECTION ORDER**

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
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Notice of Service	Mandatory	NOS	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Type of Service	Optional	TOS	2-2	Alphabetic
Service Date	Conditional	SVD	8-8	Numeric

**II. GUIDELINES FOR PROTECTION ORDER SERVE**

- A. If the agency receiving the order is unable to serve the order on the subject due to his/her location, that agency may request the order be served on the subject by another agency. The agency that serves the protection order shall submit an SPO to update the record to show that the protection order has been served.
- B. The SPO is used to change the NOS to indicate whether a protection order has been served (Y) or has not been served (N).
- C. SPO cannot be used for service outside Washington State as this field is a WACIC field only.

**III. REQUIREMENTS FOR SERVE PROTECTION ORDER**

- A. The serve transaction consists of the message key, ORI, two record identifiers, and the notice of service.

B. Serve transactions on a protection order can be made by:

1. NAM and OCA
2. NAM and WAC

**IV. EXAMPLE OF PROTECTION ORDER SERVE ACKNOWLEDGMENT**

A. WACIC Acknowledgment

WAWSP0076  
MODIFIED SPO NAM/RECORD, TEST WAC/23R0063322  
OCA/TEST123  
MODIFIED FIELDS: SVD, ORI,  
11/20/2023 AT 10/52



**CHAPTER 26:  
SECTION 08:**

**PROTECTION ORDER FILE  
CLEAR TRANSACTIONS**

**Procedure #:** 26.08.000

**Effective Date:** October 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR PROTECTION ORDER CLEAR**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Date of Clear	Mandatory	DCL	8-8	Numeric

**II. GUIDELINES FOR PROTECTION ORDER CLEAR**

- A. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
  - 1. When a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. The clear transaction will change the status of the POF record from active to inactive. Clearance of a POF record is restricted to the agency that entered the record.
- B. When a protection order record is cleared, any supplemental information appended to that record will be cleared automatically.
- C. When a protection order record is cleared, its status will be changed to inactive in NCIC. During this period of time, the record can be accessed via the QPO transaction. Inactive records cannot be modified. The record will remain on file for the remainder of the year plus five years, at which time the record will be retired.

### **III. REQUIREMENTS FOR PROTECTION ORDER CLEAR**

- A. The clear transaction consists of the message key, ORI, two record identifiers, and the date of clear.
- B. Clears on a protection order can be made by:
  - 1. NAM and OCA
  - 2. NAM and WAC
  - 3. NAM and NIC

### **IV. EXAMPLE OF PROTECTION ORDER CLEAR RESPONSE**

#### A. WACIC Response

WAWSP0076  
CLEARED CPO NAM/RECORD, TEST DOB/  
WAC/23R0063322 OCA/TEST123  
11/20/2023 AT 10/56

#### B. NCIC Response

1L0106QD00PVBACPO WAWSP0076  
CLEAR NAM/RECORD, TEST OCA/TEST123  
11/20/2023, 10:56:38 - MKE: CPO



**CHAPTER 26:  
SECTION 09:**

**PROTECTION ORDER FILE  
CANCEL SUPPLEMENTAL  
TRANSACTIONS**

<b>Procedure #:</b> 26.09.000	<b>Effective Date:</b> October 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 FIELD CODES FOR PROTECTION ORDER SUPPLEMENTAL 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
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Image NCIC Number	Optional	IMN	10-10	Alphabetic, numeric
Image Type	Conditional	IMT	1-1	Alphabetic
Any field(s) from supplemental transaction				

**II. GUIDELINES FOR PROTECTION ORDER SUPPLEMENTAL CANCEL**

- A. A supplemental cancel 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 only fields that can be cancelled with a supplemental cancel transaction are those allowed by the specified file type. For example, a Protection Order File record will accept supplemental cancel transactions

including the PCO or PPN set if the information has been entered into the base record. For all other file types, the PCO and PPN set will not be applicable.

- D. 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 supplemental cancel message.

<b>Field</b>	<b>MFC</b>	<b>Max Number</b>
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
Protection Order Conditions	PCO	7
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
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number (Entered as a Set)	PPN	9
Image Number and Image Type (Entered as a Set)	IMN	9
Telephone Number and Type (Entered as a Set)	TNT	9

- E. Each set (multiple data element fields) must be preceded by the MFC (OLN, VIN, etc.) and all data elements of the set must appear exactly as they appear in the supplemental record on file.
- 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, SOC, CMC, PCO, or CTZ is counted as one identifier. Each OLN, LIC, VIN, PPN, IMN, or TNT set (multiple data element fields) is counted as one identifier.
- G. Up to nine images may be cancelled using the XN transaction. Individual images can be cancelled using the Cancel Image (XIM) transaction. Refer to the Image File Chapter for more information.
- H. The supplemental cancel transaction may be made only by the agency that entered the person record.

### **III. REQUIREMENTS FOR PROTECTION ORDER SUPPLEMENTAL CANCEL**

- A. The supplemental cancel 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. Supplemental cancel transactions on an identity theft record can be made by:
  - 1. NAM and OCA
  - 2. NAM and WAC
  - 3. NAM and NIC

### **IV. EXAMPLE OF PROTECTION ORDER SUPPLEMENTAL CANCEL ACKNOWLEDGMENT**

- A. WACIC Acknowledgment

WAWSP0076  
CANCELLED SUPP XN NAM/RECORD, TEST  
WAC/23R0063309  
11/20/2023 AT 10/51

- B. NCIC Acknowledgment

1L0106QD00POQBXN WAWSP0076  
CANCEL SUPP NAM/RECORD, TEST NIC/H965163395



**CHAPTER 26:  
SECTION 10:**

**PROTECTION ORDER FILE  
CANCEL TRANSACTIONS**

**Procedure #:** 26.10.000

**Effective Date:** October 1, 2013

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR PROTECTION ORDER CANCEL**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Date of Cancellation	Optional	DOC	8-8	Numeric

**II. GUIDELINES FOR PROTECTION ORDER CANCEL**

- A. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the protection order records that have been expunged or are determined to be inaccurate. Active, expired, and cleared records can be cancelled.
- B. A cancellation message will immediately retire the protection order record. These records are not available in the inactive database.
- C. The date of cancel is optional. If not used, the record is cancelled as of the current date.

**III. REQUIREMENTS FOR PROTECTION ORDER CANCEL**

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

B. Cancellation on a protection order can be made by:

1. NAM and OCA
2. NAM and WAC
3. NAM and NIC

**IV. EXAMPLE OF PROTECTION ORDER CANCEL ACKNOWLEDGMENT**

A. WACIC Acknowledgment

WAWSP0076  
CANCELLED XPO NAM/RECORD, TEST  
WAC/23R0063309  
11/20/2023 AT 10/51

B. NCIC Acknowledgment

1L0106QD00POQBXPO WAWSP0076  
CANCEL NAM/RECORD, TEST NIC/H965163395