Judicial Information Systems

District Court System

SOS & LEIN User Guide

2008

June 2014: This edition of the User Guide includes notes and references to software updates or corrections made by JIS, SOS and/or LEIN through the June 2014 DCS software update.

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Judicial Information Systems
District Court System
SOS & LEIN User Guide
2008

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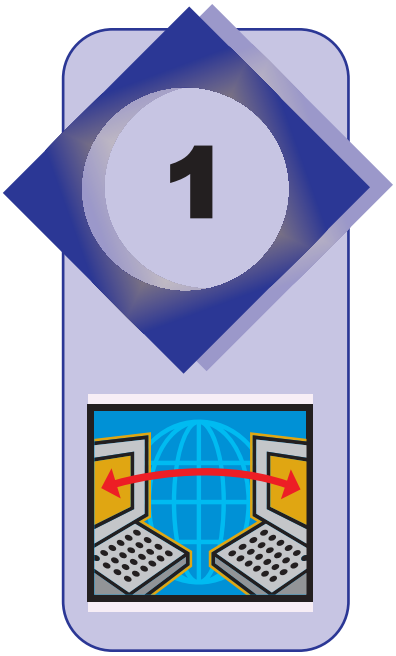
SOS & LEIN ACCESS



This chapter will describe ways to access the Secretary of State (SOS) or Law Enforcement Information Network (LEIN), your menu options for SOS or LEIN, and where to get assistance from SOS, LEIN and JIS.

Accessing the SOS & LEIN Selection Menu

The three ways to access the SOS & LEIN Selection Menu are:

- On the **District Court System** menu type option **5 (SOS/LEIN)** in the *Option:* field and press **ENTER**. (*EXAMPLE 1*)
- Type **SOS** in the *NXT* field and press **ENTER**. (*EXAMPLE 2*) You can use this "hop line" from any screen to access the **SOS & LEIN Selection Menu**.
- An option on a "personalized" menu.

EXAMPLE 1

SUNNY SPRINGS State Court Administrative Office

District Court System

Select one of the following Subsystems:

1. Traffic/Criminal
2. Civil
3. Cash
4. Probation
5. SOS/LEIN

Option: 5

F24-Previous Menu

EXAMPLE 2

NXT SOS CASE _____ PTY ___ COUNT __ INQ _____ ST __

F1-Clear Screen F24-Previous Menu Page/Roll-Additional Options

The fields at the bottom of screens are commonly referred to as being on the hop line.

SOS & LEIN Selection Menu

Once you have accessed the SOS & LEIN system the **SOS & LEIN Selection Menu** displayed below will appear. If you **Page/Roll** the **LEIN TAC Selection Menu** at the bottom of this page will appear. Type in one of the option numbers listed in the *Option:* field and press **ENTER**. A detailed description of these options and the chapter where they can be found in this User Guide is on the following page.

```
                    State Court Administrative Office
                       Judicial Information Systems

                          SOS & LEIN Selection Menu


        1. Secretary of State Inquiry       6. Hit Confirmation Request

        2. LEIN Inquiry                     7. Hit Confirmation Response

        3. LEIN Admin Message

        4. LEIN Entry                       9. CHR Entry

        5. LEIN Multiple DLN Inquiry


        Option: _____


    F24-Exit  Page/Roll
```

SOS & LEIN Selection Menu

```
                    State Court Administrative Office
                       Judicial Information Systems

                          LEIN TAC Selection Menu


        1. LEIN Operator Certification
               and Warrant Validation Notification

        2. QLOG Format

        3. District Court Warrant Validation Reports
               for ORI MI630995J
               _  Alpha   by NAM
               _  Numeric by DKT
               _  Numeric by OCA

                                          JIS will populate this field
                                          with your ORI number.


        Option: _____


    F24-Exit  Page/Roll
```

LEIN TAC Selection Menu

Menu Options - Descriptions & Functions

SOS & LEIN Selection Menu		
Option	**Description and chapter of User Guide**	**Function**
1	**Secretary of State Inquiry (Ch. 2)**	--> Driving records and addresses for Michigan drivers --> Vehicle plate and VIN information --> Repeat offender status --> Eligibility for restricted license --> SOS "System" inquiries including vehicle title and registration status, water craft info and boating record, snowmobile registration info, handicap permits, etc.
2	**LEIN Inquiry (Ch. 3)**	Warrant checks, criminal histories, ORI number inquiries, etc.
3	**LEIN Admin Message (Ch. 4)**	Send messages to an ORI (LEIN agencies)
4	**LEIN Entry (Ch. 4)**	Enter or delete warrants and probation conditions into LEIN. Inquirying on valid PACC codes is done from the LEIN Entry screen, but is described in Chapter 3 - LEIN INQUIRIES.
5	**LEIN Multiple DLN Inquiry (Ch. 3)**	Request multiple Michigan and out-of-state driving records. Also does a warrant check ("Q" inquiry) at the same time.
6	**Hit Confirmation Request (Ch. 3)**	A request by the court to check if a warrant on the system is valid because the defendant is in custody now.
7	**Hit Confirmation Response (Ch. 3)**	Either a yes or no response to the Hit Confirmation request (see number 6) on whether a specific warrant is valid.
9	**CHR Entry (Ch. 4)**	Criminal History Reporting to Michigan State Police - Central Records Division. An entry here fills in the judicial portion of the criminal history.
LEIN TAC Selection Menu		
1	**LEIN Operator Certification and Warrant Validation Notification (Ch. 5)**	Enter certified LEIN operators or inquire on certified LEIN operators in your court. Allows court to validate warrants.
2	**QLOG Format (Ch. 5)**	A history log for the number of criminal history records requested for a specific ORI number. Used by LEIN auditors and for internal checks on your system.
3	**District Court Warrant Validation Reports (Ch. 5)**	Electronic validation of warrants issued by the court.

Where To Get Help

Department of State (DOS)

Please use the resources below when you have questions regarding laws or policies being implemented by the Department of State {also known as the Secretary of State (SOS)}.

- Michigan Department of State Court Manual
- Court Liaisons Lee Ann Gaspar (810-762-0764), Karri Ferri (517-636-0962) or David Handsor (517-636-0129)
- Abstract Processing (517-322-1598)
- Michigan Department of State Information Center (517-322-1460)

Law Enforcement Information Network (LEIN)

Please use the resources below if you have questions regarding LEIN messages, inquiries, entries, legal questions regarding use of LEIN, or LEIN policies.

- LEIN Operations Manual;
- Your Terminal Agency Coordinator (TAC) and/or your Local Agency Security Officer (LASO);
- Criminal History Section Help Desk 517-241-0606;
- Michigan Criminal Justice Information Network (MiCJIN) Service Center Help Desk 877-264-2546 or **mspleinfss@michigan.gov**.

Judicial Information Systems (JIS)

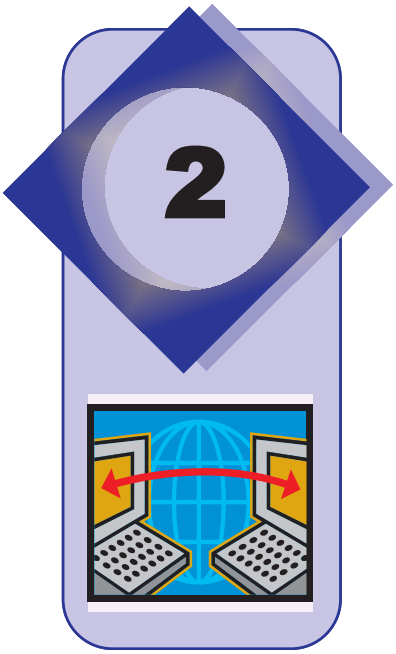
If you have a **hardware** question, your connection to SOS or LEIN is not functioning, or you need to add a user for access to SOS or LEIN you should contact JIS Operations.

- JIS Operations (888-339-1547) If an operator answers, ask for **Operations.** If voice mail answers, select **option 5 - Operations.** Hours of operation are Monday - Friday, 7:00AM - 4:30PM

If you have a **software** question or are not sure who to contact, contact the District Court System (DCS) Help Desk by phone, email, or fax.

- DCS Help Desk Phone (888-339-1547) If an operator answers ask for the **District Court** help desk. If voice mail answers, select **option 1 - District Court System** questions. Hours of operation are Monday - Friday, 9:00AM - 4:00PM.
- DCS Help Desk email is **dcshelpdesk@courts.mi.gov**
- Fax (517-373-7451)
- JIS District Court website can be found at **courts.mi.gov/jis**

SOS INQUIRIES



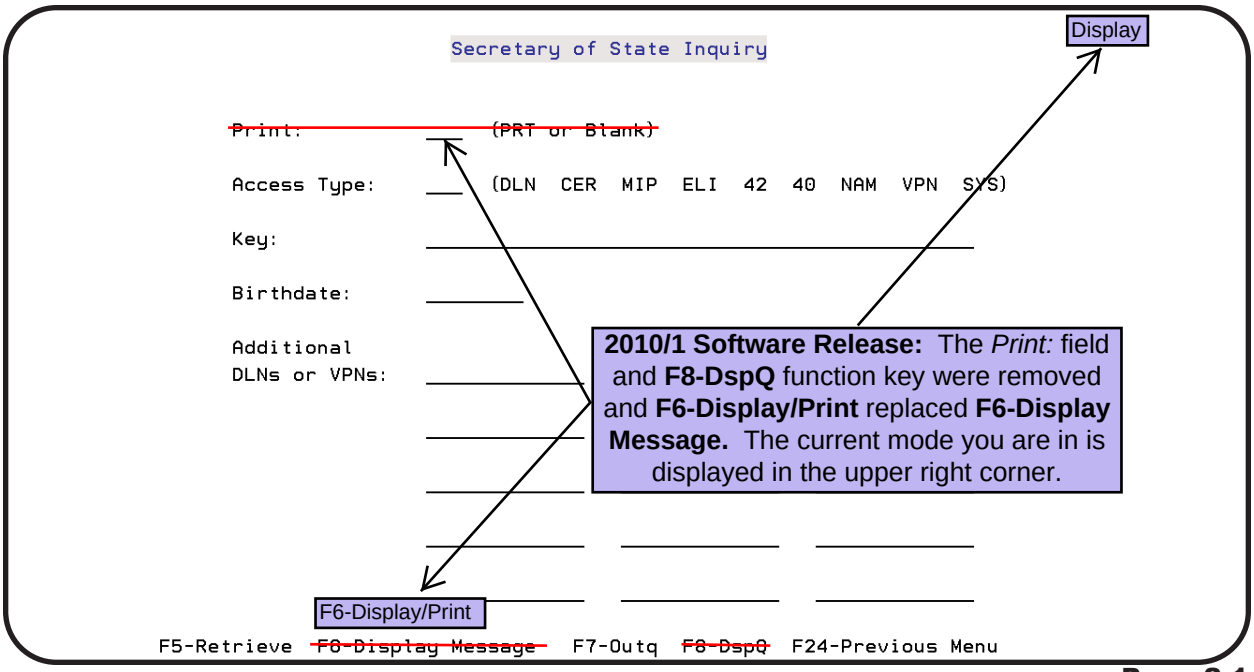
This chapter will describe how to make several types of SOS inquiries, printing or viewing the SOS response, and explain a driving record response or vehicle registration response.

Secretary of State Inquiry (SOS) screen

The Secretary of State Inquiry (SOS) screen (option **1** from your **SOS & LEIN Selection Menu**) shown below is used to request information stored with the Michigan Department of State. This information includes, but is not limited to, the following items:

- Edited and unedited driving records for Michigan drivers
- Repeat offender status
- Vehicle plate information, vehicle title status and vehicle identification number
- Handicap sticker/permit records
- Snowmobile and watercraft registration information
- Boating record for a driver

See page 2-4 for additional inquiries that may be made and examples.



Field Descriptions: SOS Inquiry screen

~~**Print: ___ (PRT or Blank)**~~

2010/1 Software Release: The *Print:* field and **F8-DspQ** function key were removed and **F6-Display/Print** replaced **F6-Display Message**.

~~Type **PRT** in this field to print inquiry response from SOS or leave blank to view the record on-line. Complete your inquiry data and press **ENTER.** If you entered PRT, the response will be sent directly to the assigned printer. If left blank, press **F8-DspQ** to view the response.~~

Access Type: ___ (DLN CER MIP ELI 42 40 NAM VPN SYS)

DLN This will request an edited driving record by using the Driver License Number (DLN) in the *Key:* field. No spaces or hyphens are used. This request is the same as doing a **SYS** in *Access Type:* and **36;1;** in the *Key:* field.

CER This will request a "certified" driving record by entering the DLN in the *Key:* field.

MIP This will request an unedited driving record and check the driving record for any prior Minor in Possession deferments. This request is the same as doing a **SYS** in *Access Type:* and **42;3;** in the *Key:* field.

An MIP Deferment request can also be done via the LEIN Inquiry screen by using **42B** in the *SOS:* field. See Appendix D on page A-5.

ELI The response to this inquiry by entering the DLN in the *Key:* field will determine eligibility for a driver to obtain a restricted license.

42 This will request an unedited driving record by entering the DLN in the *Key:* field. The response includes accidents where no ticket was issued. This request is the same as doing a **SYS** in *Access Type:* and **42;1;** in the *Key:* field.

40 This will request the current address of the driver without displaying the driving record by entering the DLN in the *Key:* field.

NAM Use this to request a driving record by typing the driver's name in the *Key:* field (Format: FIRST MIDDLE LAST SUFFIX). You may enter the full name and date of birth in *Birthdate:* field (Format: MMDDYYYY) or you may also enter the full or partial name to get a list of drivers with the same name, their DLN and city of residence. You can then do a second lookup to obtain the driving record with the DLN or full name and DOB. **NOTE:** A hyphen (-) is the only punctuation allowed when typing a name. If there is no known middle name or if only the middle initial is known, start your search including that information.

Access Type: continued on next page

Access Type, continued

VPN This will request the Michigan vehicle registration by entering the Vehicle Plate Number (VPN) in the *Key:* field. No spaces or other punctuation are used.

SYS Various "system" inquiries provided by SOS can be performed by using **SYS** in *Access Type:* and a SOS Inquiry number in the *Key:* field. See page 2-5 for a listing of these inquiry numbers or the Michigan Department of State Court Manual, Section I. **NOTE:** Always end your "SYS" request with a period in the *Key:* field.

Key: _____

Use this field to enter data (Name, DLN or SOS numbers) for *Access Type:* inquiries described above.

Birthdate: _____

The date of birth (DOB) is entered, along with the full name, when doing a **NAM** *Access Type:* inquiry. Format: MMDDYYYY

Additional DLNs or VPNs: _____ _____ _____

There are 15 additional lines for running driving histories or vehicle plate inquiries. You must enter **DLN, CER, MIP, ELI, 42, or 40** in the *Access Type:* field with the first DLN or VPN in the *Key:* field.

See page 2-6 for SOS inquiry examples.

Function Keys: SOS Inquiry screen

Function Key	Description
F5-Retrieve	Retrieve same information entered from last request if you have not left the SOS Inquiry screen
F6-Display/Print	~~Go to the Display Messages screen when you have a MW (message waiting) at bottom of screen~~
F7-Outq	~~Display the Work with Output Queue screen that all SOS responses are sent. This will show any SOS responses made by others in your court who share the same SOS printer and other non-SOS type print files stored in that output queue.~~
~~F8-DspQ~~ **2010/1 Software Release:** Function key removed.	~~This will display only those SOS inquiries initiated by your sign on. See **Work with All Spooled Files** on page 2-6 for further details on viewing or printing the response.~~
F24-Previous Menu	Return user to the **SOS & LEIN Selection Menu**

2010/1 Software Release: Changed to **F6-Display/Print**. Toggle between Display Mode and Print Mode. The current mode is displayed in the upper-right corner of the screen. Print Mode will send responses directly to your associated printer/out queue. Display Mode will make available the responses to display on your screen. See **F7-Outq** for instructions on how to display your responses.

The mode can be hard set by the court's Terminal Agency Coordinator so that a user has only Display or Print ability.

2010/1 Software Release: F7-Outq has a dual purpose. While in Print Mode (see **F6-Display/Print**), displays the Work with Output Queue screen to determine the status of the printer's output queue. While in Display Mode, displays a list of all of your SOS or LEIN responses still on the system. From there you can display the response with option 5=Display, delete the response with option 4=Delete, or change the response with option 2=Change to redirect it to an active printer/outq. While in Display Mode the list of responses will always show your oldest responses first. Therefore, for ease of displaying and privacy concerns, please Delete any responses you no longer need. **F11=View 2** from this screen will display the creation Date and Time in the last two columns of each response.

System Inquiries (SYS) by SOS Inquiry Number

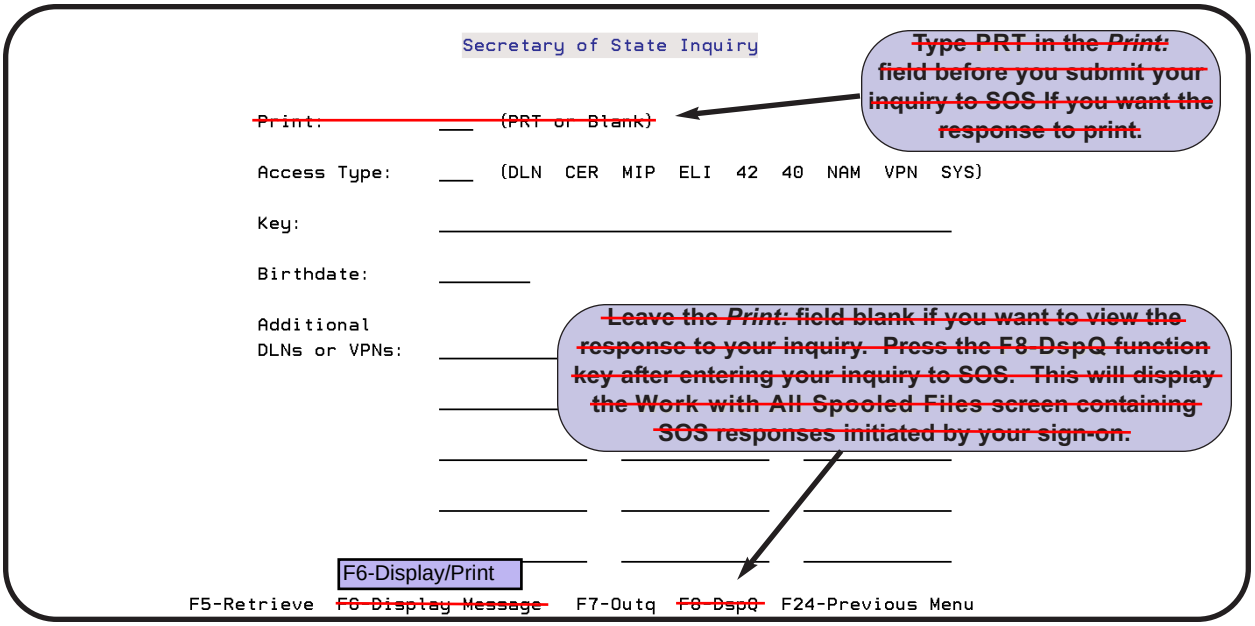
August 2011
SC; = Use the DLN to determine eligibility for a sobriety court restriced license. EXAMPLE: SC; J500123456789.

SOS #	To Look Up	Data Needed	Example (period is required)
11;	Vehicle Title and Registration Information	Vehicle Plate Number	11;MSU111.
13;	Vehicle Registration Information	Vehicle Plate Number	13;MSU111.
14;	Vehicle Registration, Fee Information	Vehicle Plate Number	14;MSU111.
15; 15:*	All Plates Registered	Name (Last First Middle initial) Name and Street Address Alpha search by page number	15;JONES JOHN R. 15;JONES JOHN R;123 MAPLE. 15;*123456. (123456 = SOS page number)
21;	Watercraft Registration	Watercraft Registration Number	21;0001AA.
25;	Snowmobile Registration	Snowmobile Registration Number	25;A000001.
27;1; 27;2;	Recreational Vehicle Status	Driver License Number Full Name / DOB	27;1;J500123456789. 27;2;JOHN ROY JONES;05051955.
28;1; 28;2;	Recreational Vehicle Status - Boating	Driver License Number Full Name / DOB	28;1;J500123456789. 28;2;JOHN ROY JONES;05051955.
35;1; 35;2; PRIOR;	License Status - Repeat Offender Info Prior Susp/Rest Violations	Driver License Number Full Name / DOB Driver License Number	35;1;J500123456789. 35;2;JOHN ROY JONES;05051955. PRIOR;J500123456789.
36;1; 36;2;	Driving Record (Edited)	Driver License Number Full Name / DOB	36;1;J500123456789. 36;2;JOHN ROY JONES;05051955.
38;1;	Driving Record History Since Date Specified	Driver License Number & Beginning Search Date	38;1;J500123456789;04282001.
40;1; 40;2;	Current Address	Driver License Number Full Name / DOB	40;1;J500123456789. 40;2;JOHN ROY JONES;05051955.
42;1; 42;2; 42;3;	Driving Record (Unedited) Include MIP deferments	Driver License Number Full Name / DOB Driver License Number	42;1;J500123456789. 42;2;JOHN ROY JONES;05051955. 42;3;J500123456789.
43;1; 43;2;	History of All Convictions	Driver License Number Full Name / DOB	43;1;J500123456789. 43;2;JOHN ROY JONES;05051955.
44;1; 44;2;	History of All Open FAC/FCJ/FCPVs	Driver License Number Full Name / DOB	44;1;J500123456789. 44;2;JOHN ROY JONES;05051955.
49;2;	Name & DOB	**M** = Middle Name unknown, DOB **B** = Full Name known, No DOB **P** = Middle Name unknown, No DOB **I** = Middle Initial known, No DOB	49;2;JOHN JONES;05051955;M. 49;2;JOHN ROY JONES;B. 49;2;JOHN JONES;P. 49;2;JOHN R JONES;I.
51;1;	Vehicle Title Status	Vehicle Identification Number (VIN)	51;1;G8ZG5595PZ319234.
54;1;	Vehicle Title and Registration Information - Status of Lien	Vehicle Identification Number (VIN)	54;1;G8ZG5595PZ319234.
73;1;	Complete Financial Resp. Record	Driver License Number	73;1;1J500123456789.
78;	Handicap Parking Permit	Handicap Permit Number	78;123456.
79;	Handicap Permit by Name	Name	79;JONES JOHN R.

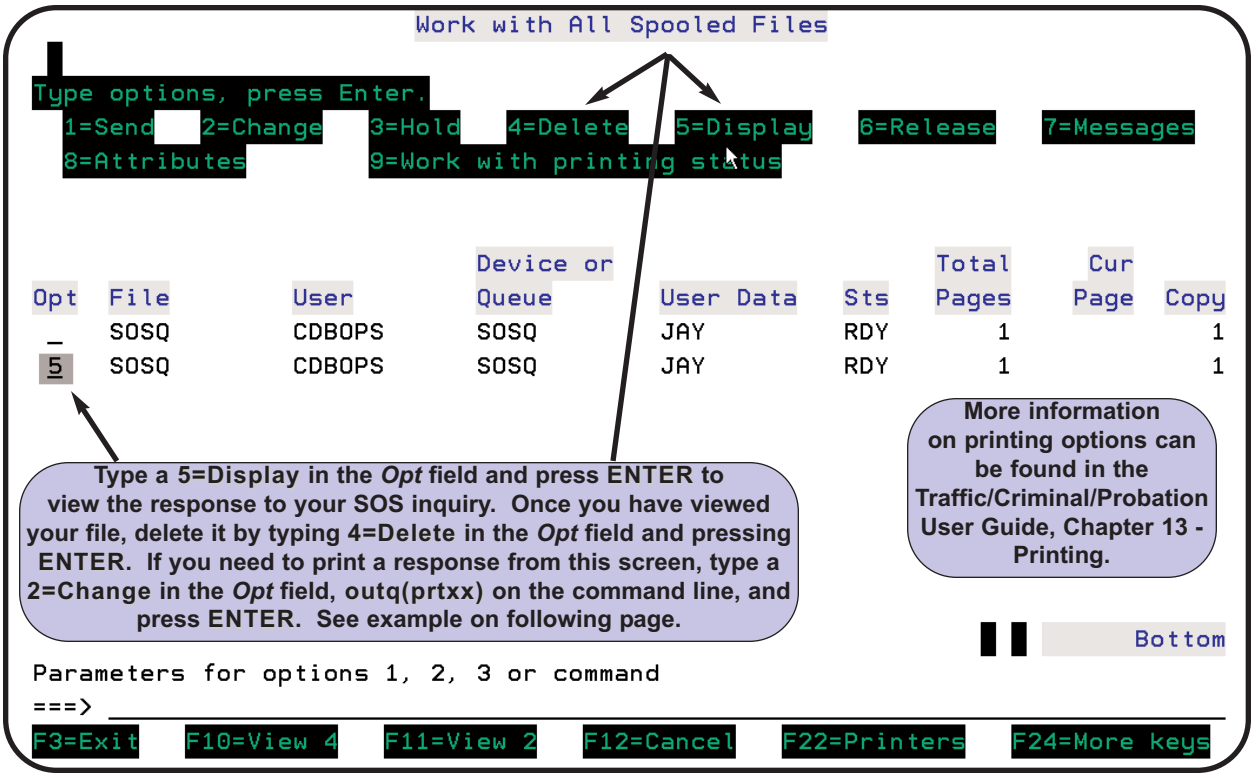
Work with All Spooled Files

F7-Outq

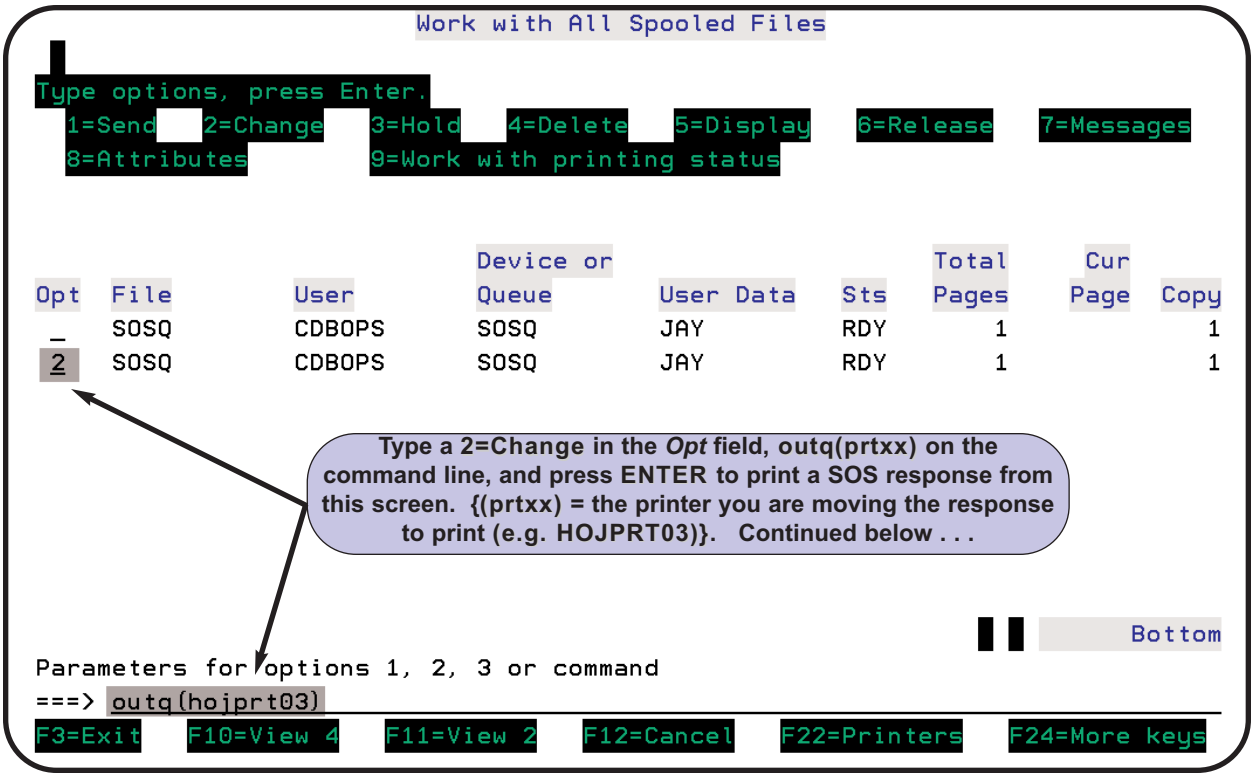
If you are not printing the response to your inquiry you will need to press the ~~F8-DspQ~~ function key (described on page 2-4) at the bottom of the Secretary of State Inquiry screen to view the response from SOS. This will display the Work with All Spooled Files screen.



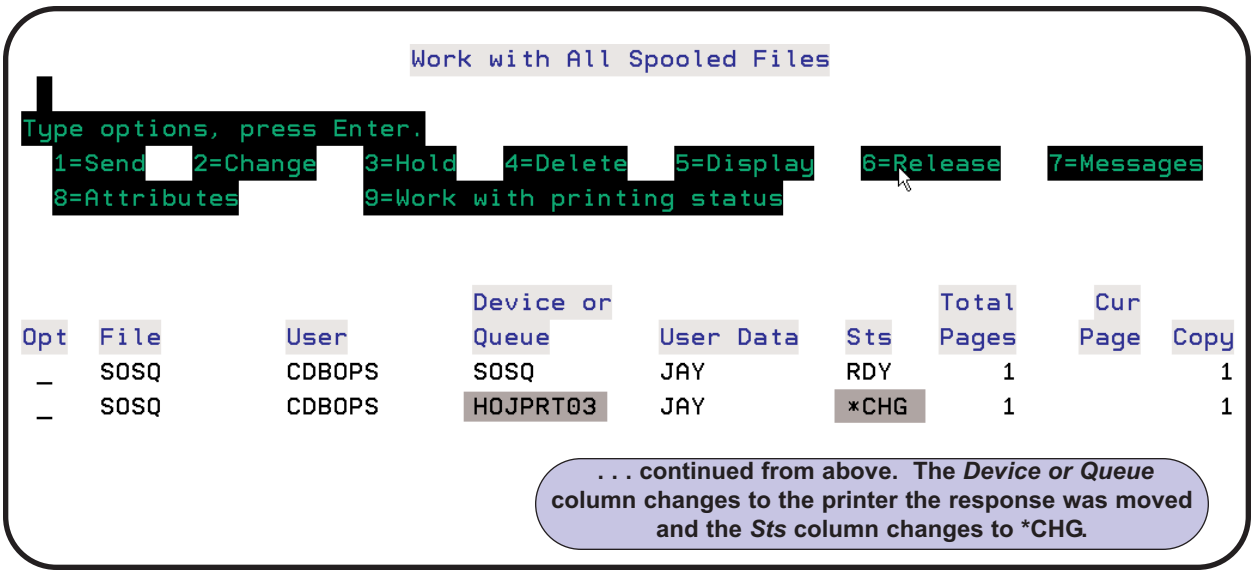
Secretary of State Inquiry screen



Work with All Spooled Files screen



Printing from the Work with All Spooled Files screen



More information on printing may be found in the Traffic/Criminal/Probation User Guide, Chapter 13 - Printing.

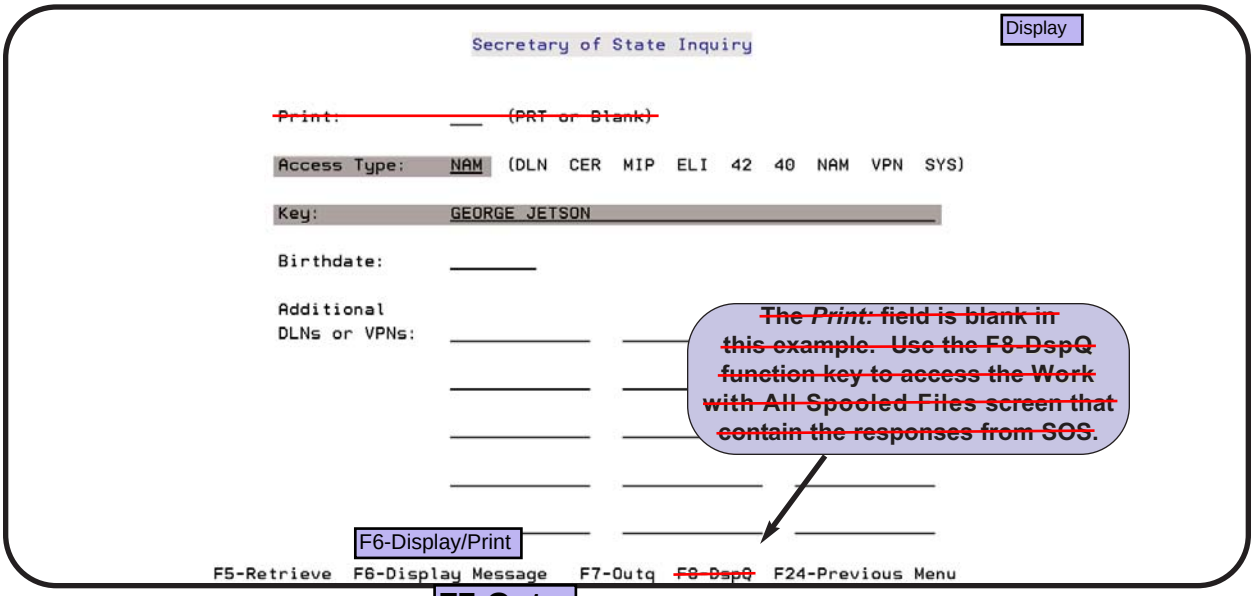
Examples: SOS Inquiries

Name Inquiry (NAM)

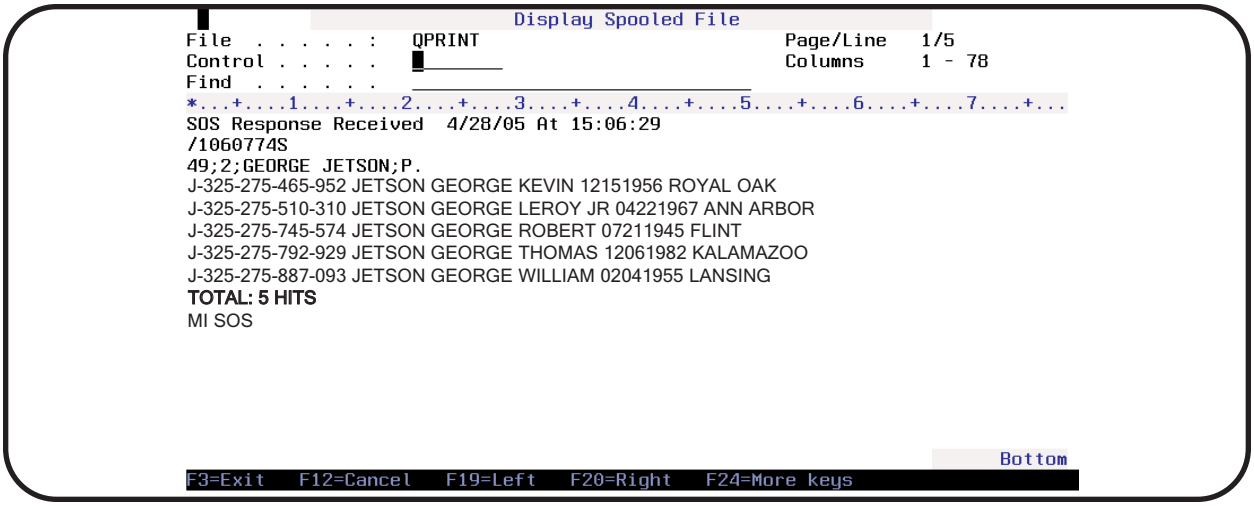
An inquiry used frequently is the name inquiry (NAM). Use this inquiry when you only have a name. In this example the *Print:* field is blank. You will need to type **NAM** in the *Access Type:* field and one of the following in the *Key*: field:

- First and last name (GEORGE JETSON)
- First name, middle initial and last name (GEORGE K JETSON)
- First, middle and last name (GEORGE KEVIN JETSON)

Press **ENTER** after typing data. See the screen sample below.



Go to your outqueue by using ~~F8-DspQ~~ and display the file as described on page 2-6. The screen below will appear showing the number of "hits" that match your criteria. If you need to run a driving record, note either the DLN or the full name and DOB and do another SOS inquiry using this additional information.

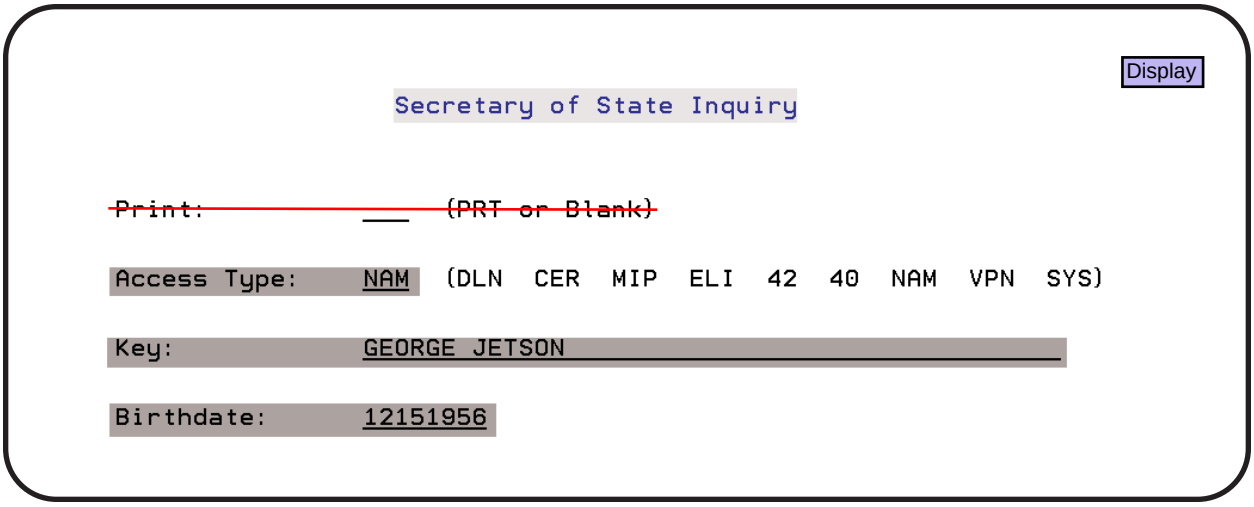


Name Inquiry (NAM), continued

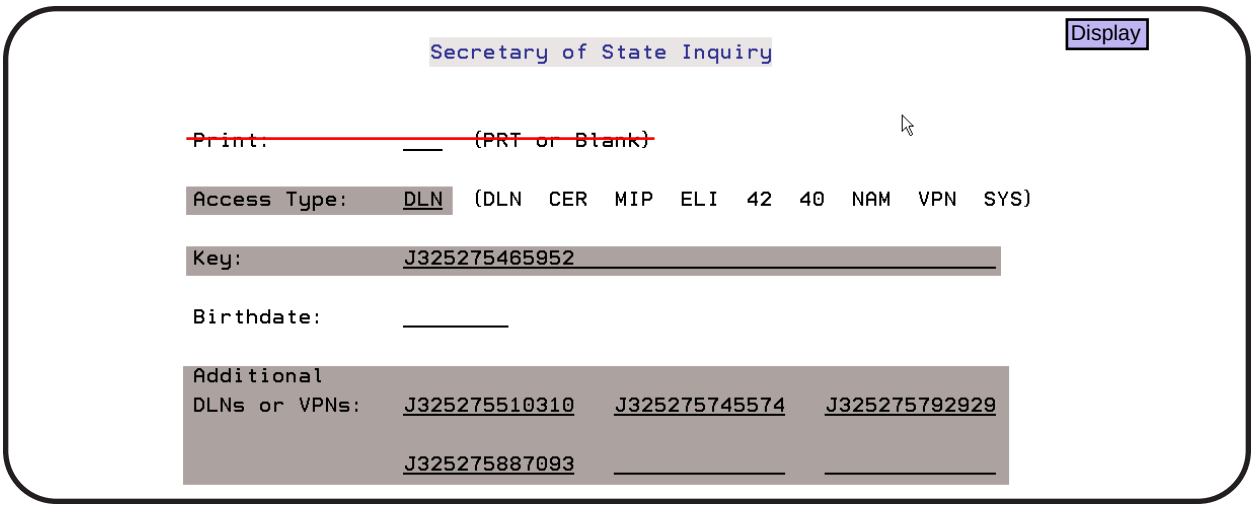
If there are more than 50 responses (hits) to your inquiry you will receive the message shown below. If you receive this message you will need to re-submit your inquiry with either a middle name, initial or *Birthdate:* in order to reduce the inquiry results.

MORE THAN 50 HITS (NAMES) WERE ENCOUNTERED. PLEASE RE-SUBMIT YOUR INQUIRY WITH MORE INFORMATION.

Name Inquiry using Name and DOB (NAM)

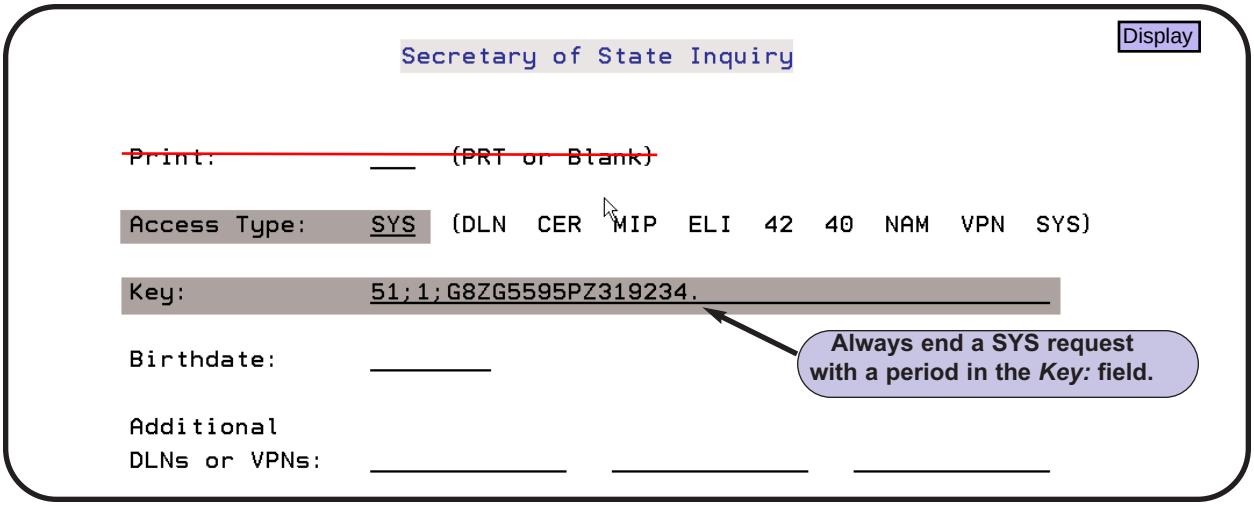


Multiple Driver License Number Inquiry (DLN)



An example and explanation of a driving record response is found beginning on page 2-11.

System Inquiry for Vehicle Title Status (SYS)



See page 2-5 for a table of System inquiries (SYS) that can be performed.

Example: Driving Record Inquiry Response

"The Michigan Department of State (MDOS) Driver Database contains data sets that identify Michigan drivers. The history of driver license activity and actions are also maintained in this database. File inquiries are run to produce a historical driving record. Records are maintained for each individual licensed in Michigan and for drivers with no Michigan license, driving information reported to the Department of State (both in-state and out-of-state drivers over the age of 14) involved in crashes and/or convicted of certain traffic violations.

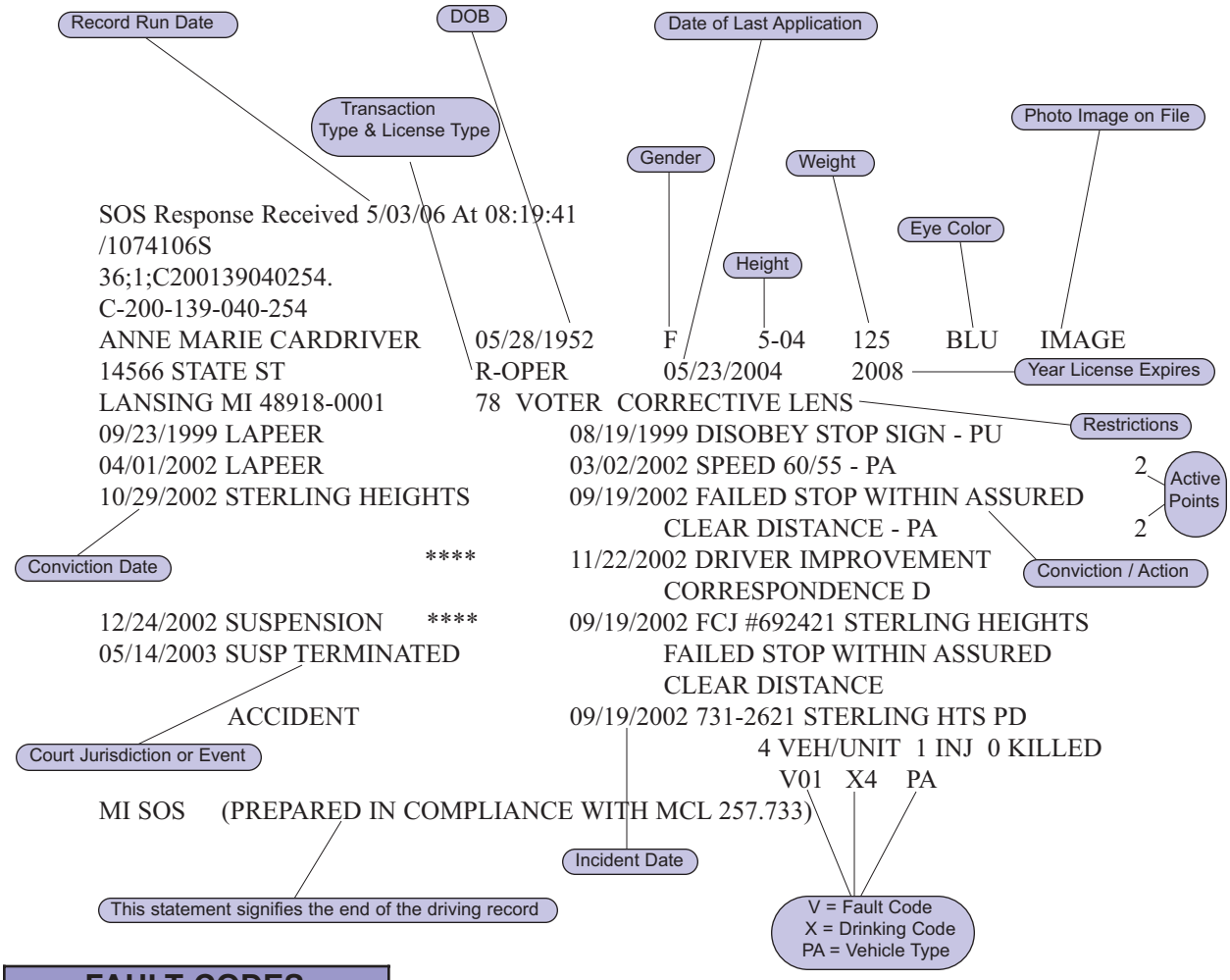
Driving record information originates from Secretary of State branch offices, police agencies, courts, other states, internally from within the Department of State and the Department of Public Health.

A driving record includes such things as convictions for traffic violations, civil infraction determinations, failure to answer court judgments, crashes, and license withdrawal actions or restrictions on driving privileges."

PLEASE NOTE: The above quote is taken from the SOS publication *How To Effectively Interpret Information Found On A Driving Record*. Please see the MDOS website below or call the MDOS Information Center at 517-322-1460 for more detailed information explaining driving records beyond what is described in this User Guide.

www.michigan.gov/sos

Example: Driving Record Inquiry Response, continued



FAULT CODES	
V00	None
V01	Speed Too Fast
V02	Speed Too Slow
V03	Failed To Yield
V04	Disregard Traffic Control
V05	Drove Wrong Way
V06	Drove Left of Center
V07	Improper Passing
V08	Improper Lane Use
V09	Improper Turn
V10	Improper Turn/No Signal
V11	Improper Backing
V12	Unable to Stop
V13	Other
V14	Unknown
V15	Reckless
V16	Careless/Negligent

DRINKING CODES	
X0	No Drinking
X3	Had Been Drinking
X4	Had Not Been Drinking
X5	Not Stated

TRANSACTION TYPE	
C	Correction
D	Duplicate
O	Original
R	Renewal
E	Renewal by Mail (will precede top 4 above)
P	Probation (will precede top 4 above)

LICENSE TYPE CODES	
CHAF	Chauffeur
CY	Motorcycle
F	Farm
M	Moped
OPER	Operator
R	Recreational

Example: Driver Record Inquiry Response, continued

Commercial Driver License (CDL) Groups	
A	Allows driver to operate a vehicle which tows another vehicle with Gross Vehicle Weight Rating (GVWR) of 10,000 pounds. Group A also allows the driver to operate Group B & C vehicles.
B	Allows driver to operate a single vehicle having GVWR of 26,001 or more and/or a combination of vehicles having GVWR towing a vehicle not more than 10,000 pounds GVWR. Group B also allows the driver to operate Group C vehicles.
C	Allows driver to operate small vehicles designed to carry 16 or more passengers including the driver and/or a small vehicle carrying hazardous material in small amounts, requiring a placard showing hazardous materials on board.

CDL endorsements may follow the CDL Group designation. There are four CDL endorsements that are required to operate specific types of vehicles. These endorsements are shown in the table below.

Commercial Driver License (CDL) Endorsements	
T	Double Trailers - Needed on a Group A license when towing two trailers. (Triple trailers are not permitted in Michigan.)
N	Tankers - Required on Group A or B licenses when hauling liquids or liquefied gases in bulk in permanently mounted tanks, or portable tanks rated at 1000 gallons or more. A tanker endorsement may also be needed on a Group C license when hauling hazardous materials in a small tanker.
H	Hazardous Materials - Needed on a Group A, B, or C license when carrying hazardous materials or hazardous waste in amounts requiring the vehicle to be placarded.
P	Passenger - Required on Group A, B, or C license when the vehicle is designed to carry 16 or more people, including the driver.

Abbreviations on Driving Records

Abbrev	Explanation
ACC	Crash
ADDL	Additional
ADMIN	Administrative
AHSP	Alcohol Highway Safety Program
APP	Application
APPR	Approved
APT	Apartment
AUTH	Authority, Authorized
CDL	Commercial Driver License

Abbrev	Explanation
CDSS	County Driver Safety School
CF #	Court File Number
CIRC	Circuit (Court)
CIR CT	Circuit Court
CONTD	Continued
DEPT	Department
DI	Driver Improvement
DIAG	Diagnostic
DLAD	Driver License Appeal Division

Abbreviations on Driving Record continued on next page

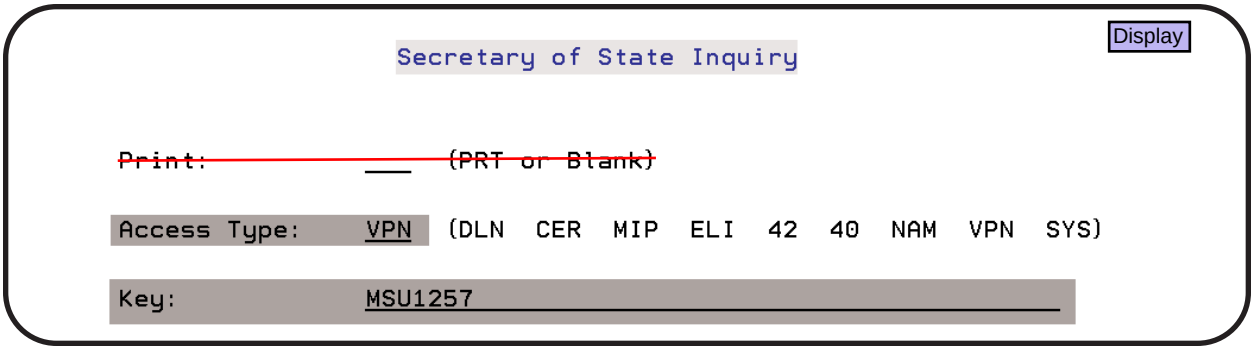
Abbreviations on Driving Record, continued

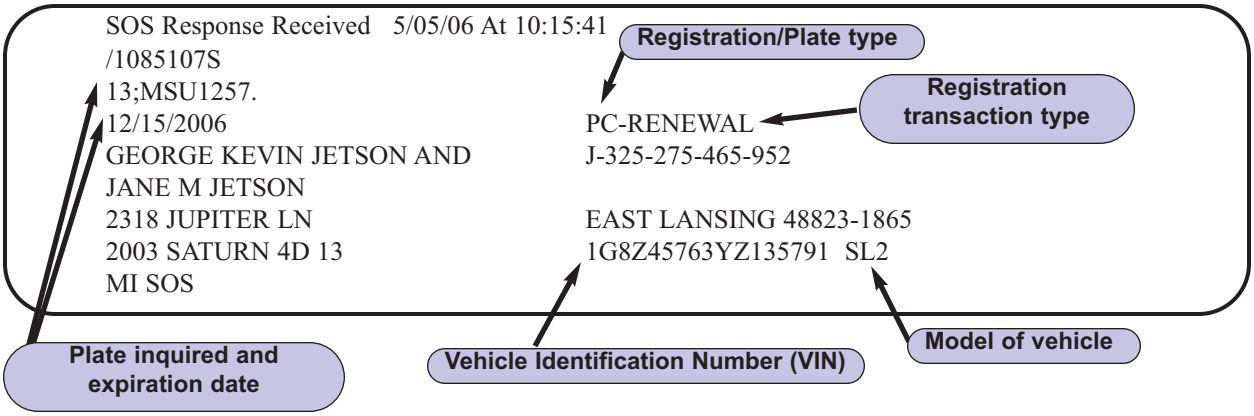
Abbrev	Explanation
DR STMT	Doctor's Statement
EFF	Effective
ELIG	Eligible
EMERG	Emergency
EQUIP	Equipment
FAC	Failure to Appear in Court
FCA	Failure to Change Address
FCJ	Failure to Comply with Judgment
FCPV	Failure to Clear Parking Violations
FED	Federal
FIN RESP	Financial Responsibility or FR
FTA	Failed To Appear
GRP	Group
GVW	Gross Vehicle Weight
HOSP	Hospital
HWY	Highway
INC	Incomplete
INDEF	Indefinitely
INFO	Information
INFL	Influence
INJ	Injured
INSTR	Instruction
INTOX	Intoxicated
LATE RECD ABST	Late Received Abstract
LIC	License
LIQ	Liquor
MAG	Magistrate
MAND	Mandatory
MCL	Michigan Compiled Laws
MED	Medical
MS	Mandatory Suspension
MSP	Michigan State Police
MTR	Motor
MUN	Municipal Court
NEG	Negligent
NUM	Number
ORIG	Original
OUCS	Operating Under Influence Controlled Substance

Abbrev	Explanation
OUIL	Operating Under Influence of Liquor
OWI	Operating While Impaired
P.D.	Property Damage
PD	Police Department
PET	Petitioner
P.I.	Personal Injury
PROB	Probation
RD	Road
RECOM	Recommend (ed)
REFD	Referred
REQ	Requirements
RESP	Responsible or Responsibility
REST	Restrictions or Restricted
RETD	Returned
REV	Revocation
SO	Sheriff's Office
SOS	Secretary of State
SPEC	Special
ST	Street
STMT	Statement
SUBJ	Subject
SUPT	Superintendent
SUSP	Suspensions
TEMP	Temporary
TERM	Terminate
TIP	Temporary Instruction Permit
TRAF	Traffic (Court)
UA	Under Age (under 21)
UBAC	Unlawful Body Alcohol Content
UDAA	Unlawfully Driving Away Auto (Joyriding)
UDR	Unsatisfactory Driving Record
UJ	Unsatisfied Judgment
UUA	Unlawful Use of Motor Vehicle
VEH	Vehicle
VIOL	Violation
W/O	Without
X-WAY	Expressway or Freeway
YR	Year

Example: Vehicle Plate Number Response

The SOS inquiry shown below would result in vehicle registration information. Use **VPN** in *Access Type:* field and the plate number in the *Key:* field or **SYS** in *Access Type:* field with the SOS lookup number **13;** in the *Key:* field, followed by the plate number.

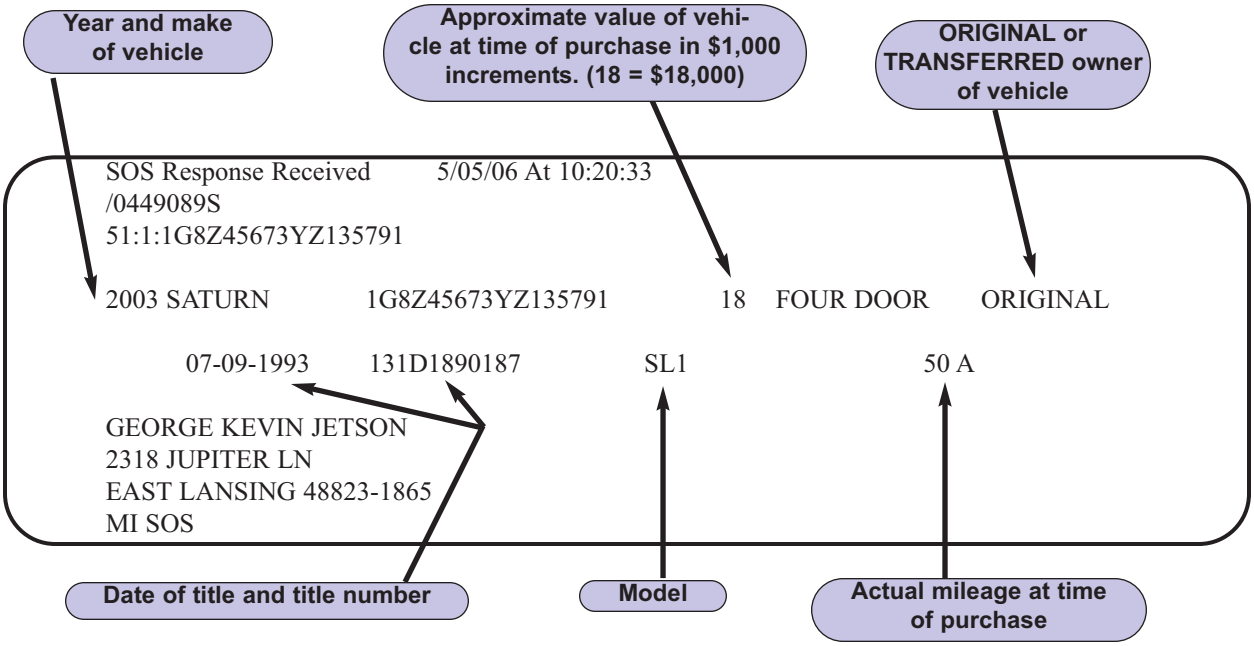




SOS REGISTRATION/PLATE TYPE CODES			
Code	**Description**	**Code**	**Description**
AR	ARO (HAM)	OR	Organization
AQ	Historical	PC	Passenger
CH	Special Cause	PE	Personalized
CL	College	SC	Great Lakes Splendor (CMV)
CO	Commercial	SC	Special Mobile Equip
DV	Disabled Veteran	SM	Great Lakes Splendor (MC)
DX	Handicapped	SN	Snowmobile
FM	Farm	SP	Great Lakes Splendor (Pass)
LS	Legislative	ST	Great Lakes Splendor (Trailer)
MP	Moped	TL	Trailer
MC	Motorcycle	VF	Foreign War Veteran
MU	Municipal	WC	Watercraft
NG	National Guard		

Example: Vehicle Identification Number Response

The SOS response shown below would result from an inquiry using **SYS** in the *Access Type:* field with the SOS lookup number **51;1;** in the *Key:* field.



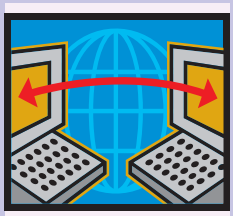
Criminal Penalties for Misuse of Department of State Records

Any personal information obtained from Department of State records are restricted for use in carrying out statutorily permissible purposes. Law enforcement officers, civilian staff and court staff who access license plate or driver license records for personal use can be prosecuted for a Driver Privacy Protection Act (DPPA) felony. See MCL 257.903 for further details and specific penalties.

This space reserved for your notes.

LEIN INQUIRIES

3



This chapter will provide general LEIN information, descriptions of LEIN inquiries, and examples of LEIN inquiries.

Law Enforcement Information Network

The Law Enforcement Information Network (LEIN) is a Michigan based computerized information system established as a service to Michigan's criminal justice agencies. It is the goal of LEIN to maintain accurate and timely documented criminal justice information readily available to all criminal justice agencies.

LEIN stores criminal justice information which can be instantly retrieved from computer equipment located at Michigan State Police Headquarters and furnished to any authorized agency through a LEIN or LEIN linked terminal. Through the Judicial Information Systems (JIS) interface with LEIN, courts have access to criminal histories/history reporting, warrant entry/recall, out-of-state driving records, entry/cancellation of conditional bond release information and probation orders, and sex offender registration. The LEIN information in this User Guide is meant to be a general guide for using the LEIN network on the JIS system. All courts should have a copy of the LEIN Operations Manual to assist them in these and other functions not described in this User Guide.

The LEIN system also provides an interface and message forwarding to various agencies on a statewide and national basis. The major agencies that interface with LEIN are given below and described in greater detail beginning on page 3-3.

- **NCIC** **N**ational **C**rime **I**nformation **C**enter
- **III** NCIC **I**nterstate **I**dentification **I**ndex
- **NICS** **N**ational **I**nstant **C**riminal Background Check **S**ystem
- **NLETS** **N**ational **L**aw **E**nforcement **T**elecommunications **S**ystems
  {including the **C**anadian **P**olice **I**nformation **C**entre (**CPIC**)}
- **SOS** Michigan **S**ecretary **o**f **S**tate
- **CMIS** Michigan **C**orrections **M**anagement **I**nformation **S**ystem

General policy concerning the operational principles of LEIN is based upon the recommendations of the Criminal Justice Information Systems (CJIS) Policy Council.

LEIN Access and Penalties for Misuse

Full LEIN access is allowed to the following criminal justice agencies in the performance of their legitimate criminal justice duties:

- Courts (Criminal Divisions only)
- Correctional Agencies
- Governmental Law Enforcement Agencies
- Pre-trial Service Agencies
- Probation and Parole Agencies
- Prosecutors

Courts are cautioned that their right to access LEIN data is restricted to what can reasonably be construed to be related to their official, mandated responsibilities.

Criminal penalties for the misuse of LEIN are provided in Section 4 of the LEIN Policy Council Act, MCL 28.214, effective February 1, 2006. This specifically states:

(6) A person who intentionally violates subsection (3) or (5) is guilty of a crime as follows:
(a) For a first offense, the person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than $500.00, or both.
(b) For a second or subsequent offense, the person is guilty of a felony punishable by imprisonment for not more than 4 years or a fine of not more the $2,000.00, or both.

Questions on LEIN access restrictions or other LEIN polices should be addressed by referring to Sections 1 and 17 of your LEIN Operations Manual, your Terminal Agency Coordinator (TAC) ~~or the Criminal Justice Information Systems (CJIS) Policy Council. The address and phone number for the CJIS Policy Council are given below.~~

~~CJIS POLICY COUNCIL~~
~~714 S. HARRISON RD~~
~~EAST LANSING, MI 48823~~
~~PHONE: 517-336-2620~~

Executive Order 2008-17 abolished the CJIS Policy Council, transferring all of the authority, powers, duties, functions, records, personnel and property to the Department of State Police.

LEIN and Interfaced Agencies

LEIN

The Law Enforcement Information Network (LEIN) data files contain the following information that may be of interest to criminal justice agencies. Additional files that LEIN may provide information from can be found in the LEIN Operations Manual.

Michigan Criminal History Records System (CHR). The CHR System is an automated file that contains persons with a Michigan criminal history record.

Wanted / Missing Persons. This file includes individuals that are wanted for:

- Civil Infraction Bench Warrants
- Felony and/or Misdemeanor Warrants
- Criminal Bench Warrants
- Civil Warrants
- Non-Criminal Processes
- Injunctive Orders
- ATF Violent Felons

Sex Offender Registrations. This file contains persons convicted of certain offenses under Public Act 295 of 1994, as amended.

Probation Conditions. The Adult Probation Conditions File was added to LEIN in August, 1999 and are mandated to be entered in LEIN under Act 449, P.A.1998, when a condition includes the protection of one or more named persons. Other conditions of adult probation may also be entered, but is not mandated. Also, a Juvenile Probation Conditions File was added to LEIN in April, 2000, and entries are not mandated, but may be entered in LEIN at the discretion of the court of jurisdiction. (Quote from LEIN Operations Manual, Section 1.2, 1/1/02)

National Crime Information Center (NCIC)

The National Crime Information Center (NCIC) is the Federal Bureau of Investigation's (FBI) national headquarters computer system, providing out-of-state criminal justice information files to all local, state, and federal agencies. Through NCIC, LEIN users are able to receive criminal justice informational files from other states.

NCIC Interstate Identification Index (III)

NCIC III is an automated system that provides interstate exchange of Criminal History Record Information (CHRI). Through NCIC III, LEIN users are able to receive out-of-state criminal history records.

National Instant Criminal Background Check System (NCIS)

The National Instant Criminal Background Check System (NCIS) is a nationwide system operated through NCIC and the states to obtain information on individuals who may be prohibited from receiving or possessing a firearm under federal or state law. Refer to Section 11 (CHR & III Criminal History) of the LEIN Operations Manual for specific files and information available from NICS.

National Law Enforcement Telecommunications System (NLETS)

The National Law Enforcement Telecommunications System (NLETS) is the message switching computer link between Michigan LEIN users, other states, US territories, and Canada. Through NLETS, Michigan LEIN users are able to communicate with out-of-state and Canadian criminal justice agencies and motor vehicle/driver record files.

Michigan Secretary of State (SOS)

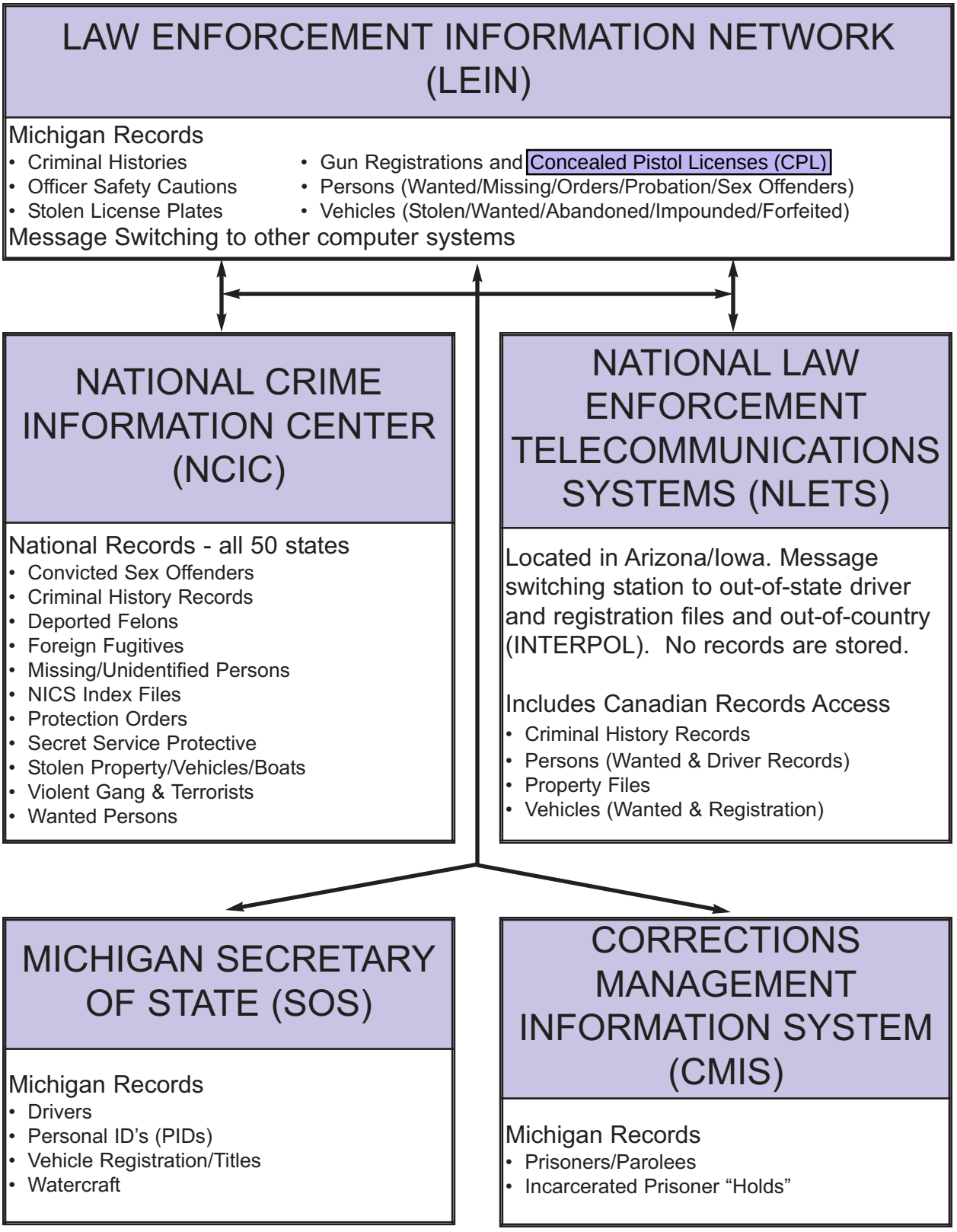
Also known as the Department of State (DOS), the Secretary of State (SOS) computer system contains Michigan Vehicle and Driver Record Information. Through SOS, LEIN users are able to receive Michigan vehicle registration and title information, driving and boating records, and personal
identification records.

If you wish to access SOS information without going through the more complex LEIN system, use the SOS Inquiry screen as described in Chapter 2 of this User Guide.

Michigan Corrections Management Information System (CMIS)

The Corrections Management Information System (CMIS) contains records for all persons assigned a Michigan Client (Prison) Number. Through CMIS, LEIN users are able to receive prison information on persons incarcerated, on parole, or in a community placement facility in Michigan. In addition, information is available on persons who have been discharged from a Michigan prison, have escaped from prison, or who once were a prison inmate but are now deceased.

LEIN and Interfaced Systems Chart



Terminal Agency Coordinator

NCIC requires each agency to have a Terminal Agency Coordinator (TAC). The TAC shall be a person versed and knowledgeable in rules, regulations, applications and operation of LEIN/NCIC and the interfaced systems. The TAC shall have the authority to act on behalf of the departmental agency head as liaison with the LEIN Field Services Section. Please refer to Section ~~1.17~~ of the Lein Operations Manual for further details.

October 2009: Changed to Section 1.13.

TAC duties and responsibilities include:

- Serve as primary liaison with the LEIN Field Services staff
- Ensure system integrity regarding security, access and dissemination of LEIN/NCIC information
- Coordinate training and operator proficiency testing
- Maintain and update LEIN and NCIC manuals
- Ensure compliance with LEIN/NCIC record validation
- Coordinate audits with LEIN Field Services Section
- Establish communications channels with other criminal justice agencies
- Attend all applicable LEIN/NCIC training

Chapter 5 - LEIN TAC Selection Menu will explain how to certify LEIN operators, validate warrants online, and get a history log of criminal history inquiries.

January 2009: Each agency must also appoint a Local Agency Security Officer (LASO). This person serves as the the security point-of-contact for local agencies that have access to the criminal justice network and shall be responsible for ensuring compliance with LEIN and NCIC security policies, rules, and regulations. This person could also be the TAC.

Operator Certification

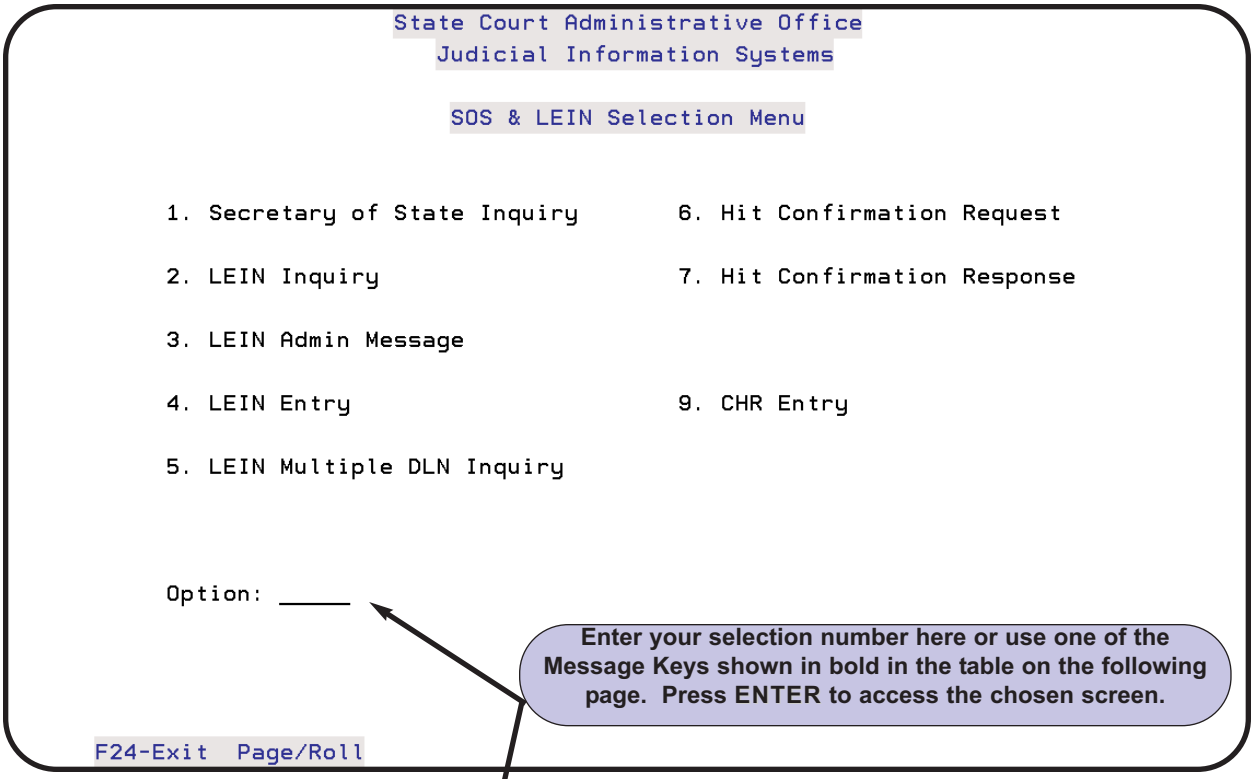
The TAC is responsible to test and certify all operators. An operator is defined as any person that uses a computer terminal to access or update, no matter to what degree, LEIN/NCIC data. In addition, the TAC is responsible to test and reaffirm these operators every two years. A 70% passing grade shall be attained by all operators. The court may elect a more stringent pass/fail qualification for certification. Certification and reaffirmation tests are provided in the TAC Manual or may be prepared by your agency.

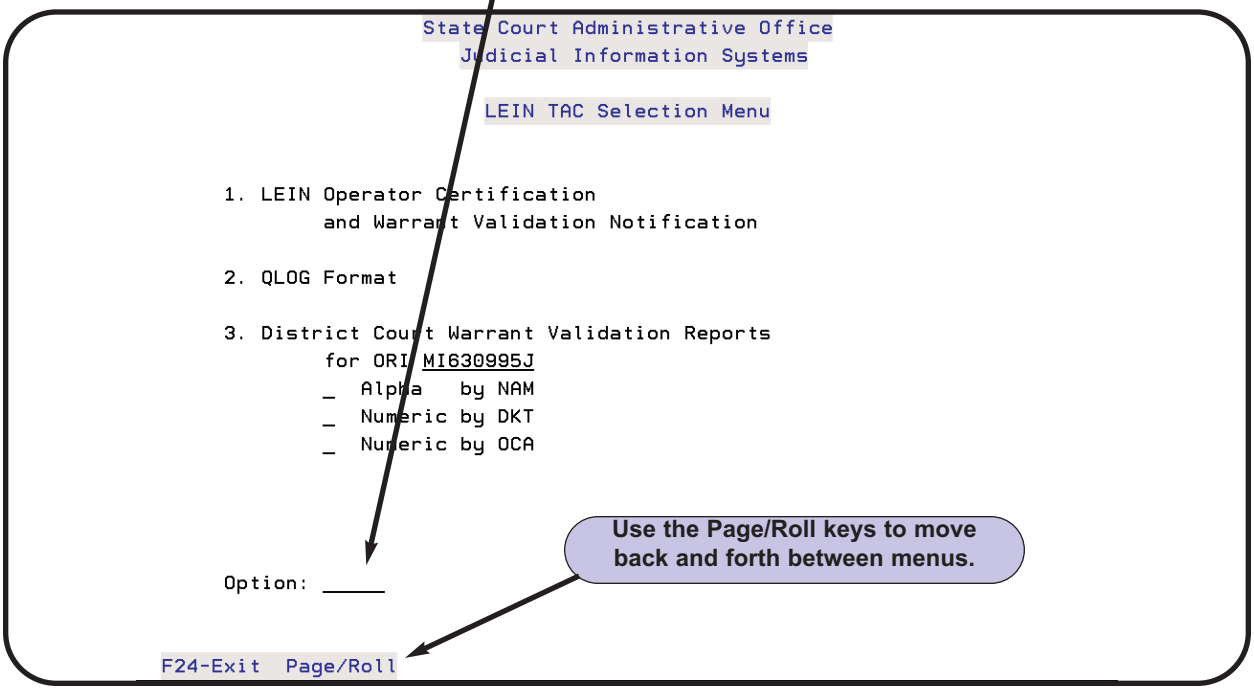
The TAC must maintain a list of the operators that have been certified and reaffirmed in LEIN. For information about certifying and reaffirming LEIN operators, see Chapter 5 of this User Guide or refer to Section ~~1.18~~ of the LEIN Operations Manual. A sample certification test can be found in the LEIN TAC Manual distributed by the Michigan State Police.

October 2009: Changed to Section 1.14.

LEIN Access Options

Type the most appropriate option in the *Option:* field from the **SOS & LEIN Selection Menu** or the **LEIN TAC Selection Menu** shown below and press **ENTER** to access the LEIN entry or inquiry screens. You can also type a Message Key in the *Option:* field and press **ENTER** to take you directly to the appropriate screen. Please see the table on the following page for a specific list of Message Keys that will work in the *Option:* field.





Message Keys

Message Keys are codes that LEIN has assigned to perform certain functions. The table below provides some of the most commonly used Message Keys for the various LEIN screens selected on the **SOS & LEIN Selection Menu** shown on the previous page. The Message Keys that are in **bold** may be used in the *Option:* field on the **SOS & LEIN Selection Menu** or **LEIN TAC Selection Menu**.

SOS & LEIN Selection Menu	MESSAGE KEY (bolded keys can be used in *Option:* field)
2. LEIN Inquiry	**Q**, **QH**, **QHW**, QPBN, QR, ZO
3. LEIN Admin Message	**A**
4. LEIN Entry	**EW, MW**, **CW**, **ESUP**, CSUP, **EPB**, **MPB**, **CPB**, EPPO, MPPO, CPPO, QPACC
6. Hit Confirmation Request	**YQ**
7. Hit Confirmation Response	**YR**
9. CHR Entry	**EJUD, MJUD, CJUD**
LEIN TAC Selection Menu	
1. LEIN Operator Certification	**CER**
2. QLOG Format	**QLOG**

The Message Keys used in the table above are further described on the following page and are given in alphabetical order. ~~A list of LEIN Message Key codes can be found in Section 2.11 of the LEIN Operations Manual.~~

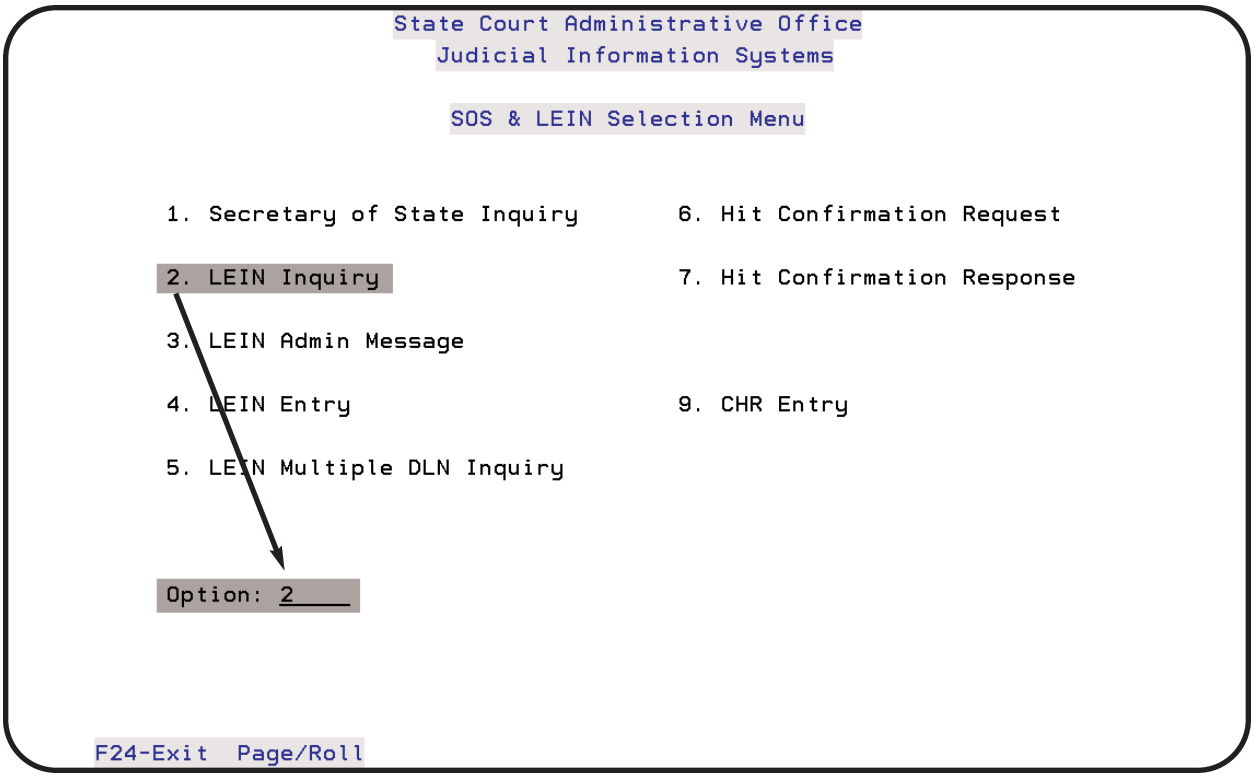
October 2009: A list of Message Key Codes is no longer provided in the most recent edition of the LEIN Operations Manual.

LEIN Message Key Codes	
Code	**Message Being Sent to LEIN**
A	Administrative Message
CER	Certify LEIN Operator
CJUD	Cancel Judicial Information to CHR
CPB	Cancel Probation Orders
CPPO	Cancel Personal Protection Order or Injunctive Order
CSUP	Cancel Supplemental Record
CW	Cancel Wanted Person
EJUD	Enter Judicial Information to CHR
EPB	Enter Probation Orders
EPPO	Enter Personal Protection Order or Injunctive Order
ESUP	Enter Supplemental Warrant or Missing Person
EW	Enter Wanted Person
MJUD	Modify Judicial Information to CHR
MPB	Modify Probation Orders
MPPO	Modify Personal Protection Order or Injunctive Order
MW	Modify Wanted Person
Q	Query or Inquiry with summary response
QH	Query Criminal History Record files
QHW	Query Criminal History and Wanted Person files
QLOG	Query For Number of Requests for Criminal Histories
QO	Query Out-of-State ORI files
QPACC	Query Prosecuting Attorney's Coordinating Council (PACC) code
QPBN	Query Probation Records
QR	Query Criminal History Record files by SID/FBI/FPS
YQ	Administrative Message Requesting Hit Confirmation
YR	Administrative Message Responding to Hit Confirmation
ZO	Query Michigan ORI file

LEIN Inquiry

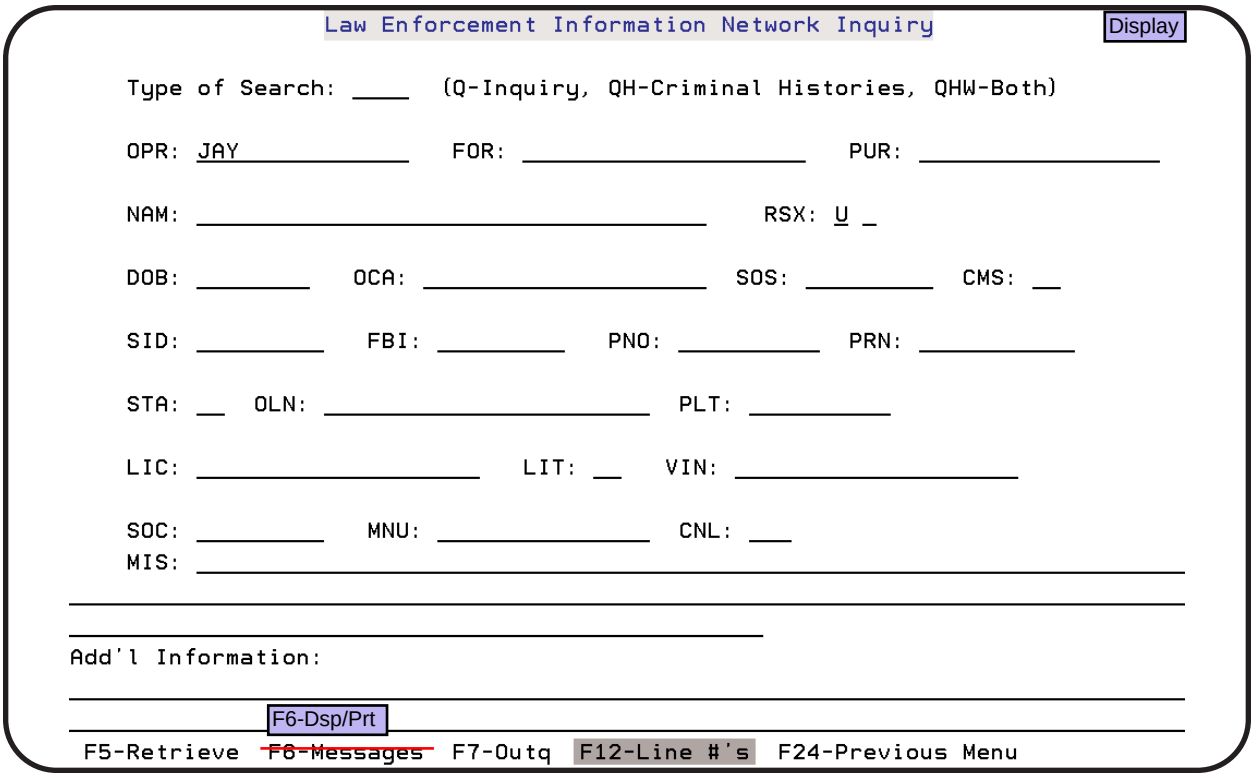
The purpose of the LEIN Inquiry option is to request a search of the LEIN and/or interfaced computer systems files. The most common use is to search LEIN and NCIC files for wanted or missing persons or to access Criminal History Record (CHR) files. Other types of inquiries will also be described in this section.

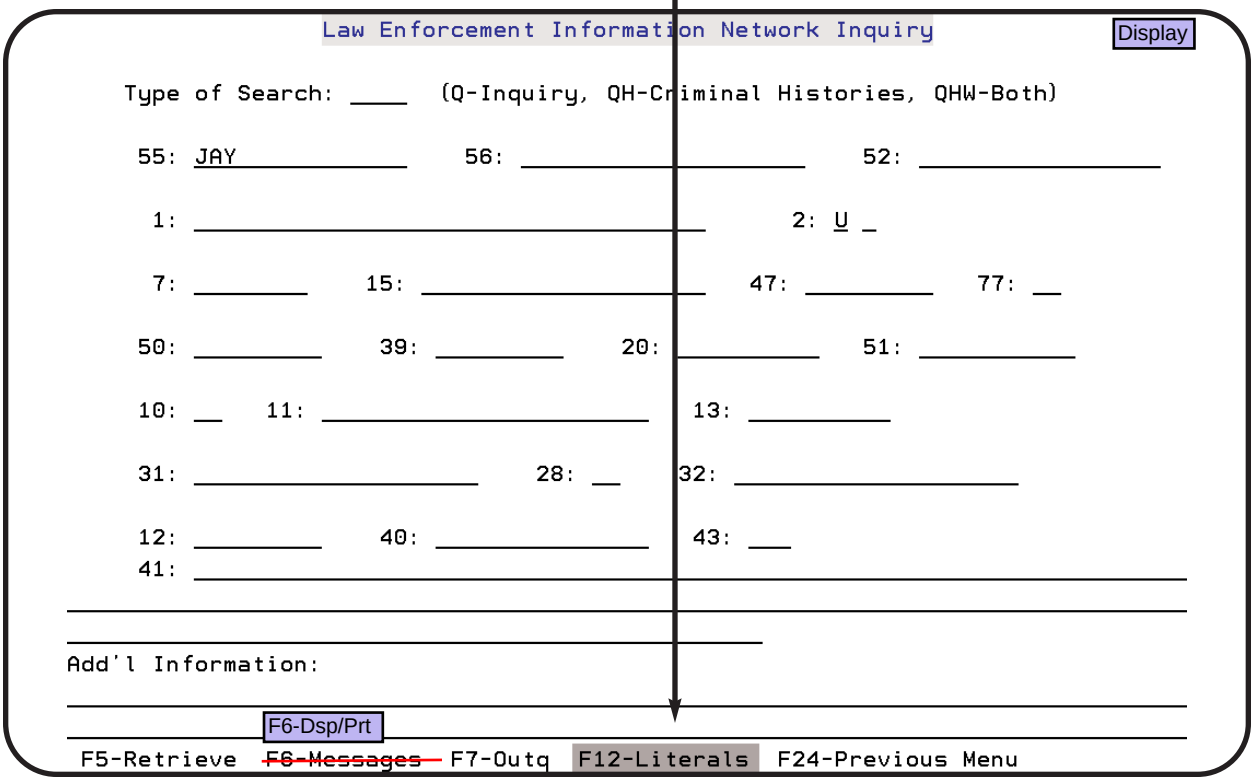
- On the **SOS & LEIN Selection Menu** type **2 (LEIN Inquiry)** or **Q**, **QH, QHW** in the *Option:* field. Press **ENTER**.



Accessing the LEIN Inquiry screen from the SOS & LEIN Selection Menu

Below you will see the two different views of the LEIN Inquiry screen. Use the **F12-Line #'s** and **F12-Literals** function keys to toggle back and forth between screens that use the literal field names or scan line numbers. **The *Add'l Information:* lines are for using other scan lines that are not available on this screen.**





A table describing the fields on this screen follows this page. Please see Section 3 of the LEIN Operations Manual for a complete description of these and other scan lines.

LEIN Inquiry Screen Fields

Field Name	Scan Line #	Information needed	Format
Type of Search		Message Key code for the type of search	Q = inquiry QH = criminal history QHW = both Q and QH QR = Use after Q, QH, or QHW with FBI or SID # QHIT = Search LEIN "No-hit file"
OPR:	55:	Terminal Operator. In JIS, your AS400 user ID will automatically populate this field.	D1500JLF
FOR:	56:	Requester and Agency.	JUDGE BROWN/23RD DC
PUR:	52:	Purpose of CHR Inquiry. (See table on 3-15 for commonly used codes or LOM Section 3.52)	C/ARRAIGNMENT C/SENTENCING 7411
NAM:	1:	Name. Three slashes required. No periods.	SMITH/JOHN/ROY/JR SMITH/JOHN/ROY/ SMITH/JOHN//JR
RSX:	2:	Race and Sex.	RACE CODES U = Unknown W = White B = Black A = Asian/Pacific Islander I = American Indian/ Alaskan Native SEX CODES M = Male F = Female U = Unknown N = Male referenced to a Female G = Female referenced to a Male
DOB:	7:	Date of Birth.	19661215 (CCYYMMDD)
OCA:	15:	Complaint/Case Number. (PIN field from Case Entry (CAS) screen)	06-2345 MSP06-9876-25
SOS:	47:	Secretary of State inquiry codes. When using two inquiry codes, separate with a "/".	11 35/PRIOR (scan line 11 also required) 35/43 (Appendix D)
CMS:	77:	Corrections Management Information System (CMIS). Use data in scan lines NAM: (1:), SSN: (12:), SID: (50:) or PRN: (51:)	1: NAME 12: SOCIAL SECURITY NUMBER 50: STATE IDENTIFICATION NUMBER 51: PRISON NUMBER
SID:	50:	State Identification Number. One to seven numerics followed by one alpha.	7654321A 123456B
FBI:	39:	FBI Number. One to six numbers, two letters, one number. (If number assigned prior to June 4, 1982 the format is different. See LOM 3.39)	123456AA7

This table continues on the following page.

Table continued from previous page.

LEIN Inquiry Screen Fields

Field Name	Scan Line #	Information needed	Format
PNO:	20:	Person Entry Number (aka SYSIDNO) or NCIC NIC Number.	5035455 W494492796
PRN:	51:	Prison Number. Six digits assigned by Dept. of Corrections. (aka as Client Number or Inmate Number)	123456
STA:	10:	State. Two character code from a Country, State, US Territory, or Canadian Province.	MI BC (Appendix A)
OLN:	11:	Driver's License Number. Michigan drivers license number or state and drivers license number.	D616067108888 NY/B123456APEQ123456
PLT:	13:	License Plate Number. Michigan license plate number inquiry sent to SOS. For non-Michigan plates, use scan line LIC: (31:)	123FFG FFG123 AB123C A123BC
LIC:	31:	License Plate.	CCYYMM/STATE/NUMBER 200608/IL/ILL123
LIT:	28:	License Plate Type. This line indicates the type of plate, not the style of vehicle. A vehicle may bear a commercial plate type (CO) - even though SOS titles the vehicle as a station wagon.	PC = Passenger Automobile CO = Truck plate AQ = Antique (Historic) Plate DX = Handicapper MC = Motorcycle (Appendix H)
VIN:	32:	Vehicle Identification Number.	1GKDM19W1WB512345
SOC:	12:	Social Security Number.	123456789
MNU:	40:	Miscellaneous Identifying Number. You must use a two character code followed by a hyphen, then the number. May include alpha characters.	SS-12345678 (SS = Selective Service Number) (Appendix B)
CNL:	43:	Cancelled Record Information. LEIN will return cancelled records as follows: • Within last year for wanted and missing persons, sex offenders, probation and custody orders. • Within last year for stolen, impounded, abandoned, and forfeiture vehicles containing a VIN. • Within last 15 days for wanted vehicles and vehicles entered without a VIN.	YES
MIS:	41:	Remarks. Used to include additional information or to further describe a record.	FREE TEXT - 200 CHARACTERS

The *Add'l Information:* lines are for using other scan lines that are not available on the LEIN Inquiry screen. A period is required at the end.

Function Keys: LEIN Inquiry screen

Function Key	Description
F5-Retrieve	Retrieve information entered from last request if you have not left the LEIN Inquiry screen
F6-Dsp/Prt	~~Go to the Display Messages screen when you have a MW (message waiting) at bottom of screen~~ See page 2-4
F7-Outq	~~Display the Work with Output Queue screen and determine the status of responses~~ See page 2-4
F12-Line #'s	Convert literal field names to scan line numbers
F12-Literals	Convert scan line numbers to literal field names
F24-Previous Menu	Return to the **SOS & LEIN Selection Menu**

Types of Searches - Inquiries

```
Type of Search: ____  (Q-Inquiry, QH-Criminal Histories, QHW-Both)
```

The *Type of Search:* field shown above accepts options for inquiry in LEIN. The most common are described below. The number following the description is the section of the LEIN Operations Manual (LOM) where you can find further information.

Type of Search:	Description of Search - Inquiries
Q	Used for all valid operational inquiries and will cause a search of LEIN and NCIC (III) files for open warrants. (LOM, 6.1)
QCCW	Inquire on a Permit Number in the ~~Handgun (CCW) License File.~~ Concealed Pistol License (CPL) File. This inquiry will not check the LEIN/NCIC wanted person files.
QH	Search for possible matches in Michigan CHR and/or NCIC files for a segment of the criminal history. When used with the SID, FBI, CTN or PRN a more complete criminal history record can be obtained. (LOM, 6.4)
QHIT	Search the LEIN "No-Hit" File. The "No-Hit" File contains records of recent inquiries by other courts/agencies also without a "hit". (LOM, 6.1)
QHW	Search the LEIN and NCIC CHR files, and also the LEIN and NCIC Wanted Persons and Missing Persons Files. (LOM, 6.4)
QPBN	Search the Probation Conditions File only using the Probation Number. (LOM, 5.17)
QR	This search provides the full CHR from the SID number for Michigan and each state or federal CHR from NCIC by using the FBI number. This inquiry is done after an initial "Q", "QH", or "QHW" inquiry that provides the Michigan SID number or FBI number. (LOM, 6.4)
QWAR	Produce a list of up to the 100 most recent warrant records entered by an ORI that are still active. (LOM, 6.1)
ZO	Obtain ORI number information by either using the ORI number as the search criteria to determine the agency or using agency location to obtain the ORI number. (LOM, 6.10)

Purpose Field (*PUR:* or *52:*)

A maximum of 17 characters, including the slash, are allowed in this scan line. This field is required with all Michigan Criminal History Record (CHR) System and NCIC Interstate Identification Index (III) inquiries to describe the purpose of the inquiry. The most common of the inquiries used in the District Court System are shown in the table below. Refer to Section ~~12~~ of the LEIN Operations Manual for specific use of these and other Purpose codes. See page 3-25 of this User Guide for Canadian inquiry Purpose codes.

October 2009: Changed to Section 11.

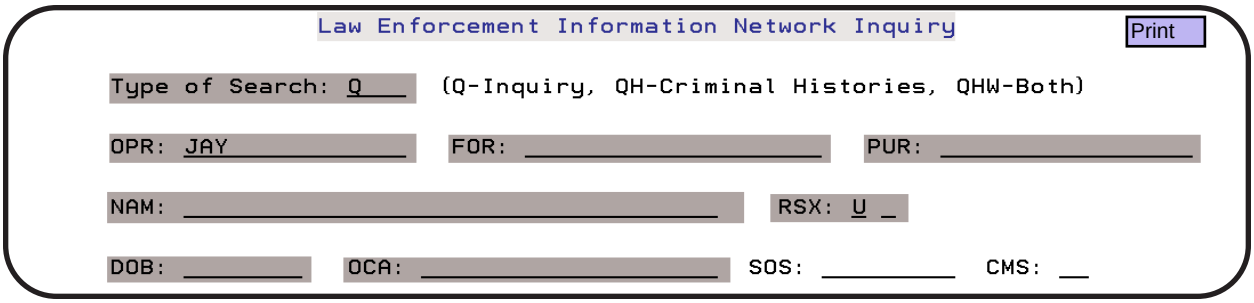
Per MSP Court Disposition Issues 2/23/09: See additional Purpose inquiries in Appendix K on page A-13.

Purpose	PUR: (52:) Format
Criminal Justice	C/(purpose of inquiry) C/Arraignment C/Sentencing
Criminal Justice Employment	J/(purpose of inquiry) J/Probation Officer J/Court Clerk
Concealed Weapon Permit Inquiry	F/(purpose of inquiry) F/COW
Controlled Substance To determine if a defendant has used the provisions allowed under MCL 333.7411 (Controlled Substance). This information is suppressed if using the purpose code "C".	7411 (This can **not** be used with QHW inquiry.)
Conviction Set Aside To determine if a defendant has used the provisions allowed under MCL 780.621 (Setting Aside Conviction).	CSA/purpose of inquiry) CSA/Arraignment CSA/Sentencing (This can **not** be used with QHW inquiry.)
Domestic Abuse To determine if a defendant has used the provisions allowed under MCL 769.4a (Domestic Assaults). This information is suppressed if using the purpose code of "C".	ABUSE (This can **not** be used with QHW inquiry.)
Holmes Youthful Training Act To determine if a defendant has used the provisions allowed under MCL 762.14 (Holmes Youthful Training Act). This information is suppressed if using the purpose code of "C".	HYTA (This can **not** be used with QHW inquiry.)
Identification Segment It is recommended that LEIN operators use this prior to entering a warrant into LEIN, to "pack" the record with additional information, such as physical descriptors and alias names. An inquiry by name using QH or QHW will return any possible matches along with the SID. Then an inquiry by the SID using QR is made to obtain the Identification Segment.	I/(purpose of inquiry) I/Warrant

2/23/09: The CSA Purpose code also is used for Set Aside Adjudication under MCL 712A.18E

REMINDER: Scan line *MIS: (41:)* may be used to further describe the purpose of the inquiry.

QH or QHW Inquiry



Required fields for a QH or QHW inquiry are shaded

FIELD	INFORMATION	FORMAT
Type of Search:	Type of search requested	QH or QHW
OPR: (55:)	Operator Field is automatically populated by JIS with your AS400 User ID	D1500JLF
FOR: (56:)	Person/Agency Requesting	JUDGE MARSCHALL/99TH DC
PUR: (52:)	Purpose code and reason	C/ARRAIGNMENT (See previous page for codes)
NAM: (1:)	Name of defendant	SMITH/JOHN/ROY/JR
RSX: (2:)	Race / Sex Race field is populated by JIS with an U, but may be changed.	W M (Appendix A)
DOB: (7:)	Date of birth (YYYY/MM/DD)	19560614
OCA: (15:) - or - MIS: (41:)	OCA: (15:) Court case number MIS: (41:) Remarks At least one of these is required. The *MIS:* field is not shown in screen example above.	06-12345

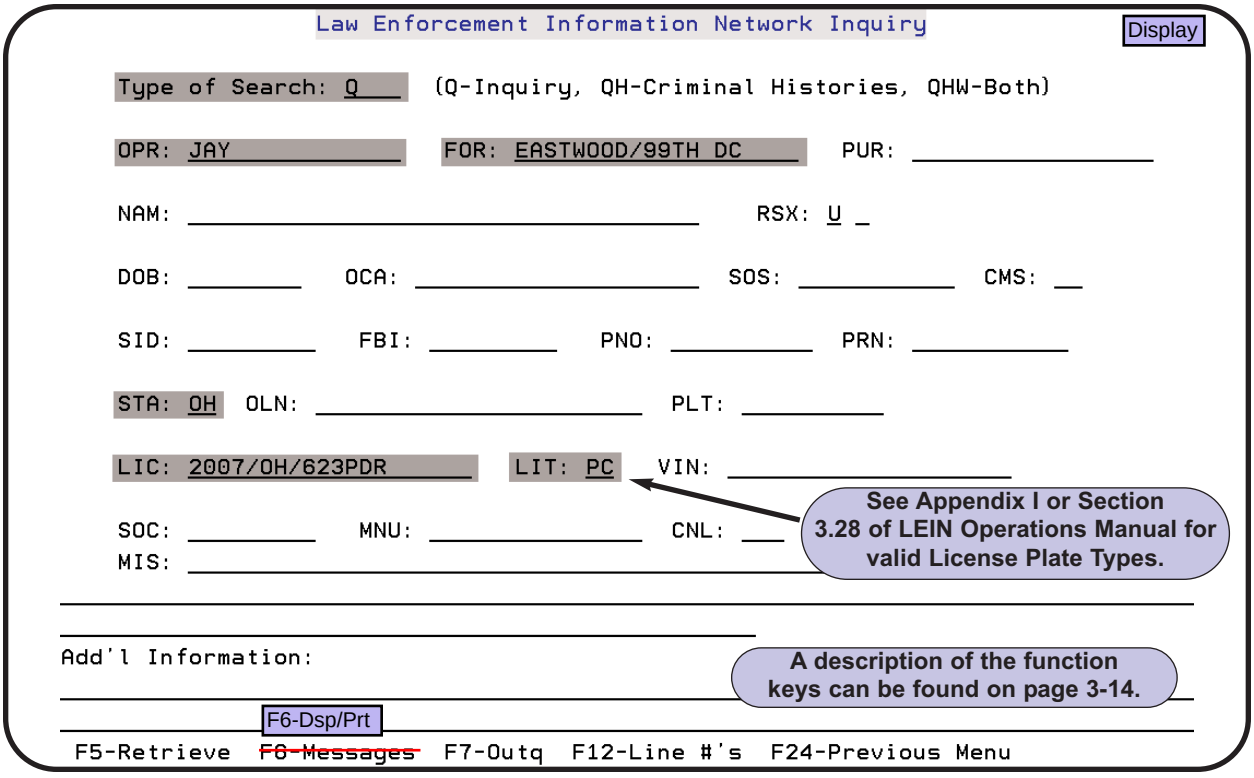
Q Inquiry

The Q inquiry searches LEIN and NCIC (III) files for open warrants. The required fields are the same as the QH or QHW shown above, with the exception of *PUR: (52:)*. This field must be omitted unless it is an inquiry to Canada (see page 3-25 for more information on LEIN inquiries for Canadian records). A Q inquiry cannot be performed with an out-of-state SID number.

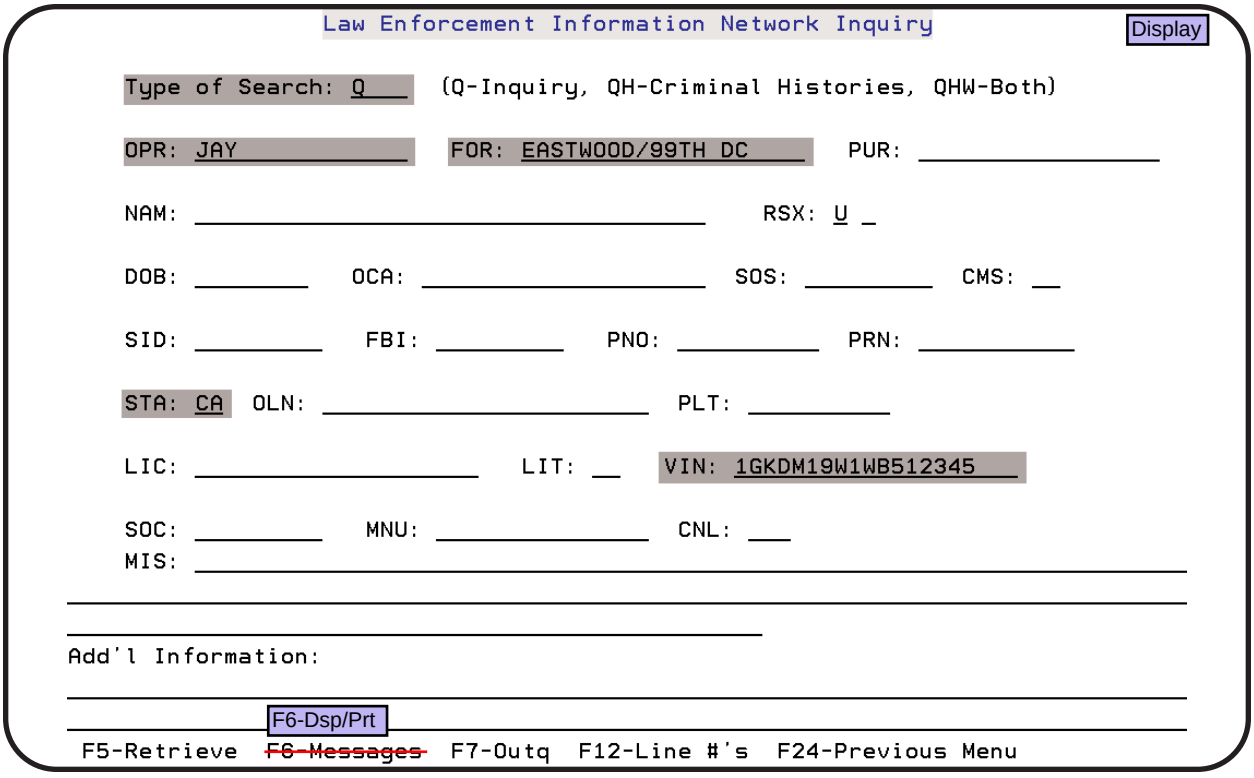
QR Inquiry

The QR inquiry results provide the full CHR. After the initial Q, QH, or QHW inquiry, type the FBI number in *FBI: (39:)* or the Michigan SID number in *SID: (50:)* and press **ENTER**. To avoid getting the warrant check information again, use a QR request instead of another QHW with the FBI or SID number. If both numbers are known, use only the FBI number. If it is an out-of-state SID number, you must enter the number and the state.

Inquiry Format Examples for Q, QH, QHW, QR and QCCW

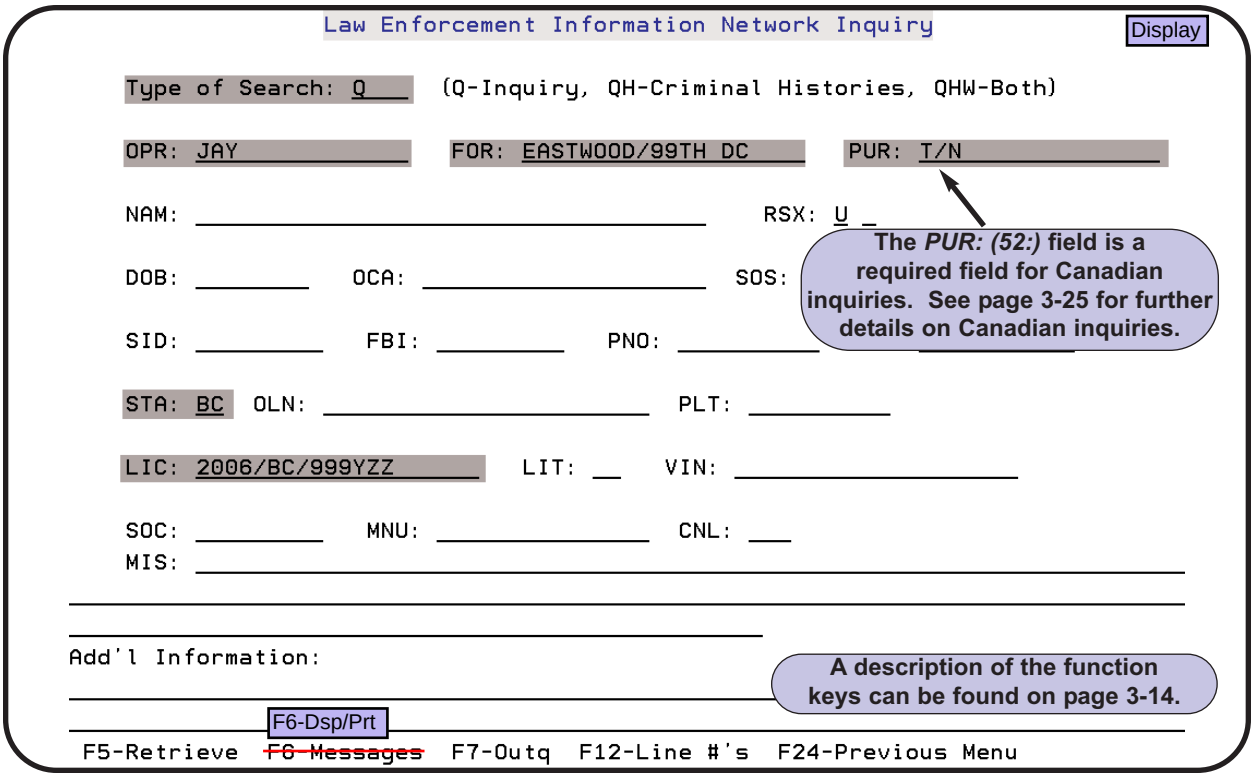


Vehicle registration for out-of-state license plate

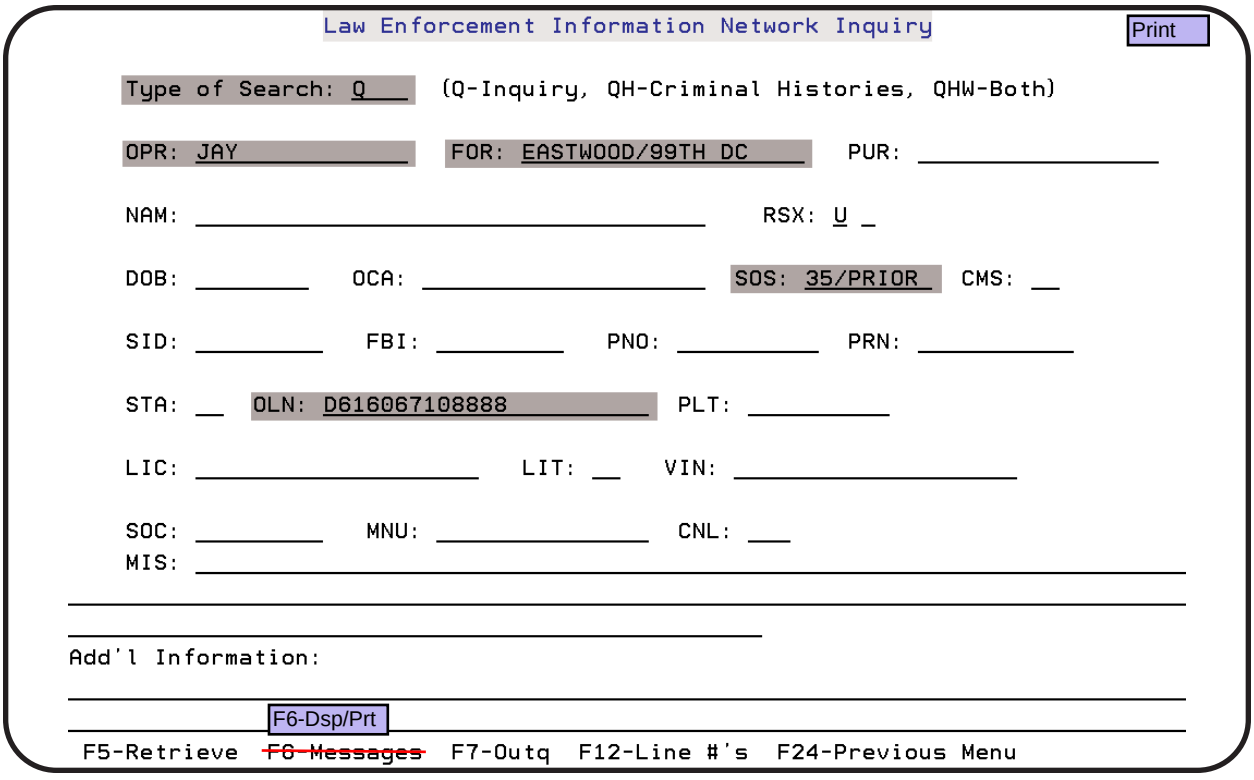


Registration for out-of-state vehicle using VIN

Inquiry format examples, continued

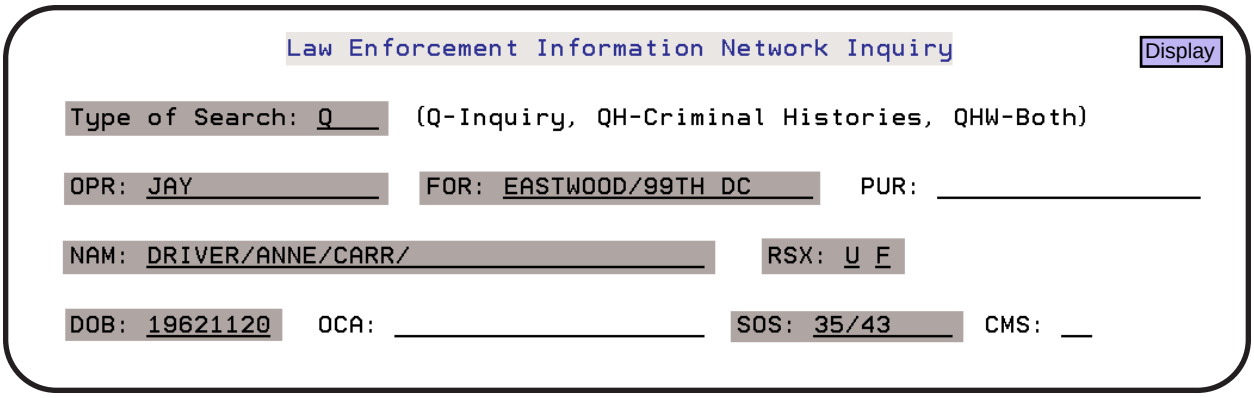


Canadian vehicle plate inquiry

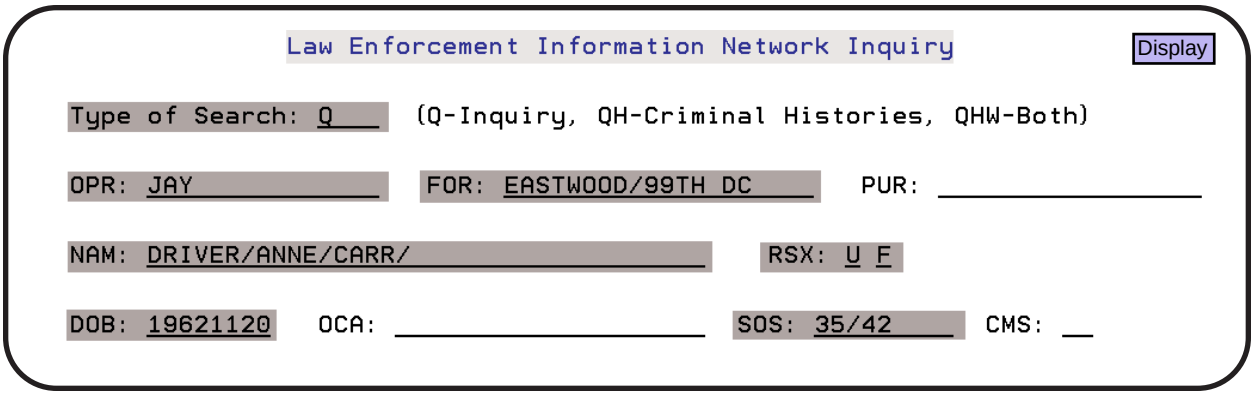


Status of Michigan license and prior actions for plate confiscation (must have OLN)

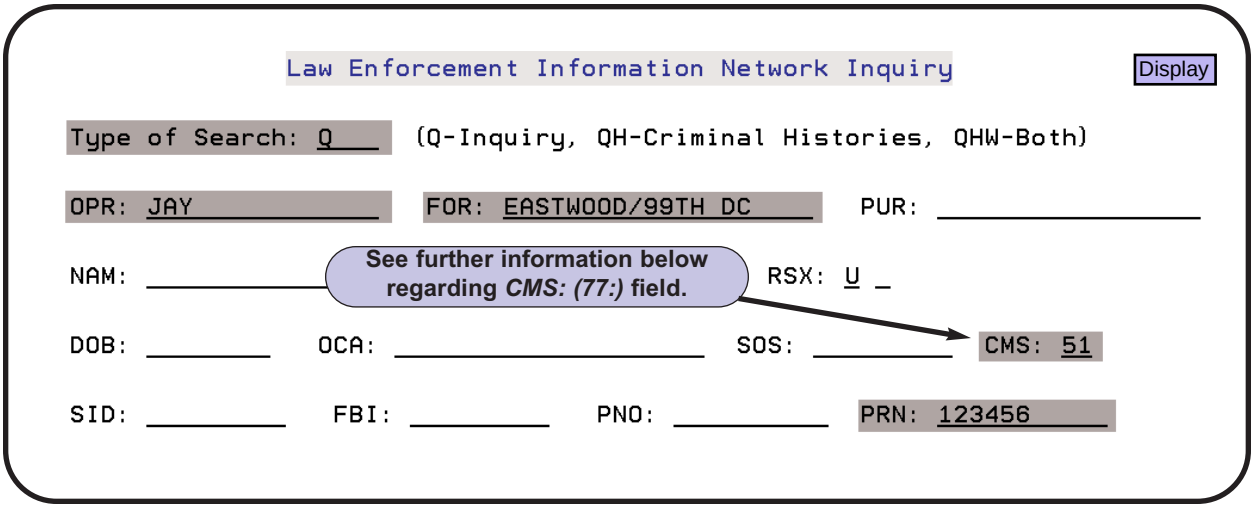
Inquiry format examples, continued



Status of license and history of all convictions



Status of license and complete driving record (unedited)



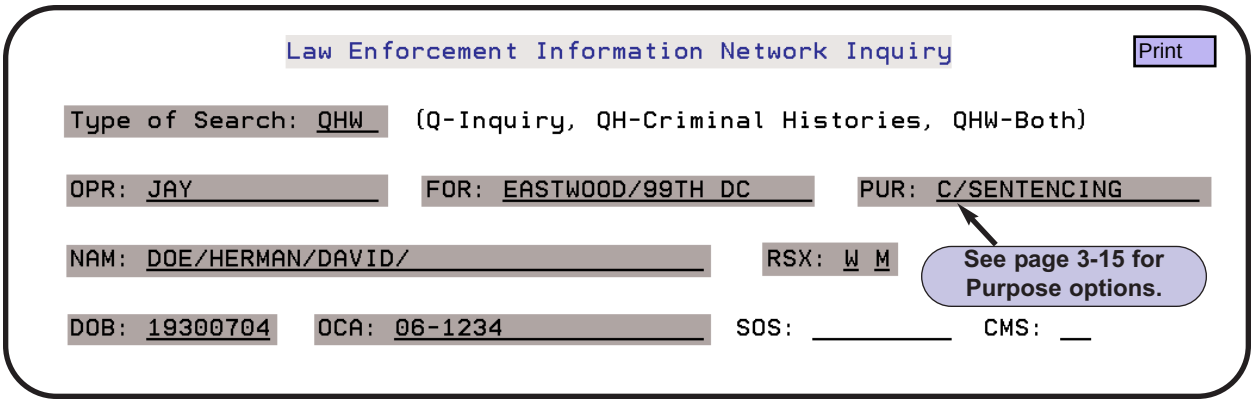
Inquiry to Corrections Management Information System (CMIS)

The identifiers below for scan line *CMS: (77:)* may be inquired upon in the CMIS files.

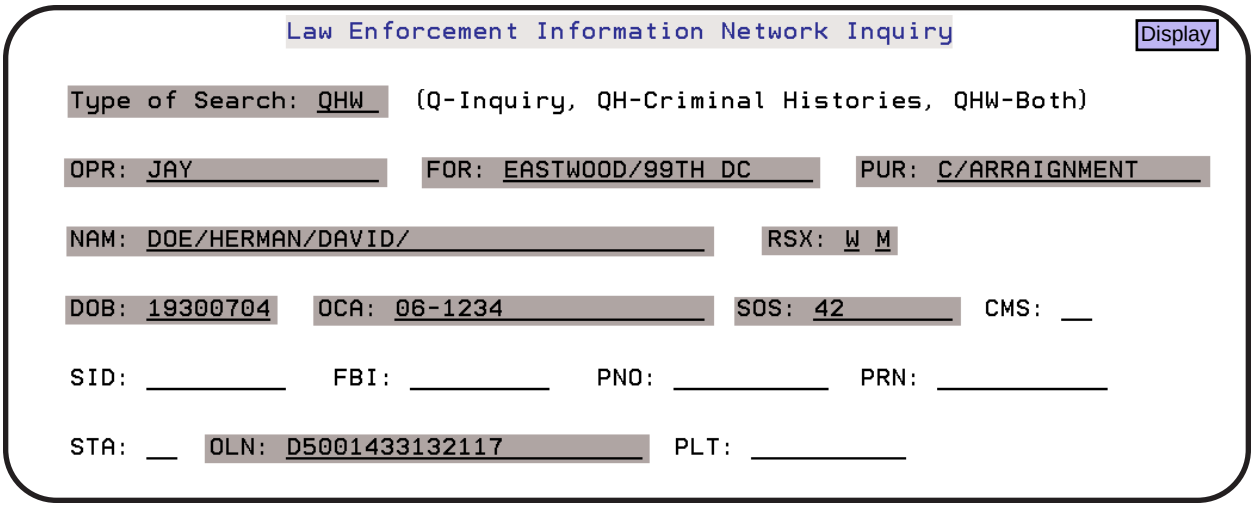
- *CMS:* **1** and *NAM:*, *SEX:*, and *DOB:*
- *CMS:* **12** and *SOC:*
- *CMS:* **50** and *SID:*
- *CMS:* **51** and *PRN:* (example shown above)

Inquiries into Michigan CHR using QH or QHW can also include scan line *CMS: (77:)*.

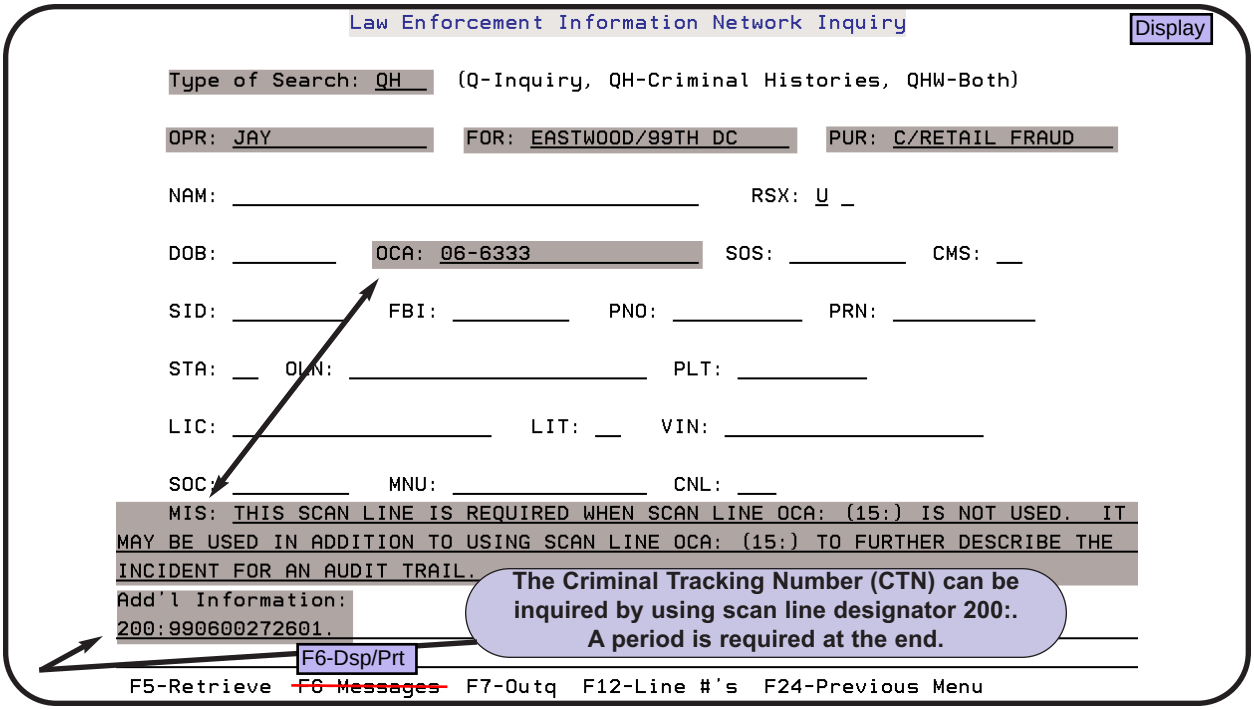
Inquiry format examples, continued



QHW inquiry



QHW inquiry with a request for complete Michigan driving record



QH inquiry using the Criminal Tracking Number (CTN)

Inquiry format examples, continued

Law Enforcement Information Network Inquiry — Display

Type of Search: QR (Q-Inquiry, QH-Criminal Histories, QHW-Both)

OPR: JAY FOR: ROBERTS/99TH DC PUR: CSA/MOTION HRG

NAM: TESTRECORD/JOHN/DAVID/ RSX: B M

DOB: 19390109 OCA: 06-1234 SOS: CMS:

SID: FBI: 9006600 PNO: PRN:

QR inquiry using FBI number

Law Enforcement Information Network Inquiry — Print

Type of Search: QR (Q-Inquiry, QH-Criminal Histories, QHW-Both)

OPR: JAY FOR: ROBERTS/99TH DC PUR: C/SENTENCING

NAM: DOE/HERMAN/DAVID/ RSX: W M

DOB: 19300704 OCA: 06-1234 SOS: CMS:

SID: 1350122H FBI: PNO: PRN:

STA: OH OLN: PLT:

QR inquiry using an out of state SID number

Law Enforcement Information Network Inquiry — Display

Type of Search: QR (Q-Inquiry, QH-Criminal Histories, QHW-Both)

OPR: JAY FOR: EASTWOOD/99TH DC PUR: 7411

NAM: DOE/HERMAN/DAVID/ RSX: U M

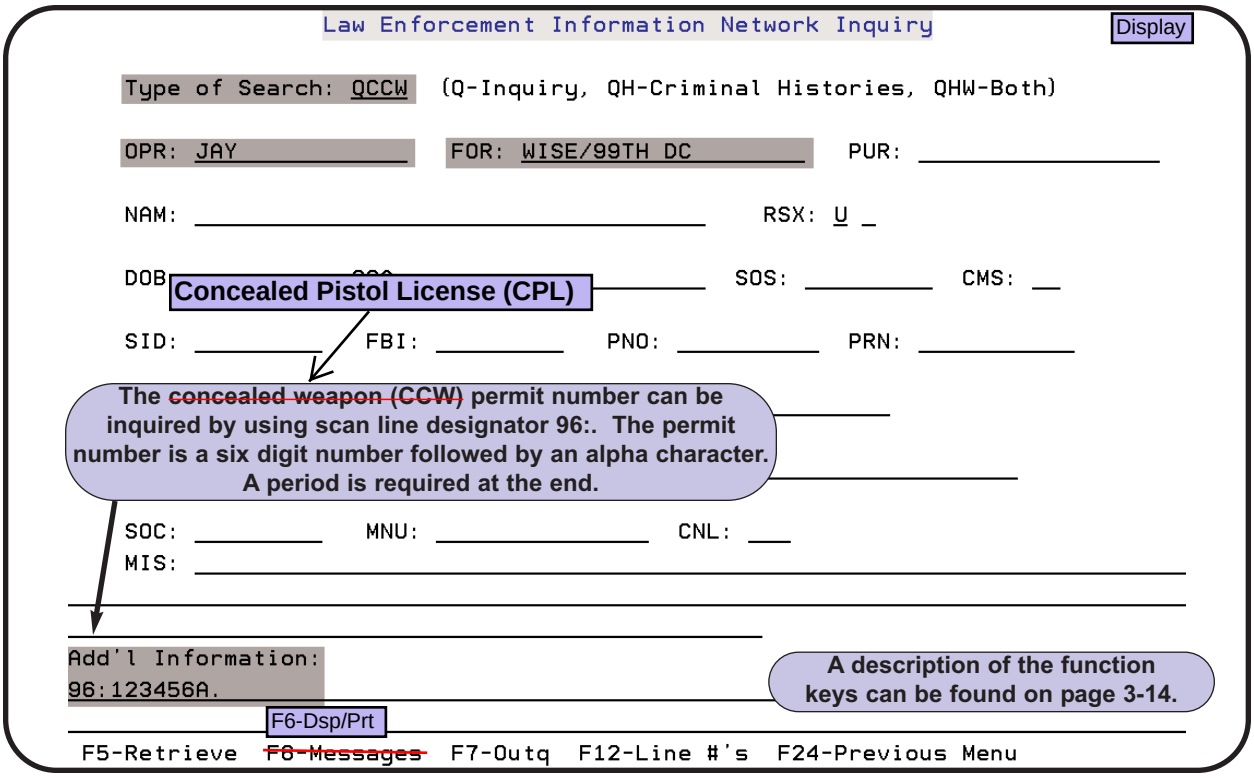
DOB: 19300704 OCA: 06-1234 SOS: CMS:

SID: 7654321A FBI: PNO: PRN:

QR inquiry to determine if a subject has used the provisions allowed under MCL 333.7411 (Controlled Substance)

REMINDER: Use a QR request with the FBI or SID number instead of another QHW to avoid getting the warrant check information again.

Inquiry format examples, continued

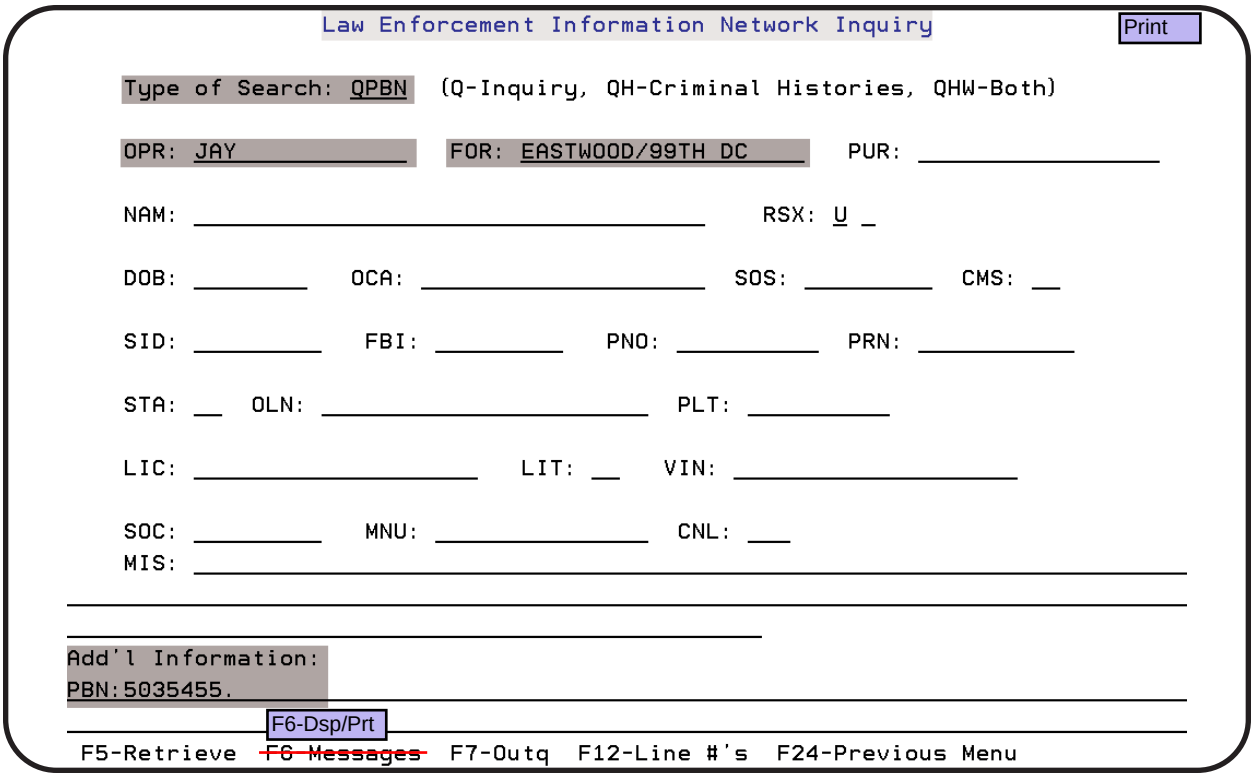


QCCW inquiry on concealed weapon permit number to identify the owner and history of previous suspensions/revocations or civil infractions on the Concealed Pistol License.

Probation Records Inquiry (QPBN)

The probation conditions are entered into LEIN similar to warrants, using different message keys and some additional scan lines. An inquiry into the LEIN "hot" files (wanted/missing persons) may also return a probation record when you use Message Keys Q, QHW, or QH with purpose code F/. Also, Message Key QPBN may be used to query into the Probation Conditions File **only** using a Probation Number PBN: (87:).

Query Probation Number Required Fields		
Field	**Information**	**Format**
Type of Entry:	Inquire Probation Conditions File	QPBN
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
FOR: (56:)	Requester Name/Agency	EASTWOOD/99TH DC
PBN: (87:)	Probation Number This is the number assigned by the court at the time Probation Conditions are entered into LEIN. This field is not displayed on the LEIN Inquiry screen, so you must use the *Add'l Information:* field.	PBN:5035455. 87:5035455.



QPBN inquiry into Probation Conditions File

A sample response from LEIN to a QPBN inquiry is on the following page.

QPBN - Example LEIN Response

```
***PROBATION ORDER - PROBATION CONDITIONS
DO NOT ARREST OR DETAIN BASED SOLELY ON THIS RESPONSE***

NAM:PROBATION/ORDER// DOB:07/07/1970
RAC:WHITE SEX:MALE SKN:DARK HGT:600 WGT:210
HAI:BROWN EYE:BROWN OLN:P111-222-333-444 OLS:MI SOC:333-22-4444
MNU:OA-1234 SID:497J FBI:54321A PRN:123456 CTN:90-12-345678-90
SMT:TAT UL ARM
ADD:123 ANYWHERE ST TOWNUSA MI 48833 POB:MI

ORIGINAL CONVICTION:NARCOTIC EQUIPMENT-POSSESS
CIT:750.332 (NARCOTICS-POSSESS ILLEGAL EQUIPMENT)
OCA:99TEST PBN: 2007-1234
DATE OF ORDER:08/01/2007 EXPIRATION DATE:04/01/2009
COURTORI:MI338895J-DC TEST COURT CRTDOCKETNO:12345699
LIC:999YZZ LIS:MI LIY:(JUL)-2007 LIT:PC
PICKUP:WILL NOT
REMARKS:TEST RECORD
ALIAS NAME:PROBATION/BADBOY//

CONDITIONS:

NOT VIOLATE ANY CRIMINAL LAW OF ANY UNIT OF GOVERNMENT.
NO CONTACT WITH VICTIM(S)/LINUS SCHROEDER
NOT NEAR HOME/BUSINESS OF/SALLY BROWN
NO ASSAULTIVE,THREATENING OR INTIMIDATING BEHAVIOR.
NO ALCOHOL OR DRUGS.
NOT POSSESS ANY FIREARMS OR DANGEROUS WEAPONS.
OTHER1/MUST PARTICIPATE IN MENTAL HEALTH TREATMENT.
OTHER2/MUST ENGAGE IN COMMUNITY SERVICE.

CONFIRM SPECIFIC CONTENT OF ORDER WITH PHN:517-336-6167
FAX:517-336-6421

ENTERED LEIN:08/01/2007 1438 HRS
SYSIDNO:10861126

END MSG
```

LEIN Inquiry for Canadian Records

You may also access Canadian criminal, driving, and vehicle records through LEIN. A few examples are found in this section. Further information on Canadian inquiries and responses may be found in the LEIN Operations Manual, Section 6.9 and ~~15-4~~.

October 2009: Changed to Section 13-4.

Canadian LEIN Inquiry Purpose Codes

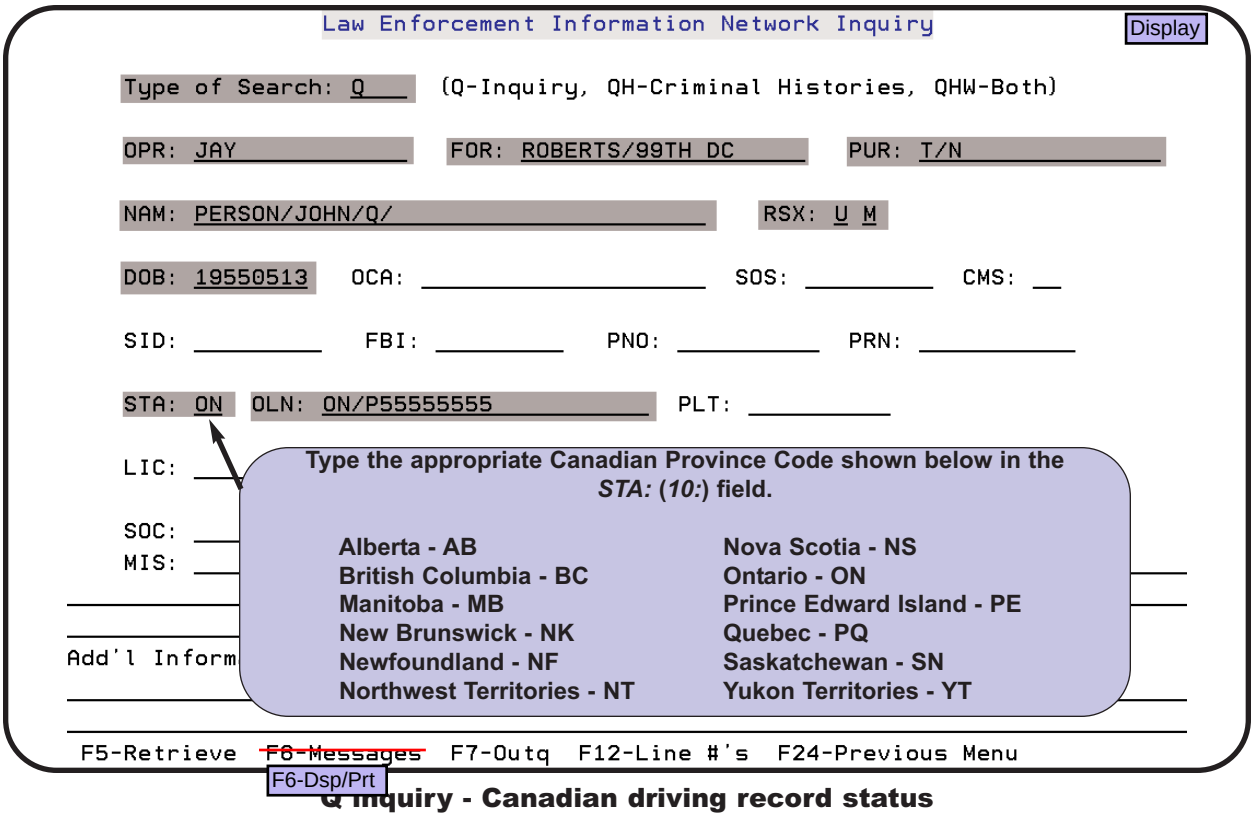
Each LEIN inquiry to Canada must have a Purpose Code *PUR:* (*52:*). Canada only allows the Purpose Code "C" (*PUR:C/reason*) for criminal history inquiries. Other Canadian inquiries must indicate a Reason Code, followed by a Person/Property In-site Code indicating whether the subject of the message is present or "in-site". These two codes are separated by a slash "/", i.e., *PUR:T/Y*.

REASON FOR REQUEST	REASON CODE
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

PERSON/PROPERTY IN-SITE	CODE
Yes	Y
No	N

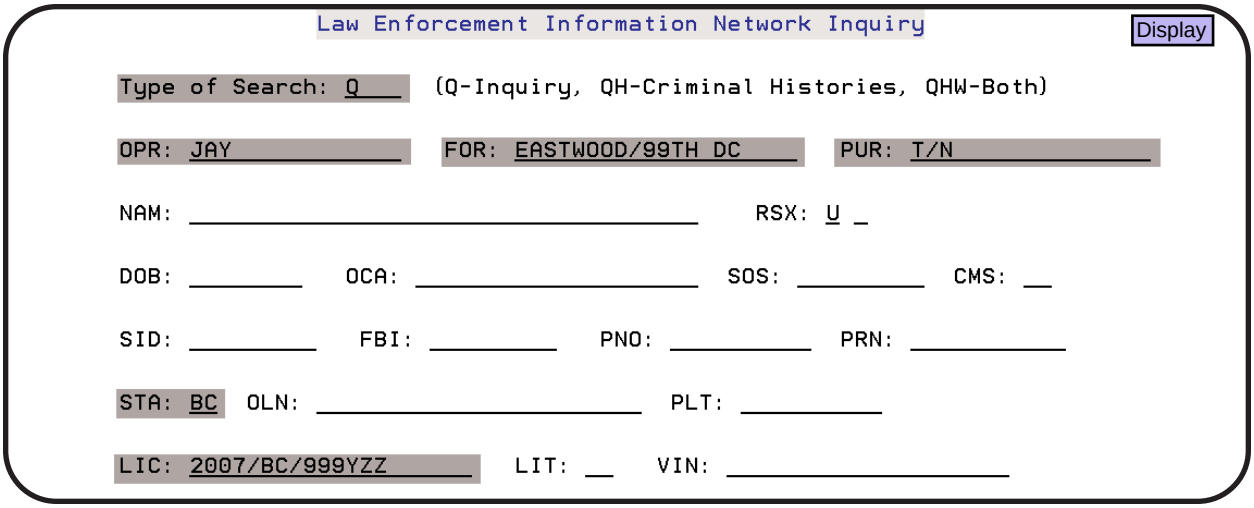
A few examples of Canadian LEIN inquiries begin on the following page.

Canadian LEIN Inquiry Examples



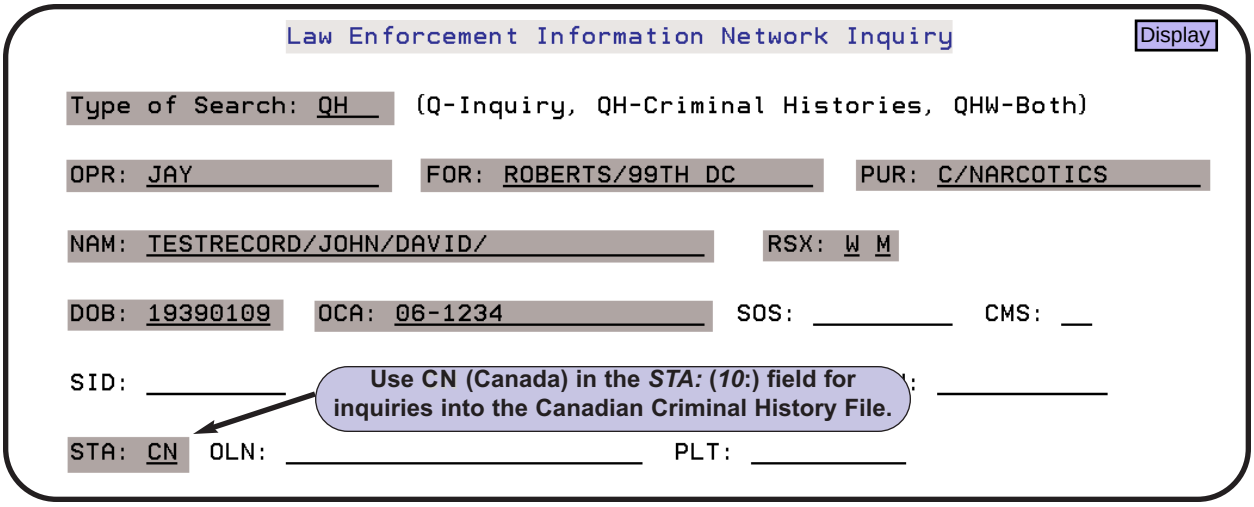
Q inquiry - Canadian driving record status

The response from Canada for this inquiry will only give the status of the license, not the full driving record.

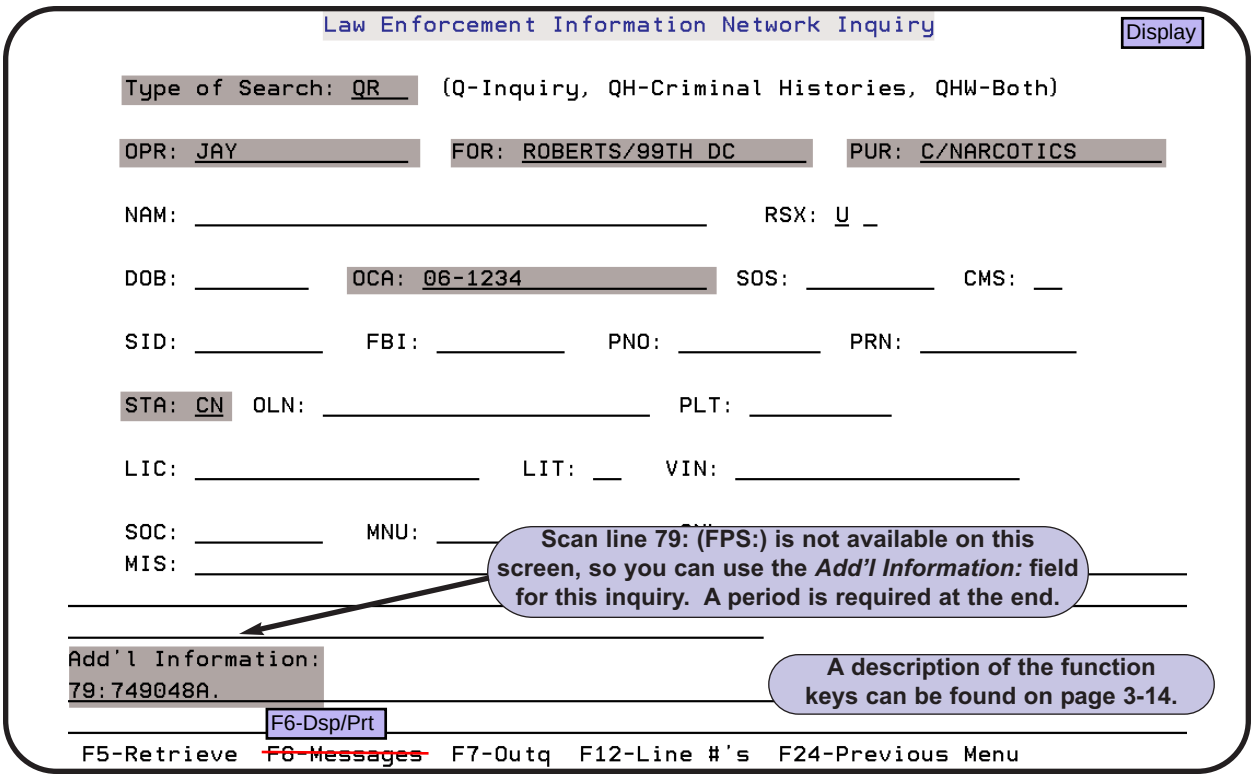


Q inquiry - Canadian vehicle plate number

Canadian LEIN Inquiry examples, continued



QH inquiry by *NAM:*, *RSX:*, and *DOB:* into Canadian Criminal History Record File to return possible hits with the Fingerprint Serial Number (FPS).



QR inquiry to obtain the complete Canadian criminal history record by using the Fingerprint Serial Number (FPS) obtained in a previous QH or QHW inquiry.

ORI Lookup Files (QO and ZO)

ORI lookup files are maintained by LEIN, NCIC, and NLETS. These files are accessed by inquiring on the ORI of an agency. Message keys QO and ZO are used to access these files with data in the *Add'l Information:* field. For example, a ZO inquiry on a Michigan ORI will return a response from LEIN containing the agency name, mnemonic, address, telephone number, fax number, TAC, and hours of operation. You can also obtain an ORI by using the location and type of agency as the search criteria. Please see the table below for further descriptions and format. Complete the appropriate fields and press **ENTER** to process your inquiry. A few examples are on the following page.

Further descriptions of these and other ORI inquiries can be found in Section 6.10 of the LEIN Operations Manual.

QO and ZO Inquiries	
***Type of Search:* field**	**Format for *Add'l Information:* field**
ZO (Obtain Michigan ORI information)	ORI/MI630995J.
QO (Obtain out-of-state ORI information)	ORI/TXDPD0000.
ZO (Obtain ORI for specific agency by CIty/County/State location)	LOC/SOUTHFIELD.STA/MI.TYP/JJ. (LOC/CITY or COUNTY.STA/STATE CODE.TYP/TYPE CODE.) ***See Agency Type Codes below.**
ZO (Obtain ORI for all federal agencies in a state)	FED/FBI.STA/TX. (see 6.10 of LOM for Federal Agency Codes)
ZO (Obtain ORI for federal agencies in specified city)	FED/FBI-SAN ANTONIO.STA/TX.

*Agency Type Codes for ZO Inquiry by Location

Law Enforcement Agencies

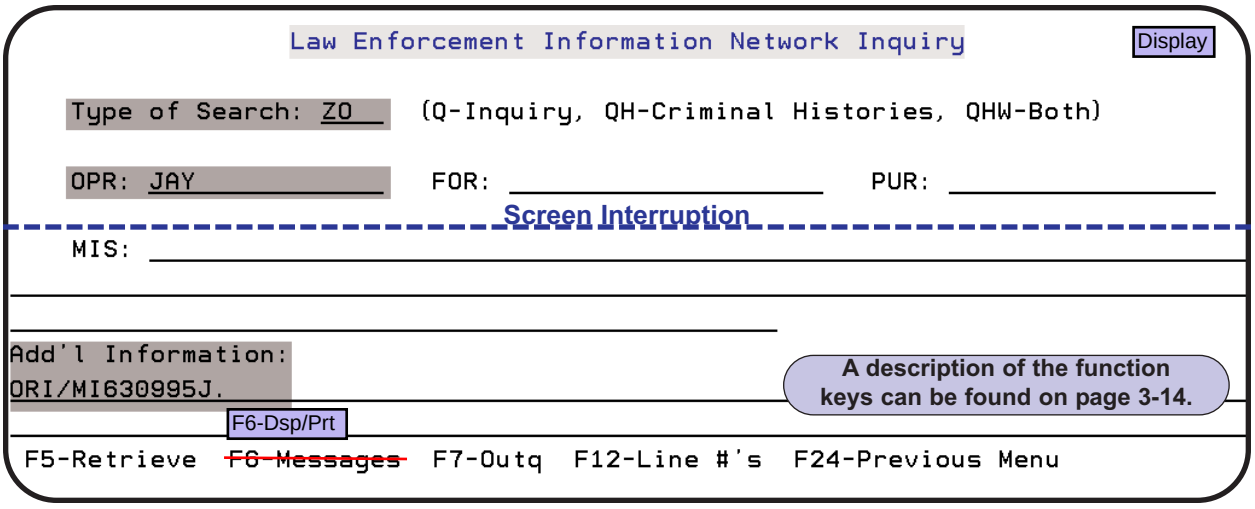
PD - an agency of city government
SO - an agency of county government
SA - a state agency with statewide jurisdiction
FE - a federal agency.
LE - an agency not fitting the above criteria

Non-Criminal Justice Agencies

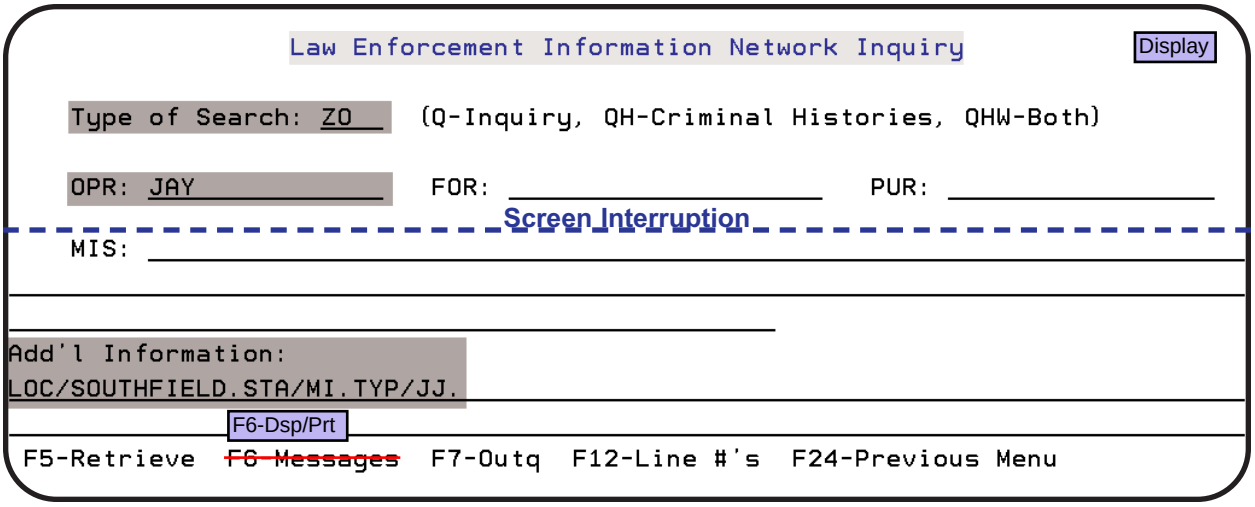
NJ - non-criminal justice agencies
(i.e., Secretary of State)

Criminal Justice Agencies

JA - prosecutor
JC - corrections agency
JG - probation agency
JJ - court agency
JF - federal non-law enforcement criminal justice agency
CJ - defined non-law enforcement criminal justice agency



ZO inquiry on a known ORI number



ZO inquiry to obtain ORI using Location, State and Agency Code Type

A sample response to a ZO inquiry upon ORI MI3300203 is given below.

```
A LEIN 23446 113 08/01/02 1030 ELLT.
MI3300203 IS DC LEIN SERVICES UNIT
MNEMONIC OF STATION IS ELLT
714 S HARRISON RD
EAST LANSING, MI 48823
PHN # 517-336-6533 OR 517-336-6166
FAX # 517-336-6421
TAC: BOB ROZELLE
AGENCY IS 24-HOUR OPERATION: NO
TOTAL STATIONARY LEIN STATIONS: 1
TOTAL MOBILE LEIN STATIONS:
```

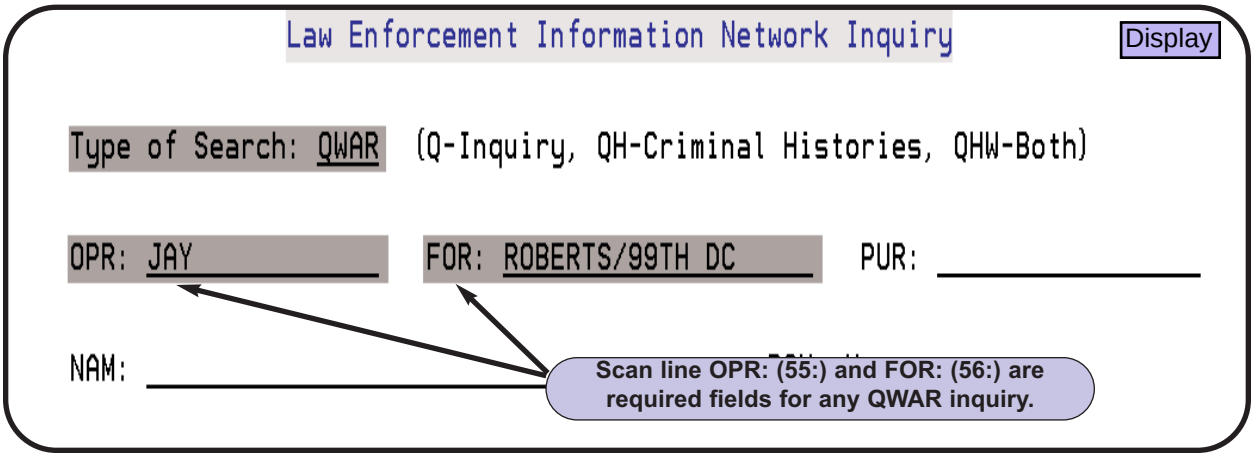
Recent Wanted Person Entries (QWAR)

The QWAR inquiry is performed on the LEIN Inquiry screen and will produce a list of up to 100 of the most recent wanted person record entries for your ORI, provided the warrant entries are still active at the time of the inquiry. A date range may also be used for warrant entries that fall outside of the most recent 100. The four QWAR inquiries available are given below.

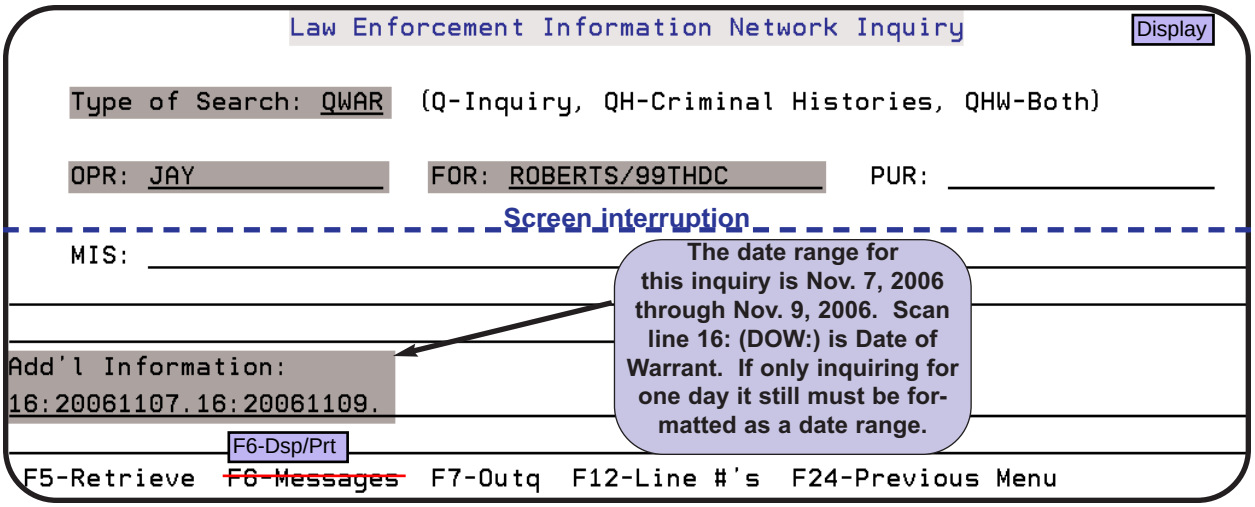
- Records entered by a specific ORI
- Records entered by a law enforcement ORI for a specific court ORI
- Records entered by a court with a specific law ORI
- Recent cancelled records

When you press **ENTER** your court ORI (53:) is automatically sent by JIS on any LEIN inquiries or entries and is not shown on the LEIN Inquiry screen. A few examples of these inquiries using both literal and numerical scan lines are given below and on the following page. Further information regarding QWAR inquiries can be found in Section 6.1 of the LEIN Operations Manual, the November 2001 LEIN News Bulletin, and a letter dated November 26, 2007 sent to all Terminal Agency Coordinators from Charles Hoffmeyer, Analyst, CJIS Field Services Unit detailing changes to QWAR effective March 1, 2008.

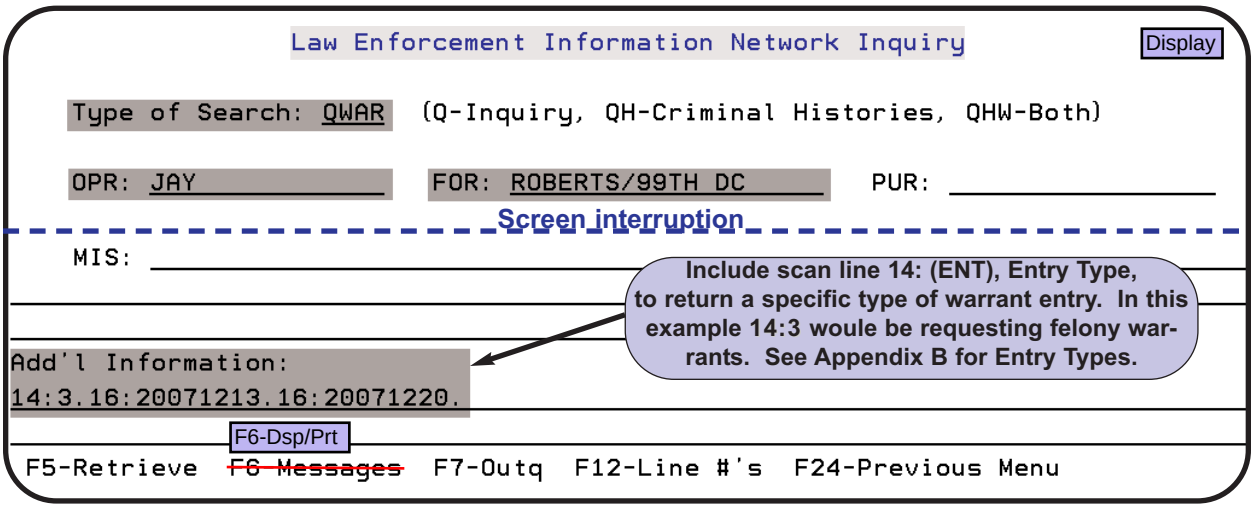
PLEASE NOTE: A slight delay should be expected to receive a response to a QWAR inquiry. This list is updated twice daily, at 6:00AM and 5:00PM.



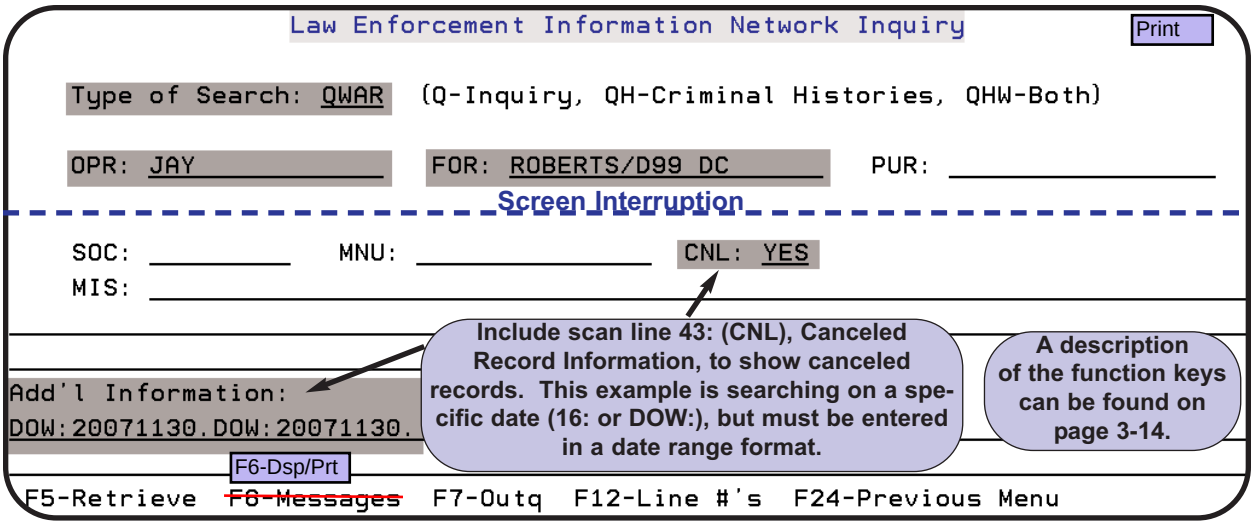
QWAR inquiry for list of 100 most recent wanter person entries



QWAR inquiry for list of up to 100 active warrants in a date range



QWAR inquiry for list of up to 100 active warrants with a specific Entry Type (ENT: or 14:) and date range.



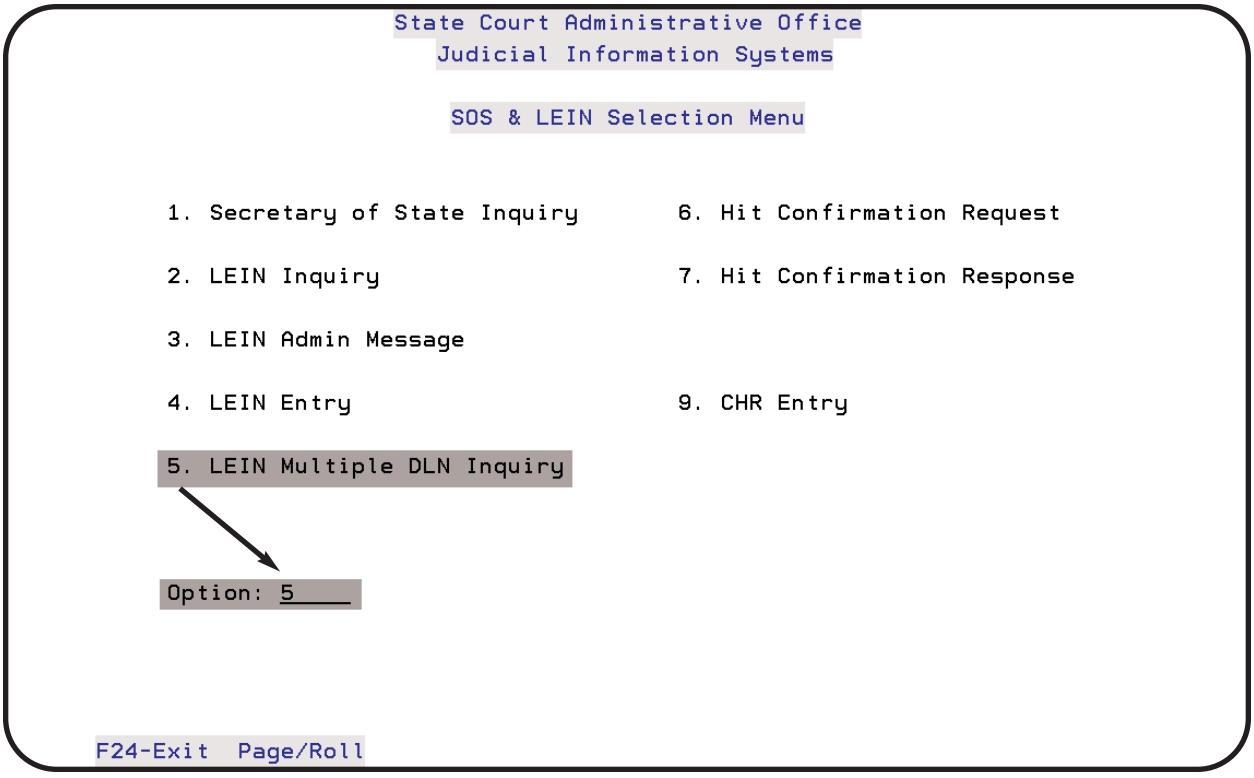
QWAR to display recently canceled records on a specific date

Multiple Driver License Number Inquiries

The LEIN DLN Inquiries screen is available to request up to 17 Michigan and/or out-of-state driving records. In addition to the driving record, this inquiry will also perform a Q inquiry (open warrant check).

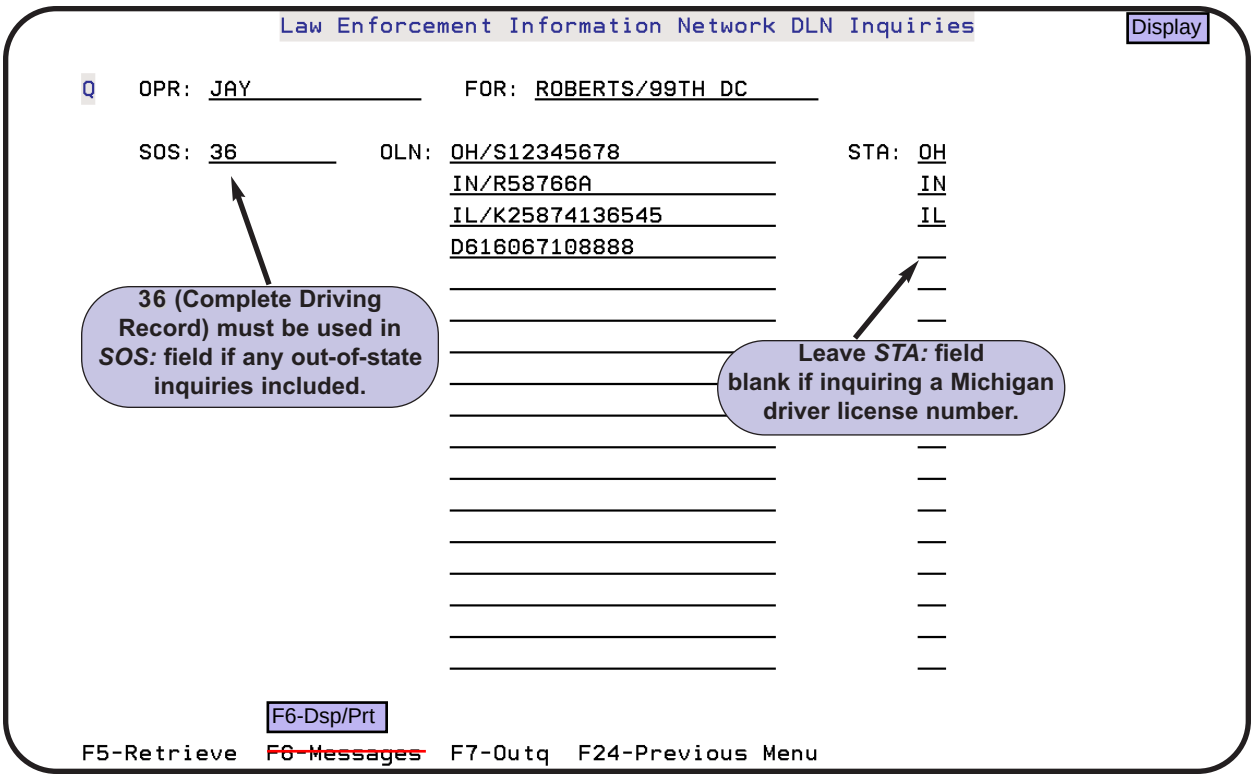
If you only need a Michigan driving record, use the Secretary of State Inquiry screen accessed from the **SOS & LEIN Selection Menu**. Refer to Chapter 2 of this User Guide for more information about requesting Michigan driving records from the Department/Secretary of State.

- On the **SOS & LEIN Selection Menu** type **5 (LEIN Multiple DLN Inquiry)** in the *Option:* field. Press **ENTER**.



Accessing the LEIN DLN Inquiries screen from the SOS & LEIN Selection Menu

Canadian driving and criminal history inquiries information can be found starting on page 3-25 of this User Guide.



LEIN DLN Inquiries screen

LEIN DLN Inquiries Screen Fields

Field Name	Scan Line #	Information needed	Format
	Not shown on this screen	Message key code for the type of search	Q = inquiry (already entered by JIS and is shown in upper left corner of screen)
OPR:	55:	Terminal Operator. In JIS, your AS400 user ID will be forced into this field.	D1500JLF
FOR:	56:	Requester and Agency.	ROBERTS/99TH DC
SOS:	47:	Secretary of State inquiry codes. If any out-of-state inquiries are included, **36** (Complete Driving Record) must be used in the *SOS:* field. If using two SOS codes for Michigan driving records, separate the codes with a slash "/".	36 35/PRIOR 35/43 (See page 2-4 or Appendix D for list of SOS codes)
OLN:	11:	Driver's License Number. Michigan drivers license number or state and drivers license number.	D616067108888 NY/B123456A
STA:	10:	State. Two character code from a State or US Territory. Leave blank if Michigan.	OH (Appendix A)

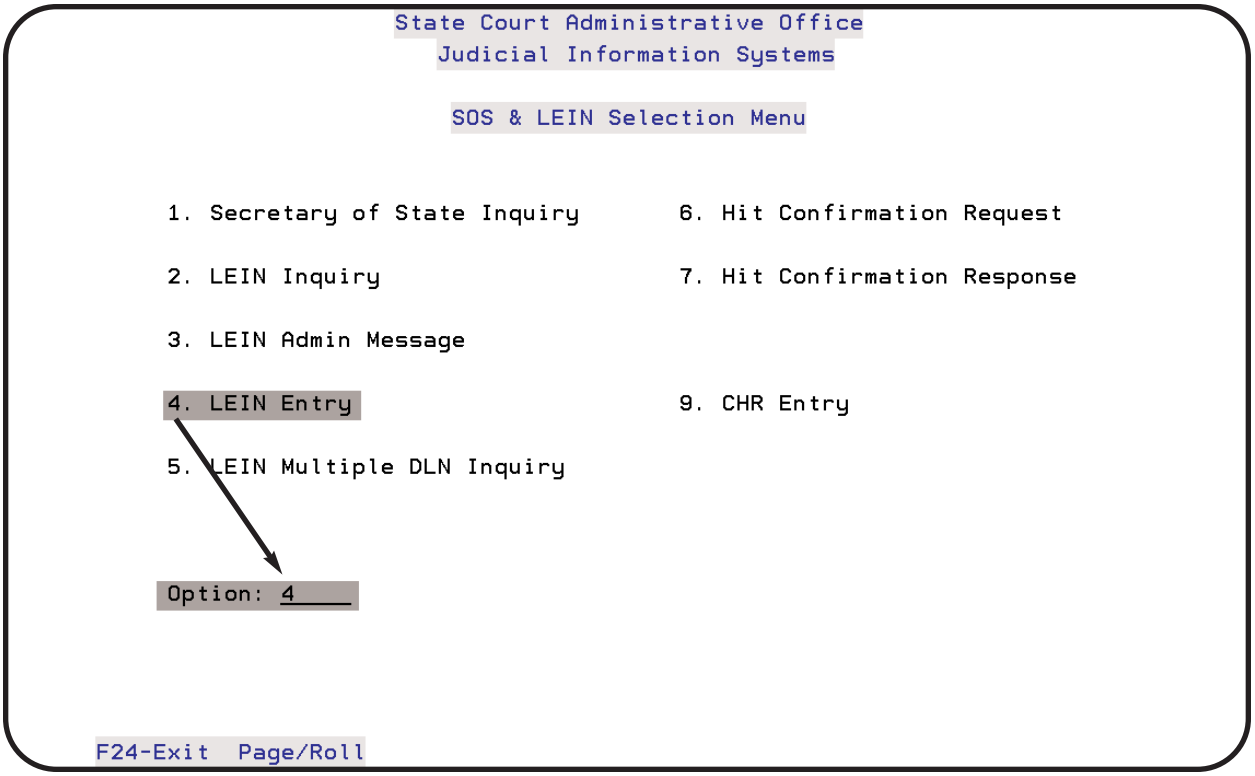
Function Keys: LEIN DLN Inquiries Screen

Function Key	Description
F5-Retrieve	Retrieve information entered from last request if you have not left the LEIN DLN Inquiries screen
F6-Dsp/Prt	Go to the Display Messages screen when you have a MW (message waiting) at bottom of screen. See page 2-4
F7-Outq	Display the Work with Output Queue screen and determine the status of responses See page 2-4
F24-Previous Menu	Return to the **SOS & LEIN Selection Menu**

PACC Code Inquiry (QPACC)

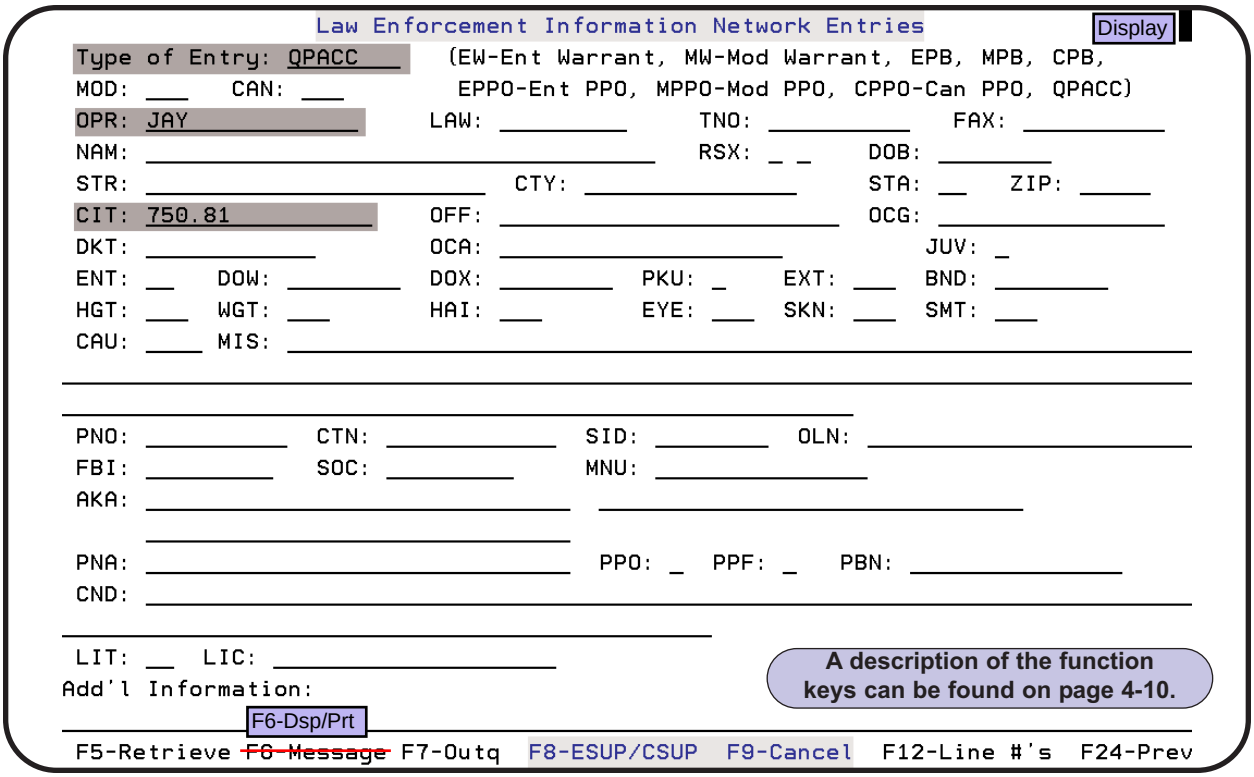
The ability to inquire on full or partial Prosecuting Attorney's Coordinating Council (PACC) codes is available by doing a QPACC inquiry. You must access the Law Enforcement Information Network (LEIN) Entries screen to do this inquiry.

- On the **SOS & LEIN Selection Menu** type **4 (LEIN Entry)** in the *Option:* field. Press **ENTER**.



Accessing the LEIN Entries screen from the SOS & LEIN Selection Menu

The following LEIN Entries screen will appear after you press **ENTER**. A more detailed description of the LEIN Entries screen shown below can be found in Chapter 4 - LEIN Entries. A description of the fields used in a QPACC inquiry are given in the table below the screen example. Once you have typed in the information, press **ENTER** to process the inquiry. A sample response to a QPACC inquiry is shown on the following page.



QPACC inquiry on LEIN Entries screen - required fields are shaded

PACC Code Inquiry Screen Fields

Field Name	Information needed	Format
Type of Entry:	Message key code for the type of search	QPACC
OPR: (55:)	Terminal Operator. In JIS, your AS400 user ID will automatically populate this field.	D1500JLF
CIT: (220:)	PACC Code. May be complete or partial. Partial inquiry will return a list of PACC codes that begin with the code entered.	750.81 750.814

```
LEIN Message Received  3/05/07 At 11:39:45
/2818383SP2703
THERE ARE 14 PACC CODES THAT START WITH 750.81
*  F = FELONY    M = MISDEMEANOR  B = BUSINESS-RELATED   J = JUVENILE-REPORTAB
   MAX.SENTENCE: 4 = LESS THAN 4 YRS  T = MORE THAN 92 DAYS  1 = MORE THAN 1 Y
   R = REPEALED
LEIN
PACC CODE       *      NCIC  DESCRIPTION
---------       ------ ----  -----------
750.81          MT     1313  ASSAULT OR ASSAULT AND BATTERY
750.812         MT     1303  DOMESTIC VIOLENCE
750.813         MT     1303  DOMESTIC VIOLENCE - SECOND OFFENSE NOTICE
750.814         F4     1303  DOMESTIC VIOLENCE -THIRD OFFENSE NOTICE
750.81A         MT     1399  AGGRAVATED ASSAULT
750.81A2        MT     1303  DOMESTIC VIOLENCE - AGGRAVATED
750.81A3        F4     1303  DOMESTIC VIOLENCE - AGGRAVATED - SECOND OFFENSE N
```

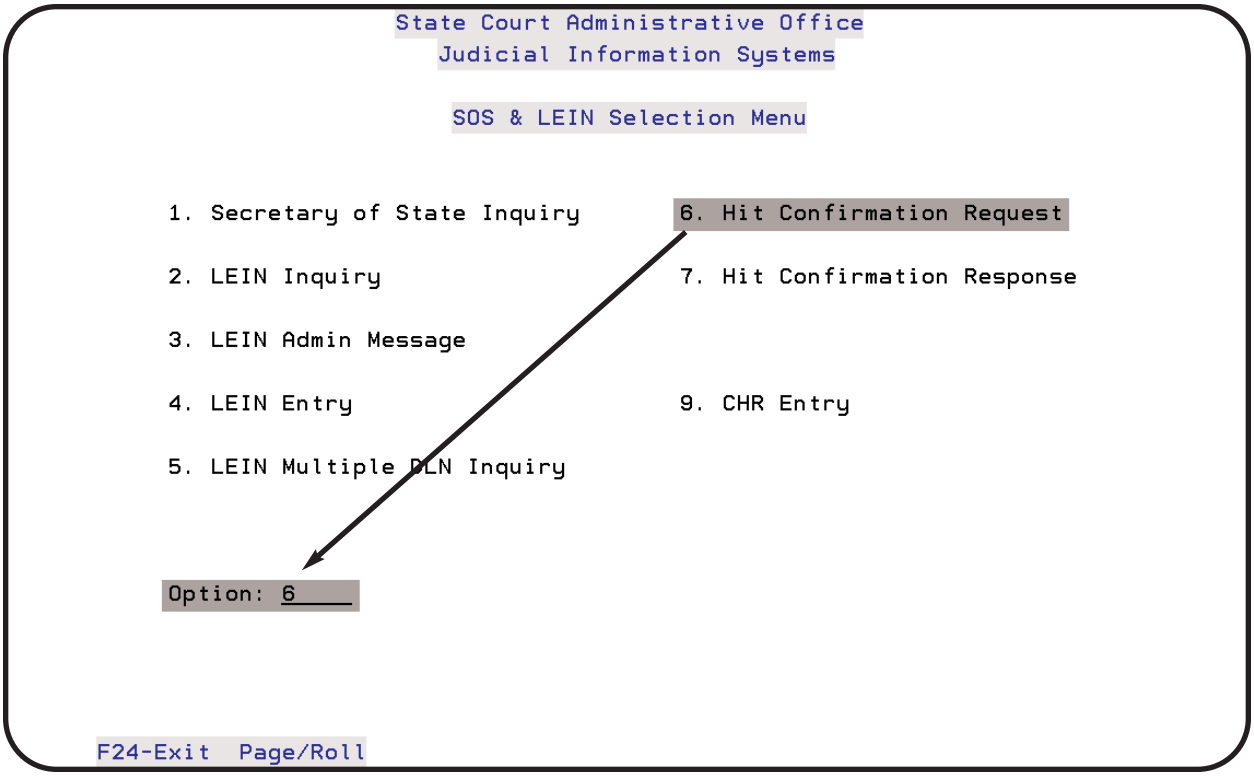
LEIN response to a QPACC inquiry on PACC codes that begin with 750.81
(This example does not show all 14 PACC codes.)

Hit Confirmation Request (YQ)

The LEIN/NCIC Hit Confirmation Request (YQ) screen is used to determine if a warrant in LEIN is currently valid. This is often referred to as a YQ inquiry (with YQ being the Message Key) and further information can be found in Section ~~15~~ of the LEIN Operations Manual.

October 2009: Changed to Section 13.

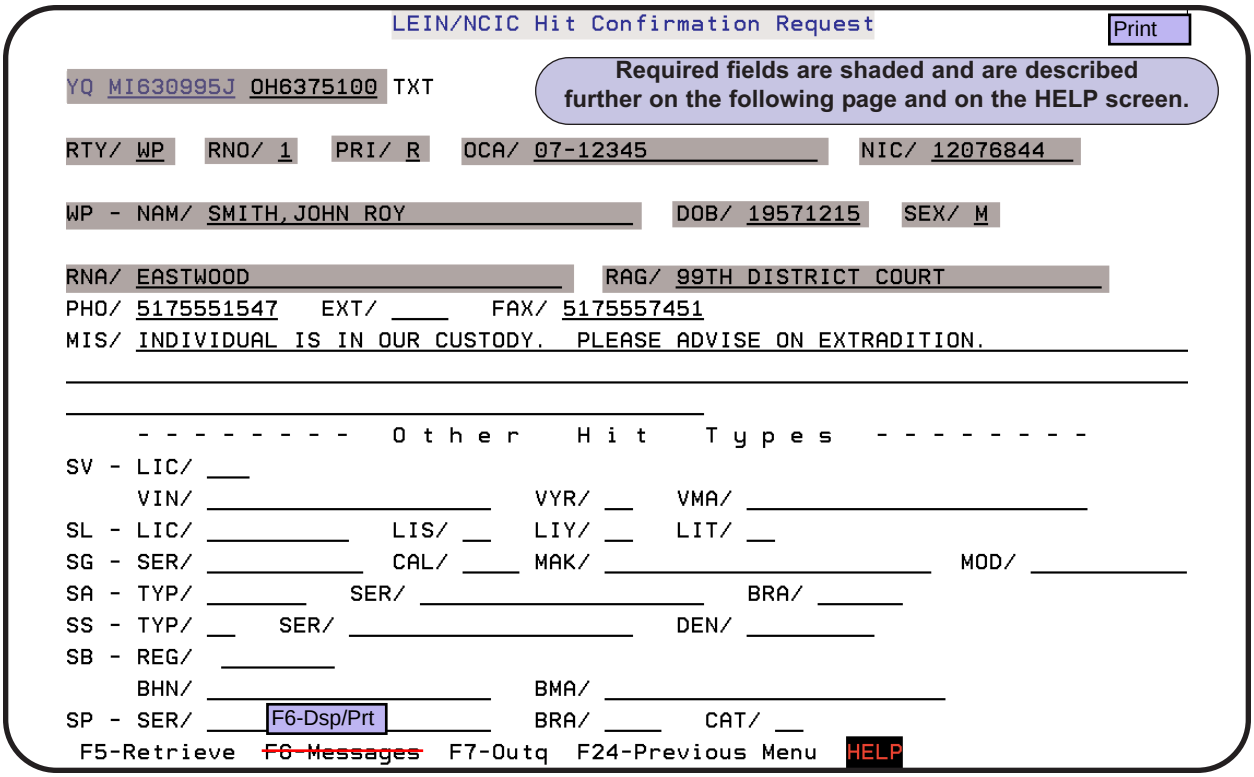
- On the **SOS & LEIN Selection Menu** type **6 (Hit Confirmation Request)** or **YQ** in the *Option:* field. Press **ENTER**.



Accessing the LEIN/NCIC Hit Confirmation Request screen from the SOS & LEIN Selection Menu

The LEIN/NCIC Hit Confirmation Request (YQ) screen is shown below with a sample entry. The top half of the screen is used for confirming warrants on wanted persons. The bottom half of the screen under Other Hit Types is used for confirming wanted vehicles or property. This section of the User Guide will deal with wanted persons. You can refer to Section ~~15~~ of the LEIN Operations Manual for guidance on the Other Hit Types section.

October 2009: Changed to Section 13.



LEIN/NCIC Hit Confirmation Request (YQ) screen

Function Keys: Hit Confirmation Request screen

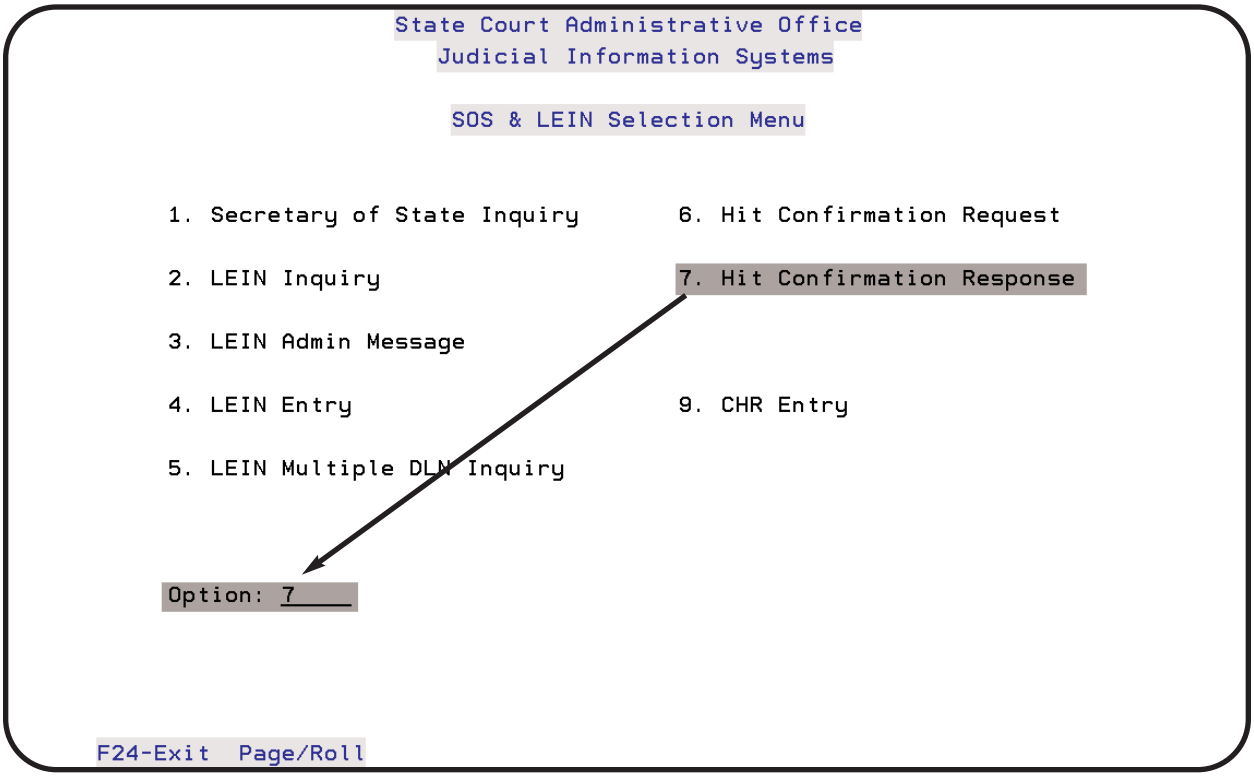
Function Key	Description
F5-Retrieve	Retrieve information entered from last request if you have not left the Hit Confirmation Request screen
F6-Dsp/Prt	~~Go to the Display Messages screen when you have a MW (message waiting) at bottom of screen~~ See page 2-4
F7-Outq	~~Display the Work with Outq screen and determine the status of responses~~ See page 2-4
F24-Previous Menu	Return to the **SOS & LEIN Selection Menu**
HELP	Help text is available for this screen. Press Alt+F1 on a PC or the HELP key on a terminal keyboard.

Hit Confirmation Request (YQ) Required Fields		
Field Names	**Information**	**Format**
YQ	Message Key for a Hit Confirmation Request The YQ and your ORI fields will already be populated. Enter the destination ORI in the field to the right of your court ORI.	OH6375100
RTY/	Request Type The HELP screen will show all types, but use WP for WANTED/MISSING PERSON.	WP
RNO/	Request Number First, second or third request.	1, 2, or 3
PRI/	Priority Routine - need one hour response Urgent - need 10 minute response.	R or U
OCA/	Court case number	07-12345
NIC/	IN-STATE: Use PNO: (20:) or VNO: (30:). OUT-OF-STATE: Use NCIC NIC number.	12076844
WP - NAM/	Wanted Person's Name A comma must be used between the last and first name.	SMITH,JOHN ROY
DOB/	Wanted Person's Date of Birth	19571215 (YYYYMMDD)
SEX/	Wanted Person's Sex	M (Appendix A)
RNA/	Requesting Name	EASTWOOD
RAG/	Requesting Agency	99TH DISTRICT COURT
Optional Fields		
PHO/	Telephone number of Requesting Name	5175551547
EXT/	Extension number of Requesting Name	224
FAX/	Fax number of Requesting Name	5175557451
MIS/	Miscellaneous comments pertaining to the confirmation request	FREE TYPE - 200 CHARACTERS

Hit Confirmation Response (YR)

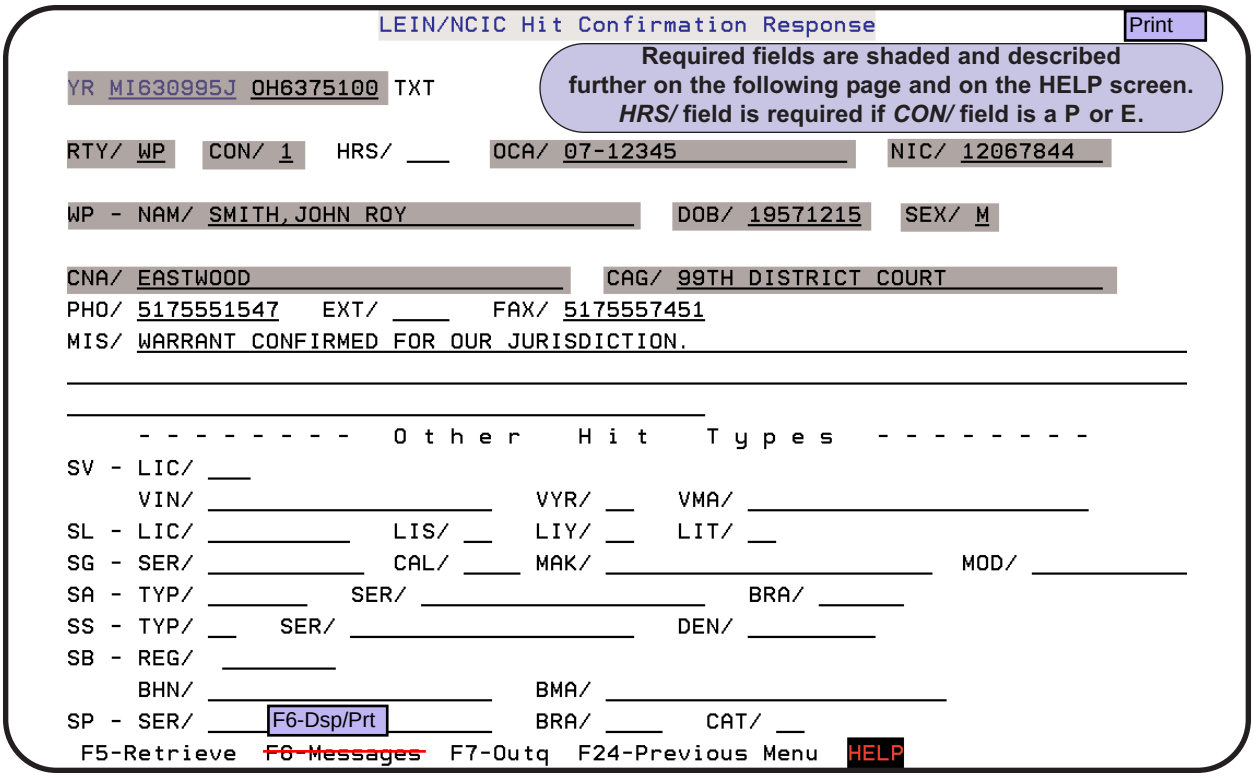
The LEIN/NCIC Hit Confirmation Response (YR) screen is used to determine if a warrant from your court in LEIN is currently valid. This screen would be used to respond to a YQ message (described on pages 3-38 through 3-40) from another court or law enforcement agency ORI. This is commonly referred to as Message Key YR and further information can be found in Section 15 of the LEIN Operations Manual.

- On the **SOS & LEIN Selection Menu** type **7 (Hit Confirmation Response)** or **YR** in the *Option:* field. Press **ENTER**.



Accessing the LEIN/NCIC Hit Confirmation Response screen from the SOS & LEIN Selection Menu

The LEIN/NCIC Hit Confirmation Response (YR) screen is shown below with a sample entry. The top half of the screen is used for confirming warrants on wanted persons from your court. The bottom half of the screen under Other Hit Types is used for confirming wanted vehicles or property from your court. This section of the User Guide will deal with wanted persons. You can refer to Section 15 of the LEIN Operations Manual for guidance on the Other Hit Types section.



LEIN/NCIC Hit Confirmation Response (YR) screen

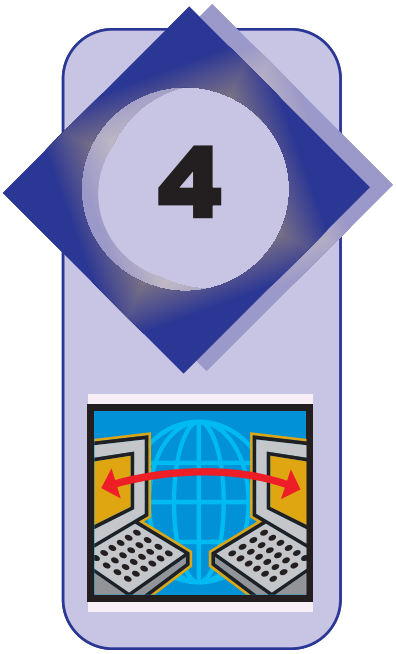
Function Keys: Hit Confirmation Response screen

Function Key	Description
F5-Retrieve	Retrieve information entered from last request if you have not left the Hit Confirmation Request screen
F6-Dsp/Prt	~~Go to the Display Messages screen when you have a MW (message waiting) at bottom of screen.~~ See page 2-4
F7-Outq	~~Display the Work with Output Queue screen and determine the status of responses~~ See page 2-4
F24-Previous Menu	Return to the **SOS & LEIN Selection Menu**
HELP	Help text is available for this screen. Press Alt+F1 on a PC or the HELP key on a terminal keyboard.

Hit Confirmation Response (YR) Required Fields		
Field Names	**Information**	**Format**
YR	Message Key for a Hit Confirmation Response The YR and your ORI fields will already be populated. Enter the destination ORI in the field to the right of your court ORI.	OH6375100
RTY/	Request Type The HELP screen will show all types, but use WP for WANTED/MISSING PERSON.	WP
CON/	Confirmed Four options: 1. **Y**es 2. **N**o 3. In **P**rocess of confirming. HRS/ field is required if this option is used. 4. Valid but awaiting a decision on **E**xtradition. HRS/ field is required if this option is used.	Y N P E
HRS/	Hours Required field if CON/ field is a P or E. The number of hours needed to confirm the warrant.	002 (2 hours)
OCA/	Court case number	07-12345
NIC/	IN-STATE: Use PNO: (20:) or VNO: (30:). OUT-OF-STATE: Use NCIC NIC number.	12076844
WP - NAM/	Wanted Person's Name A comma must be used between the last and first name.	SMITH,JOHN ROY
DOB/	Wanted Person's Date of Birth	19571215 (YYYYMMDD)
SEX/	Wanted Person's Sex	M (Appendix A)
RNA/	Requesting Name	EASTWOOD
RAG/	Requesting Agency	99TH DISTRICT COURT
Optional Fields		
PHO/	Telephone number of Requesting Name	5175551547
EXT/	Extension number of Requesting Name	224
FAX/	Fax number of Requesting Name	5175557451
MIS/	Miscellaneous comments pertaining to the confirmation request	FREE TYPE - 200 CHARACTERS

This space reserved for your notes.

LEIN ENTRIES



This chapter will focus on how to send an Administrative Message, enter, modify, or cancel warrants, injunctive orders, probation orders, and criminal history records..

Record Accuracy/Second Party Check

This chapter of the SOS & LEIN User Guide is meant as an instructional tool while using the JIS System when submitting LEIN entries. Record accuracy is essential when submitting LEIN entries. If you have questions outside the realm of this User Guide, please refer to the LEIN Operations Manual (LOM), contact your Terminal Agency Coordinator (TAC) or refer to page 1-4 of this User Guide, Where to Get Help.

The following is quoted from the LEIN Operations Manual (~~Sec. 1-19, page 63~~):

> **Agencies that enter records into LEIN are responsible for their accuracy, timeliness and completeness. To assure the proper operation of the system, the standards, formats and criteria as set forth herein must be strictly adhered to. Stringent administrative procedures and controls are important to ensure that accurate data is entered in computerized criminal justice information systems. An officer's evaluation of the information contained in a hit response is just as important as keeping the information accurate, timely, and complete. Combining these controls with proper evaluation by the officer receiving the LEIN record can prevent lost court cases, civil liability suits, and criminal charges against the law enforcement officer.**

October 2009: Changed to Section 1.15.

The CJIS Policy Council approved the definition of a second party check to help ensure record accuracy. Administrators and LEIN Terminal Agency Coordinators (TACs) should ensure that their agency is in compliance with this policy (LEIN Operations Manual, ~~Sec. 1-19, page 63~~):

> **The accuracy of a record entered into LEIN/NCIC must be verified either by a second party or doublechecked. Agencies lacking support staff for this verification should require the case officer to check the accuracy of the record. The verification of a record should assure that all available crosschecks, e.g., VIN/LIC, were made and that the data in the LEIN/NCIC record match the data in the investigative report. The second party check shall be completed within 48 hours (excluding weekends and holidays) of the entry of the record in LEIN/NCIC.**

All data fields entered by the user (such as for a warrant entry, modify warrant, enter judgment, etc.) will be returned with the LEIN acknowledgment to assist with the second party check. An example of a LEIN acknowledgment response to a warrant entry is shown below.

```
LEIN Message Received  1/26/07 At 14:22:51
/2669505S&38078
MI630995J
WARRANT ENTERED
NAME:RECORD/WARRANT/TEST/ M, 07/07/1970
OCA:07-12345  SYSIDNO:15959598
   OPR:CEASTWOOD
   NAM:RECORD/WARRANT/TEST/
   RSX:WM
   OCA:07-9876
   HGT:511
   WGT:155
   HAI:BLN
   EYE:GRY
   DOB:19700707
   STR:9475 SOUTH JENISON
   CTY:BATTLE CREEK
   STA:MI
   OLN:W111222333444
   ENT:06
   DOW:20070126
   OFF:5005
   OCG:5499
   PKU:4
   BND:350
   MIS:DWLS FTP 285 F/C BY 1/12/07 $350 C/S BOND
   ZIP:49014
   DKT:07-12345
   LAW:MI1337900
```

The first six lines are the acknowledgment from LEIN. The remaining indented lines are supplied by JIS to show what scan lines were entered and assist you with your second party check.

LEIN Acknowledgment

Administrative Messages

Administrative Messages are used to transmit messages from one ORI to one or more ORIs. These messages contain a destination header or address line, followed by the text of the message. This format might be used for several reasons:

- Send a message to a Michigan police department ORI to cancel a warrant
- Send a message to an out-of-state police department ORI to inquire about a driving record if the state is not automated
- Confirm attendance at a LEIN sponsored training
- Send inquiries to probation/parole departments regarding defendants

Further information on Administrative Messages can be found in the LEIN Operations Manual. Refer to Section 2 for in-state messages through LEIN and Section 15 for out-of-state messages through NLETS.

Prohibited Administrative Messages

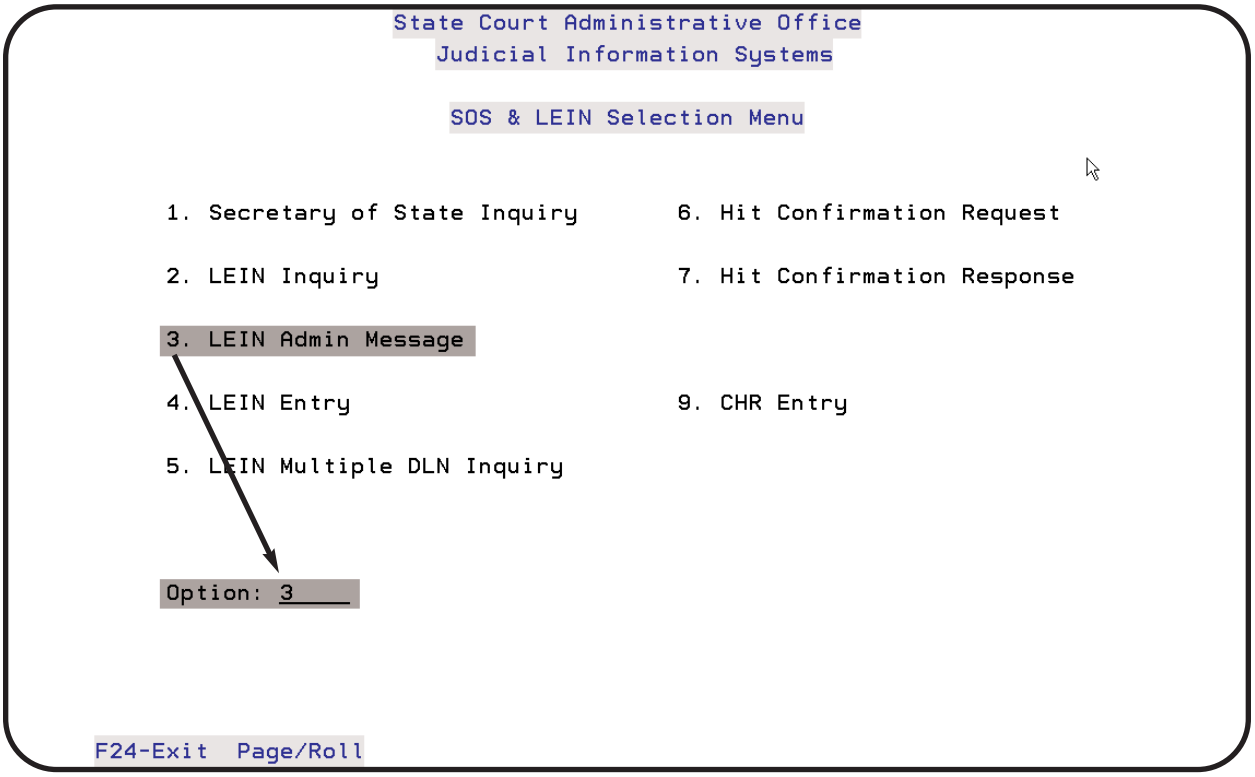
Some types of Administrative Messages are not allowed. A few examples are given below. If in doubt, contact your Terminal Agency Coordinator.

- Matters unrelated to valid criminal justice purposes
- Social announcements
- Recruiting of personnel
- Transmission of subpoenas
- Excessively long messages
- Attempts to locate vehicle (breach of trust) without a warrant
- Messages in which a complainant is interested in property recovery

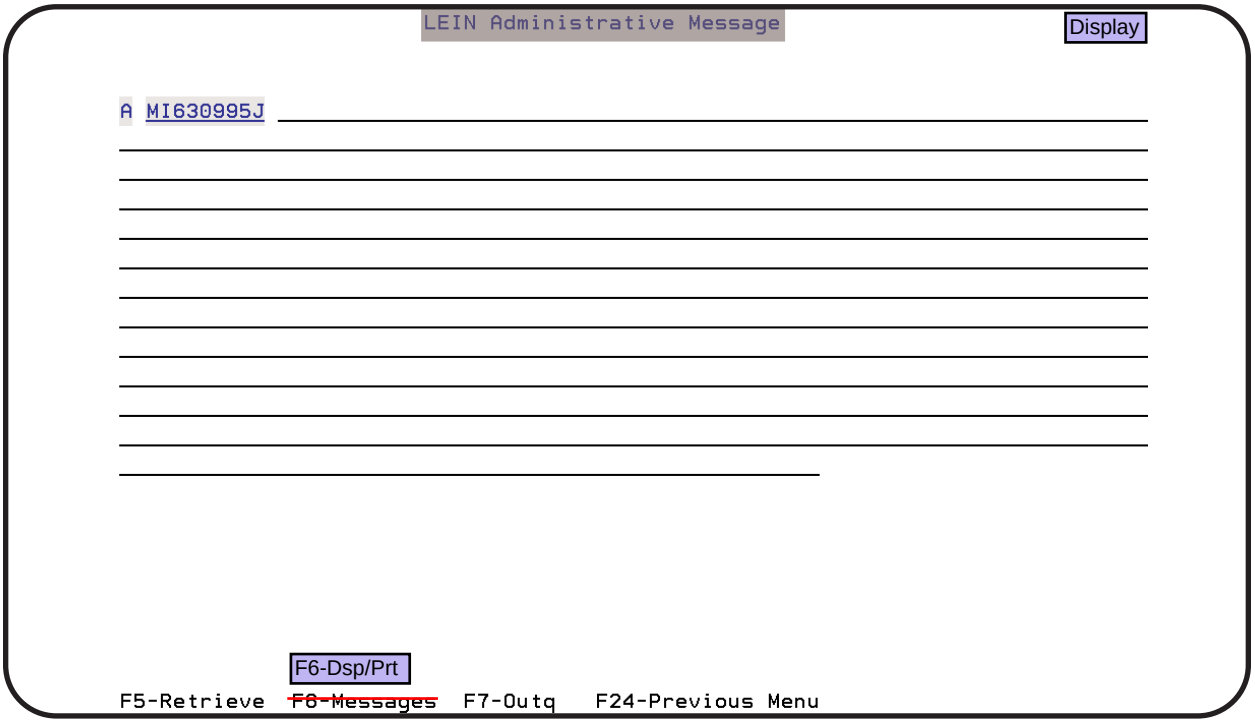
Administrative Messages (In-State)

The first step to sending an Administrative Message is to access the LEIN Administrative Message screen.

- On the **SOS & LEIN Selection Menu**, type **3 (LEIN Admin Message)** or **A** in the Option: field. Press **ENTER**.



Access the LEIN Admin Message screen from the SOS & LEIN Selection Menu



LEIN Administrative Message screen

Function Keys: LEIN Administrative Messages screen

Function Key	Description
F5-Retrieve	Retrieve information entered from last request if you have not left the Administrative Messages screen
F6-Dsp/Prt	Go to the Display Messages screen. Use when you have a MW (message waiting) at bottom of your computer screen. See page 2-4
F7-Outq	Display the Work with Output Queues screen and determine the status of responses See page 2-4
F24-Previous Menu	Return to the **SOS & LEIN Selection Menu**

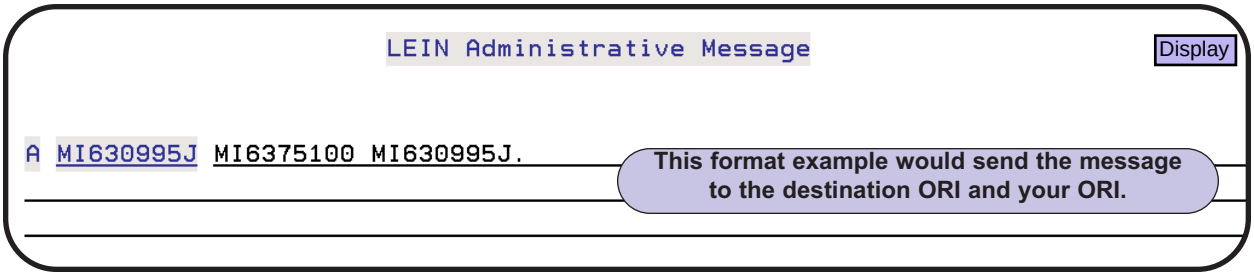
JIS Header Format

Administrative Messages contain a destination header or address line, followed by the text of the message. The header line **must** contain the following:

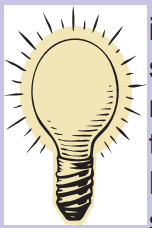
- Message Key (A) (Field is populated by JIS)
- The Sender ORI or Mnemonic (Field is populated by JIS)
- The Destination agency ORI(s) or Mnemonic(s), with one space between ORIs
- A period must end the header line

The header line **may** also contain:

- The Sender ORI again if you want a printed copy of the sent Administrative Message



LEIN Administrative Message Header

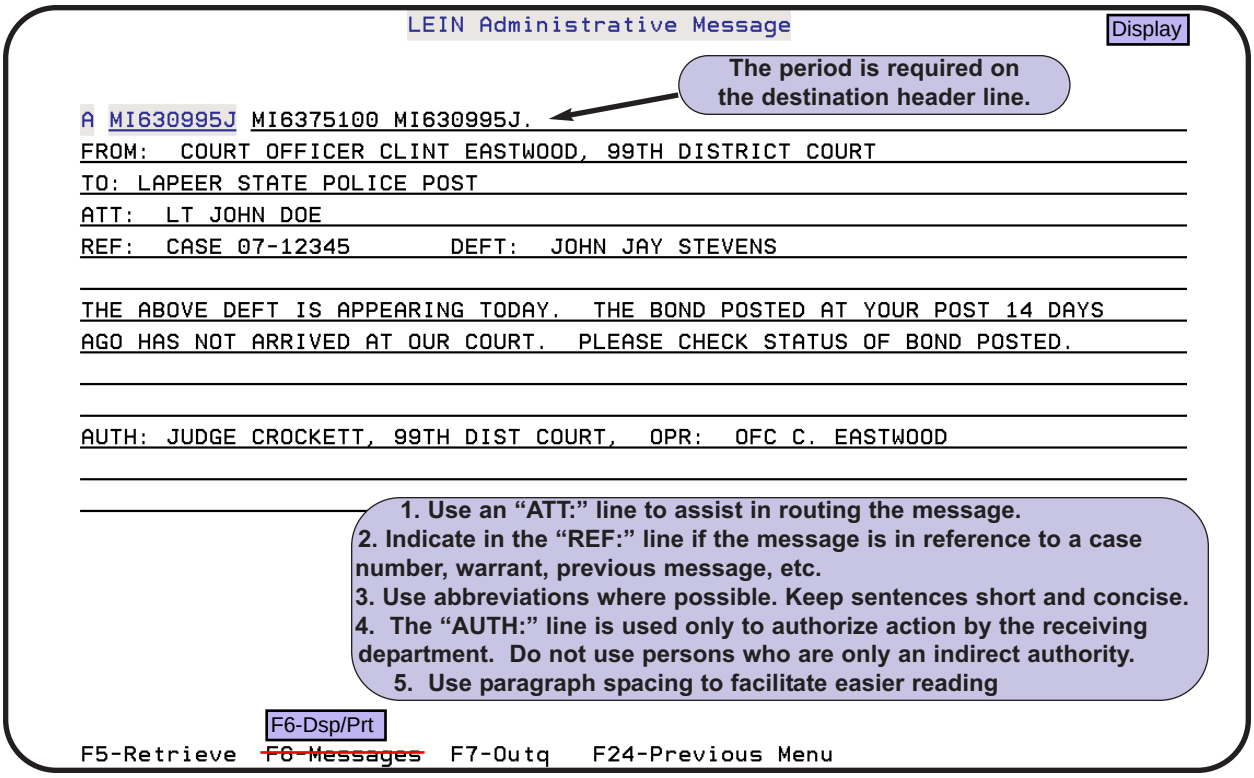


What is a Mnemonic? A mnemonic is defined as a code which aids one in remembering. Only agencies with terminals directly linked to the LEIN system are assigned a four character alphabetic mnemonic. The mnemonic can be used in place of an ORI to send or receive an administrative message. For example, AAPD is the mnemonic for the Ann Arbor Police Department. The ORI must be used to send an administrative message out of state.

Suggested Message Format for In-State Messages

Below is a suggested format for sending an Administrative Message in-state. Once you have typed your message, press **ENTER**.

Further information on in-state messages can be found in Section 2.4 of the LEIN Operations Manual.



In-state LEIN Administrative Message

LEIN Responses to Administrative Messages

~~Each Administrative Message sent receives one of the following responses from LEIN:~~

- ~~**LEIN-ACK**~~ ~~This is an acknowledgment message advising that the destination station(s) have received the message.~~
- **An error message**
- ~~**$.7.**~~ ~~A delayed message advising the destination agency has not immediately received the message. The destination will receive the message when it becomes operable. Each **$.7.** will indicate the terminal agency(s) ORI or Mnemonic in the delayed message status.~~

September 30, 2007: The cut over to Next Generation LEIN by MSP eliminated the **LEIN-ACK** and **$.7.** responses to an Administrative Message.

Administrative Messages (Out-of-State)

Because of expanded communications capability between National Law Enforcement Telecommunications Systems (NLETS) states, standards have been established relative to the transmission of administrative messages. If the message includes information that is related to officer safety (i.e., armed and dangerous) this phrase should be placed at the top of the text on its own line to highlight the importance.

Messages may be simultaneously sent to up to 40 destination agencies in-state, but only five destinations out-of-state (through NLETS). Further information on out-of-state messages can be found in Section ~~15-1~~ of the LEIN Operations Manual.

October 2009: Changed to Section 13.

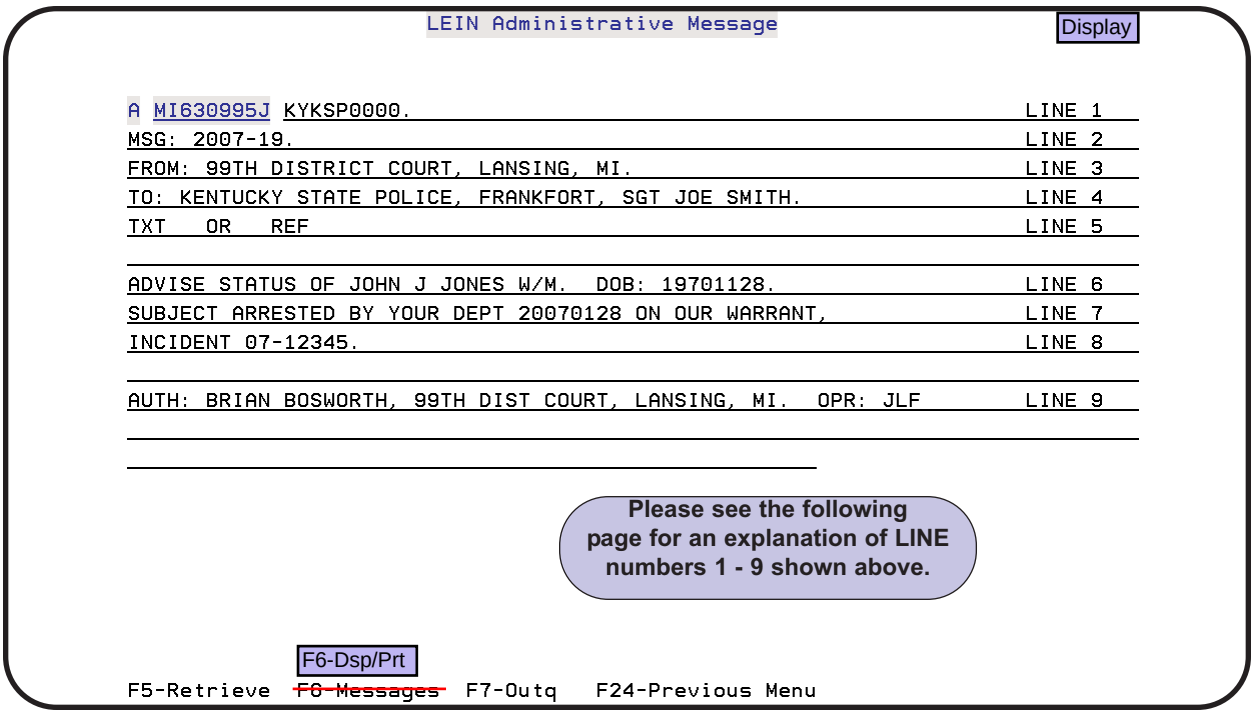
Standard Format for Out-of-State Messages

Each out-of-state Administrative Message transmitted must be formatted in the prescribed manner. Each message must include the following fields after the header line:

- **MSG:**
- **FROM:**
- **TO:**
- **TXT (or) REF**

The fields of MSG:, FROM:, and TO:, must include the colon and end with a period. Periods are not permitted within the text of MSG:, FROM: or TO:.

Each line described below is limited to 72 characters across, except for MSG: and FROM:. MSG: and FROM: lines are limited to 63 characters. NLETS does not process over 72 characters on any line. **NOTE:** The JIS LEIN Administrative Messages screen lines are 79 characters across.



Standard format for out-of-state Administrative Message

Out-of-State Message Line Numbers

LINE 1 Header: The same type header used in an in-state Administrative Message (described on page 4-5) is also used when sending an Administrative Message to an NLETS state. For example, following the A denoting an administrative message and your ORI (both populated by JIS), type in the the ORI of the NLETS destination agency.

LINE 2 MSG: This field must be used to indicate your department's message number. To facilitate good communications procedure, agencies are urged to establish a message numbering system. There is a limit of 63 characters in this field. A colon must be included after MSG and the text must end with a period. Periods are not permitted within the text of MSG.

LINE 3 FROM: Indicate the name of the sending agency. If desired, the sender's name and the sending department's name may be used. There is a limit of 63 characters in this field. A colon must be included after FROM and the text must end with a period. Periods are not permitted within the text of FROM.

LINE 4 TO: Indicate the name of the destination agency. If desired, the name of the person to whom the message is directed may be included in addition to the name of the destination agency. There is a limit of 200 characters in this field. A colon must be included after TO and the text must end with a period. Periods are not permitted within the text of TO.

LINE 5 TXT/REF - Either of these identifiers must be used preceding the actual text of the message. Data entered after TXT or REF is not edited.

LINE 6 - 8 Text of the message. There is no limit to the number of characters permitted in this field. Each line should be limited to 72 characters across, as NLETS does not process over 72 characters. **NOTE:** The JIS LEIN Administrative Messages screen lines are 79 characters across.

LINE 9 Signature line. Include name of person and/or name of sending agency, city, and state. Also, include operator’s name or initials.

Warrants

This section of the User Guide will cover warrant entry (EW), modifying warrants (MW), supplemental warrant entry (ESUP/CSUP), cancelling warrants (MW), and conditional bonds/injunctive orders (EW). This is a basic guide on using the JIS system for those courts that enter and/or cancel their own warrants. Further information on these topics can be found in Section 5.4 and elsewhere throughout the LEIN Operations Manual.

The various screens used for the above entries have some common fields and function keys. The two tables that follow provide the case information retrieved by JIS and the function keys used on the **Law Enforcement Information Network (LEIN) Entries (EW or MW)** screen, the **Supplemental Entries (ESUP/CSUP)** screen, and the **LEIN - Cancel Warrants Screen**.

EWR is the three letter hop code that allows a user to access the LEIN Entries screen from the Traffic/Criminal or Probation Subsystem. On any hop line, enter **EWR** in the *NXT* field, the case number in the *CASE* field, and press **ENTER.** The fields noted in the table below will already be populated if the case has been entered on the JIS system. **NOTE:** A user must be granted Security/Program Access in the Administrative System File and Program Authority Update to use this feature. See the Administrative User Guide for further details on Security/Program Access.

Case Information Retrieved by JIS		
Field	**Description/Format**	**Screen(s) Retrieved On**
OPR: (55:)	AS/400 sign on - This field cannot be changed.	LEIN Entries
NAM: (1:)	Last name/First name/Middle name	LEIN Entries, ESUP/CSUP, Cancel Warrants
RSX: (2:)	Race/Sex	LEIN Entries
DOB: (7:)	Date of Birth {YYYYMMDD}	LEIN Entries
STR: (8:)	Street Address	LEIN Entries
CTY: (9:)	City	LEIN Entries
STA: (10:)	State	LEIN Entries
ZIP: (48:)	Zip Code	LEIN Entries
DKT: (54:)	Case Number	LEIN Entries
OCA: (15:)	Police Identification Number {PIN on Case Entry (CAS) screen}	LEIN Entries, ESUP/CSUP, Cancel Warrants
CTN: (200:)	Criminal Tracking Number	LEIN Entries
SID: (50:)	State Identification Number	LEIN Entries
OLN: (11:)	Driver License Number {DLN on Case Entry (CAS) screen}	LEIN Entries

Function Keys: LEIN Entries, ESUP/CSUP Entries and Cancel screens

Function Key	Description
F5-Retrieve	Retrieve information from last request if you have not left the screen
F6-Dsp/Prt	Go to the Display Messages screen. Use when you have a MW (message waiting) at bottom of computer screen See page 2-4
F7-Outq	Display the Work with Output Queue screen and determine the status of responses See page 2-4
F8-ESUP/CSUP	Go to the Enter/Cancel Supplemental Information screen
F9-Cancel	Go to the Cancel Warrant screen
F10-Entry	Go to the LEIN Entries screen
F12-Line #'s	Convert literal field names to scan line numbers
F12-Literals	Convert scan line numbers to literal field names
F24-Prev or F24-Prev Menu	Return to **TRAFFIC and CRIMINAL CASE MANAGEMENT**, **PROBATION**, or **SOS & LEIN Selection Menu**

Warrant Entry (EW)

The LEIN Entries screen is used to enter all warrant information into LEIN/NCIC. LEIN Administrative Rule 402 (2) states:

> **The entry shall be made as soon as possible after the investigating department either ascertains that a vehicle or other property is stolen or obtains a warrant for an individual's arrest. In no case shall this time be more than 12 hours after the user agency determines that it has grounds to believe that a vehicle or other property is stolen or that a wanted person should be taken into custody.**

There are a two different ways to access the LEIN Entries screen to enter a warrant:

- On the **SOS & LEIN Selection Menu**, type a **4 (LEIN Entry)** or **EW** in the *Option:* field. Press **ENTER**.

  - OR -

- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. If you include the case number in the *CASE* field, many required fields will be populated on the LEIN Entries screen. Press **ENTER**. **NOTE:** Using EWR has several benefits that are described further beginning on the following page.

The LEIN Entries screen and the required fields for warrant entry are found on page 4-14.

Using the Enter Warrant (EWR) Hop Code

If you have security authority you may use the hop code **EWR** from the Traffic/Criminal or Probation Subsystem in the *NXT* field. If you include the case number in the *CASE* field, several required fields on the LEIN Entries screen will be populated. Once you submit the entry to LEIN, several actions will be recorded on the Register of Actions.

```
NXT EWR  CASE 07-0004     PTY D01 COUNT  1 INQ                    ST
```

Using Hop code EWR from Traffic/Criminal or Probation Subsystem

The EWR process works as follows. ROA examples are given below.

- **When a warrant is sent to LEIN using the Enter Warrant (EWR) hop code and screen**, code WR32 [WARRANT ENTRY REQUESTED] will be automatically entered. The date and time of the request will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.

- **If the warrant is entered into LEIN**, code WR33 [SYSIDNO (20:) GENERATED BY LEIN] will be entered. The SYSIDNO will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen. The SYSIDNO also will be stored, and if the warrant is cancelled using the EWR screen, it will be automatically filled in on the screen. Also, code WR30 [WARRANT ENTERED INTO LEIN] will be entered, and the case will be placed in warrant status. If the case was changed to warrant status prior to using the EWR process, the WR30 code will not be entered.

- **If the warrant entry is rejected by LEIN**, code WR34 [WARRANT REJECTED BY MSP, NOT ENTERED INTO LEIN] will be entered. The date and time of the rejection will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.

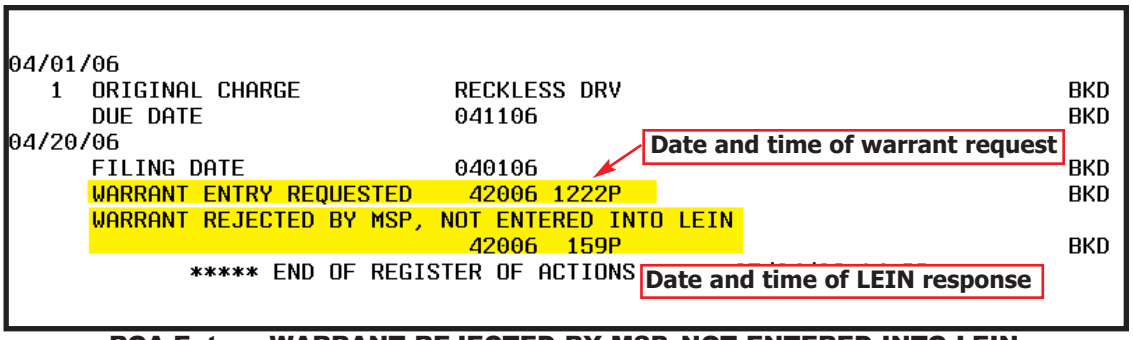
```
04/01/06
   1  ORIGINAL CHARGE            DWLS                                  BKD
      DUE DATE                   041106                                BKD
04/20/06
      FILING DATE                040106                                BKD
      WARRANT ENTRY REQUESTED     42006 1222P                          BKD
      SYSIDNO (20:) GENERATED BY LEIN
                                 15398881                              BKD
      WARRANT ENTERED INTO LEIN                                        BKD
             ***** END OF REGISTER OF ACTIONS
```

Date and time of warrant request

SYSIDNO generated by LEIN

WR30 entered; case placed in WARRANT status

ROA Entry - WARRANT ENTERED INTO LEIN



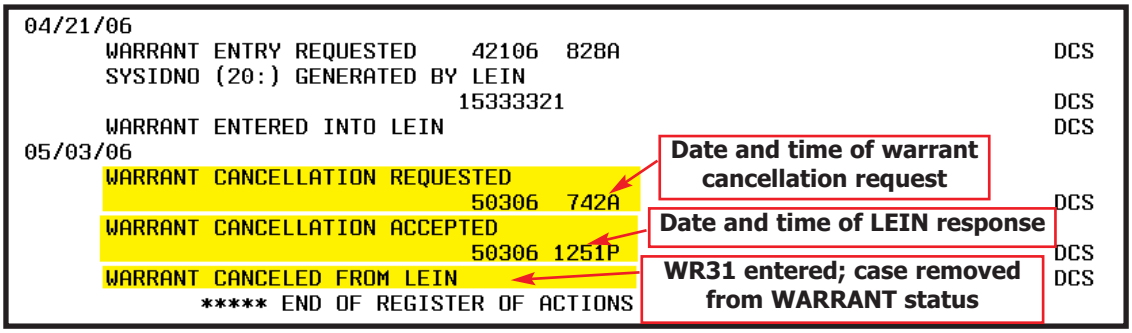
ROA Entry - WARRANT REJECTED BY MSP, NOT ENTERED INTO LEIN

A similar process works when using the EWR hop code to cancel a warrant. ROA examples are given below. See page 4-29 for more information on cancelling warrants.

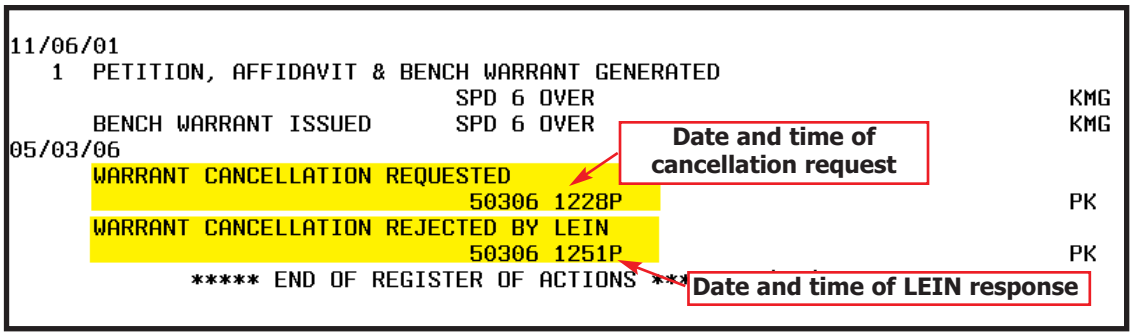
- **When a warrant cancellation is sent to LEIN using the Enter Warrant (EWR) hop code and screen,** code WR35 [WARRANT CANCELLATION REQUESTED] will be entered. The date and time of the request will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.

- **If the warrant cancellation is accepted by LEIN**, code WR36 [WARRANT CANCELLATION ACCEPTED] will be entered. Also, code WR31 [WARRANT CANCELED FROM LEIN] will be entered, and the case will be removed from warrant status.

- **If the warrant cancellation is rejected by LEIN**, code WR37 [WARRANT REJECTED BY MSP, NOT ENTERED INTO LEIN] will be entered. The date and time of the rejection will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.



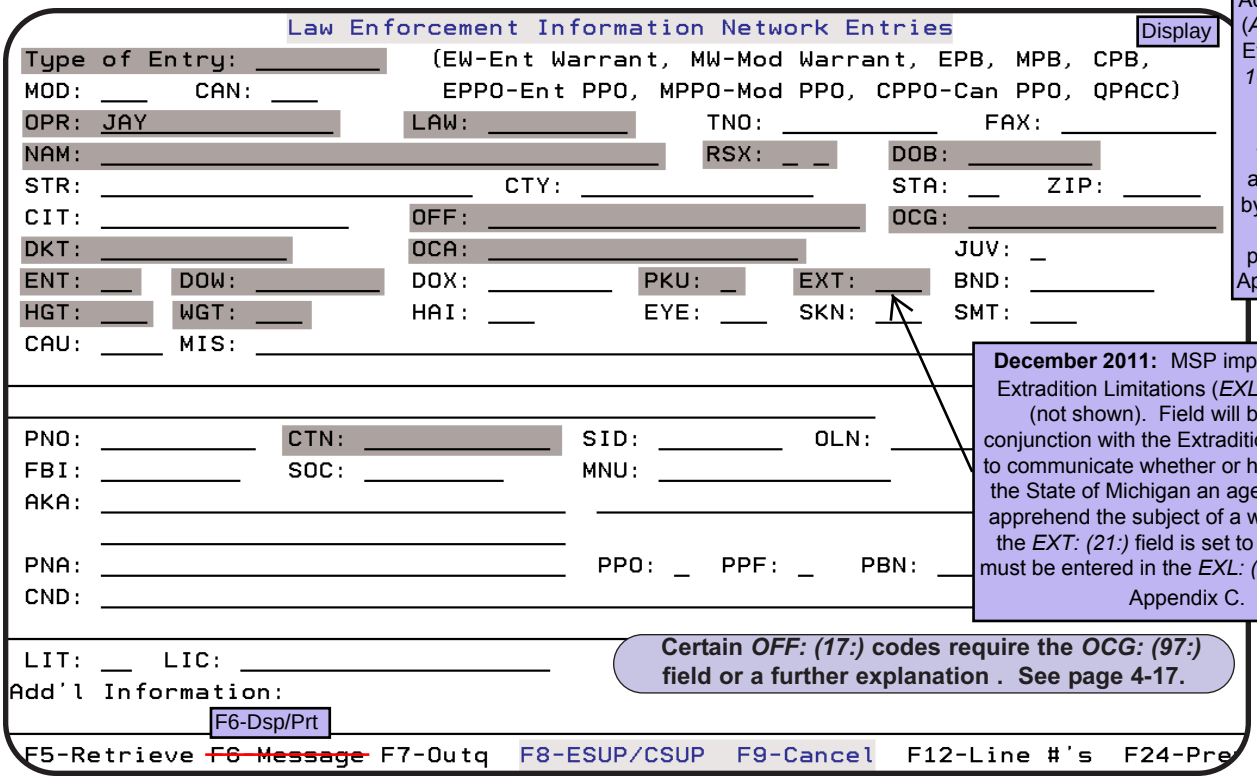
ROA Entry - WARRANT CANCELLED FROM LEIN



ROA Entry - WARRANT CANCELLATION REJECTED BY LEIN

A report titled Warrant Entry/Cancellation List is also available. This report will list cases that were submitted for warrant entry and/or cancellation into LEIN using the **EWR** hop code to access the LEIN Entries screen. This report is available from the second page of the **Traffic/Criminal Reports Menu** and is described further in Chapter 5 of the Traffic/Criminal/Probation User Guide.

LEIN Entries screen



December 2011: JIS added Additional Offense (*ADO:* or *95:*) and Ethnicity (*ETN:* or *100:*) fields to the screen (not shown). The fields were not activated for use by LEIN at time of User Guide publication. See Appendix A and C.

December 2011: MSP implemented the Extradition Limitations (*EXL: or 24:*) field (not shown). Field will be used in conjunction with the Extradition (*EXT:*) field to communicate whether or how far outside the State of Michigan an agency will go to apprehend the subject of a warrant. When the *EXT: (21:)* field is set to **YES**, a code must be entered in the *EXL: (24:)* field. See Appendix C.

Certain *OFF: (17:)* codes require the *OCG: (97:)* field or a further explanation . See page 4-17.

LEIN Entries screen - required fields for warrant entry shaded

Warrant Entry Required Fields

Field	Information	Format Example
Type of Entry:	Entry Type Code	EW (Enter Warrant)
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
LAW: (80:)	Law Enforcement ORI	MI6309950
NAM: (1:)	Name of Defendant	SMITH/JOHN/ROY/JR
RSX: (2:)	Race and Sex	W M (Appendix A)
DOB: (7:)	Date of Birth	19601121 (yyyymmdd)
HGT: (3:)	Height of Defendant	602 (6 feet, 2 inches)
WGT: (4:)	Weight of Defendant	215
HAI: (5:)	Hair Color	BRO (Appendix C)
OFF: (17)	Four digit LEIN Offense Code (see page 4-17)	1313 (Appendix E)
OCG: (97:)	Charge Code or PACC Code (see page 4-17)	2308 or 750.112 (Appendix E)
DKT: (54:)	Court Docket Number (*Case* field from Case Entry)	07-1234
OCA: (15:)	Complaint/Case Number (*PIN* field from Case Entry)	07-5678
ENT: (14:)	Entry Type	1 - 14 (Appendix B)
DOW: (16:)	Date Warrant Issued	20070523 (yyyymmdd)
PKU: (22:)	Pickup Radius	0 - 7 (Appendix B)
EXT: (21:)	Extradite - YES must be used for entry into NCIC unless Entry Type (ENT:) is 1, 7, ~~10~~, or 11.	YES (If necessary, see 3.21 of LEIN Operations Manual)
CTN: (200:)	Criminal Tracking Number (if number is available)	820275447701

July 2010: Some LEIN Offense Codes (OFF:) (e.g. 0080, 0081, 0030, 5405, 5406, etc.) are LEIN only codes and the entry will be rejected if **YES** is entered in *EXT:*.

If *EXT:* = **YES**, then *EXL: (24:)* field is required. See LEIN Entries screen above.

Warrant Entry Optional Fields

Field	Information	Format Example
STR: (8:) CTY: (9:) STA: (10:) ZIP: (48:)	Street Address City State Zip Code	12443 OAK ST SOUTHFIELD MI (Appendix A) 48034
CIT: (220:)	PACC Code	750.81
EYE: (6:)	Eye Color	BLU (Appendix C)
BND: (27:)	Whole dollar amount of cash/surety bond. For cash only bonds, enter the amount and words "CASH ONLY" in MIS: (41:).	1000
CAU: (44:)	Caution should be exercised	See Appendix B for options
MIS: (41:)	Miscellaneous Remarks	FREE FORM TEXT (do not include a period at the end)
SID: (50:)	State Identification Number	987654321
DOX: (99:)	Date of Expiration of the warrant	20120601 (yyyymmdd)
FBI: (39:)	FBI Number	1234567A
MNU: (40:)	Miscellaneous identifying number (personal ID, passport number, etc.)	PI-1234567 (Appendix B)
AKA: (19:)	Alias Name	SMITH/JOHNNY/ROY/
OLN: (11:)	Driver's License Number	S500133245780
SOC: (12:)	Social Security Number	369551278
SKN: (59:)	Skin Tone	MED (Appendix C)
SMT: (60:)	Scars, Marks, and Tatoos	923 (Appendix G)
LIT: (28:)	License Plate Type	PC (Appendix H)
LIC: (31:)	License Plate (yyyymm/state/plate)	200711/MI/4GDF98
Information below can be added in the *Add'l Information:* field **NOTE: This field must end with a period.**		
FPC: (18:)	Fingerprint Class	See LEIN Operations Manual
VIN: (32:)	Vehicle Identification Number	32:IW80KAR412669.
VMA: (33:)	Vehicle Year, Make and Model	See LEIN Operations Manual
VST: (34:)	Vehicle Body Style	See LEIN Operations Manual
POB: (58:)	Place of Birth - state or country code	58:OH. (App. A or NCIC Manual)

December 2011: JIS added Additional Offense (*ADO:* or *95:*) and Ethnicity (*ETN:* or *100:*) fields to the screen. The fields were not activated for use by LEIN at time of User Guide publication. See Appendix A and C.

REMINDER: If you access the LEIN Entries screen by using EWR and the case number from the Traffic/Criminal or Probation Subsystem, some fields will already be populated. See table on page 4-9 and EWR process on 4-11.

REMINDER: It is recommended that prior to entering a warrant into LEIN that a CHR inquiry be done using an Identification Segment purpose (PUR:) inquiry. You can obtain additional information, such as an alias, to help you "pack" the warrant entry. See page 3-15 for further details.

Civil Infraction Warrants

A LEIN entry of Civil Bench Warrants for Failure to Appear (FTA) on a Civil Infraction or Failed to Comply with Judgment (FCJ) violation will require an Offense/Charge Code *OFF: (17:)* indicating whether the original charge was for a violation of a local ordinance or state law. Enter one of the charge codes below in *OFF: (17:).* The Warrant Type field *ENT: (14:)* must have a **1** (Civil Bench Warrant FTA/FCJ) entered.

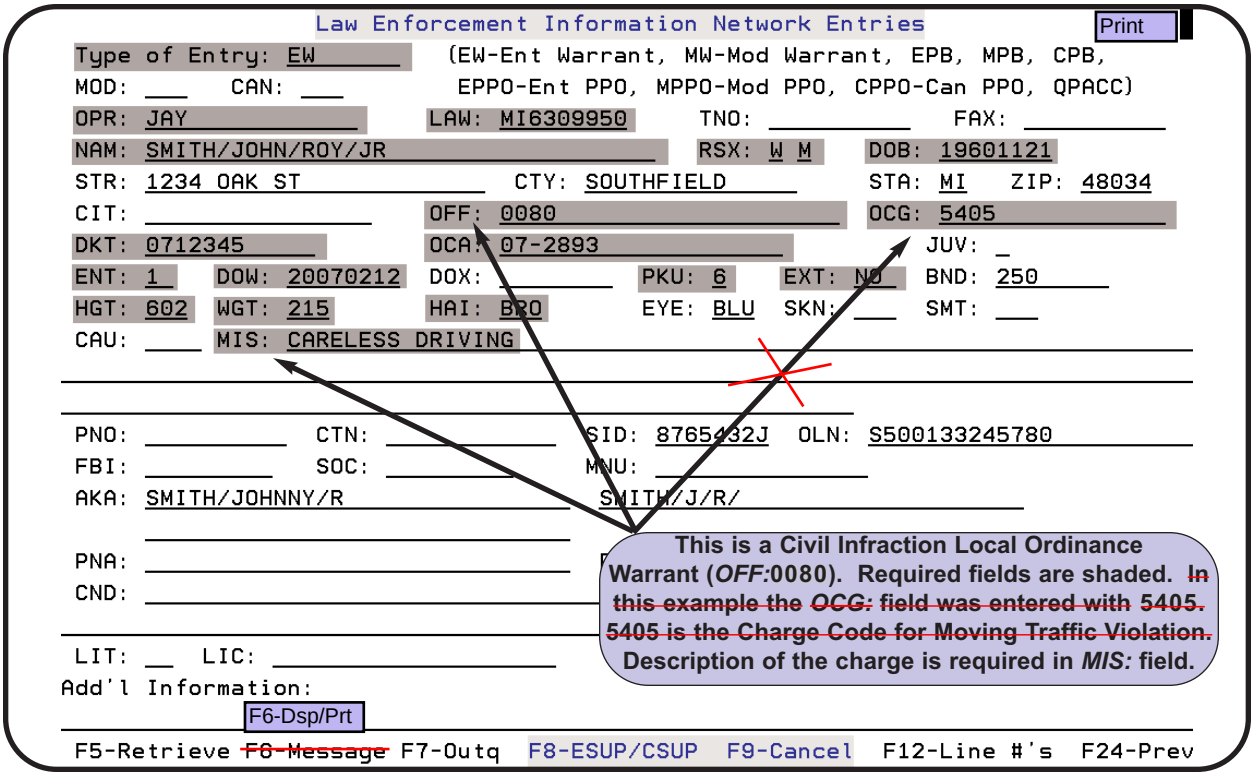
- **0080** (Civil Infraction Local Ordinance)
- **0081** (Civil Infraction State Law)

In addition, a description of the charge must be entered in the *MIS: (41:)* field as shown in the example at the bottom of this page.

This information is important for Michigan State Police (MSP) officers because they do not have arrest authority for civil infraction warrants issued for violations of local ordinances. MSP officers only have the authority to arrest on civil infraction warrants issued for violations of state laws. Local and county law enforcement agencies have the authority to arrest for all civil infraction violations (local ordinance and state law).

Some courts may view a failure to appear as contempt of court and order a warrant for contempt of court. In that case, the Warrant Type field *ENT: (14:)* would have a **6** (Criminal Bench Warrant) and the Offense/Charge Code *OFF: (17:)* field **5005** (Contempt of Court).

March 2008: Per LOM 3.97, the *OCG:* field cannot be used with *OFF:* code **0080**. See LOM 3.97 for list of valid *OFF:* codes that can be used in conjunction with the *OCG:* field.



Civil Infraction Warrant Entry - Failure to Appear or Comply with Judgment

Misdemeanor Warrants

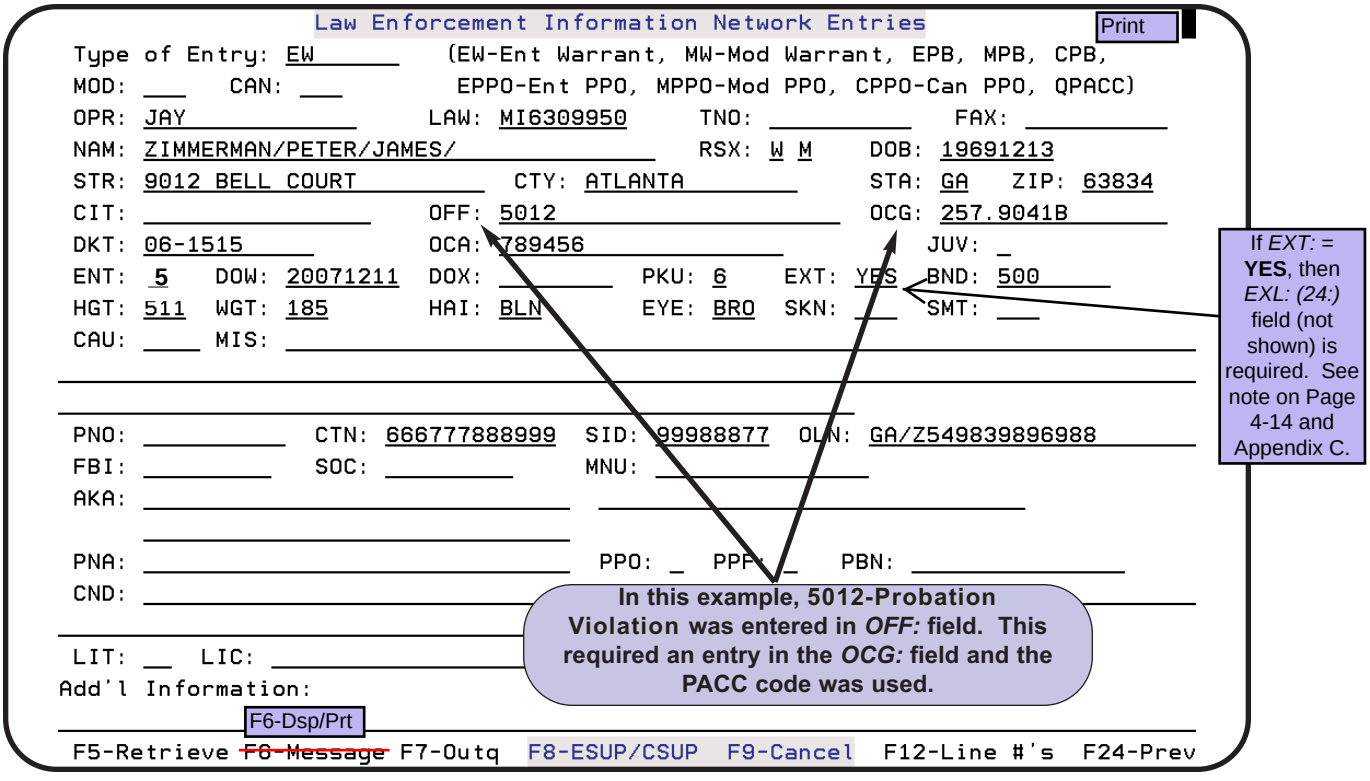
When a warrant entry includes one of the Offense/Charge Codes *OFF: (17:)* listed below, the Original Charge Code *OCG: (97:)* is required. However, some agencies do not have this information. When the *OCG: (97:)* is not filled in, LEIN will automatically insert the same Offense/Charge Code in *OCG: (97:)* that is entered in *OFF: (17:)*. Whenever possible, agencies should include the Original Charge Code.

If the offense is written under state statute, use the corresponding 4-character LEIN Charge Code (Appendix E) in the *OFF: (17:)* field. If the offense is written under local ordinance, find the closest LEIN Charge Code matching the description or use a generic code such as 5499 - Traffic Offense or 7399 - Public Order Crimes.
NOTE: When using a generic LEIN Charge Code like 5499 - Traffic Offense in the *OFF: (17:)* field, the Miscellaneous field *MIS: (41:)* will need to indicate the actual description of the offense the defendant is charged with committing, such as DROVE WHILE LICENSE SUSPENDED or RECKLESS DRIVING.

Commonly used codes in the District Court are given below. A complete list may be found in Section 3.17 of the LEIN Operations Manual.

Offense/Charge Codes *OFF: (17:)* requiring Original Charge Code *OCG: (97:)*

- 5012 - Probation Violation
- 5013 - Conditional Release Violation
- 5015 - Failure to Appear
  (5015 requires additional remarks - see following page)



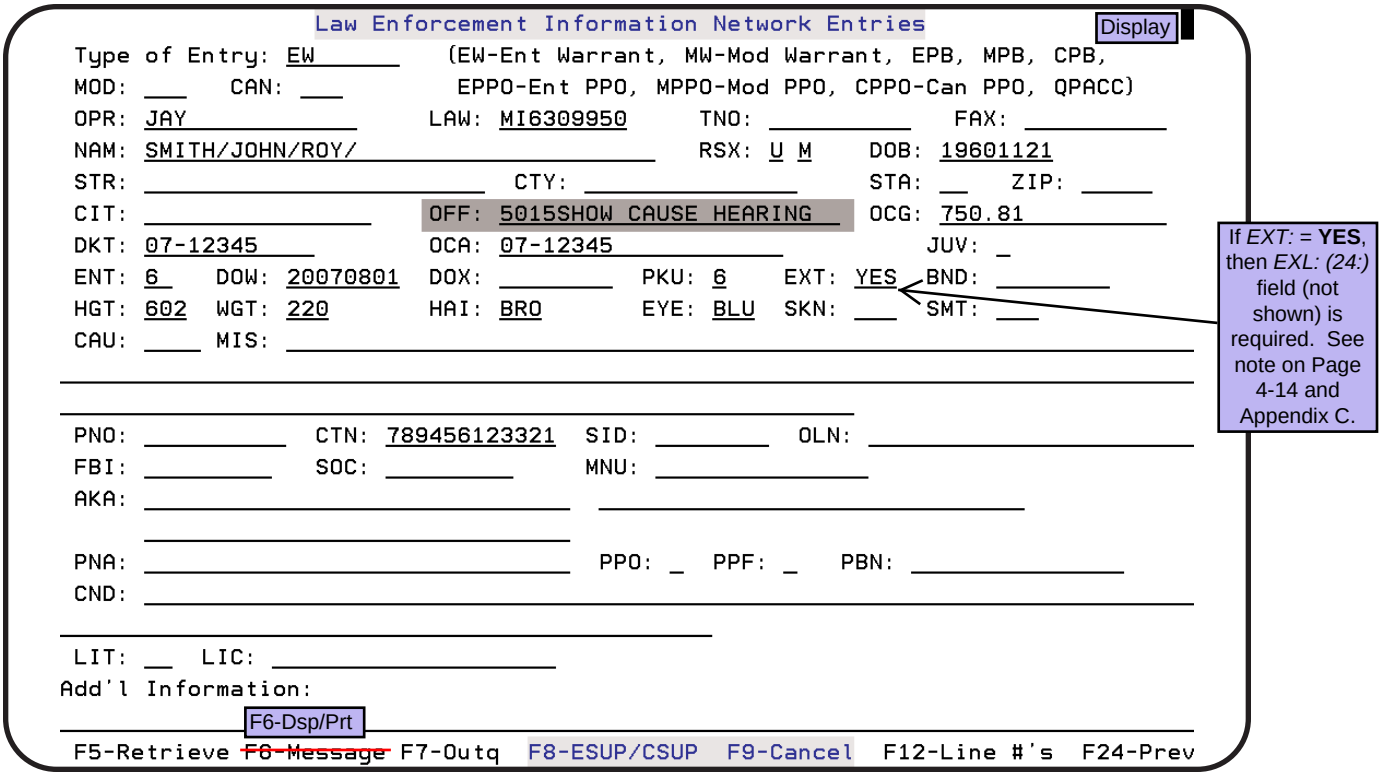
Misdemeanor Warrant Entry

Offense/Charge Codes (*OFF:* or *17:*) Additional Remarks

Effective June 1, 2002, when one of the Offense/Charge Codes *OFF: (17:)* listed below is used, an additional description is required after the code to explain the offense. An example using **5015 - Failure to Appear** is shown in the screen example below.

- 0199 - Sovereignty
- 0299 - Military
- 0399 - Immigration
- 4901 - Escape (identify type of institution)
- 4902 - Flight to Avoid Prosecution, Confinement, etc
- 5005 - Contempt of Court
- 5015 - Failure to Appear (also requires the *OCG: (97:)* field)
- 5099 - Obstruct Judiciary, Congress, Legislature, or Commission
- 7099 - Crimes Against Person
- 7199 - Property Crimes
- 7299 - Morals-Decency Crimes
- 7399 - Public Order Crimes

NOTE: Effective October 1, 2007, the National Crime Information Center (NCIC) discontinued the use of charge codes 5050, 5051, and 5052. You should use 5015 for failure to appear entries.



Offense/Charge Code - *OFF: (17:)* - Additional remarks

Modify Warrants (MW)

The purpose of the MW feature is to modify (add, change or delete) fields in a Wanted Person record entered in LEIN/NCIC. Modification can be made only by the ORI that entered the record and the State Control Terminal Agency (ELLT). ELLT can modify a record for quality control purposes. The entering ORI is notified via a LEIN automated message when ELLT modifies their record.

There are a two different ways to access the LEIN Entries screen to modify a warrant:

- On the **SOS & LEIN Selection Menu**, type **4 (LEIN Entry)** or **MW** in the *Option:* field. Press **ENTER**.

- OR -

- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. If you include the case number in the *CASE* field, many required fields will be populated on the LEIN Entries screen. Press **ENTER**.
- The *Type of Entry:* field will be populated with **EW**. Change to **MW** for modifying a warrant and proceed to the fields you wish to modify.

Fields that cannot be modified, required fields for modifying a warrant, and fields that may be modified are given in the tables below and the following pages.

Fields that Cannot be Modified

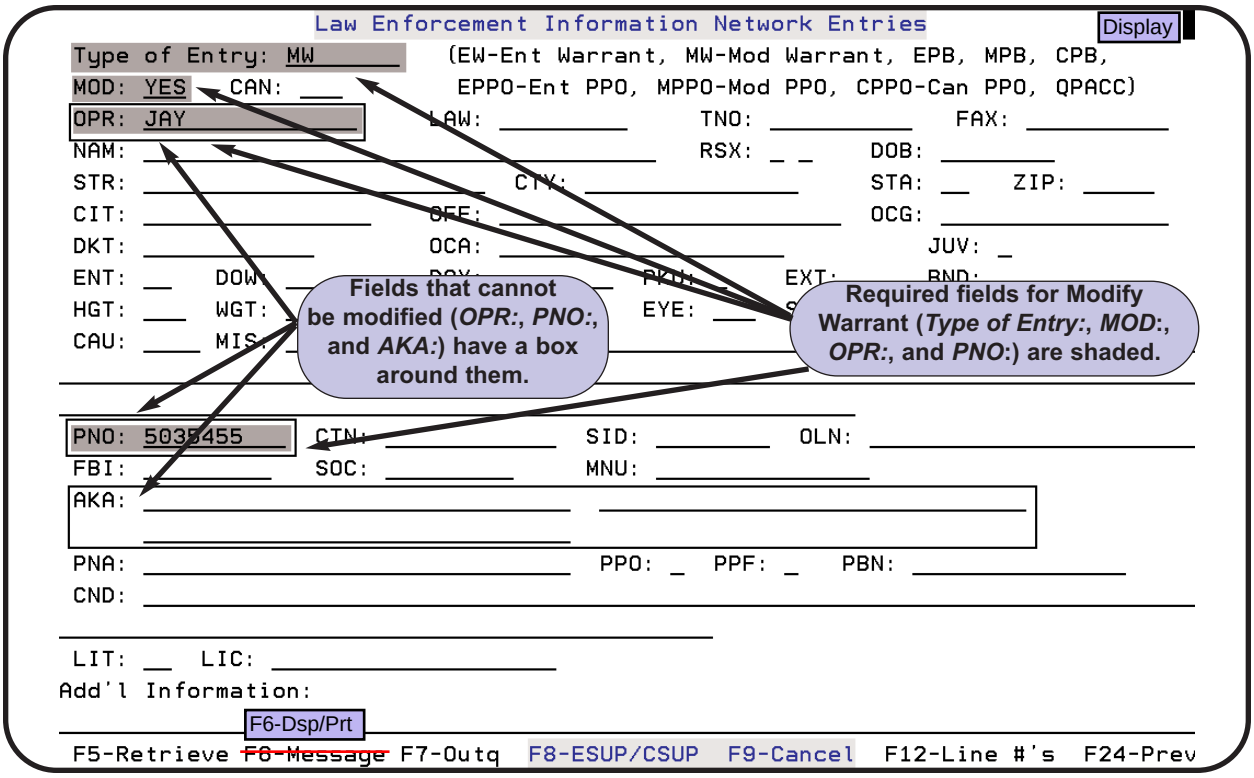
If any discrepancy exists in these fields, you must cancel the original entry and enter a new record.

Field	Information
AKA: (19:)	Alias Name
PNO: (20:)	Person Entry Number
OPR: (55:)	LEIN Terminal Operator

Required Fields for Modify Warrant

Additional fields are required if modifying a name NAM: (1:) See page 4-23.

Field	Information	Format
Type of Entry:	Message Key for LEIN Entry	MW (Modify Warrant)
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
MOD: (23:)	Modify Record	YES
PNO: (20:)	Person Entry Number (aka SYSIDNO) This is the number generated by LEIN for each entry into the Wanted and Missing Person Files.	5035455



Modify Warrant - Required Fields and Fields that cannot be modified

Fields that May be Modified

Field	Information
NAM: (1:)	Name of Defendant (see page 4-23)
RSX: (2:)	Race and Sex (Appendix A)
HGT: (3:)	Height
WGT: (4:)	Weight
HAI: (5:)	Hair Color (Appendix C)
EYE: (6:)	Eye Color (Appendix C)
DOB: (7:)	Date of Birth
STR: (8:)	Street Address
CTY: (9:)	City
STA: (10:)	State (Appendix A)
ZIP: (48:)	Zip Code
OLN: (11:)	Driver License Number
SOC: (12:)	Social Security Number
ENT: (14:)	Entry Type (Appendix B)
OCA: (15:)	Complaint/Case Number (see page 4-24)
DOW: (16:)	Date Warrant Issued

Table is continued on the following page

Table continued from previous page

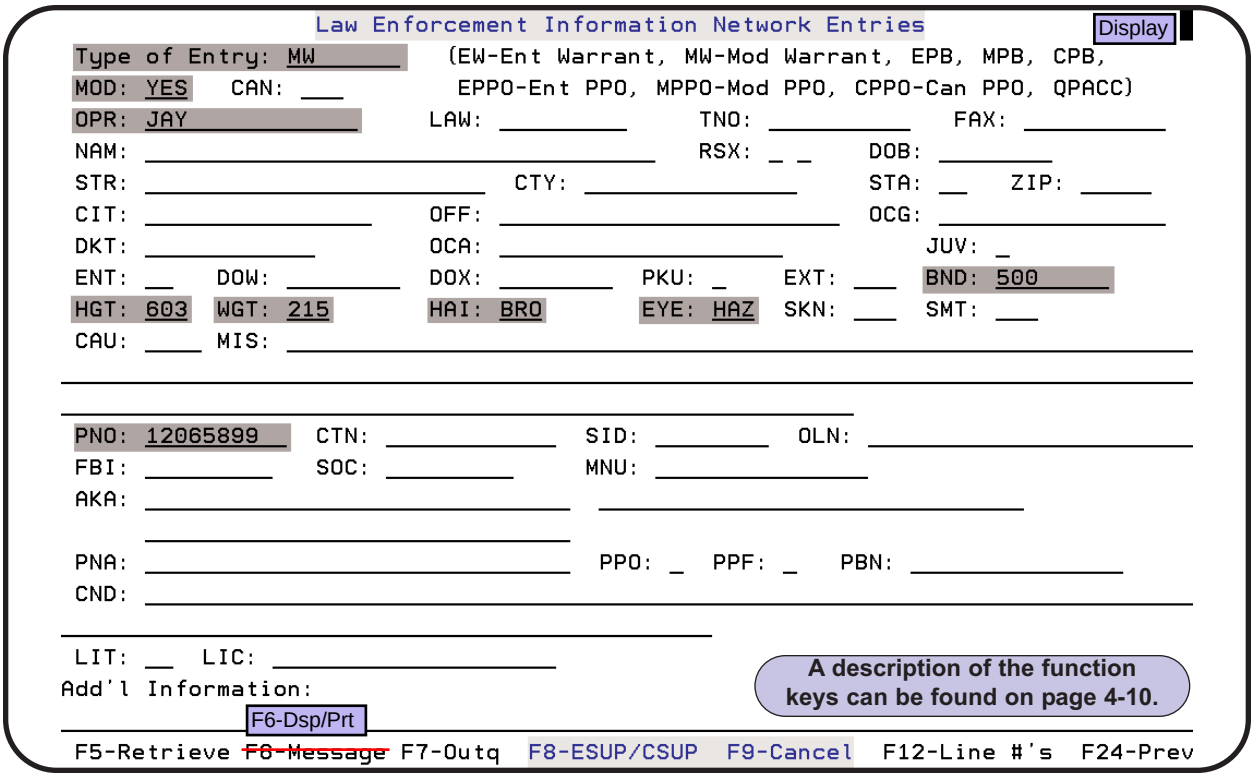
Fields that May be Modified

Field	Information
OFF: (17:)	Offense/Charge Code (Appendix E)
FPC: (18:)	Fingerprint Class (See LEIN Operations Manual)
EXT: (21:)	Extradite {change **YES** to **NO** or **YES** to **YES** ~~with **NOEX** in MIS: (41:)~~} (see section 3.21 of LOM)
PKU: (22:)	Pickup Radius (Appendix B)
BND: (27:)	Whole dollar amount of cash/surety bond
DOE: (29:)	Date of Emancipation
DOX: (99:)	Date of Expiration
LIC: (31:)	License Plate
FBI: (39:)	FBI Number (add or delete only)
MNU: (40:)	Miscellaneous Identifying Number
MIS: (41:)	Miscellaneous Remarks (no period at the end)
CAU: (44:)	Caution should be exercised (add only) (Appendix B)
SID: (50:)	State Identification Number
CRT: (53:)	Court ORI
DKT: (54:)	Court Docket Number
POB: (58:)	Place of Birth (Appendix A)
SKN: (59:)	Skin Tone (Appendix C)
SMT: (60:)	Scars, Marks, and Tatoos (Appendix G)

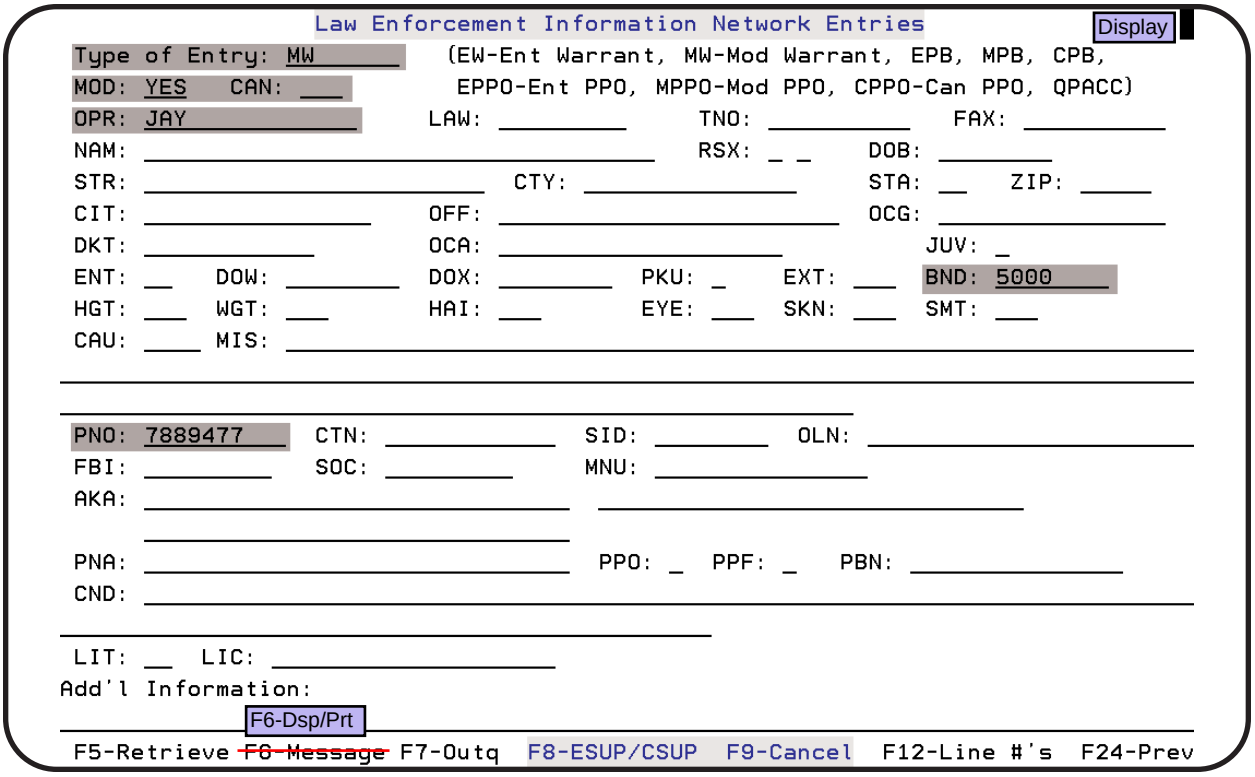
If *EXT:* = **YES**, then *EXL: (24:)* field is required. See note on Page 4-14 and Appendix C. The use of *the EXL:* field eliminates the need to enter **NOEX** in *MIS:*.

More than one field may be modified at a time. Besides the required fields, enter only those fields which you are going to modify. **NOTE:** If you are modifying the *NAM: (1:)* field, additional fields are required. See page 4-23. Modifying the *OCA: (15:)* field requires information in *Add'l Information:* field. See page 4-24.

Examples of modifying a warrant entry are shown on the following page. Once you have typed in the required fields and the fields you wish to modify, press **ENTER** to submit message to LEIN. You will receive an acknowledgment or rejection from LEIN. An acknowledgment example is on page 4-2.



Modify Warrant - Height (*HGT:*), Weight (*WGT:*), Hair (*HAI:*), Eye (*EYE:*), and Bond Amount (*BND:*)



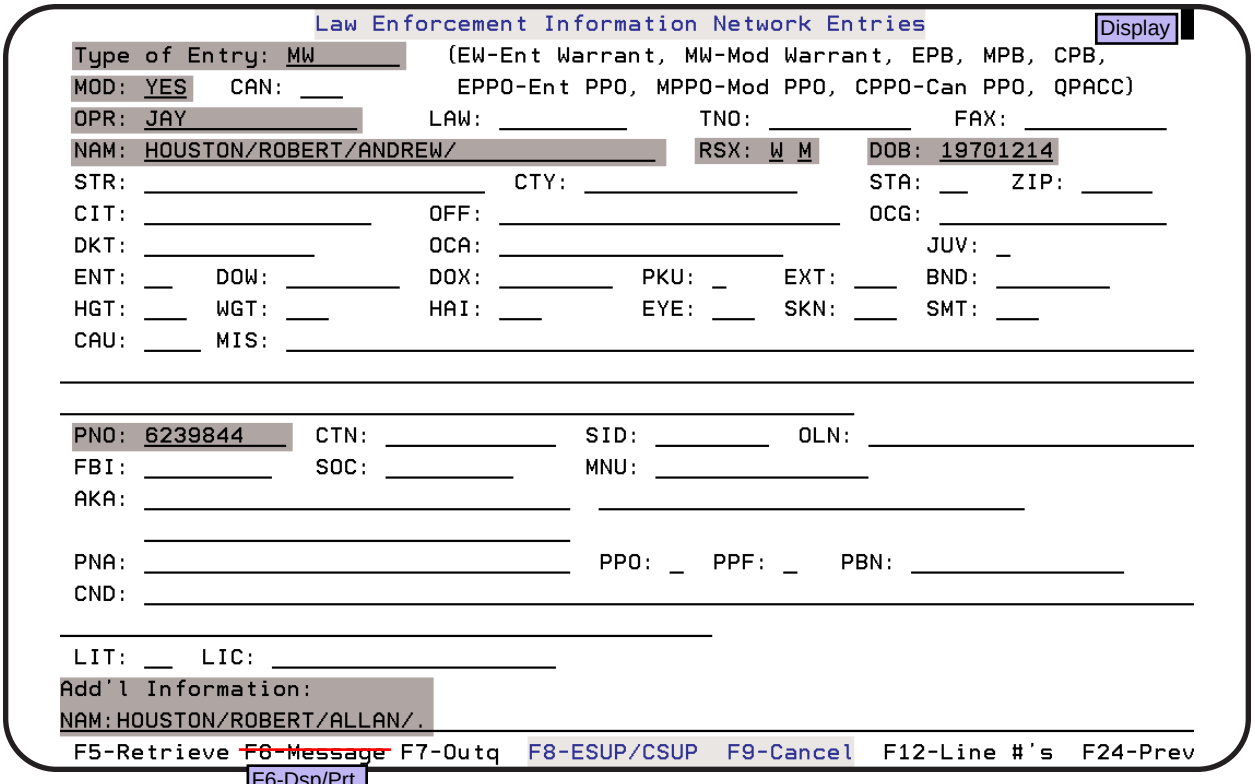
Modify Warrant - Bond Amount (*BND:*)

Modify a Name (*NAM:* or *1:*)

Additional fields are required if you are going to modify a name *NAM: (1:)*. Along with the required fields *Type of Entry:*, *MOD: (23:)*, *OPR: (55:)*, and *PNO: (20:)* on the LEIN Entries screen, the following fields are also required:

- *NAM: (1:)* Enter the original name submitted to LEIN/NCIC
- *RSX: (2:)* Enter Race and Sex
- *DOB: (7:)* Enter Date of Birth
- *Add'l Information:*
  Enter NAM: or 1: followed by the modified name as shown in example below. A period is required at the end.

Press **ENTER** to forward message to LEIN.

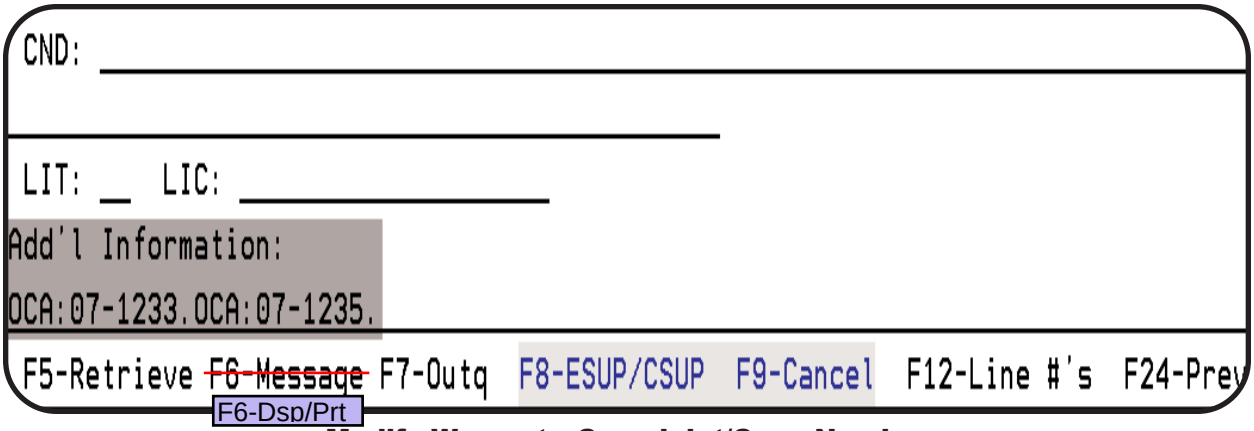


Modify Warrant - Name

Modify a Complaint/Case Number (*OCA:* or *15:*)

The Complaint/Case Number *OCA: (15:)* in the LEIN entry may be modified, but you must use the *Add'l Information:* field to make the modification.

- On the LEIN Entries screen type required fields for modifying a warrant [*Type of Entry:*, *MOD: (23:)*, *OPR (55:)*, *PNO: (20:)*].
- On the *Add'l Information:* field type the Scan Line, the Complaint/Case Number originally entered, a period, the Scan Line again, followed by the new Complaint/Case Number. A period is required at the end.
- Press **ENTER** to forward message to LEIN.



Modify Warrant - Complaint/Case Number

Removal of Information from Warrant

The MW (Modify Warrant) feature can be used to remove the information in the table below from a wanted person's record.

Fields that Can be Removed

If other fields need to be removed, you must cancel the original entry and enter a new record.

Field	Information
OLN: (11:)	Driver License Number
SOC: (12:)	Social Security Number
FBI: (39:)	FBI Number

- On the LEIN Entries screen type the required fields for modifying a warrant [*Type of Entry:*, *MOD:(23:)*, *OPR: (55:)*, *PNO: (20:)*].
- Type the number zero (0) in the field to be removed.
- Press **ENTER** to forward message to LEIN.

Warrant Supplemental - Enter (ESUP) and Cancel (CSUP)

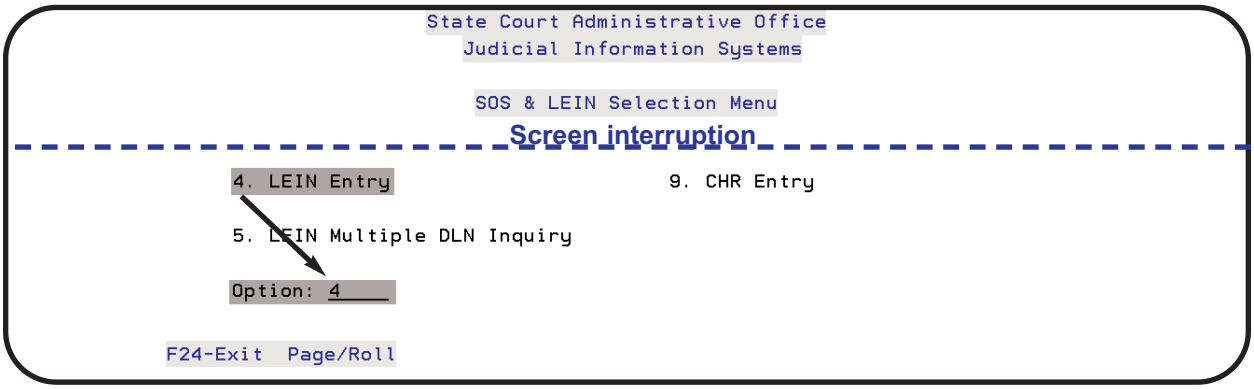
This screen is used to add supplemental information to a wanted person record or cancel supplemental entry information. Additional information on this LEIN function can be found in Section 5 of the LEIN Operations Manual. Additions or deletions can be made only by the ORI that originally entered the record or by a law enforcement ORI identified in a court-entered record.

Supplemental records cannot be modified. To make a correction, the information entered by message key ESUP must be cancelled by message key CSUP and then entered correctly.

- On the **SOS & LEIN Selection Menu**, type **4 (LEIN Entry)** or **ESUP** in the *Option:* field. Press **ENTER**.
- If you typed **4**, you will go to LEIN Entries screen. Press **F8-ESUP/CSUP**.
- If you typed **ESUP**, you will be taken directly to the ESUP/CSUP screen.

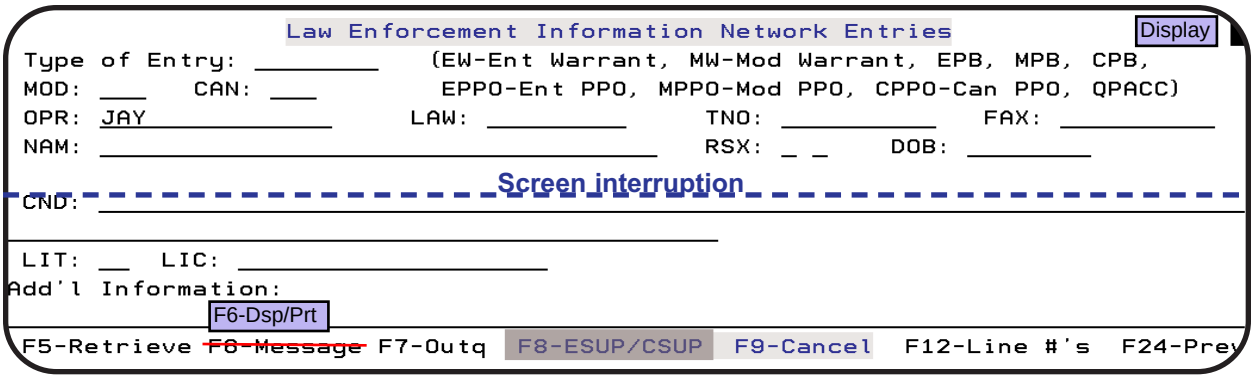
- OR -

- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. If you include the case number in the *CASE* field, many required fields will be populated on the LEIN Entries screen. Press **ENTER**.
- Press **F8-ESUP/CSUP** on the LEIN Entries screen

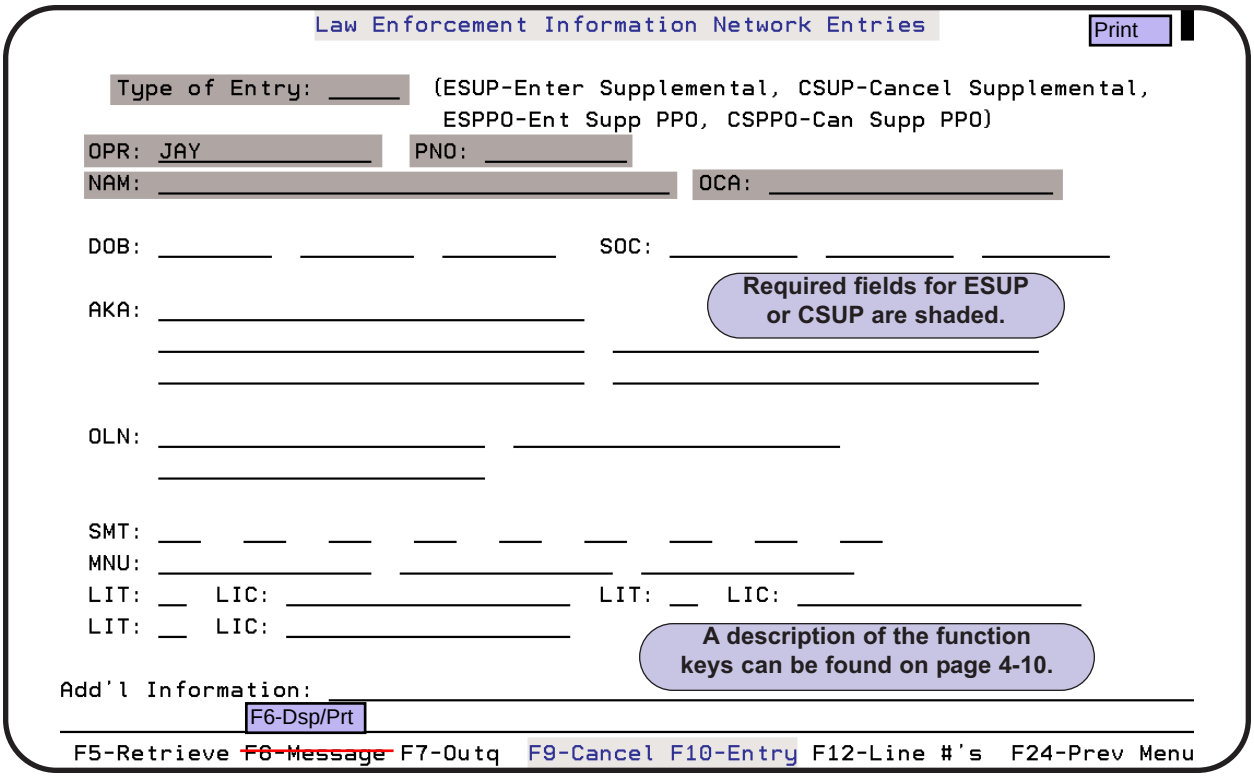


SOS & LEIN Selection Menu

Using Hop code EWR from Traffic/Criminal or Probation Subsystem



LEIN Entries screen - Press F8-ESUP/CSUP



LEIN Entries - Enter Supplemental (ESUP) or Cancel Supplemental (CSUP)

ESUP and CSUP Required Fields

Field	Information	Format
Type of Entry:	Message Key for LEIN Entry	ESUP or CSUP
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
PNO: (20:)	Person Entry Number (aka SYSIDNO) This is the number generated by LEIN for each entry into the Wanted and Missing Person Files.	5035455
NAM: (1:)	Name of Defendant	SMITH/JOHN/ROY/
OCA: (15:)	Complaint/Case Number	07-12345

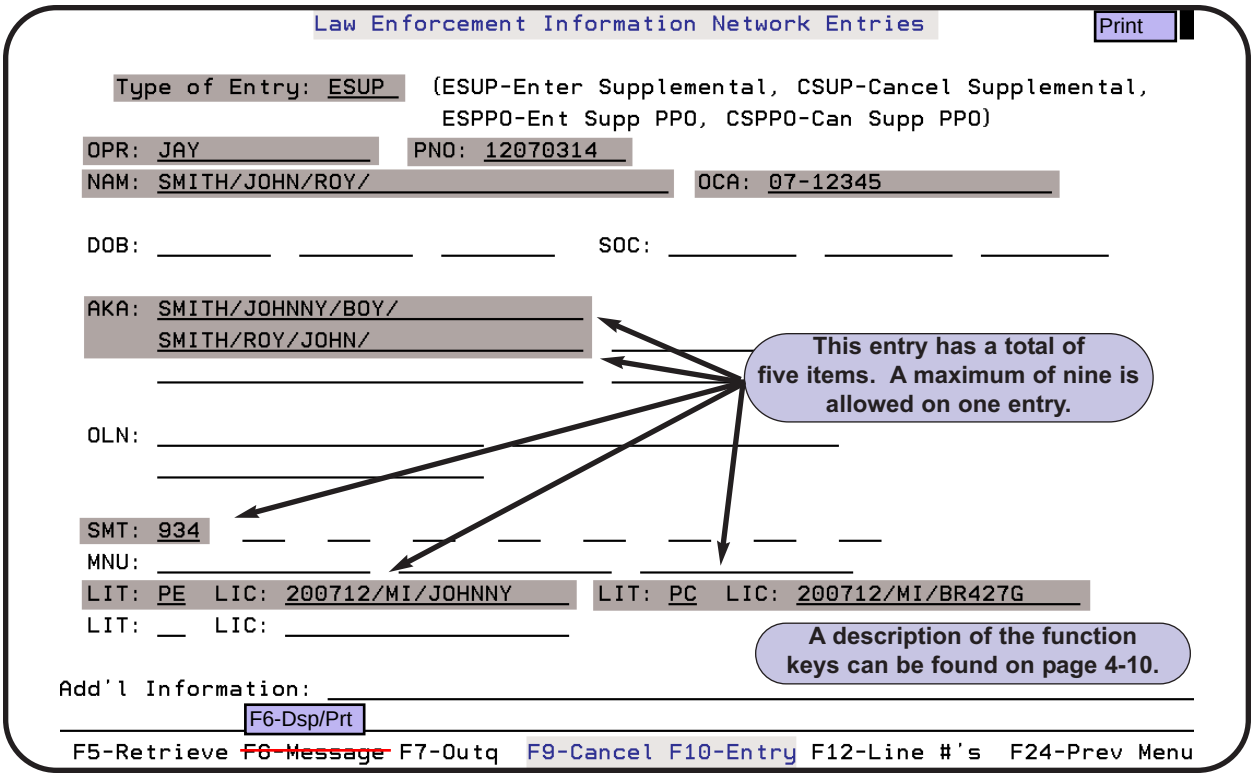
ESUP and CSUP Optional Fields		
Field	**Information**	**Format Example**
DOB: (7:)	Alias Date(s) of Birth	19551215
SOC: (12:)	Additional Social Security Numbers	367557845
AKA: (19:)	Additional Alias Names	SMITH/JOHNNY/ROY/
OLN: (11:)	Driver License Numbers or additional DLN's	S500132445760 or NY/B123456APEQ12
SMT: (60:)	Scars, Marks, and Tattoo	923 (Appendix G)
MNU: (40:)	Miscellaneous identifying number (personal ID, passport number, etc.)	PI-1234567 (Appendix B)
LIT: (28:)	License Plate Type	PC (Appendix H)
LIC: (31:)	License Plate (yyyymm/state/plate)	200711/MI/4GDF98

Information in the fields below may not be sent as a ESUP entry if you have not entered at least one with the original warrant entry. If no data exists in these fields in the original entry, you must cancel the entire record and re-enter.		
SOC: (12:)	Additional Social Security Numbers	367557845
OLN: (11:)	Driver License Numbers or additional DLN's	S500132445760 or NY/B123456APEQ12
SMT: (60:)	Scars, Marks, and Tatoos	923 (Appendix G)
MNU: (40:)	Miscellaneous identifying number (personal ID, passport number, etc.)	PI-1234567 (Appendix B)
LIC: (31:)	License Plate (yyyymm/state/plate)	200711/MI/4GDF98
LIT: (28:)	License Plate Type	PC (Appendix H)

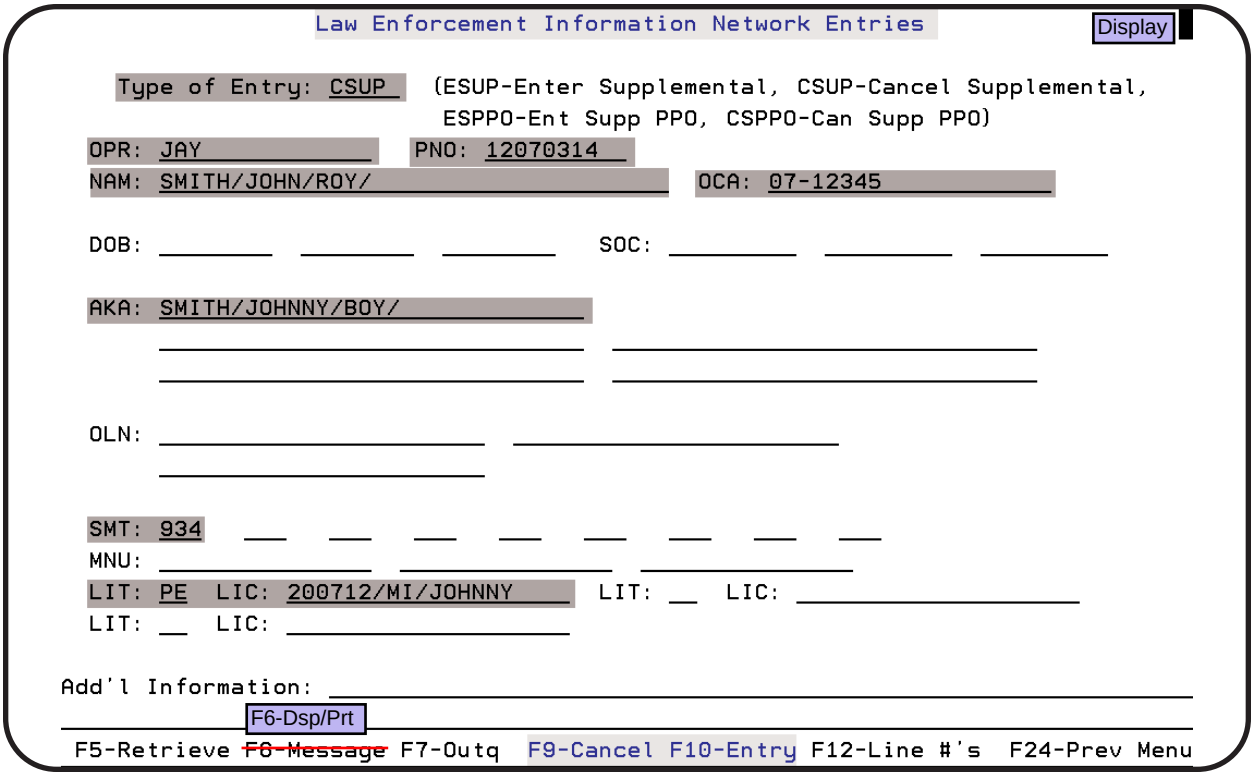
A maximum of nine items may be entered on any one ESUP or CSUP entry. Each ESUP/CSUP field is allowed a maximum of nine additional entries, with the exception of *AKA:* and *SMT:* as described below. On the ESUP/CSUP screen three elements are allowed per each ESUP/CSUP field (except AKA: and SMT:), so to enter the maximum of nine additional entries you would need to send a ESUP/CSUP message three times.

- *AKA: (19:)* A maximum of 99 alias names, five per ESUP/CSUP message
- *SMT: (60:)* A total of nine additional Scars, Marks and Tattoo entries. At least one SMT must be entered in the base record (EW or MW) before supplemental records (ESUP) may be added.

Examples of an ESUP and CSUP can be found on the following page.



Enter Supplemental Data (ESUP) - *AKA:*, *SMT:*, *LIT:*, and *LIC:*



Cancel Supplemental Data (CSUP) - *AKA:*, *SMT:*, *LIT:*, and *LIC:*

Cancel Warrants and Conditional Bonds

The LEIN Administrative Rules require prompt cancellation of records from LEIN/NCIC files when a wanted person is arrested, appears in court, or in any other circumstance where the record is no longer valid.

Additions or deletions can be made only by the ORI that originally entered the record or by a law enforcement ORI identified in a court-entered record. The exception to this is the State Control Terminal Agency (ELLT). ELLT can cancel a record for quality control purposes (refer to LOM Section ~~1.19~~).

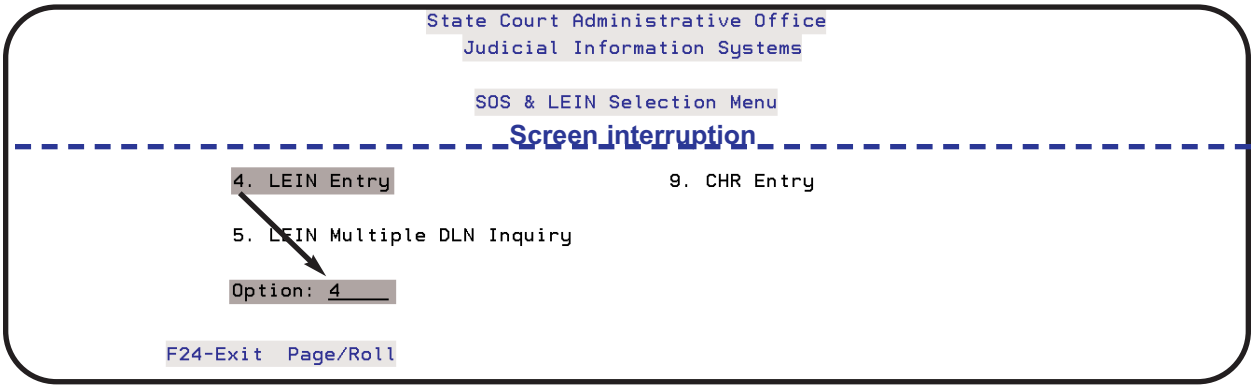
October 2009: Changed to Section 5.3.

The LEIN - Cancel Warrants screen is used to cancel Warrant and Conditional Bond Release records. See page 4-32 for information regarding Conditional Bonds.

- On the **SOS & LEIN Selection Menu**, type **4 (LEIN Entry)** or **CW** in the *Option:* field. Press **ENTER**.
- If you typed **4**, you will be taken to the LEIN Entries screen. Press **F9-Cancel**.
- If you typed **CW**, you will be taken directly to the LEIN-Cancel Warrants Screen.

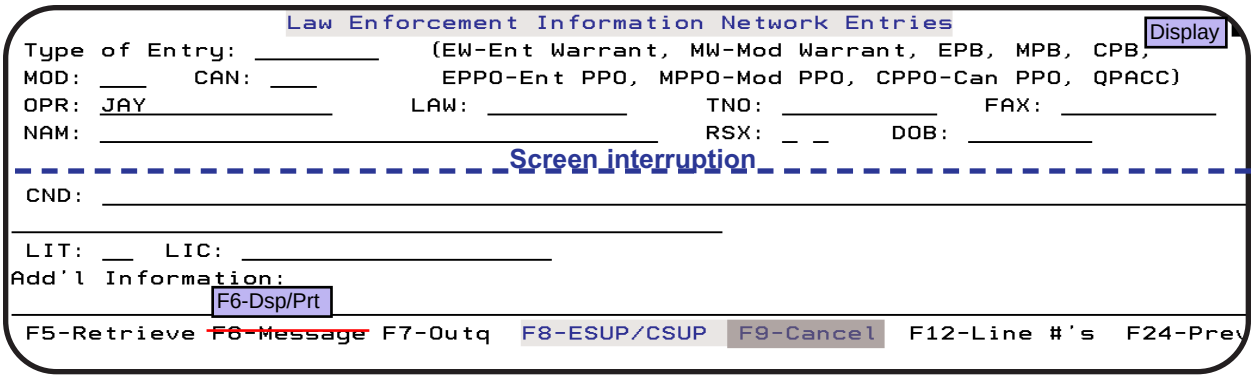
- OR -

- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. If you include the case number in the *CASE* field, many required fields will be populated on the LEIN Entries screen. Press **ENTER**.
- Press **F9-Cancel** on the LEIN Entries screen

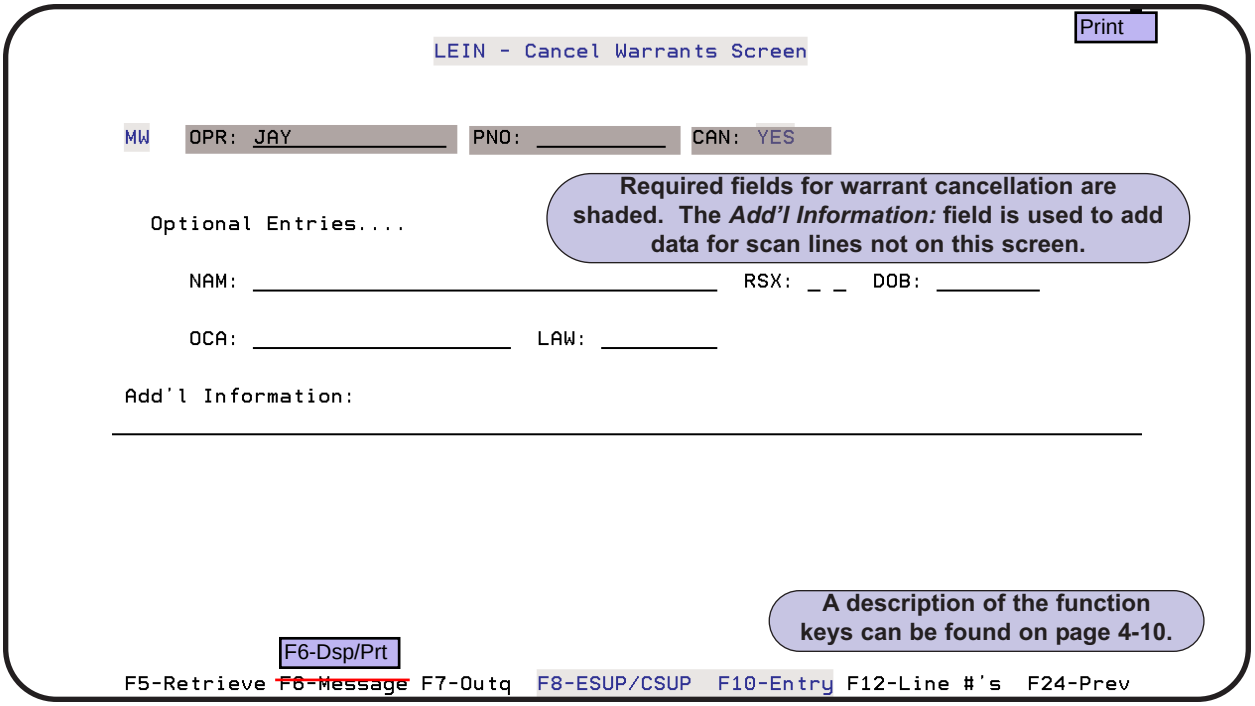


SOS & LEIN Selection Menu

Using Hop code EWR from Traffic/Criminal or Probation Subsystem



LEIN Entries screen - Press F9-Cancel to display LEIN - Cancel Warrants Screen



LEIN - Cancel Warrants Screen

Cancel (Recall) Warrant Required Fields		
Field	**Information**	**Format**
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	JAY
CAN: (26:)	Yes (field populated by JIS)	YES
PNO: (20:)	Person Entry Number (aka SYSIDNO) This is the number generated by LEIN for each entry into the Wanted and Missing Person Files. This field is populated by JIS if you use the EWR hop code from the Traffic/Criminal or Probation subsystem.	5035455

Once you have completed the required and optional entries, press **ENTER** to submit cancellation to LEIN. The printed response from LEIN should look like this:

WARRANT CANCELLED
NAM:WARRANT/TEST/RECORD/ M, 10/10/1970
OCA:54321 SYSIDNO:10476689
DATE-OF-ENTER: 08/01/2007 14:06
FORWARDED TO NCIC.

"FORWARDED TO NCIC" is present only if the original record is entered in NCIC. Additional Wanted Person response examples can be found in Section 5.8 of the LEIN Operations Manual.

Injunctive Orders/Bond Conditional Release

Bond Conditional Release Orders are mandated to be entered into LEIN by Public Act 335 of 1994. In the *OFF: (17:)* field use charge code **0092 (Bond Conditional Release)**. In the *ENT: (14:)* field use entry type **11 (Injunctive Order)**.

In October 2005 all Injunctive Orders were moved to a separate database than the Wanted Person database. These orders include Bond Conditional Release and Personal Protection Orders (PPO). On every Q and QHW inquiry you will receive a separate PPO response from LEIN.

The entry, modification, or cancellation of all Injunctive Orders require the use of the following message keys:

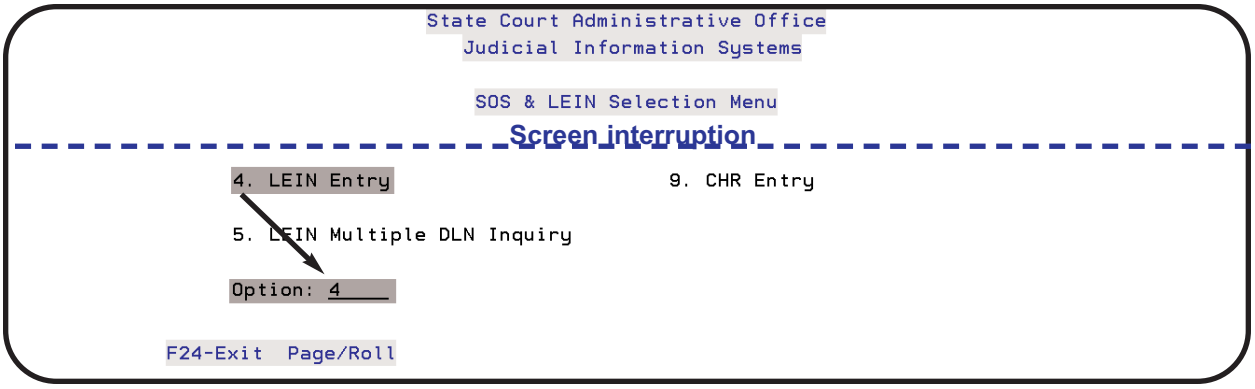
- EPPO for Entry of Injunctive Orders
- MPPO for Modification of Injunctive Orders
- CPPO for Cancellation of Injunctive Orders

This section will focus on EPPO. The same rules apply for MPPO and CPPO as described earlier in this chapter for modifying or cancelling a warrant.

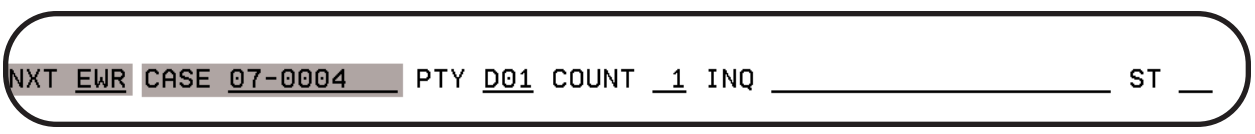
- On the **SOS & LEIN Selection Menu**, type **4 (LEIN Entry)** or **EW** in the *Option:* field. Press **ENTER**.

  - OR -

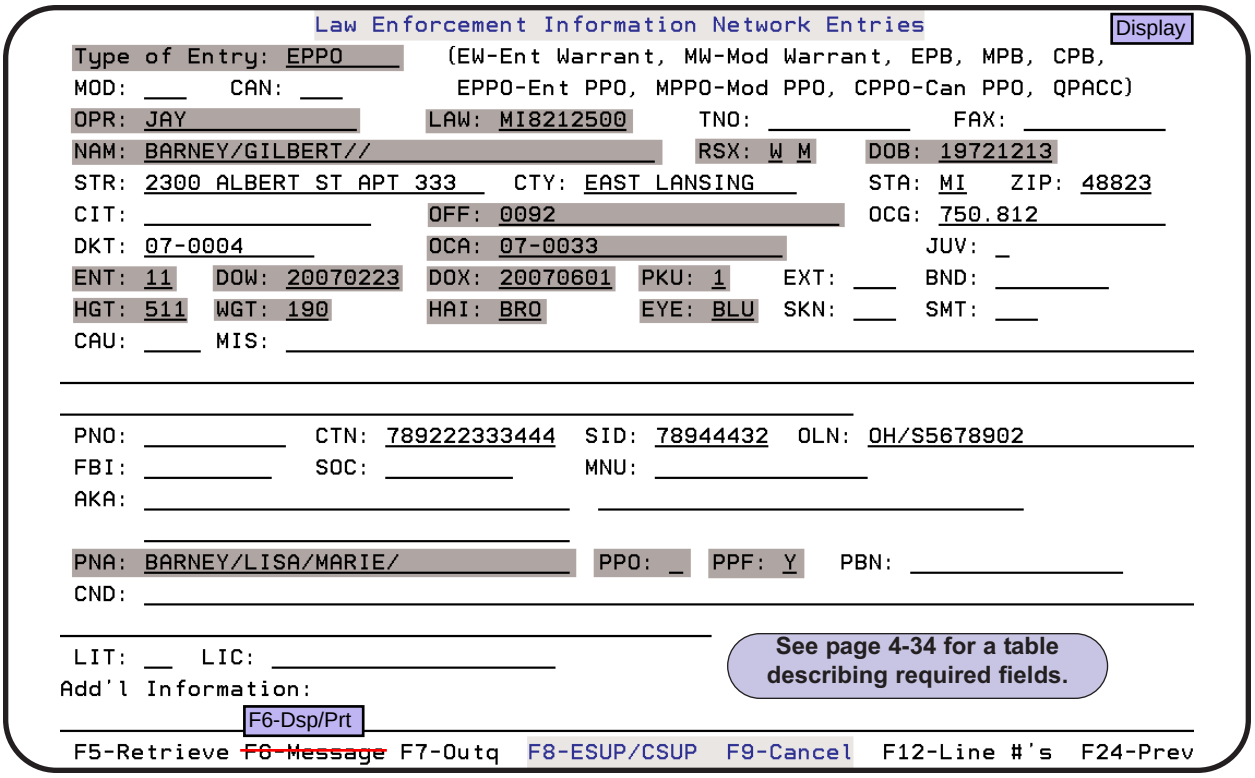
- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. If you include the case number in the *CASE* field, many required fields will be populated on the LEIN Entries screen. Press **ENTER**.
- The LEIN Entries screen will have **EW** populated in the *Type of Entry:* field. Change the **EW** to **EPPO** and complete the required fields as shown on the following page.



SOS & LEIN Selection Menu



Using Hop code EWR from Traffic/Criminal or Probation Subsystem



See page 4-34 for a table describing required fields.

Bond Conditional Release (EPPO) - required fields shaded

REMINDER: The defendant's address is not required. It should be entered, however, to enable mailing of the LEIN Firearms Disqualification Notification letter if the *PPF: (70:)* field is marked **Y** (Yes).

Protected Person's Name (*PNA:* or *81:*)

The Protected Named Person field *PNA: (81:)* is only valid if used with Entry Type *ENT: (14:)* of **11-Injunctive Orders** and must be used in conjunction with one of the LEIN Offense/Charge Codes *OFF: (17:)* listed below:

- •0090 - Stalking Personal Protection
- •0092 - Bond Conditional Release
- •0094 - Child Abuse Prevention
- •0096 - Domestic Personal Protection
- •0099 - Divorce Personal Protection

If there are multiple protected persons, type the additional names in the *MIS: (41:)* field. **NOTE:** See page 4-40 for information on NO CONTACT PROBATION ORDERS.

REMINDER: A table describing the function keys at the bottom of the LEIN Entries screen can be found on page 4-10.

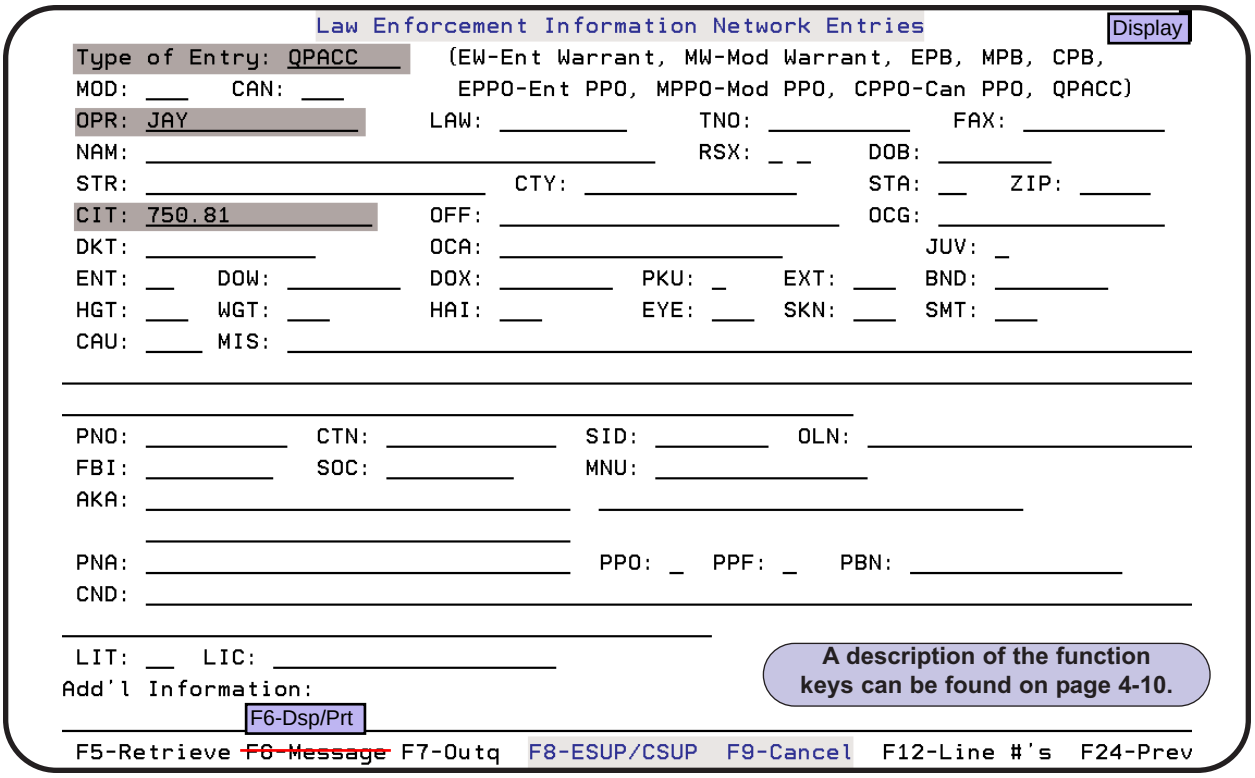
Bond Conditional Release Required Fields (EPPO)

Field	Information	Format Example
Type of Entry:	Entry Type Code	EPPO (Enter Injunctive Order)
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
LAW: (80:)	Law Enforcement ORI	MI8212500
NAM: (1:)	Name of Defendant	BARNEY/GILBERT//
RSX: (2:)	Race and Sex	W M (Appendix A)
DOB: (7:)	Date of Birth	19601121 (yyyymmdd)
OFF: (17:)	4 digit LEIN Offense Code: **Bond Conditional Release**	0092 (Appendix E)
OCA: (15:)	Complaint/Case Number	07-0033
ENT: (14:)	Entry Type: **Injunctive Order**	11 (Appendix B)
DOW: (16:)	Date of Bond Conditional Release	20070223 (yyyymmdd)
DOX: (99:)	Date of Bond Expiration	20070601 (yyyymmdd)
PKU: (22:)	Pickup Radius	0 - 7 (Appendix B)
HGT: (3:)	Height	511 (5'11")
WGT: (4:)	Weight	215
HAI: (5:)	Hair Color	BRO (Appendix C)
EYE: (6:)	Eye Color	BLU (Appendix C)
PNA: (81:)	Protected Name Person	BARNEY/LISA/MARIE/
PPO: (69:)	Person Served - use with OFF: codes 0090, 0096, or 0099	Y or N (Yes or No)
PPF: (70:)	Prohibited from Purchasing or Possessing a Firearm	Y or N (Yes or No)

REMINDER: When using **0092-Bond Conditional Release** in *OFF: (17:),* it is suggested to use *OCG: (97:)* or *MIS: (41:)* to describe the original offense. *OCG: (97:)* can be either the LEIN Offense/Charge Code or PACC Code.

PACC Code Inquiry (QPACC)

A QPACC code inquiry can be done on the LEIN Entries screen to help determine validity of a PACC code. An example of a QPACC inquiry on the LEIN Entries screen is shown below. This inquiry is described in greater detail in Chapter 3: LEIN INQUIRIES, beginning on page 3-35.



QPACC inquiry on LEIN Entries Screen

Orders of Probation

Public Act 449 of 1998 mandates that orders of adult probation containing a condition for the protection of one or more named persons be entered into LEIN. LEIN will also accept Orders of Probation with conditions of "interest to the criminal justice community.

Further information on entering, modifying, or cancelling Orders of Probation in LEIN can be found in Section ~~5.17~~ of the LEIN Operations Manual.

October 2009: Changed to Section 5.15.

Probation Records Inquiry (QPBN)

An inquiry into adult probation records only is available through the LEIN Inquiry screen using Message Key QPBN. Required fields for this inquiry are:

- Type of Search: QPBN
- OPR: (55:) LEIN Terminal Operator
- FOR: (56:) Person/Agency requesting inquiry
- PBN: (87:) Probation Number assigned by the court

This inquiry is described further in Chapter 3: LEIN INQUIRIES. See page 3-23.

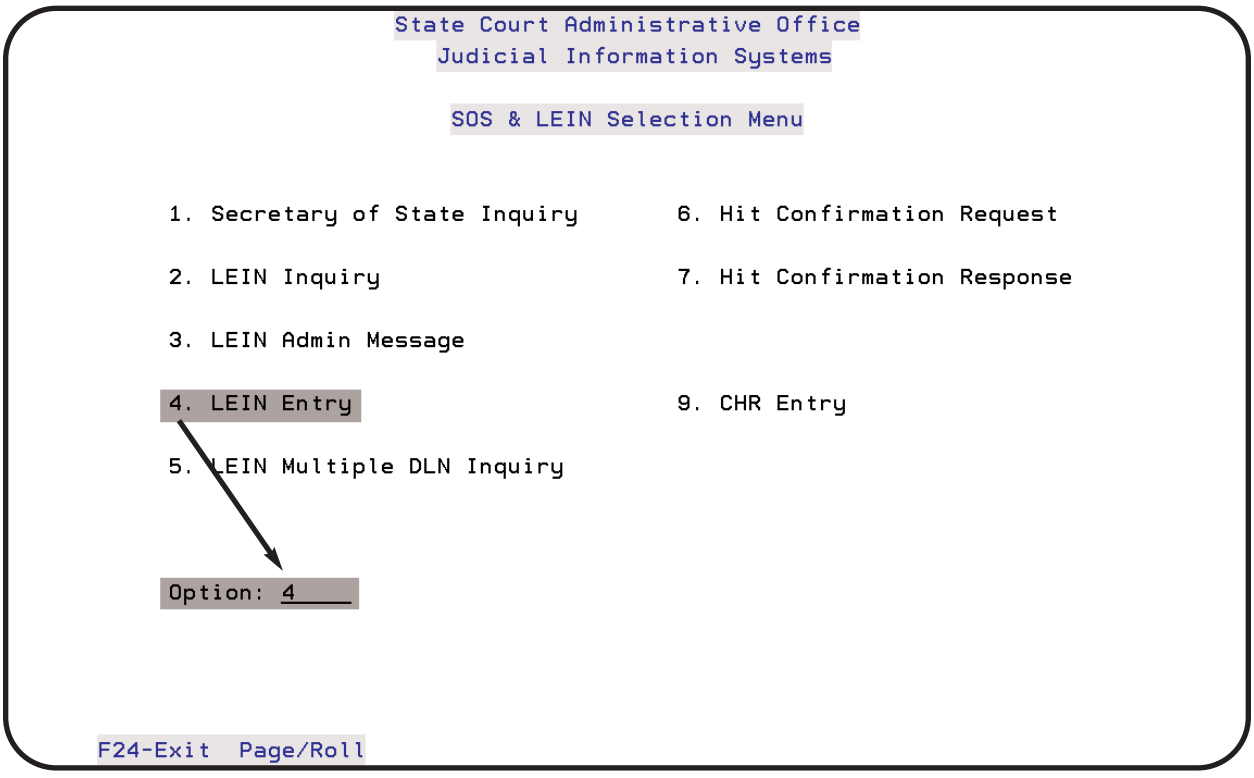
Enter Probation Conditions (EPB)

Entry of probation conditions is done on the LEIN Entries screen.

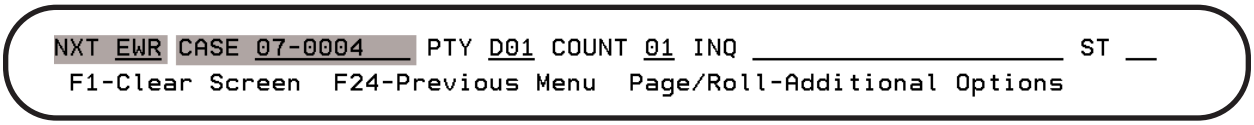
- On the **SOS & LEIN Selection Menu**, type **4 (LEIN Entry)** or **EPB** in the *Option:* field. Press **ENTER**.

- OR -

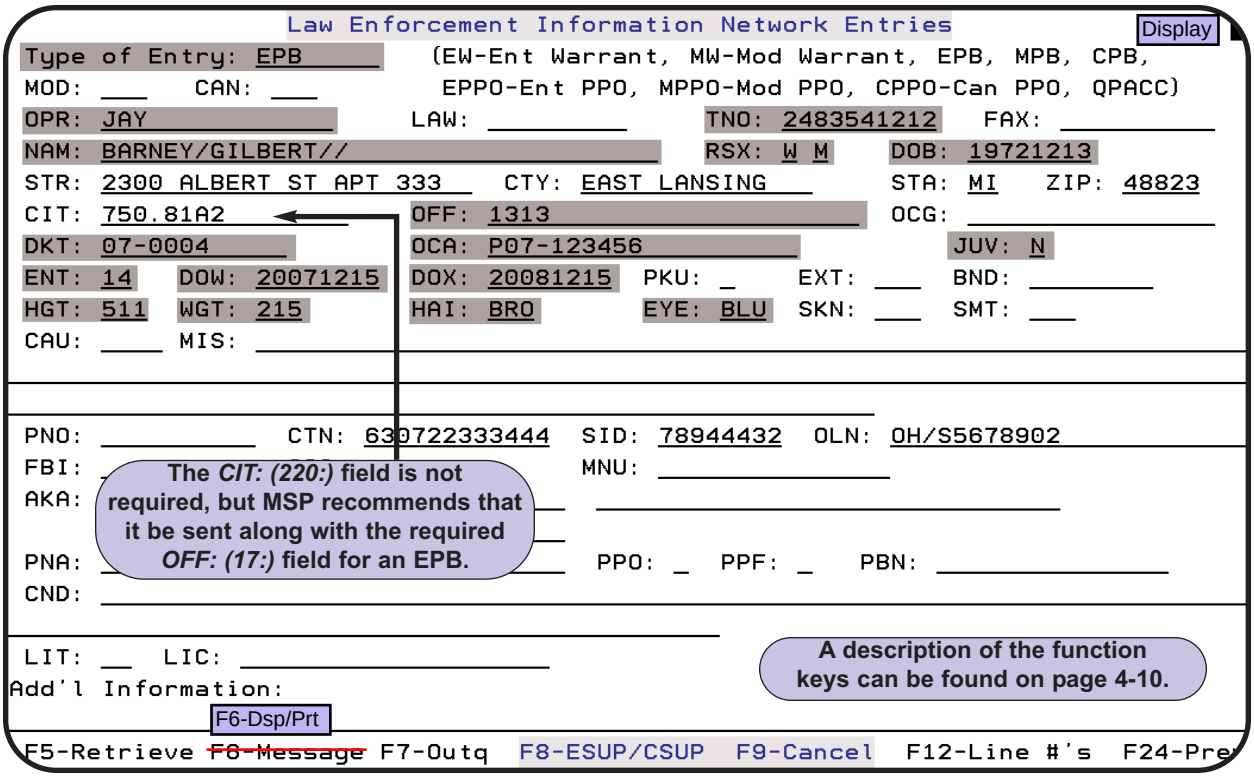
- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. If you include the case number in the *CASE* field, many required fields will be populated on the LEIN Entries screen. Press **ENTER**.
- The LEIN Entries screen will have **EW** populated in the *Type of Entry:* field. Change the **EW** to **EPB** and complete the required fields as described on the following page.



SOS & LEIN Selection Menu



Using Hop code EWR from Traffic/Criminal or Probation Subsystem



Enter Probation Conditions (EPB) - required fields shaded

Enter Probation Conditions Required Fields

Field	Information	Format Example
Type of Entry:	Entry Type Code	EPB (Enter Probation Cond.)
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
TNO: (84:)	Telephone number of Court or Probation Department	2483541212
NAM: (1:)	Name of Defendant	BARNEY/GILBERT//
RSX: (2:)	Race and Sex	W M (Appendix A)
DOB: (7:)	Date of Birth	19721213 (yyyymmdd)
OFF: (17:)	Four digit LEIN Offense Code	1313 (Appendix E)
DKT: (54:)	Court Docket Number	07-0004
OCA: (15:)	Complaint/Case Number	07-0033
JUV: (82:)	Juvenile Flag - Is the probationer a juvenile?	Y or N (Yes or No)
ENT: (14:)	Entry Type: **Probation Orders**	14 (Appendix B)
DOW: (16:)	Date of Probation Order	20070228 (yyyymmdd)
DOX: (99:)	Date of Probation Order Expiration	20080228 (yyyymmdd)
HGT: (3:)	Height	602 (6 feet, 2 inches)
WGT: (4:)	Weight	215
HAI: (5:)	Hair Color	BRO (Appendix C)
EYE: (6:)	Eye Color	BLU (Appendix C)

Enter Probation Conditions Optional Fields

Field	Information	Format Example
FAX: (83:)	Fax Number of Court or Probation Department	2485551212
STR: (8:) CTY: (9:) STA: (10:) ZIP: (48:)	Street Address City State Zip Code	12443 OAK ST SOUTHFIELD MI (Appendix A) 48034
CIT: (220:)	PACC Code (Field is recommended by MSP)	750.81A2
PKU: (22:)	Pickup Radius	6 (Appendix B)
SKN: (59:)	Skin Tone	MED (Appendix C)
SMT: (60:)	Scars, Marks, and Tatoos	923 (Appendix G)
MIS: (41:)	Miscellaneous Remarks	FREE FORM TEXT
CTN: (200:)	Criminal Tracking Number	789222333444
SID: (50:)	State Identification Number	987654321
OLN: (11:)	Driver's License Number	S500133245780
FBI: (39:)	FBI Number	1234567A
SOC: (12:)	Social Security Number	369551278
MNU: (40:)	Miscellaneous identifying number (personal ID, passport number, etc.)	PI-1234567 (Appendix B)
AKA: (19:)	Alias Name	SMITH/JOHNNY/ROY/
PPO: (69:)	Personal Protection Order served	Y (Yes)
PBN: (87:)	Probation Number - assigned by the court	07-1001
CND: (88:)	Conditions of Probation	**SEE FOLLOWING PAGES**
LIT: (28:)	License Plate Type	PC (Appendix H)
LIC: (31:)	License Plate (yyyymm/state/plate)	200711/MI/4GDF98
Information below can be added in the *Add'l Information:* field **NOTE: This field must end with a period.**		
PRN: (51:)	Prison Number	51:123456.
CRT: (53:)	Court ORI - 9 digits ending in J (see **REMINDER** below)	53:MI630065J.
POB: (58:)	Place of Birth - state or country code	58:WI. (App. A or NCIC Manual)

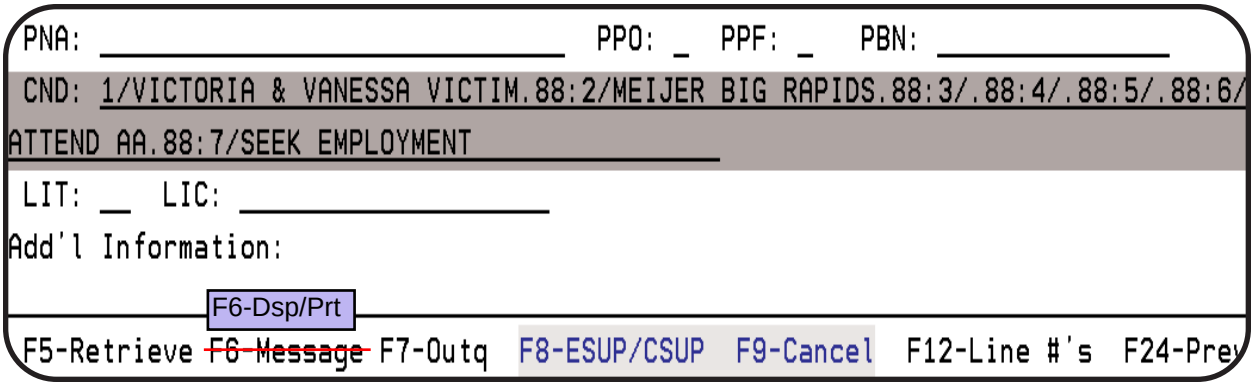
REMINDER: If the Order of Probation is being entered by the Police Department or Probation Department ORI number, the Court ORI must be included. Indicate the Court ORI in the *Add'l Information:* field as shown below. The period is required at the end.

Add'l Information:
53:MI630065J.

Conditions of Probation Field (*CND:* or *88:*)

This scan line may be used to enter codes to indicate the conditions of probation in a LEIN probation conditions record. Scan line 88: may be used seven times in a probation record entry, followed by probation condition codes. Codes 1 - 7, followed by a slash (/), may be used. Codes 1, 2, 6, and 7 require additional text up to 120 characters further explaining the condition. Codes are separated by a period. **No period is required at the end of the conditions.** The first condition does not need to be preceded by CND: or 88:. Codes 1 - 7 output are described below:

CODE	LEIN OUTPUT
1/	NO CONTACT WITH VICTIM(S)/
2/	NOT NEAR HOME/BUSINESS OF/
3/	NO ASSAULTIVE, THREATENING OR INTIMIDATING BEHAVIOR.
4/	NO ALCOHOL OR DRUGS.
5/	NOT POSSESS ANY FIREARMS OR DANGEROUS WEAPONS.
6/	OTHER1/
7/	OTHER2/

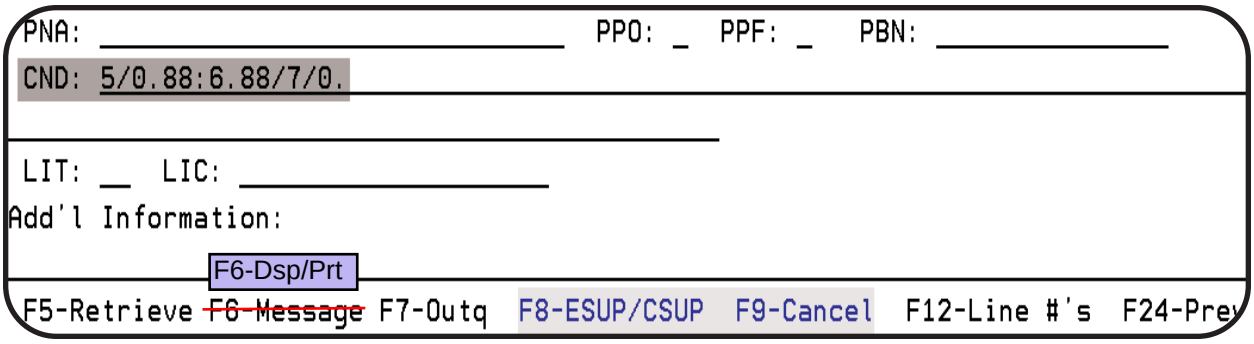


Entering Conditions of Probation CND: (88:)

REMINDER: Use of the Protected Persons Name field *PNA: (81:)* is not valid with Orders of Probation. The *PNA: (81:)* field is only valid if used with an Entry Type *ENT: (14:)* of 11-Injunctive Orders. Use Conditions Code 1 in the *CND: (88:)* field to enter a protected person's name in an Order of Probation. See **Conditions of Probation Field** section above.

Removing Conditions of Probation (*CND:* or *88:*)

Conditions of probation may be removed from a record by entering the condition code number (88:1 - 88:7) followed by a zero and a period. See the example below where conditions codes 5, 6 and 7 are removed.



Removing Conditions of Probation CND: (88:)

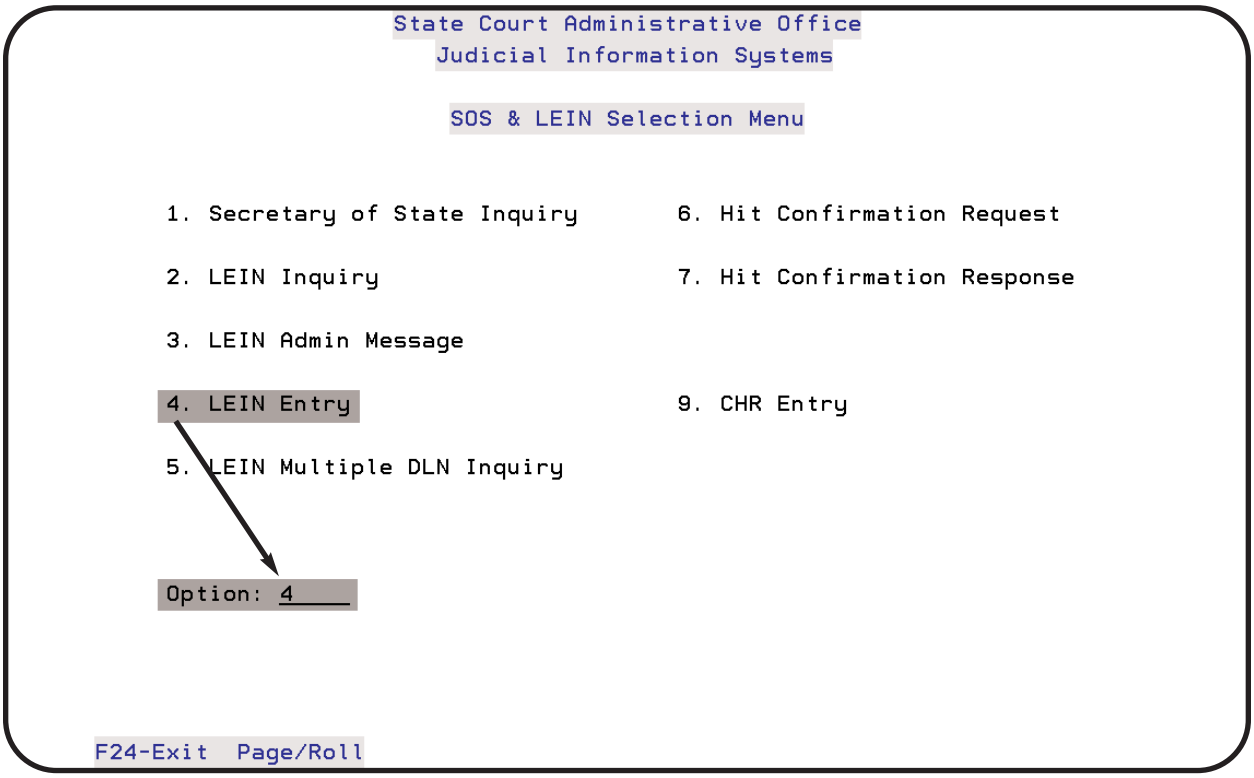
Modify Probation Conditions (MPB)

All fields may be modified, except Alias *AKA: (19:)*. The scan lines in the table on the following page are required to modify probation conditions previously entered.

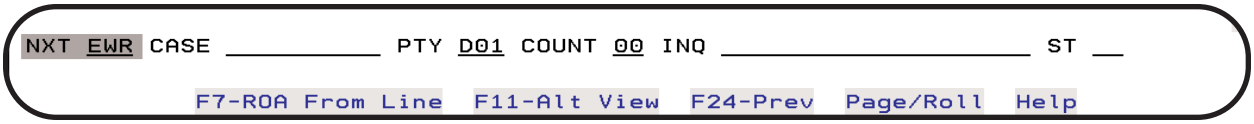
- On the **SOS & LEIN Selection Menu**, type a **4 (LEIN Entry)** or **MPB** in the *Option:* field. Press **ENTER**.

  - OR -

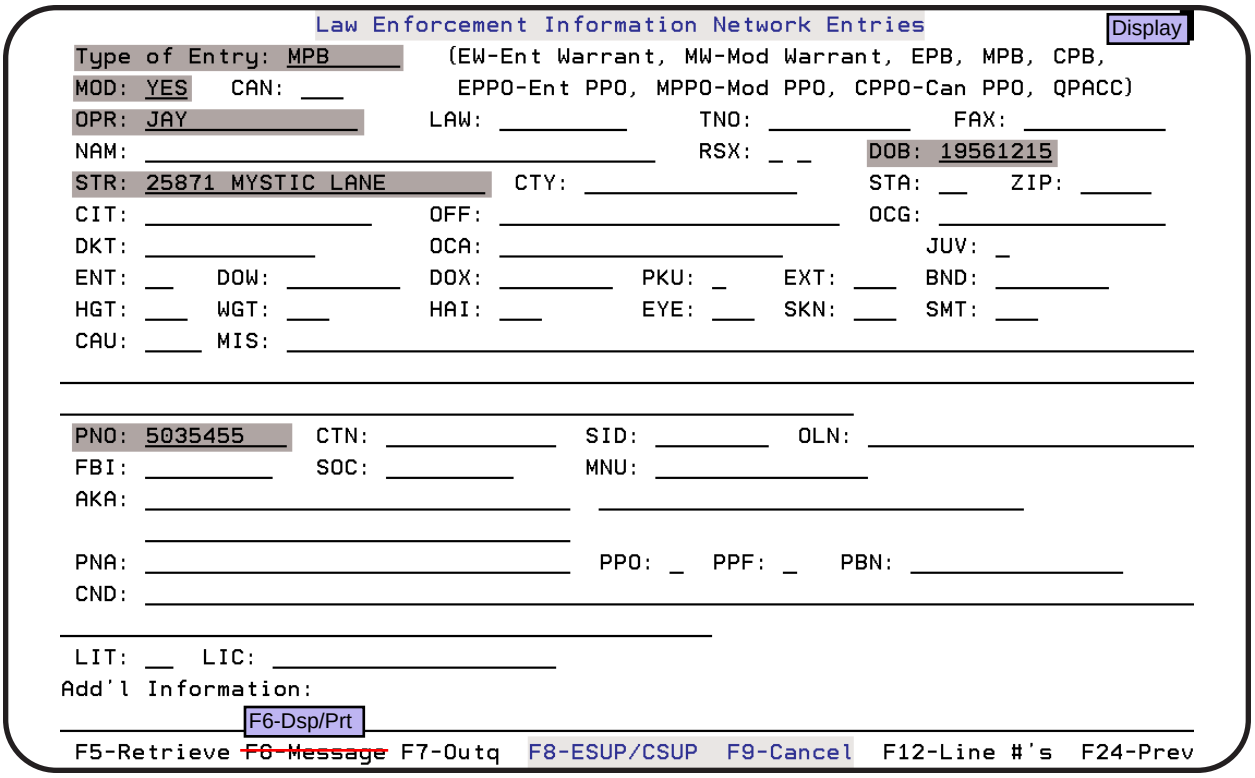
- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. Press **ENTER**.
- The LEIN Entries screen will have **EW** populated in the *Type of Entry:* field. Change the **EW** to **MPB** and complete the required fields as described on the following page.



SOS & LEIN Selection Menu



Using Hop code EWR from Traffic/Criminal or Probation Subsystem



Modify Probation (MPB) example - *STR: (8:)* and *DOB: (7:)*

Modify Probation Conditions Required Fields		
Field	**Information**	**Format**
Type of Entry:	Modify Order of Probation information	MPB
MOD: (23:)	Modify the Order of Probation entry	YES
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
PNO: (20:)	Person Entry Number (aka SYSIDNO) This is the number generated by LEIN for each entry into the Wanted and Missing Person Files.	5035455
- OR -		
Type of Entry:	Modify Order of Probation information	MPB
MOD: (23:)	Modify the Order of Probation entry	YES
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
NAM: (1:)	Name of Defendant	JONES/THOMAS/M/
OCA: (15:)	Complaint/Case Number	07-0033

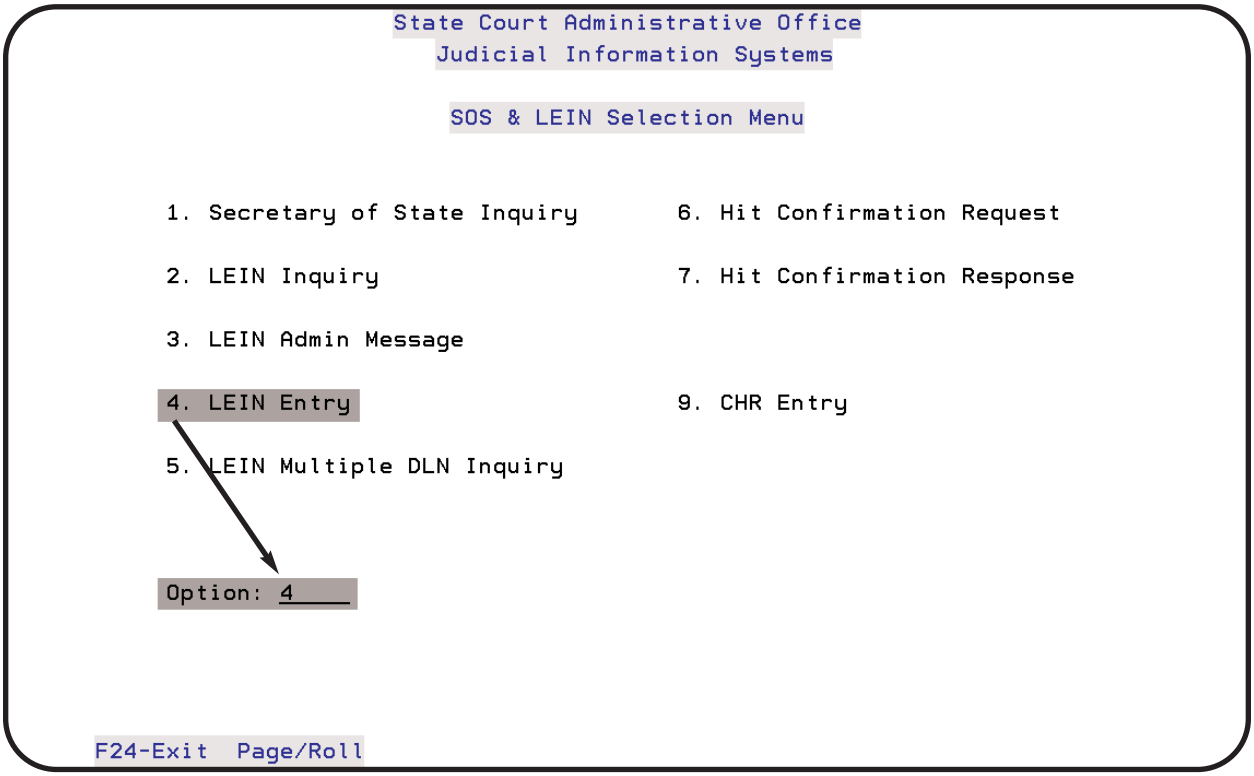
Cancel Probation Conditions (CPB)

The scan lines in the table on page 4-45 are required to cancel probation conditions previously entered.

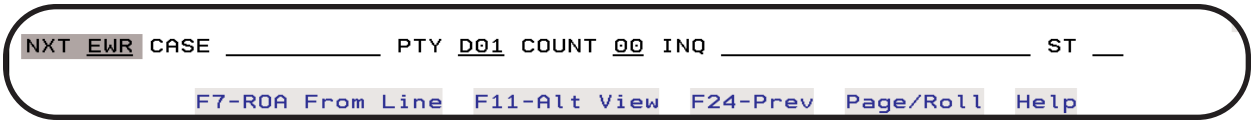
- On the **SOS & LEIN Selection Menu**, type **4 (LEIN Entry)** or **CPB** in the *Option:* field. Press **ENTER**.

  - OR -

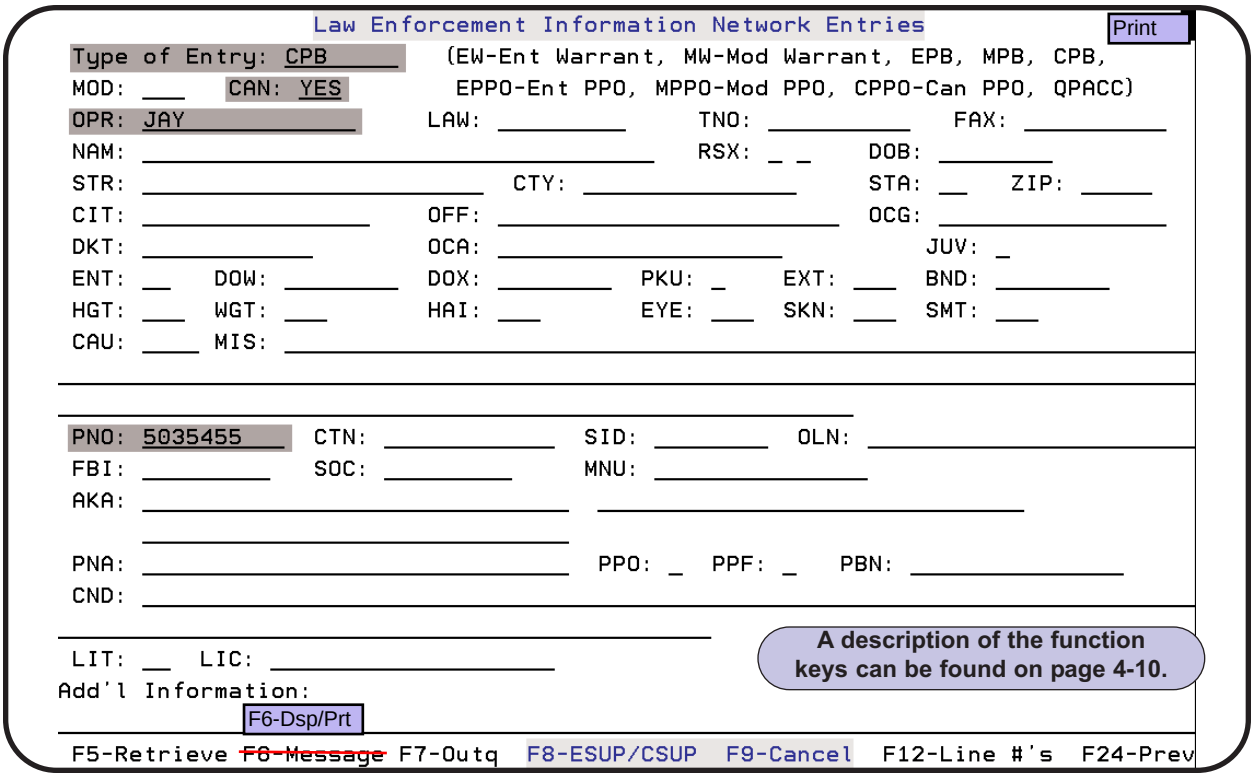
- In the Traffic/Criminal or Probation subsystem, type **EWR** on the hop line in the *NXT* field. Press **ENTER**.
- The LEIN Entries screen will have **EW** populated in the *Type of Entry:* field. Change the **EW** to **CPB** and complete the required fields as described on the following page.



SOS & LEIN Selection Menu



Using Hop code EWR from Traffic/Criminal or Probation Subsystem



Cancel Probation (CPB) example

Cancel Probation Conditions Required Fields		
Field	**Information**	**Format**
Type of Entry:	Cancel Order of Probation information	CPB
CAN: (26:)	Cancel the Order of Probation entry	YES
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	D1500JLF
PNO: (20:)	Person Entry Number (aka SYSIDNO) This is the number generated by LEIN for each entry into the Wanted and Missing Person Files.	5035455
- OR -		
Type of Entry:	Cancel Order of Probation information	CPB
CAN: (26:)	Cancel the Order of Probation entry	YES
OPR: (55:)	LEIN Terminal Operator (field populated by JIS)	JAY
NAM: (1:)	Name of Defendant	JONES/THOMAS/M/
OCA: (15:)	Complaint/Case Number	07-0033

Criminal History Records (CHR)

The judicial segment of a Criminal History Record (CHR) is tied to an arrest segment and charge segment. A Criminal Tracking Number (CTN) is established during the charge segment by the county prosecutor that links each defendant to a specific warrant. The judicial segment can also be tied to a Transaction Control Number (TCN) generated by the police department at time of arrest when Live Scan prints are done and a Police Incident Number (OCA). The CTN or TCN and OCA is the basis for tracking the defendants record through the arrest, trial, and disposition process.

Information entered on the Case Entry (CAS) screen in the Traffic/Criminal Subsystem is critical for CHR purposes. For example, data entered in the *PIN* field on the Case Enry (CAS) screen populates the *OCA:* field on the Criminal History Records - EJUD screen.

After entering disposition information into the JIS Traffic/Criminal Subsystem, you may immediately hop to the screens below to enter, modify, or cancel records with CHR.

Hop Code	Screen	Purpose
• EJD	Criminal History Records - EJUD	Enter into CHR
• MJD	Criminal History Records - MJUD	Modify in CHR
• CJD	Criminal History Records - CJUD	Cancel from CHR

CHR uses the CTN with the State Identification Number (SID) and/or Name at Arrest (NAA), or TCN and OCA with SID and/or NAA to update the judicial segment.

If you have questions regarding electronic submissions or responses from CHR, please contact Diane Sandborn, MSP Court Interface Analyst. She may be reached by phone at 517-636-0121, by email to **sandbord@michigan.gov** or fax 517-322-6288. Also see page 4-65 for further information regarding a “Reject Error Response Message” from MSP.

Function Keys: EJUD, MJUD & CJUD screens

Function Key	Description
F5-Retrieve	Retrieve information entered from last request if you have not left the screen
F6-Dsp/Prt	~~Go to the Display Messages screen. Use when you have a MW (message waiting) at bottom of computer screen.~~ See page 2-4
F7-Outq	~~Display the Work with Output Queue screen and determine the status of responses~~ See page 2-4
F8-EJUD	Go to the Criminal History Records - EJUD screen
F9-MJUD	Go to the Criminal History Records - MJUD screen
F10-CJUD	Go to the Criminal History Records - CJUD screen
F24-Previous Menu	Return to **TRAFFIC and CRIMINAL CASE MANAGEMENT**, **PROBATION**, or **SOS & LEIN Selection Menu**

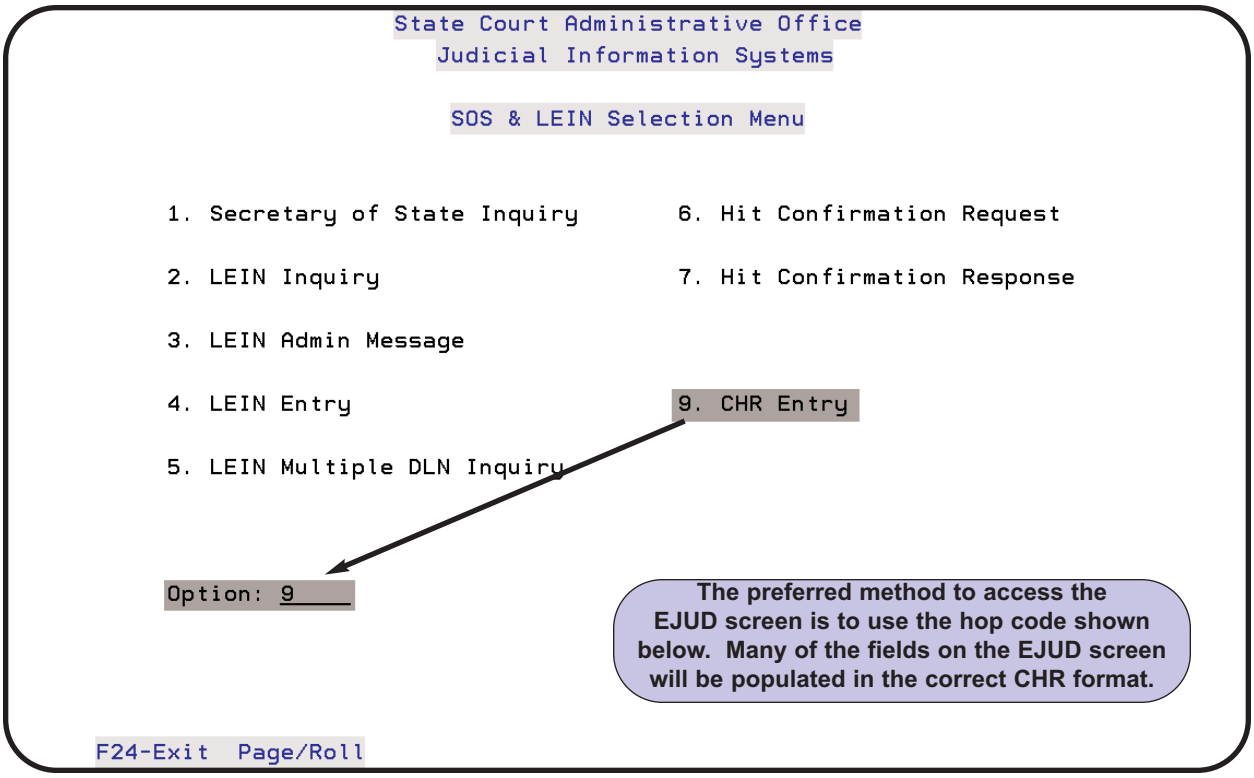
CHR - Enter Judgments (EJUD)

Use the Criminal History Records - EJUD screen to enter the judicial portion of a person's criminal history to Michigan State Police Central Records. After entering the disposition in the Traffic/Criminal Subsystem you can send the judgment to CHR on the EJUD screen.

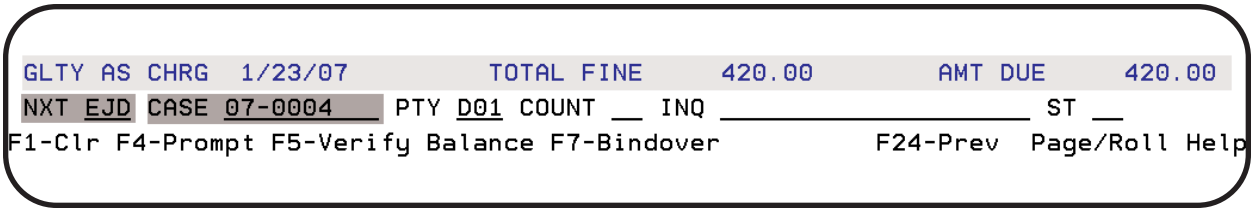
- On the **SOS & LEIN Selection Menu**, type **9 (CHR Entry)** or **EJUD** in the *Option:* field. Press **ENTER**.

-OR-

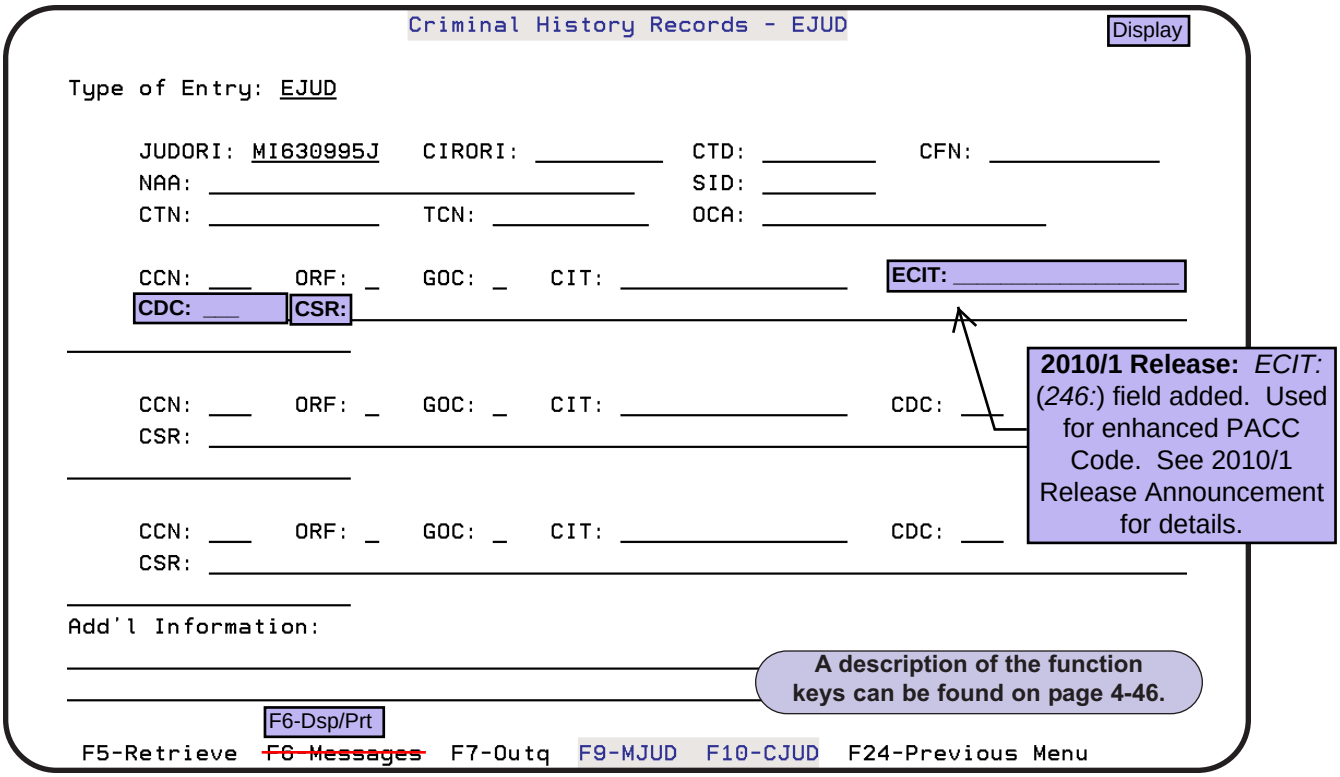
- In the Traffic/Criminal or Probation subsystem, type **EJD** on the hop line in the *NXT* field and the case number in the *CASE* field. If you are not count specific, the first three counts will appear on the EJUD screen. If you are count specific, only that count will appear on the EJUD screen. Press **ENTER**. Many fields on the EJUD screen will be populated and in the correct format for submission to CHR.



Accessing the Criminal History Records - EJUD screen from the SOS & LEIN Selection Menu



Using Hop code EJD from Traffic/Criminal Disposition (DSP) screen



Criminal History Records - EJUD screen

The fields in the EJUD screen above (except *Add'l Information:*) are described in the table on the following page. The scan line numbers are not shown on this screen, but are given in the table to assist you when reviewing CHR responses. The *Add'l Information:* field is used to add information for scan lines that are not available on the screen. For example, effective January 1, 2002, the DNA flag (DNA: or 71:) was added to CHR for entry if available. This would be entered as shown below, with Y=Yes or N=No. The period is required.

Add'l Information:
71:Y.

If you use the EJD hop code and are not count specific, up to three counts *(CCN:)* will populate the EJUD screen. Many fields for all three counts will be populated with the correct CHR format. After you submit the initial three counts to CHR, you can return to the Traffic/Criminal hop line and use the EJD hop code for subsequent counts. For example, if you type **4** in the *Count* field on the hop line, only count 4 will appear on the EJUD screen. You may manually complete counts 5 and 6 on the EJUD screen and transmit the three counts. Alternatively, you can transmit count 4, then return to a hop line and bring up subsequent counts on the EJUD screen individually.

Press **ENTER** to submit the entry to CHR. A response from MSP will be sent to your printer indicating if the entry was accepted or rejected. This response does **not** update the Register of Actions for the case. See page 4-65 for further information regarding a "Reject Error Response Message" from MSP.

Criminal History Records - EJUD Screen Fields

Field Name	Field Name Translation (in bold) and Information needed	Format
Type of Entry:	**Enter Judicial Disposition**	EJUD (field is populated by JIS)
JUDORI: (53)	**Court ORI Number** Originating agency	MI630995J (field is populated by JIS)
CIRORI: (235)	**Circuit Court ORI Number** If *CDC:* code BOC is used, this field identifies the circuit court to which the case is bound over.	MI630223J
CTD: (221)	**Court Transaction Date** Date of Conviction or Dismissal	20070511 (YYYYMMDD)
CFN: (54)	**Court File Number** Court Case Number	07-1234
NAA: (199)	**Name at Arrest** Name of defendant at time of arrest	SMITH/JOHN/ROY/JR SMITH/JOHN/ROY/ SMITH/JOHN//
SID: (50)	**State Identification Number** Unique identifying number for the defendant	1234567K
CTN: (200)	**Criminal Tracking Number** Twelve digit number assigned by the prosecutor's office. No alpha characters allowed.	630312345601
TCN: (244)	**Transaction Control Number** Eleven digit number generated by the police department at time of arrest when Live Scan prints are done. An alpha character may be at the beginning or end.	85434543458
OCA: (15)	**Police Incident Number (*PIN* field on CAS screen = *OCA:* field on EJUD screen)** Incident number assigned by police agency. This field is populated if you use EJD hop code and the *PIN* field is filled in on Case Entry (CAS) screen.	1234567890
CCN: (209)	**Court Charge Number** The count number for the case	1, 2, 3, etc. 001, 002, 003, etc.
ORF: (222)	**Ordinance Flag** A "YES" indicator means the local ordinance charge corresponds to a state statute	BLANK or Y (Yes)
GOC: (216)	**General Offense Character** A code which further describes the final offense as **A**TTEMPTED, **C**ONSPIRACY, or **S**OLICIT	BLANK, A, C, or S
CIT: (220)	**PACC Code** The valid PACC Code for the final charge. Replace period in code with a slash "/". See first example on page 4-53 for further details.	750/81A 257/6251-A
CDC: (223)	**Court Disposition Code** CHR based disposition code	See table on following page or Appendix F
CSR: (224)	**Court Sentencing Remarks** Maximum of 90 characters to provide summary of sentence imposed	F/C/R $250/PROB 12 MO

2010/1 Release: *ECIT:* (*246:*) field added. Used for enhanced PACC Code. See 2010/1 Release Announcement for details.

Court Disposition Codes (CDC: or 223:)

Per March 2011 Court Disposition Issues from MSP: If the local ordinance does not correspond to a PACC code, courts can request the removal of the arrest record by reporting a Court Disposition Code of **NSC**, "No State PACC Code". When using NSC, the corresponding PACC code must be 111.111.

Convictions Considered Public

Code	Disposition
BWI	Bench Warrant Issued (Only submit one count and use a **1** in *CCN:* field)
GTY	Found Guilty
GMI	Found Guilty - mentally ill
PLG	Plead Guilty
PMI	Plead Guilty - mentally ill
NOC	Plead Nolo Contendere

ADJ = Juvenile Adjudicated

Non-Convictions or Non-Public

BOC	Bound over to Circuit Court ~~If this code is used, enter the Circuit Court ORI number in the *CIROR:* field and only use a **1** in *CCN:* field, even if bound over charge is not count 1.~~
DPD	Deferred - 7411
DPS	Deferred - Domestic Assault
DPH	Deferred - Health Care Professional-Practicing Under the Influence
DPK	Deferred - Parental Kidnaping
DIS	Dismissed
FNG	Found Not Guilty - Acquittal
NGI	Found Not Guilty - Insane
~~ADJ~~	~~Juvenile Adjudication~~
NOP	Nolle Prosequi

Implemented by CHR 2009Feb:
DPM = Deferred - MIP

Implemented by CHR 2013Feb:
DPV = Deferred - Veterans Treatment Court

Juvenile Codes as of 2009Feb:
JCC = Juvenile Consent Calendar
JDA = Juvenile Diversion Act
NAP = Not Authorized Petition
TRS = Transfer to Another County
TTC = Transfer to Tribal Court
WTA = Waived to Adult Court

Implemented by CHR 2014Mar:
DPC = Deferred - Mental Health Court

Updated in January 2014 SNAD
DPT = Deferred - Drug Treatment Court

Per May 2, 2008 Court Dispositions Issues from MSP: CHR now has the ability to accept all counts with a BOC Court Disposition Code.

Suppressed

CSA	Conviction Set Aside **(must be submitted manually using form MC228)**
DPY	Deferred - HYTA
DMY	Dismissed - HYTA
DMD	Dismissed - 7411
DMS	Dismissed - Domestic Violence
DMH	Dismissed - Health Care Professional-Practicing Under the Influence
DMK	Dismissed - Parental Kidnaping

Implemented by CHR 2009Feb:
DMM = Dismissed - MIP

Implemented by CHR 2013Feb:
DMV = Dismissed - Veterans Treatment Court

Update in January 2014 SNAD
DMT = Dismissed - Drug Treatment Court

Implemented by CHR 2014Mar:
DMC = Dismissed - Mental Health Court

EJUD Entry Guidelines

1. The combination of CTN with SID and/or NAA, or TCN and OCA with SID and/or NAA can be used to update the judicial segment of CHR.

2. The following information is combined to make up the criminal history record. See the table on 4-49 for a further description.

- Court Charge Number (CCN)
- General Offense Character (GOC)
- Court Sentencing Remarks (CSR)
- Ordinance Flag (ORF)
- Court Disposition Code (CDC)
- PACC Code (CIT)

3. You may report dispositions for up to three counts in one entry transaction. Exceptions to this are cases bound over to Circuit Court (see item 5) or cases with final disposition of Bench Warrant Issued (see item 8) **When there is a multi-count case, do not send the disposition until all counts are disposed.**

4. The Court Transaction Date (*CTD:*) should correspond with the conviction or dismissal disposition date. If there are different dates of disposition on several counts, the *CTD:* field should be populated with the last disposition date. (See items 4 and 5 on page 4-58, MJUD Entry Guidelines, for more information on the *CTD:* field)

5. If a case is bound over to Circuit Court, enter **BOC** in the Court Disposition Code (*CDC:)* field ~~and **1** in the Court Charge Number (*CCN:)* field, even if that charge is not the count being bound over. This may require the user to change the *CCN:* to a **1** if using the EJD hop code. Only submit one count.~~ * See NOTE below regarding BOC.

6. When disposing charges deferred under 7411, HYTA, Parental Kidnaping, Practicing Under the Influence, or Spouse Abuse, the deferred Court Disposition *(CDC:)* code (see chart on page 4-50) is used to report the disposition and the Court Sentencing Remarks *(CSR:*) field is used to provide the term of probation. Use the MJUD screen to modify a disposition from deferred to dismissed or deferred to convicted.

7. If a case has multiple counts and one of the counts is deferred under a non-public file and other counts are convicted or dismissed, the court enters the disposition for all counts to CHR. When the probation period is completed successfully or unsuccessfully, take the following steps:

A. If probation period was unsuccessful and deferred status was revoked, use the MJUD screen to modify the CDC code to the disposition entered for that count.

NOTE - Per May 2, 2008 Court Disposition Issues from MSP: A BOC disposition no longer requires only using count 1. The CHR system now has the ability to accept all counts.

EJUD Entry Guidelines continued on the following page

EJUD Entry Guidelines continued from previous page

B. If the probation period was completed successfully you may use one of the two following options.
   i. Cancel only convicted count(s) on CJUD screen. Modify deferred status count to the appropriate CDC code to update the incident to a non-public status. Send a paper copy of the judgment for the convicted count(s) to the MSP Criminal Justice Information Center (CJIC). MSP will create an incident on the CHR to reflect the disposition for the convicted count(s). Make a note to specify which count was non-public.
   ii. Cancel all counts on the CJUD screen. Then enter a judgment with the appropriate CDC code for the non-public record on the EJUD screen. Send a paper copy of the judgment for the convicted count(s) to the MSP Criminal Justice Information Center (CJIC). MSP will create an incident on the CHR to reflect the disposition for the convicted count(s). Make a note to specify which count was non-public.

8. When disposing charges as a Delayed Sentence under MCL 771.1, a comment must be made in the Court Sentencing Remarks (*CSR:)* field about the period of delay with the statute reference. Do not include any sentence terms. ~~When the supervision period is completed, use the MJUD screen to either revoke the delay, dismiss the case or nolle prosequi~~. (See item number 6 on page 4-58, MJUD Entry Guidelines, for further details) If the Delayed Sentence was not successful, use the MJUD screen to enter the sentence terms.

9. Do not enter a CHR disposition of Bench Warrant Issued (BWI) for a case unless it is the last recorded action in the court record and there is no case disposition. Enter the Court Disposition Code (*CDC:*) field as **BWI** and the *CCN:* as **1** if there has been no finding or plea on the charges. If the case is disposed and a warrant is issued because the defendant fails to appear for sentencing, report the applicable CDC code and add a "failed to appear for sentence" statement in the Court Sentencing Remarks *(CSR:)* field.

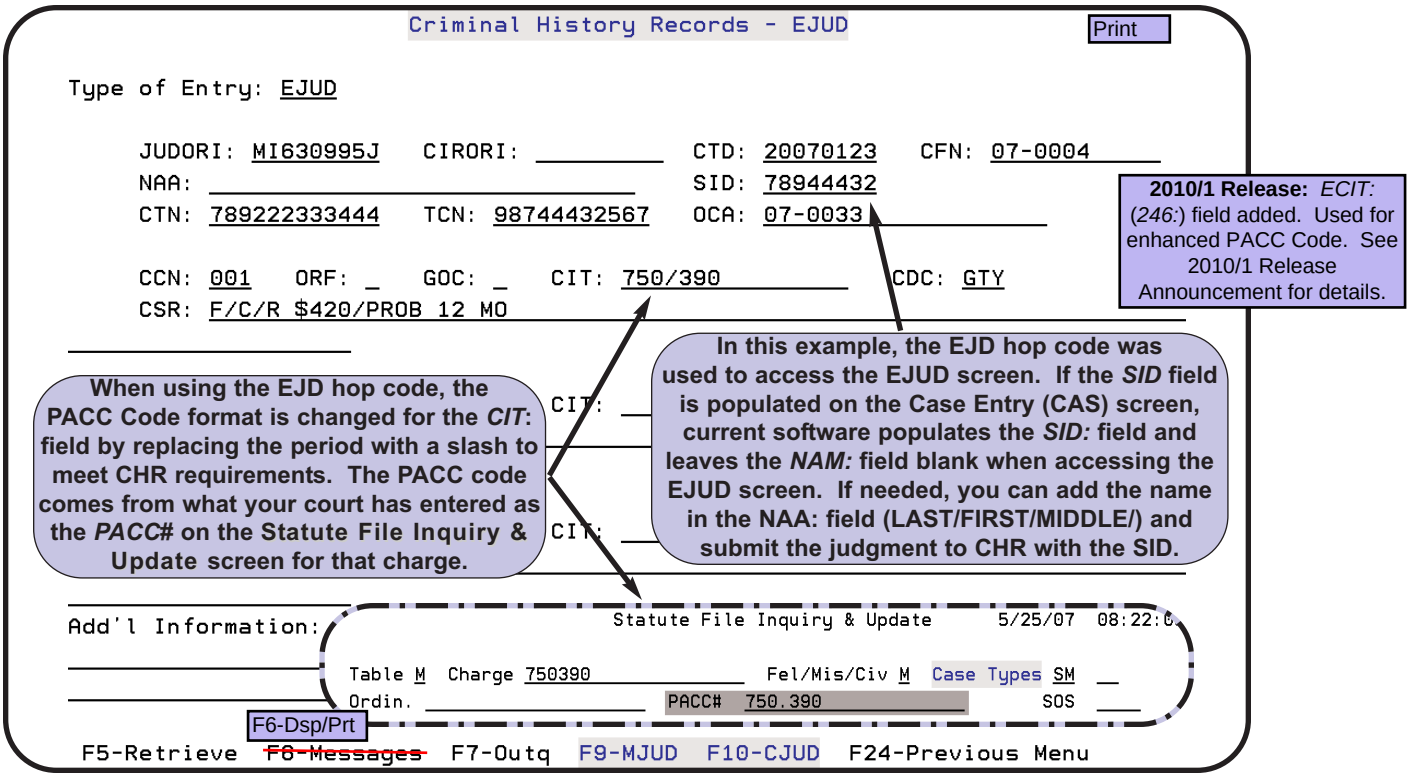
10. Information to be entered in the Court Sentencing Remarks (*CSR:*) field include probation term, minimum, maximum, or alternative term of imprisonment, total of all fines, costs and restitution ordered.

11. Probation information should be entered upon sentencing and modified using MJUD if a probation violation results in changes to probation or probation being revoked.

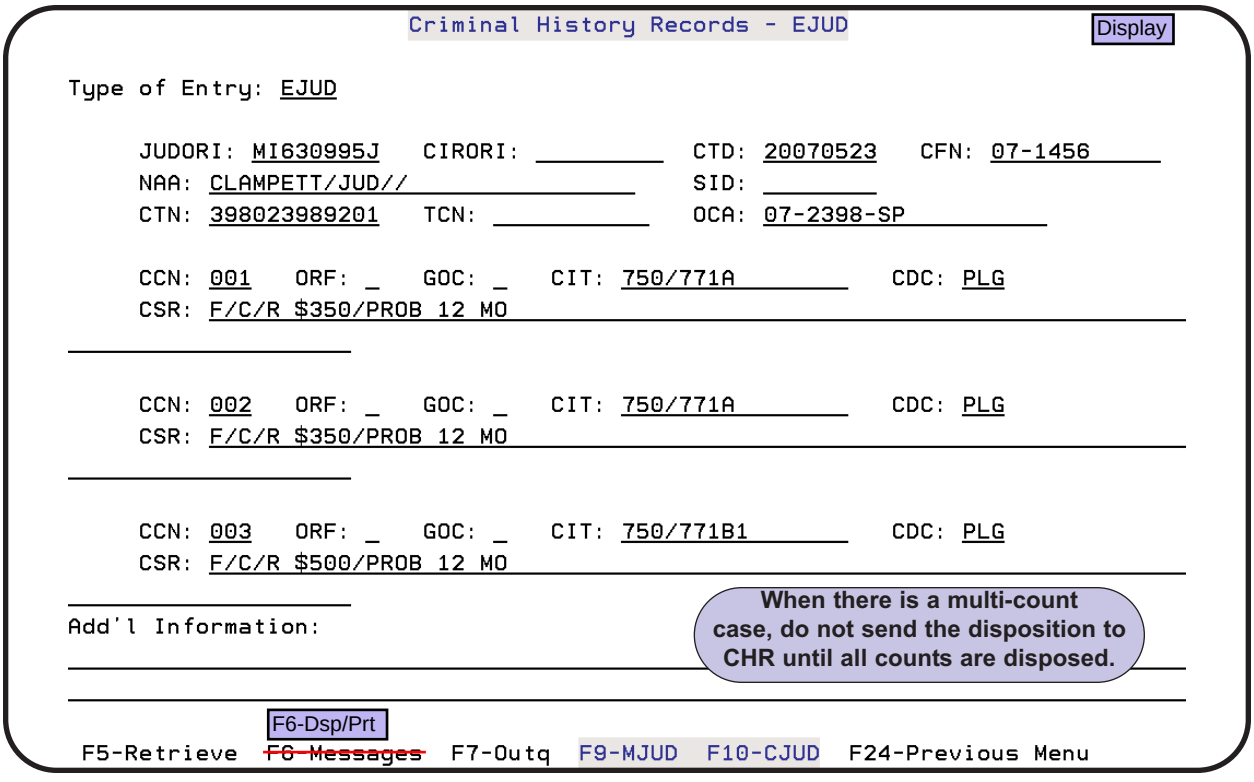
12. Pursuant to MCL 28.243, if a defendant is convicted of a local ordinance that substantially corresponds to a violation of state law and fingerprints were taken, the PACC code of the state statute must be included in the *CIT:* field and the Ordinance Flag (*ORF:)* field marked **Y (Yes)**. The Transaction Control Number (*TCN:)* and Police Incident Number (*OCA:)* fields, along with Name at Arrest (*NAA:*) and/or State Identification Number (*SID:*), are used for reporting local ordinance dispositions. Local ordinances that do not substantially correspond to a state statute are not reportable to CHR.

Per March 2011 Court Disposition Issues from MSP: If the local ordinance does not correspond to a PACC code, courts can request the removal of the arrest record by reporting a Court Disposition Code (CDC:) of NSC, "No State PACC Code". When using NSC, the corresponding PACC code must be 111.111.

Examples: EJUD Entry

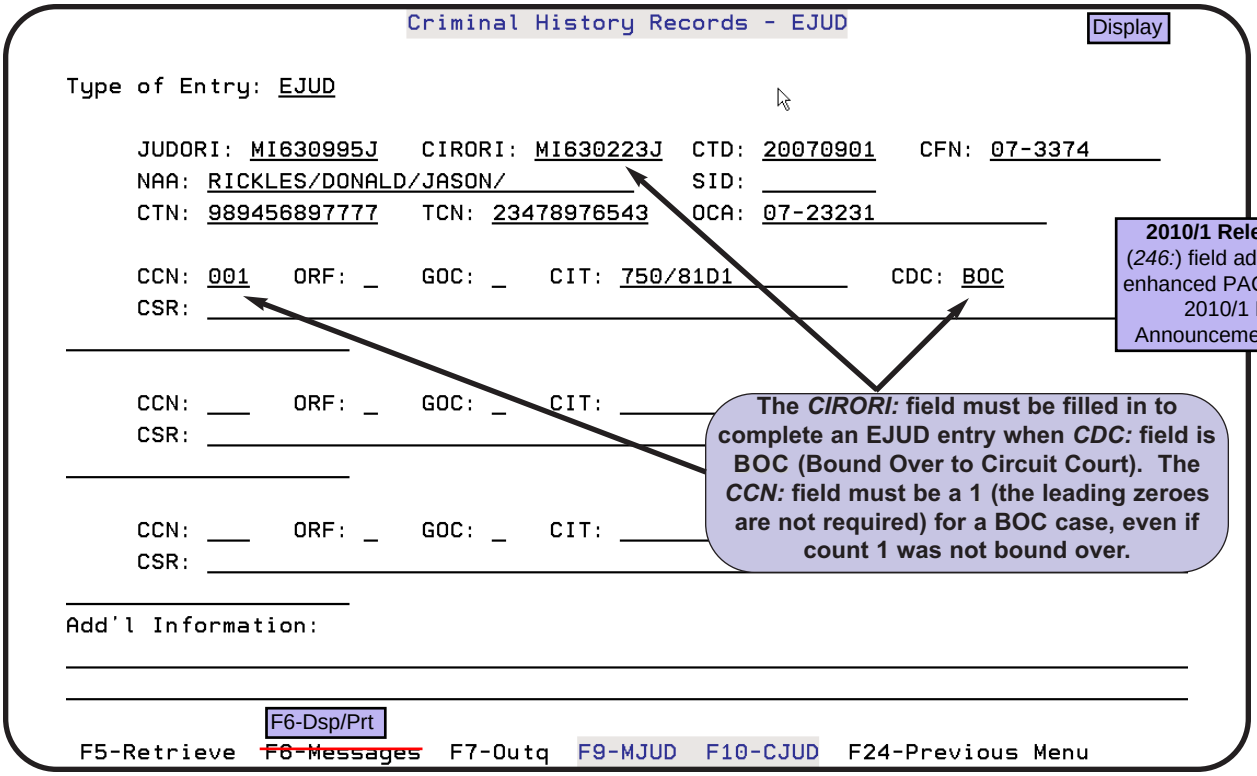


EJUD entry using the Court Transaction Number *(CTN:)* and State Identification Number *(SID:)* - Found Guilty - single count

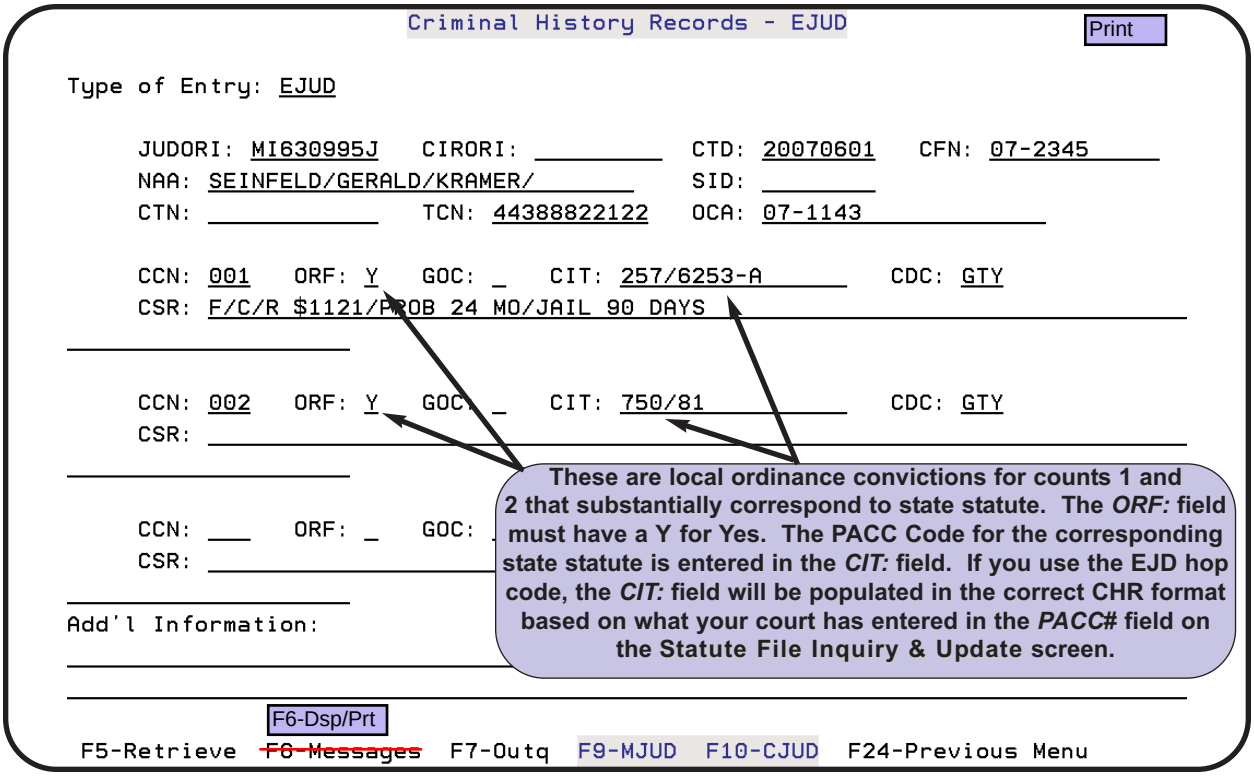


EJUD entry using Court Transaction Number *(CTN:)* and Name at Arrest *(NAA:)* - Plead Guilty - multiple counts

EJUD Entry examples, continued



EJUD entry using Court Transaction Number *(CTN:)* and Name at Arrest *(NAA:)* - Bound Over to Circuit Court



EJUD entry using Transaction Control Number *(TCN:)* and Police Incident Number *(OCA:)* - Local Ordinance - Found Guilty

CHR - Modify Judgments (MJUD)

Use the Criminal History Records - MJUD screen to record subsequent court action to a previously recorded disposition or to correct errors in the criminal history record. Modifications would include, but are not limited to, reporting of:

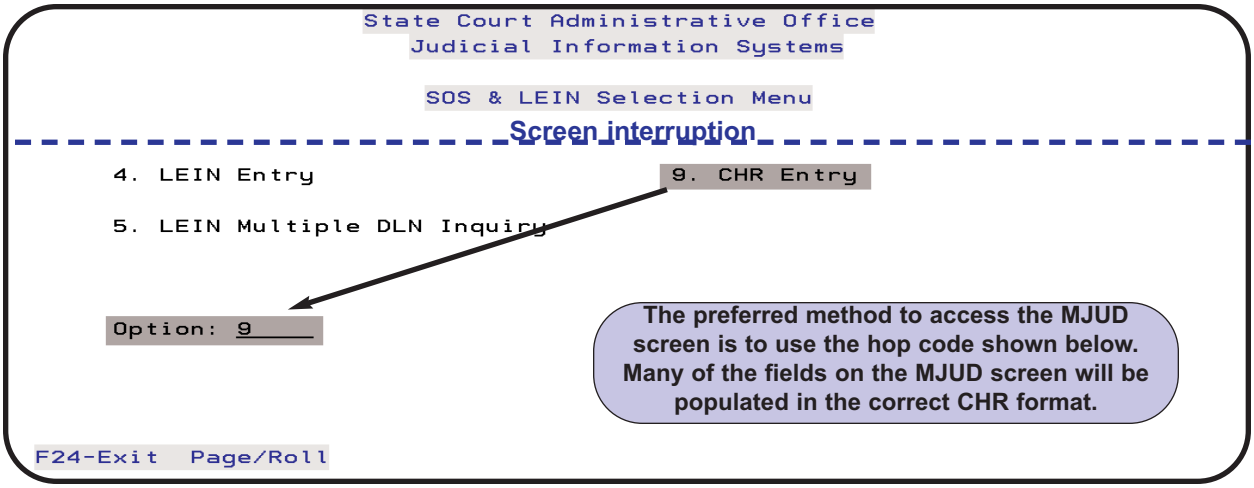
- Discharge from probation which suppresses a record under 7411, Parental Kidnapping, Practicing Under the Influence, or Spouse Abuse Act.
- Convictions which were successfully appealed causing a disposition change.
- Unsuccessful probations which revert back to a commitment to jail.

Access the Criminal History Records - MJUD screen as follows:

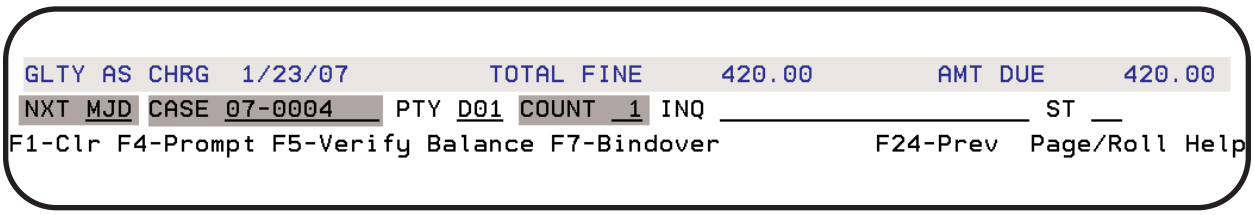
- On the **SOS & LEIN Selection Menu**, type **9 (CHR Entry)** or **MJUD** in the *Option:* field. Press **ENTER**.
- Press **F9-MJUD** on the EJUD screen.

- OR -

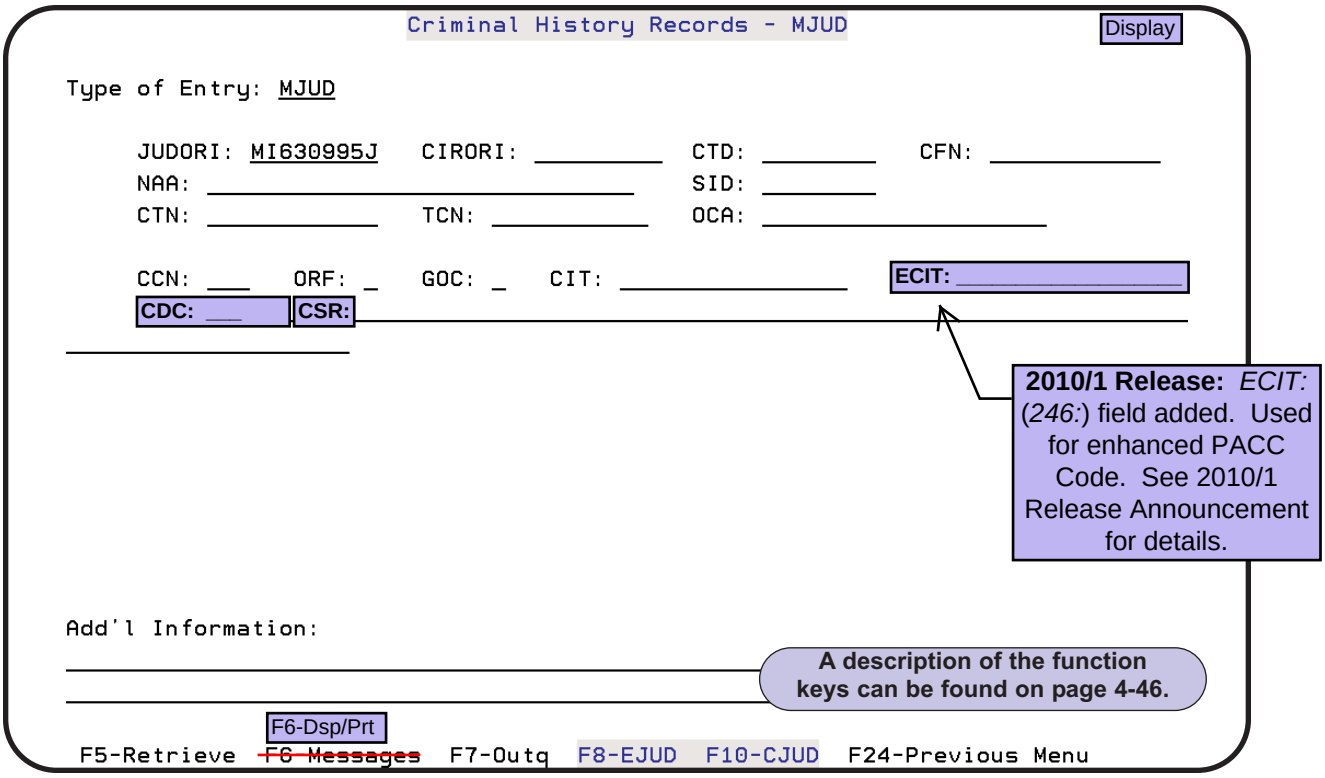
- In the Traffic/Criminal or Probation subsystem, type **MJD** on the hop line in the *NXT* field, the case number in the *CASE* field, and the count number in the *COUNT* field. If you are not count specific, count 1 will appear on the MJUD screen. If you are count specific, only that count will appear on the MJUD screen. Press **ENTER**. Many fields on the MJUD screen will be populated and in the correct format for submission to CHR.



Accessing the Criminal History Records - EJUD screen from the SOS & LEIN Selection Menu



Using Hop code MJD from Traffic/Criminal Disposition (DSP) screen



Criminal History Records - MJUD screen

The fields in the MJUD screen above (except *Add'l Information:*) are described in the table on the following page. The scan line numbers are not shown on this screen, but are included in the table to assist you when reviewing CHR responses. The *Add'l Information:* field is used to add information for scan lines that are not available on the screen. If this field is used, a period is required at the end.

Press **ENTER** to submit the entry to CHR. A response from MSP will be sent to your printer indicating if the entry was accepted or rejected. This response does **not** update the Register of Actions for the case. See page 4-65 for further information regarding a "Reject Error Response Message" from MSP.

Criminal History Records - MJUD Screen Fields

Field Name	Field Name Translation (in bold) and Information needed	Format
Type of Entry:	**Modify Judicial Disposition**	MJUD (field is populated by JIS)
JUDORI: (53)	**Court ORI Number** Originating agency	MI630995J (field is populated by JIS)
CIRORI: (235)	**Circuit Court ORI Number** If *CDC:* code BOC is used, this field identifies the circuit court to which the case is bound over.	MI630223J
CTD: (221)	**Court Transaction Date** Date of Conviction or Dismissal	20070511
CFN: (54)	**Court File Number** Court Case Number	07-1234
NAA: (199)	**Name at Arrest** Name of defendant at time of arrest	SMITH/JOHN/ROY/JR SMITH/JOHN/ROY/ SMITH/JOHN//
SID: (50)	**State Identification Number** Unique identifying number for the defendant	1234567K
CTN: (200)	**Criminal Tracking Number** Twelve digit number assigned by the prosecutor's office. No alpha characters allowed.	630312345601
TCN: (244)	**Transaction Control Number** Eleven digit number generated by the police department at time of arrest when Live Scan prints are done. An alpha character may be at the beginning or end.	85434543458
OCA: (15)	**Police Incident Number (*PIN* field on CAS screen = *OCA:* field on MJUD screen)** Incident number assigned by police agency. This field is populated if you use MJD hop code and the *PIN* field is filled in on Case Entry (CAS) screen.	1234567890
CCN: (209)	**Court Charge Number** The count number for the case.	1, 2, 3, etc. 001, 002, 003, etc.
ORF: (222)	**Ordinance Flag** A "YES" indicator means the local ordinance charge corresponds to a state statute	BLANK or Y (Yes)
GOC: (216)	**General Offense Character** A code which further describes the final offense as **A**TTEMPTED, **C**ONSPIRACY, or **S**OLICIT	BLANK, A, C, or S
CIT: (220)	**PACC Charge Code** The valid PACC Code for the final charge. Replace period in code with a slash "/"	750/81A 257/6251-A
CDC: (223)	**Court Disposition Code** CHR based disposition code	See table on page 4-50 or Appendix F
CSR: (224)	**Court Sentencing Remarks** Maximum of 90 characters to provide summary of sentence imposed	F/C/R $250/PROB 12 MO

2010/1 Release:
ECIT: (*246:*) field added. Used for enhanced PACC Code. See 2010/1 Release Announcement for details.

MJUD Entry Guidelines

1. The Court Charge Number *(CCN:)* is mandatory if any of the following information on the charge is to be modified: General Offense Character (*GOC:),* PACC Charge Code *(PACC:),* Ordinance Flag (*ORF:),* Court Disposition Code *(CDC:),* and Court Sentencing Remarks (*CSR:)*.

2. An "@" symbol is used to delete the data on file for General Offense Character (*GOC:)*, Ordinance Flag (*ORF:)*, and Court Sentencing Remarks (*CSR*:). This will leave the data field blank.

3. New data in the Court Sentencing Remarks (*CSR:)* will replace the previous information entered for *CSR:*. There is a limit of 90 characters in this field.

4. Upon successful completion of a deferral status, report the Court Transaction Date (*CTD:*) as the current date. (See item 6 and 7 on page 4-51, EJUD Entry Guidelines, for further details on deferrals)

5. Upon a violation of deferral status, the conviction disposition date entered on the Disposition screen (DSP) in the Traffic/Criminal Subsystem is the date of the violation. However, the Court Transaction Date (*CTD:)* for CHR purposes should be the **original** disposition date entered for the deferral status with a conviction disposition code in the Court Disposition Code (*CDC:)* field. If you use the MJD hop code, the original *CTD:* date will populate the field. (See item 6 and 7 on page 4-51, EJUD Entry Guidelines, for further details on deferrals)

6. When the supervision period is violated ~~or completed~~ for a delayed sentenced under MCL 771.1, use the MJUD screen ~~to either revoke the delay, dismiss the case or nolle prosequi.~~ If the delayed sentence was revoked, enter the sentence terms in the Court Sentencing Remarks (*CSR:*) field. ~~If the case is dismissed or nolle prosequi has been entered, remove the comments originally entered in the *CSR:* field by using the @ symbol~~.

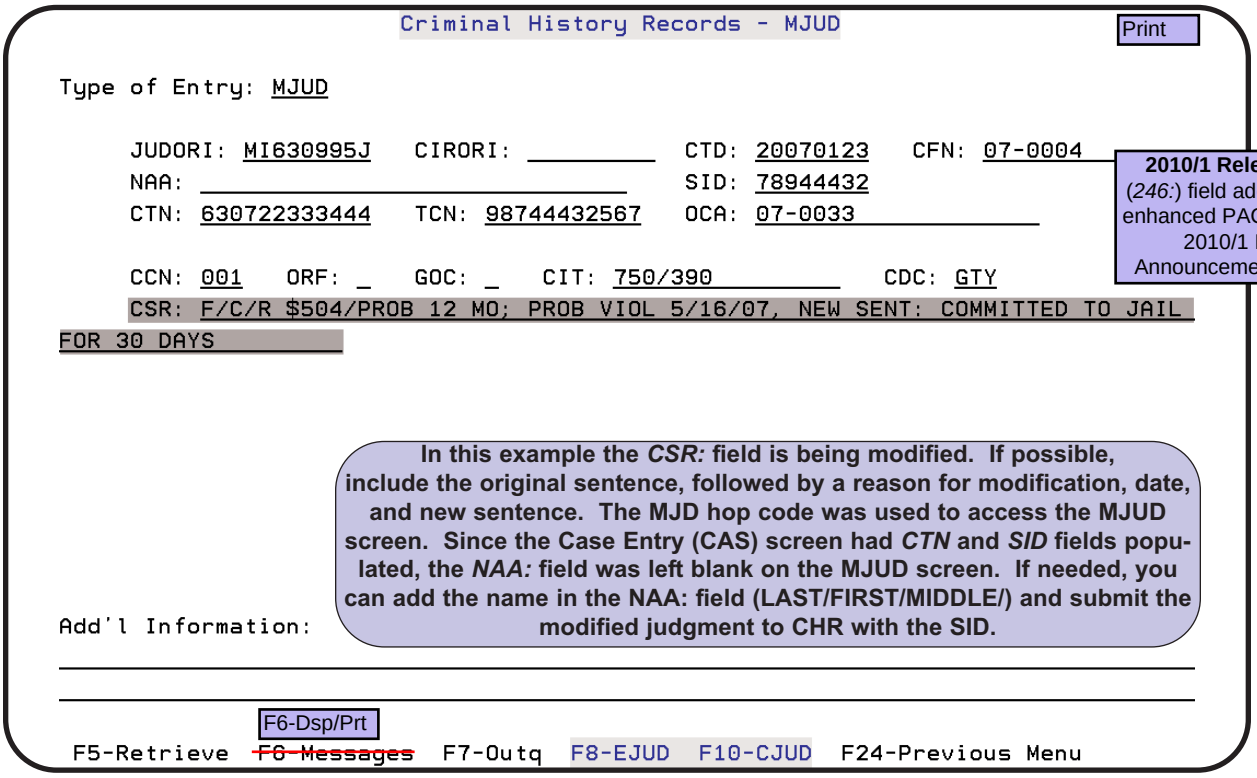
The Delayed Sentence information below is from **Frequent Issues Regarding Court Disposition Reporting to MSP** distributed by the Michigan State Police, January 14, 2009:

Transmit (EJUD) the adjudication of guilt (plea taken) and any conditions of the delay such as probation and monetary assessments to MSP. The court may include in the sentencing remarks, "sentence delayed until (date)". *Do not* include any sentence terms.

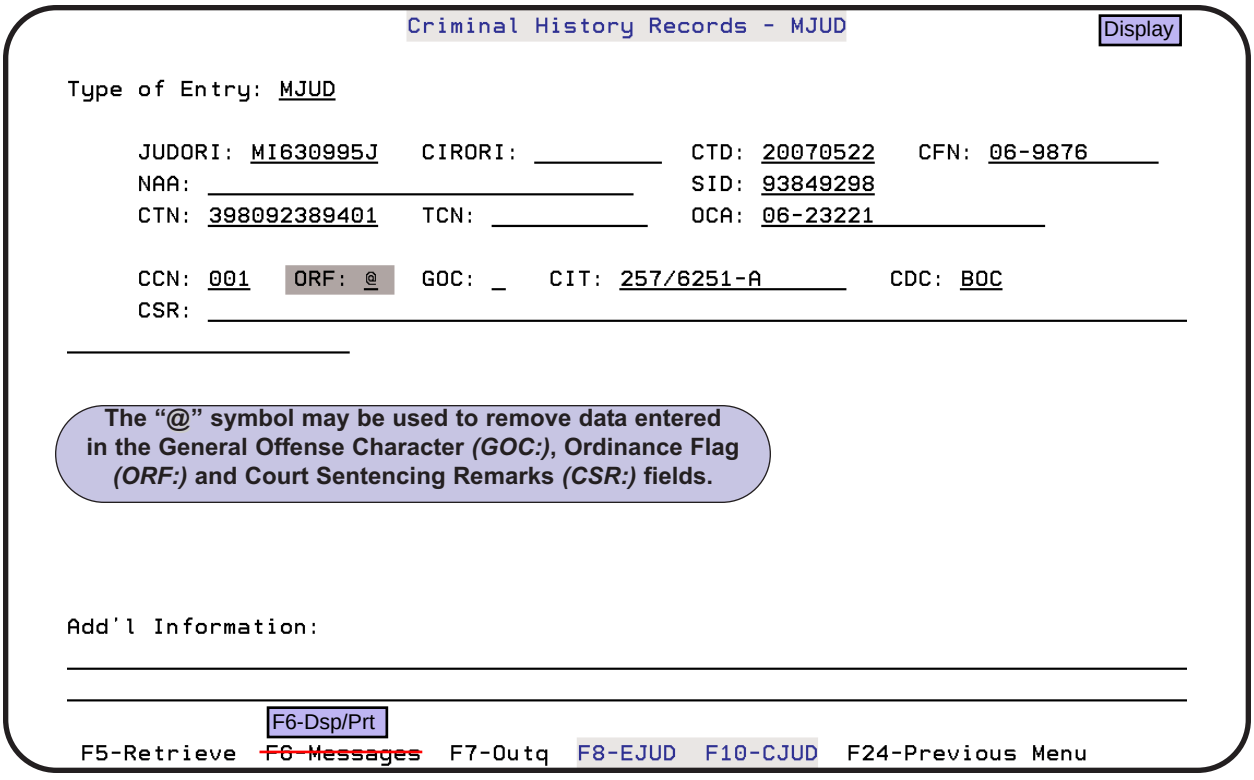
When the probation period is completed, update the CCH using your **MJUD** screen enter the sentence terms in the court sentence remarks field if the delayed sentence was unsuccessful.

Refer to the SCAO chart Deferred Judgment of Guilt and Delayed Sentence for Adult Offenders; Comparison of Processing for further information.

Examples: MJUD Entry

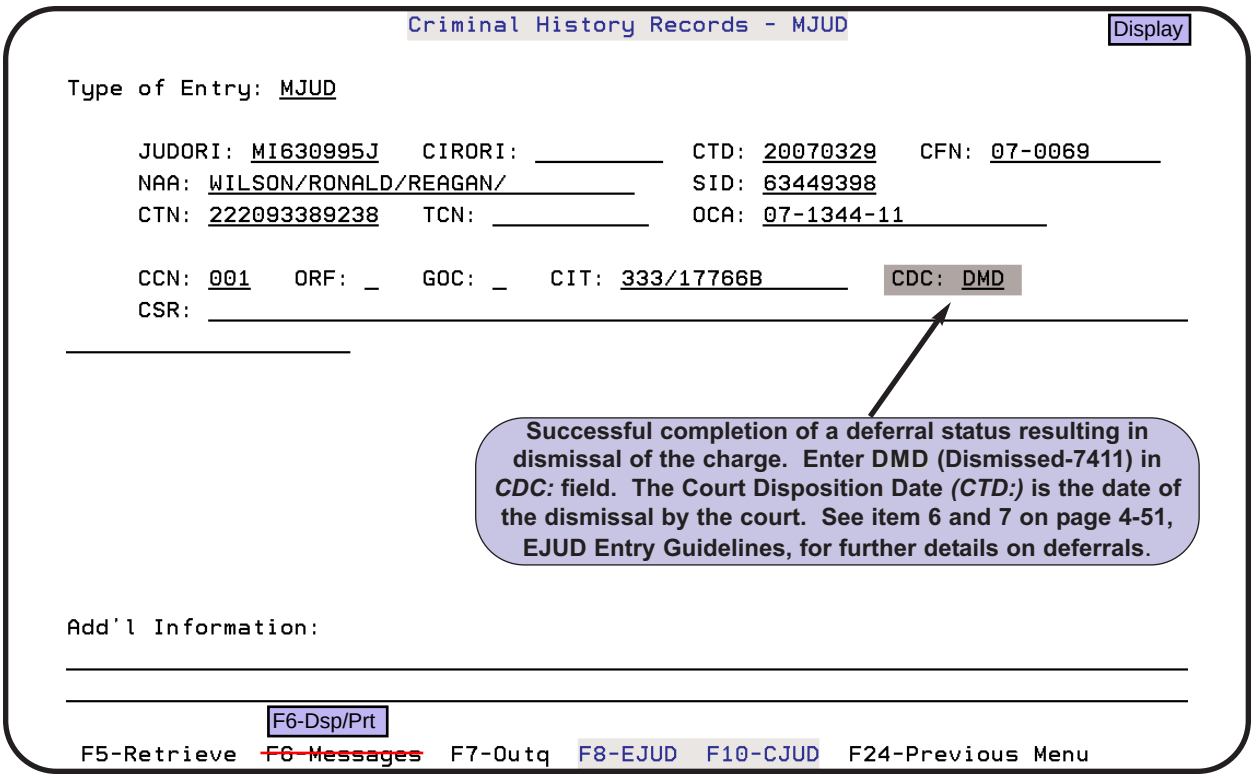


MJUD entry using the Criminal Tracking Number *(CTN:)* and State Identification Number *(SID:)*



MJUD entry - removing data in Ordinance Flag *(ORF:)* field

MJUD Entry examples, continued



MJUD entry - changing deferred disposition to a dismissed disposition

CHR - Cancel Judgments (CJUD)

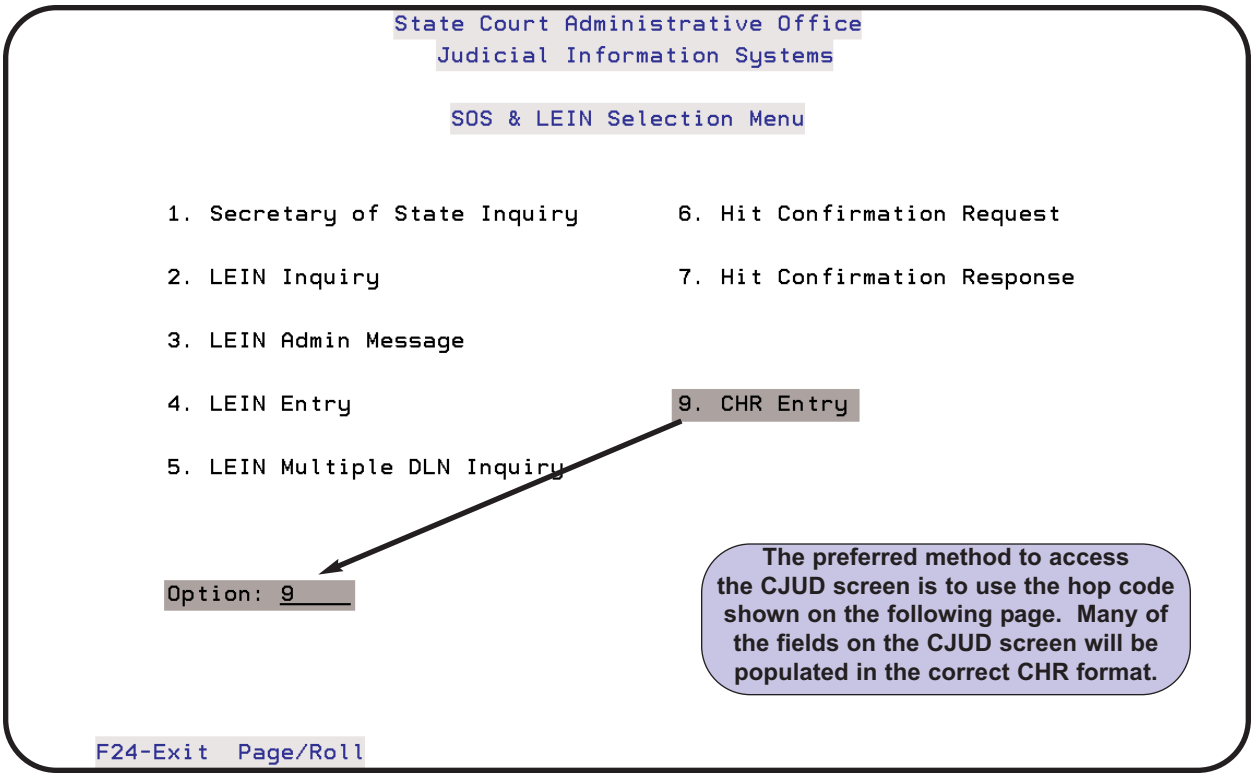
Use the Criminal History Records - CJUD screen to cancel the judicial portion of a previously recorded disposition to Michigan State Police Central Records. Court cancellation of a judicial record is limited to the purpose of correction of data entered. Every effort must be made to re-enter the correct information as soon as possible after the delete process.

Access the Criminal History Records - CJUD screen as follows:

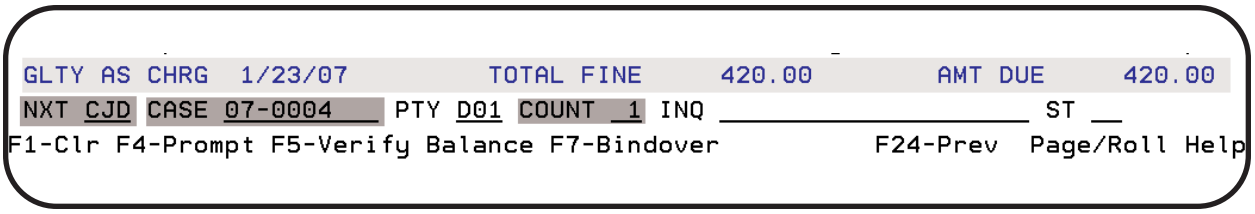
- On the **SOS & LEIN Selection Menu**, type **9 (CHR Entry)** or **CJUD** in the *Option:* field. Press **ENTER**.
- Press **F10-CJUD** on the EJUD screen.

- OR -

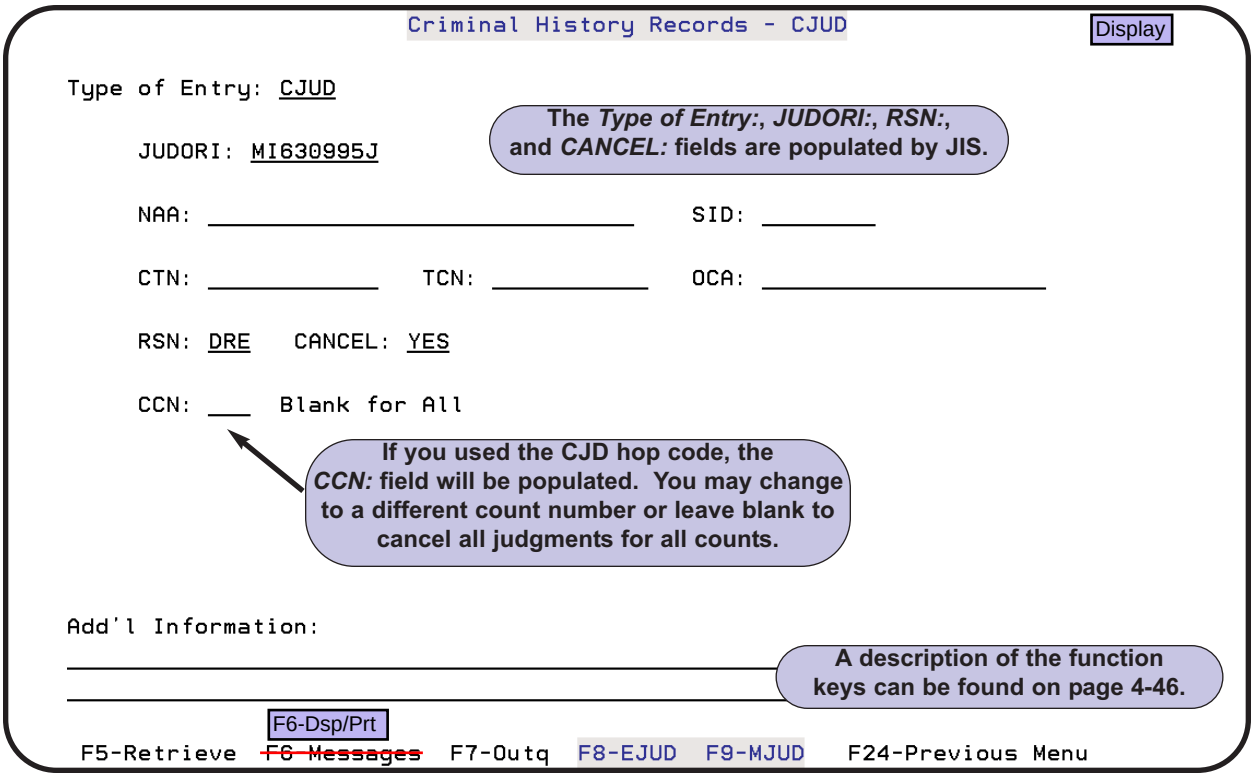
- In the Traffic/Criminal or Probation subsystem, type **CJD** on the hop line in the *NXT* field, the case number in the *CASE* field, and the count number in the *COUNT* field. If you are not count specific, the *CCN:* field on the CJUD screen will be populated with 001. Press **ENTER**. Many fields on the CJUD screen will be populated and in the correct format for submission to CHR.



Accessing the Criminal History Records - CJUD screen from the SOS & LEIN Selection Menu



Using Hop code CJD from Traffic/Criminal Disposition (DSP) screen



Criminal History Records - CJUD screen

The fields in the CJUD screen above (except *Add'l Information:*) are described in the table on the following page. The scan line numbers are not shown on this screen, but are included in the table to assist you when reviewing CHR responses. The *Add'l Information:* field is used to add information for scan lines that are not available on the screen. If this field is used, a period is required at the end.

Press **ENTER** to submit the entry to CHR. A response from MSP will be sent to your printer indicating if the entry was accepted or rejected. This response does **not** update the Register of Actions for the case. See page 4-65 for further information regarding a "Reject Error Response Message" from MSP.

Criminal History Records - CJUD Screen Fields

Field Name	Field Name Translation (in bold) and Information needed	Format
Type of Entry:	**Cancel Judicial Disposition**	CJUD (field is populated by JIS)
JUDORI: (53)	**Court ORI Number** Originating agency	MI630995J (field is populated by JIS)
NAA: (199)	**Name at Arrest** Name of defendant at time of arrest. Either *NAA:* or *SID:* must be entered, not both.	SMITH/JOHN/ROY/JR SMITH/JOHN/ROY/ SMITH/JOHN//
SID: (50)	**State Identification Number** Unique identifying number for the defendant. Either NAA: or SID: must be entered, not both.	1234567K
CTN: (200)	**Criminal Tracking Number** Twelve digit number assigned by the prosecutor's office. No alpha characters allowed.	630312345601
TCN: (244)	**Transaction Control Number** Eleven digit number generated by the police department at time of arrest when Live Scan prints are done. An alpha character may be at the beginning or end.	85434543458
OCA: (15)	**Police Incident Number (*PIN* field on CAS screen = *OCA:* field on CJUD screen)** Incident number assigned by police agency. This field is populated if you use CJD hop code and the *PIN* field is filled in on Case Entry (CAS) screen.	1234567890
RSN: (201)	**Reason** Reason code for the cancellation. The only valid reason is Delete and Re-enter.	DRE (field is populated by JIS)
CANCEL: (26)	**Cancel** Cancel the judgement	YES (field is populated by JIS)
CCN: (209)	**Court Charge Number** The count number for the case or leave blank for all counts	1, 2, 3, etc. 001, 002, 003, etc. BLANK FOR ALL COUNTS

CJUD Entry Guidelines

1. By entering **YES** in the *CANCEL:* field (field is populated by JIS), the entire judicial segment for the Court Charge Number (*CCN:)* chosen is deleted. If the *CCN:* field is left blank, judicial segments for all counts will be deleted.

2. Only judicial records entered by the court may be cancelled by the court.

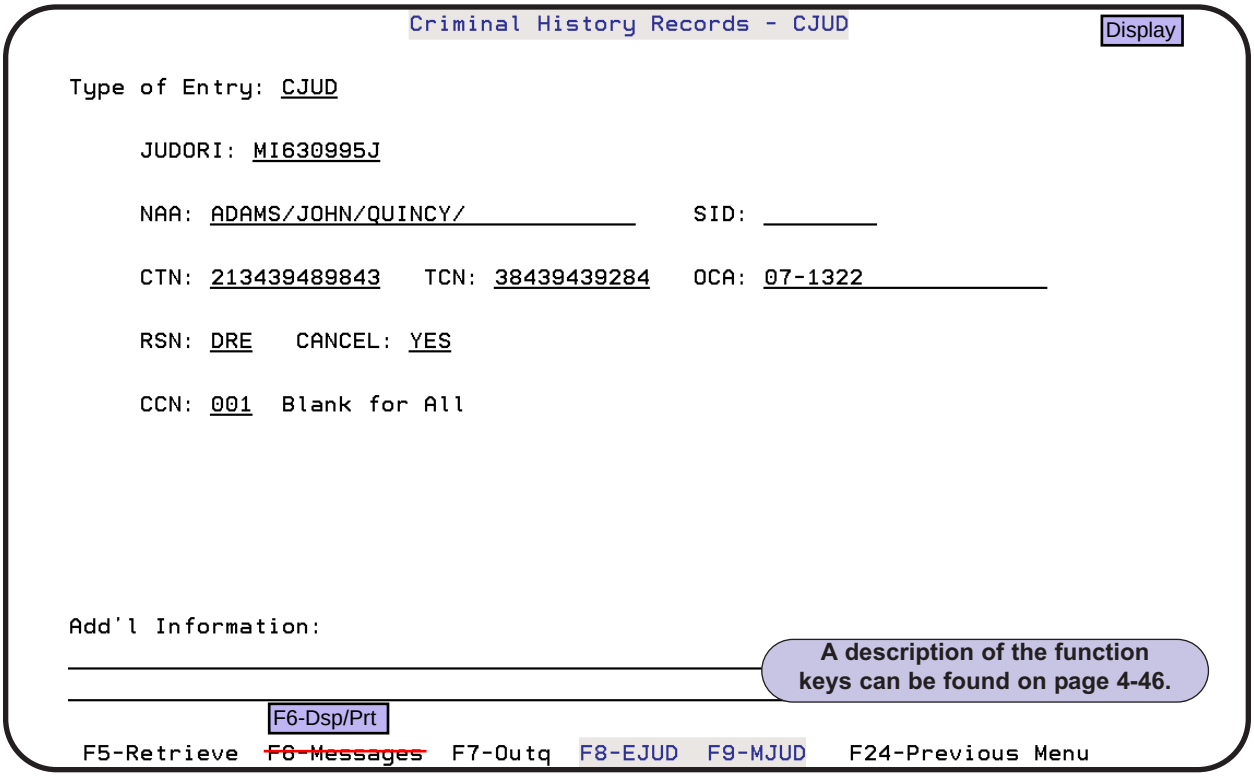
3. Each transaction must have the "Delete and Re-enter" reason code **DRE** in the *RSN:* field. This field is populated by JIS when the CJUD screen is accessed.

4. Disposition reporting for MCL 600.1076, Drug Treatment Court, must be submitted manually to MSP for entry on the Criminal History Record. The Order of Probation, DC243, and Motion and Order for Discharge from Probation, MC245, are used for this purpose. This cannot be entered electronically at the present time.

5. If an order is entered setting aside a conviction, submit a paper copy of the court order (MC228, Order on Application to Set Aside Conviction) to MSP. This cannot be entered electronically at the present time.

6. It is recommended that the court cancel a judicial record having a disposition of bench warrant issued (BWI) when the subject is apprehended and scheduled for court. After sentencing, the appropriate Court Disposition Code *(CDC:)* can be re-entered using the EJUD screen.

Example: CJUD Entry



Cancel Judicial Disposition (CJUD) entry

CHR - Reject Error Response Messages

In some instances when transmitting an EJUD, MJUD or CJUD you may receive a "Reject Error Response Message" from the Michigan State Police (MSP). If you are not able to determine a resolution to the error, you can contact MSP for assistance.

When contacting MSP for resolution, send an email to MSP-CourtRej@michigan.gov and include the complete "Reject Error Response Message" along with the following information:

- Defendant name
- Date of birth
- Criminal Tracking Number (CTN)
- Transaction Control Number (TCN)/Police Incident Number (OCA)

If email is not available, fax the error response message to 517-322-6288, Attention: Electronic Reject Resolution. Include a cover sheet with your name, phone and fax number.

Sex Offender Registration

The Michigan Sex Offender Registry (SOR) is a database containing the names, addresses, and listed offense information of all persons in Michigan convicted of certain sexual offenses. The complete SOR is **only available for law enforcement purposes.**

The ability to enter or modify SOR records via LEIN was disabled by the Michigan State Police (MSP) in November 2007 and replaced by a new SOR system through the MiCJIN portal. Contact MSP for further details.

Public Sex Offender Registry

Similar to the SOR, the Public Sex Offender Registry (PSOR) is a **database available to the public** containing the names, addresses and listed offense information of persons in Michigan convicted of certain sexual offenses after October 1, 1995, or under the supervision of the Michigan Department of Corrections for a listed offense on October 1, 1995. In 1999, as a result of Public Act 85, the PSOR became available online at **http://www.mipsor.state.mi.us/**, allowing for searches by zip code or name and approximate age to identify registered sex offenders.

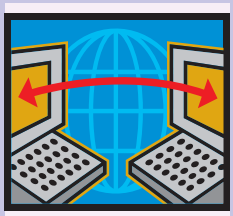
Sex Crimes that Qualify for Registration

See MCL 28.722 for listed offenses that require registration. If the defendant is convicted under a local ordinance, the court must determine which of the listed offenses under MCL 28.722 substantially corresponds to the local ordinance and enter that offense and PACC code.

LEIN TAC SELECTION

5

This chapter will describe how the Terminal Agency Coordinator (TAC) will certify LEIN Operators, validate warrants, and obtain a history log of criminal history inquiries.



Accessing the LEIN TAC Selection Menu

The three ways to access the LEIN TAC Selection Menu are:

- On the **District Court System** menu type option **5 (SOS/LEIN)** in the *Option:* field. Press **ENTER**. (*EXAMPLE 1*)
- On the hop line from any screen, type **SOS** in the *NXT* field and press **ENTER** (*EXAMPLE 2*). The **SOS & LEIN Selection Menu** on the following page will display.
- An option on a "personalized" menu.

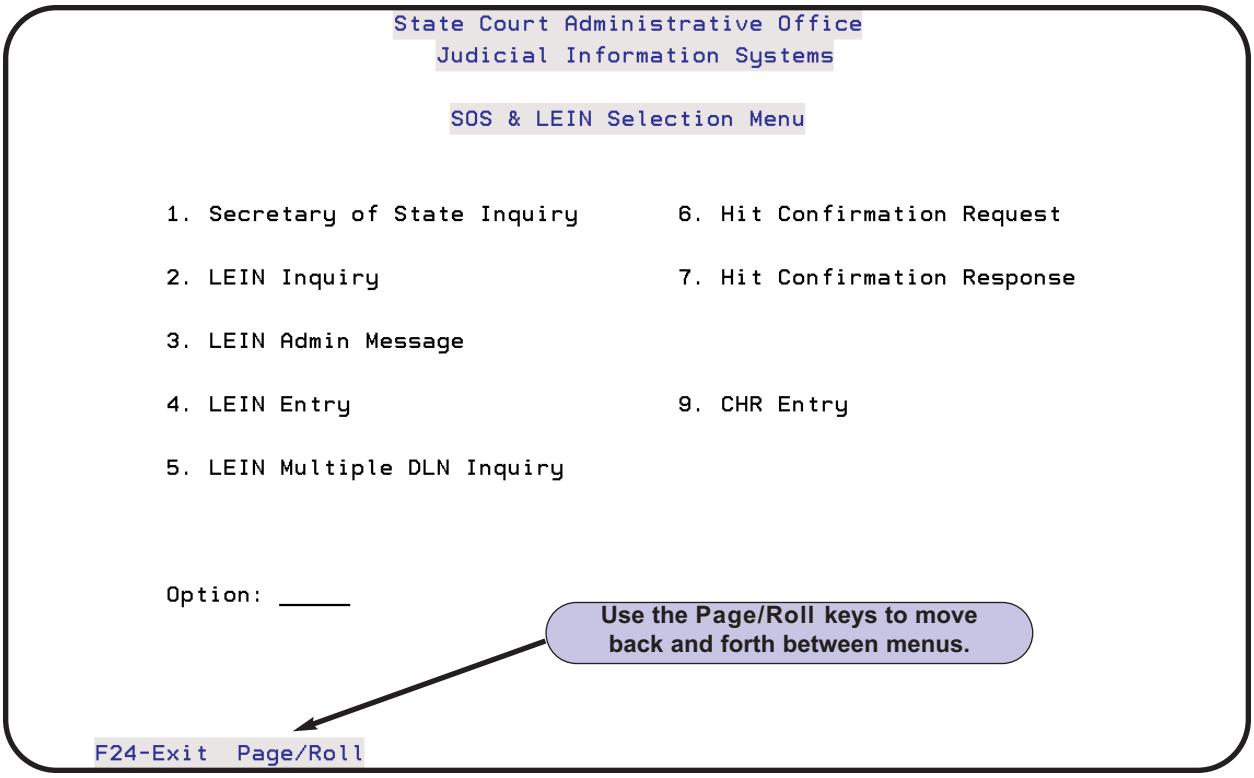
EXAMPLE 1

```
SUNNY SPRINGS          State Court Administrative Office

                       District Court System

     Select one of the following Subsystems:

                          1. Traffic/Criminal
                          2. Civil
                          3. Cash
                          4. Probation
                          5. SOS/LEIN

     Option: 5

F24-Previous Menu
```

EXAMPLE 2

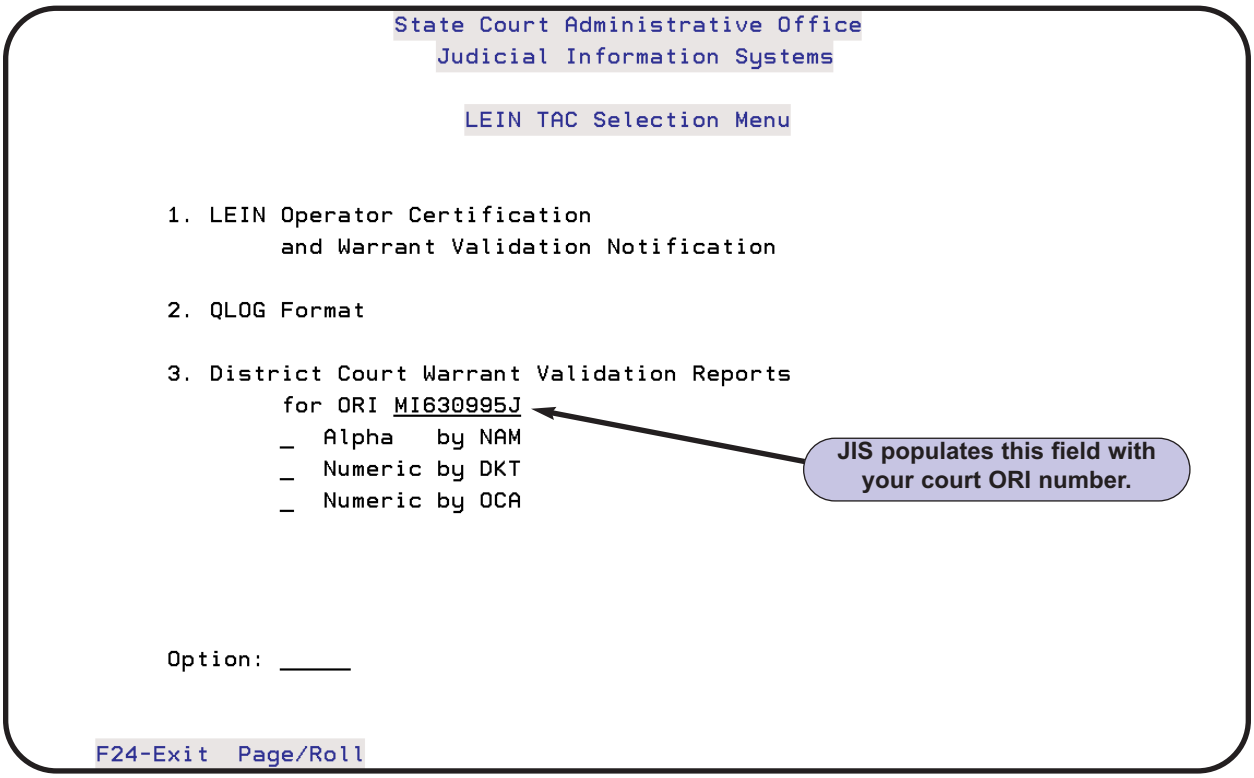
```
NXT SOS CASE _____ PTY ___ COUNT __ INQ _____ ST __
```

The fields at the bottom of screens are commonly referred to as the hop line.



SOS & LEIN Selection Menu

Once you are on the **SOS & LEIN Selection Menu**, press **Page/Roll** to display the **LEIN TAC Selection Menu**.



LEIN TAC Selection Menu

Function Keys: LEIN Certification Registration, Warrant Validation, and QLOG Format screens

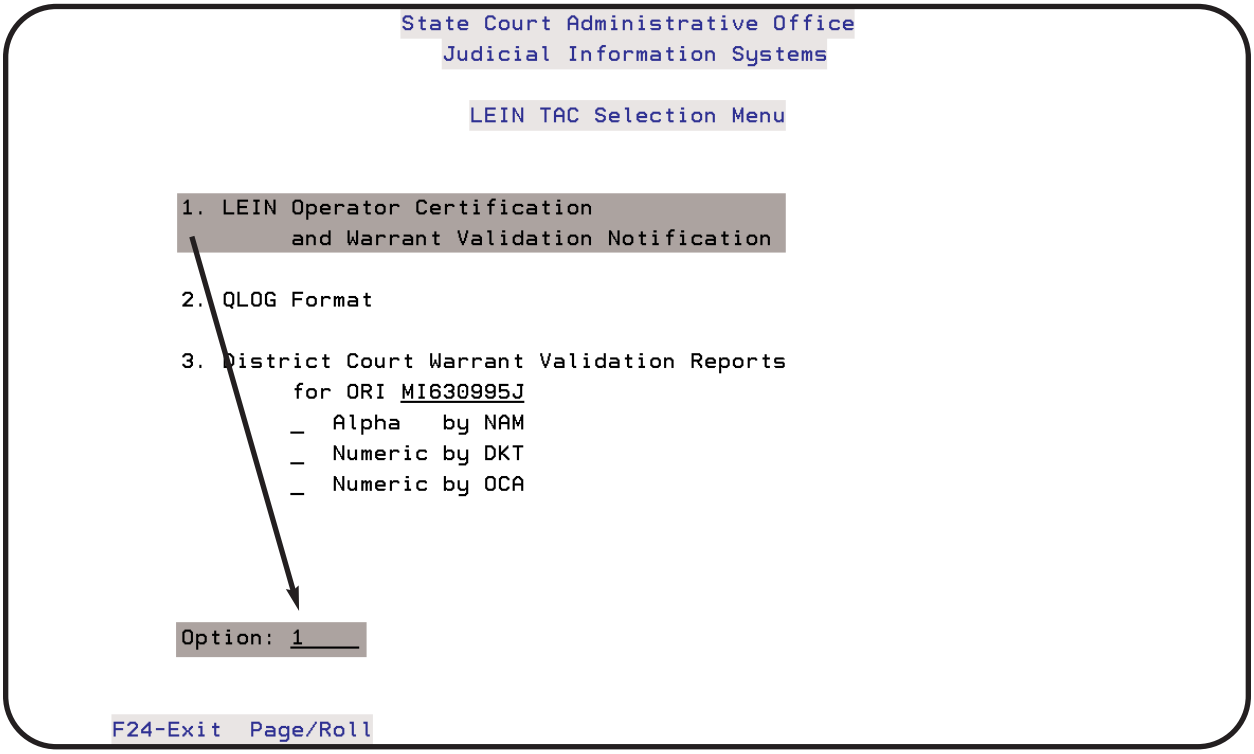
Function Key	Description
F5-Retrieve	Retrieve information from last request if you have not left the screen
F6-Dsp/Prt	Go to Display Messages screen when you have a MW (message waiting) at bottom of screen See page 2-4
F7-Outq	Display the Work with Output Queue screen and determine the status of responses See page 2-4
F8-Validate Warrants	Go to the LEIN - Warrant Validation screen
F9-Certify	Send on-line validation to LEIN
F12-Line #'s	Convert literal field names to scan line numbers
F24-Previous Menu	Return to the **LEIN TAC Selection Menu**

LEIN Operator Certification (CER)

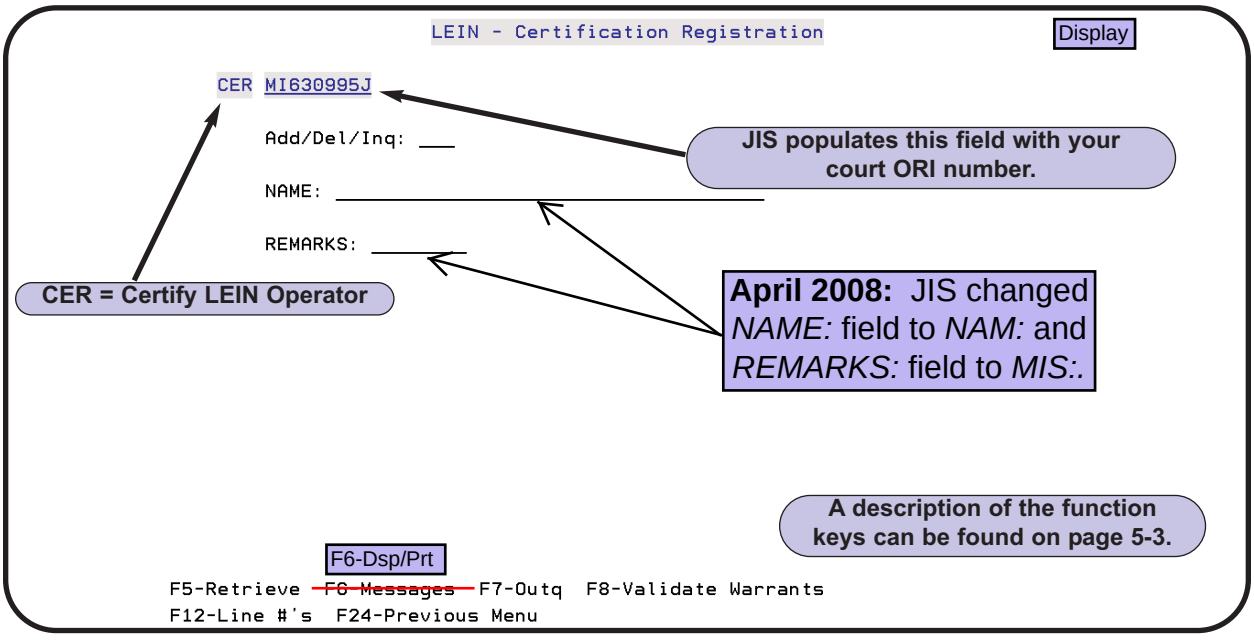
If you are the Terminal Agency Coordinator (TAC), you can add or delete a certified operator or inquire about a certified operator. Further information on operator certification can be found in Section ~~1.18~~ of the LEIN Operations Manual.

October 2009: Changed to Section 1.14.

- On the **LEIN TAC Selection Menu**, type **1 (LEIN Operator Certification and Warrant Validation Notification)** or **CER** in the *Option:* field. Press **ENTER**.



Accessing LEIN - Certification Registration screen from the LEIN TAC Selection Menu

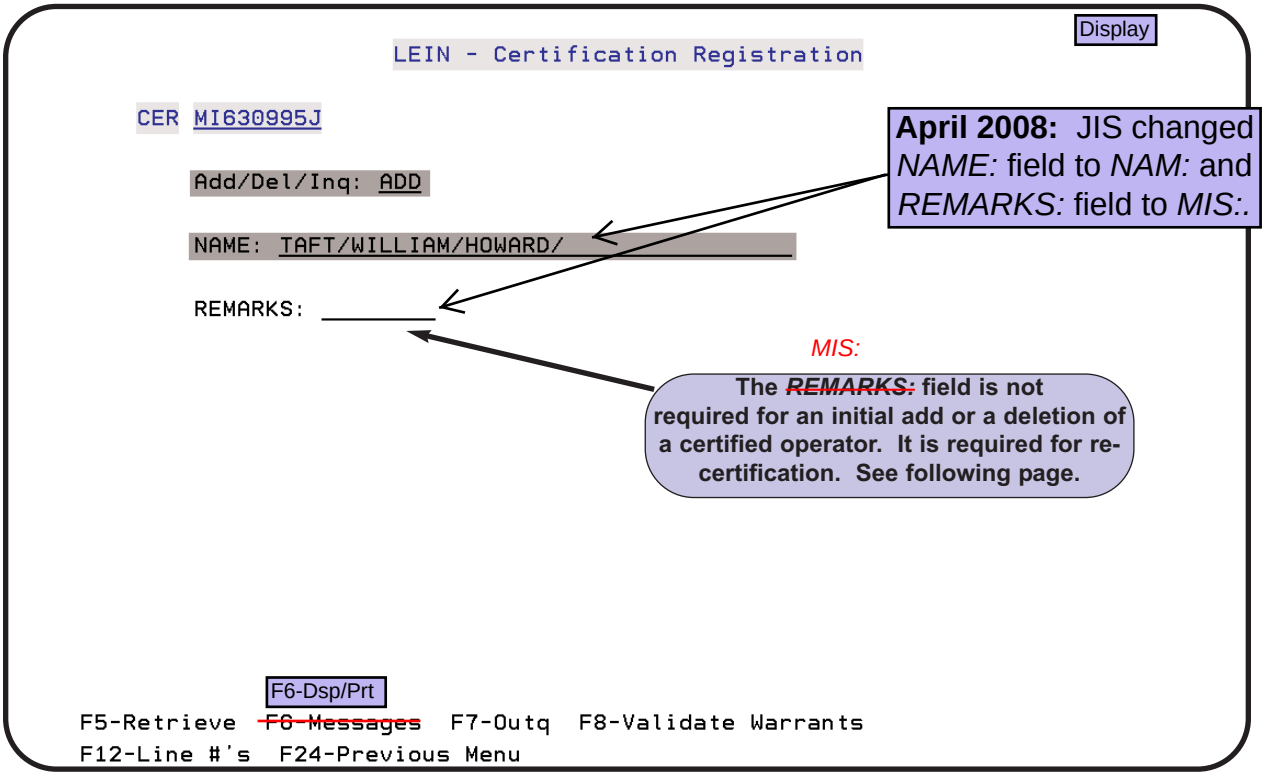


LEIN - Certification Registration screen

You have three options on the LEIN Certification Registration screen. These are entered in the *Add/Del/Inq:* field.

- **ADD** - Add a new certified operator
- **DEL** - Delete a certified operator
- **INQ** - Inquire about a certified operator or all certified operators

An example of adding an operator is given below. Three slashes (/) are required in the *NAM:* field. Press **ENTER** to send to LEIN.



Adding a new certified LEIN operator

Inquiry on All Certified LEIN Operators

Besides doing an individual inquiry, the Terminal Agency Coordinator can do an inquiry and receive a response containing all the certified users in the court.

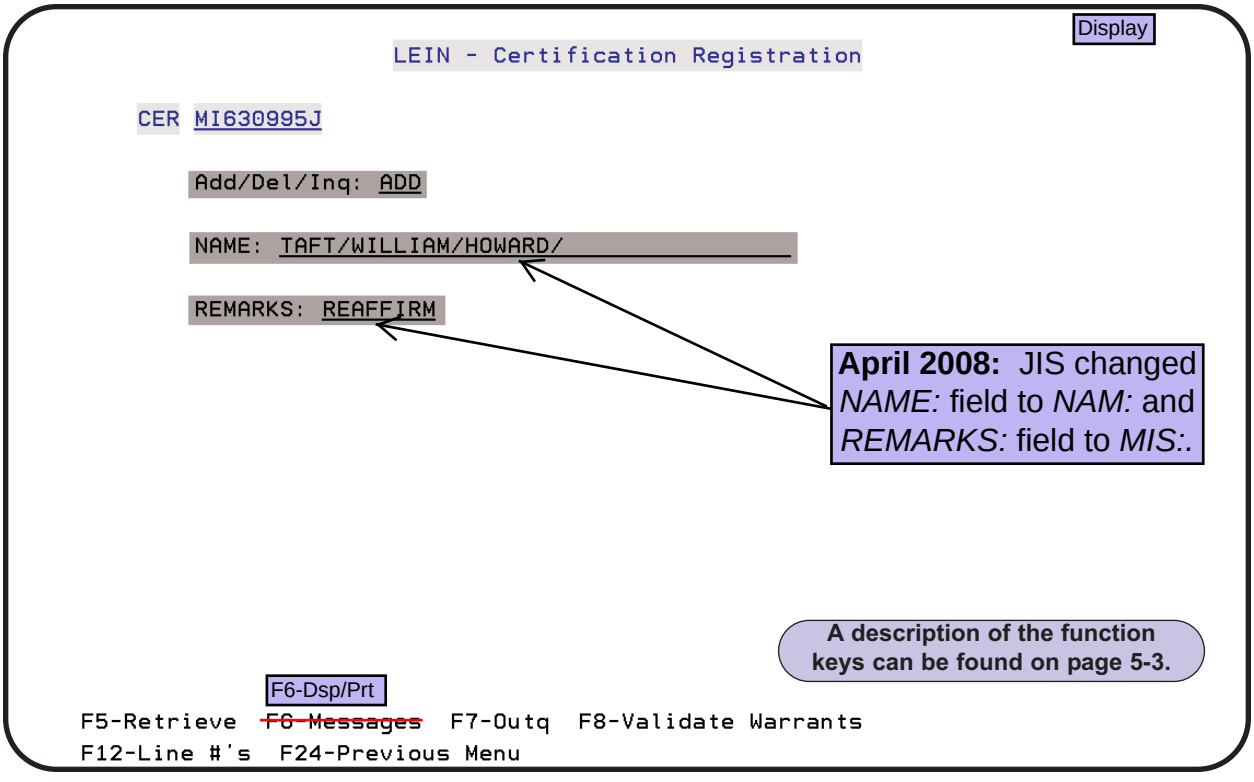
- Type **INQ** in the *Add/Del/Inq:* field
- Type *///* (three slashes) only in the *NAM:* field
- Press **ENTER**

Re-certification of LEIN Operators

LEIN requires that operators be re-certified every two years. When re-certifying a LEIN operator, go to the LEIN - Certification Registration screen and proceed as follows. An example is given below.

- Type **ADD** in the *Add/Del/Inq:* field
- Type the operator's name in the *NAM:* field. Three slashes (/) are required.
- Type **REAFFIRM** in the *MIS:* field
- Press **ENTER**

NOTE: If you are re-certifying **ALL** LEIN Operators at once, take the same steps above, but leave the *NAM:* field blank.

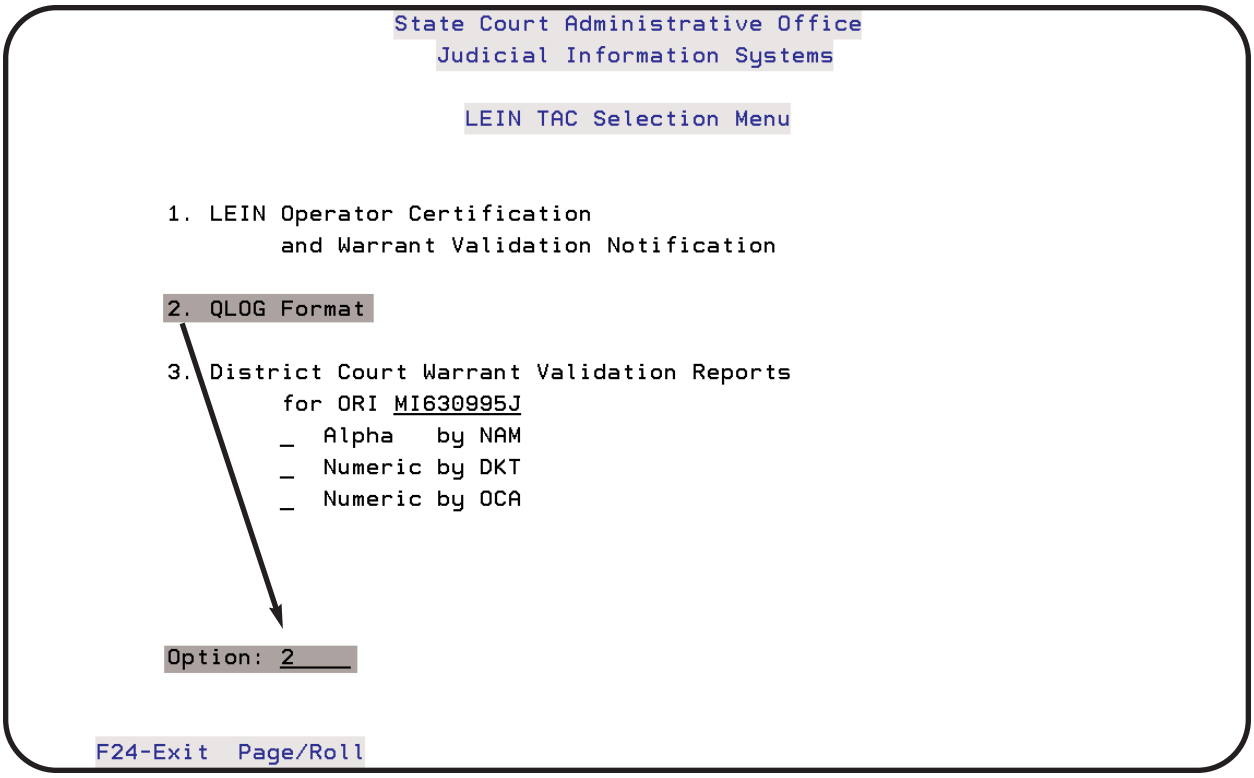


Re-certifying a LEIN operator on the LEIN - Certification Registration screen

History Log of CHR Inquiries (QLOG)

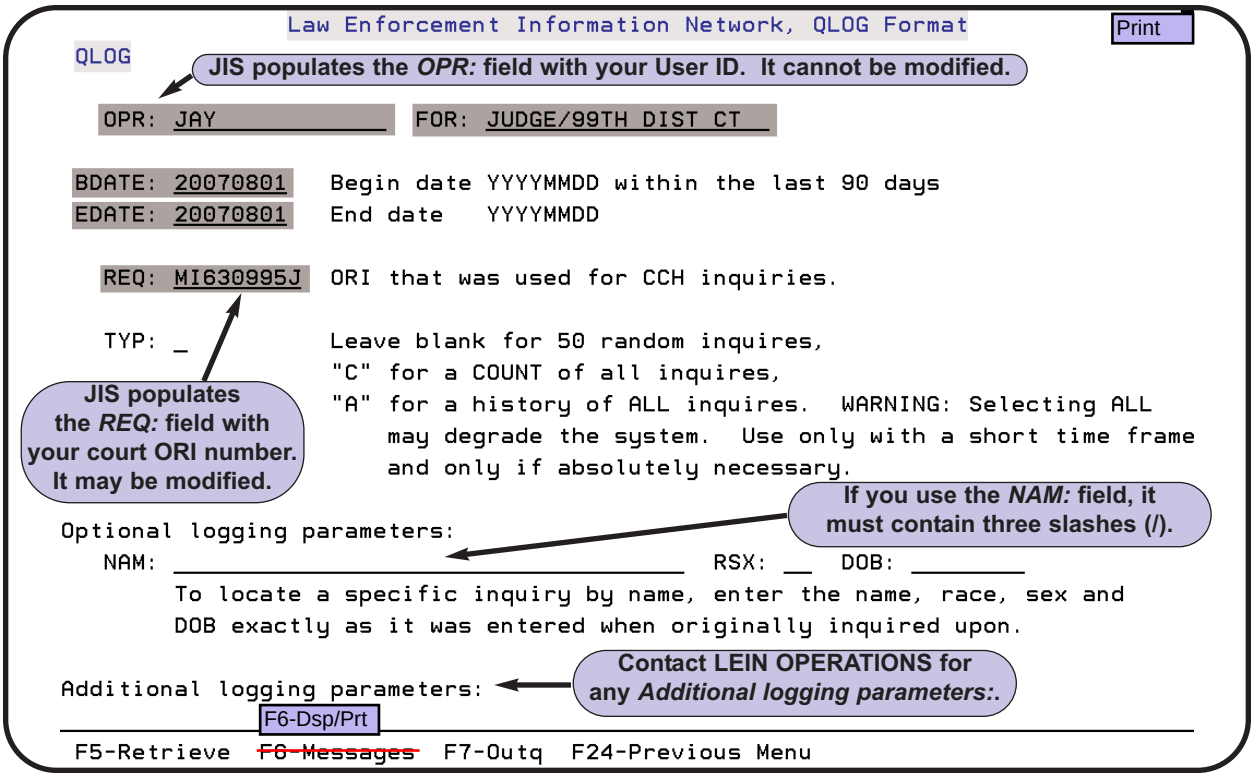
The QLOG Format screen is used to get a history of the number or type of requests for criminal histories made by your court. This log is used by LEIN auditors and the court Terminal Agency Coordinator to monitor the kinds of requests being made.

- On the **LEIN TAC Selection Menu**, type **2 (QLOG Format)** or **QLOG** in the *Option:* field. Press **ENTER**.



Accessing the QLOG Format screen from the LEIN TAC Selection Menu

An example of a QLOG inquiry for August 1, 2007 is given below. The required fields are shaded. The beginning date must be within the last 90 days. Press **ENTER** to submit the QLOG inquiry to LEIN.



QLOG Format screen - required fields are shaded

On-line Warrant Validations (VLN)

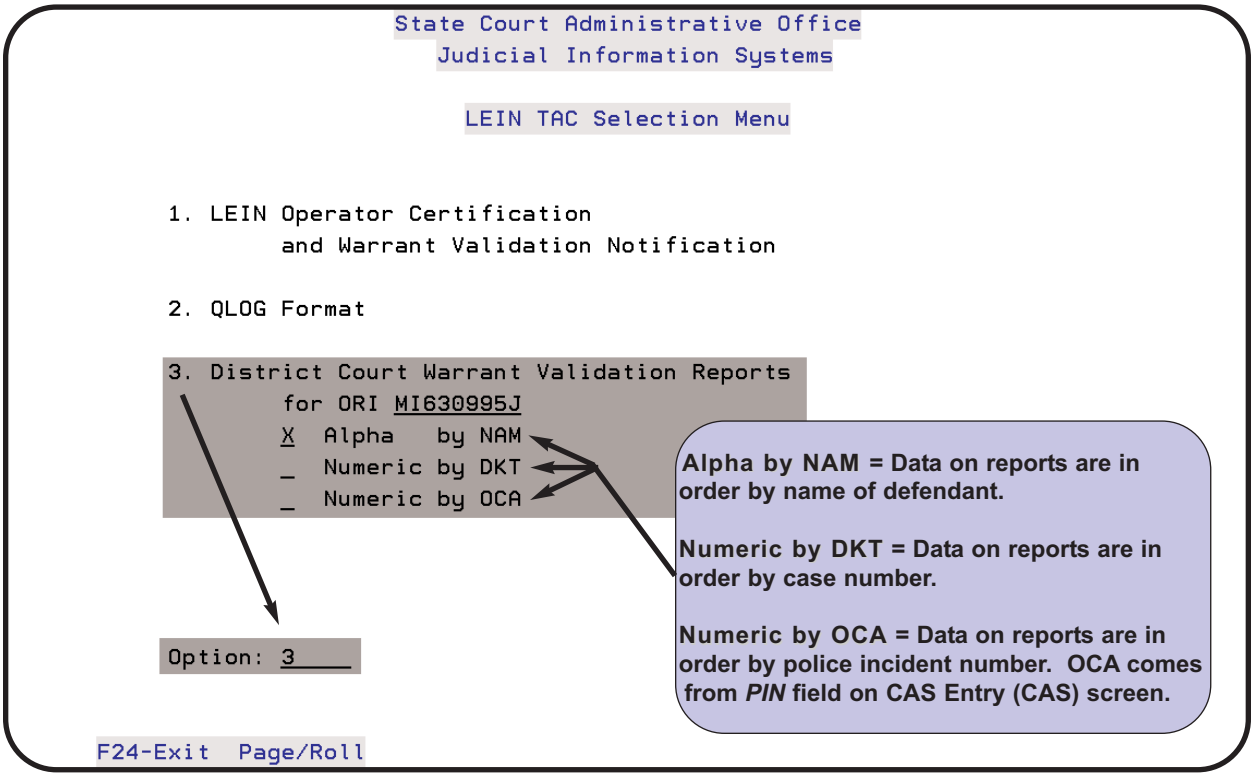
Courts that enter their own warrants into LEIN/NCIC are required to validate these warrants monthly.

1. An Administrative Message is sent by JIS to the court on the Tuesday between the 11th and 17th of each month informing the court that a file containing their warrants is available. The validation month is three months prior to the current month. An example of the message sent by JIS is given below.

```
A MI630995J MI130035J

FROM:  State Court Admin Office, JIS-OPERATIONS
TO:    WARRANTS DEPT, 10TH JUDICIAL DISTRICT
REF:   MONTHLY WARRANT VALIDATION FILE

AFTER 8:15 AM TOMORROW, A FILE CONTAINING ALL OF YOUR COURTS ACTIVE
WARRANTS WILL BE AVAILABLE ON YOUR LOCAL COMPUTER SYSTEM.

AT THAT TIME PLEASE REQUEST FROM PAGE 2 OF THE LEIN MENU

      3.    District Court Warrant Validation Reports

AUTH:  GREG CAILLOUETTE, JIS OPERATIONS
```

JIS Administrative Message to Courts - Warrant File available

2. On the LEIN TAC Selection Menu, type an **X** next to the report format (*Alpha by NAM*, *Numeric by DKT*, or *Numeric by OCA*) you want generated. Type **3** in the *Option:* field and press **ENTER**. See the example below.



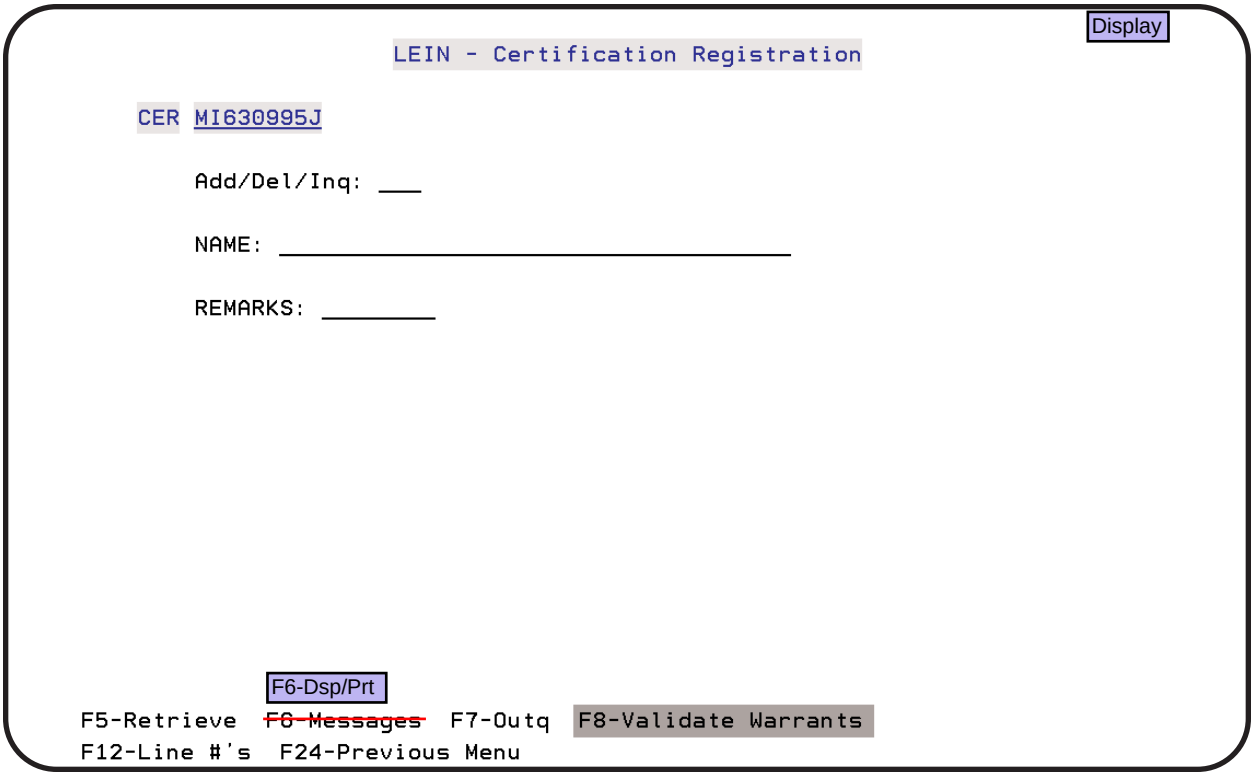
Request Warrant Validation Reports with an X next to report format and option 3

After making the report request, the four sets of reports listed below will be available in the court defined output queue to print. Use these lists to verify the warrants for the court.

	User Data
Warrants - All	ALL WARNTS
Warrants - Month Only	AUG WARNTS (i.e. August Warrants)
Injunctive Orders - All	ALL INJORD
Injunctive Orders - Month Only	AUG INJORD
Errors - All	ALL ERRORS
Errors - Month Only	AUG ERRORS
Reverse Check - All	ALL REVCHK
Reverse Check - Month Only	AUG REVCHK

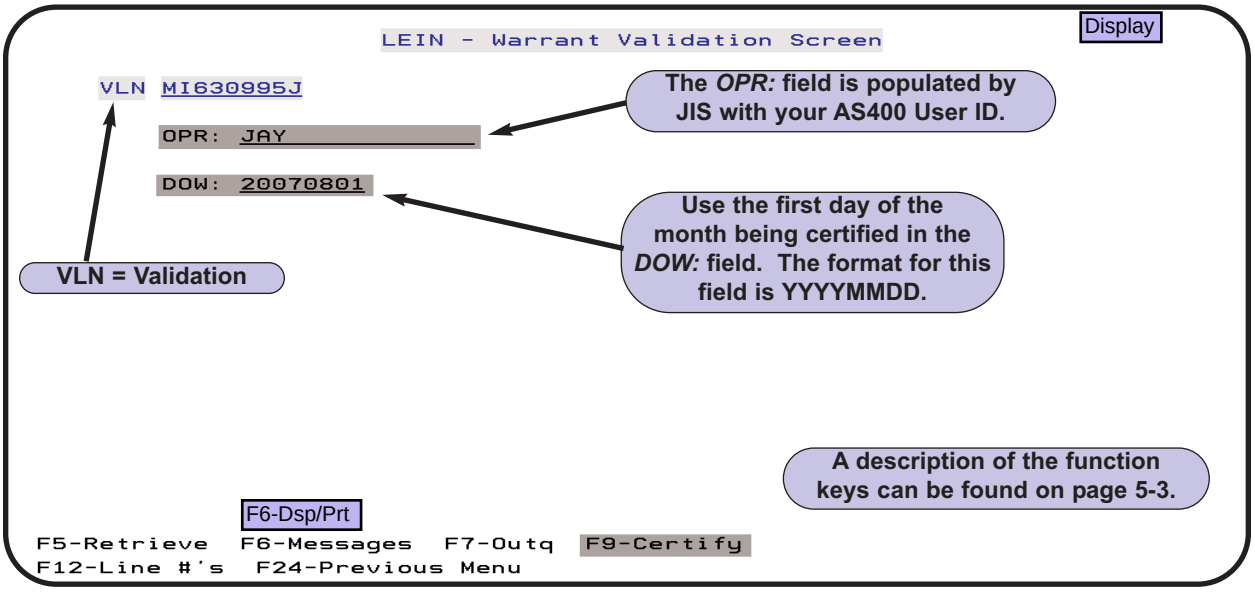
(For the Reverse Check, JIS searches the JIS system for cases in WARRANT status for which there is no warrant entered in LEIN/NCIC. Names that do not match will appear on this report.)

3. The last step in the warrant certification process is the actual on-line validation. Press **F8-Validate Warrants** on the LEIN - Certification Registration screen to display the LEIN - Warrant Validation Screen.



Press F8-Validate Warrants to access the LEIN - Warrant Validation Screen

On the LEIN - Warrant Validation Screen enter the date of the warrants (YYYYMMDD) that are being certified in the *DOW:* field. The day will always be the first day of the certification month. In the example below, August 2007 warrants are being validated. Press **F9-Certify** to submit the validation to LEIN.



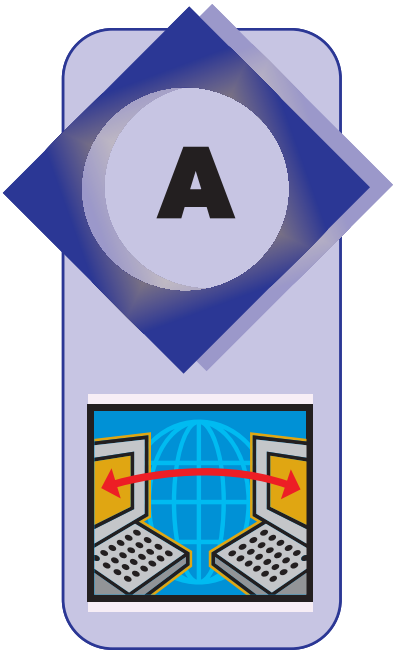
Press F9-Certify to submit warrant validation

A successful validation entry in November 2007 to validate August 2007 warrants would generate replies from LEIN similar to what is shown below.

```
/4021195S36624
A LEIN 37423 3855 11/26/07 0953 LEGACY.
MI630995J

RECORD VALIDATION ENTERED
ORI:MI630995J,   MONTH:08


/4021195S00008
MI630995J

1083 NOVEMBER RECORDS FOUND FOR ORI/MI630995J.
BATCH VALIDATION IS BEING PROCESSED.
```

LEIN response to successful Warrant Validation (VLN) entry

APPENDICES



These appendices are referenced throughout the SOS & LEIN User Guide. You may find it helpful to print some or all of these appendices.

Appendices for SOS & LEIN User Guide

Appendix	Page	Description
A	A-2	Race Codes RSX: (2:) Ethnicity ETN: (100:) Sex Codes RSX: (2:) State Code Abbreviations STA: (10:)
B	A-3	Entry Type ENT: (14:) Pickup Code PKU: (22:) Caution Indicator CAU: (44:) Miscellaneous Identifying Number MNU: (40:)
C	A-4	Hair Color HAI: (5:) Extradition Limitations EXL: (24:) Eye Color EYE: (6:) Additional Offense ADO: (95:) Skin Tone SKN: (59:) Blood Type Codes BLT: (61:)
D	A-5	Secretary of State Codes SOS: (47:)
E	A-6	Commonly Used Charge/Offense Codes OFF: (17:)
F	A-7	CHR - Court Disposition Codes CDC: (223:)
G	A-8	County Codes COU: (75:)
H	A-9	Partial List of Scars, Marks and Tattoos SMT: (60:)
I	A-11	License Plate Type LIT: (28:)
J	A-12	Types of Searches - Inquiries
K	A-13	Purpose of CHR Inquiry PUR: (52:)
L	A-14	LEIN Scan Line/Mnemonic Chart, Numerical by Scan Line
M	A-16	LEIN Scan Line/Mnemonic Chart, Alphabetical by Literal

December 2011: JIS added Additional Offense (*ADO:* or *95:*), Ethnicity (*ETN:* or *100:*) and Extradition Limitation (*EXL:* or *24:*) fields to the LEIN Entries screen. The *ADO:* and *ETN:* fields were not activated for use by LEIN at time of User Guide publication. See page 4-14.

Race Codes
RSX: (2:)

U	Unknown
W	White **(see ETN: below)**
B	Black
A	Asian/ Pacific Islander
I	American Indian/ Alaskan Native

Ethnicity
ETN: (100:)

Optional field to further describe the subject when the subject's race is White.
H - Subject is Hispanic or Latino.
N - Subject is not Hispanic or not Latino.

Sex Codes
RSX: (2:)

M	Male
F	Female
U	Unknown
N	Male referenced to a female
G	Female referenced to a male

***

For persons involved in a sex change process, enter separate records for **Male** and **Female.**

State Code Abbreviations
STA: (10:)

AL	Alabama	MT	Montana
AK	Alaska	NB	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	Dist. of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

Other Common Codes			
US	US Government	MX	Mexico
CN	Canada		
AB	Alberta	ON	Ontario
BC	British Columbia	PE	Prince Edward Island
MB	Manitoba	PQ	Quebec
NK	New Brunswick	SN	Saskatchewan
NF	Newfoundland	NT	NW Territory
NS	Nova Scotia	YT	Yukon Territory

US Territories			
AS	American Samoa	PR	Puerto Rico
GU	Guam	VI	Virgin Islands
CM	N. Mariana Island		

Entry Type
ENT: (14:)

1	Civil Bench Warrant (FTA/ FCJ)
2	Misdemeanor
3	Felony
4	Felony- No Warrant
5	Misc. Want
6	Criminal Bench
7	Civil
8	Material Witness
9	Missing Person
10	Non-Criminal Process
11	Injunctive Order
12	Mental Order
~~13~~	~~Sex Offender~~
14	Juvenile and Adult Probation Order

Pickup Code
PKU: (22:)

0	Will ***not*** pickup
1	Within 25 miles
2	Within 50 miles
3	Within 100 miles
4	Lower Peninsula
5	Upper Peninsula
6	Statewide
7	City Limits - *describe city in MIS:(41:)*

Effective Jun 1, 2002, Pickup Codes of 1-6 will be forwarded to NCIC.

Caution Indicator
CAU: (44:)

C	Caution (see below)
A	Armed & Dangerous
P	Hold for Fingerprints
F	Armed, Dangerous and Protect for Prints

If C is used in CAU: (44:), enter one of the 2-digit codes below. For example, CAU:C/05

00	Armed & Dangerous
05	Violent Tendencies
10	Martial Arts Expert
15	Explosive Expert
20	Abuse Drugs
25	Escape Risk
30	Sexually Violent
50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic
01	Other

Miscellaneous Identifying Number
MNU: (40:)

AF	Air Force Serial Number
AR	Alien Registration Number
AS	Army, National Guard, or Air National Guard Serial Number
CG	Coast Guard Serial Number
MD	Mariner's Document or ID Number
MC	Marine Corps Serial Number
MP	Royal Canadian Mounted Police ID Number
NS	Naval Serial Number
OA	Originating Agency Police or ID Number
PP	Passport Number
PS	Port Security Card Number
SS	Selective Service Number
PI	State Issued Personal ID Number
VA	Veteran's Administration Claim Number
CI	Canadian Social Insurance Number

Hair Color
HAI: (5:)

BLK	Black
BLN	Blond/Strawberry
BLU	Blue
BRO	Brown
GRY	Gray/Partially Gray
GRN	Green
ONG	Orange
PNK	Pink
PLE	Purple
RED	Red/Auburn
SDY	Sandy
WHI	White
XXX	Unknown*

* For Bald/Balding, use **XXX** in *HAI: (5:)* field and **429** in *SMT: (60:)* field.

Eye Color
EYE: (6:)

BLK	Black
BLU	Blue
BRO	Brown
GRN	Green
GRY	Gray
HAZ	Hazel
MAR	Maroon
MUL	Multicolor*
PNK	Pink
XXX	Unknown

* If Multicolor (MUL) is entered, the eye colors should be explained in the *MIS: (41:)* field.

Skin Tone
SKN: (59:)

ALB	Albino
BLK	Black
DRK	Dark
DBR	Dark Brown
FAR	Fair
LGT	Light
LBR	Light Brown
MED	Medium
MBR	Medium Brown
OLV	Olive
RUD	Ruddy
SAL	Sallow
YEL	Yellow

Blood Type
BLT: (61:)

Code	Blood Type
APOS	A Positive
ANEG	A Negative
AUNK	A Unknown
BPOS	B Positive
BNEG	B Negative
BUNK	B Unknown
ABPOS	AB Positive
ABNEG	AB Negative
ABUNK	AB Unknown
OPOS	O Positive
ONEG	O Negative
OUNK	O Unknown
UNKWN	Unknown

Extradition Limitations
EXL: (24:)

When the *EXT:* field is set to YES, a code must be entered in the *EXL:* field.
MSP implemented 12/7/2011

1 - FELONY - Full extradition unless otherwise noted in the *MIS:* field
2 - FELONY - Limited extradition - see *MIS:* field (requires data in the *MIS:* field)
3 - FELONY - Extradition surrounding states only
4 - FELONY - No extradition
5 - FELONY - Extradition pending - see *MIS:* field (requires data in the *MIS:* field)
A - MISDEMEANOR - Full extradition
B - MISDEMEANOR - Limited extradition - see *MIS:* field (requires data in the *MIS:* field)
C - MISDEMEANOR - Extradition surrounding states only
D - MISDEMEANOR - No extradition
E - MISDEMEANOR - Pending extradition - see *MIS:* field (requires data in the *MIS:* Field).

Additional Offense
ADO: (95:)

Indicates to inquiring agencies in NCIC that multiple warrants for same subject from same ORI. The most serious warrant should be marked.
Y - Multiple warrants exist from same ORI.
N - Multiple warrants do not exist from the same ORI.

Secretary of State Codes
SOS: (47:)

Vehicle Records Requests	
11	Full Registration and Title Record from Plate
11C	Certified copy of Registration/Title Record
13	Registration Record from Plate
14	Registration with fees paid information
15	Vehicle Alpha File (all vehicles owned)
19	Partial Plate search for passenger and commercial plates
21	Watercraft Registration information from Plate
22	Watercraft Title information from BHN
24	Moped Registration information from Plate or VIN
25	Owner and Snowmobile information from Plate
26	Snowmobile information from VIN
52	Complete Title Record from VIN
53	Registration and Title information from VIN
53C	Certified copy of Registration/Title Record
78	Handicapper parking permit
Driver Services Requests	
31	Compute and verify driver license number
32	Clearance to issue original license
33	Clearance to issue renewal license
34	Clearance to issue duplicate license
35	Status of license
35/42	Status of license and complete driving record (unedited)
35/42C	Status of license and certified copy of complete driving record
35/PRIOR	Prior actions for plate confiscation
36	Complete driving record (edited)
38	Complete history since date specified
39	License information
40	Current address
42	Complete driving record (unedited)
42C	Certified copy of complete Driving record
43	History of all convictions
49	Partial name search
60	Compute Personal ID Number (PID)
62	Clearance to issue original PID
63	Clearance to issue renewal PID
64	Clearance to issue duplicate PID
66	Complete PID record
69	Partial Name Search in PID file
71	Current financial responsibility status

SC = Sobriety Court Restricted License Eligibility (implemented 8/29/2011)

42B = MIP Deferment information. This request is the same as using the SOS Inquiry screen and doing an **MIP** in *Access Type:* or **SYS** in *Access Type:* and **42;3** in the *Key:* field. See page 2-2.

Commonly Used Charge/Offense Codes OFF: (17:)

See LEIN Operations Manual, Section 3.17, for a full list

CODE	OFFENSE	CODE	OFFENSE
0029	Runaways, Missing Persons, Etc.	3605	Indecent Exposure
0040	Juvenile Custody Order- FIA	3612	Fail to Register as Sex Offender
0080	* Civil Infraction - Local Ordinance	3806	Child Neglect (non-payment child support)
0081	* Civil Infraction - State Law	3807	Non-payment of Alimony
0085	Paternity	3899	* Family Offense
0087	Not Guilty by Reason of Insanity	4004	Prostitution
0090	Stalking Personal Protection	4103	Liquor - Transport
0092	Bond - Conditional Release	4104	Liquor - Possess
0094	Child Abuse Prev (Expiring)	4199	* Liquor
0095	Child Abuse Prev (Non-Expiring)	4803	Making False Report
0096	Domestic Personal Protection	4899	* Obstructing Police
0097	Involuntary Hospitalization Treatment	4901	* Escape
0098	Legally Incapacitated	5005	* Contempt of Court
0099	Divorce Personal Protection	5011	* Parole Violation
1102	* Rape with (identify weapon)	5012	* Probation Violation
1212	Carjacking - Armed	5013	Conditional Release Violation
1313	Simple Assault	5015	* Fail to Appear
1316	Intimidation (includes stalking)	5050	No longer accepted by NCIC - use 5015
1399	* Assault	5051	No longer accepted by NCIC - use 5015
2202	Burglary - Forced Entry - Residence	5052	No longer accepted by NCIC - use 5015
2203	Burglary - Forced Entry - Non-residence	5202	* Carrying a Concealed Weapon
2299	* Burglary	5212	* Weapons - Possession
2303	Shoplifting	5299	* Weapon Offense
2308	Larceny from a Building	5311	* Disorderly Conduct
2399	* Larceny	5312	* Disturbing the Peace
2404	Vehicle Theft	5313	Curfew
2406	Receive a Stolen Vehicle	5314	Loitering
2499	* Stolen Vehicle	5399	* Public Peace
2504	* Forgery - Passing	5404	Driving Under Influence of Liquor
2606	Fraud - Insufficient Funds - Check	5405	Moving Traffic Violation
2699	* Fraud	5406	Non-Moving Traffic Violation (not parking)
2799	* Embezzle	5499	* Traffic Offense
2899	* Stolen Property	5599	* Health - Safety Offense
2902	Damage Property - Private	5707	* Trespassing
2999	* Damage Property	6101	* Income Tax
3512	Heroin - Possession	6202	* Conservation - Fish
3532	Cocaine - Possession	6204	* Conservation - License - Stamp
3550	Narcotic Equipment Possession	6299	* Conservation
3562	Marijuana - Possession	7399	* Public Order Crimes
3599	* Dangerous Drugs	8100	Juvenile Ward - Escape from Custody

*** Describe offense or identify object in *MIS: (41:)* or *OCG: (97:)*.**

CHR - Court Disposition Codes
CDC: (223:)

Per March 2011 Court Disposition Issues from MSP: If the local ordinance does not correspond to a PACC code, courts can request the removal of the arrest record by reporting a Court Disposition Code of **NSC**, "No State PACC Code". When using NSC, the corresponding PACC code must be 111.111.

Code	Disposition
Convictions Considered Public	
BWI	Bench Warrant Issued (Only submit one count and use a **1** in *CCN:* field)
GTY	Found Guilty
GMI	Found Guilty - mentally ill
PLG	Plead Guilty
PMI	Plead Guilty - mentally ill
NOC	Plead Nolo Contendere
Non-Convictions or Non-Public	
BOC	Bound over to Circuit Court ~~If this code is used, enter the Circuit Court ORI number in the *CIROR:* field and only use a **1** in *CCN:* field, even if bound over charge is not count 1.~~
DPD	Deferred - 7411
DPS	Deferred - Domestic Assault
DPH	Deferred - Health Care Professional-Practicing Under the Influence
DPK	Deferred - Parental Kidnaping
DIS	Dismissed
FNG	Found Not Guilty - Acquittal
NGI	Found Not Guilty - Insane
~~ADJ~~	~~Juvenile Adjudication~~
NOP	Nolle Prosequi
Suppressed	
CSA	Conviction Set Aside **(must be submitted manually using form MC228)**
DPY	Deferred - HYTA
DMY	Dismissed - HYTA
DMD	Dismissed - 7411
DMS	Dismissed - Domestic Violence
DMH	Dismissed - Health Care Professional-Practicing Under the Influence
DMK	Dismissed - Parental Kidnaping

ADJ = Juvenile Adjudicated

Implemented by CHR 2009Feb:
DPM = Deferred - MIP

Implemented by CHR 2013Feb:
DPV = Deferred - Veterans Treatment Court

Per May 2, 2008 Court Dispositions Issues from MSP: CHR now has the ability to accept all counts with a BOC Court Disposition Code.

Juvenile Codes as of 2009Feb:
JCC = Juvenile Consent Calendar
JDA = Juvenile Diversion Act
NAP = Not Authorized Petition
TRS = Transfer to Another County
TTC = Transfer to Tribal Court
WTA = Waived to Adult Court

Implemented by CHR 2014Mar:
DPC = Deferred - Mental Health Court

Update in January 2014 SNAD:
DPT = Deferred - Drug Treatment Court

Implemented by CHR 2009Feb:
DMM = Dismissed - MIP

Implemented by CHR 2013Feb:
DMV = Dismissed - Veterans Treatment Court

Update in January 2014 SNAD:
DMT = Dismissed - Drug Treatment Court

Implemented by CHR 2014Mar:
DMC = Dismissed - Mental Health Court

County Codes
COU: (75:)

CO #	NAME	CO #	NAME	CO #	NAME
1	Alcona	30	Hillsdale	59	Montcalm
2	Alger	31	Hougton	60	Montmorency
3	Allegan	32	Huron	61	Muskegon
4	Alpena	33	Ingham	62	Newaygo
5	Antrim	34	Ionia	63	Oakland
6	Arenac	35	Iosco	64	Oceana
7	Baraga	36	Iron	65	Ogemaw
8	Barry	37	Isabella	66	Ontonagon
9	Bay	38	Jackson	67	Osceola
10	Benzie	39	Kalamazoo	68	Oscoda
11	Berrien	40	Kalkaska	69	Otsego
12	Branch	41	Kent	70	Ottawa
13	Calhoun	42	Keweenaw	71	Presque Isle
14	Cass	43	Lake	72	Roscommon
15	Charleviox	44	Lapeer	73	Saginaw
16	Cheboygan	45	Leelanau	74	Saint Clair
17	Chippewa	46	Lenawee	75	Saint Joseph
18	Clare	47	Livingston	76	Sanilac
19	Clinton	48	Luce	77	Schoolcraft
20	Crawford	49	Mackinac	78	Shiawassee
21	Delta	50	Macomb	79	Tuscola
22	Dickinson	51	Manistee	80	Van Buren
23	Eaton	52	Marquette	81	Washtenaw
24	Emmett	53	Mason	82	Wayne
25	Genesee	54	Mecosta	83	Wexford
26	Gladwin	55	Menominee		
27	Gogebic	56	Midland		
28	Grand Traverse	57	Missaukee		
29	Gratiot	58	Monroe		

Partial List of Scars, Marks and Tattoos
SMT: (60:)
See LEIN Operations Manual, Section 3.60, for a full list

Artificial Body Parts & Aids	
101	Arm, left, artificial
102	Arm, right, artificial
343	Arm artificial
117	Brace, right arm
118	Brace, left arm
119	Brace, back
346	Brace, one leg
122	Brace, neck
123	Brace, teeth
348	Cane
104	Denture, upper
105	Denture, lower
106	Denture, upper & lower
432	Ear tubes
107	Eye, left, artificial
108	Eye, right, artificial
109	Foot, left, artificial
110	Foot, right, artificial
111	Glasses (prescription)
112	Hand, left, artificial
113	Hand, right, artificial
114	Hearing aid
115	Left, leg, artificial
116	Leg, right, artificial
138	Skull Plate
297	Wheelchair

Missing Body Parts	
501	Arm, left
502	Arm, right
505	Ear, left
506	Ear, right
509	Finger(s), left hand
510	Finger(s), right hand
513	Foot, left
514	Foot, right
515	Hand, left
516	Hand, right
517	Leg, left
518	Leg, right
521	Nose
548	Tongue

Deformities	
421	Cleft Lip
409	Crippled foot, left
410	Crippled foot, right
411	Crippled hand, left
412	Crippled hand, right
415	Cross-eyed
421	Harelip
422	Humpbacked
425	Mute (but not deaf)

Other Physical Characteristics	
203	Blind
429	Bald/Balding
426	Deaf, mute
427	Cleft Chin
430	Cleft Palate
438	Cataract, non-specific
441	Deaf, ear non-specific
442	Dimple, Chin
443	Dimples, face, left cheek
444	Dimples, face, right cheek
428	Freckles
435	Hair Implants
941	Pierced Ears
455	Pierced Ear
942	Pierced Ear, left
943	Pierced Ear, right
463	Pierced Eyebrow
464	Pierced Eyebrow, left
465	Pierced Eyebrow, right
466	Pierced Tongue
337	Stutters

Skin Discolorations (inc. birthmarks)	
194	Arm, non-specific
259	Face, non-specific
813	Hand, left
814	Hand, right
267	Leg, non-specific
268	Lip, non-specific
817	Neck
818	Nose

Tattoos	
901	Abdomen
902	Ankle, left
903	Ankle, right
904	Arm, left (non-specific)
905	Arm, right (non-specific)
906	Arm, left upper
907	Arm, right upper
908	Back
981	Body, full
909	Breast (nonspecific)
945	Breast, left
946	Breast, right
910	Buttock(s) (nonspecific)
911	Calf, left
912	Calf, right
913	Cheek, left (face)
914	Cheek, right (face)
915	Chest
916	Chin
339	Elbow (non-specific)
340	Elbow, left
341	Elbow, right
919	Face (nonspecific)
920	Finger(s), left hand
921	Finger(s), right hand
280	Foot (nonspecific)
281	Foot, left
282	Foot, right
922	Forearm, left
923	Forearm, right
924	Forehead
940	Groin
925	Hand, left
926	Hand, right
927	Head (nonspecific)
930	Leg, left
931	Leg, right
932	Neck
933	Nose
934	Shoulder, left
935	Shoulder, right
936	Thigh, left
937	Thigh, right
938	Wrist, left
939	Wrist, right

Scars	
701	Abdomen
702	Ankle, left
703	Ankle, right
704	Arm, left (non-specific)
705	Arm, right (non-specific)
708	Back
709	Breast (nonspecific)
753	Breast, left
754	Breast, right
710	Buttock(s)
755	Calf (nonspecific)
711	Calf (left)
712	Calf (right)
756	Cheek (nonspecific)
713	Cheek, left (face)
714	Cheek, right (face)
715	Chest
716	Chin
717	Ear, left
718	Ear, right
745	Elbow, left
746	Elbow, right
719	Eyebrow, left
720	Eyebrow, right
721	Face (nonspecific)
761	Foot
724	Forearm, left
725	Forearm, right
727	Hand, left
728	Hand, right
729	Head
730	Knee, left
731	Knee, right
732	Leg, left
733	Leg, right
766	Lip
736	Neck
737	Nose
738	Pockmarks
739	Shoulder, left
740	Shoulder, right
741	Thigh, left
742	Thigh, right
743	Wrist, left
744	Wrist, right

Drugs of Abuse	
958	Alcohol
963	Amphetamines
964	Barbiturates
961	Cocaine
298	Glue
962	Hallucinogens
959	Marijuana
960	Narcotics (includes heroin, morphine, methadone, etc)

Medical Conditions	
351	Alcoholism
300	Alzheimer's Disease
956	Allergies (includes Asthma
952	Behavior Disorders (includes Autism, Schizophrenia, and Suicidal Tendencies)
953	Drug Abuse
342	Hematulogical Disease (blood disorders)
951	Nervous Conditions (includes seizures, senility, and mental retardation)
330	Neurological Conditions or Diseases (includes Cerebral Palsy, Epilepsy, and Parkinson's Disease)
957	Other
335	Tourette's Syndrome
334	Tuberculosis

License Plate Type
LIT: (28:)
See LEIN Operations Manual, Section 3.28, for a full list

CODE	DESCRIPTION	CODE	DESCRIPTION
AP	Apportioned Truck	NG	National Guard
AQ	Antique	PC	Passenger Automobile Michigan State Government
CI	City Owned (Municipal)	PE	Personalized (Vanity)
CM	Commemorative Plate	PP	Aircraft (Civilian Passenger)
CO	Commercial/ Truck	SC	Motor Carrier Division - MSP Special Mobile Equipment
CU	County Sheriff or Co./Twp. Owned	ST	State-owned, MSP, DNR
DL	Dealer, Automobile	SV	School Vehicle/ Bus
DV	Disabled Veteran	TK	Truck/ Commercial
DX	Handicapper	TL	Trailer
FM	Farm Vehicle used on-road	TM	Temporary
FD	Firefighter	TP	Transporter
IT	In-transit Repair/ Auto Auctioneer	US	US Government
MC	Motorcycle	VF	Veteran (WW II and after) World War I Veteran Combat Wounded Veteran Prisoner of War Pearl Harbor Survivor Congressional Medal of Honor
MD	Dealer, Motorcycle		
MF	Manufacturer		
MP	Moped Dealer or Decal	ZZ	All others (includes repossession plates)
MY	Aircraft, (Military)		
NP	Aircraft (Civilian Non-passenger)		

Types of Searches - Inquiries

Chapter 3 of this User Guide covers LEIN inquiries. The number in parentheses following the description is the section of the LEIN Operations Manual (LOM) where you can find further information.

Q	Used for all valid operational inquiries and will cause a search of LEIN and NCIC (III) files for open warrants. (LOM, Section 6.1)
QCCW	Inquire on a Permit Number in the Concealed Pistol License (CPL) File. This inquiry will not check the LEIN/NCIC wanted person files.
QH	Search for possible matches in Michigan CHR and/or NCIC files for a segment of the criminal history. When used with the SID, FBI, CTN or PRN a more complete criminal history record can be obtained. (LOM, Section 6.4)
QHIT	Search the LEIN "No-Hit" File. The "No-Hit" File contains records of recent inquiries by other courts/agencies also without a "hit". (LOM, Section 6.1)
QHW	Search the LEIN and NCIC CHR files, and also the LEIN and NCIC Wanted Persons and Missing Persons Files. (LOM, Section 6.4)
QPBN	Search the Probation Conditions File only using the Probation Number. (LOM, Section 5.17)
QR	This search provides the full CHR from the SID number for Michigan and each state or federal CHR from NCIC by using the FBI number. This inquiry is done after an initial "Q", "QH", or "QHW" inquiry that provides the Michigan SID number or FBI number. (LOM, Section 6.4)
QWAR	Produce a list of up to the 100 most recent warrant records entered by an ORI that are still active. (LOM, Section 6.1)
ZO	Obtain ORI number information by either using the ORI number as the search criteria to determine the agency or using agency location to obtain the ORI number. (LOM, Section 6.10)

Purpose of CHR Inquiry	PUR: (52:) Format
Criminal Justice	C/(purpose of inquiry) C/Arraignment C/Sentencing
Criminal Justice Employment	J/(purpose of inquiry) J/Probation Officer J/Court Clerk
Concealed Pistol License Inquiry	F/(purpose of inquiry) F/CCW
Controlled Substance To determine if a subject has used the provisions allowed under MCL 333.7411 (Controlled Substance). This information is suppressed if using the purpose code "C".	7411 (This can **not** be used with QHW inquiry.)
Conviction Set Aside To determine if a subject has used the provisions allowed under MCL 780.621 (Setting Aside Conviction).	CSA/purpose of inquiry) CSA/Arraignment CSA/Sentencing (This can **not** be used with QHW inquiry.)
Domestic Abuse To determine if a subject has used the provisions allowed under MCL 769.4a (Domestic Asssaults). This information is suppressed if using the purpose code of "C".	ABUSE (This can **not** be used with QHW inquiry.)
Holmes Youthful Training Act To determine if a subject has used the provisions allowed under MCL 762.14 (Holmes Youthful Training Act). This information is suppressed if using the purposed code of "C".	HYTA (This can **not** be used with QHW inquiry.)
Identification Segment It is recommended that LEIN operators use this prior to entering a warrant into LEIN, to "pack" the record with additional information, such as physical descriptors and alias names. An inquiry by name using QH or QHW will return any possible matches along with the SID. Then an inquiry by the SID using QR is made to obtain the Identification Segment.	I/(purpose of inquiry) I/Warrant
Drug Treatment Court (MCL 600.1070)	DTCT (This can **not** be used with QHW inquiry.)
Minor in Possession (MCL 436.1703)	MIP (This can **not** be used with QHW inquiry.)

2/23/09: The CSA Purpose code also is used for Set Aside Adjudication under MCL 712A.18E

2/23/09: Drug Treatment Court (DTCT) and Minor in Possession (MIP) Purpose codes added per MSP.

LEIN Scan Line/Mnemonic Chart
Numerical by Scan Line
(LOM = Lein Operations Manual)

Line	Literal	Information	Format
1	NAM	Subject's Name	Smith/John/Roy/
2	RSX	Race and Sex Codes	W M (Appendix A)
3	HGT	Height	601 (6 feet, 1 inch)
4	WGT	Weight	200
5	HAI	Hair Color	BRO (Appendix C)
6	EYE	Eye Color	BLU (Appendix C)
7	DOB	Date of Birth	19550725 (yyyy/mm/dd)
8	STR	Street Address (no periods or # symbol)	12345 N Oak Street Apt 789
9	CTY	City	Southfield
10	STA	State	MI (Appendix A)
11	OLN	Driver's License Number	P5001342254789
12	SOC	Social Security Number	358469844
13	PLT	License Plate Number	498GFK
14	ENT	Entry Type - Type of Wanted/Missing	1-14 (Appendix B)
15	OCA	Complaint/Case Number	01-1234
16	DOW	Date of Warrant/Missing/Order	20010525 (yyyy/mm/dd)
17	OFF	Charge/Offense Code	5050 (LOM or Appendix E)
18	FPC	Fingerprint Classification	See LEIN Operations Manual
19	AKA	Alias Name	Smith/Johnny/Boy/
20	PNO	Person Entry Number	1350122H
21	EXT	Extradite - Extradition Status	Y or N
22	PKU	Pickup Code - Radius	1-7 (Appendix B)
23	MOD	Modify Code	Yes
26	CAN	Cancel Code	Yes
27	BND	Bond Amount (whole dollar amount)	5000

Line	Literal	Information	Format
28	LIT	License Plate Type	PC (Appendix H)
29	DOE	Date of Emancipation	20020901 (yyyy/mm/dd)
30	VNO	Vehicle Entry Number	LEIN Vehicle/ NIC No.
31	LIC	License Plate (yyyymm/state/plate)	200711/MI/460GFD
32	VIN	Vehicle Identification Number	1W80KAR412669
33	VMA	Vehicle Year, Make, and Model	See LEIN Operations Manual
34	VST	Vehicle Style	See LEIN Operations Manual
35	VCO	Vehicle Color	See LEIN Operations Manual
36	OAN	Owner-Applied Number Scan Line	Various
37	DOT	Date Stolen	20010122 (yyyy/mm/dd)
38	WVT	Wanted Vehicle Type	See LEIN Operations Manual
39	FBI	FBI Number (criminal histories)	FBI Tracking Number
40	MNU	Miscellaneous Identifying Number	PI-1234567 (Appendix B)
41	MIS	Remarks	free text
42	BDC	Broadcast Code	Area, Station, ORI #
43	CNL	Cancelled Record Information	Yes
44	CAU	Caution Indicator	C, A, P, F (Appendix B)
45	NOP	Number of License Plates	1 or 2
46	CAT	Vehicle Category- See LOM for list	1 thru 6
47	SOS	Secretary of State Codes	42 (Appendix D)
48	ZIP	Zip Code	48333
50	SID	State Identification Number	123456B
51	PRN	Prison Number	12345678901
52	PUR	Purpose of CHR Inquiry	C/Arraign (Appendix J)
53	CRT	Court Originating Agency Ident. (ORI)	MI630995J
54	DKT	Court Docket/Case Number	01-1234

December 2011: JIS added Additional Offense (*ADO:* or *95:*), Ethnicity (*ETN:* or *100:*) and Extradition Limitation (*EXL:* or *24:*) fields to the LEIN Entries screen. The *ADO:* and *ETN:* fields were not activated for use by LEIN at time of User Guide publication. See page 4-14.

LEIN Scan Line/Mnemonic Chart
Numerical by Scan Line
(LOM = LEIN Operations Manual)

Line	Literal	Information	Format
55	OPR	Terminal Operator	Smith
56	FOR	Requester and Agency	Smith/99th DC
58	POB	Place of Birth (state code)	OH (Appendix A)
59	SKN	Skin Tone	MED (Appendix C)
60	SMT	Scars, Marks and Tattoos	116 (Appendix G)
61	BLT	Blood Type	APOS (Appendix C)
62	CRC	Circumcision	C or N or U
63	FPA	Footprints Available	Y or N
64	BXR	Body X-Rays Available	F or P or N
65	VRX	Corrective Vision Prescription	Free text
66	JWT	Jewelry Type	See LEIN Operations Manual
67	JWL	Jewelry Description	Free Text
68	MMN	Mother's Maiden Name	Scarlett Ohara
69	PPO	PPO Served/Notify Flag	Y or N
70	PPF	Prohibited Possess/Purchase Firearm	Y only
71	DNA	DNA Profile Available	Y or N
72	DUR	Duration (Sex Offender Registration)	25 (yrs) or LF (life)
73	AVF	Address Verification Flag	Y or N
74	NVF	Notification Verification Flag	Y or N
75	COU	County Code	63 (Appendix F)
76	LOJ	Lojack Police Recovery Network	5-digit code
77	CMS	Corrections Mgt Infor System (CMIS)	1, 12, 50 or 51
78	RAR	Retrieve Additional Records (Canada)	NN, XXXXXXX, NN
79	FPS	FPS Number (Canadian Fingerprint #)	alpha-numeric
80	LAW	Law Enforcement ORI	MI82800
81	PNA	Protected Person's Name	Jones/Mary/Ann
82	JUV	Juvenile Flag	Y or N

Line	Literal	Information	Format
83	FAX	Facsimile Number	2455551212
84	TNO	Telephone Number	2485551313
85	FAF	False Address Flag	Y or N
86	IPF	In Prison Flag	Y or N
87	PBN	Probation Number	free text
88	CND	Conditions	1-7 Conditions
89	DOL	Date of Locate	20010317 (yyyy/mm/dd)
90	ADV	Date of Address Verification	20010324 (yyyy/mm/dd)
91	TAC	Terminal Agency Coordinator	Jane Smith
92	TTX	Telephone of TAC/Secondary Number	2485551212
93	SCT	Count of Stationary Stations to LEIN	5
94	MCT	Count of Mobile Stations to LEIN	2
96	PMT	Concealed Pistol License Permit #	123456A
97	OCG	Original Offense Charge Code	750.81A2
98	TC2	Additional TAC	John Doe
99	DOX	Date of Expiration	20020511 (yyyy/mm/dd)
200	CTN	Criminal Tracking Number	630112345601
220	CIT	PACC Codes	750.3332-A
245	NTN	NICS Transaction Number	12GK-FN8

LEIN Scan Line/Mnemonic Chart
Alphabetical by Literal
LOM = LEIN Operations Manual)

Literal	Line	Information	Format
ADV	90	Date of Address Verification	20010324 (yyyy/mm/dd)
AKA	19	Alias Name	Smith/Johnny/Boy
AVF	73	Address Verification Flag	Y or N
BDC	42	Broadcast Code	Area, Station, ORI #
BLT	61	Blood Type	APOS (Appendix C)
BND	27	Bond Amount (whole dollar amount)	5000
BXR	64	Body X-Rays Available	F or P or N
CAN	26	Cancel Code	Yes
CAT	46	Vehicle Category - See LOM for list	1 thru 5
CAU	44	Caution Indicator	C, A, P, F (Appendix B)
CIT	220	PACC Codes	750.3332-A
CMS	77	Corrections Mgt Infor System (CMIS)	1, 12, 50 or 51 See LOM
CND	88	Conditions	1-7 Conditions
CNL	43	Cancelled Record Information	Yes
COU	75	County Code	63 (Appendix F)
CRC	62	Circumcision	C or N or U
CRT	53	Court Orininating Agency Ident. (ORI)	MI630995J
CTN	200	Criminal Tracking Number	630112345601
CTY	9	City	Southfield
DKT	54	Court Docket/Case Number	01-1234
DNA	71	DNA Profile Available	Y or N
DOB	7	Date of Birth	19550725 (yyyy/mm/dd)
DOE	29	Date of Emancipation	20020901 (yyyy/mm/dd)
DOL	89	Date of Locate	20010317 (yyyy/mm/dd)
DOT	37	Date Stolen	20010122 (yyyy/mm/dd)
DOW	16	Date of Warrant/Missing/Order	20010525 (yyyy/mm/dd)
DOX	99	Date of Expiration	20020511 (yyy/mm/dd)
DUR	72	Duration (Sex Offender Registration)	25 (yrs) or LF (life)
ENT	14	Entry Type - Type of Wanted/Missing	1-14 (Appendix B)
EXT	21	Extradite - Extradition Status	Y or N
EYE	6	Eye Color	BLU (Appendix C)
FAF	85	False Address Flag	Y or N
FAX	83	Facsimile Number	2455551212
FBI	39	FBI Number (criminal histories)	FBI Tracking Number
FOR	56	Requester and Agency	Smith/99th DC
FPA	63	Footprints Available	Y or N
FPC	18	Fingerprint Classification	See LEIN Operations Manual
FPS	79	FPS Number (Canadian Fingerprint #)	alpha-numeric
HAI	5	Hair Color	BRO (Appendix C)
HGT	3	Height	601 (6 feet, 1 inch)
IPF	86	In Prison Flag	Y or N
JUV	82	Juvenile Flag	Y or N
JWL	67	Jewelry Description	Free Text
JWT	66	Jewelry Type	See LEIN Operations Manual
LAW	80	Law Enforcement ORI	MI82800
LIC	31	License Plate (yyyymm/state/plate)	200107/MI/460GFD
LIT	28	License Plate Type	PC (Appendix H)
LOJ	76	Lojack Police Recovery Network	5-digit code
MCT	94	Count of Mobile Stations to LEIN	2
MIS	41	Remarks	free text
MMN	68	Mother's Maiden Name	Scarlett Ohara

LEIN Scan Line/Mnemonic Chart
Alphabetical by Literal
LOM = LEIN Operations Manual)

Literal	Line	Information	Format
MNU	40	Miscellaneous Identifying Number	PI-1234567 (Appendix B)
MOD	23	Modify Code	Yes
NAM	1	Subject's Name	Smith/John/Roy
NOP	45	Number of License Plates	1 or 2
NTN	245	NICS Transaction Number	12GK-FN8
NVF	74	Notification Verification Flag	Y or N
OAN	36	Owner-Applied Number Scan Lane	Various
OCA	15	Complaint/Case Number	01-1234
OCG	97	Original Offense Charge Code	750.81A2
OFF	17	Charge/Offense Code Number	5050 (LOM or Appendix E)
OLN	11	Driver's License Number	P5001342254789
OPR	55	Terminal Operator	Smith
PBN	87	Probation Number	free text
PKU	22	Pickup Code - Radius	1-7 (Appendix B)
PLT	13	License Plate Number	498GFK
PMT	96	Concealed Pistol License Permit #	123456A
PNA	81	Protected Person's Name	Jones/Mary/Ann
PNO	20	Person Entry Number	1350122H
POB	58	Place of Birth (state code)	OH (Appendix A)
PPF	70	Prohibited Possess/Purchase Firearm	Y only
PPO	69	PPO Served/Notify Flag	Y or N
PRN	51	Prison Number	12345678901
PUR	52	Purpose of CHR Inquiry	C/Arraign (Appendix J)
RAR	78	Retrieve Addinional Records (Canada)	NN, XXXXXXX, NN
RSX	2	Race and Sex Codes	W M (Appendix A)
SCT	93	Count of Stationary Stations to LEIN	5
SID	50	State Identification Number	123456B
SKN	59	Skin Tone	MED (Appendix C)
SMT	60	Scars, Marks and Tattoos	116 (Appendix G)
SOC	12	Social Security Number	358469844
SOS	47	Secretary of State Codes	42 (Appendix D)
STA	10	State	MI (Appendix A)
STR	8	Street Address (no periods or # symbol)	12345 N Oak Street Apt 789
TAC	91	Terminal Agency Coordinator	Jane Smith
TC2	98	Additional TAC	John Doe
TNO	84	Telephone Number	2485551313
TTX	92	Telephone of TAC/Secondary Number	2485551212
VCO	35	Vehicle Color	See LEIN Operations Manual
VIN	32	Vehicle Identification Number	1W80KAR412669
VMA	33	Vehicle Year/Make/Model	See LEIN Operations Manual
VNO	30	Vehicle Entry Number	LEIN Vehicle/ NIC No.
VRX	65	Corrective Vision Prescription	Free text
VST	34	Vehicle Style	See LEIN Operations Manual
WGT	4	Weight	200
WVT	38	Wanted Vehicle Type	See LEIN Operations Manual
ZIP	48	Zip Code	48333