WIQS MANUAL

SETCIC, DPS, TCIC/NCIC Access with a SPN

TABLE OF CONTENTS

See the SETCIC manual for additional information about SETCIC transactions and procedures.

See the WMIN manual for explanation of DPS driver's license response screens and TCIC/NCIC criminal wants response screens.

See the LCIC manual for explanation of criminal history response screens.

WIQS Overview
SETCIC, DPS, TCIC/NCIC INQUIRY

NOTE: This transaction runs only on CICS2.

This transaction must be accessed with an active Harris County SPN (system person number).
A SPN is a unique, eight-digit number identifying a person in the Harris County JIMS computer
system.

Access this transaction by typing:

<div align="center">

WIQS

or

WIQS/SPN

or

WIQS/SPN/X (for SETCIC inquiries only)

</div>

During a WIQS inquiry, the computer locates identifiers associated with the person's SPN (for
example, the person's driver's license number, Social Security number, name and date of birth).
WIQS then sends inquiries to SETCIC, DPS, TCIC, and NCIC based on those identifiers.

SETCIC (the Southeast Texas Crime Information Center) is an open warrant system used by
over 80 agencies in the greater Harris County area. Unlike TCIC and NCIC, SETCIC contains
information about class C misdemeanor warrants.

Inquiries are sent to the databases below based on the following information.

   SETCIC check – based on name and DOB, DL number, and/or SOC number

   DPS driver's license check – based on name only, name and DOB, and/or DL number

   TCIC/NCIC criminal wants check - based on name, race, sex and DOB or SOC

   TCIC/NCIC criminal history check – based on name, race, sex and DOB or SOC

WIQS automatically runs inquiries in these databases using all names labeled "True" in the JIMS
system.

The response screens from these databases are the same as the ones explained in the SETCIC,
WMIN and LCIC manuals. See those manuals for more information.

WIQS Sample Screen
SETCIC, DPS, TCIC/NCIC INQUIRY

Use WIQS to access SETCIC open warrant information, DPS driver's license information, and TCIC/NCIC wanted person information. You may also run a basic TCIC/NCIC criminal history check using WIQS. To access WIQS type one of the following:

<div align="center">
WIQS
WIQS/SPN
WIQS/SPN/X (for SETCIC inquiries only)
</div>

and press Enter.

```
*************************************************************************
                    JUSTICE INFORMATION MANAGEMENT SYSTEM              WIQS
                    SOUTHEAST TEXAS CRIME INFORMATION CENTER
                          NCIC/TCIC/SETCIC INQUIRIES

[1]                       [2]                     [3]        [4]     [5]
ORI: TX 101225J           SPN: _____          SETCIC ONLY: _  CCH: _ PUR: C
[6]                                               [7]
REQ:  CHAPMAN,_TERRY_____            OPR:  CHAPMAN,_TERRY__


 (PURPOSE - "C" = CRIMINAL INVESTIGATION   "J" = EMPLOYMENT)
                            PF3 = WMIN

*************************************************************************
```

To use this screen,
1. Type an active SPN and press Enter.
2. WIQS will send inquiries to SETCIC, DPS, TCIC and NCIC using all the identifiers linked to the SPN. These identifiers include names, dates of birth, driver's license numbers and/or social security numbers.

EXPLANATION OF FIELDS

1. ORI: The originating agency number displays automatically. This number identifies the agency responsible for the terminal. This field cannot be changed.

2. SPN: Type the individual's SPN (Harris County System Person Number).

3. SETCIC ONLY: To check only the SETCIC database, type any letter in this field. Leave this field blank to receive responses about SETCIC open warrants, DPS driving records, and TCIC/NCIC wanted person records.

4. CCH: Type an "X" in this field to access an individual's computerized criminal history from TCIC and NCIC. When checking CCH, also complete the following fields:

5. PUR: Purpose field. Defaults to "C" for criminal investigation. To change, type "J" for employment investigation.

6. REQ: Requestor defaults to the name of the individual signed on to the terminal. Type over to change.

7. OPR: Operator defaults to the name of the individual signed on to the terminal. Type over to change. Only the person signed on should operate the terminal.

NOTE: If you are not cleared for TCIC/NCIC, a message will display informing you to request SETCIC data only. If you are not cleared for SETCIC, a message will display, and the transaction will end.

Retrieve DPS, TCIC and NCIC responses by pressing PA2 until the following message appears on the screen: NO MESSAGES WAITING.

SETCIC Positive Response Screen

If SETCIC warrants are found in response to your inquiry, a screen similar to the following will display.

```
**************************************************************************
=N                  JUSTICE INFORMATION MANAGEMENT SYSTEM           PAGE 01
                 SOUTHEAST TEXAS CRIME INFORMATION CENTER           WIQS
                      NCIC/TCIC/SETCIC INQUIRIES


ORI: TX101225J      SPN: 00001398         SETCIC ONLY: _      CCH: _    PUR: C

REQ: _____        OPR: _____
[1] [2]          [3]                 [4] [5]     [6]        [7]      [8]        [9]
LN  HIT          NAME                RAC/SEX     DOB        RCL      SID        ORI

01  OLN    THOMPSON, DAVID          W   M        070254     FEL      00000269   TX1010000

02  OLN    THOMPSON, DAVID JOE      W   M        070254     M-C      00000151   TX1015300

03  OLN    THOMPSON, D J            W   M        070254     M-C      00000267   TX1010400

04  SOC    THOMPSON, JOE            W   M        071253     M-C      00000725   TX1013100



ENTER LINE NUMBER TO DISPLAY COMPLETE DETAILS ON SETCIC WARRANT
****  END OF DISPLAY  ****

                                              PF3 = WMIN


**************************************************************************
```

EXPLANATION OF FIELDS

1. LN:

Line number. To access the SETCIC Warrant Detail screen, type the one-digit line number over the equal sign in the top left corner of the screen and press Enter. For example, to transfer to the detail screen for the first listing, type 1 over the =). See the sample screen on page 7.

2. HIT:

Designates which identifier caused the SETCIC warrant record to display. These identifiers are associated with the SPN used in the inquiry. Codes are:

OLN = Operator's License Number.
NAM = Individual's name.
SOC = Social Security Number.

3. NAME: Name of the individual associated with the identifier listed in the HIT field (example, name of the person associated with the Social Security number).

4. RAC: Codes used for race are:

                           A = Asian
                           B = Black
                           H = Hispanic (Mexican, Cuban, South American)
                           I =   American Indian
                           W = White
                           X = Unknown

5. SEX: Codes used for gender are:

                           F = Female
                           M = Male

6. DOB: Date of birth.

7. RCL: Offense classification. The most serious offense classifications will be listed first. Codes used for RCL are:

                           FEL = Felony
                           MIS = Class A or B Misdemeanor
                           M-C = Class C Misdemeanor

8. SID: SETCIC identification number. A unique tracking number identifying the warrant in SETCIC.

9. ORI: Originating agency's unique identification number.

NOTES: To access more detail about a particular listing, type the two-digit line number for the listing over the = and press Enter.

                If alias information is associated with the listing you choose, WSID will display after you press Enter. (See the next page.)

                If there is no alias information for the selected SID, the warrant detail screen will display. (See page 7.)

SETCIC Alias Information Response Screen

If alias information is attached to the SETCIC ID number (SID) for a warrant, a **WSID** screen similar to the following will display. Note that connected to the SID there is two-digit suffix. This suffix counts the alias records added to the SID.

```
****************************************************************************
=N _ _                 SOUTHEAST TEXAS CRIME INFORMATION CENTER            PAGE:  1
                                 (DIVISION OF JIMS)                        WSID
                                      INQUIRY


SETCIC ID NUMBER:  00000267 00

    NAME                     RAC/SEX      DOB            SID        TYPE       ORI

1 THOMPSON, DAVID            W    M     070254      00000267-00     C     TX1010400
   OFF:   ISSUE BAD CHECK

   THOMPSON, DAVE            W    M     070254      00000267-01     C     TX1010400
   OFF:   ISSUE BAD CHECK

   THOMPSON, DALE            W    M     070254      00000267-02     C     TX1010400
   OFF:   ISSUE BAD CHECK


*******  END OF DISPLAY  *******
PRESS CLEAR TO TERMINATE                          ** PF9 = WNQY   **  PF10 = WMNU

****************************************************************************
```

To access the warrant detail screen,
1. Type a single-digit line number over the equal sign at the top left of the screen.
2. Press Enter. (See the next page for a sample screen.)

SETCIC Warrant Detail Screen

Use this screen to see details about a warrant in SETCIC.

```
************************************************************************

_ _ _ _                  SOUTHEAST TEXAS CRIME INFORMATION CENTER
                                   (DIVISION OF J.I.M.S)
                                     WARRANT DETAIL

[1]
SID:  00498267 00

THOMPSON, DAVID                                        ALIAS
3302 IRVING DRIVE                          01   THOMPSON, DAVE
HOUSTON, TEXAS 77055                       02   THOMPSON, DALE

RAC:  WHITE    SEX:  MALE
DOB:  070254   HGT:  509   WGT:  190
EYE:  UNKNOWN  HAI:  UNKNOWN

[2]
OLN:  TX10829051
[3]             [4]
SOC:  310608341   ALN:

       [5]
WARRANT - OFF:  260606 - ISSUE BAD CHECK
       [6]            [7]
       DOW:  051491     DOF:  051391              MISDEMEANOR C
       [8]                                             [9]
       MIS:                                     SINGLE WARRANT

[10]
ORI:  PCT 1 CONS - JACK F. ABERCIA          LOC:
[11]
OCA:  001JC110085142     SPN:  00737721     LCA:
[12]
PHN:  713-755-7676                          LDT:            LTM:

                                            PF9=WNQY  PF11=WIQS
PF1=WNAM  PF2=WSID PF3=WOLN PF4=WSOC PF5=WSPN PF6=WALN PF7=WOCA   PF8=WLOC

************************************************************************
```

EXPLANATIONS OF FIELDS

1. SID: SETCIC ID number. Unique, ten-digit, computer-generated number used to identify each warrant in SETCIC.

               Alias records are designated by a two-digit suffix added to the SID. This suffix starts at 01 for the first alias record and increases as additional alias records are added.

2. OLN: Driver's license number and state abbreviation.

3. SOC: Social Security number.

4. ALN: Alien registration number.

5. OFF: NCIC/TCIC offense code and description of offense.

6. DOW: Date warrant was issued.

7. DOF: Date of offense.

8. MIS: Miscellaneous field. If the word CAUTION displays for someone wanted by Harris County, and if you are cleared to use the Harris County Criminal System, you may access a description of the caution indicator by following the steps below:

    1. WRITE down the person's SPN.
    2. CLEAR the screen.
    3. ACCESS the Booking screen (LBKI), the Warrant screen (LWRI) or the Person Master inquiry (LPER) by typing the transaction identification code, a slash, and the SPN (ex. LBKI/00498267).
    4. PRESS Enter.

9. SINGLE
    WARRANT: Only one warrant was entered for this person at the time this record was entered. NOTE: Other warrants may have been entered at another time by the same, or by a different agency.

10. ORI: Originating agency. Name of agency that originating the warrant.

11. OCA: Originating agency case number.

12. PHN: Phone number of originating agency. Call this number to verify that the warrant is still open.

If the warrant has been located by a SETCIC member agency, information will display in the following fields to the right of the screen:

LOC: Name of the agency that placed the locate.

LCA: Case number assigned by the agency that located the wanted person.

LDT: Date the wanted person was located.

LTM: Time the wanted person was located.

PF Keys

PF1=WNAM: Press PF1 to inquire in SETCIC on the displayed name.

PF2=WSID: Press PF2 to inquire in SETCIC on the displayed SETCIC ID number.

PF3=WOLN: Press PF3 to inquire in SETCIC on the displayed driver's license number.

PF4=WSOC: Press PF4 to inquire in SETCIC on the displayed Social Security number.

PF5=WSPN: Press PF5 to inquire in SETCIC on the displayed SPN.

PF6=WALN   Press PF6 to inquire in SETCIC on the displayed alien registration number.

PF7=WOCA: Press PF7 to inquire in SETCIC on the displayed originating agency's case number.

PF8=WLOC: Press PF8 to transfer to SETCIC transaction WLOC, the locate screen. To designate that your agency has found the wanted person, type a case number, the date and the time and press Enter.

PF9=WNQY: Press PF9 to transfer to the SETCIC inquiry menu.

PF11=WIQS: Press PF11 to return to the list of warrants displayed in response to the initial WIQS inquiry. (See the sample screen on page 4.)

NOTES: If you press PF1 through PF7 and the corresponding field is blank, an inquiry screen will display. For example, if there is no number in the ALN field and you press PF6, a blank inquiry screen will display.

In order to use PF1 through PF9, you must be cleared to access the SETCIC inquiry screens. To gain access, ask your agency to schedule you for SETCIC training in JIMS.

See the SETCIC Orientation Manual for more information about SETCIC transactions and procedures.