# Southeast Texas Crime Information Center (SETCIC)
## Inquiry Manual

# TABLE OF CONTENTS

# Introduction

The SETCIC system went online September 1, 1984.  It is primarily an open warrant system that allows agencies in the southeast Texas region to share information and apprehend people with outstanding criminal warrants.  Developed and maintained by the Harris County JIMS Department, SETCIC provides a central repository for consolidated warrant information.

Through SETCIC, agencies can clear open warrants and generate revenue by collecting outstanding fines.  Membership in SETCIC has risen steadily each year.  As of March 2001, there are 140 agencies participating in SETCIC, including organizations and departments from Harris County, surrounding counties, area cities, the state, and the federal government.

Agencies become SETCIC members by filling out an application, receiving approval from the JIMS Executive Board, and signing a contract.  The Harris County Commissioner's Court must approve all contracts.

There are two types of participation in SETCIC - full service and inquiry only.  Full-service agencies enter warrants and make inquiries.  They pay an annual fee and a small charge for each warrant entered and each warrant located by another agency.  Inquiry-only agencies inquire on people and warrants, but do not make any warrant entries.  There is no charge to inquiry-only agencies.

SETCIC policies and procedures are discussed at quarterly meetings.  Meetings are overseen by a SETCIC board consisting of a chairman, first vice chairman, second vice chairman, and secretary.  Board members are elected by the member agencies.

For each full-service agency, reports are generated monthly listing warrants entered, warrants located, and warrants cleared, among other things.  Inventories of all of an agency's ACTIVE SETCIC warrants can be produced upon request.  However, the online SETCIC system does not maintain any history of warrants cleared, recalled, or deleted.

SETCIC transactions are menu driven; that is, some screens contain lists of options and the operator can choose the particular option needed for inquiring, entering, or updating.  Options are chosen by number, and each option has its own menu.  Transactions can be accessed in three ways: through the menu, through the direct access method, or by making a transfer from one transaction to another.  All three methods are discussed in this manual.

# Log-On Procedures

The JIMS CICS computer system is divided into two separate partitions that are used for law-enforcement purposes.  CICS2 contains the Harris County Criminal System.  CICS3 contains SETCIC.

To access both SETCIC and the JIMS Criminal System, log on to CICS2.  To access SETCIC only, log on to CICS3.  CICS3 has less activity than CICS2 and therefore responds more quickly.

When this message displays on your terminal screen:

DSC-S2C - READY FOR LOGON

1.  Type either **CICS2** or **CICS3** and press **Enter**.

    This message will appear on the screen:

    LOGON ID: ===>
    PASSWORD: ===>

2.  Type your 5-character **logon ID**.  Press the **TAB** key.

3.  Type your **password**.  Press **Enter**.

    When the screen clears, you are signed on to the system and
    can begin accessing transactions.

**NOTES:**
a.  You may only sign on to **one** terminal at a time.
b.  If no keys are pressed for a designated period of time, you will be logged off automatically.
c.  Every 60 days a PASSWORD EXPIRED message appears and you must choose a new password.
    In the field labeled NEW PASSWORD, type any code you choose using letters and/or numbers from 4 to 8 characters in length.
    In the field labeled ENTER TWICE, type your new code again.
    Press **Enter**.
When logging on thereafter, use your logon ID and your new password.

**Log-on Failed:**

If you receive an error message when attempting to sign on to CICS, refer to the following chart for an explanation.

| Message | Solution |
|---|---|
| PASSWORD EXPIRED | Change your password using the procedures on page 2. You must change your password every 60 days. |
| PASSWORD NOT MATCHED | Try typing your password again. |
| LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS | Call your J.I.M.S Project Analyst or call the JIMS Help Desk at (713) 755-6624.  You have made ten invalid log-on attempts and your password needs to be reset. |

## Log-Off Procedures

1.  Press **CLEAR**.
2.  Type **RNET**.
3.  Press **Enter**.  The original READY FOR LOGON message will display.  The next person to sign on must begin with Step 1 above.

## CICS2 and CICS3

The JIMS and SETCIC systems use two major partitions: CICS2 and CICS3.  CICS2 houses the Harris County Criminal System while CICS3 houses all open warrant information for the SETCIC system, among other things.

When a warrant is entered into the JIMS Criminal System in CICS2 and all necessary information is present, that warrant will automatically be entered into SETCIC. SETCIC contains only open warrant data; closed or cleared warrants will not display.  When a warrant is closed in the CICS2 JIMS Criminal System, it is automatically cleared from SETCIC.  However, for Harris County Sheriff and Constable warrants, the warrant history information will continue to display in CICS2 on the JIMS Criminal System LWRI and LEWA screens.  SETCIC warrants from all other agencies will not be recorded or maintained in JIMS after the warrants are cleared, canceled or deleted.

The user may access SETCIC Inquiry transactions through either CICS2 or CICS3.  In CICS3 response time is faster.  To access both the Harris County criminal records and the SETCIC open warrant records, access the CICS2 partition.

**TLETSII**

A difference between SETCIC accessed through CICS and SETCIC accessed through TLETS II: Warrants that have been located will not display on TLETS II.  For example, if a user on TLETS II inquires on a person, and that person has a SETCIC warrant that has been located, the TLETS II user will not get a hit on that warrant.  If the same inquiry is run on CICS2 or CICS3, however, the warrant will display with the locate indicated.  This is in keeping with NCIC policies concerning warrants.

# SETCIC Information

## HIT
When an inquiry reveals a warrant for a person's arrest, a "hit" has been received. The agency performing the inquiry must then determine which agency originated the warrant. If the warrant was originated by the inquiring agency, that warrant should be cleared (see below). If the warrant was originated by some other agency, that warrant should be "located" (see below).

## LOCATE
When a hit is received on a person who has been stopped or apprehended and the SETCIC warrant is from an agency other than the one making the inquiry, that agency needs to locate the warrant. To place a locate:
1. Contact the issuing agency and ask if the warrant is still open. The issuing agency's name and phone number display on the Warrant Detail screen. If more than one agency has open warrants for an individual, contact all the agencies and locate all the warrants.
2. If the warrant is open, ask if the agency wants the defendant held.
3. If the defendant is to be held, see the SETCIC Policies at the back of this manual (Section I. paragraphs R – T) for specific procedures.
4. Use transaction WLOC to locate one warrant (see page 38), or use WMLC to locate more than one warrant (see page 41). On these transactions, type the locate date in six-digit format (example, 070899 for July 8, 1999) and the locate time in military format (example, 14:00 for 2 p.m.). Locating case number and operator's name are optional.

## Notes:
Locate the warrant even if the originating agency does not want the person held. (This tells agency representatives that they had an opportunity to arrest the defendant, but declined to do so.)

Operators can only locate warrants from agencies OTHER THAN their own agency. Originating agencies will not be able to and will not need to locate their own warrants.

If a warrant has been located, but not cleared, it will not display on any terminal that accesses SETCIC through TLETS. However, it will display on any terminal that accesses SETCIC through JIMS. If a located warrant displays, do not assume the warrant is closed. Call the issuing agency for verification.

If a locate date and time display on the Warrant Detail screen, but the originating agency confirms that the warrant is still open, ask the originating agency to delete the locate information so that you may update the entries in those fields.

## CLEAR
When a person is arrested on an open warrant, the originating agency must clear that warrant from SETCIC using the WCLR transaction. Certain people in every full-service agency are authorized to clear SETCIC warrants.

## SID

SETCIC ID numbers (SIDs) are eight-digit, computer-generated numbers used to identify the warrants in the system. Every warrant has a unique SID. Information about the person who is wanted, the offense, and the originating agency is available through the SID.

## ALIAS SUFFIX

Attached to the eight-digit SID are two digits used to identify alias records. The original warrant entry has the suffix 00 (example, 00144286-00). If an alias record is attached to the entry, it is assigned the number 01 (example, 00144286-01). The alias suffix increases by one for each alias record created. The alias record can be accessed using the SID and alias record number.

## NAME INQUIRIES

The format for a direct name inquiry is:
LAST NAME, FIRST NAME MIDDLE NAME

The name inquiry works by exact match spelling on the last name. The program does not find similar sounding names or names with alternate spellings. However, the program will find records with matching first and/or middle names or initials.

For example - If the operator types Montes, Daniel Lee the system will find:
    Montes, Daniel Lee
    Montes, Daniel L
    Montes, Daniel
    Montes, D L
    Montes, D

The system will not find:
    Montez, Daniel Lee
    Montes, Daniel Mark
    Montes, Daniel R
    Montes, Danny Lee
    Montes, Dan Lee

If you do not know the person's full name, inquire on a partial name. (See page 9 for examples.) If you do not know how to spell a name, try several versions.

## Gang-Related Information Tracking System (GRITS)

When the name you've entered matches a name in the SETCIC Gang-Related Information Tracking System, the following message displays at the bottom of the Warrant Detail screen: POSSIBLE GANG ACTIVITY - QUERY GRITS. (Note: the record could be for a different person with the same name.) If you are authorized to access GRITS, log on to M4P2, select the Member/Associate Inquiry (option 65) from the GRT Menu and inquire on the individual's name and/or main ID numbers.

# CICS Information

## TRAN IDs
Transaction identification codes (tran IDs) are four-character codes used to access transactions. An example of a tran ID is WNQY (for the SETCIC Inquiry Menu). See page 9 for a summary of SETCIC tran IDs and access methods.

## MAKING TRANSFERS
### Using PF Keys
One way to make a transfer from one transaction to another is by using a program function key (PF or F key). At the bottom of each screen, message or "prompt" lines indicate which transactions can be accessed from the displayed screen with a PF or F key transfer.

If an = sign displays in the top left corner of the screen, you must erase the = by pressing the space bar before you can make a PF or F key transfer.

Users are not necessarily cleared for all the transactions listed on every screen. Press only the PF or F keys associated with transactions for which you have clearance.

### Using the Transfer Field
Another way to make transfers in this system is by using the four blank lines that appear at the top left corner of each screen. Type a tran ID on the four blanks, press Enter, and the requested screen will display.

### Selecting a Record
When a list of warrants appears, obtain more information about a particular listing by selecting a line number and making a transfer. To select a line number, type the one-digit line number over the =N at the top left corner of the screen. For example, to choose line 1, type 1 over the = sign. (It is not necessary to type 01).

## PAGING TECHNIQUES
When an =N appears in the top left corner of the screen, access other pages in the transaction using the following methods:

Press **Enter** for the next page.
Type **=L** and press Enter for the last page.
Type **=P** and press Enter for the preceding page.
Type **=4** and press Enter for page four. Replace the number with any specific page number.

## THE GET FUNCTION
In some transactions, pages are grouped into batches. To access another batch of records, type **GET** over the =N in the top left corner of the screen and press **Enter**. On the last page of the batch GET will automatically display. If you do not wish to access the next batch, use a paging technique above to access another page within the displayed batch.

The only way to move through the batches is forward.  Type GET and press Enter and the next batch will display.  To return to a batch you have already viewed, run the inquiry again and proceed forward through the batches.


## THE RESET KEY

If a symbol such as X-F or ?+ appears at the bottom left corner of the screen and nothing can be typed in or accessed, press the RESET key to remedy the problem.  You may need to press the TAB key after RESET to move the cursor to a field in which information can be entered.


## TERMINAL CLEARANCE

An agency's JIMS liaison must request that the agency's terminals be cleared for SETCIC.  If the following message displays: "TERMINAL NOT AUTHORIZED TO USE SETCIC," complete the steps below:

1.  Determine your Harris County terminal ID and your agency's ORI.  (Obtain this information by logging on to CICS and typing TIME.)

2.  Have your JIMS liaison contact the JIMS ITC Help Desk at 713-755-6624 to request clearance.

# Direct Access Methods

| TRAN ID | SCREEN NAME | ACCESS METHOD |
| --- | --- | --- |
| WMNU | SETCIC Menu | WMNU |
| WNQY | Inquiry Menu | WNQY |
| WNAM | Name Inquiry | WNAM/Last Name, First Name Middle Name<br>WNAM/Last Name, First Name Middle Initial<br>WNAM/Last Name, First Name<br>WNAM/Last Name, First Initial Middle Initial<br>WNAM/Last Name, First Initial<br>WNAM/Last Name, |
| WSID | SETCIC ID Number Inquiry | WSID/SETCIC ID Number |
| WOLN | Operator's License Inquiry (Driver's License Inquiry) | WOLN/Operator's License Number |
| WSOC | Social Security Number Inquiry | WSOC/Social Security Number |
| WSPN | System Person Number Inquiry | WSPN/System Person Number |
| WALN | Alien Registration Number Inquiry | WALN/Alien Registration Number |
| WOCA | Originating Agency Case Number Inquiry | WOCA/Case Number |
| WMIQ | Multiple Inquiry Screen | WMIQ |
| WLOC | Locate Screen | WLOC |
| WMLC | Multiple Locate Screen | WMLC |

Press Enter after typing each access method.

# WMNU - SETCIC Menu

Use WMNU to select a SETCIC function.  Access this transaction by typing:

**WMNU**

and pressing **Enter**.  The following screen will display.

```
**************************************************************************
                SOUTHEAST TEXAS CRIME INFORMATION CENTER              WMNU
                            (DIVISION OF J.I.M.S.)
                                   MENU


OPTION: _

        1.   DATA ENTRY
        2.   INQUIRY
        3.   UPDATE




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

## EXPLANATION OF FIELDS

OPTION:                 Type number of desired option and press **Enter**.

DATA ENTRY:             Type 1 to enter information about warrants, missing persons,
                        runaways, and/or aliases.

INQUIRY:                Type 2 to inquire on warrants, missing persons, runaways, and/or
                        alias information.

UPDATE:                 Type 3 to update information about warrants, missing persons,
                        runaways, and/or aliases.

# WNQY - SETCIC Inquiry Menu

Use WNQY to inquire with a name or identification number.  Access this transaction by typing:

**WNQY**

and pressing **Enter**.

```
****************************************************************************
            SOUTHEAST TEXAS CRIME INFORMATION CENTER      WNQY
                    (DIVISION OF J.I.M.S.)
                         INQUIRY

OPTION:_
        1. NAME         _____
                   RAC:_            SEX:_           DOB:_____
        2. SETCIC-ID NUMBER                         _____ __
        3. OPERATOR LICENSE/STATE ID# AND STATE   _____ __
        4. SOCIAL SECURITY NUMBER                   _____
        5. SYSTEM PERSON NUMBER                      _____
        6. ALIEN REGISTRATION NUMBER                _____
        7. CASE NO & ORIGINATING AGENCY           _____  _____

        *** Enter ONE OF THE OPTIONS SHOWN ABOVE ***

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

Type the number of the desired option in the OPTION FIELD, type the data being used to inquire, press Enter.  You may only use one option at a time.  You cannot use a social security number and a driver's license in the same inquiry, for example.

## EXPLANATION OF OPTIONS

1.  NAME:                To inquire by name, use one of the following formats:
                         a. Last Name,  First Name  Middle Name
                         b. Last Name,  First Name  Middle Initial
                         c. Last Name,  First Name
                         d. Last Name,  First Initial  Middle Initial
                         e. Last Name,  First Initial
                         f. Last Name,

                         NOTE:  With the name Brown, Jones, and Smith, you must also
                         type in a first initial or first name.  Do not type periods after
                         initials.

                         If you have any other data about the individual (example, race, sex,
                         DOB), type it in as well.

11

| RAC: | Race codes are: |
|---|---|

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

| SEX: | Sex codes are: |
|---|---|

**F**-Female
**M**-Male

| DOB: | Date of birth.  Use MMDDYY format (month day year with no spaces, no punctuation.  Example, June 10, 1960 = 061060).  The month and day must match exactly with the DOB in the system; the year can be plus or minus one year. |
|---|---|

2.  **SETCIC-ID NUMBER (SID):** To inquire by SID, type the ten-digit, computer-generated number used to identify the warrant in SETCIC.

3.  **OPERATOR LICENSE/ STATE ID# AND STATE** Type the individuals OLN or state ID number.  The state abbreviation is only required if the state is something other than Texas.

4.  **SOCIAL SECURITY NUMBER (SOC):** To inquire by SOC, type the individual's social security number. Do not use hyphens.

5.  **SYSTEM PERSON NUMBER (SPN):** To inquire by SPN, type the individual's Harris County system person number.

6.  **ALIEN REGISTRATION NUMBER (ALN):** To inquire by ALN, type the individual's alien registration number.

7.  **CASE NO & ORIGINATING AGENCY:** To inquire by case number, type the case number and the originating agency's identification number.  If a hyphen is a normal part of an agency's case number, include the hyphen.

# Warrant Detail Screen

The Warrant Detail screen displays specific information about the warrant including the name of the originating agency.

Access this transaction from a list of warrants by typing a line number over the =N and pressing Enter.

When there is only one warrant in the system in response to an inquiry, this screen displays automatically.

The direct access method for Warrant Details is WSID/SETCIC ID number.

```
*************************************************************************
_ _ _ _              SOUTHEAST TEXAS CRIME INFORMATION CENTER
                            (DIVISION OF JIMS)
                              WARRANT DETAIL

SID:  00155284-00                          ALIAS
      ROBERTS, M G                  01  TURNER, M G
      4643 GLENMONT                     OLN:  TX 9876543
      HOUSTON   TX 77017                SOC:  465833333
                                        IDN:  TX 0513833
RAC:  W         SEX:  M
DOB:  010148    HGT:  507   WGT:  160
EYE:  BLU       HAI:  BRO

OLN:  TX 11005823
IDN:
SOC:  465826498      ALN:

WARRANT -- OFF:  260606  -- ISSUE BAD CHECK
        DOW:  090191      DOF:  080191          MISDEMEANOR C
        MIS:                                    SINGLE WARRANT

ORI:  CONSTABLE ABERCIA'S OFFICE          LOC:
OCA:  001WC110504103   SPN:  00508103     LCA:
PHN:  713-755-6624                        LDT:          LTM:

**** POSSIBLE GANG ACTIVITY - QUERY GRITS ****          PF9=WNQY PF11=WIQS
PF1=WNAM  PF2=WSID PF3=WOLN  PF4=WSOC  PF5=WSPN  PF6=WALN  PF7=WOCA  PF8=WLOC

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

## ELEMENTS OF WARRANT DETAIL SCREEN

SID:            Ten-digit, computer-generated number used to identify the warrant in SETCIC. If the individual's record contains alias information, that information displays under the alias column on the right. To access the alias record, type its number over the 00 at the end of the SID and press Enter. (Example, to access the first alias record, type 01 over the 00 and

press Enter).

To display warrant details on a different warrant, type an SID over the displayed SID and press Enter.

| | |
|---|---|
| OLN: | Driver's license number and state abbreviation. |
| IDN: | State ID card number and state abbreviation. |
| SOC: | Social security number. |
| ALN: | Alien registration number. |
| OFF: | NCIC/TCIC offense number and literal meaning. |
| DOW: | Date warrant was issued. |
| DOF: | Date of offense. |
| MIS: | Miscellaneous. Caution text or other pertinent information will display in this field. |
| ORI: | Originating agency name. |
| OCA: | Originating agency case number. |
| PHN: | Phone number of originating agency. Call this number to verify the warrant status. |
| SPN: | Harris County system person number. This field only displays for Harris County warrants. |
| LOC: | Name of agency or individual placing locate. |
| LCA: | Case number assigned by agency placing locate or name of person at originating agency who verified warrant. |
| LDT: | Date warrant was located. |
| LTM: | Time warrant was located. |

#### **** POSSIBLE GANG ACTIVITY - QUERY GRITS ****

This message indicates that the displayed name matches a name in the Gang-Related Information Tracking System (GRITS). If you are authorized to access GRITS, log on to Model 204 (M4P2), select Member/Associate Inquiry (option 65) from the GRT Menu, and inquire on the individual's name and/or main ID numbers.

To check for additional warrants for the individual, use the PF keys at the bottom of the screen. If a field is blank and a corresponding PF key is pressed, a blank inquiry screen will display.

**PF KEY OPTIONS**

PF1=WNAM:        Press PF1 to inquire on warrants connected with the displayed name.

PF2=WSID:         Press PF2 to display brief summary of base SID record and all associated alias records.

PF3=WOLN:        Press PF3 to inquire on warrants connected with the displayed driver's license number.

PF4=WSOC:        Press PF4 to inquire on warrants connected with the displayed social security number.

PF5=WSPN:        Press PF5 to inquire on warrants connected with the displayed system person number.  Only Harris County agency warrants have associated SPNs.

PF6=WALN:        Press PF6 to inquire on warrants connected with the displayed alien registration number.

PF7=WOCA:        Press PF7 to inquire on warrants connected with the displayed originating agency case number.

PF8=WLOC:        Press PF8 to access the Locate screen.

PF9=WNQY:        Press PF9 to access the SETCIC Inquiry Menu.

PF11=WIQS:      Press PF11 to access the WIQS transaction.

# WNAM - Name Inquiry

Use WNAM to inquire with a name.  Access this transaction by typing:

### WNAM

and pressing **Enter**.

OR access WNQY, type 1 in the OPTION field, type a name, and press **Enter**.  The following screen will display.

```
**************************************************************************
=N_  _              SOUTHEAST TEXAS CRIME INFORMATION CENTER        PAGE:  1
                            (DIVISION OF J.I.M.S)                   WNAM
                          * * NAME INQUIRY * *

_____    _   _  _____

NAME                                    RAC/SEX/DOB    SID   TYP  ORI




ENTER NAME FOR LIST OF POSSIBLE MATCHES--EXACT MATCHES WILL BE MARKED WITH *.
RACE, SEX, AND/OR DOB ALSO MAY BE SUPPLIED AS SEARCH DELIMITERS.
PRESS ENTER TO INQUIRE OR TRANSFER OPTION ** ** PF1=FRESH SCREEN ** **
PF11=HELP

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

Type the individual's name in one of the following formats:

a.  Last Name, (space) First Name (space) Middle Name
b.  Last Name, (space) First Name (space) Middle Initial
c.  Last Name, (space) First Name
d.  Last Name, (space) First Initial
e.  Last Name,

NOTE:  The names Brown, Jones, and Smith cannot be entered without at least a first initial.

If available, type race, sex, and/or date of birth (DOB) in the spaces provided.  Press **Enter**.

When race code is typed in, computer searches only for requested race.  Example, if inquiry is on A (for Asian), computer will not search for white, Hispanic, or any other race.

With DOB, computer searches for exact month and day, but year may be plus or minus one year.  Example, If inquiry is on 092854, computer will only find DOBs of 092853, 092854, or 092855.

If only one warrant is connected to the name used to inquire, the Warrant Detail screen will display.  See page 13 for an explanation of the detail screen.

If more than one warrant is connected to the name, a list will display.  See page 18 for a sample screen.

## PF KEY OPTIONS

PF1=FRESH SCREEN:        Press PF1 to erase input.

PF11=HELP:                Press PF11 to access the Help screen.

If more than one listing is found in response to the name inquiry, the following screen will display. In this example the inquiry was on the last name Roberts.

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

ROBERTS,                            _   _   _____

    NAME                       RAC/SEX/   DOB       SID       TYPE    ORI
1 ROBERTS, M G                   W   M   090148   00805284-0   C   TX1010000
  OFF:  ISSUE BAD CHECK

2 ROBERTS, MAT                   W   M   090148   00816294-01  C   TX1010000
  OFF:  ISSUE BAD CHECK                 TRUE NAME: ROBERTS, MICHAEL G

3 ROBERTS, MICHAEL G             W   M   090148   00855432-00  C   TX1010000
  OFF:  ISSUE BAD CHECK

4 ROBERTS, MICHAEL G             W   M   032456   00895923-00  C   TX1043290
  OFF:  ISSUE BAD CHECK

*** ENTER =N FOR NEXT PAGE *** (NOTE: STARRED ITEMS ARE EXACT MATCHES)   ***
ENTER LINE NUMBER TO SEE BASIC RECORD  ***  PF8 = LOCATE  **  OR ENTER NEW
OPTION

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

## ELEMENTS OF WNAM

| | |
|---|---|
| 1: | Line number. To select a warrant and transfer to the Warrant Detail screen, type a line number over the =N and press **Enter**. To transfer to the Locate screen, press PF8. |
| NAME: | Name of wanted person. If name retrieved is an alias, the true name will be listed on the line with the offense. |
| SID: | Unique, ten-digit, computer-generated number used to identify the warrant in SETCIC. The last two digits designate either the original warrant (00), or alias records (01 or higher) connected to the original warrant. |

TYPE:                   Codes for type of offense are:

                                 **C** = Class C Misdemeanor.
                                 **M** = Misdemeanor A or B.
                                 **F** = Felony.
                                 **A** = Fugitive or Foreign Warrant.
                                 **X** = Capital Offense.
                                 **P** = Missing Person.
                                 **R** = Runaway.

ORI:                    Originating agency's identifying number.  To find out the name of the agency, transfer to the Warrant Detail screen by typing the line number over the = sign and pressing **Enter**.

**To run a new inquiry from this screen:**
a.  Erase the = sign by pressing the space bar.
b.  Press the tab key to move the cursor to the name line near the top left of the screen.
c.  Type a new name.  See page 16 for name formats.
d.  To inquire with race, sex, or DOB, tab to the blank line above the column heading and type the information.
e.  Press **Enter**.

## PF KEY OPTIONS

PF8 = LOCATE:           Transfer to the Locate screen by typing the line number for the warrant to be located over the = sign and pressing PF8.

# WSID - SETCIC ID Number Inquiry

Use WSID to inquire with a SETCIC ID Number (SID).  Access this transaction by typing:

**WSID**

and pressing **Enter**.

OR access WNQY, type 2 in the OPTION field, type a SID number, and press **Enter**.  The following screen will display.

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

=N_  _               SOUTHEAST TEXAS CRIME INFORMATION CENTER           PAGE:  1
                            (DIVISION OF J.I.M.S)                        WSID
                                  INQUIRY

SETCIC ID NUMBER:   _____

NAME                                RAC/SEX/DOB     SID          TYP         ORI




** PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE                        **  PF9 = WNQY  **  PF10 = WMNU

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

Type SID in the spaces provided and press **Enter**.

When only one listing is found in response to the inquiry, the Warrant Detail screen displays.
See page 13 for explanation.

## PF KEY OPTIONS

PF9=WNQY:          Press PF9 to access the SETCIC Inquiry Menu.

PF10=WMNU:         Press PF10 to access the SETCIC Menu.

When more than one listing is found in response to the inquiry, the following screen will display.

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

SETCIC ID NUMBER:  00006684 00

   NAME                  RAC/SEX      DOB          SID        TYPE      ORI
1 ROBINS, SAM G            W   M      100148    00006684-00    C     TX1010000
   OFF:  ISSUE BAD CHECK

   TURNER, SAM             W   M      100148    00006684-01    C     TX1010000
   OFF:  ISSUE BAD CHECK



*******  END OF DISPLAY  *******
PRESS ENTER FOR MORE RECORDS   ***
PRESS CLEAR TO TERMINATE                        ** PF9=WNQY   **  PF10=WMNU

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

## ELEMENTS OF WSID

1:                      Line number.  To select a warrant and transfer to the Warrant Detail
                        screen, type a line number over the =N and press **Enter**.

SID:                    Ten-digit, computer-generated number used to identify the warrant in
                        SETCIC.  The last two digits designate either the original warrant (00)
                        or alias records (01 and higher).

TYPE:                   Codes used for type of offense are:

                        **C** = Class C Misdemeanor.
                        **M** = Misdemeanor A or B.
                        **F** = Felony.
                        **A** = Fugitive or Foreign Warrant.
                        **X** = Capital Offense.
                        **P** = Missing Person.
                        **R** = Runaway.

ORI:                    Originating agency's identification number.

**To run a new inquiry from this screen:**
a.  Erase the = sign at the top of the screen by pressing the space bar.
b.  Tab to the SETCIC ID NUMBER field at the top of the screen.
c.  Type a new SID on that line and press **Enter**.

# WOLN - Driver's License/ State ID Card Inquiry

WOLN is used to inquire with a person's driver's license or state ID card number. Access this transaction by typing:

**WOLN**

and pressing **Enter**.

OR access WNQY, type 3 in the OPTION field, type the OLN, and press **Enter**. The following screen will display.

```
****************************************************************************
=N_  _                 SOUTHEAST TEXAS CRIME INFORMATION CENTER          PAGE: 1
                              (DIVISION OF J.I.M.S)                      WOLN
                                    INQUIRY

OPERATOR LICENSE/ID CARD NUMBER:_____  STATE: __

  HIT     NAME                        RAC/SEX   DOB     SID    TYPE    ORI




PRESS ENTER FOR MORE RECORDS   **
PRESS CLEAR TO TERMINATE                       **  PF9 = WNQY  **  PF10 = WMNU

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

Type the person's driver's license number or state ID card number. The two-character state abbreviation is only required if the state is something other than Texas. Press Enter.

If only one warrant is connected to the DL or ID, the Warrant Detail screen will display. See page 13 for an explanation of the detail screen.

If more than one warrant is connected to the DL or ID, the following screen will display.

NOTE:            If different names appear, they are not necessarily one person's alias
                 names.  Other people may be using the DL or ID number fraudulently, or
                 a data entry error may have been made.  If your security code and
                 terminal are cleared to access the DPS driving records database, you can
                 check the DPS record by accessing the WMIN screen and typing the
                 driver's license number or state ID card number.

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

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

OPERATOR LICENSE/ID CARD NUMBER: 06094321_____   STATE:__

   HIT      NAME                        RAC/SEX    DOB      SID      TYPE      ORI
1  IDN GUYTON, MARTIN                    W   M    120156  00036942-00  C    TXJIMS
   OFF:  ISSUE BAD CHECK

2  OLN GUYTON, M G                       W   M    120156  00036521-00  C    TXJIMS
   OFF:  ISSUE BAD CHECK



*******  END OF DISPLAY  *******
PRESS ENTER FOR MORE RECORDS   **
PRESS CLEAR TO TERMINATE                           ** PF9=WNQY   **   PF10=WMNU

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

### ELEMENTS OF WOLN

1:               Line number.  To access specific information about one of the warrants
                 listed, transfer to the Warrant Detail screen by typing the line number
                 over the =N and pressing Enter.

HIT:             This field shows which type of inquiry (IDN or OLN) triggered the
                 listed response.

SID:             Ten-digit, computer-generated number used to identify the warrant in
                 SETCIC.  The last two digits designate either the original warrant (00)
                 or associated alias records (01 or higher).

TYPE:            Codes used for type of offense are:

                 **C** = Class C Misdemeanor.
                 **M** = Misdemeanor A or B.
                 **F** = Felony.
                 **A** = Fugitive or Foreign Warrant.

**X** = Capital Offense.
**P** = Missing Person.
**R** = Runaway.

ORI:                          Originating agency's identification number.


**To change the inquiry:**
a. Erase the = sign at the top of the screen by pressing the space bar.
b. Tab to the OPERATOR LICENSE/ID CARD NUMBER field at the top of the screen.
c. Type a new OLN or ID number on that line.  If state is not Texas, type state code.
d. Press Enter.

# WSOC - Social Security Number Inquiry

Use WSOC to inquire with an individual's Social Security number.  Type:

**WSOC**

and press **Enter**.

OR access WNQY, type 4 in the OPTION field, type the SOC, and press **Enter**.  The following screen will display.

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

=N_  _                SOUTHEAST TEXAS CRIME INFORMATION CENTER       PAGE:  1
                             (DIVISION OF J.I.M.S)                    WSOC
                                    INQUIRY

SOCIAL SECURITY NUMBER:   _____

NAME                               RAC/SEX/DOB     SID       TYP        ORI




PRESS ENTER FOR MORE RECORDS   **
PRESS CLEAR TO TERMINATE                     **  PF9 = WNQY  **  PF10 = WMNU

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

Type the individual's Social Security number and press Enter.

If only one warrant is connected to the SOC, the Warrant Detail screen will display.  See page 13 for an explanation of the detail screen.

If more than one warrant is connected to the SOC, the following screen will display.

NOTE: If different names appear, they are not necessarily one person's alias names. Other people may be using the number fraudulently, or a data entry error may have been made.

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

SOCIAL SECURITY NUMBER: 421914643

         N A M E             RAC/SEX    DOB          SID        TYPE    ORI
1  HASKI, TAI                W   M    012350    00035132-00    C     TX1010000
   OFF:  ISSUE BAD CHECK

2  HASKI, TAI                W   M    012350    00035133-00    C     TX1010000
   OFF:  ISSUE BAD CHECK

3  HASKI, TAI                W   M    012350    00035134-00    C     TX1010000
   OFF:  ISSUE BAD CHECK

END OF RECORDS THIS INQUIRY**
PRESS CLEAR TO TERMINATE                          ** PF9=WNQY ** PF10 = WMNU

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

## ELEMENTS OF WSOC

1: Line number. To access specific information about a warrant, transfer to the Warrant Detail screen by typing the line number over the = sign and pressing **Enter**.

SID: Ten-digit, computer-generated identification number used to identify the warrant in SETCIC. The last two digits designate either the original record (00) or associated alias records (01 or higher).

TYPE: Codes used for type of offense are:

**C** = Class C Misdemeanor.
**M** = Misdemeanor A or B.
**F** = Felony.
**A** = Fugitive or Foreign Warrant.
**X** = Capital Offense.
**P** = Missing Person.
**R** = Runaway.

ORI: Originating agency's identification number.

**To change the inquiry:**
a. Erase the = sign by pressing the space bar.
b. Tab to the SOC field at the top of the screen.
c. Type a new Social Security number on that line.
d. Press **Enter**.

# WSPN - System Person Number Inquiry

Use WSPN to inquire with an individual's Harris County system person number.  Type:

**WSPN**

and press **Enter**.

OR access WNQY, type 5 in the OPTION field, type the SPN, and press **Enter**.  The following screen will display.

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

=N  _  _                  SOUTHEAST TEXAS CRIME INFORMATION CENTER        PAGE:  1
                               (DIVISION OF J.I.M.S)                       WSPN
                                    INQUIRY

SYSTEM PERSON NUMBER:   _____

NAME                             RAC/SEX/DOB    SID          TYP        ORI




PRESS ENTER FOR MORE RECORDS   **
PRESS CLEAR TO TERMINATE                        **  PF9=WNQY     **  PF10=WMNU

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

Type the individual's system person number and press **Enter**.

If only one warrant is connected to that SPN, the Warrant Detail screen will display.  See page 13 for an explanation of the detail screen.

If more than one warrant is connected to the SPN, the following screen will display.

NOTES:            If different names appear, those names should all belong to the same
                  person.  A person can have more than one name connected to one SPN.

                  When Harris County law enforcement agencies add new warrants to
                  SETCIC, they should enter the person's SPN.  However, non-Harris
                  County agencies will not enter a Harris County SPN when they enter
                  records.  For a thorough investigation of an individual's SETCIC
                  records, run all the various inquiries possible.  (From the Warrant Detail
                  screen, use the PF keys to access the available inquiries.)

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

SPN:  00502090

    NAME              RAC/SEX      DOB           SID          TYPE      ORI
1  GREEN, ARTHUR        W   M      090148    00044321-00       C    TX1012000
    OFF:  ISSUE BAD CHECK

    GREEN, ARTHUR        W   M      090148    00044321-01       C    TX1012000
    OFF:  ISSUE BAD CHECK



*******  END OF DISPLAY  *******
PRESS ENTER FOR MORE RECORDS   **
PRESS CLEAR TO TERMINATE                        ** PF9=WNQY   **  PF10=WMNU

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

## ELEMENTS OF WSPN

1:                Line number.  To access specific information about one of the warrants,
                  transfer to the Warrant Detail screen by typing the line number over the
                  =N and pressing **Enter**.

SID:              Ten-digit, computer-generated number used to identify the warrant in
                  SETCIC.  The last two digits designate either the original record (00) or
                  associated alias records (01 or higher).

TYPE:                    Codes used for type of offense are:

                         **C** = Class C Misdemeanor.
                         **M** = Misdemeanor A or B.
                         **F** = Felony.
                         **A** = Fugitive or Foreign Warrant.
                         **X** = Capital Offense.
                         **P** = Missing Person.
                         **R** = Runaway.

ORI:                     Originating agency's identification number.


**To change the inquiry:**
a.   Erase the = sign by pressing the space bar.
b.   Tab to the SPN at the top of the screen.
c.   Type a new SPN in that field.
d.   Press Enter.

# WALN - Alien Registration Number Inquiry

Use WALN to inquire with an individual's alien registration number.  Type:

**WALN**

and press Enter.

OR access WNQY, type 6 in the OPTION FIELD, type the ALN, and press Enter.  The following screen will display.

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

=N  _  _                SOUTHEAST TEXAS CRIME INFORMATION CENTER      PAGE:  1
                             (DIVISION OF J.I.M.S)                     WALN
                                    INQUIRY

ALIEN REGISTRATION NUMBER:    _____

NAME                         RAC/SEX/DOB     SID          TYP          ORI




PRESS ENTER FOR MORE RECORDS   **
PRESS CLEAR TO TERMINATE                        ** PF9=WNQY        PF10=WMNU

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

Type the individual's alien registration number and press Enter.

If only one warrant is connected to that ALN, the Warrant Detail screen will display.  See page 13 for an explanation of the detail screen.

If more than one warrant is connected to the ALN, the following screen will display.

NOTE:                This number, taken from the "green card" issued by the U.S.
                     Immigration and Naturalization Service, provides another method for
                     search.  Like other identification numbers, it retrieves a list of people
                     using that number.  If different names display, there are three
                     explanations:  1. different people may be using the same number, 2. the
                     person with that number has alias names, 3. a data entry error was made.

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

ALIEN REGISTRATION NUMBER:  Z98485611

    NAME                 RAC/SEX       DOB          SID         TYPE     ORI
1 ROBERTS, M G          W     M       090148     00005284-00    C     TXJIMS
  OFF:  ISSUE BAD CHECK

2 ROBERTS, M G          W     M       090148     00005285-00    C     TXJIMS
  OFF:  ISSUE BAD CHECK

3 ROBERTS, MICHAEL G    W     M       090148     00005432-00    C     TX1010000
  OFF:  ISSUE BAD CHECK

4 ROBERTS, MICHAEL G    W     M       032456     00005923-00    C     TX1043290
  OFF:  ISSUE BAD CHECK


*******  END OF DISPLAY  *******
PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE              ** PF9=WNQY   **  PF10=WMNU

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

## ELEMENTS OF WALN

1:                   Line number.  To access specific information about one of the warrants
                     listed, transfer to the Warrant Detail screen by typing the line number
                     over the =N and pressing **Enter**.

SID: Ten-digit, computer-generated number used to identify the warrant in SETCIC. The last two digits designate either the original record (00) or associated alias records (01 or higher).

TYPE:                    Codes used for type of offense are:

**C** = Class C Misdemeanor.
**M** = Misdemeanor A or B.
**F** = Felony.
**A** = Fugitive or Foreign Warrant.
**X** = Capital Offense.
**P** = Missing Person.
**R** = Runaway.

ORI:                     Originating agency's identification number.

**To change the inquiry:**
a.  Erase the = sign by pressing the space bar.
b.  Tab to the ALN at the top of the screen
c.  Type a new ALN in that field.
d.  Press **Enter**.

# WOCA - Originating Agency Case Number

Use WOCA to inquire with the originating agency case number (OCA). Type:

**WOCA**

and press Enter.

OR access WNQY, type a 7 in the OPTION field, type the originating agency case number, and press Enter.

```
************************************************************************
=N _ _                SOUTHEAST TEXAS CRIME INFORMATION CENTER      PAGE:  1
                              (DIVISION OF J.I.M.S)                  WOCA
                                  INQUIRY

CASE NUMBER: _____      ORIGINATING AGENCY: _____




PRESS ENTER FOR MORE RECORDS  **
PRESS CLEAR TO TERMINATE                     **  PF9=WNQY     **  PF10=WMNU

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

Type the originating agency case number in the spaces provided.  If known, type the originating agency identification number (see note below).  Press **Enter**.

If only one warrant is connected to that OCA, the Warrant Detail screen will display.  See page 13 for an explanation of the detail screen.

If more than one warrant is connected to the OCA, a list will display.

NOTE:              The originating agency identifier (TX number) is optional when inquiring.  However, if the case number in question is the same as a case number from another agency, the records associated with both cases will display.  If the agency identifier is entered along with the case number, only the record for that specific case and agency will display.

# WMIQ - SETCIC Inquiry Screen

Use this transaction to inquire with more than one type of information at one time.  Type:

## WMIQ

and press Enter.  The following screen will display.

```
********************************************************************************
                    JUSTICE INFORMATION MANAGEMENT SYSTEM                WMIQ
                  SOUTHEAST TEXAS CRIME INFORMATION CENTER
                             SETCIC INQUIRIES


OPERATOR'S LICENSE AND STATE:               _____ __

STATE ID CARD NUMBER AND STATE:             _____ __

NAME:        _____
             RAC:  _      SEX:  _       DOB:  _____

SOCIAL SECURITY NUMBER:                     _____

SETCIC-ID NUMBER:                           _____   __

SYSTEM PERSON NUMBER:                       _____

CASE NUMBER AND ORIGINATING
AGENCY:                                     _____  _____

ALIEN REGISTRATION NUMBER:                  _____

     * * * *   ENTER AS MANY DATA ITEMS AS DESIRABLE * * * *

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

## ELEMENTS OF WMIQ

OPERATOR'S          To inquire by OLN, type the individual's driver's license number.
LICENSE             If the license was issued by a state other than Texas, type the
AND STATE:          appropriate state code.

STATE ID CARD       To inquire by ID, type the individual's state ID card number.
NUMBER AND          If the ID was issued by a state other than Texas, type the
STATE:              appropriate state code.

| NAME: | To inquire by name, type: |
| | a. Last Name,  First Name  Middle Name |
| | b. Last Name,  First Name  Middle Initial |
| | c. Last Name,  First Name |
| | d. Last Name,  First Initial |
| | e. Last Name, |

Note:  The names Brown, Jones, and Smith must be accompanied by at least a first initial.  Do not type a period after an initial.

If you have any other data about the individual (race, sex, DOB), type it in as well:

RAC:     Race codes are:
**A**-Asian
**B**-Black
**H**-Hispanic (Mexican, Cuban, South American)
**I**-Indian
**W**-White
**X**-Unknown

SEX:     Sex codes are:
**F**-Female
**M**-Male

DOB:     Date of birth.  Use MMDDYY format (example, January 30, 1950 = 013050).

SOCIAL NUMBER:     Type Social Security number if known.

SETCIC-ID NUMBER:     Type ten-digit, computer-generated number identifying the warrant in SETCIC if known.

SYSTEM PERSON NUMBER:     Type Harris County SPN if known.

ALIEN REGISTRATION NUMBER:     Type alien registration number if known.

CASE NO ORIGINATING AGENCY:     Type case number and originating agency identification number if known.  Agency ID is optional.

Press **Enter**.

The following screen will display in response to a WMIQ inquiry. The field labeled HIT shows which type of inquiry triggered the listed response.

```
************************************************************************
=N _ _            JUSTICE INFORMATION MANAGEMENT SYSTEMS          PAGE 01
                 SOUTHEAST TEXAS CRIME INFORMATION CENTER          WMIQ
                      SETCIC INQUIRIES

     HIT        NAME          RAC/SEX      DOB       SID      TYPE   ORI

1*  NAM RODERICK, T        W    F      022456   00000259-00   C TX1014700
      OFF:   ISSUE BAD CHECK

2*  NAM RODERICK, T        W    F      022456   00000674-00   C TX1010030
      OFF:   ISSUE BAD CHECK

3*  SOC RODERICK, THOMAS   W    F      022456   00000675-00   C TX1010000
      OFF:   ISSUE BAD CHECK

4*  OLN RODERICK, TOM      W    F      022456   00000676-00   C TX1010040
      OFF:   ISSUE BAD CHECK

5*  SPN RODERICK, TOMMY    W    F      022456   00000677-00   C TX1010000
      OFF:   ISSUE BAD CHECK

*** PRESS ENTER TO SEE REMAINING RECORDS OR
**   SELECT OPTION FOR INQUIRY OR CLEAR TO TERMINATE   **
**   (NOTE:  STARRED ITEMS ARE EXACT MATCHES)   **

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

To access the Warrant Detail screen for one of the listed responses, type the line number over the =N and press Enter.

NOTE:  When different types of inquiries result in the same responses, duplicate information will not be shown.

# WLOC - Locate Screen

WLOC is used by an arresting agency to indicate that their personnel have found a defendant who has an open warrant in SETCIC.  The arresting agency will confirm the warrant with the originating agency before taking any action on the warrant.  Once the warrant is served, the originating agency should clear the warrant from SETCIC using transaction WCLR.
Access WLOC by typing:

## WLOC

and pressing **Enter**.
Type the SID in the spaces provided and press Enter.

OR transfer to WLOC from the Warrant Detail screen by pressing PF8.

Before placing a locate, confirm that the warrant is still open by contacting the originating agency.  If more than one agency has open warrants for an individual, contact all the agencies and locate all the warrants.  To place multiple locates, use WMLC (see page 41).

```
******************************************************************************
_  _  _  _
                    SOUTHEAST TEXAS CRIME INFORMATION CENTER        WLOC
                              (DIVISION OF JIMS)
                                   LOCATE

SID:  00005238 00
      ROBERTS, M G                          RAC:  W     SEX:  M     DOB:  040148
      1104 LARKWOOD                         HGT:  509   WGT:  160
      HOUSTON    TX 77089                   EYE:  BLU   HAI:  BRO

OLN: TX 9144672          SOC:  465826498      ALN:
IDN:
OFFENSE- 260606 -- ISSUE BAD CHECK                          MISDEMEANOR C
      DOW:  090183   DOF:  080183                           SINGLE WARRANT
      MISC:

ORI:  CONSTABLE PRECINCT 1                 OCA:  001WC110302641

LOCATED AGENCY:  DEER PARK POLICE DEPARTMENT        CASE NO:
                                           DATE: _____      TIME:____

                                           PF9=WUPD        PF10=WMNU

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

## ELEMENTS OF WLOC

SID:                The SETCIC identification number and person's name display.

OLN:                Driver's license number.

SOC:                    Social Security number.

ALN:                    Alien registration number.

IDN:                    State ID card number.

OFFENSE:                NCIC/TCIC offense code and literal meaning.

DOW:                    Date warrant was issued by the originating agency.

DOF:                    Date of the offense.

MISC:                   Miscellaneous data.

ORI:                    Originating agency name.

OCA:                    Originating agency's case or warrant number.

LOCATED                 Name of agency placing the locate displays automatically.
AGENCY:

CASE NO:                To identify the locate with a case number, the arresting agency should
                        type their case number in this field.  To identify the locate with the name
                        of the person placing the locate or confirming the warrant status, type a
                        name.  This field is optional.

DATE:                   Type the date the locate was placed.  Use six-digit, MMDDYY format
                        (example, July 1, 1999 = 070199).  This field is required.

TIME:                   Type the time the locate was placed.  Use military format (example, 2
                        p.m. = 1400).  This field is required.


## PF KEY OPTIONS

PF9=WUPD:               Press PF9 for the SETCIC Update Menu.  This will result in a security
                        violation if the operator is not cleared to make SETCIC updates.

PF10=WMNU:              Press PF10 for the SETCIC Menu.

When a warrant has been located, the following message will display at the bottom of the screen: SUCCESSFUL LOCATE.

```
**************************************************************************
_ _ _ _
                    SOUTHEAST TEXAS CRIME INFORMATION CENTER        WLOC
                            (DIVISION OF JIMS)
                                 LOCATE

SID:  00005238 00
      ROBERTS, M G                     RAC: W    SEX:  M    DOB:  040148
                                       HGT: 509  WGT:  160
                                       EYE: BLU  HAI:  BRO

OLN:_____       SOC:  465826498          ALN:  _____
IDN:
OFFENSE - 260606 -- ISSUE BAD CHECK                      MISDEMEANOR C
         DOW:  090183   DOF:  080183                     SINGLE WARRANT
         MISC:

ORI:  CONSTABLE PRECINCT 1              OCA:  001WC110302641

LOCATED AGENCY:  DEER PARK POLICE DEPARTMENT        CASE NO: 126-402

      WARRANT SERVED --        DATE: 122784     TIME:1600

            ********  SUCCESSFUL LOCATE  ********

                              PF9=WUPD      PF10=WMNU


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

# WMLC - Multiple Locate Screen

This screen allows the locating agency to place up to 30 locates at one time.  Type:

## WMLC

and press Enter.

```
**************************************************************************
            JUSTICE INFORMATION MANAGEMENT SYSTEMS            WMLC
            SOUTHEAST TEXAS CRIME INFORMATION CENTER
                     MULTIPLE LOCATES

LOCATING AGENCY:  TX 1010000        CASE NO:  WC110585010
DATE:  010186        TIME:  0800


  0 0 0 2 2 2 9 8        0 0 0 2 2 2 9 9        0 0 0 2 2 3 0 0

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _

  _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _        _ _ _ _ _ _ _ _
**************************************************************************
```

## ELEMENTS OF WMLC

LOCATING AGENCY:        The locating agency's identification number displays automatically.

CASE NUMBER:        To identify the locates with a case number, type the arresting agency's case number in this field.  To identify the locates with the name of the person placing the locates or the name of the person who confirmed the warrant status, type a name.  This field is optional.

DATE:                                            Type the date the locates were placed.  Use six-digit, MMDDYY format (example, May 8, 1999 = 050899).  This is required.

TIME:                                            Type the time the locates were placed.  Use military format (example, 9 a.m. = 0900).  This is required.

_____:                                   Type SIDs in the spaces provided and press Enter.  Successfully located SIDs will be marked with an "L."

If a SID cannot be located, an "E" will appear next to it and a message will display at the bottom of the screen stating why it cannot be located.  Correct the SID in error and press Enter to allow the computer to continue placing locates on the corrected SID and all SIDs following the correction.

Be sure to type SIDs accurately.  If the wrong one is entered accidentally, that warrant will be located if it exists in the system.

# SETCIC Policies

I. GENERAL

A.      All policies, procedures, and standards will be derived, issued and enforced by the Harris County Justice Information Management System (JIMS) Executive Board. (7-31-84)

B.      Agencies wishing access to SETCIC will apply to the JIMS Executive Board for approval and subsequent contract agreement with the Harris County Commissioner's Court. (7-31-84)

C.      Failure of any participant to comply with established policies and procedures will result in immediate cessation of services and purge of all records from the database. (7-31-84)

D.      All non-Harris County participants will access SETCIC via DPS Austin Switcher using existing telecommunications facilities unless approved 3270-type devices or computer-to-computer interfaces already exist or are implemented using direct user-funded data lines and equipment. (7-31-84)

E.      Data integrity and control will be the responsibility of the agency initially entering the data. (7-31-84)

F.      File/record certification/validation procedures will be established regarding periodic file purges, requiring authorized signatures of agency heads for certain data retention. (7-31-84)

G.      Participants with entry capability will be assessed an annual user fee established by the Executive Board. (7-31-84)

H.      Participants with entry capability will be billed, on a monthly basis, an amount determined by a fixed formula based upon warrants located. (7-31-84)

I.      All entries/inquiries will be automatically logged for billing and auditing purposes. There is no charge for SETCIC inquiries. (7-31-84)

J.      The JIMS Executive Board may modify these policies at any time without prior notice given. (7-31-84)

K.      All reasonable attempts will be made to provide SETCIC user access twenty-four (24) hours per day, seven (7) days per week. (Add. 8-28-84)

L.      Scheduled hardware down-time will occur weekly for file reorganization based upon a day and time determined to have minimal impact on the user base. (Add. 8-28-84)

M.      Down-time scheduled outside the normal weekly file reorganizations and unscheduled (emergency) down-time of an appropriate nature of a period determined in advance to exceed one (1) hour will result in system services being resumed on the backup computer exclusively upon approval of persons named by the Executive Board and dependent upon the availability of the backup computer. (Add. 8-24-84)

N.      Until and unless the backup computer is made totally dedicated to justice systems, no NCIC inquiries can be made using direct-connected terminals. (Add. 8-24-84)

O.      Participating agencies not funded by Harris County may not access TCIC/NCIC via the SETCIC computer system. (Add. 8-24-84)

P.      Any time the SETCIC and/or backup computers are unavailable for usage, automatic responses will be issued to incoming requests indicating said condition. (Add. 8-24-84)

Q.      Non-Harris County funded agencies will hold persons arrested on other agency warrants for a period not to exceed eight (8) hours after verification of warrant validity and notifying originating agency that person is in hand. (Add. 9-11-84)

R.      Non-Harris County funded agencies will allow Harris County agencies to place persons arrested on a third agency's warrant in their jail facility after verification of warrant validity and notification of originating agency that person is in hand. (Add. 9-11-84)

S.      Non-Harris County funded agencies arresting a person on a Harris County warrant will, upon verification of warrant validity and notification of appropriate county agency, do one of the following:

1. Deliver the person to the downtown jail.

2. Deliver the person to the nearest Harris County jail.

3. Deliver the person to County personnel at a place and time agreed upon by both parties. (Add. 9-11-84)

T.      Harris County agencies arresting a person on a non-county warrant will, upon verification of warrant validity and notification of originating agency, either:

1. Deliver the person to originating agency personnel at a place and time agreed upon by both parties.

2. Deliver the person to the jail facility of the nearest participating agency for originating agency pick up.  (Add. 9-11-84)


II. OPERATIONAL

A.       Update and inquiry formats and data content for stand-alone, TLETS-connected devices will be as nearly identical to existing TCIC/NCIC as possible to facilitate entry/inquiry to SETCIC, TCIC, NCIC in single operations  from the user terminal.

B.       Data elements, edit and verification criteria will be identical to those used in TCIC/NCIC except where SETCIC requirements dictate data or edits beyond those required by TCIC/NCIC.  In such cases, SETCIC edit and verification criteria will prevail.

C.       Harris County in-house terminals can access SETCIC with normal transaction processing methods, i.e. 3270-type protocol.

D.       Sheriff's/Constables' office warrant system processing procedures should not change as a result of implementation of SETCIC.  Update of SETCIC will be automatic with warrant acknowledgement/execution.

E.       Periodic reports will be provided indicating error conditions and records eligible for purge based upon age or other qualification established by Executive Board  policy.

F.       Positive action in the form of record modification to a verification field will be required to retain records marked for automatic purge.

G.       Each warrant entered will be assigned a unique SETCIC Identifier (SID) for future record manipulations.

H.       Records will be stored in a keyed sequence of the assigned SETCIC identification number unique per record. This is required data on all records create/update operations.

I.       Cross-references will be maintained using driver license number, social security number, alien registration number, JIMS SPN when available, or other identifiers.

J.       Inquiries into the system can be made by name with or without identifiers, by SETCIC ID number, or by existing cross-reference numbers.

K.       Inquiry can be made using partial key data for a return of possible matches.  This list would then be used to determine the actual key to be used.

L.      Record retrieval for update purposes will require SETCIC ID number or exact match of name, race, sex, date-of-birth and:

   1.  Entry Agency Identifier
   2.  Originating Agency Case Number

M.      Initial warrant entry into system will require as minimum data:

   1.  Entry Agency Identifier (ORI)
   2.  Defendant's name
   3.  Race
   4.  Sex
   5.  Date-of-Birth
   6.  Offense
   7.  Date of Warrant
   8.  At least one of the following:
       a.  TDL Number
       b.  Social Security Number
       c.  Official DPS ID Number
       d.  Alien Registration Number
       e.  Others

N.      Upon a positive response from SETCIC Inquiry, requesting agency must immediately confirm with the originating agency that the warrant is valid and in force.


## III. SECURITY

A.      Access to SETCIC files and functions will be limited to authorized agencies.

B.      Agency identifier will be the TCIC originating agency identifier.

C.      JIMS staff will operationally maintain any security files, programs and reports under the control of the Executive Board.

D.      Agencies will be allowed inquiry, update, or both functions based upon approval of the Executive Board only and upon execution of an approved contract with Harris County. Security profiles will be established and maintained to disallow unauthorized activity.

E.      Sanctions regarding security violations or attempted unauthorized activity will be established and enforced by the Executive Board and may include removal of the participating agency from access of SETCIC.

F.      All entries/inquiries will be automatically logged for security auditing purposes. Information captured will include but not be limited to:

1. Agency identifier
2. Operation
3. Selection information supplied
4. Hit/no-hit information
5. Security breach attempt indicator
6. Date/time

G.      No access to the files and/or records of the Harris County JIMS Criminal or Civil applications will be allowed via the state network unless specifically approved by the JIMS Executive Board.

H.      Necessary system software and file implementation, maintenance, and monitoring will be performed by the personnel of the Central Data Processing Department Technical Systems Group under specific contract or agreement with the JIMS Executive Board and Commissioners' Court.

I.      Hardware housed within the Central Data Processing facility will be secured under terms of the aforementioned contract or agreement.

J.      No "dial-up" telecommunications access will be permitted.

# INDEX