

Pawnshop Manual

Southeast Texas Crime Information Center
(SETCIC)



Harris County Information Technology Center;
Education & Career Development Division
1310 Prairie; Suite 1220
Houston, Texas 77002

<http://www.jims.hctx.net/jimshome/>

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Introduction

The Pawnshop System is a SETCIC subsystem that came online in 1986. It aids SETCIC member agencies in their investigation of merchandise pawned or sold through pawnshops.

With this system, inquiries can be made on names, driver's license numbers, pawn ticket numbers, gun types, article types, serial numbers, and owner-applied numbers.

In addition, when a pawn ticket entry is made from a terminal that has access to the National Crime Information Center (NCIC), and when the entry includes a serial number or an owner-applied number, the system will automatically perform an NCIC stolen inquiry. If the item is listed as stolen, a seizure may be placed on the item by law enforcement personnel to prevent the pawnshop from selling it. Law enforcement personnel may then take possession of the item and return it to its owner.

SETCIC, which stands for the Southeast Texas Crime Information Center, was developed and is maintained by the Harris County Justice Information Management System. SETCIC serves as a central repository for warrant and pawnshop information and allows agencies to share data. 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 the Harris County Commissioners' Court, and signing a contract. There are two types of participation in SETCIC - full service and inquiry only. Full-service agencies enter information and make inquiries. Fees are required for data entry. Inquiry-only agencies access records, but do not make any entries. There are no fees for inquiring.

SETCIC policies and procedures are discussed at quarterly meetings that are overseen by the SETCIC board. Board members are elected by the member agencies.

SETCIC Pawnshop transactions allow records to be entered, updated, and deleted, and can be accessed in three different ways: through a menu screen, 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. Most SETCIC Pawnshop Inquiry transactions run on both CICS2 and CICS3. (The exception is PCTI, the Code Table Inquiry, which runs exclusively on CICS3.)

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 **log-on 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 must re-enter your password. A prompt will appear when you press any key.
 - 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 log-on 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.

<u>Message</u>	<u>Solution</u>
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. A limited number of log-on attempts will be allowed.
LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your J.I.M.S Project Analyst or call the JIMS Training Section 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 and should remain on the screen while the terminal is not in use. The next person to sign on must begin with Step 1 of the sign-on procedure on the previous page.

Pawnshop System Information

Article/Gun Indicator (AGI)

Every item in the system is assigned one of the following codes:

A = Article

G = Gun

The AGI is followed by the PID.

Pawnshop Id Number (PID)

Nine-digit, computer-generated number used to identify the item in the system. Every item is given a unique PID. Information about the item, the person who pawned it, and the pawnshop where it was pawned, is available through the PID.

The PID is preceded by the AGI. Examples:

A000000167

G002498361

Article-Type and Gun-Type Codes

Every item is assigned a type code. These codes are listed in the NCIC Code Manual. The codes should also be available online through the PCTI transaction.

Article-type codes are between four and seven characters in length, beginning with a field category code identifying the article category. For example, a video camera will have the field category code R for radio, TV, and sound entertainment devices, followed by the article-type code VIDEOC. Therefore, the complete article-type code for a video camera is RVIDEOC. See Article-Type Codes handout for a list of valid codes.

Gun-type codes are one or two characters in length identifying various types of weapons. This list is too extensive to include in this manual. Check the NCIC Code Manual for valid codes.

New NCIC article- and gun-type codes can be added to the Pawnshop code tables using transaction PCOD. Generally, only certain personnel from each entering agency will be cleared for this transaction. If you see that a valid code needs to be added to the system, notify your supervisor or call the ITC Help Desk at 713-755-6624.

Name Inquiries

The format for a direct name inquiry is:

LAST NAME, FIRST NAME, MIDDLE INITIAL

The name inquiry works by exact match spelling. It does not work by Soundex. Only last names spelled exactly like the one inquired upon will display on the response screen.

If an initial is used for the first name, complete names may appear on the response screen.

If you inquire with a middle initial, but a different middle initial or name exists in the system for that person, the name will NOT display. Ex. If you inquire on REYES, CARL, F, but his name is listed in the system as REYES, CARL, G, his name will not display. However, if you inquire on REYES, CARL, or REYES, C, you will obtain the listing.

Example: If the operator types MONTES, DANIEL, L
the system will find:

MONTES, DANIEL, L

The system will not find:

MONTEZ, DANIEL, LEE

MONTES, DANIEL,

MONTES, D, L

MONTES, D

MONTES, DANIEL, R

MONTES, DANNY, L

MONTES, DAN, L

If the operator types MONTES, D, L

the system will find:

MONTES, D, L

MONTES, DANIEL, L

MONTES, DAN, L

MONTES, DONALD, L

MONTES, DEBORAH, L

The system will not find:

MONTEZ, DANIEL, L

MONTES, DANIEL, R

MONTES, D, R

MONTES, D

If the full name is unknown, inquire on a partial name. (See page 8 for examples.) If the spelling of the last name is unknown, try several variations.

CICS Information

Tran IDs

Transaction identification codes (tran IDs) are four-character codes used to access transactions. An example of a tran ID is PINQ (for the Pawnshop Inquiry Menu). See page 8 for a summary of Pawnshop tran IDs and access methods.

Making Transfers

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

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

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

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

When a list of entries appears, obtain more information about a particular listing by typing the one-digit line number over the = sign at the top left corner of the screen and pressing ENTER.

Example: to choose line 1, type 1 over the equal sign (=) and press ENTER. (Typing 01 will not work.)

Paging Techniques

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

ENTER for the next page

=L <ENTER> for the last page

=P <ENTER> for the previous page

=4 <ENTER> for page four. Replace the number with any other specific page number.

The GET Function

In some transactions, pages are grouped into batches, usually containing 10 pages per batch. To access another batch of records, type GET over the =N in the top left corner of the screen and press ENTER. This may be done from any page in a batch. On the last page of the batch, GET will automatically display; just press ENTER to obtain the next batch.

The only way to move through the batches is forward. There is no way to move backwards from batch to batch. To access information in a previous batch, perform the inquiry again.

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. It may be necessary to press RESET and the left (or forward) TAB key to remedy the problem.

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 ITC Help Desk at 713-755-6624 to request clearance.

Direct Access Methods For Pawnshop Inquiry Screens

<u>TRAN ID</u>	<u>SCREEN NAME</u>	<u>ACCESS METHOD</u>
PINQ	Pawnshop Inquiry Menu	PINQ
PNAM	Name Inquiry	PNAM/Last Name, First Name, Middle Initial PNAM/Last Name, First Name, PNAM/Last Name, First Initial, PNAM/Last Name, First Initial, Middle Initial PNAM/Last Name,
PPID	Pawnshop ID Number Inquiry	PPID/AGI and PID Example, PPID/A000010902
POLN	Operator License Inquiry (Driver's License Inquiry)	POLN/State Abbreviation and OLN Example, POLN/TX2087406
PPTN	Pawn Ticket Number Inquiry	PPTN/Pawn Ticket Number Example, PPTN/00004289
PTYP	Article- or Gun-Type Inquiry	For Articles: PTYP/A For Guns: PTYP/G
POAN	Owner-Applied Number Inquiry	POAN/Owner Applied Number Example, POAN/436428147
PSER	Serial Number Inquiry	PSER/Serial Number Example, PSER/36564
PCTI	Article- or Gun-Type Codes Inquiry	PCTI/ATY for article-type codes PCTI/BRA for article brands PCTI/COL for item color codes PCTI/CAL for gun calibers PCTI/GTY for gun type codes PCTI/MAK for gun make codes
PCTI	Pawnshop License Data Inquiry	PCTI/PLN

Direct Access Methods For Pawnshop Entry Screens

NOTE: Attempting to access these transactions without proper clearance will result in security violations.

<u>TRAN ID</u>	<u>SCREEN NAME</u>	<u>ACCESS METHOD</u>
PTIC	Pawn Ticket Entry	PTIC
PMOD	Pawn Ticket Modify/ Update	PMOD/AGI and PID Example, PMOD/G000065781
PCOD	Article/Gun Codes Add/Modify	PCOD/ATY for article-type codes PCOD/BRA for article brands PCOD/COL for item color codes PCOD/CAL for gun calibers PCOD/GTY for gun type codes PCOD/MAK for gun make codes
PCOD	Pawnshop License Data Add/Modify	PCOD/PLN
PSEZ	Seizure File Add/Modify	PSEZ/AGI and PID Example, PSEZ/A000004975

Press ENTER after typing each access method.

PINQ - Pawnshop Inquiry Menu

Use PINQ to select an inquiry option. Access this transaction by typing:

PINQ

and pressing ENTER. The following screen will display:

```
*****
                JUSTICE INFORMATION MANAGEMENT SYSTEM                PINQ
                SOUTHEAST TEXAS CRIME INFORMATION CENTER
                PAWN SHOP SYSTEM INQUIRY PARAMETER SELECTION

OPTION:  _

1. NAME - LAST:  _____ FIRST:  _____ MID INITIAL:  _
                RACE:  _      SEX:  _      AGE:  ___      DOB:  _____
2. AGI:  _  PID:  _____
3. OLN OR STATE ID:  _____ STATE:  ___
4. PAWN TICKET NO:  _____
5. GUN TYPE:  ___ MAKE:  _____ MODEL:  _____ CALIBER:  _____ COLOR:  _____
6. ARTICLE TYPE:  _____ MODEL:  _____ BRAND:  _____ COLOR:  _____
7. OWNER APPLIED NUMBER:  _____
8. SERIAL NUMBER:  _____

ENTER "Y" IF ONLY STOLEN ITEMS ARE TO BE VIEWED:  _ (BLANK VIEWS ALL)
ENTER DATE RANGE FOR 5 OR 6 ABOVE:  _____ TO  _____

* * ENTER ONE OF THE OPTIONS ABOVE * *
*****
```

EXPLANATION OF FIELDS

OPTION: Type desired option number and press ENTER. The cursor will appear on the appropriate line.

1. NAME: To inquire with a name, type a full or partial name in the appropriate fields. The system will search for names that match the EXACT spelling entered. First name or initial and middle initial are optional.

If you inquire with a middle initial, but a different middle initial or name exists in the system for that person, the name will NOT display. Ex. If you inquire on REYES, CARL, F, but his name is listed in the system as REYES, CARL, G, his name will not display. However, if you inquire on REYES, CARL, or REYES, C, you will obtain the listing.

If you have any other data about the individual, type it in as well.

RAC: Optional. To limit the search to a particular race, type in a race code. If you enter a code different from the one in the system for that person, the listing will not display. Race codes are:

A = Asian
B = Black
H = Hispanic
I = American Indian
W = White
X = Unknown

SEX: Optional. Codes are:
F = Female
M = Male

AGE: Optional. Inquire with either age or date of birth, not both. This is the person's age at the time the item was pawned (must be 17 or over). If age was not entered into the system, the listing will NOT display.

DOB: Date of birth. Optional. Inquire with either age or date of birth, not both. Use MMDDYY format (month day year with no spaces, no punctuation). Ex., June 10, 1960 = 061060. If DOB was not originally entered into the system, the listing will NOT display. The month and day must match exactly with the DOB in the system; the year can be plus or minus one year.

2. **AGI:** Article/Gun indicator. To perform this type of inquiry, type A for article, G for Gun.

PID: Pawnshop ID number. Type the nine-digit, computer-generated number used to identify the item in the system.

3. **OLN OR STATE ID:** To inquire by OLN, type the individual's driver's license number and state abbreviation. If state is left blank, it defaults to Texas. To inquire by state ID number, type the state identification number and state abbreviation. The state defaults to Texas.

4. PAWN TICKET NUMBER: Must be eight digits, add zeros to beginning of number if it is less than eight digits. Ex., to inquire on the pawn ticket number 5038, type 00005038. These numbers are pre-printed on pawn tickets and are not unique. Different pawnshops sometimes use the same pawn ticket numbers.
5. GUN TYPE: To inquire on guns, enter valid NCIC gun-type code. These codes are listed in the NCIC Code Manual and in Pawnshop transaction PCTI.
- MAKE: Optional. Type valid NCIC gun-make code.
- MODEL: Optional. Type gun model.
- CALIBER: Optional. Type valid NCIC gun-caliber code.
- COLOR: Optional. Type valid NCIC color code.
6. ARTICLE TYPE: To inquire on articles, type valid NCIC article-type code. These codes are listed in the NCIC Code Manual and in Pawnshop transaction PCTI.
- MODEL: Optional. Type article model.
- BRAND: Optional. Type valid NCIC article brand code.
- COLOR: Optional. Type valid NCIC color code.
7. OWNER-APPLIED NUMBER: Type an owner-applied number when using this option. Ex. a social security number engraved on an item by the owner.
8. SERIAL NUMBER: Type a serial number when using this option.
- ENTER "Y" IF ONLY STOLEN ITEMS ARE TO BE VIEWED: This option is currently unavailable. Leave this field blank.
- ENTER DATE RANGE FOR 5 OR 6 ABOVE: This option is currently unavailable through PINQ. Leave this field blank. For date range option see PTYP explanation on page 26.

After typing information, press ENTER.

Pawnshop System Detail Screen

The Pawnshop System Detail screen displays specific information about the item, the pawner, and the pawnshop.

Access this transaction from a list of entries by typing a line number and pressing ENTER.

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

The direct access method for this screen is PPID/AGI and PID example, PPID/G000784532.

```
*****
_____ JUSTICE INFORMATION MANAGEMENT SYSTEM PPID
          SOUTHEAST TEXAS CRIME INFORMATION CENTER
          PAWN SHOP SYSTEM DETAIL

AGI: A PID: 000027755 (P)AWNED OR (S)OLD: P
TYP: OTYPEWR BRA: HERMES MOD: 3000 COL:
OAN: SER: 7073923 CAS:
          DSF:
          DOS:

NAM: HELDER PATRICK J
      101 1/2 BEGONIA LANE
      HIGHLAND TX
RAC: WHITE SEX: MALE AGE: 21 DOB: WGT: 190 HGT: 603
OLN: 11131016

ENTERING AGENCY ID: TX1010000 - HARRIS COUNTY SHERIFF

PAWN SHOP DATA: PLN: P3887 - CHANNELVIEW PAWN SHOP
PTN: 00004138 PDT: 112891 DDT: 122491

PF1=PNAM PF2=PINQ PF3=POLN PF4=PPTN PF5=PTYP PF7=POAN PF8=PSER PF9=PTIC
*****
```

EXPLANATION OF FIELDS

_____: To transfer to another transaction, type a tran ID on this line and press ENTER.

AGI: Article/Gun indicator. A = Article. G = Gun.

PID: Pawnshop ID number. Nine-digit, computer-generated number used to identify every item in the system.

(P)AWNED OR
(S)OLD: Designates whether item was pawned or sold. **P** = Pawned, **S** = Sold.

TYP: Valid NCIC article- or gun-type code.

BRA: Valid NCIC article-brand code. When a gun record is displaying, this field is labeled MAK for the valid NCIC gun-make code.

MOD: Article or gun model.

COL: Valid NCIC color code.

OAN: Owner-applied number. Ex. owner's driver's license number or social security number.

SER: Serial number of article or gun, or if item is not serialized, a description of the item.

CAS: Case number assigned by agency seizing a stolen article or gun.

DSF: Date seizure filed.

DOS: Date of seizure.

NAM: Name and address of person pawning or selling item.

RAC: Person's race. Codes are:
A = Asian **B** = Black **H** = Hispanic
I = Indian **W** = White **X** = Unknown

SEX: Person's gender. **M** = male, **F** = female.

AGE: Person's age.

DOB: Person's date of birth.

WGT: Person's weight in three-digit format. Ex. 99 lbs. = 099.

HGT: Person's height in three-digit format. Ex. 6'2" = 602.

OLN: Person's driver's license number. DL State is not designated. If person's address is out of state, the state code and DL number can be used to perform an out-of-state DL check with WMIN.

ENTERING AGENCY ID:	Identification number and name of agency entering pawn ticket information.
PLN:	Pawnshop license number and name.
PTN:	Pawn ticket number.
PDT:	Pawn date.
DDT:	Due date for pawned items. 30 days from pawn date. Sold items will not have due dates.

ADDITIONAL INQUIRIES

To check for additional pawnshop information, use the PF keys at the bottom of the screen. If the screen does not change, no other entries were found. If a field is blank and a corresponding PF key is pressed, a blank inquiry screen will display.

PF-KEY OPTIONS

PF1 = PNAME:	Press PF1 to inquire on displayed name and obtain list of other pawned or sold items connected with that name.
PF2 = PINQ:	Press PF2 to access the Pawnshop Inquiry Menu.
PF3 = POLN:	Press PF3 to inquire on displayed driver's license number and obtain list of other entries connected with that number.
PF4 = PPTN:	Press PF4 to inquire on displayed pawn ticket number. Different pawnshops sometimes use pawn tickets with the same numbers, so this inquiry may reveal items, people, and pawnshops unrelated to the original listing.
PF5 = PTYP:	Press PF5 to inquire on displayed article- or gun-type code and obtain list of other items of that type entered in the pawnshop system.
PF7 = POAN:	Press PF7 to inquire on owner-applied number.
PF8 = PSER:	Press PF8 to inquire on serial number.
PF9 = PTIC:	Press PF9 to access the Pawn Ticket Entry screen. If not cleared for entry, this will result in a security violation.

PNAM - Name Inquiry

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

PNAM

and pressing ENTER. The following screen will display.

OR access PINQ, type 1 in the Option field, type a name, and press ENTER.

```
*****
_____          JUSTICE INFORMATION MANAGEMENT SYSTEM          PNAM
                   SOUTHEAST TEXAS CRIME INFORMATION CENTER      PAGE 1
                   ** PAWNSHOP NAME INQUIRY **

NAME: _____ _ RACE: _ SEX: _ AGE: ___ DOB: _____
      N A M E                RAC/SEX/AGE      DOB      AGI/PID

ENTER NAME FOR LIST OF POSSIBLE MATCHES — EXACT MATCHES WILL BE MARKED WITH
' * '.
RACE, SEX, AGE OR DATE OF BIRTH ALSO MAY BE SUPPLIED AS SEARCH DELIMITERS.
PRESS ENTER TO INQUIRE OR TRANSFER OPTION ** PF1=FRESH SCREEN **
*****
```

Type the individual's name in the appropriate spaces. Use the tab key to move the cursor to the correct field. Type last name, tab to the next field, type first name, tab to the next field, type middle initial.

If full name is unknown, inquire with a partial name. Note: the names Brown, Jones, and Smith cannot be entered without at least a first initial.

If spelling is unknown, try several variations. The system only looks for names spelled exactly the way you spelled the name.

See page 5 for additional explanations on name inquiries.

If available, type race, sex, age, or date of birth.
Press ENTER.

If there is only one entry connected to that name, the Pawnshop Detail screen (PPID) will display. See page 13 for explanation of PPID. If there is more than one entry connected to that name a list will display, see example below.

PF-KEY OPTIONS

PF1 = FRESH SCREEN: Press PF1 to erase input.

If more than one listing is found in response to the name inquiry, the following screen will display:

```

*****
=N_____ JUSTICE INFORMATION MANAGEMENT SYSTEM PNAM
          SOUTHEAST TEXAS CRIME INFORMATION CENTER PAGE 1
          ** PAWNSHOP NAME INQUIRY **
NAME: HERZOG_____ RACE: _ SEX: _ AGE: __ DOB: _____

  N A M E          RAC/SEX/AGE      DOB      AGI/PID
1  HERZOG          R  W  F          101656  A000192977
2  HERZOG          R  W  F          101656  G000192976
3  HERZOG          J  W  F          062740  A000030560
4  HERZOG          T  B  F          102361  A000041863
5  HERZOG          T  B  F          102361  A000058664

*** END OF RECORDS THIS INQUIRY ***
ENTER LINE NUMBER TO SEE BASIC RECORD ** PF1=FRESH SCREEN OR ENTER NEW
OPTION
*****

```

EXPLANATION OF FIELDS

- 1: Line number. To select a listing and transfer to the Pawnshop Detail screen, type a line number over the = sign and press ENTER.
- NAME: Last name, first name and middle initial of person who pawned or sold item.

RACE: Race codes are:
A = Asian **B** = Black **H** = Hispanic
I = Indian **W** = White **X** = Unknown

SEX: Sex codes are: **M** = male, **F** = female

AGE: Age of pawner (will not appear if DOB was entered.)

DOB: Date of birth appears in six-digit MMDDYY format.

AGI/PID: Article/Gun indicator. **A** = article, **G** = gun.
Pawnshop ID number. A nine-digit, computer-generated number used to identify the item in the system.

To change the inquiry:

- 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.
- d. To inquire with a race, sex, age, or DOB, tab to the blank line above the column heading and type in the information.
- e. Press ENTER.

PF-KEY OPTIONS

PF1 = FRESH SCREEN: Press PF1 to erase input.

PPID - Pawnshop ID Number Inquiry

Use PPID to inquire with a pawnshop ID Number (PID). Access this transaction by typing:

PPID

and pressing ENTER. The following screen will display.

OR access PINQ, type 2 in the Option field, type an AGI and PID, and press ENTER.

```
*****
_____          JUSTICE INFORMATION MANAGEMENT SYSTEM          PPID
                   SOUTHEAST TEXAS CRIME INFORMATION CENTER
                   PAWN SHOP SYSTEM DETAIL

AGI:  _  PID:  _____          (P)AWNED OR (S)OLD:
TYP:  _  BRA:  _____          MOD:          COL:
OAN:          SER:          CAS:
                               DSF:
                               DOS:

NAM:

RAC:          SEX:          AGE:          DOB:          WGT:          HGT:
OLN:

ENTERING AGENCY ID:

PAWN SHOP DATA:  PLN:
PTN:          PDT:          DDT:

PF1=PNAM  PF2=PINQ  PF3=POLN  PF4=PPTN  PF5=PTYP  PF7=POAN  PF8=PSER  PF9=PTIC
*****
```

Type AGI and PID in the spaces provided and press ENTER.

AGI is article/gun indicator. **A** = article, **G** = gun.

PID is pawnshop ID number, a nine-digit, computer-generated number used to identify the item in the system.

The detail screen will display. See page 13 for explanation.

POLN - Driver's License Or State Id Inquiry

Use POLN to inquire with a person's driver's license number or state ID number. Access this transaction by typing:

POLN

and pressing ENTER. The following screen will display.

OR access PINQ, type 3 in the Option field, type the OLN, and press ENTER.

```
*****
_____          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE: 1
                  SOUTHEAST TEXAS CRIME INFORMATION CENTER      POLN
                  OPERATOR LICENSE OR STATE ID INQUIRY
-----
                   N A M E                RAC/SEX   AGE   DOB       OLN       AGI/PID

PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE
*****
```

Type the person's driver's license number or state ID number. The state abbreviation is only required if the state is something other than Texas. Press ENTER.

If only one entry is connected to the DL, the Pawnshop Detail screen will display. See page 13 for explanation.

If more than one entry is connected to the DL, the following screen will display.

NOTE: If different names appear, they are not necessarily the person's alias names. One of the people listed may be using the DL number fraudulently, or a data entry error in the DL may have occurred when the pawn ticket was originally entered.

```
=N__          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE: 1
              SOUTHEAST TEXAS CRIME INFORMATION CENTER        POLN
              OPERATOR LICENSE OR STATE ID INQUIRY
584829_____ TX
```

	N	A	M	E	RAC/SEX	AGE	DOB	OLN	AGI/PID
1	GLENN		BARRY		P W M	43		584822	
	RRADITA				PAWNED			TX1010000	A000000225
2	GLENN		BARRY		P W M	43		584822	
	MGUITAR	H166			PAWNED			TX1010000	A000000224
3	GLENN		BARRY		P W M	43		584822	
	PRING	RUBY			PAWNED			TX1010000	A000000221
4	GLENN		BARRY		P W M	43		584822	
	PRING	1	DIAMOND		PAWNED			TX1010000	A000000220
5	GLENN		BARRY		P W M	43		584822	
	MGUITAR				PAWNED			TX1010000	A000000437

PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE

EXPLANATION OF FIELDS

1: Line number. To access specific information about one of the listings, transfer to the Pawnshop Detail screen by typing the line number over the = sign and pressing ENTER.

NAME: Last name, first name, and middle initial of person who pawned or sold item.

RACE: Race codes are:
A = Asian **B** = Black **H** = Hispanic
I = Indian **W** = White **X** = Unknown

SEX: Codes are: **M** = male, **F** = female

AGE: Age appears only if DOB was not entered.

DOB: Date of birth appears in six-digit MMDDYY format.

OLN: Operator license number. (Driver's license number.)

TYPE
(MGUITAR): Valid NCIC article- or gun-type code.

MODEL
(H166): Article/gun model.

PAWNED
(OR SOLD): Indicates whether item was pawned or sold.

ORI
(TX1010000): Identification number of agency entering pawn ticket information.

AGI/PID
(A000000224): Article/gun indicator. **A** = article, **G** = gun.
Pawnshop ID number. A nine-digit, computer-generated number used to identify the item in the system.

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 number at the top of the screen.
- c. Type a new OLN on that line.
- d. Press ENTER.

PPTN - Pawnshop Ticket Number Inquiry

Use PPTN to inquire on a pawn ticket number. Type:

PPTN

and press ENTER. The following screen will display.

OR access PINQ, type 4 in the Option field, type the PTN, and press ENTER.

```
_____          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE: 1
                   SOUTHEAST TEXAS CRIME INFORMATION CENTER      PPTN
                   PAWN SHOP TICKET NUMBER INQUIRY
```

```
_____
                   N A M E          RAC/SEX  AGE  DOB          OLN          AGI/PID
```

```
PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE
```

Type the pawn ticket number and press ENTER. This number must be eight digits. If it is less than eight, add zeros to the beginning of the number. Ex., type pawn ticket number 4292 as 00004292.

If there is only one entry connected to the PTN, the Pawnshop Detail screen will display. See page 13 for explanation.

If there is more than one entry connected to the PTN, the following screen will display:

NOTE: Different pawnshops sometimes use pawn tickets with the same numbers. If more than one listing displays and a person's name is repeated, there was likely more than one item listed on the pawn ticket. If different names appear, the items may have been on completely different pawn tickets that happened to have the same number.

```

*****
=N__          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE: 1
              SOUTHEAST TEXAS CRIME INFORMATION CENTER        PPTN
              PAWN SHOP TICKET NUMBER INQUIRY
00000428

      N A M E          RAC/SEX  AGE  DOB      OLN      AGI/PID
1  HEMSLEY          SAMUEL    D   W   M   31      1584649
   PRING            PAWNED                TX1010000  A000001028
2  HEMSLEY          SAMUEL    D   W   M   31      1584649
   PRING            PAWNED                TX1010000  A000001027
3  COOK             ROBERT    L   W   M           071761  11121650
   HOVEN            PAWNED                TX1010000  A000043071
4  BRENNER          TOM       E   W   M           041154  7064487
   RTURNTA         SOLD                  TX1011500  A000023725

PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE

```

EXPLANATION OF FIELDS

1: Line number. To access specific information about a listing, transfer to the Pawnshop Detail screen by typing the line number over the = sign and pressing ENTER.

NAME: Name of person who pawned or sold item.

RACE: Race codes are:

A = Asian **B** = Black **H** = Hispanic
I = Indian **W** = White **X** = Unknown

SEX: Codes are: **M** = male, **F** = female

AGE: Age of pawner when item was pawned.

DOB: Date of birth appears in six-digit MMDDYY format.

TYPE
(PRING): Valid NCIC article- or gun-type code.

PAWNED
(OR SOLD): Indicates whether item was pawned or sold.

ORI
(TX1010000): Identification number of agency entering pawn ticket information.

AGI/PID
(A000001028): Article/gun indicator. **A** = article, **G** = gun.
Pawnshop ID number. A nine-digit, computer-generated number used to identify the item in the system.

To change the inquiry:

- a. Erase the = sign by pressing the space bar.
- b. Tab to the pawn ticket number (PTN) at the top of the screen.
- c. Type a new PTN on that line.
- d. Press ENTER.

PTYP - Article/Gun Type Inquiry

Use PTYP to inquire on article or gun types. In order to narrow searches to a specific time period use the date range fields provided on this screen.

To look up an article, type: **PTYP/A**

To look up a gun, type: **PTYP/G**

and press ENTER. The following screen will display:

```
*****
_____          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE: 1
                  SOUTHEAST TEXAS CRIME INFORMATION CENTER      PTYP
                  PAWN SHOP INQUIRY
AGI:  _ TYP:  _   MODEL: _____ MAKE:  _   CALIBER:  _____ COLOR:  _
                  DATE RANGE: _____ TO _____
                  N A M E          RAC/SEX  AGE  DOB          OLN          AGI/PID
*****
```

INQUIRY FIELDS

- AGI:** Article/Gun indicator. **A** = Article. **G** = Gun.
- TYP:** Type valid NCIC article or gun type code. These codes are listed in the NCIC Code Manual and in Pawnshop transaction PCTI.
- MODEL:** Optional. Type article or gun model.
- MAKE:** Optional. Type valid NCIC gun-make code.
- CALIBER:** Optional. Type valid NCIC gun-caliber code.
- COLOR:** Optional. Type valid NCIC color code.
- DATE RANGE:** Type a beginning date and an end date, or type a beginning date and leave the end date blank. The end date will default to the current date and the search will reveal items pawned or sold from the beginning date to the present. Use six-digit, MMDDYY (month day year) format for the dates.

If only one response is found, the Pawnshop Detail screen will display. See page 13 for explanations of PPID.

If more than one response is found, the following screen will display:

```
*****
=N__          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE: 1
              SOUTHEAST TEXAS CRIME INFORMATION CENTER        PTYP
              PAWN SHOP ARTICLE TYPE INQUIRY
AGI: A TYP: MGUITAR  MODEL: _____ MAKE: _____ COLOR: ____
              DATE RANGE: _____ TO _____
              N A M E          RAC/SEX    AGE    DOB          OLN    AGI/PID
1 MCGOWAN          ELBIE            V    W    M          082361  8937282
  MGUITAR          FX56            PAWNED          TX1010100  A000243031
2 LANTON           JAMES            A    W    M          27      9126162
  MGUITAR          5065            PAWNED          TX1010000  A000039635
3 BROCK           DOUG             W    W    M          24      10638044
  MGUITAR          MYSTIC          PAWNED          TX1010000  A000191689
4 TRAMMELL        STEVE            W    M          24      12874787
  MGUITAR          PAWNED          TX1010000  A000023228
5 RILEY           MARILYN         E    H    F          19      6876863
  MGUITAR          PAWNED          TX1012300  A000123716

PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE
*****
```

EXPLANATION OF FIELDS

- 1: Line number. To access specific information about a listing, transfer to the Pawnshop Detail screen by typing the line number over the = sign and pressing ENTER.
- NAME: Name of person who pawned or sold item.
- RACE: Race codes are:
A = Asian **B** = Black **H** = Hispanic
I = Indian **W** = White **X** = Unknown
- SEX: Codes are: **M** = male, **F** = female
- AGE: Age appears only if DOB was not entered.
- DOB: Date of birth appears in six-digit MMDDYY format.

TYPE

(MGUITAR): Valid NCIC article- or gun-type code.

PAWNED

(OR SOLD): Indicates whether item was pawned or sold.

ORI

(TX1010000): Identification number of agency entering pawn ticket information.

AGI/PID

(A000243031): Article/gun indicator. **A** = article, **G** = gun.
Pawnshop ID number. Nine-digit, computer-generated number used to identify the item in the system.

To change the inquiry:

- a. Erase the = sign by pressing the space bar.
- b. Tab to the inquiry fields at the top of the screen.
- c. Type new information in the appropriate fields.
- d. Press ENTER.

POAN - Owner-Applied Number Inquiry

Use POAN to inquire with an owner-applied number such as a driver's license number or social security number. Type:

POAN

and press ENTER. The following screen will display.

OR access PINQ, type 7 in the Option field, type OAN, press ENTER.

```

_____          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE:
                  SOUTHEAST TEXAS CRIME INFORMATION CENTER      POAN
                  PAWN SHOP OWNER APPLIED NUMBER INQUIRY

_____

                N A M E                RAC/SEX  AGE  DOB      OLN      AGI/PID

```

```

PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE

```

Type the owner-applied number and press ENTER.

If there is only one entry connected to the OAN, the Pawnshop Detail screen will display. See page 13 for explanation.

If there is more than one entry connected to the OAN, a list will display. Access specific information about an entry by typing a line number over the = sign and pressing ENTER.

PSER - Serial Number Inquiry

Use PSER to inquire on a serial number. Type:

PSER

and press ENTER. The following screen will display.

OR access PINQ, type 8 in the Option field, type the SER, and press ENTER.

```
*****
_____          JUSTICE INFORMATION MANAGEMENT SYSTEM          PAGE: 1
                  SOUTHEAST TEXAS CRIME INFORMATION CENTER        PSER
                  PAWN SHOP SERIAL NUMBER INQUIRY

_____

                N A M E                RAC/SEX   AGE   DOB       OLN       AGI/PID

PRESS ENTER FOR MORE RECORDS **
PRESS CLEAR TO TERMINATE
*****
```

Type the serial number and press ENTER.

If there is only one entry connected to that number, the Pawnshop Detail screen will display. See page 13 for explanation of PPID.

If more than one entry has the same serial number, a list will display. Access specific information about an entry by typing the line number over the = sign at the top left corner of the screen and pressing ENTER.

PCTI - Article/Gun Codes Inquiry

Use PCTI to inquire on article or gun codes. Type:

PCTI/ATY for article-type codes
PCTI/BRA for article brands
PCTI/COL for item color codes
PCTI/CAL for gun calibers
PCTI/GTY for gun type codes
PCTI/MAK for gun make codes

and press ENTER. In the sample below, gun-type codes were requested.

For a list of all valid codes and descriptions, press ENTER before typing anything on the screen.

JUSTICE INFORMATION MANAGEMENT SYSTEM
SOUTHEAST TEXAS CRIME INFORMATION CENTER
GUN TYPES

PCTI

CODE: _____

CODE DESCRIPTION: _____

* PRESS ENTER TO VIEW A LIST OF ALL GUN TYPES
(CODE FIELD MUST BE BLANK)

PF8 = PTIC PF9 = PMOD PF10 = PINQ PF11 = HELP

CODE: To look up a specific NCIC code, type the code in this field and press ENTER. The code description will display in the DESCRIPTION field.

CODE
DESCRIPTION: Code description will display in response to an inquiry on a specific code.

PCTI - Pawnshop License Data Inquiry

Use PCTI to inquire on pawnshops, owners and employees. Type:

PCTI/PLN

and press ENTER. The following screen will display.

JUSTICE INFORMATION MANAGEMENT SYSTEM PCTI
SOUTHEAST TEXAS CRIME INFORMATION CENTER
PAWNSHOP LICENSE DATA

RECORD TYPE: _ LICENSE NUMBER: _____
S = SHOP DATA
O = OWNER DATA
E = EMPLOYEE DATA
A = ALL RECORDS

NAME: _____ PHONE: ____ - ____
STREET: _____ CITY: _____
ZIP CODE: _____

* PRESS ENTER FOR A LIST OF ALL PAWN SHOPS - REC TYPE = A, LICENSE BLANK

PF8 = PTIC PF9 = PMOD PF10 = PINQ PF11 = HELP

RECORD TYPE: Enter one of the following:
S = name and address of a specific pawnshop.
O = for owner data for a specific pawnshop.
E = employee data for a specific pawnshop.
A = for all records.

For a list of all pawnshop license numbers, names and addresses, type an **A** and press ENTER.

LICENSE
NUMBER: If using record types S, O, or E, type a pawnshop license number and press
ENTER. The following information will display:

NAME: Pawnshop, owner, or employee name.
PHONE: Pawnshop, owner, or employee phone number.
STREET: Pawnshop, owner, or employee address.
ZIP CODE: Pawnshop, owner, or employee ZIP code.

PF-KEY OPTIONS

PF8 = PTIC Press PF8 for the Pawn Ticket Entry screen.
PF9 = PMOD: Press PF9 for the Pawn Ticket Modify/Update screen.
PF10 = PINQ: Press PF10 for the Pawnshop Inquiry Menu.
PF11 = HELP: Press PF11 to access Help screens.

PTIC - Pawn Ticket Entry

Use this transaction to enter pawn ticket information. Type:

PTIC

and press ENTER. The following screen will display:

```
*****
                                JUSTICE INFORMATION MANAGEMENT SYSTEM                PTIC
                                SOUTHEAST TEXAS CRIME INFORMATION CENTER
                                PAWN TICKET ENTRY

NAME: _____ PAWNED MULTIPLE ITEMS
DOB: _____ AGE: __ RAC: _ SEX: _____ HGT: _____ WGT: _____
STREET: _____ APT: _____
CITY: _____ STATE: _____ ZIP: _____
ID: _____ DATE: _____ DEALER: _____

TICKET NO: _____ ARTICLE/GUN: _ NON-SERIALIZED ITEM: _

SERIAL NO: _____ ARTICLE TYPE: _____ GUN TYPE: _____ NEW: _

DESIGN/MODEL: _____ CALIBER: _____ BRAND: _____ NEW: _ MAKE: _____

COL: _____ OAN: _____ PAWNED OR SOLD: _ DUE DATE: _____

NEW ARTICLE/GUN TYPE: _____
NEW BRAND/MAKE: _____

                                PF9 = PINQ   PF10 = PMOD   PF11 = HELP
*****
```

NOTE: For help with this screen, press PF11. For help with a particular field, position the cursor in the first space of that field and press PF11. A help screen will appear explaining the requirements for that field. Sometimes lists of valid codes are available from the help screen by pressing ENTER. Leave help and return to PTIC by pressing PF11.

EXPLANATION OF FIELDS

- NAME: Pawner's last name is required.
- FIRST NAME: Pawner's first name is required.
- MIDDLE INITIAL: Pawner's middle initial is optional.

Do not use periods with names. Spaces, hyphens, and apostrophes are allowed. However, names beginning with Mc or Mac should not be entered with spaces.

PAWNED MULTIPLE

- ITEMS:** If person pawned more than one item, type **Y** (for yes). This causes the person's personal data to remain on the screen for the next entry. If only one item was pawned, leave blank.
- DOB:** Pawner's date of birth in MMDDYY format (ex. March 6, 1950 = 030650). If both DOB and age are available, type DOB, not both.
- AGE:** Pawner's age. Do not type age if DOB is available. Age must be numeric. Pawner must be at least 17 years old.
- RAC:** Race code is required. Codes are:
- A**-Asian
 - B**-Black
 - H**-Hispanic (Mexican, Cuban, South American)
 - I**-Indian
 - W**-White
 - X**-Unknown
- SEX:** Required. **M** = male, **F** = female.
- HGT:** Required. Use three-digit format for height.
Ex. 6'2" = 602.
- WGT:** Optional. Use three-digit format for weight.
Ex. 99 lbs. = 099. Entry cannot exceed 499 lbs.
- STREET:** Required. Type street number and name with only one space between them. Ex. 207 Lake Shore Drive.
- APT:** Optional. Use apartment number or letter.
- CITY:** Required. Type full name of city (spaces are permitted.) Access SETCIC code table of southeast Texas cities and ZIP codes by pressing PF11.
- STATE:** Required. Type two-character state abbreviation used by U.S. Postal Service. Access code table of state abbreviations by pressing PF11.
- ZIP:** Optional. Type five- or nine-digit ZIP code. Access code table by pressing PF11.

ID: Required. Type valid driver's license or state identification number. Do not type the state abbreviation.

DATE: Required. Type date item was pawned or sold in MMDDYY format.

DEALER: Required. Type valid dealer license code. These are not on the pawn ticket. Access code table for valid pawnshop dealer codes by pressing PF11.

TICKET NO: Required. Type pre-printed number from pawn ticket. This must be eight digits. Add zeros to beginning of number if necessary. Ex. pawn ticket number 5639 = 00005639.

ARTICLE/GUN: Required. Type A for article, G for gun.

NON-SERIALIZED ITEM: If an item has a serial number, leave this field blank. If it does NOT have a serial number, type **Y** then tab to SERIAL NO and enter a brief description of the item.

SERIAL NO: If item has a serial number, type it in. (It may contain letters or numbers.) Do not type any additional data with a serial number. If item does not have a serial number, type a brief description of the item.

ARTICLE TYPE: Required for article. Enter a valid NCIC article- type code. If appropriate code is not listed in your Article-Type Codes handout, find the code in the NCIC Code Manual. To confirm that the system will recognize the code, press PF11 to access the online code table. If the appropriate code is not listed, you may update the code table as follows. First, return to the PTIC screen from the code table. Second, type the NCIC code. Third, tab to the NEW field and type an X. Fourth, tab to the field labeled NEW ARTICLE/GUN TYPE and type the NCIC description of the article.

GUN TYPE: Required for gun. Enter valid NCIC gun-type code. Press PF11 to view online code table. If appropriate code is not listed, find the code in the NCIC Code Manual and update the code table as follows. First, return to the PTIC screen from the code table. Second, type the NCIC code. Third, tab to the NEW field and type an **X**. Fourth, tab to the field labeled NEW ARTICLE/GUN TYPE and type the NCIC description of the gun.

NEW: If you are updating the online code table with an NCIC article or gun code, type an **X** in this field. Type the meaning of the code in the field labeled **NEW ARTICLE/GUN TYPE**. The code will then be added to the code table. This is required if the NCIC code is not listed in the code table.

**DESIGN/
MODEL:** Optional. Type design name or model number of article or gun if available. If not available, a further description of an article may be typed here if needed.

NOTE: If the model number exceeds nine characters, enter only the last nine characters. The complete number can be entered in the OAN field, if there is not an owner-applied number.

CALIBER: Required for guns. Type one to four numbers. The first character must be a number from one to nine. The caliber must be greater than two. Access code table by pressing PF11, or consult the NCIC Code Manual, Part 3, Section 1.

BRAND: Required for serialized articles only. Recommended for non-serialized articles. Press PF11 to view online code table. If brand is not listed, find appropriate code in the NCIC Code Manual and update the code table as follows. First, return to the PTIC screen from code table. Second, type the appropriate NCIC code. Third, tab to the **NEW** field and type an **X**. Fourth, tab to the field labeled **NEW BRAND/MAKE** and type the NCIC description of the brand.

If brand is not listed in the NCIC Code Manual, create a new code by following the coding instructions in the NCIC Operating Manual, Part 5, Section 2. Brand name does not apply to guns.

NEW: If you have created a new article-brand or gun-make code, type an **X** in this field. Type the meaning of the code in the **NEW BRAND/MAKE** field. The code will then be added to the code table. This is required if the NCIC code is not listed on the code table.

MAKE: Required for guns. Type a valid two- or three- letter code for gun make (ex. Smith & Wesson = SW). To view online code table, press PF11 . If make is not listed, find appropriate code in the NCIC Code Manual and update the code table as follows. First, return to the PTIC screen from code table. Second, type the appropriate NCIC code. Third, tab to the **NEW** field and type an **X**. Fourth, tab to the field labeled **NEW BRAND/MAKE** and type the NCIC description of the make.

If make is not listed in the NCIC Code Manual, create a new code by following the coding instructions in NCIC Operating Manual, Part 4, Section 2. MAKE does not apply to articles.

- COL: Color is optional. Type valid three-letter NCIC color code. Access code table by pressing PF11.
- OAN: Optional. Type owner-applied number if available, (ex. if owner has engraved an identification number on the item, including initials on rings).
- PAWNED OR
SOLD: Required. **P** = pawned, **S** = sold.
- DUE DATE: Required only if item was pawned. Type due date as shown on pawn ticket. (This is date owner is due to pick up item and repay money with interest.) Use MMDDYY format.
- NEW ARTICLE/
GUN TYPE: Required when updating online code table with NCIC article- or gun-type code. Type the NCIC description of the added code in this field.
- NEW BRAND/
MAKE: Required when updating online code table with NCIC article-brand or gun-make code. Type the NCIC description of the added code in this field.

After typing all information, press ENTER. If entry is correct, the message SUCCESSFUL ADD OF PAWN TICKET appears at the bottom of the screen along with a computer-generated Pawnshop System ID number (PID). Many agencies require that PID be written on the pawn ticket next to the item it is associated with to show that the item has been entered into the system. If an error was made, an INVALID FIELD message displays and the cursor appears in the field in error, prompting a correction. After all corrections have been made, press ENTER again to add the pawn ticket data and obtain the PID number.

TCIC/NCIC INQUIRIES

If the terminal used to make the entry is cleared for NCIC access, and if the entry contains a serial number or an owner-applied number, the system will automatically perform an NCIC stolen inquiry. When a response is available, a message appears on the screen prompting you to press the PA2 key to access the NCIC information. Press PA2 twice to display the message. (If your terminal does not have a PA2 key, type "PA2," press the space bar, then press ENTER. If this does not work, contact your hardware expert.) If your terminal is associated with a printer, the NCIC response will automatically print. See next section for sample response.

PF-KEY OPTIONS

PF9 = PINQ: Press PF9 for the Pawnshop Inquiry Menu.

PF10 = PMOD: Press PF10 for the Pawn Ticket Modify/Update screen.

PF11 = HELP: Press PF11 to access Help screens.

NCIC Stolen Article Inquiry Positive Response Screen

When an NCIC stolen inquiry is performed automatically through PTIC and a response is available, the user must press the PA2 key to access that response. Words wrap around the screen from right to left. The message automatically prints on an associated printer. An explanation of the fields is given below.

```
*****
[1]
**17:11:35***** ORIGINAL INQUIRY :-TIC.R'REQ BY
TXJIMS'QA.TX101225J.TYP/ETELEPH
.SER/540356361
+++++
+

[2]           [3]           [4]           [5]
++17:12:09+++++ REPLY :-      TX101225J   MKE/STOLEN ARTICLE   ORI/TX1010000

[6]           [7]           [8]           [9]           [10]           [11]
TYP/ETELEPH  SER/      540356361  BRA/SANYO   DOT/112690  OCA/ 87221957  NIC/A1

[12]           [13]
43337827  ORI IS HARRIS CO SO HOUSTON TX  IMMED CONFIRM RECORD WITH ORI
*****
```

EXPLANATION OF FIELDS

1. 17:11:35: Time (military format) inquiry was sent to TCIC.
2. 17:12:09: Time (military format) response was sent by TCIC.
3. TX101225J: Unique inquiring agency identifier.
4. MKE/STOLEN ARTICLE: Message key for stolen article.
5. ORI/TX1010000: Unique identifier of originating agency that reported stolen article.
6. TYP/ETELEPH: Article type. First letter indicates article field category. (See page 1-2 of NCIC Code Manual for valid field category codes). Next three to six letters indicate article type. (See pp. 1-3 through 1-14 of NCIC Code Manual for valid article type codes). In this example, **E** = Equipment not otherwise categorized, and **TELEPH** = Telephone.

7. SER/540356361: Serial number (if available).
8. BRA/SANYO: Article brand name. See pp. 1-1 through 1-2 of NCIC Code Manual for valid brand name codes.
9. DOT: Date of theft.
10. OCA/87221957: Originating agency case number.
11. MIS: Any items stolen along with the one inquired upon will be listed. Inquire with the identifiers listed in this field to determine whether or not the items have been recovered.
11. NIC/A143337837: Unique number assigned to each item in NCIC including alphabetic identifier (ex., A = Article) and nine digits.
12. ORI IS...: Literal name of originating agency.
13. IMMEDIATE CONFIRM RECORD WITH ORI: A positive response such as this should be confirmed with the originating agency to make sure the article in question is still listed as stolen and, if a specific article is suspected as stolen by inquiring agency, to confirm that suspected article and article on TCIC are the same.

PMOD - Pawn Ticket Modify/Update

Use this transaction to modify, update or delete a record. Access this transaction by typing:

PMOD

and pressing ENTER.

Type the AGI and PID in the spaces provided and press ENTER. The pawnshop record will display. Use the tab keys to move the cursor to the appropriate field, type modifications, press ENTER.

```
*****
_____ JUSTICE INFORMATION MANAGEMENT SYSTEM PMOD
SOUTHEAST TEXAS CRIME INFORMATION CENTER
** PAWN SHOP MODIFY/UPDATE **

DELETE (Y/N) :
AGI: A PID: 000001339 (P)AWNED OR (S)OLD: P
TYP: PWATCH_ BRA: SEIKO_ MAK: _____ MOD: WRISTWATC_ CAL: _____
OAN: _____ COL: _____ SEIZURE/HOLD: _____
SER: 2N0087_____ NON SERIALIZED: _

LNM: PARKER_____ FNM: PAT_____ MIN: A
ADR: 2034 PRESTON_____
CTY: PASADENA_____ TX
RAC: W SEX: F AGE: 26 DOB: _____ WGT: 190 HGT: 505
OLN: 2234776_____

ENTERING AGENCY ID: TX1010000 - HARRIS COUNTY SHERIFF

PAWN SHOP DATA: PLN: P4077_ - NICK'S INCORPORATED
PTN: 00019473 PDT: 121189 DDT: 011190

WHEN CONVERTING TYPE FROM A TO G OR G TO A PLACE AN "*" IN THE AGI FIELD
PF1 = FRESH SCREEN
*****
```

EXPLANATION OF FIELDS

_____: To transfer to another transaction, type a tran ID on this line and press ENTER.

DELETE(Y/N): To delete record, type Y, press ENTER. A message will prompt user to press PF5 to verify delete; press PF5 to confirm.

AGI: Article/Gun indicator. **A** = Article. **G** = Gun.

PID: Pawnshop ID number. Nine-digit, computer-generated number used to identify every item in the system.

(P)AWNED OR
(S)OLD: Designates whether item was pawned or sold.
P = Pawned, **S** = Sold.

TYP: Valid NCIC article- or gun-type code.

BRA: Valid NCIC article-brand code. When a gun record is displaying, this field is labeled MAK for the valid NCIC gun make code.

MOD: Article or gun model.

CAL: Valid NCIC gun caliber.

COL: Valid NCIC color code.

SEIZURE/
HOLD: Indicates if an item has been seized or held by a law enforcement agency. This field cannot be modified. It is for display only.

OAN: Owner-applied number. Ex. owner's driver's license number or social security number.

SER: Serial number of article or gun, or if item is not serialized, a description of the item.

NON-
SERIALIZED: Type **Y** in this field for a non-serialized item record.

LNM: Last name of person who pawned or sold item.

FNM: First name of person who pawned or sold item.

MIN: Middle initial of person who pawned or sold item.

ADR: Address of person.

CITY: City of address.

RAC: Person's race. Codes are:
A = Asian **B** = Black **H** = Hispanic
I = Indian **W** = White **X** = Unknown

SEX: Person's gender. Codes are:
M = male **F** = female

AGE: Person's age.

DOB: Person's date of birth in six-digit MMDDYY format. Either person's age or DOB will display, not both.

WGT: Person's weight in three-digit format. Ex. 99 lbs. = 099.

HGT: Person's height in three-digit format. Ex. 6'2" = 602.

OLN: Person's driver's license number.

ENTERING AGENCY ID: Identification number and name of agency entering pawn ticket information.

PLN: Pawnshop license number and name.

PTN: Pawn ticket number must be eight digits. Leading zeros are added to the beginning of the number.

PDT: Pawn date.

DDT: Due date for pawned items. 30 days from pawn date. Sold items will not have due dates.

PF-KEY OPTIONS

PF1 = FRESH SCREEN: Press PF1 to erase input.

PCOD - Article/Gun Code Add/Modify

Use this transaction to add, change, delete, inquire about, or reset codes for article type, article brands, colors, gun calibers, gun types, or gun makes. Access this transaction by typing:

PCOD/ATY for article type codes
PCOD/BRA for article brands
PCOD/COL for item color codes
PCOD/CAL for gun calibers
PCOD/GTY for gun type codes
PCOD/MAK for gun make codes

and pressing ENTER. The following screen will display.

JUSTICE INFORMATION MANAGEMENT SYSTEM
SOUTHEAST TEXAS CRIME INFORMATION CENTER
ARTICLE TYPES

PCOD

FUNCTION: _
A = ADD
C = CHANGE
D = DELETE
I = INQUIRE
R = RESET

CODE: _____

CODE DESCRIPTION: _____

PF8 = PTIC PF9 = PMOD PF10 = PINQ PF11 = HELP

EXPLANATION OF FIELDS

- FUNCTION:** Choose function by typing appropriate code in this field.
- CODE:** To display an NCIC code, first choose a function, then type the code in this field and press ENTER.
- CODE DESCRIPTION:** Literal meaning of NCIC code displays. If adding new code, the literal meaning of the code **MUST** be typed in this field. Consult NCIC Code Manual, Part 1 for article data, Part 3 for gun data. If changing a code description, type new literal description in this field.

For a list of all valid codes, type an **I** in the FUNCTION field, leave the CODE field blank, and press ENTER.

To choose a specific listing from a list of valid codes, type the line number over the = and press ENTER.

To return to PCOD without selecting a record, erase the = and press ENTER.

PF-KEY OPTIONS

- PF8 = PTIC** Press PF8 for the Pawn Ticket Entry screen.
- PF9 = PMOD:** Press PF9 for the Pawn Ticket Modify/Update screen.
- PF10 = PINQ:** Press PF10 for the Pawnshop Inquiry Menu.
- PF11 = HELP:** Press PF11 to access Help screens.

PCOD - Pawnshop License Data Add/Modify

Use this transaction to add, change, delete, inquire about, or reset pawnshop information. Type:

PCOD/PLN

and press ENTER. The following screen will display:

```
*****
                JUSTICE INFORMATION MANAGEMENT SYSTEM                PCOD
                SOUTHEAST TEXAS CRIME INFORMATION CENTER
                PAWNSHOP LICENSE DATA

FUNCTION:  _          RECORD TYPE:  _          LICENSE NUMBER:  _____
A = ADD          S = SHOP DATA
C = CHANGE      O = OWNER DATA
D = DELETE      E = EMPLOYEE DATA
I = INQUIRE    A = ALL RECORDS
R = RESET

NAME:  _____          PHONE:  ____ - ____
STREET:  _____          CITY:  _____
ZIP CODE:  _____

                PF8 = PTIC   PF9 = PMOD   PF10 = PINQ   PF11 = HELP
*****
```

EXPLANATION OF FIELDS

FUNCTION: Choose a function by typing appropriate code in this field.

RECORD TYPE: Enter one of the following:

S for name and address of a specific pawnshop.

O for owner data for a specific pawnshop.

E for employee data for a specific pawnshop.

A for all records.

LICENSE NUMBER: If using record types **S**, **O**, or **E**, type a pawnshop license number and press ENTER. The following information will display:

NAME: Pawnshop, owner, or employee name.

PHONE: Pawnshop, owner, or employee phone number.

STREET: Pawnshop, owner, or employee address.

ZIP CODE: Pawnshop, owner, or employee ZIP code.

For a list of all pawnshop license numbers, names and addresses, type an **I** in the FUNCTION field, type an **A** in the RECORD TYPE field, and press ENTER.

To choose a specific listing from a list of all pawnshops, type the line number over the = and press ENTER.

To return to PCOD without selecting a record, erase the = and press ENTER.

PF-KEY OPTIONS

PF8 = PTIC Press PF8 for the Pawn Ticket Entry screen.

PF9 = PMOD: Press PF9 for the Pawn Ticket Modify/Update screen.

PF10 = PINQ: Press PF10 for the Pawnshop Inquiry Menu.

PF11 = HELP: Press PF11 to access Help screens.

PSEZ - Seizure File Add/Modify

Use PSEZ to add, modify, or inquire on a seizure or hold record. Type:

PSEZ

and press ENTER.

_____ JUSTICE INFORMATION MANAGEMENT SYSTEM PSEZ
SOUTHEAST TEXAS CRIME INFORMATION CENTER
** SEIZURE FILE ADD/MODIFY **

AGI: _ PID: _____ FUNCTION: I

(S)EIZURE OR (H)OLD: _

DATE OF SEIZURE: _____ DATE SEIZURE FILED: _____

COURT: _____ CASE: _____ FILE NUMBER: _____

AGENCY CONTACTED: _____

UNIT NUMBER OF PERSON PLACING HOLD: _____

** ENTER AGI/PID FOR UPDATE DATA *** PRESS CLEAR TO TERMINATE **
PF10 = PPID PF1 = FRESH SCREEN

EXPLANATION OF FIELDS

AGI: Type article/gun indicator. **A** = article, **G** = gun.

PID: Type nine-digit, computer-generated pawnshop ID number identifying item in system.

FUNCTION: Request appropriate function by typing **I** for inquiry, **A** for add, or **C** for change.

(S)EIZURE
OR (H)OLD: Type an **S** in this field to indicate that the item was stolen and will be seized from the pawnshop by a law enforcement agency. Or type an **H** to indicate that the pawnshop has been told to hold the item without selling it.

DATE OF SEIZURE: Type date item was seized by officer.

DATE
SEIZURE FILED: Type date paperwork was filed with Justice of the Peace court.

COURT: Type Justice of the Peace court number where seizure/hold was filed.

CASE: Type case number assigned by Justice of the Peace court.

FILE NUMBER: Type file number indicating location of physical documents on seized/held item.

AGENCY
CONTACTED: If seized/held item belongs to one of the SETCIC agencies, contact the agency, then type the agency name in this field.

UNIT NUMBER
OR PERSON
PLACING
SEIZURE/HOLD: Type unit or identification number of officer who has placed seizure/hold.

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