OpenFox®

NCIC Validations Guide

Version 1.0

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1. Introduction and Overview

Application Description

The information housed in criminal databases is only useful for protecting public and officer safety if it is valid. Consequently, the National Crime Information Center (NCIC) requires monthly validation by all law enforcement agencies of information housed in the NCIC database. In a manual system, the process can be laborious, error-prone and lengthy—resulting in non-compliance with NCIC. The OpenFox® Online Validation Application streamlines the process through automation, accurate reporting, and a user friendly interface which reduces keystrokes and increases efficiency.

Validation transactions run through OpenFox® Desktop provides a secure, encrypted, and reliable communications pathway to the OpenFox® Message Switching System. All validation transactions take full advantage of this feature and pass through the Desktop FoxTalk® communications session. For more information, please refer to the OpenFox® Desktop Guide

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2. Major Processing Steps

2.1 Process Initiation

The validation process begins with the receipt of the NCIC $B message which indicates there are records to validate. This message automatically triggers a process which receives the records to be validated. The NCIC fixed records may be compared with in state mirror files (noting any differences) and may be combined with state specific files to form the validation database.

The validation database is utilized throughout the cycle to provide administrative reports and to become the authority for the record owners who are performing validation.

2.2 Automated FTP Script

The System Administrator will use the OpenFox configurator to keep the user password for user FTPWY1 the same as the NCIC server password. The automated FTP process will download the NCIC file to the OpenFox server, and then execute a script which will load the validation database with records from the NCIC file. Scripts, preprocessing routines, and finally the Oracle loader are utilized to process and load the NCIC file into the validation support tables. Receipt of a specific $B message from NCIC automatically initiates the above activity beginning with the file download. The primary database table is named the VLD, and it will be used for the validation transaction processing and reporting.

Steps for the System Administrator to run NCIC FTP process:

1. Make sure that the current month's NCIC password is the same for both the NCIC server and OpenFox user FTPWY1
2. NCIC will send a message when the file is ready to be picked up. It's normally available on the first Saturday for each month. Upon receipt of this message, the automated process will run, and when complete will send a summary message to stations in list station VLDINFO
3. If an error is detected in the automated process a message such as "encountered errors" or "Errors Detected:" will be sent to VLDINFO. If this occurs, it is recommended for the state to contact the CPI Support Center.

2.3 ORI Notification

The application generates and sends notification messages the owners of records. The notification messages are sent immediately, as well as at the 10 and 20 day marks to report progress and provide reminders to inform the agency that there are records requiring validation for the current cycle.

An example of the ORI Notification message is shown below:

```
<OFML>
  <HDR>
    <MKE>AM</MKE>
    <DST> WYCPI0003</DST>
    <ORI>WYVLD0000</ORI>
    <CTL></CTL>
  </HDR>
  <RSP>
     <TXT>
          THIS MESSAGE SUMMARIZES THE JUNE RECORDS REQUIRING
          VALIDATION BY ORI/WYCPI0003  WITHIN 30 DAYS OF THIS NOTICE.

         WANTED PERSON:          10
         STOLEN VEHICLE:         20
         PROTECTION ORDER:        5

         TOTAL RECORDS:          30
     </TXT>
  </RSP>
</OFML>
```

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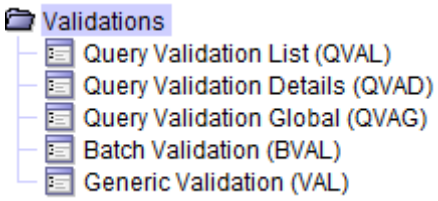
3. Validations Transactions

The OpenFox® Validations process is a transaction based system that can tightly integrate with OpenFox® Messenger. With OpenFox® Messenger the user can retrieve reports directly to the workstation and through the use of hyper-link transactions can conveniently and efficiently validate records.

OpenFox® Messenger workstation utilizes the QVAL, QVAD, QVAG, BVAL, and VAL transactions.

An example of the Validations forms are shown within the OpenFox® Forms Menu below:

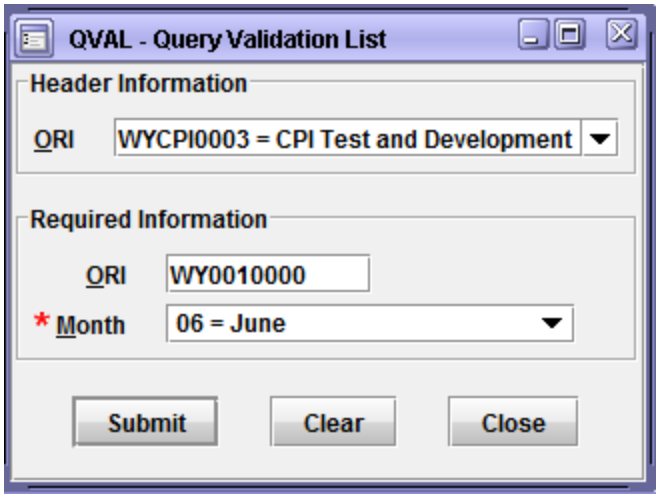


Despite the system automating the validation process through use of the ORI notification message each of the below OpenFox® Messenger transactions can be run independently.

3.1 Query Validation List (QVAL)

The QVAL transaction is executed to retrieve the summary of records that require validation by ORI. The general format of the message will follow the NCIC format guidelines.

An example of the OpenFox® Messenger QVAL Form is shown below:



The Month (MON) field specifies which month's validation records to process. The field must be a numeric value of 01-12.

After successfully running the QVAL transaction the user is presented with a summary of records that require validation for the MON and ORI provided within the QVAL query.

Each row contains a hyper link which, when clicked, will initiate a new QVAD transaction to the OpenFox® Message Switch. This transaction retrieves the details of the records requiring validation.

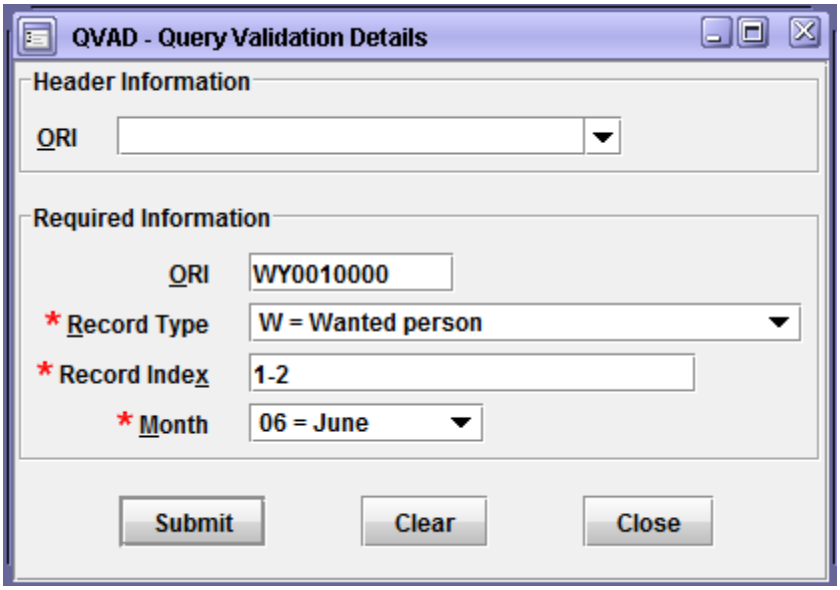
Below is a screen shot of a QVAL response within OpenFox® Messenger:

```
THE FOLLOWING IS A SUMMARY OF JUNE RECORDS REQUIRING VALIDATION
BY AGENCY ORI/WY0010000

PROTECTION ORDER 2
STOLEN VEHICLE 1
WANTED PERSON 3

TOTAL                   6
MRI 4395335 IN: VLD 2 AT 2014-06-24 14:09:38
OUT: CPI3 2 AT 2014-06-24 14:09:38
```

3.2 Query Validation Detail (QVAD)

The workstation provides the opportunity to request the detail records requiring validation. The QVAD transaction is used to specify the type and number of records to be returned for validation processing at the workstation.

An example of the OpenFox® Messenger QVAD Form is shown below:



The above query will display first 2 Wanted Person records owned by WY0010000 for June validation.

The Record Type (FIL) field is defined via the following NCIC standard values:

B = Boat
C = Convicted person on supervised release
G = Gun
H = Protection Order
J = Identity Theft
M = Missing person
L = License plate
P = Parts
S = Security
T = Gang/Terrorist Member
U = Unidentified person
V = Vehicle
W = Wanted person
X = Sexual Offender
Z = Gang/Terrorist Reference Group

After successfully running the QVAD transaction the user is presented with record detail of the record(s) to be validated.

An example of a QVAD response within OpenFox® Messenger is shown below:

```
LIST OF JUNE WANTED PERSON RECORDS
REQUIRING VALIDATION BY ORI/WY0010000
MKE/EW
EXL/02
ORI/WY0010000  OCA/X120820044
NAM/BISHOP,DIANE LORRAINE DOB/19571101 POB/
SEX/F RAC/W HGT/507
WGT/130 EYE/BRO HAI/BRO SKN/ CTZ/
FBI/ FPC/
SOC/003485345 MNU/ SMT/
OLN/108910084 OLS/WY OLY/2012
LIC/ LIS/ LIY/ LIT/
VIN/ VYR/ VMA/ VMO/ VST/ VCO/
MIS/BOND IS 5000 DOLLARS CASH NON FORFEITABLE EXTRADITION LIMITED TO WY CO UT MT
NB ID ONLY
DNA/N DLO/
DOW/20090219 OFF/2501
OOC/ WNO/CR200919
CTI/WY001013J
NIC/W464691684  DTE/20120322
**********     Validate This Record     Modify This Record     **********
**********     Cancel This Record     Clear This Record     **********
```

This display lists all the pertinent identification information in the record. Additionally, OpenFox® Messenger provides the following hyperlinks for each record:

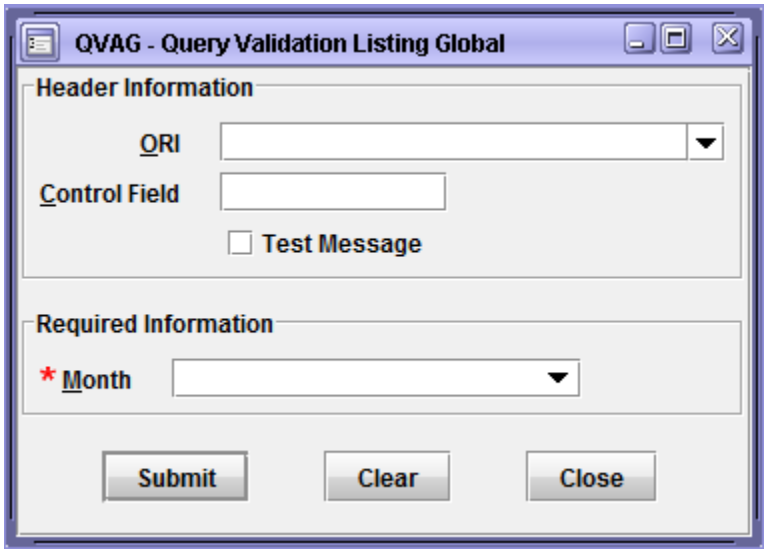
- Validate This Record
- Modify This Record
- Cancel This Record
- Clear This Record

These hyperlinks allow the user to validate the record, modify the record if it is still valid but requires field modifications, or to clear or cancel the record if it is no longer valid. The hyperlinks bring the user to the appropriate Messenger form with pre-filled record identification information.

3.3 Query Validation Global (QVAG)

The QVAG transaction is executed by a System Administrator to retrieve a statewide summary of records that require validation.

An example of a QVAG response within OpenFox® Messenger is shown below:



After successfully running the QVAG transaction the user is presented with a statewide summary of totals for each record type based on the MON provided within the QVAG query.

An example of a QVAG response within OpenFox® Messenger is shown below:

```
THE FOLLOWING IS A SUMMARY OF JUNE RECORDS REQUIRING VALIDATION STATEWIDE

ARTICLE                 8

MISSING PERSON          3

PROTECTION ORDER        69

SEX OFFENDER            42

STOLEN BOAT             1

STOLEN GUN              366

STOLEN LICENSE PLATE    75

STOLEN PART             3

STOLEN VEHICLE          65

UNIDENTIFIED            3

WANTED PERSON           61


STATEWIDE TOTAL         696
```

Additionally, below the statewide summary report each agency is listed with their summary of totals for each record type based on the month provided.

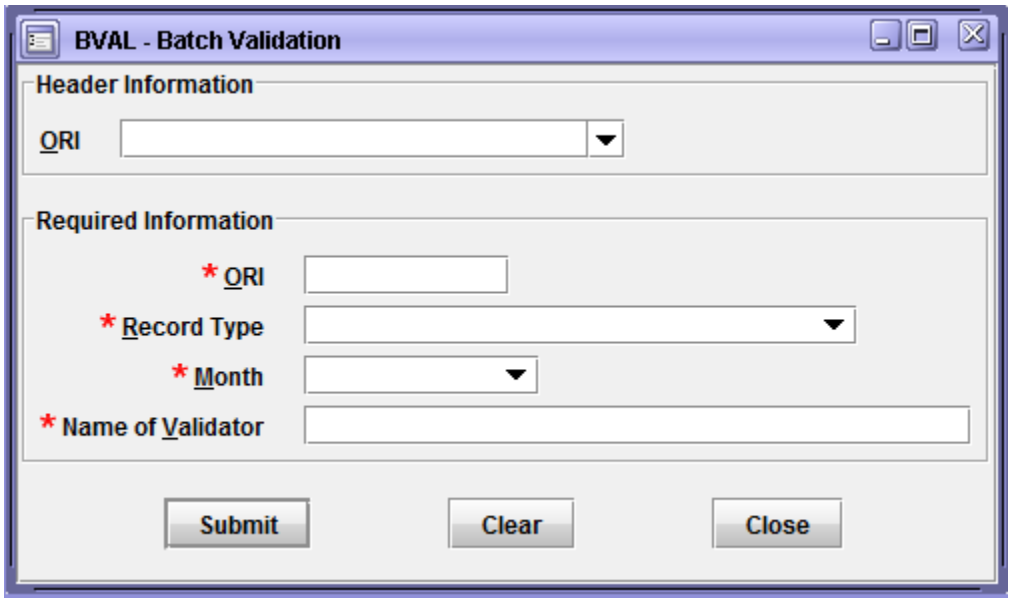
An example of a QVAG response within OpenFox® Messenger is shown below:

```
STATEWIDE TOTAL          696

-----

ORI/WY0010000

PROTECTION ORDER         2
STOLEN VEHICLE           1
WANTED PERSON            3

TOTAL                    6


-----

ORI/WY0010001

PROTECTION ORDER         1
STOLEN GUN               3
STOLEN LICENSE PLATE     1

TOTAL                    5
```

3.4 Batch Validation (BVAL)

The BVAL transaction allows an agency to quickly validate all records for a given type within a given month. With this transaction the user is not required to view each individual record's detail.

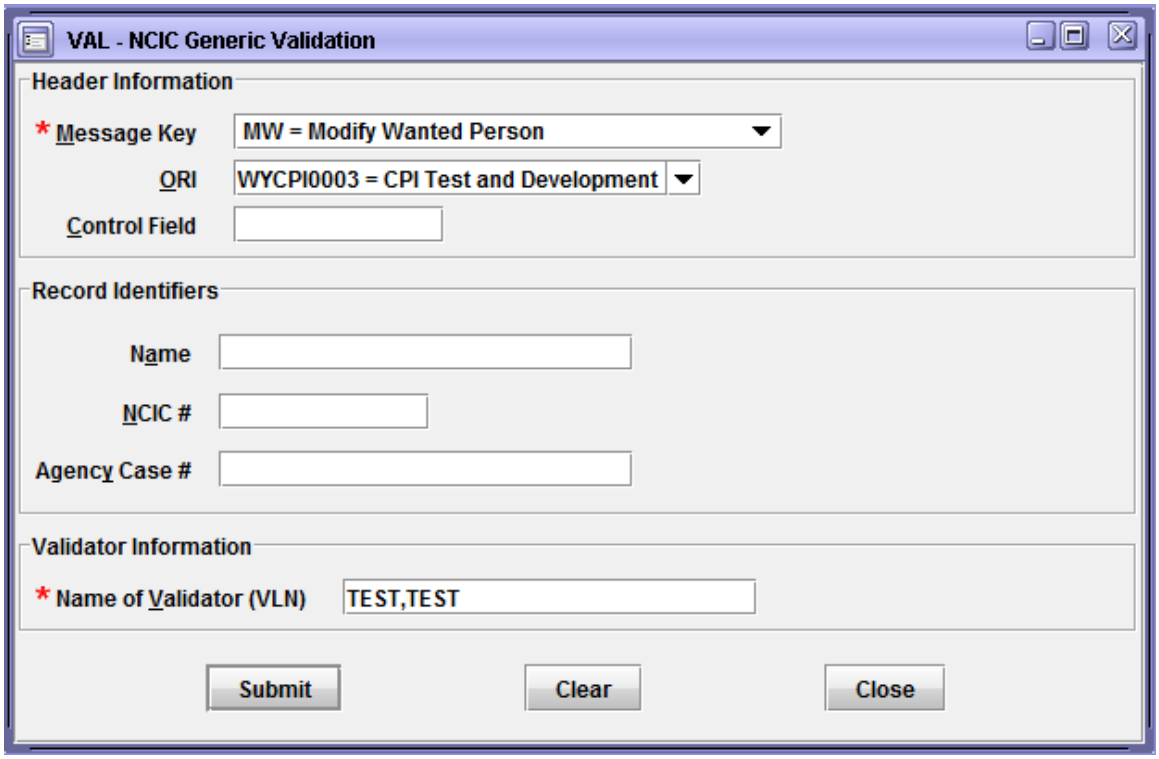
An example of the OpenFox® Messenger BVAL Form is shown below:



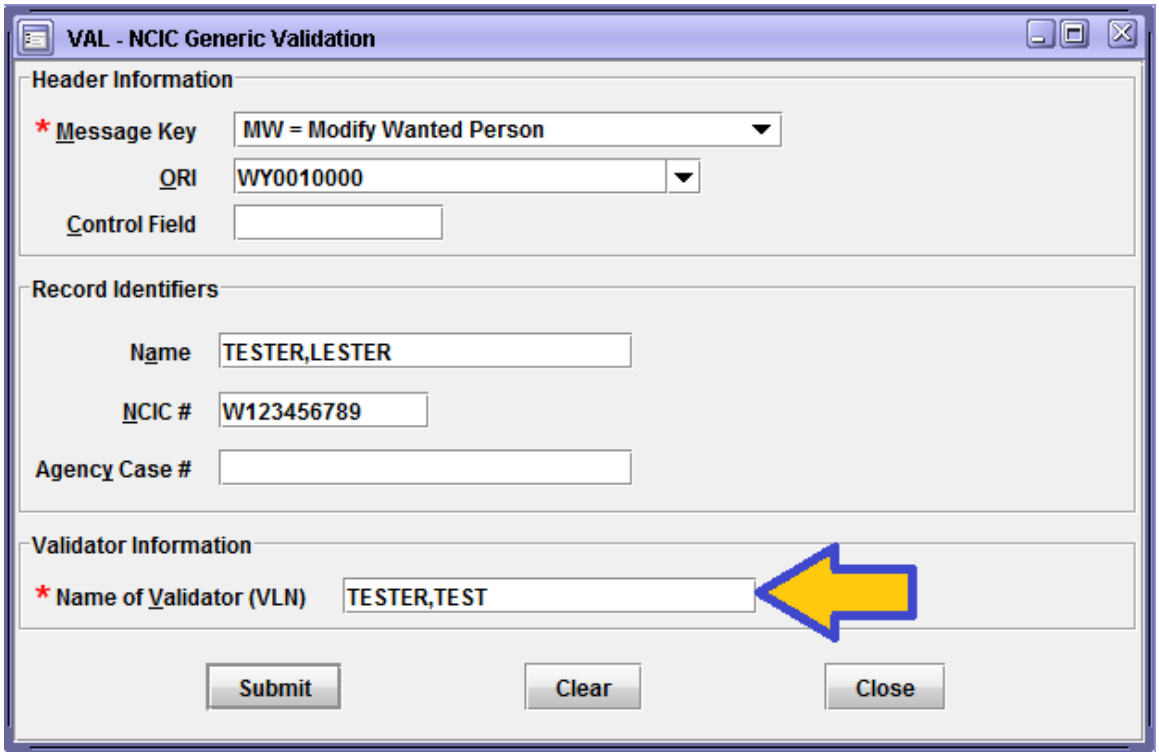
3.5 Generic Validation (VAL)

In order to validate a record, the agency must modify the contents of the VLN field within a given record. The VAL transaction is used is when an agency has determined an individual record is ready to be validated.

An example of the OpenFox® Messenger VAL Form is shown below:



This form is pre-filled to submit the proper modify message key after a user clicks on the "Validate this Record" link within the QVAD response. In addition, Messenger will parse the NCIC number and the OCA number from the record details and it will use these values to pre-fill the corresponding fields on the form. Messenger also pre-fills the "Name of Validator" field with the name of the user currently signed on.



VLN Field Trigger Processing

The standard message is sent with one additional function to be triggered. The modification of the VLN field will be used as the flag to indicate to the validations application to update the VLD record and mark that this particular record has been validated. Subsequent requests for the list of records to be validated will not include the records that have been previously been validated. Also when a record is cancelled from NCIC as a result of the validation, the VLD record will be flagged to indicate that it has been validated.

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5. Security

Each of the validation transactions specified above will be assigned the appropriate security role. OpenFox® Desktop will dictate access to the validation forms and message keys based on these security roles.