

**Southeast Texas Crime Information Center
(SETCIC)
Entry Manual**



Justice Information Management System
406 Caroline, 2nd Floor
Houston, Texas 77002
<http://www.jims.hctx.net/jimshome/>
July 2000

Table of Contents

Introduction.....	1
Log-on Procedures	2
Log-off Procedures	3
Direct Access Methods	5
WMNU - SETCIC Menu	6
MAIN MENU OPTION 1 - DATA ENTRY	7
WEWW - SETCIC Entry Menu.....	7
WWAR - Warrant Entry	8
WMPS - Missing Person Entry.....	14
WRUN - Runaway Entry	16
WALS - Alias Entry.....	18
MAIN MENU OPTION 3 - UPDATE	23
WUPD - SETCIC Update Menu.....	23
WLOC - Locate.....	25
WMLC - Multiple Locate Screen	30
WCLR - Clear	32
WCAN - Cancel.....	35
WMOD - Modify	37
WRST - Reset	40
Appendix A - SETCIC Information.....	42
Appendix B - System Information	44
Appendix C - SETCIC Policies	46
Index	51

For explanation of MAIN MENU OPTION 2 - INQUIRY see the SETCIC Inquiry Manual.

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.

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:

- You may only sign on to **one** terminal at a time.
- 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.
- Changing your password:
 - a. Every 60 days a PASSWORD EXPIRED message appears and you must choose a new password.
 - b. In the field labeled NEW PASSWORD, type any code you choose using letters and/or numbers from 4 to 8 characters in length.
 - c. In the field labeled ENTER TWICE, type your new code again.
 - d. Press Enter.

When logging on thereafter, use your log-on ID and your new password.

Logon-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.
LOGONID SUSPENDED BECAUSE OF PASSWORD VIOLATIONS	Call your J.I.M.S Project Analyst or the J.I.M.S Training Section at (713) 755-7916. 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 SETCIC, among other things. SETCIC warrant entry transactions are available through both CICS2 and CICS3.

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 on CICS3 and made available to SETCIC Inquiry users on both partitions. 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, cancelled or deleted.

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.

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 SETCIC Supervisor at 713-755-8211 to request clearance.

**Direct Access Methods
for SETCIC Entry and Update Screens**

<u>TRAN ID</u>	<u>SCREEN NAME</u>	<u>ACCESS METHOD</u>
WWAR	Warrant Entry	WWAR
WALS	Alias Entry	WALS/SID
WMOD	Modify	WMOD/SID
WCAN	Cancel	WCAN/SID
WCLR	Clear	WCLR/SID
WRST	Reset	WRST/SID

SID = the eight-digit SETCIC ID number assigned to the record.

Press **Enter** after typing each access method.

WWAR - Warrant Entry Data Entry Option 1 from WEWW

Use WWAR to enter warrant information into the system. Access this transaction by typing:

WWAR

and pressing **Enter**.

Or, access WEWW - the SETCIC Entry Menu, select Option 1 and press Enter. The following screen will display:

```
*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WWAR
                   (DIVISION OF J.I.M.S.)

                   WARRANT ENTRY

(2)          (3)          (4)
ORIGINATING AGENCY: TX1010040  CASE NO: _____ DATE OF WARRANT: _____

(5)          (6)          (7)          (8)
NAME: _____ RACE: _ SEX: _ DOB: _____

(9)          (10)          (11)
OFFENSE: _____ OFFENSE CLASSIFICATION: _ DATE OF OFFENSE: _____

(12)          (13)          (14)
STATE ID CARD-----STATE: _ NUMBER: _____ YEAR OF EXPIRATION: _
(15)          (16)          (17)
OPERATOR'S LICENSE--STATE: _ NUMBER: _____ YEAR OF EXPIRATION: _
(18)          (19)          (20)          (21)
EYE COLOR: _ HEIGHT: _ WEIGHT: _ HAIR COLOR: _
(22)
ADDRESS: _____
(23)          (24)          (25)
CITY: _____ STATE: _ ZIP: _____
(26)          (27)
SOCIAL SECURITY NO: _____ ALIEN REGISTRATION NO: _____

(28)          (29)          (30)
CAUTION? _ MISC: _____ MULTIPLE WARRANTS? _ (Y=YES)

PRESS ENTER TO ADD OR TRANSFER *** PF1=FRESH SCREEN ** PFF10=MENU ***PF11=HELP
*****
```

NOTE: For help with a particular field, position the cursor in the first space of the field and press **PF11**. A help screen will appear explaining which data is required. On some screens, SETCIC code tables may be accessed by pressing **Enter**. Press **PF11** to return to the Warrant Entry screen.

EXPLANATION OF FIELDS

1. ____: Transfer to another screen by typing a transaction identification code (example, WMNU) on the blank line and pressing Enter.
2. ORIGINATING AGENCY: Unique number identifying agency originating warrant. This number appears automatically because terminal ID is linked to agency number in system. To change to a different agency, type new number over displayed number.
3. CASE NO: Required. Type case number in standard format used by originating agency. Enter number as a continuous string of characters whenever possible. Hyphens may be used if needed.
4. DATE OF WARRANT: Required. Type date warrant was issued. It will usually be later than offense date.
5. NAME: Required. Type name in one of the following formats:
LAST NAME, FIRST NAME MIDDLE NAME
LAST NAME, FIRST NAME MIDDLE INITIAL
LAST NAME, FIRST INITIAL MIDDLE INITIAL
LAST NAME, FIRST NAME

Name Format:

Following these rules of standardization will insure that all participating agencies can retrieve names easily and accurately.

Omit periods.

Do not type periods after initials. For example, T.J. Smith would be typed, Smith, T J
Names beginning with St. would be typed without a period and with a space. For example, David St. John would be typed **St John, David**.

Enter a string of names.

Names with four names should be typed in LAST NAME, FIRST NAME MIDDLE NAME THIRD NAME format. For example, Charles John Lee Dixon would be typed **Dixon, Charles John Lee**. An initial may be substituted for any name but the last name.

Omit spaces in last name.

Names with embedded spaces should be typed without embedded spaces. For example, Javier De La Rosa would be typed **DeLaRosa, Javier**.

Use hyphen between last names.

Names with embedded hyphens should be typed with hyphens and without spaces. For example, Gloria Diaz-Roman would be typed **Diaz-Roman, Gloria**.

Use apostrophe in last name.

Names with apostrophes should be typed with apostrophes. For example, Richard O'Malley would be typed **O'Malley, Richard**.

Use designations.

Names with Jr., Sr., III, IV, etc. should be typed with the designation following the middle name or initial (or following the first name or initial if there is no middle name). For example, Leo T. Brown, Jr. would be typed **Brown, Leo T Jr** (no period after designation).

Add alias names on WALIS.

To add alias information to a record, transfer to WALIS the Alias Entry screen by typing **WALIS** on the blank line at the top left corner of the screen. Press **Enter**. See the section about WALIS for more information.

6. RACE: Required. Race codes are:
A = Asian (Chinese, Japanese, Vietnamese, etc.)
B = Black
H = Hispanic (Mexican, Cuban, South American, etc.)
I = Indian
W = White
X = Unknown
- NOTE:** Race defaults to UNKNOWN if left blank. Press **PF11** for valid codes.
7. SEX: Required. Gender codes are:
F = Female
M = Male
X = Unknown or indeterminate
- NOTE:** This field defaults to UNKNOWN if left blank.
8. DOB: Required. Type date of birth in six-digit MMDDYY format with no slashes or dashes between numbers (example, January 7, 1960 would be 010760).

9. OFFENSE: Required when entering a warrant. Type six-digit NCIC/TCIC offense code. Make sure correct code is used. Literal meaning will display on SETCIC inquiry screens. Position cursor in field and press **PF11** for valid codes. Codes are also listed on SETCIC Offense Code report. For a copy of the report, call the JIMS Training Supervisor at 713-755-6933.
10. OFFENSE CLASSIFICATION: Required when entering a warrant. Codes are:
C = Class C misdemeanor
M = Misdemeanor, class A or B
F = Felony
A = Fugitive or foreign warrant
11. DATE OF OFFENSE: Optional. Type date the offense was committed.
NOTE: Date of offense is taken from complaint and is not necessarily the same as date of warrant.
12. STATE ID CARD-STATE: Required when entering a state ID card number. Type two-character U.S. Postal Service state abbreviation. Position cursor in field and press **PF11** for valid state abbreviations.
13. STATE ID CARD-NUMBER: At least one identifying number is required. Type state ID card number with no blanks in the number.
14. YEAR OF EXPIRATION: Optional. Type the year the state ID card expires.
15. OPERATOR'S LICENSE-STATE: Required when entering operator license number. Type two-character U.S. Postal Service state abbreviation. Position cursor in field and press **PF11** for valid state abbreviations.
16. OPERATOR'S LICENSE-NUMBER: At least one identifying number is required. Type driver's license number with no blanks in the number.
17. YEAR OF EXPIRATION: Optional. Type the year the driver's license expires.

18. EYE COLOR:

Optional. Eye color codes are:

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

NOTE: Eye color defaults to UNKNOWN if left blank. Position cursor in field and press **PF11** for valid codes.

19. HEIGHT:

Optional. Type height in three-digit format (example, 6' 2" = 602). Round off fractions of inches to nearest whole number. Standard code for UNKNOWN is 000.

NOTE: Height defaults to 000 if left blank.

20. WEIGHT:

Optional. Type weight in three-digit format (example, 99 lbs. = 099). Weight should not exceed 499 pounds. Standard code for UNKNOWN is 000.

NOTE: Weight defaults to 000 if left blank.

21. HAIR COLOR:

Optional. Hair color codes are:

BAL = Bald	RED = Red
BLK = Black	SDY = Sandy
BLN = Blonde	WHI = White
BRO = Brown	XXX = Unknown
GRY = Gray	

NOTE: Hair color defaults to UNKNOWN if left blank. Position cursor in field and press **PF11** for valid codes.

22. ADDRESS:

Optional. Type street address or box number. Position cursor in field and press **PF11** for valid abbreviations. Avoid punctuation; use spaces to separate words in address.

23. CITY:

Optional. Type full name of city in alphabetic characters only (spaces are permitted). Position cursor in field and press **PF11** for a list of area cities.

24. STATE:

Optional. Type two-character U.S. Postal Service state abbreviation. Press **PF11** for valid state abbreviations.

25. ZIP:

Optional. Type five- or nine-digit ZIP code. Press **PF11**

for a list of area cities and ZIP codes.

26. SOCIAL SECURITY
NUMBER:

At least one identifying number is required. Type Social Security number in nine-digit format with no slashes or dashes between numbers.

27. ALIEN REGISTRATION
NUMBER:

At least one identifying number is required. Type alien registration number as one alpha character followed by seven or eight numbers.

28. CAUTION:

Optional. Type **C** or **Y** to indicate that caution is needed when dealing with the defendant. When **C** or **Y** is entered, the MISC field is required.

29. MISC:

Free format field explaining why caution should be used when dealing with the defendant (example, escape risk). This field is required if **C** or **Y** is entered in the CAUTION field.

NOTE: Avoid using abbreviations in the MISC field whenever possible.

30. MULTIPLE
WARRANTS:

Optional. Type a **Y** if originating agency has issued more than one warrant for the defendant. This field defaults to Single Warrant if left blank.

PF-KEY OPTIONS

PF1 = FRESH SCREEN

Press **PF1** for new WWAR screen.

PF10 = MENU

Press **PF10** for WMNU - MENU screen.

PF11 = HELP

Press **PF11** for HELP.

WMPS - Missing Person Entry Data Entry Option 2 from WEWW

Use WMPS to enter missing person information. Access this transaction by typing:

WMPS

and pressing **Enter**.

Or access WEWW - the SETCIC Entry Menu, select Option 2 and press Enter. The following screen will display:

```

*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WMPS
                   (DIVISION OF J.I.M.S.)
                   MISSING PERSON ENTRY

(2)              (3)              (4)
ORIGINATING AGENCY: TX1010040  CASE NO: _____  DATE OF ISSUE: _____

(5)              (6)              (7)              (8)
NAME: _____  RACE: _  SEX: _  DOB: _____

(9)
DATE MISSING: _____

(10)             (11)             (12)
STATE ID CARD-----STATE: ___  NUMBER: _____  YEAR OF EXPIRATION: ___
(13)             (14)             (15)
OPERATOR'S LICENSE--STATE: ___  NUMBER: _____  YEAR OF EXPIRATION: ___
(16)             (17)             (18)             (19)
EYE COLOR: ___  HEIGHT: ___  WEIGHT: ___  HAIR COLOR: ___
(20)
ADDRESS: _____
(21)             (22)             (23)
CITY: _____  STATE: ___  ZIP: _____
(24)             (25)
SOCIAL SECURITY NO: _____  ALIEN REGISTRATION NO: _____

(26)             (27)
CAUTION? _  MISC: _____

```

PRESS ENTER TO ADD OR TRANSFER *** PF1=FRESH SCREEN *** PF10=MENU *** 11=HELP

NOTE: For help with a particular field, position the cursor in the first space of the field and press **PF11**. A help screen will appear explaining which data is required. To return to the Missing Person Entry screen, press **PF11** again.

EXPLANATION OF FIELDS

Fields on this screen are identical to fields on WWAR - Warrant Entry with the following exceptions:

DATE OF ISSUE: Required. Type date missing person report was issued or date information is being entered into system.

DATE MISSING: Optional. Type date individual was discovered missing. Use six-digit MMDDYY format with no slashes or dashes between numbers (example, June 18, 1999 would be 061899).

See pages 9 - 13 for explanation of all other fields.

WRUN - Runaway Entry Data Entry Option 3 from WEWW

Use this transaction to enter runaway information into the system. Access WRUN by typing:

WRUN

and pressing **Enter**.

Or access WEWW - the SETCIC Entry Menu, select Option 3 and press Enter. The following screen will display:

```
*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WRUN
                   (DIVISION OF J.I.M.S.)
                   RUNAWAY ENTRY

(2)              (3)              (4)
ORIGINATING AGENCY: TX1010040  CASE NO: _____  DATE OF ISSUE: _____

(5)              (6)              (7)              (8)
NAME: _____          RACE: _  SEX: _  DOB: _____

(9)
DATE MISSING: _____

(10)             (11)             (12)
STATE ID CARD-----STATE: ___  NUMBER: _____  YEAR OF EXPIRATION: ___
(13)             (14)             (15)
OPERATOR'S LICENSE--STATE: ___  NUMBER: _____  YEAR OF EXPIRATION: ___
(16)             (17)             (18)             (19)
EYE COLOR: ___  HEIGHT: ___  WEIGHT: ___  HAIR COLOR: ___
(20)
ADDRESS: _____
(21)             (22)             (23)
CITY: _____  STATE: ___  ZIP: _____
(24)             (25)
SOCIAL SECURITY NO: _____          ALIEN REGISTRATION NO: _____

(26)             (27)
CAUTION? _  MISC: _____
```

```
PRESS ENTER TO ADD OR TRANSFER *** PF1=FRESH SCREEN *** PF10=MENU *** F11=HELP
*****
```

NOTE: For help with a particular field, position the cursor in the first space of the field and press **PF11**. A help screen will appear explaining which data is required. To return to the Runaway Entry screen, press **PF11** again.

EXPLANATION OF FIELDS

Fields on this screen are identical to fields on WWAR - Warrant Entry with the following exceptions:

DATE OF ISSUE: Required. Type date runaway report was issued or date information is being entered into system.

DATE MISSING: Optional. Type date runaway was discovered missing. Use six-digit MMDDYY format with no slashes or dashes between numbers (example, June 18, 1999 would be 061899).

See pages 9 - 13 for explanation of all other fields.

WALS - Alias Entry Data Entry Option 4 from WEWW

Use WALS to add alias information to any existing warrant, missing person, or runaway person record. Access this transaction by typing:

WALS

and pressing **Enter**.

Or access WEWW - the SETCIC Entry Menu, select Option 4 and press Enter. The following screen will display:

```

*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WALS
                   (DIVISION OF J.I.M.S.)
                   ALIAS ENTRY

(2)                (3)
SID: _____ PERSON NAMED:

(4)                (5)                (6)
ORIGINATING AGENCY: TX1010040 CASE NO: _____ ISSUE DATE: _____

(7)                (8)                (9)    (10)
NAME: _____ RACE: _ SEX: _ DOB: _____

(11)                (12)                (13)
STATE ID CARD-----STATE: _ NUMBER: _____ YEAR OF EXPIRATION: _
(14)                (15)                (16)
OPERATOR'S LICENSE--STATE: _ NUMBER: _____ YEAR OF EXPIRATION: _
(17)                (18)                (19)    (20)
EYE COLOR: _ HEIGHT: _ WEIGHT: _ HAIR COLOR: _
(21)
ADDRESS: _____
(22)                (23)    (24)
CITY: _____ STATE: _ ZIP: _____
(25)                (26)
SOCIAL SECURITY NO: _____ ALIEN REGISTRATION NO: _____

WALS-04-B440: SID REQUIRED FOR ALIAS ENTRY
PRESS ENTER TO ADD OR TRANSFER *** PF1=FRESH SCREEN *** PF10=MENU*** PF11=HELP
*****

```

NOTE: For help with a particular field, position the cursor in the first space of the field and press **PF11**. A help screen will appear explaining which data is required. To return to the Alias Entry screen, press **PF11** again.

EXPLANATION OF FIELDS

1. ____: Transfer to another screen by typing a transaction identification code (example, WMNU) on the blank line and pressing Enter.
2. SID: Type SETCIC ID number of warrant, missing person, or runaway person record to which alias information is to be added and press **Enter**. Information will display in fields 3 (PERSON NAMED), 5 (CASE NO), and 6 (ISSUE DATE).
3. PERSON NAMED: Name of person associated with SID displays after an inquiry is performed.
4. ORIGINATING AGENCY: Unique number identifying originating agency. This number displays automatically because the terminal ID number is linked to the agency number in the system. To change to a different agency, type the appropriate number over the displayed number.
5. CASE NO: Case number associated with SID displays after inquiry.
6. ISSUE DATE: Date warrant was issued or date record was entered into the system displays after an inquiry is performed.
7. NAME: If person has an alias name, type the alias name in this field in the following format:
LAST NAME, FIRST NAME or INITIAL MIDDLE NAME or INITIAL.
NOTE: Do not type periods after initials.

For more information about entering names, see the Name Format section on page 9.

NOTE: To view names connected to a SID, type **WSID** on the blank line at the upper left corner of the screen and press **Enter**.

8. RACE: Optional. Race codes are:

A = Asian (Chinese, Japanese, Vietnamese, etc.)
B = Black
H = Hispanic (Mexican, Cuban, South American, etc.)
I = Indian
W = White

X = Unknown

NOTE: Race defaults to UNKNOWN if left blank. Press **PF11** for help.

9. **SEX:** Optional. Gender codes are:
- F** = Female
M = Male
X = Unknown or indeterminate
- NOTE:** This field defaults to UNKNOWN if left blank.
10. **DOB:** Optional. Type date of birth in six-digit MMDDYY format with no slashes or dashes between numbers (example, January 7, 1960 would be 010760).
11. **STATE ID CARD-STATE:** Required when entering a state ID card number. Type two-character U.S. Postal Service state abbreviation. Press **PF11** for valid state abbreviations.
12. **STATE ID CARD-NUMBER:** Optional. Type state ID number. Do not leave blank spaces in number.
13. **YEAR OF EXPIRATION:** Optional. Type year state ID card expires.
14. **OPERATOR'S LICENSE-STATE:** Required when entering an operator license number. Type two-character U.S. Postal Service state abbreviation. Press **PF11** for valid state abbreviations.
15. **OPERATOR'S LICENSE-NUMBER:** Optional. Type operator's license number (driver's license number). Do not leave blank spaces in number.
16. **YEAR OF EXPIRATION:** Optional. Type year driver's license expires.

17. EYE COLOR:

Optional. Eye color codes are:

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

NOTE: Eye color defaults to UNKNOWN if left blank. Press **PF11** for help.

18. HEIGHT:

Optional. Type height in three-digit format (example, 6' 2" = 602). Round off fractions of inches to nearest whole number. Standard code for UNKNOWN is 000.

NOTE: Height defaults to 000 if left blank.

19. WEIGHT:

Optional. Type weight in three-digit format (example, 99 lbs. = 099). Weight should not exceed 499 pounds. Standard code for UNKNOWN is 000.

NOTE: Weight defaults to 000 if left blank.

20. HAIR COLOR:

Optional. Hair color codes are:

BAL = Bald	RED = Red
BLK = Black	SDY = Sandy
BLN = Blonde	WHI = White
BRO = Brown	XXX = Unknown
GRY = Gray	

NOTE: Hair color defaults to UNKNOWN if left blank. Press **PF11** for help.

21. ADDRESS:

Optional. Type street address or box number. Press **PF11** for valid abbreviations. Avoid punctuation; use spaces to separate words in address.

22. CITY:

Optional. Type full name of city (spaces are permitted). Press **PF11** for list of area cities.

23. STATE:

Optional. Type two-character U.S. Postal Service state abbreviation. Press **PF11** for valid state abbreviations.

24. ZIP:

Optional. Type five- or nine-digit ZIP code. Press **PF11** for list of area cities and ZIP codes.

25. SOCIAL SECURITY
NUMBER:

Optional. Type Social Security number in nine-digit format with no slashes or dashes between numbers.

26. ALIEN
REGISTRATION NUMBER:

Optional. Type alien registration number as one alpha character followed by seven or eight numbers.

PF-KEY OPTIONS

PF1 = FRESH SCREEN

Press **PF1** for new WWAR screen.

PF10 = MENU

Press **PF10** for WMNU - MENU screen.

PF11 = HELP

Press **PF11** for HELP.

MAIN MENU OPTION 3 - UPDATE

WUPD - SETCIC Update Menu

Use WUPD to access SETCIC update screens. Access this transaction by typing:

WUPD

and pressing **Enter**.

Or access WMNU - the SETCIC Menu, select Option 3 and press Enter. The following screen will display:

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

WUPD

UPDATE

OPTION: _

SID: _____

1. LOCATE
2. CLEAR
3. CANCEL
4. MODIFY
5. RESET

EXPLANATION OF FIELDS

- OPTION: Type number of desired option.
- SID: Type SID of warrant, missing person, or runaway person record to be updated. Press Enter.
1. LOCATE: Allows warrant, missing person, or runaway person record to be marked as "located" by any agency other than the originating agency.
 2. CLEAR: Allows record to be cleared by originating agency.
 3. CANCEL: Allows record to be cancelled by originating agency.
 4. MODIFY: Allows record to be modified by originating agency.
 5. RESET: Allows record to be reset by originating agency.

WLOC - Locate Update Option 1 from WUPD

Use WLOC to place a "locate" on a warrant, missing person, or runaway person record to indicate that the individual has been picked up by a SETCIC agency other than the originating agency. To access this transaction directly from a blank screen type:

WLOC/SID

and press **Enter**. The SETCIC record will display.

Or access WUPD - the SETCIC Update Menu, select Option 1 and press Enter. Then type the SID and press Enter.

```
*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WLOC
                   (DIVISION OF J.I.M.S.)
                   LOCATE
(2)
SID: 00023691
(3)          (4)          (5)          (6)
RODERICK, HELEN          RAC: W          SEX: F          DOB: 051228
(7)          (8)          (9)
9878 HEATH          HGT: 000          WGT: 000
HOUSTON          TX 77003          (10)          (11)
                   EYE: BLU          HAI: GRY

(12)          (13)          (14)
OLN: TX 9854350          SOC: 565345211          ALN:
(15)
IDN:
(16)
OFFENSE- 260606 - ISSUE BAD CHECK          (17) MISDEMEANOR C
(18)          (19)          (20)
DOW: 090199          DOF:          SINGLE WARRANT
(21)
MISC:

(22)          (23)
ORI: HARRIS CO SHERIFF - WAR D          OCA: 04565436

(24)          (25)
LOCATED AGENCY: TX1010040          CASE NO: _____

(26)          (27)
DATE: _____          TIME: _____

PF9=WUPD  PF10=WMNU
*****
```

EXPLANATION OF FIELDS

1. ____: Transfer to another screen by typing a transaction identification code (example, WMNU) on the blank line and pressing Enter.
2. SID: Type SID of warrant, missing person, or runaway person record and press Enter. Information will display in fields 3 (NAME) through 22 (OCA).
3. NAME: Name displays in this field.
4. RACE: Race displays. Codes are:

A = Asian (Chinese, Japanese, Vietnamese, etc.)
B = Black
H = Hispanic (Mexican, Cuban, South American, etc.)
I = Indian
W = White
X = Unknown
5. SEX: Gender codes are:

F = Female
M = Male
X = Unknown or indeterminate
6. DOB: Date of birth displays in six-digit MMDDYY format with no slashes or dashes between numbers (example, January 7, 1960 would be 010760).
7. ADDRESS: Address displays.
8. HGT: Height displays in three-digit format (example, 6' 2" = 602).
9. WGT: Weight displays in three-digit format (example, 99 lbs. = 099).
10. EYE: Eye color displays. Codes are:

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

11. HAI: Hair color displays. Codes are:
- | | |
|---------------------|----------------------|
| BAL = Bald | RED = Red |
| BLK = Black | SDY = Sandy |
| BLN = Blonde | WHI = White |
| BRO = Brown | XXX = Unknown |
| GRY = Gray | |
12. OLN: Operator's license state and number display.
13. SOC: Social Security number displays in nine-digit format with no slashes or dashes between numbers.
14. ALN: Alien registration number displays as one alpha character followed by seven or eight numbers.
15. IDN: ID Card state and number display.
16. OFFENSE: NCIC/TCIC offense code number and literal offense display.
17. TYPE: Literal offense type displays.
18. DOW: Date of warrant or date missing person or runaway person record was issued.
19. DOF: Date of offense displays.
20. TYPE OF WARRANT: Indicates whether a single warrant or multiple warrants were issued.
21. MISC: Miscellaneous information (comments, caution texts, special instructions, etc.) displays.
22. ORI: Originating agency.
23. OCA: Originating agency case number.

To locate the record, use fields **24** through **27**:

- 24. LOC: ORI for agency placing locate on warrant, missing person, or runaway person record displays automatically.
- 25. LCA: Optional. Locating agency may type its own case number or other information.
- 26. LDT: Required. Type the locate date in six-digit MMDDYY format with no slashes or dashes between numbers (example, March 2, 1999 would be 030299).
- 27. LTM: Required. Type the locate time in military format (example, 3:45p.m. would be 1545).

PF- KEY OPTIONS

PF9 = WUPD

Press **PF9** for WUPD - UPDATE screen.

PF10 = WMNU

Press **PF10** for WMNU - MENU screen.

After operator types a case number (if desired) and date and time of locate and presses Enter, the following message should display at the bottom of the screen: **SUCCESSFUL LOCATE**.

```
*****
-----
                SOUTHEAST TEXAS CRIME INFORMATION CENTER                WLOC
                (DIVISION OF J.I.M.S.)
                LOCATE

SID: 00023691
RODERICK, HELEN                RAC: W                SEX: F                DOB: 051228
9878 HERE                HGT: 000                WGT: 000
HOUSTON                TX 77003                EYE: BLU                HAI: GRY

OLN: TX 9854350                SOC: 565345211                ALN:
IDN:
OFFENSE- 260606 - ISSUE BAD CHECK                MISDEMEANOR C
DOW: 090199                DOF:                SINGLE WARRANT
MISC:

ORI: HARRIS CO SHERIFF - WAR D OCA: 04565436
LOC: PCT 3 CONS                LCA:                LDT: 040799                LTM: 1005

>>>>  SUCCESSFUL LOCATE  <<<<

                                           PF9=WUPD  PF10=WMNU
*****
```

The locating agency should notify the originating agency that a locate has been placed so that the ORI can clear the warrant, missing person, or runaway person record from SETCIC. The originating agency's telephone number displays on the Warrant Detail screen.

WMLC - Multiple Locate Screen

WMLC allows a locating agency to place a maximum of 30 locates at one time. To access this transaction, type:

WMLC

and press **Enter**.

JUSTICE INFORMATION MANAGEMENT SYSTEMS
SOUTHEAST TEXAS CRIME INFORMATION CENTER
MULTIPLE LOCATES

WMLC

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

<u>0 0 0 2 2 2 9 8</u>	<u>0 0 0 2 2 2 9 9</u>	<u>0 0 0 2 2 3 0 0</u>
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

EXPLANATION OF FIELDS

- LOCATING AGENCY:** The locating agency's identification number will automatically display.
- CASE NUMBER:** Optional. Your agency may use this field to enter your agency's case number or some other information that will identify the locate in the system.
- DATE:** Required. Type the date of the locate in six-digit format with no punctuation.

TIME:

Required. Type the time of the locate in military format.

Type SETCIC ID numbers (SIDs) in the spaces provided and press Enter. When a SID is successfully located, it is marked with an "L." If a SID cannot be located, an "E" appears next to it, and a message displays at the bottom of the screen stating why that SID cannot be located. The SID(s) in error must be corrected before continuing with the transaction.

WCLR - Clear Update Option 2 from WUPD

WCLR is used by the originating agency to clear a warrant, missing person, or runaway person record from the system when the person has been located. Access this transaction by typing:

WCLR/SID

and pressing **Enter**. The SETCIC record will display.

Or access WUPD - the SETCIC Update Menu, select Option 2 and press Enter. Then type the SID and press Enter.

```
*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WCLR
                   (DIVISION OF J.I.M.S.)
                   CLEAR

(2)
SID: 00023691

(3)                (4)                (5)                (6)
RODERICK, HELEN    RAC: W          SEX: F          DOB: 051228
(7)                (8)                (9)
9918 HEATH         HGT: 000       WGT: 000
HOUSTON           TX 77003          (10)           (11)
                                     EYE: BLU       HAI: GRY

(12)                (13)                (14)
OLN: TX 9854350    SOC: 565345211  ALN:
(15)
IDN: TX 9182788
(16)
OFFENSE- 260606 - ISSUE BAD CHECK          (17)
(18)                (19)                (20)
DOW: 090199       DOF:                               MISDEMEANOR C
(21)
MISC:                               (20)
                                     SINGLE WARRANT

(22)                (23)
ORI: HARRIS CO SHERIFF - WAR D OCA: 04565436
(24)                (25)                (26)                (27)
LOC: PCT 3 CONS    LCA:                               LDT: 040799    LTM: 1005

(28)                (29)                (30)
WARRANT SERVED-    DATE: _____    TIME: _____    PERSON: _____
```

PF9=WUPD PF10=WMNU

EXPLANATION OF FIELDS

Fields on this screen are identical to fields on WLOC - Locate with the following exceptions:

- | | |
|--------------------------------|---|
| 28. WARRANT SERVED-
DATE: | Required. Type date warrant was served or date missing person or runaway was found. |
| 29. WARRANT SERVED-
TIME: | Required. Type time warrant was served or time missing person or runaway was found. |
| 30. WARRANT SERVED-
PERSON: | Optional. Type code or initials of person serving warrant or clearing record from system. |

See pages 26 - 28 for explanation of fields 1 - 27.

PF-KEY OPTIONS

PF9 = WUPD

Press **PF9** for WUPD - UPDATE screen.

PF10 = WMNU

Press **PF10** for WMNU - MENU screen.

WCAN - Cancel Update Option 3 from WUPD

WCAN is used by the originating agency to cancel a record from the system. The primary use of this transaction is to withdraw records containing too many mistakes to modify through transaction WMOD. WCAN is never used to clear a warrant that has been served. Access this transaction by typing:

WCAN/SID

and pressing **Enter**. The SETCIC record will display.

Or access WUPD - the SETCIC Update Menu, select Option 3 and press Enter. Then type the SID and press Enter.

```

*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WCAN
                   (DIVISION OF J.I.M.S.)
                   CANCEL

(2)
SID: 00005238 00
(3)                (4)                (5)                (6)
ROBERTS, M G      RAC: W              SEX: M              DOB: 040148
(7)                (8)                (9)
406 CAROLINE      HGT: 509            WGT: 160
HOUSTON           TX 77006           (10)              (11)
                                           EYE: BLU          HAI: BRO

(12)                (13)                (14)
OLN:                SOC: 465826498      ALN:
(15)
IDN:
(16)
OFFENSE- 260606 - ISSUE BAD CHECK          (17)
(18)                (19)                (20)
DOW: 090199        DOF:                SINGLE WARRANT
(21)
MISC:

(22)                (23)
ORI: PCT 3 CONS      OCA: 00543219
(24)                (25)                (26)                (27)
LOC:                LCA:                LDT:                LTM:

(28)
ENTER Y TO CANCEL WARRANT: _

                                           PF9=WUPD  PF10=WMNU
*****

```

EXPLANATION OF FIELDS

Fields on this screen are identical to fields on WLOC - Locate with the following exception:

28. ENTER Y TO
CANCEL WARRANT: Type **Y** to cancel warrant, missing person information, or runaway person record.

See pages 26 - 28 for explanation of fields 1 - 27.

PF-KEY OPTIONS

PF9 = WUPD Press **PF9** for WUPD - UPDATE screen.

PF10 = WMNU Press **PF10** for WMNU - MENU screen.

After typing **Y** to cancel warrant, missing person, or runaway person record, press **Enter**. The following message will display: **SUCCESSFUL CANCEL**.

```
*****
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WCAN
                  (DIVISION OF J.I.M.S.)
                  CANCEL

SID: 00005238 00
ROBERTS, M G          RAC: W          SEX: M          DOB: 040148
406 CAROLINE          HGT: 509        WGT: 160
HOUSTON              TX 77006        EYE: BLU        HAI: BRO

OLN:                  SOC: 465826498        ALN:
IDN:
OFFENSE- 260606 - ISSUE BAD CHECK          MISDEMEANOR C
          DOW: 090199        DOF:          SINGLE WARRANT
          MISC:

ORI: PCT 3 CONS          OCA: 00543219
LOC:                  LCA:          LDT:          LTM:

>>>>  SUCCESSFUL CANCEL  <<<<

                               PF9=WUPD  PF10=WMNU
*****
```

WMOD - Modify Update Option 4 from WUPD

WMOD is used by the originating agency to modify a SETCIC record about a warrant, missing person, or runaway person. Any data field may be changed except the SID. To change an alias record, type the two-digit number of the alias record after the SID. For example, type 01 following the SID to retrieve the first alias record for that SID.

Information appearing in fields LOC, LDT, and LTM indicate that a LOCATE has been placed on the warrant, and changes should be made only after checking with the locating agency.

Access this transaction by typing:

WMOD/SID

and pressing **Enter**. The SETCIC record will display.

Or access WUPD - the SETCIC Update Menu, select Option 4 and press Enter. Then type the SID and press Enter.

```
*****
(1)
_____          SOUTHEAST TEXAS CRIME INFORMATION CENTER          WMOD
                   (DIVISION OF J.I.M.S.)
                   MODIFY

(2)
SID: 00005238    00

(3)
NAM: ROBERTS, M G

(4)          (5)          (6)
RAC: W        SEX: M        DOB: 040148

(7)          (8)          (9)          (10)
HGT: 509     WGT: 160     EYE: BLU     HAI: BRO

(11)          (12)          (13)          (14)
ADR: 406 CAROLINE          OLN: _____ OLS: __ OLY: __
      HOUSTON          TX          77002      (15)          (16)          (17)
                                           IDN: _____ IDS: __ IDY: __

(18)          (19)
SOC: 435789438     ALN: _____

(20)
OFF: 200099 ARSON

(21)
RCL: C - MISDEMEANOR C

(22)
ORI: TX1010000 HARRIS CO SHERIFF - WAR DIV          (23)
                                           SPN: _____

(24)
OCA: T0678Y565

(25)          (26)          (27)
DOW: 020199     DOF: 012399     MUL: N - SINGLE WARRANT

(28)
LOC: _____

(29)          (30)          (31)
LCA: _____     LDT: _____     LTM: _____

(32)          (33)
MISC: _____     CAUTION: _

                                           PF9=WUPD   PF10=WMNU
*****
```

EXPLANATION OF FIELDS

Fields on this screen are identical to fields on WLOC - Locate with the following exceptions:

- | | |
|--------------|---|
| 13. OLS: | Operator license state. |
| 14. OLY: | Operator license year of expiration. |
| 15. IDS: | State ID card state. |
| 17. IDY: | State ID card year of expiration. |
| 27. MUL: | Indicates whether the ORI issued a single warrant or multiple warrants for the defendant. |
| 32. MISC: | Miscellaneous information (i.e., comments, caution texts, special instructions, etc.) |
| 33. CAUTION: | A "C" in this field indicates that caution should be used when dealing with individual. If a "C" displays, see MISC field for explanation (i.e., armed and dangerous, escape risk, etc.). |

See pages 26 - 28 for explanation of all other fields.

PF-KEY OPTIONS

PF9 = WUPD

Press **PF9** for WUPD - UPDATE screen.

PF10 = WMNU

Press **PF10** for WMNU - MENU screen.

Appendix A - 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 (Appendix C, Section I, paragraphs R - T) for specific procedures.
4. Use transaction WLOC to locate one warrant (see page 25), or use WMLC to locate more than one warrant (see page 30). 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.

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 a warrant, 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 the full name is unknown, inquire on a partial name. (See page 9 for examples.) If the spelling of the name is unknown, try several versions.

Appendix B - System 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 5 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 display automatically. If you do not wish to access the next batch, use a paging technique above to transfer to another page.

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.

Appendix C - SETCIC Policies

I. General

- A. All policies, procedures, and standards will be derived, issued and enforced by the Harris County Justice Management System (JIMS) Executive Board. (7-31-84)
- B. Agencies wishing access to SETCIC will apply to the JIMS Executive Board for approval. Subsequently, the agency's SETCIC contract will be sent to 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 all of the agency's records will be purged from the database. (7-31-84)
- D. All non-Harris County participants will access SETCIC via the TLETS switcher maintained by DPS in Austin unless approved 3270-type devices or computer-to-computer interfaces already exist or are implemented. (7-31-84)
- E. Data integrity and control will be the responsibility of the agency that initially entered 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. Full-service participants will be assessed an annual user fee established by the JIMS Executive Board. (Add 09-04-85)
- H. Full-service participants will be billed on a monthly basis an amount determined by a fixed formula based upon warrants served. (Add 09-04-85)
- I. All entries/inquiries will be automatically logged for billing and auditing purposes. (7-31-84)
- J. The JIMS Executive Board may modify these policies at any time without giving prior notice. (7-31-84)
- K. All reasonable attempts will be made to provide SETCIC user access twenty-four (24) hours a day, seven (7) days a week. (Add 08-28-84)
- L. Scheduled hardware downtime will occur weekly for file reorganization. (Add 08-28-84)

- M. Any time the SETCIC and/or backup processors are unavailable for usage, automatic responses will be issued to in-coming requests indicating said condition. (Add 08-24-84)
- N. 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 09-11-84)
- O. 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 09-11-84)
- P. 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 09-11-84)
- Q. Harris County agencies arresting a person on a non-county agency 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 09-01-84)

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 formats 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 and 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 qualifications 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. Originating 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. Driver's License Number
 - b. Social Security Number
 - c. Official DPS ID Number
 - d. Alien Registration Number

N. Upon receiving a positive response to a SETCIC inquiry, the 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. The agency identifier will be the TCIC originating agency identifier (ORI).

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

D. Agencies will be allowed inquiry or update capability or both based upon approval of the JIMS Executive Board 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 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 Harris County's Central Technology Center Technical Systems Group under specific contract or agreement with the JIMS Executive Board and Commissioners' Court.
- I. Hardware housed by the Central Technology Center will be secured under terms of the aforementioned contract or agreement.

Index

Alias Entry - WALS.....	18
Appendix A - SETCIC Information.....	42
Appendix B - System Information.....	44
Appendix C - SETCIC Policies	46
Cancel - WCAN.....	35
Clear - WCLR.....	32
Direct Access Methods	5
Introduction.....	1
Locate -WLOC.....	25
Log-off Procedures	3
Log-on Procedures	2
Missing Person Entry - WMPS.....	14
Modify -WMOD	37
Multiple Locate Screen - WMLC	30
Reset -WRST	40
Runaway Entry - WRUN	16
SETCIC Entry Menu - WEWW.....	7
SETCIC Menu - WMNU	6
SETCIC Update Menu - WUPD.....	23
Warrant Entry - WWAR	8