INFORMATION SYSTEMS
Learning Domain 36
Event 1
Sessions 39

SESSION DESCRIPTION

This session will introduce the Los Angeles Police Department Recruit Police Officers to the requirements for access and entry into the appropriate Department of Justice information systems and databases available on the California Law Enforcement Telecommunications System (CLETS) and Department of Motor Vehicles (DMV) networks to perform their duties, for their safety, and the safety of others.

California Peace Officer Standards and Training (POST) Learning Outcomes

1. Student will create a password that will allow access to the CLETS network.
2. The student will distinguish which systems and databases available through the Criminal Justice Information System (CJIS) and the Department of Motor Vehicles (DMV) are queried before and after the booking process. **[36.II.A, 36.III.A]**
3. Student will practice inquiries into the more common investigative systems and databases they will use during daily field work.
4. Student will become familiar with the information contained in the investigative systems
5. Student will perform the proper log off procedure.

INFORMATION SYSTEMS
Learning Domain 36

Overview of events, sessions, and learning outcomes

	Event / session	Event 1 Learning Objectives
Week 17-20	EV1 S37 and S39 Practical Application	Student will create a password that will allow access to the CLETS network.
		The student will distinguish which systems and databases available through the Criminal Justice Information System (CJIS) and the Department of Motor Vehicles (DMV) are queried before and after the booking process. **[36.II.A, 36.III.A]**
		Student will practice inquiries into the more common investigative systems and databases they will use during daily field work.
		Student will become familiar with the crucial information contained in the investigative systems.

INFORMATION SYSTEMS
Learning Domain 36
Week 17-20
Practical Applications

SESSION 39 - OVERVIEW

To maximize the student's learning experience, they will be directed to use test records created by the California Department of Justice (DOJ) to make computer inquiries and review the information in a response.

SESSION OBJECTIVES

LO 1	Student will create a password that will allow access to the CLETS network. **[36.IV.A.5, 36.I.B]**
LO 2	The student will distinguish which systems and databases available through the Criminal Justice Information System (CJIS) and the Department of Motor Vehicles (DMV) are queried before and after the booking process. **[36.II.A, 36.III.A]**
LO 3	Student will practice inquiries into the more common investigative systems and databases they will use during daily field work. **[36.IV.A.1, 36.IV.A.2, 36.IV.A.3, 36.IV.A.4, 36.IV.A.5]**
LO 4	Student will become familiar with the crucial information contained in the investigative systems. **[36.II.B, 36.III.B, 36.IV.A.1, 36.IV.A.2, 36.IV.A.3, 36.IV.A.4, 36.IV.A.5,]**
LO 5	Students will perform the proper log off procedure **[36.IV.A.5]**

SESSION 39 LEARNING ACTIVIES

- Students will create a password that will allow them to access the various investigative systems and information
- What do the Recruit Police Officers understand about making an inquiry?
    - ✓ Students will connect the information systems to their various academy scenarios
    - ✓ Students must discern which systems must be queried prior to booking a suspect?
    - ✓ Students must know which systems are queried after the suspect is booked and placed in the detention area?
    - ✓ Students will know the minimum information required to make an inquiry into each system
- What vital information in the response do the Recruit Police Officers recognize?
    - ✓ Students will identify the information needed to complete an ongoing investigation
    - ✓ Students will relate the information found in each response to the scenarios they practiced throughout their academy training
- Students will perform the proper log off procedure

At a Glance Event 1 / Session 39		
Introduced **R**einforced **M**astered	Learning Outcome	Learning Activities

Hour 1	I	LO 1 LO 2 LO 3 LO 4 LO 5	Instruction Student will create NECS password Activity question Student will query the systems required **before** booking and detaining the suspect Students will practice inquiries into the more common investigative systems and databases they will use during daily field work. Students will become familiar with the crucial information contained in the investigative systems Student will perform the proper log off procedure

Hour 2	R	LO 1 LO 2 LO 3 LO 4 LO 5	Instruction Student will sign into NECS with the password they created Activity question Student will query the systems required **after** booking and detaining the suspect booking Students will continue to practice inquiries into the more common investigative systems and databases they will use during daily field work. Students will become familiar with the crucial information contained in the investigative systems Student will perform the proper log off procedure

INSTRUCTIONAL TIPS

1. Instructor **may** use the Human Resources practice scenarios to build an incident in which information is required prior to the booking process.
    a. Want/Warrant Check (CHK)
    b. Pull the Warrant Information Sheet (WIS)
    c. Query the rap sheet (CHS)

2. Instructor **may** use the Human Resources practice scenarios to build an incident in which information is required after the booking process.
    a. Find any restraining orders (CARPOS)

    b. Find any firearms prohibition information (MHFPS)
    c. Search for firearms registered to the suspect (AFS)

3. Instructor **may** refer to Vehicle Stop and Ped Stop classes to query necessary information
    a. Query a driver's license number (DLF)
    b. Query a vehicle's license plate number (VEH)
    c. Query a want/warrant check (CHK)

INSTRUCTOR RESOURCES

1. Instruction will take place in a classroom with the following functioning equipment:
    a. Computers
       1. Instructor
       2. Students
    b. Overhead projector that allows instructor to demonstrate activities for the students.

RECOMMENDED COURSES

Although there is no mandate set by The California Department of Justice or the Peace Officer Standard and Training (P.O.S.T.), instructors are encouraged to participate in each class session to stay abreast of the course flow and any content affected by changes in Department policy and/or legal statutes.

ECO Content Review
[36.I.A, 36.I.B, 36.I.C, 36.I.D 1-3]

I.   California Law Enforcement Telecommunication System (CLETS)
   A.   System Log-on
      1. **Learning Activity**: Students will log onto NECS
         a. Select the NECS icon on the desktop
         b. The Enterprise Server screen will display
            1) Type **NECS**
            2) Press **ENTER**
      2. **Learning Activity:** New users set a password
         a. Signon: Student's serial number. (The cursor will automatically
                  default to the "Password" field)
         b. Password: **TRNG**
         c. New Password: Enter an eight (8) character alpha-numeric
                  password. No special characters
         d. Press **ENTER**
         e. Re-enter password
         f. Press **ENTER**.
      3. If the sign-on is successful, the Command Screen will display.
      4. **Learning Activity:** Students will log in again using the password they created
         a. Type LOGOFF on the command line to return to the beginning
         b. Type NECS in the appropriate area
         c. Signon: Student's serial number
         d. Password: Created by the student
      5. **Learning Activity:** If instructor finds it necessary, have students log in again.
   B.   Command Screen features
      1. "X Not Here"—Cursor in the wrong position to begin typing

      a. ESC key—Removes the error message

      b. TAB key—Moves cursor to the right and places it in the correct
              position to begin typing.

2. No Msgs. Waiting—message queue

      a. Holds messages waiting to be read

      b. Holds messages from someone else's inquiry

      c. Select the PF15 button to remove messages before making inquiries

      d. First message into the message queue will be the first one removed
         from the queue.

3. Virtual keypad displays at the bottom or top of screen

4. Other function keys

      a. PF20—Go to the next page in a response (i.e. 1,2,3,4, etc.)

      b. PF19—Return to the previous page in a response (i.e. 4,3,2,1)

      c. CTRL—Moves the cursor vertically and places it in the correct
              position to begin typing.

      d. SHIFT + TAB—Moves cursor backwards and places it in the
              correct typing position

      e. END—Erase unwanted characters from the computer memory

      f. PAUSE/BREAK—Return to the Command Screen

C. Prior to booking functions and inquiries

  1. **Learning Activity:** Student will query a warrant summary

      a. Select the PF17 button on the virtual keypad **or**

      b. Type CHK on the command line of the command screen

      c. Enter the required information

         1) REQD BY: Student's last name

         2) SER: Student's serial number

         3) ORI: Type 4263; CA019 is already defaulted

            a) The ORI is the Originating Agency Identifier assigned to
                every law enforcement agency and affiliates in the United

       States.

    b) Identifies the agency requesting information

    c) Always enter assigned division

    d) CA: State code

    e) 019: County code for Los Angeles

    f) 42: LAPD's number

    g) 63: Training Division's number

    h) Instructor may use students' first choices of division as an example.

4) OP LIC: Enter the driver's license number C2880363

5) Select ENTER

6) Discuss the response

    a) What is the subject's name?

    b) What are the physical descriptors

    c) Where is the warrant number

    d) The Hazard codes: HZD

        (1) A=Armed and Dangerous

        (2) S=Suicidal Tendencies

        (3) M=Mentally Disturbed

        (4) E=Escape Risk

        (5) Make sure to advise the Detention Officers of the hazard codes to prevent any unusual incidents.

    e) Highlight and copy the warrant number

2. **Learning Activity:** Pull the Warrant Information Sheet (WIS)

  a. Type CHK2 on the command line located on the command screen

  b. Enter the required information

    1) REQD BY: Student's last name

    2) SER: Student's serial number

    3) ORI: 4263

    4) WARR#: Paste the warrant number

5) WIS: Place an X in this field

6) NAM CHK: First 5 letters of the subject's last name

7) ROUTE TO PRINTER: At the stations, there will be a
mnemonic defaulted in this field.

    a) Instruct the students to NOT select ENTER because there is no printer in the class for us to print.

    b) Display the WIS exemplar from the NECS RECRUIT folder located on the LAN 01 desktop.

        (1) Ask students to identify key points of the WIS

            (a) Date and time WIS was requested

            (b) Warrant Summary

            (c) REC TYPE: Warrant; CATEGORY: Bench; LEVEL: Felony.

            (d) Name, physical descriptors, scars-marks-tattoos, subject's home and business addresses and phone numbers.

            (e) FBI Number: Subject has criminal history outside of California.

            (f) CII Number: Used to query a California criminal history.

                i. "A" means rap sheet is automated (on the computer)

                ii. "M" means rap sheet is manual (hard copy) and must be obtained from the California Department of Justice.

                iii. "H" means rap sheet is a hybrid with some automated, some manual.

                iv. All numbers (123456789) means the rap sheet is not connected to fingerprint (i.e. pushing a shopping cart, drinking in public.

        (2) Advise students the WIS may return to the system if the subject is not booked within 2 hours.

3. **Learning Activity:** Find the subject's criminal history using the CII number.

    a. Select the F7 function key at the top of the keyboard **or**

b. Select the F7 button on the virtual keypad **or**

c. Type QH on the command line located on the command screen.

d. Enter the required information

    1) OPR ID: Student's serial number

    2) ORI: 4263

    3) ROUTING INFORMATION

       a) REQUESTED BY: NAME—Student's last name. Students with 2 or less letters in their last name need to type their first name also without spaces. For example, Daniel Oh should be typed as OHDANIEL;

       b) UNIT—TRNG. In field work—unit designation (i.e. 12a41, etc.);

       c) DR#/REASON—TRNG. In field work—The type of arrest (ARR) or investigation (INV) tied to the query. For example, 211PC INV or ARR.

       d) ADDITL REASON: Add any necessary information needed to justify the query.

    4) CRIME SUMMARY RECORD: Place an X

    5) CII: Enter the CII number

    6) Select ENTER

    7) Students will search the rap sheet to discuss the response.

       a) Will a rap sheet tell you if a person has a history of mental illness?

          (1) Alert on page 3.

          (2) Arrest trailer supporting this information begins on page 19-21.

             (a) Four asterisks (********) indicates a different record

                i. ARR/DET/CITE: Arrested, detained, cited

                ii. NAM#: Name suspect used during this incident (see page 4 for list of AKAs)

      iii. Date of incident—19820809

      iv. Agency involved—CAPD LOS ANGELES

      v. Count details—455 PC-ATTEMPT/AID/
                    COUNSEL/PROCURE ARSON

(b) Four hyphens (----) indicates court information.

      i.   COURT: CASC LOS ANGELES CENTRAL

      ii. NAM#:   02

      iii. Date of Court hearing: 19821014

      iv. Trial Court:

      v. Count details: Case or docket number--A395487
          455 PC-ATTEMPT/AID/COUNSEL/PROCURE
                 ARSON

      vi. DISPO: PROC SUSP/COMM MENTALLY
                 INCOMP 1370 PC

(c) Four hyphens (----) starts incarceration, if applicable. See page 10 for the example of custody information

      i. CUSTODY: CYA

      ii. NAM#

      iii. Custody start date: 19740502

      iv. Custody location: CAYA PERKINS

      vi. CNT:01

      vii. INMATE NUMBER: #Y93333

      viii. CHARGE: 192.3(A) PC-VEH MANSL W/GROSS
                 NEGLIGENCE

b) Will a rap sheet tell you if a person is a registered sex offender?

  (1) Identify the statements and incidents in the rap sheet that support the statements.

    (a) Registered sex offender on page 6

    (b) Rape by force

(c) Restitution=Marsy's Law

(2) How long will the sex offender records stay in the system

(a) Until the suspect is 100 years old.

(b) Lifetime if suspect is convicted of any registration violations

c) Instructor will lead the discussion of other important points in the rap sheet.

(1) Additional CII numbers (pg. 1) indicate changes in the fingerprints before bookings.

(a) CII numbers are tied to a person's fingerprints
Missing left finger (pg. 5)

(b) Drug possession, sales, or use could have caused damage of fingerprints through accidental burning. (Pgs. 7, 22, and 23)

(c) Diversion (Pg. 7) indicates person went to a drug rehabilitation center rather than jail.

(2) Applicant information (Pgs. 24 and 28)

(a) Remind students fingerprints create a CII number

(b) They have rap sheets due to the fingerprinting process when they applied for LAPD.

(3) What significance is the surgical sex change notation?

(a) Suspect must be separated from general population when housed.

(b) Searches

d) Instructor will spotlight the CII number 99000012

4. **Learning Activity:** Find the CII number.

a. Select the F7 function key at the top of the keyboard **or**

b. Select the F7 button on the virtual keypad **or**

c. Type QH on the command line located on the command screen.

d. Enter the required information

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1) OPR ID: Student's serial number

2) ORI: 4263

3) ROUTING INFORMATION

    a) REQUESTED BY: NAME—Student's last name. Students with 2 or less letters in their last name need to type their first name also without spaces. For example, Daniel Oh should be typed as OHDANIEL;

    b) UNIT—TRNG. In field work—unit designation (i.e. 12a41);

    c) DR#/REASON—TRNG. In field work—The type of investigation (INV) or arrest (ARR) tied to the query. For example, 211PC INV or ARR.

    d) ADDITL REASON: Add any necessary information needed to justify the query.

4) NAME INQUIRY: Place an X

    a) Name: XRAY,TEST

    b) Date of Birth: 01 19 1954

    c) Sex: X—to run both male and female

    d) Select ENTER

    e) Discuss the response.

        (1) Which one is the best **possible** match?

        (2) A99000015

        (3) Instructor will call attention to the CII number H99000012

            (a) Do you remember seeing this one?

            (b) Query it, if time permits

5. **Learning Activity:** Instructor will introduce the Consolidated Criminal History Reporting System (CCHRS) Application.

    a. Instructor logs into CCHRS and mentions key points

1) Rap sheet is county level and required with the CLETS rap sheet
2) Training required to gain access.
3) Field Training Officer (FTO) and/or records unit will be able to obtain a CCHRS for them.
4) They will return for training during their probationary period.
5) Do you see a positive identifier?
   a) Yes, a booking photo for positive identification (ID)
   b) Run CCHRS first, after receiving the training.
6) Special Handlings warn about a suspect's past alert issues
   a) How would CCHRS benefit you?

6. **Learning Activity:** Pull the Wanted Persons System (WPS) report
   a. Type QW on the command line
   b. Select the ENTER key
   c. Enter the required information
      1) ORI: 4263
      2) NAM: RECORD,CALIFORNIA
      3) SEX: M
      4) DOB: 050555
      5) REQUESTED BY: Student's last name
      6) Select ENTER
      7) Discuss the response
         a) 5 messages total will return in any order
            (1) IM=Missing/Unidentified Persons System (MUPS)
               (a) 'No match on name'
               (b) PF15 to view the remaining messages
            (2) IJ=NCIC hit goes with the MUPS response
               (a) Received when a numeric identifier (i.e. DOB or SSN is entered during an inquiry.
               (b) PF15 for the next message
            (3) IW=Wanted Persons System (WPS)

    (a) **This is the message we want to review for this exercise.**

    (b) Use the hit with the hazard notes to ask students to identify the key points

       i. Hazard notes written need to match codes in the warrant summary

       ii. Subject's name (NAM/)

       iii. Date of Warrant (DOW)

       iv. Warrant number (WNO)

       v. Type of Warrant (TOW)

       vi. Entry level (ENT) for extradition restrictions

       vii. Offense code and identification (OFF/)

       viii. PF20 to go to the next page

       ix. Bail amount (BAIL)

       x. Original offense code (OOC)

       xi. Aliases (AKA)

       xii. Extradition instructions

       xiii. Confirmation information

       xiv. 2 hits so match details to find the best **possible** match to your subject.

       xv. Instructor may redisplay the warrant summary

       xvi. The items on both responses much match.

       xvii. PF15 to view the next message

    (4) IJ=NCIC response that goes with the WPS

      (a) Select PF15 to view the next message

    (5) IB=California Restraining and Protective Order System (CARPOS)

D. After booking functions and inquiries

   1. **Learning Activity:** Make an inquiry into the California Restraining and Protective Order System (CARPOS)

a. Type ROSI on the command line and select ENTER

b. ORI: 4263

    1) Hold the SHIFT key and select the TAB key to move the cursor backwards into the ORI field.

    2) Use the mouse to click into the ORI field.

c. REQUESTED BY: Student's last name

d. NAME: RECORD,CALIFORNIA

e. SEX: M

f. DOB: 0505**1955**

g. Select ENTER

h. Use the response starting on page 5

    1) Question: Does the victim have an Order After Hearing (OAH)

        a) Yes, per page 7, "ISSUE DATE/19930401 EXPIRATION DATE/NONEXP".

        b) Per page 9, "SERVED DATE/19930401 TIME/2100 SERVED BY/SMITH,OFFICER, AGENCY/STOCKTON PD"

        c) Per page 7, "RESTRAINED PERSON PRESENT IN COURT/NO".

    2) Question: Is the suspect allowed to have a firearm?

        a) No, per page 8

        b) Per page 9, "NUMBER OF PRIOR VIOLATION MSG/017".

            (1) The number of times the suspect has violated the restraining order.

            (2) First violation is a misdemeanor; subsequent violations are felonies.

    3) Instructor asks students to identify additional information

        a) Name and physical description of the suspect on page 6

        b) Protected people on pages 6-7

    c) Terms and Conditions on page 9

    d) Confirmation information on page 9

2. **Learning Activity:** Make an inquiry into the Automated Firearms System (AFS).

  a. Question: Why are we making this inquiry?

    1) To find the number and types of **registered** firearms to the suspect/subject.

  b. Enter the required information

    1) Select the F9 function key or virtual keypad button **or**

    2) Type QG on the command line

    3) HIST (SOUNDEX NAME, FCN, OR SER#): Place an X

    4) ORI: 4263

    5) NAM: RECORD,CALIFORNIA

    6) CCC: 3400—City/County Code narrows search to an area

    7) DOB: 0505**55**

    8) REQUESTED BY: Student's last name

    9) Select ENTER

    10) Discuss the response

      a) An asterisk (*) indicates a new record

      b) How many firearms does the subject/suspect have?

      c) Give the description

  c. An inquiry using the firearm's serial number will give information on all firearms with that serial number.

3. **Learning Activity:** Make an inquiry into the Mental Health Firearms Prohibition System (MHFPS)

  a. Why would we make an inquiry into this system?

    1) To find if the suspect/subject can have a firearm.

    2) A record number is needed to find prohibited information

    3) To get the record number, run the name

b. Type MHF on the command line and select ENTER

c. Enter the required information for a name inquiry

   1) OPR ID: Student's serial number

   2) ORI: 4263

   3) Routing Information

      a) NAME: Student's last name

      b) UNIT: TRNG (12A35 or Division at the area station)

      c) DR#/REASON: TRNG (211PC INV OR ARR, at the area
                               station)

   4) NAME: RECORD,MHFPS TEST

   5) DOB: 010151

   6) Select ENTER

   7) Discuss the response

      a) Physical descriptors on page 2

      b) Highlight and copy the record number on page 2

   8) Select the END key to remove the name and DOB

d. Enter the required information to perform a record number inquiry

   1) OPR ID: Student's serial number

   2) ORI: 4263

   3) Routing Information

      a) NAME: Student's last name

      b) UNIT: TRNG (12A35 or Division at the area station)

      c) DR#/REASON: TRNG (211PC INV OR ARR, at the area
                               station)

   4) RECORD NUMBER: PASTE record number

      a) 999999997 or

      b) Use the last 10 numbers of the record number found in the
         name search response. (For now, 8004112090)

   5) Select ENTER

6) Discuss the response

    a) Question: Is the subject/suspect prohibited from owning, possessing, acquiring a firearm?

        (1) Yes, page 3

    b) Question: When does it expire?

        (1) Prohibition is for lifetime

4. **Learning Activity:** Run a vehicle plate for stolen information

  a. Type VEH on the command line or select the PF16 button on the virtual keypad

  b. Enter the required information

    1) OPR ID: Student's serial number

    2) REQUESTED BY: Student's last name

    3) SVS: Place an X

    4) ORI: 4263

    5) LIC: SAM123

    6) Select ENTER

  c. Review and discuss the response

    1) Is the vehicle stolen? (STOLEN VEHICLE)

    2) Identify where the vehicle description is given

    3) What is the Date of transaction/theft? (DOT)

    4) Locate the confirmation information (Immediately confirm….)

    5) After confirming the information, contact the VIPU (Vehicle Processing Unit)

        a) The vehicle can be removed from the system.

        b) Vehicle will show as 'recovered'

        c) Registered owner won't be handled as though the vehicle is stolen.

    6) Identify the victim's data, so we can contact them to retrieve the vehicle.

    7) If wanted persons information is attached

a) Highlight the caution warning on page one

b) Identify the warrant information

    (1) Name on the warrant

    (2) Date of Warrant (DOW)

    (3) Warrant Number (WNO)

    (4) Offense code (OFF)

    (5) Extradition codes (ENT/1 or 2 or 3)

        (a) 1—Misdemeanor or Felony warrants within
California only

        (b) 2—Misdemeanor or Felony warrants within
California and at least one other state.

        (c) 3—Felony warrants where agency is unwilling to
transport back to their jurisdiction, for whatever
reason, but will be able to accommodate
at a later date.

c) Remind students Name, DOW, WNO, and VC, PC, HS
must match that which is on the warrant summary.

5. **Learning Activity:** Run a vehicle plate for registration information

a. Type VEH on the command line and select ENTER or

b. Select the PF16 button on the virtual keypad.

c. Enter the required information

    1) OPR ID: Student's serial number

    2) REQUESTED BY: Student's last name

    3) DMV: Place an X

    4) ORI: 4263

    5) LIC: SAM123

    6) Select ENTER

d. Review and discuss the response

    1) Why did we run this system?

    2) Is the vehicle's registration valid?

    3) Who is the registered owner?

        a) Read DMV report backwards

        b) Vehicle registered is updated with new address when R/O moves

    4) Is the insurance on the vehicle valid?

        a) Insurance Information Unknown means insurance has lapsed

        b) After 60 days, DMV will revoke registration on a vehicle with expired insurance.

6. **Learning Activity:** Run a vehicle for warrants, registration, and stolen information all at the same time.

    a. Type VEH on the command line and select ENTER or

    b. Select the PF16 button on the virtual keypad.

    c. Enter the required information

        1) OPR ID: Student's serial number

        2) REQUESTED BY: Student's last name

        3) CWS, SVS, and DMV: Place an X in each field

        4) ORI: 4263

        5) LIC: SAM123

        6) Select ENTER

    d. Advise students they may query these systems simultaneously

    e. Are these the responses you received, earlier?

    f. Advise students the responses may return in any order.

    g. To query a vehicle identification number (VIN) place a V in these fields.

7. **Learning Activity:** Find a driving record using a driver's license number

    a. Type DLF on the command line and select ENTER or

    b. Select the F10 function key on the keyboard or the PF10 button on the virtual keypad.

   c. Enter the required information

      1) OPR ID: Student's serial number

      2) REQUESTED BY: Student's last name

      3) OLN: A0025507

      4) ORI: 4263

      5) Select ENTER

   d. Discuss the response

      1) Why did we run this system?

      2) What is the driver's legal name?

      3) What is the driver's birthdate?

      4) Name the driver's AKAs?

      5) Students are to identify the driver's license status

      6) If the license is expired, is there a reason?

      7) Students will identify any warrant information

         a) See the Failures to Appear field

         b) If driver didn't pay fines or go to court, there will be a warrant issued.

8. **Learning Activity:** Find a driving record using a name

   a. Type ANI on the command line and select ENTER or

   b. Select the PF18 button on the virtual keypad

   c. Enter the required information

      1) OPR ID: Student's serial number

      2) REQUESTED BY: Student's last name

      3) ORI: 4263

      4) NAME: DRIVER,ANNIE

      5) DOB: 011267

      6) Select ENTER

   d. Discuss the response

      a) Is this the same record received by running the driver's license number?

  b) Pinpoint the driver's license number, driver's name, and DOB

  c) Questions

E. Support Systems

 1. **Learning Activity:** Find a transaction code that is not assigned to a pre-formatted key.

  a. Type HELP,MENU on the command line and select ENTER

  b. Discuss the response

   1) Students will identify the category to be searched if they need the transaction code for a system that searches a person.

    a) IPERSON

  c. Find the transaction codes for the Wanted Persons System (WPS)—QW, the state restraining order system (CARPOS)—ROSI, and the Mental Health Firearms Prohibition System (MHFPS)—MHF.

   1) HELP,IPERSON

 2. **Learning Activity:** Recall the last received message

  a. Select the PF11 function key

  b. Place an X in the field for Last Msg

  c. Select ENTER

  d. Discuss

   1) Is this the last message received?

   2) May recall up to the last 4 messages

   3) "O" is defaulted for 'output'

   4) the message will print to the printer mnemonic in the DESTINATION TERMINAL ID field.

 3. **Learning Activity:** Querying multiple systems simultaneously

  a. Type MI (Master Index) on the command line and select ENTER.

  b. Discuss the required fields

   1) OPR ID#: Student's serial number

   2) REQ BY: Student's last name

   3) UNIT: TRNG (12A41, or Division at the stations)

        4) DR#/REASON: TRNG (DR# or the type of INV or ARR, for
                example 211PC INV or ARR)

        5) ORI: 4263

        6) LAST NAME: RECORD

        7) FIRST NAME: CALIFORNIA

        8) SEX: M

        9) DOB: 050555

        10) ALL SELECTIONS: Place an X in the allotted field

        11) Select ENTER

    c. Scroll through the responses (PF15) which may return in any order.

F.   SYSTEM LOG-OFF

   1. **Learning Activity:** Log off the system

     a. Return to the command screen

     b. Type LOGOFF

       1) System will return to the Enterprise Server screen

       2) User's password will be protected

   2. Turn off monitors, if another class session will occur on a later day.

   3. Shut down if the instruction is concluded.