

LOS ANGELES POLICE DEPARTMENT
1-DAY NETWORK COMMUNICATIONS UPDATE
INSTRUCTOR LESSON PLAN
1850-20680

Instructional Goal

Students will become familiar with keyboard operations and functions while utilizing the Network Communication System (NECS). They will become familiar with various city, county, state and national databases necessary to perform their daily job functions.

Performance Objectives

Students will become familiar with the policies and procedures that regulate the access of the information systems and the use of the information received.

Students will receive direction from the course instructor(s) to accomplish the tasks needed to access the information systems. These tasks include, but are not limited to:

- Create a password
- Log onto system
- Become familiar with the NECS keyboard and functions in order to expedite inquiries.
- Perform various commands by use of function keys
- Identify the information systems directly accessible to California law enforcement agencies.
- Learn to logoff properly
- Identify procedures for making inquiries into the law enforcement information systems and the capability of cross-referencing the information obtained for:
 1. Wants and Warrants
 2. Stolen Property--includes vehicles and firearms
 3. Criminal History
 4. Department of Motor Vehicles (DMV)
 5. Department of Justice (DOJ) responses
 6. Restraining orders
 7. Mental health firearm prohibition
 8. Parole and/or probation information.
 9. Miscellaneous information - incident reports, field interview information and traffic citations.

I. COURSE REGISTRATION AND CLASSROOM RULES (7000-0710) (10 Min)

- A. Students sign-in on roster to ensure POST credit
1. Full name
 2. POST ID
 3. Select Trainee Status
 - a. Peace Officer
 - b. Reserve Officer
 - c. Dispatcher
 - d. Non-Peace Officer
 4. How did you get to training?

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- a. City Vehicle
- b. Personal Vehicle
- c. Carpool
 - 1) D=Driver
 - 2) P=Passenger
5. LAPD Division or Outside Agency
6. LAPD Serial number
7. The computer number student is using.
- B. Classroom Rules
 1. No food or open containers are allowed.
 2. Drinks with spill-proof lids are acceptable.
 3. Raise your hand for help.
 4. Return from breaks and lunch on time.
 5. Location of restrooms
- C. Class Introduction
 1. Instructor introductions
 2. Student introduction, stating name, division of assignment, and knowledge of NECS.
 3. Verify that all students have been given and signed a Security Operator Statement.

II. NETWORK COMMUNICATION SYSTEM (NECS) OVERVIEW (0710-0730) (20 Min)

Network Communication System (NECS) is a message-switching computer system that connects the user to various law enforcement databases and is used as an effective investigative tool to quickly access those databases.

- A. System Introduction
 1. View NECS chart
 2. Brief overview of the various city, county, state and national databases
 3. Overview of California Law Enforcement Telecommunications (CLETS) system.
- B. To maintain access to the NECS system, the Department of Justice distributes a test that must be taken by all Department employees every two years. This test is distributed by training coordinators at each division. If a user does not comply, they will not be allowed access to the NECS system.

III. SECURITY AND AUDITS (0730-0750) (20 Min)

- A. Security rules and procedures
 1. Signing on and off computer terminals
 - a. Users signed on to a terminal are responsible for all transactions made on that terminal and must sign off when all transactions are completed.
 - b. Users must sign on to a Department workstation by using their user name and password. If a user finds a workstation is signed on by someone else, they should log that user off of the computer before beginning their transaction. This demonstrates honest and ethical behavior in using the department's computer systems.

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2. Core Values
 - a. Integrity in all we say and do
 - b. Service to our communities
 - c. Respect for people
 - d. Reverence for the law
 - e. Commitment to leadership
 - f. Quality Through Continuous Improvement
- B. Audits
 1. Los Angeles Police Department (LAPD):
 - a. Conducts internal audits to ensure that department employees are using the information obtained from the database in a lawful manner.
 - b. Conducts two types of audits, random and investigative.
 - c. Conducts audits using employees' serial numbers, terminal transactions utilizing NECS ID's, and system databases.
 - d. All transactions are saved on back up tapes for two years with LAPD
 2. Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI):
 - a. Conducts random and periodic audits to ensure that all transactions made on State and Federal databases are correct and are not misused and that the information retrieved from such databases is used properly.
 - b. All transactions are saved on backup tapes with the FBI and DOJ.
- C. DMV Security Video "Gloria"
 1. **Learning Activity:** Students discuss the acceptable and unacceptable conduct observed in the film.
 - a. Ask: Who misused the system?
 - 1) The co-worker for accessing unauthorized information on someone else's computer
 - 2) Gloria for not securing the system by properly logging off.
 - b. What are the possible penalties?
 - 1) Departmental disciplinary actions
 - a) Admonishment
 - b) Suspension
 - c) Terminations
 - 2) Outside of the Department.
 - a) Criminal Prosecution
 - b) Civil lawsuit
 - c) All of the above-mentioned penalties
 2. Students may ask questions and offer additional comments.
 - D. Operator Security Statement
 1. Signing the Security Statement confirms the user is committed to abide by the department rules and regulations regarding the use of the systems access through NECS.
 2. Misuse of the department computer is punishable under Penal Code Sections 502 (c) and (e).
 3. Passwords should not be shared with anyone.

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IV. Test Records

(0750-0800) (10 Min)

A. INSTRUCTOR NOTES: The 2-Day NECS manual contains test records.

1. This manual is preferable to the 1-Day NECS manual.
 2. It contains practice records for all the systems available on the CLETS network.
- B.** If more are needed an inquiry into test records will produce additional names and numbers that can be used for testing.
- a. Use only the test records for practice to avoid possible disciplinary action and criminal and civil prosecution when audited.
 - b. Do not use one's own personal information for practice.

V. SYSTEM LOG-IN

(0800-0810) (10 Min)

1. **Learning Activity:** Students will log onto NECS and learn the proper function to erase key strokes from the system.
 - a. Erase key strokes
 - 1) Use the mouse to select the arrow. This will place the cursor outside the allotted field for typing.
 - 2) Type "NECS"
 - 3) Reference the "X not here" error message
 - 4) Select the ESC (Escape) key in the upper left corner of the keyboard to erase the error message
 - 5) Select the Tab key to place the cursor in the proper position for typing.Select the NECS icon on the desktop
 - 1) Click on the NECS icon on the right side.
2. The Enterprise Server screen will display
 - a. Type NECS
 - b. Press ENTER
3. **Learning Activity:** For users with current NECS passwords
 - a. Student types their serial number in the "Sign on" field. (The cursor will automatically default into the "Password" field.
 - b. Students type their current password.
 - c. Press ENTER.
 - d. If the sign on is accepted, the Command Screen will display.
4. **Learning Activity:** Setting a NECS Password for new users
 - a. Type Operator's serial number in "Sign on" field. (The cursor will automatically default to the "Password" field)
 - b. Type the temporary password—NEW
 - c. Tab to the "New Password" field and enter an eight (8) character alpha-numeric password
 - d. Press Enter
 - e. The system will prompt the students to "Re-enter the password for verification"
 - f. Press Enter.
 - g. If the sign-on is accepted, the Command Screen will display.
5. Advisements

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- a. Instructor points to the expiration date
- b. Password expires after 90 days
 - 6) User must sign into NECS at least once every thirty (30) days
 - 7) If the user types password incorrectly three (3) times their account will be locked.
 - a) The user needs to select the Page Up or Page Down key to refresh the screen, after the second erroneous password entry.
 - b) The user can re-type the password twice more.
 - 8) To re-set password, user needs to contact ITD at (213) 473-9900.
- 6. The Command Screen
 - a. Displays the CLETS available to receive the information needed to complete an investigation.
 - b. Each system is assigned a function key and a transaction code.
 - 1) The F1 through F12 function keys are on the left side of the screen AND are on the top of the keyboard.
 - 2) The F13 through F24 function keys are on the right side of the screen, but not on the keyboard.
 - a. To access these commands, hold down the SHIFT key, which becomes the F12 and press one of the function keys at the top of the keyboard.
 - b. For example, to access the Vehicle Inquiry Screen,
 - (1) Type VEH (the transaction code) on the command line or
 - (2) Shift + F6
 - c. Before performing any inquiries, make sure “NO MSGS WAITING” is displayed in the lower right corner.
 - c. **Learning Activity:** Students will highlight most used function keys located on the virtual keypad.
 - 1) F15 (Shift + F3)
 - a) Removes messages left by previous users
 - b) Allows user to view the messages from systems they have accessed.
 - 2) F19 (Shift + F7) = Displays previous pages
 - 3) F20 (Shift + F8) = Displays next pages
 - 4) CLEAR key on the virtual keypad returns to the Command Screen from an inquiry screen.
 - 2) **Tab Key**
 - a) moves cursor horizontally, to the first position of the next field.
 - b) “Shift + Tab” key – moves cursor backwards to the first position of the previous field.
 - 3) **Control Key**
 - a) The “Control” key is located on both sides of the alphabet key pad, below the Shift key.
 - b) The “Control” key moves the cursor downward, to the first position of the input field of the next line
 - 3) **Enter Key**
 - a) The “Enter” key is located in 2 positions on the keyboard.
 - (1) First position is on the lower right-hand side above the shift key.

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- (2) The second position is on the number keypad.
- b) Press “Enter” when information is ready to be sent through NECS.
- 4) **End Key**
 - a) Located on the second row of the six pack of keys immediately beneath the **Print Scrn/SysRq~Scroll Lock~Pause/Break** keys.
 - b) This key is used to erase all data to the end of the field.
 - c) Do not use the Space Bar, Delete nor Backspace keys to erase unwanted characters and information.
 - (1) Although the user won’t see these characters, the computer’s memory will still read these characters.
 - (2) This will cause error messages.
 - d) Student will type information in the inquiry field selected by the instructor.
 - e) Use arrow keys to move cursor to position directed by the instructor.
 - f) Press “End” key.
- 6) **Page Up/Page Down**
 - a) Located in the six pack of keys that are immediately beneath the **Print Scrn/SysRq~Scroll Lock~Pause/Break**
 - b) These keys are the last two (2) keys on the end of the six pack
 - c) Re-displays the log in screen.
 - d) Such users who share a terminal, for example, Area Station personnel, should use the Page Up/Page Down keys to log off and to allow another user to log on.
- 7) Questions from students

VI. DEPARTMENT OF MOTOR VEHICLES (DMV) (0810-0910) (60 Min)

A. Department of Motor Vehicles Overview

- 1. DMV is not a law enforcement agency and access to their files through CLETS is governed by CLETS operating policies, practices and procedures.
- 2. Information supplied to law enforcement agencies from DMV records is intended strictly for the purpose of enforcing the law.
- 3. Users must always exercise integrity in the use of the system.
- 4. DMV does searches by soundex. The system will search for the exact last name and different variations of the first Name.
- 5. DMV searches the requested city first, the surrounding cities and then the county.
- 6. Depending on the type of information needed, there are 4 main information codes:
 - a. L1 – personal data and driving history (default).
 - b. 3P – vehicles registered to a personal name.
 - c. 3C – vehicles registered to a commercial name.
 - d. JA – user-friendly printout.
- 7. **Learning Activity:** Students will search for a California driving record.
 - a. Search by driver’s license.
 - 1) Type **DLF** on the command line or select the “F10” function key.
 - 1) Press **ENTER**

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- 2) Input mandatory information
 - a) OPR ID#: Students will type their serial number.
 - b) REQUESTED BY: Students will type their last name
 - c) OLN: type “**A0025507**”
 - d) Press **ENTER**
- 3) Response will include the following information:
 - a) Basic record
 - (1) Driver’s license or identification card number
 - (2) Driver’s name
 - (3) Aliases/monikers
 - (4) Date of birth
 - (5) Address
 - (a) Home
 - (b) Business/work
 - b) Status of driving privilege
 - (1) License issuance information
 - (2) Restriction information
 - (3) Year of license expiration
 - (4) Information on replication
 - (5) Mailing date of new identification cards
 - c) Legal history
 - (1) Description of the major legal actions taken against the driver
 - (2) Reinstatement information
 - d) Abstract of conviction
 - (1) Violation date
 - (2) Conviction date
 - (3) Statute and section violated
 - (4) Docket number
 - (5) Court
 - (6) Court action and final court disposition
 - (7) Vehicle license number
 - e) Description of the subject’s legal actions (i.e., Failure to appears)
 - f) Record of subject’s accident
 - (1) Dates
 - (2) Locations
 - (3) Vehicle license number
 - (4) Citations
 - (5) Accident report number
 - (6) Financial responsibility case number
 - g) Endorsements and certificates
 - (1) Type of endorsement or certificate
 - (2) Issue date
 - (3) Expiration date
 - (4) Applications other than original or renewal
 - (5) Type of application

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- (6) Office of issue
- h) Physical description
- b. Name searches
 - 1) **Learning Activity:** Query a driving record using a name and date of birth
 - a) Type “**ANI**” on the command line or select **Shift + F6=F18**
 - b) Press **Enter**
 - c) Input mandatory information
 - (1) OPR ID# field: Student’s serial number.
 - (2) REQUESTED BY: Student’s last name.
 - (3) NAME: **DRIVER, BLAIR L** or **DRIVER, ANNIE**
 - (4) DOB: **011267**
 - (5) Change the “L1” code to “JA” to view the same response in a user-friendly format.
 - (6) Press Enter.
 - d) Use this format to find a driving record when the driver’s license number is unknown.
 - 2) **Learning Activity:** Query the name only
 - a) Remove the date of birth
 - b) Press ENTER
 - c) You will get a list of names, date of births, addresses, and driver license numbers.
 - d) Explain how to use DMV Region Map
 - (1) See page ** to narrow search if too many hits are returned.
 - (2) California is divided into 6 major areas.
 - (3) Place the name of the city or the area number in the “CITY” field to search cities within a specific area.
- B. Out-of-state searches search
 - 1. **Learning Activity:** Students will search an out-of-state driving record
 - a. Type “**ANI**” on the command line or select **Shift + F6=F18** or type over the information from previous inquiry.
 - b. Press Enter.
 - c. Enter mandatory information
 - 1) OPR ID# field: Student’s serial number.
 - 2) REQUESTED BY: Students last name.
 - 3) ORI: CA019 **4263**
 - 4) Delete INFO CODE “**L1**”;
 - 4) NAME: type “**PUBLIC, CARL C**”,
 - 5) DOB: type “**052456**”,
 - 6) Students refer to page ** to choose one of the NLET Region Codes
 - a) Based upon the region code entered, students will receive responses from all states in that region code.
 - a) The state code will be at the top of each response.
 - b) Input the mandatory information
 - (1) REFERENCE: Students will type their last name.
 - (2) DRIVER LICENSE INFO: type “**X**”

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- (3) SEX: type “**M**”
- (4) Press Enter.
- d) Students search the responses for driver’s license number(s).
- 2. **Learning Activity:** Students will search an out-of-state license number.
 - a. Type **DLF** on the command line and press ENTER or select “**F10**”
 - b. Enter the mandatory information
 - 1) OPR ID# field: Student’s serial number
 - 2) REQUESTED BY: Student’s last name
 - 3) OLN: **434262613**
 - 4) ORI: CA019 **4263**
 - 5) OUT OF STATE information:
 - a) LIS: License State=**NY**
 - b) REFERENCE: Student’s last name
 - 6) Press ENTER
 - 7) Review the response
 - c. Vehicle Searches
 - 1) **Learning Activity:** Students will perform registration search on a vehicle with a state license plate number.
 - a) Type **VEH** on the command line or select F16 (Shift + F4)
 - b) Input mandatory information
 - (1) OPR ID#: Student’s serial number.
 - (2) REQUESTED BY: Student’s last name
 - (3) DMV field: place a “**X**”
 - (4) LIC field: **SAM123**
 - (a) The INFO CODE field defaults at 4 for a normal search
 - (b) Other available codes for searches
 - i. H=historical registration
 - ii. P=Parking citations
 - (c) Press **ENTER**
 - (d) Review and discuss responses.
 - i. The Vehicle/Vessel Registration Database (VVRD) provides....
 - i) Record of ownership
 - ii) All vehicles and vessels registered
 - iii) Vehicles and vessels with planned non-operation status
 - iv) DOJ Flags
 - (i) STOP=Stolen vehicle record entered using the license plate and vehicle identification number.
 - (ii) RESTRAINT=Stolen vehicle record entered using the VIN only.
 - (iii) REFERRAL=Stolen vehicle that is a Felony Vehicle (Code 6 Charles vehicle) or has a caution code of Armed and Dangerous person (Code-6-Charles).
 - v) Registration status

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- vi) Registered owner
 - vii) Possible file codes
 - (i) A=Automobile
 - (ii) S=Specialized. For example, Handicapped
 - (iii) E=Exempt. For example, PNO. See pg. 2
 - (iv) P=Personalized. For example, Cherry Bug
 - (ix) POWR=How the vehicle is powered. For example, G=gas.
 - x) Vehicle description
- 2) **Learning Activity:** Students will query an out-of-state license plate.
- a) Type **ANI** on the command line or select the “**F18**” (**Shift + F6**) function key.
 - b) Enter the mandatory information
 - (1) OPR ID: Student’s serial number
 - (2) REQUESTED BY: Student’s last name
 - (3) ORI: CA019 **4263**
 - (4) Remove the INFO CODE
 - (5) Enter the mandatory information: **FOR OUT OF STATE DMVS**
 - (a) State: Enter a state code or a Region Code found on page **
 - (b) Use **B1**
 - (c) REFERENCE: Student’s last name
 - (d) REGISTRATION INFO: **X**
 - (e) LIC: **SAM123**
 - (f) LIY: **License year—05**
 - (g) LIT: **License type-PC (passenger car)**
 - (6) Press **ENTER**
 - (7) Review the response.
 - (a) Registration status
 - (b) Registered owner
 - (c) Registered owner’s information.
 - (6) At the division, query the CWS, DMV, and SVS at the same time.
 - (a) The CWS queries the Countywide Warrant System for any warrants attached to the vehicle and the National Crime Information Center (NCIC).
 - (b) The DMV queries the vehicle’s registration status
 - (c) The SVS queries stolen vehicles and stolen license plates
 - (d) Place an “X” in these fields to query a license plate
 - (e) Place a “V” in these fields to query a VIN.

C. Recall Format

- a. The Recall Format is used to recall and/or print messages.
- b. Will display the last four messages received from an inquiry.
- c. Only one message at a time may be selected
- d. To print a message, type the printer mnemonic in the **Destination Terminal ID** field and press **ENTER**
- e. **Learning Activity:** Students will recall the last message they received.

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- 1) Type **RECALL** on the command line and press **ENTER** or select the **F11** function key.
 - 2) The Recall screen will display with an “O” (output) is defaulted.
 - 3) Place an “X” in the space of the corresponding message you want to recall
 - 4) Press **ENTER**
- f. **Learning Activity:** Students will recall the last inquiry they performed.
- 1) Type **RECALL** on the command line and press **ENTER** or select the **F11** function key.
 - 2) Change the “O” to an “I” (input) and press **ENTER**.
 - 3) Place an “X” in the space of the corresponding inquiry you want to recall.
 - 4) Press **ENTER**.

Performance Objective

Students will be able to identify the systems and databases available from the below listed local and state systems and databases found in the Criminal Justice Information System (CJIS), recognize the minimum information required for generating an inquiry into these systems, and have an understanding of the information provided.:

- Criminal Justice Information System (CJIS)
 - ❖ Stolen Vehicle System (SVS)
 - ❖ Wanted Persons System (WPS)
- Countywide Warrant System
 - ❖ Want/Warrant Check
 - ✓ Name
 - ✓ Number
 - ✓ Address
 - ❖ Warrant Information Sheet (WIS)
 - ❖ AKA/Investigation Information

VII. CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) (0910-0940) (30 Min)

A. Overview

1. The CJIS network is maintained by the California Department of Justice (DOJ) and contains records that are of interest to the criminal justice community.
2. These records are available on a local, state and federal level through the CLETS network.

B. Learning Activities

1. Students will query the Stolen Vehicle System (SVS)
 - a. Cross-reference the Code 37 (stolen vehicle) notation in the vehicle registration response.
 - b. Type **VEH** on the command line and select **ENTER** or select the **F18 (Shift + F6)** function key.
 - c. Input the mandatory information
 - 1) OPR ID: Student’s serial number
 - 2) REQUESTED BY: Student’s last name or person requesting the information

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- 3) CWS: **X** to query any warrants associated with the vehicle. **V** to query the VIN
- 4) SVS: **X** or **V** to query the VIN
- 5) ORI: CA019 **4263**
- 6) LIC: **SAM123**
- 7) VIN: Vehicle Identification Number
- 8) Press **ENTER**
- 9) Discuss the response
- d. When completing a real investigation, query the CWS, SVS, and DMV concurrently.
 - 1) If a wanted person or missing person is connected to a stolen vehicle, an alert will appear in the beginning of the SVS response.
 - a) “Caution—Vehicle may be associated with a wanted (or missing) person(s).”
 - b) Missing or wanted persons response will be attached to the SVS response.
 - 2) Caution Codes
 - a) Armed and Dangerous
 - b) Suicidal Tendencies
 - c) Mentally Disturbed
 - d) Escape Risk
 - e) Violent Tendencies
 - f) Martial Arts Expert
 - 3) Stolen Vehicle response
 - a) Vehicle description
 - b) ORI in response identifies the agency that entered the information into the response.
 - c) Victim’s Data
 - d) Dollar Eight (or \$8)—Out of state stolen vehicle.
 - e) Confirmation field
 - f) There may be additional information in the response.
 - 4) Wanted Persons response
 - a) Caution codes
 - b) ORI
 - c) Name and physical description of the wanted (or missing) person.
 - d) AKAs
 - e) Warrant information
 - f) Comment field
 - g) SMT=Scars, marks, tattoos
 - h) Any other additional information.
 - 5) National Crime Information Center (NCIC) response
 - a) Connected to the WPS response
 - b) Information maintained by the Federal Bureau of Investigations (FBI).
2. Students will query the Wanted Persons System (WPS)
 - a. Cross-reference the information found in the WPS response that was attached to the SVS response.

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- b. Original WPS inquiry, if the response is not attached to the SVS response.
 - 1) Type **QW** on the command line and press **ENTER**.
 - 2) Input the mandatory information
 - a) ORI: CA019 **4263**
 - b) NAM: **RECORD, CALIFORNIA**
 - c) SEX: **M**
 - d) DOB: **050555**
 - e) REQUESTED BY: Student's last name
 - f) Press **ENTER**
 - 3) Discuss the response(s).
 - a) State response
 - (1) Indicated by IW at the very top of the response
 - (2) May get more than one (1) hit on a name
 - (3) May be the same information as the response received with the SVS response.
 - b) NCIC (National Crime Information Center) response
 - (1) Received when the DOB, is or any other numeric identifier, is used in the inquiry.
 - (2) Information is maintained by the FBI.

VIII. THE COUNTYWIDE WARRANT SYSTEM (CWS)

(0940-1020) (40 Min)

1. CWS was implemented in April of 1988.
2. The system is maintained by LASO and shared with LAPD.
3. Instructor will explain only. There is no longer a test record available.
4. **Learning Activity:** Students will complete only their personal information
 - a. On Command Line type "**CHK**" or press the "F17" key (**Shift + F5**).
 - b. Enter mandatory information
 - 1) REQD BY: Students will type their last name
 - 2) SER #: Students will type their serial number
 - 3) DOJ: type "**X**": Instructor explains only.
 - a) By entering "**X**" in the DOJ field, the system searches Local Files (State), DOJ Files (WPS, DVROS, MUPS), NCIC (Want Person File, Federal File, and out of state).
 - c. Place an "**X**" in the DOJ field for name search only.
 - d. Instructor will use an exemplar of a warrant summary to explain the response.
 - 1) The first line mirrors information entered into the system
 - 2) Warrant Summary Line
 - 3) Number of Hits
 - 4) Type of hits, i.e. Felony, misdemeanor, infraction, or bench warrant
 - 5) Hazard Codes – (Each letter holds its own space)
 - a) A = Armed & Dangerous
 - b) S = Suicidal Tendencies
 - c) M = Mentally Disturbed
 - d) E = Escape Risk

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- 6) EN = is Escape Risk and No Exoneration
 - 7) Subject's Name
 - 4) * = possible AKA
 - 5) Physical Description
 - 6) Court code and date
 - 7) Bail Amount
 - 8) Record Type
 - 9) WARR LVL
 - 10) Charge
 - 11) Type of charge, i.e. F =Felony
 - 12) VLN = Vehicle License #
 - 13) ORI: Agency that entered the information in the response.
 - 14)
4. **Learning Activity:** Instructor will explain how to perform a Driver's License search.
- a. Remove the subject's name, DOB, and sex
 - b. Input the Operator License number and license state: **Highlight the area**
 - c. Press **ENTER**
 - d. Instructor will use an exemplar of a warrant summary to explain the response.
 - 1) The subject's true name
 - 2) Number of hits is different.
5. **Learning Activity:** Instructor will explain how to perform an address search to find the number of people at the location with warrants.
- a. Remove "**C2880363, CA**" from OP LIC field.
 - b. Enter address information: **Highlight the area**
 - c. Press **ENTER**
 - d. Review the response.
 - 1) Review the address
 - 2) The number of people at this address with warrants
 - 3) The other information has already been reviewed.
6. **Learning Activity:** Students will learn how to obtain a Warrant Information Sheet (WIS)
- a. Student's will not actually perform this exercise in class. Walk through only.
 - b. Type CHK2 on the Command line
 - c. Input the mandatory information.
 - 1) REQD BY: Student's last name (or person requesting the information)
 - 2) SER: Student's serial number (or that of the person requesting the information.
 - 3) ORI: CA019 **4263**
 - 4) WARR#: The subject's warrant number: **LAPD02**
 - 5) Place an "**X**" in the WIS field.
 - 6) NAM CHK: **Highlight the area** (First 5 letters of the subject's name.)
 - 7) ROUTE TO PRINTER: Printer to which the WIS will print. **XXXX N.**
 - 8) Press **ENTER**
 - 9) Instructor will use an exemplar of a Warrant Information Sheet (WIS) to explain the response.

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7. **Learning Activity:** Students will learn how to return a WIS into the system.
 - a. If the suspect is not going to be booked on the warrant associated with the WIS or
 - b. When booking a suspect, the WIS must be released before the booking can be completed.
 - c. Students will walk through only because they didn't pull a WIS.
 - d. See page ## for the warning notice that will be received if the WIS is not in the system.
 - e. WIS will be returned to the system in 2 hours, if the subject is not booked on the corresponding warrant.
 - 1) Remove the "X" from the WIS field
 - 2) Place the "X" in the RELEASE WIS field.
8. **Learning Activity:** Students will review Warrant Detail Information
 - a. To view a WIS without pulling it from the system.
 - b. Remove the "X" from the RELEASE WIS field.
 - c. Place the "X" in the WARRANT DETAIL INFO field.
 - d. Press **ENTER**.
 - e. Review the response.
9. **Learning Activity:** Students will obtain AKA information
 - a. To obtain the AKAs used by the person on the warrant.
 - b. Will display up to eight (8) AKAs only.
 - c. Remove the "X" from the Warrant Detail Info. Field
 - d. Place the "X" in the AKA Inquiry field.
 - e. Press **ENTER**
 - f. Review the WIS with the AKA information included.
10. **Learning Activity:** Students will view the information associated with an AKA.
 - a. An "X" needs to be in the AKA Inquiry field.
 - b. Enter the number associated with one of the AKAs in the AKA# field.
 - c. Press **ENTER**
 - d. Review the response.

Performance Objective:

Students will follow instructor direction to participate in a computer learning activity that will involve querying the following systems and databases accessed through the Criminal Justice Information System to initiate and/or complete a criminal investigation:

- Criminal Justice Information System (CJIS)
 - ❖ Criminal History System (CHS)
 - Δ Master Name Index (MNI)
 - Δ Automated Criminal History (ACHS)
 - Δ Manual Criminal History (MCHS)
 - Δ National Crime Information Center (NCIC) Inquiry
 - Δ Interstate Identification Index (III)

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- Δ Out-of-state rap sheet—National Law Enforcement Telecommunication System (NLETS)
- ❖ Countywide Warrant System (CWS)
 - Δ Due Diligence/Exoneration Procedures
 - Δ Investigative Information Inquiry

IX. CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) (1020-1120) (60 Min)

A. Criminal History System (CHS)

1. This format is used to access California criminal history records.
2. Criminal History System (CHS) contains personal and criminal records for fingerprinted and non-fingerprinted individuals, and dispositions-only records.
3. Access to this system must be on a “Right-to-know” and a “Need-to-know” basis only.
4. This format is periodically audited, and you will be notified of misuse.
5. The Criminal History System has three components:
 - a. Master Name Index
 - b. Automated Criminal History System
 - c. Manual Criminal History System
6. The Criminal Identification Information (CII) number is required to receive a criminal history report, also known as a rap sheet.
7. Without the CII number, the user must access the Master Name Index (MNI) to receive it.
 - a. **Learning Activity:** Students will obtain a CII number by making a name inquiry.
 - 1) Type “QH” on Command Line or press “F7” key to bring up format.
 - 2) Input mandatory routing information
 - a) OPR ID#: Students will type their serial number
 - b) REQUESTED BY: Students will type their last name
 - c) UNIT: type “TRNG”
 - d) DR#/REASON: type “TRNG”
 - (1) Instructor will type a “?” in this field to demonstrate:
 - (a) Field help feature
 - (b) The appropriate way to document the reason for an investigation or arrest.
 - i. For example, BURG INV or BURG ARR
 - ii. 459PC INV or 459PC ARR
 - 3) Name search
 - a) NAME INQUIRY: type “X”
 - b) NAME: type “XRAY, TEST”
 - c) SEX: type “X” to search both male and female.
 - d) DOB: type “01 19 1954”
 - e) Press **ENTER**
 - 4) Explain inquiry response.
 - a) Records selected using age will give a response of +/- 3 years; using DOB, +/-1 year.
 - b) Name inquiries will return CII numbers only.

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- c) Find the best **possible** match.
- d) Explain what the **CII** number prefix represents:
 - (1) A = Automated Criminal History (all criminals)
 - (2) M = Manual – must request record from DOJ.
 - (3) H = Hybrid # - Partially automated & partially manual
 - (4) All numbers = Not based on fingerprints
- b. **Learning Activities:** Students will use a **CII** number to obtain an ACHS (rap sheet).
 - 1) Remove “**X**” from Name Inquiry and place it in Crime Summary Record.
 - 2) Enter CII# **99000015** in appropriate field
 - 3) Press **ENTER**
 - 4) Explain response.
 - a) Personal information
 - b) Summary
 - c) Arrest record
 - (1) Arrested, detained, cited.
 - (2) Court/trial records
 - (3) Custody information
 - d) Felony strikes
 - e) Fingerprint information
- 8. To find parole or probation information on a person with a felony or serious misdemeanor record, access the Supervised Release File (SRF—No inquiry)
 - a. **Learning Activity:** Students will perform an NCIC INQUIRY to obtain a nationwide response.
 - 1) Type **QH** on the on-Command Line or select the **F7** function key.
 - 2) Input mandatory information
 - a) OPR ID#: Students will type their serial number
 - b) REQUESTED BY: Students will type their last name
 - c) UNIT: type “**ITD**”
 - d) DR#/REASON: type “**TRNG**”
 - e) NCIC INQUIRY: type “**X**”
 - f) NAME: type “**TEST, JOSEPH**”
 - g) SEX: type “**M**”
 - h) RACE: type “**U**”
 - i) DOB: type “**100552**” and press Enter.
 - 3) This inquiry is the equivalent of the personal data record for the FBI. It is not a rap sheet.
 - 4) Queries responses from the Interstate Identification Index (Triple I) and their identification numbers.
 - 5) Explain response:
 - a) State Identification (SID) numbers of states that possibly contain FBI criminal history information.
 - b) Physical descriptors
 - c) Scars, marks, tattoos, and other oddities
 - d) Fingerprint information

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- e) Name and AKAs
 - b. **Learning Activity:** Students will perform an inquiry using the “**RQR**” format to obtain a rap sheet using the Interstate Identification Index **(III)**.
 - 1) Type “**RQR**” on Command Line
 - 2) Input mandatory information
 - a) OPR ID#: Have students type their serial number
 - b) SID #: type “**PA80004036**”
 - c) ATTENTION: type **Your Name & Unit**
 - d) ADDRESS: type “**5651 W. Manchester Avenue**”
 - e) CITY & STATE: type “**LA, CA**”
 - f) ZIP: type “**90045**” and press ENTER
 - 3) Explain inquiry response
 - a) This format is used when requesting a FBI rap sheet.
 - b) Each state and its ORI will be noted on the first page of each message.
 - c) Instruct students to review each message and identify the states of the out-of-state rap sheet(s).
 - c. **Learning Activity:** Students will run an Out-of-State Rap sheet through NLETS
 - 1) This format is used to query states other than California. It must be used if a negative response is received from a Triple I member state, or if the state does not belong to Triple I.
 - 2) A state identification number (SID) is required to receive this rap sheet.
 - 3) Type “**IQ**” on Command Line.
 - 4) Input mandatory information
 - a) OPERATOR ID #: Students will type their serial number
 - b) INQUIRY STATE: for example, “**CA**”. **At instructor’s discretion.**
 - c) ATTENTION: type **Your Name & Unit**
 - d) NAME: type “**Test, Joseph**”
 - e) SEX: type “**M**”
 - f) DATE OF BIRTH: type “**100552**” and press Enter.
 - 5) Review inquiry response.
 - d. **Learning Activity:** Students will use the SID number to obtain the rap sheet.
 - 1) This format is used to view rap sheet information for out-of-states.
 - 2) Type **IQ** on Command Line
 - 3) Input mandatory information
 - a) OPR ID#: Students will type their serial number
 - b) INQUIRY ST: type “**CA**”
 - c) ATTENTION: type **Your Name & Unit**
 - d) SID #: type “**PA80004036**” and press Enter.
 - 4) Review inquiry response.
 - e. Print instructions on the bottom of page ##.
- B. Countywide Warrant System (CWS)
- 1. Add Investigative Information (Due Diligence)
 - a. This format is used whenever any significant attempt to serve a warrant has been made or

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- b. When additional investigative information needs to be added to a warrant.
 - 1) Instructor will explain adding a due diligence. (**Class will not perform this function – explain only**).
 - a) On Command Line type “INV” and press **ENTER**.
 - b) Students may complete the mandatory information, but NOT press Enter
 - (1) WARR#:
 - (2) ENT BY:
 - (3) SER field.
 - c) Type the first five letters of last NAME on the warrant in the “**NAM CHK**” field.
 - d) In the “SER ATTEMPT” field, place an “X” next to the method attempted to serve the warrant. (Courtesy Letter, Knock on Door or if Miscellaneous, explain what action was taken and give any pertinent information for the use of this form in the “REMARKS” field.
 - e) In the “Status” field, put an “X” to indicate whether subject was “NOT AT HOME”, “NOT AT BUSINESS”, “MOVED WITH NO FORWARDED ADDRESS”, “ADDRESS NON-EXISTENT” (NFD) OR “MOVED TO NEW ADDRESS”.
 - f) If the “MOVED NEW ADD” field is checked, enter new address information in ADDRESS” field as well as “New Phone #”.
 - g) Enter “” INFORMANT NAME:” if one exists.
 - h) Enter serial # in “OPR” field.
 - i) Enter your unit in “ASSIGNED UNIT” field and press Enter.
 - 2) Once entered, the information automatically becomes part of CWS and WIS
2. Exonerations
 - a. When an officer has determined that the suspect who has been transported to a booking location is not the individual named on the CWS WIS, the person transported must be exonerated.
 - b. Instructor will explain the step-by-step procedure given on page ##.
3. Instructor will explain the steps to obtain investigative information on the warrant, (i.e., exoneration, service of the warrant, etc.)
 - a. Type **CHK2** on the Command line and press **ENTER**.
 - b. Enter the mandatory information
 - 1) REQD BY: Student’s last name
 - 2) SER: Student’s serial number
 - 3) WARR#: Warrant number. **Chosen by instructor.**
 - 4) INV INFO INQUIRY: N=to view the last 2 transactions by screen
Y=to print ALL transactions.
 - 5) Press ENTER
 - c. See the response on page ##.

Performance Objective:

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Students will continue to follow instructor directions to participate in a computer learning activity that will involve finding formats and querying the following systems and databases accessed through the Criminal Justice Information System:

- Inquiry Format
 - ❖ Help Features
- Criminal Justice Information System (CJIS)
 - ❖ The Mental Health Firearms Prohibition System (MHFPS)
 - Δ Name Inquiry
 - Δ Record Number Inquiry
 - ❖ The California Restraining and Protective Order System (CARPOS)
 - Δ Name Inquiry
 - Δ Terms and Conditions
 - Δ Violation Messages
 - ❖ The Automated Firearms Prohibition System (AFS)
 - Δ Historical Record search
 - Δ Law Enforcement Status Record Search

X. INQUIRY FORMAT (1120-1200) (40 Min)

- A. Help Features
1. Provides the first-time user information to find the proper format to complete an inquiry.
 2. **Learning Activity:** Students will find the transaction codes for the mental health and restraining order systems.
 - a. Type **HELP, MENU** on the command line and press **ENTER**
 - 1) An index of inquiry categories will display.
 - 2) These categories have the various transaction codes for related searches.
 - b. Select **IPERSON** because the restraining order and mental health systems are connected to people.
 - c. Type the word "**IPERSON**" over the word "**MENU**", on the command line and press **ENTER**
 - d. The response will list all the formats that you can use to run people.
 - e. "F20" (Shift + F8) will take you to the next page.
 - f. On which page(s) are the transaction codes for the restraining order and mental health systems (ROSI and MHF)?
 3. **Learning Activity:** Students will use the **Question Mark** to demonstrate that NECS is a user-friendly system. (**Temp. Instructor note—Move to during CHS inquiry**)

XI. CRIMINAL JUSTICE INFORMATION SYSTEM (1300-1340) (40 Min)

- A. Mental Health Firearms Prohibition System (MHFPS)
1. The MHFPS database contains mental health firearm eligibility information on persons prohibited from owning or possessing firearms.

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2. It can only be accessed when conducting a criminal investigation which involves the acquisition, carrying, or possession of firearms.
 3. Information is entered into the MHFPS when ordered by a court, mental health doctor, a hospital or if a person has been placed on a 72-hour mental evaluation hold.
 4. **Learning activity:** Students will conduct a name search using the MHF format
 - a. On the command line type “MHF” and press ENTER.
 - b. Enter the mandatory information
 - 1) OPR ID: students will type their serial number.
 - 2) REQUESTED BY: students will type their last name
 - 3) UNIT: students will type “TRNG”
 - 4) DR#/REASON: students will type “TRNG”
 - (a) During a real-life investigation, enter the reason for the investigation or arrest.
 - (b) For example, BURG INV or BURG ARR
 - (c) 459PC INV or 459PC ARR
 - 5) NAME: students will type “**RECORD, MHFPS TEST**”
 - 6) DOB: students will type “**0505 1955**” and press ENTER.
 - 7) Explain response.
 - (a) Subject’s name
 - (b) Subject’s physical descriptors
 - (c) Subject’s DOB
 - (d) Record number
 5. **Learning Activity:** Students will find firearms prohibited information by querying the record number.
 - a. Remove the subject’s name and DOB
 - b. Enter the record number in the Record Number field.
 - c. Discuss the response.
 - 1) Is the subject prohibited from owning, possessing, or acquiring a firearm?
 - 2) When does the prohibition expire?
- B. The California Restraining and Protective Order System (CARPOS)
1. The CARPOS is a pointer system that pertains to domestic violence restraining orders entered into the state’s automated system by law enforcement agencies on individuals who have committed an act of domestic violence and have been served with a restraining order.
 2. The system is also used by DOJ for firearm clearance purposes.
 3. Anyone entered in CARPOS is prohibited from owning, possessing, purchasing or receiving a firearm while the order is in effect.
 4. A peace officer may be allowed to continue to carry a firearm either on duty or off duty if the court finds that the evidence does not pose a threat or harm to public safety.
 - a. **Learning Activity:** Students will conduct an inquiry into the CARPOS using a name.
 - 1) Type “**ROSI**” on the command line and press ENTER
 - 2) Enter mandatory information
 - a) REQUESTED BY: type your NAME

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- b) NAME: Students will type “**RECORD, CALIFORNIA**”
 - c) SEX: Students will type “**M**”
 - d) DOB: Students will type “**05051955**”
 - e) Press ENTER
 - 3) Review and discuss the response.
 - b. **Learning Activity:** Students will find the terms and conditions of a restraining order.
 - 1) Type **CLETS** on the command line or select the **F6** function key.
 - 2) Enter the mandatory information
 - a) On the first line: **IB**—the identification code for the restraining order system.
 - b) On the second line: **QRR. (Assigned)ORI.FCN/--
QRR.CA0194263.FCN/**
 - c) Press **ENTER**
 - 3) Review and discuss the response.
 - c. **Learning Activity:** Students will review the violation messages connected to a restraining order.
 - 1) Type **CLETS** on the command line or select the **F6** function key.
 - 2) Enter the mandatory information
 - a) On the first line: **IB**—the identification code for the restraining order system.
 - b) On the second line: **QRR1. (Assigned)ORI.FCN/--
QRR1.CA0194263.FCN/**
 - c) Press **ENTER.**
 - 3) Review and discuss the response.
- C. The Automated Firearms System (AFS)
- 1. This system contains the following types of firearm records
 - a. State level
 - 1) Law Enforcement Status Records
 - a) Information on an actual firearm
 - b) Stolen, evidence, found, institutional and voluntary registration, lost, under observation, retained for official use, and destroyed.
 - 2) Historical Records
 - a) Information on firearms connected with a person
 - b) Bought, consignment, DROS (Dealer Record of Sale), license to carry concealed weapon (CCW), pawn, voluntary registration, sold at auction, and owner applied number.
 - b. Federal level—NCIC record found on stolen firearms, only.
 - 2. Kinds of Weapons in AFS are cannons, submachine guns, rifles/shotguns, grenades, rockets, machine guns, mortar, pistols, tear gas guns, silencers, and tasers.
 - 3. **Learning Activity:** Students will conduct a Historical search
 - a. Type **QG** on the command line or select **F9** function key.
 - b. Enter the mandatory information
 - 1) Place an “**X**” in the HIST (SOUNDEX NAME, FCN#, or SER#) field.
 - 2) NAM: **RECORD, CALIFORNIA**

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- 3) CCC (City County Code): **3400**
- 4) DOB: **050555**
- 5) Select **ENTER**
- c. Review and discuss the response.
 - 1) AFS is designed to return a maximum of 12 hits to the screen
 - 2) If more hits are on file, there will be a message indicating that a mailed request is appropriate.
 - 3) The user should place a “X” in the field requesting DOJ to send the additional records (from 12 to 250)
4. **Learning Activity:** Students will conduct a Law Enforcement status search.
 - a. On Command Line type “**QG**” or Press “**F9**” key to bring up format.
 - b. Input mandatory information
 - 1) HIST/LAW/NCIC: “**X**”
 - 2) Weapon SER: “**TEST123456**”
 - c. Review inquiry response:
 - 1) Voluntary registration
 - 2) Type of firearm
 - 3) Owner information
 - 4) OLN
 - 5) Date of transaction
 - 6) Various mnemonics

Performance Objective:

Students will be aware of the web-based systems to be used, along with NECS, to complete an investigation. If a password is needed, the instructor will mention and/or demonstrate the system(s). The students will query the web-based system(s) that can be accessed without a password.

- Instructor mentioned and/or demonstrated
 - ❖ Consolidated Criminal History Reporting System (CCHRS)
 - ❖ California Sex and Arson Registry (CSAR)
- Student queried
 - ❖ International Police (INTERPOL)

XII. WEB-BASED SUPPORTING SYSTEMS

(1340-1440) (60 Min)

- A. Consolidated Criminal History Reporting System (CCHRS)
 1. Instructor will have signed into CCHRS.
 2. Instructor gives a brief overview of CCHRS
 3. Students are not able to access CCHRS without a password.
 - a. (Some) Students may not have access to CCHRS
 - b. Demonstration solidifies the requirement to have both the CCHRS and CLETS rap sheets to complete an investigation.
 - c. Booking photographs are included in the CCHRS rap sheet.
 4. Instructor will emphasize key points of the CCHRS.

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- a. Reason for search
- b. Search Type
 - 1) Rec#=Record number
 - a) Allows the use of any of these numbers to obtain the rap sheet.
 - b) Place the radio button in any of these to
 - (1) Main number
 - (2) SID/CII=State ID or Criminal Identification Information number(s)
 - (3) FBI number
 - (4) LAPD number
 - c) Select OK
 - 2) Other ID
 - a) Opens the “Other Identifiers” option
 - b) Select **one** of the following from the dropdown list
 - (1) Booking number
 - (2) Driver’s license number, etc.
 - c) Enter that number
 - d) Select OK
 - 3) Personal
 - a) Opens the following options for a personal search
 - (1) Personal Information
 - (a) Full Name (with or without middle name)
 - (b) Moniker
 - (c) Sex
 - (d) DOB or Age (+/- 9 years)
 - (e) Select OK
 - (2) Additional Criteria
 - (a) Suffix (i.e. jr., III)
 - (b) Height and/or weight
 - (c) Eye and/or hair color
 - (d) Select OK
- c. Instructor discusses the following:
 - 1) Subject List area
 - a) Person’s name
 - b) “% Match”
 - c) AKAs
 - 2) Header
 - a) Alerts (in red)
 - (1) Strikes
 - (2) Warrants
 - (3) Probation
 - (4) Special handling (3D button)
 - i. Mentally disturbed
 - ii. Prison gang
 - iii. 288
 - b) Advisements (in blue)

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- (1) Subject's name
 - (2) FRPT=Fingerprint
 - (3) Subject's CII and SID number
 - (4) MAIN number
 - 3) Search windows
 - a) AKAs
 - b) Description Summary
 - c) Type of IDs
 - d) Summary
 - (1) Arrests
 - (2) Convictions
 - (3) Warrants
 - (4) Probations
 - e) Arr=Arrests
 - f) Registrations
 - g) Case=Court Case information
 - h) Wrnt=Warrant information
 - i) DAWS
 - j) Rap sheet
 - (1) Booking Photo
 - (2) All the information already covered
 - (3) ARN=Alien Registration Number
- B. International Police (INTERPOL)
 1. INTERPOL tracks people, who are wanted or missing, worldwide.
 2. 190 countries participate in INTERPOL, located in Lyon, France.
 3. Some suspects may have international connection
 4. Students will access the INTERPOL website
 - a. Select the Internet E to open the Chief's page
 - b. 2 ways to access the INTERPOL
 - 1) On the left side of the Chief's page under INFOWEB MENU
 - a) Select Internet Links
 - b) Select National Law Enforcement
 - c) Select International Police (INTERPOL)
 - (1) Select the Wanted Persons link
 - (2) Select the Missing Persons link
 - 2) On the right side of the Chief's page under APPLICATIONS
 - a) Select MORE
 - b) Go to the bottom
 - c) Select National Law Enforcement
 - d) Select International Police (INTERPOL)
 - e) Continue with above steps (3)(a)(b).
- C. California Sex and Arson Registry (CSAR)
 1. Replaced the Violent Crime Information Network/Sex and Arson Registration (VCIN/SAR) formerly found in CLETS.
 2. Accessed through the Chief's page

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- a. Select the Internet “E”.
- b. There are two (2) ways to access the system
 - 1) Select the “**More...**” link on the right side of the page, under APPLICATIONS.
 - a) Scroll to the bottom under **Applications**
 - b) Select **State of California Web links**
 - c) Select the **California Sex and Arson Registry**
 - 2) Select the **Internet Links** folder on the left side of the page under INFOWEB MENU.
 - a) Select the “+” to open the folder.
 - b) Select **State of California**
 - c) Select the **California Sex and Arson Registry**

Performance Objective:

Students will follow instructor direction to participate in a computer learning activity that will involve querying web-based systems used to support the criminal history and wanted persons information received through CLETS and

- Los Angeles Police Department (LAPD) Systems
 - ❖ Automated Field Interview (AFI) System
 - Δ Name
 - Δ Moniker
 - Δ Vehicle Description
 - Δ License Plate
 - Δ Multiple License Plate (LIC)
 - Δ Routing Procedure
 - ❖ Traffic Information System (TIS)
 - ❖ Event Index (EI)

XIII. CRIMINAL JUSTICE INFORMATION SYSTEM (1440-1510) (30 Min)

- A. Automated Field Interview System
 1. Data is captured from field interviews cards (FI cards).
 2. Record retention period is: on-line for 18 months, off-line for 10 years.
 3. Off-Line Batch Searches are made by contacting Management Reports Unit (MRU), Information Technology Division at **(213) 485-0962(?)**. (Is this phone number still correct).
 4. **Learning Activities:** Students will conduct an inquiry using a name to retrieve field interview information:
 - a. On Command Line type “**AFI**” or press “**F4**” to bring up format.
 - b. Input mandatory information
 - 1) OFCR: Students will type their last name
 - 2) NAME: **Lopez Jesse**
 - 3) SEX: “**M**”
 - 4) DATE: Range **10/01/10-01/01/12**
 - 5) Press **ENTER**.

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- c. If responses produce over the maximum of 25, narrow search criteria by:
 - 1) Entering a date in date range field or;
 - 2) Enter the Reporting District (RD)
- d. Continue response explanation
 - 1) Operator will get 1 hit per page of possible hits.
 - 2) Exact match comes up first.
- e. Inquiries on associates are run the same way.
- 5. **Learning Activity:** Students will conduct an inquiry using a moniker to retrieve field interview information.
 - a. On the Command Line type **AFI** or select the **F4** function key.
 - b. Input mandatory information
 - 1) OFCR: Students will type their last name
 - 2) First Name field: Moniker—The Whale (Jesse Lopez)
 - 3) Sex: “**M**”
 - c. Keep the same Date Range.
 - d. Press **ENTER**
- 6. **Learning Activity:** Students will conduct an inquiry using a vehicle description to retrieve field interview information.
 - a. On the Command Line type “**AFI**” or press “**F4**” key to bring up format.
 - b. Input the mandatory information
 - 1) OFCR field: Students will enter their last name.
 - 2) Year Range, Veh Color, and Make fields: **Use the information from Jesse Lopez’s response.**
 - 3) Remind students to use “?” to find color codes
 - 4) Keep the same Date Range
 - 5) Press **ENTER**
 - 6) Briefly explain inquiry responses.
- 7. **Learning Activity:** Students will use full vehicle plate information to conduct an AFI inquiry
 - a. Type **AFI** on the Command Line or press the **F4** function key.
 - b. Input the mandatory information
 - 1) OFCR field: Student will type in their last name.
 - 2) LIC: Use **Jesse Lopez’s** license plate number.
 - 3) Keep the same Date Range
 - 4) Press **ENTER**
 - 5) Discuss the response.
- 8. **Learning Activity:** Students will use partial license plate information to query a search.
 - a. Type **AFI** on the command line or select the **F4** function key.
 - b. Input the mandatory information
 - 1) OFCR: Student will type their last name
 - 2) LIC: Student will type partial characters of **Jesse Lopez’s** license plate number.
 - a) License # **must** have at least the first 2 characters of the plate

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- b) If other characters of the license plate are unknown, hyphens (-) may be used for the unknown characters in conjunction with a description of the vehicle.
 - 3) Keep the same Date Range
 - 4) Press **ENTER**
 - 5) Discuss the response.
 - c. The name that comes back in the response is not necessarily the registered owner, but the person associated with the vehicle at the time the FI was taken.
9. **Learning Activity:** Students will make an inquiry using multiple license plates.
- a. LIC format allows users to run up to six different variations of a full or partial license plate number.
 - b. Type **LIC** on the command line
 - c. Input the mandatory information
 - 1) OFCR: Student will type their last name
 - 2) LIC fields: Use variations of Jesse Lopez’s license plate number
 - a) Must have at least 2 characters
 - b) Can use hyphens (-) to separate the characters of the plate (i.e. AB—23, ABC—3)
 - d. Use the same Search Dates as Jesse Lopez inquiries.
 - e. Press **ENTER**
 - f. Briefly read through inquiry response.
 - g. Routing FI Response to printer
 - 1) **DO NOT** begin the routing procedure until all of the records have been reviewed. To route, the user must use the **ROUTE TO** and **REC NO** fields.
 - 2) The user may route individual records by entering the **REC NO** for each hit or all of the records may be routed by entering “**AL**” in the **REC NO** field.
 - a) Enter the name of the printer in **ROUTE TO** field
 - b) Enter the record number in the **REC NO** field, press the enter key
 - c) The complete record will print on the designated printer.
- B. Traffic Information System
- 1. Computer-based system comprised of the Accident and Citation Subsystems.
 - 2. Information is captured from accident reports and queried into Consolidated Crime and Arrest Database (CCAD).
 - 3. Traffic citations are retained on-line for three-years and off-line for ten years.
 - 4. To obtain off-line data, contact the Management Reports Unit (MRU), Information Technology Division at (213) 485-0962.
 - 5. The primary difference between AFI and TISI is Monikers are run in AFI and Citations in TISI. Both can run vehicle description and license plate numbers.
 - 6. **Learning Activity:** Students will conduct an inquiry using a name to retrieve TIS information.
 - a. Type **TISI** on the command line to bring up the format.
 - b. Input mandatory information
 - 1) OFCR: Students will enter their last name
 - 2) Enter an “**X**” in the field preceding **LAST NAME**
 - 3) Press **ENTER**.

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- 4) Since the system only looks for exact matches do not use date of birth.
- c. Discuss the response
 - 1) Definitions and Terms are listed in the NECS Manual pages 58-59.
 - 2) One hit per page
 - 3) A maximum of 100 hits may be received per inquiry, however, NECS allows the user to page through only 25 at one time.
 - 4) Have students view the next 25 responses by entering “026” in **MSGNO** Field.
 - 5) The “THRU” field is optional since **only 25** hits can be viewed at a time.
7. **Learning Activity:** Students will conduct a search using a vehicle description.
 - a. Use the **END** key to remove the previously entered information, except **OFCR**.
 - b. Input the mandatory information
 - 1) Enter an “**X**” in the field preceding **VEH YR**
 - 2) Enter the year range.
 - 3) Vehicle make
 - 4) Press **ENTER**
 - c. Discuss the response.
8. **Learning Activity:** Students will conduct a search using a vehicle license plate number.
 - a. Use the **END** key to remove the previously entered information, except **OFCR**.
 - b. Input mandatory information
 - 1) Place an “**X**” in the field preceding **LIC**.
 - 2) Enter the License plate number and state that corresponds with the name that was previously searched.
 - 3) Press **ENTER**.
 - c. Discuss the response.
 - d. Up to four (4) license plate numbers and states can be queried at one time.
9. **Learning Activity:** Students will conduct a search using a partial license plate number.
 - a. Remember: Must have at least the first 2 digits.
 - b. May query up to four (4) partial license plate numbers at one time.
 - c. Type hyphens (-) over some of the license plate number
10. **Learning Activity:** Students will conduct a search using a citation number.
 - a. Use the **END** key to remove the previously entered information, except **OFCR**.
 - b. Place an “**X**” in the field preceding the **CITATION NUMBER**
 - c. Enter the citation number from the previous responses into the **CITATION NUMBER** field.
 - d. Discuss the response.

**XIV. EVENT INDEX (CONSOLIDATED CRIME AND ANALYSIS DATABASE - CCAD
(1510-1540) (30 Min)**

- A. The Event Index was a LA Sheriff's Department file that has been replaced with Consolidated Crime and Analysis Database (CCAD).

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- B. CCAD started in 1996 but was not fully implemented until November 18, 1999. This system contains information LAPD only beginning January 2000. Information is captured through incident reports and automatically downloaded into CCAD. Information is kept on-line for two years plus the current year.
- C. **Learning Activity:** Students will conduct a name search using the format CC10.
1. On the Command Line type “**CC10**” and press enter.
 2. Enter mandatory information
 - a. SUBJECT’S LAST NAME: “**SULLIVAN**”
 - b. FIRST NAME: “**DONALD**” and press ENTER.
 3. To run a MONIKER, type the word “MONIKER” in the last name field.
 4. Response will give a total of 6 hits.
 - a. Party’s role.
 - b. Crime codes.
 - c. Dates of occurrence.
 - d. Reporting District.
 - e. DR/BKG number.
- D. **Learning Activity:** Students will perform a DR# search using format CC07.
1. On the Command Line type “**CC07**” and press Enter.
 2. Input mandatory information (DR# “981216541”) and press Enter.
 3. Discuss the response.
 - a. Victim’s name
 - b. Date and time of Occurrence
 - c. Location of Occurrence
 - d. Report date
 - e. Reporting Officer’s name
 - f. Reporting Officer’s serial number
 - g. The reporting district **1258**.
 - h. Vehicle License Number **123ABC**.
- E. **Learning Activity:** Students will use the CC99 format to search a DR# and view all parties involved in an incident.
1. On Command Line type “**CC99**” and press Enter.
 2. Enter mandatory field (DR# “**981216541**”) and Enter.
 3. The difference between the CC08 and CC99 search, the CC99 response gives information on all the parties involved in an incident. More information of the incident is given with a CC08 search.
- F. **Learning Activity:** Students will conduct an address search using the CC08 format.
1. On the Command Line, type “**CC08**” and press Enter.
 2. Input mandatory information in location field “**207 S. Broadway**” and press Enter.
 - a. Intersection address will be entered as **Broadway and 2nd**.
 - b. **Broadway and Second** is not acceptable.
 - c. Locations must match the GEOMatch database.
 - d. This is also a way to find the RD using cross streets.
 - (1) This ability is no longer available through GEOMATCH
- G. **Learning Activity:** Students will find RD numbers
1. NECS

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- a. Type **GEOMATCH** on the command line.
 - b. Input the mandatory information
 - 1) Enter 150 N. Los Angeles St., Los Angeles (LA) CA 90012 in the designated fields for the address.
 - 2) Press **ENTER**
 - c. **Students will verify they received the RD**
2. INTERNET
- a. Select the internet icon to go to the Chief's page
 - b. Select RD LOOKUP on the right side of the screen under APPLICATIONS
 - c. Input the mandatory information
 - 1) Address
 - a) 150 N. Los Angeles St., Los Angeles (LA) CA 90012
 - b) Select SEARCH, if options do not display
 - 2) Cross Streets
 - a) Broadway & 2nd
 - b) Select SEARCH, if options do not display
 - d. Discuss
 - 1) Auto display of options
 - 2) May need to type information in varying ways, if a response is not received.
 - 3) RDs may vary for same location depending upon the street direction (i.e., N, S, E, W or N Broadway & E. 2nd)
- H. **Learning Activity:** Students will conduct a search with license plate using format CC09.
1. On Command Line type "**CC09**" and press Enter.
 2. Input mandatory information in license field type "**123ABC**" and press Enter.
 3. The response will include the license number entered and DR#'s associated with that vehicle.

XV. Closing

(1540-1600) (20 Min)

- A. **Final questions**
 1. **Ask students if they have any questions**
 2. **Provide an answer or resource**

- B. **Distribute CRITIQUES**
 1. **Distribute critiques**
 2. **Collect Critiques**