



**Las Cruces Police Department  
GENERAL ORDERS  
ADMINISTRATION VOLUME 1  
GO-114 NCIC WARRANTS & WANTED PERSONS (Daily)  
Revised 02/08/2018**

**114 NCIC WARRANTS AND WANTED PERSONS**

**PURPOSE**

The purpose of this General Order is to establish guidelines and procedures for entering wanted persons into the National Crime Information Center database and maintaining a warrant and wanted persons file.

**POLICY**

It is the policy of the Las Cruces Police Department (LCPD) to utilize the National Crime Information Center (NCIC) to enter all information regarding warrants and wanted person(s).

**APPLICABILITY**

This General Order is applicable to all employees. The General Order supersedes all previous versions.

**REFERENCES**

- CALEA Chapter 74
- NMML ADM.26.10

**DEFINITIONS**

**National Crime Information Center (NCIC)** - A computerized index of criminal justice information (i.e.- criminal record history information, fugitives, stolen properties, missing persons). It is available to Federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year.

**Terminal Agency Coordinator (TAC)** - A qualified individual charged with overseeing all matters pertaining to NCIC, for a specific agency. The TAC is responsible for compliance with NCIC policies and all applicable laws. The TAC is synonymous with NCIC Coordinator.



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**114.01 PROCEDURES FOR ENTERING WARRANTS AND WANTED PERSONS INTO NCIC**

- A. Any warrant generated from a LCPD case, issued by the Doña Ana County Magistrate Court, the Third Judicial District Court or the Third Judicial District Attorney's Office, shall be entered into the NCIC database by the TAC. Officers shall be responsible for assuring all necessary paperwork and requirements are met and are given to the TAC. The officer shall be responsible for providing the original hard-copy of:
1. The warrant signed by a judge.
  2. The supporting criminal complaint signed by the officer and approved by the judge.
  3. Statement of facts supporting the Criminal Complaint signed by the officer.
  4. Any other miscellaneous supporting documents.
- B. Wanted persons shall be entered into NCIC for any felony or serious misdemeanor warrant as soon as extradition limitations have been determined. The purpose for entering wanted persons into NCIC is to provide law enforcement information on wanted persons and extradite wanted persons back to this jurisdiction, if arrested out of state. Subjects may also be entered into NCIC using NOEX, meaning no extradition is authorized outside the state. Extradition limitations are to be noted in the entry. Not all criminal acts are extraditable offenses. Officers should confirm extradition limitations with the District Attorney's Office or the Court authorizing the warrant prior to submitting paperwork to the TAC.
- C. A LCPD case number must be listed on the NCIC packet provided to the TAC by the officer. If an officer has additional information that should be included in the entry such as scars, marks, tattoos, identifying characteristics, a vehicle the suspect is known to be operating, or any other miscellaneous information that may assist in apprehending the suspect, or enhance officer safety, it should be listed on the Wanted Person Request Form.
- D. The TAC shall conduct database checks to obtain as much information on the wanted person as possible to include in the entry. The TAC shall include photographs of the subject, such as driver's license photos and mug shots, into the NCIC Image File attached to the entry. When a hit record is obtained on the entry, the querying agency will have access to the photographs entered.

**114.02 WARRANT CONFIRMATION**



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- A. When an officer receives a notification from NCIC that he/she is dealing with a wanted person, this notification is referred to as a “hit”. An NCIC hit alone is not probable cause to make an arrest. A hit indicates a warrant has been issued for a specific charge or charges. A hit is only one fact that an officer must add to other facts in arriving at sufficient legal grounds for probable cause to arrest. It is imperative that officers compare sufficient identifiers to verify that the person in custody is the same person named in the warrant. Identifiers that should be considered are: name, race, sex, date of birth, place of birth, drivers license number, social security number, address, and complete physical description to include height, weight, hair, eye color, scars, marks, and tattoos. An officer should make every effort to verify the person’s identity prior to making an arrest. When there is a doubt that an individual is the wanted subject, the person shall be fingerprinted prior to incarceration. In instances where there is less than substantial evidence to identify the person in custody, a field supervisor shall be contacted to make the final determination.
- B. All hits shall be confirmed with the originating agency and jurisdiction, as well as confirming extradition.

**114.03 CANCELLATION OF WANTED PERSONS ENTRY**

- A. NCIC wanted person entries are to be cleared or cancelled immediately upon the arrest of the subject by any law enforcement officer of any jurisdiction or when the warrant is canceled or quashed by the issuing court.
- B. NCIC clearances due to arrest are accomplished by a local area officer signing the warrant out of the Mesilla Valley Regional Dispatch Authority (MVRDA) facility or through NCIC hit confirmation transactions with agencies outside of the area.
- C. When a warrant is cancelled or quashed by the issuing court, immediate notification procedures are followed to ensure that the NCIC entry is removed and the original warrant is returned to the court. Notification shall include an official copy of an order quashing/cancelling the warrant and a follow up contact by the court to the LCPD TAC and/or MVRDA confirming receipt of the order and the NCIC removal.
- D. Monthly validations of NCIC wanted persons records are to be performed in accordance with the scheduling and policies set forth by FBI/CJIS Division regarding the validation of NCIC records, by the TAC.

**114.04 RECEIVING INFORMATION FROM OTHER JURISDICTIONS**



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Entry of warrants into NCIC enables any law enforcement or criminal justice agency with access to NCIC to obtain information concerning individuals wanted by the LCPD. In addition, the National Law Enforcement Telecommunications System (NLETS) can be utilized to communicate specific information to and from other agencies and jurisdictions concerning wanted fugitives. This is done within the confines of NLETS and NCIC policies.

**114.05 MAINTAINING DEPARTMENT NCIC FILES**

The TAC shall maintain all files and a database of all warrants entered into NCIC by the department. When information on a warrant or a wanted person is modified, the TAC shall be responsible for noting such information in the file. Files shall be maintained and purged in accordance NCIC policies and New Mexico Administrative Code (NMAC) regulations.

**114.06 ACCESS**

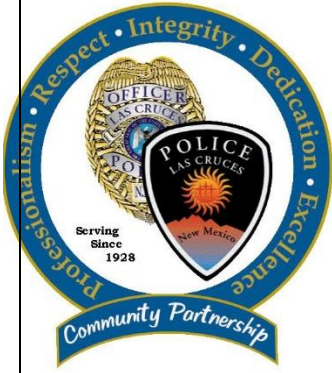
The original warrant along with supporting documentation and documentation of entry into NCIC is to be housed at MVRDA to ensure access to the warrant at all times. A copy of the warrant packet is maintained in the office of the NCIC Coordinator for audit and record keeping purposes.

**114.07 UNLAWFUL USAGE OF NCIC**

- A. It is a crime for any person to generate or illegally disseminate criminal history information to unauthorized persons. Any person observing or who becomes aware of any employee who has obtained or disseminated criminal history information illegally, shall refer the information to a supervisor and the Professional Standards Unit.
- B. Penalties for generating and/or illegally disseminating NCIC information includes, but is not limited to, termination and/or criminal charges.

**114.08 ATTACHMENTS**

ATTACHMENT A: LCPD WANTED PERSON REQUEST FORM



ATTACHMENT A

**LAS CRUCES POLICE DEPARTMENT**  
**REQUEST FOR WANTED PERSON ENTRY**

REQUESTING OFFICER (NAME AND PSN/PLEASE PRINT):

\_\_\_\_\_

DATE: \_\_\_\_\_

CASE NUMBER:

\_\_\_\_\_

ADDITIONAL INFORMATION **NOT LISTED ON WARRANT:**  
(I.E. SCARS, MARKS, TATTOOS, TATTOO DESCRIPTIONS, OTHER  
DESCRIPTIVE DATA, OR ANY OTHER INFORMATION THAT NEEDS TO BE  
LISTED IN THE ENTRY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU REQUEST TO BE CONTACTED IF SUBJECT IS LOCATED? \_\_\_\_\_  
IF SO, LIST CONTACT INFORMATION:

\_\_\_\_\_

VEHICLE DATA (IF FUGITIVE IS KNOWN TO BE OPERATING A SPECIFIC  
VEHIICLE): LICENSE PLATE: \_\_\_\_\_ LICENSE STATE: \_\_\_\_\_

VIN: \_\_\_\_\_ MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_



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OFFICER SIGNATURE: \_\_\_\_\_