

Date	NIC	OCA	RCI
Agent Making Report		Complaint number	
1. Is the original documentation in the case of file? <input type="checkbox"/> Yes <input type="checkbox"/> No The supporting document (s) include (check appropriate one) <input type="checkbox"/> Wanted person: original Warrant <input type="checkbox"/> Restraining/Stalking Order: Court Order <input type="checkbox"/> Missing Person: Missing Person Report <input type="checkbox"/> Violent Person Report <input type="checkbox"/> Vehicles, boat, gun, articles, etc., Report/Documentation <input type="checkbox"/> Sex Offender			
2. Packing the Record: Was an attempt made to fill all possible fields of entry made? DMV Requests (DAVID+) <input type="checkbox"/> yes <input type="checkbox"/> No Response in files? <input type="checkbox"/> yes <input type="checkbox"/> No III Requests <input type="checkbox"/> yes <input type="checkbox"/> No Response in files? <input type="checkbox"/> yes <input type="checkbox"/> No RCI Requests <input type="checkbox"/> yes <input type="checkbox"/> No Response in files? <input type="checkbox"/> yes <input type="checkbox"/> No			
3. Accuracy: Do all fields in the entry match the documents on which the entry is based? <input type="checkbox"/> yes <input type="checkbox"/> No			
Making Contact to determine if this entry is still Being Actively Pursued			
Wanted Person: Contact the court to determine if the warrant is current. Contact the DA's office to determine if the extradition is authorized.			
The court was contacted on (date)		The warrant <input type="checkbox"/> is <input type="checkbox"/> is not valid	
The District Attorney's was contacted on date _____			
Extradition is: <input type="checkbox"/> Full <input type="checkbox"/> No Extradition <input type="checkbox"/> Pending Extradition Determination			
<input type="checkbox"/> Limited Extradition			
Restraining/ Stalking Order: Contact the court issuing the warrant to determine that the order still current			
The Court was contacted on _____			
The order <input type="checkbox"/> is <input type="checkbox"/> is not valid			
Missing Person: The reporting authority must be contacted to confirm that the person has no returned.			
The reporting party was contacted on _____			
The subject of the entry <input type="checkbox"/> has not returned or <input type="checkbox"/> returned on (date) _____			
Sex Offender: Consult with the state registry to determine if offender is compliant and still required to register			
The last date registered (date): _____			
Violent Person: The entering agency will make a determination based on present information to retain/remove the entry			
<input type="checkbox"/> Retain <input type="checkbox"/> Remove			
All other files: The complainant/ victim was contacted on _____			

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¹ CJIS Audit

By: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Personal Contact	
The Subject of the entry <input type="checkbox"/> was <input type="checkbox"/> was not recovered.	
If contact was not made your agency must make a determination based on the best information and knowledge to retain or remove the entry.	
<input type="checkbox"/> Remove from file. Contact with the court, reporting party, victim/complainant was not successful.	
<input type="checkbox"/> Retain in NCIC/ RCI. Contact with the court, reporting party, victim/ complainant was not successful.	
This entry is not compliance because	
Modifications made on	
Enter or Validated by	Second Party check Name

AMF