Child Protective Services: Training Objectives and Resources

# **Purpose:**

Provide an overview of authorized NAME-based record checks for subjects of child abuse, neglect and exploitation investigations, how to perform name-based checks, and how to read the resulting criminal history record.

## **Objectives**

1. The interface and basic use of OpenFox Messenger (OFM)
   1. Definition and use of a Message Key (MKE)
2. How to access the transaction window in OFM/ Forms Menu
   1. Understand difference between NCIC, NLETS, and III query transactions and that they are accessed via a single tool, OFM
3. How to conduct NLETS Queries for Drivers and Vehicles
   1. DQ – Drivers’ License Query / RQ – Drivers’ History
4. How to conduct Person and Property Queries via NCIC
   1. QW/QWA – Query Wanted
   2. QWI- Combined Query (QH + QWA)
5. How to run and read Criminal Histories (NCIC and NLETS)
   1. NCIC: QH + QR / NLETS: IQ + FQ

## **OpenFox Messenger Interface**

**Introduction and Objectives**

1. Understand the basic layout of OFM
2. Use of Message Keys (MKEs) and FORMS

**Practical Exercises**

1. Instructor will demonstrate how to access message keys and transaction windows from the FORM and TREE menu
2. Instructor will demonstrate how to modify user passwords, challenge questions, and settings

**Resources**

1. [How to Reset your OFM Password (Video)](https://nextest.just.jmd.usdoj.gov/resources/OFMPasswordReset/OFMPasswordReset.html)
2. [How to Set Up OFM Password Challenge Questions](https://nextest.just.jmd.usdoj.gov/resources/how_to_set_up_pw_challenge_questions_job_aid.pdf)

## **Transaction windows and the Difference Between Data contained in NCIC, III, and Nlets**

**Introduction and Objectives**

1. Understand which files are in NCIC
2. Understand how Nlets and III are accessed through NCIC
3. Understand the differences an between NCIC, III, and Nlets
   1. National Crime Information Center or NCIC: A criminal records database allowing criminal justice agencies to enter or search for information about property and persons (7 Property Files and 14 Person Files)
   2. Interstate Identification Index or III ("triple-eye"): A national **index** of criminal histories (or rap sheets) in the US maintained by the Federal Bureau of Investigation (FBI)
   3. Nlets(International Justice and Public Safety Network): An interstate justice and public safety network owned by the states
      1. Nlets queries have the Q at the END of the message key. NCIC queries have the Q at the BEGINNING of the message key.

**Practical Exercises**

1. Instructor to demonstrate how to access person and property files in NCIC
2. Instructor to demonstrate how to access III
3. Instructor to demonstrate how to query state Nlets files using the exercises in the next section

**Resources**

1. [Message Keys for NCIC and Nlets](https://nextest.just.jmd.usdoj.gov/resources/message_keys_and_field_codes.pdf) and Message Field Codes

## **NCIC Queries for Property and Persons Files**

**Introduction and Objectives**

1. Understand how to query both NCIC Person Files and Property Files
2. Review the most common person and property queries and how to access them

**Practical Exercises**

1. Instructor to demonstrate how to conduct queries using the test records below:

1. QW/QWA – Coyote, Wile E.; DOB 19490304; Sex: M; Race: UKN
   1. Note that subject’s record may also return information on protection orders, sex offender caveats, etc.
2. QWI (Combined QH & QWA) -Vega, Juan J.; DOB19671227; Sex: M; Race UKN

**Resources**

1. [NCIC Operating Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=1)
2. [NCIC Code Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)
3. [Message Keys for NCIC and Nlets](https://nextest.just.jmd.usdoj.gov/resources/message_keys_and_field_codes.pdf) and Message Field Codes

## **Nlets Queries for Drivers and Vehicles**

**Introduction and Objectives**

1. Understand the difference in data returned from Nlets and NCIC and how to run basic queries
2. Understand the following about Nlets:
   1. How to query Nlets: Query Driver’s License (DQ), Query Vehicle Registration (RQ)
   2. Returns vary by state
   3. How to access State Administrative Help Files

**Practical Exercises**

1. Instructor to demonstrate how to conduct Nlets queries using the following test records:
2. Run a DQ, or if in person, the student can run their own driver’s license
3. Run a RQ using State: North Carolina; LIC/VIN: 2C3EL56F0PH685679
4. Instructor to run that state’s Nlets Administrative Help File (xxOLNHELP, xxLICHELP, xxSIRHELP)

**Resources**

* 1. [Nlets User and Technical Guide](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=111)
  2. [Nlets User Policy Manual](https://nextest.just.jmd.usdoj.gov/resources/nlets_user_policy_manual_v4.pdf)

## **Run a Criminal History (NCIC and Nlets)**

**Introduction and Objectives**

1. Understand which agencies can conduct criminal history checks, what information is required to run one, and how to determine if an individual has a criminal history.
2. Understand the steps in running a Criminal History in III
   1. How to run and read an Index Query (QH)
   2. How to run and read a Record Request (QR)
3. Understand when and when not to run an Nlets Criminal History and the steps involved
   1. How to run and read an Identity Query (IQ)
   2. How to run and read a Full Record Query (FQ)
4. Understand what Purpose Code to use
   1. “C” Criminal Case

**Practical Exercises**

1. Instructor to demonstrate how to conduct a criminal history check using the test records below:
2. QH/QR on Spradlin Lea Ann, DOB: 19700817; Purpose/C; Sex: F; Race: White
3. IQ/FQ on Spradlin Lea Ann, DOB: 19700817; Purpose/C; Sex: F; Race: White

**Resources**

1. [III/NFF Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)
2. Job Aid - How to Run and Read a Criminal History
3. Webinar - How to Run and Read a Criminal History
4. [Request for Name-Based Record Check Coversheet](https://www.justice.gov/file/1303936/download) (if another agency is performing the check)

## **Resources**

The resources listed throughout this document are available by link below and at <https://www.justice.gov/tribal/onboarding-and-vetting>. Contact your Tribal Access Program Business Relationship Manager with additional questions.

**NATIONAL CRIME INFORMATION CENTER (NCIC)**

[NCIC Operating Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=1)

[NCIC Code Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)

[Message Keys for NCIC and Nlets](https://nextest.just.jmd.usdoj.gov/resources/message_keys_and_field_codes.pdf)

[How to Reset your OFM Password (Video)](https://nextest.just.jmd.usdoj.gov/resources/OFMPasswordReset/OFMPasswordReset.html)

[How to Set Up OFM Password Challenge Questions](https://nextest.just.jmd.usdoj.gov/resources/how_to_set_up_pw_challenge_questions_job_aid.pdf)

**INTERNATIONAL JUSTICE AND PUBLIC SAFETY NETWORK (NLETS)**

[Nlets User and Technical Guide](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=111)

[Nlets User Policy Manual](https://nextest.just.jmd.usdoj.gov/resources/nlets_user_policy_manual_v4.pdf)

**INTERSTATE IDENTIFICATION INDEX (III)**

[III/NFF Manual](https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=4)

Job Aid - How to Run and Read a Criminal History

Webinar - How to Run and Read a Criminal History

[Request for Name-Based Record Check Coversheet](https://www.justice.gov/file/1303936/download) (if another agency is performing the check)