



Fact Sheet | Entering Orders of Protection into NCIC

Purpose: A guide for entering orders of protection for agencies participating in the Tribal Access Program based on Tribal policy. The Protection Order File (POF) contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal courts. The types of protection orders issued and the information contained in them vary from state to state and Tribe to Tribe.

Note: A complete set of instructions for entering orders of protection records in the National Crime Information Center (NCIC) can be found in the NCIC Operating Manual at <https://csa.justice.gov/cjismanuals/index.pl> (scroll down and select the NCIC icon after navigating to the site)

REQUIREMENTS FOR THE ENTERING AGENCY

The agency must:

- Have an active protection order on file to support an entry in the NCIC Protection Order File. For the purpose of NCIC, these orders include: any injunction, restraining order, or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person.
- Indicate if the record is a final or temporary protection order.
- Provide second party check after the record is entered into NCIC (a colleague must review the record for its completeness, accuracy, and validity).
- Provide 24/7 hit confirmation and respond to requests depending on the priority level of the request. Agencies must also follow up by sending an Nlets hit confirmation response (YR) to the requesting agency.
- Validate all protection order records entered into NCIC within the required time frame established by FBI CJIS. A protection order record that is not validated will be purged. If the record is queried for the remainder of the year and an additional five years, it will be labeled as a "Cleared Protection Order".
- Clear, cancel, or modify the protection order record when circumstances require it, i.e., clear the record when the court notifies the entering agency that the protection order has been cancelled, or cancel the record when the protection order has been expunged or is found to be inaccurate, or modify the record to correct errors or to add information.

ENTERING THE RECORD

- Select the **Enter Protection Order (EPO)** or **Enter Temporary Protection Order (ETO)** transaction window in the Justice Web Interface to NCIC (JWIN).
- Verify that your agency's Tribal Access Program ORI (originating agency identifier) appears in the header information at the top of the transaction window.
- Fill in all mandatory information: subject's name, sex, race; protection order expiration date; first protection order condition; issue date; agency case number or protection order number.

Fact Sheet | Entering Orders of Protection into NCIC

- Fill in at least one of the following: date of birth; FBI number or UCN; miscellaneous number; social security number (SSN); operator's license number with state and year; vehicle license plate number with state, year, and license type; vehicle identification number with vehicle year, make, and style; or protected person's name with either date of birth or SSN.
- Supplement a protection order with additional applicable protection order conditions (PCO) and additional protected persons (e.g. other family members or children). When identifying the protection order to be supplemented enter only the subject's name as it is on the record and the NIC #. Include only the information to be added or changed.
- In the **Miscellaneous** section of the transaction window provide 24/7 hit confirmation information, including agency name and telephone number.
- Also provide details regarding service of the order, caution and medical conditions, violent tendencies, armed and dangerous, or additional protection order conditions in the **Miscellaneous** section of the transaction window.

SUBMITTING THE RECORD

- Review the information entered for completeness, accuracy, and validity and then select **Submit**.
- Wait for the **Message Accepted** response, copy down the NIC (NCIC) number, and then query using the NIC number for the submitted record to ensure it is entered properly.
- If you receive a **Message Rejected** response, correct the errors in the **Enter Protection Order (EPO)** or **Enter Temporary Protection Order (ETO)** transaction window and resubmit the transaction.

ADDITIONAL CONSIDERATIONS

Brady Indicator

Fill in the Brady Indicator field to indicate:

- Yes (Y), the subject is barred by federal law, Title 18, United States Code, Section 922, from possessing a firearm, or
- No (N), the subject is not barred from possessing a firearm, or
- Unknown (U), the entering agency is uncertain as to whether or not the subject is barred from possessing a firearm.

Select PCO 07 when it is known by the agency that the subject is barred by state law from possessing a firearm.

Protected Person Name (PPN) and Protection Order Conditions (PCO)

Some software used to enter protection orders into NCIC allows only one protected person name and one protection order condition to be entered in the base record or initial submission. To add protected persons' names and protection order conditions, use the **Enter Protection Order Supplemental (ENPO)** transaction window to submit the additional information.

Caution/Medical Condition

If the subject of the protection order has a known medical condition, or a cautionary condition such as violent tendencies, or is considered armed and dangerous, it is recommended that the condition be noted in the **Caution/Medical Condition** section of the transaction window and that it also be noted in the **Miscellaneous** section.

For more information, email the Tribal Access Program: tribalaccess@usdoj.gov. Include your Tribe's name in the subject line of your email message.