

River Bend Police Department
NCIC & DCI Entry / Verification
General Order 03

Effective Date: 09/23/2025

Supersedes: 05/29/2014

03.01 Policy: *To establish guidelines for entering wanted subjects, stolen vehicles and boats, and stolen property into the National Crime Information Center (NCIC), and the North Carolina Division of Criminal Information (DCI) computer systems. Copies of all entry and removal verifications shall be documented in the case or case supplement report.*

03.02 WANTED PERSONS

A. National Wanted Persons (NCIC)

1. Felony warrants will be entered into NCIC.
 - (a.) “NO EX” – if no extradition.
 - (b.) “EXT” – if subject will be extradited.
2. Before placing “EXT” on any record, extradition paperwork from the District Attorney’s office must accompany the legal process.
3. When a national wanted person has been located, the District Attorney's office will be contacted to get confirmation on extradition. The legal process will be removed from NCIC.

B. State Wanted Persons (DCI)

1. The following misdemeanor warrants, including Failure To Appear (FTA) will be entered into DCI:
 - (a.) Assaults – Domestic Violence Related Only.
 - (b.) Misdemeanor Death by Vehicle.
 - (c.) Stalking.
 - (d.) Any Other Type of Domestic Violence Related Process.
 - (e.) Other charges as determined by the needs of the Department.
2. Under particular circumstances, supervisors can provide officers with permission to make arrangements with outside agencies in the State of North Carolina for pickup and transportation of subjects wanted by this agency that have been arrested in

their jurisdiction. A Mutual Aid request documented through Craven County Communications is required during this incident.

3. However, contact should be made with the Owning Agency, as a courtesy, in case the wanted person is entered in NCIC.

C. Service Execution/Attempt

1. The River Bend Police Department utilizes the North Carolina Warrant Repository “EWarrants” for all warrants. The function of EWarrants is to provide real-time statewide access to all law enforcement and court officials from any location with web access and to provide the ability to print and serve outstanding processes from any county in the state regardless of jurisdiction. An active warrant list can be printed through EWarrants to assist in processing paperwork.
2. The execution of criminal process documents is governed by the following North Carolina General Statutes: 15A-301, Subchapter 111, Article 17; 15A-401, Subchapter IV Article 20 and 15A-501, Subchapter V. Article 23.
3. River Bend Police officers attempting to serve a warrant or Order for Arrest shall verify the status of the process in EWarrants or through Craven County Communications. If an officer conducts a warrant search on a subject and locates an un-servable process in EWarrants and it is during business hours, then the officer should request the Craven County Communications attempt to contact the Clerk of Court and determine if the warrant can be converted in EWarrants. The Clerk of Court may only be contacted after hours if it is a serious offense warrant.
4. When encountering subjects and making inquiries for active processes such as Orders for Arrest, Warrants for Arrest, and Criminal Summons, officers should be aware that out-of-state processes are not included in EWarrants. Therefore, officers should also request Craven County Communications to check NCIC for active processes.
5. If the officer finds that a criminal process exists, the officer will confirm with Craven County Communications that the criminal process is actively on file. Officers will affect arrest for custodial processes in accordance with established procedures including the Administrative Order filed for 3B Judicial District addressing the development of EWarrants. **No Officer will serve any legal Process without first confirming the identity of the subject to be served.**
6. The River Bend Police Department does not serve civil process documents; this is a function of the Craven County Sheriff’s Office.

03.03 WARRANT ENTRY PROCESS

- A. When a warrant for arrest has been obtained on a wanted subject by a River Bend officer, the officer will go before the Craven County Magistrate to obtain probable cause. Once probable cause has been obtained by the Magistrate, the officer will be responsible for completing the Wanted Person NCIC/DCI Entry Form and submit it to Craven County Communications for entry into NCIC/DCI within 3 days of the date of issuance. This form must include the following suspect information:
1. OCA number.
 2. Full name.
 3. Race.
 4. Sex.
 5. Date of birth.
 6. Height.
 7. Weight.
 8. Hair color.
 9. Eye color.
- B. The following suspect information is important, but is optional:
1. Vehicle registration information.
 2. Social security number.
 3. Driver license number.
- C. The completed Wanted Person NCIC/DCI Entry Form and issued warrant will be submitted by the officer to Craven County Communications for entry. The officer will request a copy of the completed NCIC/DCI entry from Craven Communications Center and verify that the NIC number is indicated on the entry form and all the information entered is accurate, complete and matches the information on the report and NCIC/DCI entry request form initially sent to the Craven County Communications Center.
- D. The officer requesting entry will notify the Chief of Police through the department "End of Shift" e-mail sent at the end of shift of the subject entry request into NCIC/DCI.

03.04 SERVED WARRANTS-WARRANT REMOVAL

1. The arresting officer will contact the Craven County Communications Center and immediately request removal of the subject from NCIC/DCI.
2. The officer requesting removal will notify the Chief of Police through the department "End of Shift" e-mail sent at the end of shift of the subject removal request from NCIC/DCI.
3. If we are not the entering agency, a Locate will be sent by Craven Communications to the respective agency who is responsible for the NCIC/DCI removal.

03.05 STOLEN VEHICLE OR BOATS REPORTS

- A.** Upon receipt of a stolen vehicle or boat report, the officer will immediately request Craven Communications to perform a query into NCIC/DCI to confirm ownership, vehicle or boat information and determine if the stolen vehicle or boat has been previously entered.
- B.** If the vehicle or boat registration information does not match the victim listed on the incident report, the officer must do one of the following:
 - 1. Provide a copy of the Bill of Sale.
 - 2. Provide a copy of the Vehicle or Boat's signed Title.
 - 3. Mention in his/her narrative that he/she has seen either a Bill of Sale or Vehicle or Boat Title signed over to the victim.
 - 4. Correct the victim information on the report to match the Department of Motor Vehicle registration.
- C.** When it is determined that the stolen vehicle or boat has not been previously entered into NCIC/DCI, the officer will complete the NCIC/DCI entry and submit it to the Craven County Communications Center for entry. The officer will request a copy of the completed NCIC/DCI entry from Craven Communications Center and verify that the NIC number is indicated on the entry form and all the information entered is accurate, complete and matches the information on the report and NCIC/DCI entry request form initially sent to the Craven County Communications Center.

03.06 RECOVERED VEHICLES OR BOATS

- A.** When a vehicle or boat is recovered in our jurisdiction, it is the responsibility of the officer reporting the recovery to complete a case report (if vehicle was stolen out of another jurisdiction) or a case supplement (if the vehicle or boat was stolen out of our jurisdiction). Once the case report/supplement has been completed, the case report/supplement will be forwarded to the NCIC/DCI operator to ensure the vehicle or boat is removed from NCIC/DCI.
- B.** Upon receipt of a recovered vehicle or boat report (vehicle or boat stolen from another jurisdiction), the recovering officer will immediately:
 - 1. Verify that a Hit Request was sent and a "Confirmed" Hit Response was received by Craven Communications and placed in the Computer Aided Dispatch (CAD) call.
 - 2. Print and process hard copies of the NCIC/DCI actions to be submitted into the case file.
- C.** Upon receipt of a recovered vehicle or boat supplement (vehicle or boat stolen from

our jurisdiction), the on-duty officer will immediately:

1. Verify that the vehicle or boat is stolen by checking the original incident report or through Craven County Communications.
2. Notify Craven County Communications to cancel the Be On the Lookout (BOLO).
3. Request Craven County Communications clear the vehicle or boat from NCIC/DCI.
4. Obtain hard copies of the NCIC/DCI actions to be submitted into the case file.

03.07 STOLEN PROPERTY REPORT FOR NCIC/DCI ENTRY

- A. Upon receipt of a stolen property report, the officer will immediately request Craven County Communications to perform a query into NCIC/DCI to determine if the property has been previously entered if sufficient information is provided such as a serial number/make/model number, etc.
- B. When it is determined that the stolen property has not been previously entered into NCIC/DCI, the officer will complete the NCIC/DCI entry and submit it to Craven County Communications for entry along with a copy of the case report. Once the information is entered into NCIC/DCI and the officer receives a copy of the entry, the officer will verify that the NIC number and all the information entered is accurate, complete and matches the information on the report and NCIC/DCI entry request form initially sent to Craven County Communications.

03.08 RECOVERED PROPERTY

- A. When stolen property is recovered in our jurisdiction, it is the responsibility of the officer reporting the recovery to complete a case report (if the property was stolen out of another jurisdiction) or a case supplement (if the property was stolen out of our jurisdiction). Once the case report/supplement has been completed, the report/supplement will be forwarded to Craven County Communications to ensure the property is removed from NCIC/DCI.
- B. Upon receipt of a recovered property report (property stolen from another jurisdiction), the recovering officer will immediately:
 1. Verify that a Hit Request was sent and a “Confirmed” Hit Response was received by Craven County Communications and placed in the CAD call.
 2. Obtain hard copies of the NCIC/DCI verification and confirmation actions to be submitted into the case file.
- C. Upon receipt of a recovered property report (property stolen from our jurisdiction), the on-duty officer will immediately:
 1. Verify that the property is stolen by checking the original incident report or through Craven County Communications.
 2. Notify Craven County Communications to cancel the BOLO.

3. Request Craven County Communications to clear the stolen property from NCIC/DCI.
4. Obtain hard copies of the NCIC/DCI actions to be submitted into the case file.

03.09 MISSING PERSONS/RUNAWAY REPORTS

- A. Upon receipt of a missing person/runaway report, the officer will immediately request Craven County Communications perform a query into NCIC/DCI to determine if the person has been previously entered.
- B. When it is determined that the missing person/runaway has not been previously entered into NCIC/DCI, the officer will complete the NCIC/DCI entry and submit it to Craven County Communications for entry. Once the information is entered into NCIC/DCI and the officer receives a copy of the entry, the officer will verify the NIC number and that all the information entered is accurate, complete and matches the information on the report and NCIC/DCI entry request initially sent to Craven County Communications.

The NCIC/DCI entry form must include the following missing person/runaway juvenile information:

1. OCA number.
2. Full name.
3. Race.
4. Sex.
5. Date of birth.
6. Height.
7. Weight.
8. Hair color.
9. Eye color.

03.10 LOCATED/RETURNED MISSING PERSON AND/OR RUNAWAY

- A. When a missing person/runaway is located in our jurisdiction, it is the responsibility of the officer reporting the location to complete a case report (if the person was reported missing out of another jurisdiction) or a case supplement (if the person was missing out of our jurisdiction). Once the case report/supplement has been completed, the case report/supplement will be forwarded to Craven County Communications to ensure the missing person is removed from NCIC/DCI.
- B. Upon receipt of a missing person/runaway report (missing from another jurisdiction), the locating officer will immediately:
 1. Verify that a Hit Request was sent and a “Confirmed” Hit Response was received by Craven County Communications and placed in the CAD call.
 2. Obtain hard copies of the NCIC/DCI actions to be submitted into the case file.

- C. Upon receipt of a missing person/runaway supplement (missing from our jurisdiction), the on-duty officer will immediately:
1. Verify that the person is missing/runaway by checking the original incident report or through Craven County Communications.
 2. Notify Craven County Communications to cancel the BOLO.
 3. Request Craven County Communications clear the missing person/runaway from NCIC/DCI.
 4. Obtain hard copies of the NCIC/DCI actions to be submitted into the case file.

END