

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-4.1.6**

**DATE: 10/02/12**

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**SUPERSEDES: 09/02/10**

**SUBJECT:** NCIC/TCIC/CAUTION DETERMINATION

**AUTHORITY:** NCIC 2000 OPERATING MANUAL, 1.7, SECTION 20

**PURPOSE:** To provide criteria for placement of wanted notices for parole/mandatory supervision offenders with the National Crime Information Center (NCIC) or Texas Crime Information Center (TCIC) and assignment of caution designators to warn law enforcement personnel.

**PROCEDURE:**

- I. When a warrant is issued for the arrest of an offender, a wanted notice shall be published in the appropriate crime information center.
  - A. If an offender is released from custody prior to a final disposition of the warrant, the warrant shall be republished in the appropriate crime information center.
  - B. The supervising parole officer is responsible for notifying the Warrants Section via email to the AUTLETS email address in the mainframe if an offender is released from custody.
  
- II. A warrant shall be placed in both NCIC and TCIC if:
  - A. The offender has ever been convicted of one of the following:
    1. Capital Murder
    2. Murder
    3. Aggravated Robbery
    4. Robbery
    5. Aggravated Sexual Assault
    6. Sexual Assault

7. Indecency with a Child
8. Aggravated Assault
9. Aggravated Kidnapping
10. Injury to a Child or Elderly Individual
11. Injury to a Disabled Individual
12. Arson
13. Other “notorious” offenses not listed above but which are serious in nature and can be expected to attract unusually high interest or concern from local authorities and members of the community
14. An offense that is assaultive in nature

- B. The warrant has been issued due to an ineligible release or escape from a Texas Department of Criminal Justice facility.
- C. At the time of warrant issuance, the offender was supervised in another state pursuant to the Interstate Compact Agreement.
- D. Judgment of Conviction by Court has in the finding that a deadly weapon was used or displayed during the commission of a prior or current offense.
- E. Offenses (current or prior) were committed in a drug-free zone and the punishment is enhanced under Chapter 481.134 of the Texas Health and Safety Code.

III. If the above criteria are not met, the warrant shall be published in TCIC only. If after the warrant is published in TCIC only and a request is received to publish the warrant in NCIC, the request shall be referred to the Warrants Section. The Warrants Section Director, Assistant Directors, or Program Supervisor IIIs shall make a decision based upon the totality of the circumstances.

IV. When publishing a wanted notice in NCIC/TCIC, “caution codes” shall be used to warn law enforcement personnel of offenders who present a danger to the personnel. Caution codes are indicated if the criteria listed in Section II above for NCIC/TCIC placement are met and if there is any conviction for aggravated assault on a police officer, an escape, and if the offender may be armed and dangerous (i.e., has a history of felony weapons possession or use).

- A. The following caution codes shall be included in the wanted notice:
  1. “00” for an offender who is considered armed and dangerous

2. "05" for an offender who has an instant offense or a current allegation of an offense which indicates violent tendencies
  3. "25" for an escapee or an offender who has a previous conviction of escape from a facility
- B. Caution codes shall not be used when a wanted notice is being placed only in TCIC.

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