



COMPUTER
ASSISTED
PRISONER
TRANSPORTATION
INDEX
SERVICE

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Design Document Number 1.2

✓ CAPTIS USER'S MANUAL

NCJRS

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PREFACE

The Computer Assisted Prisoner Transportation Index Service (CAPTIS) Design Series is the first serial of CAPTIS program documentation. The Design Series is published to advance the knowledge and understanding of the CAPTIS system among members of the state and local criminal justice communities. It provides both general and technical data and instruction about the objectives, components, and functioning of CAPTIS. Each Design Document focuses upon the "how's and why's" of one level of system organization and operation. The degree of specificity and detail in presentation ranges from the very broad program and system overview offered in Design Document 1.1: Introduction to CAPTIS -- through the concrete "hands-on" operating instructions contained in Design Document Number 1.2: CAPTIS User's Manual -- to the highly precise descriptions and data contained in Design Document Number 1.3: CAPTIS System Technical Design. These differing levels of documentation are intended to provide the reader with the option of choosing the Design Document best tailored to his particular interests and needs. The Design Series currently consists of three Design Documents with others to be issued should the need arise. The three Design Documents are:

Design Document Number 1.1: Introduction to CAPTIS

Design Document Number 1.2: CAPTIS User's Manual

Design Document Number 1.3: CAPTIS System Technical Design

Further information about the CAPTIS pilot system may be obtained by telephoning or writing:

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The CAPTIS User's Manual is divided into two major subdivisions: Part I - Technical Operations and Part II - Recommended Procedures. Part I consists of a technical user's manual, designed to explain the mechanics of this system. Detailed explanations of the codes and formats are accompanied by illustrations for their proper employment. The CAPTIS system is designed to be compatible with, and consistent with the existing NLETS system and its message switching methodology. Users familiar with NLETS and other statewide law enforcement message switching systems should experience no difficulty in comprehending and employing the CAPTIS User's Manual, thereby fully exploiting the advantages of the available information.

Part II of the User's Manual contains detailed administrative data to assist user agencies in their utilization and employment of CAPTIS information. This section will include both guidance and suggestions on how to use the information derived from the system. Once criminal justice agencies have been identified for potential cooperative transport of prisoners, it will be necessary to finalize the administrative details of transport costs and other inter-agency agreements. Part II will contain recommended procedures for accomplishment of cooperative transports, and suggested agreements for use by participating agencies.

PART I TECHNICAL OPERATIONS

1.0 INTRODUCTION

1.1 Description of CAPTIS

The Computer Assisted Prisoner Transportation Index Service (CAPTIS) is proposed to facilitate the rapid and convenient communication and coordination required to arrange cooperative transports of prisoners. It is an innovative concept designed to provide interested criminal justice agencies with comprehensive up-to-date information on the location and availability for transport of prisoners held in custody in sister states. With this information, these agencies could contract with each other for cooperative transports on a cost reimbursement or exchange-of-services basis.

The National Sheriffs' Association (NSA), with the sponsorship of National Criminal Justice Information and Statistics Service, of the Law Enforcement Assistance Administration, U.S. Department of Justice, and the assistance of numerous criminal justice agencies in the field, is now completing the design and development of a system to test the feasibility of the CAPTIS concept. The system will consist of a small computer data base located at the NSA headquarters in Washington, D.C. This data base is simply a computerized file or index containing basic logistics information regarding prisoners awaiting transport. It is linked to the highly effective and accessible National Law Enforcement Telecommunications Systems, Inc. (NLETS).

A more complete introduction to CAPTIS may be found in the CAPTIS project publication titled Design Document Number 1.1: Introduction to CAPTIS.

1.2 Purpose of the User's Manual

This part of the User's Manual is designed to provide a CAPTIS user the "hands-on" operating instructions required to efficiently use the system.

A user of CAPTIS should be familiar with the NLETS USERS GUIDE. Certain sections of the NLETS USERS GUIDE are particularly relevant to a user of CAPTIS. The reader of the CAPTIS User's Manual is assumed to have a thorough understanding of the following sections of the NLETS USERS GUIDE.

1.3 Description of NLETS

1.4 NLETS Policies

2.0 MESSAGE STRUCTURE

3.0 ADMINISTRATIVE MESSAGE (AM)

If a user does not have access to a copy of the NLETS USERS GUIDE, it is important that he have a very thorough understanding of how to send administrative messages over the message switching system in his particular state. The examples given are prefaced with a requirement that the user begin his message to CAPTIS with the header required by his state for access to the NLETS system. This header information will

be different from state-to-state and each user should utilize the proper header for his state to send an administrative message to ORI SH (National Sheriff's).

1.3 Changes to the User's Manual

As additions or changes are made, updates will be issued to this User's Manual. Each set of changes will be accompanied by a change record sheet which should be inserted in the front of the User's Manual as a record of changes applied.

Changes will be issued as replacement pages. Pages which have been changed will include a revision date.

2.0 TRANSACTION STRUCTURE

This section of the CAPTIS USER'S MANUAL contains information that applies to all CAPTIS transaction entries and responses. The transaction descriptions presented in Section 3.0, TRANSACTION DESCRIPTIONS, of this User's Manual assume an understanding of this section of the User's Manual.

2.1 Transaction Format

A CAPTIS transaction entry or response is structured as an NLETS Administrative Message (AM).

The user must use the format required by his state system for access to the NLETS system before entering the CAPTIS formats.

The line following the AM message header information must begin with an identifier of the type of transaction to be entered to CAPTIS. This is denoted by the character sequence (TYP/tc.). The characters (TYP/) and (.) are required to be entered as shown. The characters in lower case (tc) stand for transaction code and are to be replaced in an entry to CAPTIS by a CAPTIS two character transaction code. The two character transaction code identifies to CAPTIS the nature of the information that follows the transaction code.

An entry of a transaction to CAPTIS always begins as shown in the following illustration.

Illustration:

(INSERT HEADER FOR NLETS MESSAGE TO SH)

TYP/tc.

Explanation:

Line 1 - CAPTIS transaction type identifier, where 'tc' is replaced by one of the CAPTIS two character transaction codes.

There are six CAPTIS transaction codes (EX, MX, CX, TQ, XQ, AM). Each transaction code when entered in a message to CAPTIS identifies a specific CAPTIS function. Five of the six CAPTIS transaction codes identify CAPTIS functions that require inquiry data elements to be entered in the exact order and manner presented in the description of the particular transaction (See 3.0 TRANSACTION DESCRIPTIONS). The sixth CAPTIS transaction code (AM) identifies to CAPTIS that the information following the characters (TYP/AM) is free form text to be treated by CAPTIS as a standard NLETS Administrative Message.

2.2 Extended Routing (NLETS Control Field)

The NLETS Control Field as described in Section 1.3.8, Extended Routing (Control Field) of the NLETS USERS GUIDE may be used with CAPTIS transactions.

3.0 TRANSACTION DESCRIPTIONS

This section of the CAPTIS USER'S MANUAL presents for the CAPTIS user a description of each CAPTIS transaction.

There are six CAPTIS transactions denoted by the transaction codes EX, MX, CX, TQ, XQ, AM. Each transaction code when entered in a message to CAPTIS identifies a specific CAPTIS function. Five of the six CAPTIS transaction codes identify CAPTIS functions that require inquiry data elements to be entered in the exact order and manner presented in the description of the particular transaction. The sixth CAPTIS transaction code (AM) identifies to CAPTIS that the information following the characters (TYP/AM.) is free form text to be treated by CAPTIS as a standard NLETS administrative message.

Certain of the CAPTIS inquiry data elements are entered in each CAPTIS transaction entry. The inquiry data elements to be entered in a particular CAPTIS transaction entry are presented in the description of the particular transaction. The complete list of inquiry data elements used in CAPTIS transactions and the characteristics of the CAPTIS inquiry data elements are presented in the following two illustrations titled respectively, CAPTIS Inquiry Data Elements and CAPTIS Inquiry Data Element Characteristics.

Illustration: CAPTIS Inquiry Data Elements

PREFIX	TRANSLATION
TYP/	Transaction Type Identifier
SCN/	System Control Number
DRI/	Demanding Agency ORI
DNM/	Demanding Agency Name
DCP/	Demanding Agency Contact Person
DTL/	Demanding Agency Telephone Number
HRI/	Holding Agency ORI
HNM/	Holding Agency Name
HCP/	Holding Agency Contact Person
HTL/	Holding Agency Telephone Number
SUB/	Subject Identifier
SEX/	Subject Sex
HGT/	Subject Height
WGT/	Subject Weight
SDC/	Subject Danger Code
DAT/	Date Available For Transport
LDT/	Last Date Transport Must Be Made
COP/	Agency Cooperation Code
REM/	Remarks
CAN/	Cancel Reason Code

Illustration: CAPTIS Inquiry Data Element Characteristics

PREFIX	LENGTH	FORMAT*	COMMENTS
TYP/	2	AA	See Section 4.1, Transaction Type Identifiers.
SCN/	7	AANNNNN	A System Control Number is assigned to a transport record when it is accepted onto the CAPTIS MASTER file by the EX, Enter Transport, transaction. The value range of a System Control Number is AA00000 thru ZZ99999.
DRI/	9	AACCCCCCN	
DNM/	20	X(20)	
DCP/	20	X(20)	
DTL/	12	NNN-NNN-NNNN	The leftmost three digits are always the area code.
HRI/	9	AACCCCCCN	
HNM/	20	X(20)	
HCP/	20	X(20)	
HTL/	12	NNN-NNN-NNNN	The leftmost three digits are always the area code.
SUB/	20	X(30)	Subject Identifier. May be name, warrant number or any other means of identifying this particular transport.
SEX/	1	A	Sex must be indicated by either F (female) or M (male).
HGT/	3	NNN	Height must be expressed in feet and inches respectively. Fractions of an inch should be rounded off to the nearest inch.

For example: Height 6'1", Code 601.

WGT/	3	NNN	Weight must be expressed in pounds. Fractions of a pound should be rounded off to the nearest pound. For example: Weight 97 pounds, Code 097.
SDC/	1	C	See Section 4.5, Subject Danger Codes.
DAT/	6	N(6)	MMDDYY For example: Date 1/12/77, Code 011277.
LDT/	6	N(6)	MMDDYY For example: Date 10/2/77, Code 100277.
COP/	2	C	See Section 4.6, Agency Cooperation Codes.
REM/	60	X(60)	Free Format Comments
CAN/	1	C	See Section 4.7, Cancel Reason Codes.

*The four characters (A, N, C, X) each stand for a list of allowable characters in an Inquiry Data Element as follows:

- A stands for the characters A thru Z
- N stands for the characters 0 thru 9
- C stands for the characters A thru Z and 0-9
- X stands for the characters A thru Z and 0-9, space, any special character except period (.)

Within a format description, the character sequence (nn) where nn is an integer value shorthand for a string of length nn of one of the four characters (A, N, C, X).

3.1 EX ENTER TRANSPORT

The purpose of the EX transaction is to add information on a pending prisoner transport to the CAPTIS data base.

Inquiry data elements present in the EX transaction entry are to be entered in the order listed in the following illustration.

Illustration: EX Inquiry Data Elements

PREFIX	LENGTH	REQUIRED/OPTIONAL
TYP/	2	REQUIRED
DRI/	9	REQUIRED
DNM/	20	REQUIRED
DCP/	20	REQUIRED
DTL/	12	REQUIRED
HRI/	9	REQUIRED
HNM/	20	REQUIRED
HCP/	20	REQUIRED
HTL/	12	REQUIRED
SUB/	20	REQUIRED
SEX/	1	REQUIRED
HGT/	3	REQUIRED
WGT/	3	REQUIRED
SDC/	1	REQUIRED
DAT/	6	REQUIRED
LDT/	6	REQUIRED
COP/	2	REQUIRED
REM/	60	OPTIONAL

Illustration 3.1.1, EX Entry is an example of a correct EX transaction entry to add a pending prisoner transport to the CAPTIS data base. An example of a response to a correct entry of a pending prisoner transport is shown in Illustration 3.1.2, EX Enter Transport Accepted Response.

3.1.1 Illustration: EX Entry

(INSERT HEADER FOR NLETS MESSAGE TO SH)

TYP/EX.

DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLLINS.DTL/813-585-9911.

HRI/AZ0070000.HNM/MARICOPA SO.HCP/JOHN MITCHELL.HTL/602-262-3154.

SUB/JOHN DOE.SEX/M.HGT/601.WGT/184.SDC/W.

DAT/012478.LDT/033078.

COP/NG.

REM/SUBJECT NOT CONSIDERED DANGEROUS.

Explanation:

- Line 1 - CAPTIS transaction type identifier.
- Line 2 - EX demanding agency data elements.
- Line 3 - EX holding agency data elements.
- Line 4 - EX subject identifier data elements.
- Line 5 - EX transport dates data elements.
- Line 6 - EX agency cooperation code data element.
- Line 7 - EX remarks.

3.1.2 Illustration: EX Enter Transport Accepted Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: ENTER TRANSPORT ACCEPTED

TYP/EX.SCN/AA12345.

DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLLINS.DTL/813-585-9911.

HRI/AZ0070000.HNM/MARICOPA SO.HCP/JOHN MITCHELL.HTL/602-262-3154.

SUB/JOHN DOE.SEX/M.HGT/601.WGT/184.SDC/W.

DAT/012478.LDT/033078.

COP/NG.

REM/SUBJECT NOT CONSIDERED DANGEROUS.

CAN/.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier and system control number.
- Line 3 - Transport record demanding agency data elements.
- Line 4 - Transport record holding agency data elements.
- Line 5 - Transport record subject identifier data elements.
- Line 6 - Transport record transport dates data elements.
- Line 7 - Transport record agency cooperation code data element.
- Line 8 - Transport record remarks data element.
- Line 9 - Transport record cancel reason code data element.

3.2 MX MODIFY TRANSPORT

The purpose of the MX transaction is to change information on a pending prisoner transport that was previously added to the CAPTIS data base by use of the EX transaction.

Inquiry data elements present in the MX transaction entry are to be entered in the order listed in the following illustration.

Illustration: MX Inquiry Data Elements

PREFIX	LENGTH	REQUIRED/OPTIONAL*
TYP/	2	REQUIRED
SCN/	7	REQUIRED
DRI/	9	OPTIONAL
DNM/	20	OPTIONAL
DCP/	20	OPTIONAL
DTL/	12	OPTIONAL
HRI/	9	OPTIONAL
HNH/	20	OPTIONAL
HCP/	20	OPTIONAL
HTL/	12	OPTIONAL
SUB/	20	OPTIONAL
SEX/	1	OPTIONAL
HGT/	3	OPTIONAL
WGT/	3	OPTIONAL
SDC/	1	OPTIONAL
DAT/	6	OPTIONAL
LDT/	6	OPTIONAL
COP/	2	OPTIONAL
REM/	60	OPTIONAL

*Either both or neither of the date data elements, DAT and LDT, are to be entered.

Illustration 3.2.1, MX Entry, is an example of a correct MX

transaction entry to change an inquiry data element within a pending prisoner transport on the CAPTIS data base. The two illustrations 3.2.1, MX No Record Found Response, and 3.2.3, MX Modify Accepted Response, show respectively an example of an MX transaction entry response when the transport record requested to be modified was not found within the CAPTIS data base and the response when the transport record to be modified was found within the CAPTIS data base and modified as requested.

3.2.1 Illustration: MX Entry

(INSERT HEADER FOR NLETS MESSAGE TO SH)

TYP/MX.SCN/AA12345.
DAT/012478.LDT/021578.

Explanation:

- Line 1 - CAPTIS transaction type identifier and system control number of transport record to be modified.
- Line 2 - Transport record - last date transport must be made change.

3.2.2 Illustration: MX No Record Found Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: NO TRANSPORT FOUND
TYP/MX.SCN/AA12345.
DAT/012478.LDT/021578.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier and system control number.
- Line 3 - Transport record - last date transport must be made change.

3.2.3 Illustration: MX Modify Accepted Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: MODIFY TRANSPORT ACCEPTED
TYP/MX.SCN/AA12345.
DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLINS.DTL/813-585-9911.
HRI/AZ0070000.HNM/MARICOPA SO.HCP/JOHN MITCHELL.HTL/602-262-3154.
SUB/JOHN DOE.SEX/M:HGT/601.WGT/184.SDC/W.
DAT/012478.LDT/021578.
COP/NG.
REM/SUBJECT NOT CONSIDERED DANGEROUS.
CAN/.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier and system control number.
- Line 3 - Transport record demanding agency data elements.
- Line 4 - Transport record holding agency data elements.
- Line 5 - Transport record subject identifier data elements.
- Line 6 - Transport record transport dates data elements.
- Line 7 - Transport record agency cooperation code data element.
- Line 8 - Transport record remarks data element.
- Line 9 - Transport record cancel reason code data element.

3.3 CX CANCEL TRANSPORT

The purpose of the CX transaction is to remove information on a pending prisoner transport from the CAPTIS data base.

Inquiry data elements present in the CX transaction entry are to be entered in the order listed in the following illustration.

PREFIX	LENGTH	REQUIRED/OPTIONAL
TYP/	2	REQUIRED
SCN/	7	REQUIRED
CAN/	1	REQUIRED

Illustration 3.3.1, CX Entry, is an example of a correct CX transaction entry to remove a pending prisoner transport from the CAPTIS data base. The two illustrations 3.3.2, CX No Record Found Response, and 3.3.3, CX Cancel Accepted Response, show respectively an example of a CX transaction entry response when the transport record requested to be canceled was not found within the CAPTIS data base and the response when the transport record to be canceled was found within the CAPTIS data base and canceled as requested.

3.3.1 Illustration: CX Entry

(INSERT HEADER FOR NLETS MESSAGE TO SH)

TYP/CX.SCN/AA12345.
CAN/C.

Explanation:

- Line 1 - CAPTIS transaction type identifier and system control number of transport record to be canceled.
- Line 2 - Transport record cancel reason code data element.

3.3.2 Illustration: CX No Record Found Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: NO TRANSPORT FOUND
TYP/CX.SCN/AA12345.
CAN/C.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier and system control number.
- Line 3 - Transport record cancel reason code data element.

3.3.3 Illustration: CX Cancel Accepted Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: CANCEL TRANSPORT ACCEPTED
TYP/CX.SCN/AA12345.
DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLLINS.DTL/813-585-9911.
HRI/AZ0070000.HNM/MARICOPA SO.HCP/JOHN MITCHELL.HTL/602-262-3154.
SUB/JOHN DOE.SEX/M.HGT/601.WGT/184.SDC/W.
DAT/012478.LDT/033078.
COP/NG.
REM/SUBJECT NOT CONSIDERED DANGEROUS.
CAN/C.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier and system control number.
- Line 3 - Transport record demanding agency data elements.
- Line 4 - Transport record holding agency data elements.
- Line 5 - Transport record subject identifier data elements.
- Line 6 - Transport record transport dates data elements.
- Line 7 - Transport record agency cooperation code data element.
- Line 8 - Transport record remarks data element.
- Line 9 - Transport record cancel reason code data element.

3.4 TQ QUERY PENDING TRANSPORT

The purpose of the TQ transaction is to obtain information from the CAPTIS data base on pending prisoner transports.

Inquiry data elements present in the TQ transaction entry are to be entered in the order listed in the following illustration.

Illustration: TQ Inquiry Data Elements

PREFIX	LENGTH	REQUIRED/OPTIONAL
TYP/	2	REQUIRED
SCN/	7	OPTIONAL
DRI/	9	REQUIRED
HRI/	9	REQUIRED
DAT/	6	REQUIRED
LDT/	6	REQUIRED

Information on pending prisoner transports is available by transport origin and destination within a specific time frame or "window". The transport origin and destination are entered in the TQ transaction entry as Demanding Agency ORI (DRI) and Holding Agency ORI (HRI) respectively. The time "window" in a TQ transaction entry is entered by use of the Date Available For Transport (DAT) and Last Date Transport Must Be Made (LDT) inquiry data elements as the start and end dates of the time "window".

The TQ response when multiple transport records satisfy the

transport origin, destination, and time "window" in the TQ transaction entry is normally presented in Last Date Transport Must Be Made (LDT) order. This response may be specified to be in System Control Number (SCN) order rather than Last Date Transport Must Be Made (LDT) order by use of the Optional TQ System Control Number (SCN) inquiry data element. Entry of the SCN inquiry data element as (SCN/AA00000.) specifies the multiple transport response to be in SCN order.

The Demanding Agency ORI (DRI) and Holding Agency ORI (HRI) in the TQ transaction entry may be viewed as in the following illustration.

Illustration: TQ ORI Format

character 1	REGION	STATE	STATE	STATE	STATE
character 2	unused	STATE	STATE	STATE	STATE
character 3	.	unused	SUBSTATE	COUNTY	COUNTY
character 4	.	.	unused	COUNTY	COUNTY
character 5	.	.	.	COUNTY	COUNTY
character 6	.	.	.	unused	LOCATION
character 7	LOCATION
character 8	LOCATION
character 9	unused	unused	unused	unused	LOCATION

See TABLES 4.2 (Region), 4.3 (State), 4.4 (Substate) for

complete lists of regions, states, and substates allowed in the TQ Transaction Demanding Agency ORI (DRI) and Holding Agency ORI (HRI) inquiry data elements.

Illustration 3.4.1, TQ Entry, is an example of a correct TQ transaction entry to obtain information from the CAPTIS data base on pending prisoner transports.

Illustration 3.4.2, TQ No Record Found Response, is an example of a TQ transaction entry response when no transport records satisfy the transport origin, destination, and time "window" in the TQ transaction entry.

Illustration 3.4.3, TQ Single Transport Response, is an example of a TQ transaction entry response when one transport record satisfies the transport origin, destination, and time "window" in the TQ transaction entry.

Illustration 3.4.4, TQ Multiple Transport Response, is an example of a TQ transaction entry response when more than one transport record satisfies the transport origin, destination, and time "window" in the TQ transaction entry. When more than one transport record satisfies the TQ transaction entry, a summary of the information from each of up to twenty transport records is presented in the TQ Multiple Transport Response.

Should more than fifteen transport records satisfy the TQ transaction entry a count of the total number of transport records that

satisfy the TQ transaction entry is returned on the CAPTIS transaction message line. When response to the TQ transaction entry was specified to be in SCN order a summary of the next group of transport records that satisfy the TQ transaction entry may be obtained by entry of the SCN of the last displayed transport record in a subsequent TQ transaction entry.

3.4.1 Illustration: TQ Entry

(INSERT HEADER FOR NLETS MESSAGE TO SH)

TYP/TQ.
SCN/AA00000.
DRI/FL.HRI/AZ.DAT/011578.LDT/042078.

Explanation:

- Line 1 - CAPTIS transaction type identifier.
- Line 2 - TQ transaction SCN data element specifying a multiple transport response to be in SCN order.
- Line 3 - TQ transaction pending transport origin, destination, and time "window" specifications.

3.4.2 Illustration: TQ No Record Found Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: NO TRANSPORT SATISFIES REQUEST
TYP/TQ.
SCN/AA00000.
DRI/FL.HRI/AZ.DAT/011578.LDT/042078.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier.
- Line 3 - TQ transaction SCN data element specifying a multiple transport response to be in SCN order.
- Line 4 - TQ transaction pending transport origin, destination, and time "window" specifications.

3.4.3 Illustration: TQ Single Transport Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: 1 TRANSPORT SATISFY REQUEST
TYP/TQ.SCN/AA12345.
DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLLINS.DTL/813-585-9911.
HRI/AZ0070000.HNM/MARICOPA SO.HCP/JOHN MITCHELL.HTL/602-262-3154.
SUB/JOHN DOE.SEX/M.HGT/601.WGT/184.SDC/W.
DAT/012478.LDT/033078.
COP/NG.
REM/SUBJECT NOT CONSIDERED DANGEROUS.
CAN/.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier and system control number.
- Line 3 - Transport record demanding agency data elements.
- Line 4 - Transport record holding agency data elements.
- Line 5 - Transport record subject identifier data elements.
- Line 6 - Transport record transport dates data elements.
- Line 7 - Transport record agency cooperation code data element.
- Line 8 - Transport record remarks data element.
- Line 9 - Transport record cancel reason code data element.

3.4.4 Illustration: TQ Multiple Transport Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: 2 TRANSPORT SATISFY REQUEST

SCN/AA12345.DRI/FL0520000.HRI/AZ0070000.DAT/012478.LDT/033078.SDC/W.

SCN/CC24186.DRI/FL0290000.HRI/AZ0070000.DAT/021578.LDT/040178.SDC/W.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - Transport record summary.
- Line 3 - Transport record summary.

3.5 XQ QUERY TRANSPORT

The purpose of the XQ transaction is to obtain from the CAPTIS data base a display of all information in a specific pending prisoner transport record.

Inquiry data elements present in the XQ transaction entry are to be entered in the order listed in the following illustration.

PREFIX	LENGTH	REQUIRED/OPTIONAL
TYP/	2	REQUIRED
SCN/	7	REQUIRED

Illustration 3.5.1, XQ Entry, is an example of a correct XQ transaction entry to obtain from the CAPTIS data base a display of all information in a specific pending prisoner transport record. The two illustrations 3.5.2, XQ No Record Found Response, and 3.5.3, XQ Record Found Response, show respectively an example of a XQ transaction entry response when the transport record requested to be displayed was not found within the CAPTIS data base and the response when the transport record to be displayed was found within the CAPTIS data base and displayed as requested.

3.5.1 Illustration: XQ Entry

(INSERT HEADER FOR NLETS MESSAGE TO SH)

TYP/XQ.SCN/AA12345.

Explanation:

Line 1 - CAPTIS transaction type identifier and system
control number of transport record to be displayed.

3.5.2 Illustration: XQ No Record Found Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: NO TRANSPORT FOUND
TYP/XQ.SCN/AA12345.

Explanation:

Line 1 - CAPTIS transaction message.
Line 2 - CAPTIS transaction type identifier and system
control number.

3.5.3 Illustration: XQ Record Found Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: TRANSPORT RECORD AS REQUESTED
TYP/XQ.SCN/AA12345.
DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLLINS.DTL/813-585-9911.
HRI/AZ0070000.HNM/MARICOPA SO.HCP/JOHN MITCHELL.HTL/602-262-3154.
SUB/JOHN DOE.SEX/M.HGT/601.WGT/184.SDC/W.
DAT/012478.LDT/033078.
COP/NG.
REM/SUBJECT NOT CONSIDERED DANGEROUS.
CAN/.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier and system control number.
- Line 3 - Transport record demanding agency data elements.
- Line 4 - Transport record holding agency data elements.
- Line 5 - Transport record subject identifier data elements.
- Line 6 - Transport record transport dates data elements.
- Line 7 - Transport record agency cooperation code data element.
- Line 8 - Transport record remarks data element.
- Line 9 - Transport record cancel reason code data element.

3.6 AM ADMINISTRATIVE MESSAGE

The purpose of an AM transaction is to send an administrative message to the CAPTIS project coordinator.

Inquiry data elements present in the AM transaction entry are to be entered in the order listed in the following illustration.

Illustration: AM Inquiry Data Elements

PREFIX	LENGTH	REQUIRED/OPTIONAL
TYP/	2	REQUIRED

Illustration 3.6.1, AM entry, is an example of a correct AM transaction entry to send a message to the CAPTIS project coordinator. An example of the acknowledgment response to a correct entry of a AM transaction entry is shown in Illustration 3.6.1, AM Acknowledge Response. The text of the message to be sent is currently limited to 950 characters.

3.6.1 Illustration: AM ENTRY

(INSERT HEADER FOR NLETS MESSAGE TO SH)

TYP/AM.

ATTN: CAPTIS PROJECT COORDINATOR

PLEASE CONTACT JIM COLLINS (813) 585-9911.

Explanation:

- Line 1 - CAPTIS transaction type identifier
- Line 2 - AM free form text
- Line 3 - AM free form text

3.6.2 Illustration: AM Acknowledge Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: ADMINISTRATIVE MESSAGE RECEIVED

TYP/AM.

Explanation:

- Line 1 - CAPTIS transaction message.
- Line 2 - CAPTIS transaction type identifier.

3.7 TRANSACTION ENTRY ERROR INDICATIONS

A transaction entry, when received by CAPTIS, is validated for correct syntax and correct inquiry data element content. An exception to this validation procedure is an administrative message to CAPTIS (TYP/AM.). The content of an administrative message is not validated.

CAPTIS replies to an error or errors in a transaction entry with a CAPTIS transaction entry error response. A CAPTIS transaction entry response attempts to identify the specific error(s) in the transaction entry.

Transaction entry errors are indicated in the transaction entry error response on a line by line basis. A line of entered text is returned to the user followed by either an error indication line or the next line of entered text.

Within an error indication line, three characters may occur. These are the characters plus (+), minus (-) and asterisk (*). The character plus (+) indicates a missing required data element. The corrective action is generally to provide the required data element when the transaction is reentered. The character minus (-) indicates a data element that is not to be provided. The corrective action is generally to remove the data element when the transaction is reentered. A character string of asterisks (*) indicates a data element format or content error. The corrective action is to change the data element as necessary to satisfy the transaction entry requirements when the transaction is reentered.

The method of notifying a CAPTIS user of an error or errors in a transaction entry and of identifying the particular error(s) in the transaction entry is shown in the following illustrations.

These illustrations show the CAPTIS transaction entry and transaction entry error response as entered and received at the user's terminal.

3.7.1 Illustration: EX, Enter Transport, Entry

(INSERT HEADER FOR NLETS MESSAGE TO SH)

```
TYP/EX.  
DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLLINS.DTL/813585-9911.  
HRI/AZ0070000.HNM/MARICOPA SO.HTL/602-262-3154.  
SUB/JOHN DOE.SEX/M.HGT/601.WGT/180.WGT/184.SDC/W.  
DAT/012478.LDT/033078.  
COP/NG.  
REM/SUBJECT NOT CONSIDERED DANGEROUS .
```

Explanation:

- Line 1 - CAPTIS transaction type identifier.
- Line 2 - EX demanding agency data elements.
- Line 3 - EX holding agency data elements.
- Line 4 - EX subject identifier data elements.
- Line 5 - EX transport dates data elements.
- Line 6 - EX agency cooperation code data element.
- Line 7 - EX remarks.

3.7.2 Illustration: EX, Enter Transport, Error Response

(YOUR STATE HEADER WILL GO HERE)

CAPTIS: TRANSACTION REJECTED

TYP/EX.

DRI/FL0520000.DNM/PINELLAS SO.DCP/JIM COLLINS.DTL/813585-9911.

HRI/AZ0070000.HNM/MARICOPA SO.HTL/602-262-3154.

+

SUB/JOHN DOE.SEX/M.HGT/601.WGT/180.WGT/184.SDC/W.

DAT/012478.LDT/033078.

COP/NG.

REM/SUBJECT NOT CONSIDERED DANGEROUS .

Explanation:

- Line 1 - EX demanding agency data elements.
- Line 2 - ERROR: DTL, demanding agency telephone no, format error. The dash following the telephone number area code was not entered.
- Line 3 - EX holding agency data elements.
- Line 4 - ERROR: HCP, holding agency contact person, required data element not entered.
- Line 5 - EX subject identifier data elements.
- Line 6 - ERROR: WGT, subject weight, multiple entry.
- Line 7 - EX transport dates data elements.
- Line 8 - EX agency cooperation code data element.
- Line 9 - EX remarks.

4.0 TABLES

This chapter contains the various transaction tables and geographical identifiers that are used in CAPTIS. It is important to note that geographical identifiers will change from time to time as the system usage grows.

4.1 TRANSACTION TYPE IDENTIFIERS

EX ENTER TRANSPORT
MX MODIFY TRANSPORT
CX CANCEL TRANSPORT
TQ QUERY PENDING TRANSPORT
XQ QUERY TRANSPORT
AM ADMINISTRATIVE MESSAGE

4.2 REGIONS

There are currently eight regions utilized by CAPTIS corresponding to the eight NLETS regions. Other regions will be developed as usage indicates. The following is a list of regions and the states included in each:

REGION A	REGION B	REGION C
Connecticut	Delaware	District of Columbia
Maine	New Jersey	Maryland
Massachusetts	Pennsylvania	North Carolina
New Hampshire		Ohio
New York		South Carolina
Rhode Island		Virginia
Vermont		West Virginia
REGION D	REGION E	REGION F
Alabama	Illinois	Iowa
Arkansas	Indiana	Minnesota
Florida	Kentucky	Montana
Georgia	Michigan	Nebraska
Louisiana	Missouri	North Dakota
Mississippi	Wisconsin	South Dakota
Tennessee		Wyoming

REGION G	REGION H
Colorado	Alaska
Kansas	Arizona
New Mexico	California
Oklahoma	Hawaii
Texas	Idaho
Utah	Nevada
	Oregon
	Washington

4.3 STATES

The state geographical code used by CAPTIS is the two state letter abbreviation code used as follows:

STATE	STATE CODE
Alaska	AK
Alabama	AL
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA

Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NB
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

4.4 SUBSTATES

There are currently two states in the CAPTIS system that have been divided into substates. They are:

CALIFORNIA

SOUTH (CAS)

Kern	CA015
Los Angeles	CA019
Orange	CA030
San Luis Obispo	CA040
Santa Barbara	CA042
Ventura	CA056

EAST (CAE)

Imperial	CA013
Inyo	CA014
Mono	CA026
Riverside	CA033
San Bernardino	CA036
San Diego	CA037

NORTH (CAN)

Butte	CA004
Colusa	CA006
Glenn	CA011
Lassen	CA018
Modoc	CA025
Plumas	CA032
Shasta	CA045
Sierra	CA046
Siskiyou	CA047
Sutter	CA051
Tehama	CA052
Trinity	CA053
Yuba	CA058

WEST (CAW)

Alameda	CA001
Contra Costa	CA007
Del Norte	CA008
Humboldt	CA012
Lake	CA017
Marin	CA021
Mendocino	CA023
Monterey	CA027
Napa	CA028
San Benito	CA035
San Francisco	CA038
San Mateo	CA041
Santa Clara	CA043
Santa Cruz	CA044
Solano	CA048
Sonoma	CA049

CENTRAL (CAC)

Fresno	CA010
Kings	CA016
Madera	CA020
Mariposa	CA022

Alpine	CA002
Amador	CA003
Calaveras	CA005
Eldorado	CA009

CENTRAL (CAC) (CON'T.)

Merced	CA024	Nevada	CA029
Tulare	CA054	Placer	CA031
Sacramento	CA034	San Joaquin	CA039
Stanislaus	CA050	Tuolumne	CA055
Yolo	CA057		

FLORIDA

FLN - Northern Florida consists of these counties:

Escambia	FL017
Santa Rosa	FL057
Jackson	FL032
Jefferson	FL033
Baker	FL002
Columbia	FL012
Nassau	FL045
Duval	FL016

FLC - Central Florida consists of these counties:

Hillsborough	FL029
Pinellas	FL052
Polk	FL053
Osceola	FL049
Pasco	FL051
Brevard	FL005
Hernando	FL027
Sumter	FL060
Orange	FL048

FLS - Southern Florida consists of these counties:

Palm Beach	FL050
Glades	FL022
Dade	FL013
Collier	FL011
Hendry	FL026
Monroe	FL044
Lee	FL036
Charlotte	FL008
Broward	FL006

4.5 SUBJECT DANGER CODES

The following codes are assigned to indicate the relative risk of transporting a particular prisoner:

- A - Subject not considered dangerous
- W - Witness
- J - Juvenile
- F - Fugitive
- D - Fugitive (High Risk)
- P - Prisoner currently incarcerated
- O - Other

4.6 AGENCY COOPERATION CODES

The following codes have been assigned to indicate the usual procedure that a demanding agency will adhere to in this cooperative transport:

- XS - Exchange of Services basis only
- TO - Reimburse for escort transportation costs only
- TS - Reimburse for transportation and salary
- NG - Negotiable

4.7 CANCEL REASON CODES

The following codes indicate the reason for which the CAPTIS record was cancelled.

- C - Cancelled. No cooperative transport arranged
- S - Cooperative transport arrangements were made
- P - Automatic purge by the system

PART II RECOMMENDED PROCEDURES

Part one of this manual described the detailed formats that are required to exchange information with the CAPTIS data base. This part will address the overall procedures to follow in utilizing the information that is available to you.

For example, you have just been notified by a Law Enforcement Agency in another State that they have arrested one of your fugitives as the result of an NCIC hit. After confirming extradition with your District Attorney or Prosecutor, it is now your responsibility to return the fugitive for trial. The arresting agency (referred to as the "Holding" agency since they have actual custody of the prisoner) has informed you that the fugitive has waived formal extradition or extradition proceedings have been completed and the fugitive is ready to be returned to your jurisdiction (your agency is considered to be the "Demanding" agency). In most cases you will now have a few days in which to select your escorting agent(s) and make the necessary transportation arrangements.

The first step in using CAPTIS is to enter a data record into the CAPTIS index describing the transport to be undertaken. This information will include some basic information about the fugitive, where he is being held, where he is to be transported, the earliest date the fugitive will be available and the last date on which he must

be moved. See paragraph 3.1 in Part I for details of the EX. transaction. Once this information is entered into the CAPTIS index, it is available nationwide for any other CAPTIS user making an inquiry.

The next step for you to make is an inquiry into CAPTIS to determine if there are any other agencies that have pending transports between the general area of your department and the general area of the one that is holding your fugitive. This is accomplished by using the TQ. transaction as described in paragraph 3.4 of Part I. The TQ. transaction is very powerful in that careful selection of its parameters can produce the response(s) you are looking for (only of course, if the appropriate transport records have been entered by other cooperating agencies)! The three important parameters of the TQ. are the two geographical areas that you are interested in and the time span in which you expect to be traveling (or in which you would like to have your prisoner returned). The two geographical areas are represented by the fields DRI and HRI. Although they stand for Demanding and Holding agency ORI's, in the TQ. transaction it doesn't matter which goes where, for in the TQ. transaction the DRI and HRI fields can each represent any one of five different types of geographical areas. These five types are: a Region (a single alphabetic character); a State (the two-letter State identifier); a Sub-state (a three character sub-state identifier); a County (the first five characters of a County ORI); or a specific agency (the full nine character ORI). Tables defining the Regions, States and Sub-states are found in paragraph 4 of Part I. Note that the type of geographical area in the DRI and HRI

fields are independent of each other. That is, you could input a Region in the DRI and a County in the HRI; or a Region in both; or a State in one and a Region in the other. Generally most TQ's will be made using Regions and States; these broader categories are those most likely to identify the majority of cooperative transports.

The third parameter in the TQ. transaction is the time span as identified by the DAT and LDT fields. The time span should be selected to correspond with the approximate dates your prisoner will be returned with a few days overlap on either side.

The TQ. transaction will produce one of three possible responses: no transport found; 1 transport found; or multiple transports found. You should get at least 1 transport found, the one that you just entered! If there is only one transport found, the reply will list the complete details of the transport record. If there is more than one transport that meets the criteria that you specified in the TQ, you will get back a summary list of all of those transports. Look at the list. It will contain the SCN, DRI, HRI, DAT, LDT, and SDC of all of the transports that met the criteria of the TQ. If by looking at the list you identify a possible cooperative transport, make an XQ. transaction inquiry using the SCN of the transport you wish to examine more fully. If you don't see one that fits, you might try to enlarge your geographical area or lengthen your time span.

The TQ. transaction will return a maximum of fifteen summary lines. If there are more transports that meet the TQ. inquiry criteria

and you want to look at them all, you have two alternatives: the first is to shorten the time span and/or make the geographical areas smaller; the second is to use the SCN option of the TQ. transaction. Normally multiple responses are returned in DAT order. You can make them return in SCN order by including the SCN field in the TQ. inquiry. So make the same TQ. inquiry again with the SCN field set to AA00000. The summary responses will be returned in SCN order. To view the next fifteen (or less) transports, input the same TQ. inquiry again with the SCN field set to the last SCN that was printed in the summary list. You can repeat this procedure as many times as necessary to complete the search. With a little practice you will be able to quickly locate a transport between any two locations in any time span.

By using TQ. and XQ. transactions you have now located one or two (or more) potential cooperative transports. Your next step is to contact that other agency to see if you can arrange a cooperative transport. Remember, CAPTIS will help you find them but you have to make the necessary arrangements. So call or teletype the DCP (Demanding agency Contact Person) and make those arrangements. They should be confirmed by a teletype message from the demanding agency(ies) appointing the escort agency as their duly authorized agent and referencing the CAPTIS Standard Agreement. The CAPTIS Standard Agreement is found in Appendix A of this document and sets forth the basic conditions for a cooperative transport. The agencies involved in the transport may reach an agreement by whatever means are mutually acceptable. Use of the CAPTIS Standard Agreement is not mandatory, it is merely intended as a set of guidelines to assist all

agencies involved.

Now that your cooperative transport is set up, what's the next step? Cancel your entry! Use the CX. transaction to delete your transport record(s) from the system whenever they can no longer be considered. This will keep the CAPTIS file current and you won't be getting calls and messages about transports that have already been made.

Should any of the information change on any transport record that you have on file in CAPTIS, use the MX transaction to modify the particular field(s) that have to be changed. The only restriction is that if you change either DAT or LDT, you must change both of these date fields.

If at any time you have questions about the operation of CAPTIS, you may use the AM. transaction to send them to CAPTIS control. They will be answered as soon as reasonably possible. Comments or suggestions concerning operation of the system are always welcome.

APPENDIX A

STANDARD INTER-AGENCY AGREEMENT

COMPUTER ASSISTED PRISONER TRANSPORTATION INDEX SERVICE

1. Purpose

The purpose of this agreement is to effect cooperative transport of prisoners between demanding and holding criminal justice agencies.

2. Definitions

The following are definitions of terms used throughout this document:

- 1) Demanding Agency -- An agency that seeks the return of a prisoner on any lawful basis.
- 2) Transporting Agency -- The agency providing the escort services.
- 3) Holding Agency -- The agency currently having in custody a prisoner to be transported.
- 4) Cooperative Transport -- A prisoner (or prisoners) escorted and in control of any

agency other than the demanding agency.

5) Prisoner -- Includes the following:

prisoners to be transported between penal institutions, prisoners as witnesses, fugitives accused of felonies, parole and probation violators, witnesses in criminal proceedings, non-supporting spouses, persons of unsound mind, and any other persons in custody requiring transport to another or a demanding jurisdiction.

3. Services To Be Performed

The cooperative transport will be performed by the transporting agency which assumes responsibility for the transport of (a) prisoner(s) from the holding agency to the demanding agency. The transporting agency is responsible for maintaining custody of the prisoner, superintending his conduct, safeguarding the general public, and taking appropriate measures to prevent the prisoner's escape. Any variations to this standard procedure are detailed in Section 8 of this agreement.

4. Liability

For each cooperative transport the transporting agency agrees to assume liability for the actions of its agent(s) in the event of property damage and/or personal injury occurring as the result of the intentional misconduct or negligence of the escort agent(s).

This assumption of liability extends to all actions by the transport agent(s) acting within the scope of their employment, and to all tort liabilities proximately caused by the accomplishment of the cooperative transport, as determined by a court of competent jurisdiction.

The transporting agency alternatively agrees to assume liability for the above mentioned actions of its agent(s) in the event of settlement of a claim for property damage and/or personal injury, as mutually agreed upon by the criminal justice agencies privy to this agreement.

5. Financial Arrangements

The demanding agency agrees to compensate the transporting agency for services performed in the cooperative transport of the prisoner(s) transported under this agreement. Further, as a condition precedent, the demanding agency agrees to pre-pay the transportation costs for the

prisoner demanded by it by having either the funds advanced or a pre-paid ticket available to the transporting agency at the origin of travel of the prisoner to transport. In the event that the transport requires more than one escorting agent, the demanding agency requiring the additional agent(s) will be responsible for payment of expenses incurred by the additional agent(s) as detailed in Section 8 of this agreement.

6. Prisoners To Be Transported

The services to be performed by the transporting agency are the transport

of: _____ from _____ to _____

And the transport

of: _____ from _____ to _____

7. Recission

At any time, prior to transport, this agreement may be rescinded by either of the cooperating agencies. Such recission to be effective upon receipt of notice by the other cooperating agency, in a manner mutually agreed upon in Section 8.

8. Amendments/Conditions

The following conditions are mutually agreed upon by the transporting and demanding agencies and made a part of this agreement:

(COOPERATING AGENCIES MAY INSERT ANY CONDITIONS THAT ALTER THE STANDARD CONDITIONS OF THIS AGREEMENT, FURTHER DETAIL EXISTING CONDITIONS SUCH AS COMPENSATION, OR ADD ADDITIONAL CONDITIONS.)

9.

The transporting and demanding agencies agree to the provisions of this agreement, and to fully perform their responsibilities as provided herein. The mode of offer and the mode of acceptance of this agreement shall be by teletype.

Agency Name

Agency Name

Transporting Agency

Demanding Agency

Authority

Authority

END