# ALABAMA JUSTICE INFORMATION COMMISSION ADMINISTRATIVE CODE

## CHAPTER 265-X-11 WANTED PERSONS, STOLEN VEHICLES AND STOLEN PROPERTY REPORTING REQUIREMENTS

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### 265-X-11-.01 Purpose.

1. The purpose of this rule is to establish uniform reporting requirements for the timely and accurate reporting by criminal justice agencies regarding wanted persons, stolen vehicles, and stolen property, in accordance with AL Code § 41-9-627 and § 41-9-633.

2. This rule ensures timely entry into state and national databases via the National Crime Information Center (NCIC) System, thereby supporting law enforcement operations and enhancing public safety through complete and up-to-date records.
**Author:** Maury Mitchell
**Statutory Authority:** Code of Ala., §41-9-620.
**History: New Rule:** Published November 26, 2025; effective January 10, 2026.

### 265-X-11-.02 Definitions.

1. ALEA. The Alabama Law Enforcement Agency, responsible for oversight under this rule.

2. NCIC. The National Crime Information Center, a computerized database of criminal justice information operated by the FBI.

3. Criminal Justice Agencies. State, county, tribal, and municipal public agencies within Alabama that perform substantial activities or planning for activities relating to the identification, apprehension, prosecution, adjudication, or rehabilitation of civil, traffic, and criminal offenders.

4. Stolen Vehicle. Any motor-driven conveyance, except a boat.

5. Boat. Any type of marine vessel.

6. Identifiable Stolen Property. This includes, but is not limited to, items with known serial numbers, license plate numbers, owner-applied numbers, or any traceable identifiers that can be used to verify the specific item reported as stolen.

7. Entry. To place a new record in the NCIC file or to append supplemental records to those already on file.

8. Clear. To indicate apprehension of a wanted person or recovery of property on file in the NCIC System.

9. Cancel. Used when the entering agency determines a record is invalid.

10. Validation. The confirmation that a record is complete, accurate, and still outstanding or active.
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**265-X-11-.03 Wanted Person Entry Requirements.**

1. The criminal justice agency with NCIC access and holder-of-record responsibility must ensure that all wanted persons are entered into the National Crime Information Center (NCIC) System no later than 12 hours after the determination is made that the individual is wanted. If the originating agency does not have NCIC access, it must coordinate with its designated terminal agency to ensure timely entry under the terms of their holder-of-record agreement after:

   a. A warrant is issued for an individual's arrest, and

   b. The decision regarding extradition has been made.

2. NCIC entries must comply with the NCIC "Criteria of Entry" specified in the *NCIC Operating Manual, Wanted Person File*, and relevant case law, including Johnson *v. State*, CR-94-1647 (Ala. Crim. App.).

3. If a warrant becomes invalid, the agency must immediately cancel the NCIC entry in accordance with the *NCIC Operating Manual, Wanted Person File*. If the warrant is later served or

withdrawn, the agency must immediately clear the entry.

4. Agencies must adhere to the validation schedule and confirm that warrants remain active by verifying with court personnel, in accordance with the *NCIC Operating Manual, Introduction File*.

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**265-X-11-.04 Stolen Vehicle Entry Requirements.**

1. Agencies must report all stolen vehicles to ALEA by entry into NCIC as soon as practicable, but no later than 12 hours after receiving a report the vehicle is stolen.

2. A valid Incident/Offense Report must be completed prior to entry into NCIC. Vehicle entries must meet the Criteria for set forth in the *NCIC Operating Manual, Vehicle File*.

3. If a stolen vehicle is no longer valid, the agency must immediately cancel the NCIC record. If the vehicle is later recovered, the record must be cleared immediately.

4. Agencies must adhere to the NCIC validation schedule and confirm stolen vehicle records are active with the complainant in accordance with the *NCIC Operating Manual, Introduction File.*

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**265-X-11-.05 Stolen Boat Entry Requirements.**

1. Agencies must report all stolen boats to ALEA by entry into NCIC as soon as practicable, but no later than 12 hours after receiving a report the boat is stolen.

2. A valid Incident/Offense Report must be completed prior to entry into NCIC. Vehicle entries must meet the Criteria for

set forth in the *NCIC Operating Manual, Boat File*.

3. If a stolen boat is no longer valid, the agency must immediately cancel the NCIC record. If the boat is later recovered, the record must be cleared immediately.

4. Agencies must adhere to the NCIC validation schedule and confirm stolen boat records are active with the complainant in accordance with the *NCIC Operating Manual, Introduction File.*

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**265-X-11-.06 Stolen Property Entry Requirements.**

1. Agencies must report all identifiable stolen property to ALEA by entry into NCIC as soon as practicable, but no later than 12 hours after receiving a report the property has been stolen.

2. A valid Incident/Offense report must be completed prior to NCIC entry. Stolen property must meet the Criteria for Entry for the appropriate property type as described in each relevant File of the *NCIC Operating Manual*.

3. If stolen property is no longer valid, the agency must immediately cancel the record in NCIC in accordance with *NCIC Operating Manual, Introduction File*. If the stolen property is recovered, the record must be cleared immediately.

4. Agencies must adhere to the NCIC validation schedule and confirm stolen property records are active with the complainant in accordance with the *NCIC Operating Manual, Introduction File*.

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