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17.0 STATE DATA BASE (SDB)

17.1 WEAPONS RESTRICTION ORDER FILE

17.1.1 FILE INTRODUCTION

The Maine Weapons Restriction Order File is part of the METRO system, the Criminal History System, the National Instant Background Check System, and the Maine Court system. Established in 2019 by Maine Statute Title 34-B section 3862-A, this is an “Act to Enhance Personal and Public Safety by Requiring Evaluations of and Judicial Hearings for Persons in Protective Custody Regarding Risk of Harm and Restricting Access to Dangerous Weapons”. This system involves law enforcement, medical professionals, Maine Justices, the Maine courts, District Attorneys, and the National Instant Criminal Background Check System (NICS). This statute allows for the removal of weapons from the possession of those deemed to be at high risk for harming themselves or others, once several conditions are met.

17.1.2 Types of Orders

The “Blue paper” is a 72-hour involuntary psychiatric hold.

The “Maine Weapons Restriction Order” is specific to the possession of dangerous weapons.

17.1.3 The Process

There are two means through which the process can be started:

- (1) An officer may take a person into protective custody, or
- (2) the court may order an individualized treatment plan.

The process cannot be initiated by a private citizen.

A law enforcement officer may begin the process by taking a person into protective custody after investigating and establishing probable cause. The officer will provide a printed form to the medical practitioner containing the information that led to the protective custody; this may contain criminal history, and/or recent or recurring behaviors that establish probable cause.

Once the protective custody party is delivered to medical personnel for evaluation, the medical practitioner must determine whether the person meets the statutory standard and presents a likelihood of foreseeable harm to themselves or others. The Medical Practitioner has the option of utilizing the traditional “Blue Paper” for involuntary committal, or classifying the person as a “Restricted Person” which only affects the individual’s right to dangerous weapons. The Weapons Restriction Order, does not involuntarily detain the individual, but only restricts the person from possessing or legally purchasing firearms or other dangerous weapons. The Weapons Restriction Form must be completed and receive judicial endorsement in the same manner as a Blue Paper; this order may be in conjunction with the Blue Paper.

The Medical Practitioner must notify the Investigating Agency in writing using the Restricted Order Form, classifying the individual a Restricted Person. Upon completion of the Weapons Restriction Order Form the officer will take the form to be signed by a judicial official. The Judicial Officer will review the assessment and the evidence of probable cause and decide to endorse, or to not endorse. The Judicial Officer will notify the Investigating Agency of their decision and provide the signed form. If the Judicial officer declines to endorse, the individual will not be classified as a Restricted Person.

17.1.4 Law Enforcement's Responsibility:

The officer must immediately forward a copy of the form(s) to the appropriate District Attorney's office and to their METRO Full Access Entering agency. In exigent circumstances, if the officer cannot forward the paperwork immediately, notification with the information may be given to their agency via telephone with the paperwork to follow as soon as possible.

The METRO Entering agency will expeditiously enter the person into the State Database Weapons Restriction Order File; this will in turn cause the record to be entered into the Maine State Bureau of Identification database. Subsequent to that, the record will be automatically be entered into the Federal National Instant Criminal Background Check System (NICS) database.

The record will not be available through a query to the Maine Criminal History System.

If the order is initiated by the Court, the Court will send the documentation to the DPS Bangor RCC for entry.

17.1.5 Service of The Order:

The officer must immediately serve, or cause the service of, the completed Weapons Restriction Order Form upon the individual and take possession of any firearms or dangerous weapons the subject possesses or controls. This process may involve other agencies to secure weapons in other jurisdictions. The service of the order also triggers the requirement for the District Attorney to notify the Courts to hold hearings within specific timeframes.

In the event the person has left custody and cannot be located immediately, the unserved order must still be entered into the Maine Weapons Restriction Order File by the agency (or their respective METRO entering agency). It must be forwarded to the District Attorney's office, with an updated copy sent immediately after service.

The seizure of weapons may be delayed or require coordination with other law enforcement agencies. It is the responsibility of the police agency to coordinate with any other law enforcement agencies for the seizure of weapons in other jurisdictions.

The Weapons Restriction Order record must be modified by the original entering agency to add the seizure of weapon information. If this is court initiated the Bangor RCC must be notified.

17.1.6 Petition and Hearing

The service of the order to the person requires the District Attorney to file a petition within 5 calendar days with the court. The court must hold a hearing within 14 calendar days of the service to determine whether to dissolve or extend the initial restriction.

The District Attorney must provide the restricted person with a written notice of the petition and hearing at least 7 calendar days prior to the court hearing. At any time in the process, any changes to the Name, DOB, or identifying information must be modified in the State Database, and relayed to the District Attorney by the *Investigating Agency*. The District Attorney will be responsible for the notification to the court. Any changes to the record by the District Attorney will be done by the agency that entered the record, or their respective Full Access Agency.

The courts will send all changes to the Bangor RCC.

In the event the order is deemed to be invalid prior to the courts taking action, it will be the responsibility of the entering agency to delete the record.

Documentation will be provided from the court to the DPS Bangor RCC to update the Weapons Restriction Order File if the order is *extended* or *dissolved*. The DPS Bangor RCC will be responsible for the update or removal of the record.

17.1.7 Responsibility / Quality control of records:

The accuracy, completeness and timeliness of the record indexed in the Weapons Restriction Order File is the responsibility of the causing agency to obtain current and valid demographics of the person (complete name, DOB, Height, Weight, Hair Color, Eye Color, etc.) based on the information provided to them by the law enforcement agency, the District Attorney, and/or the courts.

All notifications from the District Attorney to modify or cancel the record will be sent to the Entering Agency responsible for the record for the changes or cancellation.

There are 3 Actions under Prosecutor Action. They may choose “ADD” which indicates they will proceed. NON-COMPLAINT or DECLINE will remove the record.

The record must be queried first, and the “MRPF” selected to prefill the form.

If the court issues an extension or termination of the order, the court will email an abstract to the DPS Bangor RCC, the RCC will update/cancel the record which in turn updates NICS.

All modifications or cancellations from the courts will be sent to the Bangor RCC.

17.1.8 Retention Period:

The service of the order to the person requires the prosecutor (the District Attorney) to file a petition within 5 calendar days with the court. The court must hold a hearing within 14 calendar days of the service to determine whether to dissolve or extend the initial restriction.

The court may issue a permanent order for a period of up to three hundred and sixty-five (365) calendar days. The restricted person is permitted one (1) hearing during this time frame. The order will automatically expire at 365 days unless action is taken to renew the order.

The expiration will automatically remove the record from the METRO, Criminal History, and NICS systems.

An action of non-complaint or decline will remove the record from METRO and NICS.

17.2 ENTRY / MAINE WEAPONS RESTRICTION ORDER FILE**17.2.1 MESSAGE FIELD CODES AND EDITS**

FIELD CODES	DESCRIPTION:	CODE EDITS
MKE	ERPF	Enter Restricted Person File
ORI	Originating Agency Record ID	9 digit ORI for causing Agency
NAM	NAME	Last, First Middle Must be between 2 and 30 characters. Comma must follow last name, no more than one space after comma. An apostrophe is not permitted. Persons with single name, the one name will be entered as the first and the last name. The letter "X" or "XX" are not permitted as a first or last name.
DOB	DATE OF BIRTH	8 Numeric Characters YYYYMMDD
POB	PLACE OF BIRTH	2 letter state code
SEX	SEX	F, M, U Must be one character
RAC	RACE	NCIC CODES A, B, I, W, or U
HGT	HEIGHT	400-711 Unknown enter 000
WGT	WEIGHT	000-499 pounds
HAI	HAIR COLOR	NCIC 3 letter Code
EYE	EYE COLOR	NCIC 3 letter Code
AKA	ALIAS NAME	1-30 Alphanumeric/ special characters
ADOB	ALIAS DATE OF BIRTH	8 Numeric characters YYYYMMDD
SMT	SCAR, MARK & TATTO	NCIC Code
OLN	OWNER LICENSE NUMBER	1-20 Alphanumeric
OLS	OWNER LICENSE STATE	2 letter state code
OLY	OWNER LICENSE YEAR	4 digit year of expiration
SOC	SOCIAL SECURITY NUMBER	9 Numeric
FBI	FBI Number	7 Alphanumeric
SNU	STREET NUMBER	1-7 Alphanumeric/ special characters
SNA	STREET NAME	1-25 Alphanumeric/special characters
ALN	APARTMENT, UNIT, OR SUITE	1-20 Alphanumeric/special characters
ALN2	APARTMENT NUMBER	1-10 Alphanumeric
CTY	CITY	1-20 Alphabetic
STA	STATE	2 Letter State Code
COU	COUNTY	1-20 Alphabetic
ZIP	ZIPCODE	5 Numeric
RST	RESIDENCE STATE	1-2 Alphabetic
LCA	LAW ENFORCEMENT CASE NUMBER	1-30 Alphanumeric
SOD	SIGNED ORDER DATE	Must be 8 Numeric Characters YYYYMMDD
ISD	IN SERVICE (SERVED) DATE	Must be 8 Numeric Characters YYYYMMDD
COD	COURT ORDERED DATE	Must be 8 Numeric Characters YYYYMMDD
EXP	EXPIRATION DATE	Must be 8 Numeric Characters YYYYMMDD
CTI	COURT ORI	Must be a 9 digit alphanumeric Court ORI
CTL	COURT LOCATION	1-30 Alphabetic/special characters

FIELD CODES	DESCRIPTION:	CODE EDITS
CCN	CLERK'S NAME	1-30 Alphabetic/special characters
CCT	COURT COUNTY	1-20 Alphabetic
DKC	DOCKET NUMBER	1-16 Alphanumeric/special characters
OFF	OFFICER'S NAME	Last, First Middle
AHWO1	AGENCY ORI HOLDING WEAPON	9 Alphanumeric/special characters
AHWT1	AGENCY HOLDING WEAPON TYP	1 Alphanumeric B – Blunt, E – Edged, F-Firearm
AHWS1	AGENCY HOLDING WEAPON STATUS	N – None Found P – Pending S – Weapon Seized
MIS	MISCELLANEOUS	1-4000 Alphanumeric/special characters
AKA	ALIAS NAME	Last, First Middle (see NAM for more info)
ADOB	ALAIS DOB	8 Numeric Characters YYYYMMDD

EXAMPLE:**ERPF..****NAM/TESTER,TULLY.****DOB/19860326.****SEX/M.****RAC/W.****SNU/3.****SNA/MAIN ST.****CTY/GARDINER.****STA/ME.****COU/KENNEBEC.****ZIP/04345.****RST/ME.****LCA/21GAR867OF.****SOD/20210402.****ISD/20210402**

17.3 MODIFICATION MAINE WEAPONS RESTRICTION ORDER FILE

The Modification transaction will add, change, or delete information from the base record.

This transaction will completely overwrite the *entire* file, therefore *all fields from the existing record must be accounted for, whether or not the information is changing.*

A query must be sent prior to any modification to obtain the MRPF hyperlink (in blue).

The MRPF link will be displayed in the header section of the screen (see below).

By clicking on this link, the form will open with all previously populated fields completed. If additional information requires a second modify, a new query *must* be sent to pre-fill all the fields. Any agency may modify a record to add “Agency Holding Weapons” information.

All notifications from the District Attorney to modify the record will be sent to the Entering Agency responsible for the record for the changes or cancellation.

Under the Prosecutor section there are 3 fields: the District Attorney’s ORI , the authorized Prosecutor Action, and the date.

The District Attorney may choose to ADD information, find it a NON-COMPLAINT, or DECLINE the order.

A NON-COMPLAINT or DECLINE will remove the record.

The record must be queried first, and the “MRPF” selected to prefill the form.

If the court issues an extension or the order, the court will email an abstract to the DPS Bangor RCC, the RCC will update/cancel the record which in turn updates NICS.

A field, or fields, may then be added, changed, or deleted from the record.

Received Time:	12:24:26 03-29-21	Source ORI:
Summary:	FREE: QRPF..NAM/TESTERMAN, TERRANCE.DOB/19790624	
<input type="checkbox"/> View Message Details		
MRPF		
<p>NAM: TESTERMAN, TERRANCE DOB: 19790624 SEX: M RAC: W HGT: 600 WGT: 228 HAI: BRO EYE: BRO SOC: 004040004 FBI: FBTEST21 MIU:</p> <p>ADDRESS: SNAL: 132 MAIN ST CTY: GARDINER STA: ME ZIP: 04345 COU: KENNEBEC</p> <p>BIRTH STATE: ME RESIDENCE STATE: ME</p>		

17.3.1 MESSAGE FIELD CODES AND EDITS

FIELD CODES	DESCRIPTION:	CODE EDITS
MKE	MRPF	Modify Restricted Person File
ORI	ORIGINATING AGENCY RECORD ID	9 digit ORI
ARI	RECORD IDENTIFIER	20 AlphaNumeric number generated by the RPF system
NAM	NAME	Last, First Middle Must be between 2 and 30 characters. Comma must follow last name, no more than one space after comma. An apostrophe is not permitted. Persons with single name, the one name will be entered as the first and the last name. The letter "X" or "XX" are not permitted as a first or last name.
All fields containing information in the record must be accounted for.		

17.4 CANCELLATION / MAINE WEAPONS RESTRICTION ORDER FILE

The order may be cancelled by the entering agency in the event there is an error. If the order is to be cancelled per the District Attorney (Prosecutor) the record must be modified.

When the District Attorney **declines** the order or finds it a **Non-Complaint**, the record must be ***modified, not cancelled.***

The Prosecutor Information must be completed using the ORI, Prosecutor Action and Action Date. The Prosecutor Action must be either DECLINED or NON-COMPLAINT to remove the record appropriately.

A query must be sent prior to any modification to obtain the MRPF hyperlink (in blue). The MRPF link will be displayed in the header section of the screen (see below).

The Bangor RCC will cancel all records *on behalf of the courts.*

FIELD	CODE	EDITS
Message Key	MKE	Must be the valid message key, XRPF.
Originating Agency Identifier Name	ORI	Defaulted to DPS Bangor RCC
	NAM	Maximum of 30 characters. The name must match the name in the record. An apostrophe is not permitted.
Automatic Record Identifier	ARI	Unique automated Record Identifier
State Control Number	SCN	5-digit numeric number unique to the record.

17.4.1 CANCELLATION - MAINE WEAPONS RESTRICTION RECORD FORMAT:

FIELD CODES	DESCRIPTION:	CODE EDITS
MKE	XRPF	Cancel Restricted Person File
ORI	ORIGINATING AGENCY RECORD ID	DPS Bangor RCC
ARI	RECORD IDENTIFIER	20 AlphaNumeric number generated by the RPF system
DR	DELETE REASON	150 AlphaNumeric

17.5 QUERY/MAINE WEAPONS RESTRICTION ORDER FILE (QWM)

A QUERY into the MAINE WEAPONS RESTRICTION ORDER FILE determines if the person is restricted from owning or possessing a dangerous weapon.

17.5.1 REQUIREMENTS OF QUERY

A QUERY of the MAINE WEAPONS RESTRICTION FILE may be made by Name and DOB, in that order, or by the Agency Record Identifier (ARI). The record cannot be searched by the City. The message key “**QWM**” may be utilized for the Restricted Person’s File. A “**QWM**” and a “**DQ**” will check the Maine State Database (MAINE E-WARRANT FILE, MAINE TEMPORARY WANTED PERSON FILE, SILENT HIT FILE, PROTECTION ORDER FILE and the CONDITIONS OF RELEASE FILE, and the WEAPONS RESTRICTION ORDER FILE.)

A “**QW**” will check the NCIC people’s files as well as the Maine State Database Base Files.

FIELD CODES	DESCRIPTION:	REQUIRED/ OPTIONAL/ CONDITIONAL	CODE EDITS
MKE	QWM	REQUIRED	Query Wanted Maine
ORI	ORIGINATING AGENCY RECORD ID	REQUIRED	9 digit ORI
ARI	RECORD IDENTIFIER	REQUIRED	20 AlphaNumeric number generated by the RPF system
NAM	NAME	REQUIRED	Last, First Middle Must be between 2 and 30 characters. Comma must follow last name, no more than one space after comma. An apostrophe is not permitted. Persons with single name, the one name will be entered as the first and the last name. The letter “X” or “XX” are not permitted as a first or last name.
DOB	DATE OF BIRTH	REQUIRED	8 Numeric Characters YYYYMMDD

QWM.MEMSP0000.NAM/DOE,JOHN.DOB/19671004**17.5.2 NEGATIVE RESPONSE:**

A negative response is transmitted when no record is found in the MAINE WEAPONS RESTRICTION ORDER FILE.

17.5.3 POSITIVE RESPONSE:

A positive response is transmitted when a record(s) is found in the MAINE WEAPONS RESTRICTION ORDER FILE:

MAINE STATE WEAPONS RESTRICTION DATABASE RESULTS - ON YOUR INQUIRY OF
NAM: TEST, TERRANCE. DOB/19790624

NAM: TEST, TERRANCE

DOB: 19790624

SEX: M RAC: W HGT: 600 WGT: 228 HAI: BRO EYE: BRO

SOC: 004040004 FBI: FBITEST21 MNU:

ADDRESS:

SNA1: 132 MAIN ST

CTY: GARDINER STA: ME ZIP: 04345

COU: KENNEBEC

BIRTH STATE: ME RESIDENCE STATE: ME

DENYING AGENCY: MERPF0000 OCA: 20210219TEST

ORDER SIGNED: 20210218 SERVED: 20210219

COURT DATE: EXPIRES:

COURT ORI: COURT CASE:

LOC: COU:

DOCKET #:

AGENCY RECORD ID: 681237

NICS RECORD #: 1011330414

OFFICER NAME: FRIDAY,JOE

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PROSECUTOR ORI: ME006013A ACTION: ADD ACTION DATE: 20210225

AGENCY HOLDING WEAPONS:

AGENCY: ME0060200	WEAPON: F	STATUS: N
AGENCY: ME0060300	WEAPON: E	STATUS: P
AGENCY: ME0060100	WEAPON: B	STATUS: S
AGENCY: ME0060200	WEAPON: F	STATUS: S

MIS: TEST CASE

MISCELLANEOUS IDENTIFIERS:

TYPE: AF	NUMBER: 00125421	ISSUER:	EXP:
TYPE: AR	NUMBER: 2225588	ISSUER:	EXP:
TYPE: AS	NUMBER: 8885522	ISSUER:	EXP:
TYPE: CI	NUMBER: 1112233	ISSUER:	EXP:

AKA: TESTING, TERRANCE

AKA: TESTED, TERRY

AKA: TESTING, TERRANCE J

ALIAS DOB:

19790601
19790602
19790615
19790616

SMT: CAUL L EAR

SMT: CAUL R EAR

SMT: GLASSES

SMT: HFR BACK

SMT: MOLE R CHK -

SMT: TAT L SHLD -

SMT: TAT L THGH -

SMT: TAT R THGH -

SOC: 006241980

SOC: 006241981

SOC: 006241982

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