LEADS DAILY BULLETIN
April 3, 2025

Entering Images for Sex Offenders and VOAY Offenders

Agencies that have been able to successfully enter images of offenders into LEADS and NCIC via LEADS 3.0 can now discontinue emailing registrant photos to the Sex Offender Registry Unit at isp.sor.unit@illinois.gov. If your agency is unable to successfully attach images in the LEADS 3.0 record, the requirement to email them still applies. Instructions on how to enter images follow for users who have not attempted the process.


STEP 1. OBTAIN THE ENTER IMAGE (EIM) FORMAT

There are two ways to access the Enter Image (EIM) format after querying the record:

- Use the Enter Image hot link in the NAM/SEX/DOB or LEADS number query response,

Query	Modify	Clear	Cancel
Cancel Emp/Stu Address	Enter Supp	Cancel Supp	Enter AddOn
Enter Image	Query Image	Cancel Image	Modify Image

- or in the menu tree, LEADS and NCIC CHF, IMAGE, Enter.
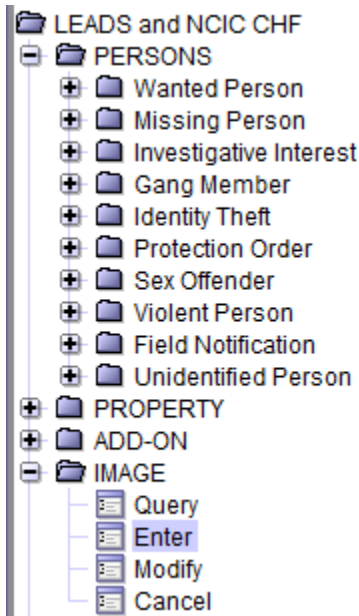
STEP 2. COMPLETE THE EIM FORMAT

When the EIM format has been obtained:

- Ensure the LEADS tab is selected. The image will be attached to both the LEADS and NCIC records unless it is a VOAY/Murderer which is a LEADS-only record.
- Complete the ORI field with the record owner agency ORI
- Input the LEADS number of the record
- Select M = Mugshot for image type
- Complete the Date of Image with the date the photo was taken
- Select Import Image
- The Miscellaneous Information may be completed with any details about the image that are not specified already in the base record.

STEP 3. SIZE THE PHOTO AND SUBMIT

When the image has been imported the Image Format screen will appear. The image will need to be sized before selecting Submit on the Enter Image (EIM) format.

- The image is sized using the **+** or **−** keys to enlarge or shrink it into the dotted line boundary shown on the screen.
- After sizing the image, select OK
- The Enter Image (EIM) format will reappear with the offenders' photo where the red X had been prior to importing the image.
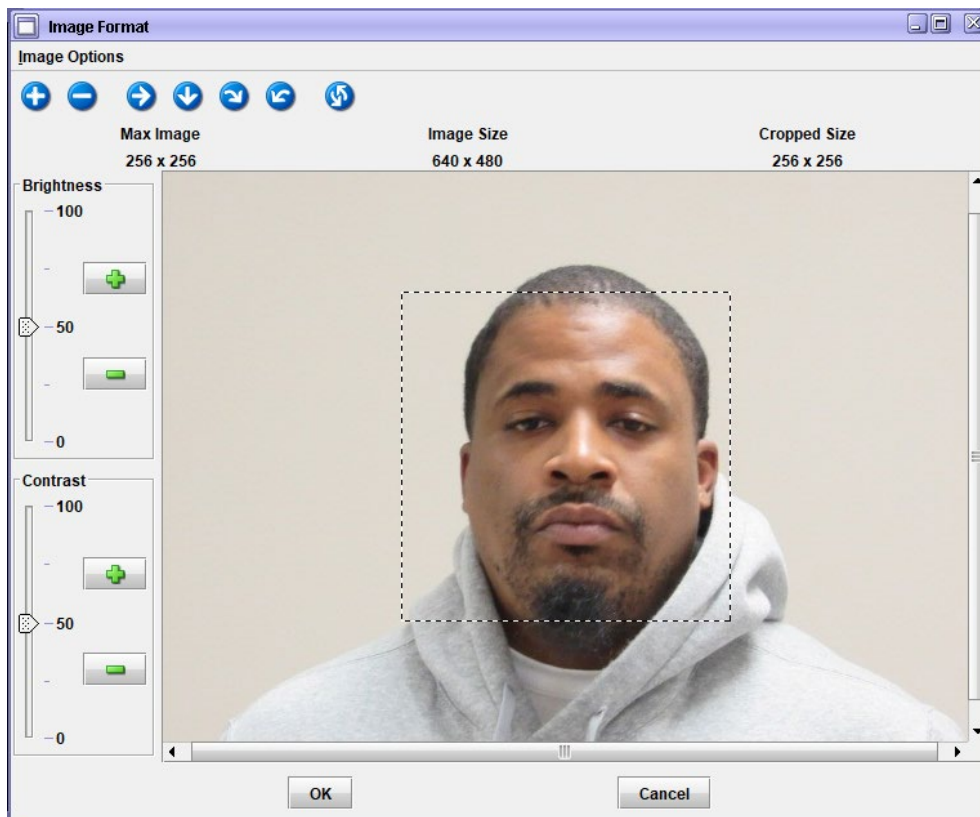
STEP 4. RE-QUERY THE RECORD

Initiate a NAM/SEX/DOB query to ensure the photo has been attached to BOTH the LEADS and NCIC records and contains the correct information.

STEP 5. MODIFYING IMAGE DATA

If the user needs to change the photo, date for the photo, or add or change data in the Miscellaneous Information, the Modify Image (MII) format will be used. Access to the format will be either through the hot link or menu tree also.

- Use the Image Number (IMN) at the top of the image that has been attached to complete the Image # field. Note: VOAY/Murderer image numbers will be structured differently than a Sex Offender LEADS and NCIC image number and will be the LEADS number followed by two characters (IMN/X17A4394M0) as VOAY/Murderers are entered only into LEADS.

IMN/I910548455 IMT/M
IMAGE TYPE:M
NAM:WOODLAND,CAMREN D DOB:19890426
RAC:B HGT:602 WGT:245 DOI:20230118

NIC:X173567964 IMN:I910548455
MIS:

- Import and size the desired image.
- Select OK which will return to the MII format and select Submit to attach the new or changed image and/or other information.

STEP 6. CANCELLING AN IMAGE

The Cancel Image (XIM) format will be used to remove an image from a record.

- Select the record owner ORI.
- Complete the Image # field using the image number from the existing photo.
- Input the date of cancellation.
- Select submit.
- Another photo can still be added using the EIM format.

XIM - Cancel Image

Header Information

ORI   IL0580200 = PD DECATUR IL ▼

Required Fields

* Image #   I910548455

* Date of Cancellation   02/06/2023

[Submit]   [Clear]   [Close]

If you have any questions or need help, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date