

## LEADS Daily Bulletin August 17, 2023

### Entering Images into LEADS/NCIC Records for Sex Offender and VOAY Offenders

Agencies with Sex Offender and VOAY/Murderer records should ensure photographs of offenders are taken annually and attached to LEADS and NCIC records. Each year, the existing photo should be Modified or Cancelled and a new one attached. **Adding an image to the LEADS and NCIC records does not replace the requirement to email registrant photos to the Sex Offender Registry unit at [isp.sor.unit@illinois.gov](mailto:isp.sor.unit@illinois.gov).** There are 3 image types, when attaching an image **the requirement is a frontal face view from the shoulders to the top off the head.**

- Mugshot Image (IMT M) – This type is the only type that will display the image automatically when the LEADS/NCIC record is queried by number or name, sex, dob. Only 1 mugshot image can be associated with a person record.
- Signature Image (IMT S) – Image of a signature.
- Identifying Image (IMT I) - An image which may help identify a person or property (e.g., scars, marks, and tattoos; additional photograph(s) of a person; “aged” photograph of a missing juvenile; photograph of a vehicle or an article; etc.) No more than ten identifying images (other than mugshot and signature) can be associated with a person record.

#### 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,
- 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.
- **Image Requirement: frontal face view from the shoulders to the top of the head.**

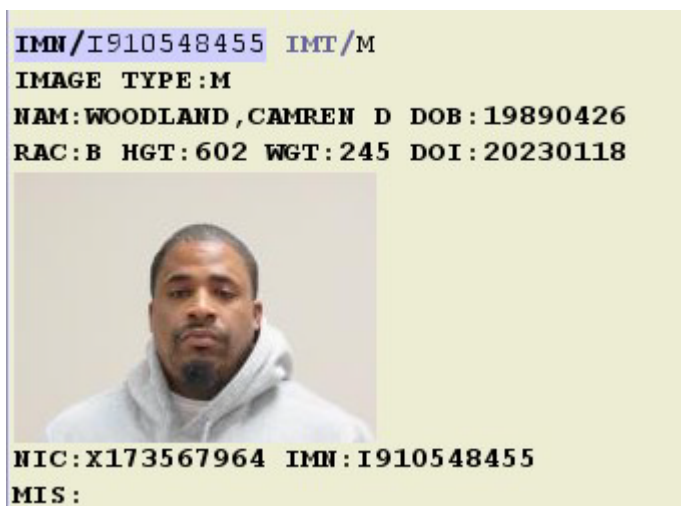
### STEP 4. RE-QUERY THE RECORD

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.

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



- 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.

**NOTE: Messenger supports three different image formats:**

- **JPEG** (or JPG) – The Joint Photographic Experts Group standard. This is the most common electronic format of photos
- **GIF** – The Graphics Interchange Format standard published by CompuServe.
- **PNG** – Portable Network Graphics. An open standard developed after the underlying compression algorithm used in GIF was patented.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to [ISP.HelpDesk@illinois.gov](mailto:ISP.HelpDesk@illinois.gov) or by calling 866/LEADS-00.

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