

**July 26, 2021**

## LEADS ADMINISTRATIVE MESSAGE REMINDERS

LEADS/NLETS Administrative Messages may be sent only for official, criminal justice business. Messages should be sent only to those areas which would have an interest in the content. A message should never be sent to all agencies in the state unless it impacts all (or a majority) of agencies in the state.

**Do not** send an administrative message through LEADS or NLETS for any of the following purposes:

- Conducting Unofficial or Personal Business
- Labor Management Issues and Meetings
- Recruiting Personnel
- Legislative Bills
- Conducting Surveys
- Advertising Sale of Equipment
- Soliciting Funds
- Requesting Criminal History Record Information
- Attempt to Locate\*
- Transmitting a Subpoena
- Social Announcements
- Sexually Explicit
- Political Issues and Meetings

The following points should be considered before sending an administrative message to another terminal(s).

- Message Content
- Warning of Danger
- Message Length
- Codes and Jargon (Other than “10-27”, “10-28”, and “10-29”, ten codes should not be used in administrative messages)
- Abbreviations
- Death Announcements– LEADS ONLY (Law Enforcement Personnel Only)

**\*Attempt to locate messages may be sent to LEADS and/or NCIC terminals for genuine emergencies such as a death or serious injury in the family, personal disaster, or personal injury. These messages should be sent only along the route of travel which should be clearly stated in the message. NLETS prohibits sending Attempt to Locate messages to regional codes.**

**\*\* Training Messages are ONLY allowed if they are provided by a not for profit company that provides direct service for law enforcement. Training messages should never be sent statewide.**

[illegible]