



LEADS Reference Manual
PROTECTION ORDERS, CIVIL NO CONTACT ORDERS,
STALKING NO CONTACT ORDERS and FIREARMS
RESTRAINING ORDERS CHAPTERS

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SECTION 1 – INTRODUCTION

1.1 BACKGROUND

The LEADS Protection and Firearms Orders chapter pertains to the policies, identifiers and information required by LEADS only, as well any differences between LEADS & NCIC functionality. Included in this chapter are sections specific to Civil No Contact and Stalking No Contact Protection Orders. Also included in the chapter is information specific to Firearms Protection Orders for which NCIC currently has no capability. Refer to the NCIC Operating Manual for information and field requirements shared by LEADS and NCIC.

1. The LEADS Protection Order file contains four types of court orders as required by statute:
 - a. Protection Order (per Illinois Domestic Violence Act 750 ILCS 60/302b)
 - b. Stalking No Contact Order (per Illinois Stalking No Contact Order Act 740 ILCS 21)
 - c. Civil No Contact Order (per Illinois Civil No Contact Order Act 740 ILCS 22)
 - d. Firearm Restraining Order (per Illinois Firearm Restraining Order Act 430 ILCS 67)

2. Each Protection Order file type defines the terms of the court order Remedies.
 - a. Protection Order: A Protection Order may contain any one or more of various court established remedies including prohibiting the respondent from physical abuse, harassment, deprivation, stalking, intimidation of a dependent or interference with personal liberty of protected persons. Prohibiting from entering/remaining at an inhabited residence, employment or school of a protected person. Orders compliance with minor children physical care and/or awards temporary custody of minor children and specifies visitation rights. Prohibits from removing or concealing children from a legal custodian or is ordered to appear in court with children. Prohibits from accessing school or other records of minor children. Prohibits possession of or taking or transferring, damaging or disposing of property. Orders to stay away from, taking, concealing, or harming protected person's animals. Requires temporary support payment to the petitioner. Prohibits firearm possession. Other remedies may also be defined by the court.
 - b. Civil No Contact Order: Restraint from being within a specified distance of the petitioner, having nonphysical or through a third-party contact, taking/transferring/harming the protected person's animal, attending a specific school or other remedy defined by the court.
 - c. Stalking No Contact Order: Restraint from threatening to commit or committing stalking, nonphysical or third-party contact, prohibition from having a FOID card, or other remedy specified by the court.
 - d. Firearm Restraining Order: Prohibits from having in custody or control, purchasing, possessing, or receiving any firearms or ammunition, or removing firearm parts that could be assembled to make an operable firearm.

3. A Protection Order, Civil No Contact, Stalking No Contact Order, or Firearm Restraining Order record does not indicate an arrest warrant has been issued. The order is a notification to law enforcement personnel the subject (respondent) has been prohibited from taking certain actions, is ordered to perform certain duties as required by a court order, is prohibited from possessing or purchasing a firearm, or is found to pose an immediate threat and present danger of causing personal injury by possessing, purchasing, or receiving a firearm. Each remedy defined in the court order indicates if noncompliance is enforceable by law enforcement or the court. Documentation of domestic disturbances which involve a subject entered in this file is important in the event such information is requested by the court.



4. The existence of a Protection Order, Stalking No Contact Order (Remedy 4), or Firearms Restraining Order directly impacts the validity of the respondent's Firearms Owners Identification (FOID) status. Agencies entering a Protection Order, Stalking No Contact Order, or Firearms Restraining Order should initiate a FOID inquiry as a prerequisite to entry of the record. If the respondent/subject has a valid FOID card, a LEADS administrative message must be sent to the Illinois State Police Firearms Services Bureau, ORI/ IL0848600, with the Respondent's NAM, DOB, and FOID number for possible FOID card revocation. If the Respondent's FOID card is already in a Revoked status or he/she does not possess a FOID card, no notification to ISP is required. Notification to the Illinois State Police Firearms Services Bureau should also be made when a valid (not expired) Protection Order response (hit) is received and the respondent has a FOID card.

1.2 LEADS CRITERIA FOR ENTRY

Each record in LEADS and NCIC **must** be supported by a protection order, stalking no contact order, civil no contact order or firearms restraining order (electronic or hard copy). LEADS requires each entry be reviewed within 24 hours of entry by someone other than the person entering the record. A LEADS certified supervisor or co-worker should examine the Enter Acknowledgement; provide date and name/ID to indicate a quality check has occurred. LEADS Regulations requires that the Enter Acknowledgement Message be retained in the entering agency's Active Messages File.

1. PROTECTION ORDERS

a. TIMELY ENTRY

Per statutes 750 ILCS 60/302 (Protection Order), 740 ILCS 22/302 (Civil No Contact), 740 ILCS 21/135 (Stalking No Contact) and 430 ILCS 67/55 (Firearm Restraining Order), Sheriffs are required to enter Orders of Protection into LEADS the same day the Order is issued by the court. When an Emergency Protection Order is received during a court holiday or evening, it must be entered in LEADS as soon as possible after receipt from the court clerk. When an Emergency Protection Order is received during a court hearing on a regular court date, it must be entered on the same day as issued. Sheriff's offices that do not have direct online LEADS access will accomplish entry of Orders of Protection through the agency they have executed a LEADS Message Record Agreement or Holder of the Record Agreement with. That agency will make the LEADS entry within the time parameters specified by law.

b. OUT OF STATE PROTECTION ORDERS

Per citation 735 ILCS 5/12-652c, a Protection Order issued by the court of another state, tribe, or U.S. territory is enforceable in the same manner as a Protection Order issued in Illinois. Such an order filed with an Illinois circuit court will be treated the same as specified in the Illinois Domestic Violence Act.

Hits received from the NCIC or LEADS Protection Order Files do not provide reasonable grounds to search, detain or arrest based solely on the record. If the suspect is in violation of the Protection Order, a hit confirmation message should be sent to the originating agency to confirm the status and terms of the Protection Order. Additionally, prior to enforcement action based solely on the out-of-state Protection Order, the local State's Attorney should be contacted.



c. **MULTIPLE ORDERS AND ENTRIES**

A single county sheriff's agency may enter the same respondent in a Protection Order record more than once. This allows entry of the same respondent against whom multiple orders exist and for re-entry of expired Orders in which data needs to be modified, LEADS and NCIC do not allow expired orders to be modified. The computer will not reject the second entry attempt nor return a duplicate entry message. An agency may also enter a record for a person who has already been entered by another county sheriff agency.

NCIC REJECT: when certain fields of an NCIC Plenary/Interim or Temporary (Emergency) Protection Order (OP) entry are the same as those field codes of an active OP record already on file, the second entry will be rejected with a message of "REJECT ON FILE". The NCIC reject most commonly occurs when the Respondent's NAM, PNO (CCN), and ORI is the same. Agencies attempting to enter a second Protection Order that is plenary or interim must ensure any Emergency order already on file is cleared first. The reject also occurs when a second order is being entered due to an interim being updated to a Plenary.

If a Respondent has multiple orders issued and the Petitioner name is different, then a different CCN number would be issued and the same agency could enter the additional order for the same Respondent.

d. **PROTECTION ORDER DURATION**

Protection Orders are based on the remedies satisfied/needed and time frame determined by a judge. Since all remedies do not apply to all orders, a judge may issue a Plenary Order for three weeks if that is the type of order that satisfies the remedies necessary.

General order durations: Emergency Orders – 14 to 21 days
 Interim Orders – Up to 30 days
 Plenary Orders – Up to 2 years

Courts in some counties extend Emergency Orders of Protection, instead of issuing an Interim or Plenary Order. To alleviate issues with LEADS/NCIC entry, the following suggestions are provided.

- 1) When the entry message key for an Emergency/Temporary OP (ETO) is used, LEADS programming will not allow a date 12 months beyond the issue date to be entered in the EXP field. If the order has been extended beyond 12 months, agencies should consider voiding and reentering the OP with the regular Protection Order MKE/EPO.
- 2) Not all Remedies can be selected in the LEADS entry when the Emergency/Temporary OP Message Key (ETO) is used (remedies 4, 6, 12, and 13 are not allowed). If such remedies are included in the order, agencies should contact the court where the Emergency/Temporary order was issued
- 3) If the extension has not been served, the Date Order Served (SRV) field must be blank. If the original Order was served and the SRV field was completed with the served date, when the extension is issued but is unserved, the existing entry must be modified to remove the previous served date. When/If the extension is finally served, the SRV should be modified again to reflect the date of service.

The MIS field should be used to clarify information where necessary. An Add-On may be used for any information that does not fit into the MIS field.



3. CIVIL NO CONTACT ORDERS

a. REMEDIES

Remedies differ in the Civil No Contact Orders from the General Protection Order. The Civil No Contact Order Act (740 ILCS 22/213 (a-d)) contains 5 remedies for use and issue by the court. See Statute 740 ILCS 22/213(a-d) for Remedies.

b. CIVIL NO CONTACT ORDERS DURATION

Emergency Orders – 14 to 21 Days

Plenary Orders – Up to 2 Years

4. STALKING NO CONTACT ORDERS

a. REMEDIES

Remedies differ in the Stalking No Contact Orders from the General Protection Order. The Stalking No Contact Order Act (740 ILCS 21/80 (a-e)) contains 5 remedies for use and issue by the court. See Statute 740 ILCS 21/80 (a-e) for Remedies.

b. STALKING NO CONTACT ORDERS DURATION

Emergency Orders – 14 to 21 Days

Plenary Orders – Up to 2 Years

5. FIREARMS RESTRAINING ORDERS

a. TIMELY ENTRY

The Firearms Restraining Order Act (430 ILCS 67 sections 55 and 60) requires all Sheriffs Offices to enter Firearms Restraining Orders in LEADS on the same day the order is issued by the court. An Emergency Firearms Restraining Order shall be entered in LEADS as soon as possible after receipt from the court clerk.

b. OUT OF STATE FIREARM RESTRAINING ORDERS

Per citation 430 ILCS 67/60, Foreign (from other states, tribes, or U.S. territories) Firearms Restraining Orders filed with an Illinois court are treated the same as an order issued within Illinois and must be entered in LEADS within the same time parameters specified for Illinois issued orders. Sheriffs' offices that do not have direct online LEADS access will accomplish entry of Firearms Restraining Orders through the agency they have executed a LEADS Message Record Agreement or Holder of the Record Agreement with. That agency will make the LEADS entry within the time parameters specified by law. Firearms Restraining Orders can only be entered in LEADS and are not forwarded to NCIC. If an accompanying search warrant is issued with the FRO, the search warrant does not get entered LEADS.

c. FIREARMS RESTRAINING ORDER DURATION

A Temporary/Emergency Firearms Restraining Order has a duration of no longer than 14 days as specified by the court. The Firearms Restraining Order has a general duration of six months as specified by the court.

6. LEADS VS NCIC CAPABILITIES

a. REMEDIES

Protection Order, Civil No Contact, and Stalking No Contact remedy meanings are not identical. Remedy



1 in any given Order will not be the same as Remedy 1 in another type of Order. Users must select remedies using the LEADS remedy numbers and descriptions of remedies contained in this chapter.

b. FIREARM RESTRAINING ORDERS

Firearm Restraining Orders can only be entered in LEADS – NCIC does not have a provision for this type of order at this time.

c. SUPPLEMENTAL RECORD – CHANGED TERMINOLOGY

LEADS previously referred to this function as Aliases. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary. The term Aliases is no longer used to describe the transaction used to add alias names and dates of birth. Entry of alias names and dates of birth are accomplished via the Supplemental Record function. Use of the Supplemental form also allows the operator to enter other important information such as additional reasons for caution, scars/marks/tattoos, social security numbers, etc. See the NCIC Operating Manual for information related to entering and cancelling Supplemental data.

d. NCIC (OUT-OF-STATE) PROTECTION ORDERS VS SHORT FORM

NCIC Protection Orders DO NOT have a Date Served field to indicate if the Respondent has been served the Protection Order. If there is a question about service of the Protection Order (LEADS or NCIC hit), the ORA should be contacted via a Hit Confirmation message. The Short Form is an Illinois statute mandate only. *Therefore, the Short Form should NOT be used for out-of-state/NCIC Protection Orders.*

7. LEADS AND NCIC DIFFERENCES

a. PETITIONER

The Petitioner may or may not be the same person as the Protected Person. The NCIC Operating manual refers to a variety of fields associated with the petitioner that Illinois does not accommodate. The petitioner's date of birth or other identifying numbers cannot be entered in LEADS. Illinois only provides for entry of the Petitioner name and relationship to the respondent. NCIC does not provide for the petitioner's relationship to the respondent, however it is required in LEADS.

b. REMEDIES

Known in NCIC as Protection Conditions, LEADS has more and different remedies than NCIC. NCIC has only 9 remedies whereas LEADS has 19 for General Protection Order and 5 for Civil No Contact/Stalking. **It is important that remedy information is completed based upon LEADS reference material, not the NCIC Operating Manual.**

1.3 MESSAGE KEY (MKE) CODES

There are four different Entry forms to accommodate the four types of Orders; Protection (EPO), Civil No Contact (CNCOP), Stalking No Contact (SNCOP) and Firearms Restraining (EFRO). The next page shows the message keys for each type.



TYPE	MKE
Interim & Plenary Orders (LEADS & NCIC)	EPO or EPOC
Emergency Orders (LEADS & NCIC)	ETO or ETOC
Civil No Contact (LEADS & NCIC)	EPO2, ETO2, EPO2C, ETO2C
Stalking No Contact (LEADS & NCIC)	EPO3, ETO3, EPO3C, ETO3C
Firearm Restraining (LEADS Only)	EFRO or ETFRO
Cancel	XPO or XTO
Inquiry	Z2 (See Inquiry)
Clear	CPO or CTO
Modify Protection Order Modify Civil No Contact Order Modify Stalking No Contact Order	MPO or MTO
Modify Firearm Restraining Order	MFRO or MTFRO

A MKE with caution indicator, i.e. (EPOC, ETOC) should be used to indicate a need for caution. The CMC field becomes mandatory when a caution MKE is used. The Caution/Medical Condition (CMC) field must then be used to define the reason for caution, i.e. armed and dangerous, drug addict, etc. The Miscellaneous (MIS) field may also be used to further clarify or explain the reason for caution.

A Firearms Restraining Order entry does not require a MKE with a caution indicator. The MKE/EFRO and MKE/ETFRO allow for the Caution/Medical Condition (CMC) field to be used if necessary.

1.4 RECORD RETENTION AND RETIREMENT

1. LEADS Protection Order records that do not have an expiration date (EXP) are accessible on-line indefinitely, or until cancelled. Cleared Protection Orders also remain on file for five years and are labeled as Cleared. If the original court protection order does not contain the expiration date, the record should be entered, and the court contacted in an attempt to obtain the expiration date and the LEADS record subsequently modified.
2. Expired LEADS Protection Order records, Civil No Contact records, and Stalking No Contact records (emergency, interim, and plenary) return on-line just as an active Order does five years past their expiration dates before they are purged.
3. Firearm Restraining Orders remain online in a history file five years after the expiration date and are then purged.
4. Expired, Canceled, Cleared, and Purged Protection and Firearm Restraint Order records are archived and can be accessed by contacting LEADS Administration.

1.5 VALIDATION

1. All types of Protection Order records are selected for validation in LEADS.
 2. Records selected for validation left unvalidated by the entering agency will be purged.
 3. When validating Protection Order records, review records with zeros in the Date of Expiration
- 06/20/2022



Field(EXP) and with Date of Expiration greater than two years from the date issued to determine if an actual Date of Expiration has been issued. Confirm if an event prescribed by the court has occurred to cause the order to no longer be active. Date of Expiration should be modified accordingly, or the record should be removed.

1.6 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. LEADS allows the same respondent to be entered more than once.
2. If the following fields of an NCIC Plenary/Interim or Temporary (Emergency) entry message are the same as those field codes of an active Protection Order record already on file, the second entry will be rejected with the message REJECT ON FILE:
 - a. FBI, PNO (In LEADS is Court Case Number), and ORI;
 - b. FBI, OCA (LEADS does not send NCIC the entered case number. Instead the LEADS number is sent as the OCA), and ORI;
 - c. NAM, MNU, PNO, and ORI;
 - d. NAM, MNU, OCA, and ORI;
 - e. NAM, SOC, PNO, and ORI;
 - f. NAM, SOC, OCA, and ORI;
 - g. OLN, OLS, PNO, and ORI;
 - h. OLN, OLS, OCA , and ORI;
 - i. NAM, PNO, and ORI (LEADS users encounter this reject the most);
 - j. NAM, OCA, and ORI.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Protection Order, e.g., Wanted or Missing Person Files, Gang File, etc. A duplicate record will also be accepted if there are vehicle data in the POF message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

1.7 IMAGE CAPABILITY

All Protection Order records can have images attached. See the NCIC Operating Manual, Image File chapter information regarding entry, modification, cancellation, and inquiry of images.



SECTION 2—ENTRY

2.1 EXAMPLE OF A GENERAL PROTECTION ORDER FILE ENTRY

(Upper half of format)

EPO - Enter Protection Order

Header Information
 * Message Key: QRI
 * EPO's Protective Order: IL08496X2 = ISP INFORMATION SERVICES BUR SPRINGFIELD

Personal Information
 * Name: GULLY, FERN
 * Sex: F = Female
 * Race: W = White
 * Date of Birth: 05/02/1972
 * Place of Birth: [Blank]
 Height: 508, Weight: 200, Hair Color: BLK = Black, Eye Color: GRN = Green, Skin Tone: [Blank], Scars, Marks, Tattoos: [Blank], Ethnicity: [Blank]
 Citizenship: [Blank], Social Security #: [Blank], FBI/UCRN: [Blank], State ID #: [Blank], Miscellaneous #: [Blank], Fingerprint Classification: [Blank]
 DNA: [Blank], DNA Location: [Blank]
 Operator's License State: [Blank], Operator's License #: [Blank], Expiration Year: [Blank]
 Remedy (Y/N): R01-R17 (R01, R02, R03, R04, R05, R06, R07, R08, R09, R10, R11, R12, R13, R14, R14-5, R15, R16, R17)
 Petitioner: * Petitioner's Name: GULLY, ALLEGRO
 Protected Persons:
 * Protected Person's Name (1): GULLY, ALLEGRO, Relationship: SE = Spouse
 Protected Person's Name (2): [Blank], Relationship: [Blank]
 Protected Person's Name (3): [Blank], Relationship: [Blank]
 Protected Person's Name (4): [Blank], Relationship: [Blank]
 Protected Person's Name (5): [Blank], Relationship: [Blank]
 Protected Person's Name (6): [Blank], Relationship: [Blank]
 Protected Person's Name (7): [Blank], Relationship: [Blank]
 Protected Person's Name (8): [Blank], Relationship: [Blank]
 Protected Person's Name (9): [Blank], Relationship: [Blank]

(Lower half of format)

Order Information
 Protected Address 1: 1234 CRAZY LANE
 Protected Address 2: [Blank]
 Protection Order #/ICCN: LC21G223
 * Brady Indicator: N = No
 * Date of Issue: 05/09/2021
 * Date of Expiration: 08/09/2021
 * Service Info: 2 = Not Served
 Service Date: [Blank]
 Court Identifier: [Blank]

Vehicle and Operator Information
 Vehicle Color: [Blank], Vehicle Year: [Blank], Vehicle Make: [Blank], Vehicle Model: [Blank]
 Vehicle Style: [Blank], VIN #: [Blank]
 License Month: [Blank], License Year: [Blank], License State: [Blank], License Type: [Blank], License #: [Blank]

Optional Linkage Information
 Notify Agency: [Blank], Linkage Agency ID: [Blank], Linkage Case #: [Blank]

Miscellaneous Information
 [Blank]

Agency Case Number
 Agency Case #: TEST123

Submit Clear Close

Entry Acknowledgment

Received Time: 10:59:47 05-13-21 Source ORI: IL08496X2
 Summary: EPO: NAM=GULLY, FERN SEX=F RAC=W
 View Message Details

Query Enter AddOn	Modify Clear Addon	Clear Service	Cancel Cancel Service	Enter Supp Enter Image
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CHF LDS/H21A3903 PROTECTION ORDER

BRD/Y CCN/LC21G223 ISS/2021-05-09 EXP/2021-08-09 NOT SERVED
 RESPONDENT:
 NAM/GULLY, FERN SEX/F RAC/W
 DOB/1972-05-02 AGE/49 HGT/506 WGT/200 HAI/BLK EYE/GRN
 DNA/N

REMEDIES: (CONTACT ORA FOR DETAILS)
 R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL DEPRIVATION, STALKING, INTIMIDATION OF A DEPENDENT OR INTERFERENCE WITH PERSONAL LIBERTY OF PROTECTED PERSON(S) (POLICE ENFORCED - CLASS A MISDEMEANOR)
 R02 PROHIBITED FROM ENTERING OR REMAINING AT RESIDENCE/HOUSEHOLD INHABITED BY PROTECTED PERSON(S) (POLICE ENFORCED)
 R12 REQUIRED TO PAY CHILD SUPPORT (COURT ENFORCED)

PETITIONER: FNM/GULLY, ALLEGRO
 PROTECTED PERSONS:
 NMI/GULLY, ALLEGRO R11/SE - SPOUSE

PROTECTED ADDR:
 PA1/1234 CRAZY LANE
 NOA/N
 OCA/TEST123
 ORI/IL08496X2 ORA/ISP INFORMATION SERVICES BUR SPRINGFIELD
 ENT/D2R OPR/MCGRATM DTE/2021-05-13 10:59 DLU/2021-05-13 10:59 NIC/H480038744
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS AND NCIC
 MRI 1123 IN: FHFS 196 AT 13MAY2021 10:59:47
 OUT: D2R R AT 13MAY2021 10:59:47

06/20/2022



When a Protection Order, Civil No Contact, Stalking, or Firearms Restraining Entry is made, a copy of the LEADS hit is returned as the enter acknowledgement. A notation at the bottom of the response indicates RECORD ENTERED INTO LEADS AND NCIC above which is the date and time of entry.

2.2 EXAMPLE OF A CIVIL NO CONTACT ORDER FILE ENTRY

(Upper half of format)

Enter Civil No Contact Protection Order

Message Key: EPO2 - Civil No Contact

Personal Information

Name: [Redacted] Sex: [Redacted] Race: [Redacted] Date of Birth: 12/01/1976 Place of Birth: [Redacted]

DOB: JOHN Height: 510 Weight: 220 Hair Color: GRY - Gray or Partially Gray Eye Color: GRN - Green Skin Tone: [Redacted] Scars, Marks, Tattoos: ART L ARM - Artificial Arm, left Ethnicity: [Redacted]

Citizenship: [Redacted] Social Security #: [Redacted] FBI/UCMF: [Redacted] State ID #: [Redacted] Miscellaneous #: [Redacted] Eingerprint Classification: [Redacted]

DNA: [Redacted] DNA Location: [Redacted]

Operator's License State: [Redacted] Operator's License #: [Redacted] Expiration Year: [Redacted]

Remedy (Y or blank, Parent or Guardian (X or Blank))

R01: Feet: 500 R02: [Redacted] R03: [Redacted] R04: [Redacted] R05: [Redacted]

Parent(s): [Redacted] Guardian(s): [Redacted]

Transfer To: [Redacted] Person Responsible for Transporting To/From: [Redacted]

Petitioner

Petitioner's Name: LIGHT, JAMES

Protected Persons

Protected Person's Name (1): LIGHT, JAMES Relationship: [Redacted]

Protected Person's Name (2): [Redacted] Relationship: [Redacted]

Protected Person's Name (3): [Redacted] Relationship: [Redacted]

Protected Person's Name (4): [Redacted] Relationship: [Redacted]

Protected Person's Name (5): [Redacted] Relationship: [Redacted]

Protected Person's Name (6): [Redacted] Relationship: [Redacted]

Protected Person's Name (7): [Redacted] Relationship: [Redacted]

Protected Person's Name (8): [Redacted] Relationship: [Redacted]

Protected Person's Name (9): [Redacted] Relationship: [Redacted]

(Lower half of format)

Order Information

Protected Address 1: 421 JUNIPER LANE, ARLINGTON IL

Protected Address 2: [Redacted]

Protected Address 3: [Redacted]

Protected Address 4: [Redacted]

Grady Indicator: [Redacted] Date of Issue: 02/14/2022 Date of Expiration: 02/13/2023 Service Info: 1 - Served Service Date: 02/15/2022 Court Identifier: [Redacted] Protection Order #/CCN: [Redacted]

Vehicle and Operator Information

Vehicle Color: [Redacted] Vehicle Year: [Redacted] Vehicle Make: [Redacted] Vehicle Model: [Redacted]

Vehicle Style: [Redacted] VIN #: [Redacted]

License Month: [Redacted] License Year: [Redacted] License State: [Redacted] License Type: [Redacted] License #: [Redacted]

Optional Linkage Information

Notify Agency: [Redacted] Linkage Agency ID: [Redacted] Linkage Case #: [Redacted]

Miscellaneous Information

Agency Case Number: [Redacted]

Agency Case #: TEST123

Submit Clear Close

Entry Acknowledgement

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CHF LDS/H22A0022 CIVIL NO CONTACT PROTECTION ORDER
BRD/N ISS/2022-02-14 EXP/2023-02-13 SERVED SRV/2022-02-15
RESPONDENT:
NAM/DOE, JOHN SEX/M RAC/W
DOB/1976-12-01 AGE/45 HGT/510 WGT/220 HAI/GRY EYE/GRN SMT/ART L ARM
DNA/N

REMEDIES: (CONTACT ORA FOR DETAILS)
R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL DEPRIVATION,
STALKING, INTIMIDATION OF A DEPENDENT OR INTERFERENCE WITH PERSONAL LIBERTY
OF PROTECTED PERSON(S) (POLICE ENFORCED - CLASS A MISDEMEANOR)

PETITIONER: PHM/LIGHT, JAMES
PROTECTED PERSONS:
HML/LIGHT, JAMES R11/OT - OTHER

PROTECTED ADDR:
PA1/421 JUNIPER LANE, ARLINGTON IL
NOA/N
OCA/TEST123
ORI/IL08496X2 ORA/ISF DOA TECHNOLOGY SERVICES IL
OPR/MM DTE/2022-02-16 11:05 DLV/2022-02-16 11:05 NIC/H490071134
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS AND NCIC
MRI 4015 IN: FHFS 7 AT 16FEB2022 11:05:40
QMT: D2R 5 AT 16FEB2022 11:05:40
  
```

06/20/2022



2.3 EXAMPE OF A LEADS STALKING NO CONTACT ORDER FILE ENTRY

(Upper half of format)

SNCOP - Enter Stalking No Contact Protection Order

Header Information
 * Message Key: EPO3 - Stalking No Contact

Personal Information
 * Name: DOE, JANE | * Sex: F - Female | * Race: W - White | Date of Birth: 05/01/1985 | Place of Birth: []
 Height: 507 | Weight: 145 | Hair Color: BLK - Black | Eye Color: GRN - Green | Skin Tone: [] | Scars, Marks, Tattoos: GOLD TOOTH - Gold tooth | Ethnicity: []
 Citizenship: [] | Social Security #: [] | FBI I/CN#: [] | State ID #: [] | Miscellaneous #: [] | Fingerprint Classification: []
 DNA: [] | DNA Location: []
 Operator's License State: [] | Operator's License #: [] | Expiration Year: []

Remedy (Y or blank)
 R01: [] | R02: Y | R03: Y | * Feet: 1000 | R04: [] | R05: []

Petitioner
 * Petitioner's Name: BOND, JAMES

Protected Persons
 * Protected Person's Name (1): BOND, JAMES | Relationship: BF - Boyfriend/Girlfriend
 Protected Person's Name (2): [] | Relationship: []
 Protected Person's Name (3): [] | Relationship: []
 Protected Person's Name (4): [] | Relationship: []
 Protected Person's Name (5): [] | Relationship: []
 Protected Person's Name (6): [] | Relationship: []
 Protected Person's Name (7): [] | Relationship: []
 Protected Person's Name (8): [] | Relationship: []
 Protected Person's Name (9): [] | Relationship: []

(Lower half of format)

Order Information
 Protected Address 1: 1818 HERO CIRCLE, LAKE FOREST, IL | Protected Address 2: []
 Protected Address 3: [] | Protected Address 4: []

* Brady Indicator: N - No | * Date of Issue: 02/14/2022 | * Date of Expiration: 02/13/2024 | * Service Info: 1 - Served | * Service Date: 02/15/2022 | Court Identifier: [] | Protection Order #/CCN: []

Vehicle and Operator Information
 Vehicle Color: [] | Vehicle Year: [] | Vehicle Make: [] | Vehicle Model: []
 Vehicle Style: [] | VIN #: []
 License Month: [] | License Year: [] | License State: [] | License Type: [] | License #: []

Optional Linkage Information
 Notify Agency: [] | Linkage Agency ID: [] | Linkage Case #: []

Miscellaneous Information
 []

Agency Case Number
 Agency Case #: TEST123

Submit Clear Close

Entry Acknowledgement

```

CHF LDS/H22A0023 STALKING NO CONTACT PROTECTION ORDER
BRD/N ISS/2022-02-14 EXP/2024-02-13 SERVED SRV/2022-02-15
RESPONDENT:
HAM/DOE, JANE SEX/F RAC/W
DOB/1985-05-01 AGE/36 HGT/507 WGT/145 HAI/BLK EYE/GRN SMT/GOLD TOOTH
DNA/N
REMEDIES: (CONTACT ORA FOR DETAILS)
R02 PROHIBITED FROM ENTERING OR REMAINING AT RESIDENCE/HOUSEHOLD INHABITED BY
PROTECTED PERSON(S) (POLICE ENFORCED)
R03 PROHIBITED FROM ENTERING OR REMAINING AT PLACE OF EMPLOYMENT, SCHOOL, OR
OTHER PLACES SPECIFIED BY THE COURT (POLICE ENFORCED)
PETITIONER: PNM/BOND, JAMES
PROTECTED PERSONS:
HML/BOND, JAMES RLL/BG - BOYFRIEND/GIRLFRIEND
PROTECTED ADDR:
PAL/1818 HERO CIRCLE, LAKE FOREST, IL
NOA/N
OCA/TEST123
ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL
OPR/MM DTE/2022-02-16 11:37 DLU/2022-02-16 11:37 NIC/H060069099
CONFIRM WITH ORI
RECORD ENTERED INTO LEADS AND HCIC
MRI_4028 IN: PHES 8 AT 16FEB2022 11:37:32
  
```

06/20/2022



2.4 EXAMPLE OF A FIREARMS PROTECTION ORDER FILE ENTRY

Header Information									
* Message Key EFRO = Enter Firearm Restraining Order					ORI IL08496E2 = ISP DOA TECHNOLOGY SERVICES IL				
Personal Information									
Caution/Medical Condition 00 = Armed and dangerous									
* Name LABRA,DOODLE		* Sex F = Female		* Race B = Black		Date of Birth 03/03/1993		Place of Birth IL = Illinois	
Height 504	Weight 110	Hair Color BRO = Brown		Eye Color BRO = Brown		Skin Tone MBR = Medium Brown		Scars, Marks, Tattoos TAT EAR = Tattoo on Ear, nonspecific	
Ethnicity N = Not Hispanic									
Citizenship US = United States of America (USA)			Social Security # 111223333		EBI/UCN# 71396HC4		State ID # IL56378711		Miscellaneous #
Fingerprint Classification									
DNA N = No									
DNA Location									
* Operator's License State IL = Illinois			* Operator's License # L12345693789			* Expiration Year 2025			
Order Information									
* Date of Issue 03/29/2022		* Date of Expiration 03/29/2024		* Service Info 1 = Served		* Service Date 03/29/2022		Court Identifier IL047013G	
Protection Order #/CCN 22C1234									
Vehicle and Operator Information									
Vehicle Color		Vehicle Year		Vehicle Make		Vehicle Model			
Vehicle Style		VIN #							
License Month		License Year		License State		License Type		License #	

Entry Acknowledgement

```

CHF LDS/H22A0089 FIREARMS RESTRAINING ORDER

BRD/N CCH/22C1234 ISS/2022-03-29 EXP/2024-03-29 SERVED SRV/2022-03-29 CTI/IL047013G
CMC/00 ARMED AND DANGEROUS

RESPONDENT:
NAM/LABRA,DOODLE SEX/F RAC/B ETN/N POB/IL
DOB/1993-03-03 AGE/29 HGT/504 WGT/110 HAI/BRO CTZ/US EYE/BRO SKN/MBR SMT/TAT EAR
FBI/71396HC4 SID/IL56378711 SOC/111-22-3333
DNA/N
DLS/IL DLN/L12345693789 DLY/2025

REMEDIES: (CONTACT ORA FOR DETAILS)
PROHIBITED POSSESSING PURCHASING OR RECEIVING FIREARMS PER PA100-607

MIS/TEST RECORD IGNORE
NOA/N
OCA/TEST789
ORI/IL08496E2 ORA/ISP DOA TECHNOLOGY SERVICES IL
OPR/DM DTE/2022-03-29 08:31 DLU/2022-03-29 08:31
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS
MRI 513 IN: FHFS 13 AT 29MAR2022 08:31:13
OUT: BN3 19 AT 29MAR2022 08:31:13

```

06/20/2022



2.5 LEADS PROTECTION ORDERS FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
COURT CASE #	MANDATORY	CTI (was CCN)	9-9	ALPHABETIC, NUMERIC
SERVICE INFO	MANDATORY		1-1	ALPHABETIC
SERVICE DATE	CONDITIONAL	SRV	8-8	NUMERIC
DATE OF ISSUE	MANDATORY	ISD (was ISS)	8-8	NUMERIC
DATE OF EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
RESPONDENT NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
REMEDIES (PROTECTION ORDER CONDITIONS)	MANDATORY	PCO (WAS R1-R17)	1-1	CODE AS DEFINED IN LEADS MANUAL
PETITIONER PERSON'S NAME	MANDATORY	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S NAME	MANDATORY	NM1-NM9	1-18	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S RELATIONSHIP TO RESPONDENT	MANDATORY	RL1 – RL8	2-2	CODE AS DEFINED IN LEADS MANUAL
PROTECTED ADDRESS	OPTIONAL	PA1-PA2	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS



2.6 LEADS CIVIL/STALKING NO CONTACT ORDERS FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
COURT CASE #	MANDATORY	CTI (was CCN)	9-9	ALPHABETIC, NUMERIC
SERVICE INFO	MANDATORY		1-1	ALPHABETIC
SERVICE DATE	CONDITIONAL	SRV	8-8	NUMERIC
DATE OF ISSUE	MANDATORY	ISD (was ISS)	8-8	NUMERIC
DATE OF EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
RESPONDENT NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
REMEDIES (CIVIL NO CONTACT ORDER CONDITIONS)	MANDATORY	PCO (WAS R1-R5)	1-1	CODE AS DEFINED IN LEADS MANUAL
REMEDIES (STALKING NO CONTACT ORDER CONDITIONS)	MANDATORY	PCO (WAS R1-R5)	1-1	CODE AS DEFINED IN LEADS MANUAL
PETITIONER PERSON'S NAME	MANDATORY	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S NAME	MANDATORY	NM1-NM9	1-18	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S RELATIONSHIP	MANDATORY	RL1 – RL8	2-2	CODE AS DEFINED IN LEADS MANUAL
PROTECTED ADDRESS	OPTIONAL	PA1-PA4	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS



2.7 LEADS FIREARMS RESTRAINING ORDERS MANDATORY FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
COURT CASE #	MANDATORY	CTI (was CCN)	9-9	ALPHABETIC, NUMERIC
DATE OF ISSUE	MANDATORY	ISD (was ISS)	8-8	NUMERIC
DATE OF EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
RESPONDENT NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC

1. Alias names and dates of birth known to be used by the respondent should not be entered in the MIS. A Supplemental entry should be made.
2. Nicknames are not considered Alias names and should be entered in the MIS field.
3. Each record entered is assigned a LEADS (LEADS Only records) or LEADS and NCIC number upon entry. The number is identifiable as a Protection Order by the first character which is an H (example H21A1234).

2.8 MESSAGE FIELD CODES FOR ENTRY

1. MESSAGE KEY (MKE)
 - a. MKE structure indicates what type of order is being entered. E = Entered, P = Protection, O = Order. Caution - When a need for Caution is present, select the MKE appropriate for the type of Order that ends with C (EPOC, EPO2C, ETO3C, etc.) to indicate Caution. When using a Caution MKE, the Caution/Medical Condition (CMC) field will become mandatory and require the reason for Caution be selected from the provided list.
 - b. MKE structure for Firearm Restraining Orders, which is a LEADS-Only record, has no numeric in the MKE to indicate such. E = Enter, FR = Firearm Restraining, O = Order. The record will only reside in LEADS.
 - c. Interim and Plenary Protection Orders should be entered in LEADS and NCIC using MKE EPO or ETO. Enter using the EPO format. Select a Caution MKE as necessary.



- d. Civil No Contact (MKE/EPO2 and ETO2) and Stalking No Contact (MKE/EPO3 and ETO3) are both LEADS and NCIC records. Enter using the CNCOP or SNCOP formats. Select a Caution MKE as necessary.
- e. Firearm Restraining Orders are LEADS-Only records and should be entered using the EFRO format with MKEs EFRO or ETFRO.

2. CAUTION/MEDICAL CONDITIONS

When a Caution Message Key (MKE ends with C) is used, the CMC field is required to be completed utilizing the drop-down menu. See NCIC Code Manual for a list of Caution/Medical Conditions.

3. REMEDIES (PROTECTION ORDER CONDITIONS {PCO})

Three of the four types of Protection Orders have remedies unique to each type; Protection, Civil No Contact, and Stalking No Contact. Firearms Restraining Orders do not have any remedies as the protection is for society rather than a specific person(s).

The terms and conditions of the protection order are indicated in the Remedy field. Illinois Protection Orders have 19 remedies, as opposed to NCIC's 9 Remedies. Note that LEADS users must use the LEADS Remedies as they are not the same as the NCIC Remedies contained in the NCIC Operating Manual.

- a. A minimum of one Remedy must be selected.
- b. When Remedy 17 is specified on the order, a description of the conditions noted by the court must be entered in the Miscellaneous field.
- c. The Firearm Restraining Order remedy is auto-completed by LEADS.

Remedy Code	Translation
R01	Prohibited from physical abuse, harassment, willful deprivation, stalking, intimidation of a dependent or interference with personal liberty of protected person(s). POLICE ENFORCED
R02	Prohibited from entering or remaining at residence/household inhabited by protected person(s). POLICE ENFORCED
R03	Prohibited from entering or remaining at place of employment, school, or other specified places specified by the court. POLICE ENFORCED
R04	Required to undergo counseling. COURT ENFORCED. Not allowed for Emergency Order.
R05	Respondent ordered to comply with court ordered physical care requirements for minor children. POLICE ENFORCED
R06	Court has awarded temporary child custody to petitioner. POLICE ENFORCED. Not allowed for Emergency Order.
R07	Court has specified visitation rights for respondent (details in miscellaneous). COURT ENFORCED
R08	Prohibited from removing or concealing child/ren from legal custodian. POLICE ENFORCED
R09	Ordered to appear in court with child/ren. COURT ENFORCED - SEE COURT ORDER FOR DETAILS
R10	Prohibits possession of certain items of personal property. COURT ENFORCED - SEE COURT ORDER FOR DETAILS
R11	Prohibited from taking, transferring, encumbering, concealing, damaging or disposing of protected persons' property. COURT ENFORCED



Remedy Code	Translation
R11.5	Respondent ordered to stay away and prohibited from taking, transferring, encumbering, concealing, harming, or otherwise disposing of protected persons' animals(s). COURT ENFORCED
R12	Required to pay temporary support. COURT ENFORCED. Not allowed for Emergency Order.
R13	Required to compensate monetarily for losses and expenses for family resulting from abuse, non-family needs, court costs, attorney fees and future costs. COURT ENFORCED. Not allowed for Emergency Order.
R14	Prohibited from entering or remaining at residence /household inhabited by protected persons) while respondent is under influence of alcohol or drugs. POLICE ENFORCED
R14.5	Respondent Prohibited from firearm possession. POLICE ENFORCED
R15	Prohibited from accessing, inspecting or attempting to inspect any school or other records of minor child/ren in the care of the petitioner. COURT ENFORCED
R16	Required to pay provider for temporary shelter and counseling services for petitioner. COURT ENFORCED
R17	Other Remedies Ordered and Enforced by the Court. (describe in Miscellaneous Field)

4. REMEDIES (CIVIL NO CONTACT ORDER CONDITIONS)

LEADS users must use the LEADS Remedies as they are not the same as the NCIC Remedies contained in the NCIC Operating Manual.

- a. A minimum of one Remedy must be selected.
- b. When Remedy 1 is specified in the order, the feet field will become active and required. This field represents the distance in feet that the respondent must stay away from the Petitioner and other protected persons/properties. 2-4 characters, numeric only.
If the order does not contain the specified distance, the feet field should be completed with three zeros, i.e., 000.
Every effort should be made to obtain a specification of the distance from the court and the record should be modified accordingly.
- c. When Remedy 5 is specified on the order, a description of the conditions noted by the court must be entered in the Miscellaneous field.

Remedy Code	Translation
R01 FEET	Respondent ordered to stay at least ____ feet away from the Petitioner and/or other protected parties. Respondent be prohibited from entering or remaining at the Petitioner's and/or other protected persons' and place of residence, place(s) of employment, school/daycare or any other specified places, when Petitioner and/or other protected persons are present. (SEE PROTECTED ADDRESSES AND MIS) POLICE ENFORCED Distance respondent is required to stay away from Petitioner, protected parties, and specific locations.
R02	Respondent refrain from contact with Petitioner and/or other protected persons in any way, directly, indirectly, or through third parties, including, but not limited to, phone, written notes, mail, email, or fax. POLICE ENFORCED



Remedy Code	Translation
R03	Respondent stay away from and be prohibited from taking, transferring, encumbering, concealing, damaging, or otherwise disposing of the Petitioner and/or other protected persons' real and/or personal property or animal(s). POLICE ENFORCED
R04	Respondent is restrained from attending _____ school at _____ (address) attended by the Protected Person. Finding that the Respondent is a minor and Respondent's ___parent(s) ___guardian(s) ordered to transfer respondent to _____ (school) immediately. _____ is responsible for transporting minor to and from school. (SEE PROTECTED ADDRESSES AND MIS) POLICE ENFORCED
R05	Other injunctive relief (SEE MIS)

5. REMEDIES (STALKING NO CONTACT ORDER CONDITIONS)

LEADS users must use the LEADS Remedies as they are not the same as the NCIC Remedies contained in the NCIC Operating Manual.

- a. A minimum of one Remedy must be selected.
- b. When Remedy 3 is specified in the order, the feet field will become active and required. This field represents the distance in feet that the respondent must stay away from the Petitioner and other protected persons/properties. 2-4 characters, numeric only.
If the order does not contain the specified distance, the feet field should be completed with three zeros, i.e., 000.
Every effort should be made to obtain a specification of the distance from the court and the record should be modified accordingly.
- c. When Remedy 5 is specified on the order, a description of the conditions noted by the court must be entered in the Miscellaneous field.

Remedy Code	Translation
R01	Prohibited from threatening to commit or committing stalking personally, or through third party. POLICE ENFORCED
R02	Prohibited from contacting the Petitioner in any way, directly, indirectly or through third parties, including, but not limited to, phone, written notes, mail, email, or fax. POLICE ENFORCED
R03	Respondent ordered to stay at least feet away from the Petitioner, and Petitioner's residence, school, daycare, employment and any other specified place. That Respondent be prohibited from entering or remaining at place of residence, employment, school/daycare, or other places specified by the court when Petitioner is present. POLICE ENFORCED
FEET	Distance respondent is required to stay away from Petitioner, protected parties and specified locations.
R04	Respondent is prohibited from possessing a Firearms Owners Identification Card or possessing or buying firearms.



R05	Other injunctive relief (SEE MIS)
-----	-----------------------------------

- 6. PETITIONER NAME - May be a person or agency name.
- 7. PROTECTED PERSON NAME(S)
 - a. Up to 9 protected person names may be included. If the number of Protected Persons exceeds 9, initiate an Add-On entry listing the additional names.
 - b. A minimum of one Protected Persons must be entered.
 - 1. Use LAST,FIRST Middle Initial structure.
 - 2. If Petitioner is also a Protected Person, enter in the first Protected Person name field.
 - c. Firearms Restraining Orders do not have Protected Persons fields.
- 8. PROTECTED PERSON SEX, RAC, DOB. AND SOC.

LEADS does not have fields for this data in an effort to ensure the safety of the Protected Person(s).

9. RELATIONSHIP CODES

Indicates the relationship between the Protected Person(s) and the Respondent. Each Protected Person Name must have a corresponding Relationship code. Firearms Restraining Orders do not have Relationship fields.

RELATIONSHIP	CODE
Boyfriend/Girlfriend	BG
Child	CH
Child in Common (Parties Not Married)	CC
Sharing/Shared Common Dwelling	CS
Ex-Spouse	XS
Grandchild	GC
Grandparent	GP
In-Law	IL
Other Family Member	OF
Other	OT
Parent	PA
Person with Disability	PD
Personal Assistant	PR
Personal Assistant or Caregiver to Person with Disability	PC
Siblings (Brother/Sister)	SB
Spouse	SE
Step-Child	SC
Step-Parent	SP
Step-Siblings	SS



10. PROTECTED ADDRESS (PA1,PA2,PA3,PA4)

For general Protection Order entries, LEADS allows 2 address fields to be completed. If more addresses are required, use the MIS field or complete an Add-On record.

For Civil No Contact or Stalking entries, LEADS allows 4 address fields to be completed to accommodate Remedy 4 (Civil No Contact) and Remedy 3 (Stalking).

11. MISCELLANEOUS FIELD (MIS)

- a. If Caution has been indicated, the reason for caution should be the first item in the MIS.
- b. When Remedy 17(EPO/ETO) or Remedy 5 (EPO2 or EPO3 and ETO2 or ETO3) is used, the literal information listed on the court order should be placed in the MIS. If the information exceeds the length capacity of the MIS, an Add-On should be made.
- c. Protected Personal Property may be defined in the MIS.
- d. If known, the Hearing Date/Time and name of Judge who signed the order can be placed in the MIS.
- e. An Add-On should be made when all of the information available does not fit in the MIS field.

12. ORIGINATING AGENCY CASE NUMBER (OCA)

The OCA field is optional in LEADS; LEADS forwards the LEADS record number to NCIC as the OCA.

SECTION 3—MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in the base record.

Due to the differences in each type of Protection Order (Regular, Civil No Contact, Stalking No Contact, and Firearms Restraining) separate Modification formats have been created for each Order type. The MKE's remain the same for all types, it is imperative that the correct format be used when modifying a record.

Required identifiers to modify a record are the LEADS (LDS) number and Respondent Name (NAM) exactly as it appears in the record.



3.2 EXAMPLE OF A GENERAL PROTECTION ORDER MODIFICATION MESSAGE

LEADS Forms Accessibility User Session Window Tools Help

MPO - Modify Protection Order

Header Information
* Message Key: MPO = Modify Protection Order
ORI: IL016XYM2 = Illinois State Police

Record Identifiers
* LEADS #: H20C6430
Name: JONES, JAMES X
Protection Order #/CCN:

Message Information
MKE: []
ORI: []
Name of Validator: []

Personal Information
Caution/Medical Condition: []
Name: [] Sex: [] Race: [] Date of Birth: [] Place of Birth: []
Height: [] Weight: [] Hair Color: [] Eye Color: [] Skin Tone: [] Scars, Marks, Tattoos: []
Citizenship: [] Social Security #: [] State ID #: [] Miscellaneous #: []
DNA: [] DNA Location: []

Remedy (Y/N)
R01: [] R02: [] R03: [] R04: [] R05: [] R06: [] R07: [] R08: [Y] R09: [] R10: [] R11: [] R12: [] R13: [] R14: [] R14-5: [] R15: [] R16: [] R17: []

Order Information
Protected Address 1: [] Protected Address 2: []
Brady Indicator: [] Date of Issue: [] Date of Expiration: 10/15/2022
Service Info: [] Service Date: [] Court Id: []

Vehicle and Operator Information
Operator's License State: [] Operator's License #: [] Expiration Year: []

3.3 EXAMPLE OF CIVIL NO CONTACT ORDER MODIFICATION MESSAGE

MCNCOP - Modify Civil No Contact Protection Order

Header Information
* Message Key: MPO = Modify Protection Order
ORI: []

Record Identifiers
* LEADS #: H22A0090
Name: BUM, BEACH
Protection Order #/CCN:

Message Information
MKE: []
ORI: []
Name of Validator: []

Personal Information
Caution/Medical Condition: []
Name: [] Sex: [] Race: [] Date of Birth: [] Place of Birth: []
Height: [] Weight: [] Hair Color: [] Eye Color: [] Skin Tone: [] Scars, Marks, Tattoos: []
Citizenship: [] Social Security #: [] State ID #: [] Miscellaneous #: []
DNA: [] DNA Location: []

Operator's License State: [] **Operator's License #**: [] **Expiration Year**: []

Remedy (Y or blank, Parent or Guardian (X or Blank))
R01: [Y] R02: [] R03: [] R04: [] R05: []
* Feet: 100

School: [] Parent(s): [] Guardian(s): []
Transfer To: [] Person Responsible for Transporting To/From: []

Petitioner
Petitioner's Name: []

Protected Persons (User proper set # to modify/delete)

Protected Person's Name	Relationship
Protected Person's Name (1)	Relationship (1)
Protected Person's Name (2)	Relationship (2)
Protected Person's Name (3)	Relationship (3)
Protected Person's Name (4)	Relationship (4)
Protected Person's Name (5)	Relationship (5)
Protected Person's Name (6)	Relationship (6)
Protected Person's Name (7)	Relationship (7)
Protected Person's Name (8)	Relationship (8)
Protected Person's Name (9)	Relationship (9)



3.4 EXAMPLE OF STALKING NO CONTACT ORDER MODIFICATION MESSAGE

MSNCOP - Modify Stalking No Contact Protection Order

Header Information
* Message Key: MPO - Modify Protection Order QRI: []

Record Identifiers
* LEADS #: H22A0059 Name: CRAZY,JANE Protection Order #/CCN: []

Message Information
MKE: [] QRI: [] Name of Validator: []

Personal Information
Caution/Medical Condition: []
Name: [] Sex: [] Race: [] Date of Birth: [] Place of Birth: []
Height: [] Weight: [] Hair Color: [] Eye Color: [] Skin Tone: [] Scars, Marks, Tattoos: [] FBI/UCN#: [] Ethnicity: []
Citizenship: [] Social Security #: [] State ID #: [] Miscellaneous #: [] Fingerprint Classification: []
DNA: [] DNA Location: []
Operator's License State: [] Operator's License #: [] Expiration Year: []

** STALKING NO CONTACT REMEDY (Y or blank)
R01: [] R02: [] R03: Y R04: 1000 R05: []

Petitioner
Petitioner's Name: []

Protected Persons (User proper set # to modify/delete)

Protected Person's Name (1): []	Relationship (1): []	Protected Person's Name (5): []	Relationship (5): []
Protected Person's Name (2): []	Relationship (2): []	Protected Person's Name (6): []	Relationship (6): []
Protected Person's Name (3): []	Relationship (3): []	Protected Person's Name (7): []	Relationship (7): []
Protected Person's Name (4): []	Relationship (4): []	Protected Person's Name (8): []	Relationship (8): []
		Protected Person's Name (9): []	Relationship (9): []

Order Information
Protected Address 1: [] Protected Address 2: []
Protected Address 3: [] Protected Address 4: []

3.5 EXAMPLE OF FIREARM RESTRAINING ORDER MODIFICATION MESSAGE

MFRO - Modify Firearm Restraining Order

Header Information
* Message Key: MFRO - Modify Firearm Restraining Order QRI: []

Record Identifiers
* LEADS #: H22A0089 Name: LABRA,DOODLE

Message Information
MKE: [] QRI: [] Name of Validator: []

Personal Information
Caution/Medical Condition: []
Name: [] Sex: [] Race: [] Date of Birth: [] Place of Birth: []
Height: [] Weight: [] Hair Color: [] Eye Color: [] Skin Tone: [] Scars, Marks, Tattoos: TAT CHEEK - Tattoo on Cheek (face), nonspecific Ethnicity: []
Citizenship: [] Social Security #: [] State ID #: [] Miscellaneous #: [] Fingerprint Classification: []
DNA: [] DNA Location: []
Operator's License State: [] Operator's License #: [] Expiration Year: []

Order Information
Date of Issue: [] Date of Expiration: [] Service Info: [] Service Date: [] Court Identifier: [] Protection Order #/CCN: []

Vehicle and Operator Information
Vehicle Color: [] Vehicle Year: [] Vehicle Make: [] Vehicle Model: []
Vehicle Style: [] VIN #: []
License Month: [] License Year: [] License State: [] License Type: [] License #: []

Optional Information
Notify Agency: []



3.6 MESSAGE FIELD CODES REQUIRED FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
RESPONDENT NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LEADS NUMBER	MANDATORY	LDS	10-10	ALPHABETIC, NUMERIC

LEADS agencies are not mandated to modify Protection Order records previously entered, in order to add the Court File Number (CTI), Hearing Date/Time, and name of Judge who signed order. However, when the record is due for validation and still an active record, it should be modified to include this information.

SECTION 4—CANCEL (VOID)

4.1 CHANGE IN TERMINOLOGY

LEADS previously referred to this function as Void. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

For information on cancelling a record that is in LEADS and NCIC, refer to the Protection Orders Chapter of the NCIC Operating Manual.

4.2 WHEN TO CANCEL

A record should be cancelled for one of the following reasons:

1. Record entered by mistake (should not have been entered in the first place) and is invalid; the record should be cancelled.
2. If data in a field which cannot be modified is entered incorrectly, the original record should be cancelled and a new record entered.
3. If a Protection Order has been “quashed” or “suspended” by the court (made void by judicial action), then the record should be immediately cancelled.



4.3 EXAMPLE OF A CANCELLATION MESSAGE

XPO - Cancel Order

Header Information

* **Message Key** XPO = Cancel Order

ORI IL08496A7 = ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL

Record Identifiers

* **LEADS #** H21A0010 **Name** DOE,DAVID **Protection Order #/CCN**

Required Information

* **Date of Cancellation** 01/25/2021

Submit Clear Close

Acknowledgement:

Received Time: 14:24:27 01-25-21

Summary: XPO: LDS=H21A0010

View Message Details

LEADS RECORD CANCELED AND NCIC RECORD CANCELED LDS/H21A0010 NIC/H160032890

MRI 1849 IN: FH1 209 AT 25JAN2021 14:24:27

OUT: AS2 85 AT 25JAN2021 14:24:27

Received Time: 14:24:25 01-25-21

Summary: XPO: LDS=H21A0010

View Message Details

MESSAGE ACCEPTED - AS2 00044 AT 14:24 01/25/2021

MRI-001844

4.4 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
LEADS NUMBER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
RESPONDENT NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS



SECTION 5--INQUIRY

5.1 INQUIRY

1. GENERAL INQUIRY

Inquiry to obtain a Protection Order record is typically accomplished in LEADS using a Z2 message key to ensure all types of hits (Wanted, Missing, Protection Order, etc.) associated with a subject return.

- a. Inquiry identifiers may include NAM SEX DOB, DLN, or other valid identifiers.
- b. Selection of Y in the Hot Files Image will return any mugshot or image entered as part of the record.

2. RESPONSES

Inquiry responses will include:

- a. Response from the LEADS switch (indicates the inquiry message was accepted for processing). MESSAGE ACCEPTED - AS2 00009 AT 09:04 01/21/2021 MRI-000327
- b. Reject if submitted incorrectly. Reject response will identify what is causing the reject. MESSAGE REJECTED – DATA ERROR for MFC 'NAM', DATA 'DOE JOHN' AT 9:51.
- c. Negative response: No Record LEADS and/or NCIC – indicates no positive response on file. NO LEADS RECORD(S) FOUND MATCHING CRITERIA and NO NCIC WANT NAM/DOE,JOHN DOB/19990209 SEX/M
- d. Positive response (Hit) – provides Protection Order on file. A positive response (HIT) may be received based on a match of the Respondent, Petitioner or Protected Person(s) name.

Negative Response:

NO LEADS RECORD(S) FOUND MATCHING CRITERIA
NAM/DOE,JANE.DOB/19580828.SEX/F
MRI 1533 IN: FH1 160 AT 25JAN2021 12:34:35
OUT: AS2 40 AT 25JAN2021 12:34:36

Positive Response:

(Response will contain any active, cleared, or expired records that may be a match with the subject of the query.)

CHF
QUERY: QW NAM/DOE,JOHN.DOB/19990209.SEX/M
QAS2 LDS/H20C6320 TEMPORARY PROTECTION ORDER
BRD/N CCN/15D50432 ISS/2021-01-01 EXP/2021-06-01 SERVED SRV/2021-01-02



RESPONDENT:

NAM/DOE,JOHN J SEX/M RAC/W
DOB/1989-04-07 AGE/31 HGT/509 WGT/150 HAI/BLN EYE/BRO
DNA/N

REMEDIES: (CONTACT ORA FOR DETAILS)

R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL DEPRIVATION,
STALKING, INTIMIDATION OF A DEPENDENT OR INTERFERENCE WITH PERSONAL LIBERTY
OF PROTECTED PERSON(S) (POLICE ENFORCED - CLASS A MISDEMEANOR)
R02 PROHIBITED FROM ENTERING OR REMAINING AT RESIDENCE/HOUSEHOLD INHABITED BY
PROTECTED PERSON(S) (POLICE ENFORCED)
R03 PROHIBITED FROM ENTERING OR REMAINING AT PLACE OF EMPLOYMENT, SCHOOL, OR
OTHER PLACES SPECIFIED BY THE COURT (POLICE ENFORCED)
R05 RESPONDENT ORDERED TO COMPLY WITH COURT ORDERED PHYSICAL CARE
REQUIREMENTS FOR MINOR CHILD/REN (POLICE ENFORCED)
R07 COURT HAS SPECIFIED VISITATION RIGHTS FOR RESPONDENT (SEE DETAILS IN
MISCELLANEOUS) (COURT ENFORCED)
R11 PROHIBITED FROM TAKING, TRANSFERRING, ENCUMBERING, CONCEALING, DAMAGING
OR DISPOSING OF PROTECTED PERSON'S PROPERTY (COURT ENFORCED)
R17 OTHER REMEDIES ORDERED AND ENFORCED BY THE COURT (SEE MISCELLANEOUS FIELD)
PETITIONER: PNM/DOE,JANE

PROTECTED PERSONS:

NM1/DOE,JANE RL1/XS – EX SPOUSE
NM2/DOE,JUNIOR RL2/CH - CHILD
NM3/DOE,ANNIE RL3/CH - CHILD
NM4/DOE,JAROD RL4/CH - CHILD
NM5/DOE,SUSAN RL5/OF - OTHER FAMILY MEMBER

PROTECTED ADDR:

PA1/101 E 3RD ST ANYTOWN IL
PA2/515 S MAIN ST ANYTOWN IL
MIS/VISITATION IS DENIED / R17 NO CONTACT
NOA/N
ORI/ILO1600W8 ORA/PD ANYTOWN IL
ENT/EPO OPR/BENNING DTE/2021-01-01 18:17 DLU/2020-01-01 16:42 NIC/H321190000
CONFIRM WITH ORI
MRI 1333 IN: FH1 123 AT 25JAN2021 11:46:43
OUT: AS2 21 AT 25JAN2021 11:46:44

3. SUMMARY INQUIRY

Summary inquiries allow agencies to obtain a list of Protection Order entries in a variety of ways. For more specific descriptions and examples, please refer to the Summary Inquiry section in the Other Transactions Chapter.

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5.2 PROCEDURES FOR HANDLING A HIT

Refer to the Hit Procedures Chapter for detailed instructions.

SECTION 6--LOCATE

6.1 LOCATE

There are no locate procedures for the Protection Order File.

SECTION 7—CLEAR (CANCEL)

7.1 CHANGE IN TERMINOLOGY

LEADS previously referred to this function as Cancel. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

7.2 WHEN TO USE A CLEAR MESSAGE

When the Order is an Emergency/Temporary Order, it should be Cleared when a plenary or interim order is issued to extend/replace it. The new plenary or interim order should then be entered.

When the court recalls an Order, it should be cleared from LEADS and/or NCIC.

7.3 EXAMPLE OF A CLEAR MESSAGE

CHF LDS/H21A0006 CLEARED TEMPORARY PROTECTION ORDER
BRD/N CCN/12345 ISS/2021-01-01 EXP/2021-06-01 SERVED SRV/2021-01-02
RESPONDENT:
NAM/DOE,JAMES SEX/M RAC/W
DOB/1999-02-09 AGE/22 HGT/601 WGT/185 HAI/BLN EYE/BLU SKN/FAR
DNA/N

REMEDIES: (CONTACT ORA FOR DETAILS)
R17 OTHER REMEDIES ORDERED AND ENFORCED BY THE COURT (SEE MISCELLANEOUS FIELD)

PETITIONER:PNM/DOE,MARY
PROTECTED PERSONS:
NM1/DOE,MARY RL1/XS - EX-SPOUSE
NM2/DOE,KIDD RL2/CH - CHILD

PROTECTED ADDR:
PA1/1234 W ELM ANYTOWN IL

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PROTECTED PERSON(S) DOE,MARY DOE,KIDD ILLINOIS REMEDIES – NONE; VISITATION DENIED, R17 NO CONTACT
 NOA/N
 ORI/IL08496A7 ORA/PD ANYTOWN IL
 ENT/AS2 OPR/SCHARFA DTE/2021-01-25 11:52 DLU/2021-01-25 13:09 NIC/H900036416
 CONFIRM WITH ORI
 LEADS RECORD CLEARED AND NCIC RECORD CLEARED LDS/H21A0006 NIC/H900036416

7.4 MESSAGE FIELD CODES FOR RECORD CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LEADS NUMBER	MANDATORY	LDS	8-8	ALPHABETIC, NUMERIC

SECTION 8--SUPPLEMENTAL DATA

8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD

See the NCIC Operating Manual for information specific to each field requirement.

8.2 EXAMPLE OF ENTER SUPPLEMENTAL DATE OF BIRTH:

The screenshot shows a web-based form titled "ERPO - Enter Supplemental". The form is divided into several sections:

- Header Information:** ORI: IL08496A7 - ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL
- Record Identifiers:** LDS # H21A0009, Name DOE, DAVID, Protection Order #CCN
- Supplemental Data:**
 - Caution/Medical Condition (dropdown)
 - Alias (three text fields)
 - Date of Birth (three date pickers), Scars, Marks, Tattoos (dropdown)
 - Miscellaneous # (dropdown), Social Security # (text), State ID # (text)
 - Citizenship (dropdown)
 - Operator's License State (dropdown), Operator's License # (text), Expiration Year (text)
 - Vehicle Color (dropdown), Vehicle Year (text), Vehicle Make (dropdown), Vehicle Model (dropdown)
 - Vehicle Style (dropdown), VIN # (text)
 - License Month (dropdown), License Year (text), License State (dropdown), License Type (dropdown), License # (text)
 - Image # (text), Image Type (dropdown)
- Buttons:** Submit, Clear, Close

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8.3 EXAMPLE ENTER SUPPLEMENTAL ACKNOWLEDGEMENT:

Received Time:	13:29:12 01-25-21
Summary:	ENPO: LDS=H21A0009
<input type="checkbox"/> View Message Details	
LEADS RECORD SUPPLEMENTAL DATA ENTERED AND NCIC RECORD MODIFIED LDS/H21A0009 NIC/H120035	
MRI 1639 IN: FH1 177 AT 25JAN2021 13:29:12	
OUT: AS2 55 AT 25JAN2021 13:29:12	
Received Time:	13:29:10 01-25-21
Summary:	ENPO: LDS=H21A0009
<input type="checkbox"/> View Message Details	
MESSAGE ACCEPTED - AS2 00032 AT 13:29 01/25/2021	
MRI-001634	

8.4 EXAMPLE CANCEL SUPPLEMENTAL DATE OF BIRTH:

XNPO - Cancel Supplemental

Header Information
ORI: IL08496A7 = ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL

Record Identifiers
* LDS # H21A0009 Name DOE, DAVID Protection Order #/CCN

Supplemental Data
Caution/Medical Condition

Alias Alias Alias

Date of Birth 08/08/1998 Date of Birth Scars, Marks, Tattoos

Miscellaneous # Social Security # State ID #

Citizenship

Operator's License State Operator's License # Expiration Year

Vehicle Color Vehicle Year Vehicle Make Vehicle Model

Vehicle Style VIN #

License Month License Year License State License Type License #

Image # Image Type

8.5 EXAMPLE OF CANCEL SUPPLEMENTAL ACKNOWLEDGEMENT:

Received Time:	14:17:59 01-25-21	Source
Summary:	XNPO: LDS=H21A0010	
<input type="checkbox"/> View Message Details		
LEADS RECORD SUPPLEMENTAL DATA CANCELED AND NCIC RECORD MODIFIED LDS/H21A0010 NIC/H160032890		
MRI 1809 IN: FH1 202 AT 25JAN2021 14:18:00		
OUT: AS2 79 AT 25JAN2021 14:18:01		
Received Time:	14:17:59 01-25-21	Source
Summary:	XNPO: LDS=H21A0010	
<input type="checkbox"/> View Message Details		
MESSAGE ACCEPTED - AS2 00042 AT 14:17 01/25/2021		
MRI-001804		



SECTION 9 – LEADS SHORT SERVICE FORM ADD-ON

9.1 PURPOSE

Pursuant to the Illinois Domestic Violence Act of 1986 (750 ILCS 60), Section 222.10 the Office of the Illinois Attorney General is responsible for providing law enforcement agencies with copies of the Short Form Notification.

NOTE: The law does not mandate that law enforcement issue a short form whenever encountering an unserved Respondent. However, the Illinois Supreme Court has been very stric about holding law enforcement agencies liable for failure to protect domestic violence victims with Protection Orders. Therefore, it is recommended law enforcement agencies use the short form for service when encountering a Respondent who has not been served.

The purpose of the Short Form is to effectuate service of the Protection Orders upon respondents during a traffic stop or other routine contact with law enforcement officers.

- A. If a Respondent has not been served with the Protection Order as indicated in 750 ILCS 60/222, a sheriff, other law enforcement official or special process server may serve a respondent with a Short Form Notification.
- B. The Short Form should NOT be used to serve a Respondent in lieu of the Sheriff or special process server serving the Respondent with the original Protection Order that is received from the Courts by the Sheriff's Office.
- C. Upon verification of the identity of the Respondent and the existence of an *unserved* Protection Order, law enforcement may detain the Respondent for a reasonable time necessary to complete and serve the Short Form.
- D. Once the Short Form is served, the Protection Order is enforceable. The Respondent must report to the office of the sheriff or circuit court, of the county that issued the order, to obtain a copy of the Full Order.
- E. Once the Protection Order has been served, the Respondent may be subject to arrest and charged with a misdemeanor or felony, if they violate any terms of the Protection Order.

9.2 SHORT FORM DISTRIBUTION

The Short Form is a multi-page form used to serve court-issued Protection Orders, Civil No Contact Orders, and Stalking No Contact Orders. The Short Form may be downloaded on the Illinois Attorney General's website http://www.illinoisattorneygeneral.gov/women/Short_Form_Notification.pdf.

When a law enforcement officer has contact with a Respondent and the LEADS entry indicates the Order has not been served (no data in date served [SRV] field), the officer will complete the Short Form Notification Form.



Fill out the form using the information obtained from LEADS:

- A. Check the box identifying the type of order.
- B. Complete the identification and court sections at the top of the form. If hearing information is not available, write "not available" on the "Location" line.
- C. In the Remedies area for the order being served, check all applicable remedies/restrictions. The number of remedies/restrictions on the short form correspond to the numbers in the LEADS information. Currently, LEADS information regarding Civil and Stalking No Contact Orders and Firearm Restraining Orders is located under Remedy 17, in the Miscellaneous (MIS) field, and/or the Add-On format of the LEADS entry.
- D. Write the name of the county that issued the order in the space provided on the back of the Respondent's copy of the order.
- E. Serve the completed form on the Respondent and explain each condition.
- F. Complete the Affidavit of Service on the bottom of the second page. It is not necessary to sign before a Notary.

Distribution by officer serving the short form:

- A. The officer should give the original (Respondent's copy) to the Respondent. A copy of the LEADS printout must NOT be provided to the Respondent.
- B. The serving officer's agency should attach a Short Form Service notice to the LEADS record using the ESA (Enter Short Form Service Add-On) form.
- C. The officer should take the copy with the affidavit of service (Law Enforcement Copy) to their station/headquarters. This is their agency's copy.
- D. Two copies of the form should be made and sent to the Sheriff's Office where the order was issued.

Distribution by Sheriff's Office:

- A. Update the order in LEADS
- B. Send one of the copies to the court for inclusion in the court file within 48 hours of receipt.

9.3 LEADS SHORT FORM SERVICE ADD-ON: CONFIRMATION SHORT FORM SERVED

Agencies who serve the Respondent with the Short Form are required to attach a Short Form Service ("Enter SFN", ESA) Add-On to the master record.

A LEADS Enter SFN, ESA must be attached immediately (at time of traffic stop/contact with Respondent) to the Order base record by the officer/agency who served the Short Form to respondent.

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LEADS SHORT FORM SERVICE ADD-ON FORM

Below is an example of a completed ESA form:

A screenshot of a web-based form titled "ESA - Short Form Service Add-on". The form contains several fields: "ORI" (IL08496E2 - ISP DISASTER RECOVERY TESTING SPRINGFIELD), "Record Identifiers (Enter LDS# and one other identifier)" with sub-fields for "LEADS #", "Respondent's Name", "Respondent's Address", "Service Date", "Time (HHMM)", "Badge", and "Officer's Name". The "Additional Information (Required)" field contains the text "SFN SERVED USING SHORT FORM". At the bottom are "Submit", "Clear", and "Close" buttons.

The Add-On **MUST** include:

- A. *Agency ORI that served the Short Form* – The ORI of the agency serving the Short Form Notice should be selected using the ORI field. This may not always be the agency that is attaching the Add-On, i.e., terminal agency entering for a non-terminal agency. Messenger will interpret the ORI and place that agency's name in the ORA field.
- B. *LEADS Number* – The LEADS number of the record that is being attached to the ESA; 8 characters Alpha/Numeric.
- C. *Respondent Name* – The name of the respondent exactly as shown in the Protection Order; 3-30 characters, Alpha/Numeric plus special characters.
- D. *Respondent's Address* – The Respondent's address should be obtained when the Short Form is served. Entry of the current address may assist in serving the Full Order to the Respondent. This field should include number, street, apartment, city, state, zip; 1-60 characters, all characters allowed.
- E. *Service Date* – Date that the ESA was served; 8 characters must be mm/dd/yyyy order.
- F. *Service Time* – Time the ESA was served; 4 characters, must be hh:mm order.
- G. *Badge* – The badge or ID number of the officer that served the Short Form; 1-6 characters, numeric only.
- H. *Officer Name* – Name of officer that served the Short Form; 1-30 characters, Alpha plus special characters.
- I. *Additional Information:*

SFN – must be entered as the first three positions of the Additional Information field of the ESA. SFN (Short Form Notification) is required in order to search for LEADS records whereby the Short Form was used for service and to facilitate processing of statistical data from LEADS. In Messenger this is auto-filled in the Additional Information field and is not removable.



“SERVED USING SHORT FORM” – This phrase is already on the form when it is opened. In Messenger this is auto-filled in the MIS field and is not removable.

Any other information that is pertinent regarding the Short Form, can be entered following the above listed information; Free form text, Alpha/Numeric and special characters.

EXAMPLE ESA ENTRY ACKNOWLEDGEMENT:

Below is an example of the ESA entry acknowledgement.

LEADS ADDON ENTERED FOR LDS/H21A3894 ADN/21E6909

MRI 1451 IN: FHFS 261 AT 10MAY2021 12:36:53

OUT: BN3 24 AT 10MAY2021 12:36:53

9.4 ORA RESPONSIBILITIES

When an ESA Add-On is attached, a notice will go to the ORA’s entering terminal. Upon notification that the Order was served using Short Form, the ORA must modify the SRV field with the date, as indicated in the ESA record.

EXAMPLE ESA NOTIFICATION RECEIVED BY ORA:

Below is an example of the ESA Notification to the ORA.

Received Time:	12:36:53 05-10-21	Source ORI:	IL0530200
<input type="checkbox"/> View Message Details			
ADDON INFORMATION ADN/21E6909 ADDED TO LDS/H21A3894 BY CDC/BN3			
MRI 1450 IN: FHC1 71 AT 10MAY2021 12:36:53			
OUT: D2R 10 AT 10MAY2021 12:36:53			

9.5 FULL ORDER SERVED AFTER SHORT FORM USED FOR INITIAL SERVICE

When the Full Order is provided to the Respondent after the Short Form was used to provide initial notification as result of traffic stop/encounter, an Add-On must be attached to the master record.

The Add-On must be attached to the master record immediately after the Full Order has been served to the Respondent. The Add-On must include:

- A. FOP(Full Order Protection) – must be entered as the first three positions of the Add-On field. FOP (Full Order Protection) is required in order to search for LEADS records whereby the Full Order was served AFTER the Short Form was used for service and to facilitate processing of statistical data from LEADS.
- B. “FULL ORDER SERVED” - must follow FOP.
- C. Date and Time Served – should be formatted as mm/dd/yyyy, hh:mm.
- D. Officer Name and Badge Number – the name and ID of the officer that served the Full Order.



E. Agency Name Who Served the Full Order – This may not always be the agency that is attaching the Add-On, i.e., terminal agency entering for a non-terminal agency.

Below is an example of an Add-On message with the Full Order Information.

The screenshot shows a software window titled "ED1 - Enter Add-On". At the top, there is a dropdown menu for "ORI" with the selected value "IL08496X2 = ISP INFORMATION SERVICES BUR SPRINGFIELD". Below this is a section for "Record Identifiers (Enter LDS# and one other identifier)". It contains a text field for "LEADS #" with the value "H21A3894". There are also fields for "Name" (containing "GULLY,FERN") and "Serial # or UAC". Below these are fields for "VIN #", "License Number", and "OAN #". Further down are fields for "Boat Hull #" and "Registration #". A section titled "Additional Information (Required)" contains a text area with the following text: "FOP 21E6909 FULL ORDER SERVED 50/10/2021 1236, 3333 OFFICER FLOWER LIVINGSTON CO SO". At the bottom of the window are three buttons: "Submit", "Clear", and "Close".