LEADS Daily Bulletin

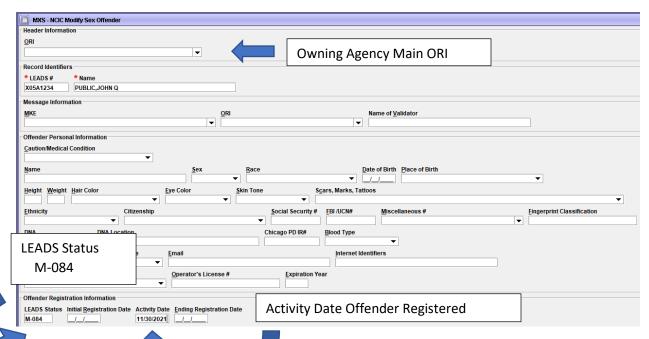
December 1, 2021

SEX OFFENDER MOVING STATUS - REVISED

Instructions below are for both placing an offender into moving status and taking possession of a record already in moving status.

PLACE INTO MOVING STATUS:

Select Modify Sex Offender, Enter Owning Agency Main ORI into Header ORI Information; Enter Record Identifiers: LEADS number (X05A1234) and Offender Name (Public,John Q). Move down the Form to Offender Registration Information. In LEADS Status space, enter M-084, (084 = County 3-digit code where offender is moving). County code list can be found in LEADS 3.0 Manual under Sex offender Chapter, Moving. Or within the Modify form under address information County Code dropdown list. Complete activity date for the date the offender notified they are moving. Select Submit at bottom of form. Only the agency who is the current owner of the record may place the record into moving status.



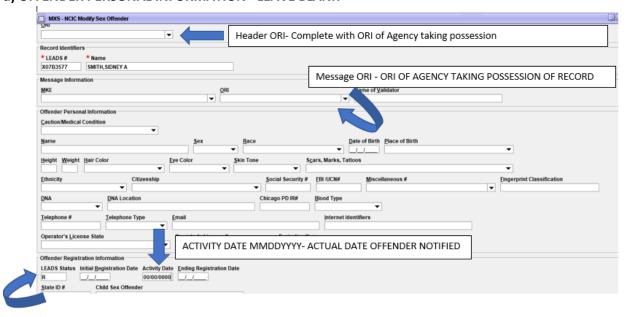
TAKE POSSESSION OF RECORD IN MOVE STATUS:

Step 1 - Inquire by LEADS number or Name, Sex, DOB. Select Hot Link from inbox Response to Modify the Record.



The Modify Form will open with the LEADS number and Name already filled in. Agency will Complete: a) HEADER INFORMATION - COMPLETE WITH AGENCY ORI TAKING POSSESSION ESPECIALLY IF ORI IS DIFFERENT THAN THE AGENCY LOGGED INTO. (EX: DISPATCH CENTER)

- **b) RECORD IDENTIFIERS** Must insert LEADS number and 2nd Identifer, in this case the name. (already completed by selecting Hot Link).
- c) MESSAGE INFORMATION MKE- LEAVE BLANK, ORI COMPLETE WITH ORI OF AGENCY TAKING POSSESSION OF RECORD, (The Header ORI and Message ORI Must Match). Name of Validator LEAVE BLANK
- d) OFFENDER PERSONAL INFORMATION LEAVE BLANK



e) OFFENDER REGISTRATION INFORMATION - LEADS Status – place R, for Registered, Initial Registration date – LEAVE BLANK,

Activity Date – Complete, using the actual date the offender came into agency to notify he/she has moved to the agency's jurisdiction. Ending Registration Date – LEAVE BLANK NOTHING else in the form should be completed at this time. MOVE DOWN FORM CLICK SUBMIT. – any other data will result in error message.

Step 2 – Open Modify form again. Keep only Record Identifiers, (LEADS number & Name) move down to Address Information, complete the new address, including the beginning date and any other NEW information, then Click Submit. Agency will receive Acknowledgement message but should query the record to ensure the correct information has been modified.

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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								