

## LEADS Agency Coordinator Duties

**Appointment Required** – Every LEADS agency is required to appoint one employee as its LEADS Agency Coordinator (LAC).

**Coordinator Qualifications** – The minimum requirements for the appointed LAC are:

- ◆ Must be an employee under the direct management control of the chief, sheriff, superintendent, district commander, or other criminal justice agency head.
- ◆ Must be certified through the LEADS Certification Program ([nexTest](#)) prior to appointment and remain certified status during term of appointment.
  - Full access LEADS operator certification is mandatory for all LACs of full access agencies.
  - Less than full access operator certification is mandatory for all LACs for less than full access or mobile data computer only LEADS agencies. This is a minimum requirement. Less than full access LACs may complete full access operator certification, if desired.
- ◆ Must be thoroughly familiar with all [LEADS/NCIC Regulations and Policies](#).
- ◆ Must be thoroughly familiar with the LEADS [Manual](#) and all LEADS capabilities and procedures.
- ◆ Must be thoroughly familiar with the LEADS Department and User registry requirements and procedures.

**Coordinator Duties** – Some of the duties of the LAC will be to:

- Serve as first line of contact and support for all LEADS questions/problems within the agency.
- Serve as a liaison with Illinois State Police personnel on LEADS/NCIC related matters.
- Ensure that operators accessing LEADS are certified at the appropriate level and operator certification information reflected in the User Registry is accurate and updated in a timely manner, in accordance with LEADS Regulations and Policies.
- Assist the Agency Head to ensure that all LEADS/NCIC Regulations and Policies are followed.
- Ensure the agency's Departmental and User registry profile information is accurate and updated as needed in a timely manner, in accordance with LEADS Regulations and Policy.

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- Ensure agency data corrections including changes for agency head, agency telephone number, and agency address are submitted to the LEADS Administrator utilizing the [LEADS Agency Data Correction Form](#). If the change is for the agency head, LEADS agency technical contact, phone or fax number, the LAC or delegate(s) must also reflect the change in the LEADS Departmental Registry.
- Provide input to LEADS personnel of the Illinois State Police regarding problems and ideas for improvement and changes in LEADS/NCIC.
- Ensure that LEADS validations and CHRI logs are completed in accordance with LEADS Regulations and Policy.
- Ensure all users review the LEADS Daily Bulletin per [LEADS Rules and Regulations](#)
- Notify LEADS staff if:
  - 1) A LEADS connection needs to be moved or disconnected utilizing the [LEADS Disconnect Form](#).
  - 2) A station(s) needs to be cancelled.
  - 3) An additional station(s) need to be assigned utilizing the [Additional Device Data Form](#).
  - 4) Any misuse or violation of LEADS/NCIC per the LEADS/CJIS Security Policies and LEADS Rules and Regulations (Reference Manual) [LEADS/NCIC Regulations and Policies](#).
  - 5) Any IT Security Incident per LEADS Security Policy [LEADS/NCIC Regulations and Policies](#).

**For additional information about LAC duties, refer to the [Rules and Regulations](#).**