LEADS INTRODUCTION

SECTION 1—WHAT'S NEW IN LEADS 3.0

1.1 CHANGE IN TERMINOLOGY

Terms previously used in LEADS have been changed to match the terminology used in the NCIC Operating Manual. This aligns LEADS with NCIC and other states in using the same vocabulary. The following functions have been affected by this change.

VOID is now referred to as CANCEL

CANCEL is now referred to as CLEAR

NOTE: The LEADS 3.0 online manual contains descriptions of new functionality along with illustrative screenshots that are unique to the Messenger Workstation user interface. It is unknown if vendor supplied LEADS interface software will contain the same functionality.

1.2 HOT KEYS

The LEADS 3.0 Messenger Workstation (herein after "Messenger") offers hot keys that appear above hot file entries and queries. Using these will auto-complete the required information contained in the response.

1.3 CHANGE TO LEADS NUMBER CONFIGURATION – LEADING ALPHA CHARACTER

Due to the split of the Caution File, and in order to better align LEADS with NCIC, some of the Alpha characters at the beginning of the LEADS numbers have been changed.

Below is a chart that denotes the alpha character that will precede each of the hot files for persons and property.

LEADS ALPHA	HOT FILE
W	WANTED
M	MISSING
T	GANG
H	PROTECTION ORDER/FIREARM RESTRAINING ORDER
X	SEX OFFENDER/VIOLENT OFFENDER AGAINST YOUTH
L	VIOLENT PERSON
E	FIELD NOTIFICATION PROGRAM
C	SUPERVISED RELEASE
J	IDENTITY THEFT
K	REGISTERED PERSON
U	UNIDENTIFIED PERSON

LEADS ALPHA	HOT FILE
A	ARTICLE
B	BOAT
G	GUN
P	LICENSE PLATE
S	SECURITIES
Q	TITLE HITS
V	VEHICLES/VEHICLE AND BOAT PARTS

1.4 ORI

When using Messenger, operators now have the option to choose the ORI (Originating Agency Identifier) of the owning agency no matter which terminal they are utilizing. This allows operators to assist other agencies with CHF functions. It is recommended that consolidated dispatch centers utilize the appropriate ORI for the agency of record.

1.5 ORA, OPERATOR, ENTERING TERMINAL

The ORA (Originating Agency), OPR (Oerator Initials), and ENT (Entering Terminal) are now automatically completed in Messenger based on the following parameters:

  ORA – based on the ORI chosen for entry or query.

  OPR – based on the operators sign on to the messenger program.

  ENT – based on the terminal's assigned CDC.

All three fields will automatically appear in the query or entry as appropriate.

1.6 VALIDATIONS

Validations will now be online and available for download in Messenger. Validations will no longer be mailed as a packet. See the Other Transactions Chapter for further instructions and completion of validations.

1.7 IMAGE CAPABILITY

LEADS 3.0 gives users the capability of including images in entry for all hot files except License and Securities. Images may only be entered by the owner of the record. Images may be entered using "Enter Image" Hotkey or through the form in the Messenger menu tree. Images may only be modified or cancelled using the forms in the Messenger menu tree. Once entered, the image is assigned a number. This number can be queried.

There will not be an Image Chapter in LEADS 3.0 E-Manual. For further explanation, please refer to the NCIC Operating Manual.

1.8 DETAINERS

The Detainer form in LEADS 3.0 is new and provides for the agency owner of a Wanted record to place their record on hold in LEADS and NCIC so that it does not purge after being located. This ensures that the record remains active when the wanted subject is being held by another agency on local charges. This applies to records entered into LEADS and NCIC, and the record must be in Located status.

1.9 NLETS

NLETS will no longer have its own chapter in the LEADS 3.0 E-Manual. Various NLETS queries are accessible in the Messenger menu tree under NLETS QUERY and CHRI QUERIES, NLETS CHRI. Please refer to the NLETS Manual or the NLETS Wiki page, https://wiki.nlets.org.

1.10 CANADIAN INQUIRIES

Canadian Inquiries will no longer have its own chapter in the LEADS 3.0 E-Manual.   Users can make Canadian inquiries using the Messenger menu tree: NLETS, Canadian Transactions. Please refer to the NLETS Manual or the NLETS Wiki page, https://wiki.nlets.org for detailed information regarding Canadian inquiries.

1.11 INS INQUIRIES

INS inquiries will no longer have its own chapter in the LEADS 3.0 E-Manual. Users may query immigration status using the Messenger menu tree, NLETS CHRI, Immigration Status. Please refer to the NLETS Manual or the NLETS Wiki page, https://wiki.nlets.org.

SECTION 2 – CHANGES IN ENTRIES AND RESPONSES

2.1 LEADS RULES AND REGULATIONS

PASSWORD MANDATES FOR LEADS LOG ON

LEADS policy requires that all devices (LEADS 3.0, MDC, Interface programs, etc.) used to access LEADS data have a password log on. The following rules apply:

PASSWORD STRUCTURE – A password must:

*Be a minimum of 8 characters
*Not be a dictionary word or proper name
*Not be the same as Userid
*Be a combination of alpha and numeric characters (special characters such as #, $, -, etc. are allowed, the @ should not be used).
*Will not be transmitted in clear text.

*Will NOT be displayed on screen when entered, and accounts will be locked after 3 unsuccessful login attempts.
* Not be identical to the previous ten (10) passwords

PASSWORD DURATION

Passwords must be changed at least every 90 days.

CHOOSING A PASSWORD

A password should be something which is easy for the user to remember, yet difficult for someone else to guess. A password should not be the name of any relatives or pets. A password should not contain the month and year as a prefix or suffix.

PASSWORD CONFIDENTIALITY

A password should be kept confidential and not shared between users. In an emergency, if a user is required to divulge their password to another user, at the earliest opportunity it should be changed. If a pop-up window is received from the browser asking to remember password, select NO.

FORGOTTEN PASSWORDS - MESSENGER

Passwords can be reset by a LEADS Agency Coordinator or Delegate of an agency. The password is good for one time only. To log on, enter the Userid, the new password issued by LEADS Agency Coordinator or Delegate in the Password field, AND enter a valid password of the user's choice in the Change Password and Verify Password fields.

CHANGING A PASSWORD - MESSENGER

At the log on screen, enter the Userid in the Userid field and current password in the password field. Then enter the new password twice. Once in the Change Password field and once in the Verify Password field.

Users have the option to change their password prior to it expiring. This can be done from the menu at the top of the Messenger Screen. Select User Session, and then Change Password.
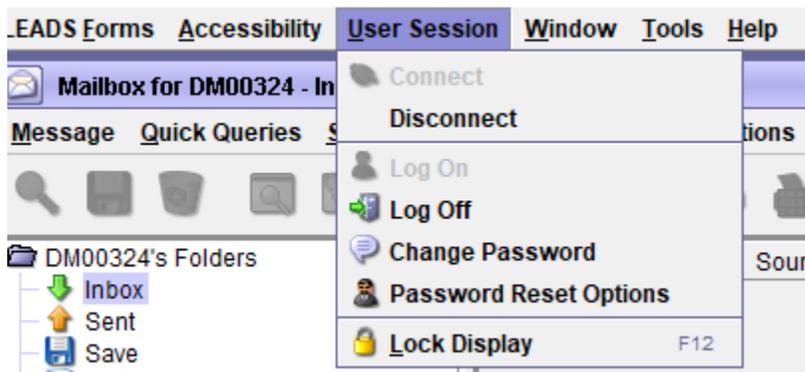
2.2 FIELD CODES AND EDITS

All codes that are common to both LEADS and NCIC will be defined in the NCIC Operating manual and will no longer be included in the LEADS 3.0 manual

Any field in Messenger that is NCIC related can be right clicked on and a menu will appear. Within the menu an operator may choose the "Field Help" option. This will take them directly to the appropriate page and chapter in NCIC Operating Manual for the field in question.

Within this same right click menu, operators may choose the option to "Search Code List" this pulls up a form that allows the operator to type in key words to find the appropriate code.

All fields in Messenger now have what is called, "Hover Information". By hovering your cursor over the field, a small pop-up box will appear displaying special edits for each field.

MKE's are now predefined in each Messenger form, or are in a drop-down menu, and cannot be altered. All MKE's, and Caution indicators, are defined by the NCIC Operating manual. LEADS-Only files also have predefined MKE's that are defined in the applicable LEADS Reference chapter.

The MIS field has been expanded to allow 200 characters for Property records and 500 characters for Persons records as well as all special characters. The entire MIS field for all records will now be transmitted to NCIC upon record entry.

Messenger forms are equipped with drop down menus in many fields to assist with field completion. Some of these fields still retain the capability to free form type if the user chooses to do so.

2.3 FOID

The FOID Chapter also contains the Concealed Carry information and has been renamed Firearms Owner's ID and Concealed Carry Chapter. In LEADS 3.0, both FOID and Concealed Carry status responses will return with a person's inquiry (name/sex/dob or DLN).

2.4 ADMINISTRATIVE MESSAGES

LEADS 3.0 offers the option of attaching images and documents to Administrative Messages.

2.5 HIT CONFIRMATION

HIT confirmation now uses NLETS message keys but accomplishes confirmation in LEADS and NCIC as it always has.

2.6 NEW ENTRY CAPABILITIES

Violent Person File – This file allows for the entry of persons who have threatened or pose a threat to law enforcement. These subjects will no longer be entered into the FNP file and instead will be entered into the Violent Persons file.

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Threat to law enforcement subjects will no longer be entered into FNP. See the NCIC Operating manual for information.

Registered Persons File – at this time, this file will only include Arson offenses. This is a LEADS only file that will be available soon after the LEADS 3.0 conversion.

Investigative Interest File -this is a supplemental record that allows agencies to indicate an investigative interest in an existing NCIC record. Illinois LEADS users have the option to use this function on applicable records entered in both LEADS and NCIC. See the NCIC Operating Manual for details.

Persons with Information – this file is only used for Missing person records. An addendum can be added to a missing person record detailing information about individuals who may have information pertaining to the missing person entry.

Identity Theft – this NCIC file is a means for law enforcement to "flag" stolen identities and identify the imposter when encountered by law enforcement. Users can make entries using the Messenger menu tree, PERSON, Identity Theft. See the NCIC Operating Manual for specific information.

2.7 BOATS

Boats will no longer have its own chapter in the LEADS 3.0 E-Manual, and will follow NCIC rules, with one exception. LEADS will follow its current rule for Duplicate Entries and will only compare the BHN (Boat Hull Number) and REG (Registration) and will not search the BMA (Boat Make) as NCIC does. This will ensure users are receiving the proper duplicate responses.

LEADS Duplicate Boat Entry rules:

> Duplication is automatically determined to exist when an enter message contains either a BHN or a REG which matches a BHN or a REG on file. The descriptions of the two boats can be entirely different, but the computer will still declare that duplication exists based on identical BHN or REG Fields. Even two boats with identical BHN's but different REG's will be treated as duplicates.

> It is not permitted for a single agency (terminal) to enter the same boat record into the Boat File a second time as long as the first record has not been cancelled or cleared.

> When an agency enters a record, which matches another agency's LEADS record by either BHN or REG, the operator will be notified of this fact immediately following the Enter Acknowledgment Message. The message *has been accepted* into the file.

Please refer to the NCIC Operating Manual, Boat Chapter for further information

2.8 CAUTION CHAPTER

The Caution File and Caution Chapter of the LEADS e-manual have been broken into four separate Hot Files. Each File now has its own chapter.

Field Notification Program

Sex Offenders/Violent Offender Against Youth Registration
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Supervised Release (previously Parolee)

Gang Member

2.9 ORDER OF PROTECTION

Change in Terminology – The Order of Protection File will now be called the Protection Order File. <mark>Remedy 14.5</mark> and <mark>Remedy 11.5</mark> are now selectable remedies, rather than using Remedy 17. Message keys for entry and all file maintenance functions have changed. See the Protection Order Chapter for specific information.

STALKING/CIVIL NO CONTACT – Both have their own formats and remedies that are unique to each order.

2.10 PERSONS WITH INFORMATION

Missing Persons format has a sub-format for Persons with Information entry. See the NCIC Operating Manual for specific details.

2.11 SECURITIES

Securities will no longer have its own chapter in the LEADS 3.0 E-Manual. Please refer to the NCIC Operating Manual.

2.12 SUPPLEMENTAL CHAPTER

Supplemental replaces the Alias Chapter. The Messenger supplemental form has many more fields for entry than in LEADS 2000.

The MKE to Enter a Supplemental record is EN.

The MKE to Cancel (previously known as Void) any Supplemental data is XN.

Information on Entering and Cancelling Supplemental Data can be found in the individual persons chapters in the NCIC Operating Manual. The enter and cancel functions and procedures used for all Persons Hot Files apply to Gang Members, FNP, and Registered Persons which are LEADS-only files.

NOTE All supplemental entries for LEADS will be made using the LEADS number and the Master Record Name.

2.13 VEHICLES

In Messenger, towed and tagged vehicles are now included in the Vehicle form. Selecting the appropriate MKE will activate the corresponding fields needed for entry. See the Vehicle chapter for more information.

2.14 VIOLENT PERSONS

Violent Persons are new to LEADS and provide the ability to enter persons who have assaulted law enforcement, committed homicide or attempted homicide, committed violent crimes with weapons, or are a threat to law enforcement. Records entered in the Violent Persons file go into both LEADS and NCIC. Subjects that were previously entered into the LEADS FNP file for these offenses (CAT/VCP: Violent Crime-Threat to Police) should now be entered into the Violent Persons file instead to provide this officer safety information nationally via NCIC. . There will not be a separate chapter for VIOLENT PERSONS in the LEADS 3.0 Manual. Please refer to the NCIC Operating Manual.