LEADS OPERATING MANUAL
GUNS CHAPTER

1.1 DEFINITION

A gun is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by air, carbon dioxide, or the action of an explosive. Included are antique guns; cannons; machine guns; pistols; rifles; shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; destructive devices such as grenades, mines, missiles, and rockets; and disguised guns such as knife guns, pen guns, belt buckles, and cane guns.

1.2 PURPOSE

The LEADS and NCIC Gun Files were designed to help law enforcement agencies in the recovery of lost and/or stolen weapons or with weapons recovered (abandoned or found)/seized or believed to have been used in connection with unsolved crimes. A record may be entered for a weapon believed to have been used in the commission of a felony as long as this fact is documented in the case file and the location of the weapon is unknown.

1.3 WHAT'S IN THE GUN FILE

Serially numbered weapons which are stolen or missing may be entered into the file if a case report is on file. A recovered (abandoned or found) or seized weapon may be entered as a "recovered" weapon and requires supporting documentation. The weapon must remain in the possession of the entering agency or be readily available for examination while the record is on file. If the entering agency loses custody of the recovered gun in any manner, the recovered gun entry must be cleared.

1.4 WHAT SHOULD NOT BE IN THE GUN FILE

Criteria for entry of records in the Gun File require serially numbered weapons. Therefore, stolen and recovered weapons as defined above that do not have serial numbers may not be entered in the Gun File. BB guns are not defined as weapons and manufacturers are not required to assign serial numbers. BB guns cannot be entered in the Gun File, but if the owner has engraved an owner-applied number on the gun, the agency holding the case report may enter a record for the stolen BB gun in the Article File.

1.5 RETENTION PERIOD FOR GUN RECORDS

Stolen, Lost, or Felony Gun records remain active in the file indefinitely until the originating agency clears or cancels the record or until 10 days after being located. Recovered and seized gun records remain active for the year of entry plus two years or until 10 days after being located; unless cancelled or cleared by the originating agency within the retention period.

1.6 PURGING

STOLEN AND LOST GUN RECORDS
Because a gun may be used in the commission of a serious crime or traceable to a crime, Stolen and Lost Gun records remain in the file indefinitely. If a Stolen or Lost Gun record is Located, then it is purged automatically in 10 days.

RECOVERED AND SEIZED GUN RECORDS

Recovered and Seized Gun records are purged automatically on a periodic basis. These records are retained for the year of entry plus 2 years and will automatically purge each year in January. The NCIC copy of each record is purged at the same time as the
LEADS record.

PURGE NOTIFICATION

After Recovered Gun records are purged in January, a listing of the purged records will appear on each agencies February validation list.

RETRIEVING PURGED RECORDS
Once a record has been purged, it cannot be retrieved by on-line inquiry. However, if the need arises, any purged record can be retrieved by the LEADS Staff from the permanent, off-line file.

RE-ENTRY OF PURGED RECORDS

If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line file, the ORA may re-enter the purged record. Re-entry is done by the same procedure as the original entry.

SECTION 2 – ENTRY

2.1 REQUIREMENTS FOR ENTRY

DOCUMENTATION

LEADS and NCIC share the same requirements for documentation of Stolen, Felony, Lost and Recovered Guns. For further information on the criteria see the Gun Chapter of the NCIC Operating Manual.

SEIZED GUN DOCUMENTATION

The LEADS Seized Gun Entry Capability provides agencies with a method to better distinguish between seized and recovered guns for statistical purposes. Seized gun entries will be made into the LEADS CHF Gun File utilizing the MKE/EZ in the Gun Entry format. These entries will be forwarded to NCIC and will appear in NCIC as Recovered Guns. The fields unique to the seized gun format will **NOT** appear in the NCIC record. Prior to making a Seized gun entry an inquiry should be made to ensure there is no stolen entry report on file. A report documenting the seizure should be kept on file with the entry record, accessible 24/7, and the weapon should be readily available for examination while the record is active. Once the seized weapon is no longer in possession of the entering agency, the record should be canceled

MINIMUM IDENTIFIERS

LEADS and NCIC require a minimum amount of data for entry, however it is recommended that all available identifiers be placed in the record to assist in proper identification.

The following minimum identifiers are needed to enter a stolen or recovered gun record:

MKE - Message Key
ORI- Originating Identifier of the agency that owns the record
DOT or DOR - Date of Theft or Date of Recovery
MAK – Make or Country of Manufacture
SER – Serial Number
TYP – Type
CAL – Caliber
ENT*- Entering Terminals CDC
ORA*-Originating Authority – based on ORI entered
OPR*-Operators name
          *These fields are automatically configured within the system and do not need to be completed by the operator.

SEIZED GUNS – ADDITIONAL REQUIREMENTS
In addition to the minimum requirements for all gun entries listed above, Seized Guns also require the following Information:
RCA – Round Capacity
CVF – Convicted Felon
VCF – Valid FOID Card
GNG – Gang Member
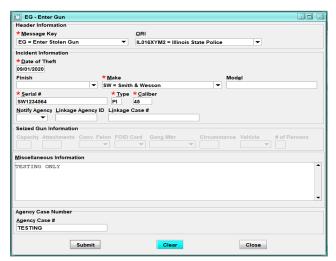SFV – Seized From Vehicle   *If **CIR/T** then **SFV** must be **Y**
PER – Number of Persons in Vehicle   *If **SFV/Y** then PER must be completed

2.2 GENERAL ENTRY PROCEDURES

After receiving proper documentation on a stolen, felony, lost or recovered gun, follow the Enter format in LEADS 3.0 Messenger with the information provided in the documentation. Below is a sample.

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Seized Gun Entry

Once the MKE/EZ (enter seized gun) is selected, the Seized Gun Information will become active in the entry format.

Below is an example of a Seized Gun entry format:

CHECK ACKNOWLEDGEMENT MESSAGE

When the computer has accepted the entry and placed it on file, it will return a copy of the record to the terminal. The user should compare the data in this message with the document that was used to enter the record to be sure that no errors have been made. Any errors should be immediately corrected by a modification.

Below is a sample of the acknowledgement message.

LEADS regulations require that the printout of the Enter Acknowledgement Message be retained in the entering agency's active messages file.

It is suggested to inquire on the record to verify the information was sent to NCIC and to check the NCIC number. Please refer to the NCIC Operating Manual for more detailed instructions on second party quality check of record.

2.3 REJECTS

Any message that is received in response to an enter message other than an Enter Acknowledgement means the message has been rejected. Most reject messages mention a particular field. If the error is not obvious, refer to the field descriptions in the NCIC Operating Manual to find the error.

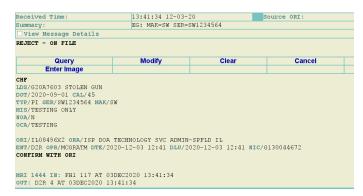## 2.4 DUPLICATE ENTER ATTEMPTS

LEADS will follow the same rules for duplicate entry attempts as NCIC. For further information on duplicates see the Guns Chapter of the NCIC Operating Manual. When the computer determines that duplication exists, the user will be notified by one of the messages described below.

DUPLICATE OF ORIGINATING AGENCY'S STOLEN GUN RECORD

It is not permitted for a single agency (terminal) to enter the same gun record into the Gun File a second time if the first record has not been cleared or canceled. Below is a sample of a rejected record.

DUPLICATE OF ANOTHER AGENCY'S STOLEN GUN RECORD

The same stolen gun record may be entered, even though it has been entered by another agency. When this occurs, you will receive a copy of your record stating "RECORD ENTERED INTO LEADS AND NCIC" as well as a copy of the other agencies record.

2.5 SAMPLE ENTER MESSAGES

*SAMPLE #*1 - A theft report on a weapon was received at 9AM on October 31, 2020, at the Bloomington Police Department. The gun was described as a Colt 357 magnum revolver with a 2-inch barrel and was inscribed with the serial number 3297623. It was a Python model with a blue steel finish and pearl handgrips. The gun was taken in a burglary at the owner's house some time prior to the date of the theft report. The case was assigned number 20-446.

EG - Enter Gun

Header Information

Message Key
EG = Enter Stolen Gun

ORI
IL0570100 = BLOOMINGTON PD

Incident Information

Date of Theft
10/31/2020

Finish
BL = Blue

Make
COLT

Model
PYTHON

Serial #
3297623

Type
PR

Caliber
357

Notify Agency Y = Yes
Linkage Agency ID
Linkage Case #

Seized Gun Information

Capacity Attachments Conv. Felon FOID Card Gang Mbr Circumstance Vehicle # of Persons

Miscellaneous Information

REVOLVER, 2 INCH BARREL, PEARL HANDGRIPS, OTX/815 844-0000

Agency Case Number

Agency Case #
20-466

[Submit] [Clear] [Close]

SAMPLE #2 – A gun was confiscated during a traffic stop on November 15, 2020 at 4PM. Ownership could not be proven since neither juvenile in the vehicle had a valid FOID card. After running an inquiry to determine whether the weapon had been reported stolen, Bloomington Police Department entered a recovered gun record. The weapon was a LaSalle 9-millimeter semi-automatic pistol with a gray finish and inscribed with the serial number 333756. This was case number 997.

EG - Enter Gun

Header Information

Message Key
EZ = Enter Seized Gun

ORI
IL0570100 = BLOOMINGTON PD

Incident Information

Date of Seizure
11/15/2020

Finish
GY = Gray

Make
MAF = *Multiple Meanings...

Model
LASALLE

Serial #
333756

Type
PI

Caliber
9

Notify Agency Y = Yes
Linkage Agency ID
Linkage Case #

Seized Gun Information

Capacity	Attachments	Conv. Felon	FOID Card	Gang Mbr	Circumstance	Vehicle	# of Persons
006		N = No	N = No	N = No		Y = Yes	2

Miscellaneous Information

CONFISCATED FROM TWO JUVENILES DURING A TRAFFIC STOP

Agency Case Number

Agency Case #
997

[Submit] [Clear] [Close]

2.6 FIELD DESCRIPTIONS AND CODES

For Fields common to both LEADS and NCIC, see the NCIC manual Guns Chapter for information.

2.7 FIELD CODES

LEADS will follow the procedures outlined in the NCIC Operating manual for entry of Stolen, Lost, Recovered and Felony Guns. See the NCIC Operating Manual, Guns Chapter for information on entry of these guns.

Seized Guns will remain a LEADS Only function and fields specific to Seized Guns will be defined below. Seized Guns may be entered into LEADS & NCIC; however, they will appear as a Recovered Gun in the NCIC record and will not display the LEADS ONLY fields.

SEIZED GUN SPECIFIC FIELDS:

MESSAGE KEY/RECORD LABEL

A. FIELD NAME: Message Key/Record Label
B. FIELD CODE: MKE
C. FIELD LENGTH: 2-4 characters
D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, and the hyphen (-).
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, DATA CAN BE: ADDED? N/A CHANGED? No DELETED? N/A
H. ON ENTRY, DATA IS: Required.

 I. PURPOSE AND USAGE: A message key is the first field of every message sent to LEADS. It tells the computer what kind of message you have sent it (inquiry, enter, etc.) and what file(s) are to be involved (only LEADS Guns or LEADS and NCIC Guns).

Every hit response message includes a record label which indicates what kind of a record has been hit. The enter (and locate) message key used to put the record on file determines what the record label says.

When entering a record, the user may add the caution indicator suffix (-P) to the message key to denote that they want the stolen gun held for fingerprinting upon recovery. This suffix causes a special warning to appear in a LEADS hit message as part of the record label when the record is inquired upon. This serves to warn the inquiring operator and officer.

J. ALLOWABLE DATA AND EDITS: Allowable Data - The message key for a Gun File message must be taken from the following table:

MESSAGE TYPE	BASIC MESSAGE KEYS (1)				
	STOLEN	LOST	RECOVERED	FELONY	SEIZED
INQUIRY					
LEADS & NCIC	QG	QG	QG	QG	QG
ENTER					
LEADS & NCIC	EG	ELG	ERG	EFG	EZ
Hold for Prints	EG-P	(N/A)	(N/A)	EFGP	(N/A)
CLEAR	CG	CLG	CRG	CFG	CZ
CANCEL	XG	XLG	XRG	XFG	XZ
MODIFY	MG	MLG	MRG	MFG	MZ
LOCATES					
LEADS	LG	LLG	(N/A)	LFG	(N/A)
NCIC (no LEADS)	LG	LLG	(N/A)	LFG	(N/A)

The following fields are used only for Seized Gun entries.

ROUND CAPACITY

A. FIELD NAME: Capacity
B. FIELD CODE: CAP
C. FIELD LENGTH: 1-3 positions.
D. CHARACTER TYPE(S) ALLOWED: Numbers only
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, FIELD CAN BE: ADDED? No   CHANGED? Yes   DELETED? No
H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required for Seized Gun Entry
I. PURPOSE: To document the round capacity of a seized gun.
J. ALLOWABLE DATA AND EDITS: Numbers only, 1-3 characters

ATTACHMENTS

A. FIELD NAME: Attachments
B. FIELD CODE: ATT
C. FIELD LENGTH: 1-4 positions.
D. CHARACTER TYPE(S) ALLOWED: Special Codes Only – See Note A
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, FIELD CAN BE: ADDED? Yes   CHANGED? Yes   DELETED? Yes
H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Optional
I. PURPOSE: To document up to 4 different types of attachments to a seized gun.
J. ALLOWABLE DATA AND EDITS: Numbers only, 1-3 characters

NOTE A: Only the defined codes listed below are allowed in this field.
        Indicate up to 4 attachments, using the following codes.
        If there are more than four attachments, use the miscellaneous field to identify the remainder.

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CODE	TYPE	CODE	TYPE
B	BIPOD	H	SLING, LEATHER
C	STOCK, COLLAPSIBLE	L	LASER
D	DOT POINT OPTICS	N	NIGHT SIGHTS
E	EXTENDED MAGAZINE	P	SCOPE
F	FLASHLIGHT	S	SUPRESSOR
G	STOCK, PISTOL GRIP	X	OTHER, DEFINE IN MIS FIELD
		Y	SLING, NYLON

CONVICTED FELON

A. FIELD NAME: Convicted Felon
B. FIELD CODE: CON
C. FIELD LENGTH: 1 position.
D. CHARACTER TYPE(S) ALLOWED: Y=Yes   N=No   U=Unknown
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, FIELD CAN BE: ADDED? No   CHANGED? Yes   DELETED? No
H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required for Seized Guns
I. PURPOSE: To document whether or not the arrested subject is a convicted felon.
J. ALLOWABLE DATA AND EDITS: only 3 alpha characters, Y N or U

VALID FOID CARD

A. FIELD NAME: Valid FOID Card
B. FIELD CODE: VFC
C. FIELD LENGTH: 1 position.
D. CHARACTER TYPE(S) ALLOWED: Y=Yes   N=No   U=Unknown
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, FIELD CAN BE: ADDED? No   CHANGED? Yes   DELETED? No
H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required for Seized Guns
I. PURPOSE: To document if the subject has a valid FOID card.
J. ALLOWABLE DATA AND EDITS: only 3 alpha characters, Y N or U

CIRCUMSTANCES

A. FIELD NAME: Circumstance
B. FIELD CODE: CIR
C. FIELD LENGTH: 1-4 position.
D. CHARACTER TYPE(S) ALLOWED: Special Characters, See Note A
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, FIELD CAN BE: ADDED? No   CHANGED? Yes   DELETED? No
H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Optional

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I. PURPOSE: To document the circumstances in which a gun has been seized.
J. ALLOWABLE DATA AND EDITS: A minimum of one and up to four circumstances may be entered at one time. If there are more than four applicable circumstances, define remainder in the MIS field.

Note A: Only the defined codes listed below are allowed in this field. Do Not use commas to separate each code.

Code	Definition
A	ARREST
D	DOMESTIC VIOLENCE
F	FOID VIOLATION
J	JUVENILE
T	TRAFFIC STOP
X	OTHER (Define in MIS field)

SEIZED FROM VEHICLE

A. FIELD NAME: Seized from Vehicle
B. FIELD CODE: SFV
C. FIELD LENGTH: 1 position.
D. CHARACTER TYPE(S) ALLOWED: Y or N
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, FIELD CAN BE: ADDED? No   CHANGED? Yes (See Note B)   DELETED? No
H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required for Seized Guns (See Note A)
I. PURPOSE: To document if the gun was seized from a vehicle.
J. ALLOWABLE DATA AND EDITS: Y=Yes or N=No

   Note A. If the Circumstance entered include the code T-Traffic Stop, the SFV field must contain a Y-Yes
   Note B. The SFV field may be modified, however the Circumstance field must also be modified if the code T-Traffic stop was included and the SFV field is being changed to No.

NUMBER OF PERSONS IN VEHICLE

A. FIELD NAME: Number of Persons in Vehicle
B. FIELD CODE: PER
C. FIELD LENGTH: 1-2 positions.
D. CHARACTER TYPE(S) ALLOWED: Numeric only
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
G. WHEN MODIFYING, FIELD CAN BE: ADDED? Yes (See Note A) CHANGED? Yes (See Note B)   DELETED? Yes (see Note B)
H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL?   Required IF SFV field contains a Y.
I. PURPOSE: To document the number of persons in a vehicle from which a gun was seized.

J. ALLOWABLE DATA AND EDITS: Numeric only 0-99

       Note A. In order to add the PER field, the SFV field must contain a Y.

           This may require the modification of both fields.

       Note B. In order to change the PER field, the SFV field must contain the proper code.

           SFV/Y to add persons, SFV/N to remove persons.

           This may require the modification of both fields.

       Note C. In order to remove the Per field, the SFV must contain an N.

           This may require the modification of both fields.

SECTION 3 – MODIFICATION

3.1 GENERAL MODIFICATION

The modify message is used when additional data is obtained after a record has already been entered; when an error is discovered in a record; or when circumstances surrounding the case have changed. A record cannot be modified after it has been located.

REQUIRED IDENTIFIERS

The required identifiers are the LEADS Record Index Number (LDS) followed by the gun's Serial Number (SER) exactly as it appears in the record being modified.

NCIC COPY AUTOMATICALLY MODIFIED

When there is a copy of a LEADS record in NCIC, a single modify message automatically causes the same change(s) to be made in the NCIC copy of the record.

3.2 WHAT CAN AND CANNOT BE MODIFIEID

FIELDS WHICH CAN BE MODIFIED

The following fields may be modified.

DOT	Date of Theft
FIN	Finish (LEADS only)
MAK	Make or Country of Manufacture
MOD	Model
CAL	Caliber
TYP	Type
SER	Serial Number
MIS	Miscellaneous
OCA	Originating Authority's Case Number
ORA	Originating Authority's Agency Name
	For Information on modification of Seized Gun fields, see the

	field details.
RCA	Round Capacity
ATT	Attachments
CVF	Convicted Felon
VFC	Valid FOID Card
GNG	Gang Member
CIR	Circumstances
SFV	Seized from Vehicle
PER	Number of Persons in Vehicle

Only fields that are not required can be deleted. In LEADS 3.0 place a pound sign (#) in the field to be deleted.
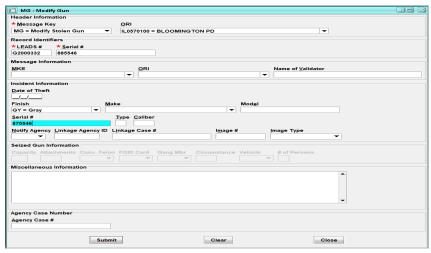
FIELDS WHICH CANNOT BE MODIFIED

Data in the following fields cannot be modified.

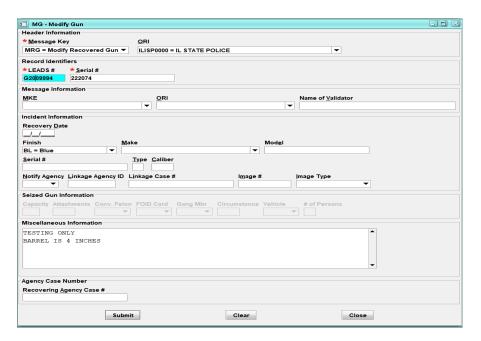|	
MKE	Message Key
LDS	LEADS Record Index Number
ENT	Entering Terminal CDC
OPR	Entering Operator's Initials
TME	Time of Record Entry
DTE	Date of Record Entry
NIC	NCIC Record Index Number

3.3 SAMPLE MODIFICATIONS

CORRECTING AND ADDING INFORMATION

A stolen gun record was entered (LDS/G2000332) with the Serial Number (885546). At a later date, the SER is found to be incorrect and it has been learned that the gun's finish (gray) was omitted from the record when first entered. The correct SER is 875546. Below is the sample modification in LEADS 3.0 Messenger.

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A recovered gun record was entered (LDS/G209994) with the Serial Number (222074). Later, it is determined that the gun's barrel length is incorrect; it should be 4 inches, not 2 inches. The gun's finish, blue was included in the MIS field in the original record. Below is the sample modification in LEADS 3.0 Messenger.

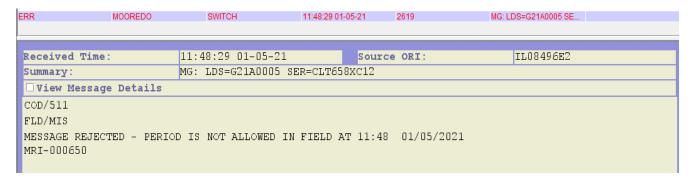

3.4 MODIFY ACKNOWLEDGEMENT

Every modify message will be acknowledged in one of the following ways:

SUCCESSFUL MODIFY ACKNOWLEDGEMENT

LEADS RECORD MODIFIED AND NCIC RECORD MODIFIED LDS/G21A0055 NIC/G280045108
MRI 227 IN: FH1 46 AT 05JAN2021 09:45:36

REJECTED MESSAGE

The sample below shows a rejected message in LEADS 3.0 Messenger.

CONFIRMING MODIFICATION RESULTS

The only way to confirm that a record was, in fact, modified exactly as intended is to inquire on the record and review the response message.

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PARTIAL SUCCESS

There is no such thing as a partially successful modification. If the user plans to modify three fields with a single modify message and it is rejected because of an error in only one of the three fields, <u>nothing</u> was modified. In other words, the two fields that were coded correctly were not modified because part of the modify message was wrong.

NCIC REJECT

Normally, the only acknowledgement message the user will receive, either reject or successful, will come from LEADS (not NCIC). In a few cases when the computer is not working properly, the user may receive a successful acknowledgement from LEADS and a reject from NCIC. When this happens, send an administrative message to the LEADS Quality Control Section at terminal KQC and explain what has happened.

<u>SECTION 4 – CANCEL (VOID)</u>

4.1 CHANGED 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.

4.2 WHEN TO CANCEL

A record that is entered by mistake (i.e., should not have been entered in the first place) should be canceled as soon as the error is discovered.

If data is incorrectly entered in a field that cannot be modified, the original record should be canceled, and a new record entered.

4.3 HOW TO CANCEL

A cancel message always requires four elements – the message key, the LEADS Record Index Number (LDS) the gun's Serial Number, and the Date of Cancellation. The Removal Reason is optional.
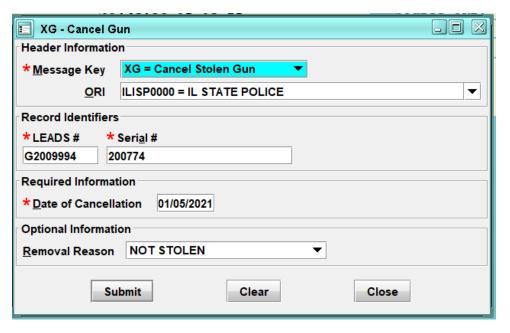
Below are the message keys available in the drop-down menu of the cancel format.

XG	CANCEL STOLEN GUN
XFG	CANCEL FELONY GUN
XLG	CANCEL LOST GUN
XRG	CANCEL RECOVERED GUN
XZ	CANCEL SEIZED GUN

4.4 SAMPLE CANCEL MESSAGE

Below is the sample cancel format in LEADS 3.0 Messenger.

4.5 CANCEL ACKNOWLEDGEMENT

Every cancel message will be acknowledged either by a reject message or, if successful, by the following:

LEADS RECORD CANCELED AND NCIC RECORD CANCELED LDS/G21A0055 NIC/G280045108

REJECTED CANCEL MESSAGE

Any response other than the message above indicates that your cancel message was rejected and that the record in question is still on file. You should correct the error and resend the cancel message.

SECTION 5 – INQUIRY

5.1 ON-LINE INQUIRY

To search the Gun Files (LEADS and NCIC), you must combine certain minimum descriptive information (identifiers) with the proper inquiry message key.

MINIMUM REQUIRED IDENTIFIERS

The following identifier(s) may be used to search the Gun File.

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SER (Serial Number) - This is the primary identifier and must be used in combination with MAK.

MAK (Make or Country of Manufacture) – This identifier must be used in combination with SER.

CAL (Caliber) – This identifier may be used as a third identifier in combination with SER and MAK.

LDS (LEADS Record Index Number) – This identifier may be useful to retrieve a copy of a specific gun record in LEADS, possibly one entered by your department.

NIC (NCIC Record Index Number) – This identifier allows retrieval of a specific record in the NCIC Gun File.

5.2 OFF-LINE STOLEN GUN FILE SEARCHES

On-line inquiries require that you know the complete serial number and are limited to the file of currently active records. Information about a gun which corresponds to one of the data fields in a LEADS record (except the MIS Field) to request an off-line search.

REQUESTING AN OFF-LINE SEARCH

To request an off-line search of the LEADS Stolen/Recovered Gun File, please contact the ISP Help Desk with the following information.

> Details about the gun in question
> Indication that only currently active records are to be searched or that active and canceled records are of interest
> Name and telephone number of agency contact person on this case

NCIC RECORDS NOT INCLUDED

A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search.

SECTION 6 – LOCATE

6.1 WHEN IS LOCATING REQUIRED

Once it has been established that two specific conditions have been met, it is the locating agency's responsibility to immediately send a Locate message. These conditions are the following:

> It has been confirmed that the record hit pertains to the gun inquired on.

> Locating agency has actually recovered the gun. The Locate message causes information to be added to the specific record identified in that message.

If these conditions are met for more than one record, (i.e., more than one record is hit pertaining to exactly the same gun), a separate Locate message must be transmitted for each individual record.

EXCEPTIONS

An agency cannot Locate its own record. That record has to be cleared.

A single Locate message for a LEADS record will be automatically sent to NCIC to Locate the NCIC copy of the record.
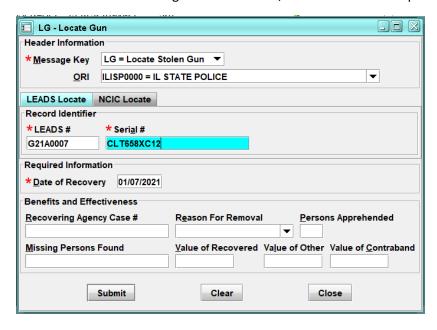
A recovered gun record cannot be Located.

A seized gun record cannot be Located.

6.2 HOW TO SEND A LOCATE MESSAGE

RECORD IN LEADS

Below is an example of the LEADS Locate format.

For information on locating a record in NCIC, refer to the Gun Chapter of the NCIC Operating Manual.

6.3 WHEN RECORD IS LOCATED

NCIC AUTOMATIC LOCATE NOTIFICATION

When any department in the nation successfully sends a Locate message against an NCIC gun record, the originating terminal of the Located record is automatically sent a Locate Notification Message. The Notification Message is immediately followed by a second message which includes a portion of the Located record. These two messages are sometimes referred to as "dollar sign L" messages. For further information on Locating an NCIC record, see the Gun Chapter of the NCIC Operating Manual.

NORMAL CIRCUMSTANCES

When a gun is recovered and the LEADS/NCIC records have been Located, the records have served their intended purpose. Therefore, when a Locate Notification message is received on one of a department's records, that department should immediately clear the record. Failure to clear a Located record will result in the record being automatically purged ten days after the date it was Located.

LOCATE NOTIFICATION WITHOUT CONFIRMATION

On occasion, the originating agency may receive a Locate Notification message without ever having been contacted by the Locating agency regarding the status of a case. Should this occur, the originating agency should contact the Locating agency to confirm that they have actually recovered the gun described in the Located record.

CANNOT MODIFY

After a record has been Located, the entering agency cannot Modify the record in any manner. To do so will produce a coded reject message.

INCORRECT LOCATE

If a record has been Located by mistake, there is no way to remove the Locate "flag". The only alternative is to cancel the Located record and enter a new record.

SECTION 7 – CLEARING (CANCEL)

7.1 CHANGED 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 CLEAR

When a stolen gun is <u>recovered</u>, the LEADS/NCIC record should be cleared immediately. If a gun has been entered as a recovered gun record and the owner later identifies and claims it, then the recovered gun record should be cleared.

7.3 HOW TO CLEAR

A gun clear message contains the message key, the LEADS Record Index Number, and the gun's Serial Number.
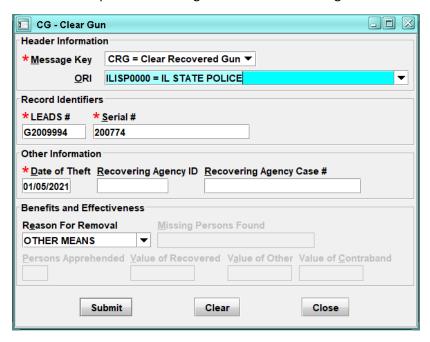
Below are the message keys available in the drop-down menu of the clear format.

CG	CLEAR STOLEN GUN
CRG	CLEAR RECOVERED GUN
CLG	CLEAR LOST GUN
CFG	CLEAR FELONY GUN
CZ	CLEAR SEIZED GUN

SAMPLE CLEAR MESSAGE

Below is a sample Clear Message in LEADS 3.0 Messenger.

7.4 CLEAR ACKNOWLEDGEMENT

Every clear message will be acknowledged either by a reject message or, if successful, by the following:

LEADS RECORD CLEARED LDS/G2009994

REJECTED CLEAR MESSAGE

Any response other than the message above indicates that the clear message was rejected and that the record in question is still on file. In this situation, correct the error and resend the clear message.

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8.1 ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. This can be useful when the MIS Field is too small to contain all the data you wish to enter.

> *NOTE: The MIS field in 3.0 has been expanded to 200 characters.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC record. Therefore, the most important data should be placed into the Miscellaneous field.