

LEADS Daily Bulletin

December 2, 2025

LEADS Add-On

An add-on can be placed on LEADS records. Agencies can utilize the Add-on function to provide additional information related to their own or another agency's active LEADS record. Add-ons cannot be attached to a NCIC record, nor are they forwarded to NCIC.

- An add-on should NOT be used in place of format field data, it is an option to provide additional information.
- An add-on may be used when there is not enough room in the MIS field for pertinent information but remember if the record is also in NCIC the add-on information will not be available to any out of state law enforcement agencies.
- There is no inquiry for an Add-on, an inquiry must be made on the base record identifiers (NAM/SEX/DOB, LIC, ETC.) the three most recent (within 90 days) add-ons will return. Query by LEADS number to receive all add-ons attached to the base record.
- An add-on cannot be modified, it must be cleared and if necessary, a new add-on attached.
- Only the agency that entered the Add-On may remove it from LEADS except the Sex Offender Unit, who may remove any Add-On from Sex Offender or VOAY records.
- Add-On information is purged when the master record is cancelled, cleared, or purged.

Add-On Contents: An Add-On attached to a person record **to document field contact must** contain:

- Date and time of contact
- Location of contact
- Reason for contact (suspicious activity, traffic, etc.)
- Officer last name and badge number
- Vehicle description (if applicable)
- Any other miscellaneous information such as caution, if subject was arrested and why, statements made by subject, etc.

Some persons records **require file specific add-on information**, see the LEADS Manual, Protection Order, Sex Offender/VOAY, Gang Member, Field Notification chapters for **complete required add on information**.

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