WELCOME to LEADS 3.0

Let's Get Started

- Why the change?
- What is OpenFox Messenger?
- Training and resources provided

Training

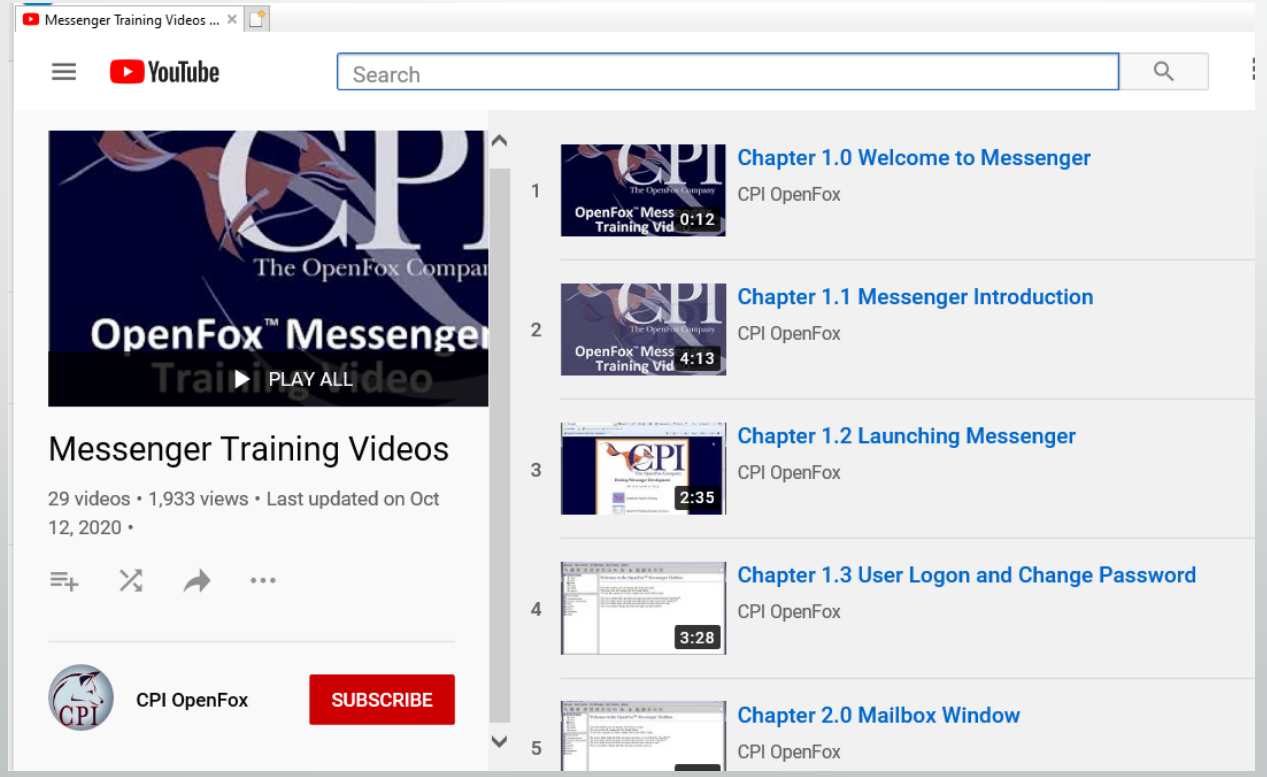
- ISP LEADS Administration will be providing LEADS 3.0 training to ease the transition and learning process
- LEADS Agency Coordinators (LACs) and Delegates will be trained on the use and navigation of LEADS 3.0
- LACs and Delegates will be responsible to train LEADS users within their own agency

Training Topics

- Topics to be covered will be…
  - Messenger Navigation
  - Configurator (formerly LEADS 2000 Registry)
  - LAC and Delegate Administration Duties
  - Queries
  - CHRI Reports
  - New Computerized Hot Files
    - Caution Files - no longer grouped together, divided up individually
  - Validations

Training Videos

- **CPI YouTube Channel**
  - 29 videos should have been viewed prior to this training
  - The training today will build off of those videos



Why the change?

- LEADS is a complex system which integrates data from various federal and state databases to one source for secured and reliable information to the criminal justice community. LEADS has been doing so for over 50 years.

- To provide a modernize and enhanced system to better serve the criminal justice system.

- To bring LEADS in line with NCIC guidelines. LEADS is now NCIC based

Changes….

- LEADS 3.0 offers myriad upgrades to the legacy system - two of those are online validations and automated criminal history record information (CHRI) monthly logs.
- These will be available online in an electronic version **only**.
- In order to access validations and CHRI reports, this requires **LEADS2000** agencies to have at least one installation of Messenger, including interface agencies. This is a replacement software for LEADS2000, and the Receiver.
- For help with installing contact ISP.LEADS30@illinois.gov

What is OpenFox Messenger?

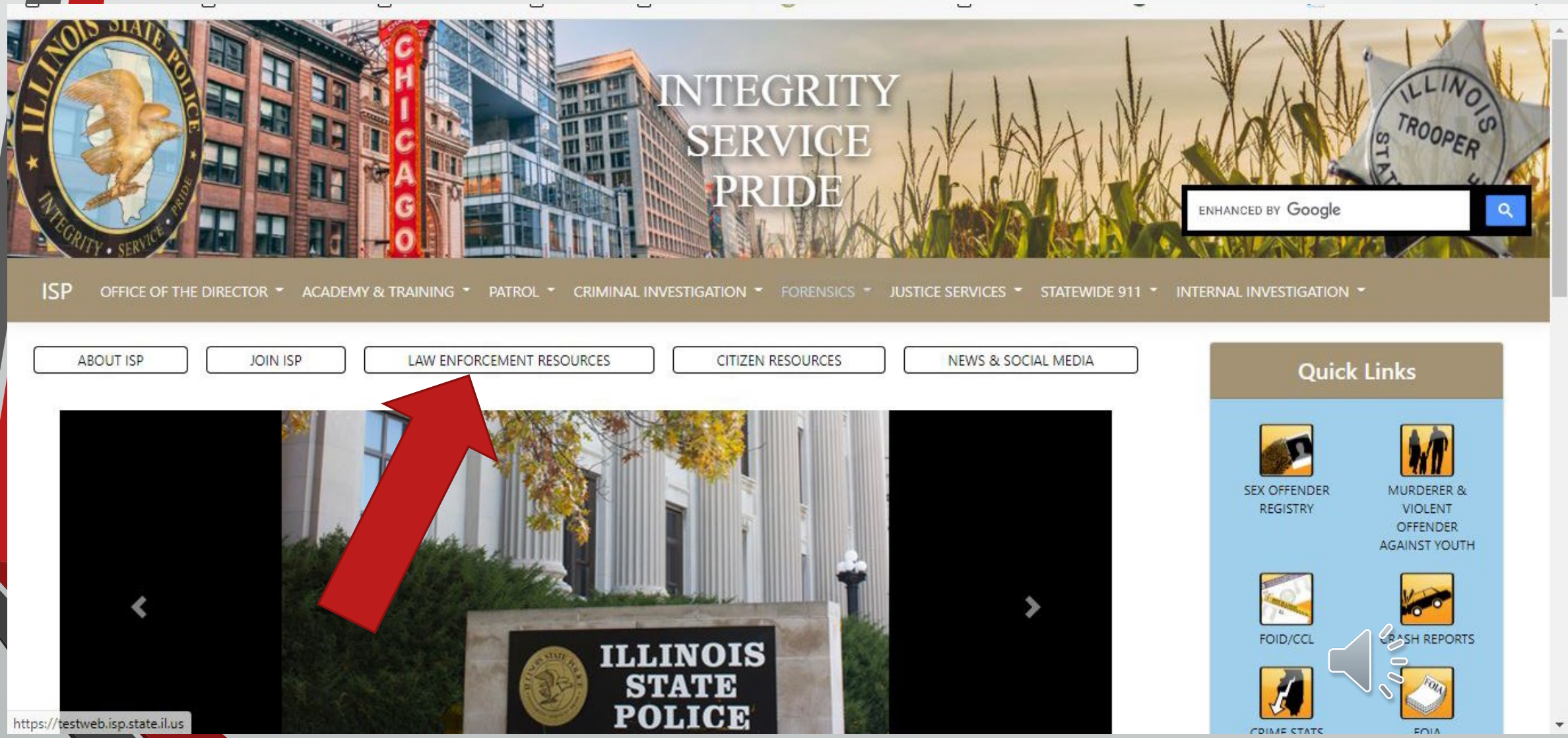
- ISP has partnered with Computer Projects of Illinois (CPI), a company whose state switch infrastructure and computerized hot files are implemented in 30 states and nine Federal Agencies across the USA.
- ISP is leveraging both CPI products and experience, while embarking on a new business model.
- CPI will host all LEADS system components within their CJIS-compliant secure data center in Bolingbrook, Illinois, including the message switch, computerized hot files (CHF), and interfaces (NCIC, Nlets, NICS, SOS, IDOC, CHRI, FOID, CCL).
- OpenFox Messenger is a stand-alone program, no longer relying on an internet browser
- User Friendly in a format

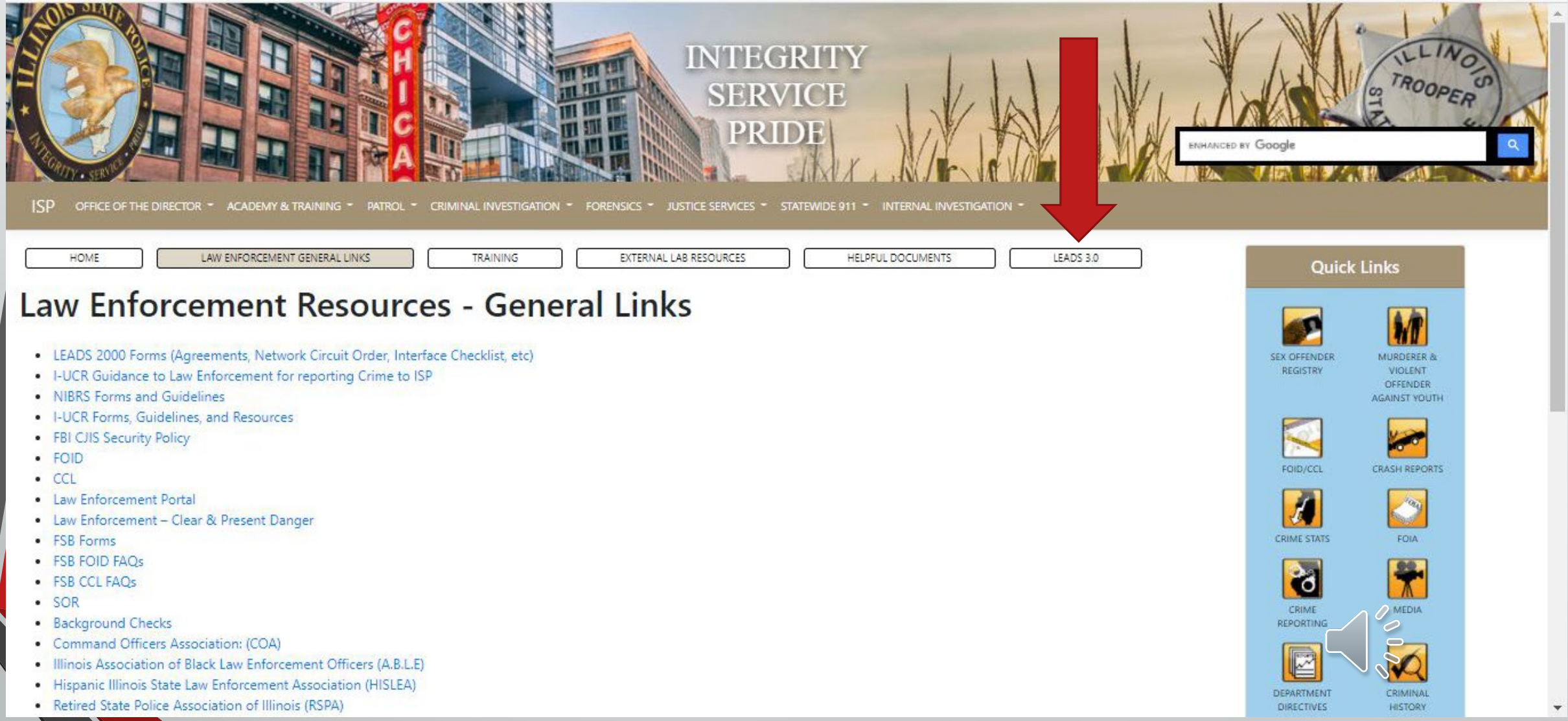
LEADS 3.0 Implementation

- New user IDs have been emailed to agencies
  - New User ID will be used for both **NexTEST** and **LEADS3.0**
    - NEXTEST: New User ID and current NexTEST password
    - LEADS3.0: With the initial log in, the New user ID will be used for BOTH the login and the password
      - A password reset will be automatically generated.
- Product keys have been sent, contact your LAC for help
- Watch your Daily Bulletins for updates
- Live WebEx during cutover

July 11, 2021

Illinois State Police Home Page: https://isp.Illinois.gov

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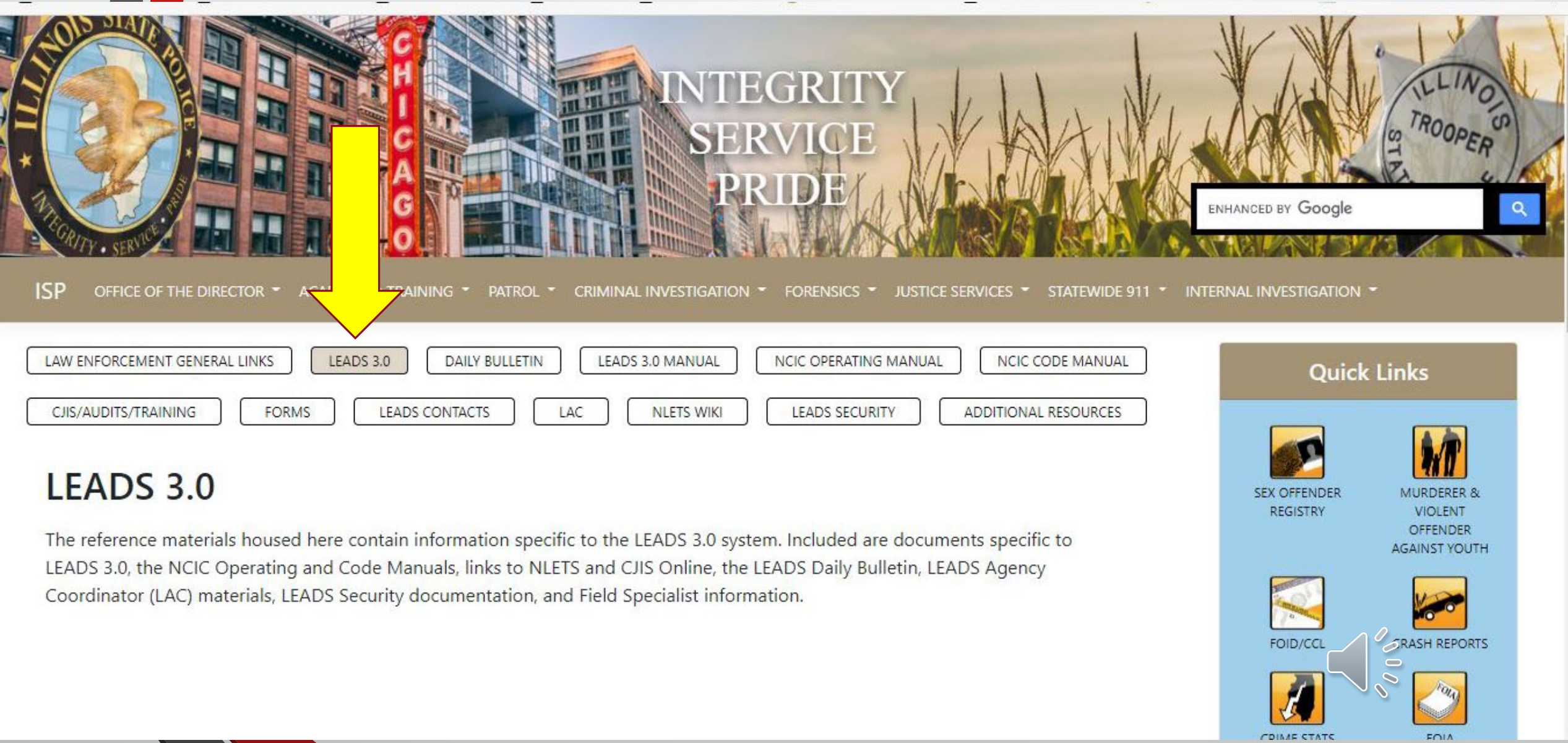
ISP
OFFICE OF THE DIRECTOR
ACADEMY & TRAINING
PATROL
CRIMINAL INVESTIGATION
FORENSICS
JUSTICE SERVICES
STATEWIDE 911
INTERNAL INVESTIGATION
HOME
LAW ENFORCEMENT GENERAL LINKS
TRAINING
EXTERNAL LAB RESOURCES
HELPFUL DOCUMENTS
LEADS 3.0
Law Enforcement Resources - General Links
LEADS 2000 Forms (Agreements, Network Circuit Order, Interface Checklist, etc)
I-UCR Guidance to Law Enforcement for reporting Crime to ISP
NIBRS Forms and Guidelines
I-UCR Forms, Guidelines, and Resources
FBI CJIS Security Policy
FOID
CCL
Law Enforcement Portal
Law Enforcement – Clear & Present Danger
FSB Forms
FSB FOID FAQs
FSB CCL FAQs
SOR
Background Checks
Command Officers Association: (COA)
Illinois Association of Black Law Enforcement Officers (A.B.L.E)
Hispanic Illinois State Law Enforcement Association (HISLEA)
Retired State Police Association of Illinois (RSPA)
Quick Links
SEX OFFENDER REGISTRY
MURDERER & VIOLENT OFFENDER AGAINST YOUTH
FOID/CCL
CRASH REPORTS
CRIME STATS
FOIA
CRIME REPORTING
MEDIA
DEPARTMENT DIRECTIVES
CRIMINAL HISTORY

https://isp.Illinois.gov/LawEnforcement/LEADS3dot0



Daily Bulletin

- Formerly known as Daily Briefing
- Will be available on the ISP LEADS 3.0 Resource website
- Required to be read daily
  - LACs are responsible to ensure LEADS users have reviewed the Daily Bulletin

Contact Us

Please contact the ISP HelpDesk for assistance. ISP Field Specialists email: isp.helpdesk@Illinois.gov

LEADS Help Desk (Toll Free number):	**866/LEADS00 (532-3700)**
LEADS Help Desk (Non Toll Free number):	**217/782-4155**
Comments and suggestions:	**866/LEADS00 (532-3700)**
LEADS Administration Mailing Address:	**Illinois State Police LEADS Administration 801 South Seventh Street, Suite 600-M Springfield, Illinois 62703**
LEADS Administration FAX:	**217/524-2498**

Ready, Set, Let's Go

The next training module will be on MESSENGER

LEADS
3.0
LEADS

Messenger Navigation

Click Options and then click Launch Tips of the Day

http://10.221.1.12:8080/CPT/docs/

Shortcuts

At Any Time

Shortcut	Description
F12	Lock the Desktop software

In a Window

Shortcut	Description
Ctrl-Tab	Move to the next open window
Ctrl-Shift-Tab	Move to the previous open window
Ctrl-F2	Minimize the current window
Ctrl-F3	Maximize the current window
Ctrl-F4	Close the current window
Ctrl-Shift-F4	Close all open windows
Ctrl-F5	Restore the current window

In a Messenger Form

Shortcut	Description
Ctrl-Enter	Submit the form
Ctrl-D	Save the form as a draft message
Ctrl-R	Clear the form
Ctrl-P	Print the form
Ctrl-S	Copy (store) all fields on the form Messenger may be configured to automatically copy the fields when you submit a form. See your preferences for more information.
Ctrl-G	Paste (get) all fields from the last form

In a Messenger Form Text Field

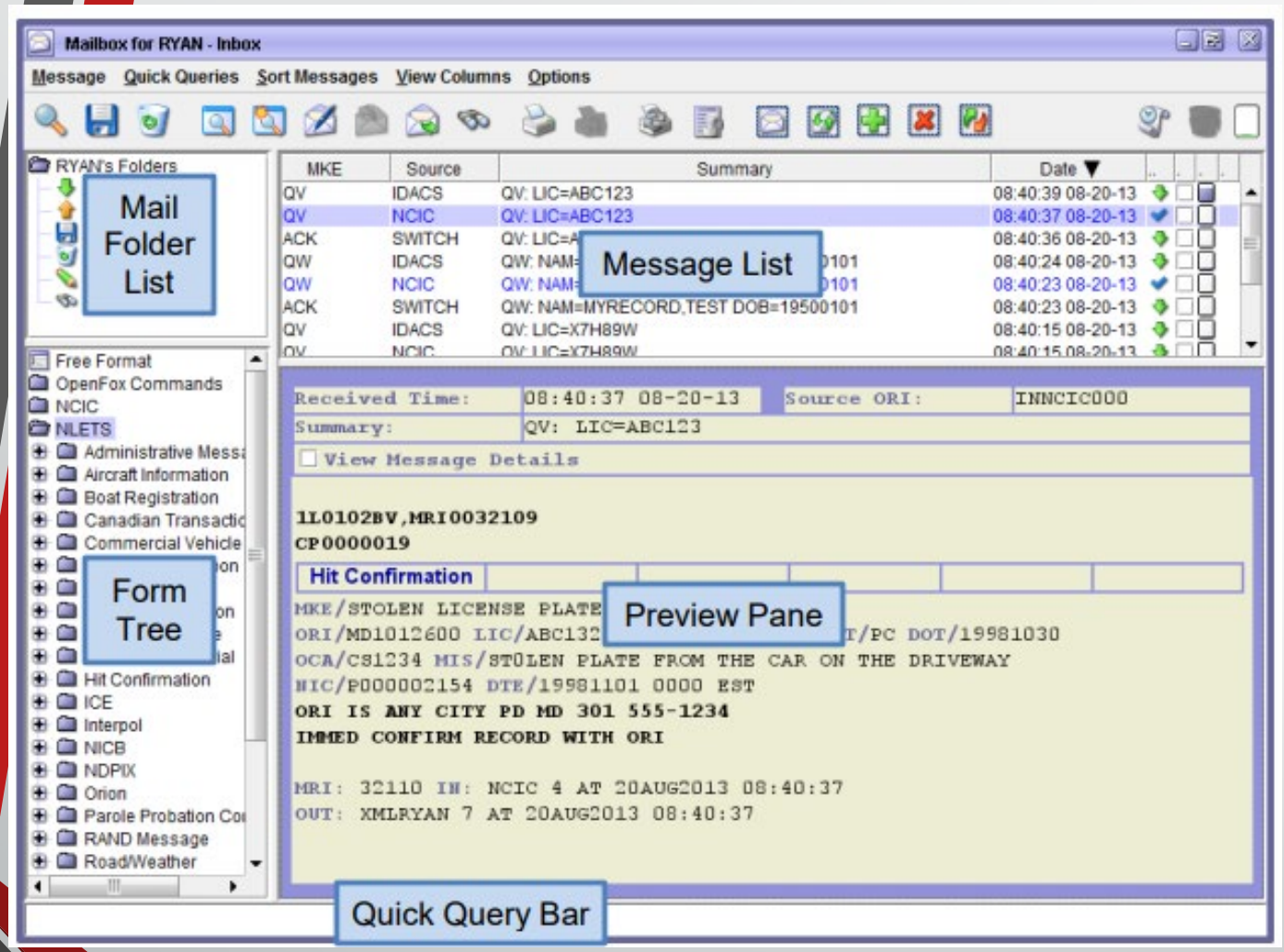
Shortcut	Description
Ctrl-X	Cut the selected text
Ctrl-C	Copy the selected text
Ctrl-V	Paste
Ctrl-A	Select all text in the field
Ctrl-Z	Undo the last change to this field
Ctrl-Shift-Z	Redo the last change to this field
Ctrl-F1	Toggle whether the popup help for this field is displayed or hidden
F1	Access help files for this transaction and field
Ctrl-F	Text search the codes in this drop down list (*in dropdown fields*) – OR – Use calendar to pick date (*in date fields*) – OR – Decode a VIN into make, model, style, year (*in VIN fields*).
Alt-*letter*	Jump to the field that has the *letter* underlined in its name

From any Messenger Screen

Shortcut	Description
Ctrl-I	Go to the Inbox folder
Ctrl-Y	Go to the Sent folder
Ctrl-E	Go to the Save folder
Ctrl-T	Go to the Trash folder
Ctrl-D	Go to the Drafts folder
Ctrl-H	Go to the Search folder
Ctrl-Q	Go to the Quick Query Bar
Ctrl-O	Go to the Forms Tree
Ctrl-L	Go to the Mail Folder List
Ctrl-M	Go to the List of Messages Doesn't change current folder
Ctrl-K	Go to the Message Preview

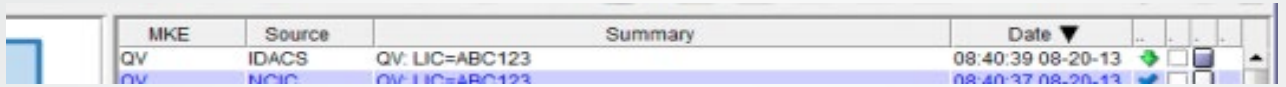
From the List of Messages

Shortcut	Description
Delete	Move the selected message(s) to the Trash folder If in the Trash folder, deletes the selected messages
Ctrl-S	Move the selected message(s) to the Save folder
Ctrl-N	Change the text under the Summary column for the selected message(s)
Ctrl-F	Open the message text search bar
Ctrl-Shift-F	Open the message search window
Enter	View the input form for the selected message Messenger allows the user to change the shortcut for this item
Ctrl-Enter	View the message in a separate window Messenger allows the user to change the shortcut for this item
Alt-Enter	View the message in a new separate window Messenger allows the user to change the shortcut for this item
Ctrl-R	Reply to the selected message(s)
Ctrl-B	Forward the selected message(s)
Ctrl-P	Print the selected message(s)
Ctrl-U	Selects the oldest unread message
Ctrl-G	Selects all messages in the same group. These are messages that have the same value under the ID column.
Ctrl-Shift-A	Selects all messages in the current folder
Ctrl-Shift-C	Clears any current selected
Ctrl-Shift-R	Reverses the current selection
Shift-*Click*	Selects a range of messages
Ctrl-*Click*	Toggles whether or not the clicked message is selected or not



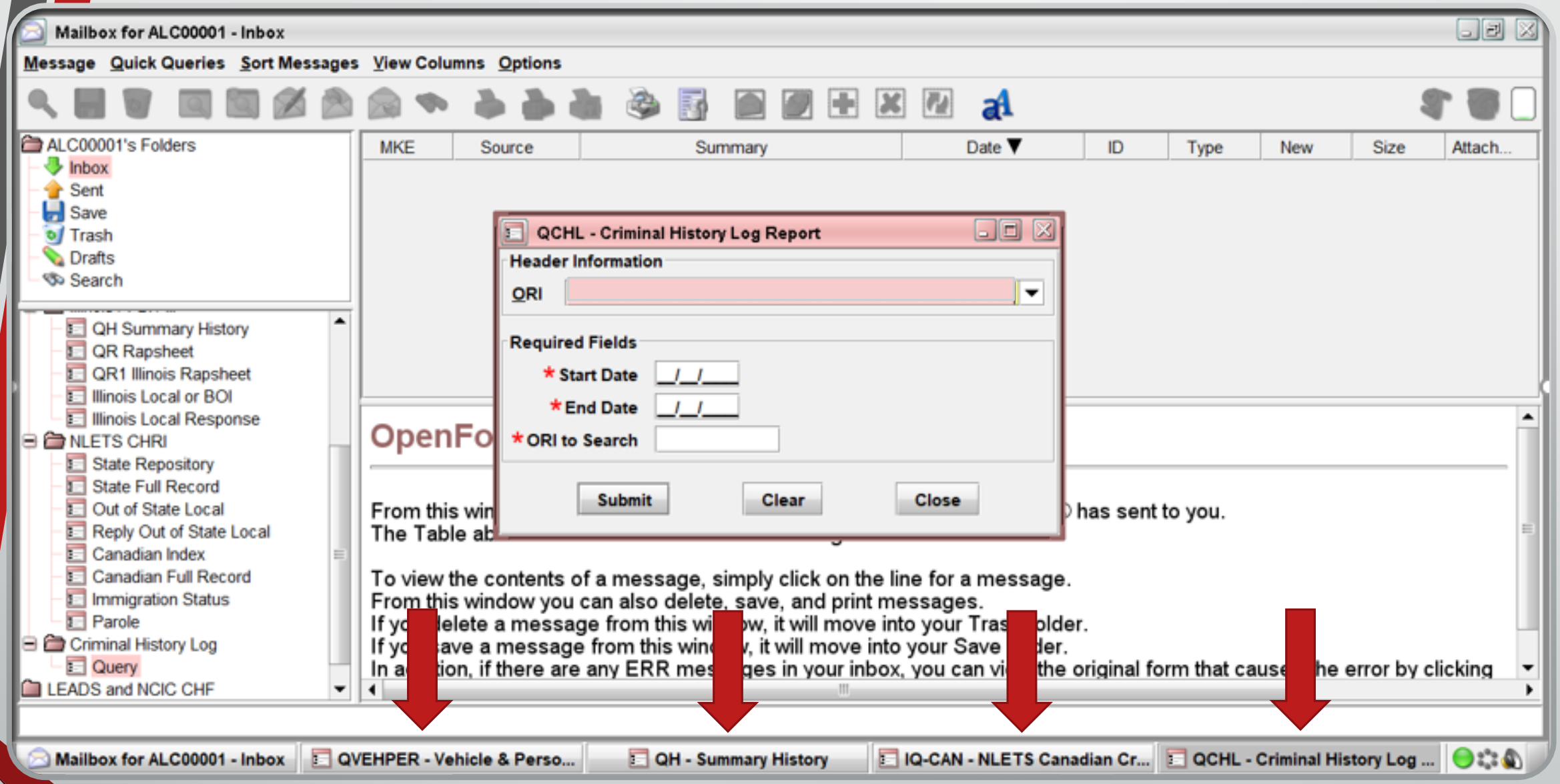
Layout when you first log in

Message Lists Definitions

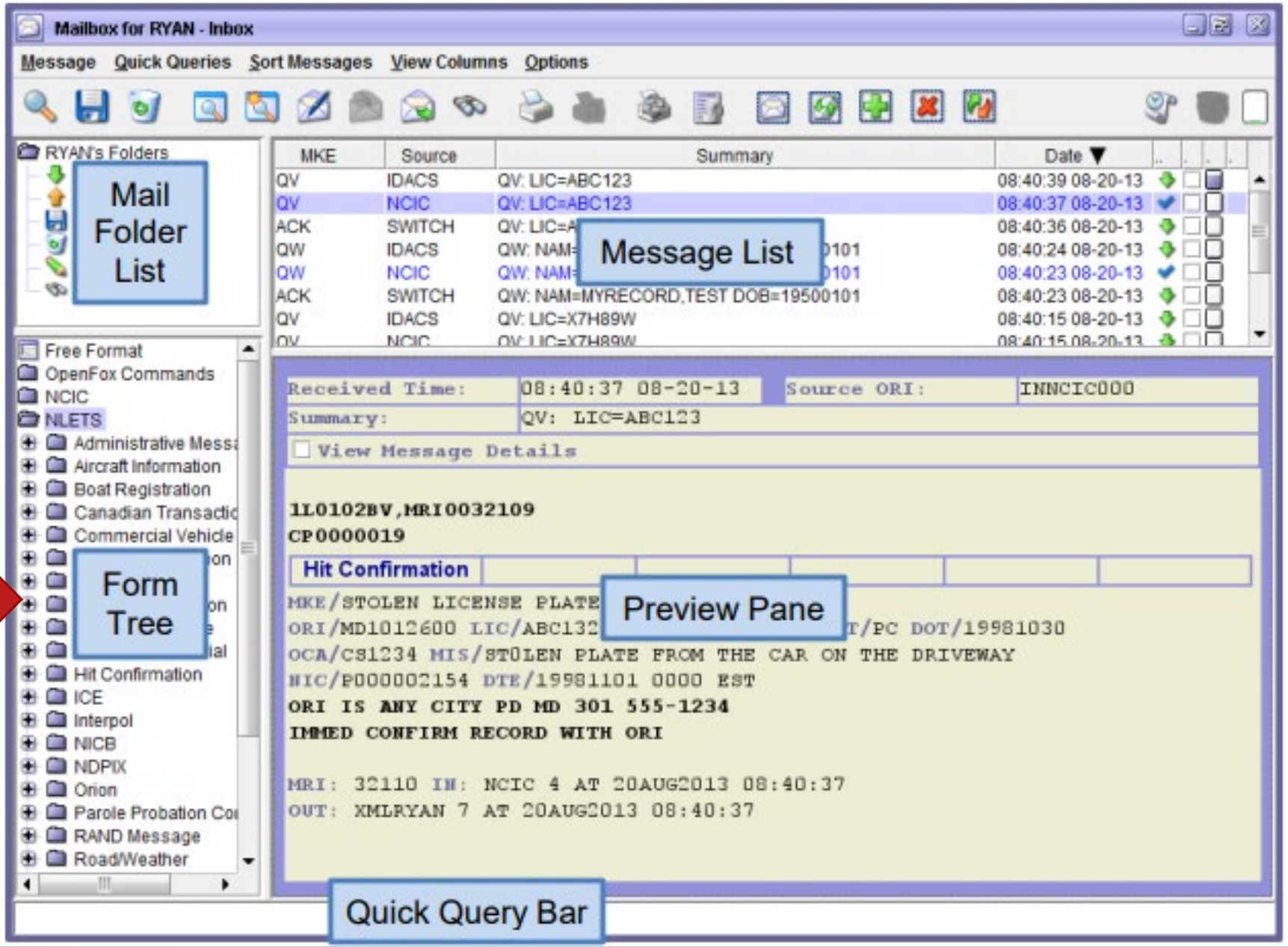


Column	Description
MKE	Displays the message key (MKE) of the message
User	Displays the user that was logged onto Messenger when this message was either sent or received. You can only see this column if you have the ability to view the message traffic for other users.
Source	Displays the data source of the message (i.e. NCIC, SWITCH, etc)
Summary	Displays a summary of the data contained within the message, or for query returns a summary of the inquiry data
Date	The date and time of this message. This column cannot be hidden.
ID	Every time that you submit a transaction to the system, Messenger assigns it a unique number. This same number is assigned to the messages returned by the query.
Type	Displays the type of message. For more information on mail types, please see section [4.1 – Message Flow].
New	Displays a checkmark if you have not yet viewed the content of this message
Size	Displays a visual indicator of the size of the message
Attachment	Displays a paper clip icon if the message contains an attachment

Message list columns



You can have multiple windows open at the same time, just choose which one you want to open.


Mailbox for RYAN - Inbox
Message
Quick Queries
Sort Messages
View Columns
Options
RYAN's Folders
Mail Folder List
MKE
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QV IDACS QV: LIC=ABC123 08:40:39 08-20-13
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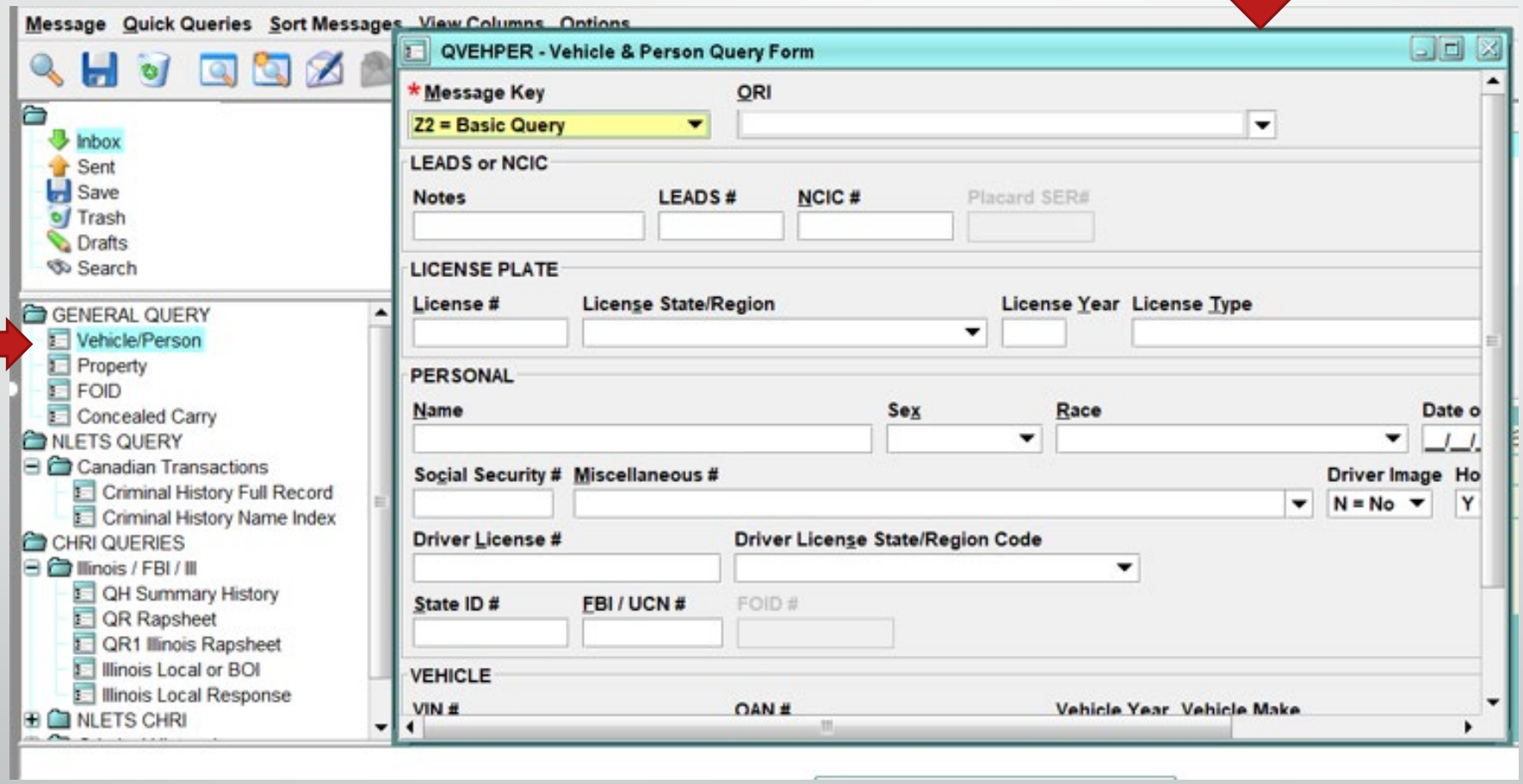
Quick Query Bar

Form Tree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NLETS QUERY
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Criminal History Full Record
Criminal History Name Index
CHRI QUERIES
Illinois / FBI / Ill
QH Summary History
QR Rapsheet
QR1 Illinois Rapsheet
Illinois Local or BOI
Illinois Local Response
NLETS CHRI
QVEHPER - Vehicle & Person Query Form
* Message Key
Z2 = Basic Query
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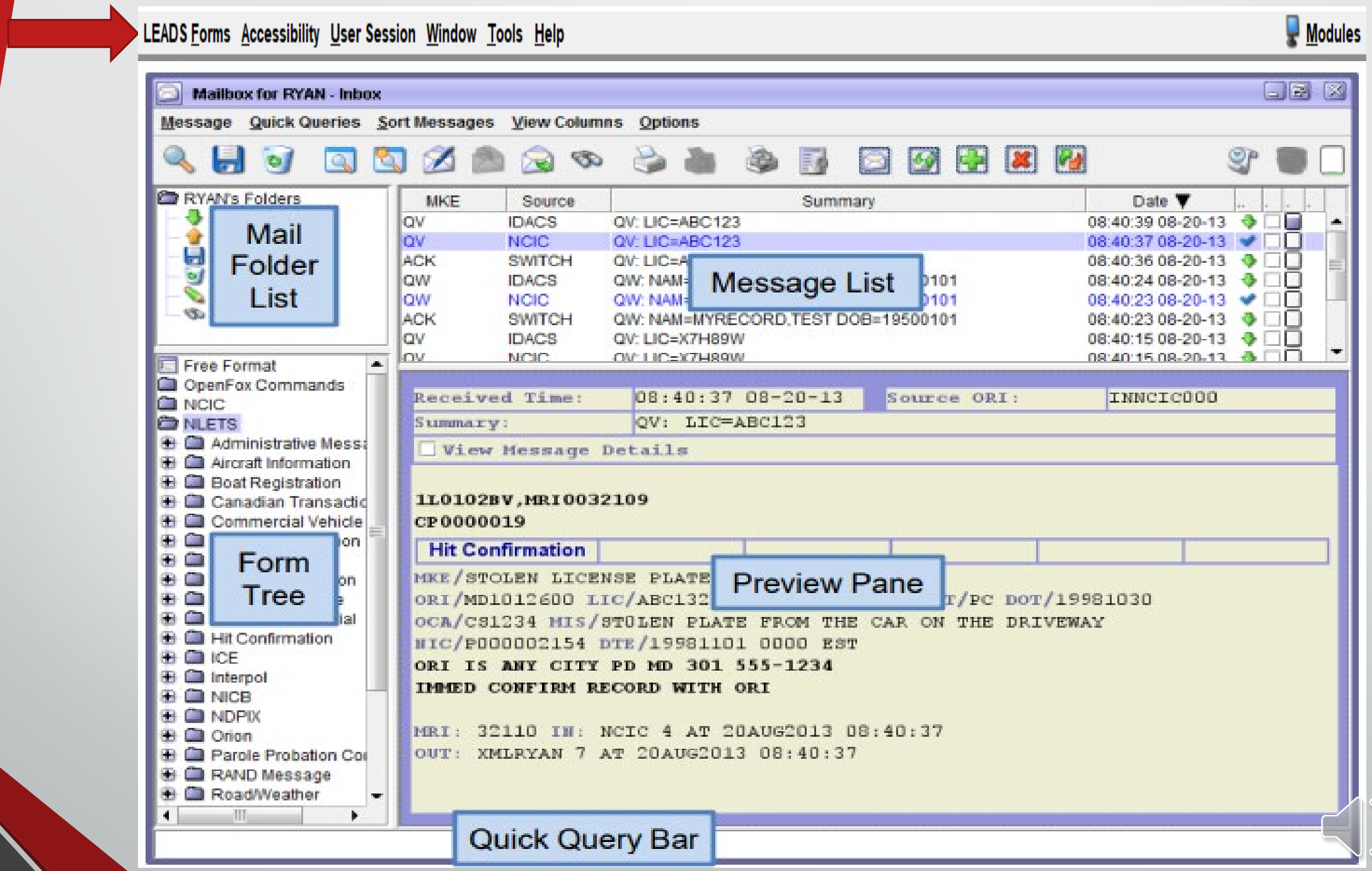
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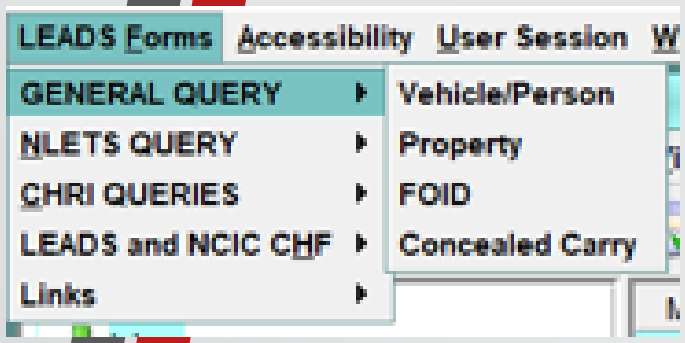
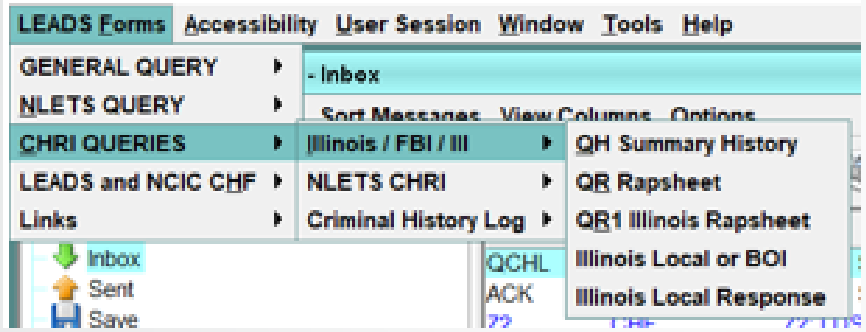
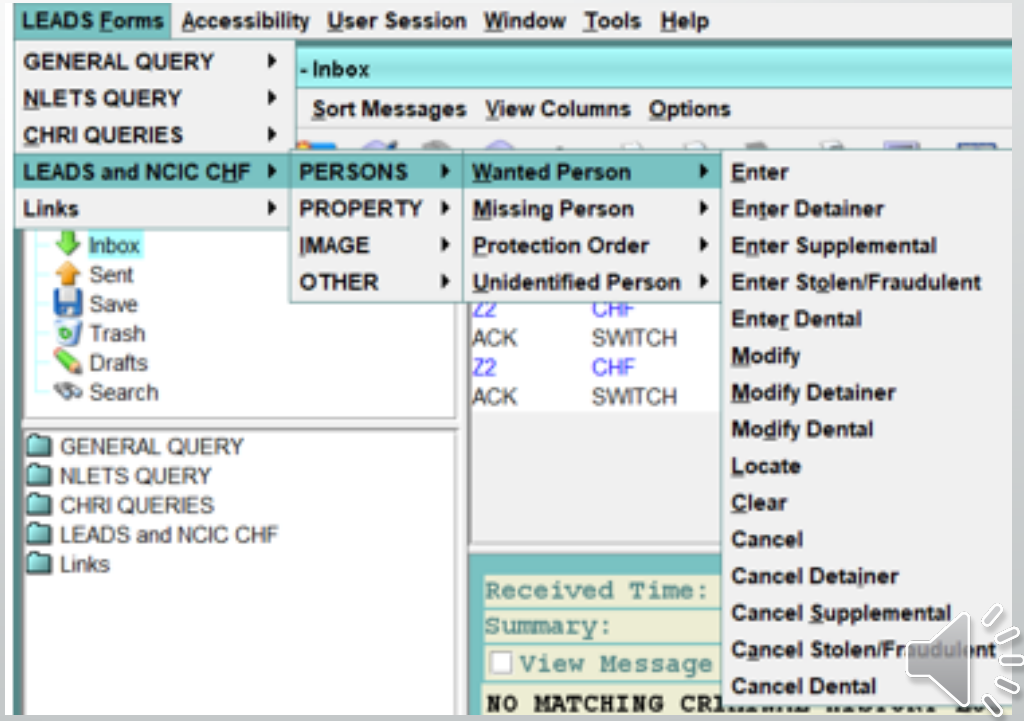
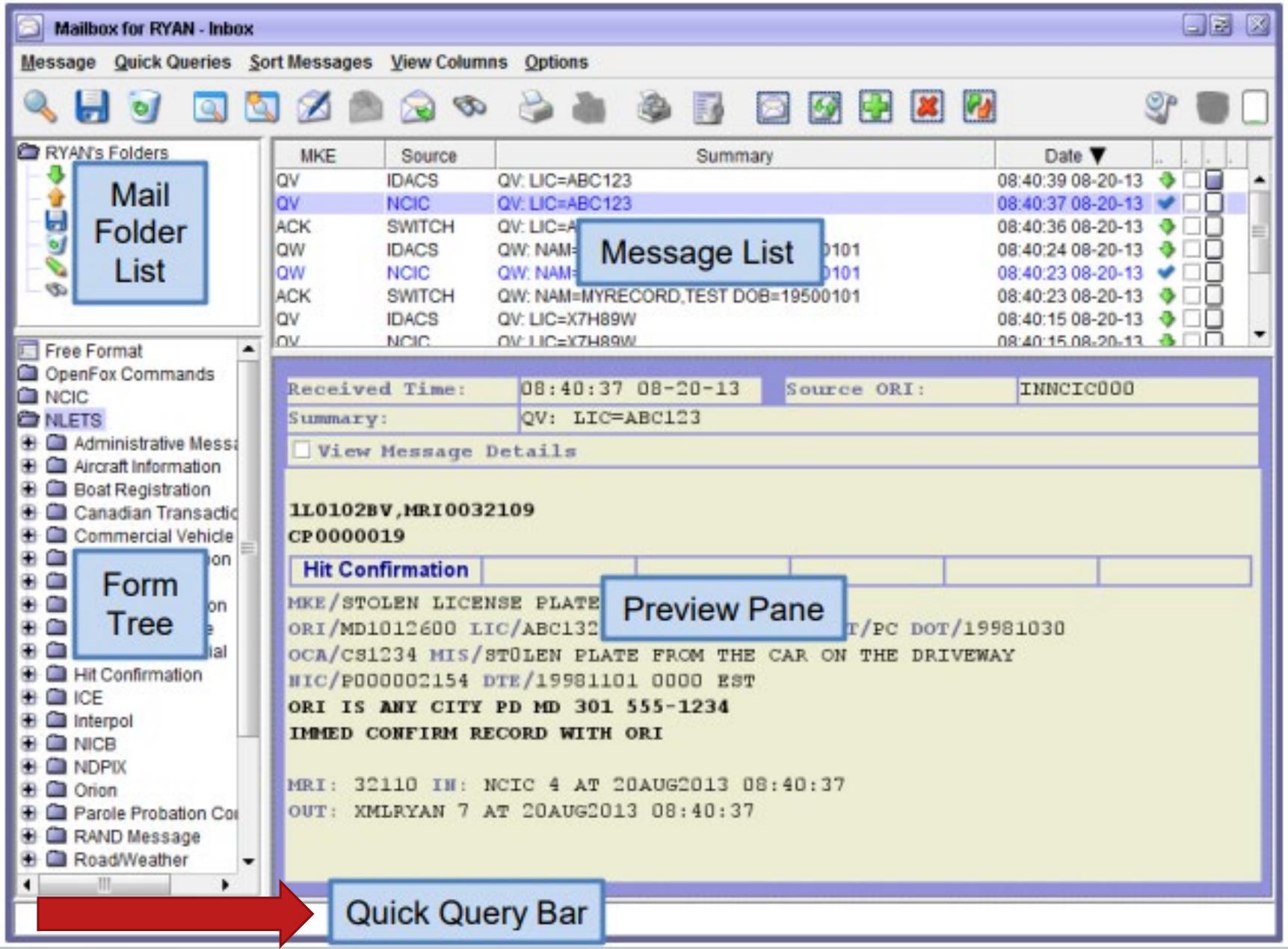






Different ways to open up different queries.

- General Query (Z2, QPROP, ZF, CWQ)
- CHRI Queries (QH, QR, QR1, CQIL, CRIL)
- LEADS and NCIC CHF Entries (Wanted, Missing, OP's, etc.)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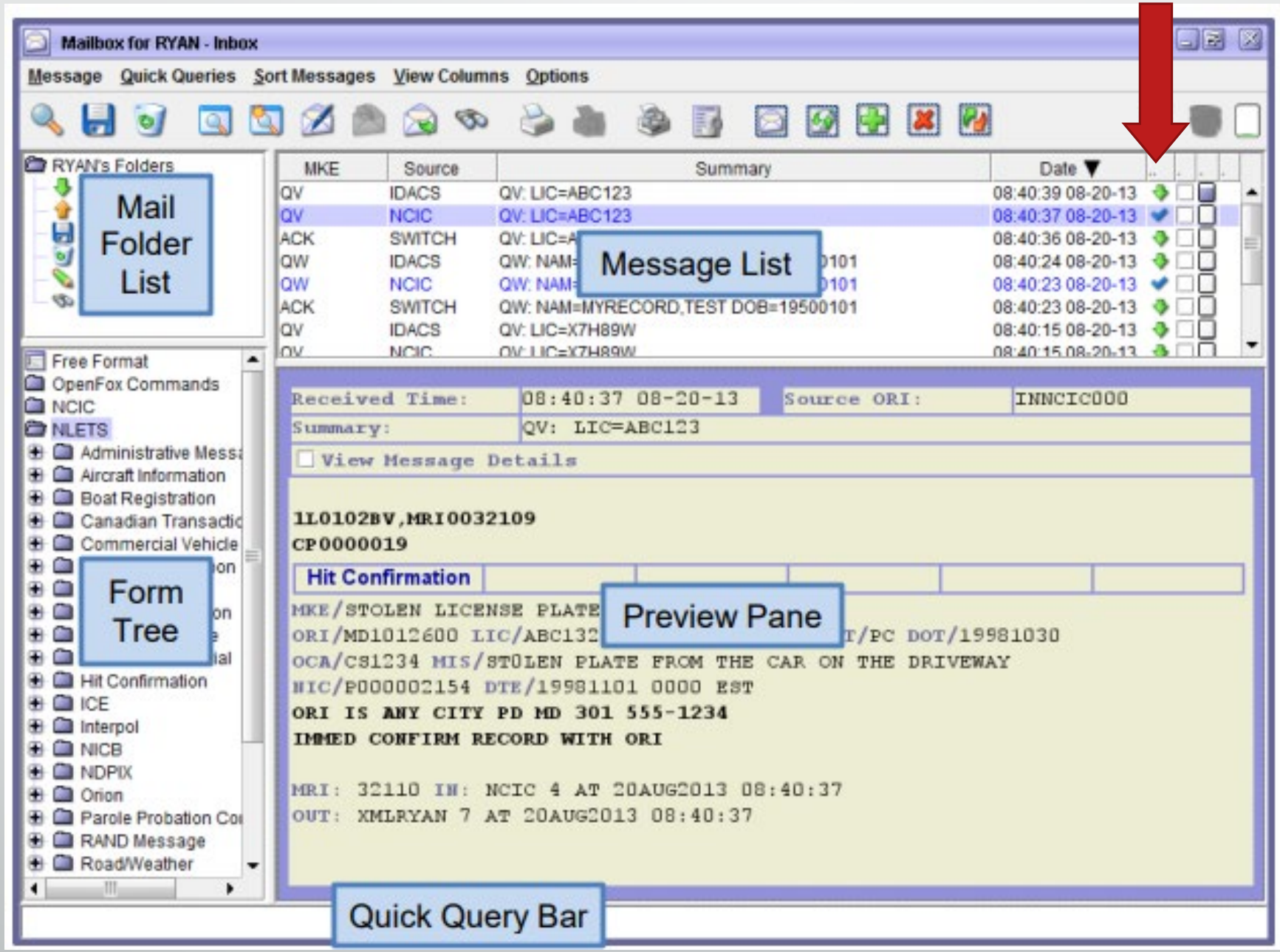
Preview Pane
Quick Query Bar

Quick Query Bar

The quick query bar is located at the very bottom of the mailbox window, and it serves as a command line interface to the message switching system.

From this control, you can free type any single line transaction and press Enter to submit it to the system. Some examples are below:

- EW
  OPENS THE ENTERED WANTED PERSON
  Z2
  OPENS THE BASIC QUERY
  /SEARCH ABC123
  QUICKLY SEARCH YOUR MESSAGES
  /SEARCH –DA YYYMMDD ABC123
  QUICKLY SEARCH FOR A CERTAIN DAY
  /SEARCH -DA YYYYMMDD-YYYYMMDD ABC123
  QUICKLY SEARCH FOR A RANGE OF DAYS
  /HELP EW-C
  SEARCH THE ONLINE HELP FILES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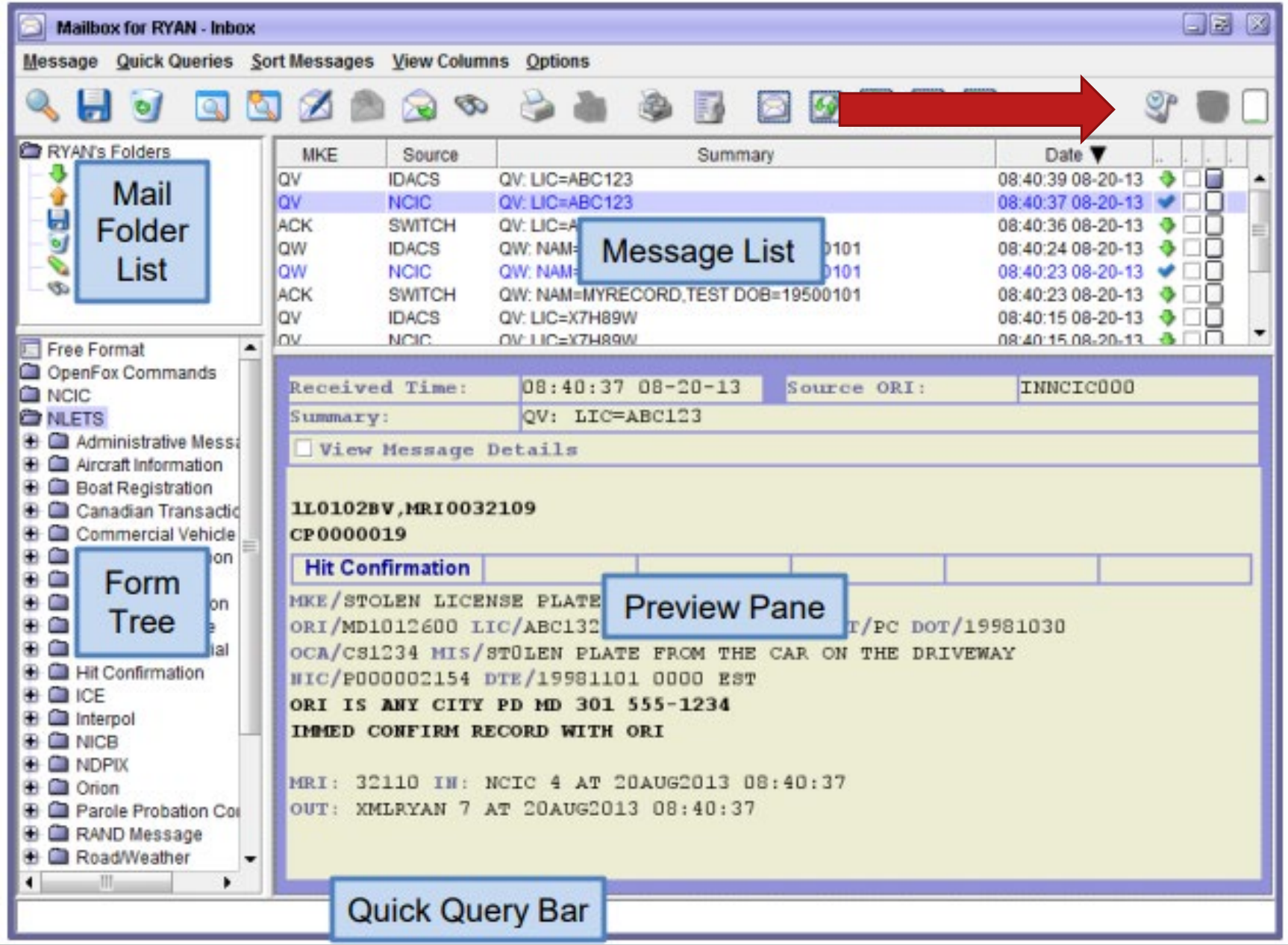
Message label breakdown

Type	Icon	Sample Text	Description
Sent Message		KQ: NAM/MYRECORD, TEST.DOB/19500101	A message you have submitted
Received Message		QW: NAM/MYRECORD, TEST.DOB/19500101	A message received from the system that is not one of the below
Hit Response		QW: NAM/PUBLIC, JOHN.DOB/19500101	A positive query response from NCIC or in state databases
Hit Confirmation / Response		YQ: LIC/ABC123. COU/ORANGE	A YQ/YR message
Draft Message		QW: NAM/PUBLIC, JOHN.DOB/19500101	A form you have saved as a draft
Message Template		QW: NAM/PUBLIC, JOHN.DOB/19500101	A form you have saved as a template
Error Message		QW: LIC/ABC123. COU/ORANGE	A system error message

Message types and colors in the default Messenger setup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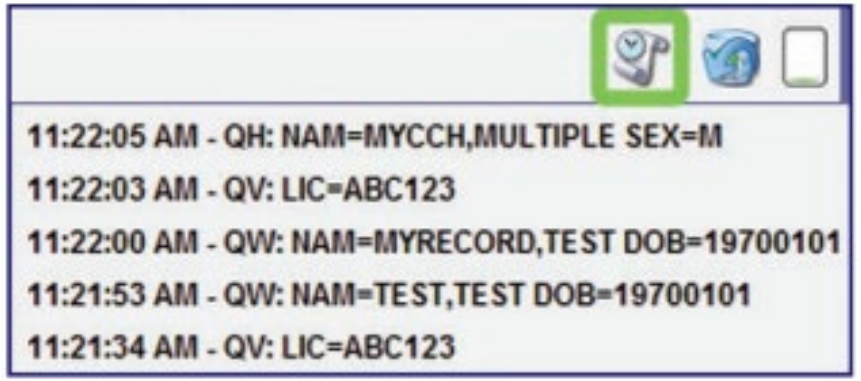
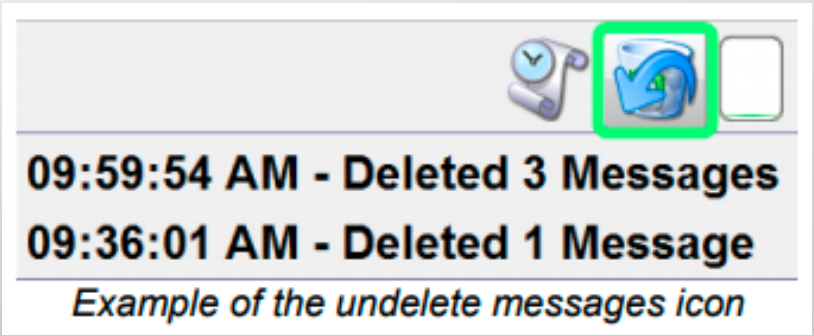
RAND Message
Road/Weather
Received Time: 08:40:37 08-20-13
Source ORI: INNCIC000
Summary: QV: LIC=ABC123
View Message Details
1L0102BV,MRI0032109
CP0000019
Hit Confirmation
MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132
T/PC DOT/19981030
OCA/CS1234 MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
NIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI
MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37
Preview Pane
Quick Query Bar

Last and Deleted Transactions

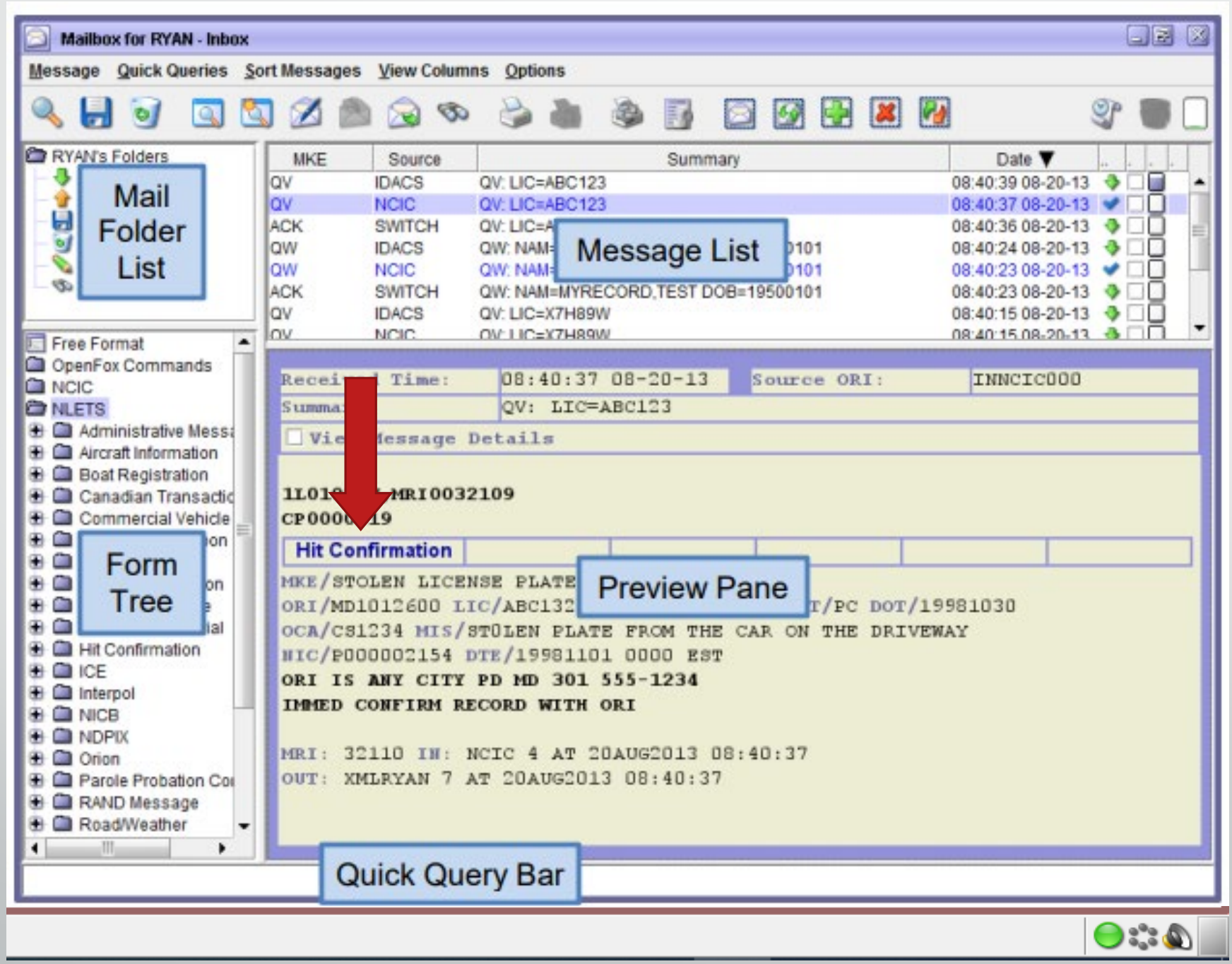
Last Transactions

Did you mistype that last query? Quickly recall your recently sent transactions with the press of a button.





Example of the undelete messages icon


Mailbox for RYAN - Inbox
Message
Quick Queries
Sort Messages
View Columns
Options
RYAN's Folders
Mail Folder List
MKE
Source
Summary
Date
QV IDACS QV: LIC=ABC123 08:40:39 08-20-13
QV NCIC QV: LIC=ABC123 08:40:37 08-20-13
ACK SWITCH 08:40:36 08-20-13
QW IDACS 08:40:24 08-20-13
QW NCIC 08:40:23 08-20-13
ACK SWITCH QW: NAM=MYRECORD,TEST DOB=19500101 08:40:23 08-20-13
QV IDACS QV: LIC=X7H89W 08:40:15 08-20-13
Message List
Free Format
OpenFox Commands
NCIC
NLETS
Administrative Messa
Aircraft Information
Boat Registration
Canadian Transactio
Commercial Vehicle
Hit Confirmation
ICE
Interpol
NICB
NDPIX
Orion
Parole Probation Co
RAND Message
Road/Weather
Form Tree
Source ORI: INNCIC000
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IMMED CONFIRM RECORD WITH ORI
MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
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Preview Pane
Quick Query Bar

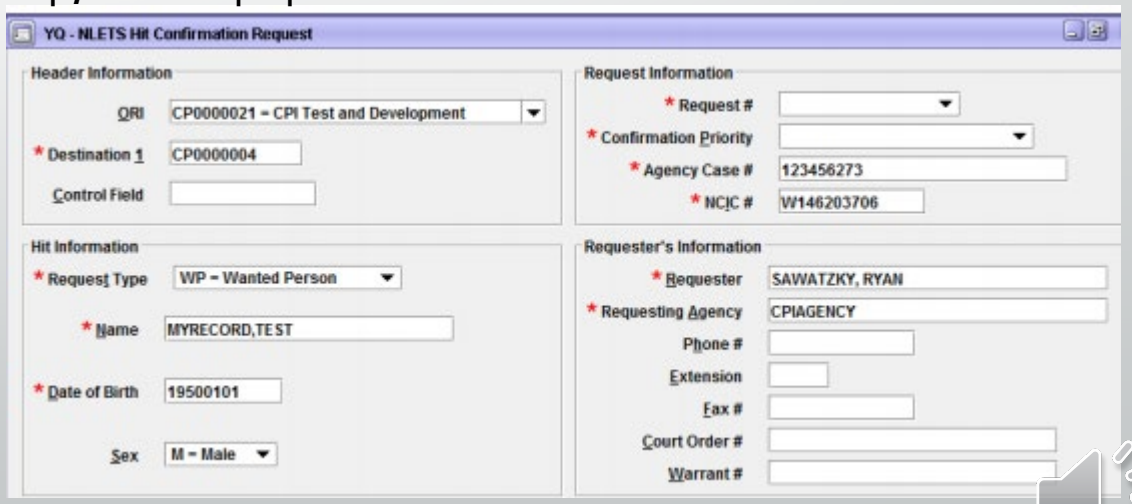
Hit Confirmation

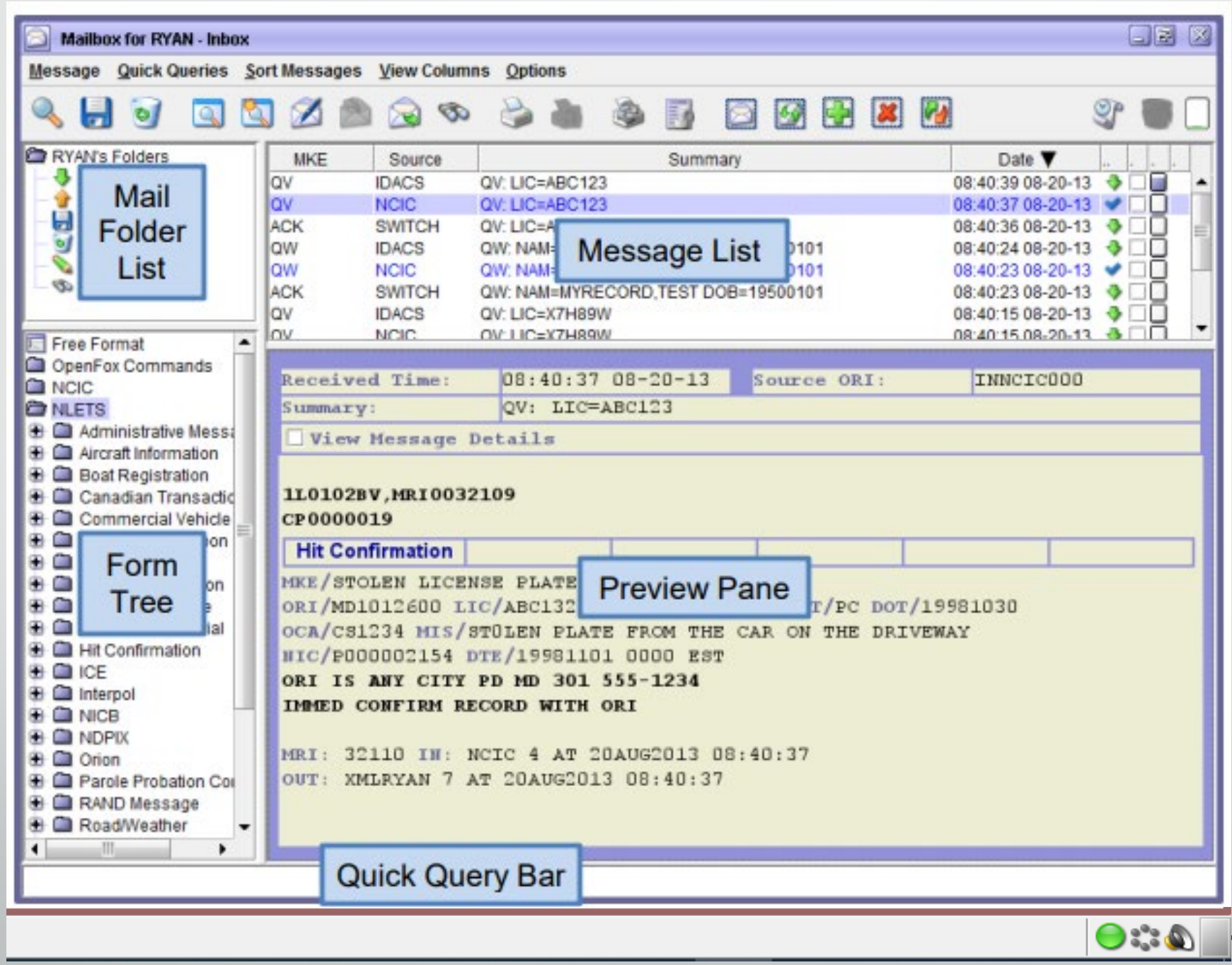
Clickable links pop up in the message called Hot Links

1L0102BH,MRI0032145
CP0000021
Hit Confirmation
MKE/WANTED PERSON - CAUTION
ARMED AND DANGEROUS
LIMITED EXTRADITION SEE MIS FIELD
ORI/CP0000004 NAM/MYRECORD,TEST SEX/M RAC/W POB/TX DOB/19500101 HGT/510
WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN

Example of the YQ message cast link in an NCIC hit return

When you click the pop up, it auto populates the data




Mailbox for RYAN - Inbox
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View Columns
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Mail Folder List
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MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
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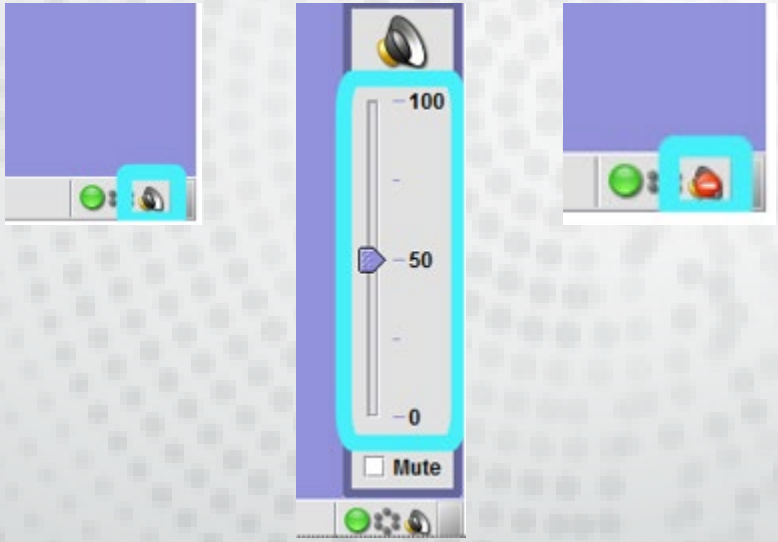
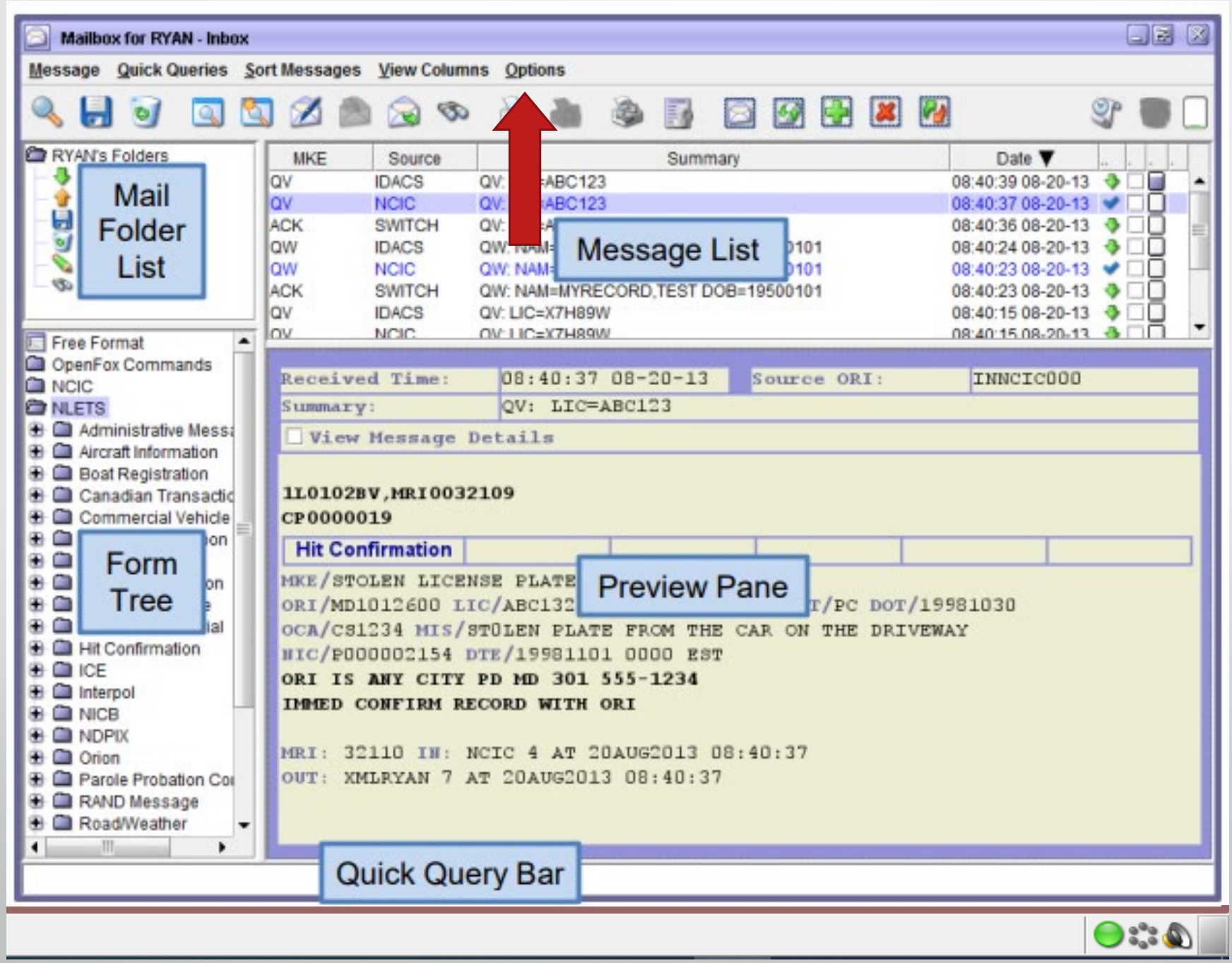
Preview Pane
Quick Query Bar

Volume Adjustment

Icon located in the bottom right hand corner. Click on the icon with your left mouse button and adjust the volume. If you click, mute, you'll see that sounds are muted below.

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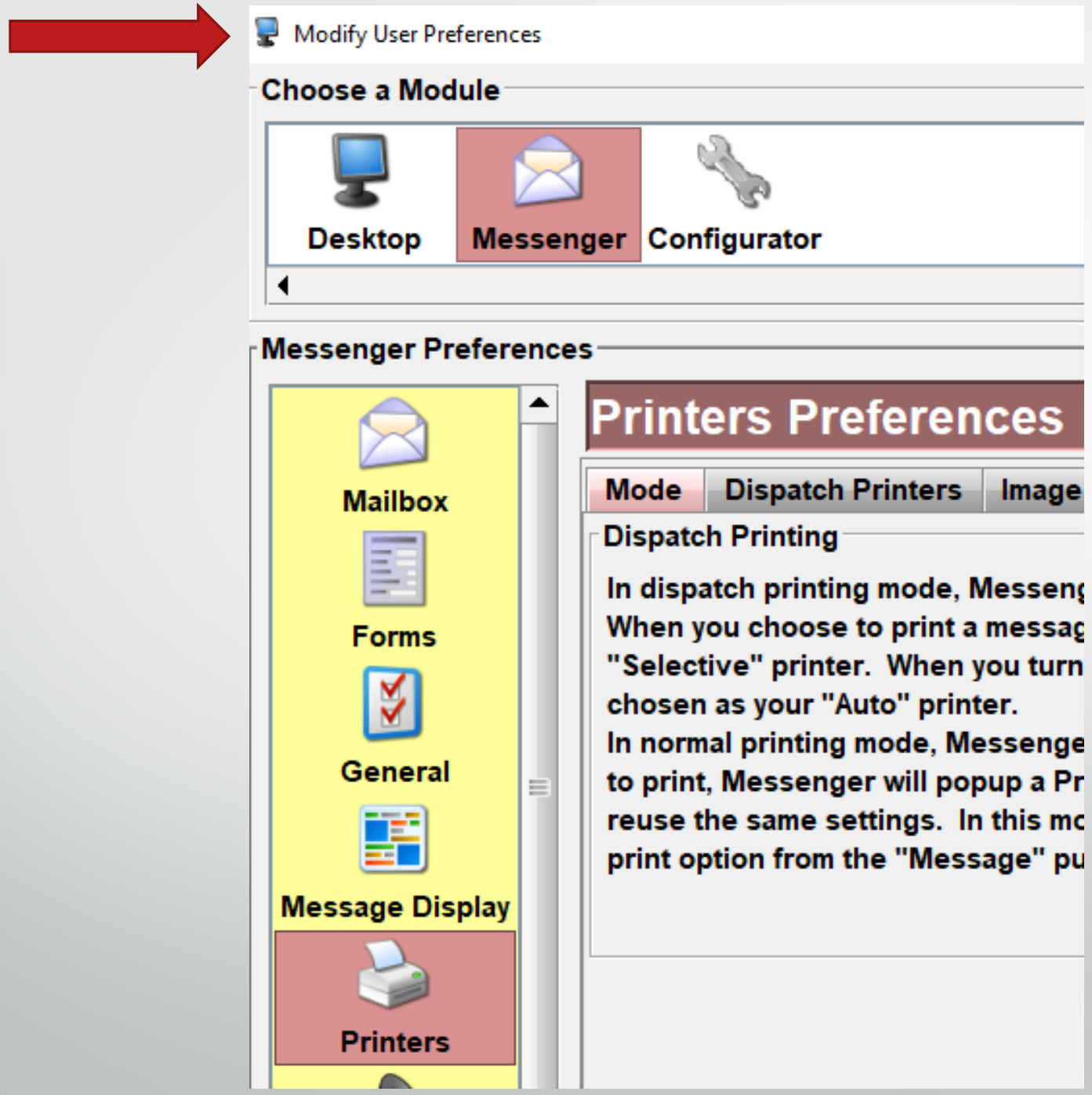
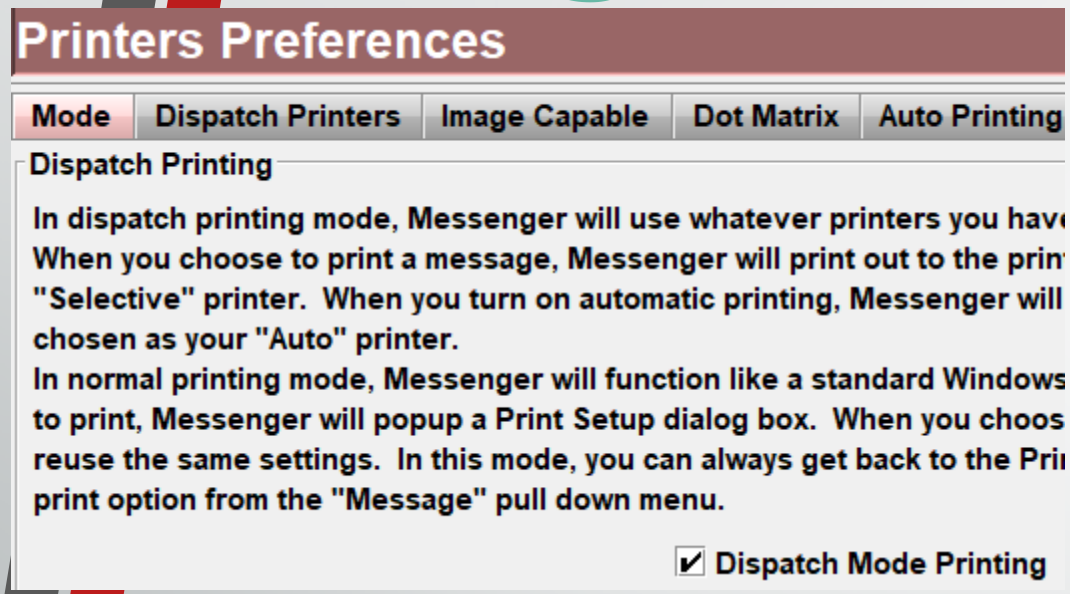
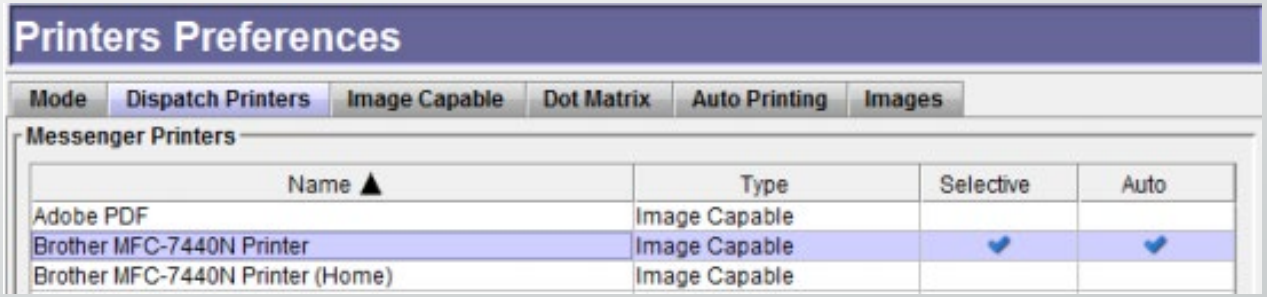

Modify User Preferences
Choose a Module
Desktop
Messenger
Configurator
Messenger Preferences
Mailbox
Forms
General
Message Display
Printers
Printers Preferences
Mode
Dispatch Printers
Image
Dispatch Printing
In dispatch printing mode, Messeng
When you choose to print a messag
"Selective" printer. When you turn
chosen as your "Auto" printer.
In normal printing mode, Messenge
to print, Messenger will popup a Pr
reuse the same settings. In this mo
print option from the "Message" pu

Printing

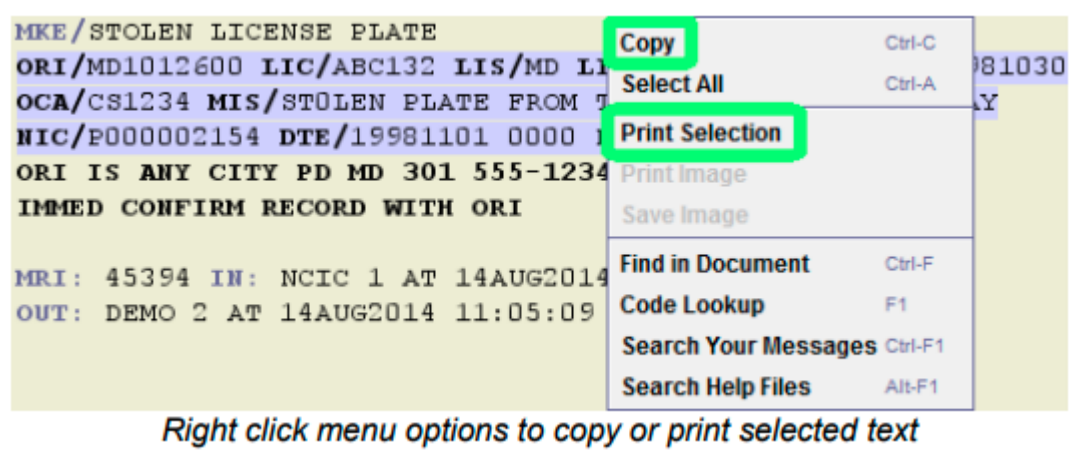


Selective Printing – while you are logged in and you choose to print a selection.

Auto – while you are logged in or while locked, the computer will still print.



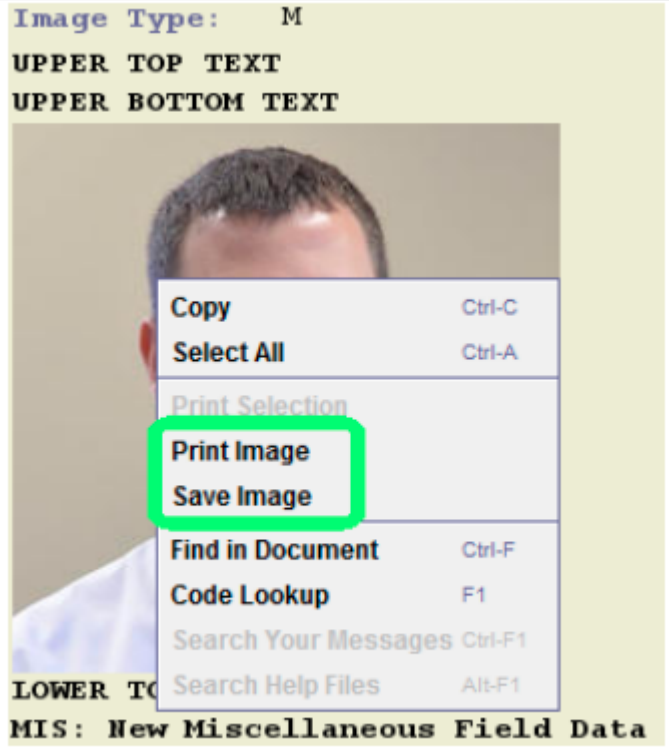
Printing - continued



Right click menu options to copy or print selected text

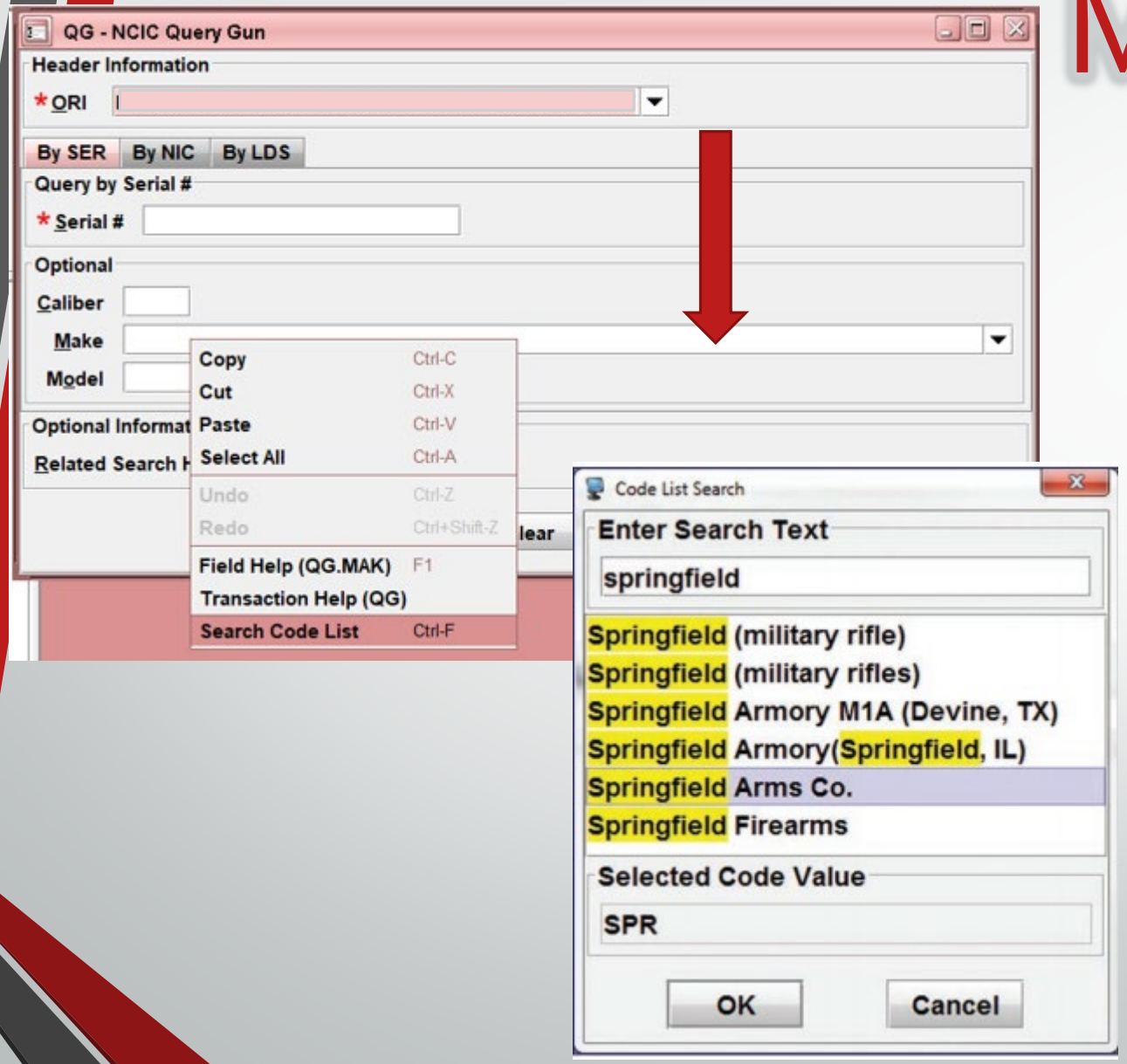
Print a specific section of your response, highlight the section you want printed, and right click.

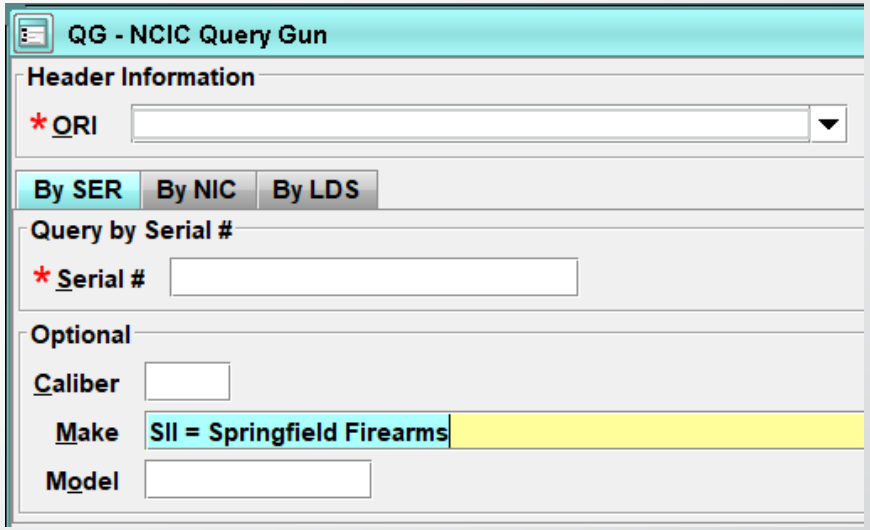
Print an image, just right click.



Right click menu to save (above) or print (below) the image

Messenger Tips



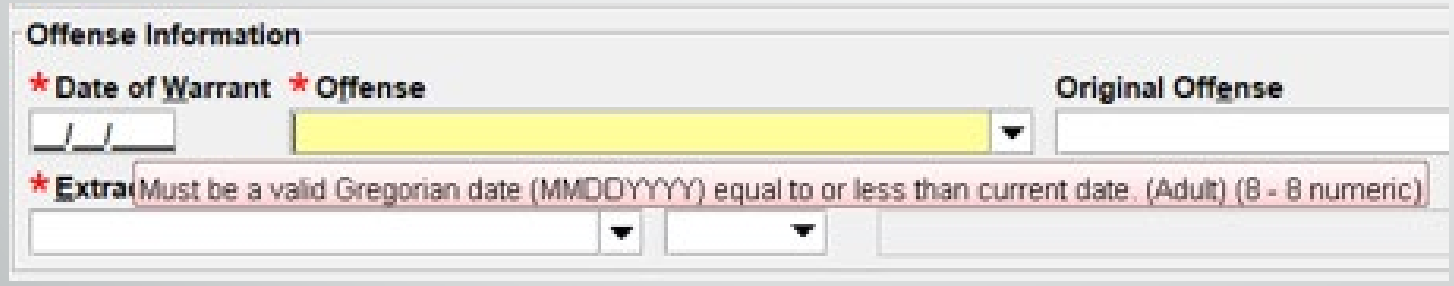


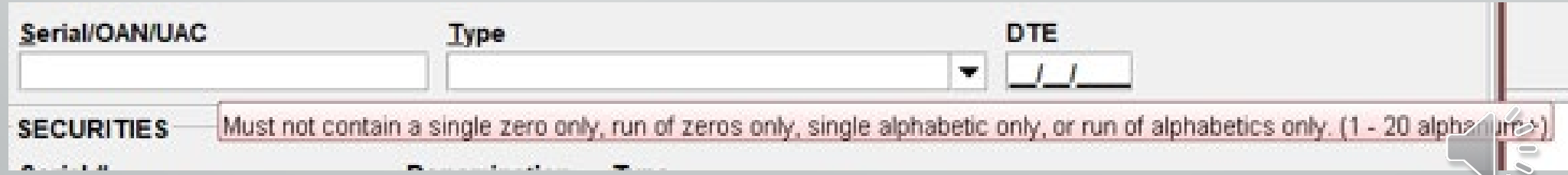
Quickly search for a code based on the text meaning.

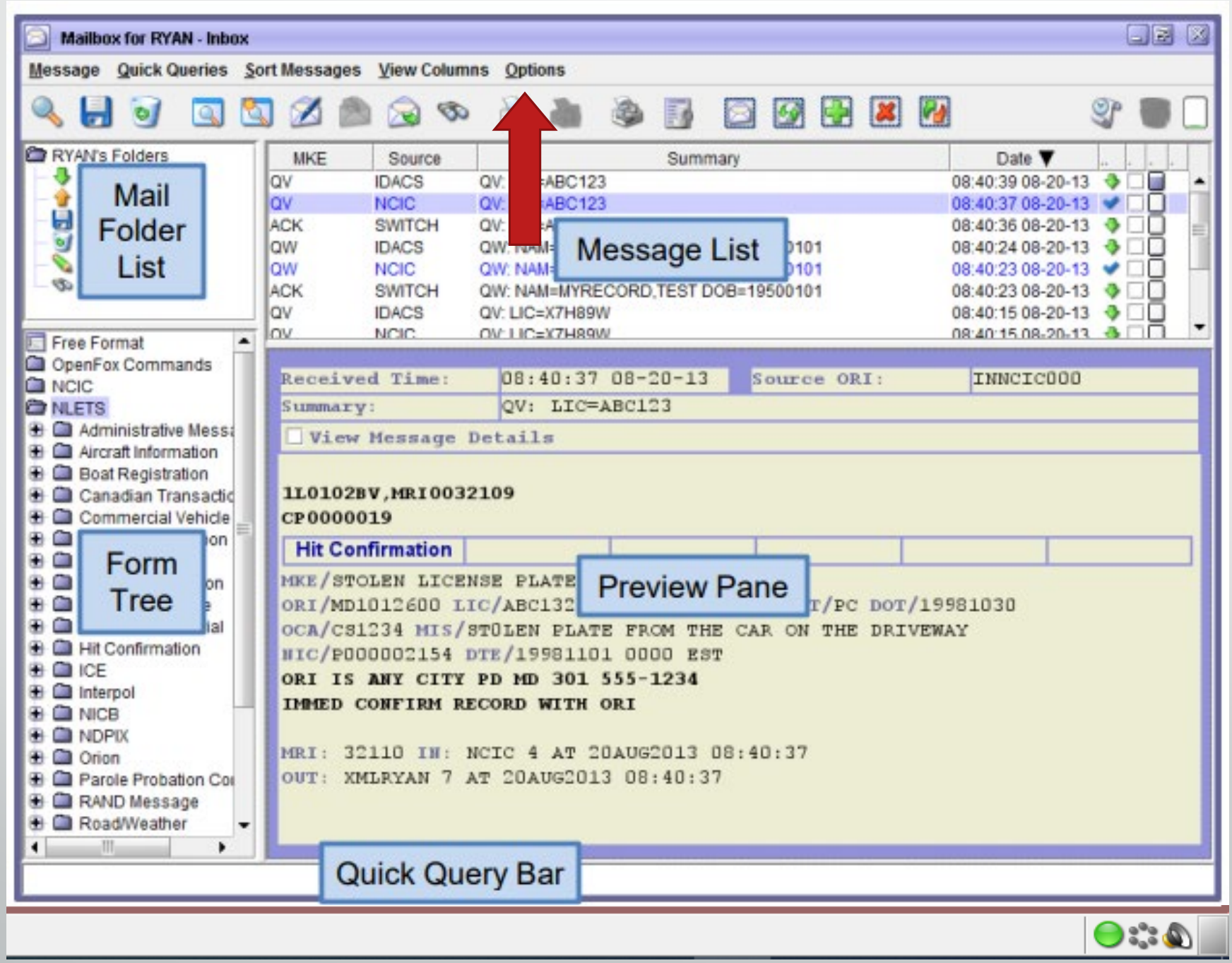
Press Ctrl-F on the field, start typing

Messenger Tips

If you hoover over a field with your cursor,
it will give you information for the field.



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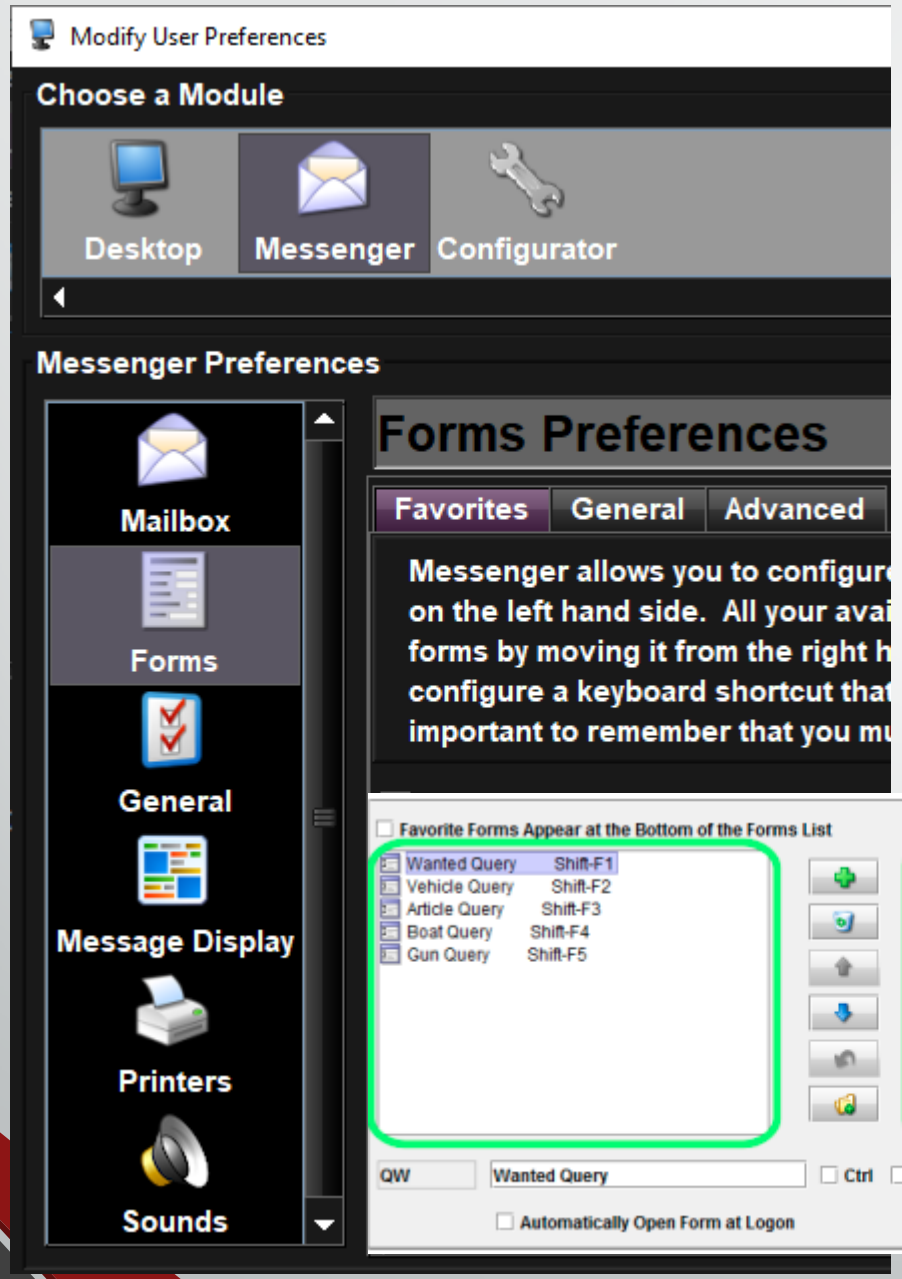
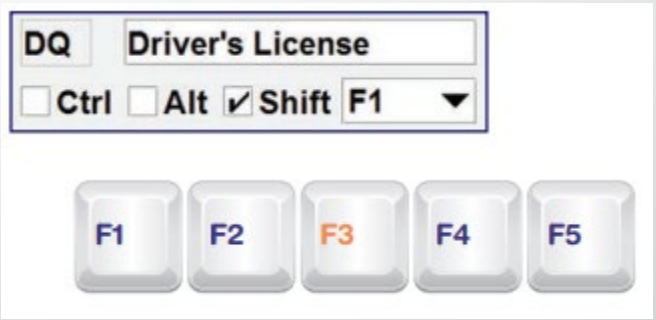
Preview Pane
Quick Query Bar

Messenger Tips

You can configure messenger to automatically open the forms. Two ways to get there.

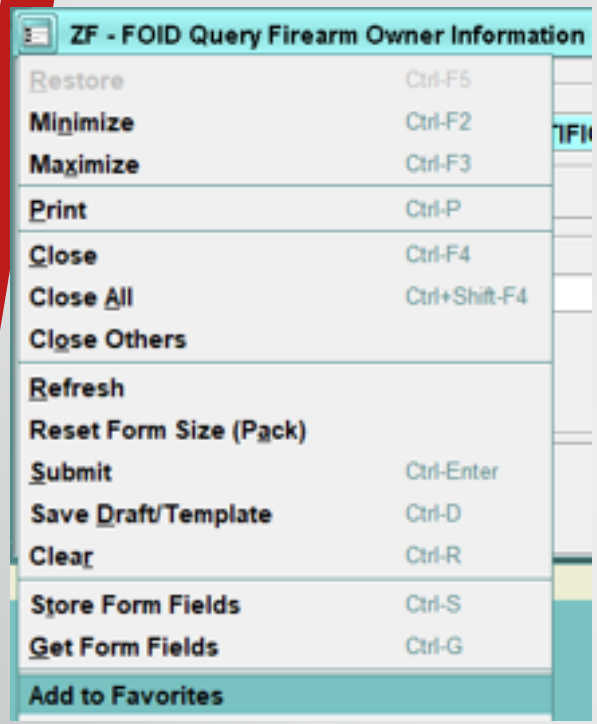
With a touch of a button you can create individual queries.

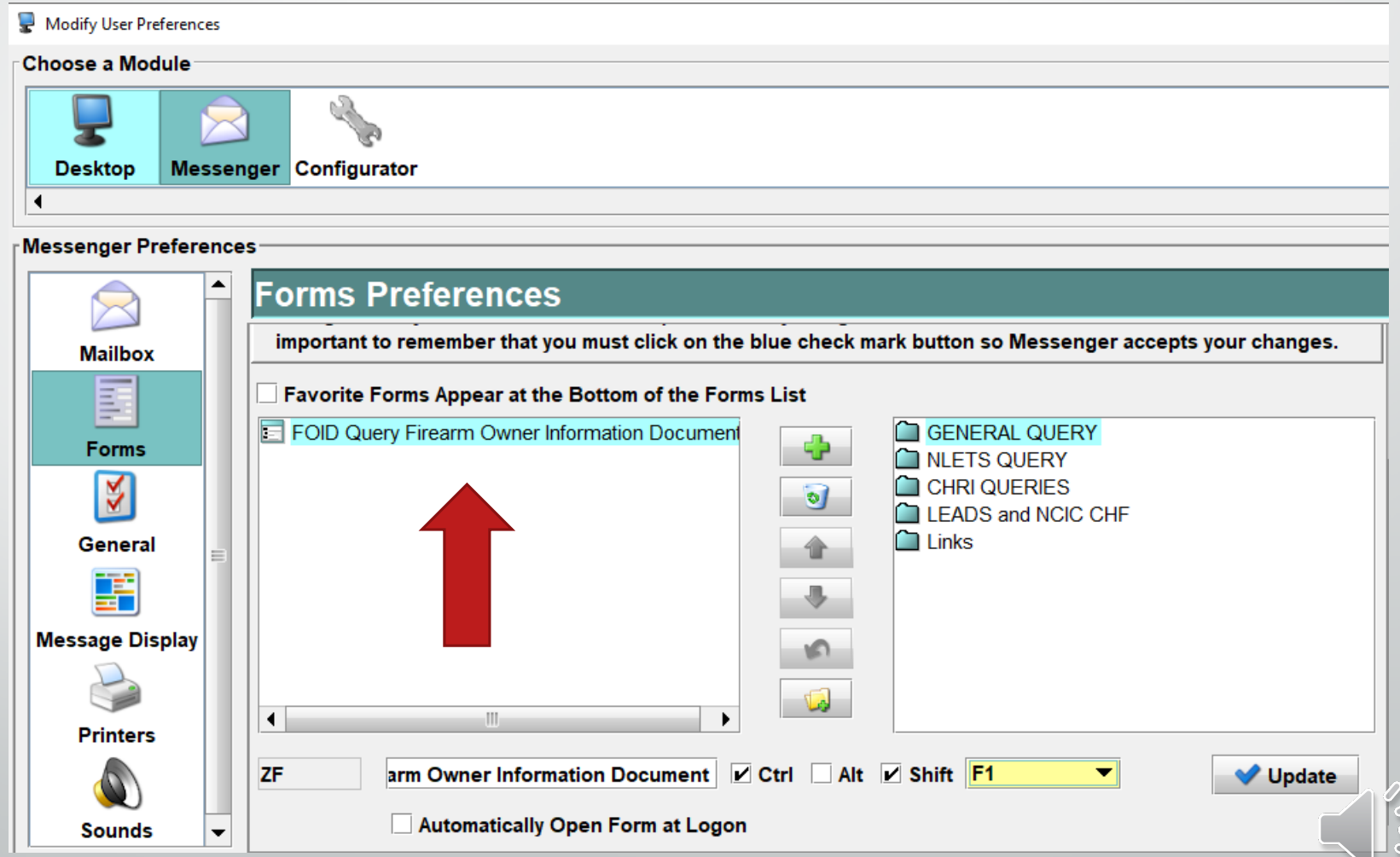




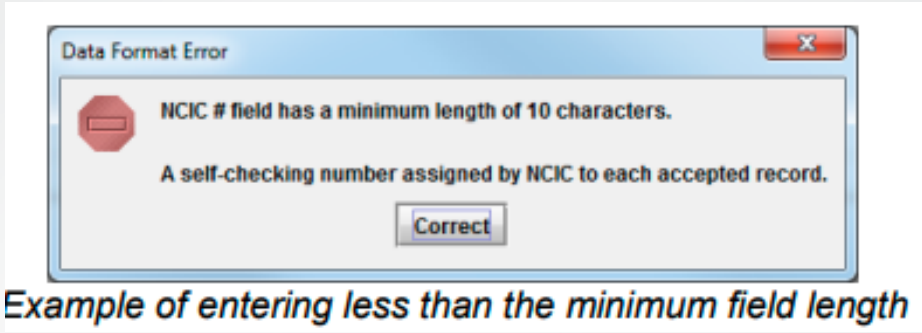
Messenger Tips

Continued...

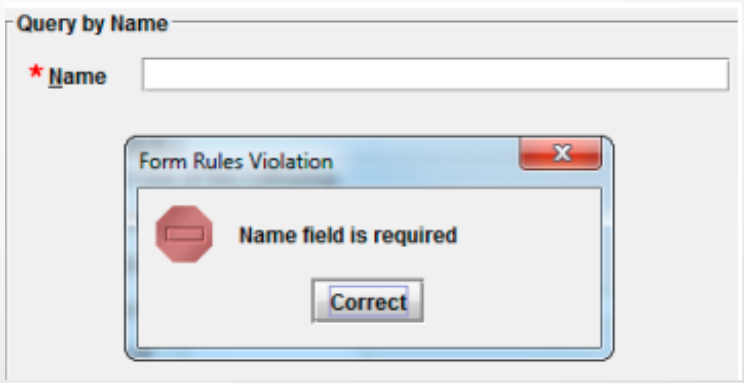


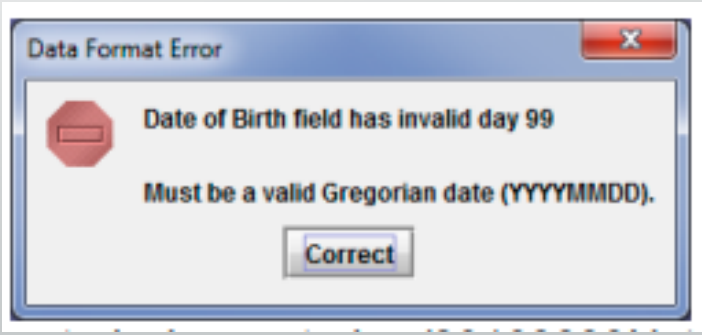


Error Messages



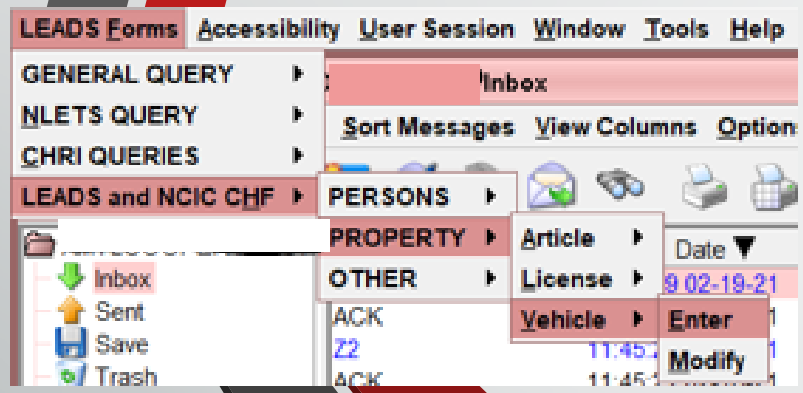
Example of entering less than the minimum field length

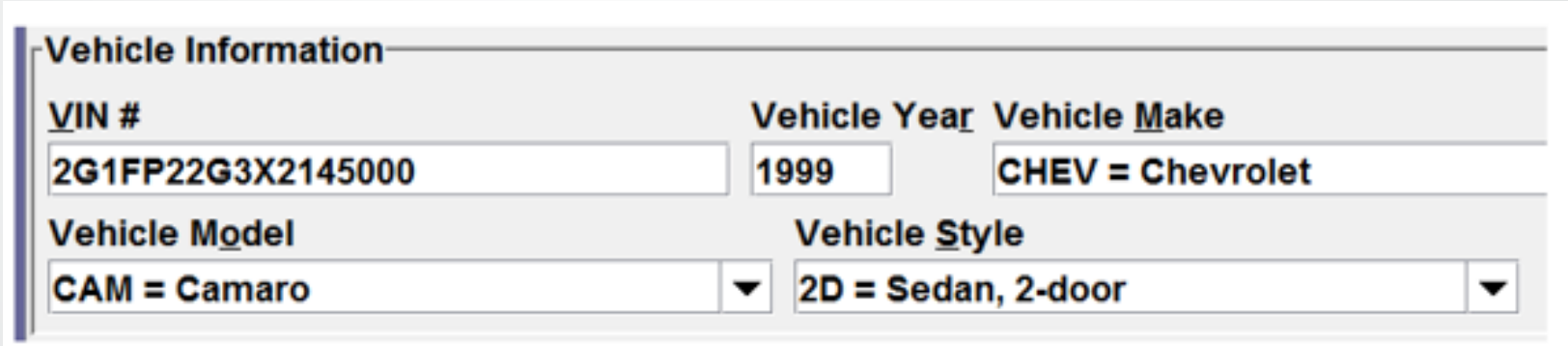


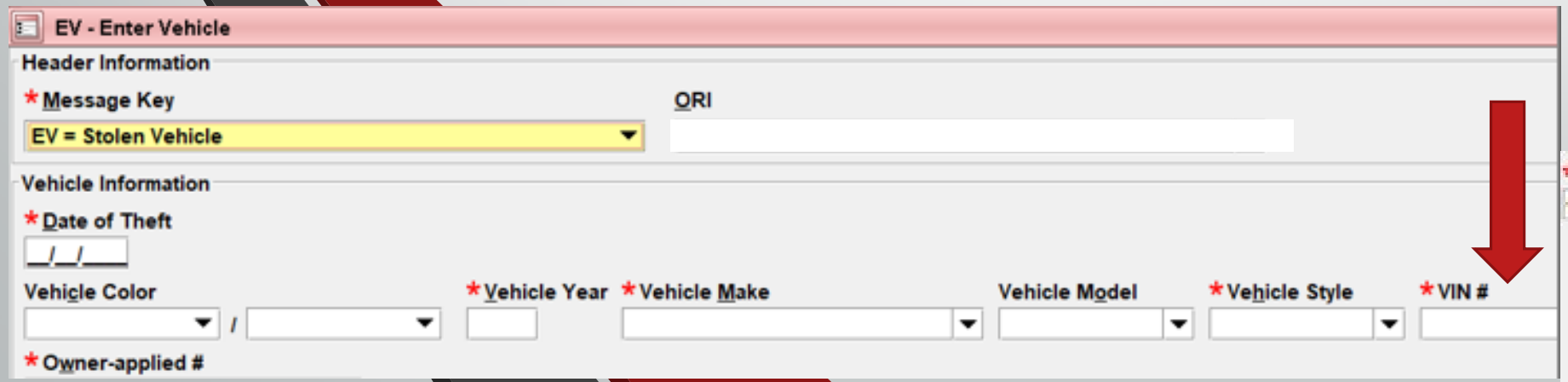


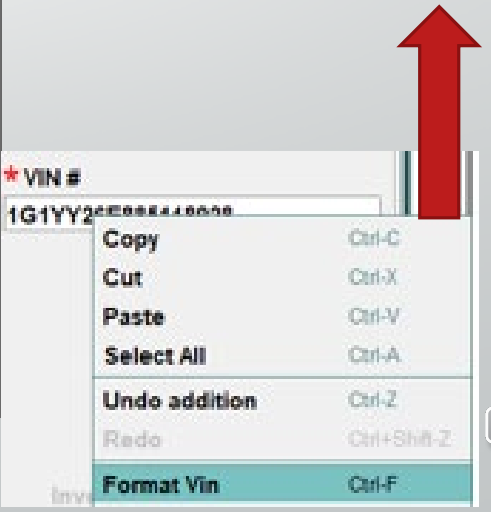
VIN Assist

When you are entering a vehicle and you can right click on the field to get assistance with the VIN or go straight to Tools.



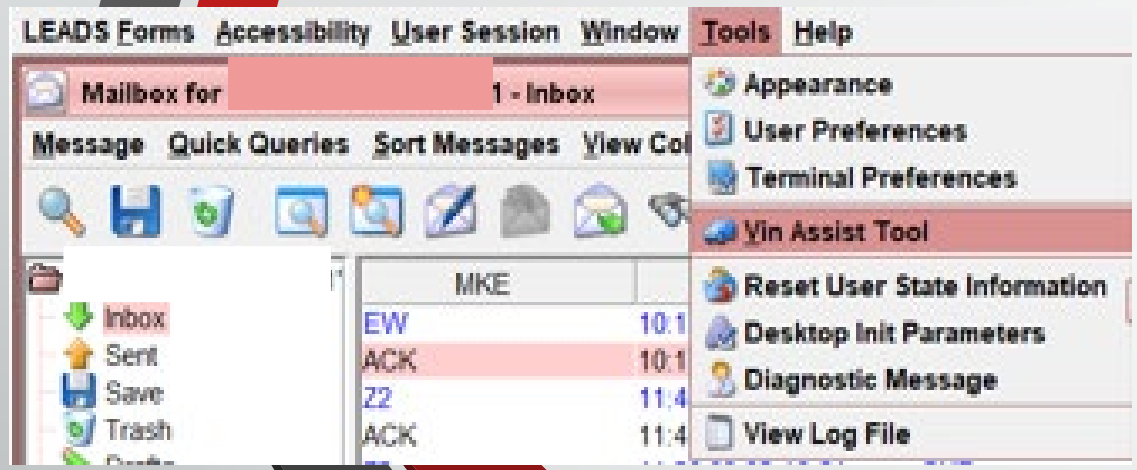


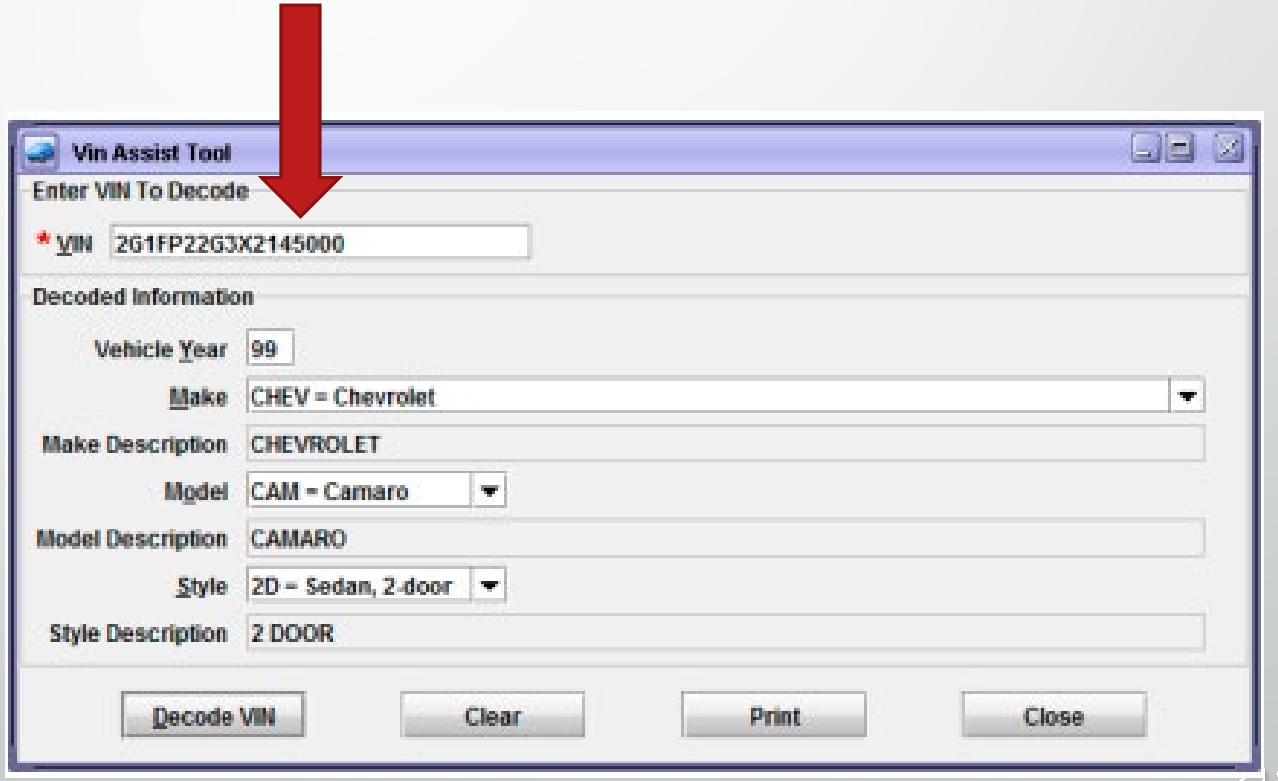




VIN Assist

The VIN Assist application only decodes information for 17-charater VINs



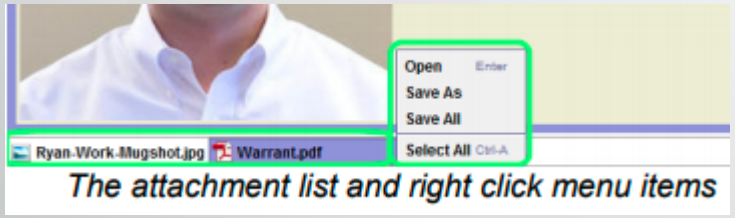


Sending Attachments

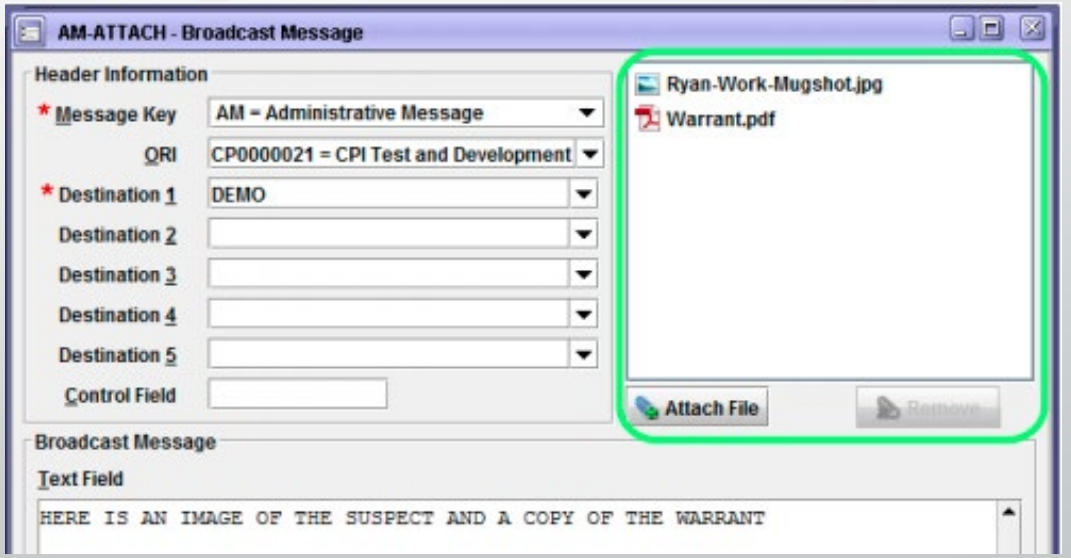
Warrant
- Save As
- Save All

Image
- Save As
- Save All

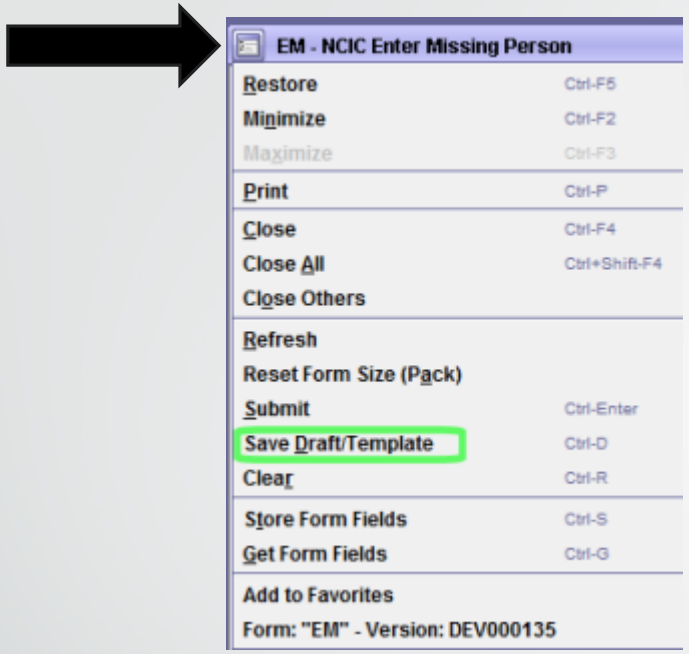
Attach File
- See attachments
- Send



The attachment list and right click menu items

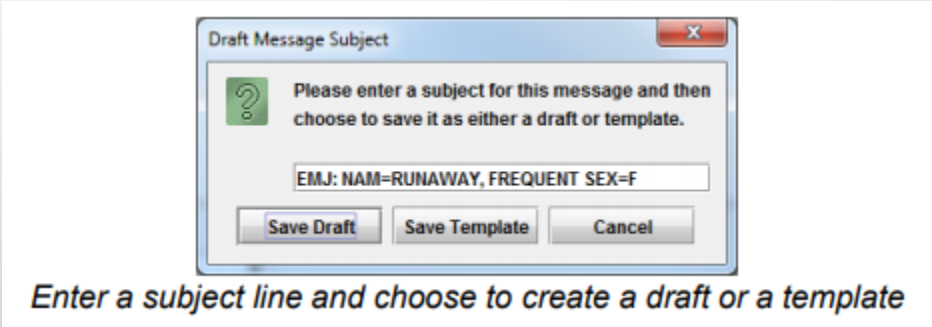


Saving a Draft or Template

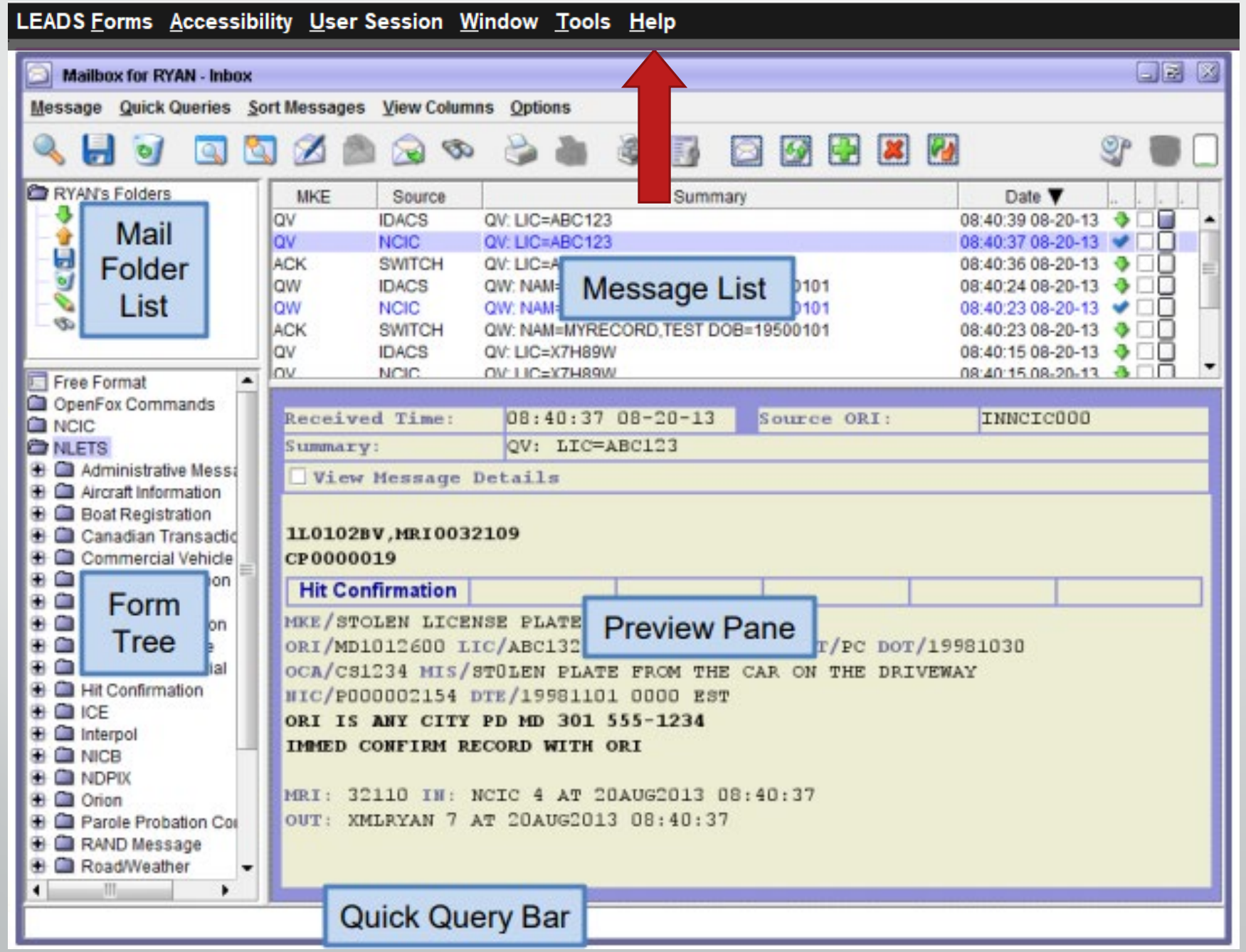


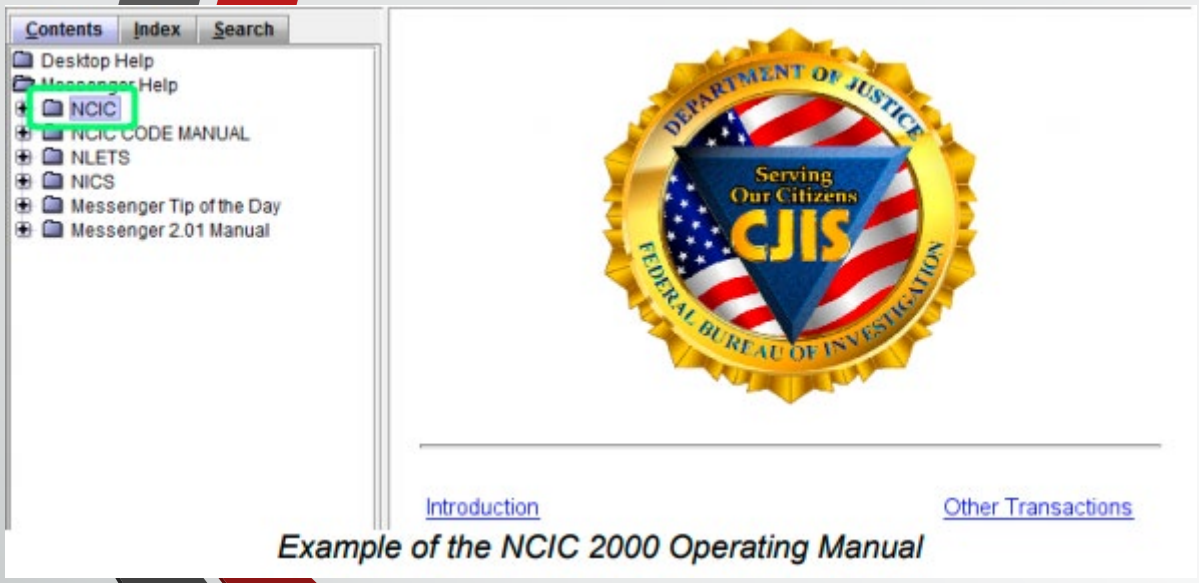
Draft: allows you to save a form and go back to complete later. After you submit it's gone.

Template: allows you to pull the frequent reports. For example: stolen vehicle or wanted person. After you submit, it remains.

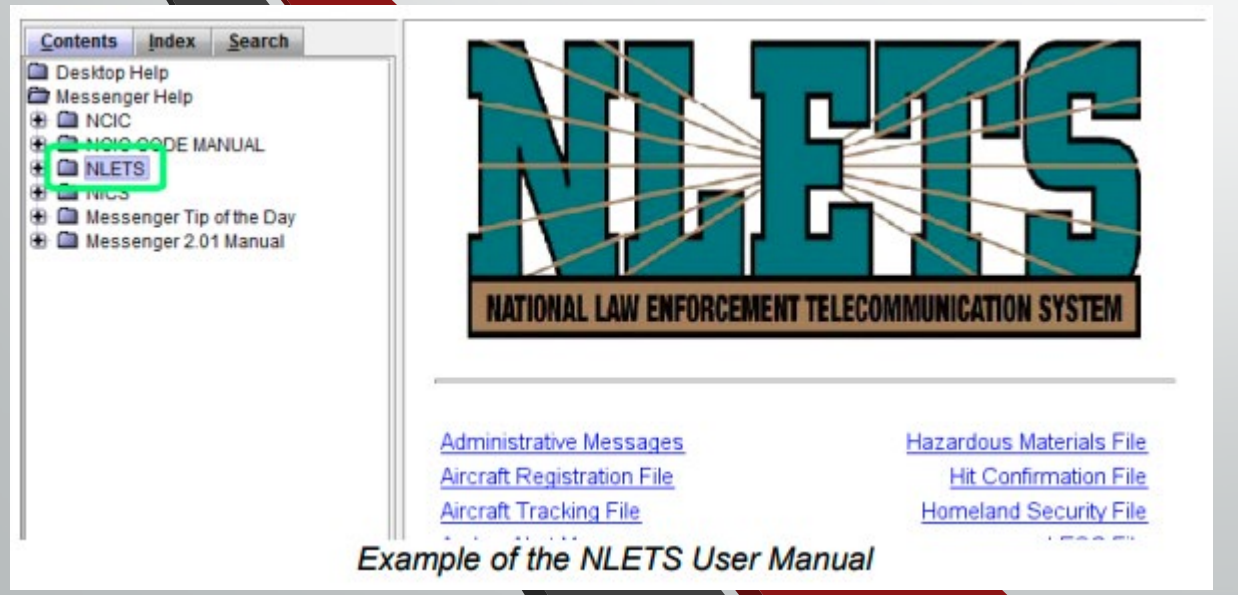


Enter a subject line and choose to create a draft or a template


LEADS Forms Accessibility User Session Window Tools Help
Mailbox for RYAN - Inbox
Message Quick Queries Sort Messages View Columns Options
RYAN's Folders
Mail Folder List
MKE Source Summary Date
QV IDACS QV: LIC=ABC123 08:40:39 08-20-13
QV NCIC QV: LIC=ABC123 08:40:37 08-20-13
ACK SWITCH QV: LIC=A 08:40:36 08-20-13
QW IDACS QW: NAM= 08:40:24 08-20-13
QW NCIC QW: NAM= 08:40:23 08-20-13
ACK SWITCH QW: NAM=MYRECORD,TEST DOB=19500101 08:40:23 08-20-13
QV IDACS QV: LIC=X7H89W 08:40:15 08-20-13
Message List
Free Format
OpenFox Commands
NCIC
NLETS
Administrative Mess
Aircraft Information
Boat Registration
Canadian Transactio
Commercial Vehicle
Hit Confirmation
ICE
Interpol
NICB
NDPIX
Orion
Parole Probation Co
RAND Message
Road/Weather
Form Tree
Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000
Summary: QV: LIC=ABC123
View Message Details
1L0102BV,MRI0032109
CP0000019
Hit Confirmation
MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132 T/PC DOT/19981030
OCA/CS1234 MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
NIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI
MRI: 32110 IN: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37
Preview Pane
Quick Query Bar



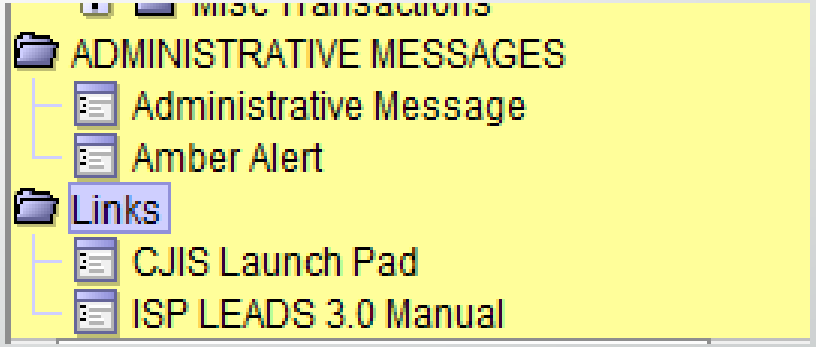
Example of the NCIC 2000 Operating Manual



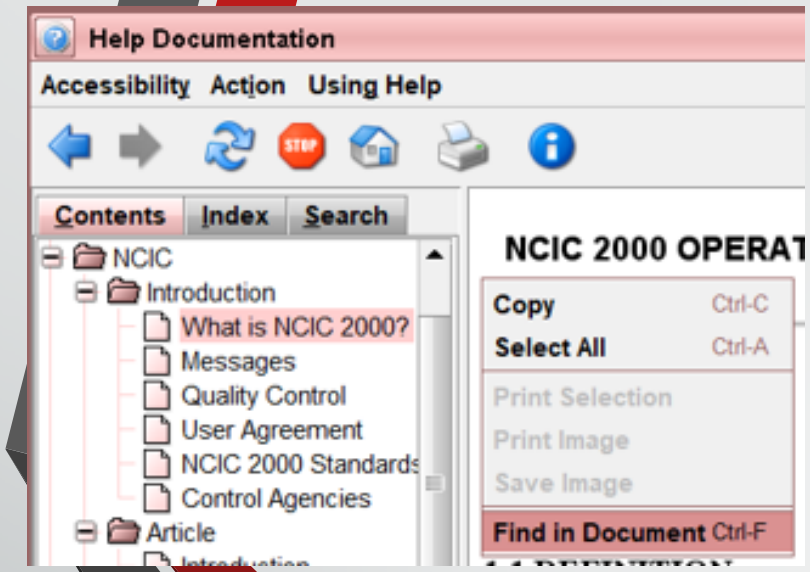
Example of the NLETS User Manual

Click Launch Help

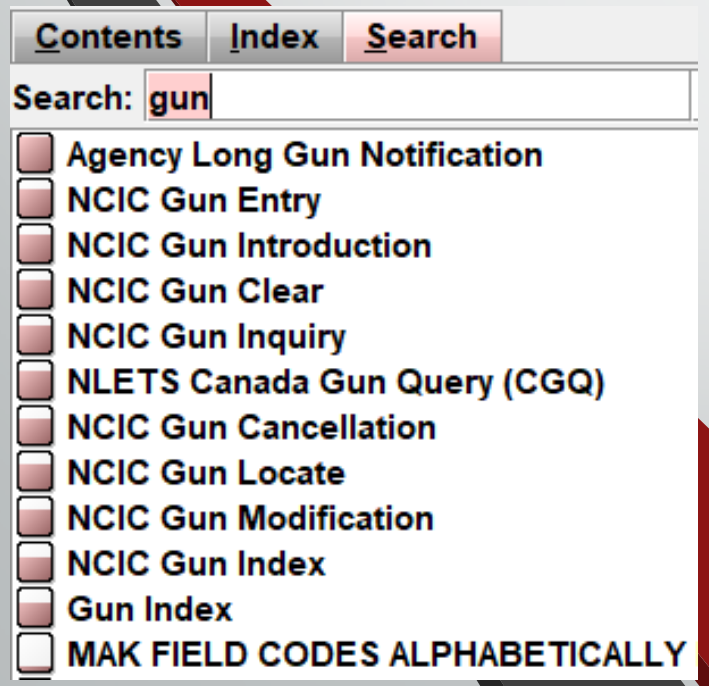
Simply click on the name of one of the manuals to view that specific manual.



Link right from the Form Tree, double click and go.



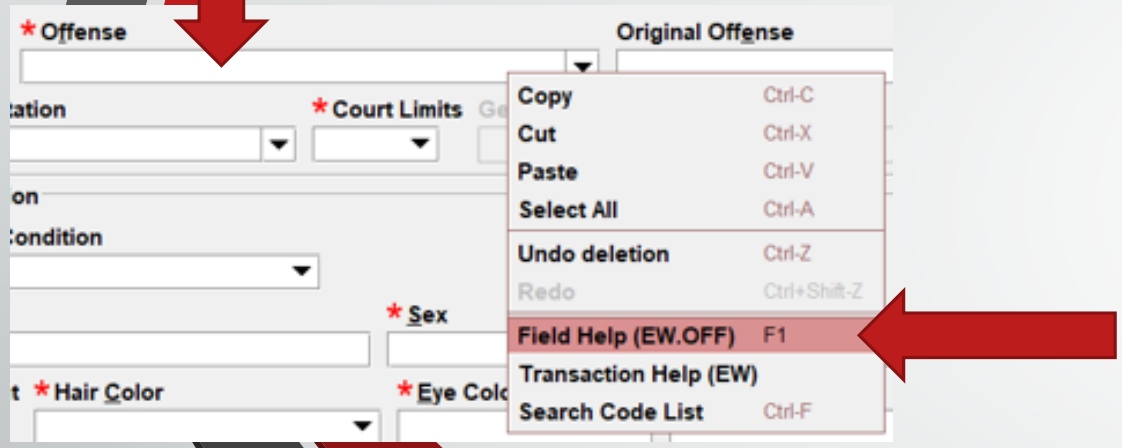
Right click in the document page and select find in document to search



You can also search for a word, this case gun, and find what your looking for.

How to Search NCIC

Field Help



You can get help right from your form. Right click in your field, then click on Field Help. It will take you directly to the help file

NCIC WANTED PERSON - ENTRY

OFFENSE CODE	MANDATORY	OFF	4-4 4-24*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
ORIGINAL OFFENSE CODE	CONDITIONAL	OOC*	4-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

Next Presentation will be Configurator

LEADS
3.0
LEADS

Configurator

User Maintenance

Overview

1) Opening Configurator

2) Adding New Users

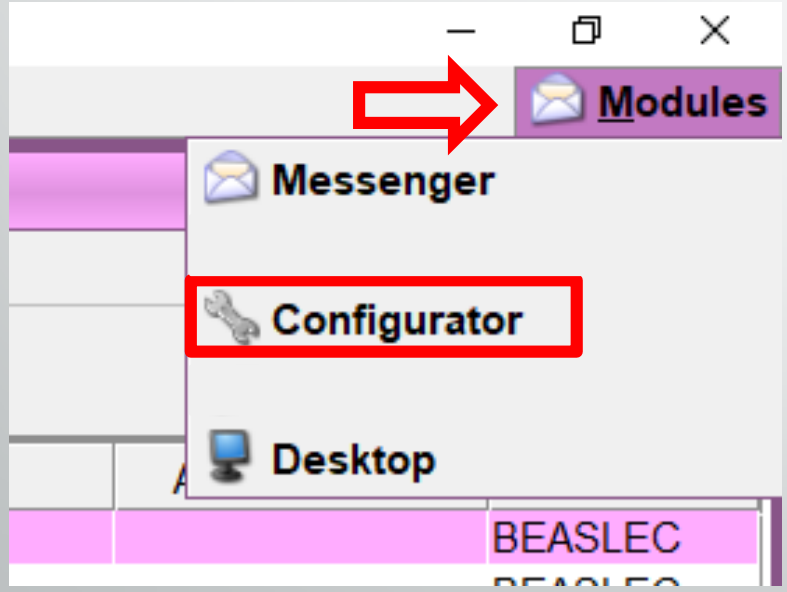
3) Modifying Users

4) Adding a User Profile

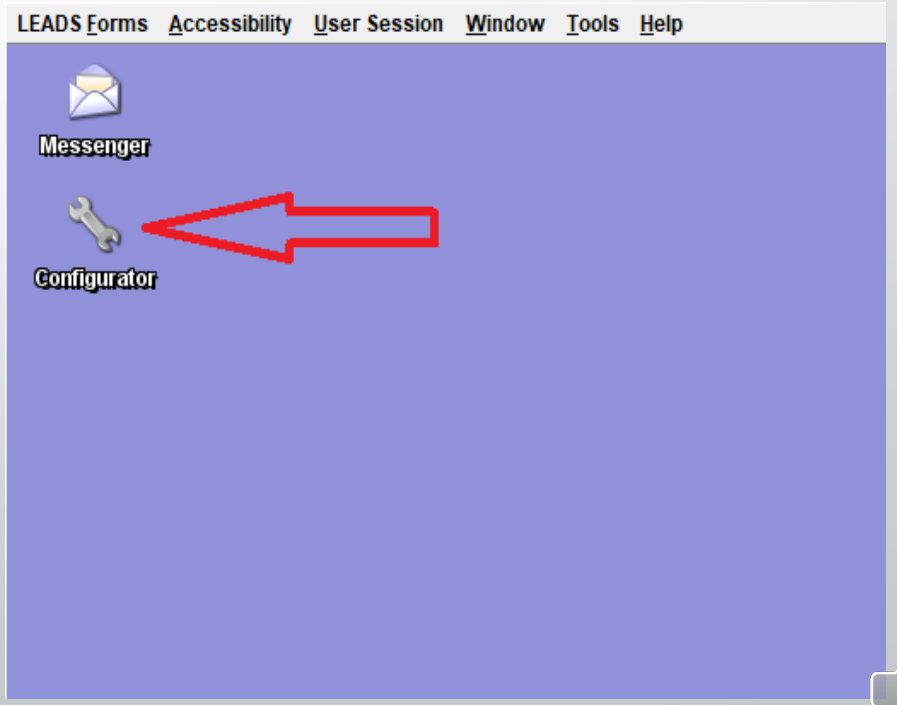
5) Extra Tips

Opening Configurator

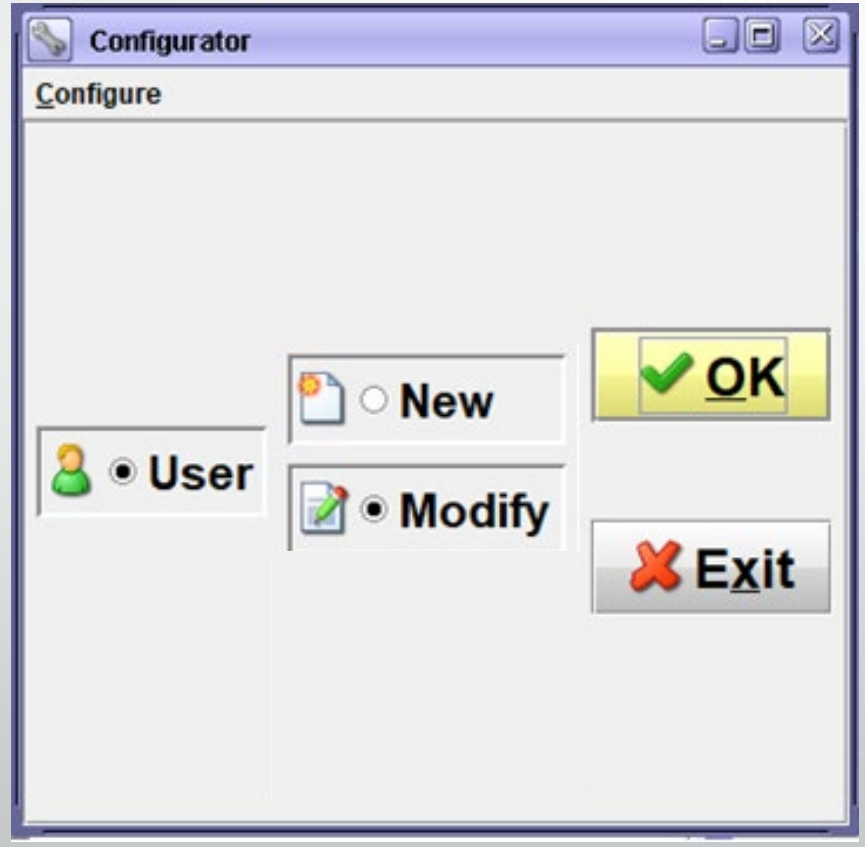
- Method 1



- Method 2



Opening Configurator Cont.



Entering a New User

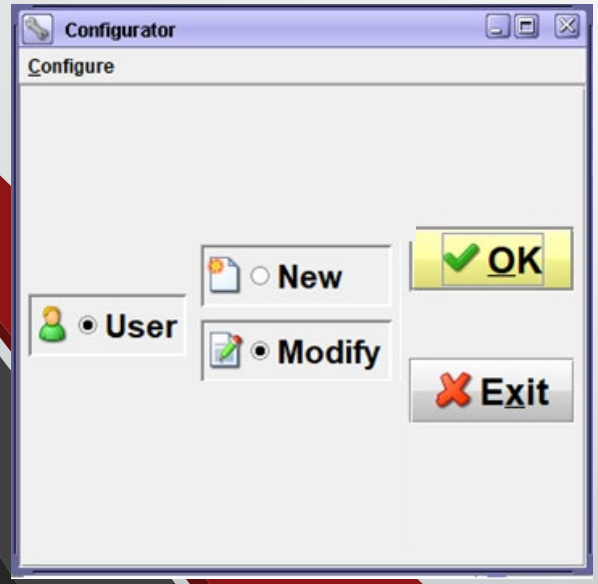
Preliminary Work

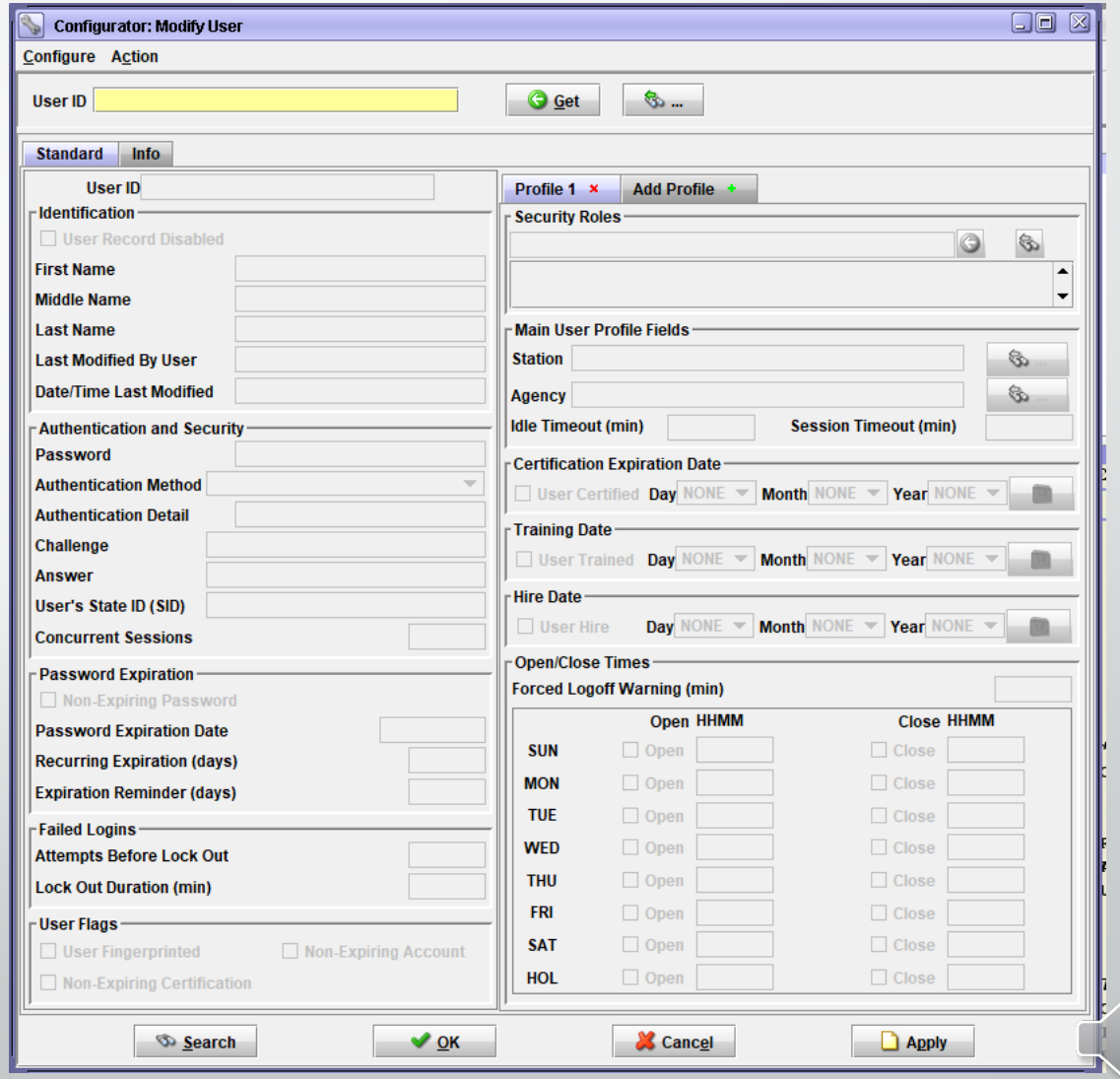
Method 1) From Scratch

Method 2) From Template

Preliminary Work

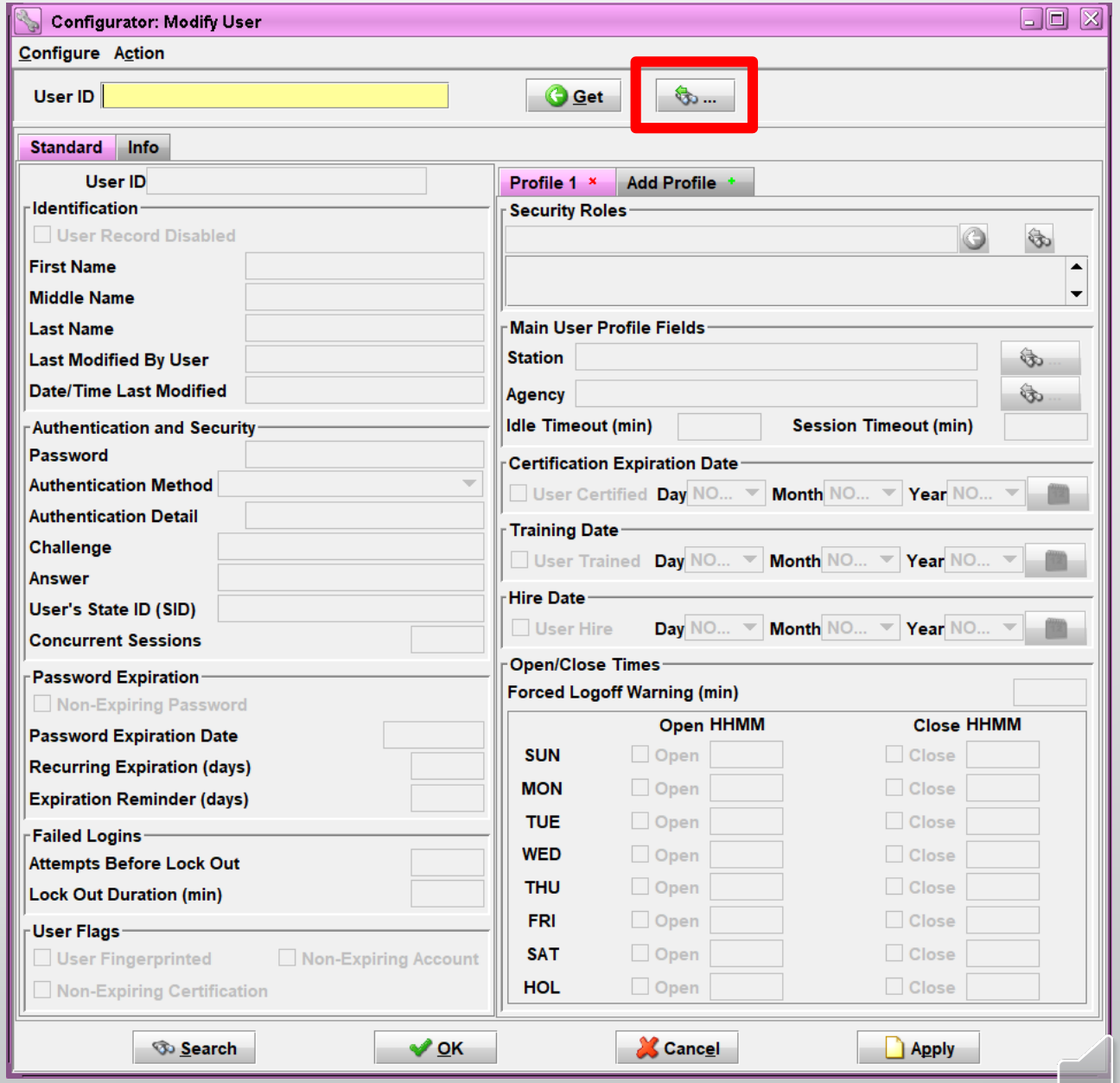
User IDs will be the first initial of The user's first name, first initial of their last name, and 5 numerics

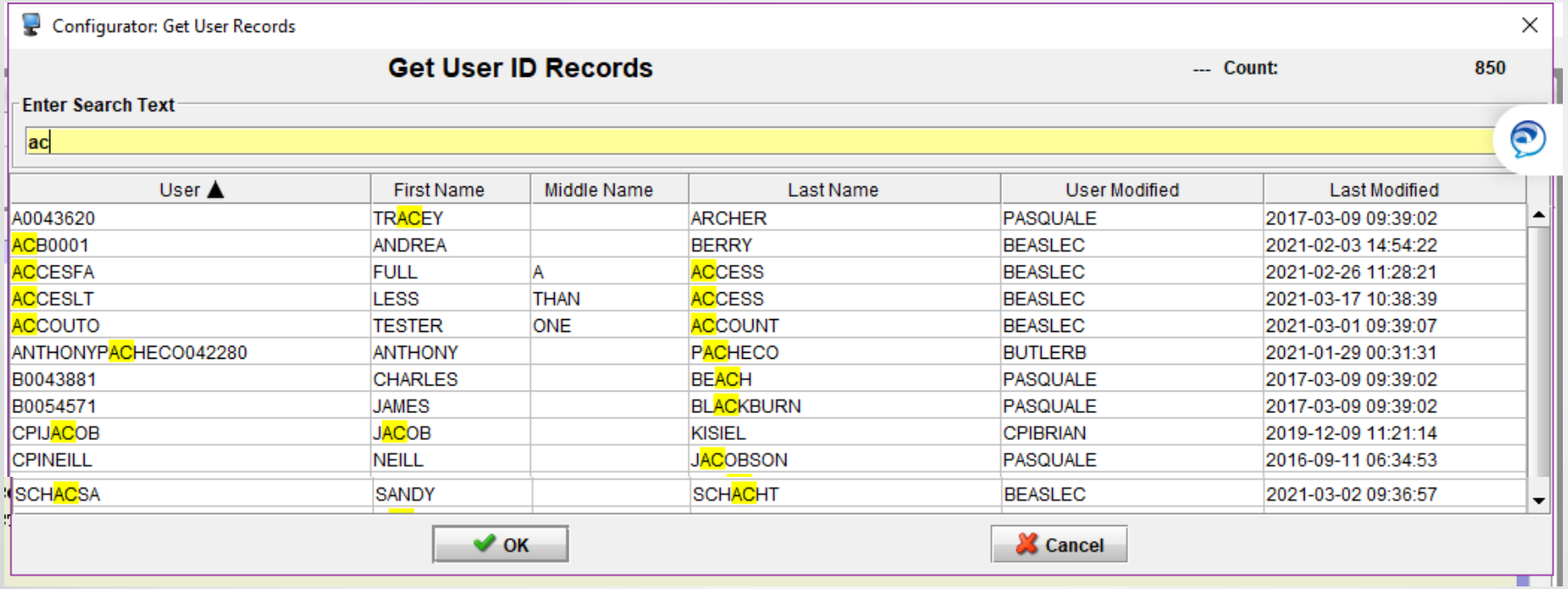




Entering A New User: Preliminary Work Cont.

Click on the binoculars icon to search for the next available user ID to use to create a new user

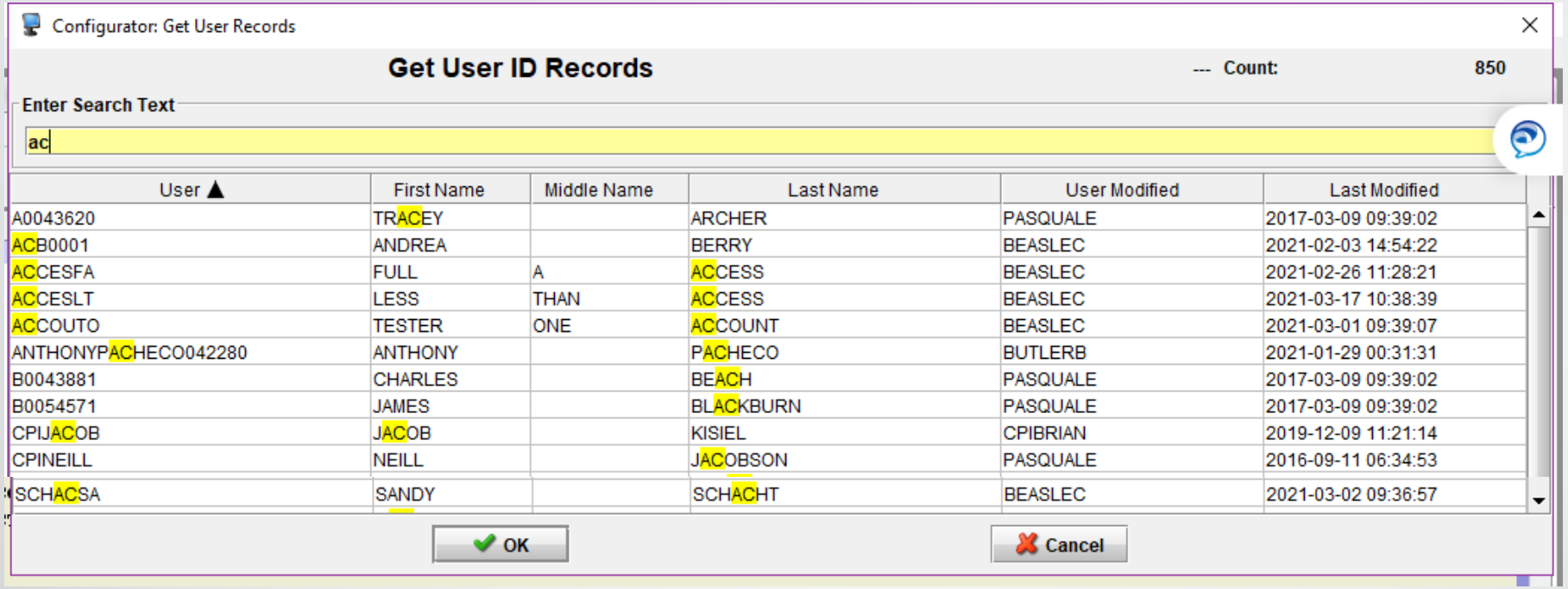




Type in the beginning of the user ID you want to create

This will pull up user records that have that information

Once you have the beginning of the list of existing user IDs, check the name columns to see if the user may already be in the system



If the user is not already in the system, make a note of the last user ID in the sequence so that you can add the next user ID in line

If a user ID with the name of the user you are adding already exists, please ensure it is not the same person

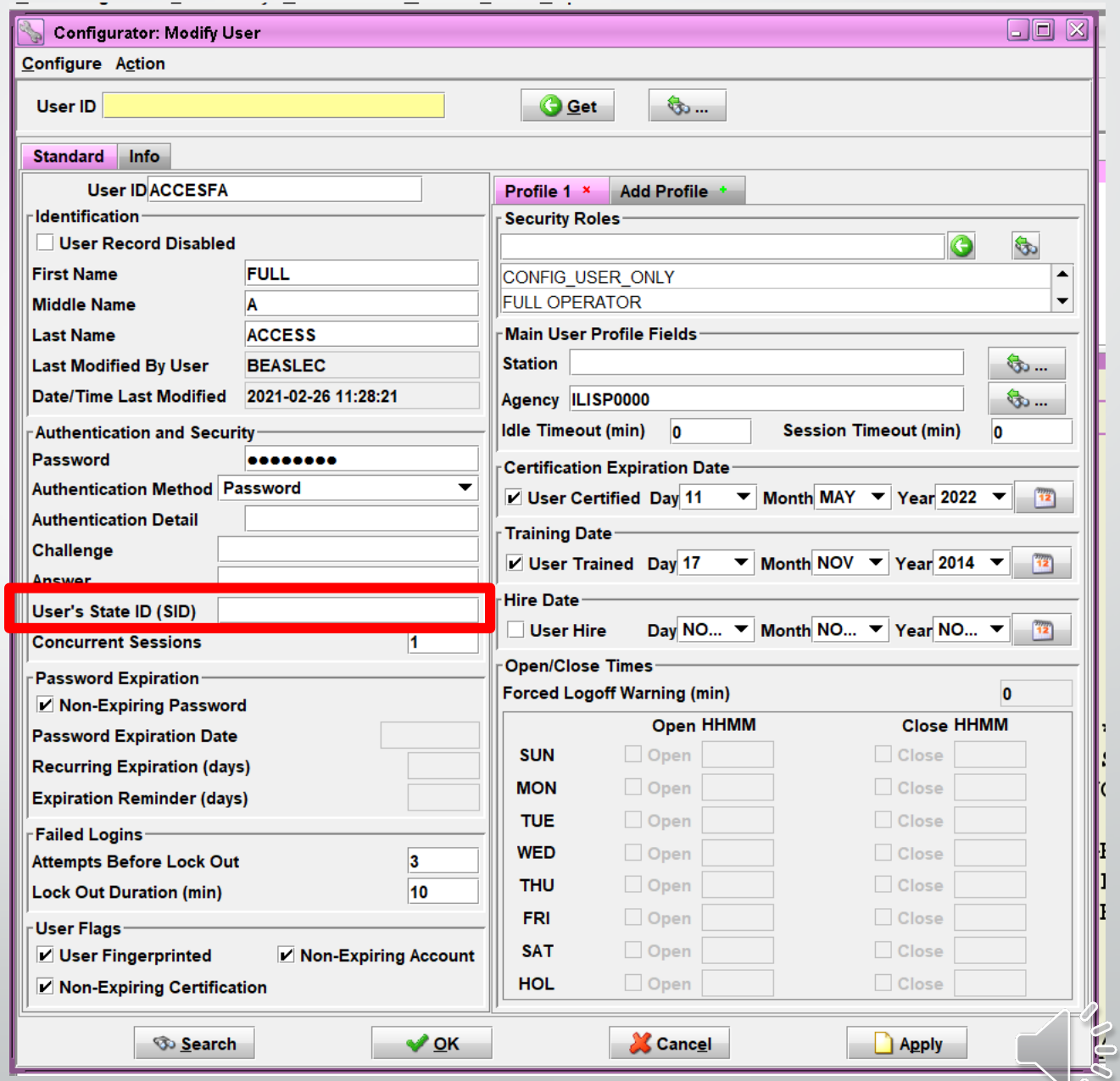
To check this, click on the user's profile you want to open and click OK

Check the User's State ID (SID) field to compare it to the user you want to enter

If it matches and the person no longer works for the agency they are listed with, call the ISP Help Desk to have the account moved

If it matches and the person still works for the other agency, you will add a Profile

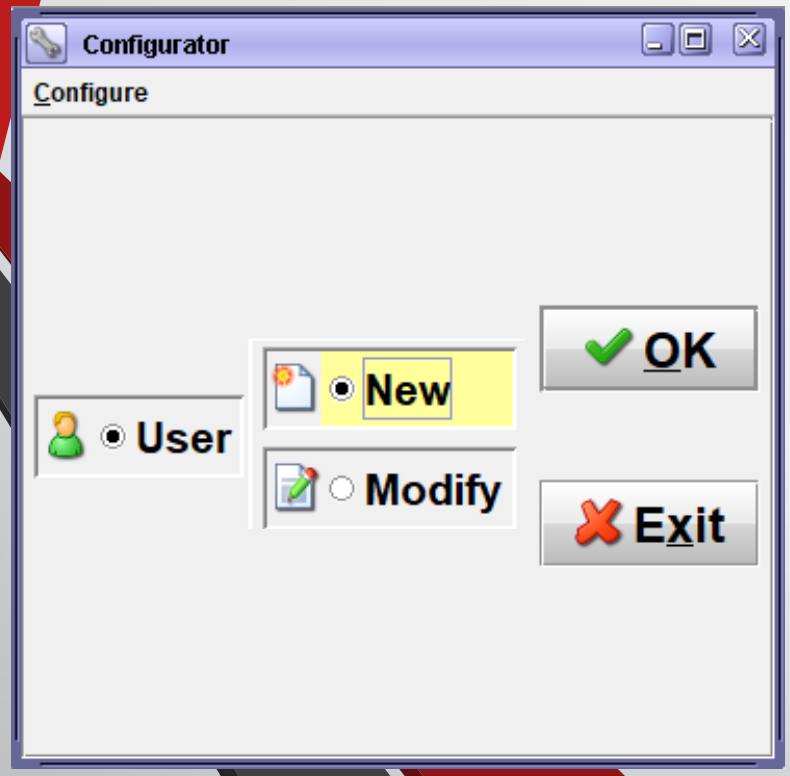
If they don't match, click Cancel and continue with the process

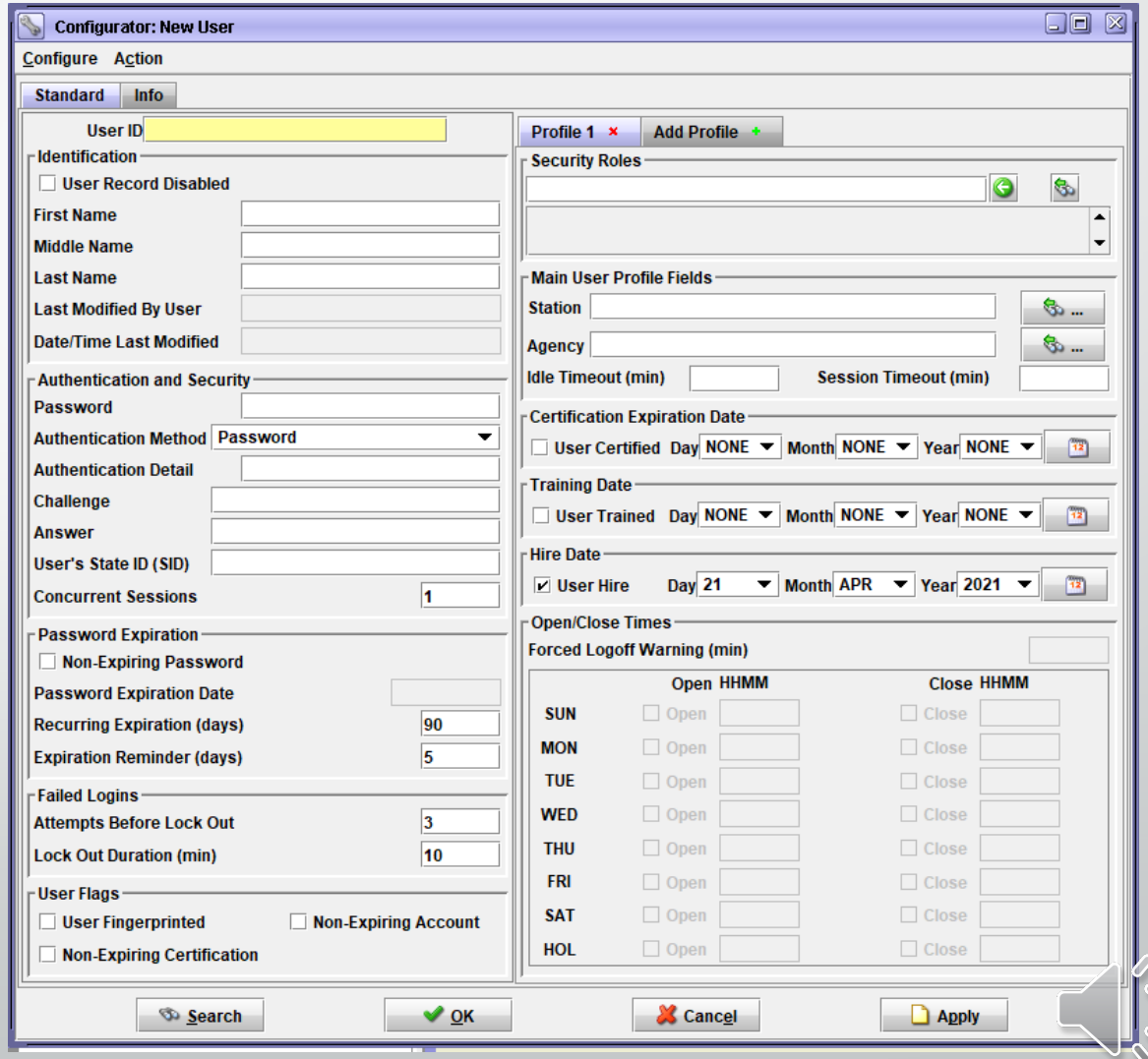


The preliminary work is now done!

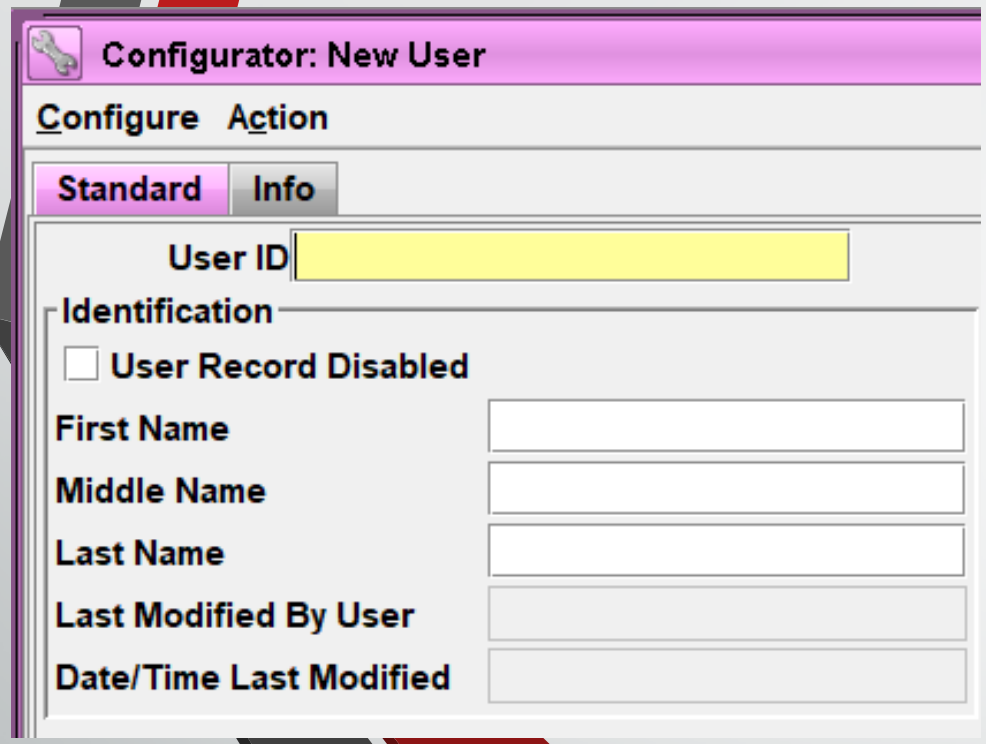
Now let's add a new user

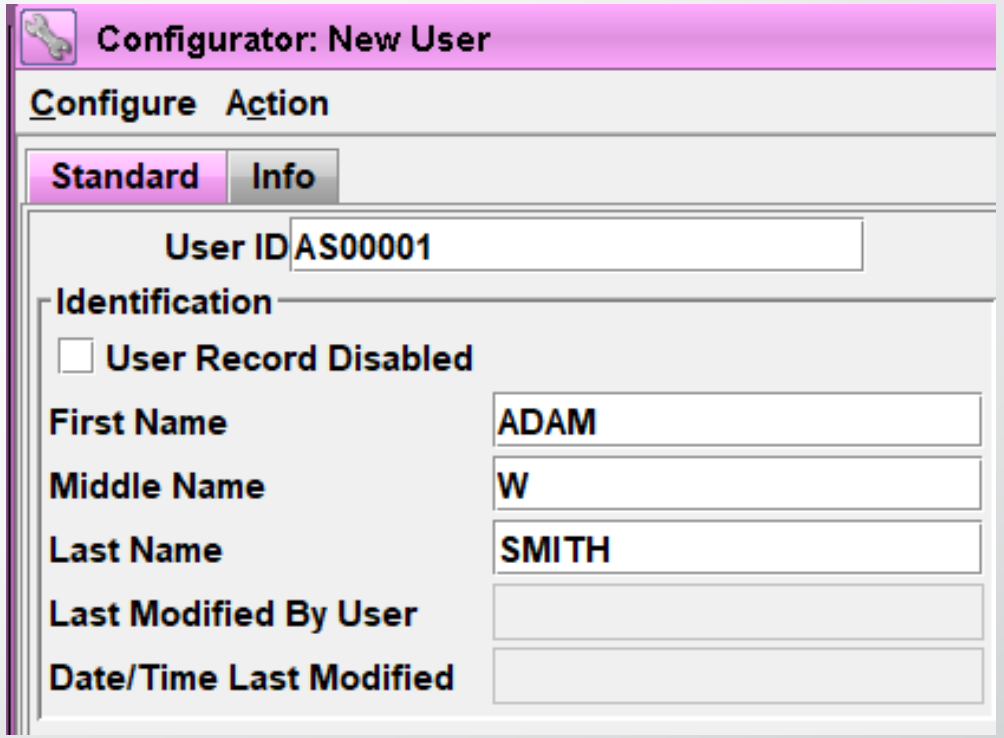
Method 1) From Scratch





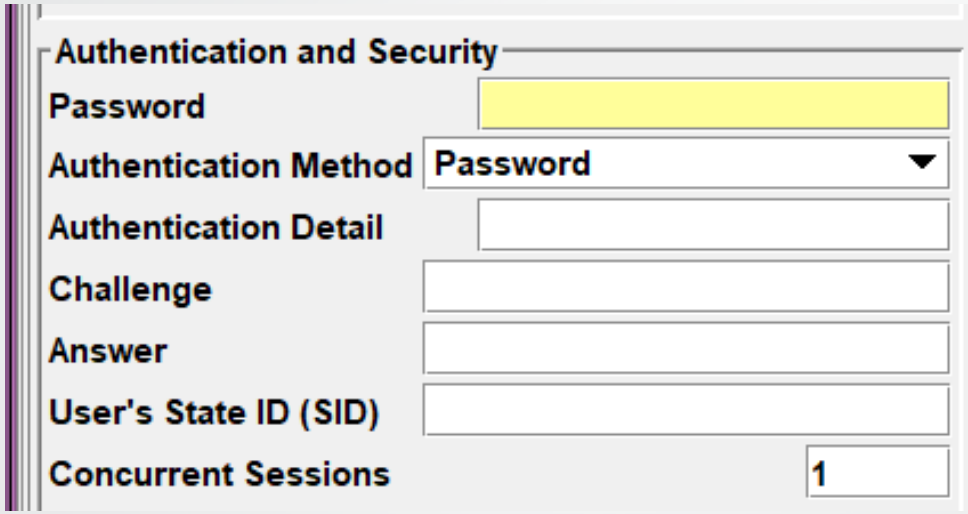
Entering a New User: From Scratch





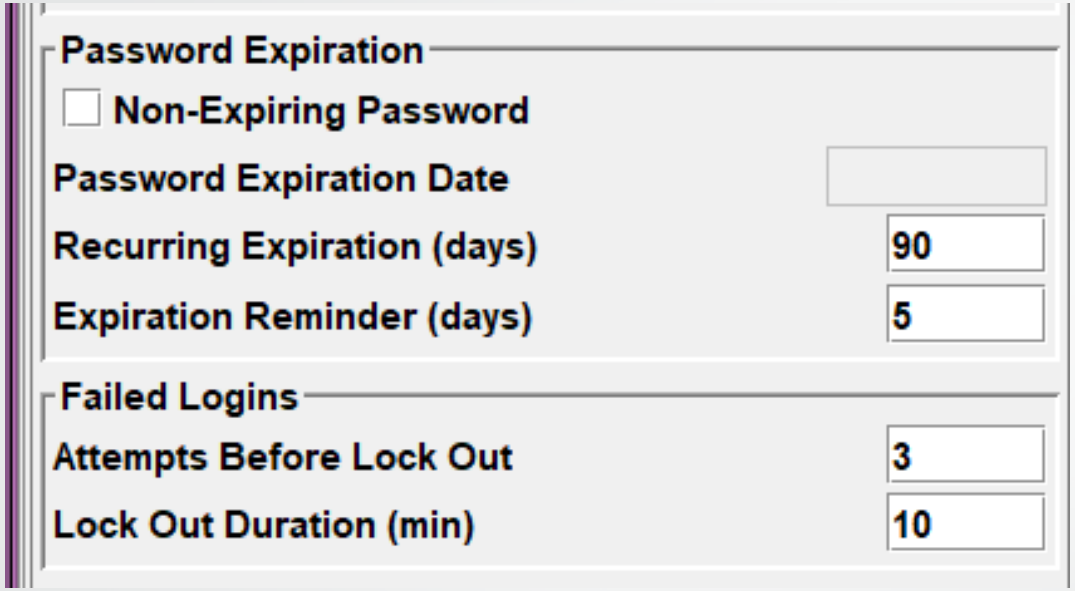
User IDs will be the first initial of the user's first name, first initial of their last name, and 5 numerics

Entering a New User: From Scratch Cont.



Password = the person's user ID

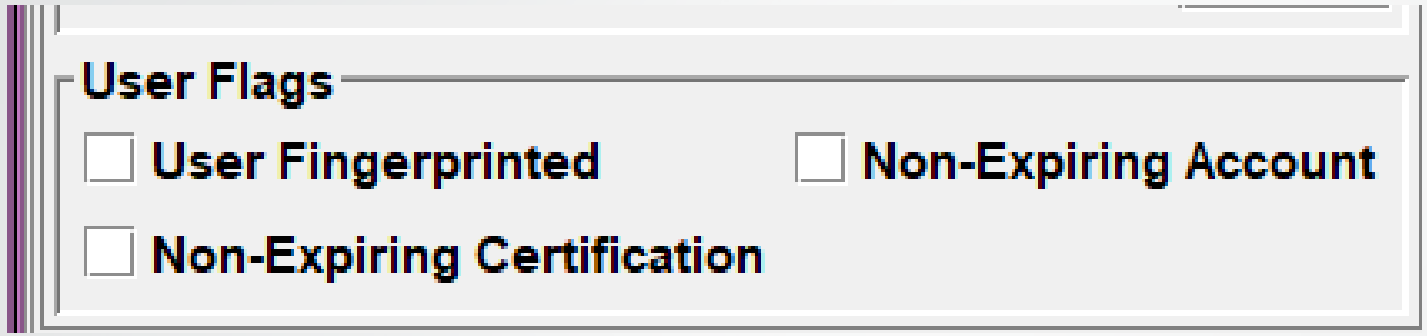
Entering a New User: From Scratch Cont.



Recurring Expiration can be made stricter per agency policy

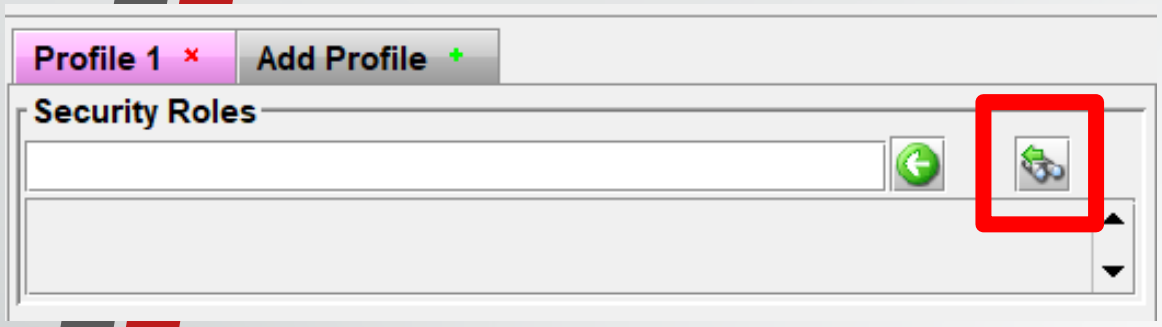
It cannot be made more lenient

Entering a New User: From Scratch Cont.

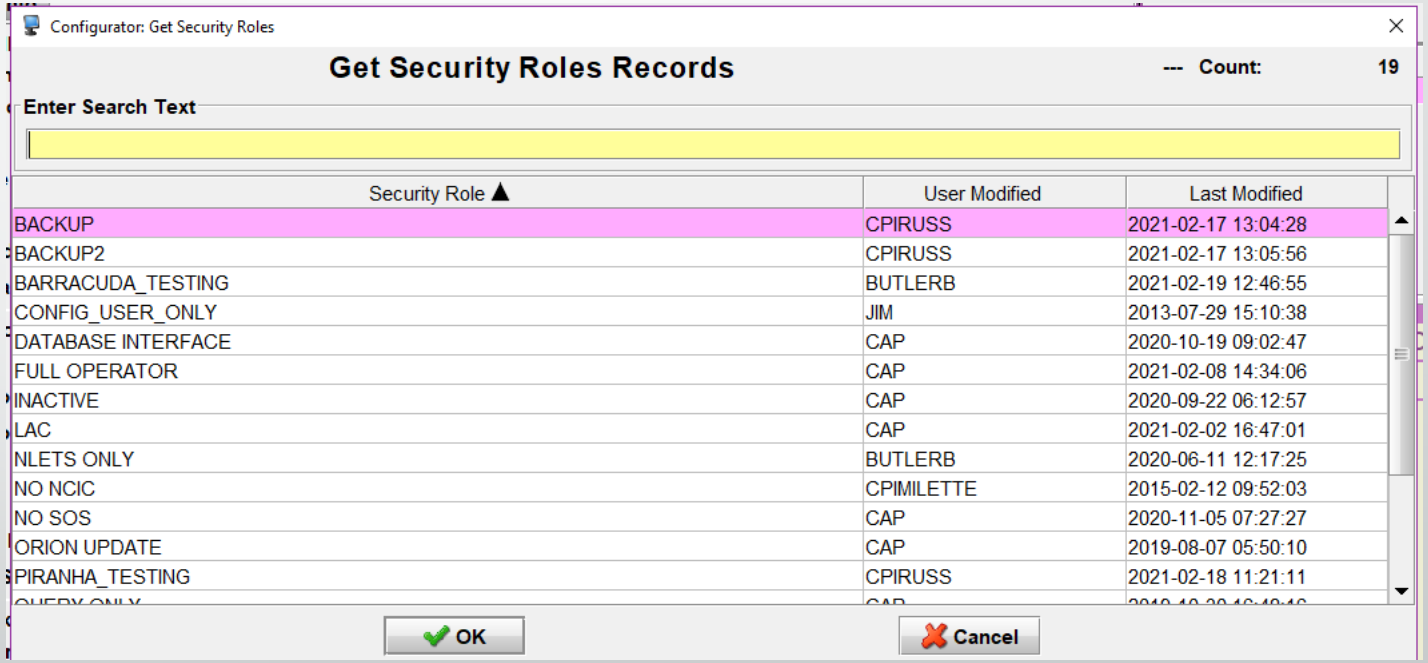


Per CJIS security policy all users accessing the system must have a fingerprint background check conducted

Entering a New User: From Scratch Cont.



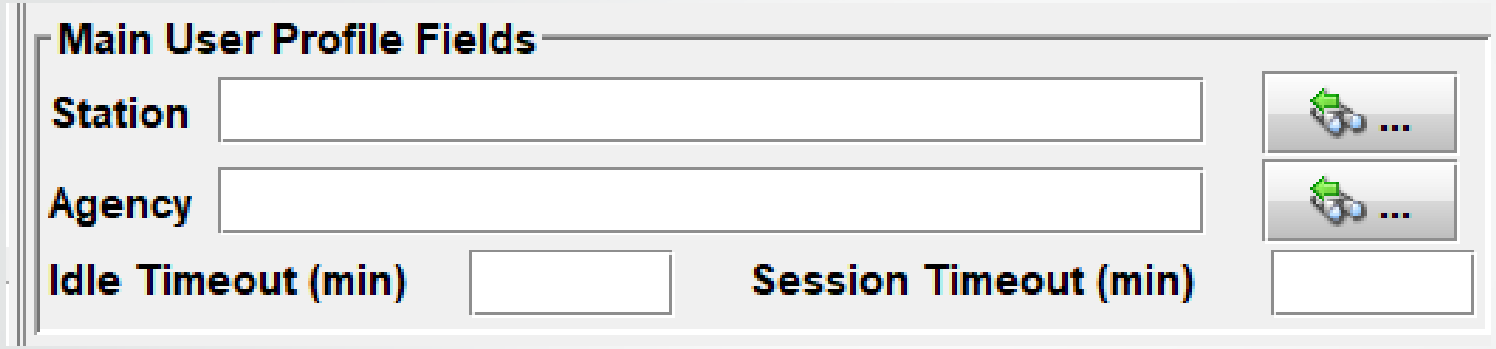
NOTE: Your "Get Security Roles Records" screen will look different from what is shown here



Security Roles & Descriptions

This information is forthcoming

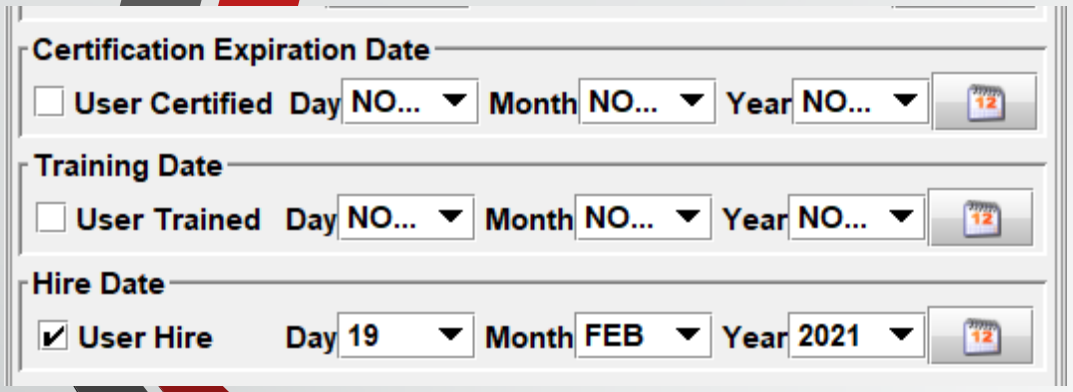
Entering a New User: From Scratch Cont.



Station = CDC

Agency = Agency's Primary ORI

Entering a New User: From Scratch Cont.

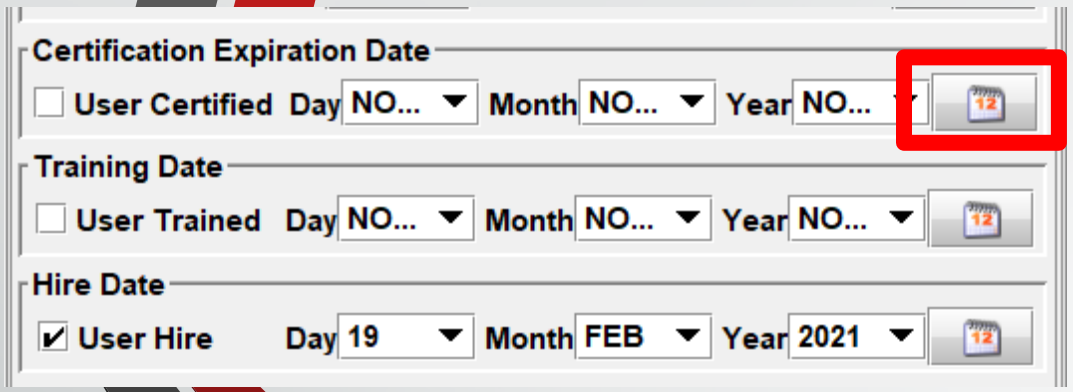


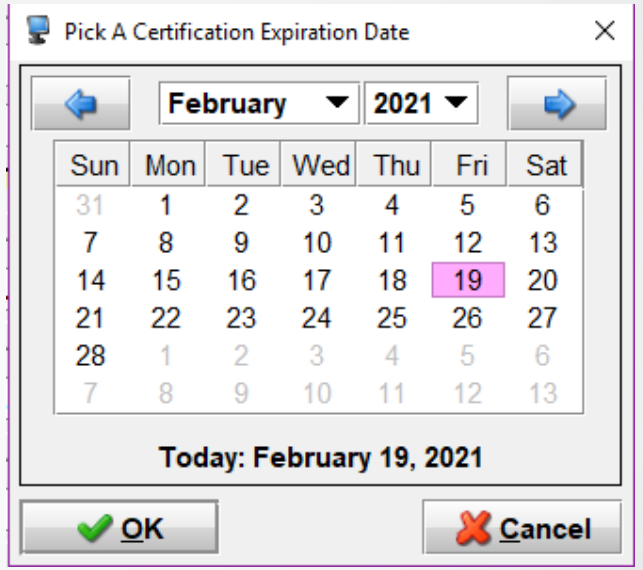
User Certified = LEADS Certification Expiration

User Trained = Date LEADS Certification Test Was Completed

Hire Date = Date User Was Hired

Entering a New User: From Scratch Cont.

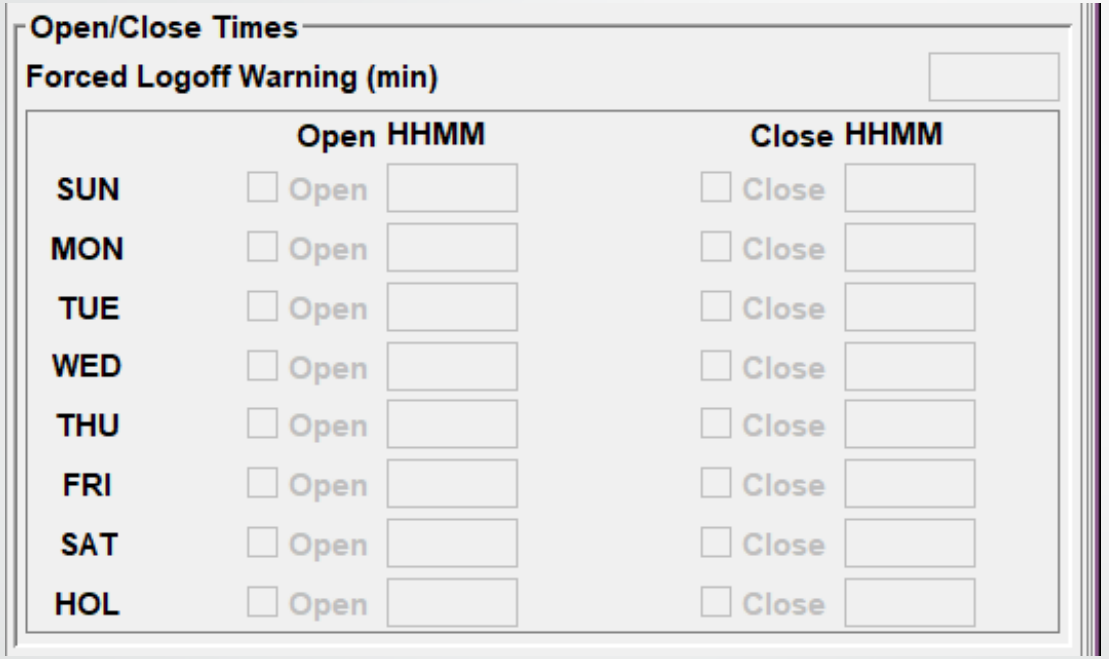




When checking the box before these fields, the system will default to the day you are entering the user

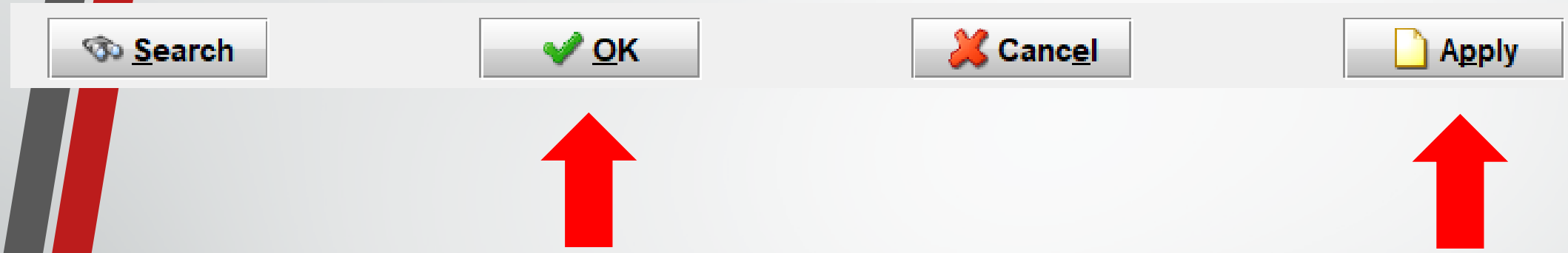
Use the drop down menus or calendar icon to make any changes

REMINDER: A new user has a six (6) month grace period from the Hire Date to become LEADS certified. If the User Certified fields are not completed in thattime frame, the user will be locked out until the account is updated



There currently are no plans to open this up

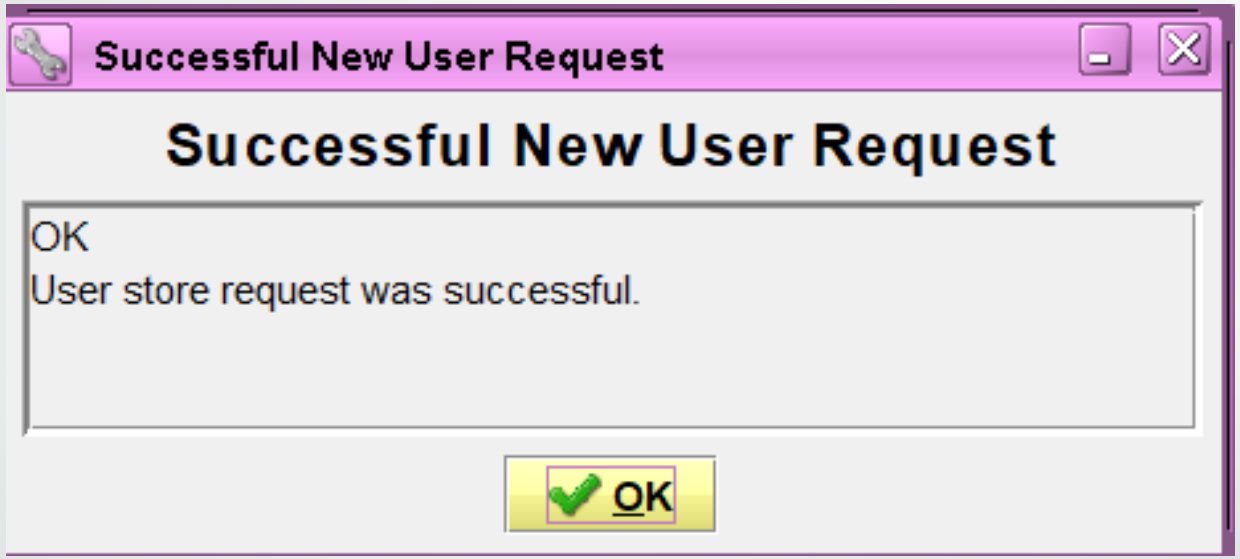
If this changes, instructions will be added to the training materials and you will be notified through the Daily Bulletin



Click either OK or Apply to complete entering a new user

Entering a New User: From Scratch Cont.

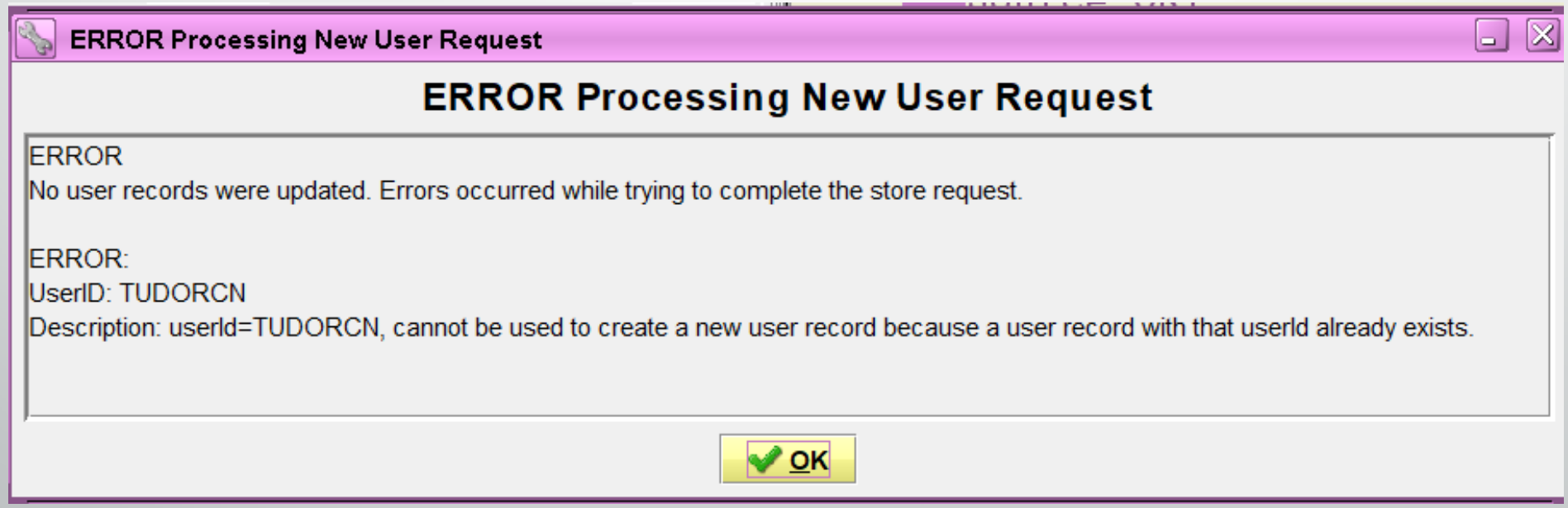
If the user is entered successfully, you will see this message:



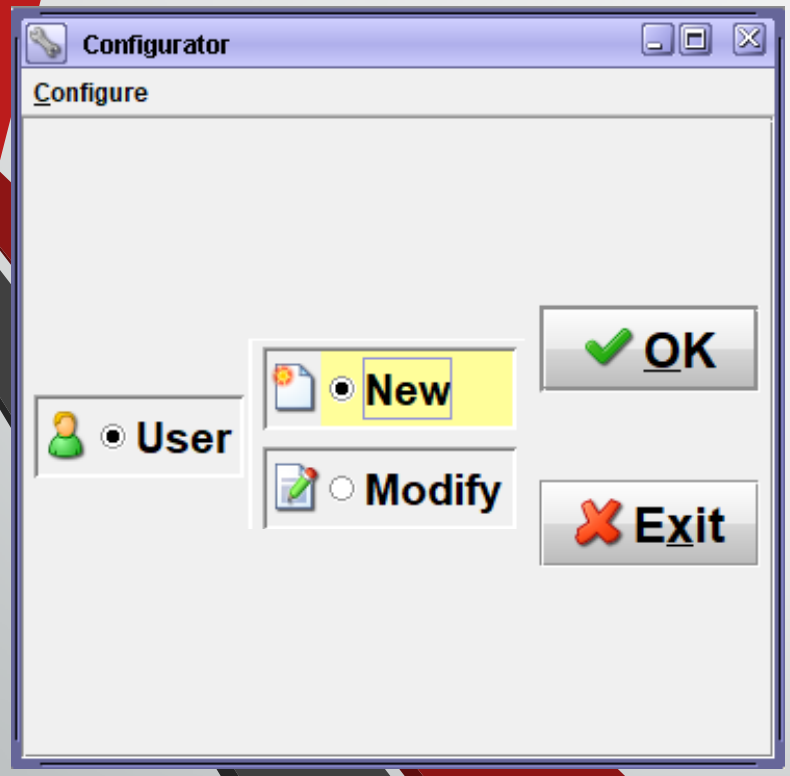
If the user is not entered successfully, the message screen that opens will explain what the error is

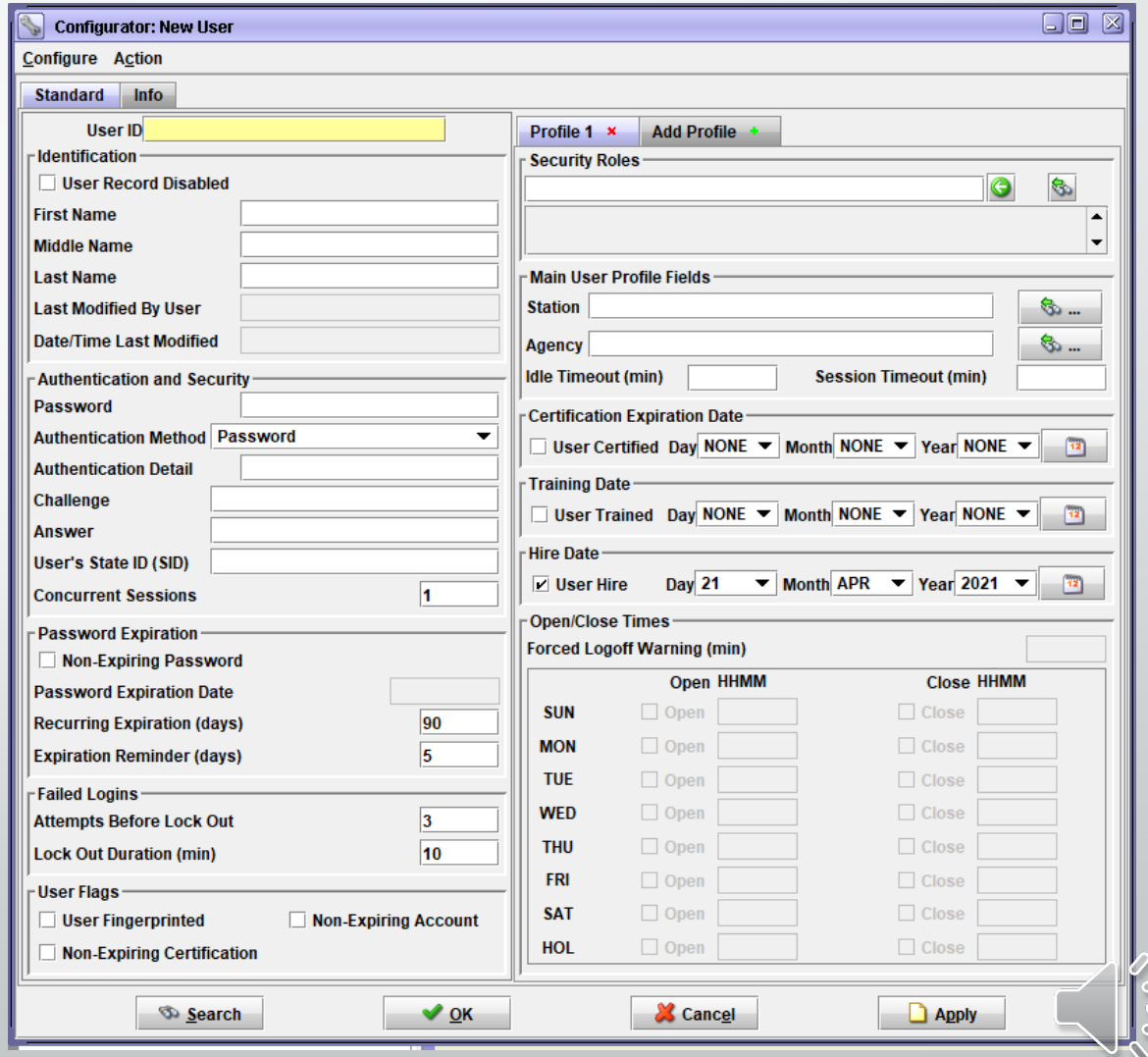
Entering a New User: From Scratch Cont.

If you receive an error stating the user ID already exists, do not immediately try making a new user ID. Go back through the preliminary steps to find the correct user ID or double check that the user isn't already in the system.

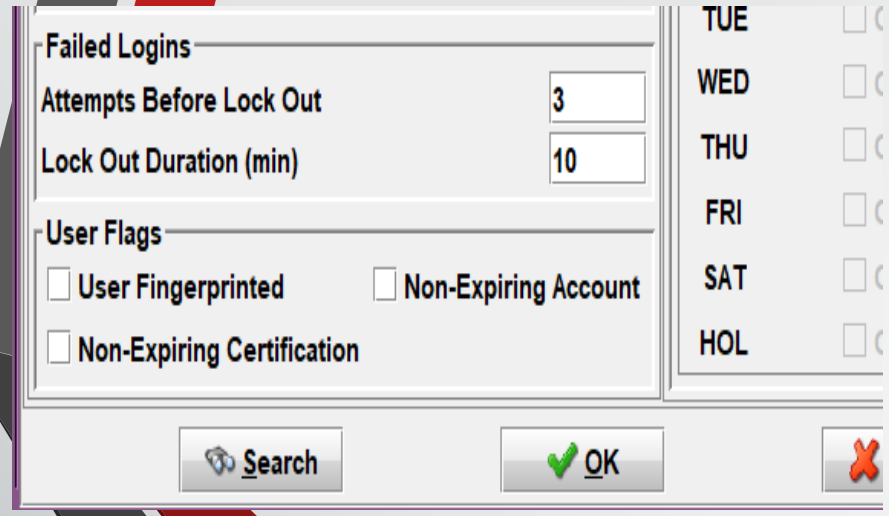


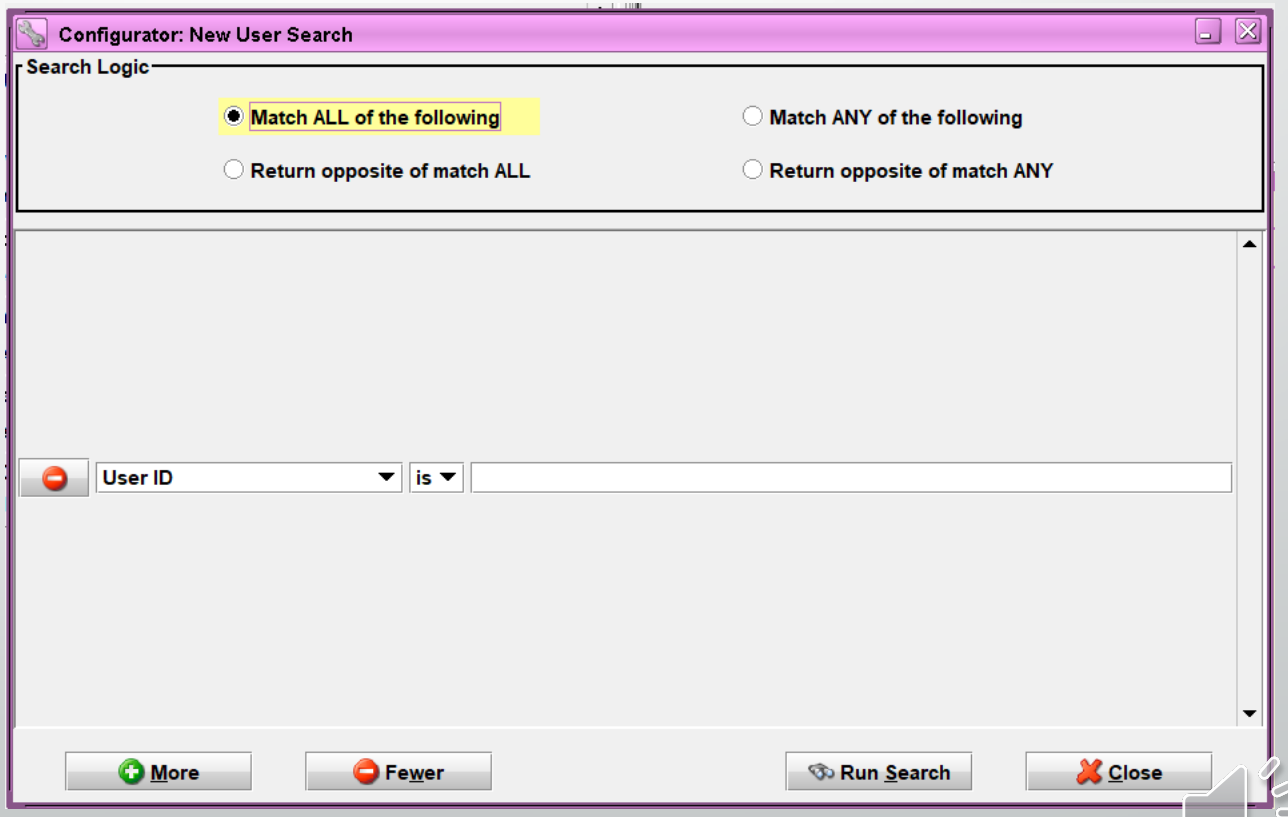
Method 2) From A Template



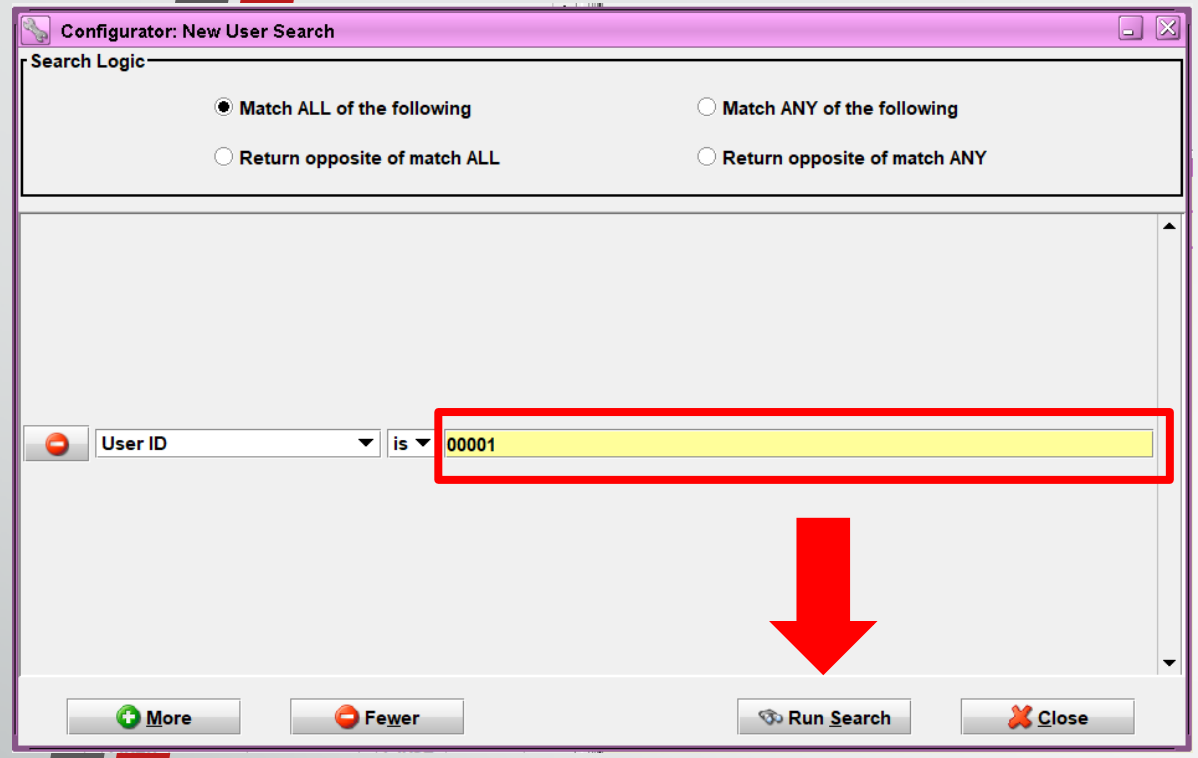


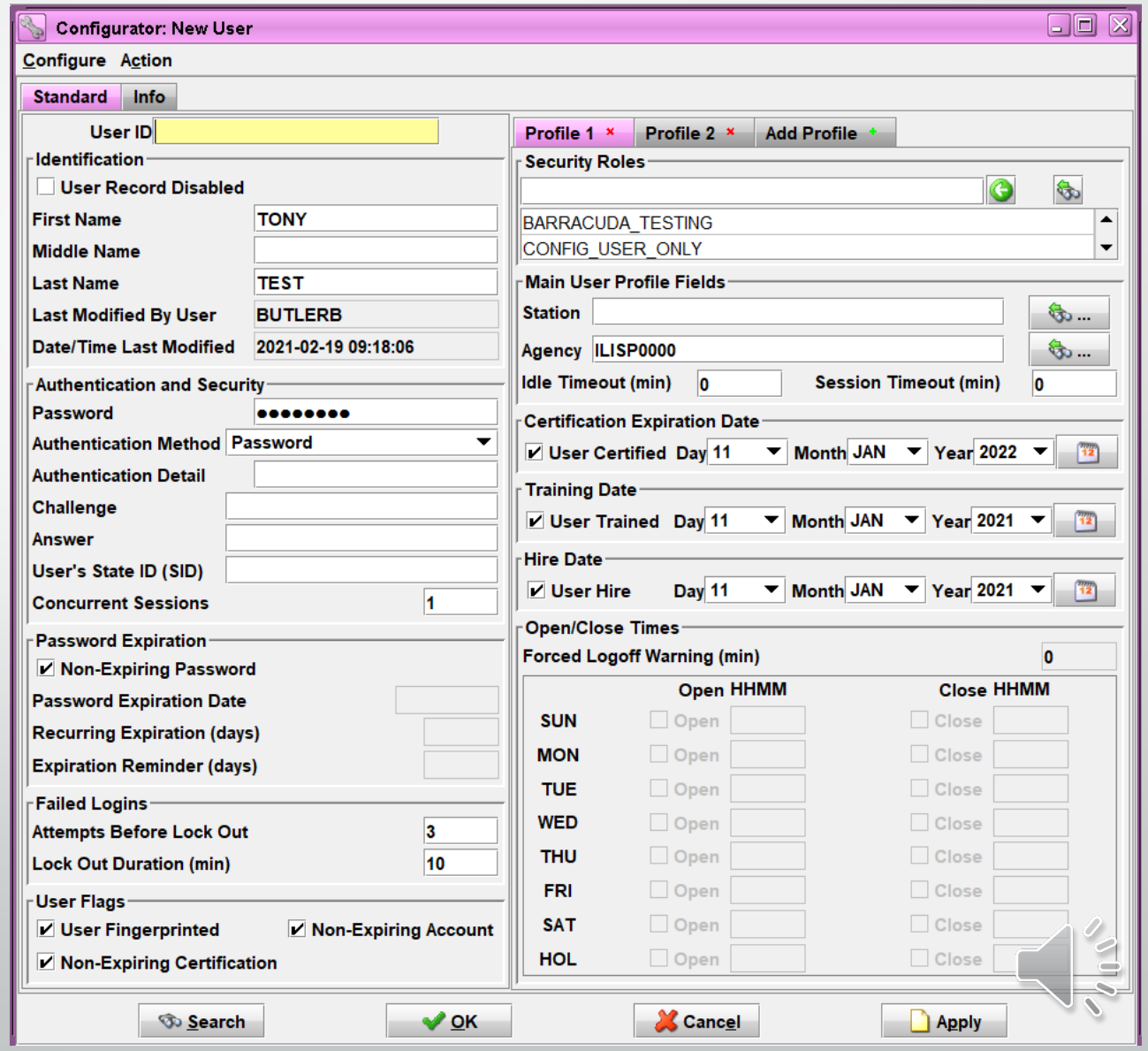
Entering a New User: From Template



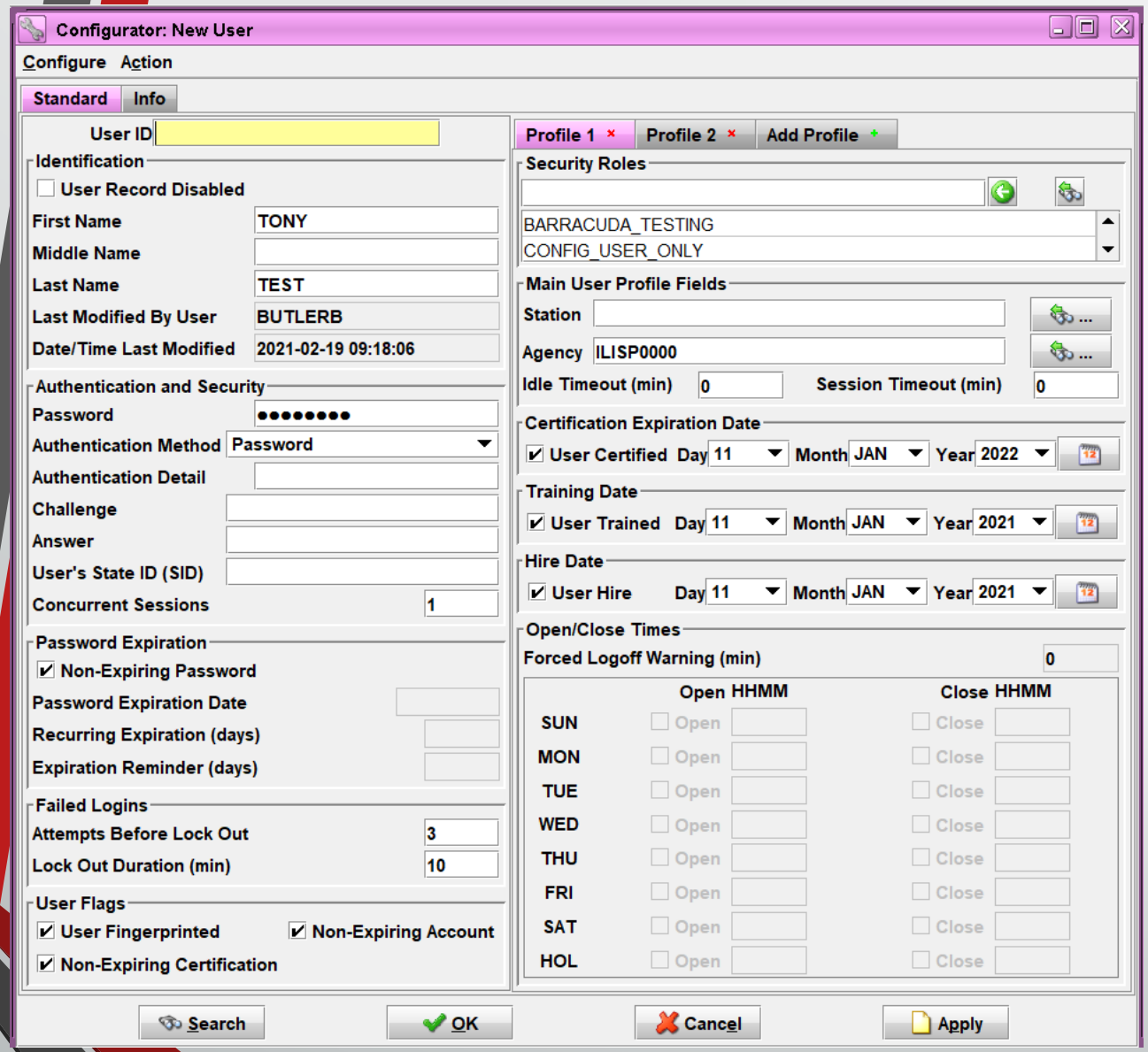


Entering a New User: From A Template





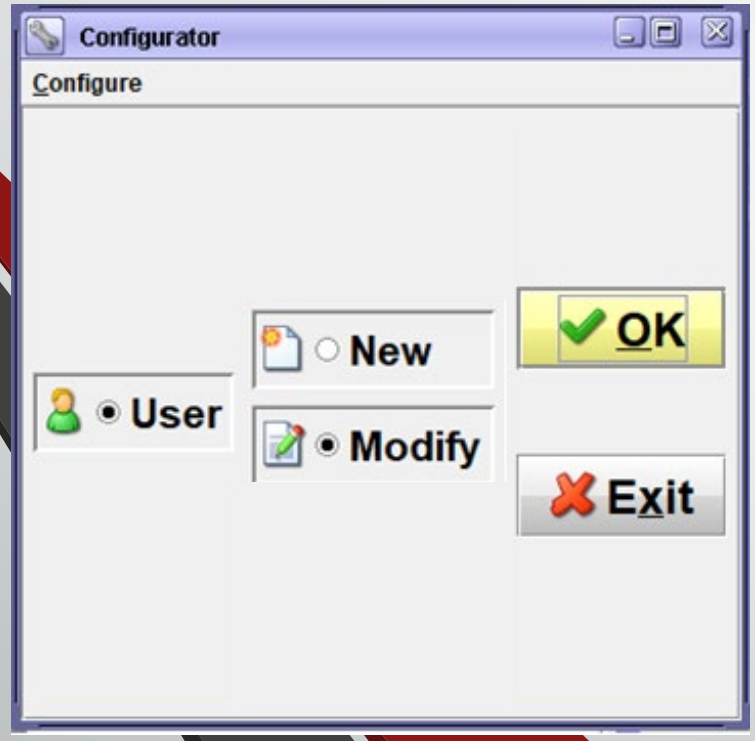
Entering a New User: From A Template

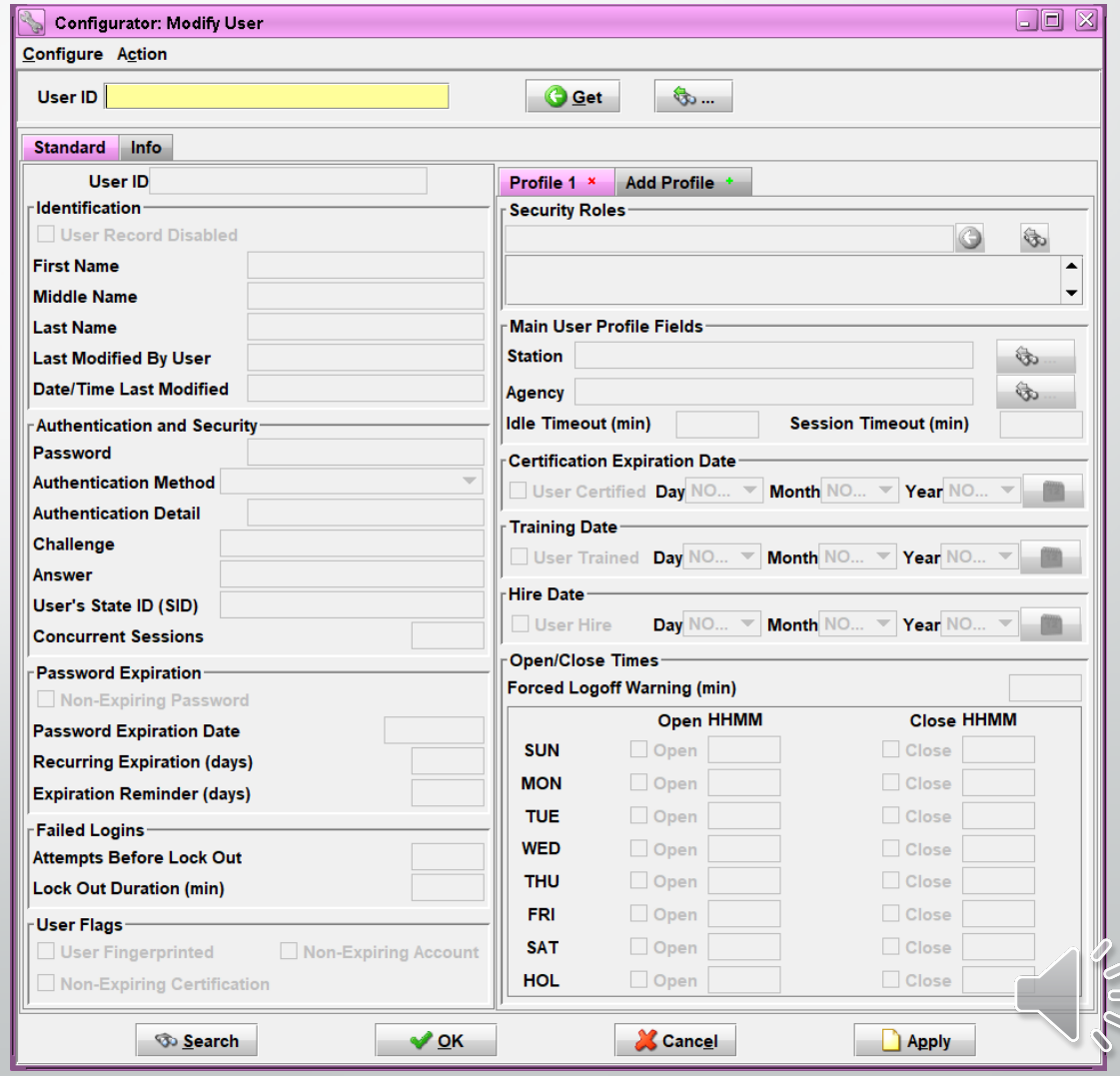


Change all applicable fields to Reflect the user being added

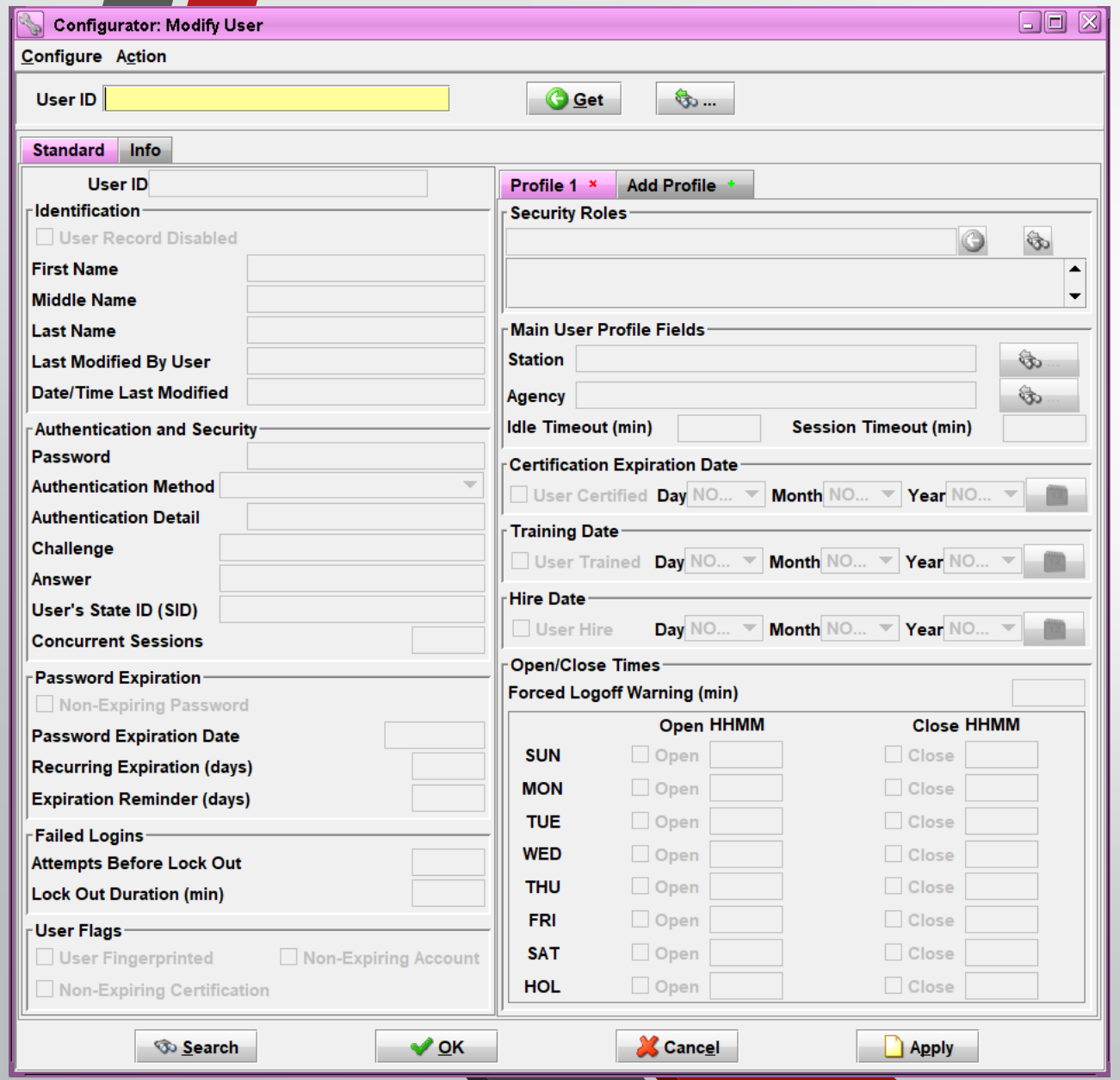
Click OK or Apply to complete entering a new user

Modifying A User





Modifying A User Cont.



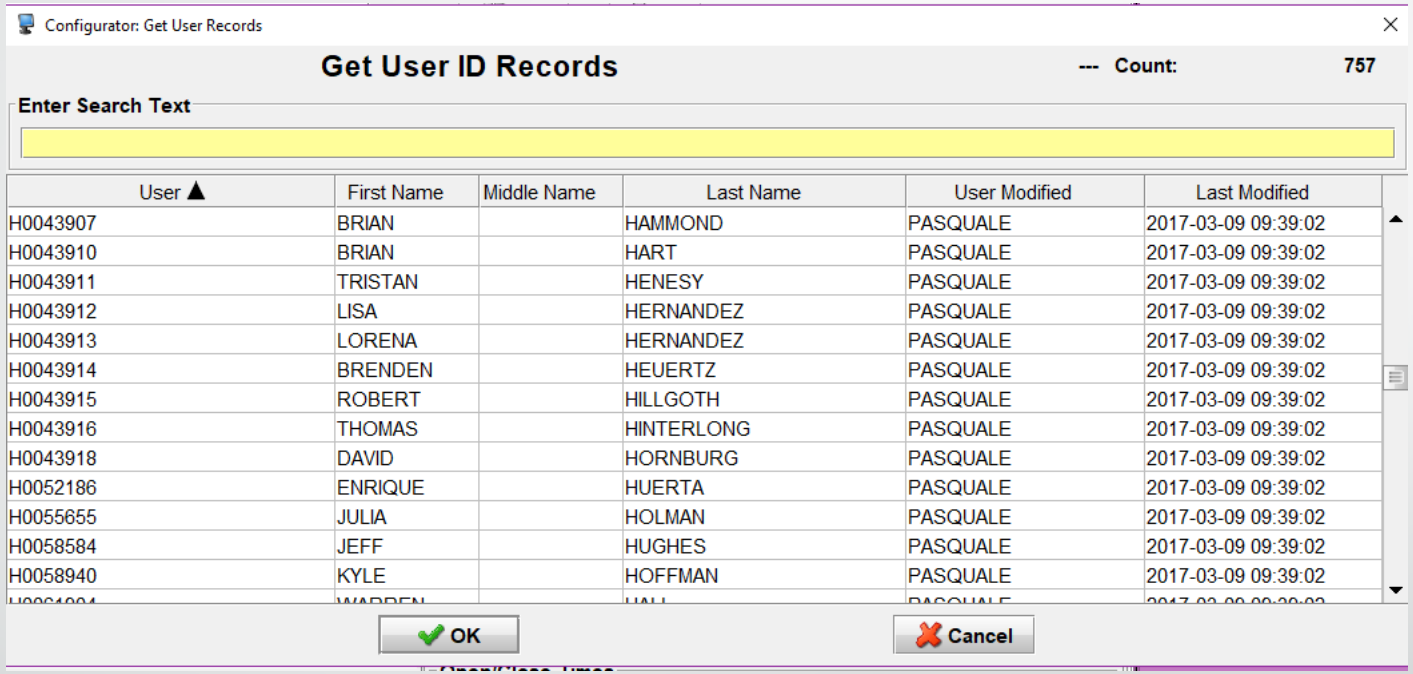
To pull up a user's profile, you can either type the user ID into the User ID field and click Get

OR

You can click on the binoculars icon to search for the user ID you want to modify

Modifying A User Cont.

If you click on the binoculars icon, a new screen titled Get User ID Records will open



User ▲	First Name	Middle Name	Last Name	User Modified	Last Modified
H0043907	BRIAN		HAMMOND	PASQUALE	2017-03-09 09:39:02
H0043910	BRIAN		HART	PASQUALE	2017-03-09 09:39:02
H0043911	TRISTAN		HENESY	PASQUALE	2017-03-09 09:39:02
H0043912	LISA		HERNANDEZ	PASQUALE	2017-03-09 09:39:02
H0043913	LORENA		HERNANDEZ	PASQUALE	2017-03-09 09:39:02
H0043914	BRENDEN		HEUERTZ	PASQUALE	2017-03-09 09:39:02
H0043915	ROBERT		HILLGOTH	PASQUALE	2017-03-09 09:39:02
H0043916	THOMAS		HINTERLONG	PASQUALE	2017-03-09 09:39:02
H0043918	DAVID		HORNBURG	PASQUALE	2017-03-09 09:39:02
H0052186	ENRIQUE		HUERTA	PASQUALE	2017-03-09 09:39:02
H0055655	JULIA		HOLMAN	PASQUALE	2017-03-09 09:39:02
H0058584	JEFF		HUGHES	PASQUALE	2017-03-09 09:39:02
H0058940	KYLE		HOFFMAN	PASQUALE	2017-03-09 09:39:02

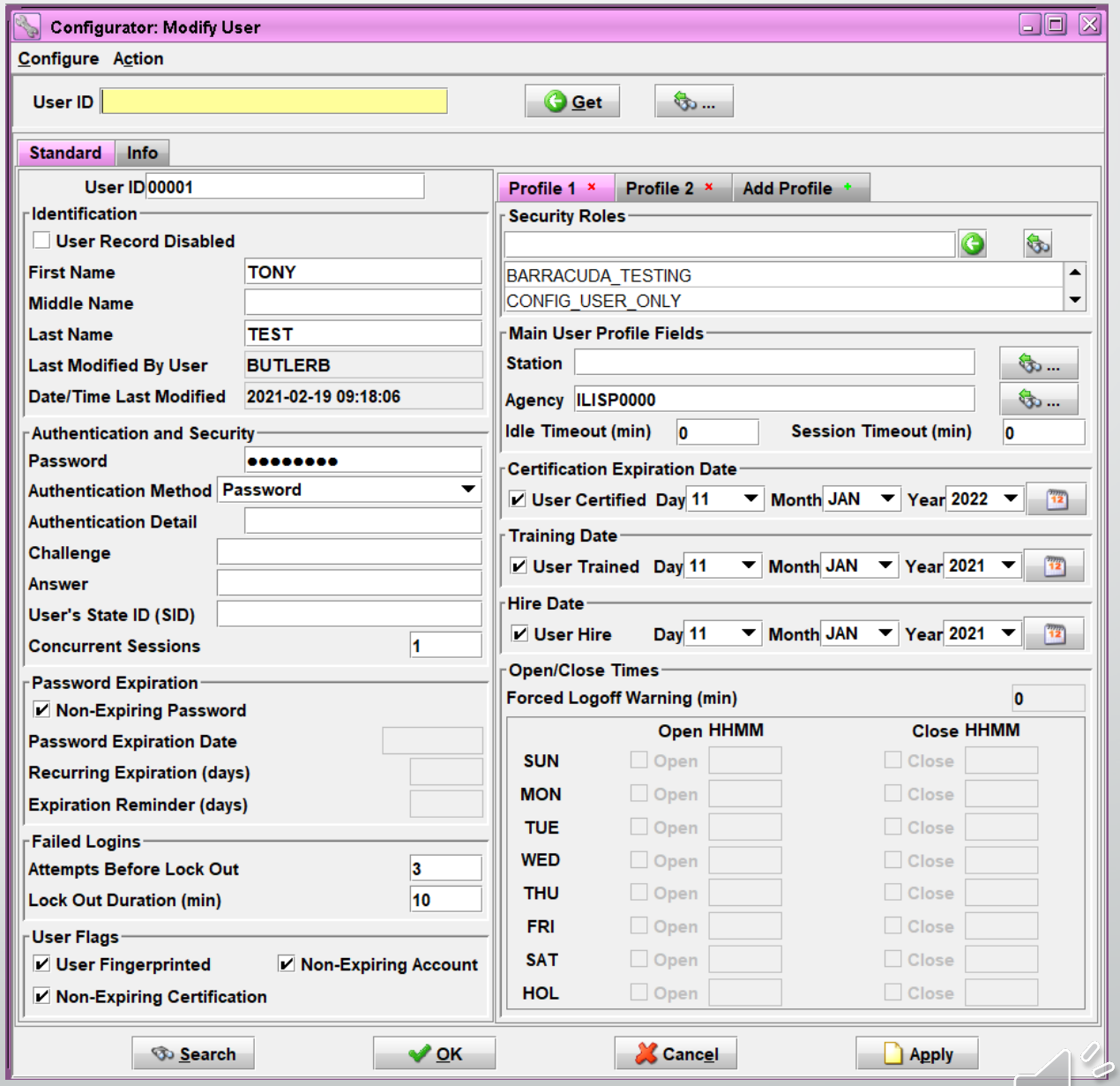
From this screen you can search by user ID or name

Click OK once you have the correct user ID

Modifying A User Cont.

The fields for the Modify User screen will work the same as on the Enter User screen

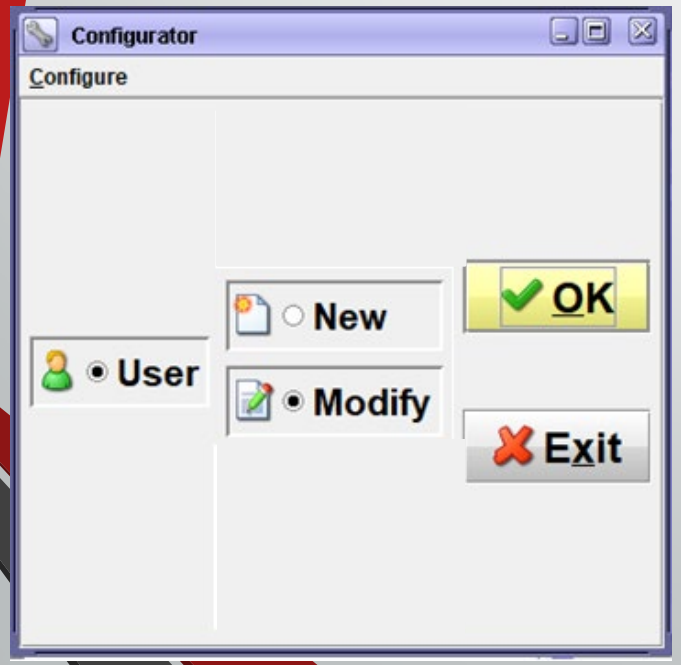
Update the appropriate fields and click on OK or Apply to finish making changes

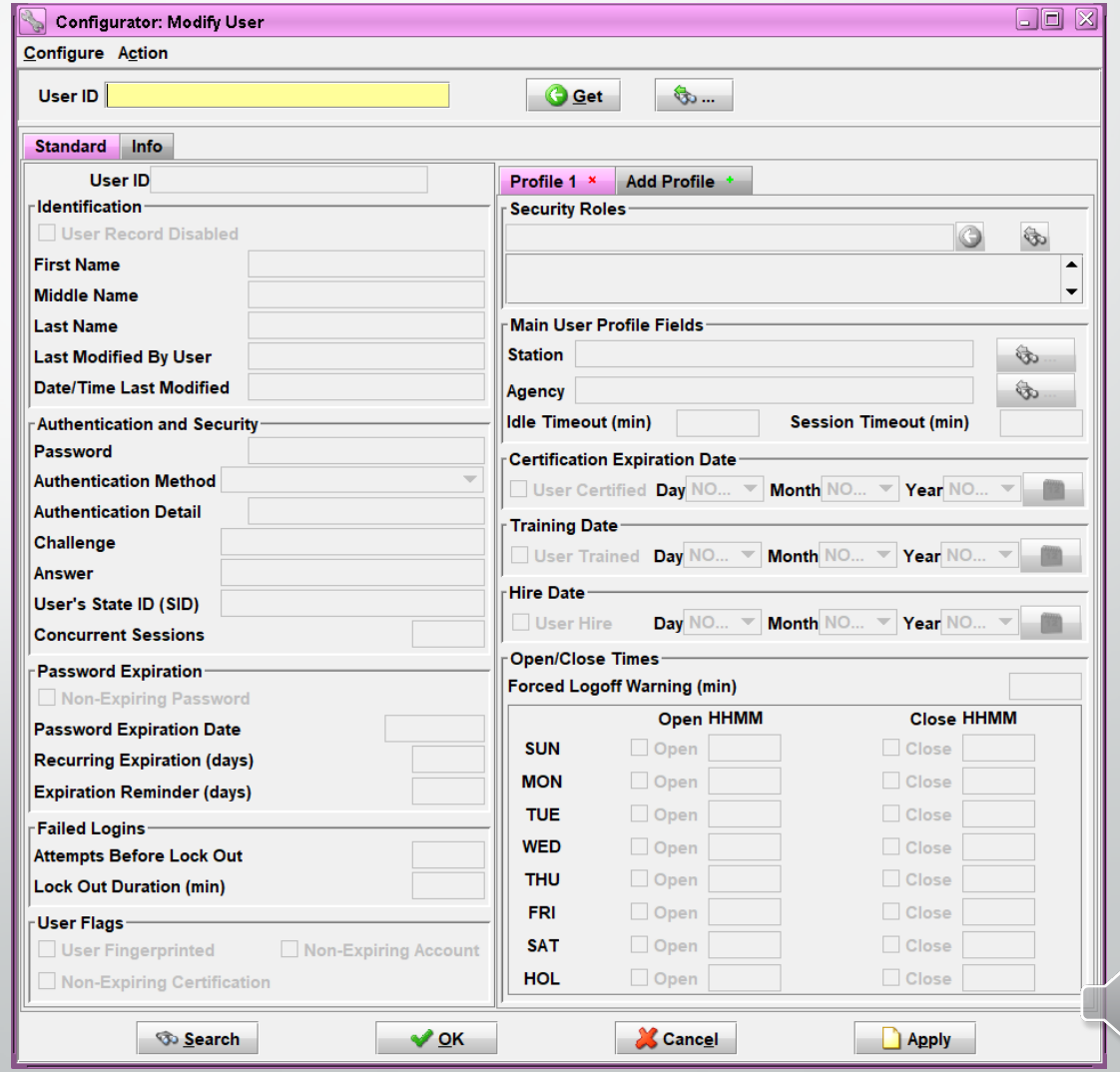


Adding A User Profile

This will be used for people who work at multiple agencies.

If a user's profile needs moved from one agency to another, please reach out to the ISP Help Desk



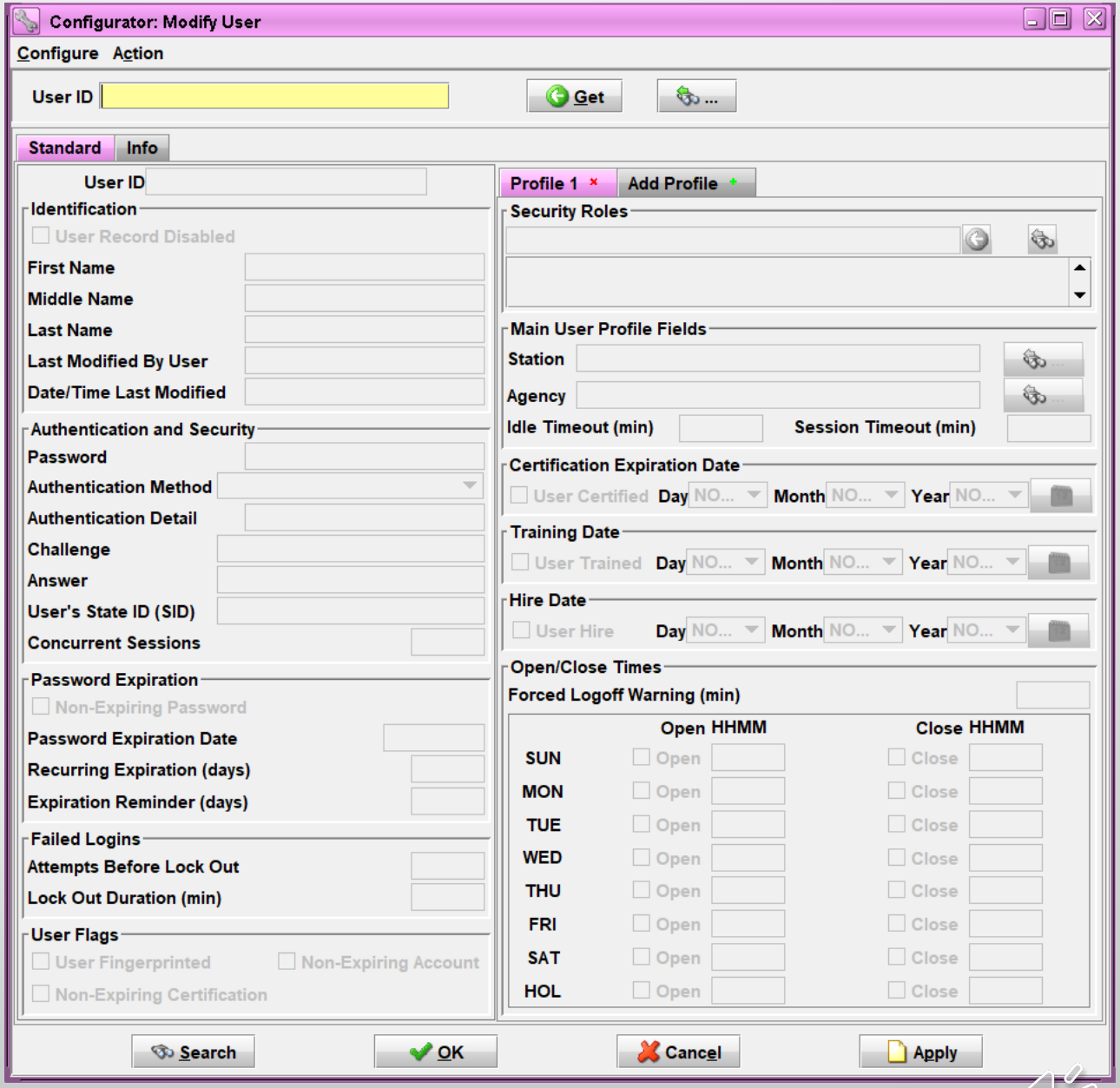


Adding A User Profile Cont.

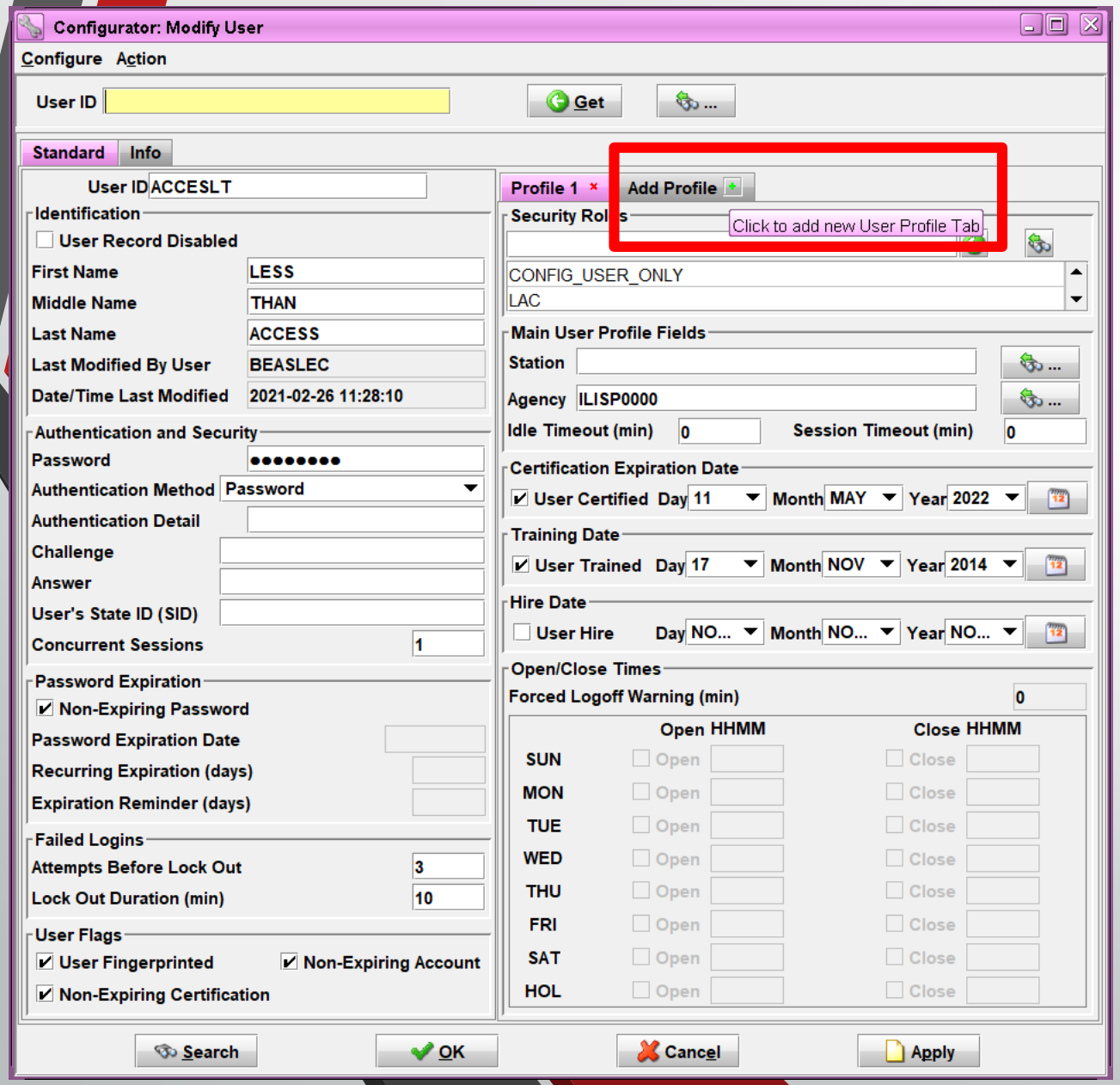
To pull up a user's profile, you can either type the user ID into the User ID field and click Get

OR

You can click on the binoculars icon to search for the user ID you want to modify

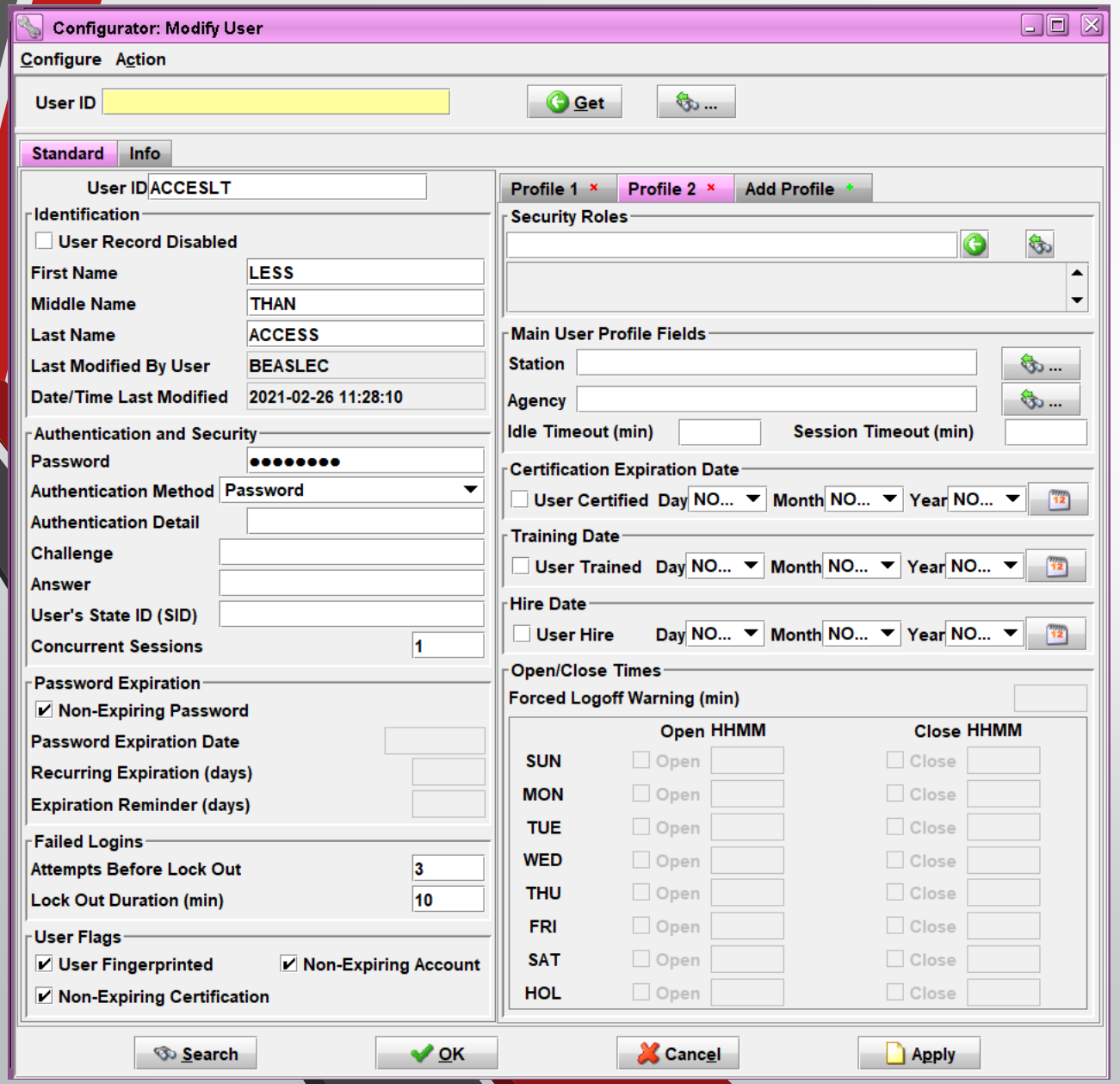


Adding A User Profile Cont.



Click on the green plus sign next to Add Profile

Adding A User Profile Cont.



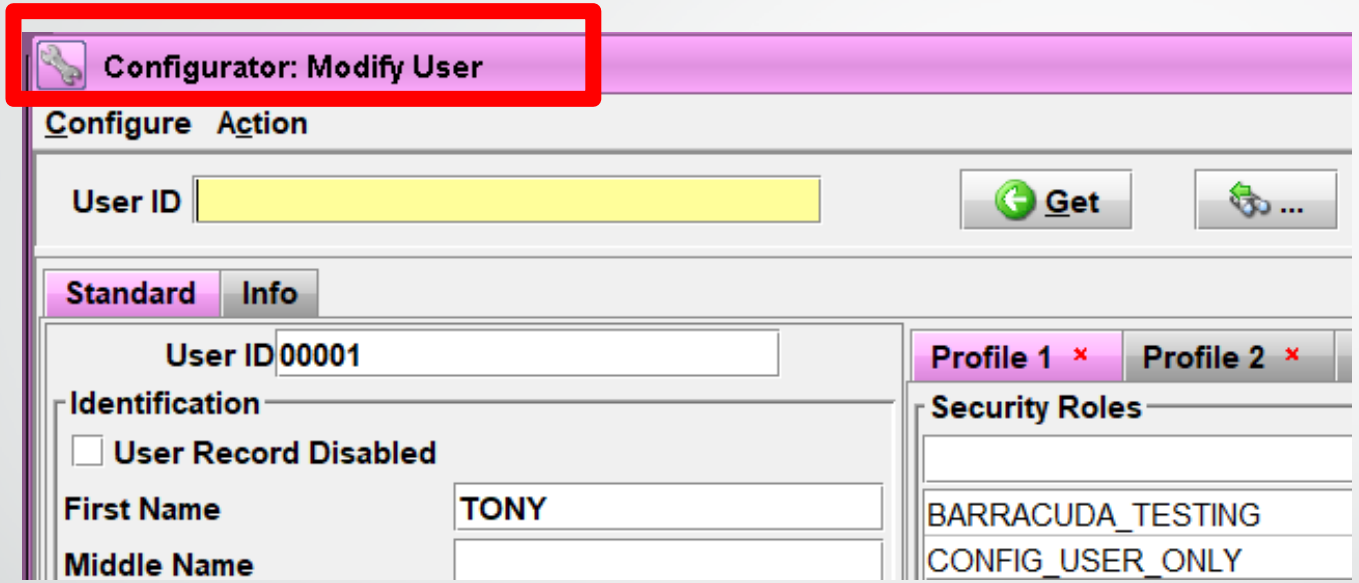
Left side fields will stay the same

Right side fields will clear out

Only fill out the fields on the right side with your agency's information

Click on OK or Apply to finish modifying the user with the added profile

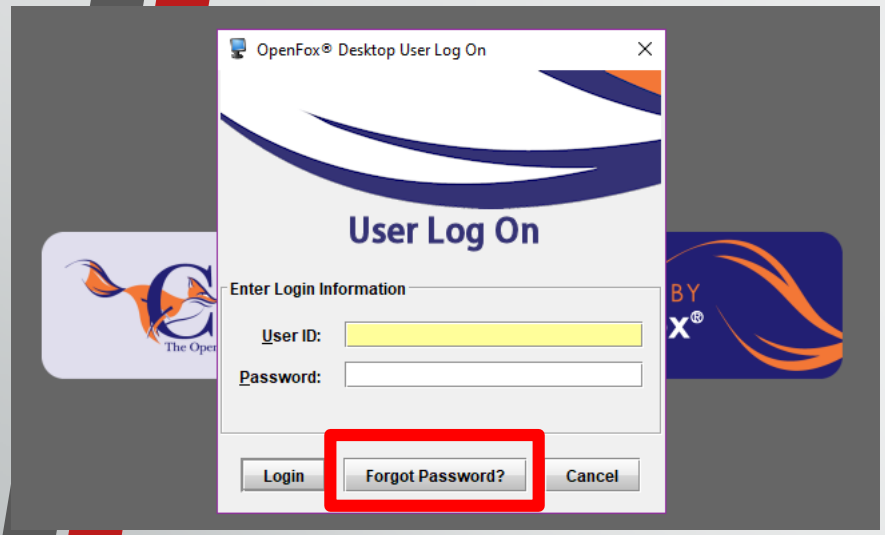
Extra Tips

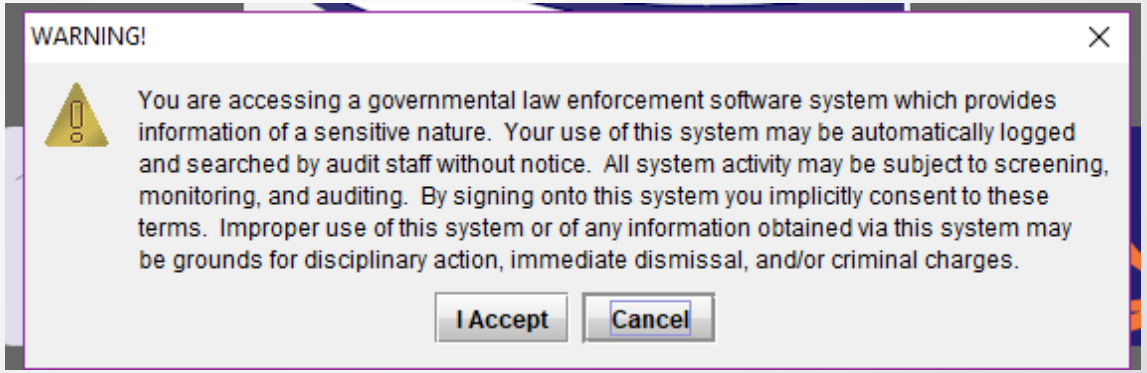


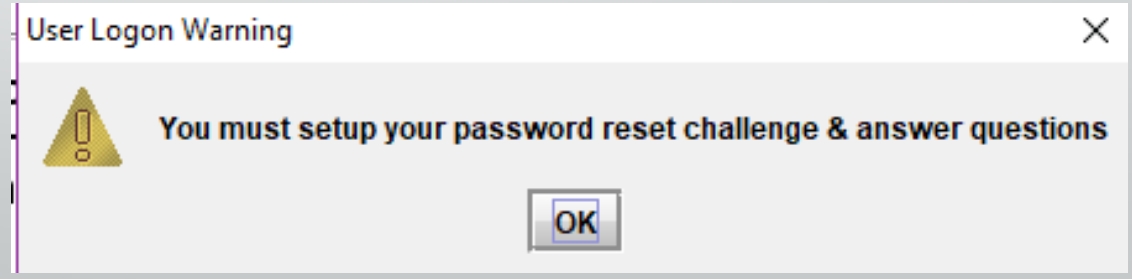
If at any point when entering/modifying a user, if you have to walk away and can't remember what you're doing because the screens are similar, look at the upper left-hand corner of the screen

Extra Tips Cont.

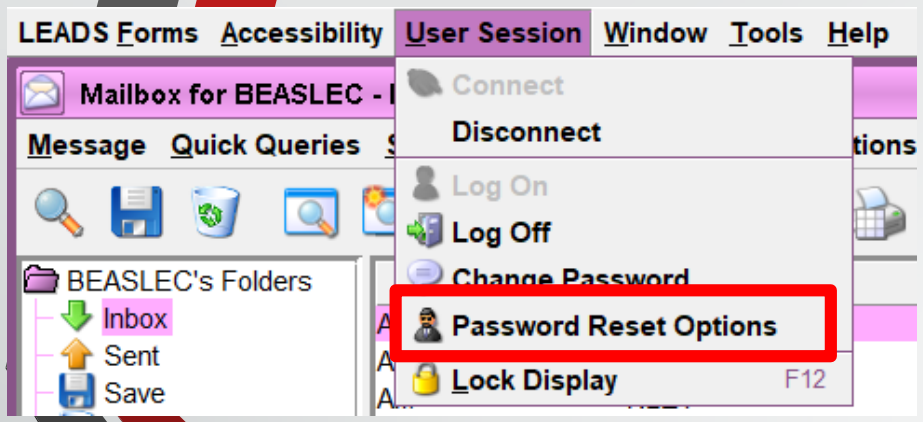
Logging In

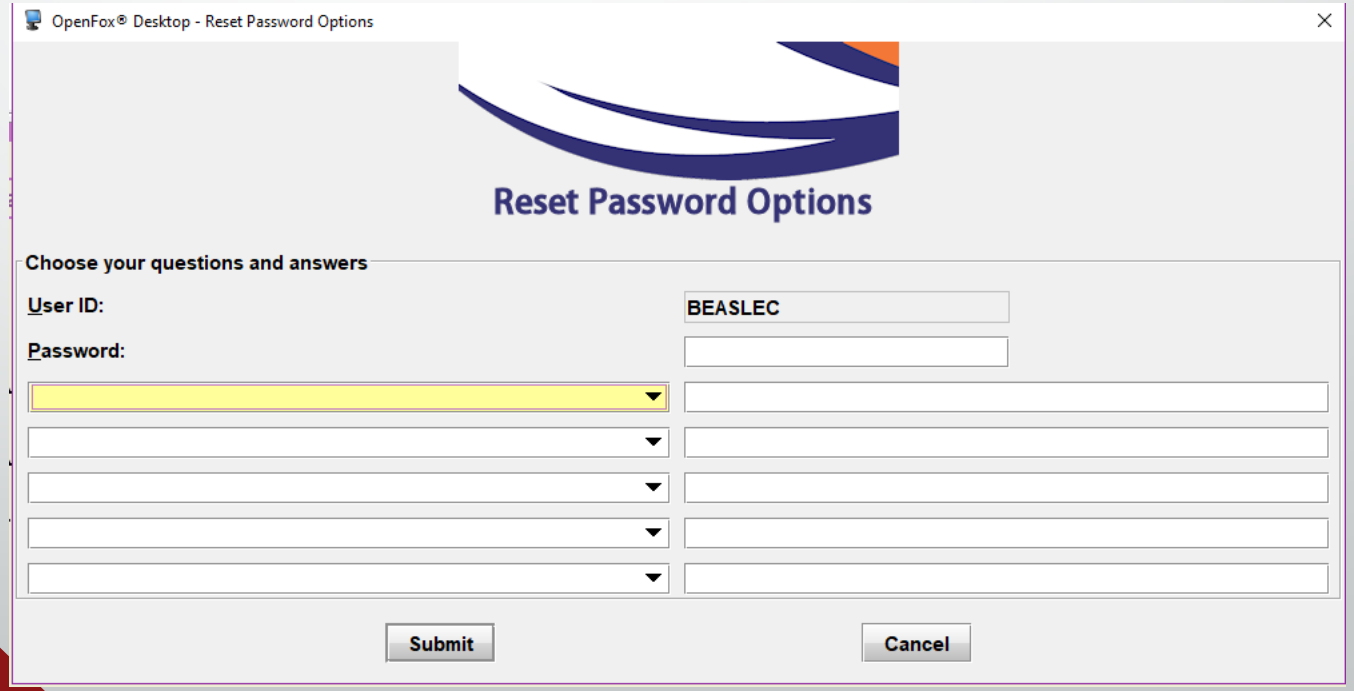




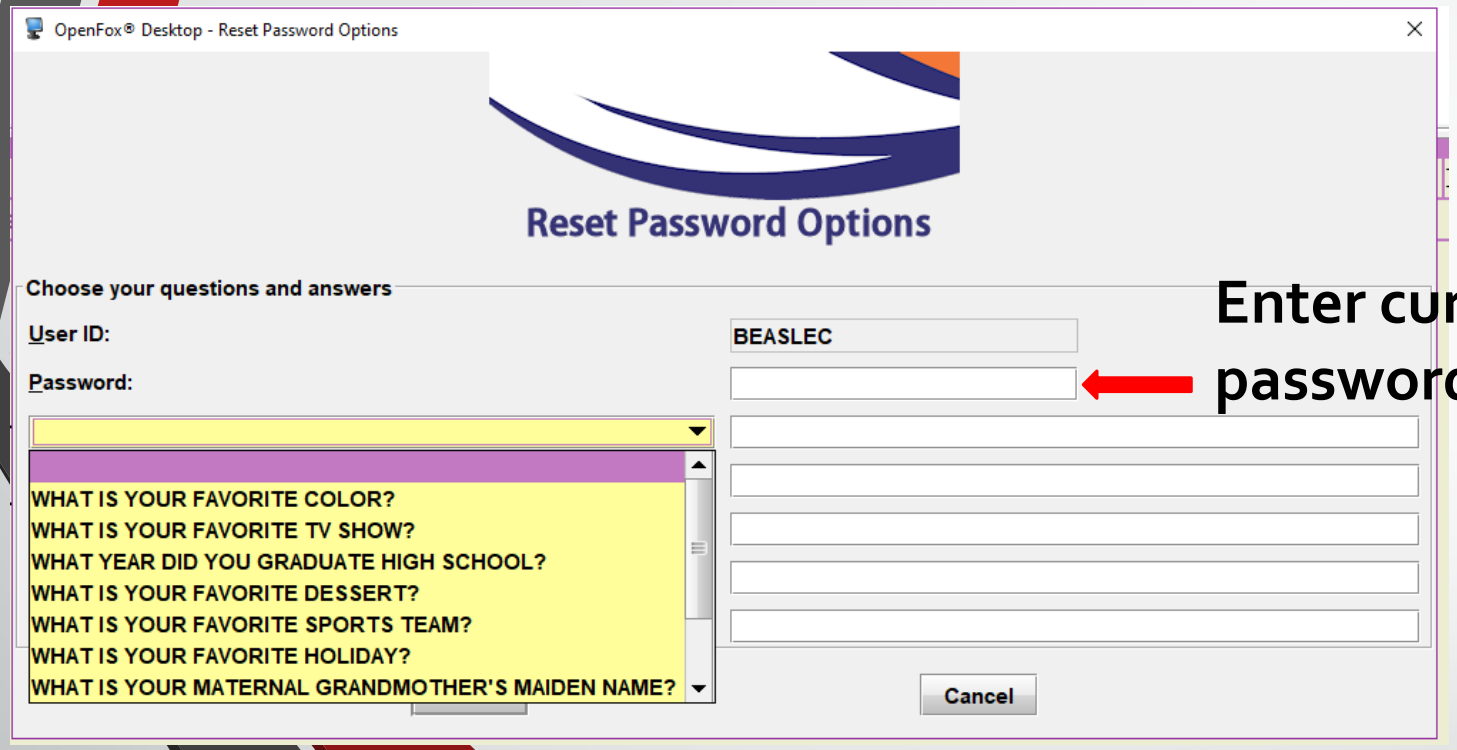


Extra Tips Cont.

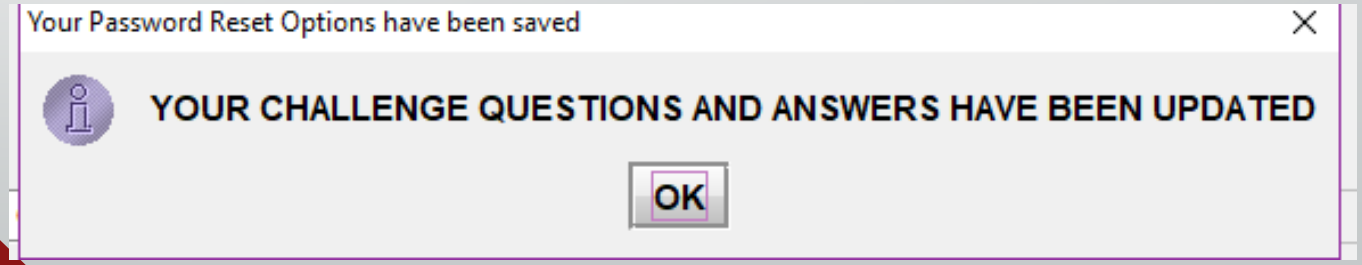




Extra Tips Cont.



Enter current password here



Contact Information

ISP Help Desk: 866/LEADS-00

ISP.HelpDesk@Illinois.gov

Break Time!

We will now take a 5 minute break followed by LAC and Delegate Admin Tasks

LEADS
3.0
LEADS

LAC Training

LEADS Agency Coordinator

Information Covered

- LAC Duties
  LEADS 3.0 Configurator (registry)

- Agency Responsibilities

Information covered will be for both new and veteran LACs.

LAC Duties

Duties

- Serves as Agency trainer.

Online Resources, CPI YouTube videos

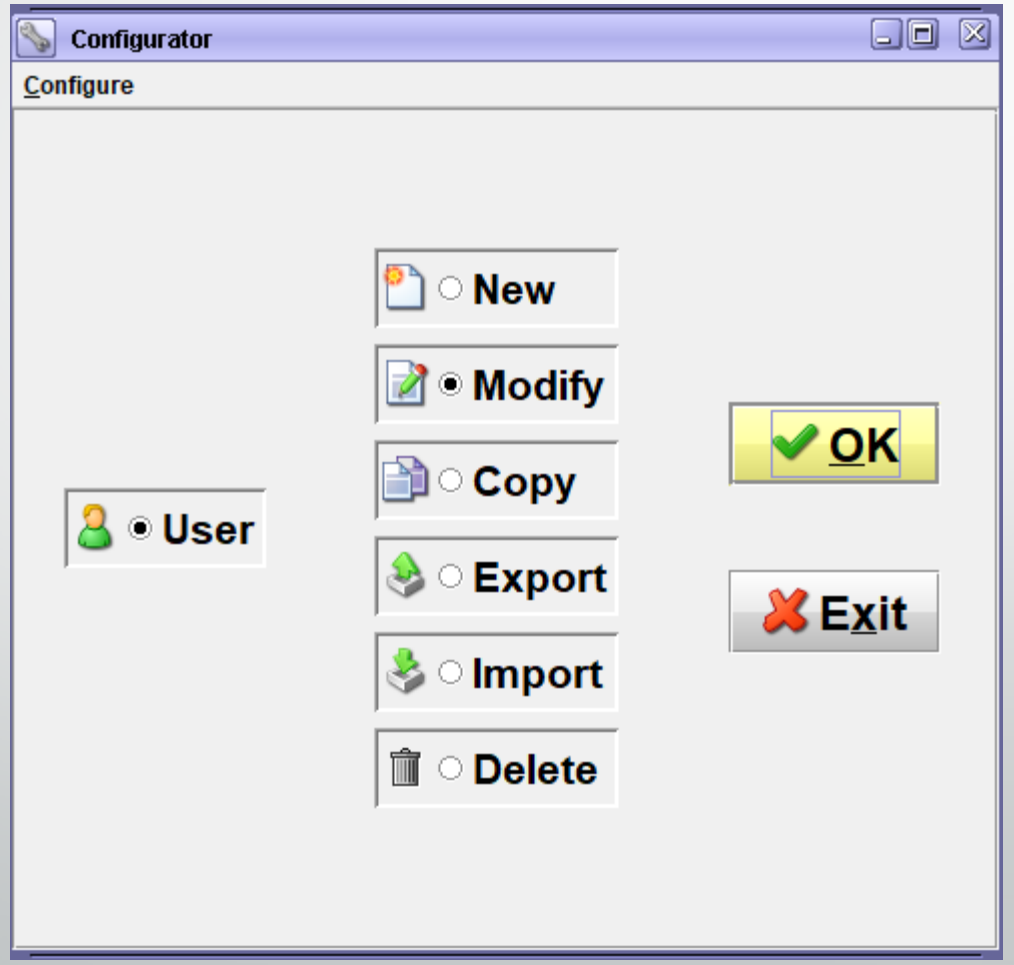
http://leadsinfo.isp.state.il.us/LEADS30Info/LEADS30Info.htm

- Daily bulletin - helpful reminders, new and upcoming programming.
- LEADS Policy - must be read every day. M-F, no weekends or Holidays.

Duties continued

- Managing agency's LEADS 3.0 User Registries (Configurator)
- Delegates may assist LAC's
- Agencies can appoint as many delegates as needed for the agency. Typically, agencies appoint at least one delegate per shift.

Configurator



Configurator

LAC is responsible for:

- Entering Users into LEADS 3.0 configurator
- Modifying information as necessary, certification expiration dates, name change.
- Disabling Not Deleting Users when no longer with agency.

Configurator

- Trainee status is different than LEADS 2000.
- LEADS 3.0 allows Users who are not yet certified and who do not yet have a SID number to be entered into the LEADS 3.0 Configurator with a Hire date only.
- This allows user to access LEADS 3.0 for six months.
  Cannot be extended beyond 6 months.
- Certification information must be added within 6 months or User's account will be revoked.

Configurator

- Users who work for more than one agency will need a profile for each agency.
- LEADS 3.0 Users will log in using the same user name, the computer will determine level of user access by station log-in.
- This is a reason to NOT delete Users.

Configurator

If a users LEADS certification expires, user will be revoked and UNABLE to log into LEADS 3.0

Departmental Registry

Now Performed by LEADS Administration

LEADS Administration must be notified when:

- New Agency Head
- New LAC
- Agency address or telephone number change.

Forms to be submitted:

- Agency Data Correction Form
- New LEADS Agreement
  (only with new Agency Head)

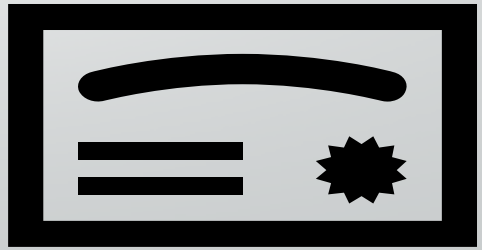
Web Link: isp.state.il.us/law enforcement resources > LEADS 3.0

Additional Work Stations (CDCs)

For additional LEADS 3.0 work stations the LAC should submit an Additional Device Data form available on LEADS web link (https://isp.Illinois.gov/LawEnforcement/LEADS3dot0)

For additional interface work stations, submit LEADS Interface Station Assignment form available on LEADS web link (https://isp.Illinois.gov/LawEnforcement/LEADS3dot0)

Training & Certification



nexTEST

nexTEST is the still the LEADS Training program there are 3.0 changes that will be implemented later.

- Full Access
- Less Than Full Access
- Practitioner for Administrators
- Practitioner for Non-Administrators

This applies to initial certifications and re-certifications.

Who to contact?

Agency's nexTEST Administrator

LEADS Help Desk – 866 LEADS-00

Security Awareness Training

- FBI CJIS mandates persons with unescorted access to criminal justice information be Security awareness trained. This includes:
  - Direct and indirect LEADS users
  - Support (janitorial, maintenance, etc) and Information Technology (IT) personnel

- What does this mean for your agency?
  - Direct Users
  - Security Awareness is included as a module in the Full Access and Less Than Full Access courses in nexTEST.
  - Both Initial and Recertification Courses

Security Awareness Training

Indirect Users (Practitioners)

Those taking the Practitioner course for the first time (must be done within 6 months of employment or assignment).

- Security Awareness is included as a module in both LEADS Practitioner courses in nexTEST.
- Practitioners will acquire this training when they complete their practitioner course.
- **Security awareness is then completed every 2 years thereafter through CJIS Online.**

Security Awareness Training

Support/IT personnel Security Awareness training through CJIS Online.

- LEADS 3.0 website >LEADS Information >Audit and Training OR https://www.cjisonline.com.

- Initial training must be completed within 6 months of employment or assignment and every 2 years thereafter.

- There are four different levels of Security Awareness training. See the Security Awareness FAQs to determine which level applies to which personnel.

  LEADS 3.0 website >LEADS Information >Audit and Training >Security Awareness Training FAQs.

More information for LAC's can be found on the ISP website at:

https://isp.Illinois.gov/LawEnforcement/LEADS3dot0

BREAK TIME
We will start in 5 minutes

QUERY, NLETS, ADMINISTRATIVE MESSAGES

ISP.HelpDesk@Illinois.gov

866-LEADS-00

How a LEADS Number is created.

- This is an eight-digit number which is automatically assigned by the LEADS computer to uniquely identify a record in the Computerized Hot Files.
- The first character is a letter which identifies the particular file which houses the record. Some of these identifiers have changed.
- The second and third positions represent the last two digits of the year in which that record was entered into CHF.
- The remaining five characters are a sequential letter followed by sequential four numbers. At the time of entry of a record, the sequential number indicates how many records have been entered into that file so far during that year.
- For example, a record with an LDS of V20A0095 is the 95th record to be entered into the Vehicle File in 2020.

LEADS 3.0 Has made changes to align with NCIC Guidelines
Some CHF, (Computerized Hot File) LEADS Number Identifiers have changed.
Added NCIC files and broke apart the Caution Files.

Hot File	LEADS Number Identifier	Hot File	LEADS Number Identifier
Articles	A	Missing Person	M
Guns	G	Wanted Person	W
License Plates	**P**	**Protection Order**	**H**
Vehicles	V	****Registered Person**	**K**
Boats	B	****Violent Person**	**L**
Vehicle/Boat Parts	**D**	***Field Notification**	**E**
Securities	S	***Supervised Release**	**C**
Title Hits	**Q**	***Gang Member**	**T**
		***Sex Offender**	**X**

* Previous LEADS Caution Files **New CHF files, NCIC Only Files

CAUTION FILE SEPARATED

SEPARATING THE CAUTION FILES, WHAT DOES THIS MEAN?

Each Caution File has its own LEADS Number Identifier

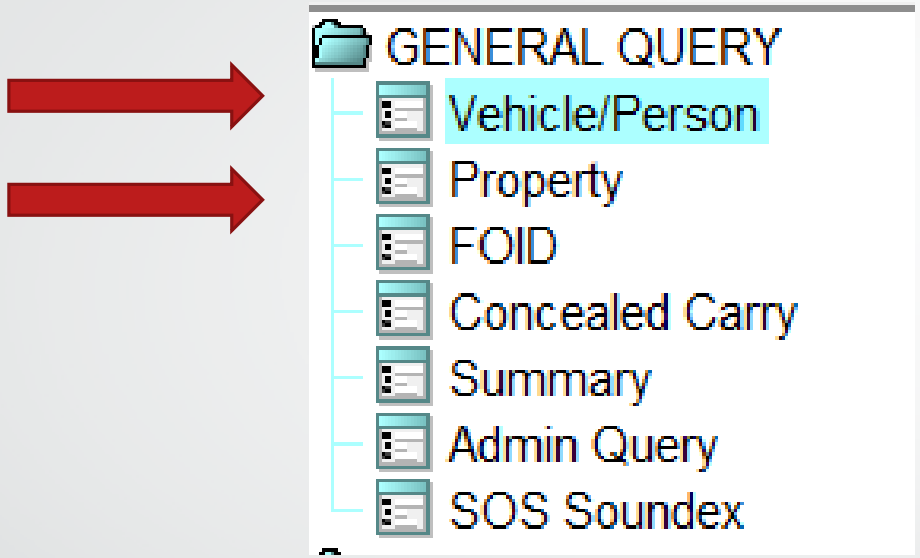
- Sex Offender – X
- Supervised Release (formerly parolee) – C
- Field Notification – E
- Violent Person – L
- Gang Member - T

These changes follow NCIC formatting

When an inquiry is made, operator will receive a hit for each caution file entered for an individual person.

For example, if a person is a sex offender and a gang member, the inquiry will yield two responses.

Query


GENERAL QUERY
Vehicle/Person
Property
FOID
Concealed Carry
Summary
Admin Query
SOS Soundex

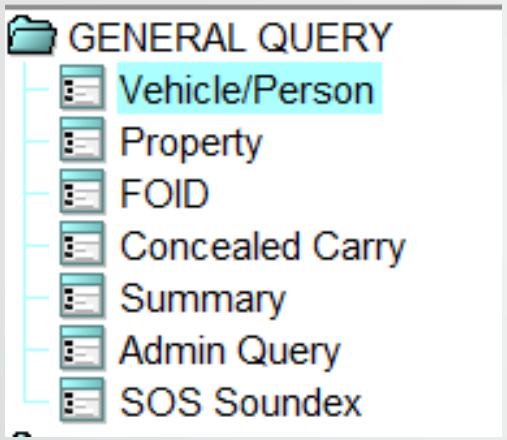
UNIVERSAL INQUIRY FORMAT SEPARATED INTO 2 MAIN QUERY FORMS

QVEHPER – QUERY VEHICLES, PERSONS, PLATES

QPROP – QUERY ARTICLES, BOATS, GUNS, SECURITIES

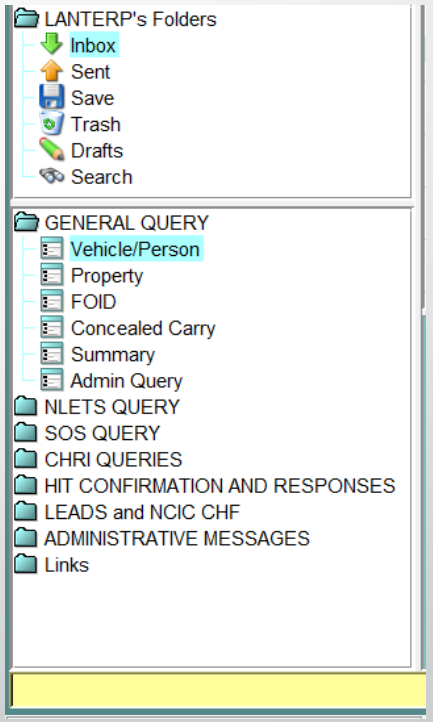
2 options to open any form

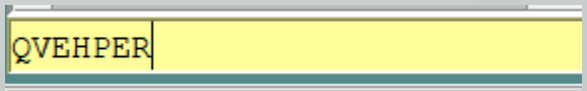
Forms Tree

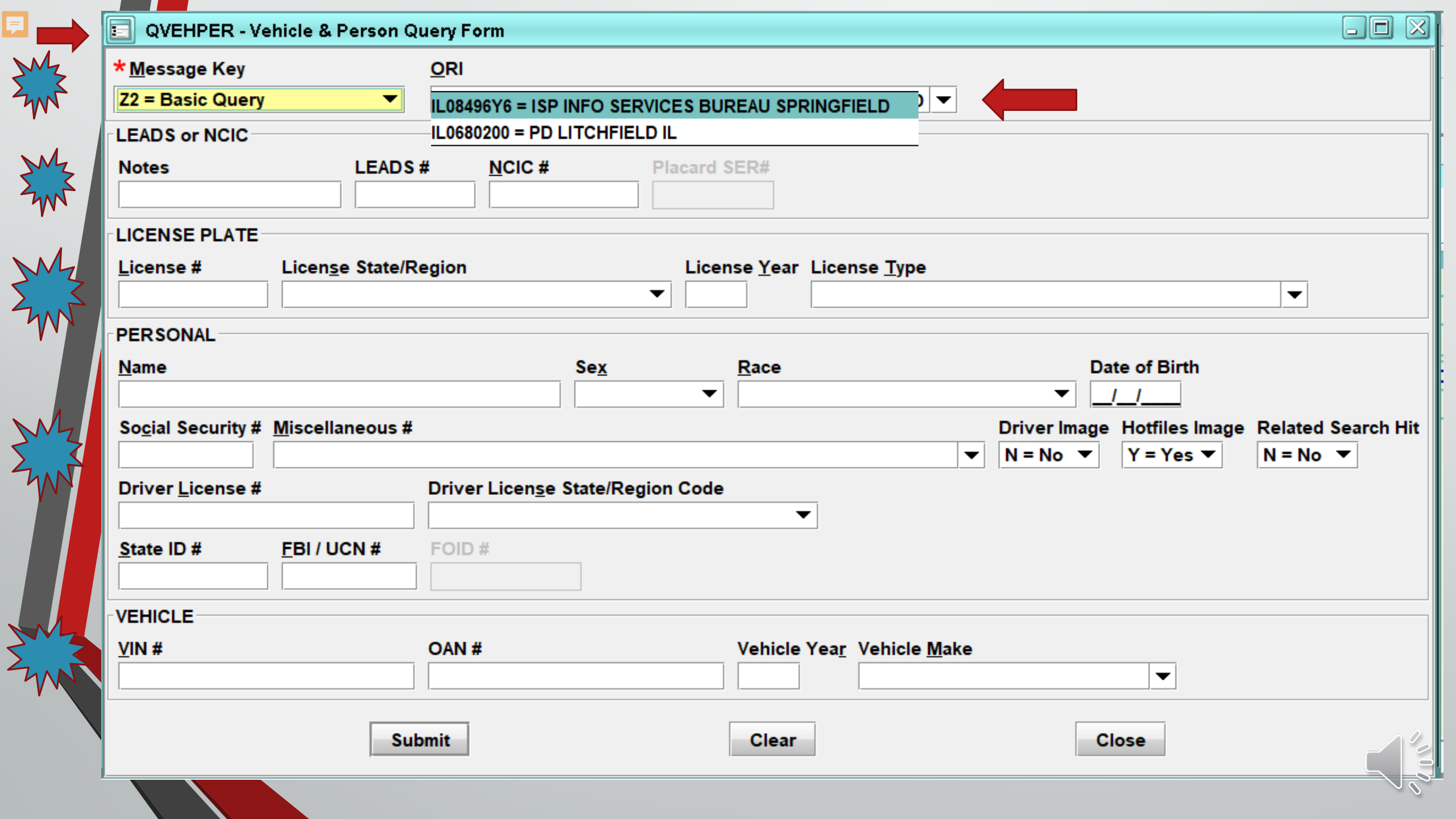


Query Bar

Ctrl + Q






QVEHPER - Vehicle & Person Query Form
* Message Key
Z2 = Basic Query
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
IL0680200 = PD LITCHFIELD IL
LEADS or NCIC
Notes
LEADS #
NCIC #
Placard SER#
LICENSE PLATE
License #
License State/Region
License Year
License Type
PERSONAL
Name
Sex
Race
Date of Birth
__/__/____
Social Security #
Miscellaneous #
Driver Image
N = No
Hotfiles Image
Y = Yes
Related Search Hit
N = No
Driver License #
Driver License State/Region Code
State ID #
FBI / UCN #
FOID #
VEHICLE
VIN #
OAN #
Vehicle Year
Vehicle Make
Submit
Clear
Close

QVEHPER - Vehicle & Person Query Form

*Message Key: ZH = Disabled Hanging Tag

ORI: IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

LEADS or NCIC

Notes | LEADS # | NCIC # | *Placard SER#

LICENSE PLATE

License # | License State/Region | License Year | License Type

PERSONAL

Name | Sex | Race | Date of Birth

Social Security # | Miscellaneous # | Driver Image: N = No | Hotfiles Image: Y = Yes | Related Search Hit: N = No

Driver License # | Driver License State/Region Code

State ID # | FBI / UCN # | FOID #

VEHICLE

VIN # | OAN # | Vehicle Year | Vehicle Make

Submit | Clear | Close

Quick Query Bar

Form Tree

Preview Pane

Z5

Mailbox for LANTERP - Inbox | YQ - NLETS Hit Confirmation Request | MXS - NCIC Modify Sex Offender | QR1 - Illinois CHRI Rapsheet | QPROP - Query Property Form

8:20 AM
4/6/2021

Open Forms

Form Tree

Preview Pane

RESPONDENT:
NAM/HUTCHINSON,PIPER L SEX/F
DOB/2002-02-07 AGE/19 HGT/507 EYE/BRO
DNA/N

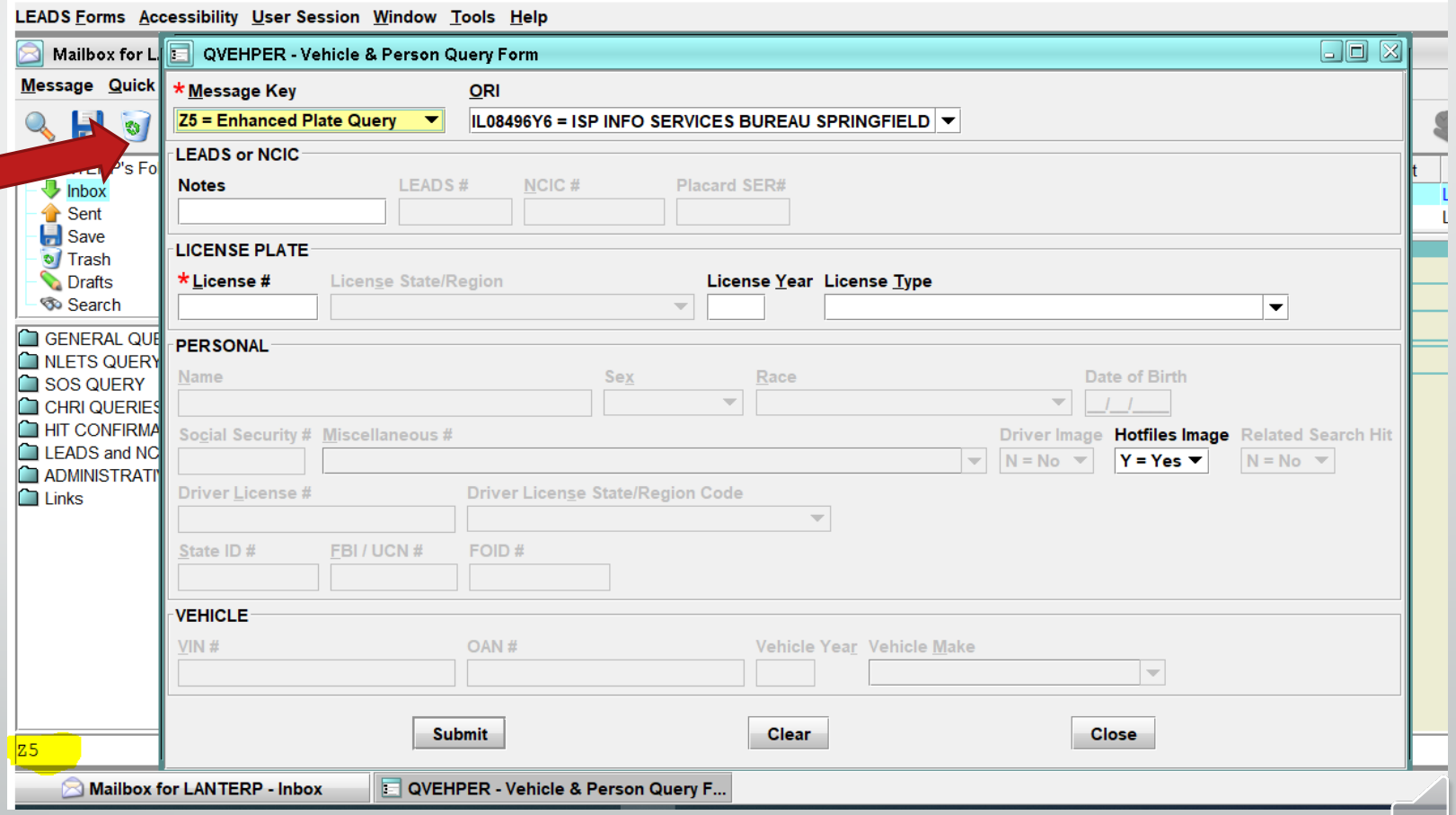
REMEDIES: (CONTACT ORA FOR DETAILS)
R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL DEPRIVATION,

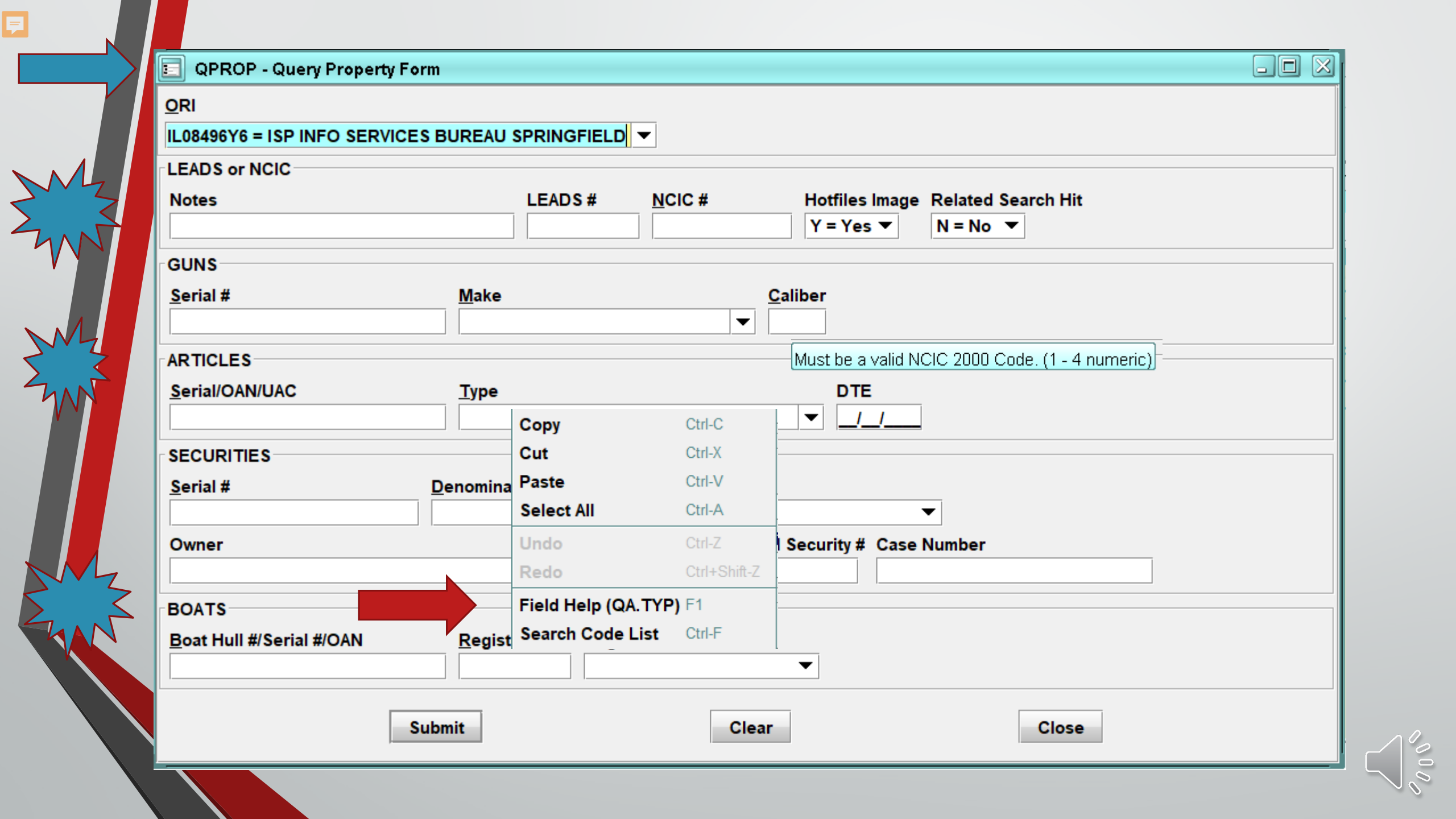
Z5

Mailbox for LANTERP - Inbox

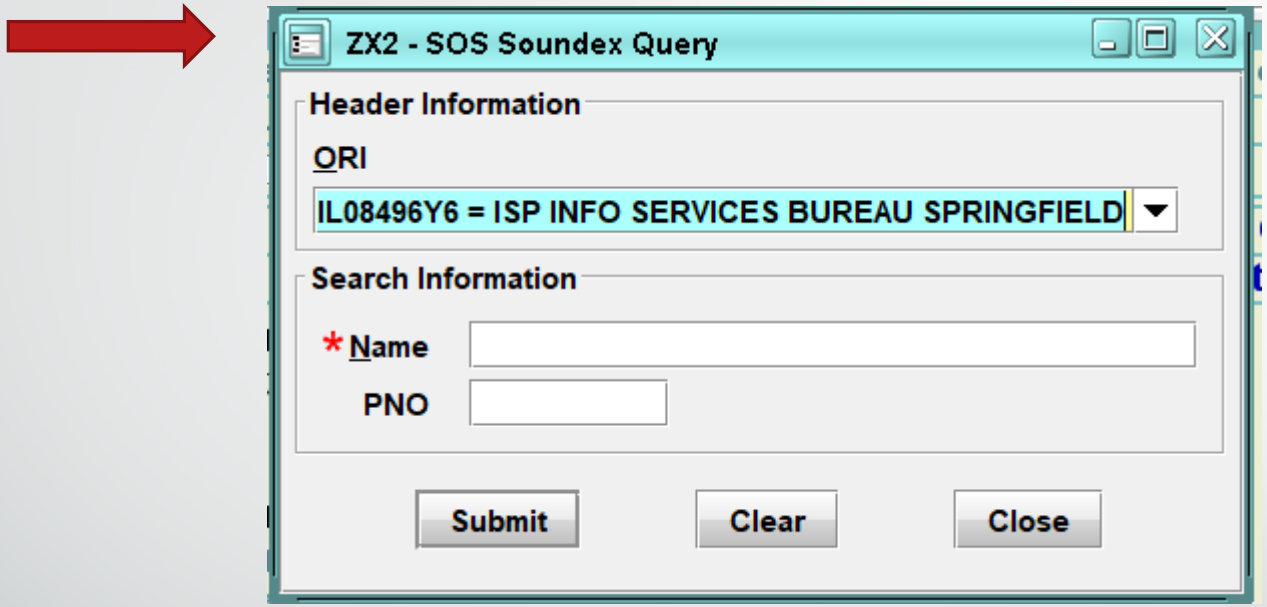
Quick Query Bar/QVEHPER Shortcuts
Ctrl + Q

Z2
Z5
Z7
ZH
TS
ZA
ZK
ZS

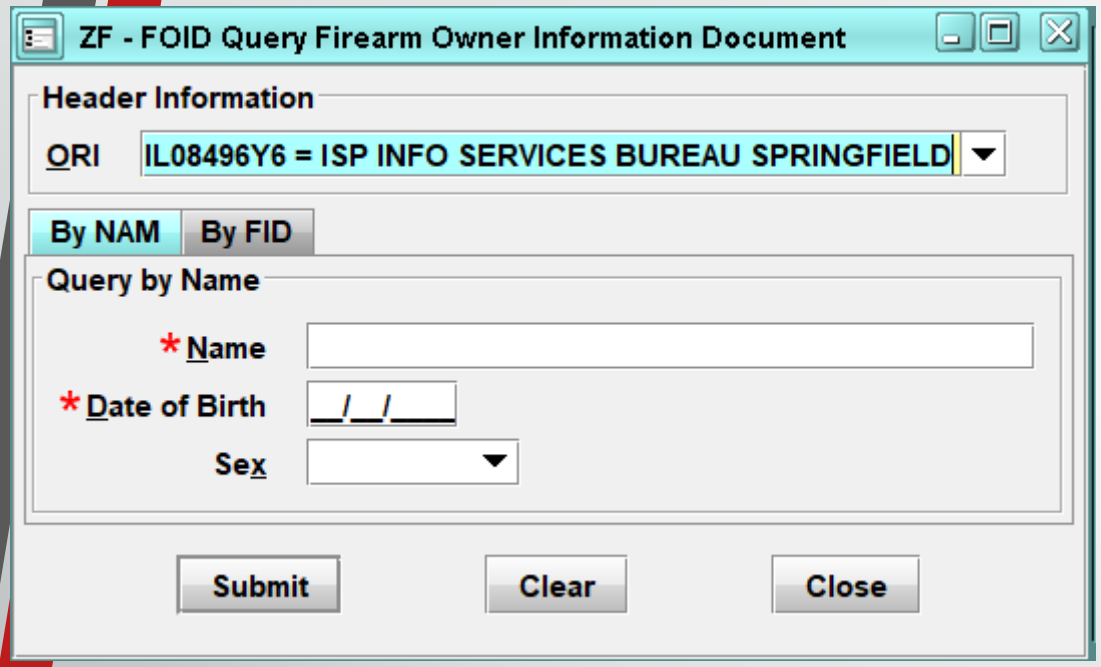



QPROP - Query Property Form
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
LEADS or NCIC
Notes
LEADS #
NCIC #
Hotfiles Image
Y = Yes
Related Search Hit
N = No
GUNS
Serial #
Make
Caliber
ARTICLES
Must be a valid NCIC 2000 Code. (1 - 4 numeric)
Serial/OAN/UAC
Type
DTE
__/__/____
SECURITIES
Serial #
Denomina
Owner
Security #
Case Number
BOATS
Boat Hull #/Serial #/OAN
Regist
Copy Ctrl-C
Cut Ctrl-X
Paste Ctrl-V
Select All Ctrl-A
Undo Ctrl-Z
Redo Ctrl+Shift-Z
Field Help (QA.TYP) F1
Search Code List Ctrl-F
Submit
Clear
Close

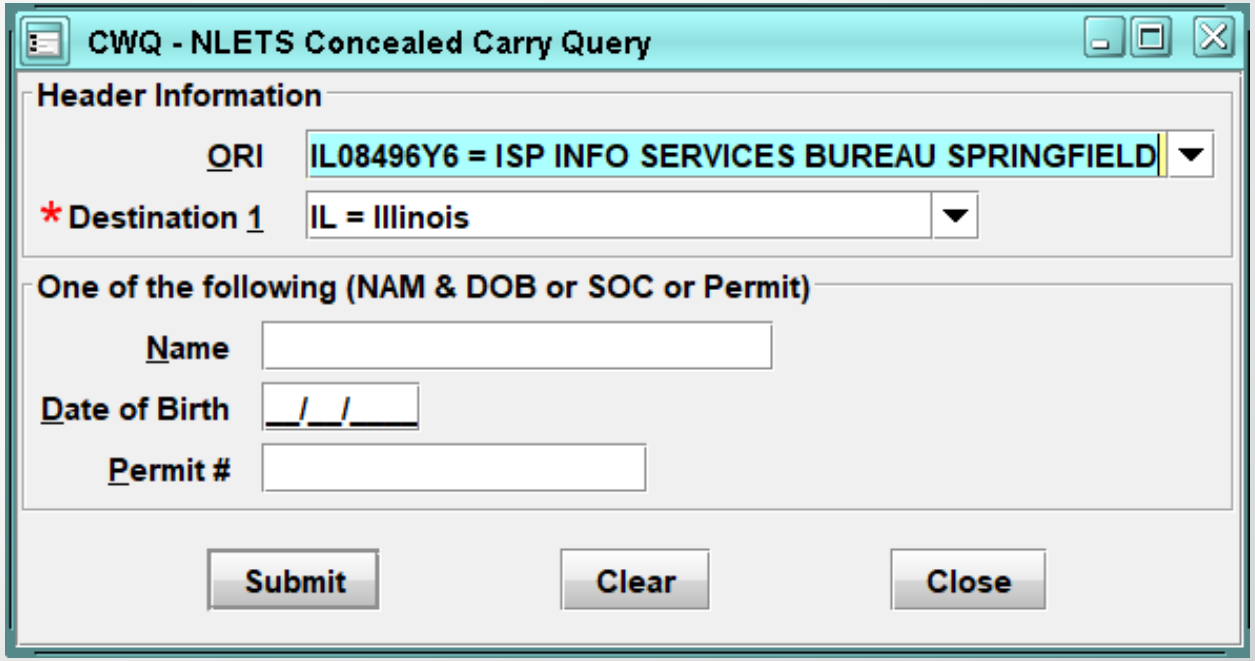
SOS SOUNDEX


ZX2 - SOS Soundex Query
Header Information
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
Search Information
*Name
PNO
Submit
Clear
Close

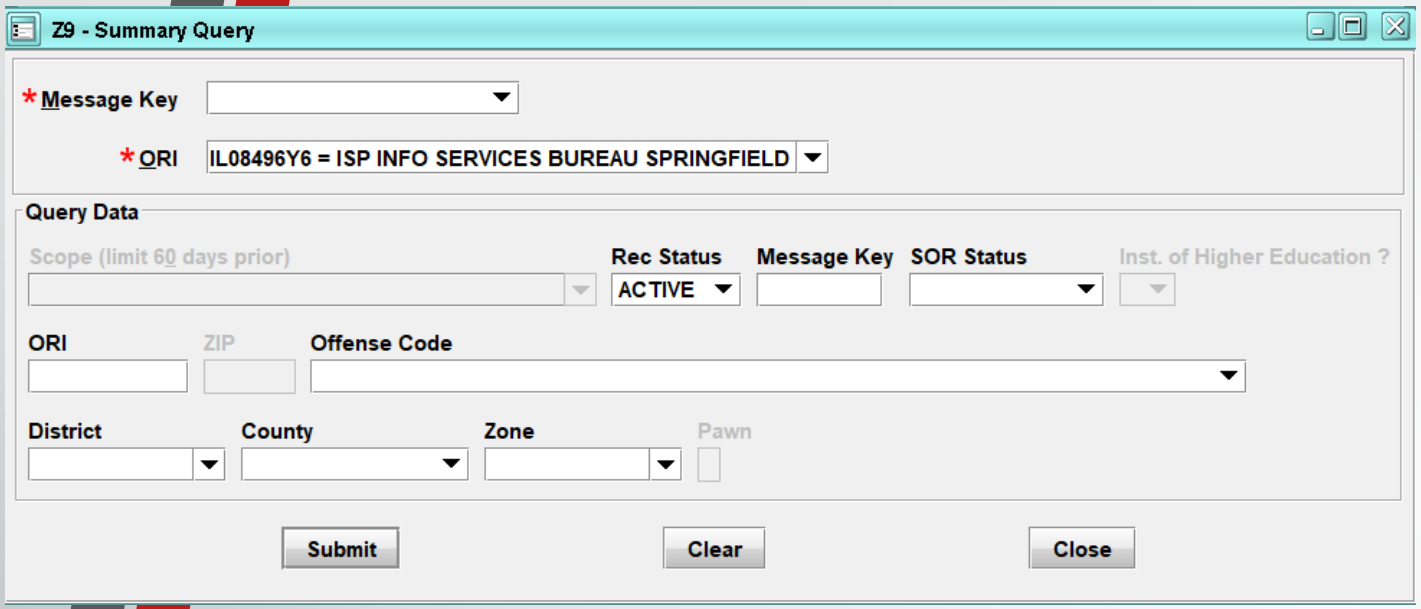
FOID

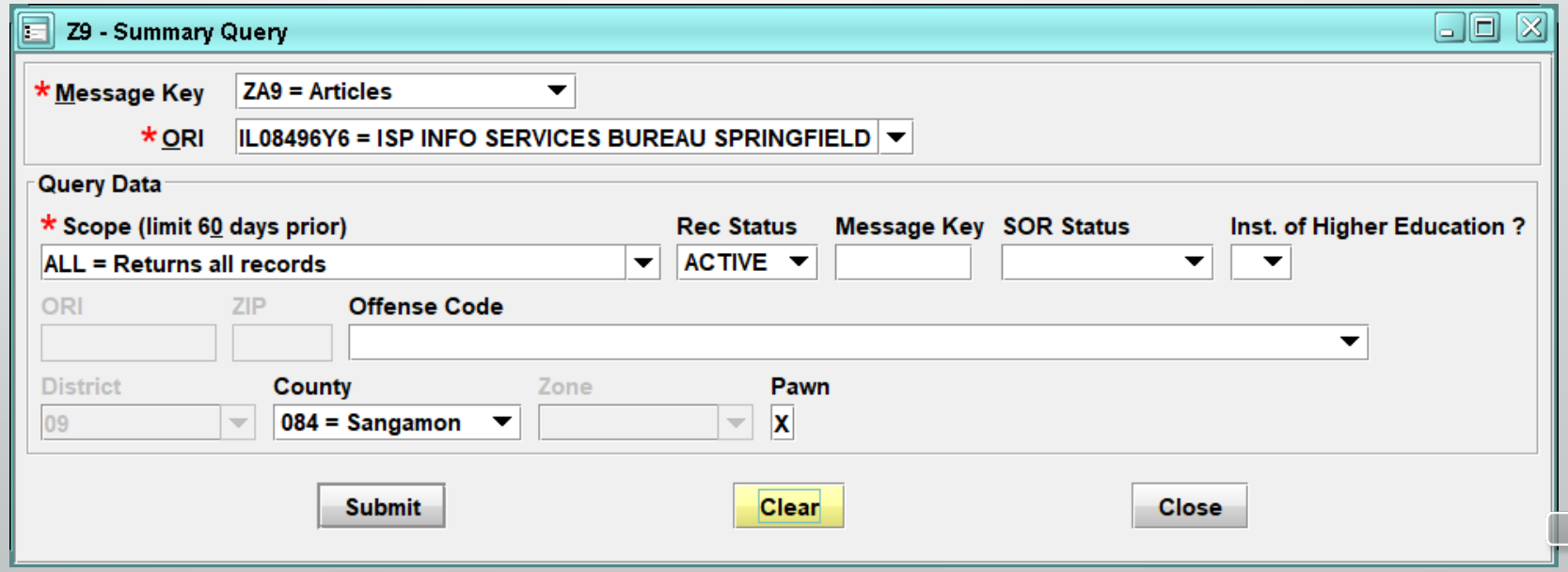


CONCEAL CARRY

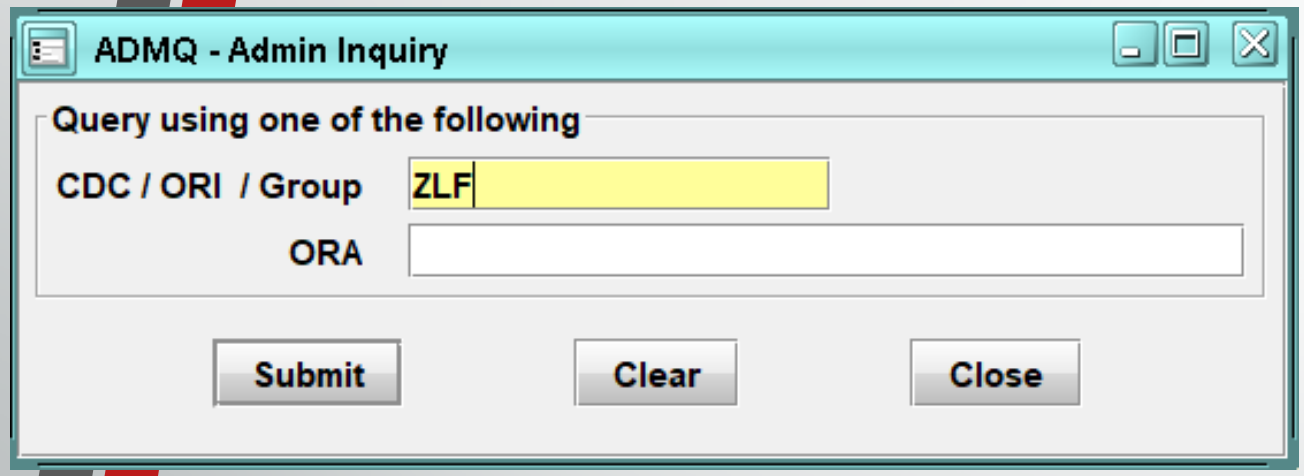


SUMMARY OF CHF





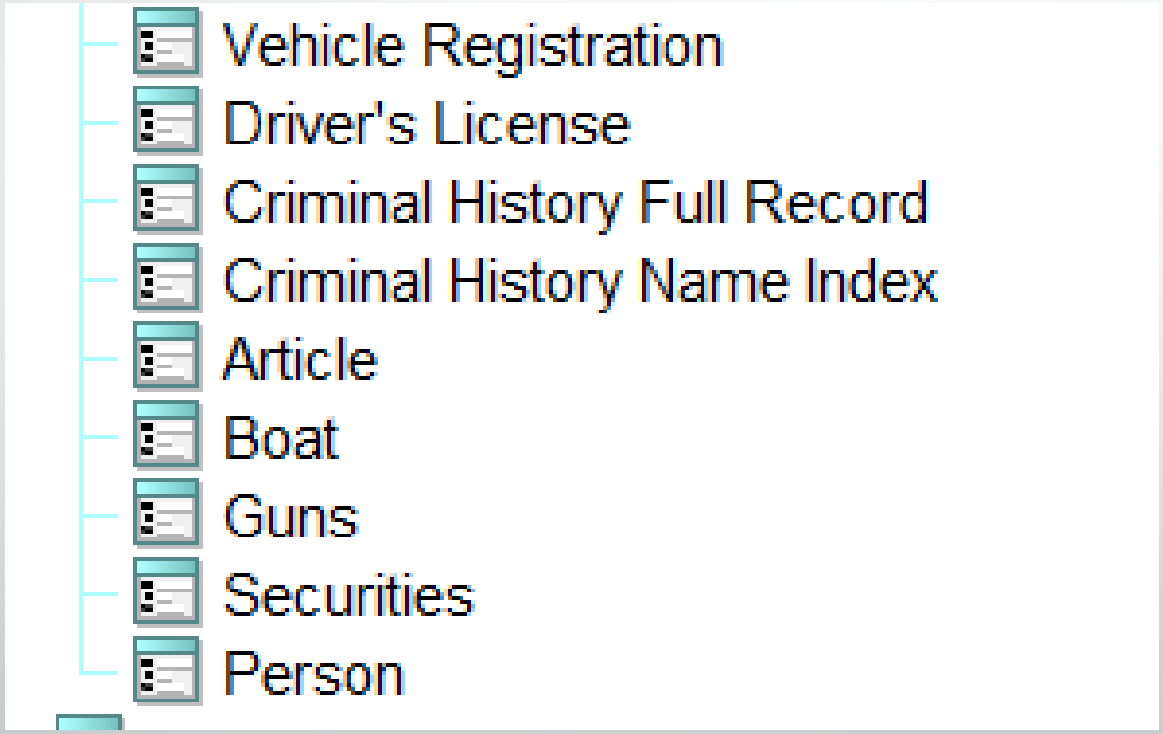
ADMINISTRATIVE QUERY - ADMQ



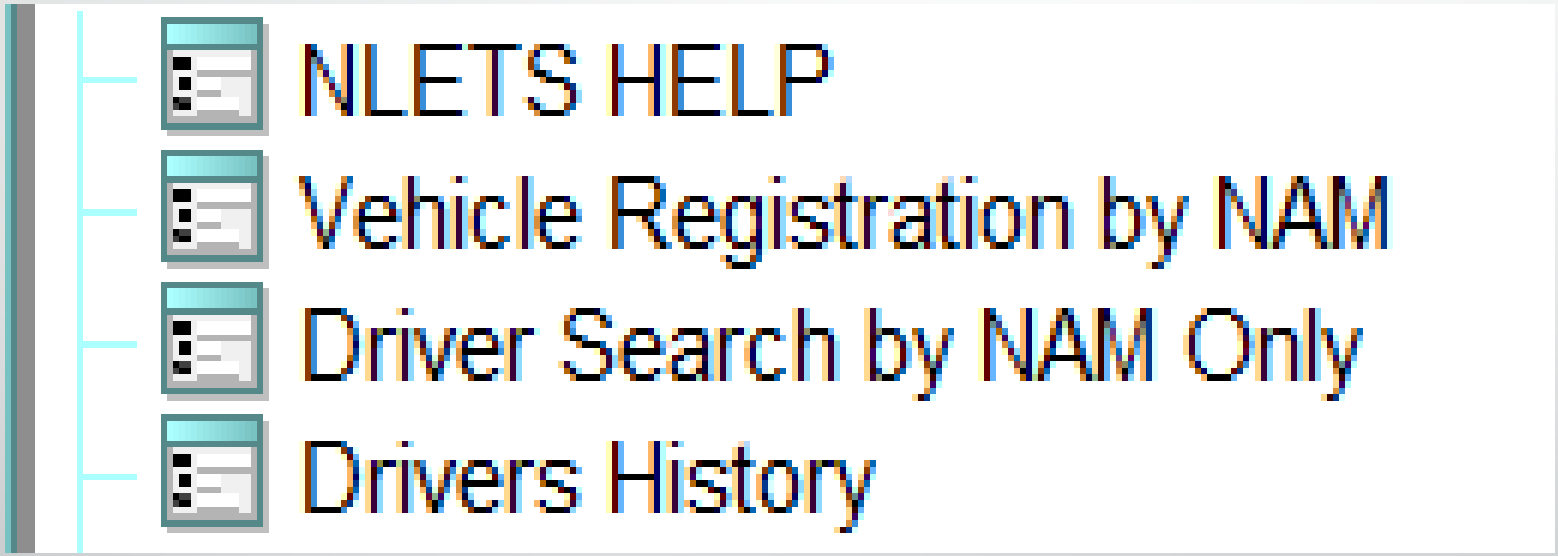
View Message Details

```
STATION CONFIGURATION REPORT:  15:39 01APR2021

ZLF CLS=DAC NBR= 396
ORI=IL0840000
DTO=SANGCO
FLGS=ACK
ROL=FULL OPERATOR
AGY=IL0840000
PLA=SO SANGAMON CO IL
PEF=N
NPF=N
```

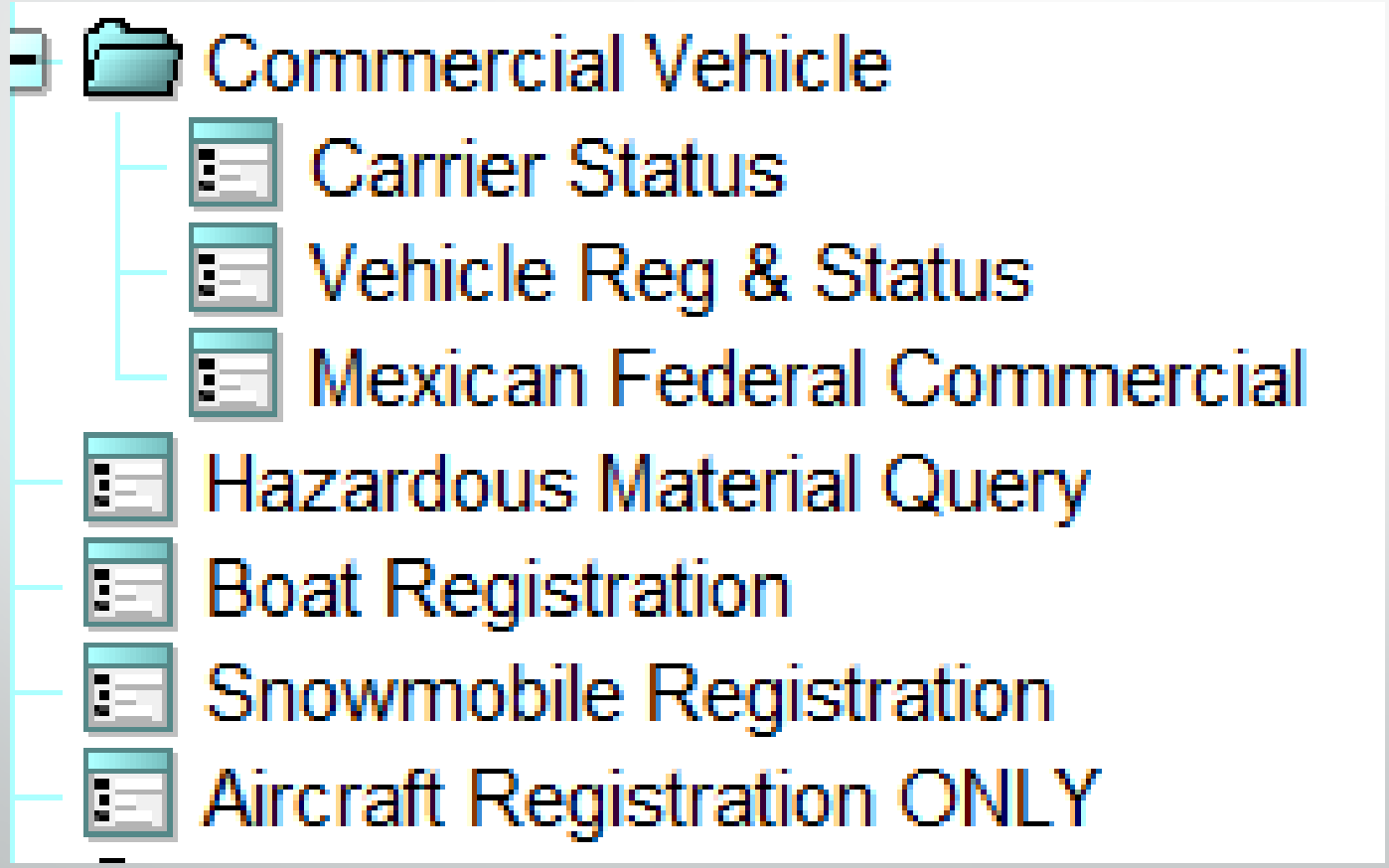
Canadian Transactions



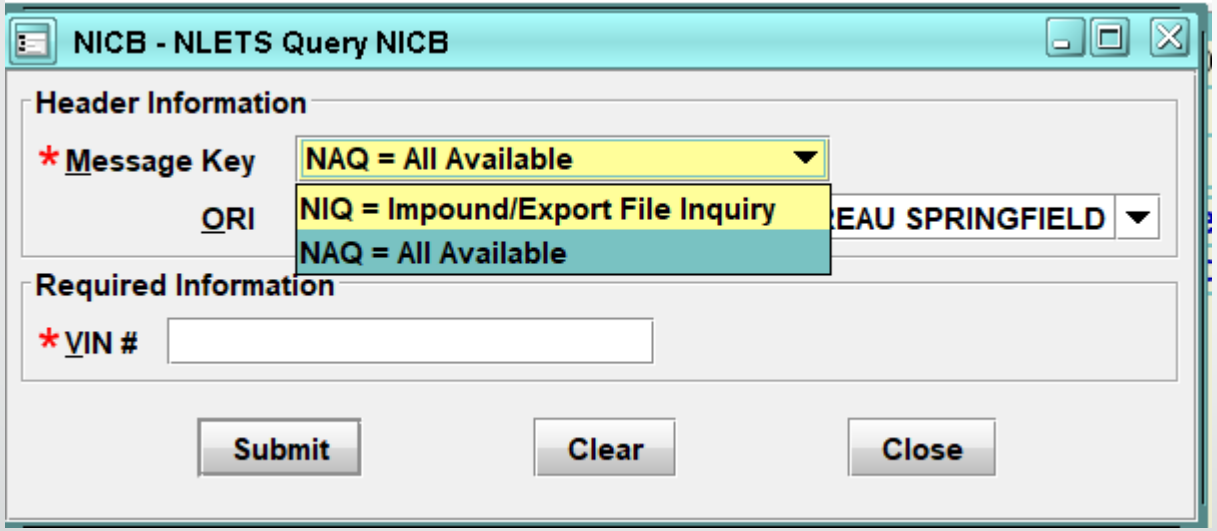
NLETS QUERY


NLETS HELP
Vehicle Registration by NAM
Driver Search by NAM Only
Drivers History

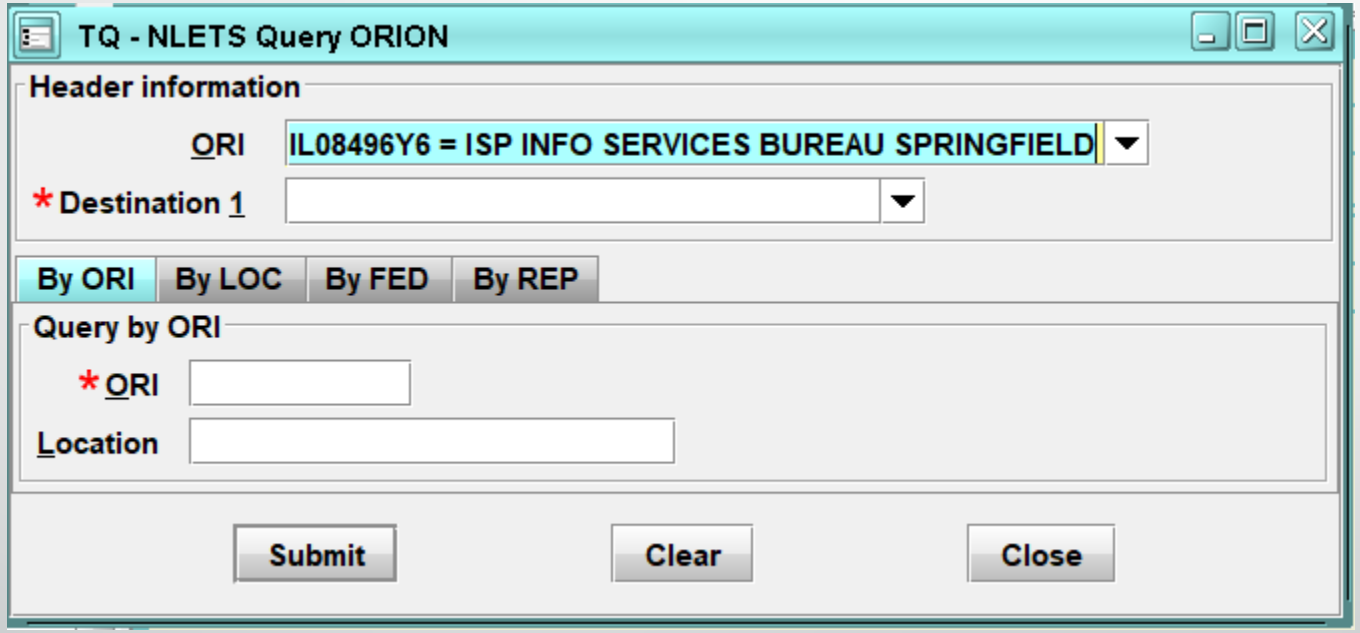
NLETS QUERY


Commercial Vehicle
Carrier Status
Vehicle Reg & Status
Mexican Federal Commercial
Hazardous Material Query
Boat Registration
Snowmobile Registration
Aircraft Registration ONLY

NICB


NICB - NLETS Query NICB
Header Information
* Message Key
NAQ = All Available
NIQ = Impound/Export File Inquiry
NAQ = All Available
ORI
EAU SPRINGFIELD
Required Information
* VIN #
Submit
Clear
Close

NLETS ORION


TQ - NLETS Query ORION
Header information
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
* Destination 1
By ORI
By LOC
By FED
By REP
Query by ORI
* ORI
Location
Submit
Clear
Close

ORION - ORI

Received Time:	01:59:43 PM	Sou
Summary:	TQ: ORI=MTVIN0000	

☐ View Message Details

```
TR.MTORION00
11:59 04/02/2021 20756
11:59 04/02/2021 00391 IL08496Y6
*MRI0001791
TXT
ORI/MTVIN0000            LOC/DEER LODGE

DEPT MOTOR VEH REGISTRARS BUREAU
925 MAIN STREET
DEER LODGE, 59722

TYPE - NJ
PHN # (406)846-6000
NOT 24 HR SERVICE W/O TERMINAL
NON-CRIMINAL JUSTICE AGENCIES.
USER IS AUTHORIZED TO SEND/RECEIVE ADMINISTRATIVE MESSAGES.
USER IS AUTHORIZED TO RECEIVE DMV DATA.
USER IS AUTHORIZED TO OTHER NLETS MESSAGES.
ORI IS ACTIVE
BASELINE PRIORITY IS - 0
NOT AUTHORIZED TO ADD/CANCEL ORIS
NOT AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS
OWNER: MT   CREATED: 1992-02-06 UPDATED: 1999-05-07 CERTIFIED: 2006-10-18
REMARKS:
```

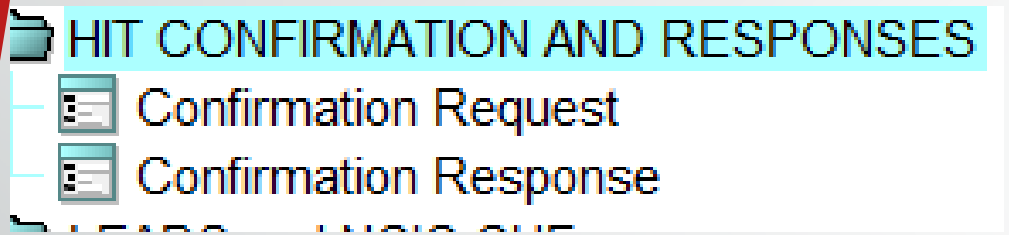
ORION - LOCATION

View Message Details

```
TR.MTORION00
11:57 04/02/2021 20755
11:57 04/02/2021 00390 IL08496Y6
*MRI0001786
TXT
ORI/MT0560000            LOC/BILLINGS

YELLOWSTONE CO SHERIFFS OFFICE
219 N 26TH
BILLINGS, 59101

TYPE - SO
PHN # (406)256-2929
FAX # (406)256-2934
24 HR SERVICE W/TERMINAL
ANY AGENCY OF COUNTY GOVERNMENT.
USER IS AUTHORIZED TO SEND/RECEIVE ADMINISTRATIVE MESSAGES.
USER IS AUTHORIZED TO SEND/RECEIVE CHRI.
USER IS AUTHORIZED TO RECEIVE DMV DATA.
USER IS AUTHORIZED TO OTHER NLETS MESSAGES.
ORI IS ACTIVE
BASELINE PRIORITY IS - 0
NOT AUTHORIZED TO ADD/CANCEL ORIS
NOT AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS
OWNER: MT   CREATED: 1990-05-02 UPDATED: 2004-09-06 CERTIFIED: 2006-10-18
REMARKS:
```

HIT CONFIRMATION FORMS

FORM TREE



HOT LINKS

Received Time:	02:18:02 PM	Source ORI:	IL08496Y6
Summary:	Z2: NAM=ARCHER,MALORY SEX=F RAC=U DOB=19451111		

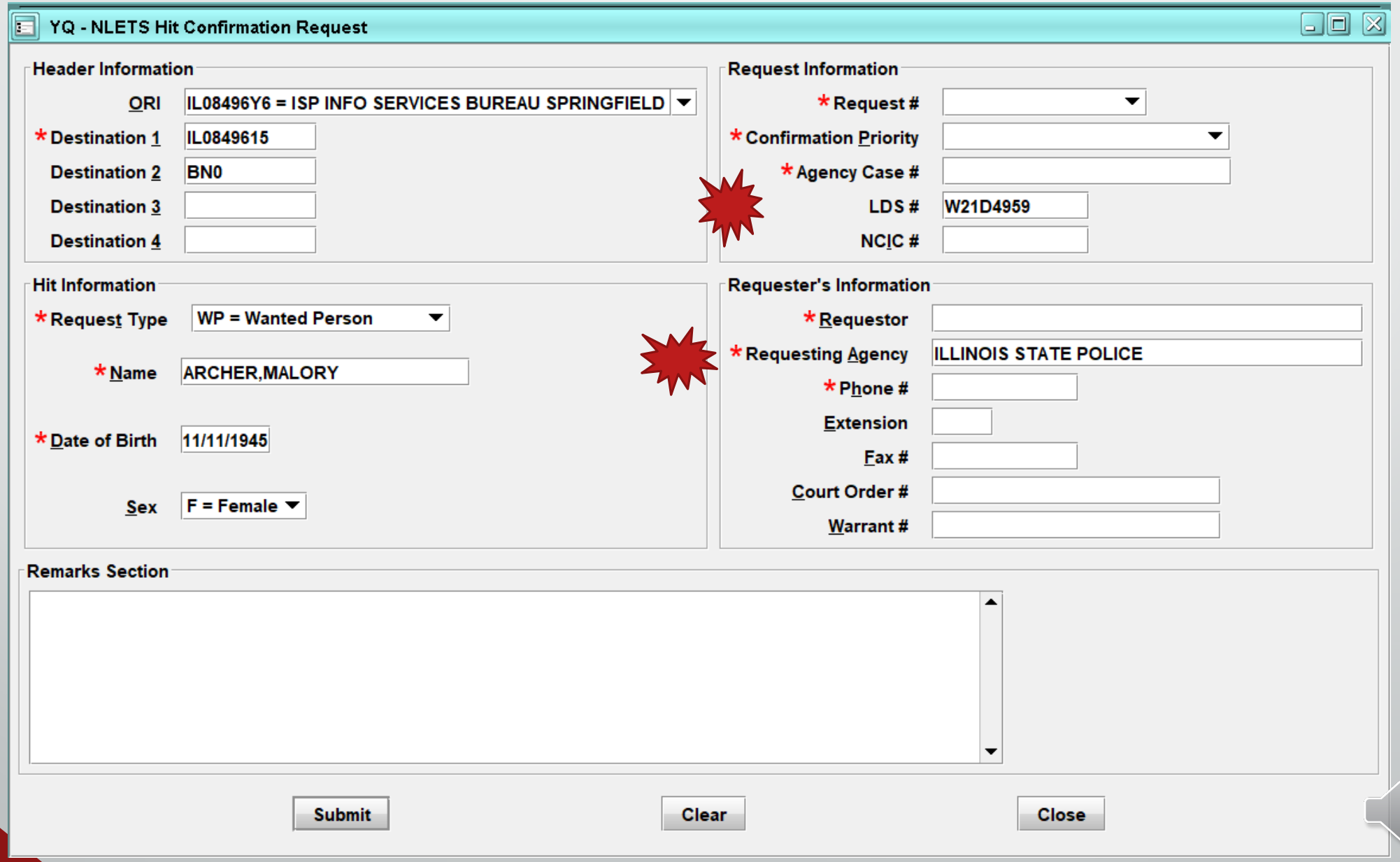
View Message Details

Locate	Enter AddOn	Clear Addon	Hit Confirmation		

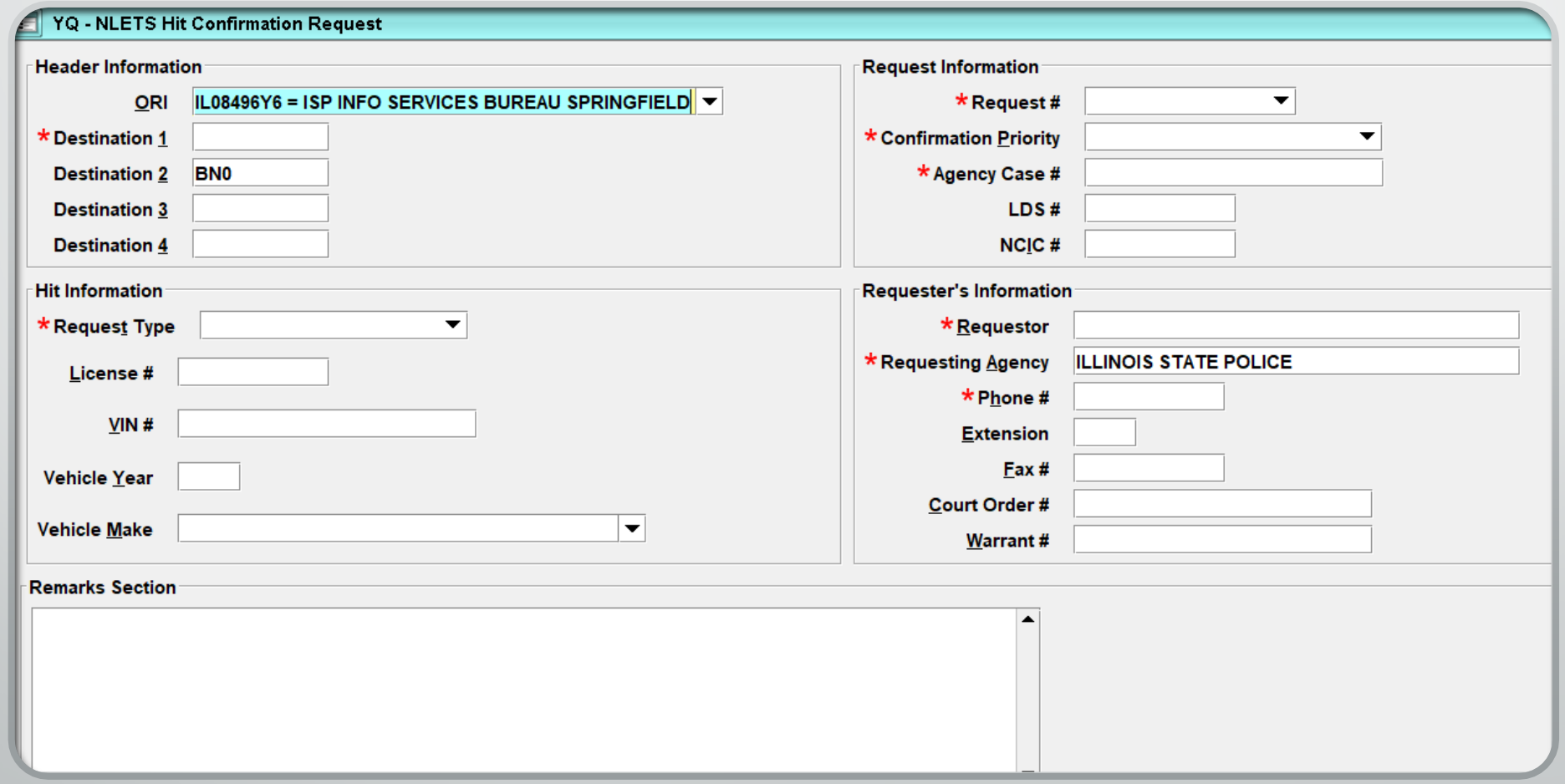
CHF

QUERY:QW NAM/ARCHER,MALORY.DOB/19451111.SEX/F.RAC/U

HOT LINKS FORM Hit Confirmation Request



HIT CONFIRMATION REQUEST
Form Tree



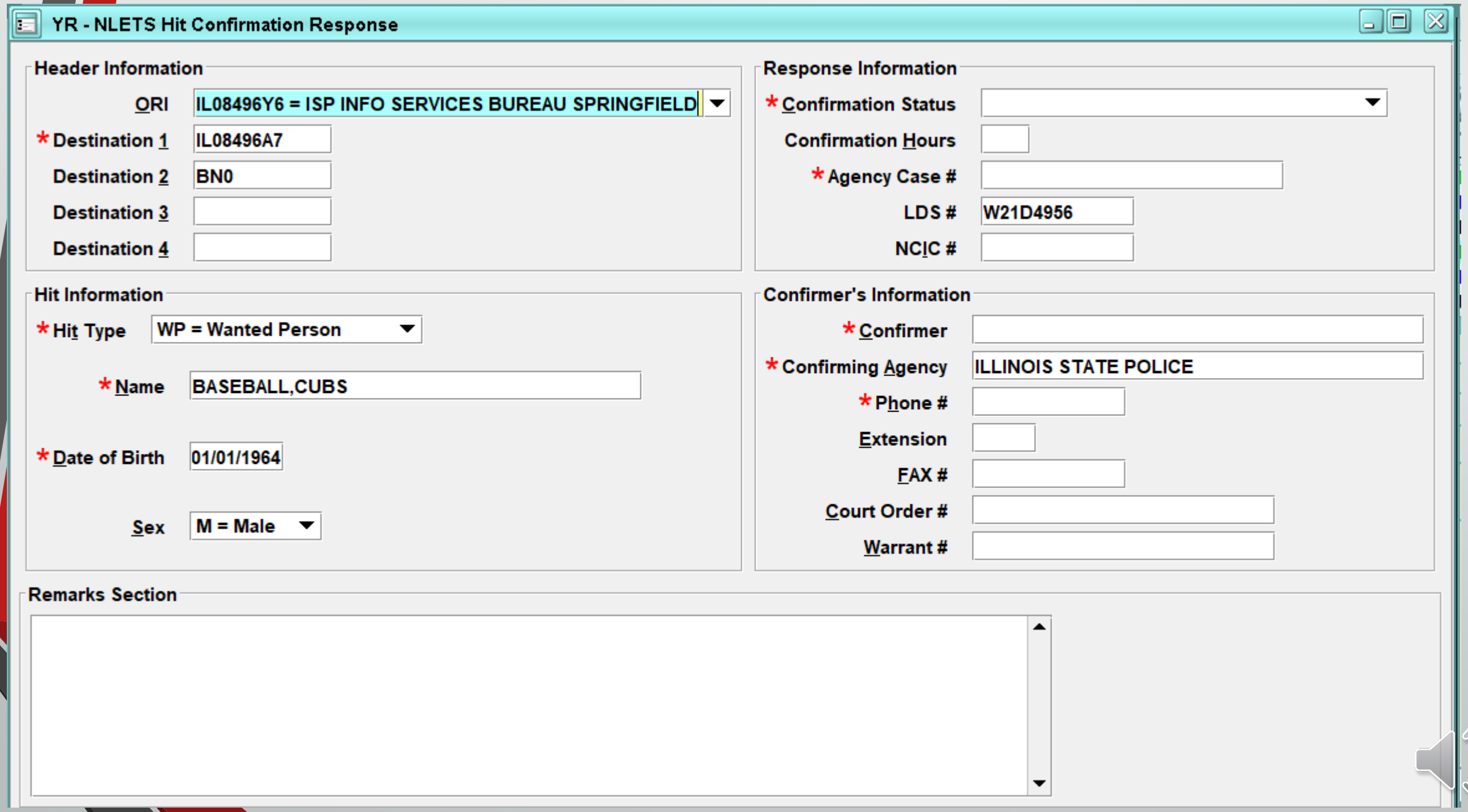
Received Time:	01:40:07 PM	Source ORI:	IL08496A7
Summary:	YQ: IL08496Y6 AS2 LDS=W21D4956 RTY=WP NAM=BASEBALL,CUBS		

☐ View Message Details

Confirmation Response					

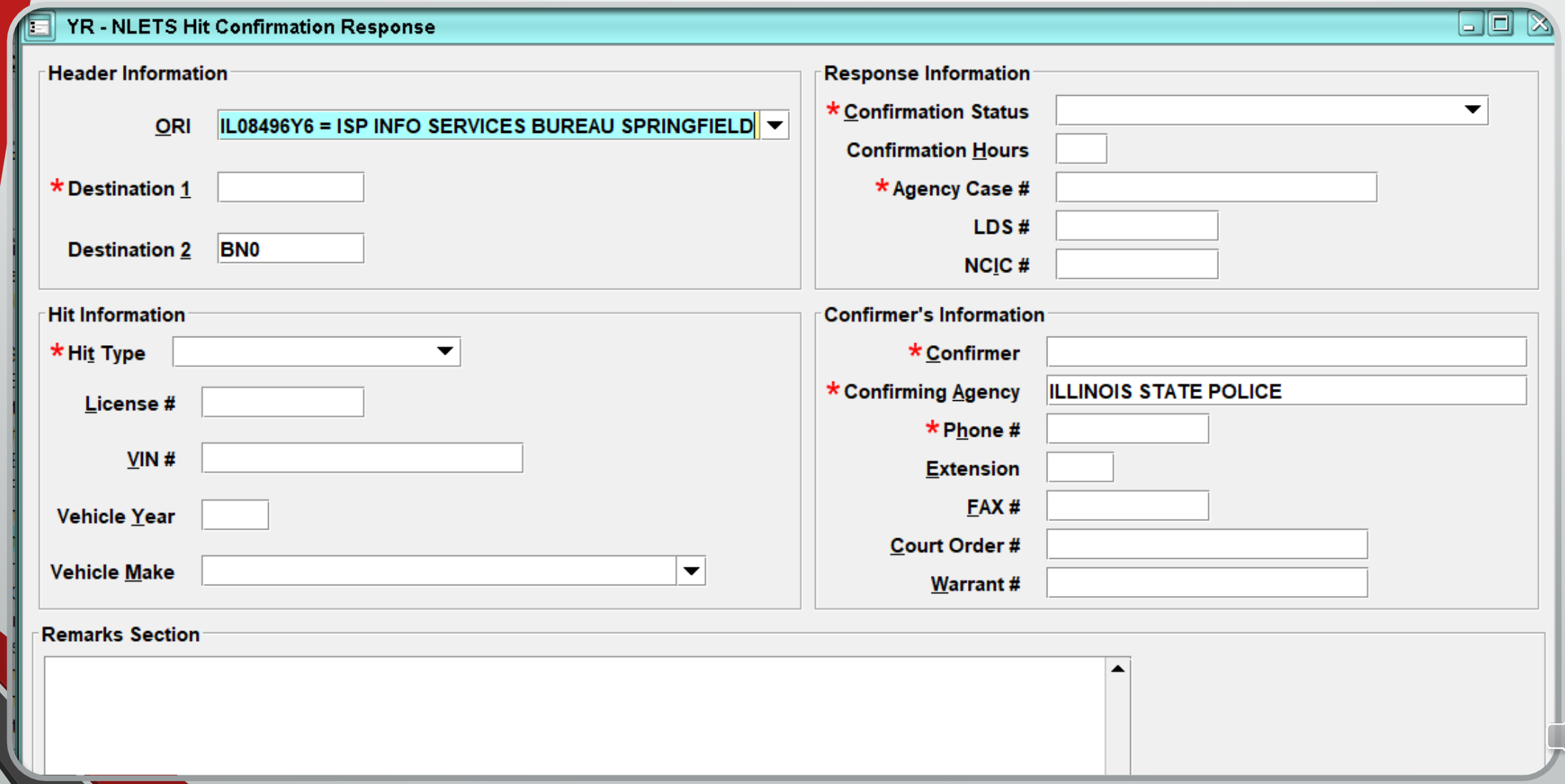
```
YQ.IL08496A7
FROM:(IL08496A7)
  TO:(IL08496Y6)
*MRI0001871

****HIT CONFIRMATION REQUEST - FIRST NOTICE****
****RESPONSE PRIORITY :URGENT!-RESPOND WITHIN 10 MINUTES****

OCA/1234.
```

HOT LINKS FORM HIT CONFIRMATION RESPONSE



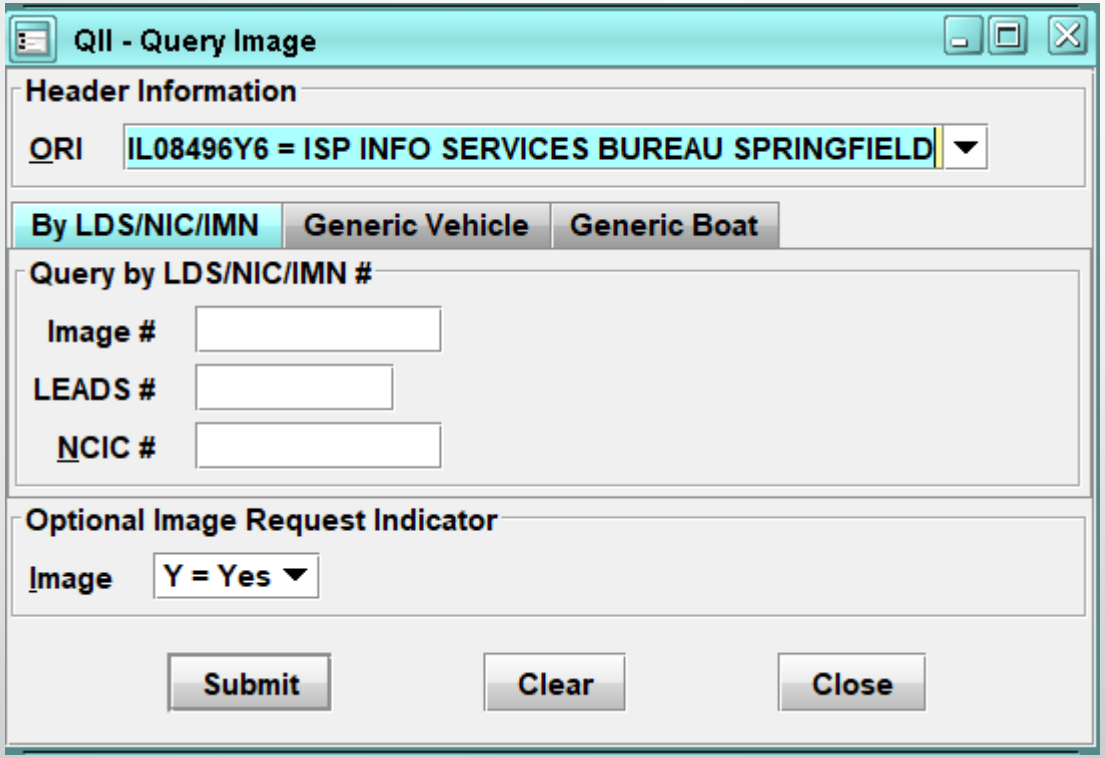
HIT CONFIRMATION RESPONSE

Form Tree

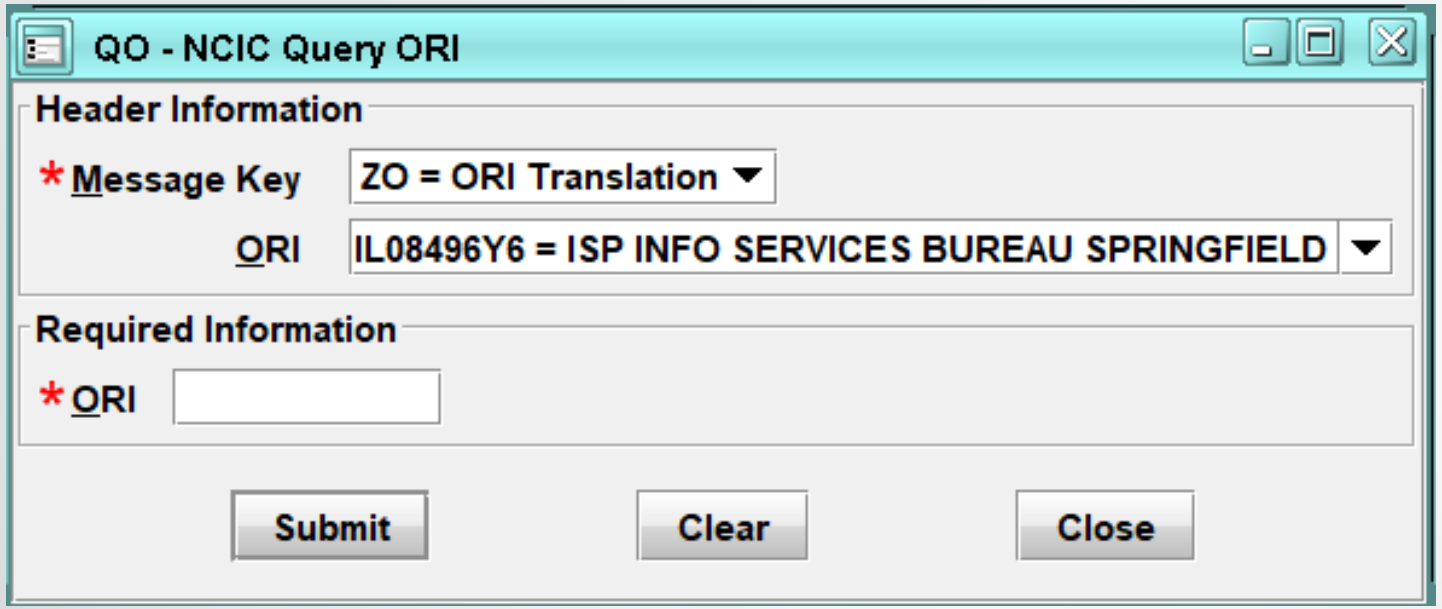


IMAGE

QUERY
ENTER
MODIFY
CANCEL



NCIC ORI QUERY



MSG KEY

ZO

Received Time:	03:01:04 PM
Summary:	ZO: ORI=IL0840000

View Message Details

```
1L01 NCIC RESPONSE
IL08496Y6
ORI/IL0840000 IS SANGAMON CO SO SPRINGFIELD

MRI: 1873 IN: NCIC 95 AT 02APR2021 15:01:04
OUT: BN0 45 AT 02APR2021 15:01:04
```

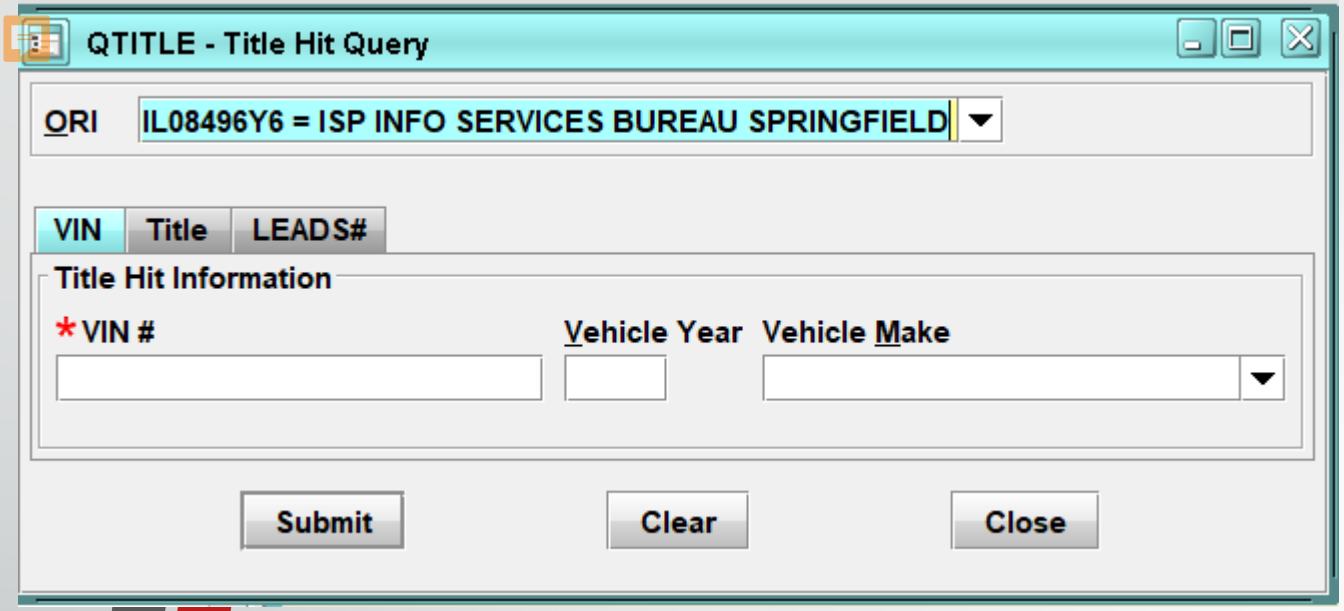
QO

Received Time:	03:01:14 PM
Summary:	QO: ORI=IL0840000

View Message Details

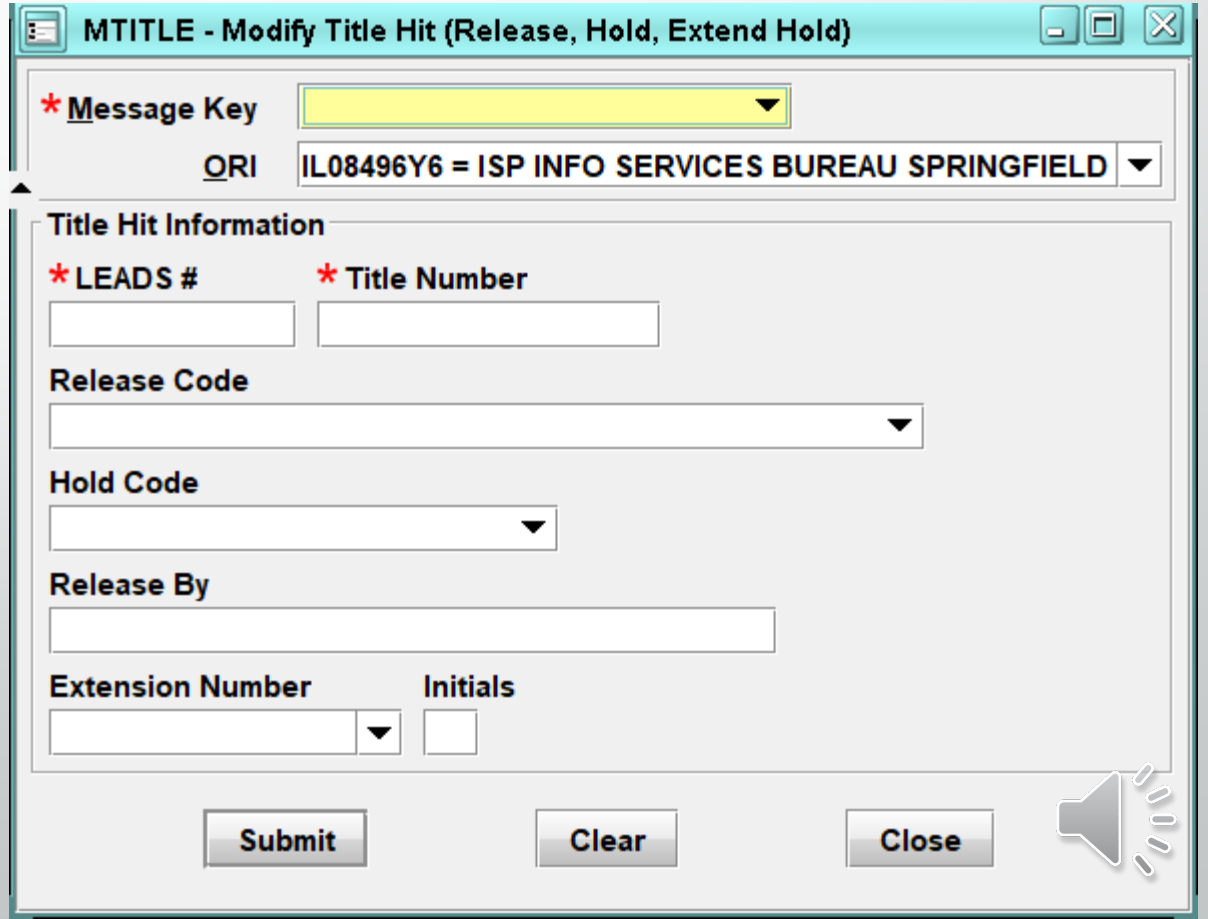
```
1L01 NCIC RESPONSE
IL08496Y6
ORI/IL0840000 ATR/SANGAMON CO SO SPRINGFIELD
COU/SANGAMON TYP/2 CT1/217 753-6666
AN1/SHERIFF'S OFFICE
SNA/1 SHERIFF'S PLAZA CTY/SPRINGFIELD STA/IL
ZIP/62701
FOC/ILSI
NLC/0001
DTE/19920414 0000 EDT DLU/20010115 0000 EST

MRI: 1875 IN: NCIC 96 AT 02APR2021 15:01:14
OUT: BN0 46 AT 02APR2021 15:01:14
```

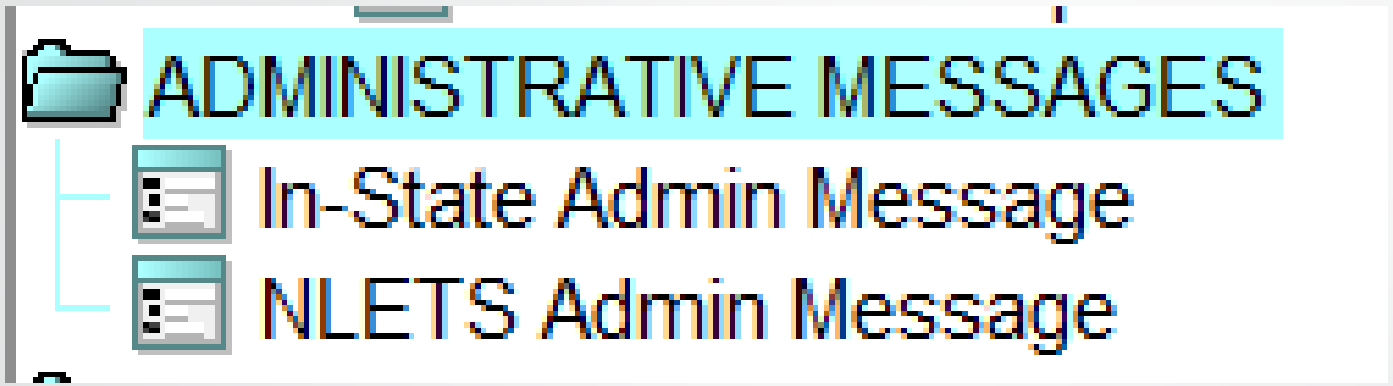
SOS TITLE HIT



QUERY

MODIFY




ADMINISTRATIVE MESSAGES
In-State Admin Message
NLETS Admin Message

ADM - Illinois Admin Message

Header Information

ORI: IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

* Destination 1:
Destination 2: BN0
Destination 3:
Destination 4:
Destination 5:
Destination 6:
Destination 7:
Destination 8:

Message Information

CDC	* Message Number	Sending ORI
BN0		IL08496Y6

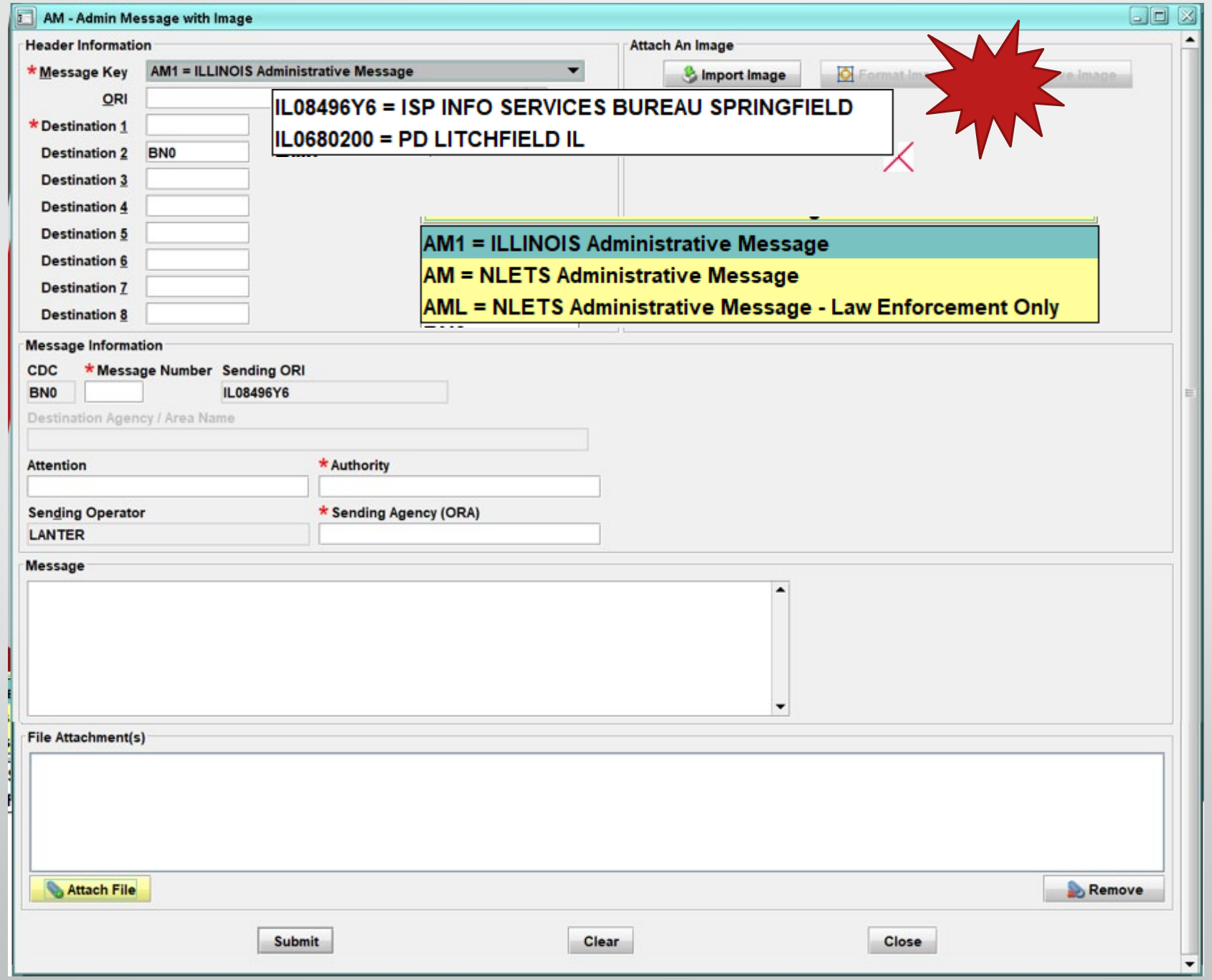
Attention:

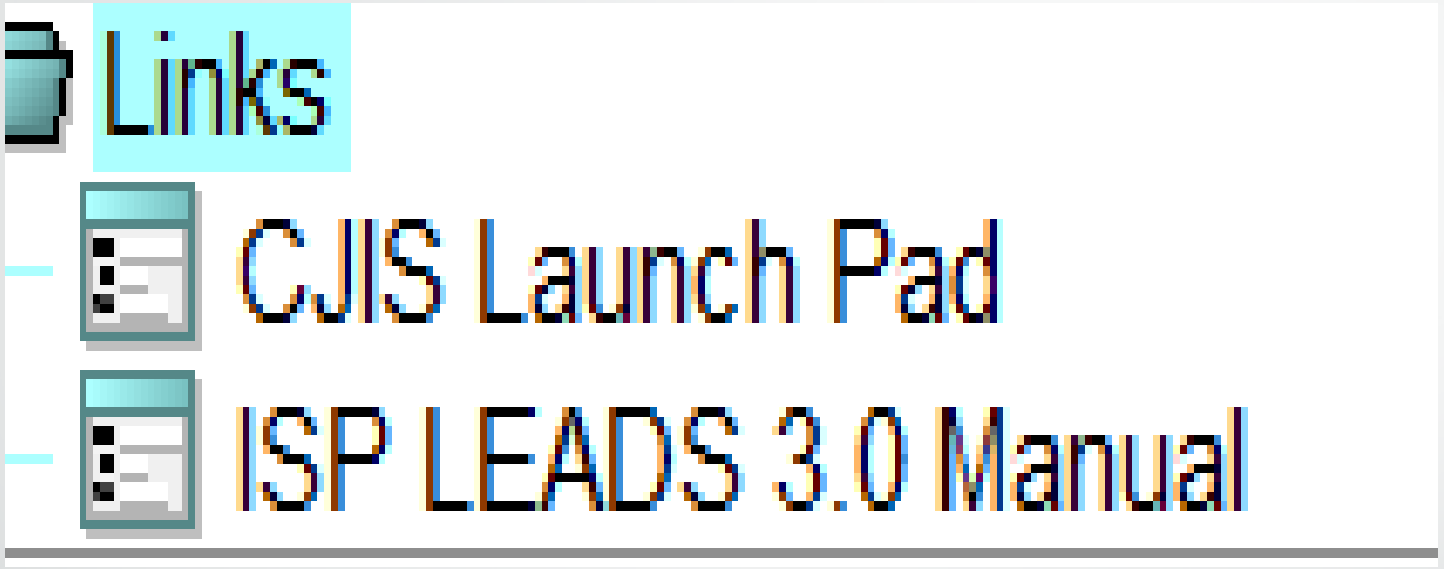
* Authority:

Sending Operator: LANTER

Broadcast Message

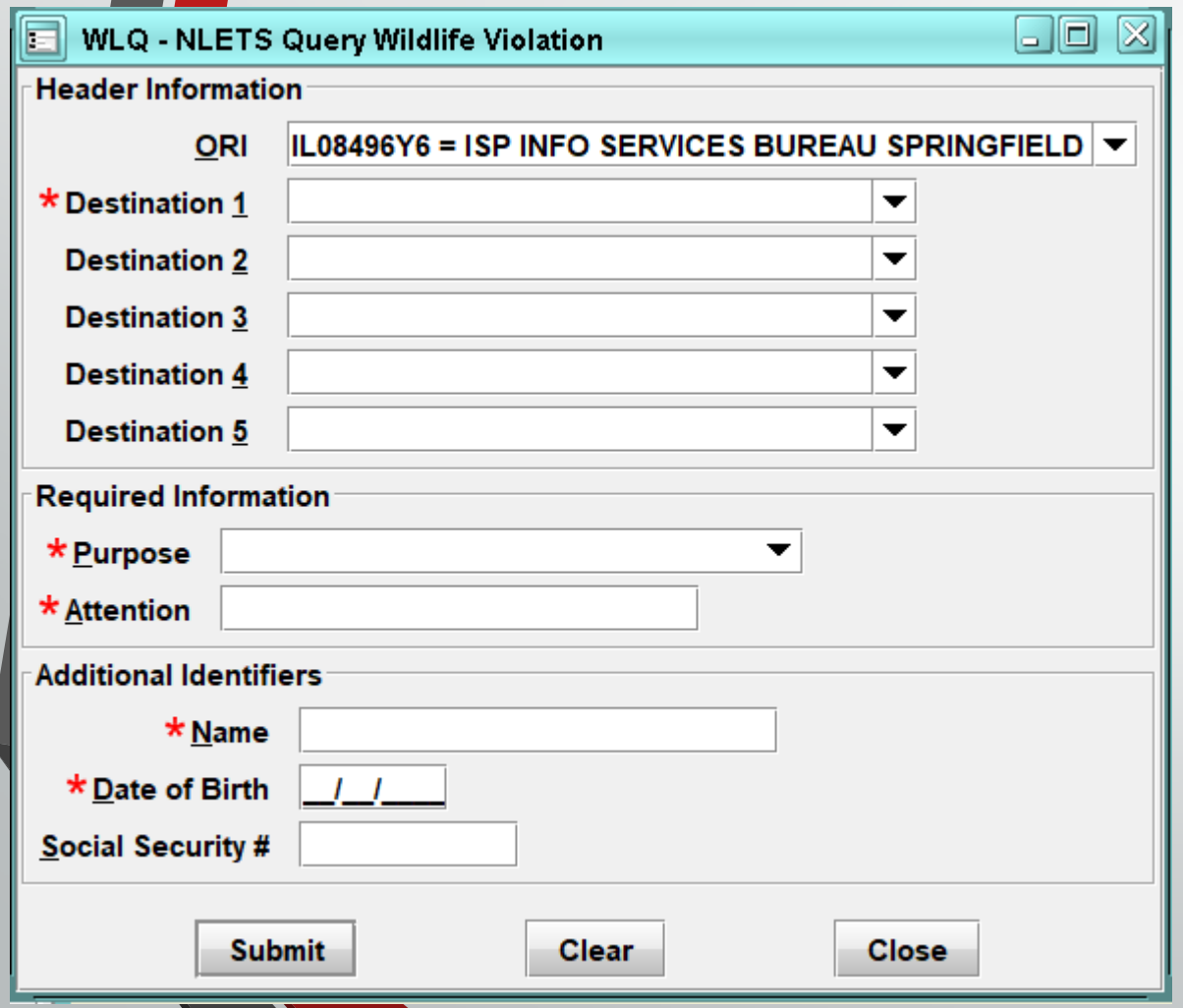
Message:


AM - Admin Message with Image
Header Information
*Message Key
AM1 = ILLINOIS Administrative Message
ORI
*Destination 1
Destination 2
BN0
Destination 3
Destination 4
Destination 5
Destination 6
Destination 7
Destination 8
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
IL0680200 = PD LITCHFIELD IL
AM1 = ILLINOIS Administrative Message
AM = NLETS Administrative Message
AML = NLETS Administrative Message - Law Enforcement Only
Attach An Image
Import Image
Message Information
CDC
*Message Number
Sending ORI
BN0
IL08496Y6
Destination Agency / Area Name
Attention
*Authority
Sending Operator
LANTER
*Sending Agency (ORA)
Message
File Attachment(s)
Attach File
Remove
Submit
Clear
Close


Links
CJIS Launch Pad
ISP LEADS 3.0 Manual

The following Slide Queries will be available in the upcoming months.

Wildlife Violation Query



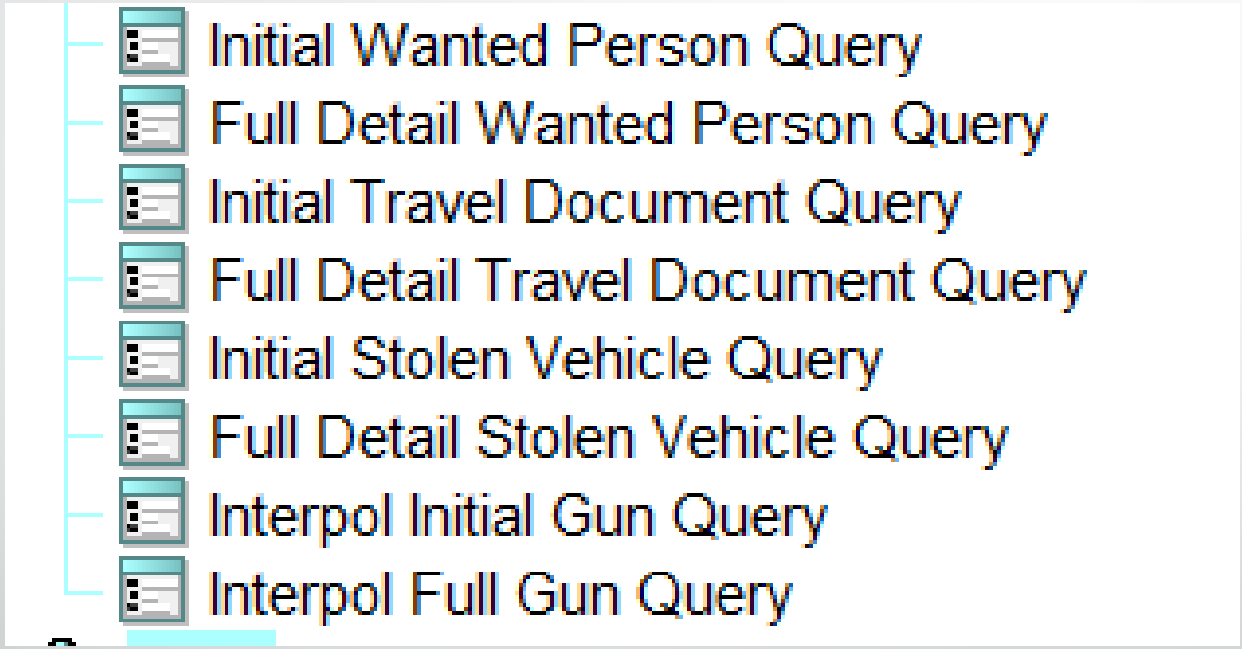
The purpose of this system is to provide a standardized, secure and efficient method for NLETS users to exchange wildlife violator information primarily between conservation officers and, secondarily between state, local and federal law enforcement and criminal justice agencies.

Records may be requested using name and date of birth, **OR** a social security number.

A user may include both of these search elements but should clearly understand that each search element may generate a separate response, depending on the capabilities of the state.

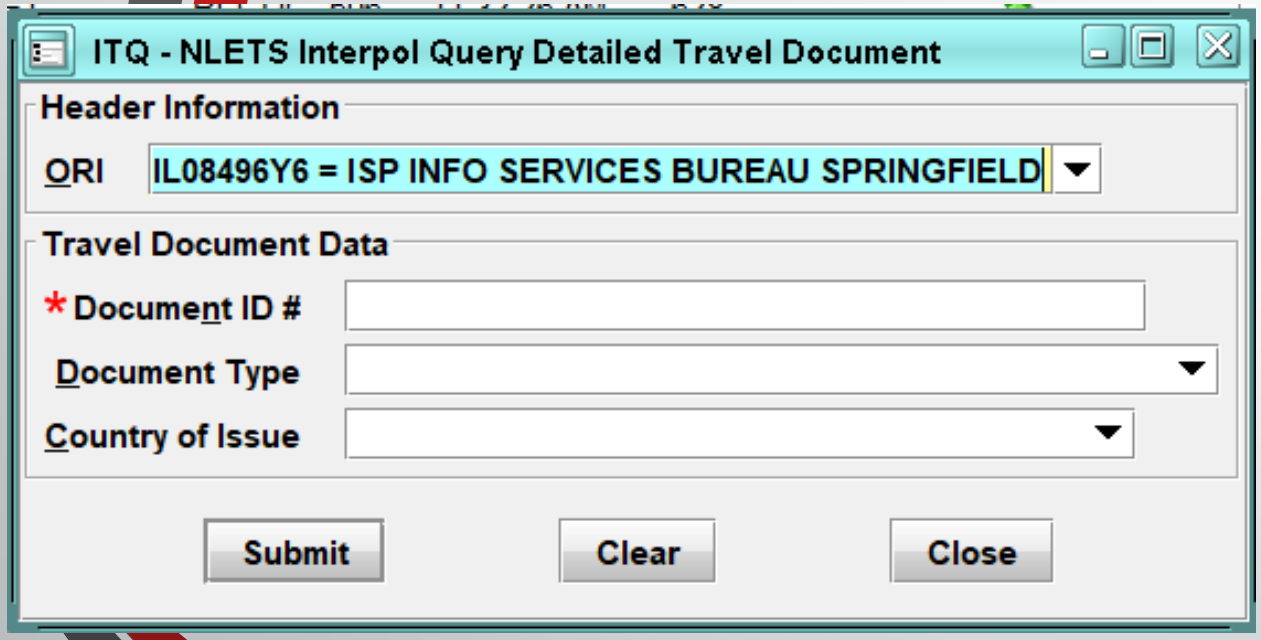
If no information is available, the state will return a NO RECORD message.

INTERPOL

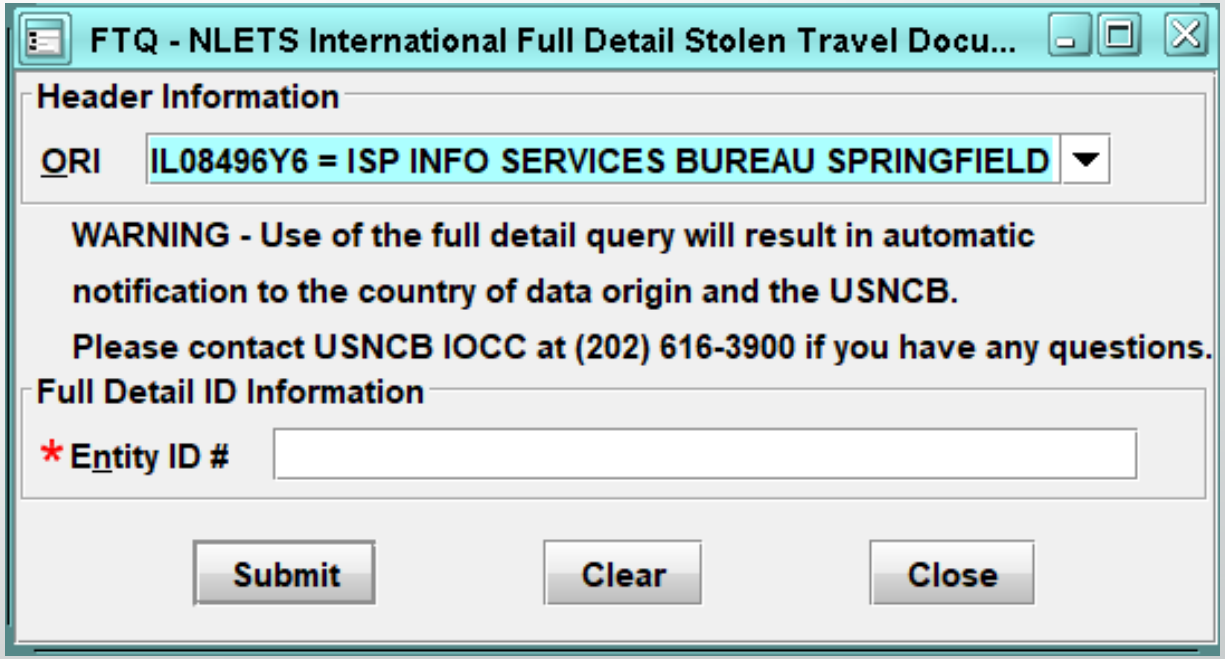

Initial Wanted Person Query
Full Detail Wanted Person Query
Initial Travel Document Query
Full Detail Travel Document Query
Initial Stolen Vehicle Query
Full Detail Stolen Vehicle Query
Interpol Initial Gun Query
Interpol Full Gun Query

INTERPOL

INITIAL QUERY



FULL DETAIL QUERY



Initial Response Example - Passport

TRAVEL DOCUMENT RESPONSE - EXAMPLE

INITIAL RESPONSE

ITR.IP0000000.AZNlets10.TXT
Interpol Match List:

ID: A578126
Type: Passport
Country: CROATIA
Interpol ID: 7B7C1C5ED06F42C1AD98EAD7CB090853

Example: FULL RESPONSE

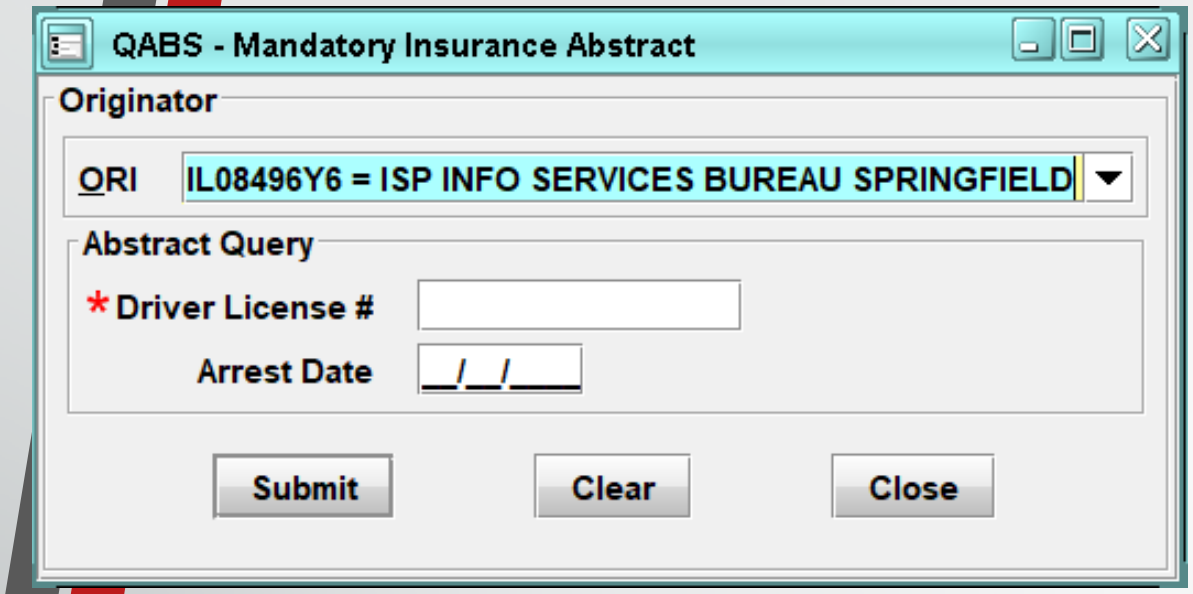
FTR.DCINTER00
10:14 04/05/2007 00009
10:14 04/05/2007 00048 AZNlets23
TXT

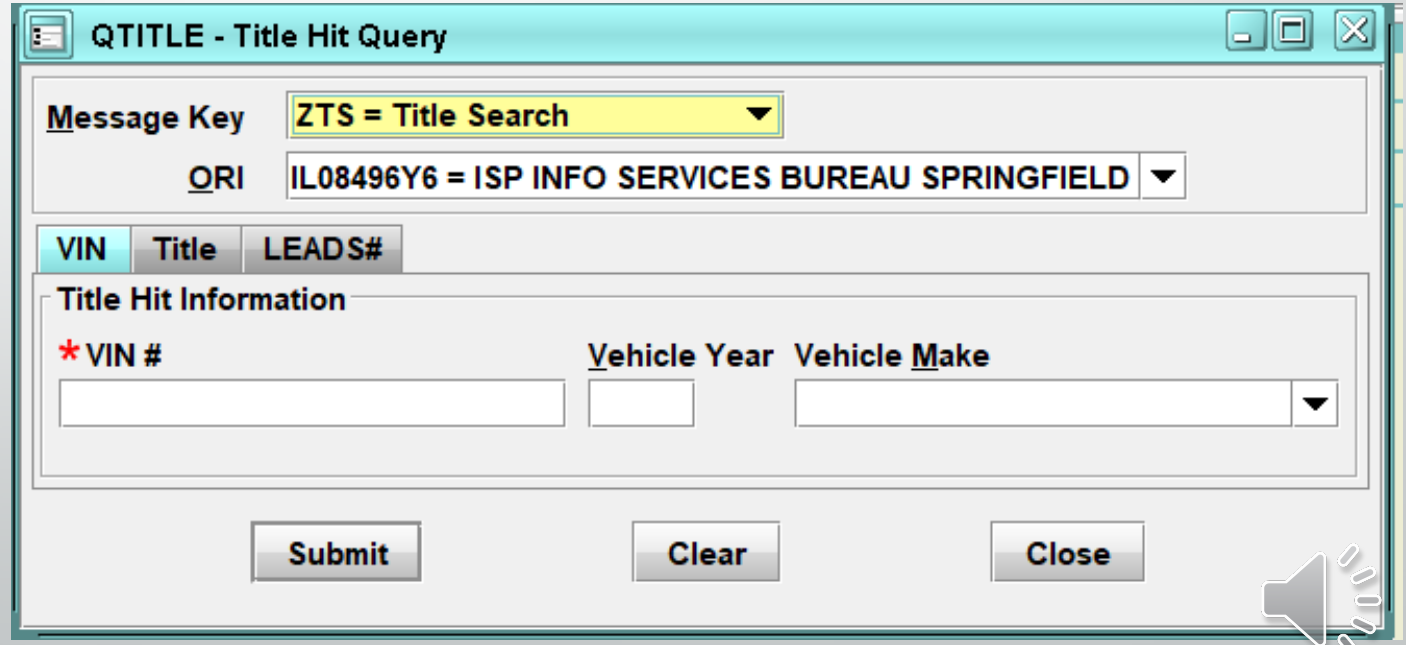
Your query of the Interpol ASF database has resulted in a positive "hit" and an alarm message has been sent to the country that submitted the information and the Interpol-United States National Central Bureau (USNCB) at the U.S. Department of Justice in Washington, D.C. Before taking any further action on this matter, you must contact the USNCB immediately at (202) 616-3900 to confirm the validity of the information obtained and coordinate any follow-up action on the information.

Interpol Record
Document Information
Document ID: PR789665
Document Type: Passport

Theft
Country: UNITED STATES
Theft Type: Stolen Blank

SOS QUERY

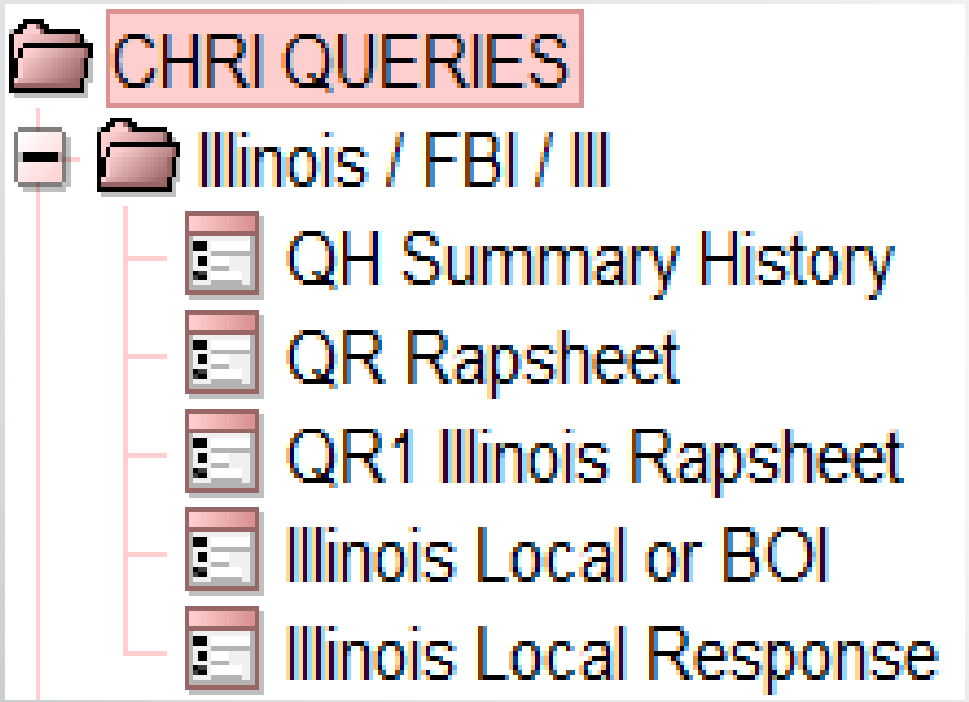

QABS - Mandatory Insurance Abstract
Originator
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
Abstract Query
* Driver License #
Arrest Date
__/__/____
Submit
Clear
Close


QTITLE - Title Hit Query
Message Key
ZTS = Title Search
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
VIN
Title
LEADS#
Title Hit Information
* VIN #
Vehicle Year
Vehicle Make
Submit
Clear
Close

Amy will now Discuss CHRI Queries.

LEADS
3.0
LEADS

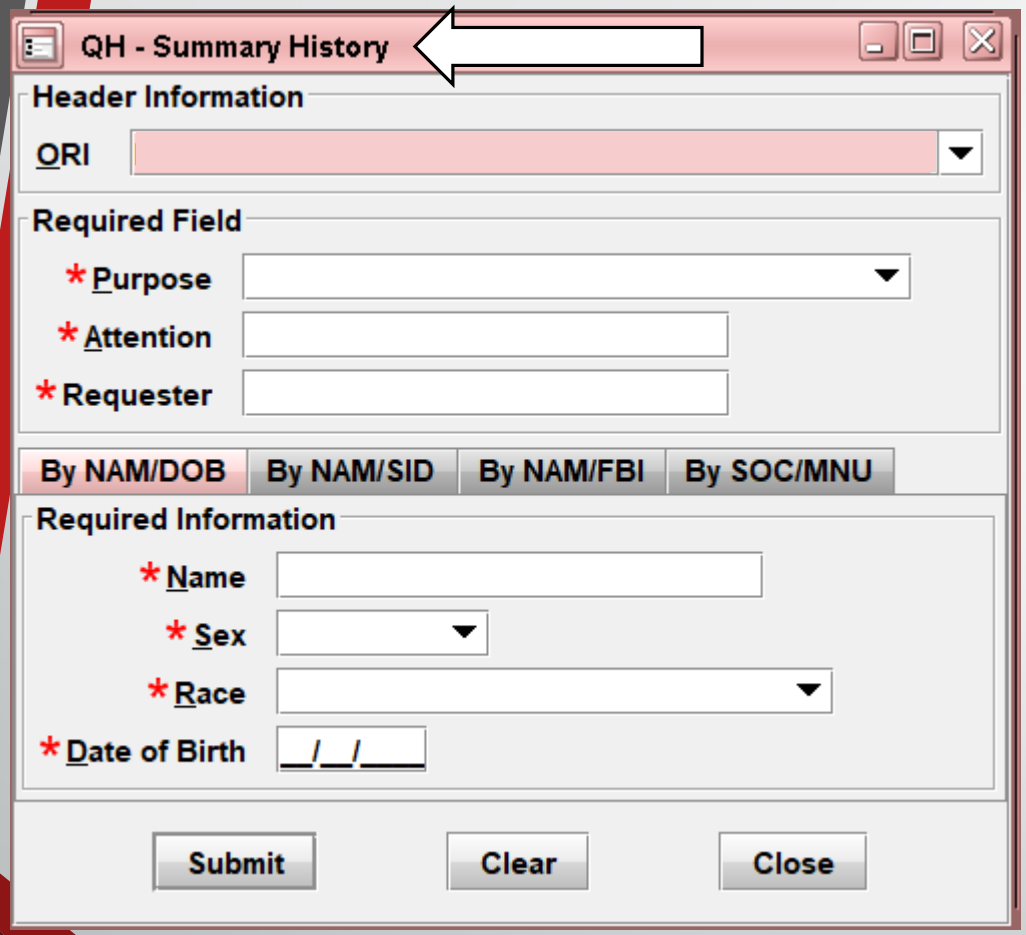
CHRI Information



- CQH Summary Arrest from BOI
- CQR Detailed info from FBI and III
- CQR1 Detailed info arrest from IL
- CQIL Request CHRI in state
- CRIL Response of the CHRI in state

Same response types listed on LEADS 2000, just dropping the C on the first three.

QH: Inquiry to Determine if a record exists

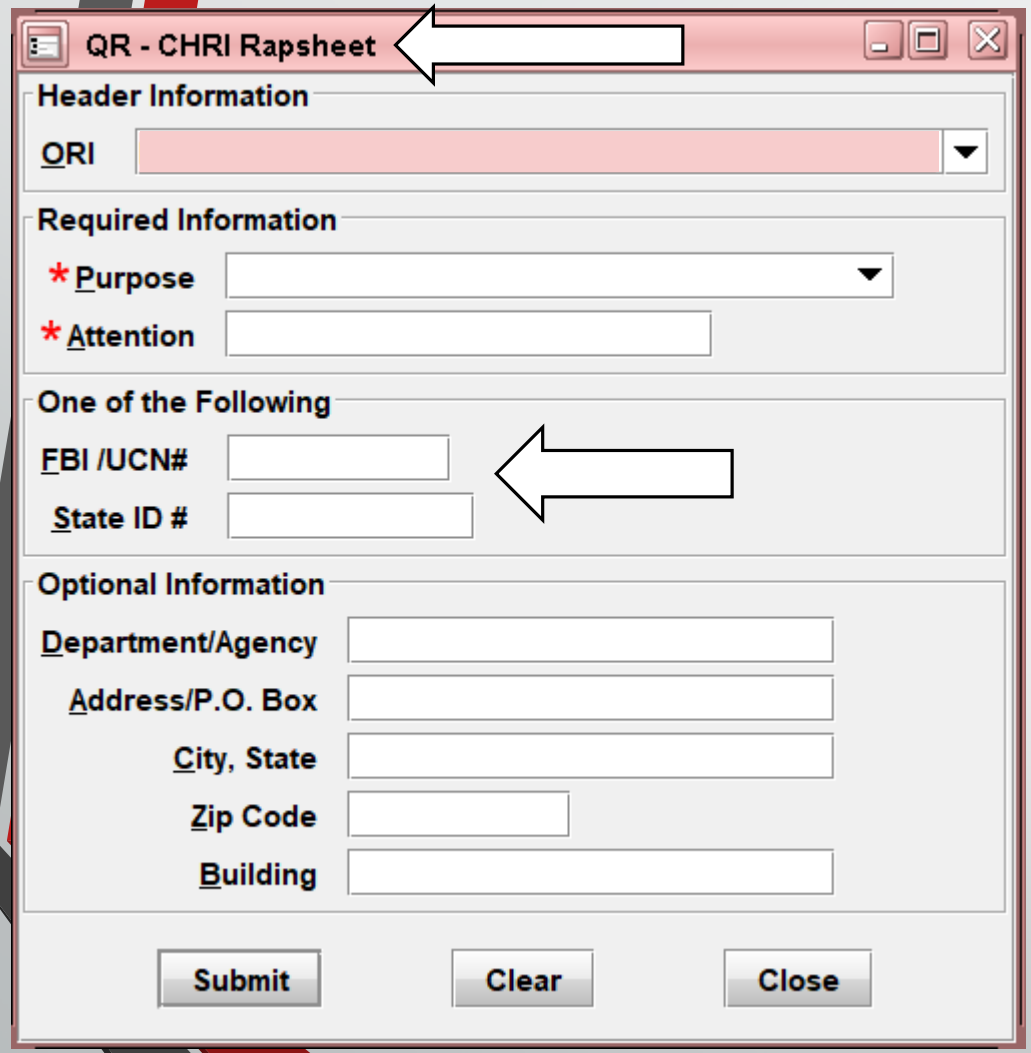


Previously known as CQH

As you can see all fields are required.

QH will provide a single match, multiple matches or a no record.

QR: Criminal History Record Request



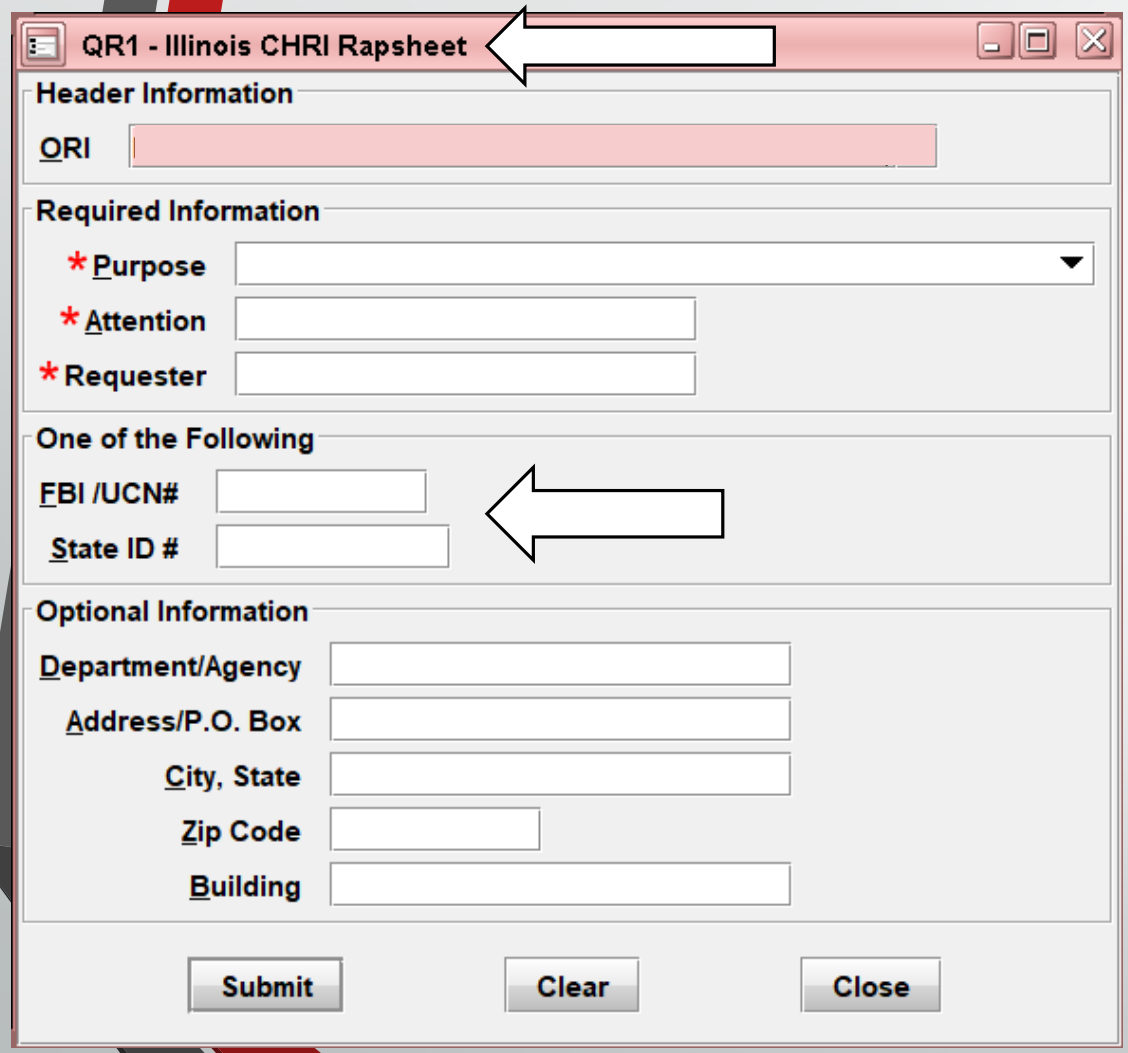
Previously known as CQR

As you can see only two fields are required.

The FBI OR SID number may be obtained from a QR request.

You must use the alpha and numeric combination for each query.

QR1: Detailed Criminal History Record

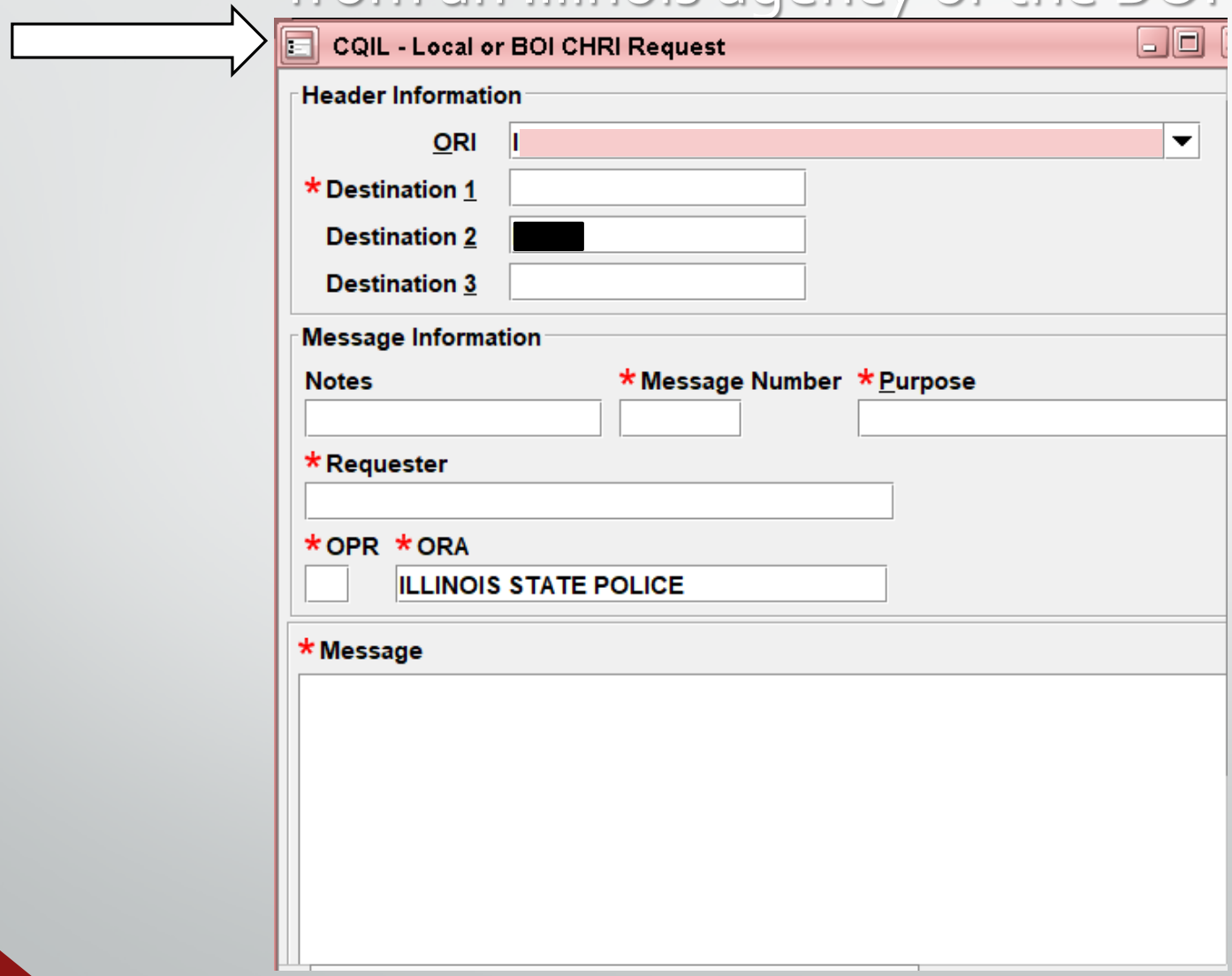


Previously known as CQR1

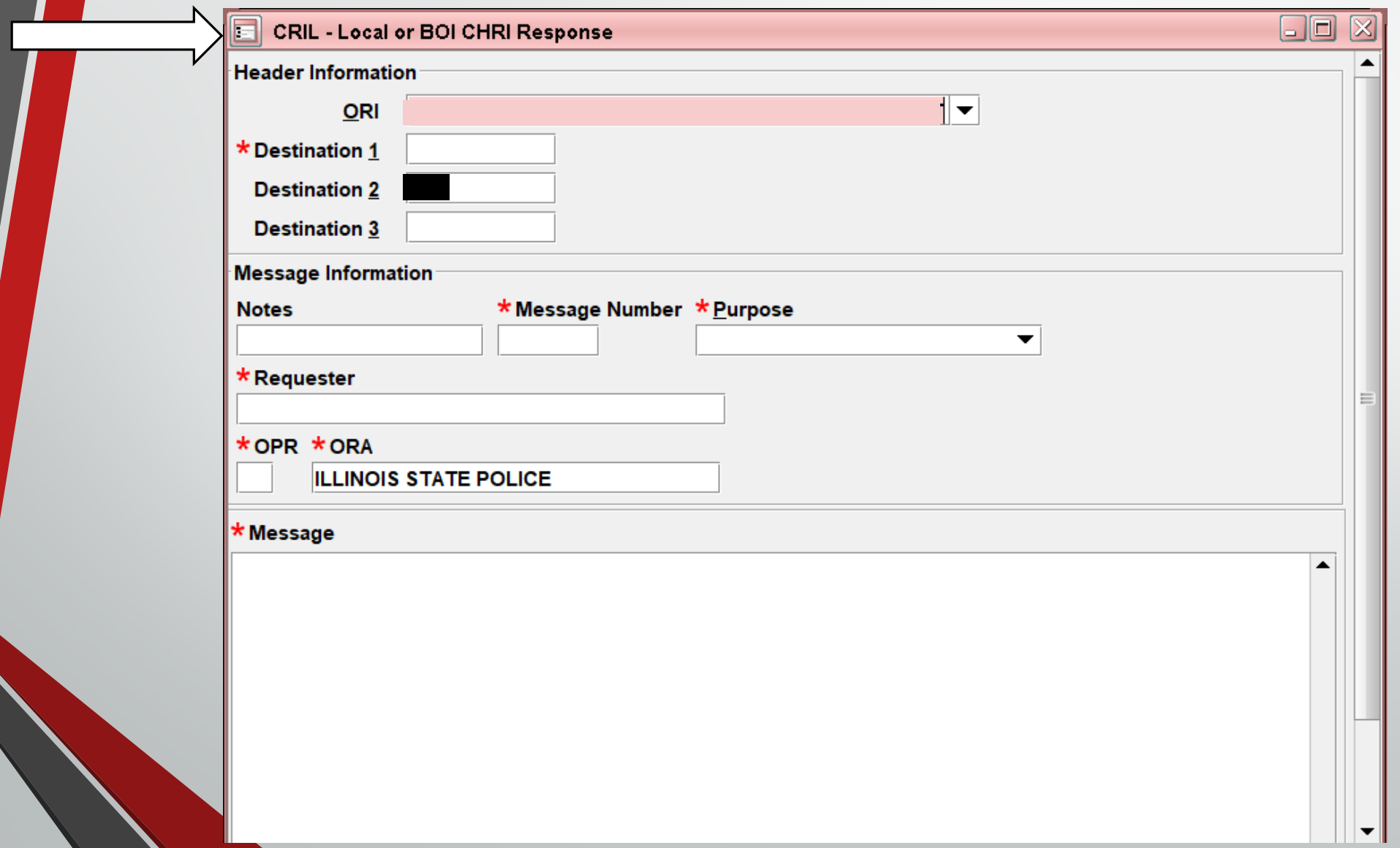
QR1 will provide a breakdown of the SID's that were provided to you through your QH or QR.

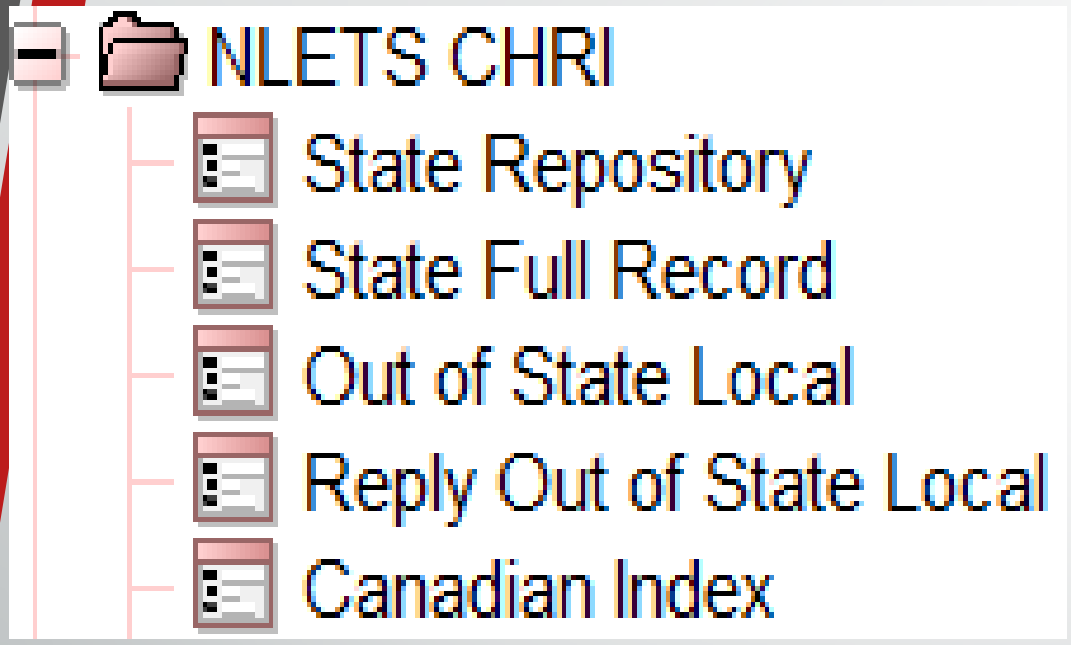
You must use IL in front of the SID

CQIL: This is a direct request for a Criminal History from an Illinois agency or the BOI



CRIL: Reply to a Criminal History Request from another Illinois agency



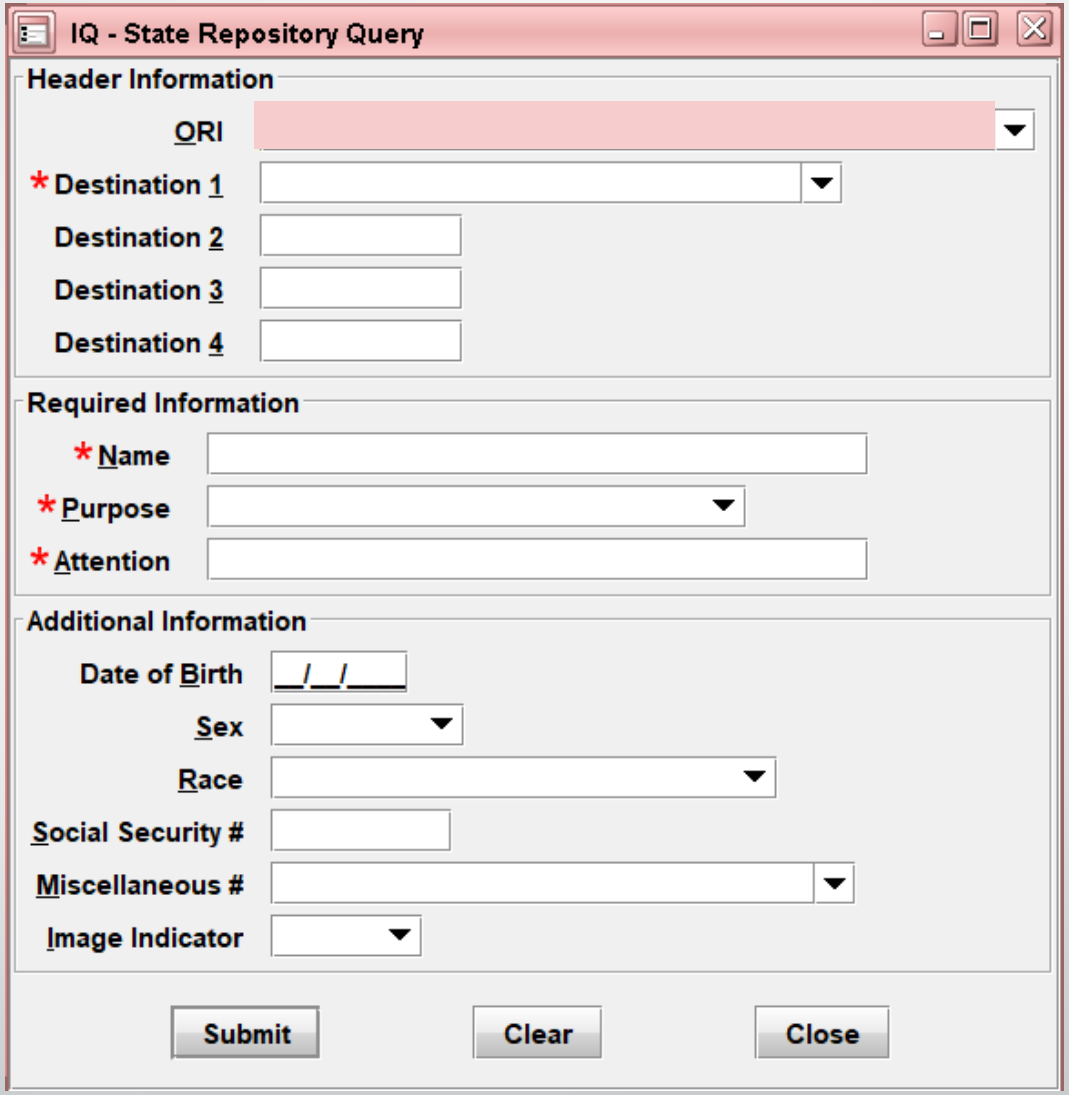


- CIQ Summary arrest info from other states
- CFQ Detailed info from CIQ Response
- CAQ request additional data from multiple states
- CAR respond to out of state agency request for CHRI
- Canada CHRI destination is always CN

Same response types listed on LEADS 2000, just dropping the C.

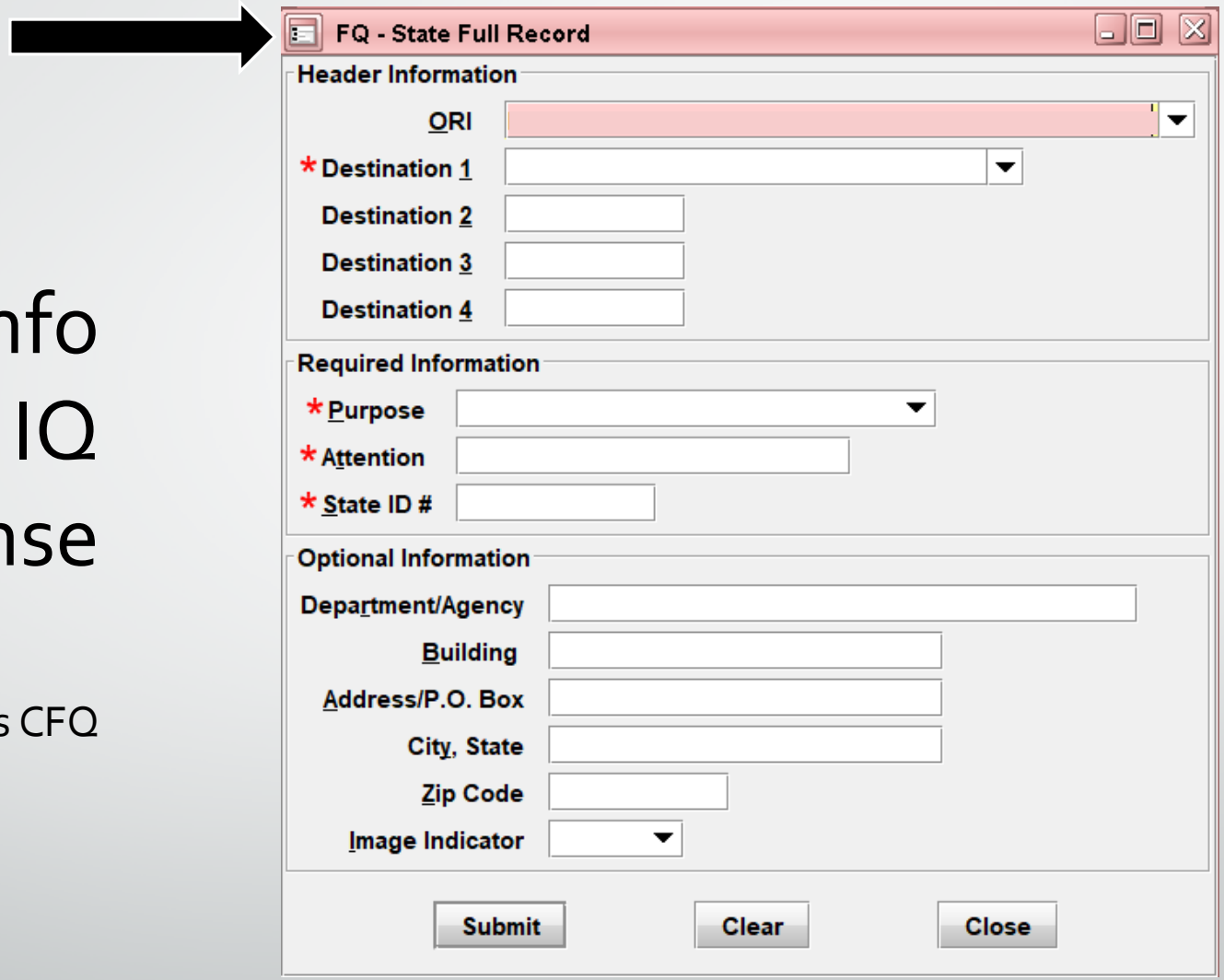
Query on arrest info from other states

Previously known as CIQ



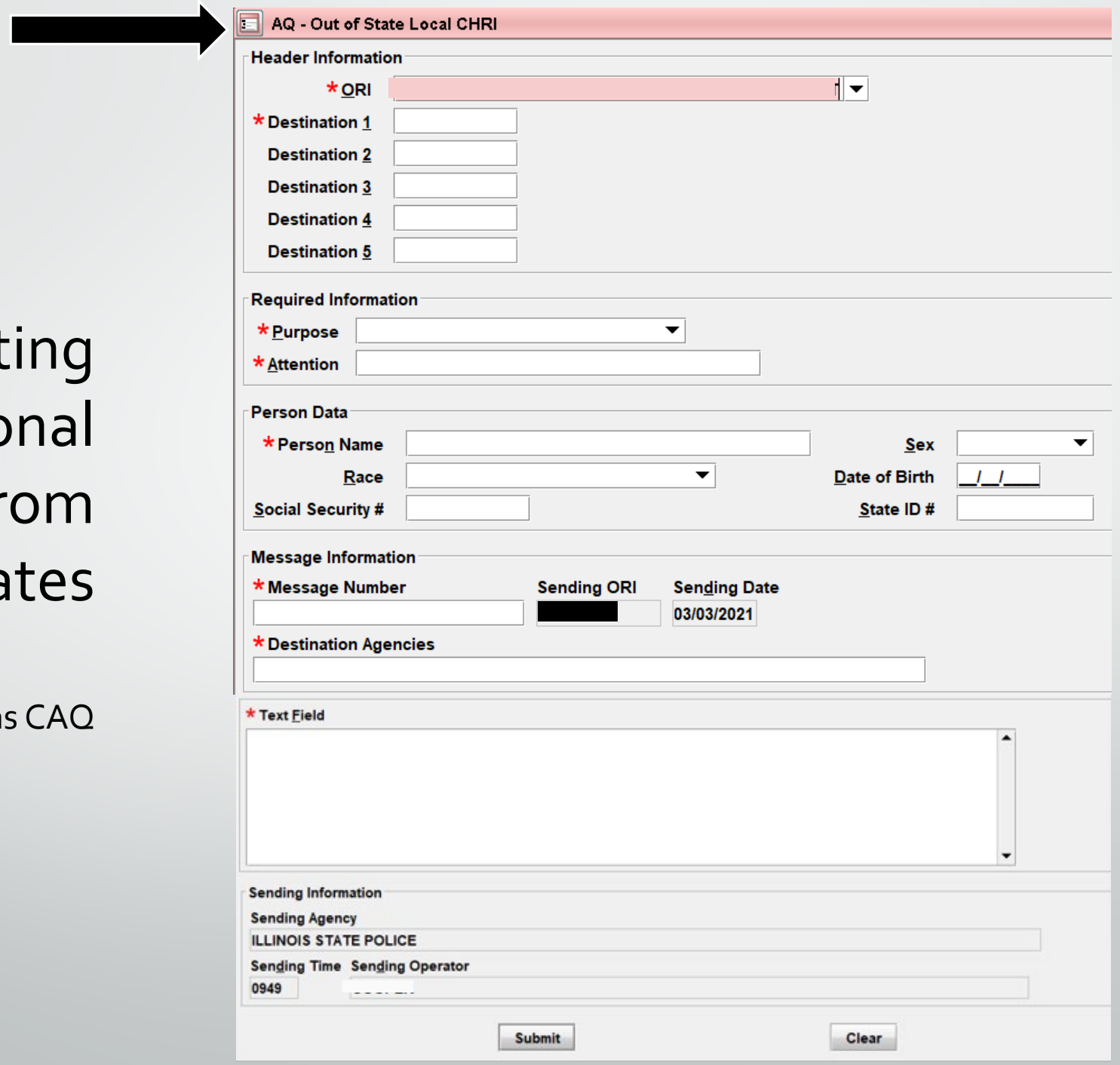
Detailed info from the IQ response

Previously known as CFQ



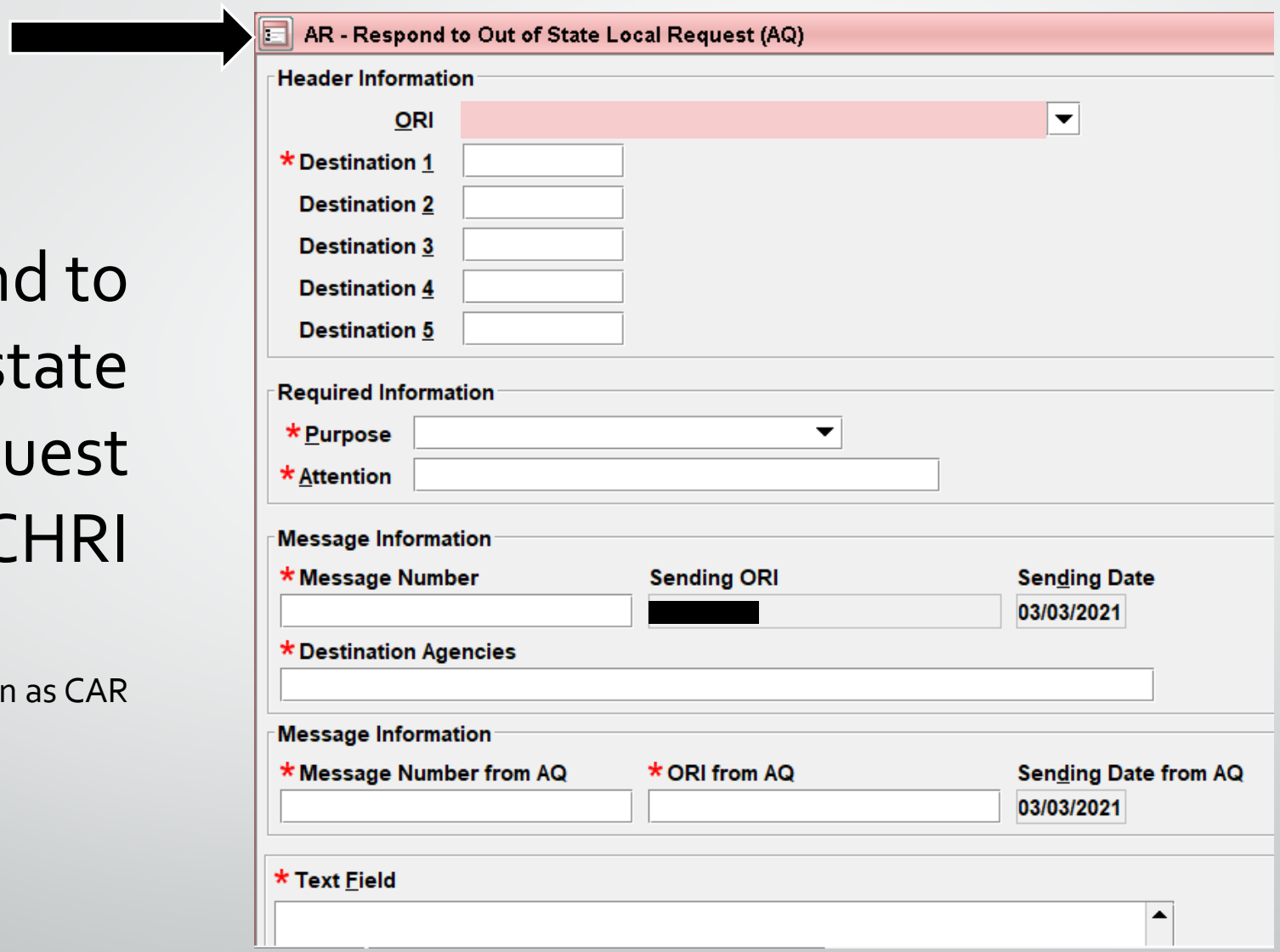
Requesting additional information from other states

Previously known as CAQ



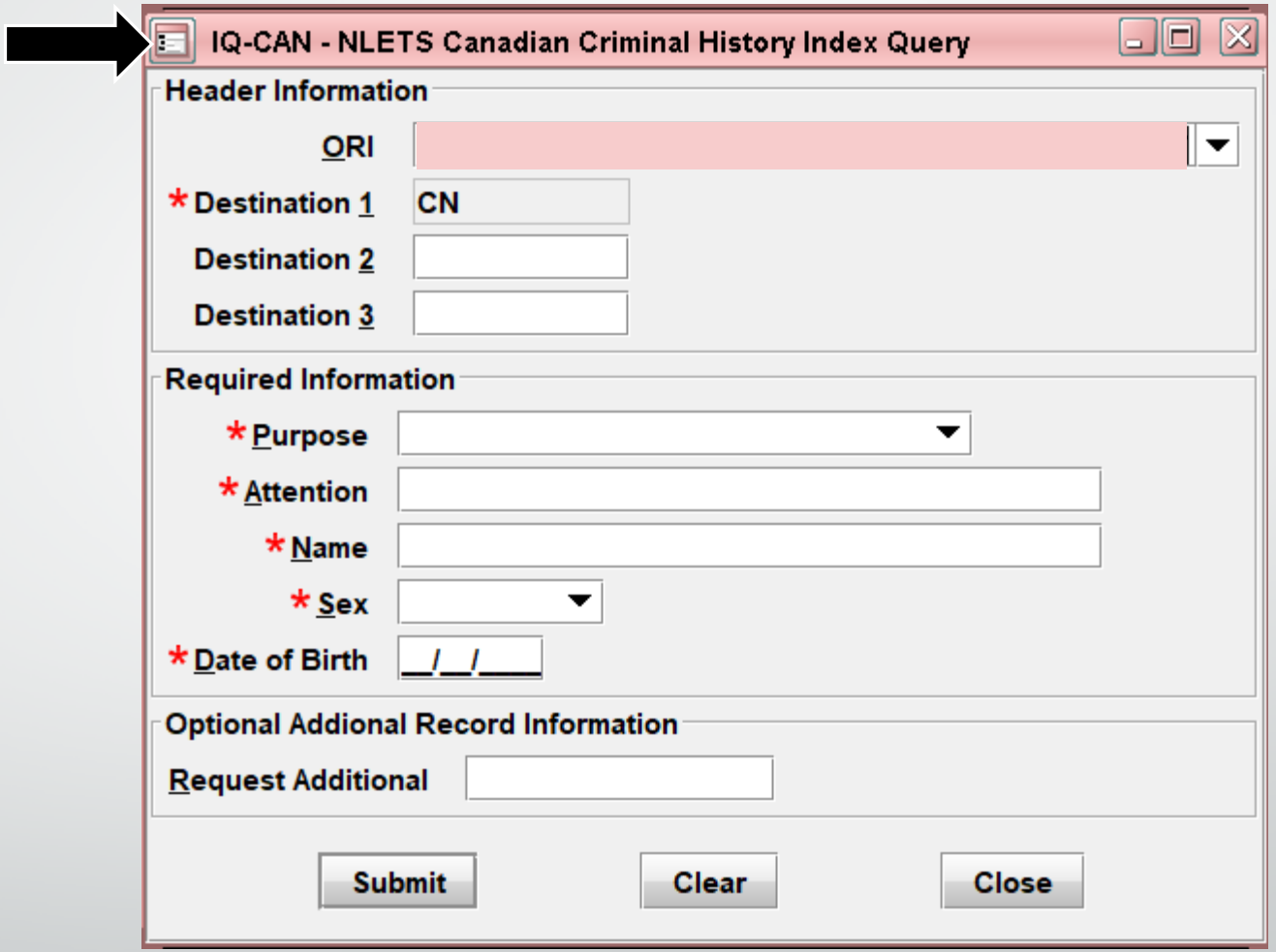
Respond to out of state agency's request for CHRI

Previously known as CAR



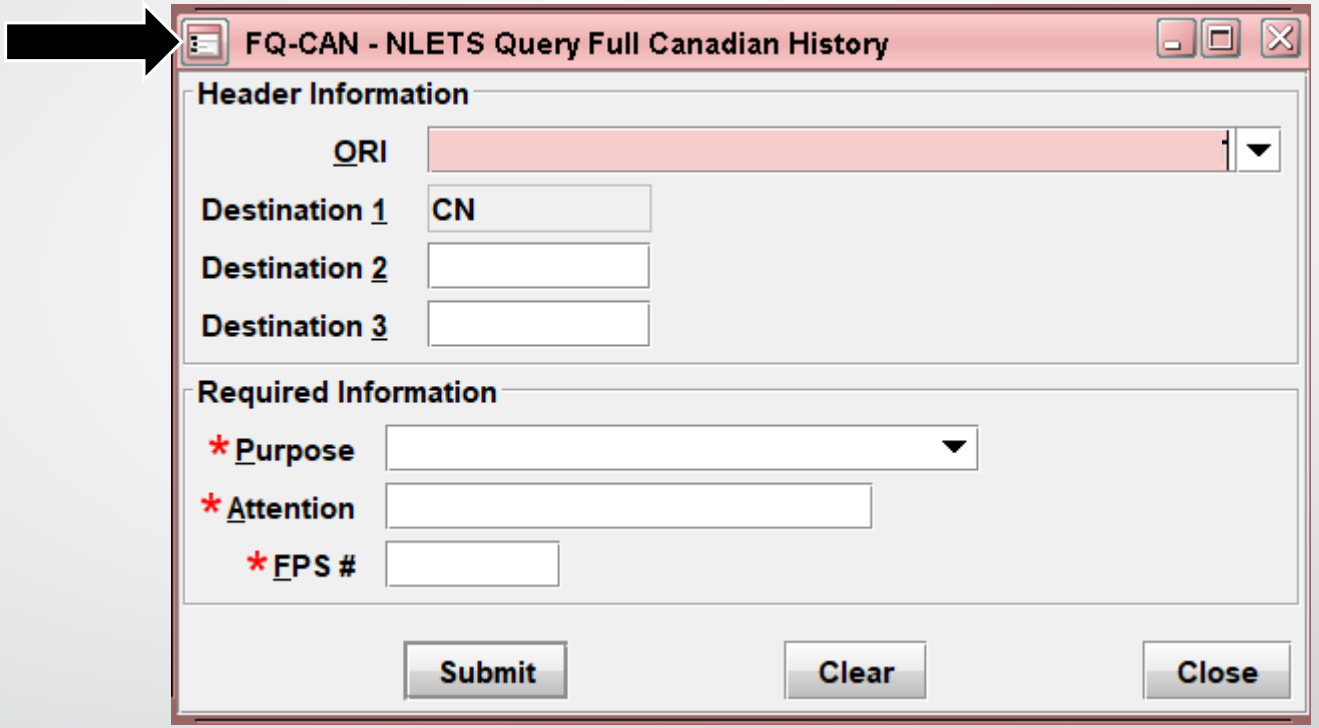
The "IQ" is utilized when the agency does not have the FPS Canadian identification number.

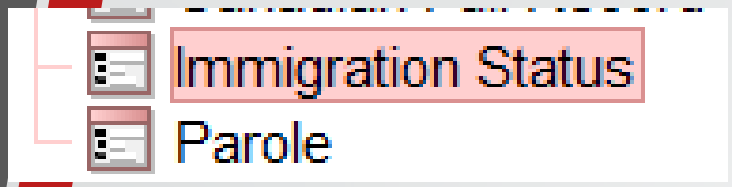
CN auto populates in the Destination field



The Full Record Query (FQ) is used to obtain a full criminal record when the FPS is known.

CN auto populates in the Destination field





- In LEADS 2000 this was known as INS IAQ
- The purpose of the Law Enforcement Support Center (LESC) is to provide timely information on aliens suspected of criminal activity and status information of aliens under arrest.

IAQ - Immigration Status

Header Information

ORI

Personal Information

*Name | *Sex | *Place of Birth

*Date of Birth (__/__/____) | Height | Weight | Eye Color | FBI # | Miscellaneous #

Social Security # | Alien Registration # | State ID # | Operator's License #

Passport # | Booking #

Required Information

*Purpose | *Attention | *Phone #

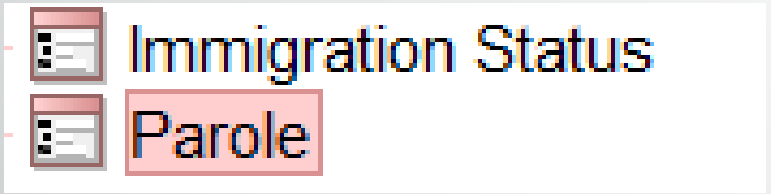
*Custody | *Offense

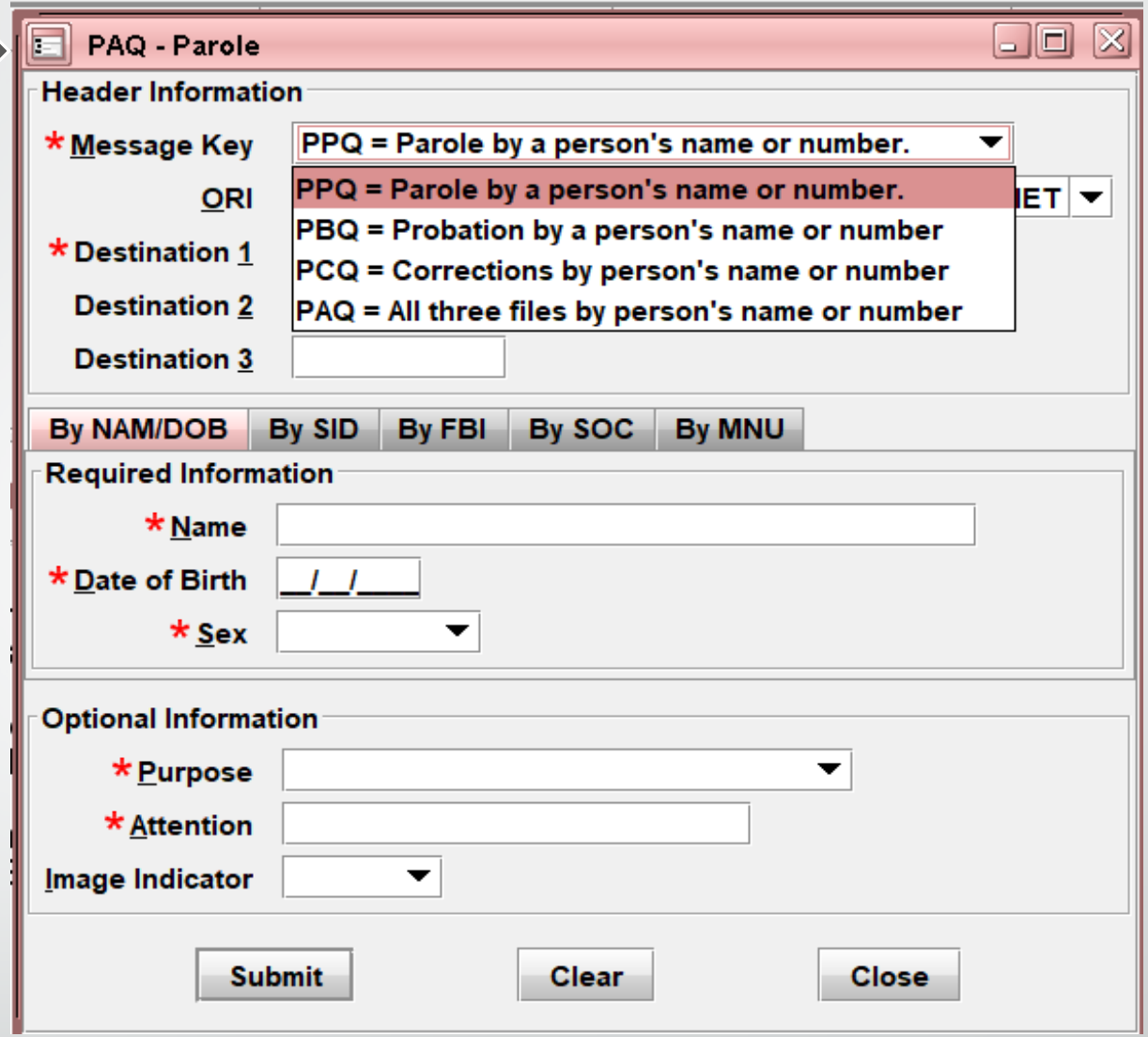
Optional Information

Mother's Maiden Name | Mother's First Name

Father's Last Name | Father's First Name

Remarks Section

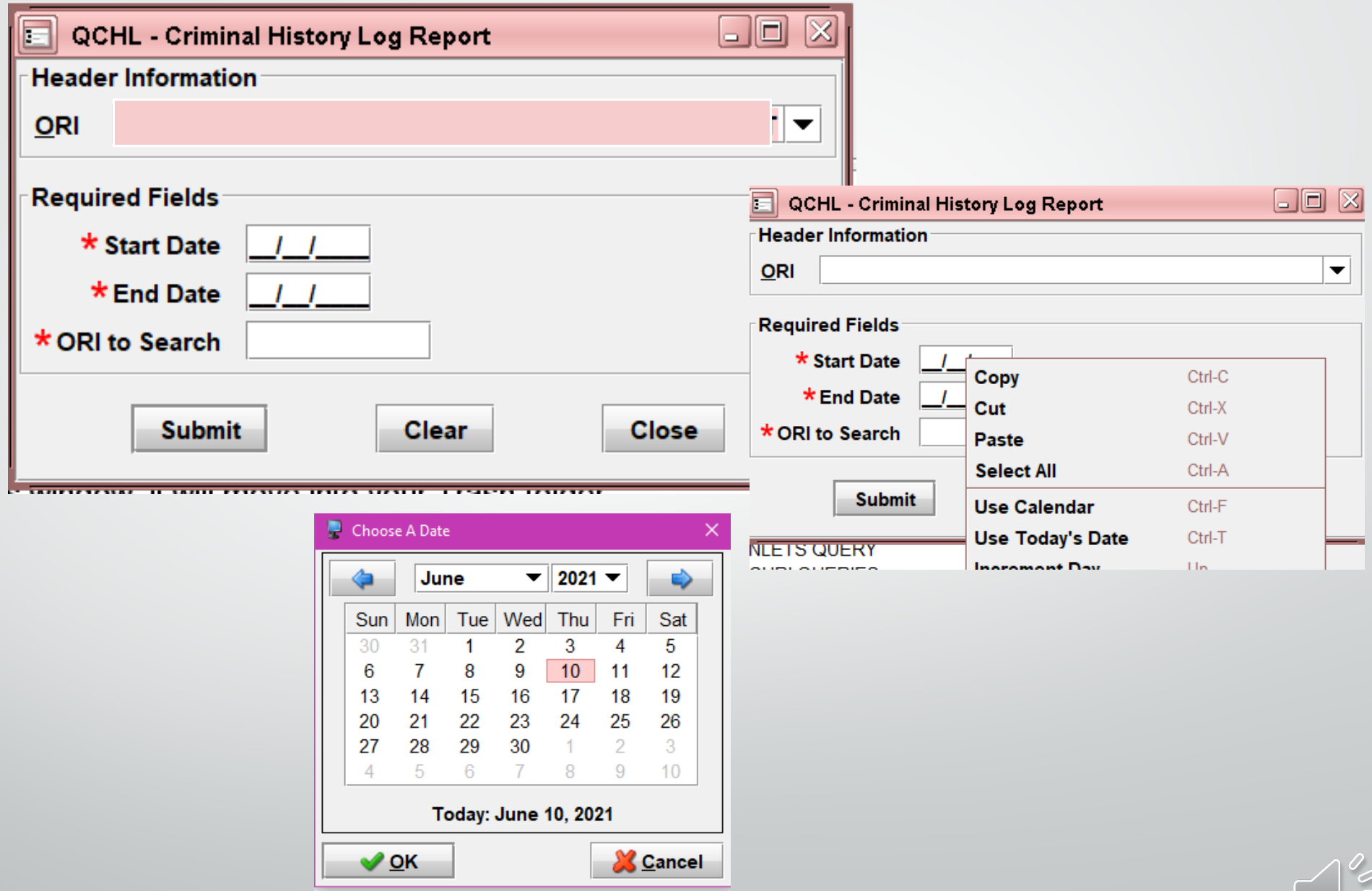




- PPQ Used to access parole information from a state.
- PBQ Used to access probation information from a state.
- PCQ Used to access corrections information from a state.
- PAQ Used to interrogate all three of these files within a state: PPQ, PCQ, PBQ.

CHRI Report

Now you can access your CHRI log right from LEADS.



Next up is Hot Files

This ends the training for LTFA agencies.

Full access agency training will continue after the five (5) minute break.

Tammy Hutchinson, Field Specialist
Illinois State Police
LEADS Administration

ISP.HELPDESK@ILLINOIS.GOV

866-LEADS-00

WHAT'S NEW IN 3.0

- ORI BASED - NO LONGER CDC BASED CDC'S WILL STILL BE USED AND WILL IDENTIFY THE WORK STATION
- ORI DROP DOWN – ALLOWS OPERATOR TO ENTER RECORDS FOR OTHER AGENCIES BY SIMPLY CHOOSING THE ORI OF THE AGENCY IN THE DROP DOWN
- ARMED AND DANGEROUS MKE TRANSLATION IS NOW CAUTION
- THE CAUTION/MEDICAL CONDITION (CMC) FIELD IS NOW PART OF THE MESSAGE KEY TRANSLATION

WHAT'S NEW IN 3.0 CONTINUED

- DATE OF BIRTH IS NOW 8 POSITIONS MM/DD/YEAR
- TWO REFERENCE MANUALS THAT OPERATORS WILL NEED TO USE FOR ENTRY ARE THE LEADS REFERENCE MANUAL AND THE NCIC REFERENCE MANUAL DEPENDING ON THE TYPE OF ENTRY BEING MADE

TERMINOLOGY CHANGES

- CANCEL = CLEAR
- VOID = CANCEL
- ALIAS = SUPPLEMENTAL RECORD

WANTED PERSONS

NEW FIELDS

- WARRANT NUMBER
- COURT IDENTIFIER
- ADDITIONAL OFFENSE
- CAUTION/MEDICAL CONDITION (CMC FIELD)
- ETHNICITY
- CITIZENSHIP
- DNA
- DNA LOCATION
- STOLEN/FRAUDULENT INFO
- OPTIONAL ADDRESS
- OPTIONAL LINKAGE INFORMATION

FIELDS NO LONGER REQUIRED

- ORA FIELD
- ENT FIELD
- OPR FIELD

QVEHPER - Vehicle & Person Query Form

* Message Key: Z2 = Basic Query

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

- Z2 = Basic Query
- Z5 = Enhanced Plate Query
- Z7 = Driver History
- ZA = All NCIC Wanted
- ZF = FOID
- ZH = Disabled Hanging Tag
- TS = Vehicle Title File
- ZK = SOS Emergency Contact
- ZS = CHF Soundex
- ZX = SOS Soundex

Inquiry MKEs available for general inquiries

S # | NCIC # | Placard SER#

Region | License Year | License Type

Sex | Race | Date of Birth (__/__/____)

Social Security # | Miscellaneous # | Driver Image: N = No | Hotfiles Image: Y = Yes | Related Search Hit: N = No

Driver License # | Driver License State/Region Code

State ID # | FBI / UCN # | FOID #

Messenger allows more than one window to be open at a time

VEHICLE

VIN # | OAN # | Vehicle Year | Vehicle Make

Submit | Clear | Close

EW - Enter Wanted Person | EM - NCIC Enter Missing Person | EPO - Enter Protection Order

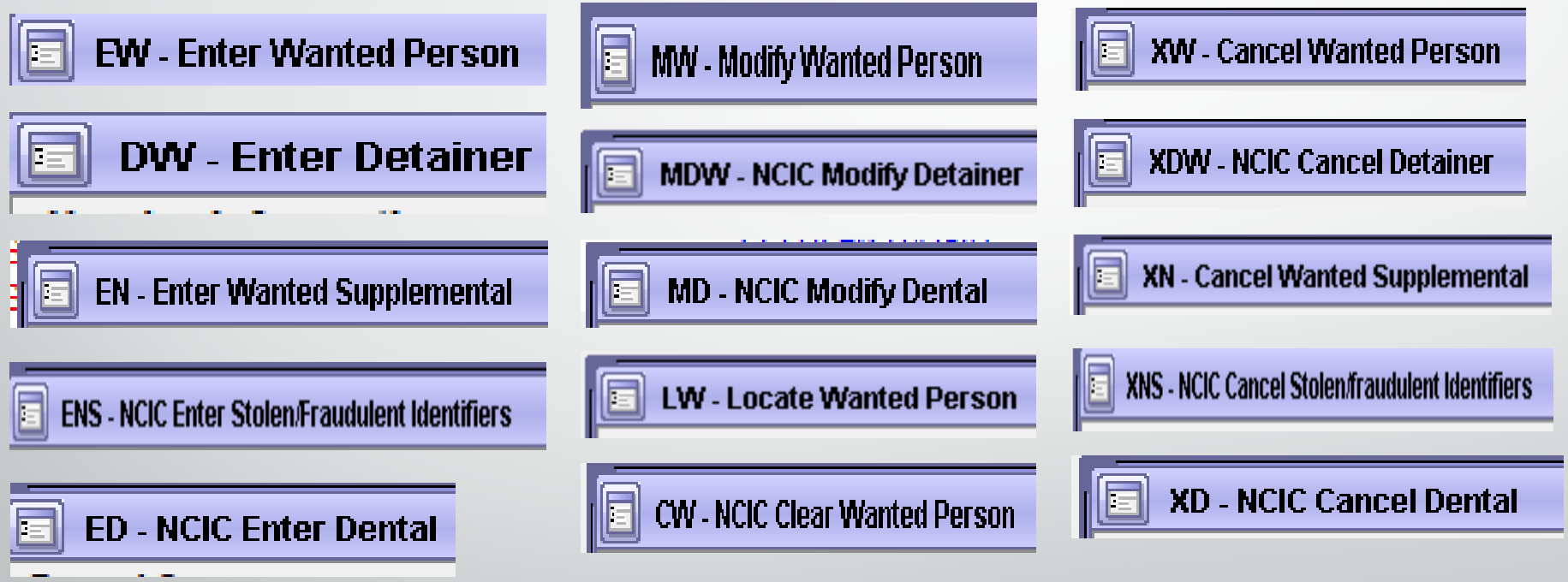
WANTED PERSON FORMATS

THERE ARE TWO WAYS TO ACCESS EACH FORMAT

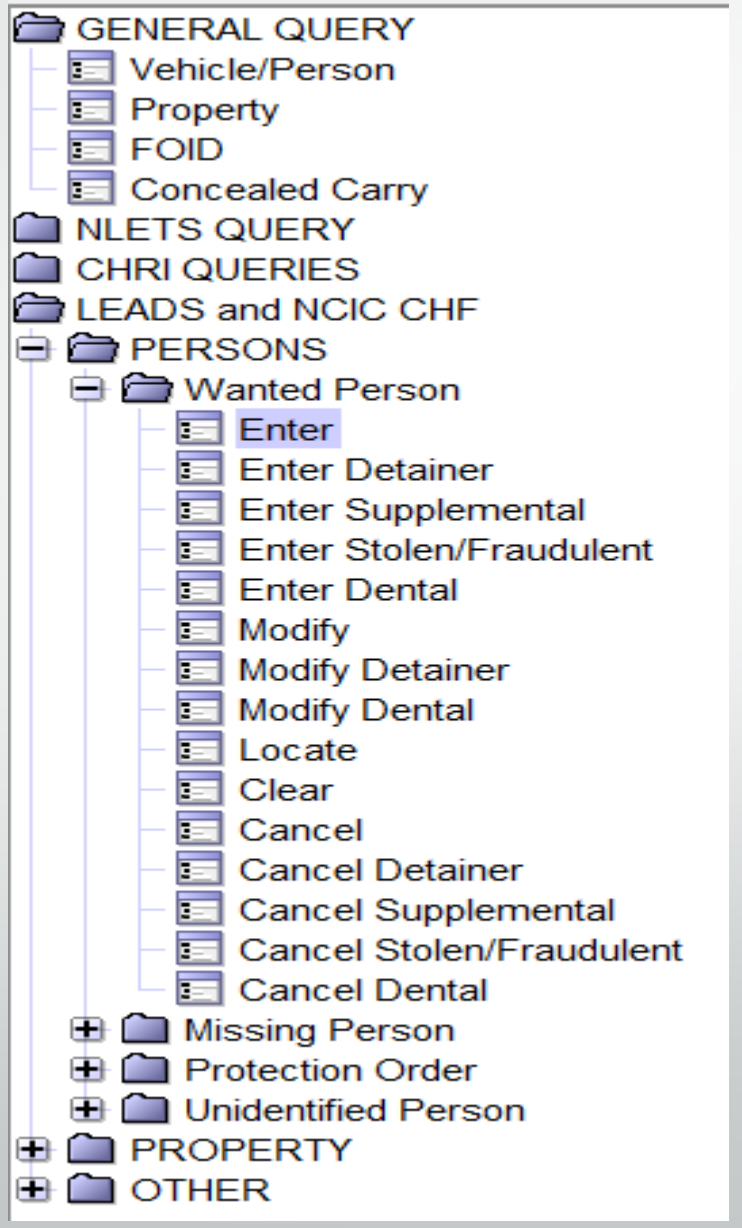
THE QUICK QUERY BAR AND THE FORMS TREE

QUICK QUERY BAR

EW + ENTER = WANTED PERSON FORMAT



FORMS TREE


GENERAL QUERY
Vehicle/Person
Property
FOID
Concealed Carry
NLETS QUERY
CHRI QUERIES
LEADS and NCIC CHF
PERSONS
Wanted Person
Enter
Enter Detainer
Enter Supplemental
Enter Stolen/Fraudulent
Enter Dental
Modify
Modify Detainer
Modify Dental
Locate
Clear
Cancel
Cancel Detainer
Cancel Supplemental
Cancel Stolen/Fraudulent
Cancel Dental
Missing Person
Protection Order
Unidentified Person
PROPERTY
OTHER

EW - Enter Wanted Person

Header Information

*Message Key: EW = Wanted Person

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
IL1000400 = PD MARION IL

Offense Information

*Date of Warrant __/__/____ *Offense | Original Offense | Warrant # | Court Identifier | Additional Offense

*Extradition Limitation | *Court Limits | Geographic Area

Personal Information

Caution/Medical Condition

*Name | *Sex | *Race | Date of Birth __/__/____ | Age | Place of Birth

*Height | *Weight | *Hair Color | *Eye Color | Skin Tone | Scars, Marks, Tattoos | Ethnicity

Citizenship | Social Security # | FBI /UCN # | State ID # | Miscellaneous # | Fingerprint Classification

DNA | DNA Location | Date Emancipation

Operator's License State | Operator's License # | Expiration Year

Vehicle Information

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License Year | License State | License Type | License #

Stolen/Fraudulent Identifier Information

Personal Information

Name | Date of Birth | Social Security # | Miscellaneous #

Operator License Information

Operator License State | Operator License # | Expiration Year

Optional Address Information

Type | Documented Date

Street # | Street Name | City Name | State | Zip Code

County

Optional Linkage Information

Notify Agency | Linkage Agency ID | Linkage Case #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close

Terminal DZY - ORI IL0849624 - Logged in as HUTCHIT - OpenFox® Desktop

LEADS Forms Accessibility User Session Window Tools Help Modules

EW - Enter Wanted Person

Header Information

*Message Key: EW1 = Wanted Person - LEADS Only

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

EW = Wanted Person
EW-C = Wanted Person - Caution
EW1 = Wanted Person - LEADS Only
EW1C = Wanted Person - Caution - LEADS Only
ET = Wanted Person - Temporary
ET-C = Wanted Person - Temporary - Caution
ET1 = Wanted Person - Temporary - LEADS Only
ET1C = Wanted Person - Temprary - Caution - LEADS Only

Type of message (1 - 7 alphanum+)

Original Offense | Warrant # | Court Identifier | Additional Offense

eographic Area

Caution/Medical Condition

00 = Armed and dangerous
01 = Other (Identify in the MIS Field)
05 = Violent tendencies
10 = Martial arts expert
15 = Explosive expertise
20 = Known to abuse drugs
25 = Escape risk
30 = Sexually violent predator-Contact ORI
40 = International Flight Risk
50 = Heart condition
55 = Alcoholic
60 = Allergies
65 = Epilepsy
70 = Suicidal
80 = Medication required
85 = Hemophiliac
90 = Diabetic

*Race | Date of Birth | Age | Place of Birth

Skin Tone | Scars, Marks, Tattoos | Ethnicity

curity # | FBI /UCN # | State ID # | Miscellaneous # | Fingerprint Classification

Date of Emancipation

Expiration Year

Vehicle Year | Vehicle Make | Vehicle Model

License Type | License #

rth | Social Security # | Miscellaneous #

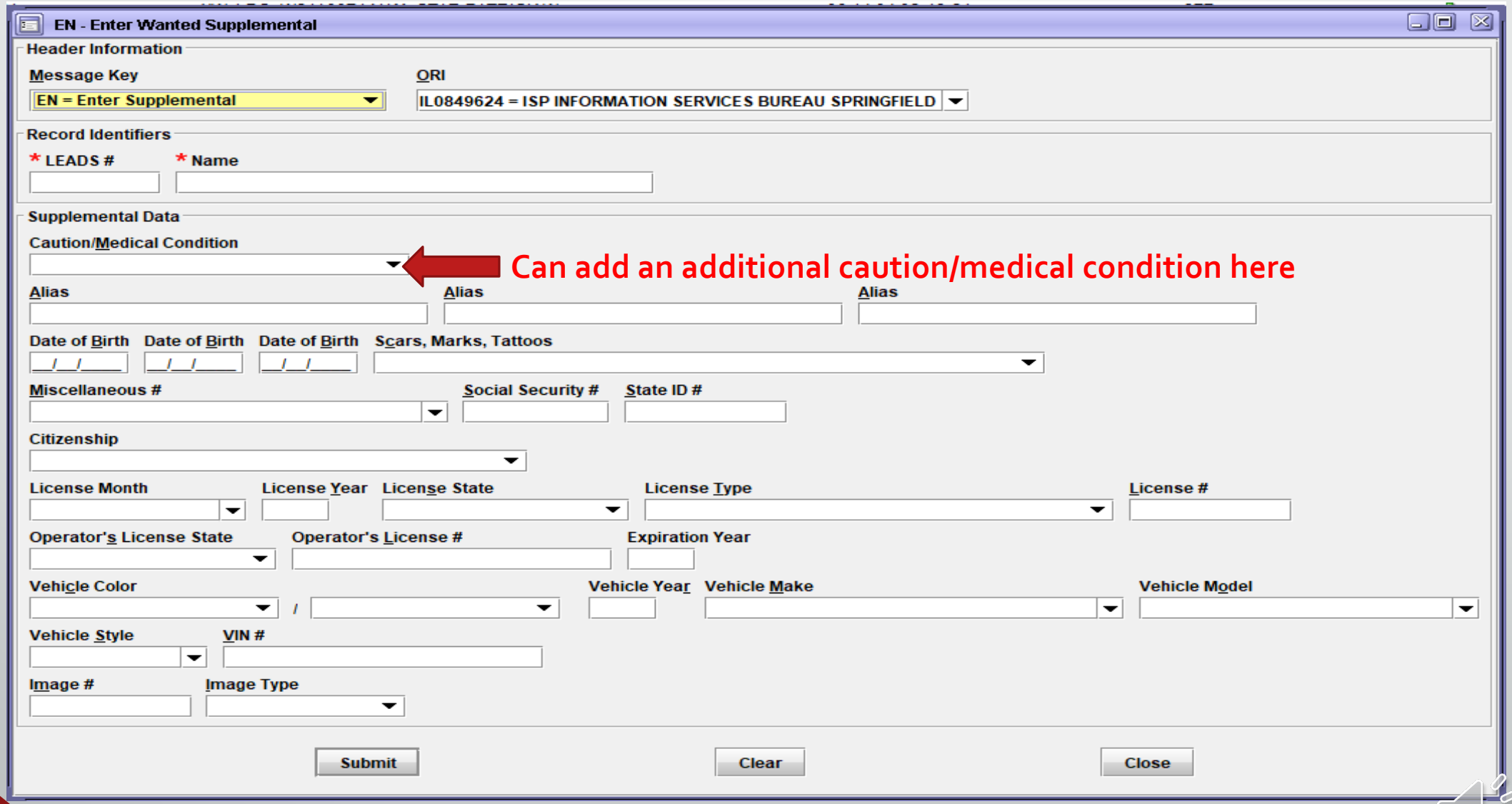
Expiration Year

Mailbox for HUTCHIT - Inbox | EW - Enter Wanted Person

Type here to search

7:40 AM
3/24/2021

EN-ENTER WANTED SUPPLEMENTAL (AKA ALIAS)



MW - Modify Wanted Person

Header Information

*Message Key

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

THE MKE CAN BE MODIFIED IN LEADS

IN NCIC, THE MESSAGE KEY CAN ONLY BE MODIFIED "UP" – FOR EXAMPLE, NO CAUTION TO CAUTION

Record Identifiers

*LEADS #

*Name

Modifiable Fields

Message Information

MKE

ORI

Name of Validator

Offense Information

Date of Warrant

Offense

Original Offense

Warrant #

Court Identifier

Additional Offense

Extradition Limitation

Court Limits

Geographic Area

Personal Information

Caution/Medical Condition

Name

Sex

Race

Date of Birth

Age

Place of Birth

Height

Weight

Hair Color

Eye Color

Skin Tone

Scars, Marks, Tattoos

Ethnicity

Citizenship

State ID #

Social Security #

FBI /UCN#

Miscellaneous #

Fingerprint Classification

DNA

DNA Location

Date of Emancipation

Operator's License State

Operator's License #

Expiration Year

Modify Wanted Person Format Continued

Vehicle Information

Vehicle Color / Vehicle Year Vehicle Make Vehicle Model

Vehicle Style VIN #

License Month License Year License State License Type License #

Address Information

Type Documented Date

Street # Street Name City Name State Zip Code

County

Optional Linkage Information

Notify Agency Linkage Agency ID Linkage Case #

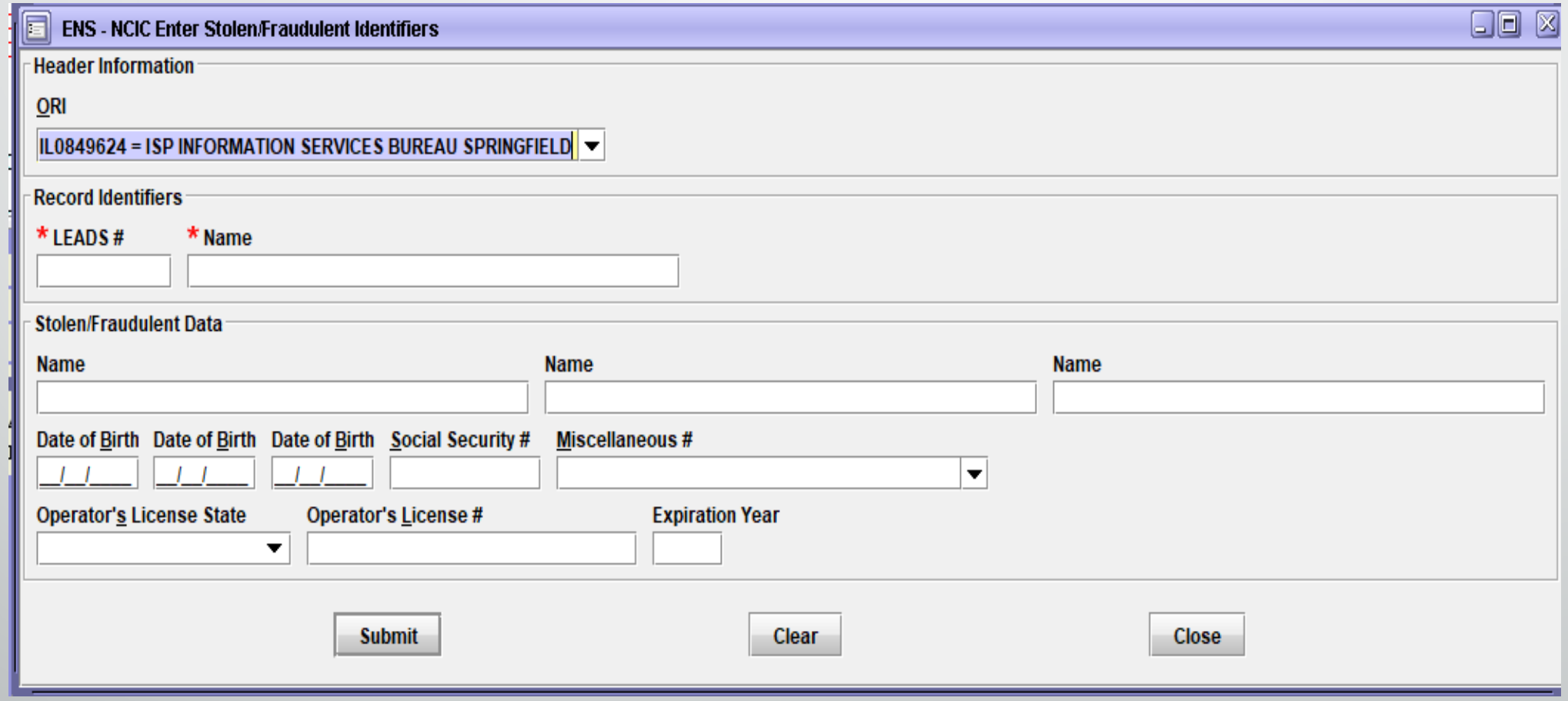
Miscellaneous Information

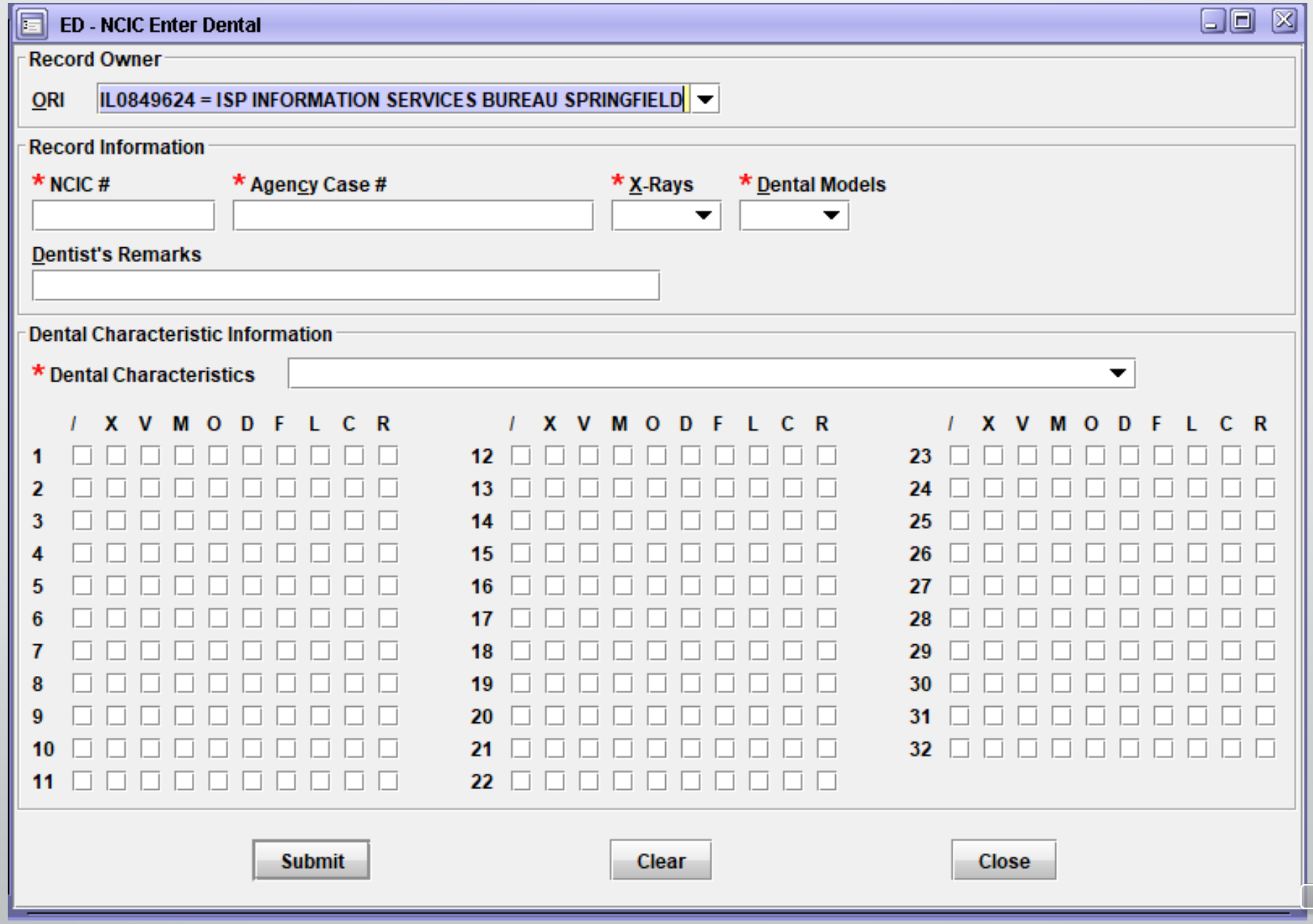
gency Case Number

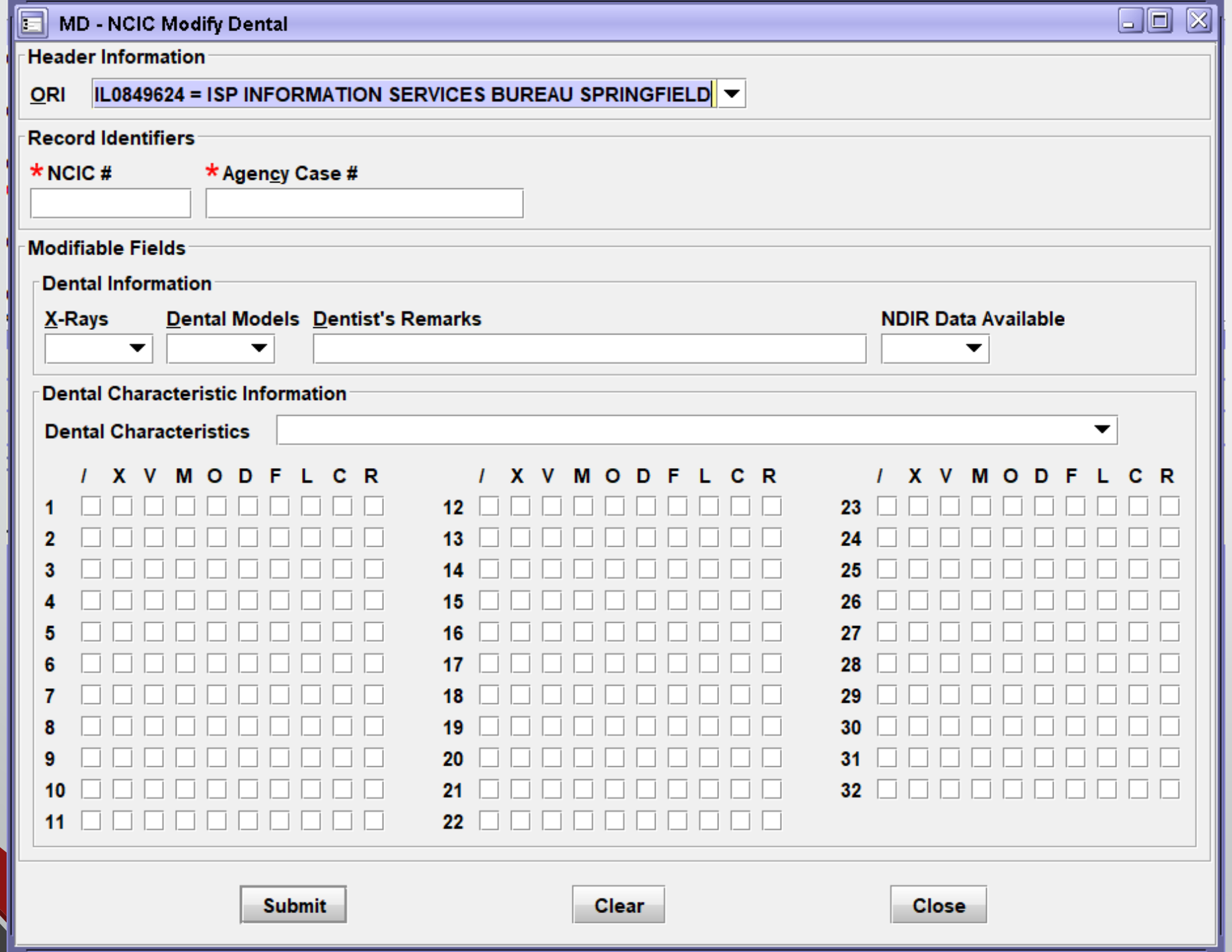
gency Case #

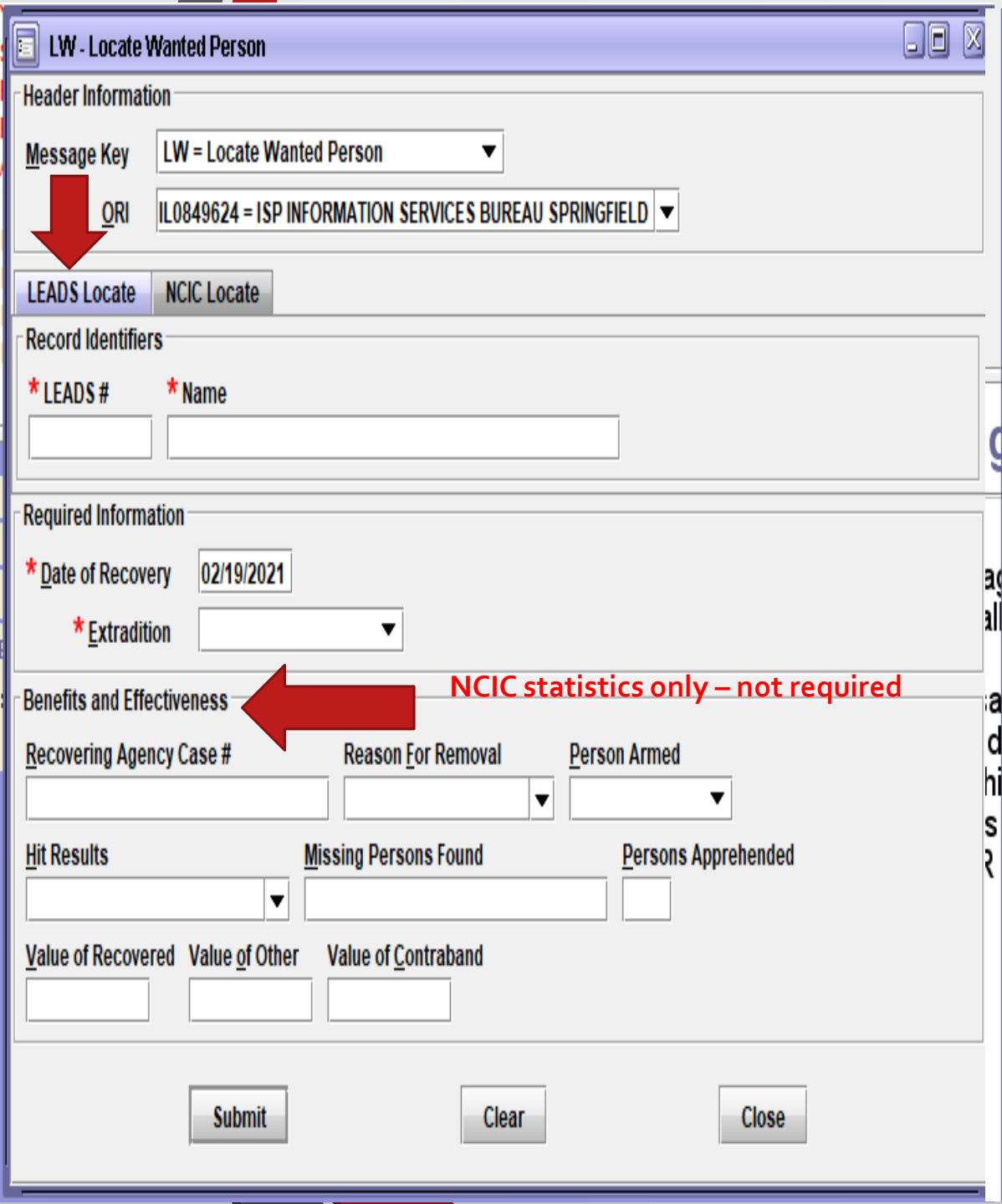
Submit Clear Close

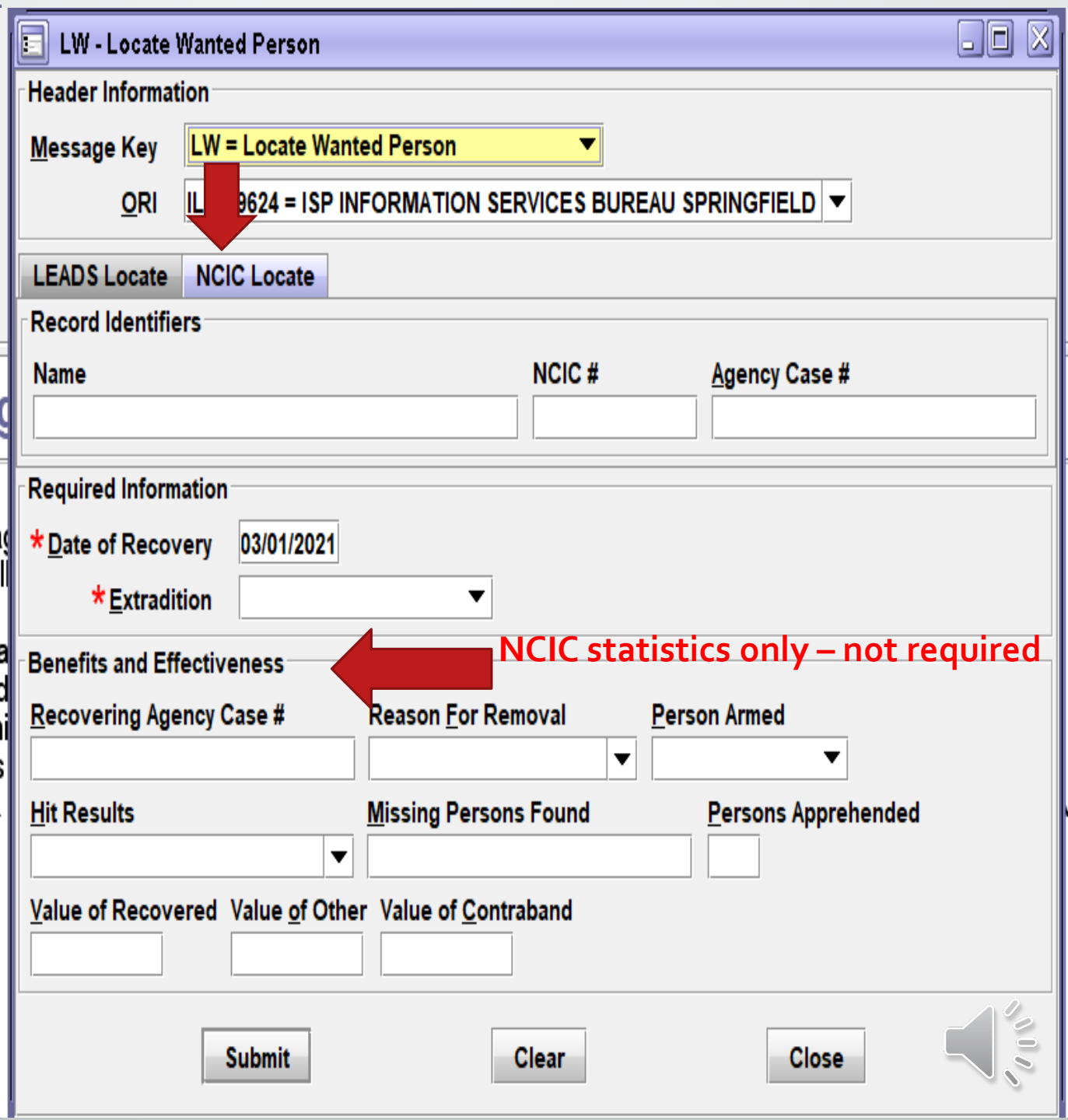
ENS – NCIC ENTER STOLEN/FRAUDULENT IDENTIFIERS



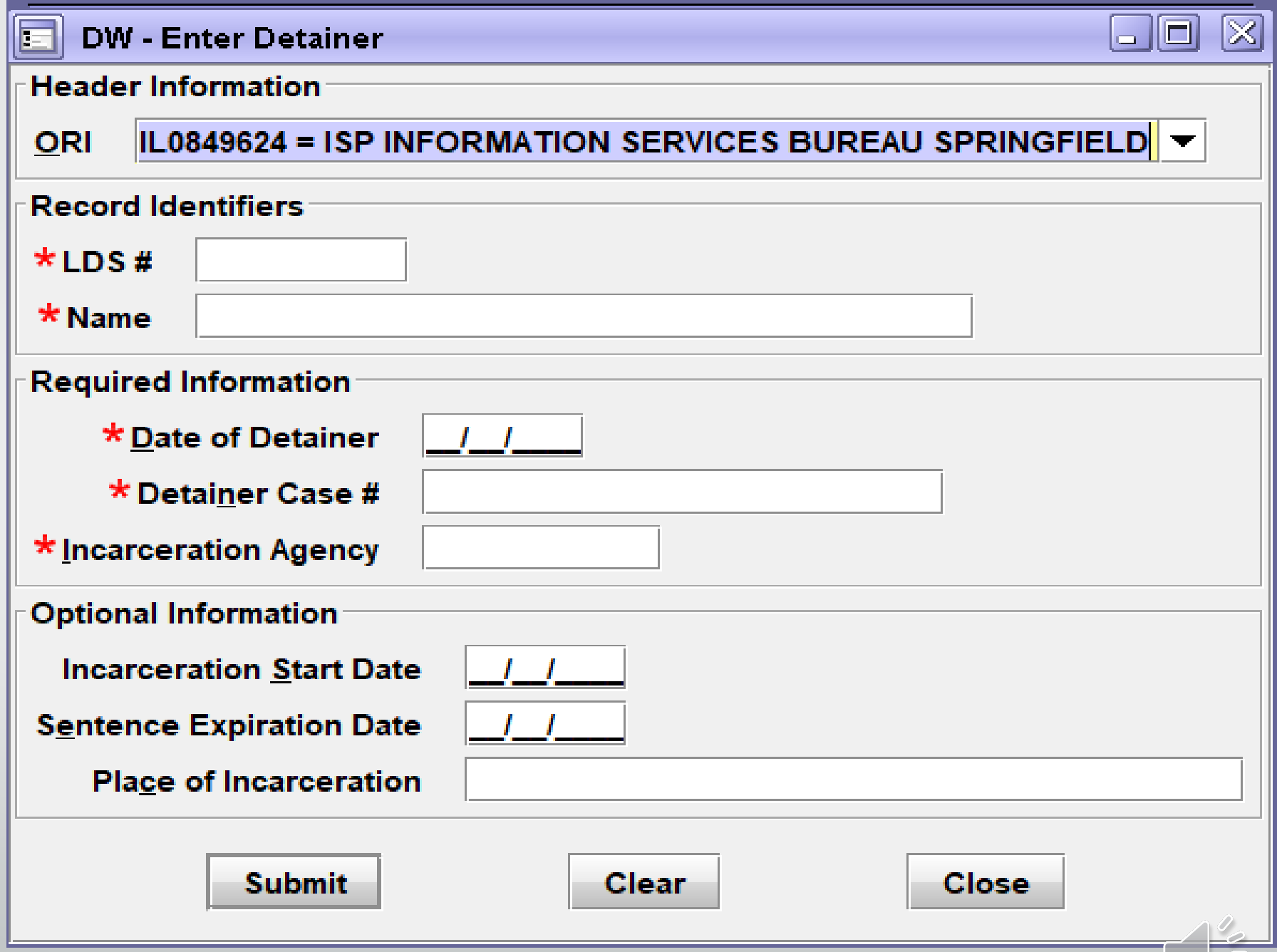

ED - NCIC Enter Dental
Record Owner
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Information
* NCIC #
* Agency Case #
* X-Rays
* Dental Models
Dentist's Remarks
Dental Characteristic Information
* Dental Characteristics
/ X V M O D F L C R
1 2 3 4 5 6 7 8 9 10 11
12 13 14 15 16 17 18 19 20 21 22
23 24 25 26 27 28 29 30 31 32
Submit
Clear
Close

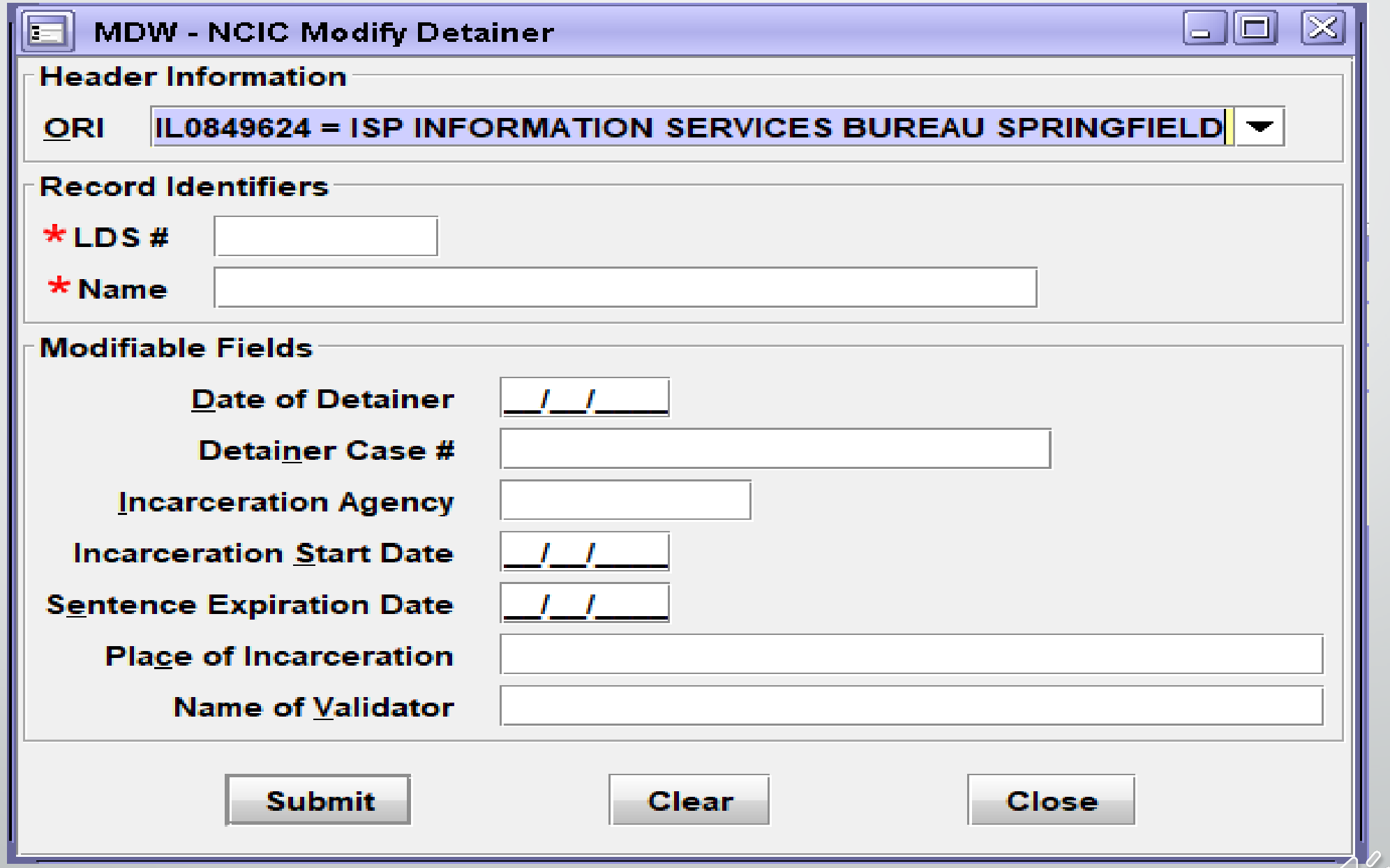

MD - NCIC Modify Dental
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* NCIC #
* Agency Case #
Modifiable Fields
Dental Information
X-Rays
Dental Models
Dentist's Remarks
NDIR Data Available
Dental Characteristic Information
Dental Characteristics
/ X V M O D F L C R
1 2 3 4 5 6 7 8 9 10 11
12 13 14 15 16 17 18 19 20 21 22
23 24 25 26 27 28 29 30 31 32
Submit
Clear
Close


LW - Locate Wanted Person
Header Information
Message Key
LW = Locate Wanted Person
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
LEADS Locate
NCIC Locate
Record Identifiers
*LEADS #
*Name
Required Information
*Date of Recovery
02/19/2021
*Extradition
Benefits and Effectiveness
NCIC statistics only – not required
Recovering Agency Case #
Reason For Removal
Person Armed
Hit Results
Missing Persons Found
Persons Apprehended
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close


LW - Locate Wanted Person
Header Information
Message Key
LW = Locate Wanted Person
ORI
624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
LEADS Locate
NCIC Locate
Record Identifiers
Name
NCIC #
Agency Case #
Required Information
*Date of Recovery
03/01/2021
*Extradition
Benefits and Effectiveness
NCIC statistics only – not required
Recovering Agency Case #
Reason For Removal
Person Armed
Hit Results
Missing Persons Found
Persons Apprehended
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close

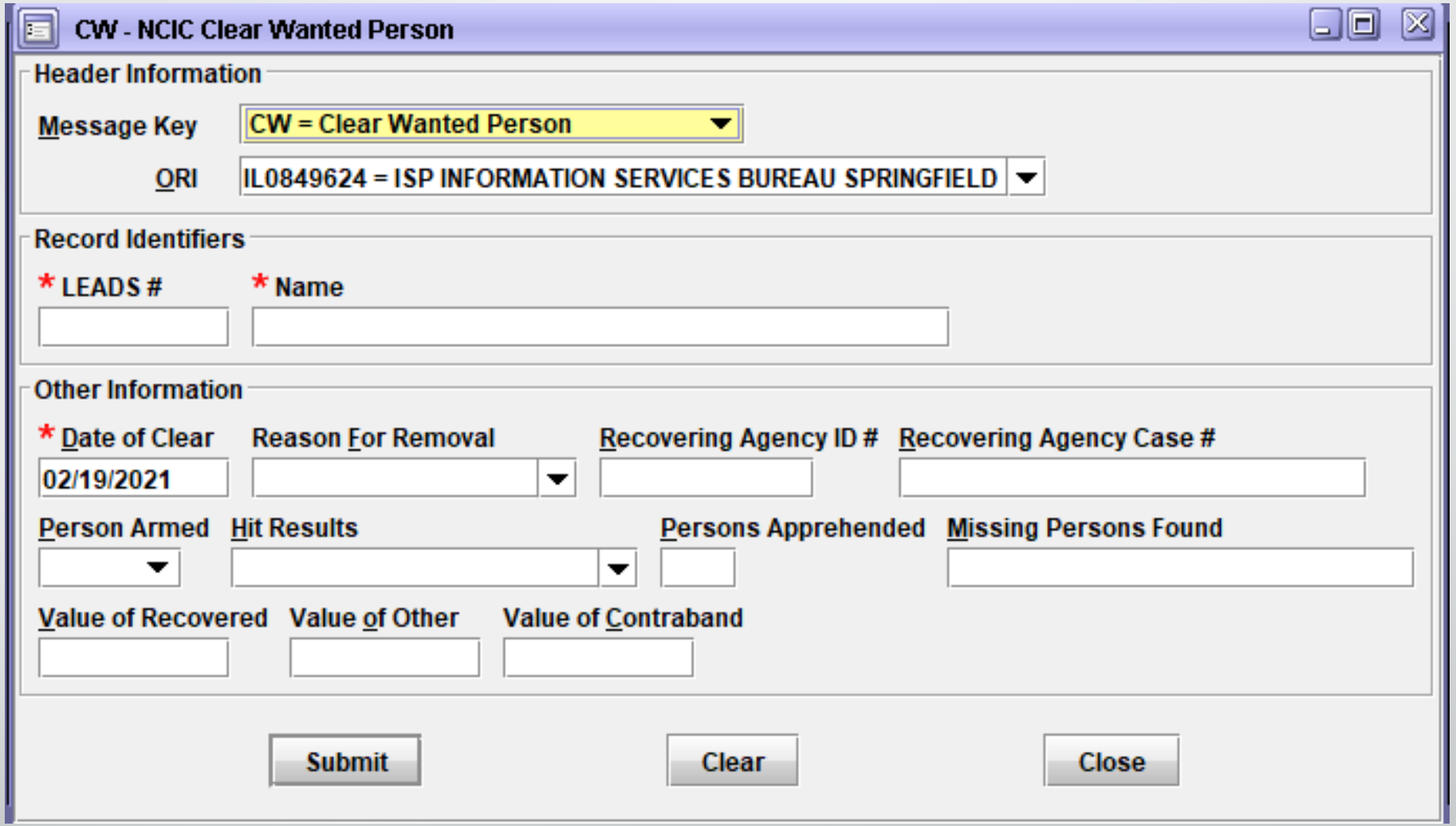
NCIC FUNCTION AT THIS TIME




MDW - NCIC Modify Detainer
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LDS #
* Name
Modifiable Fields
Date of Detainer
__/__/____
Detainer Case #
Incarceration Agency
Incarceration Start Date
__/__/____
Sentence Expiration Date
__/__/____
Place of Incarceration
Name of Validator
Submit
Clear
Close

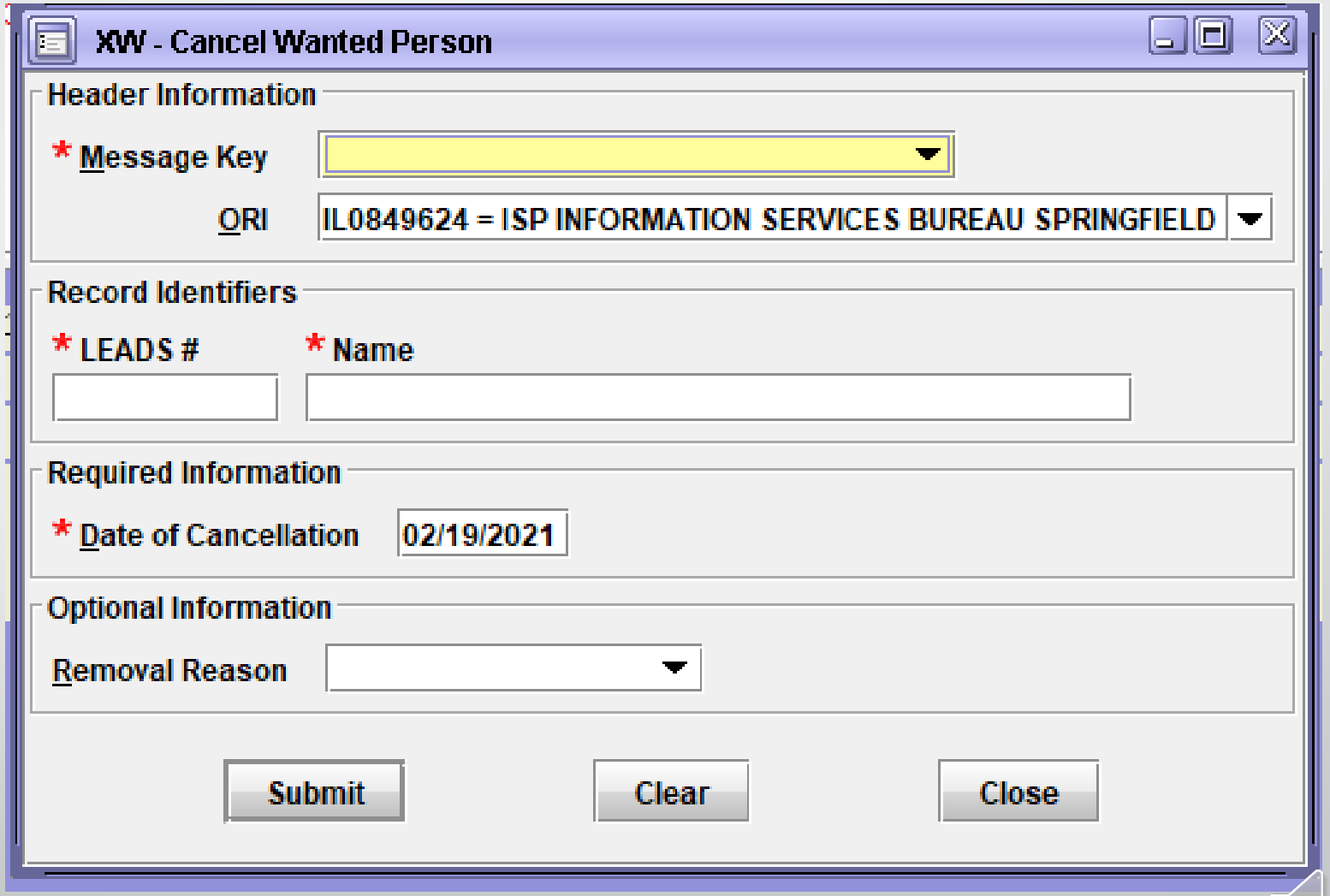
CW – NCIC CLEAR WANTED PERSON

Formerly known as CANCEL



XW – CANCEL WANTED PERSON

Formerly known as VOID



XN - Cancel Wanted Supplemental

Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS #
* Name

Supplemental Data

Caution/Medical Condition

Alias
Alias
Alias

Date of Birth
Date of Birth
Date of Birth
Scars, Marks, Tattoos

Miscellaneous #
Social Security #
State ID #

Citizenship

License Month
License Year
License State
License Type
License #

Operator's License State
Operator's License #
Expiration Year

Vehicle Color
/
Vehicle Year
Vehicle Make
Vehicle Model

Vehicle Style
VIN #

Image #
Image Type

XNS - NCIC Cancel Stolen/fraudulent Identifiers

Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS # * Name

Supplemental Data

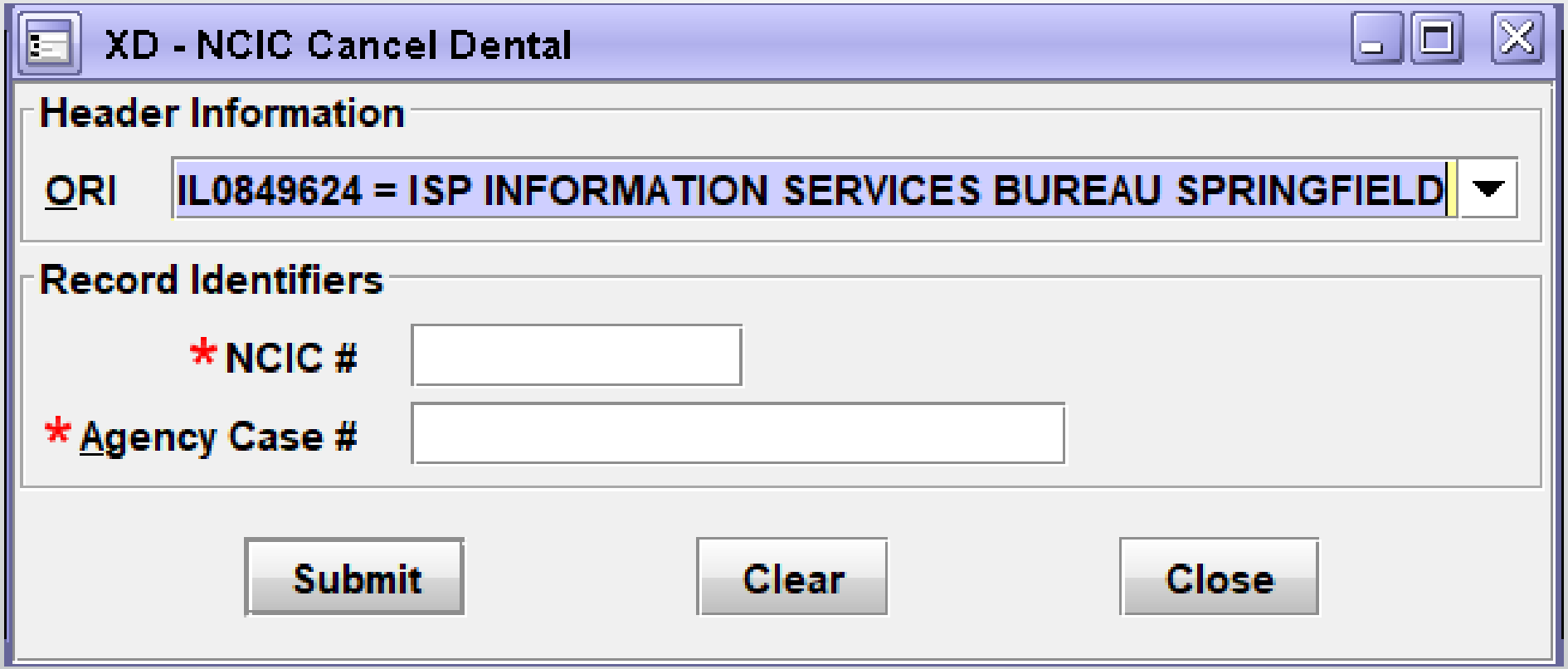
Name Name Name

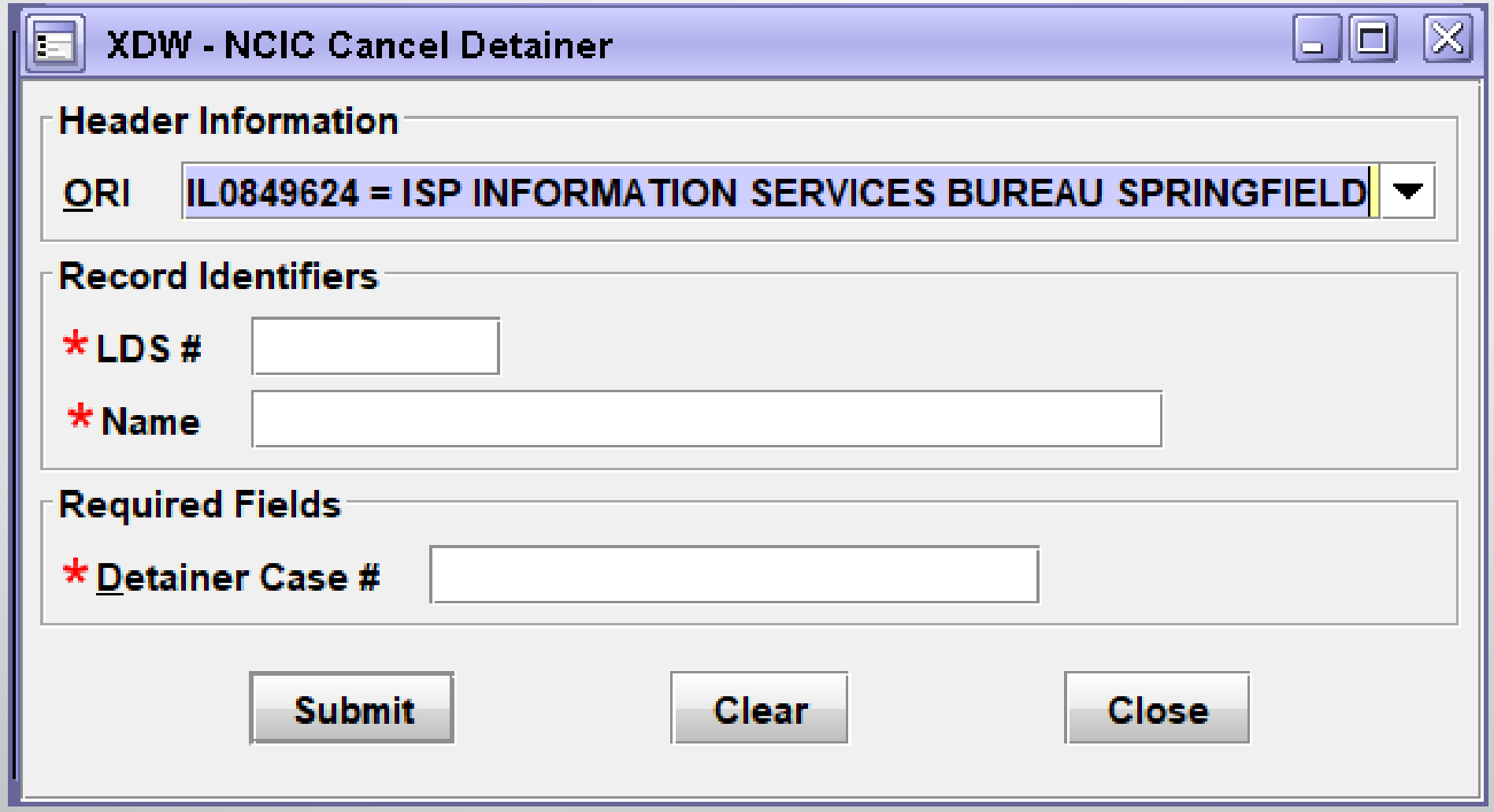
Date of Birth Date of Birth Date of Birth Social Security # Miscellaneous #

__/__/____ __/__/____ __/__/____

Operator's License State Operator's License # Expiration Year

Submit Clear Close


XD - NCIC Cancel Dental
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* NCIC #
* Agency Case #
Submit
Clear
Close


XDW - NCIC Cancel Detainer
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LDS #
* Name
Required Fields
* Detainer Case #
Submit
Clear
Close

YQ - NLETS Hit Confirmation Request

Header Information

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

* Destination 1:
Destination 2: DZY
Destination 3:
Destination 4:

Request Information

* Request #:
* Confirmation Priority:
* Agency Case #:
LDS #:
NCIC #:

Hit Information

* Request Type:
- MP = Missing Person
- PO = Protection Order
- SA = Stolen Article
- SB = Stolen Boat
- SG = Stolen Gun
- SL = Stolen License Plate
- SP = Stolen Part

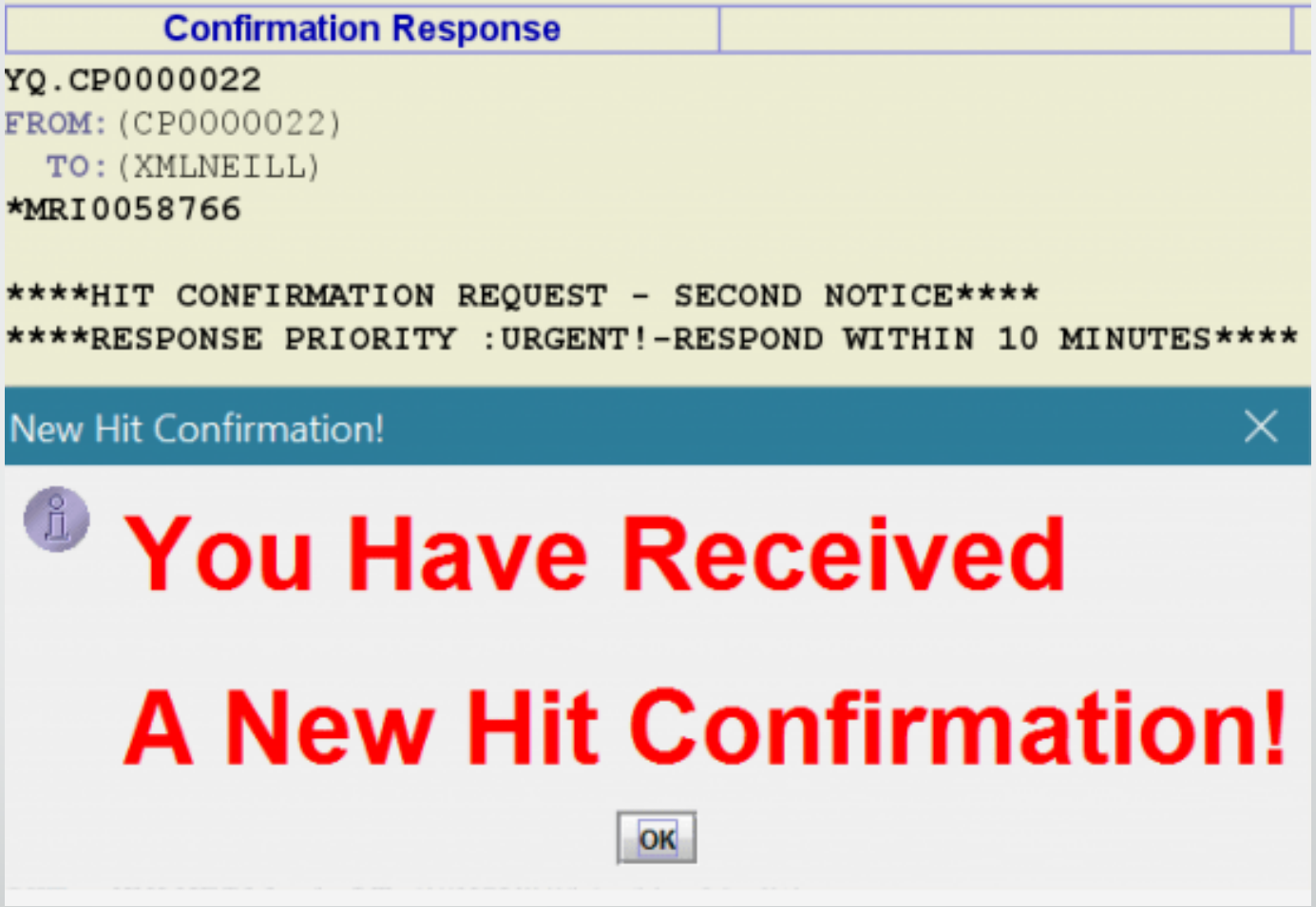
License #:
VIN #:
Vehicle Year:
Vehicle Make:

Requester's Information

* Requestor:
* Requesting Agency: ILLINOIS STATE POLICE
* Phone #:
Extension:
Fax #:
Court Order #:
Warrant #:

Remarks Section

Submit | Clear | Close


Confirmation Response
YQ.CP0000022
FROM:(CP0000022)
TO:(XMLNEILL)
*MRI0058766
****HIT CONFIRMATION REQUEST - SECOND NOTICE****
****RESPONSE PRIORITY :URGENT!-RESPOND WITHIN 10 MINUTES****
New Hit Confirmation!
You Have Received
A New Hit Confirmation!
OK

YR - NLETS Hit Confirmation Response

Header Information

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

* Destination 1:
Destination 2: DZY
Destination 3:
Destination 4:

Response Information

* Confirmation Status:
Confirmation Hours:
* Agency Case #:
LDS #:
NCIC #:

Hit Information

* Hit Type:
- MP = Missing Person
- PO = Protection Order
- SA = Stolen Article
- SB = Stolen Boat
- SG = Stolen Gun
- SL = Stolen License Plate
- SP = Stolen Part

License #:
VIN #:
Vehicle Year:
Vehicle Make:

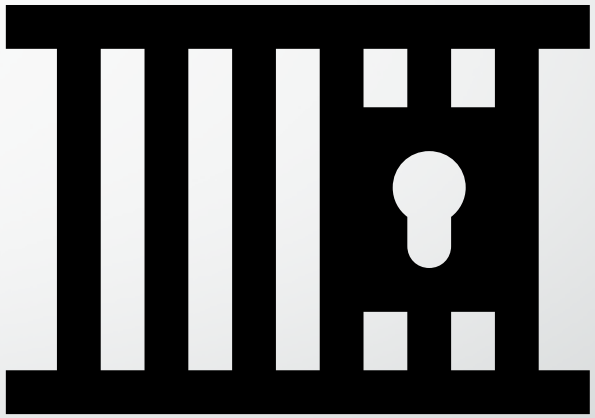
Confirmer's Information

* Confirmer:
* Confirming Agency: ILLINOIS STATE POLICE
* Phone #:
Extension:
FAX #:
Court Order #:
Warrant #:

Remarks Section

Submit | Clear | Close

LET'S MAKE A WANTED PERSON ENTRY



EW - Enter Wanted Person

Header Information

*Message Key: EW-C = Wanted Person - Caution

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Offense Information

*Date of Warrant: 03/30/2021

*Offense: 1211 = Robbery - Banking - Type Inst

Original Offense:

Warrant #:

Court Identifier:

Additional Offense:

*Extradition Limitation: 1 = Full extradition

*Court Limits: N = No

Geographic Area:

Personal Information

Caution/Medical Condition: 15 = Explosive expertise

*Name: STAR,PATRICK W

*Sex: M = Male

*Race: U = Unknown

Date of Birth: 07/05/2002

Age: 18

Place of Birth: CA = California

*Height: 600

*Weight: 220

*Hair Color: BLN = Blond or Strawberry

*Eye Color: BLU = Blue

Skin Tone: LGT = Light

Scars, Marks, Tattoos: TAT LF ARM = Tattoo on Forearm, left

Ethnicity:

Citizenship:

Social Security #:

FBI /UCN #:

State ID #:

Miscellaneous #:

Fingerprint Classification:

DNA:

DNA Location:

Date of Emancipation: __/__/____

Operator's License State:

Operator's License #:

Expiration Year:

Vehicle Information

Vehicle Color: /

Vehicle Year:

Vehicle Make:

Vehicle Model:

Vehicle Style:

VIN #:

License Month:

License Year:

License State:

License Type:

License #:

Stolen/Fraudulent Identifier Information

Personal Information

Name	Date of Birth	Social Security #	Miscellaneous #
SQUAREPANTS,SPONGE BOB	09/18/2002		

Operator License Information

Operator License State	Operator License #	Expiration Year

Optional Address Information

Type	Documented Date
Residence (Last Known)	__/__/____

Street #	Street Name	City Name	State	Zip Code
1113	JEFFERSON AVE	JOHNSTONCITY	IL = Illinois	62951

County: WILLIAMSON

Optional Linkage Information

Notify Agency	Linkage Agency ID	Linkage Case #

Miscellaneous Information

Agency Case Number

Agency Case #: ABC123

Submit | Clear | Close

ENTER ACKNOWLEDGEMENT

Received Time:	11:22:41 03-30-21	Source ORI:	IL0849624
Summary:	EW-C: NAM=STAR,PATRICK W SEX=M RAC=U		

☐ View Message Details

MESSAGE ACCEPTED - DZY 00016 AT 11:22 03/30/2021
MRI-001548

View Message Details

Modify	Clear	Cancel	Detainer	Enter Supp	Cancel Supp
S/F Enter	S/F Cancel	Enter Image			

CHF
** WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD IS KNOWN TO USE THE **
** FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION DOCUMENTS. **
** USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. **
** **
** STOLEN/FRAUDULENT INFORMATION **
S/F NAM/SQUAREPANTS,SPONGE BOB
S/F DOB/2002-09-18

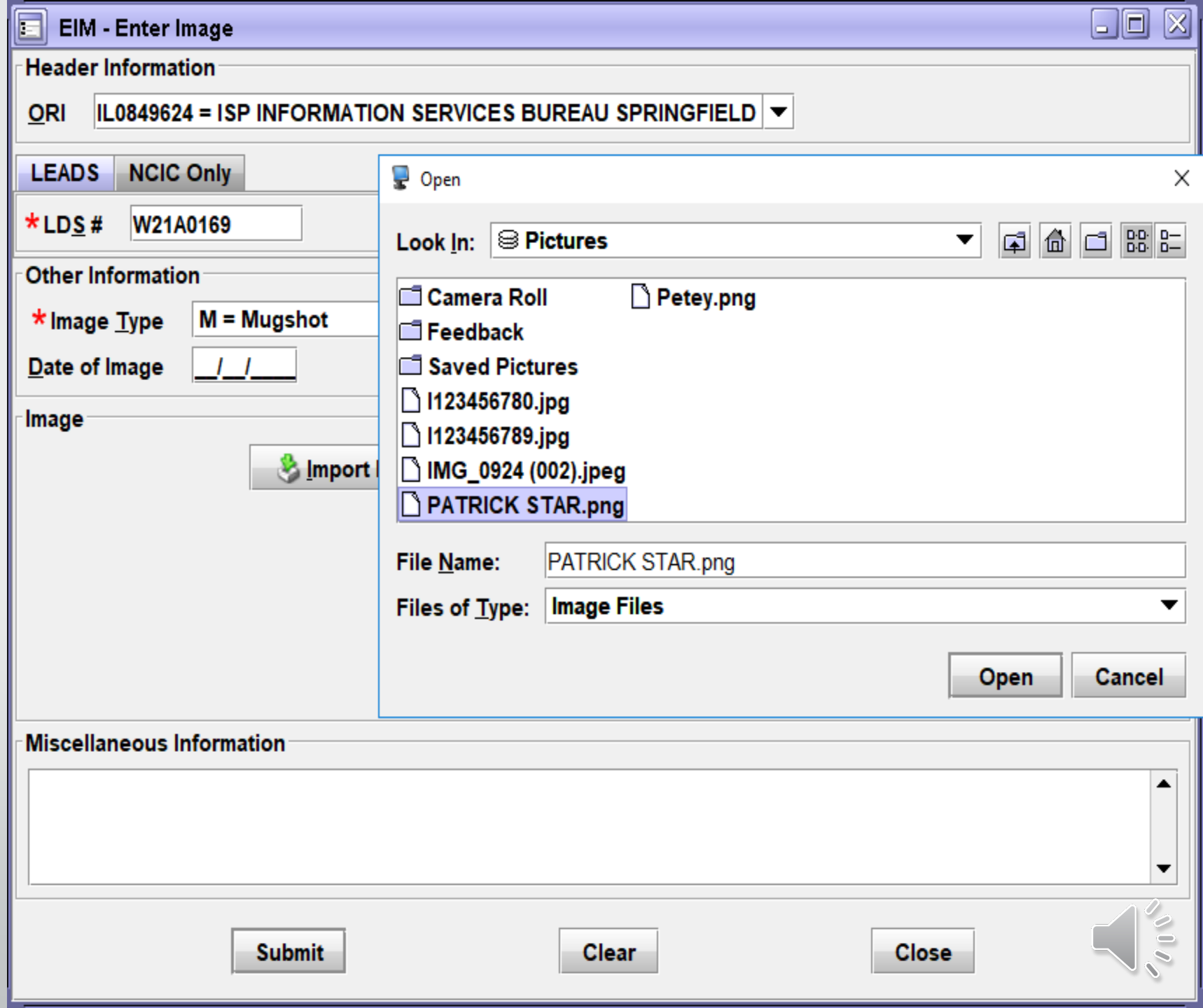
LDS/W21A0169 WANTED PERSON - CAUTION
OFF/1211 ROBBERY - BANKING-TYPE INST
EXL/1 - FULL EXTRADITION
DOW/2021-03-30
CMC/15 EXPLOSIVE EXPERTISE
NAM/STAR,PATRICK W SEX/M RAC/U POB/CA
DOB/2002-07-05 AGE/18 HGT/600 WGT/220 HAI/BLN EYE/BLU SKN/LGT SMT/TAT LF ARM
ADD/01 RESIDENCE (LAST KNOWN)
SNU/1113 SNA/JEFFERSON AVE
CTY/JOHNSTONCITY COU/WILLIAMSON STA/IL ZIP/62951
OCA/ABC123

ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-03-30 11:22 DLU/2021-03-30 11:22 NIC/W740012104
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS AND NCIC
MRI 1554 IN: FH1 106 AT 30MAR2021 11:22:43
OUT: DZY 10 AT 30MAR2021 11:22:43

Once the entry is made, the blue hot links are available. I chose the Enter Image key to add an image to the entry. By choosing the hot link to enter the image, some information is prepopulated on the format.

LEADS NUMBER IS PREPOPULATED ON THE FORMAT



Received Time:	11:38:05 03-30-21	Source ORI:	IL0849624
Summary:	EIM: LDS=W21A0169 IMT=M		

View Message Details

Query Image	Modify	Cancel			

CHF
EDZY LDS/W21A0169 IMAGE

ENTER ACKNOWLEDGEMENT

ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-03-30 11:38 DLU/2021-03-30 11:38 NIC/W740012104

RECORD ENTERED INTO LEADS AND NCIC
IMN/I010044037 IMT/M NIC/W740012104 LDS/W21A0169
MRI 1575 IN: FH1 109 AT 30MAR2021 11:38:05
OUT: DZY 11 AT 30MAR2021 11:38:05

** WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD IS KNOWN TO USE THE **
** FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION DOCUMENTS. **
** USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. **
** **
** STOLEN/FRAUDULENT INFORMATION **
S/F NAM/SQUAREPANTS,SPONGE BOB
S/F DOB/2002-09-18

INQUIRY ON LEADS NUMBER AFTER ENTRY

QDZY LDS/W21A0169 WANTED PERSON - CAUTION
OFF/1211 ROBBERY - BANKING-TYPE INST
EXL/1 - FULL EXTRADITION
DOW/2021-03-30
CMC/15 EXPLOSIVE EXPERTISE
NAM/STAR,PATRICK W SEX/M RAC/U POB/CA
DOB/2002-07-05 AGE/18 HGT/600 WGT/220 HAI/BLN EYE/BLU SKN/LGT SMT/TAT LF ARM
ADD/01 RESIDENCE (LAST KNOWN)
SNU/1113 SNA/JEFFERSON AVE
CTY/JOHNSTONCITY COU/WILLIAMSON STA/IL ZIP/62951
OCA/ABC123

ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-03-30 11:22 DLU/2021-03-30 11:22 NIC/W740012104
CONFIRM WITH ORI
IMN/I010044037 IMT/M
IMAGE TYPE:M
NAM:STAR,PATRICK W DOB:20020705
RAC:U HGT:600 WGT:220 DOI:

MISSING PERSONS

NEW FIELDS

- **MISSING PERSON CIRCUMSTANCES - THE MISSING PERSON CIRCUMSTANCE WILL DRIVE THE MKE SELECTION. FOR EXAMPLE, AN ENDANGERED MISSING JUVENILE WOULD BE ENTERED WITH MKE/EME INSTEAD OF EMJ**
- **CAUTION/MEDICAL CONDITIONS (CMC FIELD)**
- **ETHNICITY**
- **CITIZENSHIP**
- **DNA**
- **DNA LOCATION**
- **JEWELRY IS NOT A NEW FIELD BUT HOW TO MODIFY IT IS NEW**
- **OPTIONAL LINKAGE INFORMATION**

CANCEL IS NOW CLEAR

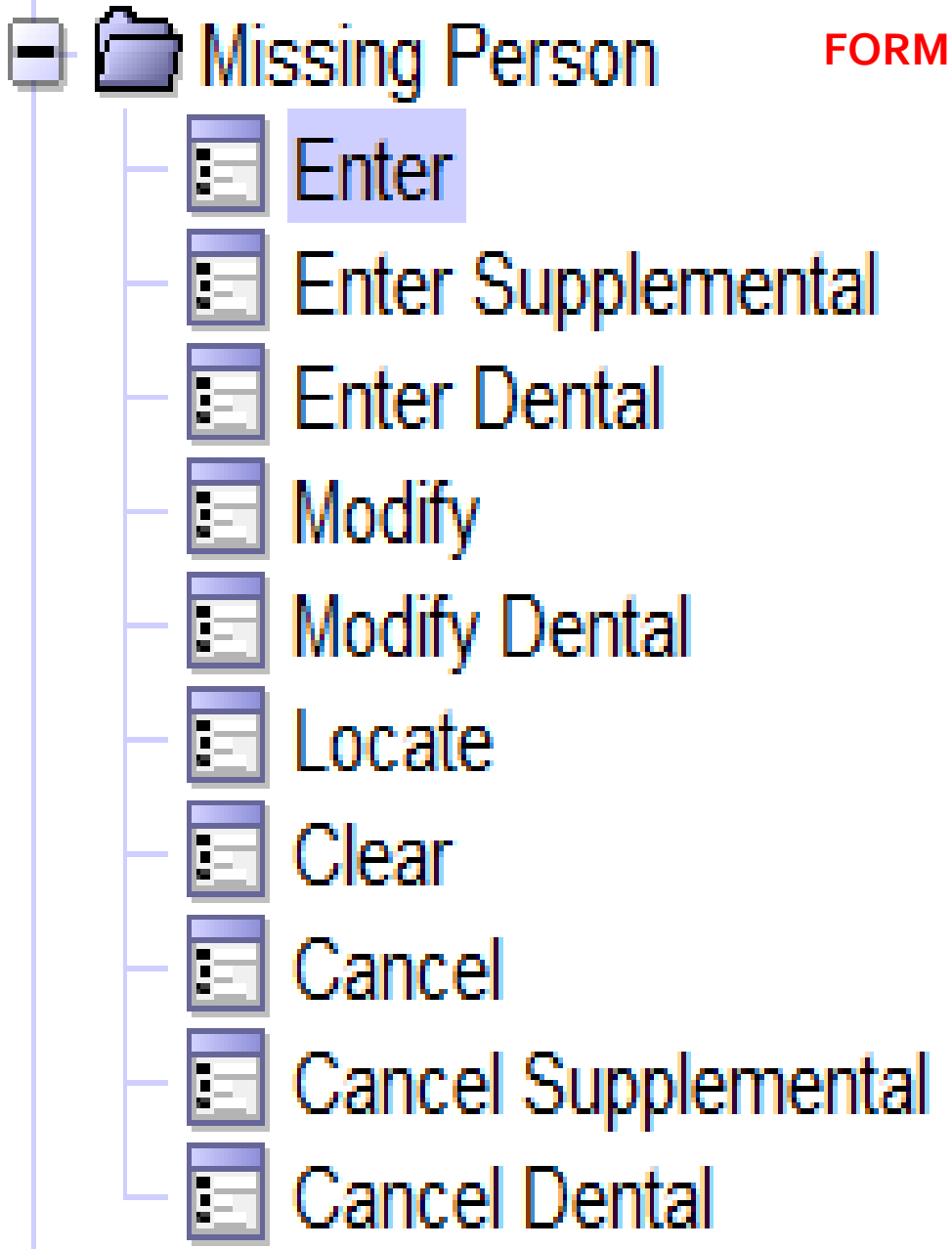
VOID IS NOW CANCEL

MISSING PERSON FORMAT

THERE ARE TWO WAYS TO ACCESS EACH FORMAT

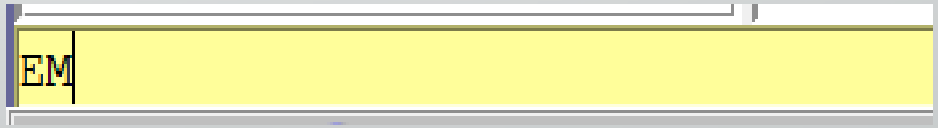
- QUICK QUERY BAR
- FORMS TREE

FORMS TREE



QUICK QUERY BAR

EM + ENTER = FORMAT



EM - NCIC Enter Missing Person

Header Information

*Message Key

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Incident Information

*Last Contact Date __/__/____ | *Missing Person | MP Circumstances

Juvenile MKEs have been eliminated except – EMJ AND EMJC

Personal Information

Caution/Medical Condition

*Name | *Sex | *Race | Date of Birth __/__/____ | Age | Date of Emancipation __/__/____ | Place of Birth

*Height | *Weight | *Hair Color | *Eye Color | Skin Tone | Scars, Marks, Tattoos

Ethnicity | Citizenship | Social Security # | FBI /UCN # | State ID # | Miscellaneous #

Fingerprint Classification | DNA | DNA Location

Body X-rays | Circumcision | Corrective Vision Prescription | Blood Type | Footprint

Operator's License State | Operator's License # | Expiration Year

Vehicle Information

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License Year | License State | License Type | License #

Jewelry

Jewelry Description

Jewelry Type

- [ ] Ankle bracelet
- [ ] Belt buckle
- [ ] Body Jewelry
- [ ] Backpack
- [ ] Broach or pin
- [ ] Cigarette lighter, holder, or case
- [ ] Comb
- [ ] Cuff links
- [ ] Earrings
- [ ] Key chain
- [ ] Money clip
- [ ] Necklace
- [ ] Pocket knife
- [ ] Pocket watch chain
- [ ] Ring
- [ ] Tie chain, clasp, or tack
- [ ] Wallet or purse
- [ ] Watch
- [ ] Wrist bracelet having pendant

Optional Linkage Information

Notify Agency | Linkage Agency ID | Linkage Case #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close

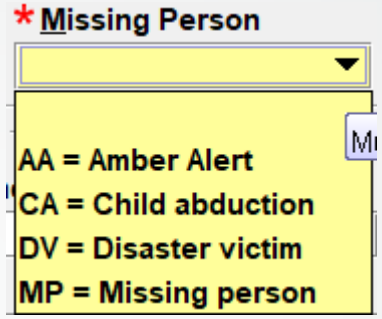
MISSING PERSON MESSAGE KEYS

EM1A = Accident Victim
EM1R = Incarcerated Subject
EMV = Missing Person - Catastrophe Victim
EMVC = Missing Person - Catastrophe Victim - Caution
EMD = Missing Person - Disability
EMDC = Missing Person - Disability - Caution
EMDM = Missing Person - Disability - Mental

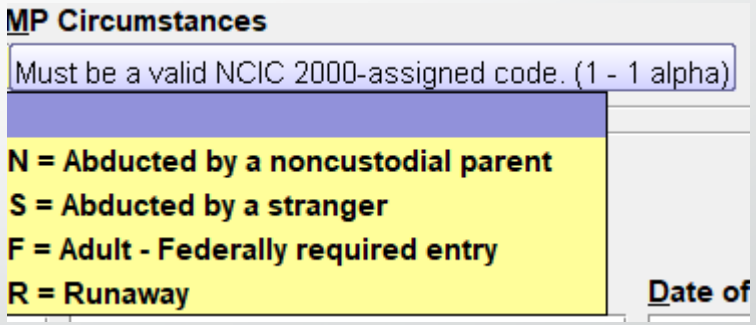
EMDP = Missing Person - Disability - Physical
EME = Missing Person - Endangered
EMEC = Missing Person - Endangered - Caution
EMI = Missing Person - Involuntary
EMIC = Missing Person - Involuntary - Caution
EMJ = Missing Person - Juvenile
EMJC = Missing Person - Juvenile - Caution
EMO = Missing Person - Other

EMOC = Missing Person - Other - Caution
EMES = Missing Person - Senior

TYPE OF MISSING PERSON



MISSING PERSON CIRCUMSTANCES



EMN - Enter Missing Supplemental

Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS #

* Name

Supplemental Data

Caution/Medical Condition

Alias

Alias

Alias

Date of Birth

Date of Birth

Date of Birth

Scars, Marks, Tattoos

Miscellaneous #

Social Security #

State ID #

Citizenship

License Month

License Year

License State

License Type

License #

Operator's License State

Operator's License #

Expiration Year

Vehicle Color

/

Vehicle Year

Vehicle Make

Vehicle Model

Vehicle Style

VIN #

Image #

Image Type

Submit

Clear

Close

ED - NCIC Enter Dental

Record Owner

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Information

* NCIC # | * Agency Case # | * X-Rays | * Dental Models

Dentist's Remarks

Dental Characteristic Information

* Dental Characteristics

	/	X	V	M	O	D	F	L	C	R
1	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
7	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
8	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
9	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
10	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
11	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

	/	X	V	M	O	D	F	L	C	R
12	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
13	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
14	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
15	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
16	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
17	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
19	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
21	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
22	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

	/	X	V	M	O	D	F	L	C	R
23	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
24	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
25	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
26	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
27	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
28	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
29	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
30	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
31	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
32	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Submit | Clear | Close

REMINDER

After a missing person hot file record has been in the system 30 days, NCIC sends the entering agency a notification message called a $.K. message, if data is missing from any of the following fields: BLT (Blood Type & Rh Factor), DCH (Dental Characteristics), FPC (Fingerprint Classification), JWT (Jewelry Type), SMT (Scars, Marks, Tattoos). The notification message identifies which field(s) have missing data and provides a copy of the NCIC entry.

If data is available or obtainable for any of these fields it should be entered. If your agency provides entry service for a non-terminal agency, the notification message should be forwarded to them so they can attempt to obtain the missing information.

By Illinois law (20 ILCS 2630/9), agencies are **required** to make every effort to obtain dental records.

Once dental records are obtained, they should be attached to the NCIC portion of the missing record using the Supplemental Dental Entry format.

If dental records were unavailable, this should be documented in the missing record by entering UNK in the DCH field. This will produce a caveat on the record which states that dental characteristics were not available.

MM - Modify Missing Person

Header Information

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

*LEADS # *Name

Message Information

MKE | ORI | Name of Validator

Incident Information

Last Contact Date | Missing Person | MP Circumstances

__/__/____

Personal Information

Caution/Medical Condition | Date of Emancipation

__/__/____

Name | Sex | Race | Date of Birth | Age | Place of Birth

__/__/____

Height | Weight | Hair Color | Eye Color | Skin Tone | Scars, Marks, Tattoos | Ethnicity

Citizenship

Social Security # | FBI /UCN# | State ID # | Miscellaneous # | Fingerprint Classification | DNA | DNA Location

Body X-rays | Circumcision | Corrective Vision Prescription | Blood Type | Footprint

Operator's License # | Operator's License State | Expiration Year

Vehicle Information

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License Year | License State | License Type | License #

Optional Linkage Information

Notify Agency | Linkage Agency ID | Linkage Case #

Jewelry

Jewelry Description

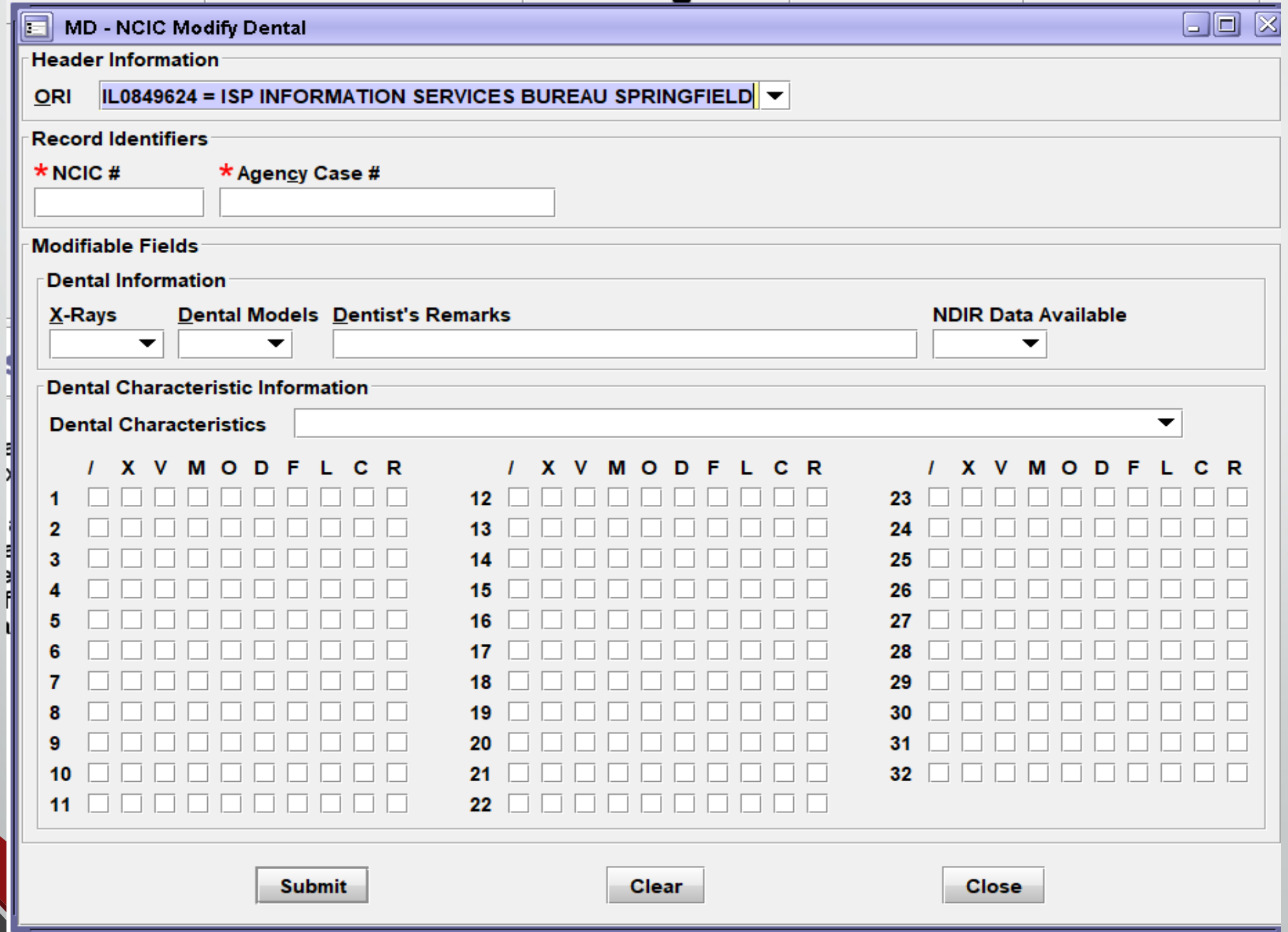
Jewelry Type

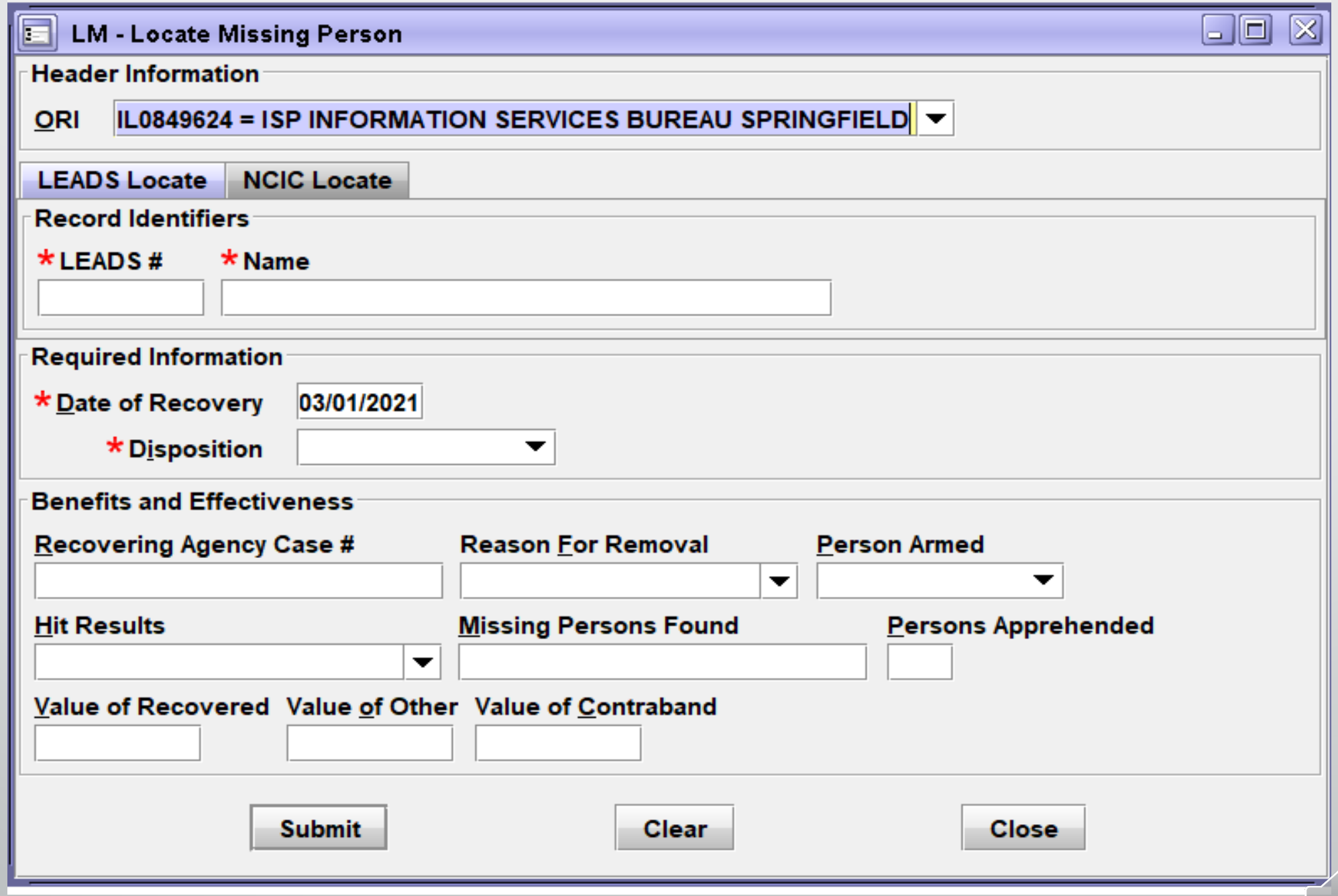
- [ ] Delete Field
- [ ] Ankle bracelet
- [ ] Belt buckle
- [ ] Body Jewelry
- [ ] Backpack
- [ ] Broach or pin
- [ ] Cigarette lighter, holder, or case
- [ ] Comb
- [ ] Cuff links
- [ ] Earrings
- [ ] Key chain
- [ ] Money clip
- [ ] Necklace
- [ ] Pocket knife
- [ ] Pocket watch chain
- [ ] Ring
- [ ] Tie chain, clasp, or tack
- [ ] Wallet or purse
- [ ] Watch
- [ ] Wrist bracelet having pendant

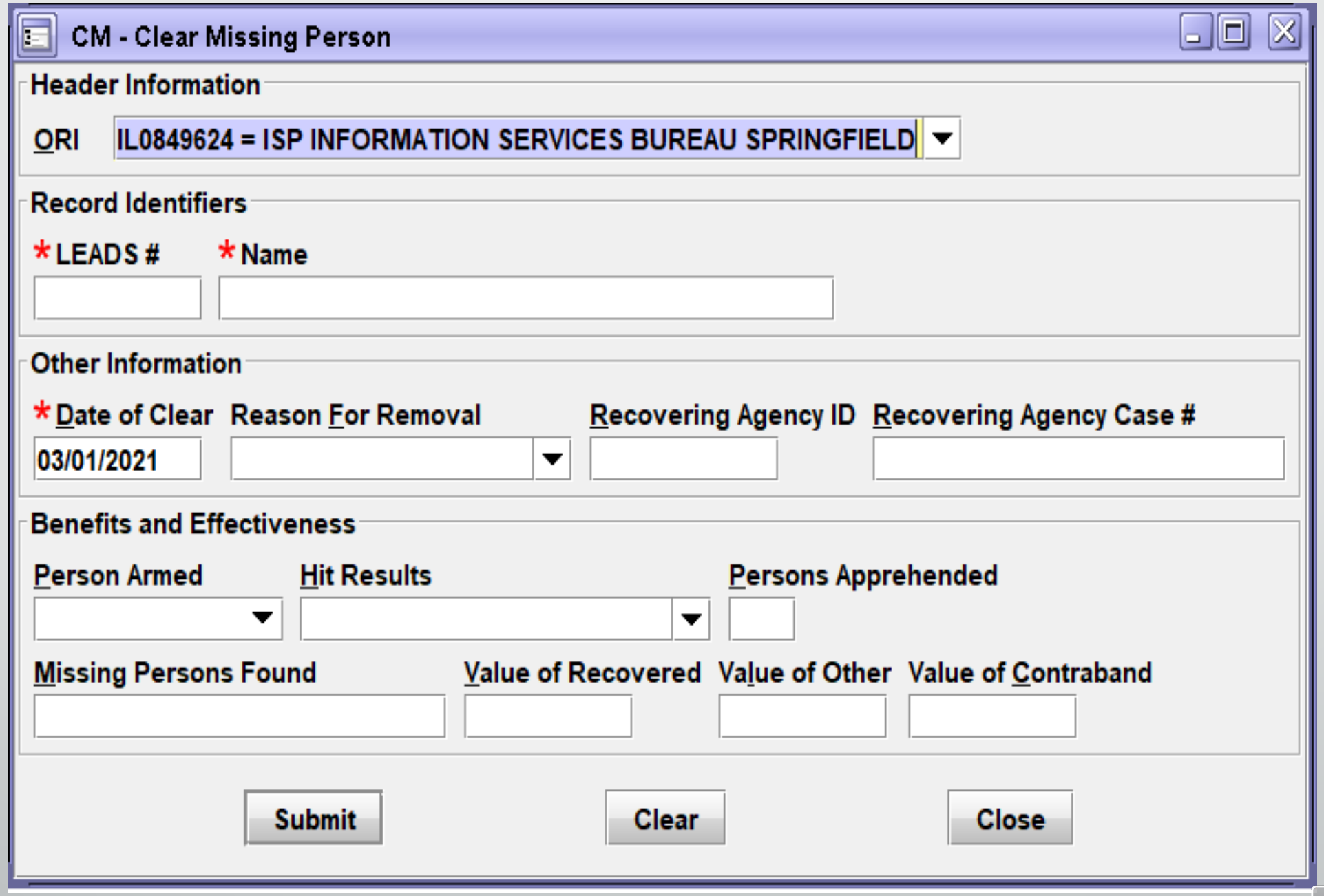
Miscellaneous Information

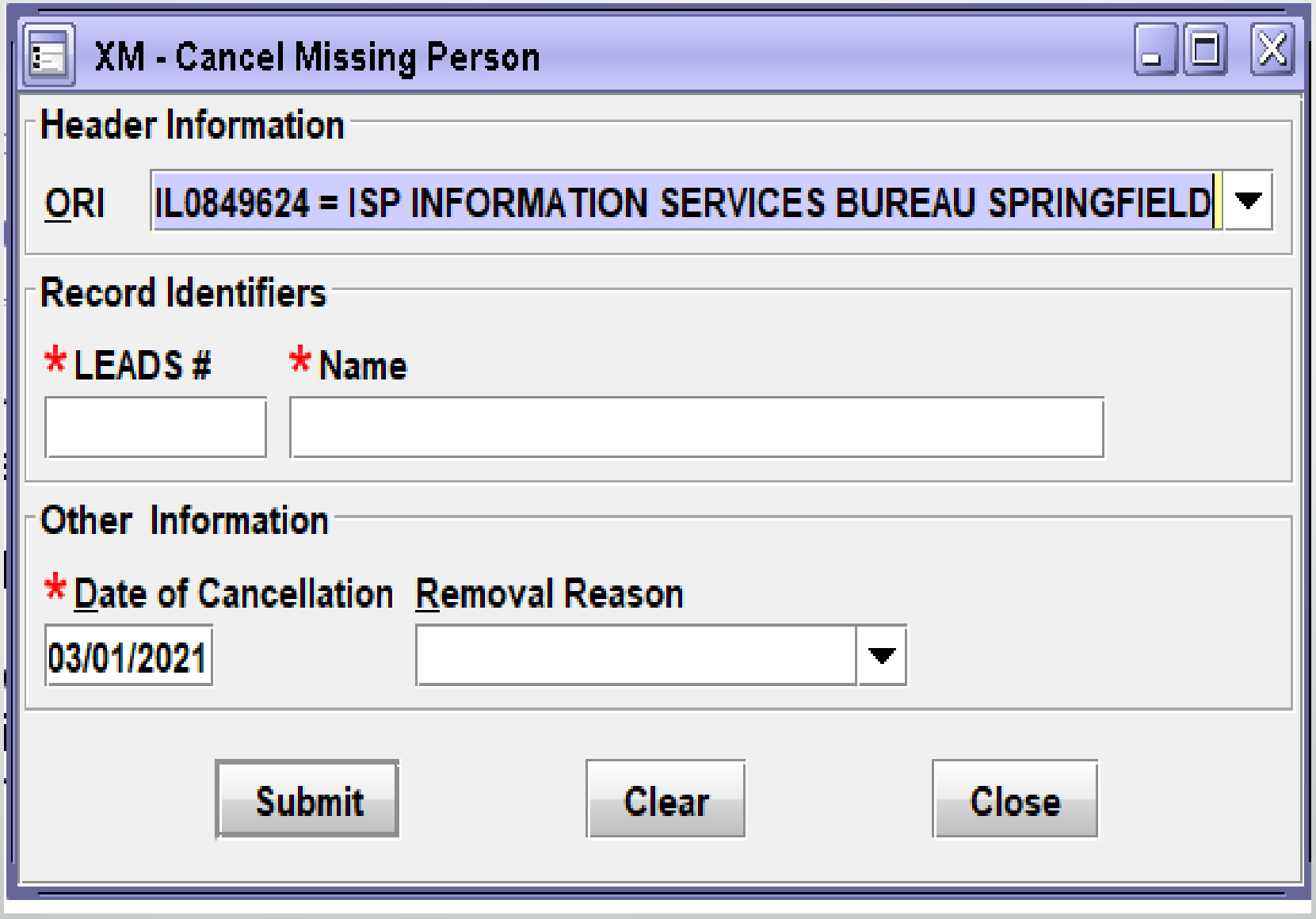
Agency Case Number

Agency Case #


MD - NCIC Modify Dental
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* NCIC #
* Agency Case #
Modifiable Fields
Dental Information
X-Rays
Dental Models
Dentist's Remarks
NDIR Data Available
Dental Characteristic Information
Dental Characteristics
/ X V M O D F L C R
1 2 3 4 5 6 7 8 9 10 11
12 13 14 15 16 17 18 19 20 21 22
23 24 25 26 27 28 29 30 31 32
Submit
Clear
Close


LM - Locate Missing Person
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
LEADS Locate
NCIC Locate
Record Identifiers
* LEADS #
* Name
Required Information
* Date of Recovery
03/01/2021
* Disposition
Benefits and Effectiveness
Recovering Agency Case #
Reason For Removal
Person Armed
Hit Results
Missing Persons Found
Persons Apprehended
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close


CM - Clear Missing Person
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LEADS #
* Name
Other Information
* Date of Clear
03/01/2021
Reason For Removal
Recovering Agency ID
Recovering Agency Case #
Benefits and Effectiveness
Person Armed
Hit Results
Persons Apprehended
Missing Persons Found
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close


XM - Cancel Missing Person
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LEADS #
* Name
Other Information
* Date of Cancellation
Removal Reason
03/01/2021
Submit
Clear
Close

XMN - Cancel Missing Supplemental

Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS # * Name

Supplemental Data

Caution/Medical Condition

Alias Alias Alias

Date of Birth Date of Birth Date of Birth Scars, Marks, Tattoos

__/__/____ __/__/____ __/__/____

Miscellaneous # Social Security # State ID #

Citizenship

License Month License Year License State License Type License #

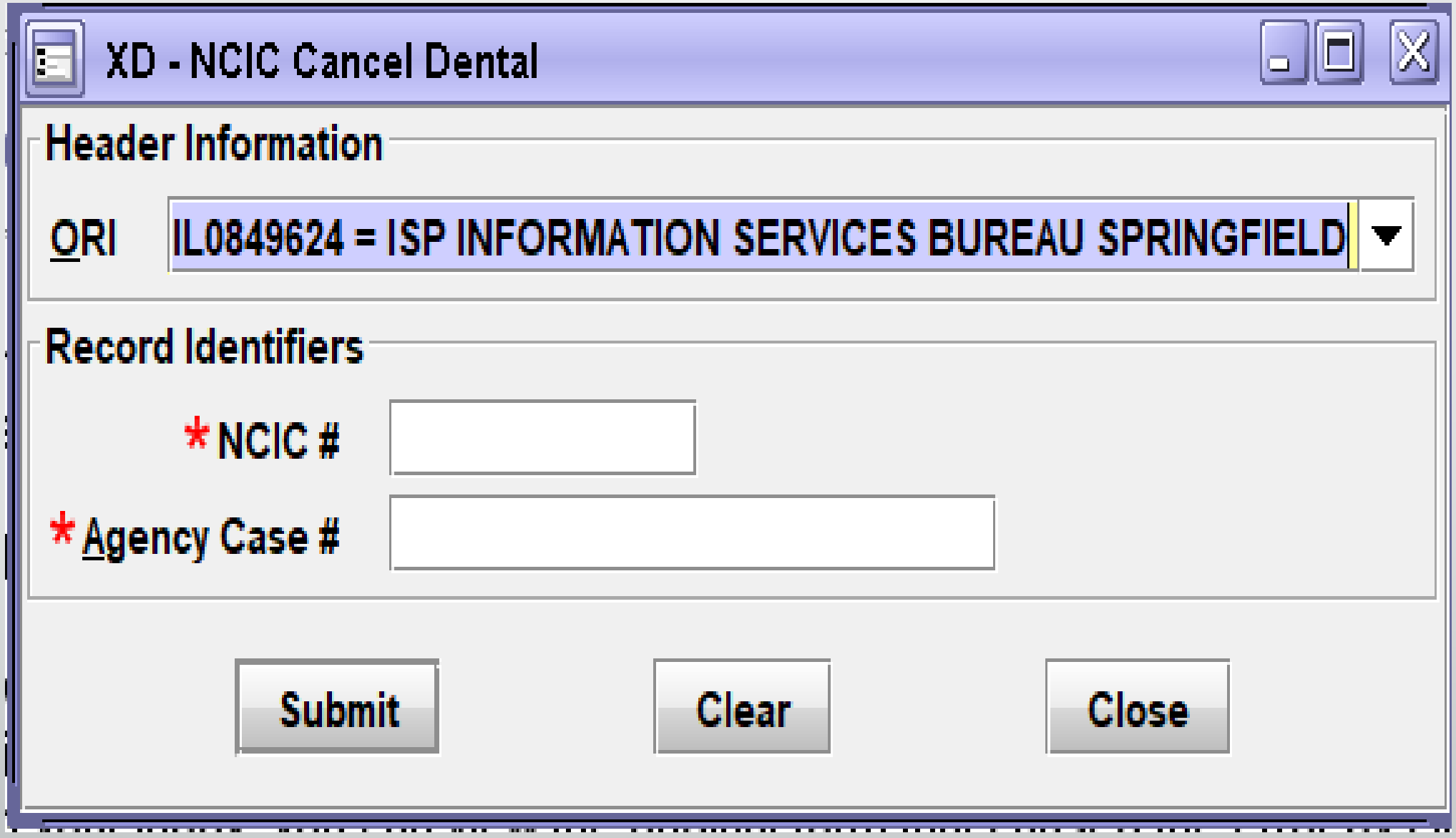
Operator's License State Operator's License # Expiration Year

Vehicle Color / Vehicle Year Vehicle Make Vehicle Model

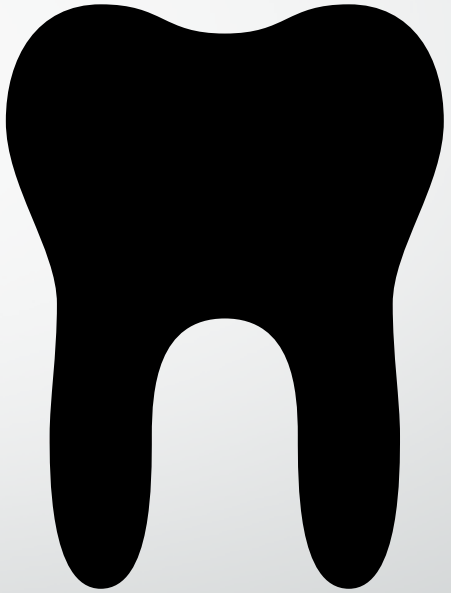
Vehicle Style VIN #

Image Type Image #

Submit Clear Close


XD - NCIC Cancel Dental
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* NCIC #
* Agency Case #
Submit
Clear
Close

LET'S MAKE A MISSING PERSON ENTRY



EM - NCIC Enter Missing Person

Header Information

*Message Key: EMEC = Missing Person - Endangered - Caution

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
IL1000400 = PD MARION IL

Incident Information

*Last Contact Date: 03/29/2021

*Missing Person: MP = Missing person

MP Circumstances:

Personal Information

*Caution/Medical Condition: 55 = Alcoholic

*Name: HUTCHINSON,PETEY W

*Sex: M = Male

*Race: U = Unknown

Date of Birth: 03/03/2002

Age: 19

Date of Emancipation: __/__/____

Place of Birth: IL = Illinois

*Height: 600

*Weight: 220

*Hair Color: BRO = Brown

*Eye Color: BRO = Brown

Skin Tone:

Scars, Marks, Tattoos: MOLE R CHK = Mole on Cheek (face), right

Ethnicity:

Citizenship:

Social Security #:

FBI /UCN #:

State ID #:

Miscellaneous #:

Fingerprint Classification:

DNA:

DNA Location:

Body X-rays: N = No X-rays available

Circumcision: C = Was circumcised

Corrective Vision Prescription:

Blood Type:

Footprint:

Operator's License State:

Operator's License #:

Expiration Year:

Vehicle Information

Vehicle Color: /

Vehicle Year:

Vehicle Make:

Vehicle Model:

Vehicle Style:

VIN #:

License Month:

License Year:

License State:

License Type:

License #:

Jewelry

Jewelry Description

Jewelry Type

- [ ] Ankle bracelet
- [ ] Belt buckle
- [ ] Body Jewelry
- [x] Backpack
- [ ] Broach or pin
- [ ] Cigarette lighter, holder, or case
- [ ] Comb
- [ ] Cuff links
- [ ] Earrings
- [ ] Key chain
- [ ] Money clip
- [ ] Necklace
- [ ] Pocket knife
- [ ] Pocket watch chain
- [ ] Ring
- [ ] Tie chain, clasp, or tack
- [ ] Wallet or purse
- [ ] Watch
- [ ] Wrist bracelet having pendant

Optional Linkage Information

Notify Agency | Linkage Agency ID | Linkage Case #

Miscellaneous Information

Agency Case Number

Agency Case #

ABC1234

Submit | Clear | Close

ENTER ACKNOWLEDGEMENT

Received Time:	11:49:07 03-31-21	Source ORI:	IL0849624
Summary:	EMEC: NAM=HUTCHINSON,PETEY W SEX=M		

☐ View Message Details

MESSAGE ACCEPTED - DZY 00005 AT 11:49 03/31/2021
MRI-001404

Received Time:	11:49:10 03-31-21	Source ORI:	IL0849624
Summary:	EMEC: NAM=HUTCHINSON,PETEY W SEX=M		

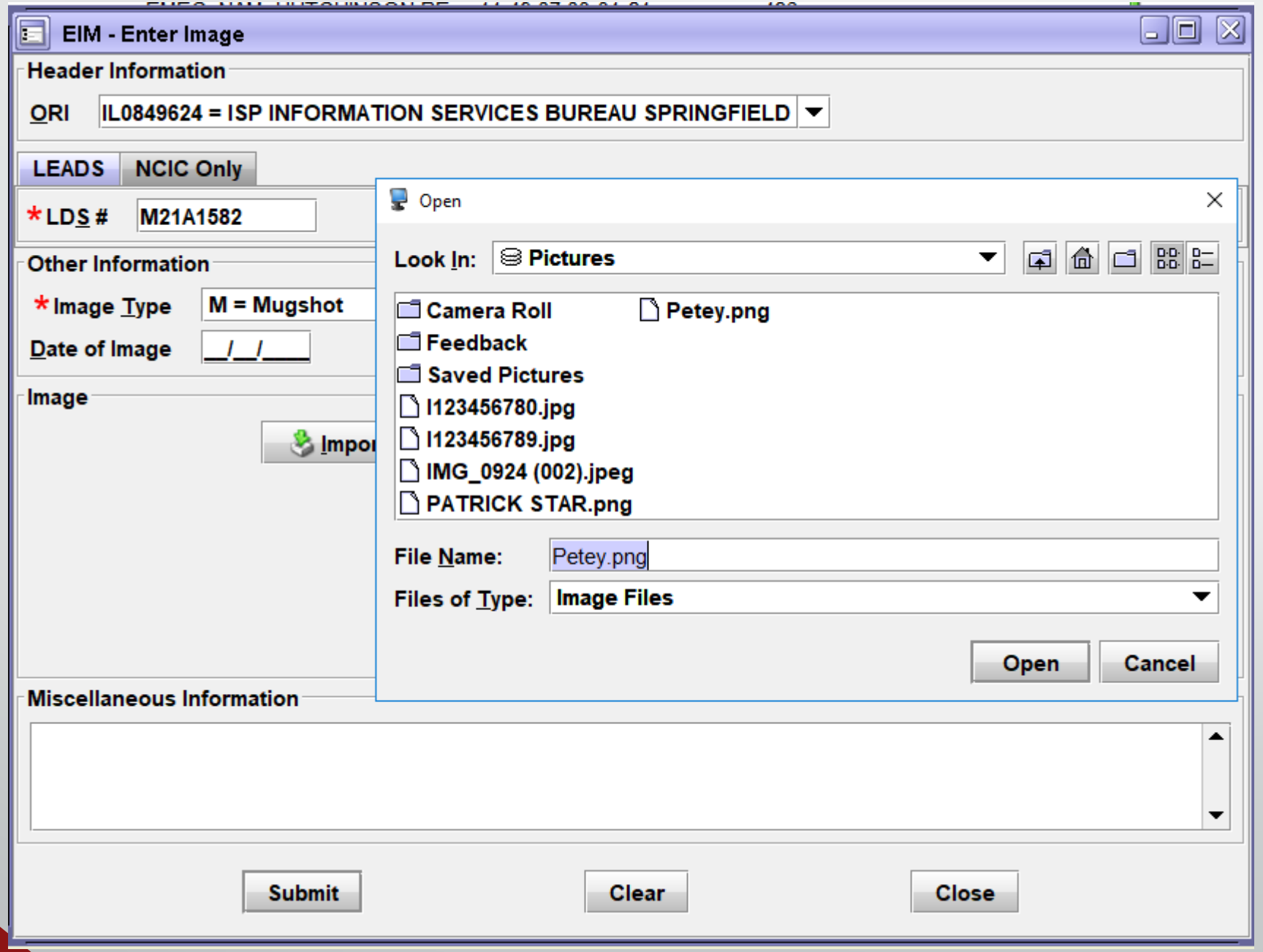
View Message Details

Modify	Clear	Cancel	Enter Supp	Cancel Supp	Enter Image

CHF

LDS/M21A1582 MISSING PERSON ENDANGERED CAUTION
DLC/2021-03-29
MNP/MP
CMC/55 ALCOHOLIC
NAM/HUTCHINSON,PETEY W SEX/M RAC/U POB/IL
DOB/2002-03-03 AGE/19 HGT/600 WGT/220 HAI/BRO EYE/BRO
SMT/MOLE R CHK
CRC/C BXR/N
JWT/BK
OCA/ABC1234
ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-03-31 11:49 DLU/2021-03-31 11:49 NIC/M350069428
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS AND NCIC
MRI 1410 IN: FH1 147 AT 31MAR2021 11:49:10
OUT: DZY 2 AT 31MAR2021 11:49:10


EIM - Enter Image
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
LEADS
NCIC Only
*LDS #
M21A1582
Other Information
*Image Type
M = Mugshot
Date of Image
__/__/____
Image
Impor
Miscellaneous Information
Submit
Clear
Close
Open
Look In:
Pictures
Camera Roll
Feedback
Saved Pictures
I123456780.jpg
I123456789.jpg
IMG_0924 (002).jpeg
PATRICK STAR.png
Petey.png
File Name:
Petey.png
Files of Type:
Image Files
Open
Cancel

ENTER ACKNOWLEDGEMENT OF IMAGE

Received Time:	13:03:25 03-31-21	Source ORI:	IL0849624
Summary:	EIM: LDS=M21A1582 IMT=M		

☐ View Message Details

Query Image	Modify	Cancel		

CHF
EDZY LDS/M21A1582 IMAGE

ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-03-31 13:03 DLU/2021-03-31 13:03 NIC/M350069428

RECORD ENTERED INTO LEADS AND NCIC
IMN/I080045191 IMT/M NIC/M350069428 LDS/M21A1582
MRI 2017 IN: **FH1 231 AT 31MAR2021 13:03:25**
OUT: **DZY 3 AT 31MAR2021 13:03:25**

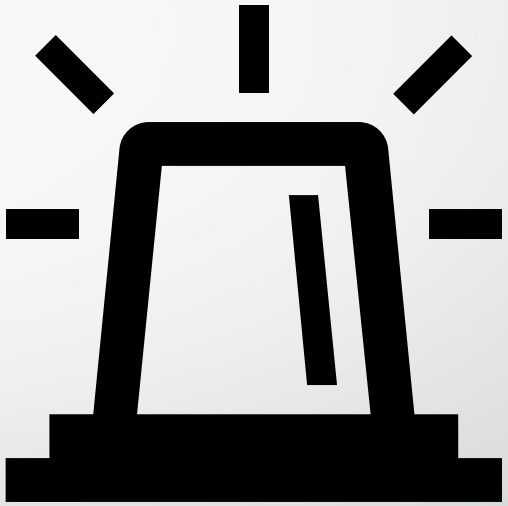
CHF
QUERY:ZW LDS/M21A1582

ZDZY **LDS**/M21A1582 MISSING PERSON ENDANGERED CAUTION
DLC/2021-03-29
MNP/MP
CMC/55 ALCOHOLIC
NAM/HUTCHINSON,PETEY W **SEX**/M **RAC**/U **POB**/IL
DOB/2002-03-03 **AGE**/19 **HGT**/600 **WGT**/220 **HAI**/BRO **EYE**/BRO
SMT/MOLE R CHK
CRC/C **BXR**/N
JWT/BK
OCA/ABC1234
ORI/IL0849624 **ORA**/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY **OPR**/HUTCHIT **DTE**/2021-03-31 11:49 **DLU**/2021-03-31 11:49 **NIC**/M350069428
CONFIRM WITH ORI

IMN/I080045191 **IMT**/M
IMAGE TYPE:M
NAM:HUTCHINSON,PETEY W DOB:20020303
RAC:U HGT:600 WGT:220 DOI:

LEADS
3.0
LEADS

GANG MEMBER



CAUTION FILE HAS BEEN BROKEN APART INTO SEPARATE FILES

- Sex Offender
- Supervised Release
- Field Notification
- Violent Person
- Gang

SEPARATING THE CAUTION FILES, WHAT DOES THIS MEAN?

Each Caution File will have its own LEADS Number Identifier

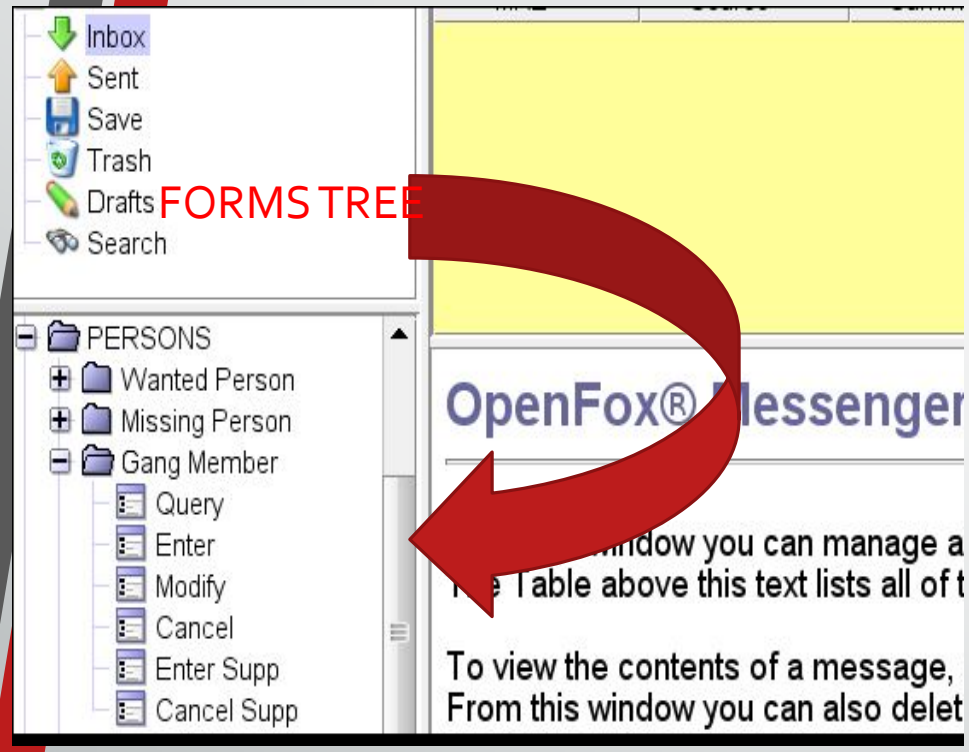
- Sex Offender – X
- Supervised Release – C
- Field Notification – E
- Violent Person – L
- Gang Member - T

These changes follow NCIC formatting

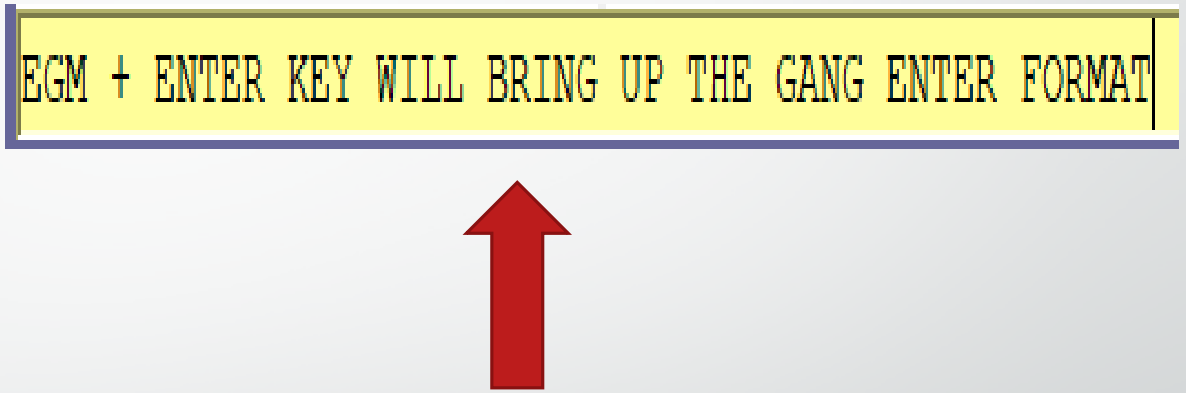
When an inquiry is made, operator will receive a hit for each caution file entered for an individual person.

For example, if a person is a sex offender and a gang member, the inquiry will yield two responses.

ACCESSING THE FORMATS



QUICK QUERY BAR



EGM - Enter Gang Member

Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Gang Information

*Group Name

*Criteria

Personal Information

Caution/Medical Condition

*Name

*Sex

*Race

Date of Birth

Place of Birth

*Height

*Weight

*Hair Color

*Eye Color

Skin Tone

Scars, Marks, Tattoos

Ethnicity

Citizenship

Social Security #

FBI /UCN#

State ID #

Miscellaneous #

Fingerprint Classification

DNA

DNA Location

*City Name

*County

Operator's License State

Operator's License #

Expiration Year

Vehicle Information

Vehicle Color /

Vehicle Year

Vehicle Make

Vehicle Model

Vehicle Style

VIN #

License Month

License Year

License State

License Type

License #

Optional Information

Notify Agency

Miscellaneous Information

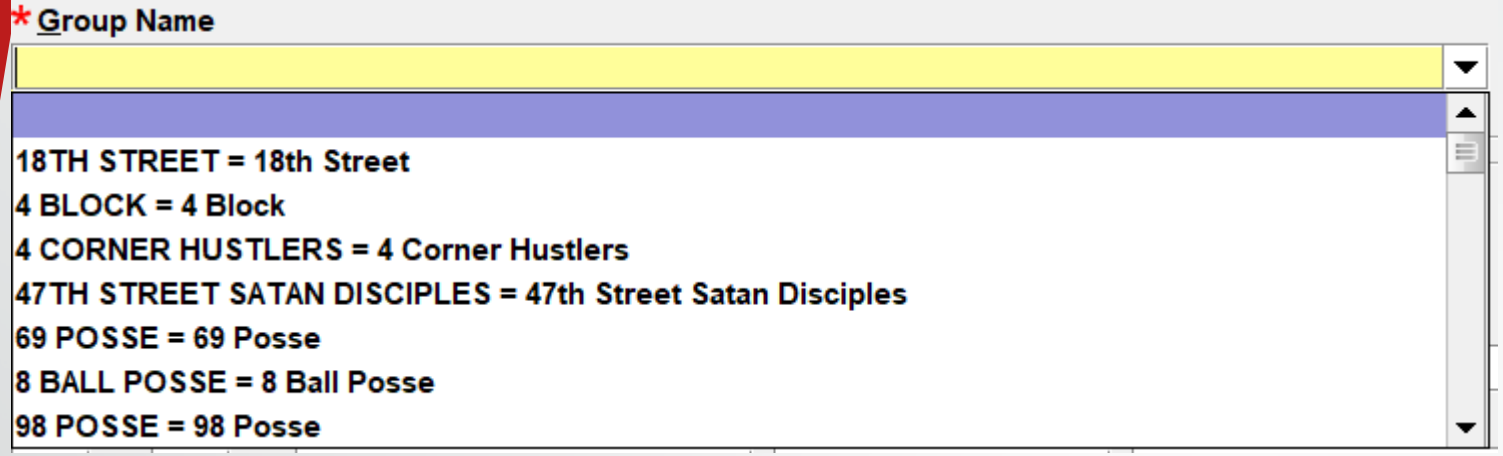
Agency Case Number

Agency Case #

Submit

Clear

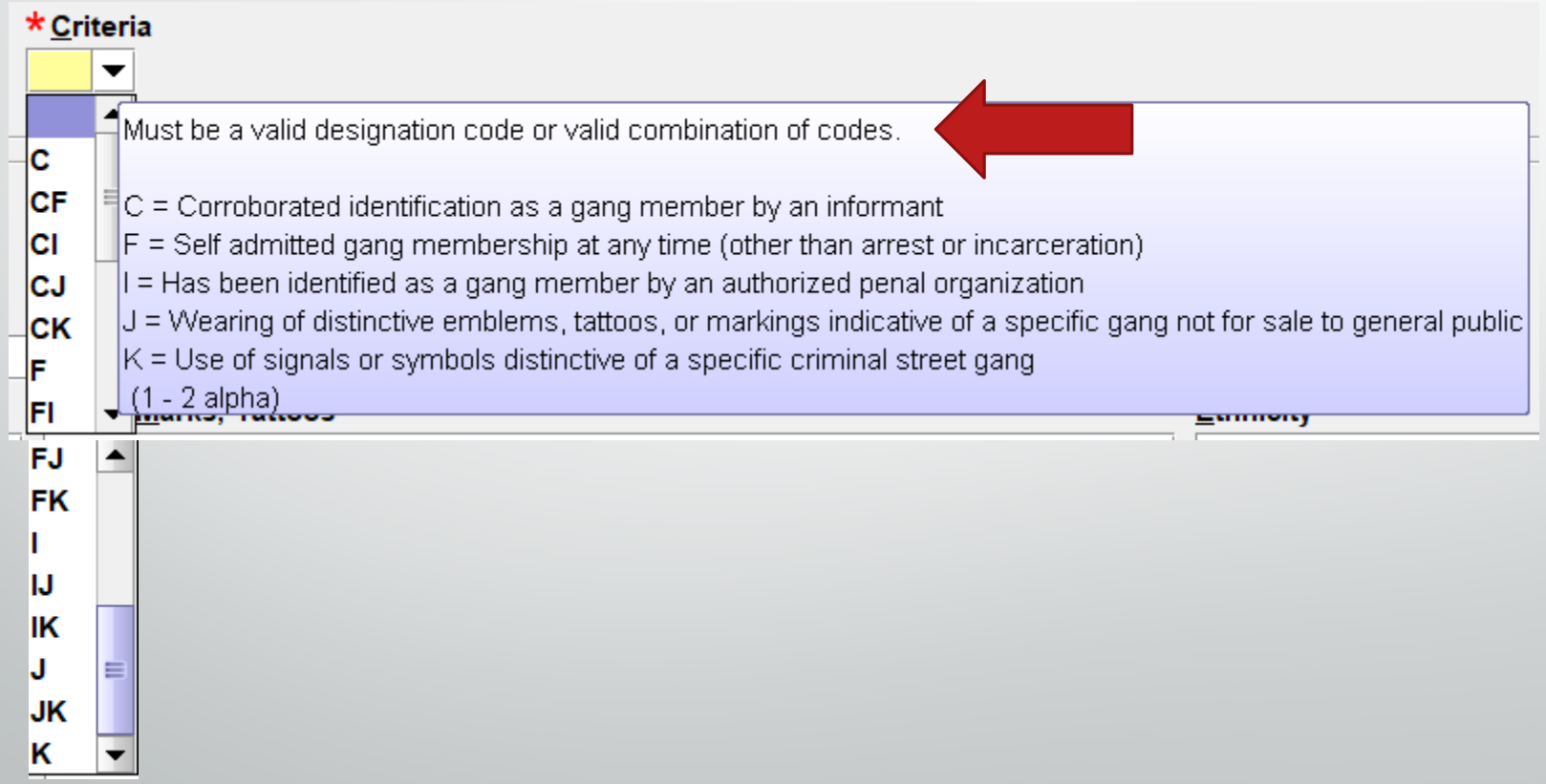
Close



GANG NAME DROP DOWN YOU CAN CHOOSE WHICH GANG NAME THE SUBJECT IS AFFILIATED WITH

Prior to entering a subject as a member of a criminal street gang, the entering agency must determine if that gang has been previously identified as a criminal street gang. To make this determination, inquire on the criminal street gang name database or consult a listing of all criminal street gang names. If the name of the gang is present, entry of the subject may then be made. If the name of the gang is **not** listed, contact **must** be made with the Illinois State Police, Statewide Terrorism Intelligence Center (STIC). Please provide STIC with the gang name and factors used to identify the gang, see the LEADS eManual, Gang Member File. STIC will then enter the gang into the gang name database, and entry of subject as a gang member may then be made.

CRITERIA – HOW THE SUBJECT WAS IDENTIFIED AS A GANG MEMBER



MGM - Modify Gang Member

Header Information

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

*LDS # *Name

Message Information

ORI Name of Validator

Gang Information

Group Name Criteria

Personal Information

Caution/Medical Condition

Name Sex Race Date of Birth Place of Birth

Height Weight Hair Color Eye Color Skin Tone Scars, Marks, Tattoos Ethnicity

Citizenship Social Security # FBI /UCN# State ID # Miscellaneous # Fingerprint Classification

DNA DNA Location City Name County

Operator's License State Expiration Year Operator's License #

Vehicle Information

Vehicle Color / Vehicle Year Vehicle Make Vehicle Model

Vehicle Style VIN #

License Month License Year License State License Type License #

MGM PAGE 2

Vehicle Information

Vehicle Color / Vehicle Year Vehicle Make Vehicle Model

Vehicle Style VIN #

License Month License Year License State License Type License #

Optional Information

Notify Agency

Miscellaneous Information

Agency Case Number

Agency Case #

Submit Clear Close

EGMN - Enter Gang Member Supplemental

Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LDS #

* Name

Supplemental Data

Caution/Medical Condition

Alias

Alias

Alias

Date of Birth

Date of Birth

Date of Birth

Scars, Marks, Tattoos

Social Security #

State ID #

Miscellaneous #

Citizenship

Operator's License State

Operator's License #

Expiration Year

License Month

License Year

License State

License #

License Type

Vehicle Color

/

Vehicle Year

Vehicle Make

Vehicle Model

Vehicle Style

VIN #

Submit

Clear

Close

XGMN - Cancel Gang Member Supplemental

Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LDS #
* Name

Supplemental Data

Caution/Medical Condition

Alias | Alias | Alias

Date of Birth | Date of Birth | Date of Birth | Scars, Marks, Tattoos | Social Security # | State ID #

__/__/____ | __/__/____ | __/__/____

Miscellaneous # | Citizenship

Operator's License State | Operator's License # | Expiration Year

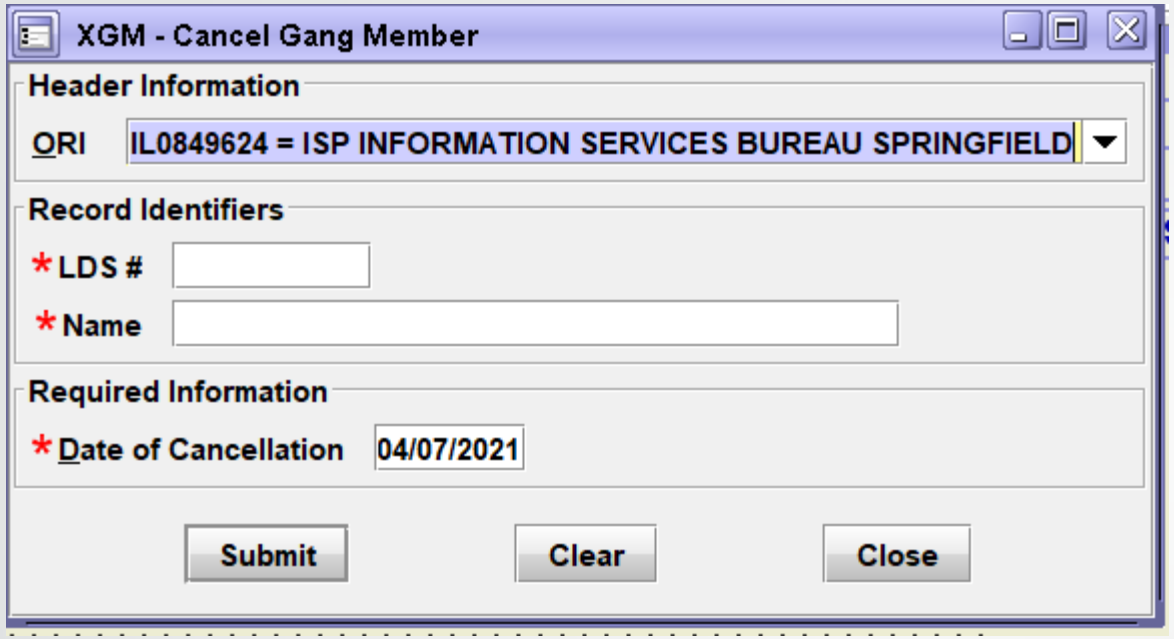
License Month | License Year | License State | License Type | License #

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

Image # | Image Type

Submit | Clear | Close


XGM - Cancel Gang Member
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LDS #
* Name
Required Information
* Date of Cancellation
04/07/2021
Submit
Clear
Close

Received Time:	07:32:50 04-06-21	Source ORI:	IL0849624
Summary:	EGM: GNG=4 CORNER HUSTLERS		

View Message Details

Modify	Cancel	Enter Supp	Cancel Supp	Enter Image

CHF
********** OFFICER SAFETY ALERT **********
* DO NOT ARREST BASED ON THIS INFORMATION *
* CAUTION SUBJECT REPORTED TO BE INVOLVED WITH *
* GANG CRIME ACTIVITY *
* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD *
****

LDS/T21D2564 CRIMINAL GANG MEMBER - CAUTION

LEADS NUMBER BEGINS WITH "T"

CMC/10 MARTIAL ARTS EXPERT
GNM/4 CORNER HUSTLERS ECR/F
NAM/KING,GUY S SEX/M RAC/U POB/IL SMT/TAT FLBODY
DOB/1964-06-24 AGE/56 HGT/603 WGT/200 HAI/BLN EYE/BLU
CTY/MARION COR/WILLIAMSON
NOA/N
OCA/GANGTEST
ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-04-06 07:32 DLU/2021-04-06 07:32
CONFIRM WITH ORI

* DO NOT ARREST BASED ON THIS GANG RECORD *
* IF ACTUAL CONTACT: DOCUMENT LDS/T21D2564 WITH ADDON RECORD *

RECORD ENTERED INTO LEADS
MRI 821 IN: FH1 61 AT 06APR2021 07:32:50
OUT: DZY 1 AT 06APR2021 07:32:50

MODIFIED RECORD BY ADDING SUPPLEMENTAL DATA
THIS IS THE ACKNOWLEDGEMENT OF THE ENTRY

Received Time:	13:23:42 04-06-21	Source ORI:	IL0849624
Summary:	EGMN: LDS=T21D2564 NAM=KING,GUY S		

☐ View Message Details

LEADS RECORD SUPPLEMENTAL DATA ENTERED LDS/T21D2564

MRI 1578 IN: FH1 180 AT 06APR2021 13:23:42

OUT: DZY 6 AT 06APR2021 13:23:42

CHF
QUERY:ZW LDS/T21D2564

********** OFFICER SAFETY ALERT **********
* DO NOT ARREST BASED ON THIS INFORMATION *
* CAUTION SUBJECT REPORTED TO BE INVOLVED WITH *
* GANG CRIME ACTIVITY *
* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD *
****

ZDZY LDS/T21D2564 CRIMINAL GANG MEMBER - CAUTION
CMC/10 MARTIAL ARTS EXPERT
GNM/4 CORNER HUSTLERS ECR/F
NAM/KING,GUY S SEX/M RAC/U POB/IL SMT/TAT FLBODY
DOB/1964-06-24 AGE/56 HGT/603 WGT/200 HAI/BLN EYE/BLU
CTY/MARION COR/WILLIAMSON
NOA/N
OCA/GANGTEST
ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-04-06 07:32 DLU/2021-04-06 13:23
CONFIRM WITH ORI

* DO NOT ARREST BASED ON THIS GANG RECORD *
* IF ACTUAL CONTACT: DOCUMENT LDS/T21D2564 WITH ADDON RECORD *

** SUPPLEMENTAL INFORMATION **
AKA/KING,STEVE
DOB/1968-08-01

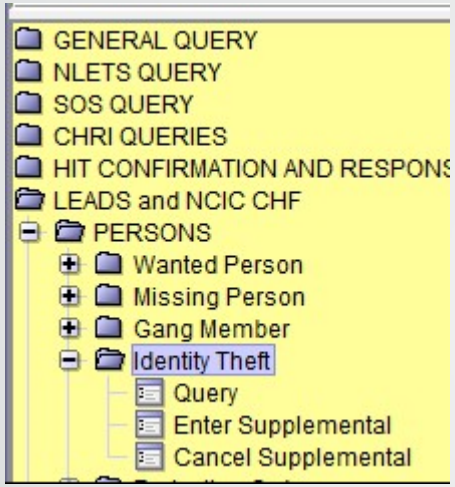
MRI 1582 IN: FH1 182 AT 06APR2021 13:29:11
OUT: DZY 8 AT 06APR2021 13:29:11

LEADS
3.0
LEADS

IDENTITY THEFT

TWO WAYS TO ACCESS FORMATS

FORMS TREE



QUICK QUERY BAR

EID - NCIC Enter Identity Theft

Header Information

NCIC FUNCTION ONLY!
INFORMATIONAL ONLY – WILL NOT CROSS CHECK FOR A HIT!

*Message Key: EID = Enter Identity Theft
- EID = Enter Identity Theft
- EIDC = Enter Identity Theft - Caution

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Date of Theft | *Agency Case # | *Theft Type | *Password

Personal Information

*Name | *Sex | *Race | *Date of Birth | *Place of Birth

*Height | *Weight | *Hair Color | *Eye Color | Skin Tone | Scars, Marks, Tattoos | Ethnicity

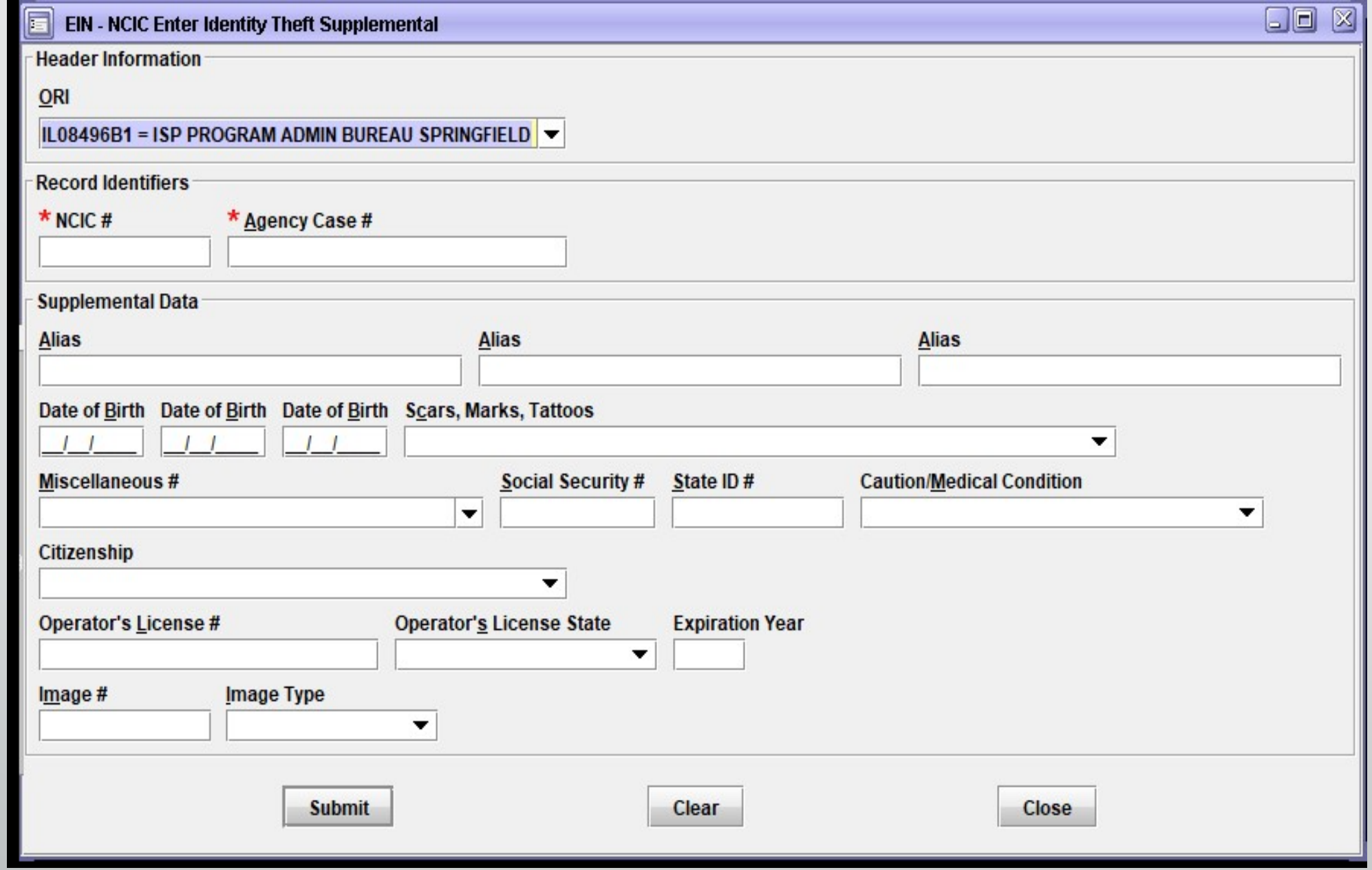
Citizenship | Social Security # | FBI /UCN# | State ID # | Miscellaneous # | Fingerprint Classification

Caution/Medical Condition | Date of Purge

Operator's License State | Operator's License # | Expiration Year

Miscellaneous Information

Submit | Clear | Close


EIN - NCIC Enter Identity Theft Supplemental
Header Information
ORI
IL08496B1 = ISP PROGRAM ADMIN BUREAU SPRINGFIELD
Record Identifiers
* NCIC #
* Agency Case #
Supplemental Data
Alias
Alias
Alias
Date of Birth
Date of Birth
Date of Birth
Scars, Marks, Tattoos
Miscellaneous #
Social Security #
State ID #
Caution/Medical Condition
Citizenship
Operator's License #
Operator's License State
Expiration Year
Image #
Image Type
Submit
Clear
Close

MID - NCIC Modify Identity Theft

Record Identifiers

* NCIC #
* Agency Case #

Message Information

ORI

Name of Validator

Modifiable Fields

Personal Information

Date of Theft

__/__/____

Name | Sex | Race | Date of Birth | Place of Birth

Height | Weight | Hair Color | Eye Color | Skin Tone | Scars, Marks, Tattoos | Ethnicity

Citizenship | Social Security # | FBI /UCN# | State ID # | Miscellaneous # | Fingerprint Classification

Caution/Medical Condition

Operator's License State | Operator's License # | Expiration Year

Optional Information

Notify Agency | Linkage Agency ID | Linkage Case # | Date of Purge

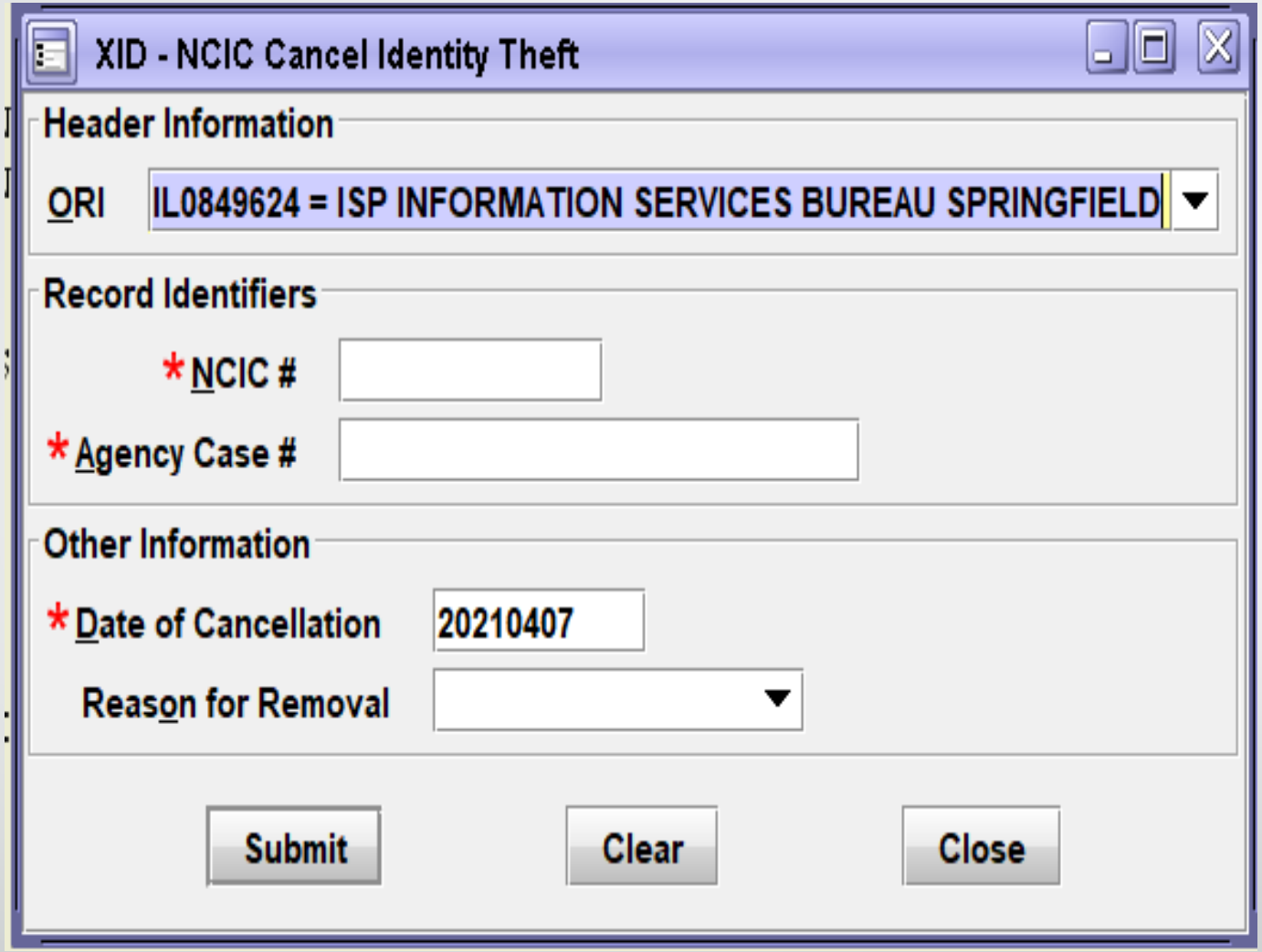
__/__/____

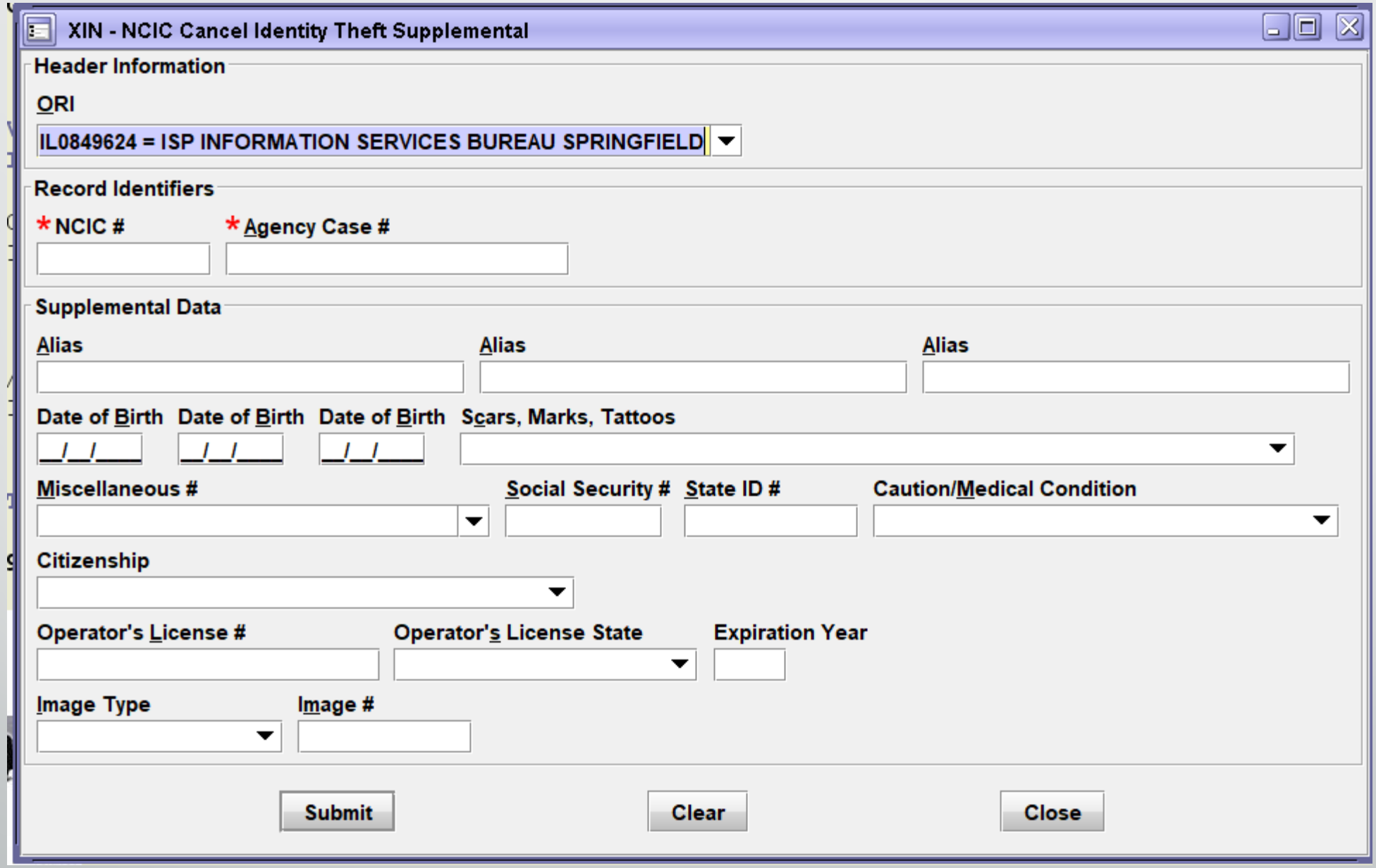
Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close


XID - NCIC Cancel Identity Theft
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* NCIC #
* Agency Case #
Other Information
* Date of Cancellation
20210407
Reason for Removal
Submit
Clear
Close


XIN - NCIC Cancel Identity Theft Supplemental
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* NCIC #
* Agency Case #
Supplemental Data
Alias
Alias
Alias
Date of Birth
Date of Birth
Date of Birth
Scars, Marks, Tattoos
__/__/____
__/__/____
__/__/____
Miscellaneous #
Social Security #
State ID #
Caution/Medical Condition
Citizenship
Operator's License #
Operator's License State
Expiration Year
Image Type
Image #
Submit
Clear
Close

ORDERS OF PROTECTION

WHAT'S NEW WITH ORDERS OF PROTECTION

- **ALSO KNOWN AS PROTECTION ORDER IN NCIC**
- **LEADS NUMBER NOW BEGINS WITH H**
- **ETHNICITY**
- **CITIZENSHIP**
- **DNA**
- **DNA LOCATION**
- **BRADY IS NOW LOCATED AFTER THE PROTECTED ADDRESS**
- **VEHICLE INFORMATION SECTION**
- **OPTIONAL LINKAGE INFORMATION**

ORDERS OF PROTECTION FORMATS

THERE ARE TWO WAYS TO ACCESS EACH FORMAT

QUICK QUERY BAR

AND

FORMS TREE

Mailbox for HUTCHIT - Inbox

Message Quick Queries Sort Messages View Columns Options

HUTCHIT's Folders
- Inbox
- Sent
- Save
- Trash
- Drafts
- Search

GENERAL QUERY
NLETS QUERY
CHRI QUERIES
LEADS and NCIC CHF
PERSONS
- Wanted Person
- Missing Person
- Protection Order
  - Query
  - Enter OP
  - Enter FRO
  - Enter Supplemental
  - Enter SFN
  - Modify OP
  - Modify FRO
  - Clear
  - Cancel
  - Cancel Supplemental
- Unidentified Person

PROPERTY
OTHER

MKE	Source	Summary	Date ▼	ID	Type	New	Size	Attachment

FORMS TREE

OpenFox® Messenger Inbox Folder

From this window you can manage all of the messages that the OpenFox® has sent to you.
The Table above this text lists all of these messages.

To view the contents of a message, simply click on the line for a message.
From this window you can also delete, save, and print messages.
If you delete a message from this window, it will move into your Trash folder.
If you save a message from this window, it will move into your Save folder.
In addition, if there are any ERR messages in your inbox, you can view the original form that caused the error by clicking on the view message button.

QUICK QUERY BAR

EPO - Enter Protection Order

Header Information

* Message Key: EPO = Protection Order
ORI:

Personal Information

Caution/Medical Condition:

* Name | * Sex | * Race | Date of Birth (__/__/____) | Place of Birth

Height | Weight | Hair Color | Eye Color | Skin Tone | Scars, Marks, Tattoos | Ethnicity

Citizenship | Social Security # | FBI /UCN# | State ID # | Miscellaneous # | Fingerprint Classification

DNA | DNA Location

Operator's License State | Operator's License # | Expiration Year

Remedy (Y/N)

R01	R02	R03	R04	R05	R06	R07	R08	R09	R10	R11	R115	R12	R13	R14	R14-5	R15	R16	R17
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Petitioner

* Petitioner's Name

Protected Persons

* Protected Person's Name (1) | Relationship

Protected Person's Name (2) | Relationship

Protected Person's Name (3) | Relationship

Protected Persons

Protected Person's Name (5) | Relationship

Protected Person's Name (6) | Relationship

Protected Person's Name (7) | Relationship

*Brady Indicator | *Date of Issue | *Date of Expiration | *Service Info | Service Date | Court Identifier

__/__/____ | __/__/____ | __/__/____

Vehicle and Operator Information

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License Year | License State | License Type | License #

Optional Linkage Information

Must be a valid NCIC 2000-assigned code as listed in Vehicular Codes, NCIC 2000 Code Manual. (1 - 1 alpha)

Notify Agency | Linkage Agency ID | Linkage Case #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close

BRADY INDICATOR

Refer to the Brady indicator checklist!

PROTECTED PERSON	RESPONDENT	BRD
Spouse	Spouse	Y
Former-Spouse	Former-Spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together unless documentation of cohabitation exists	Unmarried Currently or formerly living together unless documentation of cohabitation exists	U
Child	Parent	Y
Step-Child	Step-Parent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N
Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N
Roommates	Roommates	N
Neighbors	Neighbors	N
Step-Parent	Step-Child	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex cohabiting, intimate relationship	Y
Stranger	Stranger	N

EFRO - Firearm Restraining Order

Header Information

*Message Key

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Personal Information

Caution/Medical Condition

*Name | *Sex | *Race | Date of Birth | Place of Birth

Height | Weight | Hair Color | Eye Color | Skin Tone | Scars, Marks, Tattoos | Ethnicity

Citizenship | Social Security # | FBI /UCN# | State ID # | Miscellaneous # | Fingerprint Classification

DNA | DNA Location

Operator's License State | Operator's License # | Expiration Year

Order Information

*Date of Issue | *Date of Expiration | *Service Info | Service Date | Court Identifier | Protection Order #/CCN

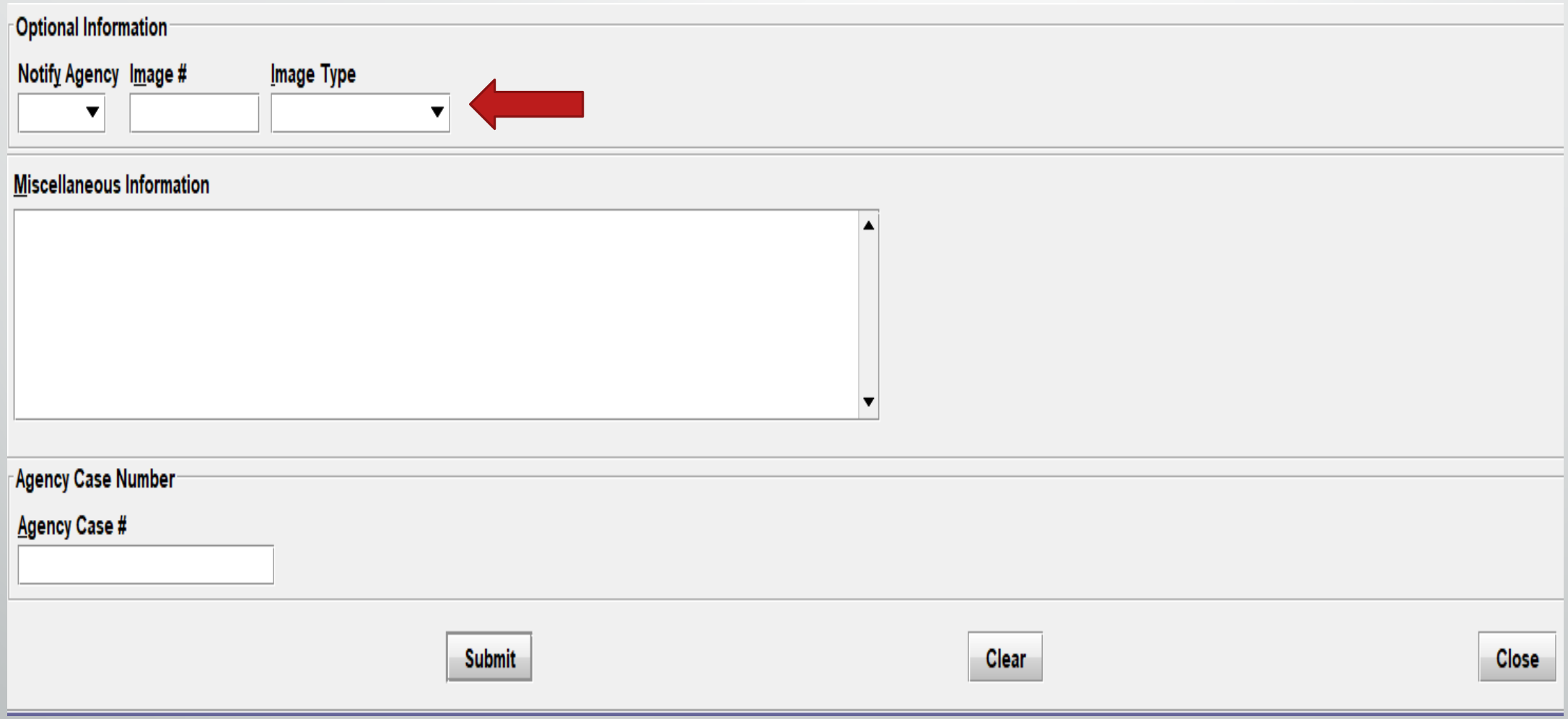
Vehicle and Operator Information

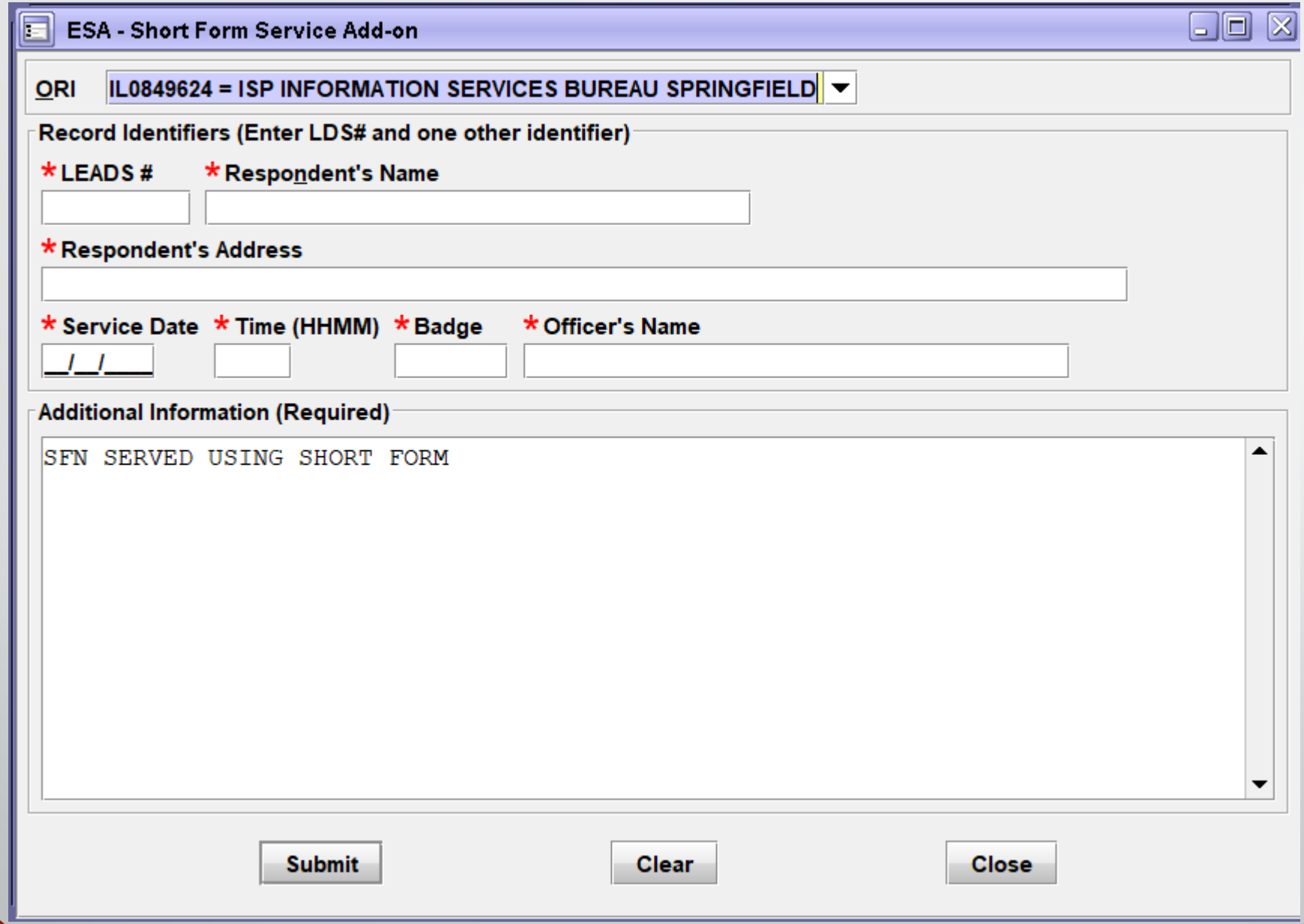
Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License Year | License State | License Type | License #

(EFRO continued page 2)




ESA - Short Form Service Add-on
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers (Enter LDS# and one other identifier)
* LEADS #
* Respondent's Name
* Respondent's Address
* Service Date
* Time (HHMM)
* Badge
* Officer's Name
__/__/____
Additional Information (Required)
SFN SERVED USING SHORT FORM
Submit
Clear
Close

MPO - Modify Protection Order

*Message Key

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

*LEADS #

Name

Protection Order #/CCN

Message Information

MKE

ORI

Name of Validator

Personal Information

Caution/Medical Condition

Name

Sex

Race

Date of Birth

Place of Birth

Height

Weight

Hair Color

Eye Color

Skin Tone

Scars, Marks, Tattoos

FBI /UCN#

Ethnicity

Citizenship

Social Security #

State ID #

Miscellaneous #

Fingerprint Classification

DNA

DNA Location

Operator's License State

Operator's License #

Expiration Year

Remedy (Y/N)

R01 R02 R03 R04 R05 R06 R07 R08 R09 R10 R11 R12 R13 R14 R14-5 R15 R16 R17

(MPO continued page 2)

Protected Persons (User proper set # to modify/delete)

Protected Person's Name (1) | Relationship (1)

Protected Person's Name (2) | Relationship (2)

Protected Person's Name (3) | Relationship (3)

Protected Person's Name (4) | Relationship (4)

Protected Persons

Protected Person's Name (5) | Relationship (5)

Protected Person's Name (6) | Relationship (6)

Protected Person's Name (7) | Relationship (7)

Protected Person's Name (8) | Relationship (8)

Protected Person's Name (9) | Relationship (9)

Order Information

Protected Address 1 | Protected Address 2 | Protection Order #/CCN

Brady Indicator | Date of Issue | Date of Expiration | Service Info | Service Date | Court Identifier

Vehicle and Operator Information

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License State | License Year | License Type | License #

(MPO continued page 3

MFRO - Modify Firearm Restraining Order

* Message Key

ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS # * Name

Message Information

MKE ORI Name of Validator

Personal Information

Caution/Medical Condition

Name Sex Race Date of Birth Place of Birth

Height Weight Hair Color Eye Color Skin Tone Scars, Marks, Tattoos Ethnicity

Citizenship Social Security # FBI /UCN# State ID # Miscellaneous # Fingerprint Classification

DNA DNA Location

Operator's License State Operator's License # Expiration Year

Order Information

Date of Issue Date of Expiration Service Info Service Date Court Identifier Protection Order #/CCN

Vehicle and Operator Information

Vehicle Color / Vehicle Year Vehicle Make Vehicle Model

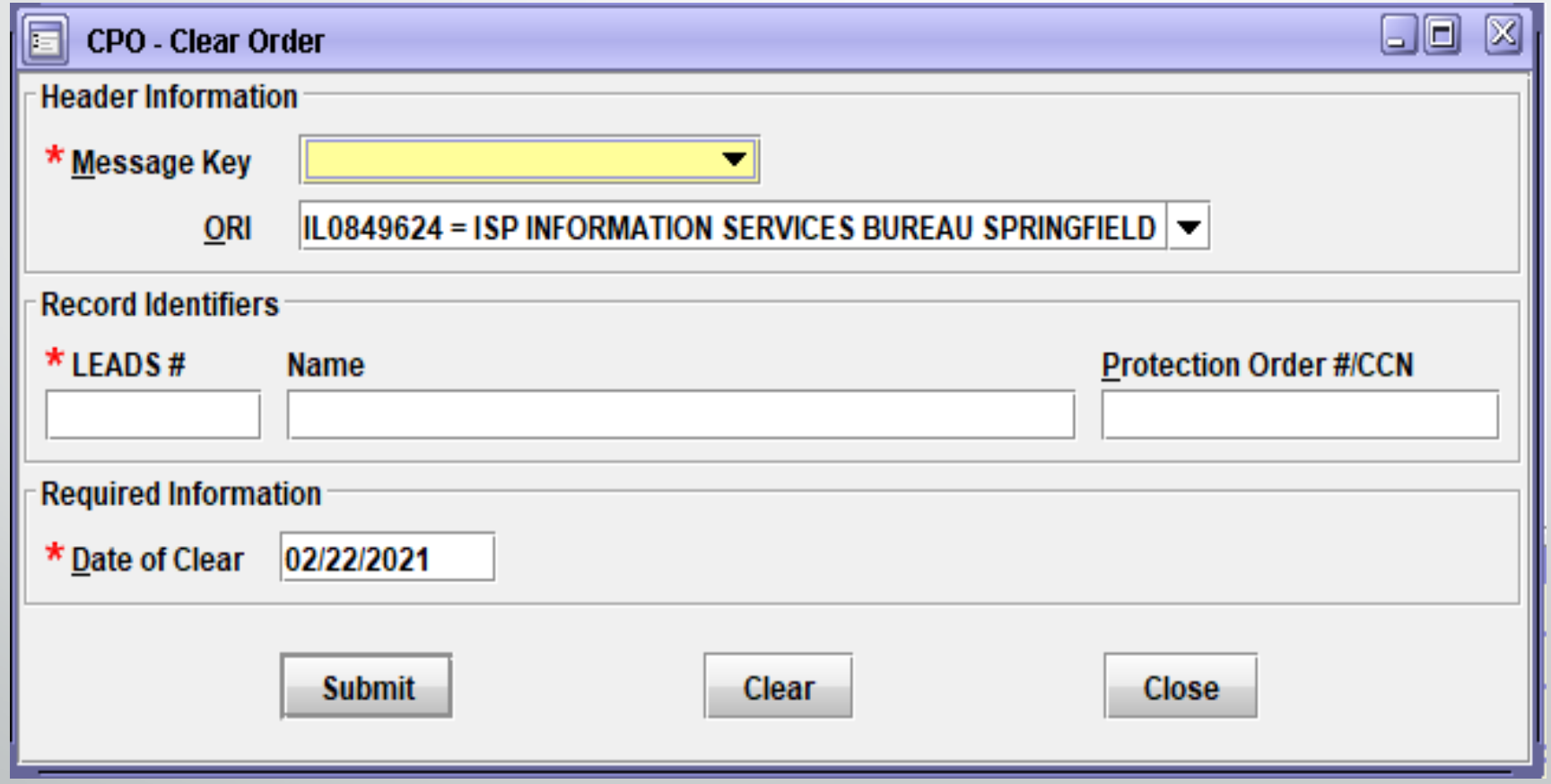
Vehicle Style VIN #

License Month License Year License State License Type License #

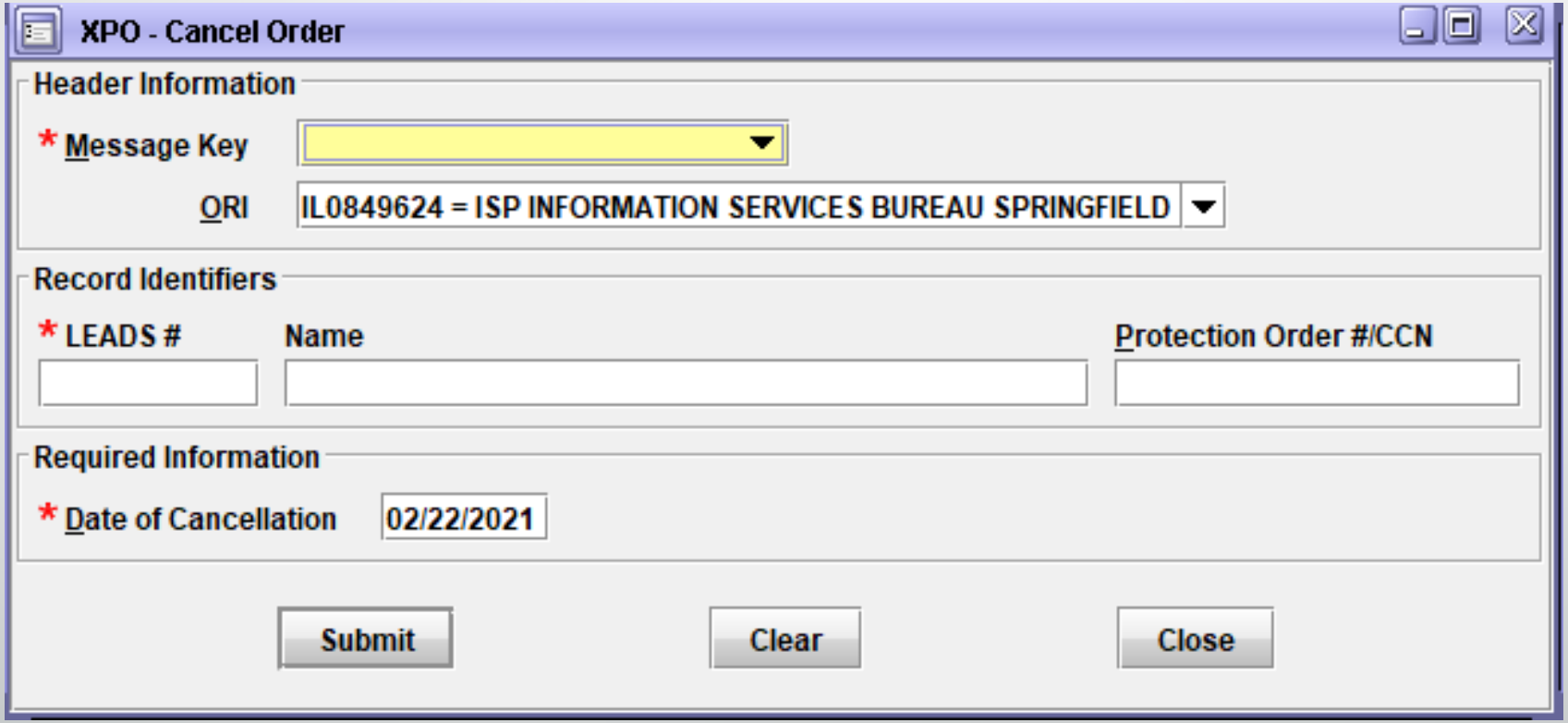
Optional Information

Notify Agency Image # Image Type

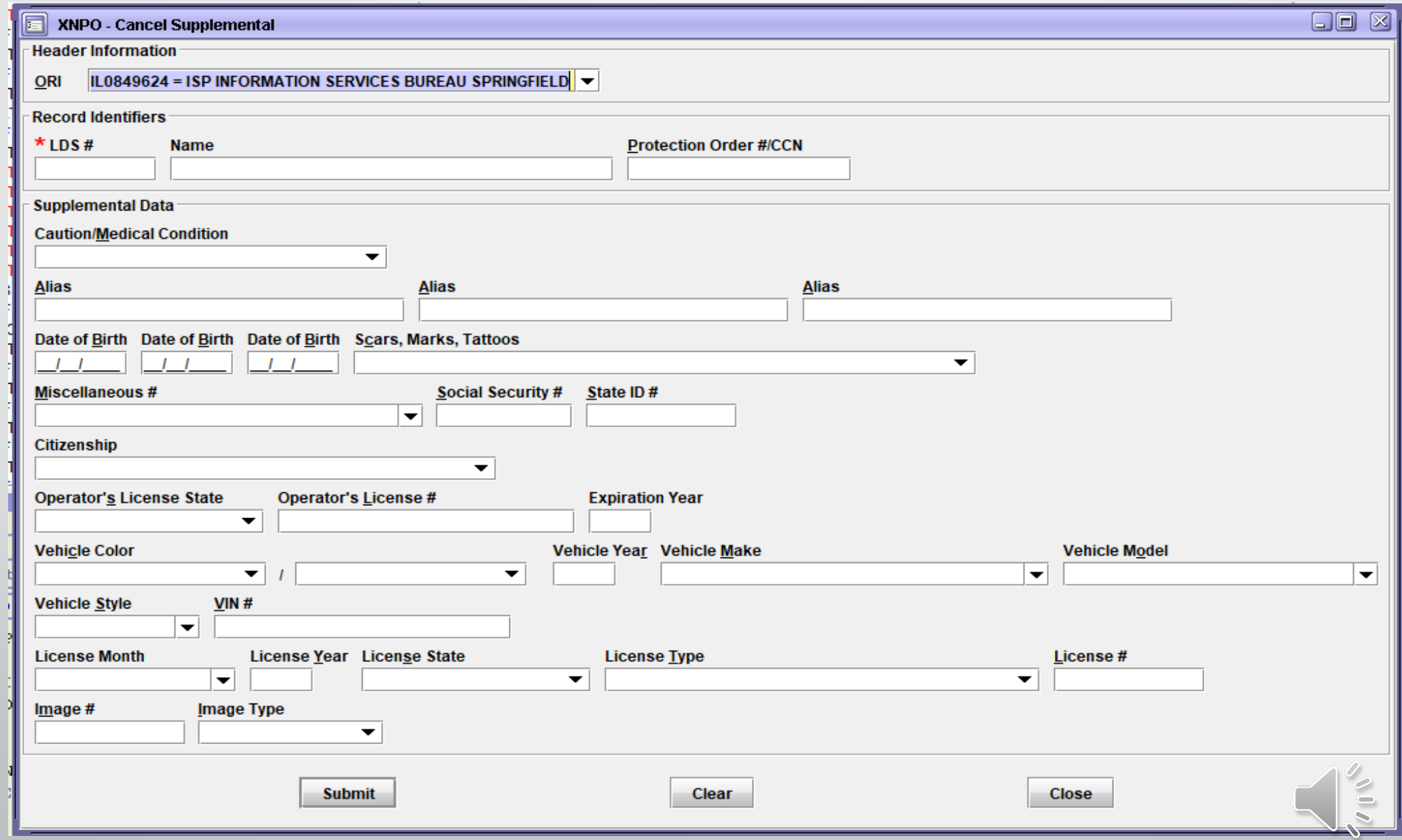
CPO – CLEAR ORDER



XPO – CANCEL ORDER



XNPO – CANCEL SUPPLEMENTAL



Received Time:	12:49:55 04-05-21	Source ORI:	IL0849624
Summary:	EPOC: NAM=HUTCHINSON,PIPER L SEX=F RAC=U		

☐ View Message Details

Modify	Clear	Cancel	Enter Supp	Cancel Supp	Service
Enter Image					

CHF LDS/H21A3981 PROTECTION ORDER - CAUTION

LEADS NUMBER BEGINS WITH "H"

BRD/Y CCN/ABC123 ISS/2021-04-01 EXP/2023-04-01 SERVED SRV/2021-04-01
CMC/65 EPILEPSY

RESPONDENT:
NAM/HUTCHINSON,PIPER L SEX/F RAC/U POB/IL
DOB/2002-02-07 AGE/19 HGT/507 WGT/145 HAI/BRO EYE/BRO
DNA/N

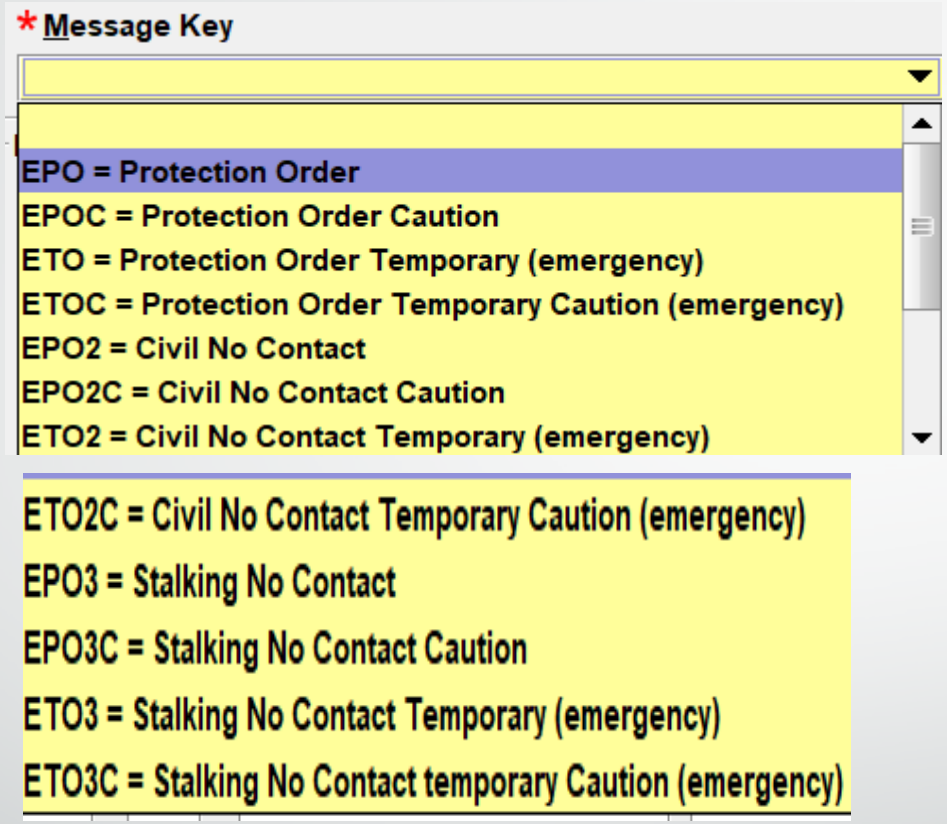
REMEDIES: (CONTACT ORA FOR DETAILS)
R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL DEPRIVATION,
STALKING, INTIMIDATION OF A DEPENDENT OR INTERFERENCE WITH PERSONAL LIBERTY
OF PROTECTED PERSON(S) (POLICE ENFORCED - CLASS A MISDEMEANOR)
R02 PROHIBITED FROM ENTERING OR REMAINING AT RESIDENCE/HOUSEHOLD INHABITED BY
PROTECTED PERSON(S) (POLICE ENFORCED)
R03 PROHIBITED FROM ENTERING OR REMAINING AT PLACE OF EMPLOYMENT, SCHOOL, OR
OTHER PLACES SPECIFIED BY THE COURT (POLICE ENFORCED)
R04 REQUIRED TO UNDERGO COUNSELING (COURT ENFORCED)

PETITIONER:PNM/HUTCHINSON,FRANKLIN D
PROTECTED PERSONS:
NM1/HUTCHINSON,FRANKLI RL1/SE - SPOUSE
NM2/HUTCHINSON,LILLIAN RL2/CH - CHILD

PROTECTED ADDR:
PA1/1113 JEFFERSON AVE JOHNSTONCIT
NOA/N
OCA/TEST OP
ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-04-05 12:49 DLU/2021-04-05 12:49 NIC/H110039774
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS AND NCIC
MRI 1553 IN: **FH1 177 AT 05APR2021 12:49:55**

OP MESSAGE KEYS



Received Time:	11:12:37 04-06-21	Source ORI:	IL0849624
Summary:	Z2: LDS=H21A3981		

View Message Details

Modify	Clear	Cancel	Enter Supp	Cancel Supp	Service
Enter Image	Query Image	Cancel Image	Modify Image		

CHF
QUERY:QPO LDS/H21A3981
QDZY LDS/H21A3981 PROTECTION ORDER - CAUTION

BRD/Y CCN/ABC123 ISS/2021-04-01 EXP/2023-04-01 SERVED SRV/2021-04-01
CMC/65 EPILEPSY

RESPONDENT:
NAM/HUTCHINSON,PIPER L SEX/F RAC/U POB/IL
DOB/2002-02-07 AGE/19 HGT/507 WGT/145 HAI/BRO EYE/BRO
DNA/N

REMEDIES: (CONTACT ORA FOR DETAILS)
R01 PROHIBITED FROM PHYSICAL ABUSE, HARASSMENT, WILLFUL DEPRIVATION,
STALKING, INTIMIDATION OF A DEPENDENT OR INTERFERENCE WITH PERSONAL LIBERTY
OF PROTECTED PERSON(S) (POLICE ENFORCED - CLASS A MISDEMEANOR)
R02 PROHIBITED FROM ENTERING OR REMAINING AT RESIDENCE/HOUSEHOLD INHABITED BY
PROTECTED PERSON(S) (POLICE ENFORCED)
R03 PROHIBITED FROM ENTERING OR REMAINING AT PLACE OF EMPLOYMENT, SCHOOL, OR
OTHER PLACES SPECIFIED BY THE COURT (POLICE ENFORCED)
R04 REQUIRED TO UNDERGO COUNSELING (COURT ENFORCED)

PETITIONER:PNM/HUTCHINSON,FRANKLIN D
PROTECTED PERSONS:
NM1/HUTCHINSON,FRANKLI RL1/SE - SPOUSE
NM2/HUTCHINSON,LILLIAN RL2/CH - CHILD

Once the hot keys were available, I chose to add an image. Also, I found two alias names that I missed and added them to the entry. Remember, by choosing the hot keys above, the format is prepopulated with the name and LEADS number.

PROTECTED ADDR:
PA1/1113 JEFFERSON AVE JOHNSTONCIT
NOA/N
OCA/TEST OP
ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-04-05 12:49 DLU/2021-04-06 11:13 NIC/H110039774
CONFIRM WITH ORI

** SUPPLEMENTAL INFORMATION **
AKA/HUTCHINSON,LIL PIP
AKA/HUTCHINSON,GIRLY GIRL

REMEMBER SUPPLEMENT WAS FORMERLY KNOWN AS ALIAS!!

IMN/I060043579 IMT/M
IMAGE TYPE:M
NAM:HUTCHINSON,PIPER L DOB:20020207
RAC:U HGT:507 WGT:145 DOI:

NIC:H110039774 IMN:I060043579

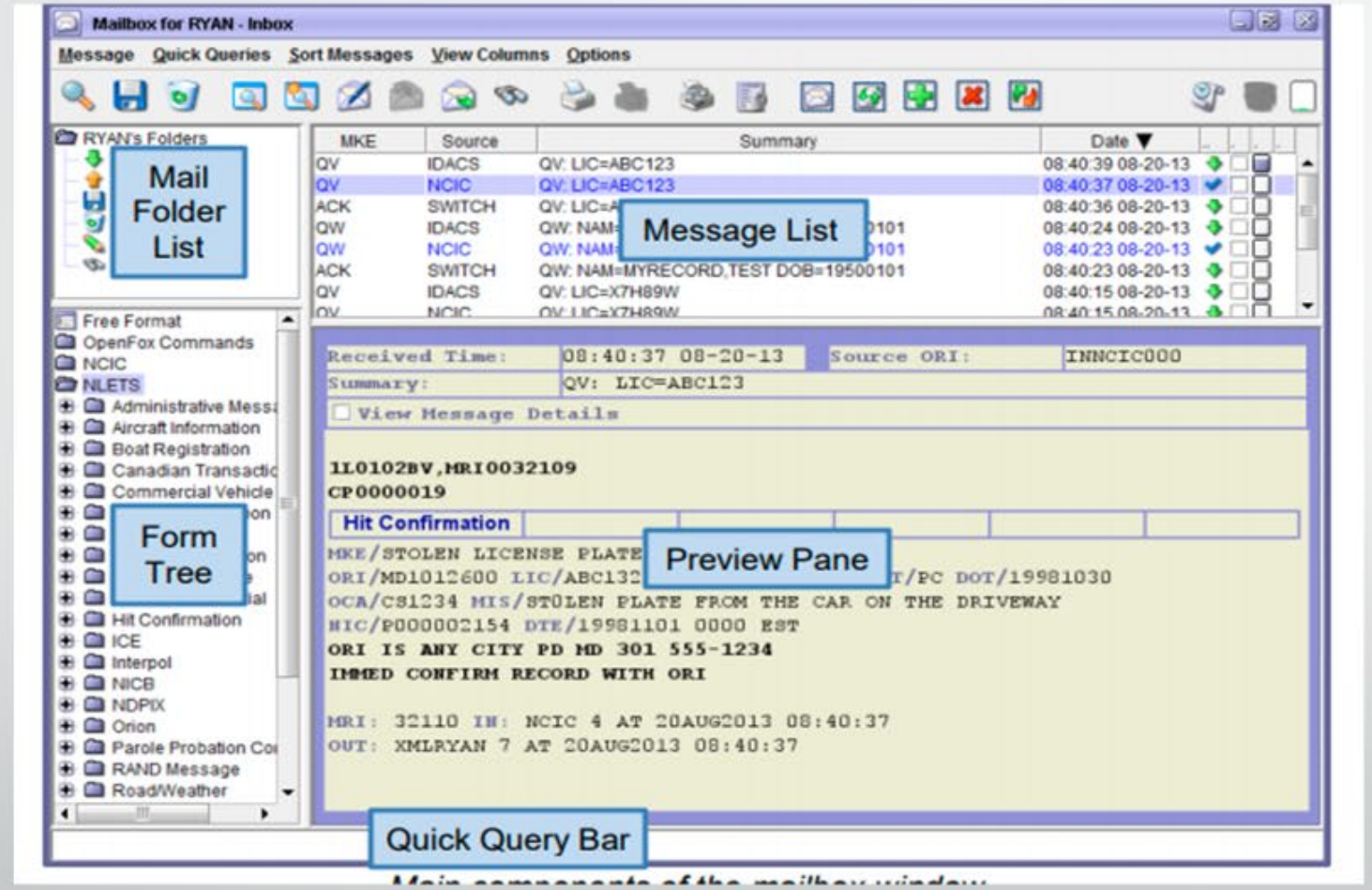
We will now take a five (5) minute break

CHF Entry

ISP.HelpDesk@Illinois.gov

1 (866)-LEADS-00

Messenger mailbox configuration



Remember the Caution Files have been separated below is the New LEADS number identifiers for the old caution files.

- Sex Offender - X
- Supervised Release (Parolee) - C
- Field Notification – E
- Violent Person - L
- Gang - T

SEX OFFENDER

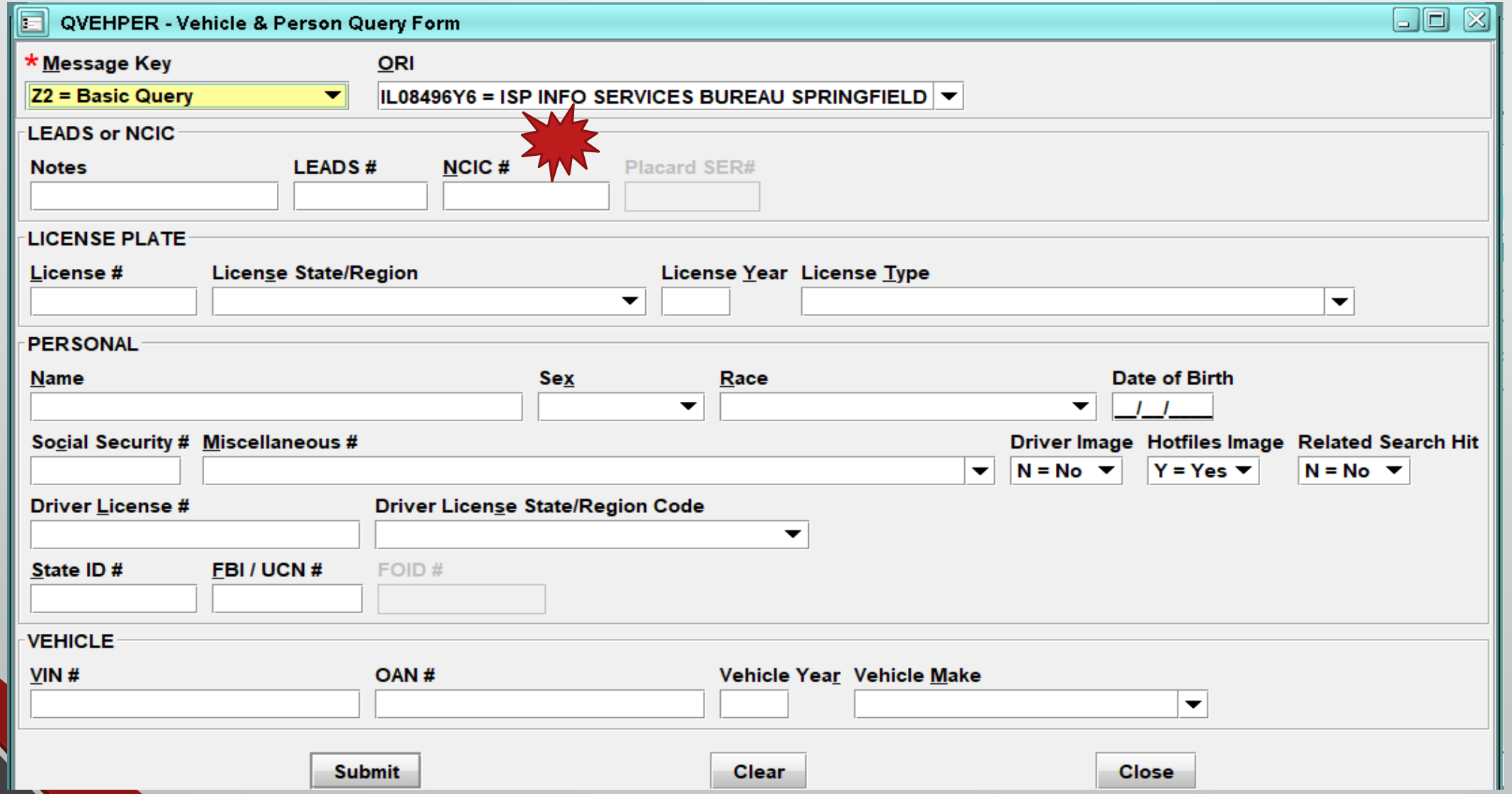
Sex Offender Records

LEADS Number Identifier now begins with ‘X’

Example: X21A0040

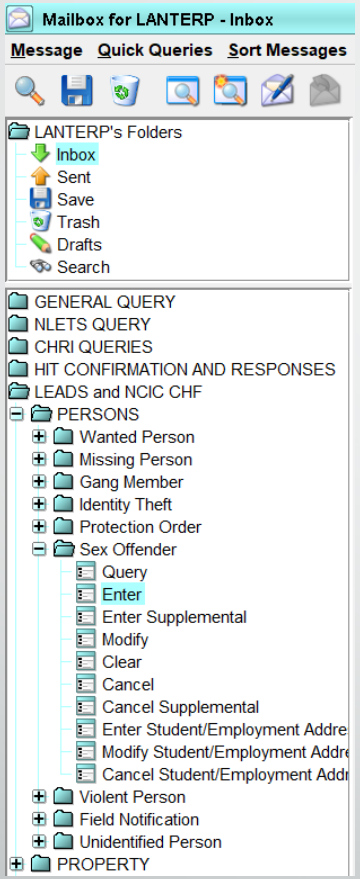
Sex Offender Query

QVEHPER QUERY FORM

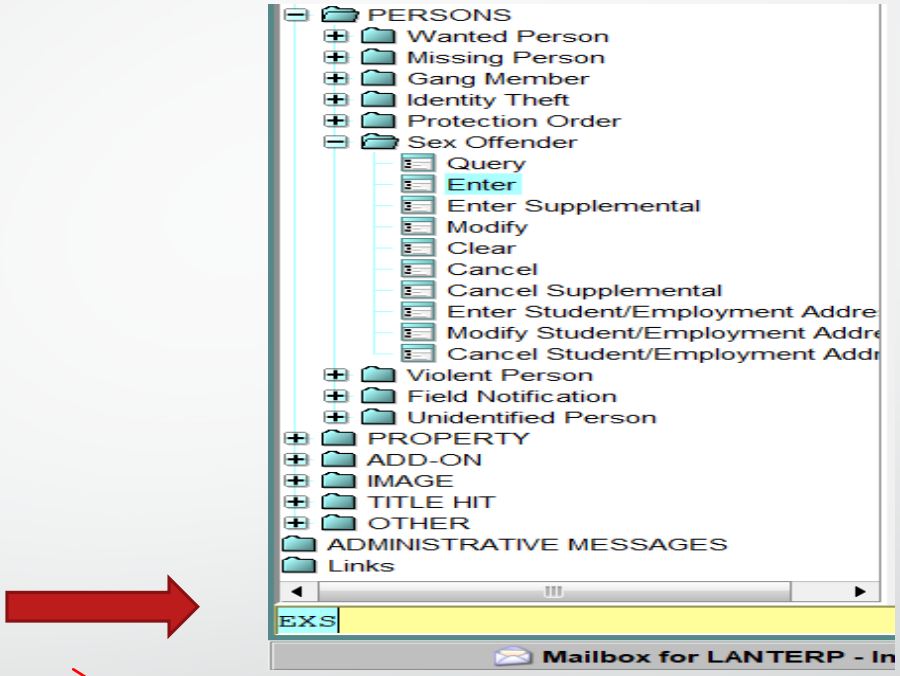


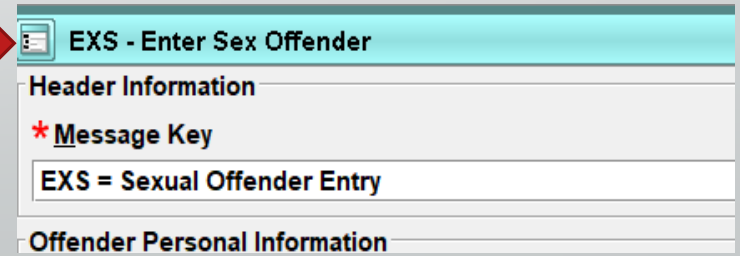
SEX OFFENDER ENTRY

FORMS TREE

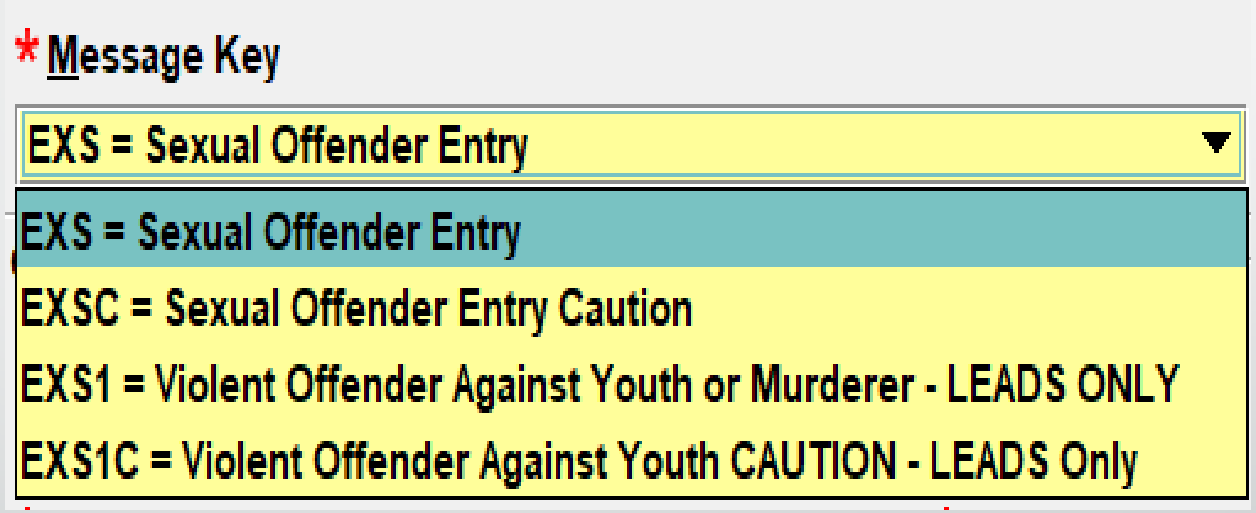


QUICK BAR FUNCTION

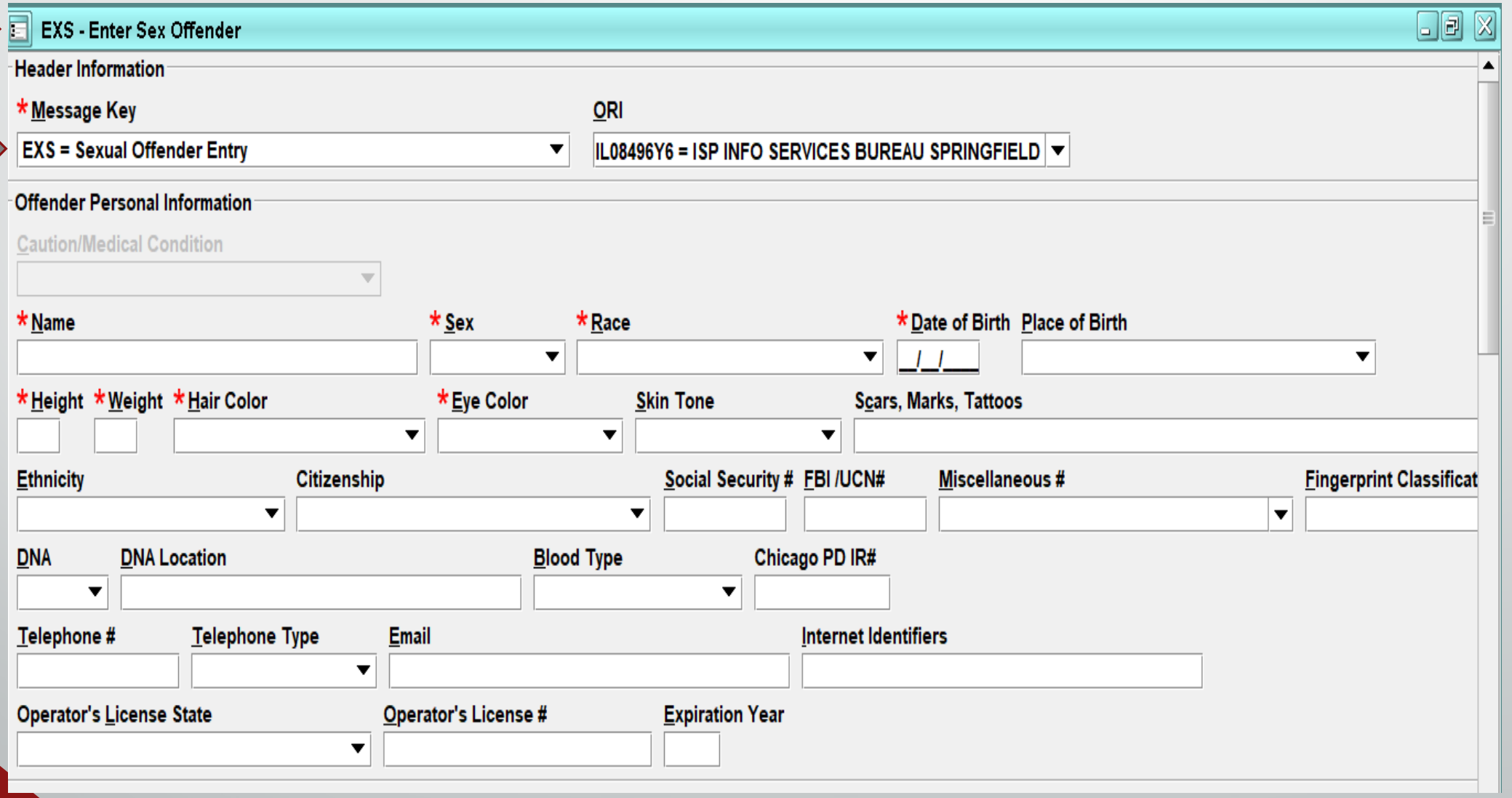




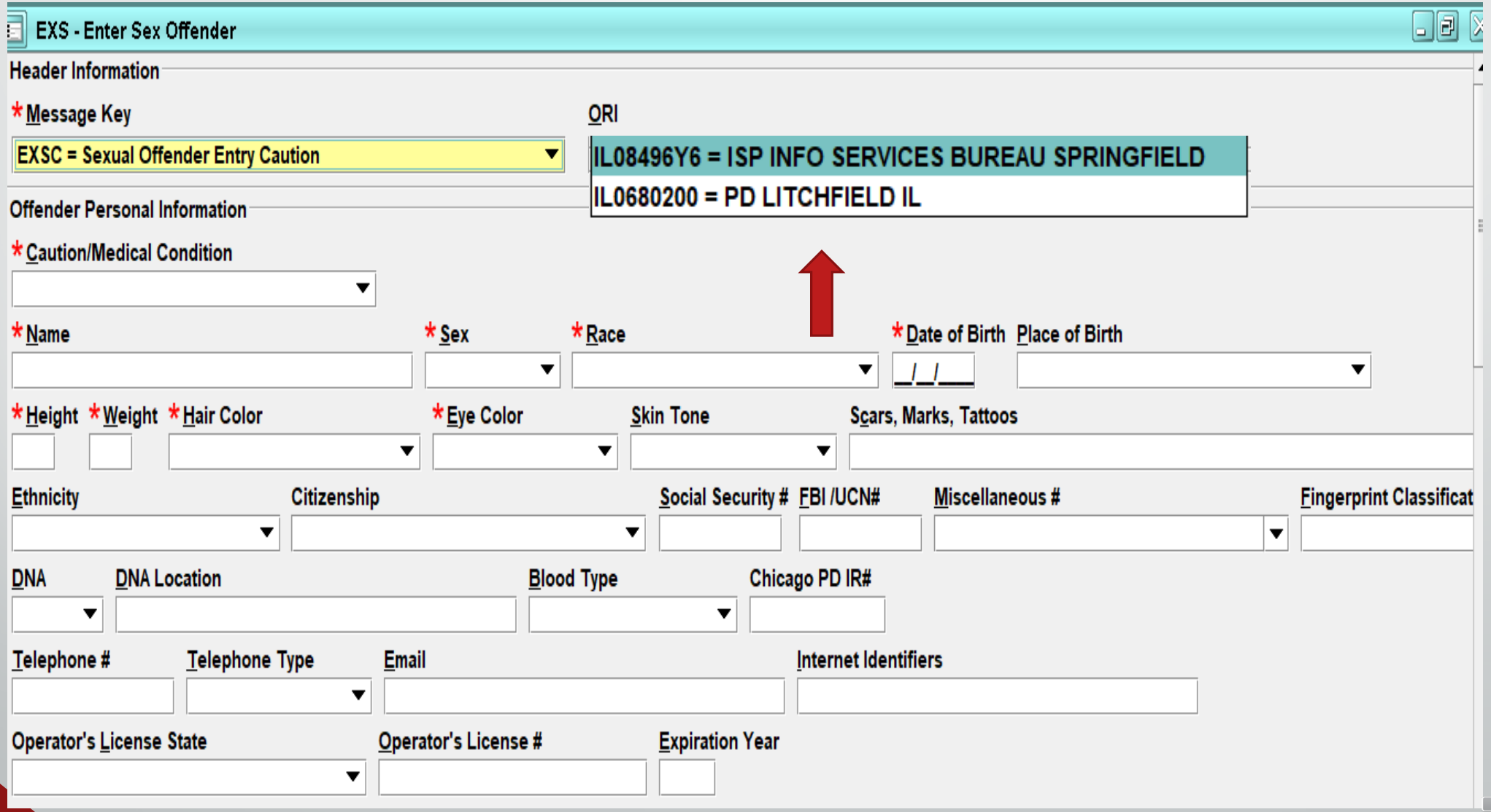
Sex Offender Entry



Message Key – EXS



Message Key - EXSC



Offender Personal Information

Caution/Medical Condition (CMC)

Will be highlighted if required,

dependent upon

Message Key Selection

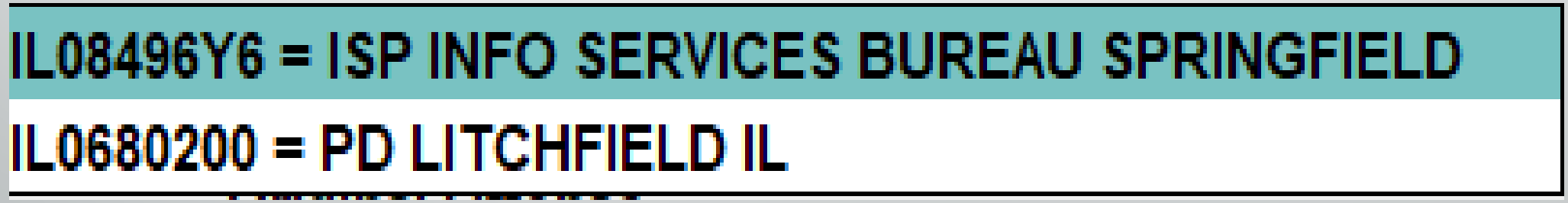
DESCRIPTION	CODE
Armed and dangerous	00
Other (Identify in the MIS Field)	01
Violent tendencies	05
Martial arts expert	10
Explosive expertise	15
Known to abuse drugs	20
Escape risk	25
Sexually violent predator-Contact ORI	30
International Flight Risk	40
Heart condition	50
Alcoholic	55
Allergies	60
Epilepsy	65
Suicidal	70
Medication required	80
Hemophiliac	85
Diabetic	90

ORI

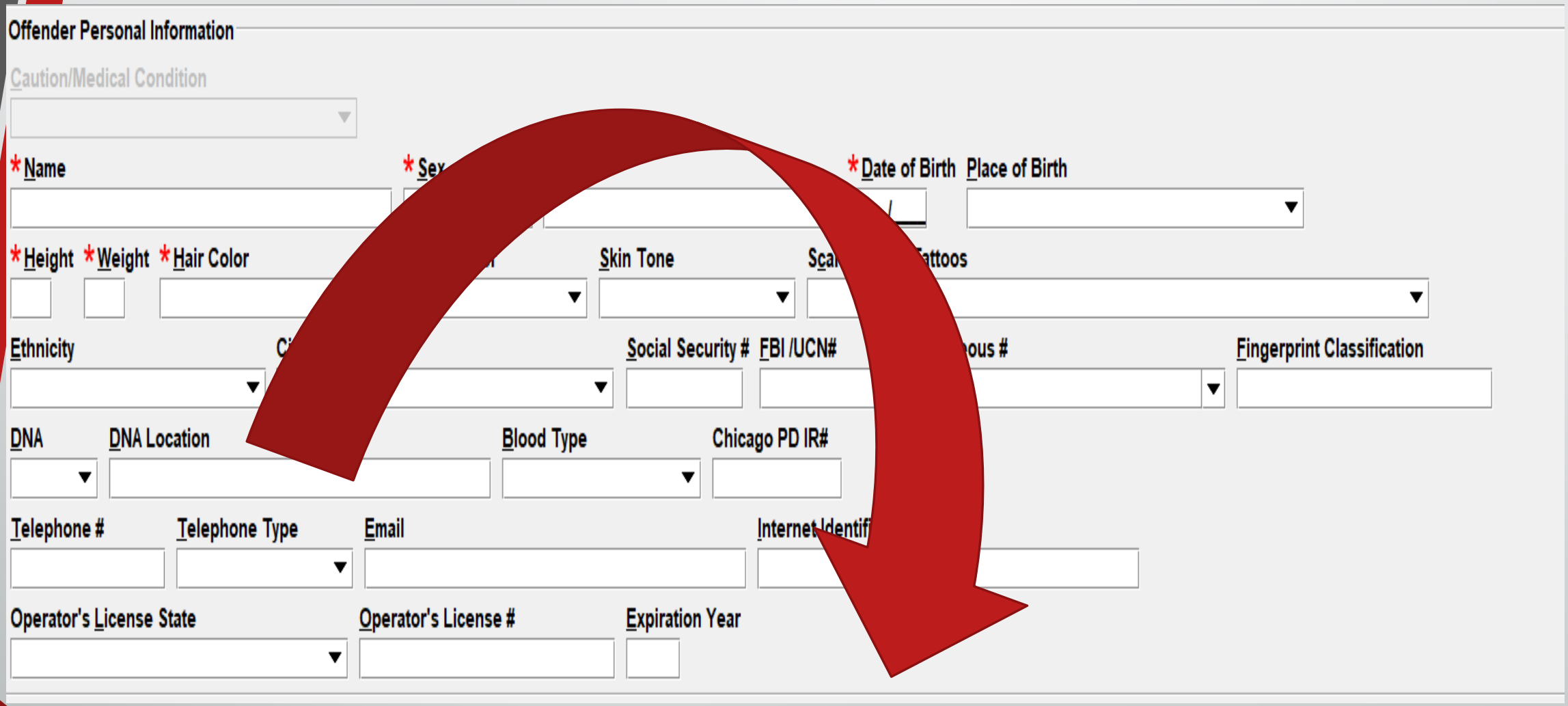
Each station has it's own ORI.

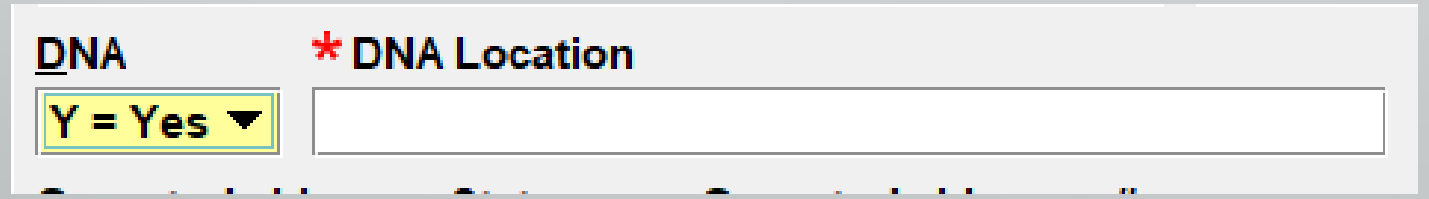
Sub ORI or the main ORI for each agency. If your agency enters Hot Files for other Agencies, you will have a drop down box that will allow you to choose which ORI you would like to use for the particular Entry or Inquiry.

CDC's will still identify stations.

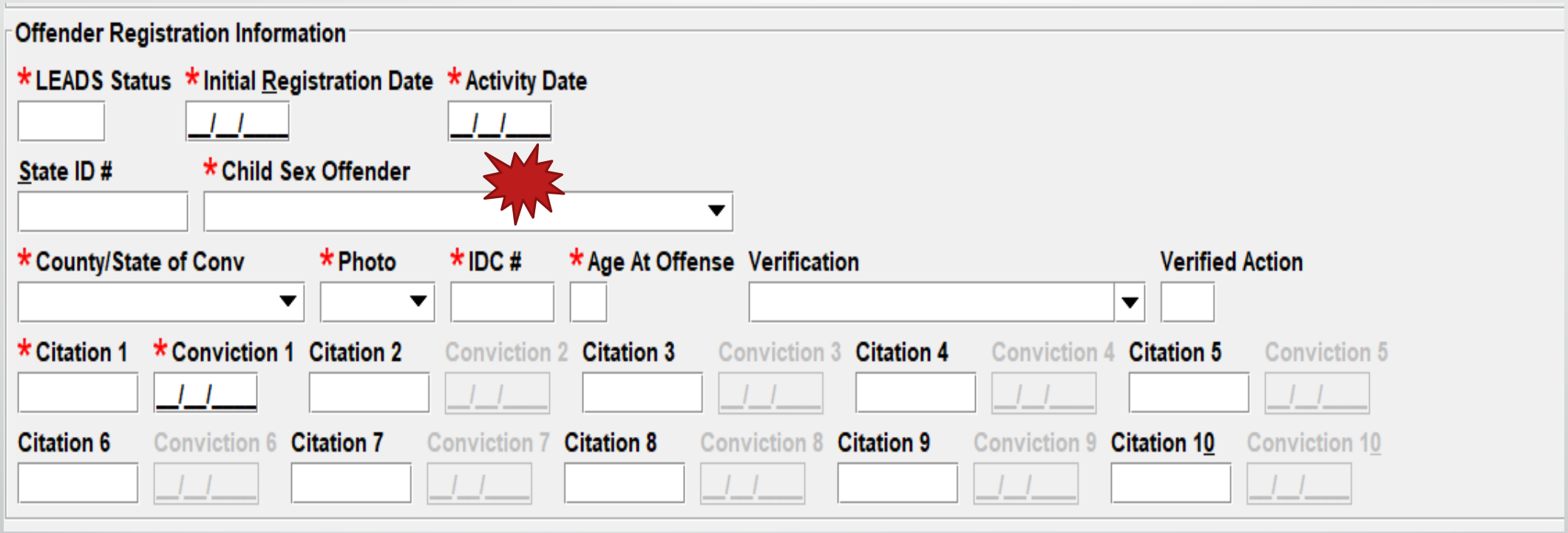


OFFENDER PERSONAL INFORMATION





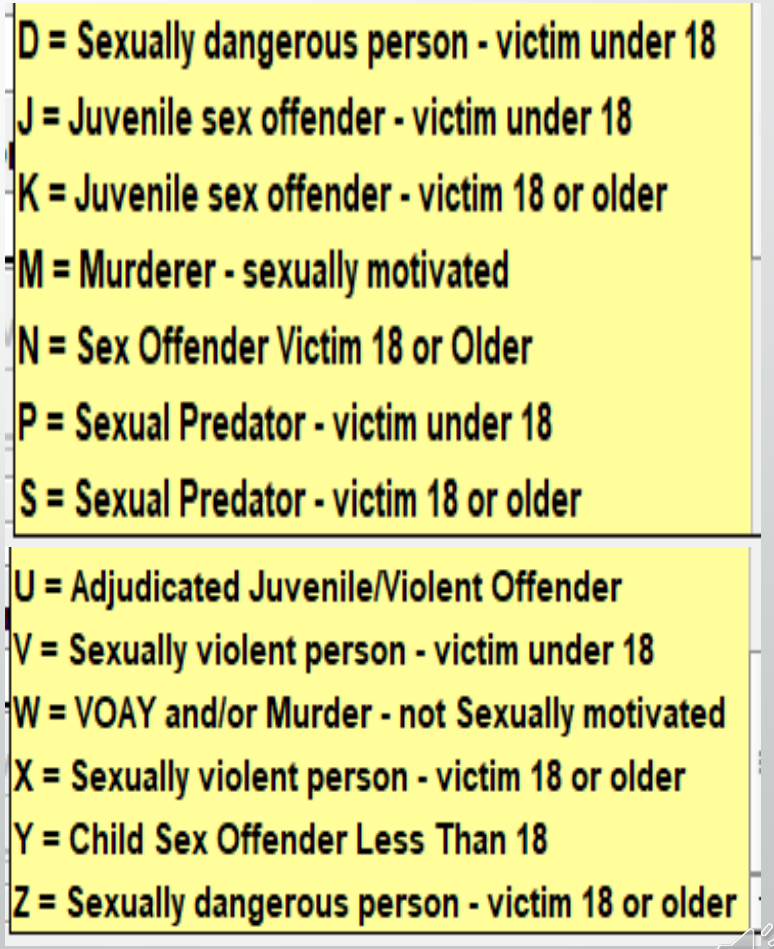
Offender Registration Information



OFFENDER LEADS STATUS Hover

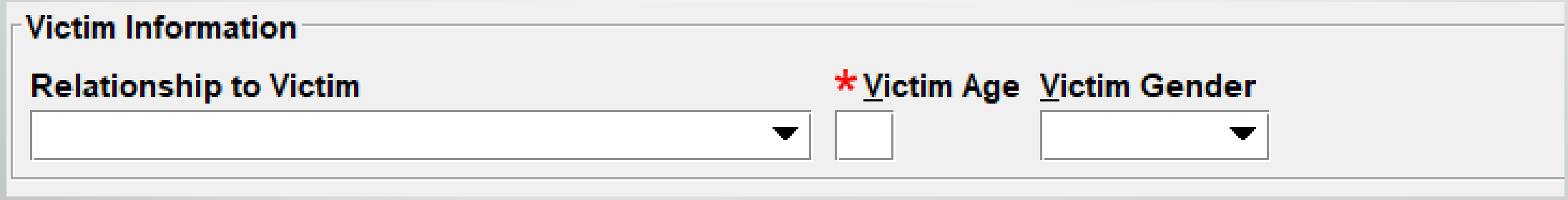
- D-Notified, Not Registered-(applies proper caveat, Offender has 10 days to register)
- E-Child Sex Offender who no longer needs to register
- I-Incarcerated
- K-Deported
- M-nnn-Moving to Illinois County..nnn must be numeric County Code from Table
- N-Not Notified; to be Notified
- OM-Out of State Move
- R-Registered
- X-Sex Offender with an adult victim who no longer needs to Register (1-5 alpha,num)

CSO CODES Dropdown

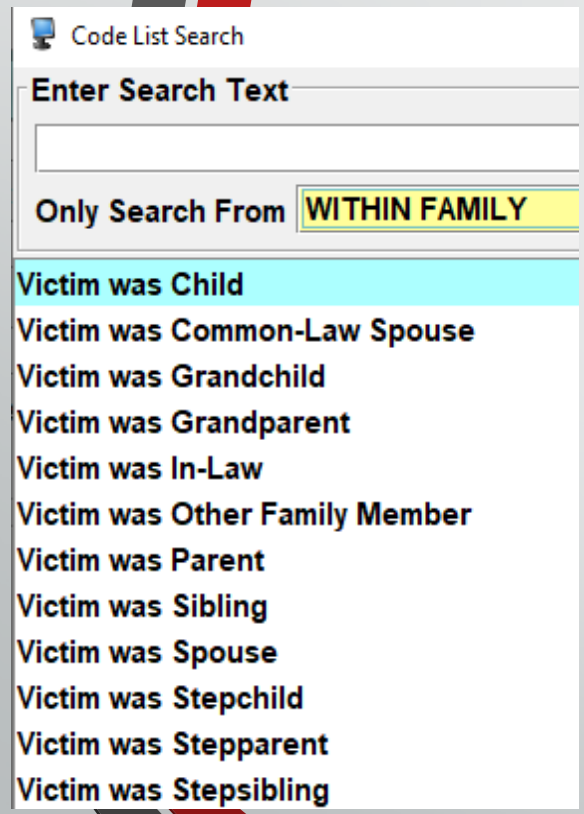


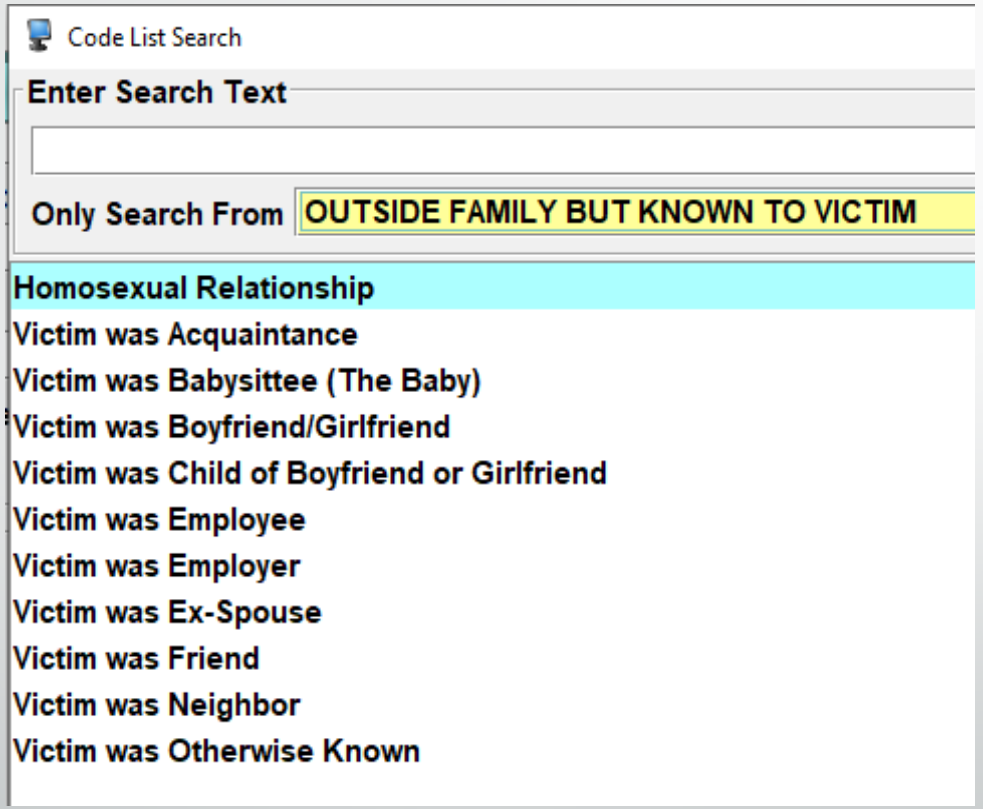
Victim Information

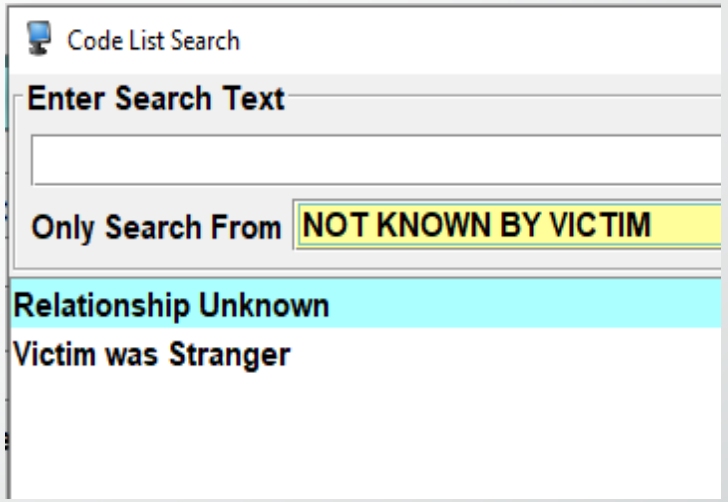
- Relationship to Victim – dropdown
- Victim Age – must be 2 characters (*at time of violation).*
- Victim Gender



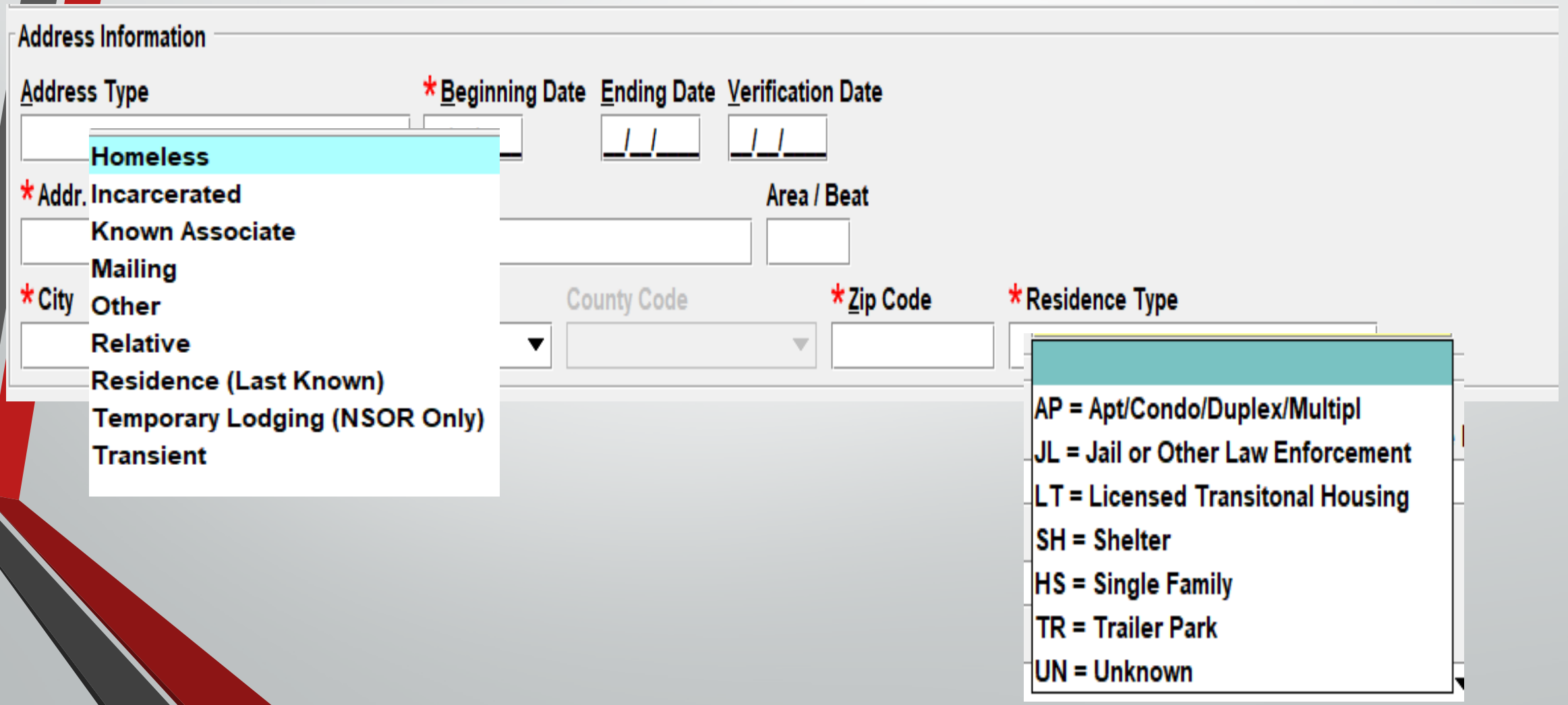
Relationship to Victim







Offender Address Information



Offender Vehicle Information

Vehicle Information

Vehicle Color / Vehicle Year Vehicle Make Vehicle Model

Vehicle Style VIN # Vehicle Ownership

License Month License Year License State License Type License #

Boat Information

Boat Color / Boat Year Boat Make Boat Model

Boat Type Boat Name Boat Length Propulsion Hull Hull Shape

Boat Hull # Registration # Registration State Expiration Year Coast Guard # Home Port

Optional Linkage Information

Linkage Agency ID Linkage Case #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit Clear

Hot Links

Query	Modify	Clear	Cancel	Enter Emp/Stu Address	Modify Emp/Stu Address
Cancel Emp/Stu Address	Enter Supp	Cancel Supp	Enter AddOn	Clear Addon	Enter Image

CHF
* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD *
** SUBJECT IS A REGISTERED SEXUAL PREDATOR - VICTIM UNDER 18 **
OFFENDER MUST REGISTER UNTIL 2031-04-13

LDS/X21A1769 SEX OFFENDER
CMC/30 SEXUALLY VIOLENT PREDATOR

NAM/GATES,PEARLY SEX/F RAC/W POB/IL
DOB/1964-01-30 AGE/57 HGT/506 WGT/180 HAI/BLN EYE/BLU
DNA/N
SID/IL111111
SMT/TAT L ANKL
ADD/01 RESIDENCE (LAST KNOWN) BDA/2021-04-13
SNU/123 SDI/N SNA/MAIN
CTY/ANYTOWN STA/IL COU/SANGAMON ZIP/62703 HTP/TRAILER PARK
ORI/IL08496Y6 ORA/ISP INFO SERVICES BUREAU SPRINGFIELD
ENT/BN0 OPR/LANTERP DTE/2021-04-13 14:02 DLU/2021-04-13 14:02 NIC/X750493261
CONFIRM WITH ORI

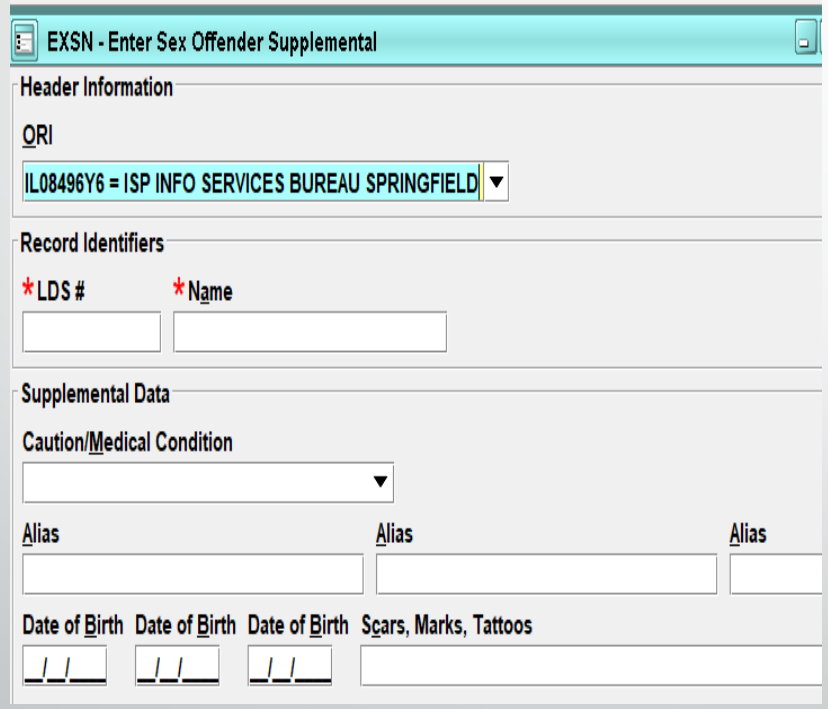
* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD *
* IF ACTUAL CONTACT: DOCUMENT LDS/X21A1769 WITH ADDON RECORD *

** REGISTERED OFFENDER INFORMATION **
LSTA/R - REGISTERED
ORD/2021-04-13 ERD/2031-04-13 CON/2014-06-23
OFS/23 - COMPLIANT
LADT/2021-04-13 CSO/P
CCV/SANGAMON PHO/Y AOO/50 AOV/12 SOV/M
CON1/2014-06-23 CIT1/CRIMINAL SEXUAL ABUSE/FORCE

***** END OF SEX OFFENDER RECORD INFORMATION *****

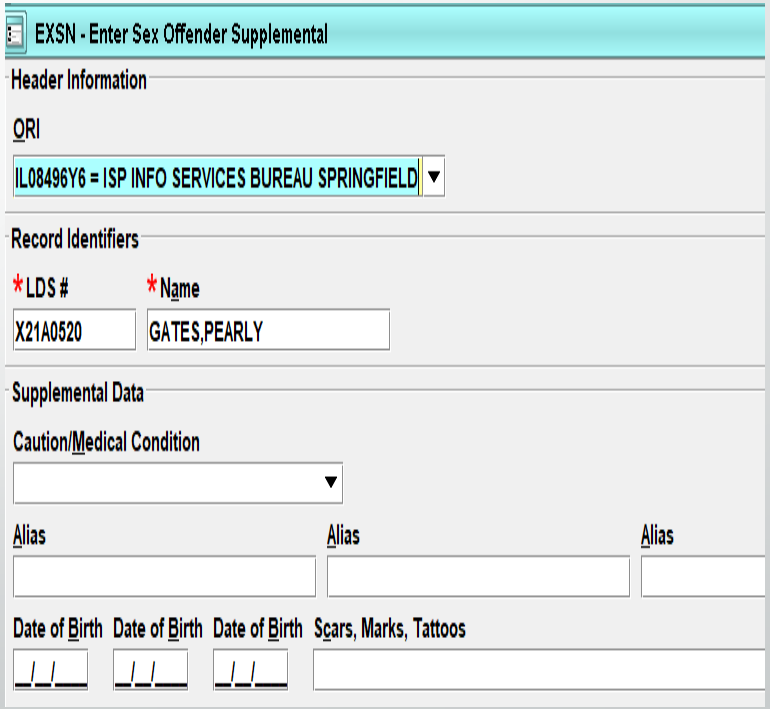
Enter Supplemental Data

Select Form Tree Form



Select Hot Link From Message

Identifier X



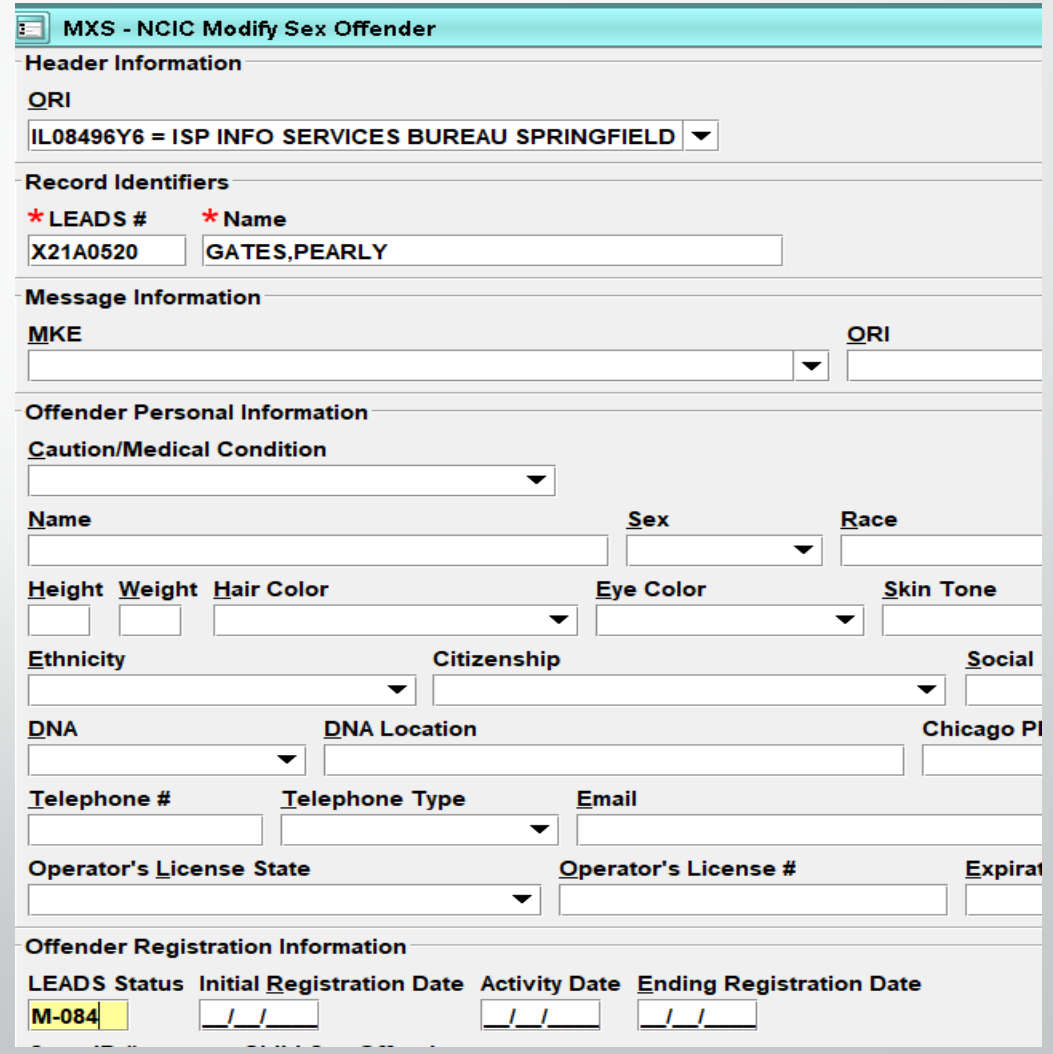
Moving Status

LEADS Status

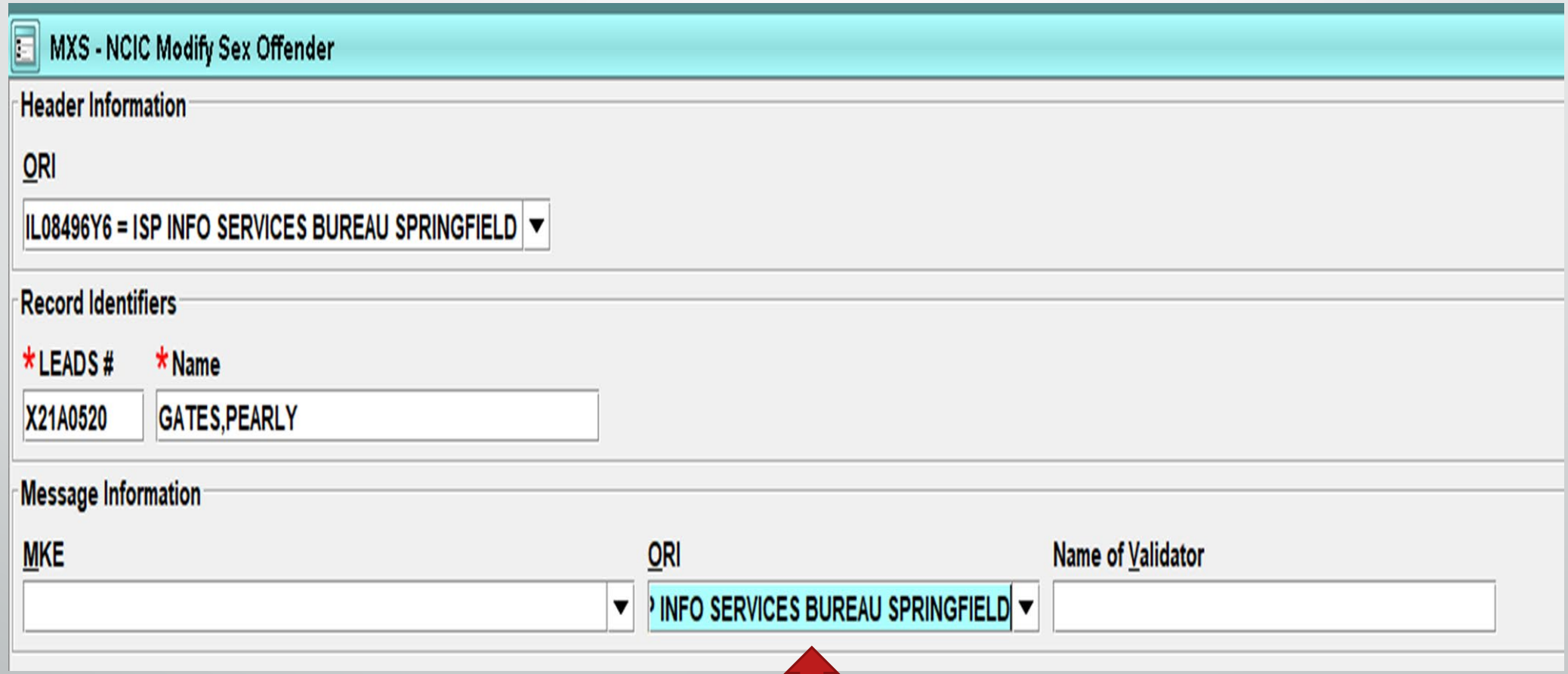
Place the record into moving status

Using 3 digit county code

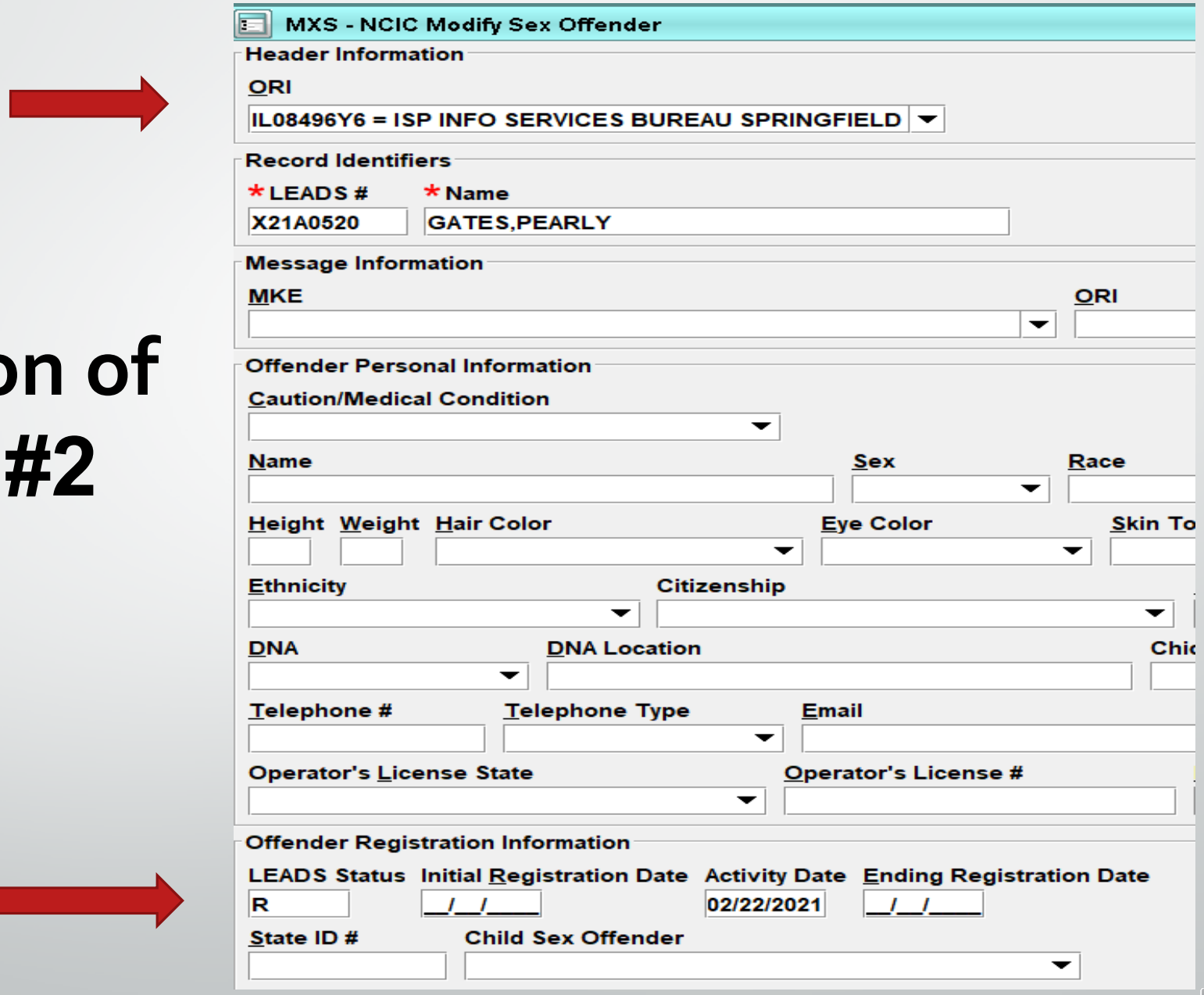
M-084



Take Possession of Record
2 step process - #1



Take Possession of Record Step #2



Step 2 continued

County/State of Conv | Photo | Age At Offense | Verification | Verified Action

Citation 1 | Conviction 1 | Citation 2 | Conviction 2 | Citation 3 | Conviction 3 | Citation 4 | Conviction 4 | Citation 5 | Conviction 5

Citation 6 | Conviction 6 | Citation 7 | Conviction 7 | Citation 8 | Conviction 8 | Citation 9 | Conviction 9 | Citation 10 | Conviction 10

Victim Information

Relationship to Victim | Victim Age | Victim Gender

Address Information

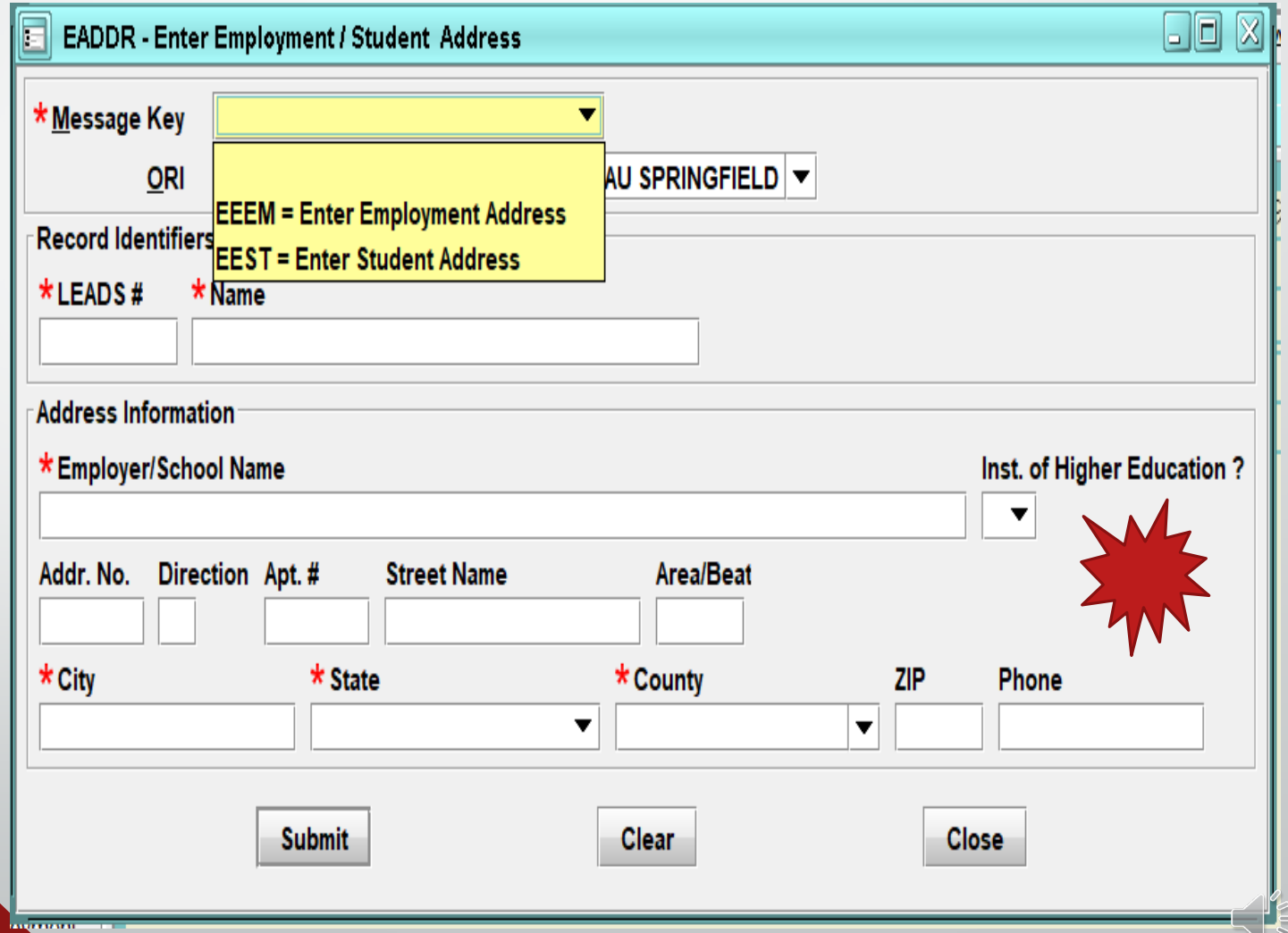
Address Type: 01 = Residence (Last Known) | *Beginning Date: 02/20/2021 | Ending Date | Verification Date

Addr. No.: 123 | Direction: N | Apt. # | Street Name: MAIN ST | Area/Beat #

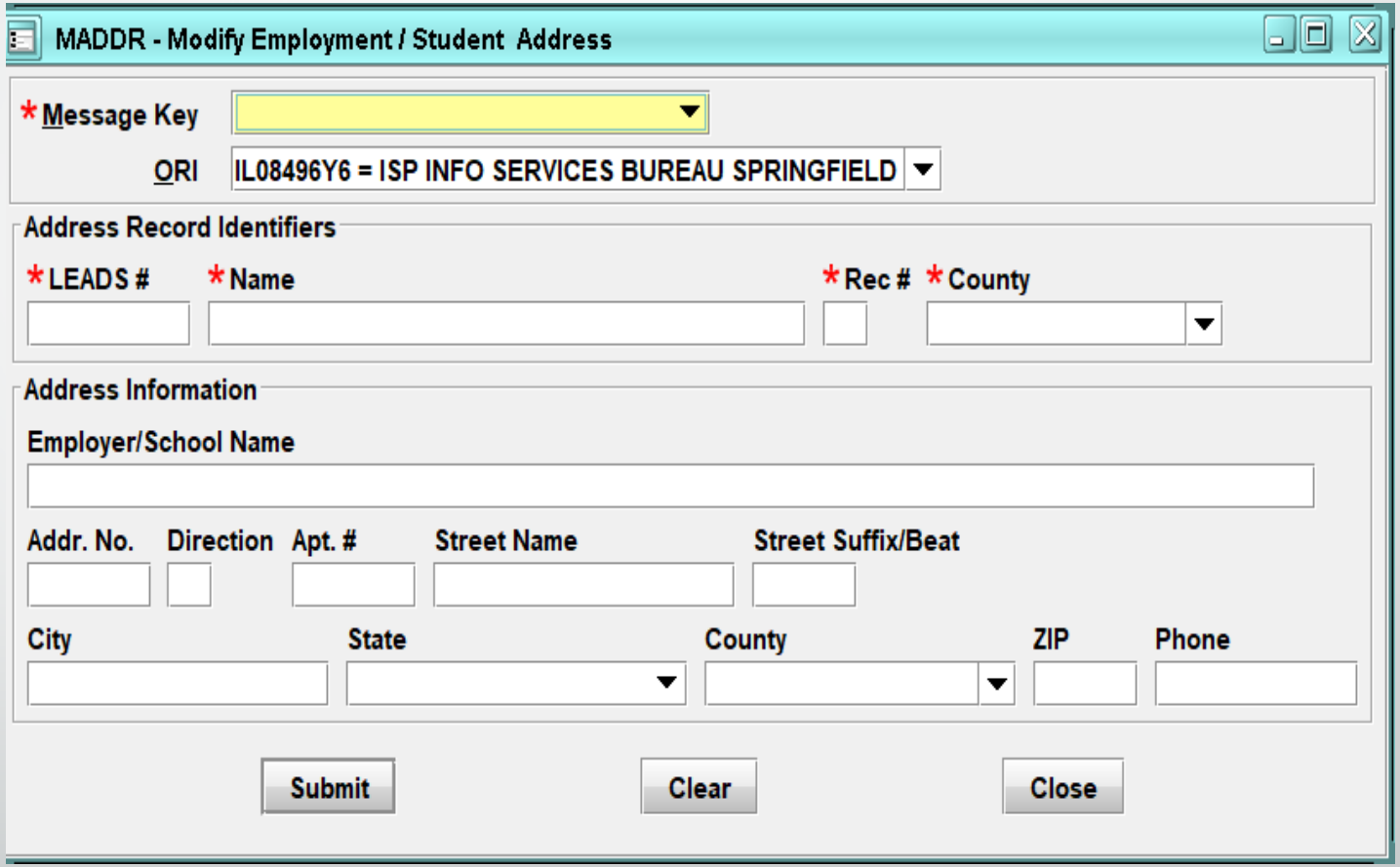
City: ANYTOWN | State: IL = Illinois | County Code: 068 = Montgomery | Zip Code: 62560 | Residence Type: HS = Single Family

Enter Student/Employment Address

IBHE Website: IBHE.org
To check for Institution of Higher Education



Modify Employment/Student Address



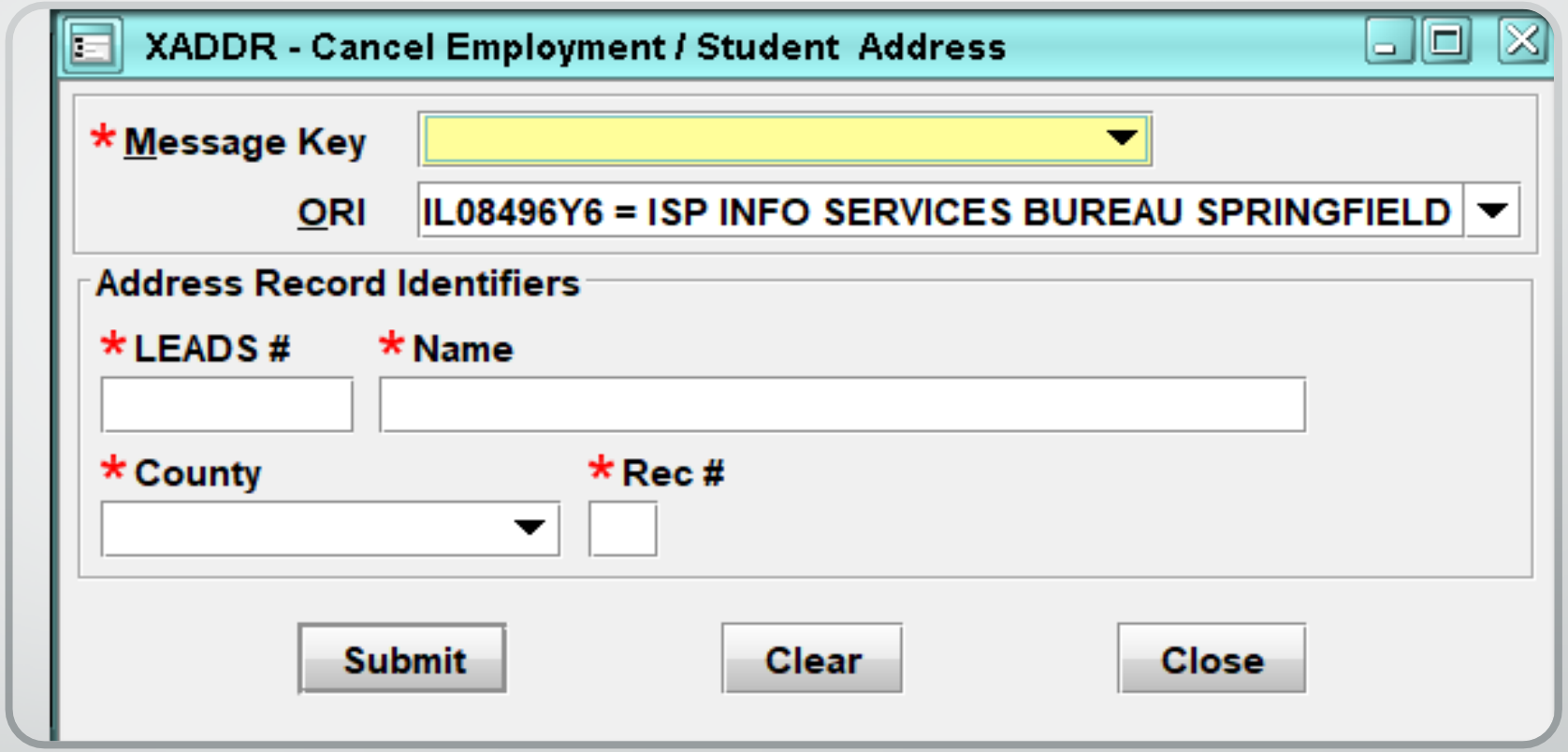
Clear and Cancel new meanings

Cancel now = Clear

Void now = Cancel

CANCEL

Employment/Student Address



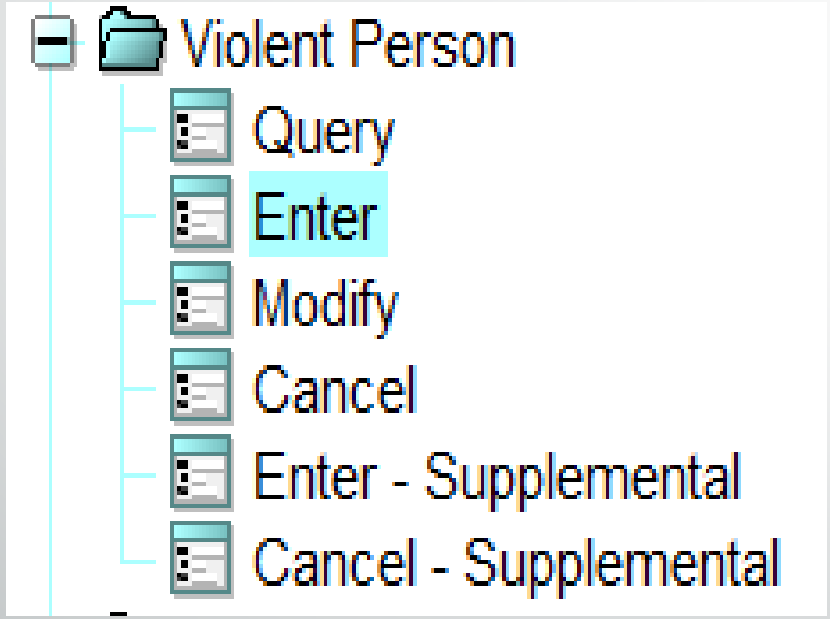
NEW

Violent Person File

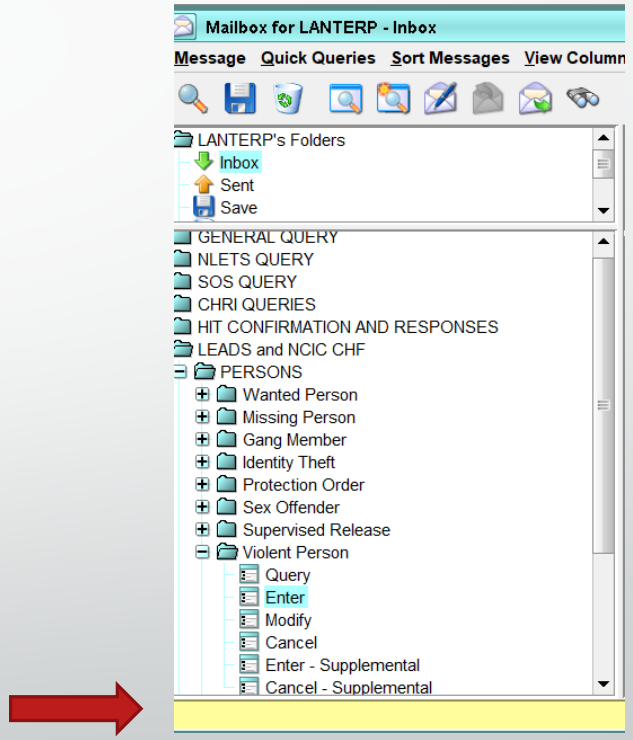
NCIC only File

Violent Person Entry

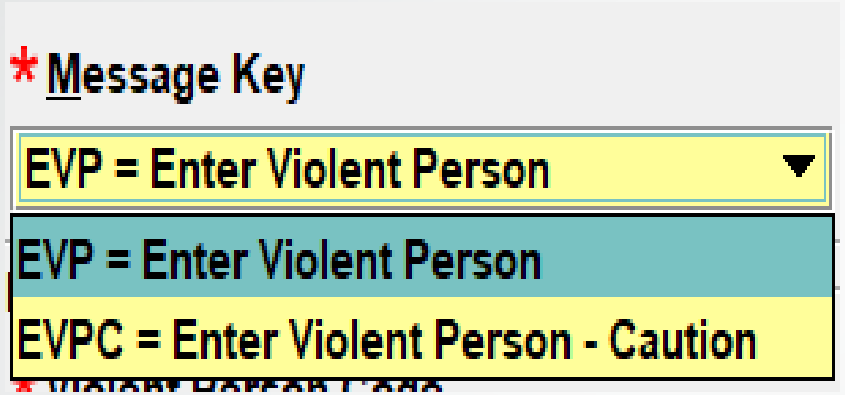
Forms Tree

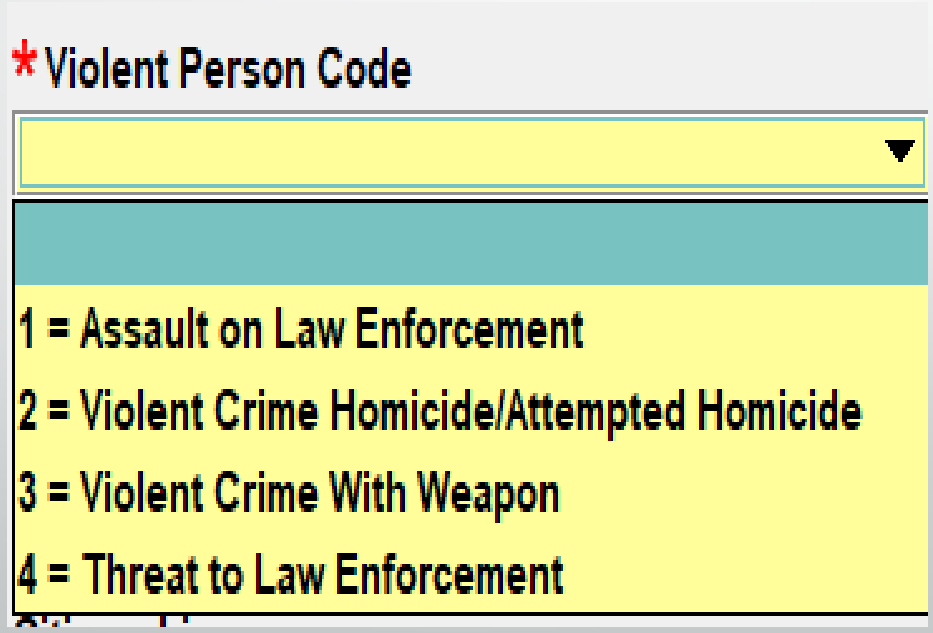


Query Bar



Violent Person





EVP - Enter Violent Person

*Message Key: EVP = Enter Violent Person

ORI: IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Personal Information

*Violent Person Code | Caution/Medical Condition

*Name | *Sex | *Race | Date of Birth __/__/____ | Place of Birth

*Height | *Weight | *Hair Color | *Eye Color | Skin Tone | Scars, Marks, Tattoos | Ethnicity

Citizenship | Social Security # | FBI /UCN# | State ID # | Miscellaneous # | Fingerprint Classification

DNA | DNA Location

Operator's License State | Operator's License # | Expiration Year

Vehicle Information

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License Year | License State | License Type | License #

Optional Linkage and Image Information

Notify Agency | Linkage Agency ID | Linkage Case #

Miscellaneous Information

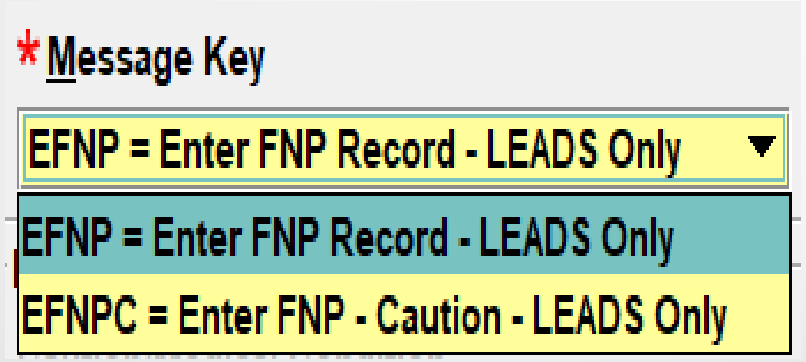
Agency Case Number

Agency Case #

Submit | Clear | Close

Field Notification
LEADS Only File

Field Notification



EFNP - Enter Field Notification

Header Information

*Message Key: EFNP = Enter FNP Record - LEADS Only

ORI: IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Personal Information

Caution/Medical Condition

*Name | *Sex | *Race | Date o

*Height | *Weight | *Hair Color | *Eye Color | Skin Tone | Scars, Ma

Ethnicity | Citizenship

Social Security # | FBI /UCN# | State ID # | Miscellaneous # | Fingerprint Classification

DNA | DNA Location

Blood Type | Chicago PD IR#

Operator's License # | Operator's License State | Expiration Year

Residence Information

Addr. No. | Direction | Apt. # | Street Name | Area / Beat

City | State | ZIP Code | County Code | Phone

Vehicle Information

Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model

Vehicle Style | VIN #

License Month | License Year | License State | License Type | License #

EFNP - Enter Field Notification

Header Information

*Message Key: EFNPC = Enter FNP - Caution - LEADS Only

ORI: IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Personal Information

*Caution/Medical Condition

*Name | *Sex | *Race | Date of Birth

FNP Category Codes

Category 1

Category 2

Category 3

Category 4

Category 5

Category 6

Category 7

Category 8

Category 9

Category 10

Notify Agency

Miscellaneous Information

Agency Case Number

Agency Case #

Submit

Clear

Close

FNP Category Codes

- Drugs - Cocaine
- Drugs - Hallucinogens
- Drugs - Heroin
- Drugs - Marijuana
- Drugs - Other
- Drugs - Pharmaceuticals
- FOID Clear & Present Danger
- Gambling - Bookmaking
- Gambling - Casino
- Gambling - Paper
- General Criminal - Arson
- General Criminal - Auto Theft
- General Criminal - Burglary
- General Criminal - Cartage
- General Criminal - Fencing
- General Criminal - Financial Crime
- General Criminal - Other Theft
- General Criminal - Police Impersonator

- General Criminal - Robbery
- Homeland Security - Suspicious Activity
- Organized Crime - Boss
- Organized Crime - Extortion
- Organized Crime - Juice Loans
- Organized Crime - Labor Racket
- Organized Crime - Member
- Organized Crime - Protitution / Sex
- Violent Crime - Child Molestation
- Violent Crime - Extremist
- Violent Crime - Kidnapping
- Violent Crime - Murder
- Violent Crime - Other Violence
- Violent Crime - Rape
- Violent Crime - Sex Crimes
- Violent Crime - Stalking
- Violent Crime - Terrorism

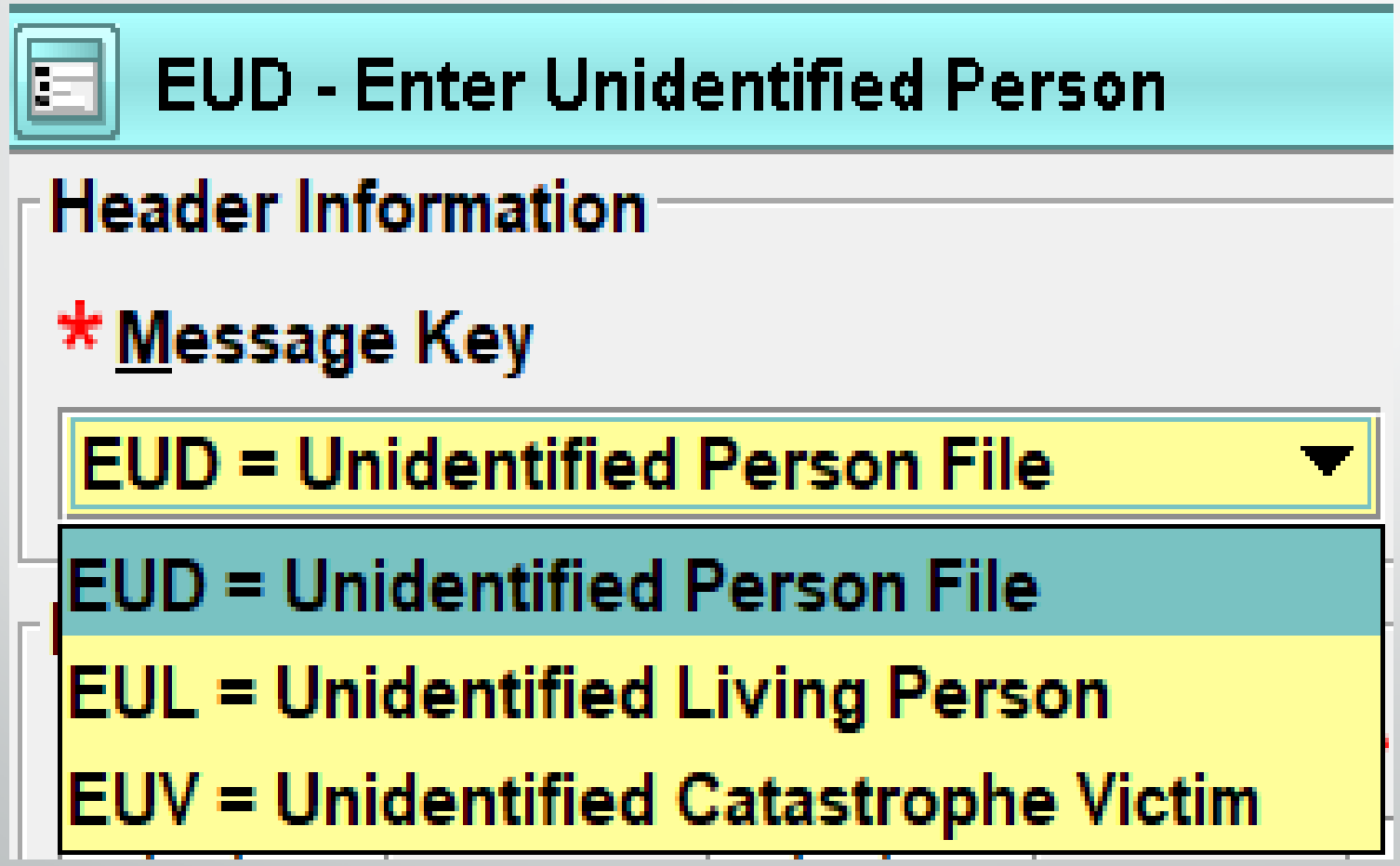
http://leadsinfo.isp.state.il.us/LEADS30Info/LEADS30Info.htm

Additional Information FNP & Violent Person Files

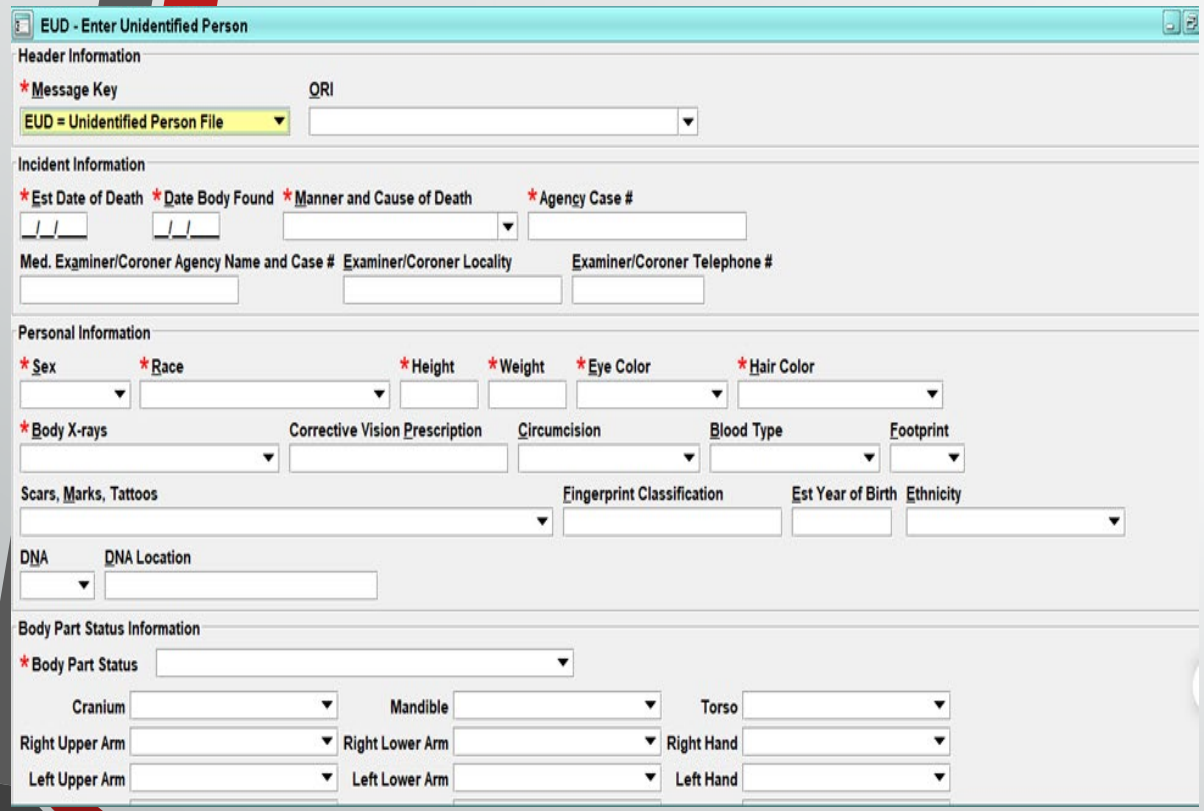
- Field Notification File covers more categories than Violent Person file
- Each file is Independent: FNP LEADS Only; VPF NCIC Only.
- Agencies having documentation of Threats against Law Enforcement, should enter the subject into Violent Person File Only because Violent Person is an NCIC File and a Hit will be returned to all agency's nationwide, including Illinois.

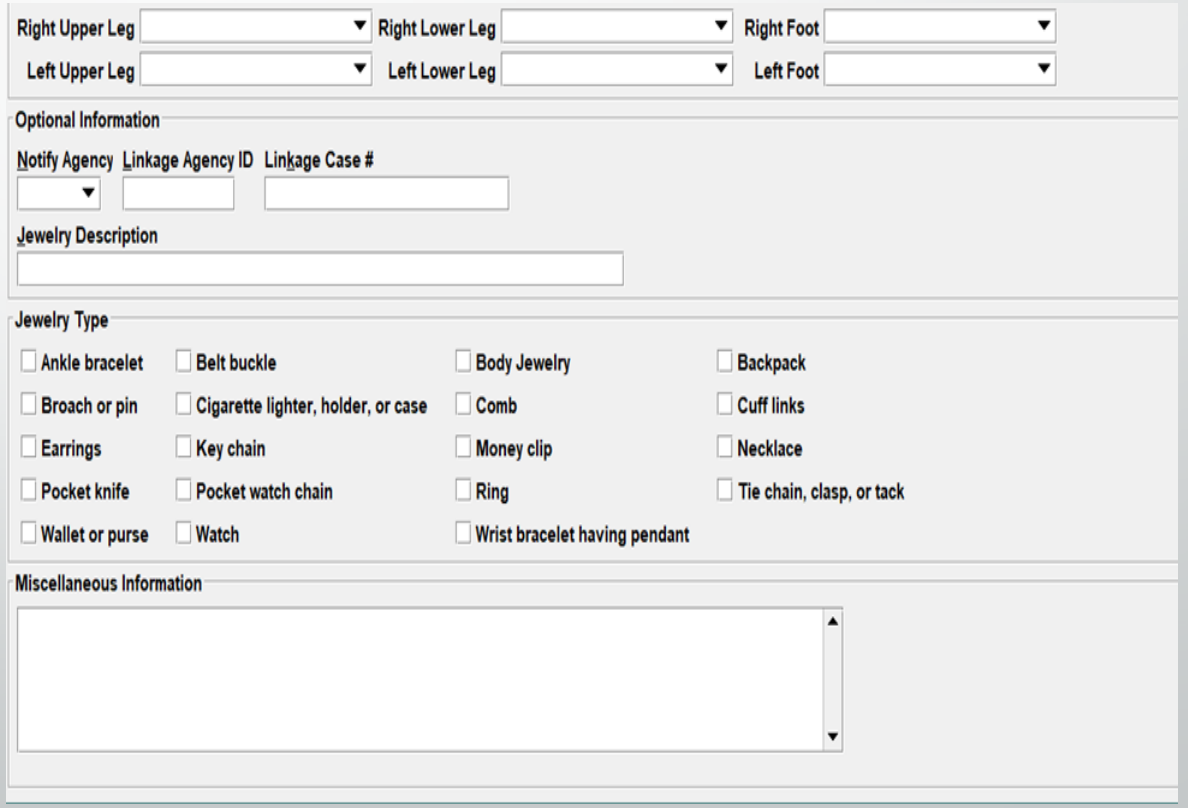
Unidentified Person File
NCIC Only File

Unidentified Person

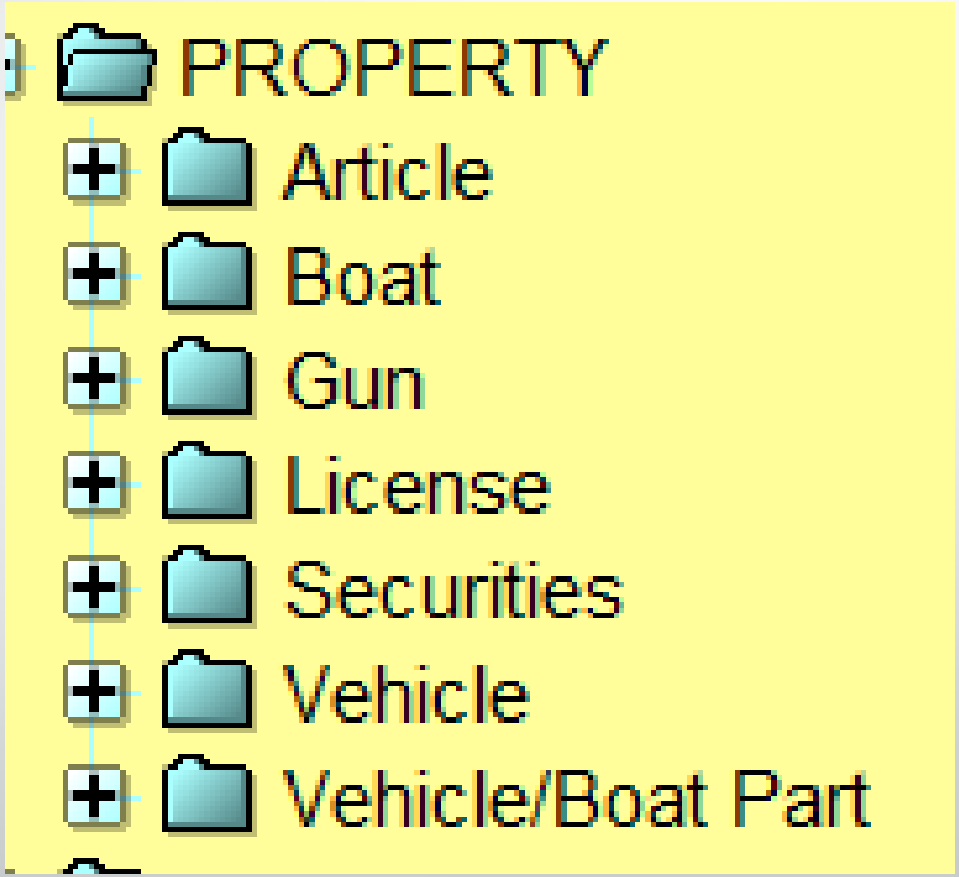


Unidentified Person



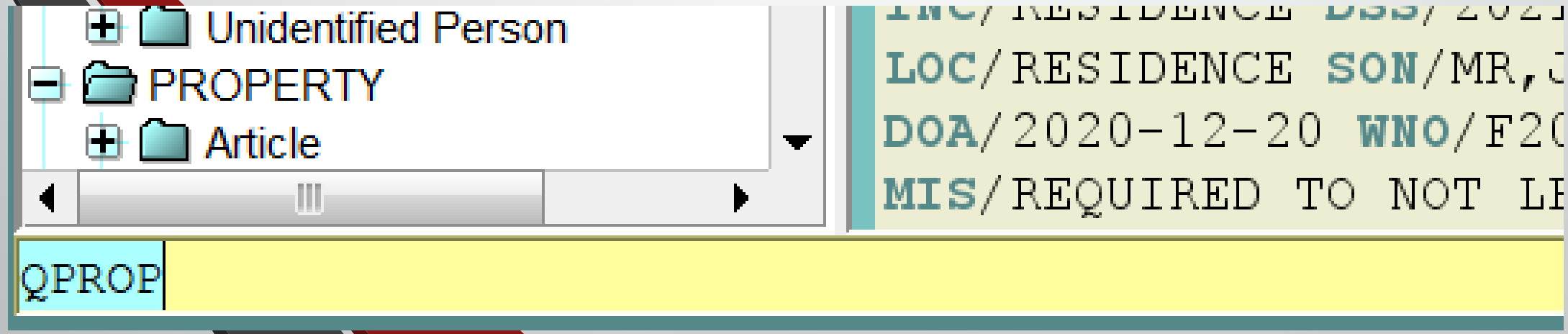


PROPERTY FILES

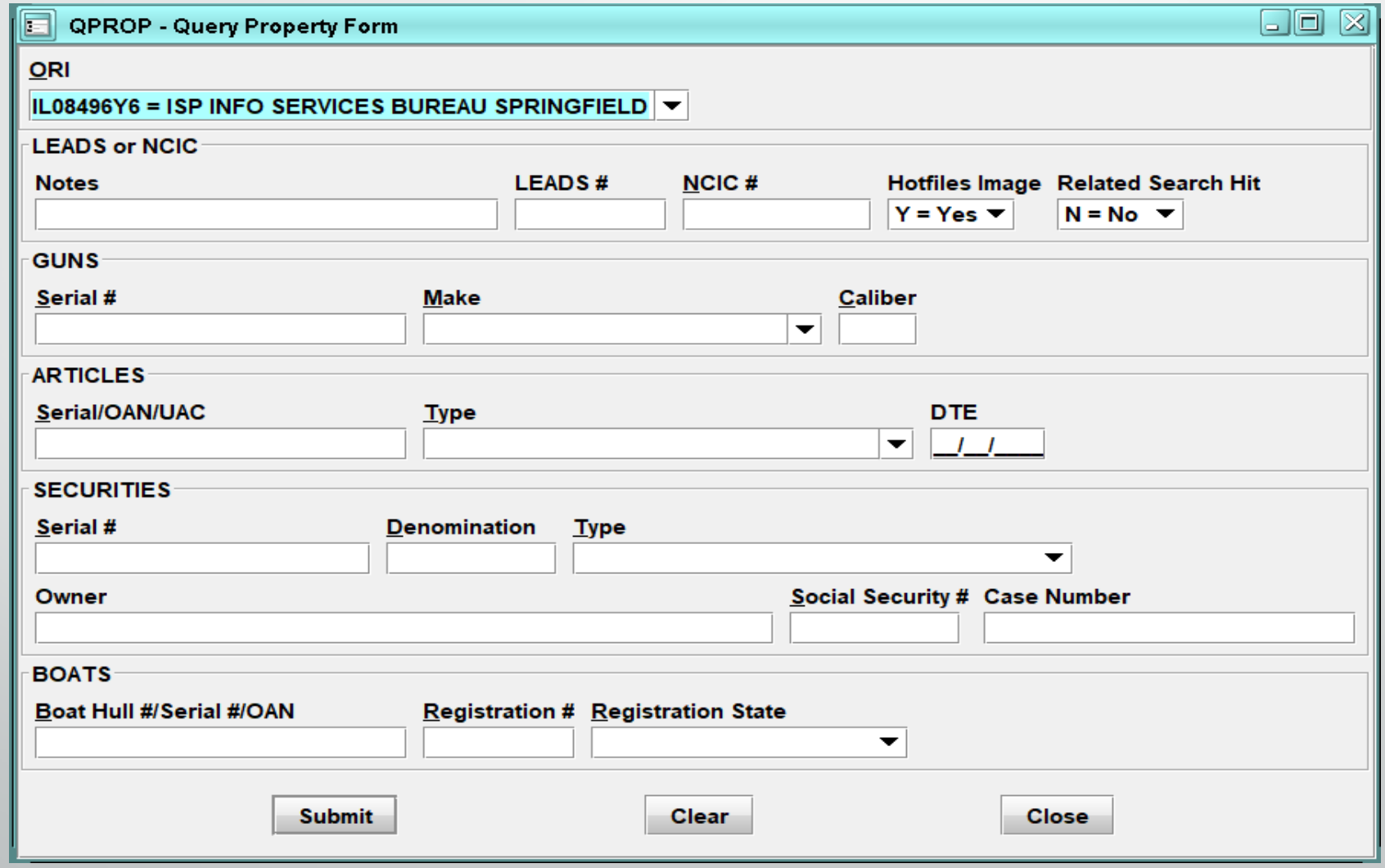


Remember the Quick Query Bar when calling up any forms
Ctrl + Q

Type Form Title: QPROP



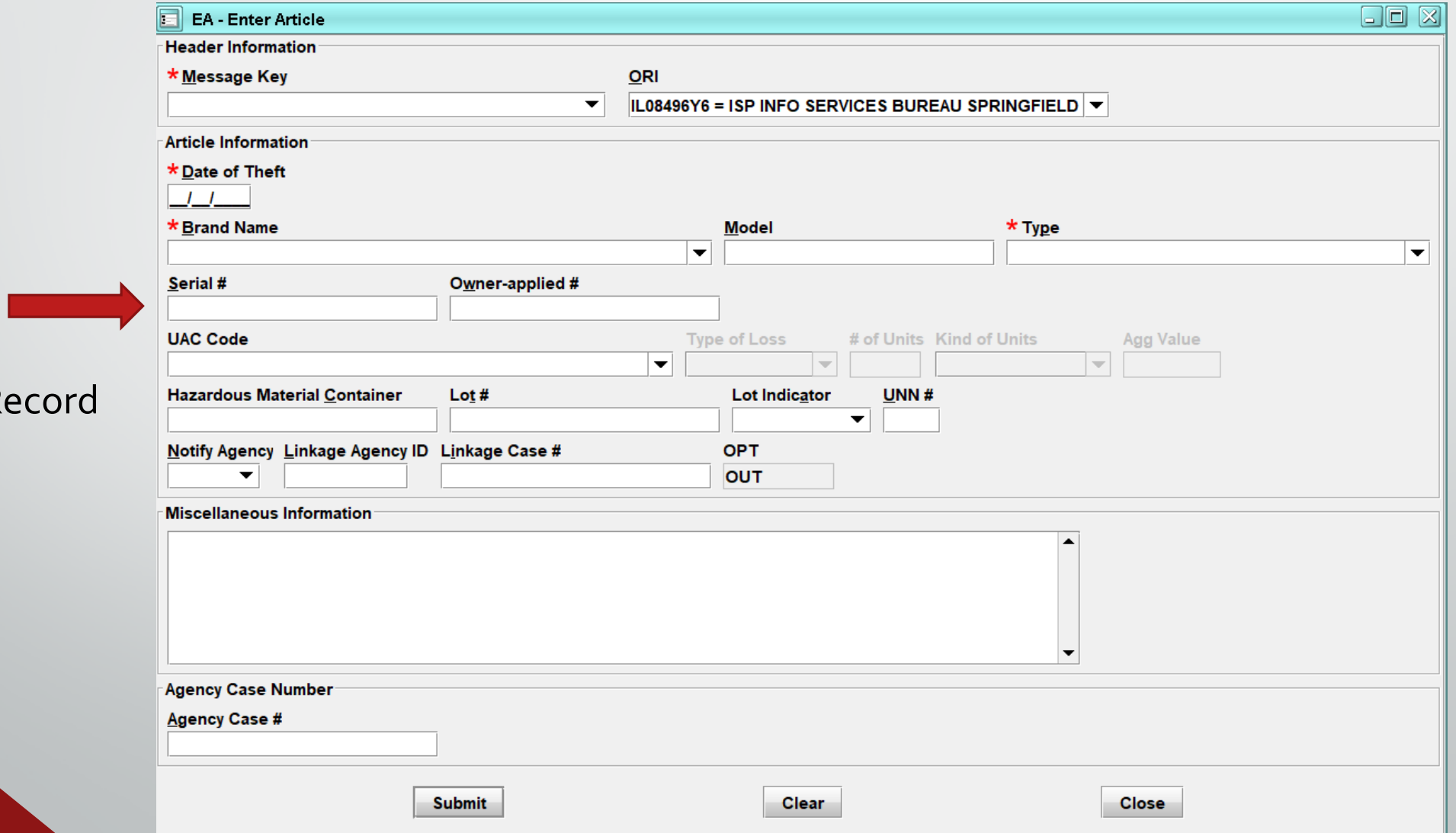
Property Queries



ARTICLE ENTRY

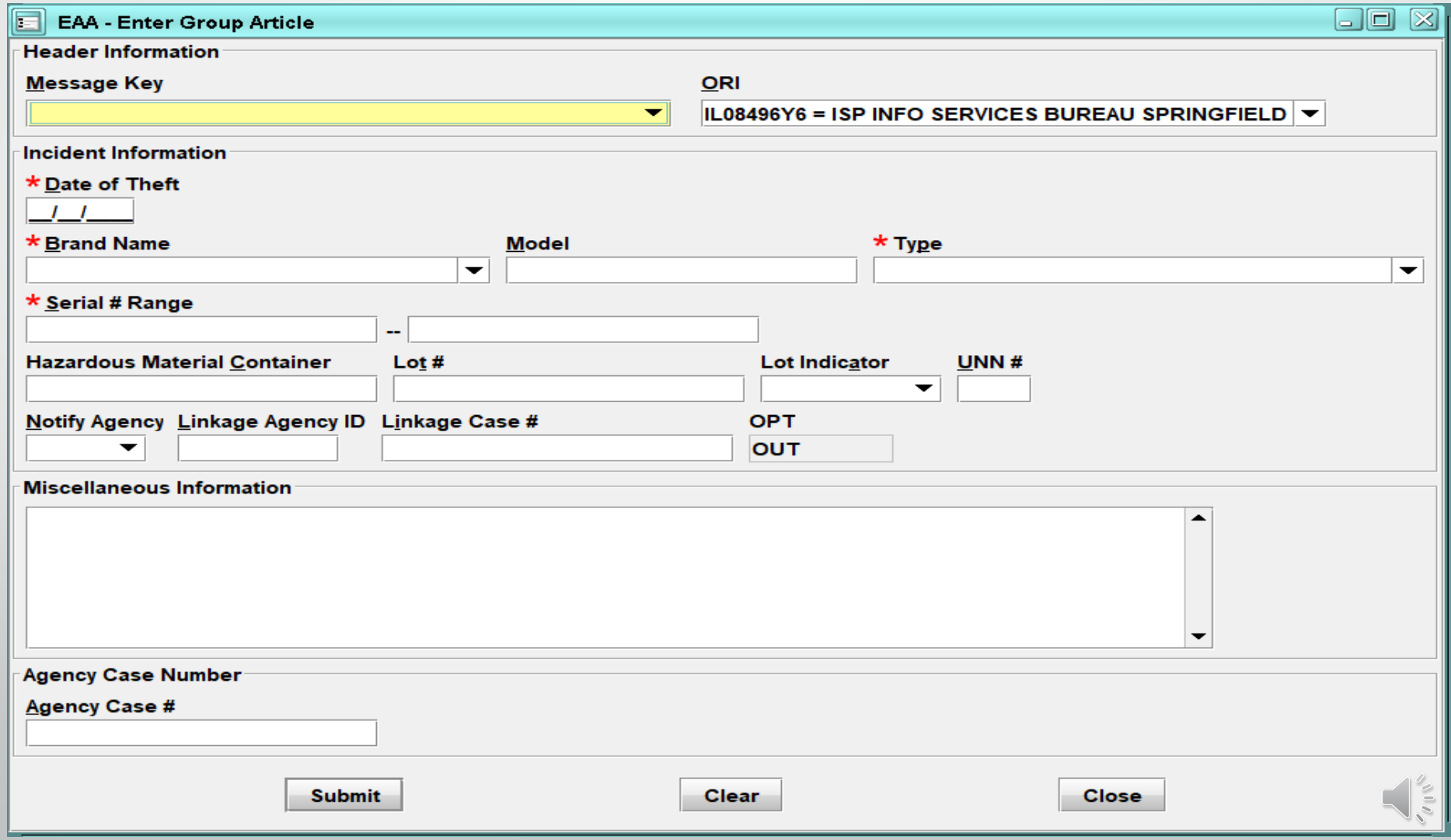
Article Entry
2 forms

- Single Record



Article Entry

- Group Record
- Serialized



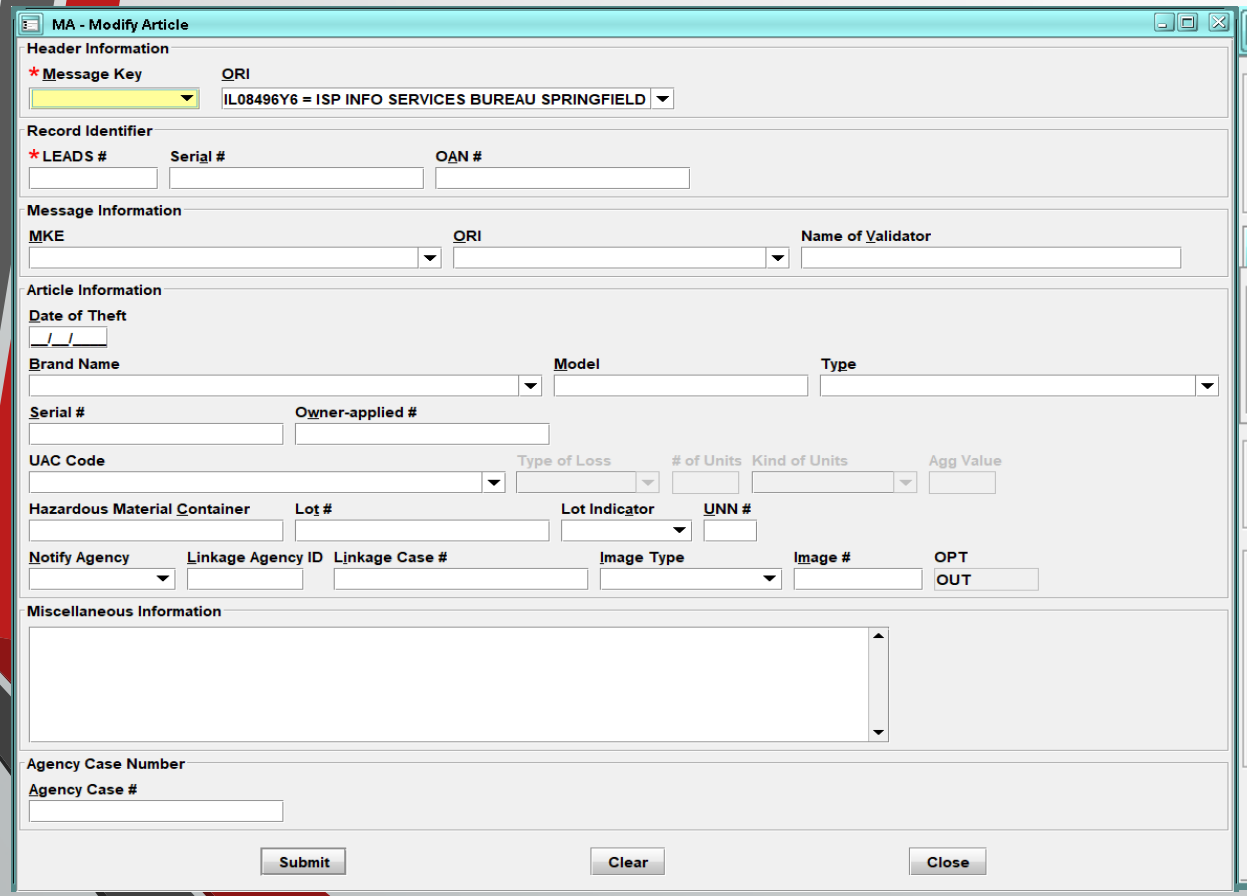
Article Message Keys

Single Record

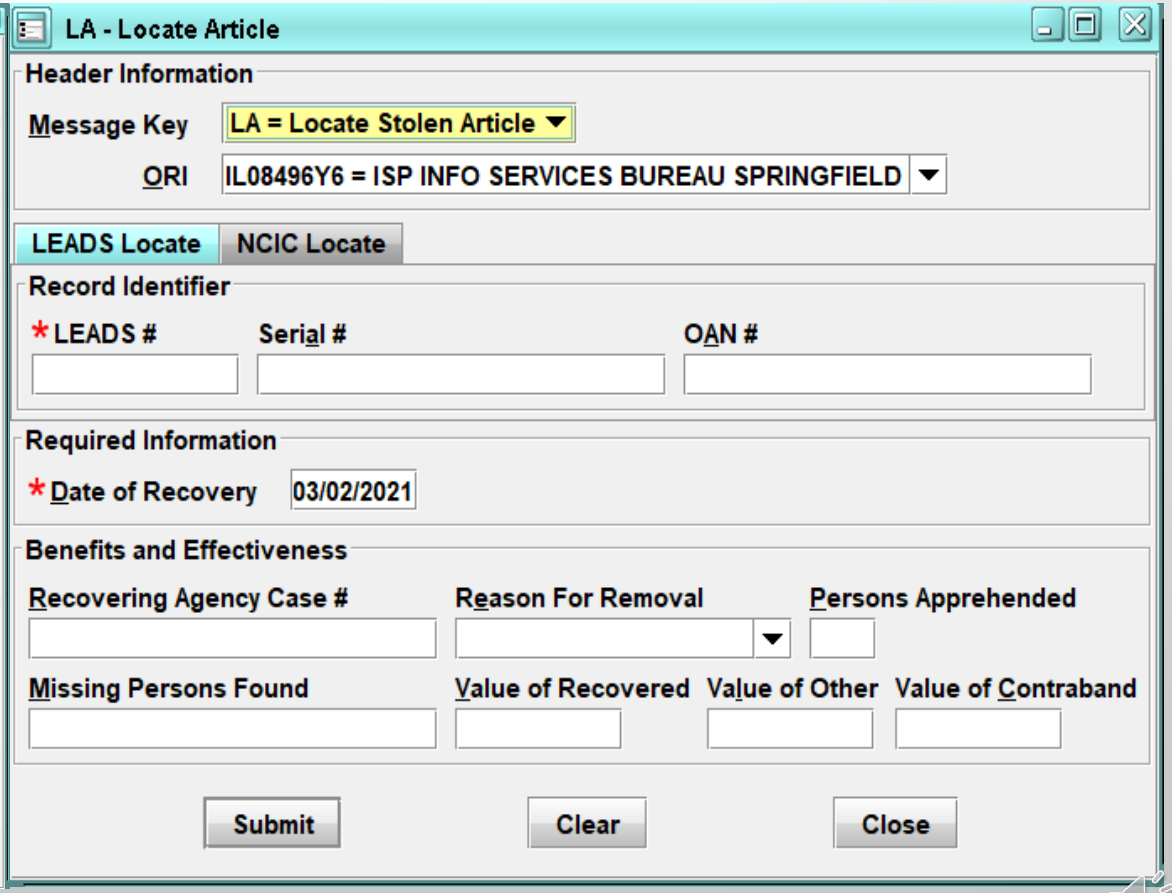
Group Record

Article

Modify

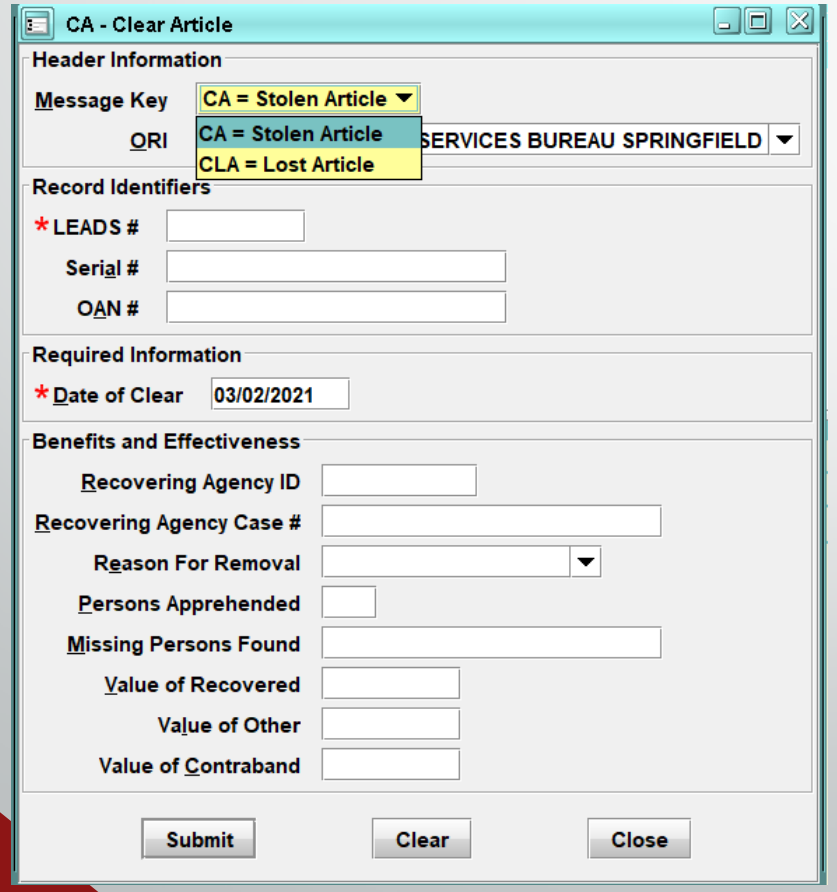


Locate

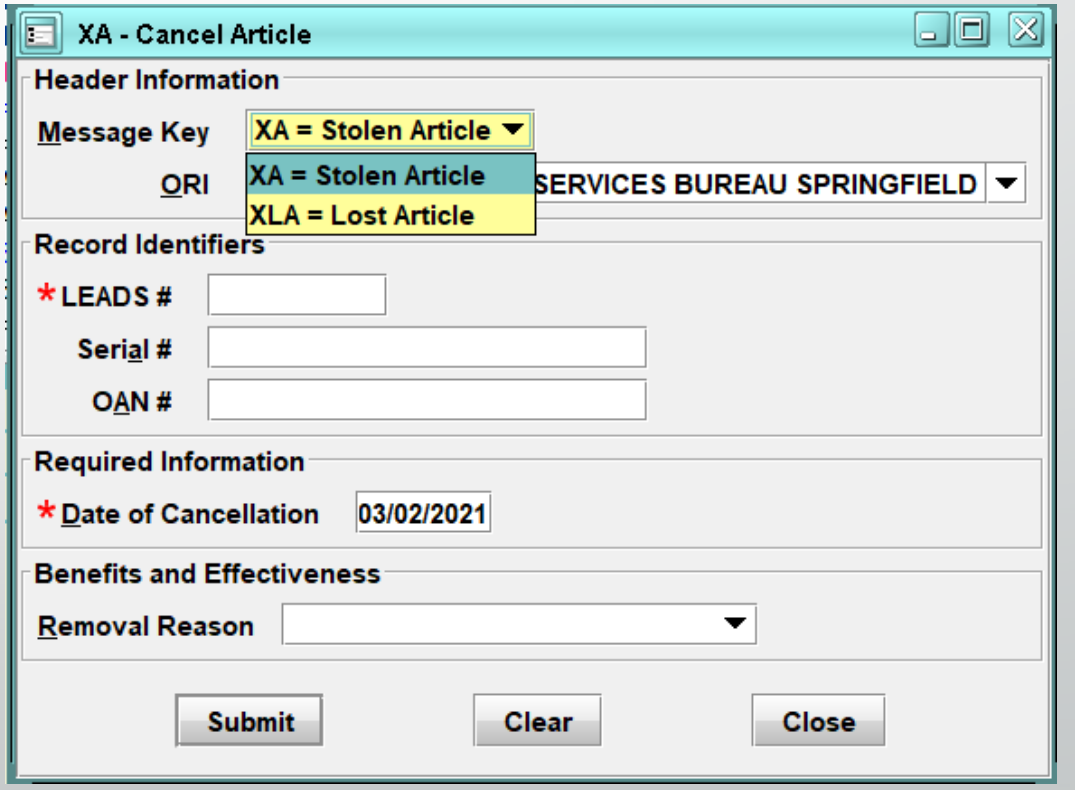


Article

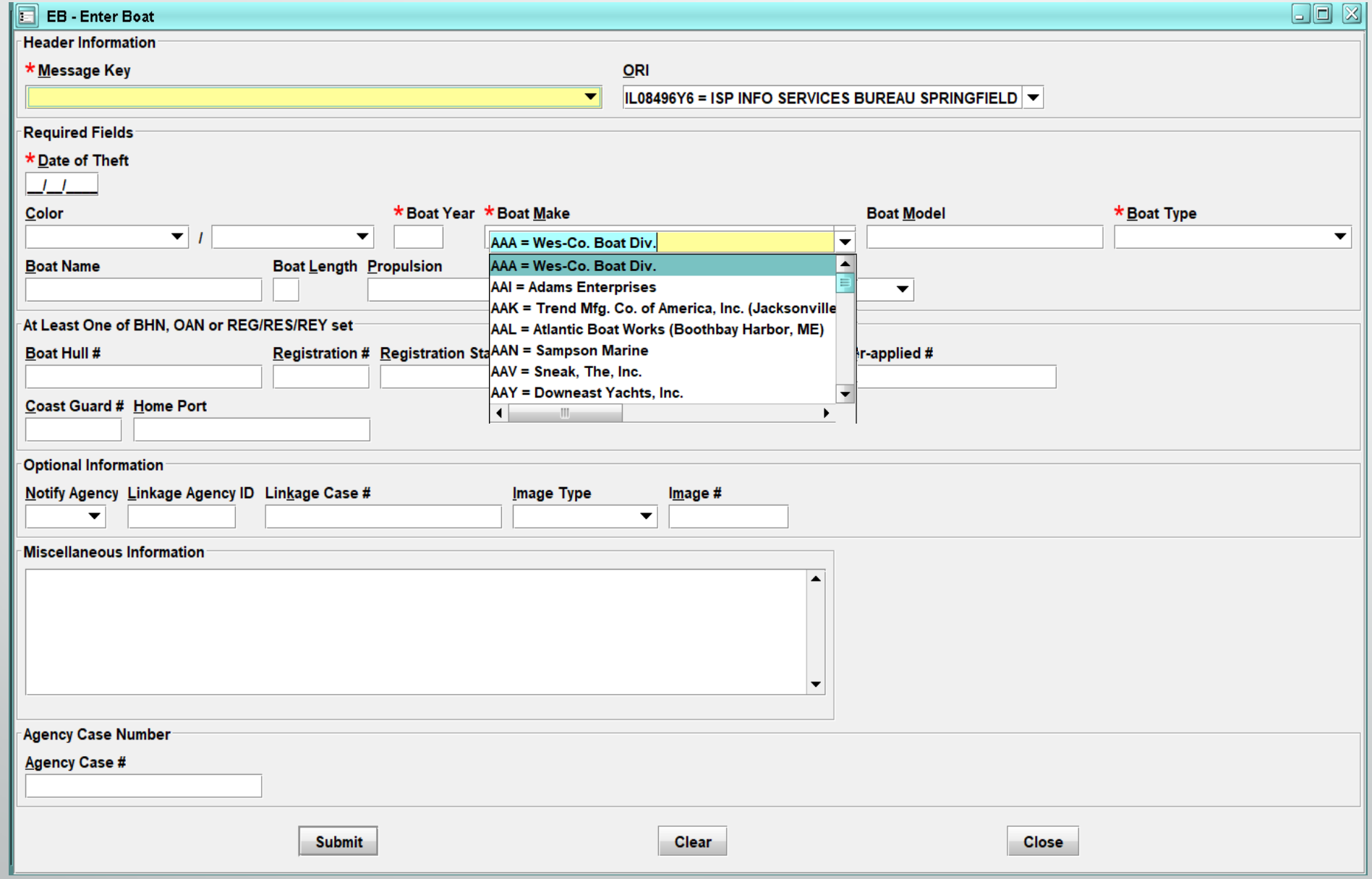
CLEAR was CANCEL



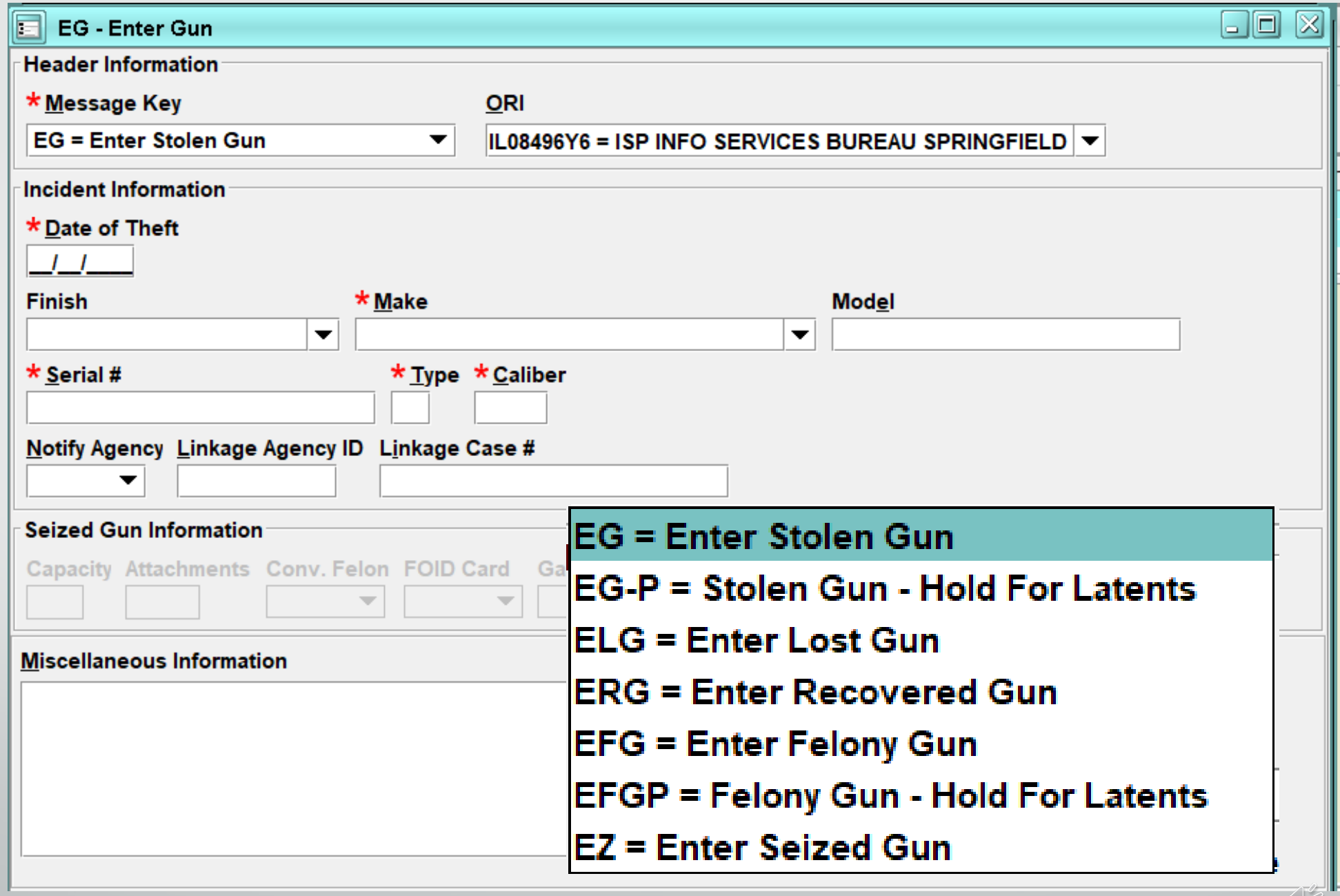
CANCEL was VOID



Boat Entry

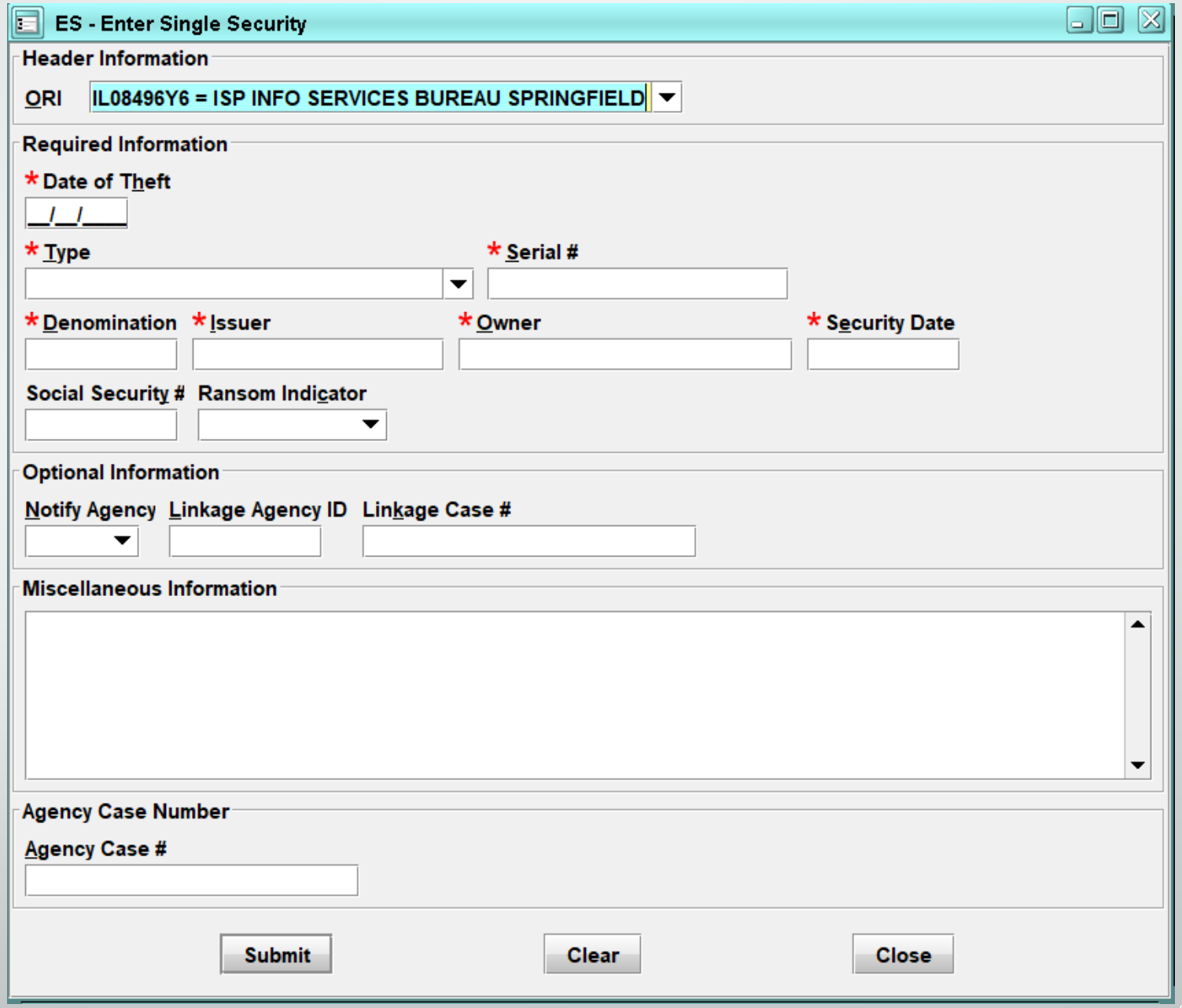

EB - Enter Boat
Header Information
*Message Key
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
Required Fields
*Date of Theft
__/__/____
Color
/
*Boat Year
*Boat Make
AAA = Wes-Co. Boat Div.
Boat Model
*Boat Type
Boat Name
Boat Length
Propulsion
AAA = Wes-Co. Boat Div.
AAI = Adams Enterprises
AAK = Trend Mfg. Co. of America, Inc. (Jacksonville
AAL = Atlantic Boat Works (Boothbay Harbor, ME)
AAN = Sampson Marine
AAV = Sneak, The, Inc.
AAY = Downeast Yachts, Inc.
At Least One of BHN, OAN or REG/RES/REY set
Boat Hull #
Registration #
Registration Sta
r-applied #
Coast Guard #
Home Port
Optional Information
Notify Agency
Linkage Agency ID
Linkage Case #
Image Type
Image #
Miscellaneous Information
Agency Case Number
Agency Case #
Submit
Clear
Close

Gun Entry

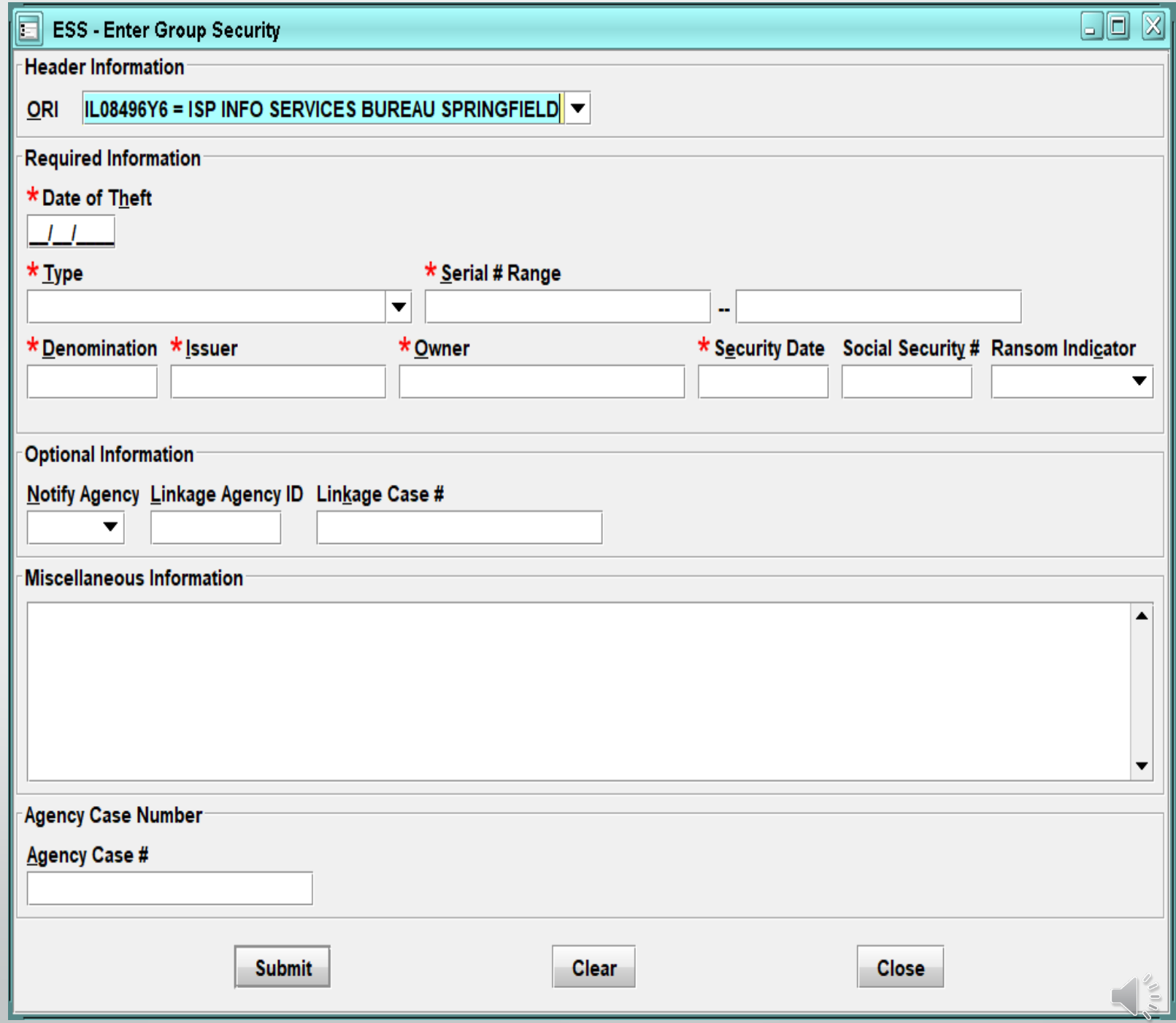

EG - Enter Gun
Header Information
*Message Key
EG = Enter Stolen Gun
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
Incident Information
*Date of Theft
__/__/____
Finish
*Make
Model
*Serial #
*Type
*Caliber
Notify Agency
Linkage Agency ID
Linkage Case #
Seized Gun Information
Capacity
Attachments
Conv. Felon
FOID Card
Miscellaneous Information
EG = Enter Stolen Gun
EG-P = Stolen Gun - Hold For Latents
ELG = Enter Lost Gun
ERG = Enter Recovered Gun
EFG = Enter Felony Gun
EFGP = Felony Gun - Hold For Latents
EZ = Enter Seized Gun

SECURITIES

Single Record

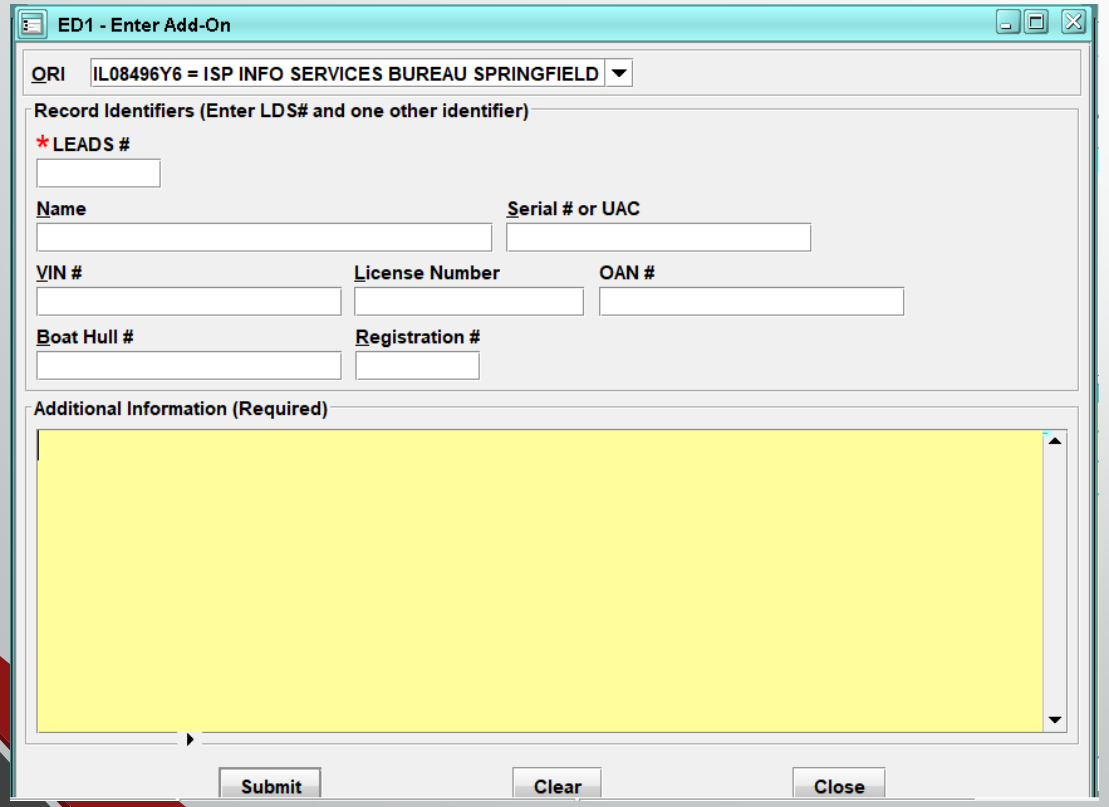


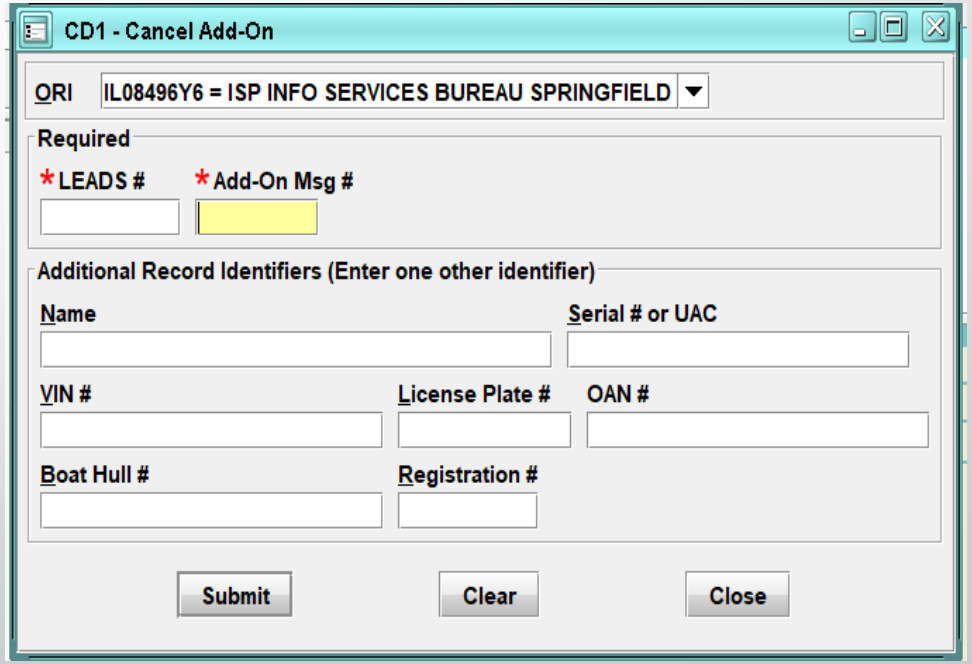
Group Record



ADD - ON

ADD – ON
ENTER OR CANCEL





ADD – ON Additional Information

Due to the separation of the Caution File, program difficulties have arose concerning add-ons to the LEADS 2000 Caution file records only.

Legacy or LEADS 2000 Caution File add-ons will NOT be displayed with the associated response, instead a form is being created to enable users to query the Legacy Caution File record by LEADS number to obtain all associated add-ons. This response will contain all add-ons that were associated with the legacy Caution record.

Legacy Caution files include, Parolee, Sex Offender, Field Notification Program (FNP), and IDOC Gang.

For records initiated in LEADS 3.0 and all Legacy files other than the above records, up to three add-ons will be displayed with the response. Inquiry by LEADS number will
return the record and All associated add-ons.

IMAGE

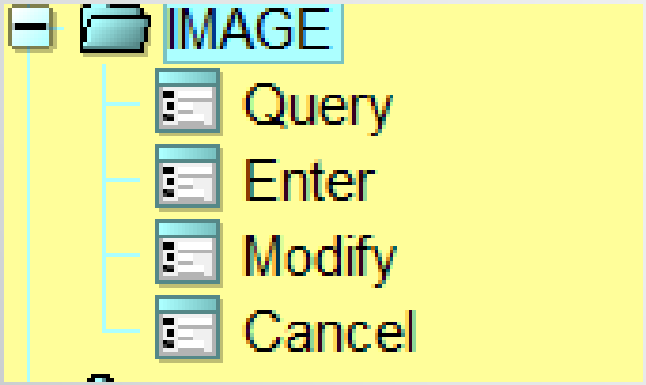
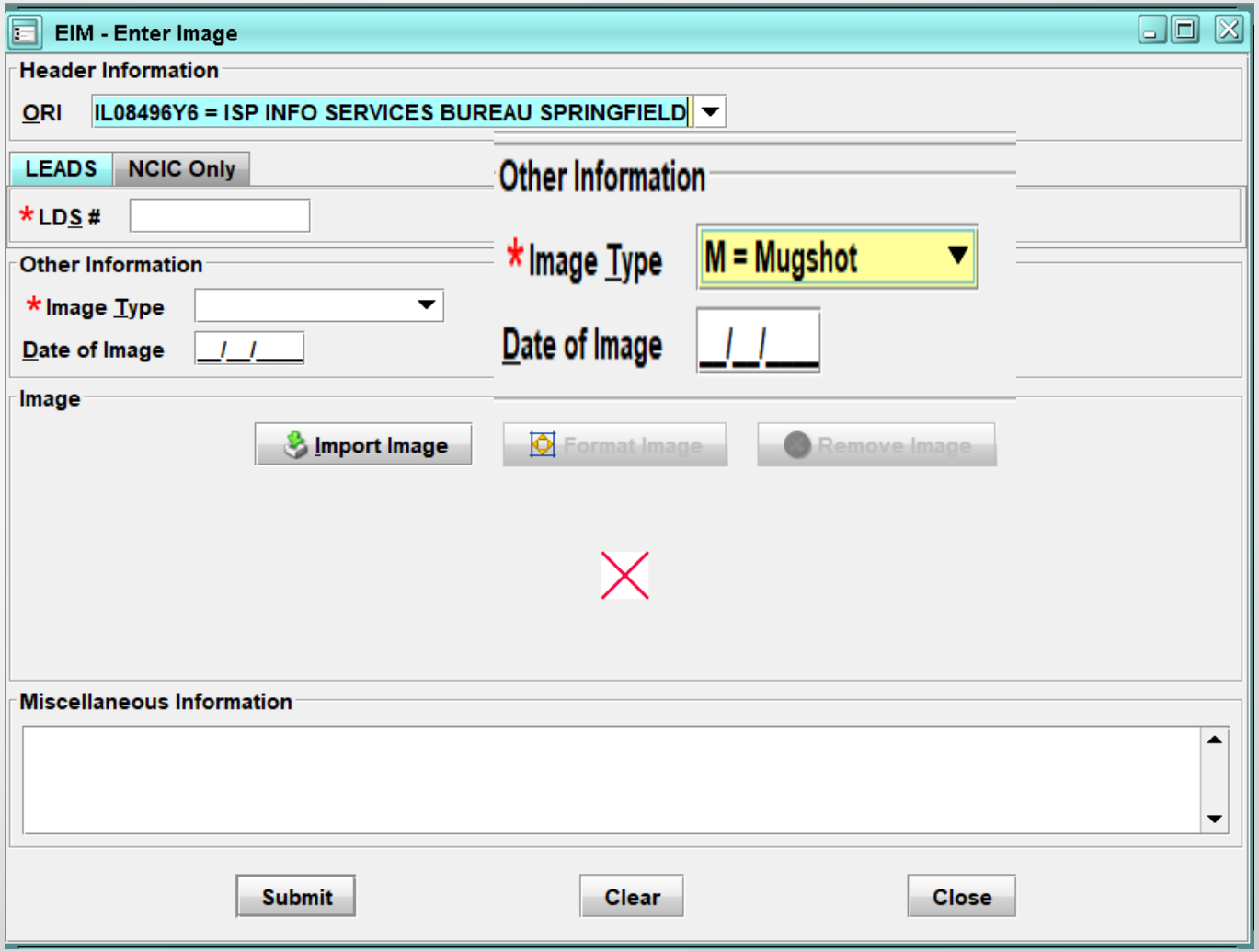
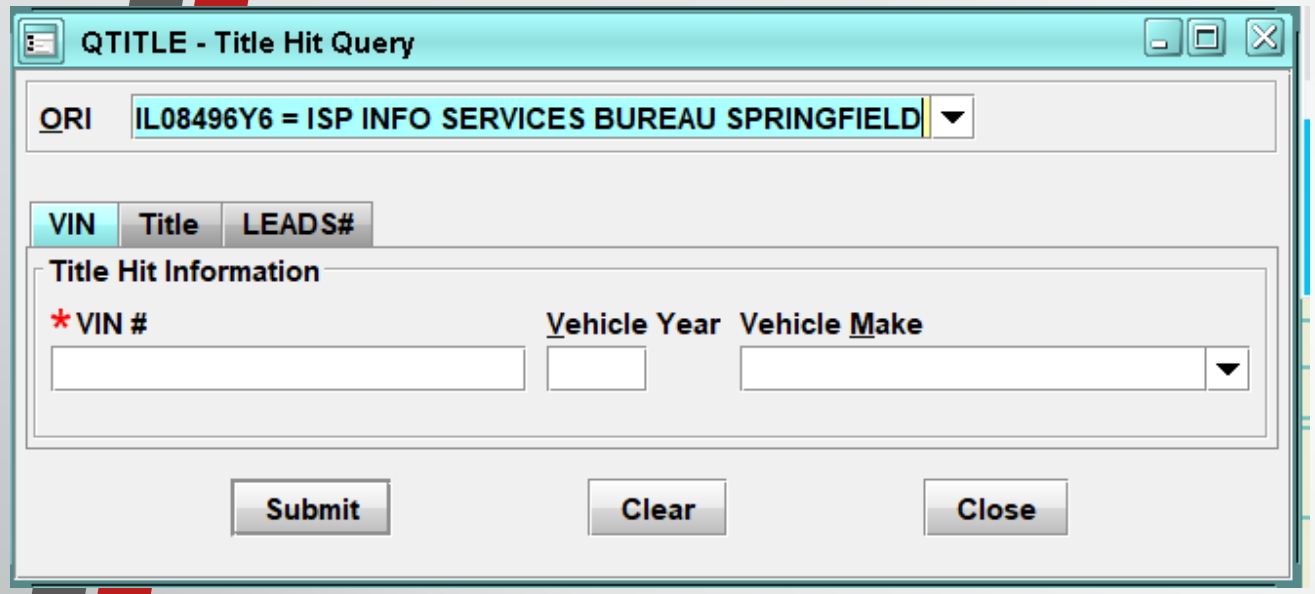
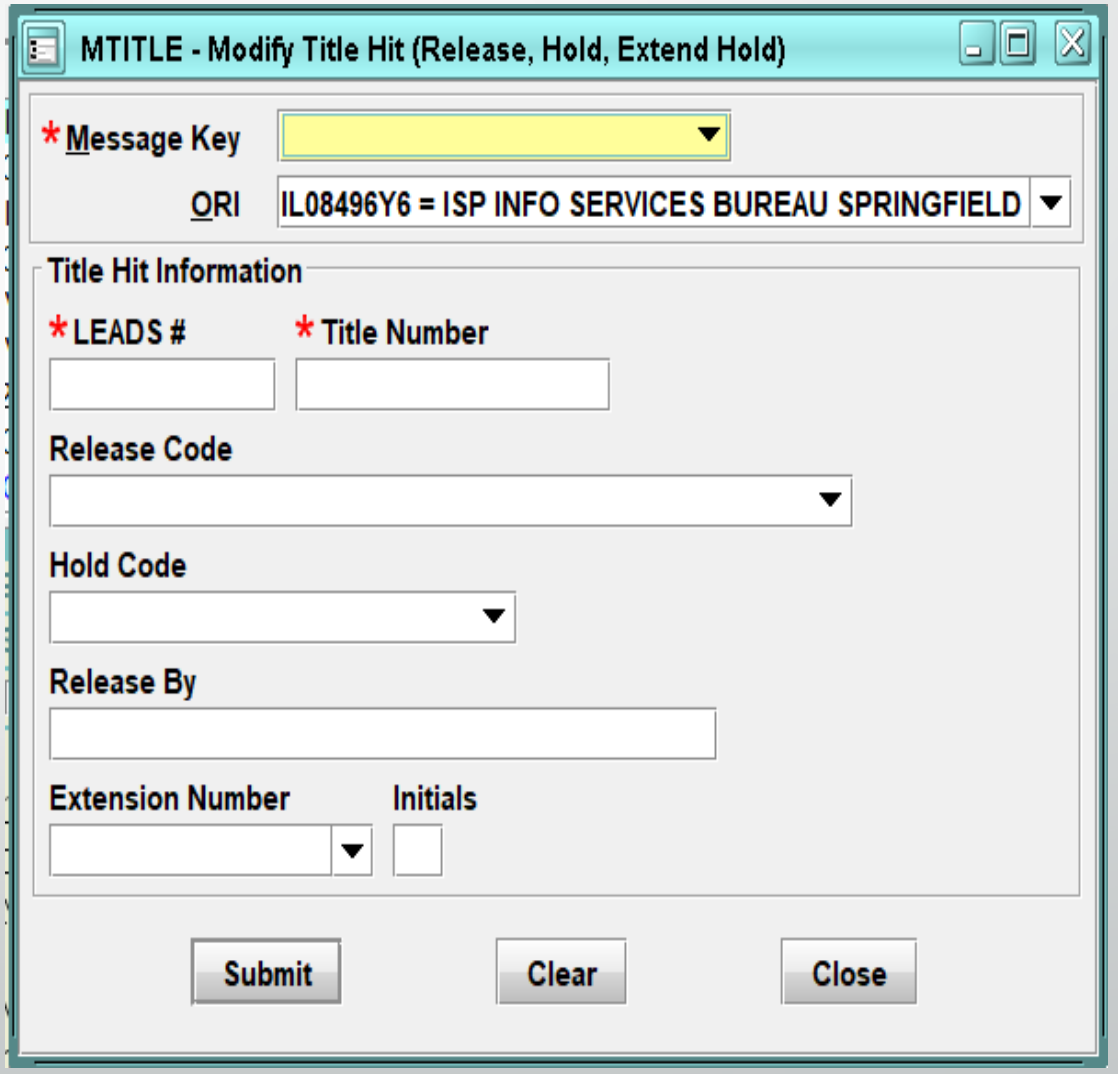


IMAGE
Query
Enter
Modify
Cancel


EIM - Enter Image
Header Information
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
LEADS
NCIC Only
*LDS #
Other Information
*Image Type
Date of Image
__/__/____
Image
Import Image
Format Image
Remove Image
Other Information
*Image Type
M = Mugshot
Date of Image
__/__/____
Miscellaneous Information
Submit
Clear
Close

SOS TITLE HIT





LEADS Number Identifier is now Q

For Example Q21A0754

Up next is Tammy to finish Properties and Validations

LEADS
3.0
LEADS

LICENSE PLATES

WHAT'S NEW WITH LICENSE PLATE ENTRIES

- MESSAGE KEY EL-P (LEADS/NCIC HOLD FOR LATENTS)
- MESSAGE KEY EL-F (LEADS/NCIC ARMED/HOLD FOR LATENTS)
- LINKAGE
- INVESTIGATIVE INTEREST
- LICENSE PLATE LEADS NUMBERS NOW BEGIN WITH P

MESSAGE	MKE	TRANSLATION
Entry	EL-A	Enter in LEADS and NCICS Stolen License Plate – Armed and Dangerous
Entry	EL-P	Enter in LEADS and NCIC Stolen License Plate – Hold for Latents
Entry	EL-F	Enter in LEADS and NCIC Stolen License Plate Armed/Hold for Latents
Entry	EL1	Enter in LEADS only Stolen/Missing License Plate – Incomplete Set
Entry	EL1A	Enter in LEADS only Stolen/Missing License Plate Armed and Dangerous

LINKAGE. Linkage of records between agencies is an NCIC function and is not available for LEADS – Only records. Linkage may be used for LEADS records entered into both LEADS and NCIC, however, the linkage information will only appear in the NCIC portion of the record.

a) LEADS users can link two or more agencies records in NCIC when conducting joint investigations.

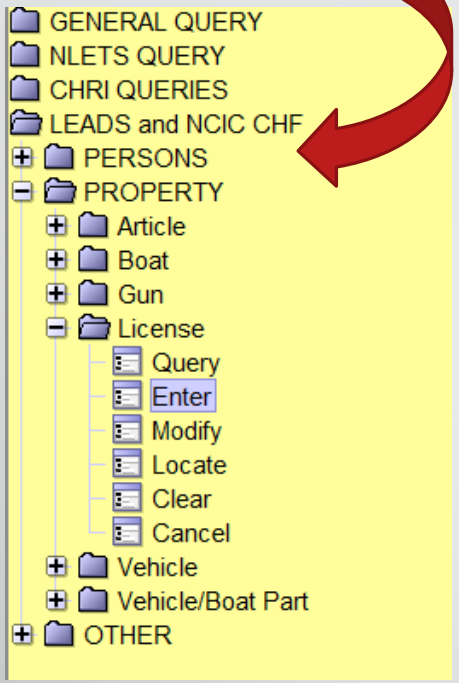
b) After the first agency has entered a stolen or felony vehicle, the second agency entering a stolen license plate on a shared case will enter the ORI of the agency that entered the first record in the Linkage Agency ID (LKI) and the LEADS number of that agency's stolen vehicle record in the Linkage Case # (LKA). Subsequent agencies desiring to enter, and link records related to the multi-jurisdictional case would also use the ORI from the first agency's entry in the LKI, and the LEADS number from the first agency's entry in the LKA.

INVESTIGATIVE INTEREST. Investigative Interest in other agencies records is an NCIC function and is not available for LEADS – Only records. Investigative Interest may be attached to LEADS records that have been entered into both LEADS and NCIC, however, the linkage information will only appear in the NCIC portion of the record. See the NCIC Operating Manual for procedures and information.

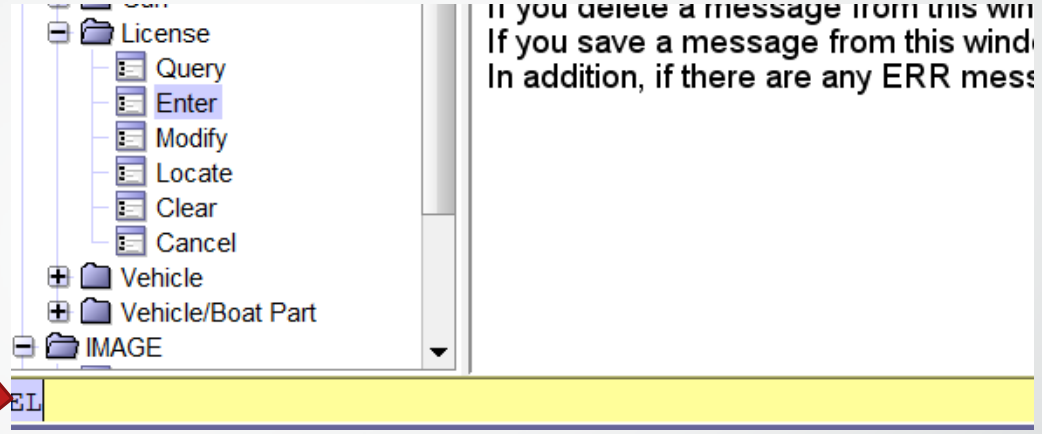
LICENSE PLATE FORMATS

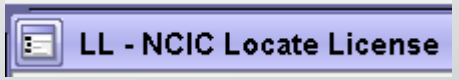
THERE ARE TWO WAYS TO ACCESS EACH FORMAT

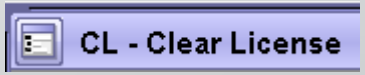
FORMS TREE



QUICK QUERY BAR







EL - Enter License

Header Information

*Message Key: EL = Stolen License Plate

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

License Information

*Date of Theft: __/__/____

License Month | License Year | License State | License Type | License #

Optional Information

Notify Agency | Linkage Agency ID | Linkage Agency Case #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close

*Message Key

EL = Stolen License Plate

EL = Stolen License Plate
EL-A = Stolen License Plate - Occupant(s) Armed
EL-P = Stolen License Plate - Hold for Latents
EL-F = Stolen License Plate - Occupant(s) Armed/Hold for Latents
EL1 = Enter License Plate - LEADS Only
EL1A = Enter License Plate - LEADS Only - Armed & Dangerous

ML - Modify License

Header Information

ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS #

* License Plate #

Message Information

MKE

ORI

Name of Validator

License Information

Date of Theft

__/__/____

License Month

License Year

License State

License Type

License #

Notify Agency

Linkage Agency ID

Linkage Agency Case #

Miscellaneous Information

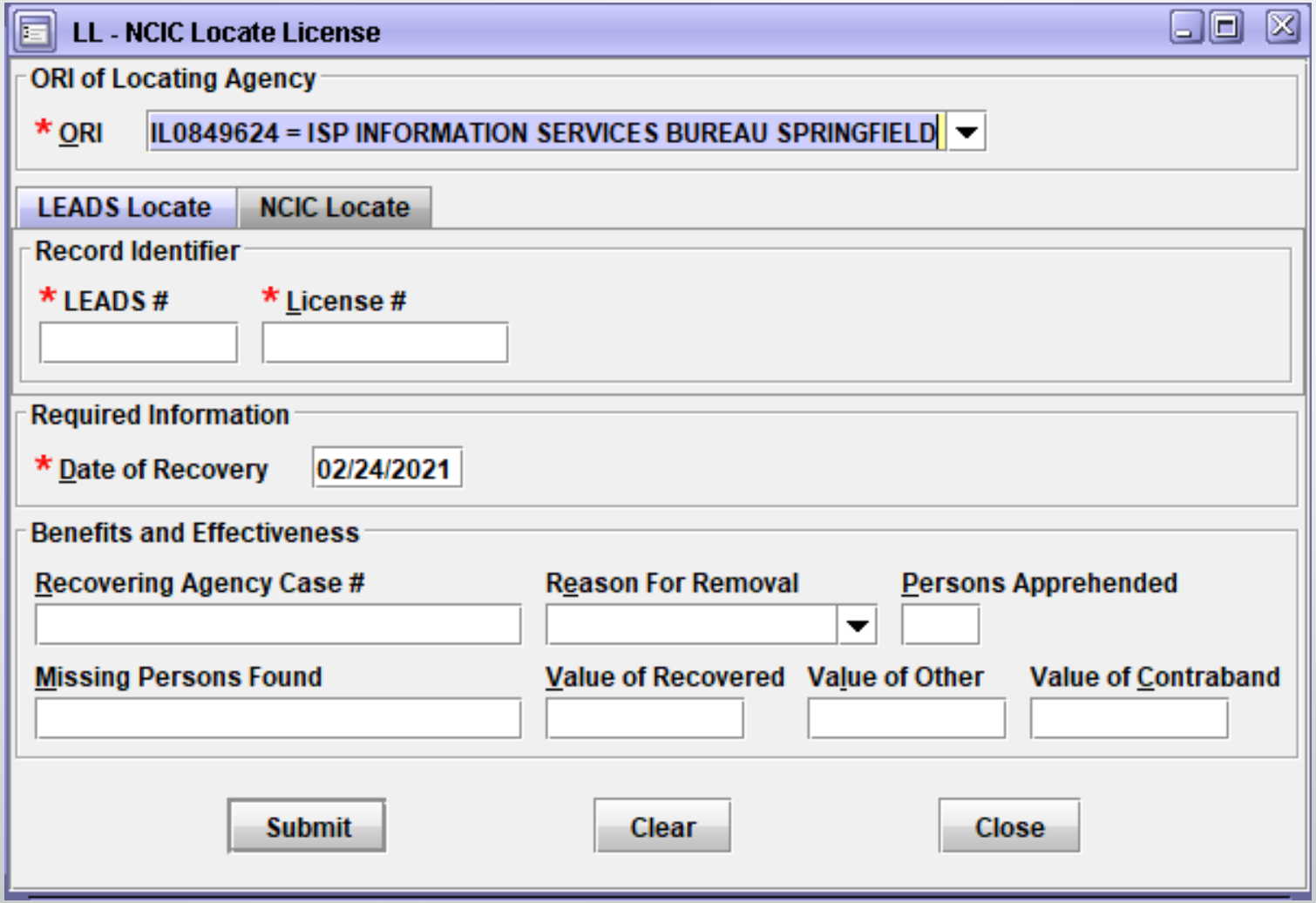
Agency Case Number

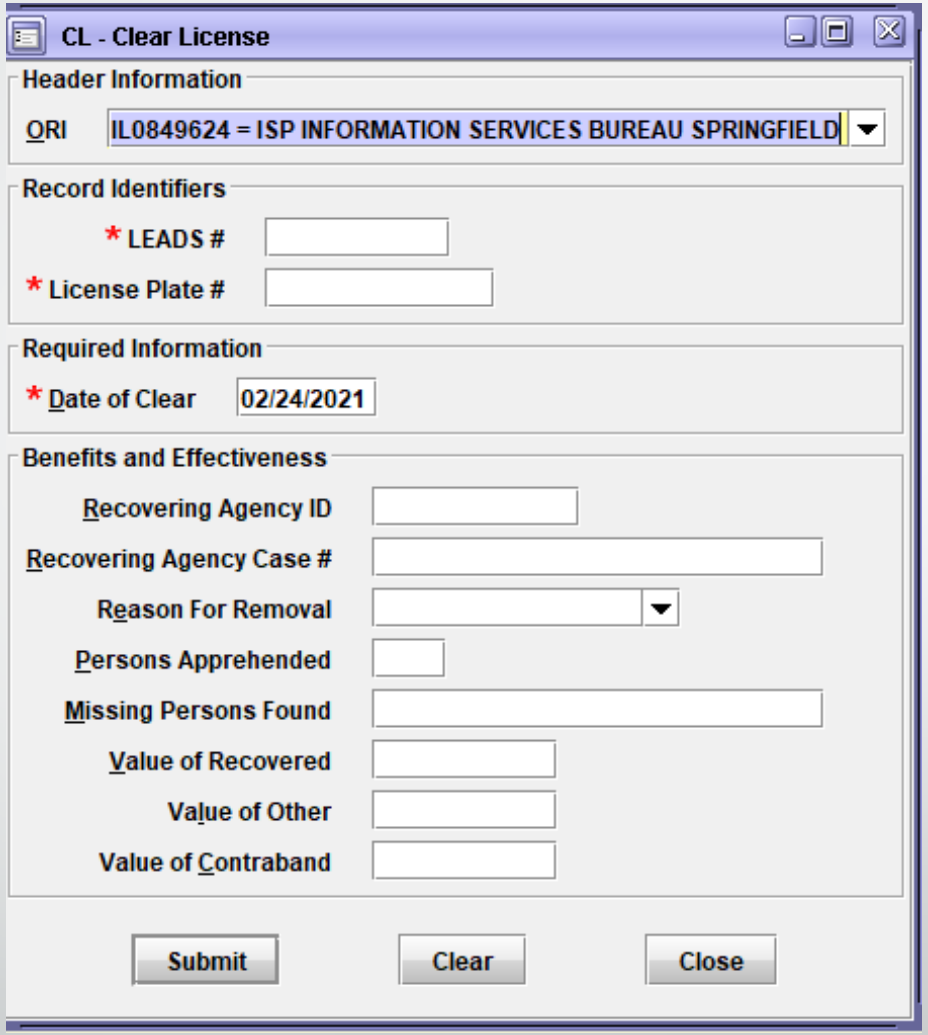
Agency Case #

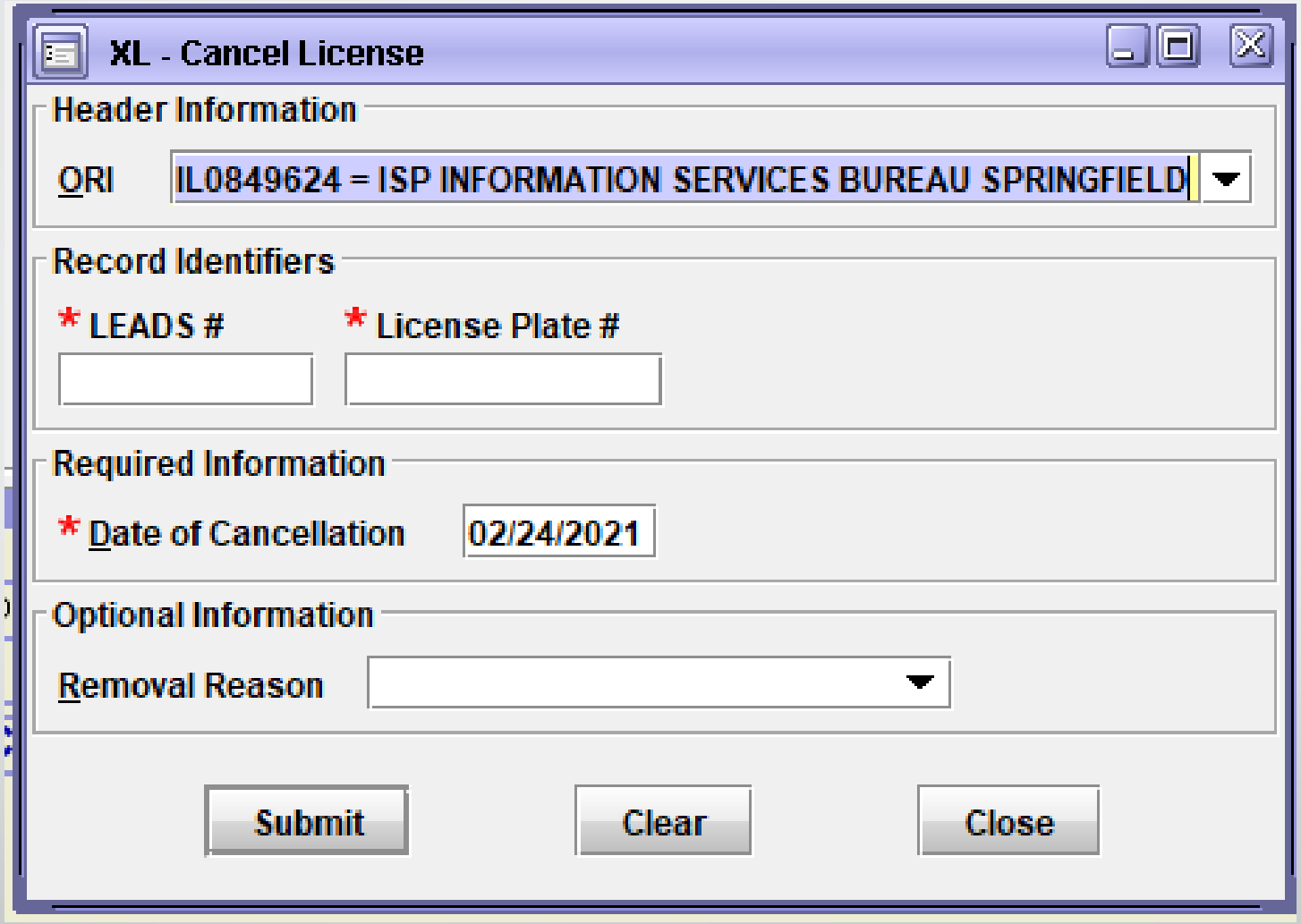
Submit

Clear

Close


LL - NCIC Locate License
ORI of Locating Agency
* ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
LEADS Locate
NCIC Locate
Record Identifier
* LEADS #
* License #
Required Information
* Date of Recovery
02/24/2021
Benefits and Effectiveness
Recovering Agency Case #
Reason For Removal
Persons Apprehended
Missing Persons Found
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close


CL - Clear License
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LEADS #
* License Plate #
Required Information
* Date of Clear
02/24/2021
Benefits and Effectiveness
Recovering Agency ID
Recovering Agency Case #
Reason For Removal
Persons Apprehended
Missing Persons Found
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close


XL - Cancel License
Header Information
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LEADS #
* License Plate #
Required Information
* Date of Cancellation
02/24/2021
Optional Information
Removal Reason
Submit
Clear
Close

STOLEN LICENSE PLATE EXAMPLE LEADS ONLY ENTRY

LEADS NUMBER BEGINS WITH "P"

LDS/P21A1234 STOLEN LICENSE PLATE
DOT/2021-03-18 LIM/05 LIY/2021 LIS/IL LIT/TK LIC/DHCHNV
MIS/MISSING 1 OF 2 FRONT PLATE
ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-03-19 08:36 DLU/2021-03-19 08:36 NIC/P660036943
CONFIRM WITH ORI

VEHICLES

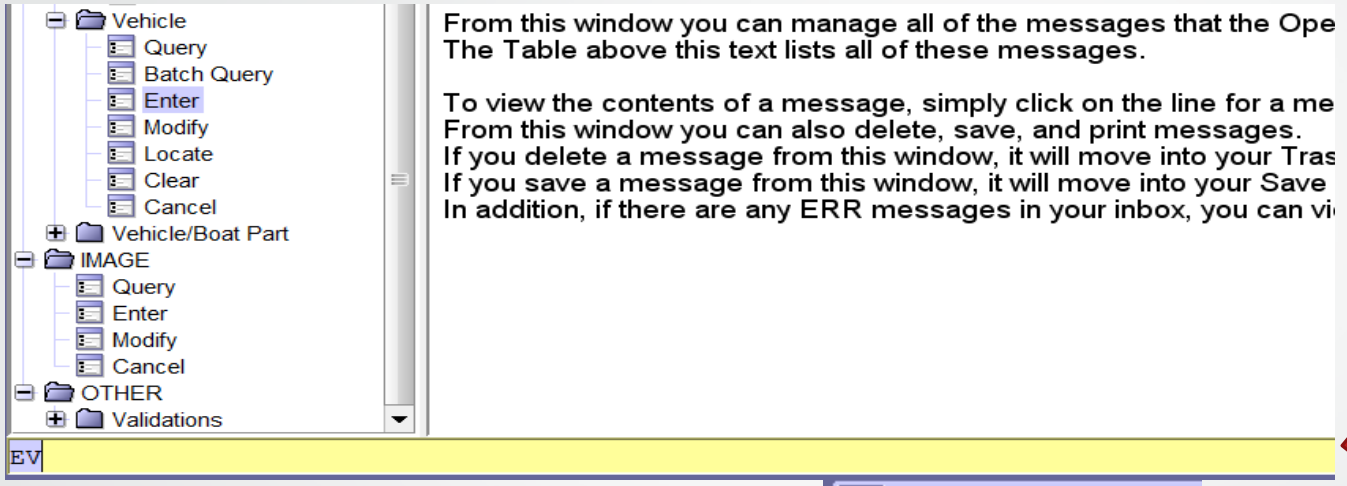
CANCEL IS NOW CLEAR

VOID IS NOW CANCEL

THERE ARE TWO WAYS TO ACCESS EACH FORMAT

FORMS TREE

QUICK QUERY BAR



EV - Enter Vehicle

LV - Locate Vehicle

MV - Modify Vehicle

CV - Clear Vehicle or Clear Part

XV - Cancel Vehicle

EV - Enter Vehicle

Header Information

* Message Key: EV = Stolen Vehicle

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Vehicle Information

* Date of Theft: __/__/____

Vehicle Color / / * Vehicle Year * Vehicle Make Vehicle Model * Vehicle Style * VIN #

* Owner-applied #

License Month License Year License State License Type * License #

* Stolen From Address * Stolen From Street * Stolen From City

Reason for Towing Towed To Phone # Inventory #

Requested By Towed By Hold Authorized

Optional Information

Notify Agency Linkage Agency ID Linkage Case # Image Type Image #

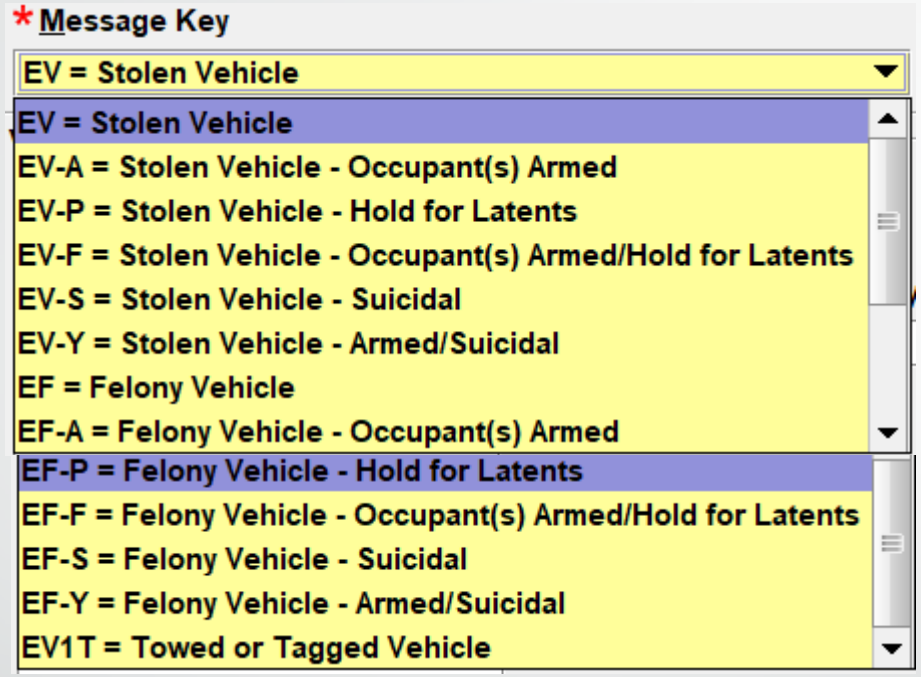
Miscellaneous Information

Agency Case Number

Agency Case #

Submit Clear Close

Message Keys available for entries

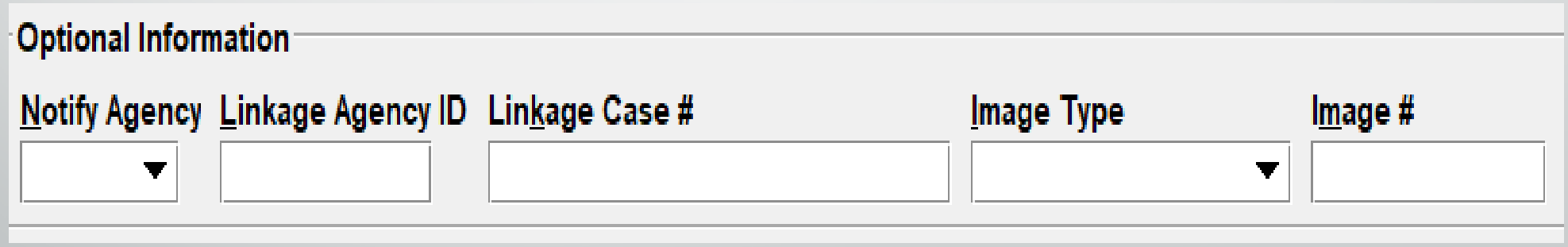


LINKAGE

Linkage of records between agencies is an NCIC function and is not available for LEADS–only records. Linkage may be used for LEADS records entered into both LEADS and NCIC, however, the linkage information will only appear in the NCIC portion of the record.

a) LEADS users can link two or more agencies records in NCIC when conducting joint investigations.

b) Example: After the first agency has entered a stolen or felony vehicle, the second agency entering a stolen vehicle on a shared case will enter the ORI of the agency that entered the first record in the Linkage Agency ID (LKI) and the LEADS number of that agency's stolen vehicle record in the Linkage Case # (LKA). Subsequent agencies desiring to enter, and link records related to the multi-jurisdictional case would also use the ORI from the first agency's entry in the LKI, and the LEADS number from the first agency's entry in the LKA.



IMAGES

LEADS allows entry of identifying images when entering Towed or Tagged/Abandoned (EV1T) Vehicles. See the NCIC Operating Manual for procedures and information regarding entering images.

MV - Modify Vehicle

* Message Key | ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS # | VIN # | License # | Owner-applied #

Message Information

MKE | ORI | Name of Validator

Modifiable Fields

Vehicle Information

Date of Theft __/__/____ | Vehicle Color / | Vehicle Year | Vehicle Make | Vehicle Model | Vehicle Style

VIN # | Owner-applied #

License Month | License Year | License State | License Type | License #

STOLEN From Information

From Address # | From Street | From City

TOWING Information

Requested By | Towed By | Hold | Authorized

From Address # | From Street | From City

Reason for Towing | Towed To | Phone # | Inventory #

Optional Information

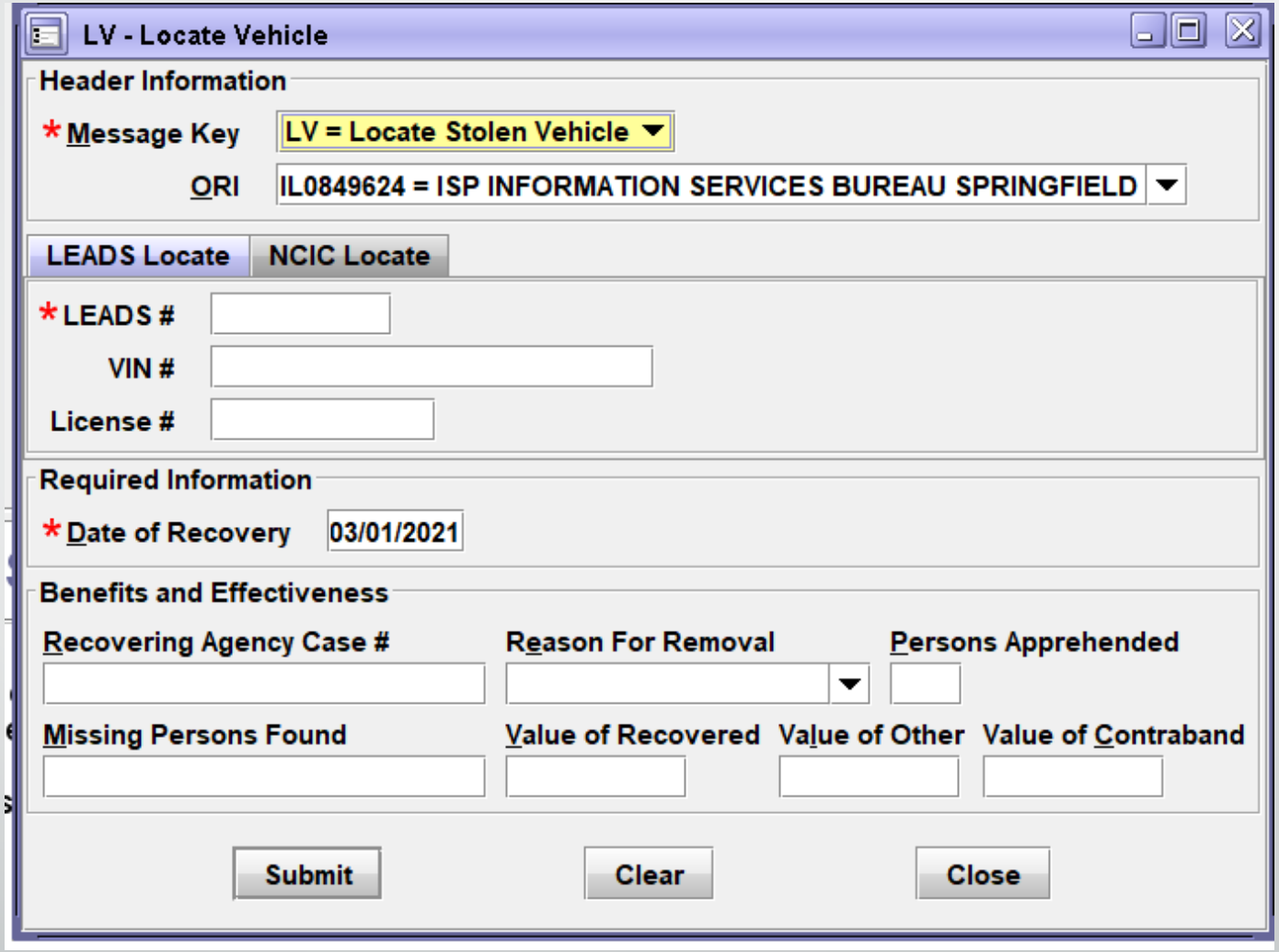
Notify Agency | Linkage Agency ID | Linkage Case # | Image Type | Image #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close


LV - Locate Vehicle
Header Information
* Message Key
LV = Locate Stolen Vehicle
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
LEADS Locate
NCIC Locate
* LEADS #
VIN #
License #
Required Information
* Date of Recovery
03/01/2021
Benefits and Effectiveness
Recovering Agency Case #
Reason For Removal
Persons Apprehended
Missing Persons Found
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close

CV - Clear Vehicle or Clear Part

Header Information

*Message Key

ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

VEHICLE | PART

Record Identifiers

*LEADS # | VIN # | License # | Owner-applied #

Required Information

Date of Clear 03/01/2021

LEADS Recovery Information

*Recovered Street #

*Recovered Street Address

*Recovered City Name

Recovered State

*Recovery ZIP Code

*Apprehension Indicator

NCIC Benefits and Effectiveness

Recovering Agency ID

Recovering Agency Case #

Reason For Removal

Persons Apprehended

Missing Persons Found

Value of Recovered

Value of Other

Value of Contraband

General Vehicle Condition

No Damage | Burned | Stripped | Wrecked

Body Parts

Front | Rear | Doors | T-Top

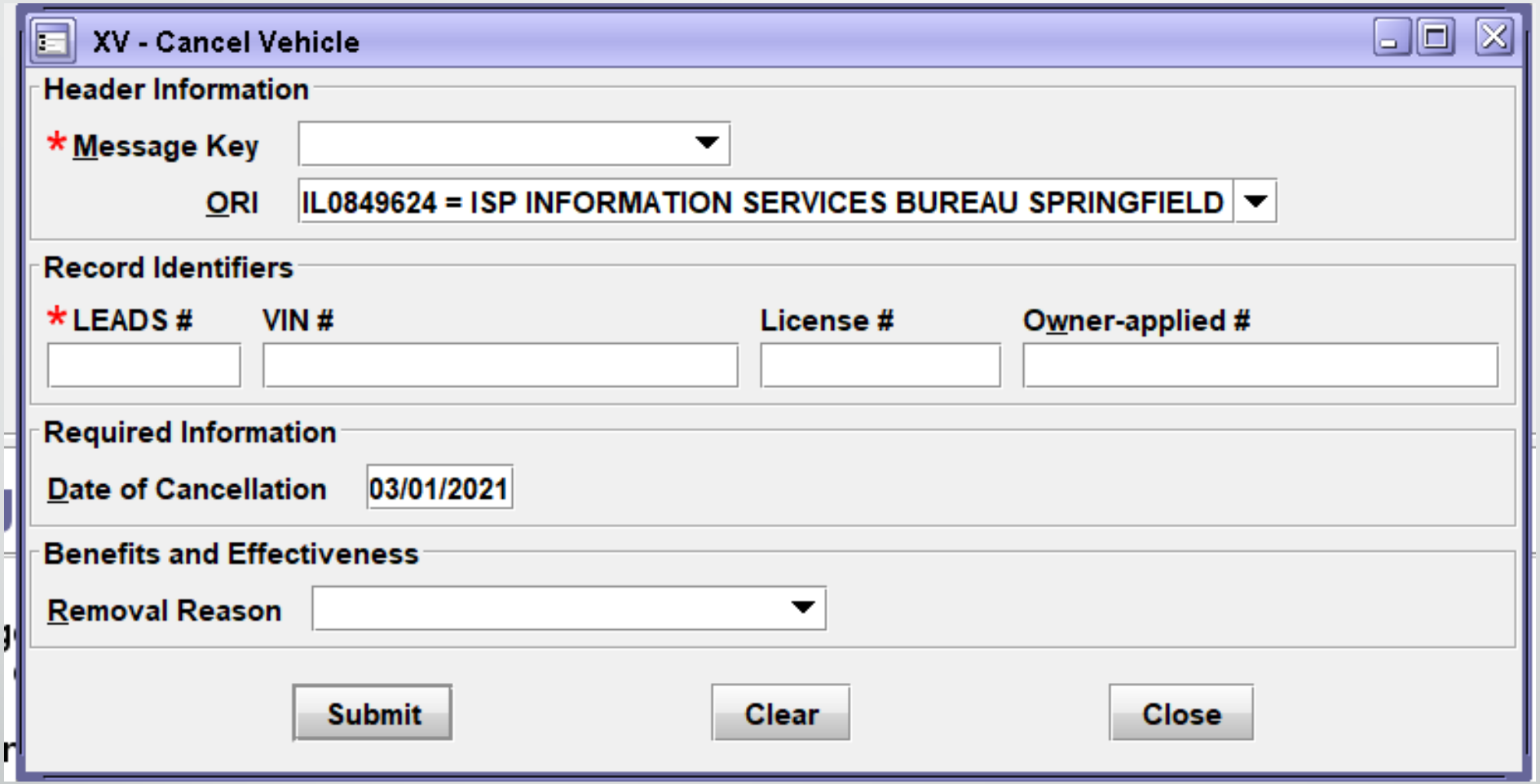
Component Parts

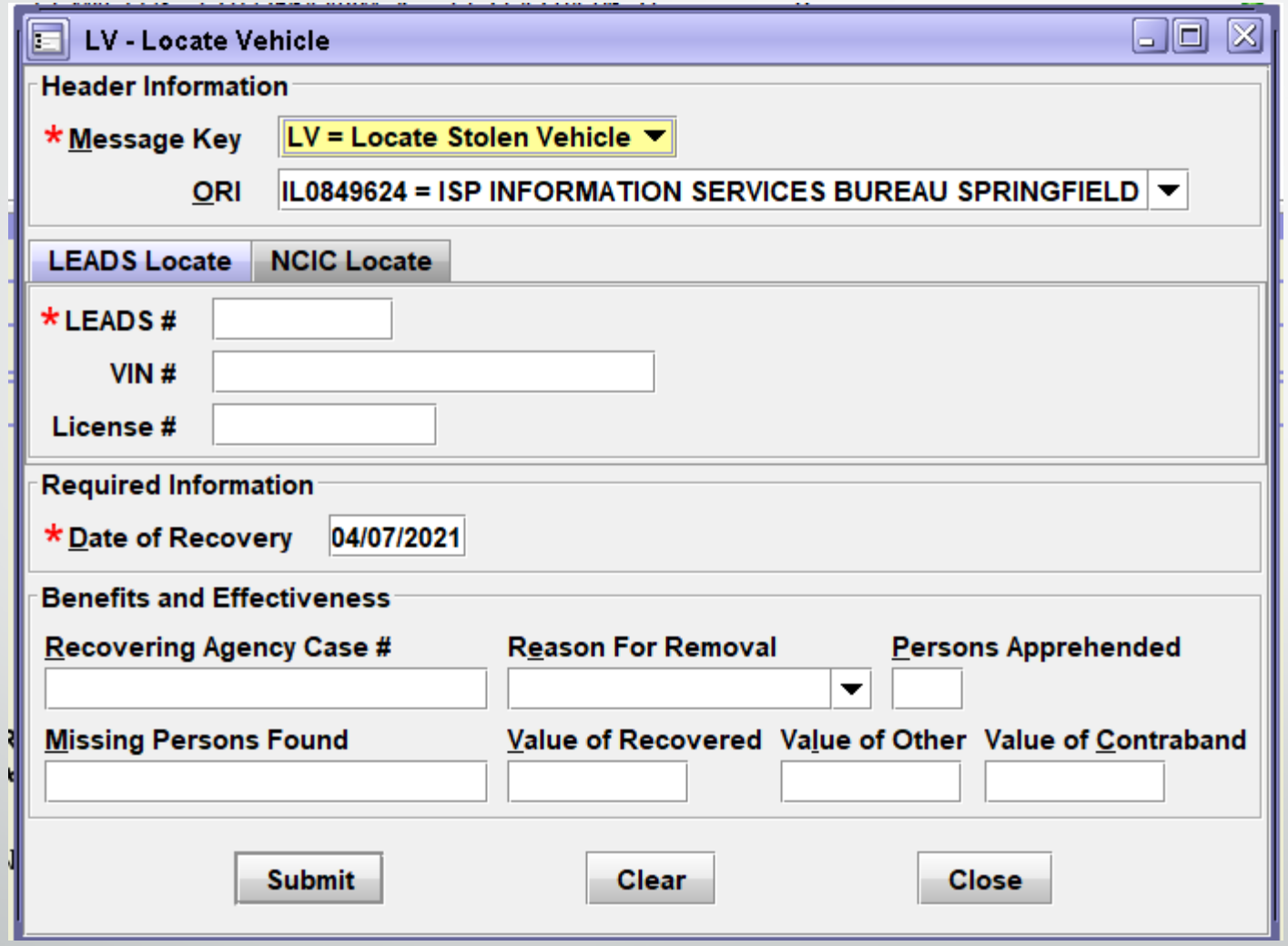
Interior | Accessories | Engine | Transmission | Frame

Other Parts

VIN Plate | Igtn Lock Pulled | Steering Col Peeld

Submit | Clear | Close


XV - Cancel Vehicle
Header Information
* Message Key
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LEADS #
VIN #
License #
Owner-applied #
Required Information
Date of Cancellation
03/01/2021
Benefits and Effectiveness
Removal Reason
Submit
Clear
Close


LV - Locate Vehicle
Header Information
* Message Key
LV = Locate Stolen Vehicle
ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD
LEADS Locate
NCIC Locate
* LEADS #
VIN #
License #
Required Information
* Date of Recovery
04/07/2021
Benefits and Effectiveness
Recovering Agency Case #
Reason For Removal
Persons Apprehended
Missing Persons Found
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close

EV - Enter Vehicle

Header Information

* Message Key: EV1T = Towed or Tagged Vehicle

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Vehicle Information

* Date of Theft: __/__/____

Vehicle Color / | * Vehicle Year | * Vehicle Make | Vehicle Model | * Vehicle Style | * VIN #

Owner-applied #

License Month | License Year | License State | License Type | * License #

* Towed From Address | * Towed from Steet | * Towed From City

* Reason for Towing: ABANDON = Abandoned, unattended, hazard, illegally parked

* Towed To | Phone # | Inventory #

* Requested By | * Towed By | Hold | * Authorized

Optional Information

Notify Agency | Linkage Agency ID | Linkage Case # | Image Type | Image #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close

EV - Enter Vehicle

Header Information

* Message Key: EV1T = Towed or Tagged Vehicle
ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Vehicle Information

* Date of Theft: 04/07/2021

Vehicle Color: SIL = Silver /
* Vehicle Year: 2015
* Vehicle Make: TOYT = Toyota
Vehicle Model: TUN = Tundra
* Vehicle Style: PK = Pickup
VIN #: 5TFDW5F15FX459022

Owner-applied #:

License Month: 05 = May
License Year: 2021
License State: IL = Illinois
License Type: TK = Truck
License #: DHCHNV

* Towed From Address: I57
* Towed from Steet: SB MP 59
* Towed From City: WILLIAMSON

* Reason for Towing: ABANDON = Abandoned, unattended, hazard, illegally parked
* Towed To: EXIT 59 TOWING
Phone #:
Inventory #:

* Requested By: AGENCY
* Towed By: EXIT 59 TOWING
Hold: N = No
* Authorized: 1234

Optional Information

Notify Agency: N = No
Linkage Agency ID:
Linkage Case #:

Miscellaneous Information

Agency Case Number

Agency Case #: TOWED TEST

Submit | Clear | Close

ENTER ACKNOWLEDGEMENT

Received Time:	08:51:57 04-07-21	Source ORI:	IL0849624
Summary:	EV1T: VYR=2015 VMA=TOYT VIN=5TFDW5F15FX459022 LIS=IL LIC=DHCHNV		

☐ View Message Details

MESSAGE ACCEPTED - DZY 00004 AT 08:51 04/07/2021
MRI-001014

Received Time:	08:51:59 04-07-21	Source ORI:	IL0849624
Summary:	EV1T: VYR=2015 VMA=TOYT VIN=5TFDW5F15FX459022 LIS=IL LIC=DHCHNV		

View Message Details

Modify	Clear	Cancel	Enter Image		

CHF
*** DO NOT DETAIN OR TAKE ENFORCEMENT ACTION ***
*** BASED SOLELY ON THIS RESPONSE ***

LDS/V21C2670 TOWED ABANDONED TAGGED VEHICLE
DOT/2021-04-07
VCO/SIL VYR/2015 VMA/TOYT VMO/TUN VST/PK VIN/5TFDW5F15FX459022
LIM/05 LIY/2021 LIS/IL LIT/TK LIC/DHCHNV
NOA/N
TTO/EXIT 59 TOWING RTW/ABANDON
TRQ/AGENCY TWB/EXIT 59 TOWING HLD/N ATH/1234
TFA/I57 TST/SB MP 59 TFC/WILLIAMSON
OCA/TOWED TEST

ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-04-07 08:51 DLU/2021-04-07 08:51
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS
MRI 1015 IN: FH1 72 AT 07APR2021 08:51:58
OUT: DZY 4 AT 07APR2021 08:51:59

EIM - Enter Image

Header Information

ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

LEADS | NCIC Only

* LDS # V21C2670

Other Information

* Image Type I = Identifying image

Date of Image __/__/____

Image

Import Image | Format Image | Remove Image

Miscellaneous Information

Submit | Clear | Close

ENTRY AFTER RUNNING LEADS NUMBER ONCE THE IMAGE WAS ADDED

***** DO NOT DETAIN OR TAKE ENFORCEMENT ACTION *****
***** BASED SOLELY ON THIS RESPONSE *****

QDZY LDS/V21C2670 TOWED ABANDONED TAGGED VEHICLE
DOT/2021-04-07
VCO/SIL VYR/2015 VMA/TOYT VMO/TUN VST/PK VIN/5TFDW5F15FX459022
LIM/05 LIY/2021 LIS/IL LIT/TK LIC/DHCHNV
NOA/N
TTO/EXIT 59 TOWING RTW/ABANDON
TRQ/AGENCY TWB/EXIT 59 TOWING HLD/N ATH/1234
TFA/I57 TST/SB MP 59 TFC/WILLIAMSON
OCA/TOWED TEST

ORI/IL0849624 ORA/ISP INFORMATION SERVICES BUREAU SPRINGFIELD
ENT/DZY OPR/HUTCHIT DTE/2021-04-07 08:51 DLU/2021-04-07 08:51
CONFIRM WITH ORI

IMN/V21C2670I0 IMT/I
IMAGE TYPE:I
VIN:5TFDW5F15FX459022 LIC:DHCHNV LIS:IL
VYR:2015 VMA:TOYT

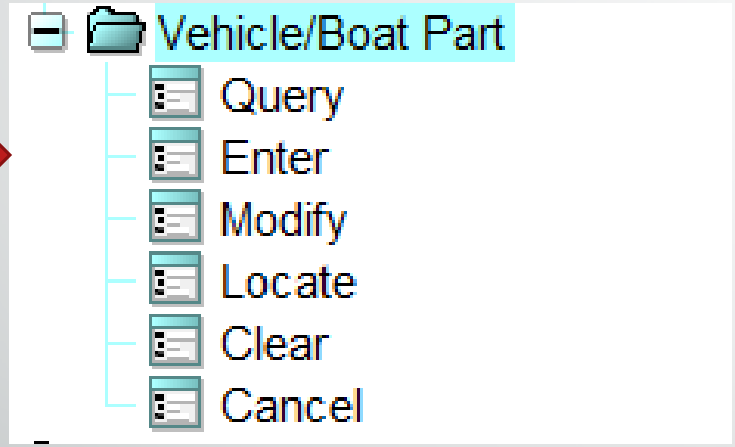
LDS:V21C2670 IMN:V21C2670I0
MIS:

MRI 1022 IN: **FH1 75 AT 07APR2021 08:59:02**
OUT: **DZY 7 AT 07APR2021 08:59:02**

VEHICLE
and
BOAT
PARTS

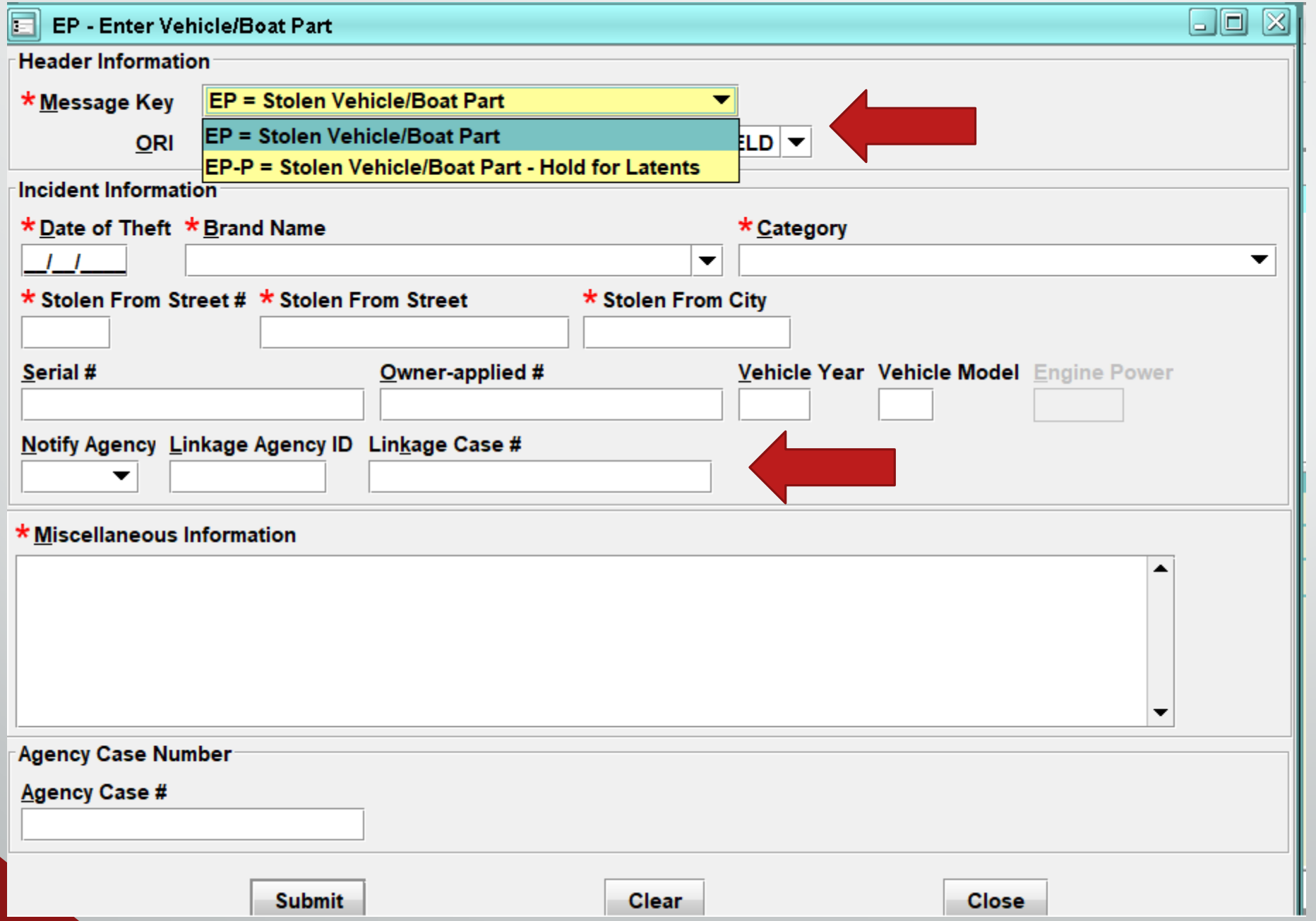
TWO WAYS TO ACCESS EACH FORMAT

FORMS TREE



QUICK QUERY BAR

LEADS NUMBER NOW BEGINS WITH D


EP - Enter Vehicle/Boat Part
Header Information
* Message Key
EP = Stolen Vehicle/Boat Part
EP = Stolen Vehicle/Boat Part
EP-P = Stolen Vehicle/Boat Part - Hold for Latents
ORI
ELD
Incident Information
* Date of Theft
* Brand Name
* Category
__/__/____
* Stolen From Street #
* Stolen From Street
* Stolen From City
Serial #
Owner-applied #
Vehicle Year
Vehicle Model
Engine Power
Notify Agency
Linkage Agency ID
Linkage Case #
* Miscellaneous Information
Agency Case Number
Agency Case #
Submit
Clear
Close

MP - Modify Vehicle/Boat Part

Header Information

ORI: IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS #
Serial #
Owner-applied #

Message Information

MKE
ORI
Name of Validator

Incident Information

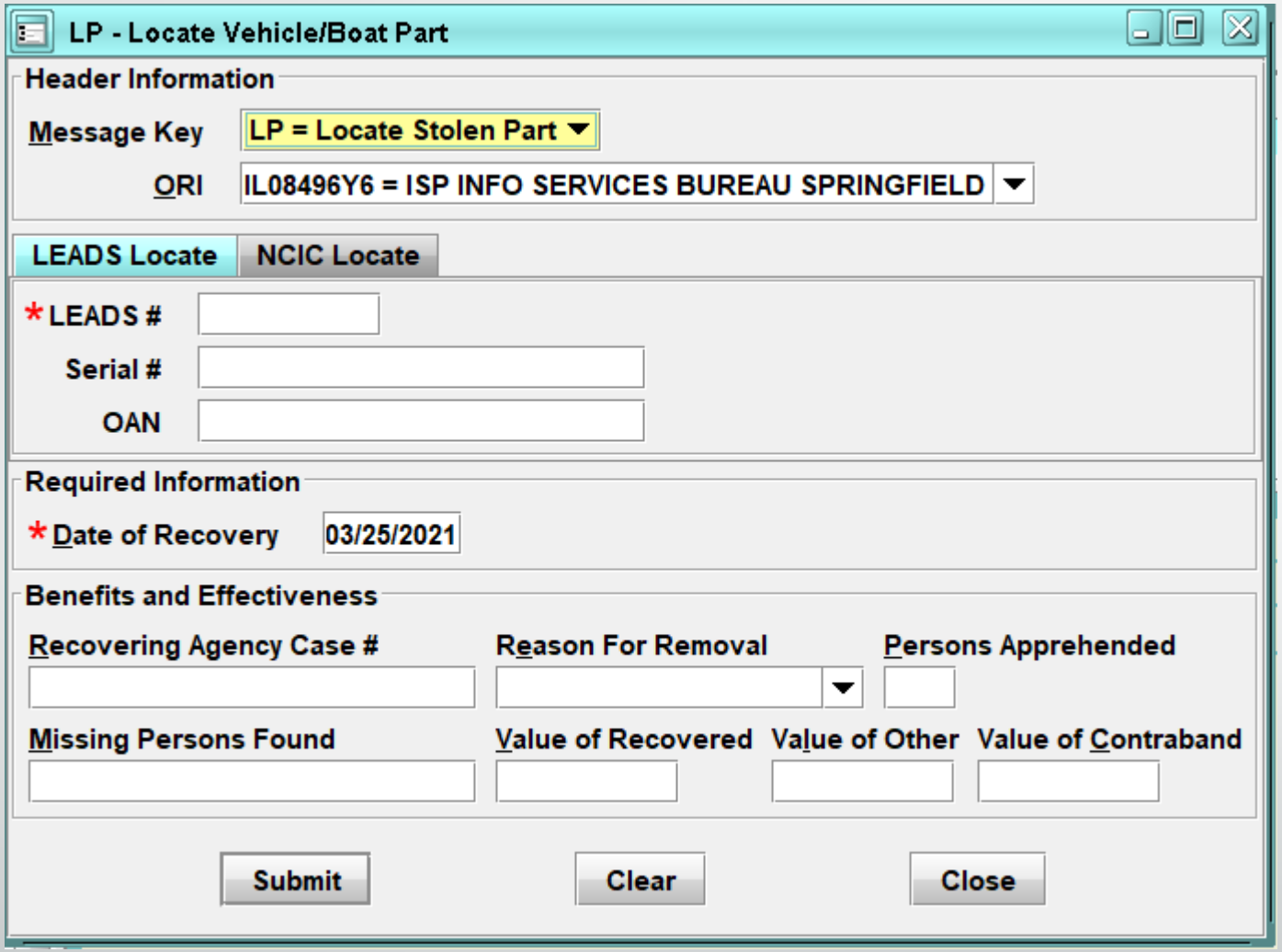
Date of Theft __/__/____
Brand Name
Category
Stolen From Street #
Stolen From Street
Stolen From City
Serial #
Owner-applied #
Vehicle Year
Vehicle Model
Engine Power
Notify Agency
Linkage Agency ID
Linkage Case #

Miscellaneous Information

Agency Case Number

Agency Case #

Submit | Clear | Close


LP - Locate Vehicle/Boat Part
Header Information
Message Key
LP = Locate Stolen Part
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
LEADS Locate
NCIC Locate
* LEADS #
Serial #
OAN
Required Information
* Date of Recovery
03/25/2021
Benefits and Effectiveness
Recovering Agency Case #
Reason For Removal
Persons Apprehended
Missing Persons Found
Value of Recovered
Value of Other
Value of Contraband
Submit
Clear
Close

CV - Clear Vehicle or Clear Part

Header Information

* Message Key: CV = Clear Stolen Vehicle
  - CV = Clear Stolen Vehicle
  - CF = Clear Felony Vehicle
  - CP = Clear Vehicle/Boat Part

ORI: BUREAU SPRINGFIELD

VEHICLE | PART

Record Identifiers

* LEADS # | VIN # | License # | Owner-applied #

Required Information

Date of Clear: 03/25/2021

LEADS Recovery Information

* Recovered Street #
* Recovered Street Address
* Recovered City Name
Recovered State
* Recovery ZIP Code
* Apprehension Indicator

NCIC Benefits and Effectiveness

Recovering Agency ID
Recovering Agency Case #
Reason For Removal
Persons Apprehended
Missing Persons Found
Value of Recovered
Value of Other
Value of Contraband

General Vehicle Condition

No Damage | Burned | Stripped | Wrecked

Body Parts

Front | Rear | Doors | T-Top

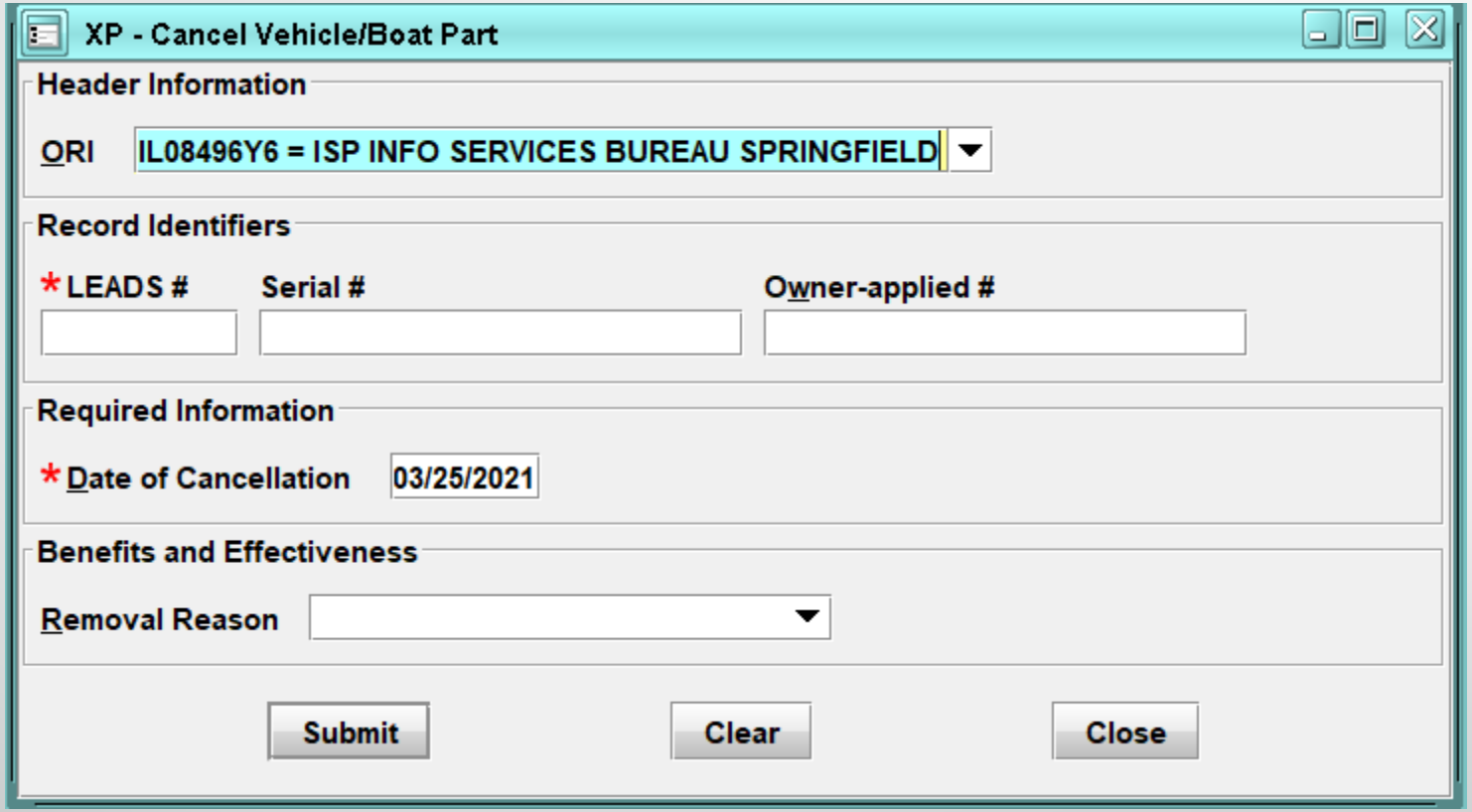
Component Parts

Interior | Accessories | Engine | Transmission | Frame

Other Parts

VIN Plate | Igtn Lock Pulled | Steering Col Peeld

Submit | Clear | Close


XP - Cancel Vehicle/Boat Part
Header Information
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
Record Identifiers
* LEADS #
Serial #
Owner-applied #
Required Information
* Date of Cancellation
03/25/2021
Benefits and Effectiveness
Removal Reason
Submit
Clear
Close

LEADS
3.0
LEADS

VALIDATIONS

- VALIDATIONS WILL NO LONGER BE MAILED TO AGENCIES
- LAC AND DELEGATE WILL HAVE ACCESS TO VALIDATIONS
- NOTHING CHANGES EXCEPT THE PROCESS OF HOW THE VALIDATIONS ARE RECEIVED AND THE FORMAT FOR VALIDATING

The validation schedule will now follow the NCIC schedule.

Example: October entries will be validated in January; November entries will be validated in February

Due to the new validation schedule, once 3.0 goes live, agencies will not have to validate records for one month!

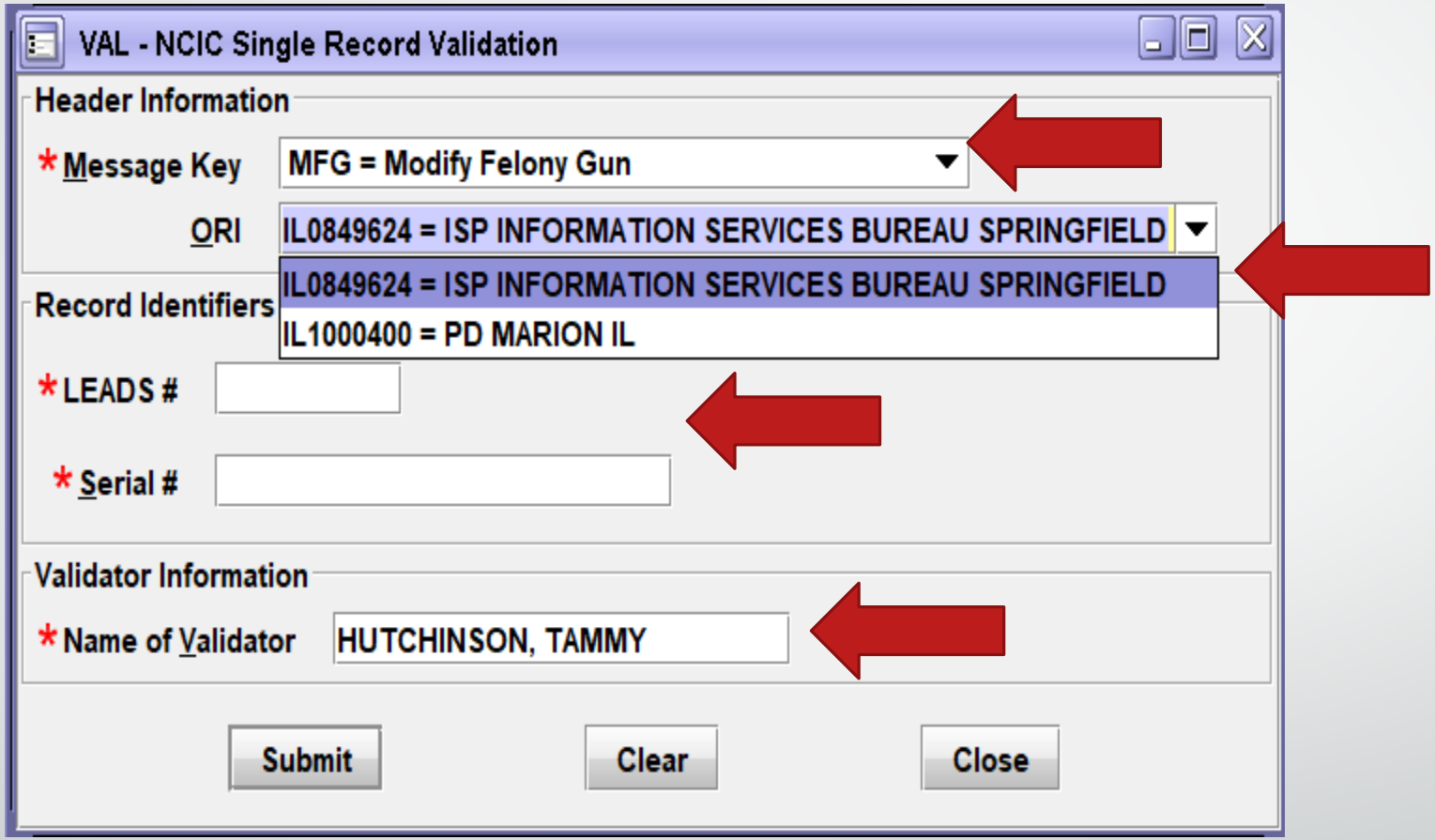
Validation Schedule

1. On a monthly basis, the NCIC System extracts active records on file for validation purposes. The validation includes a portion of each file and includes those records 60-90 days old. In addition, it includes any records 14-15 months old, 26-27 months old, 38-39 months old, etc. The validation schedule is as follows:

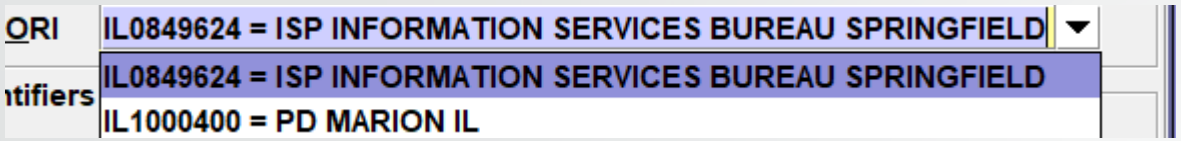
Validation: Entries Made on:

January.....October
February.....November
March.....December
April.....January
May.....February
June.....March
July.....April
August.....May
September..... June
October.....July
November.....August
December.....September

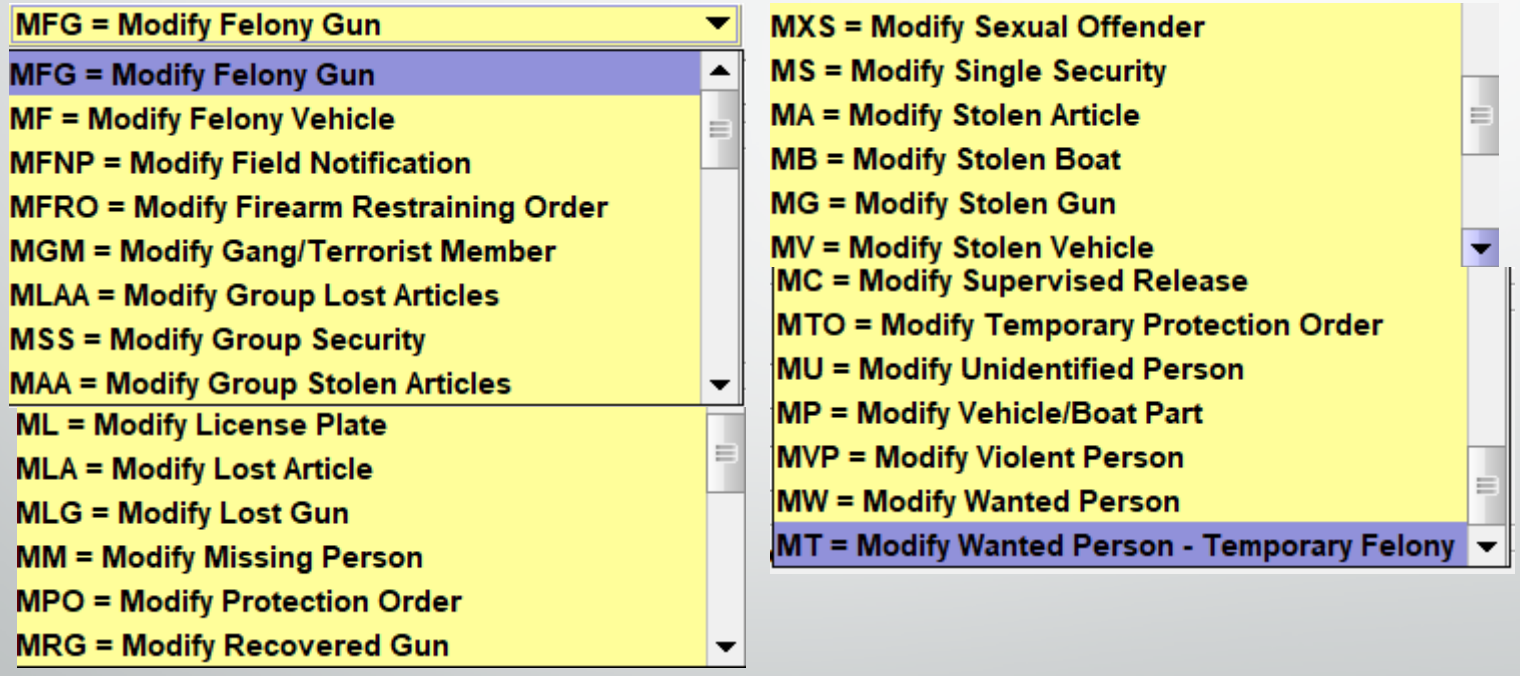
VALIDATION FORMAT SHOWING ORI DROP DOWN



ORI DROP DOWN WHICH ALLOWS FOR VALIDATING RECORDS FOR OTHER AGENCIES YOU ENTER FOR



MKE's FOR VALIDATING RECORDS



THE END…

https://isp.Illinois.gov/LawEnforcement/LEADS3dot0

LEADS Help Desk (Toll Free number):	**866/LEADS00 (532-3700)**
LEADS Help Desk (Non Toll Free number):	**217/782-4155**
Comments and suggestions:	**866/LEADS00 (532-3700)**
LEADS Administration Mailing Address:	**Illinois State Police LEADS Administration 801 South Seventh Street, Suite 600-M Springfield, Illinois 62703**
LEADS Administration FAX:	**217/524-2498**

ISP HelpDesk for email: isp.helpdesk@Illinois.gov