



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**





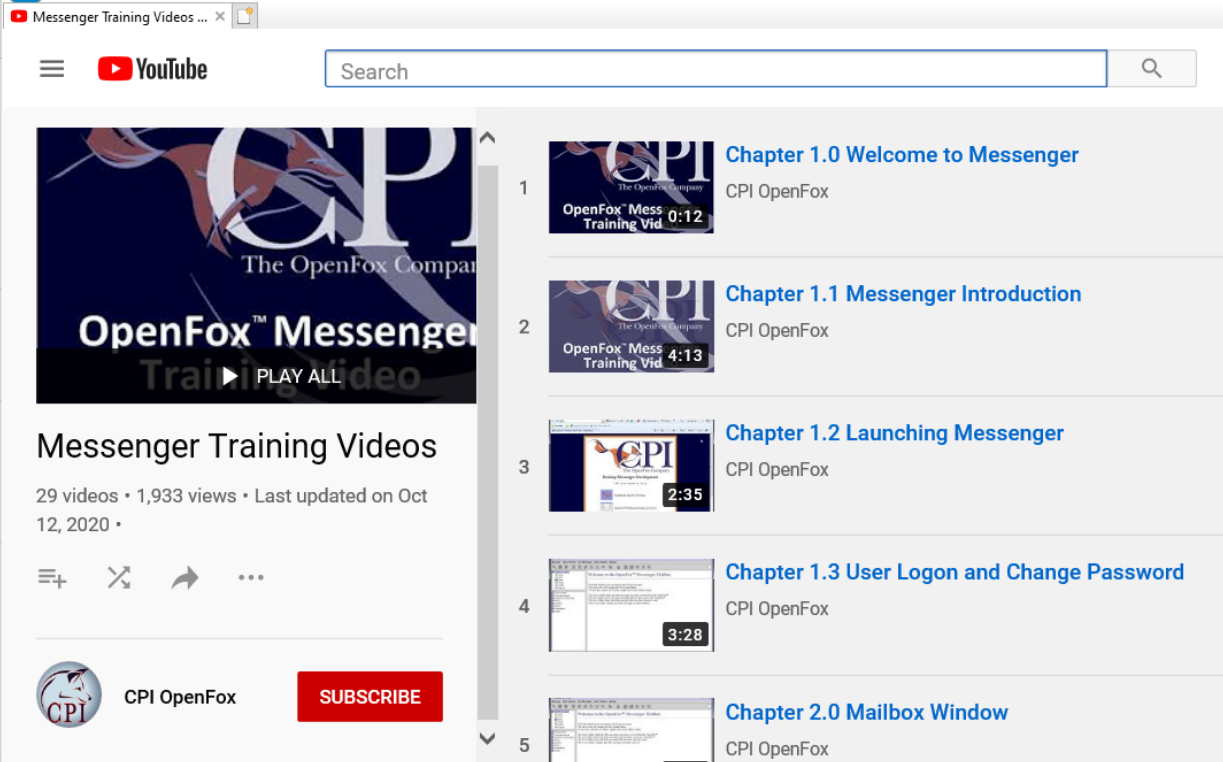
Training Topics

- 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



The screenshot shows a YouTube channel page for "CPI OpenFox". The channel name is "CPI OpenFox" with a red "SUBSCRIBE" button. The channel has 29 videos, 1,933 views, and was last updated on Oct 12, 2020. A playlist titled "Messenger Training Videos" is displayed, containing 5 videos:

- 1 Chapter 1.0 Welcome to Messenger (CPI OpenFox, 0:12)
- 2 Chapter 1.1 Messenger Introduction (CPI OpenFox, 4:13)
- 3 Chapter 1.2 Launching Messenger (CPI OpenFox, 2:35)
- 4 Chapter 1.3 User Logon and Change Password (CPI OpenFox, 3:28)
- 5 Chapter 2.0 Mailbox Window (CPI OpenFox)





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



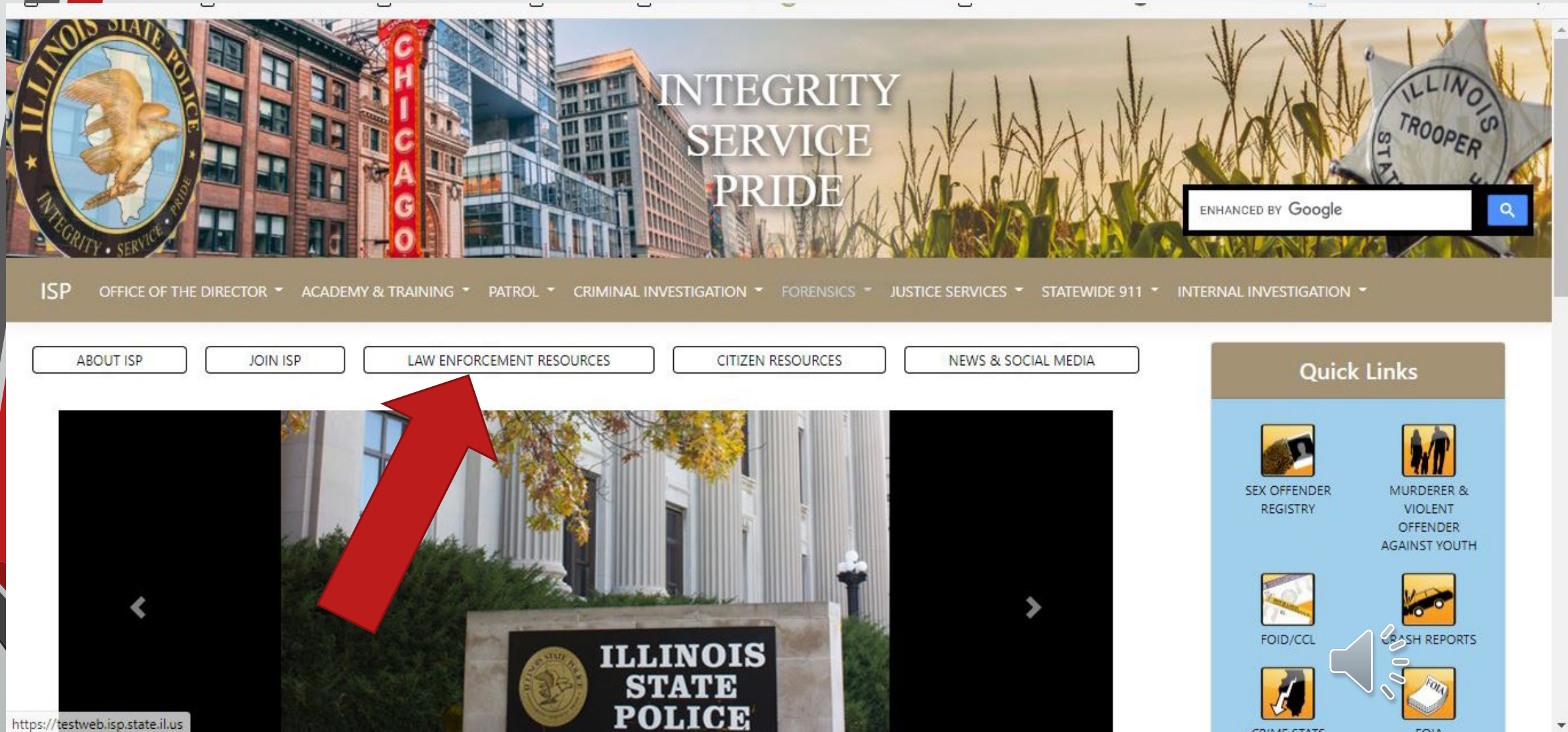
LEADS 3.0 Implementation

- 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>



The screenshot displays the Illinois State Police website. At the top, a banner features the Illinois State Police seal on the left, a cityscape with a 'CHICAGO' sign in the center, and a trooper's star on the right. The text 'INTEGRITY SERVICE PRIDE' is overlaid on the banner. Below the banner is a navigation menu with the following items: ISP, OFFICE OF THE DIRECTOR, ACADEMY & TRAINING, PATROL, CRIMINAL INVESTIGATION, FORENSICS, JUSTICE SERVICES, STATEWIDE 911, and INTERNAL INVESTIGATION. Underneath the menu are five buttons: ABOUT ISP, JOIN ISP, LAW ENFORCEMENT RESOURCES, CITIZEN RESOURCES, and NEWS & SOCIAL MEDIA. A large red arrow points to the 'LAW ENFORCEMENT RESOURCES' button. Below the buttons is a large image of the Illinois State Police building with a sign that reads 'ILLINOIS STATE POLICE'. To the right of the main content is a 'Quick Links' section with six icons and their corresponding text: SEX OFFENDER REGISTRY, MURDERER & VIOLENT OFFENDER AGAINST YOUTH, FOID/CCL, CRASH REPORTS, CRIME STATS, and FOIA. A search bar with the text 'ENHANCED BY Google' is located in the top right corner of the banner area. A URL bar at the bottom left shows 'https://testweb.isp.state.il.us'.

INTEGRITY
SERVICE
PRIDE

ENHANCED BY Google

ISP OFFICE OF THE DIRECTOR ACADEMY & TRAINING PATROL CRIMINAL INVESTIGATION FORENSICS JUSTICE SERVICES STATEWIDE 911 INTERNAL INVESTIGATION

ABOUT ISP JOIN ISP LAW ENFORCEMENT RESOURCES CITIZEN RESOURCES NEWS & SOCIAL MEDIA

Quick Links

SEX OFFENDER REGISTRY MURDERER & VIOLENT OFFENDER AGAINST YOUTH

FOID/CCL CRASH REPORTS

CRIME STATS FOIA

ILLINOIS STATE POLICE

<https://testweb.isp.state.il.us>



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



ISP OFFICE OF THE DIRECTOR ▾ ADMINISTRATION ▾ TRAINING ▾ PATROL ▾ CRIMINAL INVESTIGATION ▾ FORENSICS ▾ JUSTICE SERVICES ▾ STATEWIDE 911 ▾ INTERNAL INVESTIGATION ▾

LAW ENFORCEMENT GENERAL LINKS

LEADS 3.0

DAILY BULLETIN

LEADS 3.0 MANUAL

NCIC OPERATING MANUAL

NCIC CODE MANUAL

CJIS/AUDITS/TRAINING

FORMS

LEADS CONTACTS

LAC

NLETS WIKI

LEADS SECURITY

ADDITIONAL RESOURCES

LEADS 3.0

The reference materials housed here contain information specific to the LEADS 3.0 system. Included are documents specific to LEADS 3.0, the NCIC Operating and Code Manuals, links to NLETS and CJIS Online, the LEADS Daily Bulletin, LEADS Agency Coordinator (LAC) materials, LEADS Security documentation, and Field Specialist information.

Quick Links



SEX OFFENDER
REGISTRY



MURDERER &
VIOLENT
OFFENDER
AGAINST YOUTH



FOID/CCL



CRASH REPORTS



CRIME STATS



FOIA



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/LEADSoo (532-3700)
LEADS Help Desk (Non Toll Free number):	217/782-4155
Comments and suggestions:	866/LEADSoo (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**







Messenger Navigation



Click Options and then click Launch Tips of the Day

The screenshot shows a software interface with a menu bar containing 'Inbox', 'ges', 'View Columns', and 'Options'. A red arrow points to the 'Options' menu. Below the menu bar, a 'Tips of the Day' dialog box is open. The dialog box has a title bar with a lightbulb icon and the text 'Tips of the Day'. Below the title bar is an 'Action' bar with icons for back, forward, refresh, stop, and print. The main content area of the dialog box displays the text 'Did You Know' next to a green question mark icon. Below this, a bolded question reads 'You can open a Module from the quick query bar?'. A horizontal line separates this from the explanatory text: 'You can launch other Desktop Modules from the quick query bar. Type "/MODULE" into the quick query bar, then a space, and then the name (or part of the name) of the other Module. When you press Enter, Desktop opens that Module if you are authorized to access it.' Below the text is a text input field containing '/MODULE FORM'. At the bottom of the dialog box, there are five buttons: 'Previous Tip' (with a left arrow), 'Random Tip' (with a die icon), 'Next Tip' (with a right arrow), 'Show Tips' (with a checked checkbox), and 'Close' (with a red X icon).



<http://10.221.1.12:8080/CPT/docs/>



OpenFox® Documentation - Illinois LEADS 📁

To download the following manuals to your computer,
please right-click on the link and download or save the file.



[Desktop User Manual](#)



[Messenger User Manual](#)



[Desktop Administrator Manual](#)



[Desktop Shortcuts Cheat Sheet](#)



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 (<i>in dropdown fields</i>) – OR – Use calendar to pick date (<i>in date fields</i>) – OR – Decode a VIN into make, model, style, year (<i>in VIN fields</i>).
Alt-letter	Jump to the field that has the <i>letter</i> 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



The screenshot shows a mailbox window titled "Mailbox for RYAN - Inbox". The interface includes a menu bar with "Message", "Quick Queries", "Sort Messages", "View Columns", and "Options". A toolbar with various icons is located below the menu. On the left, there is a "RYAN's Folders" tree with a callout "Mail Folder List" pointing to it. Below the folders is a "Form Tree" section with a callout "Form Tree" pointing to it. The main area displays a "Message List" table with columns for MKE, Source, Summary, and Date. A callout "Message List" points to the table. Below the list is a "Preview Pane" showing message details, with a callout "Preview Pane" pointing to it. At the bottom, there is a "Quick Query Bar" with a callout "Quick Query Bar" pointing to it.

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=ABC123	08:40:36 08-20-13
QW	IDACS	QW: NAM=ABC101	08:40:24 08-20-13
QW	NCIC	QW: NAM=ABC101	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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000
 Summary: QV: LIC=ABC123
 View Message Details

**110102BV, MRI0032109
 CP0000019**

Hit Confirmation


MKE/STOLEN LICENSE PLATE
 ORI/MD1012600 LIC/ABC123
 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

Layout
when you
first log in



Message Lists Definitions

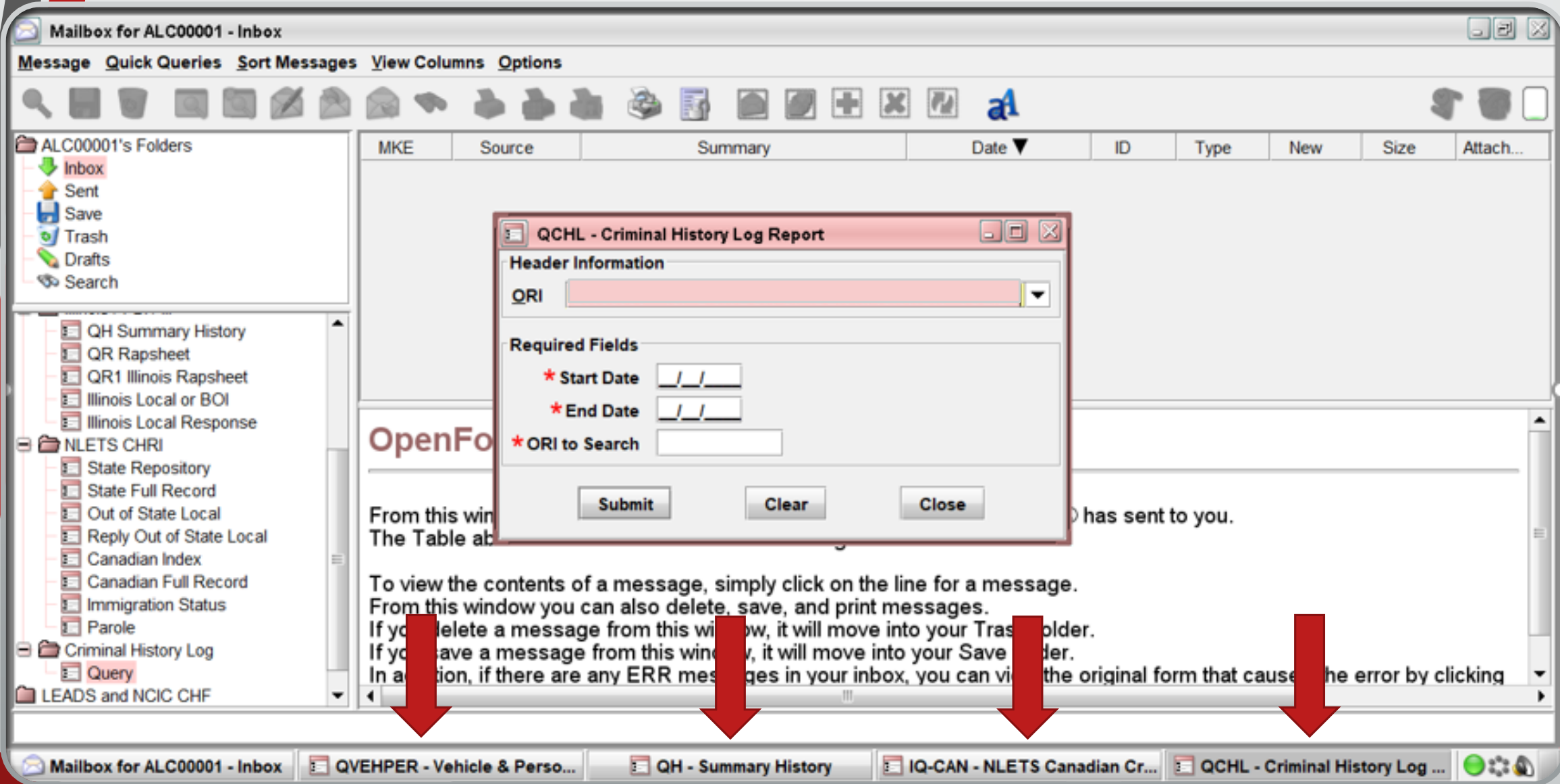


MKE	Source	Summary	Date
QV	IDACS	QV: LIC=ABC123	08:40:39 08-20-13
QV	NCIC	QV: LIC=ABC123	08:40:37 08-20-13

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	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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Administrative Mess

Aircraft Information

Boat Registration

Canadian Transacti

Commercial Vehicle

Form Tree

Hit Confirmation

ICE

Interpol

NICB

NDPIX

Orion

Parole Probation Co

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 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/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



Form Tree

The screenshot displays a software interface with a 'Form Tree' on the left and a 'QVEHPER - Vehicle & Person Query Form' on the right. The 'Form Tree' is a hierarchical list of folders and items, including 'GENERAL QUERY', 'NLETS QUERY', and 'CHRI QUERIES'. The 'Vehicle/Person' folder is highlighted, and a red arrow points from it to the form. The form is titled 'QVEHPER - Vehicle & Person Query Form' and contains several sections: 'Message Key' (with a dropdown menu set to 'Z2 = Basic Query'), 'LEADS or NCIC' (with fields for LEADS #, NCIC #, and Placard SER#), 'LICENSE PLATE' (with fields for License #, License State/Region, License Year, and License Type), 'PERSONAL' (with fields for Name, Sex, Race, Date of Birth, Social Security #, Miscellaneous #, Driver License #, Driver License State/Region Code, State ID #, FBI / UCN #, and FOID #), and 'VEHICLE' (with fields for VIN #, OAN #, Vehicle Year, and Vehicle Make). A red arrow points from the top of the form down to the 'Form Tree' title.



Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options



RYAN's Folders

Mail Folder List

- Folder icons

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 Cor
 - RAND Message
 - Road/Weather

Form Tree

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= 0101	08:40:24 08-20-13	↓		
QW	NCIC	QW: NAM= 0101	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	↓		
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13	↓		

Message List

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

1L0102BV, MRI0032109
CP0000019

Hit Confirmation

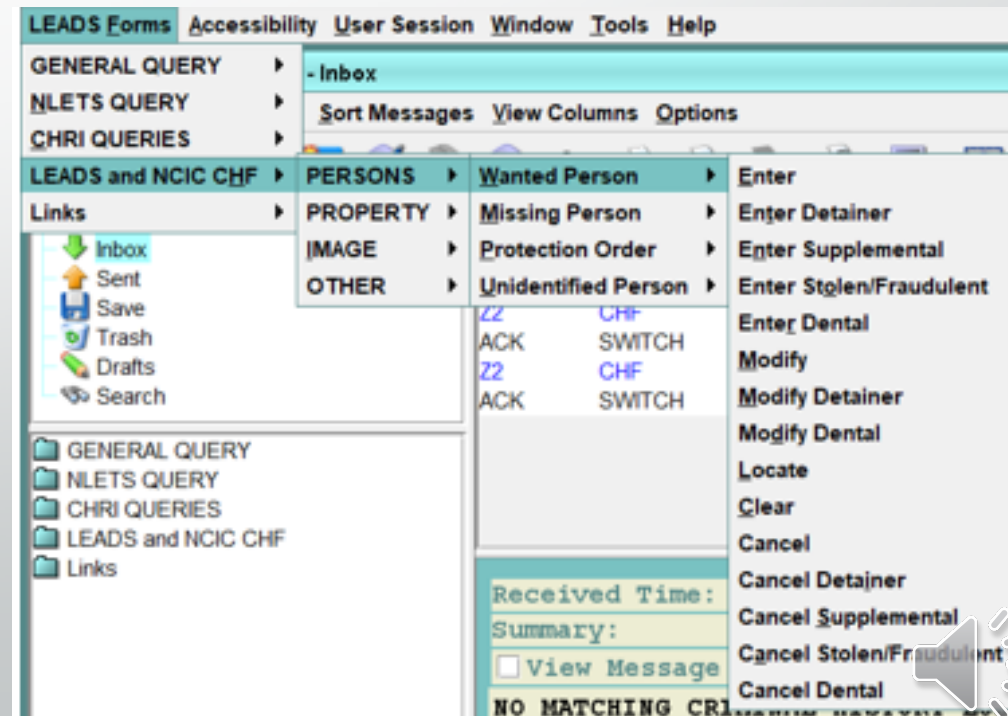
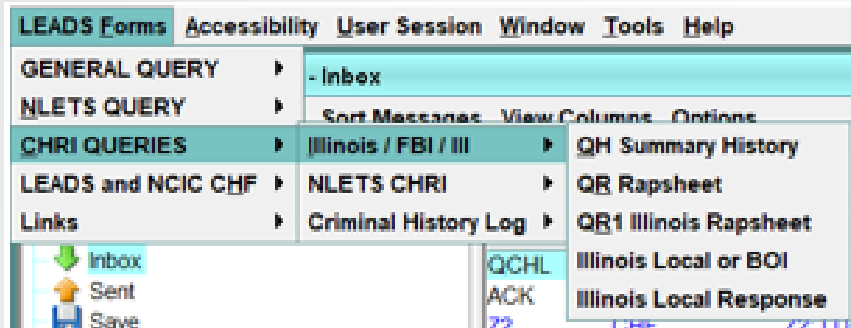
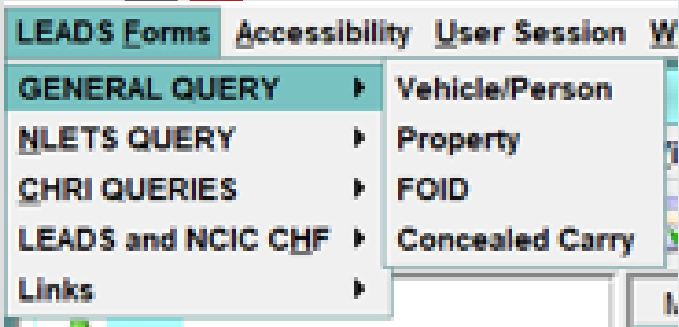
Preview Pane

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC132
OCA/C81234 HIS/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

Quick Query Bar





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.)

Mailbox for RYAN - Inbox

Message Quick Queries Sort Messages View Columns Options

RYAN's Folders

Free Format
OpenFox Commands
NCIC
NLETS
Administrative Mess
Aircraft Information
Boat Registration
Canadian Transacti
Commercial Vehicle
Hit Confirmation
ICE
Interpol
NICB
NDPIX
Orion
Parole Probation Co
RAND Message
Road/Weather

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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

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
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/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

Quick Query Bar

Mail Folder List

Message List

Form Tree

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 YYYYMMDD 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



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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Administrative Mess

Aircraft Information

Boat Registration

Canadian Transacti

Commercial Vehicle

Form Tree

Hit Confirmation

ICE

Interpol

NICB

NDPIX

Orion

Parole Probation Co

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

OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY

HIC/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



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



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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Administrative Mess

Aircraft Information

Boat Registration

Canadian Transacti

Commercial Vehicle

Form Tree

Hit Confirmation

ICE

Interpol

NICB

NDPIX

Orion

Parole Probation Co

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

OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY

HIC/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

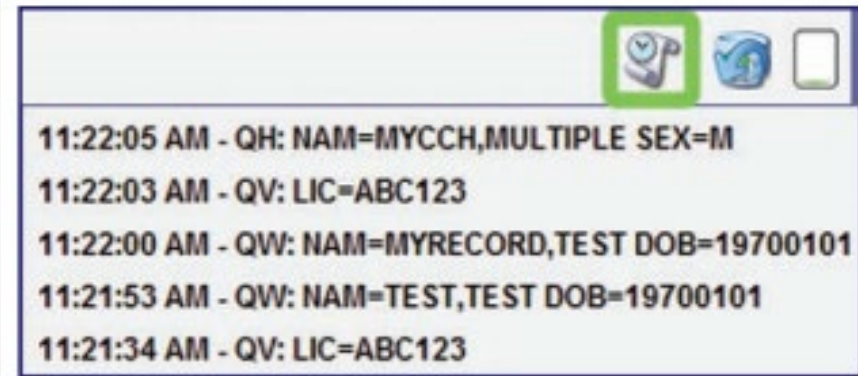




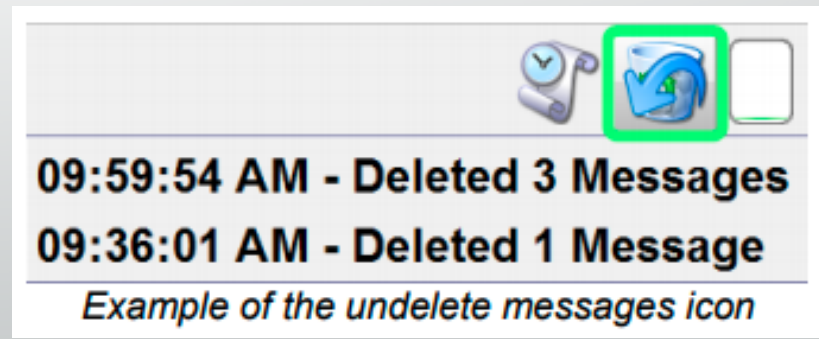
Last and Deleted Transactions

Last Transactions

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



11:22:05 AM - QH: NAM=MYCCH,MULTIPLE SEX=M
11:22:03 AM - QV: LIC=ABC123
11:22:00 AM - QW: NAM=MYRECORD,TEST DOB=19700101
11:21:53 AM - QW: NAM=TEST,TEST DOB=19700101
11:21:34 AM - QV: LIC=ABC123



09:59:54 AM - Deleted 3 Messages
09:36:01 AM - Deleted 1 Message
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	QV: LIC=ABC123	08:40:36 08-20-13
QW	IDACS	QW: NAM=ABC101	08:40:24 08-20-13
QW	NCIC	QW: NAM=ABC101	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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Administrative Messages

Aircraft Information

Boat Registration

Canadian Transactions

Commercial Vehicle

Form Tree

Hit Confirmation

ICE

Interpol

NICB

NDPIX

Orion

Parole Probation Control

RAND Message

Road/Weather

Received Time: 08:40:37 08-20-13 Source ORI: INNCIC000

Summary: QV: LIC=ABC123

View Message Details

11010 MRI0032109

CP000019

Hit Confirmation

Preview Pane

MKE/STOLEN LICENSE PLATE

ORI/MD1012600 LIC/ABC132

OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY

HIC/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

Quick Query Bar



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/111111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN
```

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

Hit Confirmation

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

The screenshot shows a software window titled "YQ - NLETS Hit Confirmation Request". The window contains a form with the following sections and fields:

- Header Information:**
 - QRI: CP0000021 - CPI Test and Development
 - * Destination 1: CP0000004
 - Control Field: (empty)
- Request Information:**
 - * Request #: (empty)
 - * Confirmation Priority: (empty)
 - * Agency Case #: 123456273
 - * NCIC #: W146203706
- Hit Information:**
 - * Request Type: WP - Wanted Person
 - * Name: MYRECORD,TEST
 - * Date of Birth: 19500101
 - Sex: M - Male
- Requester's Information:**
 - * Requester: SAWATZKY, RYAN
 - * Requesting Agency: CPIAGENCY
 - Phone #: (empty)
 - Extension: (empty)
 - Fax #: (empty)
 - Court Order #: (empty)
 - Warrant #: (empty)



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=ABC123	08:40:36 08-20-13
QW	IDACS	QW: NAM=ABC101	08:40:24 08-20-13
QW	NCIC	QW: NAM=ABC101	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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Form Tree

Administrative Message

Aircraft Information

Boat Registration

Canadian Transaction

Commercial Vehicle

Hit Confirmation

ICE

Interpol

NICB

NDPIX

Orion

Parole Probation Control

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
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/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



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.



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=ABC123	08:40:36 08-20-13
QW	IDACS	QW: NAM=ABC101	08:40:24 08-20-13
QW	NCIC	QW: NAM=ABC101	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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Message List

Free Format

OpenFox Commands

NCIC

NLETS

Administrative Message

Aircraft Information

Boat Registration

Canadian Transaction

Commercial Vehicle

Form Tree

Hit Confirmation

ICE

Interpol

NICB

NDPIX

Orion

Parole Probation Control

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

Preview Pane

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC123
OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/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

Quick Query Bar



Printing

Printers Preferences

Mode Dispatch Printers Image Capable Dot Matrix Auto Printing

Dispatch Printing

In dispatch printing mode, Messenger will use whatever printers you have. When you choose to print a message, Messenger will print out to the printer "Selective" printer. When you turn on automatic printing, Messenger will be chosen as your "Auto" printer.

In normal printing mode, Messenger will function like a standard Windows printer. When you choose to print, Messenger will popup a Print Setup dialog box. When you choose to reuse the same settings. In this mode, you can always get back to the Print option from the "Message" pull down menu.

Dispatch Mode 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.

Printers Preferences

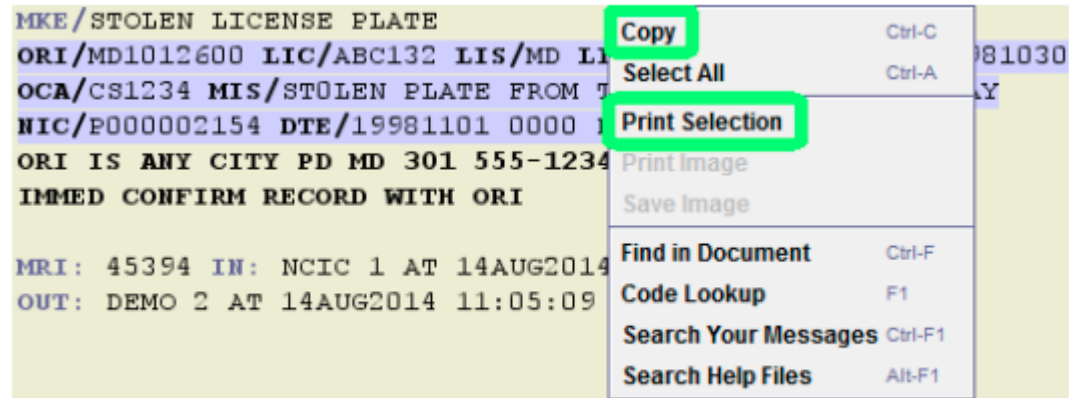
Mode Dispatch Printers Image Capable Dot Matrix Auto Printing Images

Messenger Printers

Name ▲	Type	Selective	Auto
Adobe PDF	Image Capable		
Brother MFC-7440N Printer	Image Capable	▼	▼
Brother MFC-7440N Printer (Home)	Image Capable		



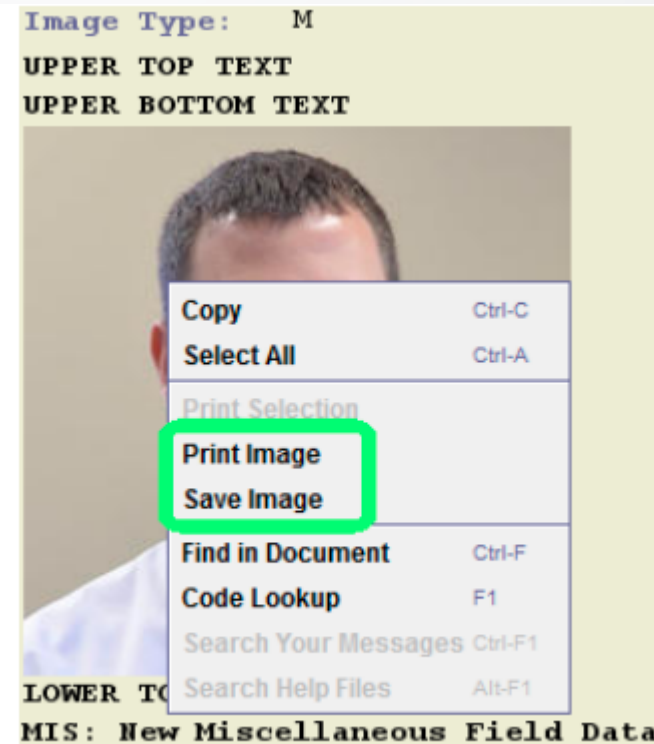
Printing - continued



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

The screenshot shows the 'QG - NCIC Query Gun' application window. A red arrow points to a field in the 'Optional' section. A context menu is open over this field, listing standard editing actions: Copy (Ctrl-C), Cut (Ctrl-X), Paste (Ctrl-V), Select All (Ctrl-A), Undo (Ctrl-Z), Redo (Ctrl+Shift-Z), Field Help (QG.MAK) (F1), Transaction Help (QG), and Search Code List (Ctrl-F). The 'Search Code List' option is highlighted. A 'Code List Search' dialog box is also open, showing the search text 'springfield' and a list of results: Springfield (military rifle), Springfield (military rifles), Springfield Armory M1A (Devine, TX), Springfield Armory(Springfield, IL), Springfield Arms Co., and Springfield Firearms. The 'Selected Code Value' field contains 'SPR'. The 'OK' and 'Cancel' buttons are at the bottom.

The screenshot shows the 'QG - NCIC Query Gun' application window. The 'By SER' tab is selected. In the 'Optional' section, the 'Make' field is highlighted in yellow and contains the text 'SII = Springfield Firearms'. The 'Model' field is empty.

Quickly search for a code based on the text meaning.

Press Ctrl-F on the field, start typing



Messenger Tips

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

Query by NCIC Number

* FOID #

Firearm Owner Identification Number (8 - 10 alphanumeric)

Offense Information

* Date of Warrant * Offense Original Offense

* Extra: Must be a valid Gregorian date (MMDDYYYY) equal to or less than current date. (Adult) (8 - 8 numeric)

Serial/OAN/UAC	Type	DTE
<input type="text"/>	<input type="text"/>	<input type="text"/>
SECURITIES	Must not contain a single zero only, run of zeros only, single alphabetic only, or run of alphabetic only. (1 - 20 alphanumeric)	



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=ABC123	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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Free Format

- OpenFox Commands
- NCIC
- NLETS
- Administrative Messa
- Aircraft Information
- Boat Registration
- Canadian Transactio
- Commercial Vehicle
- Form Tree
- Hit Confirmation
- ICE
- Interpol
- NICB
- NDPIX
- Orion
- Parole Probation Cor
- 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
OCA/CS1234 MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/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

Quick Query Bar





Modify User Preferences

Choose a Module

Desktop Messenger Configurator

Messenger Preferences

Mailbox Forms General Message Display Printers Sounds

Forms Preferences

Favorites General Advanced

Messenger allows you to configure on the left hand side. All your available forms by moving it from the right hand side. You can also configure a keyboard shortcut that is important to remember that you must

Favorite Forms Appear at the Bottom of the Forms List

Wanted Query	Shift-F1
Vehicle Query	Shift-F2
Article Query	Shift-F3
Boat Query	Shift-F4
Gun Query	Shift-F5

NCIC

- Article
- Boat
- Gun
- Identity Theft
- Ill
- Image
- License
- Missing Person
- NICS
- ORI
- Other Transactions
- Protection Order

QW Wanted Query Ctrl Alt Shift F1 Update

Automatically Open Form at Logon

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.

DQ Driver's License

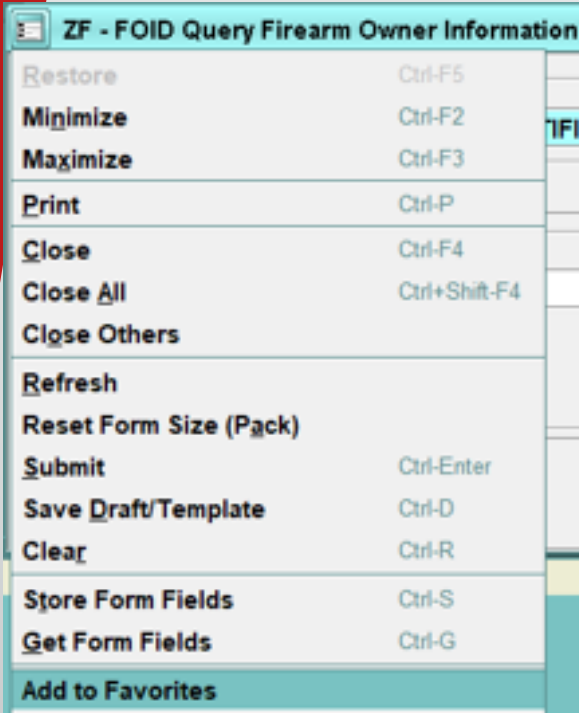
Ctrl Alt Shift F1

F1 F2 F3 F4 F5



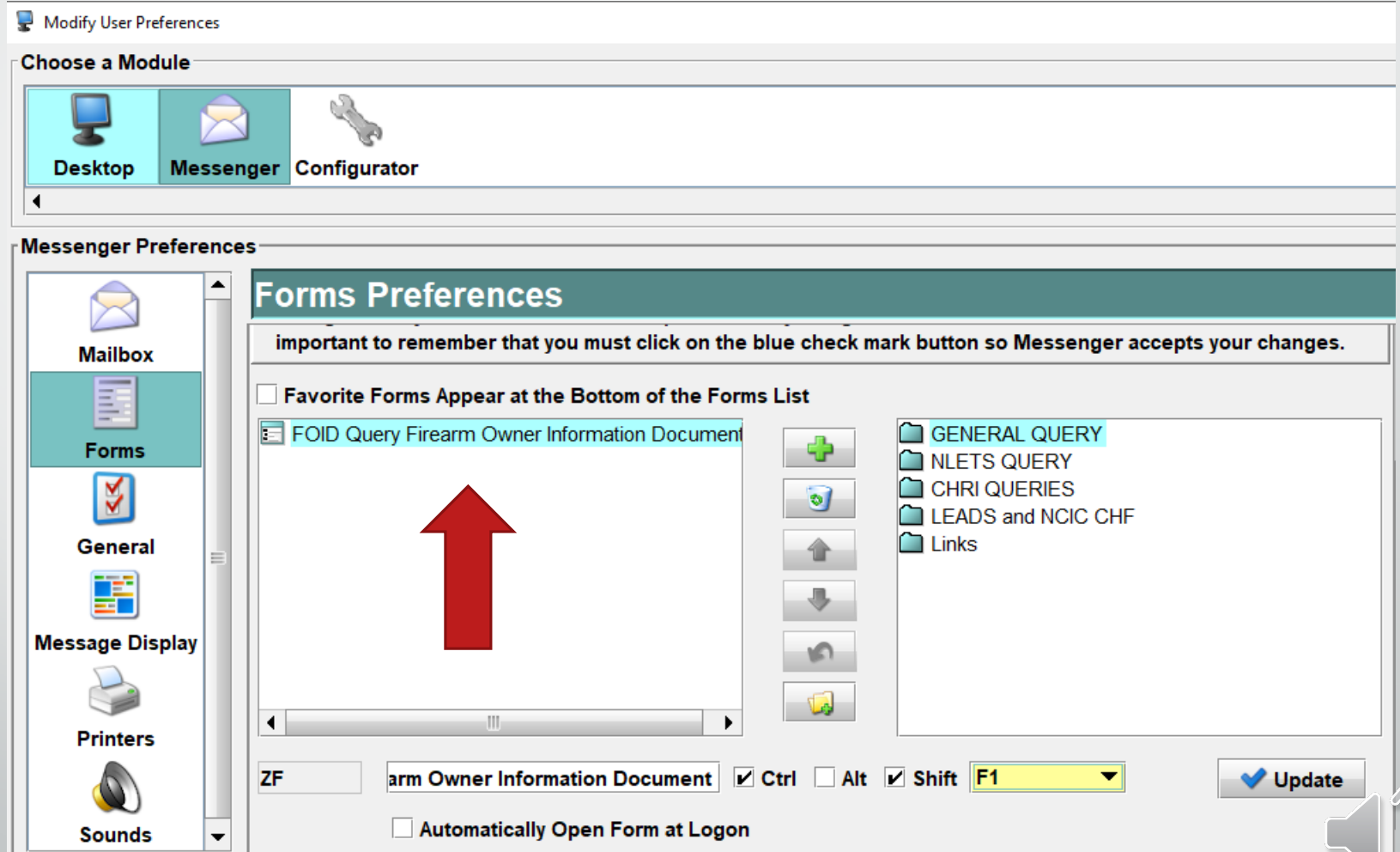
Messenger Tips

Continued...



ZF - FOID Query Firearm Owner Information

- Restore (Ctrl-F5)
- Minimize (Ctrl-F2)
- Maximize (Ctrl-F3)
- Print (Ctrl-P)
- Close (Ctrl-F4)
- Close All (Ctrl+Shift-F4)
- Close Others
- Refresh
- Reset Form Size (Pack)
- Submit (Ctrl-Enter)
- Save Draft/Template (Ctrl-D)
- Clear (Ctrl-R)
- Store Form Fields (Ctrl-S)
- Get Form Fields (Ctrl-G)
- Add to Favorites



Modify User Preferences

Choose a Module

- Desktop
- Messenger**
- Configurator

Messenger Preferences

Forms Preferences

important to remember that you must click on the blue check mark button so Messenger accepts your changes.

Favorite Forms Appear at the Bottom of the Forms List

FOID Query Firearm Owner Information Document

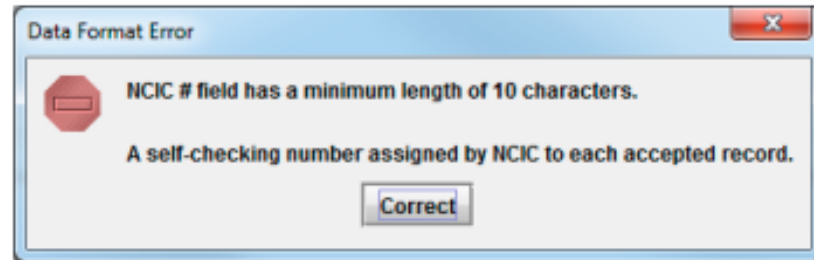
- GENERAL QUERY
- NLETS QUERY
- CHRI QUERIES
- LEADS and NCIC CHF
- Links

ZF arm Owner Information Document Ctrl Alt Shift **F1** Update

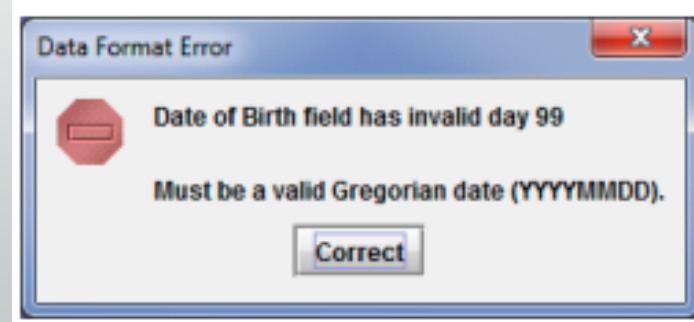
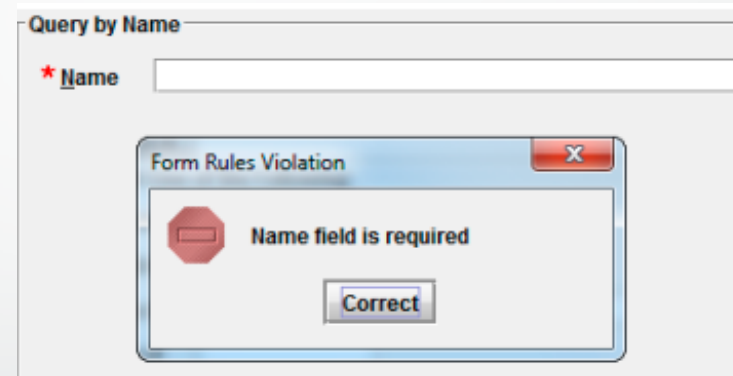
Automatically Open Form at Logon



Error Messages

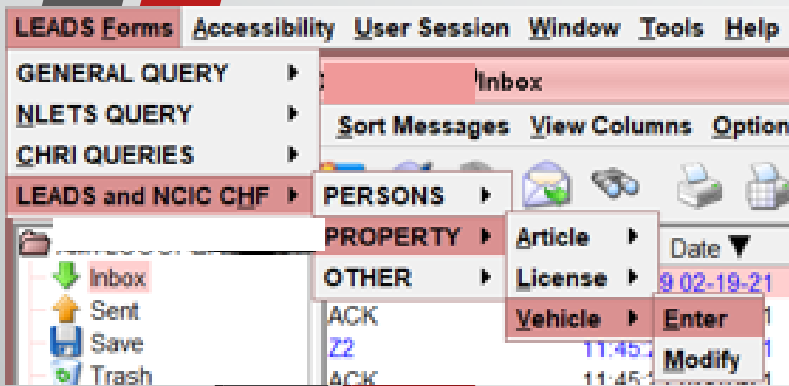


Example of entering less than the minimum field length



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.



A screenshot of a 'Vehicle Information' form. The form contains the following fields:

VIN #	Vehicle Year	Vehicle Make
2G1FP22G3X2145000	1999	CHEV = Chevrolet
Vehicle Model	Vehicle Style	
CAM = Camaro	2D = Sedan, 2-door	

A screenshot of an 'EV - Enter Vehicle' form. The form contains the following fields:

Header Information

* Message Key: EV = Stolen Vehicle (dropdown menu)

Vehicle Information

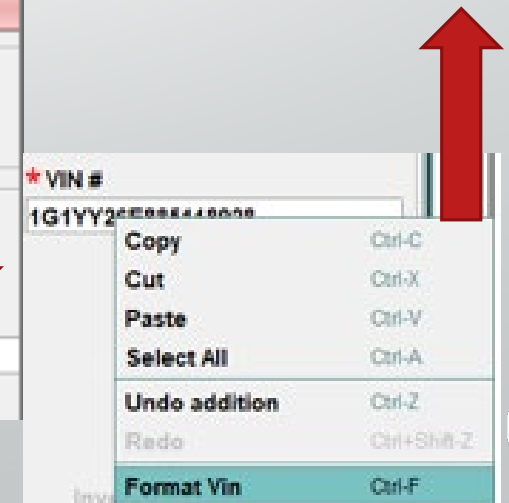
* Date of Theft: [] / [] / []

Vehicle Color: [] / []

* Vehicle Year: [] * Vehicle Make: []

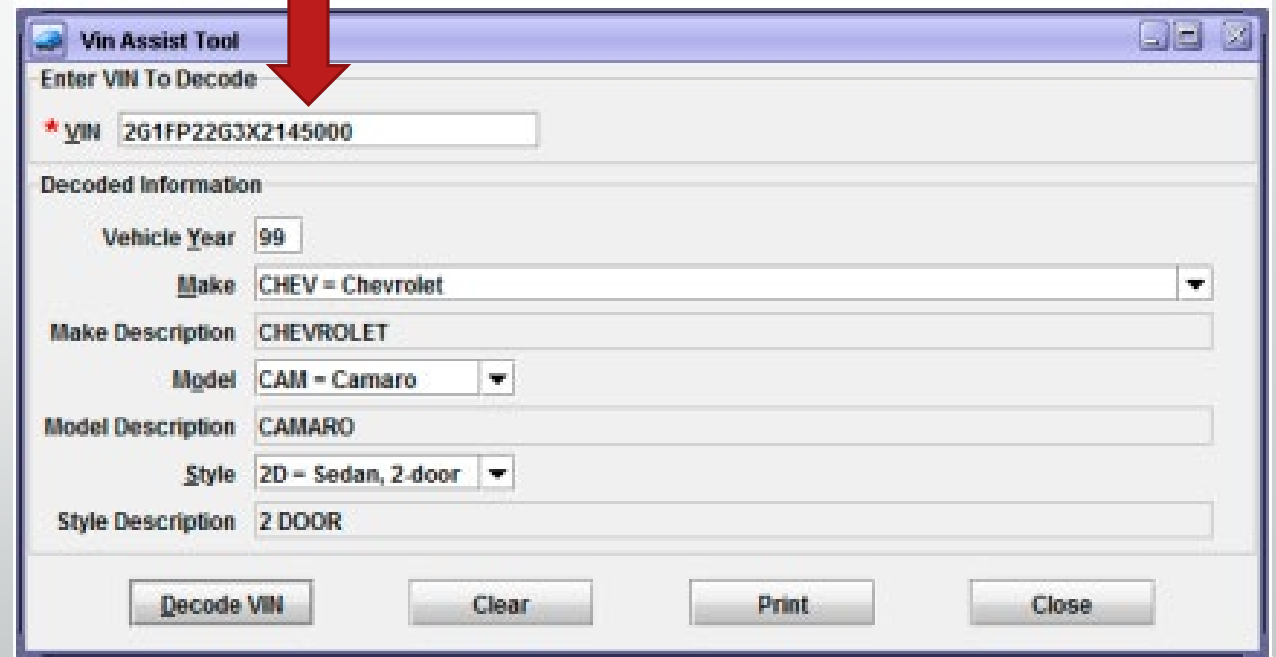
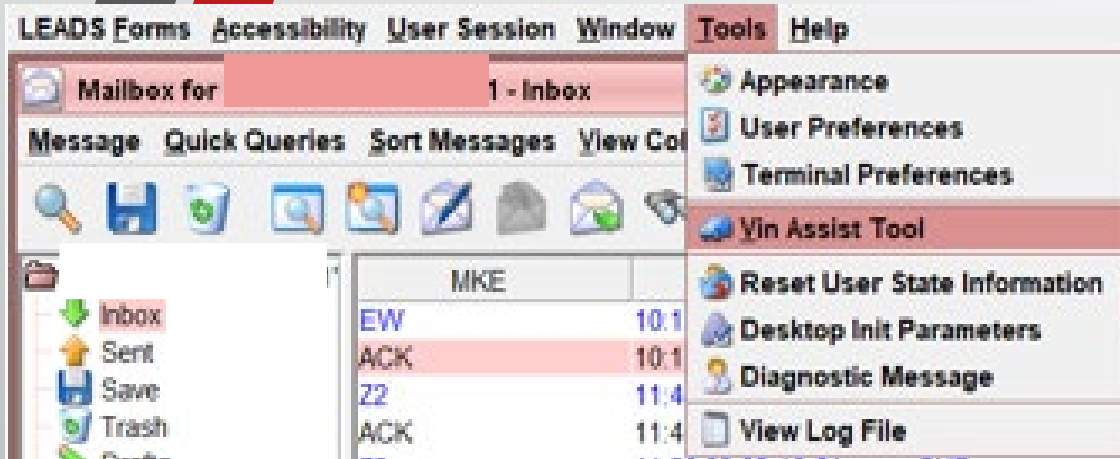
Vehicle Model: [] * Vehicle Style: [] * VIN #: []

* Owner-applied #: []



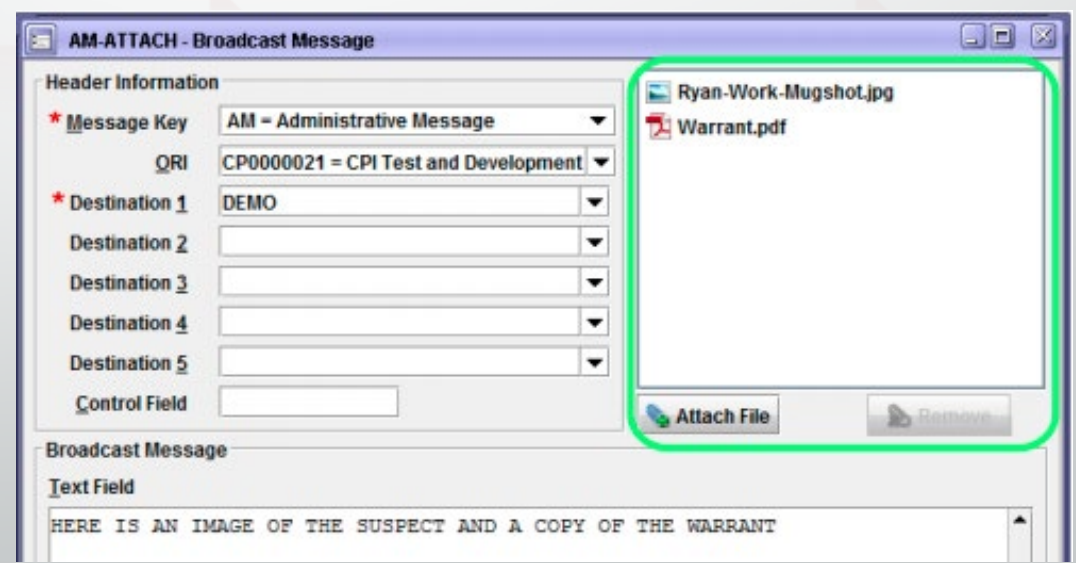
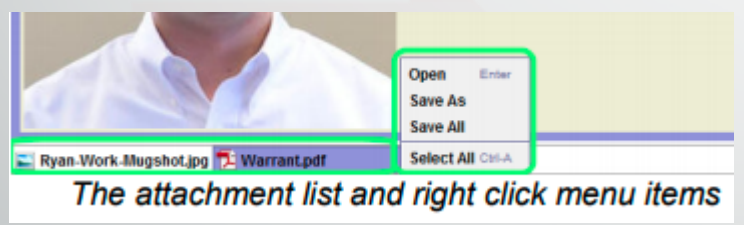
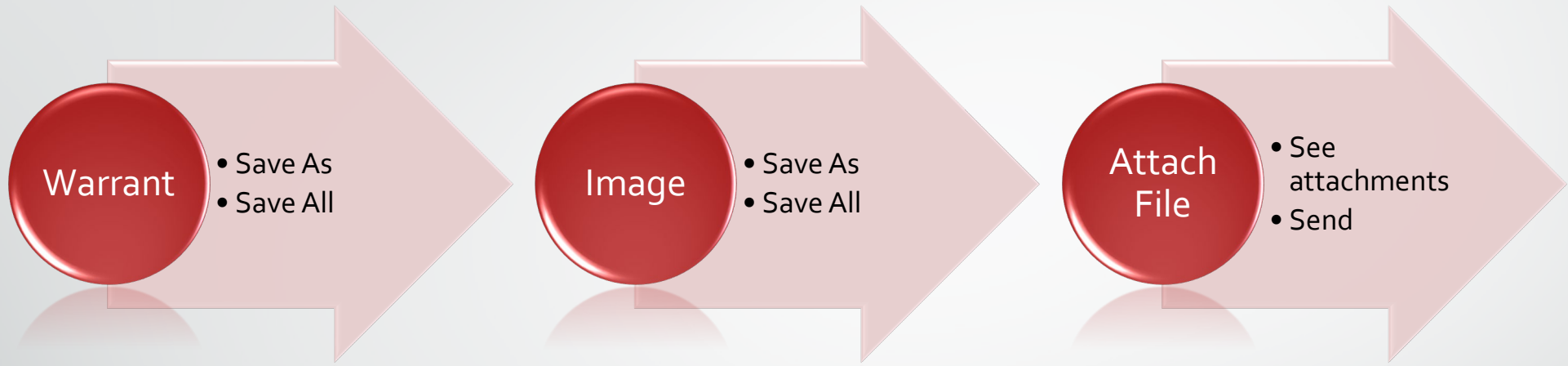
VIN Assist

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

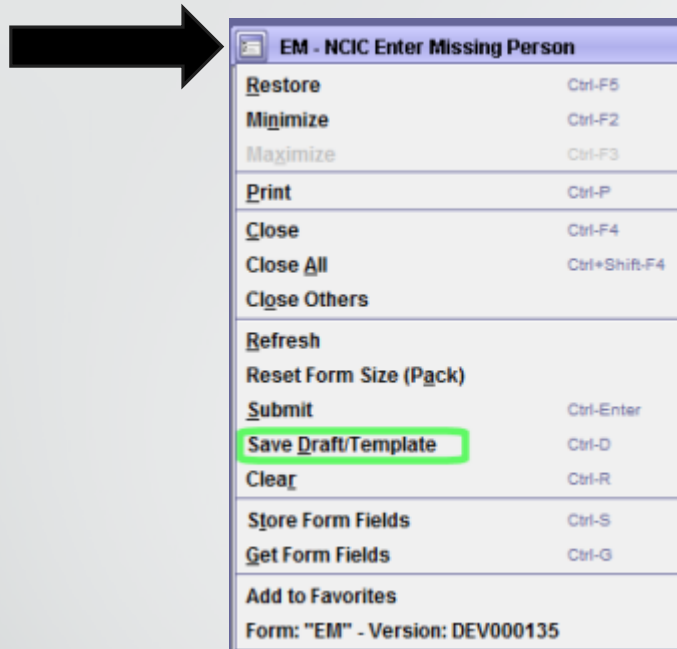




Sending Attachments

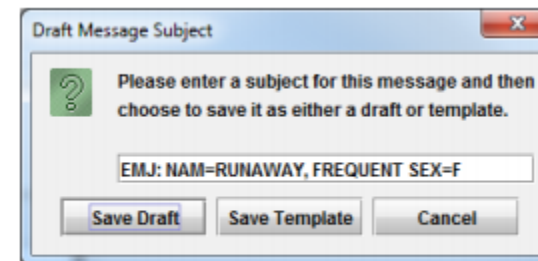


Saving a Draft or Template



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



The screenshot shows a software window titled "Mailbox for RYAN - Inbox". At the top is a menu bar with "LEADS Forms Accessibility User Session Window Tools Help". Below the menu bar is a toolbar with various icons. A red arrow points from the "Tools" menu item to a specific icon in the toolbar. The main area is divided into three sections:

- Left Panel:** A tree view titled "RYAN's Folders" containing "Mail Folder List" (highlighted), "Free Format", "OpenFox Commands", "NCIC", "NLETS", and a "Form Tree" (highlighted).
- Message List:** A table with columns "MKE", "Source", "Summary", and "Date". It contains several rows of message data. A blue box labeled "Message List" highlights the table.
- Preview Pane:** A detailed view of a selected message. It includes fields for "Received Time" (08:40:37 08-20-13) and "Source ORI" (INNCIC000). The "Summary" is "QV: LIC=ABC123". Below this is a "Hit Confirmation" section with a table and a "Preview Pane" (highlighted) containing text: "MKE/STOLEN LICENSE PLATE", "ORI/MD1012600 LIC/ABC123", "OCA/CS1234 HIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY", "HIC/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".

At the bottom of the window is a "Quick Query Bar" (highlighted).



Contents Index Search

- Desktop Help
- Messenger Help
- NCIC**
- NCIC CODE MANUAL
- NLETS
- NICS
- Messenger Tip of the Day
- Messenger 2.01 Manual

DEPARTMENT OF JUSTICE
Serving Our Citizens
CJIS
FEDERAL BUREAU OF INVESTIGATION

[Introduction](#) [Other Transactions](#)

Example of the NCIC 2000 Operating Manual

Click Launch Help

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

Contents Index Search

- Desktop Help
- Messenger Help
- NCIC
- NCIC CODE MANUAL
- NLETS**
- NICS
- Messenger Tip of the Day
- Messenger 2.01 Manual

NLETS
NATIONAL LAW ENFORCEMENT TELECOMMUNICATION SYSTEM

[Administrative Messages](#) [Hazardous Materials File](#)
[Aircraft Registration File](#) [Hit Confirmation File](#)
[Aircraft Tracking File](#) [Homeland Security File](#)

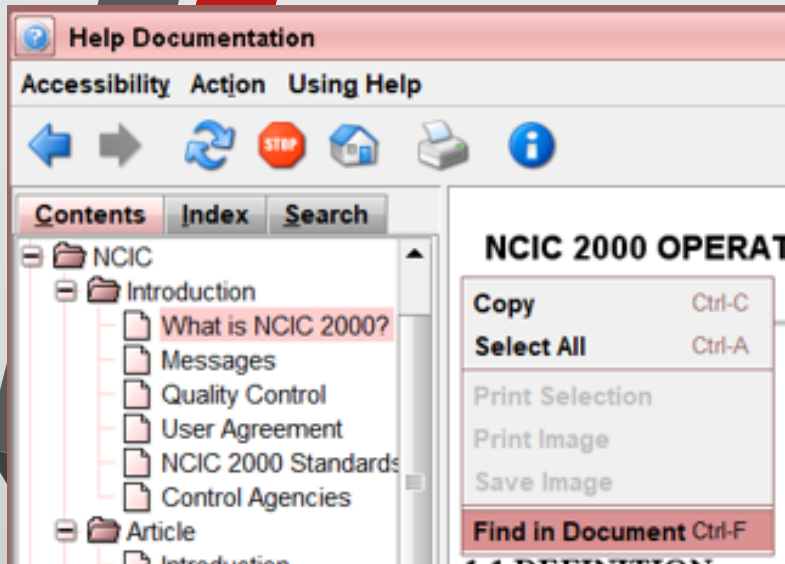
Example of the NLETS User Manual

Misc Transactions

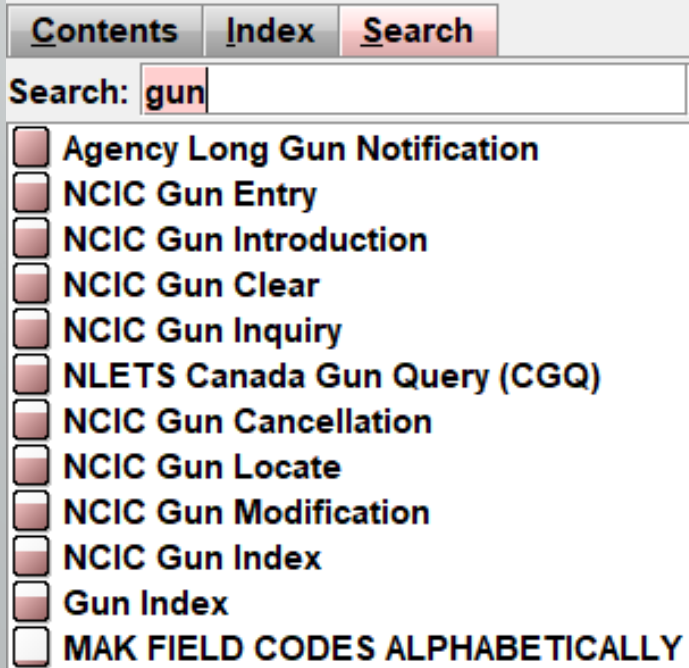
- ADMINISTRATIVE MESSAGES
 - Administrative Message
 - Amber Alert
- Links**
 - CJIS Launch Pad
 - ISP LEADS 3.0 Manual

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





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

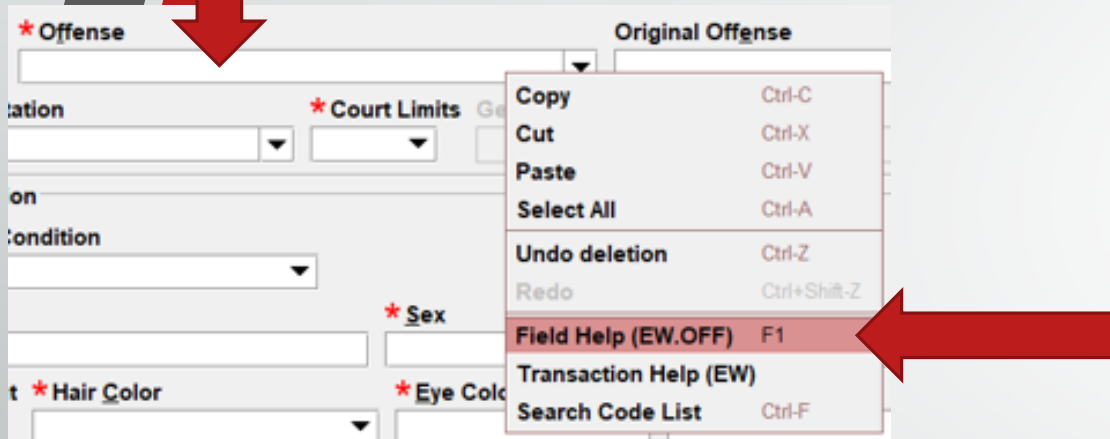


You can also search for a word, this case gun, and find what your looking for.

How to Search NCIC



Field Help



The screenshot shows a software interface with a form. A context menu is open over a field, listing several options: Copy (Ctrl-C), Cut (Ctrl-X), Paste (Ctrl-V), Select All (Ctrl-A), Undo deletion (Ctrl-Z), Redo (Ctrl+Shift-Z), Field Help (EW.OFF) (F1), Transaction Help (EW), and Search Code List (Ctrl-F). A red arrow points from the 'Field Help' option to the right. The form includes fields for 'Offense', 'Original Offense', 'Court Limits', 'Sex', 'Hair Color', and 'Eye Color'.

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





Configurator



User Maintenance



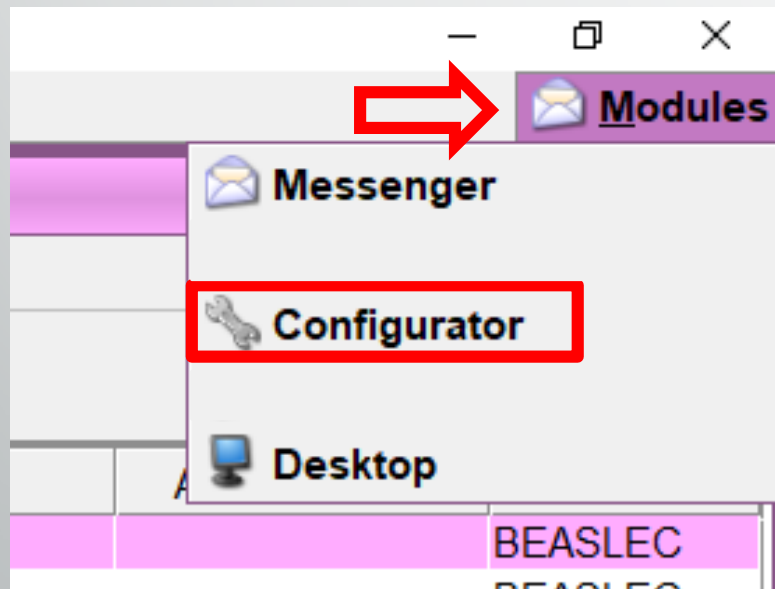
Overview

- 1) Opening Configurator
- 2) Adding New Users
- 3) Modifying Users
- 4) Adding a User Profile
- 5) Extra Tips

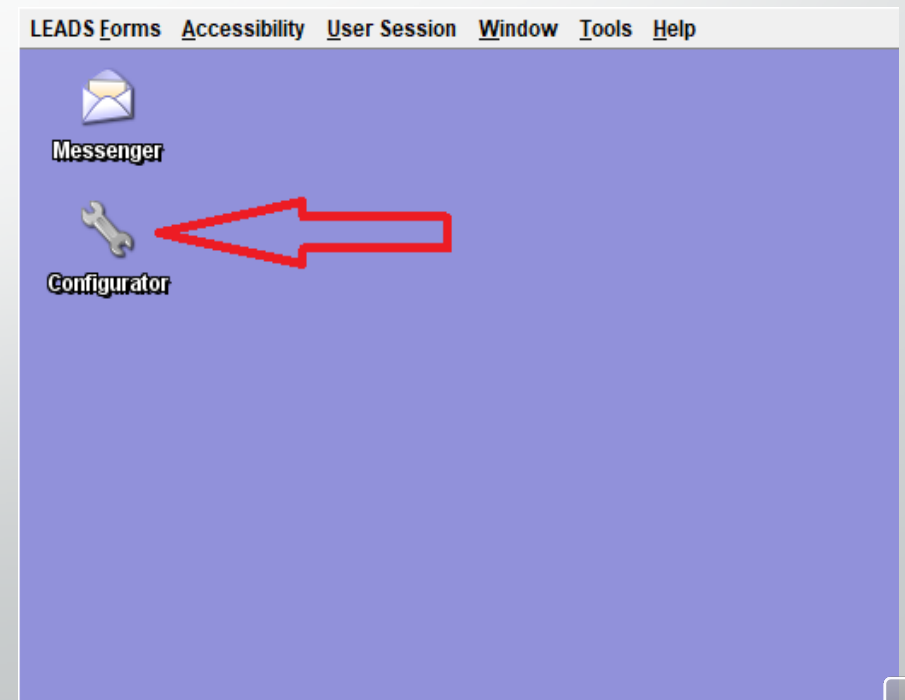


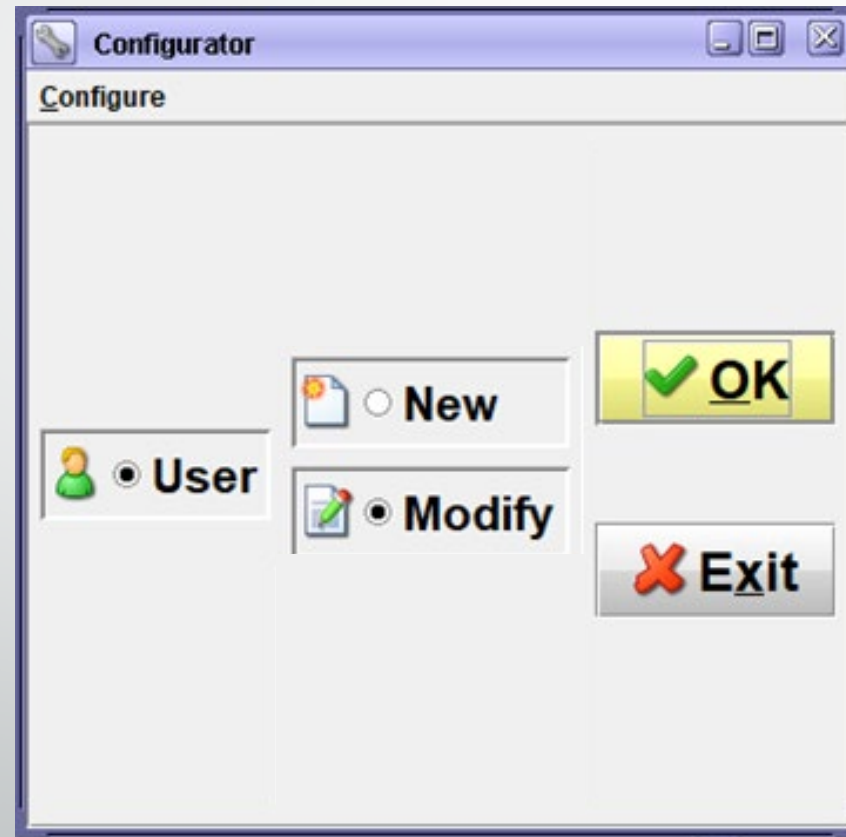
Opening Configurator

- Method 1



- Method 2





Entering a New User

Preliminary Work

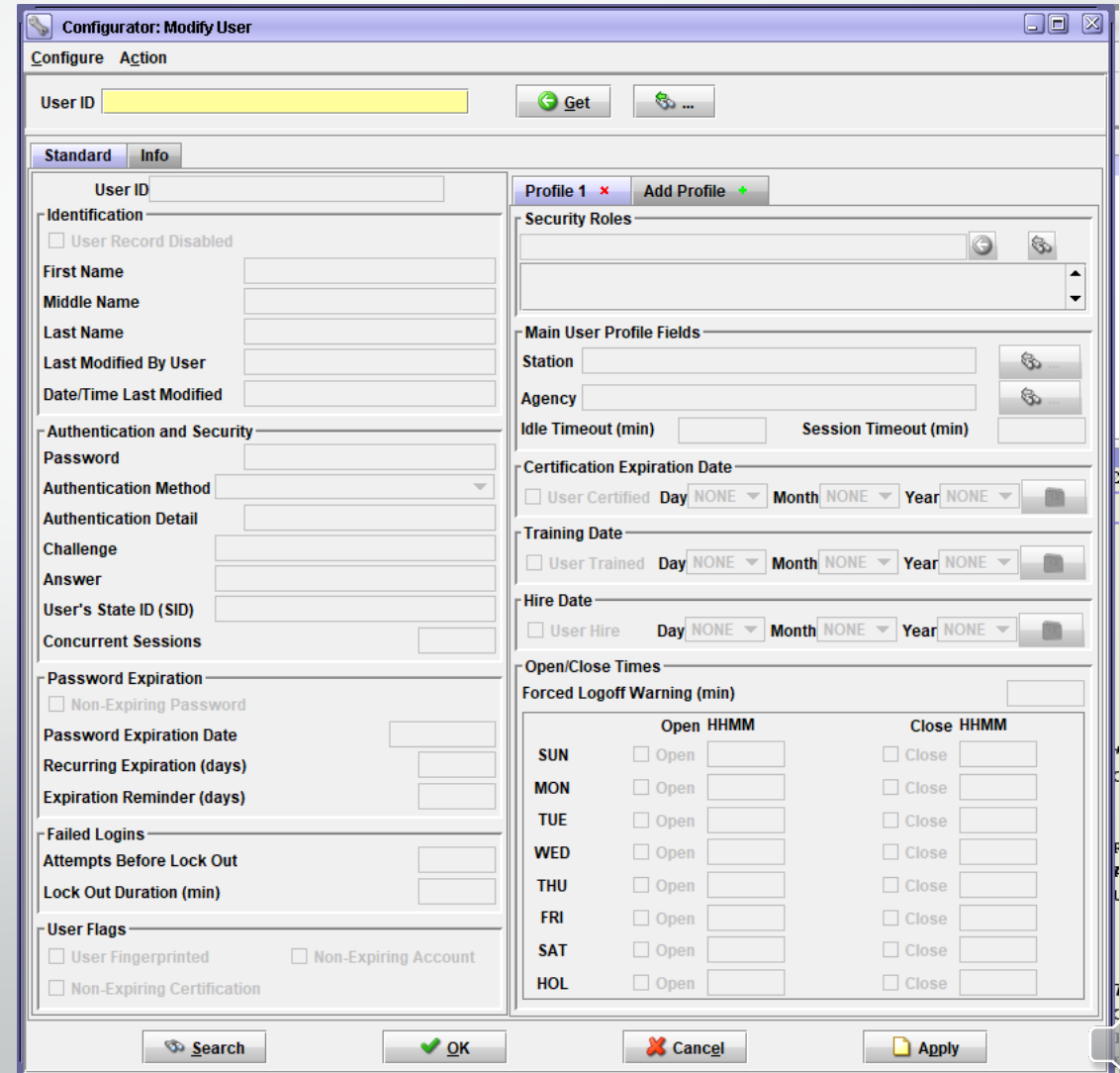
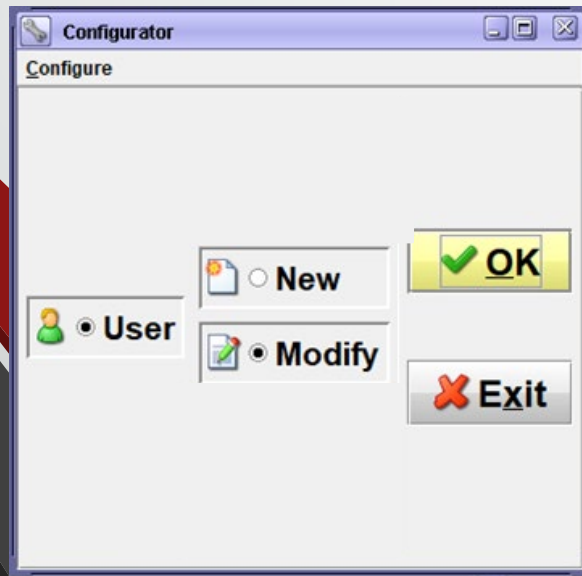
Method 1) From Scratch

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



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

Configurator: Modify User

Configure Action

User ID

Standard Info

User ID

Identification

User Record Disabled

First Name

Middle Name

Last Name

Last Modified By User

Date/Time Last Modified

Authentication and Security

Password

Authentication Method

Authentication Detail

Challenge

Answer

User's State ID (SID)

Concurrent Sessions

Password Expiration

Non-Expiring Password

Password Expiration Date

Recurring Expiration (days)

Expiration Reminder (days)

Failed Logins

Attempts Before Lock Out

Lock Out Duration (min)

User Flags

User Fingerprinted Non-Expiring Account

Non-Expiring Certification

Profile 1 * Add Profile +

Security Roles

Main User Profile Fields

Station

Agency

Idle Timeout (min) Session Timeout (min)

Certification Expiration Date

User Certified Day Month Year

Training Date

User Trained Day Month Year

Hire Date

User Hire Day Month Year

Open/Close Times

Forced Logoff Warning (min)

	Open HHMM		Close HHMM	
SUN	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
MON	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
TUE	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
WED	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
THU	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
FRI	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
SAT	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
HOL	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>



Configurator: Get User Records

Get User ID Records --- Count: 850

Enter Search Text

ac

User ▲	First Name	Middle Name	Last Name	User Modified	Last Modified
A0043620	TRACEY		ARCHER	PASQUALE	2017-03-09 09:39:02
ACB0001	ANDREA		BERRY	BEASLEC	2021-02-03 14:54:22
ACCESFA	FULL	A	ACCESS	BEASLEC	2021-02-26 11:28:21
ACCESLT	LESS	THAN	ACCESS	BEASLEC	2021-03-17 10:38:39
ACCOUTO	TESTER	ONE	ACCOUNT	BEASLEC	2021-03-01 09:39:07
ANTHONYPACHECO042280	ANTHONY		PACHECO	BUTLERB	2021-01-29 00:31:31
B0043881	CHARLES		BEACH	PASQUALE	2017-03-09 09:39:02
B0054571	JAMES		BLACKBURN	PASQUALE	2017-03-09 09:39:02
CPIJACOB	JACOB		KISIEL	CPIBRIAN	2019-12-09 11:21:14
CPINEILL	NEILL		JACOBSON	PASQUALE	2016-09-11 06:34:53
SCHACSA	SANDY		SCHACHT	BEASLEC	2021-03-02 09:36:57

OK Cancel

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



Configurator: Get User Records

Get User ID Records --- Count: 850

Enter Search Text
ac

User ▲	First Name	Middle Name	Last Name	User Modified	Last Modified
A0043620	TRACEY		ARCHER	PASQUALE	2017-03-09 09:39:02
ACB0001	ANDREA		BERRY	BEASLEC	2021-02-03 14:54:22
ACCESFA	FULL	A	ACCESS	BEASLEC	2021-02-26 11:28:21
ACCESLT	LESS	THAN	ACCESS	BEASLEC	2021-03-17 10:38:39
ACCOUTO	TESTER	ONE	ACCOUNT	BEASLEC	2021-03-01 09:39:07
ANTHONYPACHECO042280	ANTHONY		PACHECO	BUTLERB	2021-01-29 00:31:31
B0043881	CHARLES		BEACH	PASQUALE	2017-03-09 09:39:02
B0054571	JAMES		BLACKBURN	PASQUALE	2017-03-09 09:39:02
CPIJACOB	JACOB		KISIEL	CPIBRIAN	2019-12-09 11:21:14
CPINEILL	NEILL		JACOBSON	PASQUALE	2016-09-11 06:34:53
SCHACSA	SANDY		SCHACHT	BEASLEC	2021-03-02 09:36:57

OK Cancel

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

Configurator: Modify User

Configure Action

User ID

Standard Info

User ID

Identification

User Record Disabled

First Name
 Middle Name
 Last Name
 Last Modified By User
 Date/Time Last Modified

Authentication and Security

Password
 Authentication Method
 Authentication Detail
 Challenge
 Answer

User's State ID (SID)

Concurrent Sessions

Password Expiration

Non-Expiring Password
 Password Expiration Date
 Recurring Expiration (days)
 Expiration Reminder (days)

Failed Logins

Attempts Before Lock Out
 Lock Out Duration (min)

User Flags

User Fingerprinted Non-Expiring Account
 Non-Expiring Certification

Profile 1 * Add Profile +

Security Roles

Main User Profile Fields

Station
 Agency
 Idle Timeout (min) Session Timeout (min)

Certification Expiration Date

User Certified Day Month Year

Training Date

User Trained Day Month Year

Hire Date

User Hire Day Month Year

Open/Close Times

Forced Logoff Warning (min)

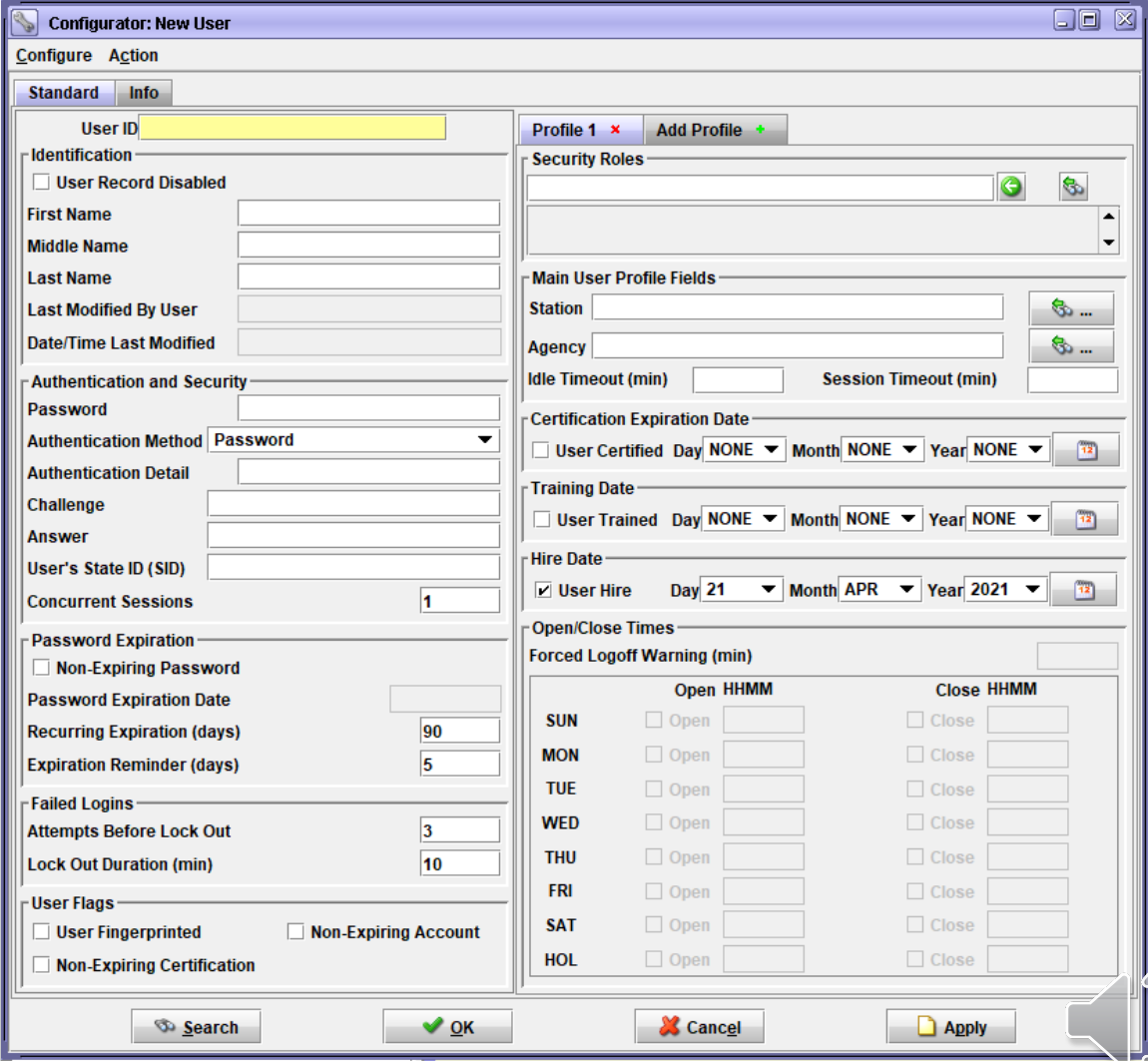
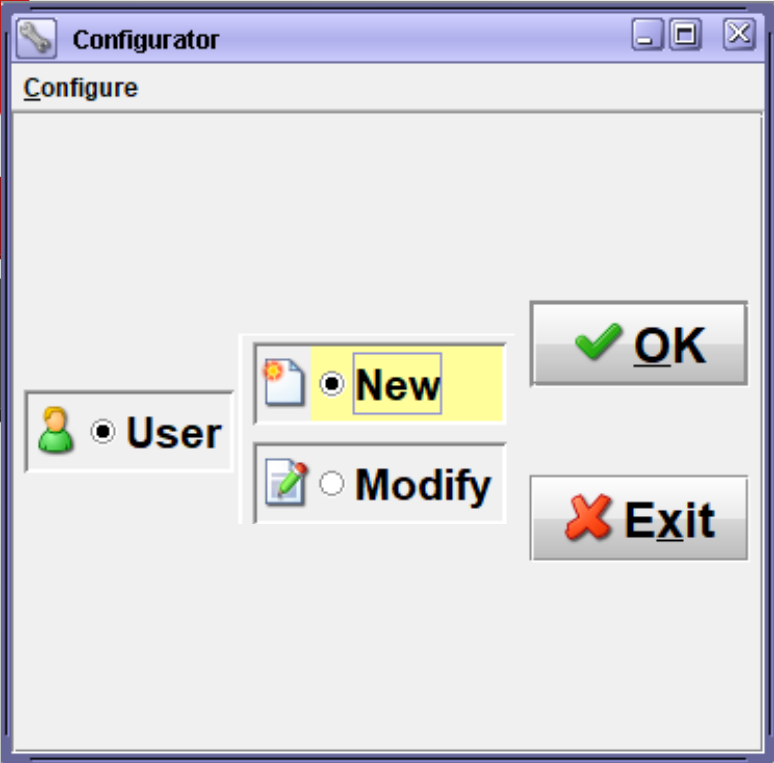
	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
MON	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
TUE	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
WED	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
THU	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
FRI	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
SAT	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
HOL	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>

The preliminary work is now done!

Now let's add a new user



Method 1) From Scratch



Entering a New User: From Scratch

Configurator: New User

Configure Action

Standard | Info

User ID

Identification

User Record Disabled

First Name

Middle Name

Last Name

Last Modified By User

Date/Time Last Modified



Configurator: New User

Configure Action

Standard | Info

User ID

Identification

User Record Disabled

First Name

Middle Name

Last Name

Last Modified By User

Date/Time Last Modified

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.

Authentication and Security	
Password	<input type="password"/>
Authentication Method	Password ▼
Authentication Detail	<input type="text"/>
Challenge	<input type="text"/>
Answer	<input type="text"/>
User's State ID (SID)	<input type="text"/>
Concurrent Sessions	<input type="text" value="1"/>

Password = the person's user ID



Entering a New User: From Scratch Cont.

Password Expiration	
<input type="checkbox"/> Non-Expiring Password	
Password Expiration Date	
Recurring Expiration (days)	90
Expiration Reminder (days)	5
Failed Logins	
Attempts Before Lock Out	3
Lock Out Duration (min)	10

Recurring Expiration can be made stricter per agency policy

It cannot be made more lenient



User Flags

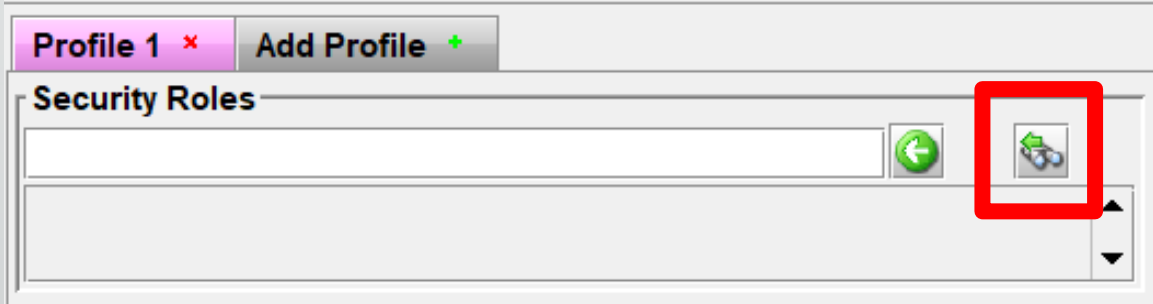
User Fingerprinted **Non-Expiring Account**

Non-Expiring Certification

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 Role ▲	User Modified	Last Modified
BACKUP	CPIRUSS	2021-02-17 13:04:28
BACKUP2	CPIRUSS	2021-02-17 13:05:56
BARRACUDA_TESTING	BUTLERB	2021-02-19 12:46:55
CONFIG_USER_ONLY	JIM	2013-07-29 15:10:38
DATABASE INTERFACE	CAP	2020-10-19 09:02:47
FULL OPERATOR	CAP	2021-02-08 14:34:06
INACTIVE	CAP	2020-09-22 06:12:57
LAC	CAP	2021-02-02 16:47:01
NLETS ONLY	BUTLERB	2020-06-11 12:17:25
NO NCIC	CPIMILETTE	2015-02-12 09:52:03
NO SOS	CAP	2020-11-05 07:27:27
ORION UPDATE	CAP	2019-08-07 05:50:10
PIRANHA_TESTING	CPIRUSS	2021-02-18 11:21:11
QUERY ONLY	CAP	2020-10-28 10:40:40



Entering a New User: From Scratch Cont.


Security Roles & Descriptions

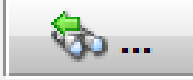
This information is forthcoming



Entering a New User: From Scratch Cont.

Main User Profile Fields

Station 

Agency 

Idle Timeout (min) **Session Timeout (min)**

Station = CDC

Agency = Agency's Primary ORI



Entering a New User: From Scratch Cont.

Certification Expiration Date			
<input type="checkbox"/> User Certified	Day NO...	Month NO...	Year NO...
Training Date			
<input type="checkbox"/> User Trained	Day NO...	Month NO...	Year NO...
Hire Date			
<input checked="" type="checkbox"/> User Hire	Day 19	Month FEB	Year 2021


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.

Certification Expiration Date
 User Certified Day NO... Month NO... Year NO... 

Training Date
 User Trained Day NO... Month NO... Year NO... 

Hire Date
 User Hire Day 19 Month FEB Year 2021 



Pick A Certification Expiration Date

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4	5	6
7	8	9	10	11	12	13

Today: February 19, 2021

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 that time frame, the user will be locked out until the account is updated



Open/Close Times

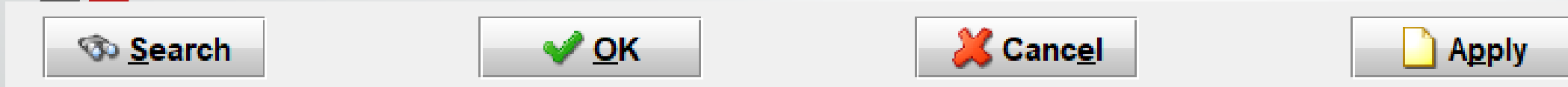
Forced Logoff Warning (min)

	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
MON	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
TUE	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
WED	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
THU	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
FRI	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
SAT	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
HOL	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>

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:

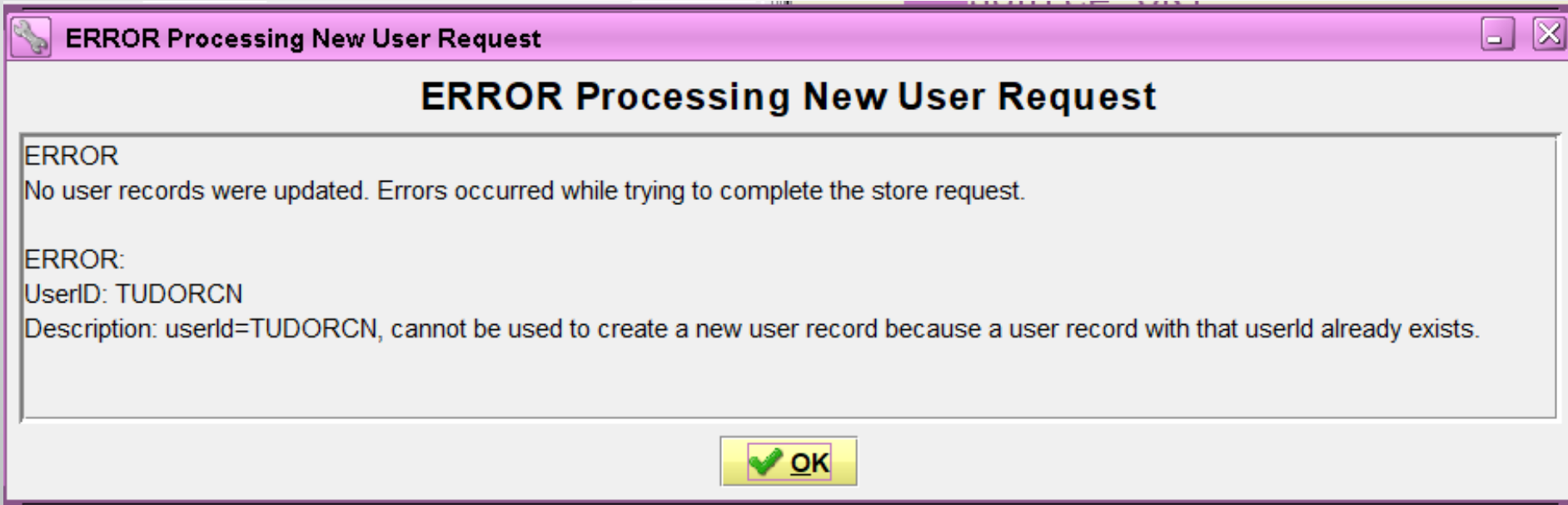


If the user is not entered successfully, the message screen that opens will explain what the error is

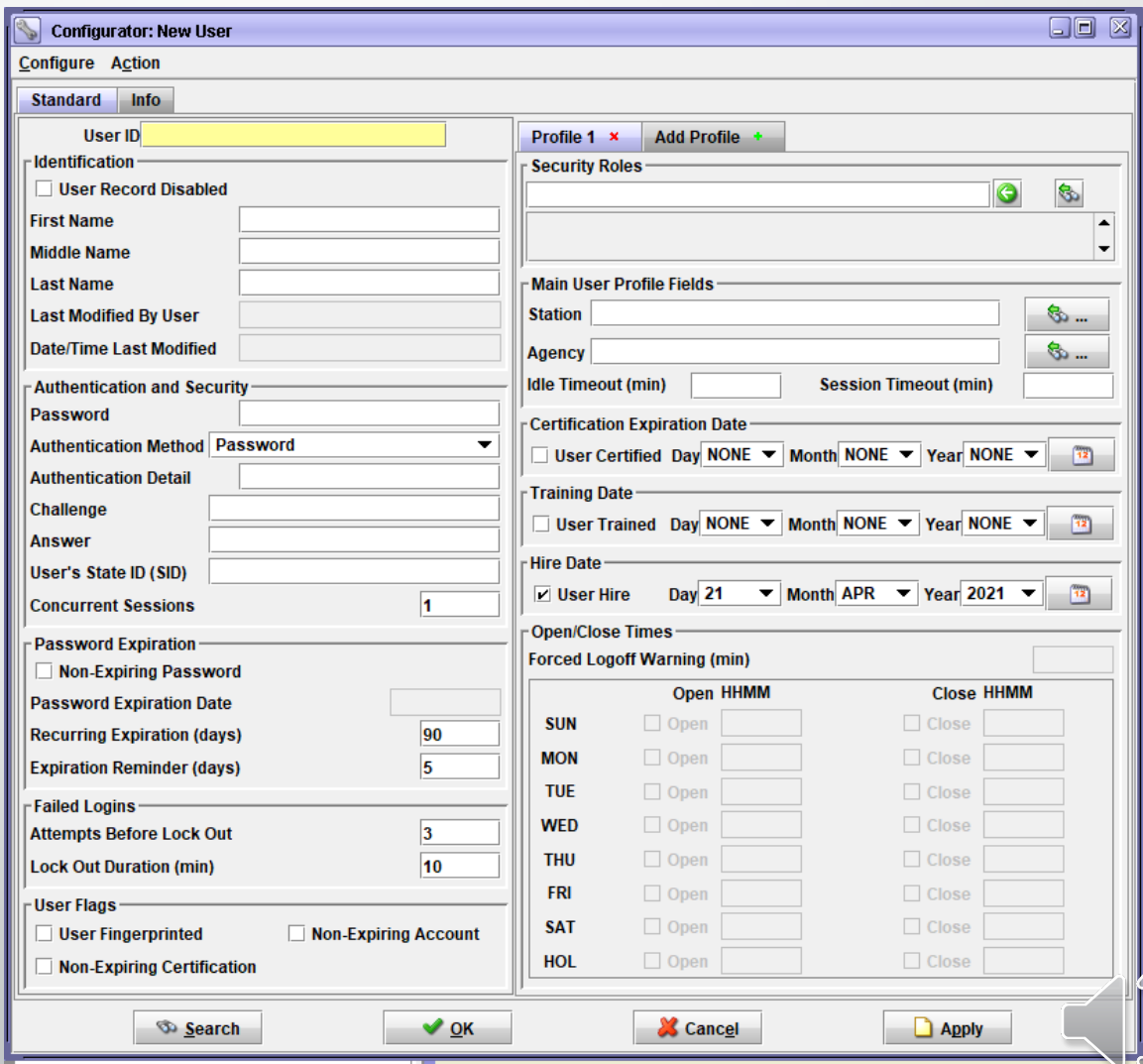
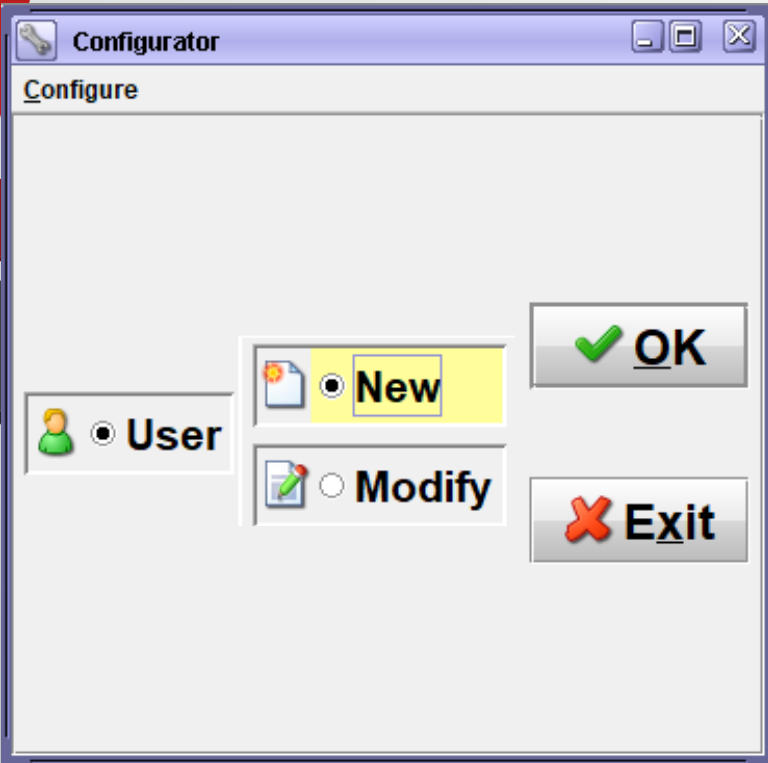


Entering a New User: From Scratch Cont.

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

Failed Logins

Attempts Before Lock Out:

Lock Out Duration (min):

User Flags

User Fingerprinted Non-Expiring Account

Non-Expiring Certification

TUE
 WED
 THU
 FRI
 SAT
 HOL



Configurator: New User Search

Search Logic

Match ALL of the following Match ANY of the following

Return opposite of match ALL Return opposite of match ANY

User ID is



Entering a New User: From A Template

Configurator: New User Search

Search Logic

Match ALL of the following Match ANY of the following

Return opposite of match ALL Return opposite of match ANY

User ID is 00001

Configurator: New User

Configure Action

Standard Info

User ID

Profile 1 * Profile 2 * Add Profile +

Identification

User Record Disabled

First Name TONY

Middle Name

Last Name TEST

Last Modified By User BUTLERB

Date/Time Last Modified 2021-02-19 09:18:06

Authentication and Security

Password

Authentication Method Password

Authentication Detail

Challenge

Answer

User's State ID (SID)

Concurrent Sessions 1

Password Expiration

Non-Expiring Password

Password Expiration Date

Recurring Expiration (days)

Expiration Reminder (days)

Failed Logins

Attempts Before Lock Out 3

Lock Out Duration (min) 10

User Flags

User Fingerprinted Non-Expiring Account

Non-Expiring Certification

Security Roles

BARRACUDA_TESTING

CONFIG_USER_ONLY

Main User Profile Fields

Station

Agency ILISP0000

Idle Timeout (min) 0 Session Timeout (min) 0

Certification Expiration Date

User Certified Day 11 Month JAN Year 2022

Training Date

User Trained Day 11 Month JAN Year 2021

Hire Date

User Hire Day 11 Month JAN Year 2021

Open/Close Times

Forced Logoff Warning (min) 0

	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open	<input type="checkbox"/> Close
MON	<input type="checkbox"/> Open	<input type="checkbox"/> Close
TUE	<input type="checkbox"/> Open	<input type="checkbox"/> Close
WED	<input type="checkbox"/> Open	<input type="checkbox"/> Close
THU	<input type="checkbox"/> Open	<input type="checkbox"/> Close
FRI	<input type="checkbox"/> Open	<input type="checkbox"/> Close
SAT	<input type="checkbox"/> Open	<input type="checkbox"/> Close
HOL	<input type="checkbox"/> Open	<input type="checkbox"/> Close

Entering a New User: From A Template

The screenshot shows a software configuration window titled "Configurator: New User". It has a menu bar with "Configure" and "Action". Below the menu bar are two tabs: "Standard" (selected) and "Info". The window is divided into several sections:

- Identification:** Includes fields for User ID (highlighted in yellow), First Name (TONY), Middle Name, Last Name (TEST), Last Modified By User (BUTLERB), and Date/Time Last Modified (2021-02-19 09:18:06). There is also a checkbox for "User Record Disabled".
- Authentication and Security:** Includes a Password field (masked with dots), Authentication Method (Password), Authentication Detail, Challenge, Answer, User's State ID (SID), and Concurrent Sessions (1).
- Password Expiration:** Includes a checked checkbox for "Non-Expiring Password", Password Expiration Date, Recurring Expiration (days), and Expiration Reminder (days).
- Failed Logins:** Includes Attempts Before Lock Out (3) and Lock Out Duration (min) (10).
- User Flags:** Includes checked checkboxes for "User Fingerprinted", "Non-Expiring Account", and "Non-Expiring Certification".
- Profile Management:** At the top right, there are tabs for "Profile 1" (selected), "Profile 2", and "Add Profile".
- Security Roles:** A list box containing "BARRACUDA_TESTING" and "CONFIG_USER_ONLY".
- Main User Profile Fields:** Includes Station, Agency (ILISP0000), Idle Timeout (min) (0), and Session Timeout (min) (0).
- Certification Expiration Date:** Includes a checked checkbox for "User Certified", Day (11), Month (JAN), and Year (2022).
- Training Date:** Includes a checked checkbox for "User Trained", Day (11), Month (JAN), and Year (2021).
- Hire Date:** Includes a checked checkbox for "User Hire", Day (11), Month (JAN), and Year (2021).
- Open/Close Times:** Includes "Forced Logoff Warning (min)" (0) and a table for setting open and close times for each day of the week.

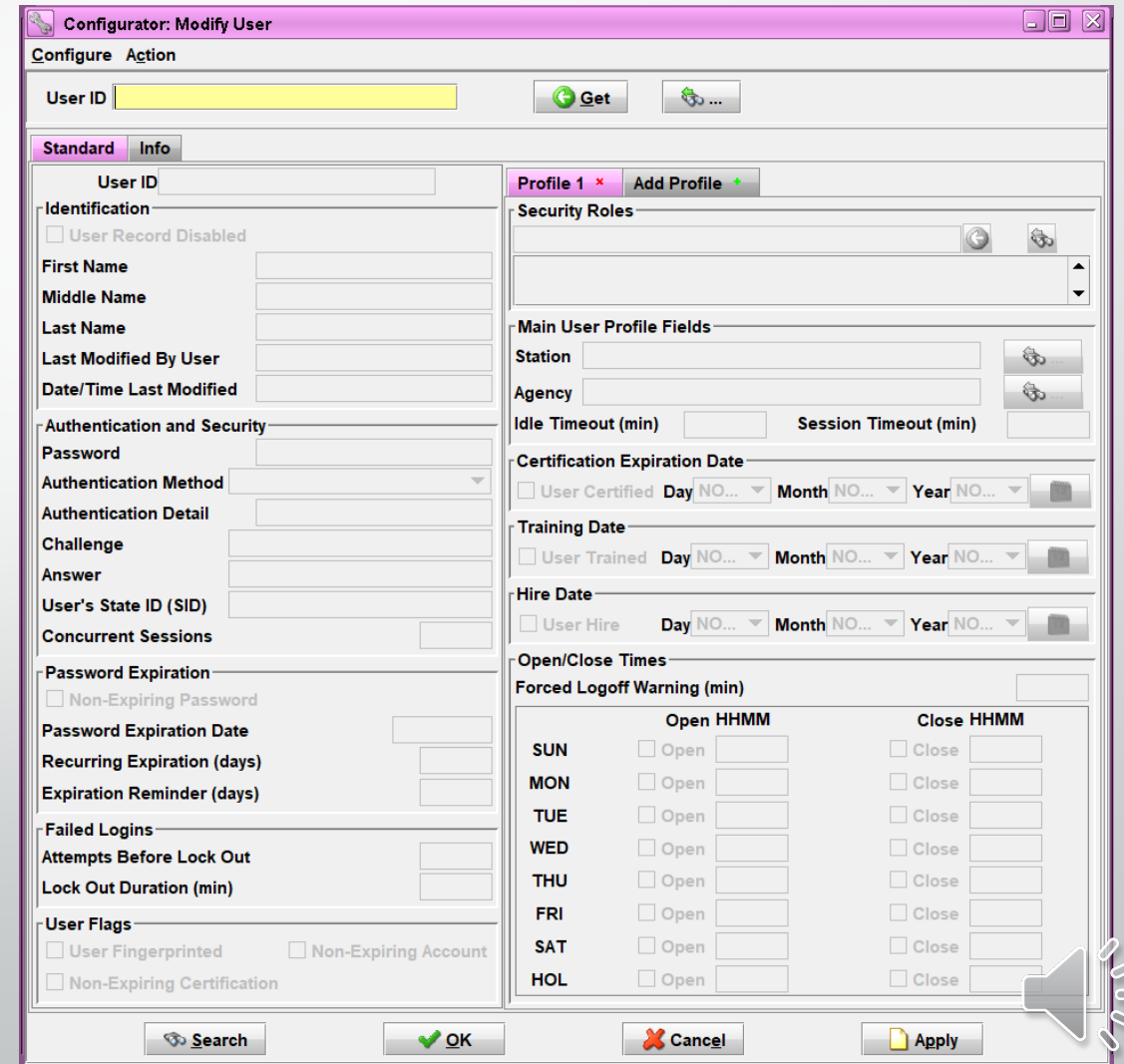
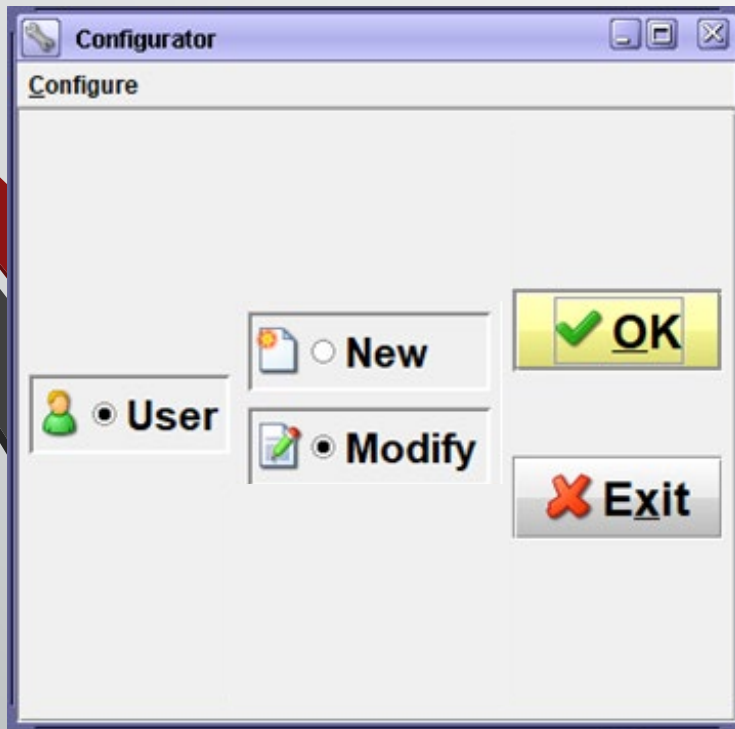
The bottom of the window features four buttons: "Search", "OK", "Cancel", and "Apply".

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.

The screenshot shows the 'Configurator: Modify User' window. At the top, there is a 'User ID' field with a yellow background, a 'Get' button, and a binoculars icon. Below this are two tabs: 'Standard' and 'Info'. The 'Standard' tab is active and contains several sections:

- Identification:** Includes fields for User ID, First Name, Middle Name, Last Name, Last Modified By User, and Date/Time Last Modified. There is a checkbox for 'User Record Disabled'.
- Authentication and Security:** Includes fields for Password, Authentication Method (dropdown), Authentication Detail, Challenge, Answer, User's State ID (SID), and Concurrent Sessions.
- Password Expiration:** Includes checkboxes for 'Non-Expiring Password', 'Non-Expiring Certification', and 'Non-Expiring Account'. It also has fields for Password Expiration Date, Recurring Expiration (days), and Expiration Reminder (days).
- Failed Logins:** Includes fields for Attempts Before Lock Out and Lock Out Duration (min).
- User Flags:** Includes checkboxes for 'User Fingerprinted', 'Non-Expiring Account', and 'Non-Expiring Certification'.

On the right side of the window, there is a 'Profile 1' section with a binoculars icon and an 'Add Profile' button. It contains:

- Security Roles:** A list box with a search icon and a refresh icon.
- Main User Profile Fields:** Includes fields for Station, Agency, Idle Timeout (min), and Session Timeout (min).
- Certification Expiration Date:** Includes a checkbox for 'User Certified' and dropdowns for Day, Month, and Year.
- Training Date:** Includes a checkbox for 'User Trained' and dropdowns for Day, Month, and Year.
- Hire Date:** Includes a checkbox for 'User Hire' and dropdowns for Day, Month, and Year.
- Open/Close Times:** Includes a 'Forced Logoff Warning (min)' field and a table for daily open and close times.

	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
MON	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
TUE	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
WED	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
THU	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
FRI	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
SAT	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
HOL	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>

At the bottom of the window, there are four buttons: 'Search', 'OK', 'Cancel', and 'Apply'.

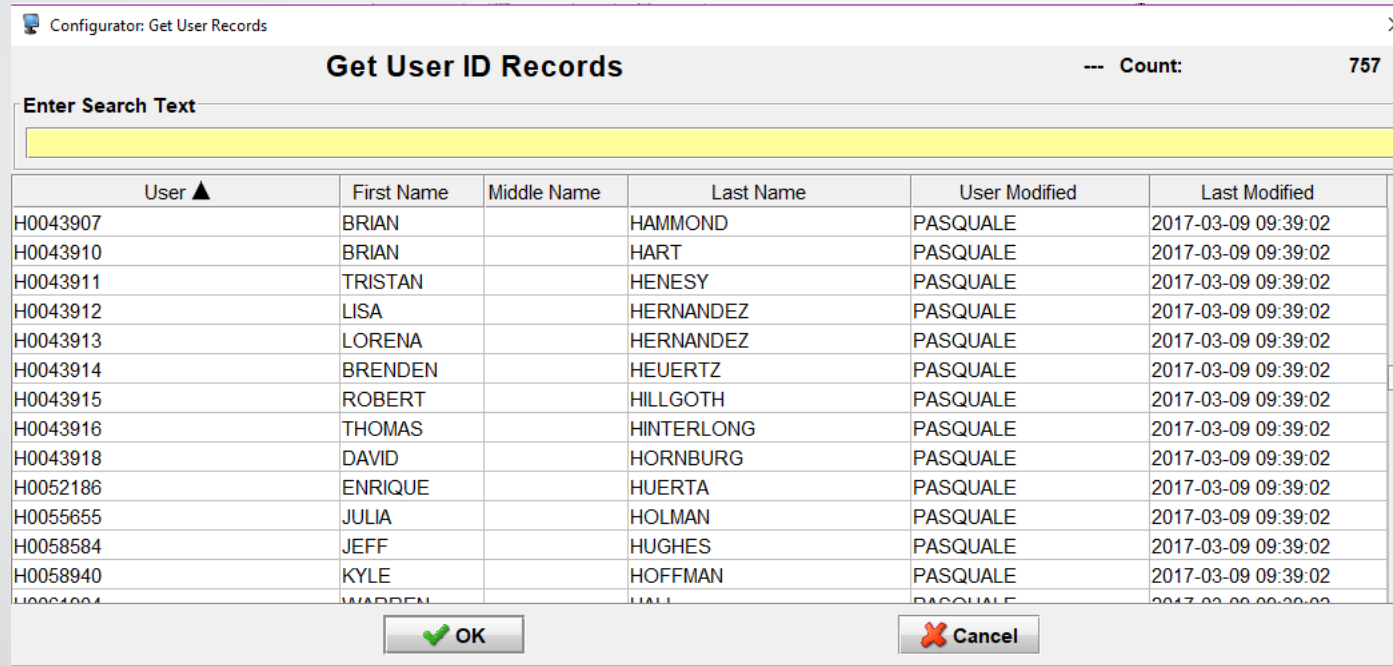
To pull up a user's profile, you can either type the user ID into the User ID field and click Get

OR

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



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



The screenshot shows a window titled "Configurator: Get User Records" with a close button (X) in the top right corner. Below the title bar, the text "Get User ID Records" is centered, and "Count: 757" is on the right. A search bar labeled "Enter Search Text" is highlighted in yellow. Below the search bar is a table with the following columns: "User ▲", "First Name", "Middle Name", "Last Name", "User Modified", and "Last Modified". The table contains 15 rows of user records. At the bottom of the window are "OK" and "Cancel" buttons.

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
H0043904	WARREN		WALL	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

The screenshot shows the 'Configurator: Modify User' window. The 'User ID' field is highlighted in yellow. The 'Standard' tab is active, showing the following fields:

- User ID: 00001
- Identification: User Record Disabled
- First Name: TONY
- Middle Name:
- Last Name: TEST
- Last Modified By User: BUTLERB
- Date/Time Last Modified: 2021-02-19 09:18:06
- Authentication and Security: Password (masked), Authentication Method: Password
- Authentication Detail:
- Challenge:
- Answer:
- User's State ID (SID):
- Concurrent Sessions: 1
- Password Expiration: Non-Expiring Password, Password Expiration Date: , Recurring Expiration (days): , Expiration Reminder (days):
- Failed Logins: Attempts Before Lock Out: 3, Lock Out Duration (min): 10
- User Flags: User Fingerprinted, Non-Expiring Account, Non-Expiring Certification

The 'Info' tab is also visible, showing the following fields:

- Profile 1 * Profile 2 * Add Profile +
- Security Roles: BARRACUDA_TESTING, CONFIG_USER_ONLY
- Main User Profile Fields: Station: , Agency: ILISP0000, Idle Timeout (min): 0, Session Timeout (min): 0
- Certification Expiration Date: User Certified Day: 11, Month: JAN, Year: 2022
- Training Date: User Trained Day: 11, Month: JAN, Year: 2021
- Hire Date: User Hire Day: 11, Month: JAN, Year: 2021
- Open/Close Times: Forced Logoff Warning (min): 0
- Open/Close Times Table:

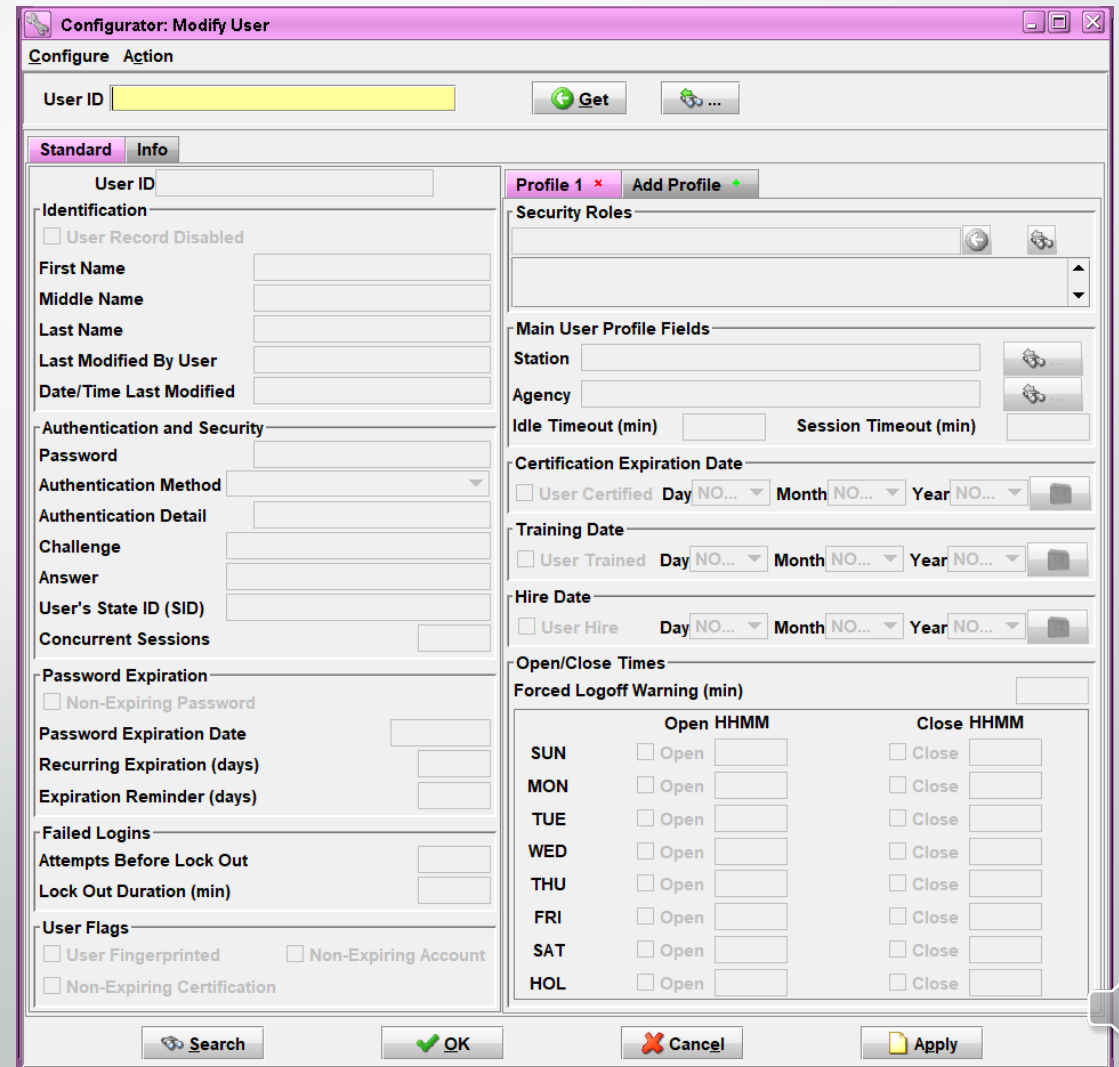
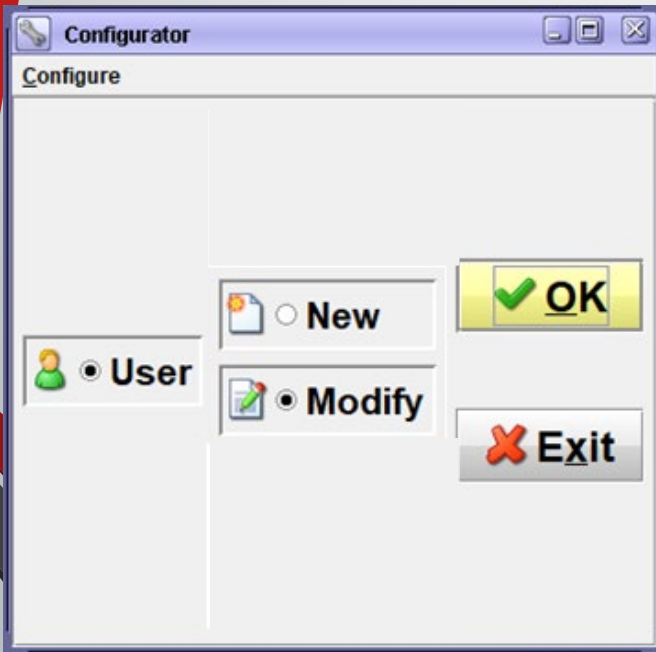
	Open HHMM	Close HHMM
SUN	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
MON	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
TUE	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
WED	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
THU	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
FRI	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
SAT	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>
HOL	<input type="checkbox"/> Open <input type="text"/>	<input type="checkbox"/> Close <input type="text"/>

Buttons at the bottom: Search, OK, Cancel, Apply.

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

The screenshot shows the 'Configurator: Modify User' window. At the top, there is a 'User ID' field with a yellow background and a 'Get' button with a green arrow icon. To the right of the 'Get' button is a binoculars icon. Below this, there are two tabs: 'Standard' (selected) and 'Info'. The 'Standard' tab is divided into several sections: 'Identification' (User ID, First Name, Middle Name, Last Name, Last Modified By User, Date/Time Last Modified), 'Authentication and Security' (Password, Authentication Method, Authentication Detail, Challenge, Answer, User's State ID (SID), Concurrent Sessions), 'Password Expiration' (Non-Expiring Password, Password Expiration Date, Recurring Expiration (days), Expiration Reminder (days)), 'Failed Logins' (Attempts Before Lock Out, Lock Out Duration (min)), and 'User Flags' (User Fingerprinted, Non-Expiring Account, Non-Expiring Certification). On the right side of the window, there is a 'Profile 1' tab with an 'Add Profile' button. Below this are sections for 'Security Roles', 'Main User Profile Fields' (Station, Agency, Idle Timeout (min), Session Timeout (min)), 'Certification Expiration Date' (User Certified, Day, Month, Year), 'Training Date' (User Trained, Day, Month, Year), 'Hire Date' (User Hire, Day, Month, Year), and 'Open/Close Times' (Forced Logoff Warning (min), a table for days of the week with 'Open HHMM' and 'Close HHMM' fields). At the bottom of the window, there are four buttons: 'Search' (with binoculars icon), 'OK' (with green checkmark icon), 'Cancel' (with red X icon), and 'Apply' (with yellow folder icon).



Adding A User Profile Cont.

Configurator: Modify User

Configure Action

User ID

Standard Info

User ID

Identification

User Record Disabled

First Name
Middle Name
Last Name
Last Modified By User
Date/Time Last Modified

Authentication and Security

Password
Authentication Method
Authentication Detail
Challenge
Answer
User's State ID (SID)
Concurrent Sessions

Password Expiration

Non-Expiring Password
Password Expiration Date
Recurring Expiration (days)
Expiration Reminder (days)

Failed Logins

Attempts Before Lock Out
Lock Out Duration (min)

User Flags

User Fingerprinted Non-Expiring Account
 Non-Expiring Certification

Profile 1

Security Roles

Main User Profile Fields

Station
Agency
Idle Timeout (min) Session Timeout (min)

Certification Expiration Date

User Certified Day Month Year

Training Date

User Trained Day Month Year

Hire Date

User Hire Day Month Year

Open/Close Times

Forced Logoff Warning (min)

	Open HHMM		Close HHMM	
SUN	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
MON	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
TUE	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
WED	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
THU	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
FRI	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
SAT	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
HOL	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>

Click on the green plus sign next to Add Profile



Adding A User Profile Cont.

Configurator: Modify User

Configure Action

User ID

Standard **Info**

User ID: ACCESLT

Identification

User Record Disabled

First Name: LESS
Middle Name: THAN
Last Name: ACCESS
Last Modified By User: BEASLEC
Date/Time Last Modified: 2021-02-26 11:28:10

Authentication and Security

Password:

Authentication Method: Password

Authentication Detail:

Challenge:

Answer:

User's State ID (SID):

Concurrent Sessions:

Password Expiration

Non-Expiring Password

Password Expiration Date:

Recurring Expiration (days):

Expiration Reminder (days):

Failed Logins

Attempts Before Lock Out:

Lock Out Duration (min):

User Flags

User Fingerprinted Non-Expiring Account Non-Expiring Certification

Profile 1 **Profile 2** **Add Profile**

Security Roles

Main User Profile Fields

Station:

Agency:

Idle Timeout (min): Session Timeout (min):

Certification Expiration Date

User Certified Day: NO... Month: NO... Year: NO...

Training Date

User Trained Day: NO... Month: NO... Year: NO...

Hire Date

User Hire Day: NO... Month: NO... Year: NO...

Open/Close Times

Forced Logoff Warning (min):

	Open HHMM		Close HHMM	
SUN	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
MON	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
TUE	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
WED	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
THU	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
FRI	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
SAT	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>
HOL	<input type="checkbox"/> Open	<input type="text"/>	<input type="checkbox"/> Close	<input type="text"/>

Left side fields will stay the same

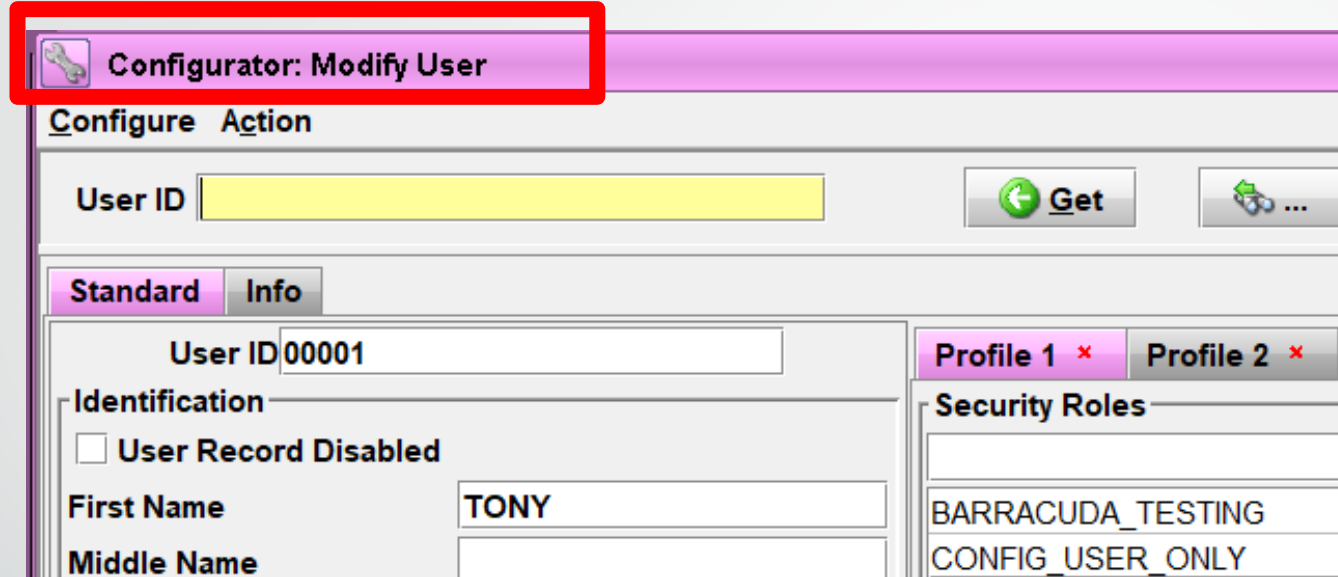
Right side fields will clear out

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



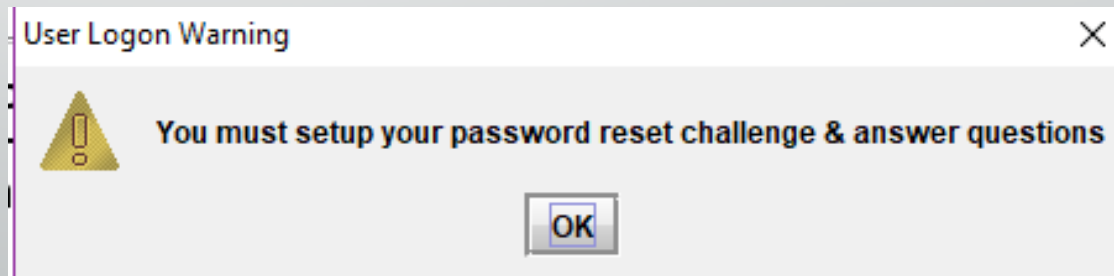
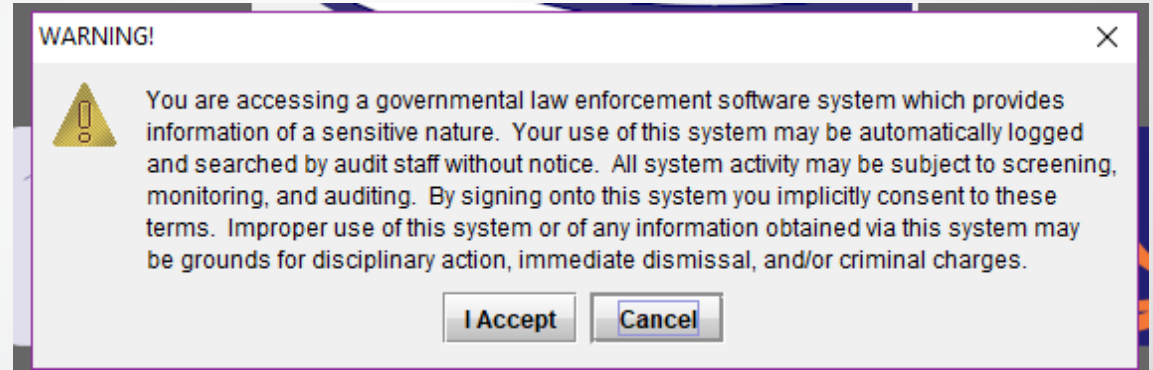
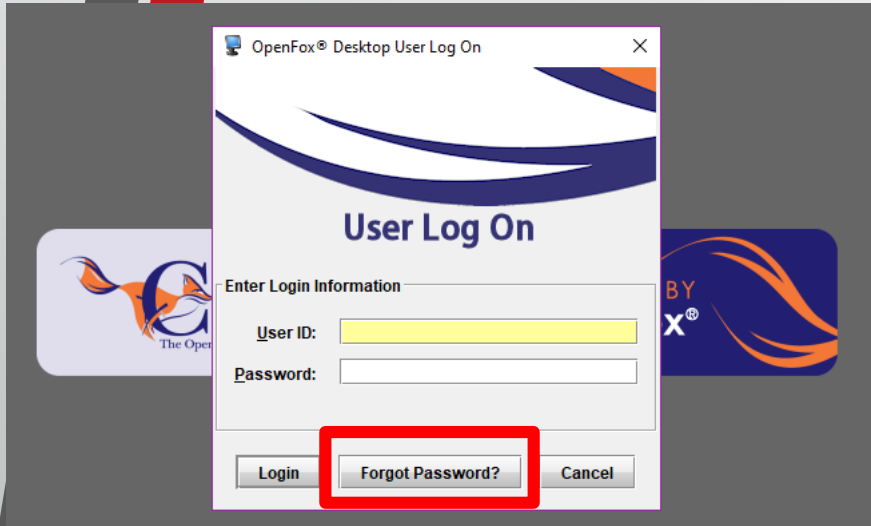
Extra Tips



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



Logging In



Extra Tips Cont.

LEADS Forms Accessibility **User Session** Window Tools Help

Mailbox for BEASLEC - I

Message Quick Queries S

Connect
Disconnect
Log On
Log Off
Change Password
Password Reset Options
Lock Display F12

BEASLEC's Folders
Inbox
Sent
Save

OpenFox® Desktop - Reset Password Options

Reset Password Options

You must provide your login credentials

User ID: BEASLEC

Password:

OK Cancel

OpenFox® Desktop - Reset Password Options

Reset Password Options

Choose your questions and answers

User ID: BEASLEC

Password:

Submit Cancel



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







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.



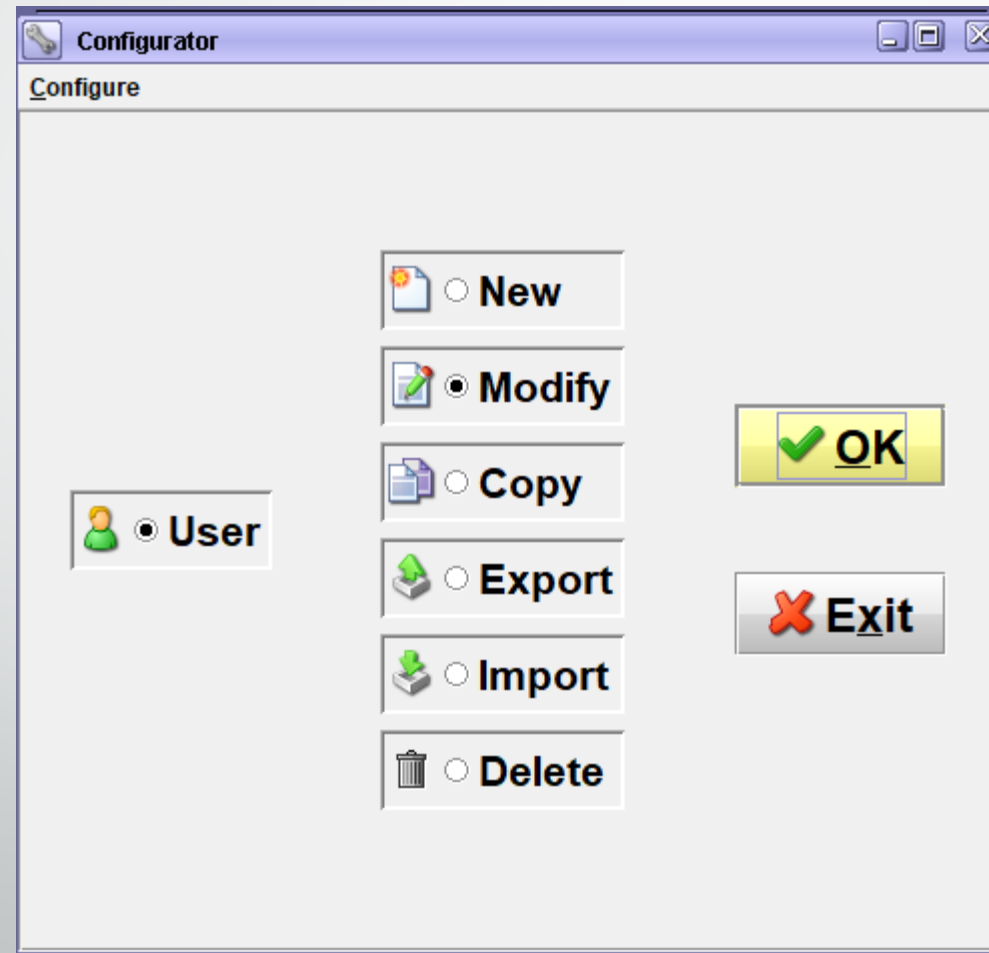


Duties continued

- 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](http://isp.state.il.us/law%20enforcement%20resources) > LEADS 3.0





Additional Work Stations (CDCs)

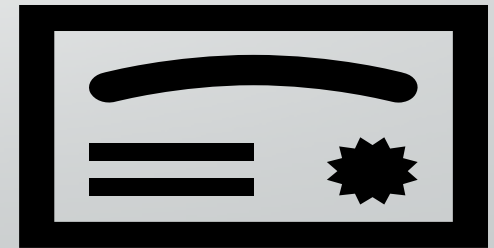
For additional LEADS 3.0 work stations the LAC should submit an Additional Device Data form available on LEADS web link (<https://isp.illinois.gov/LawEnforcement/LEADS3dot0>)

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 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.

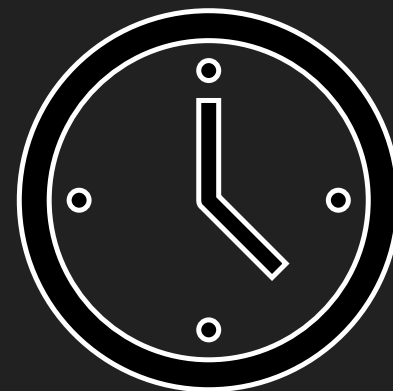




More information for LAC's can be found on the
ISP website at:

<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





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.

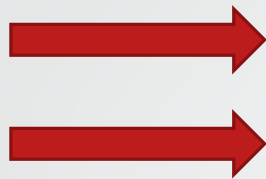
For example, if a person is a sex offender and a gang member, the inquiry will yield two responses.

CAUTION FILE SEPARATED




Query





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





UNIVERSAL INQUIRY FORMAT SEPARATED INTO 2 MAIN QUERY FORMS

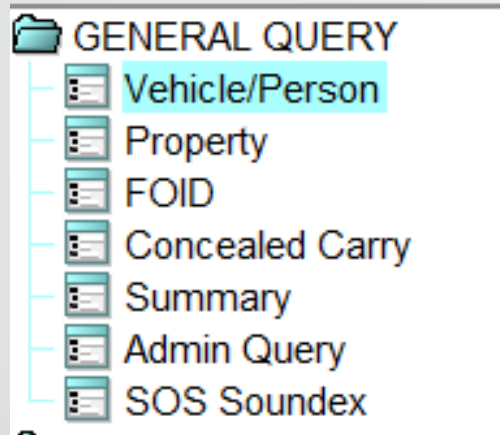
QVEHPER – QUERY VEHICLES, PERSONS, PLATES

QPROP – QUERY ARTICLES, BOATS, GUNS, SECURITIES



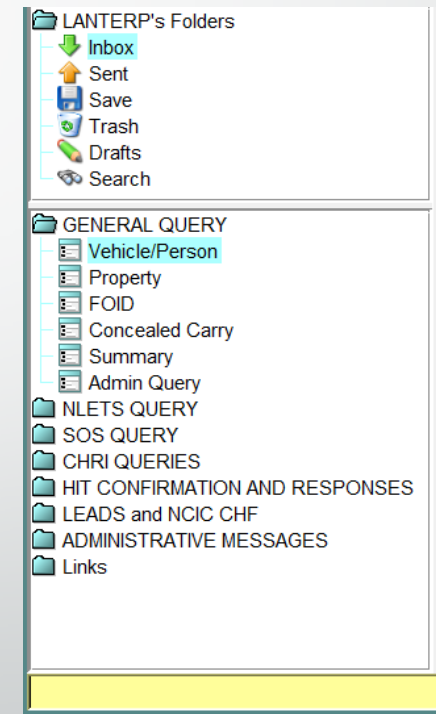
2 options to open any form

Forms Tree



Query Bar

Ctrl + Q



QVEHPER



* **Message Key** **ORI**

Z2 = Basic Query IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

LEADS or NCIC IL0680200 = PD LITCHFIELD IL

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 Hotfiles Image Related Search Hit

N = No Y = Yes N = No

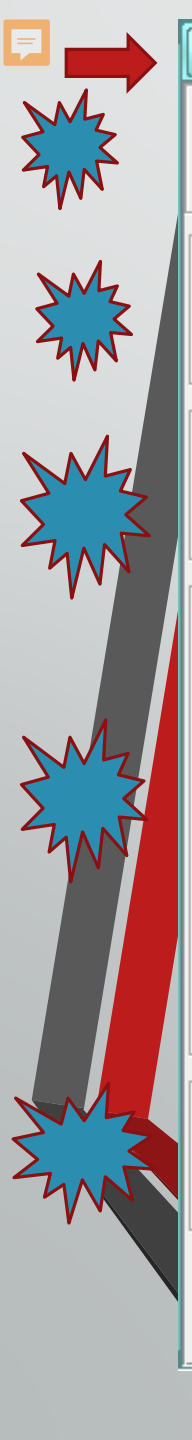
Driver License # Driver License State/Region Code

State ID # FBI / UCN # FOID #

VEHICLE

VIN # OAN # Vehicle Year Vehicle Make

Submit Clear Close



QVEHPER - Vehicle & Person Query Form

* Message Key

ORI

ZH = Disabled Hanging Tag

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

Hotfiles Image

Related Search Hit

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

LEADS Forms Accessibility User Session Window Tools Help

Mailbox for L... QVEHPER - Vehicle & Person Query Form

Message Key ORI

Z5 = Enhanced Plate Query 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 Hotfiles Image Related Search Hit

Driver License # Driver License State/Region Code

State ID # FBI / UCN # FOID #

VEHICLE

VIN # OAN # Vehicle Year Vehicle Make

Submit Clear Close

z5

Mailbox for LANTERP - Inbox QVEHPER - Vehicle & Person Query F...



QPROP - Query Property Form

ORI

IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

LEADS or NCIC

Notes	LEADS #	NCIC #	Hotfiles Image	Related Search Hit
<input type="text"/>	<input type="text"/>	<input type="text"/>	Y = Yes	N = No

GUNS

Serial #	Make	Caliber
<input type="text"/>	<input type="text"/>	<input type="text"/>

ARTICLES

Must be a valid NCIC 2000 Code. (1 - 4 numeric)

Serial/OAN/UAC	Type	DTE
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECURITIES

Serial #	Denomina	Security #	Case Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BOATS

Boat Hull #/Serial #/OAN	Regist
<input type="text"/>	<input type="text"/>

Submit

Clear

Close

- 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



SOS SOUNDEX



ZX2 - SOS Soudex Query

Header Information

ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼

Search Information

* Name

PNO

Submit Clear Close



FOID

ZF - FOID Query Firearm Owner Information Document

Header Information

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

By NAM By FID

Query by Name

* Name

* Date of Birth

Sex

Submit Clear Close

CONCEAL CARRY

CWQ - NLETS Concealed Carry Query

Header Information

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

* Destination 1 IL = Illinois

One of the following (NAM & DOB or SOC or Permit)

Name

Date of Birth

Permit #

Submit Clear Close





Z9 - Summary Query

* **Message Key**

* **ORI**

Query Data

Scope (limit 60 days prior) **Rec Status** **Message Key** **SOR Status** **Inst. of Higher Education ?**

ORI **ZIP** **Offense Code**

District **County** **Zone** **Pawn**

SUMMARY OF CHF

Z9 - Summary Query

* **Message Key** **ORI**

Query Data

* **Scope (limit 60 days prior)** **Rec Status** **Message Key** **SOR Status** **Inst. of Higher Education ?**

ORI **ZIP** **Offense Code**

District **County** **Zone** **Pawn**



ADMINISTRATIVE QUERY - ADMQ

ADMQ - Admin Inquiry

Query using one of the following

CDC / ORI / Group

ORA

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

- Vehicle Registration
- Driver's License
- Criminal History Full Record
- Criminal History Name Index
- Article
- Boat
- Guns
- Securities
- Person



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

ORI

Required Information

* VIN #



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	
<input type="checkbox"/> 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

- HIT CONFIRMATION AND RESPONSES
 - Confirmation Request
 - Confirmation Response

HOT LINKS

Received Time:	02:18:02 PM	Source ORI:	IL08496Y6
Summary:	Z2: NAM=ARCHER,MALORY SEX=F RAC=U DOB=19451111		
<input type="checkbox"/> 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

YQ - NLETS Hit Confirmation Request

Header Information	Request Information
<u>ORI</u> IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼	* <u>Request #</u> [] ▼
* <u>Destination 1</u> IL0849615	* <u>Confirmation Priority</u> [] ▼
<u>Destination 2</u> BN0	* <u>Agency Case #</u> []
<u>Destination 3</u> []	<u>LDS #</u> W21D4959
<u>Destination 4</u> []	<u>NCIC #</u> []
Hit Information	Requester's Information
* <u>Request Type</u> WP = Wanted Person ▼	* <u>Requestor</u> []
* <u>Name</u> ARCHER,MALORY	* <u>Requesting Agency</u> ILLINOIS STATE POLICE
* <u>Date of Birth</u> 11/11/1945	* <u>Phone #</u> []
<u>Sex</u> F = Female ▼	<u>Extension</u> []
	<u>Fax #</u> []
	<u>Court Order #</u> []
	<u>Warrant #</u> []
Remarks Section	
[]	
[Submit] [Clear] [Close]	



HIT CONFIRMATION REQUEST

Form Tree

YQ - NLETS Hit Confirmation Request

Header Information	Request Information
QRI <input type="text" value="IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD"/>	* Request # <input type="text"/>
* Destination 1 <input type="text"/>	* Confirmation Priority <input type="text"/>
Destination 2 <input type="text" value="BN0"/>	* Agency Case # <input type="text"/>
Destination 3 <input type="text"/>	LDS # <input type="text"/>
Destination 4 <input type="text"/>	NCIC # <input type="text"/>
Hit Information	Requester's Information
* Request Type <input type="text"/>	* Requestor <input type="text"/>
License # <input type="text"/>	* Requesting Agency <input type="text" value="ILLINOIS STATE POLICE"/>
VIN # <input type="text"/>	* Phone # <input type="text"/>
Vehicle Year <input type="text"/>	Extension <input type="text"/>
Vehicle Make <input type="text"/>	Fax # <input type="text"/>
	Court Order # <input type="text"/>
	Warrant # <input type="text"/>
Remarks Section	
<input type="text"/>	





You Have Received A New Hit Confirmation!

OK

Received Time:	01:40:07 PM	Source ORI:	IL08496A7
Summary:	YQ: IL08496Y6 AS2 LDS=W21D4956 RTY=WP NAM=BASEBALL,CUBS		
<input type="checkbox"/> View Message Details			
Confirmation Response			
<p>YQ.IL08496A7 FROM: (IL08496A7) TO: (IL08496Y6) *MRI0001871</p> <p>****HIT CONFIRMATION REQUEST - FIRST NOTICE**** ****RESPONSE PRIORITY :URGENT!--RESPOND WITHIN 10 MINUTES****</p> <p>OCA/1234.</p>			



HOT LINKS FORM HIT CONFIRMATION RESPONSE

YR - NLETS Hit Confirmation Response	
Header Information	Response Information
<u>ORI</u> IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼	* <u>C</u> onfirmation Status ▼
* <u>D</u> estination 1 IL08496A7	Confirmation <u>H</u> ours
<u>D</u> estination 2 BN0	* <u>A</u> gency Case #
<u>D</u> estination 3	LDS # W21D4956
<u>D</u> estination 4	NCIC #
Hit Information	Confirmer's Information
* <u>H</u> it Type WP = Wanted Person ▼	* <u>C</u> onfirmer
* <u>N</u> ame BASEBALL,CUBS	* <u>C</u> onfirming <u>A</u> gency ILLINOIS STATE POLICE
* <u>D</u> ate of Birth 01/01/1964	* <u>P</u> hone #
<u>S</u> ex M = Male ▼	<u>E</u> xtension
	<u>F</u> AX #
	<u>C</u> ourt Order #
	<u>W</u> arrant #
Remarks Section	
<div style="border: 1px solid black; height: 150px;"></div>	



HIT CONFIRMATION RESPONSE

Form Tree

YR - NLETS Hit Confirmation Response

Header Information	Response Information
<u>ORI</u> IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼	* <u>C</u> onfirmation Status ▼
* <u>D</u> estination <u>1</u> <input type="text"/>	<u>C</u> onfirmation <u>H</u> ours <input type="text"/>
<u>D</u> estination <u>2</u> BN0	* <u>A</u> gency <u>C</u> ase # <input type="text"/>
	<u>L</u> DS # <input type="text"/>
	<u>N</u> CI <u>C</u> # <input type="text"/>
Hit Information	Confirmer's Information
* <u>H</u> it <u>T</u> ype ▼	* <u>C</u> onfirmer <input type="text"/>
<u>L</u> icense # <input type="text"/>	* <u>C</u> onfirming <u>A</u> gency ILLINOIS STATE POLICE
<u>V</u> IN # <input type="text"/>	* <u>P</u> hone # <input type="text"/>
<u>V</u> ehicle <u>Y</u> ear <input type="text"/>	<u>E</u> xtension <input type="text"/>
<u>V</u> ehicle <u>M</u> ake ▼	<u>F</u> AX # <input type="text"/>
	<u>C</u> ourt <u>O</u> rder # <input type="text"/>
	<u>W</u> arrant # <input type="text"/>
Remarks Section	
<input type="text"/>	





IMAGE

QUERY
ENTER
MODIFY
CANCEL

QII - Query Image

Header Information

ORI

By LDS/NIC/IMN Generic Vehicle Generic Boat

Query by LDS/NIC/IMN #

Image #

LEADS #

NCIC #

Optional Image Request Indicator

Image



NCIC ORI QUERY

QO - NCIC Query ORI

Header Information

* Message Key ZO = ORI Translation ▼

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼

Required Information

* ORI []

Submit Clear Close

MSG KEY

- ZO = ORI Translation
- QO = ORI Complete

ZO

QO

Received Time:	03:01:04 PM
Summary:	ZO: ORI=IL0840000
<input type="checkbox"/> 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

Received Time:	03:01:14 PM
Summary:	QO: ORI=IL0840000
<input type="checkbox"/> 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



QTITLE - Title Hit Query

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

VIN Title LEADS#

Title Hit Information

* VIN # Vehicle Year Vehicle Make

Submit Clear Close

SOS TITLE HIT

MTITLE - Modify Title Hit (Release, Hold, Extend Hold)

* Message Key

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Title Hit Information

* LEADS # * Title Number

Release Code

Hold Code

Release By

Extension Number Initials

Submit Clear Close

QUERY



MODIFY





ADMINISTRATIVE MESSAGES



In-State Admin Message



NLETS Admin Message



Header Information

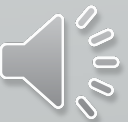
ORI	IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
* Destination 1	<input type="text"/>
Destination 2	BN0
Destination 3	<input type="text"/>
Destination 4	<input type="text"/>
Destination 5	<input type="text"/>
Destination 6	<input type="text"/>
Destination 7	<input type="text"/>
Destination 8	<input type="text"/>

Message Information

CDC	* Message Number	Sending ORI
BN0	<input type="text"/>	IL08496Y6
Attention		
<input type="text"/>		
* Authority		
<input type="text"/>		
Sending Operator		
LANTER		

Broadcast Message

Message





AM - Admin Message with Image

Header Information

* Message Key: AM1 = ILLINOIS Administrative Message

Attach An Image: Import Image, Format Image, Remove Image

ORI: IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
IL0680200 = PD LITCHFIELD IL

* 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

Destination Agency / Area Name:

Attention: * Authority:

Sending Operator: LANTER * Sending Agency (ORA):

Message

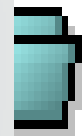
File Attachment(s)

Attach File Remove

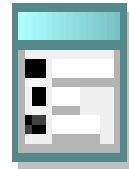
Submit Clear Close

AM1 = ILLINOIS Administrative Message
 AM = NLETS Administrative Message
 AML = NLETS Administrative Message - Law Enforcement Only

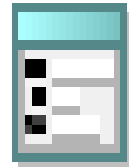




Links




CJIS Launch Pad



ISP LEADS 3.0 Manual





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



Wildlife Violation Query

WLQ - NLETS Query Wildlife Violation

Header Information

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼

* Destination 1 ▼

Destination 2 ▼

Destination 3 ▼

Destination 4 ▼

Destination 5 ▼

Required Information

* Purpose ▼

* Attention

Additional Identifiers

* Name

* Date of Birth

Social Security #

Submit Clear Close

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

ITQ - NLETS Interpol Query Detailed Travel Document

Header Information

ORI

Travel Document Data

* Document ID #

Document Type

Country of Issue

Submit Clear Close

FULL DETAIL QUERY

FTQ - NLETS International Full Detail Stolen Travel Docu...

Header Information

ORI

WARNING - Use of the full detail query will result in automatic notification to the country of data origin and the USNCB. Please contact USNCB IOCC at (202) 616-3900 if you have any questions.

Full Detail ID Information

* Entity ID #

Submit Clear Close



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



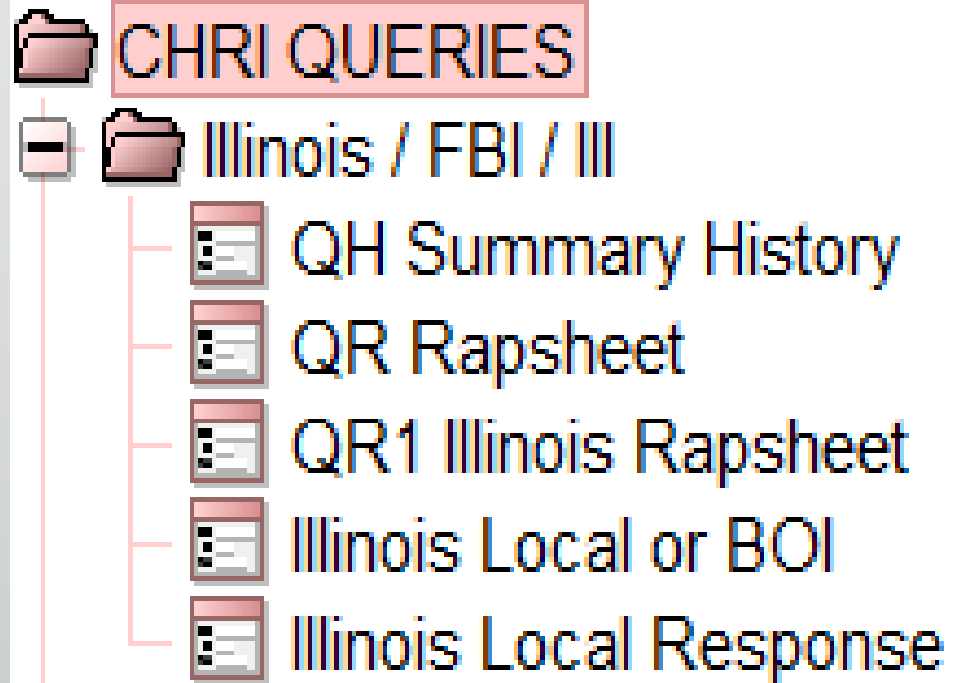
Amy will now Discuss CHRI Queries.





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

QH - Summary History

Header Information

ORI

Required Field

* Purpose

* Attention

* Requester

By NAM/DOB By NAM/SID By NAM/FBI By SOC/MNU

Required Information

* Name

* Sex

* Race

* Date of Birth

Submit Clear Close

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

QR - CHRI Rapsheet

Header Information

ORI

Required Information

* Purpose

* Attention

One of the Following

FBI /UCN#

State ID #

Optional Information

Department/Agency

Address/P.O. Box

City, State

Zip Code

Building

Submit Clear Close

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

QR1 - Illinois CHRI Rapsheet

Header Information

ORI

Required Information

* Purpose

* Attention

* Requester

One of the Following

FBI /UCN#

State ID #

Optional Information

Department/Agency

Address/P.O. Box

City, State

Zip Code

Building

Submit Clear Close

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



CQIL - Local or BOI CHRI Request

Header Information

ORI

* Destination 1

Destination 2

Destination 3

Message Information

Notes	* Message Number	* Purpose
<input type="text"/>	<input type="text"/>	<input type="text"/>

* Requester

* OPR * ORA

* Message



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



CRIL - Local or BOI CHRI Response

Header Information

ORI

* Destination 1

Destination 2

Destination 3

Message Information








Notes * Message Number * Purpose






* Requester

* OPR * ORA

* Message



- 
- 
- ## NLETS CHRI
-  State Repository
 -  State Full Record
 -  Out of State Local
 -  Reply Out of State Local
 -  Canadian Index

-  CIQ Summary arrest info from other states
-  CFO 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



IQ - State Repository Query

Header Information

ORI

* Destination 1

Destination 2

Destination 3

Destination 4

Required Information

* Name

* Purpose

* Attention

Additional Information

Date of Birth

Sex

Race

Social Security #

Miscellaneous #

Image Indicator



Detailed info
from the IQ
response

Previously known as CFQ



FQ - State Full Record

Header Information

ORI

* Destination 1

Destination 2

Destination 3

Destination 4

Required Information

* Purpose

* Attention

* State ID #

Optional Information

Department/Agency

Building

Address/P.O. Box

City, State

Zip Code

Image Indicator





Requesting additional information from other states

Previously known as CAQ

AQ - Out of State Local CHRI

Header Information

* **ORI**

* **Destination 1**

Destination 2

Destination 3

Destination 4

Destination 5

Required Information

* **Purpose**

* **Attention**

Person Data

* **Person Name**

Race

Social Security #

Sex

Date of Birth

State ID #

Message Information

* **Message Number**

Sending ORI

Sending Date

* **Destination Agencies**

* **Text Field**

Sending Information

Sending Agency

Sending Time **Sending Operator**



Respond to out of state agency's request for CHRI

Previously known as CAR



AR - Respond to Out of State Local Request (AQ)

Header Information

ORI

* Destination 1

Destination 2

Destination 3

Destination 4

Destination 5

Required Information

* Purpose

* Attention

Message Information

* Message Number	Sending ORI	Sending Date
<input type="text"/>	<input type="text"/>	03/03/2021

* Destination Agencies

Message Information

* Message Number from AQ	* ORI from AQ	Sending Date from AQ
<input type="text"/>	<input type="text"/>	03/03/2021

* Text Field



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

CN auto populates in the Destination field

IQ-CAN - NLETS Canadian Criminal History Index Query

Header Information

ORI

* Destination 1

Destination 2

Destination 3

Required Information

* Purpose

* Attention

* Name

* Sex

* Date of Birth

Optional Additional Record Information

Request Additional





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

FQ-CAN - NLETS Query Full Canadian History

Header Information

ORI

Destination 1

Destination 2

Destination 3

Required Information

* Purpose

* Attention

* FPS #





- Immigration Status
- Parole

- 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



- Immigration Status
- Parole

PAQ - Parole

Header Information

* Message Key PPQ = Parole by a person's name or number.

OR I PPQ = Parole by a person's name or number.

* Destination 1 PBQ = Probation by a person's name or number

Destination 2 PCQ = Corrections by person's name or number

Destination 3 PAQ = All three files by person's name or number

By NAM/DOB By SID By FBI By SOC By MNU

Required Information

* Name

* Date of Birth

* Sex

Optional Information

* Purpose

* Attention

Image Indicator

Submit Clear Close

- 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, PBO.



Now you can access your CHRI log right from LEADS.

CHRI Report

QCHL - Criminal History Log Report

Header Information

ORI

Required Fields

* Start Date

* End Date

* ORI to Search

Submit Clear Close

QCHL - Criminal History Log Report

Header Information

ORI

Required Fields

* Start Date

* End Date

* ORI to Search

Submit

NLETS QUERY
CURR QUERIES

Copy Ctrl-C
Cut Ctrl-X
Paste Ctrl-V
Select All Ctrl-A
Use Calendar Ctrl-F
Use Today's Date Ctrl-T
Increment Day Up

Choose A Date

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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	1	2	3
4	5	6	7	8	9	10

Today: June 10, 2021

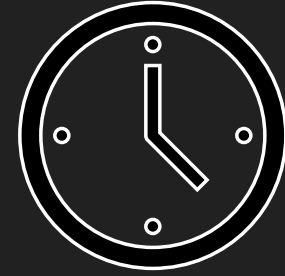
OK Cancel





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



* Message Key

- 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

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

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 Hotfiles Image Related Search Hit

 N = No Y = Yes N = No

Driver License # Driver License State/Region Code

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

State ID # FBI / UCN # FOID #

VEHICLE

VIN # OAN # Vehicle Year Vehicle Make



receiv
summar
View
MESSAG
RI-00



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



 **EW - Enter Wanted Person**

 **MW - Modify Wanted Person**

 **XW - Cancel Wanted Person**

 **DW - Enter Detainer**

 **MDW - NCIC Modify Detainer**

 **XDW - NCIC Cancel Detainer**

 **EN - Enter Wanted Supplemental**


 **MD - NCIC Modify Dental**


 **XN - Cancel Wanted Supplemental**

 **ENS - NCIC Enter Stolen/Fraudulent Identifiers**

 **LW - Locate Wanted Person**

 **XNS - NCIC Cancel Stolen/fraudulent Identifiers**

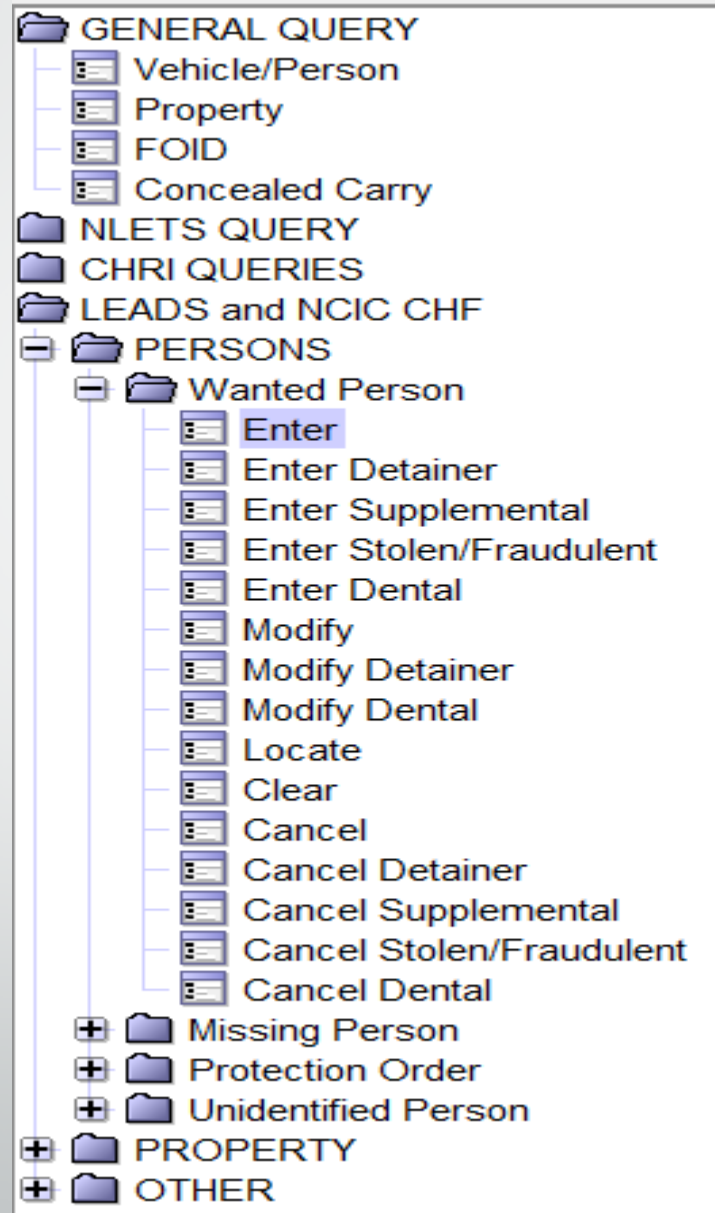
 **ED - NCIC Enter Dental**

 **CW - NCIC Clear Wanted Person**

 **XD - NCIC Cancel Dental**



FORMS TREE



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



EW - Enter Wanted Person

Header Information

- * Message Key
 - EW1 = Wanted Person - LEADS Only
 - 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 - Temporary - Caution - LEADS Only
- 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

ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Type of message (1 - 7 alphanumeric)

Original Offense Warrant # Court Identifier Additional Offense

Geographic Area

* Race Date of Birth Age Place of Birth

Skin Tone Scars, Marks, Tattoos Ethnicity

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

Date of Emancipation

Expiration Year

Vehicle Year Vehicle Make Vehicle Model

License Type License #

Birth Social Security # Miscellaneous #

Expiration Year

EN-ENTER WANTED SUPPLEMENTAL (AKA ALIAS)

EN - Enter Wanted Supplemental

Header Information
Message Key **ORI**
EN = Enter Supplemental 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

Can add an additional caution/medical condition here



Header Information

* Message Key ORI

THE MKE CAN BE MODIFIED IN LEADS

Record Identifiers

* LEADS # * Name

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

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



Vehicle Information

Vehicle Color / Vehicle Year Vehicle Make Vehicle Model

Modify Wanted Person
Format Continued

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

Agency Case Number

Agency Case #

Submit

Clear

Close



ENS – NCIC ENTER STOLEN/FRAUDULENT IDENTIFIERS

ENS - NCIC Enter Stolen/Fraudulent Identifiers

Header Information

ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS # * Name

Stolen/Fraudulent Data

Name	Name	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Date of Birth	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security #	Miscellaneous #	
<input type="text"/>	<input type="text"/>	
Operator's License State	Operator's License #	Expiration Year
<input type="text"/>	<input type="text"/>	<input type="text"/>



ED - NCIC Enter Dental

Record Owner
 ORI

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		/	X	V	M	O	D	F	L	C	R		/	X	V	M	O	D	F	L	C	R
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											



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

Table with 3 columns of dental characteristic indicators (I, X, V, M, O, D, F, L, C, R) for teeth 1-32.



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

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 statistics only – not required

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

Name NCIC # Agency Case #

Required Information

* Date of Recovery: 03/01/2021

* Extradition

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



← NCIC statistics only – not required



NCIC FUNCTION
AT THIS TIME

DW - Enter Detainer

Header Information

ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD ▼

Record Identifiers

* **LDS #**

* **Name**

Required Information

* **Date of Detainer**

* **Detainer Case #**

* **Incarceration Agency**

Optional Information

Incarceration Start Date

Sentence Expiration Date

Place of Incarceration

Submit **Clear** **Close**



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

CW - NCIC Clear Wanted Person

Header Information

Message Key: CW = Clear Wanted Person

ORI: IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS #:

* Name:

Other Information

* Date of Clear: 02/19/2021

Reason For Removal:

Recovering Agency ID #:

Recovering Agency Case #:

Person Armed:

Hit Results:

Persons Apprehended:

Missing Persons Found:

Value of Recovered:

Value of Other:

Value of Contraband:



XW – CANCEL WANTED PERSON

Formerly known
as VOID

XW - Cancel Wanted Person

Header Information

* Message Key

ORI

Record Identifiers

* LEADS # * Name

Required Information

* Date of Cancellation

Optional Information

Removal Reason



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		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Date of Birth	Date of Birth	Date of Birth	Social Security #	Miscellaneous #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operator's License State	Operator's License #	Expiration Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>		



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**



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

License # MP = Missing Person

VIN # PO = Protection Order

Vehicle Year SA = Stolen Article

Vehicle Make SB = Stolen Boat

SG = Stolen Gun

SL = Stolen License Plate

SP = Stolen Part

▼

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!



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**

License #

VIN #

Vehicle Year

Vehicle Make

MP = Missing Person
 PO = Protection Order
 SA = Stolen Article
 SB = Stolen Boat
 SG = Stolen Gun
 SL = Stolen License Plate
 SP = Stolen Part

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



Stolen/Fraudulent Identifier Information

Personal Information

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

Operator License Information

<u>Operator License State</u>	<u>Operator License #</u>	<u>Expiration Year</u>

Optional Address Information

<u>Type</u>	<u>Documented Date</u>			
Residence (Last Known)	__/__/__			
<u>Street #</u>	<u>Street Name</u>	<u>City Name</u>	<u>State</u>	<u>Zip Code</u>
1113	JEFFERSON AVE	JOHNSTONCITY	IL = Illinois	62951
<u>County</u>				
WILLIAMSON				

Optional Linkage Information

<u>Notify Agency</u>	<u>Linkage Agency ID</u>	<u>Linkage Case #</u>

Miscellaneous Information

Agency Case Number

<u>Agency Case #</u>
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



LEADS NUMBER IS
PREPOPULATED ON
THE FORMAT



EIM - Enter Image

Header Information

ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

LEADS NCIC Only

* LDS # W21A0169

Other Information

* Image Type M = Mugshot

Date of Image

Image

Import

Miscellaneous Information

Submit Clear Close

Open

Look In: Pictures

- Camera Roll
- Feedback
- Saved Pictures
- 1123456780.jpg
- 1123456789.jpg
- IMG_0924 (002).jpeg
- PATRICK STAR.png

File Name: PATRICK STAR.png

Files of Type: Image Files

Open Cancel

Petey.png

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



Missing Person

FORMS TREE

QUICK QUERY BAR

- Enter
- Enter Supplemental
- Enter Dental
- Modify
- Modify Dental
- Locate
- Clear
- Cancel
- Cancel Supplemental
- Cancel Dental

EM - NCIC Enter Missing Person

LM - Locate Missing Person

EMN - Enter Missing Supplemental

XM - Cancel Missing Person

ED - NCIC Enter Dental

MD - NCIC Modify Dental

MM - Modify Missing Person

CM - Clear Missing Person

XD - NCIC Cancel Dental

XMN - Cancel Missing Supplemental

EM + ENTER = FORMAT

EM



Header Information

* Message Key ORI

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
- Brooch 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
AA = Amber Alert
CA = Child abduction
DV = Disaster victim
MP = Missing person

MISSING PERSON CIRCUMSTANCES

MP Circumstances

Must be a valid NCIC 2000-assigned code. (1 - 1 alpha)

N = Abducted by a noncustodial parent
S = Abducted by a stranger
F = Adult - Federally required entry
R = Runaway

Date of



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

	I	X	V	M	O	D	F	L	C	R		I	X	V	M	O	D	F	L	C	R		I	X	V	M	O	D	F	L	C	R		
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													

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.



Header Information

ORI

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

Miscellaneous Information

Agency Case Number

Agency Case #



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

Table with 3 columns of dental characteristic indicators (I, X, V, M, O, D, F, L, C, R) for teeth 1-32.



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 Reason For Removal Recovering Agency ID Recovering Agency Case #

03/01/2021 ▼

Benefits and Effectiveness

Person Armed Hit Results Persons Apprehended

▼ ▼

Missing Persons Found Value of Recovered Value of Other Value of Contraband



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 ▼





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



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 * Missing Person * MP Circumstances
 03/29/2021 MP = Missing person

Personal Information

* Caution/Medical Condition
 55 = Alcoholic

* Name * Sex * Race * Date of Birth * Age * Date of Emancipation * Place of Birth
 HUTCHINSON,PETHEY W M = Male U = Unknown 03/03/2002 19 IL = Illinois

* Height * Weight * Hair Color * Eye Color * Skin Tone * Scars, Marks, Tattoos
 600 220 BRO = Brown BRO = Brown 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 * Circumcision * Corrective Vision Prescription * Blood Type * Footprint
 N = No X-rays available C = Was circumcised

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

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Ankle bracelet | <input type="checkbox"/> Belt buckle | <input type="checkbox"/> Body Jewelry | <input checked="" type="checkbox"/> Backpack |
| <input type="checkbox"/> Broach or pin | <input type="checkbox"/> Cigarette lighter, holder, or case | <input type="checkbox"/> Comb | <input type="checkbox"/> Cuff links |
| <input type="checkbox"/> Earrings | <input type="checkbox"/> Key chain | <input type="checkbox"/> Money clip | <input type="checkbox"/> Necklace |
| <input type="checkbox"/> Pocket knife | <input type="checkbox"/> Pocket watch chain | <input type="checkbox"/> Ring | <input type="checkbox"/> Tie chain, clasp, or tack |
| <input type="checkbox"/> Wallet or purse | <input type="checkbox"/> Watch | <input type="checkbox"/> Wrist bracelet having pendant | |

Optional Linkage Information

Notify Agency Linkage Agency ID Linkage Case #

<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>
--------------------------------	----------------------	----------------------


Miscellaneous Information

Agency Case Number

Agency Case #

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
Import

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

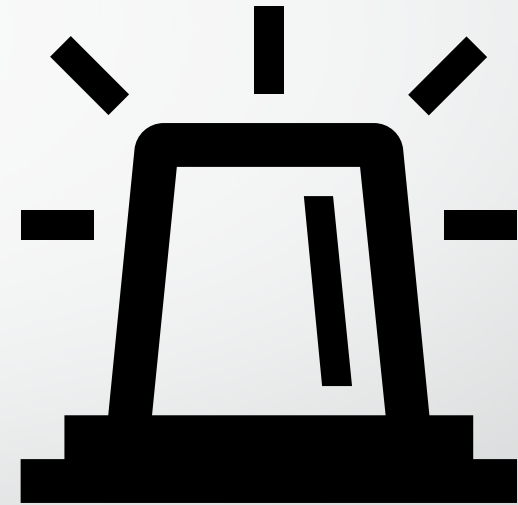
NAM:HUTCHINSON,PETEY W DOB:20020303

RAC:U HGT:600 WGT:220 DOI:





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

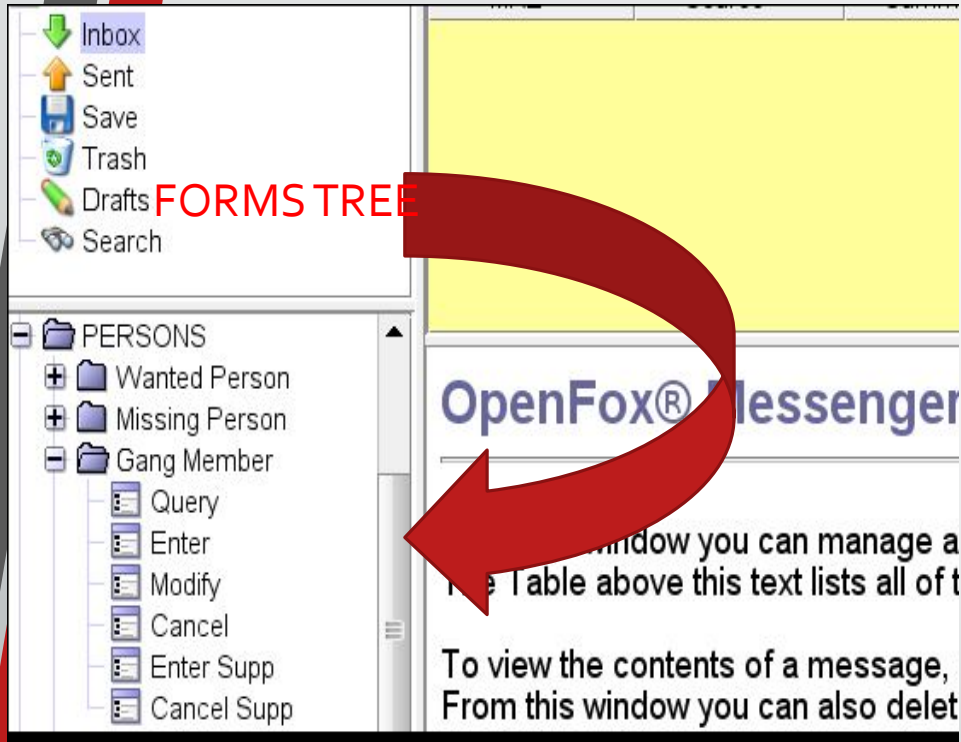
These changes follow NCIC formatting

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 KEY WILL BRING UP THE GANG ENTER FORMAT



Header Information

ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

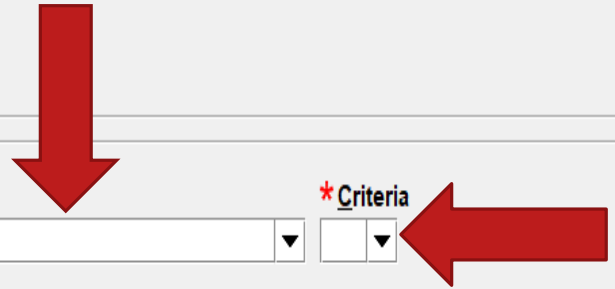
Gang Information
*Group Name
*Criteria

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



* Group Name

	▼
	▲
18TH STREET = 18th Street	
4 BLOCK = 4 Block	
4 CORNER HUSTLERS = 4 Corner Hustlers	
47TH STREET SATAN DISCIPLES = 47th Street Satan Disciples	
69 POSSE = 69 Posse	
8 BALL POSSE = 8 Ball Posse	
98 POSSE = 98 Posse	▼

**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

*** Criteria**

Must be a valid designation code or valid combination of codes. ←

C
CF C = Corroborated identification as a gang member by an informant
CI F = Self admitted gang membership at any time (other than arrest or incarceration)
CJ I = Has been identified as a gang member by an authorized penal organization
CK J = Wearing of distinctive emblems, tattoos, or markings indicative of a specific gang not for sale to general public
F K = Use of signals or symbols distinctive of a specific criminal street gang
FI (1 - 2 alpha)

FJ
FK
I
IJ
IK
J
JK
K



Header Information

ORI

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 # 

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



Header Information

ORI

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

*LDS # *Name

[Empty text boxes for LDS # and Name]

Supplemental Data

Caution/Medical Condition

[Dropdown menu for Caution/Medical Condition]

Alias Alias Alias [Three empty text boxes for Alias]

Date of Birth Date of Birth Date of Birth Scars, Marks, Tattoos Social Security # State ID # [Date pickers, dropdown, and text boxes]

Miscellaneous # Citizenship [Dropdown and text boxes]

Operator's License State Operator's License # Expiration Year [Dropdown, text, and text boxes]

License Month License Year License State License # License Type [Dropdown, text, dropdown, text, and dropdown boxes]

Vehicle Color Vehicle Year Vehicle Make Vehicle Model [Dropdown, text, dropdown, text, dropdown, and dropdown boxes]

Vehicle Style VIN # [Dropdown and text boxes]

Submit

Clear

Close





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



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 *



LEADS NUMBER BEGINS WITH "T"

LDS/T21D2564 CRIMINAL GANG MEMBER - CAUTION
CMC/10 MARTIAL ARTS EXPERT
GNG/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		
<input type="checkbox"/> 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



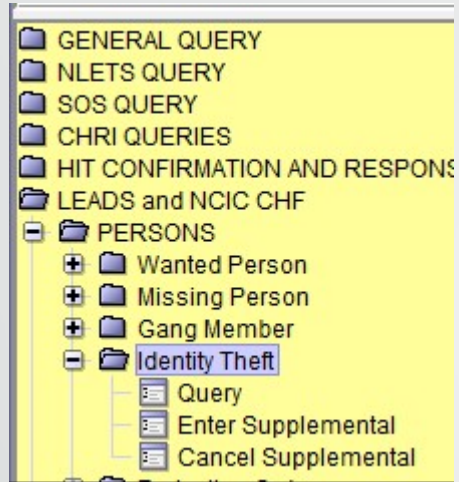


IDENTITY THEFT

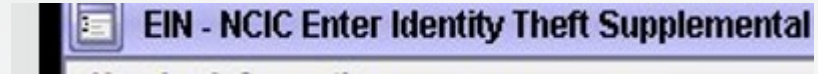


TWO WAYS TO ACCESS FORMATS

FORMS TREE



QUICK QUERY BAR



Header Information

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

* Message Key
ORI

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

Cautious/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
 ▼





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 #**
 ▼



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





- 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



Header Information

* **Message Key** QRI

EPO = Protection Order

Personal Information

Caution/Medical Condition

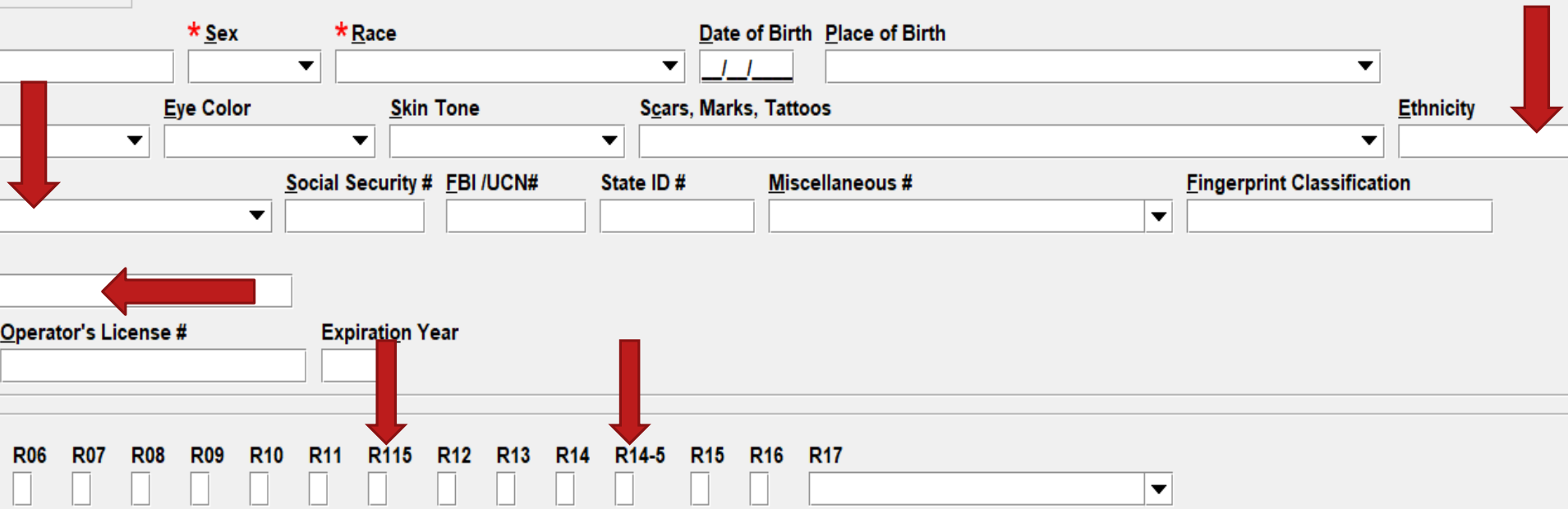
Name * Sex * Race * Date of Birth Place of Birth

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



Header Information

* Message Key
[Empty dropdown menu]

ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Personal Information

Caution/Medical Condition
[Empty dropdown menu]

* Name [Empty text box] * Sex [Empty dropdown] * Race [Empty dropdown] Date of Birth [Empty date field] Place of Birth [Empty dropdown]

Height [Empty text box] Weight [Empty text box] Hair Color [Empty dropdown] Eye Color [Empty dropdown] Skin Tone [Empty dropdown] Scars, Marks, Tattoos [Empty text box] Ethnicity [Empty dropdown]

Citizenship [Empty dropdown] Social Security # [Empty text box] FBI /UCN# [Empty text box] State ID # [Empty text box] Miscellaneous # [Empty dropdown] Fingerprint Classification [Empty text box]

DNA [Empty dropdown] DNA Location [Empty text box]

Operator's License State [Empty dropdown] Operator's License # [Empty text box] Expiration Year [Empty text box]

Order Information

* Date of Issue [Empty date field] * Date of Expiration [Empty date field] * Service Info [Empty dropdown] Service Date [Empty date field] Court Identifier [Empty text box] Protection Order #/CCN [Empty text box]

Vehicle and Operator Information

Vehicle Color [Empty dropdown] / Vehicle Year [Empty dropdown] Vehicle Make [Empty dropdown] Vehicle Model [Empty dropdown]

Vehicle Style [Empty dropdown] VIN # [Empty text box]

License Month [Empty dropdown] License Year [Empty text box] License State [Empty dropdown] License Type [Empty dropdown] License # [Empty text box]



(EFRO continued page 2)

Optional Information

Notify Agency

Image #

Image Type



Miscellaneous Information

Agency Case Number

Agency Case #

Submit

Clear

Close



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



* Message Key QRI

Record Identifiers

* LEADS # Name Protection Order #/CCN

Message Information

MKE QRI 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



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 #



Optional Linkage and Image Information

Notify Agency

Linkage Agency ID

Linkage Case #

(MPO continued page 3)

Miscellaneous Information

Agency Case Number

Agency Case #

Submit

Clear

Close



* Message Key
[Dropdown menu]

ORI
IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD [Dropdown menu]

Record Identifiers
* LEADS # [Text field]
* Name [Text field]

Message Information
MKE [Dropdown menu] ORI [Dropdown menu] Name of Validator [Text field]

Personal Information
Caution/Medical Condition [Dropdown menu]
Name [Text field] Sex [Dropdown menu] Race [Dropdown menu] Date of Birth [Text field] Place of Birth [Dropdown menu]
Height [Text field] Weight [Text field] Hair Color [Dropdown menu] Eye Color [Dropdown menu] Skin Tone [Dropdown menu] Scars, Marks, Tattoos [Text field] Ethnicity [Dropdown menu]
Citizenship [Dropdown menu] Social Security # [Text field] FBI /UCN# [Text field] State ID # [Text field] Miscellaneous # [Text field] Fingerprint Classification [Text field]
DNA [Dropdown menu] DNA Location [Text field]
Operator's License State [Dropdown menu] Operator's License # [Text field] Expiration Year [Text field]

Order Information
Date of Issue [Text field] Date of Expiration [Text field] Service Info [Dropdown menu] Service Date [Text field] Court Identifier [Text field] Protection Order #/CCN [Text field]

Vehicle and Operator Information
Vehicle Color [Dropdown menu] / Vehicle Year [Text field] Vehicle Make [Dropdown menu] Vehicle Model [Dropdown menu]
Vehicle Style [Dropdown menu] VIN # [Text field]
License Month [Dropdown menu] License Year [Text field] License State [Dropdown menu] License Type [Dropdown menu] License # [Text field]

Optional Information
Notify Agency [Dropdown menu] Image # [Text field] Image Type [Dropdown menu]



CPO – CLEAR ORDER

CPO - Clear Order

Header Information

* **Message Key**

ORI

Record Identifiers

* LEADS #	Name	Protection Order #/CCN
<input type="text"/>	<input type="text"/>	<input type="text"/>

Required Information

* **Date of Clear**



XPO – CANCEL ORDER

XPO - Cancel Order

Header Information

* **Message Key**

ORI

Record Identifiers

* LEADS #	Name	Protection Order #/CCN
<input type="text"/>	<input type="text"/>	<input type="text"/>

Required Information

* **Date of Cancellation**



XNPO – CANCEL SUPPLEMENTAL

XNPO - Cancel Supplemental

Header Information
ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers
* LDS # Name Protection Order #/CCN

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


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

Vehicle Color Vehicle Year Vehicle Make Vehicle Model

Vehicle Style VIN #

License Month License Year License State License Type License #


Image # Image Type



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

*** Message Key**

EPO = Protection Order

EPOC = Protection Order Caution

ETO = Protection Order Temporary (emergency)

ETOC = Protection Order Temporary Caution (emergency)

EPO2 = Civil No Contact

EPO2C = Civil No Contact Caution

ETO2 = Civil No Contact Temporary (emergency)

ETO2C = Civil No Contact Temporary Caution (emergency)

EPO3 = Stalking No Contact

EPO3C = Stalking No Contact Caution

ETO3 = Stalking No Contact Temporary (emergency)

ETO3C = Stalking No Contact temporary Caution (emergency)



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 LD 21A3981
 QDZY LDS/H21 81 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

The screenshot displays the 'Mailbox for RYAN - Inbox' window. The interface includes a menu bar with 'Message', 'Quick Queries', 'Sort Messages', 'View Columns', and 'Options'. A toolbar with various icons is located below the menu. The main area is divided into three sections:

- RYAN's Folders:** A tree view on the left containing folders like 'Mail Folder List', 'Free Format', 'OpenFox Commands', 'NCIC', 'NLETS', and various administrative and operational folders.
- Message List:** A table listing messages with columns for 'MKE', 'Source', 'Summary', and 'Date'. The selected message is 'QV NCIC QV: LIC=ABC123'.
- Preview Pane:** A detailed view of the selected message, showing 'Received Time: 08:40:37 08-20-13', 'Source ORI: INNOC000', and the message body text.

At the bottom of the window is a 'Quick Query Bar'.

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=ABC123	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
QV	NCIC	QV: LIC=X7H89W	08:40:15 08-20-13

Received Time: 08:40:37 08-20-13 Source ORI: INNOC000
Summary: QV: LIC=ABC123
 View Message Details

1L0102BV, MRI0032109
CP0000019

Hit Confirmation

MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ABC123
OCA/CS1234 MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
HIC/P000002154 DTE/19981101 0000 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

MRI: 32110 IH: NCIC 4 AT 20AUG2013 08:40:37
OUT: XMLRYAN 7 AT 20AUG2013 08:40:37

Main components of the mailbox window





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

QVEHPER - Vehicle & Person Query Form

* **Message Key** **ORI**
Z2 = Basic Query 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 Hotfiles Image Related Search Hit
Driver License # Driver License State/Region Code
State ID # FBI / UCN # FOID #

VEHICLE
VIN # OAN # Vehicle Year Vehicle Make

Submit Clear Close



SEX OFFENDER ENTRY



FORMSTREE

Mailbox for LANTERP - Inbox
Message Quick Queries Sort Messages

LANTERP's Folders

- Inbox
- Sent
- Save
- Trash
- Drafts
- Search

GENERAL QUERY
NLETS QUERY
CHRI QUERIES
HIT CONFIRMATION AND RESPONSES
LEADS and NCIC CHF

PERSONS

- Wanted Person
- Missing Person
- Gang Member
- Identity Theft
- Protection Order
- Sex Offender
 - Query
 - Enter
 - Enter Supplemental
 - Modify
 - Clear
 - Cancel
 - Cancel Supplemental
 - Enter Student/Employment Address
 - Modify Student/Employment Address
 - Cancel Student/Employment Address
- Violent Person
- Field Notification
- Unidentified Person

PROPERTY

QUICK BAR FUNCTION

PERSONS

- Wanted Person
- Missing Person
- Gang Member
- Identity Theft
- Protection Order
- Sex Offender
 - Query
 - Enter
 - Enter Supplemental
 - Modify
 - Clear
 - Cancel
 - Cancel Supplemental
 - Enter Student/Employment Address
 - Modify Student/Employment Address
 - Cancel Student/Employment Address
- Violent Person
- Field Notification
- Unidentified Person

PROPERTY

ADD-ON

IMAGE

TITLE HIT

OTHER

ADMINISTRATIVE MESSAGES

Links

EXS

Mailbox for LANTERP - In

EXS - Enter Sex Offender

Header Information

* Message Key

EXS = Sexual Offender Entry

Offender Personal Information



Sex Offender Entry

* Message Key

EXS = Sexual Offender Entry ▼

EXS = Sexual Offender Entry

EXSC = Sexual Offender Entry Caution

EXS1 = Violent Offender Against Youth or Murderer - LEADS ONLY

EXS1C = Violent Offender Against Youth CAUTION - LEADS Only



Message Key – EXS

EXS - Enter Sex Offender

Header Information

* Message Key ORI

EXS = Sexual Offender Entry IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Offender 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# Miscellaneous # Fingerprint Classificat

DNA DNA Location Blood Type Chicago PD IR#

Telephone # Telephone Type Email Internet Identifiers

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



Message Key - EXSC

EXS - Enter Sex Offender

Header Information

* Message Key ORI

EXSC = Sexual Offender Entry Caution IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD
IL0680200 = PD LITCHFIELD IL

Offender Personal Information

* Cautⁱon/Medical Condition

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

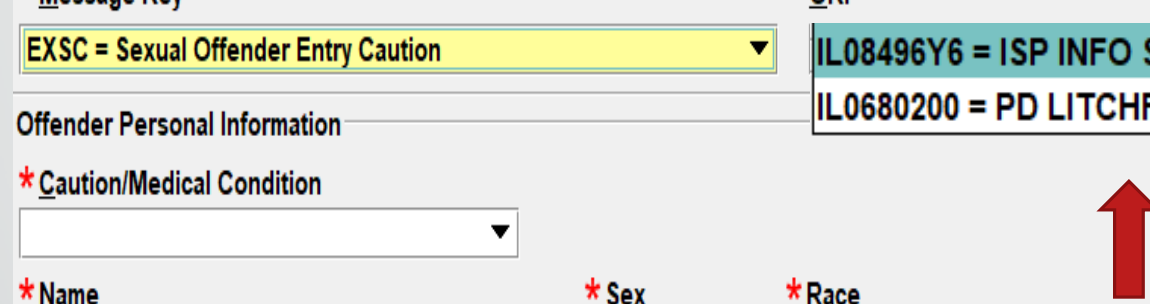
* Height * Weight * Hair Color * Eye Color Skin Tone Scars, Marks, Tattoos

Ethnicity Citizenship Social Security # FBI /UCN# Miscellaneous # Fingerprint Classificat

DNA DNA Location Blood Type Chicago PD IR#

Telephone # Telephone Type Email Internet Identifiers

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



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.

IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

IL0680200 = PD LITCHFIELD IL



OFFENDER PERSONAL INFORMATION

Offender Personal Information

Caution/Medical Condition

* Name

* Sex

* Date of Birth Place of Birth

* Height * Weight * Hair Color

Complexion

Skin Tone

Scars

Tattoos

Ethnicity

Chicago PD IR#

Social Security # FBI /UCN#

House #

Fingerprint Classification

DNA

DNA Location

Blood Type

Chicago PD IR#

Telephone #

Telephone Type

Email

Internet Identif

Operator's License State

Operator's License #

Expiration Year

DNA

* DNA Location



Offender Registration Information

Offender Registration Information

* LEADS Status * Initial Registration Date * Activity Date

State ID # * Child Sex Offender

* County/State of Conv * Photo * IDC # * 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



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

D = Sexually dangerous person - victim under 18

J = Juvenile sex offender - victim under 18

K = Juvenile sex offender - victim 18 or older

M = Murderer - sexually motivated

N = Sex Offender Victim 18 or Older

P = Sexual Predator - victim under 18

S = Sexual Predator - victim 18 or older

U = Adjudicated Juvenile/Violent Offender

V = Sexually violent person - victim under 18

W = VOAY and/or Murder - not Sexually motivated

X = Sexually violent person - victim 18 or older

Y = Child Sex Offender Less Than 18

Z = Sexually dangerous person - victim 18 or older



Victim Information

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

Victim Information

Relationship to Victim ***Victim Age** **Victim Gender**



Relationship to Victim

Code List Search

Enter Search Text

Only Search From **WITHIN FAMILY**

- Victim was Child
- Victim was Common-Law Spouse
- Victim was Grandchild
- Victim was Grandparent
- Victim was In-Law
- Victim was Other Family Member
- Victim was Parent
- Victim was Sibling
- Victim was Spouse
- Victim was Stepchild
- Victim was Stepparent
- Victim was Stepsibling

Code List Search

Enter Search Text

Only Search From **OUTSIDE FAMILY BUT KNOWN TO VICTIM**

- Homosexual Relationship
- Victim was Acquaintance
- Victim was Babysittee (The Baby)
- Victim was Boyfriend/Girlfriend
- Victim was Child of Boyfriend or Girlfriend
- Victim was Employee
- Victim was Employer
- Victim was Ex-Spouse
- Victim was Friend
- Victim was Neighbor
- Victim was Otherwise Known

Code List Search

Enter Search Text

Only Search From **NOT KNOWN BY VICTIM**

- Relationship Unknown
- Victim was Stranger



Offender Address Information

Address Information

Address Type

* Beginning Date Ending Date Verification Date

Homeless

* Addr. Incarcerated

Known Associate

Mailing

* City Other

Relative

Residence (Last Known)

Temporary Lodging (NSOR Only)

Transient

___/___/___

Area / Beat

County Code

* Zip Code

* Residence Type





- AP = Apt/Condo/Duplex/Multipl
- JL = Jail or Other Law Enforcement
- LT = Licensed Transitonal Housing
- SH = Shelter
- HS = Single Family
- TR = Trailer Park
- UN = Unknown



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

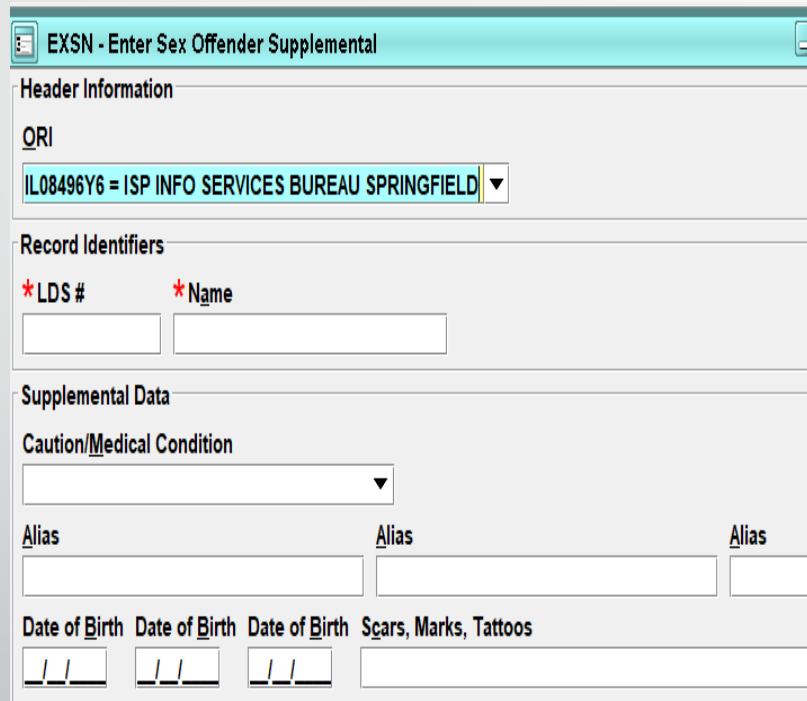
CON1/2014-06-23 CIT1/CRIMINAL SEXUAL ABUSE/FORCE

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



Enter Supplemental Data

Select Form Tree Form



EXSN - Enter Sex Offender Supplemental

Header Information

ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Record Identifiers

*LDS # *Name

Supplemental Data

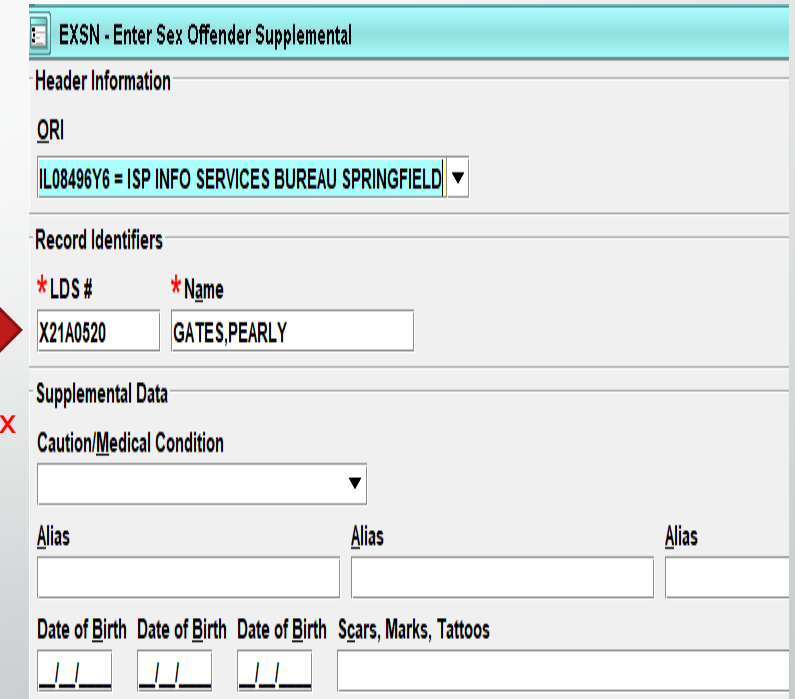
Caution/Medical Condition

Alias Alias Alias

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



Select Hot Link From Message



EXSN - Enter Sex Offender Supplemental

Header Information

ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Record Identifiers

*LDS # *Name

X21A0520 GATES,PEARLY

Supplemental Data

Caution/Medical Condition

Alias Alias Alias

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



Identifier X



Take Possession of Record 2 step process - #1

MXS - NCIC Modify Sex Offender

Header Information

ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼

Record Identifiers

* LEADS #	* Name
X21A0520	GATES,PEARLY

Message Information

<u>MKE</u>	<u>ORI</u>	Name of <u>Validator</u>
▼	INFO SERVICES BUREAU SPRINGFIELD ▼	



Take Possession of Record Step #2

MXS - NCIC Modify Sex Offender

Header Information
ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Record Identifiers
* LEADS # * Name
X21A0520 GATES,PEARLY

Message Information
MKE ORI

Offender Personal Information
Caution/Medical Condition
Name Sex Race
Height Weight Hair Color Eye Color Skin To
Ethnicity Citizenship
DNA DNA Location Chic
Telephone # Telephone Type Email
Operator's License State Operator's License #

Offender Registration Information
LEADS Status Initial Registration Date Activity Date Ending Registration Date
R / / 02/22/2021 / /
State ID # Child Sex Offender



Step 2 continued

County/State of Conv	Photo	Age At Offense	Verification	Verified Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Citation 1	Conviction 1	Citation 2	Conviction 2	Citation 3	Conviction 3	Citation 4	Conviction 4	Citation 5	Conviction 5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Citation 6	Conviction 6	Citation 7	Conviction 7	Citation 8	Conviction 8	Citation 9	Conviction 9	Citation 10	Conviction 10
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Victim Information

Relationship to Victim	Victim Age	Victim Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address Information

Address Type	*Beginning Date	Ending Date	Verification Date
01 = Residence (Last Known)	02/20/2021	<input type="text"/>	<input type="text"/>

Addr. No.	Direction	Apt. #	Street Name	Area/Beat #
123	N	<input type="text"/>	MAIN ST	<input type="text"/>

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



Enter Student/Employment Address

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

EADDR - Enter Employment / Student Address

* Message Key
ORI

Record Identifiers
EEEM = Enter Employment Address
EEST = Enter Student Address


* LEADS # * Name

Address Information

* Employer/School Name Inst. of Higher Education ?

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

* City * State * County ZIP Phone



Modify Employment/Student Address

MADDR - Modify Employment / Student Address

* Message Key

ORI

Address Record Identifiers

* LEADS #	* Name	* Rec #	* County
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address Information

Employer/School Name

Addr. No.	Direction	Apt. #	Street Name	Street Suffix/Beat
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

City	State	County	ZIP	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Clear and Cancel new meanings

Cancel now = **Clear**

Void now = **Cancel**



CANCEL
Employment/Student
Address

XADDR - Cancel Employment / Student Address

* Message Key

ORI

Address Record Identifiers

* LEADS # * Name

* County * Rec #





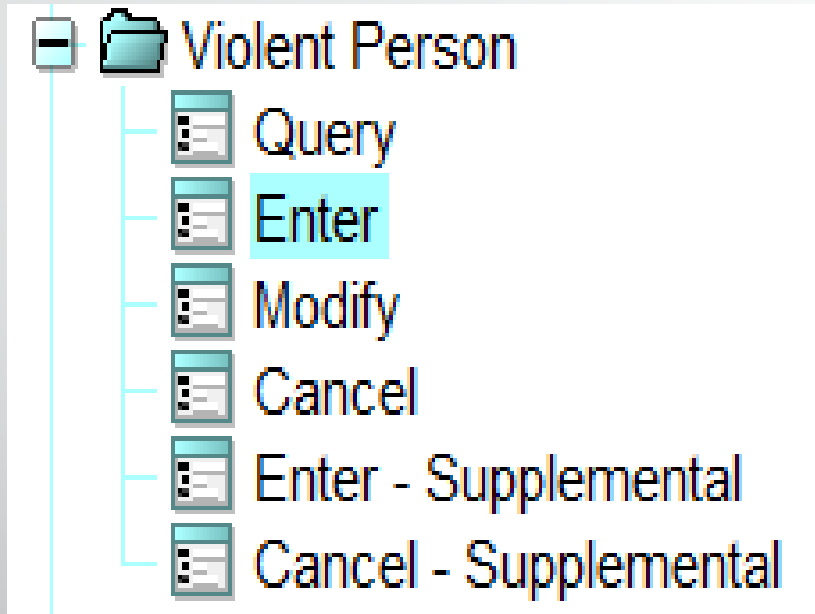
NEW

Violent Person File NCIC only File

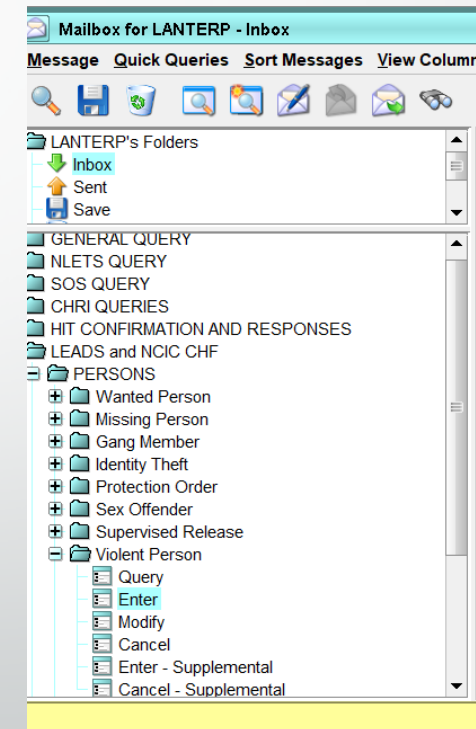


Violent Person Entry

Forms Tree



Query Bar



EVP - Enter Violent Person



Violent Person

* Message Key

EVP = Enter Violent Person

EVP = Enter Violent Person

EVPC = Enter Violent Person - Caution

* Violent Person Code

1 = Assault on Law Enforcement

2 = Violent Crime Homicide/Attempted Homicide

3 = Violent Crime With Weapon

4 = Threat to Law Enforcement



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 #:



Field Notification LEADS Only File





Field Notification

* Message Key

EFNP = Enter FNP Record - LEADS Only ▼

EFNP = Enter FNP Record - LEADS Only

EFNPC = Enter FNP - Caution - LEADS Only



Header Information

* Message Key ORI

EFNP = Enter FNP Record - LEADS Only IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Personal Information

Caution/Medical Condition

* Name * Sex * Race Date of Birth

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

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



Header Information

* Message Key ORI

EFNPC = Enter FNP - Caution - LEADS Only IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Personal Information

* Caution/Medical Condition

* Name * Sex * Race Date of Birth

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 #





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 - Prostitution / 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





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



EUD - Enter Unidentified Person

Header Information

* Message Key

EUD = Unidentified Person File



EUD = Unidentified Person File

EUL = Unidentified Living Person

EUV = Unidentified Catastrophe Victim



Unidentified Person

EUD - Enter Unidentified Person

Header Information

*Message Key
EUD = Unidentified Person File

Incident Information

*Est Date of Death *Date Body Found *Manner and Cause of Death *Agency Case #
Med. Examiner/Coroner Agency Name and Case # Examiner/Coroner Locality Examiner/Coroner Telephone #

Personal Information

*Sex *Race *Height *Weight *Eye Color *Hair Color
*Body X-rays Corrective Vision Prescription Circumcision Blood Type Footprint
Scars, Marks, Tattoos Fingerprint Classification Est Year of Birth Ethnicity
DNA DNA Location

Body Part Status Information

*Body Part Status
Cranium Mandible Torso
Right Upper Arm Right Lower Arm Right Hand
Left Upper Arm Left Lower Arm Left Hand

Right Upper Leg Right Lower Leg Right Foot
Left Upper Leg Left Lower Leg Left Foot

Optional Information

Notify Agency Linkage Agency ID Linkage Case #
Jewelry Description

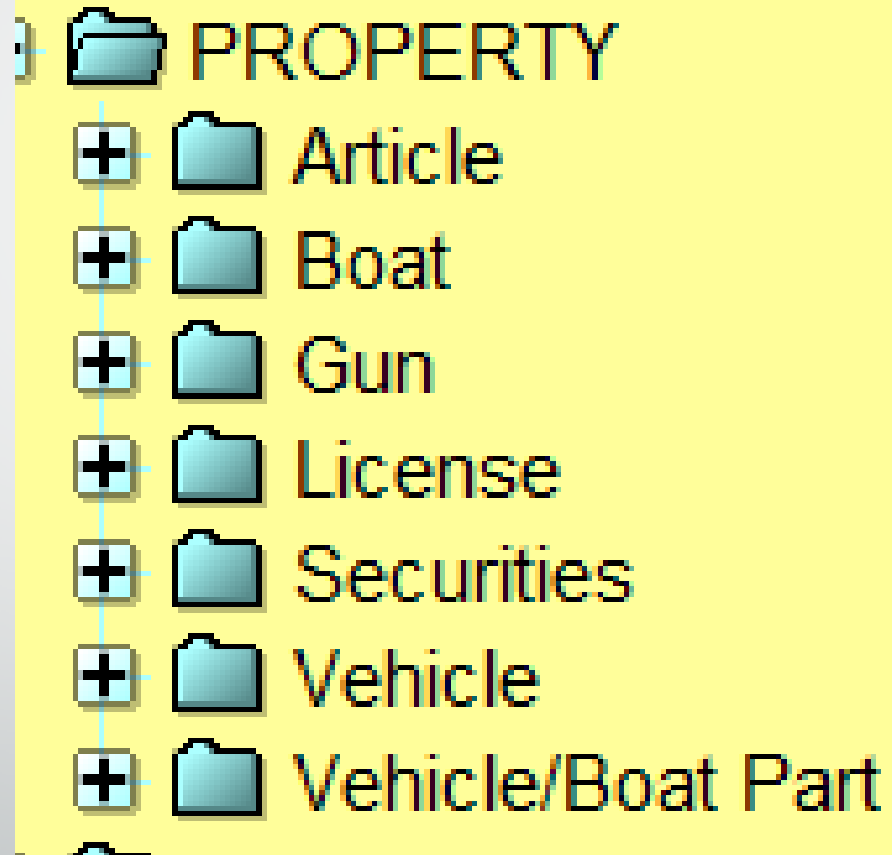
Jewelry Type

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

Miscellaneous Information

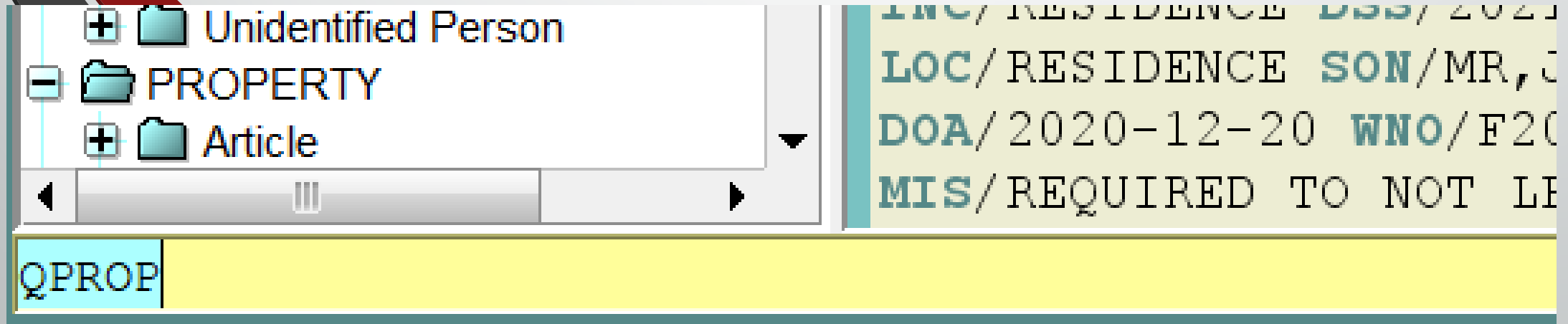


PROPERTY FILES



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

Type Form Title: QPROP



The screenshot displays a software interface with a file explorer on the left and a data table on the right. The file explorer shows a tree view with folders: 'Unidentified Person', 'PROPERTY', and 'Article'. The data table has a yellow background and contains the following text:

INC/RESIDENCE	DSS/2021
LOC/RESIDENCE	SON/MR, J
DOA/2020-12-20	WNO/F20
MIS/REQUIRED TO NOT LE	

Below the data table is a yellow bar with the text 'QPROP' in a light blue box.



Property Queries

QPROP - Query Property Form

ORI
IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼

LEADS or NCIC

Notes	LEADS #	NCIC #	Hotfiles Image	Related Search Hit
<input type="text"/>	<input type="text"/>	<input type="text"/>	Y = Yes ▼	N = No ▼

GUNS

Serial #	Make	Caliber
<input type="text"/>	<input type="text"/> ▼	<input type="text"/>

ARTICLES

Serial/OAN/UAC	Type	DTE
<input type="text"/>	<input type="text"/> ▼	<input type="text"/>

SECURITIES

Serial #	Denomination	Type
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼

Owner

Owner	Social Security #	Case Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

BOATS

Boat Hull #/Serial #/OAN	Registration #	Registration State
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼

Submit Clear Close



ARTICLE ENTRY



Article Entry 2 forms

EA - Enter Article

Header Information

* Message Key ORI

Article Information

* Date of Theft

* Brand Name Model * Type

Serial # Owner-applied #

UAC Code Type of Loss # of Units Kind of Units Agg Value

Hazardous Material Container Lot # Lot Indicator UNN #

Notify Agency Linkage Agency ID Linkage Case # OPT

Miscellaneous Information

Agency Case Number

Agency Case #

Submit Clear Close

- Single Record



Article Entry

- Group Record
- Serialized



EAA - Enter Group Article

Header Information

Message Key
ORI

Incident Information

* **Date of Theft**

* **Brand Name** **Model** * **Type**

* **Serial # Range** --

Hazardous Material Container **Lot #** **Lot Indicator** **UNN #**

Notify Agency **Linkage Agency ID** **Linkage Case #** **OPT**

Miscellaneous Information

Agency Case Number

Agency Case #

Article Message Keys

Single Record

*** Message Key**

EA = Stolen Article
EA-P = Stolen Article - Hold for Latents
ELA = Lost Article
EA1 = Stolen Article LEADS Only
EA1P = Stolen Article LEADS Only - Hold for Latents

Group Record

Message Key

EAA = Stolen Consecutively-Serialized Article
ELAA = Lost Consecutively-Serialized Article
EAA1 = Stolen Consecutively Serialized Article LEADS Only



Article

Modify

MA - Modify Article

Header Information
* Message Key ORI

Record Identifier
* LEADS # Serial # OAN #

Message Information
MKE ORI Name of Validator

Article Information
Date of Theft
Brand Name Model Type
Serial # Owner-applied #
UAC Code Type of Loss # of Units Kind of Units Agg Value
Hazardous Material Container Lot # Lot Indicator UNN #
Notify Agency Linkage Agency ID Linkage Case # Image Type Image # OPT

Miscellaneous Information

Agency Case Number
Agency Case #

Locate

LA - Locate Article

Header Information
Message Key
ORI

Record Identifier
* LEADS # Serial # OAN #

Required Information
* Date of Recovery

Benefits and Effectiveness
Recovering Agency Case # Reason For Removal
Missing Persons Found Value of Recovered Value of Other Value of Contraband

Article



CLEAR was
CANCEL

CA - Clear Article

Header Information

Message Key CA = Stolen Article

ORI CA = Stolen Article SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS #

Serial #

OAN #

Required Information

* Date of Clear 03/02/2021

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



CANCEL was VOID

XA - Cancel Article

Header Information

Message Key XA = Stolen Article

ORI XA = Stolen Article SERVICES BUREAU SPRINGFIELD

Record Identifiers

* LEADS #

Serial #

OAN #

Required Information

* Date of Cancellation 03/02/2021

Benefits and Effectiveness

Removal Reason

Submit Clear Close



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** **Boat Model** * **Boat Type**

Boat Name **Boat Length** **Propulsion**

At Least One of BHN, OAN or REG/RES/REY set

Boat Hull # **Registration #** **Registration Sta** **er-applied #**

Coast Guard # **Home Port**

Optional Information

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

Miscellaneous Information

Agency Case Number

Agency Case #



Gun Entry



SECURITIES



ADD - ON



ADD – ON ENTER OR CANCEL

ED1 - Enter Add-On

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼

Record Identifiers (Enter LDS# and one other identifier)

* LEADS #

Name Serial # or UAC

VIN # License Number OAN #

Boat Hull # Registration #

Additional Information (Required)

Submit Clear Close

CD1 - Cancel Add-On

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD ▼

Required

* LEADS # * Add-On Msg #

Additional Record Identifiers (Enter one other identifier)

Name Serial # or UAC

VIN # License Plate # OAN #

Boat Hull # Registration #

Submit Clear Close





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.

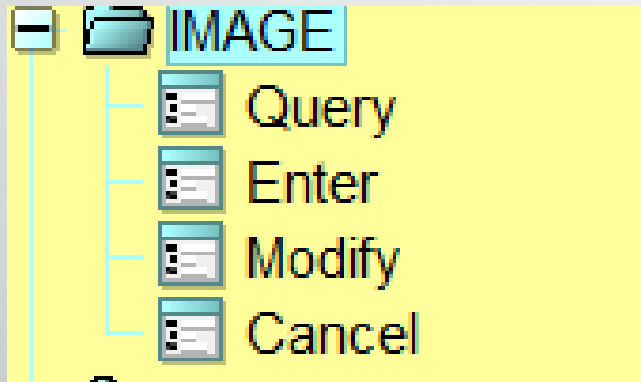
Legacy or LEADS 2000 Caution File add-ons will NOT be displayed with the associated response, instead a form is being created to enable users to query the Legacy Caution File record by LEADS number to obtain all associated add-ons. This response will contain all add-ons that were associated with the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



EIM - Enter Image

Header Information
ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

LEADS NCIC Only

Other Information
* LDS #

Other Information
* Image Type * Image Type M = Mugshot
Date of Image Date of Image

Image

Miscellaneous Information



SOS TITLE HIT

QTITLE - Title Hit Query

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

VIN Title LEADS#

Title Hit Information

* VIN # Vehicle Year Vehicle Make

Submit Clear Close

MTITLE - Modify Title Hit (Release, Hold, Extend Hold)

* Message Key

ORI IL08496Y6 = ISP INFO SERVICES BUREAU SPRINGFIELD

Title Hit Information

* LEADS # * Title Number

Release Code

Hold Code


Release By

Extension Number Initials

Submit Clear Close

LEADS Number Identifier is now **Q**
For Example **Q21A0754**





**Up next is
Tammy to
finish
Properties and
Validations**







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

- GENERAL QUERY
- NLETS QUERY
- CHRI QUERIES
- LEADS and NCIC CHF
- + PERSONS
- PROPERTY
 - + Article
 - + Boat
 - + Gun
 - License
 - Query
 - Enter
 - Modify
 - Locate
 - Clear
 - Cancel
 - + Vehicle
 - + Vehicle/Boat Part
- + OTHER

QUICK QUERY BAR

- License
 - Query
 - Enter
 - Modify
 - Locate
 - Clear
 - Cancel
- + Vehicle
- + Vehicle/Boat Part
- IMAGE

If you delete a message from this window
If you save a message from this window
In addition, if there are any ERR messages

EL - Enter License

ML - Modify License

LL - NCIC Locate License

CL - Clear License

XL - Cancel License



EL - Enter License

Header Information

* Message Key ORI

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 #

- * 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





Header Information

ORI

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

<u>Recovering Agency Case #</u>	<u>Reason For Removal</u>	<u>Persons Apprehended</u>	
<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	
<u>Missing Persons Found</u>	<u>Value of Recovered</u>	<u>Value of Other</u>	<u>Value of <u>C</u>ontraband</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 ▼



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



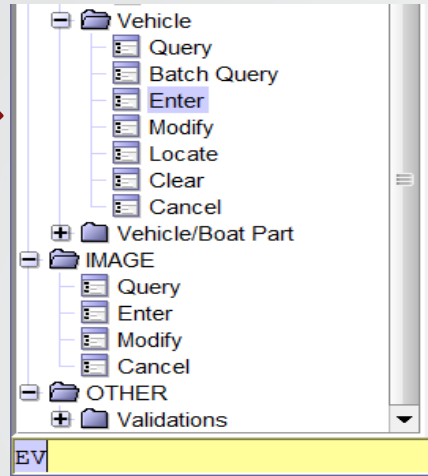
CANCEL IS NOW CLEAR

VOID IS NOW CANCEL



THERE ARE TWO WAYS TO ACCESS EACH FORMAT

FORMS TREE



QUICK QUERY BAR

From this window you can manage all of the messages that the Open 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. 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 them.

EV

EV - Enter Vehicle

LV - Locate Vehicle

MV - Modify Vehicle

CV - Clear Vehicle or Clear Part

XV - Cancel 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

* Message Key

- EV = Stolen Vehicle
- EV = Stolen Vehicle
- EV-A = Stolen Vehicle - Occupant(s) Armed
- EV-P = Stolen Vehicle - Hold for Latents
- EV-F = Stolen Vehicle - Occupant(s) Armed/Hold for Latents
- EV-S = Stolen Vehicle - Suicidal
- EV-Y = Stolen Vehicle - Armed/Suicidal
- EF = Felony Vehicle
- EF-A = Felony Vehicle - Occupant(s) Armed
- EF-P = Felony Vehicle - Hold for Latents
- EF-F = Felony Vehicle - Occupant(s) Armed/Hold for Latents
- EF-S = Felony Vehicle - Suicidal
- EF-Y = Felony Vehicle - Armed/Suicidal
- EV1T = Towed or Tagged Vehicle



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.

Optional Information

<u>N</u>otify Agency	<u>L</u>inkage Agency ID	<u>L</u>inkage Case #	<u>I</u>mage Type	<u>I</u>mage #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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.



* **Message Key** **ORI**

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** ▼

QRI **IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD** ▼

LEADS Locate **NCIC Locate**

* LEADS #

VIN #

License #

Required Information

* Date of Recovery **03/01/2021**

Benefits and Effectiveness

<u>R</u> ecovering Agency Case #	<u>R</u> eason For Removal	<u>P</u> ersons Apprehended	
<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	
<u>M</u> issing Persons Found	<u>V</u> alue of Recovered	<u>V</u> alue of Other	<u>V</u> alue of <u>C</u> ontraband
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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

<p>LEADS Recovery Information</p> <p>* Recovered Street # <input type="text"/></p> <p>* Recovered Street Address <input type="text"/></p> <p>* Recovered City Name <input type="text"/></p> <p>Recovered State <input type="text"/></p> <p>* Recovery ZIP Code <input type="text"/></p> <p>* Apprehension Indicator <input type="text"/></p>	<p>NCIC Benefits and Effectiveness</p> <p>Recovering Agency ID <input type="text"/></p> <p>Recovering Agency Case # <input type="text"/></p> <p>Reason For Removal <input type="text"/></p> <p>Persons Apprehended <input type="text"/></p> <p>Missing Persons Found <input type="text"/></p> <p>Value of Recovered <input type="text"/></p> <p>Value of Other <input type="text"/></p> <p>Value of Contraband <input type="text"/></p>
---	--

<p>General Vehicle Condition</p> <p>No Damage <input type="text"/> Burned <input type="text"/> Stripped <input type="text"/> Wrecked <input type="text"/></p>	<p>Body Parts</p> <p>Front <input type="text"/> Rear <input type="text"/> Doors <input type="text"/> T-Top <input type="text"/></p>	<p>Component Parts</p> <p>Interior <input type="text"/> Accessories <input type="text"/> Engine <input type="text"/> Transmission <input type="text"/> Frame <input type="text"/></p>	<p>Other Parts</p> <p>VIN Plate <input type="text"/> Igtn Lock Pulled <input type="text"/> Steering Col Peel <input type="text"/></p>
--	--	--	--

Submit **Clear** **Close**



XV - Cancel Vehicle

Header Information

* Message Key

ORI

Record Identifiers

* <u>L</u> EADS #	<u>V</u> IN #	<u>L</u> icense #	<u>O</u> wner-applied #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Required Information

Date of Cancellation

Benefits and Effectiveness

Removal Reason



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

<u>R</u> ecovering Agency Case #	<u>R</u> eason For Removal	<u>P</u> ersons Apprehended	
<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	
<u>M</u> issing Persons Found	<u>V</u> alue of Recovered	<u>V</u> alue of Other	<u>V</u> alue of <u>C</u> ontraband
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Clear Close



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 Street

* 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

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

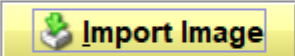
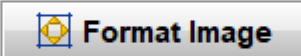

* **LDS #** V21C2670


Other Information

* **Image Type** I = Identifying image ▼

Date of Image / /

Image



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

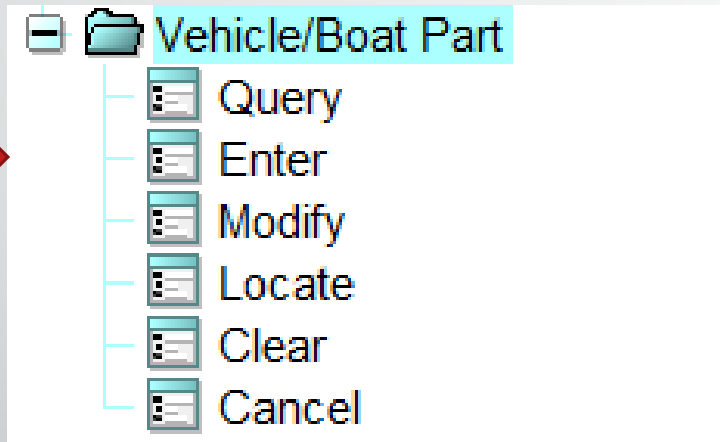


VEHICLE and BOAT PARTS

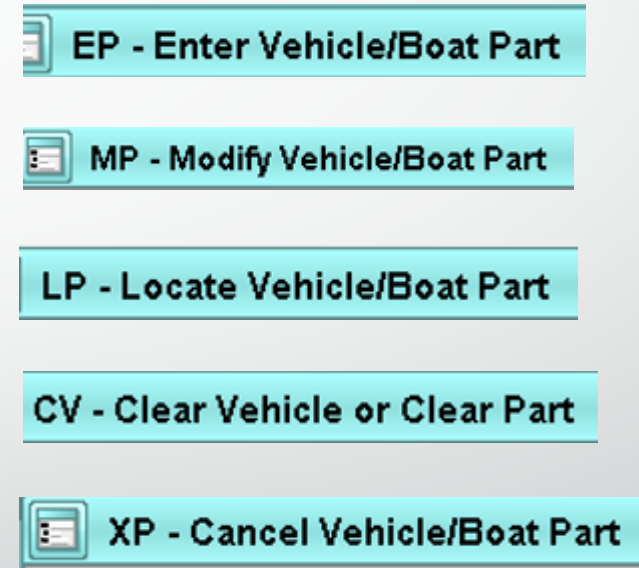


TWO WAYS TO ACCESS EACH FORMAT

FORMS TREE



QUICK QUERY BAR




LEADS NUMBER NOW BEGINS WITH D



EP - Enter Vehicle/Boat Part

Header Information

* Message Key 


ORI

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 #



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 #



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	
<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	
Missing Persons Found	Value of Recovered	Value of Other	Value of Contraband
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit **Clear** **Close**



Header Information

* Message Key **CV = Clear Stolen Vehicle** ▼
 ORI **BUREAU SPRINGFIELD** ▼

VEHICLE PART

- CV = Clear Stolen Vehicle
- CF = Clear Felony Vehicle
- CP = Clear Vehicle/Boat 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 #
<input type="text"/>	<input type="text"/>	<input type="text"/>

Required Information

* Date of Cancellation 03/25/2021

Benefits and Effectiveness

Removal Reason





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

VAL - NCIC Single Record Validation

Header Information

* Message Key MFG = Modify Felony Gun

ORI IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

Record Identifiers

IL0849624 = ISP INFORMATION SERVICES BUREAU SPRINGFIELD

IL1000400 = PD MARION IL

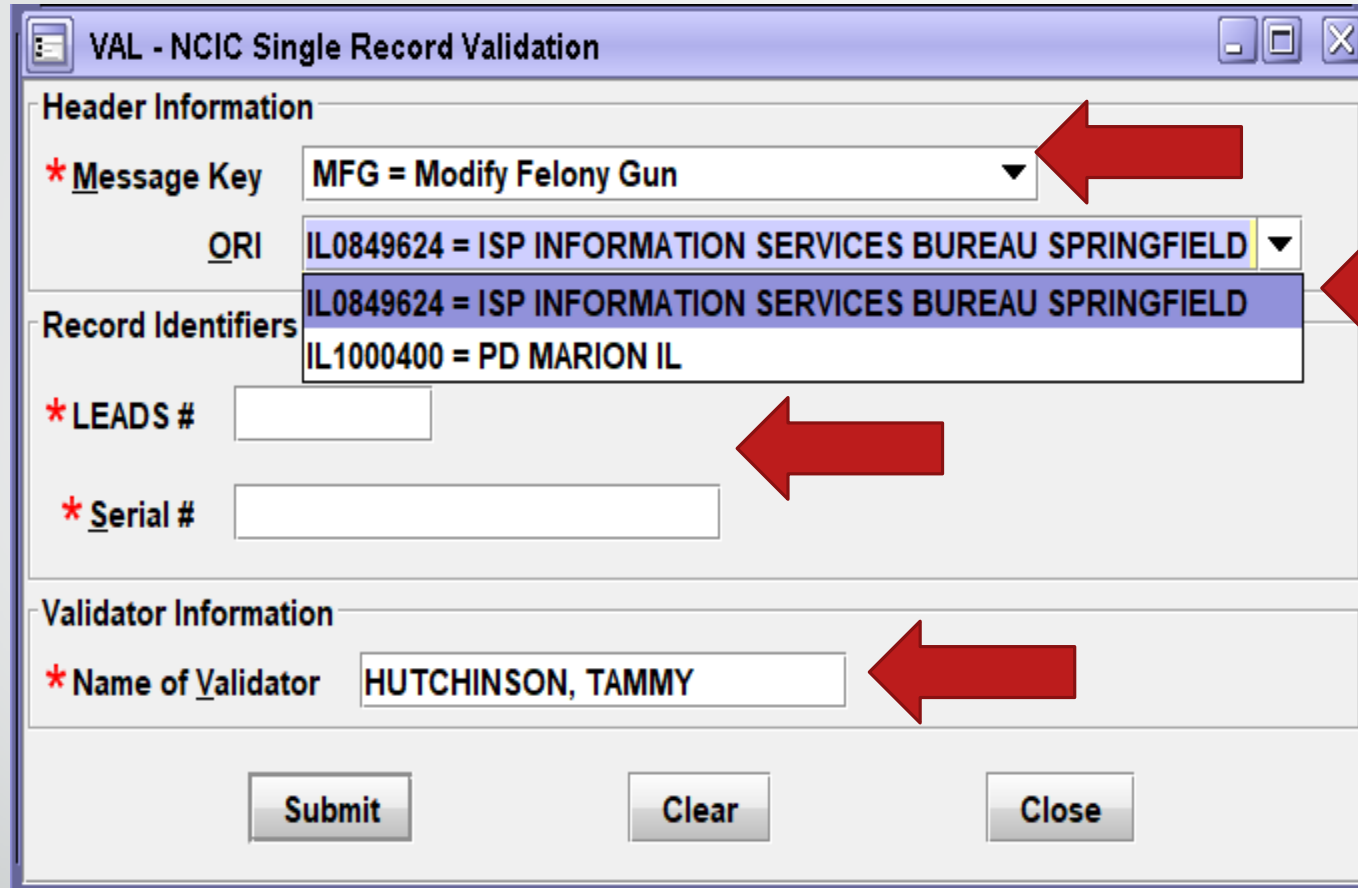
* LEADS #

* Serial #

Validator Information

* Name of Validator HUTCHINSON, TAMMY

Submit Clear Close



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

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

MKE's FOR VALIDATING RECORDS

MFG = Modify Felony Gun	MXS = Modify Sexual Offender
MFG = Modify Felony Gun	MS = Modify Single Security
MF = Modify Felony Vehicle	MA = Modify Stolen Article
MFNP = Modify Field Notification	MB = Modify Stolen Boat
MFRO = Modify Firearm Restraining Order	MG = Modify Stolen Gun
MGM = Modify Gang/Terrorist Member	MV = Modify Stolen Vehicle
MLAA = Modify Group Lost Articles	MC = Modify Supervised Release
MSS = Modify Group Security	MTO = Modify Temporary Protection Order
MAA = Modify Group Stolen Articles	MU = Modify Unidentified Person
ML = Modify License Plate	MP = Modify Vehicle/Boat Part
MLA = Modify Lost Article	MVP = Modify Violent Person
MLG = Modify Lost Gun	MW = Modify Wanted Person
MM = Modify Missing Person	MT = Modify Wanted Person - Temporary Felony
MPO = Modify Protection Order	
MRG = Modify Recovered Gun	



THE END...

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

LEADS Help Desk (Toll Free number): 866/LEADSoo (532-3700)

LEADS Help Desk (Non Toll Free number): 217/782-4155

Comments and suggestions: 866/LEADSoo (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

