*LEADS Operating Manual*

*GANG MEMBER CHAPTER*


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SECTION 1 – INTRODUCTION

## 1.1 BACKGROUND

The LEADS Gang Member File is a statewide application that will provide officers with instant access to information on individual membership in known gangs. Criminal Justice agencies throughout Illinois have the capability to enter records into this file. A positive response from this file provides basic officer safety information; this file is not meant to be tool for intelligence analysis, nor does a response from this file indicate the individual is "wanted".

The Gang Member file exists to protect the safety of the public and law enforcement officers from "street gang" or "gang" members who pose a criminal threat. The Illinois Street Gang Terrorism Omnibus Prevention Act (740 ILCS 147) addresses the clear and present danger of street gang activity and terrorism across Illinois' in urban, suburban and rural areas through legislation to combat gang crime and protect public and officer safety. The LEADS Gang Member file allows all Illinois agencies to pool their information to further public and officer safety.

The Illinois LEADS Gang Member file is not paired with the NCIC Gang Member or Gang Group file. LEADS agencies do not have the capability to enter into the NCIC Gang Member or Gang Group files.

## 1.2 DEFINITIONS AND CRITERIA

*CRIMINAL STREET GANG*

Criminal Street Gang means any ongoing organization, association in fact or group of three or more persons, whether formal or informal, having as one of its substantial activities the commission of criminal gang activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

*CRIMINAL GANG ACTIVITY*

Criminal Gang Activity is the commission, attempted commission, or solicitation, in association with or with intent to promote criminal conduct by gang members, of two or more acts, of the following offenses: murder, drug induced homicide, kidnapping, forcible detention, aggravated assault, discharging firearm, aggravated battery, heinous battery, aggravated battery with firearm, aggravated battery of a child, aggravated battery of a senior citizen, intimidation, compelling organization membership of persons, home invasion, aggravated criminal sexual assault, robbery, armed robbery, burglary, residential burglary, criminal fortification of a residence or building, arson, aggravated arson, possession of explosives or incendiary devices, unlawful use of weapons, unlawful use or possession of weapons by felons or persons in the custody of the Department of Corrections, aggravated discharge of a firearm, mob action/ violence, bribery, armed violence, manufacture or delivery of cannabis, cannabis trafficking, calculated criminal cannabis conspiracy and related offenses, illegal manufacture or delivery of a controlled substance, controlled substance trafficking, calculated criminal drug conspiracy and related offenses.

*IDENTIFICATION OF CRIMINAL STREET GANGS*

Identification of criminal street gangs must be made based on specific, documented and reliable information such as:

Analysis of crime pattern information
Observations of law enforcement officers
Witness Interviews
Interviews of admitted criminal street gang members
Information received from informants who have proven to be reliable

*LAW ENFORCEMENT GANG GROUP IDENTIFICATION PRIOR TO LEADS ENTRY*

The Illinois State Police Statewide Terrorism Intelligence Center (STIC) periodically updates the list of identified gang groups and provides this information to LEADS. Agencies encountering new or previously unknown gang groups should contact STIC at 877-455-7842 to ensure the group is added to LEADS and appears in the Messenger gang group list, or for interfaces on the LEADS website:

http://www.isp.state.il.us/LawEnforcement/AdditionalResources/GangNamesListAndGangNameLookup.pdf.

*CRITERIA FOR ESTABLISHING CRIMINAL STREET GANG MEMBERSHIP FOR LEADS ENTRY*

Probable cause to establish membership in a criminal street gang must be substantiated by the reporting officer's experience and knowledge of the alleged offenders and corroborated by specific, documented and reliable information such as:

1. Corroborated identification as a gang member by informant(s). The identification of the individual as a member of a specific criminal street gang by an individual who: 1) has provided reliable information to the law enforcement agency in the past or whose information can be independently corroborated, and 2) alleges that the individual in question is a member of a specific criminal street gang.
2. Self-admitted gang membership at any time (other than arrest or incarceration)
3. Identified as a gang member by an authorized penal organization
4. The wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by any individual except a member of that specific criminal street gang, and membership may not be established solely because an individual is wearing clothing available for sale to the general public.
5. The use of signals or symbols distinctive of a specific criminal street gang.

To protect the civil rights of all citizens, entry into this file must not occur unless a person is determined to be a “street gang” or “gang” member.

Persons may not be entered into LEADS as a gang member unless the gang has been previously identified by the Illinois State Police STIC.

### 1.3 MESSAGE KEY (MKE) CODES FOR GANG MEMBER RECORDS

| ACTION | MKE | TRANSLATION |
|---|---|---|
| Enter | EGM | CRIMINAL GANG MEMBER - CAUTION |
| Modify | MGM | |
| Cancel | XGM | |
| Inquiry | Z2, Z5 | |

### 1.4 RETENTION PERIOD FOR GANG MEMBER RECORDS

Records entered into the Gang Member file will be retained for five years from the date of entry, or until the record is cancelled or purged due to lack of validation by the originating agency. Even with annual validation, LEADS will purge Gang Member records after five years from the date of entry. If your agency has information that the gang activity is still current, you must re-enter the record to restart the five-year retention clock. [Title 28 CFR Part 23]

Gang Member records should be filed in a separate category; not with Wanted or Missing Persons records. The Enter Acknowledgement and supportive documentation must be on file. Upon cancellation, the record should be filed in the cancelled records section, and held for at least one year from the date of cancellation.

### 1.5 VALIDATION OF RECORDS

Agencies are required to determine annually whether these records should remain in LEADS or be cancelled. In making this determination, agencies must:

> Review the record's supportive documentation along with any additional information available (case reports, booking information, knowledge held by the reporting officer or other investigators, add-ons by other agencies, etc.) to determine whether the entry should be validated or removed.
>
> Retain documentation that supports the agency's decision to validate.

The "once a gang member, always a gang member" axiom is not acceptable. In order to keep the entry active in LEADS an agency must have information or evidence of recent gang activity to support the record's existence. If no evidence or information of recent and/or continued gang activity exists, the entry must be cancelled.

If a gang entry is cancelled, review the subject's background to determine if he/she qualifies for entry into the Field Notification Program.

If the gang record should remain in LEADS, it must be validated on-line with the standard validation process.

The validation of Gang File records will be an on-going monthly process to comply with the Gang Member file retention guidelines mandated by FBI CJIS (Criminal Justice Information Services).

*VALIDATION AND ADD-ONS*

If an agency determines that a Gang file record is no longer valid, agencies with add-ons attached to the master record should be notified to allow initiation of Gang file entry on the subject, if applicable. A LEADS administrative message should be sent to the ORA of the add-on indicating the master record will be cancelled and if they desire to retain the Gang file data in LEADS, they must establish their own LEADS record. When a master record is cancelled all add-on records attached to it are automatically removed.

**1.6 GANG MEMBER FIELD CODES AND EDITS**

| FIELD CODE | FIELD | EDITS |
|---|---|---|
| CMC | Caution and Medical Conditions | Must be a valid code listed in Personal Descriptors, *NCIC Code Manual*. |
| CTZ | Citizenship | Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC Code Manual.* |
| DNA | DNA Profile Indicator | Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC Code Manual.* |
| DLO | DNA Location | Free text. If the DNA field is N or defaulted to N, then the DLO must be blank. |
| DOB | Date of Birth | Must be a valid Gregorian date if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. |
| ECR | Criteria for Entry | Must have selection/combination of C, F, I, J, or K |
| ETN | Ethnicity | Must be valid NCIC assigned code listed in *NCIC Code Manual, Personal Descriptors.* |
| EYE | Eye Color | Must be valid NCIC assigned code listed in *NCIC Code Manual, Personal Descriptors.* |
| FBI | FBI Number/UCN | May be up to seven numeric; or one to six numeric followed by an alphabetic character A through H; or one to six numeric followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numeric followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, |

| FIELD CODE | FIELD | EDITS |
|---|---|---|
| | | or E; and the check digit will be zero to nine. The alphabetic characters I and O are always invalid.<br>-OR-<br>May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z. |
| GNG | Gang Group Name | Must be a valid Illinois Gang Group Name from Gang Names List |
| HAI | Hair | Must be valid NCIC assigned code listed in *NCIC Code Manual, Personal Descriptors.* |
| HGT | Height | The first character represents feet and the second and third represents inches. Must be a minimum of 400 but not more than a maximum of 711. |
| IMN | Image Number | System assigned number associated with image entry attached to record entry. |
| IMT | Image Type | Use M (mugshot) for best image upload. |
| LIC, LIS, LIT, LIY<br><br>LIM (If LIC=IL) | License fields | Must be valid NCIC assigned codes listed in the *NCIC Code Manual* |
| MIS | Miscellaneous | Free text. |
| MKE | Message Key | EGM (enter), MGM (modify), XGM (Cancel) |
| MNU | Miscellaneous Number | The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only or a run of zeros is prohibited in positions 4 through 15. An originating agency police or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field. |
| NAM | Name | The name may include alphabetics, numeric, a comma, hyphen(s), spaces. The hyphen cannot be in the first position or directly precede the comma. Additional information can be found in Personal Descriptors, *NCIC Code Manual*. |
| NOA | Notify Agency | Must be Y or N. Will default to N if blank. Notifies entering agency when hit received by another agency. |
| OCA | Originating Agency Case Number | First 7 characters cannot equal first 7 characters of ORI. Alpha, Numeric, and hyphen allowed. |

| FIELD CODE | FIELD | EDITS |
|---|---|---|
| OLN,OLS,OLY | Driver License number, state, year | Must be valid NCIC assigned codes listed in the *NCIC Code Manual* |
| ORI | Originating Agency Identifier | Must be valid NCIC-assigned ORI. |
| POB | Place of Birth | Must be valid NCIC assigned codes listed in the *NCIC Code Manual* |
| RAC | Race | Must be valid NCIC assigned codes listed in the *NCIC Code Manual* |
| SEX | Sex | Must be valid NCIC assigned codes listed in the *NCIC Code Manual* |
| SID | State Identification Number | First two characters must be a valid state, territory or US code. Embedded spaces are prohibited. |
| SKN | Skin Tone | Must be valid NCIC assigned codes listed in the *NCIC Code Manual* |
| SMT | Scars, Marks, Tattoos | Must be valid NCIC assigned codes listed in the *NCIC Code Manual* |
| SOC | Social Security Number | Should not be less than 001010001 or have a value of 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, *NCIC Code Manual*. |
| VIN | Vehicle Identification Number | Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If a state assigned or nonconforming 17-character VIN, SVIN must be entered as the first characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. |
| VCO,VMA,VMO, VST,VYR | Vehicle Descriptors | Must be valid NCIC-Assigned codes. See the *NCIC Operating Manual and Code Manuals* for details. |
| WGT | Weight | Minimum of 050, Maximum of 499. *See NCIC Code Manual, Physical Descriptors* for additional. |

**1.7 DUPLICATE GANG MEMBER RECORDS**

*OTHER AGENCY DUPLICATE*

If it is determined through pre-requisite inquiry that another agency has established a Gang Member entry on the same subject, other agencies need to determine whether to enter their own Gang Member record or attach their information to the originating agency's master record via an Add-On entry. If an agency is merely documenting contact a criminal street gang member, then an Add-On to another agency's record is sufficient.

However, if an agency has significant officer safety or gang related information, then an entry should be initiated.

It is highly recommended that an agency holding the master record be notified of any Add-On records attached.

### 1.8 IMAGE CAPABILITY

An image may be attached to a LEADS Gang Member entry. This can be accomplished through use of the Messenger enter Image quick link on the hit response received as entry acknowledgement, or through the EIM Enter Image format. For best results, use the Mugshot option for Image Type.

## SECTION 2 – ENTRY

### 2.1 REQUIREMENTS FOR ENTRY

*PRIOR IDENTIFICATION OF A CRIMINAL STREET GANG*

1. Determine if the gang group the member belongs to has been identified by the ISP STIC as a criminal street gang and corresponding coding is established in LEADS. Messenger users may use the Group Name field drop down to make the determination and select the applicable gang group name. Interface users should consult the LEADS website:

   LEADS 3.0 Additional Resources - Gang Name Lookup and Display All Gang Names

2. If the name of the gang is not listed, contact must be made with the Illinois State Police, Statewide Terrorism Intelligence Center (STIC) at # 877-455-7842 to facilitate adding the group to LEADS.

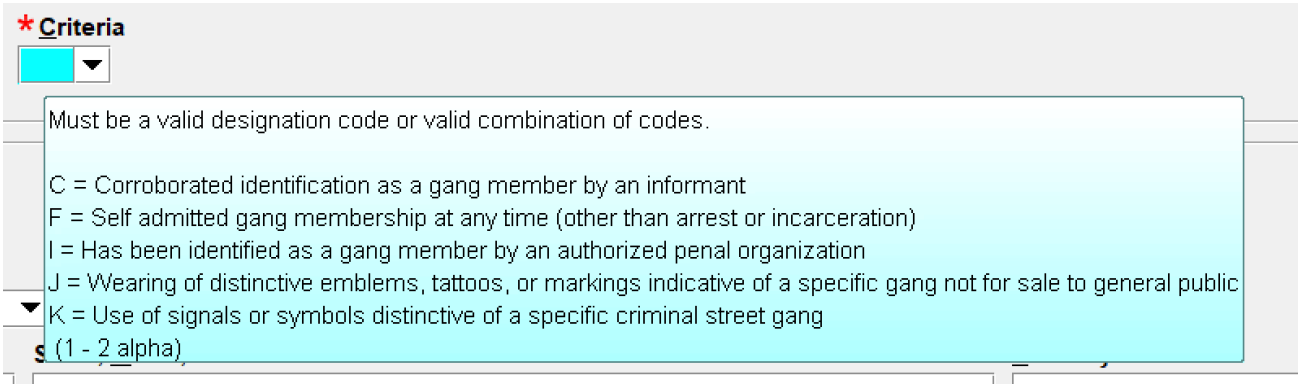
*CRITERIA FOR ESTABLISHING CRIMINAL STREET GANG MEMBERSHIP FOR LEADS ENTRY*

Cause to establish a subject as a criminal street gang member must be substantiated by the reporting officers' experience and knowledge of the subject and corroborated by specific, documented and reliable information that meets one or more of the criteria specified:

- Corroborated identification as a gang member by an informant
- Self-admitted gang membership at any time (other than arrest or incarceration)
- Identification as a gang member by an authorized penal organization
- Wearing of distinctive emblems, tattoos, or markings indicative of a specific gang not for sale to the general public

- Use of signals or symbols distinctive of a specific criminal street gang

Messenger users can access the criteria for entry in the EGM Enter Gang Member format as shown below. Interface users should select one of the criteria listed in the below in the LEADS 3.0 Messenger criteria example.




*REQUIRED DOCUMENTATION*

All entries into the LEADS Gang Member file must be supported prior to entry. Documentation must contain all necessary data for entry and must specify what criteria has been met to substantiate entry.

A sample documentation form has been provided to assist agencies in documenting Gang Member entries. Use of this specific form is strongly encouraged, however, agencies may elect to use their own documentation form, provided the same information is included. The GANG Form can be accessed at the LEADS 3.0 web page under the FORMS tab.

*DATA REQUIRED FOR ENTRY*

ORI Originating Agency Identifier - Auto Filled
GNG Group Name
ECR Criteria for Entry
NAM Name
SEX Sex
RAC Race
AT LEAST ONE NUMERIC VALUE, usually DOB
HGT Height
WGT Weight
HAI Hair Color
EYE Eye Color
CIT City
COU County

*REASON FOR CAUTION*

When any reason for caution exists, do both of the following:

*Select the appropriate reason for caution from the drop down in the Caution Medical Condition (CMC) field
*If needed, provide specific reason for caution in the first positions of the MIS field. MIS/SAWED OFF SHOTGUN

*OPTIONAL VEHICLE DATA*

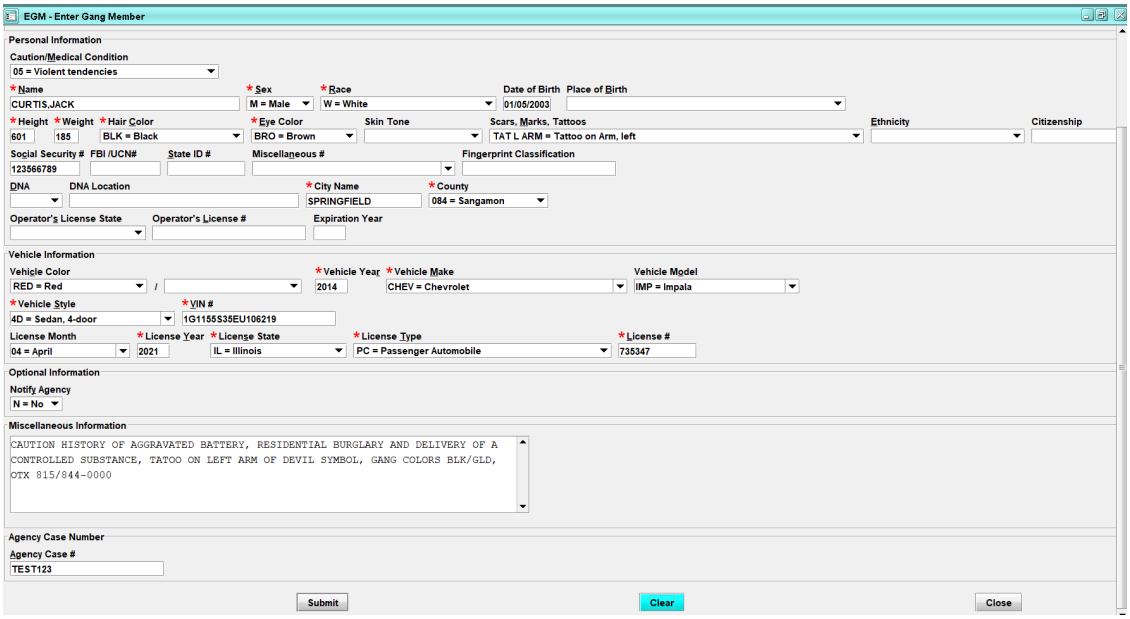
LIC, LIS, LIT, LIY, LIM, VIN, VYR, VMA, and VST may be included in the record if the individual is known to drive or be a passenger in the specified vehicle.

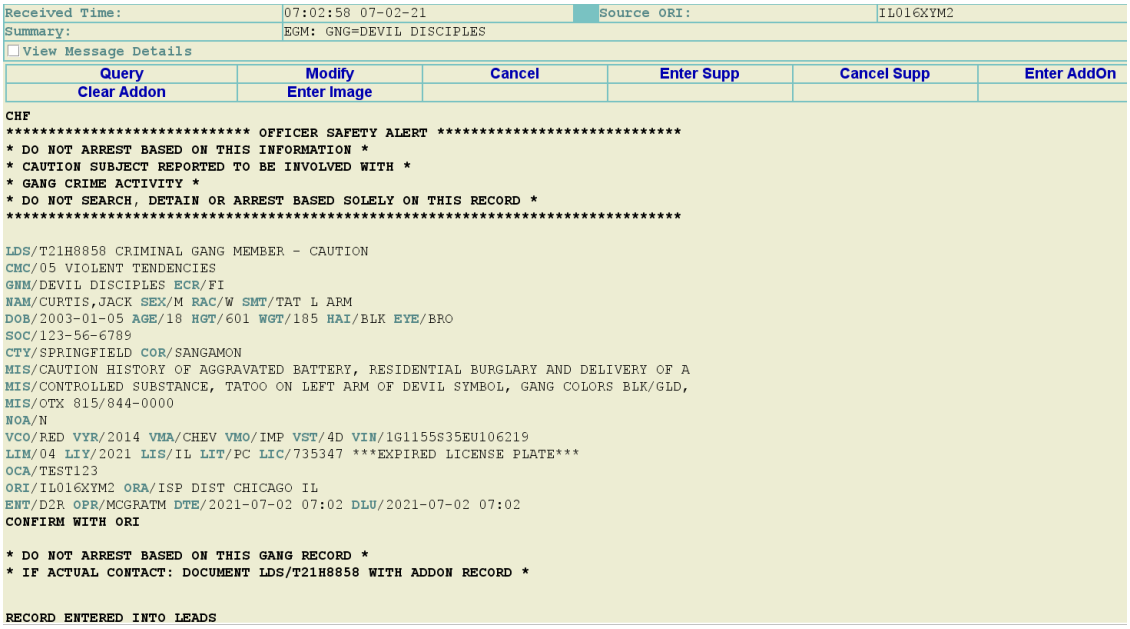
*ALIAS NAMES, GANG STREET NAMES, OR DATES OF BIRTH*

If available, should be attached to the master record utilizing the Enter Supplemental format. Do not list aliases in the MIS field because the MIS field is not searchable.

## 2.2 EXAMPLE ENTRY AND RESPONSE

Self-admitted Devil Disciple gang member. Observed as having Devil Disciple tattoo. Prior criminal gang activity arrests.





| Received Time: | 07:02:58 07-02-21 | Source ORI: | IL016XYM2 |
|---|---|---|---|
| Summary: | EGM: GNG=DEVIL DISCIPLES | | |

View Message Details

| Query | Modify | Cancel | Enter Supp | Cancel Supp | Enter AddOn |
|---|---|---|---|---|---|
| Clear Addon | Enter Image | | | | |

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

LDS/T21H8858 CRIMINAL GANG MEMBER - CAUTION
CMC/05 VIOLENT TENDENCIES
GNM/DEVIL DISCIPLES ECR/FI
NAM/CURTIS,JACK SEX/M RAC/W SMT/TAT L ARM
DOB/2003-01-05 AGE/18 HGT/601 WGT/185 HAI/BLK EYE/BRO
SOC/123-56-6789
CTY/SPRINGFIELD COR/SANGAMON
MIS/CAUTION HISTORY OF AGGRAVATED BATTERY, RESIDENTIAL BURGLARY AND DELIVERY OF A
MIS/CONTROLLED SUBSTANCE, TATOO ON LEFT ARM OF DEVIL SYMBOL, GANG COLORS BLK/GLD,
MIS/OTX 815/844-0000
NOA/N
VCO/RED VYR/2014 VMA/CHEV VMO/IMP VST/4D VIN/1G1155S35EU106219
LIM/04 LIY/2021 LIS/IL LIT/PC LIC/735347 ***EXPIRED LICENSE PLATE***
OCA/TEST123
ORI/IL016XYM2 ORA/ISP DIST CHICAGO IL
ENT/D2R OPR/MCGRATM DTE/2021-07-02 07:02 DLU/2021-07-02 07:02
CONFIRM WITH ORI

* DO NOT ARREST BASED ON THIS GANG RECORD *
* IF ACTUAL CONTACT: DOCUMENT LDS/T21H8858 WITH ADDON RECORD *

RECORD ENTERED INTO LEADS
```

## 2.3 MINIMUM FIELD CODE REQUIREMENTS FOR LEADS GANG MEMBER ENTRY

| FIELD | REQUIREMENTS | FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| Message Key | Mandatory | MKE | 3-3 | Alphabetic. Embedded. |
| Group Name (Gang Name) | Mandatory | GNG | 1-50 | Alphabetic, Numeric, Special Characters. Selectable. |
| Criteria | Mandatory | ECR | 1-2 | Alphabetic code. Selectable. |
| Caution/Medical Condition | Conditional | CMC | - | Valid NCIC Code. Selectable. |
| Name | Mandatory | NAM | 3-30 | Alphabetic, Special Character. |
| Sex | Mandatory | SEX | 1-1 | Valid NCIC Code. Selectable. |
| Race | Mandatory | RAC | 1-1 | Valid NCIC Code. Selectable. |
| Date of Birth | Conditional | DOB | 8-8 | Numeric. Valid Gregorian date. |
| Height | Mandatory | HGT | 3-3 | Numeric. 1$^{St}$ character = feet, 2$^{nd}$ and 3$^{rd}$ = inches. |
| Weight | Mandatory | WGT | 3-3 | Numeric. Use leading zero when less than 100 pounds. |
| Hair | Mandatory | HAI | 3-3 | Valid NCIC Code. Selectable. |
| Eyes | Mandatory | EYE | 3-3 | Valid NCIC Code. Selectable. |
| Social Security | Conditional | SOC | 9-9 | Numeric. Omit dashes. |

| FIELD | REQUIREMENTS | FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| FBI/UCN | Conditional | FBI | 1-9 | Alphabetic, Numeric. |
| State Identification Number | Optional | SID | 3-10 | Alphabetic, Numeric, Special Characters. 1st 2 characters must be valid state code. |
| Miscellaneous Number | Conditional | MNU | 4-15 | Alphabetic, Numeric. 1st 2 characters NCIC code, hyphen, number. |
| City Name | Mandatory | CIT | 1-15 | Alphabetic. |
| County Name | Mandatory | COU | 3-3 | Alphabetic, Numeric. Selectable. |
| Miscellaneous | Conditional | MIS | 0-500 | Alphabetic, Numeric, Special Characters. |

Caution/Medical Condition

Use when officers should be aware of a reason(s) to use caution when encountering the subject. Reasons for caution include known to be armed or has a history (arrests) of weapons, violent tendencies, marital arts expert, etc.

Date of Birth

Mandatory when the DOB is the only known numerical identifier. When DOB is unavailable, FBI, SOC, or MNU can be used to meet the minimum identifying numeric requirement.

Social Security Number

May be used as the required minimum identifying numeric if DOB is not available.

FBI Number

May be used as the required minimum identifying numeric if DOB is not available.

Miscellaneous Number

May be used as the required minimum identifying numeric if DOB is not available.

SID Number

Is optional but recommended if available.

Miscellaneous field

Maximum Size: The Miscellaneous field has been expanded to 500 characters in the Messenger form.

Caution Explanation: If information in the CMC requires further clarification, it must appear first in the MIS. Example: MIS/SAWED OFF SHOTGUN.

Defining Scars, Marks, and Tattoos: If you can describe an SMT, it should be defined in the MIS. If you completed the SMT field with SMT/TAT RF ARM, and knew the tattoo was of a sword, it would be defined in the MIS with SMT/SWORD.

Identifying Gang Colors: If the colors worn by the gang are known, list them in the MIS to provide an additional means of identification to officers. COLORS/BLK WHI.

24 Hour Telephone Number: To allow an agency wishing to obtain clarification or additional details related to a hit, it is beneficial to list a 24-hour telephone number(OTX).

Additional Fields

Entry information about all unlisted fields can be found in any Persons chapter in the NCIC Operating Manual, or the NCIC Code Manual, Physical Descriptors.

**2.4 ADDITIONAL GUIDELINES**

VEHICLE DATA. When entering vehicle data in a gang member record, the vehicle must have been observed to be in the possession of or driven by a specific gang member record subject or by a gang member who would separately meet the criteria for entry in the LEADS Gang Member file.

DATA SOURCES. Agencies using numeric identifiers (SOC, SID, FBI, etc.) or other identifiers from CHRI or other documentation must determine that the identifiers are for the same subject as that being entered into the LEADS Gang Member file.

QUALITY CHECK. A quality check of the entry is required and must be done within 24 hours of the entry. The second party must indicate Name and ID/Badge number to show that the record has been quality checked. The quality check consists of a determination by a LEADS Full Access user that required documentation is present and comparison of the entry to the documentation to ensure accuracy.

ENTRY ACKNOWLEDGEMENT. The Enter Acknowledgment, supportive documentation, and related all related transactions (Modifications, Add-Ons, Image Acknowledgment, Validation, etc.) must be retained in the agency's' Active LEADS Gang Member file until the record is cancelled.

CROSS REFERENCE. Cross reference to other LEADS Gang Member Records when two or more criminal street gang members are known to associate with each other by placing the LEADS Number (LDS) in the Miscellaneous Field (MIS) of the other Gang Member's record with an explanatory notation.

DUPLICATE ENTRY. If an agency has a Wanted or Missing Person record already on file for a subject, a subsequent Gang Member entry should still be made. If an agency has a Gang Member record on file for this subject, and subsequently attempts to enter the subject again into the Gang Member file, LEADS will return the record already on file and a duplicate entry will not occur. Different agencies may have separate entries on the same individual, if each agency has substantial information to necessitate the entry.

### 2.5 ENTER ACKNOWLEDGEMENT MESSAGE

When the computer accepts the entry, it will return an Enter Acknowledgement to the entering work station along with a copy of the record as previously shown. The Enter Acknowledgement and copy of the record must be retained with the supporting documentation in the Active LEADS Gang Member File.

| | |
|---|---|
| Received Time: | 12:22:31 02-16-21 |
| Summary: | EGM: GNG=DEVIL DISCIPLES |

☐ View Message Details

```
MESSAGE ACCEPTED - D2R 00003 AT 12:22  02/16/2021
MRI-001288
```

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

LDS/T21B0546 CRIMINAL GANG MEMBER - CAUTION
CMC/05 VIOLENT TENDENCIES
GNM/DEVIL DISCIPLES ECR/FI
NAM/CURTIS,JACK SEX/M RAC/W SMT/TAT L ARM
DOB/2003-01-05 HGT/601 WGT/185 HAI/BLK EYE/BRO
SOC/123-56-6789
CTY/SPRINGFIELD COR/SANGAMON
MIS/CAUTION HISTORY OF AGGRAVATED BATTERY, RESIDENTIAL BURGLARY AND DELIVERY OF A
MIS/CONTROLLED SUBSTANCE, TATTOO ON LEFT ARM OF DEVIL SYMBOL, GANG COLORS
MIS/BLK/GLD, OTX 815/844-0000
NOA/N
DLS/IL DLN/C30054603523 DLY/2024
VCO/RED VYR/2014 VMA/CHEV VMO/IMP VST/4D VIN/1G1155S35EU106219
LIM/04 LIY/2021 LIS/IL LIT/PC LIC/735347
OCA/TEST123
ORI/IL08496X2 ORA/ISP INFORMATION SERVICES BUR SPRINGFIELD
ENT/D2R OPR/MCGRATM DTE/2021-02-16 12:22 DLU/2021-02-16 12:22
CONFIRM WITH ORI

* DO NOT ARREST BASED ON THIS GANG RECORD *
* IF ACTUAL CONTACT: DOCUMENT LDS/T21B0546 WITH ADDON RECORD *

RECORD ENTERED INTO LEADS
MRI 1289 IN: FH1 149 AT 16FEB2021 12:22:34
OUT: D2R 2 AT 16FEB2021 12:22:34
```

## SECTION 3 – MODIFICATION

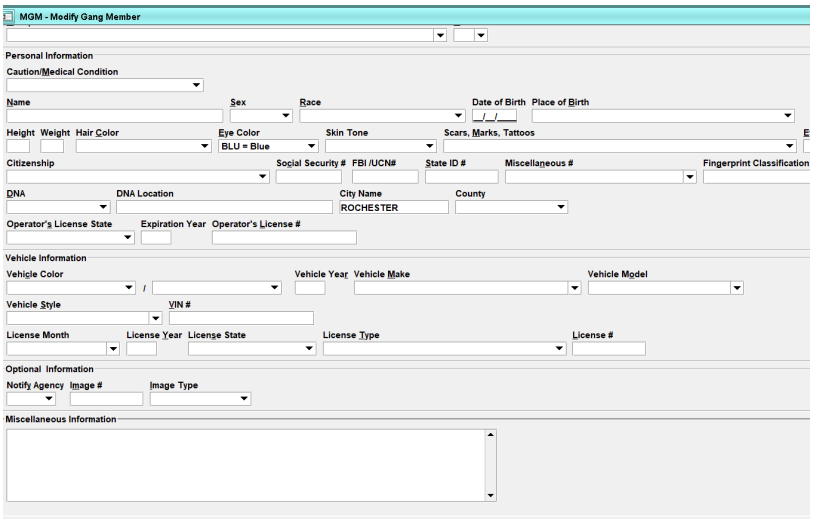
### 3.1 MODIFICATION OF A LEADS GANG MEMBER RECORD

Modification allows an agency to add, change, or delete data in an existing record that agency has entered. The only way an agency can add data to another agency's record is to make an Add-On entry. Only the entering agency can modify the record.

Modify a record when additional data is obtained after the record has already been entered, or an error(s) is discovered in the record.

### 3.2 EXAMPLE OF A LEADS GANG MEMBER MODIFICATION

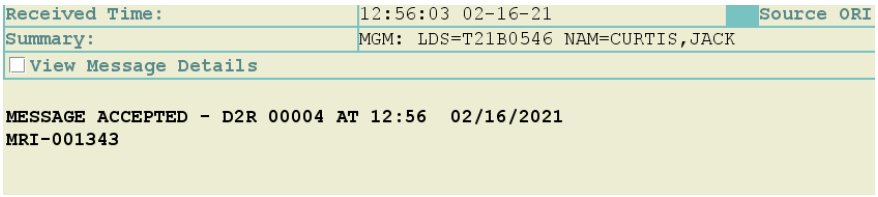
Use the MGM format/MKE to add, change, or delete information, or navigate to the format using the Modify quick link in the hit response. The below example is modifying the eye color and City that were both previously entered incorrectly.

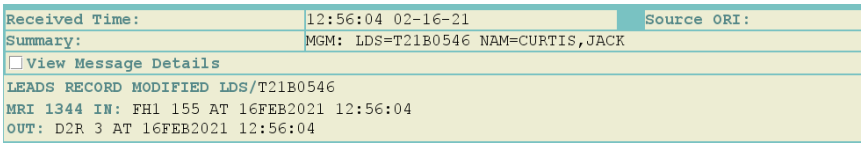



### 3.3 IDENTIFIERS REQUIRED FOR MODIFICATION

The record's LEADS number and subject's name are required to accomplish modification. When using the Modify quick link in the hit response, those identifiers will pre-populate.

### 3.4 EXAMPLE MODIFICATION ACKNOWLEDGEMENT RESPONSE




### 3.5 DOCUMENTING A MODIFICATION

The Modify Acknowledgment response must be attached to the original entry and supportive documentation and kept in the Active LEADS Gang Member file.

SECTION 4 – CANCEL (VOID)

### 4.1 CHANGE IN TERMINOLOGY

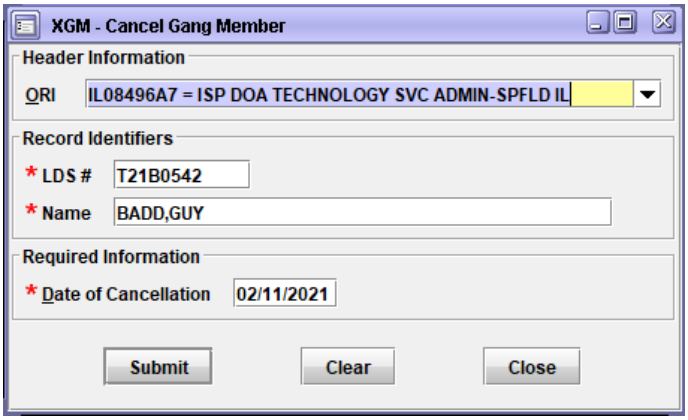
LEADS previously referred to this function as Void. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

### 4.2 CANCEL

Cancel removes the entry and associated Add-Ons from LEADS. Only the agency that entered a record can cancel it. Canceling a record can occur if; the record was entered by mistake, entry errors are in non-modifiable fields, or errors are too numerous. A Gang Member File record may be canceled through the Cancel Gang Member format.

### 4.3 EXAMPLE OF A LEADS GANG MEMBER CANCELLATION

Use the XGM format/MKE to Cancel or navigate to the format using the Cancel quick link in the hit response.




### 4.4 IDENTIFIERS REQUIRED FOR CANCELLATION

The record's LEADS number and subject's name are required to accomplish cancellation. When using the Cancel quick link in the hit response, those identifiers will pre-populate.

### 4.5 EXAMPLE CANCELLATION ACKNOWLEDGEMENT RESPONSE

| | | |
|---|---|---|
| Received Time: | 13:11:20 02-16-21 | Source ORI: |
| Summary: | XGM: LDS=T21B0546 NAM=CURTIS,JACK | |

☐ View Message Details

LEADS RECORD CANCELED LDS/T21B0546
MRI 1373 IN: FH1 160 AT 16FEB2021 13:11:20
OUT: D2R 4 AT 16FEB2021 13:11:20

| | | |
|---|---|---|
| Received Time: | 13:11:19 02-16-21 | Source ORI: |
| Summary: | XGM: LDS=T21B0546 NAM=CURTIS,JACK | |

☐ View Message Details

**MESSAGE ACCEPTED - D2R 00005 AT 13:11 02/16/2021**
**MRI-001372**

### 4.6 DOCUMENTING A CANCELLATION

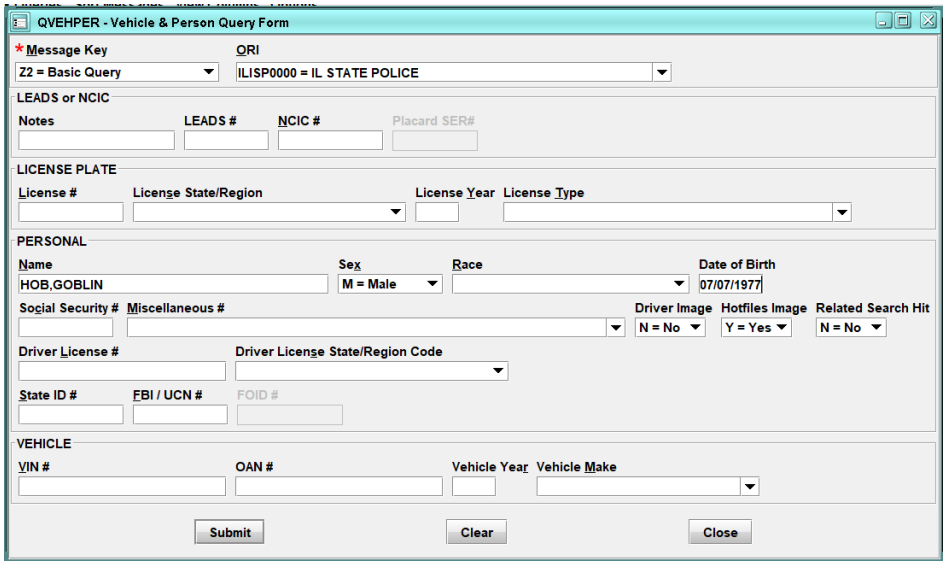
The Cancel Acknowledgement response must be attached to the original entry and documentation and filed in the Cancelled LEADS Gang Member file. Cancel record documentation must be retained for one year from the date of cancellation.

## SECTION 5 – INQUIRY

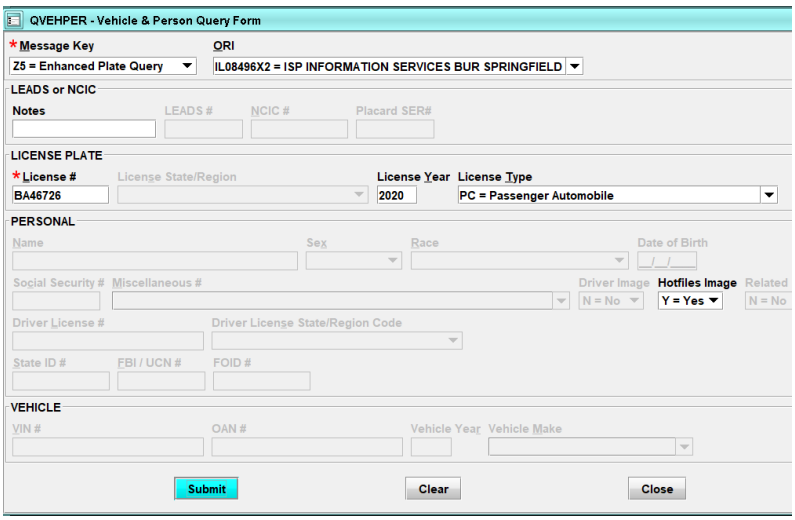
### 5.1 ONLINE INQUIRY

Inquiry via LEADS to search the LEADS and NCIC files can be accomplished via two LEADS-specific Message Keys (MKE):

*Z2 – Inquiry by Name, Sex, Date of Birth.* Searches the LEADS and NCIC Persons Hot Files



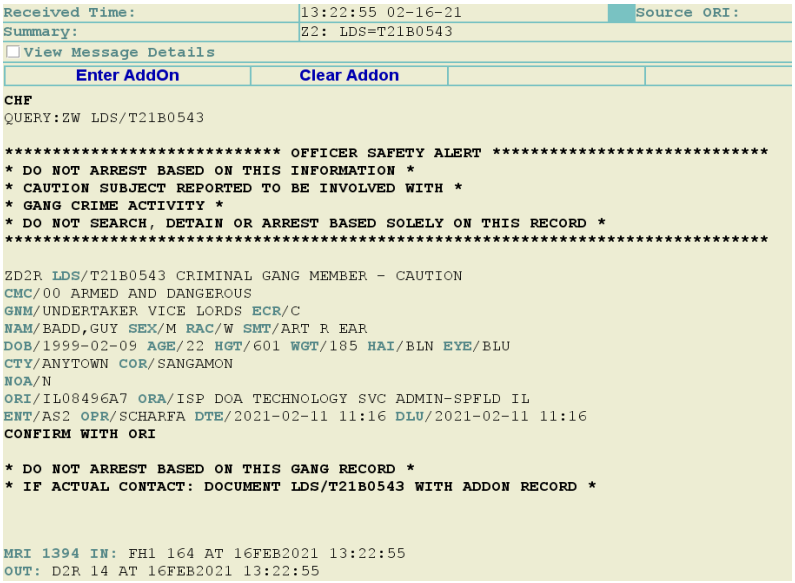
*Z5 – Inquiry by Illinois License Plate.* Searches the LEADS and NCIC Persons Hot Files using Driver's License data from the Illinois registration response. The plate itself will be checked through all Persons files to determine if it was entered into a person's record. The VIN from the registration response will also be checked through all person's files to determine if the VIN was included in a Persons entry. The NAM, SEX, DOB from the SOS DL response will be checked through the Persons file also.




LEADS Z2 and Z5 inquiries will also search Illinois FOID and Concealed Carry files.

## 5.2 EXAMPLE POSITIVE RESPONSE

Name, sex, date of birth inquiries made to check the Persons and SOS files will automatically be compared against the Gang Member File. Likewise, registration inquiries checked against the Persons files will also search the Gang Member File. When the identifiers used for inquiry match data contained in a Gang Member File record, a positive response(hit) will be received from LEADS. Below is a sample positive response(hit) from the Gang Member File.



### 5.3 HIT PROCEDURE

When a Gang Member File hit is determined to be Valid to operator, specific steps must be followed to ensure the safety of the inquiring officer. Hits from this file are for officer safety purposes, and do not provide reasonable grounds to search, detain, or arrest. The information must be accurately interpreted, and safely disseminated to the officer. To protect officer safety, it is critical that the existence of the record not be revealed to the gang member in question. See the Hit Procedure chapter for details on the steps to take when receiving a hit.

## SECTION 6 – LOCATE

### 6.1 LOCATING RECORDS

Gang Member records cannot be located.

## SECTION 7 – CLEARING (CANCEL)

### 7.1 CHANGE IN TERMINOLOGY

LEADS previously referred to this function as Cancel. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

### 7.2 CLEARING (CANCEL)

Gang Member records cannot be cleared.

## SECTION 8 – SUPPLEMENTAL

### 8.1 ATTACHING SUPPLEMENTAL DATA

OWNER OF RECORD. Supplemental data can only be entered by the owner of the master record

ALIAS NAMES/DATE OF BIRTH. It is strongly recommended that any alias names or date of birth and gang street names (nicknames) be added to gang member records whenever possible. The intent of the Gang Member File is to maximize officer safety during encounters with known gang members. Adding alias names, nicknames, alias dates of birth, OAN, SOS, vehicle information, and other identifiers will help ensure officers

are made aware of gang affiliation in situations where a gang member entered into LEADS provides an alias during a contact with a police officer.

CAUTION. Agencies can add additional Caution/Medical Conditions via Supplemental entry. An example is entering Armed/Dangerous in the initial entry and adding Known to Abuse Drugs via Supplemental.

SCARS/MARKS/TATTOOS. Agencies can add additional SMT via Supplemental entry.

ADDITIONAL NUMERIC IDENTIFIERS. Agencies can add additional SOC, SID, MNU via Supplemental entry.

DRIVERS DATA. Agencies can add additional DLN, DLS, and DLY in a set (all three fields) via Supplemental entry.

VEHICLE DATA. Agencies can add additional vehicle data in a set via Supplemental entry.

BASE DATA DELETION. When supplemental data has been attached to a record and data is removed from the base record i.e., DOB, the supplemental data for the corresponding field will become part of the base record.

## SECTION 9 – ADD-ON CAPABILITY

### 9.1 ADD-ONS

ADD-ON FUNCTION. An Add-On transaction attaches information to any LEADS record. An Add-On should *not* contain data that should be placed in an entry data field or as Supplemental Data. An Add-On can be attached by an agency to a record entered by that agency, or another agency can attach an Add-On to another agency's record. Add-On information is not searchable by LEADS and is free text.

GANG MEMBER RECORD ADD-ONS**.** Attach an Add-On when an agency has contact with an individual entered in LEADS by another agency as a gang member and information from that contact rises to the level of supporting the LEADS record with evidence of continued gang behavior as identified in the original entry. The Add-On documents the contact and supports the original entry with more recent information. Contact the originating agency when placing an Add-On onto another agency's record to share the information.

Criminal Intelligence Systems Operating Policies (Title 28 CFR Part 23) requires a reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Officers in contact with an individual entered in LEADS as a gang member must have reasonable suspicion of involvement in gang activity before an Add-On is made. Agencies should attach an Add-On to another agency's (or own) Gang Member record when an officer has a contact with the record individual and identifies additional evidence to support the existence of the record. When the contact rises to the level of supporting the LEADS record with evidence of continued gang behavior as identified in the entry, an Add-On should be made.

Make an Add-On Entry: Traffic stop for speeding and subject admits to gang membership and/or passengers in the car are documented gang members, and/or are all wearing gang colors. Observed facts and behavior do provide additional supporting evidence. An Add-On should be made.

No Add-On Entry: Subject denies membership during a traffic stop for speeding – does not constitute additional evidence. No Add-On.

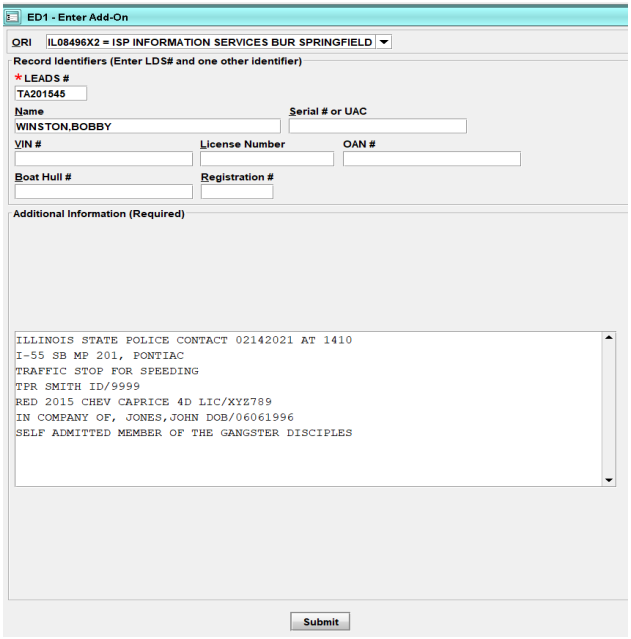
Add-On Contents:

An Add-On attached to document field contact must contain:

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

If an agency has significant officer safety or gang related information, then an entry into the Gang Member File should be initiated, rather than placing that data in an Add-On record.

It may be necessary to make more than one Add-On entry to capture all pertinent information related to the contact.

### 9.2 EXAMPLE ADD-ON ENTRY

Below is an example Add-On entry. Additional details regarding Add-On entries can be found in the Add-On chapter in the LEADS Manual.