



**LEADS OPERATING MANUAL**  
**FIELD NOTIFICATION PROGRAM CHAPTER**

**INTRODUCTION**

- [1.1 BACKGROUND](#)
- [1.2 CRITERIA FOR ENTRY](#)
- [1.3 MESSAGE KEY \(MKE\) CODES](#)
- [1.4 RECORD RETENTION PERIOD](#)
- [1.5 VALIDATION](#)
- [1.6 CRITERIA FOR DUPLICATE RECORD ENTRIES](#)
- [1.7 IMAGE CAPABILITY](#)
- [1.8 INVESTIGATIVE INTEREST](#)

**ENTRY**

- [2.1 ENTRY EXAMPLE](#)
- [2.2 FNP – SPECIFIC FIELD CODES FOR ENTRY](#)
- [2.3 MANDATORY FIELDS FOR ENTRY](#)
- [2.4 FIELD REQUIREMENTS AND CODES](#)
- [2.5 FIELD NOTIFICATION PROGRAM CRIME CATEGORY \(CAT\) CODES](#)
- [2.6 DOCUMENTATION REQUIREMENTS FOR FNP ENTRY](#)
- [2.7 ADDITIONAL DATA FOR ENTRY](#)
- [2.8 ENTER ACKNOWLEDGEMENT MESSAGE](#)

**MODIFICATION**

- [3.1 WHAT IS MODIFICATION](#)
- [3.2 WHEN TO MODIFY](#)
- [3.3 HOW TO MODIFY A RECORD](#)
- [3.4 EXAMPLE – DELETE AN FNP CATEGORY \(CAT\) CODE](#)
- [3.5 EXAMPLE MODIFY ACKNOWLEDGEMENT](#)
- [3.6 MODIFY DOCUMENTATION](#)

**CANCELLATION (DELETE)**

- [4.1 WHAT TO CANCEL](#)
- [4.2 WHEN TO CANCEL](#)
- [4.3 HOW TO CANCEL A RECORD](#)
- [4.4 EXAMPLE CANCEL FNP FORMAT](#)
- [4.5 EXAMPLE CANCEL ACKNOWLEDGEMENT](#)
- [4.6 CANCEL FNP DOCUMENTATION](#)



## **INQUIRY**

- [5.1 INQUIRY PROCESSING](#)
- [5.2 INQUIRY MESSAGE KEYS \(MKE\)](#)
- [5.3 POSITIVE HIT RESPONSE EXAMPLE](#)
- [5.4 FNP HIT PROCEDURES](#)

## **LOCATE**

- [6.1 LOCATE](#)

## **CLEAR (CANCEL)**

- [7.1 CLEAR \(CANCEL\)](#)

## **ADD-ON CAPABILITY**

- [8.1 WHAT IS AN ADD-ON](#)
- [8.2 WHEN TO ATTACH ADD-ONS](#)
- [8.3 HOW TO MAKE AN ADD-ON ENTRY](#)
- [8.4 ADD-ON ENTRY ACKNOWLEDGEMENT](#)

## **SUPPLEMENTAL RECORD (ALIASES)**

- [9.1 WHAT IS SUPPLEMENTAL DATA](#)
- [9.2 WHEN TO ENTER](#)
- [9.3 HOW TO ENTER](#)
- [9.4 SAMPLE FNP SUPPLEMENTAL ENTRY ACKNOWLEDGEMENT](#)

## **DUPLICATE RECORDS**

- [10.1 DUPLICATE RECORDS](#)

## **AUTOMATIC BROADCASTING**

- [11.1 AUTOMATIC BROADCASTING](#)

## **VALIDATION**

- [12.1 WHAT IS VALIDATION](#)
- [12.2 WHEN TO VALIDATE](#)
- [12.3 HOW TO VALIDATE](#)



## SECTION 1—INTRODUCTION

### **1.1 BACKGROUND**

The Field Notification Program (FNP) is made up of LEADS ONLY records containing personal identifiers, descriptors, addresses and vehicles associated with individuals who have demonstrated they are dangerous or are at least believed to be a danger to others or themselves. All records in the FNP file are for cautionary and safety purposes. In no way do FNP records suggest the individuals are wanted or missing. *Records received from this file do not indicate the person is wanted; persons should not be detained solely on the basis of a response from this file. An FNP hit is not grounds to search, detain, or arrest.*

Persons may not be entered into the FNP file on the basis of political, religious or other first amendment activities and/or personal opinions unless such activities are clear violations of criminal felony laws or pose a clear threat to public order and safety.

The file contains subjects entered by agencies having knowledge of these individuals' activities or suspected activities which qualify them for entry into the file. Activity in one or more of the following crime categories qualifies a subject to be entered for FNP purposes:

- Violent Crime
- Organized Crime
- Narcotics
- Gambling
- General Criminal activity
- Homeland Security Suspicious Activity
- FOID Clear & Present Danger

### *PURPOSE*

The file is intended to promote more effective law enforcement, maximize protection to the public and provide better safety to Illinois law enforcement officers. These objectives are accomplished by providing immediate identification of persons suspected of being or having been involved in activities which constitute a violation of the criminal laws of the state of Illinois, the United States or any jurisdiction in the United States which would be a violation of the criminal laws of the state of Illinois; and/or pose a threat to the physical safety of law enforcement officers or the general public.

### *THREAT TO LAW ENFORCEMENT*

Persons who pose a threat to Law Enforcement should not be entered into this file. Instead, they should be entered into the NCIC Violent Persons file. This will insure this information is available to officers throughout the country. See the NCIC Operating Manual, Violent Persons chapter for information on entry.

### *NO COMMUNITY NOTIFICATION*

Information regarding subjects entered into the Field Notification Program should not be made public.



## *FNP ADMINISTRATOR*

Each agency head (chief, sheriff, etc.) must appoint a primary FNP Administrator if an agency enters one or more FNP subjects. Additional FNP administrators may be appointed as needed. The primary FNP Administrator must become thoroughly familiar with the Field Notification Program in order to manage the program within the agency. The administrator is responsible for establishment and maintenance of the agency's FNP records. The primary FNP Administrator, with the assistance of any additional agency FNP Administrators, must:

1. Review each submission before entry to confirm the criteria for substantiating entry is present.
2. Ensure documentation is accurate and complete. Submissions not meeting entry criteria or incompletely documented should be returned to the submitter.
3. Review each request for cancelling an FNP record to determine if the request is valid.
4. Direct cancellation of record after the cancellation request has been deemed valid, and notify the originator if applicable
5. Certify each record entered by his/her agency through accurate complete documentation.

NOTE: If an agency enters one or more FNP subjects or places an add-on with FNP data to an existing FNP File record, the agency head (chief, sheriff, etc.) must appoint a primary FNP Administrator.

## *REQUIRED DOCUMENTATION*

Persons may not be entered into the file unless the record is fully supported by the originating agency with the appropriate documentation which would include the LEADS FNP entry, arrest reports, case reports, etc. Any agency entering into the LEADS Field Notification Program File is responsible for certification of accuracy and validity of the information via supportive documentation.

## *FILE CHANGE*

In LEADS 2000 the Field Notification Program was part of the LEADS Caution File which included FNP, Sex Offender and Parolees (Supervised Release). In LEADS 3.0 the Caution File has now been divided into individual Hot Files.

## **1.2 CRITERIA FOR ENTRY**

### *CRITERIA:*

Any Illinois law enforcement agency which has determined an individual has been or is suspected of being involved in one or more of the specified crime categories may enter FNP records. Entry may only occur when at least one of the specified criteria is met and correctly documented.

A subject may only be entered when at least one of the following criteria is met:

- The subject is involved in circumstances which would arouse the suspicion of a reasonable and prudent person, and those circumstances are verifiable from at least three independent, reliable sources of information.
- The information is the result of direct observation by the submitting officer.
- The subject has been convicted of the offense in question.

06/01/2021



Criteria to enter a person suspected or convicted of “stalking” is as follows:

- The suspect must have committed two acts as required by the basic “stalker” statute, and/or
- The victim must seek relief of an explicit court order of protection if the suspect is a household or family member, and/or
- The circumstances which constitute the offense of “stalking” are verifiable from at least three independent, reliable sources of information.

### 1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EFNP	FIELD NOTIFICATION PROGRAM
	EFNPC	FIELD NOTIFICATION PROGRAM - CAUTION
Modify	MFNP	
Cancel	XFNP	
Entry of supplemental record	ENFNP	
Cancellation of supplemental record	XNFNP	

### 1.4 RECORD RETENTION PERIOD

FNP records are retained for five years from date of entry before being automatically purged.

FNP records that are cancelled should be retained for one year from the date of cancellation in the agencies cancelled record file.

### 1.5 VALIDATION

FNP records must be validated 60 days after the initial entry and annually thereafter.

*VALIDATION CHANGE: The Illinois State Police will no longer send paper copies of the Validation Reports to individual agencies. The inquiry of the Validation Report will now be the responsibility of the LAC(s) of each agency. The purge schedules set in place by LEADS Policy will remain in effect for all records. Please refer to the NCIC Manual, Introduction Chapter for additional information on validations.*

### 1.6 CRITERIA FOR DUPLICATE RECORD ENTRIES

Whenever an entry is made into the Field Notification Program file, LEADS automatically generates inquiries into the Computerized Hot Files to determine whether there are any possible duplicate records already on file. This cross check also searches for matching Persons’ records based on name, sex, DOB and identifiers such as DLN, SID and SOC. If another agency already has entered an FNP record on the same subject, a duplicate message will be received followed by the other agency(ies) record(s):



RIL0680200CHF DUP REC FROM IL08496A7 ON FILE-REC WILL FOLLOW

When entering a subject into LEADS FNP, and a Wanted, Missing, or Gang Member, etc. record entry has also been made by the same agency, no duplicate notice will be received. Subsequent inquiry on the subject will return the FNP hit and any other (Wanted, Missing, or Gang Member, etc.) positive response.

If an agency attempts to enter the same subject twice in FNP, the positive hit response for the first entry will be returned. A second, separate FNP entry cannot be made by the same agency. Use a Modify transaction to update the existing record.

### 1.7 IMAGE CAPABILITY

Images may be attached to FNP records. Please refer to the NCIC Manual Wanted Persons Chapter.

### 1.8 INVESTIGATIVE INTEREST

Investigative Interest is an NCIC function and cannot be applied to an FNP entry as it is a LEADS-only record.

## SECTION 2--ENTRY

### 2.1 ENTRY EXAMPLE

Subject: Joseph Phillip Wilson

Offenses: Possession of cocaine, possession of knife, impersonating police officer, speeding.

Documentation: Case report defines probable cause for traffic stop and subsequent search discoveries of drugs, false police identification, handcuffs, and knife. Speeding citation issued.

EFNP - Enter Field Notification									
Header Information									
* Message Key		ORI							
EFNPC = Enter FNP - Caution - LEADS Only		IL08496E2 = Illinois State Police - Donna							
Personal Information									
* Caution/Medical Condition									
00 = Armed and dangerous									
* Name		* Sex		* Race		Date of Birth		Place of Birth	
WILSON,JOSEPH PHILLIP		M = Male		W = White		07/13/2001			
* Height	* Weight	* Hair Color		* Eye Color	Skin Tone		Scars, Marks, Tattoos		
511	185	BRO = Brown		BLU = Blue			GLASSES = Glasses (prescription)		
Ethnicity		Citizenship							
Social Security #		FBI /UCN#		State ID #		Miscellaneous #		Fingerprint Classification	
123456190				IL23602540					
DNA									
DNA Location									
Blood Type									
Chicago PD IR#									
877410									
* Operator's License #		* Operator's License State		* Expiration Year					
W12345671234		IL - Illinois		2022					
Residence Information									
Addr. No.	Direction	Apt. #	Street Name			Area / Beat			
1221	W		WASHINGTON						
City		State		ZIP Code		County Code		Phone	
CHICAGO		IL - Illinois		60611					



<b>Vehicle Information</b>					
License Month	* License Year	* License State	* License Type	* License #	
12 = December	2020	IL = Illinois	PC = Passenger Automobile	BIGZERO	
Vehicle Color	Vehicle Year	Vehicle Make	Vehicle Model		
RED = Red	2010	FORD = *Multiple Meanings...	MUS = Mustang		
Vehicle Style	VIN #				
2D = Sedan, 2-door					
<b>FNP Category Codes</b>					
Category	Category	Category			
CPI = General Criminal - Police Impersonator	NAC = Drugs - Cocaine				
Category	Category	Category			
Category	Category	Category			
Category					
<b>Optional Linkage and Image Information</b>					
Notify Agency	Linkage Agency ID	Linkage Case #			
<b>Miscellaneous Information</b>					
CAUTION HISTORY OF WEAPONS/KNIFE OTX/815 844-0000					
<b>Agency Case Number</b>					
Agency Case #					
TEST123					

## 2.2 FNP – SPECIFIC FIELD CODES FOR ENTRY

All field requirements except the below are common to a Wanted Person entry and can be found in the NCIC Operating Manual, Wanted Persons chapter. Below are fields specific to FNP entry and file maintenance.

FIELD NAME	REQUIREMENT	FIELD CODE	FIELD LENGTH	DATA TYPE
Message Key	Mandatory	MKE	4-5	Alpha. Codes: EFPN or EFNPC
ORI	Mandatory	ORI	9-9	Alpha/Numeric. Valid Illinois ORI
Chicago PD IR #	Optional	CIR	1-10	Alpha/Numeric. Valid Chicago PD record number.
FNP Crime Category	Mandatory	CAT	3-3	Alpha. Minimum one code, maximum 10 codes.
Miscellaneous	Conditional	MIS	1-500	Alpha, Numeric, Special Characters. <u>Mandatory when CAT/HSA used. See Notes.</u>
Originating Agency Case Number	Conditional	OCA	1-20	Alpha, Numeric, Special Characters. <u>Mandatory when Category (CAT) HSA is used.</u>

## 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are minimally required to accomplish a successful FNP entry. Refer to the NCIC Operating Manual for information relative to non-FNP specific fields.

FIELD NAME	FIELD CODE	CONDITIONAL REQUIREMENT
Message Key/Record Label	<a href="#">MKE</a>	CMC field required if Caution MKE used
Originating Agency Identifier	<a href="#">ORI</a>	
Name of Person	<a href="#">NAM</a>	
Sex of Person	<a href="#">SEX</a>	
Race of Person	<a href="#">RAC</a>	



Date of Birth	<a href="#">DOB</a>	
Originating Authority's Case #	<a href="#">OCA*</a>	Required if CAT/HSA used
Height	<a href="#">HGT</a>	
Weight	<a href="#">WGT</a>	
Hair Color	<a href="#">HAI</a>	
Eye Color	<a href="#">EYE</a>	
FNP Crime Category Code	<a href="#">CAT</a>	
Miscellaneous	<a href="#">MIS*</a>	Required if CAT/HSA used
<b>Auto completed in each record:</b>		
Originating Authority	<a href="#">ORA</a>	
Entering Terminal CDC	<a href="#">ENT</a>	
Entering Operator's Initials/ID	<a href="#">OPR</a>	
Time of Entry	<a href="#">TME</a>	
Date of Entry	<a href="#">DTE</a>	

## 2.4 FIELD REQUIREMENTS AND CODES

1. MESSAGE KEY (MKE) - Valid MKE are EFNP or EFNPC. EFNPC indicates Caution and when used, requires completion of the Caution/Medical Condition field to define the reason for caution. Additional definition of Caution must be placed in the Miscellaneous (MIS), i.e. Armed/Dangerous is selected in the CMC field, the MIS is used to further define – “KNOWN TO CARRY HANDGUN”.
2. ORIGINATING AGENCY IDENTIFIER (ORI) - Indicates the ORI of the agency responsible for the record. Consolidated centers servicing multiple agencies will select the appropriate ORI of the agency that has ownership of the record.

Regardless of which work station is making the entry, choose the proper ORI of the agency the record is being entered for, i.e.; Pontiac PD could enter a record for Streator PD utilizing the ORI for Streator PD if the workstation was configured with the Streator PD ORI.

3. NAME, SEX, RACE, DOB AND PHYSICAL DESCRIPTORS - Refer to the NCIC Operating Manual, Wanted Persons chapter for information regarding these fields.
4. ORIGINATING AUTHORITY CASE NUMBER (OCA) - The OCA is required when category code HSA is used. The ISP Office of Counter Terrorism, Statewide Terrorism Intelligence Center (STIC) is automatically notified of CAT/HSA entries and will refer to the OCA when contacting an agency regarding an HSA entry.
5. CATEGORY CODE (CAT) - An individual subject can be entered in FNP for more than one reason with multiple FNP categories, such as, VCO-Violent Crime Other and NAH-Drugs Heroin. An individual may have as many as 10 FNP category codes. All data about a subject is stored in a single record. A minimum of one CAT code must be used to accomplish entry.



6. MISCELLANEOUS INFORMATION (MIS)-Category Code HSA-Homeland Security-Suspicious Activity  
When entering a subject with the FNP Crime Category code HSA, the following information must be entered into in the MIS field:
- Description of suspicious activity,
  - Date and time of suspected activity,
  - Location of suspected activity,
  - Who was the suspicious activity observed by,
  - Investigating officer's name and badge number, and
  - Any other miscellaneous information such as caution, statements made by subject, description of associates, vehicle information, etc.

Caution Explanation – When entering a subject with a Caution/Medical condition, the MIS field may be used to give any additional data or details such as weapon description that might contribute to the investigating officer's safety. Caution explanation/weapons information should normally appear first in the MIS field

General MIS Usage: To amplify and clarify data or codes provided in other fields; to provide information not provided in the other fields; and, in general, to give any information that might assist in identifying the subject and insuring the safety of the officers and innocent citizens that might become involved.

**DO NOT use the MIS Field to enter data for which a specific field is provided elsewhere in the format or for additional identifiers that can be entered using the Supplemental Data Form.**

#### **FNP CRIME CATEGORIES AND OFFENSES:**

A subject may be entered into the file for involvement or suspected involvement in one or more of the following crime categories: General Criminal, FOID Clear and Present Danger, Homeland Security, Violent Crime, Organized Crime, Narcotics, and Gambling. For offense classification codes within each category, see the [FNP Crime Category Codes Table](#) in this chapter.

Three of these crime categories; [General Criminal](#), [FOID Clear and Present Danger](#), and [Homeland Security](#) have specific intent and requirements.

#### *GENERAL CRIMINAL – POLICE IMPERSONATOR (CATEGORY CODE CPI)*

The Field Notification Program (FNP) category code CPI-General Criminal-Police Impersonator has been created for entry of subjects suspected of being or having been involved in activities which constitute a violation pursuant to 720 ILCS 5/17-2, False Personation of a Peace Officer. A person who knowingly and falsely represents him/herself to be a peace officer of any jurisdiction commits a Class 4 felony. A person who knowingly and falsely represents him/herself to be a peace officer of any jurisdiction in attempting or committing a felony commits a Class 3 felony.

#### *FOID CLEAR AND PRESENT DANGER (CATEGORY CODE CNP)*

The category (CAT) code (CNP) for Clear and Present Danger is used to alert the officer/user to the individual's FOID card revocation for Clear and Present Danger.



To qualify for a FOID Clear and Present Danger status, one must be in a mental state that is manifested by violent, suicidal, threatening, or assaultive behavior.

The ISP Firearms Services Bureau (FSB) must receive a police report and letter from the chief law enforcement administrator requesting this type of denial or revocation by indicating the threatening behavior of the subject. Upon receipt of a letter and report, FSB will evaluate and make the decision whether to revoke the subject's FOID card or deny their FOID application.

If the subject is determined to be considered a Clear and Present Danger and the FOID card is revoked, the FSB will send a letter to the subject indicating the card has been revoked. Additionally, the letter will indicate the card must be returned to the FSB and what procedures must be followed for a document review/appeal process.

The submitting law enforcement agency will receive a copy of the letter sent to the subject advising of the FOID revocation. Once the letter is received, the submitting law enforcement agency will be responsible for entering the subject into the LEADS Field Notification Program, as a Clear and Present Danger using FNP category code CNP – CLEAR AND PRESENT DANGER.

*NOTE:* The FNP category code of CNP – CLEAR AND PRESENT DANGER may only be used to make FNP entries on individuals who have been deemed by ISP Firearms Services Bureau as a "clear and present danger" in accordance with the Firearm Owners Identification Card Act, 430 ILCS 65/8(f), and have had their FOID card revoked as a result.

#### *HOMELAND SECURITY - SUSPICIOUS ACTIVITY (CATEGORY CODE HSA)*

Category HSA is for entry of subjects, who by the nature of their documented suspicious activity, behavior, and/or communications in connection with a critical infrastructure facility arouse the reasonable suspicion of a prudent and alert person.

While the suspicious activity, behavior, and/or communications may not alone constitute a violation of the criminal laws of the state of Illinois, the United States, or any jurisdiction in the United States, the suspicious activity, behavior, and/or communications could potentially be linked with terrorist activity and/or threats to the physical safety of the citizens of Illinois."

The FNP Homeland Security category provides the ability to identify subjects who may attempt to repeat the suspicious activity/behavior in other jurisdictions thereby corroborating and validating the activity as suspect for being potentially connected to possible homeland security threats.

Any transaction performed on Homeland Security FNP records (i.e., enter, modify, add-on, clear, or cancel) will generate a notification to the ISP Office of Counter Terrorism, Statewide Terrorism Intelligence Center (STIC). STIC is responsible for monitoring and validating entries with the originating agencies. STIC may contact an agency for additional information regarding the incident.

*NOTE: It is necessary for agencies to notify STIC when contact is made with a subject entered in the FNP HSA file regarding additional information, inquiries to be generated or for the purpose of federal agencies being notified.*



CATEGORY CODE HSA CRITICAL INFRASTRUCTURE FACILITIES:

Suspicious activity, behavior, and/or communications for the below critical infrastructure and functions with corroboration and validation of the activity as being potentially connected to possible homeland surety threats must be present for FNP category HSA entry.

<p><b>Continuity of Government Services</b>          Government office buildings/Courthouses          Military installations (including reserve components)          Embassies/consulates</p>	<p><b>Transportation</b>          Railheads/rail yards          Interstate highways          Tunnels          Subways          Airports          Oil pipelines          Seaports/river ports          Bus terminals          Bridges          Ferries          Truck terminals          Gas Pipelines</p>
<p><b>Electric Power, Oil/Gas Storage</b>          Electric power production          Electric power distribution          Gas storage and shipment          Petroleum storage and shipment          Telecommunications</p>	<p><b>Water Supply</b>          Water supply plants          Water purification systems          Water distribution systems          Wastewater plants</p>
<p><b>Information and Communications</b>          Newspapers          Radio Stations          TV Broadcast facilities          Trunking stations for communications /switching/CATV</p>	<p><b>Banking and Finance</b>          Banks          Financial institutions</p>
<p><b>Emergency Services</b>          Law emergency services          Fire emergency services          State/local Emergency Operations Centers (EOC)          Emergency responder stations          Emergency Medical Services</p>	<p><b>Public Health</b>          Hospitals          Emergency medical centers</p>
<p><b>Institutions</b>          Science research facilities          Academic institutions          Museums          Schools</p>	<p><b>Recreational Facilities</b>          Sports Arenas/stadiums          Auditoriums          Theaters          Parks          Casinos          Concert halls/pavilions</p>



## 2.5 FIELD NOTIFICATION PROGRAM CRIME CATEGORY (CAT) CODES

The CAT code indicates the kinds of criminal activity the subject is known or believed to be involved in. A minimum of one code is must be entered. As many as 10 codes may be entered. Each CAT code may only be used once per entry.

**FILE CHANGE:** The former FNP Category Code: VCP – Violent Crimes – Threats to Police, will no longer be entered into the Field Notification Program. Subjects who threaten police will now be entered into the NCIC Violent Persons file. This will ensure that all officers nationwide will be informed of this information. Please see the NCIC Operating Manual, Violent Persons Chapter for information on entry.

CODE	TRANSLATION
CCA	General Criminal – Arson
CCR	General Criminal – Robbery
CCB	General Criminal – Burglary
CCT	General Criminal – Cartage (theft from cargo in transit)
CCF	General Criminal – Fencing
CFC	General Criminal – Financial Crime
CAT	General Criminal – Auto Theft
CNP	FOID Clear & Present Danger (See information below)
CPI	General Criminal – Police Impersonator
COT	General Criminal – Other Theft
GMB	Gambling – Bookmaking
GMC	Gambling – Casino (includes Dice and Cards)
GMP	Gambling – Paper (Parley Cards, Jar Games & Lottery)
HSA	Homeland Security – Suspicious Activity
NAH	Drugs – Heroin
NAC	Drugs – Cocaine
NAP	Drugs – Pharmaceuticals
NAA	Drugs – Hallucinogens
NAM	Drugs – Marijuana
NAO	Drugs – Others
OCJ	Organized Crime – Juice Loans
OCP	Organized Crime – Prostitution/Sex
OCX	Organized Crime – Extortion
OCL	Organized Crime – Labor Racket
OCB	Organized Crime – Organized Crime Boss
OCM	Organized Crime – Organized Crime Member
VCM	Violent Crime – Murder
VCT	Violent Crime – Terrorism



VCR	Violent Crime – Rape
VCC	Violent Crime – Child Molestation
VCK	Violent Crime – Kidnapping
VCO	Violent Crime – Other Violence
VCS	Violent Crime – Sex Crimes
VCE	Violent Crime – Extremist
VCI	Violent Crime – Stalking

## 2.6 DOCUMENTATION REQUIREMENTS FOR FNP ENTRY

All entries into the LEADS FNP File must be substantiated with accurate documentation prior to entry. An entering agency is responsible for the support of each record it modifies as well as those it initiates. Copies of case reports, complaints, etc. that would additionally substantiate an entry should also be attached to the primary documentation.

A second party quality check of the entry is required. The quality check should ensure the appropriate substantive documentation is present and that data in the entry accurately corresponds to the information in the documentation. The quality check should be documented on the entry acknowledgement with initials, date and time.

LEADS Rules and Regulation require the entry acknowledgement be retained in an FNP Active records file.

## 2.7 ADDITIONAL DATA FOR ENTRY

A prerequisite CHRI inquiry may provide additional personal identifiers – If available, include items such as SID, FBI, MNU, SMT, Chicago PD IR number(CIR), DNA, DLN info, etc.

Vehicle Data – (LIC, LIS, LIT, LIY, LIM, VIN, VYR, VMA and VST) may be included in the record if there are reasonable grounds to believe the individual may operate or be a passenger in the specified vehicle.

Address Data – If available, may add information pertaining to a subject’s residence.

Supplemental Data (Aliases) – Changed Terminology: LEADS previously referred to this function as ALIASES. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary. This change also allows greater functionality for LEADS users. If available, additional data should be attached to the master record via a Supplemental Data entry. Please refer to the NCIC Manual for additional information.

## 2.8 ENTER ACKNOWLEDGEMENT MESSAGE

When the computer accepts an FNP entry, the system will return, 1) a Switch acknowledgement and 2) a copy of the entry record, stating at the bottom that the record was entered into LEADS.

1) MESSAGE ACCEPTED – BN3 00012 AT 13:58 11/30/2020

MRI-001516

2) CHF

.....  
06/01/2021



\* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD \*  
 \* CAUTION – SUBJECT REPORTED TO BE INVOLVED WITH THE \*  
 \* FOLLOWING ACTIVITIES \*

.....  
 \* FIELD NOTIFICATION – GENERAL CRIMINAL – POLICE IMPERSONATOR \*  
 \* FIELD NOTIFICATION – DRUGS – COCAINE \*  
 \* \*

\* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD \*

.....  
 LDS/E20A4786 FIELD NOTIFICATION PROGRAM – CAUTION  
 CMC/00 ARMED AND DANGEROUS  
 NAM/WILSON,JOSEPH PHILLIP SEX/M RAC/W DOB/2001-07-13 AGE/19  
 HGT/511 WGT/185 HAI/BRO EYE/BLU  
 SID/IL23602540 SOC/123-45-6190 SMT/GLASSES  
 DLS/IL DLN/W12345671234 DLY/2022  
 VCO/RED VYR/2010 VMA/FORD VMO/MUS VST/2D  
 LIM/12 LIY/2020 LIS/IL LIT/PC LIC/BIGZERO  
 RAN/1221 SDI/W RSN/WASHINGTON  
 RCN/CHICAGO RZC/60611  
 OCA/TEST123 CIR/877410  
 MIS/CAUTION HISTORY OF WEAPONS/KNIFE OTX/815 844-0000  
 NOA/N  
 ORI/IL08496E2 ORA/ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL  
 ENT/BN3 OPR/MOOREDO DTE/2020-11-30 13:58 DLU/2020-11-30 13:58

.....  
 \* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD \*  
 \* IF ACTUAL CONTACT: DOCUMENT LDS/E20A4786 WITH ADDON RECORD \*  
 \* FOR FULL RESPONSE: INQUIRE USING LEADS NUMBER \*

**RECORD ENTERED INTO LEADS**

MRI 1517 IN: FH1 176 AT 30NOV2020 13:58:26  
 OUT: BN3 7 AT 30NOV2020 13:58:26

SECTION 3 - MODIFICATION

**3.1 WHAT IS MODIFICATION**

Modification is a process to add, change, or delete data in an existing record. Only the agency that entered the record can perform a modify transaction.

**3.2 WHEN TO MODIFY**

1. When additional data is obtained after the record has already been entered,
2. When the data changes, or
3. When an error is discovered in the record.



### 3.3 HOW TO MODIFY A RECORD

Each type of hot file record has its own modify format, which is a mirror of the entry form. The Modify Field Notification Program Message Key (MFNP) is already configured and does not need to be typed in by the user.

#### ACCESSING MODIFY FORMS

1. Use the Modify hot-link that appears at the top of the entry acknowledgement. Using the hot-link will auto-fill the LEADS number and Master Record Name.  
The ORI field defaults to the terminal main ORI. If an entry was made for another agency, the operator must select or type in the ORI of the agency that owns the record.
2. The modify format can also be accessed using the menu, located under Field Notification Program, by double-clicking on the modify folder. This will bring up a blank format, and the minimum required fields will have to be manually completed.

#### REQUIRED FIELDS

Using the FNP Modify Format the following fields must be completed as a minimum, to modify the record. If the Hot-Link is used to access the modify format, these fields will be auto completed:

- ORI (may need to be changed to reflect the owner of the record)
- LDS
- NAM (exactly as it appears in the master record)

Any field in the format with the exception of the LEADS number, can be modified to add or change information. Only fields that are not required for entry can be deleted.

FNP Category codes can be changed, added or deleted, however at least one FNP category must remain in the record.

Vehicle data may be added, modified or partially or entirely deleted in any way consistent with the rules for the Vehicle File. In addition, VMA and VST may be used indefinitely without a VIN, although this is not recommended.

License data may be added, changed or deleted in any way consistent with the rules for the License Plates File.

#### MODIFYING THE FNP CATEGORY CODES:

In the format there are 10 fields for the Category Codes – labeled 1 through 10. To modify an existing category code, the corresponding category code must be selected.

For example, to modify the 3<sup>rd</sup> category code entry, select the 3<sup>rd</sup> category code field and select the appropriate code:

FNP Category Codes		
Category 1	Category 2	Category 3
<input type="text"/>	<input type="text"/>	<input type="text" value="NAC = Drugs - Cocaine"/>
Category 4	Category 5	Category 6
<input type="text"/>	<input type="text"/>	<input type="text"/>
Category 7	Category 8	Category 9
<input type="text"/>	<input type="text"/>	<input type="text"/>
Category 10		
<input type="text"/>		



### HOW TO DELETE DATA FROM A FIELD

To delete data from a field where data was previously entered but is not required to be present, navigate to the Modify FNP Format and place a pound sign (#) in the first position of the field to be deleted. Most fields in this format have a drop-down menu and the pound sign (#) can be selected from the options. More than one field may be deleted per modify transaction.

### 3.4 EXAMPLE –DELETE AN FNP CATEGORY (CAT) CODE

To delete a crime category code, navigate to the ‘FNP Modify Form’, if necessary complete the required fields listed above. Type a pound sign (#) or use the drop-down menu to select ‘delete field’. The operator must select the corresponding category field to the category code they want to delete.

For example, to delete category codes 2 & 6, place the # in the corresponding category field:

FNP Category Codes		
Category	Category	Category
<input type="text"/>	# = Delete Field	<input type="text"/>
Category	Category	Category
<input type="text"/>	<input type="text"/>	# = Delete Field
Category	Category	Category
<input type="text"/>	<input type="text"/>	<input type="text"/>
Category		
<input type="text"/>		

### 3.5 EXAMPLE MODIFY ACKNOWLEDGEMENT

The following acknowledgement will be received when the modify transaction is successful:

“LEADS RECORD MODIFIED LDS/E21A0007”

### 3.6 MODIFY DOCUMENTATION

A copy of the modify acknowledgement with a copy of the hit showing the modified information should be attached to the original entry with the supportive documentation and retained in the active FNP record file.

## SECTION 4—CANCEL (DELETE RECORD)

### 4.1 WHAT IS CANCEL

Cancel is the process to remove a record from the FNP file. This produces the same results as the cancel transaction does for all other LEADS files.

Only the agency that entered the FNP record may cancel it.

06/01/2021



*CHANGED TERMINOLOGY* – LEADS previously referred to this function as Delete. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

#### **4.2 WHEN TO CANCEL**

Anytime an agency determines an FNP to no longer be valid, it will be canceled. Unlike other Hot Files, the Field Notification Program has only one way to remove a record. Canceling should be used when the record is no longer valid as well as if the entry was made in error.

Cancelled records must be maintained in a Cancelled FNP file for one year after cancellation.

#### **CLEAR AND PRESENT DANGER**

##### *FOID CARD REISSUED*

If FSB determines a subject's FOID card should be reissued based on a document review/appeal process requested by the subject and they are no longer considered Clear and Present Danger, FSB will submit a letter to the subject and provide a copy to the Originating Agency. Once the agency receives a copy of this letter, the FNP Clear and Present Danger record must be cancelled from LEADS. If the ORA has evidence to believe the subject still poses a threat, the agency should consider making an FNP entry using the appropriate FNP Category (CAT) code.

##### *FOID CARD REVOKED FOR OTHER REASON*

If FSB determines the subject's FOID card should be revoked for other than Clear and Present Danger (i.e., mental health admission, domestic battery conviction, etc.), FSB will submit a letter to the subject and provide a copy to the Originating Agency. The Originating Agency must cancel the FNP Clear and Present Danger record. If the ORA has evidence to believe the subject still poses a threat, the agency should consider making an FNP entry using the appropriate FNP Category (CAT) code.

#### **4.3 HOW TO CANCEL A RECORD**

1. Access the FNP Cancel format using the Cancel hot-links located at the top of the hit response. Anytime the agency that owns the record inquires on their own record, the hot-links will appear above the response. Using the hot-link to access the FNP Cancel format will auto-fill the LEADS number, Name, and Date of Cancellation. Ensure the ORI that is pre-populated is for the agency that owns the record. If not, select the appropriate ORI.
2. The FNP Cancel format may also be accessed using the menu, however, operators must then populate all data.

##### *MINIMUM REQUIREMENTS TO CANCEL AN FNP*

MKE – XFNP – auto-configured within the format.

ORI – owner of record

LDS – LEADS NUMBER

NAM – exactly as displayed in Master Record Name

DOC – date of cancellation



#### 4.4 EXAMPLE CANCEL FNP FORMAT

**XFNP - Cancel FNP**

**Header Information**  
ORI: IL08496E2 = Illinois State Police - Donna

**Record Identifiers**  
\* LEADS #: E20A4788  
\* Name: LEATHER,PURSE

**Required Information**  
\* Date of Cancellation: 12/04/2020

Submit Clear Close

#### 4.5 EXAMPLE CANCEL ACKNOWLEDGEMENT

A copy of the cancellation message must be retained with the original entry. The cancellation message will display the LEADS record number, subjects name, and the phrase “LEADS RECORD CANCELED”.

Below is a sample of the Cancel Acknowledgement.

Received Time:	11:35:26 12-04-20	Source ORI:	IL08496E2
Summary:	XFNP: LDS=E20A4788 NAM=LEATHER, PURSE		
<input type="checkbox"/> View Message Details			
<b>LEADS RECORD CANCELED</b>			
MRI 1211 IN: FH1 106 AT 04DEC2020 11:35:26			
OUT: BN3 4 AT 04DEC2020 11:35:26			

#### 4.6 CANCEL FNP DOCUMENTATION

A copy of the cancel acknowledgement should be attached to the original entry with the supportive documentation and retained in the cancelled FNP record file.



SECTION 5--INQUIRY

**5.1 INQUIRY PROCESSING**

FNP File searches are included in LEADS hot files searches on persons, vehicles or plates. When any of the hot files is searched by personal identifiers (i.e., NAM, SEX, RAC, DOB, FBI, MNU, SOC or DLN), by VIN or by LIC; the FNP File is automatically searched. When other files are searched with identifiers returned from the Illinois SOS (Z2 or Z5 message keys), the FNP File is automatically searched. Only when another file is searched by a LEADS Record Index Number (LDS) is the FNP File not searched. To search by a specific FNP File record, inquire on the applicable LEADS Record Index Number.

**5.2 INQUIRY MESSAGE KEYS (MKE)**

Inquiry Message Keys	
<b>Z2</b>	Standard inquiry, all hot files automatically checked (QVERHPER FORMAT)
<b>Z5</b>	Enhanced inquiry by LIC, all hot files automatically checked (QVERHPER FORMAT)
<b>QWLDS</b>	LEADS Query Person, by NAM, SEX, DOB, or LIC/VIN, or LDS
<b>ZE9</b>	Summary inquiry of records entered by ORI, district, county or zone

**5.3 POSITIVE HIT RESPONSE EXAMPLE**

\* CAUTION – SUBJECT REPORTED TO BE INVOLVED WITH THE \*  
 \* FOLLOWING ACTIVITIES \*

.....  
 \* FIELD NOTIFICATION – DRUGS – HEROIN \*  
 \* FIELD NOTIFICATION – GENERAL CRIMINAL – ROBBERY \*  
 \* \*

\* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD \*

.....  
 LDS/E20A4785 FIELD NOTIFICATION PROGRAM – CAUTION  
 CMC/00 ARMED AND DANGEROUS  
 NAM/MILLER,JASON SEX/M RAC/W POB/VT DOB/1990-10-10 AGE/30  
 HGT/510 WGT/180 HAI/BRO EYE/GRN  
 SOC/777-88-9999 SMT/TAT R ARM  
 OCA/TEST123  
 MIS/CAUTION HISTORY OF WEAPONS OTX/815 844-1500  
 NOA/N

ORI/IL08496E2 ORA/ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL  
 ENT/BN3 OPR/MOOREDO DTE/2020-11-30 10:36 DLU/2020-11-30 10:36  
 .....

06/01/2021



- \* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD \*
- \* IF ACTUAL CONTACT: DOCUMENT LDS/E20A4785 WITH ADDON RECORD \*
- \* FOR FULL RESPONSE: INQUIRE USING LEADS NUMBER \*

## 5.4 FNP HIT PROCEDURES

### **WARNING!**

**To further enhance officer safety. It is critical the existence of the record not be revealed to the subject in question.**

When an FNP File record is determined to be valid by the user, 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 inquiring officer. For further information please refer to the Hit Procedures Chapter.

## SECTION 6 – LOCATE

### 6.1 LOCATE

Field Notification Program records cannot be located.

## SECTION 7 – CLEAR (CANCEL)

### 7.1 CLEAR (CANCEL)

Field Notification Programs records cannot be cleared – the records must be cancelled.

## SECTION 8 – ADD-ON CAPABILITY

### 8.1 WHAT IS AN ADD-ON

An Add-On provides the capability to attach applicable miscellaneous information to any LEADS record. The information attached to a record is like a notation and should **not** be data that should be placed in a field or in a Supplemental Record. An Add-On may be attached to your own record or another agency's record.



## **8.2 WHEN TO ATTACH ADD-ONS**

### ***1. ADD ON TO OWNER AGENCY'S RECORD***

The owner of a record may attach an add on to document additional information that cannot be documented in the base record or a supplemental record.

Note: The MIS field has been expanded to 500 characters, which is generally enough room for additional information.

Note: The Supplemental Form now includes much more than just Alias Names and DOB's. Operators now have the capability to add additional Caution/Medical Conditions, SMT's, SOC's, SID's, MNU's, Citizenship, License information, Vehicle information and Operators License information. Utilizing the Supplemental form for this type of information ensures the information is seen with the base record – unlike add-ons that require a second inquiry to see them all. It also makes the information searchable in the hot file query process

### ***2. ADD ON TO ANOTHER AGENCY'S RECORD***

If an agency has established an FNP record and another agency has contact with the individual, an Add-On should be attached to the original entry documenting the contact. For example, Burr Ridge Police Department has entered Bobby Winston as an organized crime member. Willowbrook Police Department has had field contact with Bobby and should attach an Add-On to Burr Ridge's entry documenting this contact.

Note: When placing an Add-On onto another agency's record, contact should be made with the originating agency to share the information.

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's last name and badge number,

Vehicle description (if applicable),

Any other miscellaneous information such as caution, if subject was arrested and why, statements made by subject, etc.

If an agency has identified different crime category involvement on a subject, the information is substantiated with documentation, and if entry criteria is present, the agency should initiate their own Field Notification Program record.

## **8.3 HOW TO MAKE AN ADD-ON ENTRY**

Below is a sample Add-On entry format. Additional details on how to make an Add-On entry can be found in the Add-On Chapter.



ED1 - Enter Add-On

QRI IL08496E2 = Illinois State Police - Donna

Record Identifiers (Enter LDS# and one other identifier)

\* LEADS #  
E20A4788

Name LEATHER,PURSE Serial # or UAC

VIN # License Number OAN #

Boat Hull # Registration #

Additional Information (Required)

KNOWN TO CARRY A BLACK VINYL SACHEL

Submit Clear Close

#### 8.4 ADD-ON ENTRY ACKNOWLEDGEMENT

When the computer accepts an FNP Add-On entry, the system will return, 1) a Switch acknowledgement and 2) a message stating at the bottom that the Add-On record has been accepted. You must then run your LEADS number to see the Add-On.

- 1) MESSAGE ACCEPTED – BN3 00015 AT 13:27 12/04/2020  
MRI-001336
- 2) LEADS ADDON ENTERED FOR LDS/E20A4791 AND/20I4007  
MRI 1337 IN: FH1 118 AT 04DEC2020 13:27:04  
OUT: BN3 9 AT 04DEC2020 13:27:04

### SECTION 9 – SUPPLEMENTAL DATA (ALIASES)

*CHANGED TERMINOLOGY* – LEADS previously referred to this function as Aliases. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

#### 9.1 WHAT IS SUPPLEMENTAL DATA

Supplemental data enables the agency entering an FNP record to attach additional data to the record. For information on entering Supplemental information, see the Wanted Persons chapter of the NCIC Operating Manual. Once the supplemental data is accepted, the operator must inquire on the LEADS record to see the additions.



1. Alias names or dates of birth **and** nicknames may be added to an FNP record. The intent of the Field Notification Program is to maximize officer safety during encounters with known and suspected major criminal violators. Adding alias names, nicknames, alias dates of birth and other identifiers will help ensure officers are made aware immediately of the potential for danger.
2. Caution/Medical Conditions (CMC). Users may add additional caution/medical conditions.
3. Scars/Marks/Tattoos. Users may add additional SMT.
4. Identifying Numerics. Users may add additional SOC, SID and MNU.
5. Vehicle and License data. Users may add additional license plate and vehicle data.
6. Image. Users may add additional images.

## 9.2 WHEN TO ENTER SUPPLEMENTAL DATA

The corresponding field in the base entry must be populated in order to add data via supplemental entry. An example is the SOC field must have been populated in the original entry before a SOC can be added.

## 9.3 HOW TO ENTER A SUPPLEMENTAL RECORD

A total of 9 additional identifiers may be added in one transaction. To add more identifiers another supplemental data entry should be performed.

The screenshot shows a web-based form titled "ENFNP - Enter FNP Supplemental". The form is organized into several sections:

- Header Information:** Includes a dropdown menu for "ORI" with the value "IL08496E2 = Illinois State Police - Donna".
- Record Identifiers:** Contains two fields: "\* LEADS #" with the value "E20A4788" and "\* Name" with the value "LEATHER,PURSE".
- Supplemental Data:**
  - Caution/Medical Condition:** A dropdown menu with the selected value "25 - Escape risk".
  - Alias:** Three text input fields. The first contains "FANNY,PACK", the second contains "DUFFEL,BAG", and the third is empty.
  - Date of Birth:** Three date input fields. The first contains "06/06/1996", the second contains "09/09/1999", and the third is empty.
  - Scars, Marks, Tattoos:** A dropdown menu with the selected value "PRCD EAR = Pierced ear, one, nonspecific".
  - Miscellaneous #:** A dropdown menu.
  - Social Security #:** A text input field.
  - State ID #:** A text input field.
  - Citizenship:** A dropdown menu.
  - License:** Fields for "License State", "License Year", "License Type", and "License #".
  - Operator's License:** Fields for "Operator's License State", "Operator's License #", and "Expiration Year".
  - Vehicle:** Fields for "Vehicle Color", "Vehicle Year", "Vehicle Make", and "Vehicle Model".
  - Vehicle Style:** A dropdown menu.
  - VIN #:** A text input field.
  - Image:** Fields for "Image #" and "Image Type".

At the bottom of the form, there are three buttons: "Submit", "Clear", and "Close".



## 9.4 SAMPLE FNP SUPPLEMENTAL ENTRY ACKNOWLEDGEMENT

Received Time:	09:52:17 12-04-20	Source ORI:	IL08496E2
Summary:	ENFNP: LDS=E20A4788 NAM=LEATHER, PURSE		
<input type="checkbox"/> View Message Details			
LEADS RECORD SUPPLEMENTAL DATA ENTERED LDS/E20A4788			
MRI 1110 IN: FH1 85 AT 04DEC2020 09:52:17			
OUT: BN3 3 AT 04DEC2020 09:52:17			

NOTE: More specific details are available in the Wanted Person chapter of the NCIC Operating Manual.

## SECTION 10 – DUPLICATE RECORDS

### 10.1 DUPLICATE RECORDS

An agency that attempts to enter the same FNP record twice will get the following response followed by the hit:

RIL08496X2CHF DUP REC YOUR AGENCY ON FILE-REC WILL FOLLOW

## SECTION 11 – AUTOMATIC BROADCASTING

### 11.1 AUTOMATIC BROADCASTING

Persons entered into the Field Notification Program are not wanted or missing. Therefore, entries into this file are not broadcast to other LEADS terminals.

## SECTION 12 – VALIDATION

### 12.1 WHAT IS VALIDATION

Validation is the process of comparing the accuracy of CHF records against the corresponding supportive documentation and verifying the status of the information with the complainant. Records determined during the validation process to lack supportive documentation have no basis for being in LEADS/NCIC and must be removed.



The validation process directly relates to the safety and effectiveness of police officers in Illinois as well as officers nationwide. Validation is required of all agencies that have LEADS/NCIC CHF records entered on their authority as stated in both LEADS and NCIC regulation.

The purpose of validation is to correct or remove inaccurate, incomplete, or unsupported computerized hot file records, thus reducing future civil liability problems resulting from false arrest or detention. The validation process provides agencies the opportunity to update information on supportive documentation as well as the records in LEADS, from the facts obtained from the complainant. **The subject of the Field Notification Program record SHOULD NOT be contacted to verify information during the validation process.** Information may be obtained through officer observation and reporting or contact with the original complainant. Add-On information attached by the entering agency must also be reviewed for accuracy. Add-On information attached by another agency should be verified with the agency that initiated the Add-On.

## 12.2 WHEN TO VALIDATE FNP RECORDS

FNP records must be validated 60 days after the initial entry and annually thereafter.

Should an agency fail to validate a record within 30 days from the initial listing, the LEADS record will automatically be modified to contain a caveat "RECORD OVERDUE FOR VALIDATION". This caveat informs an agency that receives a hit on the record that the information has not been confirmed to be accurate as required. If the record remains unvalidated 30 days after the record was flagged as overdue for validation, the record will be automatically purged.

*FILE CHANGE: The Illinois State Police will no longer send paper copies of the Validation Reports to individual agencies. The inquiry of the Validation Report will now be the responsibility of the LAC(s) of each agency. The LAC(s) should complete this task by the 15<sup>th</sup> of each month to ensure proper time is allotted to validate each record of all agencies served. The purge schedules set in place by LEADS Policy will remain in effect for all records.*

## 12.3 HOW TO VALIDATE AN FNP RECORD

1. Query the Validation Records for each agency served, using the "Query Validation List" form. This may require several queries.

A screenshot of a software window titled "QVAL - Query Validation List". The window contains two sections: "Header Information" and "Required Information". In the "Header Information" section, there is a dropdown menu for "ORI" with the value "IL08496E2 = Illinois State Police - Donna". In the "Required Information" section, there are two fields: "\* ORI" with the value "IL0539900" and "\* Month" with a dropdown menu showing "11 = November". At the bottom of the window, there are three buttons: "Submit", "Clear", and "Close".



2. Obtain the FNP documentation (case report, investigative document, LEADS entry) from the Active FNP LEADS file. 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. Records that cannot be supported by documentation have no basis for being in CHF and should be cancelled immediately if documentation does not exist or cannot be located.
3. The LEADS FNP enter acknowledgment should be checked against the LEADS Validation Listing to verify the LEADS Number, OCA, and ORA information. The original enter acknowledgment should also be examined to ensure a second party quality check was made within 24 hours of entry, as required by NCIC.
4. Inquire on the FNP record to determine if data has been added, changed, or deleted (including Add-On records) and review against supportive documentation and attached LEADS transactions.
5. Contact the applicable officer or complainant to determine if any evidence of recent suspicious activity to support the records' existence is present. In order to keep the entry active in LEADS, an agency must have information or evidence of recent suspicious activity to support the record's existence. If no information or evidence exists, the entry must be cancelled. It is not acceptable to leave the record in LEADS merely because the agency does not have anything that contradicts the initial identification of the individual's suspected criminal activity.
6. The agency must determine based on the information obtained through the validation process if the record should remain in LEADS. If it is determined the record should remain on file, retain documentation that supports the agency's decision to validate. If the facts learned through the validation process do not support the record remaining in LEADS as active, the record should be cancelled.
7. CLEAR AND PRESENT DANGER VALIDATION. Make a FOID inquiry on the subject to determine if the FOID card is still revoked for Clear and Present Danger (CNP).

**VALID FOID CARD** - If the FOID card is valid (reinstated after successful appeal) the FNP entry must be cancelled from LEADS.

If the ORA has evidence to believe the subject still poses a threat, the agency should consider making an FNP entry using the appropriate FNP Category (CAT) code.

**REVOKED FOID CARD** - If the FOID card is revoked but the Originating Agency of the FNP Clear and Present Danger record is not sure if the revocation is for Clear and Present Danger, contact FSB at (217) 782-7980 or CDC/KYW, ORI/IL0848600.

If revoked for a reason other than CNP, the FNP entry must be cancelled from LEADS. If the ORA has evidence to believe the subject still poses a threat, the agency should consider making an FNP entry using the appropriate FNP Category (CAT) code.

If it is revoked for CNP, validate the record using the following steps:

1. Inquire on the LEADS number to obtain complete information including any add-on information that may have been entered by another agency.
2. Compare with supportive documentation for completeness and accuracy. Modify as necessary.
3. Validate the record.

06/01/2021