



LEADS Reference Manual
SEX OFFENDER REGISTRY FILE CHAPTER

INTRODUCTION

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

ENTRY

- [2.1 EXAMPLE OF A BASE SEX OFFENDER RECORD ENTRY](#)
- [2.2 MESSAGE FIELD CODES FOR BASE RECORD ENTRY](#)
- [2.3 MANDATORY FIELDS FOR BASE RECORD ENTRY](#)
- [2.4 ADDITIONAL GUIDELINES FOR ENTRY](#)
- [2.5 FIELD CODE EDITS FOR BASE RECORD ENTRY](#)
- [2.6 SUPPLEMENTAL OFFENDER STUDENT AND/OR EMPLOYMENT ENTRY](#)
- [2.7 FIELD CODES FOR SUPPLEMENTAL STUDENT/EMPLOYMENT ENTRY](#)
- [2.8 MANDATORY FIELDS FOR OFFENDER STUDENT/EMPLOYMENT ENTRY](#)
- [2.9 FIELD CODE EDITS FOR SUPPLEMENTAL OFFENDER STUDENT/EMPLOYMENT ENTRY](#)

MODIFICATION

- [3.1 WHEN TO USE A MODIFICATION MESSAGE](#)
- [3.2 EXAMPLE OF A MODIFICATION MESSAGE](#)
- [3.3 MODIFICATION – SEX OFFENDER OR VOAY MOVING TO ANOTHER JURISDICTION](#)

CANCEL (VOID)

- [4.1 CHANGE IN TERMINOLOGY](#)
- [4.2 WHEN TO CANCEL](#)
- [4.3 EXAMPLE OF EMPLOYMENT/STUDENT CANCELLATION MESSAGE](#)



INQUIRY

5.1 INQUIRY

5.2 REQUIREMENTS FOR INQUIRY

5.3 PROCEDURES FOR HANDLING A HIT

LOCATE

6.1 LOCATE

CLEAR (CANCEL)

7.1 CHANGE IN TERMINOLOGY

7.2 WHEN TO USE A CLEAR MESSAGE

SUPPLEMENTAL DATA

8.1 CHANGE IN TERMINOLOGY



SECTION 1 - INTRODUCTION

1.1 CRITERIA FOR ENTRY

1. Any person convicted under Illinois law or any substantially similar federal, Uniform Code of Military Justice, sister state, or foreign country law with a sex offense or attempt to commit sex offense as defined in the Sex Offender Registration Act (730 ILCS 150) who is residing and/or working or attending an institution of higher learning in Illinois is qualified for entry in the LEADS 3.0 Sex Offender file.
2. Any person declared sexually dangerous as defined in the Sexually Dangerous Persons Act (725 ILCS 205) qualifies for entry into the LEADS 3.0 Sex Offender file.
3. Any person required to register as a Murderer/Violent Offender Against Youth as defined in the Murder and Violent Offender Against Youth Registration Act (730 ILCS 154/5).
4. Individuals required to register under other registration programs (e.g., Arson) do not qualify for entry in the LEADS Sex Offender Registry. The LEADS Registered Persons file is provided for registrations other than Sex Offenders and Violent Offender Against Youth.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EXS	SEX OFFENDER (The message key is translated as SEXUALLY VIOLENT PREDATOR if the Child Sex Offender (CSO) Field is set to P or S)
	EXSC	SEX OFFENDER - CAUTION
	EXS1	VIOLENT OFFENDER AGAINST YOUTH OR MURDERER
	EXS1C	VIOLENT OFFENDER AGAINST YOUTH OR MURDERER – CAUTION
Modify	MXS	
Cancel	XXS	
Inquiry	Z2 Z5 Z9	By NAM/SEX/DOB or DLN By License Plate Summary Inquiry
Enter supplemental record	EXSN	
Cancel supplemental record	XXSN	



1.3 RECORD RETENTION PERIOD

1. Sex Offender and Violent Offender Against Youth (VOAY) records will remain active until they are canceled by the Illinois State Police, Offender Registration unit, or until the Ending Registration Date (ERD) is reached. Sex offender records with the ERD Field containing NONEXP are retained as active records until they are canceled by the Illinois State Police, Offender Registration Unit. Records for sexual predators must have an ERD value of NONEXP.
2. When the ERD is reached (ERD is equal to current date), and the offender is no longer required to register, a record for a sex offender whose victim was a child remains on file with a caveat that indicates the subject is no longer required to register. The caveat includes restrictions still applicable to the offender.

1.4 VALIDATION

A portion of Sex Offender records will be validated monthly based on the Offender Registration Date (ORD) Field. For additional validation policy and procedures, refer to the Other chapter of this manual.

1.5 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

1. If the following fields of a SOR entry message are the same as the corresponding fields of an active SOR record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is different; e.g., Wanted Person, VOAY, etc. In this case, the first entry will be furnished as a response to the second entry.

1.6 IMAGE CAPABILITY

Agencies may scan mugshots, identifying images, or signature images of offenders and attach them to the applicable Sex Offender or Violent Offender Against Youth record. Subsequent query of the offender in the Hot Files will return the image in the LEADS response if the Hot files Image selection is Y=Yes in the inquiry format. See the Image chapter in the NCIC Operational Manual for information related to attaching an image to a record.

1.7 INVESTIGATIVE INTEREST

The NCIC Operating Manual, Other Transactions chapter contains information regarding investigative interest supplemental records in NCIC.



SECTION 2 – BASE RECORD ENTRY

2.1 EXAMPLE OF A BASE SEX OFFENDER RECORD ENTRY

EXS - Enter Sex Offender

Header Information
* Message Key: EXSC = Sexual Offender Entry Caution | QRI: IL0165M00 = PD TINLEY PARK IL

Offender Personal Information
* Caution/Medical Condition: 00 = Armed and dangerous
* Name: JONES, MARK T | * Sex: M = Male | * Race: W = White | * Date of Birth: 07/29/1977 | Place of Birth: AR = Arkansas
* Height: 600 | * Weight: 180 | * Hair Color: BRO = Brown | * Eye Color: BRO = Brown | Skin Tone: FAR = Fair | Scars, Marks, Tattoos: SC L EYE = Scar on Eyebrow, left/left eye area
Ethnicity: | Citizenship: | Social Security #: | FBI /UCN#: | Miscellaneous #: AS-88888888 | Fingerprint Classification: |
DNA: | DNA Location: | Blood Type: APOS = A Positive | Chicago PD IR#: |
Telephone #: 217 555-7777 | Telephone Type: H = Home | Email: EMAIL123@GMAIL(DOT)COM | Internet Identifiers: |
* Operator's License State: IL = Illinois | * Operator's License #: J52055899040 | * Expiration Year: 2025

Offender Registration Information
* LEADS Status: R | Initial Registration Date: 06/07/2021 | * Activity Date: 06/07/2021
State ID #: IL8888000 | * Child Sex Offender: P = Sexual Predator - victim under 18
* County/State of Conv: 037 = Henry | * Photo: Y = Yes | IDC #: 26 | Age At Offense Verification: | Verified Action: |
* Citation 1: 0010212 | * Conviction 1: 06/19/2003 | Citation 2: | Conviction 2: | Citation 3: | Conviction 3: | Citation 4: | Conviction 4: | Citation 5: | Conviction 5: |
Citation 6: | Conviction 6: | Citation 7: | Conviction 7: | Citation 8: | Conviction 8: | Citation 9: | Conviction 9: | Citation 10: | Conviction 10: |

Victim Information
Relationship to Victim: ST = Victim was Stranger | * Victim Age: 13 | Victim Gender: F = Female

Address Information
Address Type: 01 = Residence (Last Known) | * Beginning Date: 05/14/2021 | Ending Date: | Verification Date: |
* Addr. No.: 1234 | Direction: S | Apt. #: | * Street Name: WALNUT ST | Area / Beat: |
* City: TINLEY PARK | * State: IL = Illinois | * County Code: S16 = Cook (Southern) | * Zip Code: 60477 | * Residence Type: HS = Single Family

Vehicle Information
Vehicle Color: | Vehicle Year: | Vehicle Make: | Vehicle Model: |
Vehicle Style: | VIN #: | Vehicle Ownership: |
License Month: | License Year: | License State: | License Type: | License #: |

Boat Information
Boat Color: | Boat Year: | Boat Make: | Boat Model: |
Boat Type: | Boat Name: | Boat Length: | Propulsion: | Hull: | Hull Shape: |
Boat Hull #: | Registration #: | Registration State: | Expiration Year: | Coast Guard #: | Home Port: |

Optional Linkage Information
Linkage Agency ID: | Linkage Case #: |

Miscellaneous Information
COMMENTS: |

Agency Case Number
Agency Case #: 21-647

Submit Clear Close



Base Record Entry Acknowledgment

CHF

* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD *
** SUBJECT IS A REGISTERED SEXUAL PREDATOR - VICTIM UNDER 18 **
OFFENDER MUST REGISTER FOR LIFE

LDS/X21A3115 SEX OFFENDER - CAUTION
CMC/00 ARMED AND DANGEROUS

NAM/JONES, MARK T SEX/M RAC/W POB/AR
DOB/1977-07-29 AGE/43 HGT/600 WGT/180 HAI/BRO EYE/BRO SKN/FAR
DNA/N

DLS/IL DLY/2025 DLN/J52055899040

SID/IL88888000 BLT/APOS

MNU/AS-888888888 SMT/SC L EYE

ADD/01 RESIDENCE (LAST KNOWN) BDA/2021-05-14

SNU/1234 SDI/S SNA/WALNUT ST

CTY/TINLEY PARK STA/IL COU/COOK ZIP/60477 HTP/SINGLE FAMILY

TNO/217 555-7777 TNT/H EML/EMAIL123@GMAIL(DOT)COM

ROV/ST

MIS/KNOWN TO CARRY HANDGUN

OCA/21-647

ORI/IL0165M00 ORA/PD TINLEY PARK IL

ENT/EPO OPR/PARENTH DTE/2021-06-08 08:47 DLU/2021-06-08 08:47 NIC/X490472866

CONFIRM WITH ORI

* DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD *
* IF ACTUAL CONTACT: DOCUMENT LDS/X21A3115 WITH ADDON RECORD *

** REGISTERED OFFENDER INFORMATION **

LSTA/R - REGISTERED

ORD/2021-06-07 ERD/NONEXP CON/2003-06-19

OFS/23 - COMPLIANT

LADT/2021-06-07 CSO/P

CCV/HENRY PHO/Y AOO/26 AOV/13 SOV/F

CON1/2003-06-19 CIT1/0010212 - AGG CRIM SEX ABUSE/VIC 13-16

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

RECORD ENTERED INTO LEADS AND NCIC

11/02/2022



2.2 MESSAGE FIELD CODES FOR BASE RECORD ENTRY

DATA TYPE column has LEADS-Specific information and/or enables a holistic reference view for user.

FIELD NAME	REQUIREMENTS	FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	SELECTABLE. Sex Offender: EXS, EXSC. VOAY: EXS1, EXS1C.
CHICAGO PD IR NUMBER	OPTIONAL	CIR		
LEADSSTATUS	MANDATORY	LSTA	1-5	SELECTABLE. Offender status. Must be: D = Notified/Not Registered, E = Child Sex Offender No Longer Required to Register, I = Incarcerated, K = Deported, M-NNN = Moving to Illinois County #, N = Not Notified/Not Registered, OM = Out of State Move, R = Registered, X = Sex Offender With Adult Victim/No Longer Needs To Register. NOTE: When ORA is IDOC LSTA will = D. See 2.3 Mandatory Requirements For Entry.
OFFENDER REGISTRATION DATE	MANDATORY*	ORD	8-8	INITIAL REGISTRATION DATE ONLY. * NOT MANDATORY WHEN LSTA = N OR D. Once ORD is entered, it cannot be changed. When record ORA is IDOC, ORD is blank as notification to subject by IDOC does not constitute registration. When subject registers, the record must be modified to add the ORD. See Mandatory Requirements for Entry 2.3
ACTIVITY DATE	MANDATORY	LADT	8-8	DATE OF LAST REGISTRATION OR LEADS RECORD CHANGE. Example: change of LSTA, changed from N or D to R., or



FIELD NAME	REQUIREMENTS	FIELD CODE	FIELD LENGTH	DATA TYPE
				another field is changed, ADT required. See Mandatory Requirements for Entry 2.3
STATE IDENTIFICATION NUMBER	CONDITIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS. Must be valid state identification number. Mandatory unless IDC is present
CHILD SEX OFFENDER	MANDATORY	CSO	1-1	SELECTABLE. CSO MUST BE COMPATIBLE WITH CITATION NUMBER. See Mandatory Requirements for Entry 2.3
COUNTY/STATE OF CONVICTION	MANDATORY	CCV	3-3	SELECTABLE. MUST BE VALID IL COUNTY OR STATE CODE.
PHOTO	MANDATORY	PHO	1-1	SELECTABLE. Y OR N
ILLINOIS CORRECTIONS INMATE NUMBER	CONDITIONAL	IDC	6-6	ALPHABETIC, NUMERIC Mandatory unless SID is present
AGE AT OFFENSE	MANDATORY	AOO	2-2	NUMERIC
VERIFICATION	OPTIONAL	VER	1-2	SELECTABLE. SEE NOTES FOR CODING
VERIFIED ACTION	OPTIONAL	VAC	1-3	USED ONLY BY ISP OFFENDER REGISTRATION UNIT (ISP ORS) SEE NOTES.
CITATION 1 THROUGH 10	MANDATORY	CRR	7-7	ALPHABETIC, NUMERIC. MINIMUM OF ONE CITATION REQUIRED Every citation must have a conviction date.
CONVICTION DATE 1 THROUGH 10	MANDATORY	CON	8-8	VALID GREGORIAN DATE. REQUIRED FOR EACH CITATION
SEX OF VICTIM (VICTIM GENDER)	OPTIONAL	SOV	1-1	SELECTABLE M or F



FIELD NAME	REQUIREMENTS	FIELD CODE	FIELD LENGTH	DATA TYPE
VERIFICATION DATE	OPTIONAL	AVD	8-8	NUMERIC. Cannot be later than current date.
ADDRESSNUMBER	MANDATORY	SNU	1-7	ALPHABETIC,NUMERIC, SPECIAL CHARACTERS. FREE TEXT.
ADDRESSDIRECTION	OPTIONAL		1-2	ALPHABETIC
APARTMENT #	OPTIONAL		1-6	ALPHABETIC, NUMERIC
STREET NAME	MANDATORY	SNA	1-25	ALPHABETIC,NUMERIC, SPECIAL CHARACTERS. FREE TEXT.
AREA/BEAT	OPTIONAL		1-5	ALPHABETIC,NUMERIC, SPECIAL CHARACTERS
CITY NAME	MANDATORY	CTY	1-20	ALPHABETIC
STATE	MANDATORY	STA	2-2	SELECTABLE SEE NCIC CODE MANUAL
COUNTY	CONDITIONAL	COU	1-20	SELECTABLE. MUST BE VALID IL COUNTY CODE ALPHABETIC Mandatory when State is IL
ZIP CODE	MANDATORY	ZIP	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
RESIDENCE TYPE	MANDATORY	RTP	2-2	SELECTABLE. ALPHABETIC.
LICENSE EXPIRATION MONTH	OPTIONAL SET	LIM		SELECTABLE. VALID NUMERIC CODE



2.3 MANDATORY FIELDS FOR BASE RECORD ENTRY

The following fields are mandatory for acceptance of an SOR entry into LEADS: MKE, ORI, NAM, SEX, RAC, DOB, HGT, WGT, HAI, EYE, LSTA, ORD, LADT, CSO, CCV, PHO, AOO, CRR, CON, BDA, SNU, SNA, CTY, STA, COU (when state is IL), ZIP, OCA, and STA.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. When sex offender record is entered into both LEADS and NCIC and includes information in the FBI/UCN Number Field, NCIC will transmit information to the Next Generation Identification (NGI) for flagging of the criminal history record. The NGI will notify the registering agency and the state/territory registry of activity on the criminal history record. While this field is optional, it is strongly encouraged to include the FBI/UCN number in the record when available. Under Federal law, the FBI is permitted to disseminate the NSOR record to qualifying noncriminal justice governmental agencies that license child care practitioners as part of the fingerprint background screening process.
2. 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.
3. The entry of invalid and/or unissued numbers in the SOC Field is allowed by NCIC. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

4. Only the ISP Offender Registration Section (ISP ORS) can use LSTA codes E, K, and X
5. Record must be entered within 3 days of the registration date (730 ILCS 150/8).

2.5 FIELD CODE EDITS FOR BASE RECORD ENTRY

1. MESSAGE KEY (MKE)

If the MKE used in the SOR data entry is EXSC (Enter Sex Offender – Caution) or EXS1C (Violent Offender Against Youth – Caution), then the CMC Field must contain a valid code.

2. ORI

The ORI is the record owner agency responsible for entering and maintaining the SOR record.



3. CAUTION/MEDICAL CONDITIONS (CMC)

When an SOR record is entered with a caution indicator (MKE/EXSC or EXS1C) the CMC Field must contain data. Valid caution and medical codes can be found in Personal Descriptors, *NCIC Code Manual*. The CMC code specifically applicable to Sexual Predator records is 30, translates as: SEXUALLY VIOLENT PREDATOR - CONTACT ORI FOR DETAILED INFORMATION. Do not use the Predator CMC if the offender has not been deemed a predator, as defined by Illinois law, 730 ILCS 150/2.

4. DESCRIPTORS

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, SKN, SMT, FPC, MNU, SOC, and OLN can be found in Personal Descriptors, *NCIC Code Manual*. Entry instructions for POB, PLC, CTZ, and STA can be found in State and Country Codes, *NCIC Code Manual*.

5. DNA DATA (DNA, DLO)

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available; specific information regarding the location of the DNA sample must be included in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

6. CHICAGO PD IDENTIFICATION NUMBER (CIR)

The CIR is an offender identification record number assigned by Chicago PD. If a CIR is assigned, it can generally be found in an Illinois CHRI response.

7. TELEPHONE DATA (TNO, TNT)

The TNO and TNT Fields should include the telephone numbers for the offender, not the entering agency's telephone number. Edits require the number to be formatted area code followed by a space, then the telephone number containing the hyphen (217 555-0000).

8. EMAIL AND INTERNET IDENTIFIERS (EML and IID)

The EML should contain any known email address the offender uses. The email field may not contain a period (.). The email address should be completed as "SAMPLE@YAHOO(DOT)COM". The IID should contain any designation used by the offender for routing or self-identification in internet communications or posting. Periods are not allowed which requires a URL or other address be formatted using (DOT) in place of periods, i.e. 999(DOT)999(DOT)999(DOT)9.

9. OPERATOR LICENSE STATE (OLS, OLN, OLY)

Driver's License information is optional but if entered must be entered as a set; i.e., OLN with OLS and OLY.



10. LEADS STATUS (LSTA)

The LEADS Status (LSTA) field indicates the registration status, general location (Deported, Moved Out of State), or if the LEADS record is in Moving Status (M-NNN).

NOT NOTIFIED/NOT REGISTERED

When LSTA = N, any agency can change LSTA in a LEADS Sex Offender record to D upon notifying the offender of the need to register. The agency modifying N to D does not assume LEADS record ownership.

MOVING A RECORD

When the offender is moving within Illinois, the LSTA requires the record owner agency change the LSTA to M-NNN to allow the agency that will assume ownership to take the record. The suffix after M- must be a valid Illinois numeric county code, i.e. moving to Macoupin County from Cook County would begin by the record owner modifying the LSTA to M-059. When the offender registers in Macoupin County, the registering agency will take ownership of the record by entering their ORI and changing the LSTA to R. See Modify (Section 3.3) for complete Moving details.

SEX OFFENDER STATUS CODE	STATUS
D	Notified; Not Registered
E	Child Sex Offender who no longer needs to register (ISP ORU use only)
I	Incarcerated
K	Deported (ISP ORU use only)
M-nnn	Moving to Illinois County . . . nnn must be a numeric county code from the County Code Table COU Code column EXAMPLE: The code for a subject moving to Macoupin County would be "M-059."
N	Not Notified; To Be Notified
OM	Out-Of-State Move
R	Registered
X	Sex Offender with adult victim who no longer needs to register (ISP ORU use only)

The Status field is translated in the record of response:

**** REGISTERED OFFENDER INFORMATION ****
LSTA/R - REGISTERED



11. OFFENDER REGISTRATION DATE (ORD)

- The Initial Registration Date (ORD) indicates the date the subject first registered as a sex offender.
- ORD is not required when the LEADS status = N or D.
- An IDOC LEADSSOR entry will not contain an ORD as the notification to the offender to register (LSTA/D) does not constitute registration.
- Agencies registering an offender already in LEADS with LSTA/D entered by IDOC must complete the ORD field.

12. ACTIVITY DATE (LADT)

Provides the date when the subject last registered or a change was made to the LEADS record. When the LSTA = N (Not Notified, To Be Notified) the Activity date indicates when the record was entered. When a record with LSTA/N or D is modified to LSTA/R the Activity date must be completed with the date of registration. Every Modify transaction made to the LEADS record requires completion of the Activity date.

13. STATE IDENTIFICATION NUMBER (SID)

Any legitimate Illinois or other state assigned index number. The SID can be obtained from the CHRI database. Illinois SID numbers must begin with IL followed by 8 numeric. Edits will reject an invalid SID number. If the SID is incorrect or not immediately available, the user can use a substitute SID code which can be used ONLY until the valid SID has been obtained and the LEADS record can be modified.

FIRST SIX POSITIONS OF SID FIELD	USE WHEN
PNOSID	Subject is on parole and no SID is available.
SNOSID	Subject is from out of state and no SID is available.
XNOSID	No SID is available in situations other than those listed above.

14. CHILD SEX OFFENDER (CSO)

The Child Sex Offender (CSO) field defines whether the sex offender’s victim was under 18 years of age or whether a Child Murderer’s crime was or was not sexually motivated. Once entered, the CSO can only be changed by the current record owner of the record, an agency assuming ownership of the record, or the ISP Offender Registration Section (ISP ORS). The CSO is translated and appears in the caveat in the hit response.

MURDERER AND VIOLENT OFFENDER AGAINST YOUTH/OR NON-SEXUAL MURDER (CHILD OR ADULT VICTIM)

Use CSO/M (Murderer - sexually motivated) for initial entry of murderer until the State’s Attorney’s office provides documentation indicating the crime was NOT sexually motivated, then modify the CSO to W (VOAY and/or Murder – not sexually motivated).



CSO	TRANSLATION
D	Sexually dangerous person – victim under 18
J	Juvenile sex offender – victim under 18
K	Juvenile sex offender – victim 18 or older
M	Murderer – sexually motivated
N	Sex offender victim 18 or older
p	Sexual predator – victim under 18
S	Sexual predator – victim 18 or older
U	Adjudicated Juvenile Violent Offender
V	Sexually violent person – victim under 18
W	VOAY and/or Murder – not sexually motivated
X	Sexually violent person – victim 18 or older
Y	Child sex offender less than 18
Z	Sexually dangerous person – victim 18 or older

15. COUNTY/STATE OF CONVICTION (CCV)

Indicates the Illinois county or other state in which the offender was convicted in. Can be modified by the record owner or the ISP Offender Registration Section (ISP ORS).

16. ENDING REGISTRATION DATE (ERD)

The Ending Registration Date (ERD) field is mandatory but does not appear on the entry format as it is automatically calculated based on the Citation number (CRR). Only the ISP Offender Registration Unit can modify the ERD.

17. ILLINOIS CORRECTIONS INMATE NUMBER (IDC)

The Inmate Number is assigned by the Illinois Department of Corrections (IDOC) to an inmate upon incarceration.

18. AGE AT OFFENSE (AOO)

Age of the offender at the time the offense was committed.

19. VERIFICATION (VER)

The Verification (VER) field can only be added, changed, or deleted by the ISP Sex Offender Registration section. Please see the table on the next page.



VERIFICATION CODE	CODE MEANING
1	Verified Address (Located at Address)
2	Not Located
3	Located at Other Address
4	Possible Address
5	Incarcerated: City/County
6	Incarcerated: Illinois Department of Corrections
7	Incarcerated: Federal
8	Incarcerated: Work Release
9	Deceased (Forward Death Certificate)
10	Out of State
11	Locate Other County

20. VERIFIED ACTION (VAC)

The Verified Action Code (VAC) field can only be added, changed or deleted by the ISP Sex Offender Registration Section.

VERIFIED ACTION CODE	CODE MEANING
A	Citation
B	Notified by Form 84a
C	Arrest Misdemeanor
D	Arrest Felony
E	Wanted on Warrant
F	Warrant Applied For
G	Add-On
H	Not Qualified
I	Resident Agency Notified
J	Moved Into State
K	Moving Out of State



21. CITATION 1-10 (CRR)

The offense the offender was convicted of that resulted in the requirement to register. This may be multiple offenses and subsequent registration violation offenses. A minimum of one citation number with the Conviction Date is required. The CRR can only be changed by the ISP Offender Registration Section (ISP ORS) or an agency assuming ownership of the record. An incorrect citation number for the CSO selected will be rejected. The citation numbers are provided by the Administrative Office of Illinois Courts (AOIC) as follows (Y or N in the CSO column indicates whether the citation is valid for Predator {CSO P or S} or Dangerous {CSO D}; Y=Yes, N=No).

To view the AOIC Sex Offender and VOAY Code Table, click [here](#).

22. CONVICTION DATE 1-10 (CON)

The date the offender was convicted. A CON is required for every citation (CRR). The CON can only be changed by the ISP Offender Registration Section or an agency assuming record ownership.

23. RELATIONSHIP TO VICTIM (ROV)

Indicates the relationship of the offender to the victim.

CODE	RELATIONSHIP
CH	Victim was child
CS	Victim was common-law spouse
GC	Victim was grandchild
GP	Victim was grandparent
IL	Victim was in-law
OF	Victim was other family member
PA	Victim was parent
SB	Victim was sibling
SE	Victim was spouse
SC	Victim was step child
SP	Victim was step parent
SS	Victim was step sibling
HR	Homosexual relationship
AQ	Victim was acquaintance
BE	Victim was babysitter (baby)
BG	Victim was boyfriend/girlfriend
CF	Victim was child of boyfriend or girlfriend
EE	Victim was employee
ER	Victim was employer
XS	Victim was ex-spouse
FR	Victim was friend
NE	Victim was neighbor
OK	Victim was otherwise known
RU	Relationship unknown
ST	Victim was stranger



24. AGE OF VICTIM (AOV)

Indicates age of the victim at time of offense. If more than one victim, enter the age of the youngest. For multiple convictions against the same victim, use the youngest AOV (the oldest conviction if different conviction dates are present). When the AOV is less than 1 year the field should be completed with 00 and the actual age defined in months in the MIS.

25. SEX OF VICTIM (SOV)

Indicates sex of victim at time of offense, Male or Female.

26. ADDRESS TYPE (HTP)

Indicates residence or housing type of offender.

CODE	DESCRIPTION
01	Residence (Last Known)
03	Relative
04	Known Associate
05	Other
06	Homeless (In-State & Out-Of-State)
07	Transient
08	Incarcerated
09	Temporary Lodging (NSOR only)
11	Mailing

27. BEGINNING DATE AT ADDRESS (BDA)

Date offender began residing as specified in HTP and/or RTP.

28. ENDING DATE AT ADDRESS (EDA)

Ending date offender resided at HTP and/or RTP.

29. VERIFICATION DATE (AVD)

Last date offender was verified as residing at address. Illinois Law 730 ILCS 150/8-5 requires agencies verify the addresses of sex offenders registered with their department at least once per calendar year. Details of the verification must be attached to the entry via a LEADS Add-on.

30. ADDRESS NUMBER (SNU)

House or building number of residence.

When the offender is HOMELESS, the guidelines are different for In-State and Out-Of-State.



IN-STATE HOMELESS OFFENDER:

In order to ensure the non-compliance timer is set and triggered if the in-State offender does not meet the weekly registration requirements, the following rules must be applied:

- Address Type – must be 06-Homeless
- Street Number field must contain HMLS. This will ensure the noncompliance timer is set and triggered if the offender does not meet weekly registration requirements. This is required for in-state weekly registrants.
- Street Name field should be auto-populated with the word “HOMELESS”.
- City, State, County and Zip code should be completed.
- Residence Type must contain HL-Homeless.

OUT OF STATE HOMELESS OFFENDER:

Out of State homeless offenders do not require the weekly registration timers that In-State offenders have in place. In order to ensure the offender remains compliant in Illinois, the following rules must be applied:

- Address Type – must be 06-Homeless
- Street Number – must be NONE. **Do NOT** use the code HMLS.
- Street Name – must be NONE.
- Residence Type field – HL-Homeless
- All other address fields should be completed as appropriate

UNKNOWN ADDRESS:

A record may be entered when the offenders address is unknown, however the record must be updated as soon as the proper address is known.

- Address Type – must be 05-Other
- Street Number – must be UNK
- Street Name – will auto fill to ADDRESS UNKNOWN
- Residence Type – must be UN-Unknown

All other fields should be completed as appropriate

IN-STATE:

Address Information						
Address Type	*Beginning Date	Ending Date	Verification Date			
06 = Homeless	10/27/2022	___/___/___	___/___/___			
Addr. No.	Direction	Apt. #	Street Name	Area/Beat #		
HMLS			HOMELESS			
City	State		County Code	Zip Code	Residence Type	
MOKENA	IL = Illinois		099 = Will	60448	HL = Homeless	

OUT OF STATE:

Address Information						
Address Type	*Beginning Date	Ending Date	Verification Date			
06 = Homeless	10/27/2022	___/___/___	___/___/___			
Addr. No.	Direction	Apt. #	Street Name	Area/Beat #		
City	State		County Code	Zip Code	Residence Type	
KINGSPORT	TN = Tennessee				HL = Homeless	



31. DIRECTION

Street, highway, etc., direction for residence address. Example: 1234 West Main = W.

32. APT #

Apartment or unit number for offender address. Example: 3C. This field is optional.

33. STREET NAME (SNA)

Name of street on which offender resides. ONLY the Street name and suffix should be in this field. Direction, Apartment and Area all have separate fields and SHOULD NOT be included in this field. Sex Offender Registry mapping requires the Street suffixes to be abbreviated correctly. Example: Toucan LN or 123rd ST. Please utilize the chart below for the correct Street suffixes.

When offender is **HOMELESS**, Street Name will be auto generated if Address Number has been entered as **HMLS**. When offender's address is **UNKNOWN**, Street Name will be auto generated if Address Number has been entered as **UNK**.

ABBREVIATION	STREET SUFFIX
ACRES	ACRES
ALY	ALLEY
AVE	AVENUE
BLVD	BOULEVARD
CIR	CIRCLE
COR	CORNER
CT	COURT
CRK	CREEK
XING	CROSSING
CURV	CURVE
DR	DRIVE
EST OR ESTS	ESTATE OR ESTATES
GRV	GROVE
HOLW	HOLLOW
JCT	JUNCTION
KNL	KNOLL
LK	LAKE
LN	LANE
PKWY	PARKWAY
PL	PLACE
PT	POINT OR POINTE
RD	ROAD
RTE	ROUTE
SQ	SQUARE
ST	STREET
TER	TERRACE
TRL	TRAIL
WAY	WAY



34. AREA/BEAT

Local jurisdiction area, beat or zone the offender address is located in.

35. CITY NAME (CTY)

Name of city or city mailing address the offender resides in. Example: Vernon Hills.

36. STATE (STA)

State the offender resides in.

37. COUNTY OF RESIDENCE

Illinois county the offender resides in. Must be a valid numeric county code. [See County Code Table.](#)

38. ZIP CODE (ZIP)

Zip code for the area the offender resides in.

39. RESIDENCE TYPE (RTP)

Further defines the housing type (HTP).

CODE	DESCRIPTION
AP	Apartment, condo, duplex, multiple unit dwelling
DH	Dept of Human Services
FP	Federal Prison
HL	Homeless
HM	Hotel/Motel
JL	Jail or other law enforcement
LT	Licensed transitional housing
OP	Out-of-state Prison
SH	Shelter
HS	Single Family
TR	Trailer Park
UN	Unknown

40. VEHICLE DESCRIPTOR FIELDS (VCO, VYR, VMO, VST, VIN)

See the NCIC Code Manual for vehicle field codes.

41. VEHICLE OWNERSHIP (VOW)

Indicates ownership of vehicle commonly used by offender. Please see table on next page.



CODE	DESCRIPTION
A	Registered to acquaintance
F	Registered to relative that does not share residence
H	Registered to member of household
L	Loaner
P	Personal
R	Rental
W	Work
Y	Other (define in MIS)

42. VEHICLE REGISTRATION FIELDS (LIM, LIY, LIS, LIT, LIC)

See the NCIC Operating and Code Manuals for vehicle registration field information.

43. BOAT DESCRIPTOR AND REGISTRATION FIELDS (BCO, BYR, BMA, BMO, BTY, BNM, BLE, PRO, HUL, HSP, BHN, REG, RES, REY, CGD, HPT)

See the NCIC Operating and Code Manuals for codes related to boats and boat registration.

44. LINKAGE AGENCY AND LINKAGE CASE NUMBER (LKI, LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

45. MISCELLANEOUS (MIS)

- Define reason for caution when MKE EXSC or EXS1C is used.
- Use SVIN in first four positions if a vehicle with a state-issued VIN has been included in the record.
- LEADS will automatically insert a translation(s) of the citation in the MIS before sending the record to NCIC.

46. ORIGINATING AGENCY CASE NUMBER (OCA)

Optionally contains the case number the record owning agency has assigned. LEADS forwards the LEADS number to NCIC as the OCA. The OCA number (if any) completed by the entering agency will appear in the LEADS record while the NCIC OCA will display the LEADS number as the OCA.



2.6 SUPPLEMENTAL OFFENDER STUDENT AND/OR EMPLOYMENT ENTRY

FEDERAL INSTITUTE OF HIGH LEARNING REQUIREMENT

The Federal Sex Offender Registration Act requires that states collect and make the names of all sex offenders employed at or attending an institution of high education available to the law enforcement and campus police agency where the institution is located. When a sex offender works at or attends an institution of higher learning school (college, university, seminary, institute, etc.) they must report this information as a component of registration. The law enforcement agency accomplishing the registration and any subsequent LEADS agency record owners must enter the employment and/or student information as a supplement to the base LEADS record.

An institution of higher learning is defined as any and all places licensed by the State Board of Higher Education where certification or degrees are awarded. If an institution is not licensed by the Illinois Board of Higher Education (IBHE) or other state board of higher education, the school is not considered an institution of higher learning. Check whether a school is an institution of higher learning at the IBHE.org website, Publications, List of Institutions.

Student/employment for an offender attending or working at a high school which is NOT an institution of higher learning, would be entered as supplemental student/employer data. The indicator for higher learning should NOT be used if it is a high school.

ILLINOIS EMPLOYMENT REQUIREMENTS

The Illinois Sex Offender Registration Act (730 ILCS 150/) and the Illinois Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/) require offenders to include student/employment information as a registration component, regardless of whether it is at a higher learning institution. Agencies entering or assuming ownership of a sex offender record must attach this information to the base record with an Employment/Student Address entry.

Below is an example of a **Student**/Employment Entry – Institute of Higher Learning:

EADDR - Enter Employment / Student Address

* Message Key EEST = Enter Student Address

ORI IL08496A7 = ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL

Record Identifiers

* LEADS # X21A0522

* Name LAST, FIRST

Address Information

* School Name BLACKBURN COLLEGE

Inst. of Higher Education ? X

Addr. No. 700

Direction

Apt. #

Street Name COLLEGE AVE

Street Suffix/Beat

* City CARLINVILLE

* State IL = Illinois

* County 059 = Macoupin

ZIP 62626

Phone 800-233-3550

Submit Clear Close

- Student: Use MKE/EEST
- Complete School Name
- Check Institution of Higher Education box



Below is an example of Student/**Employment** Entry – Institute of Higher Learning:

EADDR - Enter Employment / Student Address

* Message Key: EEEM = Enter Employment Address
 ORI: IL08496A7 = ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL

Record Identifiers
 * LEADS #: X21A0522
 * Name: LAST,FIRST

Address Information
 * Employment Business Name: BLACKBURN COLLEGE
 Inst. of Higher Education ? : X

Addr. No.: 700
 Direction:
 Apt. #:
 Street Name: COLLEGE AVE
 Street Suffix/Beat:
 * City: CARLINVILLE
 * State: IL = Illinois
 * County: 059 = Macoupin
 ZIP: 62626
 Phone: 800-233-3550

Submit Clear Close

- Employed at Institute of Higher Learning: Use MKE/EEEM
- Complete Employment Business Name with university, college, institute, etc. name
- Check Institution of Higher Education box

Below is an example of Student/**Employment** Entry and the Entry Acknowledgement.

EADDR - Enter Employment / Student Address

* Message Key: EEEM = Enter Employment Address
 ORI: IL0165M00 = PD TINLEY PARK IL

Record Identifiers
 * LEADS #: X21A3099
 * Name: JONES,MARK T

Address Information
 * Employment Business Name: BURGER KING
 Inst. of Higher Education ? :
 Addr. No.: 123
 Direction:
 Apt/Ste #:
 Street Name: MAIN ST
 Street Suffix/Beat:
 * City: TINLEY PARK
 * State: IL = Illinois
 * County: S16 = Cook (Southern)
 ZIP: 60477
 Phone: 708 555-1717

Submit Clear Close

- Employment: Use MKE/EEEM
- Complete Employment Business Name with employer/business name.

```

Received Time: 15:35:19 05-29-21 Source ORI: IL0165M00
Summary: EEEM: LDS=X21A3099 NAM=JONES,MARK T CAU=BURGER KING COR=S16
View Message Details
LEADS RECORD SUPPLEMENTAL DATA ENTERED LDS/X21A3099 NIC/X910495663
MRI 246 IN: FHFS 10 AT 29MAY2021 15:35:18
OUT: EPO 3 AT 29MAY2021 15:35:19
  
```



2.7 FIELD CODES FOR SUPPLEMENTAL STUDENT/EMPLOYMENT ENTRY

MESSAGE KEY	MANDATORY	MKE	4-4	SELECTABLE. ALPHABETIC.
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	SELECTABLE. MUST BE VALID NCIC- ASSIGNED ORI
LEADS NUMBER	MANDATORY	LDS	8-8	ALPHABETIC NUMERIC.
NAME	MANDATORY	NAM	3-30	ALPHABETIC NUMERIC.
SCHOOL NAME	CONDITIONAL*	SHN	1-65	*MANDATORY WITH MKE/EEST. ALPHABETIC. NUMERIC
EMPLOYER NAME	CONDITIONAL**	EMP	1-65	** MANDATORY WITH MKE/EEEM. ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INSTITUTION OF HIGHER EDUCATION	CONDITIONAL***	INST		***MANDATORY FOR STUDENT/EMPLOY MENT AT HIGHER EDUCATION SCHOOL
ADDRESS NUMBER	OPTIONAL	SNU	1-6	ALPHABETIC, NUMERIC.
STREET NAME	OPTIONAL	SNA	1-15	ALPHABETIC, NUMERIC.
CITY	MANDATORY	CTY	1-15	ALPHABETIC. NUME RIC.
STATE	MANDATORY	STA	2-2	SELECTABLE. VALID STATE CODE.
COUNTY	CONDITIONAL	COU	3-3	SELECTABLE. VALID COUNTY CODE. Mandatory when state is IL.
ZIP	OPTIONAL	ZIP	5-5	NUMERIC
PHONE	OPTIONAL	PHO	1-12	NUMERIC



2.8 MANDATORY FIELDS FOR OFFENDER STUDENT/EMPLOYMENT ENTRY

The following fields are mandatory for acceptance of an SOR offender student/employment entry into LEADS:

MKE, ORI, LEADSNUMBER, NAM, SCHOOL OR EMPLOYER, CTY, STA, COU (only when state is IL).

2.9 FIELD CODE EDITS FOR SUPPLEMENTAL OFFENDER STUDENT/EMPLOYER ENTRY

1. MESSAGE KEY (MKE)

ENTER STUDENT INFORMATION MKE/EEST

If offender is a student at an institution of higher learning (college, university, institute, etc.) the Institution of Higher Education box is required to be checked. If offender is a student elsewhere, leave this box unchecked.

ENTER EMPLOYMENT MKE/EEEM

This MKE is used for both employment at an institution of higher learning or employment anywhere else. If the employment is at an institution of higher learning, the Institution of Higher Education box is required to be checked. If employed elsewhere, leave this box unchecked.

2. ORI

The ORI is the record owner agency responsible for entering and maintaining the SOR record.

3. LEADSNUMBER (LDS)

The LEADS number from the base record entry, i.e., X21A0001.

4. NAME (NAM)

Name must be completed exactly as it appears in the base record.

5. SCHOOL NAME (SHN)

School name is required for an offender who is a student at a high school or institution of higher learning.

6. EMPLOYMENT BUSINESS NAME (EMP)

Employment Business Name is required for offenders working at a high school or institution of higher learning and any other place of employment.

7. INSTITUTION OF HIGHER EDUCATION (INST)

The institution of higher education check box must be completed with an X when an offender is attending or working at a college, university, institution, etc. It should NOT be checked for any other school type. See the Illinois Board of Higher Education website IBHE.org Publications, List of Institutions to determine if the school is listed as an IBHE school of higher education. For schools in adjacent states, consult the appropriate web site for higher education.



8. ADDRESS NUMBER (SNU)

Complete with the address number of the school or business.

9. DIRECTION (DIR)

Indicate the direction of the address, i.e., South Park Street would be S.

10. APT/STE #

Indicate apartment number, unit number, or business suite number.

11. STREET NAME

Enter the street name the school or business is located on.

12. STREET SUFFIX/BEAT

Indicate Avenue, Lane, etc. May also indicate jurisdiction beat, i.e., AVE, LN, DR etc.

13. CITY (CIT)

Enter the City name, or mailing address city name the school or business is located in.

14. STATE (STA)

Select or enter a valid US state code.

15. COUNTY (COU)

Mandatory when IL is selected or completed. Use valid Illinois county code, [Illinois County Code Table](#).

16. ZIP

Enter the ZIP code the school or business is located in.

17. PHONE (PHO)

Enter the phone number for the school or business, i.e., 217 555-2121.



SECTION 3—MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a LEADS Sex Offender record differs from other Hot Files. LEADS allows other agencies to modify the Sex Offender record of another record owner in specific circumstances.

The ISP Offender Registration Section is the only source that can modify certain fields and modify records regardless of ownership. Sex Offender records may also be “moved” using a modify transaction from agency to agency, unlike any other Hot File. Every modification made to a LEADS Sex Offender record, regardless of the agency making the modification, automatically updates the corresponding NCIC record.

WHEN TO MODIFY

The Sex Offender file has specific modification requirements. In addition to the need to modify a record when additional data is obtained, an error is discovered, or general data in the record requires change, the record must be modified when:

- The offender complies with annual or other defined, i.e., 90-day, re-registration requirements.
- The offender notifies the registering agency he or she is moving to a different Illinois city, county, or out of state.
- The offender registers in a county he or she has moved to from another Illinois county or state.

FIELD/CODES THAT CAN ONLY BE MODIFIED BY THE ISP OFFENDER REGISTRATION SECTION (ISP ORS)

- LEADS STATUS (LSTA):
 - E: Only the ISP ORS can use status “E” (Offender No Longer Required To Register)
 - K: Only the ISP ORS can use status “K” (Deported)
- OFFENDER REGISTRATION DATE (ORD): The initial date of registration can only be modified by the ISP ORS once entered.
- ENDING REGISTRATION DATE (ERD): The ending registration date is automatically computed based on the initial citation and subsequent violation citations that would add additional time to the offender’s registration requirement. Only the ISP ORS can modify the “ERD” field.
- CHILD SEX OFFENDER (CSO):
 - CSO/J: Only the ISP ORS can modify “CSO/J” (Juvenile Sex Offender – Victim Under 18). When ISP ORS modifies to “J”, no other agency can subsequently modify.
 - CSO/K: Only the ISP ORS can modify “CSO/K” (Juvenile Sex Offender – Victim 18 or Older). When ISP ORS modifies to “K”, no other agency can subsequently modify.



- CSO/W: Only the ISP ORS can modify “CSO/W” (VOAY and/or Murder – Not Sexually Motivated). When ISP ORS modifies to “W”, no other agency can subsequently modify.
- CSO/U: Only the ISP ORS can modify “CSO/U” (Adjudicated Juvenile Violent Offender Against Youth).
- CSO/Z: Only Corrections and ISP ORS can use “CSO/Z” (Sexually Dangerous Person– Victim 18 or older).
- VERIFIED ACTION (VAC): Only the ISP ORS can add, change, or delete data in the “VAC” field.
- AGE OF OFFENDER AT OFFENSE (AOO): Once the ISP ORS changes “AOO”, it cannot be modified by other agencies.
- AGE OF VICTIM (AOV): Once the ISP ORS changes “AOV”, it cannot be modified by other agencies.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

Below on the next page is an example of a Modification format changing registration status (LSTA) from “N” (Not Notified/Not Registered to “D” (Notified/Not Registered).

MXS - NCIC Modify Sex Offender									
Header Information									
ORI IL09999E4 = ISP JOLIET IL									
Record Identifiers									
*LEADS # *Name X21A3094 DAVIS,GREG									
Message Information									
MKE ORI Name of Validator									
Offender Personal Information									
Caution/Medical Condition									
Name Sex Race Date of Birth Place of Birth									
Height Weight Hair Color Eye Color Skin Tone Scars, Marks, Tattoos									
Ethnicity Citizenship Social Security # FBI IUCN# Miscellaneous # Fingerprint Classification									
DNA DNA Location Chicago PD IR# Blood Type									
Telephone # Telephone Type Email Internet Identifiers									
Operator's License State Operator's License # Expiration Year									
Offender Registration Information									
LEADS Status Initial Registration Date Activity Date Ending Registration Date									
D									
State ID # Child Sex Offender									

Acknowledgement

Received Time:	15:07:40 05-29-21	Source ORI:	IL09999E4
Summary:	MXS: LDS=X21A3094		
View Message Details			
LEADS RECORD MODIFIED AND NCIC RECORD MODIFIED LDS/X21A3094 NIC/X240482105			
MRI 237 IN: FHFS 8 AT 29MAY2021 15:07:40			
OUT: EPO 1 AT 29MAY2021 15:07:40			



3.3 MODIFICATION – SEX OFFENDER OR VOAY MOVING TO ANOTHER JURISDICTION

Offender advises Agency A of intent to move:

- Agency A attaches an add-on to the record indicating the offender’s intent to move and the date notified.
- Agency A does not modify the “LSTA” field at this time.

Offender registers with the new agency, Agency B:

- Agency B contacts Agency A with a request that the record be placed in moving status.
- Agency A modifies the “LSTA” field to “M-NNN” (“NNN” is the county number of Agency B) and the Activity Date (ADT) field with the date of modification.
- Agency B modifies the record to take ownership. This requires two transactions:
 - The first modify transaction to include the new agency’s ORI in the “ORI” field.
 - The second modify transaction with “R” in the “LSTA” field, the updated address in address fields, and any other information as needed.
- Agency B is now the owner of the record.

EXAMPLE OF PLACING RECORD INTO MOVING STATUS (Agency A Performs)

EXAMPLE OF TAKING OWNERSHIP OF RECORD (Agency B Performs)

HEADER INFORMATION

** Complete with agency ORI taking possession especially if ORI is different than the agency logged into (Ex: Dispatch Center)*

The Header ORI, is the ORI of the Station the user is logged into.

RECORD IDENTIFIERS

Must insert LEADS number and 2nd Identifier, in this case the name.

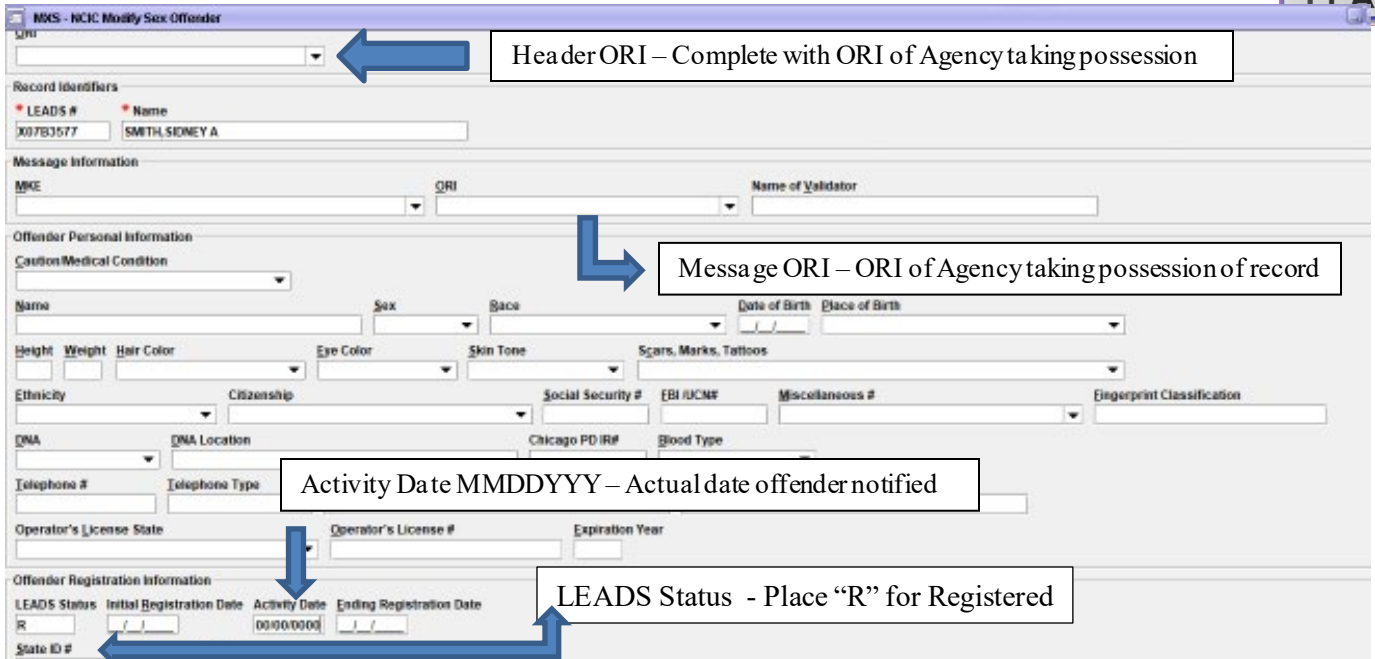
MESSAGE INFORMATION

MKE- Leave Blank

ORI- *Complete with ORI of agency taking possession of record, the Header ORI and Message ORI must match.*

Name of Validator – Leave Blank

OFFENDER PERSONAL INFORMATION - Leave Blank



OFFENDER REGISTRATION INFORMATION

LEADS Status – place R, for Registered

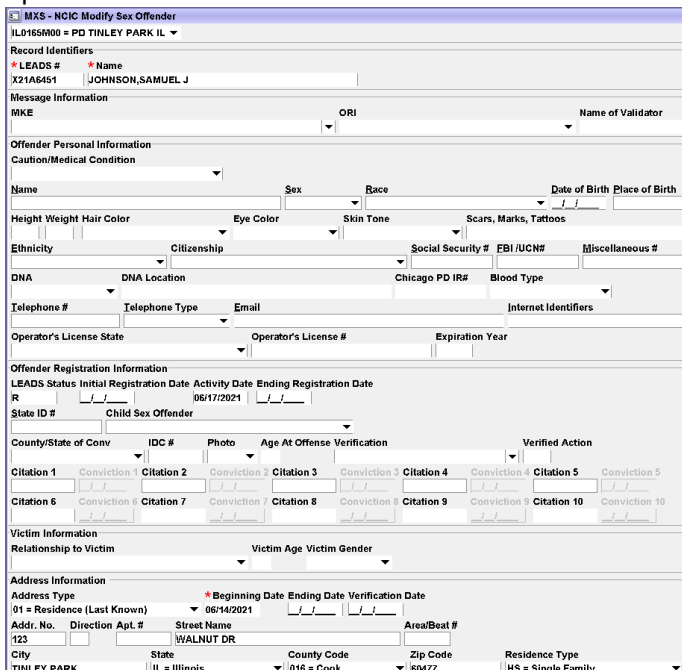
Initial Registration date – Leave Blank

Activity Date – Complete using the actual date the offender came into agency to notify he/she has moved to the agency’s jurisdiction.

Ending Registration Date – Leave Blank

NOTHING else in the form should be completed at this time. MOVE DOWN FORM CLICK SUBMIT – Any other data will result in error message.

Agency B performs a second modify transaction to change the “LSTA” field to “R” (registered), the “ADT” field with the date of registration, the Address Fields to the offender’s new address, and any other field(s) requiring an update.





MODIFYING EMPLOYMENT/STUDENT ADDRESS:

Employment/Student Address records are assigned a record number (REC). Use this number to indicate which record is being modified.

In the following example, "REC 1" (Manny's Pizza) will be modified to change the Address Number (SNU) field.

```
*EMPLOYMENT ADDRESS REC:0 ORI:IL0165M00
BURGER KING
123 MAIN ST
TINLEY PARK, IL COOK 60477 708 555-1717

*EMPLOYMENT ADDRESS REC:1 ORI:IL0165M00
MANNYS PIZZA
761 WASHINGTON
HARVEY, IL COOK 60426
```

Modify Format:

Example Response:

```
Received Time: 16:32:42 05-29-21 Source ORI: IL0165M00
Summary: MEEM: LDS=X21A3099 NAM=JONES,MARK T REC=1 COR=S16
View Message Details
LEADS RECORD EMP ADDRESS MODIFIED LDS/X21A3099 ORI/IL0165M00 REC/1 COR/COOK
```

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by LEADS number (LDS) and Name (NAM), followed by the fields to be modified. The name used in identifying the record to be modified must be the exact spelling and spacing as shown in the record on file. The associated NCIC records will be modified with the LEADS record. No separate modify transaction is necessary.



3.5 VALIDATION GUIDELINES FOR LEADS MODIFICATION

LEADS Validation is technically a record modification and appends the name of the validator and date of validation to the record. For LEADS validation of an SOR or any other Hot File record, agencies must use the appropriate validation format. See the Other Transactions Chapter for details on validating Hot File records.

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.

For information on cancelling a record that is in LEADS and NCIC, refer to the Protection Orders Chapter of the NCIC Operating Manual.

4.2 WHEN TO CANCEL

Only the ISP Offender Registration Unit may cancel base records (SOR and VOAY) entered into the Sex Offender file. Employment/Student information may be cancelled by the agency that entered it.

4.3 EXAMPLE OF EMPLOYMENT/STUDENT CANCELLATION MESSAGE

The screenshot shows a software window titled "XADDR - Cancel Employment / Student Address". It contains the following fields and controls:

- * Message Key:** XEEM = Delete Employment Address (dropdown)
- ORI:** IL0165M00 = PD TINLEY PARK IL (dropdown)
- Address Record Identifiers:**
 - * LEADS #:** X21A3099
 - * Name:** JONES, MARK T
 - * State:** IL = Illinois (dropdown)
 - * County Code:** S16 = Cook (Southern) (dropdown)
 - * Rec #:** 1
- Buttons:** Submit, Clear, Close

Acknowledgement

Received Time:	18:21:08 05-29-21	Source ORI:	IL0165M00
Summary:	XEEM: LDS=X21A3099 NAM=JONES, MARK T COR=S16 REC=1		
View Message Details			
LEADS RECORD SUPPLEMENTAL DATA CANCELED LDS/X21A3099 NIC/X910495663			



SECTION 5--INQUIRY

5.1 INQUIRY

1. GENERAL INQUIRY

Inquiry to obtain a record from the Sex Offender file is typically accomplished in LEADS using a Z2 message key to ensure all types of hits (Wanted, Missing, Protection Order, etc.) associated with a subject return.

- a. Inquiry identifiers may include NAM SEX DOB, DLN, or other valid identifiers.
- b. Selection of Y in the Hot Files Image will return any mugshot or image entered as part of the record.

2. RESPONSES

Inquiry responses will include:

- a. Response from the LEADS switch (indicates the inquiry message was accepted for processing).
MESSAGE ACCEPTED - AS2 00009 AT 09:04 01/21/2021 MRI-000327

- b. Reject if submitted incorrectly.
Negative response: No Record LEADS and/or NCIC – indicates no positive response on file.

NO LEADS RECORD(S) FOUND MATCHING CRITERIA and NO NCIC WANT NAM/DOE, JOHN DOB/19990209
SEX/M

Positive response (Hit) – provides Sex Offender record on file.

Negative Response:

NO LEADS RECORD(S) FOUND MATCHING CRITERIA
NAM/DOE, JANE. DOB/19580828. SEX/F
MRI 1533 IN: FH1 160 AT 25JAN2021 12:34:35
OUT: AS2 40 AT 25JAN2021 12:34:36

Positive Response:

CHF
QUERY: ZWLDS/X21A3099

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

** SUBJECT IS A REGISTERED SEXUAL PREDATOR - VICTIM UNDER 18 **

OFFENDER MUST REGISTER FOR LIFE



ZEPO LDS/X21A3099 SEX OFFENDER

NAM/JONES,MARK T SEX/M RAC/W

DOB/1977-07-29 AGE/43 HGT/600 WGT/180 HAI/BRO EYE/BRO

DNA/N

SID/PNOSID

ADD/01 RESIDENCE (LAST KNOWN) BDA/2021-05-01

SNU/123 SNA/VINE ST

CTY/PRINCETON STA/IL COU/HENRY ZIP/61356 HTP/SINGLE FAMILY

MIS/

OCA/647

ORI/IL09999E4 ORA/ISP JOLIET IL

ENT/EPO OPR/PARENTH DTE/2021-05-29 15:25 DLU/2021-05-29 18:25 NIC/X910495663

CONFIRM WITH ORI

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

* IF ACTUAL CONTACT: DOCUMENT LDS/X21A3099 WITH ADDON RECORD *

** REGISTERED OFFENDER INFORMATION **

LSTA/R - REGISTERED

ERD/NONEXP CON/2003-06-19

OFS/23 - COMPLIANT

LADT/2021-05-17 CSO/P

CCV/HENRY PHO/NAOO/26 AOV/13

CON1/2003-06-19 CIT1/0010212 - AGG CRIM SEX ABUSE/VIC 13-16

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

THE SEX OFFENDER COMMUNITY NOTIFICATION LAW (730 ILCS 152/)

Requires law enforcement agencies to provide notification of sex offenders to certain entities within the community. The LEADS Summary Inquiry transaction will provide access to the various lists of registered Sex Offenders and Violent Offenders Against Youth.



5.2 REQUIREMENTS FOR INQUIRY

SUMMARY INQUIRY USING MESSAGE KEY (ZX9) AND THE DESIRED SOR STATUS:

A screenshot of a software window titled "Z9 - Summary Query". The window contains several fields and buttons. At the top, there is a dropdown menu for "Message Key" with "ZX9 = Sex Offender" selected, and a text field for "ORI". Below this is a section labeled "Query Data" with a "Scope (limit 60 days prior)" dropdown. To the right of the scope are three dropdowns: "Rec Status" (set to "ACTIVE"), "Message Key", and "*SOR Status". Below these are two more dropdowns: "Inst. of Higher Education ?" and "Offense Code". Further down are fields for "ISP District", "IL County", "ISP Zone", and "Pawn". At the bottom of the window are three buttons: "Submit", "Clear", and "Close".

SOR STATUS FIELD:

- CSOR: This inquiry produces a listing of all child sex offender records in a specified county. While there is no restriction against public dissemination of this listing, the Community Notification Inquiry (SOR) should be used for Community Notification purposes.
- EMP-STU: This inquiry produces a listing of sex offenders who are attending or are employed at an institution of higher learning in a specified county. While there is no restriction against public dissemination of this listing, the Community Notification Inquiry (SOR) should be used for Community Notification purposes.
- JSOR: This inquiry produces a listing of all sex offenders in a specified county who are juveniles and is not for public dissemination.
- SOR: Provides list for community notification of all sex offender records in a specified county including those whose victims were adults as well as those whose victims were children.
- SOR-ADR: This inquiry produces a listing of employment address and student address information for all sex offenders in a specified county. This listing includes adult and juvenile offenders and is not for public dissemination.
- SOR-ALL: Produces a listing of all sex offender records in a specified county and includes more data fields than the Community Notification listing and is not for public dissemination.
- SOR-LEADS: This inquiry produces a listing of all sex offender records entered on a specified date, either for the entire state or for a specified county and is not for public dissemination.
- SOR-NONCMP: This inquiry produces a listing of all sex offenders in a specified county, ISP district, or ISP zone who are non-compliant. This listing includes adult and juvenile offenders and is not for public dissemination.



- VOY: Provides list for community notification of all VOAY records in a specified county.
- VOY-ADR: This inquiry produces a listing of employment address and student address information for all VOAY offenders in a specified county. This listing is not for public dissemination.
- VOY-ALL: Produces a listing of all VOAY offender records in a specified county and includes more data fields than the Community Notification listing and is not for public dissemination.
- VOY-NONCMP: This inquiry produces a listing of all VOAY offenders in a specified county, ISP district, or ISP zone who are non-compliant. This listing is not for public dissemination.

5.3 PROCEDURES FOR HANDLING A HIT

Refer to the Hit Procedures Chapter for detailed instructions.

SECTION 6--LOCATE

6.1 LOCATE

There are no locate procedures for the NSOR.

SECTION 7—CLEAR (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 WHEN TO USE A CLEAR MESSAGE

Only the ISP Offender Registration Unit can clear records entered into the Sex Offender file. There is no clear transaction for Employment/Student Address information.



SECTION 8--SUPPLEMENTAL DATA

8.1 CHANGE IN 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. See the NCIC Operating Manual, National Sex Offender Chapter for information.