



LEADS OPERATING MANUAL
HIT PROCEDURE CHAPTER

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SECTION 1 – INTRODUCTION

1.1 PURPOSE

The Hit Procedure chapter provides guidelines regarding the exchange of Hot File data by radio between communications personnel and officers on patrol. The objectives of this chapter are to provide information to assist agencies in the enhancement of officer safety and to protect law enforcement agencies and their employees from civil liability related to the action taken based upon hot file information. The Illinois State Police has used this procedure effectively to achieve these objectives. The Hit Procedures described in this chapter can be adopted in whole or revised to fit agency needs. It is recommended that all law enforcement agencies establish written departmental policy, governing hit procedure within their specific agency.

1.2 DEFINITIONS

HIT

A response to an inquiry that produces a record (hit) from the LEADS and/or NCIC Hot Files that is identical to some or all of the identifiers submitted in the inquiry.

A hit is investigative information only and provides information for decision making by police officers, investigators, judges, etc. The information in the hit must be evaluated along with other facts known to the officer. A hit is one fact which may be added to other facts obtained by the officer in establishing sufficient legal grounds for arrest, or to document a reasonable suspicion of criminal activity. A hit is an informational tool.

A LEADS and/or NCIC hit alone may be used by the officer as reasonable grounds for detention of persons and/or property at the scene. Probable cause for arrest or recovery does not occur until documented confirmation with the originating authority occurs.

VALID HIT

LEADS User: A hit that contains identifiers that are an exact match or a reasonably close match to the identifiers given in the inquiry. A valid hit will be disseminated to the inquiring officer.

INVALID HIT

LEADS User: A hit that does not contain identifiers that are an exact match or a reasonably close match to the identifiers given in the inquiry. An invalid hit would not be disseminated to the inquiring source.

EXACT MATCH

An exact match occurs when the inquiry identifiers and the corresponding fields in the hit response are identical.

PHONIC MATCH

A phonic match occurs when the name in the hit response and the name inquired upon sound alike or could be pronounced alike but are spelled differently. A phonic match can occur with a last name (Byrd vs. Bird) or a first name (Jeffrey vs. Geoffrey).



INVERTED MATCH

After determining the last name to be an exact or phonic match, the LEADS user continues the comparison of the inquiry to the hit response using the first name, middle name, and/or initials. An inverted match occurs when the first name and middle name/initial are reversed as compared to the inquiry (Steven Robert vs. Robert Steven or Thomas J. vs. J. Thomas).

DIMINUTIVE MATCH

Diminutive names are those which may be shortened or abbreviated (e.g., Ed for Edward, Jon for Jonathan) or that may be altered (e.g., Tony for Anthony, Betsy for Elizabeth) in both inquiries and entries into the Persons files. A diminutive match occurs when the formal name of the inquiry matches the diminutive names of the response, or conversely, when the diminutive name of the inquiry matches the formal name of the response.

INITIAL MATCH

An initial match occurs when the initials in the inquiry match the first letter of the first name/middle initial in the hit or when initials used for inquiry match the first letter of the first name and middle initial.

ALIAS NAME CROSS-MATCH

Alias name cross-match occurs when the hit does not contain a name in the master record or any alias names that are an exact match or a reasonably close match to the inquiry identifiers; however, *a combination of the last name, first name, middle name, and/or initials of more than one alias is an exact match or reasonably close match to the inquiry identifiers.*

EXAMPLE:

Inquiry: Miller,Steven

Master Record: Johnson,James P.

Alias: Miller,Robert

Jones,Steven

ALERT

Either an electronic (tone) or verbal signal(i.e., 10-61) that indicates to the officer Communications has critical information regarding the inquiry and the officer should be isolated from the violator to receive the information. This facilitates safe and uninterrupted communications between Dispatch and the office. The alert itself does **not** mean to initiate arrest.

An electronic hit alert tone can be used for any type of hot file information received from another agency's file, regardless of whether the record is maintained manually or computerized. For example, if another agency advised by radio that the person your agency's officer has detained on a traffic stop is wanted on a local warrant not entered into LEADS, the electronic hit alert would allow the officer to isolate from the violator to securely receive the information.

An alternate alert (verbal signal) is often used for towed/impounded vehicles, incarcerated persons, accident victims, Secret Service Protection data, and Order of Protection data.

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The alternate alert (verbal signal) is not necessary for single lost or stolen license plates unless a plate constitutes a set (only one issued), or the hit message indicates unusual circumstances.

CONFIRM

The process of verifying the status of a Hot File record by contacting the originating agency via administrative message.

LOCATE

A LEADS, NCIC, or LEADS and NCIC transaction by which a recovering/apprehending agency adds a flag to another agency's Hot File record to indicate it has recovered the property or apprehended the subject of the record. In most cases, locate transactions are done *only after confirmation has been received from the originating authority*.

SERVICE

The process of assembling, adding notations to, and filing the hard copy printout of a hit and all related administrative messages for the purpose of maintaining a thorough documentation of a hit's history.

1.3 THE SEARCHING PROCESS

The searching process is the steps taken by LEADS and/or NCIC to determine if a record matching the identifiers used for inquiry is present. The process is designed to produce an exact match or similar match according to specific criteria.

LICENSE PLATE HOT FILES SEARCHING PROCESS

License plate inquiry fields include license, license year, license state, and license type. When a license plate inquiry is made LEADS and NCIC search their respective Hot Files for a match based on the below fields:

SYSTEM	LICENSE (LIC) SEARCH	LICENSE YEAR (LIY) SEARCH	LICENSE STATE (LIS) SEARCH	LICENSE TYPE (LIT) SEARCH
LEADS	✘	✘	✘	
NCIC	✘		✘	

HOT FILES SEARCHED: LEADS and NCIC will search all files where a license plate can be included in an entry. Those Hot Files include Stolen License plate, Stolen/Felony vehicles, Wanted and Missing persons, Sex Offenders, Protection and Firearm Restraining Orders, Violent Persons, Registered Persons, Gang Member, Supervised Release and Field Notification Program.

INQUIRY TIPS: Do not use LIY when making an inquiry as the search will be narrowed to the specific year. The use of UK in LIS will broaden the search to include any LIS. LEADS defaults the LIY to most current year and the LIS to IL. Complete LIY when different than current year and LIS for out of state plates. Refer to the Vehicle Registration Chapter for information regarding Illinois Secretary of State registration responses.



VIN SEARCHING PROCESS

SYSTEM	VIN SEARCH	VEHICLE YEAR (VYR) SEARCH	VEHICLE MAKE (VMA) SEARCH
LEADS	✘ Entire VIN searched		
NCIC	✘ Last 15 characters searched		

HOT FILES SEARCHED: LEADS and NCIC will search all files where a VIN can be included in an entry. Those Hot Files include Stolen/Felony vehicles, Wanted and Missing persons, Sex Offenders, Protection and Firearm Restraining Orders, Violent Persons, Registered Persons, Gang Member, Supervised Release and Field Notification Program.

INQUIRY TIPS: Neither LEADS or NCIC search VYR or VMA. Those fields may assist in obtaining vehicle registration data. Users must compare the VIN used for inquiry to the VIN in a positive NCIC hit response since NCIC only searches the last 15 characters of the VIN.

PERSONS SEARCHING PROCESS

INQUIRY IDENTIFIERS	LEADS SEARCH	NCIC SEARCH
NAM SEX RAC DOB	Last name soundexed plus exact match on first letter of first name. SEX = exact match.* RAC = exact match** DOB = exact match.	Last name soundexed. SEX = exact match.* RAC = exact match** DOB = exact match.
NAM SEX RAC DOB + SOC	Same as NAME SEX RAC DOB plus exact match on SOC****	Same as NAME SEX RAC DOB plus exact match on SOC.
DLN	Exact match.***	Exact match.

HOT FILES SEARCHED: LEADS and NCIC will search all files where a NAM SEX RAC DOB, SOC, and DLN can be included in an entry. Those Hot Files include Wanted and Missing persons, Sex Offenders, Protection and Firearm Restraining Orders, Violent Persons, Registered Persons, Gang Member, Supervised Release and Field Notification Program.

INQUIRY TIPS:

*SEX – inquiry with M or F will search for an exact match. When U is used, M, F, and U are searched.

**RAC – Use U to search all races. When B is used, all files and records are searched except RAC/W. When W is used all files and records are searched except RAC/B. LEADS uses a default of U in RAC when field input is not manual.

***DLN – LEADS checks the DLN for an exact match and converts the DLN to the NAM SEX DOB for that DLN and searches those identifiers also. Users can get a hit based on DLN, or hit records entered by NAM SEX DOB that do not include a DLN. NCIC does not convert the DLN to NAM SEX DOB and perform a search by those identifiers.

****SOC – It is possible to receive a hit based only on an exact match to the SOC used in inquiry. Both LEADS and NCIC can return a No Record/No Want on the NAM/DOB used for inquiry along with a hit with a completely



different name that contains the SOC used for inquiry. Likewise, LEADS and NCIC can return a hit on the identifiers used for inquiry, plus a hit based only on the SOC that has a completely different NAM/DOB.

NAME SOUNDEXING PROCESS

LEADS and NCIC do not search names letter-for-letter. Both systems convert the name to a numeric (Soundex) and look for a matching numeric. This allows return of hit responses that do not match exactly to the inquiry identifiers to accommodate situations where a subject may provide an altered or alias name. The name (converted to a number) with the SEX, RAC, and DOB are searched together. LEADS and NCIC differ slightly in the NAM portion of the search.

SYSTEM	LAST NAME SEARCH	FIRST NAME SEARCH	MIDDLE INITIAL SEARCH	SEX SEARCH	RAC SEARCH	DOB SEARCH
LEADS	✘ soundexed	✘ Exact match on 1 st letter		✘	✘	✘
NCIC	✘ soundexed	Only if Last is common (i.e., Smith)		✘	✘	✘

SYSTEM	INQUIRY IDENTIFIERS	EXAMPLE HIT RESPONSE IDENTIFIERS
LEADS	SMITH,JAMES P. MALE WHITE DOB/02091999	SMITH,JAMES J. MALE WHITE DOB/02091999
		SMITH,JOHN MALE WHITE DOB/02091999
		SMYTHE,JAMES MALE WHITE DOB/02091999
NCIC	BURKE,CURT D. MALE WHITE DOB/08081998	BURKE,JOHN MALE WHITE DOB/08081998
		BURK,CURT MALE WHITE DOB/08081998

The user is responsible for comparing the inquiry identifiers to the positive hit response identifiers and other data to determine if the hit is valid (same subject) or invalid.

ALIAS CROSS-INDEX

LEADS and NCIC both search for alias names and DOB attached to a base record entry. A hit response can be returned based only on the alias data attached to the record. The hit response must be carefully examined to determine what identifiers match the identifiers used for inquiry. Initial comparison of inquiry identifiers to the master name in the hit response may not match at all, but comparison of the alias names and dates of birth in the hit response match.

INQUIRY IDENTIFIERS	HIT MASTER NAME/DOB	HIT ALIAS NAME/DOB
Rogan,David T. Male, White 02091999	Pursey,Kyle M. Male, White, 02221999	Rogan,Dave Male, White 02091999



NCIC will not only search for matches on alias names and DOBs, but will search for matches on any alias SOC, MNU, DLN, LIC, or VIN. See the Aliases Chapter for more information.

ARTICLE SEARCHING PROCESS

SYSTEM	SERIAL NUMBER SEARCH	ARTICLE TYPE (TYP) SEARCH
LEADS	✘ Exact match.	✘ Exact match on 1st letter of TYP and all TYP with Y in 1 st position of TYP.
NCIC	✘ Exact match.	✘ Exact match on 1st letter of TYP and all TYP with Y* in 1 st position of TYP.

Y* = Article TYP codes beginning with Y listed in the NCIC Code Manual Article Dictionary or for use when an article is not listed in the dictionary at all. In that instance the user will create a TYP that has Y in the 1st position followed by the first six letters of the article name. See the NCIC Operating Manual, Articles for details.

ARTICLE RESPONSE COMPARISON

The Article searching process covers situations where an article could have been entered under different type codes. The LEADS user must compare the inquiry identifiers used for inquiry to those in the hit response and if needed, contact the originating authority for clarification.

ARTICLE INQUIRY IDENTIFIERS	RESPONSE IDENTIFIERS
SER/123456 TYP/Dcomput	SER/123456 TYP/DTERMIN
	SER/123456 TYP/DKEYBOA
	SER/123456 TYP/Dcomput
	SER/123456 TYP/YBUGLIG

GUN SEARCHING PROCESS

SYSTEM	SERIAL NUMBER SEARCH	MAKE SEARCH	CALIBER SEARCH
LEADS	✘ Exact Match.	✘ Exact Match.	
NCIC	✘ Numbers require exact match. Alpha characters at beginning and end of serial must be exact match. Alpha characters within serial may not match exactly.	✘ Common MAK SW, CLT, REM, and WIN return exact match. All other MAK used for inquiry return matches from all MAK but SW, CLT, REM, and WIN.	

Caliber (CAL) - LEADS does not search CAL, the user must make comparison of the inquiry identifiers to the corresponding identifiers in the hit response to determine if the gun is the same as that inquired on.



See the NCIC Operating Manual, Guns for more information regarding the NCIC Gun searching process.

BOAT SEARCHING PROCESS

INQUIRY IDENTIFIERS	LEADS SEARCH	NCIC SEARCH
BHN – Boat Hull Number	✘ Exact Match.	✘ Searches last 15 characters of BHN.
REG – Boat Registration	✘ Exact Match.	✘ If REG longer than 8 characters, only searches last 8 characters.

SECURITY SEARCHING PROCESS

INQUIRY IDENTIFIER	LEADS SEARCH	NCIC SEARCH
SERIAL NUMBER (SER)	✘ Exact match.	✘ Exact match.
TYPE OF SECURITY (TYP)	✘ Exact match.	✘ Exact match. Plus all TYP/AO (others).
DENOMINATION (DEN)		✘ Searched when TYP = AO. Looks for matching SER and DEN with any TYP.
SOCIAL SECURITY (SOC)	✘ Exact match.*	✘ Exact match.

SOC – LEADS will also initiate search of Persons file based on SOC used in Security inquiry.

DEN/BLANK – When BLANK is used in the inquiry DEN, only hits with an exact match SER, TYP, and records with DEN/BLANK will return.

NCIC INQUIRY AND SEARCH – See the NCIC Operating Manual, Securities for additional information.

SECURITY INQUIRY IDENTIFIERS	RESPONSE IDENTIFIERS
SER/C3746581E TYP/AO DEN/100	SER/C3746581E TYP/SB DEN/100
	SER/C3746581E TYP/AO DEN/100
SER/C438153EE TYP/SB DEN/100	SER/C438153EE TYP/SB DEN/BLANK
	SER/C438153EE TYP/SB DEN/100



SECTION 2 – PROCEDURE FOR COMMUNICATIONS PERSONNEL

When a LEADS or NCIC hot file hit is received, action by Communications personnel includes, but is not limited to, the following steps:

- Compare
- Interpret
- Alert
- Disseminate
- Confirm
- Locate
- Service

2.1 COMPARE

Compare the inquiry with the hit to verify that the identifiers are an exact match, a reasonably close match, or do not match. The result of this comparison determines the validity of the hit. If the result of the comparison indicates a valid hit, proceed with the next step (interpret). If the result indicates an invalid hit, the hot file inquiry is “Clear”; no further action is required.

LICENSE YEAR COMPARISON

When the license year in the inquiry is not an exact match to that in the response, the officer should still be alerted. The officer can then determine if the inquiry and response plates match.

LICENSE TYPE COMPARISON

Even though the license type in the inquiry may not be an exact match to that in the response, the officer should still be alerted if:

- The officer did not advise the license type
- There is a similarity in the license types, e.g., motorcycle (MC) vs. motorcycle dealer (MD)
- The license type in the hit is “DU” (duplicate/replacement)
- The license type in the hit is “ZZ” (unknown/misc)
- The license type in the hit is a specialty plate, i.e., prevent violence, environmental, university, etc.

VIN COMPARISON

NCIC VIN inquiries search the last 15 characters of the VIN and if no match is found, NCIC will conduct a second search based on the last 8 characters of the VIN. In contrast, LEADS VIN inquiry search is based on all 17 characters of the VIN. All LEADS hits based on a VIN inquiry will be an exact match.

NCIC implemented this searching process to provide users and automobile theft investigators, with the capability to inquire on a derivative VIN used to identify major vehicle parts or a partial VIN that may have been altered, obscured or defaced and the complete VIN cannot be determined. Users can also receive a hit response when transposition, substitution, omission and addition errors occur. Although this capability provides for an on-line inquiry using a partial VIN, all communications personnel should inquire on the entire VIN.



NCIC will return the following caveat with each hit when the inquiry VIN does not match the VIN in the hit exactly.

“RECORD NIC/V339482375 IS BASED ON PARTIAL VIN SEARCH – VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RECORD.”

When determining the validity of a partial VIN hit (direct or indirect), there are three sources to compare:

- The inquiry VIN given by the officer (direct hit); or
- The inquiry VIN contained in the vehicle registration (10-28) response (indirect hit); and,
- The vehicle type (passenger car, truck, motorcycle, etc) derived from the vehicle style (VST) contained in the vehicle registration (10-28) response or given by the inquiring officer.

When receiving a hit response based on a VIN (direct or indirect), the inquiry VIN must be compared against the VIN contained in the hit. If the complete VIN is an exact match, the hit shall be determined Valid to Operator and disseminated to the inquiring officer.

The hit should be considered VALID TO OPERATOR if:

Only one character does not match between the two VINs but the vehicles are the same type (passenger car, truck, motorcycle, etc).

Two characters do not match, but:

- No record on file response received from SOS on the 10-28 inquiry
- NCIC caveat received which indicates the inquiry VIN does not conform to VIN standards for 1981 and later vehicles; or
- The two characters that do not match are an obvious transposition (i.e., 74 vs. 47).

The hit should be considered INVALID if:

- If only one character does not match exactly, but the vehicles are different (e.g., motorcycle vs. passenger car).
- Two characters do not match and none of the above circumstances apply.
- Three or more characters do not match.

NAME COMPARISON PROCEDURE

The following provides the telecommunicators with guidelines to identify a reasonably close name match. When a name, sex, and date of birth inquiry produces a hit:

a. Last Name Comparison - Compare the last name from the inquiry to the last name (or names, if there are aliases) in the response and answer the following questions:

Exact Spelling Match?

EXAMPLE: Johnson vs. Johnson

YES Continue to Step b.

NO Continue to Phonic Match (sound similar)



Phonic (Sound Similar/Spelled Differently) Match?

EXAMPLE: Johnson vs. Johnsen
YES Continue to Step b.
NO Invalid hit

b. First Name, Middle Name(s) and First Initial Comparison - Compare the first name or first initial and the middle name from the inquiry to the same in the response and continue answering these questions:

Exact Spelling Match?

EXAMPLE: Kevin John vs. Kevin John
YES Alert
NO Continue to Inverted Match

Inverted Match?

EXAMPLE: Kevin John vs. John Kevin
Michael Paul vs. Paul Michael
YES Alert
NO Continue to Phonic Match

Phonic Match?

EXAMPLE: John vs. Jon
Cathy vs. Kathy
Stephen vs. Steven
YES Alert
NO Continue to Diminutive Match

Diminutive Match?

EXAMPLE: Robert vs. Bob
Susie Jennifer vs. Suzanne Jenny
YES Alert
NO Continue to Middle Name Match

Middle Name Match?

EXAMPLE: Moore, Steve Martin vs
Moore, John Martin
YES Alert
NO Continue to Initial Match



Initial Match?

EXAMPLE: K John vs. Kevin Steven
 K J vs. J K
YES Alert
NO Do not alert; Advise Clear.

NOTE: If the telecommunicator is still in doubt concerning the determination of the comparison, the officer should be alerted.

2.2 INTERPRET

Interpret the hit to ensure understanding of the response.

Examine the Message Key (MKE) and/or Record Label, Offense Code (OFF), Miscellaneous Field (MIS), and descriptor fields to determine the following:

- Type of Hot File hit.
- If caution is indicated in the hit.
- Nature of the offense.
- Number and types of weapons which may be encountered by the officer.
- Visible identifiers in the hit.
- If court issued geographic limitations, extradition limits, or other information relating to the status of the hit are present.
- If the hit has been "Located" (flagged).

NOTE: Consult another telecommunicator, communications supervisor, or field specialist if unsure of the status or contents of the hit.

2.3 ALERT

Alert the inquiring officer. If the officer's location is unknown, obtain it before proceeding.

Alert Procedure Steps:

- Select the appropriate radio channel.
- Broadcast the car number of the inquiring officer, followed by the station's name.
- Use the alert method developed by your agency, using either an audible tone or a verbal signal.
- Repeat the car number.
- Broadcast the officer's location (double phrase).

Example: "CAR-12, DANVILLE, (ALERT), CAR-12, 1ST AND MAIN, 1ST AND MAIN."

If there is no response to the alert within 30 seconds, generate a second alert. If there is no response to the second alert within 30 seconds, notify the desk officer or a supervisor so assistance may be dispatched to the officer's location.



EXCEPTION: If the officer making the inquiry is secure and there is no violator present, he may indicate readiness to receive hit information without the use of the alert tone by adding "Secure" to the 10-28 or 10-29 request:

Example: "PONTIAC, CAR-16: 10-29 *SECURE*, AB1234."

Extreme caution must govern the use of this exception, since the telecommunicator will broadcast any hit information received on an inquiry made in this manner without using the Alert procedure.

Hit Procedure for Single Lost/Stolen License Plates:

The alternate hit alert procedure is generally used for ordinary hits on single lost or stolen license plates, when the plate is one of an issued set of two unless unusual circumstances or perceived danger are present. The tone alert will continue to be used for a full set of plates, even if one plate constitutes the set.

Procedure:

NOTE: If the officer's location is unknown, obtain it before proceeding.

Use the alternate alert when a hit is received on a single lost or stolen plate (when two or more are issued), (No further information will be given until the officer advises, "GO AHEAD.")

Example: CAR-56, PONTIAC: (Alternate alert) (Wait for officer to advise, "GO AHEAD.")

After the officer has isolated himself from the violator, he will advise, "GO AHEAD." The telecommunicator can then disseminate the information the dissemination procedure.

Summary: The following listing indicates the procedure to be used in differing circumstances:

STANDARD ALERT USED	ALTERNATE ALERT USED
1. All complete set entries (1 of 1, 2 of 2, or 3 of 3)	1. All incomplete set entries (1 of 2, 1 of 3, or 2 of 3)
2. Perception of danger	
3. Unusual circumstances exist	

WHEN IN DOUBT, USE THE ALERT

The LEADS hit response should indicate in the Miscellaneous Field if the plate is a complete or incomplete set. Unless otherwise indicated, **all** NCIC license plate hits should be considered sets. When there is doubt, use the hit alert procedure.

NOTE: After the officer advises "GO AHEAD" or otherwise indicates that the information can safely be accepted, proceed with the next step. Remain alert to the officer's status throughout the contact.



2.4 DISSEMINATE

Disseminate the hit response data to the requesting officer in a uniform, prioritized fashion. Communications personnel should broadcast the following information sequentially as the steps indicate:

NOTE: If a step does not apply, proceed to the next step.

Inquiry: Repeat the identifiers given in the inquiry. "JOHNSTON,RANDAL L., MALE 02/09/1999" or "LICENSE 456789".

Purpose: The officer compares this data with the information he submitted to confirm its accuracy.

Type: Indicate the type of hit response received. "WANTED" or "STOLEN", etc.

Purpose: To inform the officer of the type of Hot File hit response the inquiry has yielded.

Caution: Report all caution indicators in the hit response: "ARMED DANGEROUS" or "ESCAPE RISK"

Purpose: To warn the officer that the situation is not routine and caution above the norm should be exercised.

Offense: Indicate the literal translation of the offense contained in the hit response. If there are multiple hit responses, indicate only the most serious offense. "ROBBERY, RESIDENTIAL, GUN"

Purpose: To inform the officer of the offense for which the person is wanted.

Weapons: Indicate all weapons identified in the hit response. "HANDGUN, SHOT GUN"

Purpose: To inform the officer of the number and types of weapons that could be encountered in this situation.

Visible Identifiers: Indicate the identifiers in the hit response which have not been mentioned previously and which are visible to the officer. "6'01, 185, BLOND, BLUE, TATTOO LEFT FOREARM, SNAKE"

Purpose: To inform the officer of the visible identifiers in the hit response for comparison with immediately visible identifiers of the person or property. This step assists the officer in establishing reasonable grounds to effect detention or recovery.

NOTE: Omit repetition of identifiers that are identical to those of the inquiry, as they have been stated previously in step one. In addition, do not read numerical identifiers, such as FBI, SOC, BCI, FPC, VIN, etc. at this stage of the dissemination process, as such identifiers are not immediately visible to the officer.

Geographic Limitations: Indication in the warrant that define geographic areas of validity.

Purpose: To avoid unreasonable detention on hit responses that have a probability of no transportation/extradition.

NOTE: The LEADS Advisory Policy Board established policy regarding court issued geographic limitations. Paired with applicable Illinois Statute, the geographic limitation policies require agencies entering wanted persons into LEADS specify limitations in the LEADS record, or if no limitation is present, provide transportation from anywhere in the state. The Illinois Compiled Statutes, 725 ILCS 5/107/9 defines the application of geographic limitations on a warrant; "The warrant shall be directed to all peace officers in the State. It shall be executed by the peace officer,

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or by a private person specially named therein, at any location within the geographic limitation for execution placed on the warrant. If no geographic limitation is placed on the warrant, then it may be executed anywhere in the State.” The statute goes on to state the warrant should “Specify any geographical limitation placed on the execution of the warrant, but such limitation shall not be expressed in mileage.”

A warrant not meeting those conditions should not be entered.

IT IS STRONGLY RECOMMENDED THAT REVIEW OF THE AMENDED SECTIONS IN THEIR ENTIRETY BE DONE TO ASSIST LAW ENFORCEMENT AGENCIES AND THEIR PERSONNEL IN ENSURING THAT CIVIL LIABILITY IS AVOIDED.

Additional Information: Indicate that notable information is on file, by using the phrase: "ADDITIONAL INFORMATION AVAILABLE".

Purpose: To inform the officer that additional information exists which might be used to assist in the confirmation, or which may influence the validity of the hit response.

NOTE: Information that does not meet the criteria for initial dissemination and rarely assists the officer in establishing reasonable grounds to effect detention or recovery, includes clothing descriptions, warrant numbers, case numbers, resident or destination locations, bond or bail amounts, and narrative descriptions of the offense.

Go Ahead: Indicate the end of the "Initial Hit Dissemination" by the words, "GO AHEAD".

Purpose: To indicate to the officer that the initial, critical information has been disseminated, and that the officer may now request any assistance, or information related to the hit.

SAMPLE DISSEMINATIONS:

Wanted Person – inside geographic limits:

	"CAR-12, DANVILLE,
Step a	STEVEN R-ROBERT BENSEN, MALE, 081754,
Step b	WANTED,
Step c	ARMED AND DANGEROUS,
Step d	HOMICIDE,
Step e	ARMED WITH SHOTGUN,
Step f	MALE, WHITE, SIX FOOT, ONE EIGHTY, BLOND, BLUE, TATTOO OF ANCHOR LEFT FOREARM,
Step g	ADDITIONAL INFORMATION AVAILABLE,
Step h	GO AHEAD."



Wanted Person – outside geographic limits:

	"CAR-12, DANVILLE,
Step a	STEVEN R-ROBERT BENSEN, MALE, 081754,
Step b	WANTED,
Step c	ARMED AND DANGEROUS,
Step d	HOMICIDE,
Step e	ARMED WITH SHOTGUN,
Step f	MALE, WHITE, SIX FOOT, ONE EIGHTY, BLOND, BLUE, TATTOO OF ANCHOR LEFT FOREARM,
Step g	WARNING - THIS WARRANT SHALL NOT BE EXECUTED AT ANY LOCATION OUTSIDE THE COURT ISSUED GEOGRAPHIC LIMITS SPECIFIED. THE COURT ISSUED GEOGRAPHIC LIMITS ON THIS WARRANT ARE COOK AND DUPAGE COUNTIES.
Step h	ADDITIONAL INFORMATION AVAILABLE,
Step i	GO AHEAD."

Missing Person:

	"CAR-12, DANVILLE,
Step a	SUSAN R ROBERT OLIVER, FEMALE, 090457,
Step b	MISSING DISABILITY,
Step c	SUICIDAL,
Step f	FEMALE, WHITE, FIVE EIGHT, ONE THIRTY-FIVE, BLONDE, GREEN,
Step h	ADDITIONAL INFORMATION AVAILABLE,
Step i	GO AHEAD."

Vehicle:

	"CAR-12, DANVILLE,
Step a	IOWA DIY567,
Step b	STOLEN,
Step f	SILVER 05 FORD THUNDERBIRD TWO DOOR, LICENSE YEAR 21, TWO OF TWO,
Step h	ADDITIONAL INFORMATION AVAILABLE,
Step i	GO AHEAD."



License:

	"CAR-12, DANVILLE,
Step a	SERIAL/352682107115015 SAMSUNG J6 CELL PHONE
Step b	STOLEN
Step f	DUAL SIM, LIGHT BLUE CASE
Step h	ADDITIONAL INFORMATION AVAILABLE,
Step i	GO AHEAD."

Article:

	"CAR-12, DANVILLE,
Step a	SERIAL/4903B HYGAIN CB RADIO
Step b	STOLEN,
Step f	40 CHANNEL
Step h	ADDITIONAL INFORMATION AVAILABLE,
Step i	GO AHEAD."

Gun:

	"CAR-12, DANVILLE,
Step a	SERIAL/192837465 COLT 38 CALIBER
Step b	STOLEN,
Step f	NICKEL-PLATED PISTOL, 2 INCH BARREL,
Step h	ADDITIONAL INFORMATION AVAILABLE,
Step i	GO AHEAD."

No Exact Match Dissemination: When disseminating a hit that contains identifiers that do not match the inquiry exactly, the telecommunicator should ensure the difference between the inquiry and the hit is made clear to the officer. After repeating the inquiry identifiers (Step a), the phrase, "NO EXACT MATCH" will be read, followed by the corresponding hit identifiers. Strong enunciation must be placed on non-matching elements.



SAMPLE DISSEMINATION:

	"CAR-12, DANVILLE,
Step a	RANDALL D-DAVID WARREN, MALE, 082954, <u>NO EXACT MATCH,</u> RANDEL R-A-N-D-E-L WARREN, MALE, 082954,
Step b	WANTED,
Step c	ARMED AND DANGEROUS,
Step d	HOMICIDE,
Step e	SHOTGUN,
Step f	MALE, BLACK, SIX-ONE, TWO HUNDRED, BLACK, BROWN,
Step h	ADDITIONAL INFORMATION AVAILABLE,
Step i	GO AHEAD."

Hit Based on License in Wanted Person Response: When disseminating a wanted or missing person hit based on a license inquiry, the Telecommunicator should ensure the officer understands the response is a direct hit on a person, rather than the license plate used for inquiry. This is accomplished by using the caveat "HIT BASED ON LICENSE IN WANTED PERSON RESPONSE" after repeating the license used for inquiry.

	"MARKHAM, CAR-43, GO AHEAD. "
	CAR-43, MARKHAM,
Step a	L-LINCOLN, U-UNION, C-CHARLES, K-KING, ONE,
Step b	HIT BASED ON LICENSE IN WANTED PERSON RESPONSE,
Step c	GAIL S-SAM WINTERS, FEMALE, FOUR TWELVE SIXTY-TWO,
Step d	WANTED
Step e	ARMED AND DANGEROUS
Step f	HOMICIDE,
Step g	REVOLVER,
Step h	FEMALE, WHITE, FIVE-FIVE, ONE-TWENTY, BLONDE, HAZEL, L-LINCOLN U-UNION C-CHARLES K-KING ONE, LICENSE YEAR 07,
Step i	ADDITIONAL INFORMATION AVAILABLE,
Step j	GO AHEAD."

"Z5" Hit Dissemination: Special consideration must be given to hits generated by the "Z5" inquiry, since the hit may not be the *direct* result of data used in the inquiry. The hit may be produced by automatic inquiries formulated by LEADS, based on the DLN (converted to name, sex, and DOB) of the registered owner or the VIN which appeared in the registration response from SOS. The inquiry data may be clear, but a hit may be generated by the automatic inquiries.



After comparison of the identifiers LEADS used for the automatic inquiry (NAME/SEX/DOB or VIN), if the telecommunicator determines the hit to be valid, the hit alert procedure shall be used with the following dissemination procedures:

- Repeat the inquiry (Illinois registration)
- Advise "CLEAR," (provided the registration is clear)
- Advise "HIT BASED ON DLN (VIN) FROM REGISTRATION RESPONSE"
- Repeat the identifiers LEADS used for the automatic inquiry (NAM/SEX/DOB or VIN)
- Proceed with the remainder of the procedure.

- Type
- Caution
- Offense
- Weapons
- Visible Identifiers
- Geographic Limitations
- Additional Information Available
- Go Ahead

SAMPLE DISSEMINATION:

	"MOKENA, CAR-12, GO AHEAD "
	CAR-12, MOKENA
Step 1	AB1234
Step 2	CLEAR,
Step 3	HIT BASED ON VIN FROM REGISTRATION RESPONSE
Step 4	1G3NF52E54C101310
Step 5.a	STOLEN,
Step e	SILVER 04 OLDSMOBILE ALERO FOUR DOOR, LICENSE YEAR 07
Step g	ADDITIONAL INFORMATION AVAILABLE
Step h	GO AHEAD."

NOTE: Clear the radio channel when the officer indicates the situation is secure.

EXAMPLE: "ATTENTION MOKENA UNITS, CAR-12 ADVISES SITUATION SECURE, (CALL SIGN)."

The word "secure" used in this context means one of the following conditions exists: 1) the officer has determined the hit invalid and is terminating any further enforcement action; or 2) the officer has determined the hit valid, has the violator physically detained, and/or reasonably believes there is no immediate danger.



2.5 CONFIRM

Confirm the validity of the hit by contacting the originating agency via directed message as required by LEADS/NCIC policy. Formats are available specifically for providing and requesting hit confirmation.

HIT CONFIRMATION

The LEADS and NLETS Hit Confirmation formats were designed to assist agencies in handling Hit Confirmation situations by maintaining standardized formats to eliminate confusion concerning the hit confirmation process.

LEADS and NLETS Hit Confirmation formats were previously separate formats. LEADS 3.0 Messenger now provides an all-inclusive HIT Confirmation Request format and a HIT Confirmation Response format. These formats can be found in the drop down Hit Confirmation and Responses folder on the left side of the Messenger screen.

HIT Confirmation Request Format

The screenshot shows a software window titled "YQ - NLETS Hit Confirmation Request". The form is divided into several sections:

- Header Information:** ORI (IL016XYM2 = Illinois State Police), * Destination 1 (BN3), Destination 2 (D2R), Destination 3, Destination 4.
- Request Information:** * Request # (1 = First Request), * Confirmation Priority (U = Urgent (within 10 minutes)), * Agency Case # (TESTING), LDS #, NCJC #.
- Hit Information:** * Request Type (WP = Wanted Person), * Name (FLINSTONE, FRED), * Date of Birth (12/01/1970), Sex (M = Male).
- Requester's Information:** * Requestor (TPR LAW #1234), * Requesting Agency (ILLINOIS STATE POLICE), * Phone # (2175555555), Extension, Fax #, Court Order #, Warrant # (W20A12345678).
- Remarks Section:** A large text area for entering remarks.

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



HIT Confirmation Response Format

YR - NLETS Hit Confirmation Response

Header Information ORI <input type="text" value="IL016XYM2 = Illinois State Police"/> * Destination 1 <input type="text" value="BN3"/>	Response Information * Confirmation Status <input type="text" value="E = Valid, but awaiting extradition decision"/> * Confirmation Hours <input type="text" value="1"/> * Agency Case # <input type="text" value="TESTING"/> LDS # <input type="text"/> NCJC # <input type="text"/>
Hit Information * Hit Type <input type="text" value="WP = Wanted Person"/> * Name <input type="text" value="FLINSTONE,FRED"/> * Date of Birth <input type="text" value="12/01/1970"/> Sex <input type="text" value="M = Male"/>	Confirmer's Information * Confirmer <input type="text" value="SGT COOPER"/> * Confirming Agency <input type="text" value="ILLINOIS STATE POLICE"/> * Phone # <input type="text" value="3095555555"/> Extension <input type="text"/> FAX # <input type="text"/> Court Order # <input type="text"/> Warrant # <input type="text" value="W20A12345678"/>
Remarks Section <div style="border: 1px solid gray; height: 80px;"></div>	



THE TEN-MINUTE RULE

The following Ten-Minute Rule confirmation procedure must be followed as required by LEADS/NCIC. This rule requires all agencies receiving hit confirmation requests provide confirmation or acknowledge receipt of the request within ten minutes.

		LEADS HIT		NCIC HIT
Step 1	A.	Formal administrative message to Originating Authority	A.	Formal administrative message to Originating Authority
	B.	10 Minutes: Expect acknowledgment or confirmation	B.	10 Minutes: Expect acknowledgment or confirmation
(NO RESPONSE)				
Step 2	A.	Resend same formal administrative message to originating authority labeled "Second Request"	A.	Resend same formal administrative message to originating authority labeled "Second Request"
	B.	Key in LEADS Integrated Help Desk ORI/IL08496Q1	B.	Key in violating state's NCIC & NLETS control terminals
	C.	10 Minutes: Expect acknowledgment or confirmation	C.	10 Minutes: Expect acknowledgment or confirmation
(NO RESPONSE)				
Step 3	A.	Contact originating authority by telephone or radio	A.	Contact originating authority by telephone or radio
	B.	Request administrative message indicating confirmation	B.	Request administrative message indicating confirmation

NOTE: All Ten-Minute Rule violations should be reported to your Field Specialist and the LEADS Integrated Help Desk (ORI/IL08496Q1 CDC/KQC).

2.6 LOCATE

A locate message places a flag on the record to indicate a wanted person has been apprehended, a missing person has been found, or property has been recovered. A Locate is placed on the record after confirmation of the record with the originating agency has been made. The flag indicates to other agencies hitting on the record prior to cancellation that some action was taken on the hit. Locating hits is required by LEADS and NCIC regulations. Information about making a locate transaction for a specific file can be found in the Locate section of the applicable chapter.

2.7 SERVICE

Each hit interpreted as valid to the telecommunicator shall be retained in a "hit file" and retained for as long as there remains any possibility a defendant will challenge the law enforcement action taken. A final determination of "invalid" by the officer will not affect generation of this file. (For example, the telecommunicator interprets the hit



to be “valid”; however, the officer at the scene determines that the person or vehicle is not wanted or stolen. The hit will still be retained in the hit file.) Regulation requires that the operator making the inquiry capture how, when, and to whom the hit information was disseminated to establish the chain of evidence for the communication of the hit should the arresting/detaining officer need to substantiate his/her actions in a judicial proceeding.

To capture the required service information, the following documentation should be included in the hit file:

- Original hit response

- 10-27 or 10-28's associated with the hit

- Directed messages sent to the originating authority for verification, disposition, etc.

- Directed messages received from the originating authority

- Original “locate” message placed on the entry

- Any other messages or notations associated with the hit which would aid in giving a complete history of the proceedings.

Information in the “hit” file should be retained until it is anticipated that no civil action will take place.

Every valid hit response will not generate a complete file; however, the file should reflect a complete history of the action taken for that particular hit.

SECTION 3 – PROCEDURE FOR OFFICER

3.1 UPON “ALERT”

Upon hearing the “alert”, indicating a hit on your inquiry, exercise the following procedures and safety precautions, if applicable:

- If suspects are in a position where they can overhear, advise the operator “10-12” or “STAND BY”.

- When isolated from the violator, advise the operator to “GO AHEAD”.

3.2 AFTER RECEIVING HIT INFORMATION

After receiving the hit information, acknowledge receipt and request assistance, if needed. Then:

- Compare the physical descriptors of the person or property you have in custody with the physical descriptors included in the hit response, (i.e., persons hit – sex, race, age, height, weight, hair, eyes, SMTs, etc. or vehicle hit – color, year, make model, body style, VIN, LIC, etc.).

- Provide the operator with the following information:

 - Apparent validity of the hit



Number of suspects, and other pertinent information
Keep the operator informed of your status.
Advised the operator when the radio channel can be “cleared”.

NOTE: If caution is indicated or circumstances warrant, a backup unit should be requested.

3.3 OTHER UNITS

Upon hearing the hit “Alert”, other police units in a position to render assistance should:

Remain alert and be prepared to proceed to the location given in order to assist

Restrict radio traffic to ensure a clear channel for the officer receiving the hit

Refrain from immediately advising their location and asking if help is needed, as to do so would negate the purpose of this covert procedure and possibly endanger the life of the apprehending officer.

NOTE: A hit is investigative information only. The alert itself does not mean to initiate arrest, but that Communications has critical information to convey. A LEADS and/or NCIC hit alone may be used by the officer as reasonable grounds for detention at the scene. Only after documented confirmation with the originating authority is probable cause provided to affect an actual arrest or recovery.