

# LEADS Operating Manual ADD-ON CHAPTER

# **INTRODUCTION**

- **1.1 CRITERIA FOR ENTRY**
- 1.2 MESSAGE KEY (MKE) CODES
- 1.3 RECORD RETENTION
- **1.4 VALIDATION**
- **1.5 INVESTIGATIVE INTEREST**

# **ENTRY**

- **2.1 ENTRY REQUIREMENTS**
- 2.2 ENTRY FIELD CODES/EDITS
- **2.3 ENTRY EXAMPLES**

# **MODIFICATION**

3.1 MODIFICATION

# **CANCEL (VOID)**

4.1 CANCEL (VOID)

# **INQUIRY**

**5.1 INQUIRY** 

**5.2 RESPONSES** 

# **LOCATE**

**6.1 LOCATE** 

# **CLEAR (CANCEL)**

7.1 WHEN TO CLEAR

7.2 CLEAR ADD-ON EXAMPLE



# **SECTION 1 - INTRODUCTION**

## 1.1 CRITERIA FOR ENTRY

### 1. GENERAL CRITERIA

An Add-On is a function that allows the attachment of notes to an existing Hot File record. Add-On records may only be attached to a LEADS record and are not forwarded to NCIC. Agencies can use the Add-On function to provide additional information related to their own, or another agency's active LEADS Hot File record. An Add-On should NOT be used in place of format field data and is instead an option to provide additional information. An Add-On may be used when there is not enough room in the MIS field for pertinent information.

## 2. PROTECTION ORDERS

When a Protection Order has not been served prior to Hot File entry and another agency encounters the respondent, the contacting agency will use the ESA Short Form Service Add-On format to indicate the record-owning agency's Protection Order has been served. The Short Form Service transaction will place an Add-On on the base record and trigger a notification to the record-owner agency that an Add-On has been made to the record. The record-owner agency must then Modify the record to reflect the Date of Service. See the <a href="Protection Order Chapter">Protection Order Chapter</a> for details. An Add-On may also be used to provide additional Remedy information when the MIS field does not provide enough room.

# 3. SEX OFFENDER/VOAY RECORDS

When a 10-year registrant receives an additional 10-years on his/her registration requirement due to noncompliance, an Add-On will be automatically added to the base record indicating such.

In addition to information agencies attach to Sex Offender/VOAY records, the Illinois Secretary of State (SOS) and Illinois Department of Corrections (IDOC) generate Add-On attachments to these Hot File entries. SOS may attach an Add-On as a result of an address-comparison to the SOS Driver's files. If there is a difference between the LEADS base record address and what is on file at SOS, an Add-On will be generated providing the SOS address data.

# 1.2 MESSAGE KEY (MKE) CODES

MESSAGE	MKE
Enter	ED1
Clear	CD1



- 1. There is no inquiry exclusively for an Add-On. An inquiry must be made on the base record identifiers (NAM/SEX/DOB, LIC, etc.) or LEADS number. The base records with all attached Add-Ons will return.
- 2. An Add-On cannot be modified, it must be cleared and if necessary, a new Add-On attached.

#### 1.3 RECORD RETENTION

Add-On information is purged when the master record is cancelled, cleared, or purged. The Sex Offender Registration Unit has the capability to cancel an Add-On entered by any agency on a Sex Offender or VOAY record.

### 1.4 VALIDATION

Agencies must include a review of all Add-Ons as part of the validation of a base record. However, add-on records are not validated individually with a computer transaction.

### 1.5 INVESTIGATIVE INTEREST

When considering attachment of an Add-On to a base record, the agency may also consider investigative interest as an additional option to an Add-On in certain circumstances. Investigative Interest may be attached to NCIC records (not LEADS) indicating an agency has an interest relative to another agency's base record, i.e., an agency indicates an interest in the subject of a base Wanted Person record for questioning on a murder. This investigative information entry is attached to the NCIC portion of the record which agencies in other states will see upon inquiry on the base record. See the NCIC Operating Manual, Other Transactions Chapter for more information.

# **SECTION 2 - ENTRY**

# **2.1 ENTRY REQUIREMENTS**

Any agency can attach an add-on to either their own or another agency's hot file record. In order to do this, 3 identifiers plus the additional information are required:

- 1. MKE Message Key. The MKE for an add-on is ED1 and is automatically inserted by Messenger 3.0. There is no option to select the MKE in the Add-On format.
- 2. ORI Originating Agency Identifier. This should be the ORI of the agency authorizing the Add-On record.
- LDS LEADS Number. The LEADS number of the record to which the Add-On is being made.



4. Secondary Identifier. This identifier will be based on the type of record to which the Add-On is being made. (See Chart in 2.2 Field Codes/Edits).

NOTE:

The second identifier used to make the Add-On entry must be exactly as entered in the base record. For example, if the NAM in the base record of a Wanted Person entry is Franklin, Benjamin A, the NAM in the Add-On entry must match exactly.

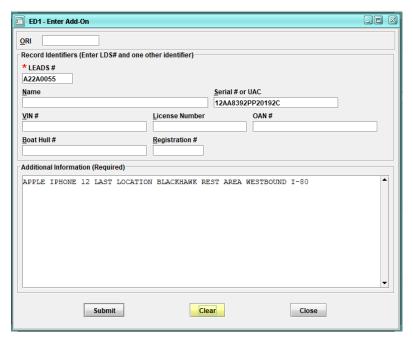
# 2.2 ENTRY FIELD CODES/EDITS

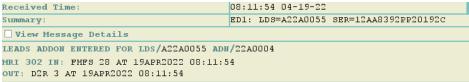
CODE	FIELD	EDITS
ORI	Originating Agency Identifier (of Add-On)	REQUIRED. Must be valid NCIC-assigned ORI
LDS	LEADS #	REQUIRED. LEADS # from base record
ONE OF BELOW IDENTIFIERS FROM BASE RECORD IS REQUIRED		
NAM	Name	Name as it appears in base record for Persons file Add-Ons
SER/UAC	Serial Number or Unserialized Article Code	As it appears in base record for Article Add- Ons.
VIN	Vehicle Identification Number	As it appears in base record for Vehicle Add- Ons
LIC	License Plate Number	As it appears in base record for License Add- Ons
OAN	Owner Applied Number	As it appears in base record for Article or Vehicle Add-On
BHN	Boat Hull Number	As it appears in base record for Boat Add-On
REG	Boat Registration Number	As it appears in base record for Boat Add-On
ADN	Add-On Number	Must be LEADS-assigned Add-On number.



### **2.3 ENTRY EXAMPLES**

Below is an example of an Article Add-On Entry, Acknowledgement, and Query showing the Add-On.

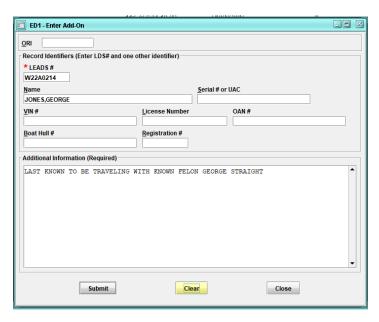


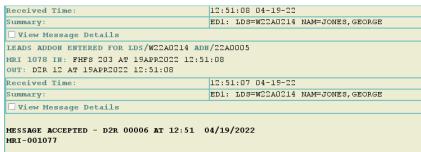






Below is an example of a Wanted Person Add-On Entry, Acknowledgement, and Query showing the Add-On.

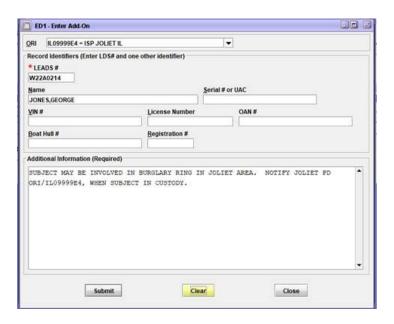


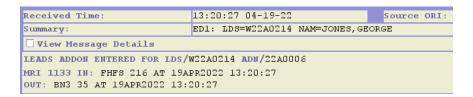


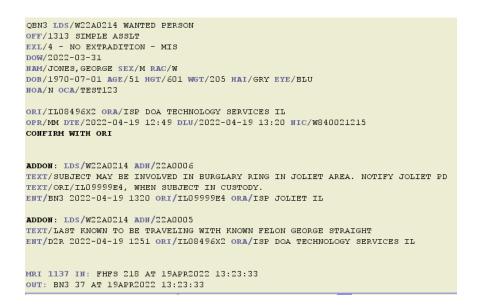




Below is an example of an Agency Add-On Entry to Another Agency's Record, Acknowledgement, and Query showing Add-On.









## **SECTION 3 – MODIFICATION**

### 3.1 MODIFICATION

An Add-On cannot be Modified. If errors are present, the Add-On must be Cleared and re-entered.

# SECTION 4 – CANCEL (VOID)

# 4.1 CANCEL (VOID)

<u>CHANGE IN TERMINOLOGY</u>. LEADS previously referred to this function as VOID. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

There is no cancellation for Add-Ons. The Add-On must be removed from LEADS using a Clear transaction.

## SECTION 5 - INQUIRY

# **5.1 INQUIRY**

There is not a specific "Add-On" inquiry. Instead, inquire on the base record identifiers, or the LEADS number.

## **5.2 RESPONSES**

If an inquiry hits a master record that has one or more Add-On records attached to it, only the three most recent Add-On records attached will return attached to the master record. To retrieve all Add-Ons, re-inquire on the master record by the LEADS number.

The "Hit" would actually be on the master record, not the Add-On record. For information regarding action steps to be taken, see *Hit Procedures*.

## **POSITIVE RESPONSE**

1. Example Wanted Message with one Add-On Record

QD2R LDS/W21A0044 WANTED PERSON
OFF/5404 DRIVING UNDER INFLUENCE LIQUOR
DOW/2021-02-02 ADO/N
NAM/CASS,MAMA SEX/F RAC/W
DOB/1961-05-01 AGE/59 HGT/508 WGT/200 HAI/GRY EYE/GRN
DNA/N



## NOA/Y OCA/TEST123

ORI/IL08496X2 ORA/ISP INFORMATION SERVICES BUR SPRINGFIELD ENT/D2R OPR/MCGRATM DTE/2021-02-03 10:30 DLU/2021-02-03 10:30 CONFIRM WITH ORI

ADDON: LDS/W21A0044 ADN/21A0056
TEXT/KNOWN TO FREQUENT THE BLOOMINGTON AREA

ENT/D2R 2021-02-03 1030 ORI/IL0570100 ORA/PD BLOOMINGTON IL MRI 1137 IN: FH1 102 AT 03FEB2021 10:31:55

OUT: D2R 9 AT 03FEB2021 10:31:55

# **SECTION 6 – LOCATE**

## **6.1 LOCATE**

An Add-On record cannot be located.

# SECTION 7 - CLEAR (CANCEL)

# **7.1 WHEN TO CLEAR**

<u>CHANGE IN TERMINOLOGY</u>. LEADS previously referred to this function as CANCEL. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

- 1. When a base record is Cleared, all associated Add-Ons are removed from LEADS with the base record.
- 2. When an agency needs to correct errors contained in an Add-On record, the Add-On must be Cleared and re-entered.
- 3. When an agency determines an Add-On is no longer relevant, the Add-On must be removed from LEADS.
- 4. Only the agency that entered the Add-On may remove it from LEADS except the Sex Offender Unit who may remove any Add-On from any Sex Offender or VOAY record.



### 7.2 CLEAR ADD-ON EXAMPLE

Only one Add-On message may be Cleared per transaction. The identifiers necessary to Clear Add-On data from a master record are the LEADS Number, the Second Identifier from the master record, and the Add-On Number (ADN) of the Add-On that is being Cleared.

Below is an example of a Clear Add-On Record and the Acknowledgement.

