



LEADS Operating Manual
ADD-ON CHAPTER

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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 [Protection Order Chapter](#) 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.
3. 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.

ED1 - Enter Add-On

ORI

Record Identifiers (Enter LDS# and one other identifier)

* LEADS #

Name Serial # or UAC

VIN # License Number OAN #

Boat Hull # Registration #

Additional Information (Required)

APPLE IPHONE 12 LAST LOCATION BLACKHAWK REST AREA WESTBOUND I-80

Received Time:	08:11:54 04-19-22
Summary:	ED1: LDS=A22A0055 SER=12AA8392PP20192C
<input type="checkbox"/> View Message Details	
LEADS ADDON ENTERED FOR LDS/A22A0055 ADN/22A0004	
MRI 302 IN: FHF8 28 AT 19APR2022 08:11:54	
OUT: DCR 3 AT 19APR2022 08:11:54	

Received Time:	08:12:22 04-19-22	
Summary:	QPROP: LDS=A22A0055	
<input type="checkbox"/> View Message Details		
Query	Modify	Clear
Enter Image		

CHF
 QUERY: QA LDS/A22A0055

QDCR LDS/A22A0055 STOLEN ARTICLE
 DOT/2022-03-30 MOD/IPHONE 12 BRA/APPLE TYP/DCELLPH
 SER/12AA8392PP20192C
 HOA/N
 OCA/TEST123
 ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL
 OPR/MM DTE/2022-04-19 08:10 DLU/2022-04-19 08:10 NIC/A250022077
CONFIRM WITH ORI

ADDON: LDS/A22A0055 ADN/22A0004
 TEXT/APPLE IPHONE 12 LAST LOCATION BLACKHAWK REST AREA WESTBOUND I-80
 ENT/DCR 2022-04-19 0811 ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL

MRI 304 IN: FHF8 29 AT 19APR2022 08:12:22
 OUT: DCR 4 AT 19APR2022 08:12:22



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

ED1 - Enter Add-On

ORI []

Record Identifiers (Enter LDS# and one other identifier)

* LEADS #
W22A0214

Name: JONES,GEORGE Serial # or UAC: []

VIN # License Number OAN #

Boat Hull # Registration #

Additional Information (Required)

LAST KNOWN TO BE TRAVELING WITH KNOWN FELON GEORGE STRAIGHT

Submit Clear Close

Received Time:	12:51:08 04-19-22
Summary:	ED1: LDS=W22A0214 NAM=JONES,GEORGE
<input type="checkbox"/> View Message Details	
LEADS ADDON ENTERED FOR LDS/W22A0214 ADH/22A0005	
MRI 1078 IN: FHFS 203 AT 19APR2022 12:51:08	
OUT: D2R 12 AT 19APR2022 12:51:08	
Received Time:	12:51:07 04-19-22
Summary:	ED1: LDS=W22A0214 NAM=JONES,GEORGE
<input type="checkbox"/> View Message Details	
MESSAGE ACCEPTED - D2R 00006 AT 12:51 04/19/2022	
MRI-001077	

Received Time:	12:53:54 04-19-22	
Summary:	Z2: LDS=W22A0214	
<input type="checkbox"/> View Message Details		
Query	Modify	Clear
Cancel Supp	S/F Enter	S/F Cancel
CHF		
QUERY: QW LDS/W22A0214		
QD2R LDS/W22A0214 WANTED PERSON		
OFF/1313 SIMPLE ASSLT		
EXL/4 - NO EXTRADITION - MIS		
DOW/2022-03-31		
NAM/JONES,GEORGE SEX/M RAC/W		
DOB/1970-07-01 AGE/51 HGT/601 WGT/205 HAI/GRY EYE/BLU		
HOA/N OCA/TEST123		
ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL		
OPR/MM DTE/2022-04-19 12:49 DLV/2022-04-19 12:51 NIC/WB40021215		
CONFIRM WITH ORI		
ADDON: LDS/W22A0214 ADH/22A0005		
TEXT/LAST KNOWN TO BE TRAVELING WITH KNOWN FELON GEORGE STRAIGHT		
ENT/D2R 2022-04-19 1251 ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL		
MRI 1092 IN: FHFS 208 AT 19APR2022 12:53:54		
OUT: D2R 13 AT 19APR2022 12:53:54		
Received Time:	12:53:54 04-19-22	
Summary:	Z2: LDS=W22A0214	
<input type="checkbox"/> View Message Details		
MESSAGE ACCEPTED - D2R 00007 AT 12:53 04/19/2022		
MRI-001091		



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

ED1 - Enter Add-On

ORI IL09999E4 = ISP JOLIET IL

Record Identifiers (Enter LDS# and one other identifier)

* LEADS #
W22A0214

Name: JONES,GEORGE Serial # or UAC: _____

VIN # _____ License Number _____ OAN # _____

Boat Hull # _____ Registration # _____

Additional Information (Required)

SUBJECT MAY BE INVOLVED IN BURGLARY RING IN JOLIET AREA. NOTIFY JOLIET PD ORI/IL09999E4, WHEN SUBJECT IN CUSTODY.

Submit Clear Close

Received Time:	13:20:27 04-19-22	Source ORI:
Summary:	ED1: LDS=W22A0214 NAM=JONES, GEORGE	
<input type="checkbox"/> View Message Details		
LEADS ADDON ENTERED FOR LDS/W22A0214 ADN/22A0006		
MRI 1133 IN: FHFS 216 AT 19APR2022 13:20:27		
OUT: BN3 35 AT 19APR2022 13:20:27		

```

QBN3 LDS/W22A0214 WANTED PERSON
OFF/1313 SIMPLE ASSLT
EXL/4 - NO EXTRADITION - MIS
DOW/2022-03-31
NAM/JONES,GEORGE SEX/M RAC/W
DOB/1970-07-01 AGE/51 HGT/601 WGT/205 HAI/GRY EYE/BLU
NOA/N OCA/TEST123

ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL
OPR/MM DTE/2022-04-19 12:49 DLU/2022-04-19 13:20 NIC/W840021215
CONFIRM WITH ORI

ADDON: LDS/W22A0214 ADN/22A0006
TEXT/SUBJECT MAY BE INVOLVED IN BURGLARY RING IN JOLIET AREA. NOTIFY JOLIET PD
TEXT/ORI/IL09999E4, WHEN SUBJECT IN CUSTODY.
ENT/BN3 2022-04-19 1320 ORI/IL09999E4 ORA/ISP JOLIET IL

ADDON: LDS/W22A0214 ADN/22A0005
TEXT/LAST KNOWN TO BE TRAVELING WITH KNOWN FELON GEORGE STRAIGHT
ENT/D2R 2022-04-19 1251 ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL

MRI 1137 IN: FHFS 218 AT 19APR2022 13:23:33
OUT: BN3 37 AT 19APR2022 13:23:33

```



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)

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.

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

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.

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.

CD1 - Clear Add-On

ORI IL016XYM2 = ISP DIST CHICAGO IL

Required

* LEADS # W21H8194 * Add-On Msg # 21K9802

Additional Record Identifiers (Enter one other identifier)

Name CASS.MAMA Serial # or UAC

VIN # License Plate # OAN #

Boat Hull # Registration #

Submit Clear Close

```
Received Time: 17:05:11 06-30-21 Source ORI: IL016XYM2
Summary: CD1: LDS=W21H8194 NAM=CASS,MAMA
View Message Details
LEADS ADDON ADN/21K9803 CLEARED FOR LDS/W21H8194
MRI 69380 IN: FHFS 20104 AT 30JUN2021 17:05:11
OUT: D2R 9 AT 30JUN2021 17:05:11
Received Time: 17:05:11 06-30-21 Source ORI: IL016XYM2
Summary: CD1: LDS=W21H8194 NAM=CASS,MAMA
View Message Details
MESSAGE ACCEPTED - D2R 00010 AT 17:05 06/30/2021
MRI-069379
```