# **LEADS Daily Bulletin**

January 20, 2022

# **SEX OFFENDER MOVING STATUS - REVISED**

Instructions below are for both placing an offender into moving status and taking possession of a record already in moving status.

#### PLACE INTO MOVING STATUS:

Select Modify Sex Offender, Enter Owning Agency Main ORI into Header ORI Information; Enter Record Identifiers: LEADS number (X05A1234) and Offender Name (Public,John Q). Move down the Form to Offender Registration Information. In LEADS Status space, enter M-084, (084 = County 3-digit code where offender is moving). County code list can be found in LEADS 3.0 Manual under Sex offender Chapter, Moving. Or within the Modify form under address information County Code dropdown list. Complete activity date for the date the offender notified they are moving. Select Submit at bottom of form. Only the agency who is the current owner of the record may place the record into moving status.

MXS - NCIC Modify Sex Offender	
Header Information QRI	Owning Agency Main ORI
Record Identifiers  * LEADS # * Name  X05A1234 PUBLIC,JOHN Q	
MKE	QRI Name of Validator
Coffender Personal Information	
Caution/Medical Condition	]
<u>N</u> ame	Sex     Race     Date of Birth       V     V     V
	Eye Color     Skin Tone     Scars, Marks, Tattoos       Image: Stars and Stars
Ethnicity Citizenship	
LEADS Status	Chicago PD IR# Blood Type
M-084	Operator's License # Expiration Year
Offender Registration Information LEADS Status Initial Registration Date Activity M-084 11/30/	

## TAKE POSSESSION OF RECORD IN MOVE STATUS:

Step 1 - Inquire by LEADS number or Name, Sex, DOB. Select Hot Link from inbox Response to Modify the Record.

I								
	Received Time:	10:18:14 11-30-21	S	ource ORI:	IL08496Y6			
l	Summary:	Z2: LDS=X10B4153	2: LDS=X10B4153					
	View Message Details							
	Modify	Modify Emp/Stu Address	Enter AddOn	Clear Addon				

The Modify Form will open with the LEADS number and Name already filled in. Agency will Complete: a) HEADER INFORMATION - COMPLETE WITH AGENCY ORI TAKING POSSESSION ESPECIALLY IF ORI IS DIFFERENT THAN THE AGENCY LOGGED INTO. (EX: DISPATCH CENTER)

**b) RECORD IDENTIFIERS** - Must insert LEADS number and 2<sup>nd</sup> Identifer, in this case the name. (already completed by selecting Hot Link).

c) 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

* LEADS # * Name X0783577 SMITH, SIDNEY A Message Information Message ORI - ORI OF AGENCY TAKING POSSESSION OF RECORD	Record Identifiers     Header ORI- Complete with ORI of Agency taking possession       * LEADS # Name     Name       X07B3577     SMITH, SIDNEYA       Message Information     Message ORI - ORI OF AGENCY TAKING POSSESSION OF RECOR       MKE     QRI
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R 00/00/0000	
State ID # Child Sex Offender	
	R 00/00/0000

### d) OFFENDER PERSONAL INFORMATION - LEAVE BLANK

e) OFFENDER REGISTRATION INFORMATION - LEADS Status – place R, for Registered, Initial Registration date – LEAVE BLANK,

Activity Date – Complete, using <u>the actual date</u> 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. Step 2 – Open Modify form again. Keep only Record Identifiers, (LEADS number & Name) move down to Address Information, complete the new address, including the beginning date and any other NEW information, then Click Submit. Agency will receive Acknowledgement message but should query the record to ensure the correct information has been modified.

MXS - NCIC Modify Sex Offender
Header Information
QRI
Record Identifiers
*LEADS# *Name
Message information
MKE QRI Name of ¥alidator
Offender Personal Information
CautionMedical Condition
Name Sex Race Date of Birth Place of Birth
Height Hair Color Eye Color Skin Tone Scars, Marks, Tattoos
Ethnicity Citizenship Social Security # EBI /UCN# Miscellaneous # Eingerprint Classification
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Operator's License State Operator's License # Expiration Year
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LEADS Status Initial Registration Date Activity Date Ending Registration Date
State ID # Child Sex Offender
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Citation 6 Conviction 7 Citation 7 Conviction 7 Citation 8 Conviction 8 Citation 9 Conviction 9 Citation 10 Conviction 10
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Address Information
Address Type Beginning Date Ending Date Verification Date
Address Type Beginning Date Ending Date Verification Date
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Addr. No.     Direction     Apt. #     Street Name     Area/Beat #
Addr. No.     Direction     Apt. #     Street Name     Area/Beat #       City     State     County Code     Zip Code     Residence Type
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Addr. No. Direction Apt.#     Addr. No.        Addr. No.   Direction Apt.#   State   County Code   Zip Code   Residence Type     Vehicle Information     Vehicle Style
Addr. No. Direction Apt.# StreetName ArealBat # Addr. No. Direction Apt.# StreetName ArealBat # City State Court/Code Zp Code Residence Type Vehicle Information Vehicle Information Vehicle Style VIN # Vehicle Mage Vehicle Mage Vehicle Style VIN # Vehicle Ownership Citense Month License State License Type License # Citense Month License State Difference Type License # Citense Month License State Difference Type Difference # Boat Information Boat Yoar Boat Make Boat Model Boat Hull # Begistration # Begistration State Expiration Year Coast Guard # Home Port Cortical Linkage Information Maxge Agency ID Linkage Case # Agency Case Number
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If you have any questions or need help, please contact the ISP Help Desk <u>ISP.HelpDesk@illinois.gov</u> or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date								