LEADS Daily Bulletin

October 13, 2021

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 N	Modify Sex Offender						
- Header Informat	tion						
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				Owning Age	ency Main ORI		
Record Identifie				0 1111111111111111111111111111111111111	eney main om		
* LEADS #	* Name PUBLIC.JOHN Q						
AUSA1234	PUBLIC,JUHN Q						
Message Inform	ation						
MKE.		<u>O</u> RI			Name of <u>V</u> alidator		_
Offender Persor	nal Information						
Caution/Medical	Condition						
		▼					
Name		<u>S</u> ex	Race	ı	Date of Birth Place of Birth		
				▼ [▼
Height Weight	Hair Color	Eye Color Ski	in Tone	Scars, Marks, Tat	toos		
		▼		▼			▼
<u>E</u> thnicity	Citizen	ship	Social S	ecurity # FBI /UCN#	Miscellaneous#		Eingerprint Classification
	▼		▼				
DNA	DNA Location		Chicago Pl	D IR# Blood Type			
ILVDCC	tatus				▼		
LEADS S	itatus	<u>E</u> mail		<u>I</u> nternet Id	entifiers		
M-08	1	▼					
141-00	7	Operator's License #	<u>E</u> x ₁	piration Year			
		•					
Offender Registr	ration Information					$\overline{}$	
_		tivity Date Ending Registration Date	Activ	ity Date Off	ender Registered		
M-084		/30/2021 / /	, (Ctiv	ity bate on	chaci negisterea		

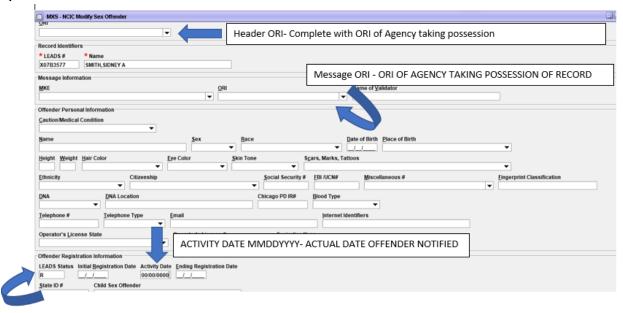
TAKE POSSESSION OF RECORD IN MOVE STATUS:

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



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 2nd 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
- 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 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.

MXS - NCIC Modify Sex Offender		
Header Information		
QRI		
Record Identifiers		
*LEADS# *Name		
Message Information		
MKE QR	Name of <u>V</u> alidator	
	▼	
Offender Personal Information		
Caution/Medical Condition		
<u>N</u> ame <u>S</u> ex	Race Date of Birth Place of Birth ▼	▼
Height Weight Hair Color Eye Color	Skin Tone Scars, Marks, Tattoos	•
│	•	▼
Ethnicity Citizenship	Social Security # FBI /UCN# Miscellaneous #	Eingerprint Classification ▼
DNA DNA Location	Chicago PD IR# Blood Type	
▼		
Operator's License State Operator's License #	Expiration Year	
Offender Registration Information	· · · · · · · · · · · · · · · · · · ·	
LEADS Status Initial Registration Date Activity Date Ending Registration	Date	
State ID # Child Sex Offender		
	•	
County/State of Conv IDC # Photo Age At Offense	e Verification Verified Action ▼	
Citation 1 Conviction 1 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 19	
Victim Information		
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If you have any questions or need help, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date								