LEADS Daily Bulletin

August 16, 2023

Computerized Hot Files – Image Retrieval

When performing a Computerized Hot File inquiry and receiving a positive response ("hit") which has photo(s) attached, the only image type which automatically returns is the Mugshot Image. If other images are attached to the record, a separate image query is required in order to retrieve those additional images.

The Image Query form is accessed via the Forms Tree in Messenger.

+ LEADS and NCIC CHF
  + IMAGE
    + QUERY – Enter the Image Number (IMN) along with the appropriate required identifiers.

There are three image types:

1) Mugshot Image (IMT M) – While the term "mugshot" is used, this can include images other than a literal mugshot which are helpful in identifying the subject of the record, so long as they meet the requirements of a frontal face view from the shoulders to the top of the head. The most common example would be for a Missing Persons record. Only one Mugshot image can be associated with a person record.

2) Signature Image (IMT S) – An image of a signature. Only one Signature image can be associated with a person record.

3) Identifying Image (IMT I) – An image which may help identify a person or property (e.g., scars, marks, and tattoos; additional photograph(s) of a person; "aged" photograph of a missing juvenile; photograph of a vehicle or an article; etc.) No more than ten identifying images (other than mugshot and signature) can be associated with a person record.

For additional information, see the NCIC Operating Manual – Image File.
https://isp.illinois.gov/LawEnforcement/NCICOperatingManual

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	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date