LEADS Operating Manual
SUPERVISED RELEASE CHAPTER

1.1 DEFINITION

The Supervised Release File (previously known as Parolee in LEADS 2000) consists of LEADS and NCIC computerized records containing information on subjects who are placed under specific restrictions during their probation, parole, supervised release or pre-trial sentencing.

FILE CHANGE

Previously the Supervised Release File (known as Parolee in LEADS 2000) had been part of the LEADS Caution File which included FNP, Sex Offender and Parolees (Supervised Release). The Caution File has now been divided into individual Hot Files. The division of the Caution File now allows Supervised Release records to be entered into both LEADS and NCIC.

1.2 PURPOSE

The file is intended to promote more effective law enforcement, maximize protection to the public and provide better safety to Illinois law enforcement officers. These objectives are accomplished by providing immediate identification of persons placed on Supervised Release to ensure the subject is not violating the conditions of their parole, probation or supervised release.

Records received from this file do not indicate the person is wanted; persons should not be detained solely on the basis of a response from this file.

1.3 WHAT'S IN THE FILE

This file contains records of persons hat have been placed on Supervised Release. These records can only be entered by the Illinois Department of Corrections.

1.4 HOW THE FILE DIFFERS

The Supervised Release File is different from all other files to which LEADS agencies contribute data. The differences are summarized below.

HIT NOT GROUNDS TO SEARCH, DETAIN OR ARREST

All records in the file are for cautionary and safety purposes. In no way do Supervised Release records suggest the individuals are wanted or missing.

MULTIPLE RECORD OWNERS

LEADS 3.0 no longer offers the option of multiple record owners. The Caution File from LEADS 2000 has been divided into individual file records (FNP, Sex Offender and Supervised Release). Therefore, if there is a Supervised Release record on file for an individual and an agency has information on the same subject that would qualify for an FNP entry, a separate record must be entered.

NO COMMUNITY NOTIFICATION

Unlike the Sex Offender file, information regarding subjects entered into the Supervised Release format should not be made public. Officers should not share this information with any individual(s) unless they are involved with the investigation.

1.5 RETENTION PERIOD AND RECORD FILING

Supervised Release information is purged after parole has ended. Each agency that adds to an existing Supervised Release file record must maintain a local file. These entries must be kept in a file separate from the agency's Wanted and Missing Persons File entries. A copy of each entry, as produced by an inquiry by LEADS Record Index Number, and any supportive documentation must be present in the file. When records are canceled, the original record and cancel confirmation should be filed in a canceled records section and retained for at least one year.

SECTION 2 – ENTRY

FILE CHANGE

Previously the Supervised Release File had been part of the LEADS Caution File which included FNP, Sex Offender and Parolees (Supervised Release). The Caution File has now been divided into individual Hot Files.

2.1 WHO MAY MAKE SUPERVISED RELEASE ENTRIES

Only the Illinois Department of Corrections (IDOC) can enter a person in the Supervised Release File. IDOC sends data to the Illinois State Police, daily, which is used to enter, modify and delete Supervised Release records.

2.2 REQUIREMENTS FOR ENTRY

All entries into the Supervised Release file must be substantiated with accurate documentation prior to entry. IDOC is responsible for the support of each record it initiates, as well as retention of documentation for entry.

2.3 FIELD CODES AND DEFINITIONS

This section will define fields that are specific to LEADS ONLY. Fields that are common to both LEADS and NCIC are defined in the NCIC Operating Manual.

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Fields specific to LEADS are not transmitted to NCIC and will not appear in the NCIC record.

LEADS Specific Parolee Codes:

PST	Parolee status
PED	Parole expiration date

PAROLEE STATUS CODE

A. FIELD NAME: Parolee Status Code
B. FIELD CODE: PST (Only seen by Illinois Department of Corrections.)
C. FIELD LENGTH: 1 position.
D. CHARACTER TYPE(S) ALLOWED: Specific alphabetic codes.
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. USED AS IDENTIFIER FOR MODIFY/DELETE? No
G. WHEN MODIFYING, DATA CAN BE: *ADDED?* N/A   *CHANGED?* No*   *DELETED?* No
        * Only the Illinois Department of Corrections can change the code.

H. ON ENTRY, DATA IS: Required.
I. PURPOSE AND USAGE: Gives the status of the parolee.
J. ALLOWABLE DATA AND EDITS: The Illinois Department of Corrections will enter one of the following
  codes and the LEADS edits will insure only a valid code is entered.

PAROLEE STATUS CODES	
B	Bonded Out
D	Discharged Out
H	Home Custody (Electronic Detention)
I	In Custody (IDOC)
J	Job Furlough
M	Medical Furlough
P	Paroled/MSR Custody
S	Escaped Out
T	Detained Out
W	Work Release
*	Deceased

PAROLE EXPIRATION DATE

A. FIELD NAME: Parole Expiration Date
B. FIELD CODE: PED (Only seen by Illinois Department of Corrections.) WILL ENSURE CORRECT AFTER GO LIVE
C. FIELD LENGTH: 8 positions.

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D. CHARACTER TYPE(S) ALLOWED: Numerals 0 9.
E. USED AS ON-LINE INQUIRY IDENTIFIER? No
F. USED AS IDENTIFIER FOR MODIFY/DELETE? No
G. WHEN MODIFYING, DATA CAN BE: ADDED? N/A   CHANGED? No*   DELETED? No
       * Only the Illinois Department of Corrections can change the date.

H. ON ENTRY, DATA IS: Required.
I. PURPOSE AND USAGE: Gives the date on which the subject's parole ends.
J. ALLOWABLE DATA AND EDITS: The Illinois Department of Corrections will enter the date including the century. LEADS edits will insure the entered date is valid.

2.4 ENTRY FORMAT

Below is an example of the Supervised Release format in Messenger 3.0:
NEW PIC WILL BE PROVIDED WHEN FILE IS READY IN MESSENGER AFTER GO LIVE.

2.5 ENTRY ACKNOWLEDGEMENT

Below is an example of a successful entry acknowledgement:
NEW PIC WILL BE PROVIDED WHEN FILE IS READY IN MESSENGER AFTER GO LIVE.

SECTION 3 – MODIFY

3.1 DEFINITION AND PURPOSE

Modification is a process that allows additions, changes, or deletions in an existing record that was entered by your agency. Only the Illinois Department of Corrections (IDOC) can modify a person in the Supervised Release File. IDOC sends data to the Illinois State Police, daily, which is used to enter, modify and delete Supervised Release records.

3.2 WHEN TO MODIFY

Modification to a Supervised Release record can be completed:

1.   When additional data is obtained after the record has already been entered,
2.   When the data changes, or
3.   When an error is discovered in the record.

3.3 MODIFY PROCEDURE

ACCESSING MODIFY FORMS

It is recommended that operators access the Supervised Release Modify format using the hot-links located above the record. Anytime the agency that owns the record inquires on their own record, the hot-links will appear above the record. Using the hot-link to access the Supervised Release Supplemental Modify format will auto-fill the required data. The Supervised Release Supplemental Modify format may also be accessed using the menu, however, operators must then fill in all data.

REQUIRED FIELDS

Using the Supervised Release Modify Format the following fields must be completed as a minimum, to modify your record. If an operator uses the Hot-Link to access the modify format, these fields will be auto completed.

> ORI (agency record owner)
> LDS
> NAM (exactly as it appears in the master record)

Any field in the format, with the exception of the LEADS number, can be modified to add or change information. Only fields that are not required for entry can be deleted.

When modifying the MIS field, all previous data is removed and replaced by the new data. There is no way to modify or delete only one portion of the MIS field.

Vehicle data may be added, modified or partially or entirely deleted in any way consistent with the rules for the Vehicle File. In addition, VMA and VST may be used indefinitely without a VIN, although this is not recommended.

License data may be added, changed or deleted in any way consistent with the rules for the License Plates File.

SECTION 4 – CANCEL (DELETE)

CHANGED TERMINOLOGY – LEADS previously referred to this function as Delete. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid and was entered in error.

4.1 WHEN TO CANCEL

Supervised Release records automatically cancel when the probation expiration date has been satisfied. A Supervised Release Supplemental record can be canceled when it is realized the record was entered by mistake.

4.2 REQUIREMENTS

It is recommended that operators access the Supervised Release Cancel format using the hot-links located above the record. Anytime the agency that owns the record inquires on their own record, the hot-links will appear above the record. Using the hot-link to access the Supervised Release Supplemental Cancel format will auto-fill the required data. The Supervised Release Supplemental Cancel format may also be accessed using the menu, however, operators must then fill in all data.

MINIMUM REQUIREMENTS TO CANCEL A SUPERVISED RELEASE RECORD

> ORI – owner of record
> LDS – LEADS NUMBER
> NAM – exactly as displayed in Master Record Name
> DOC – date of cancellation

4.3 SAMPLE FORMAT

Below is a sample of the Supervised Release Cancel Format   NEW PIC WILL BE PROVIDED WHEN FILE IS READY IN MESSENGER AFTER GO LIVE.

4.4 CANCEL ACKNOWLEDGEMENT

A copy of the cancelation message must be retained with the original entry. The cancelation message will display the LEADS record number, subjects name, and the phrase "LEADS RECORD CANCELED". THIS WILL BE CORRECTED WHEN FILE IS READY IN MESSENGER AFTER GO LIVE.

Below is a sample of the Cancel Acknowledgement. NEW PIC WILL BE PROVIDED WHEN FILE IS READY IN MESSENGER AFTER GO LIVE.

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SECTION 5 – INQUIRY

5.1 PROCEDURES

Supervised Release Files are automatically searched whenever a LEADS hot files search on persons, vehicles or plates is performed. The individual Supervised Release file can also be searched by the LEADS Record Index number.

5.2 POSITIVE HIT RESPONSE EXAMPLE

NEW PIC WILL BE PROVIDED WHEN FILE IS READY IN MESSENGER AFTER GO LIVE.

SECTION 6 – LOCATE

6.1 LOCATE

Supervised Release records cannot be located.

SECTION 7 – ADD-ON CAPABILITY

7.1 DEFINITION AND PURPOSE

An Add-On provides the capability to attach applicable miscellaneous information to any LEADS record. The information attached to a record is like a notation and should **not** be data that should be placed in a field or in a Supplemental Record. An Add-On may be attached to your own record or another agency's record. A total of 1000 Add-Ons may be attached to one master record.
Add-on Records are a LEADS ONLY function and are not attached to NCIC records.

For information on entry and cancellation of Add-On records see the LEADS 3.0. Add-On Chapter.

SECTION 8 – SUPPLEMENTAL DATA (ALIASES)

CHANGED TERMINOLOGY – LEADS previously referred to this function as Aliases. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

8.1 DEFINTION AND PURPOSE

Supplemental data is additional or alias identifiers that are attached to a record. Using the Supplemental data form as opposed to an Add-On allows for the addition of searchable identifiers, such as Alias names or dates of birth, social security numbers and SID and FBI numbers. Supplemental Data is attached to both LEADS and NCIC records, enhancing officer and public safety across the nation.

8.2 SUPPLEMENTAL DATA ENTRY

For information on entering Supplemental information, see the Wanted Persons chapter of the NCIC Operating Manual. Once the supplemental data is accepted, the operator must inquire on the LEADS record to see the additions.

8.3 SAMPLE FORMAT

A total of 9 additional identifiers may be added in one transaction. To add more identifiers another supplemental data entry should be performed.

This format displays the entry of an additional Caution/Medical Condition, two Alias Names, an Alias DOB, and an additional Scars/Marks/Tattoo.

8.4 SAMPLE ENTRY ACKNOWLEDGEMENT

Received Time:	09:52:17 12-04-20	Source ORI:	IL08496E2
Summary:	ENFNP: LDS=E20A4788 NAM=LEATHER,PURSE		
☐ View Message Details			
LEADS RECORD SUPPLEMENTAL DATA ENTERED LDS/E20A4788 MRI 1110 IN: FH1 85 AT 04DEC2020 09:52:17 OUT: BN3 3 AT 04DEC2020 09:52:17			

NOTE: More specific details are available in the Wanted Person chapter of the NCIC Operating Manual.

SECTION 9 – DUPLICATE RECORDS

9.1 DUPLICATE RECORDS

Whenever an attempt is made to enter a record into the Supervised Release file, LEADS automatically generates inquiries into the Computerized Hot Files to determine whether there are any other matches to the record being entered. LEADS will follow the rules for duplicate entry and rejection as outlined in the NCIC Operating Manual, Supervised Release Chapter.

SECTION 10 – AUTOMATIC BROADCASTING

10.1 AUTOMATIC BROADCASTING

Persons entered into the Supervised Release File are not wanted or missing. Therefore, entries into this file are not broadcast to other LEADS terminals.

SECTION 11 – VALIDATION

11.1 VALIDATION

FILE CHANGE: *The Illinois State Police will no longer send paper copies of the Validation Reports to individual agencies. The inquiry of the Validation Report will now be the responsibility of the LAC(s) of each agency. The LAC(s) should complete this task by the 15th of each month to ensure proper time is*

allotted to validate each record of all agencies served. The purge schedules set in place by LEADS Policy will remain in effect for all records.

For more information on the Validation procedures, see the Other Transactions chapter of the LEADS 3.0 manual.