LEADS Operating Manual
LICENSE PLATE CHAPTER

CLEAR (CANCEL)

05/03/22

1.1 DEFINITION

A **regular** license plate is defined as a standard 6"x12" plate issued for use on a passenger automobile and containing noembossed wording, abbreviations, and/or symbols to indicate that the license plate is a special issue.

All plates other than regular passenger automobile plates are classified as **special** plates. Examples of special plates areaircraft, antique, bus, commercial, dune buggy, farm vehicle, motorcycle, trailer, truck, and U.S. Government vehicles. The NCIC Code Manual (Vehicular Data Codes), contains a complete list of all regular, and special plate types. This chapter contains a list of specialty plates specific to Illinois.

License plate stickers not affixed to a plate do not qualify for entry into the License Plate file and should be entered in the Article File.

Handicap Placards – On January 1, 1988 the Illinois Secretary of State's office began issuing new permanent and temporary parking placards for persons with disabilities. These "hangtag" placards are usually hung from the rearview mirror.

An online inquiry is available to check registration information on Disabilities Parking Placards. This inquiry will generatea response from the Secretary of State which will include the name and address of the owner. Also included are issue and expiration dates as well as other pertinent information.

Handicap Parking Placards do not qualify for entry into the License File and should be entered into the Article File.

1.2 CRITERIA FOR ENTRY

A. A uniquely-numbered stolen/lost license plate can be entered only if a report has been made and is on file.

B. When an incomplete set of license plates is missing and there are no indications criminal activity was involved, the license plate should be entered in LEADS only. An incomplete set may be entered in both LEADS and NCIC ifthe plate was lost or stolen during interstate travel.

   When a complete set (1 of 1, 2 of 2, 3 of 3) of license plates is stolen or missing, entry should be made into both LEADS and NCIC.

C. Agencies must have a theft/lost report (electronic or hard copy) on file to support a license plate entry. Only the agency holding the theft report may make an entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency. When such an entry is made, the agencyholding the record may place its own ORI in the ORI field only when there is a written agreement between the two agencies which delineates the legal responsibility for the record.

D. Handicap Parking Placards are entered into the Article File and will follow the policy and procedures outlined inthe Article chapter.

1.3 MESSAGE KEY (MKE) CODES

LEADS SPECIFIC *MESSAGE KEY CODES*

MESSAGE	MKE	TRANSLATION
Entry	EL1	Enter in LEADS Only License Plate
Entry	EL1A	Enter in LEADS Only License Plate Armed and Dangerous

LEADS AND NCIC MESSAGE KEY CODES

MESSAGE	MKE	TRANSLATION
Entry	EL	Enter in LEADS and NCICS Stolen License Plate
Entry	EL-A	Enter in LEADS and NCICS Stolen License Plate – Occupant(s) Armed
Entry	EL-P	Enter in LEADS and NCIC Stolen License Plate – Hold for Latent
Entry	EL-F	Enter in LEADS and NCIC Stolen License Plate Occupant(s) Armed/Hold for Latent
Modify	ML	Modify in LEADS and NCIC Stolen License Plate
Cancel	XL	Cancel in LEADS and NCIC Stolen License Plate
Query	Z2	General Query of LEADS, NCIC, SOS (or appropriate state's vehicle records)
	Z5	General Query of LEADS, NCIC, SOS, CCL & FOID (if Illinois Plate and DL attached)
	Z7	Query of Driving History as well as LEADS & NCIC
	ZH	Query Disabled Parking Placard for owner information – does not query LEADS & NCIC
	Z9	Summary Query of License Plate Hot files by Agency, ORI, District, County or Zone
Locate	LL	Locate in LEADS and NCIC Stolen License Plate
Clear	CL	Clear in LEADS and NCIC Stolen License Plate

1.4 RECORD RETENTION PERIOD

LEADS and NCIC License Entry

A. License plate records will remain on file for the balance of the year of entry plus an additional 4 years.

B. Serious errors will affect the retention period of a record. A serious error in this file occurs when a record contains inaccurate license data. A State Department of Motor Vehicles (DMV) where the plates are issued may compare license data with records contained in their files. If inaccuracies are detected, the state of registry notifies the entering agency so the inaccurate data can be corrected. If the error is not corrected, the state of registry should notify NCIC. Upon notification from the state of registry, NCIC will cancel the record and transmit a $.E. administrative message to the entering agency. The message provides the entire canceled recordand a detailed explanation for the cancellation.

1.5 AUTOMATIC RETIREMENT

A record is retired 10 days after it is located, and the entering agency is notified with a $.P. administrative message.

1.6 VALIDATION

License Plate records that appear on Validation listings must be Validated as described in the NCIC Operating Manual.The Name of Validator (VLN) field will be returned when the requestor of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the $.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN field will be suppressed.

1.7 LEADS VS NCIC CAPABILITIES

LINKAGE. Linkage of records between agencies is an NCIC function and is not available for LEADS – Only records. Linkage may be used for LEADS records entered into both LEADS and NCIC, however, the linkage information will onlyappear in the NCIC portion of the record.

A. LEADS users can link two or more agencies records in NCIC when conducting joint investigations.

B. After the first agency has entered a stolen or felony vehicle, the second agency entering a stolen license plate ona shared case will enter the ORI of the agency that entered the first record in the Linkage Agency ID (LKI) and theLEADS number of that agency's stolen vehicle record in the Linkage Case # (LKA). Subsequent agencies desiring to enter, and link records related to the multi-jurisdictional case would also use the ORI from the first agency's entry in the LKI, and the LEADS number from the first agency's entry in the LKA.

INVESTIGATIVE INTEREST. Investigative Interest in other agencies records is an NCIC function and is not available for LEADS – Only records. Investigative Interest may be attached to LEADS records that have been entered into both LEADSand NCIC, however, the linkage information will only appear in the NCIC portion of the record. See the NCIC Operating Manual for procedures and information.

SECTION 2 - ENTRY

2.1 LEADS REQUIREMENTS FOR ENTRY

LEADS requires the License Month (LIM) be completed when the License State (LIS)is Illinois.LEADS requires the LIM must be 00 for Non-Expiring plates when the License Year (LIY) is NX.

Incomplete sets of plates, i.e., 1 of 2, 2 of 3, do not qualify for entry into NCIC and should be entered into LEADS only.

Exceptions: Criminal activity suspected
            Plate lost during interstate travel

For further information on entry and field codes/identifiers, refer to the NCIC Operating Manual and the LEADS Vehicle Chapter. For detailed License Type (LIT) codes please refer to the LIT Type Coding Table.

2.2 FIELD CODES AND DESCRIPTIONS UNIQUE TO LEADS

Field that are common to both LEADS and NCIC will be explained in the NCIC Operating Manual. Only fields that areunique to LEADS Only functions will be described below.

FIELD NAME	REQUIREMENTS	FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	1-5	USE EL OR EL1
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC. NUMERIC. SELECTABLE. MUST BE VALID NCIC ORI
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
LICENSE MONTH	ILLINOIS IS MANDATORY, OTHERWISE OPTIONAL	LIM	2	NUMERIC
LICENSE YEAR	OPTIONAL	LIY	4	NUMERIC
LICENSE STATE	OPTIONAL	LIS	2	ALPHABETIC
LICENSE TYPE	MANDATORY	LIT	2	ALPHABETIC
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC. NUMERIC. FREE TEXT. USE FOR ADDITIONAL DESCRIPTION.
AGENCY CASE NUMBER	OPTIONAL	OCA	1-20	ALPHABETIC. NUMERIC. FIRSST SEVEN CHARACTERS CANNOT = ORI. FREE TEXT.

NOTES:

MESSAGE KEY (MKE)
Incomplete sets with no unusual circumstances will use MKE "EL1". The record will go into LEADS only.
Complete sets will use MKE "EL". The record will go into LEADS and NCIC. NCIC does **not** allow incomplete sets unless unusual circumstances exist, or interstate travel is a definite factor.

Caution Indicator
If there is a reason to believe that the thief is armed or that the stolen plate(s) will be used on a vehicle whose occupants and/or driver could be armed and dangerous, use the message key ending with the letter A. For information on NCIC Caution Indicators see the NCIC Operating Manual.

LICENSE PLATE MONTH OF EXPIRATION (LIM)
Required for all Illinois registered vehicle records with a License State (LIS) of "IL". When an Illinois LIM is unknown, run a 10-28 registration inquiry on the plate number and obtain the LIM from the SOS response. LIM is optionalin all other cases.

When LIM is in the computer record, it allows for purging expired plates on a monthly basis. Without LIM, expired plates could only be purged once per year, based on the License Year (LIY).
LIM may not be deleted from a record when License State (LIS) is IL. When entering non-expiring Illinois license plates, enter LIM/00 along with License Year (LIY) as LIY/NX.

LICENSE PLATE TYPE (LIT)
Wording printed on the plate itself such as FARM, EXEMPT, TRAILER, POWER, APPORTIONED, etc. must be considered when looking for the correct LIT code in the LIT Type Coding Table. Plate type(LIT) may not always correspond to the actual vehicle type or model, depending upon the registration and license laws in the state of registration.

For a 10-29 (hot file inquiry) into LEADS and NCIC, the LIT field may be included with a plate number (LIC), but the LIT has no bearing on the hot file searching process.

MISCELLANEOUS INFORMATION (MIS)
This field is generally optional but required where data in other fields is not considered adequate to identify the plate.

Long plate numbers exceeding 10 characters must be shown completely (including hyphens and/or spaces) in the MIS field, because only the last 10 characters of the plate number are entered in the LIC field.

Plates with hyphens or spaces displayed should be shown completely in the MIS field, because spaces and hyphens are not entered in the LIC field.

Two Plate States: When entering license plates issued by a "two plate state" (including Illinois), specify whether one or both plates of the set have been reported stolen/missing (1 of 2 FRONT; 2 OF 2).

Reason for Caution: If the license plate is entered with a message key indicating the thief or user of the plate could be armed and dangerous (EL-A, EL-F, EL-1A), list the weapon or reason for caution as the first item in the MIS field.

Test Record: The MIS field should contain the words "TEST, IGNORE" when you have entered a record for training purposes.

Incomplete Set Entry: When one license plate of a multiple plate set is stolen or missing, the MIS field must define which plate is missing. Examples:

Front plate missing, set of two: MIS/ONE OR TWO, FRONTAll plates
in multi-plate set: MIS/TWO OF TWO
Rear plate missing, set of two: MIS/ONE OF TWO, REAROnly plate,
Motorcycle: MIS/ONE OF ONE
One of three Tow Truck plates: MIS/ONE OF THREE, FRONT

When defining an incomplete set, the plate indicated (front, rear, etc.) must be the missing plates - not theremaining plate(s).

ALL OTHER FIELDS ARE DEFINED IN THE NCIC OPERATING MANUAL.

2.3 EXAMPLE OF STOLEN LICENSE PLATE ENTRY

Below is an example of the Stolen License Plate (LEADS Only) Entry format in Messenger.

2.4 EXAMPLE OF LEADS ENTRY - INCOMPLETE SET

```
CHF

LDS/P21A3438 STOLEN LICENSE PLATE

DOT/2021-04-19 LIM/08 LIY/2021 LIS/IL LIT/PC LIC/ABC1234
MIS/ONE OF TWO REAR OTX/815 844-1500
OCA/F0621123
ORI/IL08496E2 ORA/ISP DISASTER RECOVERY TESTING SPRINGFIELD
ENT/BN3 OPR/MOOREDO DTE/2021-04-19 07:37 DLU/2021-04-19 07:37
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS
MRI 325 IN: FH1 28 AT 19APR2021 07:37:16
OUT: BN3 1 AT 19APR2021 07:37:16
```

SECTION 3 – MODIFICATION

3.1 WHEN TO MODIFY

Modification of a record is restricted to the agency that entered the record. A modification message is used to addinformation or delete or change erroneous data in an active license plate record. A license plate record cannot be modified if the record is in a located status.

LEADS – SPECIFIC FIELDS:

LICENSE MONTH (LIM) cannot be deleted via Modify when (LIS) is IL.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

Below is an example of the modification format and the acknowledgement message in Messenger.

```
Received Time:              14:09:40 04-12-21              Source ORI:        IL08496X2
Summary:                    ML: LDS=P21A3437 LIC=ABC1234 LIC=ABCD123
☐View Message Details
LEADS RECORD MODIFIED LDS/P21A3437
MRI 1677 IN: FH1 214 AT 12APR2021 14:09:39
OUT: D2R 2 AT 12APR2021 14:09:40
Received Time:              14:09:39 04-12-21              Source ORI:        IL08496X2
Summary:                    ML: LDS=P21A3437 LIC=ABC1234 LIC=ABCD123
☐View Message Details

MESSAGE ACCEPTED - D2R 00003 AT 14:09  04/12/2021
MRI-001676
```

SECTION 4 – CANCEL (VOID)

4.1 CHANGE IN TERMINOLOGY

LEADS previously referred to this function as Void. This change in terminology aligns LEADS with NCIC and other statesin using the same vocabulary. The term Void is no longer used.

4.2 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid; for example, a record is determined to be the result of a fictitiousor false theft report, or the information contained in the record is invalid or inaccurate.

LEADS requires the following fields to cancel a license record.

*LEADS number
*License Plate Number
* Date of Cancel

4.3 EXAMPLE OF A CANCELLATION MESSAGE

4.4 EXAMPLE OF A CANCELLATION ACKNOWLEDGEMENT

```
LEADS RECORD CANCELED LDS/P21A3438
MRI 345 IN: FH1 32 AT 19APR2021 07:48:11
OUT: BN3 2 AT 19APR2021 07:48:11
```

<u>SECTION 5 – INQUIRY</u>

5.1 INQUIRY FIELD REQUIREMENTS AND CODES

Inquiry via LEADS 3.0 Messenger **QVEHPER** format to search the LEADS and NCIC License file can be accomplishedutilizing the Message Keys (MKE) listed above.

Z2 - Searches LEADS and NCIC CHF Vehicles, License and Persons files, IL SOS Registration, or Registration from specifiedstate.

Identifiers used are:

LIC – License as displayed on vehicle.

Stacked letters displayed on a plate should be entered top to bottom.

Whole words on plates, i.e.; farm, representative, etc., are not considered part of the plate and should not beincluded in the query. See the License Coding Table for further information.

LIS – License State of Registration

Defaults to IL (Illinois) and only needs to be entered if registration is thorough another state.

LIY – License Year of Registration

Defaults to current year and only needs to be entered if registration is for another year or using "NX" for non-expiring plates.

LIT – License Type

Defaults to passenger car and only needs to be entered if registration is any other

type. Please see the LIT Type Coding Table.

Z5 – Searching process and resulting response sources:

IL SOS vehicle registration and LEADS and NCIC CHF License, Vehicle and Persons are searched based on licenseplate.

IF IL SOS vehicle registration is found, the VIN from that response is used to auto-inquire into LEADS and NIC CHF.

IF IL SOS vehicle registration contains driver's license number(s), an auto-inquiry is made to search IL SOS driver'slicense files. LEADS and NCIC CHF also searched.

If an auto inquiry by NAM/SEX/DOB is generated, CCL and FOID will also be searched.

Identifiers used are:

LIC – Illinois License as displayed on vehicle. Only Illinois License will return a Z5 response.

Stacked letters displayed on a plate should be entered top to bottom.

Whole words on plates, i.e.; farm, Representative, etc., are not considered part of the plate and should not beincluded in the query.

LIY – License Year of Registration

Defaults to current year and only needs to be entered if registration is for another year or using "NX" for non-expiring plates.

LIT – License Type

Defaults to passenger car and only needs to be entered if registration is any other type. Please see the LIT Type Coding Table.

ZH HANDICAP PLACARD QUERY – Searches IL SOS Files and generates a response from the Secretary of State which will include the name and address of the owner. Also included are issue and expiration dates and other pertinent information.

A ZH query of a Handicap Parking Placard does NOT check LEADS NCIC for CHF records. A second query into the Article file must be made to ensure the placard is not lost or stolen.

A Handicap Parking Placard can only be queried through SOS using the Placard Number.

Below is an example of a Handicap Parking Placard Inquiry

5.2 RESPONSES

NO RECORD LEADS AND NCIC

Users will see two separate responses:

```
1L01 NCIC RESPONSE
IL08496E2
NO RECORD LIC/XYZ789 LIS/IL

MRI: 1194 IN: NCIC 201 AT 19APR2021 14:05:00
OUT: BN3 13 AT 19APR2021 14:05:00
```

```
CHF

NO LEADS RECORD(S) FOUND MATCHING CRITERIA
LIC/XYZ789.LIS/IL
NO PREVIOUS INQUIRIES WITHIN LAST 10 DAYS ON LIC/XYZ789
MRI 1195 IN: FH1 134 AT 19APR2021 14:05:00
OUT: BN3 14 AT 19APR2021 14:05:00
```

STOLEN/MISSING LICENSE PLATE HIT

Received Time:	14:02:19 04-12-21		Source ORI:	IL08496X2
Summary:	EL1: LIS=IL LIC=ABC1234			
☐View Message Details				
Query	Modify	Clear	Cancel	Enter AddOn

```
CHF

LDS/P21A3437 STOLEN LICENSE PLATE

DOT/2021-04-01 LIM/05 LIY/2021 LIS/IL LIT/PC LIC/ABC1234
OCA/TEST123
ORI/IL08496X2 ORA/ISP INFORMATION SERVICES BUR SPRINGFIELD
ENT/D2R OPR/MCGRATM DTE/2021-04-12 14:02 DLU/2021-04-12 14:02
CONFIRM WITH ORI

RECORD ENTERED INTO LEADS
MRI 1671 IN: FH1 213 AT 12APR2021 14:02:18
OUT: D2R 1 AT 12APR2021 14:02:19
```

HANDICAP PARKING PLACARD – SOS RESPONSE

```
SOS  04192021  1344

                    ILLINOIS SECRETARY OF STATE
                HANDICAPPED PARKING - RECIPIENT INQUIRY       04/19/21
 NAME  OLSON,MARY,J                    TELEPHONE   (815) 780-8785
 ADDR  1107 31ST STREET
 CITY  PERU              IL  61354        REC STATUS   INDIVIDUAL
       COMMENTS  ......................................  PERMANENT
 DOB  11/08/1932  ......................................
 GBD  00/00/0000  GBR    GBW          F
 LAST TYPE ACTION  NEW  LAST TYPE ACTION DATE 05/15/14
 LAST OPR ID       ACTIVE CARDS 00  DOC CARD NO CF80564  ALLOC   / /
 CARD NUM   CARD STATUS    ISSUE DATE   EXP DATE   METHOD   MICROFILM NO
                                                  FAC CODE   ALLOC DATE

 CF080564   EXPIRED       05/15/14    11/18     MAIL-IN  ..........
                                                 ..     ../../..
MRI 1123 IN: SOS 87 AT 19APR2021 13:44:54
OUT: BN3 7 AT 19APR2021 13:44:54
```

<u>SECTION 6 – LOCATE</u>

6.1 WHAT IS LOCATING

Locating is the procedure of adding a notation or "flag" to another agency's license plate record to indicate that your agency has recovered that plate. The purpose of a locate message is to indicate that the plate has been recovered in theevent that another agency hits the record prior to cancellation by the ORA. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA.

It is the responsibility of the agency recovering a stolen or missing license plate to flag the record by sending a locatemessage.

6.2 WHEN TO USE LOCATE

Once you have established that two specific conditions have been met, you must immediately send a locate message.The two conditions are:

1. It has been confirmed that the record hit pertains to the license plate(s) inquired upon.

2. The agency has actually recovered the license plate(s). A locate message is <u>not</u> appropriate if the recordindicates two plates were stolen and only one plate was recovered.

If these conditions are met for more than one record (more than one record pertaining to exactly the same plate), aseparate locate message must be sent for each individual record. (See Exception #2 below)

EXCEPTIONS:

1. An agency should not locate their own record. Instead, the record should be cleared.

2. A single locate message for a LEADS record will be automatically sent to NCIC to locate the NCIC copy of therecord.

3. In the case of a wanted person associated with a stolen license plate, do not locate the Wanted Person's file record unless the subject is in custody, but do notify the ORA that the license plate has been found.

4. Do not locate a stolen vehicle record for which only the plate(s) and not the vehicle have been recovered. Notifythe ORA that the plate(s) have been found.

    If two plates were stolen and only one has been recovered, notify the ORA and do <u>not</u> locate the record.

6.3 EXAMPLE OF A LOCATE LEADS-ONLY RECORDS

Below is an example of the LEADS Locate License format. Items marked with a red asterisk are required. Benefits andEffectiveness data is optional. For information on these fields, see the NCIC Operating Manual.

Locate Format

Acknowledgement

6.4 MESSAGE FIELD CODES (REQUIRED IDENTIFIERS) LEADS ONLY

A. ORI of Locating agency
B. LEADS record number. (example P21A1234)
C. License plate number as entered in the record
D. Date of Recovery

6.5 LOCATE NOTIFICATION

Whenever any LEADS record is located, whether it is located by an Illinois agency or by an out-of-state agency that hitthe NCIC copy, the LEADS computer automatically notifies the entering agency (ORA) of the locate. This automatically generated message is called a Locate Notification Message.

ORA Locate Notification

```
Received Time:                    10:27:26 04-14-21              Source ORI:                   IL0570100
  View Message Details
$.L.HFR IL08496X2 LOCATE NOTIFICATION AT 1027 CDT 20210414 LDS/P21A3437.LIC/ABCD123.DOR/20210414 LOCATING ORI IS IL0570100
MRI 497 IN: FHC1 15 AT 14APR2021 10:27:26
OUT: D2R 3 AT 14APR2021 10:27:26
```

Located Record

```
Received Time:              11:32:05 04-14-21            Source ORI:             IL08496X2
Summary:                    QW: LDS=P21A3437
  View Message Details
        Query              Modify              Clear              Cancel            Enter AddOn
CHF
QUERY:QV LDS/P21A3437


QD2R LDS/P21A3437 LOCATED STOLEN LICENSE PLATE
LOCATED 2021-04-14 RRI/IL0570100

DOT/2021-04-01 LIM/05 LIY/2021 LIS/IL LIT/PC LIC/ABCD123
OCA/TEST123
ORI/IL08496X2 ORA/ISP INFORMATION SERVICES BUR SPRINGFIELD
ENT/D2R OPR/MCGRATM DTE/2021-04-12 14:02 DLU/2021-04-12 14:09
CONFIRM WITH ORI


MRI 1053 IN: FH1 133 AT 14APR2021 11:32:05
OUT: D2R 5 AT 14APR2021 11:32:05
```

For information on locating an out-of-state record, see the NCIC Operating Manual.

SECTION 7 – CLEAR (CANCEL)

7.1 CHANGE IN TERMINOLOGY

LEADS previously used the term Cancel in reference to removing a record when the subject of record was apprehended.The terminology change is to accomplish consistency with NCIC and other states.

7.2 WHEN TO CLEAR

Clearing a record is restricted to the agency that entered the record. A clear message is transmitted:

A. When the agency recovering the license plate is the agency that entered the record.

B. When the agency that entered the record is officially advised by another agency that the license plate has beenrecovered.

7.3 LEADS REQUIRED FIELDS

LEADS required fields to Clear a License record are the LEADS number, License number as entered in the record, and Date of Clear. Below is an example of the Clear format in Messenger. For information on the Optional Benefits and Effectiveness fields, see the NCIC Operating Manual.