

## LEADS Daily Bulletin

JULY 1, 2025

### SEX OFFENDER/VOAY MOVING STATUS

Instructions below are for both placing an offender into moving status and taking possession of a record already in moving status. An agency that does not currently own the record should **NEVER** make any modifications, **except** to employment/student data. Making modifications when the agency does not own the record can cause issues with the programmed timers. It could reset non-compliant timers or compliant timers, causing inconsistencies with the offenders record. Offenders could be arrested unjustly or could be not detained when needed. Agencies could face legal repercussions modifying records not properly owned by their agency.

#### 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.

The screenshot shows the 'MMS - NCIC Modify Sex Offender' form. Annotations with blue arrows point to specific fields:

- A box labeled 'Owning Agency Main ORI' has an arrow pointing to the 'ORI' dropdown in the 'Header Information' section.
- A box labeled 'LEADS Status M-084' has an arrow pointing to the 'LEADS Status' field in the 'Offender Registration Information' section.
- A box labeled 'Activity Date Offender Registered' has an arrow pointing to the 'Activity Date' field in the 'Offender Registration Information' section.

The form includes the following sections and fields:

- Header Information:** ORI (dropdown)
- Record Identifiers:** \* LEADS # (X05A1234), \* Name (PUBLIC,JOHN Q)
- Message Information:** MIKE (dropdown), ORI (dropdown), Name of Validator (text)
- Offender Personal Information:** Caution/Medical Condition (dropdown), Name (text), Sex (dropdown), Race (dropdown), Date of Birth (text), Place of Birth (text), Height (text), Weight (text), Hair Color (dropdown), Eye Color (dropdown), Skin Tone (dropdown), Scars, Marks, Tattoos (text), Ethnicity (dropdown), Citizenship (dropdown), Social Security # (text), FBI/UCN# (text), Miscellaneous # (text), Fingerprint Classification (text), DNA (text), DNA Location (text), Chicago PD IR# (text), Blood Type (dropdown), Email (text), Internet Identifiers (text), Operator's License # (text), Expiration Year (text)
- Offender Registration Information:** LEADS Status (M-084), Initial Registration Date (text), Activity Date (11/30/2021), Ending Registration Date (text)

## 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.

Received Time:	10:18:14 11-30-21	Source ORI:	IL08496V6
Summary:	22: LDS=X1DB4153		
<input type="checkbox"/> View Message Details			
<a href="#">Modify</a>	<a href="#">Modify Emp/Stu Address</a>	<a href="#">Enter AddOn</a>	<a href="#">Clear Addon</a>
CHF			
QUERY: 2W LDS/X1DB4153			

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> Identifier, 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**

The screenshot shows the 'MXS - NCIC Modify Sex Offender' form. Annotations with blue arrows point to specific fields:

- Header ORI:** A box labeled 'Header ORI- Complete with ORI of Agency taking possession' points to the 'ORI' dropdown in the 'Record Identifiers' section.
- Message ORI:** A box labeled 'Message ORI - ORI OF AGENCY TAKING POSSESSION OF RECORD' points to the 'ORI' dropdown in the 'Message Information' section.
- Name of Validator:** A box labeled 'Name of Validator' points to the 'Name of Validator' text field in the 'Message Information' section.
- Activity Date:** A box labeled 'ACTIVITY DATE MMDDYYYY- ACTUAL DATE OFFENDER NOTIFIED' points to the 'Activity Date' field in the 'Offender Registration Information' section.

Other visible fields include: LEADS # (X07B3577), Name (SMITH, SIDNEY A), MKE, Sex, 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 #, Fingerprint Classification, DNA, DNA Location, Chicago PD IR#, Blood Type, Telephone #, Telephone Type, Email, Internet Identifiers, Operator's License State, LEADS Status (R), Initial Registration Date, Ending Registration Date, State ID #, and Child Sex Offender.

**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.**

**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. The agency will receive Acknowledgement message but should always query the record to ensure the correct information has been modified in both the LEADS record and the NCIC record.

MXS - NCIC Modify Sex Offender									
Header Information									
ORI									
Record Identifiers									
* LEADS # * Name									
Message Information									
MKE ORI Name of Validator									
Offender Personal Information									
Caution/Medical Condition									
Name Sex 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 # Fingerprint Classification									
DNA DNA Location Chicago PD IR# Blood Type									
Telephone # Telephone Type Email Internet Identifiers									
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 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 10									
Victim Information									
Relationship to Victim Victim Age Victim Gender									
Address Information									
Address Type Beginning Date Ending Date Verification Date									
Addr. No. Direction Apt. # Street Name Area/Beat #									
City State County Code Zip Code Residence Type									
Vehicle Information									
Vehicle Color Vehicle Year Vehicle Make Vehicle Model									
Vehicle Style VIN # Vehicle Ownership									
License Month License Year License State License Type License #									
Boat Information									
Boat Color Boat Year Boat Make Boat Model									
Boat Type Boat Name Boat Length Propulsion Hull Hull Shape									
Boat Hull # Registration # Registration State Expiration Year Coast Guard # Home Port									
Optional Linkage Information									
Linkage Agency ID Linkage Case #									
Miscellaneous Information									
Agency Case Number									
Agency Case #									
Submit Clear									

If you have any questions or need help, please contact the ISP Help Desk [ISP.HelpDesk@illinois.gov](mailto:ISP.HelpDesk@illinois.gov) or at 866/LEADS-00 (866/532-3700).

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