

LEADS Daily Bulletin

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VALIDATING SEX OFFENDER AND VOAY/MURDERER RECORDS

Validating sex offender records and VOAY/Murderer records is different from all other records. Whenever a registered offender registers or provides an agency with updated information, the record should be validated in the MXS format as shown below.

The screenshot shows the 'MXS - NCIC Modify Sex Offender' form. It is organized into four main sections:

- Header Information:** Contains a dropdown for 'ORI' with the value 'IL08425V1 = ISP SEX OFFENDER REGISTRY-SPRINGFIELD IL'.
- Record Identifiers:** Contains two fields: '* LEADS #' with the value 'X16D2509' and '* Name' with the value 'DOE,JOHN'.
- Message Information:** Contains three fields: 'MKE' (a dropdown), 'ORI' (a dropdown), and 'Name of Validator' with the value 'JANE SMITH'.
- Offender Personal Information:** Contains a dropdown for 'Caution/Medical Condition' and five fields: 'Name', 'Sex', 'Race', 'Date of Birth', and 'Place of Birth'.

When an SOR or VOAY/Murderer record is validated, it will not appear on the monthly validation list unless left untouched for 11 months thereafter.

When modifying or validating one of these records there are specific fields and issues to look for that may need correction since the conversion to LEADS 3.0 or simply because of the passage of time.

- Compare the LEADS record to the NCIC record for SOR records. Make sure all the data in the fields match between the two sides of the record. The MIS field in the NCIC record will not match as the offense is automatically written in for out of state agencies to see, but all other regular data fields should match. If there are mismatches, Modify the LEADS record to see if the NCIC record comes into sync. If it does not, contact SORU at isp.helpdesk@illinois.gov for assistance.
- Examine the address fields. Make sure the direction is not repeated in the street name field. Ensure an apartment or unit number is in the appropriate field and not the street name field. This will allow investigators to obtain searches looking for records for offenders on specific streets.
- Email and Internet Identifiers. When an offender comes in to register, ensure they are asked for their email and internet identifiers. Those should be recorded in the appropriate fields. In older records, remove any of these identifiers that were placed in the MIS field and enter them into the appropriate fields. When offenders provide multiple email or internet identifiers make a supplemental entry using the EXSN format. Email and internet data can be important for investigators.
- Miscellaneous field. When SORU has placed offense information in the MIS, do not overwrite it with descriptions of tattoos or other information. An example would be

