



LEADS Operating Manual

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SECTION 1—INTRODUCTION

1.1 GENERAL INFORMATION

This chapter is used to define LEADS transactions that do not “fit” into another chapter or do not warrant their own chapter.

1.2 WHAT’S IN THIS CHAPTER

This chapter covers:

- Previous Inquiry Notification (PIN)
- Summary Query
- Broadcast Keys
- Validations
- Aircraft Tracking System
- Officers Flying Armed
- FOIA requests for LEADS Data

SECTION 2 – PREVIOUS INQUIRY NOTIFICATION (PIN)

2.1 DEFINITION AND PURPOSE

A Previous Inquiry Notification (PIN) will give a notification message if the agency or another agency has made a matching inquiry or entry. The 10 most recent queries will be displayed. This message is triggered by CHF inquiry or entry data and was created to assist with investigations.

2.2 ACTIVATE/DEACTIVATE PIN INQUIRY

At the point of transition from LEADS2000 to the Messenger Workstation client (LEADS 3.0), all previously activated PIN settings remain the same. Users of the Messenger Workstation do not have the ability to activate and/or deactivate this functionality. Once activated, the PIN inquiry is always active, and responses are returned automatically.

2.3 WHAT WILL GENERATE A PIN RESPONSE

PIN responses are generated whenever an agency’s query or hot file entry matches another agency’s query or hot file entry.

PIN will work on all identifiers that can be used for a CHF (computerized hot file) inquiry :

- NAM/SEX DOB (see Caution Note below about the CHF (computerized hot file soundexing process)
- License Number (LIC)

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- Vehicle Identification Number (VIN)
- Social Security Number (SOC)
- Driver's License Number (DLN)
- Gun Serial Number/Make (SER/MAK)
- Article Serial Number/Type (SER/TYP)
- Security Serial Number/Type (SER/TYP)
- Boat Hull Identification Number (BHN)
- Boat Registration Number (REG)

PIN will not work on LEADS Number Inquiries (LDS) or NCIC (NIC) number inquiries.

CAUTION: Soundexed NAM/SEX/DOB inquiries will not necessarily be an exact match. They are the result of a "sound alike" computer check and should be interpreted as such.

2.4 EXAMPLE AND EXPLANATION OF PIN RESPONSE

In LEADS 3.0 the PIN response will return with the CHF response.

A) THE TEN MOST RECENT QUERIES ON NAM-DOB/FLIP,FLOP-19930303:

B) AGENCY	CDC	DATE/TIME	MSGKEY	OPERATOR
C) ISP INFORMATION SERVICES BUR	D2R	20210513:1144	QW	MCGRATM
D) ISP DISASTER RECOVERY TESTING	BN3	20210513:1115	QW	MOOREDO
E) ISP INFORMATION SERVICES BUR	D2R	20210513:1020	QW	MCGRATM
F) ISP DISASTER RECOVERY TESTING	BN3	20210513:1013	EW1	MOOREDO

A) Denotes what the PIN is based on (the query or entry)

B) Defines each field:

Agency – The agency name as defined by their CDC.

CDC – The Call Directing Code (CDC) of the terminal that made the inquiry or entry.

Date/Time – The date and time the inquiry or entry was made

MSGKEY – This indicates the Message Key used to complete the transaction

QW - Query Wanted (remember PIN returns with the CHF response)

EW1 - Enter Wanted LEADS Only-this the MKE used in the Wanted Person Entry

Operator – the identity of the operator that performed the transaction.

C, D, E, F) Define the previous inquiries, for example

Line C): Operator MCGRATM performed a query (QW) on the subject on 051321 at 1144 using terminal CDC/D2R which is registered to the ISP Information Services Bureau.

Line F): Operator MOOREDO performed an entry (EW1) on the subject on 051321 at 1013 using terminal CDC/BN3, which is registered to ISP Disaster Recovery Testing.



SECTION 3 - SUMMARY INQUIRIES

3.1 DEFINITION AND USE

Summary Inquiries allow agencies to obtain a listing of active, cancelled or cleared LEADS Computerized Hot File (CHF) records.

The summary inquiry consists of a basic message key (MKE) and a date code (DAY) which can be a specific date or other allowable code. If an inquiry is made using a specific date, the date cannot be older than 60 days.

The Summary Inquiry can only be performed on one specific CHF file per transaction. Information and various codes, as defined below, may be added to narrow or expand the summary response.

3.2 FORMAT EXAMPLES

Below are two examples of the Summary Inquiry format in LEADS 3.0.

Summary Article Query

The screenshot shows a window titled "Z9 - Summary Query". It contains the following fields and options:

- Message Key:** ZA9 = Articles
- ORI:** IL08496E2 = ISP DISASTER RECOVERY TESTING SPRINGFIELD
- Query Data:**
 - Scope (limit 60 days prior):** ALL = Returns all records
 - Rec Status:** ACTIVE
 - Message Key:** EA1
 - SOR Status:** (empty)
 - Inst. of Higher Education ?** (empty)
 - ORI:** IL0539900
 - ZIP:** (empty)
 - Offense Code:** (empty)
 - District:** (empty)
 - County:** (empty)
 - Zone:** (empty)
 - Pawn:** (empty)

Buttons at the bottom: Submit, Clear, Close.

Summary Sex Offender Registry Query

The screenshot shows a window titled "Z9 - Summary Query". It contains the following fields and options:

- Message Key:** ZX9 = Sex Offender
- ORI:** IL08496E2 = ISP DISASTER RECOVERY TESTING SPRINGFIELD
- Query Data:**
 - Scope (limit 60 days prior):** (empty)
 - Rec Status:** ACTIVE
 - Message Key:** (empty)
 - SOR Status:** EMP-STU
 - Inst. of Higher Education ?** (empty)
 - ORI:** IL0166300
 - ZIP:** (empty)
 - Offense Code:** (empty)
 - District:** (empty)
 - County:** (empty)
 - Zone:** (empty)
 - Pawn:** (empty)

Buttons at the bottom: Submit, Clear, Close.



3.3 FIELD DESCRIPTIONS AND CODES

A. MESSAGE KEY (MKE)

Used to define the Computerized Hot File (CHF) that you are searching.

Only one (1) hot file may be searched at a time.

All hot files available for summary search are listed in the drop-down box of the Summary Inquiry Form available in the Messenger Workstation Client.

NOTE: The Summary Query will search LEADS records ONLY, this is not available for out of state records.

B. ORIGINATING AGENCY IDENTIFIER (ORI)

Used to define the agency that is making the query, regardless of which terminal is being used.

The ORI may be chosen from the drop-down box or manually typed in.

Must be a valid Illinois ORI.

NOTE: There are two (2) ORI fields. The one that is directly below the MKE is used to define the agency making the query.

C. SCOPE (Limit to 60 days prior)

Use the drop-down menu to select the Scope of your search

MMDD – erase this and replace with the month and day you are searching

i.e.; 0512 = May 12th

D. RECORD STATUS

Define the Status of the records to search for:

Active

Cancel

Clear

E. MESSAGE KEY

This field may be used to narrow your search by further defining the message key. Any Message Key used for CHF entry may be placed in this field. For example, if you wanted to search for Missing Accident Victims Only, you would type in EM1A.

F. SOR STATUS

This field is used for Sex Offender Registry only and can narrow or change your search parameters.

Using the drop-down menu, you may select one of the following options:

CSOR	SOR-LEADS
EMP-STU	SOR-NONCMP
J SOR	VOY
SOR	VOY-ADR
SOR-ADR	VOY-ALL
SOR-ALL	VOY-NONCMP

*For further information on Sex Offender Summary Inquiries, see the Sex Offender Chapter of the LEADS manual.

G. INSTITUTE OF HIGHER EDUCATION

This field is used only for Sex Offender Summary Inquiries and is used in conjunction with the SOR Status/EMP-STU and County Fields. The response will include any Sex Offenders whose registered address is an Institute of Higher Education.



H. ORI (Originating Agency Identifier)

This field is used to identify the agency whose records you are searching. All ORI's associated with this ORI used will be searched.

I. ZIP (Zip Code)

This field is used to narrow your search area to a certain zip code – this will search all agencies within the zip code, i.e.; local, county, state, etc.

J. OFFENSE CODE

This field is used in conjunction with the Wanted Person Summary MKE and can limit your search to a specific offense code. Using the drop-down menu select the offense you wish to search. For example, to search for all persons wanted for DUI in Boone county, select offense code 5404 along with Boone in the county field.

K. ISP DISTRICT

This field is used to narrow or expand your search to all agencies within an Illinois State Police District. Using the drop-down menu, select the appropriate district.

For a map of ISP Districts please go to the Patrol tab of the Illinois State Police web page, <https://isp.illinois.gov/Patrol/Districts>

L. COUNTY

This field is used to narrow or expand your search to a specific Illinois county. Using the drop-down menu select the county to be searched.

M. ISP Zone

This field is used to narrow or expand your search by an Illinois State Police Criminal Investigation Zone. Using the drop-down menu, select the appropriate investigations zone.

For a map of ISP Investigations Zones please go the Criminal Investigation tab of the Illinois State Police web page, <https://isp.illinois.gov/CriminalInvestigations/Zones>

N. PAWN (pawn shop related)

This field is used in conjunction with the Article Summary MKE. Place an "X" in the field to search for pawnshop related summary data.

NOTE: DoIT will no longer send out a daily list of stolen articles for comparison with pawn shop information. It will now be up to the individual agency to initiate these queries on a daily basis. Reminder: LEADS printouts may not be shared with the pawn shop.

3.4 RESPONSE EXAMPLE

Below is an example of a Summary Inquiry Response. The bottom line of the response details what was queried. In this instance the query was for All Cancelled Wanted Records associated with ORI/IL08496E2

CHF 060321 0728

WANTED PERSON RECORDS ON FILE FOR ORI:

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IL0849600 IL0849613 IL0849615 IL0849624 IL08496A2 IL08496A7
IL08496A8 IL08496B2 IL08496DC IL08496E2 IL08496F2 IL08496F9
IL08496H9 IL08496I7 IL08496J5 IL08496N1 IL08496R1 IL08496W5
IL08496X2 IL08496Y2 IL08496Y6 IL08496Y9

DTE	KEY	LDS	NAM	SEX	DOB	AGE	OFF	ORA
05-26-2021	EW	W21E7111	FIGMON,SEAMUS	M	06-06-1989	32	3810	ISP INFORMATION SERV
05-24-2021	EW	W21E7106	WANTED,PERSON	M	05-05-1985	36	5401	ISP DISASTER RECOVER
05-21-2021	EW	W21E7104	LANDO,LAKES	M	02-02-1992	29	5404	ISP DISASTER RECOVER

TOTAL MATCHES FOUND: 3
CRITERIA USED FOR SEARCH: QMKE/ZW9.SCOPE/ALL.STA/CANCEL.ORI/IL08496E2

SECTION 4 OFF-LINE SEARCHES

4.1 DEFINITION

Off-line Searching is the process of searching for records that cannot be obtained through normal on-line inquiries. This may be due to incomplete identifiers or if the record is no longer active and not available through the 10-day PIN inquiry.

NOTE: The Previous Inquiry Notification (PIN) feature is a valuable tool and can provide information on inquiries and entries made within the last 10 days. See information on PIN inquiries in Section 2 of this chapter.

4.2 DATABASES THAT CAN BE SEARCHED

Numerous databases can be searched off-line. Each database has very specific requirements for a search which will be outlined below.

Databases available for off-line searches include LEADS (CHF, CHRI), NCIC, DNR, SOS and SOS IMAGES

4.3 LEADS OFF-LINE SEARCH

Request an off-line search by faxing on agency letterhead to 217/558-0843 or e-mail address isp.leads.search@illinois.gov (request must be received from a criminal justice e-mail address). Search requests must be approved/authorized by the LEADS Agency Head or LEADS Agency Coordinator.

Types of searches available:

Hot Files Searches -- CHF record information is maintained indefinitely.

1. To see if a record was ever on file in LEADS
2. Reason a record was removed from LEADS (cancelled, cleared, voided, purged)
3. Only partial information available. Include as many record identifiers as possible, (i.e., LEADS number, subject's name, numeric identifiers, etc.)

Requests should include the following information, and indicate the urgency of the request (Routine, Urgent).

1. Requestor Information: Full Name, Address, Phone Number (If requestor is not available during normal

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business hours provide a day shift contact name and phone number)

2. Requesting Agency
3. Reason for the Search
4. Agency e-mail address, mailing address, or fax number where the search results can be sent.
NOTE: e-mail reply is preferred by LEADS staff; however, search results will only be sent via e-mail to a secure/criminal justice e-mail address – No results will be sent to a personal non-departmental e-mail account.
5. Search criteria: Name, Sex, DOB, DLN, LIC, LIS, LIT, VIN, etc. (NOTE: Be as specific as possible and include all available information.)
6. Time period for search to be conducted, i.e., specific dates and times.

LEADS OFF-LINE SEARCHES:

Query Data is available for the previous 3 years from date of the request. If data is required prior to previous 3 years, submit request to [NCIC](#). However, after the transition from LEADS2000 to LEADS 3.0, the ISP will maintain query transaction data for 5 years.

CHRI OFF-LINE SEARCHES:

Data is available for the previous 2 years from date of the request.

The Off-Line Search section of the LEADS Integrated Help Desk is staffed Monday through Friday 0700 to 1630, except holidays. Requests received after 1630 or on holidays will be handled the next working day.

Normal turnaround time is 5-7 business days depending on the search criteria specified and the amount of off-line search requests received. If you have not heard from the ISP Help Desk within 7 business days, please send a second message requesting the status of the original request. If the request is urgent, please state the reason why.

OFF-LINE SEARCH – INTERPRETING THE SEARCH RESULTS FROM A LEADS 2000 SEARCH:

1. The **INQUIRING AGENCY** column contains the name of the agency that made the inquiry.
2. The **DAY** column is the Julian day of the inquiries and responses. Most calendars will have this number in the upper right corner of each day. Julian day 001 is January 1, CCYY through December 31 as 365 for non-leap years or 366 for leap years.
3. The **TIME** column is in military format and is the time inquiries were made and the responses were received.
4. The **SOR** column, which stands for source, displays the terminal CDC where the inquiries were initiated from. The CDC will be displayed on the same line as the name of the Inquiring Agency in the **INQUIRING AGENCY** column.
5. The **DES** column, which stands for destination, displays the destination for the responses. The responses showing a destination beginning with 'Q' are used for internal routing and should be ignored. The other responses in the DES column are responses going back to the terminal CDC.
6. The **SEQ** column, which stands for sequence, is the number used to group all inquiries and responses associated with an inquiry together. All of the lines with the same SEQ are one transaction.
7. The **TEXT** column contains a portion of each inquiry and response. LEADS does not log the entire inquiry and response, so we can only give you the portion that is logged.



8. **REQ/** within the text field is the requestor of the transaction on a CQH inquiry.
9. The **M/** field at the beginning of the text portion can also help identify who made the inquiry, if the field was used. This is not a required field however. Some interfaces send data in the **M/** field that may identify the individual User ID or Device ID that made the inquiry.

4.4 NCIC OFF-LINE SEARCHES

The National Crime Information Center (NCIC) Off-line searches can be of great benefit to an agency. Knowing that a person or vehicle was at a particular location on a specific date and time could add one more critical bit of evidence to an investigative case or help eliminate a suspect. For instance, determining that Illinois License Plate 123456 was run by Kansas City, Missouri Police Department on April 4, 2004 at 1253am, could aid the investigation.

NCIC off-line searches are processed by the FBI's Investigative and Operational Assistance Unit (IOAU) of the Criminal Justice Information Services Division, located in Clarksburg, West Virginia. Law Enforcement investigators are encouraged to contact IOAU to discuss the ways that NCIC may be used as an investigative tool in their specific cases. Other sources of information, such as state-maintained databases, should also be consulted.

NCIC IOAU may be contacted via:

Telephone: 304/625-3000
FAX: 304/625-5393
NLETS at ORI/DCFBIWAQ9
E-Mail at: IOAU@leo.gov

TYPE OF SEARCHES AVAILABLE:

NCIC Database of Active Hot File Records - searchable by specific fields, such as descriptors, time frame, or entry ORI.

NCIC Historical Database - searchable by descriptors, time frame, or entry ORI.

NCIC Transaction Log - (Inquiries for last 10 years) searchable by numeric descriptors, time frame, or ORI.

ADDITIONAL PROCESSING INFORMATION:

Faxed requests should be on departmental letterhead.

Indicate the search type: Active, Purge, III Transaction Log, NCIC Transaction Log.

Name of Requestor, Requestor's Agency name and ORI, Agency Telephone and FAX numbers.

Type of Investigation

Time Frame for Search

Include as much of the following information as possible:

- A. Persons: Name, DOB, Social Security Number, Race, Sex, Other ID Numbers
- B. Vehicles: License Plate, License Plate State, VIN, Make, Model, Vehicle Year, Vehicle Color
- C. Articles/Guns: Serial Number, Description
- D. Boat: Boat Hull Number, Manufacturer, Description



For assistance or any additional information on requesting an off-line search, please contact the Investigative and Operational Assistance Unit (IOAU).

4.5 ILLINOIS DEPARTMENT OF NATURAL REASOURCES (DNR) OFF-LINE SEARCHES

At times an agency may require information related to snowmobiles or boats that has not yet been or is no longer automated in the Department of Natural Resources (DNR) computer system. Such information can sometimes be retrieved by means of an off-line search. When requesting an off-line search be as specific as possible as this helps with the accuracy and efficiency of the search. Off-line searches should not be requested until all available on-line inquiries have been exhausted. Off-line searches require a great deal of manpower and therefore should be a last resort effort. A DNR off-line search will produce a computer listing of all records with data fields that match the identifiers provided. The lists are mailed to the requestor for analysis. Send requests to Department of Natural Resources:

CDC/KEL

Or

Mail To: Department of Natural Resources
Systems and Licensing Division
One Natural Resources Way
Springfield, Illinois 62702

All Requests should include:

1. Reason for the request
2. Indicate which file(s) are to be searched (i.e., Registration/Title History File, Current Active File)
3. Requestor Information: Full Name, Mailing Address, Phone Number

SNOWMOBILE SEARCHES AVAILABLE:

1. Registration History – supply as much of the following information as available:

BSN Body Serial Number
Registration Number
MSN Motor Serial Number
Owner Name

2. Partial Data or Identifiers – searches of the registration history or the current active file can be made if only partial or incomplete identifiers are available (i.e., a partially obliterated registration number with only the last four characters visible, such as 555P). Supply as much of the following information as available:

BSN Body Serial Number
Registration Number
MSN Motor Serial Number
City



BOAT SEARCHES AVAILABLE:

1. Title History File – supply as much of the following information as available:

Title Number
Registration Number
HIN Hull Identification Number (also known as BHN)
Owner Name

2. Partial Data or Identifiers – searches of the title history file or the current active file can be made of only partial or incomplete identifiers are available (i.e., a partially obliterated boat hull number with only the last four characters visible, such as M79C). Supply as much of the following information as available:

Title Number
Registration Number
HIN (Hull Identification Number)
City

Every effort will be made to complete the search as quickly as possible. However, normal turnaround time is approximately one to two weeks. The Department of Natural Resources terminal is staffed Monday through Friday, 8am to 5pm.

4.6 SECRETARY OF STATE (SOS) OFF-LINE SEARCH

At times an agency may require information related to vehicle title/registration or driver's license information that has not yet been or is no longer automated in the Secretary of State (SOS) computer system. Such information can sometimes be retrieved by means of an off-line search. When requesting an off-line search be as specific as possible as this helps with the accuracy and efficiency of the search. Off-line searches should not be requested until all available on-line inquiries have been exhausted as they require a great deal of manpower and should be a last resort effort.

Send the request to CDC/ASA.

TYPES OF SEARCHES AVAILABLE:

Manual look up of License Plate, DL, or Title records that are not automated.
Partial registration, VIN, or DL.

INCLUDE AS MUCH INFORMATION AS POSSIBLE:

Complete or partial VIN, complete or partial License Plate, Vehicle Make, etc.
Specify License Type (i.e., Temporary Plate, Motorcycle Plate, Passenger Plate, etc.)
Vehicle Year or range of vehicle years (i.e., 200-2002)
Area of search desired (i.e., statewide, county, Zip Code)



ADDITIONAL PROCESSING INFORMATION:

State reason for the request.

Indicate if urgent (Note: not all searches can nor should be urgent.)

Indicate how you wish to be notified of results (mail, fax, etc.); include instructions for special handling or confidential information.

Requestor Information: Full Name, Address, Phone Number.

Normal turn-around time is 24 to 48 hours after the search begins. The SOS terminal is staffed 24-hours a day.

4.7 SECRETARY OF STATE (SOS) IMAGES

At times an agency may require additional images of a subject that are no longer automated in the SOS Images system. Such information can sometimes be retrieved by means of an off-line search. When requesting an off-line search be as specific as possible as this helps with the accuracy and efficiency of the search. Off-line searches should not be requested until all available on-line inquiries have been exhausted as they require a great deal of manpower and should be a last resort effort.

Send the request to CDC/ASA.

INCLUDE AS MUCH INFORMATION AS POSSIBLE:

SOS Image Inquiry Identifiers (DLN or PID)

Date/Time (or range of time period) inquiry made

Area of search desired (i.e., statewide, county, Zip Code, LEADS 2000 User ID)

ADDITIONAL PROCESSING INFORMATION:

State reason for the request.

Indicate if urgent (Note: not all searches can nor should be urgent.)

Indicate how you wish to be notified of results (mail, fax, etc.); include instructions for special handling or confidential information.

Requestor Information: Full Name, Address, Phone Number.

Normal turn-around time is 24 to 48 hours after the search begins. The SOS terminal is staffed 24-hours a day.

SECTION 5 VALIDATIONS

5.1 CHANGE IN VALIDATION PROCESS

LEADS Administration will no longer mail validation packets to agencies. Each agency will now be responsible for querying and identifying all records to be validated by their department as well as any served agencies.



5.2 DEFINITION AND PURPOSE

All LEADS user agencies shall validate, on a periodic basis as required of the user agency by Illinois Administrative Code, Title 20 Part 1240.70 LEADS – Validation of CHF Records, all LEADS hot file records entered on their authority. Validation of records shall be in conformity and compliance with rules set forth by LEADS policies and procedures.

Validation is the process **of comparing the accuracy of computerized hot file (CHF) records against the corresponding supportive documentation and verifying the status of the information with the complainant.** The purpose of validation is to correct or remove inaccurate, incomplete, or unsupported CHF records, thus reducing future civil liability for entering agencies resulting from false arrest or detention. Validation is required by regulation for all agencies maintaining records in the LEADS/NCIC computerized hot files (CHF).

The following rules of validation apply to all agencies:

- A. A record is valid if the CHF data in the agency's LEADS records are supported by documentation maintained by the agency.
- B. CHF records in LEADS must be immediately removed when no longer valid. Promptness in entering, modifying, and cancelling records is essential to maintaining the integrity of the LEADS files.
- C. All agencies having records in the LEADS CHF shall participate in the LEADS record quality-control activities initiated by the Department.

5.3 VALIDATION OF RECORDS

Validation obligates the originating agency to confirm the record is COMPLETE, ACCURATE, and is still OUTSTANDING or ACTIVE.

Validation is accomplished by reviewing the original entry and current supporting documents and by recent consultation with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files or other appropriate source or individual. In the even the originating agency is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority shall make determination, based on the best information and knowledge available, whether or not to retain the original entry on file.

To ensure the validity of LEADS and NCIC records, administrative control shall be maintained which will result in the prompt updating for the benefit of the system. Agencies entering records in LEADS and/or NCIC are solely responsible for their accuracy, timeliness and completeness. Only by conscientious validation of records can users remain assured the integrity of the system is being upheld and inquiring officers/operators can rely on the information in LEADS and NCIC.

Agencies have the option to print and retain the validation records or retain only the computerized version. Either must still be retained for 18 months. The signature of the validator and LAC will no longer be required. Documentation and CHF print outs attached to the record will serve as the signature of record.

In Messenger the Validation folder is located on the menu tree under LEADS and NCIC CHF/Other/Validations.

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5.4 VALIDATION PROCEDURE

1. On or about the first Saturday or Sunday of the validation month, the Open Fox Switch will generate an initial notification transaction to each ORI that has records in the system requiring validation.
2. It shall be the responsibility of the original agency LEADS coordinator (LAC) to cause each record to be processed and to ensure any errors are corrected, inactive records are removed, and active records are kept in the system by submitting the appropriate validation transaction.
3. Any record not appropriately validated within the authorized period shall be removed automatically from LEADS/NCIC.
4. Article File records containing a TYP Field code beginning with Q (Public Safety, Homeland Security, and Critical Infrastructure Items of Identification), T (Toxic Chemicals) and Z (Lost or stolen Public Safety, Homeland Security or Critical Infrastructure Items/Equipment) must be validated. There is no validation requirement for other Article Files records.

Step 1. Query Validation List (QVAL)

The QVAL transaction is utilized to obtain a summary of the records that require validation by an ORI. This screen can be used at any time after the Validations have been disseminated by NCIC and LEADS.

While validating, clearing or canceling a record within the file, the number of records to be validated with the file will decrease. Example: If you validate one (1) of the twenty (20) records, the total number of records remaining to be validated will decrease to nineteen (19).

Only one agency can be queried at a time. Consolidated agencies or those that service other agencies must make separate queries for each agency.

QVAL form example:

A screenshot of a software window titled "QVAL - Query Validation List". The window contains two main sections: "Header Information" and "Required Information". In the "Header Information" section, there is a dropdown menu labeled "ORI" with a yellow background. In the "Required Information" section, there are two fields: a text input field labeled "* ORI" and a dropdown menu labeled "* Month". At the bottom of the window, there are three buttons: "Submit", "Clear", and "Close".



Required Information

1. Originating Agency Identifier (ORI)

Must be nine (9) characters, the first two must be IL.

2. Validation File Month (MON)

01 – January through 12 – December

QVAL response Example:

```
THE FOLLOWING IS A SUMMARY OF FEBRUARY RECORDS REQUIRING VALIDATION BY AGENCY ORI/IL016XX00
CRIMINAL GANG MEMBER 6
STOLEN VEHICLE 6
WANTED PERSON 86

TOTAL 98
MRI 946 IN: FHFS 92 AT 16JUN2021 12:34:39
OUT: BN3 45 AT 16JUN2021 12:34:39
```

Each of the blue categories lists how many of each record need to be validated for the month queried. The categories are hot links. Clicking on each category will open the Query Validation Details form (see Step 2).

Step 2. Query Validation Detail (QVAD)

The QVAD transaction is utilized to specify the type and number of records to be returned for validation processing.

The QVAD form can be accessed via the menu tree or by using the blue hot link after querying the Validation List.

QVAD form example:

A screenshot of a software window titled 'QVAD - Query Validation Details'. The window has a header section with a dropdown menu for 'ORI'. Below this is a 'Required Information' section with four fields: '* ORI' (text input), '* Record Type' (dropdown menu), '* Record Index Message #' (text input), and '* Month' (dropdown menu). At the bottom of the window are three buttons: 'Submit', 'Clear', and 'Close'.

Required information

1. Originating Agency Identifier (ORI)

Must be nine (9) characters. The first two must be IL.

2. Record Type (FIL)

Select from drop down.

A – Article, B – Boat, C – Supervised Release, F – Field Notification Program, G - Gun, H – Protection Order, J – Identity Theft, K – Protective Interest, L – Violent Person, M – Missing Person, P – License Plate, R – Registered Person, S – Security, T – Gang Member, U – Unidentified Person, V – Vehicle, Vehicle/Boat Part, W – Wanted Person

3. Record Index Message (DAT)

Range of record indexes to retrieve, up to 100. Example: 001-099

4. Validation File Month (MON)

QVAD Response Example:



LIST OF FEBRUARY RECORDS REQUIRING VALIDATION BY AGENCY ORI/IL016XX00			
LDS/T15Q7303.NAM/SIMMONS,MICHAEL L	Validate This Record	Modify This Record	
*****	Cancel This Record		*****
*****	Query This Record		*****
LDS/T15Q7371.NAM/MEDINA,HERMINIO	Validate This Record	Modify This Record	
*****	Cancel This Record		*****
*****	Query This Record		*****
LDS/T17Q0621.NAM/DAVIS,D ANTE TEVIN	Validate This Record	Modify This Record	
*****	Cancel This Record		*****
*****	Query This Record		*****
LDS/T17R2984.NAM/WEATHERS,CHARLES	Validate This Record	Modify This Record	
*****	Cancel This Record		*****
*****	Query This Record		*****
LDS/T17R3032.NAM/DAVISON,XAVIER T	Validate This Record	Modify This Record	
*****	Cancel This Record		*****
*****	Query This Record		*****
LDS/T17R3453.NAM/HARRIS,BENNIE L	Validate This Record	Modify This Record	
*****	Cancel This Record		*****
*****	Query This Record		*****

Each of the Blue categories are hot links that open the appropriate form with information auto-filled.

Step 3. Supportive Documentation

Obtain supportive documentation for records being validated and compare to the record being validated. (Agencies will also need to query the record to complete the comparison.)

Step 4. Entry Acknowledgement

Check entry acknowledgement against validation listing to:

- A. Verify LEADS number.
- B. Verify OCA and ORA information.

Step 5. Second Party Quality Check

Check original entry acknowledgement to ensure second party quality check was done.

Step 6. Verifying Entry

Run a new copy of the entry to:

- A. Verify that necessary information is maintained in the record (check against documentation).



B. Verify the accuracy of any data that has been added, changed, or deleted since entry was made.

Step 7. Contact complainant (telephone, letter, or in-person)

A. Vehicles, Stolen Property, Missing persons: the contact is generally the original complainant or an insurance company.

1. If unable to contact the original complainant, the Originating Agency must make a determination whether to cancel or retain the record in LEADS/NCIC. Computerized Hot File records in both LEADS and NCIC must be immediately removed when no longer valid.

NOTE: Missing Persons and Stolen Guns should remain active even if contact with the complainant cannot be made. Agencies must continue to make attempts to contact the complainants.

B. Wanted Persons and Protection Order: the contact is the circuit clerk's office or the state's attorney's office.

Step 8. Validate/Modify/Cancel the Record Accordingly

Example of Validation Form:

Example of Validated Record:

Step 9. Supporting Documentation for CHF Record

Ensure each CHF record has documentation including notes and computer print outs regarding all action taken.

Step 10. Record Retention

Retain validation listing in your agency files for at least 18 months. This may be accomplished using either a paper print-out or the computerized version – agency choice.

NOTE: It is no longer necessary for the LAC to sign the cover page of the Validation packet. Documentation on each CHF record will serve as the signature

Step 11. Review Purge Report

- A. Remove entry acknowledgment for purged records from active records file and place them in the cancelled records file.
- B. Note on entry acknowledgment why the record was purged.

LEADS automatically modifies records that are not validated within 30 days of the original validation listing with the following caveat: "RECORD OVERDUE FOR VALIDATION". Records that go unvalidated for an additional 30 days are automatically purged from the system.

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5.5 VALIDATION OF PROTECTION ORDERS

Protection Order Records will be listed to validate within each month’s validation query. Records listed will be those that have zeros in the Date of Expiration Field (EXP), those that have a Date of Expiration greater than 2 years from the date issued (ISS) and those that do not have a date in the Date Served (SRV) Field. Protection Order Records will have an ‘H’ in the first position of the LEADS Number. The Date Served (SRV) and Date of Expiration (EXP) will immediately follow the Name and DOB of the Record.

When validating these records, you should be reviewing those with zeros in the Date of Expiration Field (EXP) and those with Date of Expiration greater than two years from the date issued to determine if an actual Date of Expiration has been assigned. You should also check to see if an event prescribed by the court has occurred to cause the order to no longer be in effect. Date of Expiration should be modified accordingly, or the record should be removed.

If the record is on the report due to not having a valid date in the Date Served Field (SRV), the field should be modified to reflect when the Order was served. It is not appropriate to take no action on Protection Orders if the record indicates that the Order has not been served. The file should be researched to determine if the served information was placed in an Add-On File. If this is the case the record should be modified with the date served placed in the SRV Field of the Master Record.

Remember, as part of the validation process, even if you modify the record to add dates, you must still validate the record. As with other records on the validation report, failure to validate Order of Protection Records in the allotted time period, will result in the records being purged from the LEADS Files.

5.6 VALIDATION SCHEDULE – ILLINOIS WILL NOW FOLLOW THE NCIC VALIDATION SCHEDULE WHICH IS AS FOLLOWS:

Validation Month Queried	Month to be Validated	Month Overdue	Month Purged
JANUARY	OCTOBER	SEPTEMBER	AUGUST
FEBRUARY	NOVEMBER	OCTOBER	SEPTEMBER
MARCH	DECEMBER	NOVEMBER	OCTOBER
APRIL	JANUARY	DECEMBER	NOVEMBER
MAY	FEBRUARY	JANUARY	DECEMBER
JUNE	MARCH	FEBRUARY	JANUARY
JULY	APRIL	MARCH	FEBRUARY
AUGUST	MAY	APRIL	MARCH
SEPTEMBER	JUNE	MAY	APRIL
OCTOBER	JULY	JUNE	MAY
NOVEMBER	AUGUST	JULY	JUNE
DECEMBER	SEPTEMBER	AUGUST	JULY

5.7 QUERY VALIDATION LIST

The first step in the Validation process will be for the LAC or designee to query the Validation list. Each Query is 09/29/2021



done by ORI and the month to be queried (refer to validation schedule in section 5.4). Departments that serve other agencies and consolidated centers must run the ORI's of each agency served.

Below is an example of the Query Validation List form:

The following is an example of the Query Validation List response.

Received Time:	11:34:13 06-04-21	Source ORI:	IL08496E2
Summary:	QVAL: ORI=IL09999E4 MON=01		
<input type="checkbox"/> View Message Details			
THE FOLLOWING IS A SUMMARY OF JANUARY RECORDS REQUIRING VALIDATION BY AGENCY ORI/IL09999E4			
CRIMINAL GANG MEMBER 26			
PROTECTION ORDER 4			
TOTAL 30			
MRI 396 IN: FHFS 30 AT 04JUN2021 11:34:13			
OUT: BN3 13 AT 04JUN2021 11:34:13			

This displays how many of each record is ready for validations. Clicking on the records shown in blue will pull up the Query Validation Details form for those records (this is the next step in validation). Each agency must be sure to run the details for each type of record on the Validation List.

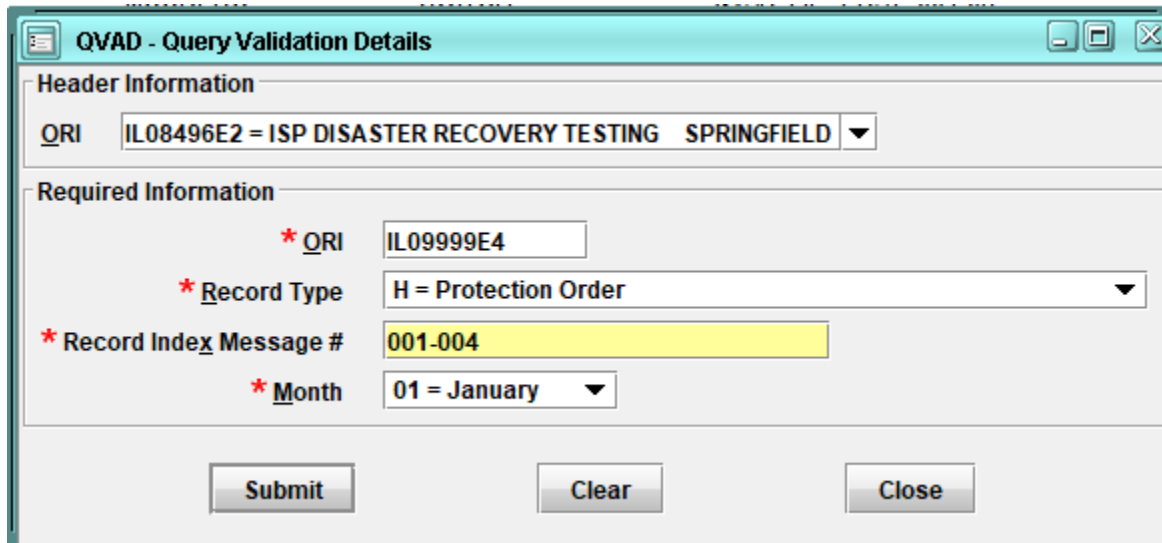
5.8 QUERY VALIDATION DETAILS

This query will return a list of each individual record with LEADS number and a second identifier. You may access this form in two different ways.

- #1 Via the menu tree under Validations
- #2 Via the Blue CHF type link displayed in the Validation List response.

Below is an example of the Query Validation Details Form:

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Required information

1. Originating Agency Identifier (ORI)

Must be nine (9) characters. The first two must be IL.

2. Record Type

Complete with the prefix of the type of record to be searched.

3. Record Index Message #

Complete with the range of record indexes to retrieve, either individually or by group record numbers.

It is recommended that initially all records of each type be queried.

Index numbers must be completed as a 3-digit number, i.e.; 001, 012, 100

To search a group of indexed numbers, place a hyphen between the records to be searched, i.e.; 001-004

4. Month

Complete with the month to be searched

Below is a sample response from the Query Validation Details:



Received Time:	12:37:27 06-04-21	Source ORI:	IL08496E2
Summary:	QVAD: FIL=H DAT=001-004 MON=01		
<input type="checkbox"/> View Message Details			
LIST OF JANUARY RECORDS REQUIRING VALIDATION BY AGENCY ORI/IL09999E4			
LDS/H20C6367.NAM/BAKER, CHARLES			
*****	Validate This Record	Modify This Record	*****
*****	Cancel This Record	Clear This Record	*****
LDS/H20C6375.NAM/MURPHY, GEORGE			
*****	Validate This Record	Modify This Record	*****
*****	Cancel This Record	Clear This Record	*****
LDS/H20C6376.NAM/MURPHY, GEORGE			
*****	Validate This Record	Modify This Record	*****
*****	Cancel This Record	Clear This Record	*****
LDS/H20C6386.NAM/WATSON, GEORGE			
*****	Validate This Record	Modify This Record	*****
*****	Cancel This Record	Clear This Record	*****

5.9 VALIDATE SINGLE RECORD

The single record validation is utilized to validate a single record that contains a three (3) character Message Key. The records are validated by Message Key (MKE), LEAS Number and Serial Number.

The screenshot shows a window titled "VAL - Single Record Validation" with the following fields and buttons:

- Header Information:**
 - * Message Key: MFG = Modify Felony Gun (dropdown)
 - ORI: (dropdown)
- Record Identifiers - Stolen / Lost / Recovered / Felony Gun:**
 - * LEADS #: (text input)
 - * Serial #: (text input)
- Validator Information:**
 - * Name of Validator: ZELDON,ZOEY (text input)

Buttons at the bottom: Submit, Clear, Close.

5.10 BATCH VALIDATION

The Batch Validation is utilized to validate multiple records. Batch validation should never be done unless the LAC is sure that all records qualify to be validated. It should never be done just to avoid records being purged.

A screenshot of a software window titled 'BVAL - Batch Validation'. The window has a header section with a dropdown menu for 'ORI'. Below this is a 'Required Information' section with four fields: '* ORI' (text input), '* Record Type' (dropdown menu), '* Validation Month' (dropdown menu), and '* Name of Validator' (text input containing 'ZELDON,ZOEY'). At the bottom of the window are three buttons: 'Submit', 'Clear', and 'Close'.

Required Information

1. Originating Agency Identifier (ORI)

Must be nine (9) characters. The first two must be IL.

2. Record Type (FIL)

Select from drop down.

A – Article, B – Boat, C – Supervised Release, F – Field Notification Program, G - Gun, H – Protection Order, J – Identity Theft, K – Protective Interest, L – Violent Person, M – Missing Person, P – License Plate, R – Registered Person, S – Security, T – Gang Member, U – Unidentified Person, V – Vehicle, Vehicle/Boat Part, W – Wanted Person

4. Validation File Month (MON)

Must be two characters for specific month (01-12)

5. Name of Validator (VLN)

Name of validator added to the Name of Validator (VLN) Field of a record to indicate that the record has been validated.

5.11 PURGE SCHEDULE

An automated purge notice will be sent to the entering ORI. The terminal agency should notify the nonterminal (dependent) agency of any non-validated record purges.

Annual purges occur in January for records that reach their retention period. Guns, Unidentified Persons, Missing Persons and Wanted Persons remain in file until the entering agency removes the record. A Missing Person will be retired immediately upon receipt of a locate message.



SECTION 6 - FOIA REQUESTS FOR LEADS DATA

6.1 GENERAL INFORMATION

Under the Illinois Administrative Code, LEADS information is exempt from Freedom of Information Act (FOIA) requests. If an agency receives a FOIA request for information generated exclusively from LEADS, the agency must deny the request, citing the exemption found in 5 ILCS 140/7(1)(a) and refer to the Illinois Administrative Code, Title 20, Chapter II, Part 1240. Disclosing a LEADS document in response to a FOIA request could threaten an agency's access to LEADS (Illinois Administrative Code, Title 20, Chapter II, Part 1240.110). Additionally, if an agency is turning over case reports, agency files, etc. as part of a FOIA request, all LEADS printouts and information directly from LEADS must be removed and/or fully redacted prior to release.

6.2 LEADS DATA DEFINED

As outlined in the LEADS regulations, the term "LEADS data" refers to all data available through the LEADS computer, which includes but is not limited to the following:

- LEADS Computerized Hot Files (CHF);
- National Crime Information Center (NCIC) Hot Files;
- Illinois Secretary of State Driver's License, Vehicle Registration, Title Files and Images;
- Motor Vehicle and Drivers Files of other states;
- Illinois Criminal History Record Information (CHRI) and NLETS III (Triple I, out-of-state), and NCIC/FBI;
- Computerized Criminal Histories;
- Firearm Owners Identification (FOID) File;
- Concealed Carry Registration (CCR) File;
- Boat/Snowmobile Registration Files;
- Such other files or information that may become available through LEADS.

SECTION 7 OFFICER'S FLYING ARMED

7.1 GENERAL INFORMATION

An NLETS Administrative message must be sent to the TSA Federal Air Marshal Service prior to travel:
ORI/VAFAM0199

A response will be returned with an eight-character Unique Alphanumeric Identifier for verification at the airport on the day of travel.

More information on this procedure can be found:

TSA website:

www.tsa.gov/travel/law-enforcement

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FBI's LEO website:

www.leo.gov (log-in required)

For general questions or guidance related to Law Enforcement Officers flying armed, please Contact:

The Office of Law Enforcement/Federal Air Marshal Service, Liaison Division.

E-mail address: LEOFA@dhs.gov

SECTION 8 AIRCRAFT REGISTRATION INQUIRY

8.1 AIRCRAFT REGISTRATION SYSTEM (ACRS)

Provides on-line registration information about commercial and private aircraft registered with FAA. Users may also indirectly contribute to this file by providing "sighting" data with an inquiry by registration. Use of this file may be beneficial in criminal investigations as well as aircraft crash situations.

For more information on Aircraft Registration see the NLETS wiki page or the NLETS manual in Messenger 3.0

8.2 AIRCRAFT REGISTRATION QUERY

The ACRS format is located in Messenger 3.0 under NLETS QUERY

Aircraft may be queried by:

Registration Number (REG) also known as the Tail Number

Serial Number (SER) also known as the VIN

Name (NAM) may be individuals name or commercial name

Below is an example of the NLETS Query Aircraft Registration ONLY Form

The screenshot shows a web browser window titled "GQ - NLETS Query Aircraft Registration ONLY". The form is divided into several sections:

- Header Information:** A dropdown menu for "ORI" is set to "IL08496E2 = ISP DISASTER RECOVERY TESTING SPRINGFIELD".
- Required Information:** A text input field for "Attention" contains "SMITH 9876".
- Query Options:** Three tabs are visible: "By REG" (selected), "By SER", and "By NAM".
- Query by Registration #:** This section contains three required fields:
 - "Registration #" with the value "N904DE".
 - "Sighting Flag" with a dropdown menu set to "Y = Yes".
 - "Date of Sighting" with the value "06/14/2021".
- Buttons:** At the bottom of the form are three buttons: "Submit", "Clear", and "Close".



ACRS INQUIRY CODE TABLE

* = Required based on type of query

FIELD	REQUIRED	DESCRIPTION
ATN	Yes	Should indicate the person requesting the information. Maximum 30 characters.
REG	*	Registration/tail number. Maximum 8 positions.
SER	*	VIN. Maximum 16 positions.
NAM	*	Name of registrant. Maximum 40 positions. For individuals, use last name, first, middle structure. For business names, use name of business with space between (United Airlines), if applicable.
SIT		Use Y or N. Used only on inquiries by REG.
DOS		Standard MNDDYY structure. Mandatory if SIT is "Y".

8.3 ACRS RESPONSE

GQ.ATN/SGT WEBER.NAM/WORLD AIRWAYS INC.

Response

GR.FATECS000

07:34 02/02/94 01563

07:34 02/02/94 000016 NX0000000

TXT

7 MATCHES ON NAM/WORLD AIRWAYS INC

1 N749WA BOEING 747-273C WORLDAIRWAYSINC

2 N112WA DOUGLAS DC-10-30F WORLDAIRWAYSINC

3 N108WA DOUGLAS DC-10-30F WORLDAIRWAYSINC

4 N107WA DOUGLAS DC-10-30F WORLDAIRWAYSINC

5 N106WA DOUGLAS DC-10-30F WORLDAIRWAYSINC

6 N5363M CESSNA 152 WORLDROSESINC

7 N2038U BEECH V35B WORLDAEROSPACE LTD