



LEADS Operating Manual **ADMINISTRATIVE MESSAGES**

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SECTION 1 – INTRODUCTION

Administrative messages are messages sent from one work station to another work station or group of stations. Messages may be sent to LEADS stations within Illinois via LEADS, or to stations in other states via LEADS and NLETS. Messages will be sent using the Administrative Message format only. Explanations and required information can be found in this chapter of the LEADS Manual, and the NLETS wiki online at: https://wiki.nlets.org/index.php/Main_Page.

1.1 PURPOSE

The purpose of this chapter is to present the restrictions, guidelines, and procedures for sending administrative messages through LEADS and NLETS. This chapter will explain how to send messages and how to recognize incoming messages. You will often be referred to the NLETS wiki online at https://wiki.nlets.org/index.php/Main_Page.

1.2 TWO LETTER STATE CODE

See the State and Country Data Codes in the NCIC Code Manual, for further instructions.

SECTION 2 – LEADS AND NLETS ADMINISTRATIVE MESSAGE RESTRICTIONS AND GUIDELINES

2.1 LEADS AND NLETS ADMINISTRATIVE MESSAGE RESTRICTIONS/GUIDELINES

LEADS users must abide by specific restrictions and guidelines to maintain the efficiency of LEADS and NLETS. Every time a LEADS (NLETS) user transmits, system time is expended. For every message sent or received, other users could be delayed in sending or receiving data crucial to officer or public safety. For this reason, LEADS (NLETS) users must abide by specific message restrictions and guidelines to ensure maximum officer and public safety. In addition to the following restrictions and guidelines, LEADS users must adhere to all related Rules and Regulations that govern the use of the LEADS system.

2.2 PROHIBITED MESSAGES

LEADS/NLETS Administrative Messages may be sent only for official, criminal justice business. Messages should be sent only to those areas which would have an interest in the content. A message should never be sent to all agencies in the state unless it impacts all (or a majority) of agencies in the state.



Do not send an administrative message through LEADS or NLETS for any of the following purposes:

- Conducting Unofficial or Personal Business
- Recruiting Personnel
- Conducting Surveys
- Attempt to Locate Vehicle (Breach of Trust) Without a Warrant
- Listing Computerized Hot File (CHF) Data
- Requesting Criminal History Record Information
- Transmitting a Subpoena
- Social Announcements
- Political Issues and Meetings
- Labor Management Issues and Meetings
- Legislative Bills
- Advertising Sale of Equipment
- Soliciting Funds
- Training Messages**
- Attempt to Locate*
- Requesting Positive Reply Only
- Sexually Explicit

* Attempt to locate messages may be sent to LEADS and/or NCIC terminals for genuine emergencies such as a death or serious injury in the family, personal disaster, or personal injury. These messages should be sent only along the route of travel which should be clearly stated in the message. **NLETS prohibits sending Attempt to Locate messages to regional codes.**

** Training Messages are ONLY allowed if they are provided by a not for profit company that provides direct service for law enforcement. Training messages should never be sent statewide.

2.3 RESTRICTIONS AND GUIDELINES

The following points should be considered before sending an administrative message to another terminal(s). More detailed instructions can be found in the NLETS wiki located at https://wiki.nlets.org/index.php/Main_Page.

- Message Content
- Warning of Danger
- Message Length
- Codes and Jargon
(Other than "10-27", "10-28", and "10-29", ten codes may not be used in administrative messages)
- Abbreviations
- Death Announcements– LEADS ONLY (Law Enforcement Personnel Only)
- Forcible Felony

2.4 TELECOMMUNICATIONS ABBREVIATIONS

Only abbreviations from the following table should be used in Administrative Messages. Other regional or local abbreviations, codes or jargon should never be used, as they may not be understood by the receiving agency.

TELECOMMUNICATIONS ABBREVIATIONS			
ADM	ADMinistration	ID	Identification
ADV	ADVise	INSP	INSPector
AKA	alias name; Also Known As	LIC	LICense

TELECOMMUNICATIONS ABBREVIATIONS

ATL	Attempt To Locate	LIEUT	LIEUTenant
ATTN	ATTeNtion	LT	Lieutenant
AUTH	AUTHority	M	Male
AWOL	Absent WithOut Leave	MED	MEDIum
BLK	BlacK	MSG	MeSsaGe
BLU	BLUe	NICB	National Insurance Crime Bureau
BRO	BROwn	NCIC	National Crime Information Center
CAPT	CAPTain	NOEX	NO Extradition
CDC	Call Directing Code	NR	NumbeR
CDT	Central Daylight Time	OCA	Originating agency CAse number
COL	COLumn, COLonel	OFC	OFFiCer
COMM	COMMISSIONER; COMMander; COMMunications	OLN	motor vehicle Operator's License Number
		OPR	OPeratoR
COMP	COMPLexion	ORI	ORiginating agency
CPL	CorPoraL	PD	Police Department
CST	Central Standard Time	PTL	PaTroLman
CXL	CanceL	REF	REFerence; REFer to message
DATA	information	RT	RouTe
DEPT	DEParTment	SER	SERIAL
DEP	DEPuty	SGT	SerGeanT
DET	DETECTive	SHF	SHERiFf
DIR	DIRector, DIRection	SO	Sheriff's Office
DISP	DISPosition	SP	State Police
DK	DarK	SUBJ	SUBJect
DL	Driver's License	SUPT	SUPERinTendent
DMV	Dept. of Motor Vehicles	TMP	TeMPorary
DOA	Dead On Arrival	TPR	TrooPeR
DOB	Date Of Birth	TWP	ToWnshiP
DUI	Driving Under the Influence	TX	Telephone
ENRT	ENRouTe	UFAC	Unlawful Flight to Avoid Confinement
ETA	Estimated Time of Arrival	UFAP	Unlawful Flight to Avoid Prosecution
EXTR	EXTRadition; EXTRadite	UFAT	Unlawful Flight to Avoid giving Testimony
F	Female	VEH	VEHicle
FBI	Federal Bureau of Investigation	VIN	Vehicle Identification Number
FPC	FingerPrint Classification	WHI	WHIte
GRN	GReeN	WX	Weather
HP	Highway Patrol	YEL	YELlow



SECTION 3 – SENDING ADMINISTRATIVE MESSAGES TO ILLINOIS AGENCIES THROUGH LEADS

3.1 SENDING ADMINISTRATIVE MESSAGES TO ILLINOIS AGENCIES THROUGH LEADS

Administrative messages sent through LEADS must be criminal justice related and must satisfy at least one of the following purposes:

- Serves as a response to a message received from another criminal justice agency;
- Provides information to another agency or agencies;
- Requests information from or action by another agency or group of agencies;
- Relates to information regarding LEADS terminals, procedures, training, or quality control needs;
- Relates to information regarding another criminal justice system's procedures, training, or quality control needs.

3.2 LEADS/NLETS ADMINISTRATIVE MESSAGES

Since the recipient of an administrative message may take specific action using the message content as justification, the message must be complete and accurate. Both the sending and receiving agencies shall retain a copy of the message in a Sent or Received Message file along with any supporting reference material(s). The Administrative (or Directed) Message file should be retained for one year from the date of the message, in case there is a challenge to any action taken.

CONSTRUCTING A LEADS ADMINISTRATIVE MESSAGE IN MESSENGER

The first step in sending an administrative message is to navigate to the Administrative Message Format screen. When transmitting a message utilizing this format, the computer will automatically attach the date and time. The sending agency must include their CDC or ORI in one of the destination fields in order to receive a copy of the sent message. Below is a sample format.

The screenshot shows the 'AM - Admin Message with Image' form. The 'Header Information' section has a dropdown for 'ORI' set to 'IL08496X2 = Illinois State Police - Mary Beth'. Below it are eight 'Destination' fields (1-8). To the right is an 'Attach An Image' section with 'Import Image', 'Format Image', and 'Remove Image' buttons. The 'Message Information' section includes 'Message Number', 'Sending ORI', 'Sending Date', and 'Destination Agency / Area Name'. The 'Broadcast Message' section is a large text area. The 'Sending Information' section includes 'Authority', 'Sending Agency' (ILLINOIS STATE POLICE), and 'Sending Time' (0902) and 'Sending Operator' (MCGRATH). At the bottom are 'Submit', 'Clear', and 'Close' buttons.



ORI - This field will fill automatically with the sending terminal's ORI. Operators have the option of choosing a different ORI from the drop-down menu or typing in another agency's ORI.

DESTINATION 1-8 – Type in the ORI or CDC of the agency that the message is being sent to, or the LEADS Broadcast Key, the two letter State code, or NLETS Region Code to which the message is being directed.

MESSAGE NUMBER - Enter the message number designated by the agency.

DESTINATION AGENCY/AREA NAME – Enter the appropriate receiving agency's name.

ATTENTION – This is an optional field used to direct the message to a specific person or division at the agency the message is being sent to.

BROADCAST MESSAGE – The message should be clear, to the point, and contain the appropriate punctuation.

AUTHORITY – This is a mandatory field. Enter the name and ID of the authorizing officer.

SENDING AGENCY – This is a mandatory field. Enter the name of the agency.

SENDING TIME – This field is automatically entered.

SENDING OPERATOR – Enter the operator's initials.

SECTION 4 – SENDING ADMINISTRATIVE MESSAGES TO OUT-OF-STATE AGENCIES THROUGH NLETS

4.1 SENDING ADMINISTRATIVE MESSAGES TO OUT-OF-STATE AGENCIES THROUGH NLETS

Messages sent through NLETS must always be formal (formatted). All messages sent to other agencies in other states must satisfy one of purposes below. Please refer to https://wiki.nlets.org/index.php/Main_Page for detailed explanations and instructions.

- Serves as a response to a message received from another criminal justice agency;
- Provides information to another agency or agencies;
- Requests information from or action by another agency or group of agencies;
- Relates to information regarding NLETS procedures, or quality control needs;
- Relates to the receiving state's record coding, laws, etc.

4.2 SENDING ADMINISTRATIVE MESSAGES TO CANADA

NLETS does not permit the inclusion of non-Canadian destination ORI's on Canadian administrative messages. Therefore, when sending an Administrative Message to Canada, you will not receive a hard copy of your message. It is highly recommended to use whatever means available (such as printing the message prior to sending and indicating the date/time message sent to the hard copy printout) to document the sending of Canadian Administrative Messages.

Please refer to https://wiki.nlets.org/index.php/Main_Page for detailed explanations and instructions.



SECTION 5 – NLETS FORMAL ADMINISTRATIVE MESSAGES

5.1 CONSTRUCTING AN NLETS ADMINISTRATIVE MESSAGE

As with a LEADS formal administrative message, both the sending and receiving agencies should retain a copy of the message in a Sent or Received Message file. This allows both agencies to retrieve the message should justification for any action taken based on the content be required. Any related reference material or other documentation should also be retained with the message.

To send an NLETS message, select the NLETS Administrative Message (AM) from the Message Key drop-down list on the Administrative Message format. When transmitting a message utilizing this format, the computer will automatically attach the date and time. The sending agency must include their CDC or ORI in one of the destination fields in order to receive a copy of the sent message. Below is a sample format.

A screenshot of a web-based form titled 'ADMQ - Illinois Admin Message'. The form is divided into several sections: 'Header Information' with a dropdown for 'ORI' and eight 'Destination' fields; 'Message Information' with fields for 'Message Number', 'Addresses', 'Attention', 'Authority', and 'Initials'; and a large 'Message' text area. At the bottom are 'Submit', 'Clear', and 'Close' buttons.

SECTION 6 – ADMQ AND ORION – AUTOMATED DIRECTORY INQUIRIES

6.1 ADMQ AND ORION – AUTOMATED DIRECTORY INQUIRIES

The LEADS ADMQ inquiries and NLETS ORION directory provide LEADS users with a complete computerized CDC/ORI directory. These directories allow Illinois agencies to determine what the CDC or ORI for a specific agency is, or what agency a CDC or ORI belongs to.

ORION allows agencies to obtain the address, telephone number, 24-hour service status, CHRI access level, and other information for agencies throughout the United States.



6.2 WHAT IS AN ADMQ INQUIRY?

Agencies may inquire using an ADMQ message key to obtain the CDC of an agency, to obtain the ORI of an agency, or determine what agency is assigned a specific CDC. These inquiries may be made on any criminal justice agency within Illinois. These inquiries provide LEADS users with an automated computer address directory.

HOW TO MAKE AN ADMQ INQUIRY

In order to make an AMDQ Inquiry, you must select the Administrative Inquiries format in Messenger. If you are using an interface, refer to your interface instructions. Below is an example of the Administrative Inquiry (ADMQ) format.

The screenshot shows a window titled "ADMQ - Admin Inquiry". Inside, there is a section "Query using one of the following" with three input fields: "CDC" (with a yellow highlight), "ORI", and "ORA". Below the fields are three buttons: "Submit", "Clear", and "Close".

CDC – Inquiry to obtain the name of an agency from a CDC. This inquiry will translate the CDC and return the ORI associated with that CDC, the agency name, and the name of the city in which it is located.

ORI – Inquiry to obtain an Illinois agency's name and/or CDC from the NCIC Originating Agency Identifier (ORI). This inquiry will translate the ORI and return the CDC associated with that ORI, the agency name, and the name of the city in which it is located.

ORA – Inquiry to obtain a list of the CDCs and ORIs assigned to a specific agency. Inquire using the name of the ORA. For example, an inquiry of PONTIAC will return a response showing all LEADS agencies in Pontiac. If only a response for a specific agency is desired, narrow the search by including the type of agency (PD PONTIAC).

Agency addresses, phone and fax numbers, and other information about the agency may be obtained by doing an ORION inquiry.

ADMQ RESPONSE INTERPRETATION:

```

Received Time: 18:34:06 07-03-21 Source ORI: IL09999E4
Summary: ADMQ: ORA=PD PONTIAC
View Message Details
CDC*****ORI*****ORA*****
E3V IL0530200 PD PONTIAC IL
E3W IL0530200 PD PONTIAC IL
E3Y IL0530200 PD PONTIAC IL
E3Z IL0530200 PD PONTIAC IL
E41 IL0530200 PD PONTIAC IL
E42 IL0530200 PD PONTIAC IL
E43 IL0530200 PD PONTIAC IL

MRI: 11071 IN: EPO 36 AT 03JUL2021 18:34:06
OUT: EPO 33 AT 03JUL2021 18:34:06

```

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6.3 WHAT IS AN ORION INQUIRY?

ORION is the NLETS ORI on-line agency directory. LEADS and NLETS users may access ORION as an automated computer directory. An inquiry into ORION will provide you with the mailing address, telephone number, fax number, agency type, hours of service, etc. for the specified Illinois or out-of-state agency. Data in the ORION files are available for agencies in Illinois, all other participating states, and the Virgin Islands, Puerto Rico, and Washington, D.C. Additionally, other foreign-based United States Federal agencies and Canadian agencies are available.

It is the responsibility of each agency to ensure their ORION record is accurate. Agencies that service non-terminal agencies must also validate the ORION record(s) for the non-terminal agencies they service. NLETS will not forward messages to or from terminals listed as unauthorized or inactive.

Annually a message is sent out via the LEADS Daily Briefing, reminding agencies to check their records in the NCIC ORI and NLETS ORION databases. If the agency's records or the record for a non-terminal agency you service needs to be corrected, send the correction to ISP.LEADSADM@illinois.gov Include the following information:

Agency ORI to be modified

Agency Name

Fields to be modified

If a phone number – primary or secondary number

Inquiries should be made using agency ORI on both the NLETS ORION Database and the NCIC ORI Database:

NLETS ORION Inquiry – Messenger users will find the NLETS ORION form located in the NLETS folder. If using an interface, see your interface instructions. Below is an example of the NLETS ORION format in Messenger.

The screenshot shows a window titled "TQ - NLETS Query ORION". It contains a "Header information" section with a dropdown menu for "ORI" set to "IL08496X2 = ISP INFORMATION SERVICES BUR SPRINGFIELD" and a "Destination 1" dropdown. Below this are four radio buttons: "By ORI" (selected), "By LOC", "By FED", and "By REP". A "Query by ORI" section has two input fields: "* ORI" and "Location". At the bottom are "Submit", "Clear", and "Close" buttons.

NQO ORI Inquiry – Messenger users will access the NCIC ORI query format via the menu. It is located under the LEADS & NCIC folder, Sub-folder – Other.

Users may select the appropriate message key for an ORI translation (ZO) or for a Complete ORI (QO). Below is an example of the NCIC ORI format in Messenger.

The screenshot shows a window titled "QO - NCIC Query ORI". It contains a "Header Information" section with a "* Message Key" dropdown set to "ZO = ORI Translation" and an "ORI" dropdown set to "IL08496X2 = ISP INFORMATION SERVICES BUR SPRINGFIELD". Below this is a "Required Information" section with a "* ORI" input field. At the bottom are "Submit", "Clear", and "Close" buttons.



The telephone number of the entering agency (based on entering CDC/primary NCIC ORI) regarding LEADS/NCIC CHF records will be included in all positive NCIC record responses as the telephone number to call for Hit Confirmation purposes. The telephone number included in the NCIC record response will match the telephone number that is listed in the NCIC ORI file; therefore, it is imperative that the telephone number in the NCIC ORI file be accurate.

The second telephone number in the NLETS ORION file can be used to identify the telephone number for all other types (excluding Hit Confirmation) of calls/inquiries. If a secondary telephone number is required to be entered or modified in the NLETS ORION file, please indicate which number (primary or secondary) requires updating.

HOW TO MAKE AN ORION INQUIRY:

In order to make an ORION Inquiry, select the NLETS ORION folder/ORION Query located in the NLETS folder.

For all ORION inquiries, "State" is a required field, the format defaults to Illinois. There is a drop-down menu in the Destination field from which to select the names of other states. The following inquiries can be made through the ORION file. Each type of inquiry can be chosen by selecting the appropriate tab within the form:

ORI – This inquiry will provide information for one specific agency since an ORI is unique to an agency. If you needed the mailing address for the Winchester, Virginia Police Department (VA1310000); you would select Virginia from the drop-down menu and enter VA1310000 in the ORI field.

LOC - The ORI of an agency can be obtained by making an inquiry on the agency's location. "State" is a required field for this inquiry.

As an example, you are looking for the ORI for Washington County Sheriff's Office, Tennessee which is located in Johnson City. You would enter "Tennessee" in the State field and then either "Washington", "Johnson", or "Johnson City" in the LOC field. A listing of agencies and their ORIs in those locations would be returned.

The system is also designed to allow for spelling errors, in that if you are unsure of the spelling, you can type the first two or three letters and get a list of agencies in towns or locations beginning with those letters.

TYP – This field is optional but can be useful in limiting your search. If your inquiry indicated Johnson City, Tennessee, you would get a list of agencies including TN Dept of Children's Services, New Johnsonville PD, Johnson CO SO, District Attorney General Office, Washington CO SO, etc. To get only the specific agency you desire, you may use one of the following type codes.

Code	Law Enforcement Agencies
PD	City Police
SO	County Police
SA	State Police
LE	Other Police (not fitting above categories)
FE	Federal Police Agency



Code	Criminal Justice Agencies
JC	Corrections
JG	Probation
JJ	Court
JA	Prosecutor
JF	Any Federal Non-Criminal Justice Agency
CJ	Will return list of all defined Non-Law Enforcement Criminal Justice Agencies – should be used as a general type for all agencies with an ORI ending with B, M, N, or Y.
Code	Non-Criminal Justice Agencies
NJ	Non-Criminal Justice Agencies such as DMV or SOS

FED – The Federal field is also optional and may be used with a location inquiry. The State field is required. Federal agencies are "grouped" separately in ORION since you may be looking simply for the nearest specific federal agency (i.e., DEA, FBI, etc.), but may not know what city to look in. For example, if you need to find the Federal Bureau of Investigation (FBI) in Iowa, you can inquiry into ORION using the State field and the FED field to get FBI agencies in Iowa. However, if you know the location for a particular agency, you may complete the LOC field which will narrow your request to the Federal agency specified in the FED field in the location indicated. If LOC is not completed, you will receive statewide information.

The following Federal codes should be used in the FED field:

Code	Federal Agency
ATF	Alcohol Tobacco Firearms
BIA	Bureau of Indian Affairs
MSC	Capitol Police
MSC	Coast Guard
MSC	Defense Investigative Service
MSC	Department of Agriculture
MSC	Department of Commerce
MSC	Department of Defense



Code	Federal Agency
DOI	Department of Interior
DOJ	Department of Justice
MSC	Department of Labor
DOS	Department of State
DEA	Drug Enforcement Administration
MSC	Dulles Airport
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
MSC	Federal Protective System
MSC	Food and Drug Administration
MSC	Health Human Services
INS	Immigration and Naturalization
IRS	Internal Revenue Service
NIS	Naval Investigation Service
OSI	Office Special Investigations
MSC	Park Police
PIS	Postal Inspection Service
SSA	Secret Service
AFO	US Air Force
USA	US Army
USC	US Customs
USM	US Marshall
MSC	US Navy
MSC	Veterans Administration
MSC	Washington National Airport



ORION RESPONSE INTERPRETATION:

The response to all ORION inquiries is structured the same (ORI, Location, Federal). If there are three or fewer matching records, the complete content of all matching records is returned. However, if there are four or more matches, a summary of each matching record is returned. If your inquiry results in multiple summary records, a second inquiry can be made on the specific ORI to obtain the complete record for the desired agency.

If ORION does not find a match for your inquiry, you will receive a "NO RECORD" message. You may wish to send an administrative message to the appropriate state control point for assistance. Foreign-based agencies can be contacted by sending a message to a related US based federal agency.

EXAMPLE SUMMARY RESPONSE:

```
INQ: LOC/FREEPORT

STEPHENSON CO SO, FREEPORT      FREEPORT      IL0890000      A YF
FREEPORT PD                     FREEPORT      IL0890100      A YF
STEPHENSON COUNTY STATE'S ATTORN FREEPORT      IL089013A      D Y
FREEPORT PUBLIC HOUSING AUTHORIT FREEPORT      IL089019Q      D N *
FREEPORT PD                     FREEPORT      IL08901L1      A YF
STEPHENSON CO PROB OFC ORANGEVIL FREEPORT      IL089013G      D N

- CODE TRANSLATION FOR LAST 3 COLUMNS -
A = 24 HR SERVICE, W/TERMINAL
B = NOT 24 HR SERVICE, W/TERMINAL
C = 24 HR SERVICE, NO TERMINAL
D = NOT 24 HR SERVICE, NO TERMINAL
Y = AUTH TO SND/RCV CHRI VIA NLETS
N = NOT AUTH TO SND/RCV CHRI VIA NLETS
F = FAX TRANSMISSION AVAILABLE
* = NON-CRIMINAL JUSTICE AGENCY
```

EXAMPLE COMPLETE AGENCY RECORD

```
ORI/IL0990700      LOC/JOLIET

JOLIET PD
150 W WASHINGTON STREET
JOLIET, 60432

TYPE - PD
PHN # (815)726-2491
ALT PHN # (815)724-3286
FAX # (815)724-3270
24 HR SERVICE W/TERMINAL
ANY AGENCY OF CITY GOVERNMENT
USER IS AUTHORIZED TO SEND/RECEIVE ADMINISTRATIVE MESSAGES.
USER IS AUTHORIZED TO SEND/RECEIVE CHRI.
USER IS AUTHORIZED TO RECEIVE DMV DATA.
USER IS AUTHORIZED TO OTHER NLETS MESSAGES.
ORI IS ACTIVE
BASELINE PRIORITY IS - 0
NOT AUTHORIZED TO ADD/CANCEL ORIS
NOT AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS
OWNER: IL      CREATED: 1991-02-15 UPDATED: 2002-08-12 CERTIFIED: 2006-10-18
REMARKS:
```



EXAMPLE NO RECORD RESPONSE

```
INQ: ORI/IL9991111  
  
NO MATCHING ORION RECORD FOUND..  
  
MRI: 12135 IN: NLET 3445 AT 03JUL2021 19:06:00  
OUT: EPO 40 AT 03JUL2021 19:06:00
```

SECTION 7 – SAMPLE ADMINISTRATIVE MESSAGE FORMAT COMPLETION

7.1 LEADS ADMINISTRATIVE MESSAGE SAMPLE COMPLETION

Below is an example of an administrative message with an imported image. Importing an image is optional. See the NLETS Operating Manual for instructions on the completion of this type of message.

**You must include your ORI as one of the destinations if you want to receive a copy of the message. Below is an example of the sent message.



SECTION 8 - FIELD DESCRIPTIONS AND CODES

8.1 SUMMARY /INDEX

The below table shows the required fields and the parameters for each field. For detailed field descriptions and explanations, see the NLETS Operating Manual.

FIELD NAME	FIELD CODE	# OF POSITIONS	CHARACTER TYPES ALLOWED	REQUIRED FOR SEND MESSAGES	REQUIRED FOR INQUIRY MESSAGES
MESSAGE KEY	MKE	1-4	ALPHA/NUMERIC	YES	YES
ORI	ORI	1-34	ALPHA/NUMERIC	YES	YES
DESTINATION	DST	1-9	ALPHA/NUMERIC	YES	NO
MESSAGE NUM	MSN	1-20	ALPHA/NUMERIC	YES	NO
DESTINATION NAME	DSN	1-70	ALPHA	YES	NO
ATTENTION	ATT	1-40	ALPHA	NO	NO
MESSAGE	MSG		ALL ALLOWED	YES	NO
AUTHORITY	AUTH	1-25	ALPHA/NUMERIC	YES	NO



SECTION 9 – RECEIVED ADMINISTRATIVE MESSAGE

9.1 RECEIVED ADMINISTRATIVE MESSAGE

Administrative messages that are received from other agencies appear different than what was typed into the administrative message format. Below is an example of a received administrative message.

Received Time:	19:45:01 07-03-21	Source ORI:	IL09999E4
Summary:	ADMI: BN3 EPO MSGNR=23 ATTN=WARRANT UNIT INT=HP		
View Message Details			
M/MRI0013511 3EPO 070321 19.45.01BN3 EPO . MSG NR:23 ATTN:WARRANT UNIT REF WANTED SUBJECT NAM/WALKER, DAVID SUBJECT HAS POSTED BOND ON YOUR AGENCY'S WARRANT. BOND RECEIPT #D123456. ISP JOLIET IL AUTH:SGT SMITH #2810 0703 HP MRI: 13511 IN: EPO 46 AT 03JUL2021 19:45:01 OUT: EPO 43 AT 03JUL2021 19:45:01			

SECTION 10 – REJECTS

10.1 INCORRECT DESTINATION

When a message is transmitted and the message key includes an invalid Destination, the message is not forwarded, and the sending terminal will receive a reject message. The reject message will include the invalid Destination. If there are several incorrect Destinations, the reject message will only indicate the first one that is invalid.

SECTION 11 – ILLINOIS BROADCAST KEYS

11.1 WHAT IS A BROADCAST KEY

A broadcast key allows an agency to send one message to an area within Illinois that will be received by all terminals in the designated area. A broadcast key does not look like a regular CDC but is used in the same manner; as a computer address. For comparison, think of a CDC as a specific street address, and the broadcast key as the city that address is in. This saves the user time in not sending the same message individually to a multitude of terminals. The message may be sent to several areas in the same manner.

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Caution: Never send a message to areas that will not reasonably be interested in the contents. If the message would be of interest only to agencies north of I-80, it should not be sent to any agencies south of I-80. Never, ever send a message to all agencies in the entire state unless it affects all agencies in the entire state. A forcible felony, with a vehicle description, occurring in the last hour can be sent statewide if there is reason to believe the suspects could be travelling through a significant portion of the state. Normally, the message would be sent to all terminals in the operator's area only.

11.2 BROADCAST KEYS

Most broadcast keys are based on State Police districts. If the operator wishes to send a message to a majority of the terminals located in ISP District 5, the broadcast key would be L05. The message will be received by all terminals in the specified ISP district that have elected to receive the broadcasts and by terminals in any other location who have opted to receive broadcasts for that ISP district. For example, an agency in District 17 that is close to border with the District 5 may elect to receive broadcasts for District 5. A map of ISP Districts can be accessed on the Illinois State Police web page: <https://isp.illinois.gov/Patrol/Districts>

If a message has to be sent to all LEADS terminals in Illinois, there is also a broadcast key for that purpose: LUUU. Remember, if sending a message statewide, it must be for a valid purpose that affects the majority of the state.

11.3 LIST OF ILLINOIS BROADCAST KEYS

LALL	All LEADS terminals ONE TERMINAL AT YOUR AGENCY MUST RECEIVE LALL MESSAGES						
LUUU	All Law Enforcement Terminals ONE TERMINAL AT YOUR AGENCY MUST RECEIVE LUUU MESSAGES						
LNTN	All terminals North (ISP Districts 1, 2, Chicago, 5, 7, 15, 16, 17)						
LCEN	All terminals Central (ISP Districts 6, 8, 9, 10, 14, 18, 20, 21)						
LSOU	All terminals South (ISP Districts 11, 12, 13, 19, 22)						
LCGN	Northern Cook County Terminals (North of Cermak Road/IL 56)						
LCGS	Southern Cook County Terminals (South of Cermak Road/IL56)						
LCGO	All Terminals District Chicago						
I24	Interstate 24	I57	Interstate 57	I72	Interstate 72	I88	Interstate 88
I39	Interstate 39	I64	Interstate 64	I74	Interstate 74	I90	Interstate 90
I55	Interstate 55	I70	Interstate 70	I80	Interstate 80	I94	Interstate 94
MLL	Shopping Mall Broadcast						
Lxx	xx=ISP District-wide Broadcast. Example: L09 equals all terminals District 9 (Note: 0=zero)						

NOTE: When using LUUU, the below response might be received in Messenger. This has to do with how LUUU messages are processed in LEADS 3.0 against the CDC list. The frequency of this message should eventually subside. As long as the operator receives a copy of the message, it was processed by the system and received by the correct terminals.



Received Time:	13:29:51 07-02-21
<input type="checkbox"/> View Message Details	
EPO: Your request sent on 02JUL2021 13:29:50 as MRI# 2690, was removed from queue of IEE on 02JUL2021 13:29:51 REASON: NAK received: 0x101. (TECH. INFO: APPLICATION: REMOIF/PID# 30132)	

11.4 SUBSCRIBING TO A BROADCAST LIST

Agencies will have the capability in Messenger to modify or cancel their own LEADS Administrative Message broadcast list subscriptions, but this will happen post-Go Live. Initially, programming in LEADS 2000 will be ported over to LEADS 3.0. Once this capability is in place, this chapter will be updated.