

# LEADS Daily Bulletin

March 7, 2023

## 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 displays the 'MXS - NCIC Modify Sex Offender' form. It is organized into four main sections:

- Header Information:** Contains the ORI field with the value 'IL08425V1 = ISP SEX OFFENDER REGISTRY-SPRINGFIELD IL'.
- Record Identifiers:** Contains the LEADS # field with the value 'X16D2509' and the Name field with the value 'DOE,JOHN'.
- Message Information:** Contains the MKE, ORI, and Name of Validator fields. The Name of Validator field is highlighted in yellow and contains the value 'JANE SMITH'.
- Offender Personal Information:** Contains the Caution/Medical Condition, Name, Sex, Race, Date of Birth, and Place of Birth fields.

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](mailto: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 information about a previous juvenile adjudication that would inform investigators any pending charges may need to be upgraded given the offender's history.
- State Identification Number (SID). Even when the registrant's offense occurred out of state, when an Illinois SID is on file it should be entered in the SID field. If no SID was available at the time of entry for an Illinois offense, use XNOSID. The next time the record is touched, run CHRI to determine if a SID is now available and enter it into the SID field. If the offender only has a conviction from another state SNOSID should be used in the SID field if there is no Illinois SID. Illinois CHRI should be run at every validation to determine if an Illinois SID is now present and it should be entered – even if the Illinois charges are not sex offender related.
- Vehicle and License Plate Data. Inquire on any plate or VIN in the record to ensure they still register to the offender. If it appears the vehicle was sold to someone else, remove the vehicle and license data to avoid liability. Modify to update registration month and year when necessary. For offenders that have moved to another state, remove the Illinois license plate data. Inquire on the VIN through the offender's new state at validation to ensure it is still recorded as theirs.
- Offender Image. When the offender registers it is encouraged to document their appearance with a photo. This will allow investigators to see any changes in appearance over time. The image should be attached (removing any previous image) using the EIM format or using the hot key in the hit to get the format.
- Numeric Identifiers. Determine if the record has an FBI, SOC, or MNU (example MNU is alien registration number). If not, perform a CHRI inquiry to obtain them.
- Place of Birth. If the record does not contain the place of birth, make a CHRI inquiry. The FBI response usually provides the place of birth.
- Address Type. Ensure the Address Type field has been completed. This may often be a selection of 01-RESIDENCE (LAST KNOWN), but any other applicable choice may be selected.

Direct all inquiries regarding this matter to the ISP Registration Unit at [ISP.SOR.UNIT@illinois.gov](mailto:ISP.SOR.UNIT@illinois.gov) or (217) 785-0653.

