LEADS Daily Bulletin

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PACKING MISSING PERSON ENTRIES

When making a missing person entry, operators should include all available physical identifiers and characteristics to “pack the record”. Prerequisite inquiries should be made prior to all missing person entries. NCIC automatically cross checks Missing and Unidentified Person entries for possible matches based on physical characteristics. The result of the cross check will be indicated by a $.M (match) or $.N (no match) message from NCIC.

The supplemental data format, EMN – Enter Missing Supplemental, allows for entry of three alias names, three alias dates of birth and scars, marks and tattoos. When entering SMT’s on the supplemental data format, each tattoo must be entered individually into the format. This information should not be placed in the MIS field since it is not cross checked by NCIC.

If a missing person has been in LEADS/NCIC for 30 days or longer, dental records must be attached to the record using the ED-NCIC Enter Dental format. If no dental records are available, UNK must be placed in the Dental Characteristics field (20 ILCS 2630/9).

Please contact the Help Desk (866/LEADS-00) with any questions.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date