LEADS Daily Bulletin

JUNE 12, 2025

Attaching Image(s) to LEADS and NCIC Hot Files

Images are associated with LEADS/NCIC records to assist in identifying a person or property. Several types of images can be stored in the systems. Images can be stored for a person, property, or as a reference. The types of images that can be stored for a person are mug shot, signature, and identifying images. If the operator selects I = Identifying image, the image will not display when the record is inquired upon. The image will only display when the image number is queried. Identifying images can also be stored to help identify property. Articles, guns, parts, boats, and vehicles can be associated with an identifying image. Images stored as references are referred to as generic images.

Only one of each of the following types of image can be associated with a person record:

- Mugshot
- Signature

No more than ten identifying images (other than mugshot and signature) can be associated with a person record.

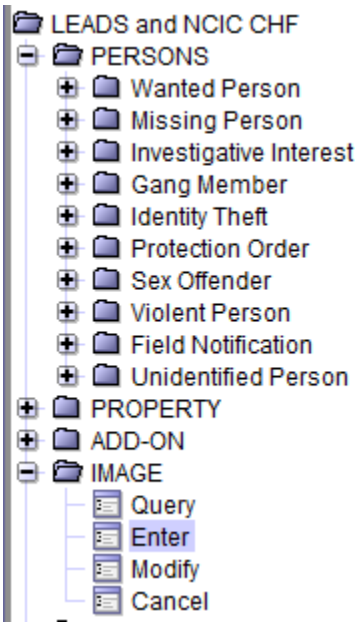
STEP 1. OBTAIN THE ENTER IMAGE (EIM) FORMAT

There are two ways to access the Enter Image (EIM) format after querying the record:

- Use the Enter Image hot link in the NAM/SEX/DOB or LEADS number query response,

Query	Modify	Clear	Cancel
Cancel Emp/Stu Address	Enter Supp	Cancel Supp	Enter AddOn
Enter Image	Query Image	Cancel Image	Modify Image

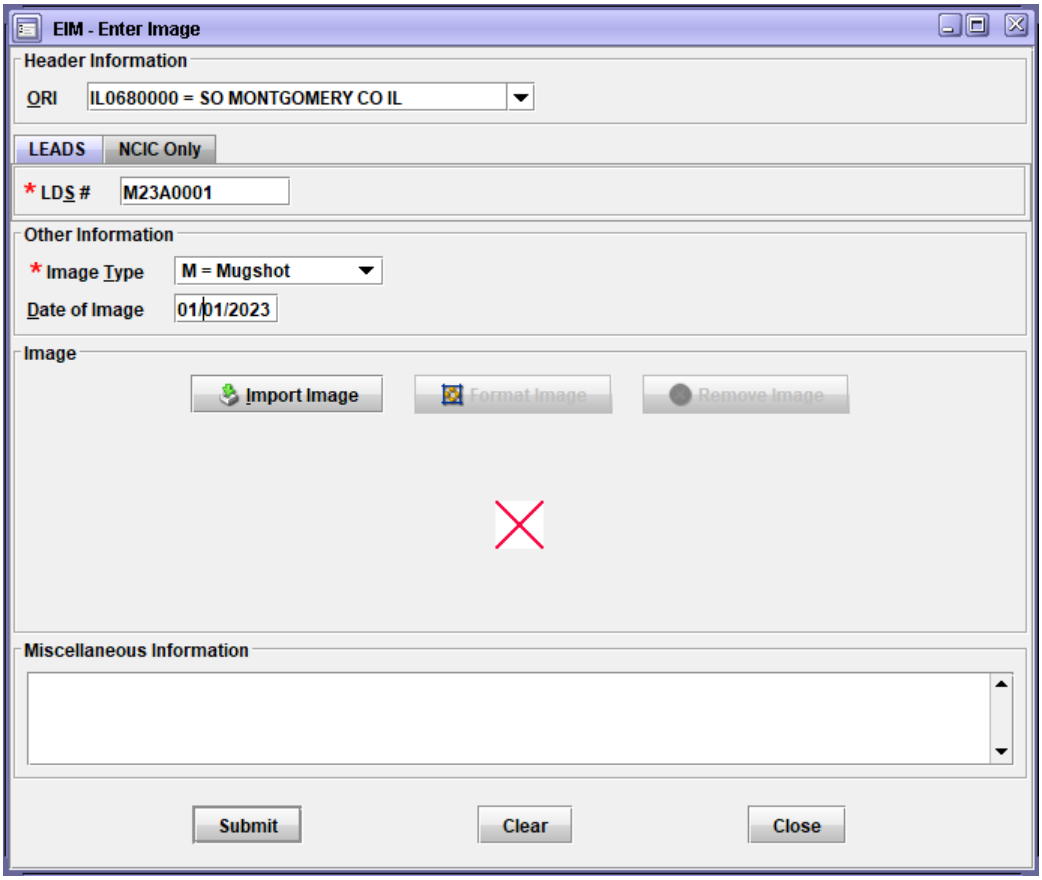
- OR in the menu tree open the folder path LEADS and NCIC CHF > IMAGE > Enter.



STEP 2. COMPLETE THE EIM FORMAT

The EIM – Enter Image window will populate:

- Ensure the **LEADS** tab is selected. The image will be attached to both the LEADS and NCIC records unless it is a LEADS-only record.
- Complete the ORI field with the record owner agency ORI
- Input the LEADS number of the record
- Select M = Mugshot for image type
- Complete the Date of Image with the date the photo was taken
- Select Import Image
- The Miscellaneous Information may be completed with any details about the image that are not specified already in the base record.



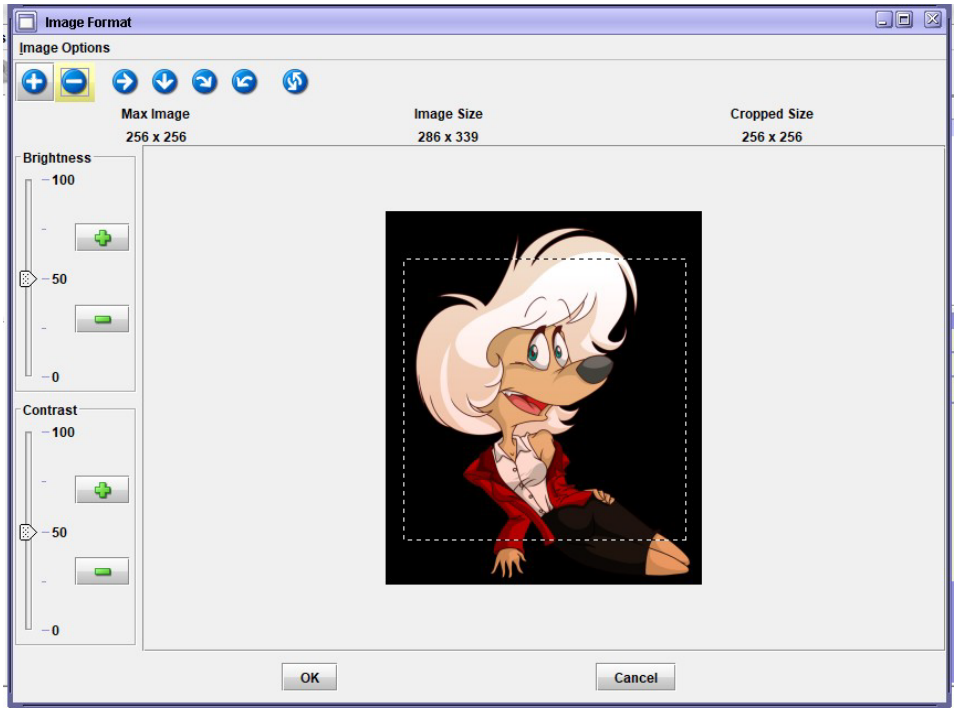
STEP 3. SIZE THE PHOTO AND SUBMIT

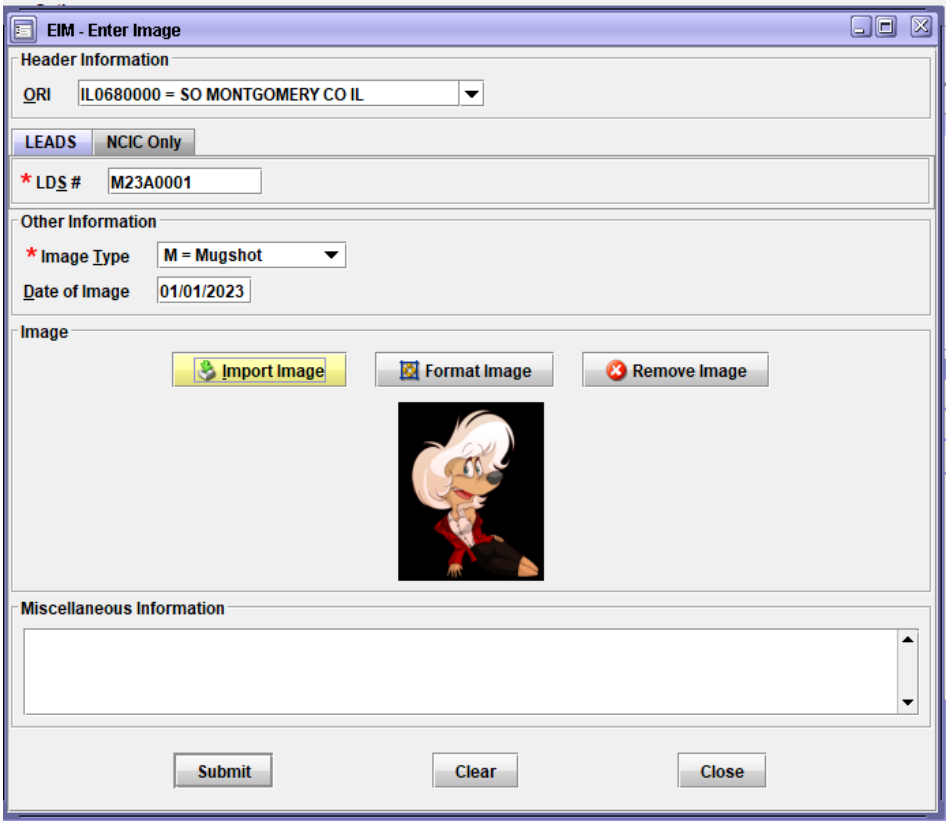
When the image has been imported the Image Format screen will appear. The image will need to be sized before selecting Submit on the Enter Image (EIM) format.

- The image is sized using the + or – keys to enlarge or shrink it into the dotted line boundary

shown on the screen.

- After sizing the image, select OK
- The Enter Image (EIM) format will reappear with the subjects' photo where the red X had been prior to importing the image.





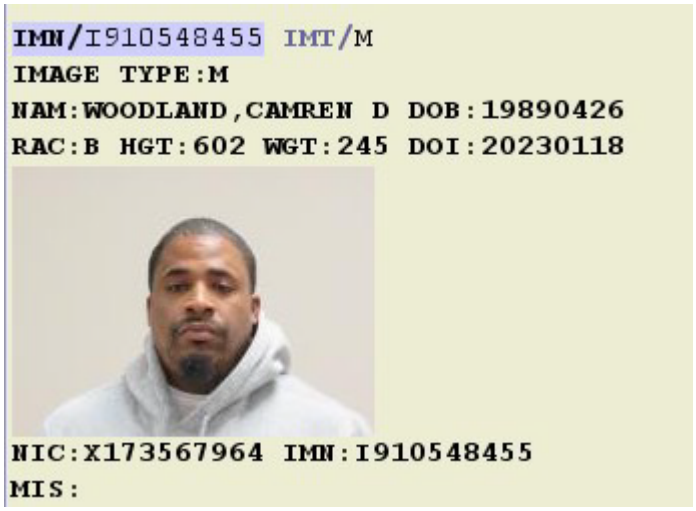
STEP 4. RE-QUERY THE RECORD

Initiate a NAM/SEX/DOB query to ensure the photo has been attached to BOTH the LEADS and NCIC records and contains the correct information.

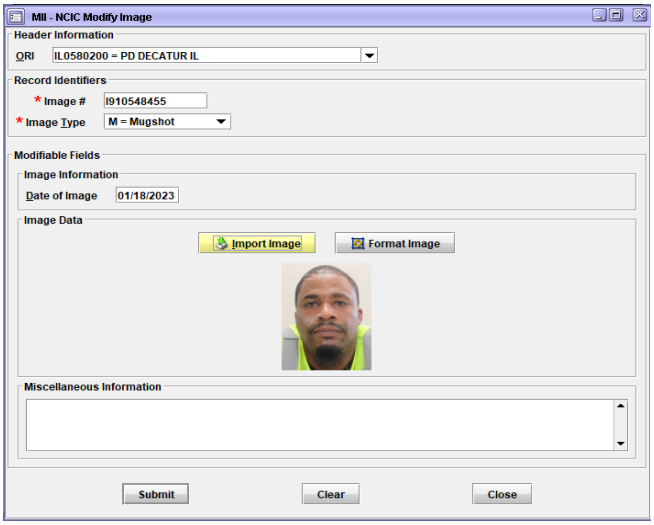
STEP 5. MODIFYING IMAGE DATA

If the user needs to change the photo, date for the photo, or add or change data in the Miscellaneous Information, the Modify Image (MII) format will be used. Access to the format will be either through the hot link or menu tree.

- Use the Image Number (IMN) at the top of the image that has been attached to complete the Image # field.



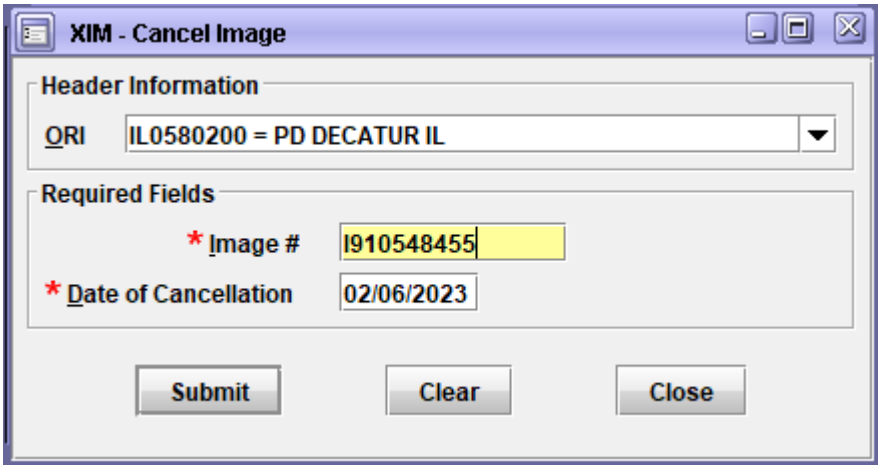
- Import and size the desired image.
- Select OK which will return to the MII format and select Submit to attach the new or changed image and/or other information. Note: If the record contains more than one image, the system will not display an image, operator will need to query each image that is attached to the entry.



STEP 6. CANCELLING AN IMAGE

The Cancel Image (XIM) format will be used to remove an image from a record.

- Select the record owner ORI.
- Complete the Image # field using the image number from the existing photo.
- Input the date of cancellation.
- Select submit.
- Another photo can still be added using the EIM format.



NOTE: **Messenger supports three different image formats:**

- **JPEG** (or JPG) – The Joint Photographic Experts Group standard. This is the most common electronic format of photos
- **GIF** – The Graphics Interchange Format standard published by CompuServe.
- **PNG** – Portable Network Graphics. An open standard developed after the underlying compression algorithm used in GIF was patented.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00.

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