



***LEADS Operating Manual***  
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## SECTION 1 – INTRODUCTION

### **1.1 BACKGROUND**

LEADS 3.0 Messenger allows users to enter and cancel Supplemental Records for all Persons hot files. This allows for more field entries than the previous Alias Form. The Supplemental form in LEADS 3.0 allows for the addition of many other searchable or identifying fields, such as: SOC, SMT, SID, VEH, etc. All Supplemental entries for LEADS will be made using the LEADS number and the Master Record Name.

### **1.2 CHANGES IN TERMINOLOGY**

LEADS previously referred to this function as Alias. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

## SECTION 2 - ENTRY

### **2.1 WHAT IS SUPPLEMENTAL DATA**

Supplemental data enables the agency entering Persons records to attach additional data to the records. Once the supplemental data is accepted, the user must inquire on the LEADS record to see the additions.

1. Alias names or dates of birth and nicknames may be added to a record.
2. Caution/Medical Conditions (CMC). Users may add additional caution/medical conditions.
3. Scars/Marks/Tattoos. Users may add additional SMT.
4. Identifying Numerics. Users may add additional SOC, SID, and MNU.
5. Vehicle and License data. Users may add additional license plate and vehicle data.
6. Image. Users may add additional images.

### **2.2 WHEN TO ENTER SUPPLEMENTAL DATA**

The corresponding field in the base entry must be populated in order to add data via supplemental entry. An example is the SOC field must have been populated in the original entry before a SOC can be added.

### **2.3 HOW TO ENTER A SUPPLEMENTAL RECORD**

A total of nine(9) additional identifiers may be added in one transaction. To add more identifiers another supplemental data entry should be performed.

### **2.4 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EN	ENTRY SUPPLEMENTAL



## 2.5 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY/ACKNOWLEDGEMENT/INQUIRY

**EN - Enter Wanted Supplemental**

**Header Information**  
 Message Key: EN = Enter Supplemental  
 ORI: IL08496X2 = ISP INFORMATION SERVICES BUR SPRINGFIELD

**Record Identifiers**  
 \* LEADS #: W21A0146  
 \* Name: PANTALONES, SASSY

**Supplemental Data**  
 Caution/Medical Condition: [Dropdown]  
 Alias: PANTALONES, SANDY  
 Date of Birth: 08/02/1971  
 Scars, Marks, Tattoos: TAT L CALF = Tattoo on calf, left  
 Miscellaneous #: [Field]  
 Social Security #: [Field]  
 State ID #: [Field]  
 Citizenship: [Dropdown]  
 License Month: [Dropdown]  
 License Year: [Field]  
 License State: [Dropdown]  
 License Type: [Dropdown]  
 License #: [Field]  
 Operator's License State: [Dropdown]  
 Operator's License #: [Field]  
 Expiration Year: [Field]  
 Vehicle Color: [Dropdown]  
 Vehicle Year: [Field]  
 Vehicle Make: [Dropdown]  
 Vehicle Model: [Dropdown]  
 Vehicle Style: [Dropdown]  
 VIN #: [Field]  
 Image #: [Field]  
 Image Type: [Dropdown]

Buttons: Submit, Clear, Close

## EXAMPLE OF A SUPPLEMENTAL RECORD ACKNOWLEDGEMENT

Received Time: 15:30:43 03-18-21 Source ORI: IL08496X2  
 Summary: EN: LDS=W21A0146  
 View Message Details  
 LEADS RECORD SUPPLEMENTAL DATA ENTERED AND NCIC RECORD MODIFIED LDS/W21A0146  
 NIC/W130011962  
 MRI 2786 IN: FHL 347 AT 18MAR2021 15:30:43  
 OUT: D2R 8 AT 18MAR2021 15:30:43

## EXAMPLE OF QUERY OF SUPPLEMENTAL RECORD

Received Time: 15:34:35 03-18-21 Source ORI: IL08496X2  
 Summary: QW: NAM=PANTALONES, SASSY DOB=19710801 RSH=N  
 View Message Details

Query	Modify	Clear	Cancel	Detainer	Enter Supp
Cancel Supp	S/F Enter	S/F Cancel	Enter AddOn	Clear Addon	Enter Image

**CHF**  
 QUERY:QW NAM/PANTALONES, SASSY.DOB/19710801

QD2R LDS/W21A0146 WANTED PERSON  
 OFF/1005 KIDNAP MINOR  
 EXL/1 - FULL EXTRADITION  
 DOW/2021-03-01 ADO/N  
 NAM/PANTALONES, SASSY SEX/F RAC/W  
 DOB/1971-08-01 AGE/49 HGT/507 WGT/160 HAI/BLN EYE/GRN SMT/TAT R CALF  
 NOA/Y OCA/TEST123

ORI/IL08496X2 ORA/ISP INFORMATION SERVICES BUR SPRINGFIELD  
 ENT/D2R OPR/MCGRATM DTE/2021-03-18 15:28 DLU/2021-03-18 15:30 NIC/W130011962  
**CONFIRM WITH ORI**

**\*\* SUPPLEMENTAL INFORMATION \*\***  
 AKA/PANTALONES, SANDY  
 DOB/1971-08-02  
 SMT/TAT L CALF

**PREVIOUS INQUIRIES WITHIN LAST 10 DAYS ON NAM-DOB/PANTALONES, SASSY-19710801:**

AGENCY	CDC	DATE/TIME	MSGKEY	OPERATOR
ISP INFORMATION SERVICES BUR	D2R	20210318:1528	EW	MCGRATM
ISP INFORMATION SERVICES BUR	D2R	20210318:1507	EW	MCGRATM

MRI 2791 IN: FHL 348 AT 18MAR2021 15:34:35  
 OUT: D2R 10 AT 18MAR2021 15:34:35



### SECTION 3 – CANCEL (VOID)

#### 3.1 CHANGE IN TERMINOLOGY

LEADS previously referred to this function as Void. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary. The term Void is no longer used.

#### 3.2 CANCEL

When an item has been entered in error or is incorrect, the item must be canceled from the Supplemental record. Using the Supplemental Cancellation form (XN) complete the information to be canceled in the appropriate field(s). The record must be re-run to see the changes. Supplemental records cannot be modified.

*NOTE: When the Master Record is cancelled or cleared, all supplemental data is also removed.*

#### 3.3 EXAMPLE OF SUPPLEMENTAL RECORD CANCELLATION/ACKNOWLEDGEMENT

The screenshot shows a web-based form titled "XGMN - Cancel Gang Member Supplemental". The form is divided into several sections:

- Header Information:** ORI dropdown menu showing "IL08496X2 = ISP INFORMATION SERVICES BUR SPRINGFIELD".
- Record Identifiers:** \*LDS # (T21B0547) and \*Name (CURTIS,JACK).
- Supplemental Data:**
  - Caution/Medical Condition dropdown.
  - Alias fields with "CURTIN,JACK" entered.
  - Date of Birth fields with "05/01/2004" entered.
  - Miscellaneous # dropdown.
  - Operator's License State, Operator's License #, and Expiration Year fields.
  - License Month, License Year, License State, License Type, and License # fields.
  - Vehicle Color, Vehicle Year, Vehicle Make, and Vehicle Model dropdowns.
  - Vehicle Style and VIN # dropdowns.
  - Image # and Image Type dropdowns.

At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

#### EXAMPLE OF SUPPLEMENTAL RECORD CANCELLATION ACKNOWLEDGEMENT

Received Time:	13:21:52 02-17-21	Source ORI:
Summary:	XGMN: LDS=T21B0547 NAM=CURTIS,JACK	
<input type="checkbox"/> View Message Details		
LEADS RECORD SUPPLEMENTAL DATA CANCELED LDS/T21B0547		
MRI 1711 IN: FH1 162 AT 17FEB2021 13:21:52		
OUT: D2R 5 AT 17FEB2021 13:21:52		

06/28/2021