

LEADS Operating Manual SUPPLEMENTAL CHAPTER

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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

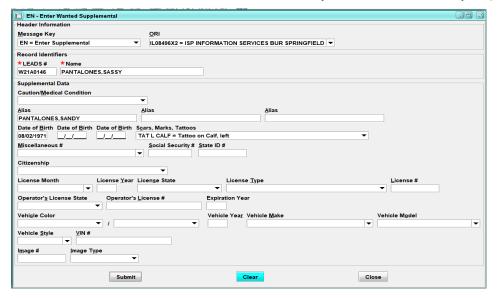
A total of nine(9) additional identifiers may be added in one transaction. To add more identifiers another supplemental data entry should be performed.

2.4 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EN	ENTRY SUPPLEMENTAL



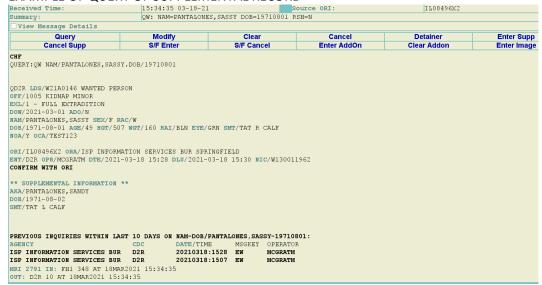
2.5 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY/ACKNOWLEDGEMENT/INQUIRY



EXAMPLE OF A SUPPLEMENTAL RECORD ACKNOWLEDGEMENT



EXAMPLE OF QUERY OF SUPPLEMENTAL RECORD





SECTION 3 - CANCEL (VOID)

3.1 CHANGE IN TERMINOLOGY

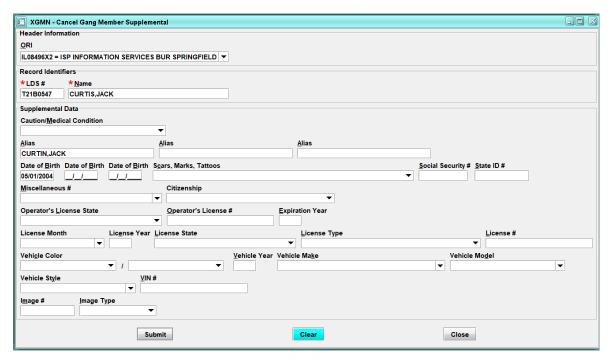
LEADS previously referred to this function as Void. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary. The term Void is no longer used.

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 Cancelation 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



EXAMPLE OF SUPPLEMENTAL RECORD CANCELLATION ACKNOWLEDGEMENT

