LEADS Daily Briefing for November 14, 2019

Broadcast Message Lists

LEADS agencies may select the broadcast messages they receive. This includes administrative messages sent using a broadcast message key as well as hot file entry broadcasts. The LEADS staff are frequently contacted by agencies inquiring how to modify their selected broadcast list. This task is something each agency's LEADS Agency Coordinator or Delegate can perform themselves. To inquire on the broadcast list your agency currently has selected: from the LEADS 2000 main page click on 'REGISTRY' > 'DEPARTMENTAL REGISTRY' > 'MODIFY AGENCY' and then click on the blue hyperlink 'Modify County Statewide Broadcasts.' Once on this screen select message key LZIBC and click send. This will provide the broadcasts your agency has selected for the terminal you are currently using.

If your agency chooses to modify this list in order to receive additional broadcasts, select message key LMIBC and:

- If you wish to add new broadcast keys (i.e. LUUU, LALL, L09, etc.) enter the desired broadcast key in the BRC field. If entering more than one broadcast key, separate each entry with a comma.
- If you wish to add new hot file entry broadcasts enter the county code for the desired county in the COU field followed by the letter code designating the file type (V for vehicles, M for missing, etc.). For example, if you choose to receive stolen vehicles entered by any agency in Will County you would enter 099V in the COU field. If entering more than one hot file entry broadcast type, separate each entry with a comma.

If your agency chooses to cancel a broadcast key or hot file entry broadcast, select message key LCIBC and follow the above procedure, however entries on lists can only be cancelled one at a time.

If an agency has multiple LEADS terminals, this process must be completed at each terminal your agency desires to receive broadcasts. Additional information on the use of this function is available by clicking on 'Broadcast List Procedures Help' on the 'Modify County Statewide Broadcasts' screen.

This procedure is not applicable to Mobile Data devices since they cannot automatically receive LEADS Broadcast Messages or Computerized Hot File broadcasts.

NOTE: Due to possible terrorist events and the necessity to reach all criminal justice and law enforcement agencies in an emergency situation, each LEADS agency **must** designate at least one terminal to receive LALL and LUUU directed messages.

NOTE: Only the agency's LAC or Delegate is authorized to modify/add broadcast list for your agency's CDCs. Other users can inquire to see the lists their CDCs are on, but no modifications are authorized.

For assistance please contact the Help Desk at 866/LEADS-00.

Operator's Initials	Date								