

Appointment Required – Every LEADS terminal agency is required to appoint one employee as its LEADS Agency Coordinator (LAC).

Coordinator Qualifications – The minimum requirements for the appointed LAC are:

- ◆ Must be an employee under the direct management control of the chief, sheriff, superintendent, district commander, or other criminal justice agency head.
- ◆ Must be certified through the LEADS Operator Certification Program prior to appointment and remain certified status during term of appointment. Full access LEADS operator certification is mandatory for all LACs of full access agencies. Less than full access operator certification is mandatory for all LACs for less than full access or mobile data computer only LEADS agencies. This is a minimum requirement. Less than full access LACs may complete full access operator certification, if desired.
- ◆ Must be thoroughly familiar with all LEADS/NCIC Regulations and Policies.
- ◆ Must be thoroughly familiar with the LEADS eManual and all LEADS capabilities and procedures.
- ◆ Must be thoroughly familiar with the LEADS Department and User registry requirements and procedures.

Coordinator Duties – Some of the duties of the LAC will be to:

- ◆ Serve as first line of contact and support for all LEADS questions/problems within the agency.
- ◆ Serve as a liaison with Illinois State Police personnel on LEADS/NCIC related matters.
- ◆ Coordinate Learning Management System (LMS) of all agency personnel on LEADS/NCIC abilities, procedures, regulations, and policies.
- ◆ Ensure that operators accessing LEADS are certified at the appropriate level and operator certification information reflected in the User Registry is accurate and updated in a timely manner, in accordance with LEADS Regulations and Policies.
- ◆ Assist the Agency Head to ensure that all LEADS/NCIC Regulations and Policies are followed.
- ◆ Ensure the agency's Departmental and User registry profile information is accurate and updated as needed in a timely manner, in accordance with LEADS Regulations and Policy.

- ◆ Provide input to LEADS personnel of the Illinois State Police regarding problems and ideas for improvement and changes in LEADS/NCIC.
- ◆ Ensure agency data corrections including changes for agency head, agency telephone number, and agency address are submitted to the LEADS Administrator utilizing the [LEADS Agency Data Correction Form](#). If the change is for the agency head, LEADS agency technical contact, phone or fax number, the LAC or delegate(s) must also reflect the change in the LEADS Departmental Registry.
- ◆ Provide input to LEADS personnel of the Illinois State Police regarding problems and ideas for improvement and changes in LEADS/NCIC.
- ◆ Serve as a liaison with Illinois State Police personnel on LEADS terminal agency audits.
- ◆ Ensure that LEADS validations are completed in accordance with LEADS Regulations and Policy.
- ◆ Notify LEADS staff if:
 - 1) A LEADS circuit needs to be moved or disconnected utilizing the [LEADS Disconnect Form](#).
 - 2) A CDC(s) needs to be cancelled
 - 3) An additional CDC(s) need to be assigned utilizing the [Additional Device Data Form](#).

For additional information about LAC duties, refer to the [Rules and Regulations](#).