



LEADS Operating Manual
WANTED PERSONS FILE

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SECTION 1--INTRODUCTION

1.1 LEADS – SPECIFIC WANTED PERSON REFERENCE

This LEADS Wanted Person chapter pertains to the identifiers and information required by LEADS only, as well as the differences between LEADS & NCIC functionality. Refer to the NCIC Operating Manual for policies and procedures shared by LEADS and NCIC.

1.2 LEADS VS NCIC CAPABILITIES

LINKAGE

Linkage of records between agencies is an NCIC function and is not available for LEADS-only records. Linkage may be used for LEADS records entered into both LEADS and NCIC, however, the linkage information will only appear in the NCIC portion of the record.

- a) LEADS users can link two or more agencies' records in NCIC when conducting joint investigations.
- b) After one agency has entered an individual, a second agency entering the individual on a shared case will enter the ORI of the agency that entered the first record in the Linkage Agency ID (LKI) and the LEADS number of that agency's wanted person record in the Linkage Case # (LKA). Subsequent agencies desiring to enter, and link records related to the multi-jurisdictional case would also use the ORI from the first agency's entry in the LKI, and the LEADS number from the first agency's entry in the LKA.

INVESTIGATIVE INTEREST

Investigative Interest in other agencies records is an NCIC function and is not available for LEADS-only records. Investigative Interest may be attached to LEADS records that have been entered into both LEADS and NCIC, however, the linkage information will only appear in the NCIC portion of the record. See the NCIC Operating Manual for procedures and information.

DETAINER

A Detainer may be added to any Wanted person record in Locate status. See the NCIC Operations manual for procedures regarding the entry of Detainer.

SUPPLEMENTAL RECORD

DEFINITION – CHANGE IN TERMINOLOGY. LEADS previously referred to this function as Aliases. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary. The term Aliases is no longer used to describe the transaction used to add alias names and dates of birth.

Entry of alias names and dates of birth are accomplished via the Supplemental Record function. Use of the Supplemental form also allows the operator to enter other important information such as additional reasons for caution, scars/marks/tattoos, social security numbers, etc. See the NCIC Operating Manual for information related to entering and cancelling Supplemental data.



1.3 GENERAL LEADS WANTED PERSON CRITERIA FOR ENTRY

GENERAL CRITERIA

- a) Illinois Administrative Code Title 20, Chapter II, Section 1240.60 requires all warrants be immediately entered in LEADS within 24 hours after receiving sufficient identifiers to permit the establishment of a LEADS record.
- b) Illinois Administrative Code Title 20, Chapter II, Section 1240.60 requires every LEADS record be supported by an investigative document, active warrant, or complaint.

1.4 JUVENILE OFFENDER RECORDS

DOES NOT APPLY TO LEADS RECORDS

- a) LEADS does NOT participate in the Juvenile Offender Records program. LEADS does not differentiate between adult and juvenile records.
- b) LEADS does not provide a separate Message Key (MKE) to facilitate entry of a Juvenile Offender Record. The same Message Key (MKE) is used to enter warrants for all persons.

1.5 CIVIL CAPIAS WRITS AND WARRANTS

CRITERIA

Civil capias writs and warrants related to civil cases MAY be entered in LEADS—only provided:

- a) They are directed to all peace officers within Illinois, and
- b) There are provisions for bonding

1.6 JOHN OR JANE DOE WARRANTS IN LEADS

An individual for whom a John or Jane Doe Warrant for homicide has been issued may be entered. John/Jane Doe warrants cannot be entered for any other reason.



1.7 MESSAGE KEY (MKE) CODES

(LEADS Only. See NCIC Manual for MKE Codes Shared by LEADS and NCIC)

Message	MKE	TRANSLATION
Enter	EW1	WANTED PERSON
	EW1C	WANTED PERSON - CAUTION
	ET1	TEMP WANTED PERSON
	ET1C	TEMP WANTED PERSON CAUTION

SECTION 2 – LEADS WANTED PERSON RECORD ENTRY

2.1 LEADS MESSAGE FIELD CODES FOR ENTRY

See the NCIC Operating Manual for information regarding field codes shared by LEADS and NCIC.

LEADS – SPECIFIC FIELDS

FIELD NAME	FIELD CODE	REQUIRED?	CHARACTERS	INQUIRY?	ADD?	MODIFY?	DELETE?
Court Limits	CIL	Yes	Y or N	No	No	Yes	No
Geographic Area	GEO	Conditional	A/N	No	Yes	Yes	Yes

Character Types: A=letters A through Z, N=Numerals 0 through 9, S=Special Characters

2.2 ILLINOIS GEOGRAPHIC LIMITS

725 ILCS 5/107-9 indicates “a warrant for arrest should specify any geographical limitation placed on the execution of a warrant and that limitation shall not be expressed in mileage”.

IF NO GEOGRAPHIC LIMIT on the execution of the warrant is specified by the court, it may be executed anywhere in the State of Illinois. Without any specified geographic limitations, the expectation is that the originating agency will go anywhere in the State of Illinois to take custody of the Wanted person.



PRIOR TO ENTRY, the warrant should be examined to determine if the court issued any limitations on the validity of the warrant.

- a) Per Illinois statute 725 ILCS 5/107-9, geographic limits must be assigned by the court and cannot be expressed in terms of mileage. Courts generally express limitations by county.
- b) Indicate geographic limitations using the Court Limits (CIL) and Geographic Area (GEO) fields.

COURT ISSUED LIMITS (CIL) FIELD

- a) Use Y if the Illinois court that issued the warrant specified geographic limits on the validity of the warrant. Use N if no geographic limits were specified by the court.
- b) Required when MKE(s) LEW1, LEW1C, are used. When Y is selected, the GEO field is also required.

GEOGRAPHIC AREA (GEO) FIELD

- a) Required if CIL is Y. Used to define the geographic limits specified on the warrant by the court.
- b) Limits must be preceded by "COURT ISSUED", i.e., COURT ISSUED – COOK, DUPAGE COUNTIES

2.3 SAMPLE CIL, GEO FIELD ENTRY

EW = Wanted Person		IL016XYM2 = Illinois State Police	
Offense Information			
* Date of Warrant	* Offense	Original Offense	Warrant #
10/01/2020	0104 = Sabotage		W2431980
* Extradition Limitation	* Court Limits	* Geographic Area	
2 = Limited extradition see MIS field	Y = Yes	LASALLE,WILL,KENDALL	

SECTION 3 - MODIFYING LEAD – SPECIFIC FIELDS

3.1 COURT ISSUED LIMITS (CIL) FIELD

- a) The CIL field may be modified from Y to N and vice versa.
- b) Modification to remove the CIL field is not allowed.

3.2 GEOGRAPHIC AREA (GEO) FIELD

- a) The GEO field contents may be modified to add, change, or delete data.
- b) When the CIL field is Y, GEO may not be modified to delete all data.



SECTION 4 – CANCEL (VOID)

4.1 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.

4.2 LEADS REQUIRED FIELDS TO CANCEL WANTED PERSON

- a) LEADS number
- b) Name as entered
- c) Date of Cancel

SECTION 5 - INQUIRY

5.1 INQUIRY VIA LEADS

INQUIRY VIA LEADS to search the LEADS and NCIC Wanted Persons files can be accomplished via two LEADS-specific Message Keys (MKE):

- a) Z2: Inquiry by Name, Sex, Race, Date of Birth, Social Security Number, FBI/UCN, State Identification Number, Miscellaneous Number. Will search LEADS and NCIC Persons Hot Files.
- b) Z5: Inquiry by Illinois License Plate. Will search the LEADS and NCIC Persons Hot Files using Driver's License data from the Illinois registration response. The plate number will be checked through all Persons files to see if it was entered into a persons record. The VIN from the registration response will also be checked through all persons files to see if the VIN was included in a Persons entry. The NAM, SEX, and DOB from the SOS DL response will be checked through the Persons files.
- c) ZS: Inquiry by NAM. Will search LEADS Hot Files only and return hits based on the LEADS NAM Soundex process. Care must be taken to compare the inquiry identifiers and inquiry subject's physical and other descriptors to the various hit responses to determine if any given hit is valid to the operator hit.
- d) ZW9: *Summary Inquiry*. Summary inquiries allow agencies to obtain a list of Wanted entries entered on a specific day of the month (MMDD) in a specific county.

LEADS Z2 AND Z5 inquiries will also search Illinois FOID and Concealed Carry files.



5.2 RESPONSES

KIND OF RESPONSES

Every inquiry is acknowledged by a response message from the LEADS computer. Depending on the combination of message key and identifier(s) used in the inquiry, there are five basic kinds of response messages that can result.

Reject (The inquiry was submitted incorrectly)

No Record On File or Negative Response

Hit or Positive Response (Matching record(s) found in LEADS and/or NCIC)

Driver Record and Vehicle Registration from Illinois SOS or another state's files. (See the 10-27 and 10-28 chapters)

System Status (Indication that a file is temporarily not available or that a response may be delayed)

For examples and interpretation of positive responses, see the Hit Procedures chapter. No-record responses, rejects, and system status messages are similar to those for any other Hot File.

HIT PROCEDURE

When the identifiers in the inquiry match data in a Hot Files record, the matching record is returned to the inquiring LEADS work station. When this occurs, certain procedures must be taken immediately. Refer to the HIT Procedures chapter for more information.

GEOGRAPHIC CAVEAT

A wanted person record entered into LEADS that indicates court-issued limits in the CIL and GEO will generate a caveat when the record is inquired upon. The caveat gives the inquiring agency the geographic limits entered with the record and advises that the warrant may not be executed outside the specified limits.

SECTION 6 – LOCATE

6.1 LEADS-ONLY RECORDS

RECORD IDENTIFIERS required to Locate a LEADS-only record are the LEADS Number and Name as it appears in the master record.

THE DATE OF RECOVERY AND EXTRADITION fields are required to Locate a Wanted Person LEADS record. For further instructions on sending a Locate message, refer to the NCIC Operating Manual.



6.2 DETAINER

information may be appended to LEADS and NCIC Wanted Person File records in located status. When an inquiring agency receives a positive response, confirms that the subject is identical, the warrant is outstanding, and extradition is authorized, they must perform a locate transaction to place the record in located status. If the locating agency intends to hold the individual on local charges, the locate transaction should indicate detention by placing DETN in the Extradition (EXT) Field. The agency of record should append any detainer information to its record within 5 days of the locate transaction. Appending a detainer will allow the record to remain in LEADS and NCIC until extradition can occur.

See the NCIC Operating manual, for information on adding a detainer.

SECTION 7 – CLEAR (CANCEL)

7.1 CHANGE IN TERMINOLOGY

LEADS previously used the term Cancel in reference to removing a record when the subject of record was apprehended. The terminology change is to accomplish consistency with NCIC and other states.

7.2 LEADS REQUIRED FIELDS TO CLEAR WANTED PERSON

- a) LEADS number
- b) Name as entered on the master record
- c) Date of Clear_