Daily Bulletin
July 17, 2023

Sex Offender in Jail

When a Sex Offender is incarcerated in your local county jail facility, the correct procedure for indicating this in the offender's LEADS/NCIC records is to modify the address information in the offender's record. This modification is for County or Local Jail only and **does not apply to State or Federal Prison**. Any agency can modify the address fields to show jail regardless of ownership of the record.

Modify the following address fields: Address Type: choose incarcerated, Beginning Date: date offender jailed, leave Ending date and verification date fields blank. Address No. (SNU): place the word JAIL, Street Name field (SNA): County name where jailed. Complete the City, State, County code, and Zip code with the appropriate information. Residence type field: choose Jail or other Law enforcement.

Address Information

Address Type	* Beginning Date	Ending Date	Verification Date
08 = Incarcerated	07/10/2023	__/__/____	__/__/____

Addr. No.	Direction	Apt. #	Street Name	Area/Beat #
JAIL			MONTGOMERY CO	

City	State	County Code	Zip Code	Residence Type
HILLSBORO	IL = Illinois	068 = Montgomery	62049	JL = Jail or Other Law Enforcement

An add-on record should be placed on the LEADS record and include the following information: the sex offender is in your jail, the date of incarceration, reason being held, and the date of expected release. Add-on messages trigger a notification to the owner of the hot file record. When the offender is being released the arresting agency should obtain the address the offender reports they are residing and modify the address field to that address. If the offender indicates this is a new address, the offender should be advised to contact their registering agency to update with them as well to maintain compliance.

If you have any questions or need additional help, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date