LEADS Daily Bulletin

February 09, 2023

Entering images into LEADS and NCIC for Sex Offender and VOAY Offenders

Agencies with Sex Offender and VOAY/Murderer records should ensure photographs of offenders are taken annually and attached to LEADS and NCIC records. Each year, the existing photo should be Modified or Cancelled and a new one attached. **Adding an image to the LEADS and NCIC records does not replace the requirement to email registrant photos to the Sex Offender Registry unit at** isp.sor.unit@illinois.gov.
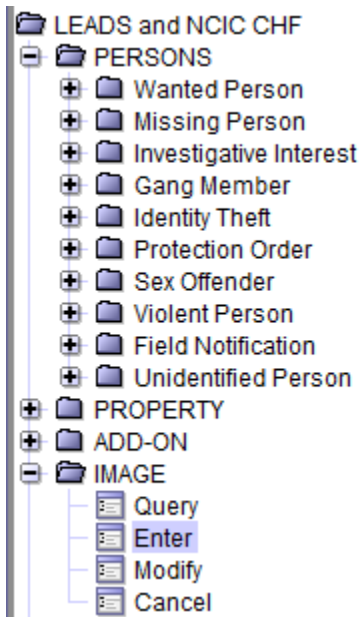
STEP 1. OBTAIN THE ENTER IMAGE (EIM) FORMAT

There are two ways to access the Enter Image (EIM) format after querying the record:

- Use the Enter Image hot link in the NAM/SEX/DOB or LEADS number query response,

Query	Modify	Clear	Cancel
Cancel Emp/Stu Address	Enter Supp	Cancel Supp	Enter AddOn
Enter Image	Query Image	Cancel Image	Modify Image

- or in the menu tree, LEADS and NCIC CHF, IMAGE, Enter.

STEP 2. COMPLETE THE EIM FORMAT
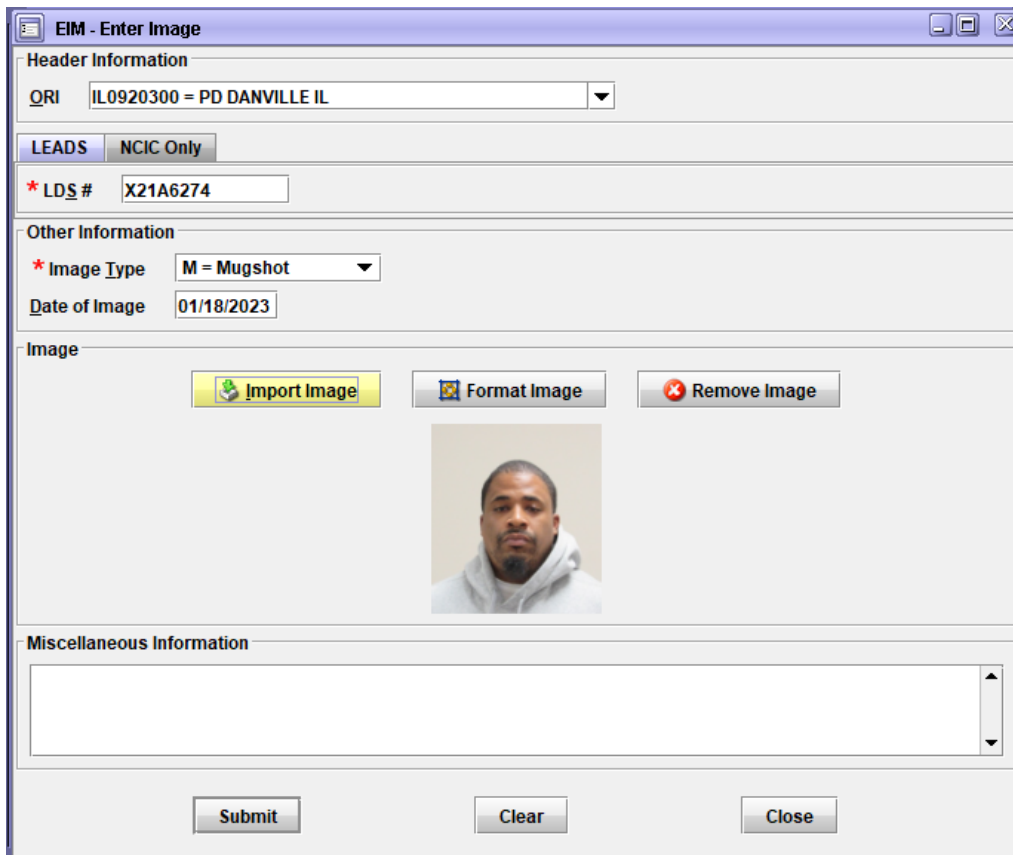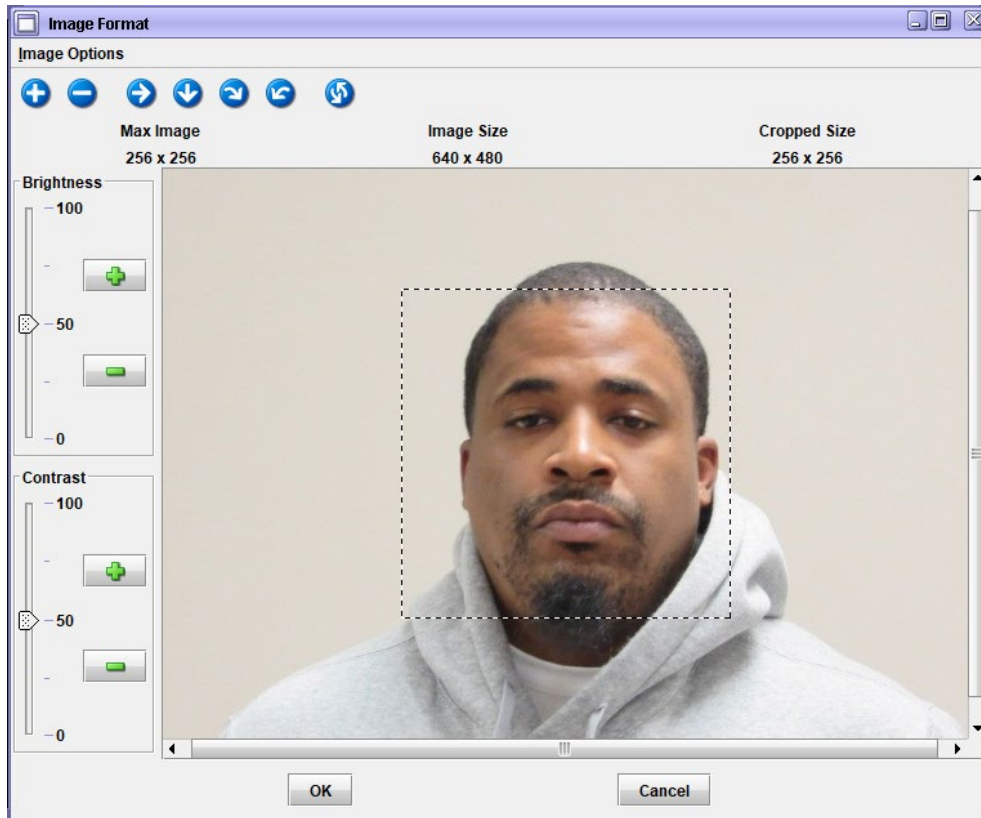
When the EIM format has been obtained:

- Ensure the LEADS tab is selected. The image will be attached to both the LEADS and NCIC records unless it is a VOAY/Murderer which is a LEADS-only record.
- Complete the ORI field with the record owner agency ORI
- Input the LEADS number of the record

- Select M = Mugshot for image type
- Complete the Date of Image with the date the photo was taken
- Select Import Image
- The Miscellaneous Information may be completed with any details about the image that are not specified already in the base record.

STEP 3. SIZE THE PHOTO AND SUBMIT

When the image has been imported the Image Format screen will appear. The image will need to be sized before selecting Submit on the Enter Image (EIM) format.

- The image is sized using the + or − keys to enlarge or shrink it into the dotted line boundary shown on the screen.
- After sizing the image, select OK
- The Enter Image (EIM) format will reappear with the offenders' photo where the red X had been prior to importing the image.

Image Format

Image Options

Max Image
256 x 256

Image Size
640 x 480

Cropped Size
256 x 256

Brightness
- 100
- 50
- 0

Contrast
- 100
- 50
- 0

OK   Cancel

EIM - Enter Image

Header Information

ORI   IL0920300 = PD DANVILLE IL

LEADS   **NCIC Only**

* LDS #   X21A6274

Other Information

* Image Type   M = Mugshot

Date of Image   01/18/2023

Image

📥 Import Image   🔲 Format Image   ❌ Remove Image

Miscellaneous Information
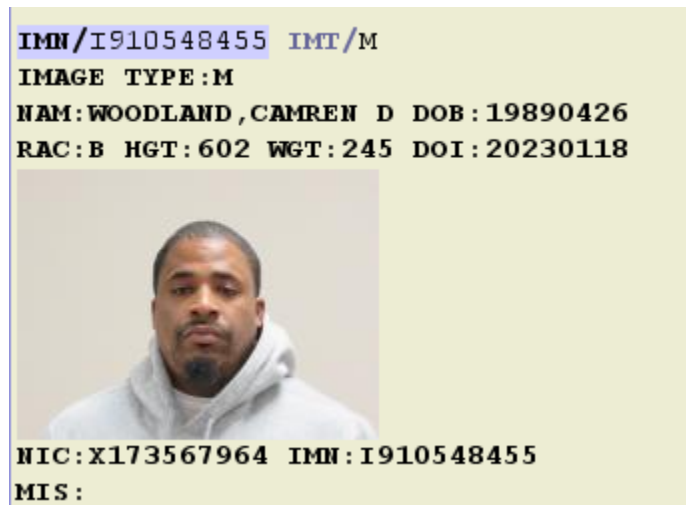
Submit   Clear   Close

STEP 4. RE-QUERY THE RECORD

Initiate a NAM/SEX/DOB query to ensure the photo has been attached to BOTH the LEADS and NCIC records and contains the correct information.
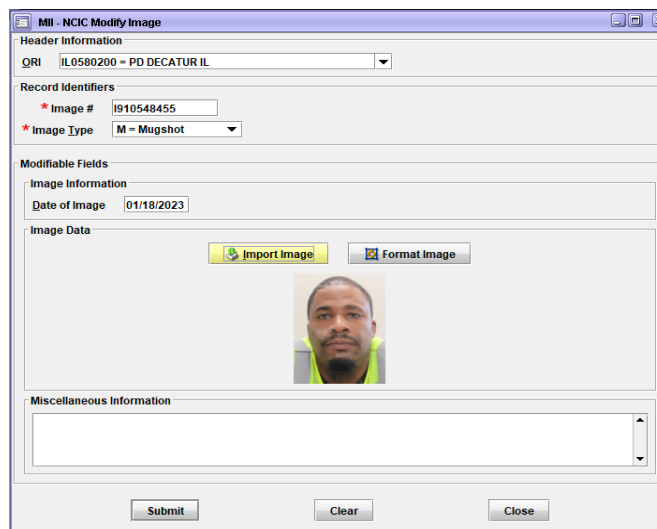
STEP 5. MODIFYING IMAGE DATA

If the user needs to change the photo, date for the photo, or add or change data in the Miscellaneous Information, the Modify Image (MII) format will be used. Access to the format will be either through the hot link or menu tree.

- Use the Image Number (IMN) at the top of the image that has been attached to complete the Image # field. Note: VOAY/Murderer image numbers will be structured differently than a Sex Offender LEADS and NCIC image number and will be the LEADS number followed by two characters (IMN/X17A4394M0) as VOAY/Murderers are entered only into LEADS.

- Import and size the desired image.
- Select OK which will return to the MII format and select Submit to attach the new or changed image and/or other information.

STEP 6. CANCELLING AN IMAGE

The Cancel Image (XIM) format will be used to remove an image from a record.

- Select the record owner ORI.
- Complete the Image # field using the image number from the existing photo.
- Input the date of cancellation.
- Select submit.
- Another photo can still be added using the EIM format.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00.

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