

**ILLINOIS STATE POLICE DIRECTIVE  
SRV-212, LAW ENFORCEMENT AGENCIES DATA SYSTEM (LEADS)  
ADMINISTRATIVE MESSAGES**

<b>RESCINDS:</b> SRV-212, 2013-012, revised 01-08-2013	<b>REVISED:</b> 03-31-2017 <b>2017-028</b>
<b>RELATED DOCUMENTS:</b>	<b>RELATED CALEA STANDARDS:</b> None

I. POLICY

The Illinois State Police (ISP) will comply with the Law Enforcement Agencies Data System (LEADS) and the International Justice and Public Safety Network (also known as NLETS) restrictions when using administrative message capabilities.

II. AUTHORITY

Law Enforcement Agencies Data System (LEADS) Electronic Reference Manual (E-manual)

III. DEFINITION

Administrative message - a narrative LEADS message that may be transmitted to a terminal(s), intrastate through LEADS or interstate through NLETS. The terms "administrative" and "directed" are equivalent relating to these messages.

IV. PROCEDURES

IV.A. Any employee may request an administrative message be sent relating to the official business of the Department. Examples include, but are not limited to:

IV.A.1. Responding to a previously received message from another criminal justice agency

IV.A.2. Providing information to another agency(s)

IV.A.3. Requesting information from or action by another agency(s)

IV.A.4. Correspondence regarding administration, training, and quality control needs associated with participation in LEADS

IV.B. Announcements of external organizational meetings or functions that involve department personnel will be sent only by the Springfield Communications Center after approval of the message by the Director or his/her designee. Examples include:

IV.B.1. Association of Public Safety Communications Officials (APCO)

IV.B.2. Illinois Police Association (IPA)

IV.C. Refer to the LEADS E-manual (available through the Illinois Central Network via <http://emanual.isp.state.il.us/>) for complete guidelines on format, style, content, and distribution of messages.

V. RULES AND REGULATIONS

The following types of administrative messages are prohibited:

- V.A. Advertising sale of equipment
- V.B. Conducting unofficial, commercial, or personal business
- V.C. Holiday greetings, unprofessional, or satirical comments
- V.D. Item-by-item lists of stolen or recovered property
- V.E. Political issues and meetings
- V.F. Recruiting personnel
- V.G. Repeating routine stolen, wanted, or missing LEADS file information
- V.H. Requesting Criminal History Record Information (CHRI) (use specific CHRI formats)
- V.I. Requesting information concerning salary, uniforms, personnel, or related items that can be routinely obtained by other means
- V.J. Requesting positive reply only (reference records or wanted checks)
- V.K. Seeking return of property with no intent to prosecute
- V.L. Sexually explicit details relating to criminal sex offenses
- V.M. Soliciting funds
- V.N. Supporting, opposing, or announcing meetings regarding political or labor/management issues
- V.O. Supporting or opposing legislative bills
- V.P. Training messages (announcing company name that is for profit/charges a fee)
- V.Q. Transmitting a subpoena

**-End of Directive-**