

DEKALB POLICE DEPARTMENT

Subject: **LEADS Message System**

Policy #: **302.2**

Effective Since: 8-21-03

Originally Issued As: General Order # 24 of 1-1-75

Revision Effective: 1-1-19

Reference Material: LEADS Procedures Manuals

FTO Training Task: # 11

ILEAP Standards Covered: ADM.24.04

Page 1 of 6

**PURPOSE:** The purpose of this policy is to establish guidelines to the effective and authorized usage of the LEADS/NCIC system.

**POLICY:** The manner in which department employees access, review and utilize the information within the LEADS/NCIC system has a direct bearing on their ability to successfully utilize this information source in a legal and beneficial manner. This policy is intended to establish the necessary guidelines that allow employees to successfully use the LEADS/NCIC information within the limits of their authority.

**DEFINITIONS:**

LAC: LEADS Agency Coordinator, typically the Communications Coordinator

LAC Representative: Full Access LEADS users reporting to the LAC - Telecommunicators

LEADS: Law Enforcement Access Data System (ISP State System)

NCIC: National Crime Information Center (FBI National system)

RD Number: Report Definition Number, or agency report number

MDB: Mobile Data Browser

LEADS is the information system operated by the Illinois State Police that allows access to Criminal History Information, Hot Files and Interdepartmental Messaging as well as an access portal to the Secretary of State Drivers License and Vehicle Database, NCIC and other Federal Databases.

**PROCEDURES:**

**A. LEADS Access :**

1. All Police Department employees who access LEADS/NCIC will be certified and maintain certification as Less than Full Access Leads Operators at a minimum.
2. All Police Department employees will be responsible for following LEADS/NCIC policies and procedures as established in the LEADS Policy Manual and instructed during the LEADS training courses.
3. Other than in the commission of official department business, no employee shall knowingly disclose or otherwise make available to any person or entity, personal information about any individual obtained by the department in connection with a motor vehicle record, in accordance with the Drivers Privacy Protection Act. [ILEAP ADM.24.04]

**B. Entering Information into LEADS/NCIC :**

1. Communications must be provided with complete and accurate information to allow for entry of information into these systems.
2. Every entry into the LEADS/NCIC system must have a designated RD Number.

**C. Record Validation :** LEADS/NCIC regulations require contact with the complainant regarding any LEADS entry to keep the record active and in good standing for an extended period of time. This is to ensure that the most accurate information possible is available in the system. It is the investigating officers' responsibility to make these contacts and update and verify the accuracy of the information contained in the record as directed by the LAC or LAC Representative.

**D. Canceling Records :** Officers are responsible for the LEADS Entry until Communications is advised to cancel the entry. Cancellation can occur when the entry is no longer valid (e.g., missing person returned home), or when appropriate law enforcement action has been taken (e.g., a warrant that has been served must be removed from the system after the arrest). For a complete listing of records that can be cancelled, the LEADS Policy & Procedure Manual should be referenced.

DEKALB POLICE DEPARTMENT

Subject: **LEADS Message System**

Policy #: **302.2**

Effective Since: 8-21-03

Originally Issued As: General Order # 24 of 1-1-75

Revision Effective: 1-1-19

Reference Material: LEADS Procedures Manuals

FTO Training Task: # 11

ILEAP Standards Covered: ADM.24.04

Page 2 of 6

**E. Voiding Record s:** Voiding a record from LEADS and NCIC files can occur when a record was entered in error (i.e., should not have been entered in the first place). Only records that were entered through one of the terminals within the department can be voided. Once a record has been voided, it may no longer be retrieved by an online inquiry.

**F. Hit Procedures :**

1. When an officer receives a hit via LEADS/NCIC through the MDB (Mobile Data Browser) or through Communications via radio the officer must not make an arrest based on that information until the following steps are completed:

2. Once Communications has the relevant identifier(s) for the person/item they will follow their procedure for obtaining confirmation. Field personnel will then be notified of the Hits validity and whether an arrest or recovery can be made based on this information.

3. After action has been taken (e.g., arrest, recovering a stolen item), officers are required to notify Communications personnel of the disposition of the case so that the record can be cancelled or modified as needed based on the Communications LEADS/NCIC Policy.

4. Contact with any person listed under the caution files (Parolee, Gang Member, Sex Offender, Field Notification Person, or Violent Offender Against Youth), must be documented, even if no arrest is made. The contact information must be forwarded to Communications so a complete Add-On can be attached to the LEADS/NCIC Hot File Record.

**G. Criminal Histories :** Criminal Histories (CQH or CCH) can be run via the MDB and through Communications. Criminal history checks may only be run for law enforcement purposes. Inquiries for criminal history information must include the officer's (requestor's) name and case number. Inquiry of criminal history information for any purpose other than law enforcement purposes is strictly prohibited. A monthly Criminal History (CHRI) review is completed monthly by the LAC.

**H. Security of Documents :** Any LEADS/NCIC Information that is printed must be shredded when it is no longer in use.

**I. Compliance to Policy :** The DeKalb Police Department LEADS/NCIC Policy specifies departmental policy regarding the usage of the LEADS/NCIC system. This policy does not supercede or replace the LEADS/NCIC operational policies. Violations of LEADS/NCIC policy may result in disciplinary action up to and including termination.

**Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.**

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an

DEKALB POLICE DEPARTMENT

Subject: **LEADS Message System**

Policy #: **302.2**

Effective Since: 8-21-03

Originally Issued As: General Order # 24 of 1-1-75

Revision Effective: 1-1-19

Reference Material: LEADS Procedures Manuals

FTO Training Task: # 11

ILEAP Standards Covered: ADM.24.04

**Page 3 of 6**

evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.

**ANNEXES A, B and C FOLLOW: ILLINOIS STATE POLICE LEADS ENTRY  
CERTIFICATION FORM FOR GANG MEMBER ENTRIES ; ILLINOIS STATE POLICE FIELD  
NOTIFICATION ENTRY FORM; FNP CRIME CLASSIFICATION/OFFENSES**

DEKALB POLICE DEPARTMENT

Subject: **LEADS Message System**

Policy #: **302.2**

Effective Since: 8-21-03

Originally Issued As: General Order # 24 of 1-1-75

Revision Effective: 1-1-19

Reference Material: LEADS Procedures Manuals

FTO Training Task: # 11

ILEAP Standards Covered: ADM.24.04

Page 4 of 6

**ANNEX A: ILLINOIS STATE POLICE  
LEADS ENTRY CERTIFICATION FORM/GANG MEMBER**

Public Acts 87-932 and 87-1109 permit the entry of information into LEADS relating to members of a criminal street gang.

**Criteria for establishing criminal street gang membership for LEADS entry.**

Probable cause to establish membership in a criminal street gang must be substantiated by the reporting officer's experience and knowledge of the alleged offenders and corroborated by specific, documented and reliable information such as:

- o The individual's admission of membership;
- o The wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by any individual except a member of that specific criminal street gang, and membership may not be established solely because an individual is wearing clothing available for sale to the general public.
- o The use of signals or symbols distinctive of a specific criminal street gang.
- o The identification of the individual as a member of a specific criminal street gang by an individual who: 1) has provided reliable information to the law enforcement agency in the past or whose information can be independently corroborated, and 2) alleges that the individual in question is a member of a specific criminal street gang.

CASE# \_\_\_\_\_ LEADS# \_\_\_\_\_

CAUTION: (armed, suicidal, armed/suicidal) \_\_\_\_\_

NAME: \_\_\_\_\_

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_

MISCELLANEOUS: (weapons, gang affiliation, colors, vehicle information, cross-referencing, additional supporting or clarifying statements, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ENTRY RECORD AND CERTIFICATION**

ENTRY DATA (NAME, PHYSICAL DESCRIPTORS, ETC). – **MUST** – BE COMPLETED

I have read and fully understood the statutory restrictions, duties, and responsibilities as described in "Section I" above. As an authorized officer of a law enforcement agency empowered to make such entries, I hereby request and authorize this information to be entered into LEADS.

This agency accepts full responsibility for the entry, and agrees to remove it from the LEADS at such time as the subject no longer meets the criteria as set forth by statute.

\_\_\_\_\_  
Authorizing Officer Signature

\_\_\_\_\_  
Agency Name

(ISP 5-486)

DEKALB POLICE DEPARTMENT

Subject: **LEADS Message System**

Policy #: **302.2**

Effective Since: 8-21-03

Originally Issued As: General Order # 24 of 1-1-75

Revision Effective: 1-1-19

Reference Material: LEADS Procedures Manuals

FTO Training Task: # 11

ILEAP Standards Covered: ADM.24.04

Page 5 of 6

**ANNEX B: ILLINOIS STATE POLICE  
FIELD NOTIFICATION ENTRY FORM**

Submitter ID#				Submitter Name				
District/Office						NCIC #		
Subject Name: (Last)		(First)		(Middle)		Sex <b>M</b> <b>F</b>		
DOB	Race	HGT	WGT	Hair	Eyes	Skin		
SMT						SOC		
DLN		DLS		MISC				
VCO		VYR		VMA		VMO		VST
License #		LIS		LIT		LYR		VIN
Alias Name(s): (Last)		(First)		(Middle)				
PRIORITY (1) MO (see back of form)			PRIORITY (2) MO			PRIORITY (3) MO		
<input type="checkbox"/> Original			<input type="checkbox"/> Update			<input type="checkbox"/> Cancellation		
<p><b>NARRATIVE</b>  <i>(Please provide a brief statement of the reason(s) for submission, any cautions or other pertinent information. Use additional sheets if needed)</i></p>								
<p>The information contained in this documents and attachments is correct to the best of my knowledge and belief. I understand that, if approved, it will be entered into the Field Notification Program.</p>								
Submitter's Signature _____								Date _____

DEKALB POLICE DEPARTMENT

Subject: **LEADS Message System**

Policy #: **302.2**

Effective Since: 8-21-03

Originally Issued As: General Order # 24 of 1-1-75

Revision Effective: 1-1-19

Reference Material: LEADS Procedures Manuals

FTO Training Task: # 11

ILEAP Standards Covered: ADM.24.04

Page 6 of 6

**ANNEX C:  
ILLINOIS STATE POLICE  
FNP CRIME CLASSIFICATION/OFFENSES**

(Classifications are to be used to indicate one or more MOs on the front of this form. They may be prioritized by using the priority blank. Offenses will print out in the order in which they are prioritized. If no prioritizations are selected by the submitter, they will be prioritized in the order in which they appear below).

<b>CATEGORY</b>	<b>OFFENSE</b>	<b>CLASSIFICATION</b>	<b>NOTES/INSTRUCTION</b>
<b>VIOLENT CRIMES</b>	Murder Terrorism Rape Child Molestation Kidnapping Threat To Police Other Violence Stalker Sex Crimes Extremist	VCM VCT VCR VCC VCK VCP VCO VCI VCS VCE	One year restriction on activity does not generally apply to violent criminal behavior  Includes Violent Sexual Acts Potentially Violent Activists
<b>ORGANIZED CRIME</b>	Juice Loans Prostitution/Sex Extortion Labor Racketeering Organized Crime Boss Organized Crime Member	OCJ OCP OCX OCL OCB OCM	Vice oriented sex activities Synonymous with intimidation
<b>NARCOTICS</b>	Heroin Cocaine Pharmaceuticals Hallucinogens Marijuana Other Drugs	NAH NAC NAP NAA NAM NAO	All narcotic categories are for people involved in the illegal distribution of drugs
<b>GAMBLING</b>	Bookmaking Casino Gambling Paper Paraphernalia	GMB GMC GMP	
<b>GENERAL CRIMINAL</b>	Arson Robbery Burglary Cartage Theft Fencing Financial Crime Auto Theft Other Theft	CCA CCR CCB CCT CCF CFC CAT COT	Theft from transit