



**LEADS OPERATING MANUAL**  
**ARTICLE CHAPTER**

**INTRODUCTION**

- [1.1 GENERAL INFORMATION](#)
- [1.2 CRITERIA FOR ENTRY](#)
- [1.3 MESSAGE KEY CODES](#)
- [1.4 RETENTION PERIOD FOR ARTICLE RECORDS](#)
- [1.5 VALIDATION](#)
- [1.6 FIELD CODES AND EDITS](#)
- [1.7 CRITERIA FOR REJECTING DUPLICATES](#)
- [1.8 IMAGES](#)
- [1.9 INVESTIGATIVE INTEREST](#)

**ENTRY**

- [2.1 EXAMPLE OF UNSERIALIZED ARTICLE ENTRY](#)
- [2.2 FIELD CODES FOR LEADS UNSERIALIZED ARTICLE ENTRY](#)
- [2.3 FIELD DESCRIPTIONS AND CODES](#)

**MODIFICATION**

- [3.1 WHEN TO USE A MODIFICATION MESSAGE](#)
- [3.2 EXAMPLE OF AN UNSERIALIZED ARTICLE MODIFICATION MESSAGE](#)
- [3.3 MODIFY ACKNOWLEDGEMENT](#)

**CANCELLATION**

- [4.1 CHANGE IN TERMINOLOGY](#)
- [4.2 WHEN TO CANCEL \(VOID\)](#)
- [4.3 HOW TO CANCEL \(VOID\)](#)
- [4.4 CANCEL RESPONSE ACKNOWLEDGEMENT](#)



## **INQUIRY**

[5.1 IDENTIFIERS USED FOR ONLINE INQUIRY](#)

[5.2 ARTICLE SUMMARY INQUIRIES](#)

[5.3 OFFLINE STOLEN ARTICLE SEARCH](#)

[5.4 RESPONSES](#)

[5.5 REJECTS](#)

[5.6 NEGATIVE RESPONSES](#)

[5.7 HITS AND POSITIVE RESPONSES](#)

## **LOCATE**

[6.1 WHAT IS LOCATING](#)

[6.2 WHEN IS LOCATING REQUIRED](#)

[6.3 EXCEPTIONS](#)

[6.4 HOW TO SEND A LOCATE MESSAGE](#)

[6.5 WHEN RECORD IS LOCATED](#)

## **CLEAR (CANCEL)**

[7.1 CHANGE IN TERMINOLOGY](#)

[7.2 WHEN TO CLEAR \(CANCEL\)](#)

[7.3 HOW TO CLEAR \(CANCEL\)](#)



## SECTION 1 - INTRODUCTION

### **1.1 GENERAL INFORMATION**

This chapter primarily contains details for entering unserialized articles in the LEADS Article File and to assist all law enforcement agencies in the recovery of unserialized articles. LEADS has an option to enter unserialized articles that NCIC does not. LEADS entry criteria for serialized and consecutively serialized articles is also presented in this chapter. For the purpose of entering an item into the Article File, an article is defined as property that would not be classified in any of the other existing Hot Files such as Vehicles, Boats, Guns, Securities, or License Plates.

Information and field requirements for entering serialized and consecutively serialized articles can be found in the NCIC Operating and Code Manuals.

### **1.2 CRITERIA FOR ENTRY**

Stolen articles that do not have a unique identifying number (SER or OAN) may not be entered into the NCIC Stolen Article File or the LEADS Serialized Stolen Article File. For specific examples and criteria related to serialized and unserialized articles, please refer to the NCIC Operating Manual.

#### *A. LEADS ARTICLE ENTRY CRITERIA*

LEADS Regulations require that if the minimum required identifiers are available, then Stolen Article reports must be entered by all law enforcement agencies with access to the LEADS Hot Files. LEADS regulations specify that an article must be worth at least \$150 to be entered in the file. However, articles of lesser value may be entered at the discretion of the entering agency if circumstances seem to warrant entry. If an item was involved in a serious crime or if there is a likelihood of interstate transportation of that item, then it should be entered.

#### *NCIC ARTICLE ENTRY CRITERIA*

Only Single and Consecutively Serialized Stolen Article records may be entered in NCIC. (NCIC does not allow for the entry of unserialized articles.) The minimum required identifiers are the same as those required to enter those same records into LEADS. NCIC regulations for article entries requires a higher dollar value (\$500 for one item) or entry for cumulative value (\$5000 total for all items in one theft). See NCIC Operating Manual, Articles, Criteria for Entry for details.

**\*NOTE\*** Articles entered using Category Code Q, T, or Z must be entered in LEADS and NCIC regardless of the item's individual value.

Article Category Codes Q, T and Z are to be used for:

- Q - Public Safety, Homeland Security, or Critical Infrastructure Items of Identification (such a police badge or police identification card)
- T - Toxic and Hazardous Chemicals
- Z - Public Safety, Homeland Security, or Critical Infrastructure Equipment or Toxic or Hazardous Chemicals

A Category Code is the first letter of an Article's Type (TYP) Code. Articles entered with Category Code Q, T, or Z must be entered into LEADS and NCIC (MKE/LEA) regardless of the item's individual value.



An Article File record entered with Category Code Q, T, or Z will be retained in the Article File indefinitely, or until it is removed via a cancel, void, or locate transaction. As a result, Article File records entered with Category Code Q, T, or Z must be validated and appear on the Validation reports. Article File entries made with any other Category Code will not require validation and will remain on the normal purge schedule for Articles (year of entry plus one year).

#### *B. SERIALIZED ARTICLES*

Any stolen item with a unique number, that is an owner applied number or a serial number, that would not fit in any of the other existing files, may be entered in LEADS and NCIC Stolen Article Files. This includes automobile accessories, bicycles, camera equipment, household appliances, musical instruments, office equipment, personal accessories, radio TV sound entertainment devices, sports equipment, viewing equipment, and many more. See the Article Data Codes in the NCIC Code Manual.

#### *C. UNSERIALIZED ARTICLES*

A stolen item that does not have a unique identifying number and would not fit in any of the existing files, may be entered in the LEADS Unserialized Stolen Article File. This includes alcoholic beverages, arms/guns ammunition, bicycles, building materials, boats and marine equipment, clothing and shoes, chemicals and fuels, construction machinery, documents (credentials which cannot be entered in the Serialized Stolen Article File) and credit cards, drugs and cosmetics, electrical items, farm machinery and Materials; food, furs, hardware, household goods and furniture, instruments, jewelry and watches, livestock, luggage, metal and ores, musical instruments, office furniture and supplies, optical good an cameras; radios and television, sound equipment, sporting goods and toys, textiles, tobacco, vehicles and vehicle parts.

#### *D. CREDIT CARDS*

Credit cards do not qualify for entry into the Stolen Serialized Article File. Credit cards can be entered in the unserialized Article file. Many major credit card corporations operate full time, toll-free hot lines, which provide rapid confirmation regarding the status of their respective credit cards.

Law enforcement officers are urged to use this valuable resource whenever a suspicious credit card is encountered. These hot lines will confirm whether a suspect card has been reported:

- lost
- stolen
- not received by card applicant (lost, stolen from mall)
- a known counterfeit card
- a patently counterfeit card (based on improper/unused account number sequence)

Officers seeking status information on other credit cards, particularly after normal business hours, should consider checking the telephone directory or the internet for a 24-hour number.

#### *E. DOCUMENTATION*

Agencies must have hard copy or electronic documentation on file to support an article entry. Documentation should consist of case reports, the LEADS entry transaction, images if available, any modifications made to the entry, etc.



### 1.3 MESSAGE KEY CODES

MESSAGE	MKE	TRANSLATION
ENTER	EA ELA EAA ELAA	STOLEN ARTICLE LOST ARTICLE STOLEN ARTICLES LOST ARTICLES
MODIFY	MA MLA MAA MLAA	
CANCEL	XA XLA XAA XLAA	
INQUIRY	Z2	
LOCATE		
CLEAR	CA CLA CAA CLA A	



## 1.4 RETENTION PERIOD FOR ARTICLE RECORDS

Serialized Articles remain active for the year of entry plus one year, except for those Serialized Articles entered with Category Code Q, T, or Z, which will remain active indefinitely. Unserialized Articles remain active in the LEADS Stolen Article File for sixty days after the date of entry.

## 1.5 VALIDATION

Validation is the process of comparing the Hot File Article record to the corresponding supportive documentation and verifying the status of the information with the complainant. Records that do not have supportive documentation or are reported by the complainant as found or not stole should be removed from LEADS and/or NCIC as part of the validation process. Any records found to have errors should be corrected. Record validation is required by LEADS and NCIC. See the Validation chapter for specific information.

## 1.6 FIELD CODES AND EDITS

Refer to the NCIC Operating Manual for field code edits for serialized and consecutively serialized articles. Unserialized article edits are discussed in this chapter, **FIELD CODES FOR LEADS UNSERIALIZED ARTICLE ENTRY.**

## 1.7 CRITERIA FOR REJECTING DUPLICATES

When entering a serialized article record with either a SER or OAN, TYP, and BRA that matches an existing record with those same identifiers, the record will be accepted, but a warning message will be received. This occurs even if a SER matches an OAN. When an unserialized article record is entered with a UAC and TYP that matches an existing record with those same identifiers, the record will be accepted, but a warning message will be received. This message will be sent to both terminals.

CDC APPARENT DUP ENTRY MAKE Z INQ VOID DUP A 06B3451

## 1.8 IMAGES

LEADS users may attach images to LEADS and NCIC Article records. See the Image Chapter for specific details.

## 1.9 INVESTIGATIVE INTEREST

LEADS users cannot attach investigative interest to LEADS-only records, but if the record is in both LEADS and NCIC, it can be attached to the NCIC portion of the article record. For more information related to investigative interest, see the NCIC Operating Manual, Other Transactions chapter.



SECTION 2 – ENTRY

2.1 EXAMPLE UNSERIALIZED ARTICLE ENTRY

The below example illustrates an unserialized article entry. Refer to the NCIC Operating Manual for information regarding serialized and consecutively serialized records.

(Messenger users – select LEADS and NCIC CHF, PROPERTY, ARTICLE, SINGLE RECORD to get enter format)

EA - Enter Article

Header Information  
 \* Message Key: EA1 = Stolen Article LEADS Only  
 ORI: IL0680200 = PD LITCHFIELD IL

Article Information  
 \* Date of Theft: 03/05/2021  
 \* Brand Name: NO BRA Model: LADYS \* Type: URING  
 Serial #: \_\_\_\_\_ Owner-applied #: \_\_\_\_\_  
 UAC Code: JEWEL = Jewelry except Watches \* Type of Loss: H = Home \* # of Units: 1 \* Kind of Units: OTHER \* Agg Value: 5000  
 Hazardous Material Container: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot Indicator: \_\_\_\_\_ UNN #: \_\_\_\_\_  
 Notify Agency: \_\_\_\_\_ Linkage Agency ID: \_\_\_\_\_ Linkage Case #: \_\_\_\_\_ OPT: OUT

Miscellaneous Information  
 HEART SHAPED RING WITH NUMEROUS 2 CARAT DIAMONDS

Agency Case Number  
 Agency Case #: 21CR564

Submit Clear Close

ACKNOWLEDGEMENT:

**CHF**  
 LDS/A21A1939 STOLEN ARTICLE  
 DOT/2021-03-05 MOD/LADYS BRA/NO BRA TYP/URING  
 SER/JEWEL LOSS/H - HOME UNITS/1 KIND/OTHER VALUE/5000  
 MIS/HEART SHAPED RING WITH NUMEROUS 2 CARAT DIAMONDS  
 NOA/N  
 OCA/21CR564  
 ORI/IL0680200 ORA/PD LITCHFIELD IL  
 ENT/AS2 OPR/SCHARFA DTE/2021-03-05 14:05 DLU/2021-03-05 14:05  
**CONFIRM WITH ORI**

**RECORD ENTERED INTO LEADS**  
 MRI 2449 IN: FH1 297 AT 05MAR2021 14:05:18  
 OUT: AS2 1 AT 05MAR2021 14:05:18

02/28/2022



## 2.2 FIELD CODES FOR LEADS UNSERIALIZED ARTICLE ENTRY

FIELD NAME	REQUIREMENTS	FIELD CODE	FIELD LENGTH	DATA TYPE
MESSAGE KEY	MANDATORY	MKE	3-4	USE EA1 OR EA1P
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC. NUMERIC. SELECTABLE. MUST BE VALID NCIC ORI
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC.
BRAND NAME	MANDATORY	BRA	2-6	ALPHABETIC. USE: NO BRA.
MODEL	MANDATORY	MOD	1-9	ALPHABETIC. NUMERIC. SPACE ALLOWED.
TYPE	MANDATORY	TYP	4-7	ALPHABETIC. MUST BEGIN WITH U IMMEDIATELY FOLLOVED BY DESCRIPTIVE TEXT, i.e. UWATCH. SEE TYPE TABLE.
UNSERIALIZED ARTICLE CODE (SERIAL FIELD)	MANDATORY	UAC	4-4	ALPHABETIC. MUST BE VALID UAC CODE.
TYPE OF LOSS	MANDATORY	TOL	1-5	ALPHABETIC. MUST BE VALID CODE.
NUMBER OF UNITS	MANDATORY	NOU	1-5	NUMERIC. INDICATE HOW MANY UNITS.
KIND OF UNITS	MANDATORY	KOU	1-6	ALPHABETIC. INDICATES BULK OR OTHER CONTAINER. MUST BE VALID CODE.
AGGREGATE VALUE	MANDATORY	AGG	2-7	NUMERIC, NO SPECIAL CHARACTERS. INDICATES TOTAL DOLLAR VALUE.
MISCELLANEOUS	OPTIONAL	MIS	1-250	ALPHABETIC. NUMERIC. FREE TEXT. USE FOR ADDITIONAL DESCRIPTION.
AGENCY CASE NUMBER	OPTIONAL	OCA	1-20	ALPHABETIC. NUMERIC. FIRSST SEVEN CHARACTERS CANNOT = ORI. FREE TEXT.





## 2.3 FIELD DESCRIPTIONS AND CODES

For Serialized and Consecutively Serialized Field Descriptions and Codes, please refer to the NCIC Operating Manual and NCIC Code Manual. This section will provide detailed Field Descriptions and Codes for Unserialized Articles as is exclusive to LEADS.

### 1. UNSERIALIZED ARTICLE CLASSIFICATION CODE TABLE

Used to classify an Unserialized Article in the LEADS Stolen Article file. Replaces SER Field in an Unserialized Article record. When entering Unserialized Articles, only the 4 position UAC Code is inserted in the UAC Field. When inquiring on the Unserialized Article file simply insert the 4 position UAC Code.

#### UNSERIALIZED ARTICLE CLASSIFICATION CODE TABLE

ALCO	Alcoholic Beverages
ARMS	Arms, Guns, and Ammunition
	<b>Do not enter Serialized Guns that qualify for the Gun File.</b>
BIKE	Bicycles and Bike Parts except Tires
BLDM	Building Materials
BOAT	Boats and Marine Equipment
	<b>Do not enter Boats that qualify for the Boat File.</b>
CCLO	Children's Clothing - Not Shoes or Furs
CHEM	Chemicals and Fuels
CNST	Construction Machinery
	<b>Do not enter Machinery that qualifies for the Vehicle File.</b>
DOCU	Documents and Credit Cards (Includes Credentials)
DRUG	Drugs and Cosmetics
ELEC	Electrical Items except Wire
FARM	Farm Machinery and Materials
	<b>Do not enter Machinery that qualifies for the Vehicle File.</b>
FOOD	Food, Human and Animal
FURS	Furs, Hides, Pelts and Skins
HARD	Hardware and Hand Tools
HOUS	Household Goods and Furniture
INST	Instruments (Not Musical)
JEWL	Jewelry except Watches
LIVE	Livestock



LUGG	Luggage
MENC	Men's Clothing - Not Shoes or Furs
METL	Metal and Ores
MUSI	Music and Musical Instruments
OFFI	Office Furniture and Supplies
OPTI	Optical Goods and Cameras
OTHR	Other Miscellaneous Items

**Do not enter Items that qualify for existing Hot Files.**

RATV	Radios and Televisions
SHOE	Shoes and Boots of all types
SOND	Sound Equipment
SPRT	Sporting Goods and Toys
TEXT	Textiles
TOBA	Tobacco Products
VEHI	Vehicles and Vehicle Parts

**Do not enter vehicles and vehicle Parts that qualify for the Vehicle File.**

WATH	Watches/Bands
WCLO	Women's Clothing - Not Shoes or Furs

**NOTE:** The above codes apply on to **Unserialized** articles. **Serialized items** should be entered using the codes found in the Article Type Code Dictionary . Refer to the NCIC Operating Manual.

2. *TYPE OF LOSS CODE* - \*Note: The next 4 fields will only become active once a UAC code is entered.

Used to identify the Type of Loss in an Unserialized Article in the LEADS Stolen Article file. Requires codes:

B = Business, C = Cargo, H = House

When entering Unserialized Articles, the UAC is required. This field is not part of any Serialized or Consecutively Serialized Article file.

3. *NUMBER OF UNITS*

Used to identify how many items were taken in an Unserialized Article in the LEADS Stolen Article file. When entering Unserialized Articles, must contain a numeric identifier of a minimum of 1 up to 99,999 units. This field is not part of any Serialized or Consecutively Serialized Article file.

*KIND OF UNITS*

Used to identify the kind of units that were taken in an UNSERIALIZED Article in the LEADS Stolen Article file. The entry must contain one of the following identifiers:

- Carton
- Drum
- Pallet

Other (see MIS) If other is used the Kind of Unit must be identified in the MIS field. **This field is not part of any Serialized or Consecutively Serialized Article file.**

02/28/2022



#### 4. AGGREGATE VALUE

Used to identify the value of the items that were taken in an Unserialized Article in the LEADS Stolen Article file. When entering Unserialized Articles, must contain numerals only. Do not include \$, or cents in the field. This field is not part of any Serialized or Consecutively Serialized Article file.

### SECTION 3 – MODIFICATION

#### 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of an Unserialized Article record is restricted to the agency that entered the record. An Unserialized Article record cannot be modified after it has been located. All Unserialized Article-specific fields can be modified to correct inaccurate data but cannot be deleted from the record. Refer to the NCIC Operating Manual for a full table listing the fields that are not specific to Unserialized Articles. All general modification information can also be found in the NCIC Operating Manual.

#### 3.2 EXAMPLE OF AN UNSERIALIZED ARTICLE MODIFICATION MESSAGE

Below is a sample of an unserialized article Modify entry in Messenger.

The screenshot shows a 'MA - Modify Article' window with the following fields and values:

- Header Information:** Message Key: MLA = Lost Article; ORI: IL016XYM2 = Illinois State Police
- Record Identifier:** LEADS #: A20A8736; Serial #: ; O&N #:
- Message Information:** MKE: ; ORI: ; Name of Validator:
- Article Information:** Date of Theft: / / ; Brand Name: DKNY; Model: SILK; Type: UBL/LOUSE; Serial #: ; Owner-applied #: ; UAC Code: ; Hazardous Material Container: ; Lot #: ; Lot Indicator: ; UNN #: ; Notify Agency: ; Linkage Agency ID: ; Linkage Case #: ; Image Type: ; Image #: ; OPT: OUT
- Miscellaneous Information:** TESTING ONLY
- Agency Case Number:** Agency Case #: FAKE RECORD

#### 3.3 MODIFY ACKNOWLEDGEMENT

Every modify message will be acknowledged by the computer. A successful modify acknowledgement looks like this:

Received Time:	13:53:42 12-08-20	Source ORI:	IL08496E2
Summary:	MA: LDS=A20A8837 SER=ALP23465		
<input type="checkbox"/> View Message Details			
LEADS RECORD MODIFIED AND NCIC RECORD MODIFIED LDS/A20A8837 NIC/A880016972			
MRI 1246 IN: FH1 99 AT 08DEC2020 13:53:42			
OUT: BN3 15 AT 08DEC2020 13:53:42			



## Rejects

If the attempt to modify a record is rejected, the following message will be received:

Received Time:	14:08:48 12-08-20	Source ORI:	IL08496E2
Summary:	MA: LDS=A20A8837 SER=FURS		
<input type="checkbox"/> View Message Details			
COD/511			
FLD/LKI			
<b>MESSAGE REJECTED - DATA ERROR for MFC 'LKI', DATA '321354564' AT 14:08</b>			
<b>12/08/2020</b>			
<b>MRI-001286</b>			

## Duplicates

When a record is modified, and the identifiers match another record on file, no notification will be received. There is no “APPARENT DUP” response when one record is modified to match another one.

## Confirming Modification Results

The only way to confirm that a record was modified exactly as intended is to inquire on the record and review the response message.

## Partial Success

There is no partially successful modification. Either **all** the fields that changed are modified or **none** of them are modified.

## NCIC Reject

An acknowledgement from LEADS will be received indicating modification was successfully made or rejected. When the system is not working properly, a successful acknowledgement from LEADS and a reject from NCIC may be received. In this case, contact an Illinois State Police Field Specialist for assistance.

## 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.

For information on cancelling a record that is in LEADS and NCIC, refer to the Articles Chapter of the NCIC Operating Manual.

The information below provides information regarding cancellation of both serialized Articles entered into LEADS only and unserialized record entries.

### 4.2 WHEN TO CANCEL (VOID)

*Invalid Record* – A record that is entered by mistake (i.e., should not have been entered in the first place) should be canceled as soon as the error is discovered.

02/28/2022



*Can't Modify* – If data is incorrectly entered in a field that cannot be modified, the original record should be canceled, and a new record entered.

### 4.3 HOW TO CANCEL (VOID)

A cancel message requires exactly three elements; the message key, the LEADS Record Index Number, and either the Article's Serial Number(s), Owner Applied Number, or Unserialized Article Classification Code. Below are samples of the Cancel format in Messenger. Agencies are encouraged to enter Benefits and Effectiveness Data as defined in the NCIC Operating Manual.

#### *Cancel Unserialized Article Record*

### 4.4 CANCEL RESPONSE ACKNOWLEDGEMENT

Successful cancellation of a LEADS only or unserialized record will appear as shown:

Received Time:	11:41:11 03-15-21
Summary:	XA: LDS=A21A1948 SER=123457
<input type="checkbox"/> View Message Details	
LEADS RECORD CANCELED AND NCIC RECORD CANCELED LDS/A21A1948 NIC/A850017546 MRI 1764 IN: FHI 200 AT 15MAR2021 11:41:11 OUT: AS2 10 AT 15MAR2021 11:41:11	
Received Time:	11:41:10 03-15-21
Summary:	XA: LDS=A21A1948 SER=123457
<input type="checkbox"/> View Message Details	
MESSAGE ACCEPTED - AS2 00004 AT 11:41 03/15/2021 MRI-001759	



## SECTION 5 – INQUIRY

An inquiry on an article record gives access to multiple and consecutively serialized article records as well as single article records and unserialized articles.

### 5.1 IDENTIFIERS USED FOR ON-LINE INQUIRY

#### SERIALIZED ARTICLES

Serialized Articles must have either a SER or OAN or both as a primary identifier. Consecutively Serialized Articles must have a SER as the primary identifier; they do not have OANs.

Minimum Identifiers – the following identifier(s) may be used to search the LEADS and NCIC Article Files for serialized stolen articles:

SER (Serial Number) and OAN (Owner Applied Number) These identifiers must be used in combination with TYP. The sample below shows how an inquiry looks in Messenger.

\*NOTE: LEADS requires that for TYP to match, only the first letter (category code) must be the same. However, NCIC considers records with “Y” in the first position to be matches as well as records with the same category code, provided that the SER and OAN match.

#### QUERY BY SINGLE SERIAL NUMBER AND TYPE:

QPROP - Query Property Form

QRI

LEADS or NCIC

Notes LEADS # NCIC # Hotfiles Image Related Search Hit

Y = Yes N = No

GUNS

Serial # Make Caliber

ARTICLES

Serial/OAN/UAC Type DTE

CD155XXX1234P5326 DCELLPH = Cell Phone/Smartphone and Access

SECURITIES

Serial # Denomination Type

Owner Social Security # Case Number

BOATS

Boat Hull #/Serial #/OAN Registration # Registration State

Submit Clear Close



The LEADS portion of the positive response will appear as below:

**CHF**

QUERY:QA SER/CD155XXX1234P5326.TYP/DCELLPH

QD2R **LDS/A22A0004** STOLEN ARTICLE

**DOT/2022-02-14 MOD/IPHONE 12 BRA/APPLE TYP/DCELLPH**

**SER/CD155XXX1234P5326**

**HOA/N**

**OCA/TEST123**

**ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL**

**OPR/MM DTE/2022-02-14 08:53 DLU/2022-02-14 08:53 NIC/A310020459**

**CONFIRM WITH ORI**

*\*NOTE:* While handicap parking placards are entered into the Article Hot files, a query of the Article file (QPROP format) does not result in a response from SOS regarding the owner information if the placard is an Illinois placard. For an Illinois placard, two inquiries must be made; one on the SER (placard) number in QPROP format for the CHF check and a second in the QVEHPER format using the Disabled Hanging Tag (ZH MKE) for ownership.

**QUERY BY LEADS NUMBER:**

The screenshot shows the QVEHPER - Vehicle & Person Query Form. The Message Key is set to 'Z2 - Basic Query' and the ORI is 'IL08496X2'. The LEADS or NCIC section has 'Notes' with 'LEADS #' 'A22A0005' and 'NCIC #' empty. The LICENSE PLATE section has 'License #' empty, 'License State/Region' as a dropdown, 'License Year' as a dropdown, and 'License Type' as a dropdown. The PERSONAL section includes 'Name', 'Sex', 'Race', 'Date of Birth', 'Social Security #', 'Miscellaneous #', 'Driver License #', 'Driver License State/Region Code', 'Arrest Date', 'State ID #', 'EBI / UCN #', and 'FOID #'. The VEHICLE section includes 'VIN #', 'OAN #', 'Vehicle Year', and 'Vehicle Make'. There are 'Submit', 'Clear', and 'Close' buttons at the bottom.

**RESPONSE BY LEADS NUMBER:**

**CHF**

QUERY:QA LDS/A22A0005

QD2R **LDS/A22A0005** STOLEN ARTICLE

**DOT/2021-03-11 MOD/B9 BRA/SAMSUN TYP/DCELLPH**

**SER/CD55X654**

**HOA/N**

**OCA/TEST123**

**ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SERVICES IL**

**OPR/MM DTE/2022-02-28 07:04 DLU/2022-02-28 07:04 NIC/A340019301**

**CONFIRM WITH ORI**

**MRI 217 IN: FHFS 11 AT 28FEB2022 07:13:49**

**OUT: D2R 21 AT 28FEB2022 07:13:49**

02/28/2022



QUERY BY NCIC NUMBER:

QVEHPER - Vehicle & Person Query Form

\* Message Key: Z2 = Basic Query    ORI: IL08496X2

LEADS or NCIC

Notes: \_\_\_\_\_    LEADS #: \_\_\_\_\_    NCIC #: A340019301    Plate # or Placard SER#: \_\_\_\_\_

LICENSE PLATE

License #: \_\_\_\_\_    License State/Region: \_\_\_\_\_    License Year: \_\_\_\_\_    License Type: \_\_\_\_\_

PERSONAL

Name: \_\_\_\_\_    Sex: \_\_\_\_\_    Race: \_\_\_\_\_    Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security #: \_\_\_\_\_    Miscellaneous #: \_\_\_\_\_    Driver Image: N = No    Hotfiles Image: Y = Yes    Related Search Hit: N = No

Driver License #: \_\_\_\_\_    Driver License State/Region Code: \_\_\_\_\_    Arrest Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

State ID #: \_\_\_\_\_    FBI/UCN #: \_\_\_\_\_    FOID #: \_\_\_\_\_

VEHICLE

VIN #: \_\_\_\_\_    OAN #: \_\_\_\_\_    Vehicle Year: \_\_\_\_\_    Vehicle Make: \_\_\_\_\_

Submit    Clear    Close

RESPONSE BY NCIC NUMBER:

1L01 NCIC RESPONSE  
 IL08496X2

Confirmation Request	Enter I. I.
MKE/STOLEN ARTICLE ORI/IL08496X2 TYP/DCELLPH SER/CD55X654 BRA/SAMSUN MOD/B9 DOT/20210311 OCA/A22A0005 NOA/N OPT/OUT NIC/A340019301 DTE/20220228 0804 EST DLU/20220228 0804 EST ORI IS ILLINOIS DEPARTMENT OF STATE POLICE SPRINGFIELD 217 782-4155	

MRI: 219 IN: NCIC 71 AT 28FEB2022 07:19:30  
 OUT: D2R 22 AT 28FEB2022 07:19:30

QUERY BY CONSECUTIVE SERIAL NUMBER

CHF  
 QUERY:QA SER/11349.TYP/BBICYCL

QAS2 LDS/A21A1951 STOLEN ARTICLES  
 DOT/2021-03-15 MOD/F55 BRA/SCHWIN TYP/BBICYCL  
 SER/11345-11351  
 MIS/21 INCH WITH WHITEWALL TIRES  
 NOA/N  
 OCA/KN147  
 ORI/IL0680200 ORA/PD LITCHFIELD IL  
 ENT/AS2 OPR/SCHARFA DTE/2021-03-15 12:34 DLU/2021-03-15 12:34 NIC/A890017880  
 CONFIRM WITH ORI

02/28/2022





**QUERY UNSERIALIZED ARTICLES**

Unserialized Articles (LEADS only) requires the unserialized article classification code (i.e., JEWL) in the Serial/OAN/UAC and U or UNSERIA in the Type field. The response will include hits for all unserialized article records entered as JEWL.

**QPROP - Query Property Form**

ORI  
 IL08496A7 = ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL

LEADS or NCIC

Notes LEADS # NCIC # Hotfiles Image Related Search Hit  
   Y = Yes N = No

GUNS

Serial # Make Caliber

ARTICLES

Serial/OAN/UAC Type DTE  
 JEWL UNSERIA

SECURITIES

Serial # Denomination Type

Owner Social Security # Case Number

BOATS

Boat Hull #/Serial#/OAN Registration # Registration State

Submit Clear Close

**RESPONSE UNSERIALIZED ARTICLE INQUIRY:**

**CHF**  
 QUERY: QA SER/JEWL.TYP/UNSERIA

QAS2 LDS/A21A1944 STOLEN ARTICLE - HOLD FOR LATENTS  
 DOT/2021-03-05 MOD/LADYS BRA/NO BRA TYP/URING  
 SER/JEWL LOSS/H - HOME UNITS/1 KIND/OTHER VALUE/5000  
 MIS/HEART SHAPED RING WITH NUMEROUS 2 CARAT DIAMONDS  
 NOA/N  
 OCA/21CR564  
 ORI/IL08496A2 ORA/ISP INFORMATION SERVICES BUR SPRINGFIELD  
 ENT/AS2 OPR/SCHARFA DTE/2021-03-08 10:30 DLU/2021-03-08 10:30  
**CONFIRM WITH ORI**

<a href="#">Query</a>	<a href="#">Modify</a>
<a href="#">Enter Image</a>	

**CHF**  
 QUERY: QA SER/JEWL.TYP/UNSERIA

QAS2 LDS/A21A1952 STOLEN ARTICLE  
 DOT/2021-03-11 BRA/NO BRA TYP/URING  
 SER/JEWL LOSS/B - BUSINESS UNITS/33 KIND/OTHER VALUE/10000  
 MIS/2 CARAT SINGLE STONE DIAMOND RINGS  
 NOA/N  
 OCA/21A477B  
 ORI/IL0680200 ORA/PD LITCHFIELD IL  
 ENT/AS2 OPR/SCHARFA DTE/2021-03-15 12:42 DLU/2021-03-15 12:42  
**CONFIRM WITH ORI**

02/28/2022



## 5.2 ARTICLE SUMMARY INQUIRIES

Summary inquiries obtain either a listing of all active article entries initiated by their own department or entries made by all departments located in a state police district for a specified day.

Below is a sample of how an article summary query looks in Messenger.

The screenshot shows a software window titled "Z9 - Summary Query". It features a form with the following elements:

- Message Key:** A dropdown menu set to "ZA9 = Articles".
- ORI:** A dropdown menu set to "IL08496E2 = Illinois State Police - Donna".
- Query Data:**
  - Scope (limit 60 days prior):** A dropdown menu set to "ALL = Returns all records".
  - Rec Status:** A dropdown menu set to "ACTIVE".
  - Message Key:** An empty dropdown menu.
  - SOR Status:** An empty dropdown menu.
  - ORI, ZIP, Offense Code:** Three empty input fields.
  - District:** A dropdown menu set to "06".
  - County, Zone, Pawn:** Three empty input fields.
- Buttons:** "Submit", "Clear", and "Close" buttons at the bottom.

## 5.3 ARCHIVE (OFF-LINE) STOLEN ARTICLE FILE SEARCH

On-line inquiries require that the complete serial or owner applied number and type (LEADS and NCIC Files) or the UAC code and TYP/U code (LEADS Unserialized Article File) and are limited to the file of currently active records. When the primary identifiers are not available, other information about the article which corresponds to one of the data fields in a LEADS record (except the MIS Field) to request an archive (off-line) search. The more information about the article in question, the fewer possible "hits" to investigate. However, information which would not be found in a coded field within the LEADS record is of no value for conducting the search. Also, the MIS Field cannot be searched by the computer.

### REQUESTING AN ARCHIVE (OFF-LINE) SEARCH

Request an off-line search by faxing on agency letterhead to 217/558-0843 or e-mail address [isp.leads.search@illinois.gov](mailto:isp.leads.search@illinois.gov) (request must be received from a criminal justice e-mail address). Search requests must be approved/authorized by the LEADS Agency Head or LEADS Agency Coordinator.

Requests should include the following information

1. Requestor Information: Full Name, Address, Phone Number (If requestor is not available during normal business hours, provide a day shift contact name and phone number)
2. Requesting Agency
3. Reason for the Search
4. Agency e-mail address, mailing address, or fax number where the search results can be sent.

*NOTE: e-mail reply is preferred by LEADS staff; however, search results will only be sent via e-mail to a secure/criminal justice e-mail address – No results will be sent to a personal non-departmental e-mail account.*

5. Search criteria: Name, Sex, DOB, DLN, LIC, LIS, LIT, VIN, etc. (NOTE: Be as specific as possible and include all available information.)

02/28/2022



6. Time period for search to be conducted, i.e., specific dates and times *LEADS Archive searches* – data is available for the previous 3 years from date of the request. If data is required prior to previous 3 years, submit request to NCIC.

Normal turnaround time is 5-7 business days depending on the search criteria specified and the amount of archive search requests received. If you have not heard from the ISP within 7 business days, please send a second message requesting the status of the original request. If the request is urgent, please state the reason why.

#### 5.4 RESPONSES

Every inquiry will produce a response from the LEADS computer. Each response message is the result of the combination of message key and identifier(s) used in the article inquiry and will result in one of four basic kinds of response message. They include the following:

- Reject (The inquiry was submitted incorrectly.)
- No Record On file or Negative Response
- Hit or Positive Response (A record found in LEADS and/or NCIC with matching inquiry identifiers.)
- System Status

#### 5.5 REJECTS

A reject message indicates that (1) the message cannot be understood or processed by the computer and (2) the computer will do nothing further until another message is sent. When a reject message is received, correct the error and then try the inquiry again.

#### SYSTEM STATUS MESSAGES

These kinds of messages are received when a file search is requested that cannot be handled or will be delayed. System status messages begin with index codes and are usually self-explanatory.

#### 5.6 NEGATIVE RESPONSES

Every inquiry message that is not rejected normally causes certain files to be searched. When no matching record(s) is found, the computer returns a NO RECORD or negative response message. For further information, refer to the NCIC Operating Manual. Below is a sample No Record response.

Received Time:	11:57:50 11-12-20
Summary:	QPROP: LDS=A20F4018
<input type="checkbox"/> View Message Details	
<b>NO LEADS RECORD(S) FOUND MATCHING CRITERIA</b>	
LDS/A20F4018	
MRI 951 IN: FH1 173 AT 12NOV2020 11:57:50	
OUT: D2R 1 AT 12NOV2020 11:57:50	

*Negative NCIC Response* – If your inquiry contains the appropriate message key for an NCIC file search but no matching record is found, a NO RECORD will be returned. Below is a sample No Record response.



Received Time:	12:21:28 11-12-20
Summary:	QPROP: NIC=A860019967
<input type="checkbox"/> View Message Details	
<b>1L01 NCIC RESPONSE</b> <b>IL016XYM2</b> NO RECORD NIC/A860019967  MRI: 1017 IN: NCIC 213 AT 12NOV2020 12:21:28 OUT: D2R 6 AT 12NOV2020 12:21:28	

*Negative SOS Response* – If the inquiry included a 12-character OAN with “IL” in the first two positions, but no matching number is found in the Secretary of State’s Registry, NO RECORD ON FILE SEARCH KEY will be returned.

### 5.7 HITS AND POSITIVE RESPONSES

*Action Steps Required On A Hit* – When the identifiers in the inquiry match data in a Hot Files record or records, the matching record(s) is returned. That positive response is called a “hit”. For the procedures that must be taken when a hit is received, please refer to the Hit Procedures Chapter.

*LEADS Record Labels* – The last item in the second line of all positive responses from LEADS is a “label” which gives important information about the record. The following table explains the meaning of each label that might appear in an article record.

LEADS RECORD LABEL*	MEANING
LOC . . . cdc	The codes or words between LOC and CDC mean the same as they would if LOC were not present. The LOC prefix means that the article was previously Located by the agency with the given CDC, but the ORA is still holding its case file open. A record inquired on, that was entered with the caution indicator P, will, after it has been Located; return the record label shown at left which will appear in the space between “LOC” and “cdc”.
LOCATED cdc	The stolen article was previously located by the agency with the given CDC, but the ORA still holds an open case file.
LOCATED OUT OF STATE	The stolen article was previously located by an out-of-state agency, but the ORA still holds an open case file.
STOLEN ARTICLE-HOLD FOR LATENTS	Active case on a stolen article; hold for Latent fingerprints.
STOLEN ARTICLE	Active case on a stolen article.
STOLEN ARTICLES	Active case on consecutively serialized stolen articles.

#### *LEADS Hit Messages and Consecutively Serialized Article Records*

All LEADS Single Stolen Article File hit messages and Consecutively Serialized Stolen Article File hit messages begin with the standard CHF header line, followed by lines from the record that was hit and end with “Confirm With ORI”. Because some data fields are optional, some lines within the message may be blank. Below is an example of a LEADS 02/28/2022



Consecutively Serialized Stolen Article Hit in Messenger.

Received Time:	11:14:52 12-10-20	Source ORI:
Summary:	EAA: DOT=20201015 TYP=DPRINTE SER=A789LT12-A789LT22	
<input type="checkbox"/> View Message Details		
<b>Query</b> Enter Image	<b>Modify</b>	<b>Clear</b>
		<b>Cancel</b>

**CHF**  
 LDS/A20A8845 STOLEN ARTICLES  
 DOT/2020-10-15 BRA/APPLE TYP/DPRINTE  
 SER/A789LT12-A789LT22  
 MIS/TESTING ONLY  
 NOA/N  
 OCA/TESTING  
 ORI/IL016XYM2  
 ENT/D2R OPR/MCGRATM DTE/2020-12-10 11:14 DLU/2020-12-10 11:14 NIC/A960018564  
**CONFIRM WITH ORI**  
  
**RECORD ENTERED INTO LEADS AND NCIC**  
 MRI 1254 IN: FH3 50 AT 10DEC2020 11:14:51  
 OUT: D2R 9 AT 10DEC2020 11:14:52

Unserialized Article Records

Unserialized Article Records, which can only be entered in LEADS and remain on file for 60 days. They begin with the standard CHF header line, followed by lines from the record that was hit and end with "Confirm with ORA". The example below shows an entry of an unserialized article and the response received.

Received Time:	12:29:02 10-20-20	Source ORI:
Summary:	ELA: DOT=20201001 TYP=ZCATTLE SER=LIVE	
<input type="checkbox"/> View Message Details		
<b>Modify</b> Enter I. I.	<b>Clear</b> Cancel I. I.	<b>Cancel</b>
		<b>Enter AddOn</b>

**CHF** LDS/A20A8734 LOST ARTICLE  
 DOT/2020-10-01 BRA/USDA TYP/ZCATTLE  
 SER/LIVE  
 MIS/TESTINGONLY  
 NOA/N  
 OCA/FAKE RECORD  
  
 ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL  
 ENT/D2R OPR/MCGRATM TME/12:29 TOU/12:29 DTE/2020-10-20 DLU/2020-10-20 NIC/A220019481  
**CONFIRM WITH ORI**  
  
**RECORD ENTERED INTO LEADS AND NCIC**  
 MRI 372 IN: FH1 50 AT 20OCT2020 12:29:02  
 OUT: D2R 5 AT 20OCT2020 12:29:02



```
CHF
QUERY:QA SER/LIVE.TYP/ZCATTLE
QBN3 LDS/A20A8734 LOST ARTICLE
DOT/2020-10-01 BRA/USDA TYP/ZCATTLE
SER/LIVE
MIS/TESTINGONLY
NOA/N
OCA/FAKE RECORD

ORI/IL08496X2 ORA/ISP DOA TECHNOLOGY SVC ADMIN-SPFLD IL
ENT/D2R OPR/MCGRATM TME/12:29 TOU/12:29 DTE/2020-10-20 DLU/2020-10-20 NIC/A220019481
CONFIRM WITH ORI

PREVIOUS INQUIRIES WITHIN LAST 10 DAYS ON SER-TYP/LIVE-ZCATTLE:
AGENCY CDC DATE/TIME MSGKEY OPERATOR
ISP DOA TECHNOLOGY SVC ADMIN- D2R 20201020:1229 ELA MCGRATM
MRI 385 IN: FH1 51 AT 20OCT2020 12:36:37
OUT: BN3 51 AT 20OCT2020 12:36:38
```

## SECTION 6 – LOCATE

### 6.1 WHAT IS LOCATING

Locating a record means to add a notation or “flag” to a stolen article record that was entered into the file by another agency to indicate that your agency has recovered the article. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD’S STATUS with the ORA. A Locate flag indicates that the article has been recovered in case another agency hits the same record before it is cleared by the Originating agency.

### 6.2 WHEN IS LOCATING REQUIRED

A Locate message must be sent immediately when your agency has recovered a stolen article, after two specific conditions are met. The two conditions are:

- It has been confirmed that the record hit pertains to the article inquired on.
- Your agency has actually recovered the article. The Locate message causes information to be added to the specific record identified in that message.

If these conditions are met for more than one record (hits on more than one record pertaining to the same article received), a separate Locate message must be transmitted for each individual record.

### 6.3 EXCEPTIONS

The originating agency cannot Locate its own record. Instead, it must clear it. A single Locate message for a LEADS record will be automatically sent to NCIC to Locate the NCIC copy of the record.

### 6.4 HOW TO SEND A LOCATE MESSAGE

Record in LEADS – The following procedure is appropriate for any Single Serialized or Unserialized Article record in LEADS.

02/28/2022



The NCIC “copy” of a record entered into both LEADS and NCIC by the same Illinois ORA will automatically be Located by the message for the LEADS copy of the record.

The requirements to complete a Locate Message are either the LEADS number or the NCIC number, and the SER or the OAN, and the date of recovery.

Below are two samples of a LEADS Locate Entry in Messenger for serialized and unserialized articles.

### Locate Serialized Article

The screenshot shows the 'LA - Locate Article' form with the following data:

Header Information			
Message Key	LA = Locate Stolen Article		
ORI	IL016XYM2 = Illinois State Police		
Record Identifier			
* LEADS #	Serial #	OAN #	
A20A8732	3224ABCD1234		
Required Information			
* Date of Recovery	10/19/2020		
Benefits and Effectiveness			
Recovering Agency Case #	Reason For Removal	Persons Apprehended	
Missing Persons Found	Value of Recovered	Value of Other	Value of Contraband

### Locate Unserialized Article

The screenshot shows the 'LA - Locate Article' form with the following data:

Header Information			
Message Key	LA = Locate Stolen Article		
ORI	IL016XYM2 = Illinois State Police		
Record Identifier			
* LEADS #	Serial #	OAN #	
A20A8734	LIVE		
Required Information			
* Date of Recovery	10/19/2020		
Benefits and Effectiveness			
Recovering Agency Case #	Reason For Removal	Persons Apprehended	
Missing Persons Found	Value of Recovered	Value of Other	Value of Contraband

Record in NCIC Only - This procedure will be followed when an article entered into NCIC by a non-Illinois agency has been recovered by an Illinois agency. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency. Below are samples of Locate NCIC Stolen Article entries in 02/28/2022



Messenger for serialized and unserialized articles.

*Locate Serialized Article*

LA - Locate Article

Header Information  
Message Key LA = Locate Stolen Article  
ORI IL016XYM2 = Illinois State Police

LEADS Locate NCIC Locate

Record Identifiers  
\* NCIC # A390019540 Serial # T1943X670  
OAN # Agency Case #

Required Information  
\* Date of Recovery 10/19/2020

Benefits and Effectiveness  
Recovering Agency Case # Reason For Removal Persons Apprehended  
Missing Persons Found Value of Recovered Value of Other Value of Contraband

Submit Clear Close

*Locate Unserialized Article*

LA - Locate Article

Header Information  
Message Key LA = Locate Stolen Article  
ORI IL016XYM2 = Illinois State Police

LEADS Locate NCIC Locate

Record Identifiers  
\* NCIC # A220019481 Serial # LIVE  
OAN # Agency Case #

Required Information  
\* Date of Recovery 10/19/2020

Benefits and Effectiveness  
Recovering Agency Case # Reason For Removal Persons Apprehended  
Missing Persons Found Value of Recovered Value of Other Value of Contraband

Submit Clear Close





## **6.5 WHEN RECORD IS LOCATED**

When an article is recovered and the LEADS/NCIC records have been Located, the records have served their intended purpose to aid in recovery. Therefore, when a Locate Notification message is received on one of your department's records, the record should immediately be cancelled. Failure to clear a Located record will result in the record being automatically purged 10 days after the date it was Located.

### *Consecutively Serialized Article Records*

Illinois terminals can Locate Illinois Consecutively Serialized Article records. Out of state terminals can Locate such Illinois records that are in NCIC.

### *Locate Notification Without Confirmation*

While it is not proper procedure, if a Locate Notification message is received without having been contacted by the Locating agency regarding the status of your case, contact the Locating agency to confirm the article described in the Located record has actually been recovered.

### *Cannot Modify*

After a record has been Located, the entering agency cannot Modify the record in any manner. To do so will produce a coded reject message.

### *Incorrect Locate*

If a record has been Located by mistake, there is no way to remove the Locate "flag". The only alternative is to cancel the Located record and enter a new record.

## SECTION 7 – CLEAR (CANCEL)

### **7.1 CHANGE IN TERMINOLOGY**

LEADS previously referred to this function as Cancel. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

For information on clearing a record that is in LEADS and NCIC, refer to the Articles Chapter of the NCIC Operating Manual.

### **7.2 WHEN TO CLEAR (CANCEL)**

When a stolen article is recovered, the LEADS/NCIC record should be cleared immediately.

### **7.3 HOW TO CLEAR (CANCEL)**

An article Clear message requires the message key, the LEADS Record Index Number, and the article's Serial Number(s), Owner Applied Number, or Unserialized Article Classification Code. Below are samples of the Clear format in Messenger. Agencies are encouraged to complete the Benefits and Effectiveness Data as defined in the NCIC Operating Manual.

02/28/2022



*Clear Unserialized Article Record*

CA - Clear Article

Header Information  
Message Key CA = Stolen Article  
ORI IL016XYM2 = Illinois State Police

Record Identifiers  
\* LEADS # A20A8734  
Serial # LIVE  
OAN #

Required Information  
\* Date of Clear 10/21/2020

Benefits and Effectiveness  
Recovering Agency ID  
Recovering Agency Case #  
Reason For Removal  
Persons Apprehended  
Missing Persons Found  
Value of Recovered  
Value of Other  
Value of Contraband

Submit Clear Close