ALECS-NET

AUTOMATED LAW ENFORCEMENT COMMUNCATION SYSTEM

USER'S MANUAL
September 2004

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Criminal Justice
Information Authority
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PREFACE

This reference manual is for use with the Automated Law Enforcement Communication System (ALECS). The Information Systems Unit of the Illinois Criminal Justice Information Authority (ICJIA) has developed this manual for trained ALECS.Net users wanting to know more about the system's features. This handbook is not a step-by-step guide and does not replace training on the ALECS system.

Updates of this manual are distributed as changes or enhancements occur.

For additional assistance, Please call our 24-hour computer room at 312-793-8966.

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Introduction

ALECS (Automated Law Enforcement Communication System) was developed as a communications gateway for law enforcement and public safety systems. Currently, ALECS is used by over 50 public safety agencies in Illinois.

ALECS.Net is a web-based application running completely through a web browser giving you all the functionality of a windows environment. It is designed to allow staff working inside a police department to communicate with officers on the street. The application provides a true TCP/IP interface to both ALERTS and LEADS.

ALECS.Net offers the following features:

- A complete web-based Automated Law Enforcement Communications System
- A complete interface to ALERTS that provides the user with the ability to send messages to ALERTS terminals and perform various inquiries into the ALERTS database.
- Capability to log ALERTS car-to-car, station-to-car, car-to-station, and station-to-station messages within your department.
- A complete graphical interface to LEADS allowing the user to perform multiple transactions within seconds.

Rules & Regulations

ALECS.Net must be used for official criminal justice or public safety purposes only. Personal or commercial use is strictly prohibited. Use of language that is offensive to any person or group is also strictly prohibited.

Agencies must follow all rules and regulations regarding the access and distribution of information obtained through LEADS (Law Enforcement Agencies Data System). Additionally, agencies must comply with all state and federal regulations regarding the access and distribution of criminal history information obtained through the ALECS system.

Violations of these policies can result in penalties that are detailed in:

- The User Agreement between your agency and the ICJIA.
- Your LEADS manual.
- Various state and federal government regulations regarding criminal history access.

Using On-line Help

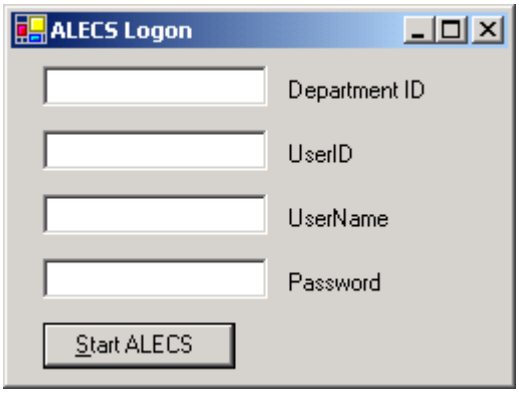
On-line help is available during your ALECS sessions. Select the Help menu option from any ALECS window. Since many common questions can be answered with on-line help, we strongly recommend its use. If any questions cannot be answered through the on-line help systems, users should first contact their ALECS manager. If the question cannot be answered, contact the Authority's 24-hour support desk at **312-793-8966**.

1 - ALECS.Net: Basics

A plug-in for ALECS.Net must be downloaded to each workstation before you can use ALECS. The plug-in is available for download at http://opie.alert.icjia.org/alecsupdate. Instructions for downloading the plug-in are available in the troubleshooting section of this manual. If you need additional assistance with the installation, contact the Authority's technical support line at **312-793-8966**.

To sign on to ALECS.Net

1. Double-click the ALECS icon



2. Enter the Department ID number, User ID, User Name and Password provided to you by Authority.

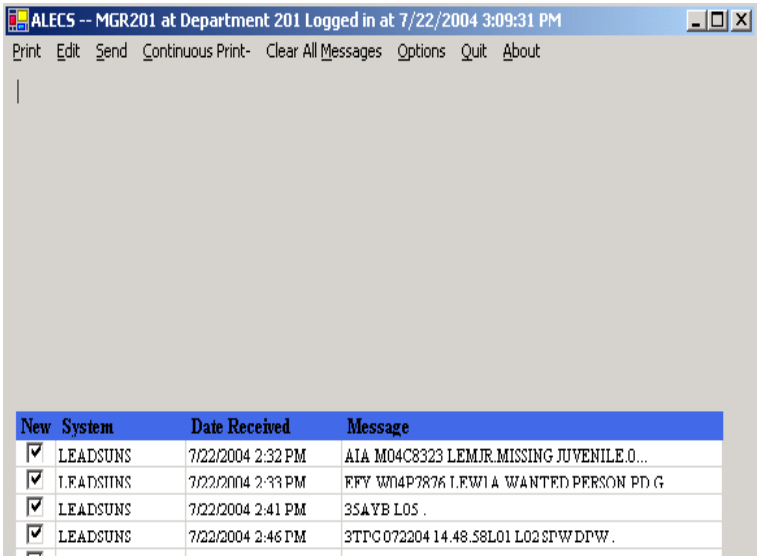
3. Click

to continue.

   Note: The system will move you to the ALECS.Net start page, however if an error has occurred you will receive the following message:

"Invalid user, password or username already signed in. Please Try Again."

3. After you have signed on, you will be directed to the ALECS.Net main page.

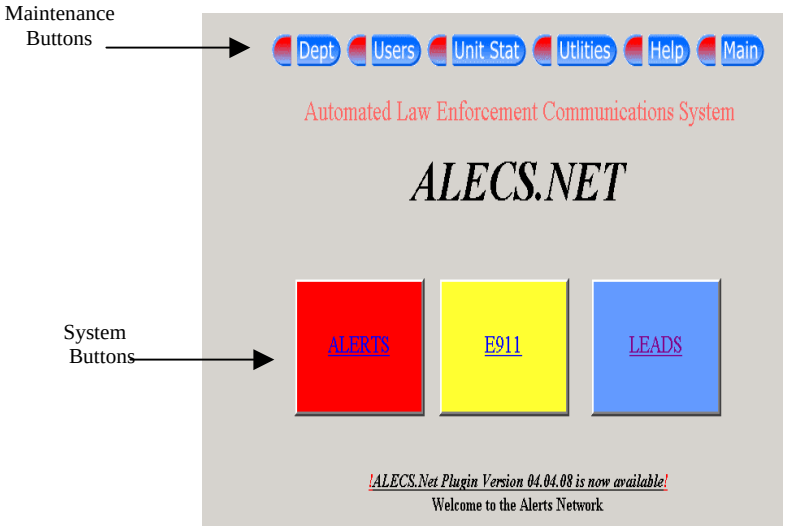


The Inbound Message window will automatically open with the initiation of the ALECS.Net program.

ALECS.Net Main Window

The main application window is the control center for ALECS.Net operations. From here, you can select any of the system modules or choose from a variety of maintenance, display, and utility options.

> **Note:** ALECS users don't have the same capabilities as ALECS managers. Certain System and Maintenance functions will be disabled for users. A function is disabled if you click on it and nothing happens. Always consult you ALECS manager if you have questions or concerns about you user capabilities.



System Buttons

Provides a complete interface with ALERTS that gives users the ability to send messages to ALERTS devices or perform various inquiries into the ALERTS database.

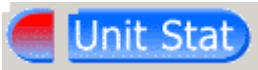
Provides an interface to E911 that displays all ANI/ALI information received by an answering position.

Provides a complete windows interface to LEADS, allowing users to perform multiple LEADS transactions within seconds.

Maintenance Buttons

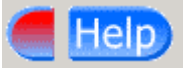
Performs department inquiries and reports. Reports can be generated based upon a variety of criteria.

Performs user inquiries and reports. Reports can be generated based upon a variety of criteria.



Displays the status of each of your agency's signed-on ALERTS units.

Allows the user to perform a variety of maintenance function, e.g. changing passwords.



Accesses the built-in help. Users are urged to use on-line help before contacting the Authority's support desk.

Takes you back to the main ALECS.Net window.

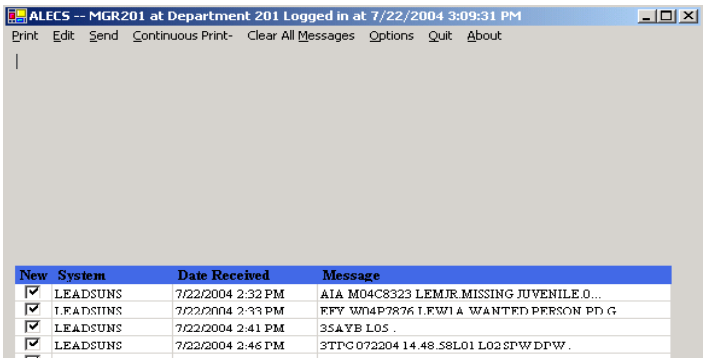
Pull down menus

Individual functions performed within the maintenance buttons can be accessed through pull down menus by placing your mouse over the maintenance button and selecting the desired function.

Inbound Messages

All communication from ALECS.Net to the user occurs in the Inbound Message window. For example, if you initiate an ALERTS department inquiry, the results will appear in the Inbound Message window.

The Inbound Message window will automatically open when you initiate the ALECS.Net program.



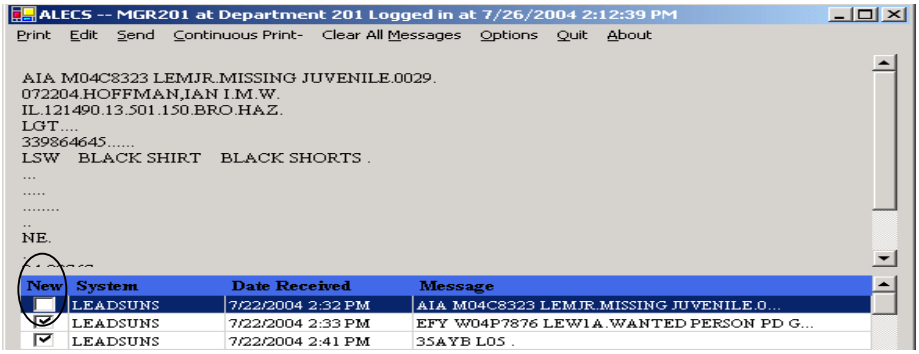
The Inbound Message window cannot be closed out. It remains active (whether open on the desktop or minimized as a button or icon) for as long as ALECS is running.

Retrieving Inbound Messages

All inbound messages are prioritized by the earliest date and time first. Each unread message will be proceeded by a check mark indicating a new unread message. A tone alert will occur each time a new message enters the inbound message window and the minimized message window will change to blue in color.

Retrieving Messages

To retrieve a message, simply click on the check mark and the corresponding message will appear in the top portion of the Inbound Message Window.



A box without a check mark indicates that the message has already been viewed.

Inbound Message Window Options

Print	Prints the currently displayed message to the printer. **Note**: Your workstation must be set up for printing. If "Continuous Printing" is ON, then this 'Print' will be unavailable.
Edit	Allows you to change the font or background color of the selected message. You can also use this function to copy and paste the message into another application.
Send	The system will automatically paste the selected message into the ALERTS Message to Car form. This gives you the ability to send the selected message to a signed on unit.
Continuous Print	When continuous printing is turned ON, messages received in the Inbound Message window are automatically routed to your default printer. Continuous printing can be turned ON or OFF by clicking the "Continuous Print" button. The + sign indicates ON and the – sign indicates OFF.
Clear All Messages	Erases all messages from the queue. Deleted messages cannot be retrieved.
Options	Allows you to start a new session in the event your connection is lost.
Quit	Ends your ALERTS.Net session.
About	Displays the current signed on user and gives the current version of the ALERTS.Net software you are running.

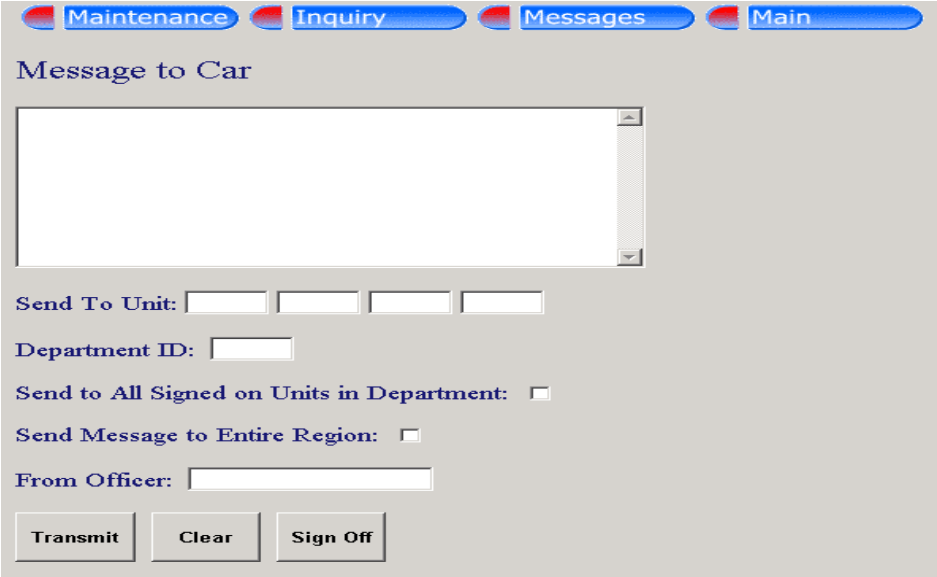
2 - Using ALERTS

The ALERTS module offers the ability to send messages to ALERTS equipped vehicles or other ALECS departments and perform inquiries into the ALERTS database.

To start ALERTS

1. Sign on to ALECS
2. Click

on the Main Application screen.
3. The Message to Car window opens by default:



Maintenance Menu Overview

Use the Maintenance menu to schedule activities or attach a V-Note to a license plate. Descriptions of each menu option are listed below.

Maintenance Menu Options

Add V-Note	Add a note to an ALERTS license plate record.
Delete V-Note	Delete a note to an ALERTS license plate record.
Hit-List	List users who ran a specific plate.
Add Todo Item	To create a Todo list or add an activity.
View Todo Items	List scheduled activities.
Delete Todo	To delete an activity or a Todo list.

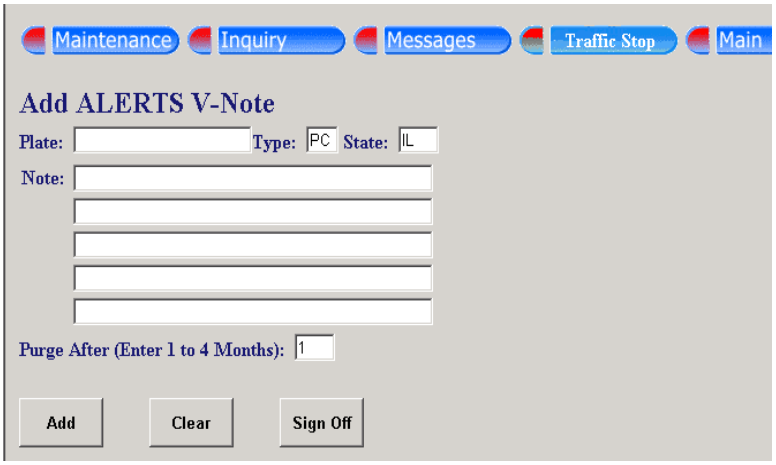
ADD V-NOTE

V-Notes are license plate annotations. These annotations should include critical officer safety information only. V-Notes are stored for 1 to 4 months and the system will automatically delete the note after that time.

To add a V-Note

1. From the main ALECS window, click

2. Select **Maintenance > Add V-Note**



3. Enter the required information. Use the <TAB> key to move between fields.

4. You have the option to select up to four months before the V-Note is purged.

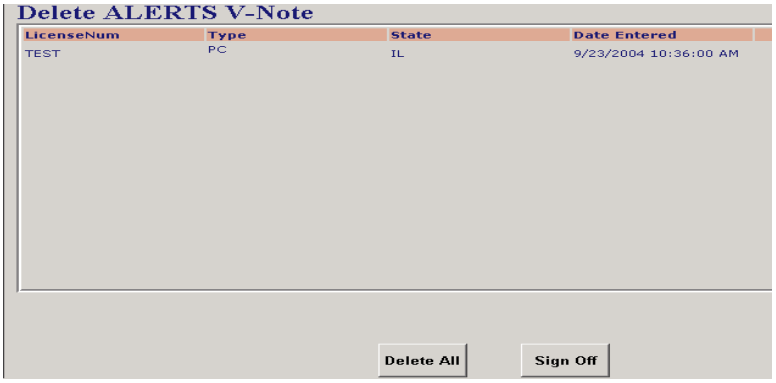
5. Click

to send the completed form.

To delete a V-Note

1. From the main ALECS window, click

2. Select **Maintenance > Delete V-Note**



3. Place your mouse on the desired V-Note and click once.

4. You will see the following message: 'Note deleted Successfully'

To create a list of V-Notes

1. Select **Maintenance > List V-Note**

2. Enter a date range.

3. Click

to initiate the inquiry.

HITLIST TRANSACTION

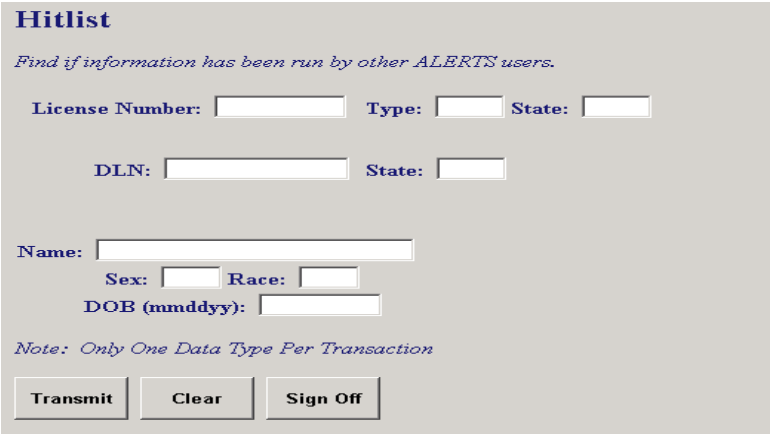
The Hitlist transaction is used to list users who ran a particular license plate, DLN or name through ALERTS.

Note: This transaction looks for *exact* matches for each field. You must enter the field information exactly how it was entered by the user to receive a response.

To create a Hitlist inquiry

1. From the main ALECS window, click

2. Select **Maintenance > Hitlist**



3. Enter the License number, DLN or Name, depending on the transaction.

   Note: Only one data type can be entered per transaction.

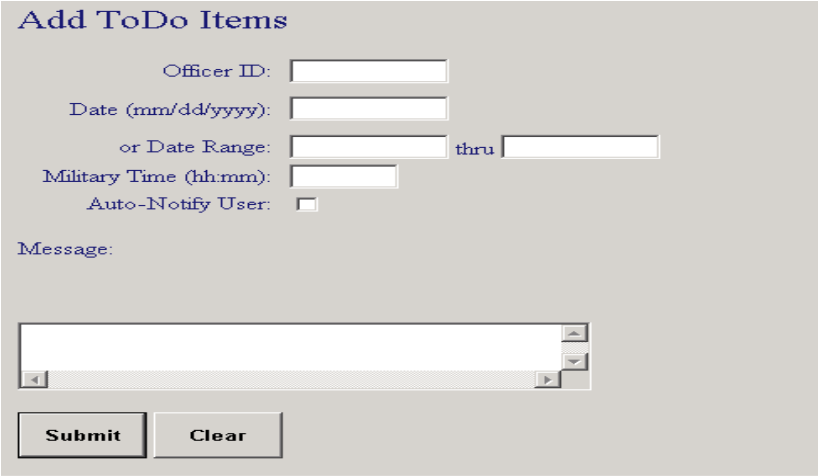
ACTIVITY SCHEDULING

Within the ALERTS module, you have the ability to schedule specific activities and dates and receive a reminder notice of upcoming scheduled events.

To add a Todo item

1. From the main ALECS window, click

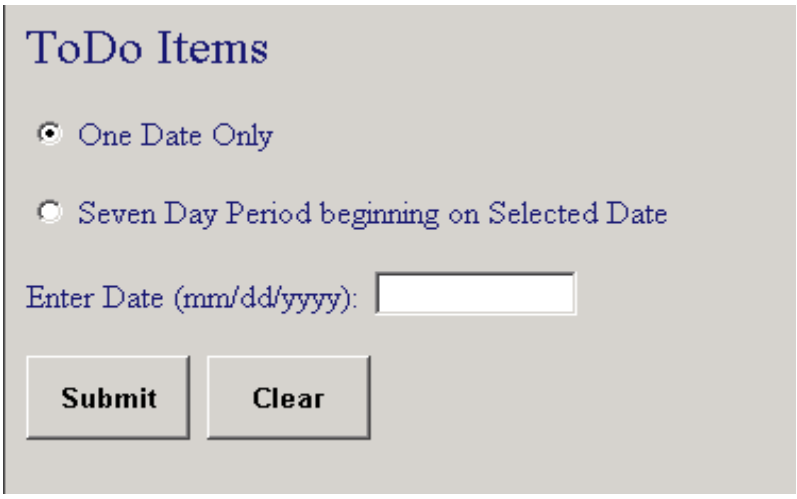
2. Select **Maintenance > Add Todo Item**



Officer ID	This can be your own or, if you are scheduling an activity for someone else, enter the appropriate Officer ID.
Date	The activity's starting Date in MMDDYY format. Do not enter slashes or dashes. If the activity is scheduled over more than one day, include the ending date.
Time	Enter the time, in 24-hour format, that the activity is scheduled. Do not include separators such as a colon.
Auto-Notify	Remind a signed-on user of a Todo item by clicking on the box.

To display a list of Todo items

1. Select **Maintenance > View Todo Items**



2. Enter the date or the starting date of the 7-day range you want to view.

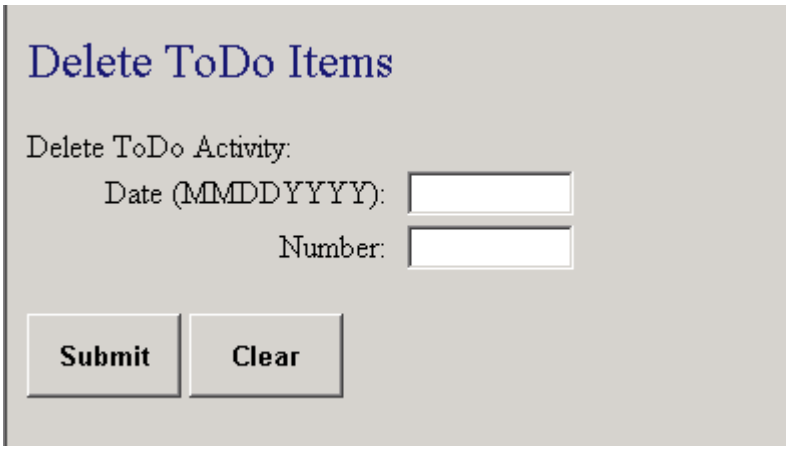
3. Click

to initiate the transaction.

   Each Todo activity appears as a message. If there is more than one activity for a specific date, you must click on each one individually to display the item.
   The Welcome screen that displays when you sign on will show how many items are on your Todo list for today and tomorrow.

To delete an activity

1. Select **Maintenance > Delete Todo.**



2. Enter the date the activity was scheduled to be done.

3. Enter the Todo list activity's corresponding **item number**. (To get the item number, use /TODO.) ALERTS will not delete any activity without an item number.

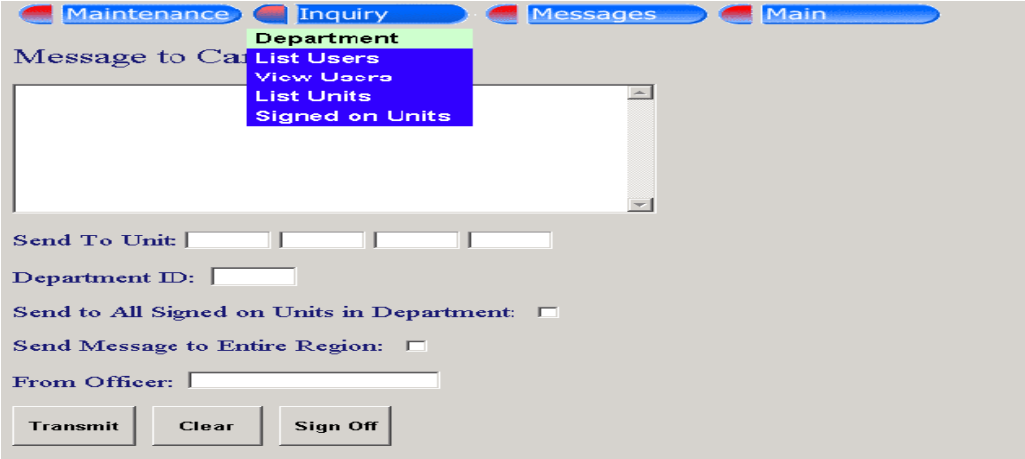
4. Click

to initiate the transaction.

   A message will display to confirm that you have deleted a Todo list item.

Inquiries Menu Overview

Use the Inquiries menu to inquire about specific ALERTS users or ALERTS/ALECS departments. Descriptions of each menu option are listed below.

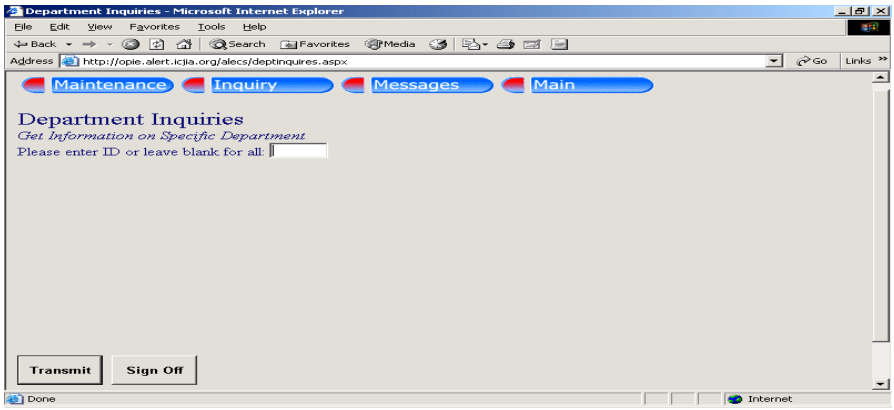


Inquiries Menu Options

Department Inquiry	Lists current information about the specified department.
List Users	List information about a specific user.
View Users	Lists the users in a specific department.
List Units	Lists all units for a specific department.
Signed on Units	Lists information on currently signed on units.

Department Inquiries

The department inquiry lists all current information about an ALERTS department, including the Department ID, Department Name, Main Address, Main Phone Number, and the name of the department's ALERTS manager.



To inquire on a Department

1. Choose from one of the following:

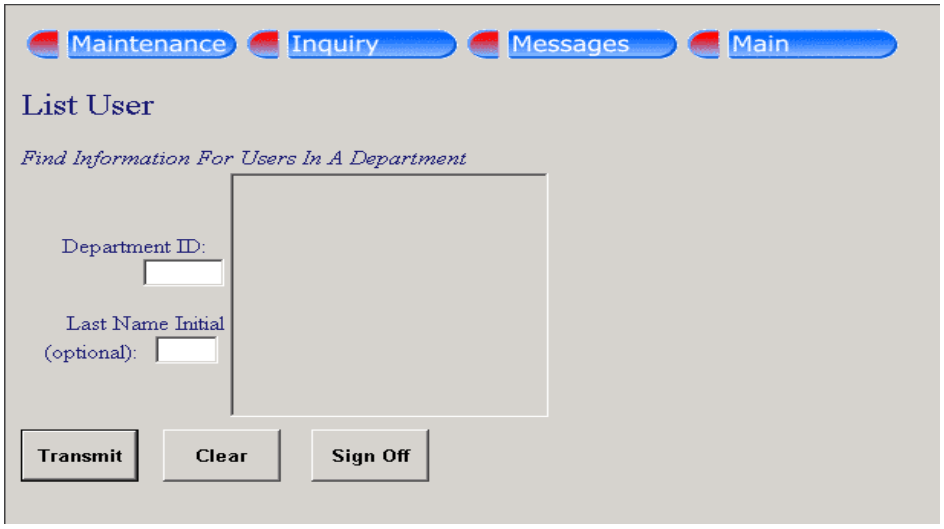
    - To view a list of all current ALERTS departments, leave the Dept. ID field blank.
    - To view detailed information about a specific ALERTS department, enter the three-digit dept. ID

2. Click **Transmit** to initiate the inquiry.

3. Click the Inbound Message icon to view the results of the inquiry.

Listing Users

This inquiry lists all ALERTS users in a specific department, regardless of their sign-on status. For example, you might select Inquiries>List Users to look up a User ID before sending electronic mail.



To list Users

1. Enter the Dept. ID. If you leave the Dept. ID field blank, your own Dept. ID will be entered by default.

2. **Optional:** Enter the first initial of the user's last name. The initial is useful in order to narrow a search of a large department.

3. **C**lick Transmit to initiate the inquiry.

4. Click the Inbound Message icon to view the results of the inquiry.

Viewing a User

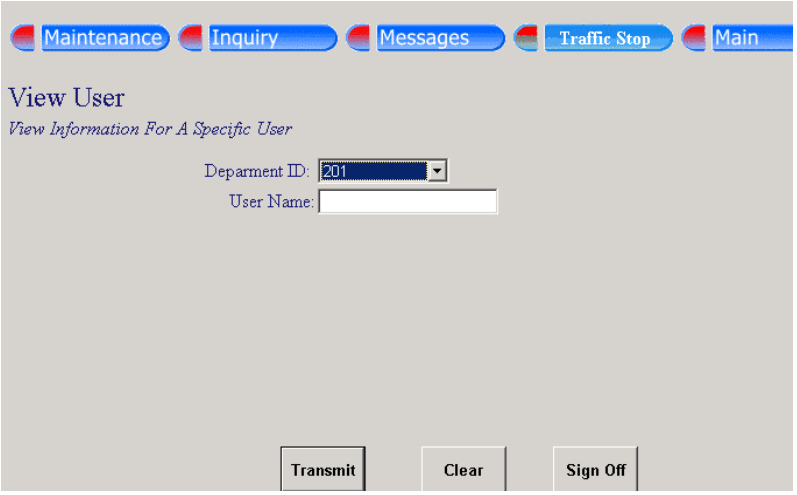
View User returns details about an ALERTS user in your agency or dispatch area. Use this command to look up a User ID before sending electronic mail or to verify a user's access to LEADS.

Note: In order to view a user, you must know the user's Dept ID and User Name. If you don't know the User Name, you'll want to first select **Inquiries** > **List Users** to obtain the ID and User Name information.

To View a User

1. Select the ALERTS button from the main screen.

2. Select **Inquiries** > **View User**.



3. Enter the Dept ID and User Name.

4. Click the

to initiate the inquiry.

5. Click the inbound message icon to view the results of the inquiry.

Listing Units

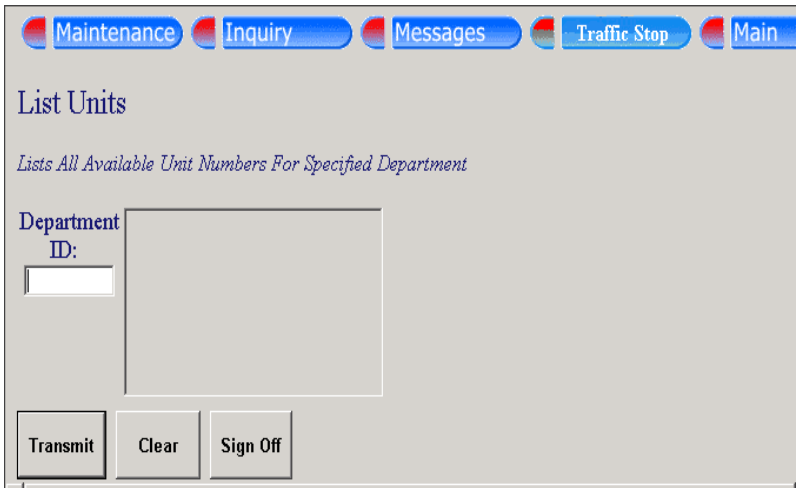
This inquiry lists all the Unit ID's for a specific department.

What's the difference between a 'Unit' and a 'User?' A 'Unit' is defined as an ALERTS-capable device. It might be a squad car MDT or a workstation equipped with ALERTS. A 'User' is an officer with a valid User Name, ID, and Password.

To List Units

1. Start ALERTS.

2. Select Inquiries > List Units.



3. Enter a Dept ID. If you leave the field blank, your own Dept ID is used by default.

4. Click

to initiate the inquiry.

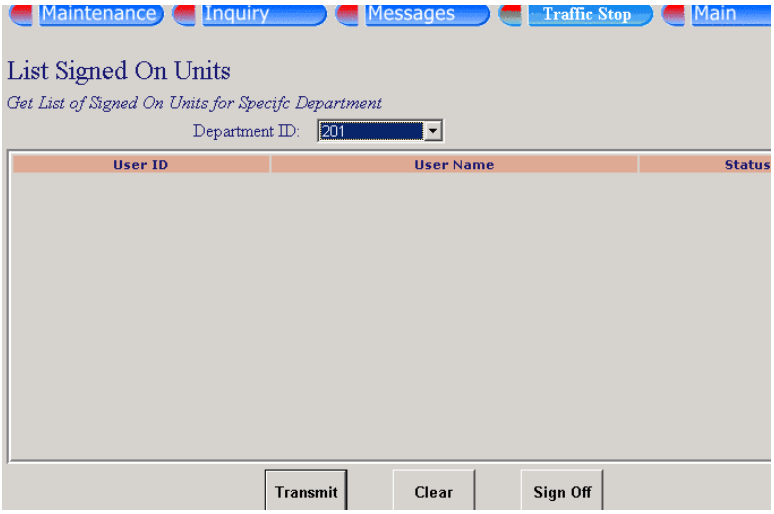
5. Click the Inbound Message icon to view the results of the inquiry.

Listing Signed-On Units

This inquiry lists all the signed-on units for a specific department. Use this inquiry before sending a message to a car in order to verify whether or not the car is currently signed-on.

To List Signed-On Units

1. Start ALERTS
2. Select **Inquiries** > **List Signed On Units**.



3. Select an ALERTS department ID number from the drop down list.
4. Click Transmit to initiate the inquiry.
5. The results will appear on-screen.

Messages Menu Overview

The Messages menu allows ALERTS users to send messages to a variety of different sources. These messages can be sent to a single agency, a specific department and its Communications Center, or a user-defined ALERTS area.

Message Menu Options

Send Message to Car	Sends a message to a specific car, or region. The car must be signed on to ALERTS in order to receive the message.
Send Message to Station	Sends a message to a specific ALECS department.
Transmit Incident	Sends a incident report to a specific car or region.
Electronic Mail	Sends a message to users in your own agency or another agency. Recipient does not need to be signed on to ALERTS to receive the message.

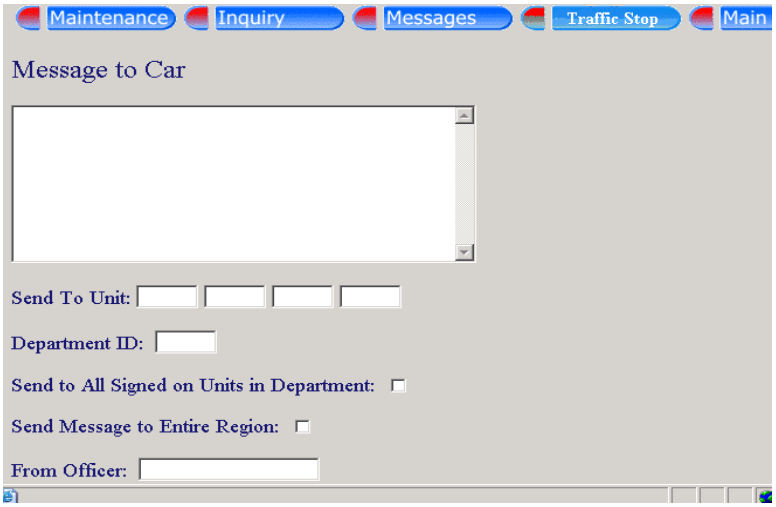
Sending a Message to Car

This option allows users to send a message to a specific ALERTS-equipped car or broadcast a message to their designated region.

To Send Message to Car

1. Start ALERTS

2. Select **Messages** > **Send Message to Car**.



3. Enter the text of your message in the Message field. Your message may be up to 304 characters in length

4. Enter up to four ALERTS units. Alternately, enter one of the options below in any of the 'Unit' fields:

Alternate 'Unit' field Entries

Type this:	To send a message to:
ALL	all signed on units in a specific department
ALL-District ID	all signed on users in a user-defined ALERTS district
ALL+ District ID	all signed on users in a user-defined ALERTS district and the designated department's station device

continued on next page

5. Enter a Dept ID. If you don not enter a Dept ID, your own is used by default.

6. Enter your name in the 'From Officer' field. If this field is left blank, then the corresponding field in the sent message will also be blank.

7. **Optional:** If your agency is the Communications center for more than one department, you can send your message to all signed on units in your regional area:

   - Click the 'Regional Broadcast' checkbox to send a broadcast message to all signed-on units in your designated region.

8. Click [Transmit] to send the message.

Sending a Message to a Station

A Station Message is considered an unsolicited message and, as a result, will be sent to all stations that are both signed on to ALECS and capable of receiving unsolicited messages. Recipients receive Station Messages in their Inbound Message window.

To send a message to a Station

1. Start ALERTS

2. Select **Message** > **Send Message to Station**.

3. Enter the text of your message.

4. Enter the desired Dept ID or Dept Name. To quickly locate an ID or Name, click once on either of the dropdown buttons and scroll through the list.

5. Click

to send the message.

Sending Electronic Mail

Unlike a station message or car message, Electronic Mail (or E-Mail) is delivered regardless of the recipient's sign-on status. E-mail can be sent to ALERTS users in your agency or to an outside agency. Once sent, E-Mail remains in the recipient's mailbox until the recipient signs on to ALERTS and retrieves the message.

Important: If the recipient does not sign on to ALERTS within 10 days, the E-Mail is deleted. Deleted E-Mail messages cannot be recovered.

To send Electronic Mail

1. Start ALERTS

2. Select **Messages** > **Electronic Mail**.

3. Enter a Dept ID. If you do not enter a Dept ID, your own Dept ID is used by default.

4. You may enter up to seven Officer IDs.

   Note: 'Officer IDs' are identical to 'User IDs'

5. Click the 'ALL' checkbox to send your message to all ALERTS users in the specified department. If the 'ALL' box is checked, you don't need to enter any individual Officer IDs'

6. Click [Transmit] to send the message.

Retrieving Old Mail

Previously read E-Mail is stored within ALERTS for 10 days, and then deleted from the system. Deleted E-Mail messages cannot be recovered.

To retrieve Old Mail

1. Start ALERTS.

2. Select **Messages** > **Old Mail.**

3. Enter in a date range with the following format: mmddyyyy. For example, you would enter March 21, 2004 as 03212004.

4. Click

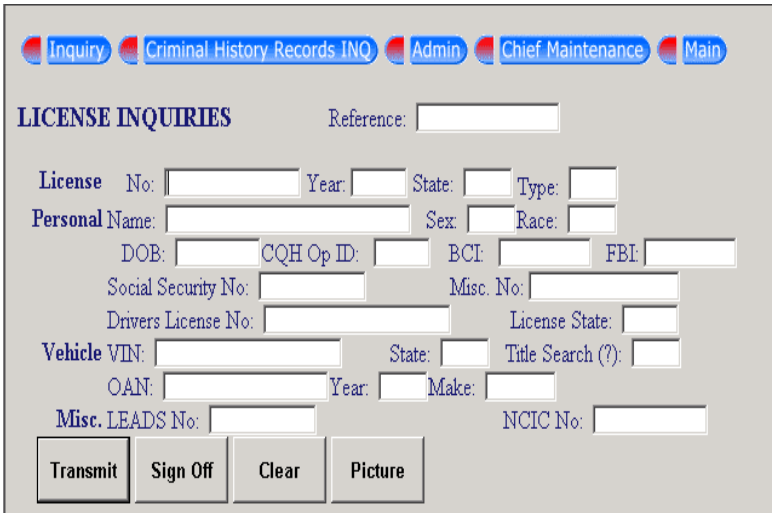
to retrieve old mail.

3 - Using LEADS

ALECS provides easy access to LEADS (the Law Enforcement Agencies Data System) and an easy-to-use graphical interface for quickly entering LEADS transactions. The following chapter gives a brief overview of using LEADS from within ALECS. For more detailed information about LEADS, consult your LEADS coordinator.

To start LEADS

1. In the ALECS Main Application window, click LEADS to start LEADS.



2. Click Transmit to send initiate the inquiry.

3. Click on any of the pull-down menus at the top of the window to display forms for specific LEADS transactions. Each option is briefly described on the following pages.

LEADS Menu Reference

INQ Menu

Option	Description
LINQ	Performs inquiries into LEADS hot files, SOS Name and License files; LEADS Criminal History, NCIC criminal hot files and others
NINQ	Performs 'Name' inquiries into SOS Illinois Soundex, SOS Driver's License, SOS Vehicle Title, FOID cards, Orders of Protection, LEADS criminal hot files, NCIC criminal hot files and others
AINQ	Performs 'Article' inquiries into LEADS gun files, LEADS article files, LEADS security files, Department of Conservation Boat files and others.
OINQ	Performs 'Other' inquiries into LEADS snowmobile files, LEADS saloon (State Liquor License) files, LEADS help files and LEADS road condition files.

CHRI Menu

Option	Description
CQH	Name inquiries into criminal history records.
CQR	Requests an interstate rap sheet by SID or FBI number from NCIC.
CQIL	Requests LEADS criminal history information from a specific CDC in Illinois
CRIL	Responds to a request by your department for criminal history information from a specific CDC in Illinois.
CIQ	Runs multi-state criminal history by name through NLETS.
CFQ	Summarizes criminal history information by a single State Identification Number (SID)
CAQ	Request additional criminal history information by one or more state agencies.
CAR	Responds to a LEADS criminal history request received by your agency form an agency outside of Illinois.

LEADS Menu Reference (continued)

ADMIN Menu

Option	Description
ADMIN	Sends a formal LEADS type 3 message to another agency outside of Illinois.
FREE	Sends any type of LEADS free-form message or transaction to any agency.
ADMIN INQ.	Sends a formal LEADS Administrative message to any agency inside or outside Illinois.
DLNABS	Sends a LEADS Driver's License Abstract request.
HCRQ	Sends a LEADS hit confirmation request message.
HCRS	Sends a LEADS hit confirmation response message.
NLHCRQ	Sends a LEADS hit confirmation request message to an agency outside of Illinois.
NLHCRS	Sends a LEADS hit confirmation response message to an agency outside of Illinois.
VEHABS	Sends a LEADS Vehicle Abstract request.
CCCW	Sends a LEADS Cook County Cancel Warrant message to Cook County's main CDC.
MSGR	Sends a LEADS Type 3 'Message Received' to any agency in Illinois.
TAFANN	Sends a LEADS training announcement.

LEADS Menu Reference (continued)

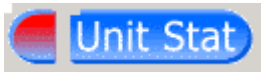
CHF MAINT Menu

Option	Description
Boat	Enters boat hot-file record information.
Unid	Enters unidentified body hot-file record information.
CVEH	Cancels an existing hot-file inquiry.
Mod	Modifies an existing hot-file inquiry.
Canc	Cancels an existing hot-file entry.
Void	Voids out an existing hot-file entry.
Loc	Locates an existing hot-file entry.
Add	Adds additional info to an existing hot-file inquiry.
Caut	Adds caution information to an existing hot-file inquiry.
Want	Enters wanted person hot-file record information.
Miss	Enters missing person hot-file record information.
Veh	Enters vehicle hot-file record information.
Lic	Enters license plate hit-file record information.
Art	Enters article hot-file record information.
Gun	Enters gun hot-file record information.
Alias	Enters alias names and DOB hot-file record information.
Towing	Enters towed vehicle hot-file record information.

4 - **Using the Maintenance Buttons**

The Maintenance Buttons across the top of the ALECS Main Application screen can be used for a variety of user maintenance operations, including user and departmental inquiries, changing passwords, and turning continuous printing on or off.

Keep in mind: ALECS users don't have the same capabilities as ALECS managers. Certain Maintenance buttons will be disabled for users. A button is disabled if you click on it and nothing happens. Consult your ALECS manager for more information.

	Performs department inquiries and reports. Reports can be generated based upon a variety of criteria.
	Performs user inquiries and reports. Reports can be generated based upon a variety of criteria.
	Displays the status of each of your agency's signed-on ALERTS units.
	Allows the user to perform a variety of maintenance Function, e.g. changing passwords.
	Accesses the on-line help.

Department Button

Use the Department button to inquire about other departments in the Illinois Crime Information System. Department Inquiries display a department's name and address, as well as its CDC, ORI and ORA designations.

To make a department inquiry, you'll need to know either the department's name or ID.

To Inquire about a Department

1. Click

2. Select **Inquiry**

3. Select the Department ID or Department Name from the drop down menu

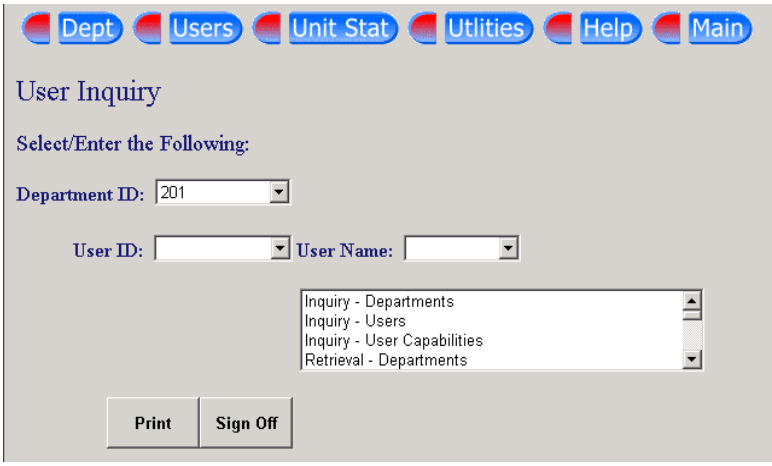
Users Button

A User Inquiry displays information about a specific user, including User Name, User ID, logon statistics, and assigned capabilities.

To run a User Inquiry

1. Click

2. Select User Inquiry from the drop-down menu.



3. Select the User ID or User Name from the drop-down menu by clicking once on the drop-down button and scrolling through the list.

4. Click

to print the displayed information.

Unit Status Button

When the Unit Status module is activated, ALECS displays the status of your agency's signed-on units. Status Updates-including turning on 'Emergency' status for a unit-can be done automatically or manually.

Note: Unit display color can be adjusted with the 'Status Color' maintenance button. Use of 'Status Color,' however, is reserved for ALECS managers. Contact your manager for more information.

To view the status of your agency's units

1. Click

The status of each signed-on unit within your department will automatically be displayed.

Utilities Button

Several useful diagnostic utilities can be initiated with the Utilities module. The various utilities are listed on the following pages.

To access the Utilities

1. Click

2. From the drop-down menu, you are able to access the following utilities:

Logging	Reserved for the ALECS manager.
Password	Changes your password.
Message Limits	Adjust the number of messages received within your inbound message window.

Changing Your Password

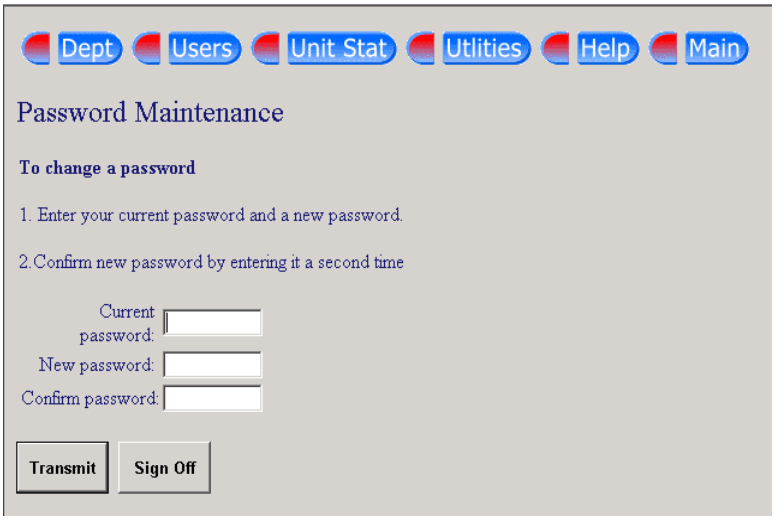
Users are encouraged to change their password every 20-30 days. ALECS passwords can be any combination of letters and numbers up to 10 characters in length. When selecting a password, avoid common phrases, phone numbers, names, birthdays, or anything that can be easily guessed.

Passwords should be memorized and never written down. If you forget your password, contact your ALECS manager.

To change your password

1. Click

2. Select Password from the pull-down menu.



3. Enter your current password. For privacy, you'll see asterisks in place of the letters.

4. Enter a new password.

5. Enter the new password a second time for confirmation.

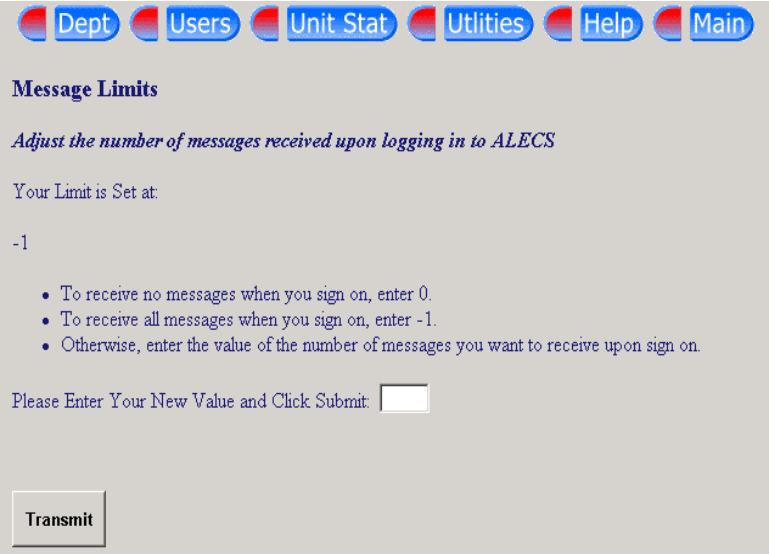
6. Click to send the new changes.

7. You will receive a message 'password changed successfully'.

Setting Message Limits

ALECS stores all unsolicited messages received since your last sign-on. Setting message limits allows you to restrict all messages, receive all messages or set a value for the maximum number of messages you want to receive.

Note: The message counter begins with the first message received. You may not receive current messages once the message counter has met its limit.



Click

to submit the new value.

ALECS.NET Departments

ID	Department Name	ID	Department Name
201	Il Criminal Justice Authority	557	Vermillion County SPD
220	Hillside PD	559	Crystal Lake PD
227	Glenview PD	573	Fox Lake PD
232	Streamwood PD	574	Norridge PD
235	Lincolnshire PD	581	Stone Park PD
236	Wheeling PD	587	Lake Bluff PD
239	Wilmette PD	591	Rosemont PD
241	Berkeley PD	593	Barrington Hills PD
242	Lincolnwood PD	597	Kane County Court Services
247	Lake In the Hills PD	959	Quadcom Central Dispatch
248	Hazel Crest PD		
261	Kenilworth PD		
266	Algonquin PD		
268	Hoffman Estates PD		
271	Joliet PD		
274	Westchester PD		
280	Round Lake Beach PD		
288	Huntley PD		
292	Harvey PD		
298	Buffalo Grove PD		
318	Winnetka PD		
320	Brookfield PD		
323	Lyons PD		
328	La Grange Park PD		
331	Palatine PD		
344	Countryside PD		
353	Burbank PD		
356	Hickory Hills PD		
360	Hodgkins PD		
361	Summit PD		
363	Galesburg PD		
368	Cook County SPD		
370	Park Forest PD		
385	Chicago Heights PD		
396	Cicero PD		
398	Elk Grove Village PD		
399	Mc Cook PD		
402	Sauk Village PD		
407	Mt. Prospect PD		
415	Schaumburg PD		
418	Bartlett PD		
421	Stickney PD		
424	Northwestern University PD		
428	Prospect Heights PD		
448	Steger PD		
452	So Dekalb Co		
454	Kane County States Attorney		
475	Woodstock PD		
477	Metro Water Rec Dist PD		
479	Arlington Heights PD		
483	Lynwood PD		
486	Knox County SPD		
495	Harvard PD		
552	Indian Head Park PD		
556	Danville PD		

Glossary

ALECS	Automated Law Enforcement Communications System
ALERTS	Area-Wide Law Enforcement Radio Terminal System
ALERTS Module	ALECS component used for sending messages to ALERTS devices and inquiring to the ALERTS database.
Inbound Message	A message received by the ALECS system. Inbound Messages are always read in the Inbound Message window.
ISU	Information Systems Unit of the Illinois Criminal Justice Information Authority. The ISU develops, maintains, and supports ALECS, ALERTS and PIMS.
LEADS	Law Enforcement Agencies Data System.
Module	An application that runs within another application. ALERTS, and PIMS are modules within ALECS.
Solicited Messages	Messages received in the Inbound Message window.
Unsolicited Messages	Messages received in the Inbound Message window which were not specifically requested (Broadcast Messages, Missing Persons, etc.)