

LEADS Daily Briefing for December 23, 2019

Rap Sheet Accuracy

Officer safety, public safety, and fair hiring decisions depend on the accuracy and completeness of the data contained in an individual's rap sheet.

How accurate and complete the rap sheet data is, depends on the accuracy and completeness of the data reported to the BOI by arresting agencies, state's attorney offices, circuit clerk offices, and custodial facilities.

Without an initial arrest fingerprint submission, subsequent filing and sentencing decisions cannot be posted to a rap sheet.

Some helpful things to remember when making submissions to the BOI:

- Make sure all the mandatory fields are completed, and that the data is legible and correct. If a fatal error reject is received, the error must be corrected and re-submitted, nothing is posted to the rap sheet until this is accomplished.
- Make sure the fingerprints submitted are clear and recorded correctly, i.e., not smudged, recorded in the correct boxes.

The CHRI User's Manual and the CHRI Newsletter contain further information on submitting complete and accurate data. They are available on the following website: <http://www.isp.state.il.us>. Select Criminal History from the Agency Links, and then CHRI Documents from the Criminal History Information links.

For assistance please contact the Help Desk at 866/LEADS-00.

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