LEADS Daily Bulletin
September 25, 2024

Quality Checking Records

LEADS/NCIC records must be quality checked by a qualified person, other than the person entering the record, to ensure CHF record accuracy and completeness. This involves verifying that data was accurately transferred from the supportive documents to the CHF record, as well as ensuring that all LEADS record entry and filing procedures have been followed.

This second party quality check must be conducted within 24 hours. The person who conducts the second party check must indicate on the printout of the LEADS CHF record their name, ID number or badge number (must be a unique identifier), and maintain the record for review during the LEADS triennial audit.

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

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date