LEADS Daily Bulletin June 24, 2024

Biennial ORI Validation

The Illinois State Police is required to conduct a biennial ORI validation to ensure the accuracy of the NCIC and NLETS ORI files. To assist us with this process, we ask that all agencies conduct an NCIC ORI **and** NLETS ORION inquiry on their ORI and the ORI(s) of any agency(s) for which they provide service to ensure accurate information is being maintained.

NCIC ORI Inquiry:

LEADS 3.0 users - click on LEADS and NCIC CHF, Other, NCIC ORI, Query or type **QO** in the quick query bar for quick access to the query.

LEADS and NCIC CHF	
PERSONS	🔲 QO - NCIC Query ORI
PROPERTY	Header Information
🔁 🧰 ADD-ON	* Message Key QO = ORI Complete 🔻
🔁 🧰 IMAGE	ORI
🔁 🧰 TITLE HIT	
🖻 🗁 OTHER	Required Information
🕀 🧰 Validations	* <u>o</u> RI
E 🗁 NCIC ORI	
— 🔄 Query	Submit Clear Close
- 🔄 Modify	

NLETS ORION Inquiry:

LEADS 3.0 users - click on NLETS Query, NLETS ORION, then ORION Query or type **TQ** in the quick query bar for quick access to the query.

	TQ - NLETS Query ORION	
NLETS QUERY NLETS ORION ORION Query ORION Enter ORION Modify ORION Cancel	Header information QRI * Destination 1 By ORI By LOC By FED By REP Query by ORI * QRI Location	
	Submit Clear Close	

NCIC CHF Records:

When a CHF record is entered into LEADS and NCIC, the telephone number of the entering agency (based on the entering CDC/<u>primary</u> NCIC ORI) will be included in all positive NCIC record responses as the telephone number to call for Hit Confirmation purposes (if necessary). The telephone number included in the NCIC record response will match the telephone number that is listed in the NCIC ORI file; therefore, it is imperative that the telephone number in the NCIC ORI file be accurate.

The second telephone number in the NLETS ORION ORI file can be used to identify the telephone number for all other types (other than CHF Hit Confirmation) of calls/inquiries, if preferred. If a secondary telephone number is required to be entered in the NLETS ORI file, include this in the LEADS Administrative Message sent to terminal CDC/IZZ.

If the information in the NCIC ORI and/or NLETS ORION files is not accurate, please submit changes for your agency (or any agency(s) for which you provide LEADS/NCIC service) to station/**HV8** by Friday, July 19, 2024.

Include in the message sent to CDC/HV8:

- 1. NCIC ORI of agency to be modified
- 2. Agency Name
- 3. Information to be modified:
 - a. Address
 - b. Primary Telephone Number
 - c. Secondary Telephone Number
 - d. Fax Number

If submitting a phone number change, please indicate which phone number (primary or secondary) requires updating.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to <u>ISP.HelpDesk@illinois.gov</u> or by calling 866/LEADS-00. Please provide your agency ORI with the request.

Operator's Initials	Date								