



LEADS Operating Manual
CRIMINAL HISTORY RECORD INFORMATION (CHRI) CHAPTER

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SECTION 1 – SYSTEM SECURITY AND CONFIDENTIALITY

1.1 SYSTEM SECURITY AND CONFIDENTIALITY

ACCESS TO CHRI

The Illinois State Police (ISP) has the statutory authority as the State Central Repository to provide criminal justice agencies with access to Criminal History Record Information (CHRI) through LEADS as necessary in the administration of criminal laws.

CHRI AGREEMENT

Criminal Justice agencies must have a current LEADS Agreement with a Criminal History Record Information Addendum to access CHRI via the Law Enforcement Agencies Data System (LEADS). The agreement and addendum must be resubmitted for approval when a new agency head is appointed to be considered current.

ACCESS AND DISSEMINATION

Access to and dissemination of CHRI information is governed by state and federal laws applicable to LEADS and the FBI's National Crime Information Center (NCIC). Within NCIC, the FBI maintains a national index of criminal history information known as "Triple I" (III). Included in this index are individuals who have been arrested or indicted for serious criminal offenses anywhere in the United States. Access and dissemination of criminal history data obtained via LEADS from CHRI and/or III for unauthorized purposes can result in criminal prosecution.

JUVENILE OFFENDERS

Criminal History data on juvenile offenders is restricted to specific offenses. Records are maintained on juveniles arrested for all felonies. Class A and B misdemeanors may be reported. Arrest data forwarded on a juvenile for any of the reported offenses is maintained and disseminated by the Illinois State Police Bureau of Identification.

SYSTEM MAINTENANCE

Entry, purging, expungement and other maintenance of criminal history record information in the CHRI system is allowed only by a statutorily authorized state or Federal criminal justice control terminal. All other criminal justice agencies are limited to inquiries only. In the State of Illinois, CHRI is maintained by the Illinois State Police, Bureau of Identification (BOI).

Questions about authorization, the meaning or lack of information, incorrect data, etc., should be directed to the BOI, 815-740-5160. Questions related to message formatting or rejects should be forwarded to the ISP Integrated Help Desk, 217-782-4155.

1.2 AUTHORIZATION FOR LEADS ACCESS/DISSEMINATION OF CHRI

Criminal history record information (CHRI) accessed through LEADS is restricted to criminal justice agencies (CJA) for administration of criminal justice (ACJ) purposes only. Both conditions (CJA+ACJ) must exist at the same time for every LEADS CHRI query.



The “Administration of Criminal Justice” is defined in the Code of Federal Regulations at Title 28 CFR Part 20.3(b), which provides, “Administration of criminal justice means performance of any of the following activities: Detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders.” Authorized LEADS users may not conduct criminal history record inquiries without a specific administration of criminal justice purpose. Examples include but are not limited to investigating criminal incidents or having reasonable articulable suspicion of criminal behavior. It is not appropriate to access criminal history information based upon an individual’s ever-present potential for criminality.

1.3 ACCESSING CRIMINAL HISTORY RECORD INFORMATION (CHRI/III) VIA LEADS

ACCESS /DISSEMINATION OF CHRI/III VIA LEADS IS AUTHORIZED:

- City Attorney. May receive CHRI when providing criminal justice services to a criminal justice agency. Use PUR/C. (Requirements outlined in section 1.6 of this chapter must be met).
- Citizen Police Academy Personnel and Attendees (where the event is held inside a secure criminal justice facility). May inquire on academy personnel/attendees for the purpose of criminal justice site security. Use PUR/C.
- Criminal Justice Employees. May inquire on via LEADS/NCIC. Use PUR/J. Must follow with Fingerprint (Applicant) card submission to ISP/BOI.
- Criminal Justice Facility Security. May inquire on via LEADS/NCIC. USE PUR/C.
- Criminal Justice Interns. May query on criminal justice interns, volunteers, cadets, auxiliary persons that perform criminal justice functions. Use PUR/J.
- Entry of Persons into LEADS/NCIC Hot Files. Must make CHRI inquiry prior to entering person into LEADS and/or NCIC. Use PUR/C.
- Firearms. Criminal justice agencies may make online CHRI query when releasing firearms to lawful owners or enforcing federal and state laws prohibiting persons with criminal records when firearms have been pawned. Use PUR/F.
- Fire Department. LEADS query/dissemination is authorized when fire department arson investigator is a sworn peace officer. Use PUR/C. For background check on the sworn arson investigator, use PUR/J.
- Criminal Justice Employee Friends/Associates/Relatives. Background screening of potential criminal justice employees can include LEADS, NCIC, and CHRI inquiries (use PUR/J). Inquiries can include present and former friends and associates noted as references or revealed in interviews. Relatives parents, step parents, siblings, half-siblings, aunts, uncles, children (natural, adopted, foster, step), grandparents (including spouse grandparents), grandchildren, spouse (including parents, grandparents of spouse), former spouse, fiancées and associates with whom the applicant/employee presently or formerly has had a personal or business relationship with (i.e. roommate) Results cannot be disseminated outside the criminal justice community, including to the applicant/employee.
- Inmates. Authorized. May query on inmates. Use PUR/C.
- Inmates Mailing Lists. Authorized. May query persons on inmates mailing list. Use PUR/C.
- Interns (criminal justice). Includes volunteers, auxiliary, police cadets who are performing criminal justice functions including volunteer: dispatchers, administrative assistants, persons providing inmate rehabilitation (behavioral, not physical) at a confinement facility, etc. Use PUR/J.



- Juries. State's Attorney offices may perform LEADS, NCIC, and CHRI inquiries as part of their official duties.
- Military facility. CHRI inquiries to screen visitors to military facility. Use PUR/C.
- Public Housing Authority (PHA). Local agencies may inquire using only a CQH PUR/H for background checks for screening for purposes of applicant screening, lease enforcement and eviction and the PHA ORI must end in Q. The inquiring criminal justice agency must not use its own ORI. Response will only indicate the presence or lack thereof of potential existence of a CHRI record. PHA must submit Applicant Fingerprint card to BOI to obtain full information.
- Reinstatement of Firearm Rights. Generally performed by ISP Firearms Services Bureau. IF petition starts at local level via county state's attorney or law enforcement, use PUR/F.
- Reserve Officers. May be inquired upon (PUR/J) with a Criminal Justice Applicant Fingerprint card also submitted to BOI. When on duty, reserve officers may request and receive LEADS, NCIC, and CHRI related to cases they are assisting with. When off duty, reserve officers are private citizens and may not request or receive LEADS, NCIC, or CHRI.
- Ride-Along. LEADS, NCIC and CHRI on non-criminal justice employee "ride-along" participants. Use PUR/C.
- Visitors to Confinement Facilities. Use PUR/C for visitors to jails, prisons and correctional facilities.
- Witnesses. Inquiries may be made (use PUR/C) by authorized State's Attorney or law enforcement agency personnel as part of the discovery process if the information is contained in the case file.

ACCESS /DISSEMINATION OF CHRI/III VIA LEADS IS NOT AUTHORIZED

- Airport Security/TSA. Not authorized to access criminal history information from CHRI/III via LEADS. Airport security (not including law enforcement personnel assigned to airports) is considered a noncriminal justice entity.
- Army Corps of Engineers. Not a criminal justice agency. Not authorized to access criminal history information from CHRI/III via LEADS.
- Defense Attorney/Public Defender. Not authorized to access criminal history information from CHRI/III via LEADS. Must obtain CHRI via subpoena, Uniform Conviction Information Act (UCIA), or Motions to Discover in criminal cases.
- Court Appointed Special Advocates. Not authorized to access criminal history information from CHRI/III via LEADS.
- Citizen Police Academy Attendees, event is held in a public location. Not authorized to access criminal history information from CHRI/III via LEADS. Event sponsor may obtain CHRI via UCIA submission to the ISP/BOI.
- Emergency Management. Not a criminal justice agency, not authorized to access criminal history information from CHRI/III via LEADS. Fire Fighters. CHRI/III via LEADS prohibited for employment background. Must submit non-criminal justice employment background request to ISP/BOI.
- Gaming Boat Employees. Not authorized to access criminal history information from CHRI/III via LEADS. Must submit non-criminal justice employment background request to ISP/BOI.
- Licensing/Permits. Not authorized to access criminal history information from CHRI/III via LEADS for licensing for liquor, taxi cab, Lottery employees, etc. Submit fingerprints to the ISP/BOI for CHRI.
- Parking Ticket/Meter Enforcement Employment. Not authorized to make inquiry unless under direct supervision of police or sheriff's department. If under city/county supervision (not police or sheriff) must submit fingerprints to ISP/BOI.



- Military Recruiters. Not authorized to access criminal history information from CHRI/III via LEADS.
- Safe House Program. Not authorized to access criminal history information from CHRI/III via LEADS.
- Sex Offender Carnival Worker Checks. Not authorized for online CHRI unless a LEADS/NCIC Hot File check (authorized) produces a positive response. Subsequent CHRI inquiry may then be made.
- DCFS Investigative Case Workers. Have limited online access only at the DCFS Central Register offices.
- Sex Offender Check Carnival Workers. The online initial background check may NOT be a CHRI inquiry as these checks are not for criminal justice purposes. An initial inquiry through LEADS and NCIC Hot Files to ascertain if a Convicted Sex Offender record is present may be made. **IF** a positive response is received from the LEADS and/or NCIC Hot Files, a subsequent CHRI inquiry may be made.

SANCTIONS

Criminal history data is sensitive information and security shall be afforded to prevent any unauthorized access, use or dissemination of the information. Improper access use and/or dissemination of criminal history record information is a serious offense that may result in the imposition of administrative sanctions including, but not limited to, termination of services and state and federal criminal penalties. See Code of Federal Regulations 28 CFR 20, subpart A.

1.4 RECORD RETENTION AND DISPOSAL

Criminal history records obtained through LEADS must be maintained in a secure records environment accessible only by authorized criminal justice personnel. Storage of CHRI records for extended periods is allowed only when the records are key elements in the integrity/utility of case files, CHF entries or other criminal justice files where they are retained.

When it is no longer necessary to retain criminal history data obtained via LEADS, disposal by burning or shredding must occur to preclude unauthorized access/use.

1.5 AUDITS

As provided by the LEADS Agreement, and state and federal law, a periodic audit of an agency's records may be conducted by the Illinois State Police. These audits are aimed at determining an agency's compliance with all laws, rules, and regulations regarding the access, use, dissemination, storage, and destruction of CHRI furnished by the Illinois State Police.

1.6 DISSEMINATION

No agency should acknowledge the existence or non-existence of a criminal history record to any person, group, or organization not authorized to access CHRI. If the authority to access CHRI is in question, the inquiring individual or agency should be instructed to contact the Illinois State Police's Bureau of Identification directly at 815-740-5160 or the ISP Integrated Help Desk, 217-782-4155.

PRIMARY AND SECONDARY DISSEMINATION OF CHRI

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Primary Dissemination – Dissemination is the disclosure or transmission of CHRI in any form, oral, written, or otherwise. The simple acknowledgement or denial of a CHRI record’s existence constitutes a dissemination. Primary dissemination of CHRI is the transmission and reception of CHRI from the Bureau of Identification, the FBI’s National Crime Information Center (NCIC), LEADS, or another state’s central repository of CHRI. The CHRI system in Illinois, using an automated dissemination log, records all CHRI inquiries and disseminations. A copy of this log is supplied to local agencies on a monthly basis and must be retained for 1 year. CHRI is disseminated within the inquiring agency and to another department when the inquiry contained the ORI of the recipient agency.

Secondary Dissemination – Secondary dissemination is the transmission or disclosure of CHRI obtained via LEADS by one authorized agency to another authorized agency. Secondary dissemination includes sharing CHRI obtained via LEADS with criminal justice personnel other than those from the requesting agency. This may take the form of:

- A simple “yes” or “no” regarding the existence of a record
- A written summary, digest or excerpt of the criminal history record
- A copy of the criminal history record
- Providing the original criminal history response itself

Agencies are required to maintain a Secondary Dissemination Log which includes the following:

- Name of requesting agency having access to CHRI
- Name of individual receiving CHRI (i.e., the person representing the authorized agency)
- The authority of the requester
- The purpose of the request
- The identity of the individual to whom the CHRI relates
- The date of the dissemination

This log is required by state and federal law and is to be retained for a period of 3 years. There are no limitations on the dissemination of local records by local agencies.

RADIO, TELEPHONE, FAX, EMAIL DISSEMINATION

Radio/Telephone. CHRI may be disseminated when a law enforcement officer determines an immediate need for the information is necessary to further an investigation (an existing or ongoing case, or the situation causes an articulable reason to believe that a crime has been, or is being committed), or a situation is present that effects the safety of the officer or the general public. Fax/email. CHRI may be faxed or emailed to authorized criminal justice personnel provided the information is secured as per the requirements of the most current version of the FBI CJIS Security Policy (CSP). This includes, but is not limited to, securing the information in transit across a network and at rest if residing on a server.

DISSEMINATION TO NON-CRIMINAL JUSTICE AGENCIES/PUBLIC

Dissemination of criminal history record information obtained via LEADS to a non-criminal justice agency or a member of the public is strictly prohibited. Non-criminal justice agencies and the public may access criminal history information by contacting the ISP Bureau of Identification.



SECTION 2 – INTRODUCTION TO CHRI

2.1 DESCRIPTION

This section contains an overview of criminal history record information (CHRI) which is stored in the Illinois State Police, Federal Bureau of Investigation, and other states' central repositories. The Illinois Computerized Criminal History (CCH) system is managed and operated by the Illinois State Police, Bureau of Identification (BOI). The Bureau is designated as the state central repository in Illinois for criminal history record information. CHRI is data identifiable to an individual consisting of descriptions and notations of arrests, detentions, indictments, information, pre-trial proceedings, trials, or other formal events in the criminal justice system. CHRI also includes descriptions or notations of criminal charges (including criminal violations of local municipal ordinances) and the nature of any disposition arising therefrom. These include sentencing, court or correctional supervision, rehabilitation, and release. In addition to the CHRI data stored in the CCH system, the ISP and the FBI consider the following files (stored in LEADS CHF and/or NCIC) to be restricted files, and are protected as CHRI:

- Gang Files
- Known or Appropriately Suspected Terrorist Files
- Supervised Release Files
- National Sex Offender Registry Files
- Historical Protection Order Files of the NCIC
- Identity Theft Files
- Protective Interest Files
- Person With Information data in the Missing Person Files
- Violent Person File
- Field Notification Program Files
- NICS Denied Transaction Files

WHAT'S IN THE CHRI SYSTEM

CHRI data contains information as provided by law and defined in 20 ILCS 2630/The Criminal Identification Act. CHRI files include personal identification data including names, dates of birth, race, sex, fingerprint classification, height, weight, scars/marks/tattoos, alias', caution information, and various identification numbers. Subject identification and criminal history information is entered into the CHRI database based on an arrest or incarceration fingerprint submission and is subsequently available online to authorized agencies and individuals. CHRI information available through LEADS includes an offender's criminal justice system contacts including arrests, State's Attorney prosecution decisions, bond information, final court dispositions, incarcerations, probations, paroles, and other identification through fingerprints submitted for an arrest or incarceration. Criminal History data on juvenile offenders is restricted to specific offenses. Records are maintained on juveniles arrested for all felonies. Class A and B misdemeanors may be reported.

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WHAT'S NOT IN THE CHRI SYSTEM

CHRI does not include specific information on any local ordinance violations, minor or petty offenses, such as public drunkenness, disturbing the peace, curfew violations, or vagrancy. Additionally, CHRI does not include information which is not considered criminal history record information, such as:

1. Intelligence or investigative information, such a suspected criminal activity, associates, hangouts, financial information, or ownership of property or vehicles.
2. Posters, announcements, or lists of fugitive/wanted persons.
3. Police blotters, arrest booking dockets, or other original records of entry, if such records may be accessed solely on a chronological basis.
4. Court records of public judicial proceedings.
5. Published court or administrative opinions.
6. Public judicial, administrative, or legislative proceedings.
7. Records of traffic offenses maintained by state departments of transportation, motor vehicles, or the equivalent for the purpose of regulating the issuance, suspension, revocation, or renewal of driver's, pilot's, or other operator licenses.
8. Announcements of executive clemency.
9. Relationship between defendant and victim

PURPOSE CODES

A - Administrative File Maintenance

May only be used by authorized terminals.

C - Criminal Justice

Used for official duties in connection with the administration of criminal justice. The following examples provide clarification of authorized uses of Purpose Code C in situations that are not part of a criminal justice investigation but are duties of the agency where a criminal history record check is necessary to accomplish the agency's mission. These examples are not all encompassing. Authorized uses of Purpose Code C in relation to the security of the criminal justice facility include:

- a. Vendors or contractors that visit the criminal justice facility e.g., carpet cleaners, individuals responsible for maintaining vending machines, janitors, and cooks.
- b. Volunteers at a criminal justice agency, e.g., participants in community ride-along programs and volunteers at a confinement facility who are providing social or community services rather than rehabilitative services.
- c. Confinement facility visitors.
- d. Inmates of a confinement facility.
- e. Inmate mail (a prisoner's list of names and addresses of those wishing to correspond with the prisoner). CHRI may be used when there is reason to believe that criminal activity is occurring or has occurred.



f. Participants of law enforcement sponsored firearms training classes held at a public firing range that are handling firearms, and individuals attending firearms training events held at law enforcement facilities.

F - Firearms Related

Used by criminal justice agencies for the purposes of (a) releasing firearms to their lawful owners; and (b) enforcing federal and state laws prohibiting certain persons with criminal records from possessing firearms in circumstances in which firearms have been pawned. (c) NEVER allowed for licensing purposes.

H - Public Housing Authority (PHA)

Used when a CHRI inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. *The use of this purpose code is limited to QH transactions.* PHA ORIs must be used when conducting CHRI transactions using Purpose Code H. An NCIC ORI will be assigned to the Public Housing Authority agency with a Q in the ninth position and must be used for the CHRI inquiry by authorized agencies.

J - Criminal Justice Employment

Used when a CHRI transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Such screening may include the use of CHRI on friends, relatives, and associates of the employee or applicant, unless restricted or prohibited by state statute, state common law, or local ordinance. For terms of what is a friend, relative, associate - refer to Section 1.3 of this Chapter.

Purpose Code J is used for initial background checks (must be followed with a Criminal Justice Employment fingerprint submission) of criminal justice agency personnel as well as the following:

- a. Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
- b. Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- c. Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation.

S - National Security

Used by a federal agency authorized by the Security Clearance Information Act (SCIA), Title 5, *United States Code*, Section 9101, when investigating individuals for any of the following:

- a. Access to classified information.
- b. Assignment to or retention in sensitive national security duties.
- c. Acceptance or retention in the armed forces.
- d. Appointment, retention, or assignment to a position of public trust, or a critical or sensitive position while either employed by the government or performing a government contract.

2.2 INDIVIDUAL ACCESS AND REVIEW AND CHALLENGE

An individual who follows the Right of Access and Review (RAR) procedures may access his or her own CHRI record. Please refer to the Illinois State Police website for accurate and up-to-date procedures:



<https://isp.illinois.gov/BureauOfIdentification/MyRecord>

2.3 MESSAGE KEY (MKE) CODES

MKE	MESSAGE
QH	Criminal History Inquiry by Name, Sex, Race, Date of Birth and/or FBI or SID
QR	Criminal History Inquiry through NCIC after receiving positive QH response
QR1	Criminal History Inquiry through LEADS after receiving positive QH response
CQIL	Request a Criminal History from an Illinois agency or the BOI
CRIL	Reply to a Criminal History Request from another Illinois agency

2.4 NLETS ADMINISTRATIVE MESSAGES

This section describes how NLETS users may acquire Criminal History Record Information (CHRI) from state and local law enforcement and criminal justice agencies with a standardized, secure and efficient method. This capability allows states that have automated criminal history systems to respond automatically (without manual intervention) to requests from other states over NLETS.

NLETS inquiries are used to retrieve criminal history records that are not presently available on NCIC's III (Triple I) system. They should never be used as a substitute for the Triple I system, but rather as a secondary inquiry after the user has:

- Inquired on the Triple I system and received a no record; or
- Received a record but feels that there may be additional data on the state file.

Format	Will Provide	How to Inquire	FYI
IQ	Summary arrest information from other states. Includes information that was not forwarded by the state to III	Name, Sex, Race, and DOB, or SOC, or MNU	Response will either be positive or no record. If positive, a SID number will be provided.
FQ	Detailed information from above CIQ response	Out of State SID number provided by CIQ response	

2.5 TEST RECORDS

As a reminder, LEADS inquiries should only be made for criminal justice purposes. However, in cases where inquiries must be made for training or testing purposes, the following "test" identifiers should be used. Other identifiers, including an operator's own name/dob, should not be used for training or testing LEADS inquiries.

- **CHRI: NAM/TEST,ILLINOIS SEX/M RAC/U DOB/020250**
- **SID/IL00002710**
- **FBI/9007700**



2.6 III QH, QR AND QR1 FORMAT REQUIREMENTS

For further details on QH and QR, please refer to the NCIC Operating Manual.

Criminal History Formats: The required fields, for all three, are purpose and attention.

Format	Will Provide	How to Inquire	FYI
QH	Summary arrest information from Illinois Bureau of Identification, and FBI III	Name, Sex, Race, and DOB, or SOC, or MNU	Any combination of name and numeric identifier may be used on this format.
QR	Detailed information from FBI III and other state central repositories	FBI number or out of state SID provided by QH inquiry	Do not use an IL SID on this format. Do not inquire using both the FBI number and out of state SID at the same time.
QR1	Detailed information of Illinois arrests	Illinois SID number provided by QH inquiry	Do not use out of state SID or FBI number on this format. Inquire using IL SID only.

2.7 MESSAGE FIELD CODES AND EDITS

The NCIC Operating Manual displays a table of Fields and their characteristics that are used in each type of inquiry. The NCIC Operating Manual also describes the Field Codes in detail. Refer to this manual and follow examples.

LEADS requires one additional field to be completed for any CHRI inquiry:

Requester's Name or Code

A. FIELD NAME: Requester's Name or Code

B. FIELD CODE: REQ

C. FIELD LENGTH: Up to 20 positions for QH,QR, QR1, and QIL inquiries; up to 30 positions for IQ, FQ, and AQ inquiries.

D. CHARACTER TYPE(S) ALLOWED: Alphabetic, numeric, special characters, and spaces.

E. USED IN ON LINE INQUIRY? Yes in QH, QR, QR1, QA, QIL, IQ, FQ, and AQ inquiry messages.

F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A

G. WHEN MODIFYING, DATA CAN BE:ADDED? N/A CHANGED? N/A DELETED? N/A

H. ON ENTRY, DATA IS: N/A

I. PURPOSE AND USAGE: Indicates who is requesting criminal history record information.

J. ALLOWABLE DATA AND EDITS: The requester's name or number code or combination of the two may be used.

K. NOTES: 1. It is preferable that a requester's name rather than a number be used in the REQ Field when possible.

2. In response messages, the "Requester's Name or Code" will reflect the same data from the corresponding fields in the inquiry received.

3. Must be a unique identifier such as a name and permanent numeric identifier, i.e. Brown 98547



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SECTION 3 - INQUIRY TO DETERMINE IF A CHRI/III RECORD EXISTS (QH)

3.1 QH

ILLINOIS CRIMINAL HISTORY (summary history) is automatically accessed when initiating a basic Illinois criminal history inquiry (QH). For further information, refer to the NCIC Operating Manual.

QH - Summary History

Header Information
QRI IL0998936 = ISP DOA BUR OF IDENTIFICATION JOLIET

Required Field
* Purpose
* Attention
* Requester

By NAM/DOB By NAM/SID By NAM/FBI By SOC/MNU

Required Information
* Name
* Sex
* Race
* Date of Birth

Submit Clear Close

Received Time: 20:18:54 03-02-21 Source ORI: IL0849600
Summary: QH: NAM=TEST, ILLINOIS SEX=M RAC=U DOB=19500202
 View Message Details

IL0849600 OPR/ PUR/C REQ/TEST
NAM/TEST, ILLINOIS SEX/M RAC/U DOB/19500202

SID/IL00002710 NAM/JUVTEST, TEST SEX/M
RAC/W DOB/19850123 HGT/600 WGT/200 HAI/BRO EYE/BRO
SKN/DRK SMT/TAT L LEG TAT R LEG TAT L ARM TAT R ARM
FPC/ FBI/9007700
SOC/271027171 CIR/
MNU/2710 AIR FORCE SERIAL NUMBER

SECTION 4 - CRIMINAL HISTORY RECORD REQUEST THROUGH NCIC (QR)

4.1 QR

FBI III and/or out of state CRIMINAL HISTORY FILES are automatically accessed when initiating a criminal history inquiry (QR) by FBI/UCN or out of state SID. For further information, refer to the NCIC Operating Manual.

QR - CHRI Rapsheet

Header Information
QRI

Required Information
* Purpose
* Attention

One of the Following
FBI/UCN#
State ID #

Optional Information
Department/Agency
Address/P.O. Box
City, State
Zip Code
Building

Submit Clear Close

Received Time: 20:18:54 03-02-21 Source ORI: ILNCIC000
Summary: QR: PUR=C SID=IL00002710
 View Message Details

F101 NCIC RESPONSE
IL0998936
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
RECORD REQUEST FOR SID/IL00002710. INDIVIDUAL'S RECORD WILL BE
COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES:
FBI - FBI/9007700
UTAH - STATE ID/UT00502502
NEVADA - STATE ID/NV01144220
NORTH DAKOTA - STATE ID/ND00083417

AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE.
END
MRI: 3464 IN: NCIC 484 AT 02MAR2021 20:18:54



SECTION 5 - CRIMINAL HISTORY RECORD REQUEST THROUGH LEADS (QR1)

5.1 QR1

Query for obtaining detailed information from Illinois arrests maintained at the ISP BOI by using the Illinois State Identification Number (SID) provided by the QH inquiry. You cannot use the out of state SID or FBI number on this query. Illinois SID is required.

QR1 - Illinois CHRI Rapsheet

Header Information
 ORI: [dropdown]

Required Information
 * Purpose: [dropdown]
 * Attention: [text]
 * Requester: [text]

One of the Following
 FBI /UCN#: [text]
 State ID #: [text]

Optional Information
 Department/Agency: [text]
 Address/P.O. Box: [text]
 City, State: [text]
 Zip Code: [text]
 Building: [text]

Submit Clear Close

Received Time: 20:21:10 03-02-21 Source ORI: IL0849600
 Summary: QR1: PUR=C ATN=BOI REQ=TEST SID=IL00002710
 View Message Details

IL0849600 OPR/ PUR/C REQ/TEST
 SID/IL00002710

THIS RECORD IS BASED ONLY ON THE SID NUMBER IN YOUR REQUEST (IL00002710)
 BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME,
 A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.
 ***** ILLINOIS STATE POLICE *****
 CRIMINAL HISTORY RECORD INFORMATION
 ***** STATE USE ONLY *****

 DATE: 03/02/2021 * ORI: IL0849600

 ILLINOIS STATE POLICE
 BUREAU OF IDENTIFICATION 260 NORTH CHICAGO STREET JOLIET, IL 60432-4075

=====

CRIMINAL HISTORY OF JUVTEST,TEST (LAST KNOWN NAME)

=====

STATE IDENTIFICATION NUMBER: IL00002710
 CONVICTION STATUS: PENDING DISPOSITION OR UNKNOWN
 CUSTODIAL STATUS: NO STATUS FOUND

JUVENILE DATA

INFORMAL ADJUSTMENT: 0 * FORMAL ADJUSTMENT: 0 * PROBATION ADJUSTMENT: 0

ALIAS NAME(S)

JUVTEST,TEST
 TEST,ILLINOIS

DATE OF BIRTH

02/02/1950

Responding to CHRI Requests within Illinois – Below is a sample of a CHRI Request in Messenger and the response.

CRII - Reply to a Criminal History Request from another Illinois agency

Received Time: 08:58:59 10-14-20 Source ORI: IL08496E2
 Summary: CQIL: IL08496X2 BN3 PUR=C REQ=MOORE 11696
 View Message Details

AS2.OPR/DM.PUR/C.REQ/MOORE 11696.
 MSG NR/-123.ORA/ILLINOIS STATE POLICE

REQUEST ANY CRIMINAL HISTORY INFORMATION YOUR AGENCY HAS ON FILE

PUBLIC,JOHN Q MALE DOB/0707198
 SOC/111223333

REPLY TO ORI IL08496E2
 ATTN; OFFICER JANE DOE

MRI: 173 IN: BN3 3 AT 14OCT2020 08:58:59
 OUT: D2R 3 AT 14OCT2020 08:58:59



CQIL - Request a Criminal History from an Illinois agency or the BOI

Received Time:	09:03:52 10-14-20	Source ORI:	IL08496X2
Summary:	CRIL: IL08496E2 D2R PUR=C REQ=OFFICER JANE DOE		
<input type="checkbox"/> View Message Details			
AS2.OPR/MM.PUR/C.REQ/OFFICER JANE DOE. MSG NR/-123.ORA/ILLINOIS STATE POLICE			
JOHN Q PUBLIC ARRESTED 10012017 FOR POSSESSION OF MARIJUANA JOHN Q PUBLIC ARRESTED 10012019 FOR POSSESSION OF COCAINE TESTING ONLY			
MRI: 176 IN: D2R 4 AT 14OCT2020 09:03:52 OUT: D2R 4 AT 14OCT2020 09:03:52			
Received Time:	09:03:52 10-14-20	Source ORI:	IL08496X2
Summary:	CRIL: IL08496E2 D2R PUR=C REQ=OFFICER JANE DOE		
<input type="checkbox"/> View Message Details			
MESSAGE ACCEPTED - D2R 00004 AT 09:03 10/14/2020 MRI-000176			

SECTION 6 – CRIMINAL HISTORY LOG

6.1 CRIMINAL HISTORY LOG

Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of criminal history record information (CHRI). Title 28, Part 20, Code of Federal Regulations (CFR), defines criminal history information and provides the regulatory guidance for dissemination of CHRI (Subpart B – State and Local Criminal History Record Systems, Section 20.20 Applicability). The FBI CJIS Security Policy provides additional controls regarding the logging of transactions related to criminal history record access. LEADS Policy reflects all controls placed on criminal history information established in the aforementioned federal regulation as well as the FBI CJIS Security Policy.

Title 28 CFR Part 20, Subpart B, 20.20 (e)

Ensure that annual audits of a representative sample of State and local criminal justice agencies chosen on a random basis shall be conducted by the State to verify adherence to these regulations and that appropriate records shall be retained to facilitate such audits. Such records shall include, but are not limited to, the names of all persons or agencies to whom information is disseminated and the date upon which such information is disseminated.

CJIS Security Policy, Section 5.4.7 Logging NCIC and III Transactions

A log shall be maintained for a minimum of one (1) year on all NCIC and III transactions. The III portion of the log shall clearly identify both the operator and the authorized receiving agency. III logs shall also clearly identify the requester and the secondary recipient. The identification on the log shall take the form of a unique identifier that shall remain unique to the individual requester and to the secondary recipient throughout the minimum one-year retention period.

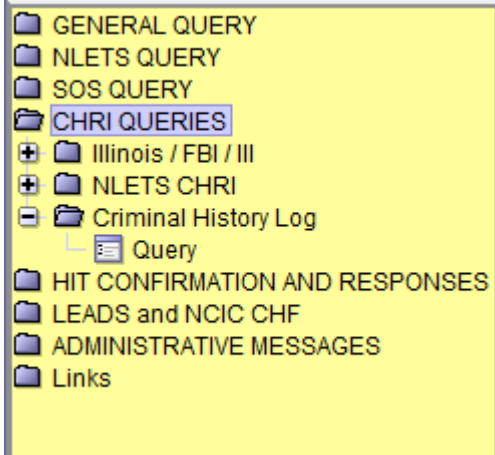
All agencies are required to generate a criminal history log monthly for their agency. If an agency or communication center provides service to multiple agencies, a criminal history log must be generated for each individual agency.

09/28/2021



CRIMINAL HISTORY LOG GUIDE

1. At the beginning of each month the LAC or their delegate must run a query for the previous month by the agency's ORI. This query can be found in in LEADS 3.0 Messenger, CHRI Queries, Criminal History Log, Query.



2. The previous month's dates must be entered along with the agency's ORI. See example below.

A screenshot of a web form titled "QCHL - Criminal History Log Report". The form has a "Header Information" section with a dropdown menu for "ORI" set to "IL08496X2 = ISP DOA TECHNOLOGY SERVICES IL". Below this is a "Required Fields" section with three rows: "* Start Date" with the value "08/01/2021", "* End Date" with the value "08/31/2021", and "* ORI to Search" with the value "IL0940300". At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

3. The query will generate the Criminal History Log for the time period requested. The summary will appear at the top and bottom of the report. This summary provides the dates of the log. See the examples below and on the next page of the summary and the Criminal History Log.

Summary: QCHL: SDT=20210801 EDT=20210831 QRI=IL0940300



Received Time:	14:13:11 09-23-21	Source ORI:	IL08496X2							
Summary:	QCHL: SDT=20210801 EDT=20210831 QRI=IL0940300									
<input type="checkbox"/> View Message Details										
CRIMINAL HISTORY LOG REPORT										
09/23/2021										
LIST OF LOG RECORDS FOR DATE/ ORI/IL0940300										
MKE	DATE	AGENCY	REQUESTOR	SUBJECT NAME	DOB	SOC	FBI	SID	PUR	OPERATOR
QH	20210811:1859	IL0940300	INV J GREENLIEF	JOHNSON,MICHEAL L	19950423				C	GN00017
QH	20210812:1742	IL0940300	INV J KRAMER	BEARDEN,MINDY	19841204				C	GN00017
QH	20210814:2237	IL0940300	RL	FRAKES,WILLIAM L	19701005				C	RL00112
QH	20210820:0424	IL0940300	JH	BARRY,JAMES A	19660917				C	JH00531
QR	20210820:0429	IL0940300	TCO J HORNER					IL24850260	C	JH00531
QR	20210820:0430	IL0940300	TCO J HORNER				173035EA4		C	JH00531
QR	20210820:0437	IL0940300	JH				173035EA4		C	JH00531
QR	20210820:0528	IL0940300	JH				173035EA4		C	JH00531
QR	20210820:0529	IL0940300	JH					IL24850260	C	JH00531
QH	20210821:0545	IL0940300	JH	MORRISON,DEVONTE M	20030710				C	RL00112
QH	20210821:0546	IL0940300	JH	RUBIO,TOMAS A	20021218				C	RL00112
QH	20210823:2307	IL0940300	C62	LARSON,JORDAN N	19661214				C	CO00060
QH	20210823:2309	IL0940300	C62	LARSON,JULIE K	19661214				C	CO00060
TOTAL: 13										
MRI 684576 IN: PHFS 136886 AT 23SEP2021 14:13:11										
OUT: D2R 5 AT 23SEP2021 14:13:11										
Received Time:	14:13:11 09-23-21	Source ORI:	IL08496X2							
Summary:	QCHL: SDT=20210801 EDT=20210831 QRI=IL0940300									
<input type="checkbox"/> View Message Details										
MESSAGE ACCEPTED - D2R 00006 AT 14:13 09/23/2021										
MRI-684573										

4. The log for each agency is required to be printed and kept on file for one year from date of report.