

***for August 27, 2019***

## 2021 LEADS Operational Audit Cycle

A LEADS audit is inherent with participation in LEADS/NCIC as defined in Illinois Administrative Code, 20 ILAC 1240.100 (a) through (f) - LEADS Terminal Agency Audits. NCIC mandates that the CJIS Systems Agency (CSA - Illinois State Police) conduct an audit of each agency every three years (FBI CJIS Security Policy, Version 5.8, 06/01/2019, Section 5.11.2 - Audits by the CSA). Through the audit process, the objective is to ensure the quality and accuracy of the records entered into LEADS/NCIC and to assist users in complying with the rules and regulations of LEADS/NCIC. Accurate records and compliance with system guidelines reduce potential liability for agencies.

The new **Operational** audit cycle has recently begun. It consists of the IL CJA Admin, the CHRI Usage audit (if applicable) and CHF audits (if your agency is Full Access). If your agency was previously audited in 2016, 2017 or 2018 audit cycle, your agency will once again be audited in 2019, 2020 or 2021.

When an agency is selected for an audit, the LEADS Agency Coordinator (LAC) will receive an email with instructions on how to log on to the on-line audit website, CJIS Audit. All of the questions can be previewed before initiating the audit and once the audit is started it may be saved for completion at a later time. Agencies have 30 days (60 for Full Access) to complete the audit and return it to ISP for review. Upon review by ISP, it MAY be returned to your agency for more information/clarification or a Required Response for a non-compliant area. After the audit has been completed, a written analysis will be sent to the agency head detailing the audit findings.

Please note that the **Technical Security** audit is different and will be an additional audit that your agency must undergo.

If your agency provides LEADS service to another agency, please ensure that this daily briefing is forwarded to them.

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

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