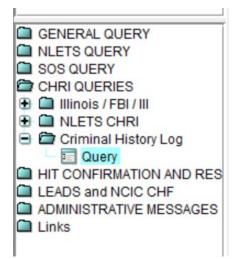
LEADS Daily Bulletin December 12, 2023

Criminal History Log Queries

With the implementation of the LEADS 3.0 system, the LAC has the ability to run their agency's Criminal History Log in OpenFox Messenger. To obtain the criminal history logs, the LAC will need **all ORIS** the agency utilizes. The LAC <u>must</u> query each station individually.

Find the Menu tree on the left side of the Messenger screen, select the CHRI QUERIES folder. Go to the sub folder labeled "Criminal History Log", double click on "Query".



The QCHIL form will populate. Enter the date parameters and the ORI for the search. This will have to be completed for **each** station (ORI). The Criminal History log can be searched from July 11, 2021 to present in LEADS 3.0.

QCHL - Criminal History Log Report	_	×
Header Information		
<u>O</u> RI	•	-
Required Fields * Start Date 10/01/2021 * End Date 10/31/2021 * ORI to Search IL0849619		
Submit Clear Clo	se	

As a reminder, Criminal History logs should be <u>reviewed by the LAC on a monthly basis to</u> <u>ensure Criminal Histories are being ran for criminal justice purposes only</u>. The Criminal History log should be maintained for 1 year. For any secondary dissemination, this Criminal History log must be maintained for 3 years.

NOTE: LAC's can also utilize the Criminal History logs at anytime for their own internal audit purposes.

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.

Operator's Initials	Date								