

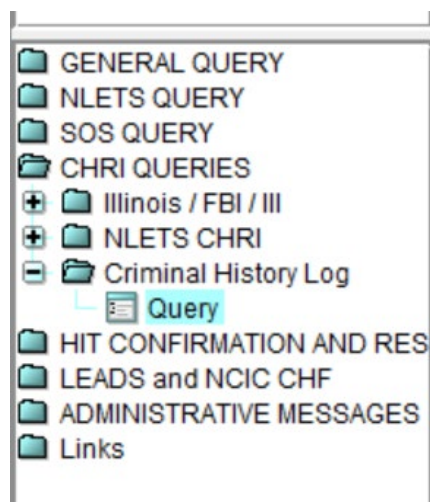
## LEADS Daily Bulletin

April 28, 2025

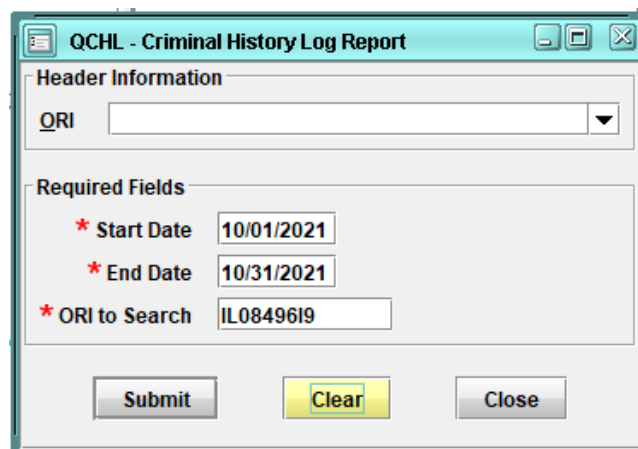
### Criminal History Log – LEADS 3.0

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 **must** 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.

A screenshot of the 'QCHL - Criminal History Log Report' form. The form has a title bar with the text 'QCHL - Criminal History Log Report'. Below the title bar is a section labeled 'Header Information' containing a dropdown menu for 'ORI'. Below this is a section labeled 'Required Fields' containing three rows of input fields: '\* Start Date' with the value '10/01/2021', '\* End Date' with the value '10/31/2021', and '\* ORI to Search' with the value 'IL0849619'. At the bottom of the form are three buttons: 'Submit', 'Clear', and 'Close'.

As a reminder, Criminal History logs should be reviewed by the LAC on a monthly basis to ensure Criminal Histories are being ran for criminal justice purposes only. 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 [ISP.HelpDesk@illinois.gov](mailto:ISP.HelpDesk@illinois.gov) or by calling 866/LEADS-00.

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