

LEADS Daily Bulletin

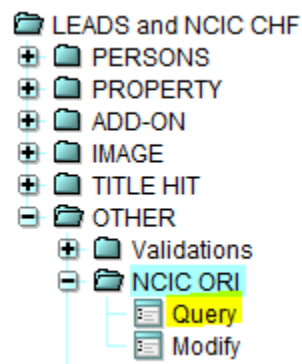
July 12, 2022

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.

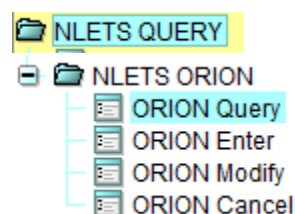
NCIC ORI Inquiry:

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.

A screenshot of the 'QO - NCIC Query ORI' form. The form has a title bar with the text 'QO - NCIC Query ORI'. It contains two main sections: 'Header Information' and 'Required Information'. In the 'Header Information' section, there is a 'Message Key' dropdown menu set to 'QO = ORI Complete' and an 'ORI' dropdown menu. In the 'Required Information' section, there is a red asterisk followed by 'ORI' and a text input field. At the bottom of the form are three buttons: 'Submit', 'Clear', and 'Close'.

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.

A screenshot of the 'TQ - NLETS Query ORION' form. The form has a title bar with the text 'TQ - NLETS Query ORION'. It contains two main sections: 'Header information' and 'Query by ORI'. In the 'Header information' section, there is an 'ORI' dropdown menu and a red asterisk followed by 'Destination 1' and a dropdown menu. In the 'Query by ORI' section, there is a red asterisk followed by 'ORI' and a text input field, and a 'Location' text input field. At the bottom of the form are three buttons: 'Submit', 'Clear', and '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/primary 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 CDC/**IZZ** by Thursday, September 1, 2022.

Please include in the message sent to CDC/IZZ:

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 ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00. Please provide your agency ORI with the request.

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