

Show with Out of Compliant Responses

CHF Audit - Article Entries

Section: Article Records

Section Instructions:

Please answer the questions for each Article record provided by your auditor.

1). Please enter the LEADS number of the Article record being reviewed.

1). Documentation: Does supportive documentation exist for this entry and is it available 24/7?

Yes

No

2). Timeliness: Compare the police report date/time and the CHF entry's date/time (DTE and TME). Was this record entered as soon as there was adequate information to make the entry? (Note regarding Article entries: There are times when an article's entry is delayed due to the fact that the owner does not have immediate access to the SER. With that in mind, was this entry made as soon as the SER was provided by the owner?)

Yes

No

3). Completeness: Compare this entry to its supportive documentation. Was the article entered into the correct system(s) (LEADS/NCIC [EA] or LEADS only [EA1]) based on its value and circumstances surrounding the theft, and do the identifiers in the entry match those in the case report (BRA, TYP, SER, etc.)?

Yes

No

4). Accuracy: Was this entry checked for accuracy and completeness by a second party within 24 hours of entry?

Yes

No

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