

LEADS Daily Briefing
for August 9, 2019

LEADS Gang File - Change to Validation Process and File Retention

Validation

When the LEADS Gang File went on-line in 1993 gang entries did not require validation nor did they have a file retention period like other CHF records. Gang File records were retained in LEADS indefinitely unless they were cancelled or voided.

In 2013, the monthly LEADS Validation reports began including Gang File records five years after the date of entry (DTE) and then five years after the date of validation (DTV). **Effective July 1, 2018, this schedule has been changed to follow the same validation schedule as other Computerized Hot File (CHF) records - two months after the date of entry (DTE) and then annually thereafter.**

Agencies are required to determine whether these records should remain in LEADS or be cancelled. It is not acceptable to leave the record in LEADS merely because the agency does not have anything that contradicts the initial identification of the individual's gang activity. The "once a gang member, always a gang member" axiom is not acceptable. **In order to validate to keep the entry active in LEADS, an agency must have information or evidence of recent gang activity to support the record's existence. If no information or evidence exists, the entry must be cancelled.**

Retention

Gang File records will be retained for five years after the date of entry (DTE) and then purge. Once a gang record is purged, the agency must have evidence of recent gang activity in order to establish a new Gang File record on the individual.

See the Gang Member File chapter in the eManual and the Gang File Validation and Retention help file, which may be accessed via LEADS 2000 > Help.

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

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