

Show with Out of Compliant Responses

## CHF Audit - Gun Entries

### Section: Gun Entry

**Section Instructions:** Please answer the questions for each Gun record provided by your auditor.

#### 1). Please enter the LEADS number of the gun 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 Stolen Gun entries: There are times when a lost/stolen gun entry is delayed due to the fact that the owner does not have immediate access to the SER. With that in mind, if this gun record is a lost/stolen gun entry, 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. Do the identifiers in the entry match those in the case report (correct gun MAK code used, SER was entered accurately, CAL and TYP are correct, etc.)?

Yes  
No

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

Yes  
No

#### 2). Please enter the LEADS number of the gun 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 Stolen Gun entries: There are times when a lost/stolen gun entry is delayed due to the fact that the owner does not have immediate access to the SER. With that in mind, if this gun record is a lost/stolen gun entry, 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. Do the identifiers in the entry match those in the case report (correct gun MAK code used, SER was entered accurately, CAL and TYP are correct, etc.)?

Yes  
No

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

Yes  
No

**3). Please enter the LEADS number of the gun 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 Stolen Gun entries: There are times when a lost/stolen gun entry is delayed due to the fact that the owner does not have immediate access to the SER. With that in mind, if this gun record is a lost/stolen gun entry, 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. Do the identifiers in the entry match those in the case report (correct gun MAK code used, SER was entered accurately, CAL and TYP are correct, etc.)?**

Yes  
No

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

Yes  
No

**4). Please enter the LEADS number of the gun 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 Stolen Gun entries: There are times when a lost/stolen gun entry is delayed due to the fact that the owner does not have immediate access to the SER. With that in mind, if this gun record is a lost/stolen gun entry, 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. Do the identifiers in the entry match those in the case report (correct gun MAK code used, SER was entered accurately, CAL and TYP are correct, etc.)?**

- Yes
- No

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

- Yes
- No

**5). Please enter the LEADS number of the gun 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 Stolen Gun entries: There are times when a lost/stolen gun entry is delayed due to the fact that the owner does not have immediate access to the SER. With that in mind, if this gun record is a lost/stolen gun entry, 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. Do the identifiers in the entry match those in the case report (correct gun MAK code used, SER was entered accurately, CAL and TYP are correct, etc.)?**

- Yes
- No

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

- Yes
- No