



LEADS INTERFACE CHECKLIST

Agency Name: _____ Date: _____

Please include this page with the required Interface packet/forms when submitting to ISP LEADS Administration

Please indicate the type of interface agency you are:

- Interface Agency Provider (contracted with a vendor to develop a CAD, MDC or Handheld interface to LEADS)
- Interface Agency Using Interface Owned by Another Agency (*if so, only the Station Assignment Form is required from the Written Confirmation list below. However, the LEADS Messenger Service Client mandate below is applicable, unless an MDC ONLY agency is submitting an application..*)

Please provide confirmation of the following for ALL device types: _

- Vendor meets all FBI CJIS Security Requirements located at <https://isp.illinois.gov/LawEnforcement/LEADSSecurity>.
- A signed contract has been established with the interface vendor.
- An Inter-Agency Agreement between the criminal justice agency and the interface vendor is **ATTACHED (please attach to this form)**. Agreement is located at <https://isp.illinois.gov/LawEnforcement/Forms>.
- The signature page of the NCIC Security Addendum (read and signed by the interface vendor representative[s] that develop/implement the interface) to LEADS is **ATTACHED (please attach to this form)**. The addendum is located at <https://isp.illinois.gov/LawEnforcement/LEADSSecurity>.
- The Interface Station Assignment form <https://isp.illinois.gov/LawEnforcement/Forms> is **ATTACHED (must be attached to this form)**.
- The vendor representative(s)/technician(s) have had a state of residence and federal fingerprint based background check conducted. Supportive documentation **MUST be ATTACHED** confirming completion and no felony convictions or crimes of moral turpitude.
- The vendor representative(s) has received LEADS/NCIC/CJIS Security Awareness Training. Refer to LEADS Operator Certification (LOCP) Plan at <https://isp.illinois.gov/LawEnforcement/LEADSSecurity> for requirements and how to achieve this training. **Please ATTACH** confirmation training completed.

NOTE: A separate Station must be assigned for each method of interface access (CAD, Mobile Data, Handheld) and each agency accessing LEADS using the interface must be assigned their own agency Station with their own agency NCIC ORI.

It is the criminal justice agency Chief Administrator's responsibility to ensure all LEADS and NCIC operational and technical mandates are met.

to provide this information to the vendor once a contract has been signed and the above requirements are met.

HANDHELD DEVICES: Must also submit the following with the Interface Station Assignment form:

Written confirmation that vendor is compliant with the FBI CJIS Security policy with specific attention to security, network, encryption, wireless access, handheld device requirements **(technical and management controls)**. FBI CJIS Security Requirements can be found at <https://isp.illinois.gov/LawEnforcement/LEADSSecurity>

LEADS 3.0 Messenger Work Station Client

CAD Interface agencies *must install the LEADS 3.0 Messenger Work Station Client program and web-browser client* (which requires a Station ID to be assigned) on at least one workstation at agency's location, e.g., communications/dispatch center. This requirement ensures that each agency is defined in the LEADS 3.0 OpenFox Configurator which will be used as an agency database resource for LEADS to facilitate compliance with NCIC mandates, serve as contingency backup for LEADS access if your interface is not operational and to obtain information and forms that are not accessible via the interface.

Already a LEADS 3.0 Agency

Application for LEADS 3.0 attached (refer to <https://isp.illinois.gov/LawEnforcement/Forms> for the LEADS application form)

For New LEADS 3.0 Agency - Submit Forms:

Forms Checklist

Department Registry

Device Data forms

Agency Head Name (printed): _____ **Title:** _____

Agency Head Signature: _____