

Agency Consolidation – LEADS Issues

When an agency is closing its dispatch/records office and having its LEADS CHF entry service provided by another department, there are a few issues to be considered when preparing for this consolidation:

- CHF records transfer
- Cancelling or keeping CDCs
- Executing required agreements with new agency

CHF Records Transfer

- Existing CHF records can be transferred by ISP LEADS programming staff
 - It is not necessary to void and re-enter
- Submit to LEADS Administration the CDC Cancellation/CHF Records Transfer Request form
 - Available via LEADS 2000 > LEADS Forms
 - Form is used for both purposes
 - Check box(es) at the top to indicate why the form is being submitted
 - Submit as soon as possible. **Do not wait until just a few days before effective date to submit this form.**
 - When selecting an effective date, do not choose a Friday or the day before a state holiday
 - Indicate whether Sex Offender records should be included in the records transfer
 - If no, indicate this on the form or attach a separate note
 - Sex Offender records will then remain with the original agency
 - If another agency currently enters your records, include a note or separate page identifying that agency
 - NOTE: any caution records will need to be manually transferred as we cannot differentiate who owns a caution record
- Supportive Documentation
 - The served agency must provide its active LEADS records to the serving agency. The serving agency must also have access to the served agency's supportive documentation on a 24/7 per day basis either by direct access or telephone/computer access
- Once the CHF transfer takes place, validations will now be sent to the agency providing service and they will need to perform the validation transaction in LEADS
 - Which agency will be responsible for contacting the complainant to verify the record status is something that must be worked out between the two agencies

Cancelling or Keeping CDCs

- If the agency closing its dispatch will keep a LEADS terminal(s), even if it is just keeping a single mobile data computer:
 - LAC appointment is still required
 - The agency will still undergo its own LEADS audit
- If no existing LEADS terminals will be retained, the CDCs for the off-lined terminals must be cancelled using the CDC Cancellation/CHF Records Transfer Request form

Agreements To Execute

- Holder of the Record Agreement
 - When one agency provides LEADS CHF entry service to another
 - Stays on file at both agencies
 - Do not send to LEADS Administration
- Message Service Agreement
 - Must be executed when served agency has no terminals or only has MDCs
 - Stays on file at both agencies
 - Must be sent to LEADS Administration for processing
- If a Communications Center is providing the LEADS service, an Interagency Agreement must be executed
 - Stays on file at both agencies
 - Do not send to LEADS Administration

All agreements can be accessed at LEADS 2000 > LEADS Forms > LEADS Agreements

- See LEADS Agreement Help File for more information

Please contact the Help Desk (866/LEADS-00) with specific questions.