

## LEADS Daily Bulletin

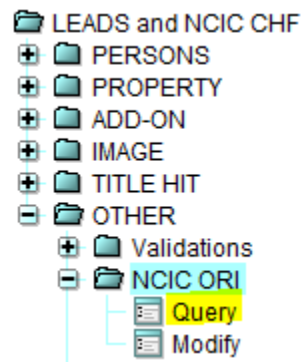
August 12, 2024

### Biennial ORI Validation

The Illinois State Police is required to conduct a biennial ORI validation to ensure the accuracy of the NCIC and NLETS ORI files. To assist us with this process, we ask that all agencies conduct an NCIC ORI **and** NLETS ORION inquiry on their ORI and the ORI(s) of any agency(s) for which they provide service to ensure accurate information is being maintained.

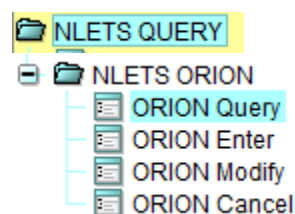
#### NCIC ORI Inquiry:

LEADS 3.0 users - click on LEADS and NCIC CHF, Other, NCIC ORI, Query or type **QO** in the quick query bar for quick access to the query.

A screenshot of the QO - NCIC Query ORI form. The form has a title bar "QO - NCIC Query ORI". It contains two sections: "Header Information" and "Required Information". In the "Header Information" section, there is a "Message Key" dropdown menu set to "QO = ORI Complete" and an "ORI" text field. In the "Required Information" section, there is an "ORI" text field. At the bottom, there are three buttons: "Submit", "Clear", and "Close".

#### NLETS ORION Inquiry:

LEADS 3.0 users - click on NLETS Query, NLETS ORION, then ORION Query or type **TQ** in the quick query bar for quick access to the query.

A screenshot of the TQ - NLETS Query ORION form. The form has a title bar "TQ - NLETS Query ORION". It contains two sections: "Header Information" and "Query by ORI". In the "Header Information" section, there is an "ORI" text field and a "Destination 1" dropdown menu. In the "Query by ORI" section, there is an "ORI" text field and a "Location" text field. At the bottom, there are three buttons: "Submit", "Clear", and "Close".

#### NCIC CHF Records:

When a CHF record is entered into LEADS and NCIC, the telephone number of the entering agency (based on the entering CDC/primary NCIC ORI) will be included in all positive NCIC record responses as the telephone number to call for Hit Confirmation purposes (if necessary). The telephone number included in the NCIC record response will match the telephone number that is listed in the NCIC ORI file; therefore, it is imperative that the telephone number in the NCIC ORI file be accurate.

If the information in the NCIC ORI and/or NLETS ORION files is not accurate, submit the Administrative Message through LEADS for the changes for your agency (or any agency(s) for which you provide LEADS/NCIC service) to station/**HV8**.

1. NCIC ORI of agency to be modified
2. Agency Name
3. Information to be modified:
  - a. Address
  - b. Primary Telephone Number
  - c. Secondary Telephone Number
  - d. Fax Number

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to [ISP.HelpDesk@illinois.gov](mailto:ISP.HelpDesk@illinois.gov) or by calling 866/LEADS-00. Please provide your agency ORI with the request.

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