## LEADS 3.0 Daily Bulletin October 10, 2023

## **REQUIREMENTS FOR MONTHLY VALIDATION**

All LEADS user agencies shall validate, on a periodic basis as required of the user agency by Illinois Administrative Code, Title 20 Part 1240.70 LEADS – Validation of CHF Records, all LEADS hot file records entered on their authority.

Validation is the process <u>of comparing the accuracy of computerized hot file (CHF) records against the</u> <u>corresponding supportive documentation and verifying the status of the information with the complainant.</u> The purpose of validation is to correct or remove inaccurate, incomplete, or unsupported CHF records, thus reducing future civil liability for entering agencies resulting from false arrest or detention. Validation is required by regulation for all agencies maintaining records in the LEADS/NCIC computerized hot files (CHF). Only by conscientious validation of records can users remain assured the integrity of the system is being upheld and inquiring officers/operators can rely on the information in LEADS and NCIC.

Agencies have the option to print and retain the validation records or retain only the computerized version. Either must still be retained for 18 months. <u>The signature of the validator and LAC will no longer be required.</u> Documentation and CHF print outs attached to the record will serve as the signature of record.

On or about the first Saturday or Sunday of the validation month, the Open Fox Switch will generate an initial notification transaction to each ORI that has records in the system requiring validation.

It shall be the responsibility of the LEADS Agency Coordinator (LAC) for the original agency to cause each record to be processed. The LAC shall ensure any errors are corrected, inactive records are removed, and active records are kept in the system by submitting the appropriate validation transaction.

Any record not appropriately validated within the authorized period shall be removed automatically from LEADS/NCIC.

Article File records containing a TYP Field code beginning with Q (Public Safety, Homeland Security, and Critical Infrastructure Items of Identification), T (Toxic Chemicals) and Z (Lost or stolen Public Safety, Homeland Security or Critical Infrastructure Items/Equipment) *must* be validated. There is no validation requirement for other Article Files records beyond the initial 60-90 days.

On a monthly basis, the LEADS/NCIC System extracts active records on file for validation purposes. The validation includes a portion of each file and includes newly entered records that are 60-90 days old. In addition, this includes any records 14-15 months old, 26-27 months old, 38-39 months old, etc.

The validation schedule is as follows:

Validation Month	Month to be	Month Overdue		
Queried	Validated			
JANUARY	OCTOBER	SEPTEMBER		
FEBRUARY	NOVEMBER	OCTOBER		
MARCH	DECEMBER	NOVEMBER		
APRIL	JANUARY	DECMBER		
MAY	FEBRUARY	JANUARY		
JUNE	MARCH	FEBRUARY		
JULY	APRIL	MARCH		
AUGUST	MAY	APRIL		
SEPTEMBER	JUNE	MAY		
OCTOBER	JULY	JUNE		
NOVEMBER	AUGUST	JULY		
DECEMBER	SEPTEMBER	AUGUST		

Please review the validation transaction process in the LEADS Manual, Other Transactions Chapter, on the ISP Website, <u>https://isp.illinois.gov/LawEnforcement/LEADS3Manual</u>. Agencies have the option to validate single records. The agency must ensure each record within the batch set is complete and accurate, if one record is encountered by the system that is not complete or accurate, this will terminate the batch process. The agency will have to inquire on each record within that set to determine which records were validated and which were not. Performing another inquiry for the record type may prove to be inaccurate.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to <u>ISP.HelpDesk@illinois.gov</u> or by calling 866/LEADS-00.

Operator's Initials	Date								