LEADS Daily Bulletin

February 3, 2025

Packing Person Entries

To ensure LEADS/NCIC Computerized Hot File (CHF) records are as complete as possible, operators should make prerequisite inquiries prior to entry (10-27, 10-28, CHRI, Soundex, title search, FOID inquiry, local file check, etc.). The purpose for making these types of inquiries (QH, QR, QR1) prior to entry allows for additional or missing data to be obtained (reasons for caution, numeric identifiers {SID, FBI, SSN, etc.}, alias names and alias DOBs, etc.). This data should be used to "pack" the entry with as many identifiers as possible to increase the chances of recovery or apprehension. Prior to using any of the data obtained via a prerequisite inquiry, agencies **MUST** ensure the data pertains to the same individual for which the CHF entry is being made. (LEADS Regulations & Policies, pages REGS-26 through 29)

This Daily Bulletin applies to **any** Person Entry: **Wanted, Missing, Gang, Protection Order, Sex Offender, Violent Person, FNP** etc. Each agency assumes responsibility for the accuracy of the records entered under its authority, Per the Illinois Administrative Code, Title 20, Part 1240.60, the accuracy of LEADS records is required to be double-checked by a second party within 24 hours after entry.

If you have questions or concerns regarding this information, please contact the ISP Help Desk by either emailing your questions to ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date