

LEADS Daily Bulletin

April 2, 2025

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 **of comparing the accuracy of computerized hot file (CHF) records against the corresponding supportive documentation and verifying the status of the information with the complainant.** 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. **The signature of the validator and LAC will no longer be required. 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.

