

**LEADS Daily Briefing**  
*for March 23, 2020*

## Access To and Dissemination of CHRI Review

### Who May Access CHRI (Criminal History Record Information):

**Criminal Justice Agencies** - Only criminal justice agencies with a current, valid Criminal History Record Information Criminal Justice Agreement on file with the Illinois State Police will be allowed access to CHRI. These authorized agencies may make inquiries through LEADS to obtain CHRI in the form of a transcript or summary from the Bureau of Identification. Criminal justice agencies include law enforcement agencies, State's Attorneys' offices, the Illinois Department of Corrections, and probation and parole offices.

**Non-Criminal Justice Agencies** - Only statutorily authorized non-criminal justice agencies who have a current, valid Criminal History Record Information Criminal Justice Agreement on file with the Illinois State Police will receive CHRI. These agencies receive only the specific type of CHRI as authorized by the applicable statute (e.g., conviction information only). The dissemination of CHRI obtained through LEADS to non-criminal justice agencies can be made only by the Bureau of Identification. Requesters or requesting agencies should be referred directly to the Bureau of Identification.

**Individuals** - An individual who follows the Right of Access and Review (RAR) procedures may access his or her own CHRI record. The RAR fingerprint card must be submitted to the Bureau of Identification to begin this process and to ensure the subject accesses the appropriate record. Law enforcement agencies must assist individuals wishing to exercise this process. (See the LEADS eManual, Criminal History Chapter for details on the RAR procedure.)

**Dissemination of CHRI** No agency should acknowledge the existence or non- existence of a criminal history record to any person, group, or organization not authorized to access CHRI. Dissemination of a criminal history record to a non-criminal justice agency is prohibited. Only the Bureau of Identification may disseminate CHRI to non-criminal justice agencies. Authorized non-criminal justice agencies must deal directly with the Bureau of Identification to gain access to this information.

It is a violation of both federal and state law for the LEADS CHRI system to be used for employment or licensing purposes for private agencies.

For assistance please contact the Help Desk at 866/LEADS-00.

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