

**LEADS Daily Briefing**  
*for July 1, 2020*

## 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 2000 users - click on 'Inquiry', 'NCIC', 'NCIC ORI Inquiry', select inquiry Message Key 'NQO' from the drop down menu.

## NLETS ORION Inquiry:

LEADS 2000 users - click on 'Inquiry', 'NLETS', 'NLETS ORION Inquiries'.

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.

The second telephone number in the NLETS ORION ORI file can be used to identify the telephone number for all other types (other than CHF Hit Confirmation) of calls/inquiries, if preferred. If a secondary telephone number is required to be entered in the NLETS ORI file, include this in the LEADS Administrative Message sent to terminal CDC/HV8.

If the information in the NCIC ORI and/or NLETS ORION files is not accurate, please submit changes for your agency (or any agency(s) for which you provide LEADS/NCIC service) to CDC/HV8 by **Friday, September 18, 2020.**

Please include in the message sent to CDC/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 submitting a phone number change, please indicate which phone number (primary or secondary) requires updating.

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

[illegible]

