LEADS Daily Bulletin

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CHF Pre-Requisite Inquiries – Determining Reasons for Caution

When making pre-requisite inquiries prior to CHF person entry (Wanted, Missing, SOR, OOP, FNP, etc.) it is necessary to run the subject's criminal history to check for any reasons for caution. It is important to note that **the CHRI Summary (QH) should <u>not</u> be solely relied upon to determine reasons for caution**. When a CHRI summary returns that indicates any charges/convictions that could potentially be reasons for caution, the SID number should be inquired upon (QR1) so the full rap sheet can be reviewed.

The CHRI Summary lists charges and convictions generally, the SID response will show the specific charges/convictions present in the subject's criminal history. For example, the CHRI Summary may list a charge of "ASSAULT", however, the full rap sheet from the IL SID response may specify the actual charge was aggravated battery. Similarly, when the CHRI summary lists a charge of "OBSTRUCTING THE", the actual charge in the rap sheet will usually be resisting a peace officer.

Additionally, when a CHRI inquiry (QH) returns an FBI III response, any out of state SID numbers that are listed should also be inquired upon (QR) to check for any additional reasons for caution.

All applicable reasons for caution should be listed as the first item in the MIS field of the entry when caution is present, starting with the most serious charge in the subject's history. Ensure that the correct message key (MKE) and caution indicator (CMC) are being used when making entries that require caution.

Caution indicators are imperative to enhance office safety, so ensure a thorough check for caution is being done for every entry and <u>also</u> ensure that checks for caution are being completed during record validation as new charges may have been filed since the original date of entry.

If you have any questions or need assistance, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

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