

4501:2-10-05 Validations.

(A) All entries into the LEADS and NCIC files shall be reviewed and documented by a second person within the agency to verify the data entered matches the source document(s). The purpose of this check is to ensure accuracy and completeness of the record.

(B) Invalid records or data must be removed from the files immediately and may not be re-entered unless and until a complete validation of the data contained therein is completed.

(C) Records not validated in accordance with this chapter are subject to removal by LEADS and/or NCIC.

(D) Random or special validations may be required to maintain the accuracy and integrity of the LEADS and NCIC files.

(E) Validation schedule:

Terminal agencies permitted full access may enter records into LEADS and/or NCIC. The validation procedure outlined in the LEADS operation manual must be followed.

(F) Documents associated with the validation process are to be retained by the validating agency for one year and may then be destroyed. The documents must include who was contacted, when the contact was made, and the status of the person or property.

(G) Failure to properly validate records as required will subject the agency to sanctions.

Effective: 04/05/2013