

VALIDATIONS – Table of Contents

VALIDATION PROCEDURE

VALIDATION OF IMAGES

VALIDATION OF CONCEALED HANDGUN LICENSE

VALIDATION CERTIFICATION PROCEDURE

VALIDATIONS

Validation procedures are to be formalized and copies of these procedures must be maintained on file. In addition, documentation and validation efforts must be maintained for review during an audit.

To comply with the LEADS and/or NCIC requirements concerning entered records, each record must be validated within 60 to 90 days of entry and annually thereafter. Missing juveniles are required to be validated initially at 30 days and annually thereafter. Validations are necessary to ensure accurate and timely data is entered and that invalid entries are removed in a timely manner.

While the entering agency shall be responsible for the entered records into LEADS and/or NCIC systems, the non-entering agency shall provide complete supporting validation documentation to the entering agency at the time of validation. These actions aid in minimizing an agency's possible involvement in litigation due to inaccurate or invalid records entered.

VALIDATION PROCEDURE

When an agency retrieves the list of records to validate each month from LEADS, it is imperative the agency checks to ensure the person or property is still wanted or missing.

Wanted Persons:

1. Check against the original active files.
2. Check with the court to ensure the court has not recalled the warrant and failed to notify your agency. Document the response on your records.
3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record.
4. If unable to obtain a definite, positive response, cancel the entry.

Missing Persons:

1. Missing juveniles are required to be validated initially at 30 days and annually thereafter. The missing juvenile validation also includes attempting to obtain dental record information.
2. Check with the parent, guardian, or other reporting person on a missing person, as the subject may have returned without notification to your agency. Document the response on your records.

3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record.
4. If unable to obtain a definite, positive response, cancel the entry.

Protection Orders:

1. Check against your files to ensure it is still active.
2. Check with the court to ensure the court has not cancelled or modified the protection order and failed to notify your agency. Document the response on your records.
3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record..
4. If unable to obtain a definite, positive response, cancel the entry.

Stolen Cars, Parts and Property:

1. Check against your files to assure it is still active.
2. Check with the owner and/or the insurance company to ensure the property, vehicle or part was not returned without your knowledge. Document the response on your records.
3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record.
4. If unable to obtain a definite, positive response, cancel the entry.

VALIDATION OF IMAGES

Verify the image attached to the base record is the correct image.

VALIDATION OF CONCEALED HANDGUN LICENSE

The monthly validation printout for Concealed Handgun License will only have listed those entered or modified 3 months prior to the current validation date. This means only one validation for the 5 year issuance of a permit, unless the entry is modified during the 5 year time frame. It will show up on the validation list 3 months from when the entry was modified.

To complete the Concealed Handgun License validation, verify the license is still active and verify the name and address entered.

VALIDATION PROCEDURE

To access the validations, you must have a TAC/NETAC certification. You can access the validations in the CJIS Launchpad (CJIS Links) or <https://ldsteam01/Val>.

The records are available AFTER the first Saturday of the month.

The validation document is due to be submitted electronically by the 15th of the month. A copy must be retained for your records.

- Ex: February records are due by June 15th
- March records are due by July 15th
- April records are due by August 15th

Note: There is also a validation manual in CJIS Manuals for your review.