

CJLEADS URL

- <http://cjleads.nc.gov/login> - CJLEADS Application
- <http://cjleads.nc.gov> – CJLEADS informational website



NCID Username and Password

- Password changes have to be made every 90 days (an email reminder will be sent 10 days prior). Keep in mind the same password cannot be repeated. To change/manage your NCID go to <https://ncid.nc.gov>.

Data Sources

- Data sources currently include criminal court records (AOC), incarceration and community corrections records (DOC), Sex Offender Registry (SOR), Concealed Handgun Permit (CHP), most of the North Carolina county jails, NCDMV and NC Wildlife License and Vessel Information (WRC)
- Due to the time delay between receiving data and the processing schedule from source systems, data in CJLEADS may be up to 24 hours old.

Offender Information - when searching for an offender multiple search result sets for an individual may be returned

- Clustering is the process by which records from different sources are combined to build a more complete picture of an offender. This process produces a set of data that contains one or more records per offender which will display in the Search Results window. Clustering is only as accurate as the data that is entered into source systems. Users should review all search result matches because one cluster may exclude a record due to incomplete information and it would appear in a separate cluster.
- The Offender Merge functionality allows a user to view a comprehensive profile of an offender who has multiple offender (clustered) records.
- Detailed analysis shows that 99.97% of all clusters contain data that is accurately matched. To alert of potential mismatched data clusters, CJLEADS evaluates all clusters and identifies any clusters that may be at risk for having two different offenders' information merged together.
- These clusters will be marked in the system with an exclamation mark in a red circle . Users should carefully review the information in these high risk clusters. Detailed information can be viewed by clicking on the  button on the Summary tab.
- Broad search criteria may result in several hundred or thousands of search results. No matter how large the search results, the first 500 records will be displayed with the option to scroll through the pages that contain additional sets of 500 records.
- Advanced Search (limited to certain roles) allows a user to search for individuals with certain characteristics. This search is more time consuming than a standard search and therefore should probably only be used when operating in an office.
- Search results will display most recent update within the cluster – date notes the last time this cluster has had activity. The address date will display the most recent update for the address.
- CJLEADS uses fuzzy matching during the offender search, meaning it will find names that sound like, are similar to, or are variations of a given name. The user must review the Search Results to determine if one or more of the search matches represent the offender of interest. When searching for a street address results may be generated for that same address in multiple cities.
- When printing offender information, the end user has the ability to hide sensitive ID's so that this information is not printed on the end user's copy.

Warning Icons

- **ABSC** – Offender is actively avoiding supervision by making their whereabouts unknown to the supervising officer
- **AWC** – Approach with Caution serious offenses such as murder, assault with a deadly weapon, assault on a government official, etc.
- **ASLT** – The offender has current or previous assault charges such as simple assault or affray
- **CC** – Offender is on Community Corrections (currently on probation or parole)
- **CHP** – Offender has a concealed handgun permit
- **Deceased** – Offender died while in custody or while on community corrections
- **DRG** – Offender has convicted or pending charges associated with drug offenses
- **METH** – Indicates that the offender has criminal activity involving methamphetamines
- **ESC** – Offender is currently Escaped from custody
- **GNG** – Offender is marked with a gang affiliation or has gang-related charges
- **OFA** – Offender has an outstanding Order for Arrest
- **SOR** – Offender has pending or active registration with the North Carolina Sex Offender Registry
- **WARR** – Offender has an outstanding Warrant
- **WPN** – Offender has either convicted or pending charges associated with weapons offenses

Jail Data

- Use the Jail Status tab (Announcements window) to view which jails are online, offline, submitting data through a regional jail.
- Data is received via a third party vendor which collects information for NCSAVAN. Data may not always be complete or current if a jail is experiencing technical issues transmitting the data to NCSAVAN. If there is a question about jail data, verify information with the local jails.
- Bond amounts reflected in the criminal history information are managed by each county. Questions about a specific bond amount should be referred to the county.

Outstanding Warrants and Orders for Arrest

- Verify all outstanding processes with the source system before taking action on this information.
- Access to outstanding processes is restricted by user role.

NC DMV Information

- DMV data is accessed via a real-time interface and available to authorized users only.
- Search Reason Codes are specific to DMV – Person/ID Check and Traffic Stop/Vehicle check.
- DMV results are displayed separately from other offender information; however, users are able to move between the DMV, Offender, CHP and Wildlife results using the Lookup button.

Hot Keys

- CTRL-SPACE – Allows for quick DL look up
- CTRL-SHIFT – Allows for quick License Plate look up

Concealed Handgun Permit

- CHP data is accessed via a real-time interface and available to authorized users only.
- Unauthorized user roles will view the CHP warning icon when viewing offender and DMV information.
- CHP results are displayed separately from other offender information; however, users are able to move between the Wildlife, Offender, and DMV results using the Lookup button.

NC Wildlife Information

- Wildlife data is accessed via a real-time interface and available to authorized users only.
- Wildlife results are displayed separately from other offender information; however, users are able to move between the Wildlife, Offender, and DMV results using the Lookup button.

Auditing Features – all user interaction is tracked in system audit logs per CJIS requirements

- My Activity Tab – allows the user to view their activity under the Summary Tab. Details Tab allows user to run query to isolate a specific date and/or time to search for records accessed.
- Details Tab will also display the last time the end user accessed the offender information and count the number of times accessed during that time.
- Search Reason Codes – required to perform a search on any criteria
- Print Reason Codes – required to print any offender's record

Watches and Alerts

- By placing an offender on the Watchlist, users can be alerted to any changes for that offender.
- Users have the option to add a comment as to reason offender is being added to Watchlist. If user desires not to add comments, user can specify by checking the No checkbox in the General Preferences tab.
- Details about the alerts are viewable in the Alerts tab. Users can be notified via e-mail if there are new Alerts. Alerts include: upcoming court dates, incarcerated, new criminal processes, arrested, released from custody, sex offender address change and status change. The user can modify notification settings on the Alert Preferences tab.

My Activity Tab

- Summarizes all user activity by Month, Quarter, and Year on the Summary tab
- Details tab provides access to every query that the user has performed. The past three days activity will automatically populate. Use the Activity Time Range to access older information.

Links Tab

- Links Tab offers a wealth of information for the end user to access.
- Areas of interest: CJLEADS Website; North Carolina Offender Information; Federal/National Offender Information; North Carolina General Statutes; North Carolina Agencies; and Other Links.

Customer Support

- Customer Support Center is available 24/7 - cjleadshelp@osc.nc.gov or 919-773-7900