



## ***CJLEADS URL***

- <http://cjleads.nc.gov/login>



## ***NCID Username and Password***

- Password changes every 90 days. The same password cannot be repeated. An email reminder will be sent starting 10 days out.
- Contact the local Agency NCID administrator with any username or password issues.
- To change the password or manage the account 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), most of the North Carolina county jails, and NCDMV.
- Due to the time delay between receiving data and the processing schedule from source systems, data in CJLEADS may be up to 36 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.
- Detailed analysis shows that 99.96% 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, only 500 records will be returned. Users may need to add more search criteria to narrow the result set.

## ***Warning Icons***

- **ABSC** – Offender is actively avoiding supervision by making their whereabouts unknown to the supervising officer
- **AWC** – Approach the offender with Caution, history of violent/assaultive activity indicated
- **CC** – Offender is on Community Corrections (currently on probation or parole)
- **Deceased** – Offender died while in custody or while on community corrections
- **DRG** – Offender has convicted or pending charges associated with drug offenses
- **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 convicted or pending charges associated with weapons offenses



## ***Jail Data***

- View the Jail Status tab in the Announcements window to view which jails are online, offline, submitting data through a regional jail, or not submitting data.
- Data is received through a third party vendor which collects information for NCSAVAN (Victims Notification network).
- Data may not always be complete or current if a jail is experiencing technical issues transmitting data to NCSAVAN. Jails that do not participate in NCSAVAN do not have data in CJLEADS.
- If there is a question about specific jail data, verify information with the local jails.

## ***Bond Information***

- 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.
- Driver and Vehicle details are available to authorized users.
- 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 and offender 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 audit their own activity
- *Search Reason Codes* – required to perform a search on any criteria
- *Print Reason Codes* – required to print any offender's record

## ***Fuzzy Matching***

- 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.

## ***Watches and Alerts***

- By placing an offender on a *Watch* list, users can be alerted to any changes for that offender.
- 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

## ***Customer Support***

- Customer Support Center is available 24/7 - [cjleadshelp@osc.nc.gov](mailto:cjleadshelp@osc.nc.gov) or 919-773-7900
- CJLEADS website – <http://cjleads.nc.gov>