



Criminal Justice Law Enforcement Automated Data Services

Reporting Misuse

After verifying if the reported misuse is accurate or false, we will contact the Agency’s Chief Executive Officer or CJLEADS Authorized Administrator and explain that a complaint/allegation of misuse was registered with CJLEADS Production Services Team. In addition, we will provide the Agency with the following:

- Who filed the complaint or allegation and contact information unless anonymous
• Username and user id of the individual responsible for alleged misuse
• Circumstances of alleged misuse
• The Policy for Access to CJLEADS
• Detailed report of inappropriate activity

All valid misuse will require that the Chief Executive Officer or CJLEADS Administrator of the agency respond in writing to CJLEADS Auditors within two weeks of delivery. If after two weeks there is no follow-up, CJLEADS Auditors will call the Chief Executive Officer or CJLEADS Administrator of the agency.

Instructions:

Please fill out the Reporting Misuse Web Form (CF-11) and email to cjleadsaudit@nc.gov. If an agency does not have scanning capabilities, the signed form will be accepted via fax (919-754-6957) or mail (4101 Mail Service Center Raleigh, NC 27699-4101) In addition to reporting misuse with this form, misuse can be reported by means of the CJLEADS Abuse and Fraud Hotline at 919-754-6948.

Information we need to investigate incidence of misuse
Misuse Detailed Information
Organization
Division
Section
Name
User ID (Name/User ID of the individual with alleged misuse)
Circumstances of Misuse(s) (Circumstances of misuse(s) - for example: CJLEADS User was looking up his wife, neighbor, and/or family member.)

Date: _____