

ADMINISTRATIVE MESSAGE (TELETYPE) GUIDELINES –

Table Of Contents

DESTINATION ORIS

MESSAGE NUMBER (MNO)

SENDING AGENCY (AGY)

DESTINATION (AGY)

TIME CONTROL FIELD

MESSAGE TEXT

BROADCAST MESSAGE CODES

MISCELLANEOUS MESSAGES

MESSAGE RETRIEVAL

ADMINISTRATIVE MESSAGE (TELETYPE) GUIDELINES

An administrative message (AM) may be sent from one terminal to another terminal at another location. The information to be transmitted must be a criminal justice related message.

The use of excessive verbiage and embellished information-are prohibited.

The use of non-valuable information must be avoided, (i.e., the address or telephone number of parents reporting a runaway child). The originating department, not the parents, will be notified of any apprehension.

The use of non-standard abbreviations must be avoided. Abbreviations which may be common within one department or state can be unknown to another department or state.

It is imperative departments originating any type of "want message" cancel the message when it no longer applies. Messages can be cancelled only by the originating department. *Do not resend the original message when cancelling.*

Departments apprehending an entered wanted subject or recovering entered stolen or entered wanted property must send a notification to the originating agency, reporting the apprehension or recovery using the standardized hit confirmation form. The originating department must then cancel their outstanding messages and clear their LEADS/NCIC file entry.

Ohio agencies may receive an incoming administrative message coming from a state that uses a "Control Field". A control field is a ten-digit alpha-numeric identifier used by some states instead of "for the attention of", or for routing purposes to a specific person or section. Ohio does not use a control field, except in response to an incoming message. With a control field, the identical field must be used on the reply message.

DESTINATION ORIS

The message header (ORI) is a nine-character NCIC assigned agency identifier which directs the message to its proper location(s). A message can be addressed to a total of five individual agencies by using the ORI for each agency.

DRI OHOHP0000 OH0250100 OH0251100 OH0250000 OHCOP0000

To obtain a copy of the message for your files, key in your ORI as one of the individual headers.

When using Ohio broadcast code messages, i.e., OHALLTERM or a region code, more than one Ohio header may be used. The Ohio broadcast codes may also be used in conjunction with an individual agency ORI. To direct the message to another state at the same time, place the two letter state code identifier after the ALLTERM/REGION header. Do not use a nine digit ORI for region or ALLTERM requests to other states; use only the two character header.

Example: DRI OHALLTERM PA

Note: The sending of ALLTERM and region messages to other states sends the message to their control center for dissemination as they see fit. Thought should be given as to whether the message applies to the whole state-or a quadrant before using these broadcast message keys.

MESSAGE NUMBER (MNO)

Mno Int Dat – This line consists of the originating agency's message number, operator initials, and date message transmitted. This is for original messages only.

When the message is delivered, the computer will add a line indicating the sending agency's ORI, automatic message number, the time and date.

SENDING AGENCY (AGY)

This is the actual name of the agency. (Agency sending the message)

DESTINATION (AGY)

This is the name of the department(s) or agency(s) that is/are to receive the message. If it is desirable to send the message to a specific section within a department, it can be added on the same line, i.e., FRANKLIN COUNTY SHERIFFS OFFICE COLUMBUS OH DEP. SMITH TRAFFIC BUREAU.

TIME CONTROL FIELD

Use military time – 0001 – 2359 Hours.

MESSAGE TEXT (Required)

The system must **not** be used for the following:

1. Social announcements, i.e., holiday messages, retirements, convention notices.
2. Recruiting of personnel.
3. Messages in which the complainant is interested only in the recovery of property.
4. Attempts to locate vehicle (breach of trust) without warrant. For the protection of the arresting officer, messages are not to be dispatched until a warrant is secured.
5. Excessively long messages.
6. Transmission of subpoenas.
7. Messages supportive or in opposition to political issues or announcement of meetings relative to such issues.
8. Messages supportive or in opposition to labor/management issues or announcements relative to such issues.
9. Messages supportive or in opposition of legislative bills.
10. Messages relating to requests for information concerning salary, uniforms, personnel, or related items which can be routinely obtained by correspondence or means other than LEADS/NLETS.
11. Messages relating to the advertisement or sale of equipment.
12. Individual listing of items stolen is prohibited. A general description of property is permitted.
13. Radio codes in messages must not be used.
14. Solicitation of funds.
15. Request for criminal history record information.
16. Training messages that include the name of the company that is providing the training unless the company is not-for-profit and is providing a direct service to law enforcement.

BROADCAST MESSAGE CODES

To simplify the sending of a message to more than one agency or department, Ohio law enforcement and criminal justice agencies are grouped into regions. More than one broadcast message code may be used in a header. (Individual agency ORIs may be used with the broadcast codes, providing the individual agency ORI is listed **first**, followed by the broadcast message code). Messages will be sent to all criminal justice terminals in the areas as defined by the quadrant broadcast codes listed.

LEADS broadcast boundaries provide a visual of the exact geographic area of the state to which the various region broadcast covers. Also identified are the counties in each region. This will assist the user to determine if the use of the region broadcast is actually necessary. Many times the purpose can be accomplished by addressing multiple terminals as opposed to the broadcast identifier.

- OHALLPSNW Northwest region of Ohio includes Allen, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Logan, Lucas, Marion, Mercer, Ottawa, Paulding, Putnam, Sandusky, Seneca, Shelby, Union, Van Wert, Williams, Wood, and Wyandot counties.
- OHALLPSNE Northeast region of Ohio includes Ashland, Ashtabula, Carroll, Columbiana, Coshocton, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Morrow, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas, and Wayne counties.
- OHALLPSSW Southwest region of Ohio includes Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Franklin, Greene, Hamilton, Highland, Madison, Miami, Montgomery, Pickaway, Pike, Preble, Ross, Scioto, and Warren counties.
- OHALLPSSE Southeast region of Ohio includes Athens, Belmont, Fairfield, Galia, Guernsey, Hocking, Jackson, Lawrence, Licking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Vinton, and Washington counties.
- OHALLPSCO Central Ohio region includes Delaware, Fairfield, Franklin, Licking, Madison, Morrow, Pickaway, and Union counties. These counties will also remain in the respective assigned regions.
- OHALLOHPD All Highway Patrol District Headquarters and the Training Academy. The sending agency will be notified if any terminal is inoperative.

- OHALLOHPT All Highway Patrol terminals individually. The sending agency will be notified if any terminal is inoperative.
- OHALLOHPS All Highway Patrol terminals at posts with scales.
- OHALLGHQT All Highway Patrol terminals at the Highway Patrol General Headquarters.
- OHALLOHP# Replace the # with a Highway Patrol District number, excluding District 10 for the turnpike. This will go to all Highway Patrol terminals within the designated district.
- OHALLTERM All Police, Sheriff, Highway Patrol and other criminal justice terminals. Use this code only for urgent and important messages when it is necessary for every criminal justice agency in the state to be alerted.
- OHALLLAKE All along the Lake Erie shore.
- OHALLRIVR All Along the Ohio River shore.
- OHALLIS70 All along Interstate 70.
- OHALLIS71 All along Interstate 71.
- OHALLIS75 All along Interstate 75.
- OHALLIS77 All along Interstate 77.
- OHALLSHRF All sheriff's offices individually who have LEADS access.
- OHALLPLCE All police agencies individually who have LEADS access.
- OHALLTNPK All agencies along the Ohio Turnpike. This code is only used by the State Highway Patrol Berea District Headquarters (Turnpike) to notify agencies of road conditions, etc.
- OHALLCNXX All LEADS users in county XX (XX = county number 01 through 88).
- OHADJCNXX All LEADS users in county XX and all adjacent counties (XX = county number 01 through 88).

MISCELLANEOUS MESSAGES

Attempt-To-Locate (ATL) and Attempt-To-Contact (ATC) are to be used only when all other means have failed and limited to cases of extreme emergency i.e. foul play is suspected or known; death or serious illness messages; or delivery of military orders. An ATL message is to give the area of travel, including vehicle description, time of departure, routes of travel and any known stopovers.

MESSAGE RETRIEVAL

If a message cannot be received at a terminal, the message will be held by LEADS. When the receiving terminal is ready to receive messages it will automatically be delivered to the terminal when the next operator logs on.