

The LEADing NEWS

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LEADS ADMINISTRATIVE RULES REVISED

The LEADS Administrative Rules have been revised and are online on the CJIS Launchpad/CJIS Manuals.

- Administrative Rule 13 has been rescinded.
- Administrative Rules 13A, 13B and 13C have new forms.

New administrator? Use the LEADS Participation Agreement for terminal OR non-terminal agencies.

New vendor? Use the LEADS Agreement to register new vendors.

These forms can be obtained on the CJIS Launchpad/CJIS Documents/LEADS Forms.



AUDIT IMPLEMENTATION

NON-TERMINAL AGENCY AND MDT-ONLY ACCESS AGENCY AUDITS

For the July 1, 2013 – June 30, 2016 audit cycle, LEADS is creating an audit program for non-terminal agencies and non-terminal agencies that only access LEADS with mobile data terminals (MDTs).

Areas assessed will include, but are not limited to, training, printout audit trails, dissemination, security issues and when applicable, validation procedures and MDT locations. An auditor will contact agencies to schedule the audit. Non-terminal agencies and non-terminal agencies with MDTs should have an appointed representative, a Non-Terminal Agency Coordinator (NTAC), who is responsible for LEADS access and use. The NTAC must be present for the audit. It is recommended the agency administrator or designated representative be available for an exit interview at the audit's completion.

To ensure an agency is in compliance, review LEADS *Administrative Rules*, LEADS *Security Policy* and *Security Awareness Training* prior to the audit.

LEADS Fee Structure

LEADS Access Category	Fees	Comments
Non-terminal LEADS Access The agency has no means to run LEADS directly and gets information by requesting it through a terminal agency.	\$600 per year (\$50 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a LEADS <i>Non-terminal Participation Agreement</i> .
Non-terminal LEADS with MDT Access The agency does not have a terminal in its office, but has Mobile Data Terminals (MDT) in its patrol cars.	\$1,200 per year (\$100 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a LEADS <i>Non-terminal Participation Agreement</i> .
LEADS Terminal Access The agency has a terminal or terminals in its office through which it can access LEADS information.	56K: \$747 per month T1: \$919 per month Interface: \$250 per month Internet: \$250 plus \$5 each PC per month and \$5 each user per month.	Agency must sign a LEADS <i>Terminal Agency Participation Agreement</i> .

Please direct all calls regarding the fee structure to (614) 466-8781.

CONCEALED CARRY PERMIT

The Concealed Carry Permit is now called **Concealed Handgun License**. The 129th General Assembly amended Substitute House Bill Number 495 and modified the language references to Concealed Handgun

License. LEADS has responded in kind and changed the language references as well.



[HTTP://CODES.OHIO.GOV/ORC/2923.124V2](http://codes.ohio.gov/orc/2923.124V2)

AGENCY SERVICE REQUEST FORM

If your agency is going to become a Non-Terminal or Non-Entering agency:

- LEADS must be notified in writing 45 days in advance. Due to records having to be switched and other operational changes needed, written notification including the date of the change and the contact person's name and phone number or e-mail must be included.

When an agency becomes a Non-Entering agency:

- The Holder of Record forms must be completed with the agency making their entries.



OVI AUTOMATIC LICENSE SUSPENSION AS A BASE RECORD

All Automatic License Suspension (ALS) entries must be entered as a **base record**. This will avoid any problems resulting from the entry not being purged in a timely manner. The base record automatically purges after 15 days.

If the ALS is entered as an Add-On Warrant, it will not automatically purge. At this point, the record must be manually removed. The LEADS programming staff periodically checks ALS entries. The LEADS auditors will contact the agency TAC to manually remove the expired entry if entered as a supplemental record.

As a reminder, to enter an ALS the following codes must be used:

PUR/2 EXL/B CLA/AS OFF/5499OL AUTO SUSPENSION MIS/OVI-OL AUTO SUSPENSION

MORE INFORMATION ON THE ALS ENTRY CAN BE FOUND IN THE ONLINE LEADS MANUAL (WANTED PERSONS).



PERSON FILE CHANGES

The Missing Person File is being modified to require the **date and time report taken (DRT)** of the missing person report. The NCIC TOU 10-4 will also be implemented as well as the **ETN** (ethnicity) field in NCIC TOU 11-2.

The 'SA' code utilized for activating the Endangered Missing Adult Alert will no longer read "Senior Alert" on the hit response. It has been modified to read "Endangered Missing Adult Alert". See example:

SENIOR ALERTISSUED FOR NIC/M340031382***SENIOR ALERT***

has been replaced with:

ENDANGERED MISSING ADULT ALERTISSUED FOR NIC/M123456789.

The cancellation message now reads:

ENDANGERED MISSING ADULT ALERTCANCELED FOR NIC/M123456789.

LEADS EXPIRATION REPORT

The TAC must ensure operators are taking the appropriate LEADS test. The TAC(s) must also ensure operators are removed from the list when they are no longer terminal users.

The auditors are finding operators with EXPIRED certification dates still listed on an agency's ACTIVE USERS list. The agency TAC must DISABLE all user accounts with EXPIRED certifications from the LEADS system if they will no longer be a certified operator. User accounts must also be DISABLED immediately upon termination of individual's employment.

Changes and modifications to the LEADS Expiration Report for agency operators must be completed using the LEADS OPERATOR UPDATE (LOU) Administrative Message form available in OpenFox™ Messenger.

REVISIONS AND UPDATES ZONE

M

LEADS MANUAL

All sections have been revised (July 2013).

AR

LEADS ADMINISTRATIVE RULES

LEADS Administrative Rule 13 has been rescinded. LEADS Administrative Rules are as follows: 4501:2-10-01 - 4501:2-10-12 and 4501:2-10-14

AT

LEADS ADMINISTRATOR TRAINING

All new LEADS administrators are required to complete this online training located in the cjis launchpad/cjis training.

TF

IDENTITY THEFT VICTIMS

Any driver license number starting with AR designates the license holder as a verified victim of identity theft.

SP

LEADS SECURITY POLICY

The LEADS Security Policy has been revised (July 2013).



SUPERVISED RELEASE

The Deputy Suzanne Hopper Act (Senate Bill 7) effective September 4, 2013, requires the entry of **Not Guilty by Reason of Insanity (NGRI)**, **Incompetent to Stand Trial (IST)**, and **Violent Persons on Supervised Release**, to be entered into the NCIC *Supervised Release File*.

A form is being created for the courts and shall be used as the source document to assist agencies with the entry.

FOR MORE INFORMATION ON SENATE BILL 7 REFER TO WWW.OHIOHOUSE.GOV/REPUBLICANS/PRESS/HOUSE-PASSES-DEPUTY-SUZANNE-HOPPER-ACT OR [HTTP://CODES.OHIO.GOV/ORC/2945.402V2](http://CODES.OHIO.GOV/ORC/2945.402V2) AND REFER TO THE NCIC SUPERVISED RELEASE FILE FOR ENTRY CRITERIA.

MESSENGER 3.0 PATCH

On July 10, 2013, LEADS released the next patch to *Messenger*. The release contained the highlighting of the background area to indicate where the cursor is currently prompted. This is a visual cue to quickly indicate where your focus is.

It also contained support for Java 7 for those of you installing computers with Windows 7 or Windows 8. The most notable change for the user is the encoding of the YQ/YR in the query responses. You will no longer have to right-click to see the option. The option will be seen in the response for you to click and submit.

Other minor changes are being made, and are more descriptive in the tips portion of *Messenger*. For those agencies on a 56k circuit/slower connection, it would be advisable to download in the background.



Scrap Metal and Bulk Merchandise Container Dealers

An article was in the October 2012 LEADing News newsletter regarding the new laws concerning scrap metal and bulk merchandise container dealers. The document below is a sample of an actual alert that has been used and resulted in the identification of the owner of the materials and location from which the materials were stolen.

[HTTP://CODES.OHIO.GOV/ORC/4737.04V1](http://codes.ohio.gov/orc/4737.04V1)



Still using Microsoft?

On April 8, 2014, Microsoft will terminate support for the *Windows XP* Operating System (OS). *Windows XP* is one of the longest running/supported OS's for Microsoft. By the time support ends, XP will have been around for over 12 years. Since XP, Microsoft has released *Vista*, *Windows 7*, and *Windows 8* for desktops.

So what does this really mean to you?

Effective April 8, 2014, there will be no further security updates for the *Microsoft XP* OS. Any exploits (viruses, worms, trojans, etc.) found near or after April 8, 2014, will not be patched. The *Windows XP* OS will continue to run as normal, however, when Microsoft releases its patches on "Patch Tuesdays," after April 8, 2014, the *Microsoft XP* OS will no longer be included.

Since there will not be any further updates, *Windows XP* will become more vulnerable to exploits. New vulnerabilities will certainly be discovered that could impact *Windows XP* on a regular basis. Some of these vulnerabilities may be critical and could allow a hacker to take control or cripple a machine running *Windows XP*.

As such, on April 8, 2014, LEADS will no longer allow machines running *Windows XP* to connect to our network. Any machine found running *Windows XP* on or after April 8, 2014, will be denied access to the LEADS network.

FOR MORE INFORMATION REFER TO THIS LINK: WWW.MICROSOFT.COM/EN-US/WINDOWS/ENDOF SUPPORT.ASPX OR CONTACT LEADS CONTROL AT 1-800-589-2077.



LEADS STEERING COMMITTEE MEETINGS

LEADS Steering Committee meetings are open to all agencies. If interested in attending, call 614-752-4382.

Tuesday, September 17, 2013

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READ & SIGN

1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
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16. _____	36. _____
17. _____	37. _____
18. _____	38. _____
19. _____	39. _____
20. _____	40. _____

TRAINING OPPORTUNITIES

- All LEADS classes start promptly at 9AM.
- The classes are available for registration online through nexTEST.
- If you register for a class and cannot attend, withdraw in nexTEST or contact Victoria Dowdy, Training Officer at 614-466-7621 or at vdowdy@dps.state.oh.us to cancel.

CHANGE IN NEW TAC CLASS

LEADS now offers a new TAC class for entering agency TAC's and a new TAC class for non-entering agency TAC's. All new TAC's and new assistant TAC's are required to complete this class within six months of their appointment. You're only required to attend the new TAC class one time.

NEW TAC (ENTERING AGENCY) 9AM - 3PM

AUGUST 13
 SEPTEMBER 10
 OCTOBER 8

NEW TAC (NON-ENTERING AGENCY) 9AM - 3PM

AUGUST 15
 OCTOBER 10

BASIC OPERATOR 9AM - NOON

JULY 31
 AUGUST 28
 OCTOBER 23

TAC IN-SERVICE 9AM - NOON

The 2013 TAC In-Service will be having three make-up classes for those agency TAC's who have not yet attended. Per LEADS Administrative Rule 4, it is required that all TAC's attend at least one session. While attendance by assistant TAC's is not required, they are encouraged to attend.

July 31	1 - 4 PM	Ohio Department of Public Safety – LEADS Training Room 1952 West Broad Street Columbus OH 43223
August 7	9AM - Noon	Ohio Department of Public Safety – LEADS Training Room 1952 West Broad Street Columbus OH 43223

LEADS

STEERING COMMITTEE MEMBERS

- Colonel John Born, Chair**
Ohio State Highway Patrol
- Chief Dave Bailey**
Lancaster Police Department
- Judge Gary L. Byers**
Maumee Municipal Court
- Chief Bruce Gower**
Clyde Police Department
- Chief Timothy J. Malley**
Lakewood Police Department
- Sheriff Russell Martin**
Delaware County Sheriff's Office
- Deputy Superintendent Steve Raubenolt**
Bureau of Criminal Identification & Investigation
- Sheriff Randy Thorp**
Licking County Sheriff's Office
- Director Patrick Wright**
NORIS

CONTACT INFORMATION

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LEADS FAX NUMBERS

Main: (614) 644-2459
 • LEADS Control Room
 • External Auditors

Administrative Staff:
(614) 995-1230
 • LEADS Security Officer
 • General Correspondence
 • Participation 13A, 13B, 13C
 • New TAC Form
 • LASO
 • Holder of the Record
 • Management Control

Programmers & Technical Security Staff:
(614) 644-0566

MAILING ADDRESS

LEADS
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 COLUMBUS, OH 43218-2075