

# The LEADing NEWS

## LEADS UPDATE: ANNOUNCING LEADS MOBILE

I take this opportunity to inform everyone that upon the Law Enforcement Officer Tool-Kit (LEOT) decommission effective June 30, 2014, LEOT Mobile Data Terminal (MDT) Service will be assumed by LEADS.

**How much will it cost?** The MDT fee is \$100 per month and an additional \$5 per user, per month. (LEADS does not provide MDT equipment).

**What is included?** A wide range of inquiries are available through LEADS Mobile such as, vehicle registrations (in-state/out-of-state) driver license information (in-state/out-of-state) warrant information, computerized criminal history (CCH) and Concealed Handgun licenses.

**How will officers take the LEADS certification test?** Officers will have full access to nexTEST on the LEADS Mobile MDT.

**Who will be responsible for officer background checks?** The agency Terminal Agency Coordinator (TAC) will be responsible for all TAC duties, such as background checks, training, maintaining certification list, etc.

**What are the minimum computer requirements for LEADS Mobile?** Windows 7 or Windows 8 are acceptable. Windows XP will no longer be supported by Microsoft after April 8, 2014. Any MDT found to be running Windows XP may not be permitted to have access to LEADS Mobile.

**How does an agency sign up for LEADS Mobile?** If you are interested in LEADS Mobile or have additional questions, please contact LEADS at 614-752-4382 or [kjoseph@dps.state.oh.us](mailto:kjoseph@dps.state.oh.us) between 7:30 a.m. and 4:00 p.m. weekdays.

Sincerely,  
Captain Rob Jackson, Chair – Ohio LEADS Steering Committee

LEADS Fee Structure		
LEADS Access Category	Fees	Comments
<b>Non-terminal LEADS Access</b> The agency has no means to run LEADS directly and gets information by requesting it through a terminal agency.	<b>\$600 per year</b> (\$50 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a LEADS <i>Non-terminal Participation Agreement 13B</i> .
<b>MDT Access</b> The agency does not have a terminal in its office, but has Mobile Data Terminals (MDT) in its patrol cars.	<b>\$1,200 per year</b> (\$100 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a LEADS <i>Non-terminal Participation Agreement 13B</i> .
<b>LEADS Terminal Access</b> The agency has a terminal or terminals in its office through which it can access LEADS information.	<b>56K:</b> \$747 per month <b>T1:</b> \$919 per month <b>Interface:</b> \$250 per month <b>Internet:</b> \$250 plus \$5 each PC per month and \$5 each user per month.	Agency must sign a LEADS <i>Terminal Agency Participation Agreement 13A</i> .

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

*In this issue . . .*

- LEADS PROMOTIONS**
- External Auditor positions filled ..... 2
- SECURITY**
- SSN Removal  
from Warrant and BCI Record ..... 2
- SECURITY**
- Obsolete Software:  
Microsoft Windows XP ..... 3
- RESOURCE**
- BMV Driving Record Request ..... 3
- INPUT**
- Towed/Immobilized Vehicles ..... 3
- LEADS STEERING COMMITTEE**
- Membership Update ..... 4
- COMPLIANCE**
- LEADS Operator Certification ..... 4
- RESOURCE**
- Regional Training:  
2014 Spring TAC In-service ..... 4
- Index ..... 7
- COMPLIANCE**
- Read & Sign ..... 9
- RESOURCES**
- Training: TAC, Basic Operator ..... 10
- LEADS Contact Information ..... 10

## PROMOTIONS

Victoria Dowdy has been promoted to a LEADS External Auditor 2. She started with the Department of Public Safety Bureau of Motor Vehicles in 2000 as a Customer Service Specialist and in 2002 transferred to the Administration division as an Account Clerk 2. In 2003, she was promoted back to the Bureau of Motor Vehicles as an Administrative Assistant. In 2006, she was promoted to LEADS as a Training Officer. Victoria resides in Columbus, Ohio with her husband Ty Sr. and their two children Chyna and Ty Jr. In her spare time, she enjoys coaching youth basketball and spending time with her family.



Gabriel Crissinger has been promoted to a LEADS External Auditor 2. Gabby started her law enforcement career in 1996 with the Franklin County Sheriff's Office as a Certified Records Technician and in 2001 transferred to the Radio Room as a Dispatcher. In July of 2010, she joined the Ohio State Highway Patrol as a Dispatcher Supervisor at the Columbus Communications Center (The HUB). In September 2012, Gabby transferred from the Communications Center to LEADS as an Administrative Professional 1 working in the front office as part of the administrative staff. In March 2014, she was promoted to the position of External Auditor 2 in LEADS. Gabby resides in Hilliard with her two children, Mason and Ryleigh. In her spare time, she volunteers for the Red Cross of Central Ohio, participates in various 5K and half marathon events and enjoys spending time with her family.



## SSN REMOVAL FROM Warrant AND BCI RECORD

When a victim has been informed his/her social security number (SSN) is attached to a LEADS/NCIC record, the entering agency shall remove the SSN per the victim's request. A written notification may be sent to the entering agency requesting the alias information be removed from the base record. The agency shall mark through the SSN on the Computerized Criminal History (CCH) and initial it.

The following procedures are to be adhered for removal of the SSN on the BCI CCH record:

- The victim is to complete a 10-print identification fingerprint card.
- Write on the card '**SSN MISUSE**' in bold lettering.
- Include a written synopsis of the actual misuse incident.
- Include personal contact information and phone number.
- Send to: BCI

ATTN: CONCHITA  
CRIMINAL IDENTIFICATION  
P. O. BOX 365  
LONDON, OH 43140



## SECURITY

*Per LEADS Security Policy, computers directly connected to the LEADS network or indirectly connected via an agency LAN to the LEADS network, which includes fingerprint machines, shall be configured with an operating system supported by the software manufacturer.*

Effective April 8, 2014, Microsoft terminated support for the Windows XP Operating System (OS). As such, there will be no more security updates for the Microsoft XP OS. This means any exploits (viruses, worms, Trojans, etc.) detected will not be patched. The Windows XP OS will continue to run as normal, however, when Microsoft releases its patches on "Patch Tuesdays," the Microsoft XP OS will no longer be included.

Without the patches, Windows XP will become more vulnerable to exploits. New vulnerabilities will certainly be discovered that will impact Windows XP on a regular basis. Some of these vulnerabilities may be critical and could even allow a hacker to take over or cripple a machine running Windows XP.

Correspondence was sent out by LEADS to inform agencies Windows XP workstations must be upgraded, replaced or removed from the LEADS network before April 8, 2014. Per LEADS Security Policy, computers directly connected to the LEADS network or indirectly connected via an agency LAN to the LEADS network, which includes fingerprint

machines, shall be configured with an operating system supported by the software manufacturer. Operating systems no longer supported with security patches and hotfixes are not permitted. As such, those systems not in compliance may be denied access to the LEADS network.

If you have any questions or concerns, please contact LEADS Security at (614) 387-6156 or LEADSSecurity@dps.state.oh.us.

Interested in more information on the ending of support for Windows XP? Please refer to this link: <http://www.microsoft.com/en-us/windows/enterprise/end-of-support.aspx> or contact LEADS Control at 1-800-589-2077.

## BMV DRIVING RECORD REQUEST

*Agencies are not permitted to run BMV inquiries through LEADS on their employees.*

If you want to check the status of an employee's driving record for administrative purposes only, you may do so by setting up an account with the BMV. A letter must be faxed to 614-995-7946 on agency letterhead requesting external access to the BMV website. The letter should indicate the full name, email address and contact number of each individual requesting access.

Inquiries can be run through LEADS when agencies are conducting their initial hire state/national fingerprint check and the recommended five-year background update.

## TOWED/IMMOBILIZED VEHICLE FILE

When vehicles are towed and/or immobilized as the result of lawful compliance, the information concerning the vehicle may be entered into the LEADS Towed Vehicle File.

LEADS does not require agencies to enter towed/immobilized vehicles; however, if agencies would utilize this file, it would save a vehicle owner from filing a theft report and agencies from taking the report and entering it into LEADS.

If a vehicle is entered as stolen prior to the towed/immobilized vehicle entry, the LEADS Vehicle and License Plate Files are automatically cross-checked. If a matching stolen vehicle or license plate record is found, the towed/immobilized vehicle entry will be rejected and the stolen vehicle or license data will be displayed on the screen with a message to contact the entering ORI.



## LEADS STEERING COMMITTEE MEMBERSHIP UPDATE

LEADS welcomes Director of Investigative Services Joe Dietz, BCI, to the LEADS Steering Committee. He will be replacing Deputy Director Steve Raubenolt who is retiring from BCI.

Manager Peggy O'Neill, Hamilton County Regional Crime Information Center, will be replacing Director Patrick Wright, formerly of NORIS.

LEADS would like to thank Director Raubenolt and Director Wright for their service.

## LEADS CERTIFICATION TEST

Any operator who fails the LEADS certification test three consecutive times will be disabled from nexTEST and Messenger. The agency TAC will need to re-train the operator and then submit a LEADS Operator Update Form (LOU) for access. The TAC shall request a "modify" transaction and indicate in the free text field the operator has been re-trained and needs to re-test.

## TRAINING

### 2014 Spring TAC In-service

The annual 2014 TAC In-service will be held regionally (entering & non-entering together). It is required that all TACs attend at least one session. While attendance by assistant TACs is not required, they are encouraged to attend. All classes will be held from 9 a.m. to noon. Dayton and Richfield will have additional sessions from 1 to 4 p.m.

- April 30 Ohio Department of Transportation Auditorium  
1980 West Broad Street  
Columbus, OH 43223
- May 6 The University of Toledo  
Main Campus, Field House 2100  
2801 West Bancroft Street  
Toledo, OH 43606
- May 8 Dayton OSHP Post  
400 Smith Drive, Clayton, OH 45315
- May 14 Ohio University  
Zanesville & Zane State College  
The Campus Center, Room 430  
1425 Newark Road, Zanesville, OH 43701

- May 20 Dayton OSHP Post  
400 Smith Drive, Clayton, OH 45315
- May 22 Ohio Department of Natural Resources  
360 E. State Street, Athens, OH 45701
- May 29 Ohio Peace Officer Training Academy Auditorium  
4055 Highlander Parkway, Suite B  
Richfield, OH 44286
- June 4 Ohio Department of Transportation Auditorium  
1980 West Broad Street  
Columbus, OH 43223

### APRIL

	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30					

### MAY

		1	2	3	
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

### JUNE

			1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27
28	29	30							

## INDEX

### A

Administrative Message ..... January 2014  
 Administrative Rules ..... April 2013, July 2013  
 Advanced Authentication Requirement ..... October 2013  
 Agency Service Request Form ..... July 2013  
 Article Records ..... July 2012  
 Audit Implementation ..... July 2013  
 Automatic License Plate Recognition ..... April 2012  
 Automatic License Suspension ..... July 2013, October 2013

### B

Blue Alert Criteria ..... October 2012  
 BMV Photo Transmission ..... October 2012  
 BMV Vehicle Coding Entries ..... April 2012

### C

Commercial Driver License (CDL) Compliance ..... January 2014  
 Concealed Carry Permit ..... July 2013  
 Coroner Request ..... January 2013  
 Customer Service Survey ..... April 2013

### D

Detainers ..... July 2012  
 DNA Registration ..... January 2013

### E

Electronic Surveillance Equipment ..... January 2014  
 Email Accounts ..... April 2012  
 Endangered Missing Adult Alert ..... October 2012  
 Expiration Report ..... July 2013

### F

Fees ..... April 2012

### I

Identity Theft Victims ..... July 2013

### L

LEADS Administrator Training ..... July 2013  
 LEADS Forms ..... April 2013  
 LEADS Manual ..... July 2013  
 LEADS Misuse ..... October 2013  
 LEADS Updates ..... January 2014  
 LEADS Security Awareness Training ..... January 2014  
 License Plate Reader ..... January 2012  
 Locates ..... July 2012  
 Login ..... January 2013

### M

MDT Test ..... January 2012  
 Messenger 3.0 Patch ..... July 2013  
 Microsoft Update ..... April 2013, July 2013,  
 October 2013, January 2014  
 Missing Persons Entry ..... July 2012, July 2013

## INDEX

**N**

NCIC Audit ..... October 2012  
 New Employee ..... April 2012, July 2012, October 2012,  
 January 2013, April 2013  
 NICB VIN Check..... October 2012

**O**

OLN & MNU Information ..... April 2013  
 Operator Update Form ..... January 2012, April 2012  
 OPT Field ..... October 2012

**P**

Plate #677 ..... January 2013

**R**

Retirement Announcement..... July 2011,  
 January 2012, January 2014

**S**

Scrap Metal/Bulk Merchandise SB193.. October 2012, July 2013  
 Security Policy..... April 2012  
 Service Provider Agencies ..... October 2013  
 Sheriff Dwight E. Ratcliff ..... October 2012  
 Shredding LEADS Correspondence.. January 2012, October 2013  
 Source Documentation..... January 2012  
 Steering Committee New Member ..... April 2012, January 2013  
 Steering Committee New Chair ..... October 2013  
 Stolen Fraudulent vs. Alias ..... January 2012, April 2013  
 Stolen Guns..... July 2012  
 Stolen Vehicles ..... October 2013  
 Superintendence Rule Form 95 ..... January 2014  
 Supervised Release ..... July 2013, October 2013

**T**

TAC In-Service ..... January 2012, July 2012, January 2014  
 Terminals ..... July 2012, January 2013  
 Trap Files ..... April 2013

**V**

Validation Process ..... April 2012  
 Validation Reminder ..... January 2014  
 Vehicle /License Plate Data ..... April 2013

**W**

Wanted Person Record ..... October 2012  
 Wild Animal Registration Database..... January 2014



## READ & SIGN

1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
8. _____	28. _____
9. _____	29. _____
10. _____	30. _____
11. _____	31. _____
12. _____	32. _____
13. _____	33. _____
14. _____	34. _____
15. _____	35. _____
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 at (614) 466-7621 or [vdowdy@dps.state.oh.us](mailto:vdowdy@dps.state.oh.us) to cancel.

### 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. Operators are required to attend the new TAC class only one time.

#### NEW TAC (ENTERING AGENCY) 9AM – 3PM

JUNE 17  
 JULY 15  
 AUGUST 12  
 SEPTEMBER 16  
 OCTOBER 21  
 NOVEMBER 18

#### NEW TAC (NON-ENTERING AGENCY) 9AM – 1PM

JUNE 19  
 JULY 17  
 AUGUST 14  
 SEPTEMBER 18  
 OCTOBER 23  
 NOVEMBER 20

#### BASIC OPERATOR 9AM – NOON

JUNE 25  
 JULY 30  
 AUGUST 13  
 SEPTEMBER 24  
 OCTOBER 29

## REGIONAL TRAINING OPPORTUNITIES

The annual 2014 TAC In-service regional training schedule appears on page 4.

## LEADS STEERING COMMITTEE MEMBERS

**Captain Rob Jackson, Chair**  
 Ohio State Highway Patrol

**Chief Dave Bailey**  
 Lancaster Police Department

**Judge Gary L. Byers**  
 Maumee Municipal Court

**Joe Dietz, Director – Investigative Services**  
 Bureau of Criminal Investigation

**Chief Bruce Gower**  
 Clyde Police Department

**Chief Timothy J. Malley**  
 Lakewood Police Department

**Sheriff Russell Martin**  
 Delaware County Sheriff's Office

**Peggy O'Neill, Manager**  
 Hamilton County Regional Crime Information Center

**Sheriff Randy Thorp**  
 Licking County Sheriff's Office

## CONTACT INFORMATION

**LEADS Control Room:**  
 (800) 589-2077

Les Reel, *LEADS Administrator*  
 (614) 752-4381  
[lreel@dps.state.oh.us](mailto:lreel@dps.state.oh.us)

Harry Staples, *LEADS Control Room Supervisor*  
 (614) 995-3842  
[hstaples@dps.state.oh.us](mailto:hstaples@dps.state.oh.us)

Kevin Locke, *LEADS Information Technical Security*  
 (614) 387-6156  
[klocke@dps.state.oh.us](mailto:klocke@dps.state.oh.us)

Jacqueline Baylor, *Auditor*  
 (614) 466-0673  
[jbaylor@dps.state.oh.us](mailto:jbaylor@dps.state.oh.us)

Gabriel Crissinger, *Auditor*  
 (614) 752-4373  
[gmcristinger@dps.state.oh.us](mailto:gmcristinger@dps.state.oh.us)

Victoria Dowdy, *Auditor*  
 (614) 466-7621  
[vdowdy@dps.state.oh.us](mailto:vdowdy@dps.state.oh.us)

Lisa Richmond, *Auditor*  
 (614) 752-4380  
[lkrichmond@dps.state.oh.us](mailto:lkrichmond@dps.state.oh.us)

Kim Palmer, *Accounts Receivable*  
 (614) 466-8781  
[kpalmer@dps.state.oh.us](mailto:kpalmer@dps.state.oh.us)

### LEADS FAX NUMBERS

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

**Administrative Staff: (614) 995-1230**  
 • General Correspondence  
 • Participation Agreements  
 • New TAC Form  
 • LASO  
 • Holder of the Record  
 • Management Control

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

### MAILING ADDRESS

LEADS  
 P.O. BOX 182075  
 COLUMBUS, OH 43218-2075

### PUBLIC WEB SITE

[WWW.LEADS.OHIO.GOV](http://WWW.LEADS.OHIO.GOV)