



The LEADing NEWS

Announcing LEADS Mobile Data Terminal (MDT) Service

Effective June 30, 2014, the Law Enforcement Officer Tool-Kit (LEOT) was decommissioned and the LEOT Mobile Data Terminal (MDT) Service was 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's license information (in-state/out-of-state) warrant information, computerized information (CCH) and Concealed Handgun Licenses.

How will officers take the LEADS certification test?

Officers will have full access to nexTEST on their 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. As of April 8, 2014, Windows XP is no longer supported by Microsoft. 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 between 7:30 a.m. and 4:00 p.m. M-F.

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 13B</i> .
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 13B</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 13A</i> .

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

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END OF SUPPORT for WINDOWS SERVER 2003 AND WINDOWS SERVER 2003 R2

Microsoft support for Windows Server 2003 and Windows Server 2003 R2 ends on July 14, 2015, which means the end of updates and patches, and a loss of compliance for any LEADS interfaced systems running the operating system (OS) after this date.

Any exploits (viruses, worms, trojans, etc.) found near, or after July 14, 2015, will not be patched. The Windows Server 2003 OS will continue to function normally, however, when Microsoft releases its patches on "Patch Tuesdays," after July 14, 2015, the Microsoft Server 2003 OS will no longer be included.

Since there will not be any further updates, Windows Server 2003 and Windows Server 2003 R2 will become more vulnerable to exploits. New vulnerabilities will certainly be discovered that could impact Windows Server 2003. Some of these vulnerabilities could allow a hacker to take control or cripple a machine running Windows Server 2003. As such, on July 14, 2015, machines running Windows Server 2003 or Windows Server 2003 R2 will ***no longer be permitted to interface with the LEADS network***. Any machine found running either version of Windows Server 2003 on or after July 14, 2015, will be denied access to LEADS.

This applies to CAD, MDT, Records Management, Backup or any other kind of server that interfaces with the LEADS network.

Users currently running Windows Server 2003 or Windows 2003 R2 are recommended to upgrade to a newer OS. As with most major changes to operating systems, there may be some problems with the actual installation as well as with specific application software. To avoid the most common problems encountered during upgrades, visit the following web page: <http://www.microsoft.com/en-us/server-cloud/products/windows-server-2003>.

The LEADing NEWS

NEWSLETTER DISTRIBUTION CHANGE

The LEADing News will now be distributed in April and October.

- The retention period is current year plus previous three years.
- Documentation must be maintained for auditing purposes.

SECOND PARTY CHECK



Agencies that enter records in LEADS/ NCIC are responsible for their accuracy, timeliness, and completeness. The accuracy of LEADS/NCIC records is an integral part of the LEADS/ NCIC System. The accuracy

of a record must be double-checked by a second party at initial entry only. *A modification of a record does not require a second party check.*

STOLEN GUN RECORDS

The Bureau of Alcohol, Tobacco and Firearms (ATF) has confirmed it will enter its own stolen gun entries on investigations of which it is a part. The recovering agency must send a LOCATE on the ATF entry for it to be cleared along with the original stolen gun entry.



BCI & DNA REGISTRATION

When the Ohio Bureau of Criminal Investigation (BCI) has DNA on file for a subject, the top of its CCH response will indicate DNA is registered in the Ohio DNA Offender Database.



When entering warrant information into LEADS/NCIC and the Messenger form asks if DNA is available, only answer YES if your agency has DNA or another police department/sheriff's office has stated it has DNA. Do not base your answer on the CCH response indicating DNA is registered in the Ohio DNA Offender Database.

LEADS/NCIC WARRANT ENTRIES (CIVIL)

The purpose of this article is to clarify questions regarding the entry of warrants into LEADS/NCIC that originate from a civil procedure or judgment. Letters were sent to the Buckeye State Sheriff's Association, the Ohio Association of Chiefs of Police and an administrative message was sent to all terminal agencies regarding the entry of civil warrants.

The criterion for the entry of "arrest warrants" stemming from a civil proceeding or judgment follows:

- There are no specific prohibitions for the entry of warrants "originating" from a civil proceeding or civil judgment. However, the threshold generally accepted for entry of warrants into NCIC is: the warrant must be "actionable", meaning the subject of the warrant can be arrested and taken into custody based on the issuance of the warrant.
- NCIC contains warrants for non-support of a child and bench warrants, which stem mainly from non-compliance with court orders, including failure to pay child support.
- There is no legal prohibition that would disallow "arrest warrants" issued in civil cases from being entered into NCIC.
- An entry may be made after: A decision to arrest or authorize arrest has been made and the decision has been made regarding extradition.



CORONERS REQUESTING LEADS INFORMATION

Coroners who have an ORI ending in K and have an agreement with LEADS may have access to Missing Persons and Unidentified Files only. Agencies should not disseminate any additional information through LEADS. If more information is needed, the coroner may submit a request to ohiodlphotos@dps.state.oh.us.



EMPLOYEE DRIVING RECORD REQUEST

Agencies are not permitted to routinely run BMV inquiries through LEADS on their employees. 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 on agency letterhead must be faxed to 614-995-7946 requesting external access to the



BMV website. The letter should indicate the full name, email address and contact number of each individual requesting access.

BMV inquiries and CCH can be run through LEADS when agencies are conducting an initial hire background check and/or the recommended five-year background update.

Messenger LOG-IN

All Messenger agencies including inquiry only should log onto their terminals at least once a week.

Several terminals that have not signed on to read the upgrade message from August. LEADS only holds 25,000 messages in the undelivered queue and even one over will bring the system down. LEADS is monitoring stations with larger queues, and will start contacting agencies to inquire why they are down if there is no outstanding remedy ticket.



NEW LEADS TRAINING PROGRAM MANAGER

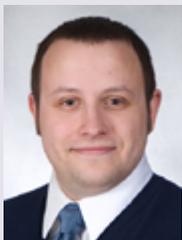
LEADS announced the selection of Jacqueline F. Baylor as the LEADS Training Program Manager effective September 21, 2014. Training Program Manager Baylor began her career with the state of Ohio in October 1990 as a Data Librarian with the Ohio Department of Administrative Services. In 1992, she was promoted to a Computer Operator and transferred to the Ohio Criminal Justice Services. In 2000, she was promoted to a Data System Coordinator and transferred to the Ohio State Highway Patrol, LEADS Help Desk. In 2002, she was promoted to a Human Resource Training Officer and transferred to the Office of Human Resource Management. In 2005, she was promoted to an External Auditor 2 and transferred to the Office of Strategic Services, LEADS.



Training Program Manager Baylor earned an Associate of Arts in religious studies from Gospel Lighthouse College in 2001, a Bachelor of Arts in Management & Ethics from Ohio Christian University in 2008 and a Master of Arts in Human Services from Liberty University in 2010.

In her spare time, she enjoys community outreach and spending time with her family. She and her husband Marvin love to travel and are avid cruisers. They have been married for 33 years, and they have two children and two grandchildren who all reside in Columbus, Ohio.

NEW EMPLOYEE



LEADS would like to welcome Information Technologist II Duncan Cuccaro to the staff. Duncan started in the LEADS Control Room in September. He began his state service as a College Intern for the Ohio State Highway Patrol in 2013. Originally from Pittsburgh, he enlisted in the United States Navy in 2005 as an Information System Technician and deployed twice in support of Operation Iraqi Freedom and Combined Task Force 150. Duncan lives in Dublin with his wife, Sarah, and is a Biology major at The Ohio State University.

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READ & SIGN

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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 Training Program Manager Jacqueline Baylor at (614) 466-7621 or jbaylor@dps.ohio.gov.

NEW TAC (ENTERING AGENCY) 9AM – 3PM

NOVEMBER 18

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

NOVEMBER 20

BASIC OPERATOR 9AM – NOON

OCTOBER 29

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

Harry Staples, LEADS Control Room Supervisor

(614) 995-3842

hstaples@dps.state.oh.us

Kevin Locke, LEADS Information Technical Security

(614) 387-6156

klocke@dps.state.oh.us

Jacqueline Baylor, Training Program Manager

(614) 466-7621

jbaylor@dps.state.oh.us

Gabbriel Crissinger, Auditor

(614) 752-4373

gmcrossinger@dps.state.oh.us

Victoria Dowdy, Auditor

(614) 752-4379

vdowdy@dps.state.oh.us

Lisa Richmond, Auditor

(614) 752-4380

lkrichmond@dps.state.oh.us

Kim Palmer, Accounts Receivable

(614) 466-8781

kpalmers@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