

The LEADing NEWS

BODY CAMERAS

Many agencies are considering outfitting officers with body cameras and the LEADS security staff has received questions regarding their use. There are no policies prohibiting the use body cameras, but there are requirements for the protection of criminal justice information (CJI) captured by body camera audio/video recordings. Due to the likelihood of capturing CJI, body camera recordings are subject to the LEADS Security Policy.

For further questions regarding LEADS-compliant body camera use, please email LEADSSecurity@dps.ohio.gov.



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 <i>LEADS Non-terminal/MDT Participation Agreement</i> .
MDT Only Access The agency does not have an office terminal, but utilizes a vendor to provide LEADS service to Mobile Data Terminals (MDT) in patrol cars.	\$1,200 per year (\$100 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a <i>LEADS Non-terminal/MDT Participation Agreement</i> .
LEADS Mobile Service Direct web-based access to LEADS for officers operating Mobile Data Terminals (MDT) in its patrol cars.	\$100 per month plus an additional \$5 per user, per month. Terminal agencies: Terminal fees plus \$5 per user, per month	Agency must sign a <i>Non-terminal/MDT Participation Agreement</i> .
LEADS Terminal Access The agency has a terminal or terminals in its office through which it can access LEADS information.	LEADS circuit based terminal access: \$250 base fee plus circuit cost for telecommunications carrier service, customer premise equipment and annual maintenance. DM-VPN: \$600 per month / \$350 each additional router, same agency. Interface: \$250 per month Internet: \$250 plus \$5 each PC per month and \$5 each user per month.	Agency must sign a <i>LEADS Terminal Agency Participation Agreement</i> .

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

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DEALER PLATES

Four DEALER plate changes were implemented on October 25, 2015:

1. To obtain dealer plate information, use the RP message key and code 'DL' for dealer plate or 'MD' for motorcycle dealer plate.
2. Temporary tags issued by dealers are available by query.
3. Ohio responds to NLETS RQ queries for dealer plates using the 'DL' or MD' codes.
4. The ATDP query continues to support old and new formats, but no longer requires the dealer plate code to be entered.

Note: Dealers plates are not issued an expiration sticker. The query for dealer plates should include all the numbers from left to right, no spaces and no dash.

Examples:

RP.OHOHPXXXX.0012Z8,DL.REQ/4126

RP.OHOHPXXXX.0012Z8,DL.REQ/4126 10/23/2015
14:31:49

0012Z8 2017 DL (DEALER PLATE) EXPIRES/20170331

FARIS IMPLEMENT CO INC

11210 ST RT 73 S NEW VIENNA OH 45159 0000
COMMERCIAL

PERMIT/AN000008

PLATE COLOR/ GRATIS

EN

RQ. ON LIC/0012Z8.LIY/2017.LIT/DL

RR.OHOHPXXXX.

LIC/0012Z8.LIY/2017.LIT/DL.EXPIRES/20170331.

FARIS IMPLEMENT CO INC

11210 ST RT 73 S, NEW VIENNA, OH 451590000

CHANGES IN THE JUVENILE WARRANTS POLICY

The following is the criteria for entry into LEADS and NCIC for **ADULTS**:

A wanted person record should be entered into the system under the following guidelines:

If an adult:

1. An individual with an outstanding federal criminal warrant (includes a juvenile being tried as an adult).
2. An individual with an outstanding misdemeanor or felony warrant (includes a juvenile being tried as an adult).
3. Probation and parole violators meeting the criteria of numbers 1 or 2.

The following is the criteria for entry into LEADS ONLY for **JUVENILES**:

1. Juvenile with an outstanding Ohio criminal warrant.
2. Juvenile with an outstanding Ohio misdemeanor or felony warrant.
3. Probation and parole violators meeting the criteria of numbers 1 or 2.

Note: **JUVENILES entered into NCIC MUST meet the following criteria:**

1. A juvenile with an outstanding federal criminal warrant **being tried as an adult**.
2. A juvenile with an outstanding misdemeanor or felony warrant **being tried as an adult**.
3. A juvenile probation or parole violator meeting the criteria of numbers 1 or 2.
4. A juvenile who has been adjudged delinquent and is subject to the jurisdiction of the court that made the adjudication and:
 - a. who has escaped from an institution or agency vested with the legal custody/ supervision of such juvenile, or
 - b. who has absconded while on probation or parole.

Entry of a record in this category must be supported by a copy of the judgment, formal adjudication or order of commitment which subjects such a delinquent to probation or parole or to the legal custody of the institution or agency concerned. Specifically excluded from this category are 'status offenders' (i.e., children who commit non-criminal but legally prescribed acts such as truancy, disobedience to parents, running away and violating curfew).

5. A juvenile who has been charged with the commission of a delinquent act that would be a crime if committed by an adult and who has fled from the state where the act was committed (Category 2).

Entry of a record in this category is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

LEADS MANUAL REVISIONS

The LEADS MANUAL revisions have been posted. The following sections have been updated:

- GENERAL INFORMATION,
- ADMINISTRATIVE MESSAGE,
- CAUTION OHIO POLICE,
- CONCEALED HANDGUN LICENSE,
- MISSING PERSON FILE,
- VEHICLE FILE and
- WANTED PERSON FILE.

Agency TACs are required to provide the training correspondence to ALL certified operators.

Note: The criteria for warrant entry into LEADS ONLY for JUVENILES and the changes regarding dealer plates will be updated in the 2016 LEADS Manual.

MOBILE DATA TERMINAL AGENCIES

Due to NCIC requirements, LEADS policy regarding MDT-only agencies has changed. All MDT-only agencies **must complete** the following terminal agency paperwork:

- LEADS TERMINAL AGENCY AGREEMENT
- LEADS TAC APPOINTMENT FORM
- LEADS LASO APPOINTMENT FORM

All forms are available through the CJIS LAUNCHPAD > CJIS Documents.

For more information, contact the LEADS Administrative Office at 614-752-4382, or fax forms to 614-995-1230.

DOCUMENT LOCATION REMINDERS

The **LEADS Training Document Sheet** is located in the CJIS LAUNCHPAD > CJIS Documents > LEADS FORMS > Editable LEADS Forms in WORD

The **TEST Transactions** are located in the CJIS LAUNCHPAD > CJIS Documents > TEST TRANSACTIONS

ARSON INVESTIGATORS

Arson investigators may **not** use the Ohio State Fire Marshal's (OSFM) ORI.

The OSFM ORI may only be used by fire and explosion investigators **affiliated** with the OSFM.

Arson investigators who are also commissioned officers through their local law enforcement agencies may receive LEADS information. However, the following must apply:

1. The arson investigator must use the **law enforcement agency's ORI**.
2. The reason for the request must be for an arson investigation **only** and not for the cause and origin.

Additional: A fire department arson squad in which the duties of the members are primarily arson investigation may submit an application for an ORI. That ORI would be used exclusively by the arson squad and **not** by members of other sections of the fire department.



OHIO FATAL REPORTING (OFR)

OFR - The Ohio Fatal Reporting (OFR) entry instructions into LEADS have been added to the CJIS LAUCHPAD > CJIS Training.

TECHNICAL OPERATIONAL UPDATES

TOU 15-1

2.1 ADDITION OF THE CAPABILITY TO INCLUDE IMAGES IN THE NATIONAL CRIME INFORMATION CENTER (NCIC) GUN FILE

AFFECTED BY CHANGE: Gun File, Image File

EFFECTIVE DATE: August 2, 2015

LEO - FLYING ARMED

LEO - FLYING ARMED is now fully automated under *Messenger* Forms.

Operators using *Messenger* will no longer use the Administrative Message.

Also, under forms, the Administrative Messages - Query Help Files – By NLETS - NLFLYHELP = LEO Flying Armed Help File has the instructions for state and local Law Enforcement Officers (LEOs) Flying Armed.

OHALLTERM MESSAGES

LEADS Control reminds agencies of the proper format to send an OHALLTERM message.

Many agencies are listing OH in the ORI field, which routes the messages to LEADS CONTROL *only*.

When sending an AM MESSAGE for ALL OHIO TERMINALS, the proper ORI format is OHALLTERM.

LEADS EMPLOYEE UPDATE

Welcoming recent LEADS hires...

Michael Lockhart, Infrastructure Specialist 2

Michael Lockhart began his state career in 1991 as a correctional officer with the Ohio Department of Rehabilitation and Corrections (ODRC). In November 2007, he was promoted to ODRC Network Administrator, and was reclassified to a Infrastructure Specialist 2 in 2011. Michael resides in Lancaster and enjoys playing the bass guitar in his spare time.



James Lape, Infrastructure Specialist 2

James Lape joined the Ohio State Highway Patrol Computer Operations Unit from the Ohio Department of Mental Health & Addiction Services where he worked as an infrastructure specialist for 11 years. He also previously worked as a network administrator for the Ohio Department of Public Safety. James is a Chief Warrant Officer for 10th Battalion ARCD in Whitehall with the United States Army Reserve, which he has served for more than 26 years. In his spare time, he likes to coach baseball, play with his grandkids and help out with his son's Boy Scout troop.



Richard Bussey, LEADS Information Technology Manager

Richard Bussey transferred to Information Technology Manager 1 within the Ohio State Highway Patrol/LEADS. He started his IT career with the IBM Helpdesk at Research Triangle Park in North Carolina. Most of his career has been working with and managing IT help desk, desktop support and infrastructure areas. Rick has spent the past five years at the Ohio Department of Mental Health & Addiction Services where he managed the desktop support and infrastructure areas. Rick resides in Pickerington with his wife of 25 years, Deb, and their three boys, Richard (24), Matthew (22) and Christopher (18). In his spare time, Rick enjoys spending time with his wife and children.



LEADS EMPLOYEE UPDATE

Congratulations to recent LEADS promotions...

Congratulations

Casey Barrett,
Infrastructure Specialist

In January, Casey W. Barrett was promoted to Infrastructure Specialist 1 in the LEADS Security Unit. Casey began his IT career in 2005 with the Coshocton County Department of Job & Family Services (JFS) as a MIS Specialist II. In May 2011, he transferred to the Ohio State Highway Patrol to work in the LEADS Control Room as an Information Technologist II. In 2012, he was given the opportunity to work as the TAC and LASO for LEADS. Casey has been married to his wife, Annie, for two years. They reside in Orient.



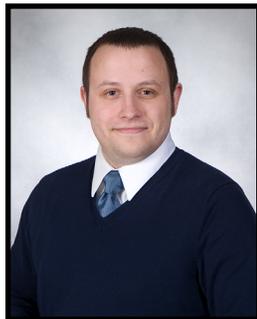
Tameeka Harley,
Information Technologist 2

Tameeka Harley has been promoted to an Information Technologist 2 in the LEADS Control Unit. Tameeka started her career in 2006, working for the Columbus Metropolitan Library, where she was employed for nine years. In 2012, Tameeka also was employed as a college intern in the working in PC support for the Ohio Department of Public Safety. Tameeka is currently working to complete her bachelor's degree in information technology at Franklin University. In her free time, she enjoys reading science fiction and fantasy novels, watching television and playing video games.



Duncan Cuccaro,
Information Technology Supervisor 1

Duncan Cuccaro has been promoted to Information Technology Supervisor 1 in the LEADS Control Unit. He began his state service in 2013 as a college intern for the Ohio State Highway Patrol. In 2015, he started working in the LEADS Control Room as an Information Technologist II. 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 biology major at The Ohio State University.



LEADS EMPLOYEE UPDATE

Congratulations to recent LEADS promotions...

Congratulations

Jennifer Higdon, Administrative Professional 4

Jennifer Higdon was promoted to Administrative Professional 4 in the LEADS Administration Unit on September 21, 2015. Jenny started her career in 2005 at the Ohio Department of Commerce. In April 2006, she transferred to the Ohio Department of Public Safety as a Customer Service Assistant 2. She has since worked for the Ohio Bureau of Motor Vehicles and the Ohio State Highway Patrol. Jenny has a Bachelor of Arts in business administration and human resource management from DeVry University. She is married to her high school sweetheart, Chris, and they have two girls, Alexis (10) and Avery (7). They also have a third "daughter", Emily, who is a foreign exchange student from Germany. Jenny and her family reside in Reynoldsburg with their black lab, Bella. In her free time, Jenny enjoys doing projects around the house and spending time with her family playing sports, biking, riding horses and watching movies.



Kyle Miller, Infrastructure Specialist 1

Kyle has been promoted to Infrastructure Specialist 1. Kyle's state career began in 2012 as a college intern with the Ohio State Highway Patrol (OSHP) Computer Operations Unit. In 2013, he transferred to the OSHP Networking Operations Unit. Kyle was previously employed at Kroger in Marysville and Sign Source USA of Lima. He is currently finishing a bachelor's degree in networking and communications management at DeVry University. Kyle resides in Marysville where he enjoys working on vehicles and spending time with friends and family.



Harry Staples, Information Technology Supervisor 2

On May 3, 2015, Harry A. Staples was promoted to Information Technology Supervisor 2 in LEADS Control.

He began his state career in 1992 as a Data Entry Operator 2 with the Ohio Bureau of Motor Vehicles and was promoted to a Computer Operator 2 in 1994. In 1998, he transferred to the Ohio State Highway Patrol as a Telecommunications Technician 2 in LEADS. Harry was promoted to Telecommunications Technician Coordinator in the LEADS Control Unit in 2002, and then to Telecommunications Network Supervisor, overseeing the LEADS Control Unit in 2006. Harry enjoys traveling and spending time with his family and friends.



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READ & SIGN

1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
8. _____	28. _____
9. _____	29. _____
10. _____	30. _____
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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 Training Program Manager Jacqueline Baylor at (614) 466-7621 or jbaylor@dps.ohio.gov.

NEW TAC (ENTERING AGENCY) 9AM – 3PM

NOVEMBER 18
 DECEMBER 2
 JANUARY 14
 FEBRUARY 4
 MARCH 10
 APRIL 6

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

NOVEMBER 19
 DECEMBER 10
 JANUARY 21
 FEBRUARY 10
 MARCH 16
 APRIL 14

BASIC OPERATOR

(NON-ENTERING AGENCY) 9AM – 1PM

DECEMBER 17
 JANUARY 27
 FEBRUARY 25
 MARCH 24
 APRIL 21

LEADS

STEERING COMMITTEE MEMBERS

Major Shawn Davis, Chair
 Ohio State Highway Patrol

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

Chief Heinz von Eckartsberg
 Dublin Police Department

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 • External Auditors

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Administrative Staff:
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 • General Correspondence
 • Participation Agreements
 • New TAC Form
 • LASO
 • Holder of the Record
 • Management Control

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 COLUMBUS, OH 43218-2075

PUBLIC WEB SITE

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