

# The LEADing NEWS

## Emergency Partner Credentialing System (EPCS)

The EPCS is part of the Communications and Information Management System created by Ohio Homeland Security and the Ohio Department of Public Safety. It allows our users to verify persons or vehicles approved by Ohio Homeland Security and the Ohio Emergency Management Agency (EMA) to access post-catastrophic event restricted areas. Through the EPCS, private sector responders facilitate recovery to the

affected community quickly (i.e., deliver food, medication, emergency supplies, inspect/restore utilities, etc.).

EPCS *does not supersede* the authority of local authorities to deny access to unsafe or unstable areas.

For more information about OP3, visit Ohio Homeland Security's website at <https://homelandsecurity.ohio.gov/op3.stm>.



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## Security Awareness Training Changes

LEADS will transition to a four-tiered security awareness training structure to comply with CJIS Security Policy version 5.5. This change will provide more appropriate individualized training for each tier of user. With this change, users are divided into four security awareness training groups:

- Tier 1** – Employees that have un-escorted access to physically secure locations, but do not come into contact with LEADS/CJI data (e.g., janitorial staff, maintenance staff).
- Tier 2** – Employees that are authorized to view LEADS/CJI, but do not have the ability to run transactions on the criminal justice system (e.g. administrative staff, records clerks).
- Tier 3** – Employees that have both access to the physically secure locations, and logical access to run transactions on the criminal justice system (e.g. all certified operators).
- Tier 4** – All information technology personnel (e.g. system administrators, security administrators, network administrators, etc.).

**All security awareness training will be provided online, in two separate systems:**

- **NexTEST** – Provides *Level Three* training to all certified users. The training will be tied to the certification test. Users will not be able to “Begin Test” until the security awareness training is completed. Once training is completed, users will take the LEADS certification test. **The NexTEST change will be implemented the week of November 14, 2016.**
- **CJIS Online** – Provides training for all non-certified personnel at *Levels One, Two, and Four*. The TAC Officer will be responsible for adding and maintaining end users accounts at the specific training level. Each user account is required to have a unique e-mail address for login, tracking, and notification purposes. The TAC Officer has the ability to reset passwords for all users under his/her ORI.

Users will be required to take a certification test after security awareness training has been completed. Non-certified users can access CJIS Online anywhere that has access to the internet.

The local TAC will also have the ability to track vendor employees, as required by the LEADS Security Policy. Any vendor that works with the criminal justice agency and has un-escorted access to LEADS/CJI should have an account created in CJIS Online. Local TAC Officers should verify an account does not already exist before creating a new account.

[www.cjisonline.com](http://www.cjisonline.com)

CJIS Online training materials are on the LEADS public website [www.leadsohio.gov/training](http://www.leadsohio.gov/training).

## NCIC HIT CONFIRMATION PROCEDURES AND POLICY

To understand the context in which the YQ/YR transactions are used, an understanding of the NCIC *Hit Confirmation Policy* and process is necessary. The following abbreviated excerpts are provided for informational purposes only. Refer to the NCIC *Operating Manual Introduction Section 3.5* for complete details and information on NCIC *Hit Confirmation* policies. The NCIC *Hit Confirmation* training video (Rev. 12/2015) is also available upon request.

An agency which receives a record in response to an NCIC inquiry must confirm the hit on any such record(s) prior to taking any official actions based upon that record.

An official action is defined as:

1. Arresting a wanted person;
2. Detaining a missing person;
3. Seizing stolen property;
4. Charging a subject with violating a protection order;
5. Denying a subject the purchase of a firearm; or
6. Denying a subject access to explosives as regulated under the *Safe Explosives Act*.

Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the Wanted Person Record and is within the geographical area of extradition must confirm the hit.



A. Confirming a hit means to contact the agency that entered the record to:

1. Ensure that the person or property inquired upon is identical to the person or property identified in the record;
2. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and
3. Obtain a decision regarding:
  - a). The extradition of a wanted person when applicable;
  - b). Information regarding the return of the missing person to the appropriate authorities;
  - c). Information regarding the return of stolen property to its rightful owner; or
- d). Information regarding the terms, conditions, and service of a protection order. **Note:** the source documents used for hit confirmation may be electronic if the local agency has implemented the controls required by the CTA for electronic documents supporting NCIC records.
4. Determine if the entering agency wants the record to be located when the missing person was identified by partial body parts.

B. Hit Confirmation Request (YQ) is based on two levels of priority: Urgent and Routine, and is always established by the requesting agency.

1. Priority 1: *Urgent* — The hit must be confirmed within 10 minutes of receipt of the request. This priority should be used in instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation.

2. Priority 2: *Routine* — The hit must be confirmed within one hour of receipt of the request. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

C. The agency receiving the hit confirmation request must either confirm the record or provide a time when the record will be confirmed.

D. If the requesting agency does not receive a substantive response within the designated timeframe, the agency should generate a second request.

– When the agency generates the second request (YQ), the system automatically sends a copy to the state *NLETS System Agency* (NSA) in the states of both the entering and requesting agencies.

E. If the agency fails to receive a response, a third request (YQ) should be sent.

– When the third YQ is generated, copies are automatically sent to the NSA in the states of both the entering and requesting agencies, as well as to the FBI/NCIC in Clarksburg, West Virginia at ORI/DCFBIWA00.

### HIT CONFIRMATION RESPONSE (YR)

Confirmation Status (*required*):

**P** = In process of being confirmed

**N** = Not Confirmed

**E** = Valid, but awaiting extradition decision

**Y** = Yes Confirmed

In circumstances when an agency receiving the hit confirmation is not able to extradite on a valid record, the confirmation status “Y” is to be used. Comments are to be placed into the Remarks Section reference relevant information and/or reason(s) agency is not able to extradite (Ex: will not extradite due to staffing; will not extradite due to jail capacity, etc.). The apprehending agency would then place NOEX in the extradition field of the Locate.

## ADMINISTRATIVE MESSAGES

NLETS *Targeted Interstate Photo Sharing* (TIPS) - *Administrative Messages* (AM/AML) with an Image, was implemented on August 15, 2016. If a state is participating in the program, an AM can be sent thru NLETS. Messenger users select "Admin Message with Image" form.

AM-IMAGE - Broadcast Message with Attached Image

Header Information

\* Message Key AM = Administrative Message

ORI

\* Destination 1

Destination 2

Destination 3

Destination 4

Destination 5

Control Field

## MESSENGER UPDATE

Messenger users are now able to reset their own password. Documentation is available in NexTEST, in addition to *Administrative Messages* sent to the LEADS Messenger users.

## LEADS SECURITY POLICY UPDATE

The LEADS Security Policy has been revised, and is effective as of 11/01/2016. Version 4.3 is available online at [www.leadsohio.gov/manuals](http://www.leadsohio.gov/manuals). The LEADS Security Policy provides minimum level of security requirements for organizations to protect the transmission, storage and generation of criminal justice information (CJI).

## PROTECTION ORDER FILE

Protection Orders will soon be available thru Ohio Hot files as well as NCIC. This process will be seamless to our users and should be available by the end of 2016. When implemented, users will receive a hit from LEADS as well as NCIC on *Protection Order* records. (POF)

## NCIC TECHNICAL AND OPERATIONAL UPDATES (TOUs)

### TOU 16-2

**TOU SECTION 2.2** — Expansion of the use for *Protection Order Condition Code 08*

Affected by change: Protection Order File (POF)

Effective: **Immediate**

Background: At its June 2015 meeting, the CJIS Advisory Policy Board (APB) endorsed the expansion of the NCIC *Protection Order File* (POF) criteria for entry to include *Criminal Bail Protection Orders* (CBPO).

The CJIS APB approved the use of *Protection Order Condition* (PCO) *Code 08* with a mandatory caveat.

When an agency enters a POF record with a CBPO, *Protection Order Condition 08* will be used with the following **mandatory** caveat in the MIS Field: "CRIMINAL BAIL PROTECTION ORDER."

(POF)

(MIS)

(CBPO)

- ▶ **Attention all National Crime Information Center (NCIC) users:**
- Upcoming system enhancements are outlined in the *Technical Operational Update (TOU) 16-3*.
  - The FBI will implement the enhancements in **2017**.

## NCIC TECHNICAL AND OPERATIONAL UPDATES (TOUs)

### TOU 16-3

**TOU SECTION 2.1** — Expansion of the National Crime Information Center (NCIC) Number (NIC) *Check Digit Algorithm* for NCIC *Wanted Person* and *Protection Order* files.

Affected by change: Introduction

Effective date: **January 10, 2017**

**TOU SECTION 2.2** — Expansion of the information within the National Instant Criminal Background Check System (NICS) *Denied Transaction File (NDTF)* in the National Crime Information Center (NCIC).

Affected by change: Foreign Fugitive File  
 Identity Theft File  
 Immigration Violator File  
 Known or Appropriately Suspected Terrorist File  
 Missing Person File  
 NICS Denied Transaction File  
 National Sex Offender Registry  
 Protective Interest File  
 Supervised Release File  
 Violent Person File  
 Wanted Person File

## STATE IDENTIFICATION NUMBER – SID

Many questions have ensued due to the addition of the SID field in *Messenger*. This system enhancement was noted in the NCIC **TOU 15-3**.

The BCI number is the *Ohio State Identification Number* (SID) without the “OH” prefix.  
*Example:* B123456

**Note:** Miscellaneous numbers (AF, OA, PI, etc.,) are **not** to be entered in the SID# field.

- WARRANT entries: Agencies are to continue to enter the BCI number in the BCI# field for your warrant entries. *Example:* B123456. The SID# field should list an available *Out-of-State Identification Number*.

*Example:* If the SID is from Tennessee, it would be TNA123456.

- PROTECTION ORDER entries: The *Protection Order* entry screen does not contain a BCI# field; an available BCI# is to be entered in the SID# field.

*Example:* OHB123456.

Supplemental fields are available for additional *Out-of-State Identification Numbers* (SID#).

### NEW INTERPOL GUN QUERIES

There are two new queries thru Interpol for stolen guns. They appear on the Interpol folder on *Messenger*. Interface specifications have also been updated.

IGQ – Stolen Gun Query

FGQ – Stolen Gun Query – Full Report

### BMV VEHICLE REGISTRATION QUERY

BMV has added an “AQ” historical plate code for an Ohio *Registration* (RP) query.

The screenshot shows a web-based form titled "OH\_REG - Ohio Vehicle Registration Inquiry". It features a "Header Information" section with a "Message Key" field containing "RP = Query by Plate" and an "ORI" field. Below this are four selection buttons: "By LIC", "By NAM", "By SSN", and "By TAX ID". The "By NAM" button is currently selected. There are three main input fields: "\* Plate #" (empty), "\* Code" (containing "AQ = Antique" and highlighted in yellow), and "Requester" (empty). A "Submit" button is located at the bottom right of the form.

## QNP NEW PURPOSE CODES

New Purpose Codes have been added to the QNP form.

- For Gun Permits, use 14, 34.
- For Disposition of Firearms Checks, use 22, 23, 24.

**QNP - Initial Inquiry**

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**Header Information**

ORI

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**Required Information**

\* Name

\* Sex

\* Race

\* Date of Birth

\* State of Residence

\* Purpose

\* Agency Case #

14 = Gun Permit of Any Type (NEW or RENEWAL)  
 22 = Disposition of Hand Gun  
 23 = Disposition of Long Gun  
 24 = Disposition of Other (Frame, Receiver, etc.)  
 34 = Gun Permit of Any Type (Revocation, Recheck, or Similar Scenario)

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**Identifying Information**

Weight

Social Security #

Miscellaneous #

Attention

Citizenship Status

Country of Citizenship

## MESSENGER AM-LOU FORM

Messenger form has been enhanced to include an ADD, MODIFY, REMOVE capability for the CHL or NICS role.

**AM-LOU - Administrative Message**

**Header Information**

<u>O</u> RI	OHOHP0040	▼
Date Submitted	20160421	
Agency Ori	OHOHP0040	
Agency Name	OSHP - LEADS CONTROL	
<u>T</u> AC Name	NAME, TAC	
Tac Form Submission	TAC / ATAC CHANGES MUST BE SUBMITTED TO LEADS ADMINISTRAT	
Tac Form Location	TAC / ATAC FORMS LOCATED AT: <a href="http://www.leads.ohio.gov/">HTTP://WWW.LEADS.OHIO.GOV/</a>	

**Operator Data**

<b>* Requested <u>A</u>ction</b>	<b>* <u>Q</u>LN</b>	<b>* </b>
ADD = Add New User ▼	ZZ000001	NAME, TEST
<b>Requested <u>A</u>ction</b>	<b>* <u>Q</u>LN</b>	
MODIFY = Modify User ▼	ZZ000002	
<b>Requested <u>A</u>ction</b>	<b>* <u>Q</u>LN</b>	
REMOVE = Remove CHL (includes NICS) or NICS Role ▼	ZZ000003	

- The CHL role is for *Conceal Handgun License* entries and includes NICS functionality.
- The NICS role is limited to NICS functionality *only*.

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## LEADS FEE STRUCTURE

LEADS Access Category	Fees	Comments
<p><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.</p>	\$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 Participation Agreement</i> .
<p><b>MDT Only Access</b> The agency does not have an office terminal, but utilizes a vendor to provide LEADS service to Mobile Data Terminals (MDT) in patrol cars.</p>	\$1,200 per year (\$100 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a <i>LEADS Terminal Agency Participation Agreement</i> .
<p><b>LEADS Mobile Service</b> Direct web-based access to LEADS for officers operating Mobile Data Terminals (MDT) in its patrol cars.</p>	\$100 per month plus an additional \$5 per user, per month. Terminal agencies: Terminal fees plus \$5 per user, per month.	Agency must complete a <i>LEADS Terminal Agency Participation Agreement</i> .
<p><b>LEADS Terminal Access</b> The agency has a terminal or terminals in its office through which it can access LEADS information.</p>	LEADS circuit based terminal access: \$250 base fee plus circuit cost for telecommunications carrier service, customer premise equipment and annual maintenance. PNT Circuit: \$800 per month/\$550 each additional circuit, same agency. 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.

## READ & SIGN

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- |           |           |
|-----------|-----------|
| 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 Training Program Manager Jacqueline Baylor at (614) 466-7621 or [jbaylor@dps.ohio.gov](mailto:jbaylor@dps.ohio.gov).

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

NOVEMBER 9  
DECEMBER 7  
2017

JANUARY 12  
FEBRUARY 9  
MARCH 8  
APRIL 5

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

NOVEMBER 15  
NOVEMBER 17  
DECEMBER 13  
2017

JANUARY 18  
FEBRUARY 22  
MARCH 15  
APRIL 12

### BASIC OPERATOR 9AM – NOON

NOVEMBER 30  
DECEMBER 15  
2017

JANUARY 26  
FEBRUARY 23  
MARCH 23  
APRIL 20

## 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

### CONTACT INFORMATION

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**Victoria Dowdy, Auditor**  
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[vdowdy@dps.ohio.gov](mailto:vdowdy@dps.ohio.gov)

**Lori Click, Auditor**  
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[lclick@dps.ohio.gov](mailto:lclick@dps.ohio.gov)

**Accounts Receivable**  
(614) 466-8781  
[LEADSAdmin@dps.ohio.gov](mailto:LEADSAdmin@dps.ohio.gov)

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

**Control Room Supervisors**  
**Harry Staples** (614) 995-3842  
[hstaples@dps.ohio.gov](mailto:hstaples@dps.ohio.gov)

**Duncan Cuccaro** (614) 466-3589  
[dcuccaro@dps.ohio.gov](mailto:dcuccaro@dps.ohio.gov)

### LEADS FAX NUMBERS

- LEADS Control: (614) 644-2459**
- LEADS Operator Update Form (LOU)
  - Helpdesk Correspondence

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

**Administrative Staff, Training Manager & Auditors: (614) 995-1230**

- General Correspondence
- Agreements
- Forms
- Training
- Auditing Information
- Validations

### MAILING ADDRESS

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

**PUBLIC WEB SITE**  
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