

# The LEADing NEWS

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## New service consolidating State Warrant Query response is live

**Nlets** is pleased to announce the release of the nationwide State Warrant Query (SWQ) response consolidation, a new resource that provides a single destination for users to query all states that support SWQ.

By sending a SWQ to the destination code NL, users will receive hit responses from all states that support SWQ in a single response. No-hit responses are filtered out, leaving only relevant responses. This federated response will improve the efficiency and visibility of state-level warrant data between states.

For more information, visit the [State Warrant Transaction Nlets Wiki](#) page.

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 <i>LEADS Non-terminal Participation Agreement</i> .
<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.	<b>\$1,200 per year</b> (\$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> .
<b>LEADS Mobile Service</b> Direct web-based access to LEADS for officers operating Mobile Data Terminals (MDT) in its patrol cars.	<b>\$100 per month</b> plus an additional \$5 per user, per month. <b>Terminal agencies:</b> Terminal fees plus \$5 per user, per month.	Agency must complete a <i>Terminal Agency Participation Agreement</i> .
<b>LEADS Terminal Access</b> The agency has a terminal or terminals in its office through which it can access LEADS information.	<b>LEADS circuit based terminal access:</b> \$250 base fee plus circuit cost for telecommunications carrier service, customer premise equipment and annual maintenance. <b>PNT Circuit:</b> \$800 per month/\$550 each additional circuit, same agency. <b>DM-VPN:</b> \$600 per month / \$350 each additional router, same agency. <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 <i>LEADS Terminal Agency Participation Agreement</i> .

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

## NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM

Recently, the FBI Director signed off on legislation that allows all law enforcement agencies to access NICS (National Instant Criminal Background Check System). Previously, only Sheriff's Departments were able to utilize this system when checking on concealed handgun license (CHL) applicants. All law enforcement agencies can now utilize NICS to query the background on any person they are releasing firearms to. The NICS query will provide an instant check for the following records:

Criminal History	Mentally Incompetent	Renounced Citizenship
Dishonorable Discharge	NICS Index	Under Indictment
Illegal Alien	Protection Orders	Wanted Persons

LEADS has submitted pre-access approval to the FBI for all agencies that have any current gun entries. That list of pre-approved agencies can be found on the CJIS Launchpad under CJIS Training, NICS Training, NICS Pre-Approved Agencies. If your agency is not listed and you want access, submit an Agency Service Request form (CJIS Documents, LEADS Forms) and fax to the number on the form or email the form to LEADSAdmin@dps.ohio.gov.

Individuals will also need to obtain this special role to query the NICS database. To receive this access, your agency's TAC or ATAC will need to submit an LOU (LEADS Operator Update) through Messenger, choose the "Modify" option, include the User's OLN, then choose the "NICS" option.

## NICS PERMIT PURPOSE IDS

Currently, the Purpose ID 14 is utilized for *all* firearm permit transactions. ***Beginning as soon as possible***, the NICS Section is requesting those utilizing the NICS for firearm permit transactions utilize the **Purpose ID 34** for any firearm permit transaction that is a permit recheck, revocation check, or any firearm permit check that is similar to the aforementioned.

The Purpose ID 14 will continue to be utilized for all **new** firearm permit applications (to include renewal applications once the permit has expired).

At this time, the request to utilize Purpose ID 34 for the firearm permit recheck/revocation check is not required, but ***strongly recommended***. The NICS Section will be preparing a topic paper to be presented at the Fall 2016 CJIS Advisory Policy Board Working Groups requesting for input on a deadline to make this Purpose ID change a requirement.



## RECORDS MANAGEMENT SYSTEMS

The LEADS technical audit staff has discovered agencies using Records Management Systems (RMS) that are not compliant with the LEADS Security Policy requirements for the protection of criminal justice information (CJI). Any RMS that will store, process or transmit CJI must adhere to all applicable security controls and be approved by LEADS Security prior to deployment.

*For further questions regarding RMS compliance with the LEADS Security Policy, please contact the LEADS Technical Security staff at [LEADSSecurity@dps.ohio.gov](mailto:LEADSSecurity@dps.ohio.gov).*

## DL CAVEAT: THREAT ASSESSMENT COMPLETED

Any time someone requests a Hazmat CDL endorsement, Department of Homeland Security performs a threat assessment. The following line of information will be listed on the DL:

Example: **THREAT ASSESSMENT COMPLETED: 04/17/2014 (NO SECURITY THREAT)**

## NATIONAL DATA EXCHANGE (N-DEX)

**N-DEX Update** — N-DEX is an unclassified, national online investigative information-sharing system that enables criminal justice agencies to search, link, analyze and share local, state, tribal and federal records from any secure internet-capable device.

N-DEX continues to enhance system features and provide access to new data sets daily. Recent updates to N-DEX include a new tabbed results screen, Next Generation Identification (NGI) federated search, N-DEX tactical view and updated training resources.

**Next Generation Identification data now available** — NGI federated search is now available to N-DEX law enforcement users, with CJIS Systems Officer (CSO) approval, via the N-DEX System portal.

To include NGI in your search, select "NGI" under the Federated Data Sources. Searches for NGI require an FBI Number (FNU) or Universal Control Number (UCN). FNU/UCN can be searched from a targeted person search or from a re-query on a Detailed Document View (DDV). Results will contain the most recent facial image. Future enhancements will include results that return all face, scars, marks and tattoo images associated with the FNU/UCN.

NGI results are returned using the N-DEX notification feature. If the result is returned in 45 seconds or less, N-DEX will also display the records on the results screen.

The N-DEX Program Office is continuously looking for ways to grow and improve the N-DEX System. The N-DEX User Feedback feature on the N-DEX System is used to communicate with the user community. Users are encouraged to submit suggestions, enhancement ideas and successes with investigations. User Feedback is directly monitored by N-DEX Program Office staff.



## TOWED VEHICLE RECORD MODIFICATIONS

Now effective, LEADS will allow the License/VIN Fields to be modified on the TOWED VEHICLE RECORD. These fields have been added to the Messenger Form.

The image shows a screenshot of a web-based form titled "OH\_MI - Modify Towed Vehicle". The form is divided into several sections:

- Header Information:** Includes a dropdown for "ORI" (OHCHP004).
- Record Identifiers:** Includes fields for "Agency Case #", "License Plate", and "Vehicle Identification Number".
- Towed Data:** Includes fields for "Towed Type - Reason", "Date Towed", "Reason Vehicle Towed", "Vehicle Condition", and "Vehicle Stored At".
- Vehicle Data:** Includes fields for "VIN #", "Vehicle Color", "Vehicle Make", "Vehicle Model", "Vehicle Year", and "Vehicle Style".
- License Plate Data:** Includes fields for "License #", "State", "Year", and "Type".
- Miscellaneous:** Includes a large text area for additional information.

Two callout boxes are overlaid on the screenshot:

- Vehicle Data:** Points to the "VIN #" and "Vehicle Color" fields.
- License Plate Data:** Points to the "License #" and "State" fields.

At the bottom of the form are "Submit", "Clear", and "Close" buttons. A small fox logo is visible in the top right corner of the form area.

EFFECTIVE APRIL 2016

## NATIONAL SECURITY THREAT – Addition to the KST File

***This communication is to notify our agencies of new information available.***

As part of an initiative to combat Transnational Organized Crime (TOC), the Terrorist Screening Center (TSC) has been developing strategies and actions to counter the growing threat posed to both national and international security. Individuals falling into the TOC category are persons of interest – not terrorists – which the President and Attorney General have ordered to be watch-listed.

The CJIS Division has been working for some time with TSC to set up a pilot and assess the value of having TOC-related persons added to the KST file. A new HANDLING CODE (HC) has been added to the KST file (HC5 for TOC members). The pilot will run for 90 days.

On March 28, 2016, approximately 1500 records were added to the KST file with this new HC for three organized crime groups. If the pilot is successful and shows value, additional members and groups may be added.

The message key (MKE) will display as POSSIBLE NATIONAL SECURITY THREAT – CAUTION. The NICS Command Center will continue to process these hits for our state partners in the same manner as they process KST file hits. The NICS Command Center will “clear the banner” for external users that hit on one of these records.

*Please direct any questions to the NICS Business Relations Team at [NICSLiaison@ic.fbi.gov](mailto:NICSLiaison@ic.fbi.gov).*

### **NCIC TOU 15-3 SYSTEM ENHANCEMENTS UPDATE**

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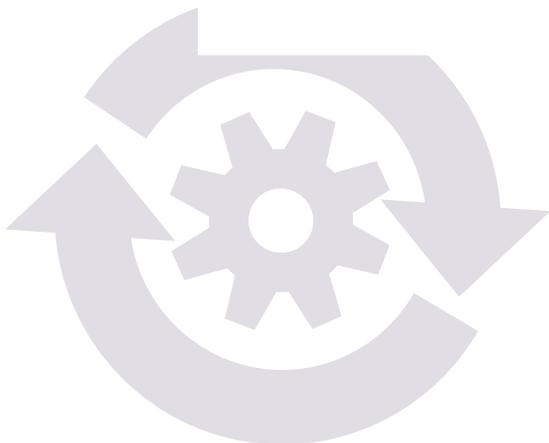
Attention *all* National Crime Information Center (NCIC) users:  
Upcoming system enhancements are outlined in the Technical Operational Update (TOU) 15-3 dated November 2, 2015. The FBI will implement the enhancements on **August 7, 2016**.

**TOU Update 15-3** – System enhancements August 7, 2016.

### **TOU SECTION UPDATES**

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- TOU SECTION 2.1** – Explanation of the information placed in the National Instant Criminal Background Check System (NICS) DENIED TRANSACTIONS FILE (NDTF)
- TOU SECTION 2.2** – Addition of the STATE TRANSACTION NUMBER field to the NDTF
- TOU SECTION 2.3** – Modification to the AGE FIELD for persons 100 years of age or older in the MISSING PERSONS FILE
- TOU SECTION 2.4** – Modifications of MESSAGE FIELD CODES and edits for the SECURITIES FILE
- TOU SECTION 2.5** – Modification to the placement of the VIOLENT PERSON CRITERIA FIELD in the VIOLENT PERSON FILE (VPF) response format
- TOU SECTION 2.6** – Modification to the VPF validation procedures
- TOU SECTION 2.7** – Addition of the NOTIFY ORIGINATING AGENCY field to the VPF
- TOU SECTION 2.8** – Addition of the STATE IDENTIFICATION NUMBER to the NCIC PERSON FILE



## REMINDERS

### ALIAS INFORMATION

Entering agencies are reminded of the LEADS/NCIC requirements regarding **ALIAS** information found on the computerized criminal history (CCH).

All additional identifiers from the CCH are to be entered in the **ALIAS** fields. However, if an agency does not use information from the CCH, LEADS requires the operator to mark through & initial each identifier not used.

Example: 999-99-9999 jqp

For further clarification, see the **LEADS Manual – Wanted Person File**.

### CCH LOGGING REQUIREMENTS

**REQUESTOR FIELD** must be in the format of Last Name First Initial and Middle Initial per LEADS teaching. The requestor field must not contain spaces, commas, titles, ranks or special characters.

Example: John Q Public should read **PUBLICJQ**

### CCH FINGERPRINT CLASSIFICATION

When a subject has a BCI and III fingerprint classification on their CCH, the III fingerprint classification must be entered. Do not use the BCI fingerprint classification unless there is no III fingerprint classification.

### CAUTION AND MEDICAL CONDITIONS (CMCs)

For clarification on the proper CAUTION INDICATOR values when entering agencies are packing the record, a detailed list is located in the **LEADS Manual – Wanted Person File** and in the **NCIC 2000 Code Manual – Personal Descriptor Codes**.

- **Violent Tendencies** do not include simple assault or rape.
- It is agency discretion whether or not to use a CAUTION INDICATOR for **Domestic Violence** offenses.
- **Fleeing and Eluding** does not qualify as ESCAPE RISK and CAUTION INDICATOR should not be used.
- **Known to Abuse Drugs** should be used if the subject has a CCH charge or conviction for DRUG ABUSE, has a DRUG ABUSE operator license suspension on their driving record, **or** other official source documentation which indicate the subject has actually abused drugs.
- It is the agency's discretion whether or not to use a CAUTION INDICATOR for drug offenses such as **trafficking, possession or paraphernalia**. When used, the proper value is CMC/OTHER with the drug offense listed in the MIS Field.
- **Armed and Dangerous** includes any crime with a WEAPON use.
- Having a **Concealed Handgun License** (CHL) alone does **not** qualify to be entered with a CAUTION INDICATOR for **Armed and Dangerous**.
- **CMC/OTHER** is to be used only when other cautions and medical conditions are not listed; identify in the MIS Field.

### BMV CODING IN VEHICLE ENTRIES

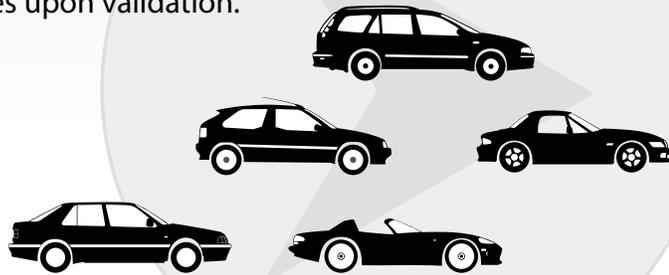
When making truck entries, do not use the vehicle style (VST) code SW. VST/SW is the entry code for the automobile style STATION WAGON. Some agencies are using the BMV registration coding to enter stolen vehicles. The BMV codes pick-up trucks, vans and sport utility vehicles as SW.

For LEADS/NCIC entries there are specific, individual vehicle style (VST) codes to identify these types of vehicles.

A pick-up truck would be coded PK, a van is VST/VN, and rugged trail, pleasure and SUVs are coded as LL.

For example, a Chevrolet Blazer is stolen and a dispatcher runs a registration on it. The BMV response shows it as a CHEV SW, however the vehicle entry would be coded VMA/CHEV VMO/BLZ VST/LL. On the other hand, a Volvo V50 Sports Wagon stolen entry would be coded VMA/VOLV VMO/V50 VST/SW.

Agencies shall modify entries upon validation.



### SOURCE DOCUMENTATION

An important part of your agency's LEADS audit is the review of the documentation maintained to substantiate a record entry. This review includes making sure the complete source documents are retained in the packet or file used to confirm the entry. For example, the complete computerized criminal history (CCH) must be retained, including the portion in support of a caution indicator.

The auditors are often finding only part of a CCH, for instance just the search page, when they review the files. The full BCI and III and the full DS are to be printed and retained for auditing purposes (not just the first page). Please review your files to ensure all the paperwork is there.

## 2016 SPRING TAC IN-SERVICE

The 2016 Spring TAC In-Service Training will be held regionally in six locations throughout Ohio.

It is required agency TACs attend one session. While Assistant TAC's are invited to attend, they are not required.

Classes will be held from 9 a.m. until noon. An additional session at the Richfield location will be held from 1 – 4 p.m.

Registration is available in nextTEST.

<b>May 3</b>	Ohio Department of Transportation (Auditorium) 1980 West Broad Street, Columbus, OH 43223
<b>May 5</b>	Hocking College Police Department 3301 Hocking Parkway, Nelsonville, OH 45764
<b>May 11</b>	Ohio University – Zanesville & Zane State College The Campus Center, Room 431 1425 Newark Road, Zanesville, OH 43701
<b>May 17</b>	Miami County Communications Center 210 Marybill Drive, Troy, OH 45373
<b>May 19</b>	University of Toledo (Main Campus) Field House 2100 2801 West Bancroft Street, Toledo, OH 43606
<b>May 26</b>	Ohio Peace Officer Training Academy (Auditorium) 4055 Highlander Parkway Suite B Richfield, OH 44286
<b>June 6</b>	Ohio Department of Transportation (Auditorium) 1980 West Broad Street, Columbus, OH 43223



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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](mailto:jbaylor@dps.ohio.gov).

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

JUNE 16  
 JULY 14  
 AUGUST 11  
 SEPTEMBER 14

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

JUNE 23  
 JULY 20  
 AUGUST 17  
 SEPTEMBER 22

### BASIC OPERATOR 9AM – NOON

JUNE 29  
 JULY 27  
 AUGUST 25  
 SEPTEMBER 28

## 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**  
 (614) 466-0673  
[lclick@dps.ohio.gov](mailto:lclick@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**  
[WWW.LEADS.OHIO.GOV](http://WWW.LEADS.OHIO.GOV)