

Dear Agency Administrator:

Welcome to the Law Enforcement Automated Data System (LEADS). LEADS is the statewide computer network which provides computerized data and communication for criminal justice agencies within the state of Ohio. LEADS also is a link to the National Crime Information Center (NCIC) operated by the Federal Bureau of Investigation (FBI), The International Justice and Public Sharing Network (NLETS) and the Ohio Bureau of Criminal Investigation (BCI).

The Ohio State Highway Patrol administers LEADS and acts as the Criminal Justice Information Systems Agency (CJIS) as provided in ORC 5503.10. The Highway Patrol provides leadership, monitoring, and assistance to local law enforcement agencies in system operation and integrity. They oversee administrative safeguards to deny all access by unauthorized persons to LEADS files, computers, or output. The Highway Patrol monitors and assists local agencies in updating files to ensure complete, accurate, and current information is available.

Although LEADS provides statewide storage of crime information, immediate response to police inquiries and easy access to criminal information files by criminal justice agencies, the primary purpose of LEADS is to provide for the safety and security of the officer on the street.

As agency administrator, you are accepting responsibility to comply with the attached rules 4501:2-10-01 to 4501:2-10-12 and 4501:2-10-14 of the Ohio Administrative Code governing LEADS.

The attached information provides more details to help you understand your responsibilities as an agency administrator. After successfully completing the required LEADS Agency Administrator Training, submit documentation to LEADS by fax at (614) 995-1230 or mail to LEADS, 1970 West Broad Street, Columbus, OH 43223.

If you have any questions, you may contact the LEADS Administrator, Les Reel at 614-752-4381.

LEADS ADMINISTRATOR TRAINING

As the administrator of your criminal justice agency you have a wide range of responsibilities. You may develop systems and procedures to implement department policy in a wide variety of areas and oversee the use of those systems and procedures by departmental staff.

The description of your responsibility for overall operations is also a good statement of your responsibility as the agency administrator for LEADS operations conducted by your agency. You will administer all the functions necessary to ensure the LEADS Terminal Agency Coordinator (TAC), operators, practitioners and Local Agency Security Officer (LASO), if applicable, are prepared to perform their jobs correctly. You must ensure your departmental policy is in line with LEADS policy on critical system issues such as, training, security, validation, hit confirmation, and documentation. In addition, make sure your departmental policy is made available, communicated and documented to all effected departmental staff.

As agency administrator, you are accepting responsibility to comply with LEADS Administrative Rules 4501:2-10-01 to 4501:2-10-12 and 4501:2-10-14 of the Ohio Administrative Code governing LEADS. Any violation of the rules could result in denial of access to LEADS. LEADS has established a sanction process to enforce these rules while cooperating with agencies to continue to protect the officers on the street (LEADS Administrative Rule 11 Sanctions).

All agencies participating in LEADS must complete the appropriate LEADS participation agreement. Each agreement will provide detailed information to help you further understand your responsibilities as an agency administrator.

AUDIT

Each agency shall, upon notice, submit to a periodic and at least triennial audit conducted by members of the LEADS staff. The agency administrator must make every effort to be available to the auditor for an exit interview. Refer to LEADS Administrative Rule 7 LEADS Audits.

TRAINING

The TAC, operators and practitioners (non-LEADS certified personnel) must receive appropriate training for their specific job duties.

The TAC is appointed by the agency administrator and is a key individual in effective and appropriate LEADS operation. They are typically in charge of the day-to-day LEADS activities. Your TAC must be fully aware of all their job duties and be fully prepared to carry them out (LEADS Administrative Rule 4 LEADS Points of Contact). The TAC will also have supervisory authority over the LEADS approved equipment. The TAC must have a direct line of communication with you for any LEADS concerns, complaints, or possible misuse issues.

Ensure your agency's operators and practitioners are completely trained on all their job duties by the TAC and are appropriately prepared to carry them out. Operators and practitioners must know what constitutes appropriate and inappropriate use and dissemination of the system and understand their role in the use of LEADS. Below is a list of training resources available to all LEADS users.

- LEADS Administrative Rules
- LEADS Manual
- LEADing News Newsletter
- LEADS Security Policy
- LEADS Security Awareness Training
- LEADS Validation Procedure Manual
- NCIC Manual
- NCIC Code Manual
- NCIC TOUs
- NLETS Manual
- BCI Manual

All LEADS training must be documented for auditing purposes.

VALIDATION

LEADS policy requires each record entered in the system be reviewed periodically to ensure all information in the record is accurate, complete and current. This process is called validation. Each record must be validated within 60-90 days after entry and annually thereafter (LEADS Administrative Rule 5 Validations). All records entered into the system must maintain accurate, complete, and current information. Failure to do so may result in wrongful apprehension or detention, for which an agency can be legally liable.

SECURITY

LEADS developed a policy to initiate appropriate security measures in order to protect LEADS data and computer systems. This policy is issued in conjunction with the CJIS Security Policy. The LEADS Security Policy is meant to be more inclusive than the CJIS policy and in no case will it be less restrictive.

User agencies must comply with all requirements specified in the LEADS Security Policy. Noncompliance with a requirement is sanctionable effective immediately except where a different deadline has been indicated for a particular item.

The sanction process as defined in the LEADS Administrative Rule 11 will also be used for all LEADS audits as well as for technical security audit violations. Exceptions to the progressive sanction process may be authorized by the LEADS Steering Committee Chairperson, if in his/her opinion, circumstances warrant such action.

LEADS may only be used and shared for criminal justice purposes. Criminal justice agencies can be legally liable for damages caused by failure to maintain appropriate system security.

LEADS security personnel may be able to suggest solutions to your LEADS problems. They may also help you interpret and apply LEADS policy and procedures in the LEADS activities of your own agency.

Basic security awareness training shall be required within six months of initial assignment and biennially thereafter, for all personnel who have access to CJI. (LEADS Security Policy)

HIT CONFIRMATION

The Hit Confirmation Form is a standardized transaction used to assist recovering agencies in verifying records and determining the disposition of the person or property.

LEADS and NCIC policy requires the entering agency respond to requests for hit confirmation within 10 minutes or one hour (as determined by the requesting agency) of receiving the request. This hit confirmation policy helps to ensure locating agencies receive a prompt response to their request and provides documentation the record is still valid.

To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries. Non-terminal agencies must sign a "Holder of the Record" agreement with a 24-hour agency delineating the responsibility for hit confirmation. Originating agencies that are not available 24 hours must place instructions for after-hour hit confirmation, e.g. a 24-hour contact telephone number or an Originating Agency Identifier (ORI) in the Miscellaneous Field (NCIC Manual).

You have successfully completed the required LEADS Agency Administrator Training. Complete the documentation below and submit to LEADS by fax at (614) 995-1230 or mail to LEADS, 1970 West Broad Street, Columbus, OH 43223. You must also forward a copy to your TAC and you may want to retain a copy for yourself.

If you have any questions regarding any sections of the training, contact the LEADS staff at 1-800-589-2077.

I certify I have received and read the LEADS Administrative Training. I will diligently work to ensure continued compliance with the LEADS Administrative Rules.

Administrator Signature _____

Administrator Name/Title _____

Agency ORI _____

Agency Name _____

Date _____