



APPOINTMENT OF LEADS NON-TERMINAL AGENCY COORDINATOR (NTAC)

In accordance with LEADS Administrative Rule 4501:2-10-03(C)(7), I am appointing the following person as the LEADS Non-terminal Agency Coordinator (NTAC) for:

AGENCY NAME		AGENCY ORI
NTAC NAME PRINTED	DATE OF ORIG. APPT.	NTAC OLN
NTAC E-MAIL ADDRESS		NTAC TELEPHONE NUMBER

I have also elected to appoint the following person as Assistant Non-Terminal Agency Coordinator.

ASSISTANT NAME PRINTED	DATE OF ORIG. APPT.	ASSISTANT OLN	ASSISTANT TELEPHONE NUMBER
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This person will be responsible to perform the following functions:

1. Train affected personnel (LEADS Practitioners) as to the capabilities of LEADS, the LEADS Administrative Rules, authorized use/dissemination, LEADS Manual (General Information) and LEADS Security Awareness Training (www.LEADS.ohio.gov). Basic Security Awareness Training shall be required within six months of initial assignment and biennially thereafter, for all personnel who have access to CJI.
2. Ensure all Practitioners update their LEADS Practitioner Training as applicable.
3. Maintain agency level records of all LEADS Practitioner training and LEADS Administrator training.
4. Participate/attend any audit of your agency.
5. Serve as the point of contact for LEADS security related matters.
6. Meet the requirements stated in LEADS Administrative Rule 4501:2-10-04.

NTAC SIGNATURE X	DATE
ASSISTANT NTAC SIGNATURE X	DATE
AGENCY ADMINISTRATOR'S SIGNATURE X	DATE

Please return this form by fax to: (614) 995-1230
or by mail to: LEADS Administrative Office, P.O. Box 182075, Columbus, OH 43218-2075