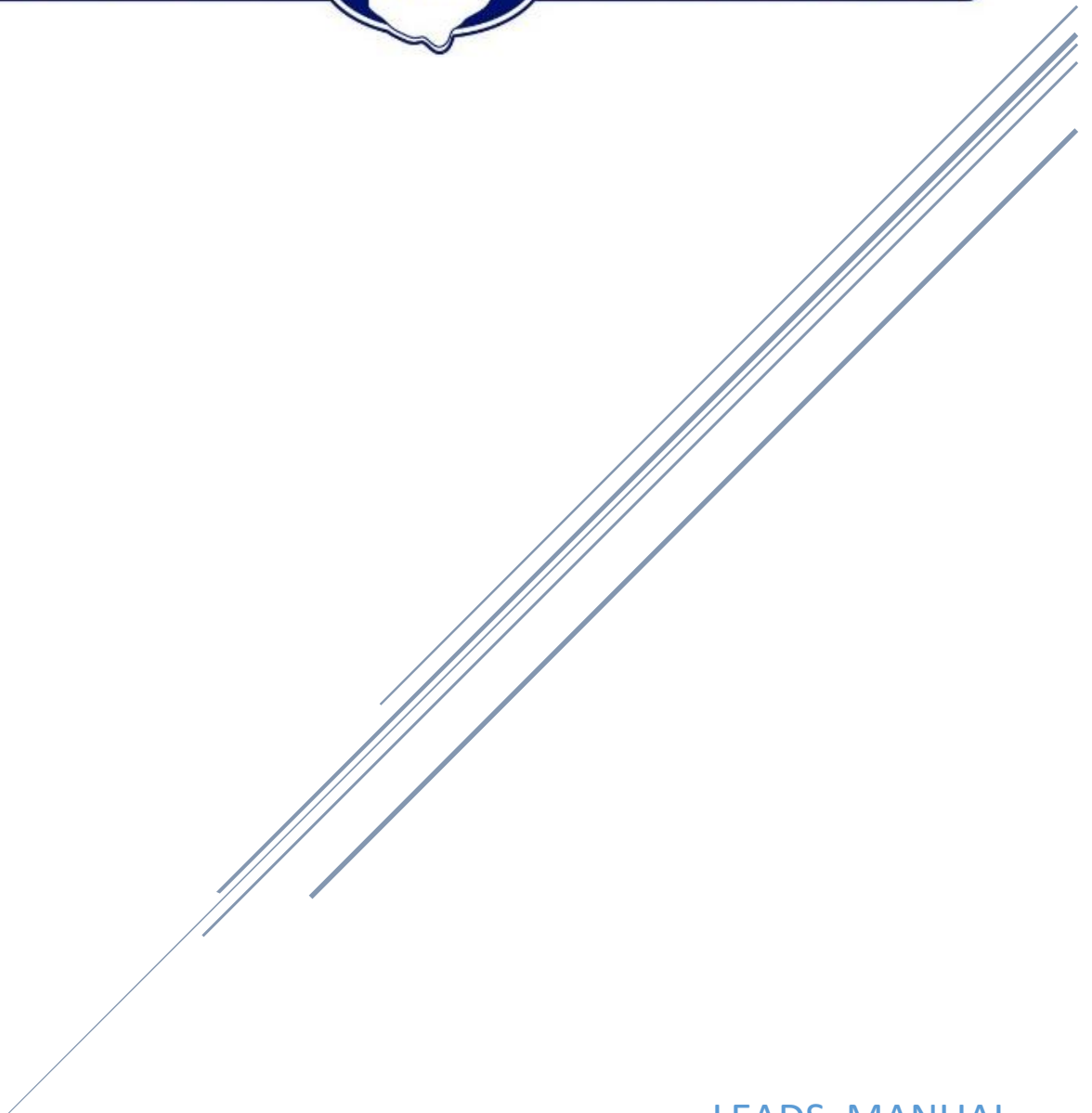


LEADS



LEADS MANUAL
Protection Order

PROTECTION ORDER – Table of Contents

PROTECTION ORDER..... 2

NO CONTACT ORDER..... 2

SYSTEM FUNCTIONS..... 2

RECORD COMPLETENESS..... 2

 OLN & MNU INFORMATION..... 3

 FBI & BCI NUMBERS 3

 SID NUMBERS 3

 AR & AN NUMBERS..... 3

 CMC (CAUTION AND MEDICAL CONDITIONS) VALUES:..... 3

PROTECTION ORDER FILE

The Ohio Protection Order File (POF) contains court orders issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal state courts. Entries in the POF must be supported by documentation (electronic or hard copy). Ohio Administrative Code 4501:2-10-03(C)(11) requires agencies to enter protection orders, which meet state or federal firearm prohibition criteria, within seventy-two hours of receipt to ensure all disqualifying records are accessible by the "National Instant Background Check System."

NO CONTACT ORDER

Agencies may enter a "No Contact Order" into the LEADS/NCIC POF. A "No Contact Order" is a post-conviction condition of probation/community control, ordering the subject to stay away from the victim of the crime. Violation of the order is not necessarily a new crime but is a violation of the terms of probation.

SYSTEM FUNCTIONS

Protection and no contact orders can be entered into the LEADS and NCIC Protection Order Files providing they meet criteria. Once the information has been entered into the appropriate system(s), it can then be modified, canceled, cleared or queried.

The accuracy of records is an integral part of the system; therefore, all records must be double-checked by a second party. Additionally, all records must be queried for accuracy after any submissions to the system.

Please note: Ex Parte orders should be entered as temporary protection order records and must have an expiration date. A "NONEXP" may be used in cases R.C. 2919.26 and 2903.213.

Refer to the NCIC Manual (Protection Order) for entry criteria and other information.

RECORD COMPLETENESS

Complete records include all critical information that was available at the time of entry. Records must be kept accurate and up-to-date. Agencies that enter records in the system are responsible for their accuracy, timeliness, and completeness.

LEADS requires a mark through and initial of each alias social security number not entered from the CCH.

Ex: ~~999-99-9999~~ vld

In house documentation such as arrest records, court dispositions, etc. may be used in the entry as long as documentation is on file.

OLN & MNU Information

Always use the most current information for entry. For example, if the subject has an expired or suspended OLN but has a valid ID card, the ID card would be the most current. It is the agency's discretion to enter expired or suspended information. If an OLN has no expiration date, use the current year in the OLY field.

Ohio ID card numbers should be entered into either the OLN field or the MNU field. ID card numbers from other states are to be entered into the OLN field.

FBI & BCI Numbers

If the subject has a BCI# and FBI#, both numbers are to be entered to complete the record. The subject's FBI# must be run to check for criminal history information from other states. The Ohio BCI record will be included in the FBI response.

SID Numbers

The State Criminal History Identification Number (SID) field should be populated with an out-of-state Computerized Criminal History (CCH) number when available. Example: TN123456

AR & AN Numbers

Alien Registration Numbers (AR) and Non-Immigration Admission Numbers (AN) on III records may be traceable and entered. The NLETS IAQ message key can be used to confirm AR and AN numbers.

The AR number is not a valid number and should not be used if the subject was born in the United States.

Arrest Numbers (AN) on a BCI record are not traceable and should not be entered in the record.

CMC (Caution and Medical Conditions) values:

The following shall be used as Caution Indicators when they are associated with the subject of a record. Failure to use applicable caution indicators will be counted as a serious error during the audit. A Caution Indicator must be included if any of the following offenses, including attempted, appear on the subject's CCH record or other supporting documentation:

- 00 Armed and Dangerous
- 01 Other (Explain in MIS field)
- 05 Violent Tendencies
- 10 Martial Arts Expert
- 15 Explosive Expertise
- 20 Known to Abuse Drugs
- 25 Escape Risk
- 30 Sexually Violent Predator – Contact ORI for Detailed Information
- 35 Sex Offender
- 40 International Flight Risk

50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic

Violent tendencies include voluntary manslaughter, murder, resisting arrest, felonious assault, felonious assault with a vehicle, assault on an officer, and aggravated assault. Violent tendencies do not include simple assault or rape. It is the agency's discretion whether or not to use a violent tendencies Caution Indicator for domestic violence offenses.

Fleeing and Eluding does not qualify as Escape Risk, and a Caution Indicator should not be used.

Do not use CMC/01 (Other) and enter the charges in the MIS field when a subject has previous arrests/convictions for Carrying Concealed Weapons (CCW), Felonious Assault, and Drug Abuse. Each individual CMC code that applies must be entered, which allows the system to translate the codes and makes it easier for the receiving operator to immediately determine the reasons for the Caution Indicator. In this example, CMC/00 (Armed and Dangerous), CMC/05 (Violent Tendencies), and CMC/20 (Known to Abuse Drugs) would be entered. The Armed and Dangerous correlates to the CCW charge, and Violent Tendencies refers to the Felonious Assault charge. CMC/01 (Other) should only be used when none of the CMC codes apply. The offense must be listed in the MIS field when CMC/01 is selected.

CMC/20 (Known to Abuse Drugs) shall be used when the subject has a CCH conviction for drug abuse, has a drug abuse OL suspension on their driving record, or other official source documentation indicates the subject has used drugs. A subject with drug trafficking, possession, or paraphernalia arrests/convictions does not necessarily imply drug use. In these situations, CMC/01 (Other) would be used with the offense being listed in the MIS field.

Use of a Caution Indicator for drug offenses such as trafficking, possession, or paraphernalia is the agency's discretion.

A subject with a previous CCH drug abuse arrest/conviction would not necessarily qualify for entry as an SMT/MC DRUGAB. Using drug abuse in the SMT field as a medical condition indicates the subject has been under a doctor's care, in a rehabilitation clinic, received counseling for abusing drugs, etc. The arrest/conviction on a CCH would not be documentation in and of itself to use the MC DRUGAB in the SMT field.

If NCIC accepts a qualifying entry, the user will receive a message indicating the NIC, and the record will be entered into the LEADS/NCIC Protection Order File.

If NCIC rejects the entry, the record is **not** stored in the LEADS/NCIC Protection Order File. The operator must make the required correction and transmit the entry again.

Refer to the NCIC Manual (Protection Order) for additional information.