LEADS

Law Enforcement Ohio Automated Data System

LEADS MANUAL

Towed/Immobilized Vehicle

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TOWED/IMMOBILIZED VEHICLE FILE

The LEADS Towed/Immobilized Vehicle File (TIV) was created to assist agencies in managing/tracking vehicles that have been towed and/or immobilized by law enforcement agencies when certain driving under suspension (DUS) or driving under the influence (DUI) violations occur.

A vehicle is defined as any motor driven conveyance designed to carry its operator, with the exception of boats. Towed trailers can be entered in the TIV File.

When vehicles are towed and/or immobilized as the result of lawful compliance, the information concerning the vehicle may be entered into the LEADS TIV File. Once the information has been entered into the system, it can then be modified, canceled, cleared or queried.

When the owner contacts an agency to see if their vehicle has been towed, or to report the vehicle as stolen, the operator can query the file by the license plate number or vehicle identification number. A hit on the file will return information on the license and/or vehicle along with other vehicle information, such as the conditions for releasing the vehicle to the owner and operating condition.

SYSTEM FUNCTIONS

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

Inquiry

The LEADS TIV File contains data entered by law enforcement agencies. Responses received are based on information entered.

The response to an inquiry is not limited to the agency that made the entry. An operator making a query on the file could receive a response indicating the vehicle was towed/immobilized by an agency in another jurisdiction. In this case, the party inquiring about the vehicle may be directed to contact the originating agency.

The message key to query the TIV File is **TV**.

There are two query options:

1. For a specific vehicle by using either the LIC or VIN.

2. For all records entered by the user's agency. Place a 'Y' in the 'All' field and your agency's ORI in the 'Querying ORI' field.

Records will display from the oldest to the newest.

Entry

When an entry is made for a non-entering agency, the ORI of the non-entering agency is to be placed in the MIS field of the record. Do not enter a non-entering agency ORI in the ORI field.

The message key to enter a TIV record is **ET**.

The required fields are:

ORI TYP OCA DTW RTW VCD STA VTF CFR

At least one of the following identifiers must be included:

- VIN
- LIC (along with LIS, LIY, and LIT)

Type Reasons (TYP)

- The date fields (DPT, DTR, FUD, IPF, and IPT) and number of days immobilized field (CID) are input based on what type of entry is being made.
    - **AO** *Abandoned/Other* – Follow up date (FUD) may be input.
    - **PT** *Pretrial Towed* (DPT) – The DPT is required; it must be greater than the date of entry and less than five days past the entry date.
    - **PI** *Pretrial Immobilization* (DPT) – The DPT is required; it must be greater than the date of entry and less than five days past the entry date.
    - **CM** *Court Ordered Maintenance* (DTR) – The DTR is required; it must be greater than the date of entry and less than 90 days past the entry.
    - **IM** *Court Ordered Immobilization* – Court Ordered Immobilization Days (CID), Immobilization Period From (IPF), and Immobilization To (IPT) are required. The immobilization period cannot be greater than 180 days.

Once the record passes the system edits, the user will receive a message of 'RECORD ENTERED' along with a display of the record.

The LEADS Vehicle and License Plate Files are automatically crosschecked when an operator attempts to enter a TIV record into the system. If a matching stolen vehicle or license plate record is found, the TIV entry will be rejected and the stolen vehicle or license data will be displayed on the screen with a message to contact the entering ORI. The agency receiving the reject message should contact the entering ORI and confirm the hit.

Modify

A modification transaction is used to add, delete, or change information. Only the entering agency may modify the record.

The message key to modify a TIV record is **MT**.

Identify the record to be modified by:

- VIN and OCA
- LIC and OCA

Complete the field(s) to be modified and transmit the data.

Once the transaction passes LEADS, the user will receive a message advising the record has been modified.

Cancel

Only the entering agency may cancel a TIV record. This transaction is used when the vehicle has been released to the owner or agent by the entering agency.

The message key to cancel a TIV record is **XT**.

Identify the record to be canceled by:

- VIN and OCA
- LIC and OCA

Clear

Only the entering agency may clear a TIV record. This transaction is used when the courts have ordered the vehicle released to the owner.

The message key to clear the TIV record is **CT**.

Identify the record to be cleared by:

- VIN and OCA
- LIC and OCA

The Date Vehicle Released (DVR) should also be included in the transaction.

RECORD RETENTION

The record retention period for TIV records is as follows:

- A record with a type code abandoned/other (AO) will be removed from the file 180 days after entry.

- All other record types must be removed by the entering agency.

TIV records are required to be validated between 60 and 90 days and yearly thereafter.

Automated notices are generated on the Date-of-Pre-trial Date (DPT) and the Immobilization Period To (IPT) date. In addition, notices are sent seven days after the Immobilization Period To (IPT) date and 60 days after the Immobilization Period To (IPT) date. The automatically generated notices will have a caption indicating the message was generated by LEADS and the reason it was sent. The notices will be generated each day of the week at approximately 4:00 a.m. Updates to the entry should be made at this time based on the status of the case.

ASSOCIATED DATA FIELDS

Field Tag	Description
CFR	conditions for release
CID	number of court ordered immobilization days
DOR	date record entered (assigned by the system)
DPT	date of pretrial
DTR	date of trial
DTW	date vehicle towed
DVR	date vehicle released
FUD	follow up date
IDX	LEADS file identification number (assigned by the system)
IPF	immobilized from date
IPT	immobilized to date
LIC	license plate number
LIS	license plate state of issue
LIT	license plate type
LIY	license plate expiration year
MIS	miscellaneous data
OCA	originating agency case number
ORI	originating agency identifier
RTW	reason vehicle towed
STA	vehicle stored at
TYP	towed type – reason
VCD	vehicle condition
VCO	vehicle color
VIN	vehicle identification number
VMA	vehicle make
VMO	vehicle model
VST	vehicle style
VTF	vehicle towed from
VYR	vehicle year