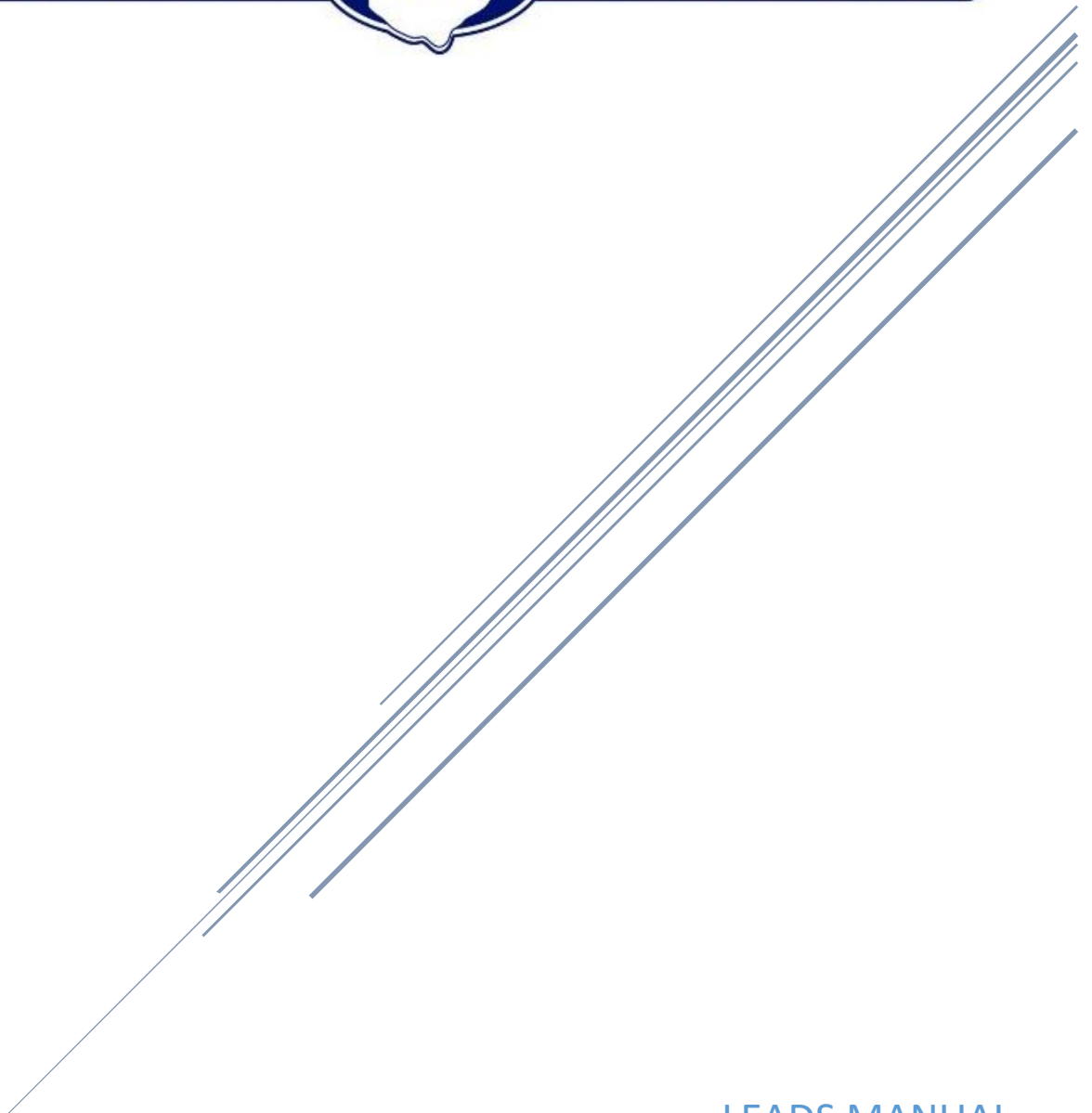


# LEADS



LEADS MANUAL  
Wanted Person

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## **WANTED PERSON FILE**

An entry in the Wanted Person File should be made immediately after: 1) the decision to arrest or authorize arrest has been made, and 2) the decision has been made regarding extradition.

Agencies must have a warrant (electronic or hard copy) on file to support a wanted person entry.

**A summons on a complaint to appear in court does not meet the criteria for entry.**

**Refer to the NCIC Manual Wanted Person chapter for entry criteria.**

## **REQUIRED ENTRIES**

### **ORC 2935.10 – Filing of affidavit or complaint procedure**

(G)(1) Any warrant issued for a tier one offense shall be entered, by the law enforcement agency requesting the warrant and within forty-eight hours of receipt of the warrant, into the law enforcement automated data system created by section 5503.10 of the Revised Code, and known as LEADS, and the appropriate database of the national crime information center (NCIC) maintained by the federal bureau of investigation.

(2) All warrants issued for tier one offenses shall be entered, by the law enforcement agency that receives the warrant with a nationwide extradition radius, into the law enforcement automated data system created by section 5503.10 of the Revised Code, and known as LEADS.

(3) If a law enforcement agency discovers that a warrant entered pursuant to section (G)(1) of this section into the law enforcement automated data system and the appropriate database of the national crime information center (NCIC) maintained by the federal bureau of investigation was entered in error, the law enforcement agency shall remove the warrant from the law enforcement automated data system and the appropriate database of the national crime information center (NCIC) maintained by the federal bureau of investigation within forty-eight hours following the discovery of the error.

(4) A law enforcement agency shall remove a warrant from the law enforcement automated data system and the national crime information center (NCIC) maintained by the federal bureau of investigation within forty-eight hours of warrant service or dismissal or recall by the issuing court.

(E) "Tier one offense" means a violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.06, 2903.11, 2903.12, 2903.21, 2903.211, 2905.01, 2905.02, 2905.32, 2907.02, 2907.03, 2907.04, 2907.05, 2907.321, 2907.322, 2907.323, 2909.02, 2909.03, 2909.24, 2911.01, 2911.02, 2911.11, 2919.25, 2921.34, 2923.161, 2950.04, 2950.041, 2950.05, or 2950.06 of the Revised Code.

## **OAC 4501:2-10-03 – Participation in LEADS**

(C) Agencies participating in LEADS shall meet the following requirements:

(11) Enter protection orders and warrants, 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."

***Note: To ensure system integrity, agencies that enter records in the LEADS and NCIC Systems are responsible for their accuracy, timeliness, and completeness. All records must be completed and double-checked by a second party within a timely manner (72 hours).***

## **CIVIL WARRANTS**

There are no prohibitions for the entry of warrants originating from a civil proceeding or judgment; however, the threshold generally accepted for entry of warrants is: the warrant must be “actionable” - meaning the subject of the warrant can be arrested and taken into custody based on the issuance of the warrant.

Warrants for non-support of a child and bench warrants, which stem mainly from non-compliance with court orders, may be entered.

## **TEMPORARY FELON WARRANTS**

A temporary felon want record, may be entered to establish a "want" entry when a law enforcement agency needs to take prompt action to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a felony. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.

***Note: For national law enforcement agency awareness – temporary felon wants can be entered into NCIC while a warrant is pursued.***

A temporary felon want record must be specifically identified as such by selecting pick-up-radius 1 – Nationwide, a warrant class code of FT- Felony Temporary and a description of the temporary want in the MIS field. A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felon want record must be either modified to a permanent wanted person record or canceled and a permanent wanted person record must be entered.

***Note: A temporary felon want record will be purged after 48 hours.***

## **SYSTEM FUNCTIONS**

The purpose of the LEADS and NCIC Wanted Person Files is to provide assistance in the apprehension of persons who have a warrant issued against them. Once the information has been entered into the appropriate system(s), it can then be modified, canceled, located, 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.

## **Inquiry**

The following message keys are used to query LEADS only files in a single transaction:

- Wanted Warrant (WW) - Produces a list of Ohio warrants only. Search fields include: NAM & DOB, LID, LIC, OLN, FBI, MNU, BCI, SOC or VIN.
- Wanted/Missing Person (WAR) - Produces a list of Ohio wanted and missing person records entered by the specified ORI for a particular month. The search for wanted persons can be further narrowed by PUR value.
- Warrants by zip code (ZIP) - Produces a list of wanted records that match the specified zip code. The search can be further narrowed by warrant class or offense code. Consideration for the possible size of this file should be made prior to searching. Some responses may be very large.

All wanted records, regardless of the message key selected, whose first two ORI characters match those of the inquiring ORI will be returned. For example, if OH000TEST does a QWF, (designed to limit responses to only felony records regardless of extradition and will return records with EXL Field codes 1-6), it will receive any wanted records entered by an Ohio agency.

An automatic cross-search of the following LEADS and NCIC files is initiated when any Wanted Person File query is made:

- Caution Ohio Police
- Concealed Handgun License
- Foreign Fugitive
- Gang
- Identity Theft
- Immigration Violator
- Known or Appropriately Suspected Terrorist (KST)
- Missing Person
- Protective Interest
- Protection Order
- Sex Offender Registry
- Supervised Release

If the initial query contains vehicle identifiers, the following databases are also searched:

- Vehicle
- Boat
- Vehicle/Boat Part
- License Plates

The QW (searches wanted person file felony records regardless of extradition and misdemeanor records indicating possible interstate extradition from the inquiring agency's location) message key allows the Wanted Person File to be queried by using the following field combinations:

- NIC only
- IDX only (LEADS identification number and will show only the LEADS data)
- NAM and OCA (the name must be spelled exactly as it is in the record)
- NAM and one of the following identifiers: DOB, FBI, MNU, SOC, OLN, LIC & LIS, or VIN & VMA.

**Refer to NCIC Manual (Wanted Person) for additional inquiries with negative and positive responses.**

## **Entry**

**Whenever 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 ORI in the ORI field.**

CLA (Warrant Class) values:

AS	OVI Automatic OL Suspension
AW	AWOL from a mental institution or hospital
BW	Bench Warrant
CD	Commercial Drivers – 24 hour out-of-service
FT	Felony Temporary
FW	Felony Warrant
MT	Misdemeanor Temporary
MW	Misdemeanor Warrant

PUR (Pick up Radius {Extradition}) values:

1	Interstate or Enter into NCIC
2	Any place in Ohio
3	Ohio within 100-mile radius
4	County of want and adjacent counties
5	County of want
A	Entering agency only – no action by other agencies
L	Jurisdiction of the department of want only

EXL (Extradition Limitation) values:

- Felony Warrants:
  - 1 – Full extradition
  - 2 – Limited extradition (requires data in the MIS field)
  - 3 – Extradition surrounding states only
  - 4 – No extradition – In-State pick up only; see MIS field for limits
  - \*5 – Extradition arrangement pending (requires data in the MIS field)**
  - 6 – Pending extradition determination

- Misdemeanor Warrants:
  - A – Full extradition
  - B – Limited extradition (requires data in the MIS field)
  - C – Extradition surrounding states only
  - D – No extradition – In-State only, see MIS field for limits
  - \*E – Extradition arrangement pending (requires data in the MIS field)**
  - F – Pending extradition determination

**\*EXL value cannot be used at initial entry, can only be used when modifying the record.**

### **CDL 24-Hour Out-of-Service**

As part of the Commercial Driver’s License Law, violators of O.R.C. Section 4506.15 can be ordered out-of-service for 24-hours in accordance with O.R.C Section 4506.16(C) for operating a commercial motor vehicle while having any measurable or detectable amount of alcohol or drugs in their system.

The LEADS Wanted Person File can be utilized by law enforcement to identify drivers violating the 24-hour out-of-service order.

The EW fields should be completed the same as a warrant with the exception of the following fields, which will be completed as shown:

- Warrant Class Code (CLA)    CD
- Pick-up Radius (PUR)        2
- Offense Code (OFF)         5499TRAFFIC OFFENSE
- MIS                              24HR OUT OF SERVICE, followed by the date and time of the order

**CDL out-of-service records are automatically purged 48-hours after entry.**

### **OVI Automatic License Suspension (ALS)**

Administrative license suspensions (ALS) may be delayed in certain situations, which result in a delayed update of the BMV driving record. The LEADS Wanted Person File can be utilized by law enforcement to identify suspended drivers waiting on a court appearance. To assist in letting law enforcement know when a person’s operator license has been suspended for OVI, a temporary entry may be made in the LEADS Wanted Person File, under the Auto Suspension Warrant Class while waiting for the court appearance.

The EW fields should be completed the same as a warrant with the exception of the following fields, which will be completed as shown:

- PUR                                2
- Warrant Class                 AS
- Offense Code                 5499OL AUTO SUSPENSION
- MIS                                OVI - OL AUTO SUSPENSION (Must be listed first in MIS field)

**OVI ALS records are automatically purged 15 days after entry; therefore, do not enter as a supplement to the base record.**

A query response that includes an OVI Automatic License Suspension record looks like this:

B}\*\*\*\* INSTATE \*\*\*\* INSTATE \*\*\*\* INSTATE \*\*\*\*  
MKE/WANTED PERSON - OVI ADMINISTRATIVE OL SUSPENSION  
\*\*\*\*NOT A BASIS TO STOP, DETAIN OR ARREST\*\*\*\*  
MISDEMEANOR - LIMITED EXTRADITION SEE MIS FIELD  
LID/04650861 IDX/WX04650861  
ORI/OHOHP6700 DTE/20080609  
NAM/PUBLIC,JANE SEX/F RAC/W  
DOB/19870129 SOC/999999999  
HGT/500 WGT/098 EYE/BRO HAI/BLN  
OLN/XX000000 OLS/OH OLY/2012  
OFF/TRAFFIC OFFENSE - OL AUTO SUSPENSION  
DOW/20080609 COW/67 PORTAGE  
CLA/AS PUR/2  
OCA/67-297  
MIS/OVI-OL AUTO SUSPENSION  
\*\*\*\*\* IMMED CONFIRM WITH ORI \*\*\*\*\*  
AGENCY: OSHP - RAVENNA, TELEPHONE: 3302971441

**The third line of the response states \*\*\*\*NOT A BASIS TO STOP, DETAIN OR ARREST\*\*\*\*. This is an informational hit only.**

## **Add-On Warrant**

Due to NCIC only allowing an agency to have one wanted base record on file for a subject, LEADS has made allowances for add-on warrants to be entered into the file. Add-on warrants are additional warrants on file for the same person. These may be added to the base record for that person. The entering agency may add warrants to a wanted person record it has previously entered. The additional warrant information will be recorded in LEADS only.

The message key to enter an add-on warrant is **AWW**.

Identify the base record to which the add-on is to be associated with by:

- NAM and OCA
- LID and OCA

Include the following data for the additional warrant:

- Class Code (CLA)
- Pick-up Radius (PUR)
- Offense Code (OFF)
- Agency Case Number (OCA) - must be different from the base record's OCA
- Date of Warrant (DOW)
- Miscellaneous (MIS)

Upon inputting the add-on warrant information, the entering agency will receive a response showing the record with the words \*\*\*\*\* ADD-ON WARRANT ENTERED \*\*\*\*\* at the end if accepted.

If the base record is not found or the OCA of the add-on is already on file, the entry will be rejected and a message will be displayed informing the user of the error. Example of an AWW entry:

ORI/OHOHP00L8  
LID/03323763  
OCA/LEADSTEST  
CLA/BW  
PUR/A  
OFF/5005  
OCA/04CRB3947  
DOW/12272004  
MIS/ CAUT DRUGS AND ASSLT WITH DANG WEAP

The query response to a record with add-on warrants is shown below. The add-on warrant information falls under a heading of Additional Warrants near the end of the record.

\*\*\*\* INSTATE \*\*\*\* INSTATE \*\*\*\* INSTATE \*\*\*\*  
MKE/WANTED PERSON - CAUTION  
ARMED & DANGEROUS  
LIMITED EXTRADITION - NOTE LIMITATION IN MIS AND PUR FIELD  
LID/03323763 IDX/WX03323763  
ORI/OHOHP00L8 DTE/20050102  
NAM/SAMPLE,RECORD A SEX/M RAC/B  
POB/MI DOB/19671110 SOC/111111111  
HGT/509 WGT/150 EYE/BRO HAI/BLK  
SMT/PRCD L EAR  
FBI/12333HA6 BCI/C195503  
OLN/XX000000 OLS/OH OLY/2006  
DOW/20041227 COW/18 CUYAHOGA  
CLA/BW PUR/A OFF/5005CONTEMPT OF COURT  
OCA/LEADSTEST  
MIS/FTP FALSIFICATION AND POSS CRIM TOOLS  
ADR/2100 LAKESIDE AV CLEVELAND,OHIO ZIP/44114 DATE OF ADR/20050102  
SUPPLEMENTAL INFO:  
AKA/SAMPLE,REC  
AKA/RECORD,SAMPLE A  
DOB/19671011  
DOB/19691011  
DOB/19671106  
SMT/SC FACE  
SMT/SC HEAD  
SMT/SC R EYE  
SOC/100000000  
SOC/200000000  
CMC/KNOWN TO ABUSE DRUGS  
**ADDITIONAL WARRANTS:**  
CLA/BW PUR/A OFF/5005CONTEMPT OF COURT OCA/04CRB3946  
DOR/20050102 DOW/20041227  
**ADDITIONAL WARRANTS:**  
CLA/BW PUR/A OFF/5005CONTEMPT OF COURT OCA/04CRB3947  
DOR/20050102 DOW/20041227  
\*\*\*\*\* IMMED CONFIRM WITH ORI \*\*\*\*\*  
AGENCY: PARMA PD, TELEPHONE: 4408851234

**The miscellaneous field is for additional information, not for duplicate information.**

## **Clear/Cancel an Add-on-Warrant**

Only the entering agency can clear/cancel add-on warrants from a wanted person record.

The message key to cancel an add-on warrant is **XWW**.

The message key to clear an add-on warrant is **CWW**.

Identify the add-on record being removed by:

- **NAM** from the base record and **OCA** of the add-on record
- **LID** from the base record and **OCA** of the add-on record

A successful clear/cancel returns one of the following responses and a display of the base record:

\*\*\*\*\* ADD-ON WARRANT RECORD CLEARED \*\*\*\*\*

**or**

\*\*\*\*\* ADD-ON WARRANT RECORD CANCELED \*\*\*\*\*

**Add-on warrants must be cleared before the base record can be cleared/canceled.**

## **RECORD COMPLETENESS**

Complete records include all critical information that was available on the wanted person 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):**

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

**Violent tendencies include voluntary manslaughter, murder, strangulation, resisting arrest, felonious assault, felonious assault with a vehicle, assault on an officer, and aggravated assault. 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.**

The warrant can be entered with a Caution Indicator if the subject does not have a CCH record, but the warrant is associated with one of the listed offenses.

A subject's possession of a Concealed Handgun License does not qualify for an armed and dangerous Caution Indicator.

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 used. For example - do not use CMC/01 (Other) if a subject has previous arrests/convictions for Carrying Concealed Weapons, 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.

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 but may be entered at the agency's discretion. CMC/01 (Other) would be used with the offense being listed in the MIS field.

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 itself to use the MC DRUGAB in the SMT field.

When a record is transmitted and one of the combinations below matches a wanted record already on file, it will reject as a duplicate. The user will receive the message 'REJECT ON FILE' along with the IDX of the existing record.

FBI and ORI	NAM, MNU and ORI
NAM, SOC and ORI	OLN, OLS and ORI
VIN, VMA, NAM and ORI	LIC, LIS, LIY, LIT, NAM and ORI
OCA, NAM and ORI	DOB, NAM and ORI

After transmitting the entry, and no errors are found, the user will receive a message advising the record is pending and has been forwarded to NCIC, if the PUR = 1, or the message indicates the record has been entered into the LEADS Wanted Person File.

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

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

**Refer to the NCIC Manual (Wanted Person) for additional information.**