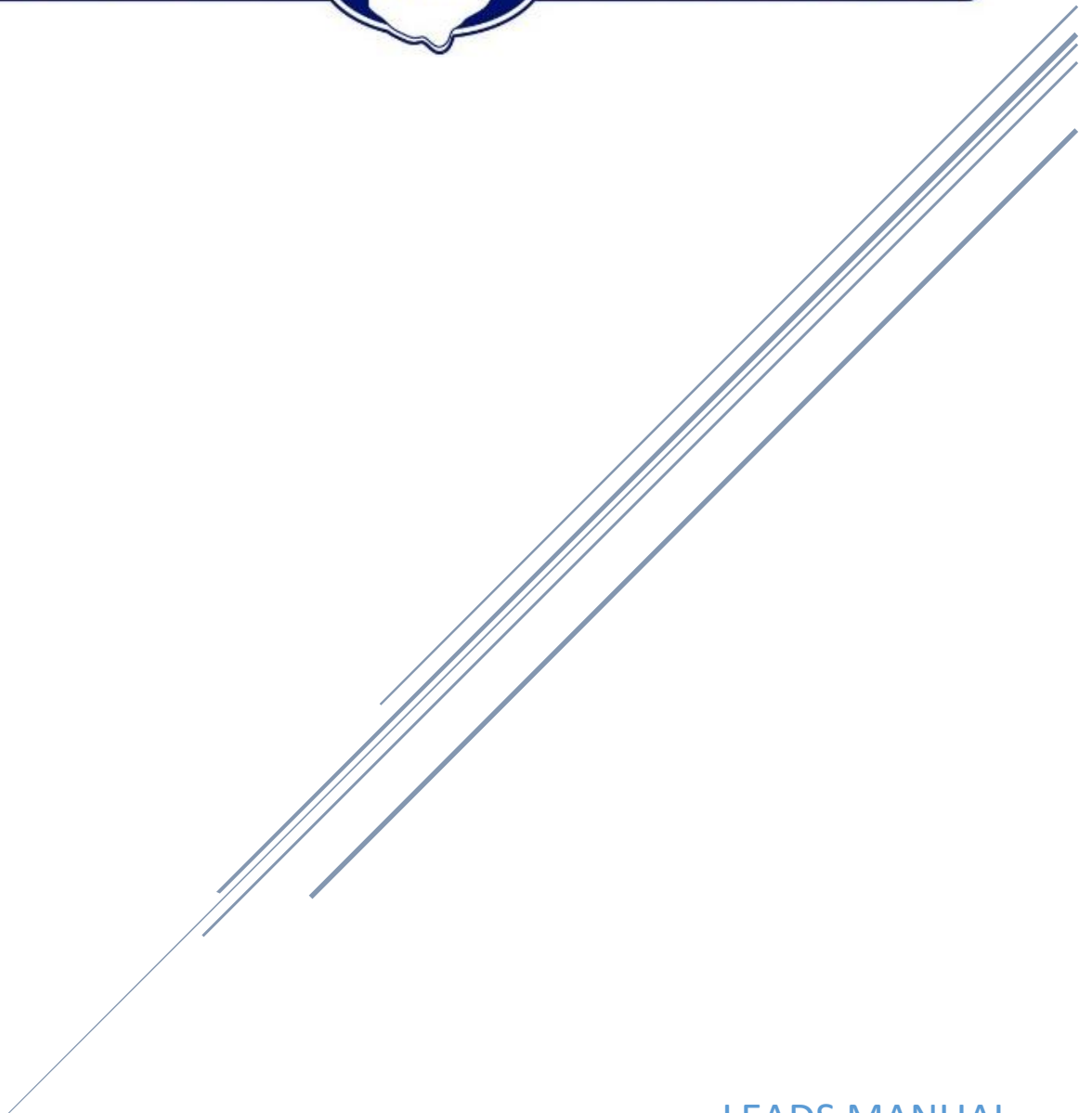


LEADS



LEADS MANUAL
Caution Ohio Police (COP)

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CAUTION OHIO POLICE (COP) FILE

The Caution Ohio Police (COP) File is an Ohio only LEADS file developed to quickly disseminate information about potentially dangerous situations and/or persons using information gathered during the initial response to an incident.

This file is not a replacement for the Wanted Persons File and cannot be used as the basis to search, detain, or arrest. It is very important to replace the COP entry with a Wanted Person entry as soon as possible.

Each COP entry submitted to LEADS generates a statewide OHALLCOPS broadcast. All standard queries that check the Wanted Persons, Stolen Vehicle and License Plate Files also check the COP File.

The COP File includes four types of records: Immediate Threat, Taylor Alert, Homeland Security, and Blue Alert.

Immediate Threat

Immediate threat records warn of potential danger and are input with a value of 'N' in both the LTCI and HOME fields. The records are automatically purged after forty-eight hours (48) unless modified/updated. The entering terminal receives a follow-up validation notice every eight hours (8) until the record expires.

Taylor Alert

Taylor Alert (aka long-term caution) records can be entered into the COP File after written approval has been obtained from the chief of police, county sheriff, law enforcement agency administrator, or their assigned designee. When considering approval of the entry, ensure the entry meets the following criteria:

1. **Any previous conviction for an act of violence** (assault) against a law enforcement officer. This does not include resisting arrest or fleeing.
2. **A verbal threat of physical harm** specifically directed toward law enforcement personnel. In this instance, the following guidelines apply and must be met:
 - **“Reasonable suspicion”** to believe an individual may act on a verbal threat some time in the future. Reasonable suspicion is established when information exists that establishes sufficient facts to give a trained law enforcement officer a basis to believe there is a reasonable possibility the individual may present an increased danger to any law enforcement officer.

- **Source reliability** – the reliability of the source is unquestioned or has been tested in the past.
- **Content validity** – a law enforcement officer or another reliable, independent source has corroborated the information.
- **First Amendment rights** – in all cases, the seriousness of the threat must be weighed against an individual's right to freedom of expression.

Taylor Alert records remain in the system until canceled or cleared by the entering agency. A report will be generated once a quarter for validation of these records.

Homeland Security

Homeland Security Alert records are entered when there is a potential risk to state or national security. A homeland security threat includes the possibility of catastrophic loss of life or property within the United States.

The type of threat must be defined in the alert text field. For example:

ALRT/PICKUP TRUCK LOADED WITH DYNAMITE WAS TAKEN FROM A
CONSTRUCTION SITE

ALRT/AT TIME OF REPORT THE PERSON MADE COMMENTS INDICATING THEIR
INTENTION TO HARM INNOCENT CROWDS OR DESTROY INNOCENT PROPERTY

ALRT/AT THE TIME OF REPORT THE PERSON COULD BE TIED TO THE POSSIBILITY
OF TERRORIST ACTIVITY

Homeland Security Alert records remain in the system until canceled or cleared by the entering agency. The system will generate a report every six hours of all homeland security entries made within the previous 24 hours.

If an out-of-state agency sends a message to LEADS Control, which would qualify for the COP File and is not already entered in the Wanted Persons File, LEADS Control will make the entry into the COP File. The sign off for the entry will indicate the name, and telephone number of the originating agency and “Rlyd Ohio LEADS Control 1-800-589-2077.”

Blue Alert

Blue Alert records are entered in the event of a missing, critically injured, or killed law enforcement officer where the suspect(s) are at large. The following criteria, listed in ORC 5502.53, must be met to initiate the Blue Alert:

1. A local law enforcement agency confirms that a law enforcement officer has been seriously injured or killed, and the suspect is still at large, or a law enforcement officer is missing on duty under the circumstances warranting concern for the law enforcement officer's safety.
2. There is sufficient descriptive information about the suspect or the circumstances surrounding a law enforcement officer's injury, death, or disappearance to indicate that activation of the alert may help locate a suspect or a missing law enforcement officer.

Blue Alert records remain in the system until canceled or cleared by the entering agency. A report will be generated once a quarter for record validation.

SYSTEM FUNCTIONS

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 standard queries QW, QV, WW, RP, RV, DL, and DS check the COP File for records containing the requested social security number, license plate number, operator license number, or name. If a match of the requested data field(s) is found, the system will return the COP record with a red background.

- QW – NCIC Query Wanted Person
- QV – NCIC Query Vehicle
- WW – Ohio Warrant Inquiry Only
- RP – Ohio Vehicle Registration Inquiry by Plate
- RV – Ohio Vehicle Registration Inquiry by VIN
- DL – Ohio Driver Inquiry by Number
- DS – Ohio Driver Inquiry by Social Security Number

A query of the COP and Concealed Handgun License Files will be performed when the response from the Ohio BMV driving record is received and contains a name and date of birth.

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 ORI in the ORI field.

The message key to enter a COP record is **ECOP**.

The required fields are:

ORI	CONT	CT1	INCD
LTCI	HOME	INCL	ALRT

- To indicate the record is a long-term caution, place a Y in the LTCI field.
- To indicate the record is a homeland security threat, place a Y in the Homeland Security field.
- The ALRT field will hold four lines of text. Each line will hold 70 characters.

Information pertaining to an individual and/or up-to four vehicles may also be entered.

After transmitting the entry and no errors are found, the user will receive a message advising the record has been entered into the LEADS COP File.

The system then generates an OHALLCOPS broadcast message.

Modify

Modification of records is restricted to the entering agency.

The following message keys are used to modify a COP record:

MCOP is used to modify the information from the original entry. The following fields are required:

ORI	LID	COP-ID	CONT	CT1	INCD
LTCI	HOME	INCL	ALRT		

The MCOP transaction gives the option of sending the broadcast after the changes have been made.

COP3 is used to add/modify additional alert text. Up to 18 additional lines can be added. Identify the record to be modified by both LID and COP-ID.

Action code: A (add) D (delete) M (modify)
ALR3: is where the additional text is entered

EXT is used to extend the life of the record. The record is identified by its LID.

The COP3 and the EXT modify transactions will automatically cause another OHALLCOPS broadcast to be sent out with the updated information.

Delete

The deletion of records is restricted to the entering agency.
The message key to delete a COP record is **DCOP**.

Identify the record by either the LID or COP-ID and one of the following data fields from the record: NAM, OLN, SOC, or LIC.

The delete transaction causes another OHALLCOPS broadcast to be sent with the updated information.

HOTSHEET RETRIEVAL

An agency may also query the COP File directly to retrieve a listing of:

- All COP records on file for the entire state or,
- All COP records on file for a particular county or,
- All COP records on file for a particular quadrant of the state.

The message key used for this query is **COPP**.

The field QTYP is required to indicate the type of query. Its valid values are:

- CO (county)
- ST (statewide)

The field QKEY is required when using CO in the QTYP field. It is used to indicate the desired county number (two digits 01 – 88).

FOLLOW-UP NOTICES

A follow-up validation notice is sent to the entering agency every eight hours for each immediate threat and every six hours for each homeland security threat COP record an agency has in the file. The purpose of the notice is to help keep the information in the COP File current. The Taylor Alert has no follow-up notices.

The notice serves as a reminder to cancel the COP record when an appropriate Wanted Persons entry has been made or to add any additional information to the record that may have become available.

The notice also indicates the time remaining before the COP record is automatically purged. If the COP record is still valid when this notice is received, validate the record by transmitting the transaction provided. If the record needs to be canceled or modified, take appropriate action. An example of a COP validation notice is shown below:

WARNINGTHIS RECORD WILL BE AUTOMATICALLY PURGED IN 39 HOURS.

NAME/PUBLIC, JOHN Q LID/25COP004 ORI/OHOHP0040

VALIDATE THIS COP ALERT AND EXTEND IT FOR AN ADDITIONAL EIGHT HOURS BY TRANSMITTING THE TRANSACTION SHOWN BELOW. IF ADDITIONAL INFORMATION IS AVAILABLE, MODIFY THE COP RECORD. A COP ALERT CANNOT BE USED AS THE BASIS TO STOP, DETAIN OR ARREST A SUBJECT AS SOON AS POSSIBLE. PLEASE REPLACE THE COP RECORD WITH A PERMANENT OR TEMPORARY WW ENTRY. REMOVE THE COP RECORD AS SOON AS THE WW ENTRY IS MADE.

IF YOU WISH TO EXTEND THE ALERT FOR EIGHT MORE HOURS, RUN AN EXT TRANSACTION.

EXT.25COP004

A final notice is also sent to the entering agency four hours before a COP record is automatically purged by the system. This notice has the same format as the notice shown above without the validation option.

ASSOCIATED DATA FIELDS

The Caution Ohio Police record contains the following data.

<u>Field Tag</u>	<u>Description</u>
ADR	street address of the subject
AGE	age of the subject
ALRT	text describing the situation
ALR2	additional text field to describe the situation
CID	COP record ID assigned by the system
CONT	contact name
CTY	city of residence of the subject
CT1	contact phone #
DOB	date of birth of the subject
DTE	date record entered into the database
EYE	eye color of the subject
HAI	hair color of the subject
HGT	height of the subject
HOME	home security threat indicator
IDX	unique record number assigned by the database
INCD	incident date
INCL	incident location
INVD	SSN of subject
LIC	vehicle one – license plate number

LIS	vehicle one – license plate state of issue
LIT	vehicle one – license plate type
LIY	vehicle one – license plate expiration date
LIC2	vehicle two – license plate number
LIS2	vehicle two – license plate state of issue
LIT2	vehicle two – license plate type
LIY2	vehicle two – license plate expiration date
LIC3	vehicle three – license plate number
LIS3	vehicle three – license plate state of issue
LIT3	vehicle three – license plate type
LIY3	vehicle three – license plate expiration date
LIC4	vehicle four – license plate number
LIS4	vehicle four – license plate state of issue
LIT4	vehicle four – license plate type
LIY4	vehicle four – license plate expiration date
LTCI	Taylor alert – long term caution indicator
MKE	message key
NAM	name of the subject
OLN	operator license number of subject
OLS	operator license state of issue of subject
OLY	operator license date of expiration of the subject
ORI	identifying number of the entering agency
RAC	race of subject
SEX	sex of subject
SMT	scars, marks & tattoos of subject
STA	state of residence of the subject
WGT	weight of subject
VIN	vehicle one – vehicle identification number
VYR	vehicle one – vehicle year
VMA	vehicle one – vehicle make
VMO	vehicle one – vehicle model
VST	vehicle one – vehicle style
VCO	vehicle one – vehicle color
VIN2	vehicle two – vehicle identification number
VYR2	vehicle two – vehicle year
VMA2	vehicle two – vehicle make
VMO2	vehicle two – vehicle model
VST2	vehicle two – vehicle style
VCO2	vehicle two – vehicle color
VIN3	vehicle three – vehicle identification number
VYR3	vehicle three – vehicle year
VMA3	vehicle three – vehicle make
VMO3	vehicle three – vehicle model
VST3	vehicle three – vehicle style
VCO3	vehicle three – vehicle color
VIN4	vehicle four – vehicle identification number

VYR4	vehicle four – vehicle year
VMA4	vehicle four – vehicle make
VMO4	vehicle four – vehicle model
VST4	vehicle four – vehicle style
VCO4	vehicle four – color