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INTRODUCTION TO THE LAW ENFORCEMENT AUTOMATED DATA SYSTEM (LEADS)

In the mid-1960s, many law enforcement administrators began to realize computers could be used in law enforcement operations. At that time, computers were coming into popular use in business and industry to store and retrieve information; computers could accomplish in seconds what it might take hours, days, or even weeks to accomplish by telephone, telegraph, or mail. Law enforcement administrators saw the instant access computers could provide to information would be invaluable for criminal justice purposes. They saw computerized information systems could play a critical role in *providing for the security and safety of the officer on the street*.

In Ohio, an initial feasibility study was conducted to identify specific areas in which a computerized data system could provide needed services to all law enforcement agencies within the state. This study, funded by the Office of Law Enforcement Assistance of the U.S. Department of Justice, began in July 1966 and determined a computerized data system could provide several critically needed services:

- Statewide storage of crime information
- Immediate response to police inquiries
- Easy access to criminal information files by law enforcement agencies

Given the results of the feasibility study, another federal grant was obtained in October 1967 to begin work actually designing and programming Ohio's LEADS. A coordinating committee was formed to oversee the work of development.

The coordinating committee was chaired by a representative of the Ohio State Highway Patrol, the agency charged with operating LEADS. Other members include, the Buckeye State Sheriff's Association, Ohio Association of Chiefs of Police, Bureau of Criminal Investigation (BCI), police departments representing smaller police departments, county sheriff's offices representing metropolitan area sheriff's offices, and the chief justice of the Ohio Supreme Court or his/her designee representing courts. LEADS became operational in November 1968.

Another federal grant was obtained by the State of Ohio while LEADS was being developed and put into operation to assist in providing some 175 additional computer terminals for installation in local law enforcement agencies throughout the state. This five-year grant was funded by the National Highway Traffic Safety Bureau of the U.S. Department of Transportation. With this grant, the total amount of federal grant funding for the development and installation of LEADS came to \$4.2 million. The capabilities of LEADS in November 1968 consisted of message-switching among terminals and accessing information in stored mainframe files. Message switching was used and continues to be used to send messages back and forth among law enforcement agencies. Three information files were stored on the mainframe when LEADS first became operational:

- Operator's license information
- Vehicle registration information
- Auto alert information on stolen cars

The first known hit through LEADS occurred shortly after the system became operational. The Toledo Police Department entered a stolen 1969 Cadillac in the Auto Alert file on December 1, 1968. On May 13, 1969, the FBI in San Juan, Puerto Rico, made an inquiry by serial number and got a hit on the vehicle.

Consider how long it would have taken for FBI personnel in San Juan to find out the vehicle was stolen if they hadn't had access to a computerized data system.

LEADS was not designed only to provide criminal justice information to law enforcement agencies *within* the State of Ohio. LEADS was also intended to form a vital component of the National Crime Information Center (NCIC) operated by the Federal Bureau of Investigation (FBI) in Clarksburg, West Virginia. NCIC maintains computer files of information provided by each of the fifty states. LEADS users in Ohio can access NCIC files through LEADS, just as users in other states can access NCIC files through their own states' systems. Thus, LEADS provides criminal justice information from across the country to Ohio law enforcement agencies and, at the same time, provides criminal justice information from Ohio to law enforcement agencies across the country.

LEADS DATA FILES

LEADS has many database files which it owns and maintains, as well as the ability to communicate with several other entities and access data from their data files. The certification level of LEADS users will determine what information they have access to and what functions (query, enter, update, etc.) they may perform pertaining to that data.

(The files in *italics* cannot be modified by end users).

- Agency (agencies who have or had an active agreement with LEADS)
- Caution Ohio Police (COP)
- Concealed Handgun License
- Dental
- Images
- License Plates (stolen / missing)
- *Local Weather* (loaded from NWS)
- Missing Persons
- *ORI* (the ORIs that are associated with active agencies)
- Parts (vehicle)
- Persons with Information (associated with Missing Persons PWI)
- Supplemental Data (AKA, SMT, DOB, add on warrants, etc)
- Towed Vehicles
- *Trap File* (this is a behinds the scene file and not accessible by the end-user)
- Vehicles (stolen / used in a felony)
- Wanted Persons

PROVIDING ORIGINAL INFORMATION TO LEADS OPERATORS

The LEADS access device in your agency is the key link in the LEADS communications chain. It is used to transmit data back and forth to LEADS.

The Ohio State Highway Patrol (OSHP) acts as the Criminal Justice Information System (CJIS) Systems Agency for LEADS.

OSHP provides leadership, monitoring, and assistance to local law enforcement agencies in system operation and integrity.

They oversee administrative safeguards to deny all access by unauthorized persons to LEADS files, computers, or output. OSHP monitors and assists local agencies in updating files to ensure complete, accurate, and current information is available.

Basic policy and procedures for LEADS are recommended by the LEADS Steering Committee.

LEADS was designed to fulfill one basic purpose: to provide for the safety and security of the officer on the street.

A LEADS fully qualified operator (FQO) is defined as someone who can operate a LEADS access device with the capabilities to enter, cancel, clear, modify, query, locate, detain and submit hit confirmations. An inquiry only operator (INQ) is defined as someone who can operate a LEADS access device, with the capabilities to query, locate and submit hit confirmations only.

A LEADS mobile data terminal (MDT) operator is defined as someone who can operate a mobile access device. There is no MDT certification. A MDT operator will have an INQ or FQO certification which permits them to operate a LEADS access device. For training purposes all LEADS operator's reference the same training material.

A LEADS practitioner is non-certified personnel authorized to receive LEADS data. Non-certified personnel request LEADS information from a certified operator.

Practitioners can help fulfill the basic purpose of LEADS which includes the following:

- Providing accurate and complete information to LEADS operators
- Assisting in the proper dissemination and record keeping of LEADS data
- Maintaining confidentiality and integrity of the LEADS information

LEADS certified operators enter new information into system records on a regular basis. Vehicles and other objects are reported stolen, persons are reported missing, warrants are issued, lost property is recovered, and wanted persons are apprehended. It is critical that complete, accurate, current, and legible information is provided.

Criminal Justice Purposes

The term criminal justice is frequently used—criminal justice purposes, criminal justice information, criminal justice agencies. The meaning of the term criminal justice is important in discussing the appropriate use of LEADS capabilities and information.

A criminal justice agency is defined as one of two types of agencies:

- A Court
- A governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part (fifty per cent or more) of its annual budget to the administration of criminal justice.

The administration of criminal justice is the performance of any of the following activities:

- Detection
- Apprehension
- Detention
- Pretrial release
- Post-trial release

- Prosecution
- Adjudication
- Correctional supervision
- Rehabilitation of accused persons or criminal offenders

The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information.

The types of personnel involved in the administration of criminal justice can include a wide range of people in a variety of positions:

- Sworn law enforcement personnel
- Non-sworn personnel and investigative analysts
- Officers of the court
- Probation and parole officers
- Corrections employees
- Prosecutors
- Pathologists and medical examiners

Note: There are some coroner's offices that are entitled to information. These offices have an assigned ORI ending in K. They may receive information from the Unidentified and Missing Persons Files only.

These definitions are critical in maintaining the security of LEADS and in using and disseminating LEADS information appropriately.

Inquiries

Practitioners can request a wide range of inquiries on the subjects of LEADS and NCIC records. A response is received only if data has been entered and an appropriate inquiry has been made.

For example, inquiries are ran for the following reasons:

- Vehicle or boat registration
- Vehicle or boat reported stolen
- Vehicle reported being used in commission of felony
- License plate reported stolen or missing
- OLN or state issued ID status
- Driving record
- Pending warrant
- Concealed Handgun License (CHL)
- Missing Person entry
- Caution record
- Stolen or recovered gun
- Stolen article or security
- Towed or immobilized vehicle
- Aircraft's registration
- Hazardous material permits
- Computerized Criminal History(CCH)

Practitioners can obtain other helpful information from LEADS, NCIC, and NLETS inquiries:

- **Weather** – Information on weather conditions in Ohio and most surrounding states.

- **Towed/Immobilized Vehicle** – Storage location and conditions for release of vehicles towed by law enforcement agencies in Ohio.
- **Aircraft Registration and Tracking** – Registration and tracking information is provided for aircraft through NLETS.
- **Hazardous Materials** – Information provided on hazardous material permits and registered permit holders. This data may be shared with emergency response teams, hazmat crews, homeland security, or EPA response teams as designated.

On-line Queries

LEADS operators query the system for active files. On-line queries provide information almost instantly from current records.

Off-line Search Request

In addition to on-line queries, the practitioner may also request an off-line search. Off-line searches do not provide an instant response but often provide useful information because they search archived data. For example: *how many times and by what agency a particular license plate has been run in the past six months.*

Note: Off-line search timeframes can go back current year, plus previous six years.

Hit Confirmation

Any agency which receives a record(s) in response to a LEADS and/or NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit NCIC record: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order.

Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record *and is within the geographical area of extradition* must confirm the hit.

LEADS and NCIC policy requires the entering agency respond to requests for hit confirmation within 10 minutes or one hour (as determined by the requesting agency) of receiving the request. This hit confirmation policy helps to ensure locating agencies receive a prompt response to their request and provides documentation the record is still valid.

CCH Inquiries

Computerized Criminal History (CCH) inquiries can be a valuable tool in criminal justice operations. Practitioners can request a subject's criminal history for the administration of criminal justice. Practitioners must provide LEADS operators a specific reason/case number for the inquiry to be made. The CCH file is maintained BCI. Other states' CCH files can be requested through NLETS or NCIC's III.

Administrative Messages

An administrative message (AM) may be sent from one terminal to another terminal at another location. The information to be transmitted must be in a prescribed format. Unnecessary messages with superfluous verbiage or embellishments are prohibited. Messages should contain information for criminal justice purposes that cannot be obtained through basic LEADS functions.

LEADS administrative messages must be used for criminal justice purposes. LEADS Administrative Rules specifically state that non-criminal justice messages are prohibited.

Prohibited messages include social announcements, holiday greetings, convention notices, retirement announcements, personal inquiries, employment opportunities, and equipment sales, solicitation of funds for political issues or purposes, and labor-management issues. Practitioners are required to make every reasonable effort to ensure the accuracy, completeness, and conciseness of messages they request to be sent.

AP Messages

Specific restrictions apply to All Point (AP) messages sent using LEADS message switching. LEADS Administrative Rules require that all all-terminal, quadrant, county-of-terminal agency, adjacent-county, and out-of-state messages be strictly controlled to ensure only those messages meeting widespread criminal justice needs are transmitted.

Information Resources

There is online access to various criminal justice information:

- LEADS Administrative Rules
- LEADS Manual
- LEADS Security Policy
- LEADS Newsletters
- NCIC Operating Manual
- NLETS Manual
- NDEX Manual
- NICS Manual
- Various other forms, documents and training information

MAINTAINING SYSTEM SECURITY, APPROPRIATE USE AND DISSEMINATION

All personnel who have access to Criminal Justice Information (CJI) have a responsibility to maintain the security of LEADS and the information it contains. They must ensure LEADS information is disseminated only to authorized personnel for appropriate purposes. LEADS information may only be shared for *criminal justice purposes*.

If the agency has an Originating Agency Identifier (ORI) and a current agreement on file, they qualify as a criminal justice agency and information can be shared with them.

The LEADS Manual, LEADS Administrative Rules, LEADS Security Policy, NCIC Operating Manual, NLETS User Policy Manual, and the LEADS Newsletters **are** public record.

ASSISTING IN VALIDATION

Validation is a formal procedure used by LEADS and NCIC to help maintain the integrity of the system.

When records entered into a LEADS or NCIC file by a law enforcement agency are to be validated the agency reviews the record to ensure it contains all available information, all information contained is accurate, and the original report or warrant in the record is still outstanding or current.

Apprehending and recovering agencies need to be able to act on the information contained in a record with reasonable confidence. Validation protects not only the locating agency but the entering agency as well. Validation provides an opportunity for the entering agency to review files periodically and ensure the records the agency has entered meet its legal obligation.

The agency's legal obligation to maintain complete, accurate, and current information is crucial. If an individual is wrongfully arrested based on incomplete, inaccurate, or non-current information maintained by an agency in LEADS, the individual can sue the agency for damages. Numerous court cases have established the clear liability of criminal justice agencies in this area.

The requirements and schedule for validation are as follows:

- Each record must be validated at 60 to 90 days of its initial entry and annually thereafter.
- Article records are not subject to validation requirements unless *Type T (Hazardous)*, *Type Q (Lost or stolen items of identification associated with Public Safety, Homeland Security, and Critical Infrastructure)* and *Type Z (Lost or stolen equipment associated with Public Safety, Homeland Security & Critical Infrastructure)*.

Every month LEADS provides each entering agency with a listing of each record the agency must validate that month. The records are organized in two groups:

- **Records entered 60 to 90 days previously** – the list of records to be validated received in April would contain all the records entered in January of the current year.
- **Records last validated one year ago** – records are validated annually after their original validation, all records entered in January would first be validated in April and then validated annually in April thereafter.

When an agency retrieves the list of records to validate each month from LEADS, each record listed must be checked to ensure it contains accurate and complete information and to verify the person or property is still wanted or missing. Your agency may ask you to review your original case files and re-contact original sources of information (i.e. victims, complainants, next of kin of missing persons, insurance companies) to verify the information in the records is still complete, accurate, and current.

Documentation of the response must be provided when re-contacting original sources. A notation in the ongoing case file can identify who was spoken to, the date of contact and status of person/item. This documentation helps establish the information verification as required.

THE INTERNATIONAL JUSTICE AND PUBLIC SAFETY INFORMATION SHARING NETWORK (NLETS)

The International Justice and Public Safety Information Sharing Network (NLETS) formerly known as the National Law Enforcement Telecommunications System is made up of representatives of law enforcement agencies from each of the 50 states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, many Federal law enforcement agencies and the National Insurance Crime Bureau (NICB). There is also a connection to the Canadian Police Information Centre (CPIC). NLETS is incorporated under the laws of the State of Delaware and is a non-profit organization whose purpose is to provide interstate communications to law enforcement, criminal justice and other agencies involved in enforcement of laws.

LEADS TRAP FILE

The LEADS Trap File is a database containing vehicle plate numbers, social security numbers, driver's license information, VIN numbers and any other pertinent information of officers engaged in high-risk investigations, covert operations, and/or surveillance.

The LEADS Trap File was created for law enforcement agencies who utilize unmarked/undercover vehicles to conduct covert operations and/or surveillance. In some cases, the law enforcement officers involved in the aforementioned operations have also been assigned cover identities.

The nature of their work can result in unplanned contact with other law enforcement officers through traffic stops, citizens' complaints of suspicious actions, traffic crashes, and routine queries on vehicle registrations.

For more information on the LEADS Trap File refer to Other Transactions.

QUERY LEADS DENY FILE (QLD)

The Query LEADS Deny (QLD) transaction was created to assist in pre-employment checks during the hiring process. This message key is only available to TAC's and gives them the ability to see if a potential employee has been denied access to LEADS.

The QLD transaction checks against user records and can be queried by OLN or First Name and Last Name. One of three transaction results will be displayed.

For more information on the Query LEADS Deny File refer to Other Transactions.

OHIO BUREAU OF MOTOR VEHICLES (BMV) {QUERY ONLY}

Automated Title Processing System (ATPS)

This file contains information on all businesses and individuals who have a vehicle title, or titles, registered within the state of Ohio. Each inquiry is designed to retrieve different parts of the title information.

Therefore, the data retrieved from ATPS will be determined by which inquiry is selected. This enables the user to focus on certain parts of information associated with the title.

The title information contained within ATPS is for inquiry purposes only. Since this a Bureau of Motor Vehicles file operators cannot enter, cancel, modify, or update information in the file.

Operator's License

The BMV Operator's License File contains records of operator licenses and identification cards issued by the State of Ohio. Information contained in the record includes the following:

- Name
- Address
- Sex, date of birth, height, weight, hair color, eye color
- Social Security number

- Operator's license number, class, expiration date, and date of issue
 - Previous operator's license number (if current renewal, duplicate, or replacement license was issued after October 1, 1979)
 - Anatomical donor status
 - Endorsements
 - Operator's license status (valid, revoked, or suspended)
 - Restrictions (e.g., corrective lenses, mirrors)
- Driving convictions

Operator's Image

The BMV Image File contains pictures of those persons who were issued an operator's license or identification card by the State of Ohio.

Vehicle Registration

The BMV's Vehicle Registration File contains information about vehicles registered in Ohio and about their owners. Information on these records includes:

- Vehicle license plate number, year of expiration, and type
- Owner's name, Social Security Number, and sticker or control number
- Owner's full address, including ZIP, county, and state code
- Vehicle identification number, year, make, model and color; date vehicle purchased
- Vehicle title number and odometer reading at time of purchase; weight (for commercial vehicles only)
- Date vehicle license plate issued; agency number of BMV registrar; application number; previous license plate number, and the plate color

Emergency Contact Query

The BMV maintains a database to track next of kin. This file contains emergency contact information for persons issued an Ohio driver license, commercial driver license, temporary permit or state ID card.

OHIO BUREAU OF CRIMINAL INVESTIGATION (BCI){QUERY ONLY}

Computerized Criminal History (CCH)

One of the most sensitive files accessed through LEADS is the Computerized Criminal History (CCH) file. This file contains the criminal histories of individuals in Ohio. Information is stored in the CCH file on all arrests and adjudications of individuals in the state, whether those individuals are residents of Ohio or not. CCH records reflect the continuing history on an individual in Ohio, so they are updated every time an active case progresses from one stage to another of the criminal justice process. The Ohio Attorney General's Office at BCI is the central repository for this information.

Juvenile BCI records are maintained starting at age 14.

The CCH records of individual states are not entered in NCIC files. Instead, NCIC maintains the Interstate Identification Index (III), which lists the individual states that have a CCH record on an individual. LEADS users can find out which other states have CCH records on an individual by querying the III; the CCH records of those other states are then accessed through NLETS. FBI identification records of individuals' criminal history are also maintained in the III and can be accessed through NLETS.

A CCH record contains information identifying the individual and detailing his or her specific criminal history in the state:

- Name, state ID number, and FBI number of the individual
- Sex, race, birth date, height, weight, eye color, hair color, and birth place of the individual
- An accounting of the individual's progress through the state's criminal justice system, organized by individual arrests:
 - o Arrest: Date of arrest, arresting agency, case number, name used, and charge
 - o Trial or other resolution: Court of jurisdiction, court number, case number, charges, date of trial or other resolution, disposition (including sentence if appropriate)
 - o Appeal or retrial: Court of jurisdiction, court number, case number, charges, date of trial or other resolution, disposition (including sentence if appropriate)
 - o Release, parole, or probation: name of receiving agency, case number, and status of individual (if appropriate); date of action

Each record also contains a reminder the record only contains information from a single state and the information should only be considered current for the date of request.

OHIO HOMELAND SECURITY {QUERY ONLY}

The Scrap Metal File is maintained by the Ohio Department of Public Safety Homeland Security. This file contains all registered scrap metal and bulk merchandise container dealers so our users can retrieve a list of active dealers.

To verify information, visit the Ohio Homeland Security website at www.homelandsecurity.ohio.gov.

OP3 – OHIO PUBLIC PRIVATE PARTNERSHIP {QUERY ONLY}

Emergency Partner Credentialing System (EPCS)

The Emergency Partner Credentialing System (EPCS) is part of the Communications and Information Management System that was created by the Ohio Homeland Security and the Ohio Department of Public Safety. EPCS allows our users to verify persons or vehicles that have been approved by Ohio Homeland Security and the Ohio Emergency Management Agency (EMA) to have access to geographic areas that have restricted access due to a catastrophic event. Persons that have been granted access to these areas are private sector persons that are to help facilitate the quality of life to the affected community more quickly (i.e. deliver food, medication, emergency supplies, inspect/restore utilities, etc.).

EPCS does not supersede the authority of local authorities to deny access to affected areas due to the restricted area being unsafe or unstable.

For more information about OP3, visit Ohio Homeland Security's OP3 website at <https://homelandsecurity.ohio.gov/op3.stm>.

OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS {QUERY ONLY}

Inmate Progression System (IPS)

The Inmate Progression System (IPS) is maintained by the Ohio Department of Rehabilitation and Corrections (ODRC). It is used to track the progress of its clients through the corrections system. ODRC provides LEADS with a fresh copy of IPS data on a daily basis so our users can retrieve inmate, parole, and probation information.

To verify information, visit the ODRC website at www.drc.ohio.gov.

SUPERVISED RELEASE FILE (DEPUTY SUZANNE HOPPER ACT)

Deputy Suzanne Hopper Act (Senate Bill 7)

Hopper Act requires reporting of mental health information

Ohio's new Deputy Suzanne Hopper Act requires that courts report certain mental health information to law enforcement for inclusion in the National Crime Information Center (NCIC).

Effective Sept. 4, 2013, the act amended Ohio Revised Code Section 2945.402 and added Section 2929.44 to require courts to report the following to the original law enforcement agency involved:

- The conditional release of a person found incompetent to stand trial
- A finding of not guilty by reason of insanity
- The mental health evaluation or treatment orders for a person convicted of a violent offense

Beginning Jan. 1, 2014, per Sup. R. 95, courts are to use Form 95: NCIC Mental Health Notice to report this information. The original law enforcement agency is then responsible for entering the mental health information into NCIC through LEADS so that local officers can access it when needed.

Law enforcement must access NCIC information through LEADS. Because this mental health information is provided directly to NCIC, an individual's record cannot be flagged to indicate more information is available through LEADS. Information related to these reports is not available through OHLEG.

NATIONAL CRIME INFORMATION CENTER (NCIC)

(The files in *italics* cannot be modified by end users).

- Articles
- Boats
- *Foreign Fugitives*
- Gang
- Gun
- Identity Theft
- *Interstate Identification Index (III)*

- Image
- *Immigration Violator*
- *Known or Appropriately Suspected Terrorist File (KST)*
- License Plate
- Missing Person
- *Originating Agency Identifier (ORI)*
- Other Transactions
- Persons with Information (associated with Missing Person PWI)
- Protection Order
- Protective Interest
- Securities
- Sexual Offender Registry
- Supervised Release
- Unidentified Person
- Vehicle
- Vehicle / Boat Parts
- Violent Persons
- Wanted Person

Interstate Identification Index (III)

The III is parallel with Ohio's BCI CCH File.

NCIC maintains a record of the states that have a CCH record on an individual. LEADS users can learn which states these are by querying the III using the individual FBI number or state ID (SID) number.

Appropriate state agencies are automatically notified by NCIC of the inquiry through NLETS and will immediately send either the appropriate record or a notice of when the record will be sent. (Pennsylvania, for example, only provides records through the mail).

In addition, NCIC responds to LEADS users by an on-screen response listing the agencies who will respond and their identification numbers.

CCH records maintained by other states and FBI identification records are very similar to BCI's CCH records. They provide identifying information about the individual and a detailed accounting of the individual's criminal history, organized by arrests. The CCH records of another state will only provide information on the individual's history in that state.

Originating Agency Identifier (ORI)

Included in NCIC's ORI File are records of all ORIs issued to domestic criminal justice agencies. Out-of-State ORI information is also available through NLETS. LEADS users may query the file to determine the exact name, address, and telephone number of the agency.

Terminal agencies must use the non-terminal ORI for inquiry functions when the request is initiated by the non-terminal agency. ORI substitution does not apply when entries are made for the non-terminal agencies.

Note: ORI substitution does not apply to CCH transactions.

NATIONAL INSTANT BACKGROUND CHECK SYSTEM (NICS)

The creation of the NICS system was mandated by the Brady Handgun Violence Prevention Act of 1993. The NICS system was officially launched by the FBI in November of 1998.

The mission of NICS is to enhance national security and public safety by providing the timely and accurate determination of a person's eligibility to possess firearms and/or explosives in accordance with federal law.

Sheriffs are required by Ohio law (ORC 311.41) to conduct NICS checks to verify concealed handgun license applicants are eligible to lawfully possess a firearm. The NICS check is completed through the LEADS system. Refer to the Concealed Handgun License (CHL) section for more information.

Additionally, access to NICS is available to law enforcement for the purposes of disposing of a firearm to a potential transferee. Conducting a NICS check for the disposition of a firearm is not federally mandated, but it is strongly encouraged to ensure the transferee is eligible to possess firearms in accordance with federal law.

Ohio Administrative Code Section 4501:2-10-03(C)(11) requires agencies participating in LEADS to enter protection orders and warrants, which meet state or federal firearm prohibition criteria, within 72 hours of receipt..

Refer to the Wanted Person File section of the LEADS Manual for more information on ensuring all disqualifying records are accessible by the NICS.

LEADS NEWSLETTERS

The LEADing News is distributed twice a year, SPRING and FALL. The required retention period is current year plus previous three years. All certified operators are required to read the LEADing News.

REQUIRED LEADS TRAINING FOR CERTIFIED OPERATORS & PRACTITIONERS

LEADS **certified operators** are required to receive training in the following correspondence within six months of initial assignment. This initial training must be maintained on file with the agency for the length of employment:

- LEADS ADMINISTRATIVE RULES
- LEADS MANUAL
- LEADS SECURITY POLICY
- LEADING NEWS (current year + previous 3 years)
- TAC IN-SERVICE (current year + previous 3 years)*
- NCIC MANUAL
- NLETS USER POLICY MANUAL
- BCI MANUAL (if applicable)

* MDT only agencies are not required to receive the TAC IN-SERVICE training.

LEADS **practitioners** are required to receive training in the following correspondence within six months of initial assignment. This initial training must be maintained on file with the agency for

the length of employment:

- LEADS ADMINISTRATIVE RULES
- LEADS MANUAL (General Information)
- CJIS ONLINE - SECURITY AWARENESS TRAINING

Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment and biennially thereafter for all personnel who have access to CJI to include all personnel who have unescorted access to a physically secure location.

nexTEST provides security awareness (Level 3) to all LEADS certified operators. This required training is linked to the LEADS certification test.

See the LEADS Security Policy for more information.

Note: Practitioner training in the LEADS Manual stops here.

LEADS certified operators must continue to read entire manual.

LEADS TERMINAL AGENCY COORDINATOR (TAC)

LEADS TAC Duties

- Attend the new TAC indoctrination training within six months of appointment;
- Train LEADS terminal operators in all facets of LEADS operations;
- Train other affected personnel as to the operational capabilities of LEADS: LEADS administrative rules, and authorized use/dissemination;
- Ensure each operator reviews training materials within six months of hire and is recertified every two years;
- Attend TAC In-service training sessions (Assistant TACs and MDT only agency TACs are **not required** to attend);
- Document review of all information from LEADS, including but not limited to:
 - Manuals
 - Newsletters
 - Training materials
- Maintain agency level records of LEADS certified operators, Practitioners (non-certified personnel) and LEADS Administrator Training for the length of employment;
- Notify LEADS of any operator changes on the LEADS OPERATOR UPDATE (LOU) form;
- If applicable, review (second party check) all entries within a reasonable time frame for accuracy and completeness, and modify/cancel entries as needed;
- If applicable, properly complete the monthly records validation;
- Ensure all applicable LEADS agreements are current

LEADS TAC Requirements

- Knowledge of responsibilities, functions, organization structure, purpose, goals and objectives of the agency;
- Knowledge of criminal justice methods, procedures and programs;
- Knowledge of the NCIC, NLETS, and LEADS rules, regulations and guidelines. This knowledge includes but is not limited to: being familiar with what services are available, user agreements, and nonterminal agency access;
- Knowledge of all procedures concerning broadcast messages and their proper use;
- Participate in audits conducted by LEADS staff

LEADS NONTERMINAL TAC (NTAC) Duties and Requirements

- Train affected personnel (Practitioners – non-certified personnel) as to the capabilities of LEADS administrative rules, and authorized use/dissemination;
- Ensure all Practitioners update their CJIS online Security Awareness Training every two years;
- Maintain agency level records of Practitioners and LEADS Administrator Training for the length of employment;
- Participate in audits conducted by LEADS staff;
- Serve as point of contact for LEADS security related matters;
- Ensure all applicable LEADS agreements are current;
- Meet the requirements stated in the LEADS Administrative Rules 4501:2-10-4

ACCESSING LEADS

Certified LEADS operators can access LEADS and NCIC files using the criteria set forth in the LEADS and NCIC Manuals.

These files and data allow LEADS to store the NIC number when a record is entered into NCIC, which gives operators the ability to enter the NIC as a record identifier when processing transactions.

Records entered into LEADS files are assigned a unique index number. It is denoted as IDX. This number is displayed when the record is entered and can be used to query the record.

LEADS OPERATOR CERTIFICATION

Exam Retrieval

When an operator is ready to test, the agency TAC shall instruct them on how to retrieve the exam in nexTEST. Operators are permitted to use all resources available on the CJIS Launchpad and the LEADS public web site (www.leads.ohio.gov). The TAC is permitted to assist the operator with researching the resources; however, they **cannot** give the operators the answers nor are TACs permitted to take the test for them.

Any operator who has failed the LEADS certification test three consecutive times will be automatically DISABLED from nexTEST and Messenger. The agency TAC is required to re-train the operator. The TAC must also submit a LEADS Operator Update (LOU) Form, select the Requested Action "MODIFY", and indicate in the Text Field the operator has been re-trained and is ready to re-test.

Once the operator passes their test, their LEADS certification is valid for two years.

The list below indicates the current certifications available in LEADS. All tests must be completed within 8 hours.

- TAC/NETAC test is 45 questions
- TAC/NETAC w/CCH is 70 questions
- FQO (Fully Qualified Operator) test is 35 questions (Entry capability)
- FQO w/CCH is 60 questions
- INQ (Inquiry Only Operator) test is 35 questions (Non-entering capability)
- INQ w/CCH is 60 questions

Grading the Exam

The exam will be graded immediately upon submission; grades will be displayed in percentages. Upon a passing grade (70%), a printable certificate will be available.

TERMINAL ORI NUMBERS

The following section contains a selected list of agency ORIs. Should an agency need assistance from one of the agencies listed the ORI may used to contact them.

OHLEADSCY LEADS Control: General questions.

OHBCI0000 BCI: Computerized Criminal History (CCH) matters.

OHBCI0010 BCI: Criminal Intelligence

OHBMV065V Titles and VIN information will be in operation during BMV business hours, Monday through Friday. For lien information, check the county where the vehicle is titled.

ILNATBC00 National Insurance Crime Bureau - N.I.C.B. (Chicago)

DCFBIWAD2 National Crime Information Center - N.C.I.C. (Clarksburg, WV)

DCINTER00 INTERPOL (Washington, D.C.)

DCDOS015V Department of State Diplomatic Operator Permits

VTINS0700 Immigration and Customs Enforcement

COLORED BACKGROUNDS

Records are displayed with different colored backgrounds for easier recognition:

- Red
 - Wanted Persons with a caution indicator
 - Stolen vehicles
 - Stolen license plates
 - COP entries (Immediate Threat, Taylor Alert, Homeland Security Alert)
 - Amber Alert / Endangered Missing Adult Alert
- Blue
 - Wanted Persons without a caution indicator
 - Blue Alert
- Green
 - Missing Persons
 - Hit Confirmation request/response
- Yellow
 - All NCIC responses
- Purple
 - Concealed Handgun License

TELEPHONE NUMBERS

BCI (Bureau of Criminal Investigation)	740-845-2000
BMV (Bureau of Motor Vehicles).....	614-752-7500
BMV Digital Photos	614-752-7638
Federal Protection Services.....	216-522-7280
Fingerprinting Supplies.....	202-324-5262
FAX.....	202-324-4019
Gun Tracing FAX	800-578-7223
Homeland Security.....	202-282-8300
IAFIS (Integrated Automated Fingerprint Identification System).....	614-466-8204
ICE Law Enforcement Support Center	800-375-5283
INTERPOL	202-616-9000
IPS (Inmate Progression System	614-752-1114
.....	614-752-1093
.....	614-752-1133
.....	614-752-1062
Navy Absentee Apprehension.....	800-423-7633
FAX.....	708-688-6745
NIBRS (National Incident Based Reporting System).....	614-466-8185
Railroad	
CSX.....	800-232-0144
Norfolk and Southern.....	800-453-2530
Secret Service Headquarters	202-406-5000
Stolen Credit Cards	
American Express	800-231-4800
Discover	800-347-2683
MasterCard.....	800-231-1750
VISA	800-367-8472

MESSAGE KEYS – PERSON FILES

Convicted Person on Release

Query	QW
Enter	EC
Enter – supplemental data	ECN
Enter – fraudulent data	ECNS
Modify	MC
Cancel	XC
Cancel – supplemental data	XCN
Cancel – fraudulent data	XCNS
Clear	CC

Canadian Queries

License File	UQ
Wanted Persons	WQ

Caution Ohio Police

Query – Hot Sheet Retrieval	COPP
Enter	ECOP
Modify	MCOP
Modify – additional alert text	COP3
Modify – record extension	EXT
Delete	DCOP

Conceal Carry

Query	QCP
Enter – Permanent	ECP
Enter – Temporary	TCP
Modify	MCP
Query – out of state	CWQ

Criminal History

Query – Canadian – Criminal History Index	IQ
Query – Canadian – Criminal History Record	FQ
Query – NCIC III – Criminal History Record	QR
Query – NCIC – III – Inquiry Transaction	QWI
Query – NLETS – Index Inquiry	IQ
Query – NLETS – Record Inquiry	FQ
Query – NLETS – Administrative History Inquiry	AQ
Query – NLETS – Administrative History Response	AR
Query – Ohio – BCII	QRO/ZIO/QHO/ZCO
Query – Ohio – Name or Number	ZSO
Query – Ohio – Request a page of hits	HITZ
Query – Ohio – Specific cycle criminal history	ITN

Driver License Queries

By Name	DN (in state)
By Key	DK
By all BMV photo	BMVIMG
By current BMV photo	BMVIMS
By OLN	DL

By SSN	DS
Emergency Contact by OLN	ECL
Emergency Contact by SSN	ECS
Emergency Contact by KEY	ECK
By Name or OLN	DQ (out of state)
License History by Name	KQ
License History by OLN	KQ
Mexican Federal Commercial by OLN	DQ

Gang/Terrorist

Query – group	QGG
Query – member	QGM
Enter – group	EGG
Enter – group supplemental data	EGGN
Enter – member	EGM
Enter – member supplemental data	EGMN
Modify – group	MGG
Modify – member	MGM
Cancel – group	XGG
Cancel – group supplemental data	XGGN
Cancel – member	XGM
Cancel – member supplemental data	XGMN

Identity Theft

Query	QID
Enter – base record	EID
Enter – supplemental data	EIN
Modify	MID
Cancel – base record	XID
Cancel – supplemental	CIN

Inmate Progression System

Query – LEADS	IPSQ
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Missing Persons

Query	QM
Query	QW
Query – records entered by month/ORI	WAR
Enter	EM
Enter – supplemental data	EMN
Enter – dental data	ED
Modify	MM
Modify – dental data	MD
Locate	LM
Clear	CM
Cancel	XM
Cancel – supplemental data	XMN
Cancel – dental data	XD

Persons with Information

Enter	EMP
Enter - supplemental data	EMPN
Modify	MMP
Cancel	XMP
Cancel – supplemental data	XMPN

Protective Interest

Enter	EPI
Enter - supplemental	ENPI
Modify	MPI
Cancel	XPI
Cancel - supplemental	XNPI

Protective Order

Query	QPO
Enter	EPO
Enter – supplemental data	ENPO
Modify	MPO
Clear	CPO
Cancel	XPO
Cancel – supplemental data	XNPO

Scrap Metal

Query	SCR PQ
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Sex Offenders

Query – NCIC	QXS
Enter – NCIC	EXS
Enter – NCIC – supplemental data	EXSN
Modify – NCIC	MXS
Clear – NCIC	CXS
Cancel – NCIC	XXS
Cancel – NCIC – supplemental data	XXSN
Query – NLETS	SOQ
Relocation Notify – NLETS	SON

Unidentified Persons

Query	QU
Enter – deceased	EUD
Enter – living	EUL
Enter – victim	EUV
Enter – supplemental data	EUN
Enter – dental data	ED
Modify	MU
Modify – dental data	MD
Clear	CU
Cancel	XU
Cancel – supplemental data	XUN
Cancel – dental data	XD

Violent Persons

Enter	EVP
Enter – supplemental data	ENVP
Modify	MVP
Cancel	XVP
Cancel - supplementaldata	XNVP

Wanted Persons

Query	QW
Query – LEADS Hotfile only	WW
Query – warrants by zip code	ZIP
Query – records entered by month/ORI	WAR
Enter	EW
Enter – supplemental data	EN
Enter – fraudulent data	ENS
Enter – dental data	ED
Enter – add on warrant	AWW
Enter – detainer info	DW
Modify	MW
Modify – dental data	MD
Modify – detainer	MDW
Locate	LW
Clear	CW
Cancel	XW
Cancel – supplemental data	XN
Cancel – fraudulent data	XNS
Cancel – dental data	XD
Cancel – add on warrant	CWW
Cancel – detainer info	XDW

MESSAGE KEYS – VEHICLE FILES

Stolen Vehicles

Query	QV
Enter	EV
Modify	MV
Cancel	XV
Locate	LV
Clear	CV

Felony Vehicles

Query	QV
Enter	EF
Modify	MF
Cancel	XF
Locate	LF
Clear	CF

Towed Vehicles

Query	TV
Enter	ET

Modify	MT
Cancel	XT
Clear	CT
<u>Stolen Plates</u>	
Query	QV
Enter	EL
Modify	ML
Cancel	XL
Locate	LL
Clear	CL
<u>Stolen Vehicle/Boat Parts</u>	
Query	QV
Enter	EP
Modify	MP
Cancel	XP
Locate	LP
Clear	CP
<u>Stolen Boat</u>	
Query	QB
Enter	EB
Modify	MB
Cancel	XB
Locate	LB
Clear	CB
<u>Canadian Queries</u>	
Registration	XQ
Stolen	VQ
<u>Vehicle Registration Queries</u>	
By License Plate	RP (in state)
By Vehicle Id Number	RV
By License or VIN	RQ (out of state)
Boat	BQ
Snowmobile	SQ
<u>Automated Titling System</u>	
Dealer Plate	ATDP
Title Number	ATNUM
Title Number – Summary	ATSUM
Vehicle Identification Number	ATVIN
Social Security Number	ATSSN
Additional Owner	ATADD
Title Owner's Name	ATNAM
Business Name	ATBUS
Dealer Name	ATDLR
Water Craft or Boat Motor Number	ATWIN
Title Number of Lein Inquiry	ATLN
Paging Options with Title Queries	ATPG

MESSAGE KEYS – OTHER FILES

Article File

Query	QA
Query – Canadian	CAQ
Enter – single	EA
Enter – consecutively serialized	EAA
Modify	MA/MAA
Locate	LA/LAA
Cancel	XA/XAA
Clear	CA/CAA

Boat File

Query	QB
Query – Canadian	CBQ
Enter – single	EB
Modify	MB
Locate	LB
Cancel	XB
Clear	CB

Gun File

Query	QG
Query – Canadian	CGQ
Enter – stolen	EG
Enter – recover	ERG
Enter – lost	ELG
Enter – felony	EFG
Modify	MG/MRG/MLG/MFG
Locate	LG/LLG/LFG
Cancel	XG/XRG/XLG/XFG
Clear	CG/CRG/CLG/CFG

Image File

Query	QII
Enter	EIM
Modify	MII
Cancel	XIM

National Insurance Crime Bureau

Query – all files	NAQ
Query – impound/export files	NIQ
Enter – impound record	NEI
Modify – impound record	NUI
Cancel – impound record	NCI

ORI Files

Query – NCIC	QO
Query – NLETS Orion	TQ
Query – LEADS Agency/ORI	QORI
Query – LEADS ORI Online Statistics	OSFINQ

Securities File

Query	QS
Query – Canadian	CSQ
Enter – single	ES
Enter – consecutively serialized	ESS
Modify	MS/MSS
Locate	LS/LSS
Cancel	XS/XSS
Clear	CS/CSS

Hit Confirmations

Request	YQ
Respond	YR

Administrative Messages AM

Escaped Violent Felon Notification EVFNOT

Weather

Ohio National Weather Service	NWS
Outside of Ohio	WQ

Commercial Vehicle Query ACQ/AVQ

FAA Aircraft Tracking GQ

Hazardous Material Query MQ

INS Criminal Alien Query IAQ

Wildlife Crime Information System Query WLQ

Parole, Probation & Corrections Query PAQ

Parole by Name or Number PPQ

Probation by Name or Number PBQ

Corrections by Name or Number PCQ

State Warrant Database – outside of Ohio SWQ

Interpol

Travel Documents – Full Query	FTQ
Wanted Person – Full Query	FPQ
Vehicle – Full Query	FVQ
Travel Document – Detailed Query	ITQ
Wanted Person – Detailed Query	IPQ
Vehicle – Detailed Query	IVQ

MESSAGE KEYS ALPHABETICAL BY NAME

Administrative Messages	AM
Article file – cancel	XA/XAA
Article file – clear	CA/CAA
Article file – enter consecutively serialized	EAA
Article file – enter single	EA
Article file – locate	LA/LAA
Article file – modify	MA/MAA
Article file – query	QA
Article file – query Canadian	CAQ
Automated Titling System Additional Owner	ATADD
Automated Titling System by Business Name	ATBUS
Automated Titling System by Dealer Name	ATDLR
Automated Titling System by Dealer Plate	ATDP
Automated Titling System by SSN	ATSSN
Automated Titling System by Title Number	ATNUM
Automated Titling System by Title Owner's Name	ATNAM
Automated Titling System by VIN	ATVIN
Automated Titling System Paging Options with Title Queries	ATPG
Automated Titling System Title Number of Lien Inquiry	ATLN
Automated Titling System Title Number Summary	ATSUM
Automated Titling System Watercraft or Boat Motor Number	ATWIN
Boat file – cancel	XB
Boat file – clear	CB
Boat file – enter	EB
Boat file – locate	LB
Boat file – modify	MB
Boat file – query Canadian	CBQ
Boat file – query	QB
Boat registration – query	BQ
Canadian – Criminal History Index – query	IQ
Canadian – Criminal History Record – query	FQ
Canadian stolen vehicle – query	VQ
Canadian vehicle registration – query	XQ
Carry Conceal Permit – modify	MCP
Carry Conceal Permit – query out of state	CWQ
Caution Ohio Police - delete	DCOP
Caution Ohio Police – enter	ECOP
Caution Ohio Police – modify additional alert text	COP3
Caution Ohio Police – modify record extension	EXT
Caution Ohio Police – modify	MCOP
Caution Ohio Police – query Hot Sheet Retrieval	COPP
Commercial Vehicle Query	ACQ/AVQ
Conceal Carry Permit – query	QCP
Convicted person on release – cancel	XC
Convicted person on release – cancel fraudulent data	XCNS
Convicted person on release – cancel supplemental data	XCN
Convicted person on release – clear	CC
Convicted person on release – enter	EC
Convicted person on release – enter fraudulent data	ECNS
Convicted person on release – enter supplemental data	ECN

Convicted person on release – modify	MC
Convicted person on release – query	QW
Corrections by Name or Number	PCQ
Driver’s license query by all BMV photo	BMVIMG
Driver’s license query by current BMV photo	BMVIMS
Driver’s license query by Name or OLN	DQ (out of state)
Driver’s license query by name	DN (in state)
Driver’s license query by OLN	DL
Driver’s license query by SSN	DS
Emergency Contact by KEY	ECK
Emergency Contact by OLN	ECL
Emergency Contact by SSN	ECS
Escaped Violent Felon Notification	EVFNOT
FAA Aircraft Tracking	GQ
Felony Vehicles – cancel	XF
Felony Vehicles – clear	CF
Felony Vehicles – enter	EF
Felony Vehicles – locate	LF
Felony Vehicles – modify	MF
Felony Vehicles – query	QV
Gang/terrorist – cancel group	XGG
Gang/terrorist – cancel group supplemental data	XGGN
Gang/terrorist – cancel member	XGM
Gang/terrorist – cancel member supplemental data	XGMN
Gang/terrorist – enter group	EGG
Gang/terrorist – enter group supplemental data	EGGN
Gang/terrorist – enter member	EGM
Gang/terrorist – enter member supplemental data	EGMN
Gang/terrorist – modify group	MGG
Gang/terrorist – modify member	MGM
Gang/terrorist query – group	QGG
Gang/terrorist query – member	QGM
Gun file – cancel	XG/XRG/XLG/XFG
Gun file – clear	CG/CRG/CLG/CFG
Gun file – enter felony	EFG
Gun file – enter lost	ELG
Gun file – enter recovered	ERG
Gun file – enter stolen	EG
Gun file – locate	LG/LLG/LFG
Gun file – modify	MG/MRG/MLG/MFG
Gun file – query Canadian	CGQ
Gun file – query	QG
Hazardous Material Query	MQ
Hit Confirmation Request	YQ
Hit Confirmation Response	YR
Identity theft – cancel – base record	XID
Identity theft – cancel – supplemental	CIN
Identity theft – enter – base record	EID
Identity theft – enter – supplemental data	EIN
Identity theft – modify	MID
Identity theft – query	QID
Image file – cancel	XIM

Image file – enter	EIM
Image file – modify	MII
Image file – query	QII
Inmate Progression System query – LEADS	IPSQ
INS Criminal Alien Query	IAQ
Interpol Travel Document – Detailed Query	ITQ
Interpol Travel Documents – Full Query	FTQ
Interpol Vehicle – Detailed Query	IVQ
Interpol Vehicle – Full Query	FVQ
Interpol Wanted Person – Detailed Query	IPQ
Interpol Wanted Person – Full Query	FPQ
License file – Canadian queries	UQ
License History by Name	KQ (out of state)
License History by OLN	KQ (out of state)
Mexican Federal Commercial by OLN	DQ
Missing persons – cancel – dental data	XD
Missing persons – cancel – supplemental data	XMN
Missing persons – cancel	XM
Missing persons – clear	CM
Missing persons – enter dental data	ED
Missing persons – enter supplemental data	EMN
Missing persons – enter	EM
Missing persons – locate	LM
Missing persons – modify dental data	MD
Missing persons – modify	MM
Missing persons – query records entered by month	WAR
Missing Persons – query records entered by ORI	WAR
Missing persons – query	QM
Missing persons – query	QW
Missing persons with information – cancel	XMP
Missing persons with information – cancel supplemental	XMPN
Missing persons with information - enter	EMP
Missing persons with information – enter supplemental	EMPN
Missing persons with information – modify	MMP
National Insurance Crime Bureau – cancel impound record	NCI
National Insurance Crime Bureau – enter impound record	NEI
National Insurance Crime Bureau – modify impound record	NUI
National Insurance Crime Bureau – query all files	NAQ
National Insurance Crime Bureau – query impound/export files	NIQ
NCIC – query III	QWI
NCIC – query III Criminal History Record	QR
NLETS – query Administrative History Inquiry	AQ
NLETS – query Administrative History Response	AR
NLETS – query Index Inquiry	IQ
NLETS – query Record Inquiry	FQ
Ohio – query BCII	QRO/ZIO/QHO/ZCO
Ohio – query Name or Number	ZSO
Ohio – query specific cycle criminal history	ITN
Ohio – query to request a page of hits	HITZ
ORI file – query LEADS Agency/ORI	QORI
ORI file – query LEADS ORI Online Statistics	OSFINQ
ORI file – query NCIC	QO

ORI file – query NLETS Orion	TQ
Parole by Name or Number	PPQ
Parole, Probation & Corrections Query	PAQ
Permanent Carry Conceal Permit – permit	ECP
Probation by Name or Number	PBQ
Protection Order – cancel supplemental data	XNPO
Protection Order – cancel	XPO
Protection Order – clear	CPO
Protection Order – enter supplemental data	ENPO
Protection Order – enter	EPO
Protection Order – modify	MPO
Protection Order – query	QPO
Protective Interest – cancel	XPI
Protective Interest – enter	EPI
Protective Interest – modify	MPI
Protective Interest – enter stolen/fraudulent	ENPS
Protective Interest – enter supplemental data	ENPI
Protective Interest – cancel stolen/fraudulent	XNPS
Protective Interest – cancel supplemental data	XNPI
Scrap Metal – query	SCR PQ
Securities file – cancel	XS/XSS
Securities file – clear	CS/CSS
Securities file – enter consecutively serialized	ESS
Securities file – enter single	ES
Securities file – locate	LS/LSS
Securities file – modify	MS/MSS
Securities file – query Canadian	CSQ
Securities file – query	QS
Sex Offenders – cancel NCIC supplemental data	XXSN
Sex Offenders – cancel NCIC	XXS
Sex Offenders – clear NCIC	CXS
Sex Offenders – enter NCIC supplemental data	EXSN
Sex Offenders – enter NCIC	EXS
Sex Offenders – modify NCIC	MXS
Sex Offenders – query NCIC	QXS
Sex Offenders – query NLETS	SOQ
Sex Offenders – relocation notify NLETS	SON
Snowmobile registration – query	SQ
State Warrant Database – outside of Ohio	SWQ
Stolen Boat – cancel	XB
Stolen Boat – clear	CB
Stolen Boat – enter	EB
Stolen Boat – locate	LB
Stolen Boat – modify	MB
Stolen Boat – query	QB
Stolen Plates – cancel	XL
Stolen Plates – clear	CL
Stolen Plates – enter	EL
Stolen Plates – locate	LL
Stolen Plates – modify	ML
Stolen Plates – query	QV
Stolen Vehicle/Boat Parts – cancel	XP

Stolen Vehicle/Boat Parts – clear	CP
Stolen Vehicle/Boat Parts – enter	EP
Stolen Vehicle/Boat Parts – locate	LP
Stolen Vehicle/Boat Parts – modify	MP
Stolen Vehicle/Boat Parts – query	QV
Stolen Vehicles – cancel	XV
Stolen Vehicles – clear	CV
Stolen Vehicles – enter	EV
Stolen Vehicles – locate	LV
Stolen Vehicles – modify	MV
Stolen Vehicles – query	QV
Temporary Carry Conceal Permit – enter	TCP
Towed Vehicles – cancel	XT
Towed Vehicles – clear	CT
Towed Vehicles – enter	ET
Towed Vehicles – modify	MT
Towed Vehicles – query	TV
Unidentified Persons – cancel dental data	XD
Unidentified Persons – cancel supplemental data	XUN
Unidentified Persons – cancel	XU
Unidentified Persons – clear	CU
Unidentified Persons – enter deceased	EUD
Unidentified Persons – enter dental data	ED
Unidentified Persons – enter living	EUL
Unidentified Persons – enter supplemental data	EUN
Unidentified Persons – enter victim	EUV
Unidentified Persons – modify dental data	MD
Unidentified Persons – modify	MU
Unidentified Persons – query	QU
Vehicle registration by license or VIN	RQ (in state)
Vehicle registration by license plate – query	RP (in state)
Vehicle registration by vehicle ID number	RV
Violent Persons – cancel	XVP
Violent Persons – cancel supplemental	XNVP
Violent Persons – enter	EVP
Violent Persons – enter supplemental	ENVP
Violent Persons – modify	MVP
Wanted Person – cancel add on warrant	CWW
Wanted Person – cancel dental data	XD
Wanted Person – cancel detainer info	XDW
Wanted Person – cancel fraudulent data	XNS
Wanted Person – cancel supplemental data	XN
Wanted Person – cancel	XW
Wanted Person – clear	CW
Wanted Person – enter add on warrant	AWW
Wanted Person – enter dental data	ED
Wanted Person – enter detainer info	DW
Wanted Person – enter fraudulent data	ENS
Wanted Person – enter supplemental data	EN
Wanted Person – enter	EW
Wanted Person – locate	LW
Wanted Person – modify dental data	MD

Wanted Person – modify detainer	MDW
Wanted Person – modify	MW
Wanted Persons – Canadian queries	WQ
Wanted Persons – query LEADS Hotfile only	WW
Wanted Persons – query records entered by month	WAR
Wanted Persons – query records entered by ORI	WAR
Wanted Persons – query warrants by zip code	ZIP
Wanted Persons – query	QW
Weather – Ohio National Weather Service	NWS
Weather – outside of Ohio	WQ
Wildlife Crime Information System Query	WLQ

COUNTY NUMBERS

- | | |
|----------------|----------------|
| 1. Adams | 45. Licking |
| 2. Allen | 46. Logan |
| 3. Ashland | 47. Lorain |
| 4. Ashtabula | 48. Lucas |
| 5. Athens | 49. Madison |
| 6. Auglaize | 50. Mahoning |
| 7. Belmont | 51. Marion |
| 8. Brown | 52. Medina |
| 9. Butler | 53. Meigs |
| 10. Carroll | 54. Mercer |
| 11. Champaign | 55. Miami |
| 12. Clark | 56. Monroe |
| 13. Clermont | 57. Montgomery |
| 14. Clinton | 58. Morgan |
| 15. Columbiana | 59. Morrow |
| 16. Coshocton | 60. Muskingum |
| 17. Crawford | 61. Noble |
| 18. Cuyahoga | 62. Ottawa |
| 19. Darke | 63. Paulding |
| 20. Defiance | 64. Perry |
| 21. Delaware | 65. Pickaway |
| 22. Erie | 66. Pike |
| 23. Fairfield | 67. Portage |
| 24. Fayette | 68. Preble |
| 25. Franklin | 69. Putnam |
| 26. Fulton | 70. Richland |
| 27. Gallia | 71. Ross |
| 28. Geauga | 72. Sandusky |
| 29. Greene | 73. Scioto |
| 30. Guernsey | 74. Seneca |
| 31. Hamilton | 75. Shelby |
| 32. Hancock | 76. Stark |

33. Hardin
34. Harrison
35. Henry
36. Highland
37. Hocking
38. Holmes
39. Huron
40. Jackson
41. Jefferson
42. Knox
43. Lake
44. Lawrence

77. Summit
78. Trumbull
79. Tuscarawas
80. Union
81. Van Wert
82. Vinton
83. Warren
84. Washington
85. Wayne
86. Williams
87. Wood
88. Wyandot