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The LEADing NEWS

LEADS STEERING COMMITTEE MEMBER RETIREMENT

In December of 2010, Clyde Police Department's Chief Bruce Gower was appointed to fill a vacancy on the LEADS Steering Committee. Since that time, Chief Gower has faithfully served his fellow law enforcement agencies by providing his advice and knowledge to LEADS.

Chief Gower's service to the citizens of Ohio began long before 2010. Chief Gower was hired as a patrol officer for Clyde PD in 1979, where he proceeded to make his mark and earn various accolades throughout his career. In 1983, then Detective Gower participated in the first-ever undercover drug sting in the history of Clyde PD. Gower was named Police Officer of the Year in 1987 for the State of Ohio by the Ohio Prosecuting Attorney's Association and was the first officer from Clyde PD to attend the FBI National Academy. Although he served as Acting Chief at various times, he was officially appointed Chief of Police for the City of Clyde in August of 1996.

LEADS thanks Chief Gower for his 38 years of dedicated service to the citizens of Ohio and seven years as a member of the LEADS Steering Committee. Congratulations to Chief Gower on a successful career and best wishes in retirement!



Major Shawn Davis, LEADS Steering Committee Chair and Chief Bruce Gower, Clyde Police Department

| LEADS Fee Structure | | |
|--|--|--|
| LEADS Access Category | Fees | Comments |
| Non-terminal LEADS Access The agency has no means to run LEADS directly and gets information by requesting it through a terminal agency. | \$600 per year (\$50 per month) | Typically billed by the fiscal year July 1 to June 30. Agency must sign a LEADS Non-terminal Participation Agreement. |
| MDT Only Access The agency does not have an office terminal, but utilizes a vendor to provide LEADS service to Mobile Data Terminals (MDT) in patrol cars. | \$1,200 per year (\$100 per month) | Typically billed by the fiscal year July 1 to June 30. Agency must sign a LEADS Terminal Agency Participation Agreement. |
| LEADS Mobile Service Direct web-based access to LEADS for officers operating Mobile Data Terminals (MDT) in its patrol cars. | \$100 per month plus an additional \$5 per user, per month. Terminal agencies: Terminal fees plus \$5 per user, per month. | Agency must complete a Terminal Agency Participation Agreement. |
| LEADS Terminal Access The agency has a terminal or terminals in its office through which it can access LEADS information. | LEADS circuit based terminal access: \$250 base fee plus circuit cost for telecommunications carrier service, customer premise equipment and annual maintenance. PNT Circuit: \$800 per month/\$550 each additional circuit, same agency. DM-VPN: \$600 per month / \$350 each additional router, same agency. Interface: \$250 per month Internet: \$250 plus \$5 each PC per month and \$5 each user per month. | Agency must sign a LEADS Terminal Agency Participation Agreement. |

Please direct all calls regarding the fee structure to (614) 466-8781.

2017 NCIC OHIO AUDITS

The Federal Bureau of Investigations (FBI) Criminal Justice Information Services (CJIS) Division CJIS Audit Unit (CAU) is responsible for conducting triennial audits of each CJIS Systems Agency (CSA). The CAU has scheduled Ohio audits for the 2018 fiscal year (October 2017 – September 2018).

The FBI audit will include the following programs:

- National Crime Information Center (NCIC)
- National Sex Offender Registry (NSOR)
- National Data Exchange (N-DEx)
- National Identity Services (NIS)
- National Instant Criminal Background Check System (NICS)
- Information Technology Security (ITS)

The Ohio audits are scheduled during the following weeks:

- | | | |
|--------------------------|-------|---|
| • October 16 – 20, 2017 | NICS | 19 agencies selected |
| • November 6 – 9, 2017 | N-DEx | 8 agencies selected (conducted by phone) |
| • November 13 – 17, 2017 | NCIC | 6 agencies selected |
| • November 13 – 17, 2017 | ITS | 19 agencies selected |

The audits will verify compliance with the CJIS Division policies and regulations and ensure the integrity and reliability of information maintained in FBI CJIS systems.



N-DEx USAGE

The FBI N-DEx System provides criminal justice agencies with an online tool for sharing, searching, linking and analyzing information across jurisdictional boundaries. A national repository of criminal justice records submitted by agencies from around the nation, the N-DEx system enables users to connect the dots between data on people, places and things that may seem unrelated in order to link investigations and investigators.

LEADS terminal agencies can request user access to N-DEx with a LEADS operator update (LOU) form through Messenger. LEADS MDT only and non-terminal agencies can request user access to N-DEx with the LOU form available on the LEADS public web site at: <http://leads.ohio.gov/forms>.

Please note: An N-DEx agency coordinator (NAC) must be appointed by the agency administrator at all agencies that utilize the N-DEx system per Ohio Administrative Code 4501:2-10-04. The NAC administers N-DEx within the agency and oversees the agency's compliance with N-DEx system policies. The NAC assignment will default to Terminal Agency Coordinator (TAC) or Non-Terminal Agency Coordinator (NTAC) unless otherwise requested by the agency.

N-DEx users, training and system use are reviewed as a part of agency audits.





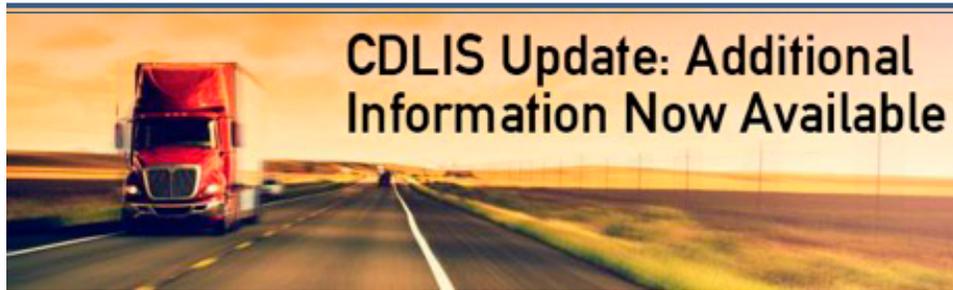
Nlets is pleased to announce the release of two new nationwide response consolidations for the following messages: Sex Offender Queries (SOQ) and Wildlife Queries (WLQ). These new resources provide single destinations for users to query all states that support SOQs and WLQs. No-hit responses are filtered out, leaving only relevant responses.

By sending a Sex Offender Query (SOQ) to the destination code NL, users will receive hit responses from all states that support SOQs in a single response.

Similarly, by sending a Wildlife Query (WLQ) to the destination code NL, users will receive hit responses from all states that support WLQs in a single response.

These federated responses will improve the efficiency and visibility of sex offender and wildlife data between states.

For more information, visit the Nlets Wiki at <http://wiki.nlets.org>.

**ADDITIONAL CDLIS INFORMATION
NOW AVAILABLE VIA NLETS**

The Federal Motor Carriers Safety Administration (FMCSA) provides commercial driver license (CDLIS) information to U.S. and Canadian law enforcement via the Nlets network. This information is available to all authorized agencies by sending a driver's license query (DQ) and/or a driver's history query (KQ) to the destination code of "CL."

In September 2016, the FMCSA initiated a second project to provide additional information (such as medical certifications) in the CDLIS response. This upgrade was completed in May 2017 and the Nlets' CDLIS response now completely mirrors the response given from the FMCSA Query Central application.

To learn more about commercial vehicle information, visit this Nlets Wiki page: http://wiki.nlets.org/index.php/Section_26:Commercial_Vehicle_Information

If you have any questions, feel free to contact the Nlets Operations Center at 1-800-528-4020 or helpdesk@nlets.org.

CDLIS information can be queried through the Nlets Commercial Driver's License History (CKQ) and Commercial Driver's License Query (CDQ).

US-CERT SECURITY ALERTS AND ADVISORIES

In accordance with the LEADS and FBI CJIS policy requirements, agencies are required to receive information system security alerts/advisories on a regular basis (5.10.4.4 Security Alerts and Advisories).

The United States Computer Emergency Readiness Team (US-CERT) provides security alerts, tips, and other updates in relation to cyber security. The US-CERT website is designed to engage and educate users, administrators, as well as information security professionals about the importance of cyber security. The US-CERT website also provides local agencies the tools and resources required to stay protected online, and increase self-reliance in the event of a cyber security incident.

The US-CERT website provides cyber security information as an email based subscription service: <https://www.us-cert.gov/ncas>. If your agency is not currently receiving security alerts and advisories please consider subscribing an email address for this service. The provided link will help your agency in meeting the requirements of the LEADS and CJIS Security Policies.

WWW.LEADS.OHIO.GOV/ALERTS



WINDOWS VISTA OS END-OF-LIFE

Microsoft has ended support of Windows Vista effective April 11, 2017. Windows Vista has not received new security updates, hotfixes, or online technical content updates from Microsoft since April 11, 2017.

Agencies are required to use workstations with supported operating systems that receive updates and security patches. Patch Management (5.10.4.1, pg.59) is required of any device that accesses or stores Criminal Justice Information (CJI). This includes, but is not limited to: LEADS workstations, CADs with LEADS interface, CAD Servers, Records Management Systems (RMS) and Mobile Data Terminals (MDTs).

How do I tell what operating system I have?

- Click the Start  button.
- Type **winver** in the search box.
- Hit enter, or click on the list results to open the "About Windows" dialog box.

What do I need to do to be in compliance with the LEADS Security Policy?

Update your agency workstations with a currently supported operating system.

Microsoft Windows 7, Windows 8.1 and Windows 10 will still continue to receive security relevant patches. For more information on supported operating systems visit <https://support.microsoft.com/en-us/help/22882>.

Agencies found to be using software not currently receiving security related updates will be placed in the LEADS progressive sanction process in accordance with LEADS Administrative Rule: 4501:2-10-11 Sanctions.

Please contact the LEADS Security group if you have any questions: LEADSSecurity@dps.ohio.gov.

NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) PURPOSE ID TECHNICAL ENHANCEMENT



EFFECTIVE MAY 26, 2017:

A revocation, recheck, or similar permit transaction background check requires Purpose ID 34.

Effective May 26, 2017, the Purpose ID 34 is now required when conducting a NICS background check for a revocation, recheck, or similar permit transaction. The Brady Act requires Federal Firearms Licensees (FFL) to request a background check on prospective firearm transferees. In addition to firearm transfers, a background check must be conducted for permit-to-purchase, concealed weapons permits, and/or other firearm permit applications.

The appropriate NICS Purpose ID must be used to identify the reason that each NICS background check transaction is conducted. The following is a list of Purpose IDs used when conducting FFL or permit-related NICS background checks:

| ID | DESCRIPTION | ID | DESCRIPTION |
|----|-------------------------|----|---|
| 01 | Sale of a hand gun | 23 | Disposition of long gun |
| 02 | Sale of a long gun | 24 | Disposition of other |
| 03 | Sale of other | 25 | Rental of hand gun |
| 05 | Pre-pawn of hand gun | 26 | Rental of long gun |
| 06 | Pre-pawn of long gun | 27 | Private sale of hand gun |
| 07 | Pre-pawn of other | 28 | Private sale of long gun |
| 09 | Redemption of hand gun | 29 | Private sale of other |
| 10 | Redemption of long gun | 30 | Private sale return to seller of hand gun |
| 11 | Redemption of other | 31 | Private sale return to seller of long gun |
| 14 | Gun permit of any type | 32 | Private Sale return to seller of other |
| 22 | Disposition of hand gun | 34 | Permit recheck |

The **Purpose ID 14** will be used for a NICS background check:

1. When a check is conducted on a new permit application,
or
2. When a check is conducted on an application to renew a permit.

The **Purpose ID 34** will be used in all other circumstances to encompass permit revocation, rechecks, or background checks completed when issuing a duplicate permit which may include, *but is not limited to*:

- Scheduled revocation checks;
- Spot-check revocation checks;
- Any recheck of an active permit holder's criminal history that involves a NICS background check;
- Lost permit where a duplicate permit is issued;
or
- Mutilated permit where a duplicate permit is issued.

If there is not a new application for a permit or a renewal application for a permit completed, the check must be conducted using Purpose ID 34.

For further assistance, contact LEADS Control at 1-800-589-2077.

NICS DENIED TRANSACTION FILE NOTIFICATIONS

The FBI Criminal Justice Information Services Division's National Instant Criminal Background Check System (NICS) Section is providing additional guidance on the NICS Denied Transaction File (NDTF) to assist state and local law enforcement and criminal justice agencies when reviewing information related to this file.

The NDTF maintains information about denied NICS transactions that are accessible to law enforcement and other criminal justice agencies. Since August 2012, the most recent six months of denial data has been available to law enforcement and criminal justice agencies through the National Crime Information Center (NCIC) via a Query NICS Denied (QND) message. On August 8, 2017, the NDTF was expanded to provide optimal value to all criminal justice efforts. In September 2016, the NCIC Operations and Policy Unit notified each CJIS Systems Officer of this expansion and provided the Technical and Operational Update at that time. The expansion consisted of two parts. The first piece was to include all historical NICS denied transaction data in the NDTF. The second was to expand the NCIC Wanted Person (QW) series to include a search of the most recent six months of denial records in the NDTF.

With the second phase of the deployment on August 8, 2017, law enforcement and criminal justice agencies requesting any QW query in connection with normal law enforcement purposes are now provided NICS background check denial transaction data. While evaluating the proposal to expand the QW query, the CJIS Advisory Policy Board determined that knowledge of the denial of prohibited persons would alert the criminal justice agency to the subject's tendency to possess, attempt to possess, or use of firearms. This awareness may suggest a host of possible actions or precautions that law enforcement or criminal justice agencies may want or need to take during their encounter with the subject. With the additional data, the search results may include multiple hits to the subject/detainee spanning six months with the QW query.

Prior to the QW series including a search of the NDTF, notifications to the originating agency or the querying agency were not produced on hits on the NDTF. As part of the NCIC's process, various notifications are required to be sent to the Originating Agency Identifier (ORI) and querying agency during a QW query. Your agency may begin to receive these unsolicited notifications due to your denial record being part of the NDTF or receiving a positive hit on a NDTF record during a QW query.

The following is a description of these notification messages:

- **Delayed Inquiry Hit Notification:**
A \$.H. administrative message is sent to the ORI entering a record which resulted in a hit response for an inquiry made within the last five days. All inquiry transactions to the NCIC are routed to a queue for a period of five days. If a record is entered that now hits on the descriptors of that inquiry in that five-day window, a notification is produced to the ORI that entered the NDTF record.
- **Delayed Inquiry Hit Response Notification:**
A \$.H. administrative message is sent to the ORI of an inquiring agency when a hit response is generated because of a subsequent entry to the NDTF. The inquiry transaction will potentially receive hit responses for five days after the initial inquiry was made.

The existence of a record within the NDTF does not require hit confirmation by the inquiring agency; however, the agency may find cause to contact the originating agency for additional information. Agencies which perform the NICS background checks and provide final denial statuses to the NICS may experience an increase in calls due to law enforcement encounters with subjects that have been denied since the NDTF will now be included in a more routine query of the NCIC.

As always, feel free to contact LEADS Control at 1-800-589-2077 with additional questions.

NICS "FUGITIVE FROM JUSTICE" & FIREARMS TRANSFERS

The Department of Justice (DOJ) reviewed the "fugitive from justice" prohibition and the application of the prohibition for NICS background checks. The DOJ determined that the Brady Act does not authorize the denial of firearms transfers under the "fugitive from justice" prohibition based on the mere existence of an outstanding arrest warrant.

Based upon the DOJ determination, on February 21, 2017, the FBI implemented a new procedure for applying the prohibition. The current process of denying based only on the existence of an active felony or misdemeanor warrant is no longer valid. Additional research must be completed to establish three specific criteria:

1. Existence of a criminal warrant
2. The person has left the issuing state
3. The person left the state to avoid prosecution or avoid giving testimony

NOTE: This process applies to agencies conducting a required Brady NICS background check in which the federal prohibitions are required to be followed. Training material developed by the FBI on the new procedure for applying the prohibition can be accessed at http://10.19.240.41/resources/federal_prohibitions_for_dof_checks.pdf.

EFFECTIVE FEBRUARY 21, 2017:

Denying a firearms transfer based *only* on an active warrant is no longer valid.

NICS INDEX NAME CHANGE TO NICS INDICES

The FBI Criminal Justice Information Services Division's National Instant Criminal Background Check System (NICS) Section has obtained approval to expand a NICS background check to include a query of the National Data Exchange (N-DEx) System. It is critical that both internal and external users understand that the NICS Index and the N-DEx are separate and distinct entities.

Discussing both the NICS Index and the N-DEx System at the same time can be confusing for anyone not familiar with the individual systems (and even for those who are), especially considering the names sound so similar.

To alleviate confusion in the NICS user community, the NICS Section is changing the name of the "NICS Index" to the "NICS Indices." The NICS Section sent a topic paper through the Spring 2017 Advisory Process announcing the change.

EFFECTIVE JUNE 30, 2017:

The name change from "NICS Index" to the "NICS Indices."

Although this is a change internal to the NICS Section, we encourage you to become familiar and utilize the new terminology within your processes when applicable.



**NCIC OPERATING MANUAL
TECHNICAL AND OPERATIONAL UPDATES (TOUs)**

TECHNICAL AND OPERATIONAL UPDATE (TOU) 16-3 EFFECTIVE DATE: August 6, 2017

EXPANSION OF THE NATIONAL CRIME INFORMATION CENTER (NCIC) NUMBER (NIC) CHECK DIGIT ALGORITHM FOR NCIC WANTED PERSON AND PROTECTION ORDER FILES

EXPANSION OF THE INFORMATION WITHIN THE NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIED TRANSACTION FILE (NDF) IN THE NATIONAL CRIME INFORMATION CENTER (NCIC)

AFFECTED FILES:

-
- | | |
|---|----------------------------------|
| • Foreign Fugitive File | • NICS Denied Transaction File |
| • Identity Theft File | • National Sex Offender Registry |
| • Immigration Violator File | • Protective Interest File |
| • Known or Appropriately Suspected Terrorist File | • Supervised Release File |
| • Missing Person File | • Violent Person File |
| | • Wanted Person File |

TECHNICAL AND OPERATIONAL UPDATE (TOU) 17-2 EFFECTIVE DATE: August 6, 2017

EXPANSION OF THE NATIONAL CRIME INFORMATION CENTER (NCIC) NUMBER (NIC) CHECK DIGIT ALGORITHM FOR THE NCIC VEHICLE FILE

VALIDATION SCHEDULE

Records to be validated are available AFTER the first Saturday of the month. Validations must be submitted to LEADS electronically BY the 15th of each month. There are however, a number of agencies not meeting this required deadline. LEADS Administrative Rule 4501:2-10-05 (G) states, "Failure to properly validate records as required will subject the agency to sanctions."

EFFECTIVE IMMEDIATELY: *Any agency that has not submitted their validations by the "end of business" on the 15th of the month, and has not requested an extension, will be issued a LEADS sanction the following business day.*

The Validation Procedure Manual is available on the CJIS Launchpad, CJIS Manuals. Contact the LEADS Administrative Professional Jennifer Higdon at 614-644-2754 or jmhigdon@dps.ohio.gov for questions.

OHIO DEPARTMENT OF TRANSPORTATION (ODOT) SPECIAL HAULING PERMITS

ODOT *Special Hauling Permit* query and revoke through LEADS has been discontinued.

Call ODOT Permit office at 614-351-2300 for servicing special hauling permits or sign up for an account at: ohpass.dot.state.oh.us/OHPASS/login.asp.

LEADS CERTIFICATION TEST

Any operator who has failed the LEADS certification test three consecutive times will automatically be 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.

INTERSTATE IDENTIFICATION INDEX: PURPOSE CODE X – EXIGENT PROCEDURES

Purpose Code X is used when a QH is made during an emergency situation when the health and safety of a specified group may be endangered. Following a QH, a QR may be used to review the individual's record. All requests for background checks for exigent purposes must be accompanied by fingerprints.

Purpose Code X must be used by agencies authorized under an approved statute to receive criminal history record information preceding the delayed submission of fingerprints or by law enforcement agencies servicing the record needs of such agencies.

Purpose Code X must be pre-approved before it can be used. The FBI may assign a 'T' in the ninth position of the ORI for use by authorized noncriminal justice agencies.

For more information see the NCIC Operating Manual – Interstate Identification Index File at www.leads.ohio.gov/manuals.

LEADS EMPLOYEE UPDATE

LEADS extends hearty welcome to recently hired employees

Information Technologist 2 LeVincent Morgan

LeVincent (Vince) started his career with the State of Ohio in July 2017 after eight years of providing IT support in the private sector.

Outside of work Vince is the father of four girls, Samira, age 17, Leandra, age 12, Takara, age 11 and Akira, age 1. Vince spends his free time helping the girls with homework and shuttling them back and forth between soccer practice, and games. When not struggling with 7th grade Math and understanding soccer rules, Vince enjoys playing video games, and working on his cars.



LeVincent Morgan



Dan Skidmore

Software Development Specialist 1 Dan Skidmore

Dan Skidmore joined the Ohio State Highway Patrol/LEADS group in July 2017. His previous work includes 21 years in the private sector supporting the Ohio Medicaid System and the Ohio Child Support Enforcement System as a software developer and tester. Dan resides in Gahanna with his wife Kathleen. In his spare time, he enjoys spending time with his wife, kids and grandkids, woodworking and hiking.

REMINDERS

CCH TRANSACTIONS

REASON FIELD

The auditors continue to see compliance issues with operators using inappropriate or non-specific reasons such as investigation, case or arrest in the Reason Field. The specific type of investigation, case or arrest must be used OR a case/file/incident number relating to the specific event. Requiring the reason for all CCH transactions assists in ensuring they are run for authorized purposes and that purpose codes are correctly used.

Purpose Code C = Criminal Justice

Used for official duties in connection with the administration of criminal justice. Also used in relation to the security of the criminal justice facility: Examples include vendors, contractors, volunteers and ride-alongs who are **not** involved with actual administration of criminal justice at the criminal justice agency as well as visitors and inmates of a confinement facility.

Purpose Code J = Criminal Justice Employment

Used when the III transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Also used for initial background checks of agency personnel as well as for vendors, contractors and volunteers who **are** involved in the administration of criminal justice for the criminal justice agency. Examples include personnel involved with maintenance of computer systems, upgrading records systems data entry clerks, etc.

REMINDERS

COURT CODES

The court codes previously listed in the LEADS Manual can be found on the CJIS LAUNCHPAD > CJIS Documents > MISCELLANEOUS FORMS AND INFORMATION.

MISSING PERSONS

Agencies must have a Missing Person Report (electronic or hard copy) on file to support a missing person entry.

Age 21 & over — A record for a missing person who is **age 21 and over** may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation (electronic or hard copy) will aid in the protection of the individual's right to privacy.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

Under Age 21 — A record for a missing person who is **under age 21** should be entered into NCIC using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, Catastrophe Victim, or Other) **within two hours of receipt of the minimum data required to enter an NCIC record**. A Missing Person Report filed with an agency is sufficient documentation for entering a juvenile in the NCIC Missing Person File. Persons 18 & over cannot be entered as EMJ.

PROTECTION ORDERS

Incomplete or outdated Form 10-A: PROTECTION ORDER NOTICE TO NCIC are to be returned to the court for correction prior to entry into NCIC. The Form 10-A was amended on March 1, 2014. All previous versions of this form must be discarded.

Thorough and accurate completion of Form 10-A is critical, as this form is the sole method to enter the terms and conditions of a protection order into NCIC. Form 10-A is the primary method used to inform law enforcement of the terms and conditions of the protection order. The court must mark the appropriate box "Initial NCIC Form" or "Modification of Previous Form." For more information about Ohio Protection Order Forms, visit: www.supremecourt.ohio.gov/JCS/domesticViolence.

REMINDERS

RETAINING SOURCE DOCUMENTS

An important part of your agency's LEADS data audit is the review of the documentation maintained to substantiate a record entry. This review includes making sure the complete source documents are retained in the packet or electronic file used to confirm the entry. Agencies are required to retain (electronically or hard copy) all source documents used to *pack a record*.

- Complete DS
- Both CCH responses (BCI & III) even when there is no record found
- RP when a plate is used in the entry
- PSN if used in a protection order
- If source documents are retained electronically, agencies are to print the documents at the time of the audit for each record reviewed
- In house documentation used to pack the entry must also be retained with the record

TRAINING RECORD MAINTENANCE

New operators and practitioners must receive ALL the training listed in the LEADS Manual (General Information) for initial training. All training must be documented for auditing purposes.

NEW AGENCY ADMINISTRATOR RECORD MAINTENANCE

When your agency gets a new administrator, be sure to update the Participation Agreement, Holder of the Record Agreement (if applicable) and the LEADS Administrator Training. Agreements and forms are to be faxed to LEADS at 614-995-1230. Ensure your agency maintains a copy for auditing purposes. LEADS forms and administrator training is located on our public web page, www.leads.ohio.gov.

CERTIFIED OPERATOR LIST RECORD MAINTENANCE

Review your LEADS Certification Expiration Report to ensure your operators are current on their certification. Operators working at multiple agencies can only be assigned to one ORI. The agency who holds the operators higher certification should be the assigned ORI. If the certification level is identical at both agencies, the agency who first hired the operator will be the assigned ORI.

Ensure retired, resigned or terminated operators have been disabled from the certification report. All changes, modifications and additions are to be completed on the LEADS Operator Update (LOU) form.

The nexTEST application provides security awareness training for terminal operators and serves as a prerequisite when taking the LEADS certification test. Users cannot "Begin Test" until the security awareness training is completed.

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 Technical Operator Updates (TOUs..... Recurring
 Towed/Immobilized Vehicles.....April 2014

V

Validations January 2014, Fall 2017
 Vehicle FileSpring 2015

W

Wanted Person RecordFall 2014
 Windows Vista End of LifeSpring 2017, Fall 2017
 Wild Animal Registration DatabaseJanuary 2014



READ & SIGN

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TRAINING OPPORTUNITIES

- All LEADS classes start promptly at 9 A.M.
- Registration is required.
- The classes are available for registration online through nexTEST or by contacting the LEADS Training Program Manager at jbaylor@dps.ohio.gov.
- If you register for a class and cannot attend, withdraw in nexTEST or contact the Training Program Manager Jacqueline Baylor at jbaylor@dps.ohio.gov or (614) 466-7621.

NEW TAC (ENTERING AGENCY) 9 A.M. – 3 P.M.

NOVEMBER 2
DECEMBER 6
2018 DATES:
FEBRUARY 7
MARCH 28
APRIL 4

NEW TAC (NON-ENTERING AGENCY) 9 A.M. – 1 P.M.

NOVEMBER 8
DECEMBER 13
2018 DATES:
FEBRUARY 15
MARCH 15
APRIL 11

BASIC OPERATOR 9 A.M. – NOON

NOVEMBER 29
DECEMBER 19
2018 DATES:
MARCH 21
APRIL 19

NICS TRAINING 8:30 A.M. – 5:30 P.M.

MAY 16 – 17, 2018

The FBI National Instant Criminal Background Check System (NICS) Section will be conducting NICS training for sheriff's offices that utilize the NICS to perform firearm-related checks.

This 8-hour training will be held in the Atrium at the Ohio Department of Public Safety, 1970 W. Broad Street, Columbus, OH 43223.

Attendees are provided a choice of either day and need to attend only a one-day session.

All sheriff's office TACs or designees are welcome to attend.

LEADS

STEERING COMMITTEE MEMBERS

Major Shawn Davis, Chair
Ohio State Highway Patrol

Judge Gary L. Byers
Maumee Municipal Court

Chief Timothy J. Malley
Lakewood Police Department

Sheriff Russell Martin
Delaware County Sheriff's Office

Peggy O'Neill, Manager
Hamilton County Regional Crime Information Center

Cynthia Peterman, Director
Investigative Services
Bureau of Criminal Investigation

Sheriff Randy Thorp
Licking County Sheriff's Office

Chief Heinz von Eckartsberg
Dublin Police Department

CONTACT INFORMATION

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Jennifer Higdon, Validations (614) 466-2754
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Kevin Locke, Technical Security
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Jacqueline Baylor, Training Program Manager
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Victoria Dowdy, Auditor
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Betsy Hundley, Auditor
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Gabbriel Veltheims, Auditor
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LEADS Control Room:
(800) 589-2077

Control Room Supervisors

Harry Staples
(614) 995-3842
hstaples@dps.ohio.gov

Duncan Cuccaro (614) 466-3589
dcuccaro@dps.ohio.gov

LEADS FAX NUMBERS

LEADS Control: (614) 644-2459
• LEADS Operator Update Form (LOU)
• Helpdesk Correspondence

Programmers & Technical Security: (614) 644-0566

Administrative Staff, Training Manager & Auditors: (614) 995-1230

- General Correspondence
- Agreements
- Forms
- Training
- Auditing Information
- Validations

MAILING ADDRESS

LEADS
P.O. BOX 182075
COLUMBUS, OH 43218-2075

PUBLIC WEB SITE

WWW.LEADS.OHIO.GOV