

The LEADing NEWS

Welcome the New LEADS Administrator John Moore

Mr. Moore was a member of the Ohio State Highway Patrol for 26 years and progressed to the rank of lieutenant prior to his retirement in 2013. During his career, he served in Mansfield, Lancaster, Jackson, Chillicothe and Columbus. One of Mr. Moore's assignments was as the LEADS Security Officer (2003-2006). He enjoys the outdoors, motorcycle riding and spending time with family and friends.



In this issue . . .

In Memory of 2

Administrative Rules Updates 3

Deny File Administration 3

Offline Search Request 3

CJI Access / LEADS Fingerprint Requirements 4

Windows Vista OS End-of-Life 5

National Data Exchange (N-DEx) 6

NCIC TOU 17-1 Update 7

ORI Validations 7

Offense & Conviction Codes 7

RSA Token/Fob Return 7

LOU Management 8

Employee Update 9

REMINDERS

Audits 10

Source Documentation 10

SID Field 10

Current ID 10

CCH Logging 10

Audit Response/Action Items 11

CCH Alias Information 11

Protection Orders 11

2017 Spring TAC In-Service 12

Index 13

Read & Sign 15

TRAINING

TAC Entering/Non-entering 16

Basic Operator 16

RESOURCES

LEADS Contact Information 16

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 <i>Non-terminal Participation Agreement</i> .
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 <i>Terminal Agency Participation Agreement</i> .
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 <i>Terminal Agency Participation Agreement</i> .
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 <i>Terminal Agency Participation Agreement</i> .

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



Marc Smith

In Memory of Marc Smith

It is with deep sadness that we inform you of the passing of *Information Technologist 2* Marc Smith. Marc passed away on February 4, 2017 at age 57.

In 2006 Marc began his state career in the LEADS Control Room. Before his state service, Marc was employed as a mechanical engineer for Worthington Foods and Burgess & Niple.

Marc was an incredible friend, mentor and colleague to us in LEADS, and his passing is an incredible loss.

in memoriam

LEADS ADMINISTRATIVE RULE UPDATES

Administrative Rules 1, 2, 4, 6, 7, and 11 were approved by the Joint Committee on Agency Rule Review. Revisions became effective on 4/15/17.

The change summaries are:

- **Rule 1:** The FBI's definitions of the "administration of criminal justice", and "criminal justice information" has been expanded (A). Removal of inapplicable language from the "serious misdemeanors" definition (OO).
- **Rule 2:** To clarify the LEADS Steering Committee's duties regarding review of rule violations by agencies.
- **Rule 4:** Removal of the restriction on the number of certified Assistant Terminal Agency Coordinators a LEADS terminal agency can assign. The system limitation that previously restricted agencies to three Assistant Terminal Agency Coordinators no longer exists (A).
- **Rule 6:** The language on printout audit trail requirements is removed in response to FBI policy change (A). Reinforced compliance with state and federal policies and manuals that govern access and dissemination of criminal justice information (C).
- **Rule 7:** Updates procedural changes in the LEADS audit process (F).
- **Rule 11:** To clarify LEADS sanctions apply to law enforcement agencies, not employees (A) and (B).

LEADS DENY FILE

The LEADS Administrative Office maintains a file of users denied from direct and indirect access to criminal justice information due to disqualifying criminal convictions or system misuse. Court dockets, media articles, and administrative review summaries are kept as supporting documents for users entered into the denied list. Criminal justice agency administrators are welcome to inquire upon the list as a part of their prospective employee background investigations.

Contact the Administrative Office at 614-752-4382 for additional information.

LEADS OFFLINE SEARCH REQUEST

The *Offline Search Request* provides useful information and is an investigative tool that searches archived data. The request must be a legitimate law enforcement and/or criminal justice purpose. With the search request form (available at <http://www.leads.ohio.gov/Forms>) a user can specify a data scan for the current year through the previous six years.

The scan is more than a tool used for misuse cases. There have been many success stories, such as:

After a man was found dead in the Ohio River, the police were concerned about foul play. The man's family informed the police that he was driving a pick-up truck when he was last seen. The truck had not been entered into NCIC as a towed vehicle, so the family was unable to find it. The agency contacted LEADS to run an off-line scan to determine if any agency had queried the license plate.

LEADS found a Kentucky agency had queried the plate. After the Ohio agency contacted the Kentucky agency, they confirmed the vehicle was towed from a bridge. The investigation determined no foul play occurred.

After a young girl was kidnapped, sexually assaulted and miraculously released, an agency worked to track down the perpetrator. They had a suspect, but could not confirm he was in the area of the assault. After an off-line scan for agency queries of his license plate, LEADS was able to provide queries that confirmed his vehicle had been in the kidnapping area. The off-line scan also placed his vehicle in the area of another unsolved attempted child kidnapping.

A father reported his young adult daughter had not arrived at work and was not answering her cell phone. The police determined she had left with her much older boyfriend in his vehicle. The agency requested LEADS run an off-line scan on the boyfriend's license plate to see if any other agency had queried the plate. LEADS was able to provide the investigating agency with a query of the plate that had occurred in a western state. After the investigating agency spoke to the querying agency, it was found the boyfriend had taken the young woman's cell phone and was holding her at a location where she was unable to contact anyone. The investigation ended in a happy reunion between father and daughter!

CJIS ACCESS / LEADS FINGERPRINT REQUIREMENTS

For all personnel with unescorted access to Criminal Justice Information (CJI):

All CJI, whether digital or physical (printouts), shall be stored within an agency's physically secure location or controlled area. Any personnel with unescorted access to physically secure locations or controlled areas, that access or store CJI, shall complete a state of Ohio and national fingerprint-based record check. To meet the screening requirement, agencies can complete an electronic fingerprint check (Web Check), or a 10-print fingerprint card. The date in which the fingerprint record was completed should be retained as long as the personnel is active with the Criminal Justice Agency (CJA). A BCI/III inquiry does not meet this requirement.

Examples of personnel with unescorted access who are required to be fingerprinted include, but are not limited to, LEADS operators, information technology administrators, unescorted agency (practitioners) or non-agency personnel, and anyone else with access to information obtained from the LEADS system.

Individual background re-investigations are recommended every five years.

The requirements for CJI access, storage and fingerprints are found in several locations of the *LEADS Security Policy* version 4.3 available at: www.leads.ohio.gov/manuals.

Section 5.8.1, pg. 51, Media Storage and Access

Section 5.9.1, pg. 53, Physically Secure Location

Section 5.12, pg. 66, Personnel Security

Section 5.12.1.1, pg. 66-67, Minimum Screening Requirements for Individuals requiring access to CJI

Section 5.12.1.2, pg. 67-68, Personnel Screening for Contractors and Vendors

Appendix A: pg. 77, Terms and Definitions

WINDOWS VISTA END-OF-LIFE

On April 11, 2017, Microsoft ended support of the Windows Vista operating system. Microsoft no longer provides security updates, hotfixes, or online technical content updates.

Criminal Justice Agencies (CJAs) are required to keep information systems that connect to the criminal justice network current and up-to-date with security-relevant patches. Each agency is responsible for ensuring workstations receive Microsoft product support and updates.

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, Computer Aided Dispatch, CAD Servers, Records Management Systems (RMS), and Mobile Data Terminals (MDTs).

How do I determine the operating system?

- Click the START  button, then type WINVER in the search box.
- Hit enter or click on the list results to open the "About Windows" dialog box.

How can I ensure compliance with the LEADS Security Policy?

Please update your agency workstations with a currently supported operating system. Microsoft Windows 7, Windows 8.1 and Windows 10 continue to receive security relevant patches. For 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 are 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 DATA EXCHANGE (N-DEX)

At a minimum, LEADS is required to triennially (every three years) audit all criminal justice agencies having access to the N-DEX System in order to ensure compliance with applicable *CJIS Security Policies* and *N-DEX Policy and Operating Manuals*. The N-DEX system audit specifically focuses on system usage and compliance, and does not include a data quality component.

LEADS is responsible for ensuring appropriate use and enforcing system discipline. This is accomplished by auditing all agencies within Ohio, regardless of access method, during their three-year audit cycle.

Common User Misuse Types

- Unauthorized use (i.e. self-query, relatives, coworkers, neighbors, celebrities and political figures)
- Weak and noncompliant *Search Reason* (i.e. investigation, criminal, other, "C", etc.)
- Incorrect *Use Code* (i.e. conducting a criminal justice employment check while marking Use Code "C")

Audit Lessons Learned

Utilize a specific *Search Reason* for every search request. The *Search Reason* shall include information, such as, but not limited to, incident number, arrest transaction number, booking number, project name, routine activity description, and if applicable, the individual recipient/agency the search was made "on behalf of".

- **Remember to check your *Use Code*.** "C" for criminal justice investigations, "J" for criminal justice employment, and "A" for administrative (check your own records).
- **Obtain permission from the record owner.** N-DEX System information may only be relied or acted upon, or secondarily disseminated, within the limitations specified by the record-owning agency.
- **Verify the information with the record owner.** N-DEX System information must be verified with the record-owning agency for completeness, timeliness, accuracy, and relevancy prior to the N-DEX information being relied upon, acted upon or being secondarily disseminated.

NCIC TECHNICAL AND OPERATIONAL UPDATES (TOUs)**TOU Update 17-1**

2-1 — Replacement of the *National Crime Information Center (NCIC) Operating Manual*

ORI VALIDATIONS

Every two years, NCIC requires LEADS to validate all of the ORIs assigned to agencies within the entire state of Ohio. Agencies may not be aware that Ohio has over 12,000 ORIs assigned to agencies within the state! That means LEADS must validate every ORI, ensuring names, addresses and phone numbers are accurate. Since there are a number of agencies that do not utilize NCIC/LEADS information, it is nearly impossible for LEADS to verify the information on agencies that are not LEADS members. In addition, NCIC has notified LEADS to retire all ORIs that do not access NCIC information.

What does this mean to your agency?

As an entering agency, you will not be able use a retired court ORI in your entries, such as *Protection Orders* or the *Supervised Release File*. Since the Court Identifier (CTI) field is not a required field, the CTI field should be left blank. If documentation is needed of what court issued the order, agencies can enter the court ORI in the MIS field.

COURT CODES

For a current list of the Ohio Revised Code Offense & Conviction Code List, go to the following:

http://www.bmv.ohio.gov/links/bmv_OffenseCodeList.pdf.

**RETURNING RSA TOKENS/FOBS
TO LEADS SECURITY**

There are situations when an agency wants or needs to return an RSA token to LEADS. If economically feasible, the preferred method to return an RSA token/fob to LEADS Security is to use a padded envelope. As of late, the placement of a single token/fob into a paper envelope has led to an increase of tokens being torn from the envelope as it passes through various sorters before it arrives to the LEADS facility. Generally, this misfortune happens when using the United States Postal Service (USPS). Please take care to package the RSA tokens securely before returning.

THE LEADS OPERATOR UPDATE FORM (LOU)

Disable requests, transfers and certification changes are processed through the LEADS OPERATOR UPDATE form within OpenFox Messenger under LEADS OPERATOR UPDATE > LOU Administrative Message.

Mobile Data Terminal agencies are to use the LEADS OPERATOR UPDATE form listed on the LEADS public website, www.leads.ohio.gov, under the FORMS tab. The completed forms are to be printed and faxed to LEADS.

The TACs responsibility for departing terminal operators

Every TAC will eventually be faced with the situation of an operator leaving the agency. Concerning their LEADS account, it is essential the TACs know the appropriate requested action. LEADS Control would like to remind all terminal agencies of the following information:

If the status and/or destination of the operator is not known or cannot be determined:

- The requested action on their LEADS account should be DISABLE.
- It is the responsibility of the operator's new TAC to restore their LEADS access when appropriate.
- Only the agency TAC/ATAC have the authority to reactivate a disabled account. Disabled accounts cannot be re-activated by anyone other than the TAC/ATAC.

Terminal operators transitioning to a new agency

When operators are transferring to another agency, the requested action of the operator's LEADS account should be TRANSFER.

- The TRANSFER action can be done by either the current TAC/ATAC or the operator's new TAC/ATAC.
- The operator's account should not be disabled when he/she is transitioning to another agency. Doing so can cause unnecessary delays in getting the operator up and running at their new agency.
- If the operator's certification level is changing (for example, INQ to FQO), the change must be noted in the text field.

Note: If the certification level is raised, the operator must re-test at the higher level within 30 days of transfer.

Operators working at multiple agencies

This is a common practice amongst law enforcement agencies; however, operators can be assigned to only one ORI.

- The agency who holds the operators **higher certification** should be the assigned ORI.
- If certification level is identical at both or all agencies, the agency where the operator hired in first will be the assigned ORI.

LEADS EMPLOYEE UPDATE

Farewell Wishes to LEADS Administrator Les Reel

LEADS would like to extend well wishes and farewell to our previous administrator and colleague Les Reel. Congratulations on his third retirement! Les has been a much appreciated and highly regarded asset to LEADS. Our entire team wishes him the very best. Happy fishing!



Les Reel

LEADS extends hearty welcome to three recently hired employees.

LEADS External Auditor 2 BETTY "BETSY" HUNDLEY



Betsy Hundley

Betsy began her career with the State of Ohio in November 2006. After several job promotions, she joined the Ohio State Highway Patrol in July 2011 with the Fiscal Services section as an Account Clerk 2. Betsy filled in for several vacant positions as a Temporary Work Level including a position in LEADS for the Billing Department, where she gained knowledge of safety and security for law enforcement.

As a member of Amvets (Ladies Auxiliary), Betsy enjoys planning events, cooking, decorating and giving back to our veterans and their families for their service.

Betsy and her husband, Bert, have two cattle dogs and one cat. She enjoys spending time with family and friends, the outdoors, swimming, fishing, bike riding, gardening and loves animals.

LEADS Financial Analyst TRACEY ROBINSON

After 17 years of private sector banking, Tracey began her career with the Department of Public Safety in January 2013. Tracey has enjoyed job movements throughout the Bureau of Motor Vehicles prior to finding her way back to the finance world with LEADS. Tracey works as the Financial Analyst in charge of billing.

Outside of work, Tracey is a wife and the mother of two boys, ages 15 and 8. They have a 3-year-old boxer named T-Bone. In her spare time, she enjoys camping, bowling, taking trips and just hanging out at home.



Tracey Robinson



DJ Young

Information Technologist 2 DONALD "DJ" YOUNG

DJ began his career with the State of Ohio in December 2016 with a position in LEADS Control as an Information Technologist 2.

After graduating from DeVry University in 2007, he started his career at Lake Shore Cryotronics. DJ transitioned into the IT field about five years ago with JCPenneys.

DJ and his wife, Raina, reside in Pickerington. They have three children, Madison, age 4, Gage, age 2, Hunter, age 1, and a golden retriever, Thor. In his free time, DJ enjoys spending time playing with his kids, working on cars and woodworking.

REMINDERS

LEADS AUDITS

LEADS shall conduct at a minimum, a triennial audit of each terminal agency in order to verify compliance with established regulations and policies. Due to staff retirements, some of the scheduling dates for the data audits were advanced beyond the 3-year time period. The current auditors are working to ensure the agency audits are scheduled based upon the original or previous audit date. In addition, some agencies may be contacted to schedule their audit slightly earlier than their previous audit date. Finally, audits may be conducted on a more frequent basis if the audit reveals that an agency has not complied with the applicable statutes, rules and policies.

RETAINING SOURCE DOCUMENTS

An important part of your agency's LEADS audit is the review of the documentation maintained to substantiate a record entry known as source documents. This includes the complete DS and CCH with all caution indicator information.

The auditors continue to find only part of a CCH, for instance just the search page, when they review the files. Please review your files to ensure all source documents are available at the time of your audit.

STATE IDENTIFICATION NUMBER – SID

The *Messenger* form now has a State ID (SID) field available for the Protection Order entries and Warrant entries. The SID field is to be populated with an available Computerized Criminal History (CCH) number.

- For *Protection Order* entries, an available BCI# is to be entered in the SID field
Example: B123456
- For *Warrant* entries, an available Out-of-State ID# is to be entered in the SID field.
Example: TN123456

DRIVER'S LICENSES & ID CARDS

Agencies are required to enter valid driver's licenses and/or ID cards. Always use the most current information for entry. For example, if the subject has an expired or suspended OLN, but has a valid ID, the ID would be the most current.

- ID cards from other states are to be entered into the OLN field.
- Ohio ID cards can to be entered into the OLN or the MNU field.

It is agency discretion to enter expired or suspended information. If an agency chooses to enter expired or suspended

CCH LOGGING REQUIREMENTS

REQUESTOR FIELD must be in the format of Last Name First Initial and Middle Initial per LEADS instruction. The **REQUESTOR FIELD** must not contain spaces, commas, titles, ranks or special characters.

Example: John Q Public is to be entered PUBLICJQ

REMINDERS

information, it must be entered into the proper field (expired OLN to be entered in the OLN field).

AUDIT RESPONSE/ACTION ITEMS

All action items documented in agency auditing responses must be completed. Some agencies are submitting their responses as still pending. For example:

- **Action Item Needed** — LEADS Terminal Agency Agreement must be updated.
- **Incomplete Agency Response** — Will submit once Chief/Sheriff signs off.
- **Complete Agency Response** — The

ALIAS INFORMATION

LEADS/NCIC requirements for **ALIAS** information found on the computerized criminal history (CCH):

All additional identifiers from the CCH are to be entered in the **ALIAS** fields; however, if an agency does not use information from the CCH, LEADS requires the operator to mark through & initial each identifier not used.

Example: 999-99-9999 jqp

For further clarification, see the **LEADS Manual – Wanted Person File**.

PROTECTION ORDERS

The LEADS programming staff would like to remind you, once a **Protection Order** is cleared from the system or becomes inactive, the following takes place:

The record stays on file in NCIC for five years and is retrievable only by NIC or a QPO transaction.

The record will stay on file in LEADS until the next day at 1:00 a.m., when the record will be purged.

Although **Protection Order** entries must be cleared from the system when the case is bound over to another agency, the LEADS auditors are finding the orders are not always cleared before the new **Protection Order** is entered.

If the new **Protection Order** has the same PNO as the previous order, an error will be received if the NAM and PNO fields are used when clearing the **Protection Order**.

Example:

ERROR OCCURRED FOR INPUT
TRANSACTION MRI 1234567

PLEASE REPORT TO LEADS SYSTEM
ADMINISTRATOR

If you receive this error, it is probable there are multiple **Protection Orders** in the system with the same NAM and PNO. To clear the **Protection Orders**, use different identifiers such as NAM and NIC to clear the order.

2017 SPRING TAC IN-SERVICE

The 2017 Spring TAC In-Service Training will be held in several locations.

Agency TACs are required to attend one session. While Assistant TACs are invited to attend, they are not required. Classes will be held from 9 a.m. until noon. An additional session at the Richfield location will be held from 1 – 4 p.m. Registration is available in *nexTEST*.

May 2	Ohio Department of Transportation (ODOT) 1980 West Broad Street, Columbus, OH 43223
May 4	Hocking College Police Department 3301 Hocking Parkway/ Oakley Hall, Room 305 Nelsonville, OH 45764
May 10	Ohio University – Zanesville & Zane State College The Campus Center, Room 431 1425 Newark Road, Zanesville, OH 43701
May 16	Miami County Communications Center 210 Marybill Drive, Troy, OH 45373
May 18	Shawnee State University Center Ballroom 940 Second Street, Portsmouth, OH 45662
May 25	Ohio Peace Officer Training Academy (OPOTA) 4055 Highlander Parkway, Suite B Richfield, OH 44286 <i>– Morning & afternoon sessions –</i>
June 6	University of Toledo Main Campus, Field House 2100 2801 West Bancroft Street, Toledo, OH 43606
June 8	Ohio Department of Transportation (ODOT) 1980 West Broad Street, Columbus, OH 43223

INDEX

A

Administrative MessagesJanuary 2014, Spring 2015
 Administrative RulesSpring 2015
 Alias Information.....Spring 2016, Spring 2017
 Arson InvestigatorsFall 2015

B

BMV Driving Record RequestApril 2014
 BMV Vehicle Coding.....Spring 2016
 BMV Vehicle Registration InquiryFall 2016
 Body CamerasFall 2015

C

Caution and Medical Conditions (CMCs).....Spring 2016
 CCH Logging.....Spring 2016, Spring 2017
 Commercial Driver License (CDL) Compliance.....January 2014
 Contact Information Recurring
 Coroner Request..... January 2013, Fall 2014
 Court Codes web siteSpring 2017

D

Dealer PlatesFall 2015
 Deny File AdministrationSpring 2017
 DL Caveat: Threat AssessmentSpring 2016
 DNA Registration..... Fall 2014, Spring 2015
 Document Location ReminderFall 2015
 Driver's License & ID Cards.....Spring 2017
 Driving Record ChangeSpring 2015
 Driving Record RequestFall 2014

E

Electronic Surveillance Equipment.....January 2014
 Employee Update Recurring

F

FBI NumberSpring 2015
 Fingerprint ClassificationsSpring 2016
 Fingerprint RequirementsSpring 2017

G

Gun RecordsFall 2014

H

Hit Confirmation ProceduresFall 2016
 House Bill 234Spring 2015

I

Interpol Gun QueriesFall 2016

J

Juvenile Warrant Entries.....Fall 2015

L

LEADS Audits.....Spring 2017
 LEADS Contact Information Recurring
 LEADS Fees..... Recurring
 LEADS FormsSpring 2015
 LEADS Manual Revisions.....Fall 2015
 LEADS MobileApril 2014, Fall 2014, Spring 2015
 LEADS Operator Update Form (LOU)Spring 2017
 LEADS Security Awareness Training.....January 2014
 LEADS UpdatesJanuary 2014
 LEO – Flying Armed.....Fall 2015
 Login.....Fall 2014

INDEX

M

Messenger Form UpdatesFall 2016
 Microsoft Update January 2014, April 2014, Fall 2016
 Military Protection OrdersSpring 2015
 Mobile Data Terminal AgenciesFall 2015

N

National Data Exchange (N-DEx)Spring 2016, Spring 2017
 National Security Threat – Addition to the KST FileSpring 2016
 NICS Permit Purpose IDs Spring 2016, Fall 2016
 Nlets SWQSpring 2016
 Nlets TIPSFall 2016

O

Offline Search RequestSpring 2017
 OHALLTERM Messages Fall 2015
 Ohio Fatal Reporting (OFR)Fall 2015
 OLN / MNU InformationSpring 2015
 Operator CertificationApril 2014
 ORI ValidationsSpring 2017

P

Protection Orders Spring 2015, Fall 2016, Spring 2017

R

Records Management SystemsSpring 2016
 RSA TokensSpring 2017

S

Second Party Checking Fall 2014, Spring 2015
 Source DocumentationSpring 2016, Spring 2017
 SSN RemovalApril 2014
 State Identification Number (SID) Fall 2016, Spring 2017
 Steering Committee Members Recurring
 Steering Committee New ChairSpring 2015
 Superintendence Rule Form 95January 2014

T

TAC In-ServiceJanuary 2014, April 2014, Spring 2015,
 Spring 2016, Spring 2017
 Training Opportunities Recurring
 Technical Operator Updates (TOUs) Spring 2015, Fall 2015,
 Spring 2017

Towed/Immobilized VehiclesApril 2014

V

Validation ReminderJanuary 2014
 Vehicle FileSpring 2015

W

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



READ & SIGN

1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
8. _____	28. _____
9. _____	29. _____
10. _____	30. _____
11. _____	31. _____
12. _____	32. _____
13. _____	33. _____
14. _____	34. _____
15. _____	35. _____
16. _____	36. _____
17. _____	37. _____
18. _____	38. _____
19. _____	39. _____
20. _____	40. _____

TRAINING OPPORTUNITIES

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

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

JUNE 22
JULY 13
AUGUST 9
SEPTEMBER 12

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

JUNE 27
JULY 19
AUGUST 16
SEPTEMBER 14

BASIC OPERATOR 9 A.M. – NOON

JUNE 29
JULY 26
AUGUST 24
SEPTEMBER 20

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

John Moore, LEADS Administrator
(614) 752-4381
jmmoore@dps.ohio.gov

Kara Joseph, Program Administrator
(614) 752-4382
kjoseph@dps.ohio.gov

Tracey Robinson, Accounts Receivable
(614) 466-8781
tlorobinson@dps.ohio.gov

Jennifer Higdon, Validations
(614) 466-2754
jmhigdon@dps.ohio.gov

Kevin Locke, Technical Security
(614) 387-6156
klocke@dps.ohio.gov

**Jacqueline Baylor, Training Program
Manager**
(614) 466-7621
jbaylor@dps.ohio.gov

Lori Click, Auditor
(614) 466-0673
lclick@dps.ohio.gov

Victoria Dowdy, Auditor
(614) 752-4379
vdowdy@dps.ohio.gov

Betsy Hundley, Auditor
(614) 752-4380
bjhundley@dps.ohio.gov

Gabriel Veltheims, Auditor
(614) 752-4373
gmveltheims@dps.ohio.gov

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