

The LEADing NEWS

In this issue...

Governor Kasich's Executive Orders:
 2018-03K, 2018-11K.....2

Communicating with Canada.....3

Escaped Violent Felon Notification4

NCIC Gang File Hits:
 Processing Guidelines.....5

NLETS DR/KR Expanded7

**Protection Orders: Letter 'O' versus
 Number '0'7**

Record Retention Schedule:
Where Did My Record Go?.....8

**HB115: Communication Disability
 Awareness9**

**LEADS Audit Reminder: Required
 Training Documentation..... 10**

Employee Retirements 11

Index 12

Read & Sign 14

TRAINING

LEADS

TAC Entering/Non-entering 15

Basic Operator 15

RESOURCES

LEADS Contact Information..... 15



2017 NATIONAL CRIME INFORMATION CENTER (NCIC) OHIO AUDIT FINDINGS

The Ohio 2017 NCIC audit resulted in four findings of noncompliance.

<p>Timely Removal: <i>Ensure NCIC records are removed in a timely manner.</i> Records in the Protection Order File were not removed in a timely manner. The data quality review identified a significant number of records that were invalid and had gone through one or more validation cycles.</p>	<p>Reasonable Notice & Opportunity to be Heard: <i>Ensure permanent orders are only entered once reasonable notice and opportunity to be heard is granted to respondents.</i> Agencies entered ex parte protection orders as permanent when the respondent had not been given reasonable notice or the opportunity to be heard.</p>	<p>Use & Dissemination: <i>Ensure the Interstate Identification Index (III) is used only for authorized purposes.</i> During the review of the III Survey it was determined that an unauthorized III transaction was ran for a noncriminal justice employment background check.</p>	<p>Purpose Codes: <i>Ensure Purpose Codes are correctly used for III transactions.</i> During the review of the III Usage Form, it was determined agencies routinely used Purpose Codes incorrectly when conducting III inquiries.</p>
---	---	--	---

LEADS Access Category	Fees	Comments
<p>Non-terminal LEADS Access The agency has no means to run LEADS directly and gets information by requesting it through a terminal agency.</p>	<p>\$600 per year (\$50 per month)</p>	<p>Typically billed by the fiscal year July 1 to June 30. Agency must sign a <i>LEADS Non-terminal Participation Agreement</i>.</p>
<p>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.</p>	<p>\$1,200 per year (\$100 per month)</p>	<p>Typically billed by the fiscal year July 1 to June 30. Agency must sign a <i>LEADS Terminal Agency Participation Agreement</i>.</p>
<p>LEADS Mobile Service Direct web-based access to LEADS for officers operating Mobile Data Terminals (MDT) in its patrol cars.</p>	<p>\$100 per month plus an additional \$5 per user, per month. Terminal agencies: Terminal fees plus \$5 per user, per month.</p>	<p>Agency must complete a <i>LEADS Terminal Agency Participation Agreement</i>.</p>
<p>LEADS Terminal Access The agency has a terminal or terminals in its office through which it can access LEADS information.</p>	<p>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.</p>	<p>Agency must sign a <i>LEADS Terminal Agency Participation Agreement</i>.</p>

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

EXECUTIVE ORDERS: 2018-03K, 2018-11K NICS BACKGROUND CHECK SYSTEM COMPLIANCE

On April 23, 2018, Governor John R. Kasich issued Executive Order 2018-03K, National Instant Criminal Background Check System (NICS) Compliance.

The order directed the Office of Criminal Justice Services (OCJS) to accomplish three main tasks.

1. Survey the current status of NICS reporting in Ohio, and to identify barriers to complete, timely, and accurate reporting.
2. Reconvene a 2015 Working Group that had previously addressed how data sharing could improve NICS compliance, and to expand the group to include local public officials or their respective associations who work most closely with NICS data.
3. With the data generated by the NICS survey, OCJS was to issue a report on how to improve NICS reporting, including policy recommendations. The report has been published and is available for review at www.publicsafety.ohio.gov/links/NICS-Report_final.pdf.

The survey data and discussions of the Working Group resulted in three categories of recommendations:

1. Expanding training and education;
2. Reducing duplicative, unclear or lack of express reporting responsibility; and
3. Strategic planning and structured coordination.

The Working Group identified the lack of express responsibility for entering prohibiting felony indictments, protection orders and warrants as a NICS information reporting gap. A change to the Ohio Administrative Code was recommended to address the entry of prohibiting protection orders and warrants.

On September 24, 2018, Governor John R. Kasich signed Executive Order 2018-11K, Requiring that Certain Protection Orders and Warrants are Reported to the Law Enforcement Automated Data System (“LEADS”).

The order requires agencies participating in LEADS to enter warrants and protection orders that meet federal firearm prohibition criteria into LEADS within 72 hours of receipt. LEADS auditors will verify reporting compliance during agency triennial audits.

Guidelines for establishing disqualifying protection orders and the fugitive from justice prohibitor are available under the NICS Manual section at <https://leads.ohio.gov/Manuals>. Agencies are encouraged to contact their assigned LEADS auditor with questions.





COMMUNICATING WITH CANADA

As of October 7, 2018, Canadian warrant and stolen property information are no longer available in the National Crime Information Center (NCIC).

The Royal Canadian Mounted Police (RCMP) ceased entering and maintaining person and article records in NCIC. Boat, vehicle and license plate records will remain until Fall 2019.

To receive Canadian criminal justice information, make inquiries through the interface between The International Justice and Public Safety Network (NLETS) and Canadian Police Information Center (CPIC).

It will be necessary for users to run the following NLETS transactions:

- WQ for persons
- VQ for vehicles
- CAQ for articles
- CGQ for gun files
- CSQ for securities file
- CBQ for boat files

ESCAPED VIOLENT FELON NOTIFICATION

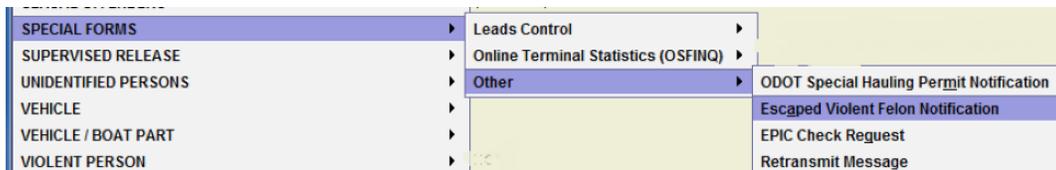
Effective September 30, 1999, the Ohio Revised Code requires county sheriffs to notify all law enforcement agencies in their jurisdiction if a felon escapes from their custody and when the escapee is found.

ORC Section 341.011(A) (<http://codes.ohio.gov/orc/341.011>) requires a notification be sent when a person who was either convicted of or plead guilty to an offense or was indicted or otherwise charged with the commission of an offense, escapes from a county jail or workhouse or otherwise escapes from the custody of a sheriff.

The notification shall go to:

- All local law enforcement agencies with jurisdiction over the place where the person escaped from custody
- The Ohio State Highway Patrol
- The Ohio Department of Rehabilitation and Correction if the escapee is a prisoner under the custody of the department who is in the jail or workhouse
- The prosecuting attorney of the county
- A newspaper of general circulation in the county

The message key EVFNOT is used to send an **Escaped Violent Felon Notification**, or it can be opened in *OpenFox Messenger* by clicking Forms, Special Forms, Other, Escaped Violent Felon Notification, as shown below.



LEADS automatically forwards the information to all law enforcement agencies located within the county of the originating ORI as well as the Ohio State Highway Patrol.

Example EVFNOT message:

*** ESCAPED VIOLENT FELON NOTIFICATION ***

PURSUANT TO ORC 341.011(A) WHICH REQUIRES A COUNTY SHERIFF TO NOTIFY ALL LAW ENFORCEMENT AGENCIES WITHIN THEIR RESPECTIVE COUNTY OF AN ESCAPED FELON IN THE CUSTODY:

AGENCY/FRANKLIN COUNTY SHERIFFS OFFICE

INCARCERATING FACILITY/FRANKLIN COUNTY JAIL

ESCAPEE/JOHN R DOE AGE/26 HGT/511 WGT/216 HAI/BRO EYE/BRO RAC/W SEX/M

CLOTHING DESCRIPTION:

SUBJECT LAST SEEN IN ORANGE JAIL UNIFORM INMATE #187654 ON BACK OF SHIRT.

NARRATIVE:

SUBJECT LAST SEEN AFTER 10 PM BEDCHECK, EX-WIFE RESIDES IN WORTHINGTON AREA.



For additional information, see the [LEADS Manual \(Other Transactions\)](#)

GANG FILE HITS PROCESSING GUIDELINES

In August 2009, the NCIC Violent Gang and Terrorist Organization File was divided into two separate files: the Known or Suspected Terrorist (KST) File and the Gang File.

In 2011, the Deputy Attorney General (DAG) opined, in a memorandum entitled "Updating NICS Procedures to Ensure that Suspected members of Terrorist Organizations or Violent Gangs Do Not Receive Firearms in Violation of the Law," the handling of hits to the Gang File could be delegated while the responsibility of handling the KST File would remain with the FBI.

Based upon this memorandum and requests from various states to allow them to handle the Gang File hits, the FBI Criminal Justice Information Services Division's (CJIS) NICS Section will be transferring this responsibility back to state users effective January 15, 2019.

As of this date, there will no longer be a banner on the response stating, "DO NOT "PROCEED" WITH THIS TRANSACTION UNTIL CONTACTED BY FBI/ NICS."

The NICS user will receive the "CRIMINAL GANG MEMBER – CAUTION" Message Key with record data in the NCIC hit and will process by directly contacting the Originating Agency Identifier (ORI) of the record.

The NCIC Gang File was designed to provide identifying information about violent criminal gangs and members of those gangs to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about gangs and its members to facilitate criminal investigations.

While the NCIC Operating Manual does not require hit confirmation on the Gang File, the 2011 DAG opinion indicated the transfer of firearms to suspected members of violent gangs should be delayed for further research, providing law enforcement officials the opportunity to determine whether there is any basis upon which to designate

the purchaser a prohibited person under Title 18, United States Code, Section 922. Experience garnered by the NICS Section has proven that disqualifying information may be obtained through outreach to the Gang File ORI. Currently, the NICS Section does not apply a status of proceed to a transaction that includes a hit in the Gang File without a response from the ORI.

The following are examples of negative and positive responses to a hit on a Gang File record:

NEGATIVE RESPONSE

NO NCIC RECORD DOB/19530531 NAM/SMITH, STEVE SEX/M
RAC/W NO NCIC RECORD VIN/2ADF36BLIG162312

POSITIVE RESPONSE

1L01HEADER MD2610000

WARNING - STANDING ALONE, NCIC GANG GROUP AND
MEMBER FILE INFORMATION DOES NOT FURNISH GROUNDS
FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE,
OR DWELLING

MKE/CRIMINAL GANG MEMBER - CAUTION CMC/05 - VIOLENT
TENDENCIES ORI/MD1230000 NAM/SMITH, STEVE SEX/M
RAC/W ETN/H POB/MD

DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO
FBI/1234567 CTZ/US

SKN/ALB SMT/SC R HND FPC/121011C01159TTCI13TT MNU/
MD-32614 SOC/123456789 OLN/98765432 OLS/MD OLY/1995
GNG/CRIPS*WADC SGP/ROARING 50S*WADC ECR/BD
DOP/20100115 OCA/92312663 SID/MD99999999

LKI/MD1240000 LKA/MD-2255 MIS/KNOWN TO CARRY TEC
9, TTO IS TEARDROP LIC/ABC123 LIS/MD LIY/1993 LIT/PC
VIN/2627HL525210 VYR/1988 VMA/CHEV VMO/CEL VST/4D
VCO/BLU ORI IS HARPERS FERRY PD MD 301 555-1212
DOB/19550515 AKA/BEBETO, X

AKA/JONES, JOHN AKA/LEON, JOSE NIC/T123698222
DTE/20070914 1400 EST DLU/20080110 0100 EST NO NCIC
RECORD VIN/2ADF36BLIG162312

In instances where the subject *does not match* the hit to the NCIC Gang File record and there is no additional disqualifying information, the transaction may be processed by the NICS user.

When the subject *does match* the NCIC Gang File record, the NICS user should directly contact the ORI of the Gang File record to inquire if they are aware of, or possess, any information that would prohibit the transfer of a firearm or issuance of a firearm-related permit under state or federal law.¹

It is possible that the ORI phone number provided in the Gang File record will not connect directly to the unit responsible for handling these inquiries. NICS users may need to ask for the unit specifically responsible for Gang-related matters. Please note that it may be necessary to explain the federal firearms prohibitions and any applicable state firearms prohibitions to the ORI.

For example, when calling the ORI of the record, NICS users may ask, *“Do you have any information that would prohibit the subject of your gang file entry from receiving or possessing a firearm?”*

Often, an ORI will advise the individual is simply a documented gang member whose activities they are monitoring, and they have no additional information regarding the subject.

Common possibly prohibitive information the ORI may possess include the following:

- Felony Indictments
- Warrants
- Protection Orders
- Positive Drug Tests
- Probation Restrictions

¹In some instances, an NCIC Gang File record will not include the identifiers needed to indicate a valid match. Prior to asking the ORI if they are aware of or possess any information that would prohibit the transfer of a firearm or issuance of a firearm-related permit under state or federal law, it may be necessary to first ask for assistance in determining if a valid match exists. The ORI may have additional identifiers that would help the NICS user make a matching decision.

Therefore, it may be helpful to additionally ask the following specific questions:

“Is the individual of your gang file record under felony indictment?”

“Is this individual the subject of any warrants or protection orders?”

“Has this individual failed a drug test within the past year?”

“Is this individual currently on probation?”

It is not uncommon for the ORI of an NCIC Gang File record to advise the subject of their record “should not” have a firearm. However, it is important to understand that being a gang member is not federally prohibiting.

Eligibility decisions should be made based only upon the federal firearm prohibitions and any applicable state firearm prohibitions.

The NICS users are requested to submit to the NICS Indices any documentation provided by the ORI that disqualifies the individual of the NCIC Gang File record when the information is not currently located in one of the national databases searched during a NICS check.

The NCIC Gang File records are Law Enforcement Sensitive and must be afforded the same security precautions as criminal history record information. All NCIC records are governed by the standards and restrictions set forth in the CJIS Security Policy and the NCIC Operating Manual. NCIC Gang File information should not be disseminated to the subjects of these records.

Additional information on the NCIC Gang File and the NCIC Operating Manual may be located on the NCIC Special Interest Group (SIG) on the Law Enforcement Enterprise Portal (LEEP). The CJIS Security Policy may be located on the CJIS SIG. Questions regarding the processing of NCIC Gang File hits during a NICS check may be directed to the NICS Section’s Business Relations Team by telephone at 844-265-6716 or via e-mail at NICSLiaison@fbi.gov.

DR/KR EXPANDED

Effective May 31, 2018, NLETS responses to both DRIVER QUERY (DQ) and DRIVER HISTORY (KQ) were extended to allow state specific data to be displayed.

Each state has various information they are willing to share and those are now being displayed at the bottom of the response.

Each state's implementation can be different; some send additional data on the DRIVER RESPONSE (DR), some send it on the DRIVER HISTORY RESPONSE (KR). This can include additional information on commercial driver licenses as well.

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

PROTECTION ORDERS: Letter 'O' versus Number '0' (Zero)

NCIC converts the uppercase letter O to 0 (zero) on all files, all fields.

If you are modifying or canceling a record using an OCA or PNO that has the letter 'O' in it, and you submit it with the number '0' incorrectly, LEADS cannot match the record in hotfiles, but NCIC can and will modify the record. Therefore, the in state record will no longer be in sync with NCIC.

This is true of all NCIC files, but the Protection Orders seem to be problematic than any other. Your attention to detail is extremely important.

Effective August 17, 2018, LEADS includes automatic notifications to records that are being purged due to record retention schedules.

The notifications are for warrants of these classes:

1. Automatic License Suspension (AS) older than 15 days
2. Commercial Driver (CD) older than 48 hours
3. Felony Temporary (FT) older than 48 hours
4. Misdemeanor Temporary (MT) older than 48 hours

There are also notifications for vehicles:

1. Felony vehicles that are older than 90 days
2. Towed vehicles – abandoned other (AO) that are past 180 days of entry.

These notices are sent nightly between midnight and 1:10 AM.

An example caveat:

L.E.A.D.S. AUTOMATED MESSAGE

WANTED PERSONS FILE - (15-DAY ALS AUTOMATIC PURGE NOTICE)

THE FOLLOWING RECORD HAS BEEN PURGED FROM LEADS

Reminder notices are sent to advise of located records pending purge and located persons with no detainers placed on the record.

Be sure to check your Notifications, if you are wondering why your record is no longer in LEADS.

*Where Did
My Record
Go?*

15

48

90

180

**H.B.
115****COMMUNICATION
DISABILITY REGISTRY****EFFECTIVE:
AUGUST 1, 2018**

Effective August 1, 2018, House Bill 115 allows an individual to voluntarily submit a verification form, signed by their physician, to the Ohio Bureau of Motor Vehicles to be designated as an individual with a communication disability.

The legislation aims to be a positive, beneficial resource for the law enforcement community and people who suffer from communication disabilities such as autism, a hearing impairment or PTSD.

By notifying officers that the driver may have difficulty speaking before they approach the vehicle, the officer can put into action their training for how to best serve disabled individuals.

The bill allows Ohioans (adults and minors enrolled by parents/guardians) to voluntarily enroll in a protected LEADS database available only to criminal justice agencies.

For additional information:

<http://ood.ohio.gov/Information/Communication-Disability-Law>

Example DL query result:

```
DL.OHOHP00L5.ZZ000027
DRIVER ONE OHIO                                DOB: 09/09/1980  AGE: 37
1970 W BROAD ST                                SSN: 000 00 0000
COLUMBUS, OH 43223                             KEY: 018375833
COUNTY: 25-FRANKLIN

** SUBJECT VOLUNTARILY PROVIDED INFORMATION REGARDING A
    COMMUNICATION DISABILITY FOR LAW ENFORCEMENT AWARENESS **

** PHYSICAL DESCRIPTION **                      ** ANATOMICAL DONOR: NOT LISTED **
SEX: F  HGT: 6' 00"  WGT: 180  HAIR: BROWN      EYES: BROWN

** DRIVER LICENSE INFORMATION **
DLN: ZZ000027  CLASS: A  ISS: 01/03/2003  EXP: 01/03/2008
STATUS: EXPIRED
CDL STATUS: NO CDL PRIVILEGES
ENDORSEMENTS: HAZARDOUS MATERIALS - CDL
RESTRICTIONS: NONE
CDL MED CERT NOT CERTIFIED
FEDERALLY ACCEPTED: Y

END
```



REQUIRED TRAINING

for LEADS Operators and Practitioners

The LEADS Auditing Staff frequently finds agencies are not documenting operator and practitioner training as required.

Agency TACs must ensure all operators and practitioners (new and veteran) receive initial training within six months of hire and continuous training (newsletters, in-service, security awareness training) thereafter. LEADS Agency Administrators must complete administrator training as well as practitioner or certified operator training. All training must be documented and maintained for the length of employment.

Note: *If any training has been misplaced or destroyed, you may start from square one with initial training.*

Per LEADS Manual (General Information), LEADS certified operators must receive initial training in the following correspondence:

LEADS ADMINISTRATIVE RULES

LEADS MANUAL

LEADS SECURITY POLICY

LEADING NEWS (current year + previous 3 years)

NCIC MANUAL

NLETS USER POLICY MANUAL

BCI MANUAL (if applicable)

TAC IN-SERVICE (current year + previous 3 years)*

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

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

Per LEADS Manual (General Information), LEADS practitioners must receive initial training in the following correspondence:

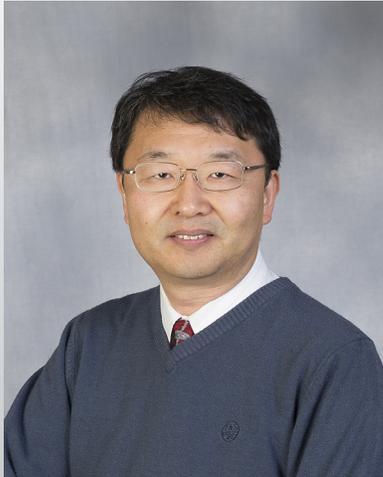
LEADS ADMINISTRATIVE RULES

LEADS MANUAL (General Information)

CJIS ONLINE - 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.

See the LEADS Security Policy for information reference Security Awareness Training.

Paul Lee***Software Development Specialist 2***

Paul Lee joined the Ohio State Highway Patrol/LEADS programming unit on April 30, 2018. His previous work includes 22 years in the private sector supporting public safety software. Paul and his wife, Weihong, reside in Columbus. They have two children, Kevin and Jessie. Paul enjoys photography, spending time with his wife, and walking in Ohio's parks.

Best wishes upon retirement!

Tamara Norton-Fair***Software Development Specialist 2***

Tamara Norton-Fair, LEADS Programming Unit, retired August 31, 2018, after 12 years with the Ohio State Highway Patrol/LEADS programming unit. She began her Patrol career in July 2006 as a Systems Analyst 1 assigned to the Systems Operations/LEADS. In 2010, she was promoted to a Software Development Specialist 2 and remained in Systems Operations/LEADS. She retired with over 34 years of state service. She and her husband Michael reside in Columbus. They have three children, Elijah, Martina, and Noah.



INDEX

A

Administrative Messages Spring 2015
 Administrative Rules Spring 2015
 Alias Information..... Spring 2016, Spring 2017
 AMBER Alert..... Spring 2018
 Arson Investigators Fall 2015
 Article File Spring 2018

B

BMV Vehicle Coding..... Spring 2016
 BMV Vehicle Registration Inquiry Fall 2016
 Body Cameras Fall 2015

C

Caution and Medical Conditions (CMCs)..... Spring 2016
 CCH Spring 2016, Spring 2017, Fall 2017, Spring 2018
 Contact Information Recurring
 Court Codes. Spring 2017, Fall 2017

D

Dealer Plates Fall 2015
 DNA Registration..... Spring 2015
 Document Location Reminder Fall 2015
 Driver Licenses & ID Cards..... Spring 2017, Spring 2018
 Driver License Caveat: Threat Assessment Spring 2016
 Driving Record Change Spring 2015

E

Electronic Surveillance Equipment..... January 2014
 Emergency Specific Credentialing System (EPCS) Fall 2016
 Employee Updates..... Recurring

F

FBI Number Spring 2015
 Fingerprint Classifications Spring 2016
 Fingerprint Requirements Spring 2017

G

Gang(s) / Gang File Spring 2018

H

House Bill 234 Spring 2015
 Hit Confirmation Procedures/Guidelines..... Fall 2016, Spring 2018

I

Impound Database Spring 2018
 Interpol Gun Queries Fall 2016
 Interstate Identification Index: Purpose Code X..... Fall 2017

J

Juvenile Warrant Entries..... Fall 2015

L

Law Enforcement Notification System (LENS)..... Spring 2018
 LEADS Administrative Rules..... Spring 2017
 LEADS Audits..... Spring 2017
 LEADS Certification Test Fall 2017
 LEADS Deny File..... Spring 2017
 LEADS Fees..... Recurring
 LEADS Forms Spring 2015, Spring 2018
 LEADS Manual Revisions..... Fall 2015
 LEADS Mobile Spring 2015
 LEADS Offline Search Request Spring 2017
 LEADS Operator Update Form (LOU) Spring 2017, Fall 2017
 LEADS Training Fall 2017
 LEO – Flying Armed..... Fall 2015

INDEX

M

Marc Smith.....Spring 2017
 Messenger Form Updates.....Fall 2016
 Microsoft UpdateFall 2016
 Military Protection OrdersSpring 2015
 Missing Persons.....Fall 2017
 Mobile Data Terminal AgenciesFall 2015

N

National Data Exchange (N-DEx).....Spring 2016, Spring 2017, Fall 2017
 National Security Threat – Addition to the KST FileSpring 2016
 NCIC Ohio AuditsFall 2017
 New Agency AdministratorFall 2017
 NICS Spring 2016, Fall 2016, Fall 2017, Spring 2018
 NICS Index Name ChangeFall 2017
 NLETS..... Spring 2016, Fall 2016, Fall 2017

O

OHALLTERM Messages..... Fall 2015
 Ohio Fatal Reporting (OFR)Fall 2015
 OLN / MNU Information.....Spring 2015
 Originating Agency (ORI)..... Spring 2017, Spring 2018

P

Protection Orders Spring 2015, Fall 2016, Spring 2017, Fall 2017

Q

Query LEADS Denied (QLD)Spring 2018

R

Records Management Systems.....Spring 2016
 Retirement Announcement.....Spring 2017
 RSA Tokens.....Spring 2017

S

Second Party Checking..... Fall 2014, Spring 2015
 Security Alerts and AdvisoriesFall 2017
 Security Awareness Training..... January 2014, Fall 2016
 Source Documentation.....Spring 2016, Spring 2017, Fall 2017, Spring 2018
 Special Hauling Permits.....Fall 2017
 State Identification Number (SID)..... Fall 2016, Spring 2017
 Steering Committee Members..... Recurring
 Steering Committee New ChairSpring 2015
 Supervised Release FileSpring 2018

T

TAC Appointment FormSpring 2018
 TAC In-Service..... Recurring
 Training Opportunities Recurring
 Technical Operator Updates (TOUs)..... Recurring

V

ValidationsFall 2017
 Vehicle FileSpring 2015

W

Wanted Person (WP)Spring 2018
 Windows Vista End of LifeSpring 2017, Fall 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.
- Registration is required.
- The classes are available for registration online through *nexTEST* or by contacting LEADS Training Program Manager at jbaylor@dps.ohio.gov.
- 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. - 1:30 P.M.

NOV 7
 DEC 5
 JAN 9
 FEB 6
 MAR 6
 APR 4

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

NOV 14
 DEC 11
 JAN 16
 FEB 13
 MAR 13
 APR 10

BASIC OPERATOR

9 A.M. – NOON

NOV 28
 DEC 18
 JAN 24
 FEB 21
 MAR 21
 APR 18

LEADS

STEERING COMMITTEE MEMBERS

- | | |
|--|--|
| Major Shawn Davis , <i>Chair</i>
Ohio State Highway Patrol | Cynthia Peterman , Director
Investigative Services
Bureau of Criminal Investigation |
| Judge Beth W. Cappelli
Fairborn Municipal Court | Chief Michael T. Pomesky
Perry Township Police Department |
| Chief Timothy J. Malley
Lakewood Police Department | Sheriff Randy Thorp
Licking County Sheriff's Office |
| Sheriff Russell Martin
Delaware County Sheriff's Office | Chief Heinz von Eckartsberg
Dublin Police Department |
| Peggy O'Neill , Manager
Hamilton County Regional Crime
Information Center | |

CONTACT INFORMATION

- | | |
|--|--|
| John Moore , LEADS Administrator
(614) 752-4381
jmmoore@dps.ohio.gov | Victoria Dowdy , Auditor
(614) 752-4379
vdowdy@dps.ohio.gov |
| Kara Joseph , Program Administrator
(614) 752-4382
kjoseph@dps.ohio.gov | Betsy Hundley , Auditor
(614) 752-4380
bjhundley@dps.ohio.gov |
| Tracey Robinson , Accounts Receivable
(614) 466-8781
tlrobinson@dps.ohio.gov | Gabbriel Veltheims , Auditor
(614) 752-4373
gmveltheims@dps.ohio.gov |
| Jennifer Higdon , Validations /
Administration
(614) 466-2754
jmhigdon@dps.ohio.gov | Brittany West , Auditor
(614) 466-0673
bnwest@dps.ohio.gov |
| Kevin Locke , Technical Security
(614) 387-6156
klocke@dps.ohio.gov | LEADS Control Room:
(800) 589-2077
<i>Control Room Supervisors</i>
Harry Staples (614) 995-3842
hstaples@dps.ohio.gov |
| Jacqueline Baylor , Training Manager
(614) 466-7621
jbaylor@dps.ohio.gov | Duncan Cuccaro (614) 466-3589
dcuccaro@dps.ohio.gov |

LEADS FAX NUMBERS

- | | |
|---|---|
| LEADS Control: (614) 644-2459 | Administrative Staff: (614) 995-1230 |
| • LEADS Operator Update Form (LOU) | • General Correspondence |
| • Helpdesk Correspondence | • Agreements |
| Training Manager & Auditors:
(614) 995-0743 | • Forms |
| • Data Audit Correspondence | • Validations |
| • Training Information | Programmers & Technical Security: (614) 644-0566 |

MAILING ADDRESS

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

PUBLIC WEB SITE

WWW.LEADS.OHIO.GOV