

The LEADing NEWS

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New LEADS Steering Committee Chair

Major Robin Schmutz joined the Patrol in May 1995 as a member of the 127th Academy Class. She earned her commission in November of that year and was assigned to the Findlay Post. As a trooper, she also served in the Office of Special Operations. In 2001, she was promoted to the rank of sergeant and transferred to the Human Resources Management, Administrative Investigations Unit. In 2002, she was selected to serve as the Patrol's spokesperson in the Public Affairs Unit. In 2005, she was promoted to the rank of lieutenant and transferred to the Toledo Post to serve as commander. As a lieutenant, she also served at the Springfield Post. In 2009, she was promoted to the rank of staff lieutenant and transferred to the Piqua District Headquarters to serve as an assistant district commander. As a staff lieutenant, she also served at the Columbus District Headquarters. In 2014, she was promoted to the rank of captain and transferred to the Office of Planning and Finance. As a captain, she also served in the Office of Personnel. In 2019, she was promoted to the rank of major and transferred to the Office of Security and Communications.

Major Schmutz earned a Bachelor of Science degree in justice studies from Arizona State University in 1992 and a Master's degree in business administration from Franklin University in 2002. She completed training at the FBI National Academy in 2007.

Major Schmutz and her husband, Bo, have four children, Ashton, Alicia, Abriana, and Ava.



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 <i>LEADS 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 <i>LEADS 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>LEADS 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 <i>LEADS Terminal Agency Participation Agreement</i> .

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

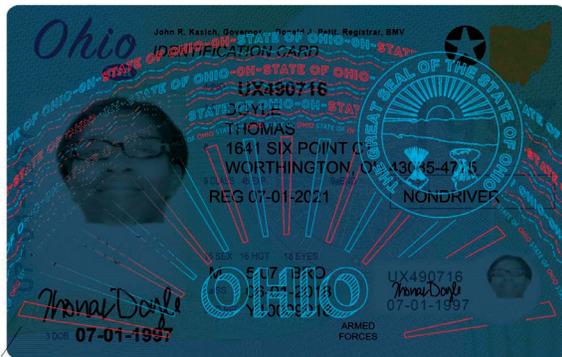
OHIO DL/ID SECURITY ENHANCEMENT: COVERT UV FEATURES

Since the Ohio driver licenses/identification cards security schematic was issued on July 1, 2018, covert ultra violet (“UV”) features have been enhanced. Depending of the issue date of the card you may observe genuine cards where some of the UV features are faded or absent altogether. Use the following information for guidance as you examine Ohio BMV credentials.

- All Ohio BMV credentials issued as of June 3, 2019 should contain a red and blue UV response as depicted.

OHIO DRIVER LICENSE/TIPIC/ID UV SECURITY FEATURES – EFFECTIVE JUNE 3, 2019

CARD BODY FRONT (HORIZONTAL) UV FEATURES



Ultraviolet Inks (Level 2)

- This feature is incorporated within the design and is only visible under an ultraviolet (black light) source. To observe all UV features, a 365nm ultraviolet light is recommended.
- Blue and Red UV response on front of all credentials effective on Issue Date 06/03/2019

CARD BODY FRONT (VERTICAL) UV FEATURES



Ultraviolet Inks (Level 2)

- This feature is incorporated within the design and is only visible under an ultraviolet (black light) source. These will fluoresce in blue and red color when exposed to the correct light source. To observe all UV features, a 365nm ultraviolet light is recommended.

- Use a **365nm** ultraviolet light to observe the red UV response. Some ultraviolet lights emit a wavelength of light that is too bright to observe all covert characteristics of the card.
- BMV credentials issued **between July 1, 2018 and June 2, 2019** may contain UV features that are faded or absent altogether.

With the schematic and information gleaned from law enforcement databases, you will be better prepared to authenticate Ohio BMV credentials. However, in the event you need additional assistance, call the Ohio BMV Investigations Section at (614) 752-4885.

LEADS FORMS AND AGREEMENTS

*LEADS Audit Cycle 14 began on July 1, 2019
and ends on June 30, 2022.*

Per LEADS Administrative Rule 3 (Participation in LEADS), all agencies participating in LEADS are required to execute appropriate application, participation agreement, and holder of the record forms. All agencies must ensure that all LEADS Agreements and LEADS Forms are current and on file (including TAC & LASO Forms) with their current administrator's signature. These forms will be reviewed and updated triennially as part of the agency audit. Agencies are strongly encouraged to run their agency ORI through LEADS to confirm information in the system is accurate.

If your agency has a new administrator (including interim), you are required to update and submit the required LEADS forms and agreements (including new administrator training documentation) to LEADS Administration. You may submit by fax at 614-995-1230.

To participate in LEADS, these forms and agreements are required to be on file:

- LEADS Terminal Agency Agreement
- TAC Appointment Form
- LASO Form
- Holder of the Record Agreement
(For entering agencies who make entries for other agencies) ***This does not apply to courts.***
- Information Exchange Agreement (if applicable)
- Security Addendum (if applicable)

*All LEADS forms and agreements are available
at www.leads.ohio.gov
or the CJIS Launchpad/CJIS Documents.*

NCIC WARRANTS ENTRY

For officer and public safety purposes, law enforcement agencies participating in LEADS are strongly encouraged to enter warrants for serious offenses with a “Pick-Up Radius 1 – Extradite Interstate (Nationwide),” **regardless of agency extradition limitations**. Entering into NCIC also makes warrants available to NICS Examiners for firearm transfer/purchase decisions.

There are no prohibitions on entering warrants into NCIC as long as the criteria is met (see LEADS Manual - Wanted Person). Entering a warrant into NCIC has no effect on extradition. Agencies may still enter a warrant into NCIC and choose to extradite in-state.

To **enter a warrant** into NCIC:

Select ‘Pick-Up Radius 1 – Extradite Interstate’ (Nationwide).

Set Extradition Limitations (EXL) based on how far the agency will extradite the subject.

If the agency **will not extradite nationwide**: Use these guidelines for entering warrants into NCIC.

For a felony warrant:

Select Extradition Limitation (EXL) value ‘4’ (No extradition – In-State pick up only. See MIS field for limits.)

For a misdemeanor warrant:

Select Extradition Limitation (EXL) value ‘D’ (No extradition – In-State pick up only. See MIS field for limits.)

Additional details regarding extradition limitations **must** be placed in the MIS field.

For Warrant **Hits**:

Agencies should refer to the MIS field to determine extradition and the appropriate action on entries with EXL values of ‘4’ and ‘D’.

For Warrant **Inquiries**:

Agencies must run a QWA to view misdemeanor warrants. QWA returns all wanted for the requested subject, regardless of the EXL values. Refer to LEADS Manual (Wanted Person) for additional inquiries of a wanted person record.

For any questions regarding warrant entry, please contact Training Program Manager Victoria Dowdy at 614-466-7621 or vdowdy@dps.ohio.gov.

PROTECTION ORDER ADVISORY

As a reminder - *ex parte* protection orders shall be entered using Message Key ETO or ETOC only. Full protection orders shall be entered using Message Key EPO or EPOC only. *Ex parte* is a Latin phrase meaning “for one party”. The subject of an *ex parte* protection order has not received notice of or the opportunity to participate in a hearing.

Ex parte protection orders do not meet federal Brady criteria; therefore, the court and entering agency shall indicate ‘No’ to the Brady criteria question on Form 10-A Protection Order Notice to NCIC. In addition, all *ex parte* protection orders must contain a specific date of expiration **not to exceed one year beyond the date of issue**.

Message Key EPO or EPOC shall be used for domestic violence and stalking/sexually oriented offense civil protection orders (Full Hearing – CPO) and the domestic violence criminal case temporary protection order (DVTPO).

As it pertains to Ohio’s protection orders, temporary and *ex parte* **do not** have the same meaning and are not to be treated interchangeably.

Protection order entry screens have been modified by the LEADS Programming Unit to be more descriptive with the goal of improving compliance with FBI NCIC entry requirements. The following modifications are effective immediately for all LEADS Messenger users:

- Message Key drop down box descriptions have been modified as follows:

* **Message Key**

EPO = Enter Full Protection Order	▼
EPO = Enter Full Protection Order	
EPOC = Enter Full Protection Order - Caution	
ETO = Enter Ex parte (Single Party) Protection Order	
ETOC = Enter Ex parte (Single Party) Protection Order - Caution	

PROTECTION ORDER ADVISORY

- The Brady disqualifier cannot be selected in Messenger if the Message Key is ETO or ETOC:

EPO - NCIC Enter Protection Order

Header Information

* **Message Key** ORI
 ETO = Enter Ex parte (Or Single Party) Protection Order OHO

Personal Information

* **Name** * **Sex**

Country of Citizenship Date of Birth

Skin Tone **Scars, Marks, Tattoos**

DNA **DNA Location** Cause

Order Information

* **Protective Order Condition**
 01 = Subject is restrained from assaulting, threatening, abusing, harassing, fol

Brady Indicator * **Date of Issue** **Agency Case #**

- ETO and ETOC entries must have a valid expiration date that does not exceed one (1) year beyond the issue date – entering NONEXP is not permitted. An error message similar to the following example will be received if an expiration date greater than one year is used for ETO and ETOC entries:

```

COD/511
FLD/EXP
MESSAGE REJECTED
EXP MORE THAN 1 YEAR PAST ISD AT 14:01 09/19/2019
MRI-2493161
  
```

PROTECTION ORDER ADVISORY

- Entry errors have been observed where State ID card numbers were entered in the State Criminal History Number field. Questions have also been received on what should be entered in the FBI # field. Field labels were changed to be more descriptive:

OLD:

FBI #	State ID #
<input type="text"/>	<input type="text"/>

NEW:

FBI/UCN #	State Criminal History ID #
<input type="text"/>	<input type="text"/>

- Protection Order Conditions were modified to match the NCIC Manual:

Order Information

* Protective Order Condition

- 01 = Subject is restrained from assaulting, threatening, abusing, harassing, following, interfering, or stalking the protected person and/or the child of the protected person.
- 02 = Subject may not threaten a member of the protected persons family or household.
- 03 = Protected person is granted exclusive possession of the residence or household.
- 04 = Subject is required to stay away from the residence, property, school, or place of employment of the protected person or other family or household member.
- 05 = Subject is restrained from making any communication with the protected person including but not limited to, personal, written, or telephone contact, or their employers, employees or fellow workers, or others with whom the communication would likely cause annoyance or alarm the victim.
- 06 = Subject has visitation or custody rights of the child(ren) named.
- 07 = Subject is prohibited from possessing and/or purchasing a firearm or other weapons as identified in the miscellaneous field.
- 08 = See the miscellaneous field for comments regarding the terms and conditions of the order.
- 09 = The protected person is awarded temporary exclusive custody of the child(ren) named.

*For any questions regarding protection orders,
please contact Training Program Manager
Victoria Dowdy at 614-466-7621 or vdowdy@dps.ohio.gov.*

NCIC HIT CONFIRMATIONS & YQ MESSAGES

The NICS Section continues to leverage system functionality of the NICS when processing NICS background checks. We want to make you aware of a recent enhancement made to the NICS Section's process when conducting a National Crime Information Center (NCIC) **Hit Confirmation** for valid hits to the *Foreign Fugitive, Immigration Violator, and Protection Order* files.

On April 1, 2019, the NICS Section automated the NCIC **Hit Confirmation** process for these three NCIC files, by utilizing the International Justice and Public Safety Network (Nlets) inquiry (YQ).

When a NICS background check is conducted and a biographical match is indicated for one of the three aforementioned files, a system-generated YQ message will be sent to the *Originating Agency Identifier* of the hit.

An item for agencies to keep in mind when providing a response (YR) is that a routing number in the *Document Control Field Text* tag will be provided. Agencies should return this routing number in the same field when responding. Formatting information can be found at wiki.nlets.org.

In the YR, the receiving agency should indicate if the *Foreign Fugitive, Immigration Violator, or Protection Order* is still active.

In addition, since the YQ is a system-generated message, if follow-up questions or information are returned by the responding agency, they may not be addressed immediately; but they will be viewed when the NICS transaction is processed by the NICS Section.

Due to the nature of the research required to establish the *Fugitive from Justice Prohibition*, the automated YQ message does not extend to hits in the NCIC *Wanted Persons File* at this time, but may be included in the future.



WINDOWS OS END-OF-SUPPORT

Effective January 14, 2020, Microsoft will end support of Windows 7, Windows Server 2008, and Windows Server 2008 r2.

These operating systems will no longer receive new security updates, hotfixes, or online technical content updates from Microsoft after January 14, 2020.

Patch Management (5.10.4.1) 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). Criminal Justice Agencies (CJAs) are required to keep information systems current with security relevant patches.

Agencies using operating systems not currently receiving security related updates will be found out of compliance with the LEADS Security Policy and will be required to remediate the finding.

***How do I tell what operating system is on my computer?***

- 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 and servers with a currently supported operating system. Microsoft Windows 8.1, Windows 10, Windows Server 2012, and Windows Server 2016 will continue to receive security relevant patches.



If you have any questions, please contact the LEADS Security Group at LEADSSecurity@dps.ohio.gov.

CJIS ONLINE: CJIS SECURITY ADDENDUM

LEADS Security Policy version 4.5

5.1.1.5 Private Contractor User Agreements and CJIS Security Addendums

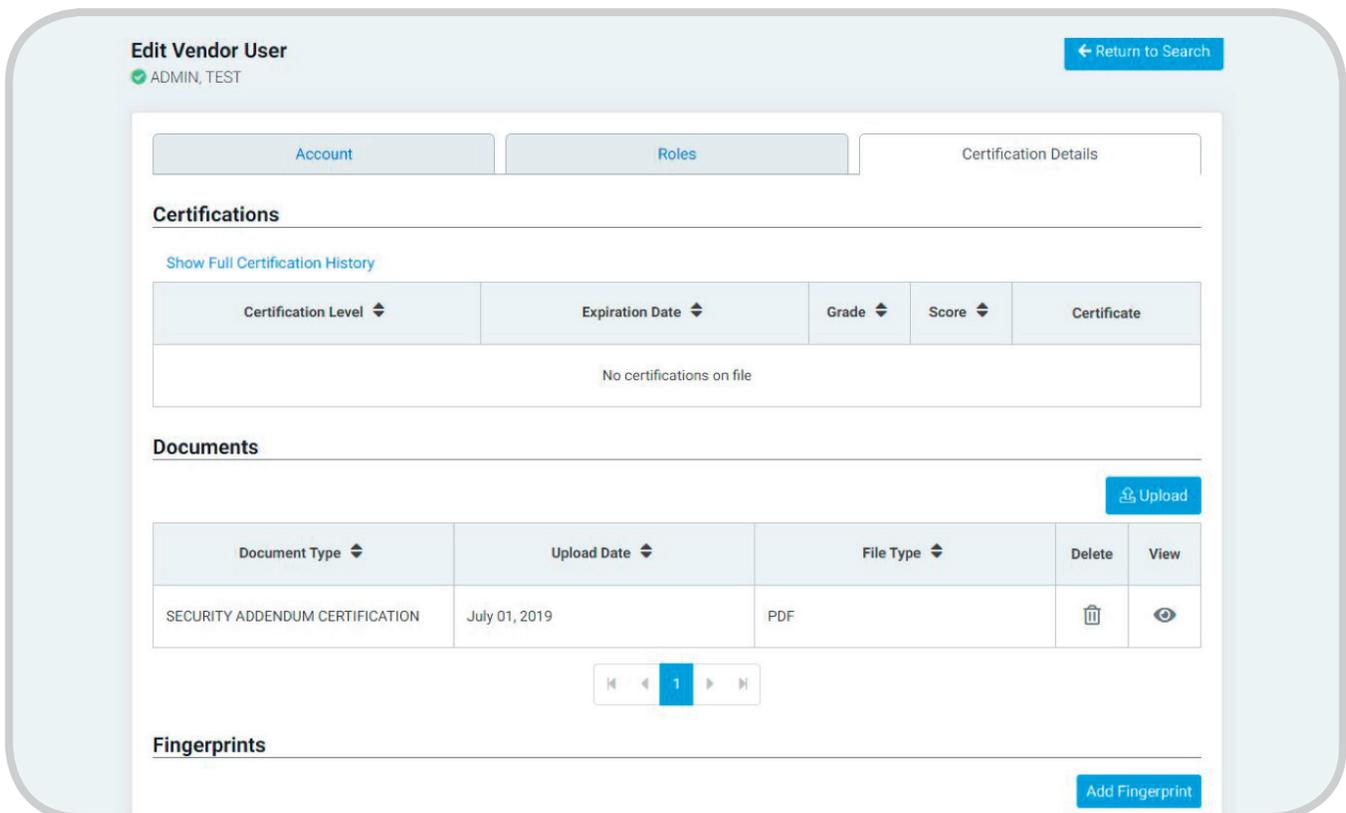
The *CJIS Security Addendum* is required for each individual 3rd party vendor or contractor that has unescorted access to the criminal justice agency (CJA) and/or access to unencrypted criminal justice information (CJI). The *Security Addendum* is presented in Appendix H.

CJIS Online now has the ability to store and access the *CJIS Security Addendum* electronically for the 3rd party vendors/contractors that provide support services. This feature is available to local agency and vendor administrators. This will allow the vendors the ability to upload their own documentation, without filtering through the local CJA first.

The local agency can view vendor submitted documents and verify for completion. Documents can be viewed under the menu item “Manage Vendor Users”.

In order to upload documents under a vendor user’s account, please complete the following steps:

- Search for the local agency vendor.
- Once selected, click the edit check mark to the right of the vendor’s name.
- On the edit screen, click the “Certification Details” tab (towards the top right of e screen).
- In the middle of the screen, you will see a “Documents” section.
- To upload a file, you will need to have an electronic PDF of the *CJIS Security Addendum* already scanned on your computer.
- Hit the blue “Upload” button, and follow the instructions on the screen.



HOUSE BILL 62: SEATBELT MEDICAL EXEMPTION

Seatbelt exemptions in Ohio Revised Code 4513.263 were expanded under House Bill 62. Generally, any person who is operating an automobile or sitting in the front seat of an automobile must wear a seatbelt.

However, the seatbelt requirement does not apply to a person who has an affidavit signed by a licensed physician or chiropractor that states that the person has a physical impairment that makes use of a seatbelt impossible or impractical.

The Act expands the details that must be included in the affidavit to include the following:

1. Whether the physical impairment is temporary, permanent, or reasonably expected to be permanent;
2. If the physical impairment is temporary, how long the physical impairment is expected to make the use of a seatbelt impossible or impractical.

Additionally, the Act permits a person with such an affidavit (if the person's physical impairment is permanent or reasonably expected to be permanent) to register with the Bureau of Motor Vehicles Registrar to have the physical impairment available through the Law Enforcement Automated Data System (LEADS). If the person is included in LEADS, that person does not need to have the affidavit in his or her possession while operating or occupying the automobile (as a person would under current law).

An example seatbelt exemption response from LEADS is highlighted below:

```
DL.OHHP00L5.ZZ000113
UNI TEST OLTEST
1970 W BROAD ST
COLUMBUS, OH 43223
COUNTY: 25-FRANKLIN
DOB: 09/01/1958 AGE: 60
SSN: 444 44 1111
KEY: 021495223

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

***** SEATBELT NOT REQUIRED *****

** PHYSICAL DESCRIPTION **
SEX: M HGT: 6' 03" WGT: 205 HAIR: BROWN
** ANATOMICAL DONOR: YES
EYES: BROWN

** DRIVER LICENSE INFORMATION **
DLN: ZZ000113 CLASS: D ISS: 01/09/2011 EXP: 09/01/2014
STATUS: EXPIRED
RESTRICTIONS: SEATBELT NOT REQUIRED
```

Welcome

Welcome LEADS newest auditor, **Ian Miller**. Ian joined the Ohio State Highway Patrol in 2010 as a dispatcher at the Columbus Communications Center. In 2011 and 2013, Ian was voted General Headquarters Dispatcher of the Year. He served as the dispatch center's terminal agency coordinator and field training dispatcher. From 2010 to 2018, he participated in operating the multi-agency communications for Ohio Homeland Security's protective detail during football games at The Ohio State University. In 2017 and 2018, Ian received the Ohio Telecommunications Gold Star Award for the exemplary handling of a multi-agency response to an emergency situation and his exceptional professionalism in the field of emergency communications.

Ian enjoys blues music, 80's action movies, road trips, and food festivals. Ian currently lives in Columbus with his fiancé, Megan Howard.



Congratulations



Congratulations to **Victoria Dowdy** for her promotion to LEADS Training Program Manager. Victoria joined LEADS as a Training Officer in 2006 and was promoted to an External Auditor 2 in 2013. She previously worked as a Customer Service Specialist, Account Clerk and Administrative Assistant within the Department of Public Safety.

Victoria resides in Columbus, Ohio with her husband Ty Sr., and their two children, Chyna and Ty Jr. In her spare time, she enjoys spending time with her family.

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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*.
- **Classes are subject to change.** Refer to *nexTEST* Training Registration to confirm location, availability and additional classes.
- If you register for a class and cannot attend, withdraw in *nexTEST* or contact Training Program Manager Victoria Dowdy at vdowdy@dps.ohio.gov or 614-466-7621.

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

OCTOBER 22
NOVEMBER 6
DECEMBER 4

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

OCTOBER 24
NOVEMBER 13
DECEMBER 11

BASIC OPERATOR 9 A.M. – NOON

NOVEMBER 20
DECEMBER 18

MDT-ONLY AGENCY NEW TAC CLASS

Contact Training Program Manager Victoria Dowdy at vdowdy@dps.ohio.gov or 614-466-7621 to schedule.

LEADS

STEERING COMMITTEE MEMBERS

Major Robin Schmutz , <i>Chair</i> Ohio State Highway Patrol	Peggy O'Neill , Manager Hamilton County Regional Crime Information Center
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 Keith Washburn Chillicothe Police Department
Joe Morbitzer , <i>Superintendent</i> Bureau of Criminal Investigations	

CONTACT INFORMATION

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Jennifer Higdon , <i>Validations / Administration</i> (614) 466-2754 JMHIGDON@DPS.OHIO.GOV	LEADS Control Room: (800) 589-2077
Kevin Locke , <i>Technical Security</i> (614) 387-6156 KLOCKE@DPS.OHIO.GOV	<i>Control Room Supervisors:</i> Harry Staples (614) 995-3842 HSTAPLES@DPS.OHIO.GOV
Victoria Dowdy , <i>LEADS Training Program Manager</i> (614) 466-7621 VDOWDY@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

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

PUBLIC WEB SITE

WWW.LEADS.OHIO.GOV