

# The LEADing NEWS

## How are we doing? We want to know!

Are you receiving exceptional service from the LEADS staff? Whether it's from the administrative staff, auditing, training or LEADS Control, etc., were you pleased and satisfied with the outcome of your experience? We would like to know. We are encouraging agencies to evaluate our staff and provide us their feedback.

A personnel evaluation sheet is located in the CJIS Launchpad (CJIS Documents, LEADS forms) or at [WWW.LEADS.OHIO.GOV/FORMS](http://WWW.LEADS.OHIO.GOV/FORMS). The form allows agencies to critique LEADS in punctuality, appearance, quality of work, cooperation and professionalism. Once completed, fax to LEADS Administrator at 614-995-1230 or return to: LEADS Administrator, PO Box 182075, Columbus OH 43218-2075.

*In this issue...*

- Windows Operating Systems End of Support .....2
- NICS Denied Notification: Purpose Code J .....3
- LEADS Forms / Agreements .....3
- NCIC Operating Manual: \$ .8. Out-of-State Notification Program TOU 17-3 .....3
- TOU 18-1 .....3
- New TAC Appointment Form /Training Requirements .....3
- Required Training .....4
- Malicious Incident: Response Form .....5
- Source Documentation .....5
- 2019 Spring TAC In-Service Training .....6
- NICB NAQ Query: New Codes .....7
- Employee Update:
  - New Employee .....8
  - Retirement .....8
- Index .....9
- Read & Sign ..... 11
- TRAINING**
  - LEADS
    - TAC Entering/Non-entering ..... 12
    - Basic Operator ..... 12
- RESOURCES**
  - LEADS Contact Information..... 12

LEADS Access Category	Fees	Comments
<b>Non-terminal LEADS Access</b> 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> .
<b>MDT Only Access</b> 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> .
<b>LEADS Mobile Service</b> 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. <b>Terminal agencies:</b> Terminal fees plus \$5 per user, per month.	Agency must complete a <i>LEADS Terminal Agency Participation Agreement</i> .
<b>LEADS Terminal Access</b> The agency has a terminal or terminals in its office through which it can access LEADS information.	<b>LEADS Circuit based terminal access:</b> \$250 base fee plus circuit cost for telecommunications carrier service, customer premise equipment and annual maintenance. <b>PNT Circuit:</b> \$800 per month/\$550 each additional circuit, same agency. <b>DM-VPN:</b> \$600 per month/\$350 each additional router, same agency. <b>Interface:</b> \$250 per month <b>Internet:</b> \$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.

## WINDOWS OPERATING SYSTEMS END OF SUPPORT

Microsoft will be ending support of Windows 7, Windows Server 2008, and Windows Server 2008 r2 effective January 14, 2020.

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

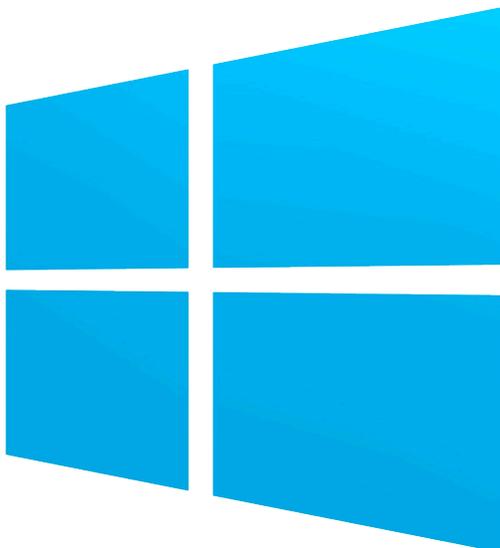
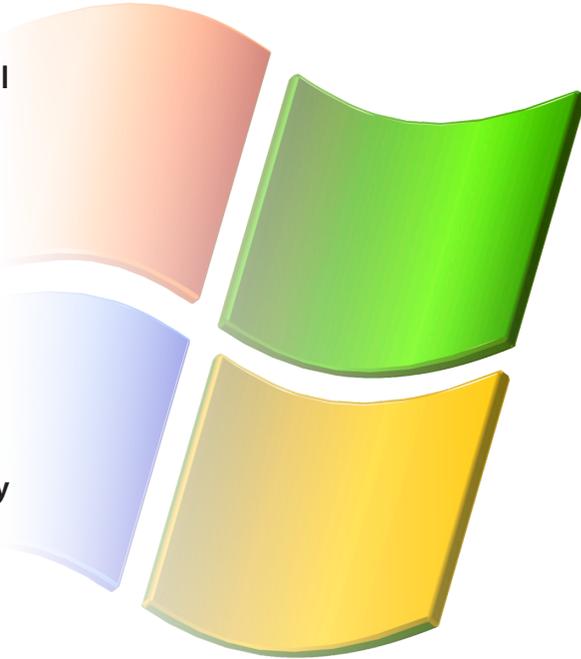
Patch Management (5.10.4.1) is required of any device that accesses or stores Criminal Justice Information (CJI). This includes: LEADS workstations and systems interfaced with LEADS (e.g. Computer Aided Dispatch, Records Management Systems, Mobile Data Terminals). Criminal Justice Agency's (CJAs) are required to keep information systems up to date with security relevant patches.

Agencies found to be using operating systems 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.

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Please contact the LEADS security group if you have any questions: [LEADSSECURITY@DPS.OHIO.GOV](mailto:LEADSSECURITY@DPS.OHIO.GOV).

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

- Click the START button ,
- In the search box, type winver.
- 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 still continue to receive security relevant patches.

## NICS DENIED NOTIFICATION

**PURPOSE CODE J – STATE PROHIBITION** is available in *Messenger* in the list of prohibiting category codes for the NICS Denied Notification (NDN). **PURPOSE CODE J - STATE PROHIBITION** is the appropriate code for an individual prohibited from possessing weapons as a condition of probation or under any other state prohibitions.

## LEADS FORMS AND AGREEMENTS

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. These forms must be kept current and will be reviewed and updated triennially as part of the agency audit. The completed forms will be filed with LEADS and the user agency.

All forms and agreements must be kept current and on file with the current agency administrator's signature. 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. The below forms and agreements are required to be on file to participate in LEADS.

- 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.)

## NCIC OPERATING MANUAL

### TECHNICAL AND OPERATIONAL UPDATES

**Technical and Operational Update (TOU) 17-3**  
EFFECTIVE DATE: *Immediately*

This TOU documents a change in the participation in the \$.8. Out-of-State Notification Program for vehicles and boats.

**Technical and Operational Update (TOU) 18-1**  
EFFECTIVE DATE: *Immediately*

This TOU serves to document the change in the participation in the \$.8. Out-of-State Notification Program for vehicles and boats.

- The Missouri State Highway Patrol requested to not participate in the \$.8. Out-of-State Notification Program for vehicles.
- The Wyoming Division of Criminal Investigation requested to not participate in the \$.8. Out-of-State Notification Program for vehicles and boats.



## NEW TAC CLASS / TAC APPOINTMENT FORM

Prior to New TAC class enrollment, TACs are required to submit a new TAC Appointment Form to LEADS. The form must be completed in its entirety. The LEADS administrative staff will process all new TAC Appointment Forms and ensure the proper permissions have been assigned. This will ensure the new TAC has access for class login and participation. As a reminder, newly-appointed TACs have up to six months from time of appointment to attend a New TAC class.

## REQUIRED TRAINING for LEADS Operators and Practitioners

The LEADS auditors frequently find 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:

- |  |  |
|--|--|
| <input type="checkbox"/> LEADS Administrative Rules                                | <input type="checkbox"/> TAC In-Service (current year + previous 3 years) <b>MDT-only agencies are not required to receive the TAC In-Service training.</b>                |
| <input type="checkbox"/> LEADS Manual  |  |
| <input type="checkbox"/> LEADS Security Policy                                     |  |
| <input type="checkbox"/> LEADing News newsletter (current year + previous 3 years) | <input type="checkbox"/> nexTEST provides security awareness (Level 3) to all LEADS certified operators. This required training is linked to the LEADS certification test. |
| <input type="checkbox"/> NCIC Manual   |  |
| <input type="checkbox"/> NLETS User Policy Manual                                  |  |
| <input type="checkbox"/> BCI Manual (if applicable)                                |  |

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

- |  |   |
|--|---|
| <input type="checkbox"/> LEADS Administrative Rules  | <input type="checkbox"/> LEADS Manual (General Information) |
| <input type="checkbox"/> CJIS Online-Security Awareness Training — Basic security awareness training is required within six months of initial assignment and biennially thereafter for all personnel who have access to CJ, includes all personnel who have unescorted access to a physically secure location. |   |

For additional information, refer to the LEADS Security Policy reference Security Awareness

## MALICIOUS INCIDENT: RESPONSE FORM

As we continue to service our customers, the LEADS security staff would like to remind agencies of the importance of submitting an incident response form if and when a security-related incident occurs at your agency.

All accidental and malicious attacks on your local and shared city/county networks need to be documented in the incident response form. This form is to be submitted to LEADS Security in a timely manner to determine if any LEADS systems or information was compromised.

For more information on incident response, security event reporting, and agency responsibilities, please see sections 5.3.2 - 5.3.4 of the LEADS Security Policy version 4.4.

The LEADS Incident Response Form, can be found in the LEADS Security Policy version 4.4: Appendix F.

OHLEG should also be notified in the event of a malicious incident. Please follow [OHLEG RULES AND REGULATIONS](#) for requirements and guidance.

## SOURCE DOCUMENTATION

An important part of your agency's LEADS audit is the review of the documentation maintained to substantiate a record entry. This review includes making sure the complete source documents used to make the entry are retained in the packet or electronically. For example, the complete *Computerized Criminal History* (CCH) BCI and III must be retained, including if no records are found.

The auditors often find only the BCI portion and not the III when reviewing records. Both BCI and III printouts must be retained. Please review your files to ensure all the paperwork is there.

Along with ensuring that all the source documents are kept, please ensure they are complete. The auditors find some of the source documentation used for entries is lacking pertinent information.

For example, missing persons reports are found lacking information such as the DOB, physical description, or SOC although this critical information is entered in the LEADS/NCIC missing person record. On some stolen vehicle entries the VIN or LIC is entered yet they don't appear on the stolen vehicle report. This information should appear in the report to support the information entered in the system.

**2019 SPRING TAC IN- SERVICE**

The 2019 Spring TAC In-Service Training will be held at seven locations throughout Ohio.

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 am until noon. Registration is available in *nexTEST*.

June 4, 2019      Miami County Communication Center  
210 Marybill Drive  
Troy, OH 45373

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June 5, 2019      Centerville Police Department  
155 West Spring Valley Road  
Centerville, OH 45458

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June 6, 2019      Nordonia High School Auditorium  
8006 S. Bedford Road  
Macedonia, OH 44056

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June 11, 2019     University of Toledo – Scott Park Campus  
Room 1080-C, Parking Area 22  
Toledo, OH 43606

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June 18, 2019     Ohio University/Zanesville & Zane State College  
The Campus Center, Room 430  
1425 Newark Road  
Zanesville, OH 43701

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June 20, 2019     Shawnee State University  
940 Second Street  
Portsmouth, OH 45662

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June 27, 2019     Ohio Dept. of Transportation (ODOT)  
1980 W. Broad Street  
Columbus, OH 43223

## NICB NAQ QUERY: NEW CODES

In continued support of law enforcement's efforts to investigate vehicle theft and vehicle crimes, the National Insurance Crime Bureau (NICB) announced the addition of two record types to the NICB's NAQ Message Key:

1. NICB Lien Record, and
2. NICB Key Code Record

The NICB Lien Record indicates that a finance company that is an Associate Member of NICB has an interest in a VIN. The Lien Record will return a match containing the name of the lienholder that has an active lien on record with NICB.

### \*LIEN RECORD INDICATOR\*

LIEN HOLDER/ALLY FINANCIAL, INC

\*\*\*\* FOR ANY QUESTIONS PLEASE CONTACT NICB 847-544-7002 \*\*\*\*

The NICB Key Code Record will return a match in which a key code and/or an immobilizer reset has been requested of the vehicle manufacturer, by a registered locksmith (Non-OEM) or dealer service center (OEM).

The NICB Key Code Record match will contain the date of occurrence, OEM type (OEM or Non-OEM), and a transaction type. The three transaction types are:

1. Key Code Request,
2. Immobilizer Reset Request, or
3. Key Code and Immobilizer Reset Request.

Non-OEM transactions will also contain a Transaction ID number and a Locksmith ID number.

### \*VEHICLE KEY CODE REQUEST\*

DATE/ 01/04/2018 NON-OEM/KEY CODE AND IMMOBILIZER  
RESET REQUEST

TRANSID/GM-18003003707 LSID/43Y22RNZ

\*\*\*\* FOR ANY QUESTIONS PLEASE CONTACT NICB 847-544-7002 \*\*\*\*

The NICB provides the information contained within the NAQ Message Key solely as an investigative aid. Since these records are not validated, the NICB does not guarantee or warrant their legitimacy. Please use secondary verification before you take any enforcement action.



# Welcome!



New External Auditor 2 **Brittany West** hails from Toledo. She and her husband Doug have three sons, Oliver, Deklan and Britton. Brittany previously worked for six years at the Northwest Ohio Regional Information System (NORIS) as a NORIS/LEADS auditor.

# Best wishes

**Jacqueline Baylor**, LEADS Training Program Manager, retired on March 11, 2019, after 29 years of state service. She began her career with the state of Ohio in October 1990 as a data librarian with the Ohio Department of Administrative Services. In 1992, she was promoted to a computer operator and transferred to the Office of Ohio Criminal Justice Services. In 2000, she was promoted to a data system coordinator and transferred to the Ohio State Highway Patrol, LEADS Help Desk. In 2002, she was promoted to a human resource training officer and transferred to the Office of Human Resource Management. In 2005, she was promoted to an external auditor 2 and transferred to the Office of Strategic Services, LEADS. In 2014, she was promoted to the LEADS training program manager. She and her husband Marvin reside in Columbus.



## INDEX

## A

Alias Information.....Spring 2016, Spring 2017  
 AMBER Alert.....Spring 2018  
 Article File .....Spring 2018

## B

BMV Vehicle Coding.....Spring 2016  
 BMV Vehicle Registration Inquiry .....Fall 2016

## C

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

## D

Driver Licenses & ID Cards.....Spring 2017, Spring 2018  
 Driver License Caveat: Threat Assessment .....Spring 2016

## E

Emergency Specific Credentialing System (EPCS) .....Fall 2016  
 Employee Updates..... Recurring  
 Escaped Violent Felon Notification .....Fall 2018

## F

Fingerprint Classifications .....Spring 2016  
 Fingerprint Requirements .....Spring 2017

## G

Gang(s) / Gang File .....Spring 2018  
 Governor Kasich's Executive Orders 2018-03K, 2018-11K.....Fall 2018

## H

Hit Confirmation Procedures/Guidelines..... Fall 2016, Spring 2018  
 HB115 Communication Disability Awareness .....Fall 2018

## I

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

## 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 ..... Recurring  
 LEADS Offline Search Request .....Spring 2017  
 LEADS Operator Update Form (LOU) .....Spring 2017, Fall 2017  
 LEADS Required Training .....Fall 2017

## M

Marc Smith.....Spring 2017  
 Messenger Form Updates .....Fall 2016  
 Microsoft Update .....Fall 2016  
 Missing Persons Entry .....Fall 2017

## INDEX

### N

National Data Exchange (N-DEX) ...Spring 2016, Spring 2017, Fall 2017  
 National Security Threat – Addition to the KST File .....Spring 2016  
 NCIC Gang File Hits .....Fall 2018  
 NCIC Ohio Audits .....Fall 2017  
 New Agency Administrator .....Fall 2017  
 NICS ..... Spring 2016, Fall 2016, Fall 2017, Spring 2018  
 NICS Index Name Change .....Fall 2017  
 NLETS DR/KR Expanded.....Fall 2018  
 NLETS Queries ..... Spring 2016, Fall 2017  
 NLETS Tips.....Fall 2016

### O

Originating Agency (ORI) ..... Spring 2017, Spring 2018

### P

Protection Orders ..... Fall 2016, Spring 2017, Fall 2017

### Q

Query LEADS Denied (QLD) .....Spring 2018

### R

Records Management Systems.....Spring 2016  
 Record Retention.....Fall 2018  
 Retirement Announcement .....Spring 2017  
 RSA Tokens.....Spring 2017

### S

Security Alerts and Advisories .....Fall 2017  
 Security Awareness Training.....Fall 2016  
 Source Documentation ..... Spring 2016, Spring 2017 Fall 2017  
 Special Hauling Permits.....Fall 2017  
 State Identification Number (SID)..... Fall 2016, Spring 2017  
 Supervised Release File .....Spring 2018

### T

Training Opportunities ..... Recurring  
 Technical Operator Updates (TOUs)..... Recurring

### V

Validations .....Fall 2017

### W

Wanted Person (WP) .....Spring 2018  
 Windows Vista End of Life .....Spring 2017, Fall 2017



## READ & SIGN

- 
- |           |           |
|-----------|-----------|
| 1. _____  | 21. _____ |
| 2. _____  | 22. _____ |
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| 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*.
- If you register for a class and cannot attend, withdraw in *nexTEST* or contact Victoria Dowdy at [VDOWDY@DPS.OHIO.GOV](mailto:VDOWDY@DPS.OHIO.GOV).

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

APRIL 4  
MAY 1  
JULY 9  
JULY 23  
AUGUST 7  
SEPTEMBER 18  
OCTOBER 8  
OCTOBER 22

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

APRIL 10  
MAY 16  
JULY 11  
JULY 25  
AUGUST 14  
SEPTEMBER 24  
OCTOBER 10  
OCTOBER 24

**BASIC OPERATOR 9 A.M. – NOON**

APRIL 18  
MAY 23  
JULY 17  
JULY 31  
SEPTEMBER 26  
OCTOBER 16  
OCTOBER 30

**LEADS****STEERING COMMITTEE MEMBERS**

**Major Shawn Davis, Chair**  
Ohio State Highway Patrol

**Judge Beth W. Cappelli**  
Fairborn Municipal Court

**Chief Timothy J. Malley**  
Lakewood Police Department

**Sheriff Russell Martin**  
Delaware County Sheriff's Office

**Joe Morbitzer, Superintendent**  
Bureau of Criminal Investigations

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

**Chief Michael T. Pomesky**  
Perry Township Police Department

**Sheriff Randy Thorp**  
Licking County Sheriff's Office

**Chief Keith Washburn**  
Chillicothe Police Department

**CONTACT INFORMATION**

**John Moore, LEADS Administrator**  
(614) 752-4381  
[JMMOORE@DPS.OHIO.GOV](mailto:JMMOORE@DPS.OHIO.GOV)

**Kara Joseph, Program Administrator**  
(614) 752-4382  
[KJOSEPH@DPS.OHIO.GOV](mailto:KJOSEPH@DPS.OHIO.GOV)

**Tracey Robinson, Accounts Receivable**  
(614) 466-8781  
[TLROBINSON@DPS.OHIO.GOV](mailto:TLROBINSON@DPS.OHIO.GOV)

**Jennifer Higdon, Validations / Administration**  
(614) 466-2754  
[JMIGDON@DPS.OHIO.GOV](mailto:JMIGDON@DPS.OHIO.GOV)

**Kevin Locke, Technical Security**  
(614) 387-6156  
[KLOCKE@DPS.OHIO.GOV](mailto:KLOCKE@DPS.OHIO.GOV)

**Victoria Dowdy, Auditor**  
(614) 752-4379  
[VDOWDY@DPS.OHIO.GOV](mailto:VDOWDY@DPS.OHIO.GOV)

**Betsy Hundley, Auditor**  
(614) 752-4380  
[BJHUNDLEY@DPS.OHIO.GOV](mailto:BJHUNDLEY@DPS.OHIO.GOV)

**Gabriel Veltheims, Auditor**  
(614) 752-4373  
[GMVELTHEIMS@DPS.OHIO.GOV](mailto:GMVELTHEIMS@DPS.OHIO.GOV)

**Brittany West, Auditor**  
(614) 466-0673  
[BNWEST@DPS.OHIO.GOV](mailto:BNWEST@DPS.OHIO.GOV)

**LEADS Control Room:**  
(800) 589-2077  
Control Room Supervisors  
**Harry Staples (614) 995-3842**  
[HSTAPLES@DPS.OHIO.GOV](mailto:HSTAPLES@DPS.OHIO.GOV)  
**Duncan Cuccaro (614) 466-3589**  
[DCUCCARO@DPS.OHIO.GOV](mailto:DCUCCARO@DPS.OHIO.GOV)

**LEADS FAX NUMBERS**

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

**Training Manager & Auditors: (614) 995-0743**  
• Data Audit Correspondence  
• Training Information

**Administrative Staff: (614) 995-1230**  
• General Correspondence  
• Agreements  
• Forms  
• Validations

**Programmers & Technical Security: (614) 644-0566**

**MAILING ADDRESS**

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

**PUBLIC WEB SITE**

[WWW.LEADS.OHIO.GOV](http://WWW.LEADS.OHIO.GOV)