



The LEADing NEWS

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Are you receiving exceptional service from the LEADS Staff?

Whether it's from the administrative staff, auditing, and training or LEADS Control, etc. – were you pleased and satisfied with the outcome of your experience? ***We would like to know!*** We encourage agencies to evaluate our staff and provide feedback.

A personnel evaluation sheet is located on the CJIS Launchpad (CJIS Documents, LEADS forms) or at WWW.LEADS.OHIO.GOV/FORMS. The form allows agencies to comment on LEADS personnel in punctuality, appearance, quality of work, cooperation and professionalism. Once completed, fax to ATTN: LEADS Administrator at 614-995-1230 or email to LEADSADMIN@DPS.OHIO.GOV.

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 <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.

CHANGE IN ORI SUBSTITUTION

Agencies are required to substitute the ORI when an inquiry (including a CCH) is requested by another agency. Whenever an entry is made for a non-entering agency, the ORI of the non-entering agency is to be placed in the MIS field of the record. Do not enter a non-entering ORI in the ORI field.



UNKNOWN HEIGHT/WEIGHT UNKNOWN HEIGHT/WEIGHT UNKNOWN HEIGHT/WEIGHT

Table 12. Height in inches for adult males aged 20 and over and number of persons in each age group, by race and Hispanic origin and age: United States, 2016

Race and Hispanic origin group	Number of persons	Percentiles				
		5th	10th	50th	90th	95th
All ages	5,092	68.2	69.4	70.7	72.1	72.8
20 and over	802	68.2	69.4	70.7	72.1	72.8
20-29	305	68.2	69.4	70.7	72.1	72.8
30-39	767	68.2	69.4	70.7	72.1	72.8
40-49	840	68.2	69.4	70.7	72.1	72.8
50-59	967	68.2	69.4	70.7	72.1	72.8
60-69	573	68.2	69.4	70.7	72.1	72.8
70-79	338	68.2	69.4	70.7	72.1	72.8
80 and over	338	68.2	69.4	70.7	72.1	72.8
Non-Hispanic white	1,782	68.5	69.7	71.0	72.4	73.0
20 and over	490	68.5	69.7	71.0	72.4	73.0
20-29	504	68.5	69.7	71.0	72.4	73.0
30-39	504	68.5	69.7	71.0	72.4	73.0
40-49	788	68.5	69.7	71.0	72.4	73.0
50-59	788	68.5	69.7	71.0	72.4	73.0
60-69	788	68.5	69.7	71.0	72.4	73.0
80 and over	788	68.5	69.7	71.0	72.4	73.0
Non-Hispanic black	1,107	69.3	70.5	71.8	73.2	73.8
20 and over	331	69.3	70.5	71.8	73.2	73.8
20-29	331	69.3	70.5	71.8	73.2	73.8
30-39	367	69.3	70.5	71.8	73.2	73.8
40-49	419	69.3	70.5	71.8	73.2	73.8
50-59	419	69.3	70.5	71.8	73.2	73.8
60-69	419	69.3	70.5	71.8	73.2	73.8
80 and over	419	69.3	70.5	71.8	73.2	73.8
Non-Hispanic Asian	665	67.1	68.3	69.6	71.0	71.6
20 and over	242	67.1	68.3	69.6	71.0	71.6
20-29	242	67.1	68.3	69.6	71.0	71.6
30-39	263	67.1	68.3	69.6	71.0	71.6
40-49	263	67.1	68.3	69.6	71.0	71.6
50-59	160	67.1	68.3	69.6	71.0	71.6
60-69	160	67.1	68.3	69.6	71.0	71.6
80 and over	160	67.1	68.3	69.6	71.0	71.6
Hispanic ¹	1,292	67.1	68.3	69.6	71.0	71.6
20 and over	458	67.1	68.3	69.6	71.0	71.6
20-29	458	67.1	68.3	69.6	71.0	71.6
30-39	388	67.1	68.3	69.6	71.0	71.6
40-49	388	67.1	68.3	69.6	71.0	71.6
50-59	446	67.1	68.3	69.6	71.0	71.6
60-69	446	67.1	68.3	69.6	71.0	71.6
80 and over	446	67.1	68.3	69.6	71.0	71.6
Mexican American	224	65.9	67.1	68.4	69.8	70.4
20 and over	224	65.9	67.1	68.4	69.8	70.4
20-29	224	65.9	67.1	68.4	69.8	70.4
30-39	250	65.9	67.1	68.4	69.8	70.4
40-49	250	65.9	67.1	68.4	69.8	70.4
50-59	250	65.9	67.1	68.4	69.8	70.4
60-69	250	65.9	67.1	68.4	69.8	70.4
80 and over	250	65.9	67.1	68.4	69.8	70.4

Q What should be used in the height and weight field if unknown by the court at the time a warrant or protection order is authorized or law enforcement agency at the time of entry?

A If available, height and weight information from the subject's driver's license should be used. For situations where height or weight is unavailable, agencies should use average height/weight for the age group from the National Center of Health Statistics - United States Anthropometric Reference Data for Children and Adults.

WWW.CDC.GOV/NCHS/FASTATS/BODY-MEASUREMENTS.HTM



**INTERNET EXPLORER
END OF SUPPORT**

Microsoft will no longer support Internet Explorer 11 browser effective June 11, 2022. Agencies shall discontinue the use of Internet Explorer on all workstations, laptops and servers that access, process, or store Criminal Justice Information. This includes, but is not limited to: LEADS workstations, CAD, RMS and MDTs. Please migrate to a modern internet browser (e.g. Google Chrome, Mozilla Firefox, and Microsoft Edge). **Using outdated software presents a significant security risk to your criminal justice network and could expose your agency to a security breach.**

All LEADS provided software (Openfox Messenger, LEADS Mobile, nexTEST, CJIS Audit, and CJIS Online) should only be accessed with a modern browser.

Please contact LEADS Security if you have questions:
LEADSSECURITY@DPS.OHIO.GOV



NATIONAL CRIME INFORMATION CENTER (NCIC)



2021 OHIO AUDIT FINDINGS

The Ohio 2021 NICS audit resulted in these findings of noncompliance:

Cancel / Clear Transactions: Ensure Protection Order File (POF) records are cleared or cancelled, as appropriate. **Per NCIC Manual:** When a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. A cancel transaction must be used when a protection order has been entered in error.

POF

Use & Dissemination: Ensure III is used only for authorized purposes. *(This was a finding during the previous cycle.)* **Per NCIC III:** Authorized personnel may not conduct III record inquiries without a specific purpose. It is prohibited to conduct III record inquiries on family, friends, or one's self. Such misuse is subject to sanctions against the state, as well as civil and/or criminal penalties to the person misusing the system.

III

Logging: Ensure the requestor and secondary dissemination of Interstate Identification Index (III) information is logged. Secondary dissemination of III is required to be manually or electronically logged. An *Information Exchange Agreement* does not cover secondary dissemination of III. **Per LEADS Security Policy:** The III portion of the log shall clearly identify both the operator and the authorized receiving agency. III logs shall also clearly identify the requestor and the secondary recipient. Agencies may electronically log secondary dissemination by re-running the III, using the secondary party's ORI and placing the requesting agency's recipient's name in the requester/attention field. Refer to the BCI Manual for III manual logging requirements.



NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS)



2021 OHIO AUDIT FINDINGS

The Ohio 2021 NICS audit resulted in these findings of noncompliance:

Point of Contact (POC) Requirements

– **POC Agency:** Ensure correct purpose identifications are utilized to ensure accurate reasons for searching the NICS. The correct purpose ID for disposition of firearm (DOF) queries should be purpose ID's 22 (handgun), 23 (long gun), or 24 (other).

DOF

POC Requirements – Conducting an Immigration Alien Query: Ensure Immigration Alien Inquiries (IAQs) are conducted using the correct purpose code on all non-United States (U.S.) citizens prior to the sale of a firearm, the issuance of a permit to possess or acquire, a permit to carry, or an explosive permit. (*This was a finding during the previous cycle.*) An IAQ must be conducted to determine whether an alien is legally or unlawfully in the U.S. or a non-immigrant alien. By not conducting the IAQ as required, the potential exists for a prohibited individual to obtain a firearm.

IAQ

Use of NICS – Use of NICS and III: Ensure access to the NICS is used only for authorized purposes in accordance with Title 18, U.S.C., § 922 (t). The NICS system cannot be utilized in the anticipation of an application for the concealed handgun license. The NICS check cannot be completed based on an appointment. The applicant must be present to run the NICS check.

III

Use of NICS – Purpose Code Usage: Ensure correct purpose codes are used when conducting NICS background checks for the sale of a firearm, issuance of a permit to possess or acquire, a permit to carry, or an explosive permit in accordance with Title 18, U.S.C., § 922 (t). The correct purpose code that must be utilized for NICS checks is Purpose Code Firearms (F).

F

POC Requirements – POC, Partial-POC, or Alternate Permit Requirements: Ensure the sale of a firearm, permit to possess or acquire, a permit to carry, or an explosive permit are not denied based solely on an arrest without a disposition when there is no state statute authorizing the practice. Applicants shall not be denied the CCW permit on the mere existence of a felony arrest with no disposition. There is no state law allowing such practice. Also, a Query NICS Record (QNR) must be conducted to review the complete criminal history on an Interstate Identification Index (III) hit.

QNR

Federal Denial Criteria – Felony Conviction: Ensure individuals are denied who have been convicted in any court of a crime punishable by a term exceeding one year in accordance with Title 18, U.S.C. § 922 (g) (1). All applicants with a felony conviction must be denied.



NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS)



2021 OHIO AUDIT FINDINGS

The Ohio 2021 NICS audit resulted in these findings of noncompliance:

Federal Denial Criteria – Active Warrant: Ensure an individual is denied who is a fugitive from justice in accordance with Title 18, U.S.C., § 922 (g) (2). This applies to all individuals who are fugitives from justice. The term “fugitive from justice” means any person who has fled from any state to avoid prosecution for a crime or to avoid giving testimony in any criminal proceeding.

Federal Denial Criteria – Controlled Substance User: Ensure individuals are denied who are unlawful users of or addicted to any controlled substance per Title 18, U.S.C., § 922 (g) (3). The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Regulation Title 27, Code of Federal Regulations (C.F.R.), Section 478.11 specifically defines an unlawful user of or addicted to any controlled substance as “A person who has lost the power of self-control with reference to the use of a controlled substance; and any person who is a current user of a controlled substance in a manner other than prescribed by a licensed physician.” As defined by 21 U.S.C. § 802 and C.F.R. Part 1308; the term “controlled substance” means a drug or other substance, or immediate precursor included in the Controlled Substance Act (CSA) Scheduling. Such use is not limited to the use of drugs on a particular day, or within a matter of days or weeks before, but rather that the unlawful use has occurred recently enough to indicate the individual is actively engaged in such conduct. An inference of current use or possession may be drawn from evidence of a recent use or possession of a controlled substance or a pattern of use or possession that reasonably covers the present time. The ATF has determined that the present time is represented by the time frame of within the past 12 months.

Federal Denial Criteria – Mental Defective: Ensure individuals are denied who are adjudicated as a mental defective or committed to a mental institution per Title 18, U.S.C., § 922 (g)(4). Persons who have been “adjudicated as mental defectives” or “committed to a mental institution” must be denied.

Federal Denial Criteria – Dishonorable Discharge: Ensure individuals are denied when discharged from the U.S. Armed Forces under dishonorable conditions as per Title 18, U.S.C., § 922 (g)(6). Persons who have been discharged from the U.S. Armed Forces under dishonorable conditions must be denied.

Federal Denial Criteria – Protective Order: Ensure only those individuals who are subject to a court order of protection meeting the federal definition are denied per Title 18, U.S.C., § 922 (g)(8). Persons subject to a court order that restrains them from harassing, stalking, or threatening an intimate partner or child of such intimate partner, or from engaging in other conduct that would place the partner or child in reasonable fear of bodily injury must be denied.

Federal Denial Criteria – Misdemeanor Crime of Domestic Violence: Ensure individuals are denied who have been convicted in any court of a misdemeanor crime of domestic violence per Title 18, U.S.C., § 922 (g)(9). (This was a finding during the previous cycle.) Persons who have been convicted in any court of a crime punishable by imprisonment for a term exceeding one year or any state offense classified by the laws of the state as a misdemeanor and punishable by a term of imprisonment of more than two years must be denied.



U.S. CODE OF FEDERAL REGULATIONS (CFR)

TITLE 18 Section 922(g) and (n) of the Gun Control Act

The federal firearm prohibitions apply to any person who:

- (g)(1) Has been convicted of a crime punishable by imprisonment for a term exceeding one year (or a misdemeanor crime punishable by imprisonment over two years)
- (g)(2) Is a fugitive from justice
- (g)(3) Is an unlawful user of or addicted to any controlled substance
- (g)(4) Has been adjudicated as a mental defective or committed to a mental institution
- (g)(5) Is an alien and is illegally or unlawfully in the United States
- (g)(6) Has been discharged from the Armed Forces under dishonorable conditions
- (g)(7) Has renounced their U.S. citizenship
- (g)(8) Is subject to a qualifying protection/restraining order
- (g)(9) Has been convicted in any court of a misdemeanor crime of domestic violence
- (n) Is under indictment/information for a crime punishable by imprisonment for a term exceeding one year

For additional information regarding the federal prohibitions, please reference the NICS training material on the CJIS LaunchPad/CJIS Training.

§922

STATE AND FEDERAL
FINGERPRINT CHECKS

OUT-OF-STATE VENDORS

All personnel with unescorted access to unencrypted Criminal Justice Information (CJI) are required to complete a state (home state of the agency) and federal fingerprint-based records check. This requirement also includes any out-of-state vendor with unescorted remote access to CJI.

Out-of-state vendors should verify the identity of individual employees submitting fingerprints.

There are three options to complete a fingerprint-based records check for out-of-state vendors:

1. Fingerprints taken and physically printed from a live scan machine (in the home state) and mailed to BCI.
2. A mailed BCI and FBI ink card.
3. An electronic web check while onsite in Ohio.



Fingerprint information will be returned to the contracting Criminal Justice Agency (CJA) after being processed by BCI. The contracting CJA is responsible for uploading approved vendor employee fingerprint dates in CJIS Online for tracking.



Questions regarding the collection and processing of fingerprints should be forwarded to the Civilian Identification Department of the Bureau of Criminal Identification and Investigation toll-free at 877-224-0043 (weekdays 8 a.m. - 4:30 p.m.)

[HTTPS://WWW.OHIOATTORNEYGENERAL.GOV/
BACKGROUNDCHECK](https://www.ohioattorneygeneral.gov/backgroundcheck)

[HTTPS://WWW.OHIOATTORNEYGENERAL.GOV/FAQ/
BACKGROUND-CHECK-FAQS.ASPX](https://www.ohioattorneygeneral.gov/faq/background-check-faq.aspx)

[HTTPS://WWW.OHIOATTORNEYGENERAL.GOV/FILES/
FORMS](https://www.ohioattorneygeneral.gov/files/forms)



NATIONAL CRIME INFORMATION CENTER (NCIC)

TECHNICAL AND OPERATIONAL UPDATES (TOUs)

TOU 22-1 IMPLEMENTATIONS:

- Section 2.1 Updates the “\$.B. FILE-TRANSFER-READY” notification to specify the EFTS for NCIC file retrieval.
- Section 2.2 Corrects date format grammatical errors in the Boat File.
- Section 2.3 Provides an update to the creation of the ERPO File.
- Section 2.4 Updates the location of the Gang Code Request Form.
- Section 2.5 Modifies the contact information and corrects an error in the ORI File.
- Section 2.6 Provides an update to an entry example in the Protection Order File.
- Section 2.7 Removes references to the “FILE TRANSFER PROTOCOL IN THE FILE GREATER THAN 32,000 BYTES” reject message.
- Section 2.8 Updates the Issuer Field Edits for use of “US TREASURY” in the Securities file.
- Section 2.9 Corrects grammatical error to the Unidentified Person File MKE Code Table.

**For additional information visit: CJIS Launch Pad/CJIS Manuals/
NCIC TOUs**

FBI DATA SHARING SERVICES UNIT (DSSU)



FBI Data Sharing Services Unit (DSSU) Launches Newsletter

The FBI's Data Sharing Services Unit (DSSU) has launched its first quarterly newsletter. DSSU's mission is to provide investigative resources, access solutions and data sharing services needed to advance cross-agency collaboration, strengthen partnerships, and reduce crime.

The DSSU newsletter is available on the CJIS LaunchPad/CJIS Documents/N-DEx Folder.

DSSU manages operational and strategic oversight of these FBI programs:

Law Enforcement Enterprise Portal (LEEP) — a secure platform for law enforcement (LE) agencies, intelligence groups, and criminal justice (CJ) entities. LEEP provides web-based investigative tools and analytical resources, and the networking it supports is unrivaled by other platforms available to LE. Users collaborate in a secure environment, use tools to strengthen their cases, and share departmental documents.

National Data Exchange (N-DEx) System — an unclassified national strategic investigative information sharing system bringing together records from across jurisdictional boundaries. The N-DEx System provides access to unclassified investigative data, analytical tools, and resources.

Virtual Command Center (VCC) — a critical incident management system providing real-time situational awareness. VCCs foster multi-agency collaboration and allow federal, state, local, tribal, military, and territorial users to seamlessly share data. Given the growing need to make rapid, coordinated decisions, the VCC provides a secure platform for immediate and effective dissemination of information.

JusticeConnect (JC) — a CJ network, available on LEEP, which facilitates information sharing and partnership development for federal, state, local, tribal, and territorial partners in a secure environment.

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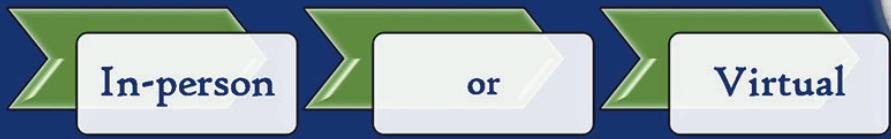
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NICS National Instant Criminal Background Check System (NICS)

Ohio Concealed Handgun License and Disposition of Firearms Federal Prohibitions Training



What?

Training will establish the criteria needed to apply and provide research strategies for all 10 Federal prohibitions associated with the possession or transfer of firearms.

Who?

Any Ohio law enforcement agency conducting background checks related to concealed handgun licenses or the return of firearms.

3 Sessions Available

In-person Sessions

Monday, June 13
Or
Tuesday, June 14

Ohio Department of Public Safety
1970 West Broad Street
Columbus, OH 43223

8 a.m. – 4 p.m.

*Only need to attend 1 day of in-person

Virtual Session

Wednesday, June 15
&
Thursday, June 16

Virtual class provided over Microsoft Teams
Training is split over two days

8:30 a.m. – 12:30 p.m.

*Attend both virtual days for full session

OR

RSVP

To register, e-mail nicstraining@fbi.gov
Provide name, agency, title, requested session and e-mail address
Register by 5/27/2022.

Training	Examples	Resources/Support
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Melissa G. Heldreth
Karey Kirkpatrick



Questions?
nicstraining@fbi.gov

TRAINING OPPORTUNITIES

Classes are available for registration online through *nexTEST*. Registration is required to attend. All LEADS classes are held via Microsoft Teams and start promptly at 9:00 a.m.

Classes are subject to change. Refer to *nexTEST* Training Registration to confirm location, availability and additional classes. **Please email instructor to receive class material.**

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.

TAC IN-SERVICE

2 SESSIONS: 9AM - 11AM & 1PM - 3PM

OCTOBER 4	OCTOBER 12
OCTOBER 5	OCTOBER 13
OCTOBER 6	OCTOBER 18
OCTOBER 11	OCTOBER 20

NEW TAC (ENTERING AGENCY) 9AM - 11:30AM

MAY 19	SEPTEMBER 22
JUNE 9	NOVEMBER 3
JULY 14	DECEMBER 1
AUGUST 11	

NEW TAC (NON-ENTERING AGENCY) 9AM - 10:30AM

JUNE 23	SEPTEMBER 29
JULY 28	NOVEMBER 17
AUGUST 25	DECEMBER 15

LEADS BASIC OPERATOR

LEADS Basic Operator Training is available at [HTTPS://YOUTU.BE/C1WB5T6DAMY](https://youtu.be/C1WB5T6DAMY).

LEADS

STEERING COMMITTEE MEMBERS

Major Shawn Davis, Chair
Ohio State Highway Patrol

Judge Beth W. Cappelli
Fairborn Municipal Court

Chief George Kral
Toledo 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

Chief Brandon Standley
Bellefontaine Police Department

Sheriff Randy Thorp
Licking County Sheriff's Office

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Ian Miller, Auditor
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Gabbriel Veltheims, Auditor
(614) 752-4373
GMVELTHEIMS@DPS.OHIO.GOV

Harry Staples, Control Room Supervisor
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HSTAPLES@DPS.OHIO.GOV

LEADS CONTROL ROOM: (800) 589-2077

LEADS FAX NUMBERS

LEADS Control Room: (614) 644-2459 Administrative Staff:

- LEADS Operator Update Form (LOU) (614) 995-1230
- Helpdesk Correspondence
- General Correspondence

Training Manager & Auditors:
(614) 995-0743

- Data Audit Correspondence
- Training Information
- 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