

The LEADing NEWS

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RETIREMENT

Major Shawn Davis retired from the Ohio State Highway Patrol on August 11, 2023, after 30 years of dedicated service. LEADS would like to extend well wishes and farewell to our previous LEADS Steering Committee Chair. Our team wishes him the very best.

NEW LEADS STEERING COMMITTEE CHAIR

Major Matthew L. Them began his career in May 2004 as a member of the 142nd Academy Class. He earned his commission in November of that year and was assigned to the Mt. Gilead Post. In 2007, he was selected as Post and District Trooper of the Year.



(continued on page 2)

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.

NEW LEADS STEERING COMMITTEE CHAIR

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In 2008, he earned the Ace Award for excellence in auto larceny enforcement. He also earned the Criminal Patrol Award four times. In 2011, he was promoted to the rank of sergeant and transferred to the Marion Post to serve as an assistant post commander. As a sergeant, he also served at the Bucyrus District Headquarters. In 2015, he was promoted to the rank of lieutenant and transferred to the Mansfield Post to serve as post commander. As a lieutenant, he also served in the Office of Planning, Research and Development.

In 2017, he was promoted to the rank of staff lieutenant and remained in the Office of Planning, Research and Development. As a staff lieutenant, he also served in Fiscal Services. In 2021, he was promoted to the rank of captain and transferred to the Office of Finance and Logistics. In August 2023, he was promoted to the rank of major in the Office of Finance and Logistics.

Major Them earned a Bachelor of Business Administration degree in finance from Ashland University in 2001.

How are we doing?

We want to know!

Are you receiving exceptional service from the LEADS staff?

Were you pleased and satisfied with the outcome of your experience?

Whether it's from the administrative staff, auditing and training, LEADS Control or other areas – LEADS would like to know. The LEADS team encourages agencies to evaluate 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 in punctuality, appearance, quality of work, cooperation and professionalism. Once completed, fax to LEADS Administrator at 614-995-1230 or email to leadsadmin@dps.ohio.gov.

U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division



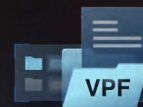
National Crime Information Center

QUICK REFERENCE CARD

Violent Person File (VPF)

The VPF was implemented in 2012 and was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement. Entry into the VPF is based on a conviction for a violent offense against any person and/or a reasonable belief, based on law enforcement investigation, that the individual has seriously expressed an intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

Although the use of the NCIC System is voluntary, participation is vital. A hit on a VPF record can ultimately assist in reducing the number of officers killed or assaulted in the line of duty. In order to provide officers with these potentially lifesaving alerts, violent individuals must first be entered into the VPF.



Important Facts about VPF

- ✓ VPF records are non-expiring.
- ✓ There are four criteria for entry into the VPF. Three criteria require a conviction while the fourth criterion does not.
- ✓ Multiple agencies may enter the same individual into the VPF.

Inquiries & Response

The NCIC VPF cannot be directly queried. The same procedures used to search the Wanted Person File will also search the Violent Person File.

Upon receiving a hit on an NCIC VPF File record, officers will receive the following alert:


In addition to the initial alert, a positive VPF record response will begin with a caveat specific to the criteria in which the individual encountered was entered. This additional caveat provides law enforcement officers insight on why the individual was entered into the VPF.

******WARNING: A subject in this response has been identified as a violent offender or a serious threat to law enforcement officers. Review this response in its entirety to obtain additional information on this subject. Use extreme caution in approaching this individual. ******



Entry Criteria

Law enforcement agencies should enter a person into the VPF when at least one of the following criteria has been met:

- 
- 1 The offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.
 - 2 The offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
 - 3 The offender has been convicted of a violent offense against a person where a firearm or weapon was used.
 - 4 A law enforcement agency, based on its official investigative duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

*Entry into the VPF based on criteria 1, 2, and 3 requires a conviction for a violent offense, misdemeanor or felony. Entry based on criteria 4 does not require a conviction.

Encounters

There are no NCIC hit confirmation, locate, or clear procedures for the VPF. Use your agency's policy and guidelines for any additional follow-up. NCIC policy will not provide guidance about how law enforcement should handle interactions with the subject of VPF records. Each respective state and agency should make this determination.

Check out the VPF e-Learning module in the NCIC Community on JusticeConnect accessed through the Law Enforcement Enterprise Portal (LEEP).

www.cjis.gov

Additional information can be located on the NCIC Community of JusticeConnect via LEEP or by contacting your CJIS Systems Agency.

For information regarding training, contact the NCIC Training Team:
 Phone: 877-FBI-NCIC (324-6242)
 Email: ncictraining@fbi.gov



NEW PROCESS FOR OBTAINING MILITARY DISPOSITION INFORMATION

The process to obtain information on military arrests, such as type of discharge and/or type of court martial, located on the FBI record has recently changed to be more efficient. Agencies are now instructed to go directly to the military branches for disposition requests. The military branch will provide the information needed in addition to updating the FBI record if applicable.

The new instructions can be found on the CJIS LaunchPad/CJIS Documents/CJIS Information.

LEADS ACCESS

Do you have an employee with an arrest record?

Did you know agencies are required to submit that person's information to LEADS prior to permitting direct or indirect access to Criminal Justice Information (CJI)?

CJIS Security Policy Section 5.12.1 states:

To verify identification, state of residency and national fingerprint-based record checks shall be conducted prior to granting access to CJI for all personnel who have unescorted access to unencrypted CJI or unescorted access to physically secure locations or controlled areas (during times of CJI processing).

CJIS Security Policy 5.12.1(3) states:

If a record of any kind exists, access to CJI shall not be granted until the CSO or his/her designee reviews the matter to determine if access is appropriate.

The LEADS Access Review form must be submitted to LEADS by fax at (614) 995-1230 for any person with an arrest record. The form can be found on the LEADS website at <https://leads.ohio.gov/forms> or on the CJIS Launch Pad under CJIS Documents, LEADS Forms, Editable LEADS Forms in Word.

Note: A state and national fingerprint-based record check is required only once. Additionally, a computerized criminal history (CCH) is recommended every five years.

NEW NLETS TRAINING

The International Justice and Public Safety Network (Nlets) launched new training modules in *nexTEST* and www.cjisonline.com.

All certified operators are required to receive initial training in Nlets within six months of initial hire. The training may be completed by reviewing the new Nlets training modules (available on *nexTEST* or CJIS Online) or



reviewing the Nlets Wiki at <https://wiki.nlets.org/>. Operators are not required to complete both; however, training must be documented for auditing purposes.

For questions regarding training, contact Training Program Manager Victoria Dowdy at vdowdy@dps.ohio.gov or 614-752-4381.

NEXTEST AND SECURITY TRAINING CHANGES

Certified operators are now required to take the Security and Privacy (S&P) training and test (formerly known as Security Awareness) every year. The S&P training is required prior to taking the S&P test. Once the S&P training is completed, the operator will be able to take the S&P test and the LEADS certification test. The operator may take either test first; however, they will not be granted access nor will their certification update until they complete the S&P test.

Operators who have completed the LEADS certification test prior to August 2023 will have their certification expire two years from the date of their last LEADS certification test. Operators in this category do not need to complete the S&P training and test in 2024. Operators who test after August 2023 will be required to take the S&P training and test in 2024.

New operators will not have access to the system until they complete the S&P training and test. Once completed, operator will have 60 days of temporary access to complete the LEADS certification test. The S&P training and test will expire one year from completion and the LEADS certification two years from completion.

The certification expiration report will not show two expiration dates. The report will show the lesser date of the two. Once the operator logs in, they will be able to determine what needs to be completed to remain certified.

For questions, contact Training Program Manager Victoria Dowdy at vdowdy@dps.ohio.gov or 614-752-4381.



LEADS SECURITY

CJIS Security Policy Modernization

The FBI is currently in the process of modernizing the CJIS Security Policy to enhance the cybersecurity posture of systems that process, store and transmit criminal justice information (CJI).

The current CJIS Security Policy version 5.9.2, has modernized five of the eighteen control families. The Policy is expected to be fully modernized by the end of 2025. The current version of the Policy can be found at: <https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>.

Multi-Factor Authentication (MFA)

MFA will become a sanctionable requirement for audit beginning October 1, 2024. MFA requires the use of two or more different factors to achieve authentication. The authentication factors are defined as follows:

- Something you know (e.g., memorized secret/password)
- Something you have (e.g., physical authenticator/token, or smartphone app), or
- Something you are (e.g., fingerprint/iris scan).

Monitoring Tools and Mechanisms

Policy version 5.9.2 requires criminal justice agencies to implement automated monitoring tools and mechanisms for near real-time analysis on systems that store, process or transmit CJI. Systems must be monitored to detect attacks and indicators of potential attacks in accordance with the following monitoring objectives:

- Intrusion detection and prevention
- Malicious code protection
- Vulnerability scanning
- Audit record monitoring
- Network monitoring
- Firewall Monitoring

In Policy version 5.9.2, agencies are required to implement Multi-Factor Authentication (MFA) for all information systems configured to directly access/search information from LEADS. This could include, but is not limited to:

- LEADS OpenFox Messenger,
- Computer Aided Dispatch (CAD),
- Mobile Data Terminals (MDTs),
- Records Management Systems (RMS),
- Case Management Systems (CMS), etc.

To meet MFA, users will be required to present two authenticators (e.g., UserID + Memorized Secret + Token Code = MFA achieved).

In addition, MFA solutions will be required to meet Authenticator Assurance Level 2 (AAL2).

To better detail the requirements of MFA and AAL2, LEADS Security has sourced a helpful guide from the NSA. LEADS Security has not reviewed or approved any of the products listed. <https://ohio.cjisapps.com/security/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=67&TYPE=DOCS>

MFA requirements can be found in Policy Section IA-2 Identification and Authentication.

Monitoring tools must alert organizational personnel with system monitoring responsibilities when inappropriate or unusual activities with security or privacy implications indicate a compromise or potential compromise occur.

System monitoring requirements can be found in Policy Section SI-4 System Monitoring.

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LEADS SECURITY

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Monitoring Tools and Mechanisms

To help offset costs of new CJIS Security Policy requirements, the Cybersecurity and Infrastructure Security Agency (CISA) have announced the availability of grant funding.

For more information, please utilize this link: <https://www.cisa.gov/state-and-local-cybersecurity-grant-program>

LEADS Security Policy Change

To more closely align with the CJIS Security Policy modernization, LEADS will no longer publish a standalone LEADS Security Policy. The CJIS Security Policy will be the new point of reference for all security controls and requirements.

Agencies should discontinue the use of LEADS Security Policy ver. 4.7. The security requirements specific to Ohio have been added to the LEADS Manual, available from the CJIS LaunchPad. When loading the LEADS Manual, select Security Policy from the chapter navigation menu.

BMV EMERGENCY CONTACT QUERY

Through the Next-of-Kin Emergency Contact Information Program maintained by the BMV, Ohioan's can identify the person they choose to be notified in the event they are involved in an accident or emergency leaving them unable to communicate with law enforcement.

This file contains emergency contact information for persons issued an Ohio driver's license, commercial driver's license, temporary permit, or state ID.

If a DS or DL query is run on a person who has supplied this information, the message 'EMERGENCY CONTACT INFORMATION AVAILABLE' will appear at the bottom of the query response from the BMV.

This file is not to be used as an investigative tool. It should only be used for next-of-kin or emergency contact communication.

Refer to the LEADS Manual (BMV Transactions) for additional information.

CROSS-CHECK OF THE POF & CHL

LEADS has implemented functionality to cross-check the Ohio Protection Order File (POF) and the Concealed Handgun License (CHL) File to assist issuing sheriff's offices with ensuring CHL holders are authorized to possess firearms per Title 18, United States Code (U.S.C.), Section 922(g)(8) – Qualifying Protection/Restraining Order.

These comparisons are performed automatically, in real-time, when a protection order is entered into the LEADS HotFile. An Administrative Message (AM) will be sent to the CHL record holder agency for notification and follow-up.

A sample AM for a protection order and active CHL match:

```
LEADS AUTOMATED MESSAGE      ATTN: CONCEALED HANDGUN LICENSE SECTION

A COMPARISON HAS BEEN CONDUCTED BETWEEN THE LEADS PROTECTION ORDER FILE (POF)
AND THE ACTIVE CONCEALED HANDGUN LICENSE FILE (CHL). A PROTECTION ORDER ENTERED
BY "ORI/OHOHP0040" HAS BEEN IDENTIFIED AS A POTENTIAL MATCH WITH A CHL HOLDER
ISSUED BY YOUR OFFICE.

CONCEALED HANDGUN LICENSE HOLDER:{P}
MKE/ECP CONCEALED HANDGUN LICENSE - PERMANENT
NAM/ABC,DEF G  DOB/19800101  SOC/777777779
LEADS GENERATED PERMIT/25FRA009185P  IDX/ZX05381313  LID/05381313
LOCAL PERMIT NUMBER/ABC1234567890  STATUS/ACTIVE
DATE OF ISSUE/20230505  DATE OF EXPIRE/20280505
ORI/OHOHP0040  ORN/OSHP - LEADS CONTROL - COLUMBUS

PROTECTION ORDER:
MKE/EPO  IDX/HX05381314  LID/05381314
NAM/ABC,DEF GHI  DOB/19800101  SOC/777777779
OCA/ABC-123-9999  DTE/20230508
ORI/OHOHP0040  ORN/OSHP - LEADS CONTROL - COLUMBUS

*** PLEASE FOLLOW UP WITH THE ISSUING AGENCY TO DETERMINE IF THE CHL HOLDER IS
ELIGIBLE TO LAWFULLY POSSESS A FIREARM.
```

OHIO INFORMATION SHARING INITIATIVE

The FBI National Threat Operations Center (NTOC) began sharing non-emergent tips with Ohio law enforcement agencies based on jurisdiction of the address provided by the complainant.

NTOC will push information via Administrative Message (AM) in real time for any action deemed appropriate by the receiving agencies.

Additional information and example NTOC information sharing messages are available for review on the CJIS Launch Pad under CJIS Training.

LICENSE PLATE READER FILE (LPR) INTERVAL CHANGE

The License Plate Reader (LPR) system has increased availability of the LPR load files from twice daily to four times a day. The times are 12:15 am, 6:15 am, 12:15 pm and 6:15 pm.

Agencies may adjust their file pickups to match the corresponding drop times.

LEADS APPROVED TEST TRANSACTIONS

LEADS has updated and approved new test transactions for training purposes. Agencies shall not use personal data for training purposes. The previously approved BMV test transactions are now obsolete and may be destroyed.

The approved test records, included below, are also listed in the LEADS Manual (Introduction).

DL#	STATUS	CLASS	PLATE	PARAMETERS
ZZ005521	VALID	D	TST4000	VALID – SINGLE NORMAL NC
ZZ005522	VALID	D	TST4001	VALID – COMMERCIAL NORMAL TK
ZZ005524	VALID	D	TST4003	VALID – TRUST NORMAL PC
ZZ005525	VALID	D	TST4004	VALID – RENTAL NORMAL TL
ZZ005526	EXPIRED	D	TST4005	EXPIRED DL – SINGLE NORMAL PC
ZZ005527	VALID, NO CDL PRIVILEGES	A	9T0T0	TEMP TAG – SINGLE NORMAL RV
ZZ005528	VALID	D	TST4006	VALID – JOINT NORMAL PC
ZZ005530	VALID, NO CDL PRIVILEGES	B		

REMINDERS



HELP! MY NAME IS OVER 30 CHARACTERS!

For any name over the 30 character limit, enter as much of the lastname,firstname as possible in the **NAM** field. It is recommended that the full name be entered in the **MIS** field.



I CHANGED MY EXL...WHERE DID MY MIS INFO GO?

If an agency changes the **EXL** field, they need to include what they want to carry forward from their old **MIS**.

The **MIS** field on any modify completely overwrites the **MIS** field that was there previously. Just remember, there is a 500-character limit!



I WAS EMAILED AN AUDIT...WHAT IS THIS? IS THIS RIGHT?

Yes! The LEADS Technical Security Staff will email a *Technical Security Audit* instead of conducting an in-person audit under certain circumstances.

Please do not disregard these emails! Contact LEADS Security at LEADSSecurity@dps.ohio.gov with any questions.

The LEADS Data Auditing Team cannot assist with these audits and will refer the agency to the Technical Security Staff for assistance.

WHO DO I CONTACT?

LEADS CONTROL SERVICE DESK:

Password resets
 First time log-ins
 Account lock-outs
 Connectivity issues
 Troubleshooting/reject/error messages

LEADS ADMINISTRATIVE OFFICE:

Access/participation
 Agreements and forms
 Billing
 Violations/misuse/arrest
 Validations

LEADS AUDITORS:

Data audit
 Record entries and completeness

All manuals and LEADS administrative rules

LEADS SECURITY:

Fingerprints/background checks
 Security audits
 Security training via CJIS Online
 Security forms:
 - Information Exchange Agreement
 - Security Addendum
 - Management Control Agreement

Security policy
 Security breeches
 LEADS Mobile

LEADS TRAINING PROGRAM MANAGER:

Training courses
 Certification testing

LEADS/specialized classes
 Training resource material



Congratulations to Casey Barrett for his promotion to Infrastructure Specialist 3 within the LEADS Security Unit. Casey began his state service career in 2011 as an Information Technologist 2 working with LEADS Control. In 2015, Casey was promoted to the LEADS Security Unit as an Infrastructure Specialist 1 conducting technical audits. Casey has been instrumental in Security Policy implementation, modernization, and training to LEADS customers during his time in this role.

Casey holds an Associate Degree in Computer Applications from Kaplan College with a focus in Networking and Cybersecurity.

Casey resides in Pickaway County with his wife of 10 years, Annie, and their daughter.

In his spare time, he enjoys listening to audiobooks and watching the Blue Jackets.



Casey Barrett

Congratulations!



Tracey Robinson

Congratulations to Tracey Robinson for her promotion to External Auditor 2. Tracey began her state service in 2013 as a Financial Analyst. Prior to her state service, Tracey worked at Huntington National Bank for 17 years.

Tracey holds an Associate Degree in Business Management from Central Ohio Technical College.

Tracey resides in Reynoldsburg with her two sons, Tyler and Reis, as well as Buster, the Chocolate Lab.

In her spare time, she enjoys traveling and spending time with her family.

Welcome!

LEADS welcomes back Brittany West as an External Auditor 2. Brittany worked in LEADS as an External Auditor 2 in 2019. In 2020, she transferred to the Central Records Unit within the Patrol as a Customer Service Assistant 2. Brittany previously worked six years at the Northwest Ohio Regional Information System (NORIS) as a LEADS auditor. Brittany and her husband Doug have three sons, Oliver, Deklan and Britton.



Brittany West

Audit Cycle 15 2022-2025



AUDITOR COUNTY ASSIGNMENTS

Ian Miller – Blue Counties

Betsy Hundley – Yellow Counties

Tracey Robinson – Green Counties

Brittany West – Red Counties

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READ & SIGN

- | | |
|-----------|-----------|
| 1. _____ | 21. _____ |
| 2. _____ | 22. _____ |
| 3. _____ | 23. _____ |
| 4. _____ | 24. _____ |
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| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |



TRAINING OPPORTUNITIES

Classes are available for registration online through *nexTEST*. Registration is required to attend. Classes are held virtually via Microsoft Teams or in-person in Columbus, Ohio, 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 614-752-4381.

NEW TAC (ENTERING AGENCY) 9AM - NOON

DECEMBER 7	APRIL 4
JANUARY 11	MAY 9
FEBRUARY 8	JUNE 13
MARCH 7	

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

DECEMBER 21	APRIL 18
JANUARY 25	MAY 23
FEBRUARY 22	JUNE 27
MARCH 21	

LEADS BASIC OPERATOR

LEADS Basic Operator Training is available at <https://youtu.be/c1Wb5t6DAmY>.

LEADS

STEERING COMMITTEE MEMBERS

Major Matthew Them, Chair
Ohio State Highway Patrol

Judge Beth W. Cappelli
Fairborn Municipal Court

Chief Gary Lewis
Bexley Police Department

Sheriff Russell Martin
Delaware County Sheriff's Office

Chief Vincent Molnar
Avon Lake Police Department

Superintendent Joe Morbitzer
Bureau of Criminal Investigations

Captain Dennis Swingley
Cincinnati Police Department

Sheriff Randy Thorp
Licking County Sheriff's Office

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Harry Staples, Control Room Supervisor
(614) 995-3842
HSTAPLES@DPS.OHIO.GOV

Stacy Capehart, Administrative Professional 3
(614) 644-6377

LEADS CONTROL ROOM: (800) 589-2077

LEADS FAX NUMBERS

LEADS Control Room: (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