



The LEADing NEWS

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MOBILE-ONLY ACCESS FEE

The LEADS Steering Committee unanimously voted in support of increasing the Mobile Access Fee to \$250 per month at the October 20, 2021 meeting. The fee change will be effective July 1, 2025.

The LEADS Mobile-Only Access Fee was established in 2005. At that time, mobile device functionality and FBI Criminal Justice Information Services (CJIS) Security Policy requirements were limited in comparison to terminal access.

Mobile use and functionality have increased dramatically in the 19 years since the fee was established. The inquiries initiated from and returned to mobile

devices use the same network, message switching infrastructure and support staff as terminal access.

In 2014, the FBI notified LEADS that mobile access agencies require audits as they are considered direct access terminals. Since then, the LEADS data quality and technical audit teams have conducted audits at mobile access agencies. Additional staff were needed to complete these audits on a triennial basis per FBI CJIS requirements.

Please contact LEADS Administration at leadsadmin@dps.ohio.gov or (614) 466-2754 with questions.

LEADS FEE STRUCTURE		
LEADS ACCESS CATEGORY	MONTHLY FEES	DETAILS
<p style="text-align: center;"><u>INDIRECT ACCESS</u></p> <p>The agency has no means to query LEADS directly. Information is accessed through requests to a terminal agency.</p>	\$50	<div style="text-align: right; font-weight: bold; color: #0056b3; font-size: 1.2em;">EFFECTIVE 7/1/25</div> <p>Agency must sign a LEADS Access Agreement.</p>
<p style="text-align: center;"><u>DIRECT ACCESS</u></p> <p>The agency has terminal or mobile applications through which it can query LEADS.</p>	\$250	<p>Agency must sign a LEADS Access Agreement.</p>
<p style="text-align: center;"><u>CONNECTIVITY</u></p> <p>Secure access services provided and managed by LEADS.</p>	<p>DMVPN: \$350 per router Client VPN: \$5 per PC Identity Mgt/MFA: \$5 per user</p>	<p>DMVPN required for agencies with interfaced systems (e.g., CAD, MDT, RMS, et al.).</p>

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

ROUTER REPLACEMENT

The network equipment installed at agencies with LEADS access is reaching the end of its serviceable life. Over the next several months, the LEADS Network Operations Center will coordinate with agencies to upgrade equipment. The next generation of LEADS connectivity will be configured to meet current FBI CJIS Security Policy requirements.

As such, internet access through the LEADS connection will be restricted. LEADS will offer a

secure proxy solution to agencies that rely on this connection for software security patches and anti-virus/malware updates. Detailed information about how to utilize the proxy will be provided to agencies before the migration to the new equipment.

The LEADS team looks forward to working together on the next generation of connectivity and enhancing security of our shared infrastructure and data.

**HOW ARE
WE DOING?**

*Are you
receiving
exceptional
service from the
LEADS staff?*

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

**WE WANT
TO KNOW!**

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 Administration at 614-995-1230 or email to leadsadmin@dps.ohio.gov.

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)?



LEADS depends on partner agencies to safeguard the system and information therein from internal and external risks. Information specific to each person and situation provided by the agency with first-hand knowledge of the individual is critical to making appropriate access decisions.

Per the CJIS Security Policy: 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). Additionally, ***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.

For any person with an arrest record, agencies must submit a LEADS Access Review (LAR) form to provide specific information on the individual requesting access stating why it's in the public interest for an individual to be granted or continue to have LEADS access.

The LAR form must be submitted to LEADS by fax at (614) 995-1230 for any person with an arrest record. The form is available 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 only required once. Additionally, a computerized criminal history (CCH) is recommended every five years.*

Note: *The LAR form should not be submitted until the user has passed a state and national fingerprint record check. Agency TACs are required to indicate completion and the date of completion prior to submission.*

LEADS ACCESS

NICS Access

Access to NICS E-Check through LEEP is not available in Ohio. Authorized agencies must run NICS queries through the LEADS system. NICS may only be queried by law enforcement for the issuance of firearm licenses or the Disposition of Firearms (DOF) that have been confiscated as a part of a case/investigation.

Providing NICS Final Status

Agencies are required to provide final status when a QNP is submitted for a Concealed Handgun License (CHL). Submission of a final status is strongly recommended when a QNP is submitted for DOF. In the event there is no FBI, NCIC, NRI or SRI number, agencies may use the case number. The case number shall be placed in the SRI field.

Account Sharing

Sharing user names and passwords to utilize the LEADS system is ***strictly*** prohibited.

CJIS SECURITY POLICY IA-2 IDENTIFICATION AND AUTHENTICATION (ORGANIZATIONAL USERS) states:

Uniquely identify and authenticate organizational users and associate that unique identification with processes acting on behalf of those users.

OAC 4501:2-10-03 PARTICIPATION IN LEADS (C)(4) states:

Ensure all terminal operators become LEADS certified by completing the appropriate LEADS certification test within the first six months of employment and recertify every two years thereafter. New employees are permitted to use the LEADS terminal under the supervision of a certified operator during the new employee training period.

OAC 4501:2-10-06(A) DISSEMINATION AND RECORD KEEPING states:

LEADS access shall be limited to certified operators. Each operator is accountable for all transactions occurring while their assigned account is logged on to a terminal accessing LEADS.

FOR FURTHER INFORMATION, REFER TO THE LEADS ADMINISTRATIVE RULES AND CJIS SECURITY POLICY.

LEADS SECURITY

Security and Privacy Literacy Training

Security and privacy training requirements were modernized in the CJIS Security Policy. CJIS Online was updated in 2023 to reflect these changes. Security and privacy training must be completed prior to allowing access to Criminal Justice Information, and then annually thereafter.

Training should always be assigned by the highest role needed.

LEVEL	USER DEFINITION
1	BASIC USER
2	GENERAL USER – Practitioner Only
3	GENERAL USER – Certified Operator <i>Must complete security and privacy training & test via nexTEST prior to allowing access.</i>
4	PRIVILEGED USER
LASO	SECURITY ROLE There is no longer a separate training.

Basic User, General User, Privileged User, and Security Role are completed in CJIS Online. Certified users should not be listed in CJIS Online unless they are performing a dual role with a higher training level required (e.g., TAC w/CCH also performing the agency Security Role).

Per the LEADS Manual, practitioners must complete a fingerprint-based background check, General User training in CJIS Online, a review of the LEADS Administrative Rules and the LEADS Manual (Introduction).

Personnel with access to CJIS as a part of an internship or job shadowing must complete practitioner training. LEADS recommends execution of a non-disclosure agreement to protect the unauthorized release of sensitive information.

TACs that do not perform a higher role and have already taken the General Role training/test in nexTEST are not required to complete additional training in CJIS Online. Additional training is not required for agency CJIS Online administrative rights.

ADDITIONAL SECURITY AND PRIVACY TRAINING MATERIALS, POSTERS AND LITERATURE ARE AVAILABLE THROUGH THE FOLLOWING LINK: <https://ohio.cjisapps.com/security/launchpad/training/training.cgi>

LEADS SECURITY

CJIS Security Policy Update

<https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>

CJIS Security Policy version 5.9.4 was published on December 20, 2023. It is critical for agencies to read and understand impact of new requirements. All modernized and new control families will become actionable items October 1, 2024.

These control families were modernized:**5.4 AUDIT AND ACCOUNTABILITY (AU)**

The goal of the Audit and Accountability (AU) objective is to ensure there are sufficient controls in place to provide auditable evidence for system transactions and that key records are available for a sufficient amount of time.

5.9 PHYSICAL AND ENVIRONMENTAL PROTECTION (PE)

Refers to measures taken to protect systems, buildings and related supporting infrastructure against threats associated with the physical environment.

5.10 SYSTEMS AND COMMUNICATIONS PROTECTIONS (SC)

Refers to safeguards to be taken in regards to boundary, transmission and virtualized environments. In addition, ensures system integrity through the detection and protection against unauthorized changes to software and information.

These control families are new to the CJIS Security Policy:

Used to address the purpose, scope, roles, responsibilities, management commitment, coordination among entities and organizational compliance.

5.18 CONTINGENCY PLANNING (CP)

Cybersecurity event response, to include plan testing, updating, training, backups, and system reconstitution. Utilized in preparation of the Incident Response Plan.

5.19 RISK ASSESSMENT (RA)

Determine what particular threats exist, what are the source of the threats, and what potential event(s) could occur as a result of a vulnerability being exploited. Determine all of the possible negative impacts and communication with all parties who could potentially be affected.

Determine the likelihood and magnitude of harm - from the unauthorized use, disclosure, disruption, modification, or destruction of information system(s) and the information processed, stored or transmitted.

JOB SHADOWING/INTERNSHIP PROGRAMS

All personnel shall complete Basic User training via CJIS Online, and submit to a state and national based fingerprint background check.

The following section of the CJIS Security Policy detail these requirements:

- AT-3 ROLE-BASED TRAINING
- MP-2 MEDIA ACCESS
- PE-2 PHYSICAL ACCESS AUTHORIZATIONS
- PE-3 PHYSICAL ACCESS CONTROL
- 5.12.1 PERSONNEL SCREENING REQUIREMENTS FOR INDIVIDUALS REQUIRING UNESCORTED ACCESS TO UNENCRYPTED CJ

LEADS recommends the agency develop a Non-Disclosure Agreement for job shadowing.

AMBER ALERT ENHANCEMENT

Modify AMBER Alert Missing Person Record

Recent feedback on Amber Alert (AA) processing has allowed LEADS to develop and implement a solution to modify a missing person entry to an AA. Agencies are no longer required to cancel and re-enter a missing person record when a modification of an AA is needed.



The response below shows a modified missing person record to an AA.

Received Time:	16:57:33 03-22-24	Source ORI:	OH000
Summary:	Trigger: MISSING PERSON/AMBER ALERT		
<input type="checkbox"/> View Message Details			
LEADS AUTOMATED MESSAGE: MISSING PERSON modified to AMBER ALERT			
{R}***AMBER ALERT***ISSUED FOR NIC/M150074297***AMBER ALERT***			
YQ			
MKE/MISSING PERSON - ENDANGERED			
LID/05386111 NIC/M150074297 IDX/MX05386111			
ORI/OH0000040 DLI/ LAI/			
NAM/LASTNAMEC, FIRSTNAMEC SEX/M RAC/A			
POB/OH DOB/20140101 DOE/ SOC/			
HGT/500 WGT/100 EYE/BLK HAI/BLK			
DLC/20230321 ***Old MHP/MP ***New MHP/AA			
OCA/20230321TEST1A NOA/Y			
MIS/TEST 20230322 ABC TEST 20230322 ABC TEST 20230322 ABC TEST 20230322 ABC			
MPC/N			
ADR/1970, WEST BROAT ST, COLUMBUS, OH, 43215			
JWI/AD, ER, WA			
DTE/20240322			

MISSING PERSON ENTRIES - LINKING RECORDS

Agencies may link wanted person and person with information records to missing person records if the criteria in NCIC Manual – Missing Person File Section 10 are met. The following rules for entry and conditions can be found in Sections 10.1.2 and 10.1.3:



RULES

When probable cause for arrest of the person with information (PWI) nominee exists, a warrant must be obtained, entered into the Wanted Person File, and linked to the associated Missing Person File (MPF) record.

When probable cause for arrest of the PWI nominee exists, but a warrant cannot be readily obtained because of circumstances beyond the control of the investigating law enforcement agency, a Temporary Want should be entered into the Wanted Person File and linked to the MPF record.

If there is an active record in an unrelated matter in any person file for the PWI nominee, the record should be linked to the associated MPF record.

When neither 1, 2, nor 3 is possible, the PWI capability may be used only when all of the conditions outlined below exist simultaneously.

CONDITIONS

Facts and circumstances indicate that:

The missing person was last seen under circumstances that pose a risk to the safety of that person.

There is a “substantial likelihood” that the PWI has relevant information about the missing person that could result in the recovery of the missing person.

Entering identifying information concerning the PWI into the MPF record could assist the appropriate law enforcement agency to identify and interview the PWI, and that the resulting information could assist in the recovery of the missing person.

The PWI cannot be located and time is of the essence.

There is no prohibition under the investigating agency’s state law on the publication of information concerning the identity of a person for whom a warrant has not been obtained.

The identity of the PWI has been disclosed to the general public through an Amber Alert or other formal notification.



**ATTENTION!
AGENCY
TAC/ATACS**

TAC/ATAC changes cannot be submitted on the LOU form through Messenger. All TAC/ATAC changes must be submitted on the TAC form and completed in its entirety.

AUDITOR'S

Welcome!

All MDT Agencies

MDT agency TACs are strongly encouraged to attend a TAC In-Service class for familiarization with the LEADS rules and support team. Classes are held annually every fall. Information can be found in the back of the LEADing News newsletters. Please reach out to your auditor for enrollment.

REMINDERS

OVI ALS records, CDL 24-hour out-of-service orders, temporary felony warrants and temporary misdemeanor warrants are not to be entered as add-on/supplement entries to a base record. They shall be entered as a base record.



Audit Cycle 15 2022-2025



AUDITOR COUNTY ASSIGNMENTS

Ian Miller – BLUE COUNTIES

Betsy Hundley – YELLOW COUNTIES

Tracey Robinson – GREEN COUNTIES

Brittany West – RED COUNTIES

Welcome!

New Hires

Samuel Simms has been hired as a Software Development Specialist 1 in the LEADS Programming Unit. Sam began his state service career in 2016 as a Staff Assistant with the Office of Disciplinary Counsel at the Supreme Court of Ohio. He was later promoted to Information Technology Liaison. Sam earned an Associate's Degree in Computer Science focused on Software Development. He lives in Grove City with his wife, Dominique, and their two children Charlotte (2) and Elias (5). In his spare time, he enjoys playing with his kids, gaming, and watching Anime.



Samuel Simms

Congratulations!

Promotions



Morgan Nunnery

Morgan Nunnery has been promoted to Information Technology Supervisor I. Morgan joined LEADS as an IT 2 in LEADS Control in March 2022. He has over 25 years' experience in IT having received an Associate's Degree in Network Engineering. Morgan and his wife Lisa have been married for 12 years and have one son. In his spare time, he enjoys playing soccer and tennis with his son and spending time with his family.

Victoria Dowdy has been promoted to Project Manager 1 and will serve as the Deputy CSO. Victoria joined LEADS as a Training Officer in 2006. She was promoted to an External Auditor 2 in 2013 and the Training Program Manager in 2019. 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. and one grandson Kyro. In her spare time, she enjoys spending time with her family.



Victoria Dowdy

Retirement



Bob Hartman

Infrastructure Specialist 4 Robert "Bob" Hartman, Office of Finance and Logistics/ Computer Operations, retired on January 12, 2024 after 27 years of service. Bob joined the Patrol in June 1996 as a Data Systems Coordinator 1, promoted to Network Administrator 1 in September 1997, promoted to Network Administrator 2 in August 2001, promoted to Network Administrator 3 in July 2002 and was classified as an Infrastructure Specialist 4 in March of 2010. Our team wishes him the very best.

WHO DO I CONTACT?	
LEADS CONTROL SERVICE DESK:	LEADS ADMINISTRATION OFFICE:
Password resets	Access/participation
First time log-ins	Agreements and forms
Account lock-outs	Billing
Connectivity issues	Violations/misuse/arrest
Troubleshooting/reject/error messages	Validations
LEADS AUDITORS:	
Data audit	All manuals and LEADS administrative rules
Record entries and completeness	
LEADS SECURITY:	
Security audits	Fingerprints/background checks
Security breeches	Security awareness training via CJIS Online
Security policy	LEADS Mobile
Security forms: - Information Exchange Agreement - Security Addendum - Management Control Agreement	
LEADS DEPUTY CSO:	
Training courses	LEADS/specialized classes
Certification testing	Training resource material



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READ & SIGN

- | | |
|-----------|-----------|
| 1. _____ | 21. _____ |
| 2. _____ | 22. _____ |
| 3. _____ | 23. _____ |
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| 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 Deputy CSO Victoria Dowdy at vdowdy@dps.ohio.gov or 614-752-4381.

NEW TAC (ENTERING AGENCY) 9AM - NOON

JUNE 13*	AUGUST 15
JULY 11	SEPTEMBER 5

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

MAY 23	AUGUST 29
JUNE 27	SEPTEMBER 19
JULY 25	

TAC IN-SERVICE

OCTOBER 3	OCTOBER 25*
OCTOBER 7	(2 SESSIONS)
OCTOBER 15	OCTOBER 29
OCTOBER 17	OCTOBER 31
OCTOBER 22	NOVEMBER 1
OCTOBER 24	(2 SESSIONS)

*Indicates in-person session

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

Chief Vincent Molnar
Avon Lake Police Department

Chief Gary Lewis
Bexley Police Department

Superintendent Bruce Pijanowski
Bureau of Criminal Investigations

Sheriff Matthew O. Hafey
Pickaway County Sheriff's Office

Captain Dennis Swingley
Cincinnati Police Department

Director Shane McCracken
Northwest Ohio Regional Information System (NORIS)

Sheriff Randy Thorp
Licking County Sheriff's Office

Criminal Justice Information Systems Officer (CSO)
Jeremy Hansford

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LEADS FAX NUMBERS

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LEADS ADMINISTRATION:
(614) 995-1230

AUDITORS:
(614) 995-0743

PROGRAMMERS & TECHNICAL SECURITY: (614) 644-0566

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