

The LEADing News

NEW LEADS FEE STRUCTURE

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

LEADS ACCESS CATEGORY	MONTHLY FEES	DETAILS
INDIRECT ACCESS The agency has no means to query LEADS directly. Information is accessed through requests to a terminal agency.	\$50	Agency must sign a LEADS Non-terminal Agency Agreement.
DIRECT ACCESS The agency has terminal or mobile applications through which it can query LEADS.	\$250	Agency must sign a LEADS Terminal Agency Agreement.
CONNECTIVITY Secure access services provided and managed by LEADS.	DMVPN: \$350 per router Client VPN: \$5 per PC Identity Mgt/MFA: \$5 per user	DMVPN required for agencies with interfaced systems (e.g., CAD, MDT, RMS, et al.)

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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.leadsohio.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

Did you know agencies are required to submit employees or contractors with arrest records to LEADS prior to permitting direct or indirect access to Criminal Justice Information (CJI)?

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.

Refer to the LEADS Manual (Agency Coordinator) for LEADS access requirements.

Note: A state and national fingerprint-based record check is only required once. Additionally, a computerized criminal history (CCH) is recommended as a part of the triennial audit preparation.

Note: The LOU form should not be submitted until the state and national fingerprint record check results have been received. Agency TACs are required to indicate completion and the date of completion prior to submission.

LEADS Security

The CJIS Audit application is designed to help assess compliance for the various audits conducted by LEADS. This article provides a high-level overview of the CJIS Audit application, audit process and key reminders for participating agencies.

Auditing is conducted by two work units within LEADS:

- LEADS Data Auditors – Conduct all data audits
 - Use CJIS Audit via a LEADS Terminal/CJIS Launch Pad
 - Audits are conducted in person
- LEADS Security Auditors – Conduct all CJIS Security Policy related audits
 - Use a separate, external version of CJIS Audit
 - Audits are conducted in person and electronically
 - *Must be completed within 45 days of the first assigned date*

Audit Completion Reminders

- Do not submit audits that are incomplete. This will delay the process and does not pause the audit deadline.
- Technical audits cover all CJIS Security Policy (CJISSECPOL) areas, including:
 - **Administrative:** Agreements, contracts, policies, training, personnel screening
 - **Logical:** Infrastructure protections, encryption, anti-virus, access control
 - **Physical:** Doors, locks, access control mechanisms, cameras, and visitors

Who Should Participate in Technical Audits?

- LEADS Administrator, TAC, and Security Personnel (LASO)
- Network administrators / IT staff (County, City)
- Private contractors, vendors and/or Managed Service Providers
- Regional communications centers (If providing agency software or support)



Note: The data and security auditing teams use separate instances of the CJIS Audit application. Information is not shared between the two systems.

Top 6 Reasons Technical Audits Are Returned to Agencies

Agencies can avoid delays by ensuring these common issues are addressed before submission:

- Policies – Missing agency names and signatures, outdated reference points, agency specific requirements
- Missing Information Exchange Agreement (IEA) or Management Control Agreement (MCA)
- Security and Privacy Training – Incomplete or expired training records for staff with access to CJI
- Multifactor Authentication (MFA) – MFA not implemented, misconfigured, or not enforced for all applicable users
- Mobile Data Terminals (MDTs) – Lack of proper access controls or encryption on MDT devices
- Remote Access Applications – Remote access not approved, secured, or properly documented
- Network Designs – Outdated or missing network diagrams showing LEADS related infrastructure



For questions or assistance with the LEADS Security CJIS Audit or technical audits, please contact: LEADSSecurity@dps.ohio.gov

Auditor's Corner

Audit Cycle 16 • 2025-2028

Appointments of LEADS Agency Coordinator Form (AC)

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.

Certified Operators employed at multiple agencies may only fall under one ORI. If you have an operator under another agency's ORI, the operator must be manually added to your roster and training documentation must be on file.

LEADS Agency Administrator

All agency administrators must complete Certified Operator or Practitioner training.

This requirement is reviewed during the tri-annual LEADS audit and must be completed to be considered in compliance.



Auditors

- Ian Miller – Blue Counties
- Besty Hundley – Yellow Counties
- Tracey Robinson – Green Counties
- Brittany West – Red Counties

Endangered Missing Juvenile Alert

Recently, LEADS automated the process to request an Endangered Missing Juvenile Alert, also known as an Endangered Missing Child Alert.

LEADS worked with the Ohio Missing Persons Working Group to automate the Endangered Missing Child Alert notifications for missing children's cases where the circumstances do not meet the statutory mandates of an AMBER Alert, but the child is still considered at risk if not found quickly. Although the criteria for this alert are not codified in the ORC at this time, the following criteria are recommended to activate the Endangered Missing Child Alert:

- Law enforcement confirms the child is 17 years of age or younger;
- Law enforcement has confirmed the child's missing status and believes the child's life is considered at risk of

serious bodily harm or death; and

- There is sufficient descriptive information about the child, the suspect, and/or the circumstances surrounding the disappearance to believe that activation of the alert will help locate the child.

Through the use of a new MNP code, the activation of an Endangered Missing Child Alert now mirrors the process for activating an Endangered Missing Adult Alert. Entering a missing person record with a message key of EME, EMEC, EMI, or EMIC along with a MNP value of JA for a child under 18 years of age will automatically generate an in-state message to:

- Law enforcement agencies in the county of entry and adjacent counties
- OSHP Central Dispatch Communications Center in Columbus

- Attorney General's Office who will issue the Endangered Missing Child Alert

- Ohio media and other public partners will be notified through the AGO activation process

Recently, there have been alert request sent through this automated process where the entering agency did not want an alert issued, but wanted the child entered just into LEADS as "Endangered". To enter a child into LEADS as "Endangered" without the alert request, use the code "MP" in the MNP field entering a missing person record with a message key of EME, EMEC, EMI, or EMIC.

Refer to LEADS Manual (Missing Person) for additional information.

Partial VIN Hits

If a VIN is more than eight characters, the NCIC VIN search method uses the rightmost eight characters of the VIN. Complete VINs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(es) is not exact as to all VIN characters.

The following will appear at the beginning of the record immediately before the message key translation:

RECORD NIC/V123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RECORD

Procedural Changes Impacting Mental Health Notice Form 95

The Department of Mental Health and Addiction Services changed its name to the Department of Behavioral Health effective October 1, 2025. Due to the name change, the email address provided as part of Rule of Superintendence 95 has changed to dbh.notify@dbh.ohio.gov. When marked on Form 95, the email address is entered in the MIS field of the conditional release entry and used to notify the the Department of Behavioral Health of any interaction with the person.



Training Opportunities

All classes are available for registration online through nexTEST. Registration is required to attend. 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.

- Classes are subject to change. Refer to nexTEST Training Registration to confirm time, location, availability and additional classes.
- For specialized classes, contact Deputy CSO Victoria Dowdy at vdowdy@dps.ohio.gov or 614-752-4381.

New TAC (Entering Agency) 9am - Noon

- December 11
- January 15
- February 12
- March 12
- April 9
- May 21
- June 11

New TAC (Non-Entering Agency) 9am - 11:30am

- December 18
- January 22
- February 19
- March 26
- April 23
- May 28
- June 25

CPI OPENFOX Messenger Training is now available at:
<https://www.openfox.com>.
 Click on "Client Portal" to register and activate your account.

LEADS BASIC OPERATOR

<https://youtu.be/c1Wb5t6DAmy>

VIDEO TRAINING WARRANT ENTRY INTRODUCTION

<https://youtu.be/iHrc6ul0J6A>

VIDEO TRAINING SESSION 1 - PACKING THE RECORD

<https://youtu.be/mTNOEo17J3E>

VIDEO TRAINING SESSION 2 - MAKING THE ENTRY

<https://youtu.be/g0beTkrPPR4>

LEADS Control Room:

(800) 589-2077

LEADS Fax Numbers

LEADS Control Room:

(614) 644-2459

Auditors:

(614) 995-0743

LEADS Administration:

(614) 995-1230

Programmers & Technical Security:

(614) 644-0566

Mailing Address

LEADS

P.O. Box 182075

Columbus, OH 43218-2075

Public Web Site

WWW.LEADS.OHIO.GOV

LEADS Steering Committee Members

Major Matthew Them, Chair
Ohio State Highway Patrol

Chief Gary Lewis
Bexley Police Department

Sheriff Matthew O. Hafey
Pickaway County Sheriff's Office

Director Shane McCracken
Northwest Ohio Regional Information System (NORIS)

Superintendent Bruce Pijanowski
Bureau of Criminal Investigations

Captain Dennis Swingley
Cincinnati Police Department

Sheriff Randy Thorp
Licking County Sheriff's Office

Judge Linda R. Warner
Meigs County Common Pleas Court

Criminal Justice Information Services Systems Officer (CSO)
Jeremy Hansford

Paul Stockdale Dedicates 40 Years of Service to LEADS



LEADS proudly recognizes Software Developer Specialist Paul Stockdale for his 40 years of dedicated service to the State of Ohio and LEADS. Paul's unwavering commitment, technical expertise, and deep institutional knowledge have been instrumental in supporting Ohio's criminal justice community. His contributions have helped ensure the reliability, security, and evolution of the critical systems that protect and serve our citizens and law enforcement officers every day.

Thank you, Paul, for four decades of outstanding service.

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