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The LEADing NEWS

MOBILE-ONLY ACCESS FEE

The LEADS Steering Committee unanimously voted in support of increasing the mobile-only 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.



NEW LEADS FEE STRUCTURE		
LEADS ACCESS CATEGORY	MONTHLY FEES	DETAILS
<p><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	<p>Agency must sign a LEADS <i>Non-terminal Agency Agreement</i>.</p>
<p><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 <i>Terminal Agency Agreement</i>.</p>
<p><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.

CURRENT LEADS FEE STRUCTURE		
LEADS ACCESS CATEGORY	FEES	DETAILS
<p><u>INDIRECT ACCESS</u> The agency has no means to query LEADS directly. Information is accessed through requests to a terminal agency.</p>	<p>\$600 PER YEAR (\$50 PER MONTH)</p>	<p>Typically billed by the fiscal year July 1 - June 30. Agency must sign a LEADS Agency Agreement.</p>
<p><u>MDT ONLY ACCESS</u> The agency has no terminal in its office, utilizes a vendor to provide LEADS service to Mobile Data Terminals (MDTs) in its patrol vehicles.</p>	<p>\$1,200 PER YEAR (\$100 PER MONTH)</p>	<p>Typically billed by the fiscal year July 1 - June 30. Agency must sign a LEADS Agency Agreement.</p>
<p><u>LEADS MOBILE SERVICE</u> Direct web-based access to LEADS for officers operating Mobile Data Terminals (MDTs) in its patrol vehicles.</p>	<p>\$100 PER MONTH PLUS AN ADDITIONAL \$5 PER USER, PER MONTH. TERMINAL AGENCIES: TERMINAL FEE PLUS \$5 PER USER, PER MONTH</p>	<p>Agency must sign a LEADS Agency Agreement.</p>
<p><u>DIRECT LEADS ACCESS</u> The agency has a terminal or terminals in its office to access to LEADS information.</p>	<p>DM-VPN: \$600 per month/\$350 each additional router, same agency. INTERFACE: \$250 PER MONTH VPN: \$250 plus \$5 each PC per month, and \$5 per user per month.</p>	<p>Agency must sign a LEADS Agency Agreement.</p>

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

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 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 (Terminal 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 every five years.

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

LEADS SECURITY

WINDOWS 10 OPERATING SYSTEMS END OF SUPPORT 10/14/2025

Microsoft will end support of Windows 10 effective October 14, 2025. Windows 10 will cease to receive technical support, software updates, or security updates and/or fixes. Continued operation of an out-of-date operating system presents a significant cybersecurity risk to your agency infrastructure. To remain in compliance with the FBI's CJIS Security Policy (System Integrity), agencies must upgrade all workstations to Windows 11 by this date.

Microsoft has a minimum hardware requirement to receive the free upgrade to Windows 11. Some older processors are incapable of upgrade. New workstations with newer, more secure hardware might need to be purchased.

[Windows 11 Specs and System Requirements | Microsoft Windows](#)

How do I tell what operating system I have?

1. Click the Start button, and then type winver in the search box.
2. Hit enter, or click on the list results to open the "About Windows" dialog box.



LEADS SECURITY

CJIS SECURITY POLICY – LINKS OF IMPORTANCE

The FBI has compiled links of importance for agencies to utilize while implementing the new controls of the CJIS Security Policy. The following are included:

- **MFA IMPLEMENTATION GUIDE**
- **IACP - SECURITY POLICY PODCASTS**
- **IJIS: SECURITY POLICY PUBLICATIONS**
- **IJIS: SECURITY POLICY WEBINARS**
- **IJIS / NIST POLICY TEMPLATES**
- **LINKS TO FUNDING RESOURCES FOR STATE, LOCAL, TRIBAL, AND TERRITORIAL AGENCIES**
- **CYBERSECURITY LINKS**

The links can be found in the News & Information section of the publicly accessible LEADS Security [CJIS Launch Pad](#).

CJIS SECURITY POLICY FULLY MODERNIZED

Version. 6.0 was published 12/27/2024

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

The following control families were modernized:

SYSTEM AND SERVICES ACQUISITION (SA)

- Focuses on the acquisition of information systems and services.

SUPPLY CHAIN AND RISK MANAGEMENT (SR)

- Mitigating risks in the supply chain of systems and services.

PERSONNEL SECURITY (PS)

- Management of employees, and personnel with access to restricted systems.

ASSESSMENT, AUTHORIZATION, AND MONITORING (CA)

- Constant monitoring, maintenance, and improvement of security systems.

A list of Priority Controls can be found on the publicly accessible LEADS Security [CJIS Launch Pad](#).

Priority 1 and existing (*) controls are currently auditable.

Priority 2-4 controls have been zero cycled and will become auditable in 2027.

NCIC NEWS

ACCURATE ENTRY OF GUN SERIAL NUMBERS

The NCIC Program Office would like to reiterate the importance of entering an accurate gun serial number in the Serial Number Field (SER) on all NCIC Gun File entries. Unfortunately, many records contain an erroneous serial number. Some examples of erroneous serial numbers seen are model numbers and part numbers, or words like ANTIQUE, OBLITERATED, or UNKNOWN. When a nonunique serial number is entered and an inquiry is conducted, numerous hits are likely to return resulting in the inability to accurately confirm the NCIC record with the firearm being inquired upon. Per NCIC policy, the true manufacturer assigned serial number must be entered. It is vital to ensure the accuracy and completeness of all NCIC records to maintain data quality and system integrity.

Instead of entering records with a nonunique or erroneous SER into the NCIC System, users are encouraged to submit a Firearms Trace Request with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). Traces can be submitted electronically through ATF's eTrace System. For more information contact ATF's Comprehensive Tracing Group at NTCGRPII@atf.gov or 304 616-3160 or visit their eTrace website.

A successful trace of a firearm with a fully obliterated serial number to a purchaser is not possible. However, the recovery information provided through the trace process, such as recovery location, possessor, and associates, may be beneficial to law enforcement. For assistance or for more information on firearms with obliterated serial numbers, contact the ATF's Obliterated Serial Number Program at 800-788-7133 or by email at ObliteratedSerialNumberProgram@atf.gov.

POSSIBLE INCREASE IN IMMIGRATION VIOLATOR FILE RESPONSES

The Immigration Violator File (IVF) contains records on criminal aliens who have been deported for drug trafficking, firearms trafficking, or serious violent crimes and on foreign-born individuals who have violated some section of the Immigration and Nationality Act. The U.S. Immigration and Customs Enforcement (ICE) is the only agency authorized to enter and maintain records in the IVF. Immigration violators are entered into one of three categories: Deported Felon, Absconder, or National Security Entry-Exit Registration System (NSEERS); however, the NSEERS Category is currently not used.

The FBI's CJIS Division recently assisted the ICE's Law Enforcement Support Center (LESC) in the batch entry of 303,064 IVF records. As a result, NCIC users may see an increase in IVF hit responses. When an agency receives an IVF record in response to an NCIC inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of an IVF record, the agency must confirm the alien's status with the ICE. The caveat returned with an IVF record provides the contact information for LESL. After confirmation, the ICE will provide direction regarding the arrest/detention of the subject.

NCIC NEWS**DEPORTED FELON**

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 IS A PREVIOUSLY DEPORTED FELON. CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

ABSCONDER

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 HAS AN OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL FROM THE UNITED STATES. CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

NLETS NEWS

Nlets is excited to announce a new Location Lookup service!

Nlets has been working with Intrado on the Nlets Location Lookup service. The Nlets Location Lookup service leverages the Intrado Emergency Data Broker (EDB) to provide real-time incident information about a geographic location. Information about a location comes from Intrado's repository based on IoT inputs from multiple sources, including telematics, security, connected buildings, healthcare & wearables, and personal safety devices.

The Nlets Location Lookup service uses two message keys, GLQ and GLR, to access the Intrado EDB via an API that Intrado has exposed for law enforcement access. Nlets users may search a location by address or geographical coordinates (latitude/longitude). The service returns a URL which users may paste into a browser to see an Intrado web page with information for the queried location.

Please see the Nlets User's Guide for more information.

[Location Lookup \(GLQ/GLR\) User Guide](#)

TRAINING OPPORTUNITY

LEARN ABOUT NLETS AND US MARSHALS
Hosted by Ohio State Highway Patrol

July 16, 2025
8a-12a, 1p-5p
Ohio Dept. Pub. Safety
Charles D. Shipley Bldg.
1970 W. Broad St.
Columbus, Ohio

Nlets

The Nlets training session will provide participants with a detailed overview of the Nlets system, including critical distinctions between Nlets and NCIC. The presentation will explore various message key applications, with particular emphasis on innovative implementations such as the Mobile Device Query (MDQ) and Vehicle Identification Number Check (GVQ) transactions, accompanied by practical case studies demonstrating the operational value these tools bring to users. The session will conclude with existing resources readily available to attendees, ensuring they can immediately implement the knowledge gained.

US Marshals

The United States Marshals Service will discuss their operational mandate and strategic objectives, while highlighting the extensive resources available to law enforcement agencies. Additionally, they will outline their current initiatives and collaborative frameworks designed to assist agencies in the successful recovery of missing children through enhanced coordination and specialized investigative techniques.



LEADS PHONE SYSTEM UPDATED

The Law Enforcement Automated Data Systems (LEADS) phone system has been upgraded. Below are the options when dialing into LEADS:

Option 1 – LEADS Control
Option 2 – LEADS Validations
Option 3 – LEADS Administration
Option 4 – LEADS Deputy CSO
Option 5 – LEADS Billing
Option 6 – LEADS Security

The LEADS Control Room staff is available 24 hours a day, 7 days a week to answer your calls. You can contact LEADS at 800-589-2077.

AUDITOR'S

CORNER

TAC APPOINTMENT FORM

TAC and 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.

COMPLETING THE RECORD

Information obtained from another agency's record may not be used unless a copy of their source documentation is on file with your agency.

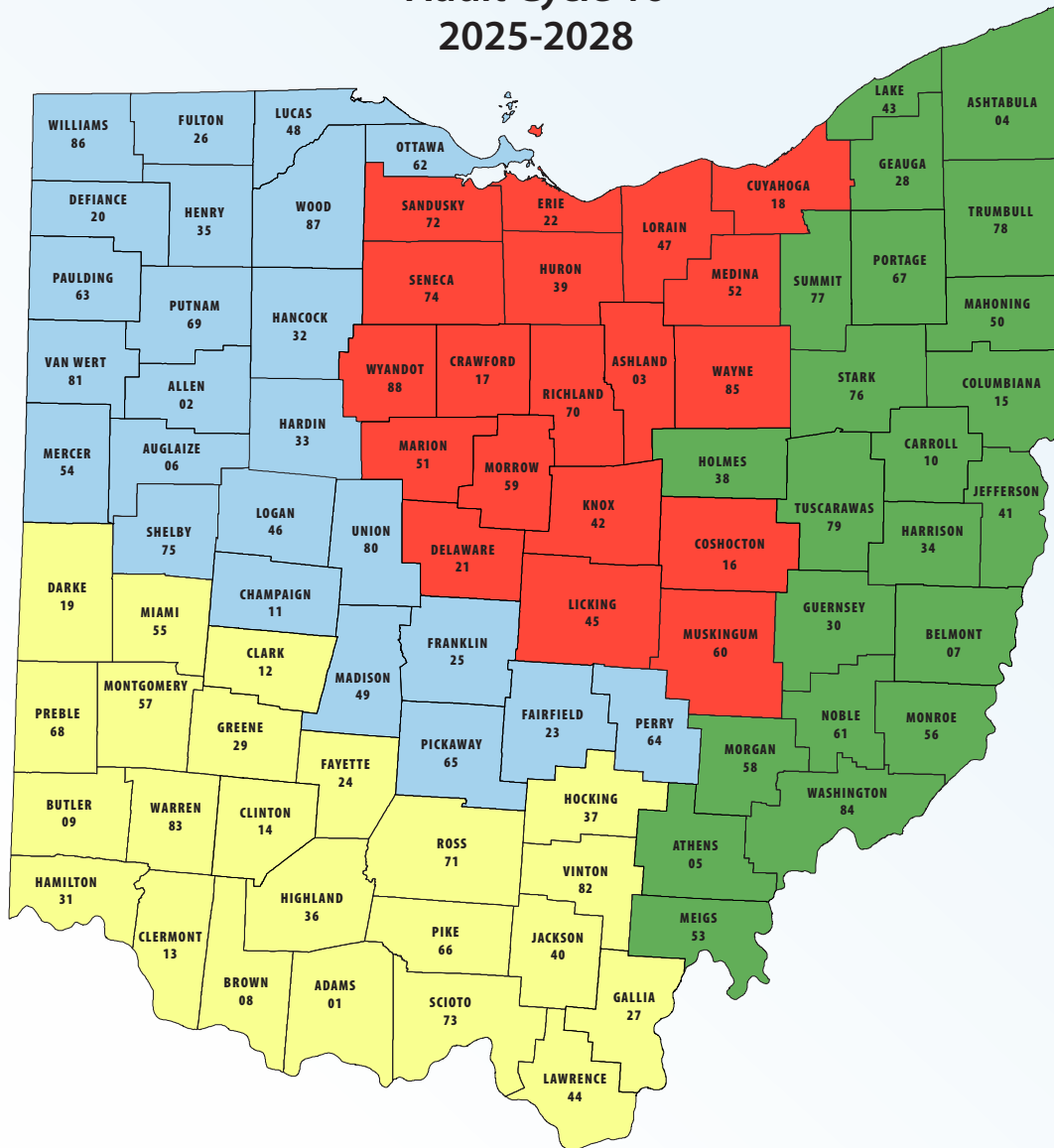
All available State Identification Numbers (SIDs) are to be entered into your record. Multiple SIDs can be entered through the Supplemental file.

When adding fingerprints to an entry, always use the Fingerprint CLASS. The Fingerprint PATTERN is NOT the actual reading of the individual's prints and therefore, is NOT to be used.

If fingerprint classifications are found on both the III and the BCI, always use the III. If there is no III fingerprint classification, you may then use the BCI prints.

AUDITOR'S CORNER

Audit Cycle 16 2025-2028



AUDITOR COUNTY ASSIGNMENTS

IAN MILLER – BLUE COUNTIES

BETSY HUNDLEY – YELLOW COUNTIES

TRACEY ROBINSON – GREEN COUNTIES

BRITTANY WEST – RED COUNTIES

WHO DO I CONTACT?

LEADS CONTROL ROOM: (800) 589-2077

Option 1 - LEADS CONTROL SERVICE DESK:		
Password resets	First time log-ins	
Account lock-outs	Connectivity issues	
Troubleshooting/reject/error messages	eWarrants connectivity issues	
Harry Staples, Supervisor	(614) 995-3842	HSTAPLES@DPS.OHIO.GOV

LEADS ADMINISTRATION OFFICE:

Option 2 - Validations		Option 3 - LEADS Administration	
Option 4 - LEADS Deputy CSO		Option 5 - Billing	
Access/participation		Agreements and forms	
Billing		Violations/misuse/arrest	
Validations		Agency Projects	
Victoria Dowdy, Deputy CSO	(614) 752-4381	VDOWDY@DPS.OHIO.GOV	
Kara Joseph, PA2	(614) 752-4382	KJOSEPH@DPS.OHIO.GOV	
Stacy Capehart, AP3	(614) 466-2754	SACAPEHART@DPS.OHIO.GOV	
Benjamin Steed, Billing	(614) 466-8781	BMSTEED@DPS.OHIO.GOV	

LEADS AUDITORS:

Data audits	All manuals	
LEADS administrative rules	Record entries and completeness	
NexTest		
Gabbriel Veltheims, EA Sup.	(614) 752-4373	GMVELTHEIMS@DPS.OHIO.GOV
Betsy Hundley, Auditor	(614) 752-4380	BJHUNDLEY@DPS.OHIO.GOV
Ian Miller, Auditor	(614) 752-4379	IMMILLER@DPS.OHIO.GOV
Tracey Robinson, Auditor	(614) 466-7621	TLROBINSON@DPS.OHIO.GOV
Brittany West, Auditor	(614) 466-0673	BNWEST@DPS.OHIO.GOV

LEADS SECURITY:

Option 6 - LEADS Security		
Security audits	Fingerprints/background checks	
Security breaches	Security awareness training via CJIS Online	
Security Agreements		
Kevin Locke, Supervisor	(614) 387-6156	KLOCKE@DPS.OHIO.GOV
Thomas Brisco, Projects	(614) 995-5031	TBRISCO@DPS.OHIO.GOV
Casey Barrett, Audits	(614) 752-7023	CWBARRETT@DPS.OHIO.GOV
Montell Qualls, Tokens	(614) 752-6571	MOQUALLS@DPS.OHIO.GOV
Kris Hall, Audits	(614) 387-5424	KJHALL@DPS.OHIO.GOV

LEADS Fax Numbers:

LEADS CONTROL ROOM	(614) 644-2459
LEADS ADMINISTRATION	(614) 995-1230
DATA AUDITORS	(614) 995-0743
PROGRAMMERS & TECHNICAL SECURITY	(614) 644-0566

LEADS Helpful Information:

PUBLIC WEB SITE	www.leads.ohio.gov
LEADS ADMIN.	LEADSADMIN@DPS.OHIO.GOV
LEADS PROGRAMMING EMAIL	LEADSPROGRAMMING@DPS.OHIO.GOV
LEADS SECURITY	LEADSSECURITY@DPS.OHIO.GOV
LEADS DATA AUDITORS	LEADSAUDITING@DPS.OHIO.GOV
LEADS NETWORK EMAIL	NOC_FORWARD@DPS.OHIO.GOV
EXTERNAL CJIS OnLine	https://www.cjisonline.com
EXTERNAL SECURITY CJIS AUDIT	https://ohio.cjisapps.com/security/cjisaudit/index.pl

LEADS CONTROL ROOM: (800) 589-2077

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DATA AUDITORS	(614) 995-0743
PROGRAMMERS & TECHNICAL SECURITY	(614) 644-0566

LEADS Helpful Information:

PUBLIC WEB SITE	WWW.LEADS.OHIO.GOV
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LEADS SECURITY	LEADSSECURITY@DPS.OHIO.GOV
LEADS DATA AUDITORS	LEADSAUDITING@DPS.OHIO.GOV
LEADS NETWORK EMAIL	NOC_FORWARD@DPS.OHIO.GOV
EXTERNAL CJIS OnLine	https://www.cjisonline.com
EXTERNAL SECURITY CJIS AUDIT	https://ohio.cjisapps.com/security/cjisaudit/index.pl

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READ & SIGN

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



TRAINING OPPORTUNITIES

All 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. Registration is required to attend.

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.

***Indicates in-person**

NEW TAC (ENTERING AGENCY) 9AM - NOON	
MAY 15	*SEPTEMBER 4
JUNE 12	SEPTEMBER 18
JULY 10	NOVEMBER 13
*JULY 31	DECEMBER 11
AUGUST 7	

NEW TAC (NON-ENTERING AGENCY) 9AM - 11:30AM	
MAY 29	SEPTEMBER 25
JUNE 26	*NOVEMBER 6
JULY 24	NOVEMBER 20
*AUGUST 14	DECEMBER 18
AUGUST 21	

TAC (IN-SERVICE)	
OCTOBER 1	OCTOBER 21 (1PM-4PM)
OCTOBER 7	OCTOBER 23
OCTOBER 9	*OCTOBER 28
OCTOBER 15	OCTOBER 30 (1PM-4PM)
*OCTOBER 16	

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

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

VIDEO TRAINING WARRANT ENTRY INTRODUCTION

LEADS Basic Operator Training is available at <https://youtu.be/IHrc6ul0J6A>

VIDEO TRAINING SESSION 1 PACKING THE RECORD

LEADS Basic Operator Training is available at <https://youtu.be/mTNOEo17J3E>

VIDEO TRAINING SESSION 2 MAKING THE ENTRY

LEADS Basic Operator Training is available at <https://youtu.be/g0beTkrPPR4>

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

Judge Linda R. Warner
Meigs County Common Pleas Court

Criminal Justice Information Systems Officer (CSO)

Jeremy Hansford

LEADS CONTROL ROOM: (800) 589-2077

LEADS FAX NUMBERS

LEADS CONTROL ROOM:
(614) 644-2459

LEADS ADMINISTRATION:
(614) 995-1230

AUDITORS:
(614) 995-0743

PROGRAMMERS & TECHNICAL SECURITY: (614) 644-0566

MAILING ADDRESS

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

PUBLIC WEB SITE

WWW.LEADS.OHIO.GOV