

LEADS Steering Committee Meeting Minutes

November 30, 2022

Ohio Department of Public Safety

1970 West Broad Street

Columbus, Ohio 43223

COMMITTEE MEMBERS - PRESENT:

Department of Public Safety, Ohio State Highway Patrol	Major Shawn Davis
Licking County Sheriff Office	Sheriff Randy Thorp
Delaware County Sheriff's Office	Sheriff Russell Martin
Regional Crime Information Center (RCIC)	Director Peggy O'Neill
Fairborn Municipal Court	Judge Beth Cappelli
Bureau of Criminal Identification	Superintendent Joseph Morbitzer
Bellefontaine Police Department	Chief Brandon Standley

COMMITTEE MEMBERS ABSENT:

Toledo Police Department	Chief George Kral
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MINUTES BY:

Stacy Capehart

LEADS Steering Committee Chairman, Major Shawn Davis, called to order November 30, 2022, meeting of the LEADS Steering Committee at approximately 10:00 a.m. The first order of business was the roll call taken by Kara Joseph, OSHP. A quorum of committee members was confirmed.

APPROVAL OF THE APRIL 13, 2022 MEETING MINUTES

Major Davis asked the LEADS Steering Committee to review the April 2021 minutes.

Resolved that the Committee approves the April 13, 2022 LEADS Steering Committee meeting minutes.

Motion: Sheriff Thorp

Second: Judge Cappelli

Voting: passed unanimously

PARTNER UPDATES

A. BCI Report: Superintendent Morbitzer the Ohio biometric turnaround time has been reduced tremendously. Also scanning all the hard copies, which is million and million paper copies over to digital. The 908 initiatives are still being distributed out to the state and conducting training. Working with the Ohio State Highway Patrol, DPS, and other agencies on the NIBIN project. Sent out surveys and had a 48% return on tests of guns that come back to a case. Morbitzer asked Jill Small giving updates on OHLEG. Working on eWarrants and getting

agencies to submit to the platform. Working with Licking County on a large data sharing initiative. Working with LEADS to help see information.

- B. OCJS Report: Jim Luebbers from the Office of Criminal Justice Services (OCJS) stated the annual Drug Enforcement funds that are dedicated to drug task force agencies opens up tomorrow and agencies can start applying. The Ohio Incident-based Reporting System (OIBRS) from 2021 and 2022 crime data submitted covers about 93% of the population. This is about 660 agencies reporting.

## NEW BUSINESS

- A. LEADS Annual Financial Report: Tracey Robinson – The LEADS cash balance for 2022 is \$11,973,770.07, down 2.4 % from 2021. Interest income is down 19.8%. For 2022 - Maintenance was \$1,498,262.53, an increase by 42%. Total 2022 Revenue Received is \$4,830,433.00, up 4.7%, with a Net Loss of -\$85,452.02. Jeremy Hansford stated the maintenance varies due to equipment has a life cycle around 7 years.
- B. Administrative Reviews: Victoria Dowdy – Since the last meeting through October 1<sup>st</sup> there has been 29 ARs opened: 11 Founded, 14 Unfounded, 26 Closed, and 1 Undetermined. In addition, there are 24 in Pending status from 2021 and 2022.
- C. Auditing & Training Report: Victoria Dowdy – Cycle 14 audits (April 1, 2022 – June 30, 2022) completed: 95 Entering, 54 Non-Entering, 42 MDT, totaling 191. The LEADS Manual has a new chapter for the TACs. Cycle 15 audits (July 1, 2022 to October 1, 2022) completed: 1 Entering, 6 Non-Entering, totaling 7. July 1, 2022 to October 1, 2022 there were 5 New TAC classes with 48 attendees, 4 New TAC Non-Entering classes with 44 attendees, 1 New TAC MDT Only class with 6 attendees, 2 OSHP Dispatcher Orientation classes with 24 attendees and 19 TAC In-Service classes with 678 attendees.
- D. LEADS Security Update from April 1, 2022 to October 1, 2022: Kevin Locke – The new CJIS Security Policy was released October 3, 2022. Both the LEADS Security Policy (LSP) and the CJIS Security Policy will be in affect until the LSP is updated with the new federal requirements. LEADS Security Projects: 17 site inspections were completed, 85 Inquiries/Projects were reviewed, and 571 Token Inquiries/Processed. Technical Security Assessments: 142 audits assigned, 17 completed audits, and 125 pending. Mobile Agency Assessments: 84 audits assigned, 50 completed audits, and 34 pending. Technical Security Inspections: 98 audits assigned, 37 completed audits, and 61 pending. The top 2022 Security Audit Findings: Written Policies – Account Management/Validation, Incident Response, Remote Access, and Vendor contracts.
- E. Programming Report: Kate Hatfield – From January 1, 2022 – Sep 30, 2022, LEADS has experienced a system uptime 99.997181%, total downtime of 00:14:49, with a transaction total of 1,126,982,937.

- a. Warrant Conversions: As of February 2020, LEADS converted 221,858 warrants. As of November 2022, LEADS has converted 227,840 warrants.
- b. Death Notices: As of October 1, 2022 there was 494 Wanted, 0 Missing, 116 Protection Order matches.
- c. Project Updates
  - i. Gun File Update – Completed August 23, 2022
  - ii. eWarrants Implementation – Ongoing
    - 1. Partially implemented – Meigs, Champaign, Clark
    - 2. Fully implemented – Stark
  - iii. NLETS NIEM – purchase order issued on 11/23
  - iv. Data Center – Hardware update to support virtualization – in process
  - v. NCIC NIEM – Starts after NLETS NIEM Completion

F. Personnel Update by Jeremy Hansford LEADS has promoted one staff member and hired two members since our April meeting

- a. Gabbriel Veltheims was promoted to External Auditor Supervisor – Gabby will supervise the LEADS Audit unit. Gabby previously worked as a Dispatcher Supervisor for the Highway Patrol and has been a LEADS auditor since 2014.
- b. Two employees were hired to fill vacancies in LEADS Control: Heather Crough, who promoted from the BMV Deputy Titling Services desk, and Ryan Sanders who previously worked for MicroCenter.

G. Meeting Notices by Jeremy Hansford -

- a. Recent discussions highlighted a need for the Committee to review the requirements in Ohio Revised Code 121.22 (F) and adopt a rule to modernize how meeting notices are published. Slide presented with Ohio Revised Code 121.22 (F).
- b. Meeting notification example language provided. Required elements: date, time and location. Special meeting notices must include the purpose.

The board made a motion to approve the following language for Committee Meeting Notices:  
 Resolved that the LEADS Steering Committee adopt a rule to post regular meeting notices on the Ohio State Highway Patrol website a minimum of seven days in advance of the meeting date. Special meeting notices will be posted to the Ohio State Highway Patrol website no less than 24 hours prior to the meeting time. All notices will include the date, time and location of the meeting. Special meeting notices will include the purpose of the meeting. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting by posting on the Ohio State Highway Patrol website.

Motion: Sheriff Martin  
 Second: Chief Standley  
 Voting: passed unanimously

H. Technology Upgrades by Jeremy Hansford -

- a. Core datacenter network purchase complete: All switches, routers and firewalls will be upgraded. This equipment provides connectivity for the LEADS message switch, application environment and storage.
- b. Wide area network purchase complete: All head-end equipment in the datacenter that terminates connections from LEADS agencies and all end-point routers at subscribing agency locations will be replaced.
- c. Core datacenter servers and storage purchase in process:
  - i. Replaces all servers and storage supporting the LEADS virtual environment
  - ii. Migration of message switch from IBM BladeCenter (AIX) to virtual environment (Linux)
  - iii. Immutable storage: offline and protected from ransomware and other malware

## OLD BUSINESS

### A. OAC 4501:2-10 Rule Review by Jeremy Hansford

- a. Rule changes submitted to DPS rule coordinator
- b. Proposed fee increase for mobile only agencies, previously supported by this Committee included in rule changes
- c. On hold until after the election – will request that a grace period until 1/1/2024 is adopted so agencies have time to budget and plan for the change.

### B. COVID-19 Locate Guidance by Jeremy Hansford

- a. LEADS issued guidance to agencies in March 2020 to not place a no extradition locate on subjects located within the pick-up radius that were not going to be extradited due to agencies reducing the number of low-level, non-violent criminal arrests to limit jail overcrowding.
- b. In June the FBI released an update to the NCIC COVID-19 guidance. The guidance regarding Wanted Person records and locate and validation procedures imposed in March 2020 was determined to be no longer applicable
- c. This topic was discussed by the Committee in the spring at which point members expressed their desire to discuss this topic again at the fall meeting before making a recommendation to lift the guidance in Ohio.
- d. LEADS recommends following FBI guidance and lifting the temporary change in placing locates.
- e. The Committee discussed how the entries work and when they are removed from the system. It was explained that the locate is completed before the person is taken into custody. The Committee agreed to lift the temporary change in placing locates. An Administrative Message and an article in the LEADS newsletter will be sent to all agencies advising the guidance has been lifted.

### C. FBI CJIS Audit by Jeremy Hansford and Victoria Dowdy

- a. Responses to all IT, NCIC and NICS audit findings have been remediated and submitted to the FBI with LEADS actions and the agency's corrective measures
  - b. As discussed in the spring meeting, LEADS is developing a required NICS course for sheriffs who issue concealed handgun licenses. The class will also be open to law enforcement agencies that use NICS for the disposition of firearms.
- D. National Initiatives by Jeremy Hansford – provided an overview of LEADS involvement in national FBI CJIS and Nlets initiatives.
- a. FBI CJIS Advisory Policy Board: The Criminal Justice Information Services Division (CJIS) Advisory Process is a federal advisory committee that gathers user advice and input on the development and operation of CJIS Division programs (includes NCIC, NICS, III, etc.). Hansford has been a member of the Board since 2015. Outstanding opportunity to learn and share knowledge with the LEADS team. Goal is to apply what we continue to learn to assist all Ohio criminal justice agencies.
  - b. Stressed the importance of Security Policy modernization for awareness purposes. Three additional new sections will be reviewed and voted on during the APB meeting next week. These changes will impact criminal justice agencies at all levels of government. APB Representatives continue to scrutinize proposals and recommend less impactful revisions.
  - c. West Chester PD example – the agency reported concerns about victim safety in situations where domestic violence and stalking suspects offend overnight or on weekends then abscond. Discussions with and research by the FBI confirmed there is no legal way to enter a temporary misdemeanor want record in NCIC under current policy – only temporary felony wants are permitted to be entered while the warrant is pursued. Worked with the agency to complete a topic paper that will be submitted to the Advisory Process for discussion and policy modification consideration by other states and the FBI.
  - d. Nlets: non-profit corporation owned by the 50 states and territories – Jeremy Hansford currently serves as Nlets President.
    - i. As President, he had the opportunity to represent Ohio and the States at a United Kingdom Info Sharing Summit. He attended with Nlets executive staff members and the Nlets 1<sup>st</sup> VP, who is the Kansas Representative.
      1. Representatives from the FBI and DHS assigned to the London Embassy attended to represent the federal government's interests.
      2. Officials from the Home Office, Mass Casualty Bureau, and consultants retired from Scotland Yard and MI6 represented the UK.
      3. Very productive meetings - everyone in attendance learned a lot about the existing processes in each country and available data sources.
      4. The group identified three areas of interest to begin a proof of concept:
        - a. Admin messages for victim identification in mass casualty events
        - b. ORI file access to identify contacts at US law enforcement agencies

- c. Person file access through Nlets for use by the UK International Crime Coordination Centre – purposes include information collection for arrests, post arrest, missing persons, and domestic abuse involving US nationals
- 5. Overall, a really promising starting point to establish the relationship and build trust.
- ii. Mr. Hansford closed with a brief overview of the work Nlets is leading regarding the collection of attributes for access to data sources. The national criminal justice community is planning for a transition away from the current ORI based authentication model used by all agencies, Nlets and the FBI to a model that grants access based on the user's attributes. The attributes would also include the purpose for which the information was requested. Nlets established the Attributes Requirements Task Force with members from criminal justice agencies, the FBI, and the American Association of Motor Vehicle Administrators (AAMVA) to develop attribute standards that can be used by all entities across the community for more secure data sharing.

The next LEADS Steering Committee meeting will be April 26, 2023, at 10:00 am in the Atrium.

Resolved that the November 2022 Steering Committee meeting be adjourned.

Motion: Chief Standley

Second: Director Peggy O'Neil

Voting: passed unanimously