The LEAD*ing* NEWS

LEADS ADMINISTRATIVE RULES

LEADS is in the process of revising the Administrative Rules. More information will be forthcoming once the revisions are complete.

CUSTOMER SERVICE SURVEY

LEADS is encouraging agencies to evaluate our staff and provide feedback. There is a customer service survey located in the CJIS Launchpad (CJIS Documents Application, LEADS forms). The form allows agencies to critique LEADS in punctuality, appearance, quality of work, cooperation and professionalism. You may fax the form to LEADS at (614) 995-1230.

LEADS FORMS

Be sure to use the most current forms online in the CJIS Launchpad under CJIS Documents/LEADS Forms.

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 LEADS *Non-terminal Participation Agreement 13B.*
Non-terminal LEADS with MDT Access The agency does not have a terminal in its office, but has Mobile Data Terminals (MDT) in its patrol cars.	**$1,200 per year** ($100 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a LEADS *Non-terminal Participation Agreement 13B.*
LEADS Terminal Access The agency has a terminal or terminals in its office through which it can access LEADS information.	**56K:** $747 per month **T1:** $919 per month **Interface:** $250 per month **Internet:** $250 plus $5 each PC per month and $5 each user per month.	Agency must sign a LEADS *Terminal Agency Participation Agreement 13A.*

Please direct all calls regarding the fee structure to (614) 466-0673.

THE LEADS TRAP FILE
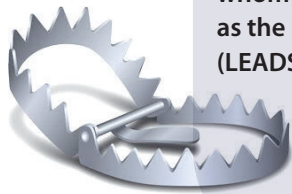
WHAT IS THE LEADS TRAP FILE?

The LEADS Trap File is a database containing vehicle plate numbers, Social Security numbers, driver's license information, VIN numbers and any other pertinent information of officers engaged in high-risk investigations, covert operations, and/or surveillance.

WHY WAS THE TRAP FILE CREATED?

Law enforcement agencies utilize unmarked/undercover vehicles to conduct covert operations and/or surveillance. In some cases, the law enforcement officers involved in the aforementioned operations have also been assigned cover identities. The nature of their work can result in unplanned contact with other law enforcement officers through traffic stops, citizens' complaints of suspicious actions, traffic crashes, and routine queries on vehicle registrations. There is always a concern the undercover officer's "cover" will be compromised accidently during one of these unplanned contacts.

Also, during the course of an investigation, a law enforcement agency may want to be notified when a suspect(s) has been contacted by any law enforcement officers. (Officer Violator Contacts)

To assist law enforcement agencies with these types of operations LEADS developed and implemented a program known as the LEADS Trap File.

HOW DOES THE TRAP FILE WORK?

When the administrator of an agency determines a LEADS Trap would be beneficial to officer safety and/or an investigation, the administrator contacts LEADS. The following information is to be provided to LEADS:

- The reason for the Trap
- The name of the officer (s) involved (Exact Match)
- The operator's license number of the officer (s) involved
- The social security number of the officer (s) involved
- The license plate number of the vehicle (s) involved
- The VIN number of the vehicle (s) involved

The same information should be supplied if the request is being submitted to track *Officer Violator Contacts* with a suspect.

The request for a LEADS Trap must include a 24-hour a day contact number for whomever the administrator designates as the law enforcement agency contact. (LEADS will not enter a Trap without a 24-hour a day contact person.)

Following the entry of this information, when any law enforcement agency makes a query of the entered trap information, the LEADS control room receives an alert. Upon receiving the alert, the 24 hour a day contact person is notified by LEADS their officer or suspect has been queried. They are provided with the name of the agency which made the query. In turn, they should contact the querying agency immediately to limit the possibility of compromising the officer's cover or losing a suspect.

Periodically, not less than twice a year, Trap entries shall be validated upon notification from LEADS. Failure to validate entries will result in the Trap being deleted from the system.

FOR MORE INFORMATION ON THE LEADS TRAP FILE, CONTACT LEADS AT (614) 752-4382.
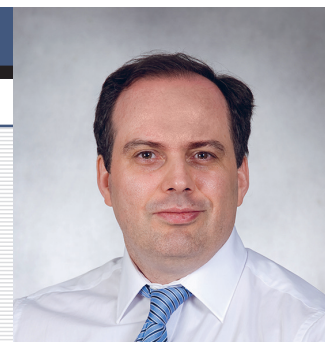
WELCOME NEW EMPLOYEE

LEADS would like to welcome Software Developer 4, Joseph Gakenheimer.

Joe began his career in information technology in 2000 and began working for the Ohio Emergency Management Agency in 2005. In 2007, Joe transferred to the Shipley building to work in IT Administration as lead software developer for OCJS systems.

Joe resides in Worthington, on the north side of Columbus. In his spare time he enjoys working out, writing software programs, and reading financials.

Joseph Gakenheimer

STOLEN FRAUDULENT VS ALIAS

Per the January 2012 *LEADing News* newsletter, all S/F entries entered incorrectly should now be modified to AKAs. These will be listed as discrepancies by the auditors.

OLN and MNU INFORMATION

When agencies make an entry into LEADS, it is their discretion to enter EXPIRED or SUSPENDED OLNs. However, when an agency enters an EXPIRED or SUSPENDED OLN, it is to be entered in the **OLN** field.

Remember, an OLN is still an OLN whether it is *current*, *expired* or *suspended* and should be entered in the **OLN** field.

If the subject has a *State ID*, enter it in the **MNU** field. It is also agency discretion to enter *expired State ID* numbers.

If an OLN has *no expiration date*, it does not have to be entered.

FOR MORE INFORMATION ON OLN AND MNU INFORMATION, PLEASE REFER TO THE 2013 LEADS MANUAL (GENERAL INFORMATION).

Entering *Wanted Person* Records

ADDING VEHICLE/LICENSE PLATE DATA

When vehicular data is entered, all entries and modifications will cross-search all person files (except the NICS *Denied Transaction and Unidentified Person Files*), *Vehicle, Boat, Vehicle/Boat Part* and *License Plate Files*.

A vehicle and/or license plate may be entered as part of a wanted person record (**EW**, **EWJ**, or **ET**) provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the wanted person may be operating the vehicle or a vehicle bearing the license plate.

Mere knowledge or verification with the appropriate Department of Motor Vehicles that a vehicle and/or license plate is registered to the wanted person does not meet the criteria for entry of either or both as part of his/her wanted record. [NCIC Manual (Wanted Person)].

Also, if the agency choses to enter the vehicle, during the validation of the warrant the vehicle information must be verified to ensure the vehicle has not been transferred to another individual (if so, it must be removed from the record).

FOR MORE INFORMATION, REFER TO THE NCIC MANUAL (WANTED PERSON).

Still using Microsoft?

On **April 8, 2014**, Microsoft will terminate support for the *Windows XP* Operating System (OS). *Windows XP* is one of the longest running/supported OS's for Microsoft. By the time support ends, XP will have been around for over 12 years. Since XP, Microsoft has released *Vista, Windows 7*, and *Windows 8* OS's for the desktops.
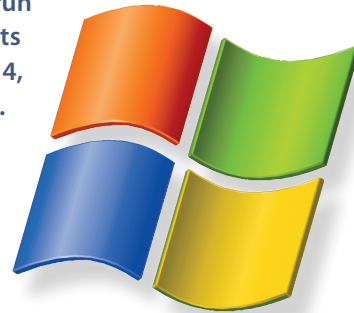
So what does this really mean to you?

Effective April 8, 2014, there will be no further security updates for the *Microsoft XP* OS. Any exploits (viruses, worms, trojans, etc.) found near, or after April 8, 2014, will not be patched. The *Windows XP* OS will continue to run as normal, however, when Microsoft releases its patches on "Patch Tuesdays," after April 8, 2014, the *Microsoft XP* OS will no longer be included.

Since there will not be any further updates, *Windows XP* will become more vulnerable to exploits. New vulnerabilities will certainly be discovered that could impact *Windows XP* on a regular basis. Some of these vulnerabilities may be critical and could allow a hacker to take control or cripple a machine running *Windows XP*.

As such, on April 8, 2014, LEADS will no longer allow machines running Windows XP to connect to our network. Any machine found running Windows XP, on or after April 8, 2014, will be denied access to the LEADS network.

FOR MORE INFORMATION ON MICROSOFT ENDING OF SUPPORT FOR WINDOWS XP, REFER TO THIS LINK: WWW.MICROSOFT.COM/EN-US/WINDOWS/ENDOFSUPPORT.ASPX OR CONTACT LEADS CONTROL AT 1-800-589-2077.

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TRAINING OPPORTUNITIES

- All LEADS classes start promptly at 9AM.
- The classes are available for registration online through nexTEST.
- If you register for a class and cannot make it, withdraw in nexTEST or call Training Officer, Victoria Dowdy at 614-466-7621 to cancel.

CHANGE IN NEW TAC CLASS

LEADS now offers a new TAC class for entering agency TAC's and a new TAC class for non-entering agency TAC's. All new TAC's and new assistant TAC's are required to complete this class within six months of their appointment. You're only required to attend the new TAC class one time.

NEW TAC (ENTERING AGENCY)   9AM - 3PM

JUNE 18
JULY 23
AUGUST 13

NEW TAC (NON-ENTERING AGENCY)   9AM - 3PM

JUNE 20
JULY 25
AUGUST 15

BASIC OPERATOR   9AM – NOON

JUNE 26
JULY 31
AUGUST 28

SPRING TAC IN-SERVICE   9AM – NOON

The annual 2013 TAC In-Service will be held regionally (entering & non-entering agencies together). It is required that all TAC's attend at least one session. While attendance by assistant TAC's is not required, they are encouraged to attend. All classes will be held from 9AM to noon. Dayton and Richfield will have an additional session from 1PM to 4PM.

April 30   Ohio Department of Transportation
Auditorium – 1980 West Broad Street, Columbus, OH 43223

May 2*   Dayton OSHP Post
400 Smith Drive, Clayton, OH 45315

May 7   Ohio Department of Natural Resources
Main Conference Room – 360 E State Street, Athens, OH 45701

May 9   Ohio University Zanesville & Zane State College
Campus Center Room T430 – 1425 Newark Road, Zanesville, OH 43701

May 15   The University of Toledo (Main Campus)
Memorial Field House 2100 – 2801 West Bancroft Street, Toledo, OH 43606

May 21*   Ohio Peace Officer Training Academy
Auditorium – 4055 Highlander Parkway Suite B, Richfield, OH 44286

June 5   Ohio Department of Transportation
Auditorium – 1980 West Broad Street, Columbus, OH 43223

*Indicates two sessions: 9am - noon and 1 - 4 pm.

LEADS
STEERING COMMITTEE MEMBERS

Colonel John Born, Chair
Ohio State Highway Patrol

Chief Dave Bailey
Lancaster Police Department

Judge Gary L. Byers
Maumee Municipal Court

Chief Bruce Gower
Clyde Police Department

Chief Timothy J. Malley
Lakewood Police Department

Sheriff Russell Martin
Delaware County Sheriff's Office

Deputy Superintendent Steve Raubenolt
Bureau of Criminal Identification & Investigation

Sheriff Randy Thorp
Licking County Sheriff's Office

Director Patrick Wright
NORIS

CONTACT INFORMATION

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Lisa Richmond, *Auditor*
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Victoria Dowdy, *Training Officer*
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Kim Palmer, *Accounts Receivable*
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kpalmer@dps.state.oh.us

LEADS FAX NUMBERS

Main: (614) 644-2459
- LEADS Control Room
- External Auditors

Administrative Staff:
(614) 995-1230
- LEADS Security Officer
- General Correspondence
- Participation 13A, 13B, 13C
- New TAC Form
- LASO
- Holder of the Record
- Management Control

Programmers & Technical Security Staff:
(614) 644-0566

MAILING ADDRESS

LEADS
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COLUMBUS, OH 43218-2075