

# The LEADing NEWS

## NEW LEADS STEERING COMMITTEE CHAIR

Major Shawn Davis is a 22-year veteran of the Ohio State Highway Patrol. He began his career in 1993 as a trooper at the Lancaster Patrol Post. Major Davis has worked a variety of assignments during his tenure as a state trooper to include canine handler, executive protection, assistant post commander, post commander of the Jackson Post, public information officer, legislative liaison, Field Operations

executive officer, Special Operations commander and his current assignment as commander of the Office of Strategic Services.

Major Davis is a member of the Ohio Association of Chiefs of Police and has served on the Ohio Sentencing Commission and the Commission on the Rules of Practice and Procedure.

A native of Circleville, Major Davis is a graduate of the

Police Executive Leadership College. He and his wife Andrea have one daughter.



Major Shawn Davis

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LEADS Fee Structure		
LEADS Access Category	Fees	Comments
<b>Non-terminal LEADS Access</b> The agency has no means to run LEADS directly and gets information by requesting it through a terminal agency.	<b>\$600 per year</b> (\$50 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a <i>LEADS Non-terminal/MDT Participation Agreement</i> .
<b>MDT Only Access</b> The agency does not have an office terminal, but utilizes a vendor to provide LEADS service to Mobile Data Terminals (MDT) in patrol cars.	<b>\$1,200 per year</b> (\$100 per month)	Typically billed by the fiscal year July 1 to June 30. Agency must sign a <i>LEADS Non-terminal/MDT Participation Agreement</i> .
<b>LEADS Mobile Service</b> Direct web-based access to LEADS for officers operating Mobile Data Terminals (MDT) in its patrol cars.	<b>\$100 per month</b> plus an additional \$5 per user, per month. <b>Terminal agencies:</b> Terminal fees plus \$5 per user, per month	Agency must sign a <i>Non-terminal/MDT Participation Agreement</i> .
<b>LEADS Terminal Access</b> The agency has a terminal or terminals in its office through which it can access LEADS information.	<b>LEADS circuit based terminal access:</b> \$250 base fee plus circuit cost for telecommunications carrier service, customer premise equipment and annual maintenance. <b>DM-VPN:</b> \$600 per month / \$350 each additional router, same agency. <b>Interface:</b> \$250 per month <b>Internet:</b> \$250 plus \$5 each PC per month and \$5 each user per month.	Agency must sign a <i>LEADS Terminal Agency Participation Agreement</i> .

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

### LEADS ADMINISTRATIVE RULES REVISED

The following LEADS Administrative Rules were revised effective 01/22/15:

- Administrative Rule 1 (Definitions)
- Administrative Rule 4 (Point of Contact)
- Administrative Rule 6 (Dissemination & Record Keeping)
- Administrative Rule 12 (Fees)

The agency TAC must ensure all operators and practitioners have reviewed the revisions and document for auditing purposes.

### LEADS PARTICIPATION AGREEMENTS REVISED

The LEADS Participation Agreements have been revised and will no longer require the LEADS Steering Committee Chair's signature. All agreements must have the agency's current administrator's signature. All LEADS agreements and forms can be found on the CJIS Launchpad/Documents/Forms.



### VEHICLE ENTRY FILE: STOLEN OR FRAUDULENTLY OBTAINED VEHICLE CRITERIA

*Previously, vehicles obtained fraudulently were considered a civil matter and were not to be entered into LEADS/NCIC as a stolen vehicle.*

Questions have been posed to LEADS regarding the possibility of modifying the criteria required to enter vehicles which were obtained fraudulently, as a stolen vehicle. These questions resulted in a review by LEADS and NCIC. After thorough review and discussion, a consensus was reached to amend the criteria.

It has been determined the entry of vehicles obtained by fraud/deception is permitted providing a theft report is filed and the vehicle(s) in question is listed in the theft report. Some examples of fraudulent theft may include, but are not limited to, the following:

- Theft by deception
- Purchased with counterfeit/fraudulent money orders
- Purchased with counterfeit money
- Purchased with stolen or fraudulent credit cards
- Purchased with counterfeit/fraudulent checks

This decision impacts only the **VEHICLE** Entry File.

**EFFECTIVE MARCH 9, 2015**

**LEADS****MOBILE DATA TERMINAL (MDT) SERVICE**

*Effective June 30, 2014, the Law Enforcement Officer Tool-Kit (LEOT) was decommissioned and the LEOT Mobile Data Terminal (MDT) Service was assumed by LEADS.*

***How much will it cost?***

The MDT fee is \$100 per month and an additional \$5 per user, per month. (LEADS does not provide MDT equipment).

***What is included?***

A wide range of inquiries are available through LEADS Mobile (aka LESSA) such as vehicle registrations (in-state/out-of-state), driver license information and photos (in-state/out-of-state), warrant information, computerized criminal history information (CCH) and concealed handgun license information (in-state/out-of-state).

***How will officers take their LEADS certification tests?***

Officers will have full access to nexTEST on the LEADS Mobile MDT.

***Who will be responsible for officer background checks?***

The Terminal Agency Coordinator (TAC) will be responsible for all TAC duties, such as background checks, training, maintaining certification list, etc.

***What are the minimum computer requirements for LEADS Mobile?***

Windows 7 or Windows 8 are acceptable. Windows XP is no longer supported by Microsoft as of April 8, 2014. Any MDT found to be running Windows XP may not be permitted to have access to LEADS Mobile.

***How does an agency sign up for LEADS Mobile?***

If you are interested in LEADS Mobile or have additional questions, please contact LEADS at 614-752-4382 or [kjoseph@dps.ohio.gov](mailto:kjoseph@dps.ohio.gov) between 7:30 a.m. and 4:00 p.m. M – F.

**OHIO HOUSE BILL 234**

*Ohio House Bill 234 (HB234) became law on March 23, 2015.*

HB234 requires sheriffs to contact the National Instant Criminal Background Check System (NICS) to verify concealed handgun license (CHL) applicants are lawfully eligible to receive or possess a firearm in the United States. The NICS check shall be completed through LEADS, using the query *NICS and all Protection Orders (QNP) with Purpose Code 14* (permit firearms state). Responses received from the QNP can be used to determine CHL eligibility. Sheriffs are encouraged to contact the local prosecutor with questions on determining eligibility.

Instruction on *Conducting an NCIC QNP* is available on the CJIS LAUNCHPAD > CJIS TRAINING > NICS Training folder.

**FBI NUMBER**

*In the past, NCIC/III has used FBI numbers (called FNU's) to index a subject's criminal history record.*



Under the **Next General Identification** (NGI) system, subjects will be indexed using fingerprint based identities and will be referenced by a **FBI Universal Control Number** (FBI UCN). As of now and for the purposes of NCIC this is where this change ends.

The UCN simply means the individual has an identity in the NGI System. The FBI UCN will be a unique identifying number regardless of the fingerprint type submission (criminal, civil or unsolved latent) it came in under.

**EFFECTIVE JULY 2015**



### SECOND-PARTY CHECK

Agencies that enter records in LEADS/NCIC are responsible for accuracy, timeliness, and completeness.

The accuracy of LEADS/NCIC records is an integral part of the LEADS/NCIC System. The accuracy of a record must be double-checked by a second party at initial entry only. Second-party check documentation must be maintained on file.

**LEADS ADMINISTRATIVE RULE 4201:2-10-05**

### DRIVING RECORD CHANGE ADVISORY

Display of the **death certificate location** information on the return of a driving record.

The death certificate location information will appear as follows:

**\*\* DRIVER LICENSE INFORMATION \*\***

DLN: RF999999 CLASS: D ISS: 08/24/1994 EXP: 08/27/1998

STATUS: DECEASED

RESTRICTIONS: NONE

DEATH DATE: 03/23/1999 COUNTY: MARION CERTIF: 024038 VOLUME: 31905

**EFFECTIVE SEPTEMBER 2015**



### SECOND-PARTY CHECKS PROCESS FOR ELECTRONIC RECORDS MANAGEMENT SYSTEMS

The second-party check of records may be either a manual or an electronic process.

Regardless of the method, the second-party check process must include a “record-to-record” and “field-to-field” comparison to ensure the accuracy and completeness of the data. If the second-party check process is being done manually, the process must include comparison of the entered LEADS record against the source document. ✓

When the second-party check process is being done electronically, the data transfer process must be tested, verified, and trusted prior to implementation. In addition, periodic (at least annually) synchronizations\* between the electronic system and the entered data are required to identify errors that may have occurred in the transfer process. An electronic records management system must also be synchronized after software/hardware upgrades and system maintenance.

In order for a system to system data transfer to serve as the second-party check on data transferred from the electronic records management system to LEADS front-end testing and verification are required. If the agency’s electronic records management system searches other databases or systems, the second-party check process must also include a file synchronization against the other databases or systems and appropriate follow-up to resolve discrepancies to ensure the accuracy and completeness of the entered LEADS records.

\*Synchronizations refers to processes (e.g., submission of test records) to ensure the data integrity of new records.

**EFFECTIVE 9/22/2014**

## PROTECTION ORDERS: EPO VS ETO

It was discovered during Ohio's 2014 NCIC audit that some LEADS terminal agencies are entering Ex Parte Protection Orders using MKE/ EPO or EPOC, while other agencies are entering the Domestic Violence Temporary Protection Orders using MKE/ETO or ETOC.

MKE/ETO or ETOC is reserved for *Ex Parte* Protection Orders. *Ex Parte* is a Latin phrase meaning "for one party". The subject of the order did not have notice of or the opportunity to participate in an *Ex Parte* hearing. Therefore, the subject does not meet the Brady-criteria specified by law. The court should indicate 'NO' to the Brady-criteria questions on FORM 10-A. The entering law enforcement agency must enter 'NO' to the second Brady-criteria question. In addition, all *Ex Parte* Protection Orders must contain a specific Date of Expiration (EXP). *Ex Parte* Protection Orders are Forms 10.01-H, 10.03-E, or 10.02A with *Ex Parte* being marked.

In contrast, MKE/EPO or EPOC is reserved for Domestic Violence and Stalking/Sexually Oriented Offense Civil Protections Orders (Full Hearing – CPO) and the Domestic Violence Criminal Case Temporary Protection Order (DVTPO).

**Note:** As it concerns Ohio's protection orders, Temporary and *Ex Parte* do not have the same meaning and are not to be treated interchangeably.

The DVTPO expires when the alleged offender's criminal case ends, or when a new CPO is issued based on the same facts.

## MILITARY PROTECTION ORDERS (MPO)

NCIC Protection Order File (POF) criteria for entry now includes Military Protective Orders (MPOs).

For MPOs Protection Order Condition (PCO), 08 will be indicated with the following mandatory caveat entered in the Miscellaneous (MIS) Field:

THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT).

**EFFECTIVE** 9/22/2014

## OUT-OF-STATE IDs IN THE OLN FIELD

The LEADS programming staff recommends entering agencies place the out-of-state ID number in the OLN field of the WANTED PERSON entry, instead of the MNU field.

In doing so, the DQ transaction will search and find a subsequent WANTED PERSON entry.

If the out-of-state ID number is entered into the MNU field of the wanted record:

- DQ will not find the warrant; it's looking for data in the OLN field.
- QW will only find the warrant if the MNU field is filled out in the query string.

## CCH: DNA REGISTRATION

When the Ohio Bureau of Criminal Investigation (BCI) has DNA on file for a subject, the top of their CCH response will indicate DNA is registered in the Ohio DNA Offender Database. It is listed *for investigative reasons only*.



When entering warrant information into LEADS/NCIC and the Messenger form asks if DNA is available, answer 'YES' *only if your agency has DNA, or another police department/sheriff's office has stated it has DNA*.

Do not base your answer on the CCH response indicating DNA is registered in the Ohio DNA Offender Database.

**TECHNICAL OPERATOR UPDATES (TOUs):**

**DETAINERS** (JULY 28, 2014 TOU) 14-6  
Change to allow the owning ORI of a detained Wanted Person File record the capability to delete vehicle, license plate, and investigative interest data.

**EFFECTIVE AUGUST 2015**

**LOCATES** (JULY 28, 2014 TOU) 14-6  
Change to allow the ORI of record to place a LOCATE on its own record.

**EFFECTIVE AUGUST 2015**

**OHALLTERM MESSAGES**

LEADS Control would like to remind agencies of the proper format to send an OHALLTERM message. Many agencies are listing OH in the ORI field which routes the messages to LEADS CONTROL only. When sending an AM MESSAGE for ALL OHIO TERMINALS, the proper ORI format is OHALLTERM.

**ADMINISTRATIVE MESSAGES**

*Administrative Messages must follow LEADS Administrative Rule 6's guidelines for the message content, length, and fees.*

**Administrative Rule 6, Paragraph F states:**

All terminal, quadrant and out-of-state messages shall be limited to those relating to formal criminal justice duties. Messages prohibited on the NLETS pursuant to Rule 4501:2-10-08 of the Administrative Code are also prohibited on LEADS.

**Ohio Administrative Code (OAC) 4501:2-10-08 Paragraph B3-f states:**

No excessively long messages. No social announcements, no solicitation of funds, the course must provide a direct service to law enforcement and not name a private company.

### **NEW LEADS EXTERNAL AUDITOR**

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LEADS announced the selection of Lori L. Click as the new LEADS External Auditor effective, December 29, 2014. Her career with the Ohio State Highway Patrol began in December 1996 as a radio dispatcher. She served at the West Jefferson and Marysville posts prior to a promotion to the Patrol's Office of Investigative Services. In June 2005, she returned to dispatching at the Columbus Communications Center where she was promoted to supervisor before taking a position as a CAD Specialist. She transferred to a supervisor position in the Patrol's Fiscal Services section prior to her promotion to LEADS.

Lori is originally from Iowa and a lifelong learner. She earned a Bachelor of Science in business with specialization in human resources from Simpson College. She also graduated from Capital Law School as a certified paralegal. She was voted West Jefferson's Post Dispatcher of the Year twice and earned honors as Columbus District Dispatcher of the Year. She also has been a Gold Star certificate winner.

In her spare time, she enjoys being with family and friends, reading, walking in 5k events, and volunteering for charitable events. She and her husband Steve like to travel. They have been married for 10 years and have a son, Kenny.



**Lori L. Click**

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**2015 SPRING TAC IN-SERVICE**

The annual 2015 TAC In-Service will be held regionally (both entering & non-entering agencies). It is required all TACs attend one session. While assistant TACs are not required to do so, they are invited to attend.

All classes will be held from 9am to noon. Dayton and Richfield sites will have additional sessions from 1pm to 4pm.

**May 4** Ohio Department of Transportation  
Auditorium  
1980 West Broad Street  
Columbus, OH 43223

**May 13–14** Dayton OSHP Post  
400 Smith Drive  
Clayton, OH 45315

**May 18** Ohio University – Zanesville  
& Zane State College  
The Campus Center, Room 430  
1425 Newark Road  
Zanesville, OH 43701

**May 28** Ohio Peace Officer Training Academy  
Auditorium – Suite B  
4055 Highlander Parkway  
Richfield, OH 44286

**June 2** Ohio Department of Natural Resources  
360 E. State Street  
Athens, OH 45701

**June 4** The University of Toledo (Main Campus)  
Field House 2100  
2801 West Bancroft Street  
Toledo, OH 43606

**June 9** Ohio Department of Transportation  
Auditorium  
1980 West Broad Street  
Columbus, OH 43223



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## READ & SIGN

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**TRAINING OPPORTUNITIES**


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- All LEADS classes start promptly at 9AM.
- The classes are available for registration online through nexTEST.
- If you register for a class and cannot attend, withdraw in nexTEST or contact Training Program Manager Jacqueline Baylor at (614) 466-7621 or [jbaylor@dps.ohio.gov](mailto:jbaylor@dps.ohio.gov).

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**NEW TAC (ENTERING AGENCY) 9AM – 3PM**


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JULY 16  
AUGUST 13  
SEPTEMBER 17

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**NEW TAC (NON-ENTERING AGENCY) 9AM – 1PM**


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JULY 9  
AUGUST 26  
SEPTEMBER 24

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**BASIC OPERATOR 9AM – NOON**


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JULY 23  
AUGUST 20  
SEPTEMBER 29

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**PROTECTION ORDER TRAINING 9 – 11AM**


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SEPTEMBER 14

Ohio Supreme Court's Domestic Violence Counsel provides the *Protection Order Training* class. This class is open to all applicable agency TACs and operators. The class will be held in the Ohio Department of Transportation Auditorium, 1980 West Broad Street, Columbus, Ohio 43223.

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**LEADS**


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**STEERING COMMITTEE MEMBERS**


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**Major Shawn Davis, Chair**  
Ohio State Highway Patrol

**Chief Dave Bailey**  
Lancaster Police Department

**Judge Gary L. Byers**  
Maumee Municipal Court

**Joe Dietz, Director – Investigative Services**  
Bureau of Criminal Investigation

**Chief Bruce Gower**  
Clyde Police Department

**Chief Timothy J. Malley**  
Lakewood Police Department

**Sheriff Russell Martin**  
Delaware County Sheriff's Office

**Peggy O'Neill, Manager**  
Hamilton County Regional Crime Information Center

**Sheriff Randy Thorp**  
Licking County Sheriff's Office

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**CONTACT INFORMATION**


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**LEADS Control Room:**  
(800) 589-2077

**Les Reel, LEADS Administrator**  
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[lreel@dps.ohio.gov](mailto:lreel@dps.ohio.gov)

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(614) 466-0673  
[lclick@dps.ohio.gov](mailto:lclick@dps.ohio.gov)

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**LEADS FAX NUMBERS**


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

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

**Administrative Staff:**  
(614) 995-1230

- General Correspondence
- Participation Agreements
- New TAC Form
- LASO
- Holder of the Record
- Management Control

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**MAILING ADDRESS**


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

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**PUBLIC WEB SITE**


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[WWW.LEADS.OHIO.GOV](http://WWW.LEADS.OHIO.GOV)