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The current on-line manuals are available through the LEADS Data Portal and should be used for all transactions in the LEADS.

This compilation is for your convenience in completing the nexTEST.

LEADS and NCIC Manuals and Files

LEADS Manual

- [General Information](#)
- [Administrative Message](#)
- [Caution Ohio Police - COP File](#)
- [Concealed Handgun License](#)
- [Hit Confirmation](#)
- [Image File](#)
- [License Plate File](#)
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NCIC Manual (Available Online)

- [Introduction](#)
- [Article](#)
- [Boat](#)
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- [Gang File Group Code Request](#)
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- [Identity Theft](#)
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- [Protection Order](#)
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- [Securities](#)
- [Sexual Offender \(NSOR\)](#)
- [Supervised Release](#)
- [Unidentified Person](#)
- [USSS Protective Order](#)
- [Validation Fixed Formats](#)
- [Vehicle Boat Part](#)
- [Vehicle](#)
- [Violent Person](#)
- [Wanted Person](#)

LEADS Administrative Rules and Security Policy

ADMINISTRATIVE RULES

- RULE 1 [4501-2-10-01 Definitions](#)
- RULE 2 [4501-2-10-02 LEADS Steering Committee](#)
- RULE 3 [4501-2-10-03 Participation in LEADS](#)
- RULE 4 [4501-2-10-04 LEADS Points of Contact](#)
- RULE 5 [4501-2-10-05 Validations](#)
- RULE 6 [4501-2-10-06 Dissemination and Record Keeping](#)
- RULE 7 [4501-2-10-07 LEADS Audits](#)
- RULE 8 [4501-2-10-08 NLETS](#)
- RULE 9 [4501-2-10-09 NCIC](#)
- RULE 10 [4501-2-10-10 LEADS Owned Equipment](#)
- RULE 11 [4501-2-10-11 Sanctions](#)
- RULE 12 [4501-2-10-12 Fees for Participation in LEADS](#)
- RULE 14 [4501-2-10-14 Interpol](#)

LEADS Security Policy

- [LEADS Security Policy - Version 4-5](#)

BCI Manual **Not a Public Record**

Available online when logged on to eCLEAR, in the Manuals tab.

Click the image below to open the LEADS Data Portal to access online manuals



OHIO LAW ENFORCEMENT AUTOMATED DATA SYSTEM

LEADS

Law Enforcement  Automated Data System

MANUAL 2018

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INTRODUCTION TO THE LAW ENFORCEMENT AUTOMATED DATA SYSTEM (LEADS)

In the mid-1960s, many law enforcement administrators began to realize computers could be used in law enforcement operations. At that time, computers were coming into popular use in business and industry to store and retrieve information; computers could accomplish in seconds what it might take hours, days, or even weeks to accomplish by telephone, telegraph, or mail. Law enforcement administrators saw the instant access computers could provide to information would be invaluable for criminal justice purposes. They saw computerized information systems could play a critical role in *providing for the security and safety of the officer on the street*.

In Ohio, an initial feasibility study was conducted to identify specific areas in which a computerized data system could provide needed services to all law enforcement agencies within the state. This study, funded by the Office of Law Enforcement Assistance of the U.S. Department of Justice, began in July 1966 and determined a computerized data system could provide several critically needed services:

- Statewide storage of crime information
- Immediate response to police inquiries
- Easy access to criminal information files by law enforcement agencies

Given the results of the feasibility study, another federal grant was obtained in October 1967 to begin work actually designing and programming Ohio's LEADS. A coordinating committee was formed to oversee the work of development.

The coordinating committee was chaired by a representative of the Ohio State Highway Patrol, the agency charged with operating LEADS. Other members include, the Buckeye State Sheriff's Association, Ohio Association of Chiefs of Police, Bureau of Criminal Investigation (BCI), police departments representing smaller police departments, county sheriff's offices representing metropolitan area sheriff's offices, and the chief justice of the Ohio Supreme Court or his/her designee representing courts. LEADS became operational in November 1968.

Another federal grant was obtained by the State of Ohio while LEADS was being developed and put into operation to assist in providing some 175 additional computer terminals for installation in local law enforcement agencies throughout the state. This five-year grant was funded by the National Highway Traffic Safety Bureau of the U.S. Department of Transportation. With this grant, the total amount of federal grant funding for the development and installation of LEADS came to \$4.2 million. The capabilities of LEADS in November 1968 consisted of message-switching among terminals and accessing information in stored mainframe files. Message switching was used and continues to be used to send messages back and forth among law enforcement agencies. Three information files were stored on the mainframe when LEADS first became operational:

- Operator's license information
- Vehicle registration information
- Auto alert information on stolen cars

The first known hit through LEADS occurred shortly after the system became operational. The Toledo Police Department entered a stolen 1969 Cadillac in the Auto Alert file on December 1, 1968. On May 13, 1969, the FBI in San Juan, Puerto Rico, made an inquiry by serial number and got a hit on the vehicle.

Consider how long it would have taken for FBI personnel in San Juan to find out the vehicle was stolen if they hadn't had access to a computerized data system.

LEADS was not designed only to provide criminal justice information to law enforcement agencies *within* the State of Ohio. LEADS was also intended to form a vital component of the National Crime Information Center (NCIC) operated by the Federal Bureau of Investigation (FBI) in Clarksburg, West Virginia. NCIC maintains computer files of information provided by each of the fifty states. LEADS users in Ohio can access NCIC files through LEADS, just as users in other states can access NCIC files through their own states' systems. Thus, LEADS provides criminal justice information from across the country to Ohio law enforcement agencies and, at the same time, provides criminal justice information from Ohio to law enforcement agencies across the country.

LEADS DATA FILES

LEADS has many database files which it owns and maintains, as well as the ability to communicate with several other entities and access data from their data files. The certification level of LEADS users will determine what information they have access to and what functions (query, enter, update, etc.) they may perform pertaining to that data.

(The files in *italics* cannot be modified by end users).

- Agency (agencies who have or had an active agreement with LEADS)
- Caution Ohio Police (COP)
- Concealed Handgun License
- Dental
- Images
- License Plates (stolen / missing)
- *Local Weather* (loaded from NWS)
- Missing Persons
- *ORI* (the ORIs that are associated with active agencies)
- Parts (vehicle)
- Persons with Information (associated with Missing Persons PWI)
- Supplemental Data (AKA, SMT, DOB, add on warrants, etc)
- Towed Vehicles
- *Trap File* (this is a behinds the scene file and not accessible by the end-user)
- Vehicles (stolen / used in a felony)
- Wanted Persons

PROVIDING ORIGINAL INFORMATION TO LEADS OPERATORS

The LEADS access device in your agency is the key link in the LEADS communications chain. It is used to transmit data back and forth to LEADS.

The Ohio State Highway Patrol (OSHP) acts as the Criminal Justice Information System (CJIS) Systems Agency for LEADS.

OSHP provides leadership, monitoring, and assistance to local law enforcement agencies in system operation and integrity.

They oversee administrative safeguards to deny all access by unauthorized persons to LEADS files, computers, or output. OSHP monitors and assists local agencies in updating files to ensure complete, accurate, and current information is available.

Basic policy and procedures for LEADS are recommended by the LEADS Steering Committee.

LEADS was designed to fulfill one basic purpose: to provide for the safety and security of the officer on the street.

A LEADS fully qualified operator (FQO) is defined as someone who can operate a LEADS access device with the capabilities to enter, cancel, clear, modify, query, locate, detain and submit hit confirmations. An inquiry only operator (INQ) is defined as someone who can operate a LEADS access device, with the capabilities to query, locate and submit hit confirmations only.

A LEADS mobile data terminal (MDT) operator is defined as someone who can operate a mobile access device. There is no MDT certification. A MDT operator will have an INQ or FQO certification which permits them to operate a LEADS access device. For training purposes all LEADS operator's reference the same training material.

A LEADS practitioner is non-certified personnel authorized to receive LEADS data. Non-certified personnel request LEADS information from a certified operator.

Practitioners can help fulfill the basic purpose of LEADS which includes the following:

- Providing accurate and complete information to LEADS operators
- Assisting in the proper dissemination and record keeping of LEADS data
- Maintaining confidentiality and integrity of the LEADS information

LEADS certified operators enter new information into system records on a regular basis. Vehicles and other objects are reported stolen, persons are reported missing, warrants are issued, lost property is recovered, and wanted persons are apprehended. It is critical that complete, accurate, current, and legible information is provided.

Criminal Justice Purposes

The term criminal justice is frequently used—criminal justice purposes, criminal justice information, criminal justice agencies. The meaning of the term criminal justice is important in discussing the appropriate use of LEADS capabilities and information.

A criminal justice agency is defined as one of two types of agencies:

- A Court
- A governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part (fifty per cent or more) of its annual budget to the administration of criminal justice.

The administration of criminal justice is the performance of any of the following activities:

- Detection
- Apprehension
- Detention
- Pretrial release
- Post-trial release

- Prosecution
- Adjudication
- Correctional supervision
- Rehabilitation of accused persons or criminal offenders

The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information.

The types of personnel involved in the administration of criminal justice can include a wide range of people in a variety of positions:

- Sworn law enforcement personnel
- Non-sworn personnel and investigative analysts
- Officers of the court
- Probation and parole officers
- Corrections employees
- Prosecutors
- Pathologists and medical examiners

Note: There are some coroner's offices that are entitled to information. These offices have an assigned ORI ending in K. They may receive information from the Unidentified and Missing Persons Files only.

These definitions are critical in maintaining the security of LEADS and in using and disseminating LEADS information appropriately.

Inquiries

Practitioners can request a wide range of inquiries on the subjects of LEADS and NCIC records. A response is received only if data has been entered and an appropriate inquiry has been made.

For example, inquiries are ran for the following reasons:

- Vehicle or boat registration
- Vehicle or boat reported stolen
- Vehicle reported being used in commission of felony
- License plate reported stolen or missing
- OLN or state issued ID status
- Driving record
- Pending warrant
- Concealed Handgun License (CHL)
- Missing Person entry
- Caution record
- Stolen or recovered gun
- Stolen article or security
- Towed or immobilized vehicle
- Aircraft's registration
- Hazardous material permits
- Computerized Criminal History(CCH)

Practitioners can obtain other helpful information from LEADS, NCIC, and NLETS inquiries:

- **Weather** – Information on weather conditions in Ohio and most surrounding states.

- **Towed/Immobilized Vehicle** – Storage location and conditions for release of vehicles towed by law enforcement agencies in Ohio.
- **Aircraft Registration and Tracking** – Registration and tracking information is provided for aircraft through NLETS.
- **Hazardous Materials** – Information provided on hazardous material permits and registered permit holders. This data may be shared with emergency response teams, hazmat crews, homeland security, or EPA response teams as designated.

On-line Queries

LEADS operators query the system for active files. On-line queries provide information almost instantly from current records.

Off-line Search Request

In addition to on-line queries, the practitioner may also request an off-line search. Off-line searches do not provide an instant response but often provide useful information because they search archived data. For example: *how many times and by what agency a particular license plate has been run in the past six months.*

Note: Off-line search timeframes can go back current year, plus previous six years.

Hit Confirmation

Any agency which receives a record(s) in response to a LEADS and/or NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit NCIC record: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order.

Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record *and is within the geographical area of extradition* must confirm the hit.

LEADS and NCIC policy requires the entering agency respond to requests for hit confirmation within 10 minutes or one hour (as determined by the requesting agency) of receiving the request. This hit confirmation policy helps to ensure locating agencies receive a prompt response to their request and provides documentation the record is still valid.

CCH Inquiries

Computerized Criminal History (CCH) inquiries can be a valuable tool in criminal justice operations. Practitioners can request a subject's criminal history for the administration of criminal justice. Practitioners must provide LEADS operators a specific reason/case number for the inquiry to be made. The CCH file is maintained BCI. Other states' CCH files can be requested through NLETS or NCIC's III.

Administrative Messages

An administrative message (AM) may be sent from one terminal to another terminal at another location. The information to be transmitted must be in a prescribed format. Unnecessary messages with superfluous verbiage or embellishments are prohibited. Messages should contain information for criminal justice purposes that cannot be obtained through basic LEADS functions.

LEADS administrative messages must be used for criminal justice purposes. LEADS Administrative Rules specifically state that non-criminal justice messages are prohibited.

Prohibited messages include social announcements, holiday greetings, convention notices, retirement announcements, personal inquiries, employment opportunities, and equipment sales, solicitation of funds for political issues or purposes, and labor-management issues. Practitioners are required to make every reasonable effort to ensure the accuracy, completeness, and conciseness of messages they request to be sent.

AP Messages

Specific restrictions apply to All Point (AP) messages sent using LEADS message switching. LEADS Administrative Rules require that all all-terminal, quadrant, county-of-terminal agency, adjacent-county, and out-of-state messages be strictly controlled to ensure only those messages meeting widespread criminal justice needs are transmitted.

Information Resources

There is online access to various criminal justice information:

- LEADS Administrative Rules
- LEADS Manual
- LEADS Security Policy
- LEADS Newsletters
- NCIC Operating Manual
- NLETS Manual
- NDEX Manual
- NICS Manual
- Various other forms, documents and training information

MAINTAINING SYSTEM SECURITY, APPROPRIATE USE AND DISSEMINATION

All personnel who have access to Criminal Justice Information (CJI) have a responsibility to maintain the security of LEADS and the information it contains. They must ensure LEADS information is disseminated only to authorized personnel for appropriate purposes. LEADS information may only be shared for *criminal justice purposes*.

If the agency has an Originating Agency Identifier (ORI) and a current agreement on file, they qualify as a criminal justice agency and information can be shared with them.

The LEADS Manual, LEADS Administrative Rules, LEADS Security Policy, NCIC Operating Manual, NLETS User Policy Manual, and the LEADS Newsletters **are** public record.

ASSISTING IN VALIDATION

Validation is a formal procedure used by LEADS and NCIC to help maintain the integrity of the system.

When records entered into a LEADS or NCIC file by a law enforcement agency are to be validated the agency reviews the record to ensure it contains all available information, all information contained is accurate, and the original report or warrant in the record is still outstanding or current.

Apprehending and recovering agencies need to be able to act on the information contained in a record with reasonable confidence. Validation protects not only the locating agency but the entering agency as well. Validation provides an opportunity for the entering agency to review files periodically and ensure the records the agency has entered meet its legal obligation.

The agency's legal obligation to maintain complete, accurate, and current information is crucial. If an individual is wrongfully arrested based on incomplete, inaccurate, or non-current information maintained by an agency in LEADS, the individual can sue the agency for damages. Numerous court cases have established the clear liability of criminal justice agencies in this area.

The requirements and schedule for validation are as follows:

- Each record must be validated at 60 to 90 days of its initial entry and annually thereafter.
- Article records are not subject to validation requirements unless *Type T (Hazardous)*, *Type Q (Lost or stolen items of identification associated with Public Safety, Homeland Security, and Critical Infrastructure)* and *Type Z (Lost or stolen equipment associated with Public Safety, Homeland Security & Critical Infrastructure)*.

Every month LEADS provides each entering agency with a listing of each record the agency must validate that month. The records are organized in two groups:

- **Records entered 60 to 90 days previously** – the list of records to be validated received in April would contain all the records entered in January of the current year.
- **Records last validated one year ago** – records are validated annually after their original validation, all records entered in January would first be validated in April and then validated annually in April thereafter.

When an agency retrieves the list of records to validate each month from LEADS, each record listed must be checked to ensure it contains accurate and complete information and to verify the person or property is still wanted or missing. Your agency may ask you to review your original case files and re-contact original sources of information (i.e. victims, complainants, next of kin of missing persons, insurance companies) to verify the information in the records is still complete, accurate, and current.

Documentation of the response must be provided when re-contacting original sources. A notation in the ongoing case file can identify who was spoken to, the date of contact and status of person/item. This documentation helps establish the information verification as required.

THE INTERNATIONAL JUSTICE AND PUBLIC SAFETY INFORMATION SHARING NETWORK (NLETS)

The International Justice and Public Safety Information Sharing Network (NLETS) formerly known as the National Law Enforcement Telecommunications System is made up of representatives of law enforcement agencies from each of the 50 states, the District of Columbia, Puerto Rico, U.S. Virgin Islands, many Federal law enforcement agencies and the National Insurance Crime Bureau (NICB). There is also a connection to the Canadian Police Information Centre (CPIC). NLETS is incorporated under the laws of the State of Delaware and is a non-profit organization whose purpose is to provide interstate communications to law enforcement, criminal justice and other agencies involved in enforcement of laws.

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.

The LEADS Trap File was created for law enforcement agencies who 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.

For more information on the LEADS Trap File refer to Other Transactions.

QUERY LEADS DENY FILE (QLD)

The Query LEADS Deny (QLD) transaction was created to assist in pre-employment checks during the hiring process. This message key is only available to TAC's and gives them the ability to see if a potential employee has been denied access to LEADS.

The QLD transaction checks against user records and can be queried by OLN or First Name and Last Name. One of three transaction results will be displayed.

For more information on the Query LEADS Deny File refer to Other Transactions.

OHIO BUREAU OF MOTOR VEHICLES (BMV) {QUERY ONLY}

Automated Title Processing System (ATPS)

This file contains information on all businesses and individuals who have a vehicle title, or titles, registered within the state of Ohio. Each inquiry is designed to retrieve different parts of the title information.

Therefore, the data retrieved from ATPS will be determined by which inquiry is selected. This enables the user to focus on certain parts of information associated with the title.

The title information contained within ATPS is for inquiry purposes only. Since this a Bureau of Motor Vehicles file operators cannot enter, cancel, modify, or update information in the file.

Operator's License

The BMV Operator's License File contains records of operator licenses and identification cards issued by the State of Ohio. Information contained in the record includes the following:

- Name
- Address
- Sex, date of birth, height, weight, hair color, eye color
- Social Security number

- Operator's license number, class, expiration date, and date of issue
 - Previous operator's license number (if current renewal, duplicate, or replacement license was issued after October 1, 1979)
 - Anatomical donor status
 - Endorsements
 - Operator's license status (valid, revoked, or suspended)
 - Restrictions (e.g., corrective lenses, mirrors)
- Driving convictions

Operator's Image

The BMV Image File contains pictures of those persons who were issued an operator's license or identification card by the State of Ohio.

Vehicle Registration

The BMV's Vehicle Registration File contains information about vehicles registered in Ohio and about their owners. Information on these records includes:

- Vehicle license plate number, year of expiration, and type
- Owner's name, Social Security Number, and sticker or control number
- Owner's full address, including ZIP, county, and state code
- Vehicle identification number, year, make, model and color; date vehicle purchased
- Vehicle title number and odometer reading at time of purchase; weight (for commercial vehicles only)
- Date vehicle license plate issued; agency number of BMV registrar; application number; previous license plate number, and the plate color

Emergency Contact Query

The BMV maintains a database to track next of kin. This file contains emergency contact information for persons issued an Ohio driver license, commercial driver license, temporary permit or state ID card.

OHIO BUREAU OF CRIMINAL INVESTIGATION (BCI){QUERY ONLY}

Computerized Criminal History (CCH)

One of the most sensitive files accessed through LEADS is the Computerized Criminal History (CCH) file. This file contains the criminal histories of individuals in Ohio. Information is stored in the CCH file on all arrests and adjudications of individuals in the state, whether those individuals are residents of Ohio or not. CCH records reflect the continuing history on an individual in Ohio, so they are updated every time an active case progresses from one stage to another of the criminal justice process. The Ohio Attorney General's Office at BCI is the central repository for this information.

Juvenile BCI records are maintained starting at age 14.

The CCH records of individual states are not entered in NCIC files. Instead, NCIC maintains the Interstate Identification Index (III), which lists the individual states that have a CCH record on an individual. LEADS users can find out which other states have CCH records on an individual by querying the III; the CCH records of those other states are then accessed through NLETS. FBI identification records of individuals' criminal history are also maintained in the III and can be accessed through NLETS.

A CCH record contains information identifying the individual and detailing his or her specific criminal history in the state:

- Name, state ID number, and FBI number of the individual
- Sex, race, birth date, height, weight, eye color, hair color, and birth place of the individual
- An accounting of the individual's progress through the state's criminal justice system, organized by individual arrests:
 - o Arrest: Date of arrest, arresting agency, case number, name used, and charge
 - o Trial or other resolution: Court of jurisdiction, court number, case number, charges, date of trial or other resolution, disposition (including sentence if appropriate)
 - o Appeal or retrial: Court of jurisdiction, court number, case number, charges, date of trial or other resolution, disposition (including sentence if appropriate)
 - o Release, parole, or probation: name of receiving agency, case number, and status of individual (if appropriate); date of action

Each record also contains a reminder the record only contains information from a single state and the information should only be considered current for the date of request.

OHIO HOMELAND SECURITY {QUERY ONLY}

The Scrap Metal File is maintained by the Ohio Department of Public Safety Homeland Security. This file contains all registered scrap metal and bulk merchandise container dealers so our users can retrieve a list of active dealers.

To verify information, visit the Ohio Homeland Security website at www.homelandsecurity.ohio.gov.

OP3 – OHIO PUBLIC PRIVATE PARTNERSHIP {QUERY ONLY}

Emergency Partner Credentialing System (EPCS)

The Emergency Partner Credentialing System (EPCS) is part of the Communications and Information Management System that was created by the Ohio Homeland Security and the Ohio Department of Public Safety. EPCS allows our users to verify persons or vehicles that have been approved by Ohio Homeland Security and the Ohio Emergency Management Agency (EMA) to have access to geographic areas that have restricted access due to a catastrophic event. Persons that have been granted access to these areas are private sector persons that are to help facilitate the quality of life to the affected community more quickly (i.e. deliver food, medication, emergency supplies, inspect/restore utilities, etc.).

EPCS does not supersede the authority of local authorities to deny access to affected areas due to the restricted area being unsafe or unstable.

For more information about OP3, visit Ohio Homeland Security's OP3 website at <https://homelandsecurity.ohio.gov/op3.stm>.

OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS {QUERY ONLY}

Inmate Progression System (IPS)

The Inmate Progression System (IPS) is maintained by the Ohio Department of Rehabilitation and Corrections (ODRC). It is used to track the progress of its clients through the corrections system. ODRC provides LEADS with a fresh copy of IPS data on a daily basis so our users can retrieve inmate, parole, and probation information.

To verify information, visit the ODRC website at www.drc.ohio.gov.

SUPERVISED RELEASE FILE (DEPUTY SUZANNE HOPPER ACT)

Deputy Suzanne Hopper Act (Senate Bill 7)

Hopper Act requires reporting of mental health information

Ohio's new Deputy Suzanne Hopper Act requires that courts report certain mental health information to law enforcement for inclusion in the National Crime Information Center (NCIC).

Effective Sept. 4, 2013, the act amended Ohio Revised Code Section 2945.402 and added Section 2929.44 to require courts to report the following to the original law enforcement agency involved:

- The conditional release of a person found incompetent to stand trial
- A finding of not guilty by reason of insanity
- The mental health evaluation or treatment orders for a person convicted of a violent offense

Beginning Jan. 1, 2014, per Sup. R. 95, courts are to use Form 95: NCIC Mental Health Notice to report this information. The original law enforcement agency is then responsible for entering the mental health information into NCIC through LEADS so that local officers can access it when needed.

Law enforcement must access NCIC information through LEADS. Because this mental health information is provided directly to NCIC, an individual's record cannot be flagged to indicate more information is available through LEADS. Information related to these reports is not available through OHLEG.

NATIONAL CRIME INFORMATION CENTER (NCIC)

(The files in *italics* cannot be modified by end users).

- Articles
- Boats
- *Foreign Fugitives*
- Gang
- Gun
- Identity Theft
- *Interstate Identification Index (III)*

- Image
- *Immigration Violator*
- *Known or Appropriately Suspected Terrorist File (KST)*
- License Plate
- Missing Person
- *Originating Agency Identifier (ORI)*
- Other Transactions
- Persons with Information (associated with Missing Person PWI)
- Protection Order
- Protective Interest
- Securities
- Sexual Offender Registry
- Supervised Release
- Unidentified Person
- Vehicle
- Vehicle / Boat Parts
- Violent Persons
- Wanted Person

Interstate Identification Index (III)

The III is parallel with Ohio's BCI CCH File.

NCIC maintains a record of the states that have a CCH record on an individual. LEADS users can learn which states these are by querying the III using the individual FBI number or state ID (SID) number.

Appropriate state agencies are automatically notified by NCIC of the inquiry through NLETS and will immediately send either the appropriate record or a notice of when the record will be sent. (Pennsylvania, for example, only provides records through the mail).

In addition, NCIC responds to LEADS users by an on-screen response listing the agencies who will respond and their identification numbers.

CCH records maintained by other states and FBI identification records are very similar to BCI's CCH records. They provide identifying information about the individual and a detailed accounting of the individual's criminal history, organized by arrests. The CCH records of another state will only provide information on the individual's history in that state.

Originating Agency Identifier (ORI)

Included in NCIC's ORI File are records of all ORIs issued to domestic criminal justice agencies. Out-of-State ORI information is also available through NLETS. LEADS users may query the file to determine the exact name, address, and telephone number of the agency.

Terminal agencies must use the non-terminal ORI for inquiry functions when the request is initiated by the non-terminal agency. ORI substitution does not apply when entries are made for the non-terminal agencies.

Note: ORI substitution does not apply to CCH transactions.

NATIONAL INSTANT BACKGROUND CHECK SYSTEM (NICS)

The creation of the NICS system was mandated by the Brady Handgun Violence Prevention Act of 1993. The NICS system was officially launched by the FBI in November of 1998.

The mission of NICS is to enhance national security and public safety by providing the timely and accurate determination of a person's eligibility to possess firearms and/or explosives in accordance with federal law.

Sheriffs are required by Ohio law (ORC 311.41) to conduct NICS checks to verify concealed handgun license applicants are eligible to lawfully possess a firearm. The NICS check is completed through the LEADS system. Refer to the Concealed Handgun License (CHL) section for more information.

Additionally, access to NICS is available to law enforcement for the purposes of disposing of a firearm to a potential transferee. Conducting a NICS check for the disposition of a firearm is not federally mandated, but it is strongly encouraged to ensure the transferee is eligible to possess firearms in accordance with federal law.

Ohio Administrative Code Section 4501:2-10-03(C)(11) requires agencies participating in LEADS to enter protection orders and warrants, which meet state or federal firearm prohibition criteria, within 72 hours of receipt..

Refer to the Wanted Person File section of the LEADS Manual for more information on ensuring all disqualifying records are accessible by the NICS.

LEADS NEWSLETTERS

The LEADing News is distributed twice a year, SPRING and FALL. The required retention period is current year plus previous three years. All certified operators are required to read the LEADing News.

REQUIRED LEADS TRAINING FOR CERTIFIED OPERATORS & PRACTITIONERS

LEADS **certified operators** are required to receive training in the following correspondence within six months of initial assignment. This initial training must be maintained on file with the agency for the length of employment:

- LEADS ADMINISTRATIVE RULES
- LEADS MANUAL
- LEADS SECURITY POLICY
- LEADING NEWS (current year + previous 3 years)
- TAC IN-SERVICE (current year + previous 3 years)*
- NCIC MANUAL
- NLETS USER POLICY MANUAL
- BCI MANUAL (if applicable)

* MDT only agencies are not required to receive the TAC IN-SERVICE training.

LEADS **practitioners** are required to receive training in the following correspondence within six months of initial assignment. This initial training must be maintained on file with the agency for

the length of employment:

- LEADS ADMINISTRATIVE RULES
- LEADS MANUAL (General Information)
- CJIS ONLINE - SECURITY AWARENESS TRAINING

Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment and biennially thereafter for all personnel who have access to CJI to include all personnel who have unescorted access to a physically secure location.

nexTEST provides security awareness (Level 3) to all LEADS certified operators. This required training is linked to the LEADS certification test.

See the LEADS Security Policy for more information.

Note: Practitioner training in the LEADS Manual stops here.

LEADS certified operators must continue to read entire manual.

LEADS TERMINAL AGENCY COORDINATOR (TAC)

LEADS TAC Duties

- Attend the new TAC indoctrination training within six months of appointment;
- Train LEADS terminal operators in all facets of LEADS operations;
- Train other affected personnel as to the operational capabilities of LEADS: LEADS administrative rules, and authorized use/dissemination;
- Ensure each operator reviews training materials within six months of hire and is recertified every two years;
- Attend TAC In-service training sessions (Assistant TACs and MDT only agency TACs are **not required** to attend);
- Document review of all information from LEADS, including but not limited to:
 - Manuals
 - Newsletters
 - Training materials
- Maintain agency level records of LEADS certified operators, Practitioners (non-certified personnel) and LEADS Administrator Training for the length of employment;
- Notify LEADS of any operator changes on the LEADS OPERATOR UPDATE (LOU) form;
- If applicable, review (second party check) all entries within a reasonable time frame for accuracy and completeness, and modify/cancel entries as needed;
- If applicable, properly complete the monthly records validation;
- Ensure all applicable LEADS agreements are current

LEADS TAC Requirements

- Knowledge of responsibilities, functions, organization structure, purpose, goals and objectives of the agency;
- Knowledge of criminal justice methods, procedures and programs;
- Knowledge of the NCIC, NLETS, and LEADS rules, regulations and guidelines. This knowledge includes but is not limited to: being familiar with what services are available, user agreements, and nonterminal agency access;
- Knowledge of all procedures concerning broadcast messages and their proper use;
- Participate in audits conducted by LEADS staff

LEADS NONTERMINAL TAC (NTAC) Duties and Requirements

- Train affected personnel (Practitioners – non-certified personnel) as to the capabilities of LEADS administrative rules, and authorized use/dissemination;
- Ensure all Practitioners update their CJIS online Security Awareness Training every two years;
- Maintain agency level records of Practitioners and LEADS Administrator Training for the length of employment;
- Participate in audits conducted by LEADS staff;
- Serve as point of contact for LEADS security related matters;
- Ensure all applicable LEADS agreements are current;
- Meet the requirements stated in the LEADS Administrative Rules 4501:2-10-4

ACCESSING LEADS

Certified LEADS operators can access LEADS and NCIC files using the criteria set forth in the LEADS and NCIC Manuals.

These files and data allow LEADS to store the NIC number when a record is entered into NCIC, which gives operators the ability to enter the NIC as a record identifier when processing transactions.

Records entered into LEADS files are assigned a unique index number. It is denoted as IDX. This number is displayed when the record is entered and can be used to query the record.

LEADS OPERATOR CERTIFICATION

Exam Retrieval

When an operator is ready to test, the agency TAC shall instruct them on how to retrieve the exam in nexTEST. Operators are permitted to use all resources available on the CJIS Launchpad and the LEADS public web site (www.leads.ohio.gov). The TAC is permitted to assist the operator with researching the resources; however, they **cannot** give the operators the answers nor are TACs permitted to take the test for them.

Any operator who has failed the LEADS certification test three consecutive times will be automatically DISABLED from nexTEST and Messenger. The agency TAC is required to re-train the operator. The TAC must also submit a LEADS Operator Update (LOU) Form, select the Requested Action "MODIFY", and indicate in the Text Field the operator has been re-trained and is ready to re-test.

Once the operator passes their test, their LEADS certification is valid for two years.

The list below indicates the current certifications available in LEADS. All tests must be completed within 8 hours.

- TAC/NETAC test is 45 questions
- TAC/NETAC w/CCH is 70 questions
- FQO (Fully Qualified Operator) test is 35 questions (Entry capability)
- FQO w/CCH is 60 questions
- INQ (Inquiry Only Operator) test is 35 questions (Non-entering capability)
- INQ w/CCH is 60 questions

Grading the Exam

The exam will be graded immediately upon submission; grades will be displayed in percentages. Upon a passing grade (70%), a printable certificate will be available.

TERMINAL ORI NUMBERS

The following section contains a selected list of agency ORIs. Should an agency need assistance from one of the agencies listed the ORI may used to contact them.

OHLEADSCY LEADS Control: General questions.

OHBCI0000 BCI: Computerized Criminal History (CCH) matters.

OHBCI0010 BCI: Criminal Intelligence

OHBMV065V Titles and VIN information will be in operation during BMV business hours, Monday through Friday. For lien information, check the county where the vehicle is titled.

ILNATBC00 National Insurance Crime Bureau - N.I.C.B. (Chicago)

DCFBIWAD2 National Crime Information Center - N.C.I.C. (Clarksburg, WV)

DCINTER00 INTERPOL (Washington, D.C.)

DCDOS015V Department of State Diplomatic Operator Permits

VTINS0700 Immigration and Customs Enforcement

COLORED BACKGROUNDS

Records are displayed with different colored backgrounds for easier recognition:

- Red
 - Wanted Persons with a caution indicator
 - Stolen vehicles
 - Stolen license plates
 - COP entries (Immediate Threat, Taylor Alert, Homeland Security Alert)
 - Amber Alert / Endangered Missing Adult Alert
- Blue
 - Wanted Persons without a caution indicator
 - Blue Alert
- Green
 - Missing Persons
 - Hit Confirmation request/response
- Yellow
 - All NCIC responses
- Purple
 - Concealed Handgun License

TELEPHONE NUMBERS

BCI (Bureau of Criminal Investigation)	740-845-2000
BMV (Bureau of Motor Vehicles).....	614-752-7500
BMV Digital Photos	614-752-7638
Federal Protection Services.....	216-522-7280
Fingerprinting Supplies.....	202-324-5262
FAX.....	202-324-4019
Gun Tracing FAX	800-578-7223
Homeland Security.....	202-282-8300
IAFIS (Integrated Automated Fingerprint Identification System).....	614-466-8204
ICE Law Enforcement Support Center	800-375-5283
INTERPOL	202-616-9000
IPS (Inmate Progression System	614-752-1114
.....	614-752-1093
.....	614-752-1133
.....	614-752-1062
Navy Absentee Apprehension.....	800-423-7633
FAX.....	708-688-6745
NIBRS (National Incident Based Reporting System).....	614-466-8185
Railroad	
CSX.....	800-232-0144
Norfolk and Southern.....	800-453-2530
Secret Service Headquarters	202-406-5000
Stolen Credit Cards	
American Express	800-231-4800
Discover	800-347-2683
MasterCard.....	800-231-1750
VISA	800-367-8472

MESSAGE KEYS – PERSON FILES

Convicted Person on Release

Query	QW
Enter	EC
Enter – supplemental data	ECN
Enter – fraudulent data	ECNS
Modify	MC
Cancel	XC
Cancel – supplemental data	XCN
Cancel – fraudulent data	XCNS
Clear	CC

Canadian Queries

License File	UQ
Wanted Persons	WQ

Caution Ohio Police

Query – Hot Sheet Retrieval	COPP
Enter	ECOP
Modify	MCOP
Modify – additional alert text	COP3
Modify – record extension	EXT
Delete	DCOP

Conceal Carry

Query	QCP
Enter – Permanent	ECP
Enter – Temporary	TCP
Modify	MCP
Query – out of state	CWQ

Criminal History

Query – Canadian – Criminal History Index	IQ
Query – Canadian – Criminal History Record	FQ
Query – NCIC III – Criminal History Record	QR
Query – NCIC – III – Inquiry Transaction	QWI
Query – NLETS – Index Inquiry	IQ
Query – NLETS – Record Inquiry	FQ
Query – NLETS – Administrative History Inquiry	AQ
Query – NLETS – Administrative History Response	AR
Query – Ohio – BCII	QRO/ZIO/QHO/ZCO
Query – Ohio – Name or Number	ZSO
Query – Ohio – Request a page of hits	HITZ
Query – Ohio – Specific cycle criminal history	ITN

Driver License Queries

By Name	DN (in state)
By Key	DK
By all BMV photo	BMVIMG
By current BMV photo	BMVIMS
By OLN	DL

By SSN	DS
Emergency Contact by OLN	ECL
Emergency Contact by SSN	ECS
Emergency Contact by KEY	ECK
By Name or OLN	DQ (out of state)
License History by Name	KQ
License History by OLN	KQ
Mexican Federal Commercial by OLN	DQ

Gang/Terrorist

Query – group	QGG
Query – member	QGM
Enter – group	EGG
Enter – group supplemental data	EGGN
Enter – member	EGM
Enter – member supplemental data	EGMN
Modify – group	MGG
Modify – member	MGM
Cancel – group	XGG
Cancel – group supplemental data	XGGN
Cancel – member	XGM
Cancel – member supplemental data	XGMN

Identity Theft

Query	QID
Enter – base record	EID
Enter – supplemental data	EIN
Modify	MID
Cancel – base record	XID
Cancel – supplemental	CIN

Inmate Progression System

Query – LEADS	IPSQ
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Missing Persons

Query	QM
Query	QW
Query – records entered by month/ORI	WAR
Enter	EM
Enter – supplemental data	EMN
Enter – dental data	ED
Modify	MM
Modify – dental data	MD
Locate	LM
Clear	CM
Cancel	XM
Cancel – supplemental data	XMN
Cancel – dental data	XD

Persons with Information

Enter	EMP
Enter - supplemental data	EMPN
Modify	MMP
Cancel	XMP
Cancel – supplemental data	XMPN

Protective Interest

Enter	EPI
Enter - supplemental	ENPI
Modify	MPI
Cancel	XPI
Cancel - supplemental	XNPI

Protective Order

Query	QPO
Enter	EPO
Enter – supplemental data	ENPO
Modify	MPO
Clear	CPO
Cancel	XPO
Cancel – supplemental data	XNPO

Scrap Metal

Query	SCR PQ
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Sex Offenders

Query – NCIC	QXS
Enter – NCIC	EXS
Enter – NCIC – supplemental data	EXSN
Modify – NCIC	MXS
Clear – NCIC	CXS
Cancel – NCIC	XXS
Cancel –NCIC – supplemental data	XXSN
Query – NLETS	SOQ
Relocation Notify – NLETS	SON

Unidentified Persons

Query	QU
Enter – deceased	EUD
Enter – living	EUL
Enter – victim	EUV
Enter – supplemental data	EUN
Enter – dental data	ED
Modify	MU
Modify – dental data	MD
Clear	CU
Cancel	XU
Cancel – supplemental data	XUN
Cancel – dental data	XD

Violent Persons

Enter	EVP
Enter – supplemental data	ENVP
Modify	MVP
Cancel	XVP
Cancel - supplementaldata	XNVP

Wanted Persons

Query	QW
Query – LEADS Hotfile only	WW
Query – warrants by zip code	ZIP
Query – records entered by month/ORI	WAR
Enter	EW
Enter – supplemental data	EN
Enter – fraudulent data	ENS
Enter – dental data	ED
Enter – add on warrant	AWW
Enter – detainer info	DW
Modify	MW
Modify – dental data	MD
Modify – detainer	MDW
Locate	LW
Clear	CW
Cancel	XW
Cancel – supplemental data	XN
Cancel – fraudulent data	XNS
Cancel – dental data	XD
Cancel – add on warrant	CWW
Cancel – detainer info	XDW

MESSAGE KEYS – VEHICLE FILES

Stolen Vehicles

Query	QV
Enter	EV
Modify	MV
Cancel	XV
Locate	LV
Clear	CV

Felony Vehicles

Query	QV
Enter	EF
Modify	MF
Cancel	XF
Locate	LF
Clear	CF

Towed Vehicles

Query	TV
Enter	ET

Modify	MT
Cancel	XT
Clear	CT
<u>Stolen Plates</u>	
Query	QV
Enter	EL
Modify	ML
Cancel	XL
Locate	LL
Clear	CL
<u>Stolen Vehicle/Boat Parts</u>	
Query	QV
Enter	EP
Modify	MP
Cancel	XP
Locate	LP
Clear	CP
<u>Stolen Boat</u>	
Query	QB
Enter	EB
Modify	MB
Cancel	XB
Locate	LB
Clear	CB
<u>Canadian Queries</u>	
Registration	XQ
Stolen	VQ
<u>Vehicle Registration Queries</u>	
By License Plate	RP (in state)
By Vehicle Id Number	RV
By License or VIN	RQ (out of state)
Boat	BQ
Snowmobile	SQ
<u>Automated Titling System</u>	
Dealer Plate	ATDP
Title Number	ATNUM
Title Number – Summary	ATSUM
Vehicle Identification Number	ATVIN
Social Security Number	ATSSN
Additional Owner	ATADD
Title Owner's Name	ATNAM
Business Name	ATBUS
Dealer Name	ATDLR
Water Craft or Boat Motor Number	ATWIN
Title Number of Lein Inquiry	ATLN
Paging Options with Title Queries	ATPG

MESSAGE KEYS – OTHER FILES

Article File

Query	QA
Query – Canadian	CAQ
Enter – single	EA
Enter – consecutively serialized	EAA
Modify	MA/MAA
Locate	LA/LAA
Cancel	XA/XAA
Clear	CA/CAA

Boat File

Query	QB
Query – Canadian	CBQ
Enter – single	EB
Modify	MB
Locate	LB
Cancel	XB
Clear	CB

Gun File

Query	QG
Query – Canadian	CGQ
Enter – stolen	EG
Enter – recover	ERG
Enter – lost	ELG
Enter – felony	EFG
Modify	MG/MRG/MLG/MFG
Locate	LG/LLG/LFG
Cancel	XG/XRG/XLG/XFG
Clear	CG/CRG/CLG/CFG

Image File

Query	QII
Enter	EIM
Modify	MII
Cancel	XIM

National Insurance Crime Bureau

Query – all files	NAQ
Query – impound/export files	NIQ
Enter – impound record	NEI
Modify – impound record	NUI
Cancel – impound record	NCI

ORI Files

Query – NCIC	QO
Query – NLETS Orion	TQ
Query – LEADS Agency/ORI	QORI
Query – LEADS ORI Online Statistics	OSFINQ

Securities File

Query	QS
Query – Canadian	CSQ
Enter – single	ES
Enter – consecutively serialized	ESS
Modify	MS/MSS
Locate	LS/LSS
Cancel	XS/XSS
Clear	CS/CSS

Hit Confirmations

Request	YQ
Respond	YR

Administrative Messages AM

Escaped Violent Felon Notification EVFNOT

Weather

Ohio National Weather Service	NWS
Outside of Ohio	WQ

Commercial Vehicle Query ACQ/AVQ

FAA Aircraft Tracking GQ

Hazardous Material Query MQ

INS Criminal Alien Query IAQ

Wildlife Crime Information System Query WLQ

Parole, Probation & Corrections Query PAQ

Parole by Name or Number PPQ

Probation by Name or Number PBQ

Corrections by Name or Number PCQ

State Warrant Database – outside of Ohio SWQ

Interpol

Travel Documents – Full Query	FTQ
Wanted Person – Full Query	FPQ
Vehicle – Full Query	FVQ
Travel Document – Detailed Query	ITQ
Wanted Person – Detailed Query	IPQ
Vehicle – Detailed Query	IVQ

MESSAGE KEYS ALPHABETICAL BY NAME

Administrative Messages	AM
Article file – cancel	XA/XAA
Article file – clear	CA/CAA
Article file – enter consecutively serialized	EAA
Article file – enter single	EA
Article file – locate	LA/LAA
Article file – modify	MA/MAA
Article file – query	QA
Article file – query Canadian	CAQ
Automated Titling System Additional Owner	ATADD
Automated Titling System by Business Name	ATBUS
Automated Titling System by Dealer Name	ATDLR
Automated Titling System by Dealer Plate	ATDP
Automated Titling System by SSN	ATSSN
Automated Titling System by Title Number	ATNUM
Automated Titling System by Title Owner's Name	ATNAM
Automated Titling System by VIN	ATVIN
Automated Titling System Paging Options with Title Queries	ATPG
Automated Titling System Title Number of Lien Inquiry	ATLN
Automated Titling System Title Number Summary	ATSUM
Automated Titling System Watercraft or Boat Motor Number	ATWIN
Boat file – cancel	XB
Boat file – clear	CB
Boat file – enter	EB
Boat file – locate	LB
Boat file – modify	MB
Boat file – query Canadian	CBQ
Boat file – query	QB
Boat registration – query	BQ
Canadian – Criminal History Index – query	IQ
Canadian – Criminal History Record – query	FQ
Canadian stolen vehicle – query	VQ
Canadian vehicle registration – query	XQ
Carry Conceal Permit – modify	MCP
Carry Conceal Permit – query out of state	CWQ
Caution Ohio Police - delete	DCOP
Caution Ohio Police – enter	ECOP
Caution Ohio Police – modify additional alert text	COP3
Caution Ohio Police – modify record extension	EXT
Caution Ohio Police – modify	MCOP
Caution Ohio Police – query Hot Sheet Retrieval	COPP
Commercial Vehicle Query	ACQ/AVQ
Conceal Carry Permit – query	QCP
Convicted person on release – cancel	XC
Convicted person on release – cancel fraudulent data	XCNS
Convicted person on release – cancel supplemental data	XCN
Convicted person on release – clear	CC
Convicted person on release – enter	EC
Convicted person on release – enter fraudulent data	ECNS
Convicted person on release – enter supplemental data	ECN

Convicted person on release – modify	MC
Convicted person on release – query	QW
Corrections by Name or Number	PCQ
Driver’s license query by all BMV photo	BMVIMG
Driver’s license query by current BMV photo	BMVIMS
Driver’s license query by Name or OLN	DQ (out of state)
Driver’s license query by name	DN (in state)
Driver’s license query by OLN	DL
Driver’s license query by SSN	DS
Emergency Contact by KEY	ECK
Emergency Contact by OLN	ECL
Emergency Contact by SSN	ECS
Escaped Violent Felon Notification	EVFNOT
FAA Aircraft Tracking	GQ
Felony Vehicles – cancel	XF
Felony Vehicles – clear	CF
Felony Vehicles – enter	EF
Felony Vehicles – locate	LF
Felony Vehicles – modify	MF
Felony Vehicles – query	QV
Gang/terrorist – cancel group	XGG
Gang/terrorist – cancel group supplemental data	XGGN
Gang/terrorist – cancel member	XGM
Gang/terrorist – cancel member supplemental data	XGMN
Gang/terrorist – enter group	EGG
Gang/terrorist – enter group supplemental data	EGGN
Gang/terrorist – enter member	EGM
Gang/terrorist – enter member supplemental data	EGMN
Gang/terrorist – modify group	MGG
Gang/terrorist – modify member	MGM
Gang/terrorist query – group	QGG
Gang/terrorist query – member	QGM
Gun file – cancel	XG/XRG/XLG/XFG
Gun file – clear	CG/CRG/CLG/CFG
Gun file – enter felony	EFG
Gun file – enter lost	ELG
Gun file – enter recovered	ERG
Gun file – enter stolen	EG
Gun file – locate	LG/LLG/LFG
Gun file – modify	MG/MRG/MLG/MFG
Gun file – query Canadian	CGQ
Gun file – query	QG
Hazardous Material Query	MQ
Hit Confirmation Request	YQ
Hit Confirmation Response	YR
Identity theft – cancel – base record	XID
Identity theft – cancel – supplemental	CIN
Identity theft – enter – base record	EID
Identity theft – enter – supplemental data	EIN
Identity theft – modify	MID
Identity theft – query	QID
Image file – cancel	XIM

Image file – enter	EIM
Image file – modify	MII
Image file – query	QII
Inmate Progression System query – LEADS	IPSQ
INS Criminal Alien Query	IAQ
Interpol Travel Document – Detailed Query	ITQ
Interpol Travel Documents – Full Query	FTQ
Interpol Vehicle – Detailed Query	IVQ
Interpol Vehicle – Full Query	FVQ
Interpol Wanted Person – Detailed Query	IPQ
Interpol Wanted Person – Full Query	FPQ
License file – Canadian queries	UQ
License History by Name	KQ (out of state)
License History by OLN	KQ (out of state)
Mexican Federal Commercial by OLN	DQ
Missing persons – cancel – dental data	XD
Missing persons – cancel – supplemental data	XMN
Missing persons – cancel	XM
Missing persons – clear	CM
Missing persons – enter dental data	ED
Missing persons – enter supplemental data	EMN
Missing persons – enter	EM
Missing persons – locate	LM
Missing persons – modify dental data	MD
Missing persons – modify	MM
Missing persons – query records entered by month	WAR
Missing Persons – query records entered by ORI	WAR
Missing persons – query	QM
Missing persons – query	QW
Missing persons with information – cancel	XMP
Missing persons with information – cancel supplemental	XMPN
Missing persons with information - enter	EMP
Missing persons with information – enter supplemental	EMPN
Missing persons with information – modify	MMP
National Insurance Crime Bureau – cancel impound record	NCI
National Insurance Crime Bureau – enter impound record	NEI
National Insurance Crime Bureau – modify impound record	NUI
National Insurance Crime Bureau – query all files	NAQ
National Insurance Crime Bureau – query impound/export files	NIQ
NCIC – query III	QWI
NCIC – query III Criminal History Record	QR
NLETS – query Administrative History Inquiry	AQ
NLETS – query Administrative History Response	AR
NLETS – query Index Inquiry	IQ
NLETS – query Record Inquiry	FQ
Ohio – query BCII	QRO/ZIO/QHO/ZCO
Ohio – query Name or Number	ZSO
Ohio – query specific cycle criminal history	ITN
Ohio – query to request a page of hits	HITZ
ORI file – query LEADS Agency/ORI	QORI
ORI file – query LEADS ORI Online Statistics	OSFINQ
ORI file – query NCIC	QO

ORI file – query NLETS Orion	TQ
Parole by Name or Number	PPQ
Parole, Probation & Corrections Query	PAQ
Permanent Carry Conceal Permit – permit	ECP
Probation by Name or Number	PBQ
Protection Order – cancel supplemental data	XNPO
Protection Order – cancel	XPO
Protection Order – clear	CPO
Protection Order – enter supplemental data	ENPO
Protection Order – enter	EPO
Protection Order – modify	MPO
Protection Order – query	QPO
Protective Interest – cancel	XPI
Protective Interest – enter	EPI
Protective Interest – modify	MPI
Protective Interest – enter stolen/fraudulent	ENPS
Protective Interest – enter supplemental data	ENPI
Protective Interest – cancel stolen/fraudulent	XNPS
Protective Interest – cancel supplemental data	XNPI
Scrap Metal – query	SCR PQ
Securities file – cancel	XS/XSS
Securities file – clear	CS/CSS
Securities file – enter consecutively serialized	ESS
Securities file – enter single	ES
Securities file – locate	LS/LSS
Securities file – modify	MS/MSS
Securities file – query Canadian	CSQ
Securities file – query	QS
Sex Offenders – cancel NCIC supplemental data	XXSN
Sex Offenders – cancel NCIC	XXS
Sex Offenders – clear NCIC	CXS
Sex Offenders – enter NCIC supplemental data	EXSN
Sex Offenders – enter NCIC	EXS
Sex Offenders – modify NCIC	MXS
Sex Offenders – query NCIC	QXS
Sex Offenders – query NLETS	SOQ
Sex Offenders – relocation notify NLETS	SON
Snowmobile registration – query	SQ
State Warrant Database – outside of Ohio	SWQ
Stolen Boat – cancel	XB
Stolen Boat – clear	CB
Stolen Boat – enter	EB
Stolen Boat – locate	LB
Stolen Boat – modify	MB
Stolen Boat – query	QB
Stolen Plates – cancel	XL
Stolen Plates – clear	CL
Stolen Plates – enter	EL
Stolen Plates – locate	LL
Stolen Plates – modify	ML
Stolen Plates – query	QV
Stolen Vehicle/Boat Parts – cancel	XP

Stolen Vehicle/Boat Parts – clear	CP
Stolen Vehicle/Boat Parts – enter	EP
Stolen Vehicle/Boat Parts – locate	LP
Stolen Vehicle/Boat Parts – modify	MP
Stolen Vehicle/Boat Parts – query	QV
Stolen Vehicles – cancel	XV
Stolen Vehicles – clear	CV
Stolen Vehicles – enter	EV
Stolen Vehicles – locate	LV
Stolen Vehicles – modify	MV
Stolen Vehicles – query	QV
Temporary Carry Conceal Permit – enter	TCP
Towed Vehicles – cancel	XT
Towed Vehicles – clear	CT
Towed Vehicles – enter	ET
Towed Vehicles – modify	MT
Towed Vehicles – query	TV
Unidentified Persons – cancel dental data	XD
Unidentified Persons – cancel supplemental data	XUN
Unidentified Persons – cancel	XU
Unidentified Persons – clear	CU
Unidentified Persons – enter deceased	EUD
Unidentified Persons – enter dental data	ED
Unidentified Persons – enter living	EUL
Unidentified Persons – enter supplemental data	EUN
Unidentified Persons – enter victim	EUV
Unidentified Persons – modify dental data	MD
Unidentified Persons – modify	MU
Unidentified Persons – query	QU
Vehicle registration by license or VIN	RQ (in state)
Vehicle registration by license plate – query	RP (in state)
Vehicle registration by vehicle ID number	RV
Violent Persons – cancel	XVP
Violent Persons – cancel supplemental	XNVP
Violent Persons – enter	EVP
Violent Persons – enter supplemental	ENVP
Violent Persons – modify	MVP
Wanted Person – cancel add on warrant	CWW
Wanted Person – cancel dental data	XD
Wanted Person – cancel detainer info	XDW
Wanted Person – cancel fraudulent data	XNS
Wanted Person – cancel supplemental data	XN
Wanted Person – cancel	XW
Wanted Person – clear	CW
Wanted Person – enter add on warrant	AWW
Wanted Person – enter dental data	ED
Wanted Person – enter detainer info	DW
Wanted Person – enter fraudulent data	ENS
Wanted Person – enter supplemental data	EN
Wanted Person – enter	EW
Wanted Person – locate	LW
Wanted Person – modify dental data	MD

Wanted Person – modify detainer	MDW
Wanted Person – modify	MW
Wanted Persons – Canadian queries	WQ
Wanted Persons – query LEADS Hotfile only	WW
Wanted Persons – query records entered by month	WAR
Wanted Persons – query records entered by ORI	WAR
Wanted Persons – query warrants by zip code	ZIP
Wanted Persons – query	QW
Weather – Ohio National Weather Service	NWS
Weather – outside of Ohio	WQ
Wildlife Crime Information System Query	WLQ

COUNTY NUMBERS

- | | |
|----------------|----------------|
| 1. Adams | 45. Licking |
| 2. Allen | 46. Logan |
| 3. Ashland | 47. Lorain |
| 4. Ashtabula | 48. Lucas |
| 5. Athens | 49. Madison |
| 6. Auglaize | 50. Mahoning |
| 7. Belmont | 51. Marion |
| 8. Brown | 52. Medina |
| 9. Butler | 53. Meigs |
| 10. Carroll | 54. Mercer |
| 11. Champaign | 55. Miami |
| 12. Clark | 56. Monroe |
| 13. Clermont | 57. Montgomery |
| 14. Clinton | 58. Morgan |
| 15. Columbiana | 59. Morrow |
| 16. Coshocton | 60. Muskingum |
| 17. Crawford | 61. Noble |
| 18. Cuyahoga | 62. Ottawa |
| 19. Darke | 63. Paulding |
| 20. Defiance | 64. Perry |
| 21. Delaware | 65. Pickaway |
| 22. Erie | 66. Pike |
| 23. Fairfield | 67. Portage |
| 24. Fayette | 68. Preble |
| 25. Franklin | 69. Putnam |
| 26. Fulton | 70. Richland |
| 27. Gallia | 71. Ross |
| 28. Geauga | 72. Sandusky |
| 29. Greene | 73. Scioto |
| 30. Guernsey | 74. Seneca |
| 31. Hamilton | 75. Shelby |
| 32. Hancock | 76. Stark |

33. Hardin
34. Harrison
35. Henry
36. Highland
37. Hocking
38. Holmes
39. Huron
40. Jackson
41. Jefferson
42. Knox
43. Lake
44. Lawrence

77. Summit
78. Trumbull
79. Tuscarawas
80. Union
81. Van Wert
82. Vinton
83. Warren
84. Washington
85. Wayne
86. Williams
87. Wood
88. Wyandot

ADMINISTRATIVE MESSAGE (TELETYPE) GUIDELINES –
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ADMINISTRATIVE MESSAGE (TELETYPE) GUIDELINES

An administrative message (AM) may be sent from one terminal to another terminal at another location. The information to be transmitted must be a criminal justice related message.

The use of excessive verbiage and embellished information-are prohibited.

The use of non-valuable information must be avoided, (i.e., the address or telephone number of parents reporting a runaway child). The originating department, not the parents, will be notified of any apprehension.

The use of non-standard abbreviations must be avoided. Abbreviations which may be common within one department or state can be unknown to another department or state.

It is imperative departments originating any type of "want message" cancel the message when it no longer applies. Messages can be cancelled only by the originating department. *Do not resend the original message when cancelling.*

Departments apprehending an entered wanted subject or recovering entered stolen or entered wanted property must send a notification to the originating agency, reporting the apprehension or recovery using the standardized hit confirmation form. The originating department must then cancel their outstanding messages and clear their LEADS/NCIC file entry.

Ohio agencies may receive an incoming administrative message coming from a state that uses a "Control Field". A control field is a ten-digit alpha-numeric identifier used by some states instead of "for the attention of", or for routing purposes to a specific person or section. Ohio does not use a control field, except in response to an incoming message. With a control field, the identical field must be used on the reply message.

DESTINATION ORIS

The message header (ORI) is a nine-character NCIC assigned agency identifier which directs the message to its proper location(s). A message can be addressed to a total of five individual agencies by using the ORI for each agency.

DRI OHOHP0000 OH0250100 OH0251100 OH0250000 OHCOP0000

To obtain a copy of the message for your files, key in your ORI as one of the individual headers.

When using Ohio broadcast code messages, i.e., OHALLTERM or a region code, more than one Ohio header may be used. The Ohio broadcast codes may also be used in conjunction with an individual agency ORI. To direct the message to another state at the same time, place the two

letter state code identifier after the ALLTERM/REGION header. Do not use a nine digit ORI for region or ALLTERM requests to other states; use only the two character header.

Example: DRI OHALLTERM PA

Note: The sending of ALLTERM and region messages to other states sends the message to their control center for dissemination as they see fit. Thought should be given as to whether the message applies to the whole state-or a quadrant before using these broadcast message keys.

MESSAGE NUMBER (MNO)

Mno Int Dat – This line consists of the originating agency's message number, operator initials, and date message transmitted. This is for original messages only.

When the message is delivered, the computer will add a line indicating the sending agency's ORI, automatic message number, the time and date.

SENDING AGENCY (AGY)

This is the actual name of the agency. (Agency sending the message)

DESTINATION (AGY)

This is the name of the department(s) or agency(s) that is/are to receive the message. If it is desirable to send the message to a specific section within a department, it can be added on the same line, i.e., FRANKLIN COUNTY SHERIFFS OFFICE COLUMBUS OH DEP. SMITH TRAFFIC BUREAU.

TIME CONTROL FIELD

Use military time – 0001 – 2359 Hours.

MESSAGE TEXT (Required)

The system must **not** be used for the following:

1. Social announcements, i.e., holiday messages, retirements, convention notices.
2. Recruiting of personnel.
3. Messages in which the complainant is interested only in the recovery of property.
4. Attempts to locate vehicle (breach of trust) without warrant. For the protection of the arresting officer, messages are not to be dispatched until a warrant is secured.
5. Excessively long messages.
6. Transmission of subpoenas.
7. Messages supportive or in opposition to political issues or announcement of meetings relative to such issues.
8. Messages supportive or in opposition to labor/management issues or announcements relative to such issues.
9. Messages supportive or in opposition of legislative bills.
10. Messages relating to requests for information concerning salary, uniforms, personnel, or related items which can be routinely obtained by correspondence or means other than LEADS/NLETS.
11. Messages relating to the advertisement or sale of equipment.
12. Individual listing of items stolen is prohibited. A general description of property is permitted.
13. Radio codes in messages must not be used.
14. Solicitation of funds.
15. Request for criminal history record information.
16. Training messages that include the name of the company that is providing the training unless the company is not-for-profit and is providing a direct service to law enforcement.

BROADCAST MESSAGE CODES

To simplify the sending of a message to more than one agency or department, Ohio law enforcement and criminal justice agencies are grouped into regions. More than one broadcast message code may be used in a header. (Individual agency ORIs may be used with the broadcast codes, providing the individual agency ORI is listed **first**, followed by the broadcast message code). Messages will be sent to all criminal justice terminals in the areas as defined by the quadrant broadcast codes listed.

LEADS broadcast boundaries provide a visual of the exact geographic area of the state to which the various region broadcast covers. Also identified are the counties in each region. This will assist the user to determine if the use of the region broadcast is actually necessary. Many times the purpose can be accomplished by addressing multiple terminals as opposed to the broadcast identifier.

- OHALLPSNW Northwest region of Ohio includes Allen, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Logan, Lucas, Marion, Mercer, Ottawa, Paulding, Putnam, Sandusky, Seneca, Shelby, Union, Van Wert, Williams, Wood, and Wyandot counties.
- OHALLPSNE Northeast region of Ohio includes Ashland, Ashtabula, Carroll, Columbiana, Coshocton, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Morrow, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas, and Wayne counties.
- OHALLPSSW Southwest region of Ohio includes Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Franklin, Greene, Hamilton, Highland, Madison, Miami, Montgomery, Pickaway, Pike, Preble, Ross, Scioto, and Warren counties.
- OHALLPSSE Southeast region of Ohio includes Athens, Belmont, Fairfield, Galia, Guernsey, Hocking, Jackson, Lawrence, Licking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Vinton, and Washington counties.
- OHALLPSCO Central Ohio region includes Delaware, Fairfield, Franklin, Licking, Madison, Morrow, Pickaway, and Union counties. These counties will also remain in the respective assigned regions.
- OHALLOHPD All Highway Patrol District Headquarters and the Training Academy. The sending agency will be notified if any terminal is inoperative.

- OHALLOHPT All Highway Patrol terminals individually. The sending agency will be notified if any terminal is inoperative.
- OHALLOHPS All Highway Patrol terminals at posts with scales.
- OHALLGHQT All Highway Patrol terminals at the Highway Patrol General Headquarters.
- OHALLOHP# Replace the # with a Highway Patrol District number, excluding District 10 for the turnpike. This will go to all Highway Patrol terminals within the designated district.
- OHALLTERM All Police, Sheriff, Highway Patrol and other criminal justice terminals. Use this code only for urgent and important messages when it is necessary for every criminal justice agency in the state to be alerted.
- OHALLLAKE All along the Lake Erie shore.
- OHALLRIVR All Along the Ohio River shore.
- OHALLIS70 All along Interstate 70.
- OHALLIS71 All along Interstate 71.
- OHALLIS75 All along Interstate 75.
- OHALLIS77 All along Interstate 77.
- OHALLSHRF All sheriff's offices individually who have LEADS access.
- OHALLPLCE All police agencies individually who have LEADS access.
- OHALLTNPK All agencies along the Ohio Turnpike. This code is only used by the State Highway Patrol Berea District Headquarters (Turnpike) to notify agencies of road conditions, etc.
- OHALLCNXX All LEADS users in county XX (XX = county number 01 through 88).
- OHADJCNXX All LEADS users in county XX and all adjacent counties (XX = county number 01 through 88).

MISCELLANEOUS MESSAGES

Attempt-To-Locate (ATL) and Attempt-To-Contact (ATC) are to be used only when all other means have failed and limited to cases of extreme emergency i.e. foul play is suspected or known; death or serious illness messages; or delivery of military orders. An ATL message is to give the area of travel, including vehicle description, time of departure, routes of travel and any known stopovers.

MESSAGE RETRIEVAL

If a message cannot be received at a terminal, the message will be held by LEADS. When the receiving terminal is ready to receive messages it will automatically be delivered to the terminal when the next operator logs on.

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CAUTION OHIO POLICE (COP) FILE

The Caution Ohio Police (COP) File is an Ohio only LEADS file developed as a means to quickly disseminate information about potentially dangerous situations and/or persons using information gathered during the initial response to an incident.

This file is *not* a replacement for the Wanted Persons File and therefore cannot be used as the basis to search, detain, or arrest. It is very important to replace the COP entry with a Wanted Person entry as soon as possible.

Each COP entry, when stored in LEADS, generates a statewide OHALLCOPS broadcast.

The standard query transactions that check the Wanted Persons, Stolen Vehicle, and License Plate Files also check the COP File.

The COP File includes four types of records: Immediate Threat, Taylor Alert, Homeland Security and Blue Alert.

Immediate threat

Immediate threat records are those which warn of potential danger and are input with a value of 'N' in both the LTCI and HOME fields. They are automatically purged after forty-eight hours (48) unless modified/updated. The entering terminal receives a follow-up validation notice every eight hours (8) until such time the record expires.

Taylor Alert

Taylor Alert (aka long-term caution) records can only be entered into the COP File after written approval has been obtained from the chief of police, county sheriff, law enforcement agency administrator or their assigned designee. When considering approval of the entry, ensure the entry meets the following criteria.

1. **Any previous conviction for an act of violence** (assault) against a law enforcement officer. (This does not include resisting arrest or fleeing)
2. **A verbal threat of physical harm** specifically directed toward law enforcement personnel. In this instance the following guidelines apply and must be met:
 - **“Reasonable suspicion”** to believe an individual may act on a verbal threat at sometime in the future. Reasonable suspicion is established when information exists that establishes sufficient facts to give a trained law enforcement officer a basis to believe there is a reasonable possibility the individual may present an increased danger to any law enforcement officer.
 - **Source reliability** – the reliability of the source is unquestioned or has been well tested in the past.

- **Content validity** – a law enforcement officer or another reliable independent source has corroborated the information.
- **First Amendment rights** – in all cases, the seriousness of the threat must be weighed against an individual’s right to freedom of expression.

The Taylor Alert records remain in the system until cancelled or cleared by the entering agency. A report will be generated once a quarter for validation of these records.

Homeland Security

Homeland Security records are entered when there is a potential risk to state or national security. A homeland security threat is considered to be the possibility of catastrophic loss of life or property within the United States itself.

The type of threat must be defined in the alert text field. For example:

ALRT/PICKUP TRUCK LOADED WITH DYNAMITE WAS TAKEN FROM A
CONSTRUCTION SITE

ALRT/AT TIME OF REPORT THE PERSON MADE COMMENTS INDICATING THEIR
INTENTION TO HARM INNOCENT CROWDS OR DESTROY INNOCENT PROPERTY

ALRT/AT THE TIME OF REPORT THE PERSON COULD BE TIED TO THE POSSIBILITY
OF TERRORIST ACTIVITY

The Homeland Security Alert records remain in the system until cancelled or cleared by the entering agency. The system will generate a report on a six hour basis of all homeland security entries made within the previous 24 hours.

Note: If an out-of-state agency sends a message to LEADS Control which would qualify for the COP File and is not already entered in the Wanted Persons File, LEADS Control will make the entry into the COP File. The sign off for the entry will indicate the name and telephone number of the originating agency and “Rlyd Ohio LEADS Control 1-800-589-2077.”

Blue Alert

Blue Alert records are entered in the event of a tragedy involving a critically injured or killed law enforcement officer where the suspect(s) are still at large, or in the event of a missing law enforcement officer. The following criteria, as listed in ORC 5502.53, must be met to initiate the Blue Alert:

1. A local law enforcement agency confirms that a law enforcement officer has been seriously injured or killed, and the suspect has not been apprehended or that a law

enforcement officer is missing on duty under circumstances warranting concern for the law enforcement officer's safety.

2. There is sufficient descriptive information about the suspect or the circumstances surrounding a law enforcement officer's injury, death, or disappearance to indicate that activation of the alert may help locate a suspect or a missing law enforcement officer.

The Blue Alert records remain in the system until cancelled or cleared by the entering agency. A report will be generated once a quarter for validation of these records.

INQUIRY

The standard queries – QW, QV, WW, RP, RV, DL, and DS transactions – check the COP File for records containing the requested social security number, license plate number, operator license number, or name.

If a match of the requested data field(s) is found, the system will return the COP record displaying it on a red background.

HOTSHEET RETRIEVAL

An agency may also query the COP File directly to retrieve a listing of:

- All COP records on file for the entire state or,
- All COP records on file for a particular county or,
- All COP records on file for a particular quadrant of the state.

The message key used for this query is **COPP**.

The field QTYP is required to indicate the type of query. Its valid values are:

- CO (county)
- ST (statewide)

The field QKEY is required when using CO in the QTYP field. It is used to indicate the desired county number (two digits 01 – 88).

ENTRY

The message key to enter a COP record is **ECOP**.

The required fields are:

ORI	CONT	CT1	INCD
LTCI	HOME	INCL	ALRT

- To indicate the record is a long-term caution, place a Y in the LTCI field.
- To indicate the record is a homeland security threat, place a Y in the Homeland Security field.
- The ALRT field will hold four lines of text. Each line will hold 70 characters.

Information pertaining to an individual and/or up to four vehicles may also be entered.

After transmitting the entry and no errors are found, the user will receive a message advising the record has been entered into the LEADS COP File.

The system then generates an OHALLCOPS broadcast message.

It is required the record be queried to ensure the entry was applied to LEADS. A second party check must be documented and the most current printout retained with the agency records.

FOLLOW-UP NOTICES

A follow-up validation notice is sent to the entering agency every eight hours for each immediate threat and every six hours for each homeland security threat COP record an agency has in file. The purpose of the notice is to help keep the information in the COP File current. The Taylor Alert has no follow-up notices.

The notice serves as a reminder to cancel the COP record when an appropriate Wanted Persons entry has been made or to add any additional information to the record which may have become available.

The notice also indicates the time remaining before the COP record is automatically purged. If the COP record is still valid when this notice is received, validate the record by transmitting the transaction provided. If the record needs to be cancelled or modified take appropriate action. An example of a COP validation notice is shown below:

WARNINGTHIS RECORD WILL BE AUTOMATICALLY PURGED IN 39 HOURS.

NAME/PUBLIC, JOHN Q LID/25COP004 ORI/OHOHP0040

VALIDATE THIS COP ALERT AND EXTEND IT FOR AN ADDITIONAL EIGHT HOURS BY TRANSMITTING THE TRANSACTION SHOWN BELOW. IF ADDITIONAL INFORMATION IS AVAILABLE, MODIFY THE COP RECORD. A COP ALERT CANNOT BE USED AS THE BASIS TO STOP, DETAIN OR ARREST A SUBJECT AS SOON AS POSSIBLE, PLEASE REPLACE THE COP RECORD WITH A PERMANENT OR TEMPORARY WW ENTRY. REMOVE THE COP RECORD AS SOON AS THE WW ENTRY IS MADE.

IF YOU WISH TO EXTEND THE ALERT FOR EIGHT MORE HOURS, RUN AN EXT TRANSACTION.

EXT.25COP004

A final notice is also sent to the entering agency four hours before a COP record is automatically purged by the system. This notice has the same format as the notice shown above without the validation option.

MODIFY

Modification of records is restricted to the entering agency.

The following message keys are used to modify a COP record:

MCOP is used to modify the information from the original entry. The following fields are required:

ORI	LID	COP-ID	CONT	CT1	INCD
LTCI	HOME	INCL	ALRT		

The MCOP transaction gives the option of sending the broadcast after the changes have been made.

COP3 is used to add/modify additional alert text. Up to 18 additional lines can be added. Identify the record to be modified by both LID and COP-ID.

Action code: A (add) D (delete) M (modify)
ALR3: is where the additional text is entered

EXT is used to extend the life of the record. The record is identified by its LID.

The COP3 and the EXT modify transactions will automatically cause another OHALLCOPS broadcast to be sent out with the updated information.

It is required the record be queried to ensure the entry was applied to LEADS. A second party check must be documented and the most current printout retained with the agency records.

DELETE

Deletion of records is restricted to the entering agency.

The message key to delete a COP record is **DCOP**.

Identify the record by either the LID or COP-ID and one of the following data fields from the record: NAM, OLN, SOC or LIC.

The delete transaction causes another OHALLCOPS broadcast to be sent out with the updated information.

It is required the record be queried to ensure the entry was deleted from LEADS.

COP DATA FIELDS

The Caution Ohio Police record contains the following data.

Field Tag Description

ADR	street address of subject
AGE	age of subject
ALRT	text describing the situation
ALR2	additional text field to describe situation
CID	COP record ID assigned by system
CONT	contact name
CTY	city of residence of subject
CT1	contact phone #
DOB	date of birth of subject
DTE	date record entered into the database
EYE	eye color of subject
HAI	hair color of subject
HGT	height of subject
HOME	home security threat indicator
IDX	unique record number assigned by the database
INCD	incident date
INCL	incident location
INVD	SSN of subject

Field Tag Description (continued)

LIC	vehicle one – license plate number
LIS	vehicle one – license plate state of issue
LIT	vehicle one – license plate type
LIY	vehicle one – license plate expiration date
LIC2	vehicle two – license plate number
LIS2	vehicle two – license plate state of issue
LIT2	vehicle two – license plate type
LIY2	vehicle two – license plate expiration date
LIC3	vehicle three – license plate number
LIS3	vehicle three – license plate state of issue
LIT3	vehicle three – license plate type
LIY3	vehicle three – license plate expiration date
LIC4	vehicle four – license plate number
LIS4	vehicle four – license plate state of issue
LIT4	vehicle four – license plate type
LIY4	vehicle four – license plate expiration date
LTCI	Taylor alert – long term caution indicator
MKE	message key
NAM	name of subject
OLN	operator license number of subject
OLS	operator license state of issue of subject
OLY	operator license date of expiration of subject
ORI	identifying number of the entering agency
RAC	race of subject
SEX	sex of subject
SMT	scars, marks & tattoos of subject
STA	state of residence of subject
WGT	weight of subject
VIN	vehicle one – vehicle identification number
VYR	vehicle one – vehicle year
VMA	vehicle one – vehicle make
VMO	vehicle one – vehicle model
VST	vehicle one – vehicle style
VCO	vehicle one – vehicle color
VIN2	vehicle two – vehicle identification number
VYR2	vehicle two – vehicle year
VMA2	vehicle two – vehicle make
VMO2	vehicle two – vehicle model
VST2	vehicle two – vehicle style
VCO2	vehicle two – vehicle color
VIN3	vehicle three – vehicle identification number
VYR3	vehicle three – vehicle year

Field Tag Description (continued)

VMA3	vehicle three – vehicle make
VMO3	vehicle three – vehicle model
VST3	vehicle three – vehicle style
VCO3	vehicle three – vehicle color
VIN4	vehicle four – vehicle identification number
VYR4	vehicle four – vehicle year
VMA4	vehicle four – vehicle make
VMO4	vehicle four – vehicle model
VST4	vehicle four – vehicle style
VCO4	vehicle four – color

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CONCEALED HANDGUN LICENSE

The LEADS Concealed Handgun License was established in 2004 per House Bill 12. Ohio recognizes the concealed handgun license of any non-resident who has a valid concealed handgun license from any other state, regardless of whether Ohio has entered into a reciprocity agreement with that state. The data in this file is entered and updated by Ohio county sheriff's offices or an agency which does data entry on the behalf of the sheriff's office. Since Concealed Handgun License holders tend to move from county to county a process was established to allow sheriff's offices to change ownership of a Concealed Handgun License. See the modify section for this information. All Concealed Handgun License entries remain in the system indefinitely.

Only agencies noted in LEADS Agency files as law enforcement will see Concealed Handgun License information when a person is queried.

NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS)

Ohio House Bill 234 became law on March 23rd, 2015, which requires law enforcement agencies with access to the **National Instant Criminal Background Check System (NICS)** to verify that concealed handgun license (CHL) applicants are eligible lawfully to receive or possess a firearm in the United States.

The NICS check shall be completed by using the Query NICS and all Protection Orders (**QNP – Initial Inquiry**) through LEADS with the following purpose codes:

- Purpose Code 14 = Gun Permit of Any Type (NEW or RENEWAL)
- Purpose Code 22 = Disposition of Hand Gun
- Purpose Code 23 = Disposition of Long Gun
- Purpose Code 24 = Disposition of Other (Frame, Receiver, etc.)
- Purpose Code 34 = Gun Permit of Any Type (Revocation, Recheck or Similar Scenario)

Responses received from the QNP can be used to determine CHL eligibility. Law enforcement agencies are encouraged to contact the local prosecutor with questions on determining eligibility.

Additional NICS queries include:

- QND – NCIC Query NICS Denied Transaction File
- QNR – Query NICS Record
- NPN – Proceed Notification (Provides NICS with Final Status of Disposition of Firearms NICS Check)
- NDN – Denial Notification (Provides NICS with Final Status of Disposition of Firearms NICS Check)

For information on NICS, go to the CJIS Launchpad > CJIS Training Documents > NICS or go to the NCIC Operating Manual - NICS Denied Transaction File also located on the CJIS Launchpad or at <http://www.leadsohio.gov/manuals>

INQUIRY

The message key to perform a direct query of the Concealed Handgun License File is **QCP**.

The records may be queried by:

- Name and Date of Birth
- Social Security Number
- Permit Number (this is a system assigned number at entry)
- Local Permit Number
- Index Number (this is a system assigned number at entry)
- LEADS ID Number (this is a system assigned number at entry)

Other message keys, such as DS and QW will also check the Concealed Handgun License File.

If a match of the requested data field(s) is found, the system will return the Concealed Handgun License record displaying it on a purple background.

```
{P}**** FOR LAW ENFORCEMENT USE ONLY ****
MKE/ CONCEALED HANDGUN LICENSE - PERMANENT
IDX/ZZ11122233 LID/01231230 LEADS GENERATED PERMIT/71-ROS-004402-P
ORI/OH0710000 LOCAL PERMIT NUMBER/71ROS004449
ENTERED ON/20041203 DLI/20080109 LAI/OH0250999
NAM/PUBLIC,JOHN Q SEX/M RAC/W
DOB/19661213 SOC/123456789
ADR/16 HIGH DRIVE,CHILLICOTHE,OH,45601
DATE OF ISSUE/20041202 DATE OF EXPIRE/20081202 COUNTY/71
STATUS/EXPIRED ISSUING SHERIFF NAME/NICHOLS,RONALD L
*****
ISSUING OFFICE IS: ROSS COUNTY SHERIFFS OFFICE 7407731185
```

LEADS users also have the ability to query other states to see if a person holds a valid Concealed Handgun License.

The message key is **CWQ**.

The records may be queried by:

- Name and Date of Birth
- Social Security Number
- Permit Number

ENTER A CONCEALED HANDGUN LICENSE RECORD

This function is reserved for sheriff's offices or their designated data entry agent.

Whenever an entry is made for a non-terminal or non-entering agency, the ORI of the non-terminal or non-entering agency is to be placed in the MIS field of the record. Do not enter a non-terminal or non-entering agency ORI in the ORI field.

The message key to enter a Concealed Handgun License record is **ECP (permanent)** or **TCP (temporary)**.

The required fields are:

ORI	DOI	DOE	STA	ISS
NAM	SEX	RAC	DOB	ADR
CTY	STA	ZIP		

- Permit Status (STA)
 - A Active
 - E Expired
 - I Inactive
 - R Revoked
 - S Suspended

Once the record passes the system edits, the user will receive a message of 'RECORD ENTERED' along with a display of the record.

MODIFY A CONCEALED HANDGUN LICENSE RECORD

A modification transaction is used to add, delete, change information, or change ownership on a Concealed Handgun License record.

The message key to modify Concealed Handgun License record is **MCP**.

Identify the record to be modified by the NAM and LID.

Complete the field(s) to be modified and transmit the data.

Once the transaction passes the system edits, the user will receive a message advising the LEADS record has been modified.

Query the record to ensure the modifications were applied to the record.

CHANGING THE OWNERSHIP OF A CONCEALED HANDGUN LICENSE RECORD

The sheriff's offices have the ability to take over an existing Concealed Handgun License record when the permit holder has moved from one county to another. The following steps need to be followed by the "new" sheriff's office in order to change the owning ORI of a Concealed Handgun License record:

- Use the modify Concealed Handgun License transaction (MCP). Identify the record to be modified by its LID and NAM data.
- Put the "new" ORI in the modify ORI field.

Note: 1) The new ORI can be the only information submitted in this transaction.
2) The new ORI must match the ORI that is submitting the transaction.
3) Once the ORI has been successfully modified, the new owning agency may make additional modifications to the record using a MCP transaction.

When the MCP transaction is successful, the original owning agency will receive the following message:

LEADS AUTOMATED MESSAGE

THIS MESSAGE IS TO INFORM YOU THAT CONCEALED HANDGUN LICENSE HOLDER DOE, JOHN WITH LPN/12345678 HAS REQUESTED CONCEALED HANDGUN LICENSE SERVICE AT OH0990000. THEY HAVE MODIFIED YOUR LEADS RECORD LID/12345678 TO REFLECT THE NEW INFORMATION.

Note: None of the record identifiers that are system assigned at original entry of a record can be modified. So, even though a record changed ownership from Fairfield County to Franklin County, the system assigned permit number will still reflect Fairfield County.

CANCEL A CONCEALED HANDGUN LICENSE RECORD

There is no transaction to cancel a Concealed Handgun License record.

CONCEALED HANDGUN LICENSE RECORD

There is no transaction to clear a Concealed Handgun License record.

DATA FIELDS ASSOCIATED WITH THE CONCEALED HANDGUN LICENSE RECORD

<u>Field Tag</u>	<u>Description</u>
CTY	county of issuance
DOE	date of expiration
DOI	date of issuance
IDX	index number (assigned by the system at entry)
ISS	issuing sheriff's name
LID	LEADS ID number (assigned by the system at entry)
LPN	local permit number
MKE	message key: ECP is a permanent permit, TCP is a temporary permit.
ORI	originating agency identifier
PER	permit number (assigned by the system at entry)
STA	permit status: A, E, I, R, S
ADR	street address of permit holder
CTY	city of residence of permit holder
DOB	date of birth of permit holder
NAM	name of permit holder
RAC	race of permit holder
SEX	sex of permit holder
SOC	social security number of permit holder
STA	state of residence of permit holder
ZIP	zip code of permit holder

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HIT CONFIRMATION

The Hit Confirmation Form is a standardized transaction used to assist recovering agencies in verifying records and determining the disposition of the person or property. Any agency which receives a record(s) in response to a LEADS and/or NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following actions based upon the hit NCIC record: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order. Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record *and is within the geographical area of extradition* must confirm the hit.

Per LEADS/NCIC procedures, upon receipt of a hit confirmation request, the originating agency of the record must furnish either a positive or negative confirmation response to the requesting agency within the specific time frame. A “routine” request must be confirmed within one hour, while an “urgent” request must be confirmed within 10 minutes. A routine response is to be used when the arresting/locating agency has charges of their own on the subject and the subject is going to be detained by them in addition to the warrant entry. An urgent response is to be used when the arresting/locating agency does not have their own charges on the subject and they are not detaining the person for any other reason than the warrant entry.

If it is not possible to respond within the specified time period, the confirming agency is to reply advising the amount of time needed to confirm the hit.

REQUEST FORM

The Hit Confirmation Request is created by using the YQ message key.

The Request transaction requires the following fields:

- requesting ORI
- destination ORI (up to five of them)
- OCA
- RTY
- RNO
- PRI
- RNA
- RAG

Note: If one of the ORI's is an out-of-state ORI, it must be the first ORI entered in the destination ORI field.

Example of a hit confirmation request:

YQ.OHXXXXXXXX
FROM:(OHXXXXXXXX)
TO:(OHOHP0040, OHXXXXXXXX)
*MRI8346139

****HIT CONFIRMATION REQUEST - FIRST NOTICE****
****RESPONSE PRIORITY :URGENT!-RESPOND WITHIN 10 MINUTES****

OCA/LEADSTEST.NIC/V999999999.

STOLEN VEHICLE

LIC/TST0001.VIN/1A2BB33READ987654.VYR/1999.VMA/DODG.

NAME OF REQUESTER: LT W EARP.

AGENCY NAME: LOCAL PD.

PHONE:(999)999-9999.

REMARKS: CONFIRM IF THE VEHICLE IS SHOWING ACTIVE IN YOUR STOLEN AUTO
FILE OFFICERS ARE WATCHING THE VEHICLE AT THIS TIME BUT IT IS
UNOCCUPIED DO YOU HAVE ANY SUSPECTS ON THE VEHICLE LISTED IN YOUR CASE.

RESPONSE FORM

The Hit Confirmation Response is created by using the YR message key.

The Response transaction requires the following fields:

- requesting ORI
- destination ORI (up to five of them)
- OCA
- RTY
- CON
- CNA
- CAG

Note: If one of the ORI's is an out-of-state ORI, it must be the first ORI entered in the destination ORI field.

Example of a hit confirmation response:

```
YR.OHOHP0040
FROM:(OHOHP0040)
TO:(OHXXXXXXXX, OHOHP0040)
*MRI8351129
```

```
****HIT CONFIRMATION RESPONSE****
```

```
THE RECORD BELOW: IS CONFIRMED
```

```
OCA/LEADSTEST.NIC/V999999999
```

```
**STOLEN VEHICLE**
```

```
LIC/TST0001.VIN/1A2BB33READ987654.VYR/1999.VMA/DODG.
```

```
NAME OF CONFIRMER: DSP CJONES.
```

```
CONFIRMING AGENCY: OSP LEADS CONTROL.
```

```
PHONE:(999)999-9999.
```

```
REMARKS: THE ABOVE VEHICLE IS STILL LISTED STOLEN IN OUR DEPARTMENT.
OWNER NAME IS JOHN Q PUBLIC. NO SUSPECT NAMES LISTED WITH THE CASE.
CALL US WITH RECOVERY INFORMATION AT 999-999-9999. MSG# 1915 AUTH SGT D
HOLIDAY 042409 0012HRS OPER/CJONES
```

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IMAGES

LEADS and NCIC allow images to be entered for a person or property when it will assist in the identification of either.

Generic images which can be utilized as reference images are entered and maintained by the FBI CJIS staff. These are images of a particular make of vehicle or boat. These generic images may also be linked to multiple base records.

At this time, the gun and securities files do not have image capability.

Users are requested to compress image data prior to transmitting it to LEADS/NCIC. Picture file type should be Joint Photographic Experts Group (JPEG) with a quality factor of 25.

Types of allowable images:

• Article			identifying
• Boat			identifying
• Caution Ohio Police File (COP)	mug shot		identifying
• Convicted Person on Supervised Release	mug shot	signature	identifying
• Convicted Sexual Offender Registry	mug shot	signature	identifying
• Deported Felon	mug shot	signature	identifying
• Foreign Fugitive	mug shot	signature	
• Missing Person	mug shot	signature	identifying
• Protection Order	mug shot	signature	
• Unidentified Person	mug shot	signature	identifying
• Vehicle			identifying
• Vehicle/Boat Part			identifying
• Violent Gang and Terrorist Organization	mug shot	signature	identifying
• US Secret Service Protective	mug shot	signature	identifying
• Wanted Person	mug shot	signature	identifying

Number of allowable images per base record:

• Person record	1 mug shot	1 signature	1 - 10 identifying
• Gang/Terrorist record			1 - 10 identifying
• Article			1 identifying
• Vehicle/Boat part			1 identifying
• Vehicle or Boat			1 identifying or generic

RECORD RETENTION PERIOD

Images associated with records are subjected to the same retention periods as those records.

Generic images will remain on file indefinitely unless they are removed by the FBI CJIS staff.

VALIDATION

Images associated with records are subjected to the same validation as those records.

INQUIRY OF THE IMAGE FILE RECORDS

The message key **QII** is used to query the Image File directly based on one of the following selections:

Return all images associated with a base record (this only works for records in NCIC)

- NIC of the base record is required
- IND must be Y

Return requested image

- NIC of the NCIC image record *or* IDX of the LEADS base record
- IND must be Y

Retrieve a generic boat image

- BMA
- BTY
- BLE
- BYR (optional)
- IND must be Y

Retrieve a generic vehicle image

- VMA
- VMO
- VST
- VYR
- IND must be Y

Images can also be queried using the following message keys and marking the IND field as Y:

- QA query article
- QB query boat
- QCP query Ohio conceal carry
- QGM query gang member
- QID query identity theft
- QPO query protection order
- QU query unidentified
- QV query vehicle
- QW query wanted or missing
- QWI query III
- QXS query sexual offender
- FQ query criminal history record via NLETS
- IQ query criminal history index via NLETS
- SOQ query sexual offender via NLETS

The BMV images associated with driver's licenses and state ID cards may also be queried:

- BMVIMG all images by either social security number or OLN
- BMVIMS current image by either social security number or OLN

The following is an example of a generic vehicle image.

1L01004E,MRI1208669
0H0HP00L8
MKE/IMAGE
IMR/VEHICLE IMAGE
VMO:CVT VST:2D
VYR:1973 VMA:CHEV



IMN:I425000587 GENERIC VEHICLE
MIS:

.
{Y}

ENTER AN IMAGE RECORD

The message key to enter an image is **EIM**.

Identify the base record to which the image is associated by either its NCIC NIC number or LEADS IDX number.

The required fields are:

- The date of the image (DOI)
- The image type (IMT)
 - A mug shot (M) is a frontal face view from the shoulders to the top of the head and is associated to a person.
 - A signature (S) is an image of a signature that is entered and is associated to a person.
 - An identifying image (I) is an image which may help identify a person or property (e.g., scars, marks, and tattoos; photograph of a person; "aged" photograph of a missing juvenile; photograph of a vehicle or an article; etc.) and can be associated to a person, article, part, vehicle, or boat.

- The image itself

The optional field is:

- Miscellaneous (MIS)
 - Contains information regarding images such as the approximate date of the image, if the image is age progressed, who provided the image, and any other information which may be beneficial in the investigation.

When an entry for a person is transmitted, the system checks to see if the base record already has a mugshot or signature image associated with it. If so, then a duplicate reject message is issued.

If the entry is for an identifying image, the system will check to see how many identifying images are already on file. If there are already ten identifying images associated with the record, then a maximum images reached rejection message is issued.

MODIFICATION OF AN IMAGE

The message key is **MII**.

The entering agency may modify a non-generic image associated with a record in NCIC as long as the record is not in located status.

The user may modify the date of the image or replace the existing image with a different one.

Identify the image record to be modified by the following fields:

- The image NIC number
- The image type

Input the corrected data and transmit.

CANCELLATION OF AN IMAGE

The message key is **XIM**.

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined the record is invalid or no longer needed.

When an image is cancelled, it is unlinked from the record with which it is associated.

Identify the image record to be cancelled by:

- The image NCIC number (IMN) *or* the image LEADS number (IMG)
- The date of cancellation (DOC) The DOC should be equal to the current date or the current date minus one.

LOCATE

There are no locate procedures for an image record. Non-generic images will be retired at the same time the base record is retired.

CLEAR

There are no procedures to clear an image record. Clearing a base record which is associated with an image results in the image being no longer active or retrievable.

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LICENSE PLATE FILE

The purpose of the LEADS/NCIC License Plate File is to provide assistance in the recovery of stolen/missing license plates. Once the information about the plate has been entered into the system, it can then be modified, cancelled, located, cleared or retrieved for inquiry purposes.

Regular plates are defined as a standard 6" x 12" plate issued for use on a passenger automobile and contains no embossed wording, abbreviations and/or symbols.

All other plates are classified as special plates, for example: aircraft, antique, bus, commercial, dune buggy, farm vehicle, motorcycle, trailer, truck and US Government vehicles.

A complete list of both regular and special plates can be found in the NCIC Code Manual under the Vehicle Data Codes.

The criteria required to enter a stolen/missing license plate into LEADS/NCIC are:

- A theft report has been made on an unrecovered license plate(s). In a two-plate state where only one plate is reported stolen, an entry is permitted provided the entering agency is assured the remaining plate will not be used on a vehicle.
- Only the agency holding the theft report and having primary jurisdiction over the place of the actual theft should make the entry. The only allowable exception is when a non-terminal agency has a written agreement (Holder of the Record) with a terminal agency to enter their records.

A stolen/missing license plate record will remain on file for the balance of the year entered plus 4 years. For example, a record entered in 2004 will be retired on 01/01/2009.

License plate records are required to be validated when they are between 60 and 90 days old and yearly thereafter.

INQUIRY OF STOLEN/MISSING LICENSE PLATE RECORDS

The LEADS/NCIC License Plate Files contain data entered by law enforcement agencies. Responses received are based on information entered. Officers contemplating an arrest or recovery of the license plate based on this information must confirm the hit first.

The following message keys are used to search the License Plate File:

- **QV** Allows the user to search by NIC, LIC and LIS
- **QW** Allows the user to search by LIC

Note: Using the IDX field will only search the LEADS License Plate File.

To use the Related Search Hit (RSH) option:

- N = (default)

- Y = The system will return additional records which have the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA data in the primary hit response. Please see the NCIC Operating Manual for more details.

The **VEH** message key allows users to query the LEADS License Plate File. It will produce a listing of license plate records entered by the specified ORI for a particular month. The month should be represented by its two digit identifier and COD should be EL for vehicles.

Note: When the owner of the license plate applies for a replacement tag at the BMV, the BMV will update the information on file to show the replacement information, i.e., the user will receive a message similar to: "Replaced by (replacement license number)" when making inquiries into the Vehicle Registration (RP) File. A QV inquiry will not show the replacement tag information. The user must initiate a RP file inquiry when there is any doubt on the validity of the stolen tag.

ENTER A STOLEN/MISSING LICENSE PLATE RECORD

Whenever an entry is made for a non-terminal or non-entering agency, the ORI of the non-terminal or non-entering agency is to be placed in the MIS field of the record. Do not enter a non-terminal or a non-entering agency ORI in the ORI field.

The following message keys (MKE) are used for entering a stolen/missing license plate:

- **EL** enter plate
- **EL-A** enter plate, occupant(s) armed
- **EL-F** enter plate, occupant armed and hold for prints
- **EL-P** enter plate, hold for latent prints

Stolen license plate records require the following fields:

ORI	MKE	OCA	DOT
LIC	LIS	LIY	LIT

- License Plate Number (LIC)
 - If the license plate number exceeds 10 characters, enter only the first 10 characters in the LIC field and the full plate number in the MIS field.
 - The LIC will not accept any special characters, this includes hyphens. Enter the plate number with the hyphen in the MIS field.
 - Dealer plate numbers should be entered top to bottom, left to right.
- State of Issue (LIS)
 - If the plate has the inscription 'US GOVERNMENT', the LIS code should be US.
- Expiration Year (LIY)

- Expired plates are acceptable as of 08/01/2010.
- Miscellaneous (MIS)
 - When only one plate is stolen, there should be a notation to that fact in the MIS field.

If the record is transmitted and the LIC, LIS, LIY, LIT and ORI match a license plate record or vehicle record already on file, it will be rejected as a duplicate. The user will receive the message 'REJECT ON FILE' and the IDX number of the existing record.

After transmitting the entry and no errors are found, the user will receive a message advising the record is pending and has been forwarded to NCIC.

If NCIC accepts the entry, the user will receive a message indicating the NIC and the record will be entered into the LEADS License Plate File.

If NCIC does not accept the entry, the record is *not* stored in the LEADS License Plate File. Make the required correction and transmit the entry again.

It is required the record be queried to ensure the entry was applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

MODIFY A STOLEN/MISSING LICENSE PLATE RECORD

A modification transaction is used to add or change information on a stolen license plate record. Only the entering agency may modify a license plate record.

Note: License Plate records in located status cannot be modified.

The message key used to modify a license plate record is **ML**.

Identify the record to be modified by:

- NIC and OCA
- LIC and OCA.

Complete the field(s) to be modified and transmit the data.

Once the transaction passes LEADS, the user will receive a message advising the LEADS record has been modified.

The modification is not complete until the user receives a modify accepted response from NCIC. If NCIC rejects the modification, the LEADS record does **not** retain the updates.

It is required the record be queried to ensure the modifications were applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

CANCEL A STOLEN/MISSING LICENSE PLATE RECORD

Only the entering agency may cancel a license plate record. This transaction is used when the entering agency determines the record is invalid.

The message key used to cancel a license plate record is **XL**.

Identify the desired record by:

- NIC and OCA
- LIC and OCA

Complete the Date of Cancellation (DOC) which is required and its value must be either today's date or yesterday's date.

The Reason for Property Record Removal (RPP) should be either 'CASE DROPPED' or 'NOT STOLEN'.

It is required the record be queried to ensure it was removed from both LEADS and NCIC.

CLEAR A STOLEN/MISSING LICENSE PLATE RECORD

Only the entering agency may clear a license plate record. This transaction is used when the entering agency recovers the plate or when they are officially advised the plate has been recovered by another agency.

The message key used to clear a license plate record is **CL**.

Identify the desired record by:

- NIC and OCA
- LIC and OCA

The Date of Clear (DCL) is required.

Additional data fields that may be included in the transaction are:

- RRI, RCA, RPP, NPA, NPF, VNP, VOR, and VRC

If the record is in active status, the recovering agency ORI (RRI) and their case number (RCA) should be included.

It is required the record be queried to ensure it was removed from both LEADS and NCIC.

PLACE A LOCATE ON A STOLEN/MISSING LICENSE PLATE RECORD

A locate transaction should be entered when an agency, other than the entering agency, recovers a stolen plate and has followed the hit confirmation process.

The message key used to locate a license plate record is **LL**.

Identify the desired record by:

- NIC and OCA
- LIC and OCA

The Date of Recovery (DOR) is required.

Additional data fields that may be included with the transaction are:

- RCA, RPP, NPA, NPF, VNP, VOR, and VRC

The entering agency will receive an administrative message stating the plate has been located.

A located license plate record is removed from the files 10 days after the locate is placed.

If a second locate is placed within the 10 days, the record is immediately removed from the files.

FIELDS ASSOCIATED WITH A STOLEN/MISSING LICENSE PLATE RECORD

<u>Field Tag</u>	<u>Description</u>
DCL	date of clear
DOC	date of cancel
DOT	date of theft
IDX	LEADS file identification number (assigned by system)
LIC	license plate number
LIS	license plate state of issue
LIT	license plate type
LIY	license plate expiration year
LKA	linkage case number
LKI	linkage agency identifier
MIS	miscellaneous
MKE	message key
NIC	NCIC identification number (assigned by the system)
NPA	number persons apprehended
NPF	number missing persons found
NOA	notify originating agency
OCA	originating agency case number
ORI	originating agency identifier
RCA	recovering agency case number
RPP	reason for record removal
RRI	recovering agency identifier
VNP	value of recovered plate
VOR	value of other recovered property
VRC	value of recovered contraband

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LOCATES AND DETAINERS

Agencies enter records into the LEADS & NCIC files for stolen or lost property or for a wanted or missing person.

If an agency other than the entering agency, recovers an item or person with a record in LEADS/NCIC, then *the recovering agency initiates the hit confirmation process and when appropriate, places a locate on the record of the item or person recovered.*

Note: If the recovering agency hits on multiple records, they are required to initiate the hit confirmation process on each record and when appropriate, places a locate on each record.

Per NCIC rules, removal of located record is as follows:

- Articles retire 10 days after locate transaction entered
- Boats retire 10 days after locate transaction entered
- Guns retire 10 days after locate transaction entered
- License Plate retire 10 days after locate transaction entered
- Missing Person retire immediately upon locate transaction entry
- Securities retire 10 days after locate transaction entered
- Vehicle retire 10 days after locate transaction entered
- Vehicle/Boat Part retire 10 days after locate transaction entered
- Wanted Person number of days until record is retired depends on information included in the locate transaction and additional action taken by the entering agency, see below.

WANTED PERSONS

As part of the locate transaction (LW), the recovering agency must include what type of extradition (EXT) has been determined:

- EXTR is used when the entering agency advises the person will be extradited or the person is wanted by a federal agency.
- DETN is used when the apprehending agency intends to incarcerate the person on local charges.
- NOEX is used when the entering agency advises the subject will not be extradited due to circumstances at the time – or – the apprehending agency received no information on extradition after making an effort to do so – or – the subject is found in prison, a mental institution or deceased and the entering agency advises they will not be extradited.

If extradition (EXT) is DETN or EXTR, the record retires 5 days after the date the locate transaction is placed unless a detainer is placed by the entering agency within the 5 days.

A subsequent locate does not automatically purge the wanted persons record, the 5 day period starts over from the date the subsequent locate is placed. The exception to this is if the original and subsequent locate transaction both contained an extradition (EXT) code of NOEX, then the entry will be purged when the subsequent locate is placed on the record.

Records located with an extradition (EXT) code of NOEX do not show as "LOCATED" in the message key line of the response, the locate data however is in the lower portion of the record.

A locate transaction with an EXT/NOEX cannot be placed on a wanted record if it has been previously located with an extradition code of either EXTR or DETN.

A wanted record with a previous NOEX locate can have a second locate placed on it with an EXT/DETN or EXT/EXTR. The record will be retired five days from the date the new locate transaction was placed. A second locate cannot be placed on a wanted record which has a detainer placed on it.

Agencies are notified via a \$ message on the first Sunday of the month following the month the record has been retired.

LEADS REMINDER NOTICES

The day after a record is located with an EXT/ EXTR or DETN, an automated message is sent to the agency reminding them the record will purge in four days unless other action is taken.

L.E.A.D.S. AUTOMATED MESSAGE WARRANT LOCATE NOTICE

THE FOLLOWING RECORD WAS LOCATED YESTERDAY BY OHCLP0098 AND WILL
AUTO PURGE IN FOUR DAYS UNLESS A DETAINER IS PLACED ON IT

MKE/EW-C LID/04843810 IDX/WX04843810
NAM/PUBLIC,JOHN Q DOB/19710506 SEX/M
ORI/OH0186200 OCA/08TRD05887

LOCATES WITH EXT/NOEX

NCIC reviews all locate transactions placed with an EXT/NOEX to ensure agencies are following the extradition limits (EXL) defined upon entry of the wanted person record. If the entering agency does not follow the extradition limits as set forth in the wanted record, NCIC will notify the agency and purge the record from the NCIC file if it was not updated to reflect the new extradition limits.

The following message is sent by NCIC to the agency:

\$.E.
0H0310000
NCIC SERIOUS ERROR CANCELLATION NOTIFICATION AT 1049 EST 20081203
YOUR ENTRY NIC/W897683961, OCA/89CRA2181 WAS CANCELED BY NCIC
QUALITY CONTROL. NCIC ERROR 19040

MKE/CANCELED WANTED PERSON
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/0H0310000 NAM/PUBLIC, JOHN Q SEX/M RAC/W DOB/19660327
HGT/510 WGT/160 EYE/GRN HAI/BR0 FBI/765084FA1
FPC/090110PM09AATT011112 SOC/280648615
OFF/LARCENY - LARCENY
DOW/19890217 OCA/89CRA2181
NOA/N
MIS/WTD FOR THEFT BAJ
DNA/N
CANCELED/20081203 NOEX
NIC/W897683961 DTE/20050615 1334 EDT
THE ABOVE CANCELED WANTED PERSON RECORD CONTAINED A LOCATE
MESSAGE PLACED BY ANOTHER LAW ENFORCEMENT AGENCY. THE LOCATE
DATA DETERMINED THAT THE SUBJECT WAS NOT BEING EXTRADITED-NOEX.
SEE NCIC SERIOUS ERROR SEVEN.

QC REVIEW OF THE NOEX LOCATE INDICATES THAT:
THE MISCELLANEOUS FIELD DOES NOT IDENTIFY OR PROVIDE ACCEPTABLE
LIMITS OF EXTRADITION.

YOU MAY REENTER RECORD PROVIDING VALID EXTRADITION LIMITS
ARE IDENTIFIED IN THE MIS FIELD.

QUESTIONS CONCERNING THIS TRANSACTION IF NOT RESOLVED BY YOUR CTO
MAY BE DIRECTED TO FBI/CJIS DATA INTEGRITY UNIT VIA NLETS,
ORI/DCFBIWA03, OR TELEPHONE 304/625-3020, MON - FRI, 8 AM TO 4:30
PM, EASTERN TIME.

FBI/CLARKSBURG, W.V.

This means when the entering agency receives the hit confirmation request, they should modify the record's extradition information if they are not willing or able to extradite the subject, prior to sending the hit confirmation response to the apprehending agency.

DETAINERS

The purpose of a detainer transaction is to flag the record of a wanted person so it will not be removed from the system until the entering agency has had a chance to process the subject on their charges. If the apprehending agency is going to keep the subject on local charges and/or incarcerate them, the locate should be placed with EXT/DETN and the entering agency should place a DW in the transaction. This is designed to ensure that when the apprehending agency is done with the subject and they check the LEADS/NCIC files again, they will see the subject is still wanted.

If the detainer is removed from a record, the record will stay in LEADS/NCIC for five additional days. This gives the agency an opportunity to place a new detainer if necessary. It will auto purge after the five days have passed.

DATA FIELDS ASSOCIATED WITH LOCATES

<u>Field Tag</u>	<u>Description</u>
BHN	boat hull number
DOR	date of RECOVERY
EXT	extradition
HIT	hit results
LIC	license plate number
LID	LEADS identification number (assigned by the system)
MIS	miscellaneous
NAM	person's name
NIC	NCIC identification number (assigned by the system)
NPA	number persons apprehended
NPF	number missing persons found
OAN	owner applied number
OCA	originating agency case number
ORI	originating agency identifier
PAR	person armed
RCA	recovering agency case number
REG	registration number
RPP	date of reason for record removal (property)
RPP	reason for record removal (property)
RPS	date of reason for record removal (wanted/missing persons)
RPS	reason for record removal (wanted/missing persons)
SER	serial number
VIN	vehicle identification number
VNP	value of recovered property
VOR	value of other recovered property
VRC	value of recovered contraband

DATA FIELDS ASSOCIATED WITH DETAINERS

<u>Field Tag</u>	<u>Description</u>
DIS	date incarceration starts
DNO	detainer case number
DOD	date of detainer
DSE	date of sentence expiration
INC	place of incarceration
IRI	incarcerating agency identifier
NAM	person's name
NIC	NCIC identification number (assigned by the system)
OCA	originating agency case number
ORI	originating agency identifier

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MISSING PERSON

Any missing person can be entered into LEADS and NCIC Missing Persons Files providing they meet the criteria listed below. Once the information has been entered in the system, it can then be modified, cancelled, located, cleared or retrieved for inquiry purposes.

It is important to include as much data as possible about the missing person as NCIC runs a daily comparison of the Missing Person File against the Unidentified Persons file. The comparison looks at the following identifiers: Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Date of Last Contact, Scars, Marks, Tattoos, Fingerprint Classification, Jewelry Type, Originating Agency State Code, Blood Type, and Dental Characteristics. The entering agency is notified via a \$.N. administrative message of any possible matches. These messages are delivered in the early morning hours between 00:00:01 and 03:00:00.

Missing Person records fall into one of the following categories:

1. Disability (EMD) – A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting themselves or others to personal and immediate danger.
2. Endangered (EME) – A person of any age who is missing under circumstances indicating his/her physical safety is in danger.
3. Involuntary (EMI) – A person of any age who is missing under circumstances indicating the disappearance was not voluntary, i.e. abduction or kidnapping.
4. Juvenile (EMJ) – A person under the age of 18 who is missing and does not meet any of the criteria set forth in any of the other categories as described.
5. Catastrophe Victim (EMV) – A person of any age who is missing after a catastrophe.
6. Other (EMO) – A person, 18 or older, who is missing and does not meet the criteria for any of the other categories and for whom there is a reasonable concern for their safety.

Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry. A record for a missing person who is the age of 21 and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation (electronic or hard copy) will aid in the protection of the individual's right to privacy.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

A record for a missing person under the age of 21, as amended by Suzanne's Law in 2003 and effective August 2004 should be entered immediately or **within 2 hours of receipt of the minimum data required to enter an NCIC record.** A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC Missing Person File.

O.R.C. 2901.30 Missing Child Report

- LE shall take report if parent, legal custodian, caregiver or guardian reports a child missing
- Shall take prompt action to locate the child
- No rule or policy permitted that discourages reporting
- Enter child into NCIC ASAP

O.R.C. 2901.42 Missing Adult

- Required to have procedure to respond
 - ✓ 18 & under 21 years of age- immediate NCIC entry
 - ✓ Red flags present- up to 7 days to enter into NCIC
 - ✓ No red flags- up to 30 days to enter into NCIC

Note: 18 and older cannot be entered as EMJ.

Electronic Records Management System (ERMS) - An ERMS is defined as any electronic database, including an electronic warrant database.

Also Note: For agencies using an ERMS, some forms of signatures that are acceptable are:

- 1) Digitized signatures (similar to method used by the United States Postal Service).
- 2) Manual signatures scanned into the ERMS.
- 3) The case officer's typed name into the report in the ERMS.

Catastrophe victim records may be entered by any agency involved in identifying the disaster victims, no written documentation is required for entry.

Within 30 days of entry, the agency needs to make sure the information for the following fields is entered if available:

- Blood Type (BLT)
- Dental Characteristics (DCH) (See note)
- Fingerprint Classifications (FPC)
- Jewelry Type (JWT)
- Scars, Marks, Tattoos (SMT)

Note: If it's determined dental record information is not available for a juvenile this must be documented in the case file and "UNK" is entered in the DCH field.

NCIC will send the entering agency a \$.K. message if the record is over 30 days old and any of these fields are blank.

The record retention period for a missing person record is as follows:

1. A record with no locate message will stay on file until cleared, cancelled, or located.
2. A record with one locate message will be retired immediately.
3. A record whose only searchable identifier is the license plate will retire one year after the license plate expires.

Missing person records are required to be validated when they are between 60 and 90 days old and yearly thereafter.

A missing person base record may have multiple associated data records. These associated records include:

- Supplemental records:
These contain additional AKA (alias), SOC, DOB, SMT, CTZ, OLN set, LIC set, VIN set and stolen/fraudulent data the subject uses.
- Dental records:
If dental data is entered for a missing person, it is cross checked with the Unidentified Person File.
- Images:
Another tool used to assist in identifying a missing person.
- Persons With Information (PWI)
The PWI record is data pertaining to a person that may have information regarding an abduction for which there is no warrant. See NCIC Manual (Missing Persons) for more information.

Note: The Missing Person Dental Report Form and Missing Person Data Collection Entry Guide are located in the CJIS Launch Pad/CJIS Documents/LEADS Forms.

DATA FIELDS ASSOCIATED WITH MISSING PERSON RECORDS

The missing person base record contains the following data.

<u>Field Tag</u>	<u>Description</u>
ADR	street address
BCI	BCI&I number
BLT	blood type
BXR	body x-rays
CIT	city of residence
CMC	caution/medical conditions
CRC	circumcision
CTZ	country of citizenship
DLC	date of last contact with subject
DLI	date record last queried
DLO	location of subject's DNA if on file
DNA	DNA on file
DOB	date of birth
DOE	date of emancipation
DOR	date subject located
DRT	date report taken
DTE	date record entered into database
EYE	eye color
FBI	FBI number
FPA	foot prints available
FPC	fingerprint classification

<u>Field Tag</u>	<u>Description (continued)</u>
HAI	hair color
HGT	height
IDX	unique record number assigned by the database
JWL	jewelry description
JWT	jewelry type
LAI	last agency to query record
LIC	license plate number
LID	unique record number assigned by LEADS
LIS	license plate state of issue
LIY	license plate date of expiration
LIT	license plate type
LKA	linkage agency case number
LKI	linkage agency ORI
MIS	additional comments
MKE	message key
MNP	missing person code
MNU	miscellaneous number
MPC	missing person circumstance
NAM	name
NIC	unique record number assigned by NCIC
NOA	notify originating agency
OCA	entering agency case number
OLN	operator license number
OLS	operator license state of issue
OLY	operator license date of expiration
ORI	identifying number of the entering agency
POB	place of birth
RAC	race
RCA	locating agency case number
RRI	locating agency ID number
SEX	sex
SKN	skin tone
SMT	scars, marks, and tattoos
SOC	social security number
STA	state of residence
TRT	time report taken
VCO	vehicle color
VIN	vehicle identification number
VMA	vehicle make
VMO	vehicle model
VRX	vision prescription
VST	vehicle style
VYR	vehicle year
WGT	weight
ZIP	zip code

INQUIRY OF MISSING PERSON RECORDS

The LEADS/NCIC Missing Person Files contain data entered by law enforcement agencies. Responses received are based on the information entered. Officers contemplating an arrest based

on this information must remember the arrest cannot be based solely on the hit, but also on the hit confirmation response.

To query the Missing Person File, use one of the following message keys:

- **QM** This is the *non-unique* identifier query and only searches the Missing Person File.
 - The user must include the SEX, RAC, HGT, WGT, HAI, EYE and AGE fields. The NAM field is optional.
 - The query will return candidate records whose sex, race, eye and hair color codes are identical to those in the query.
 - The age, height and weight fields may be approximate numbers as the query will pull those records that are:
 - plus or minus one year, of the age which is entered as 0 – 99
 - plus or minus 3 inches, of the height
 - plus or minus 10 pounds, of the weight
 - The following fields may also be part of the query:
 - IND, ENS, RSH
- **QW** This is used when the user has a unique identifier, (NIC, IDX, NAM and OCA, NAM and one or more of the following: DOB, FBI, MNU, SOC, OLN, LIC & LIS, or VIN & VMA) for the missing person.
 - This query will also search the following files:
 - Foreign Fugitive
 - Wanted Person
 - Violent Gang and Terrorist Organization
 - Protection Order
 - Convicted Sexual Offender Registry
 - Immigration Violator
 - Supervised Release
 - U.S. Secret Service Protective Files
 - If the query contains vehicle identifiers it will also search the Vehicle and License Plate Files.
 - To limit the scope of the query, SEX and RAC can be included.
 - SEX must be an exact match.
 - If RAC = B, all race codes except W will be searched.
 - If RAC = W, all race codes except B will be searched.
 - If RAC = A, I or U, all race codes are searched.
 - When using NAM and DOB, only those records that are an exact match of the DOB will be returned instead of those within a year of the year of birth given.

- If the inquiry contains an alphanumeric identifier other than DOB, no name search is generated.
- A secondary search is automatically generated against the person files, vehicle and part files based on the SOC, FBI or VIN data found in the primary response record.
- If there is only one numeric identifier in the inquiry, the response will only include the record on file containing that specific numeric identifier.
- The following fields may also be part of this query:
 - IND, ENS, EBS, RSH

To use the expanded name search (ENS) option:

- N = (default), searches on the name as entered
- Y = uses each part of the input name as the last name, interchanging the remaining name parts as given names

To use the expanded date of birth (EBS) option:

- 1 = exact DOB; exact month and day plus/minus one year.
- 2 = exact DOB; exact year with month and day transposed.
- 3 = exact DOB; exact month and day plus/minus one year; exact year with month and day transposed.

To use the image indicator (IND) option:

- N = (default)
- Y = system will return images associated with the primary hit responses.

To use the related search hit (RSH) option:

- N = (default)
- Y = system will return additional records which have the same ORI/OCA as the primary hit response all records linked by the LKI/LKA data in the primary hit response. See the NCIC Operating Manual for more details.

There are also two other query message keys which search the LEADS missing person database.

- **WW** Search fields: NAM & DOB, LID, LIC, OLN, FBI, MNU, BCI, SOC or VIN
- **WAR** Produces a list of missing person records entered by the specified ORI for a particular month. To pull the missing person records, place the value MP in the appropriate field.

PACKING THE RECORD

The entering agency (ORI) must account for all fields in the Missing Person File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered such as an alias or scars, marks, tattoos, and other

characteristics etc. Missing data obtained at a later time should be promptly added through the use of a modify message.

In house documentation such as arrest records, court dispositions, etc. may be used in the entry as long as documentation is on file.

In circumstances when an agency does not enter information from the CCH, LEADS requires the operator to mark through & initial each identifier not entered.

Ex: ~~999-99-9999~~ jqp

Stolen/Fraudulent

The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent. If the wanted person is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field. If the identity of the thief is known and there is an arrest warrant, the victim information should be entered in the S/F fields.

The base record NAM must be entered for each record. This field should contain the wanted person's true name regardless of whether it is the name contained on the arrest warrant. Listed below are guidelines for coding the S/F NAM and S/F DOB Fields.

1. If the name on the arrest warrant is believed to be the wanted person's real name, the name should be entered in only the base record NAM. If the wanted person's date of birth is available, it should be entered in the base record DOB. Any known S/F identifiers should be entered in the S/F identifier fields.
2. If the name on the arrest warrant is known to be S/F and the wanted person's true name is known, the S/F name should be entered in the S/F NAM Field. The wanted person's real name must be entered in the base record NAM. The date of birth from the S/F identification, if known, must be entered in the S/F DOB. If the wanted person's real date of birth is known, it should be entered in the base record DOB.
3. If an arrest warrant is issued in the name of "John Doe" or "Jane Doe" because the wanted person's true identity is unknown and the wanted person is known to be using stolen or fraudulent identification documents, entry of a Wanted Person File record is permitted provided the identifiers from the stolen or fraudulent documents are included in the wanted person record and identified as such. FBI numbers should not be entered in these types of records.
4. This enhancement only serves to highlight information when the record subject is known to use S/F identification documents. It does not alter current policy concerning entry of "John Doe" or "Jane Doe" records without a warrant which is currently allowed only when the record subject is using a homicide victim's identification.
5. When a record is entered into the Identity Theft File, if the identity of the thief is known and a warrant is obtained, the thief's personal information should be entered in the base

Wanted Person File record. Additionally, the victim information should be entered in the supplemental stolen/fraudulent data fields.

OLN and MNU Information

Always use the most current information for entry. For example, if the subject has an expired or suspended OLN but has a valid ID card, the ID card would be the most current.

It is agency discretion to enter expired or suspended information.

If an OLN has no expiration date, use current year in the OLY field.

ID card numbers from other states are to be entered into the OLN field.

Ohio ID card numbers can be entered into either the OLN field or the MNU field.

It is required the record be queried to ensure the supplemental data was added to the system(s) and the most current printout is retained with the agency records.

FBI and BCI Numbers

If the subject has BCI# and FBI#, both numbers must be entered to pack the record. The Ohio BCI record will be included in the FBI response since Ohio participates in III.

The subject's FBI# must be run to check for criminal history information from other states.

AR and AN Numbers on CCH

All Alien Registration Numbers (AR) on BCI and III record are traceable and can be entered. Query through NLETS using message key IAQ to confirm.

If the subject is born in US, the AR# is not a valid AR# and should not be used.

Arrest Numbers (AN) on a BCI record are not traceable and should not be entered in the record. Non Immigration Admission Numbers (AN) on a III record are traceable and can be entered. Query through NLETS using message key IAQ to confirm.

ENTER A BASE RECORD

Whenever an entry is made for a non-terminal or non-entering agency, the ORI of the non-terminal or non-entering agency is to be placed in the MIS field of the record.

Note: Do not enter a non-terminal or non-entering ORI in the ORI field.

In the event a missing juvenile entry is declared to be an AMBER ALERT, the original entry must be cancelled and re-entered. A missing juvenile entry cannot be modified to an AMBER ALERT.

The following message keys are used to entering a missing person record:

- **EMD** enter missing disability
- **EMDC** enter missing disability – caution
- **EME** enter missing endangered
- **EMEC** enter missing endangered – caution
- **EMI** enter missing involuntary
- **EMIC** enter missing involuntary – caution
- **EMJ** enter missing juvenile
- **EMJC** enter missing juvenile – caution
- **EMV** enter missing victim
- **EMVC** enter missing victim – caution
- **EMO** enter missing other
- **EMOC** enter missing other – caution

Missing person records require the following fields:

ORI	MKE	OCA	NAM	SEX	RAC
HGT	WGT	HAI	EYE	MNP	DLC

At least one or more of the following numeric identifiers must be included when the message key is *not* EMJ/EMJC:

DOB	FBI	MNU	SOC
-----	-----	-----	-----

OLN with OLS and OLY
LIC with LIS, LIY and LIT
VIN with VYR, VMA, and VST

Conditional mandatory fields include:

- CMC (if the MKE = EMDC, EMEC, EMIC, EMJC, EMVC or EMOC)
- DOB (if the MKE = EMJ/EMJC or if MNP = CA)
- DOE (if the MKE = EMJ/EMJC)
- DLO (if DNA = Y)
- MIS (if CMC = 01)

Name (NAM):

- Subject Names are input as:
 - Doe,John S
 - Doe,John S Jr
- Hyphenated names can also be entered.
 - Bald-Eagle,Robert R

Missing Person Code (MNP):

- *MP* is used when the message key is EMD, EMJ, or EMO.
- *DV* is used when the message key is EMV.
- *MP* is used when the message key is EME or EMI.
- *CA* is used when the message key is EME or EMI and the victim is under 18 and there is a reasonable indication/suspicion the child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life.
- *SA* is used when the message key is EME, EMEC, EMI, EMIC and the victim must be 64 years of age or older – or – adults of any age diagnosed with a mental health disorder.

CMC (Caution and Medical Conditions) values:

00	Armed and Dangerous
01	Other (Explain in MIS field)
05	Violent Tendencies
10	Martial Arts Expert
15	Explosive Expertise
20	Known to Abuse Drugs
25	Escape Risk
30	Sexually Violent Predator – Contact ORI for Detailed Information
40	International Flight Risk
50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic

The following may be used as *Caution Indicators* when they are associated with the subject of a record. If one of these is not used, it will be counted as a serious error during the audit. Caution Indicators must be used if any of these appear on the subject's CCH record:

Alcoholic	Known to Abuse Drugs
Allergies	Martial Arts Expert
Armed and Dangerous:	Medication Required
CCW	Other (Explain in MIS field)
Improper Handling of Firearms	Sexually Violent Predator
Weapons under Disability	Suicidal
Any crime with Weapon Use	Violent Tendencies:
Aggravated Robbery	Domestic Violence
Diabetic	Voluntary Manslaughter
Epilepsy	Murder
Escape Risk	Attempted Murder
Explosive Expertise	Resisting Arrest
Heart Condition	Felonious Assault
Hemophiliac	Felonious Assault with a vehicle
International Flight Risk	Assault on an officer

Note: Violent tendencies do not include simple assault or rape. It is agency discretion whether or not to use a Caution Indicator for domestic violence offenses.

Note: Fleeing and Eluding does not qualify as Escape Risk and Caution Indicator should **not** be used.

If the subject does not have a CCH record, but the warrant is associated with one of the above listed reasons; the warrant can be entered with a Caution Indicator.

If the subject has a Concealed Handgun License, this alone, does NOT qualify them to be entered with a Caution Indicator for armed and dangerous. Holding a permit is not the same as being charged with a crime involving a weapon.

When a subject has CCH entries showing arrests for Carrying Concealed Weapons (CCW), Felonious Assault and Drug Abuse, do not use CMC/01 (which translates into OTHER) and then enter the charges in the MIS field. Each individual CMC code that applies must be entered allowing the system to translate the codes and making it easier for the receiving operator to immediately determine the reasons for the Caution Indicator. In this example, CMC/00 (ARMED AND DANGEROUS), CMC/05 (VIOLENT TENDENCIES) and CMC/20 (KNOWN TO ABUSE DRUGS) would be entered. The ARMED AND DANGEROUS would correlate to the CCW charge and the VIOLENT TENDENCIES would refer to the Felonious Assault charge.

CMC/01 (OTHER) should only be used when none of the other CMC codes applies.

CMC/KNOWN TO ABUSE DRUGS should be used if the subject has a CCH conviction for drug abuse, has a drug abuse OL suspension on their driving record, or other official source documentation indicates the subject has actually used drugs. A subject with drug trafficking, possession or paraphernalia does not necessarily mean they also use drugs. In these situations, CMC/OTHER would be used with the offense being listed in the MIS field.

Note: It is the agency's discretion whether to use a caution indicator or not for drug offenses such as trafficking, possession or paraphernalia.

Also, a subject having a previous CCH drug abuse charge would not necessarily qualify for entry as a SMT/MC DRUGAB. Using drug abuse in the SMT field as a medical condition indicates the subject has been under a doctor's care, in a rehabilitation clinic, received counseling for abusing drugs, etc. The arrest on a CCH would not be documentation in and of itself to use the MC DRUGAB in the SMT field.

Other data fields that should be included if known:

NOA	MPC	BCI	LKI	LKA	SKN
POB	CTZ	FPC	SMT	BLT	CRC
FPA	BXR	DNA	VRX	ADR	CIT
STA	ZIP	MIS			

If a record is transmitted and one of the combinations below matches a missing person record already on file, it will reject as a duplicate. The user will receive the message 'REJECT ON FILE' along with the IDX of the existing record.

FBI and ORI	NAM, MNU and ORI
NAM, SOC and ORI	OLN, OLS and ORI
VIN, VMA, NAM and ORI	LIC, LIS, LIY, LIT, NAM and ORI
OCA, NAM and ORI	DOB, NAM and ORI

If the record is accepted by NCIC the following message will be generated:

***** NCIC ACCEPT ENTER, NIC RETURNED AND APPLIED *****

LEADS MISSING PERSON FILE

If NCIC rejects the entry, the record is **not** stored in the LEADS file. The error must be fixed and the record transmitted again.

In the case of a missing person who uses multiple names, birth dates, social security numbers, etc., see the section on supplemental data.

Also see the section for entering dental information. Dental information is required for juvenile records and is optional for adults.

AMBER ALERT ENTRY

The criteria to activate an Amber Alert are as follows:

- The child must be 17 years of age or younger.
- The child must be in immediate danger of serious bodily harm or death.
- There must be enough descriptive information about the child, the suspect, and/or the circumstances surrounding the abduction to believe the activation of the alert will help to locate the child.
- The activation must be recommended by the local law enforcement agency of jurisdiction.
- The activation is not to be used for runaway children or family abductions unless the investigation determines the child is in immediate danger of serious bodily harm or death.

Entering a missing person record with a message key of EME, EMEC, EMI, or EMIC along with a MNP value of AA for a child under 18 years of age will automatically generate an in-state Amber Alert message to:

- Adjacent counties
- OSHP Central Dispatch Communications Center in Columbus
- Attorney General's Office
- FBI Child Abduction Unit
- National Center for Missing and Exploited Children
- Ohio media will be notified through the activation process.

Since the missing person record does not currently support storing information about a suspect(s), a COP record can be entered into the system with the suspect's data.

Note: In the event a missing juvenile entry is declared to be an AMBER ALERT, the original entry must be cancelled and re-entered. A missing juvenile entry cannot be modified to an AMBER ALERT.

ENDANGERED MISSING ADULT ALERT

The criteria to activate an Endangered Missing Adult Alert are as follows:

- For Elderly (65 yrs. and older) or for any adult with a mental disability at risk of serious physical harm or death
- The disability must be diagnosed by a medical professional
- The local investigating law enforcement agency **confirms that the individual is missing.**
- There is sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate that activation of the alert will help locate the individual.

Entering a missing person record with a message key of EME, EMEC, EMI, or EMIC along with a MNP value of SA will automatically generate an in-state Endangered Missing Adult Alert message to:

- Adjacent counties
- OSHP Central Dispatch Communications Center in Columbus
- Attorney General's Office
- Ohio media will be notified through the activation process

Note: The record is sent to NCIC with a MNP value of MP.

MODIFY A BASE RECORD

A modification transaction is used to add, delete, or change information on a missing person base record. Only the entering agency may modify the record.

The message key to modify a missing person record is **MM**.

Identify the record to be modified by:

- NAM and OCA
- NIC and OCA
- LID and OCA

Complete the field/fields to be modified and transmit the data.

Once the record passes the system, the user will receive a message advising the LEADS record has been modified.

If the record is also in NCIC, the actual modification is pending and has been forwarded to NCIC for acceptance. If NCIC rejects the modification, the LEADS record does ***not*** retain the updates.

It is required the record be queried to ensure the modification was added to the system(s) and the most current printout is retained with the agency records.

Data fields, which may be removed from the record, are coded as (DEL) mark for deletion.

Once the record passes the system edits, the user will receive a message advising the LEADS record has been modified.

A modification generates an automatic cross-search of the updated record against the unidentified person records.

You cannot modify the message key between juvenile and adult MKE codes.

CANCEL A RECORD

Only the entering agency may cancel a missing person record. This transaction is used when the entering agency determines the record is invalid.

The message key to cancel a missing person record is **XM**.

Identify the record to be cancelled by:

- NAM and OCA
- NIC and OCA
- LID and OCA

The Date of Cancellation (DOC) is required and is either today's or yesterday's date.

The Reason for Removal (RPS) is optional and the value may be either CASE DROPPED or NOT MISSING.

It is required the record be queried to ensure it was removed from the system(s).

Cancellation of the base record will remove all associated supplemental data records as well.

CLEAR A RECORD

Only the entering agency may clear a missing person record. This transaction is used when the entering agency apprehends the subject or is officially advised the missing person has been located and the locating agency has not entered a locate transaction.

The message key to clear a missing person record is **CM**.

Identify the record to be cleared by:

- NAM and NIC
- NAM and OCA
- NIC and OCA
- LID and OCA

The Date of Clear (DCL) is required.

Additional fields include RCA, RPS, PAR, HIT, NPA, NPF, VNP, VOR and VRC.

If the locating agency did not place a locate, the CM transaction should contain the locating agency's ORI (RRI) and case number (RCA).at

It is required the record be queried to ensure it was removed from the system(s).

Clearing the base record will remove all associated supplemental, image and dental data records as well.

PLACE A LOCATE ON A RECORD

The apprehending agency should enter the locate transaction when they find a person in the LEADS/NCIC Missing Person Files after they have completed the hit confirmation process. When a locate message is placed on a missing person record, the record is automatically removed from the files.

Do not enter a locate transaction if the apprehending agency is also the entering agency.

The message key to locate a missing person record is **LM**.

Identify the record to be located by:

- NAM and OCA
- NIC and OCA
- LID and OCA

The required fields include:

- Date of Recovery (DOR)
- Disposition (DSP) whose value may be either DETN or RELD.
 - DETN is used when the entering agency advises the locating agency arrangements are being made to return the missing person to the proper authorities.
 - RELD is used when the entering agency advises the missing person will not be returned to the proper authorities **or** the locating agency received no information regarding what action should be taken after making an effort to do so.

Optional fields include RCA, RPS, PAR, HIT, NPA, NPF, VNP, VOR and VRC.

Note: The entering agency can request the locating agency not place a locate if a missing person is positively identified by partial body parts, and enough of the body to facilitate a match against the missing person record is still missing. The MIS field should be updated to list which body parts were recovered.

ENTER A SUPPLEMENTAL DATA RECORD

Supplemental data records are entered into the LEADS and NCIC to show additional names, dates of birth, scars, marks, tattoos, etc., associated with a missing person.

A base record may have the following supplemental records associated with it:

- Alias Names (AKA) up to 99
- Date of Birth (DOB) up to 9
- Miscellaneous Number (MNU) up to 9
- Social Security Number (SOC) up to 9
- Operator License data set (OLN, OLS, OLY) up to 9

- License Plate data set (LIC, LIS, LIT) up to 9
- Vehicle data set (VIN, VYR, VMA, VST) up to 9
 - Include VMO and VCO if known
- Scars, Marks, and Tattoos (SMT) up to 9
- Caution/Medical Conditions (CMC) up to 10
- Images up to 13
- Country of Citizenship (CTZ) up to 9

The message key to enter a supplemental record is **EMN**.

Identify the record the supplemental data is associated with by:

- NAM and OCA
- NIC and OCA
- LID and OCA

The system is designed to allow a **total of nine** additional data items be input in a single EMN transaction. However, the user's input form may restrict the number of fields that may be used per transaction.

This example shows four supplemental data items being added to the record for GUY B MISSING.

```

ORI/OHOHP00L8
NAM/MISSING,GUY B
OCA/DAWN-TEST
AKA/FISHING,GONE
SMT/TAT R ARM
SMT/PRCD L EAR
SOC/000000010
  
```

If there are more than nine data items to be added the user will need to make additional EMN transactions.

It is required the record be queried to ensure the supplemental data was added to the system(s) and the most current printout retained with the agency records.

MODIFY A SUPPLEMENTAL DATA RECORD

There is no modifying transaction for supplemental data. The incorrect information must be cancelled and the correct information entered.

CANCEL A SUPPLEMENTAL DATA RECORD

The message key to cancel a supplemental record is **XMN**.

Identify the record the supplemental data is associated with by:

- NAM and OCA
- NIC and OCA

- LID and OCA

Up to nine data items may be included in a cancel supplemental transaction.

It is required the record be queried to ensure the supplemental information was removed from the system(s) and the most current printout retained with the agency records.

ENTER A DENTAL RECORD

Dental characteristics are included for the purpose of matching information against records in the NCIC Unidentified Person File. This information may be obtained using the Missing Person Data Collection Entry Guide and the Missing Person Dental Report available on-line. The Authorization to Release Dental Records form must be signed by the parent or guardian and the NCIC Missing Person Dental Report must be completed by the dentist.

Note: If it is determined dental record information is not available for a juvenile this must be documented in the case file and “UNK” is entered in the DCH field.

Only the agency that entered the missing person record may enter the associated dental data.

The message key to enter dental information is **ED**.

Identify the record to which the dental information is being associated by:

- NIC and OCA
- LID and OCA

An entry is required for each and every tooth, which are numbered 01 – 32.

The required fields include:

- Dental x-rays available (DXR)
The only valid values are Y or N
- Dental models available (MPA)
The only valid values are Y or N
- Dental characteristics (DCH)
The codes for this field include:

M, O, D, F, L	(restorations for each surface of the tooth)
X	(missing)
V	(virgin – all teeth present without restorations)
/	(no information on tooth is available)
R	(root canal)
C	(crown)
ALL	(is used in cases where all of the teeth match the default code of ‘virgin’)
UNK	(is used in cases where there is no dental information available)

Note: R & C must be used in conjunction with M, O, D, F, or L. If UNK is entered into the DCH field, it suppresses the dental cross-search against the Unidentified Person File.

Optional field:

- Dentist's remarks (DRE) – Holds a maximum of 50 characters and should contain dental remarks which cannot be coded in the DXR, MPA, or DCH fields.

MODIFY A DENTAL RECORD

Only the entering agency may modify the dental information associated with a missing person record.

The message key to modify a dental record is **MD**.

Identify the dental record by its associated missing person record using:

- NIC and OCA
- LID and OCA

When modifying the DCH data for a tooth to add additional codes, include the original codes entered if they are still valid.

If the error message of 'RECORD NOT FOUND' is returned and the operator feels sure the identifiers are correct, query the record to ensure the dental information was previously entered.

CANCEL A DENTAL RECORD

Only the entering agency may cancel the dental information associated with a missing person record.

The message key to cancel a dental record is **XD**.

Identify the dental record by its associated missing person record using:

- NIC and OCA
- LID and OCA

Dental records will also be removed if the base record is canceled, located, or cleared.

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OTHER FUNCTIONS

BMV QUERIES

The Ohio Bureau of Motor Vehicles (BMV) owns and maintains the Driver's License and State Identification File. This file contains data pertaining to operator licenses and state identification cards issued to Ohio residents. Information such as the resident's name, address, social security number, driving record and emergency contact can be found in this file.

LEADS operators have the ability to query the person's data using:

- the person's name
- the person's social security number
- the person's operator license number
- the person's state identification number

INQUIRY BY PERSON'S NAME

The message key is **DN**.

Required field is **NAM** and is entered last name, first name.

Additional fields are date of birth (**DOB**) and **COU** (county of residence). LEADS and NCIC person files are also checked when the search criteria include the **DOB**.

If the entered search criteria are not an exact match to information stored on the BMV OL File, a list of potential matches is returned. Example:

DNX.OHOHP00L8.PUBLIC, JOHN:19791218#

The BMV returns a listing of possible matches.

DNX.OHOHP4000.PUBLIC, JOHN Q#

100	PUBLIC*JOHN,Q	DLN: ZZ000001	1970 W BROAD ST	DS.111223333
	CLS: B VALID 73	DOB: 05/08/1982	COLUMBUS OH 43218	
094	PUBLIC*JOHN,Q%JR	DLN: ZZ000099	1970 W BROAD ST	DS.222334444
	CLS: I NOT VALID 73	DOB: 12/10/2002	COLUMBUS OH 43218	
077	PUBLIC*JOHN,L	DLN: ZZ000015	1980 W BROAD ST	DL.ZZ000015
	CLS: D EXPIRED 43	DOB: 05/10/1954	COLUMBUS OH 43218	
077	PUBLIC*JOHN	DLN: None	1952 W BROAD ST	DK.019917658
	CLS: SUSPENDED 50	DOB: 02/06/1971	COLUMBUS OH 43218	

If additional matches exist, the following information will be shown at the bottom of the message:

TO LIST MORE DRIVERS, SUBMIT THE FOLLOWING:
DNX.OHOHP00L8.PUBLIC,JOHN:19791218#.00040.E.02

Return to the DN transaction and input the data, i.e., PUBLIC,JOHN:19791218#.00040.E.02 from the response into the NAM/ field and transmit the query again.

INQUIRY BY PERSON'S SOCIAL SECURITY NUMBER

The message key is **DS**.

Required field is SSN and is entered without the hyphens.

The requester field is available to document who is requesting the query to create a computerized audit trail.

Note: LEADS and NCIC person files are also checked.

INQUIRY BY PERSON'S OPERATOR LICENSE OR STATE ID NUMBER

The message key is **DL**.

Required field is OLN. This can be the driver's license number or the state ID number.

The requester field is available to document who is requesting the query to create a computerized audit trail.

Note: LEADS and NCIC person files are also checked.

INQUIRY BY PERSONS DRIVER KEY

The message key is **DK**.

Required field is OLN Key #.

The BMV assigns a 'key' number to all persons entered into their system. If a query has been done by name and the person does not have an Ohio driver's license, the DN response will show the key information as DK.99999999 (see above example of a DN response).

DK.OH0313300.019917658

JOHN PUBLIC

DOB: 02/06/1971 AGE: 42

1952 W BROAD ST

SSN: 000 00 0000

COLUMBUS, OH 43218

KEY: 019917658

COUNTY: 25-FRANKLIN

** PHYSICAL DESCRIPTION **

** ANATOMICAL DONOR: NOT LISTED **

SEX: U HGT: ' " WGT: 000 HAIR: UNKNOWN EYES: UNKNOWN

** DRIVER LICENSE INFORMATION **

DLN: CLASS: ISS: / / EXP: / /

STATUS: FAILURE TO REINSTATE

RESTRICTIONS: NONE

CHECK VEHICLE REGISTRATION

EMERGENCY CONTACT QUERY

The BMV maintains a database to track next of kin. This file contains emergency contact information for persons issued an Ohio driver's license, commercial driver's license, temporary permit or state ID card if the person wants to add it. **(This file is not to be used as an investigative tool. It should only be used to notify next of kin in an emergency.)**

If a DS or DL query is run on a resident who has supplied this information, the message 'EMERGENCY CONTACT INFORMATION AVAILABLE' will appear at the bottom of the query response from the BMV.

To view the contact's information use one of the following message keys. The required data field can be found on the DL, DN or DS response.

- **ECL** Required field: OLN
- **ECK** Required field: KEY
- **ECS** Required field: SOC

The file must be queried by using the appropriate field for OLN or state ID. This file does not recognize the OLN and the state ID numbers as being the same as it does when checking through the OLN file. If it is a state ID and it is run as an OLN or vice versa no emergency contact information will be returned.

DS response example:

ABSTRACT OLTEST
1970 W BROAD STREET
COLUMBUS, OH 43223
COUNTY: 25-FRANKLIN

DOB: 05/10/1927 AGE: 80
SSN: 777 77 7775
KEY: 011886163

** PHYSICAL DESCRIPTION **
**

** ANATOMICAL DONOR: FORM ON FILE

SEX: M HGT: 5' 08" WGT: 140 HAIR: BROWN

EYES: GREEN

** DRIVER LICENSE INFORMATION **

DLN: **ZZ000083** CLASS: D ISS: 05/09/2001 EXP: / / 2 PART LICENSE

STATUS: SUSPENDED

ENDORSEMENTS: MOTORCYCLE

OTHER ENDORSEMENT

PASSENGER - CDL

RESTRICTIONS: MODIFIED DIMMER SWITCH

MODIFIED TURN SIGNAL

MODIFIED BRAKES

LEFT OUT & INSIDE MIRRORS

DUAL OUTSIDE MIRRORS

NO BACKGROUND CHECK: 04/19/2006 (HAZMAT ENDORSEMENT REVOKED)

EMERGENCY CONTACT INFORMATION AVAILABLE

ECS response example:

***** NEXT OF KIN / EMERGENCY CONTACT INFORMATION FOR: *****

ABSTRACT OLTEST
1970 W BROAD STREET
COLUMBUS, OH 43223
COUNTY: 25-FRANKLIN

DOB: 05/10/1927 AGE: 80
SSN: 777 77 7775
KEY: 011886163

CONTACT 1:
JOSEPH M PUBLIC RELATIONSHIP: SON-IN-LAW
8000 FLOWER RD LONDON, OH 43140
PHONE: 740 852-0000

VEHICLE REGISTRATION QUERIES

The Ohio Bureau of Motor Vehicles (BMV) owns and maintains the Vehicle Registration File. This file contains data pertaining to vehicles registered to Ohio residents. Information such as a description of the vehicle, the vehicle identification number, the associated license plate and the owner's personal information can be found in this file.

LEADS operators have the ability to query the vehicle registration data using:

- the license plate number
- the vehicle identification number
- the owner's social security number
- the owner's name
- the owner's tax identification number

INQUIRY BY LICENSE PLATE NUMBER

Message key is **RP**.

This transaction also generates additional queries to the BMV OL File, LEADS files and NCIC files using the SSN, VIN and LIC data from the registration record.

License (LIC)

The system will take up to 10 characters. If the license plate number exceeds ten characters, only the first ten digits should be entered.

Plate Type (COD)

Church Bus	CB
City (non-expiring)	CI
Commercial Bus	BU
Commercial Trailer – includes semi trailer	TL
Commercial Truck	TK

County (non-expiring)	CU
Disabled Veteran (non-expiring)	DV
Farm Truck	FM
House Vehicle or House Trailer	HV
Moped	MP
Motorcycle	MC
Motor Home	MH
Non Commercial Trailer	NC
Non Commercial Truck	NT
Passenger Car	PC
Prisoner of War	PW
Recreational Vehicle (i.e. snowmobile, all terrain)	RV
School Bus	SB
State (non-expiring)	ST
Temporary Plate	TM
Transit Bus	TB
Watercraft (boat)	WC

Requestor (REQ)

15 characters of free text can be used to record the name, unit number or badge number of the person requesting the query. This will create a secondary audit trail for the transaction.

Example of a RP response.

```
RP.OHOHP00L8.TST0001,PC.REQ/LEADS PRGM    03/04/09 13:14
TST0001  2008 PC (NORMAL ISSUE)  EXPIRED/20081001
CLOWN*BARTLES,T                      SOC/001008576  STICKER/910TST0001
1970 W BROAD ST                      COLUMBUS      OH 43223 2504 SINGLE-OWNER
00001243000019384    2000 PONT ASD - UNKNOWN 4S PURCHASED 01/01/2000
TITLE/1234567891 ODOMETER/000001
```

```
ISSUED 20080716 BY AGENCY 9980 APPLICATION 963960BG OLD-LIC/TST0001
PLATE COLOR/ SUNBURST      VEH COLOR/ CHROME
END
```

INQUIRY BY VEHICLE IDENTIFICATION NUMBER

Message key is **RV**.

This transaction also creates additional queries to both LEADS and NCIC files using the VIN. The Vehicle Identification Number (VIN) can be up to 20 characters. If the actual vehicle identification number is greater than 20 characters, use the last 20 characters to query the database.

Example of a RV response:

```
RV.OHOHP00L8.00001243000019384    03/04/09 13:20
TST001  2008 PC (PER//500)  EXPIRED/20080201
CLOWN*BARTLES,T                      SOC/001008576
1970 W BROAD ST                      COLUMBUS      OH 43223 2504 UNK OWNER-CODE
```

00001243000019384 2000 PONT ASD - UNKNOWN 4S PURCHASED 01/01/2000
TITLE/1234567890 ODOMETER/000001

ISSUED 20030904 BY AGENCY 9980 APPLICATION MX49844 OLD-LIC/TST0001
PLATE COLOR/ BICENTENNIAL VEH COLOR/ BROWN
END

INQUIRY BY VEHICLE OWNER'S NAME

Message key is **RN**.

The owner's name (NAM) is required and can be input as:

- PUBLIC,JOHN (last name comma first name)
- PUBLIC,JOHN Q (last name comma first name space middle initial)
- PUBLIC,JOHN Q JR (last name comma first name space middle initial space title)

When an inquiry is made by name, an exact match may not occur. However, the response may have retrieved some records. The system assigns values for matching last name, first name, middle initial, title and county codes. Consonants which sound alike are given the same numeric value. Vowels which often sound alike are given no value.

County of residence (COU)

Optional field to help limit the search.

Adjacent county (ADJ)

Optional field to help limit the search.

Example of a RN response:

```
RN.OHOHP00L8.TEST,RECORD 08/24/04 14:06
TEST*RECORD VIN/12345678900000010 LIC/998ZZZ ,PC
10 SPIKERUSH CT PATASKALA OH 43062 EXP/20010218
VEH/1973 CHEV TYPE/4S ISSUED/20000118 BY AGENCY 2500 4511
TEST*RECORD VIN/12345678900000010 LIC/999ZZZ ,PC
10 SPIKERUSH CT PATASKALA OH 43062 EXP/20040818
VEH/1973 CHEV TYPE/4S ISSUED/20000818 BY AGENCY 2500 4511
TEST*RECORD VIN/12345678900000002 LIC/PZZ9999 ,TK
10 SPIKERUSH CT PATASKALA OH 43062 EXP/20000531
VEH/2000 KENW TYPE/TK ISSUED/19991012 BY AGENCY 2500 4511
END
```

A response is able to bring back a maximum of six matches. If additional matches exist, the following information will be shown at the bottom of the message:

FOR ADDITIONAL RECORDS, SUBMIT THE FOLLOWING: RN.111223333+143804143606.007

Return to the RN transaction and input the data from the + to the end (IE: +143804143606.007) into the continuation field and transmit the query again.

INQUIRY BY VEHICLE OWNER'S SOCIAL SECURITY NUMBER

Message key is **RS**.

Social Security Number (SOC) is required.

Response sample:

```
RS.OH0830300.999999999 10/01/04 00:04
PUBLIC*JOHN                VIN/4A2YC58A60M4323526  LIC/ABC1234 ,PC
  500 E HIGH ST            ANYTOWN                OH 45501  EXP/20050718
  VEH/1991 ISU  TYPE/SW  ISSUED/20040724 BY AGENCY 8311 8306
PUBLIC*JOHN,R              VIN/1FT3326OE6BLAK5467  LIC/CBA4321 ,TK
  500 E HIGH ST            ANYTOWN                OH 45501  EXP/20040531
  VEH/1981 FORD  TYPE/TK  ISSUED/20030506 BY AGENCY 8311 8306
PUBLIC*JOHN,R              VIN/2M2C058D6M0023526  LIC/T123456 ,TM
  500 E HIGH ST            ANYTOWN                OH 45501  EXP/20030829
  VEH/1991 ISU  TYPE/SW  ISSUED/20030731 BY AGENCY 8311 0000
PUBLIC*JOHN,R              VIN/NONE                LIC/LIC1234 ,NT
  23 MADISON DR            ANYTOWN                OH 45501  EXP/20030718
  VEH/1990 HMD  TYPE/TL  ISSUED/20020615 BY AGENCY 8311 8306
PUBLIC*JOHN,R              VIN/1FT3326OE6BLAK5467  LIC/T654321 ,TM
  500 E HIGH ST            ANYTOWN                OH 45501  EXP/20030506
  VEH/1981 FORD  TYPE/TK  ISSUED/20030407 BY AGENCY 8311 0000
PUBLIC*JOHN,R              VIN/1FT3326OE6BLAK5467  LIC/T321456 ,TM
  500 E HIGH ST            ANYTOWN                OH 45501  EXP/20030406
  VEH/1981 FORD  TYPE/TK  ISSUED/20030308 BY AGENCY 8311 0000
FOR ADDITIONAL RECORDS, SUBMIT THE FOLLOWING:
RS.999999999+000000000000.007
```

A response will bring back a maximum of six matches per form. If additional matches exist, the following information will be shown at the bottom of the message:

```
FOR ADDITIONAL RECORDS, SUBMIT THE FOLLOWING: RS.111223333+143804143606.007
```

Return to the RS transaction and input the data from the + to the end (IE: +143804143606.007) into the continuation field and transmit the query again.

INQUIRY BY VEHICLE OWNER'S FEDERAL TAX IDENTIFICATION NUMBER

Message key is **RF**.

Federal Tax Identification Number (TAX) is required.

Example of a RF response:

```
RF.OH0671200.043624813      03/03/09 11:16
CITY SECURITY                VIN/1ABCD23E0FG123456      LIC/T654321 ,TM
  4000 STATE ROUTE 1        SOMEPLACE                OH 43210      EXP/20021003
  VEH/1989 CHEV TYPE/SW ISSUED/20020904 BY AGENCY 7732 0000
CITY SECURITY INVESTIGATIONS VIN/1ABCD23E0FG123456      LIC/CITY01 ,PC
  4000 ST RT 1              SOMEPLACE                OH 43210      EXP/20030820
  VEH/1989 CHEV TYPE/SW ISSUED/20021009 BY AGENCY 7731 6766
CITY SECURITY AND INVEST    VIN/1DCBA43FGCBA12345      LIC/CITY02 ,PC
  4000 ST RT 1              SOMEPLACE                OH 43210      EXP/20050820
  VEH/1994 FORD TYPE/SW ISSUED/20040915 BY AGENCY 6712 6705
CITY SECURITY AND INVESTIGATIONS VIN/2PLAF17X0XX654321      LIC/CITY03 ,PC
  4000 STATE ROUTE 1        SOMEPLACE                OH 43210      EXP/20060820
  VEH/1994 FORD TYPE/4S ISSUED/20050823 BY AGENCY 6712 6766
CITY SECURITY-INVEST        VIN/1TDGN13X8X12404847      LIC/INVEST ,PC
  2000 STATE ROUTE 2        EVERYWHERE                OH 44100      EXP/20060820
  VEH/2000 CHEV TYPE/SW ISSUED/20050823 BY AGENCY 6712 6778
CITY SECURITY INVESTIGATION INC VIN/1PFPF55X11F101809      LIC/2INVEST ,PC
  1600 MY TRAIL ROAD        ALL FALLS                OH 44222      EXP/20090820
  VEH/2001 FORD TYPE/4S ISSUED/20080912 BY AGENCY 6715 7705
FOR ADDITIONAL RECORDS, SUBMIT THE FOLLOWING:
RF.02345678901+148902736204.007
```

A response will bring back a maximum of six matches per form. If additional matches exist, the following information will be shown at the bottom of the message:

```
FOR ADDITIONAL RECORDS, SUBMIT THE FOLLOWING: RS.111223333+143804143606.007
```

Return to the RF transaction and input the data from the + to the end (IE: +143804143606.007) into the continuation field and transmit the query again.

DEALER PLATE INQUIRY

Four DEALER plate changes were implemented on October 25, 2015:

1. To obtain dealer plate information, use the RP message key and code 'DL' for dealer plate or 'MD' for motorcycle dealer plate.
2. Temporary tags issued by dealers are available by query.
3. Ohio responds to NLETS RQ queries for dealer plates using the 'DL' or MD' codes.
4. The ATDP query continues to support old and new formats, but no longer requires the dealer plate code to be entered.

Note: Dealers plates are not issued an expiration sticker. The query for dealer plates should include all the numbers from left to right, no spaces and no dash.

Each dealer is assigned a master plate number and may have one or more plates associated with it. All plate ranges, except for the master plate, have up to three digits appended to the plate number to show the plate range.

The message key is **ATDP**.

Note: This transaction will also check LEADS and NCIC files.

The Dealer Plate Number (DPN) is required. This may be either the master plate number (i.e.: 1234) or a specific plate number (i.e.: 91234).

A query of a dealer permit number will provide the information as to the ownership of the license plate *only*.

The proper way to query a stolen dealer plate is with the small number entered first, however, not everyone enters the plate with the proper format. It is suggested the dealer plates also be checked without the small number and with the small number at the end.

A specific plate may be queried as such 1234002 or 1234-002 or 002-1234 via ATDP. However, entering and querying the plate number as 0021234 will bring back a NIF response from ATPS.

Dealer Code (COD)

- All-Purpose Vehicle Dealer DA
- Commercial Demonstration DD
- In Transit DI
- Moped Dealer DM
- Motorcycle Dealer DC
- Regular Dealer DV
- Snowmobile Dealer DT
- Special DS
- Utility Trailer Dealer DU
- Watercraft Trailer Dealer DW

If all of the retrieved data cannot be shown on a single form, the page forward key is shown. Paging is done using the ATPG message key and must be done fairly quickly or it will time out and the operator will need to re-run the ATDP transaction again. See the following section on using the ATPG message key.

Example of an ATDP response to a query on master number 4567:

```
ATDP.OHOHP00L8.4567,DV
PLT/4567       STK/2010032832       EXP/033110   PERMIT#/UD005885   #PLTS/0020
SUPER DUPER AUTO SALES            TYPE/P       DBA/N       SEC/Y
1200 S MAIN ST

MIAMISBURG                   OH 45555 CNTY/57   USED MOTOR VEHICLE DEALER LICENSE

4567-4567,9800087949-9800087949       4567-4567002,2010032832-2010032833

4567002-4567002,9800087950-9800087950   4567003-4567003,2010032834-2010032834
```


TITLE NUMBER INQUIRY

Message key is **ATNUM**.

The title number (TTL) is required. Title numbers are normally eight to ten numeric digits long. It is possible the number can have an alphabetic character which usually appears at the end of the title number.

Example of an ATNUM response – motor vehicle:

TITLE NUMBER/1101588966 TYPE/V STATUS/A ISSUE-DATE/040197 CNTL-NO/024793799

TITLE/1101588966 SSN-FEIN/222222222 DEALER-PERM/
NAME/PLACE*DON
STREET/1000 GOOD VIEW CITY/LONDON ST/OH ZIP/43140

PREVIOUS TITLE DATA:

TITLE/1101588966 SSN-FEIN/----- DEALER-PERM/
NAME/LESSON*JOHN
STREET/3000 TREE LANE CITY/LONDON ST/OH ZIP/

VIN/22XP20B271871 YEAR/1969 TYPE/--- MAKE/DODGE MODEL/XP2
BODY/2D MILES/75200 CD/A COND/F PUR-DATE/032197 PUR-PRICE/50
DUPL-COUNT/ REPL-COUNT/

Example of an ATNUM response – watercraft:

TITLE NUMBER/1100825599 TYPE/W STATUS/A ISSUE-DATE/051795 CNTL-NO/014041411

TITLE/1100825599 SSN-FEIN/----- DEALER-PERM/
NAME/WOULD*RONALD
STREET/300 MARY ST CITY/HARKEN ST/OH ZIP/45000

PREVIOUS TITLE DATA:

TITLE/1100825599 SSN-FEIN/----- DEALER-PERM/
NAME/SHREDDER*DAN
STREET/200 PAPER DR CITY/GALLOWAY ST/OH ZIP/43119

VIN/ARKD00330966 YEAR/1976 TYPE/ MAKE/ARROWGLAMODEL/COUGAR
BODY/ MILES/ CD/ COND/ PUR-DATE/050895 PUR-PRICE/250
DUPL-COUNT/ REPL-COUNT/

Example of an ATNUM response – boat motor:

TITLE NUMBER/5200289842 TYPE/M STATUS/A ISSUE-DATE/071707 CNTL-NO/086384215

TITLE/5200289842 SSN-FEIN/222222222 DEALER-PERM/
 NAME/FLOWER*DAISY*L
 STREET/700 S WATER ST CITY/POTTER ST/OH ZIP/43452

PREVIOUS TITLE DATA:

TITLE/5200289842 SSN-FEIN/----- DEALER-PERM/
 NAME/MULLIGAN*STEW
 STREET/S R 50 CITY/FREE ST/OH ZIP/43222

VIN/X4312135Z YEAR/1975 TYPE/ MAKE/JOHNSON MODEL/85ESL7
 BODY/ MILES/ CD/ COND/ PUR-DATE/090304 PUR-PRICE/0
 DUPL-COUNT/ REPL-COUNT/

TITLE SUMMARY INQUIRY

Message key is **ATSUM**.

Title number (TTL) is required. Title numbers are normally eight to ten numeric digits long. It is possible the number can have an alphabetic character which usually appears at the end of the title number.

Example of an ATSUM response – motor vehicle:

TITLE D/R	NUMBER/ISS-DT	STATUS/A CONTROL#	TYP	TITLE-DEF/V VIN	YR	MAKE	MILEAGE
O	012909	091053052	O	1G2WX34K5XF678901	1999	OLDS	120536
O	090303	067779385	O	1G2WX34K5XF678901	1999	OLDS	98424
O	082703	067735754	O	1G2WX34K5XF678901	1999	OLDS	98392
O	063003	065621515	O	1G2WX34K5XF678901	1999	OLDS	98315
O	121098	033498259	O	1G2WX34K5XF678901	1999	OLDS	12

Example of an ATSUM response – watercraft:

TITLE D/R	NUMBER/ISS-DT	STATUS/A CONTROL#	TYP	TITLE-DEF/W VIN	YR	MAKE	MILEAGE
O	083001	047974989	O	MRR12345M84A	1984	MRR12104M84A	
O	063000	041621240	O	MRR12345M84A	1984	MRR12104M84A	
O	062700	041630107	O	MRR12345M84A	1984	MRR12104M84A	

Example of an ATSUM response – boat motor:

TITLE NUMBER/0700595818	STATUS/A	TITLE-DEF/M	YR	MAKE	MILEAGE
D/R	ISS-DT	CONTROL#	TYP	VIN	
O	040307	084147166	O	09876543	2001 JOHNSON

VEHICLE IDENTIFICATION NUMBER QUERY

Message key is **ATVIN**.

The vehicle identification number (VIN) is required. This transaction also queries LEADS files using the VIN.

Example of an ATVIN response:

VIN/1Z37T3S423548	MAKE/CHEVROLET	MODEL/COR	YEAR/1973
OWNER NAME		STS DEF	ISS-DT
STREET	CITY	STATE	ZIP
		TITLE-NO	MILEAGE
CURRENT*OWNER		A O	091003
3000 CORDERS RD	COVER CITY	OH	43111
			1200715838
			56284
PUBLIC WORLD OF CARS INC		I O	072903
200 E SOUTH STREET	SPRINGFIELD	OH	45000
			1200706389
			56271
PREVIOUS*OWNER*B		I O	030402
300 GEORGIA AVE	LYRIA	OH	44333
			4701144506
			56207
PREVIOUS*OWNER*A		I O	050198
4000 SACRAMENTO BLVD	DINA	OH	44222
			5200378695
			55294

SSN INQUIRY

Message key is **ATSSN**.

The social security number (SOC) is required. This transaction also queries LEADS files using the SOC.

Example of an ATSSN response:

NAME/RECORD*TEST*A	SSN/123456789					
TITLE-NO	STAT	DEF	ISS-DT	VIN-WIN-MIN	MAKE	YR
2508993027	A	V	112807	1G2ZG57N174123456	PONTIAC	2000
2507328831	A	V	042505	1HGCD5632RA123456	HONDA	1994
2506819590	I	V	071304	1G6CD13B6N4123456	CADI	2010
2506803475	I	V	070204	1G6CD13B6N4123456	CADI	1992
2506489442	I	V	011504	1GNDT13X83K123456	CHEVROLET	2003
2505091703	I	V	120701	2B6HB11Z2XK123456	DODG	1999
2504543495	I	V	022301	2C1MR2266W6123456	CHEV	2014

ADDITIONAL OWNERS INQUIRY

Message key is **ATADD**.

The title number (TTL) is required. Title numbers are normally eight to ten numeric digits long. It is possible the number can have an alphabetic character which usually appears at the end of the title number.

Example of an ATADD response:

```
TITLE/0100228443 STATUS/I VIN-WIN-MIN/1HD5DAM20JJ128631
TITLE-DEF/O TYPE-DEF/V VEH-YEAR/1988 VEH-MAKE/HARLEY
```

##	OWNER-NAME STREET	CITY	SSN-FEIN STATE	PERMIT# ZIP
01	PUBLIC*JOHN*Q 200 ROSEY DR.	PEBBLES	211311999 OH	45666
02	PUBLIC*JOHN*Q 40 PLACE AVE.	PEBBLES	222333999 OH	45666

NAME INQUIRY

Message key is **ATNAM**.

The name (NAM) is required. Valid formats for NAM field:

- PUBLIC*JOHN*Q*II
- PUBLIC*JOHN*Q
- PUBLIC*JOHN

Note: The asterisks (*) must be included in the format as shown.

Additional fields to refine the inquiry include:

- county number
- zip code
- city name

Example of an ATNAM response:

NAME	ADDRESS	CITY	VIN-WIN-MIN	NO	TITLE-NO	SSN
			YR	MAKE	STATE	ZIP
				MAKE	TYPE	
MCPUBLIC*JOHN*R	7000 MEMORY LN	FRY	2001	SUBARU	01 OH	3103222861 222333999
	JF2FF66611A654321					V
MCPUBLIC*JOHN*R	100 W HIGH	MAKING	2008	FORD	02 OH	7602935647 222333999
	1PHAF33A18X123456					44333
						V

BY BUSINESS/DEALER NAME

Message key is **ATBUS** for Business Name.

Message key is **ATDLR** for Dealer Name.

The business name or dealer name (NAM) is required. The name field will hold up to 30 characters.

Additional fields to refine the inquiry include:

- County Number
- Zip Code
- City Name

Example of an ATBUS response:

NAME	NO	TITLE-NO	SSN
ADDRESS	CITY	STATE ZIP	
VIN-WIN-MIN	YR MAKE	TYPE	
PUBLIC JOHN CHEVROLET	01	2504061712	-----
1952 W BROAD STREET	COLUMBUS	OH 43228	
1A2BC235D7EF123456	2000 PLYM	V	
PUBLIC JOHN CHEVROLET	01	2504061711	-----
1952 W BROAD STREET	COLUMBUS	OH 43228	
1A3DV124F8GG123456	2002 HOND	V	
PUBLIC JOHN CHEVROLET	01	2504061710	-----
1952 W BROAD STREET	COLUMBUS	OH 43228	
1F3AA3210GG9123456	2013 PONT	V	

Example of an ATDLR response:

NAME	NO	TITLE-NO	SSN
ADDRESS	CITY	STATE ZIP	
VIN-WIN-MIN	YR MAKE	TYPE	
PUBLIX AUTO SALES			01 1804059552 -----
1952 W BROAD STREET	COLUMBUS	OH 43228	
1F2FF33UUIH123456	2010 OLDS	V	
PUBLIX AUTO SALES			02 1804045380 -----
1952 W BROAD STREET	COLUMBUS	OH 43228	
1H1TL6541KY123456	2011 CHEV	V	
PUBLIX AUTO SALES			03 1804021194 -----
1952 W BROAD STREET	COLUMBUS	OH 43228	
1G3BB44J1F4123456	2012 PONT	V	

WATERCRAFT INQUIRY

Message key is **ATWIN**

The required field for the watercraft inquiry is the watercraft or boat motor number (WCN).

Example of an ATWIN response:

WATERCRAFT#/BUJ23063D202 LENGTH/018' 2"	MODEL/NITRO BOAT/BASSTRACKE	YEAR/2002	TYPE/W
OWNER-NAME PUBLIC*BILL PUBLIC*WALT PUBLIX AUTO SALES	STS A I I	ISS-DT 011707 102606 022305	TITLE-NO 8301143362 8301121504 8300936625

LIEN INQUIRY

Message key is **ATLN**.

Title number (TTL) is required. Title numbers are normally eight to ten numeric digits long. It is possible the number can have an alphabetic character which usually appears at the end of the title number.

Example of an ATLN response:

TITLE/1804231910	VIN-WIN-MIN/1G4EZ13L3MU410390	YEAR/1991		
## LIEN HOLDER'S NAME STREET CITY	ISS-DT STATE	CAN-DT ZIP	CNTL#	
01 COMMERCIAL INVESTMENTS CORP 200 6TH NW ANYWHERE	022001 OH	042401 44702	052531715	

ESCAPED VIOLENT FELON NOTIFICATION

Effective September 30, 1999, the Ohio Revised Code was amended to require county sheriff's to notify all law enforcement agencies in their jurisdiction if a felon escapes from their custody and when the escapee is found.

ORC Section 341.011(A) states a notification be sent when:

1. A person who was either convicted of or plead guilty to an offense *or* was indicted or otherwise charged with the commission of an offense, escapes from a county jail or workhouse or otherwise escapes from the custody of a sheriff.
2. The notification shall go to:

- All local law enforcement agencies with jurisdiction over the place where the person escaped from custody,
- The State Highway Patrol,
- The Department of Rehabilitation and Correction if the escapee is a prisoner under the custody of the department who is in the jail or workhouse,
- The prosecuting attorney of the county, and
- A newspaper of general circulation in the county.

The message key **EVFNOT** is used to send an escaped violent felon notification.

The LEADS message switch automatically forwards the information to all law enforcement agencies located within the county of the originating ORI as well as the OSHP.

Message Fields:

<u>Field Tag</u>	<u>Description</u>
AGY	county sheriff's office
FAC	county jail or workhouse of escape
NARR	any miscellaneous information which may be helpful in the apprehension of the escapee
NAM	required – escapee's name (Last,First M)
SEX	escapee's sex
RAC	escapee's race
HGT	escapee's height
WGT	escapee's weight
HAI	escapee's hair color
EYE	escapee's eye color
AGE	escapee's age
DESC	any clothing description which may be helpful in the apprehension of the escapee

IPS INQUIRY

The message key to query the IPS File is **IPSQ**.

The file can be searched in one of the following combinations:

- name and date of birth
- alias name and date of birth
- offender number
- social security number

The response to a name inquiry will result in only one record being displayed, since the name inquiry searches for an exact match.

Enter the name as last name, first name, middle initial and then title (Jr, Sr, II, or III, etc.) A comma must separate the last name from the first name, and a space must separate the first name from the middle initial and the middle initial from the title.

The date of birth must be in month, day and year order.

The response to an offender number inquiry will result in one record being displayed. This record will be the primary record of an individual. If there is any other records on file with the same offender number, alias names will be displayed at the end of the primary record.

The response to a SSN inquiry will result in at least one record being displayed. If the SSN matches any additional records, they also will be displayed.

Do *not* put a period in the offender number (ONO) when using it to query the file.

Example of an IPSQ response:

```
**** INSTATE **** INSTATE **** INSTATE ****
MKE/INMATE PROGRESSION SYSTEM RECORD
ONO/A53621300 NAM/PUBLIC,JOHN DOB/19950121
SSN/11122333 ALIAS/P RAC/W SEX/M HAI/BLK
EYE/BRO HGT/600 WGT/210
ADM/20061026 EXP/20080808
STATUS/PAROLE REASON/DECLARED PRC VIOLATOR AT LARGE
INSTITUTION/NORTH CENTRAL CORRECTIONAL INSTITUTION LINK/A41731300
```

ORIGINATING AGENCY IDENTIFIER (ORI FILES)

NCIC is a nationwide computerized information system established as a service to all criminal justice agencies whether it is at the local, state, or federal level.

Agencies that wish to utilize the data stored in the nationwide system must request an originating agency identification number from NCIC, commonly referred to as an ORI. These ID numbers and their accompanying information are maintained by NCIC in a file of which may be queried.

The message key **QO** is used to determine if an ORI exists in NCIC, the agency it belongs to and its current status – active or retired.

In the example below, the ORI OHOHP0040 was queried:

```
1L01004E,MRI3296450
OH0HP00L8
ORI/OHOHP0000 ATR/SHP COLUMBUS
TYP/1 CT1/614 466-2660
AN1/OHIO STATE HIGHWAY AN2/PATROL
SNU/2855
SNA/W DUBLIN GRANVILLE RD CTY/COLUMBUS STA/OH
ZIP/43235-0000
FOC/OHCI
NLC/0001 DTE/19981005 0000 EDT DLU/19981005
```

UNLESS OTHERWISE NOTED, THIS LEADS THROUGHPUT IS EXEMPT FROM PUBLIC RECORDS REQUESTS PER ORC:149.43 AND OAC:4501:2-10-06.

```
MRI: 3296458
IN: #141954 AT 25FEB2009 13:03:32
OUT: OHOHP00L8 #17 AT 25FEB2009 13:03:32
```

Note: The response returned shows ORI OHOHP0000. This is because NCIC looks at the first seven positions of the ORI to match their file, unless the ninth position happens to be an alpha character – then they match on the entire nine positions.

The following are the explanations of the codes used in the TYP field of the QO inquiry.

- 1 = state agency
- 2 = county agency
- 3 = local agency
- 4 = federal agency
- 5 = ORI ends in D,H,I,K,N,O,P,Q,R, U, V, or W
- 6 = criminal justice
- 7 = foreign / local
- 8 = federal, non-criminal justice agency
- A-C = Canadian
- E = editorial
- F = FSC
- R = retired
- S = state
- Y = CR
- Z = identification division

See the NCIC Operating Manual for more information on ORIs.

LEADS also maintains a file with data on agencies who have an active or inactive participation agreement, as well as retired agencies. This agreement lets the agencies use the message switch to input, modify, and query data.

Agencies approved to participate in LEADS shall be granted access subject to the following restrictions:

1. *Full access* (entry, retrieval, and administrative message capabilities):
 - a) The terminal must be staffed twenty-four hours a day, seven days a week, every day of the year.
 - b) The agency must have the authority to act and to pursue persons entered as wanted when apprehended by another agency per the pick-up radius contained within the record.
 - c) Intrastate regional systems under criminal justice management control whose central computer system is staffed twenty-four hours a day, seven days a week, every day of the year.
2. *Inquiry only* (non-entering, retrieval and administrative message capabilities):
 - a) Terminals which do not have the capability to make entries.
 - b) Non-criminal justice agencies permitted access to LEADS.
3. *Mobile access device access*:
 - a) Agencies utilizing mobile access devices, as defined in rule 4501:2-10-01 of the Administrative Code may have full retrieval and message switching capabilities, including CCH data and hard copy printouts of all LEADS output.
 - b) CCH information and/or hard copy printouts in the mobile access device environment are governed by the same rule/policy as hard wired devices. Any agency wishing to provide mobile access device service must have written approval of the CSO and must comply with applicable rules.
 - c) A mobile access device shall not be utilized in lieu of a traditional LEADS workstation in an office environment without expressed written consent of the CSO or his/her designated authorized agent.

4. *Non-terminal agency:*

- a) An agency which qualifies for an ORI may enter into an agreement with the CSA/LEADS for LEADS service. LEADS will provide the non-terminal agency with a copy of the participation agreement and make available the administrative rules, operating manual and training materials applicable to LEADS practitioners (road officers, secretaries, clerks, etc.). Non-terminal agencies authorized to receive LEADS data are certified as such in a database prepared/maintained by LEADS which is accessible to all terminal agencies. Unauthorized non-terminal agency ORI's will be denied inquiry capabilities.

Note: Terminal agencies must use the non-terminal ORI for inquiry functions when the request is initiated by the non-terminal agency.

The message key to query an ORI in LEADS is **QORI**.

In the example below, the ORI OHOHP0040 was queried:

```
AGENCY ID       :OHOHP0040
AGENCY INFO     :ADDED: 19940214   UPDATED ON: 20141119   BY: RQ366262
AGENCY NAME     :OSHP - LEADS CONTROL - COLUMBUS
ADDRESS        :1970 WEST BROAD STREET
                :3RD FLOOR
CITY           :COLUMBUS STATE: OH   ZIP: 43223
MAILING NAME    :LEADS CONTROL
                :
ADDRESS        :P O BOX 182075
                :
CITY           :COLUMBUS STATE: OH   ZIP: 432182075
ADMINISTRATOR  :JOHN PUBLIC TITLE: ADMINISTRATOR
AGENCY TAC     :JANE DOE TITLE: TAC
ASSISTANT TAC  :
PHONE NUMBER   :6144663518   6144663055   6147281240
FAX NUMBER     :6146442459
COUNTY CODE   :25 OSP-DISTRICT: 6
QUADRANT       :F
AGENCY CLASS   :02 STATE AGENCY TYPE: 01 LAW ENFORCEMENT
ENTRY/UPDATE   :Y
COMMENTS       :
=====
ORI            :OHOHP0040
ORI INFO       :ADDED:   UPDATED ON: 20140301 BY: --
ORI TYPE      :01 DIRECT
MASTER ORI    :OHOHP0040
COMMENTS      :
ASO           :LEADSD003

*** END OF RECORD ***
```

The following are the explanations of the codes used in the Agency Class, Agency Type, ORI Type and Agency Access of the QORI inquiry.

- Agency Class codes:

01 = Federal agency
02 = State agency
03 = County agency
04 = City agency
05 = Other

- Agency Type codes:

01 = Law enforcement
02 = Court
03 = Corrections
04 = Criminal justice
05 = Other

- ORI Type codes:

01 = direct
02 = interface
03 = non-terminal
04 = special
05 = messenger
06 = officer tool kit

- Agency Access codes:

01 = Retired (agency no longer exists)
02 = Non-terminal
03 = Non-terminal with MDT access only
04 = Direct with Interface (agency have both direct connect & terminals behind interface)
05 = No LEADS Access (agency no longer an agreement with LEADS)

The ASO field indicates the terminal station name or the interface server to which it connects.

ORION FILE

NLETS hosts the ORION File. This is a file of ORI's populated and maintained by the individual state CSO. ORI's in this file are allowed to run/receive traffic via NLETS.

The message key to query an ORI in ORION is **TQ**.

This file can be queried by ORI or Location or Federal Department or Location and Type.

In the example below, the ORI OHOHP0040 was queried:

```
TR.OHORION00
11:40 02/25/2015 58896
11:40 02/25/2015 58426 OHOHP00L8
*MRI3330273
TXT
ORI/OHOHP0040          LOC/COLUMBUS
```

```
STATE CONTROL TERMINAL
1970 WEST BROAD ST (JUST WEST OF IS70 INTERCHANGE)
COLUMBUS, 43218-2075
```

```
TYPE - SA
PHN # (614)466-3055
FAX # (614)644-2459
24 HR SERVICE W/TERMINAL
ANY AGENCY EMPLOYED BY A STATE WITH STATEWIDE JURISDICTION
USER IS AUTHORIZED TO SEND/RECEIVE ADMINISTRATIVE MESSAGES.
USER IS AUTHORIZED TO SEND/RECEIVE CHRI.
USER IS AUTHORIZED TO RECEIVE DMV DATA.
USER IS AUTHORIZED TO OTHER NLETS MESSAGES.
ORI IS ACTIVE
BASELINE PRIORITY IS - 00
AUTHORIZED TO ADD/CANCEL ORIS
AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS
OWNER: OH   CREATED: 3/24/1999 UPDATED: 2/6/2001 CERTIFIED: 9/22/2008
REMARKS:
```

UNLESS OTHERWISE NOTED, THIS LEADS THROUGHPUT IS EXEMPT FROM PUBLIC RECORDS REQUESTS PER ORC:149.43 AND OAC:4501:2-10-06.

```
MRI: 3330283
IN:  #11472 AT 25FEB2015 13:40:57
OUT: OHOHP00L8 #19 AT 25FEB2015 13:40:57
```

The following are explanations of the codes used in the TYPE field:

- CJ = Non law enforcement criminal justice agency whose ORI ends with B, M, N, or Y
- FE = Federal Agency
- JA = Prosecutor Agency
- JC = Corrections Agency
- JF = Federal non law enforcement criminal justice agency
- JF = any Probation agency
- JJ = Court agency
- LE = Other law enforcement agency
- NJ = Non criminal justice agency
- PD = City government agency
- SA = State agency with state jurisdiction
- SO = County government agency

OHIO DEPARTMENT OF TRANSPORTATION HAULING PERMITS

The ODOT Special Hauling Permit office provides the service of issuing special hauling permits to any trucking company, government agency, or individual traveling Ohio's roadways with oversized and/or overweight vehicles. Law enforcement agencies have a way of viewing the permit and if necessary to void the permit thru LEADS. Permit compliance of the Ohio Hauling Permit is solely the responsibility of law enforcement agencies throughout Ohio.

When querying the status of a permit, the permit number (nine digits) along with the revision number (one or two digits) must be entered.

When voiding a permit, only the permit number (nine digits) will be entered. The comments field is a mandatory field and must note the reason for voiding the permit.

As with any record cleared/cancelled from LEADS, the record must be queried after voiding to make certain the correct record has been voided.

The following is an example of a permit query response:

ODOT SPECIAL HAULING PERMIT: STATUS: ACTIVE
PERMIT NUMBER: 0101263547 REVISION: 2
ORIGIN: INDIANA DOT NUMBER: 123456
DESTINATION: KENTON (190 PALES RD)
ROUTES: US-30 E, US-68 S, OH-31 S
ISSUED DATE: 09/10/2007
COMPANY: STEEL AND MACHINERY TRANSPORT
ADDRESS: 3680 W 179TH STREET
CITY: HUMMOND STATE: IN ZIP: 46323
EFFECTIVE DATES : 09/11/2007 TO 09/15/2007
COMMENT:
LOAD DESCRIPTION: STEEL COILS
LOAD LENGTH: 30-0 WIDTH: 12-2 HEIGHT: 10-2
POWER UNIT
MAKE: FRHT LICENSE: 1038308 STATE: IN
AXLES: 3 LENGTH: 23-2 WIDTH: 8-6 HEIGHT: LEGAL
TRAILER 1:
MAKE: REINKE LICENSE: 298109ST STATE: IL AXLES: 2
TRAILER 2:
MAKE: SIEBERT LICENSE: KWT6888 STATE: OH AXLES: 2
TRAILER 3:
MAKE: LICENSE: STATE: AXLES:
TRAILER 4:
MAKE: LICENSE: STATE: AXLES:
TRAILER 5:
MAKE: LICENSE: STATE: AXLES:
OVERALL LENGTH: 76-0 WIDTH: 14-3 HEIGHT: 15-6
GVW: 100000
AXLE 1:
WEIGHT: 12000 TIRE COUNT: 2 TIRE WIDTH: 11 SPACING: 18-8
AXLE 2:
WEIGHT: 12000 TIRE COUNT: 2 TIRE WIDTH: 11 SPACING: 18-8
AXLE 3:
WEIGHT: 12000 TIRE COUNT: 2 TIRE WIDTH: 11 SPACING: 18-8
AXLE 4:
WEIGHT: 12000 TIRE COUNT: 2 TIRE WIDTH: 11 SPACING: 18-8
AXLE 5:
WEIGHT: 12000 TIRE COUNT: 2 TIRE WIDTH: 11 SPACING: 18-8
AXLE 6:
WEIGHT: 12000 TIRE COUNT: 2 TIRE WIDTH: 11 SPACING: 18-8
AXLE 7:
WEIGHT: 12000 TIRE COUNT: 2 TIRE WIDTH: 11 SPACING: 18-8

The following is an example of a permit that is out of date:

QSHP.OHOHP00L7.PER/080000077.REV/1
ODOT SPECIAL HAULING PERMIT STATUS: EXPIRED
PERMIT NUMBER: 080000077 REVISION: 1
NOTES:
ORIGIN: MI LINE DOT NUMBER: 55555
DESTINATION: COLUMBUS - 70 & ROME-HILLIARD RD
ROUTES: US-23 S,I-475 S,I-75 S,I-70 E
ISSUE DATE: 03/12/2008 ISSUE TIME: 02:40:45 PM ISSUED BY: 1158
COMPANY: TEST TRUCKING
ADDRESS: 1610 W. BROAD
CITY: COLS5678901234567890 STATE: OH ZIP: 43222
EFFECTIVE DATES: 03/12/2008 TO 03/16/2008
COMMENT: NONE
LOAD DESCRIPTION: CAT 443 DOZER

The following is an example of a permit that has been voided:

QSHP.OHOHP00L7.PER/080000070.REV/2
ODOT SPECIAL HAULING PERMIT STATUS: PERMIT VOIDED
PERMIT VOIDED BY: RPUBLIC
PERMIT NUMBER: 080000070 REVISION: 2
NOTES:
ORIGIN: A DOT NUMBER: 654321
DESTINATION: B
ROUTES: 123
ISSUE DATE: 04/01/2008 ISSUE TIME: 12:39:25 PM
COMPANY: FAKE FABRICATING CORP.
ADDRESS: 3240 MAHONING AVE. - PO BOX 1032
CITY: FAKE STATE: OH ZIP: 44482
EFFECTIVE DATES: 04/01/2007 TO 04/05/2008
COMMENT: VOIDED BY RICHARD PUBLIC
LOAD DESCRIPTION: TEST EMPTY TRAILER
LOAD LENGTH: 1' 0" WIDTH: 1' 0" HEIGHT: 1' 0"
POWER UNIT
MAKE: KEN LICENSE: 999999 STATE: OH
AXLES: 4 LENGTH: 26' 0" WIDTH: LEGAL HEIGHT: LEGAL
TRAILER 1:
MAKE: T1 LICENSE: 4444 STATE: OH AXLES: 3
TRAILER LENGTH 20' 0"
TRAILER 2:
MAKE: T2 LICENSE: 44444 STATE: OH AXLES: 3
TRAILER 3:
MAKE: T3 LICENSE: 5555 STATE: OH AXLES: 3

HOMELAND SECURITY SCRAP METAL QUERY

Every scrap metal and bulk merchandise container dealer must be registered with the Ohio Dept. of Public Safety, which will maintain an online registry. Failure to register is a Felony of the 5th degree, O.R.C. 4737.04(B) (1).

The Ohio Dept. of Public Safety will maintain a “Do Not Buy From” list for use by law enforcement and scrap metal/bulk merchandise container dealers. The list will be accessible to law enforcement agencies through CIMS. Agencies will be required to provide information for inclusion into the list.

Effective on January 1, 2014:

- Scrap metal/bulk merchandise container dealers are required to report transactions through an electronic transaction reporting system maintained by the Ohio Dept. of Public Safety, O.R.C. 4737.045(E).

For complete text on the law visit <http://www.legislature.state.oh.us/>

Law Enforcement Access to the Registry & Transaction Database

Access is available at no cost through the Contact and Information Management System (CIMS) and through a query in the Law Enforcement Automated Data System (LEADS).

To obtain a CIMS account:

1. Go to www.homelandsecurity.ohio.gov
2. Click on “Contact and Information Management System (CIMS)”
3. “Don’t Have a CIMS Account?” Follow instructions to submit CIMS application

Message Key is **SCRPQ**

Data fields for query:

Name (searches Manager and Owner fields)
Street Name
City
County
Zip
Facility name
Search criteria (Active, Revoked or both)

Response indicates if dealer is active or not

SCRPQ.OHOHP00L8.NAM/.STR/.CIT/.COU/Franklin.ZIP/.FAC/.ACT/B

** 16 Records found.

Facility: Fake Iron & Metal
Status: Active

Address1: 1952 W Broad Street
Address2:
City: Columbus OH 43207
County: Franklin County
Manager: Public, John
Manager Phone: (Work) 6144435196 (Cell) 6147465819
Manager E-mail: jpublic@fakeiron.net
Owner: Publix, Fake

LEADS TRAP FILE

What is the 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.

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 removal of Trap entries from the system.

For more information on the LEADS Trap File, contact LEADS at (614) 752-4382.

QUERY LEADS DENY FILE

The Query LEADS Deny (**QLD**) is to assist in pre-employment checks during the hiring process.

Who has access to the Query LEADS Deny File?

This message key is available **ONLY** to Terminal Agency Coordinators (TAC/ATAC). It gives the TAC the ability to see if a potential employee has been denied access to LEADS.

How Does the Query LEADS Deny File work?

The **QLD** transaction checks against user records and can be queried by:

- OLN or
- First Name and Last Name

Expected results are as follows:

If any user matching the query is **found in LEADSDENY** status, the caveat will list:

- Found a valid user ID for the values given: *OLN or First and Last Names*
- **Match found in LEADS Deny File.** Contact LEADS Administration before requesting access.

If any user is **found but not in LEADSDENY** status, the caveat will list:

- Found a valid user ID for the values given: *OLN or First and Last Names*
- **No match found in LEADS Deny File.** Agency may proceed with requesting access or contact LEADS Administration with questions.

If **no user found**, the caveat will list:

- Could not find a valid user ID for the values given: *OLN or First and Last Names*
- **No match found in LEADS Deny File.** Agency may proceed with requesting access or contact LEADS Administration with questions

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PARTS FILE

Any component containing a serial number which has been stolen from a vehicle or boat may be entered into the LEADS/NCIC Part Files. Once the information about these parts has been entered into the system it can then be modified, cancelled, located, cleared or queried.

Stolen vehicle/boat part information is stored in the NCIC Vehicle/Boat Part File and the LEADS Part File.

The following criteria must be met to enter a stolen part into the LEADS and NCIC systems:

1. A theft report has been made. The entering agency must ensure the entry is kept up-to-date.
2. If the part was stolen in another state, an agency from the state of registry can enter a record for the part. The identity of the agency holding the theft report is to be listed in the miscellaneous field.
3. The following stolen items may be entered into the Part File:
 - a vehicle identification number plate
 - certificate of origin/certificate of title (blank or associated with a vehicle)
 - items with a serial number such as a backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, un-mounted truck camper, etc.
4. Only the agency holding the theft report and having primary jurisdiction over the place of the actual theft should make the entries. The only exception is when a non-terminal or non-entering agency has an agreement (Holder of the Record) with a terminal agency to enter their records.

Note: Do **not** enter entertainment devices such as radios and tape players taken from or with a vehicle – these belong in the Article File.

The record retention period for stolen vehicle/boat parts is as follows:

1. A record, which contains either a SER or OAN, will remain on file for the balance of the year entered plus 4 years. For example, a record entered in 2004 will be retired 01/01/09.
2. A record which has been located will retire 10 days after the locate is placed.

Vehicle/boat part records are required to be validated when they are between 60 and 90 days old and yearly thereafter.

INQUIRY OF A STOLEN VEHICLE/BOAT PART RECORD

The LEADS/NCIC Stolen Parts File contains data entered by law enforcement agencies. Responses received are based on information entered. Officers contemplating an arrest or recovery of the stolen part based on this information must confirm the hit first.

Queries transmitted with the VIN, SER or OAN data, will cause a search of the Part File records and the VIN field of all the records stored in the person files.

The message key used to search the Parts File is **QV**.

The data which may be used to search on are:

- NIC only
- VIN
- OAN
- SER
- IDX only

Note: Using IDX as the record identifier will only return the LEADS entry.

To use the Related Search Hit (RSH) option:

- N = (default)
- Y = The system will return additional records which have the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA data in the primary hit response. See the NCIC Operating Manual for more details.

To use the image indicator (IND) option:

- N = (default)
- Y = system will return images associated with the primary hit response

ENTER A STOLEN VEHICLE/BOAT PART RECORD

Whenever an entry is made for a non-terminal or non-entering agency, the ORI of the non-terminal or non-entering agency is to be placed in the MIS field of the record. Do not enter a non-terminal or non-entering agency ORI in the ORI field.

The following message keys are used for entering a stolen part:

- **EP** enter stolen part
- **EP-P** enter stolen part; hold for prints

Stolen part records require the following fields:

MKE ORI BRA CAT DOT OCA MIS

At least one of the following identifiers must be included:

SER OAN

Originating Agency Case Number (OCA):

NCIC suggests a truck-mounted camper with a serial number be entered into the Part File with the same OCA as the truck record entered in the Vehicle File.

Miscellaneous (MIS):

This field is to contain a brief description of the stolen part.

When parts are stolen along with the vehicle or boat, cross reference the records from the two files by entering the NIC of the related record in the MIS field of each entry.

Serial Number (SER):

Is required if the category (CAT) is OB (outboard motor).

If a certificate of title is stolen, the title number goes in the SER field.

If a VIN plate is stolen, the vehicle identification number goes in the SER field.

Owner Applied Number (OAN):

If using both SER and OAN, the OAN cannot be the same as the SER.

Engine Power or Displacement (EPD):

The EPD field is only input when the CAT code is EN or OB. Should the engine power or displacement contain a fraction or decimal, place the whole number in the EPD field and then show the entire number in the MIS field.

Brand Name (BRA):

If the entry is for a VIN plate, engine, or transmission, the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV, PLYM, etc., should be used.

ENGN should be used when entering stolen engines manufactured by companies other than vehicle manufacturers – the complete brand name must be entered in the MIS field.

TRMN should be used when entering stolen transmissions manufactured by companies other than vehicle manufacturers - the complete brand name must be entered in the MIS Field.

PART is used when there is no NCIC assigned code for the part's brand name – the manufacturer's name must be entered in the MIS Field.

If the entry is for a stolen certificate of origin (CTO) or certificate of title (CTT), the BRA code for the manufacturer of the vehicle identified on the certificate should be used.

CERF should be used when the entry is for a blank CTO or CTT with a pre-assigned serial number.

If the entry is for construction and/or farm and garden equipment, such as a bucket scoop or harrow, it should be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

If the record is transmitted and one of the combinations below matches a vehicle/boat part record already on file, it will reject as a duplicate. The user will receive the message 'REJECT ON FILE' and the IDX number of the existing record.

- OAN, OCA and ORI
- SER, BRA, CAT and ORI
- OAN, BRA, CAT, OCA and ORI

After transmitting the entry and no errors are found, the user will receive a message advising the record is pending and has been forwarded to NCIC.

If NCIC accepts the entry, the user will receive a message indicating the NIC number and the record will be entered into the LEADS Vehicle/Boat Part File.

If NCIC doesn't accept the entry, the record is **not** stored in the LEADS Part File. Make the required correction and transmit the entry again.

It is required the record be queried to ensure the entry was applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

MODIFY A STOLEN VEHICLE/BOAT PART RECORD

A modification transaction is used to add, delete, or change information on a part record. Only the entering agency may modify a part record.

Note: Part records in located status cannot be modified.

The message key to modify a part record is **MP**.

Identify the record to be modified by:

- NIC and OCA
- SER and OCA

Complete the field(s) to be modified and transmit the data.

Once the transaction passes the system edits, the user will receive a message advising the LEADS record has been modified.

The modification is not complete until the user receives a modify accepted response from NCIC. If NCIC rejects the modification, the LEADS record does **not** retain the updates.

It is required the record be queried to ensure the modifications were applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

CANCEL A STOLEN VEHICLE/BOAT PART RECORD

Only the entering agency may cancel a part record. This transaction is used when the entering agency determines the record is invalid.

The message key to cancel a part record is **XP**.

Identify the record to be cancelled by:

- NIC and OCA
- SER and OCA

Date of Cancellation (DOC) is required and must be either today's date or yesterday's date.

The Reason for Property Record Removal (RPP) value may be either 'CASE DROPPED' or 'NOT STOLEN'.

It is required the record be queried to ensure the record was removed from both LEADS and NCIC.

CLEAR A STOLEN VEHICLE/BOAT PART RECORD

Only the entering agency may clear a part record. This transaction is used when the entering agency recovers the part or is officially advised the part has been recovered by another agency.

The message key to clear a part record is **CP**.

Identify the record to be cleared by:

- NIC and OCA
- SER and OCA

Date of Clear (DCL) is required.

Additional data fields which can be included in the transaction are:

- RRI, RCA, RPP, NPA, NPF, VNP, VOR and VRC

If the record is in located status, only the date of clear is necessary.

If the record is in active status, the recovering agency ORI (RRI) and their case number (RCA) should be included.

It is required the record be queried to ensure the record was removed from both LEADS and NCIC.

PLACE A LOCATE ON A STOLEN VEHICLE/BOAT PART RECORD

A locate transaction should be entered when an agency, other than the entering agency, recovers a stolen part and has followed the hit confirmation process.

The message key to locate a part record is **LP**.

Identify the record to be located by:

- NIC and OCA
- SER and OCA

The Date of Recovery (DOR) is required.

Additional data fields which can be included in the transaction are:

- RCA, RPP, NPA, NPF, VNP, VOR, and VRC

The entering agency will receive an administrative message the part has been located.

A located part record is removed from the file ten days after the initial locate is placed

If a second locate is placed on the part within the 10 day period, the record will be immediately removed from the files.

DATA FIELDS ASSOCIATED WITH A STOLEN VEHICLE/BOAT PARTS RECORD

<u>Field Tag</u>	<u>Description</u>
BRA	brand name
CAT	category
DCL	date of clear
DOC	date of cancel
DOT	date of theft
EPD	engine displacement or engine power
IDX	LEADS file identification number (assigned by the system)
LKA	linkage case number
LKI	linkage agency identifier
MIS	miscellaneous field
NIC	NCIC identification number (assigned by the system)
NOA	notify originating agency
NPA	number of persons apprehended as a result of stolen part being located
NPF	number of missing persons found
OAN	owner applied number
ORI	originating agency identifier
RCA	recovering agency's case number
RPP	reason for property record removal
RRI	recovering agency identifier
SER	serial number
VNP	value of part when it was recovered
VOR	value of other property found when part was recovered
VRC	value of contraband found when part was recovered
VYR	vehicle year

TOWED/IMMOBILIZED VEHICLE FILE – Table Of Contents

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TOWED/IMMOBILIZED VEHICLE FILE

The LEADS Towed Vehicle File was created to assist agencies in managing/tracking vehicles that have been towed and/or immobilized by law enforcement agencies when certain driving under suspension (DUS) or driving under the influence (DUI) violations occur. In addition, the law provides for owner notification by law enforcement agencies when certain actions occur in the courts.

When vehicles are towed and/or immobilized as the result of lawful compliance, the information concerning the vehicle may be entered into the LEADS Towed Vehicle File. Once the information about the towed/immobilized vehicle has been entered into the system, it can then be modified, cancelled, cleared or queried.

When the owner of a vehicle contacts an agency to see if their vehicle has been towed, or to report the vehicle as stolen, the operator can query the file by the license plate number or vehicle identification number. A hit on the file will return information on the license and/or vehicle along with other vehicle information, such as the conditions for releasing the vehicle to the owner and operating condition.

The response to an inquiry is not limited to the agency that made the entry. Hence, an operator making a query on the file could receive a response indicating the vehicle was towed/immobilized by an agency in another jurisdiction. In a case like this, the party inquiring about the vehicle is to be directed to contact the agency who made the entry.

For record purposes, a vehicle is any motor driven conveyance designed to carry its operator, except a boat. In addition, towed trailers can be entered in the Towed/Immobilized Vehicle File.

The record retention period for towed vehicle records is as follows:

- A record with a type code abandoned/other (AO) will be removed from the file 180 days after entry.
- All others must be removed by the entering agency.

Towed vehicle records are required to be validated when they are between 60 and 90 days old and yearly thereafter.

Automated notices are generated on the Date-of-Pre-trial Date (DPT) and the Immobilization Period To (IPT) date. In addition, notices are sent seven days after the Immobilization Period To (IPT) date and 60 days after the Immobilization Period To (IPT) date. The automatically generated notices will have a caption indicating the message was generated by LEADS and the reason it was sent. The notices will be generated each day of the week at approximately 4:00 a.m. Updates to the entry should be made at this time based on the status of the case.

INQUIRY

The LEADS Towed Vehicle File contains data entered by law enforcement agencies. Responses received are based on information entered.

The message key to query the Towed File is **TV**.

There are two query options:

1. For a specific vehicle by using either the LIC or VIN
2. For all records entered by the user's agency. Place a 'Y' in the 'All' field and your agency's ORI in the 'Querying ORI' field.

Note: This will display all towed vehicle records from oldest to newest.

ENTER A TOWED/IMMOBILIZED VEHICLE RECORD

Whenever an entry is made for a non-terminal agency or non-entering agency, the ORI of the non-terminal agency or non-entering agency is to be placed in the MIS field of the record. Do not enter a non-terminal agency ORI or non-entering agency ORI in the ORI field.

The message key to enter a towed vehicle record is **ET**.

The required fields are:

ORI TYP OCA DTW RTW VCD STA VTF CFR

At least one of the following identifiers must be included:

- VIN
- LIC (along with LIS, LIY, and LIT)

Type Reasons (TYP)

- The date fields (DPT, DTR, FUD, IPF, and IPT) and number of days immobilized field (CID) are input based on what type of entry is being made.
 - **AO** *Abandoned/Other* – Follow up date (FUD) may be input.
 - **PT** *Pretrial Towed* (DPT) – is required. The DPT must be greater than the date of entry and less than 5 days past the entry date.
 - **PI** *Pretrial Immobilization* (DPT) – is required. The DPT must be greater than the date of entry and less than 5 days past the entry date.
 - **CM** *Court Ordered Maintenance* (DTR) – is required. The DTR must be greater than the date of entry and less than 90 days past the entry.
 - **IM** *Court Ordered Immobilization* – Court Ordered Immobilization Days (CID), Immobilization Period From (IPF), and Immobilization To (IPT) are required. The immobilization period cannot be greater than 180 days.

Once the record passes the system edits, the user will receive a message of 'RECORD ENTERED' along with a display of the record.

The LEADS Vehicle and License Plate Files are automatically cross-checked when an operator attempts to enter a towed/immobilized vehicle into the system. If a matching stolen vehicle or license plate record is found, the towed/immobilized vehicle entry will be rejected and the stolen vehicle or license data will be displayed on the screen with a message to contact the entering ORI. The agency receiving the reject message should contact the entering ORI and confirm the hit.

It is required the record be queried to ensure the entry was applied to LEADS. A second party check must be documented and the most current printout retained with the agency records.

MODIFY A TOWED/IMMOBILIZED VEHICLE RECORD

A modification transaction is used to add, delete, or change information on a towed/immobilized vehicle record. Only the entering agency may modify the record.

The message key to modify the towed/immobilized vehicle record is **MT**.

Identify the record to be modified by:

- VIN and OCA
- LIC and OCA

Complete the field(s) to be modified and transmit the data.

Once the transaction passes LEADS, the user will receive a message advising the LEADS record has been modified.

It is required the record be queried to ensure the entry was applied to LEADS. A second party check must be documented and the most current printout retained with the agency records.

CANCEL A TOWED/IMMOBILIZED VEHICLE RECORD

Only the entering agency may cancel a towed/immobilized vehicle record. This transaction is used when the vehicle has been released to the owner or agent by the entering agency.

The message key to cancel the towed/immobilized vehicle record is **XT**.

Identify the record to be cancelled by:

- VIN and OCA
- LIC and OCA

It is required the record be queried to ensure it was removed from LEADS.

CLEAR A TOWED/IMMOBILIZED VEHICLE RECORD

Only the entering agency may clear a towed/immobilized vehicle record. This transaction is used when the courts have ordered the vehicle released to the owner.

The message key to clear the towed/immobilized vehicle record is **CT**.

Identify the record to be cleared by:

- VIN and OCA
- LIC and OCA

The Date Vehicle Released (DVR) should also be included in the transaction

It is required the record be queried to ensure it was removed from LEADS.

DATA FIELDS ASSOCIATED WITH THE TOWED/IMMOBILIZED VEHICLE RECORD

<u>Field Tag</u>	<u>Description</u>
CFR	conditions for release
CID	number of court ordered immobilization days
DOR	date record entered (assigned by the system)
DPT	date of pretrial
DTR	date of trial
DTW	date vehicle towed
DVR	date vehicle released
FUD	follow up date
IDX	LEADS file identification number (assigned by the system)
IPF	immobilized from date
IPT	immobilized to date
LIC	license plate number
LIS	license plate state of issue
LIT	license plate type
LIY	license plate expiration year
MIS	miscellaneous data
OCA	originating agency case number
ORI	originating agency identifier
RTW	reason vehicle towed
STA	vehicle stored at
TYP	towed type – reason
VCD	vehicle condition
VCO	vehicle color
VIN	vehicle identification number
VMA	vehicle make
VMO	vehicle model
VST	vehicle style
VTF	vehicle towed from
VYR	vehicle year

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VALIDATIONS

Validation procedures are to be formalized and copies of these procedures must be maintained on file. In addition, documentation and validation efforts must be maintained for review during an audit.

To comply with the LEADS and/or NCIC requirements concerning entered records, each record must be validated within 60 to 90 days of entry and annually thereafter. Missing juveniles are required to be validated initially at 30 days and annually thereafter. Validations are necessary to ensure accurate and timely data is entered and that invalid entries are removed in a timely manner.

While the entering agency shall be responsible for the entered records into LEADS and/or NCIC systems, the non-entering agency shall provide complete supporting validation documentation to the entering agency at the time of validation. These actions aid in minimizing an agency's possible involvement in litigation due to inaccurate or invalid records entered.

VALIDATION PROCEDURE

When an agency retrieves the list of records to validate each month from LEADS, it is imperative the agency checks to ensure the person or property is still wanted or missing.

Wanted Persons:

1. Check against the original active files.
2. Check with the court to ensure the court has not recalled the warrant and failed to notify your agency. Document the response on your records.
3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record.
4. If unable to obtain a definite, positive response, cancel the entry.

Missing Persons:

1. Missing juveniles are required to be validated initially at 30 days and annually thereafter. The missing juvenile validation also includes attempting to obtain dental record information.
2. Check with the parent, guardian, or other reporting person on a missing person, as the subject may have returned without notification to your agency. Document the response on your records.

3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record.
4. If unable to obtain a definite, positive response, cancel the entry.

Protection Orders:

1. Check against your files to ensure it is still active.
2. Check with the court to ensure the court has not cancelled or modified the protection order and failed to notify your agency. Document the response on your records.
3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record..
4. If unable to obtain a definite, positive response, cancel the entry.

Stolen Cars, Parts and Property:

1. Check against your files to assure it is still active.
2. Check with the owner and/or the insurance company to ensure the property, vehicle or part was not returned without your knowledge. Document the response on your records.
3. Entries made by your agency for a non-entering agency must be validated as part of your validation process OR validated by the non-entering agency. Validation documentation must be obtained from the non-entering agency indicating status of the entered record.
4. If unable to obtain a definite, positive response, cancel the entry.

VALIDATION OF IMAGES

Verify the image attached to the base record is the correct image.

VALIDATION OF CONCEALED HANDGUN LICENSE

The monthly validation printout for Concealed Handgun License will only have listed those entered or modified 3 months prior to the current validation date. This means only one validation for the 5 year issuance of a permit, unless the entry is modified during the 5 year time frame. It will show up on the validation list 3 months from when the entry was modified.

To complete the Concealed Handgun License validation, verify the license is still active and verify the name and address entered.

VALIDATION PROCEDURE

To access the validations, you must have TAC certification. You can access the validations in the CJIS Launchpad (CJIS Links) or <http://10.19.234.135/Reporting/SecureWeb/Validation.aspx>

The records are available AFTER the first Saturday of the month.

The validation document is due to be submitted electronically by the 15th of the month. A copy must be retained for your records.

- Ex: February records are due by June 15th
- March records are due by July 15th
- April records are due by August 15th

Note: There is also a validation manual in CJIS Manuals for your review.

LEADS

Law Enforcement

Ohio

Automated Data System

ADMIN.

RULES

Version 4.5

Rev. 4/1/19

CTRL+F to SEARCH

4501:2-10-01 Definitions.

For purposes of this chapter:

(A) "Administration of criminal justice" means the detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment. In addition, administration of criminal justice includes "crime prevention programs" to the extent access to criminal history record information is limited to law enforcement agencies for law enforcement programs (e.g. record checks of individuals who participate in "Neighborhood Watch" or "safe house" programs) and the result of such checks will not be disseminated outside the law enforcement agency.

(B) "Automated fingerprint identification system (AFIS)" is the system developed to provide identification services to the nation's law enforcement community and to organizations where criminal background histories are a critical factor in consideration for employment. AFIS is a computer based system that can store, process, analyze, and retrieve millions of fingerprints.

(C) "Audit" means a formal, periodic examination of records to verify they are current, complete and accurate, and to verify adherence with LEADS and NCIC rules, policies, and regulations.

(D) "Audit trail" means the recorded information tracking the responsibility for hard copies of data garnered from LEADS.

(E) "Bureau of Criminal Investigation and Identification (BCI&I)" is the agency which receives and files fingerprints, photographs and other information pertaining to both felony and misdemeanor arrests submitted by law enforcement agencies throughout the state.

(F) "Bureau of motor vehicles (BMV) or division of motor vehicles (DMV)" is the state-level agency which provides vehicle licensing, titling, and registration information.

(G) "Computerized criminal history (CCH)" means an electronic data processing file which is accessible using specific data fields. It contains records of arrests and dispositions of criminal proceedings entered into the system. The repository of these records is the responsibility of the bureau of criminal identification and investigation as specified in sections [109.57](#) and [109.60](#) of the Revised Code.

(H) "Criminal justice administrator" means a person who manages and directs the affairs of a criminal justice office; i.e. police chief, sheriff, highway patrol post commander, administrative judge, FBI special agent-in-charge, chief probation/parole officer, director of intrastate regional system, prosecutor, chief park ranger, etc.

(I) "Criminal justice agency" means:

(1) Courts; and

(2) A governmental or non-governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part (more than fifty percent) of its annual budget to the administration of criminal justice.

(J) "CJIS systems agency (CSA)" means the agency which maintains management control of the computer system on which LEADS resides. CSA responsibilities include planning for necessary

hardware and software, funding, training, record validations, quality control, dissemination of manuals and other publications, security, audits, and adherence to LEADS rules. The Ohio state highway patrol is the Ohio CSA.

(K) "CJIS system agency information security officer (CSA ISO)" means the designated person within the CSA who has the responsibility to establish and maintain information security policy, assesses threats and vulnerabilities, performs risk and control assessments, oversees the governance of security operations, and establishes information security training and awareness programs.

(L) "CJIS systems officer (CSO)" means the designated person within the CSA supplying a single contact point for the state of Ohio. This person is appointed by the superintendent of the Ohio state highway patrol.

(M) "Criminal justice information (CJI)" is the abstract term used to refer to all of the LEADS provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including but not limited to: biometric, identity history, person (includes driver's license photo, SSN, etc.), organization, property (when accompanied by any personally identifiable information), and case/incident history data. The following type of data are exempt from the protection levels required for CJI: transaction control type numbers (e.g. ORI, NIC, FNU, etc.) when not accompanied by information that reveals CJI or PII and BMV driving records.

(N) "Criminal justice information services (CJIS)" serves as the focal point and central repository for criminal justice information services in the FBI. This division provides identification and information services to local, state, federal and international criminal justice communities. The CJIS division includes the fingerprint identification program, national crime information center program, uniform crime reporting program, and the development of the integrated fingerprint identification system.

(O) "Dynamic Multipoint Virtual Private Network (DMVPN)" is a "Cisco Systems, Inc." solution for building scalable virtual private networks.

(P) "Electronic mail," also known as e-mail, is the capability of sending messages and data between individuals.

(Q) "Encryption" means an application of a specific algorithm of data so as to alter the appearance of the data making it incomprehensible to those who are not authorized to see the information.

(R) "Firewall" means a system designed to prevent unauthorized access to or from a private network. Firewalls can be implemented in both hardware and software, or a combination of both. Firewalls are frequently used to prevent unauthorized internet users from accessing private networks connected to the internet, especially intranets.

(S) "INTERPOL (the international criminal police organization)," located in Lyon, France, is the world's largest international police organization. It was created to support and assist all organizations, authorities and services whose mission is to prevent or combat international crime.

(T) "Interstate identification index (III)" means a computerized pointer system maintained in the NCIC that identifies the repository of criminal history records. Inquiries against the III may result in responses from the FBI identification division as well as from one or more states holding records.

(U) "Intrastate regional system" means a governmental computer system which serves as a cooperative between political subdivisions in a particular region for the purpose of providing a

consolidated computerized information system for criminal justice agencies. An application for regional status will be reviewed by the LEADS steering committee (LSC), and recommended to the superintendent of the Ohio state highway patrol for approval.

(V) "Local agency security officer (LASO)" means the person designated as the primary information security contact between a local law enforcement agency and the CSA. The LASO actively represents their agency in all matters pertaining to information security, disseminates information security alerts and other material to their constituents, maintains information security documentation (including system configuration data), assists with information security audits of hardware and procedures, and keeps the CSA informed as to any information security needs and problems.

(W) "Law enforcement automated data system (LEADS)" means the statewide computerized network which provides computerized data and communications for criminal justice agencies within the state of Ohio. LEADS is administered by the Ohio state highway patrol superintendent. LEADS does not include data and files separately collected and maintained by intrastate regional systems or other individual user systems.

(X) "LEADS data" is the abstract term used to refer to all of the LEADS provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including but not limited to: biometric, identity, history, person, organization, property, and case/incident history data.

(Y) "LEADS Mobile" is an application that provides web-based access to LEADS for law enforcement officers operating in a mobile environment.

(Z) "LEADS owned equipment" means any network connectivity equipment owned or leased by LEADS.

(AA) "LEADS steering committee" is established to provide advice to the superintendent of the Ohio state highway patrol concerning the governing of LEADS.

(BB) "LEADS trap" means the system used to protect officers involved in high-risk investigations, who have been verbally threatened with physical harm, or have reason to believe physical harm could occur as a result of performing their duties.

(CC) "LEADS access device" means a personal computer with monitor, central processing unit (CPU), operating system, any printers, and LEADS approved software.

(DD) "Managed security services" means network security services performed by a private company or contractor. Selecting a managed security service includes but is not limited to the set up, configuration, operations, maintenance and monitoring of your security infrastructure. This applies to firewalls, intrusions detection systems, syslog servers, and network monitoring equipment.

(EE) "Management control" means having the authority to set and enforce:

(1) Priorities;

(2) Standards for the selection, supervision, and termination of personnel; and

(3) Policy governing the operation of computer circuits and telecommunications terminals used to access LEADS.

(FF) "Mobile access device" is a portable/wireless terminal owned/leased by a criminal justice agency and whose operator is under the management control of the LEADS user agency.

(GG) "Message" refers to any information communicated from terminal to terminal through the LEADS communication network.

(HH) "National Data Exchange (N-DEx)" is the "FBI" system developed to provide criminal justice agencies with a mechanism for sharing, searching, linking, and analyzing information across jurisdictional boundaries.

(II) "National crime information center (NCIC)" means the nationwide computerized filing system established for criminal justice agencies at the local, state, and federal levels and is managed by the federal bureau of investigation (FBI).

(JJ) "NLETS (International Justice and Public Safety Information Sharing Network)" means the computerized message switching and filing system linking local, state, federal, and international criminal justice agencies for information exchange. This system is operated as a cooperative of the states.

(KK) "Nonterminal agency" means a criminal justice agency qualifying for an originating agency identifier but not having a direct connection to LEADS.

(LL) "Originating agency identifier (ORI)" means a unique, nine character identifier assigned by LEADS and NCIC to electronically address each agency and terminals within the agency.

(MM) "Practitioner" is any person authorized to receive LEADS data who is "not" a certified terminal operator.

(NN) "Secondary dissemination" is when criminal history record information is released to another authorized agency, and that agency was not part of the releasing agency's primary information exchange agreement(s).

(OO) "Serious misdemeanors," for the purpose of being a terminal operator, include but are not limited to the following:

- (1) Any offense classified by the Ohio Revised Code as a misdemeanor of the first degree;
- (2) Any offense which involves a crime against a person in which physical harm or the threat of physical harm occurred;
- (3) Any offense involving the use/misuse of a computer or computer system;
- (4) Any offense involving theft, identity theft, fraud, or other similar offense;
- (5) Any offense involving the impersonation of a law enforcement officer;
- (6) Any offense where the use of LEADS information was instrumental in the commission of the offense.

(PP) "Terminal" means a workstation, wireless device, or intrastate regional device from which LEADS, NCIC or NLETS data may be accessed.

(QQ) "Terminal agency" means a criminal justice agency qualifying for an originating agency identifier which has a terminal accessing LEADS.

(RR) "Terminal agency coordinator (TAC)" means the designated person that serves as the point-of-contact at the local agency for matters relating to LEADS information access. A TAC administers LEADS systems programs within the local agency and oversees the agency's compliance with LEADS systems policies.

(SS) "USNCB (United States national central bureau)" is a component of the department of justice serving as the point of contact to INTERPOL for United States law enforcement agencies.

(TT) "Validation" means the act of reviewing records to ensure the accuracy, completeness and continued interest of the data therein.

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4501:2-10-02 LEADS steering committee.

(A) The LEADS steering committee is established to provide advice to the superintendent of the Ohio state highway patrol concerning the governing of LEADS. The committee is composed of nine members who shall represent the following organizations:

- (1) Ohio state highway patrol;
- (2) Buckeye state sheriff's association;
- (3) Ohio association of chiefs of police;
- (4) Bureau of criminal identification and investigation;
- (5) Intrastate regional systems;
- (6) Police department representing smaller police departments;
- (7) Municipal police department representing larger police departments;
- (8) County sheriff's office representing metropolitan area sheriff's offices; and
- (9) The chief justice of the Ohio supreme court or his/her designee representing courts.

(B) The LEADS steering committee's duties include providing recommendations for rules, reviewing violations of these rules by agencies to ensure equal and just sanctions have been invoked; recommending enhancements to the system; recommending user fees and other duties as assigned by the superintendent.

(C) Any person substituting for an appointed LEADS steering committee member shall have the authority to contribute and enter into discussion regarding issue(s) before the committee; however, the person shall not have authority to vote on any issue before the committee.

(D) LEADS operators, supervisors and/or agency administrators shall cooperate with any efforts of the LEADS steering committee, the superintendent of the highway patrol or persons authorized to act in their name, in actions/directives/orders, administrative reviews or other efforts to improve the system.

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4501:2-10-03 Participation in LEADS.

(A) Participation in LEADS and the assignment of an originating agency identifier requires application and documentation the requester is:

(1) A criminal justice agency.

(2) An agency under the management control of a criminal justice agency. A criminal justice agency must have a written agreement with a governmental division which operates the data equipment used by agencies to access LEADS/NCIC to assure the criminal justice agency has management control. This includes regional dispatch centers as a cooperative effort entered into by political subdivisions in a particular area for the purpose of providing consolidated and computer-assisted dispatch for public safety purposes; that is, police, fire, and rescue services.

(3) A nongovernmental railroad or private campus police department which performs the administration of criminal justice and has arrest powers pursuant to state statute, which allocates a substantial part (more than fifty per cent) of its annual budget to the administration of criminal justice and which meets training requirements established by law or ordinance for such officers.

(4) A nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget (more than fifty per cent) to the administration of criminal justice. The agency may have access to files, except criminal history record information, provided such access is approved by LEADS.

(5) A governmental or nongovernmental regional dispatch center, which provides communication services to criminal justice agencies may be authorized access to files. Such centers shall be required to execute an agreement with each criminal justice agency it serves and with LEADS assuring compliance with all duly promulgated LEADS rules.

(6) The national insurance crime bureau (NICB), a nongovernmental, nonprofit agency, which acts as a national clearinghouse for information on stolen vehicles and offers free assistance to law enforcement agencies concerning automobile thefts, identification and recovery of stolen vehicles may be provided limited access to the LEADS and NCIC vehicle and license plate files and to the NCIC boat files.

(7) A noncriminal justice governmental bureau of motor vehicles (BMV) or division of motor vehicles (DMV), established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the license plate and vehicle files may be authorized to participate in LEADS, excepting criminal history record information. Such registry shall be required to execute an agreement with LEADS assuring compliance with all established rules.

(8) Intrastate regional systems.

(9) A governmental, noncriminal justice agency created by federal, state or local code, whose mission is to enforce or assist in enforcing federal, state or local laws or ordinances may access Ohio and other state bureau of motor vehicle data as available.

(B) Agencies approved to participate in LEADS shall be granted access subject to the following restrictions:

(1) Full access (entry, retrieval, and message switching capabilities):

(a) The terminal must be staffed twenty-four hours a day, seven days a week, every day of the year.

(b) The agency must have the authority to act and to pursue persons entered as wanted when apprehended by another agency per the pick-up radius/extradition limitation contained within the record.

(c) Intrastate regional systems under criminal justice management control whose central computer system is staffed twenty-four hours a day, seven days a week, every day of the year.

(d) The primary purpose of LEADS is the protection of the officer on the street; therefore, terminal operators shall maximize entry capabilities to serve this purpose, i.e. packing the record.

(2) Inquiry only (retrieval and message switching capabilities):

(a) Terminals which are not staffed twenty-four hours per day, seven days per week, each day of the year.

(b) Noncriminal justice agencies permitted access to LEADS.

(3) Mobile access:

(a) Agencies utilizing mobile access devices may have full retrieval and message switching capabilities, including CCH data and hard copy printouts of all LEADS output.

(b) CCH information and/or hard copy printouts in the mobile access device environment are governed by the same rule/policy as hard wired devices. Any agency wishing to provide mobile access device service must have written approval of the CSO.

(c) A mobile access device shall not be utilized in lieu of a traditional workstation in an office environment without expressed written consent of the CSO or his/her designated authorized agent.

(4) Non-terminal agency:

(a) An agency which qualifies for an ORI may enter into an agreement with the CSA/LEADS for LEADS service. LEADS will provide the non-terminal agency with a copy of the participation agreement and with copies of the administrative rules, operating manual and training materials applicable to LEADS practitioners (road officers, secretaries, clerks, etc.).

(b) Non-terminal agencies authorized to receive LEADS data are certified as such in a database prepared/maintained by LEADS which is accessible to all terminal agencies.

(c) Unauthorized non-terminal agency ORI's will be denied inquiry capabilities. Terminal agencies must use the non-terminal ORI for inquiry functions when the request is initiated by the non-terminal agency.

(C) Agencies participating in LEADS shall meet the following requirements:

- (1) Remit payment of all monetary obligations as invoiced by the Ohio state highway patrol, administrators of LEADS.
- (2) Assume responsibility for, and enforce, system security and integrity.
- (3) Adhere to policies and guidelines published in the NCIC operating manual, CJIS security policy, LEADS operating manual, LEADS security policy, newsletters, and administrative messages from LEADS, all of which are either available on the ODPS/LEADS intranet or disseminated to LEADS agencies.
- (4) Ensure all terminal operators become LEADS certified by completing the appropriate LEADS certification test within the first six months of employment and recertify every two years thereafter. New employees are permitted to use the LEADS terminal under the supervision of a certified operator during the new employee training period.
- (5) Limit LEADS access to certified operators employed by the agency assigned the originating agency identifier (ORI). Nonemployees cannot be used as LEADS terminal operators with the exception of task force, special, reserve, or auxiliary officers commissioned by the agency, or personnel under the management control of the assigned agency.
- (6) Execute appropriate application, participation agreement, and holder of the record forms. These forms must be kept current and will be reviewed and updated triennially as part of the agency audit. The completed forms will be filed with LEADS and the user agency.
- (7) Appoint a LEADS terminal agency coordinator (TAC) and local agency security officer (LASO). Each participating non-terminal agency must have a non-terminal agency coordinator (NTAC).
- (8) Conduct a complete background investigation of all terminal operators including, but not limited to:
 - (a) An applicant national web-check ten-print electronic submission to BCI&I and FBI (within the policies governing their systems).
 - (b) The agency is required to notify the CSO of any applicant's criminal record. Existence of a criminal record may result in the denial of access.
- (9) Train all personnel of the agency having access to LEADS data with the capabilities, services offered and rules of LEADS. Compliance with this rule shall include, but is not limited to, completion of the LEADS provided practitioner lesson plan and biennial security awareness training.
- (10) Restrict entries in the LEADS trap file to law enforcement officers involved in high-risk investigations, threatened with physical harm, or have reason to believe physical harm could occur as a result of performing their duties.
 - (a) Trap requests shall include a contact number for twenty-four hour notification. Failure to include a valid twenty-four hour contact can result in the trap being deleted from the system.
 - (b) Trap entries shall be audited every twelve months. Failure to validate entries will result in the trap being deleted from the system.
- (11) Enter protection orders and warrants, which meet state or federal firearm prohibition criteria, within seventy-two hours of receipt to ensure all disqualifying records are accessible by the "National Instant Background Check System."

Effective: 09/25/2018

4501:2-10-04 LEADS points of contact.

(A) A LEADS terminal agency coordinator, hereafter referred to as TAC, shall be appointed by each terminal agency administrator. The TAC must be fully certified as a LEADS operator and have supervisory authority over the operation of LEADS approved equipment. The TAC is directly responsible to the agency administrator for the operation of LEADS. An agency administrator can also assign certified assistant TACs to assist with the TAC responsibilities. A part-time employee with an agency can be assigned as the agency TAC, if they are capable of fulfilling the TAC responsibilities.

(B) A LEADS local agency security officer, hereafter referred to as LASO, shall be appointed by each terminal agency administrator. The LASO is directly responsible to the agency administrator for the security of LEADS.

(C) A LEADS non-terminal agency coordinator, hereafter referred to as NTAC, shall be appointed by each non-terminal agency administrator. The NTAC is directly responsible to the agency administrator for the local agency's compliance with LEADS policies.

(D) A N-DEx agency coordinator, hereafter referred to as NAC, shall be appointed by agency administrators at local agencies that utilize the "FBI" N-DEx system. The NAC administers N-DEx within the local agency and oversees the agency's compliance with N-DEx system policies.

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4501:2-10-05 Validations.

(A) All entries into the LEADS and NCIC files shall be reviewed and documented by a second person within the agency to verify the data entered matches the source document(s). The purpose of this check is to ensure accuracy and completeness of the record.

(B) Invalid records or data must be removed from the files immediately and may not be re-entered unless and until a complete validation of the data contained therein is completed.

(C) Records not validated in accordance with this chapter are subject to removal by LEADS and/or NCIC.

(D) Random or special validations may be required to maintain the accuracy and integrity of the LEADS and NCIC files.

(E) Validation schedule:

Terminal agencies permitted full access may enter records into LEADS and/or NCIC. The validation procedure outlined in the LEADS operation manual must be followed.

(F) Documents associated with the validation process are to be retained by the validating agency for one year and may then be destroyed. The documents must include who was contacted, when the contact was made, and the status of the person or property.

(G) Failure to properly validate records as required will subject the agency to sanctions.

Effective: 04/05/2013

4501:2-10-06 Dissemination and record keeping.

(A) LEADS access shall be limited to certified operators. Each operator is accountable for all transactions occurring while their assigned account is logged on to a terminal accessing LEADS. Formal information exchange agreements shall be required between agencies exchanging criminal justice information (CJI) obtained through LEADS.

(1) Information exchange agreements for agencies sharing CJI data that is sent to and/or received from LEADS shall specify security controls and conditions.

(2) Information exchange agreements shall be supported by documentation committing both parties to the terms of information exchange.

(3) If CJI is released to another authorized agency, and that agency was not part of the releasing agency's primary information exchange agreement(s), the releasing agency shall log such dissemination.

(B) Each LEADS CCH/III inquiry shall contain the applicable purpose code and be logged.

(C) Messages and/or throughput of any kind accessed through LEADS shall be restricted to the use of duly authorized law enforcement and/or criminal justice agencies for the administration of criminal justice. Access to and dissemination of LEADS throughput is governed by the LEADS security policy (11/1/2016), LEADS manual (10/1/2016) and NCIC operating manual (8/11/2015) available at <http://leads.ohio.gov/Manuals>.

(D) Fatal crash data, when properly designated, is available to the media. Hazardous material files and data are to be available to fire department and emergency management personnel.

(E) Administrative messages identified by LEADS as information pertaining to homeland security when determined by the CSO or designated agent will contain additional dissemination instructions. These messages may be released outside the criminal justice system as designated.

(F) 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.

(G) Administrative messages may be directed to specific criminal justice agencies for the purpose of local criminal record checks to complete criminal background investigations for governmental, non-criminal justice agencies, following the same application and approval outlined in rule [4501:2-10-08](#) of the Administrative Code. This rule does not supersede any existing laws or rules as to access to NCIC, NLETS, III or CCH.

(H) Each terminal user shall make every reasonable effort to assure the accuracy, completeness, conciseness, and timeliness of all data transmitted.

(I) Each terminal user shall respond as promptly as possible to all incoming messages that require a reply. Priority "U" (urgent) hit confirmations must be answered within ten minutes, and priority "R" (routine) hit confirmations requests must be answered within one hour; both with an indication of the current status of any wants. If the current status cannot be verified within the time limit, a message shall be sent within the time limit advising when the record will be verified.

- (1) A hit request shall not be sent if the person is outside of the pick-up radius.
- (2) A locate shall not be placed unless the record is confirmed.
- (J) Notice of criminal justice training offered by the Ohio peace officer's training council approved academies and training offered by a criminal justice agency may be transmitted over LEADS. Notice of training offered by private concerns is not permitted over LEADS.
- (K) Hard-copy printouts of information obtained through LEADS must be rendered unreadable when no longer needed.
- (L) Source documentation shall be retained either in hard copy or electronic form (in compliance with the LEADS security policy) to substantiate all information entered into LEADS and/or NCIC for the life of the entered record.
- (M) Employee training records shall be kept as follows:
 - (1) Training and maintenance of training records for the TAC and the NTAC are the responsibility of LEADS.
 - (2) Training and maintenance of training records for terminal agencies are the responsibility of the agency TAC.
 - (3) Training and maintenance of training records for non-terminal agency practitioners are the responsibility of the agency NTAC.
 - (4) Training and maintenance of training records for intrastate regional systems are the responsibility of the intrastate regional system.
 - (5) Training and maintenance of training records for mobile access only agencies are the responsibility of the agency TAC.

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4501:2-10-07 LEADS audits.

(A) Each agency shall, upon notice, submit to a periodic and at least triennial audit conducted by members of the LEADS staff. The audit shall include the elements of compliance; economy and efficiency; and effectiveness. The audit will have two basic objectives:

(1) To provide reasonable assurance appropriate control systems have been established by the agency administrator to ensure compliance with law and rules; and

(2) To provide reasonable assurance the terminal agency has instituted sufficient controls to guarantee their entries provide reliable and accurate information.

(B) Prior to the triennial on-site audit, the agency will be contacted by LEADS staff to schedule an audit date. The agency must complete, retain, and submit current agreements, and terminal operator's list for review at the time of the audit.

(C) The agency administrator must make every effort to be available to the auditor for an exit interview.

(D) Agencies requested to modify operations to be in compliance will receive correspondence detailing deficiencies. The agency must respond in writing within the time period specified in the correspondence. This response must document detailed actions taken to correct the deficiencies.

(E) Intrastate regional systems are responsible for triennially auditing agencies participating in their intrastate regional system. The audit plan must be approved by LEADS staff. The intrastate regional administrator will be responsible for the certification of audits within the regional system. LEADS will audit the regional agency and a sample representation of their agencies on a triennial basis in the same manner as is done for full access LEADS agencies. Upon completion, all agencies' audit reports shall be provided to the CSA.

(F) Each non-terminal agency shall, upon notice, submit to a periodic audit conducted by members of LEADS staff. The objective of this audit is to provide reasonable assurance that appropriate control systems have been established by the agency administrator to ensure compliance with law and rules.

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4501:2-10-08 International justice and public safety information sharing network (NLETS).

(A) There are two basic types of NLETS messages: administrative and inquiry. The formats for NLETS messages as outlined in the LEADS operating manual will be followed at all times.

(B) Administrative messages:

(1) NLETS has established the following restrictions to control the sending of all points (AP) messages. These types of messages should be used only when the information is relevant nationwide. If the message pertains to a geographical area of the United States, i.e., east coast, sunbelt, etc., it should be sent using a regional broadcast code which more narrowly focuses on the states that need, or can supply, the information.

(2) Recognizing there are circumstances where the seriousness of the situation necessitates national broadcast the all points message may be sent under the following conditions:

(a) A user has information that is pertinent to a criminal investigation that is of interest to all states and cannot be entered into NCIC.

(b) A user has information regarding kidnapping, skyjacking or other serious criminal acts. Keep messages as brief as possible.

(c) A user has information on a wanted person that cannot be entered into NCIC, but is of interest to all states.

(3) NLETS may not be used in the following types of messages:

(a) No social announcements, i.e., holiday messages or retirements, etc.

(b) No solicitation of funds, seminar, conventions or training class announcements; except training and seminar announcements may be sent via regional broadcast codes to states in geographic proximity of the center. The course must provide a direct service to law enforcement and may not include a name of a private company; except nonprofit company.

(c) No recruitment of personnel.

(d) No messages in which the complainant is interested only in recovery of property.

(e) No attempts to locate vehicle (breach of trust) without a warrant.

(f) No excessively long messages.

(g) No messages supportive of, or in opposition to, political issues or announcements relative to such issues.

(h) No messages supportive of, or in opposition to, labor management issues or announcements relative to such issues.

(i) No messages supportive of, or in opposition to, proposed legislation.

(j) No messages relating to requests for information concerning salary, uniforms, personnel or related items which can be routinely obtained by correspondence or means other than NLETS.

(k) No messages relating to the advertisement or sale of equipment.

(l) No messages regarding wanted subjects or vehicles if they can be entered into NCIC.

(m) No attempt-to-locate messages.

(n) No missing persons or runaways if they can be entered into NCIC.

(o) No transmission of subpoenas.

(p) Automated positive message acknowledgment (PMA) will not be allowed except when a need can be shown that automated PMA is required in order to capture information that can be of substantial value in diagnosing an information exchange problem. Under no circumstances will the temporary use of PMA exceed forty-five days. Authorization for temporary PMA can be given by the executive director.

(C) Inquiry into the vehicle registration, driver's license information, or other data obtained via NLETS is limited to law enforcement, criminal justice, department of motor vehicles purposes or other legitimate governmental non-criminal justice purposes approved by the superintendent of the Ohio state highway patrol and NLETS.

(D) Hazardous material information obtained through NLETS may be released to emergency services personnel outside the criminal justice community, i.e., fire departments and emergency management agencies.

(E) Homeland security information obtained through NLETS may be released outside the criminal justice community as designated on the message relayed by LEADS.

Effective: 04/05/2013

4501:2-10-09 National crime information center (NCIC).

(A) Any agency operating a terminal accessing NCIC shall implement the necessary procedures to make that terminal secure from any unauthorized use. Departure from this responsibility may result in the removal of the offending terminal(s) from further NCIC participation.

(B) The NCIC uses hardware and software controls to help ensure system security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC system.

(C) Use of NCIC services by any user agency shall be in accordance with the instructions and procedures contained in the NCIC operating manual, the codes contained in the NCIC code manual, and new enhancements contained in the NCIC technical and operational updates, NCIC newsletter, or any other official notification from FBI/NCIC.

(D) The interstate identification index (III) shall only be used for the administration of criminal justice. This includes the issuing of a license or permit for a weapon or explosives when a criminal history check is required to be performed by a criminal justice agency pursuant to a federal, state, or local law or ordinance. If the permits or licenses are issued by noncriminal justice agencies such as county commissioners, mayors offices, etc., a computerized criminal history check shall only be made available as provided in 28 C.F.R. 20.33 (published July 1, 2003).

(E) Federal public law 104-120 "Housing Opportunity Program Extension Act of 1996" specifies CCH/III access is authorized by federal housing authorities for purposes of screening, lease enforcement, and eviction. NCIC, LEADS, police departments, and other law enforcement agencies shall only confirm or deny the existence of criminal history records to housing and urban development agencies upon request.

(F) Federal public law 104-193 "Personal Responsibility and Work Opportunity Reconciliation Act of 1996" authorizes wanted person file access for state and local human services authorities. LEADS shall provide direct access capability to human services offices as users of the system are not authorized to provide this data.

(G) A public children services agency may initiate inquiries and receive computerized criminal history information through local law enforcement agencies using LEADS and NCIC.

Within fifteen days of the request for computerized criminal history information, the public children services agency shall submit to BCI&I and the FBI completed fingerprint cards of the person whose information was submitted to the local law enforcement agency.

Prior to the release of computerized criminal history information under this rule, the public children services agency shall:

- (1) Apply for and/or have been issued an NCIC originating agency identifier ending in the letter T.
- (2) Furnish to the terminal agency providing the computerized criminal history information the agency's NCIC originating agency identifier.

(3) Certify the computerized criminal history information received from local law enforcement agencies shall only be used when exigent circumstances exist for the safe emergency placement of a child or children and time restraints make submission of fingerprint cards unreasonable.

(H) The Adam Walsh Child Protection and Safety Act of 2006, Pub. L. No. 109-248 became effective October 1, 2006. Sections 151 and 153 of the act allow access to FBI criminal history record information (CHRI) by governmental social service agencies with child protection responsibilities.

(1) Those agencies meeting NCIC requirements will be assigned an ORI with an "F" in the ninth position and purpose code "C" will be used for inquiries made for those agencies.

(2) Terminal agencies must use the "F" ORI assigned to the non-terminal governmental social service agency requesting the NCIC or CCH/III inquiry. This procedure will enable the identification of NCIC and CCH/III transactions conducted pursuant to the act and will facilitate state and federal compliance audits.

Effective: 04/05/2013

4501:2-10-10 LEADS owned equipment/connected agency owned equipment.

(A) Terminal agencies shall properly maintain and care for LEADS owned equipment. Any malfunction of this equipment requires LEADS be notified as soon as possible. Agency owned equipment used to access LEADS as the primary agency session shall be supported by repair service as required by the LEADS security policy as a minimum.

(B) LEADS owned equipment shall not be changed, modified, turned off, unplugged or rendered inoperable in any manner except in the case of equipment malfunction preventing operation or if directed by LEADS personnel or equipment contract repair personnel. All repairs on LEADS owned and serviced equipment shall be initiated through LEADS. Repairs caused by alterations to or abuse of the equipment shall be billed to the user agency.

(C) LEADS owned equipment shall not be changed in any manner or moved from the installed position without permission of the CSO or the CSO's designee. Written notice of any relocation of LEADS owned equipment accessing LEADS or any change request shall be submitted in writing forty-five days in advance of the move. Prior to relocating equipment, a site inspection will be conducted and location approved by LEADS staff. Any relocation charge shall be at the expense of the user agency.

(D) Modifications or additions of any agency owned equipment connected to LEADS shall be approved in writing by the CSO or the CSO's designee. Any local area network terminal accessing LEADS shall have the intelligent device, i.e. file server, and its administrator under the management control of a criminal justice agency. The proper agreements as set forth in this chapter shall be instituted prior to being permitted access to LEADS.

(E) No remote access is permitted to LEADS except as approved by LEADS. Remote access to agency owned equipment is prohibited while the equipment is on-line with LEADS, except as approved and monitored by LEADS control.

(F) The terminal agency shall notify the CSO in writing at least forty-five days in advance of intention to cancel LEADS service.

(G) Agency owned software is not permitted to be installed in LEADS owned equipment. Agency equipment and/or software believed to be degrading LEADS service shall be disconnected until the problem is resolved.

(H) LEADS owned equipment/software or equipment/software connected to LEADS shall not be interconnected to other systems or networks without written authorization from the CSO.

(I) LEADS owned equipment/software shall not be used for personal benefit.

(J) All equipment/software use will be monitored continually by LEADS control and randomly by LEADS staff or their representatives. Any misuse shall be cause for administrative sanction and/or criminal prosecution.

Effective: 04/05/2013

4501:2-10-11 Sanctions.

(A) Violations of the rules within this chapter could result in denial of access to LEADS agencies. LEADS has established the following progressive sanction process to enforce administrative rules while cooperating with agencies to continue to protect the officers in the field.

Level 1: Notice of the violation. If the situation is not corrected with documentation to LEADS within forty-five days from the date notice is sent, step 2 will be initiated.

Level 2: Notice is sent to the agency administrator with a copy also forwarded to the local chief executive or designee. Notice shall include the progressive sanction steps and may include restrictions for specific operators. If the situation continues or the correction is not documented to LEADS within thirty days, step 3 will be initiated.

Level 3: The agency participation in LEADS will be reduced to limited access, i.e., inquiry only. Entry of new records into the system will be denied until the situation is corrected. If corrective action is not taken, including written documentation to LEADS within thirty days, step 4 will be initiated.

Level 4: The agency's access to the Ohio computerized criminal history (CCH) files and the NCIC interstate identification index (III) will be terminated. If corrective action is not completed, including documentation to LEADS, within thirty days, step 5 will be initiated.

Level 5: All records entered by the agency into the LEADS and NCIC files shall be cancelled and the agency will not be permitted entry capabilities. This shall remain in effect until recommendation by the LEADS steering committee and authorization of the chairperson is obtained to reinstate access for the agency. If the situation is not corrected, including documentation to LEADS within thirty days, step 6 will be initiated.

Level 6: The agency's access to the Ohio bureau of motor vehicles files shall be terminated. If the agency continues to fail to correct and document their actions to LEADS within thirty days, step 7 will be initiated.

Level 7: The agency shall no longer be permitted to participate in LEADS. All LEADS owned/leased equipment will be removed. The agency shall remain responsible for any unpaid fees due LEADS to this date.

The agency shall not be approved terminal access until review by the LEADS steering committee and approval of the chairperson. The agency may institute a non-terminal user agreement with LEADS, but this shall be limited to inquiry capabilities only and excludes access to the criminal history and NCIC III files.

(B) Exceptions and modifications to the progressive sanction process for agencies may be authorized by the LEADS steering committee chair, if in his/her opinion, circumstances warrant such action.

(C) As with any agency sanction, there is a right of review to be heard by the LEADS steering committee. This process is not under adjudication procedures (Chapter 119. of the Revised Code).

Effective: 4/15/2017

Five Year Review (FYR) Dates: 01/20/2017 and 01/20/2022

Promulgated Under: [119.03](#)

Statutory Authority: [5503.10](#)

Rule Amplifies: [5503.10](#)

Prior Effective Dates: 10/10/91, 10/21/95, 11/02/96, 07/31/98, 07/01/01, 11/01/03, 02/15/08, 04/05/13

4501:2-10-12 Fees for participation in LEADS.

(A) The following monthly fees have been established for participation in LEADS and will be reviewed annually by the superintendent or his/her designee:

(1) Circuit-based terminal access is two hundred fifty dollars base fee plus circuit cost for telecommunications carrier service, customer premise equipment and annual maintenance;

(2) DMVPN-based terminal access is six hundred dollars;

(3) Internet-based inquiry only terminal access is two hundred fifty dollars base fee plus five dollars per computer and five dollars per user;

(4) Non-terminal access is fifty dollars;

(5)- Mobile device only access is one hundred dollars:

(6) LEADS mobile application access is one hundred dollars plus five dollars per user.

(B) Cost sharing agreements between terminal agencies and non-terminal agencies are acceptable. The total revenue generated shall not exceed the terminal agency's monthly dollar obligation to LEADS. A cost sharing agreement shall not exempt the non-terminal agency from remitting the established fees to LEADS.

(C) Vouchers for LEADS service shall be made payable to: "Treasurer of State (Fund 83f)" and shall be mailed to "Ohio State Highway Patrol, P.O. Box 182074, Columbus, Ohio 43218-2074."

Effective: 1/22/2015

4501:2-10-14 International criminal police organization (INTERPOL).

The United States national central bureau provides authorized law enforcement authorities access to databases and resources of INTERPOL as established in Title 28 C.F.R. Section 0.34, 28 C.F.R. Section 0.34, 28 C.F.R. Section 28CFR0.34 (July 1, 2007). That access is subject to the following requirements and restrictions:

- (A) The data obtained through INTERPOL may only be used for law enforcement purposes;
- (B) The data must be protected from improper and/or unlawful use, access, alteration, and dissemination;
- (C) The data must be maintained on a secure system with restricted access limited to law enforcement officials performing their official duties;
- (D) Prior to any actions taken on INTERPOL information, the USNCB must be contacted to verify the validity of the information with the source country or entity and receive additional instructions;
- (E) Any restrictions placed on the use, retention, or dissemination of the information by the source entity pursuant to the INTERPOL rules on processing police information must be respected.