

LEADS Access

- Terminal Agency - Entering OR Non-Entering
- Mobile Data Terminal (MDT) only Agency
- Interface Agency
- Non-Terminal Agency

LEADS

LEADS Administrative Rule 4501:2-10-06

Dissemination and Record Keeping

- (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 (11/1/2017), LEADS manual (2018) and NCIC operating manual (1/23/2017) available at <http://leads.ohio.gov/Manuals>.

LEADS

What is a Criminal Justice Agency

- 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.

LEADS

Administration of Criminal Justice means the performance of any of the following:

- Detection
- Apprehension
- Detention
- Prosecution
- Adjudication
- Pre-Trial Release
- Post-Trial Release
- Rehabilitation of accused persons
- Correctional Supervision

LEADS

Administration of Criminal Justice

- Criminal ID activities
- Collection, Storage & Dissemination of CHRI
- Crime Prevention Programs:
 - Neighborhood Watch OR
 - Safe House Programs
- CHRI limited to law enforcement (LE) agencies

LEADS

Originating Agency Identifier (ORI) Assignment

- 9 character identifier
- Assigned by FBI CJIS staff to agencies who have met established qualifying criteria
- The ORI will provide the correct level of access to the FBI CJIS systems, and will identify the agency in transactions on the LEADS/NCIC Systems
 - EX: OH0HP5700; OH0570500; OH057013A

LEADS

ORIs and the Computerized Criminal History

- All information depicted on a computerized criminal history (CCH) rapsheet is supported by either a ten-print fingerprint card sent to BCI by law enforcement or a disposition form received from an Ohio court.

LEADS

10

ORIs and the Computerized Criminal History

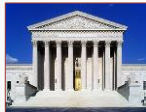
- The ten-print fingerprint card is generated during either booking or court processing for all felonies, reportable misdemeanors and any charge that would be a disqualifier under any state mandatory civilian background check.
- The dispositions of those arrests are reported by the court clerk's office. Once received at BCI, the data is entered into the CCH by BCI personnel.

LEADS

11

Requirements to Initiate LEADS

- You must be a criminal justice agency (CJA)
- You must have an ORI
- You must have an agreement with LEADS
- Fees required for Non-Terminal access
 - Gets information by requesting it through a terminal agency



LEADS

12

LEADS Administrative Rule 4501:2-10-06

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.

LEADS

15

LEADS Administrative Rule 4501:2-10-06

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.

LEADS

16

Personnel Security

- Any personnel with unescorted access to physically secure locations or controlled areas, that access or store CJI, shall complete a state of Ohio and national fingerprint-based record check. To meet the screening requirement, agencies can complete an electronic fingerprint check (Web Check), or a 10 print fingerprint card. The date in which the fingerprint record was completed should be retained as long as the personnel is active with the Criminal Justice Agency (CJA).

LEADS

LEADS Security Policy 5.12

17

Physically Secure Location

- A physically secure location is a facility, a criminal justice conveyance, or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems.

LEADS Security Policy 5.9.1



16

LEADS Administrative Rule 4501:2-10-06

(K) Hard-copy printouts of information obtained through LEADS must be rendered unreadable when no longer needed.



17

LEADS Points of Contact 4501:2-10-04

- (C) A LEADS **non-terminal agency coordinator**, 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.



18

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



LEADS Manual, General Information

19

NTAC Duties and Requirements

- Participate in audits conducted by LEADS staff
- Serve as point of contact for LEADS security related matters
- Ensure all applicable LEADS agreements are current

LEADS Manual, General Information



20

LEADS Practitioner

- Non-certified personnel authorized to receive LEADS data
- Non-certified personnel request LEADS information from a certified operator
- Assist in the proper dissemination and record keeping of LEADS data
- Maintain confidentiality and integrity of the LEADS information



LEADS Manual, General Information

21

LEADS Practitioner Training

- LEADS ADMINISTRATIVE RULES
- LEADS MANUAL, General Information
- SECURITY AWARENESS TRAINING through the CJIS Online website: www.cjisonline.com

LEADS Manual, General Information



22

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 CJIS to include all personnel who have unescorted access to a physically secure location.

LEADS Security Policy 5.2



23



LEADS Resources and Materials

www.leads.ohio.gov

- ADMINISTRATIVE RULES
- MANUALS
 - LEADS Manual
 - LEADS Security Policy
- TRAINING
 - CJIS Online Training Guide
 - CJIS Online Training Video

LEADS

25

Ohio Criminal Rule 16

- Criminal justice information (CJI) obtained through LEADS routinely becomes a part of investigative case files provided to the county prosecutor for state criminal proceedings.
- Prosecutor determines that LEADS throughput should be given to defense counsel in response to a valid demand for discovery under *Ohio Criminal Rule 16*, a prosecutor may turn the LEADS throughput over to defendant's counsel.
- The defendant may only have access to the defendant's own CJI. All other CJI obtained through LEADS shall be marked, in accordance with *Ohio Criminal Rule 16(C)*, with "Counsel Only."

LEADS

26

Ohio Criminal Rule 16

- Dissemination of LEADS information, other than the defendant's own CJI to the defendant, beyond defense counsel is considered a misuse of information obtained through the LEADS and will be prosecuted accordingly.
- Dissemination beyond defense counsel or defense counsel's agents or employees may constitute a violation of *Ohio Criminal Rule 16(C)* and subject counsel to further disciplinary action.

LEADS Security Policy 4.2

LEADS

27

Questions?



Jacqueline Baylor
LEADS Training Program Manger
614-466-7621
jbaylor@dps.ohio.gov

LEADS

28

More Information?

- Administration leadsadmin@dps.ohio.gov
- Security leadssecurity@dps.ohio.gov
- Auditing leadsauditing@dps.ohio.gov
- LEADS Control 800-589-2077



LEADS

29
