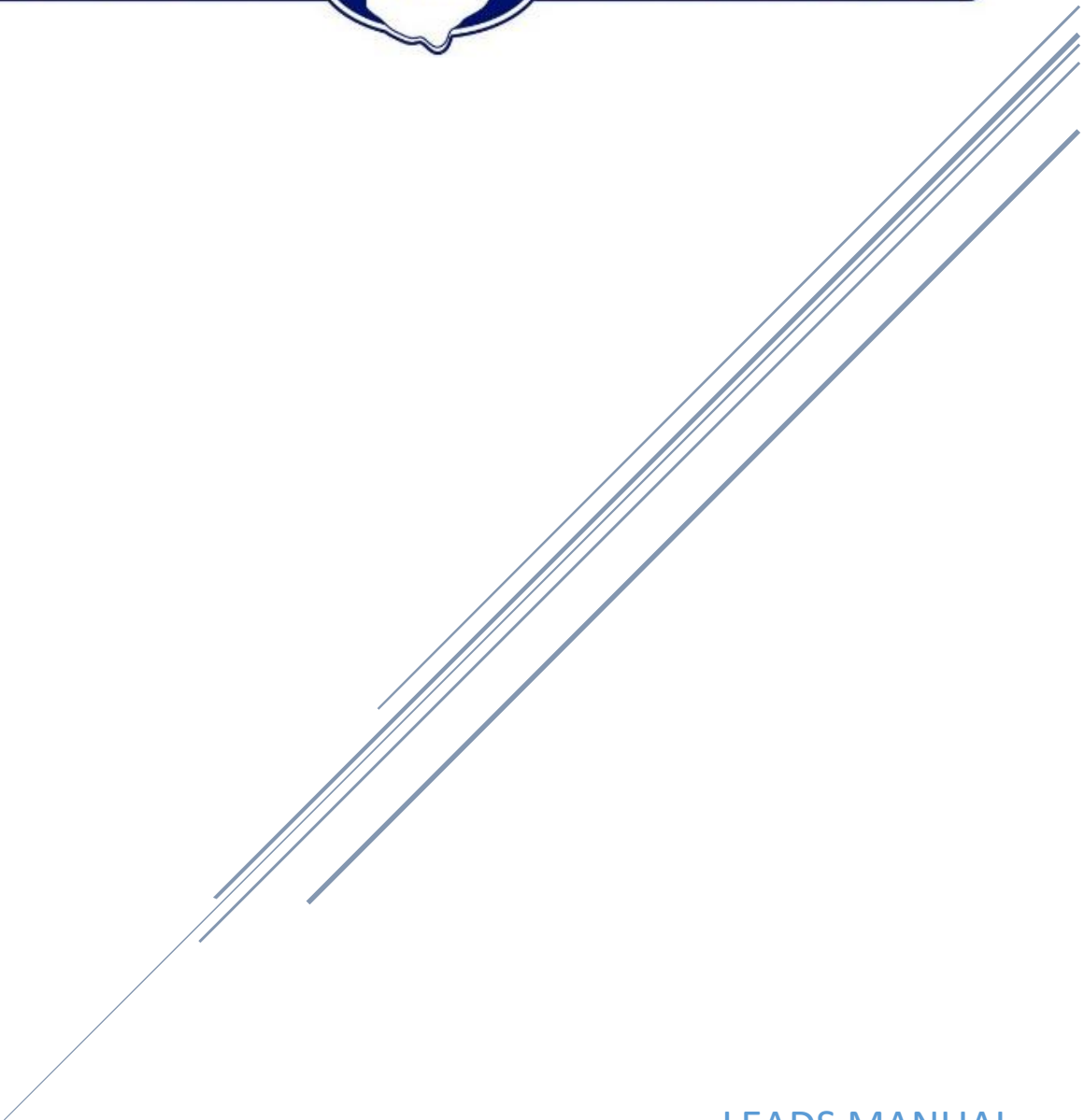


LEADS



LEADS MANUAL
Other Transactions

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OFFLINE SEARCH

In addition to online queries, practitioners may request an offline search. Offline searches do not provide an instant response, but often return useful information the LEADS archive. For example - how many times and by what agency a particular license plate has been run in the past six months.

Archive data is retained for the current year plus the previous six years.

ESCAPED VIOLENT FELON NOTIFICATION

County sheriffs are required 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) requires 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 and the Highway Patrol.

Associated Data 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

IPS records will return on DS and QW transactions when available.

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 name query searches for an exact match, which will result in only one returned record.

Enter the name as last name, first name, middle initial and 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 query will result in one record returned. This record will be the primary record of an individual. Alias names will be displayed at the end of the primary record if other records are on file with the same offender number.

The response to a SSN query will result in at least one record returned. Additional records with a matching SSN will also be returned.

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)

NCIC is a nationwide computerized information system established as a service to all criminal justice agencies at the local, state and 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, 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 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
```

The response returned shows ORI OHOHP0000. NCIC uses the first seven positions of the ORI to match the file, unless the ninth position is an alpha character – then all nine positions are used.

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

- 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

Refer to the NCIC Operating Manual (ORI) for more information.

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

The ORI OHOHP0040 was queried in the following example:

```
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 codes are 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 has both direct connect & terminals behind interface)
05 = No LEADS Access (agency no longer has 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, which includes ORIs that are allowed to query and receive information 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.

The ORI OHOHP0040 was queried in the following example:

```
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

Additional information on the NLETS ORION file is available at:
https://wiki.nlets.org/index.php/Section_06:_ORION

HOMELAND SECURITY SCRAP METAL QUERY

The Dept. of Public Safety maintains a registry of all Ohio scrap metal and bulk merchandise container dealers and a do not buy from list. The list is accessible to law enforcement agencies through LEADS and the Ohio Homeland Security Communication and Information Management System (CIMS).

The Scrap Dealer Query Message Key is **SCR PQ**.

Data fields for query:

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

The following is an example scrap dealer query:

```
SCR PQ.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

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.

Agency administrators may request Trap File entries for officer safety and investigative purposes. The following information is required:

- 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 24-hour/day contact number

LEADS Control receives an alert when any law enforcement agency makes a query of information entered in the Trap File. Upon receiving the alert, the 24-hour a day contact is notified that their officer or suspect was queried. The contact is provided the name of the agency that made the query for immediate follow up to prevent the compromise of an officer's cover or loss of a suspect.

Trap entries shall be validated a minimum of once per year upon notification from LEADS. Failure to validate entries will result in the removal of Trap entries from the system.

Contact LEADS at (614) 752-4382 for additional information on the Trap File.

QUERY LEADS DENY FILE

The Query LEADS Deny File was developed to assist agencies with pre-employment background checks. The message key used to query the LEADS Deny File is QLD. Access to the File is limited to TACs/ATACs and use is restricted to pre-employment background checks.

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

- OLN or
- First Name and Last Name

If a user matching the query is found in the LEADS Deny File, the response will contain the following:

- 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 a match is found and the user is not in the LEADS Deny File, the response will contain the following:

- 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 match is found, the response will contain the following:

- 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