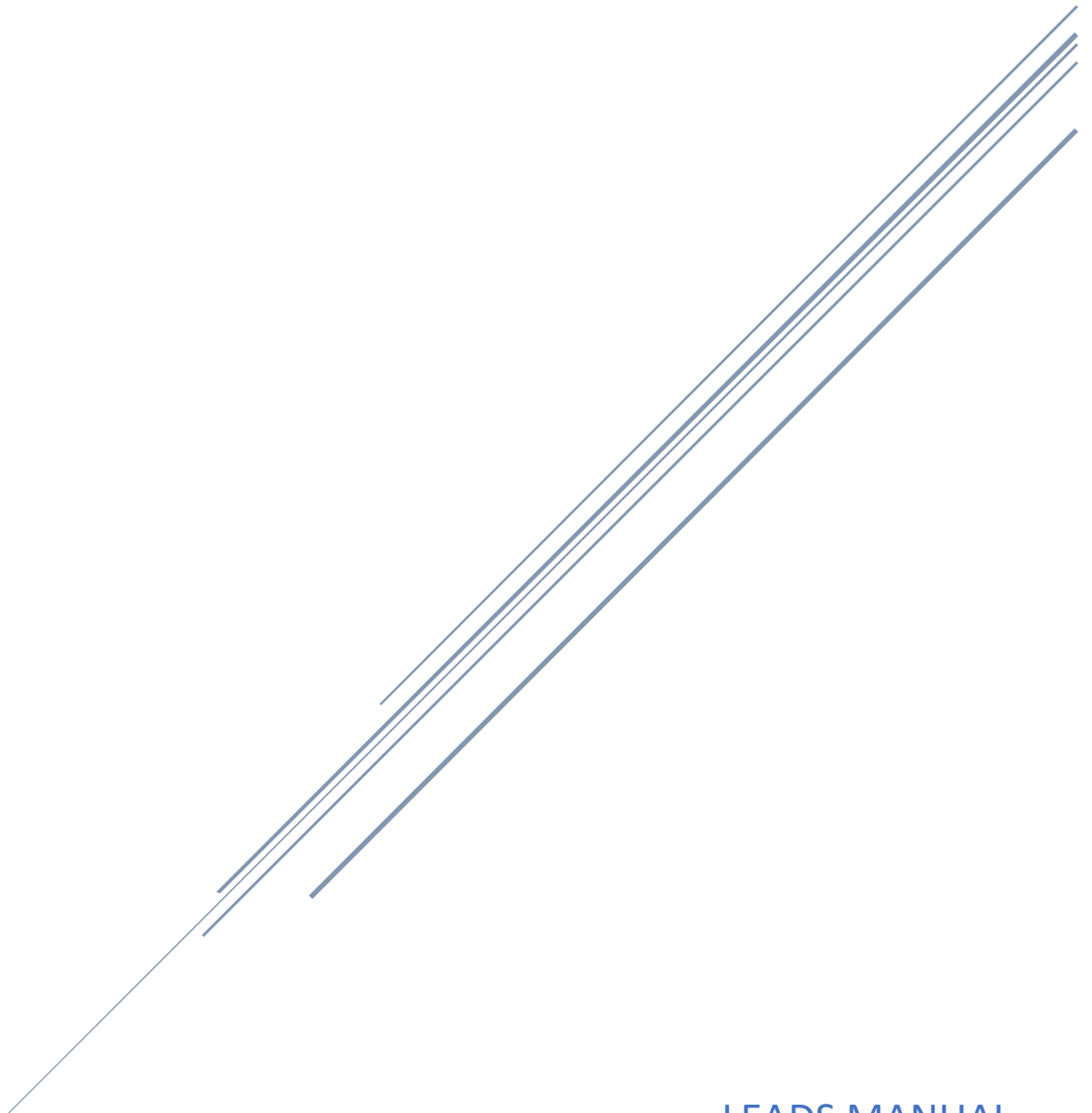


LEADS

Law Enforcement *Ohio* Automated Data System



LEADS MANUAL
Administrative Message

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ADMINISTRATIVE MESSAGE (AM & AML)

An Administrative Message (AM) is a criminal justice related point-to-point, free form message. An Administrative Message - Law Enforcement Only (AML) is a point-to-point, free form message targeted to law enforcement agencies. The content of all Administrative Messages should be clear, concise, and directly related to the administration of criminal justice. Interstate Administrative Messages shall only be used as described in the Nlets Wiki, available at https://wiki.nlets.org/index.php/Section_04:_Administrative_Messages.

MESSAGE TEXT (Required)

Intrastate Administrative Messages (AM) shall only be used for the following:

- May be used for practically any type of information transmission not associated with a specific message type.
- May ask for information or assistance.
- May be in response to a request from another agency.

Intrastate Administrative Messages “Law enforcement only” (AML) shall only be used for the following:

- May be used for practically any type of law enforcement only information transmission not associated with a specific message type.
- May ask for information or assistance.
- May be in response to a request from another agency.
- Nlets will insert the caveat "FOR LAW ENFORCEMENT DISSEMINATION ONLY" within the body of the message prior to sending.

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 a 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 that 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 the 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.

MULTIPLE DESTINATION ADMINISTRATIVE MESSAGES

The message header (ORI) is a nine-character NCIC assigned agency identifier that directs the message to its proper location(s). Multiple ORIs or region codes may be used to send a message to more than one agency or region, up to a maximum of five locations.

DRI OHOHP0000 OH0250100 OH0251100 OH0250000 OHCOP0000

To receive a copy of the message, enter the agency's ORI as one of the individual headers.

More than one Ohio header may be used (e.g., OHALLTERM or a region code) when using Ohio broadcast code messages. The Ohio broadcast codes may also be used in conjunction with an individual agency ORI. Place the two-letter state code identifier after the ALLTERM/REGION header to direct the message to another state at the same time. Do not use a nine-digit ORI for the region or ALLTERM requests to other states - use only the two-character header.

Example: DRI OHALLTERM PA

ALLTERM and region messages sent to other states are received by the state control center for further dissemination as operationally necessary. Thought should be given whether the message applies to the whole state-or a quadrant before using broadcast message keys. Refer to the Nlets Wiki for additional information regarding multiple destination messages.

MESSAGE NUMBER (MNO)

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

A line indicating the sending agency's ORI, automatic message number, the time, and date will be added when the message is delivered.

SENDING AGENCY (AGY)

This is the name of the agency sending the message.

DESTINATION (AGY)

This is the name of the department(s) or agency(ies) receiving the message. A specific section can be designated on the same line (e.g., FRANKLIN COUNTY SHERIFFS OFFICE COLUMBUS OH DEP. SMITH TRAFFIC BUREAU).

CONTROL FIELD

Ohio agencies may receive an incoming administrative message from a state that uses a Control Field, which is a ten-digit alphanumeric 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. The identical Control Field must be used on the reply message.

Military time – 0001 – 2359 Hours must be used for time Control Field.

BROADCAST MESSAGE CODE

Ohio law enforcement and criminal justice agencies are grouped into regions to simplify the sending of a message to more than one agency or department. More than one broadcast message code may be used in a header. Individual agency ORIs may be used with the broadcast codes provided 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 defined by the broadcast code.

The broadcast message code boundaries should be referenced to determine if use is necessary. The objective can be accomplished in most instances by addressing multiple terminals instead of using a broadcast message code.

- 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. The message will be delivered 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).
- OHINTELD1 Intelligence Broadcast District 1 – LE counties: Allen, Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Paulding, Putnam, Van Wert, Williams, Wood.
- OHINTELD2 Intelligence Broadcast District 2 – LE counties: Crawford, Erie, Huron, Marion, Ottawa, Richland, Sandusky, Seneca, Wyandot.
- OHINTELD3 Intelligence Broadcast District 3 – LE counties: Ashland, Cuyahoga, Holmes, Elyria, Medina, Stark, Summit, Wayne.
- OHINTELD4 Intelligence Broadcast District 4 – LE counties: Ashtabula, Columbiana, Geauga, Lake, Mahoning, Ravenna, Trumbull.

- OHINTELD5 Intelligence Broadcast District 5 – LE counties: Auglaize, Champaign, Clark, Darke, Greene, Logan, Mercer, Miami, Montgomery, Preble, Shelby, Union.
- OHINTELD6 Intelligence Broadcast District 6 – LE counties: Delaware, Fairfield, Franklin, Knox, Licking, Madison, Morrow, Perry, Pickaway.
- OHINTELD7 Intelligence Broadcast District 7 – LE counties: Belmont, Carroll, Coshocton, Guernsey, Harrison, Jefferson, Monroe, Morgan, Muskingum, Noble, Tuscarawas, Washington.
- OHINTELD8 Intelligence Broadcast District 8 – LE counties: Adams, Brown, Butler, Clermont, Clinton, Fayette, Hamilton, Highland, Warren.
- OHINTELD9 Intelligence Broadcast District 9 – LE counties: Athens, Gallia, Holmes, Jackson, Lawrence, Meigs, Pike, Ross, Scioto, Vinton.

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 (e.g., 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

LEADS will hold messages if a terminal cannot receive them. The message will automatically be delivered to the receiving terminal upon the next log on.