

SUBJECT: TCSU LEADS Policy and Procedures

The purpose of this policy is to set standards for the rise of the Law Enforcement Automated Data System (LEADS), the National Crime Information Center (NCIC) and Criminal History Files.

EFFECTIVE DATE: July 1, 2004

I. LEADS System

- A. TCSU will maintain a computer terminal which will allow access to the LEADS as well as the NCIC and Criminal History Files which are maintained by the Bureau of Criminal Investigation and Identification (BCI&I).
- B. Except during training purposes or as otherwise authorized by the Director of TCSU, only trained and certified operators are allowed to utilize the computer terminal.
- C. The Secretary is designated as the terminal agency coordinator. With prior approval of the Director of TCSU, the secretary may designate an assistant terminal agency coordinator.
- D. The LEADS terminal is to be used only in accordance with guidelines established by the Ohio Highway Patrol, LEADS and NCIC. These guidelines are set forth in the LEADS and NCIC manuals.
- E. Terminal Malfunction/Formatting Errors
  - 1. If the LEADS terminal malfunctions, LEADS Control should be contacted by teletype, if possible or otherwise by phone.
  - 2. LEADS Control will attempt to remedy the problem by phone instructions. If this is not successful, then a repairman will be sent out.

II. Message Entry

- A. All teletype messages sent by this Department to any other agency are to be of Department prescribed format and sent pursuant to LEADS policy and procedures.
- B. Each message sent shall consist of the following:
  - 1) The appropriate header to which the message is being sent;

- 2) The message, if sent to an individual agency or to a special attention of a group of agencies, is to be sent “to” the respective agency. Each message should be headed “From Tactical Crime Suppression Unit”. The state designation is not necessary if sent within Ohio. Teletypes may also be sent to the “special attention” of agencies most likely to be of assistance regarding a specific teletype.
  - 3) The sign off shall be as follows: Auth: TCSU (Officer’s name/when applicable), OPR/ (operator’s initials). The state designation is not necessary if sent within Ohio.
- C. A copy of each message is to be maintained in a teletype folder for a period of 30 days. The copy shall be kept in a file (designated by the TAC). This copy shall be maintained for at least one year.
- III. Teletype log – The intent of the log is to provide an immediate reference source for verifying a tracing all teletype messages initiated by personnel of this Department.
- A. Anytime an administrative message is sent utilizing this Department’s computer terminal, the message is to be assigned a teletype number. The form of these messages is to be as previously described.
  - B. Numbers are to be prefixed by the year in which it is sent, followed by a hyphen, then the sequentially assigned number (i.e., 94-001). The numbers shall begin at 001 at 0001 hrs. on the first of each year.
  - C. The current year’s log is to remain at the Leads terminal. At the end of each year, the log shall be forwarded to the TAC and logs shall be retained for at least one year.
- IV. Miscellaneous Inquiries/Messages
- A. Hand Search – When an operator’s license, registration, etc. is not computerized, an officer may request a hand check be sent to the Bureau of Motor Vehicles. The teletype is to be of Department format. The original teletype and the response are to be forwarded to the requesting officer.
  - B. Operator’s License Status – An officer, when stopping any person with a suspended operator’s license, may request that a hand check be sent to the Bureau of Motor Vehicles for driving status. Such requests are to include the person’s name, date of birth, operators license number (if known), and social security number. If a certified copy is requested, then the teletype should state mail to: Officer Smith, TCSU, 1195 E. Alex Bell Road, Centerville, Ohio 45459. The original

teletype should be left on the TAC's Read & sign until such time as a response is received, then both teletypes are to be forwarded to the requesting officer.

C. Computerized Criminal History (CCH)

1. Anytime a CCH or III search or query is run, it is to be entered in the Criminal History Record Dissemination Log and FBI III Log. The log shall be kept at the Leads terminal. At the end of the year, that year's log shall be forwarded to the TAC and kept on file for at least one year.
2. The CCH log shall be made available to any properly identified and authorized agent of the Ohio Bureau of Criminal Identification and Investigation or LEADS personnel for examination and review as requested.

V. Validations

- A. All entries into LEADS and/or NCIC are to be validated pursuant to LEADS/NCIC policy. The validated computer printouts, along with copies of the associated validation forms, are to be maintained on file for a period of at least one year. Validations are to be completed by the employee so designated by the TAC with prior approval of the Director of TCSU.

VI. LEADS/NCIC Newsletters – LEADS and NCIC newsletters are to be maintained chronologically in the Computer room. All LEADS certified personnel are required to read these periodicals. The TAC is responsible to assign an employee to make any format changes required by the newsletters.

VII. Dissemination of LEADS Information

- A. Information obtained from the LEADS system shall only be disseminated to law enforcement or criminal justice personnel and then only for official police business.
- B. When a member specifically requests that a printout be held, the teletype is to be routed to that member.
- C. Teletypes received which are specifically directed to a particular employee or units are to be forwarded to that employee or unit.
- D. Administrative messages concerning training, officer killed summaries, etc., are to be routed to the TAC for distribution. A copy

of the message is to be placed in the file and maintained in the computer room. This copy is to be shredded after 30 days.

- E. Leads information is not to be given by phone unless the member is certain that the caller is a member of this Department.
- F. When a teletype needs to become part of a report, the original teletype should be copied onto a supplement or plain paper and then added to the report. The original must then be shredded.
- G. All teletypes forwarded by an operator must be stamped, utilizing the LEADS stamp, with the appropriate spaces completed. Should the receiving member forward the teletype, he shall complete the appropriate boxes. The report number must be placed in the appropriate stamped space anytime a copy of a teletype is to be attached to a report.
- H. Any entries of stolen articles, stolen vehicles, missing persons, etc., must be checked by the member requesting such entry, or if unavailable, by another member. The checking party is to review the teletype for accuracy and completeness, paying particular attention to VINs, serial numbers and descriptions.

VIII. TCSU employees who violate the requirements of the LEADS Administrative Rules are subject to disciplinary action in accordance with the agencies pertinent labor contracts and administrative rules. Where applicable, violations of the LEADS Administrative Rules may result in criminal prosecution under state law and/or federal code for unauthorized use of property, theft, tampering, receiving stolen property, unauthorized access to computer systems or any other applicable state or federal law.

- 1. Violations of this policy will be investigated by the TCSU Director or his designee.

Revised August 2006

Director Charles J. Gift