

## TO BE RESCINDED

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 up to three 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.

## (1) LEADS TAC duties:

- (a) Train LEADS terminal operators in all facets of LEADS operation.
- (b) Train other affected personnel as to the operational capabilities of LEADS, administrative rules, and authorized use/dissemination.
- (c) Ensure each operator reviews training materials and is recertified every two years.
- (d) Attend the new TAC indoctrination training within six months of appointment.
- (e) Attend inservice training sessions as scheduled.
- (f) Train, functionally test and affirm the proficiency of terminal (equipment) operators within six months of hire.
- (g) Properly complete the monthly records validations.
- (h) Document review of all information from LEADS, including but not limited to:
  - (i) Newsletters
  - (ii) LEADS computer messages
  - (iii) Manuals

(iv) Training materials

(v) Record retention

(i) Maintain agency level records of LEADS certified operators for the length of employment and notify LEADS of any changes on the prescribed on-line form provided by LEADS.

(j) Review (second party check) all entries within a reasonable time frame for accuracy and completeness; and modify/cancel entries as needed.

(k) Biennially provide the functional retesting and reaffirm the proficiency of terminal operators in order to assure compliance with LEADS/NCIC policy and rules.

(l) Ensure all LEADS agreements are current.

(2) LEADS TAC requirements:

(a) Knowledge of the responsibilities, functions, organization structure, purpose, goals and objectives of the agency.

(b) Knowledge of criminal justice methods, procedures and programs.

(c) 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.

(d) Knowledge of all procedures concerning broadcast messages and their proper use.

(e) Participate in audits conducted by LEADS staff.

(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.

(1) LEADS LASO duties:

- (a) Identify who is using the CSA approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
  - (b) Identify and document how the equipment is connected to the state system.
  - (c) Ensure that personnel security screening procedures are being followed as stated in the LEADS security policy.
  - (d) Ensure the approved and appropriate security measures are in place and working as expected.
  - (e) Support policy compliance and ensure CSA CSO is promptly informed of security incidents.
  - (f) Maintain all security related documentation from LEADS, including but not limited to:
    - (i) LEADS security policy
    - (ii) Security awareness training
  - (g) Participate in audits conducted by LEADS staff.
- (2) LEADS LASO requirements:
- (a) Knowledge of the LEADS security policy.
  - (b) Knowledge of the location and uses of all LEADS and agency owned equipment accessing LEADS within the agency.
  - (c) Knowledge and administration of the general maintenance of the LEADS equipment.
- (C) A LEADS non-terminal agency coordinator, hereafter referred to as NTAC, shall be appointed by each non-terminal agency administrator.
- (1) LEADS NTAC duties:

- (a) Train affected personnel as to the capabilities of LEADS, administrative rules, and authorized use/dissemination.
- (b) Maintenance of all LEADS agreements and employee training records.

Effective: 01/22/2015

Five Year Review (FYR) Dates: 11/06/2014

CERTIFIED ELECTRONICALLY

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Certification

01/12/2015

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Date

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