

4501:2-10-04

LEADS terminal agency coordinator (TAC).

(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 and security of LEADS. An agency administrator can assign an "assistant TAC" 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) Duties: LEADS terminal agency coordinator

(a) ~~Responsible~~ Is responsible for the training of LEADS terminal operators in all facets of LEADS operation. Train other affected personnel as to the operational capabilities of the LEADS, administrative rules, and authorized use/dissemination. Ensure each operator reviews training materials and is recertified every two years. Additionally, the TAC:

(i) Shall attend the new TAC indoctrination training;

(ii) Shall attend inservice training sessions as scheduled;

(iii) Shall initially (within six months), train, functionally test and affirm the proficiency of terminal (equipment) operators; and

(iv) Shall ~~participate/attend~~ attend and participate in any audit of the employing agency.

(b) ~~Responsible~~ Is responsible for the proper completion of the monthly records validations.

(c) ~~Maintain~~ Shall maintain all documentation from LEADS, including but not limited to:

(i) Newsletters;

(ii) LEADS computer messages;

(iii) Manuals;

(iv) Lesson plans; and

(v) Record retention

(vi) LEADS security policy

(d) ~~Maintain~~ Shall maintain agency level records of LEADS certified operators and notify LEADS of any changes on the prescribed form provided by LEADS.

(e) ~~Cause~~ Shall cause a review of all entries within a reasonable time frame for accuracy; modify/cancel entries as needed.

(f) ~~Know~~ Shall know the location and uses of all LEADS and agency owned equipment accessing LEADS within the agency.

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

(h) ~~Administer~~ Shall administer the LEADS/NCIC security policies.

(i) ~~Act~~ Shall act as the point of contact to LEADS for security issues.

(ii) ~~Report~~ Shall report violations or incidents of attempts to compromise security of the LEADS to the CTO immediately.

(2) 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 security and computer personnel working directly or indirectly with the computer system.

(d) 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.

- (e) Knowledge of all procedures concerning broadcast messages and their proper use.
 - (f) Knowledge and administration of the general maintenance of the equipment.
- (B) A LEADS non-terminal agency coordinator, hereafter referred to as NTAC, shall be the non-terminal agency administrator who signs the LEADS agreement paragraph (C) of rule 4501:2-10-13 of the Administrative Code or their designee.
- (1) Duties: LEADS non-terminal agency coordinator
- (a) Train affected personnel as to the capabilities of the LEADS, administrative rules, and authorized use/dissemination.
 - (b) Maintenance of employee training records relating to LEADS.
 - (c) Comply with paragraph (C) of rule 4501:2-10-13 of the Administrative Code.

Effective:

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Certification

Date

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