

4501:2-10-06

Dissemination and record keeping.

- (A) LEADS access shall be limited to certified operators. Each operator is accountable for all transactions occurring while their assigned account password is logged on to a terminal accessing LEADS. ~~An audit trail shall be maintained by participating LEADS agencies across the body of the printout for each dissemination, or receipt, of any printout of information from the LEADS.~~ Formal information exchange agreements shall be required between agencies exchanging criminal justice information (CJI) obtained through LEADS.
- (1) Information exchange agreements for agencies sharing CJI data that is sent to and/or received from LEADS shall specify security controls and conditions.
 - (2) Information exchange agreements shall be supported by documentation committing both parties to the terms of information exchange.
 - (3) If CJI is released to another authorized agency, and that agency was not part of the releasing agency's primary information exchange agreement(s), the releasing agency shall log such dissemination.
- (B) Each LEADS CCH/III inquiry shall contain the applicable purpose code and be logged.
- (C) Messages and/or throughput of any kind accessed through LEADS shall be restricted to the use of duly authorized law enforcement and/or criminal justice agencies for the administration of criminal justice. Access to and dissemination of LEADS throughput is governed by the LEADS Security Policy (11/1/2016), LEADS Manual (10/1/2016) and NCIC Operating Manual (8/11/2015) available at <http://leads.ohio.gov/Manuals>. ~~The data shall not be sold, transmitted, or disseminated to any non-law enforcement agency, non-criminal justice agency or unauthorized person; except as provided in rule 4501:2-10-03 of the Administrative Code. The LEADS activity report, excluding criminal justice data, may be provided to an arbitrator and/or bargaining unit representative, as necessary, for use in collective bargaining proceedings; further transmission or dissemination of the LEADS activity report is prohibited.~~
- (D) Fatal crash data, when properly designated, is available to the media. Hazardous material files and data are to be available to fire department and emergency management personnel.
- (E) Administrative messages identified by LEADS as information pertaining to homeland security when determined by the CSO or designated agent will contain additional dissemination instructions. These messages may be released outside the criminal justice system as designated.

- (F) All terminal, quadrant and out-of-state messages shall be limited to those relating to formal criminal justice duties. Messages prohibited on the NLETS pursuant to rule 4501:2-10-08 of the Administrative Code are also prohibited on LEADS.
- (G) Administrative messages may be directed to specific criminal justice agencies for the purpose of local criminal record checks to complete criminal background investigations for governmental, non-criminal justice agencies, following the same application and approval outlined in rule 4501:2-10-08 of the Administrative Code. This rule does not supersede any existing laws or rules as to access to NCIC, NLETS, III or CCH.
- (H) Each terminal user shall make every reasonable effort to assure the accuracy, completeness, conciseness, and timeliness of all data transmitted.
- (I) Each terminal user shall respond as promptly as possible to all incoming messages that require a reply. Priority "U" (urgent) hit confirmations must be answered within ten minutes, and priority "R" (routine) hit confirmations requests must be answered within one hour; both with an indication of the current status of any wants. If the current status cannot be verified within the time limit, a message shall be sent within the time limit advising when the record will be verified.
- (1) A hit request shall not be sent if the person is outside of the pick-up radius.
 - (2) A locate shall not be placed unless the record is confirmed.
- (J) Notice of criminal justice training offered by the Ohio peace officer's training council approved academies and training offered by a criminal justice agency may be transmitted over LEADS. Notice of training offered by private concerns is not permitted over LEADS.
- (K) Hard-copy printouts of information obtained through LEADS must be rendered unreadable when no longer needed.
- (L) Source documentation shall be retained either in hard copy or electronic form (in compliance with the LEADS security policy) to substantiate all information entered into LEADS and/or NCIC for the life of the entered record.
- (M) Employee training records shall be kept as follows:
- (1) Training and maintenance of training records for the TAC and the NTAC are the responsibility of LEADS.

- (2) Training and maintenance of training records for terminal agencies are the responsibility of the agency TAC.
- (3) Training and maintenance of training records for non-terminal agency practitioners are the responsibility of the agency NTAC.
- (4) Training and maintenance of training records for intrastate regional systems are the responsibility of the intrastate regional system.
- (5) Training and maintenance of training records for mobile access only agencies are the responsibility of the agency TAC.

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Certification

Date

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