

Section 8: Communication

Subject: LEADS

Minimum Standard:

Revised: 05/1999, 03/2009, 12/2011

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall participate in the use of the L.E.A.D.S. (Law Enforcement Automated Data System). The Ohio State Highway Patrol administers this computer network system. The system serves as a communication link between police departments, sheriff's offices, and other criminal justice agencies throughout the State of Ohio. The system may also provide a communication link between criminal justice agencies throughout the United States and its territories. L.E.A.D.S. provides information about crimes, wanted persons or vehicles as well as serving as a communication portal between agencies. It is mandatory that all corrections personnel maintain a current L.E.A.D.S. certification.

PROCEDURE

- A. The primary functions of L.E.A.D.S. in the Erie County Jail is to:
 1. Obtain warrant information of inmates confined to the custody of the jail.
 2. Verify identification of persons confined to the custody of the jail.
 3. Provide secure and verifiable method of communication between agencies:
 - a. Hit confirmation.
 - b. Administrative messages.
 - c. Place Hold request.
 - d. Drop hold request.
- B. The L.E.A.D.S. terminal in the Erie County Jail will not be used to enter, modify, or delete any information.
- C. All persons who operate the system must do so in accordance to rules and regulations set forth by Ohio Highway Patrol L.E.A.D.S. service.
 - a. All Corrections staff must maintain current certification as a L.E.A.D.S. operator.
- D. Paper copies of information received which are not secured with the inmate's file shall be shredded prior to disposal.
- E. Any technical issues with L.E.A.D.S. will be reported to the shift supervisor.
 - a. L.E.A.D.S. control may be contacted (1-800-589-2077) for assistance 24/7.
- F. The L.E.A.D.S. Terminal Agency Coordinator (TAC) is responsible for the completion of monthly records validations.
- G. It is mandatory that all operators read the monthly L.E.A.D.S. newsletters that are provided. Officers will:
 - a. Review these newsletters.
 - b. Sign or initial the attached sheet that indicates you reviewed it.