



## Ohio Administrative Code

### Rule 4501:2-10-10 LEADS owned equipment/connected agency owned equipment.

Effective: October 1, 2024

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(A) Terminal agencies shall properly maintain and care for LEADS owned equipment. Any malfunction of this equipment requires LEADS be notified as soon as possible.

(B) LEADS owned equipment shall not be changed, modified, turned off, unplugged or rendered inoperable in any manner except in the case of equipment malfunction preventing operation or if directed by LEADS personnel. All repairs on LEADS owned and serviced equipment shall be initiated through LEADS. Repairs caused by alterations to or abuse of the equipment shall be billed to the user agency.

(C) LEADS owned equipment shall not be changed in any manner or moved from the installed position without permission of the CSO or the CSO's designee. Written notice of any relocation of LEADS owned equipment accessing LEADS or any change request shall be submitted in writing forty-five days in advance of the move. Prior to relocating equipment, a site inspection will be conducted and location approved by LEADS staff. Any relocation charge shall be at the expense of the user agency.

(D) Modifications or additions of any agency owned equipment connected to LEADS shall be approved in writing by the CSO or the CSO's designee.

(E) The terminal agency shall notify the CSO in writing at least forty-five days in advance of intention to cancel LEADS service.

(F) Agency owned software is not permitted to be installed in LEADS owned equipment. Agency equipment and/or software believed to be degrading LEADS service shall be disconnected until the problem is resolved.

(G) LEADS owned equipment/software or equipment/software connected to LEADS shall not be interconnected to other systems or networks without written authorization from the CSO.



(H) LEADS owned equipment/software shall not be used for personal benefit.

(I) All equipment/software use will be monitored continually by LEADS staff or their representatives. Any misuse shall be cause for administrative sanction and/or criminal prosecution.