



*Law Enforcement
Officer's Toolkit*

www.leot.ohio.gov

*... an Ohio-built records
management system*

The Ohio Law Enforcement Officer's Toolkit (LEOT)

Warrants Module

THE OHIO LAW ENFORCEMENT OFFICER'S TOOLKIT (LEOT)

INTRODUCTION

The User Manual for the Warrants Module is provided to assist those who use the Law Enforcement Officer's Toolkit (LEOT) application. LEOT is a personal computer application developed for the local law enforcement agencies of Ohio by the Ohio Office of Criminal Justice Services (OCJS). It is a system by which local law enforcement agencies can record warrants and provide statistics.

This manual provides the means to successfully capture information for recording and tracking from start to finish.

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STARTING THE APPLICATION

To access the Law Enforcement Officer's Toolkit program, go to Start, Programs, Law Enforcement Officer's Toolkit, Law Enforcement Officer's Toolkit. Or, create a shortcut icon on your desktop and double click on the icon. Once that is done, the following login screen appears.



Login

Type your login name that was given to you by the system administrator into the Login field.

- *The system automatically formats the Login name to capital letters.*

Password

Type your password that was given to you by the system administrator into the Password field.

- *You can change the password using the 'Password Change' option under the Utility menu.*

Ok (Action button)

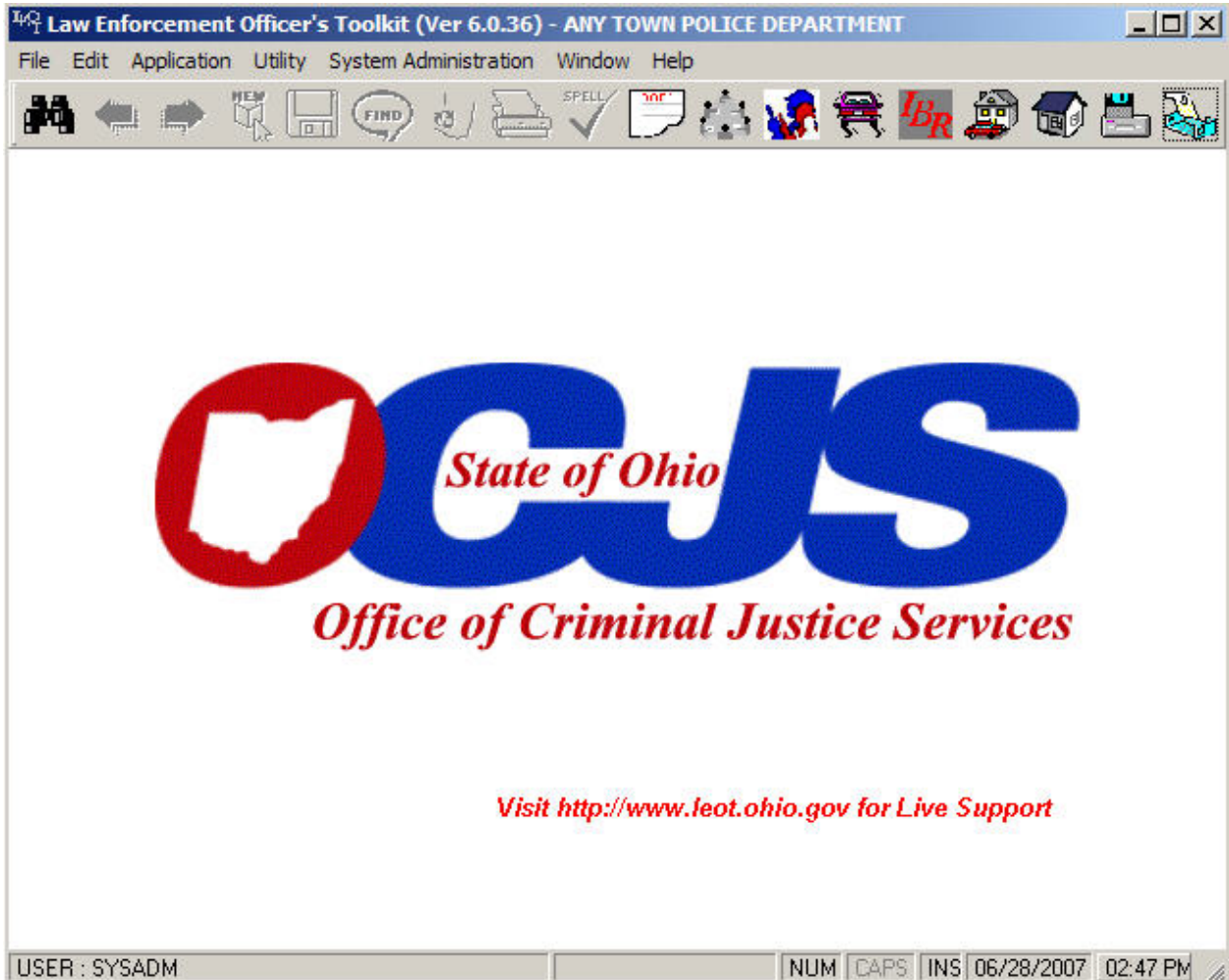
Once you have entered your Login name and Password, click on the 'Ok' action button to enter the program.

- *You can also hit the 'Enter' key from your keyboard to enter the program.*

Cancel (Action button)

Click on the 'Cancel' action button at any time if you would like to exit the Login screen without entering the program.

After completing the Login screen, the application Title screen will appear. A sample screen is shown below.



*****NOTE*****

You will notice a light blue background color in certain fields on each screen of the toolkit. These fields are mandatory and must be filled in.

ACCESSING THE WARRANTS MODULE

You access the Warrants module by clicking on the “Applications” menu and clicking on “Warrants.”

WARRANT INFORMATION

Warrant #	Issuing Agency	Incident #	Court Case Number	
99512	Anytown PD	07-9999	07-8956	
County	Judge	Prosecutor	Court	
Franklin	Smith	Jones	Muni	
Court Phone	Issuing Agency Phone	Date Issued	Warrant Type	Recall Date
(614) 555-5555	(614) 555-5555	08/09/2007	Criminal	__/__/__
Recall Time	Bail Amount	Filed By	Fine Amount	
16:33	10000	Officer B. Kingsdale		
Cleared By	Warrant Fees	Total Due		
Chief LEOT	100000	100000		
Notes	<input type="checkbox"/> Hearing Required Disp Date/Time: 08/09/2007 <input type="checkbox"/> Forfeit Bail			

Warrant

Use this field to enter in the warrant number.

Issuing Agency

Use this field to record the agency that issued the warrant being recorded.

Incident

If the warrant being recorded is directly linked to an already recorded incident number, please record it in this field.

Court Case

Use this field to record the court case number to which the warrant being recorded originated from.

County

Use this field to record the county where the warrant being recorded originated from.

Judge

Use this field to record the judge who issued the warrant.

Prosecutor

Use this field to record the prosecutor who was involved in the issuing of the warrant being recorded.

Court

Use this field to record the court from which the warrant being recorded was issued.

Court Phone

Use this field to record the court's phone numbers from which the warrant being recorded was issued.

Issuing Agency Phone

Use this field to record the issuing agency's phone number.

Date Issued

Use this field to indicate the date when the warrant was issued.

➤ *Drop down*

Warrant Type

Use this field to indicate the type of warrant issued.

➤ *Drop down*

Recall Date

Use this field to indicate the warrant's recall date.

➤ *Drop down*

Recall Time

Use this field to indicate the warrant's recall time.

Bail Amount

Use this field to indicate the bail amount involved with the warrant being recorded.

Filed By

Use this field to indicate who filed the warrant being recorded.

➤ *Drop down*

Fine Amount

Use this field to indicate any fine associated with the warrant.

Cleared By

Use this field to indicate, when applicable, who has cleared the warrant.

Warrant Fees

Use this field to record the warrant fees.

Total Due

Use this field to record the total fees due.

Notes

Use this field to record any notes associated with the warrant.

Hearing Required

Use this radio button to indicate if a hearing is required.

Disposition Date

Use this field to record the disposition date.

➤ *Drop down*

Forfeit Bail

Use this radio button to indicate whether bail has been forfeited.

PERSONAL INFORMATION

The screenshot shows a software window titled "Warrant Information" with a menu bar containing "New", "Save", "Find", "Delete", "Synchronize", and a printer icon. Below the menu bar are tabs for "Warrant Information", "Personal Information", "Officer Assignment", "Offense Information", "Photo", and "Status". The "Personal Information" tab is active, displaying a form with the following fields and values:

Last Name	First Name	Middle Initial	Suffix
Smith	John	S	

Alias	Birth Date	Age	Sex	Race
Bigdumugly	09/02/1972	35	Male	White

Ethnicity	Height	Weight	Hair Color	Hair Length
Not of Hispanic Ori	508	300	BROWN	Long

Facial Hair	Eye Color	Build	Complexion	Glasses	Address
	Hazel	Stocky	Dark	No	

Address	City	State	Zip
1970 W Broad St	Columbus	Ohio	43223

County	DL #	DL State	SSN
Franklin	RG99999999	Ohio	999-99-9999

A "Paste" button is located at the bottom right of the form.

Last Name

Enter the last name of the person for whom the warrant has been issued.

First Name

Enter the first name of the person for whom the warrant has been issued.

Middle

Enter the middle name of the person for whom the warrant has been issued.

Suffix

Enter the suffix of the person for whom the warrant has been issued.

Alias

Enter the alias of the person for whom the warrant has been issued.

Date of Birth

Enter the date of birth of the person for whom the warrant has been issued.

Age

Enter the age of the person for whom the warrant has been issued.

➤ *This will automatically generate.*

Sex

Enter the sex of the person for whom the warrant has been issued.

➤ *Drop down*

Race

Enter the race of the person for whom the warrant has been issued.

➤ *Drop down*

Ethnicity

Enter the ethnicity of the person for whom the warrant has been issued.

➤ *Drop down*

Height

Enter the height in a three-digit format (e.g., enter 503 for a height of 5'3") for the person for whom the warrant has been issued.

Weight

Enter the weight of the person for whom the warrant has been issued.

Hair Color

Enter the hair color of the person for whom the warrant has been issued.

➤ *Drop down list*

Hair Length

Enter the hair length of the person for whom the warrant has been issued.

- *Drop down list*

Facial Hair

Use this field to indicate whether or not the person for whom the warrant has been issued has facial hair.

- *Drop down list*

Eye Color

Enter the eye color of the person for whom the warrant has been issued.

- *Drop down list*

Build

Enter the build of the person for whom the warrant has been issued.

- *Drop down list*

Complexion

Enter the complexion of the person for whom the warrant has been issued.

- *Drop down list*

Glasses

Indicate if the person for whom the warrant has been issued wears glasses.

- *Drop down list*

Address

Enter the address of the person for whom the warrant has been issued.

City/State/Zip

Enter the city, state, and zip code of the person for whom the warrant was issued.

County

Enter the county where the person for whom the warrant has been issued resides.

DL

Enter the driver's license number of the person for whom the warrant has been issued.

DL State

Use this field to indicate the state that issued the driver's license of the person for whom the warrant has been issued.

➤ *Drop down list*

SSN

Enter the Social Security number of the person for whom the warrant has been issued.

Paste

A rectangular button with a light gray background and a thin black border, containing the word "Paste" in a dark gray sans-serif font.

Personal information can be moved from several realms of the LEOT into the Warrants Module.

➤ *Information from the MNI, Names & Address Search, and the BMV interface, once copied, can be pasted into the warrants module using this option.*

OFFICER ASSIGNMENT

The screenshot shows a software window titled "Warrant Information" with a menu bar containing "New", "Save", "Find", "Delete", "Synchronize", and a printer icon. Below the menu bar are tabs for "Warrant Information", "Personal Information", "Officer Assignment", "Offense Information", "Photo", and "Status". The "Officer Assignment" tab is active, displaying a table with the following data:

Officer Code	Officer Name	Agency	Date	Time	Warrant Disposition
943	Officer A. Manchest...	ANY TOWN POLICE DE...	08/09/2007	4:35 PM	Open

Below the table are input fields for "Officer Code" (943), "Officer Name" (Officer A. Manchester), "Agency" (ANY TOWN POLICE DEPARTMENT), "Date" (08/09/2007), "Time" (16:35), "Warrant Disposition" (Open), "District", and "Radius". An "Update" button is located at the bottom right of the form.

Officer Code/Officer Name

Use this field to indicate which officer has been assigned to serve this warrant.

- *Drop down*
- *Please note that this is not final and can change on a daily and/or hourly basis.*

Agency

Use this field to indicate the police agency that employs the officer assigned to serve the warrant.

- *Drop down*

Date/Time

Use these fields to capture the date and time the officer was assigned to serve this warrant.

Warrant Disposition

Use this field to capture the warrant disposition.

➤ *Drop down*

District

Use this field to record the officer's district.

Radius

Use this field to determine the radius within which the warrant may be served.

Add / Update

Use the Add button to add officers assigned to serve the warrant, or the Update button to update an existing entry.

OFFENSE INFORMATION

The screenshot shows a software window titled "Warrant Information" with a menu bar containing "New", "Save", "Find", "Delete", "Synchronize", and a printer icon. Below the menu bar are tabs for "Warrant Information", "Personal Information", "Officer Assignment", "Offense Information", "Photo", and "Status". The "Offense Information" tab is active. It contains two dropdown menus: "Warrant Offense Code" with the value "2903.01D" and "F/M Degree" with the value "F-1". An "Update" button is to the right of these dropdowns. Below them is a "Description" field containing the text "Aggravated Murder - offender under/breaks detention". At the bottom is a table with three columns: "Warrant Offense Code", "Warrant Offense Description", and "FM Degree". The table contains one row with the values "2903.01D", "Aggravated Murder - offender under/breaks detention", and an empty cell.

Warrant Offense Code	Warrant Offense Description	FM Degree
2903.01D	Aggravated Murder - offender under/breaks detention	

Warrant Offense Code

Use this field to record the offense codes that the person for whom this warrant was issued has committed.

➤ *Drop down*

F/M Degree

Use this field to record the degree of felony or misdemeanor accompanying each offense code.

➤ *Drop down*

Add / Update

Use the Add button to add an offense, or the Update button to update an existing entry.

PHOTO

Date	Time	View	File Path
08/09/2007	4:35 PM		C:\Documents and Settings\ataras\My Documents\My Pictures\DPSNew...

Photo Taken Date: 08/09/2007 Time: 16:35

View(Rt Profile, Lt Profile, etc.)

Path: C:\Documents and Settings\ataras\My Documents\My Picture

Browse.. Update

Photo Taken Date/Time

Use these fields to indicate when the photo was taken of the person for whom this warrant was issued.

➤ *Drop down*

Views

Use this field to record the view of the individual per photo.

Path/ Browse /Update

Use the browse button to determine where the photo resides of the individual for whom this warrant was issued. Use the update button to save the path to the photo.

STATUS

The screenshot shows a software window titled "Warrant Information". It has a menu bar with icons for "New", "Save", "Find", "Delete", "Synchronize", and a printer icon. Below the menu bar are tabs for "Warrant Information", "Personal Information", "Officer Assignment", "Offense Information", "Photo", and "Status". The main area contains a table with the following data:

Officer Code	Officer Name	Date	Time	Disposition
943	Officer A. Manchest...	08/09/2007	4:35 PM	Unable to locate

Below the table is a form with the following fields:

- Date: 08/09/2007 (dropdown)
- Time: 16:35
- Disposition: Unable to locate (dropdown)
- Officer Code: 943 (dropdown)
- Officer Name: Officer A. Manchester

There is a "Notes" section with a text area and an "Update" button.

Date/Time

Use these fields to capture the date and time the officer attempted/served this warrant.

- *Drop down*

Disposition

Use this field to capture the disposition of the warrant.

- *Drop down*

Officer Code/Officer Name

Use this field to indicate which officer has attempted/served this warrant.

- *Drop down*