



## **Access Policy**

Policy Title: Local Law Enforcement Information-Sharing Access  
Policy Number: OLLEISN-001  
Policy Date: 10/12/2004

Effective Date: 10/12/2004

Revision Date: 10/24/2006

### **1.0 Purpose of Policy:**

The purpose of this policy is to provide the Ohio local law enforcement community with guidelines for access to the ***Ohio Local Law Enforcement Information-Sharing Network***.

### **2.0 Scope of Policy:**

The scope of this policy includes all sworn law enforcement officers and non-sworn civilian law enforcement employees who are granted access to the Ohio Local Law Enforcement Information-Sharing Network by their agency Chief Executive Officer (CEO) or his/her designee.

### **3.0 Background:**

The Ohio Local Law Enforcement Information-Sharing Network (hereafter referred to as "Network") is a system established by the Ohio Association of Chiefs of Police, on behalf of local law enforcement in Ohio, to facilitate information sharing among law enforcement agencies. The purpose of the Network is to provide access to the information necessary to prevent and respond to acts of terrorism and crime. Improper use of the Network may result in violation of public records laws, invasion of privacy, lost productivity, or may jeopardize the security of the Network.

#### 4.0 **References and Authority:**

4.1 Ohio Public Records Laws. Ohio Public Records Act governs the use and dissemination of law enforcement records within the State of Ohio.

Reference: Ohio Attorney General's Office. Ohio Sunshine Laws: The Open Public Records Act and The Open Meetings Act, 2004 Edition.  
<[http://www.ag.state.oh.us/online\\_publications/2004\\_yellow\\_book.pdf](http://www.ag.state.oh.us/online_publications/2004_yellow_book.pdf)>

4.2 Local Law Enforcement Information-Sharing Agreement. The Local Law Enforcement Information-Sharing Agreement outlines requirements for an agency's participation in OLLEISN.

4.3 ORC 109.57. Establishes the authority of the Superintendent of the Bureau of Criminal Identification and Investigation to collect and maintain criminal history information that is intended for law enforcement purposes only.

4.4 A glossary of terms or acronyms found in this policy is located in Section 6.0 of this policy. The first occurrence of a defined term or acronym is ***bold italicized***.

#### 5.0 **Policy:**

This policy establishes guidelines regarding access to and acceptable use of the Network. Any law enforcement agency desiring access to the Network will be provided access under the terms and conditions of this policy and the Local Law Enforcement Information-Sharing Network User Agreement. Local law enforcement agencies shall access the Network through the **Ohio Law Enforcement Gateway (OHLEG)** data center, located at the Ohio Attorney General's Office. Participants are required to only use the Network to carry out their law enforcement responsibilities, not for personal use or gain.

5.1 The Chief Executive Officer (CEO) of each organization or his/her designee will grant authority to individuals within the organization that may access the Network.

5.1.1 The CEO will assign one individual as the organization's **Agency Point of Contact** for all matters related to Network participation.

5.1.1.1 The agency point of contact or designee shall be responsible for managing user identification and passwords.

5.1.1.2 The agency point of contact or designee shall be responsible for coordinating and documenting training for all individuals within the organization that are granted Network access.

5.1.1.3 The agency point of contact or designee shall be responsible for reviewing this policy with all authorized users of the Network.

5.1.2 Sworn law enforcement officers and non-sworn civilian law enforcement employees may be granted access to the Network as authorized by the CEO or his/her designee.

5.2 Individuals accessing the Network will be assigned a user identification and password.

5.2.1 The password and user identification shall not be shared with others.

5.2.2 Each authorized Network user shall be held accountable for all transactions occurring while logged onto the Network.

5.3 User identification and passwords shall be reviewed by each agency on an annual basis.

5.3.1 The agency point of contact or designee shall be responsible for this review. The purpose of this review is to confirm the continued authorization of all individuals accessing the Network.

5.4 Access to the network is limited to use for official **law enforcement purposes** only, not for personal use or gain.

5.4.1 Individuals accessing the Network must only do so for a legitimate law enforcement purpose. Any information retrieved through the Network for these purposes must be confirmed with the originating agency for accuracy, must be used as summary data only, and must not be released in its original format.

5.5 Any violation of this policy shall result in loss of access to the Network by the entire organization or by specific individual(s) within the organization.

5.5.1 Loss of privileges to access OHLEG will result in denial of access to the Network.

5.5.2 The Ohio Local Law Enforcement Information-Sharing Network Steering Committee shall be responsible for reviewing and responding to incidences of improper use of the Network.

## 6.0 Definitions

6.1 Agency Point of Contact: Individual assigned by the CEO of an organization to serve as the contact with the OLLEISN project staff.

6.2 Law Enforcement Purposes: For the purpose of carrying out official law enforcement duties.

6.3 Ohio Local Law Enforcement Information Sharing Network: The Ohio Local Law Enforcement Information-Sharing Network (OLLEISN) is a system that will facilitate electronic information sharing of Computer-Aided Dispatch (CAD) and Records Management System (RMS) data for all 900+ Ohio local law enforcement agencies.

6.4 OHLEG: Ohio Law Enforcement Gateway is a secure online platform available only to Ohio law enforcement agencies that provides access to various law enforcement databases.

## 7.0 Revision History

<i>Date</i>	<i>Change</i>
10/12/2004	Original policy.
9/29/2006	Addition of Section 5.4.1 to clarify that only the originating agency may release a record in its original format, and that the accuracy of all records must be confirmed with the originating agency and only used as summary data for investigatory purposes.
10/24/06	Modified Section 5.4.1 to replace “should” with “must”

## 8.0 Inquiries

Direct inquiries regarding this policy to:

OLLEISN help desk support 1-866-406-4534 (1-866-40-OHLEG)□□□□