



Certification Policy

Policy Title: Certification
Policy Number: OLLEISN-008
Policy Date: 08/12/2005
Effective Date: 08/12/2005
Revised Date: 05/24/2006

1.0 Purpose of Policy:

The purpose of this **certification** policy is to define the requirements and steps that **providers** must achieve to obtain and maintain Ohio Local Law Enforcement Information-Sharing Network (OLLEISN) Level One and Level Two certification.

2.0 Scope of Policy:

This policy is intended for certified providers and those planning to become OLLEISN Certified.

3.0 Background:

OLLEISN provides Ohio's local law enforcement community with the information necessary to prevent and respond to acts of terrorism and crime. Multiple CAD/RMS providers provide systems to the 900+ Ohio local law enforcement agencies. The establishment of standards and guidelines is critical to the success of the completeness and accuracy of the system. To that end, OLLEISN has determined that the OLLEISN Certification Program is necessary to ensure that providers comply with OLLEISN technical specifications. Certification of providers will maintain the integrity of OLLEISN.

4.0 **References and Authority:**

4.1 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***.

4.2 *Ohio Local Law Enforcement Guide to OLLEISN Certification*,
<http://docs.olleisn.org/>.

4.3 *Ohio Local Law Enforcement OLLEISN Provider Implementation Guide*,
<http://docs.olleisn.org/>.

5.0 **Policy:**

5.1 **Requirements for Certification**

5.1.1 Providers must be OLLEISN Level One certified to enable their law enforcement customers to submit data and participate in OLLEISN.

5.1.1.1 Providers requesting Level One certification must meet all OLLEISN Level One certification requirements included in the most current version of the ***Ohio Local Law Enforcement Provider Implementation Guide*** and the ***Ohio Local Law Enforcement Guide to OLLEISN Certification***.

5.1.2 Providers must be OLLEISN Level Two certified for law enforcement customers to access OLLEISN data through the provider's software.

5.1.2.1 Providers requesting OLLEISN Level Two certification must meet all OLLEISN Level Two certification requirements included in the most current versions of the ***Ohio Local Law Enforcement Provider Implementation Guide*** and the ***Ohio Local Law Enforcement Guide to OLLEISN Certification***.

5.2 **Maintenance of Certification**

5.2.1 OLLEISN will issue new version releases, system enhancements and bug fixes as necessary. Certified providers are responsible for incorporating new specifications into their ***OLLEISN interface***.

5.2.1.1 OLLEISN will maintain one previous version of specifications to allow certified providers sufficient time to update their interfaces.

5.2.1.2 When OLLEISN has determined that sufficient time has passed for providers to update their interfaces, providers will receive notification that updates must be completed within 90 business days to maintain certification status.

5.2.1.3 Any provider not meeting this timeframe will be reduced to an out of compliance status. The OLLEISN Steering Committee and the provider's customers will be notified of this change in certification status.

5.2.1.4 Agencies with an out of compliance provider may be denied the ability to upload data to OLLEISN while the provider works to regain compliance status.

5.2.1.5 The OLLEISN Steering Committee will determine whether to decertify any provider that fails to update their interface within 60 business days of notification of out of compliance status.

5.2.2 In the event that a provider's interface does not continue to function in accordance with OLLEISN certification requirements, or there is a documented lack of customer support for the OLLEISN interface, OLLEISN will notify the provider in writing of items requiring remediation and will provide a timeframe within which the provider shall remedy the situation.

5.2.2.1 If a provider's interface does not function in accordance with OLLEISN certification requirements, the provider's customers will be notified that OLLEISN will not accept further uploads until the interface is correct.

5.2.2.2 If OLLEISN determines that the provider has failed to satisfactorily address the items requiring remediation within the specified timeframe, the provider's certification status will be reduced to an out of compliance status, Both the OLLEISN Steering Committee and the provider's customers will be notified of this status.

5.2.2.3 The OLLIESN Steering Committee will determine whether to decertify a provider that has failed to satisfactorily address the items requiring remediation within 30 business days of notification of an out of compliance status.

6.0 Definitions

6.1 **Certification.** A two-level process developed by OLLEISN to ensure that providers have met the technical standards required for their law enforcement customers to submit data to and participate in OLLEISN (Level One Certification) and to access OLLEISN data through the provider's system (Level Two Certification).

6.2 **OLLEISN Interface.** Software developed by the provider to translate and move data between the provider's software and OLLEISN.

6.3 **Provider.** Commercial, regional, city, county or state organizations that own, develop or maintain a Computer-Aided Dispatch (CAD), Records Management System (RMS), or other law enforcement information transfer system.

7.0 Revision History

Date	Change
08/12/2005	Original policy.
2/17/2006	Section 5.2 Maintenance of Certification

	added to the policy.
4/21/06	Sections 5.2.1.3; 5.2.1.4; 5.2.2.2; and 5.2.2.3 were changed to include the OLLEISN Steering Committee
5/24/06	Section 5.2.1.4 added

8.0 Inquiries

Direct inquiries regarding this policy to:

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