



Data Ownership Policy

Policy Title: Data Ownership
Policy Number: OLLEISN-003
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 delineate ownership of the law enforcement agency data shared with 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).

3.0 Background:

The Ohio Local Law Enforcement Information-Sharing 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. The information each agency agrees to share and place in the Network repository is intended to be a mirror record of the same information in the agency's records management system as of the date of last update.

4.0 References and Authority:

4.1 Ohio Public Records Laws. Ohio Public Record Act governs the use and dissemination of law enforcement records within the State of Ohio. Reference: Ohio Attorney General's Office ~~Jim Petro~~. 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>

4.2 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 ownership of information contained within the Ohio Local Law Enforcement Information-Sharing Network (hereafter referred to as the "Network"). The Network is a means to provide timely and accurate information for law enforcement parties, but is only as accurate as the most recent update provided by the participating agency.

5.1 The Originating Agency will maintain ownership of and responsibility for information contained within the Network.

5.2 The Originating Agency will exercise due diligence to ensure that the information originating from its records management system is current, complete and accurate.

5.2.1 The Originating Agency shall be responsible to ensure that information entered is in compliance with all Federal, State, and Local laws.

5.3 Information submitted to the Network shall not be altered by any entity other than the Originating Agency.

5.3.1 Network participants are encouraged to communicate any errors found in the data housed in the Network to the originating agency.

5.4 The Network will include an audit capability that will log all user actions, including the user's identification, date and time of use and inquiry made. This **audit log** will be made available to the Agency CEO upon request to the designated OHLEG Network Administrator.

5.5 Information duplication

5.5.1 The information each agency shares with the Network will be a mirror image of the same information housed at the Originating Agency as of the date of the last update.

5.6 Recognition of public records

5.6.1 All information, with the exception of the information outlined in Ohio Revised Code Section 149 as being "not public" shall be deemed public records.

5.6.2 In accordance with Ohio Revised Code Section 149, the records shall be accessed through the Originating Agency.

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

6.0 Definitions

6.1 Audit Log: The official report of network transactions.

7.0 Revision History

<i>Date</i>	<i>Change</i>
10/12/2004	Original policy.
10/24/06	Modified Section 4.1 to Ohio Attorney General's Office

8.0 Inquiries

Direct inquiries regarding this policy to:

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