



Dissemination Policy

Policy Title: Dissemination
Policy Number: OLLEISN-002
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 describe local law enforcement guidelines for dissemination of information from 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 law enforcement agency employees that utilize the Ohio Local Law Enforcement Information-Sharing Network.

3.0 Background:

The Ohio Local Law Enforcement Information-Sharing Network is a network established by the Ohio Association of Chiefs of Police to facilitate information sharing among Ohio local 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, loss productivity, or may jeopardize the security of the Network.

4.0 References and Authority:

4.1 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>

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 dissemination of information obtained through the Ohio Local Law Enforcement Information-Sharing Network (hereafter referred to as the "Network"). Any information retrieved through the OLLEISN Network 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.

5.1 Dissemination of Information to Participating Agencies. Each Participating Agency will contribute and allow dissemination of information to all other members of the Network.

5.1.1 Information obtained from the Network shall be utilized for law enforcement purposes by authorized personnel granted access under OLLEISN-001.

5.2 Dissemination to **Non-participating Agencies**. Information obtained from the Network shall not be disseminated without authorization from the **originating agency** unless otherwise required by law.

5.2.1 Information obtained from the Network shall not be disseminated outside of the Participating Agencies.

5.2.2 If a determination is made by the recipient of the information that the information obtained from the network involves the following:

5.2.1.1 Actual or potential threat of terrorism

5.2.1.2 Imminent danger of death or physical harm to any person

5.2.1.3 Imminent danger to national security

And the immediate dissemination to the proper authorities is required, the recipient may disseminate the information to prevent or respond to the threat. The Originating Agency shall be notified immediately of the dissemination under this exception.

5.3 Public Records Requests: Any request for information from the Network from a non-member entity will immediately be referred to the Originating Agency's CEO. Recognition of public records

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

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

5.4 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 Non-participating Agency: An agency that is not contributing data to OLLEISN database

6.2 Originating Agency: The agency that originally recorded the information

6.3 Participating Agency: An agency that is contributing data to OLLEISN database

7.0 Revision History

<i>Date</i>	<i>Change</i>
10/12/2004	Original policy.
10/24/2006	Modified Section 4.1 to refer to the Ohio Attorney General's Office Modified Section 5.0 to include language to require dissemination of information in summary format only.

8.0 Inquiries

Direct inquiries regarding this policy to:

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