



Participation Agreement

Effective Date: 10/12/2004
Revised Date: 06/10/2005

1.0 Purpose

This agreement outlines requirements for an agency's participation in the Ohio Local Law Enforcement Information-Sharing Network (OLLEISN).

2.0 Background

The Ohio Local Law Enforcement Information-Sharing Network (hereafter referred to as the "Network") is a system for sharing information among local law enforcement in Ohio. The information each agency agrees to share and store in the Network's centralized data repository is a mirrored record of the same information stored in the agency's records management system (RMS)/computer aided dispatch (CAD) systems as of the date of last update to the OLLEISN central repository database.

3.0 Mission

The OLLEISN mission is to create a voluntary Ohio local law enforcement information-sharing network, based on model policies and established technical and security standards, to assist officers and investigators to prevent and respond to acts of terrorism and crime.

4.0 Network Responsibilities and Ownership of Data

Each participating agency maintains ownership of and responsibility for its information stored in the OLLEISN central data repository. The central data repository, which is a "read only" database, is located at the Ohio Law Enforcement Information Gateway (OHLEG) office at the Ohio Attorney General's (OAG), and is maintained by the OHLEG Information Technology Staff. Administrative and technical oversight of OLLEISN is provided by the Ohio Association of Chiefs of Police and the guidance of the OLLEISN Steering Committee.

OLLEISN will need to provide periodic technical support and maintenance for any hardware it installs at the participating agency. This support will occur through remote access if possible.

5.0 OLLEISN Access

Any Ohio law enforcement agency desiring to participate in OLLEISN that is certified to upload RMS/CAD data to the central data repository, and possesses user access to OHLEG will be provided access to OLLEISN under the terms and conditions of this participation agreement. If at any time an agency is denied access to OHLEG, it will also lose access to OLLEISN.

6.0 Participating Agency Responsibilities

- 6.1 All agencies participating in OLLEISN shall adopt appropriate internal policy, orders, procedures, rules or directives to inform and ensure that its employees are aware of and comply with the provisions of this agreement.
- 6.2 Due diligence shall be taken to ensure that all participating agency employees have read, understand and comply with all OLLEISN policies.
- 6.3 Each agency shall assign an Agency Point of Contact (POC), in addition to the agency CEO, to coordinate all activities related to OLLEISN participation.
- 6.4 It is understood that with the exception of any initial costs paid for by OLLEISN, ongoing costs for connecting to OLLEISN are the responsibility of the participating agency.
 - 6.4.1 The minimum acceptable speed of connection to the Network is 56k. This will provide for timely and accurate updating of information stored on the Network.
 - 6.4.2 Each participating agency shall maintain a maintenance agreement with the provider supporting the agency's CAD and RMS systems or shall have other procedures in place for maintaining their CAD and RMS systems.

7.0 Acceptable Use

The Network is to be used for law enforcement purposes only. It is restricted to the official responsibilities of law enforcement in the performance of their official duties and shall not be used for any other purpose. Authorized users shall not use the Network for illegal or inappropriate purposes or in support of such activities.

8.0 Security

The protection and security of information resources is the responsibility of each agency's chief executive officer and all employees. The CEO shall establish security controls and practices sufficient to ensure that confidentiality (to the extent required by law), integrity, availability, and appropriate use of all electronic data and information assets.

9.0 Minimum Data

It is understood that all participating agencies will submit the minimum data for information-sharing purposes as established by OLLEISN policy.

10.0 Dissemination

Information disseminated by OLLEISN will be controlled through the required use of standard queries approved by the OLLEISN Steering Committee. All information returned by OLLEISN will include a disclaimer indicating that the information provided is for investigative purposes only, and may contain error. The originating agency should be contacted to verify all information.

11.0 Audits

The Network may be audited for completeness. It is also understood that the OLLEISN data submitted by a participating agency may be audited from time to time to ensure compliance with the minimum set of data elements required for OLLEISN participation. The agency CEO may request in writing to the OHLEG staff information on the use of the system by an employee with regards to who used the system, when it was used, and what queries were submitted. This information will be available for up to one year from the date a Network query is submitted.

12.0 Support

Any technical questions or difficulties related to connecting to OLLEISN must be directed to the organization's CAD or RMS provider. The provider will contact OHLEG if they determine the difficulty resides at the OHLEG site.

13.0 Adherence to User Agreement

Each Participating Agency will be provided a copy of the OLLEISN and OHLEG policies and shall agree to adhere to them, along with the conditions set forth in this Participation Agreement.

14.0 Duration

This agreement shall commence on the date it is executed and shall continue until terminated as provided herein.

15.0 Termination

Any Participating Agency may withdraw from this agreement in writing with 30 days notice to the OLLEISN Project Director. The OLLEISN Steering Committee may terminate an agency's access to the Network. Written notice will be provided to the terminated agency to explain the reason for termination and any steps that must be taken for re-establishing the agency connection.

16.0 Revision History

Date	Change
10/12/2004	Original agreement accepted by OLLEISN Steering Committee.
5/13/2005	Section 4.0 Network Responsibilities and Ownership of Data, paragraph 2 added per request of OLLEISN Steering Committee.
6/10/2005	Section 10.0 Deleted "Suspect, witness, social security numbers and other non-public record information will not be disseminated."

Designated Agency Contact Person

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Official Acceptance

Agency Name: _____

Signature: _____

Date: _____

Name: _____

Title: _____