



Security Policy

Policy Title: Security
Policy Number: OLLEISN-007
Policy Date: 10/12/2004

Effective Date: 10/12/2004

1.0 Purpose of Policy:

The purpose of this policy is to describe local law enforcement guidelines for maintaining security for the 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 Ohio's law enforcement officers with 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 Laws. Ohio Public Records Act governs the use and dissemination of law enforcement records within the State of Ohio.

Reference: Ohio Attorney General 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 security guidelines regarding the Ohio Local Law Enforcement Information-Sharing Network (hereafter referred to as “Network”). Any Participating Agencies utilizing the Network will be bound by the terms and conditions of this policy. Participants are required to only use the Network to carry out their law enforcement responsibilities, not for personal use or gain.

5.1 All participating agencies shall adhere to the security policies established by the Ohio Attorney General’s Office for the Ohio Law Enforcement Gateway (OHLEG). Each party will be responsible for designating those employees who have access to the Network.

5.1.1 This system shall have the capability to record each use of the system, including the identity of the individual accessing the system, and the time of the access to the system, and the information queried.

5.2 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

None

7.0 Revision History

<i>Date</i>	<i>Change</i>
10/12/2004	Original policy.

8.0 Inquiries

Direct inquiries regarding this policy to:

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