



## **Non-Contributing Law Enforcement Entity Request for OLLEISN Access**

As a law enforcement entity (hereinafter referred to as “entity”), not contributing data to OLLEISN, \_\_\_\_\_ (name of agency) requests access to the OLLEISN and agrees to adhere to the following:

- Adopt appropriate internal policy, orders, procedures, rules or directives to inform and ensure that employees are aware of and comply with the provisions of OLLEISN policies.
- Ensure that all employees accessing OLLEISN have read, understand and comply with the Acceptable Use, Security, Dissemination, Audit and other applicable OLLEISN policies.
- Assign an Agency Point of Contact (POC) to coordinate all activities related to OLLEISN access.

It is understood that OLLEISN is for law enforcement purposes only and is restricted to the official responsibilities of law enforcement in the performance of official duties and shall not be used for any other purpose.

It is understood that security controls and practices must be implemented to ensure the confidentiality (to the extent required by law), integrity, availability, and appropriate use of all electronic data and information assets.

It is understood that requests for audit information must be submitted in writing by the entity’s CEO 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 will be available for up to one year from the date the query is submitted.

It is understood that technical questions or difficulties related to connecting to OLLEISN must be directed to the OHLEG help desk located at the Ohio Attorney General’s Office.

It is understood that OLLEISN access shall commence on the date this request form is executed by the OLLEISN Steering Committee and shall continue until terminated as provided herein.

It is understood that OLLEISN access will be terminated upon receipt of a written request for termination by the entity’s CEO. The OLLEISN Steering Committee may also terminate the entity’s access to the Network. Written notice will be provided to explain the reason for termination and any steps that must be taken to re-establish the connection. If at any time a non-contributing law enforcement entity is denied access to OHLEG, it will also lose access to OLLEISN.

In the space below, please explain your organization’s purpose for accessing OLLEISN and explain why you cannot be a contributing organization. (Additional page(s) may be attached if more space is required.)

I have read and understand the terms for OLLEISN access, the Participation Policy for Non-Contributing Law Enforcement Entities and all other applicable OLLEISN policies.

\_\_\_\_\_  
Requesting organization

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_

**Designated Non-contributing Law Enforcement Entity Contact Person:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Official Acceptance by OLLEISN Steering Committee:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_