



## **Participation Policy for Non-Contributing Law Enforcement Entities**

**Effective Date: April 21, 2006**

**Revised Date: April 21, 2006**

### **1.0 Purpose**

This policy specifies requirements for Ohio Local Law Enforcement Information-Sharing Network (OLLEISN) access by a state or federal ***non-contributing law enforcement entity***.

### **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 contributing 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. OLLEISN access may be granted to certain non-contributing law enforcement entities by the OLLEISN Steering Committee.

### **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 OLLEISN Access**

- 4.1 Non-contributing law enforcement entities desiring access to OLLEISN shall complete the *Non-contributing Law Enforcement Entity Request for OLLEISN Access* form. OLLEISN access will only be considered for non-contributing law enforcement entities that have an Originating Agency Identifier (ORI) and have been granted access to OHLEG.
- 4.2 The OLLEISN Steering Committee will review and consider requests for OLLEISN access on an individual basis.

## **5.0 Non-Contributing Law Enforcement Entity Responsibilities**

- 5.1 Non-contributing entities 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 policy.
- 5.2 Due diligence shall be taken to ensure that the employees of the non-contributing entity have read, understand and comply with the OLLEISN Acceptable Use, Security, Dissemination and Audit policies.
- 5.3 Each entity shall assign a Point of Contact (POC) to coordinate all activities related to OLLEISN access.
- 5.4 It is understood that any costs for connecting to OLLEISN are the responsibility of the entity.

## **6.0 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 official duties and shall not be used for any other purpose.

## **7.0 Security**

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

## **8.0 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.

## **9.0 Audits**

The non-contributing law enforcement entity's 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.

## 10.0 Support

Any 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.

## 11.0 Adherence to OLLEISN and OHLEG Policies

Each non-contributing law enforcement entity will be provided a copy of the applicable OLLEISN and OHLEG policies and shall agree to adhere to them, along with the conditions set forth in this policy.

## 12.0 Termination

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

## 13.0 Revision History

<i>Date</i>	<i>Change</i>
4/21/2006	Original agreement accepted by OLLEISN Steering Committee.

## 14.0 Inquires

Direct inquiries regarding this policy to:

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