



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: JANUARY 29, 2007	REVISED DATE:	NO. PAGES: 1 of 3	NUMBER: 1.1.39
SUBJECT: OHIO LAW ENFORCEMENT GATEWAY AND OHIO LOCAL LAW ENFORCEMENT SHARING INFORMATION NETWORK (OLLEISN)			
ASSOCIATED MANUAL:		RELATED ORDERS: 1.3.02	
CHIEF OF POLICE: <div style="text-align: center;"><i>Michael McGrath, Chief</i></div>			

PURPOSE: To inform Division members of and set guidelines for using the Ohio Law Enforcement Gateway (OHLEG) network and the Ohio Local Law Enforcement Information Sharing Network (OLLEISN).

POLICY: Authorized sworn and non-sworn members of the Division may use OHLEG and OLLEISN for law enforcement purposes only, exercising diligence to ensure system security. Individuals are provided access under the terms and conditions of this order and the **OHLEG Participation Agreement**.

Use of any information obtained is for authorized law enforcement purposes of criminal justice, counter terrorism, public safety and/or national security. Use for personal benefit is strictly prohibited. Violation of this policy may result in losing access to OHLEG by the entire Division or by specific individual(s) within it. Improper use of the OLLEISN network may result in violation of the public records laws, invasion of privacy, loss of productivity, or jeopardize network security.

DEFINITIONS:

Ohio Law Enforcement Gateway (OHLEG) is a secure, web-based information system.

Agency Point of Contact: Individual assigned by the Chief of Police to serve as the contact with the OHLEG project staff.

Law Enforcement Purposes: For carrying out official law enforcement duties.

Ohio Local Law Enforcement Information Sharing Network (OLLEISN) is a network established by the Ohio Association of Chiefs of Police to facilitate information sharing among Ohio local law enforcement agencies. Computer Aided Dispatch and Record Management System data is shared among 900 plus, local Ohio law enforcement agencies.

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PROCEDURES:

I. OHLEG

A. The Chief of Police or the Chief's designee will:

1. Grant authority to individuals within the Division who may access OHLEG.
2. Assign one individual as the **Agency Point of Contact** for all matters related to OHLEG participation. The agency point of contact or designee is responsible for reviewing this policy with all authorized OHLEG users.
3. Request revocation of an individual's access by submitting a written request to the OHLEG Director. Access may be revoked either by the Chief of Police or the Ohio Local Law Enforcement Information-Sharing Network (OLLEISN) Steering Committee.

B. Individuals

1. May access OHLEG via the Internet (www.ohleg.org) or through the link provided on the Division's intranet website (<http://10.41.1.119>).
2. Individuals accessing OHLEG will be assigned a user name and a password. The authorized user shall be held accountable for all transactions occurring while logged onto OHLEG.

C. The agency point of contact, or designee, shall review the list of authorized users annually to confirm continuing member authorization.

D. Access to individual applications is based on the agency to which the user is assigned at the time of use.

1. OHLEG users who participate through multiple agencies shall only log on to OHLEG using the ORI number for the agency for which they are working at the time of access.
2. The **ORI** for the **Cleveland Division of Police** is **OHCLP0000**.

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II. OLLEISN

- A. Each participating agency will contribute and allow dissemination of information to all other members of the OLLEISN network.
- B. Information retrieved through OLLEISN shall not be disseminated outside of the participating agencies.
- C. Information 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.
- D. If a recipient of information from OLLEISN determines that the information involves the actual or potential threat of terrorism, imminent danger, death, physical harm to any person, or imminent danger to national security, **and immediate** dissemination to the proper authorities is required, the recipient may disseminate the information to prevent or respond to the threat. The agency that originally entered the information in OLLEISN shall be notified immediately of the dissemination under this exception.

III. Public Records Requests

- A. Requests for information from OLLEISN by a non-member entity shall immediately be referred to the head of the agency that entered the information.
- B. Recognition of public records.
 - 1. All information, with the exception of the information outlined in the Ohio Revised Code Section 149 as being “not public” is deemed public records.
 - 2. In accordance with the Ohio Revised Code Section 149, the records shall be processed through the Originating Agency.