

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Ohio Law Enforcement Gateway (OHLEG)	PAGE <u>1</u> OF <u>3</u>
	NUMBER: 05-OIT-09
RULE/CODE REFERENCE: ORC 109.57; 2913.04	SUPERSEDES: 05-OIT-09 dated 08/08/13
RELATED ACA STANDARDS:	EFFECTIVE DATE: July 2, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to maintain the integrity of the Ohio Law Enforcement Gateway (OHLEG) by establishing rules and regulations for the use of OHLEG and data obtained from it. This policy will also minimize liability for the Department and its employees caused by any misuse of the system as well as ensure the continued efficiency of the Department's daily work obligations through proper use of the system and the data obtained from it.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction who have access to the Ohio Law Enforcement Gateway (OHLEG).

IV. DEFINITIONS

OHLEG Agency CEO – The agency's highest ranking administrative official. For DRC this is the Director.

OHLEG Agency Coordinator - The individual within the agency responsible for the administration of OHLEG network. For DRC this is the Chief Inspector. The OHLEG Agency Coordinator shall be an OHLEG user in good standing.

OHLEG Approver – The person(s) designated by the OHLEG Agency Coordinator responsible for reviewing and approving user access for OHLEG accounts. The OHLEG Approver shall be an OHLEG user in good standing.

OHLEG Requestor – The person assigned to coordinate requests user access of OHLEG for their region/institution. The Managing Officer/designee shall designate the appropriate staff to serve as

OHLEG Requestors. The Requestor shall be responsible for coordinating and documenting training for anyone with OHLEG access. The Requestor shall be responsible for reviewing the OHLEG Access Policy with users from their region/institution. The Requestor shall provide annual updates, when requested, to the Agency Coordinator. The OHLEG Requestor shall be an OHLEG user in good standing

Ohio Law Enforcement Gateway (OHLEG) – A web-based electronic information network, operated by the Ohio Attorney General’s Bureau of Criminal Investigation, that provides Ohio law enforcement agencies with investigative tools and training applications in an efficient and secure manner to assist law enforcement agencies in their efforts to solve and prevent crimes.

Originating Agency Identifier (ORI) – A nine-character identifier assigned by LEADS and NCIC to electronically address each agency and terminal within the agency.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to follow all rules and regulations that govern the use of Ohio Law Enforcement Gateway (OHLEG) and the data received through the use of OHLEG. OHLEG is governed by provisions of the Ohio Revised Code and by the OHLEG Rules and Regulations and OHLEG Security Data Policy. (Ohio Rev. Code §§109.57 and 2913.04).

VI. PROCEDURES

A. Information obtained through OHLEG is restricted to view only use by authorized OHLEG users from state issued computing equipment. Information obtained from OHLEG shall not be printed, disseminated or stored electronically in any manner. Use of the data is restricted to the official responsibilities of law enforcement in the performance of official duties. OHLEG users are prohibited from:

1. Allowing any unauthorized person to access the OHLEG data base application;
2. Sharing or giving their sign-on credentials to any other person;
3. Leaving their sign on credentials unprotected in such a way that another person might obtain them;
4. Leaving a computer which has open access to OHLEG unattended and available to unauthorized personnel; and
5. Accessing OHLEG from personal electronic devices.

Misuse of OHLEG privileges by any user is considered a serious violation of policy and may result in disciplinary action up to and including termination of employment and/or denial of future access to OHLEG. In addition violations that constitute a violation of Ohio Revised Code shall be referred for criminal prosecution.

B. All employees requesting OHLEG access must complete the following requirements:

1. View the OHLEG training video;
2. Review the OHLEG Rules and Regulations;
3. Review and sign the OHLEG Data Security User Acknowledgement;

4. Complete biennial basic security awareness training; and
 5. Submit to BCI/FBI fingerprint check.
- C. Anyone wishing to have access to OHLEG shall contact their OHLEG Requestor. After completing the requirements as outlined in the OHLEG Rules and Regulations, the user's information shall be submitted electronically by the Requestor into the OHLEG Portal.
- E. The Agency Coordinator or Designated OHLEG Approvers will check the respective ORI's for pending user applications. It is the Agency Coordinator or Approvers responsibility to verify the applicant's residency status and fingerprint background results for compliance with the OHLEG Rules and Regulations.
- F. Tracking of users is the responsibility of the OHLEG Requestor and the OHLEG Agency Coordinator. User access shall be reviewed quarterly by the OHLEG Requestor in order to confirm the continued authorization of all individuals accessing OHLEG. The OHLEG Validation Log (DRC1450) shall be completed and maintained onsite. The appropriate identifying information for any user needing their account terminated shall be forwarded to the Agency Coordinator or designee for immediate notify to OHLEG staff.
- G. Information returned by OHLEG is for investigative purposes only and may contain errors. The originating agency should be contacted to verify all information.
- H. Any technical questions must be directed to the OHLEG help desk at 1.866.406.4534 or OHLEGsupport@OhioAttorneyGeneral.gov.

Related Department Forms:

OHLEG Validation Log

DRC1450