

## **Law Enforcement Information Network (LEIN)**

### **Executive-Level Training Supplement**

This LEIN Executive-Level Training Supplement is being provided to the Chief, Sheriff, Post Commander, Court Administrator, Prosecutor, Central Dispatch Director or other agency head as part of the LEIN on-site audit conducted by the Michigan State Police (MSP) LEIN audit staff. If you have any questions or require clarification please contact your Terminal Agency Coordinator or your agency's LEIN Auditor. Please provide this form, signed by the agency head, to the Auditor upon arrival for the LEIN/NCIC Compliance Audit.

#### **What every executive must know about LEIN:**

- LEIN is a criminal justice tool and must be used for criminal justice purposes only (unless otherwise authorized by state statute or LEIN policy).
- Information obtained from LEIN must not be disseminated to an unauthorized entity/party (unless authorized by state statute or LEIN policy). Dissemination of information obtained from LEIN to an unauthorized entity/party may lead to criminal penalties and/or administrative sanctions for the violation of LEIN Policy.
- LEIN, or information obtained from LEIN, must not be used for personal reasons. The use of LEIN, or information obtained from LEIN, for personal reasons may lead to criminal penalties and/or administrative sanctions for the violation of LEIN Policy.
- LEIN operators and requestors of LEIN information must be employees of a criminal justice agency (unless otherwise authorized by state statute or LEIN Policy).
- The definition of "access to LEIN" includes the ability to review information obtained from LEIN.
- All information obtained from LEIN is considered "non-public".
- Information obtained from LEIN is not subject to Freedom of Information Act (FOIA) and must be redacted prior to fulfilling FOIA requests. (This includes audio and visual recordings).
- All agencies with direct access (desktop computer, mobile computer, BlackBerry, etc.) to LEIN must designate a Terminal Agency Coordinator (TAC) to act as a point of contact for matters of local agency LEIN operations and compliance. All agency TACs are required to complete a LEIN TAC class and are required to recertify every two years by attending subsequent TAC classes.
- All agencies with direct access to LEIN must assign a Local Agency Security Officer (LASO) to act as the point of contact with the MSP for matters of information and physical security.
- All LEIN operators must be certified (trained and tested) within the first six months of employment. All LEIN operators must be re-certified every two years by the agency TAC.
- All persons with access to information obtained from LEIN must complete Security Awareness Training within their first six months of employment and every two years thereafter. The agency must maintain a log of those who have completed the training.
- All persons with authorized access to LEIN or information obtained from LEIN must be name-based background checked (CCH via LEIN/NCIC) and fingerprinted (submitted to State and FBI).
- Facilities housing LEIN systems and/or data obtained from LEIN must be physically secure, preventing routine access by persons not authorized to access LEIN or LEIN information.

- All persons with unescorted access to areas that house LEIN systems and/or areas that house information obtained from LEIN must be name-based background checked (CCH) and fingerprinted (submitted to State and FBI).
- All systems connecting to LEIN must meet with prior approval of the MSP LEIN Field Services, the MSP Information Security Officer, the MSP CJIS Systems Officer, and must comply with the FBI CJIS Security Policies and the Michigan CJIS Security Addendum.
- All agencies with direct access to LEIN must submit to an audit, as directed by the MSP.
- All agencies that enter records in LEIN must complete monthly validations to ensure the accuracy and completeness of the records and to ensure the validity of their supporting documents (i.e. warrants, missing person reports, etc.).
- All warrants must be entered into LEIN immediately upon receipt by a law enforcement agency, not to exceed 72 hours. Courts that enter warrants must enter them immediately after being signed by the judge/magistrate, not to exceed 72 hours.
- All persons reported missing under the age of 21 must be entered into LEIN/NCIC as a missing person within 2 hours of having the necessary information to make the entry, regardless of why they are missing and regardless of state laws regarding emancipation.
- All other records must be entered into LEIN immediately after having the necessary information to make the entry, not to exceed 72 hours.
- All records entered into LEIN must be able to be confirmed as valid 24 hours a day, seven days a week. Agencies who enter records, but are not open 24/7, must seek an alternate method for achieving this standard.
- All records must be cancelled from LEIN immediately once they are no longer valid.
- All agencies must have the following local policies in place:
  - User Account-Access Validation Policy/Procedures
  - Disciplinary Policy/Procedures
  - Media Protection Policy/Procedures
  - Media Sanitization and Destruction Policy/Procedures
  - Physical Protection Policy/Procedures
  - Personally Owned Device Policy/Procedure (if applicable)
  - Monthly Validation Policy/Procedures

Other policies to assist with compliance may be found on the [www.michigan.gov/lein](http://www.michigan.gov/lein) Web site.

**I acknowledge I have reviewed and understand the policy requirements outlined in this document.**

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Print Name of Agency Head

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Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head

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Agency ORI

(rev. 01/14)