

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 MSP LEIN audit staff. If you have any questions after your review of this information, please contact your Terminal Agency Coordinator for clarification, or Mr. Kevin Collins, Manager of the Michigan State Police LEIN Audit and Training Unit, by e-mail at collinsk@michigan.gov. 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 availability to obtain and 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.
- 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 TACs must attend a TAC Basic School as well as all subsequent TAC Update Schools (unless otherwise directed by LEIN Field Services).
- All agencies with direct access to LEIN must assign a Local Agency Security Officer (LASO) to act as the point of contact with the Michigan State Police 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.
- All persons with access to information obtained from LEIN and persons who manage systems connecting to 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 background checked and fingerprinted.
- 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 background checked and fingerprinted.
- All systems connecting to LEIN must meet with prior approval of the Michigan State Police LEIN Field Services Section, the Michigan State Police Information Security Officer, the Michigan State Police CJIS Systems Officer, and must comply with both the Michigan and FBI CJIS Security Policies.
- All agencies with direct access to LEIN must submit to a triennial audit.
- All agencies that enter records in LEIN must complete monthly validations to ensure the accuracy and completeness of the records in LEIN 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:
 - Procedures for completing monthly validations
 - Acceptable Use policy (including standards of discipline, CJIS Policy Council Act criminal penalties and Drivers' Privacy Protection Act criminal penalties)
 - Anti-Virus Guidelines
 - Media and Hard Copy Handling procedures (disposal, secondary dissemination, etc.)
 - Password policy and procedures
 - Unique Identifier policy and procedures

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

Name (printed)	Agency
Signature	Agency ORI