

MICHIGAN STATE POLICE POLICY FOR LEIN ACCESS TO SCHOOLS

I. User Agreement

Prior to providing access to information from the Law Enforcement Information Network (LEIN), the head of the law enforcement agency providing access and the superintendent, principal or assistant principal of the public or private school receiving the information shall sign a USER Agreement approved by the Michigan State Police, LEIN Field Services Section. A copy of the Agreement shall be kept on file at the law enforcement agency and the school.

II. School Responsibilities

LEIN access is limited to the School as follows:

- Only the superintendent, principal, or assistant principal of the School may request and receive verbal LEIN information from the law enforcement agency.
- The request for LEIN information may be made only for the purpose to identify the owner(s) of a suspicious vehicle or unknown driver of a vehicle within 1,000 feet of school property, in the interest of school safety.
- The school will receive only verbal information concerning the registered ownership data received through the law enforcement agency from the Department of State Vehicle Registration File.
- The School shall be responsible for maintaining proper evidence of LEIN requests.

III. Law Enforcement Agency Responsibilities

- LEIN printouts generated shall not be furnished to the School, but the ownership information shall be provided verbally via telephone.
- The name of the person making the request and the School shall be included in all LEIN inquiries.
- The law enforcement agency shall take appropriate action when a LEIN response indicates an outstanding warrant for an arrest.

IV. Misuse

A person shall not disclose information from the law enforcement information network in a manner that is not authorized by law or rule (MCL 28.214).



USER AGREEMENT for LEIN ACCESS FOR THE SCHOOL

This Agreement is executed between _____, a law enforcement LEIN terminal agency, and _____, a public or private school, pursuant to the Criminal Justice Information Systems (CJIS) Policy Council Act of 1974 (the Act, 1974 PA 163; MCL 28.211 et seq.), as amended by Act 309 of 2005.

I. Purpose

The purpose of this Agreement is to set forth, in writing, the terms and conditions under which the law enforcement agency will provide LEIN access to the school under MCL 28.214(4).

II. Statutory Authority

MCL 28.214 Sec. 4 authorizes a superintendent or principal of the school to receive vehicle registration information of a vehicle within 1,000 feet of school property, obtained through LEIN by the law enforcement agency. Ownership information shall be provided verbally to the school for the purpose to identify the owner(s) of a suspicious vehicle in the interest of school safety.

III. School Responsibilities

- Only the superintendent, principal, or assistant principal of the school may request and receive verbal information from the Department of State Vehicle Registration File through the law enforcement agency.
- Only verbal information concerning registered ownership data received through the law enforcement agency from the Department of State Vehicle Registration File shall be provided to the school.
- The request may be made only for the purpose to identify the owner(s) of a suspicious vehicle within 1,000 feet of school property in the interest of school safety.
- The school shall be responsible for maintaining proper documentation of LEIN requests, including (but not limited to) information on the license plate, year, make, model and location of the vehicle and the date and time of the request.

USER AGREEMENT For LEIN ACCESS FOR THE SCHOOL (continued)

IV. Law Enforcement Agency Responsibilities

- LEIN printouts generated under paragraph II shall NOT be furnished to the school, but shall be given verbally, either in person, via telephone or radio airwaves.
- The name of the person making the request and the school shall be included in all LEIN inquiries.
- The law enforcement agency shall take appropriate action when a LEIN response indicates there is an outstanding warrant for an arrest or other duty to act.
- The law enforcement agency shall ensure that its LEIN operators are trained in the correct procedures.

V. Termination

This Agreement may be terminated by mutual agreement between the signatories.

VI. Signatories

The signatories warrant that they are authorized to execute this Agreement.

SCHOOL

LAW ENFORCEMENT AGENCY

(Signed Superintendent, Principal)

(Signed Agency Head)

(Printed Name/Title)

(Printed Name/Title)

(Date)

(Date)

**A COPY OF THIS DOCUMENT MUST BE KEPT ON FILE
AT THE LAW ENFORCEMENT AGENCY AND AT THE SCHOOL**



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