
Ohio Local Law Enforcement Information Sharing Network

Ohio Local Law Enforcement Guide to OLLEISN Certification

Version 2.2

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Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

Table of Contents

1	Introduction	4
1.1	Purpose	4
1.2	Definitions, Acronyms, and Abbreviations	4
1.3	References	4
2	OLLEISN 2.2 Certification Requirements	6
2.1	Creating the OLLEISN 2.2 Snapshot Extract File	6
2.2	Creating the OLLEISN 2.2 Incremental Extract File	7
2.3	Transporting the OLLEISN Extract File	7
2.4	Processing Errors and Status Conditions from OLLEISN	7
2.5	Ability to Deploy the Level One OLLEISN integration	7
2.6	Software Versioning and Retesting	7
3	OLLEISN Certification Process	9
3.1	Overview	9
3.2	Steps for Provider Certification	9
3.3	Support Resources	9
4	Appendix A - Provider Profile	10
	OLLEISN 2.2 Supported Exchanges	10
	Provider Profile Form	12

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

Guide to OLLEISN Certification

1 Introduction

The Ohio Association of Chiefs of Police (OACP), on behalf of local law enforcement, established the Ohio Local Law Enforcement Information Sharing Network (OLLEISN) for law enforcement agencies within the state. The primary vision of the system is “to protect the Homeland from acts of terrorism and Ohio citizens from acts of crime, by creating a network and culture of information-sharing among local law enforcement agencies.” The goal is to provide local law enforcement officers with the information and communication abilities necessary to make the most accurate and timely street-level decisions by providing a common set of information to be shared by local law enforcement agencies under a secure infrastructure.

The OACP enlisted the support of public and private agencies such as the Ohio Department of Public Safety, the Ohio Attorney General’s office and providers of Ohio agency Records Management Systems (RMS)/Computer-Aided Dispatch (CAD) systems as partners within the OLLEISN system.

There are over 900 law enforcement agencies and nearly 70 vendors of RMS/CAD systems. With a diverse set of data providers and vendors to the OLLEISN system, the enforcement of standards is critical to the continued success of the system. To that end, the **OLLEISN Certification Program** that permits providers of RMS/CAD systems to achieve or update compliance with certification requirements has been continued. This program not only has positive benefits to the integrity of the OLLEISN system, it also allows Ohio buyers of RMS/CAD systems to make more informed decisions regarding new system procurements.

1.1 Purpose

The purpose of this document is to define the criteria and guidelines for achieving OLLEISN Version 2.2 Level One certification. It shall describe all of the necessary requirements and steps for a provider of RMS/CAD systems to become certified.

1.2 Definitions, Acronyms, and Abbreviations

Term/Abbreviation	Definition
Data Provider	An OLLEISN Participant that exposes their data to OLLEISN users for the purpose of search and examination.
Exchange	High level root objects containing a set of information considered important by local law enforcement for sharing
FTP	File Transfer Protocol
Incremental	Extract of all modifications of OLLEISN exchanges since the prior extract
OHLEG	Ohio Law Enforcement Gateway, hosted by the Ohio Attorney General
Snapshot	Full Historical extract of all OLLEISN exchanges supported by the RMS/CAD system(s)
VPN	Virtual Private Network
XML	eXtensible Mark-up Language
XSD	XML Schema Definition

1.3 References

OLLEISN Data Model, version 2.2

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

OLLEISN Provider Implementation Guide, version 2.2

OLLEISN Certification System Technical Details, version 2.2

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

2 OLLEISN 2.2 Certification Requirements

In order to certify an RMS/CAD system as **OLLEISN 2.2 Level One Certified**, an agency system must be able to:

- 1. Implement the process for creation of an OLLEISN extract file that is compliant to the XSD for the OLLEISN 2.2 system. This file must contain all XML (and binary attachments, if applicable) necessary for a full system extract of the agency records eligible for submission to OLLEISN (Snapshot upload).**
- 2. Implement the process for creation of an OLLEISN extract file that contains changes to agency data since the last transmission of data (Incremental upload).**
- 3. Transport extract files to the OLLEISN system in a reliable manner which allows them to be identified as belonging to a particular agency provider.**
- 4. Effectively process the errors/status conditions that occur while interacting with OLLEISN.**
- 5. Demonstrate the ability to successfully deploy the Level One OLLEISN integration of snapshot and incremental transmissions to a law enforcement agency in production.**
- 6. Increment software version information sent to OLLEISN when revisions or upgrades are made to the RMS/CAD software.**

2.1 Creating the OLLEISN 2.2 Snapshot Extract File

In order to meet this requirement, the Provider must:

- Agree to provide support for all of the OLLEISN exchange types available in the RMS/CAD system for the OLLEISN database as listed in Appendix A.
- Provide a list of RMS/CAD exchange elements which could not be mapped to the OLLEISN data model. In prior versions, Providers were asked to list all mapped elements. Now that the OLLEISN model is more comprehensive, only elements which could not be mapped must be provided. OLLEISN staff will review this list with the Provider to ensure as much RMS/CAD information as possible is mapped.
- Demonstrate that the system is able to create an OLLEISN extract file that is compliant to OLLEISN 2.2. Certification testing will include the creation of a snapshot extract file and its submission to the OLLEISN test system for validation. The snapshot extract submitted must contain more than 1000 records. Enough field data should be provided to encompass each of the XML fields for the Provider supported OLLEISN exchange types that were mapped from the RMS/CAD system.
- Submit an OLLEISN 2.2 snapshot extract to certification system, where OLLEISN staff will verify the extract.
- Demonstrate that the process of extraction is capable of being automated by an agency in addition to support of a manual invocation process. Both methods of extraction must be capable of successfully handling all error and status conditions of the OLLEISN system, including file transfer, upload status, and system status conditions.

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

2.2 Creating the OLLEISN 2.2 Incremental Extract File

In order to verify that the system is able to update transactions successfully, the Provider must:

- Create incremental extract files, reflecting all RMS/CAD insert, update, and delete transactions of OLLEISN exchange eligible records which have occurred since the creation of the prior extract file. The incremental extracts must contain at least 5 examples each of insert, update, and delete transactions.
- Submit incremental extract files to the certification system where OLLEISN staff will verify the extract files. A minimum of 2 successful incremental extract submissions will be required during the certification process.

2.3 Transporting the OLLEISN Extract File

In order to verify that the system is able to transport the extract file to the OLLEISN system in a manner which allows it to be identified as belonging to a particular provider, the RMS/CAD system will have to transport the file using either:

- The OLLEISN Upload web service using an assigned OHLEG test user ID
- FTP using OLLEISN supplied credentials

2.4 Processing Errors and Status Conditions from OLLEISN

As described in the *OLLEISN Provider Implementation Guide*, calling the OLLEISN web services for file upload status will return a system outcome instructing the participating system how to proceed. Demonstration of successful handling of the various outcome conditions will be required during the certification process.

2.5 Ability to Deploy the Level One OLLEISN integration

Beyond demonstrating the OLLEISN integration in a certification environment, it is critical to successfully deploy the solution to the Production OLLEISN system at one law enforcement agency. **'Conditional OLLEISN 2.2 Level One Certification'** may be granted once an RMS/CAD system has demonstrated the ability to reliably produce and transport OLLEISN snapshot and incremental extracts in the certification system. It is then required to deploy the OLLEISN integration at one and only one law enforcement agency and contribute agency data to the production OLLEISN system. This will permit confirmation of the production readiness of the OLLEISN system integration.

Issues arising from a production deployment must be fixed and verified in the Certification System, then redeployed to the production system for confirmation. After an RMS/CAD system satisfies all requirements, it shall be designated as **OLLEISN 2.2 Level One Certified** and additional Agencies using the certified software release may be deployed to Production by the Provider.

2.6 Software Versioning and Retesting

Software upgrades or revisions to the RMS/CAD system at the Agency system must be reflected in the Agency record in the OLLEISN data submission. To maintain the trustworthiness of the data in the OLLEISN system, all data submissions with updated software versions will be reviewed prior to being added to the Production system. Any issues/errors in submissions discovered during this review will cause the Agency to be placed in an "On Hold" status and the Provider must submit the

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

Agency data to the certification system after appropriate repairs have been made. When the repairs have been successfully validated by OLLEISN personnel, the Agency will be taken off Hold status and data submissions to the Production system may resume.

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

3 OLLEISN Certification Process

3.1 Overview

The purpose of this section is to identify the steps that a Provider must perform in order to prepare for and achieve OLLEISN certification.

Law enforcement agencies (LEA) using OLLEISN certified solutions need not be 'certified', but must confirm that they have deployed the solution appropriately.

3.2 Steps for Provider Certification

The basic steps for a Provider to perform are as follows:

1. Contact the OLLEISN Help Desk to obtain the necessary agreements, credentials and VPN connectivity to the OLLEISN Development Center systems. Providers with Level One certifications on prior OLLEISN versions may contact OLLEISN support for updated credentials.
2. Read the *OLLEISN Provider Implementation Guide*.
3. Complete and return the Provider Profile Form in Appendix A of this document.
4. Review the submitted Provider Profile Form with OLLEISN certification review personnel to ensure accuracy of the identified exchanges.
5. Document and develop a process to generate the appropriate OLLEISN data extracts from existing systems to be loaded into the OLLEISN. Implement (consume) OLLEISN Web Services to communicate with the information sharing system status messages.
6. Validate data extracts prior to submission using OLLEISN provided development tools.
7. Test your data extract and data access integration on the OLLEISN certification system.
8. Contact the OLLEISN Help Desk and schedule your system to be certified when you are confident that your system is producing correct OLLEISN data extracts.
9. Submit sample data for each supported exchange type. OLLEISN staff will examine and verify the data. The submitting vendor or agency will receive a report of the file upload and errors/deficiencies that have been found. This process will be repeated until no errors occur in the data processing.
10. Receive conditional authorization. After verification of the snapshot and incremental extract processing, **Conditional OLLEISN 2.2 Level One Certification** may be granted by the OLLEISN Certification Team for deployment of the OLLEISN integration to the production system. You will be asked to schedule the production deployment at one and only one law enforcement agency.
11. Review the production deployment with Agency and OLLEISN personnel and resolve any issues. OLLEISN personnel will monitor the deployment through a minimum of 4 extract uploads and review the data with the contributing Agency to confirm the successful operation of the deployment. When this phase is successfully completed and the agency data has been validated by OLLEISN and Agency personnel as complete and accurate, formal **OLLEISN 2.2 Level One Certification** will be granted.

3.3 Support Resources

Contact Information

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

For further information on OLLEISN Certification, contact OLLEISN support via telephone at 1-866-406-4534 (1-866-40-OHLEG) or email at OHLEGsupport@ag.state.oh.us

4 Appendix A - Provider Profile

OLLEISN 2.2 Supported Exchanges

<i>Exchange</i>	<i>Description</i>
Alerts	An alert is a notification to agencies and public systems related to an emergency situation. Examples include missing person reports, BOLO (Be On the Look Out) notices and threat advisories.
Arrests	An arrest is a record detailing the apprehension of a person by a law enforcement official in response to a criminal incident or arrest warrant.
Arrest Warrants	An arrest warrant is a court authorization for a law enforcement official to arrest a person on specific charges or probable cause.
Bookings	A booking records the processing of a person that is taken into custody before they are placed into a holding cell, local jail or detention facility. The processing typically consists of personal and criminal information gathering, fingerprinting, and photographing.
Case Management	A case is a set of records related to an investigation of criminal activity.
Concealed Carry	The Concealed Carry exchange consists of applications and permits for carrying concealed weapons.
Criminal Incidents	A criminal incident is an incident report detailing the occurrence of at least one violated statute.
Death Investigations	A death investigation is a report detailing the investigation into the death of a person.
Field Interviews	A field interview is a record of information associated with various infield contacts that occurred.
Firearm Registrations	A firearm registration contains the information provided by either the owner of the firearm or the seller of the firearm to local law enforcement in accordance with gun laws in that jurisdiction.
Non-Criminal Incidents	A non-criminal incident is an incident report detailing the response of law enforcement to an incident that did not involve any criminal activity.
Pawn Transactions	A pawn transaction is a transaction receipt generated by a pawn shop and provided to law enforcement under a cooperative agreement.

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

<i>Exchange</i>	<i>Description</i>
Registered Offenders	A registered offender describes information about a person who is required to register information with a law enforcement agency due to having been convicted of a certain type of crime. Examples include sex related crimes, drug violations and arson.
Search Warrants	A search warrant is a court authorization for an enforcement official to search a residence, building, room or conveyance.
Service Calls	A service call is the record typically generated by a CAD system when a dispatcher within a law enforcement agency dispatches officers to respond to a situation.
Traffic Citations	A traffic citation is an official summons to appear in court or pay a fine given to a subject from a peace official due to a traffic-related violation or infraction of a law.

Ohio Local Law Enforcement	Version: 2.2
Guide to OLLEISN Certification	Date: 12/11/2007

Provider Profile Form

Provider: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Product Name: _____

Operating System(s): _____

The following OLLEISN exchange types are currently supported by this product (Check all that are supported):

Additional Notes or Clarifications (Continue on additional pages if necessary)

<input type="checkbox"/> Alerts	_____
<input type="checkbox"/> Arrests	_____
<input type="checkbox"/> Arrest Warrants	_____
<input type="checkbox"/> Bookings	_____
<input type="checkbox"/> Case Management	_____
<input type="checkbox"/> Concealed Carry	_____
<input type="checkbox"/> Criminal Incidents	_____
<input type="checkbox"/> Death Investigations	_____
<input type="checkbox"/> Field Interviews	_____
<input type="checkbox"/> Firearm Registrations	_____
<input type="checkbox"/> Non-Criminal Incidents	_____
<input type="checkbox"/> Pawn Transactions	_____
<input type="checkbox"/> Registered Offenders	_____
<input type="checkbox"/> Search Warrants	_____
<input type="checkbox"/> Service Calls	_____
<input type="checkbox"/> Traffic Citations	_____

Product has photo data available (Mug shots): Yes ____ No ____

Complete this form and email to OHLEGsupport@ag.state.oh.us prior to development testing.