

4501:2-10-10 LEADS owned equipment/connected agency owned equipment.

(A) Terminal agencies shall properly maintain and care for LEADS owned equipment. Any malfunction of this equipment requires LEADS be notified as soon as possible. Agency owned equipment used to access LEADS as the primary agency session shall be supported by repair service as required by the LEADS security policy as a minimum.

(B) LEADS owned equipment shall not be changed, modified, turned off, unplugged or rendered inoperable in any manner except in the case of equipment malfunction preventing operation or if directed by LEADS personnel or equipment contract repair personnel. All repairs on LEADS owned and serviced equipment shall be initiated through LEADS. Repairs caused by alterations to or abuse of the equipment shall be billed to the user agency.

(C) LEADS owned equipment shall not be changed in any manner or moved from the installed position without permission of the CSO or the CSO's designee. Written notice of any relocation of LEADS owned equipment accessing LEADS or any change request shall be submitted in writing forty-five days in advance of the move. Prior to relocating equipment, a site inspection will be conducted and location approved by LEADS staff. Any relocation charge shall be at the expense of the user agency.

(D) Modifications or additions of any agency owned equipment connected to LEADS shall be approved in writing by the CSO or the CSO's designee. Any local area network terminal accessing LEADS shall have the intelligent device, i.e. file server, and its administrator under the management control of a criminal justice agency. The proper agreements as set forth in this chapter shall be instituted prior to being permitted access to LEADS.

(E) No remote access is permitted to LEADS except as approved by LEADS. Remote access to agency owned equipment is prohibited while the equipment is on-line with LEADS, except as approved and monitored by LEADS control.

(F) The terminal agency shall notify the CSO in writing at least forty-five days in advance of intention to cancel LEADS service.

(G) Agency owned software is not permitted to be installed in LEADS owned equipment. Agency equipment and/or software believed to be degrading LEADS service shall be disconnected until the problem is resolved.

(H) LEADS owned equipment/software or equipment/software connected to LEADS shall not be interconnected to other systems or networks without written authorization from the CSO.

(I) LEADS owned equipment/software shall not be used for personal benefit.

(J) All equipment/software use will be monitored continually by LEADS control and randomly by LEADS staff or their representatives. Any misuse shall be cause for administrative sanction and/or criminal prosecution.

Effective: 04/05/2013