

# LENS

Law Enforcement Notification & Sharing | Platform

## Road Map

### 1 IDENTIFY ADMINISTRATORS

Identify two (2) L.E.N.S. Administrators\* from the County Prosecutor's Office. These members should be of supervisory rank (law enforcement division) and have the authority to make decisions.

*\*Each Administrator will be the primary contact for each location, provide permissions to new users and act as the initial on-site training officer.*



### 2 SUBMIT

Submit the above information via the provided L.E.N.S. activation spreadsheet\* completing all the fields for each Administrator.

*\*Contact Online Policing Solutions, Inc. or your state oversight agency for access to the required spreadsheet.*

### 3 COUNTY TRAINING

Administrators attend L.E.N.S. training and bring:

- Laptop (if available)
- Active Mobile Device
- Appropriate Profile Image (electronic)\*
- A Secure User Password\*\*

*\*Profile image must be a front facing appropriate image that clearly identifies the user.*

*\*\*Passwords must be a minimum of 8 characters and contain at least 1 capital letter, 1 number and 1 unique character.*



### 4 LOCAL ADMINISTRATORS

The County Prosecutor's Office Administrators identify a L.E.N.S. Administrator for each active law enforcement agency within the county and submit the information to Online Policing Solutions via the provided L.E.N.S. activation spreadsheet\* completing all the fields for each Administrator.

*\*Contact Online Policing Solutions, Inc. or your state oversight agency for access to the required spreadsheet.*



### 5 ACTIVATE & TRAIN THE TRAINER

Follow the instructions and supporting materials provided at the training and implement the L.E.N.S. platform throughout the Prosecutor's Office and provide training to the local agency Administrators on how they rollout and manage L.E.N.S. in their respective agency.

*Welcome to the Future of Collaborative Policing!*

