

L.E.N.S. Agency Activation User Guide



The “**Future of Collaborative Policing**”
starts here.



Select a LENS Master Administrator.

Select a supervisory member of the agency to guide the LENS implementation.



Implement the Agency LENS Policy.

Implement the provided LENS policy template agencywide to provide guidance to users.



Prepare Your Agency's I.T. Department.

Ask your I.T. staff to white label:

opspolice.network and
opspolice.com

*White labeling these items will prevent important emails and notifications from being blocked.



Select Members to Access LENS.

Choose which agency members will have access to the LENS platform.

*All sworn agency members are eligible to utilize LENS. Agencies can select one or all active and sworn members.



Set Project Deadlines Each Step of the Way.

Try to set attainable but expected deadlines to keep the project on track.



Send Selected Users Account Instructions.

Utilize the prepared email template to notify users to sign up for an OPS CONNECT account.

*The OPS CONNECT application is how users will access the LENS platform.



Approve New Users and Grant Permissions.

As agency users sign up, approve them and provide appropriate LENS permissions.



Provide Access to the Learning Center.

Show users how to access the LENS Learning Center at:

www.lenshelp.opspolice.org



Complete the LENS Video Training Series.

Ask users to complete the **LENS Training Video Series** (15 videos) and reference the “**Training Outline**” as needed.

*The average video is 02:30 long. The entire series takes approximately 45 minutes to complete.



LENS

LAW ENFORCEMENT NOTIFICATION AND SHARING

Welcome to the “**Future of Collaborative Policing**”