

“Law Enforcement Notification Sharing” (L.E.N.S.) platform draft policy for agency modification and implementation.

Introduction:

OPS LENS™ (Law Enforcement Notification and Sharing platform) is a secure inter-agency law enforcement notification system that allows all participating law enforcement agencies to share information quickly and effectively.

Policy:

It is the policy of this agency to support this initiative and establish usage and management rules regarding the use of the LENS™ platform to ensure the security of the system and to provide guidance that will allow this agency to share information and notifications that comply with current and future guidelines and best practices.

State of New Jersey (only): In the state of New Jersey, the LENS™ platform is managed and supported by the New Jersey State Police (NJSP) with access granted to all participating law enforcement agencies and its members at the direction and discretion of the NJSP. All users agree to abide by all additional policies and protocols implemented by this agency and the NJSP, regarding the use of the LENS™ platform.

I. Background

The OPS LENS™ platform is a secure cross-jurisdictional law enforcement information sharing platform that allows all participating agencies to not only share information, but update and respond to information in real-time, within no jurisdictional borders or limitations. The OPS LENS™ platform includes the ability to integrate select civilian entities into the notification chains as well.

II. Agency OPS LENS™ Master Administrator and Network Security

Security of the OPS LENS™ platform is of upmost importance. To ensure the security of OPS LENS™, this agency will appoint and maintain an OPS LENS™ Master Administrator to oversee the management and use of the network AND be responsible for the implementation, upkeep, and security of the platform for their respective agency.

- A. This agency will always maintain an active OPS LENS™ “Master” Administrator who will be responsible for:
 - a) Overall security and user management of the OPS LENS™ platform.
 - b) Assigning additional LENS Administrators (if needed) to:
 - i. assist with managing agency OPS LENS™ users.
 - ii. review and monitor user activity.
 - iii. ensure policy compliance.
 - iv. manage civilian notification data.
- B. The agency’s OPS LENS™ Master Administrator agree to ensure that upon severance from the agency, all users are promptly removed from the OPS LENS™ platform.

- C. The agency's OPS LENS™ Master Administrator agrees to ensure that upon severance, or change of circumstance, OPS LENS™ Master Administrator duties are transferred to an active member of the agency.
- D. It is understood that failure to maintain an active OPS LENS™ Master Administrator could result in removal of agency-wide OPS LENS™ access and permissions, making this is a critical oversight function that must be maintained.

III. Agency User Access

- A. Agency leadership is permitted to determine which **active duty sworn agency users** can have access to the OPS LENS™ platform.
- B. This agency can provide access to all members, selected members, or members of specific units, or divisions at its sole discretion.
- C. Access to the OPS LENS™ platform can only be granted to active duty, sworn law enforcement members currently enlisted in good standing with this agency.
- D. Under no circumstance, other than with written permission from Online Policing Solutions, Inc. (or the New Jersey State Police in the State of New Jersey), is any member of this agency permitted to grant access to OPS LENS™ to any law enforcement member who is not an enlisted member of this agency.
- E. Under no circumstance can any non-sworn or civilian member be permitted to access OPS LENS™ other than those who have received waivers by virtue of a specific position and only with written permission from Online Policing Solutions, Inc. (or the New Jersey State Police in the State of New Jersey).

IV. Account Creation and Permissions

- A. Once authorized by the assigned OPS LENS™ Administrator, each agency user will create an account in OPS LENS™ via the OPS CONNECT™ application and utilizing the provided account creation instructions.
 - a) For security purposes, ALL users WILL use a valid and professional profile image when creating an OPS LENS™ account. **NO EXCEPTIONS.**
 - b) Failure to comply with this provision will result in deactivation and suspension of the user's account.
 - c) Users agree to complete their bio to include valid contact details once approved into the OPS LENS™ platform within 24 hours.
- B. Each user who is granted access to the OPS LENS™ platform by will be provided permissions at the discretion of the OPS LENS™ Administrator or agency Chief Executive.

V. Authorized Notifications and OPS LENS™ Usage

- A. All users will only distribute or respond to notifications that:
 - a. Are for a legitimate law enforcement purpose.
 - b. Are drafted in a professional manner, respecting all other users.
 - c. Are NOT in any way posted in violation of any agency policy, State Guidelines or the laws of the State of New Jersey or United States of America.

- d. Are not for personal or social purposes.
- B. OPS LENS™ is NOT a social media platform.
- C. OPS LENS™ is an official law enforcement notification and sharing system to be used ONLY for law enforcement use.
- D. The OPS LENS™ platform is not a replacement for traditional messaging or file sharing systems and shall not be used to bypass such systems.
- E. No user will utilize OPS LENS™ other than for its intended purpose, which is to send and respond to important law enforcement notices and information.
- F. Any user that leverages OPS LENS™ technology to circumvent standard messaging or file sharing platforms, such as using OPS LENS™ to simply send large files or media to other users, message other users for basic information sharing, or any other form of information sharing not intended for OPS LENS™, will have all OPS LENS™ access revoked permanently.
- G. No user shall create an OPS LENS™ notification simply to create a convenient communication chain for general conversation or communication.
- H. OPS LENS™ is not meant to share opinions of a personal or political nature.
- I. At NO TIME will any user utilize OPS LENS™ to harass, demean, intimidate, or attack any person or persons for *any* reason.
- J. Any offensive or purposely harassing behavior WILL result in immediate suspension of OPS LENS™ access and appropriate disciplinary or legal action.
- K. No user shall print, disseminate, share, release or in any way expose any information located on the OPS LENS™ platform without written consent from the party or parties that posted and control that information and without authorization via proper agency chain of command.
- L. ANY release of information in violation of this policy WILL result in agency discipline all the way up to termination and criminal prosecution.
- M. NO USER under ANY CIRCUMSTANCE will send or submit ANY INFORMATION via the LENS™ platform for personal or professional profit or on behalf of any associated person or third party for personal or professional profit. This includes training or schools where a fee is collected.

VI. User Account Security

- A. Each approved user is responsible for their OPS CONNECT and OPS LENS™ account security.
 - a) Users will under NO CIRCUMSTANCE share their account, username, password, any authentication token(s), or in any way grant access to their account to any other person, including other law enforcement officers, members, or superiors of this agency, for any reason (excluding to members of Online Policing Solutions, Inc., for technical support or assistance).
 - b) Users can utilize any secure device they have access to when accessing OPS LENS™ but will always be cognizant of their surroundings.
 - c) No user will “save” their username and password when utilizing any device, including any device within any law enforcement agency.

- d) Each user will logout of OPS LENS™ when they are done accessing the system to avoid other persons accessing the same under their account.
 - e) No user will leave themselves logged into OPS LENS™ and leave the device they are utilizing unsupervised.
- B. Each user may login to OPS LENS™ via the OPS CONNECT™ platform from:
 - a) Any secure and authorized computer or laptop.
 - b) Via any authorized mobile device.
 - c) Via the OPS CONNECT™ APP.
- C. Users WILL NOT login to the OPS Network™, OPS CONNECT™ or access OPS LENS™ from any public device, to include any computer, tablet or mobile device used or accessible by the public such as those available at terminals, airports, libraries, “Internet Cafés”, schools, institutions, public buildings, private businesses, etc..
- D. No user will share the link(s) or grant access to the OPS LENS™ Learning Center or any of its training or resource materials to any unauthorized private or public entity.

VII. User Support and Training

- A. OPS LENS™ is extremely user friendly and developed to be used by law enforcement with little training. Most users will need little more than a few moments to become familiar with the platform and begin utilizing the same.
- B. Each user will receive in person, virtual or delivered training on the use of OPS LENS™ from Online Policing Solutions, Inc., the New Jersey State Police, the County Prosecutor’s Office and/or this agency.
- C. All members will have access to the OPS Learning Center and the OPS LENS™ Video Training Series.
- D. Requests for technical support and additional training can be submitted via:
 - a) Agency OPS LENS™ Master Administrator
 - i. Most questions can be answered by the agency’s OPS LENS™ Master Administrator, to include those involving user login, permissions, and use.
 - b) County OPS LENS™ Master Administrator
 - i. The County Prosecutor’s Office has various members trained as County OPS LENS™ Master Administrators and are available to assist.
 - c) NJSP – Regional Operations and Intelligence Center (ROIC)
 - d) Online Policing Solutions, Inc.
 - i. support@opspolice.com