

# **Law Enforcement Michigan Data Exchange**



**A Joint Information Sharing Initiative**

**Participation Guide**

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**Note:** For more information and links to relevant web sites go to [www.mi-dex.org](http://www.mi-dex.org).

### **What is Mi-DEx?**

Mi-DEx is the Michigan initiative for jointly sharing law enforcement information. The Michigan State Police, Michigan Association of Chiefs of Police, and the Michigan Sheriffs' Association endorse the concept of electronically sharing information that is beneficial to law enforcement investigations, such as incident reports and jail management data. Together, they have created the Mi-DEx initiative to further this goal.

Mi-DEx will build on the efforts of those agencies that have taken the lead in creating on-line information sharing collaboratives across the state. There are many of these collaboratives including the Western Michigan project Ignite and the Saginaw Bay area ARMS system. Mi-DEx is the "glue" that ties these collaboratives together into a state-wide information sharing system. Mi-DEx will provide a means whereby Michigan agency data can be forwarded for inclusion in the N-DEx system. This makes it possible to share information nation-wide through N-DEx.

N-DEx, created by the FBI, is already functional with many states and localities participating. It provides visual linking and analytical capability for crime solving and investigation. Agencies can access N-DEx through their LEO (law enforcement on-line) account. Access to N-DEx is free of charge. Go to [http://www.fbi.gov/hq/cjisd/ndex/ndex\\_home.htm](http://www.fbi.gov/hq/cjisd/ndex/ndex_home.htm) for more information.

The Mi-DEx interface with N-DEx does not store information at the state level. Mi-DEx consolidates information for passing on to N-DEx in a single nightly feed. The state is a pass-through. Each agency chooses which information it wants to submit. Any Michigan information sharing collaborative can choose to submit their data collectively to Mi-DEx or a single agency can contribute data on its own.

Unlike Michigan's Mi-DEx, N-DEx is a central repository of incident, arrest, and other data. Agencies choose the type and amount of data they wish to contribute. The data they include in the Mi-DEx interface will be passed through to N-DEx. All law enforcement nationwide that have access to N-DEx will be able to access this data as part of any N-DEx crime analysis.

The State, as the data submitter to N-DEx, has signed a Memorandum of Understanding with N-DEx agreeing to abide by common use and dissemination principles. All agencies that choose to send their criminal incident data to N-DEx through the Mi-DEx feed will be required to sign this

agreement to allow the State of Michigan to send their data on the agency's behalf. In addition to signing this agreement, agencies must complete the attached N-DEx Data Sharing form to allow other criminal justice agencies access to their records within N-DEx. The Mi-DEx agreement is included as ***Attachment A*** in this document.

#### **Mi-DEx Mission**

The Mi-DEx mission is to provide law enforcement agencies with powerful investigative tools to search, link, analyze, and share criminal justice information such as incident/case report information, booking and incarceration data, and parole/probation data on a local, statewide and national basis as part of the Joint Information Sharing Initiative.

#### **Mi-DEx Vision**

The vision of Mi-DEx is to share complete, accurate, timely, and useful criminal justice information across jurisdictional boundaries and to provide new investigative tools that enhance the ability of Michigan law enforcement and criminal justice agencies to fight crime and terrorism.

**Mi-DEx Participation Information Checklist**

1. **Research and determine your agency's needs.** Does your agency have a way to electronically share law enforcement records information with other agencies? Does your agency's records management vendor provide a way to access other Michigan agencies' data.
  
2. **Determine your agency's connection options and corresponding cost of implementation.** Talk to your agency's records management vendor about participating in Mi-DEx. Some vendors are already tying their clients' records management information together. In this case, your vendor may provide a way to feed this information through Mi-DEx to N-DEx. Your agency can then access information from other agencies not part of your vendor's system through N-DEx.

If your agency's vendor does not have a way to consolidate information from its records management clientele, you can speak to them about creating a vendor feed for its customers so your agency can participate in information sharing on a statewide and national level. Or, you could speak to your agency's vendor about extracting only your own agency's data for submission to Mi-DEx. If you have an in-house developed records management system, or your vendor is not interested in providing this service, you can develop your own data extract or hire someone else to do so.

Technical information on how to extract records management information for submission to Mi-DEx and then to N-DEx is provided in later steps.

The cost of implementation varies in nature depending on an agency's needs and an agency's vendor; therefore this cost shall be the responsibility of each individual agency.

3. **Conduct a Privacy Impact Assessment (PIA).** Once the head of your agency has made the determination to share data, it is highly recommended your agency perform a

privacy impact assessment (PIA). It is a crucial first step in successful privacy policy development. This assessment will guide you in thinking about the purpose, collection, quality, use (sharing and/or divulging), and security safeguards for data along with your agency's existing policies regarding access, individual participation and accountability that are in place for your system. The PIA will ensure that personal and confidential information entrusted to an agency is protected to the highest degree possible. To download a PIA template go to <http://www.it.ojp.gov/index.jsp>. Choose **Policy and Practice**, then under **Site Tools** choose **Document Library**, choose **Policy**, then scroll down and select **Guide to Conducting Privacy Impact Assessments: Privacy Impact Assessment Template** (dated Nov 03, 2009).

4. **Sign the Mi-DEx Agreement.** (We don't get involved in the regional collaboratives) This is found in ***Attachment A.***

The MI-DEx MOU also provides a place to indicate if your agency wishes to participate in N-DEx. A checkbox is provided for your use just before the signature section.

5. **Develop a Privacy Policy.** Although N-DEx provides information on how privacy is maintained, your agency may wish to develop its own privacy policy to further ensure privacy and civil liberties are protected. A privacy policy checklist to guide your agency is provided by the United States Department of Justice (USDOJ), at [http://www.it.ojp.gov/documents/privacy\\_policy\\_checklist.pdf](http://www.it.ojp.gov/documents/privacy_policy_checklist.pdf).
6. **Decide on the data to be shared in N-DEx.** Your agency will need to review its records management system's method for securing data. Each records management system generally has its own way of placing security on entire incidents or specific data elements within an incident. There are usually categories of incidents, such as Level 1 being available for all to see up to a Level 5 being reserved for internal investigations and restricted to only certain viewers. Generally the creator of the record places the security

level on that incident. Your agency must determine which security level data within your own system you would like to submit to N-DEx. For more secure data, N-DEx has a method of providing a contact person (pointer) when there is a “hit”, rather than divulging the sensitive record itself.

7. **Perform the data extract for N-DEx.** Ask your agency’s technical experts to create the data extract from your agency’s records management system and according to the decisions your agency has made on the type of information it is willing to share. The extract will be done as an Information Exchange Package (IEP). The IEP submitted will be in conformance with the Mi-DEx Information Exchange Package Documentation (IEPD). The documentation details the method and standard elements used to create the IEP. The Mi-DEx IEPD is based on the N-DEx IEPD which makes maximum use of National Information Exchange Model (NIEM) and Law Enforcement Exchange (LEXS) standards in XML. Your agency’s records management system may be aware of these established standards. Each incident report’s data elements are translated from the record management system’s proprietary format into the standard XML elements and structure detailed in the IEPD. Each XML document is an IEP. The XML documents will be submitted to Mi-DEx. The method for submission is detailed in the Mi-DEx Data Submission Guide. This guide can be obtained from the Mi-DEx team member, Wendy Easterbrook. She is also available to assist in this endeavor and will need to test the extract prior to submission. Contact Wendy Easterbrook (MSP) at (517) 241-1875 for step-by-step instructions and guidance.
8. **Identify agency personnel who will use the N-DEx tools.** Identify personnel within your agency that you will entrust to access confidential data for investigative purposes.
9. **Train agency personnel.** Each agency is responsible to train its personnel in the proper use and dissemination of shared data. These “rules” are found in the N-DEx policy guide as well as your agency’s privacy policy (if available).

10. **Provide LEO access to N-DEx for agency personnel.** Each member of your agency who will access N-DEx needs to complete a LEO application form. This is found at <http://www.leo.gov>. Scroll to the bottom of the home page to find the LEO application link. Once each member has received their LEO login information, they will be able to request access to N-DEx by selecting the link “Request N-DEx Access” at the bottom of the LEO home page. The state CJIS System Officer (CSO) will receive notification of the application and will process it.
  
11. **Keep an audit log.** The use of N-DEx is governed through the FBI and the state CSO. Both are required to ensure the system is used for only legitimate law enforcement purposes.
  
12. **Guidance.** There is a member of the Mi-DEx team available for guidance. Please see below.

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