03-002 Access to LexisNexis Online

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

Access to LexisNexis Online

PURPOSE

The purpose of this Field Operations Directive is to establish policies and procedures involving Department access to LexisNexis Online. All policies, Field Operations Directives, Unit Orders, or any other document previously written which contradicts procedures set forth in this Directive shall be void. Procedures set forth in this Directive shall remain in effect until the Manual of Policy and Procedures is amended and/or this Directive is rescinded.

OVERVIEW

LexisNexis provides authoritative, comprehensive and accurate legal information; access to news, business and public records information; and access to tax and regulatory publications in online formats. The Information Systems Advisory Board of the County of Los Angeles (ISAB) has contracted usage of the LexisNexis web site for Los Angeles County employees. ISAB's contract allows Internet web access to the LexisNexis database for qualified Sheriff's Department personnel. Qualified personnel are those persons who have been approved by their Unit Commander for Internet access to the LexisNexis database and who have received any necessary training from LexisNexis company representatives.

Managing each Sheriff's Department user's Internet access will be the responsibility of the Unit Commander where the individual is assigned.

There will be a Department LexisNexis Liaison who will be responsible for maintaining the list of eligible users for this access. The liaison can be contacted through the global address book in Microsoft Outlook under "Lexis Liaison." The Unit Commander of the Detective Information Resource Center (DIRC) will be responsible for the creation and upkeep of the liaison address.

UNIT COMMANDER'S RESPONSIBILITIES

- Determine which members of their units have a legitimate need for access to the LexisNexis database, and prepare a list of employees they approve for LexisNexis access. The list should include each employee's First Name, Last Name, Employee Number, Rank, Unit of Assignment and Work Phone Number.
- E-mail the approved list of unit personnel to the Department's LexisNexis Liaison.
- Determine how many of the approved personnel will require LexisNexis training to properly access and use the LexisNexis database. Each Unit Commander will be contacted by LexisNexis account

representatives to arrange for no-cost, on-site training which lasts about one hour.

- Notification to the LexisNexis Liaison by e-mail when personnel are added or deleted from the unit's LexisNexis access list. This notification shall occur to the LexisNexis liaison no later than ***three business days*** after any personnel change.
- Unit Commanders, at their discretion, may allow, restrict or remove LexisNexis access for any user within their unit.

LEXISNEXIS LIAISON RESPONSIBILITIES

The Unit Commander of the Detective Information Resource Center (DIRC) will serve as a liaison between the LexisNexis company's account representatives and Sheriff's Department Unit Commanders requesting access to the LexisNexis database for their respective unit personnel. The liaison shall be listed within the global addresses in Microsoft Outlook as "Lexis Liaison."

- The Liaison shall maintain a record of all approved Department personnel with LexisNexis access.
- The Liaison shall be responsible for contacting the LexisNexis account representatives and arranging access and or removal from access for Department personnel based on the lists submitted by Department Unit Commanders.
- The Liaison shall provide the LexisNexis account representatives with the Unit Commander's telephone number so the account representatives can arrange for any LexisNexis training that may be necessary for new users with LexisNexis Internet web access.
- The Unit Commander of the Detective Information Resource Center (DIRC) shall be responsible for creating and maintaining the liaison listing within Outlook.

All users are responsible for adhering to the Los Angeles County Sheriff's Department's electronic communications policy, as set forth in the Manual of Policy and Procedures, section 3-07/200.10 through section 3-07/250.00 inclusive.