



N-DEX Data Sharing Worksheet



Please print out this worksheet, fill out the necessary information, and then provide it to your individual agency N-DEX Liaison Specialist.

Check and complete only one:

Submitting Agency Name and ORI: _____

Record-Owning Agency Name and ORI: _____

Data Manager/Source Data Administrator (SDA): _____

SDA Phone #: _____

SDA Email Address: _____

Data Sharing Requirements

The N-DEX Program Office (PO) encourages **all** agencies to share their data as 'Viewable' (Green), but recognizes sharing restrictions may need to be applied due to the sensitivity of some data. In such instances, the N-DEX PO encourages agencies to contribute data which may contain sharing restrictions in order to provide the maximum benefit to all participating agencies, as well as the contributing agency.

- As Data Manager, are you responsible for managing sharing rules for more than one agency? Yes No
If yes, please list the agency names and ORIs (attach list if necessary):

Agency Name	Agency ORI	<input type="checkbox"/> List Attached
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Note: If managing data for multiple agencies that will be applying different sharing rules, use a separate form for each agency establishing different rules. Please write the agency name(s) on each form.

- Does your agency(ies) need to establish sharing rules, or will all data contributed be viewable to all N-DEX users (see page 4 for a list of agency types which are authorized to access N-DEX)?
 Yes, rules need to be established. Please complete all pages of this form.
 No, data will be viewable to all N-DEX users. Please skip to the bottom of page 5 and sign and date the worksheet.

If yes, check which method(s):

Using the Dissemination Criteria Tag: Yes No

Using the Data Management Tool:

For specific information within a record: Yes No

Based upon agency type: Yes No

Combination of the Dissemination Criteria Tag and the Data Management tool: Yes No

Establishing Rules Using the Dissemination Criteria Tag

The Dissemination Criteria Tag is established by the agency during the data mapping process and is included in the data extract submitted to N-DEx.

GREEN Dissemination Tag: Green data is fully shareable and viewable.

YELLOW Dissemination Tag: Yellow data is viewable as "pointer-based" data. Pointer-based data consists of only record-owning agency Point of Contact (POC) information.

RED Dissemination Tag: Red data is not viewable to any N-DEx user.

- If the agency will be submitting **ALL** data with the green dissemination tag **and** no further sharing rules are required, place an "X" in the box next to the word "Green" and skip to the bottom of page 5 and sign and date the worksheet.

If the agency will be submitting a combination of green, yellow or red dissemination criteria tags, complete the following section by placing an "X" in the appropriate areas and listing the requested information.

Records will be submitted with the Dissemination Criteria Tag of: Green Yellow Red

YELLOW Data may be viewed by:

Users from record-owning agency: Yes No

Users from the following list: Document by agency type, ORI or User Name. If not all users from your agency will be allowed to view the yellow data, please list the users who *will* be able to view the data.

_____	_____
_____	_____
_____	_____
_____	_____

RED Data may be viewed by:

Users from record-owning agency: Yes No

Users from the following list: Document by agency type, ORI or User Name. If not all users from your agency will be allowed to view the red data, please list the users who *will* be able to view the data.

_____	_____
_____	_____
_____	_____
_____	_____

Establishing Rules Using the Data Management Tool

Record/Data Level

Record/Data level sharing rules are applied only to those records which contain data matching the criteria of the rule. These rules are established within N-DEx and applied at the record level.

- Does your agency(ies) need to set sharing rules at the Record/Data Level: Yes No

If yes, explain the rule and conditions in the appropriate areas provided.

Example of an Age Rule: Juvenile 18 years of age or less, in all documents, share as yellow; Exception group: data is viewable (green) to users from my own agency and all agencies within my state. Priority/Precedence 1

Note: The priority/precedence provides the order in which the rules will be applied. However, if more than one rule applies to a single record, the most restrictive rule will be applied.

Based on Statute: _____

Priority/Precedence: ____

Based on Offense: _____

Priority/Precedence: ____

Based on Report Type: (Arrest, Holding, Incarceration, Incident, Missing Person, Service Call, Other)

Priority/Precedence: ____

Based on Person Role: (Any Person, Arrestee, Enforcement Official, Judicial Official, Missing Person, Other Involved, Registered Offender, Subject, Victim, or Witness)

Priority/Precedence: ____

Based on Age: (Any Person, Arrestee, Enforcement Official, Judicial Official, Missing Person, Other Involved, Registered Offender, Subject, Victim, or Witness)

Priority/Precedence: ____

Agency Type Level

Agency level rules are applied when N-DEx is searched and apply to all records contributed by the record-owning agency.

The following agency types have been authorized access to N-DEx. Agencies can establish sharing rules based on each of the agency types.

Agency Type Definitions:

Law Enforcement – Assigned CJIS ORIs possessing a double zero in positions 8 and 9. These agencies are a governmental agency or subunit thereof having statutory power of arrest and whose primary function is that of apprehension and detection. NCIC 2000 Users may vary the 8th and 9th characters to identify internal divisions, units, substations, or

multiple terminals for the same agency within the same city. Any variation of the last two positions is acceptable with the exceptions that an alphabetic character cannot be used in position 9. **This category includes all police, sheriff, federal, tribal, task force, etc. agencies whose ORI meets the requirements.**

Prosecuting/District Attorney's Offices – Assigned CJIS ORIs must possess an **"A"** in the 9th character of the ORI. **This category includes all U.S. and Tribal prosecuting attorney offices whose ORI ends with an "A".**

Pretrial service agencies and pretrial release agencies – Assigned CJIS ORIs must possess a **"B"** in the 9th character of the ORI. **This category includes all U.S. and tribal pretrial service agencies whose ORI ends with a "B".**

Correctional Institutions (includes jails, prisons, detentions centers, etc.) – Assigned CJIS ORIs must possess a **"C"** in the 9th character of the ORI. **This category includes all U.S. and tribal correctional institutions whose ORI ends with a "C".**

Nongovernmental railroad or campus police departments qualifying for access to III – Assigned CJIS ORIs must possess an **"E"** in the 9th character of the ORI; Campus Police Departments whose ORI ends with a zero are categorized as Law Enforcement.

Probation and Parole Offices – Assigned CJIS ORIs must possess a **"G"** in the 9th character of the ORI. **This category includes all U.S. and tribal probation and parole agencies whose ORI ends with a "G".**

Court and Magistrate Offices – Assigned CJIS ORIs must possess a **"J"** in the 9th character of the ORI. **This category includes all U.S. and tribal court and magistrate offices whose ORI ends with a "J".**

Custodial facilities in medical or psychiatric institutions and some medical examiners' offices which are criminal justice in function – Assigned CJIS ORIs must possess an **"M"** in the 9th character of the ORI. **This category includes all U.S. and tribal agencies whose ORI ends with an "M".**

Regional dispatch centers that are criminal justice agencies or noncriminal justice governmental agencies performing criminal justice dispatching functions for criminal justice agencies – Assigned CJIS ORIs must possess an **"N"** in the 9th character of the ORI. **This category includes all U.S. and tribal regional dispatch centers whose ORI ends with an "N".**

Local, county, state, or federal agencies that are classified as criminal justice agencies by statute but do not fall into one of the aforementioned categories – Assigned CJIS ORIs must possess a **"Y"** in the 9th character of the ORI. **This category includes all U.S. and tribal agencies whose ORI ends with a "Y".**

➤ Does your agency(ies) need to establish sharing rules at the Agency Level? Yes No

If yes, please complete the table by placing one "X" for each agency type in either the green, yellow or red column:

Agency Type	All Data Viewable (Green)	All Point of Contact (Yellow)	All Data Restricted (Red)
Correctional Institutions			
Courts/Magistrates			
Custodial Medical/Psychiatric			
Law Enforcement Agencies			
Other Criminal Justice Agencies			
Pretrial Service Agencies			
Probation/Parole Agencies			
Prosecuting/ District Attorneys			
Railroad/Campus Police			
Regional Dispatch Centers			

➤ Should **ALL** law enforcement and criminal justice agencies within your state be able to view your agency(ies) data at the same level? Yes No

If yes, select which level: Green Yellow Red

➤ Do the above Agency Level sharing rules need to be customized at the state or territory level? Yes No

If yes, please circle or highlight the state(s) or territory(ies) which will need to be customized:

States					U.S. Territories and Possessions
AL	ID	MO	OR	WV	American Samoa
AK	IL	MT	PA	WY	District of Columbia
AR	IN	NE	RI		Guam
AZ	KS	NC	SC		Puerto Rico
CA	KY	ND	SD		U.S. Virgin Islands
CO	LA	NH	TN		
CT	MA	NJ	TX		
DE	MD	NM	UT		
FL	ME	NV	VA		
GA	MI	NY	VT		
HI	MN	OH	WA		
IA	MS	OK	WI		

➤ Sharing Rules authorized by: Printed Name: _____
 Signature: _____
 Date: __/__/____