

# ACCESSING N-DEX ONCE YOUR REQUEST IS APPROVED

Go to: [www.cjis.gov](http://www.cjis.gov)

On the LEEP home page – click on the N-DEX SIG Icon under SERVICES

The screenshot shows the LEEP Law Enforcement Enterprise Portal. The top navigation bar includes the LEEP logo, a search bar, and links for Home, News, Tools, Support, Partnered Links, and Contact Us. A notification banner at the top states: "If you need access to a gray highlighted service, click Access Details".

The main content area is divided into two columns. The left column is titled "SERVICES" and contains a table of services. The right column is titled "LATEST NEWS" and "FEATURED SERVICE PROVIDERS".

The "SERVICES" table has the following structure:

Service	Description (Help)	Status	Access
	<b>LEO Special Interest Group</b> LEO Special Interest Group: A controlled/structured-access area for specialized organizations or disciplines to share and store information as a means to enhance collaboration with law enforcement, intelligence and emergency management communities.		
	<b>National Data Exchange (N-DEX)</b> The National Data Exchange, or N-DEX, provides local, state, tribal, and federal criminal justice agencies with a mechanism to nationally share, search, link, and analyze information across jurisdictional boundaries. N-DEX delivers. Information. Connections. Analysis.		
	<b>LEO Virtual Command Center</b> LEO Virtual Command Center (VCC) is a real-time, collaborative tool that facilitates shared situational awareness and event management. The VCC is used for operations/events such as: Active Shooter, Warrants, Special Events, Natural Disasters, Child Abductions, Terrorist Attacks and Threats, Etc.		
	<b>LEOKA</b> To reduce incidents of law enforcement deaths and assaults by providing data, research, and instructional services relative to law enforcement safety.		
	<b>FBI Virtual Academy</b> The FBI's enterprise training system which provides access to all FBI training that is available to the FBI's criminal justice and intelligence partners.		
	<b>Critical Incident Planning and Mapping System</b> Mapping system provides information to first responders, including tactical pre-plans, satellite and geospatial imagery, interior and exterior photos, floor plans, staging areas, hazardous materials, utility shut-offs, and evacuation routes.		

A red arrow points to the N-DEX icon in the table. A red box highlights the text "Click on the N-DEX icon" above the table.

The "LATEST NEWS" section includes:

- Have you heard of Cyber Shield Alliance? Feb 26, 2015 by Michael Jenkins
- LEEP Searches for New Services Feb 4, 2015 by Michael Jenkins
- LEEP Newsletter Volume 4 Issue 1 Jan 29, 2015 by Michael Jenkins

The "FEATURED SERVICE PROVIDERS" section features the LEO Special Interest Group (SIG) logo and a news item:

- LEO Special Interest Group**  
Nov 12, 2014 by Michael Jenkins  
A 24/7 internet accessible tool made available for law enforcement storage, sharing, and to communicate "securely" wherever internet is accessible.

# Welcome to N-DEx!

## N-DEx Data Access Agreement

### System Use Notification

The Federal Bureau of Investigation's (FBI) National Data Exchange (N-DEx) contains criminal justice information obtained by criminal justice agencies in connection with their official duties administering criminal justice. N-DEx system access is restricted to criminal justice agencies and agencies performing the administration of criminal justice. Personnel engaged in the following activities may be granted access to N-DEx consistent with state laws:

- Law enforcement investigations
- Pretrial release investigation
- Intake investigation
- Correctional institution investigation
- Pre-sentence investigation
- Supervision investigation
- Criminal justice employment background checks
- Data administration/management
- Training\*

User must click to check mark each box, or you will get an error.



\*Training is considered to be an acceptable use of N-DEx, so long as it does not include curiosity searches, browsing, or self-queries. For example, celebrities, neighbors, friends, family members or associates.

N-DEx system usage is monitored, recorded, and subject to audit. The FBI Criminal Justice Information Services (CJIS) Division conducts compliance audits, including review of user access and N-DEx transactions, in addition to maintaining an audit trail of each disclosure and receipt of N-DEx data. Therefore, all N-DEx searches must provide a Use Code and search reason identifying why the search was performed. It is recommended unique information, e.g., incident number, arrest transaction number, booking number, project name, description, etc., be entered to assist the user in accounting for appropriate system use for each transaction. The following Use Codes are considered acceptable when searching N-DEx:

- Administrative Use Code "A": Must be used when N-DEx is utilized by a record-owning agency to retrieve and display N-DEx contributed records in association with performing the agency's data administration/management duty. Responses for this purpose shall not be disseminated for any other reason and are limited to the record-owning agency portion of N-DEx records.
- Criminal Justice Use Code "C": Must be used when N-DEx is utilized for official duties in connection with the administration of criminal justice as the term is defined in 28 Code of Federal Regulations (CFR) § 20.3 (2011).
- Criminal Justice Employment Use Code "J": Must be used when N-DEx is utilized to conduct criminal justice employment background checks or the screening of employees of other agencies over which the criminal justice agency maintains management control. See the N-DEx Policy and Operating Manual for additional requirements regarding Use Code "J".

Prior to reliance or action upon, or secondary dissemination, a user must obtain terms of use and verify the completeness, timeliness, accuracy, and relevancy of N-DEx information with the record-owning agency. "Reliance upon" or "action upon" specifically includes the utilization or preparation of charts presentations, official files, analytical products, or other documentation, to include, use in the judicial, legal, administrative, or other criminal justice process, etc. Unauthorized use of the system and its data is prohibited and may be subject to criminal and/or civil penalties.

### User Confirmation

As a user accessing criminal justice information via N-DEx:

- You must, prior to reliance or action upon, obtain terms of use and verify the N-DEx information with the record-owning agency.

#### N-DEx Example: Use of N-DEx Audit Logs

A state CJIS Systems Officer (CSO) contacted a local police department regarding potentially inappropriate use of the N-DEx system using the local department's Originating Agency Indicator (ORI). The state CSO identified the potentially inappropriate use by processing an audit report within the N-DEx system, which identified the user, agency, identity provider, search request, search reason and use code. The state CSO partnered with the local police department and reviewed their findings with the agency and their users. The discussion resulted in the CSO's suspicion being confirmed and the user's actions were corrected.

- You consent to having your system usage monitored, recorded, and subject to audit.

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- You must adhere to the CJIS Security Policy, CJIS User Agreement, N-DEx Policy and Operating Manual, any applicable leveraged CJIS System of Services operating procedures or policies, and any applicable CJIS Systems Agency requirements.

#### N-DEx Example: Training provided by a state CSO & Local Police Department

A local police department with a staff of 20 sworn law-enforcement officers and 15 support personnel partnered with the state CSO to implement security awareness training and required all staff to complete this training upon assignment and every two years thereafter. The local police department scheduled the sworn law-enforcement training to

### User Authentication

Your affirmation indicates your understanding, agreement to and acceptance of the N-DEx Data Access Agreement, policies and information contained herein.

Click "I Affirm", you will see this once a year



I Affirm

I Decline

# N-DEX SEARCH PAGE

Helpdesk - (304) 625-4357 Messages Resources Sign Out

Search [Batch Query](#) [Subscription](#) [Notification](#) [Collaboration](#) [Preferences](#)

[Filters](#) [Topics](#) [History](#) [Saved Searches](#) [Home](#) | [People](#) | [Vehicles](#) | [Phone Numbers](#) | [Locations](#) | [Crime Characteristics](#) | [more](#)

**Search Reason**

Search Purpose (required):

Search Reason (required):

Search on Behalf of (optional):

[Advanced Search](#)

**N-DEX Filters** [clear](#)

Geographic Location

Date

Data Sources

- Federal
- Southern Region
- Western Region
- Northeastern Region
- North Central Region

Result Filters

[Filter by ORI...](#)

[Filter by Target...](#)

Filter By Image

- Report Types

**External Data Sources**

- Leveraged Data Sources