

Kansas Criminal Justice Information System

Inter- Agency ORI Use and Holder of Record Agreement

This agreement provides for _____, ORI # _____,
hereafter referred to as the *Serving Agency*,

to access KCJIS on the behalf of _____, ORI # _____,
hereafter referred to as the *User Agency*, with respect to the provisions as indicated below.

(Check all that apply):

PART I KCJIS Systems Access

- KACIS Agency Administration** - The Serving Agency may add, modify and remove KCJIS users for the User Agency.
- E-Disposition entry** - The Serving Agency may enter, modify, and otherwise transact disposition reporting as required by law on behalf of User Agency if User Agency is a Court or Prosecutor.
- KSORT** - The Serving Agency may enter, modify, and otherwise transact on behalf of the Sheriff regarding KSORT.
- Prelog/Case Inquiry** – The Serving Agency may view and download User Agency case information.

PART II Central Message Switch Access

- The Serving Agency will only query NCIC, III, KCJIS and other criminal justice records on behalf of the User Agency.
- The Serving Agency may query, make entries, modifications, cancellations and clear records contained in NCIC and KCJIS files. The Serving Agency shall use the User Agency's ORI unless a Holder of Record Agreement (Part III of this agreement) exists.
 - The User Agency has no other access to KCJIS and requests the SERVING Agency act as their PRIMARY access resource.
 - The User Agency has their own or other access to KCJIS, and request the Serving Agency act as a SECONDARY access resource ("Trouble Node").
- The Serving Agency agrees to immediately act on messages addressed to the User Agency according to previously agreed on procedures. These messages may include but are not limited to:
 - Emergency and priority messages
 - Hit confirmations as required by the FBI and KCJIS policies
 - Check Here and Complete Part III if Serving Agency will act as Holder of Record
 - Messages received on behalf of the User Agency that indicate communication failures ("trouble node" notices) thus alerting the User Agency to message delivery problems

Kansas Criminal Justice Information System

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PART III Holder of Records

The Serving Agency shall act as a "Holder of Records" for the User Agency.

The User Agency shall furnish the Serving Agency all available documentation pertinent to any records entered into Criminal Justice Systems on behalf of the User Agency to ensure compliance with FBI CJIS and KCJIS policies, rules and regulations delineating the responsibilities of the agency entering any such transactions. This documentation shall be in the form of:

Access to a shared electronic Records Management System that is maintained by_____.

And/or (check all that apply)

Hard Copy printouts delivered to the Serving Agency with updated records provided to the Serving Agency within _____ hours of new information becoming available to the User Agency.

The Serving Agency shall perform all records validations procedures as required by FBI CJIS, NCIC, and KCJIS policies, rules and regulations.

or

The User Agency shall perform all records validations procedures as required by FBI CJIS, NCIC, and KCJIS policies, rules and regulations.

PART IV Personnel Screening and Training

For all User Agency personnel authorized to access Criminal Justice information (CJI), **the SERVING Agency agrees to** provide the following as required by FBI CJIS and KCJIS policies:

Record checks (Fingerprint, name-based records check and annual name-based records check)

Security Awareness training (within the first 6 months of hire and every 2 years thereafter).

NCIC Certification Training (within the first 6 months of hire and every 2 years thereafter)

For all User Agency personnel authorized to access Criminal Justice information (CJI), **the User Agency agrees to** provide to the Serving Agency evidence of completion of the following as required by FBI CJIS and KCJIS policies:

Record checks (Fingerprint, name-based records check and annual name-based records check)

Security Awareness training (within the first 6 months of hire and every 2 years thereafter).

NCIC Certification Training (within the first 6 months of hire and every 2 years thereafter)

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Holder of Record Agreement

PART V Miscellaneous

Both agencies agree to abide by all rules, policies and procedures of FBI CJIS, NCIC, NLETS, and KCJIS, and any amendments thereto.

This is a formal expression of the intent of both agencies and is effective when signed.

The User Agency indemnifies and absolves the Serving Agency, including its officials and employees, of all liability for any claims, demands, actions, costs, expense, or damage resulting from any breach of this agreement by the User Agency, or on any use or misuse made of information or services furnished to the User Agency by the Serving Agency.

This agreement is being executed by officials of the agencies in their representative capacities. Accordingly, this agreement will remain in effect after the officials vacate their positions and/or until it is affirmatively amended or rescinded in writing (it may be amended after written concurrence of both agencies).

The Serving Agency may immediately suspend this agreement when either the security or dissemination requirements adopted by FBI CJIS, NCIC, NLETS, or KCJIS are violated. In such instances, the Serving Agency may reinstate this agreement upon satisfactory assurances that such violation has been corrected.

Upon determination by KCJIS administrators (KHP or KBI) that a security incident or policy violation has occurred by either agency, this agreement shall be suspended until KCJIS authorities have been provided satisfactory assurances that such incident or violation has been properly addressed and corrected.

This agreement does not confer, grant, or authorize any additional rights, privileges, or obligations to any third party.

Signature for the Serving Agency Date

Printed Name

Title

Signature for the User Agency Date

Printed Name

Title