

# TERMINAL AGENCY AGREEMENT

for

MISSOURI UNIFORM LAW ENFORCEMENT SYSTEM (MULES) &  
NATIONAL CRIME INFORMATION CENTER (NCIC) ACCESS

## PURPOSE OF AGREEMENT

This agreement establishes the standard procedures for an OPERATING AGENCY (defined as a criminal justice agency with a computer terminal authorized for record entry and inquiry purposes) to perform MULES/NCIC transactions for a TERMINAL AGENCY (defined as a criminal justice agency with a computer terminal authorized for inquiry purposes only OR a criminal justice agency with a computer terminal authorized for entry and inquiry purposes that is not in operation 24 hours a day, 7 days a week). Both parties agree to comply with MULES/NCIC policies, standards, and procedures as described in the User Agency Agreement, NCIC 2000 Operating Manual, CJIS Security Policy, and MULES Policies & Procedures Manual.

## RECORD ENTRY



The OPERATING AGENCY agrees to enter all records for the TERMINAL AGENCY under the TERMINAL AGENCY's Originating Agency Identifier (ORI) Number.

## RECORD INQUIRY



The OPERATING AGENCY agrees to perform all restricted (i.e. Criminal History) and non-restricted file (i.e. Hot File) transactions, as defined in the CJIS Security Policy, for the TERMINAL AGENCY using the TERMINAL AGENCY's ORI when required.

## HIT CONFIRMATIONS



The TERMINAL AGENCY and OPERATING AGENCY agree to jointly establish the necessary procedures for the OPERATING AGENCY to respond to all hit confirmation requests within ten (10) minutes or one (1) hour depending on priority level. The hit confirmation response will provide the requesting criminal justice agency with a positive or negative confirmation or, when necessary, the specific amount of additional time needed by the OPERATING AGENCY to fully respond.

### LOCATES

☒ The OPERATING AGENCY agrees to perform all Locate transactions and to keep the TERMINAL AGENCY informed of the final results of any positive response.

### VALIDATIONS

☒ The TERMINAL AGENCY agrees to perform the validations of their own records that were entered by the OPERATING AGENCY under the TERMINAL AGENCY'S ORI. When validating a record, the TERMINAL AGENCY must confirm the record is complete, accurate, and still active. The TERMINAL AGENCY'S validation procedures should be formalized and kept on file for review during a MULES/NCIC audit.

### MESSAGING

The OPERATING AGENCY agrees to use its own ORI on messages generated by its operators for the TERMINAL AGENCY and to indicate by name of department the TERMINAL AGENCY it is representing in the text and signature of the message.

### DISSEMINATION

The TERMINAL AGENCY and OPERATING AGENCY agree to only disseminate information retrieved from the MULES or NCIC systems when specifically authorized by the CJIS Security Policy and the MULES Policies & Procedures Manual.

### QUALITY ASSURANCE

The TERMINAL AGENCY and OPERATING AGENCY agree to take all appropriate measures necessary to ensure that only the most complete, accurate, and valid records are entered into MULES and NCIC.

### SYSTEM SECURITY

The TERMINAL AGENCY and OPERATING AGENCY agree to abide by all current physical, technical, and information security requirements outlined in the CJIS Security Policy.

### AUDIT

The TERMINAL AGENCY and OPERATING AGENCY understand that both agencies are subject to a triennial MULES/NCIC Policy Compliance Review by the Missouri State Highway Patrol (MSHP) CJIS Division and/or the FBI CJIS Division.

### MISUSE

The TERMINAL AGENCY and OPERATING AGENCY agree that any misuse of the MULES or NCIC systems, or misuse of information retrieved from the MULES or NCIC systems, is a Class A Misdemeanor pursuant to 576.050 RSMo and must be reported

immediately to the MSHP Access Integrity Unit. CANCELLATION

The 'TERMINAL AGENCY and OPERATING AGENCY agree that either party, upon thirty (30) days notice in writing to the other party, may cancel this Terminal Agency Agreement.

**ACKNOWLEDGEMENT**

WE, THE UNDERSIGNED, AGREE TO COMPLY WITH THE DUTIES AND RESPONSIBILITIES NAMED IN BOTH THE MANDATORY AND OP-IN SECTIONS OF THIS TERMINAL AGENCY AGREEMENT, AS WELL AS THE INCORPORATED PROVISIONS OF THE NCIC 2000 OPERATING MANUAL, THE CJIS SECURITY POLICY, AND THE MULES POLICIES & STANDARDS MANUAL. WE UNDERSTAND THAT FAILURE TO COMPLY WITH THESE DUTIES AND RESPONSIBILITIES MAY SUBJECT MY AGENCY TO SANCTIONS BY THE MISSOURI CJIS SYSTEMS OFFICER (CSO), UP TO AND INCLUDING TERMINATION OF ACCESS TO MULES OR NCIC INFORMATION.

Columbia Police Department

TERMINAL AGENCY

MO0100200

Agency ORI

Jill Schlude

Agency Head (printed name)

Agency Head Signature

Date

Boone County Joint Communications

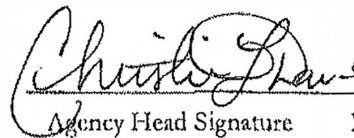
OPERATING AGENCY

MO010011N

Agency ORI

Christie Davis

Agency Head (printed name)

 1-21-26

Agency Head Signature

Date

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives as of the date of the last signatory to this Agreement.

**CITY OF COLUMBIA, MISSOURI**

BY: \_\_\_\_\_  
De'Carlton Seewood, City Manager

DATE: \_\_\_\_\_



ATTEST:

By: \_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor/mc