

INTERAGENCY AGREEMENT TEMPLATE

This template covers the necessary component of Criminal History Inquiries for the interagency agreement as required by the FBI/BCA. By selecting Yes or No, it will be clear to each agency who is responsible for what service – Yes ensures Agency A will provide the service for Agency B and No ensures Agency B will be responsible for this component.

Additional items may be added to the agreement as needed for such areas as acceptable methods of communication, the process for changes to the agreement, the term of the agreement, the termination process, and any other details providing an understanding of each agency's responsibilities.

Questions about security controls/aspects can be directed to the BCA Information Security Office at 651-793-2502 or BCA.ISO@state.mn.us
Please contact your auditor if you have questions about any other aspect of this template.

INTERAGENCY AGREEMENT

The following agreement is set forth to meet FBI CJIS, National Crime Information Center (NCIC), and BCA Minnesota Justice Information Services (MNJIS) policies, procedures and standards for the services of Criminal History Inquiries between the agencies named below.

(AGENCY A) Providing Agency Name: Ramsey County Sheriff's Office
Agency ORI: MN0620000
Agency Administrator: Bob Fletcher
Agency TAC: Sean Doughty

AGENCY A agrees to provide certified personnel, while conducting the services indicated below, in compliance with FBI and BCA policy.
AGENCY A agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.
AGENCY A agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.
AGENCY A agrees that it will have sufficient control and visibility into all security aspects related to information provided to **AGENCY B**, including incident reporting and response.

(AGENCY B) Receiving Agency Name: City of Vadnais Heights
Agency ORI:
Agency Administrator: Kevin Watson
Agency TAC: Phillip Lundquist

AGENCY B agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.
AGENCY B agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.
AGENCY B agrees that **AGENCY A** will have sufficient control and visibility into all security aspects related to information provided to **AGENCY B**, including incident reporting and response.

CRIMINAL HISTORY INQUIRIES**YES X** **NO**

AGENCY A agrees to run criminal history inquiries upon the request of **AGENCY B** personnel during the hours of 24 hours using MN MN0620000 ORI.

AGENCY B agrees to provide documentation or a case number to **AGENCY A** prior to running an inquiry.

AGENCY A agrees to use the proper purpose code/search reason, requestor's name and/or badge number in the Attention (ATN) field, and a case number and/or brief literal reason in the ATN field.

Providing Agency Administrator signature: _____

Date:

Receiving Agency Administrator signature: _____

Date: