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JAL
15-024

Memorandum

Date: January 7th, 2015
To: Chief Kathleen Larson **Via:** Direct
From: Kathryn Pompeo Data Control Supervisor and Technical Agency Coordinator (TAC)
Re: ACCESS USER AGREEMENT ATTACHMENTS.

Attached is your copy of the 2014 Washington State Patrol (WSP) ACCESS User Agreement Attachments for your city. The Holder of Record Agreement allows the King County Sheriff's Data Control Unit to enter and manage your contract city's warrants, DV orders, vehicles, etc. The Inter-Agency Agreement and Information Exchange Agreements allow you to give Criminal History Record Information (CHRI) such as an NCIC III, to the attorney that contract with your city of prosecution. These copies are for your records. The DATA Control Unit also keeps a copy of the attachment as part of the WSP ACCESS Users agreement with KCSO. A WSP ACCESS auditor may ask to see your copy if they visit your agency.

If you have any further questions, please feel free to contact me at 206-206-7588.

cc: ACCESS Users Agreement Audit File

Holder of the Record Agreement

Must be completed by agencies who:

- A. Use their ORI to enter another agency's records.**
- B. Have their records entered under another agency's ORI.**

A Holder of the Record Agreement (HORA) is required when an agency uses their ORI to enter another agency's records, thus becoming the holder of the record. The holder of the record is defined as an agency that is using their ORI to enter another agency's records. The owner of a record is defined as the agency where the record originated.

The purpose of this agreement is to establish responsibility for records entered in WACIC/NCIC by the holder of record under its NCIC assigned ORI on behalf of the owner of record. As they relate to records entered for the owner of record, the holder of record assumes the following responsibilities: data entry; documentation; cancellation and modification of entries; timeliness of entries, cancellations and modifications; hit confirmation; second party checks; and validation of entries. The owner of the record is also responsible for providing the HORA with information for entry in a timely manner.

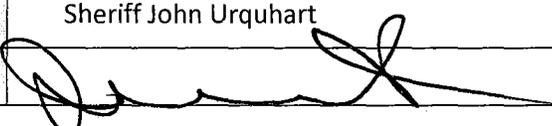
The holder of record must adhere to the regulations set forth in the ACCESS Operations Manual and the CJIS Security Policy. This interagency agreement must be current and approved by the CJIS Systems Agency (CSA), the Washington State Patrol (WSP) before agencies adopt the policies and procedures set forth by the agreement.

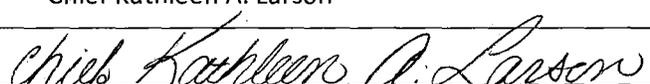
Entries provided under the HORA (check all that apply):

- | | | | |
|---|---|--|---|
| <input checked="" type="checkbox"/> All entries | <input type="checkbox"/> Articles | <input type="checkbox"/> Boats | <input type="checkbox"/> Gangs |
| <input type="checkbox"/> Guns | <input type="checkbox"/> Identity Theft | <input type="checkbox"/> Images | <input type="checkbox"/> License Plates |
| <input type="checkbox"/> Missing Persons | <input type="checkbox"/> Person of Interest | <input type="checkbox"/> Protection Orders | <input type="checkbox"/> Securities |
| <input type="checkbox"/> Supervised Persons | <input type="checkbox"/> Unidentified Persons | <input type="checkbox"/> Vehicles | <input type="checkbox"/> Vehicle/Boat Parts |
| <input type="checkbox"/> Wanted Persons | <input type="checkbox"/> Violent Persons | | |

Termination of Agreement

This agreement shall remain in effect unless terminated by either agency upon thirty (30) days written notice. The agency terminating the agreement must also formally notify the WSP ACCESS Section within the thirty (30) days. Termination of this Agreement shall not negate the obligation of either party to maintain records entered under this agreement to ensure their accuracy and timeliness.

Agency Acting as the Holder of the Record:	KING COUNTY SHERIFF'S OFFICE	
ORI:	WAKCS0000	
Agency Head Name (printed):	Sheriff John Urquhart	
Agency Head Signature:		Date: 1/4/15

Agency Acting as the Owner of the Record:	WOODINVILLE POLICE DEPARTMENT	
ORI:	WA01714000	
Agency Head Name (printed):	Chief Kathleen A. Larson	
Agency Head Signature:		Date: 12-15-2014

Inter-agency Agreement

Must be completed by agencies who:

- A. Provide criminal justice services to another agency.**
- B. Receive criminal justice services from another agency.**

An inter-agency agreement describing the criminal justice services provided and/or received by an agency must be in place.

Agency Providing Service: King County Sheriff's Office

Agency Receiving Service: Woodinville Police Department

Services Provided (check all that apply):

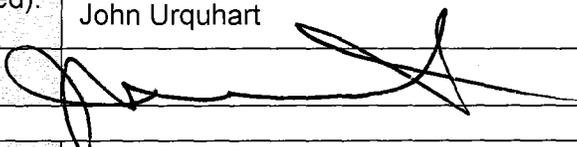
- | | |
|--|--|
| <input checked="" type="checkbox"/> Hit confirmation | <input checked="" type="checkbox"/> Gun transfers/Concealed Pistol Licenses (CPLs) |
| <input checked="" type="checkbox"/> Dispatch | <input checked="" type="checkbox"/> Use of regional management system |
| <input checked="" type="checkbox"/> Record entry | <input checked="" type="checkbox"/> Terminal connection to ACCESS |
| <input checked="" type="checkbox"/> Record validations | <input checked="" type="checkbox"/> Information Technology (IT) services |
| <input checked="" type="checkbox"/> Other services (describe): | |

Criminal History is also provided to receiving agency over regional systems

Parties who enter into this agreement must adhere to the regulations set forth in the ACCESS/WACIC/NCIC manuals and the CJIS Security Policy. This interagency agreement must be current and approved by the CJIS Systems Agency (CSA), the Washington State Patrol (WSP) before agencies adopt the policies and procedures set forth by the agreement.

Termination of Agreement

This agreement shall remain in effect unless terminated by either agency upon thirty (30) days written notice to the criminal justice agency, and the contractor. The agency terminating the agreement must also formally notify the WSP ACCESS Section within the thirty (30) days.

Agency Providing Criminal Justice Service(s):	King County Sheriff's Office	
ORI:	WAKCS0000	
Agency Head Name (printed):	John Urquhart	
Agency Head Signature:		Date: <u>11/4/15</u>

Agency Receiving Criminal Justice Service(s):	Woodinville Police Department	
ORI:	WA0174000	
Agency Head Name (printed):	Chief Kathleen A. Larson	
Agency Head Signature:		Date: <u>12/15/2014</u>

Information Exchange Agreement

Must be completed by agencies who:

A. Provide criminal justice information to contracted prosecutors.

An information exchange agreement describing the Criminal Justice Information (CJI) provided and/or received by an agency must be in place between the agency providing the information and the contracted prosecutor receiving the information.

1. Security Control: Each person receiving the information will maintain the information in a physically secure location and only authorized individuals will have access to the CJI. The information will not be left in the open for unauthorized individuals to view.
2. Misuse: Each person receiving the information will use the information for criminal justice purposes only. The information received is not to be used in any civil cases or disseminated to non criminal justice personnel.
3. Training: Each person receiving the information will be responsible to view the Basic Security Awareness Training once every two years. The training log will be provided by and maintained at the criminal justice agency providing the CJI for review at the audit.
4. Destruction: CJI shall be securely disposed of when no longer required and destroyed by shredding or incineration.

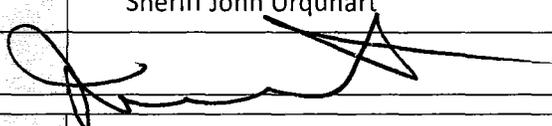
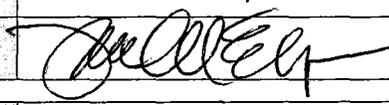
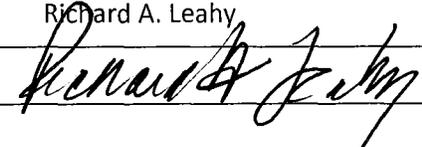
Services Provided (check all that apply):

Criminal History Other CJI (describe):

Parties who enter into this agreement must adhere to the regulations set forth in the ACCESS/NCIC Operating Manuals and the CJIS Security Policy. This Information Exchange Agreement must be current and approved by the CJIS Systems Agency (CSA), the Washington State Patrol (WSP) before agencies adopt the policies and procedures set forth by the agreement.

Termination of Agreement

This agreement shall remain in effect unless terminated by either party upon thirty (30) days written notice.

Agency Providing Criminal Justice Information:	King County Sheriff's Office	
ORI:	WAKCS0000	
Agency Head Name (printed):	Sheriff John Urquhart	
Agency Head Signature:		Date: 11/4/15
Contracted Prosecutor Receiving Criminal Justice Information:	Moberly and Roberts	
Contractor Name (printed):	Tamara McElyea	
Contractor Signature:	 WSBA# 42466	Date: 12/18/2014
City Named in the Contract	City of Woodinville	
Authorizing Name (printed):	Richard A. Leahy	
Authorizing Signature:		Date: