

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: January 26, 2012**

SUBJECT: Arizona Criminal Justice Information System (ACJIS) Agreement

SUBMITTING DEPARTMENT: Police Department

PREPARED BY: Candace Manibusan, Administrative Supervisor

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: (a) ACJIS Holder of Record Agreement (b) Memorandum of Agreement

SUMMARY/BACKGROUND: The Arizona Criminal Justice Information System (ACJIS) is a statewide network housing various databases on persons and property in this state. The ACJIS network is maintained by the Arizona Department of Public Safety and is available to authorized local, state and federal criminal justice agencies. The National Crime Information Center (NCIC) and the ACJIS require that an agency having investigative authority and jurisdiction and having an NCIC assigned Originating Agency Identifier (ORI) must enter records into NCIC which meet NCIC criteria as soon as reasonably possible after minimum information is available. The NCIC and ACJIS also require that every agency which enters records destined for NCIC must assure that "hit" confirmation is available for all records, except III records, 24 hours a day either at that agency, or through a written agreement with another agency, at its location.

The Prescott Valley Police Department utilizes the Prescott Regional Communications Center for the entry, and subsequent modification or cancellation, of criminal history record information generated within our jurisdiction. As such, NCIC and ACJIS require our agencies to retain a Holder of Record Agreement and Memorandum of Agreement which outline the terms and conditions for each party to abide.

The Agreement determines specific procedures/guidelines to delineate the requirements and responsibilities of each agency. At a minimum, it shall include information stating the responsibility for data entry, documentation, cancellation and modification of entries, timeliness of entries, cancellations and modifications, hit confirmation, and validation of entries. In addition, both parties agree to abide by all rules, policies and procedures of the NCIC of the Federal Bureau of Investigation (FBI), the State of Arizona Central State Repository (Records and Identification Bureau) and for the Arizona Criminal Justice Information System (ACJIS).

The terms of the agreement shall remain in effect unless terminated by either agency or unless by operation of law. Further, each agency reserves the right to terminate the agreement with or without notice upon determining that the other agency has violated any law, rule or regulation concerning criminal justice information or violated their terms of the agreement.

OPTIONS ANALYSIS: Council may either approve the Holder of Record Agreement and Memorandum of Agreement or deny the agreement and memorandum.

ACTION OPTION: Motion to approve the Holder of Record Agreement and Memorandum of Agreement, **OR** Motion not to approve the Holder of Record Agreement and Memorandum of Agreement.
VOTE.

RECOMMENDATION: Staff recommends approving the Holder of Record Agreement and Memorandum of Agreement.

FISCAL ANALYSIS: There is no fiscal impact to the Town with this agreement and memorandum.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____