



**UTAH DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF CRIMINAL IDENTIFICATION  
CRIMINAL JUSTICE AGENCY  
AGREEMENT 2021-2022**



I, \_\_\_\_\_ with \_\_\_\_\_  
(AGENCY ADMINISTRATOR) (NAME OF AGENCY)

ORI Number \_\_\_\_\_ hereby acknowledges the need for security and training for operating personnel to access UCJIS file information. This agency agrees to comply with all state and federal statutes and regulations, and to use any information received from UCJIS, Palantir, and the Public Safety Alerts and Notifications System (PSANS) for criminal justice purposes, criminal justice employment and BCI approved Utah Right of Access only. This agency also agrees to adhere to the National Crime Information Center (NCIC) Operating Manual and the CJIS Security Policy.

**QUALITY ASSURANCE:** This agency acknowledges that these responsibilities have been developed and approved by the FBI and BCI in order to ensure the legality, reliability, confidentiality, completeness, and accuracy of all records contained in or obtained by means of UCJIS. This agency agrees to train the authorized agencies it disseminates UCJIS information to on the integrity of this information by familiarizing the agency with the laws, rules, policies, and procedures of the system.

**USE OF SYSTEM:** This agency agrees to allow the Terminal Agency Coordinator (TAC) sufficient time to perform all necessary duties and attend mandatory training related to UCJIS responsibilities. Attendance at the annual TAC Conference is mandatory. TACs are responsible for ensuring that changes to existing policies and procedures are trained on and implemented within their agency. The TAC must have a valid login identification in order to maintain TAC status.

**SCREENING:** Per Administrative Rule R722-900, this agency agrees to conduct thorough background screening of all personnel who may come in contact with any CJIS or UCJIS information and any person with unrestricted access to a location containing UCJIS records or a computer with UCJIS access. State and national warrant and criminal history record checks by fingerprint identification must be conducted for users, non-users, and other persons employed or utilized to effectuate access to/or initiate transmission of CJIS or UCJIS information. Once a user has been granted access to the UCJIS system, a fingerprint card must be submitted to BCI within 30 days or the user's access will be disabled.

**AUDIT:** This agency agrees to be audited by BCI and/or the FBI at least every three years as outlined in the CJIS Security Policy.

**SECURITY:** This agency is responsible for the following security measures: physical security of communication equipment; personnel security (to include background screening requirements); technical security; and data security (to include any criminal history record information).

**TRAINING:** This agency acknowledges that the TAC is responsible for training, testing, and affirming the proficiency of users in order to assure compliance with Utah and FBI policies and regulations. Proficiency testing is to be completed within six months of receiving a login identification and every two years thereafter.

**DISSEMINATION:** This agency acknowledges that dissemination of UCJIS information is governed by Utah Code Annotated 53-10-108. This information may be disseminated to criminal justice agencies for criminal justice purposes and criminal justice employment. If an agency has an approved Utah Right of Access contract on file with BCI, they may, when adhering to the guidelines of the contract, disseminate Utah Criminal History (UCH) records to properly identified individuals as acknowledged in the contract.

**MISUSE:** BCI, as the Control Service Agency (CSA) for Utah, maintains the right to suspend UCJIS service when the security or dissemination requirements agreed to and adopted by and through this contract are violated. Any misuse must be reported to the Director of BCI and the Commissioner of Public Safety per Utah Code Annotated 53-10-108. If service is suspended, BCI will reinstate service upon receipt of a satisfactory corrective action plan.

*AGENCIES WITH NCIC AND/OR SWW ENTRY ACCESS*

**VALIDATION:** This agency acknowledges that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders). This agency should confirm the record(s) is complete, accurate, and is still outstanding or active.

**HIT CONFIRMATION:** If this agency is not a 24-hour agency, it must have an agreement with a 24-hour agency who will monitor and respond to any NCIC hit confirmations in accordance with the policies and procedures set forth by the International Justice and Public Safety Network (Nlets) and NCIC. This agency also recognizes its own liability for the content and validity of records entered under this agency's ORI.

**TIMELINESS:** This agency agrees that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure maximum system effectiveness.

**LOGGING:** A log shall be maintained on all NCIC and III transactions. BCI maintains this log electronically as per the *CJIS Security Policy*.

*Please check the access that your agency has been authorized to use.*

<input type="checkbox"/> NCIC ENT	<input type="checkbox"/> NCIC INQ	<input type="checkbox"/> III	<input type="checkbox"/> NLETS	<input type="checkbox"/> UCH	<input type="checkbox"/> LOCAL
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This agreement is effective from July 1, 2021 through June 30, 2022. This agreement may be terminated by BCI based on a thirty (30) day written notice or upon failure by the agency to comply with any of the provisions of this agreement. Failure of the agency to sign this agreement shall be grounds to deny UCJIS access to the agency. A new Criminal Justice Agency Agreement must be submitted to BCI should this agency receive a new administrator between July 1, 2021 and June 30, 2022.

*Any CJA receiving access to FBI CJIS data shall enter into a signed written agreement with the appropriate signatory authority of the CSA (BCI) providing the access. The written agreement shall specify the FBI CJIS systems and services to which the agency will have access, and the FBI CJIS Division policies to which the agency must adhere. These agreements shall include: 1. Audit 2. Dissemination 3. Hit Confirmation 4. Logging 5. Quality Assurance (QA) 6. Screening (Pre-Employment) 7. Security 8. Timeliness 9. Training 10. Use of the System 11. Validation (CJIS Security Policy)*



\_\_\_\_\_  
BCI ADMINISTRATOR (SIGNATURE)

\_\_\_\_\_  
AGENCY ADMINISTRATOR (SIGNATURE)

**BUREAU OF CRIMINAL IDENTIFICATION**  
AGENCY NAME

\_\_\_\_\_  
AGENCY NAME

**May 1, 2021**

DATE

\_\_\_\_\_  
DATE

**Once signed, email a copy of this agreement to your agency's BCI Field Services representative or [bcifs@utah.gov](mailto:bcifs@utah.gov)**

