

## Management Control Agreement

This agreement is between the \_\_\_\_\_, hereinafter referred to as CJA, and the \_\_\_\_\_, hereinafter referred to as NCJA.

The purpose of this agreement is to specify the management control authority of the CJA in the operation of the NCJA, in particular with regard to accessing the Arkansas Crime Information Center (ACIC), the National Crime Information Center (NCIC), and the National Law Enforcement Telecommunications System (NLETS).

Pursuant to the User Agreement between the ACIC and NCIC, approved on October 2, 1984, management control by law enforcement of a non-law enforcement data centers or dispatch centers is required, and includes the authority to set and enforce (1) priorities, (2) standards for the selection, supervision, and termination of personnel, and (3) policies governing operations, insofar as they apply to law enforcement communications and records. Such management control guarantees the priority service and security needed by the criminal justice community.

### Priorities

CJA will have authority to set and enforce priorities within the NCJA where law enforcement or criminal justice matters are involved.

### Employment, Accountability and Training

1. NCJA agrees that the CJA will screen and have the right to reject the employee access, based on good cause, to all NCJA personnel authorized to have access to law enforcement communications and records.
2. NCJA agrees that the CJA may screen and reject for access, based on good cause, other persons permitted to enter the NCJA who may have access to law enforcement communications and records.
3. NCJA agrees to initiate, or to permit CJA to initiate administrative action. CJA agrees to the transfer or removal of NCJA personnel when such personnel violate the provisions of this agreement or other requirements established for the operation of the NCJA.
4. NCJA agrees that personnel will be made available to CJA, or other outside authorities, on a reasonable basis for training to ensure that they are familiar with all procedures, rules, laws and restrictions.
5. CJA agrees that the day-to-day supervision of the personnel may be under the staff of the NCJA.

**Operational Control**

1. NCJA agrees that access to automated records from the ACIC, NCIC and NLETS is limited to law enforcement or other authorized criminal justice officials. It is specifically acknowledged that access to such information is restricted to official criminal justice purposes, and any unauthorized use or dissemination is a felony under Arkansas law. (A.C.A. 12-12-212.)
2. NCJA agrees to implement policies and procedures to ensure the security of all law enforcement records and communications under their control and to protect such information from any unauthorized access, disclosure or dissemination. Further, NCJA agrees to inform the CJA of any attempts to access information for unauthorized purposes as soon as such attempts are recognized.
3. NCJA agrees that CJA shall have the authority to inspect, review, monitor, and audit all procedures established by NCJA, insofar as they apply to law enforcement records and communications.

**Enforcement and Execution**

NCJA agrees that CJA shall have the right to enforce all provisions of this agreement, under the laws of the State of Arkansas.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date