



Action Requested/Required:

- Vote/Action Requested
- Discussion or Presentation Only
- Public Hearing
- Report Date: _____
- Hearing Date: _____
- Voting Date: _____

Department: Municipal Court **Presenter(s) & Title:** Teresa Fitts
Court Adm. / Clerk

Agenda Item Title:

Information Exchange Agreement with Cherokee County Development Department

Summary:

We do the finger printing for Alcohol License for Cherokee County Development Department. GCIC requires a information exchange agreement signed by both parties.

Budget Implications:

Budgeted? Yes No N/A

Total Cost of Project: Check if Estimated

Fund Source: General Fund Water & Sewer Sales Tax Other:

Staff Recommendations:

Accept the information exchange agreement.

Reviews:

Has this been reviewed by Management and Legal Counsel, if required? Yes No

Attachments:

Information Exchange Agreement

**Criminal Justice Information System
Management Control Agreement**

The City of Canton Municipal Court ORI: GA028011J and
Criminal Justice Agency (CJA)

The Cherokee County Development Service Center ORI: GA923372Z agree
Governmental Non-criminal Justice Agency (G-NCJA)

That the CJA is responsible for conducting state and national fingerprint based background checks only for the G-NCJA so as to allow the G-NCJA to either grant or deny an alcohol license pursuant to the GCIC Council Rules and the FBI CJIS Security Policy.

It is understood that the CJA is responsible for the management control with respect to the administration of the portion of the computer systems and network infrastructure interfacing directly or indirectly with the Georgia CJIS network for the interstate exchange of CJI/criminal history record information (CHRI).

The CJA shall have the authority to set, maintain and enforce through management control:

1. Standards for the selection, supervision, and termination of personnel's CJI access.
2. Policy governing operation of justice systems, computers, access devices, circuits, hubs, routers, firewalls, and any other components, including encryption, that comprise and support a telecommunications network and related criminal justice systems to include but not limited to CJI/CHRI, insofar as the equipment is used to process or transmit criminal justice systems information guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.
3. Restriction of unauthorized personnel from access or use of equipment accessing the Georgia CJIS Network.
4. Compliance with all rules and regulations of the CJA policies and the CJIS Security Policy in the operation of all information received.

Management control of the criminal justice function remains solely with the CJA. (FBI CJIS Security Policy, Section 5.1.1.4.) The GCIC Council Rules and FBI CJIS regulations serve as the authoritative source of management control guidance in all matters relating to personnel investigations and standards, as well as Georgia CJIS network supervision and monitoring. This agreement covers the overall supervision of all CJA systems, applications, equipment, systems design, programming, and operational procedures associated with the development, implementation, and maintenance of CJA systems to include GCIC/NCIC programs that may be subsequently designed, and/or implemented within the CJA.

In WITNESS WHEREOF, the parties have executed this agreement as of the date set forth:

CJA Agency Head Signature _____

G-NCJA Agency Head Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Information Exchange Agreement

This document constitutes an agreement between the

Cherokee County Development Service Center	GA923372Z
Receiving Agency Name	Agency ORI
City of Canton Municipal Court	GA028011J
Servicing Agency Name	Agency ORI (if applicable)

This agreement sets forth duties and responsibilities of both agencies for sharing criminal justice information that is sent to and/or received from GCIC. A copy of this agreement must be kept by both agencies for GCIC CJIS audit purposes.

Agencies shall abide by the laws of the United States and the State of Georgia, Georgia Crime Information Center (GCIC) Council Rules, the FBI CJIS Security Policy, and all operational policies of the National Crime Information Center (NCIC) and International Justice and Public Safety Network (Nlets) standards. Each agency shall restrict access to criminal justice information (CJI) to authorized personnel of agencies that have executed a GCIC CJIS User Agreement and/or agencies in which the criminal justice agency has management control.

An agency reserves the right to void this agreement if one agency fails in its responsibilities as set forth herein or violates provisions of Georgia Law, GCIC Council Rules, the FBI CJIS Security Policy or NCIC/GCIC regulations. The terminating agency will notify the other agency of the action taken and reason(s) therefore. The terminating agency must provide an opportunity for resolution of the issue(s) by the other agency.

The Servicing Agency will perform fingerprint-based background checks for the Receiving Agency that are necessary for the processing of alcohol licenses only. The Servicing Agency shall use the Receiving Agency ORI when performing inquiries on behalf of the Receiving Agency.

Inquiry results will be disseminated to the Receiving Agency by means of face-to-face communication, email, or telephone, following standards set forth in the FBI CJIS Security Policy and the GCIC Operating and Policy Manual.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date set forth.

Receiving Agency Head

Servicing Agency Head

Signature/Title _____

Signature/Title _____

Printed Name _____

Printed Name _____

Date _____

Date _____