

BILL NO. 2138

SPECIAL ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF CUBA, MISSOURI, ON BEHALF OF SAID CITY, TO ENTER INTO A NON-TERMINAL AGENCY AGREEMENT WITH CRAWFORD 911 FOR USE OF MULES AND NCIC ACCESS**

**WHEREAS**, the Board of Aldermen of the City of Cuba, Missouri (City), has determined that it is in the best interests of the City to enter into a non-terminal agency agreement with Crawford 911 for use of MULES and NCIC access.

**BE IT ORDAINED**, by the Board of Aldermen of the City of Cuba, Missouri, as follows:

**Section 1:** The City of Cuba, Missouri, shall enter into a non-terminal agency agreement with Crawford 911 for use of MULES and NCIC access. A copy of said Agreement is attached hereto as Exhibit "A".

**Section 2:** The Mayor of the City of Cuba, Missouri, is authorized to execute the Agreement on behalf of the City.

**Section 3:** This ordinance shall be in full force and effect from and after its passage and approval.

**READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF CUBA, MISSOURI, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
KEVIN COPLING, MAYOR

Attest:

\_\_\_\_\_  
LAINIE GARBO, CITY CLERK

(City Seal)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
KEVIN COPLING, MAYOR

Attest:

\_\_\_\_\_  
LAINIE GARBO, CITY CLERK

(City Seal)

Approved as to the form.  
WILLIAMS, ROBINSON, RIGLER & BUSCHJOST, P.C.

By: \_\_\_\_\_  
Lance B. Thurman, #51214  
901 North Pine Street, Fourth Floor  
Post Office Box 47  
Rolla, Missouri 65402  
(573) 341-2266

ATTORNEYS FOR THE CITY OF CUBA, MISSOURI

Alderman	Vote on First Reading On _____, 2024	Vote on Second Reading On _____, 2024
Joyce Hartzell		
Debbie Martin		
David Honea		
Harold Halbert		
Tony Hutson		
Jeff Bouse		

# **NON-TERMINAL AGENCY AGREEMENT**

**for**

## **MISSOURI UNIFORM LAW ENFORCEMENT SYSTEM (MULES) & NATIONAL CRIME INFORMATION CENTER (NCIC) ACCESS**

### **PURPOSE OF AGREEMENT**

This agreement establishes the standard procedures for an OPERATING AGENCY (defined as a criminal justice agency with a computer terminal authorized for record entry and inquiry purposes) to perform MULES/NCIC transactions for a NON-TERMINAL AGENCY (defined as a criminal justice agency with no MULES/NCIC access). Both parties agree to comply with MULES/NCIC policies, standards, and procedures as described in the User Agency Agreement, NCIC 2000 Operating Manual, CJIS Security Policy, and MULES Policies & Procedures Manual.

### **RECORD ENTRY**

The OPERATING AGENCY agrees to enter all records for the NON-TERMINAL AGENCY under the NON-TERMINAL AGENCY's Originating Agency Identifier (ORI) Number.

### **RECORD INQUIRY**

The OPERATING AGENCY agrees to perform all restricted (i.e. Criminal History) and non-restricted file (i.e. Hot File) transactions, as defined in the CJIS Security Policy, for the NON-TERMINAL AGENCY using the NON-TERMINAL AGENCY's ORI when required.

### **HIT CONFIRMATIONS**

The NON-TERMINAL AGENCY and OPERATING AGENCY agree to jointly establish the necessary procedures for the OPERATING AGENCY to respond to all hit confirmation requests within ten (10) minutes or one (1) hour depending on priority level. The NON-TERMINAL AGENCY agrees to provide the OPERATING AGENCY with all necessary reports, documents, etc. to establish the basis for a hit confirmation response. The OPERATING AGENCY will then provide the requesting criminal justice agency with a positive or negative confirmation or, when necessary, the specific amount of additional time needed to fully respond.

### **VALIDATIONS**

The NON-TERMINAL AGENCY agrees to assist the OPERATING AGENCY with the validations of all records entered using the NON-TERMINAL AGENCY'S ORI. When validating a record, both agencies must confirm the record is complete, accurate, and still active.

## **MESSAGING**

The OPERATING AGENCY agrees to use its own ORI on messages generated by its operators for the NON-TERMINAL AGENCY and to indicate by name of department the NON-TERMINAL AGENCY it is representing in the text and signature of the message.

## **DISSEMINATION**

The NON-TERMINAL AGENCY and OPERATING AGENCY agree to only disseminate information retrieved from the MULES or NCIC systems when specifically authorized by the CJIS Security Policy and the MULES Policies & Procedures Manual.

## **QUALITY ASSURANCE**

The NON-TERMINAL AGENCY and OPERATING AGENCY agree to take all appropriate measures necessary to ensure that only the most complete, accurate, and valid records are entered into MULES and NCIC.

## **SYSTEM SECURITY**

The NON-TERMINAL AGENCY and OPERATING AGENCY agree to abide by all current physical, technical, and information security requirements outlined in the CJIS Security Policy and the MULES Policies and Procedures Manual.

## **AUDIT**

The OPERATING AGENCY understands that they are subject to a triennial MULES/NCIC Policy Compliance Review by the Missouri State Highway Patrol (MSHP) CJIS Division and/or the FBI CJIS Division.

## **MISUSE**

The NON-TERMINAL AGENCY and OPERATING AGENCY agree that any misuse of the MULES or NCIC systems, or misuse of information retrieved from the MULES or NCIC systems, is a Class A Misdemeanor pursuant to 576.050 RSMo and must be reported immediately to the MSHP Access Integrity Unit.

## **CANCELLATION**

The NON-TERMINAL AGENCY and OPERATING AGENCY agree that either party, upon thirty (30) days notice in writing to the other party, may cancel this NON-TERMINAL Agency Agreement.

**ACKNOWLEDGEMENT**

WE, THE UNDERSIGNED, AGREE TO COMPLY WITH THE DUTIES AND RESPONSIBILITIES NAMED IN THIS NON-TERMINAL AGENCY AGREEMENT, AS WELL AS THE INCORPORATED PROVISIONS OF THE NCIC 2000 OPERATING MANUAL, THE CJIS SECURITY POLICY, AND THE MULES POLICIES & PROCEDURES MANUAL. WE UNDERSTAND THAT FAILURE TO COMPLY WITH THESE DUTIES AND RESPONSIBILITIES MAY SUBJECT MY AGENCY TO SANCTIONS BY THE MISSOURI CJIS SYSTEMS OFFICER (CSO), UP TO AND INCLUDING TERMINATION OF ACCESS TO MULES OR NCIC INFORMATION.

Cuba Municipal Court  
NON-TERMINAL AGENCY

Crawford 911  
OPERATING AGENCY

M0028031J  
Agency ORI

M0028013N  
Agency ORI

\_\_\_\_\_  
Agency Head (printed name)

Brad England  
Agency Head (printed name)

\_\_\_\_\_  
Agency Head Signature

\_\_\_\_\_  
Date

 5-14-24  
Agency Head Signature Date