

## Management Control Agreement Regarding

### South Carolina Law Enforcement Division and FBI Criminal Justice Information Systems

#### For Non-Criminal Justice Agencies

This document establishes the required agreement between parties that wish to share or pool resources which codifies precisely who has administrative control, versus overall management and legal responsibility for, assets covered under the agreement. A Management Control Agreement (MCA) must ensure the Criminal Justice Agency's (CJA) authority remains with the CJA in regards to all aspects of CJIS Security Policy (CSP) 3.2.2. The MCA results in the CJA having ultimate authority over the Criminal Justice Information (CJI) supporting infrastructure administered by the Non-Criminal Justice Agency (NCJA). This includes hardware, network, software, other criminal justice administration, and any National Crime Information Center (NCIC) message or dispatching functions on behalf of a criminal justice agency.

Non-criminal justice agency is defined as but not limited to a city or county IT division, a non-criminal justice 911 or communication center, state IT division, or consolidated dispatch organizations. This definition does not include contractors or vendors; these entities shall abide by the FBI Criminal Justice Information Systems (CJIS) Security Addendum with their respective Contracting Government Agency (CGA).

Non-Criminal Justice Agency Name: Professional Computer Services, Inc. – LawTrak

Non-Criminal Justice Agency ORI: N/A

Criminal Justice Agency Name: West Union PD

Criminal Justice Agency ORI: SC0370400

Pursuant to the CJIS Security Policy, it is agreed with respect to the administration of the portion of computer systems and network infrastructure, interfacing directly or indirectly with the SLED CJIS message network, for the interstate exchange of criminal history/criminal justice information, the CJA shall have the authority, via management control, to set, maintain, and enforce the following:

- (1) Priorities – defined as any and all measures necessary to facilitate criminal justice agency functions over non-criminal justice agency functions, to include technical and personnel resources required to facilitate those requests.
- (2) Standards for the selection, supervision, and termination of personnel with access to CJI.
- (3) Policies governing the operation of justice systems, computers, access devices, circuits, hubs, routers, firewalls, and any other components, including encryption, that comprise and support a telecommunication network. Related criminal justice systems to include but not limited to criminal history record/criminal justice information, insofar as the equipment is used to process or transmit criminal justice system's information guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.
- (4) Restriction of unauthorized personnel from access (logical and/or physical) or use of any equipment accessing the SLED CJIS network.

 NCJA Initials

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- (5) Compliance with all rules and regulations of the aforementioned criminal justice agency's policies, SLED policies, and FBI CJIS Security Policy in the operation of all information received.
- (6) All enhancements or modifications to the hardware, software, or systems used to support the criminal justice functions or delivery of information must be made in accordance with the managing criminal justice agency and adhere to all SLED and FBI CJIS Policies.
- (7) The non-criminal justice agency shall be required to adhere to all policies such as agreements, audits, contractor security clearance/documentation, and all responsibilities required of any agency accessing CJI and the SLED CJIS network.
- (8) Under this agreement, the non-criminal justice agency shall take any steps necessary to abide by the most current FBI CJIS Security Policy to maintain compliance.
- (9) Non-criminal justice agencies who provide support via NCIC client software shall adhere to all aspects of the FBI Operating Manual.

This agreement covers the overall supervision of all systems, applications, equipment, NCIC software, programming, and other operational procedures or infrastructures associated with the support and maintenance of the criminal justice agency functions and responsibilities.

This agreement is in compliance with Section 5.1.1.4 of the CJIS Security Policy, which requires that "A NCJA (government) designated to perform criminal justice functions for a CJA shall be eligible for access to the CJI. Access shall be permitted with such designation is authorized pursuant to executive order, statute, regulation or interagency agreement. The NCJA shall sign and execute a MCA with the CJA, which stipulates management control of the criminal justice function remains solely with the CJA".

We, the undersigned parties, agree to the above purpose principles, and standards of management control and responsibility.

**Non-Criminal Justice Agency Head/Director**

  
(Signature)

**LawTrak Director**

(Title)

**Brian Lovensheimer**

(Typed/Printed Name)

**3-23-2021**

(Date)

**Criminal Justice Agency Head**

\_\_\_\_\_  
(Signature)

(Title)

(Typed/Printed Name)

(Date)

 NCJA Initials

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**For NCJA NCIC message related or dispatching services, all other criminal justice agencies serviced by the NCJA must agree to the management control agreement and the governing CJA.**

N/A  
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(CJA Agency Name - ORI)  
  
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(Signature)  
  
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(Title)  
  
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(Typed/Printed Name)  
  
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(Date)

**For SLED Use:**

**Received by name:**

**Internal Department Review/Approved:**

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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