



MCOLES
Michigan Commission on Law Enforcement Standards

**MCOLES INFORMATION AND TRACKING NETWORK (MITN)
USER AGENCY AGREEMENT**

Between

Michigan Commission On Law Enforcement Standards (MCOLES)
(PROVIDER)
and

Agency Name (USER AGENCY): _____

USER AGENCY Head: _____

Street Address: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Administrative Hours of Operation: _____

Federal EIN: _____

(Enter SSN in this field only if the USER AGENCY is a single individual registering as an independent Criminal Justice Training Provider.)

USER AGENCY is applying as a (check all that apply):

- Law Enforcement Agency: Complete Section I
- Basic Law Enforcement Training Academy: Complete Section II
- Criminal Justice Training Provider: Complete Section III

All USER AGENCIES must complete the Acknowledgment and signatory page.

Complete all sections below that apply:

Section I: Law Enforcement Agency

Law Enforcement Agency Type:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Airport Authority | <input type="checkbox"/> State |
| <input type="checkbox"/> City | <input type="checkbox"/> Township |
| <input type="checkbox"/> County | <input type="checkbox"/> Tribal |
| <input type="checkbox"/> Public College | <input type="checkbox"/> Railroad |
| <input type="checkbox"/> Public University | <input type="checkbox"/> Village |

Agency ORI Number: _____

Single Point of Contact: _____

Title: _____ E-Mail: _____

Telephone Number: _____ Fax Number: _____

Section II: Basic Law Enforcement Training Academy

Single Point of Contact: _____

Title: _____ E-Mail: _____

Telephone Number: _____ Fax Number: _____

Section III: Criminal Justice Training Provider

Training Provider Type:

- | | |
|---|--|
| <input type="checkbox"/> College/University | <input type="checkbox"/> Law Enforcement Agency ¹ |
| <input type="checkbox"/> Governmental Agency | <input type="checkbox"/> Law Enforcement Training Consortium |
| <input type="checkbox"/> MCOLES Recognized Basic Training Academy | <input type="checkbox"/> Private Training Provider |

Your agency/company is based: In-State Out-of-State

Single Point of Contact: _____

Title: _____ E-Mail: _____

Telephone Number: _____ Fax Number: _____

¹ If the criminal justice training provider function is through a specific bureau, section or division within the agency (e.g. Training Division, Special Operations Bureau), complete the following:

Training Function Administrator: _____

Title: _____ E-Mail: _____

Telephone Number: _____ Division Name: _____

AGREEMENT

MCOLES AGREES TO:

1. Allow an authorized USER AGENCY access to the MITN system and information as set forth in this agreement.
2. Provide training to the USER AGENCY on the MITN system as required by policy.
3. Provide the USER AGENCY with the documentation necessary to comply with this agreement.
4. Furnish each authorized Operator with a user ID and password.

USER AGENCY AGREES TO:

5. Ensure entry of information meets data integrity requirements. Quality assurance procedures must be in place to ensure data integrity is maintained in the MITN system.
6. Ensure proper dissemination and logging of information available through the MITN system.
7. Ensure that its Operators and other staff and employees will use, and disseminate information available through MITN only when authorized and necessary.
8. Comply with MCOLES inspections in a timely manner as defined by the MCOLES to ensure data integrity, and proper use and dissemination of information available through MITN.
9. Immediately report to MCOLES all incidents of improper access, information misuse, or unauthorized dissemination of information.
10. Ensure that each agency Operator applying for a unique user ID and password with which to log onto the MITN system provides full disclosure to MCOLES of information relevant to granting or denying authorization to access MITN. This user ID and password is for the exclusive use of the assigned Operator and may not be loaned to or used by anyone else. If the Operator leaves the employment of the USER AGENCY or authorization to access MITN is revoked by the USER AGENCY, it is the joint responsibility of the USER AGENCY and Operator to immediately notify MCOLES. Failure to do so may result in the immediate suspension of USER AGENCY access to MITN under this agreement.
11. Ensure all employees using MITN are authorized by MCOLES as Operators and trained as required by policy.
12. Maintain and make available to all authorized USER AGENCY operators the Security Policy, system user guides and other documentation required to use the MITN system.
13. Assign a Single Point of Contact (POC) for liaison with MCOLES for each function.
14. Notify MCOLES within three (3) business days of any change in Agency Head, Single Point of Contact, Operator, and/or Training Function Administrator if applicable.
15. Pay for all Operator personnel costs, as well as local equipment, power, and supply costs for the operation of the MITN system at the USER AGENCY level.

16. Comply with the MITN Security Policy and all other applicable administrative rules and policies of the Michigan Commission on Law Enforcement Standards.
17. Ensure that there is 128-bit encryption of the data transmitted from a wireless PC to the Internet connection where a wireless connection is used.

AGREEMENT PERIOD

- The MCOLES or the USER AGENCY, upon 30 days written notice, may cancel this agreement. Any changes to this agreement will be valid only if made in writing and acceptable by all agencies to this agreement.
- This agreement will become effective upon the completion of all signatures regardless of the order in which they are placed, and shall be valid until canceled as provided in the paragraph above. The agreement is binding on all of the agencies that are a party to this agreement, regardless of the future status and authority of the signatories.
- MCOLES reserves the right to immediately suspend furnishing any information provided for in this agreement to the USER AGENCY when any rule, policy, or procedure adopted by the Michigan Commission on Law Enforcement Standards, or any law of this state or the federal government applicable to the security and privacy of information, is violated by the USER AGENCY or at the discretion of MCOLES pending investigation of a violation by the USER AGENCY.
- MCOLES shall reinstate access to the MITN system upon the approval of the Michigan Commission on Law Enforcement Standards when notified that the violation has been satisfactorily corrected.

