



MCOLES
Michigan Commission on Law Enforcement Standards

MCOLES INFORMATION AND TRACKING NETWORK (MITN) USER AGENCY AGREEMENT

The Michigan Commission on Law Enforcement Standards and the identified Agency (User Agency) enter into this agreement to outline the responsibilities of the MCOLES and the User Agency related to access to the MITN system. The objective is to comply with state and federal requirements to ensure data integrity and privacy of information in the MITN system.

User Agency Identification	
Agency Name	
Business Address	
Business Phone Number	
Business Fax Number	
Business e-Mail Address	
Business Website	
Federal EIN	
SSN (if a single individual registering as an independent training provider)	
Administrative Hours of Operation	
Mailing Address	<input type="checkbox"/> Same as Business Address

Agency Head Identification	
Agency Head Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	
Mailing Address	<input type="checkbox"/> Same as Business Address

Request for Access Rights (Check all that apply)	
<input type="checkbox"/> Law Enforcement Agency	Complete Section I and Section IV
<input type="checkbox"/> Basic Law Enforcement Training Academy	Complete Section II and Section IV
<input type="checkbox"/> Criminal Justice In-Service Training Provider	Complete Section III and Section IV

Section I – Law Enforcement Agency

Complete this section to request access to the MITN system for the purpose of conducting law enforcement officer screening and employment transactions, Law Enforcement Distribution fund expenditure reporting, and Annual Registration reporting with the MCOLES. Complete the contact information for the Administrative Contact, Key MITN Operator and Financial Officer. If the agency Head serves in any/all of these capacities, you may check the **Same as Agency Head** box rather than duplicating information. The Agency Head also has the option to delegate authority for appointing authorized MITN operators to the Administrative Contact by checking the **Delegation of Authority** box below.

Section I – Law Enforcement Agency	
Agency Type (Select one)	<input type="checkbox"/> Airport <input type="checkbox"/> Board of Education <input type="checkbox"/> City <input type="checkbox"/> College <input type="checkbox"/> Fire Department <input type="checkbox"/> Legislative <input type="checkbox"/> Parks <input type="checkbox"/> Police Authority <input type="checkbox"/> Private College Campus Police <input type="checkbox"/> Prosecutor's Office <input type="checkbox"/> Railroad <input type="checkbox"/> State <input type="checkbox"/> Township <input type="checkbox"/> Tribal <input type="checkbox"/> University <input type="checkbox"/> Village

<input type="checkbox"/> Delegation of Authority	Complete this block only if the agency head is allowing another individual at the agency to approve Operator Agreements.
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Administrative Contact	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Key MITN Operator	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Fiscal Officer	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Section II – Basic Law Enforcement Training Academy

Complete this section to request access to the MITN system for the purpose of conducting basic training academy transactions with the MCOLES. Complete the contact information for the Administrative Contact, Key MITN Operator and Financial Officer. If the agency Head serves in any/all of these capacities, you may check the **Same as Agency Head** box rather than duplicating information. The Agency Head also has the option to delegate authority for appointing authorized MITN operators to the Administrative Contact by checking the **Delegation of Authority** box below.

Section II – Basic Law Enforcement Training Academy	
<input type="checkbox"/> Delegation of Authority	Complete this block only if the agency head is allowing another individual at the agency to approve Operator Agreements.
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Administrative Contact	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Key MITN Operator	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Fiscal Officer	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Section III – Criminal Justice In-Service Training Provider

Complete this section to request access to the MITN system for the purpose of registering and reporting active duty training for MCOLES licensed law enforcement officers. Complete the contact information for the Administrative Contact, Key MITN Operator and Financial Officer. If the agency Head serves in any/all of these capacities, you may check the **Same as Agency Head** box rather than duplicating information. The Agency Head also has the option to delegate authority for appointing authorized MITN operators to the Administrative Contact by checking the **Delegation of Authority** box below.

Section III – Criminal Justice In-Service Training Provider	
Provider Type (Select one)	<input type="checkbox"/> College/University <input type="checkbox"/> Government Agency <input type="checkbox"/> Law Enforcement Agency <input type="checkbox"/> Law Enforcement Training Consortium <input type="checkbox"/> MCOLES Recognized Basic Training Academy <input type="checkbox"/> Private Training Provider
Provider Base Location	<input type="checkbox"/> Based in Michigan <input type="checkbox"/> Based in another state Specify: <input type="checkbox"/> Based in another country Specify:

<input type="checkbox"/> Delegation of Authority	Complete this block only if the agency head is allowing another individual at the agency to approve Operator Agreements.
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Administrative Contact	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Key MITN Operator	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Fiscal Officer	<input type="checkbox"/> Same as Agency Head
Name	
Title	
Phone Number	
Fax Number	
e-Mail Address	

Section IV – Acknowledgement and Signatures

By signing, the Agency Head and all those delegated authority on behalf of the Agency Head agree to comply with the conditions of this Agreement as defined below.

Section IV – Acknowledgement and Signatures	
<ul style="list-style-type: none"> We acknowledge the receipt of the MITN Security Policy. All relevant User Agency personnel have read and understand the MITN Security Policy. We hereby acknowledge the duties and responsibilities as set out in this agreement. We acknowledge that these duties and responsibilities have been developed and approved by the Michigan Commission on Law Enforcement Standards in order to ensure data integrity of the MITN system. We further acknowledge that failure to comply with those duties and responsibilities will subject the User Agency to sanctions as approved by the Michigan Commission on Law Enforcement Standards. These sanctions may include termination of access to the MITN system. The User Agency may appeal these sanctions through the Michigan Commission on Law Enforcement Standards. The individual(s) signing on behalf of the User Agency certifies by signature that he or she is authorized to sign the agreement on behalf of the User Agency or government unit, and that the User Agency will adhere to all terms of the agreement. 	
User Agency Head	Title
Signature	Date
Law Enforcement Agency Delegated Authority	Title
Signature	Date
Basic Training Academy Delegated Authority	Title
Signature	Date
Criminal Justice Training Provider Delegated Authority	Title
Signature	Date
MCOLES Authority	Title
Signature	Date

Return completed form to: Michigan Commission on Law Enforcement Standards
 Licensing & Administrative Services Section
 927 Centennial Way
 P.O. Box 30633
 Lansing, MI 48909
 Fax: 517-636-7886

MCOLES INFORMATION AND TRACKING NETWORK USER AGENCY AGREEMENT

Reference

The following documents are incorporated by reference and made part of this agreement:

- MITN Security Policy.
- Operator Agreement for Access to MITN.
- MITN Operating Manuals, correspondence concerning enhancements to MITN, and other broadcasts regarding MITN.
- Michigan Commission on Law Enforcement Standards policies.
- Public Act 203 of 1965, Public Act 302 of 1982, and applicable state and federal laws, rules, policies, and regulations.

Definitions

- **Chief Administrative Officer** is the head of a political subdivision; e.g. mayor, chairman of the board of commissioners, city manager, village president, or township supervisor. This will be the Sheriff if only employees of the Sheriff's Office access the MITN system.
- **Criminal Justice Agency** is a court, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.
- **Criminal Justice In-Service Training Provider** is a criminal justice agency, city, county, township, village, community college, university, state agency, corporation, or individual approved by the Michigan Commission on Law Enforcement Standards to offer training to law enforcement other than the basic law enforcement training curriculum.
- **Data Integrity** is the validity, timeliness, accuracy, and completeness of records.
- **Key MITN Operator** is one designated individual responsible for direct communication with MCOLES regarding security and other interactions with the MITN system.
- **Management Control** is the authority of MCOLES to set and enforce all of the following:
 - (1) Priorities;
 - (2) Standards for the selection, supervision and termination of USER AGENCY and Operator access to MITN; and
 - (3) Policy governing the operation of computers used to access information insofar as the equipment is used to process, store, or transmit any received information and includes the supervision of equipment, systems design, programming and operating procedures necessary for the development and implementation of MITN.
- **Michigan Commission on Law Enforcement Standards (MCOLES)** is the commission formed by Michigan Executive Directive 2001-05, which combined the Commission on Law Enforcement Standards, created by Act No. 203 of the public Acts of 1965 and the Michigan Justice Training Commission, created by Act No. 302 of the Public Acts of 1982.

- **MITN** is the MCOLES Information and Tracking Network, a web-enabled information system used by authorized User Agencies and Operators to conduct business related to the mandates of the MCOLES.
- **Operator** is an individual employee of a User Agency, identified by the User Agency head or designated single point of contact as a trusted individual who has been authorized by the MCOLES to access the MITN system.
- **Recognized Basic Law Enforcement Training Academy** is an agency or institution that is approved by the Michigan Commission on Law Enforcement Standards to offer the basic police training program.
- **User Agency** is an authorized Michigan criminal justice agency, basic law enforcement training academy, and/or state and national criminal justice training provider which has been authorized by the Michigan Commission on Law Enforcement Standards through an executed User Agency agreement to access the MITN system to exchange information with MCOLES.
- **User Agency Head** is the chief, sheriff, director, president, CEO or acting agency head of a User Agency. When the user agency head position is vacant the chief administrative officer of the local governing unit shall be considered the User Agency head. This shall be the undersheriff in a sheriff's office if only sheriff's employees access the MITN system.

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.

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.