



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 3/7/2018 Meeting Date: 3/15/2018

Name: Esther Chung Department: BCC Administration

Division Manager's Signature:

*Ben Scott*

### 1. Nature and purpose of agenda item:

BCC Administration - Management Control Agreement Providing Criminal Justice Information Technology Services

### 2. Recommended Motion/Action:

There is no recommended motion or action.

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.

**Management Control Agreement**  
**Between**  
**Columbia County Sheriff's Office**  
**And**  
**Columbia County 911 Communications Center**  
**For the Purpose of**  
**Providing Criminal Justice Information Technology Services**

**Purpose:**

This Management Control Agreement (MCA) is between the Columbia County Sheriff's Office and the Columbia County 911 Communications Center. This agreement covers the overall supervision of technical services provided by the Columbia County 911 Communications Center on behalf of and for the Columbia County Sheriff's Office. This includes data transport, network services used to access equipment, systems design, programming and operational procedures associated with the development, implementation, and maintenance of the Columbia County Sheriff's Office system to include the National Crime Information Center (NCIC) and the Florida Crime Information Center (FCIC) programs that may be subsequently designed and/or implemented within the Columbia County Sheriff's Office.

Pursuant to the CJIS Security Policy, it is agreed that with respect to administration of that portion of computer systems and network infrastructure interfacing directly, or indirectly, with the State network (FCIC/NCIC) located within the Columbia County 911 Communications Center 263 N.W. Lake City Av Lake City, FL. for the interstate exchange of criminal history/criminal justice information, the Columbia County Sheriff's Office shall have the authority, via managed control, to set, maintain, and enforce:

- (1) Priorities. CJIS priorities regarding the access, use, and maintenance of CJIS IT equipment used for transporting and processing FBI CJIS data.
- (2) Standards for the selection, supervision, and termination of personnel access to Criminal Justice Information (CJI). The Columbia County 911 Communications Center will provide the Columbia County Sheriff's Office a list of personnel who will have physical and/or logical access to the network accessing, processing, storing or transmitting CJI. Prior to giving those individuals access to the network or any component thereof, the individual will have a fingerprint-based record check completed under the Columbia County Sheriff's Office's ORI and Level 4 Security Awareness Training. If the Columbia County 911 Communications Center terminates a member of the Information Technology Team, the Columbia County Sheriff's Office will be notified and all rights and privileges for that individual will be immediately revoked. The Columbia County 911 Communications Center will update and keep current a list of individuals with access and provide that to the Columbia County Sheriff's Office any time a change occurs.
- (3) 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 criminal history record/criminal justice information, 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. The Columbia County 911 Communications Center will ensure the Columbia County Sheriff's Office network is monitored at all times for any security related incidences or intrusions. If found, the Columbia County 911 Communications Center will notify the Columbia County Sheriff's Office immediately and work to contain the breach and limit the loss of data or system integrity. If the Columbia County 911 Communications Center outsources to a third party vendor, they will consult with the Columbia County Sheriff's Office for guidance regarding personnel and access prior to allowing the third party any physical or logical access to the criminal justice network.

- (4) Restriction of unauthorized personnel from access or use of equipment accessing the State network. Any individual that works directly or indirectly with the Columbia County 911 Communications Center who fails to maintain up-to-date Security Awareness training or whose fingerprint based record check reveals a felony of any kind, that individual will be denied physical and logical access to CJI until a review by the CSO is either approved or denied.
- (5) Compliance with all rules and regulations of the (Criminal Justice Agency) Policies and CJIS Security Policy in the operation of all information received. The Columbia County 911 Communications Center will comply with all rules, regulations and procedures outlined by the Columbia County Sheriff's Office and the CJIS Security Policy in regards to personnel and the maintenance and upkeep of the criminal justice network.

It is further understood that, "...management control of the criminal justice function remains solely with the Columbia County Sheriff's Office." As per Section 5.1.1.4 of the CJIS Security Policy.

This agreement covers the overall supervision of all Columbia County Sheriff's Office systems, applications, equipment, systems design, programming, and operational procedures associated with the development, implementation, and maintenance of any Columbia County Sheriff's Office system to include FCIC and NCIC Programs that may be subsequently designed and/or implemented within the Columbia County Sheriff's Office.

\_\_\_\_\_  
**Columbia County Board of County Commissioners**  
**Columbia County Combined Dispatch Center**

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

\_\_\_\_\_  
**Mark Hunter, Sheriff**  
**Columbia County Sheriff's Office**

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