

**RESOLUTION
 CITY OF SAINT PAUL, MINNESOTA**


Presented by _____

1 WHEREAS, the City of Saint Paul, Police Department (SPPD) wishes to enter into an agreement with
 2 Ramsey County, Emergency Communications Center (ECC), and
 3
 4 WHEREAS, this agreement establishes the procedures and responsibilities of each agency for the actions
 5 in regards to CJIS/NCIC Hot File, and
 6
 7 WHEREAS, the hot files include stolen vehicle, weapons, qualifying articles, missing person and
 8 juvenile runaway entries, cancellations and hit confirmations; and
 9
 10 THEREFORE BE IT RESOLVED, that the council approves entering into and authorizes Chief Thomas
 11 Smith to implement the agreement with Ramsey County, Emergency Communications Center.
 12

| | Yeas | Nays | Absent |
|------------------|------|------|--------|
| Bostrom | | | |
| Brendmoen | | | |
| Khaliq (Interim) | | | |
| Lantry | | | |
| Stark | | | |
| Thune | | | |
| Tolbert | | | |
| | | | |

Requested by Department of: **POLICE**

By: **Thomas E. Smith, Chief of Police**



Approved by the Office of Financial Services

By: _____

Approved by City Attorney

By: _____

Approved by Mayor for Submission to Council

By: _____

Adopted by Council: Date _____

Adoption Certified by Council Secretary

By: _____

Approved by Mayor: Date _____

By: _____

**Memorandum of Agreement
Regarding
Hot Files Entries, Confirmations and Cancelations**

This Memorandum of Agreement ("MOA") is between the Ramsey County Emergency Communications Center ("ECC") and the St. Paul Police Department ("SPPD").

1. During the term of this MOA, the SPPD will:
 - Notify the ECC of any request for CJIS/NCIC Hot File entries for all stolen vehicles, weapons, and qualifying articles, and missing persons and juvenile runaways.
 - Maintain all reports or other records documenting the Hot File entry request as required by CJIS/NCIC policy.
 - Perform validations, second party checks, and other follow up actions regarding Hot File entries as required by CJIS/NCIC policy.
 - Notify the ECC of any updates, cancelations, or other necessary changes in a timely manner.
 - Provide the ECC necessary information to respond to hit confirmation requests.

2. During the term of this MOA, the ECC will:
 - Enter into CJIS/NCIC all stolen vehicles, weapons, and qualifying articles, and missing persons and juvenile runaways.
 - Provide confirmation of the entry to the SPPD.
 - Respond to hit confirmation requests, enter locates, and cancel Hot File records.
 - Provide documentation to the SPPD of actions taken with Hot File records such as responding to hit confirmation requests, entering locates, and canceling Hot File records.

3. This MOA is effective upon signature by both parties and shall remain in effect until terminated by agreement of the parties or upon sixty days' written notice by either party to the other.

For the ECC:

Scott Williams, Director

Date: _____

For the SPPD:



Thomas E. Smith, Chief of Police

Date: _____

City Attorney

Date: _____

Director of the Office of Financial Service

Date: _____