

**Interagency Agreement For  
After Hours Hit Confirmation  
Verification**

This Interagency Agreement is entered into by and among Washington State University, an institution of higher education and agency of the state of Washington by and through its Police Department (WSUPD), the Whitman County Sheriff, and WHITCOM, hereinafter the Parties. The purpose of this Agreement is to establish the responsibilities of the Parties regarding Hit Confirmations affecting WSUPD cases during hours that the administrative offices of the WSUPD are closed.

**I. Responsibilities of the Parties and Requirements for teletype Hit Confirmation:**

WSUPD is responsible for receiving all Hit confirmations affecting the following during its normal administrative hours of operation. These include:

All WSUPD:

- 1) Missing / Runaway subjects
- 2) Stolen Articles / Property
- 3) Stolen License Plate entries
- 4) Stolen Gun Entries
- 5) Officer Safety Entries
- 6) Court Orders (Protection, Harassment, No Contact)
- 7) Motor Vehicle Theft Entries

Whitman County Sheriff Jail Staff is responsible for receiving all after hours Hit confirmation affecting WSUPD cases per this Agreement. After hours are defined as Monday-Friday 16:00 - 07:00 Hours and all day Saturday and Sunday, and all day on State holidays. The Whitman County Sheriff's Jail Staff will notify WHITCOM to assist in confirming, locating and clearing the hits.

Whitman County Jail Staff will contact WHITCOM to confirm all after hour Hits in compliance with WACIC/NCIC and ACCESS policy guidelines. Whitman County Jail Staff will have sole responsibility after hours to handle received Hit Confirmation of Warrants affecting WSUPD cases. Warrants are entered by Whitman County and the notification must be made to the WSUPD Officer in Charge and all pertinent paperwork will be faxed to the WSUPD to be put in the case file.

Whitman County Sheriff Jail staff will notify WHITCOM to request the WSUPD Officer in Charge to verify all Hit confirmations in compliance with WACIC/NCIC/ACCESS policy guidelines. The WSUPD Officer in Charge will return to the WSUPD Station and pull the case file from Records to confirm the Hit.

Clearing Hit's:

Whitman County Sheriff's Jail staff will be responsible for contacting Whitcom after hours for clearing all Hit confirmations in compliance with WACIC/NCIC and ACCESS policy and guidelines. All TTY's will be sent via fax or Spillman email to WSUPD Records for inclusion in the case file.

## **II. Termination of Agreement**

This agreement shall remain in effect unless terminated by either-agency upon thirty (30) days written notice to the criminal justice agency, and the contractor. Termination of this agreement requires the agency printer to be forwarded to another after hours facility. The agency terminating the agreement must also formally notify the WSP ACCESS Section within the thirty (30) days.

## **III. Indemnification**

All the contractors and the criminal justice agency agree to indemnify and hold harmless the WSP, the WSP Chief, WSP employees, and the FBI, the FBI Director, and FBI employees from any and all claims, demands, actions, suits, and proceedings by others for the use or misuse by either agency of any information provided to them pursuant to the interagency agreement.

The Parties to this agreement must adhere to the regulations set forth in the ACCESS/WACIC/NCIC manuals and the CJIS Security Policy. This interagency agreement must be current and approved by the CJIS Systems Agency (CSA), the Washington State Patrol (WSP) before agencies adopt the policies and procedures set forth by the agreement.

As the Whitman County Sheriff, I Brett Myers, and as the WHITCOM Director, I Patti Vonbargen, both providing teletype hit confirmation services to the Washington State University Police Department, a criminal justice agency, hereby acknowledge the responsibility and duty to perform teletype hit confirmation to the terminal agency after hours within the requirements defined by NCIC/WACIC and the CJIS Security Policy and this Agreement.

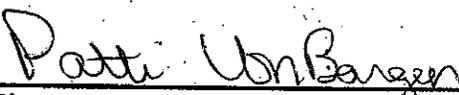
Contracting Agency  
Whitman County Sheriff's Office  
ORI: WA0380000

Criminal Justice Agency  
Washington State University Police  
ORI: WA0380500

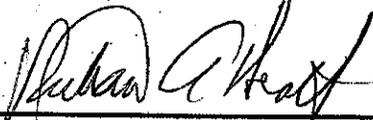
Contracting Agency  
WHITCOM  
ORI: WA0380011

  
Signature Whitman County Sheriff

03/27/08  
Date

  
Signature Whitcom Director

3/27/08  
Date

  
Signature Washington State University Police Department Chief

3/31/08  
Date

Approved:

  
Signature Washington State University Business and Finance Office Date  
Richard A. Heath Sr. Associate Vice President

3/31/08