



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

2017

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WISCONSIN DEPARTMENT OF JUSTICE  
CRIME INFORMATION BUREAU  
NDEX AGENCY AGREEMENT

**Name of Agency:** \_\_\_\_\_

This agreement has been created so that employees, support personnel, contractors and vendors of the undersigned criminal justice agency can participate in direct usage of the NDEX System, and effect maintenance of equipment and networks necessary to access the NDEX System. Policies have been created to meet the combined needs of data service agencies who have agreed to make information available to criminal justice agencies.

The undersigned criminal justice agency agrees to comply with the following understandings and policies created by the Wisconsin Department of Justice/Crime Information Bureau (CIB):

1. Ensure that a designated N-DEx agency coordinator (NAC), an Alternate N-DEx agency coordinator, a User Administrator, &/or a Source Data Administrator have been identified and completed the appropriate N-DEx computer based training modules (CBT's). The NAC will be the primary contact between CIB and the agency for N-DEx matters. They will oversee the agency's compliance with N-DEX system matters.
2. Ensure access is restricted to criminal justice agencies and agencies performing the administration of criminal justice. All contractors, developers, etc. must have a signed Security Addendum on file with the agency.
3. Ensure all personnel accessing N-DEx have completed the appropriate training prior to accessing the system. This training includes but not limited to Security Awareness, N-DEX CBT's and N-DEX policies. Training certificates must be kept on file within the agency and available for review by CIB audit staff.
4. Ensure only authorized personnel access N-DEX for authorized criminal justice purposes. Agencies must have procedures in place for deterring and detecting "curiosity checks" into N-DEX. Agencies must have procedures in place to ensure users provide a search reason for every N-DEX transaction. A current active user list must be maintained within the agency and available for review by CIB audit staff. Agencies must notify CIB of any change in user status (i.e. retirement, transfer, termination, new users, etc.).
5. Before dissemination of information obtained through N-DEx agencies must verify the accuracy of the data and obtain advanced permission from the information owner. Agencies must document or log when verification and permission procedures take place. Documented procedures on these topics must be on file within the agency.
6. All agencies will be audited triennially to verify compliance with N-DEx usage and system policies. An audit may be conducted on a more frequent basis should it be necessary.
7. Any alleged misuse will be reviewed by CIB. In the event of misuse, the undersigned criminal justice agency agrees to take corrective administrative action or lose usage privileges.

**SANCTIONS**

The Crime Information Bureau reserves the right to suspend telecommunication service to any agency for cause. The Crime Information Bureau will review circumstances surrounding the suspension or termination of agreement and make a final decision relative to further or continued agency participation in the NDEX System.

<b>Name of Agency</b> _____	<b>ORI</b> _____
<b>Name</b> _____	<b>Title</b> _____
<b>Signature</b> _____	<b>Date</b> _____
<b>CIB Director</b>	
<b>Signature</b> _____	<b>Date</b> _____