



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER \_\_\_\_\_

PAGE 1 OF 20

DATE: 12/3/2024

**SUBJECT: CONSIDERATION OF TECHSHARE.PROSECUTOR DEVELOPMENT  
ADDENDUM BETWEEN TARRANT COUNTY, TECHSHARE LOCAL  
GOVERNMENT CORPORATION AND THE PARTICIPANTS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the TechShare.Prosecutor Development Addendum between Tarrant County, TechShare Local Government Corporation (LGC) and the Participants.

**BACKGROUND**

Since 2013, Tarrant County has been a participant in the Master Interlocal Agreement for Participation in the Texas Conference of Urban Counties TechShare Program and is currently a participant in TechShare.Prosecutor.

On November 20, 2018, the Commissioners Court, through Court Order #129038, approved the creation of and participation in TechShare LGC.

The purpose of this Development Addendum is to develop enhancements for TechShare.Prosecutor pursuant to the Project Addendum to the TechShare LGC Master ILA.

The Criminal District Attorney's Office has reviewed this addendum as to form.

**FISCAL IMPACT**

Funding in the amount of \$98,338.00 is available from account 45100-2025 Non-Debt Capital / 1810220000 IT Project Management Office / 540000 Capital.

SUBMITTED BY	Information Technology	PREPARED BY:	Andre Mendes
		APPROVED BY:	Andre Mendes

# TechShare.Prosecutor Development Project Addendum

## 1. Background and Purpose

- 1.1. This Development Project Addendum for TechShare.Prosecutor (hereinafter “this Addendum”) is an addendum to the TechShare.Prosecutor Resource Sharing Addendum.
- 1.2. This Addendum is entered into and among TechShare Local Government Corporation (hereinafter “TechShare LGC”) and the Participants.
- 1.3. Each of the undersigned Participants is a signatory to the Master ILA.
- 1.4. To the extent that any provision of this Addendum conflicts with the terms and conditions of any provision of the Master ILA, then this Addendum governs.

## 2. Definitions

Capitalized terms used in this Addendum have the meanings as set forth in the Master ILA. The following capitalized terms, not otherwise fully defined within this Addendum, have the following meanings:

- 2.1. Development Project: the project to develop enhancements for TechShare.Prosecutor pursuant to the Project Addendum to the TechShare LGC Master ILA.
- 2.2. Master ILA: The Master Interlocal Agreement for Stakeholder Participation in the TechShare LGC Program which was effective on January 1, 2019.
- 2.3. Participants: Participants is defined as all local governments executing this Addendum.
- 2.4. Parties: Parties is defined as the Participants and TechShare LGC.
- 2.5. Production Version: Production Version is defined as that version of TechShare.Prosecutor that is made available for use by Participants.
- 2.6. TechShare.Prosecutor: TechShare.Prosecutor is defined as the full-featured Prosecutor Case Management System including all versions, to be utilized by the Participants.

## 3. Term of Addendum

This Addendum shall be effective from the date it is approved by the Participants through the completion of the scope of work as set forth in Attachment A: Statement of Work, which is incorporated in this agreement by reference.

## 4. Development Project Funding Formula

- 4.1. The funding formula for this development project shall be based on population.
- 4.2. Each Participant’s percentage of development costs shall be equal to the percentage of that the Participants population represents of the total population of all Participants.

## 5. Project Workplan and Budget

The project approach, schedule, staffing, oversight, and budget are set forth in Attachment A: Statement of Work.

## **6. Role and Responsibilities of TechShare LGC**

- 6.1. TechShare LGC will not provide services beyond the scope of work and time estimates established by this Addendum. TechShare LGC will negotiate in good faith with the Participants to amend this Addendum to accommodate changes to the Addendum's scope of work and time estimates, in the event either will be exceeded.
- 6.2. The TechShare LGC Team will comply with all rules and regulations regarding appropriate use of the Participants' property, including the Participants' facilities. The Participants shall provide such rules and regulations to TechShare LGC in writing.
- 6.3. TechShare LGC shall limit access to the Participants' confidential, proprietary information solely to those persons or entities to whom such disclosure is necessary to perform the purposes stated herein.
  - 6.3.1. TechShare LGC agrees that under no circumstances shall TechShare LGC permit disclosure, access, distribution, copying, review, or examination of the Participants' confidential or proprietary information by any other party not authorized herein.
  - 6.3.2. All reasonable security precautions, at least as great as the precautions TechShare LGC takes to protect its own confidential information, but no less than reasonable care, shall be taken by TechShare LGC to prevent unauthorized use or disclosure of the Participants' confidential or proprietary information.
  - 6.3.3. TechShare LGC shall require all contractors to commit to the same responsibilities regarding the Participants' confidential or proprietary information as borne by TechShare LGC under this Addendum.

## **7. Compensation of TechShare LGC**

- 7.1. TechShare LGC shall be compensated as set forth in Attachment A.
- 7.2. Payments as set forth in the Project Budget included in Attachment A are due from the Participants as specified in the Payment Schedule.

## **8. Access to Source Code**

Representatives from each Participant shall be given continuing access to the source code for TechShare.Prosecutor, as well as access to any other software needed to compile and/or build TechShare.Prosecutor, in the source code repository maintained by TechShare LGC.

## **9. Miscellaneous**

- 9.1. This Addendum may not be amended except in a written instrument specifically referring to this Addendum and signed by the Parties hereto.
- 9.2. Each Party represents that it has, as of the date of the execution of this Addendum, obtained all requisite approvals and authority to enter into and perform its obligations under this Addendum, including the funds necessary to satisfy its obligations herein.
- 9.3. In the event any term or provision of this Addendum conflicts with any provision of law or is declared to be invalid or illegal for any reason, this Addendum will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Addendum. The remaining provisions will be construed to preserve the intent

and purpose of this Addendum and the Parties will negotiate in good faith to modify any invalidated provisions to preserve each Party's anticipated benefits.

- 9.4. The Parties to this Addendum will encourage the prompt and equitable settlement of all controversies or claims between them. The parties agree to negotiate their differences directly and in good faith for a period of no less than thirty days after receiving written notification that there is a dispute. If the dispute is not resolved within thirty days after written notification of the existence of a dispute, the parties agree to submit their dispute to an experienced mediator who is located in The Participants, Texas to work with them to resolve their differences with non-binding mediation. This mediation is a compromise negotiation for purposes of Rule 408 of the Federal Rules of Evidence and Texas Rules of Evidence and is an alternative dispute resolution procedure subject to Texas Civil Practice & Remedies Code section 154.073.
- 9.5. This instrument contains the entire addendum, with respect to implementation, between the parties relating to the rights granted and the obligations assumed. Any prior implementation addendums or representations not expressly set forth in this addendum are of no force.
- 9.6. This Addendum does not create any relationship between the parties other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this addendum. Agents or employees of any party will not be deemed the employee or agent of another party.
- 9.7. Participants and TechShare LGC agree that each is responsible for its own proportionate share of any liability for the negligent acts or omissions of its employees, agents, contractors, or subcontractors arising out of, connected with, or as a consequence of its performance under this Addendum. Neither party will be liable to the other for any indirect, special, incidental, punitive, or consequential damages, including for loss of business, revenue, profits, or other economic advantage. This is regardless of how the damage arises, whether in action of contract, negligence, tort, or other action, arising out of or in connection with this contract, even if advised of its possibility.

## **10. Termination**

- 10.1. A Participant may terminate its participation in the Addendum by providing written notice of termination to TechShare LGC at least ninety (90) days prior to termination, with copies of said notice to other Participants.

## **11. Attachments Incorporated**

- 11.1. The following attachments are incorporated into this Addendum as if fully set forth herein:
  - 11.1.1. Attachment A: Statement of Work.
  - 11.1.2. Attachment B: Federal Bureau of Investigation Criminal Justice Information Services Security Addendum

## **12. Multiple Counterparts**

This addendum may be executed in multiple counterparts each of which will be deemed original, but all multiple counterparts together will constitute one and the same instrument.

**COUNTY OF MIDLAND**

**ATTEST:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Name and Address for Purposes of Notice:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY OF POTTER**

**ATTEST:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Name and Address for Purposes of Notice:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY OF RANDALL**

**ATTEST:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Name and Address for Purposes of Notice:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY OF TARRANT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**COUNTY OF TRAVIS**

**ATTEST:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Name and Address for Purposes of Notice:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TECHSHARE LOCAL GOVERNMENT CORPORATION**

BY: \_\_\_\_\_

Title: Executive Director

Date: \_\_\_\_\_

**Name and Address for Purposes of Notice:**

Executive Director  
450 Century Parkway, Suite 250  
Allen, TX 75013

# TechShare.Prosecutor 2025 Development Addendum

## Attachment A

### STATEMENT OF WORK

## Introduction

This document outlines the mutual understanding between TechShare LGC and the Participants regarding the scope, objectives, and deliverables for development and release of enhancements for TechShare.Prosecutor. The purpose of this SOW is to ensure clarity, alignment, and accountability throughout the project lifecycle, enabling both parties to effectively collaborate towards successful outcomes. By detailing the project's goals, milestones, timelines, and responsibilities, this document serves as a roadmap for execution and evaluation.

Throughout this SOW, you will find a comprehensive overview of the project's scope, including specific tasks, deliverables, acceptance criteria, and any relevant assumptions or constraints. Additionally, we have outlined the roles and responsibilities of each party involved, ensuring clear communication channels and accountability at every stage.

Our mutual commitment to transparency, communication, and excellence will be instrumental in achieving the desired results outlined in this document. We look forward to a productive partnership and the successful execution of the development and implementation of the enhancements for TechShare.Prosecutor.

## Scope of Work

- Stakeholders have presented a list of items for new development and enhancement of TechShare.Prosecutor in 2025.

## Objectives

- The primary objective of this effort is to enhance TechShare.Prosecutor in order to develop additional functionality and create efficiencies for the Participants District and County Attorney users.

## 2025 TechShare.Prosecutor Software Enhancement List

The following table lists the identified software enhancements for this project:

Issue key	Summary	Cost
TSP-11596	Update Disposition Integration from TS Court to Set No Bills as No Bill Workflow Status	\$ 3,120
TSP-11631	Create Document Token for for GJ Docket Order Column Sequence Number	\$ 1,170
TSP-11725	TSP: Add extra column on My Dashboard Tasks Grid for Court Date	\$ 2,340
TSP-11760	Using Prosecutor Action / Generate ER3 button to Report Individual No Billed Charges	\$ 9,600
TSP-11810	TSP: Need help adding a language (Nepali)	\$ 390
TSP-11841	[Document Mgmt] Update 'DetailedPleaOffer' Bookmark Verbiage	\$ 390
TSP-11842	[Document Mgmt] Update <#IndecentExposureLanguage#> Token Verbiage	\$ 390
TSP-11858	Add a 'Consecutive' checkbox to the Plea Offer section	\$ 1,560
TSP-11859	Add a way to capture the Blood Alcohol Content (BAC) for plea offers	\$ 1,560

# TechShare.Prosecutor 2025 Development Addendum

## Attachment A

### STATEMENT OF WORK

Issue key	Summary	Cost
TSP-11860	Update Charging Instrument Hyperlink to Latest Charging Instrument Uploaded	\$ 3,900
TSP-11890	Add Email Notification Token - Display Respondent's Full Name (instead of initials)	\$ 390
TSP-11903	LEA Incident - Juvenile Case - Add PID Field - Populate When Created From New Prosecutor Record Added	\$ 1,560
TSP-11904	[Prosecutor] Add Sequential Order Column to GJ Foreman's Signatures screen	\$ 1,170
TSP-11912	[Integration] Need to be able to update the Grand Jury result on a single case	\$ 31,200
TSP-11913	Update Grand Jury functionality to allow correction/change for only one case in a docket	\$ 23,400
TSP-11914	[Integration] Send Class C Appeal Case From TSCourt to Prosecutor - Create Case Record in Prosecutor	\$ 49,900
TSP-11915	DME Archiving - Update Triggers for Archiving to Incorporate Case Level Type (Felony or Misdemeanor) and Disposed Case Status	\$ 5,850
TSP-11916	DME Retention - Provide the Ability to Delete DME From a Group of Identified Cases	\$ 23,400
TSP-11918	[Multi-Factor Authentication] Create MFA Service Interface/Connection To LEA Portal	\$ 11,700
TSP-11983	Provide a method to allow Prosecutor's office to Configure Filename Structures for Generated Documents	\$ 4,680
TSP-11996	Update Display Limitation to Increase Name Display Volume in WPN email Notification Dropdown - Set Priority of Display	\$ 780

## Quality Assurance Standards

Below describes the quality assurance services to be provided by the TechShare team to ensure the delivery of high-quality software which meets user expectations and performance requirements.

1. **Development Testing** employed within the development team, TechShare utilizes unit testing and peer reviews to ensure the developed software has the quality, maintainability, and adherence to standards.
2. **Internal Quality Assurance** testing of the feature upon incorporation into a new build.
3. **Product Owner** testing as new builds are deployed to the The Participants test environment.
4. **Acceptance Testing** to validate the software meets the acceptance criteria defined by stakeholders and fulfills the business requirements to place the enhancement into production.

## Timeline/Schedule

The projected timeline for this project spans nine (9) months. Specific issues and their corresponding release dates are detailed in the table(s) provided below, aligning with the established period for project completion. There are no anticipated adjustments to the time for this effort.

# TechShare.Prosecutor 2025 Development Addendum

## Attachment A

### STATEMENT OF WORK

Month 1	
Issue key	Summary
TSP-11725	TSP: Add extra column on My Dashboard Tasks Grid for Court Date
TSP-11858	Add a 'Consecutive' checkbox to the Plea Offer section
TSP-11859	Add a way to capture the Blood Alcohol Content (BAC) for plea offers
Month 2	
Issue key	Summary
TSP-11596	Update Disposition Integration from TS Court to Set No Bills as No Bill Workflow Status
TSP-11810	TSP: Need help adding a language (Nepali)
TSP-11841	[Document Mgmt] Update 'DetailedPleaOffer' Bookmark Verbiage
TSP-11842	[Document Mgmt] Update <#IndecentExposureLanguage#> Token Verbiage DME Archiving - Update Triggers for Archiving to Incorporate Case Level Type (Felony or Misdemeanor) and Disposed Case Status
TSP-11915	DME Retention - Provide the Ability to Delete DME From a Group of Identified Cases
TSP-11916	Provide a method to allow Prosecutor's office to Configure Filename Structures for Generated Documents
TSP-11983	
Month 3	
Issue key	Summary
TSP-11631	Create Document Token for GJ Docket Order Column Sequence Number
TSP-11996	Update Display Limitation to Increase Name Display Volume in WPN email Notification Dropdown - Set Priority of Display
Month 4	
Issue key	Summary
TSP-11903	LEA Incident - Juvenile Case - Add PID Field - Populate When Created from New Prosecutor Record Added
TSP-11904	[Prosecutor] Add Sequential Order Column to GJ Foreman's Signatures screen
Month 5	
Issue key	Summary
TSP-11860	Update Charging Instrument Hyperlink to Latest Charging Instrument Uploaded
Month 6	
Issue key	Summary
TSP-11890	Add Email Notification Token - Display Respondent's Full Name (instead of initials)

# TechShare.Prosecutor 2025 Development Addendum

## Attachment A

### STATEMENT OF WORK

Month 7	
Issue key	Summary
TSP-11913	Update Grand Jury functionality to allow correction/change for only one case in a docket
Month 8	
Issue key	Summary
TSP-11760	Using Prosecutor Action / Generate ER3 button to Report Individual No Billed Charges
TSP-11912	[Integration] Need to be able to update the Grand Jury result on a single case
Month 9	
Issue key	Summary
TSP-11914	[Integration] Send Class C Appeal Case from TSCourt to Prosecutor - Create Case Record in Prosecutor
Month 10	
Issue key	Summary
TSP-11918	[Multi-Factor Authentication] Create MFA Service Interface/Connection To LEA Portal

## Roles and Responsibilities

The below **RACI** chart provides clarity on who is **R**esponsible, **A**ccountable, **C**onsulted and **I**nformed for each task within this Statement of Work.

Project Task	TechShare					Participant		
	Product Manager	BA	DEV	DBA	QA	Business Product Owner	Stakeholder	ITD
Product Management Services	R	I	I	I	I	I	I	I
Validate Requirements	A	R	I	I	I	R	I	I
Development	A	C	R	R	C	I	I	I
Configuration	A	C	C	C	I	C	C	R
Testing/QA	A	R	R	R	R	R	I	I
Deployment to Test	A	I	R	C	I	I	I	R
Release Notes	R	C	C	C	C	I	I	I

# TechShare.Prosecutor 2025 Development Addendum

## Attachment A

### STATEMENT OF WORK

Project Task	TechShare					Participant		
	Product Manager	BA	DEV	DBA	QA	Business Product Owner	Stakeholder	ITD
Sprint Review	I	I	I	I	I	R	A	A
Deployment to Production	I	I	I	I	I	I	C	R
Release Sign off and Payment Approval	I	I	I	I	I	C	R	R
Change Management	R	I	I	I	I	I	A	R
Communication and Reporting	R/A	I	I	I	I	I	I	I

## Change Management Process

By following a structured change management process, software development projects can effectively manage changes while minimizing disruptions and maintaining alignment with project goals. While there are no changes to the scope of work or timeline for this effort envisioned, should there be any, they will be managed collaboratively by TechShare and The Participants to develop a Change Request for review and approval by Stakeholders in advance of deviating from the original scope or timeline of this project.

## Assumptions and Constraints

1. Enhancements will be developed and delivered within the TechShare.Prosecutor application.
2. Development and Project Management Services are provided by TechShare.
3. Development meetings will be conducted by TechShare with designated Participant business team members to complete development enhancements for TechShare.Prosecutor (on-site and remote.)
4. TechShare may deliver Enhancements earlier than the planned Sprint.
5. All Enhancements must be delivered by the final sprint of the project.
6. The Participant will provide business resources for acceptance testing and feedback.
7. The Participant will provide timely feedback on the items delivered for testing and acceptance each month.

## Acceptance Criteria

1. The developed item(s) as released per month meets the functional requirements outlined in the project scope.

# TechShare.Prosecutor 2025 Development Addendum

## Attachment A

### STATEMENT OF WORK

2. The developed item(s) as released per month meets all non-functional requirements such as performance, reliability, security, and usability.
3. The developed item(s) as released per month have been successfully deployed to production.

## Deliverables

1. Working Software as released per month and based on the requirements described in the Scope of Work

## Payment Terms

The total cost of this effort is \$178,450. The Participant allocation is as follows:

Midland	Potter	Randall	Tarrant	Travis
\$7,920	\$5,522	\$6,558	\$98,338	\$60,112

Participants can elect to pay in advance of development as described in the allocations above or upon the deployment of the feature to production based on the identified Milestones in the table below; regardless of methodology, all payments are due 30 days from the date of invoice:

No	Milestone
1	Month 1 Release to Production
2	Month 2 Release to Production
3	Month 3 Release to Production
4	Month 4 Release to Production
5	Month 5 Release to Production
6	Month 6 Release to Production
7	Month 7 Release to Production
8	Month 8 Release to Production
9	Month 9 Release to Production
10	Month 10 Release to Production

## **Attachment B**

### **FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM**

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A- 130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB). This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

#### **1.00 Definitions**

- 1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.
- 1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

#### **2.00 Responsibilities of the Contracting Government Agency.**

- 2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

#### **3.00 Responsibilities of the Contractor.**

- 3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

#### **4.00 Security Violations.**

- 4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.
- 4.02 Security violations can justify termination of the appended agreement.

## **Attachment B**

- 4.03 Upon notification, the FBI reserves the right to:
- a. Investigate or decline to investigate any report of unauthorized use;
  - b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CJA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

### **5.00 Audit**

- 5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

### **6.00 Scope and Authority**

- 6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.
- 6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.
- 6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.
- 6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.
- 6.05 All notices and correspondence shall be forwarded by First Class mail to:

Assistant Director  
Criminal Justice Information Services Division,  
FBI 1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

## Attachment B

### FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM

#### **CERTIFICATION**

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

#### **Contractor**

**TechShare Local Government Corporation**



\_\_\_\_\_  
Signature of Contract Representative

November 1, 2024

\_\_\_\_\_  
Date

Rebecca L. Lewis, Executive Director

\_\_\_\_\_  
Printed Name and Title