

September 12, 2000

AGENDA ITEM 36

Discuss and take appropriate action on letter of agreement for Regional Organized Crime Information Center equipment.

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To approve Letter of Agreement between Williamson County Sheriff's Office and Regional Organized Crime Information Center for use of ROCIC PC computer and flat bed scanner equipment in accessing ROCIC services through riss.net. At the end of three (3) years the equipment will belong to the Williamson County Sheriff's Department.

Vote: Motion carried 4 - 0

< Clerk copy here >

Letter of Agreement For ROCIC Equipment

This agreement between the (agency name), hereafter referred to as Agency, and the Regional Organized Crime Information Center (ROCIC) shall become effective when executed by authorized representatives of each party to the agreement.

Whereas the parties involved agree that the use of technology is increasingly necessary in the sharing of information among law enforcement agencies, and ROCIC is an effective vehicle for the exchange of information.

ROCIC will provide a PC computer & flat bed scanner to Agency for use in accessing ROCIC services through riss.net. The equipment will remain the property of ROCIC for a period of three (3) years from date of receipt by agency, with ownership transferring to agency at the end of this period.

Agency agrees to the following as conditions for use of the equipment:

- Agency is an active ROCIC member in good standing
- Agency agrees to show monthly activity in the riss.net system & make submissions into the ROCIC/RISS database(s). Lack of activity will result in forfeiture of equipment back to ROCIC
- Internet connectivity and all associated expenses is the responsibility of Agency
- Agency is responsible for any and all maintenance of the equipment beyond troubleshooting Agency's connection to riss.net by use of the RISSGate software
- Each computer carries a one-year manufacturer's warranty, any return shipping for service, repair or replacement is the responsibility of Agency
- Repairs for computers and/or components should be directly coordinated with the manufacturer, not ROCIC
- All routine maintenance is the responsibility of Agency
- Troubleshooting the equipment beyond the scope of connections to riss.net is the responsibility of Agency
- Agency may install additional software and/or hardware components, but an installation history log should be maintained to assist in troubleshooting connections to riss.net
- Agency may upgrade software pre-installed by the factory, excluding operating system
- Agency will maintain MS Internet Explorer 5.X and the associated Outlook Express email application as the minimum browser configuration. Additional browser applications may be installed for other internet use, but MS Internet Explorer 5.X and the associated Outlook Express email application are recommended for connections to riss.net
- Agency is subject to all licensing agreements for all pre-installed software and additionally installed software as outlined by the respective software manufacturer
- Upon receipt, Agency will set up equipment, reporting any damage to ROCIC and return signed acknowledgment of receipt to ROCIC
- Agency will contact the ROCIC RISSGate HelpDesk (1-800-238-7985 ext. 545 or ext. 510) within 10 days of receipt to coordinate the enrollment of users
- Agency agrees to return equipment to ROCIC immediately upon termination of membership

In Furtherance of the respective goals, objectives and policies of ROCIC & Agency, the parties jointly agree to abide by the provisions of this Agreement.

In witness thereof,

Agency **Williamson County Sheriff's Office**

By: 

(Agency Administrative Head)

Agency Administrative Head: **Sheriff John A. Maspero**

Agency Name: **Williamson County Sheriff's Office**

Agency Number: **#341**

Address: **508 S. Rock Street**

City, State: **Georgetown, Texas 78626**

Regional Organized Crime Information Center

By: _____

James T. Rogers, Director

*approved 9-12-00
John C. Daefler*