

**NORTH CAROLINA STATE BUREAU OF INVESTIGATION  
CRIMINAL INFORMATION & IDENTIFICATION SECTION**

**USER AGREEMENT ADDENDUM  
FOR LOCAL AGENCY INSTRUCTION – MODULE 1-GENERAL INQUIRIES**

This Addendum to the User Agreement dated \_\_\_\_\_, 20\_\_\_\_ is made and entered into by and between the **State Bureau of Investigation, Criminal Information & Identification Section, (hereafter referred to as “CIIS”)** and the \_\_\_\_\_, a criminal justice agency (**hereafter referred to as “User Agency”**) and \_\_\_\_\_ **Local Agency Instructor (hereafter referred to as “LAI”)** for the purposes and considerations hereafter set out:

**I. PURPOSE**

The purpose of this Agreement is to outline the requirements, which must be followed when an approved User Agency provides its own certification instruction for the criminal information system. Each User Agency is responsible for the implementation and adherence to this Agreement.

**II. LOCAL AGENCY INSTRUCTOR REQUIREMENTS**

An individual wishing to participate in the Local Agency Instruction program must meet all of the following minimum standards:

- (a) Each local agency instructor candidate must have a current Criminal Justice Instructor certification issued by the North Carolina Criminal Justice Education & Training Standards Commission.
- (b) Each local agency instructor candidate must hold DCIN certification in General Inquiries, at a minimum.
- (c) Each local agency instructor candidate must be a full-time or part time employee of the agency for which he/she is providing instruction.
- (d) Each local agency instructor candidate must have completed the evaluation process established by the SBI/CIIS/DCIN Training Unit including a minimum of one mock evaluation and one actual classroom evaluation.
- (e) Each local agency instructor must agree to instruct a minimum of one class per year.
- (f) Each local agency instructor, once approved by the SBI/CIIS/DCIN Training Unit, must agree to be evaluated every

two years to ensure compliance with rules and policies regarding delivery of instructional material.

- (g) Each local agency instructor must agree to use, in its entirety, the standard lesson plan and audio/visual presentations created by the SBI/CIIS/DCIN Training Unit.
- (h) Each local agency instructor must agree not to delete content from the standard lesson plan and audio/visual presentations created by SBI/CIIS/DCIN Training Unit, **EXCEPT** when instructed to do so by SBI/CIIS/DCIN Training Unit staff.
- (i) Each local agency instructor may provide instruction only to employees of their agency or any agency that access the local host mobile/CAD interface of the agency conducting the instruction.

### **III. USER AGENCY REQUIREMENTS**

Each criminal justice agency providing its own criminal information certification training shall:

- (a) agree to provide such training as specified in the Local Agency Instructor Program as provided by the North Carolina State Bureau of Investigation,
- (b) agree to use, in its entirety, the standard lesson plan and audio/visual presentations created by the SBI/CIIS/DCIN Training Unit,
- (c) agree not to delete content from the standard lesson plan and audio/visual presentations created by the SBI/CIIS, **EXCEPT** when instructed to do so by SBI/CIIS/DCIN Training Unit staff, and
- (d) agree to notify the SBI/CIIS/DCIN Training Unit when an approved instructor leaves that agency's employment.

### **IV. SBI/CIIS REQUIREMENTS**

SBI/CIIS shall:

- (a) provide a standard lesson plan and accompanying audio/visual presentations to each approved agency providing its own certification training,
- (b) update such lesson plan as needed and provide the updated materials to each approved agency, and
- (c) conduct workshops as needed to provide updates to approved agency instructors, including but not limited to, system updates and enhancements, new computerized files, and changes in

regulations and laws affecting access and its associated computer networks.

## **V. QUALITY ASSURANCE MEASURES**

SBI/CIIS/DCIN Training Unit shall conduct a re-evaluation biannually of each approved instructor to ensure compliance with certification program policies and procedures.

SBI/CIIS/DCIN Training Unit may conduct special evaluations and inspections as needed to ensure compliance with certification program policies and procedures.

Noncompliance with such regulations may subject the User Agency and/or approved local agency instructor to sanctions as described below in the “Penalties” section of this Agreement.

## **VI. PENALTIES**

The SBI/CIIS reserves the right to immediately suspend the User Agency’s local agency instruction program when any rule, procedure, or regulation adopted by the SBI/CIIS or any provision of this Agreement is violated.

SBI/CIIS may reinstate the program upon receipt of satisfactory assurances that such violation did not occur or was corrected.

SBI/CIIS also reserves the right to suspend and/or revoke a local agency instructor’s privilege to conduct certification training when any rule, procedure, or regulation adopted by SBI/CIIS or any provision of this Agreement is violated.

SBI/CIIS may reinstate the privilege upon receipt of satisfactory assurances that such violation did not occur or was corrected.

## **CLOSING**

I certify that I have read and understand the terms of this ADDENDUM entered into by \_\_\_\_\_, and the North Carolina State Bureau of Investigation, Criminal Information and Identification Section, and I will uphold this Agreement. This Agreement becomes effective on \_\_\_\_\_, 20\_\_\_\_.

## **USER AGENCY**

By: \_\_\_\_\_  
Agency Head Title and Signature

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency ORI