Terminal Agency Coordinator (TAC) Responsibilities

- The TAC is designated as the liaison between their agency and the Nevada Criminal Justice Information Systems Network and the Federal Bureau of Investigation with regard to their agency's use and access to the National Crime Information Center.

- Ensures compliance of their Department's use of NCIC, NCJIS, Nlets, CLETS, N-DEx (future implementation), SCOPE and WVS or any other system accessible through the NCJIS network..

- Establishes internal written procedures specific to their agency, which includes security policy for discipline of NCIC, NCJIS, Nlets, CLETS, N-DEx, SCOPE and WVS criminal history information and violators.

Terminal Agency Coordinator (TAC) Responsibilities

- Required to establish, maintain and distribute internal written procedures, as it relates to NCJIS/NCIC, to all agency personnel.
- Responsible for ensuring that the NCJIS/NCIC validation process is completed by the prescribed due date and the CJIS Systems Agency (CSA) is notified.
- Responsible for monitoring terminal use, enforcing system discipline and ensuring that the NCJIS/NCIC Administrative Policies are followed by their agency and any agency they provide services for.

Terminal Agency Coordinator (TAC) Responsibilities

- Required to provide advance notification, in writing, to the CSO for any changes in the location of any terminal equipment/device or discontinued or altered service:
  - Changes that do not require technical assistance require notification just prior to the occurrence.
  - Changes in location, where technical assistance is needed, requires notification 7 days before the change.

Terminal Agency Coordinator (TAC) Responsibilities

- Assigns unique operator identifiers.
- Ensures that each terminal operator uses a confidential password to access the NCJIS Network.
- Notifies the Nevada CSA when changes in personnel occur that affect User IDs, functionality, and/or passwords.
- Authorized to appoint Assistant Terminal Agency Coordinators (ATAC), if necessary, to assist them with their TAC duties.

Terminal Agency Coordinator (TAC) Responsibilities

- Ensures their agency is in compliance with policy and procedures regarding NCIC, NCJIS, Nlets, CLETS, N-Dex, SCOPE and WVS or any other system accessible through the NCJIS network.

- Must ensure that copies of all NCJIS & NCIC Newsletters, Operational & Technical Updates, training materials, videos and other related media are distributed to all authorized agency personnel.

  - Documentation of distribution must be maintained through one complete audit cycle. NCJIS audits every 2 years and the FBI audits every 3 years; a recommended audit cycle for documentation is 4 years.

Terminal Agency Coordinator (TAC) Responsibilities

- Maintains complete, accurate and up-to-date manuals of all systems, as well as establishes internal written procedures that relate to the responsibilities, legalities and operational guidelines applicable to system use that is involved with access to NCIC, NCJIS, Nlets, CLETS, N-Dex, SCOPE and WVS within their agency.

- Responsible for cooperating and providing assistance to the NCJIS/NCIC Audit Staff with required or directed compliance audits whenever necessary.

Terminal Agency Coordinator (TAC) Responsibilities

- Ensures immediate removal of terminal operators who no longer require access to NCJIS.
- Oversees requests for NCIC, NCJIS, SCOPE and WVS off-line investigations.
- Responsible for maintaining terminal records.
- Coordinates access between their agency and the Nevada CSA for all equipment, i.e., terminal(s), printer(s), etc., including providing the necessary information for configuring said equipment.

Terminal Agency Coordinator (TAC) Responsibilities

- Attends NCJIS Southern and/or Northern Nevada Technical Subcommittees:
  - A working group of Terminal Agency Coordinators (TAC), Assistant Terminal Agency Coordinators (ATAC) and Criminal Justice Representatives that bring agency issues and concerns regarding state systems forward for discussion, resolution and approval.
  - Creates and submits CJIS White Papers effecting change at a national level:
    - Inclusion of a “person of interest “ i.e., non-custodial parent, stranger , etc., to an NCIC Missing Person-Juvenile Record.
    - Caveat that indicates the social security number queried is associated with a deceased person.
    - Ability to enter a Moniker as a searchable name field .
    - Additional names, etc. displayed in alphabetical order for easy review and identification.

Terminal Agency Coordinator (TAC) Responsibilities

- Attends NCJIS Southern and/or Northern Nevada Technical Subcommittees (continued):
  - Solicits input from all criminal justice agencies regarding current and future state systems.
  - Committees meet quarterly to collect and forward information and to make system improvement recommendations to the state system.
  - Any conflicts in policy and procedure between users and the state are discussed and brought forth to the Advisory Committee for resolution.
  - Meetings are used to relay information to the users and to provide training to user agencies.

Terminal Agency Coordinator (TAC) Responsibilities

- May attend and/or be a voting member of the NCJIS Steering Committee:
  - Small working group comprised of members from the Technical Subcommittees.
  - Analyzes and resolves complex administrative or operational problems as they pertain to state systems.
  - Takes recommendations from the Technical Subcommittees and designs state files such as the Warrant File, Sexual Offender File, Parole and Probation Dangerous Offender Notification File, Carrying Concealed Firearms File, Protection Order File, etc.

Terminal Agency Coordinator (TAC) Responsibilities

- May attend and/or be a voting member of the NCJIS Steering Committee (continued):
  - Updates files as technology changes, systems are revised and user requirements change.
  - Creates, reviews and interprets operating procedures and submits recommendations for changes and develop procedure manuals and documentation.

Terminal Agency Coordinator (TAC) Responsibilities

- Ensures all system-related training, retraining and affirmation of proficiency within their agency and any agency they have a user's agreement with, pursuant to the NCJIS Training Plan, and they maintain the appropriate training documentation.

- Determines appropriate security access levels, develops and updates user agreements and ensures all users/agencies comply with terms of the user agreement.

- Attends training every two years to recertify their TAC status and are required to pass a proficiency exam.

Terminal Agency Coordinator (TAC) Responsibilities

- Performs independent investigations and internal compliance audits of system misuse, policy and/or procedure violations, personnel issues, system usage, media disposal, security, criminal history information and agency servers.

- May provide a written and/or oral summary of findings along with recommendations to appropriate Division Manager and/or Administrators.

Terminal Agency Coordinator (TAC) Responsibilities

- Establishes and provides specific training curriculum for system usage and liabilities for operators, non-terminal operators, judges, sworn personnel, prosecutors, IT personnel, administrators, managers, and supervisors.

- Assists, provides consultation, research, evaluation, and recommendations for RMS, CAD, Legacy issues, other IT development issues, current IT and system issues and usage, and policies and procedures regarding these systems.

- Is the liaison to assist, consult, research, evaluate and recommend policies and procedures for local systems and IT.

Terminal Agency Coordinator (TAC) Responsibilities

- Appoints and trains Assistant Terminal Agency Coordinators (ATAC) to assist with TAC duties.
- Meets and consults with ATACs on various tasks, issues, and resolutions.
- Ensures ATACs are performing prescribed duties.

Terminal Agency Coordinator (TAC) Responsibilities

- Establishes and maintains user agreements and/or letters of understanding in providing services to other agencies. Monitors use and enforces policies regarding any agency they are responsible for providing service to.

- Determines purpose and scope of service of private contractors; ensures all security requirements are met regarding access and service. Acts as liaison between our agency, state and federal agencies; establishes and maintains communication and rapport with other agencies on all levels.

- Maintains accurate and updated employee files (termed, new hire, name changes, etc).