

**POLICE MEMORANDUM**  
**#7-2024**

**DATE:** June 10, 2024

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *Hmg*

**FROM:** James S. May Jr., Chief of Police *JSM/2.17*  
Randall L. Darlin, Deputy Chief of Police

**SUBJECT:** CR-106 – ADCOM Interagency Data Sharing Agreement

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**PURPOSE**

To consider CR-106, a resolution approving an Intergovernmental Agreement (IGA) with Adams County Communications Center Authority (ADCOM) for interagency data sharing.

**BACKGROUND**

ADCOM is the main agency in the Interagency Data Sharing Agreement, and the sub-agencies are the Adams County Sheriff's Office (ACSO) and the cities of Brighton, Commerce City, Federal Heights, and Northglenn.

The City is a member agency of ADCOM, which provides police dispatch and related services to the Northglenn Police Department.

In the past, ADCOM provided records management using CentralSquare Technologies for all the aforementioned agencies. However, ACSO is no longer utilizing ADCOM to provide records management services as they have their own CentralSquare system. This change necessitates a data-sharing agreement between all parties involved.

The shared information includes criminal justice records and other reports. By sharing information, it makes all facets of law enforcement more efficient, including investigations, criminal histories, and arrestee transfers.

All agencies involved have agreed to follow the proper security policies for the transfer, sharing and storage of data.

**BUDGET/TIME IMPLICATIONS**

All costs are covered as part of the City's IGA with ADCOM. There are no time impacts.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-106, a resolution that, if approved, would authorize the Mayor to execute the ADCOM Interagency Data Sharing Agreement on behalf of the City.

**STAFF REFERENCE**

If Council Members have any questions, please contact James S. May, Jr., Chief of Police, at [jmay@northglenn.org](mailto:jmay@northglenn.org) or 303.450.8967.

CR-106 – ADCOM Interagency Data Sharing Agreement

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-106  
Series of 2024

\_\_\_\_\_  
Series of 2024

A RESOLUTION APPROVING THE INTERAGENCY DATA SHARING AGREEMENT BETWEEN THE ADAMS COUNTY COMMUNICATIONS CENTER AUTHORITY, ADAMS COUNTY, AND THE CITIES OF BRIGHTON, COMMERCE CITY, FEDERAL HEIGHTS, AND NORTHGLENN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Interagency Data Sharing Agreement between the Adams County Communications Center Authority, Adams County, and the cities of Brighton, Commerce City, Federal Heights, and Northglenn, attached hereto as **Exhibit 1**, is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, MMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

## INTERAGENCY DATA SHARING AGREEMENT

Date: April 18, 2024

Agency	Agency Type	Address	Authorized Representative
ADCOM911	Main	7321 Birch St. Commerce City, CO 80022	Executive Director Joel Estes
Adams County	Sub	4430 S. Adams County Parkway, 1st Flr. Ste. W5400, Brighton, CO 80601	Sheriff Gene Claps
City of Brighton	Sub	3401 E. Bromley Lane Brighton, CO 80601	Police Chief Matt Domenico
City of Commerce City	Sub	7887 E. 60th Ave. Commerce City, CO 80022	Police Chief Darrel Guadnola
City of Federal Heights	Sub	2380 W. 90th Ave., Federal Heights, CO 80260	Police Chief Robert Grado
City of Northglenn	Sub	50 W. Community Center Dr., Northglenn, CO 80233	Police Chief Jim May

### Definition(s)

- Data is hereinafter defined, as customer owned data belonging to any Agency that is party to this document that is located in the CentralSquare Technologies RMS application database.
- Main Agency (“Main”) is hereafter defined, as the agency that legally maintains ownership and/or possession of the server that hosts the RMS application as well as its instance of the RMS application. In this Agreement the Main Agency is the Adams County Communications Center Authority “ADCOM911.”
- Sub-Agency, (“Sub(s)”) is hereafter defined, as any agency that has no ownership and/or possession but has the contractual right to utilize the server that hosts the RMS application as well as its instance of the RMS application of the Main Agency. The Sub-Agencies referenced in this Agreement are Adams County, City of Brighton, City of Commerce City, City of Federal Heights, and City of Northglenn.

### Terms

1. The Agencies (Main and all Subs) agree to abide by all applicable FBI CJIS Security Policy security controls with respect to the transmission, sharing and/or storage of the Data.
2. The agencies (Main and all Subs) will obtain the written consent of every agency utilizing the CentralSquare Technologies RMS application with respect to the sharing of the Data. No Data will be shared with any Agency (Main or Sub) absent a copy of this document being on file with CentralSquare Technologies, LLC.

Data to Be Shared

The Agencies (Main and all Subs) have reviewed the application-based data sharing permissions, and affirm by signature below that their respective Agency meets the controls contained in the FBI CJIS Security Policy and agree to share their data with the following agencies:

**Adams County Sheriff's Office, Brighton Police Department, Commerce City Police Department, Federal Heights Police Department, Northglenn Police Department, , and the Colorado Information Sharing Consortium.**

By signing below, the signatory also warrants that they are an individual with the binding, legal authority to sign this Agreement on behalf of their respective Agency (Main or Sub).

**Adams County Communications  
Center Authority (Main)**



**Jim May**

SIGNATURE: Gene Claps

**Board President**

**05 / 07 /**

**Date**

**Signature (Sub)**

*Matthew Domenico*

**Position**

**Date**

**04 / 18 /**

**Signature (Sub)**

*Darrel Guadnola*

**Position**

**Date**

**04 / 29 /**

**Signature (Sub)**

**Position**

**Date**

**04 / 18 /**

**Signature (Sub)**

**Position**

**Date**

**Signature (Sub)**

**Position**

**Date**

**Signature (Sub)**

**Position**

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**Position**

**Date**