

# Wadena County, MN Board Action Form



|   |                                     |
|---|-------------------------------------|
| <b>Action Requested</b>                                 |                                     |
| <input checked="" type="checkbox"/> Action/Motion       | <input type="checkbox"/> Report     |
| <input type="checkbox"/> Discussion                     | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Information Item               | <input type="checkbox"/> Other      |
| <input checked="" type="checkbox"/> Consent Agenda Item |                                     |

**Criminal Justice Information System Interagency Users Agreement Wadena County Sheriff Department & Wadena Police Department**

Date of Meeting: 02/24/2026 Total time requested:

Department Requesting Action: Sheriff

Presenting Board Action/Discussion at Meeting:

**Background**  Supporting Documentation enclosed

**Options**  Supporting Documentation enclosed

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:

**Approve the Criminal Justice Information System Interagency Users Agreement between the Wadena County Sheriff's Dept. and the Wadena Police Department.**

|  |  |
|--|--|
| <b>Financial Implications:</b>                                     | <b>Comments</b>  |
| Funding Source:  | Please sign 2 Originals. This has been sent to the County Attorney to review. Same agreement as previously signed. |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

| Action                          | Voting in Favor                  | Voting Against                   |
|---------------------------------|----------------------------------|----------------------------------|
| Motion:                         | <input type="checkbox"/> Noon    | <input type="checkbox"/> Noon    |
| Second:                         | <input type="checkbox"/> Winkels | <input type="checkbox"/> Winkels |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Stearns | <input type="checkbox"/> Stearns |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kreklau | <input type="checkbox"/> Kreklau |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Kangas  | <input type="checkbox"/> Kangas  |

**Signatures**  
 STATE OF MINNESOTA}  
 COUNTY OF Wadena}  
 I, Heather Olson, County Auditor/Treasurer, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:



**CRIMINAL JUSTICE INFORMATION SYSTEM  
INTERAGENCY USER'S AGREEMENT  
WADENA COUNTY SHERIFF DEPARTMENT  
&  
THE WADENA POLICE DEPARTMENT**



Pursuant to the contract for dispatching services presently in effect between Wadena County Sheriff's Office and the City of Wadena, the Wadena County Sheriff and the Chief of the City of Wadena Police Department agree to the following conditions regarding the entry, updating, confirming and canceling of MNJIS/NCIC "Hot File" records.

This agreement is set forth to meet FBI CJIS, National Crime Information Center (NCIC) and the BCA Minnesota Justice Information Services (MNJIS) policies, procedures and standards for the services of Hit Confirmation, Hot File Record entry/Maintenance, Criminal History Inquiries, and /or unescorted access of CJA law enforcement personnel to another authorized CJA between the agencies named below.

**Wadena County Sheriff's Office**  
**Agency ORI: MN0800000**  
**Agency Administrator: Sheriff Mike Carr**  
**Agency TAC: Erika Penner**

The Wadena County Sheriff's Office agrees to provide certified personnel, while conducting the services indicated below, in compliance with FBI and BCA policy.

The Wadena County Sheriff's Office agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.

The Wadena County Sheriff's Office agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.

The Wadena County Sheriff's Office agrees that it will have sufficient control and visibility into all security aspects related to information provided to the Wadena Police Department, including incident reporting and response.

The Wadena County Sheriff's Office agrees to perform second party checks in accordance with guidelines established in the NCIC Operating Manual, Introduction section.

**Wadena Police Department**

**Agency ORI: MN0800100**  
**Agency Administrator: Chief Naomi Plautz**  
**Agency TAC: Sharon Roberts**

The Wadena Police Department agrees to access, use, disseminate and destroy Criminal Justice Information (CJI) in compliance with the FBI CJIS Security Policy.

The Wadena Police Department agrees to have all appropriate security controls in place, as required by the FBI CJIS Security Policy, to protect the exchange of criminal justice information.

The Wadena Police Department agrees that The Wadena County Sheriff's Office will have sufficient control and visibility into all security aspects related to information provided to The Wadena Police Department, including incident reporting and response.

1. The MINCIS/NCIC file records subject to this Agreement are the following:

- Articles
- Boats
- Guns
- License Plates
- Missing Persons
- Securities
- Unidentified Persons
- Vehicles
- Wanted Persons

2. The Wadena County Sheriff's Office will act as a 24-hour regional dispatch center for the Wadena Police Department.
3. The Wadena County Sheriff's Office, upon proper notification by phone, radio or mail, will enter, modify or delete a Police Department record into the appropriate file, using the Police Department's ORI and perform a Second Party Check, in the absence of the Wadena Police Department TAC; as well as all evening and weekend hours. A copy of the hot file entry will be forwarded to the requesting Police Department for their files. When Wadena PD TAC is available, she will enter all Hot Files and perform Second Party Checks during normal business hours.
4. Contact name and number for 24-hour agency will be entered into the miscellaneous field for confirmation purposes.

5. The Wadena Police Department is responsible for the accuracy and completeness of the record after its initial entry by the Sheriff's Office, and at all times while the record is maintained in the file. The Wadena Police Department will notify the Wadena County Sheriff's Department in a timely manner, as to any updates, modifications or cancellations of any record in the absence of the Wadena TAC, as well as all evening and weekend hours.
6. The Wadena County Sheriff's Office will perform all Hit Confirmations for Wadena Police Department records entered using the Wadena PD ORI (MN0800100). Upon notification from the Sheriff's Office of a "hit confirmation request" the Wadena Police Department must, within 10 minutes, furnish a substantive response such as an affirmative or negative confirmation, or positive of the specific amount of time necessary to confirm or reject the Hit.
7. It will be the responsibility of the Wadena Police Department to perform the monthly validation procedure as it pertains to records the Sheriff has entered into MNJIS/NCIC "Hot Files" for the Wadena Police Department.

**Wadena County Sheriff's Office**

By  \_\_\_\_\_

Sheriff Michael D. Carr

Dated 2-8-26 \_\_\_\_\_

By \_\_\_\_\_

Board Chairman

Dated \_\_\_\_\_

**City of Wadena Police Department**

By \_\_\_\_\_

Police Chief Naomi J. Plautz

Dated \_\_\_\_\_

By \_\_\_\_\_

Mayor

Dated \_\_\_\_\_

By \_\_\_\_\_

City Administrator



**CRIMINAL JUSTICE INFORMATION SYSTEM**  
**INTERAGENCY USER'S AGREEMENT**  
**WADENA COUNTY SHERIFF DEPARTMENT**  
**&**  
**THE WADENA POLICE DEPARTMENT**



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**Wadena County Sheriff's Office**

**City of Wadena Police Department**

By   
 Sheriff Michael D. Carr

By \_\_\_\_\_  
 Police Chief Naomi J. Plautz

Dated 2-6-26

Dated \_\_\_\_\_

By \_\_\_\_\_  
 Board Chairman

By \_\_\_\_\_  
 Mayor

Dated \_\_\_\_\_

Dated \_\_\_\_\_

By \_\_\_\_\_  
 City Administrator