

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: CJIS Partnership Agreement

We are pleased to present this CJIS Partnership Agreement between [Your Organization's Name] and [Recipient's Organization's Name] to enhance our collaborative efforts in conforming to the Criminal Justice Information Services (CJIS) Security Policy.

**\*\*1. Purpose\*\***

The purpose of this agreement is to outline the responsibilities and expectations of both parties in safeguarding sensitive criminal justice information and to ensure compliance with CJIS standards.

**\*\*2. Scope of Agreement\*\***

This agreement shall cover the following areas:

- Data Access and Usage
- Security Measures
- Incident Response Protocols
- Training and Awareness Programs

**\*\*3. Responsibilities\*\***

Both parties agree to:

- Maintain confidentiality of all shared information.
- Implement appropriate security measures as outlined in the CJIS Security Policy.
- Conduct regular audits to ensure compliance.

**\*\*4. Duration of Agreement\*\***

This agreement shall commence on [Start Date] and shall remain in effect until [End Date] or until terminated by either party with [Number of Days] notice.

**\*\*5. Signatures\*\***

By signing below, both parties agree to the terms outlined in this CJIS Partnership Agreement.

[Your Organization's Representative Name]

[Your Organization's Representative Title]

[Your Organization's Name]

[Signature]

[Date]

[Recipient's Organization's Representative Name]

[Recipient's Organization's Representative Title]

[Recipient's Organization's Name]

[Signature]

[Date]

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]