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**Memorandum of Understanding  
Addendum  
Member Agency Sponsoring Another Agency**

**Houston  
High Intensity Drug Trafficking Area**

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**F. Mike McDaniel  
Director  
Houston High Intensity Drug Trafficking Area (HIDTA)**

**FILED**  
DEC 12 2018  
MARY JO SPINO  
COUNTY CLERK

**HOUSTON HIGH INTENSITY DRUG TRAFFICKING AREA**

**MEMORANDUM OF UNDERSTANDING - ADDENDUM**

This Memorandum of Understanding Addendum (hereinafter "Addendum") is made and entered into on this 26 day of November 2018 by and between the parties below and all future signers of this agreement, known as a "Member Agency" and "non-Member Agency."

**WHEREAS**, the Member Agency provides Public Safety services within their jurisdictions; and agrees to sponsor a non-Member Agency's access to the Houston HIDTA LPR Database. All terms, definitions, and agreements defined in the Houston HIDTA MOU apply to this addendum.

This addendum addresses the procedure and authorization required for a Member Agency to sponsor a non-Member Agency, thus providing the non-Member Agency access to the Houston High Intensity Drug Trafficking Area (HHIDTA) LPR Database.

All terms, definitions, and agreements defined in the Houston HIDTA MOU apply to this addendum.

A Member Agency may request to sponsor a non-Member Agency when the non-Member Agency is located in an area that will strategically fill a gap in the national LPR footprint.

Step one of the request process is an email to the HHIDTA containing:

- A map and brief explanation specifying how the additional cameras will fill a strategic gap
- Contact information for the Domain Administrator of the sponsoring Member Agency and the LPR POC of the non-Member Agency
- An email agreement to sponsor the non-Member Agency from the ranking member of the Member Agency

The request will be reviewed by the HHIDTA Director.

If the request is approved:

- The sponsored non-Member Agency must complete and return the Houston HIDTA LPR MOU without modifications
- The Member Agency and non-Member Agency must complete and return this addendum

**Terms of the Agreement:**

The HHIDTA LPR Database will consider the non-Member Agency as an extension of the sponsoring Member Agency:

- The sponsoring Member Agency will:
  - Add the non-Member Agency's camera(s) to their existing domain within the existing EOC system in the same way they would add an additional camera purchased with the Member Agency's funds
  - Agree that their Domain Administrator is responsible for auditing the non-Member Agency's users and cameras within the HHIDTA LPR Database
  - Give permission to the non-Member Agency to view the Member Agency's hotlist. (These rights are by default within the system and cannot be altered)
    - Sponsoring Member Agency silent hotlists can remain private and unseen by the non-Member Agency if requested
- The sponsored non-Member Agency agrees to ten (10) users or less per camera

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- All incurred Help Desk fees or costs will be the responsibility of the sponsoring Member Agency or the non-Member Agency. All Help Desk costs associated with these accounts will not be the responsibility of the HHIDTA

1) **Effective Date and Term of this Addendum**

The effective date of this Agreement is the date noted above and/or the date each subsequent Member Agency and non-Member Agency executes this addendum. This agreement shall remain in effect and shall be reviewed on the schedule determined by the Member Agency's MOU with the HHIDTA.

The parties hereto execute this Addendum as of the Effective Date:

**Sponsoring Member Agency:**

Carol Foster 10-16-18  
Name Date

Jackson County

Sheriff  
Title

Frank White, Jr.  
County Executive

Jackson County Sheriff's Dept.  
Department/Agency

**Non-Member Agency:**

Jeff Weber 11-26-2018  
Name Date

Sheriff  
Title

Parr County Sheriff's Office  
Department/Agency

F. Mike McDaniel  
Director  
Houston HIDTA

11/28/18  
Date

APPROVED AS TO FORM:

W. Stephen Nixon  
W. Stephen Nixon

ATTEST:

Mary Jo Spino  
Mary Jo Spino, Clerk of the County Legislature