



Dauphin County Department of Public Safety Law Enforcement NetViewer / MDC User Account Request Form

Dauphin County Department of Public Safety (DCDPS) controls and monitors access to its network. Only authorized users will be able to access specific areas of service, including NetViewer and MPS.

To receive authorization, the User Agency shall return the completed Account Request Form and corresponding MOU's. DCDPS will evaluate and authorize areas of service based on the information reported on the ARF.

Requesting Agency / Department Name: _____

NV / MDC User name requesting access: _____

NV / MDC User CAD ID number: _____

1. Please check the Account Type being requested.

MPS

I/NetViewer

2. Has the above named user received MPS training?

Yes

No

Trainer's Name: _____

3. Has the above named user received NetViewer training?

Yes

No

Trainer's Name: _____

4. Has the above named user read and understood the NV / MDC SOP(s) and MOU(s)?

Yes

No

Additional Comments: _____

Print User Agency's NV / MDC Coordinator

Signature of User Agency's NV / MDC Coordinator

Date

DCDPS USE ONLY

Account approval:

YES NO

If no, please explain: _____

Date MDC account created: _____

Added to INFORI

MDC account ID: _____

Added to INFUSER

MDC initial password: _____

Added App Access

Added MFA AD

Date paperwork filed at DCDPS: _____

Date paperwork copy returned to User Agency's MDC Coordinator: _____

Date MDC account terminated: _____

MDC account terminated by: _____

NV / MDC User Name:

(Last name, First Name, Middle Initial)

User Agency Name:



Dauphin County Department of Public Safety Law Enforcement MDC User Memo of Understanding

This Memo of Understanding, hereinafter referred to as MOU, made and entered into this day,

_____, by and between Dauphin County Department of Public Safety, hereinafter known as
Month Day Year

DCDPS, _____, hereinafter referred to as the User Agency, and
Print User Agency Name

_____, hereinafter referred to as the Mobile Data Computer (MDC) User.
Print MDC User Name

DCDPS is requiring each MDC User, who participates in the Mobile system, to complete the MOU. This MOU shall be signed by the MDC User, the User Agency's MDC Coordinator, and an employee of the DCDPS Information Technology Department. The User Agency shall complete and return the MOU to DCDPS prior to any MDC User account being created.

Below is a description of responsibilities, which the MDC User shall fulfill:

1. The MDC User shall read, understand, and follow the MDC Standard Operating Guidelines as defined in the Dauphin County Department of Public Safety/911 Communications Manual.
2. DCDPS is required to meet the mandates set forth by NCIC in the areas of Information Security and Data Protection. DCDPS is held accountable by the Pennsylvania State Police, Information Security Officer for all transactions processed via DCDPS CLEAN/NCIC/CHRI terminals.
3. The MDC User shall **NOT** attach the information obtained as a result of transactions via CLEAN/NCIC/CHRI to e-mail, internet correspondence of any type, or any other electronic means. The data stored in CLEAN/NCIC/CHRI is documented criminal justice information and must be protected to ensure correct, legal, and efficient dissemination and use. The stored data from CLEAN/NCIC/CHRI is sensitive and should be treated accordingly. Any unauthorized request, receipt, or dissemination of CLEAN/NCIC/CHRI information could result in civil and/or administrative proceedings.
4. All MDC transactions are recorded and may be requested by the User Agency, Court Order, or Subpoena.

Violations of this MOU shall result in the MDC User's loss of access to the MDC system and may result in DCDPS and the User Agency losing access to ALL CLEAN/NCIC/CHRI information.

_____ Print MDC User's Name	_____ Signature of MDC User	_____ Date
_____ Print User Agency's MDC Coordinator Name	_____ Signature of User Agency MDC Coordinator	_____ Date
_____ Print DCDPS Authority Name/Title	_____ Signature of DCDPS Authority	_____ Date

MDC User Name: (Last Name, First Name, Middle Initial)

MDC User Name:

User Agency Name:



Dauphin County Department of Public Safety Law Enforcement NetViewer User Memo of Understanding

This Memo of Understanding, hereinafter referred to as MOU, made and entered into this day,

_____, by and between Dauphin County Department of Public Safety, hereinafter known as
Month Day Year

DCDPS, _____, hereinafter referred to as the User Agency, and
Print User Agency Name

_____, hereinafter referred to as the NetViewer (NV) User.
Print NV User Name

DCDPS is requiring each NV User requesting access to the system, to complete the MOU. This MOU shall be signed by the NV User, the User Agency's NV Coordinator, and an employee of the DCDPS I.T. Department.

The User Agency shall complete and return the MOU to DCDPS prior to any NV User account being created.

Below is a description of responsibilities, which the NV User shall fulfill:

1. The NV User shall read, understand, and follow the NV Standard Operating Guidelines as defined in the Dauphin County Department of Public Safety/911 Communications Manual.
2. All NV transactions are recorded and may be requested by the User Agency, Court Order, or Subpoena.

Violations of this MOU shall result in the NV User's loss of access to the system.

Print NV User's Name Signature of NV User Date

Print User Agency's NV Coordinator Name Signature of User Agency NV Coordinator Date

Print DCDPS Authority Name/Title Signature of DCDPS Authority Date

NV User Name: (Last Name, First Name, Middle Initial)

User Agency Name:

User Agency Name: