



# Dauphin County Department of Public Safety

## Law Enforcement - Netviewer / Mobile for Public Safety / Mobile Responder 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, Mobile for Public Safety, and Mobile Responder.

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: \_\_\_\_\_

Name of user requesting access: \_\_\_\_\_

User's CAD ID number: \_\_\_\_\_

1. Please check the Account Type being requested.

MPS                       Mobile Responder                      NetViewer

2. Has the above named user received MPS/MR 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 MDU SOP(s) and MOU(s)?

Yes                       No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Print User Agency's MDU/NV Coordinator

\_\_\_\_\_  
Signature of User Agency's MDU/NV Coordinator

\_\_\_\_\_  
Date

**DCDPS USE ONLY**

Account approval:

YES  NO

If no, please explain: \_\_\_\_\_

Date account created: \_\_\_\_\_

Added to INFORI

Account ID: \_\_\_\_\_

Added to INFUSER

Initial password: \_\_\_\_\_

Added App Access

Date paperwork filed at DCDPS: \_\_\_\_\_

Date paperwork copy returned to User Agency's Coordinator: \_\_\_\_\_

Date account terminated: \_\_\_\_\_

Account terminated by: \_\_\_\_\_



# Dauphin County Department of Public Safety Law Enforcement - Mobile Data User (MPS/MR) 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 User (MDU).  
Print User Name

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

**Below is a description of responsibilities which the Mobile Data User (MDU) shall fulfill:**

1. The MDU shall read, understand, and follow the MDU 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 MDU 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 MDU transactions are recorded and may be requested by the User Agency, Court Order, or Subpoena.

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

_____ Print Mobile Data User Name	_____ Signature of Mobile Data User	_____ Date
_____ Print User Agency's MDU Coordinator Name	_____ Signature of User Agency MDU Coordinator	_____ Date
_____ Print DCDPS Authority Name/Title	_____ Signature of DCDPS Authority	_____ Date



# 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