



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. The MDU shall not copy or screenshot any information from DCDPS systems.
5. The MDU shall not publish or display information obtained from DCDPS systems to the internet or social media under ANY circumstance.
6. All data obtained while using DCDPS systems is property of the Dauphin County Department of Public Safety. Maintaining personal copies is strictly prohibited.
7. The MDU shall not use their account to stream/broadcast/share DCDPS data to other devices.
8. The MDU shall not send or receive messages deemed inappropriate under the applicable Dauphin County Standard Operating Guidelines. All messages sent through the Mobile systems are logged and stored in the database utilized by the system. These messages could be retrieved and reviewed at any time by request of the User Agency, Court Order, or Subpoena.

Violations of this MOU shall result in the Mobile Data User's loss of access to mobile systems.

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



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