Collin County External Law Enforcement and Fire Department Remote Connectivity Policy and Agreement Form

Remote Access Agreement

1.0 Purpose

The purpose of this document is to provide the framework for granting REMOTE ACCESS to Collin County services/equipment through REMOTE ACCESS so that an Authorized Party of a law enforcement agency or a fire department external to Collin County government may access its justice data hosted on Collin County's network.

2.0 Scope

This policy applies to all Law Enforcement and Fire Department personal external to Collin County government utilizing REMOTE ACCESS to access the Collin County network for justice data (such persons referred to herein as "Authorized Parties").

3.0 Policy

Authorized parties may utilize the benefits of REMOTE ACCESS, which are a "user managed" service. This means that the Authorized party is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees as may be required to access the REMOTE ACCESS.

Additionally,

- 1. It is the responsibility of the Authorized Party to ensure that unauthorized users are not allowed access to Collin County internal networks. User accounts and passwords are NOT to be shared with anyone.
- Authorized Parties and the Collin County employees sponsoring the request for REMOTE ACCESS are
 responsible for defining what services/equipment/software the Authorized Parties need access to. Access will
 be restricted to only those defined objects. Attempting to connect or access any service/device not defined will
 be considered a violation of the Collin County REMOTE ACCESS policy and will be reported to the Authorized
 Party's agency
- 3. The Authorized Parties and the Collin County employees sponsoring the REMOTE ACCESS request are also responsible for defining the time scope that the REMOTE ACCESS account will be active. All accounts are setup with an expiration date not to exceed 6 months, unless otherwise authorized to be a longer timeframe or permanent by the County.
- 4. REMOTE ACCESS use is to be controlled using public/private key system with a strong pass phrase and a second factor such as a token device or a dynamically generated passcode.
- 5. REMOTE ACCESS gateways will be established and managed by Collin County Information Technology Department.
- 6. All computers connected to Collin County internal networks via REMOTE ACCESS or any other technology must use the most up-to-date anti-virus software from a reputable IT agency; this includes personal computers.
- 7. All Authorized Parties connecting to the Collin County internal networks via REMOTE ACCESS or any other technology must keep their systems up to date with the latest security patches for their operating system and applications installed on their connecting systems. All systems using REMOTE ACCESS connections to Collin County must comply with Microsoft's Product Lifecycle chart and use only currently supporting and fully patched operating systems.
- 8. Authorized Parties may be automatically disconnected from Collin County's network after sixty minutes of inactivity. The user must then logon again to reconnect to the network.
- 9. Only approved REMOTE ACCESS clients may be used.
- 10. Upon termination of a contract from Collin County, or at the request of the Collin County staff, the Authorized Party must uninstall the REMOTE ACCESS connection from the Authorized Party's computer.
- 11. Agency expressly agrees to notify the County of staffing changes involving an Authorized Party with access to

7.0 Definitions			
Term	Definition		
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REMOTE ACCESS Client	Remote computer with REMOTE ACCESS software utilizing REMOTE ACCESS services.		
Agency Management	Person in Agency company that can take responsibility for the liability clause of this document.		
User	Employee, Agency, contractor, consultant, temporaries, customers, government agencies, etc.		
Sponsoring Party	Collin County employee requesting access for a non-employee user to have access to Collin County services/equipment through the REMOTE ACCESS. The employee may be someone in IT.		
Agency Management	's Signature (if applicabl	e)	
Printed Name:	ione Smith	Signature: Aussima	
		Com Phone: 972-838-2037	
Remote Access Users	Signature	11 1 /1	
Printed Name: Roger Throubil Signature:			
E-Mail Address: rthorn hill Ocity of melissa. co. n Phone: 469-931-4308 Date: 4/30/2021			
Sponsoring Party's Si	gnature		
Printed Name: Signature:			
E-Mail Address:			
Return form to:			
Caren Skipworth	0		

Ca 2300 Bloomdale #3198 McKinney, Texas 75071

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Agency Management	's Signature (if applicable)		
Printed Name: Due	ne Sm. 74 Signature: Signature:		
E-Mail Address: Ds	mith@Cityofmel334.com Phone: 972-838-2033 Date: 6-10-202		
Remote Access Users	Signature		
Printed Name: Mrc	had Growthum Signature: Sch Hold #15		
E-Mail Address:	pettunecityofmelssa.com Phone: 469-406-4880 Date: 4-30-202		
Sponsoring Party's Si	gnature		
Printed Name:	Signature:		
E-Mail Address:	Phone: Date:		
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Caren Skipworth 2300 Bloomdale #319 McKinney, Texas 750			

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Printed Name: Duay	ne Sm:44 Signature: Aussimu		
E-Mail Address: Ds	mithe Cityofmelissa. com Phone: 972-878-2033 Date: 6-10-2021		
Remote Access Users	Signature		
Printed Name:	- Clar Por Signature:		
E-Mail Address: Jpower oct Type Melissa Phone: 972-838 Date: 4-30-202			
Sponsoring Party's Signature			
Printed Name: Signature:			
E-Mail Address:	Phone: Date:		
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Caren Skipworth 2300 Bloomdale #319 McKinney, Texas 750			

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Remote Access Users		SS	
Printed Name:	othy Lest Signs	ature:	
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Sponsoring Party's Si	gnature		
Printed Name:	Signa	ature:	
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Printed Name: D.	ene Sm. 74 Signature: Dussima			
E-Mail Address: D	Smitha City of melissocomPhone: 972-878-2021Date: 6-10-2021			
Remote Access Users	Signature			
Printed Name: RAYA	Signature: HI17			
E-Mail Address: bk	GileOcity of melissa. com Phone: 972-838-1393 Date: 04/29/21			
Sponsoring Party's Si	gnature			
Printed Name: Signature:				
E-Mail Address: Date: Date:				
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Agency Management'	s Signature (if applicable)		
Printed Name: Duan	se Sm. H Signature: Nuclimer		
E-Mail Address: Ds	mithe City of Melissa.com Phone: 972-838-2073 Date: 6-10-2021		
Remote Access Users			
Printed Name: 56	nn Lec Signature:		
Printed Name: John Lec Signature: Signature: Date: 90382152050			
Sponsoring Party's Sig	gnature		
Printed Name:	Signature:		
	Phone: Date:		
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Agency Management	's Signature (if applicable)			
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E-Mail Address: DSmith C City of Melissonen Phone: 972-878-2073 Date: 6-10-2021				
Remote Access Users Signature				
Printed Name: Jose	Printed Name: Joseph Collins Signature:			
E-Mail Address: Jeollens Acim of moling. com Phone: un 1332005 Date: 4/30/21				
Sponsoring Party's Signature				
Printed Name:	Signature:			
E-Mail Address:	Phone: Date:			
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Remote Access Users			
Printed Name: 100	ry Biowniz Signature: 1. Bun		
E-Mail Address: Howaring Oringuels Con Phone: 972-838-203 Bate: 4-29-20			
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Agency Management'	s Signature (if applicable)		
Printed Name: Duane Smith Signature: Aussim			
E-Mail Address: Dg	in the Cityof Melissa.com Phone: 972-838-2033 Date: 6-10-2021		
Remote Access Users			
Printed Name: Josh Miller Signature: Signature:			
E-Mail Address: Jn. New Q City of melson . Com Phone: 972-838-2033 Date: 4-36-71			
Sponsoring Party's Signature			
Printed Name:	Signature:		
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Agency Management'	's Signature (if applicable)			
Printed Name: Duas	Printed Name: Duane Smith Signature: Muslimous			
E-Mail Address: Dsnith@ C: Hotmel:sscom Phone: 972-878-2037 Date: 6-10-2021				
E-Mail Address:	smith@ C:tyofMeliss.com Phone: 972-838-2037 Date: 6-10-2021			
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	ane Sn:th Signature: AucSomb		
	Sm: the C: 4 of Melisa. com Phone: 972-838-2033 Date: 6-10-2021		
Remote Access Users	Signature		
Printed Name: Britany Mornson Signature: Both Mon			
E-Mail Address: bmornsor@cityofme1issa.com Phone: 972-838-203) Date: 5-2-21			
	1,2000		
Sponsoring Party's Signature			
Printed Name:	Signature:		
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Agency Management	's Signature (if applicable)		
Printed Name: Duane Smith Signature: Alice Smith Signature: Phone: 922 525 2022 Date: 4 5/05/2021			
E-Mail Address: Dsm. the C:tyof Melissa. com Phone: 972-838-2033 Date: 6-10-2021			
Remote Access Users Signature Printed Name: Alex Boutwell Signature:			
Printed Name: Alex	Boutwell Signature:		
E-Mail Address: Aboutwell & City of Melisa.com Phone: 972-838-2037 Date: 6/9/2021			
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E-Mail Address: Dsm: the Cityof Melsse. com Phone: 972-838-2033 Date: 6-10-2021					
Remote Access Users	Signature				
Printed Name:	Signature: Towns				
E-Mail Address: chlack@cityofnelissa.com Phone: 903-870-8744 Date: 4/30/2021					
Sponsoring Party's Si	gnature				
Printed Name:	Signature:				
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Printed Name:	one Suith Signature: <u>Suasimo</u>			
E-Mail Address:	uithe City of Melisse.com Phone: 972-838-2033 Date: 6-10-2021			
Remote Access Users	Signature			
	alebron Signature: MeBión			
E-Mail Address: <u>Alebran @ City & melissa-com</u> Phone: <u>214-498-8883</u> Date: <u>4/30/21</u>				
Sponsoring Party's Sig	gnature			
Printed Name:	Signature:			
E-Mail Address:	Phone: Date:			
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E-Mail Address: DS	mith@ (ity of Melissa. Com Phone: 972-838-2033 Date: 6-10-2021		
Remote Access Users	Signature		
Printed Name:	everly Stevens Signature: Burly Sturn		
E-Mail Address: 65	Beverly Stevens Signature: Benerly Stevens Date: April 29, 202		
Sponsoring Party's Sig	gnature		
Printed Name:	Signature:		
E-Mail Address:	Phone: Date:		
Return form to:			

Agency Management's Signature (if applicab	ble)	
Printed Name: Duane Sm. 74	Signature: Luch	
E-Mail Address: Dsmithe Cityofmelis		3 Date: 6-10-202
Remote Access Users Signature		
Printed Name: Brandi Davidson	Signature:	
E-Mail Address: bdavidono coto Me	lissa.com Phone: 972/838-1392	_ Date: _ 5/3/2(
Sponsoring Party's Signature		
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