

## ATTACHMENT A

### **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.
2. 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

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7.0 Definitions

Term	Definition
REMOTE ACCESS	An extension of Collin County's internal private network.
REMOTE ACCESS Concentrator	Physical device that manages REMOTE ACCESS connections.
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 applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@cityofmelissa.com Phone: 972-838-2037 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Roger Thornhill Signature: 

E-Mail Address: rthornhill@cityofmelissa.com Phone: 469-931-4308 Date: 4/30/2021

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Caren Skipworth  
2300 Bloomdale #3198  
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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@Cityofmelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Michael Groethum Signature: <sup>Sgt</sup>  #115

E-Mail Address: mgroethum@cityofmelissa.com Phone: 469-406-4880 Date: 6-30-2021

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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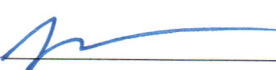
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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@Cityofmelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: John Clint Power Signature: 

E-Mail Address: jpower@cityofmelissa.com Phone: 972-838-2033 Date: 4-30-2021

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@Cityofmelisse.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Timothy Leathers Signature: 

E-Mail Address: t.leathers@cityofmelisse.com Phone: 903 227-4074 Date: 4-30-21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: DSmith@CityofMelissa.com Phone: 972-838-2020 Date: 6-10-2021

Remote Access Users Signature

Printed Name: BAYAN KILE Signature:  #117

E-Mail Address: bkile@cityofmelissa.com Phone: 972-838-1393 Date: 04/27/21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@CityofMelissa.com Phone: 972-838-2073 Date: 6-10-2021

Remote Access Users Signature

Printed Name: John Lec1 Signature: 

E-Mail Address: JLec1@cityofmelissa.com Phone: 5-2-21 Date: 9038215206

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: DSmith@CityofMelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Joseph Collins Signature: 

E-Mail Address: jcollins@cityofmelissa.com Phone: 214 733 2609 Date: 4/30/21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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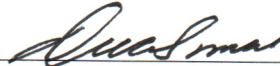


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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: DSmith@CityofMcBse.com Phone: 972-838-2033 Date: 6-10-2029

Remote Access Users Signature

Printed Name: Tony Browning Signature: 

E-Mail Address: tbrowning@cityofmcbs.com Phone: 972-838-2033 Date: 4-29-20

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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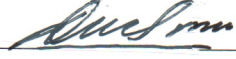
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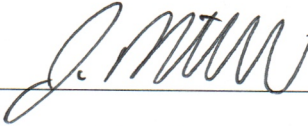
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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature:   
E-Mail Address: Dsmith@CityofMelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Josh Miller Signature:   
E-Mail Address: Jmiller@Cityofmelissa.com Phone: 972-838-2033 Date: 4-30-21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@CityofMelissa.com Phone: 972-838-2037 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Brian Guillen Signature: 

E-Mail Address: bguillen@cityofmelissa.com Phone: 972-838-2033 Date: 5-2-21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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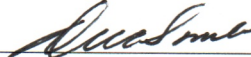
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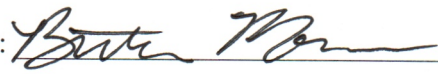
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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: DSm:th@CityofMelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Brittany Morrison Signature: 

E-Mail Address: bmorrison@cityofmelissa.com Phone: 972-838-2033 Date: 5-2-21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@CityofMelissa.com Phone: 972-838-2037 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Alex Boutwell Signature:  #136

E-Mail Address: Aboutwell@CityofMelissa.com Phone: 972-838-2037 Date: 6/9/2021

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_


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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@cityofmelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Colin Black Signature: 

E-Mail Address: cblack@cityofmelissa.com Phone: 903-870-8744 Date: 4/30/2021

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@CityofMelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Diana Lebron Signature: 

E-Mail Address: dlebron@cityofmelissa.com Phone: 214-498-8803 Date: 4/30/21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Agency Management's Signature (if applicable)

Printed Name: Duane Smith Signature: 

E-Mail Address: DSmith@CityofMelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Beverly Stevens Signature: 

E-Mail Address: bstevens@cityofmelissa.com Phone: 972-838-1372 Date: April 29, 2021

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_


E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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Printed Name: Duane Smith Signature: 

E-Mail Address: Dsmith@CityofMelissa.com Phone: 972-838-2033 Date: 6-10-2021

Remote Access Users Signature

Printed Name: Brandi Davidson Signature: 

E-Mail Address: bdaavidson@cityofmelissa.com Phone: 972-838-1392 Date: 5/3/21

Sponsoring Party's Signature

Printed Name: \_\_\_\_\_ Signature: 

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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