

# Dallas County Global Positioning System "GPS" Access Request

Forward the completed form to the Director of Consolidated Services via email or fax.

Donna K. Billman, Director of Consolidated Services; Fax: 214 653 6464

<b>Department :</b>	<b>Division:</b>
<b>Name (as it appears on payroll):</b>	<b>Title:</b>
<b>Contact Person:</b>	<b>Contact Phone No.:</b> <b>Contact Email:</b>

**ACCESS TO GPS SYSTEM DATA IS LIMITED TO AUTHORIZED PERSONS FOR AUTHORIZED PURPOSES IN ACCORDANCE WITH THE DALLAS COUNTY GPS POLICY. ONLY SUBMIT THIS FORM IF YOU ARE AUTHORIZED TO REQUEST ACCESS TO GPS SYSTEM DATA IN ACCORDANCE WITH THE COUNTY GPS POLICY.**

**A. I certify that I am authorized to access the following GPS system data for the following purposes (check one):**

1.  GPS data on vehicle(s) assigned to my department/division and I am a (check one):  department head, or  elected official. If a person other than the department head/elected official will be granted access to the applicable GPS system data, Section D, titled "Department Designees," must also be completed by the department head/elected official.
  
2.  GPS data on the following vehicle \_\_\_\_\_ [insert vehicle identification information] to assist in an investigation involving allegations of misconduct, violation of law, or misuse of County Vehicle, or to defend a claim/suit against the County and I am (check one):  Director of Human Resources,  District Attorney, Civil Division Chief, or  Dallas County Sheriff Criminal Investigation Division.
  
3.  GPS data on (check one)  all county vehicle(s), or  the following vehicle(s) \_\_\_\_\_, and I am (check one):  the County Auditor and seek the GPS system data for fiscal examination and reporting duties, or  the County Budget Director and seek the GPS system data for purpose of County fiscal operations and budget.
  
4.  GPS data on the following vehicle(s) \_\_\_\_\_ [insert vehicle identification information] for the following law enforcement purposes \_\_\_\_\_ [description of law enforcement purpose] and I am a law enforcement agency \_\_\_\_\_ [name of law enforcement agency]. Waiver from Commissioners Court must be attached.
  
5.  GPS data on the following vehicle(s) \_\_\_\_\_ [insert vehicle identification information] for an authorized statutory or constitutional purpose within my duties as a County officer/employee/elected official. \_\_\_\_\_ [description of statutory/constitutional duties that give rise to need for GPS system data]. Waiver from Commissioners Court must be attached.

**B. GPS system data sought (check one):**

- All GPS data   
  vehicle(s) speed   
  vehicle(s) idling   
  vehicle(s) location(s)   
  fuel exception report  
 vehicle speed, idling, and location   
 other \_\_\_\_\_

*Note: Request for GPS data should be limited to the information needed under the applicable provision in Section A above.*

**C. Access time period:**

- one time only   
 one week   
 two weeks   
 one month   
 six months   
 one year

Access to GPS system data is one time only, except for department heads/elected officials, the County Auditor, and the County Budget Director, who may request access for a longer time period if sought for purposes within the scope of their authority under the GPS policy. If you checked a period other than "one time only" explain why you need access to the GPS system data for the period requested: \_\_\_\_\_

**D. Department Designee(s) :**

The following department employee(s) (designees) should be granted access to the requested GPS system data under this authorization (*designees must also sign this form*):

	<u>Employee Name</u>	<u>Employee Title</u>	<u>Employee No.</u>	<u>Employee Phone Number/Email</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

