***\*\*These instructions can ONLY be completed by the Fleet Manager or Consolidated Services Director\*\****

 **NEW OR RENEWING USERS ARE TO BE ADDED OR UPDATED (AFTER EXPIRATION) PRIOR TO RECEIVING THE COMPLETED AND APPROVED GPS ACCESS REQUEST FORM. This form is required when removing or modifying a designee (user).**

**Department Requests GPS Access:**

Send GPS Access Request form and Policy to any department requesting or renewing access to GPS.

Send an email (create a signature “GPS ACCESS REQUEST”)

*Attached you will find the Dallas County GPS Policy and Access Request Form. Please provide all designees (Users) with a copy of the policy. It is recommended you share the policy with employees whom may drive or be assigned a county vehicle.*

*The form must be completed in order to process your request. PLEASE CLEARLY PRINT names of designees in section D. Section F requires the signature of the Elected Official/Department Head and his/her designees.*

***\*\* Email completed form to*** ***Christopher.Hooper@dallascounty.org*** ***\*\****

Log the sent date (and department) to the GPS Submission log on the K drive

**Completed Form Review Process:**

Upon receipt of the completed form, a careful review of the request is to be made. (Review and approval by Director of Consolidated Services only)

 Is the department information portion (top of form) completed?

Sec. A:

1. Does the requestor have custodial rights to the department’s vehicles?
2. Department making the request have authority to request the investigation?
	1. Note justification of authority and reason for investigation
3. If this is checked. Live/real time data is not granted. All other access is (reports, alerts, scheduling…)

Sec. B:

 Area must be completed to provide correct data requestor is requesting.

Sec. C:

 Justification for need is required.

Sec. D:

A 2nd form should be attached if all designees don’t fit on the form.

 Sec. E:

 Only required when removing or modifying a designee’s (User) access.

 Sec. F:

 Signature of the elected official/department head and all designees is required.

**APPROVED REQUESTS:**

Director of Consolidated Services enters dates and signs, marks type of approvals and notes GPS Access Submission log # in comments and/or makes addition comments if needed. If training is, requested information will be logged in.

Assign the GPS Access Submission Log No (A for approved or D for denied in from of 4 digit year-2 digit time request-request number received) EXAMPLE: A2018-52-01 this means: Approved 2018 for 52 weeks (1 year) and is request number 1 received.

The completed approved from is then emailed to Julio Cuin, ASC Fleet Manager at julio.cuin@dallascounty.org. to add, remove or modify user.

The ASC Fleet Mgr. will add information to the submission log. Forms are to be kept in files by time frame granted (1 DAY-00, 1 WEEK-01, 2 WEEKS-02, 1 MONTH-04; 6 MONTHS-24 and 1 YEAR-52) and sorted by department within the file. Place scanned copy of access documentation in folder “K drive: 1027 ASC/GPS Policy and Access/Access Completions”

Users will be entered and provided *only access approved*.

User’s first name shall begin with the department’s abbreviation (from list on K drive). This enables GPS admin to pull a user list, sort by first name (which allows admin to identify specific department users.

EXAMPLE: John Smith (User) with District Attorney Office (Dept.); shall be entered as Dist Atty-John

**DENIED REQUESTS:**

Send an email detailing reasons of the request was denied.