## 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

Department :	Division:
Name (as it appears on payroll):	Title:
Contact Person:	Contact Phone No.:
	Contact Email:
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 th	e following purposes (check one):
1. GPS data on vehicle(s) assigned to my department/division and I am a (check one): department head, or delected 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.	
<ul> <li>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):</li></ul>	
3. $\Box$ GPS data on (check one) $\Box$ all county vehicle(s), or $\Box$ the following	vehicle(s) and Lam
(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 <u>Section A</u> above.	
C. <u>Access time period:</u>	
□ one time only □ one week □ two weeks □ one month □ six months □ one year	
Access to GPS system data is one time only, <u>except</u> 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):	
Employee Name Employee Title Employee No. 1.	Employee Phone Number/Email
2.	
3.	

E. Modification/Revocation of Access:	
I (dept. head/elected official) (title):	
□ revoke the access for the following employee (name), effective on	
(date).	
□ revise/modify the access for (name) from (current access	
privilege) to (modified access privilege), effective on (date). Modifications/revisions can reduce access, but may not increase access. A grant of increased access requires a new GPS Access Form.	
F. <u>Acknowledgments/Certifications:</u>	
I certify that the information herein is true and correct. I understand and acknowledge that intentionally or knowingly making a false statement in a government record or using it with knowledge of it falsity is a violation of Section 37.310 of the Texas Penal Code and is a Class A misdemeanor unless the intent is to defraud or harm another, in which event the offense is a state jail felony. If access to GPS data is granted, I will follow the Dallas County GPS Policy and will maintain the confidentiality of the GPS system data, as required by County policy and state or federal law. I understand that: 1) law enforcement GPS system data is deemed confidential and shall NOT be released to any requestor without timely notifying the proper law enforcement authority and giving them an opportunity to object to the disclosure; and, 2) all request for GPS System data, in whole or in part, shall be sent to the Dallas County District Attorney Civil Division for handling.	
Signature Department Head/Elected Official     Title     Date	
Designees:	
Signature of Employee Designee:	
Signature of Employee Designee:	
Signature of Employee Designee:	
OFFICE USE ONLY	
Date Received Processed by: Date Processed:	
The request to access GPS System data (as set forth herein) is: O Approved O Denied	
Access perimeters (check all that apply):	
Scope of Access: Type of Data:	
All vehicles       All vehicle GPS data         Department vehicles only       vehicle(s) speed         Vehicle GPS data for the following vehicle(s)       vehicle(s) idling         vehicle(s) location(s)       vehicle(s) location, speed, idling         fuel exception report       vehicle(s) utilization         other:       other:	
Note: Law Enforcement GPS System data shall be stamped "Confidential" prior to sharing with an authorized person under this policy.	
TO BE COMPLETED BY ASC MANAGER	
Date GPS data access granted: Access Created by:	