



Houston Police Department

Network Remote Access Agreement

The purpose of this agreement is to establish guidelines for Network Remote Access connections to the Houston Police Department's (HPD's) corporate network. This agreement applies to all HPD employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing remote access technologies to access the HPD internal network.

Approved HPD employees and authorized third parties (partner agencies, vendors, etc.) may utilize the benefits of remote access, which are a "user managed" service. This means that the user is responsible for selecting service providers, coordinating installation, installing any required software, and paying associated fees, except where authorized by management of HPD. Additionally,

1. It is the responsibility of all persons with remote access privileges to ensure that unauthorized users are not allowed access to HPD internal networks.
2. All computers connected to the HPD internal networks via VPN or any other technology must use up-to-date security software and must be configured and used in compliance with HPD's network guidelines.
3. By using remote access technology with agency-owned equipment, users must understand that their computers are a de facto extension of the HPD network, and as such are subject to the same rules and regulations that apply to HPD-owned equipment.
4. Section 8.3.2 of the FBI's Criminal Justice Information Systems (CJIS) Security Policy states that CJIS systems and data are sensitive information and security shall be afforded to prevent any unauthorized access, use, or dissemination of the information. Improper access, use, or dissemination of HPD systems or data is serious and may result in termination of services, and could lead to the imposition of state and federal criminal penalties as well.
5. Partner agencies or vendor companies will allow only agency or company employees approved in advance by HPD to access any connections to the HPD's internal network or any HPD-owned Equipment. Partner agencies or vendor companies shall be solely responsible for ensuring that authorized employees are not security risks, and upon HPD's request, will provide HPD with any information reasonably necessary for HPD to evaluate security issues relating to any authorized employee.
6. Partner agencies or vendor companies will promptly notify HPD whenever any authorized employee leaves the agency's or company's employ or no longer requires access to the network connection or HPD-owned equipment.

Last Name: _____ First Name: _____ MI: _____

Job Title: _____ Rank: _____

Agency/Department: _____ Division/Section: _____

Location: _____ Address: _____

Telephone Number: _____ E-Mail Address: _____

Applicant Signature: _____ Date: _____

Please print legibly using blue or black ink