



MCOLES Information and Tracking Network Law Enforcement Officer Access Agreement

Between
The Michigan Commission on Law Enforcement Standards
And

Law Enforcement Officer's Full Name		
Last 4 Digits of SSN *	MCOLES License # (if known)	Date of Birth (mm/dd/yyyy)
Basic Training Academy		Year of Academy Graduation
Daytime Phone		E-Mail Address

This Agreement serves as an application and an agreement for access by this law enforcement officer to the MCOLES Information and Tracking Network system and data contained therein regarding this officer's Michigan training and employment records.

Agreement, Covenants and Understandings

The officer will comply with all security requirements and responsibilities prescribed in the MCOLES Network Security Policy, all relevant laws, rules, and policies.

The officer will receive a unique user ID and password with which to log onto the MCOLES Network system. This user ID and password are for the exclusive use of the officer and may not be loaned to or used by anyone else.

The officer will cooperate with any investigation into a complaint about incidents of improper access, information misuse, unauthorized dissemination of information, and completed or attempted efforts to gain unauthorized access or cause malicious attacks on the MCOLES Network system.

Agreement Period

Access may be immediately suspended for improper access, information misuse, unauthorized dissemination of information, completed or attempted efforts to gain unauthorized access, access in excess of authority, malicious attacks on the MCOLES Network system, or any other violation of this Agreement, the MCOLES Network Security Policy, or relevant state or federal law.

The Michigan Commission on Law Enforcement Standards or the officer, upon giving 30 days written notice, may cancel this Agreement at any time. Any changes to this Agreement will be valid only if made in writing and accepted by all parties to this Agreement.

Acknowledgement

I have read and understand the MCOLES Network Security Policy and agree to abide by it and all relevant laws, rules, or policies. I certify that I will carry out all of the Agreement's terms and conditions.

Printed Name	
Signature	Date

AUTHORITY:	203 PA 1965
COMPLIANCE:	Voluntary
PENALTY:	User ID to access the MCOLES Network not assigned

<p>* This information is confidential. Confidential information is protected by the Federal Privacy Act.</p>
--

Law Enforcement Officer Access Agreement Instructions

1. Carefully read the entire MCOLES Network Security Policy statement before you apply for access. If you have any questions regarding your responsibility under the terms of the policy, please contact MCOLES.
2. Complete all the requested information on the Law Enforcement Officer Access Agreement. This form is available on the MCOLES public Web site (www.michigan.gov/mcoles) as a PDF document. You can fill in the required information and print the form directly from the Web page. Be sure to include a phone number or e-mail address where you can be contacted during normal business hours if questions arise.
3. Print a copy of the completed form.
4. Sign the Agreement, acknowledging that you have read and understand the MCOLES Network Security Policy and agree to abide by it and all relevant laws, rules, or policies.
5. Mail the original, signed Agreement to MCOLES together with:
 - a copy of your driver's license,
 - one other piece of ID, e.g., department ID, birth certificate, passport, and
 - a stamped, self-addressed envelope.
 - Use your home address.
 - A complete street address is required.
 - PO boxes will not be accepted.
 - Your employer's business address will not be accepted.
6. Mail all the required documents to:
 - Michigan Commission on Law Enforcement Standards
 - Licensing Services Section
 - 106 W. Allegan St., Suite 600
 - P.O. Box 30633
 - Lansing, MI 48909

Please note: [Incomplete packets will not be processed.](#)

Notification

Once your request has been reviewed and processed by MCOLES, a written notification will be mailed to you in your self-addressed envelope. Please allow 10 business days from the date your request is received by MCOLES for processing. This notice will contain your user ID and a temporary password. The first time you log onto the MCOLES Network you will be required to change your password.