CapWIN Agency Administrator Agreement

CapWIN uses "Distributed Administration" in order to provide agencies with the technical capability to create and manage their CapWIN users. This enables each agency to support their use of the CapWIN system pursuant to the policies and procedures of their specific agency. As part of CapWIN's support of this technical management approach, each Agency Administrator is registered and documented by UMD CapWIN staff, and an updated list of each agency's CapWIN Administrators is maintained by CapWIN.

Because CapWIN Agency Administrators have the capability to create and remove CapWIN users and to assign roles and responsibilities to each user, including the option to access to criminal justice systems, each Agency Administrator must agree to adhere to the following terms and conditions as part of their function as CapWIN Agency Administrator:

- CapWIN Agency Administrators are allowed to create and manage users in their agency – they may not create CapWIN accounts for individuals who are not employees of their agency
- CapWIN Agency Administrators must ensure that all CapWIN Roles assigned to individual CapWIN Users are consistent with relevant data access restrictions and/or security policies for their agency. For example, they may not provide law enforcement system Role access to CapWIN Users who are not already authorized to access those systems
- CapWIN Agency Administrators must Deactivate accounts for Users who are no longer authorized to access CapWIN (or who have left their agency) within 30 days
- CapWIN Agency Administrators must provide written requests (electronic mail is acceptable) for CapWIN record logs for their individual CapWIN users.
- Changes to Agency Administrators must be provided to UMD CapWIN as soon as possible by calling 301-614-3730 or hdesk@capwin.org.

In the event of a violation of agreed to terms and conditions, CapWIN reserves the right to:

- Suspend or revoke Agency Administrator privileges for the violator
- Suspend or revoke CapWIN access for the violator

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PRINTED NAME

_____ _____

SIGNED DATE

DATE

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