

Georgia Peace Officer Standards & Training Council
Agency Administrator Designation
For POST Records Database

The Georgia Peace Officer Standards and Training Council plans to launch its new software on September 1st, 2011. In this new software there are three access roles for individuals in an agency - - officer, agency user, and agency administrator. The agency administrator access role is provided to agencies to allow agency heads to designate as many agency administrators as desired. The agency administrator has **signature authority** for the agency head in the new software. (NOTE: Agency heads will be assigned agency administrator role in the new system.) This signature is a digital signature, but it records the individual's name as the signature. For example, if CPT John Doe were given agency administrator access, in the new database, CPT Doe could sign applications on the behalf of the Chief John Smith. The computer would show that CPT John Doe signed (on behalf of Chief John Smith), and the computer would record Doe's digital signature on the record.

The new software also allows the agency administrator to change user roles for agency personnel. Agency users can be assigned for purposes such as entering applications, setting up training classes, and running agency reports. The agency administrator can assign this role for any of the agency's personnel as designated by the agency head.

For the agency administrator role to be assigned in the new software, the attached form will need to be completed by the agency head and the individual designated as the agency administrator will need to "register" in the new software after September 1st (see enclosed instructions). Please note that POST staff will have to process these forms and enter the agency administrator roles as these forms are received. Please allow sufficient time to for the roles to be entered by the POST staff.

Please remember that agency administrators can assign agency users in the new software.

Agency heads will need to remember to change any agency administrator or agency user's roles when they no longer work for the agency. This user role access should be added to the agency's "check out" checklist for officers or employees leaving the agency.

POST FAX Number: (770) 732-5952

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Request for Agency Administrator User Role Access

This form is to be used by agency heads to designate an individual to have the role of agency administrator for their agency. This individual will have **signature authority** for the agency head in the new software. (NOTE: Agency heads will be assigned agency administrator role in the new system.) This signature is a digital signature, but it records the individual's name as the signature. For example, if CPT John Doe were given agency administrator access, in the new database, CPT Doe could sign applications on the behalf of the Chief John Smith. The computer would show that CPT John Doe signed (on behalf of Chief John Smith), and the computer would record Doe's digital signature on the record. Agency administrators will be able to assign agency user roles, change passwords for agency officers/users, perform audits, and run agency reports. The individual must have an e-mail address and must register in the POST database. All fields below are required.

Name (please print clearly) _____

Title or Rank: _____

Email Address of Designated Administrator: _____

Agency Name : _____

Agency Phone #: _____

Agency Fax:# _____

Attestation by Agency Head: I understand that the access code (password) issued must be kept confidential in accordance with O.C.G.A. § 16-10-90. I further understand that a violation of this code section is a felony punishable by 15 years in prison and fines up to \$50,000. O.C.G.A. § 16-10-20 False statements, concealment of facts, fraudulent writings, etc., in matters within jurisdiction of state of political subdivision is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both. I understand that my designation allows the user rights for this individual as it relates to data involving my agency, and it allows the user to digitally sign/approve on my behalf as I so designate internally within my agency.

I have read and understand the above statement.

Agency Head Name (print) _____

Agency Head Signature: _____

Date Signed: _____

Notary Public: _____

Date & Seal: _____