

Lawrence County Department of Public Safety

Employee Handbook



Policy # : FRM-016
 Operating Procedures : Universal User Access Request Form
 Subject : Employment Forms
 Effective : 1-May-2012
 Revised : 22-October-2019

Agency Represented:		Indicate User Status: <input type="checkbox"/> New User <input type="checkbox"/> User Update Request	
Last Name:		First Name:	MI:
Date of Birth:		SSN:	
Title / Rank:			
Mailing Address:			
City:		State:	Zip:
Work Telephone:	Home Telephone:	Mobile Telephone:	
Work Fax:	Other Telephone:	Other Telephone:	
Email Address:			
Type of Access Requested – Check all that apply			
<input type="checkbox"/> ASSIGN A CAD UNIT	Unit # _____	Describe unit type info below (PTL, K9, ect)	
<input type="checkbox"/> MDT AND CLEAN/NCIC ACCESS		User will be contacted by LCDPS Tac Officer to arrange training. User will ultimately be required to pass a test prior to access being granted	
<input type="checkbox"/> REG 13 CREDENTIAL/ID		User will be asked to complete FRM-015 – Credential Request Form for additional information	
LCDPS USE ONLY			
CAD UNIT ASSIGNED:		ICE USERNAME:	WEBCAD USERNAME:
SONICWALL USERNAME:		NOTES:	

Signature of Requesting Party

Date Submitted

Signature of Authorizing Department Head

Date Submitted