



Georgia Peace Officer Standards & Training Council

Request for Agency Administrator Designation in the POST Data Gateway

Agency Heads are automatically assigned the Agency Administrator role. This Agency Administrator Designation form is to be used by Agency Heads of **new** agencies with no current administrators of any type. Agency Heads and Administrators of existing agencies should assign user roles within the POST Data Gateway.

Agency Administrators will have signature authority for the Agency Head in the POST Data Gateway. For example, if CPT John Doe is an Agency Administrator, CPT Doe can sign applications on the behalf of his Agency Head, Chief John Smith. The system will show CPT John Doe signed on behalf of Chief John Smith and will record CPT Doe's digital signature on the record.

Agency Administrators can also assign agency user roles, change passwords for agency members, perform audits, and run agency reports. The Agency Administrator must have an email address and must be a registered user in the POST Data Gateway.

All fields below are required. Please print clearly.

Designated Agency Administrator Information

Name:

Title or Rank:

Email:

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. §16-9-93. I further understand that any person convicted of computer password disclosure shall be fined not more than \$5,000.00 or incarcerated for a period not to exceed one year, or both. Additionally, O.C.G.A. §16-10-20 False statements, concealment of facts, fraudulent writings, etc., in matters within jurisdiction of any state or 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:

Agency Head Signature:

Date Signed:

Notary Public:

Date & Seal: