



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

DIRECTIVE

DIVISION OF ADMINISTRATIVE SERVICES

NUMBER: 06-01

February 10, 2006

TO: All MCFRS Personnel

FROM: Division Chief Randy M. Wheeler *Randy Wheeler*

SUBJECT: Connection of LFRD Owned Printers and/or Copiers to County Network Computers

In recent months, there have been multiple requests to connect LFRD owned printers and/or copiers to Montgomery County network computers. This has been an issue in the past and was addressed to a limited degree by FRC Policy and Procedure 01-09, **Computer Connectivity Requirements**. With additional technology available to MCFRS and LFRD's complying with the overall security guidelines and policy set forth by the Department of Technology Services, the following Directive will take effect March 1, 2006.

If an LFRD President or Chief wishes to connect a printer or copier to a County network computer, they must provide a request by e-mail to the Division Chief of Administrative Services for consideration and approval. The Division Chief will reply in a timely manner indicating whether the request was approved or disapproved. If the request to connect an LFRD peripheral is denied, an explanation will be provided to the LFRD Chief or President.

Any costs associated with connecting or disconnecting the LFRD printer and/or copier will be the responsibility of the respective LFRD.

Any printer or copier that is connected to a County network computer must not be connected to any LFRD computer or personal computer at any time. The County computer system is a highly secure network and that security must be maintained at all times. Any attempts to connect a personal or LFRD computer to a device that is connected to a County network computer, without appropriate Division Chief's approval, will result in the immediate termination of the network connection. Illegal connectivity to any County network by MCFRS personnel may result in disciplinary action.

Questions should be directed to Mr. Albert George, 240-777-2293.