



STATE OF OKLAHOMA
DEPARTMENT OF PUBLIC SAFETY

December 18, 2023

Erma,

This letter is to advise you that your request to move the physical location of your OLETS terminal is approved. There are no costs/fees assessed by OLETS (outside of your regularly monthly service charges) to complete this change in location. The equipment that our software is ran on does not belong to OLETS.

Out of the two proposed locations you showed me during our video conference on 12/12/2023, the site within the Police Department would be the preferred choice with the following stipulations:

1. The floor-to-ceiling window within the proposed room shall have a one-way tint/film or a frosted coat/film that spans the entire length of the window, or up to at least the top of the brick façade to obscure and prevent potential unauthorized viewing of CJI/CHRI. A working blind or equivalent window covering that entirely obstructs view shall be furnished by the City in conjunction with the one-way film for usage at night when the film is least effective.
2. The area in which the dispatch center is located must be within a physically secure area with a sign posted on public facing doors to the Police Department that reads as or has the equivalent meaning of "AUTHORIZED PERSONNEL ONLY, ALL OTHERS MUST BE ESCORTED".
3. Anyone who is not part of the Mangum Police Department entering the secured area of the Department must sign in/out on an approved visitor log per FBI policy.
4. A proposed sliding glass window into the dispatch center is approved with the following additional stipulations:
 - a. Monitors of the dispatch consoles cannot face said sliding glass window. You shall place the consoles in such a manner to prevent sensitive information from being viewed on a computer screen from the viewing radius of the public window.
 - b. The sliding glass window shall have a lock and if the room is unoccupied at any point, the computer stations shall be logged off or locked and the sliding glass window shall be locked to prevent unauthorized access to the secured area and information.

If you have any further questions, please feel free to reach out to my office.

Thank you,

A handwritten signature in black ink, appearing to read "A Stober", with a long horizontal flourish extending to the right.

Andrew Stober
OLETS Compliance Auditor-Western Oklahoma
Office (405) 425-2225