

ATTACHMENT B



A facsimile from

Colville Confederated Tribes

Information Technology Program

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To: Sandz Hinrichs
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Sylvia Desautel
Administrative Assistant

Date: 4/20/2012

Regarding: MT. Top and CCT Central Office Facilities Access Policy

Comments: HAVE A GREAT DAY! 😊

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The Confederated Tribes of the Colville Reservation
 Mountain Top and CCT Central Office Facilities
 P.O. Box 150, Nespelem, WA 99155 (509) 634-2240
 FAX: (509) 634-2235



April 19, 2012

Mountain Top and CCT Central Office Facilities Access Policy

1.0 Purpose

The purpose of this policy is to define standards for access to the mountain tops and CCT Central Offices throughout the Colville Indian Reservation. These standards are designed in order to enforce the sovereignty of the Colville Confederated Tribes by preventing unauthorized access/use of mountain top and CCT Central Office Facilities and resources.

2.0 Scope

This Policy applies to all vendors, contractors, agents and other entities (public or private), hereafter known as "Entities", requiring access to any of the mountain tops and CCT Central Offices on the Colville Indian Reservation.

3.0 Policy

3.1 General

1. It is the responsibility of the Entities with access to the mountain tops to notify the Colville Tribal Information Technology 24 hours in advance in order to allow authorization and to inform law enforcement entities.
2. General access to the mountain tops and CCT Central Office Facilities allows the Entities to perform maintenance, upgrades and repairs given appropriate authorization from the Colville Tribal IT Division.

Employees that do not currently have an access badge must apply in person at the IT Office located at 19 Methow Street on the Colville Tribal Agency Campus in Nespelem. Office hours are Monday -Friday 7:30 am – 4:00pm. Do not wait until the day you need to access a Tribal Central Office to apply for access.

Please note once you receive access, the following requirements are mandatory to ensure compliance with site visit policy:

1. Make sure that every employee responsible for accessing a Communications site has been issued access will understand that access is for routine installation and maintenance work only. No new facilities will be allowed until leases are successfully negotiated.
2. Before you go to any Tribal Communication Site you must send an email 24hrs prior to the visit to: larry.allen@colvilletribes.com and it.manager@colvilletribes.com . The email needs to include:
 - a. The name of the individual(s) who will be accessing the site.
 - b. The name of the company whom the individual(s) are employed with.
 - c. The site location name.
 - d. The purpose for access.
 - e. The date and time you anticipate being there.
 - f. To ensure compliance if you do not receive a verification email or phone call within 2 hours that your notification has been received, follow up with a phone call to the Mountain Top Communication Facilities Manager at 509-634-2240 and if there is no answer leave the message on the voice mail..
3. When you have completed the site visit you must complete the following procedures:
 - a. Call Larry Allen, Mountain Top Communication Facilities Manager at phone number 509-634-2240 to report your exit from the site. Please make sure to leave a message if call is not answered personally, this voice mail is monitored 24 hrs.
 - b. Send a follow-up email stating:
 - i. What was completed
 - ii. Any damages that were discovered to your property
 - c. Date and time of departure

d. Any relevant information about the site (i.e. current pictures for documentary purposes)

4. After Hours Emergency* Access:

**Defined as: Un-foreseen communication outages that occur outside normal operating business hours for the Colville Tribal Organization*

Step 1) Send an email in accordance with the policy as soon as possible.

Step 2) Notify the Colville Tribal Police Department immediately at 509-634-2472, you will need to give them the following information :

- a. Your Name
- b. Company Name
- c. Site Location(s)
- d. How many people will be accessing site
- e. That you will be accessing the site for emergency repairs

Step 3) You must notify both the Tribal Police and the Mountain Top Communication facilities manager upon exit of the location (as soon as communications are available) to ensure Safety of personnel.

- ii. If proper exit notification is not received a Search & Rescue Team is dispatched, the company will be held liable for all expenses incurred.

Violation of and/or Non-compliance with any of the afore mentioned policies can result in; the termination of access to facilities; revocation of all access badges; subject to penalties including but not limited to monetary fines and/or criminal prosecution for Trespassing.

If you have any questions regarding the Access Policies please do not hesitate to contact me at the following email or phone numbers.

Respectfully,



Larry K. Allen
Mountain Top Communication Facilities Manager
Email: larry.allen@colvilletribes.com
Office: (509) 634-2240
Cell: (509) 978-8118



Jim Ronyak, IT Division Director

4/21/12

Date



Mary Hall, Executive Director

4/19/12

Date

Mountain Top Communications Facilities Access Application

PLEASE PRINT CLEARLY

**FILL ALL SPACES IN (IF NONE, STATE NONE OR N/A)
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Date of Application: _____

Name of Applicant: _____

Home Phone#: _____

Cell Phone #: _____

Company Name: _____

Company mailing address: _____

City, State, Zip: _____

Company Phone #: _____

E-mail address: _____

Current Driver's License #: **Mandatory copy must be attached**

Company Identification: **Mandatory copy of proof of company affiliation must be attached**

Purpose(s) of Access: _____

Mountain Location(s) to be accessed: _____

- Unless otherwise noted, access badges expire within 1-yr of date of approval.
- Access will be revoked by the Colville Tribe for violations of the Access Policy.

Applicant Signature & Date: _____

TO BE FILLED OUT BY INFORMATION TECHNOLOGY ONLY: _____

Additional Comments: _____

Received By: _____

Approved By: _____ Date: _____

Denied By: _____ Date: _____