

Policy # **00-5**

Date Adopted: **2/7/2001**

Revised: 10/1/08

**VIBRS Agency Access Policy**  
**Division of Criminal Justice Services**

Approved By:

Francis X. Aumand III

for the VIBRS Advisory  
Board

**NOTE:** This is a Mandatory Policy

## **1 GOALS**

1.1 The goal of this policy is to adopt a standard that guides the advisory board and Criminal Justice Services staff in making decisions about which agencies/departments and individuals should have access to the VIBRS network, CAD/RM system and law incidents and the names tables.

1.2 The goal of this policy is to describe the different types of access to the network by an agency that is allowed onto the system.

1.3 The goal of this policy is also to describe the approved ways that an agency or a user may access the network.

1.4 The goal of this policy is to assist in limiting access so the privacy and confidentiality rights of the users and citizens of the State of Vermont are protected.

## **2 POLICIES**

2.1 It is the policy of the VIBRS Advisory Board and the Department of Public Safety (DPS)/Criminal Justice Services (CJS) to grant access to the VIBRS databases to those agencies/departments that have a federal ORI number and whose mission/purpose/focus is the investigation and /or prosecution of criminal activity or otherwise allowed by law.

2.1.1. Generally, all members of an agency/department shall be granted access to the networks databases as long as that agency/department is granted access. This includes contractors who have been recognized as being part of and/or approved by the agency/department that has access.

2.2 It is the policy of the VIBRS Advisory Board and Department of Public Safety/CJS to promote the sharing of information within the VIBRS network and to encourage those contributing agencies to share information and to discourage those contributing agencies from partitioning their information so others can not view it.

2.3 It is the policy of the VIBRS Advisory Board and the Department of Public Safety/CJS to limit access to the network where appropriate to help ensure the protection of the personal identifying information within the databases and to protect the information of the agencies using the network.

### 3 DEFINITIONS

The following are definitions describing the **different types** of user agencies who access the network and the applications.

- **Contributing Agency – A contributing agency is an agency that uses the Vermont Incident Based Reporting System CAD/RM system and enters information for the purposes of NIBRS reporting, agency administration and law enforcement investigative purposes. This type of agency may receive just the CAD/RMS service or receive the entire system of services offered through the network.**
  - Cost – All user support fees and personnel costs for CAD/RMS and VLETS and circuit costs.
  - Prerequisite – VIBRS and VCIC user agreement and VIBRS training.
- **Contributing Agency with NO logins to CAD/RMS** - This is an agency that is placed in CAD/RMS as a contributing agency but does not have a login or password to access to the system. They may receive information about their cases from another contributing agency that has personnel with logins and passwords, but may not access the information themselves. The purpose of this type of agency is for the collection of NIBRS data for VCIC. They may have access to criminal history information and VLETS information as well.
  - Cost – NONE
  - Prerequisite – VCIC user agreement must be signed.
- **Contributing agency with logins and passwords to CAD/RMS using the equipment at another agency.** This is an agency that is placed in CAD/RMS as a contributing agency and has access to all information through another agencies connection and hardware. The purpose of this type of agency is for the collection of NIBRS data for VCIC. The may have access to criminal history information and VLETS information.
  - Cost – user support fees for CAD/RMS and VLETS.
  - Prerequisite – VIBRS and VCIC user agreement and VIBRS training.
- **Non-Contributing Agency – A non-contributing agency is an agency that uses the Vermont Incident Based Reporting System CAD/RM system and may use VLETS and the use is for law enforcement investigative purposes. They submit NIBRS information through an external source.**
  - Cost – user support fees for CAD/RMS and VLETS and circuit costs.
  - Prerequisite – VIBRS and VCIC user agreement and VIBRS training.
- **Non-Contributing Agency with access to VLETS only.** This is an agency that receives all of the services offered by VLETS and submits NIBRS data through an external source.

- Cost – user support fees for VLETS and circuit costs.
- Prerequisite –VCIC user agreement.
- **Non-Contributing with access to criminal history information only.** This is an agency that requires access to the criminal history data base only and receives permission from VCIC to access the information.
  - Cost – NONE, unless a securID is required then the actual cost is charged back to the agency.
  - Prerequisite – VCIC user agreement must be signed.
- **Trusted computer** – A trusted computer is a computer sanctioned for business use by a user agency that meets all of the VIBRS security policy requirements. Specifically, it must have a firewall and up to date virus protection. It also must have a time controlled disabling configuration when it is not in use but on.

#### **4 Procedures for who and what type of agency may access the network.**

4.1 An agency or department requesting to become a VIBRS Agency as a contributing or non-contributing agency and have access to the network shall put the request in writing and forward the request to the Director of the Division of Criminal Justice Services.

4.2 Any agency that is currently a member of the VIBRS Network receiving database information and does not meet the criteria in this policy is exempted from this policy.

4.3 The VIBRS Advisory Board shall review all requests for participation in the network.

4.4 The Director of the Division of Criminal Justice Services shall make the final decision regarding VIBRS participation.

4.5 The decision of the Director of the Division of Criminal Justice Services may be appealed to the Commissioner of Public Safety.

#### **5 Sharing of Information**

5.1 A contributing agency who does not allow access to their information by other agencies shall not have access to other agencies information.

5.2 A contributing agency that has a complaint regarding the inappropriate use of information within the system shall make every effort to have the complaint investigated including but not limited to; contacting the agency of concern and trying to rectify the problem at this level, reporting the complaint to the Director of Criminal Justice Services, reporting the complaint to the VIBRS Advisory Board, or reporting the complaint and initiating a criminal investigation by another law enforcement agency into the inappropriate use of information contained within the VIBRS network.

5.2.1 All agencies are encouraged to first handle their complaint at the local or lowest level by notifying the agency head of the agency or department that is the offender.

5.3 It shall not be a reason to partition agencies information from the rest of the users based on the type of complaint mentioned above. The agency that has a concern about misuse or inappropriate use of information may request a BCI block for specific sensitive cases.

## **6 Description of the approved ways a user or agency may access the network.**

6.1 The standard approach for providing access and the most secure manner is to purchase a dedicated data circuit and using trusted computers within a secure work environment (Police Department).

6.2 Access to e-mail may be achieved through the use of approved methods.

6.3 Mobile data is another standard way of accessing the network. A wireless provider (either a private radio frequency provider or a commercial cell provider) may be used to provide wireless connectivity to the network. This type of access does not necessarily have to be limited to cars but may be used with a laptop that is portable. Additional costs are needed for this solution.

6.3.1 No direct access to the internet will be allowed through the mobile environment unless it goes through the VIBRS network firewalls. Approved firewall software that will enable internet access through the VIBRS network will be required by all agencies wanting mobile access.

6.3.2 All dissemination rules associated with the VIBRS user agreement shall be adhered to when using mobile data computers whether in a vehicle or in other remote locations.

6.4 Access to the network may be granted through the approved gateway (available September 1, 2007). This will require a secure token and a trusted computer. It is not acceptable to use publicly shared computers to access the network. Costs associated with secure tokens and additional maintenance and licensing fees will be needed for this type of access.

6.4.1 VLETS access shall not be permitted through the Citrix gateway when accessing the network from another network other than GovNet.

6.4.2 All dissemination rules associated with the VIBRS user agreement shall be adhered to when using the Citrix gateway to access the VIBRS CAD/RMS.

6.5 On a case by case basis access may also be granted through a VPN. The ability to support this type of connection will be a determining factor.

This policy revision was reviewed and recommended at the VIBRS Advisory Board meeting on October 1, 2008.