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| Policy  #**02-01** Date Adopted:  **April 2, 2003** | CODE CHANGE PROCEDURE **Division of Criminal Justice Services** | Approved By: VIBRS Advisory BoardUpdated: 2/6/19 |

**NOTE** - This is a mandatory policy.

**1. GOALS**

1.1. The goal of this policy is to establish a procedure that advises how changes in the record management code system will be received, processed and made.

**2. POLICIES**

2.1. The priority for coding within the records management system is to protect the quality of the data being entered on a statewide basis.

2.2. Individual department requests and needs for code changes should be met whenever those changes are unique to that agency and do not interfere with the quality and continuity of the statewide data system.

2.3. The VIBRS Advisory Board will review code changes that may affect the quality and continuity of the statewide data collection system.

**3. PROCEDURES**

3.1. All requests for code changes shall be submitted by the agency in writing (e-mail sent to the Spillman Database Administrator) with an explanation of the change request.

3.1.1    ADS - DPS staff shall review the change request and determine if the request will have an effect on the quality and continuity of the statewide data collection system.

3.1.2    If the change is deemed to be unique to an agency and will not affect the quality and continuity of the statewide data collection system then the ADS – DPS Spillman Database Administrator may authorize the code change.

3.2. All requests for changes, that may affect the continuity and quality of the statewide data collection system, shall be referred to the VIBRS Advisory Board for review.

3.3. The VIBRS Advisory Board shall investigate the need for the change by inquiring how other agencies handle like incident and what the need for such a code is across the user community.

3.3.1. The committee shall determine if there is an existing code that can be applied to the request.

3.3.2. A subject matter expert shall be consulted whenever appropriate.

3.3.3. Stakeholders in the proposed change may be asked to present their viewpoints to the board and or committee charged with reviewing the requested changes.

3.3.4. If a code is being used that can be applied to the requested situation than this shall be communicated to the department making the request.

3.3.5. The VIBRS Advisory Board through ADS - DPS staff shall also notify the user community of the code for the given situation in an effort to make the application of this code a standard.

3.4    If it is determined that the requested change cannot be uniformly applied throughout the user community and is considered a detriment to the database and/or will interfere with the continuity and quality of dilute the statewide database then the request should be denied.