NOTE: This is a Mandatory Policy

# GOALS

* 1. The goal of this policy is to adopt a standard that guides the governance board and executive director of each agency in making decisions about which agencies/departments and individuals should have access to the Valcour network, CAD/RM system, law incidents, and names records.
	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.
	3. 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.

# POLICIES

* 1. It is the policy of the Valcour Governance Board to grant access to the Valcour 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.

2.2. Generally, all members of an agency/department shall be granted access to the networks databases as long as that agency/department is granted access.

* 1. It is the policy of the Valcour Governance Board 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.
	2. It is the responsibility of each agency to ensure all users comply with CJIS requirements, including a national fingerprint supported background check and annual training.

# DEFINITIONS

* Sponsorship – A contributing agency who grants a user or agency, who is not a contributing member or agency, access to the Valcour system under their authority.
* Contributing Agency – A contributing agency is an agency that uses the Valcour CAD/RM system and enters information for the purposes of NIBRS reporting, agency administration and law enforcement investigative purposes.
* Contributing Member – A member who is employed by a contributing agency with a login to the Valcour system. -
* 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.

# SPONSORSHIPS

* 1. The agency who sponsors must maintain a list of sponsored agencies and users.
	2. The agencies who sponsor must inform their sponsored agencies and users of proper use of the system and the Valcour policies.
	3. The sponsored agencies and users must follow all Criminal Justice Informational Services security policy.
	4. The sponsoring agency shall be responsible for all actions of any sponsored agency or user.
	5. The Valcour Governance Board shall review all requests for participation in the network to include sponsorship requests.
	6. The Valcour governance board shall make the final decision regarding Valcour participation.

# Complaints/Violations of Policy

* 1. 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 Valcour Governance Board, or reporting the complaint and initiating a criminal investigation by another law enforcement agency into the inappropriate use of information contained within the Valcour system.
	2. 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.

Adopted: April 13, 2022