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| Policy  # **00-1**  Date Adopted: **9/6/2000** | VIBRS Policy Adoption Procedure | Approved By:  VIBRS Advisory Board  Updated: 02/06/19 |

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

1. **PURPOSE AND POLICY STATEMENT**

1.1. The purpose of this policy is to establish a procedure for the development of policies relating to the user requirements of the VIBRS Network. The establishment of policies and procedures is intended to ensure that the network is used appropriately, ensuring and protecting data quality and that security, privacy and confidentiality of the information is protected.

**2. DEFINITIONS**

2.1. Mandatory Policy – A mandatory policy is a policy that has been deemed crucial to the overall operation of the network. A violation of this type of policy will result in the individual user or agency being sanctioned (VIBRS USER Policy Section 13). The VIBRS USER POLICY is an example of a mandatory policy.

2.2. Recommended Policy – A recommended policy is a policy that is recommended for use by a department. It is intended to offer guidance to departments in the overall operation of the network.

2.3. VIBRS USER POLICY – The policy that outlines the basic responsibilities of an agency and user with regards to the proper use of the network.

**3. ADOPTION PROCEDURE**

3.1. Policy issues will be referred to the VIBRS Advisory Boards subcommittee on policy development.

3.2. The subcommittee will present the draft policy to the Advisory Board.

3.3. The draft policy shall be posted for user input and comment for at least two weeks before it is finalized.

3.4. After the comment period the policy will be reviewed again and the Advisory Board will make a final recommendation.

3.5. The policy then becomes published and implemented.

**4. POLICY SIGN OFF PROCEDURE**

4.1. All first time users shall sign the VIBRS user’s agreement, showing receipt and understanding of the VIBRS USERS POLICY.

4.2. The account holder shall be responsible for sign off for all revisions to the VIBRS USERS POLICY.

4.2.1. The technical liaison or agency head shall be responsible for the dissemination of any revisions to the VIBRS USERS POLICY or any other mandatory policy.