

Policy # **01-04**
Date Adopted:
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VIBRS Training Policy
Division of Criminal Justice Services

Approved By:
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for the VIBRS Advisory
Board

NOTE - This is a mandatory policy.

1. Goals

1.1 The goal of this policy is to establish minimum training requirements for a user's access to the VIBRS CAD/RMS--to increase data quality and NIBRS data standards.

2. Policies and Purpose

2.1 All users of the VIBRS CAD/RMS shall receive training by approved trainers in order to protect the integrity of the databases and to ensure good data quality.

2.2 The Division of Criminal Justice Services (CJS) and the Vermont Criminal Justice Training Council shall make a reasonable effort to ensure that VIBRS CAD/RMS training is offered on a regular basis by instructors approved by CJS.

3. Procedures

3.1 The VIBRS Advisory Policy Board shall approve a curriculum of VIBRS CAD/RMS training, which is based on the recommendations of CJS.

3.2 All dispatchers must attend and pass the VIBRS CAD/RMS dispatcher training program using the curriculum approved by the VIBRS Advisory Board within 60 days of being issued their own login.

3.4 All others may be issued "limited access, view only" accounts which allows:

1. Adding and modifying narratives and supplemental records for their own agency incidents
2. Adding involvements for their own agency incidents only.
3. View access for all other data as permitted by their agency.

This access will NOT allow adding or modifying records in other data tables.

3.3 All others must attend and pass a VIBRS CAD/RMS training program using the curriculum approved by the VIBRS Advisory Board BEFORE the additional access to add or modify will be given to users.

3.5 CJS may grant extensions to the time limits for dispatchers in this training policy if the Vermont Criminal Justice Training Council cannot provide dispatcher training within 60 days. Requests for extensions must be submitted in writing to the Director of CJS.

3.6 User accounts that have been removed from the system will not require additional training if they are added back to the system within one year.

3.7 Update and/or refresher training is recommended on a yearly basis and is the responsibility of the individual agencies.

