

1. **GOALS**

1.1. To clarify when police department records contained in the VIBRS or VJISS applications can be released to non-law enforcement state investigative units that have a need for investigative information.

1.2. To recognize that certain state investigative units act in an investigative capacity examining alleged law violations that otherwise might fall to a police department to investigate and they require access to information for safety and investigative purposes.

2. **POLICIES**

2.1. To release information to state investigative units personally identifiable information on individuals who are suspects, witnesses or complainants in cases they are investigating.

2.2 To release personal identifying information to these state investigative units for their employees' safety and for their investigative work purposes.

2.3 To release pointer information on which police agency has information so the state investigative unit may contact that police directly to obtain information. Thus, pointing them in the direction of the owner of this information.

2.4 To adhere to Section 4, Use Limitation, of the VIBRS User Policy #95-03, unless it involves a safety issue for the investigator of non-law enforcement unit or other persons associated with the particular investigation.

3. **Procedures**

3.1 An individual may release personally identifiable information, stipulated in Section 4.4 of the VIBRS User Policy to state investigative units when it is to be used as part of their investigation. It is recognized that this information is being used for law enforcement purposes even though the unit is not a recognized law enforcement agency. There are situations, such as with the Vermont Adult Protective Services, which if not investigated by the state investigative unit would fall to the local agency to investigate. This concept supports the law enforcement purpose of section 4.4.

3.2 An individual may release to the state investigative unit the name of the law enforcement agency that may have specific information about the investigation being conducted by the state investigative unit. This shall serve as a pointer to further information that is owned by a particular agency.

3.3 Nothing in this policy is intended to preclude a police department who owns the specific information from releasing that information.