Policy # 14-01 Attachments within Spillman Approved By:

Date Adopted: Agency of Digital Services VIBRS Advisory Board September 3, 2014 for the VIBRS Advisory Board Updated: 02/06/19

Note: This is a MANDATORY POLICY

1. GOALS

The goal of this policy is to permit file attachments within the Spillman CAD/RMS system, while managing the costs of storage by limiting file attachment types and sizes.

2. POLICIES

2.1 To allow the attachment of documents and files to Spillman cases to maintain a permanent electronic storage option that includes backup for such documents, not to exceed 3 MB per incident.

2.2 To strictly prohibit the attachment of video and audio file types due to their larger file sizes.

3. PROCEDURES

3.1 To allow the attachment of documents and files to Spillman cases to maintain a permanent electronic storage option that includes backup for such documents, not to exceed 3 MB per incident.

3.2 Users may not attach any type of video or audio files to Spillman records.

3.3 Individual Agencies shall be considered the sole owner of attachments and release of these documents may only be accomplished by written consent of each agency owner.

3.4 Any attachments associated with a name table record shall not be considered owned by any single agency and can be released for law enforcement purposes without written consent.

3.5 Any attachments associated with Vehicle or Property records that have not been associated with an individual agency shall not be considered owned by any single agency and can be released for law enforcement purposes without written consent.

3.6 As owners of attachments to records associated to an agency, the Individual Agency will be held responsible for modifications or deletions of attachments as associated with any court order to seal or expunge.