

VIBRS Advisory Board/Valcour Governance Board Joint Meeting Minutes
DPS Headquarters, Lab Classroom
October 4, 2017
10:00 am

- The meeting was called to order at 10:00 am by Chair, Rick Garey, with the following present: Tim Charland, Valcour; Brad Goodhale, Rutland City; Betty Wheeler, ADS; John Gonyea, VCIC; Justin Stedman, Fish & Wildlife; James Whitcomb, VSP; Dean Hamel, ADS; Amy Messier, VCIC (via conference call) and Suellen Royea, CSJ. It was noted the quorum requirement was not met for either board. In addition, the meeting was recorded.

- **Non Members to be Heard:**
 - **Rutland PD Request for Circumstance Code:** Brad Goodhale, from Rutland Police Department, explained that they were requesting a new circumstance code, IPV (Intimate Partner Violence), for use at the incident level. The purpose is to identify increase levels of violence, as the current process to extract the data is cumbersome. Although this information is available in the arrest table, not all incidents result in an arrest. It was thought that as long as the code is not attached to a name, it would be okay. A suggestion was made to educate users on what the code means and what it is used for. A discussion was held regarding disseminating this information. Typically, Tech Liaisons are emailed the new information. A concern expressed was about coding and getting the information out to those that use it. It was noted there is a plan to create a web page to share Spillman changes and new codes. In addition, there is a NIBRS email group with all the Spillman auditors. In summary, Rick Garey will email the other board members for their input and if there are no concerns within a week, the code will be created. An email will be sent to all Tech Liaisons and Auditors.
 - Brad Goodhale inquired about becoming a member of the VIBRS Board. Rick Garey indicated that a letter from the Chief was required.
 - **Access to Criminal Justice Information, Pending Criminal Charges:** John Gonyea reviewed some instances where someone with access to criminal information (police officer, dispatcher, etc.) becomes the suspect in a matter and should no longer have access. In addition, he noted that the expectations and roles of Administrators is to ensure those with access should have access. VCIC does not have, nor are they looking for, control over Spillman/Valcour, but they can terminate access for an agency/individual. He wondered if there should be/was a policy/guidelines regarding access to the system(s) during an investigation. IT reported they have a good relationship with most agencies and when incidents happen someone from the agency typically contacts the HelpDesk and access is immediately changed. In addition, partitioning a case is an option in Spillman for some situations. A suggestion was to create a subcommittee with members from both boards to review this type of situation and the procedure. A question was asked if the VCIC CSO has the authority to override a Board's decision. John thought that if it involves criminal justice

information, yes. The current process, which recently added notifying VCIC, was reviewed and appears to be working. In addition, John shared that during the hiring process, if someone has a conviction, a waiver is required for him or her to access criminal information. Rick Garey will send out information to everyone.

- **Old Business:**

- **IT Updates:** Dean Hamel reported that Jen Mincar's project manager contract expired the end of September. The Agency of Digital Services reviewed the contact and wondered why the project was not moving forward faster. It appeared to be procurement issues at DPS. A meeting will be scheduled with DPS Procurement staff to resolve the issues. In addition, some changes are being made to the management of the project. Jen is very anxious to come back to the project. The project continues to roll out equipment.
- **Addison Sheriff/Bristol PD Update:** Rick Garey reviewed the request the VIBRS Board received to block an agency from viewing another agency's data. Since the request, the chief in Bristol retired and Addison Sheriff moved to Valcour; however, there appears to have been a policy violation that took place. Tim Charland requested a synopsis from the VIBRS Board regarding the incident. Rick Garey asked Jim Whitcomb to write a synopsis. It was noted that a subsequent request may be received to remove the block and that historically, a warning is given for a first offense.
- **Castleton PD Update:** Rick Garey reviewed that there was potentially a user violation and reported that the department is in the process of dismissing the employee.
- **CRG/Flat File Update:** Tim Charland reported that the data items requested will be available to CRG; Mark Anderson and Karen are working together. Rick Garey noted that Karen asked if the VIBRS Board was going to do the same. The flat file, which does not have any identifying information, was the file/information going to be shared. A request made was to memorialize that decision and document it in the bylaws or a policy. Another request was to test the flat file to make sure it is working. It was clarified that the information will be shared with the SAC/CRG though DPS but information would not go any further and each board would be the gatekeeper for further requests. Tim Charland will clarify with Mark and Karen to see how far this has gotten. The CRG MOU sent out was briefly discussed. In summary, the decision made at the Chiefs/Sheriffs meeting was to approve information sharing with CRG. The file creation and final approval are pending. A discussion held was regarding accessing juvenile records. Of note, CRG obtained an opinion from the AG's office; however, there may be some confusion regarding the opinion. In addition, Dean Hamel will obtain clarification of CRG's work. A suggestion made was to hold a meeting with the AG's Office to clarify their opinion. Also noted was juveniles have up to age 21 to partition for a case to return to family court. One thought was that the court does not dictate the data so where the case is handled (Family or Criminal court) should not affect the data.

- **New Business:**
 - **New Offense Codes:** Amy Messier reviewed the requested codes and their history. She noted an article was written and will be presented at a Conference regarding increases in violence that begin with animal cruelty. It is thought that law enforcement should be monitoring situations/people connected to animal cruelty. A question was asked if we could poll the board to get a decision on the codes. It was noted that in Vermont, a lot of constables handle animal cruelty cases and may not be passing it along to law enforcement. It was not known if constables have the same reporting requirements as law enforcement agencies, but it was suggested to train the constables to reach out to law enforcement in severe cases. It was noted that these are offense code and will need VIBRS Board approval to be set up. Valcour has already set up these codes. Rick Garey will poll the Board members for their input and will have them added to Spillman pending any issues.
 - **Request from Restitution Unit for Access to VJISS:** In reviewing the request, Rick did not think they meet the law enforcement definition. Tim Charland thought they fell under the umbrella that they could have CJIS information. It was noted that VJISS information is all or nothing. There was a discussion regarding the statute (13 V.S.A. § 5362(3)(A)) and whether or not they qualify. It was suggested that a subscription service might be an alternative solution as we can choose what information they receive and it gives them a pointer to a law enforcement agency. It was the consensus to revisit this request at the next joint meeting and to obtain an opinion from Rosemary Gretkowski. This topic was tabled until the next joint meeting.

- **Review/Approval of Minutes:** This topic was postponed until quorum requirements can be met. Rick Garey will remind members of their commitment as board members.

- Meeting adjourned at 11:32 am.