

Valcour Gov Board

9/1/2021

Attendees: Adam Cohen, Jen Beane, Ryan Brady, Tim Charland, Eric Shepard, Craig Gardner, Michelle Hunt, Vegar Boe, Lori Malloy, Steve Laroche, Matt Sullivan, Mark Anderson, Larry Eastman, Darwin Thompson, Nathan Harvey, Robert McKenna, Kim Prior

Missing: Justin Stedman, Better Wheeler, Tammy LaCourse, Amy Messier

Call to Order 1003

Approve Minutes

Motion by Vegar

Second by Eric

Approved unanimously

User Agreement – vote to accept

Nothing should come as a surprise. Broadened from Law Enforcement to Public Safety. Added only use Valcour on agency owned/authorized devices. Added specific data that we have been discussing.

Motion – Eric to accept user agreement dated 7/27/2021

Second – Michelle

Approved unanimously

Need to get over to Crosswind so they can update the user agreement on the log in screen. (Jen will send)

Agency Agreement – vote to accept

Went from a larger (textual) to a smaller agency agreement because the user agreement covers about 90%, agency and user agreement used to be one document, and with new DPS contract trying to tie agencies to Valcour Gov Board.

What happens if an agency violates the agreement? If an agency or user violate the user agreement then the VGB can notify Crosswind that a violation has occurred and Crosswind can shut off the relevant agency or user.

Motion – Vegar adopt Valcour Agency Agreement July 2021 as modified

Second – Adam

Approved unanimously

Need to send over to Crosswind for them to distribute. (Mark will send) Deadline of end of Sept to get that document returned but ideally before Sept 12's go live.

Policies Discussion – Possible vote

Agency Access Policy

#00-5 VIBRS Agency Access Policy (<https://dps.vermont.gov/content/005-vibrs-agency-access-policy>)

skip and will address next meeting

#01-04 VIBRS Training Policy (<https://dps.vermont.gov/content/0104-vibrs-training-policy>)

Functionality will potentially change for current Valcour communities on the new Training dashboard site. May not need to focus on the academy doing the trainings as they do not have a computer lab and now Crosswind offers the training dashboard. Is the training dashboard going to be a long-term site?

Yes, believe that it will be a resource that agencies and users can continue to use. Blanket policy – all users receive training approved by VGB, then later can say which trainings are acceptable. All users are

required to receive trainings that are for roles that they are assigned. Then Valcour down the road could be able to flag when a user receives a new role they have to take the associated training for the role. (Mark will work of drafting a policy hopefully in time for next month's VGB meeting.) Not urgently needed before Sept 12 go live)

Attachments Policy

#14-01 Attachment in Spillman (<https://dps.vermont.gov/content/1401-attachments-spillman>)

Standard attachment understanding on file upload size. Generally the same. Users are not clear on not uploading video because the system does not stop it; it just takes the video, maybe that is something from a development standpoint. Why can't we upload video? More than just size but some video requires special programs to view, but really there is no longer a size constraint on the file. Any reason to prohibit audio/video files in Valcour other than technological standpoint? No. Chief's prospective: Matt – many officers add video, and it's nice from a management perspective how it's nice to have everything in one place when reviewing incidents. Larry – See the value in uploading video but some problems with software and being able to play them and the potential data storage issue. So do we want to say that under 100 mb ok to load or not because it falls under the data storage limit? Why are we as a board trying to limit what an agency is allowed or not to upload video/audio? Issue is if it effects overall performance, but if it is not effecting that and under the size constraint. If others cannot view than it only comes back to the agency and someone not being able to view. Seems like a good point and that maybe VGB should stay out of this.

DMV/driver license photos/mug shot frame: should be stored as an attachment in the people detail, they do not go in the mugshot frame because mug shots can be used to create line up, but can only use the defendant's driver's license photo in a line up, you'd need to get permission to use other's driver license photos in a line up.

Criminal history records need to be marked confidential when attached. (This happens automatically if selecting correctly attachment type "Criminal Record")

Does HIPPA (like medical records) need to be marked confidential? We are not bound by HIPPA because we are not health care providers. Have to craft it carefully because we aren't bound but we also need to be sensitive to patient records.

Need to address somewhere general access of attachments

Program Manager Policy – new policy that needs to be constructed – Larry, Jen, Vigar (get draft out before Oct meeting so we can address at next meeting)

#02-01 Code Change Procedure (<https://dps.vermont.gov/content/0201-code-change-procedure>)

Put in overarching PM Policy

Pertinent to the discussion of Incident Codes/Flags. How we change the system wide Incident codes, which is part of the PM group. Break policy down and broaden then let PM's take it and run with it as they see fit.

#03-01 VIBRS Alert Code Policy (<https://dps.vermont.gov/content/0301-vibrs-alert-code-policy>)

Put in overarching PM Policy

Spillman has a far greater list of codes than Valcour currently has because Valcour allows you to customize alert. Really only need to let PM group look at and address functionality. Break policy down and broaden then let PM's take it and run with it as they see fit.

Future Meeting Dates

Motion – Second Wednesday at 1000 by Steve

Seconded – Michelle

Approved unanimously

Mark received a call yesterday that a user from one agency believed that a user from another agency violated protocol. Seems to be able to be handled internally and either agency will reach out if they are unable to internally address.

Adjourned at 1109

Motion – Vigar

Second –Eric

Approved unanimously