Valcour Gov Board
12/14/2021

Attendees: Jen Beane, Mark Anderson, Eric Shepard, Craig Gardner, Michelle Hunt, Amy Messier, Justin Stedman, Steve Laroche, Vegar Boe, Betty Wheeler, Matt Sullivan, Darwin Thompson, Nathan Harvey, Kim Prior, Michael Schirling

Missing: Larry Eastman, Adam Cohen, Lori Malloy, Tammy Lacourse, Rob McKenna, Ryan Brady

Call to Order: 1001

Approve the Minutes

DPS Go-Live
Thank you to Tim Charland, Betty Wheeler, Michelle Hunt, Cole Hayes, Kristy Lynch, Chris Coyner and many others who volunteered a lot of time in the PSAPS.
A few people delayed trainings and are behind and now trying to catch up. Also working through general issues with new users that were expected.
Bug reported that Crosswind is working on fixing and pushing out. Crosswind did three pushes last week. Trying to get some traditional trainings (instead of all webinars) for next roll out.

Alert Code Policy
Edit 5.1.a. (add incident number if applicable)
Motion to accept policy by Vegar, seconded by Eric
Passed unanimously

Is this policy going forward and how does it affect existing info? Seems like the existing alert codes should be grandfathered in and agencies should be updating as needed. You should only being checking and deleting alerts that you or your agency actually entered. If you have an issue with a specific alert then 5.2.a addresses and the VGB will address.
Motion "to grandfather alerts before 12/14/2021 in" by Matt, seconded by Eric.
Passed unanimously

SA's Offices
Desire to onboard more SAs. SAs working with CJIS to come into compliance and working with the Board of Sheriffs and SAs would have to be part of a roll out.

Sponsorship
Approached to include other entities: DCF, Dept of Health, Constables, etc
Previously they need to meet CJIS requirements. Need their own ORI.
Previously learned that a part time employee of a police department and also employee of SA office, granted account through PD to do work for the SA. That was stopped because SAs specifically have limited digital access so not to fall into discovery issues.
Com Schirling – Intent of Valcour to let all agencies that need relevant info be able to see and add as needed
Eric – concern with the juvenile records, a lot of laws around juvenile records and who should be able to have access with them.

Vegar – Is it possible for Crosswind to block some of the text files? Mark – Crosswind could potentially create a second interface to block the CJI, juvenile, etc information. Problem is that there is no one size fits all interface. So potentially could sponsor some agencies: DCF, Dept of Health

Matt – recently had parking move to DPW and worked with CJIS to lay out list of guidelines and management agreement. Have CJC (alternative justice) and CJIS certified civilians (CLS,CSO) under Burlington and any issue would fall back onto Burlington. Biggest concern is if there is an issue with the parking department would it cut off Burlington's access? (Mark – VGB would be the body that would determine to cut off any agency or CJIS could determine if they thought that the sponsor agency did not control/govern thoroughly and issues arose.)

Schirling – at the beginning Burlington also sponsored Corrections, federal parole and other federal partners and they were just specific trusted individuals who were the only ones at their agencies that had access under sponsorship.

Eric – No real issue with sworn people but concern when it gets open to broader group. Previously seen issues with mental health workers looking into things in Spillman that they shouldn't have been.

Betty – In user agreement, user X who is sponsored by agency A, user X does inappropriate actions then agency A is held responsible.

Mark – Historically as issues arose VGB brought up to agency heads then the agency head quickly dealt with and the VGB never had to intervene further.

Mark – Agencies who are not fully LE but have some LE elements that may or may not meet criteria. Our current policy has been that is VCIC approves then VGB takes into consideration, but no clear guidelines for sponsorship.

Civilians who are using Valcour to lighten load from sworn personnel becoming more common.

Subcommittee to create policy: Eric, Justin, Steve, Matt (can help some but transitioning to chief of Swanton), Com Schirling willing to be a sounding board, maybe someone like Tucker can join in to help – actually new policy person coming on board and should be able to assist subcommittee.

Valcour Race Data Report – Request to expand released fields

Currently follow statutory requirement. Template in Valcour "Enhanced Race Data Report" was approved in 2019 as agreed to by the chiefs and sheriffs.

Steve – Are we certain that the data is being correctly collected?

Mark – Not 100% clear in the moment, intent would be to release this report moving forward not doing any historical data.

Betty will need to look at more thoroughly before bringing to VSP for approval.

Will bring back next meeting after looking into more thoroughly and checking some data. Eric would like to make sure that the hometown / vehicle info is being reported for the date the stop happened not changing if the name or vehicle jackets are later updated.

One issue: the enhanced report is pulling info in addition to violation, so even though the ETicket info will be locked but the additional info pulled from name jacket and vehicle tab would pull from date report is being run.

All the columns for the Enhanced report:

- Ticket Number
- Ticket Violation
- Ticket Entry
- Ticket Type
- Issued By
- Ticket Date/Time
- Issued To

- Issued To Race
- Issued To Age
- Issued To Gender
- Issued To Town
- Issued To State
- Reason For Stop
- Operator
- Operator Type
- Perceived Race
- Defendant Race
- Violation Location
- Violation Street Unit
- Violation Street Number
- Violation Street Name
- Violation City
- Violation Zip
- Code
- Actual Speed
- Penalty
- Points
- Min Penalty
- Max Penalty
- Ticket Status
- Submission Status
- Delivered By
- Stop Based On
- Search Based On
- Ticket Outcome
- Contraband/Evidence
- Passenger Search Based On
- Passenger Ticket Outcome
- Pass. Contraband/Evidence
- UOF Occurred
- UOF Summary
- UOF Type
- UOF Injury
- All UOF Types
- All UOF Injuries

Agencies right off have issues with "Issued by". Betty – almost can guarantee VSP will not support releasing any officer names in the report. Mark – guess is that most of the chiefs and sheriffs will not be in favor of reporting officer names. Matt – could it potently be anonymized so that they could see officer 1 did x but not be able to identify officer 1. Mark – Yes, believe that is in the charter to anonymize any officer info.
Current report:
- ORI Name

- Incident Number
- Call Type
- Date
- Ticket Number
- Ticket Violation
- Operator Type
- Perceived Race
- Issued To Age
- Issued To Gender
- Stop Based On
- Search Based On
- Contraband/Evidence
- Ticket Outcome
- UOF Summary
- All UOF Types
- All UOF Injuries

Eric, Betty, Mark will try to look into further. Will look into and come up with rough idea of sanitized list before anything is decided upon and hopefully can discuss further at next meeting.

Agency Agreements
Need them and someone needs to make sure they are done. Each agency needs to sign and acknowledge that they approve and are participating in NIBRS and the Valcour community. Mark will craft an email to send reminding agencies.
Are there any agency agreements floating around? Potentially the commissioner had a copy of agencies to E-File. Mark will follow up and see if that can be located.

General Business
Mark working on drafting letter for Valcour Community with basic "how to" for communicating as people need help or are reporting bugs, so that the entire community isn't being emailed every time something comes up.

Adjournment 1104
Motion by Eric
Seconded by Vegar
Passed unanimously