

CAD/RMS “Valcour” Governance Board Charter & Bylaws

Adopted May 10, 2023

ARTICLE I: Creation and Purpose

The Vermont public safety agencies create this Charter and Interagency Agreement in furtherance of using a shared computer aided dispatch and records management system (Valcour) hereby create a Governance Board (the Board). The use of this system requires the participating agencies to abide by this charter. The following goals and principles shall guide the Board’s activities:

1. The State of Vermont, through the Department of Public Safety, will provide the initial funding for the system subject to the availability of funds. For future development beyond the annual software maintenance and development covered in the underlying contract for services, the Board may request additional development funding from the Department of Public Safety, subject to State budgeting process, and/or the Board may request that participating agencies provide additional financial contributions for the ongoing development of the system. Such requests to participating agencies are subject to their budgetary processes.
2. The system shall aid in gathering and sharing of information relating to public safety and law enforcement incidents and shall unify statewide aggregate data collection and analysis.
3. The system shall protect the privacy and confidentiality rights of the users and the public and shall meet all FBI CJIS security policy requirements.
4. This system shall serve as a common communication platform for Vermont law enforcement and participating public safety agencies and shall promote the integration of data from other sources whenever feasible.
5. The system’s software, hardware, and maintenance shall be as simple and cost efficient to meet the needs of its users. The system shall be agile, easy to use, simple in design, intuitive, and eliminate duplicate data entry or duplication of work.

ARTICLE II. Board Membership

The voting representatives will be from "contributing" or "user" agencies. The membership of the Board shall consist of thirteen representatives. These representatives will be individuals who have authorization to make decisions and authorize policy regarding the operation of the system. Representatives shall be nominated by the following people or organization:

Allocation of Seats	Nominated By
Two representatives of the State Police	Director of the State Police
Two representatives of local/municipal police departments	VT Association of Chiefs of Police
Two representatives of sheriffs’ departments	VT Sheriffs’ Association.
One representative of the Commissioner of Public Safety’s Office	Commissioner of Public Safety
The Chair of the Program Managers (ex-officio)	Valcour Program Managers
One representative that works in multi-discipline dispatching (Fire, EMS, LE)	Valcour Governance Board
One representative from one state law enforcement agency exclusive of the Department of Public Safety.	Valcour Governance Board

Three At-large members geographically distributed; (1 over 20 employees, 1 under 20, 1 from either)	Valcour Governance Board
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Member's shall be voted by a two-thirds (2/3) majority vote of the serving Board members.

Members shall remain on the Board until the member elects to leave the Board, is removed by the nominating or employing authority, or the member is absent from three consecutive Board meetings (except for extraordinary circumstances, as determined by a majority vote of the Board). The Board shall elect new members by a 2/3 majority vote. Board decisions shall be binding by simple majority of board members.

It is the intent of the Valcour Governance Board to develop membership that is broad in representation taking into consideration branch of government (federal, state, county, municipal), agency types, number of employees, special interests/affiliations, and geographical distribution of populations served throughout the state. It is broadly believed that there should not be a dominating entity, however defined, in control of the Board.

ARTICLE III. Responsibilities

The Department/Commissioner of Public Safety delegates day to day operations of the system to the Board. The Board shall create, approve, and enforce policies relating to the operation and use of the system, and may provide additional recommendations and advice to the Department of Public Safety regarding the operation of the system.

ARTICLE IV. Officers

The Board shall, at a minimum, elect a Chair and a Secretary. The Chair shall call Board meetings, set the meeting agenda, and preside at meetings. The Chair shall serve for a term of one year. A member shall serve in the capacity of chair for no more than three consecutive terms. The Secretary shall serve for a term of one year. The Secretary shall record meeting minutes, distribute minutes to members within 10 days after a meeting, finalize the minutes for formal adoption at the next meeting, and maintain a list of current Board members. The Board may elect other officers as necessary.

ARTICLE V. Meetings

The Board shall meet at least annually to elect the Chair and Secretary. The Chair shall otherwise call a meeting when circumstances require. The Chair shall distribute the agenda for the meetings to the members at least three days in advance of the meeting. All meetings shall be conducted in compliance with Roberts Rules of Order (latest revision) and the Vermont Open Meeting Law. Any member of the Board may designate a proxy for no more than three (3) consecutive meetings. Prior notification of the appointment of a proxy is not necessary; however, the proxy must be from the same agency or group of agencies from which the member belongs.

ARTICLE VI. Committees

The Board may form committees as needed. The Chair shall appoint committee chairs. Committees may be made up of members of the Board or other users or interested parties who will contribute to the resolution of the issue being evaluated or task being completed. The committee chair shall report to the

Board as prescribed by the Board. Each participating agency shall designate a representative to the Program Managers Group, which shall be a standing Committee responsible for system functionality, troubleshooting, user mentoring, and training.

ARTICLE VII. Inter-agency Data Sharing

By using the system, participating agencies agree that user agencies and third-party partners endorsed by the Board may access and analyze data. All agencies may access and view the data generated by any other agency. Individual agencies shall retain ownership of and responsibility for the case-specific data generated by their agency including responsibility for responding to public records requests or other requests for information concerning the data generated by that agency. All agencies and users must obtain the written consent from an originating agency before releasing any data generated by that agency. Inter-agency data cannot be shared publicly without written permission from the owner of the data unless otherwise permitted by these Bylaws. The access or use of inter-agency data shall be for official use only.

ARTICLE VIII. Publicly Shared Data

By using the system, participating agencies agree that user agencies and third-party partners endorsed by the Board may share “general data” publicly. “General data” includes dates and times of incidents; broad biographical information such as race, gender, and age that does not personally identify an individual; general vehicle information excluding biographical information; general incident type, crime, violation, or ordinance reporting; and location information such as street and intersection but not street number or other exact geo-referenced location; and any other data approved by the Board.

All other data not defined as general data is specific data, which includes but is not limited to: individual incident reports, narratives, documents, images, video, audio, the identities of any person involved in an incident including staff, personal identifying information such as names, dates of birth, or license numbers, specific street addresses (by street number), and information related to any event that has been partitioned or blocked by a user or agency because disclosure of any fragment of the incident would compromise an ongoing investigation.

All agencies and users must obtain the written consent from an originating agency before publicly releasing any specific data generated by another agency. The Board shall serve as the body to approve data sets for the purpose of publication to public portals.

ARTICLE IX. Miscellaneous

These bylaws and a Board member list will be maintained by the Department of Public Safety. These Bylaws may be amended by a 2/3 majority vote of the Board. Adoption of these Bylaws shall be required of each participating agency. By adopting these Bylaws each Agency also agrees to require that all users acknowledge and agree to terms of use created by the Board with each login to the system.

ARTICLE X. Termination

An agency may terminate this agreement with thirty (30) days written notice to the Board.