# Date Adopted: 12/13/23

**Effective: 1/1/24**

**Valcour Community Training Policy Approved By: Valcour Governance**

# Board

**1.0 Purpose**

1.1 To establish minimum training requirements for a user’s access to Valcour to increase data

quality and NIBRS data standards.

# 2.0 Policy

2.1 All users of the Valcour system shall complete any online training associated with the roles they are assigned to protect the integrity of the data and to ensure good data quality.

# Procedures

* 1. The Valcour Training Dashboard shall be the source of all required online
	2. All users must complete their online training assignments prior to using the live server. includes any additional roles assigned after their initial training.
	3. The Valcour Training Server is encouraged to be used alongside the online trainings.
	4. The Program Manager or a designee shall be responsible for the completion of these trainings.
	5. Refresher training is recommended on a yearly basis and is the responsibility of the

individual agencies.

1