



## Law Enforcement Technology Shared Services

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<b>POLICY/PROCEDURE #:</b> LETSS12-01	<b>TITLE:</b> <b>Adoption and Modification of Law Enforcement Technology Shared Services Policy and Procedures</b>
<b>EFFECTIVE DATE:</b> 01/01/2013 00:00	
<b>NEXT SCHEDULED REVIEW:</b> 12/2017	<b>REFERENCES:</b> Tompkins County Resolution #R248-08 LETSS By Laws, Adopted 7/8/2009 LETSS Agreement, Adopted 7/7/2009, modified 2/13/2012
<b>MODIFIED/REVIEWED DATE:</b> 11/2016	

### Objective:

To create a process for establishing new policy and procedures; modifying existing policy and procedures; and periodically reviewing and updating policies and procedures associated with the duties, powers and responsibilities defined by the Bylaws and Inter-Municipal Agreement for the Law Enforcement Technology Shared Services (LETSS) group as approved, and originally granted authority by, the Tompkins County Resolution #R248-08.

### Policy Statement:

It is the policy of LETSS to have a manual of policies and administrative procedures that govern the shared responsibilities of technology systems and related data, and to have a process for keeping the LETSS Policy Manual up to date.

### General Information:

LETSS is responsible for coordinating and tracking additions or revisions to the LETSS Policy Manual according to the steps outlined in the procedures section below. These steps have been established to ensure that introduced policies and procedures are initiated, reviewed or updated and implemented, based on the following criteria:

1. The need for a new policy and/or procedure has been identified;
2. A change in federal, state, or local law or requirements has affected existing policy/procedure;
3. A change due to labor contract negotiations or personnel management has affected existing policy/procedure;
4. The policy/procedure has not been reviewed within the past year. (Refer to the "next scheduled review date" included in the heading of the policy/procedure description.)
5. The policy/procedure in question no longer reflects actual practice, or inadequately addresses changed conditions. Any member of LETSS can initiate requests for additions, updates, or modifications to the LETSS Policy Manual at any point in time. However, all requests must be submitted via the LETSS Policy Manual Change Request Form and submitted to the LETSS Administrative Support Staff for processing and tracking. LETSS approval is required for new policies/procedures or modifications to existing policies/procedures to ensure consistency and accuracy.

6. Approval of new, or the modification of previously adopted LETSS Policy and Procedures, shall follow the voting procedures as established in the LETSS By Laws.

**Definitions:**

**Policy** - A statement of intention to guide political, management, financial, or administrative decisions and achieve rational outcome(s). LETSS approval is required for new policies or modifications to existing policies.

**Procedure** - A prescribed and documented set of steps, actions, or activities generally needed to obtain consistent results as documented within a defined and approved LETSS policy.

**Requesting Member** - LETSS Member agency initiating the new or modified LETSS Policy.

**Administrative Support Staff** - The department or division within the County organizational structure responsible for assisting in preparation, and dissemination of, new or updated LETSS policies or procedures, and for routinely reviewing adopted policies or procedures associated with LETSS.

**LETSS Policy Manual Change Request Form** – To be completed by Requesting Member and forwarded to LETSS Administrative Support Staff for process and tracking.

**LETSS Policy Manual Impact Review Form** - To be completed by LETSS Member(s) and forwarded to LETSS Administrative Support Staff for process and tracking.

**Procedure:**

LETSS approval is required for new policies or for modifications to existing policy. The following steps are required for introducing new policy or for updating/revising existing policy:

**Step 1.** The LETSS Requesting Member completes a LETSS Policy Manual Change Request Form and submits the suggested modification to the LETSS Administrative Support Staff for processing and tracking.

**Step 2.** The LETSS Administrative Support Staff will forward the proposed new or revised policy to all LETSS members for review. Members will review and submit recommended changes or comments, via the LETSS Policy Impact Review Form, to the LETSS Administrative Support Staff for tracking and dissemination. Members will have 15 days from date of dissemination to submit the LETSS Policy Impact Review Form to LETSS Administrative Support Staff.

**Step 3.** The LETSS Administrative Support Staff will prepare a verbatim summary of all recommendations and comments received and will forward the summary to the Requesting Member. The Requesting Member shall be responsible for the preparation of the final draft based on recommended modifications.

**Step 4.** The Requesting Member will forward the new or revised policy and any supporting documentation to the LETSS Administrative Support Staff for inclusion on the next LETSS monthly agenda.

*Note: If the new or revised policy is not approved, Steps 2-4, or a combination of these, may be repeated until either the policy is approved or tabled for consideration at a later date.*

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**Step 5.** LETSS Administrative Support Staff will track all results, notify all LETSS members, and make the final changes to the LETSS Policy Manual.

**Step 6.** Once adopted, LETSS Member agencies will be individually responsible for the dissemination, communication, training and enforcement process(es) necessary to implement the new or modified LETSS policy within their own agency by the effective date as defined in the policy header.