



## Law Enforcement Technology Shared Services

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<b>POLICY/PROCEDURE #:</b> LETSS 12-06	<b>TITLE:</b>  <b>STATELINK within the Spillman System</b>
<b>EFFECTIVE DATE:</b> 06/01/2013 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 LETSS policy 12-02 Enforcement and Sanction
<b>MODIFIED/REVIEWED DATE:</b> 11/2016	

**Objective:** With officer safety as the overriding goal, the purpose of this policy is to establish the method for law enforcement officers to request and receive STATELINK data.

**Policy Statement:** It shall be the responsibility of each LETSS member agency to ensure its individual members are following proper procedures and certification processes to ensure they are meeting State/Federal standards for data inquiries. For overall officer safety, the primary responsibility for STATELINK queries resides with the dispatcher.

**General Information:** To take advantage of new technologies, law enforcement officers and dispatchers need to evolve, allowing for shared responsibilities when querying STATELINK data. Officers encounter many varied scenarios while in the field, which may prohibit their ability to submit mobile STATELINK queries for data, such as:

- i. No connectivity to Spillman.
- ii. No access to Spillman.
- iii. No privileges to access STATELINK.
- iv. Vehicle in motion.
- v. Multiple subjects.
- vi. Dangerous environment.

It should be noted that any "hit" that is returned to an inquiry is ONLY returned to the individual that submitted the requested data query through STATELINK.

### 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.

**Spillman Mobile** - Mobile client which allows two way data communications with the Spillman data server and Spillman CAD.

**Spillman Mobile Status(es)** – Spillman designated abbreviations for LEO status(es). Examples include, but are not limited to: ONDT (on-duty), ENRT(enroute to scene), ARRVD(arrived on scene), BUSY(not available)

**LEA** - Law Enforcement Agency

**LEO** - Law Enforcement Officer

**MDT** – Mobile Data Terminal

**TAC** - Terminal Agency Coordinator

**STATELINK Data** - DMV Queries that can be requested directly through Spillman, rather than through an external State/Federal portal/application. These queries include, but are not limited to:

Registration Inquiry (in and out of State) for vehicle, snowmobile, boat  
Registration Inquiry - Canada, via vehicle or registration  
Registration Group Inquiry by Person or Organization  
Drivers License Inquiry (in and out of State) by person or license  
Drivers License Inquiry -Canada by person or license  
Drivers License Inquiry (in state) by person information for Group  
Highway Truck Mileage Use Tax

**Procedure:**

1. Each agency's TAC shall coordinate with their agency's LETSS representative to identify those employees who shall be provided privileges for STATELINK.
2. The following steps should be taken when disseminating STATELINK results:
  - i. When an officer requests STATELINK data, the dispatcher should "attach" the data to the active call by selecting the appropriate data return and clicking "Add to Call". This will add the data to the "State Returns" tab within the MDT environment. When the call is closed, this tab is automatically removed and is NOT attached to the incident.
  - ii. If the officer requests, via radio communication, that the data be "sent", the dispatcher will then forward the appropriate data return to the requesting officer via Spillman Message Center.
3. Officers should, whenever practical and safe, use STATELINK to query DMV data in the following low priority, non-emergency mode situations such as:
  - i. Queries related to motor vehicle accidents.
  - ii. Queries related to routine traffic stops.
  - iii. When the officer can do so in a safe manner.

4. This policy will be in force when the hardware is operating properly. Because of the impairment to officer safety caused when operating without a MDT, all member agencies are encouraged to make every effort to ensure that all mobile units have functioning MDT's.