



Law Enforcement Technology Shared Services

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POLICY/PROCEDURE #: LETSS 12-02	TITLE: Enforcement and Sanction
EFFECTIVE DATE: 01/01/2013 00:00	
NEXT SCHEDULED REVIEW: 12/2017	REFERENCES: Tompkins County Resolution #R248-08 LETSS By Laws, Adopted 7/8/2009 LETSS Agreement, Adopted 7/7/2009, modified 2/13/2012
MODIFIED/REVIEWED DATE: 11/2016	

Objective:

It is the responsibility of each LETSS agency to ensure all members of its workforce comply with the policies formally adopted by LETSS by applying remedial measures and sanctions appropriate for the breach of policy.

Policy Statement:

Each LETSS agency will define and implement appropriate actions for any violation of LETSS policy or procedure. In addition, each LETSS agency agrees to uphold specific sanctions when defined by individual LETSS policy.

LETSS will immediately investigate any security incidents or violations and mitigate, to the greatest extent possible, any negative effects that may result from the incident.

LETSS agencies will not intimidate or retaliate against any other LETSS agency or individual that reports an incident.

General Information:

This policy applies to all LETSS agencies including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, elected officials and temporary workers.

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.

Procedure:

Failure to comply with adopted LETSS Policies will be brought to review at the next scheduled LETSS meeting. Any compliance failure that includes a possible security incident or violation will result in immediate suspension of the involved user(s) privileges by County IT until review by LETSS.