# Shared Data Systems Policy and Procedures

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This manual is intended both to provide guidance and serve as a reference to users of all data generated, accessed, transmitted or stored on systems and networks managed or hosted by Tompkins County.   It is the responsibility of each user to comply with the policies and procedures set forth within this publication.

It is understood that Public Safety  is dynamic, and that it is impossible to anticipate every circumstance that may confront a user. In situations that are not addressed within these policies, users are expected to respond and act in a way that ultimately reflects Tompkins County, and/or their respective agency's, mission statement and priorities.

Policies and procedures exist to maintain high levels of professional conduct, data integrity and overall Public Safety. Therefore, conduct that deviates from these written standards will first be reviewed to determine if the situation required a deviation from stated policy, and will then be reviewed to determine whether the actions taken were appropriate, given the actual situation. Finally, the policies written for system(s) transmitted or stored on systems and networks managed or hosted by Tompkins County are only a part of the direction provided to users. Communication that is directive in nature from individual agency supervisory or management personnel has the same authority as any written policy.