



Law Enforcement Technology Shared Services

Information Technology Services • 128 E. Buffalo Street • Ithaca, NY 14850 • (607)274-5417 • Fax (607)274-5420

POLICY/PROCEDURE #: LETSS 14-01	TITLE: InSight Procedures – Spillman System
EFFECTIVE DATE: 08/01/2014 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 LETSS policy 12-02 Enforcement and Sanction
MODIFIED/REVIEWED DATE: 11/2016	

Objective:

The purpose of this policy is to define the criteria and procedures for user administration and end user use of InSight within the Spillman system.

Policy Statement:

For data integrity and to expedite user access, each LETSS agency will be responsible for adding and removing InSight users for their agency.

General Information:

To promote inter and intra-agency wide data sharing, LETSS agencies will determine who should have access to InSight shared data and assume responsibility for their user administration.

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.

Agency Administrator– Administrative level user within Insight with privileges to add and remove users and privileges.

Procedure:

- Each LETSS agency shall define one user as an Agency Administrator.
- LETSS Agency Administrator assumes responsibility for adding, modifying and/or removing InSight users for his or her agency.