



Law Enforcement Technology Shared Services

03/12/2014 Meeting

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

DATE: March 12, 2014

TIME: 1:00-3:00 PM

LOCATION: Department of Emergency Response (large conference room)

PRESENT: Kim Moore (TC ITS), Chief Ryan (Dryden), John Arsenault (IPD), Justin Vann (DOER), Chris Saxon (DOER), Loren Cottrell (TC ITS), Cattyann Campbell (GIS), Lt Williams (Groton), Sgt Young (IPD), Sgt Zigenfus (TCSO)

EXCUSED: Barb Klinko (Cornell), Beau Saul (TC3), Brandon Wood (TC3 IT), Undersheriff Osborne (TCSO), Greg Potter (TC ITS), Mark Conrad (Cornell), Alan Karasin (City IT), Brian Wilbur (DOER), Sgt Daley (NYSP), Chief Steinmetz (Cayuga Heights), Julie Holcomb (City IT), Christina Dravis (DOER), Chief Ferretti (Trumansburg), Deputy Smith (TCSO)

Meeting opened, 1305 hours. Low attendance due to Cops, Kids & Toys Meeting conflict and blizzard-like weather conditions.

Meeting Focus:

1. Spillman

a. Implementation Tasks

i. NYSP Installations

Kim reported NYSP IT has indicated they believe they are ready for testing, Kim will try to schedule in the next couple of weeks, time permitting.

ii. NY Arrest

No status change.

iii. Insight

Nothing new to report, other than that this continues to be a project item, however, with Kim's limited time and the need for other IT resources, a schedule has yet to be set.

iv. CAD to CAD Transfer

Chris & Justin reported that they will be speaking with CU regarding this at next week's NYSPILL.

b. Policy/Procedure

i. Policy Review Schedule

Kim reported that she had affirmative "no change" responses from: TCSO, IPD, DA, CHPD, DPD, GPD, TPD & ITS. She did not hear either way from City IT nor DOER. Majority rules, review dates were modified on the following policies, and they have been re-posted on LETSS and Spillman share:

LETSS 12-05 Messaging, Instant Message and Alerts - Spillman Systems

LETSS 12-04 ReOpening CAD Calls - Spillman System

Kim will send an e-mail requesting immediate review of the following policies:

- i. LETSS 11-01 Assigning Officers To Units Within the Spillman System

- ii. PS Agency-Only Sensitive Data Classifications
- iii. PS Agency-Shared Sensitive Data Classifications
- iv. PS Inter-Agency Sensitive Data Classifications
- v. PS 12-01 Data Classification, Access and Dissemination
- vi. PS 12-02 Data Entry Standards - Spillman Systems (please see note regarding Premise Standards in this meeting, and note that Chief Ryan also indicated we should review alias name entries!)

Next Review: 06/2014 (May LETSS)

- vii. LETSS 12-01 Adoption and Modification of Law Enforcement Shared Services Policy and Procedures
- viii. LETSS 12-02 Enforcement and Sanction
- ix. LETSS 12-03 Spillman Mobile Status Changes
- x. LETSS 12-06 STATELINK within the Spillman System (Please note, there was an incorrect review date for 06/2013 - should be 06/2014 as policy went into effect 06/2013)

c. System Maintenance Update

i. Geo-Base / Common Name Updates

Catt reported the geoload from last week went well, and she, Kim, Justin and Chris continue to have a plan in place to do geo-loads on a monthly basis.

ii. Namemerge

Kim will be working with Chris and Justin to train them on this process.

iii. Address Validations

With Kim's limited time and the need for other IT resources, this task continues to be one year+ behind.

iv. Premise Entry Standards

Kim reported that Justin and Chris had noticed some inconsistencies with premise entries - for example, a premise called Central Schools had floorplans attached, but there was not a separate entry for that High School.

d. IBR

Kim reported that Spillman would like to schedule a conference call with records personnel to discuss what does/does not work for them. Kim will schedule/facilitate meeting and send e-mail to LETSS.

e. DA Software Replacement / Spillman Integration

Kim reported that Chief Steinmetz contacted the DA, and either she or Andrew Bonavia will be representing their office.

f. Future Topics

i. Custom Reports

Nothing new to report.

ii. LETSS "Portal"

Nothing new to report.

iii. County Agency Spillman Access

Kim reported due to low attendance, and an extended testing period, she will put this on the agenda for next month.

2. TraCS

a. TraCS 10 Server Consolidation

Kim reported that she was able to get the server itself set up, however, there is still a long path ahead. The SQL version of TraCS needs install, set up, and each agency will be time intensive for the changeover.

b. SPIDER / TraCS to Spillman Update

Kim reported that when the state moved all of the agencies to SPIDER, there were some issues with the individual servers sending to Spillman. The issue has been corrected, all files were archive and imported.

c. Printers / Stop DWI

Kim reported that STOP DWI is funding 10 printers for LETSS - 3 for TCSO & IPD, 1 each for the four Village PD's. We are appreciative of the funding from STOP DWI, especially as the printers are from 2007 and starting to fail.

3. LiveScan

Nothing new to report. We are still awaiting LPR grant decision, which, if declined, will shift project focus from LPR to LiveScan.

4. Citrix/SJS

a. Sealing Testing

Chief Ryan reported this is still in IT hands.

5. General Topics

a. CJIS 2013/14

Nothing new to report, other than that this continues to be a project item- with Kim's limited time and the need for other IT resources, a schedule has yet to be set. However, IT recognizes the time sensitive nature of the project and will work accordingly.

b. Mobile

Nothing new to report.

6. LETSS Administration

a. TCSO Representation Changes

Kim reported the Undersheriff Osborne no longer be the TCSO rep for LETSS, however Sgt Zigenfus and Deputy Smith will represent. Kim confirmed with Chief Steinmetz, after the meeting, that as Vice Chair he will act as Chair for the remainder of the year.

Sgt Young from IPD noted that he will no longer serve after April this year, he will let us know who will be his replacement,

b. NYSPILL March 19 @ CUPD

Kim reminded the group that NYSPILL will be next week. Please RSVP to Barb Klinko ASAP.

Meeting adjourned 1345 hours.