



Law Enforcement Technology Shared Services

2010 Workplan

The LETSS Workplan for 2010 consists of maintenance of effort. All additional efforts will be focused on Tompkins County's plan for replacing the existing Computer Aided Dispatch (CAD) system and implementing Mobile Data Terminals (MDT) and Records Management Systems (RMS) within Tompkins County.

Introduction

Law Enforcement Technology Shared Services Group is a unique inter-agency group created to jointly plan, provide, oversee and coordinate shared law enforcement technology services within Tompkins County. The LETSS group was formalized in 2009 through County Resolution R248-08, with a U&D Agreement signed by all participating agencies. As per the LETSS Governance Structure, the group is responsible for submitting an annual workplan to be reviewed by the Public Safety Committee during the first meeting of the year.

Project Definition

Maintenance of efforts:

1. Tompkins County Information Technology Services shall provide LETSS partners secure access to and technical support for the following applications: Spectrum Justice System (SJS), Traffic and Criminal Software (TraCS), Daily Run Sheet and Shift Summary Reports, NYS E-justice Portal, LiveScan Digital Fingerprinting, and any other systems or services included in the annual LETSS work plan.
2. Tompkins County Information Technology Services shall provide LETSS partners with technical assistance and/or project planning assistance based on any new initiatives included in the annual LETSS work plan.
3. Tompkins County Information Technology Services shall provide services for LETSS partners between the hours of Monday through Friday, 7:30 a.m. – 5 p.m. In addition, ITS will distribute an Emergency Off Hours Contacts list to partner agencies. There is no guaranteed response time for the overnight hours between 5 p.m. and 7:30 a.m.. Emergencies notwithstanding, any County provided service(s) outside of these core hours must be scheduled one week in advance and mutually agreed upon between Tompkins County Information Technology Services and the LETSS partner.

Any proposed project outside of the scope of the base operational services described above must include a funding plan and be mutually agreed upon by the LETSS group through a majority vote. Any additional funding

required from Participating Agencies above and beyond the annual County Budget allocation must be approved by each individual agency participating in the project.

Additionally, on December 14, 2009 the County Administrator, based on meetings with the Director of Emergency Response, Director of ITS, Comptroller and the Sheriff, gave the "go ahead" for the County to further the efforts to replace the existing CAD system and implement MDT and RMS by going through the County's Request For Proposal (RFP) process. Serving as co-project management, ITS will need to be focused on the coordination of these efforts.

Project Organization & Personnel

While ITS provides the primary support services to LETSS, each participating agency will have an active roll in maintenance of effort and the CAD/MDT/RMS project. Agencies will contact ITS when they are experiencing technical/support issues, and/or when they receive notifications of upcoming or pending updates or upgrades to the existing software platforms (i.e. Spectrum Justice System (SJS), Traffic and Criminal Software (TraCS), Daily Run Sheet and Shift Summary Reports, NYS E-justice Portal, LiveScan Digital Fingerprinting). Agencies will be asked to participate in the CAD/MDT/RMS project through meetings, demonstrations, etc.

Project Schedule

There is no specific schedule needed for maintenance of efforts. Technical support and/or software update/upgrade issues will be addressed and scheduled with participating agencies as necessary throughout the year. While the CAD/MDT/RMS project will likely be a 12-18 month long project, at a minimum, the tentative release date for the RFP is March 1, 2010. A fully developed project management plan will be developed if the County continues with this project's process.

Project Budget

For the base operational costs of \$50,000 per the Tompkins County 2010 budget, LETSS Participating Agencies will receive the services as described under the Project Definition.

A separate project budget will be developed for the CAD/MDT/RMS project as part of that project's management process.