DATE: December 9, 2015
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (large conference room)

PRESENT: Kim Moore (TC ITS), Melissa Harmon(IPD), Chief Steinmetz (Cayuga Heights), Barb Klinko (Cornell), Lt Williams (Groton), Loren Cottrell (TC ITS), Greg Potter (TC ITS), Justin Vann (DOER), John Arsenault (IPD), Alan Karasin (City IT), Deputy Smith (TCSO), (NYSP)

GUEST: Suzi Cook (County Attorney)

EXCUSED: Beau Saul (TC3), Julie Malysa (Park Police), Cattyann Campbell (TC ITS), David W Smith (NYSP IT), Adam Mahnke (Cornell), Jeff Huddle (Trumansburg), Chief Watkins (Dryden) Penny VanSchoick (District Attorney)

Meeting opened, 1310 hours.

Meeting Focus:

> **Special Discussion:** Suzi Cook discussed her need to have access to Spillman after hours when dealing with LEO's and juvenile cases. Previously, Suzi accessed Spillman at home from her personal computer via Citrix. As this is no longer an option, the group agreed Spillman Touch would be the best interim solution. Agreed unanimous that Suzi will have access to Touch.
> *ACTION ITEM: Kim to enable Touch privileges and send instructions to Suzi for set up.*

1. **Spillman**
   a. **Implementation Tasks**
      i. **Insight**
      Kim reported that we have most agencies online, the exception being Cayuga Heights and Groton. Agencies will coordinate with Kim. SP asked if they were online, Kim indicated she would confirm. Additionally, Kim reported that ITS obtained a quote from Whitebox for converting SJS data to InSight. Total costs would be $31800. Greg Potter reported there is no funding in the IT budget for this project. After discussion, Kim will draft an e-mail to the LEA's (not including Sheriff as they had no data in SJS) with a history of the SJS data and an approximate cost break down per LEA by data investment in the database.
      ii. **CAD to CAD Transfer**
      Barb Klinko and Justin Vann reported the teams continue to work out mapping issues.
   ACTION ITEM: Kim to enable draft e-mail for LEA's re: InSight SJS data conversion costs.
   b. **Policy/Procedure**
      Nothing new to report.
   c. **System Maintenance Update**
      i. **Geo-Base / Common Name Updates**

Updates are happening monthly, and Catt continues to transition this over to Chris and Justin.

d. Probation Demo/Access

Kim reported there was a fresh request for Probation to have view access to Spillman. Per LETSS, Greg and Kim had completed a demo for the agency approximately one year ago. After discussion, the group agreed that Kim would contact Pat and ask her to attend a LETSS meeting in the near future for discussion.

ACTION ITEM: Kim to contact Pat Buechel and schedule for future LETSS meeting.

e. Workplace Violence/Access

Loren piggy-backed on the conversation for Probation access to flags, dangerous address locations in Spillman, indicating this was a topic of conversation in workplace violence discussions. Examples of other agencies that could benefit from this information could include Assessment, Home Health Nurses - i.e. any County agency that sends employees into the field. Alan Karasin indicated this should be a focus topic of discussion soon as this concept could spiral without clear definition first. For example, if it were public knowledge these agencies could have access, he could envision City agencies requesting the same privileges, etc.

f. Admin privs/ Password Changes

Kim reported that while in Seneca County, the Spillman Team felt they had found a solution to our issue of updating passwords per agency without SAA privs. We tested and have rolled out as requested to each LEA.

g. Post 6.3 Update, Multi Levels of Warnings

Kim reported that with the Spillman 6.3 update, we now have multiple levels of flagging. Discussion ensued regarding flagging names vs address, etc. Kim recommended a work session in January to show the options in actual practice, after which the group can set policy before enabling these privileges.

ACTION ITEM: Kim, Justin and Chris to prepare "flagging" worksession for January meeting.

h. Seneca / Cortland County Updates

Kim reported she had visited Seneca County and been in conference calls with Cortland. Both are having "growing" pains, but she reports both are actually in a good place for being so recent in go live.

i. NeverFail

Kim reported that we still do not have NeverFail support, it has expired and since the 6.3 upgrade, she is unable to get NF to sync. Until we have support re-established, we do not have NeverFail server redundancy (in case of primary server failure). Support is maintained through DOER.

j. NY Forms Vote

Kim reported that all agencies had been invited to the demo the previous month for Spillman to show us the national standard for Mobile forms. At the demo, it was tentatively agreed that Tompkins would move to the national standard as this is an "all or nothing" decision for NY Spillman customers. It was reported that we would lose functionality of printing in the NYS incident and accident formats, however, all agencies agreed they rarely use that. Chief Steinmetz questioned whether we could leverage this request from Spillman for some other module that would benefit the group, i.e. Analytics. Kim reported that in the past, we might have been able to leverage such an option, but over the course of this past year, our standing with Spillman has changed as they no longer feel comfortable using Tompkins County as a demo site with the Center Manager's dislike of Spillman. After discssions, the benefits outweighed the

cons, as such, the group voted unanimously to move to the national mobile forms standard.

ACTION ITEM: Kim to e-mail Thomas Mabey at Spillman with group decision.

2. **TraCS 10**
   a. **Reporting**
   Kim reported that Angie created the reporting interface. She has worked with each LEA individually to make sure all is well, no issues to report.

3. **LiveScan**
   Kim reported that grant funding has been secured, however, she cannot place the order for the equipment until the grant letter from the State is in hand. She will continue to coordinate with Sgt. Zigenfus.

4. **Citrix/SJS**
   The end of life for Citrix farm will be 12/31/2015, or if the farm goes down before this date, it will not be resuscitated. While discussed in the above agenda item for SJS Legacy Searching, Greg reiterated the need to convert the SJS data and get us off these aging servers. Kim reported that Whitebox does have a complete data extract if the servers were to go down, however we still need to resolve the conversion.

5. **General Topics**
   a. **CJIS Passkey**
   Kim reported that she implemented the Spillman Passkey app, and all agencies seemed to be fine with the additional "click" at log in.
   b. **DA Software**
   Loren indicated there was nothing new to report.

6. **LETSS Administration**
   a. **Officer Elections**
   Chief Steinmetz was nominated and voted unanimously as the Chair for 2016, Sgt Zigenfus was nominated and voted unanimously as the Vice Chair for 2016.
   b. **2016 Schedule**
   The group agreed to bi-monthly meetings for 2016.
   ACTION ITEM: Kim to set schedule for 2016 and update LETSS website.
   c. **DOER Agreement**
   Greg Potter inquired about an agreement that was being distributed from the 911 Center to LEA's (copy of agreement attached). The agreement was intended to establish authority between NYSP and the LEA's for access to portal data, however, the wording might need revision. Greg explained that he understands the concept of the agreement, but the wording gives responsibility for policy, management and security (CJIS standards) of all computers connected directly or indirectly to the system (i.e. any computer running Spillman's statelink or the e-justice portal) to the 911 center. While this removes all responsibility from IT for each LEA computer that is covered under this agreement, he did not think this was the intent. Greg also noted that it is possible one of the LETSS agreements that are already in place may be sufficient to cover the NYSP request. This agreement is being handled by the Christina Dravis; Greg recommended any questions about the language be directed to Christina or Lee Shurtleff.
   d. **IPD Body Camera Update**
   Melissa Harmon reported that the cameras have been working well to this point. There are minor issue to work out, but overall things are in a good place. She reported that she would like to modify the policy regarding re-opening of Spillman calls to meet the needs of the camera project. Kim reported she simply needs to fill out the change request form that is on the LETSS website and we can distribute accordingly.

Meeting adjourned 1510 hours.

INTEGRATED JUSTICE PORTAL / eJUSTICE

Management Control Agreement
between the
Ithaca Police Department
and the
Law Enforcement Representative to the
Tompkins County Department of Emergency Response

Pursuant to the rules and policies of the Integrated Justice Portal / New York Statewide Police Information Network (NYSPIN) governing access to criminal justice information as defined in the IJ Portal/NYSPIN rules, it is agreed that the current and future Law Enforcement Representative to the County of Tompkins, hereinafter referred to as the Authority, shall exercise "management control" over the portion of the County relating to criminal justice computer systems connected directly or indirectly to the IJ Portal/NYSPIN and used to exchange criminal justice information as defined in the IJ Portal/NYSPIN rules. It is understood that for this agreement to Tompkins County Department of Emergency Response for the purpose of setting policy on criminal justice issues only.

"Management control" means that the Authority shall have the power to set and enforce:
     1.   <u>Priorities </u>- any measures necessary to provide the criminal justice users with priority service;
     2.   <u>Standards</u> - the measures necessary to insure that whoever selects, supervises, trains, and terminates personnel adheres to the safeguards required to maintain the integrity of the IJ Portal/NYSPIN services and related criminal justice systems; and
     3.   <u>Policy</u> - the established measures governing the operation and supervision of the IJ Portal interface and any systems interfaced with IJ Portal services.
     4.   <u>Security Compliance</u> – the compliance with all rules and regulations of the Ithaca Police Department's Policies and CJIS Security Policy in the operation of and access to criminal justice information.

       The Authority agrees to act as the IJ Portal/NYSPIN service coordinator for those criminal justice agencies (list attached as Appendix A), which are provided information via the IJ Portal or any systems interfaced with the same at the Tompkins County Department of Emergency Response. It is further agreed that any party to this agreement may terminate this agreement for any reasons upon written notice to the other parties.

For the Tompkins County Department of Emergency Response:

_____   _____
Christina Dravis, Communications Center Manager   Date

For the Ithaca Police Department:

_____   _____
Vincent Monticello, Deputy Chief of Police   Date

Approved by:
Division of State Police

_____   _____
Deputy Superintendent   Date
Administration

Appendix A

Date: 10/15/2015

       The following criminal justice agencies are provided IJ Portal/eJustice service by the Tompkins County Department of Emergency Response :

AGENCY	ORI
Ithaca Police Department	NY0540100

Tompkins County Sheriff's Department	NY0540000
New York State Police - Ithaca	NY1540100
Cayuga Heights Police Department	NY0542500
Dryden Police Department	NY0542000
Groton Police Department	NY0542200
Trumansburg Police Department	NY0542400
Tompkins Cortland Community College (TC3)	NY0540300

This appendix must be amended whenever criminal justice agencies are added to or deleted from the Tompkins County Department of Emergency Response.