



Law Enforcement Technology Shared Services

04/09/2014 Meeting

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

DATE: April 9, 2014
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (large conference room)

PRESENT: Kim Moore (TC ITS), Chief Ryan (Dryden), Loren Cottrell (TC ITS), Cattyann Campbell (GIS), Lt Williams (Groton), Sgt Zigenfus (TCSO), Christina Dravis (DOER), Sgt Daley (NYSP), Chief Steinmetz (Cayuga Heights), Alan Karasin (City IT), Rick Tubbs (DA)

EXCUSED: Barb Klinko (Cornell), Beau Saul (TC3), Brandon Wood (TC3 IT), Undersheriff Osborne (TCSO), Greg Potter (TC ITS), Mark Conrad (Cornell), Brian Wilbur (DOER), Julie Holcomb (City IT), Chief Ferretti (Trumansburg), Deputy Smith (TCSO), John Arsenault (IPD), Justin Vann (DOER), Chris Saxon (DOER), Sgt Young (IPD)

Meeting opened, 1306 hours.

Meeting Focus:

Chief Steinmetz opened the meeting with a "get well" message from LETSS to Greg Potter, looking forward to his return, hopefully mid-May.

1. Spillman

a. Implementation Tasks

i. NYSP Installations

No status change from last month; e-mail communication indicating ready to take next steps in testing.

ii. NY Arrest

No status change, still scheduled as part of June patch.

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

Christina reported that this is moving forward, there are just some details in the natures to refine.

v. St Lawrence, Lewis, Cortland and Cayuga County Updates

Kim reported that St Lawrence and Lewis counties are in their go-live phases, and that Cayuga County is looking at Spillman. Catt and Kim attended a demo there a couple of weeks ago. Cortland County just got approval to move forward with Spillman.

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:

- 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 note Chief Ryan requested the following typographical error change which has been completed: General information section: Second line near the end typing error - "datat" should be corrected to "data".

** please note Chief Ryan sent proposed changed to Data Entry Standards (doc, not the policy)

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 yesterday 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

Nothing new to report.

iii. Address Validations

Nothing new to report.

iv. Premise Entry Standards

This was included on agenda in error, was addressed at March LETSS.

d. IBR

Kim reported that Spillman conference call with records personnel to discuss was successful. Spillman was able to get useful feedback from the agencies, and Kim recognized the efforts of the records folks as they continually step forward as Spillman power users.

e. DA Software Replacement / Spillman Integration

Rick Tubbs indicated that the DA's office continues to move forward with the NYPTI solution. He requested that Spillman be modified so that when a report is printed from the DA's office, that it have the agency's letterhead instead of the DA's. Chief Steinmetz explained that was a LETSS decision to set up the reports that way, thereby protecting not only the DA's office but the LEA's. Keeping the reports this way would allow the agencies to know that if, for example, the DA's office had printed Spillman information for (i.e.) court, then the agency would know that it was not released from the agency, and therefore is not/may not be court ready.

f. Future Topics

i. Custom Reports

Nothing new to report.

ii. LETSS "Portal"

Nothing new to report.

iii. County Agency Spillman Access

Kim demo'd the limited access account to LETSS. There was discussion about the concept of these agencies gaining access as a whole. Points of concern:

1. If you open the door to one agency, how do you determine who is granted and whom is not?
2. sensitive data being released. (During the demo, Kim was able to demonstrate that only address and nature info was allowed for view, not narratives, etc.)

2. TraCS

a. TraCS 10 Server Consolidation

Kim received the installation disk from Albany. Kim reported that the server itself is 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. Printers / Stop DWI

Kim reported that printers funded by STOP DWI have arrived and have been distributed to most. Remaining printers handed out at today's LETSS.

3. LiveScan

Nothing new to report. We are still awaiting Vigilant LPR grant decision, which, if declined, will shift project focus from LPR to LiveScan. Kim has been checking in monthly with DCJS for funding decision.

4. Citrix/SJS

a. Sealing Testing

Chief Ryan reported this is still in IT hands. Loren will followup with Angie.

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. NYSPILL March 19 @ CUPD

Kim reported there was positive attendance for NYSPILL, and that we had existing Counties as well as potential Spillman customers onsite.

Meeting adjourned 1430 hours.