



Law Enforcement Technology Shared Services

05/09/12 Meeting

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

DATE: May 9, 2012
TIME: N/A**
LOCATION: N/A**

PRESENT: N/A**

EXCUSED: N/A**

***Please note, as the meeting was canceled on short notice, Greg and Kim have summarized (below) what the primary discussions were for the meeting, any remaining issues will be added to the June LETSS agenda.*

1. Spillman

a. County Court/Family Court view access

Question raised by Sgt Zigenfus. This will be added to June agenda for discussion.

b. Updates

- i. **NY Forms** - The NY Form has been deployed globally. The pilot testing phase for Tompkins will continue through May 25. Items still on the punch list include:
 - adding VTL into offenses
 - running patch that will force the form to ask "original or supp" upon opening (to address process for opening form/creation of supps)
 - some ipd officers reporting "ghost font" in narrative (i.e. they do not see the words, as though the font is white upon white background, but do see the "underline squiggles" for misspelled words
 Aside from those items, Kim has received very little additional feedback.
- ii. **Name Record Clean Up** - Kim created privilege groups to give the designated person at each agency the ability to run namemerg. Kim would like to propose that each agency help tackle the duplicate name record clean up, when their employees have "down" time.
- iii. **GeoLoad, 3/27**
A geoload was completed on March 27. Included in the update was new fire district boundaries, more common names and other general area corrections.
- iv. **TraCS to Spillman Data Import** - This issue has been corrected. Kim has requested that Spillman change the list view for citations and accidents to show the issued date (as of now, it shows the
- v. **"Retiring Users"** - Users can now be "retired" in Spillman. Please let Kim know if any of your users still show as "active" and she can "retire" them.
- vi. **TraCS Steering Committee Meeting** - The annual TraCS steering meeting will be May 16 and 17 in Syracuse. Kim will report the status at the June LETSS meeting.
- vii. **Netmotion Server Move, 5/2** - As part of a network clean up, County IT moved the network that the Netmotion Virtual server operates within to its

downtown datacenter. This resulted in a scheduled 1 hour of down time for the move.

- viii. **LETSS Website** – Svetla Borovska has completed the initial implementation of the website. The URL is <http://www.tompkins-co.org/letss> Meeting notes and agendas will be posted accordingly.

ACTION ITEMS: *Kim to continue update tasks.*

c. Implementation Tasks:

- i. **NYSP Installations** – Kim, Greg and NYSP have corresponded via e-mail. NYSP had one last question on MOU wording, Kim and Greg responded accordingly last week and hope to hear back from NYSP soon.
- ii. **Statelink / Statelink Hit Detection** – Greg has spoken with Albany, Jefferson County had been waiting for the State to sign off on a routing issue, it appears as though they are actively working on this, and we hope to have resolution soon. Once the State signs off on the integration, Tompkins can begin pilot phase.
- iii. **LiveScan Integration** – Spillman is ready to work with Kim to start testing the interface.
- iv. **Compstat** – Kim still has this on her clean-up list. Issue is right now only SD incidents appear.
- v. **CAD to CAD transfer to CU** – Still on the list for implementation tasks.

ACTION ITEMS: *Kim to coordinate with Spillman for LiveScan testing.*

d. Policy/Procedure

December Policy Discussion Follow Up

Greg Potter has signed the contract with the vendor, Pervasive Solutions. A kick off meeting was held in late March, and the vendor has returned the initial scope to us. Due to time and scheduling issues, followup meetings have yet to be scheduled, but will be in the very near future as we need to have this contract closed by August 31 for funding purposes. Initial policy focus will be in the following areas:

Admin Level Account Management
Data Classification
Data Management
IT Roles
Enforcement
User Account Management

Please see process flow chart at end of these meeting notes.

ACTION ITEMS: *Greg to work with vendor and Kim to schedule meetings..*

e. "Clean-up" Topics

- i. **TraCS Accidents** – Issue resolved.
- ii. **Geo-Base / Common Name Updates** – This will continue to be a functional need in Spillman. As such, Greg, Cattyann and Kim are working with the 911 center to finalize contract details with a vendor, DDTI, to help manage the

back end process for updating address/common names within Tompkins County.

- iii. **System Maintenance** – Kim is working to implement a plan for maintenance.
- iv. **Table Updates/Modifications – Sub Committee**: this group will be rolling in to the efforts for policy with the consultant.
- v. **Premise/Business** – nothing new to report.
- vi. **Support Workgroups** – nothing new to report.

ACTION ITEMS:

f. **Future Topics**

- i. **Custom Reports** – Nothing new to report.
- ii. **Web “Portal”** – Nothing new to report.
- iii. **Cornell Data Sharing** – Nothing new to report.

ACTION ITEMS: *none.*

2. TraCS

Reported above under “updates”.

3. LiveScan

Reported above under “updates”.

4. Citrix / SJS

“End of Life” date for data ENTRY to SJS (DCJS Conversation) – Final day of entry was October 20, 2011.

5. LETSS Administration

- a. **LETSS 2012 agreement update** – Waiting for signatures from City PD.

ACTION ITEMS: *Kim to finalize LETSS agreement signatures.*

