



## Law Enforcement Technology Shared Services

02/10/2016 Meeting

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

**DATE:** February 10, 2016

**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), Chris Saxon (DOER), John Arsenault (IPD), Alan Karasin (City IT), Kelly Daley (NYSP), Jeff Huddle (Trumansburg), Julie Holcomb (City IT), Brian Wilbur (DOER), Christina Dravis (DOER), Jack Crance (DOER), Lee Shurtleff (DOER), Lt Donahue (TCSO)

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

Meeting opened, 1305 hours.

### Meeting Focus:

**Special Discussion:** Probation Access To Spillman. Kim reported that she had met with Patricial Buechel and Senior staff. The following is their request:

“After some discussion and consideration, I believe that Spillman can be helpful to my staff in the following ways that we have immediately identified: address checks prior to field work to check on criminal activity at the location (especially when going to the location for the very first time); investigation of Domestic Incident Reports that indicate "See Spillman" so that we can review the content of the incident and police interaction on our probationers who are either the domestic violence offenders or are the victims in the incident; and checking the name of an associate of a probationer who is living in the same household to determine if there are safety concerns for the officer making home contacts.

I am sure that there are other pluses to Spillman that will become evident once we become familiar with the program. If it is agreeable with LETSS for my department to have access, I would like to limit it to 3 Probation Supervisors, who would be the gate keepers of information being released to Probation Officers. Staff would be required to submit a written request to their Supervisor with the name of their case and reason/purpose for the inquiry into Spillman. I further request that Spillman be "Read Only" for my staff.”

After discussion, the group realized that a MOU was in order. Once that is approved and signed, Kim can enable access.

*ACTION ITEM: Kim to work with Greg on MOU language.*

### Spillman

#### a. Implementation Tasks

**i. Insight**

Nothing new to report. The data conversion is on hold until funds are secured.

**ii. CAD to CAD Transfer**

Nothing new to report.

**b. Policy/Procedure**

Kim reported that policies should be in queue for review. Chief Steinmetz called for volunteers for the review process: Tim Williams and Melissa Harmon accepted. Chief also requested input from DOER.

Chief Steinmetz then opened the discussion of the policy regarding re-opening CAD calls for the purpose of tagging body camera videos. He conceded there were errors on both sides – LETSS not allowing for the 15 day review and DOER never discussing any concerns with LETSS. He offered DOER's version of the policy for review and advocated for LETSS to adopt the same language. Lee Shurtleff stated that he has concerns about LETSS setting policy for dispatch, while Chief Steinmetz reminded him that DOER is a voting member of LETSS, and reiterated that DOER became a voting member specifically for issues like this. Lee stated that this is an ECROC issue, while the group discussed the differences between ECROC and LETSS, as they have specific [not the same] directives. Kim stated that LETSS and ECROC both tasked with reporting to legislative committee, making neither more “important” than the other. Lee disagreed. Conversation between Chief and Lee continued, while Lee remained steadfast in his beliefs, Chief left the conversation with “agree to disagree” points.

**c. System Maintenance Update**

**i. Geo-Base / Common Name Updates**

Chris and Justin reported they continue handle the geoloads. They will send Spillman message to let LEO's know if they run into a building without apartment info in Spillman, they can let either of them know and they will update.

**d. Flagging Work Session**

Delayed until March meeting.

**e. Non Agenda Discussion Items:**

Lt Donahue reported that he is working with Christina Dravis to change their Spillman units to SXXXX (where XXXX=badge).

Kim was asked if the supplemental reports could “go back” to the pre-patch viewing status. Kim explained that while it was technically possible, the switch was made as part of CJIS compliance.

Chief Steinmetz raised the discussion of reinstating automatic incidents being generated from traffic stops. The question was asked of the impact to dispatchers for this change. Justin Vann answered that there would be no impact, in fact, it would reduce a step for those instances where officers requested incidents in the past. Lee stopped the discussion saying he had to discuss this outside of the group and will bring it to ECROC. Kim reiterated what Justin said as the technical team, she stated she has no interest other than the technical side and could confirm there was no impact to dispatch. Lee restated that he had to discuss this outside of the group and will bring it to ECROC.

*ACTION ITEM: Chris/Justin to send Spillman message re: apartment units.*

**1. TraCS 10**

Nothing new to report.

**2. LiveScan**

Kim reported that equipment is on order for TCSO.

**3. Citrix/SJS**

Nothing new to report.

**4. General Topics**

**a. CJIS Passkey**

Nothing new to report.

**b. DA Software**

Nothing new to report.

**5. LETSS Administration**

**PSC Annual Presentation** Kim reported that she is coordinating with Michelle Pottoroff the get LETSS on the March agenda.

*ACTION ITEM: Kim to draft presentation and send to group via e-mail if possible.*

**Meeting adjourned 1510 hours.**