



Law Enforcement Technology Shared Services

03/09/11 Meeting

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

DATE: March 9, 2011
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (large conference room)

PRESENT: Kim Moore (TC ITS), Greg Potter (TC ITS), Chief Ryan (Dryden), Sgt Wright (Ithaca PD), John Arsenault (Ithaca PD), Chief Boyce (Cayuga Heights), Sgt Steinmetz (Cayuga Heights), Chief Ferretti (Trumansburg), Lt Williams (Groton), Sheriff Lansing (TCSO), Sgt Zigenfus (TCSO), Charles Smithers (DOER), Sgt Daley (NYSP), Shawn Beckerinck (NYSP)

EXCUSED: Kari Stamm (DA), Alan Karasin (Ithaca IT), Lin Hurd (DOER), Undersheriff Osborne (TCSO)

Opened 1:05 pm

1. Spillman

a. Updates

- i. **Mobile 4.6** – Kim began the rollout for the updated aircards and separate GPS pucks. She will be updating all units to Mobile 4.6 at the same time.

ACTION ITEMS: *Kim to continue aircard/gps updates and Mobile 4.6 updates.*

b. Project Team Management

Dispatch Transitional Leadership – Chuck stated there has not yet been an announcement for the transitional leadership with Lin Hurd's retirement. All agreed that this information is important to all LETSS members as they need to know the line of communication. Greg Potter contacted Lee Shurtleff during the meeting and he indicated he would have an announcement by the end of next week. In the interim, agencies can contact Supervisors or his cell directly.

ACTION ITEMS: *None.*

c. Implementation Tasks:

- i. **NYSP Installations** – NYSP is replacing all of their mobile units across the state. SP Ithaca should be ready for Spillman installations in approximately 7-8 weeks, after the new equipment is installed. SP will take the LETSS Agreement for signature processing to make them "official" LETSS members.
- ii. **Statelink / Statelink Hit Detection** – Nothing new to report on Statelink through Spillman. Agencies have attended training and will begin the process of roll out. Dispatch has already started the process, Scott Roman and John Schaffer will be coordinating efforts.
- iii. **Alarm Interface / Digitize** – Greg reported that this effort is being coordinated and has a tentative cutover for early February. DOER will be making the notifications that they will no longer support private alarms.
- iv. **LiveScan Integration** – Still on the list for implementation tasks, needs prioritization as the duplicated efforts are frustrating for the officers.

- v. **NY Arrest Form Sub Committee Participants** – This is on hold as the NYS Incident Form (new format) is the initial focus for Spillman.
- vi. **Insight**– Still on the list for implementation tasks.
- vii. **Compstat** – Still on the list for implementation tasks.
- viii. **CAD to CAD transfer to CU** – Still on the list for implementation tasks.

ACTION ITEMS: *Kim/Greg: send LETSS Agreement to NYS.*

d. Policy/Procedure

December Policy Discussion Follow Up

- i. Mobile Status Changes
- ii. Complainant Name Entry
- iii. SOP Emergency "Button"
- iv. Expiration / Accumulation of Alerts/BOLO's etc
- v. IM/Spillman Communication
- vi. "Death" dates in Names
- vii. Database "Authority"
- viii. NYSPIN Entry, paper trail...

Due to scheduling, Greg and Kim were unable to draft any policies this past month.

ACTION ITEMS: *Work on drafting next policies.*

e. "Clean-up" Topics

- i. **Aircard/GPS Connectivity** – The new PC770 cards and separate GPS puck have been tested. The roll out to mobile will continue.
- ii. **Mobile Mapping Issue** – This issue is being corrected at the same time as the mobile/aircard/GPS roll out.
- iii. **TraCS Accidents** – they are importing, need to investigate additional field mapping.
- iv. **Geo-Base / Common Name Updates** – This will continue to be a functional need in Spillman
- v. **Weekly Maintenance** – Kim needs to implement a plan for maintenance.
- vi. **Table Updates/Modifications** – Sub Committee to meet weekly to work through these changes.
- vii. **Privilege / Partition Priv checks**– – Sub Committee to meet weekly to work through these changes.
- viii. **Premise/Business** – Jack Crance is working on this.
- ix. **Support Workgroups** - Custom groups were created in Spillman. The concept is to expand to "power users" to be included to give better support functions to the users.
- x. **TBOFF (Agency vs Global)** - Sub Committee to meet weekly to work through these changes.
- xi. **Evidence Module** – After a conference call with IPD, TCSO and Spillman, it appears as though we should be able to come up with a business process that works. Kim will work directly with TCSO first, and then share the information.

ACTION ITEMS: *Kim and sub committee will continue to work through each of these (and more) options as time permits.*

f. Future Topics

- i. **Custom Reports**
- ii. **Web "Portal"**

2. **TraCS**

- a. **IC** – Kim will be meeting with Bill Kerry on March 22 to discuss implementation.

ACTION ITEMS: *Kim: test_troubleshoot image issue for scanner*

3. **LiveScan**

Nothing new to report.

4. **Citrix / SJS**

“End of Life” date for data ENTRY to SJS (DCJS Conversation) – Nothing new to report.

5. **LETSS Administration**

- a. **Annual Workplan Presentation to PSC** - Greg and Sgt Wright offered the 2011 LETSS plan to PSC with no issues.
 - b. **New Member Discussion** – Dispatch needs to be added as permanent member
 - c. **LiveScan Agreement Update (rewrite terms)** – Agreed that we will rewrite for extending the terms.
 - d. **Budget Details** –No changes.
6. **Agency Budget for Annual Hardware Replacements and Future Broadband Service** – Specs were give to agencies for budgeting purposes.

ACTION ITEMS: *Kim - Rewrite or modify LiveScan*

Adjourned 3:55 pm