



## Law Enforcement Technology Shared Services

05/11/11 Meeting

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

**DATE:** May 11, 2011

**TIME:** 1:00-3:00 PM

**LOCATION:** Department of Emergency Response (large conference room)

**PRESENT:** Kim Moore (TC ITS), Chief Ryan (Dryden), Sgt Wright (Ithaca PD), John Arsenault (Ithaca PD), Sgt Steinmetz (Cayuga Heights), Chief Ferretti (Trumansburg), Lt Williams (Groton), Sgt Zigenfus (TCSO), Undersheriff Osborne (TCSO), Brian Wilbur (DOER), Sgt Daley (NYSP), Scott Roman (DOER)

**EXCUSED:** Greg Potter (TC ITS), Alan Karasin (Ithaca IT), Kari Stamm (DA),

*Opened 1:05 pm*

### 1. Spillman

#### a. Updates

- i. **Mobile 4.6** – The patch is scheduled for installation within the next couple of weeks.
- ii. **Privileges for DA** – There was general discussion about concerns for the DA's office printing from Spillman until the case is complete. Decided that individual agencies can communicate their agency's preference directly to DA, however, in general, the practice should be to contact the agency prior to printing to ensure the case is completed and ready for printing.
- iii. **Access for City Attorney, Other LEA's** - City IT set up Mr Sarachan with basic IP Patr privileges within Spillman.
- iv. **NY Forms – Monthly Conference Calls** – NY Forms through Spillman will not be ready until September due to the overhaul of the form and the shift from Adobe dependencies. In the interim, the LETSS Subcommittee will be participating in monthly conference calls to view the progress and development of the forms.
- v. **Spillman Onsite Visit 5/3-5/4** – Unfortunately the Spillman trainer was taken ill while she was here. We are rescheduling for a later date.
- vi. **Jefferson County Site Visit 5/6** – Brian Wilbur reported on the visit to Jefferson. He indicated that while they went live before Tompkins, we are handling more agencies than they have onboard at this time – their Sheriff and NYSP are the only two agencies presently using Spillman aside from their Dispatch center. Jefferson handles approximately 400k+ calls per year, which is a higher volume than Tompkins. Overall, Jefferson continues to be happy with Spillman, even as they work through a number of issues similar to what we are dealing with here in Tompkins.

**ACTION ITEMS:** *Kim to meet with DA's for Spillman training. Greg/Kim - discuss options for DA's NYSPIN terminal with Portal changes.*

#### b. Project Team Management

- i. **NYSP Status** – Waiting for the LETSS agreement to be signed.

**ACTION ITEMS:** *None.*

**c. Implementation Tasks:**

- i. **NYSP Installations** – no change from last month.
- ii. **Statelink / Statelink Hit Detection** – Kim had a chance to preview Statelink while in Jefferson Co. Sgt Cullen is their beta tester – we did a state inquiry directly through Spillman and the returns came directly to his Spillman Message Center inbox.
- iii. **Alarm Interface / Digitize** – The cutover to the new Digitize system looks to be more like end of May or June at this point.
- iv. **LiveScan Integration** – Spillman is trying to get the information from L1/Comnetix with limited results.
- 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:** *None.*

**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...

Brian Wilbur will be prioritizing and drafting first rounds of policy for review.

**ACTION ITEMS:** *Work on drafting next policies.*

**e. "Clean-up" Topics**

- i. **TraCS Accidents** – they are importing, need to investigate additional field mapping.
- ii. **Geo-Base / Common Name Updates** – This will continue to be a functional need in Spillman
- iii. **System Maintenance** – Kim needs to implement a plan for maintenance.
- iv. **Table Updates/Modifications** – Sub Committee to meet weekly to work through these changes.
- v. **Privilege / Partition Priv checks**– – Sub Committee to meet weekly to work through these changes.
- vi. **Premise/Business** – Jack Crance is working on this.
- vii. **Support Workgroups** - nothing new to report.
- viii. **Evidence Module** – Request for a property release form through Spillman evidence that combines property and evidence into one print.

**ACTION ITEMS:** *Kim to schedule sub-comm meeting.*

**f. Future Topics**

- i. **Custom Reports** - IPD is requesting that rpjlasr.x1 be removed from print options as it included SS# and DOB information.

ii. Web "Portal"

**ACTION ITEMS:** *Kim to investigate removal of report*

2. TraCS

- a. IC – nothing new to report.

**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. **New Member Discussion** – Dispatch needs to be added as permanent member  
b. **LiveScan Agreement Update (rewrite terms)** – Agreed that we will rewrite for extending the terms.  
c. **Citrix Agreement Update (rewrite terms)** – Agreed that we will rewrite for extending the terms.  
d. **Budget Details** –No changes.

**ACTION ITEMS:** *Rewrite or modify agreements*

*Adjourned 2:15 pm*