



# Law Enforcement Technology Shared Services

# 11/14/12 Meeting

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

**DATE:** November 13, 2012  
**TIME:** 1:00-3:00 PM  
**LOCATION:** Department of Emergency Response (large conference room)

**PRESENT:** Alan Karasin (City IT), Jake Young (IPD), Greg Potter (TC ITS), Kim Moore (TC ITS), Scott Roman (DOER), Kari Stamm (DA), Sgt Abruzzo (NYSP), Brian Wilbur (DOER), Chief Ferretti (Tburg), Lt Williams (Groton), Chief Steinmetz (Cayuga Heights), Undersheriff Osborne (TCSO), Sgt Warner (Dryden)

**EXCUSED:** Chief Ryan (Dryden), Sgt Zigenfus (TCSO), John Arsenault (IPD)

**VISITORS:** Mark Conrad (Cornell), Barb Klinko (Cornell)

## 1. Spillman

### a. Implementation Task

- i. **NYSP Installations** – Kim will contact Jeff Kolig to confirm we are on schedule for January 2013 installs based on SP Tech staffing changes.
- ii. **StateLink**  
Kim reported that the patch needed to take the next steps with StateLink was installed yesterday. Next steps to start initial communication tests.
- iii. **Insight** - Nothing new to report.
- iv. **Compstat** – Nothing new to report.
- v. **CAD to CAD transfer to CU** – Still on the list for implementation tasks. Mark Conrad reported that he will be coordinating IT side of communications with Greg Potter (ITS).

### ACTION ITEMS:

### b. Policy/Procedure

Group reviewed the policies as provided:

## Public Safety

(Note: Lee Shurtleff was unavailable, he assigned voting authority to Brian Wilbur for the PS policies as he will need to address – if he deems necessary – with Fire, EMS, etc)

PS12-01 Data Classification, Access and Dissemination – *Passed (unanimous)*  
Inter-Agency Sensitive Data Classifications - *Passed (unanimous)*  
Agency-Shared Sensitive Data Classifications- *Passed (minor text changes - unanimous)*  
Agency-Only Sensitive Data Classifications- *Passed (unanimous)*

PS12-02 Data Entry Standards – *Passed (unanimous)*  
Tompkins County Data Entry Standards - *Passed (unanimous)*

**LETSS**

LETSS12-01 Adoption and Modification - *Passed (unanimous)*  
Change Request Form - *Passed (unanimous)*  
Impact Review Form - *Passed (unanimous)*

LETSS12-02 Enforcement and Sanction - *Passed (unanimous)*

LETSS11-01 Assigning Officers to Units- *Passed (unanimous)*

LETSS12-03 Mobile Status Changes- *Passed (minor text changes - unanimous)*

LETSS12-04 ReOpening Calls- *Passed (minor text changes - unanimous)*

LETSS12-05 Messaging, Instant Messaging and Alerts- *Passed (minor text changes - unanimous)*

These policies will be introduced at December training, will take effect January 1. Each agency is responsible for ensuring their employees are informed, trained and follow the policies.

**ACTION ITEMS:** *Kim to make minor wording modifications and redistribute.*

**c. "Clean-up" Topics**

- i. **Geo-Base / Common Name Updates** –Greg reported that he and Catt continue to work with DDTI on the address maintenance.

**ACTION ITEMS:**

**d. IBR**

Nothing new to report.

**e. Future Topics**

- i. **Custom Reports** - Nothing new to report.
- ii. **Web "Portal"** - Nothing new to report.
- iii. **Cornell Data Sharing** – Cornell was in attendance as a visitor to see the workings of the LETSS meetings for future sharing options.

**f. DA Software Replacement/Spillman Integration**

Greg and Kari reported that .

**g. December Training**

Kim reported that the calendar has been posted on the LETSS website. Each session will include an overview of Data Entry Standards (presently under review) and CJIS 2013. Additional topics of training will be general troubleshooting, searching, entry. All agencies are encouraged to send training ideas to Kim, Brian or Scott ASAP. NYSPILL will be held 12/11/2012, and hosted by Cornell. All are welcome (and encouraged) to attend.

**ACTION ITEMS:**

**2. TraCS**

- a. **Schedule Patch.** Kim reported that the patch has been completed for Trumansburg. Needs to be scheduled for other agencies.

**ACTION ITEMS:** *Kim to coordinate TraCS 7.3.14.6 patch – all TraCS servers, workstations and fleet will need to be touched.*

**3. LiveScan**

Kim reported that the LiveScan to Spillman interface has been disabled for 3 weeks – the Booking module needs to be enable for this to work, we do not use Booking, we use Non Custody. Kim will investigate options for either future development or trading the module.

**4. Citrix / SJS**

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

Greg will follow up with Angie to see about sealing options. His proposed course of action is to set up one account to allow for changes in cases of sealing. He will coordinate test with Dryden. Additionally, we need to modify warrants as well as seals.

**5. LETSS Administration**

**a. November/December 2013 Chair**

Group nominated Chief Steinmetz for Chair, Undersheriff Osborne for Vice Chair.  
Agreed – Unanimous.

NOTE – there will not be a December meeting as we will be training. Kim has posted 2013 schedule on LETSS website.