



## Law Enforcement Technology Shared Services

02/09/11 Meeting

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

DATE: February 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), Undersheriff Osborne (TCSO), Sgt Zigenfus (TCSO), Scott Roman (DOER)

**EXCUSED:** Kari Stamm (DA), Alan Karasin (Ithaca IT), Lin Hurd (DOER)

*Opened 1:05 pm*

### 1. Spillman

#### a. Updates

- i. **Mobile 4.6** – Spillman has determined that the pdf mobile forms should be abandoned and they are moving toward a new solution for NY, which could then be used for all other customers as well. In order to prepare for the new version of mobile “forms” we must be at Mobile 4.6 There are other improvements for 4.6, including individual “message of the day” by agency and many “fire” friendly features. The upgrade is scheduled (tentatively) for the week of 2/14 and will be rolled out for beta testing on a unit by unit basis.

**ACTION ITEMS:** *Kim: Send LETSS message once web demo is scheduled for new 4.6*

#### b. Project Team Management

**Database “Authority”** – The group discussed the need to retain the integrity of data entered into the Spillman database. To achieve that, a definition of the authority for the database needs to be defined. In the interim, as this is a County funded project, County IT will handle that and report through LETSS. If there is systemwide impact, and an immediate decision needs to be made, IT will make the decision. If it is not an immediate issue, IT will wait for LETSS discussion. Eventually, we would like for each agency to filter such requests through their LETSS representative when possible.

**ACTION ITEMS:** *Greg/Kim to work on loose policy language for database “authority” for decisions regarding system-wide data integrity.*

#### c. Implementation Tasks:

- i. **NYSP Installations** – Kim reported that NYSP is ready to go for the installs, she needs to coordinate time with them. Greg stated that he would like to see a MOU or other form of agreement in place regarding support as this project changes the mobile structure in NYSP cars – i.e. all of their network traffic will now go through the County’s network through the Netmotion connection for Spillman. Group decision to invite NYSP to LETSS.

- ii. **Statelink / Statelink Hit Detection** – Nothing new to report on Statelink through Spillman,. Agencies will be attending the portal training over the next couple of weeks. We should have a better idea of the needs related to
- 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.
- v. **NY Arrest Form Sub Committee Participants** – Still on the list for implementation tasks.
- 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 e-mail to NYSP to invite them to LETSS.*

#### d. Policy/Procedure

##### **December Policy Discussion Follow Up**

- i. Assigning Officers to Units - Completed! Policy will go into effect February 15.
- ii. Mobile Status Changes
- iii. Complainant Name Entry
- iv. SOP Emergency "Button"
- v. Expiration / Accumulation of Alerts/BOLO's etc
- vi. IM/Spillman Communication
- vii. "Death" dates in Names

The group determined the next policy to review is the Complainant Name Entry. The group discussed the pro's and con's for entry of complainant name (when possible) at the dispatch level. Scott Roman offered to test and report back to LETSS.

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

#### e. "Clean-up" Topics

- i. **Rip n Run / Run Times** – These appear to be working as they should.
- ii. **Aircard/GPS Connectivity** – Greg and Kim are negotiating with Verizon for new air cards and GPS - testing with PCMCIA and separate pucks.
- iii. **Mobile Mapping Issue** - Intermittent in some cars clicking on map closes Spillman. Kim to schedule time in a car to get blackbox recording to Spillman.
- iv. **TraCS Accidents** – they are importing, need to investigate additional field mapping.
- v. **Geo-Base / Common Name Updates** – This will continue to be a functional need in Spillman
- vi. **Weekly Maintenance** – Kim needs to implement a plan for maintenance.
- vii. **Table Updates/Modifications** – Sub Committee to meet weekly to work through these changes.
- viii. **Privilege / Partition Priv checks**– – Sub Committee to meet weekly to work through these changes.
- ix. **Premise/Business** – Jack Crance is working on this.
- x. **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.
- xi. **TBOFF (Agency vs Global)** - Sub Committee to meet weekly to work through these changes.

- xii. **Evidence Module** - agencies are indicating that evidence module it cumbersome. Kim is coordinating meeting with CU to discuss options.

**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** – Is ready to install / deploy TraCS. They would like assistance from Kim.

**ACTION ITEMS:** *Kim: coordinate time in future for assisting IC / 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** - We were "bumped" from the January agenda, we are on for February.
  - 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** – Kim will get the specs for replacement equipment ASAP as budget process for villages is starting soon. All agencies will also need to budget for broadband access charges. Kim to include written documentation for justification for a minimum 3 yr replacement. The hardware becomes more mission critical as the technology continues to evolve in the mobile environment.

**ACTION ITEMS:** *Kim - Rewrite or modify LiveScan agmt Greg & Doug: coordinate for PSC presentation on February 7*

*Adjourned 4:35 pm*