Law Enforcement Technology Shared Services   **04/13/11** *Meeting*

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

DATE: April 13, 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), Sgt Zigenfus (TCSO), Brian Wilbur (DOER), Sgt Hooker (NYSP), Kari Stamm (DA), Alan Karasin (Ithaca IT),

EXCUSED:

Opened 1:05 pm

1. **Spillman**
   a. **Updates**
      i. **Mobile 4.6** – Kim reported on the bug for mobile forms "un-validating" addresses and duplicating names. We are waiting for a patch.
      ii. **Privileges for DA** - Kim and Greg will set up a meeting with Kari to determine what their specific needs will be, but all agree to read/view access.
      iii. **Access for City Attorney, Other LEA's** - The group discussed whether and investigator for NYSP should be allowed privileges under IPD for a case they were jointly working. After the pros and cons were discussed, it was decided that the investigator would not be set up under IPD, rather once NYSP becomes a LETSS member, they could determine whom from their agency should have access. Sgt Wright will inform Investigator Gray of this decision. The City Attorney, Bob Sarachan, needs to be set up with read/view privileges, similar to DA. The question was raised whether he could have read/view access to IPD cases only, Kim indicated she believed it was technically possible, but would require setup and testing. Agreed that in the interim, Mr Sarachan would be setup as a standard IPD user, which will give him view access to all agency files. Alan will handle the user setup.

   ACTION ITEMS: *Kim - set up meeting with Kari. Greg/Kim - discuss options for DA's NYSPIN terminal with Portal changes.*

   b. **Project Team Management**
      The LETSS group formally welcomed Brian Wilbur to his first meeting. NYSP is working through the details to get the LETSS agreement approved and signed.

   ACTION ITEMS*: None.*

   c. **Implementation Tasks:**
      i. **NYSP Installations –** NYSP is waiting for their new equipment to be installed. Spillman installs will be coordinated after they have signed the LETSS agreement and their hardware is replaced.

      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 completed the process.

      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 -** 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.

      viii. **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 met with IC, will continue to consult with IC's IT staff.

   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 3:05 pm