



## Law Enforcement Technology Shared Services

01/12/11 Meeting

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

**DATE:** January 12, 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), Lin Hurd (DOER), Scott Roman (DOER)

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

*Opened 1:05 pm*

### 1. Spillman

#### a. Updates - 1/11/2011

- i. **Pictometry** – we can now start the initial phases for setting up and restoring pictometry for dispatch.
- ii. **IBR** – IBR errors were scheduled to be fixed in this update, Dryden reports validation errors 23/52 and unhandled exception. Kim to report to Spillman.
- iii. **Citrix Image Attachment** – Kim tested, it does work, please report if anyone experiences any issues.
- iv. **Geo-Base Update** – Common names were updates, CHPD asked about 123 Sheldon Rd issue, Kim to check and report back to CHPD.

**ACTION ITEMS:** *Kim: report IBR issues to Spillman / test 123 Sheldon Rd address.*

#### b. Project Team Management

Greg reported that the Core Project Team met last Friday. It was decided that, regarding Spillman issues, Dispatch will be a “shared” support function between ITS and DOER, while Jack Crance will take the lead on Fire and Kim will continue to take the lead for Law Enforcement.

**ACTION ITEMS:** *None.*

#### c. Implementation Tasks:

- i. **NYSP Installations** – Kim reported that NYSP is ready to go for the installs, Kim just needs to coordinate the time to work with them. Tentative plan would be for the week of Jan 17 of Jan 24. Kim to coordinate time with NYSP
- ii. **Statelink / Statelink Hit Detection** – Kim reported that Statelink with Jefferson is still in Beta. We will be ready to work with them once the State gives us the blessing. Kim forwarded an e-mail regarding Statelink to LETSS, it was recommended that a sub-committee be formed to work this through with Spillman. Kim to forward the e-mail to Dispatch Supervisors, Lin and NYSP. A letter was sent to the LEA’s for the training for NYSPIN – train the trainer – scheduled for February in Albany. Chief Ryan will take the lead on communications regarding this and will contact NYSP.

- 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** – Spillman has asked for our input in the development of the NYS Arrest form. LETSS participants will be Sgt Wright, Chief Ryan and Sgt Zigenfus. Kim to e-mail contact info to 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: coordinate NYSP mobile installs / forward Hit Link e-mail to NYSP, Dispatch Supervisors and Lin and coordinate sub-committee meeting / e-mail NYS Arrest sub-committee contacts to Spillman*

#### d. Policy/Procedure

- i. **December Policy Discussion Follow Up**
  - 1. **Assigning Officers to Units**
  - 2. **Mobile Status Changes**
  - 3. **OFFDT Procedure**
  - 4. **Communication (LEA to DOER) Procedure/A B C “left overs”**
  - 5. **Complainant Name Entry**

These items are still waiting for policy drafting. At the LETSS meeting in December post-go live, it was determined this would be drafted by Lee Shurtleff. As these policy items are needed to fix immediate issues, Lin, Greg and Doug will take the lead in drafting policies (above, plus report printing amongst agencies, etc) Status codes were discussed – kim will send a list of statuses through message center that should not be used by law enforcement.

- ii. **SOP Emergency “Button”** – It was recommended to follow the same SOP as the 800Mhz. Lin to distribute 800 Mhz policy.
- iii. **Expiration / Accumulation of Alerts/BOLO’s etc** – Alerts are a dispatch function, right now it was agreed that expiring/accumulating alerts should proceed as is (at dispatch discretion). This could be a future policy/discussion item.

**ACTION ITEMS:** *Lin: distribute 800 Mhz Emergency Activation Policy (Lin – you can send to Kim and she will forward to LETSS) Lin, Greg & Doug – Draft the policy for distribution to LETSS and Dispatch.*

#### e. “Clean-up” Topics

- i. **Rip n Run / Run Times** – RT’s still not going as she should. In Spillman development’s hands.
- ii. **Aircard/GPS Connectivity** – GPS still dropping out. Kim to contact Novatel as Verizon does not appear to be in a place to help.
- iii. **Mobile Mapping Issue** - Intermittent in some cars clicking on map closes Spillman.
- iv. **TraCS Accidents** – They are not importing correctly, reported to Spillman.
- 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** – Kim needs to find time to implement the changes
- viii. **Privilege / Partition Priv checks**– Ditto
- ix. **Premise/Business** – The table was cleaned to allow users access to enter data. Jack will try to “pick” the sound data from H T E for entry into Spillman.

- 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. Kim to send message through Spillman regarding this plan.
- xi. **IPD Reports** - Spillman modified a couple of reports for media - Doug made a couple of modifications, waiting for Mark J to return from FL.
- xii. **TBOFF (Agency vs Global)**

**ACTION ITEMS:** *Kim 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. **Scanner Updates** - Once the scanners were configured to split for Spillman and TraCS, they can no longer use them for images. It is on a lower-priority to-do list for Kim
- b. **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

- a. **TC3 via TCSO** - TC3 will process arrests via LiveScan at TCSO - Kim to setup their accounts
- b. **IC Update** - Per Bill Kerry, they will process at TCSO for now, but looking to process at IPD in the future.

**ACTION ITEMS:** *Kim: set up TC3 livescan accounts*

## 4. Citrix / SJS

- a. **"End of Life" date for data ENTRY to SJS (DCJS Conversation)** - Some agencies are still using for data entry - we will set a date in the future. We are still trying to get confirmation whether agencies that are going from UCR to IBR will need to do 3 months of duplicate entry. Adam from DCJS spoke with TCSO and indicated that if the IBR error rate was low, they would mark the agency delinquent for 3 months and then remove that after 3 successful submissions.

## 5. LETSS Administration

- a. **Election of 2011 Chair and Vice Chair** - Nominated Sgt Wright to continue as Chair, unanimous yes. Nominated Undersheriff Osborne as Vice-Chair, unanimous yes.
- b. **2011 LETSS Meeting Schedule**  
Agreed we would continue with 2<sup>nd</sup> Wednesday of the month. Kim to distribute new schedule
  - i. **Sub-group/Workgroup Concept** - we may need additional meetings, perhaps weekly, to meet to work through privileges, etc.
- c. **Annual Workplan Presentation to PSC** - as part of the LETSS by-laws, we need to report our workplan to PSC in January. Greg to coordinate with Doug for presentation.
- d. **New Member Discussion** - Dispatch will be added as permanent member as time permits, in the interim, they will attend as invited guests.
- e. **LiveScan Agreement Update (rewrite terms)** - Agreed that we will rewrite for extending the terms.

- f. **Budget Details** – Greg reviewed the status of the LETSS budget. No changes from 2010
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.
7. **Other Member Items** – Kari requested response from all agencies regarding whether or not LEA's are interested in the DA grant funding for recording equipment.

**ACTION ITEMS:** *Kim: coordinate and disseminate specs\_hardware replacement justifications / Rewrite or modify LiveScan agmt Greg & Doug: coordinate for PSC presentation on January 31*

*Adjourned 4:35 pm*