



Law Enforcement Technology Shared Services

02/11/09 Meeting

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

DATE: February 11, 2009
TIME: 1:00-3:00 PM
LOCATION: Department of Emergency Response (small conference room)

PRESENT: Kim Moore (TC ITS), Greg Potter (TC ITS), Sheriff Meskill (TCSO), Sgt Doug Wright (IPD), Chief Tom Boyce (Cayuga Heights), Chief Margaret Ryan (Dryden)

1. TraCS

Kim reported that Brite completed the Cornell hardware installs and that she met with CUPD and CIT to discuss the implementation process here in Tompkins County. It is her understanding that CUPD should be in the process of rolling TraCS out to its officers at this point. Ithaca College is in the initial stages of signing the U&D for TraCS, and then investigating grant funding. Beau Saul from TCS many also be interested in TraCS.

ACTION ITEMS: None

2. LiveScan

Status Update: Kim reported that both LiveScan units and the card scan are up and running at TCSO. There have been some learning-curve user issues, not unlike what we experienced with TraCS during its initial implementation. Chief Ryan reported that there may be future concerns with civil and pistol permit fingerprinting as DCJS may mandate and/or need to approve agencies for in-house printing, based on the use of DCJS's vendor concept for this type of print processing. Kim reported that she was aware of the vendor based concept (and had heard about the "travelling" location concept) but was not aware of the possibility of a DCJS requirement for agencies to use the vendor. This is particularly pertinent as TCSO is investigating investing in a Pistol Permit system through the LiveScan unit.

Village PD Training Plan: As TCSO is still in the initial phases of implementation, Kim recommended that we wait one more month before we begin training Village agencies on LiveScan. Once TCSO officers and staff feel comfortable with the LiveScan process, we can then put together a training schedule for the Village PD's. Chief Ryan reported that she had expressed her concerns directly to DCJS (through the many additional committees she participates in) from the Village perspective of dealing with the details of using LiveScan at another agency (i.e. transporting for the scan, coverage in the village during transport, and the wait time for response). She also reported that using LiveScan at NYSP may be a possibility for her in the future as that location is closer to her agency than TCSO or IPD.

Arresting Agency "Credit: Kim confirmed with DCJS (and also through an actual "test booking" on the LiveScan at TCSO) that credit for any booking/arrest is given to the agency via log-in. For example, if an IPD officer uses the LiveScan unit at TCSO, but is logged in as him/herself, then the arrest falls under IPD and DCJS responses come back to IPD's E-justice criminal in-box.

ACTION ITEMS: *Kim/Greg to meet with Sheriff Meskill to discuss the concept of off-hour building access for Village agencies for LiveScan use.*

Kim to contact DCJS to investigate whether agencies will be mandated to use the DCJS vendor-based civil/pistol permit process.

3. Citrix / SJS

User Review – Changes were addressed prior to meeting via e-mail (thank you!)

SJS Server Replacements / Upgrade – Kim reported that we have the funding for the server replacements, but ITS does not intend to order the servers until we have a more definitive date for their implementation. Angie (ITS) would like to coordinate the server replacement with the impending SJS upgrade (if possible) to minimize “down” time for the agencies.

ACTION ITEMS: *Kim/Angie to contact DCJS to see if we can get an ideal timeline for the SJS upgrade.*

4. Sungard/HTE Projects

CRIMES Field Reporting Update - No status change. As previously reported, Kim and Greg have reported that HTE has been incredibly difficult to deal with. Field Reporting Module is on hold at this point.

CAD Upgrade Update – No status change. As previously reported, Jack Crance indicates the upgrade will probably occur second quarter 2009. Greg reported, however that Lee Shurtleff has indicated that he would like to set up a meeting with Motorola in February to discuss the possibility of a mobile data network that would actually run through the new 800mhz radios already installed in the cars. Kim and Greg had a discussion about the lack of physical USB port access on the tablets, and the known issues of trying to run devices through the powered hub.

CRIMES Read-Only Access Update – No status change. No specific questions or concerns addresses.

CRIMES Test Accounts for IPD – No status change. This project is temporarily on hold pending the outcome of HTE/CRIMES/CAD discussions.

CRIMES Training – No status change. This project is temporarily on hold pending the outcome of HTE/CRIMES/CAD discussions.

ACTION ITEMS: *None*

5. NYSIT

Status Update: Kim reported that she was not able to participate in the first round of conference calls in January. She is presently working out E-justice account access for herself, as that is where all the NYSIT documentation/project info/data resides.

ACTION ITEMS: *Kim to work with DCJS and Captain Osborne for E-justice account access.*

6. Other Member Items

District Attorney Read-Only Access to SJS Update – No status change due to work load at ITS. As reported at December 2008 meeting, Sgt Wright worked with Kari, and her issues are not training, rather system access. Back to the drawing board for Angie/Kim.

IPD CAD Data to Activity Log – Greg and Sgt Wright had a discussion about the limitations of the data transfer.

ACTION ITEMS: *Kim/Angie to continue to investigate SJS printing options for DA*

7. Resolution

Tompkins County 2009 Public Safety Committee Chair - Martha Robertson : Kim reported that Martha Robertson has been named the Chair of the Public Safety Committee for 2009. This is a change from Greg Stevenson, 2008 chair.

Governance Structure Work Session: Kim and Greg reported that they had met with Nancy Zahler (Director of Tompkins County Youth Services) as she has experience with developing governance structure and by-laws for the Recreation Partnership, which is an established inter-municipal collaboration already in place. They offered a “discussion point” version of a governance structure and by-laws for LETSS members to comment and work from (these documents were developed after researching multiple governance structures and digesting a fair number of educational materials based on developing such documents). It is clear that the group needs to get clarification as to the financial contribution strategy, especially from the Village standpoint. Presently, the Villages are putting together their budgets for adoption in April, with their fiscal year beginning in June.

After much discussion, LETSS needs to clarify the following in order to proceed with the development of its governance structure and by-laws (comments, suggestions via e-mail prior to our next meeting would be greatly appreciated):

1. **Financial contributions** – how much for each agency, how is that determined? Or, do we approach this from the “we are all county tax-payers” strategy, understanding the benefits and drawbacks to both options?
2. **Voting “seats”** – one per agency, or if larger agencies contribute more funds, should they be allowed additional seats (the initial thought after discussion is one seat per agency)

ACTION ITEMS: *LETSS members to read and comment on the draft governance structure and by-laws via e-mail to Kim.*