



## Law Enforcement Technology Shared Services

01/13/10 Meeting

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

**DATE:** January 13, 2010  
**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), Chief Boyce (Cayuga Heights), Lt Warner (Dryden), Sgt Wright (Ithaca PD), Rich Cotton (Ithaca PD), Lt Williams (Groton), Chief Ferretti (Trumansburg), Alan Karasin (Ithaca IT), Kari Stamm (DA)

**EXCUSED:** Chief Ryan (Dryden)

*Opened 1:02 pm*

### 1. 2010 Work Plan

Presented revised working draft of 2010 Plan to include CAD/RMS/MDT Project info.

**ACTION ITEMS:** Review document, comments to Kim, please.

### 2. ITS / LETSS Budget

Nothing to report.

**ACTION ITEMS:** None

### 3. County Mobile Data Project / CAD Upgrade / Replacement

**CAD Upgrade Update** –Kim reported that at the December 14, 2009 meeting (with the County Administrator, Comptroller, Sheriff, Undersheriff, Lee Shurtleff, Greg Potter & Kim Moore) ITS and DOER were given the “ok” to proceed to RFP for the CAD/RMS/MDT project. Kim will be working with agencies to draft the RFP language. The target date for releasing the RFP will be March 1.

**ACTION ITEMS:** Kim to coordinate RFP language with LETSS agencies.

### 4. TraCS

**Fujitsu Warranty** –Kim reported that the warranties for the Fujitsu tablets run out in November of this year. This was surprising to her as she thought that the negotiated contract had included service for 6 years, 3 per state contract plus an additional 3, not running concurrent. Regardless, the pricing for the 4<sup>th</sup> and 5<sup>th</sup> years are as follows:

4<sup>th</sup> year \$220 / unit

4<sup>th</sup> & 5<sup>th</sup> year bundled \$489 / unit

When asked if Kim recommended the warranty, she responded that each agency can make their own decision, this did not need to be a joint LETSS decision. However, the costs versus the present failure rate indicated, to her, that perhaps purchasing spare parts as needed when tablets fail might be more economical. A replacement tablet runs around \$2,000, but agencies need to remember that the newer tablets are larger and new mounting equipment will also need to be accounted for.

**ACTION ITEMS:** *Kim to confirm with Brite whether the 4<sup>th</sup> and 5<sup>th</sup> year decisions need to be made now or whether an agency can go ahead with 4<sup>th</sup> year and then make the 5<sup>th</sup> year decision at the end of 4<sup>th</sup> year.*

## 5. LiveScan

**Village PD Training:** No status change. Dryden will train if/when needed.

**University Use at TCSO:** Kim reported that the Sheriff is working on an agreement to allow Cornell University to use LiveScan at their agency.

**County Probation Use at IPD:** Kim reported that the IPD is working on an agreement to allow County Probations to use LiveScan at their agency.

**ACTION ITEMS:** *None*

## 6. Citrix / SJS

**User Review** – No changes this month.

**VPN** – No know issues this month.

**SJS Server Replacements / Upgrade** – Nothing new to report.

**ACTION ITEMS:** *None*

## 7. Data Sharing/ReportingNYSIT

**NY-DEX Data Exchange** – Christine Tyler had sent an MOU to participating SJS agencies for review/signature. Kim opened a conversation about the benefit of investing time in this project at this time when it seems clear that her energies should (need to) be focused on the RFP for the CAD RMS MDT project. She offered a suggestion that an e-mail be drafted to Christine indicating our interest in participating in the future, just not in phase one and explain our situation. All SJS agencies agreed.

**ACTION ITEMS:** *Kim to draft e-mail to SJS agencies for sending to DCJS.*

## 8. Other Member Items

**None**

*Adjourned 1:54 p.m.*



## Law Enforcement Technology Shared Services

### 2010 Workplan (revised draft 2)

The LETSS Workplan for 2010 consists of maintenance of effort. All additional efforts will be focused on Tompkins County's plan for replacing the existing Computer Aided Dispatch (CAD) system and implementing Mobile Data Terminals (MDT) and Records Management Systems (RMS) for the law enforcement agencies within Tompkins County.

#### Introduction

Law Enforcement Technology Shared Services Group is a unique inter-agency group created to jointly plan, provide, oversee and coordinate shared law enforcement technology services within Tompkins County. The LETSS group was formalized in 2009 through County Resolution R248-08, with a U&D Agreement signed by all participating agencies.

#### Project Definition

Maintenance of efforts:

1. Tompkins County Information Technology Services shall provide LETSS partners secure access to and technical support for the following applications: Spectrum Justice System (SJS), Traffic and Criminal Software (TraCS), Daily Run Sheet and Shift Summary Reports, NYS E-justice Portal, LiveScan Digital Fingerprinting, and any other systems or services included in the annual LETSS work plan.
2. Tompkins County Information Technology Services shall provide LETSS partners with technical assistance and/or project planning assistance based on any new initiatives included in the annual LETSS work plan.
3. Tompkins County Information Technology Services shall provide services for LETSS partners between the hours of Monday through Friday, 7:30 a.m. – 5 p.m. In addition, ITS will distribute an Emergency Off Hours Contacts list to partner agencies. There is no guaranteed response time for the overnight hours between 5 p.m. and 7:30 a.m.. Emergencies notwithstanding, any County provided service(s) outside of these core hours must be scheduled one week in advance and mutually agreed upon between Tompkins County Information Technology Services and the LETSS partner.

Any proposed project outside of the scope of the base operational services described above must include a funding plan and be mutually agreed upon by the LETSS group through a majority vote. Any additional funding required from Participating Agencies above and beyond the annual County Budget allocation must be approved by each individual agency participating in the project.

Additionally, on December 14, 2009 the County Administrator, based on meetings with the Director of Emergency Response, Director of ITS, Comptroller and the Sheriff, gave the "go ahead" for the County to further the efforts to replace the existing CAD system and implement MDT and RMS by going through the County's Request For Proposal (RFP) process. Serving as co-project management in this effort, ITS's efforts will need to be focused on the coordination of effort to complete this process.

## **Project Organization & Personnel**

While ITS provides the primary support services to LETSS, each participating agency will have an active roll in maintenance of effort and the CAD/MDT/RMS project. Agencies will contact ITS when they are experiencing technical/support issues, and/or when they receive notifications of upcoming or pending updates or upgrades to the existing software platforms (i.e. Spectrum Justice System (SJS), Traffic and Criminal Software (TraCS), Daily Run Sheet and Shift Summary Reports, NYS E-justice Portal, LiveScan Digital Fingerprinting). Agencies will be asked to participate in the CAD/MDT/RMS project through meetings, demonstrations, etc.

## **Project Schedule**

There is no specific schedule needed for maintenance of efforts. Technical support and/or software update/upgrade issues will be addressed and scheduled with participating agencies as necessary throughout the year. While the CAD/MDT/RMS project will likely be a 12-18 month long project, at a minimum, the tentative release date for the RFP is March 1, 2010. A fully developed project management plan will be developed if the County continues with this project's process.

## **Project Budget**

For the base operational costs of \$50,000 per the Tompkins County 2010 budget, LETSS Participating Agencies will receive the services as described under the Project Definition.

A separate project budget will be developed for the CAD/MDT/RMS project as part of that project's management process.