



Law Enforcement Technology Shared Services

03/08/17 Agenda

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

DATE: March 8, 2017
TIME: 1:00-3:00 PM
LOCATION: DOER – Large Conference Room

Meeting Focus:

1. Spillman

- a. Implementation Tasks:
 - i. Insight - SJS Legacy Searching - WHITEBOX status
 - ii. CAD to CAD transfer to CU
- b. Policy/Procedure
- c. Park Police Mobile Installs (3-5 Vehicles)
- d. System Maintenance Update
 - i. Geo-Base / Common Name Updates

2. TraCS

3. LiveScan

4. CJIS

5. Offender Watch

6. General Topics

- a. DA Updates – DA/LEA Laserfiche -Progress Report
- b. Patrol PC Demo

7. LETSS Administration

- a. ECROC/LETSS Plan Discussion (By Laws and Agreement follow for your review)

INTERMUNICIPAL

TOMPKINS COUNTY PUBLIC SAFETY ADVISORY BOARD AGREEMENT

Pursuant to Section 119-o of the General Municipal Law, the undersigned public agencies, municipalities and entities hereby enter into this Agreement to form a five year renewable Tompkins County Public Safety Advisory Board, herein after referred to as TCPSAB. The Participating Voting Agencies ("Members") are:

Tompkins County Department of Emergency Response

Tompkins County Sheriff Office

Tompkins County Information Technology Services

Ithaca Police Department

New York State Police, Troop C Zone 3

Tompkins County Village Police Departments

Tompkins County Campus Police Departments

Ithaca Fire Department

Volunteer Fire Departments

Village/Town Ambulance Providers

Commercial Ambulance Provider

Tompkins County Legislature

Tompkins County Council of Government

The Participating Non-Voting Agencies ("Members") as defined through the TCPSAB By-Laws are:

Tompkins County District Attorney

Tompkins County Airport

City of Ithaca Information Technology

New York State Police Park Police, FLR

This agreement shall become effective upon execution by each and every Participating Agency and shall be in force for the period beginning upon full execution through **December 31, 2022** and may be renewed for an additional five years by appropriate resolutions by each of the partner agencies on or before **December 31, 2022**, all other terms and conditions of this agreement remaining the same.

Establishing a Program

The parties hereby establish an on going partnership for the purpose of jointly planning, providing, and coordinating shared public safety operations, technology, and training services supported by Tompkins County. The TCPSAB will coordinate with the Tompkins County Departments and other providers as necessary and agreed upon by TCPSAB. TCPSAB will be governed under the terms and conditions of the TCPSAB By-Laws. TCPSAB agencies may use the group as a vehicle for voluntarily sharing information, equipment, publicity about programs, and/or coordinating their respective services.

Sharing Program Costs

TCPSAB shall have an annual operational budget as determined by the Tompkins County budgeting process programmed into the Tompkins County TCPSAB budgetary unit. A project review/work plan based on the use of these funds will be submitted to the Tompkins County Public Safety Committee no later than the first quarter of each year.

Voting TCPSAB members will receive the following:

1. Tompkins County shall provide TCPSAB partners access to and technical support for the following applications: Traffic and Criminal Software (TraCS), Spillman Shared Public Safety Systems, NYS E-justice Portal, NYS Integrated Justice Portal, LiveScan Digital Fingerprinting, Radios and any other systems or services included in the annual TCPSAB work plan.
2. Tompkins County shall provide TCPSAB partners with technical assistance and/or project planning assistance based on any new initiatives included in the annual TCPSAB work plan.
3. Tompkins County shall provide services for TCPSAB partners between the hours of Monday through Friday, 7:30 a.m. – 5 p.m. There is no guaranteed response time for the overnight hours between 5 p.m. and 7:30 a.m.. Emergencies non-withstanding, any County provided service(s) outside of these core hours must be scheduled two weeks in advance and mutually agreed upon between Tompkins County and the TCPSAB 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 impacted TCPSAB members. Any additional funding required from members above and beyond the annual County Budget allocation must be approved by each individual agency participating in the project.

Governance

Name: The governing board shall be called Tompkins County Public Safety Advisory Board (TCPSAB).

Membership: TCPSAB shall have a total of 15 (fifteen) voting members. The partners include: Tompkins County Department of Emergency Response Director (1), Tompkins County Department of Emergency Response Communications Center Manager (1), Tompkins County Sheriff (1), Tompkins County Information Technology Services Director (1), City of Ithaca Police Chief (1), New York State Police Zone Commander (1), Village Police Chief representative (1), Campus Police Chief representative (1), Ithaca Fire Chief (1), Volunteer Firefighter representative (2), Village/Town Ambulance Service representative (1), Commercial Ambulance Provider representative (1), Tompkins County Council of Government (1), and Tompkins County Legislature (1).

Roles of the Tompkins County Public Safety Advisory Board

TCPSAB shall operate under its own by-laws that have been initially approved by the Tompkins County Legislature and then ratified by all Participating Agencies.

Roles of Tompkins County Departments

Staff from the Tompkins County Departments will work with Participating Agencies to provide support to TCPSAB that includes:

- assistance in developing an annual work plan of priority planning, oversight, and evaluation issues;
- assistance in developing options and guidelines as needed to implement the TCPSAB work plan;
- staff support to TCPSAB to implement work plan;
- preparation of meeting agendas in consultation with the TCPSAB chair;
- preparation and management of meeting records;
- preparation of contracts with providers as authorized by TCPSAB and Tompkins County;
- coordination with the partners to assure that program meets the needs of the TCPSAB members;
- coordination with partners to assure that policy and procedure questions that require TCPSAB involvement and/or decisions are acted on in a timely way;
- coordination with partners to define and develop policy, procedures and IT requirements specific to the scope of activities and responsibilities associated with TCPSAB agencies.

Roles of Participating Agencies

The Participating Agencies will be responsible for:

- upon request, provide a yearly summary of participation and periodically highlighting any trends or significant changes in program participation, feedback, expenses or revenues for TCPSAB;
- tracking participation in formats and on a schedule requested by or acceptable to TCPSAB;
- recommending programs or changes to improve services and/or lower costs;
- provide timely response to account management requirements as determined by TCPSAB and Tompkins County.

Fiscal Accountability

Tompkins County is the fiscal agent for the Partnership. Tompkins County will administer those funds in accordance with the TCPSAB annual work plan.

As a condition of this agreement, Tompkins County and designated provider(s) shall maintain records of expenses and revenues as required by TCPSAB.

Liability

No party (Participating Agency or municipality) shall have any financial liability to any other Participating Agency other than the contributions agreed to by Participating Agencies, and no Participating Agency or municipality shall be liable to any other agency or any member of the public for the performance, non-performance, or any breach of this agreement.

Dispute Resolution

In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to all parties.

Ratification

CITY OF ITHACA

by _____
Mayor

date _____

by _____
Police Chief

date _____

by _____
Fire Chief

date _____

by _____
Information Services

date _____

Ratification

VILLAGE OF CAYUGA HEIGHTS

by _____
Mayor

date _____

by _____
Police Chief

date _____

by _____
Fire Chief

date _____

Ratification

VILLAGE OF DRYDEN

by _____
Mayor

date _____

by _____
Ambulance Co. Board of Directors

date _____

by _____
Police Chief

date _____

by _____
Fire Chief

date _____

by _____
Ambulance Co. Director of Operations

date _____

Ratification

VILLAGE OF GROTON

by _____
Mayor

date _____

by _____
Police Chief

date _____

by _____
Fire Chief

date _____

Ratification

VILLAGE OF TRUMANSBURG

by _____
Mayor

date _____

by _____
Police Chief

date _____

by _____
Fire Chief

date _____

by _____
EMS Manager

date _____

Ratification

TOMPKINS COUNTY

by _____
County Administrator

date _____

by _____
Sheriff

date _____

by _____
Director of Information Technology

date _____

by _____
Director
Department of Emergency Response

date _____

by _____
Communications Center Manager
Department of Emergency Response

date _____

by _____
District Attorney

date _____

by _____
Chair
Tompkins County Legislature

date _____

by _____
Airport Manager
Tompkins County Airport

date _____

Ratification

BROOKTONDALE VOLUNTEER FIRE COMPANY

by _____
Chair, Board of Commissioners

date _____

by _____
Fire Chief

date _____

Ratification

DANBY VOLUNTEER FIRE COMPANY

by _____
Chair, Board of Commissioners

date _____

by _____
Fire Chief

date _____

Ratification

WEST DANBY FIRE AND RESCUE

by _____
Chair, Board of Commissioners

date _____

by _____
Fire Chief

date _____

Ratification

ENFIELD VOLUNTEER FIRE COMPANY

by _____
Board of Directors

date _____

by _____
Fire Chief

date _____

Ratification

ETNA FIRE DEPARTMENT

by _____
Board of Directors

date _____

by _____
Fire Chief

date _____

Ratification

FREEVILLE FIRE DEPARTMENT

by _____
Mayor

date _____

by _____
Fire Chief

date _____

Ratification

LANSING FIRE DEPARTMENT

by _____
Chair, Board of Commissioners

date _____

by _____
Fire Chief

date _____

Ratification

MCLEAN VOLUNTEER FIRE DEPARTMENT

by _____
Chair, Board of Commissioners

date _____

by _____
Fire Chief

date _____

Ratification

NEWFIELD FIRE COMPANY

by _____
Board of Directors

date _____

by _____
Fire Chief

date _____

Ratification

SLATERVILLE VOLUNTEER FIRE AND AMBULANCE COMPANY

by _____

date _____

Chair, Board of Commissioners

by _____
Fire Chief

date _____

Ratification

SPEEDSVILLE VOLUNTEER FIRE COMPANY

by _____
Board of Directors

date _____

by _____
Fire Chief

date _____

Ratification

VARNA VOLUNTEER FIRE COMPANY

by _____
Board of Directors

date _____

by _____
Fire Chief

date _____

Ratification

BANGS AMBULANCE

by _____
Owner/President

date _____

BY-LAWS
Tompkins County Public Safety Advisory Board

I. Name

The official designation of the Committee shall be the Tompkins County Public Safety Advisory Board (TCPSAB).

II. Preamble

Lee to provide revised version of this paragraph. Greg to mimic in the Agreement. Include phrasing to address grants, compliance, security, policy, procedures.

The TCPSAB is a unique inter-agency group created to jointly plan, provide, oversee and coordinate shared services for all system users for County owned or maintained Public Safety equipment or services to meet the needs of Law Enforcement, Fire, Emergency Medical Services (EMS) and Dispatch operations, training, policy, procedure, technology, IT security and data management within Tompkins County.

III. Purpose

The TCPSAB shall have the following duties, powers, and responsibilities:

- Make recommendations regarding shared operations for all Law Enforcement, Fire, EMS, and Dispatch in Tompkins County for all agencies and users.
- Make recommendations regarding shared technology and data management for all Law Enforcement, Fire, EMS, and Dispatch agencies and users in Tompkins County.
- Make recommendations regarding shared training for all Law Enforcement, Fire, EMS, and Dispatch agencies and users in Tompkins County.
- Establish policy and procedure and assist to resolve conflicts effecting shared services and technology as defined by this Committee.
- Make recommendations regarding the implementation and ongoing support of shared systems and technology used by public safety agencies in Tompkins County.
- Assist with promoting and coordinating cooperation among user agencies regarding operations, technology, data management, policy, procedure, IT security and training.
- Recommend to the Tompkins County Public Safety Committee and the Tompkins County Legislature necessary resources for the costs of services, fees, revenues, and grants.
- Provide reports to the Tompkins County Public Safety Committee, Tompkins County Legislature and other local government agencies as necessary.

IV. Membership

- A. **Voting membership** shall consist of fifteen (15) members with no set terms. Each department, agency or group shall designate one representative, unless otherwise specified below:
1. Tompkins County Department of Emergency Response Director, or designee
 2. Tompkins County Communications Center Manager, or designee
 3. Tompkins County Information Technology Services Director, or designee
 4. Tompkins County Sheriff, or designee
 5. City of Ithaca Police Chief, or designee
 6. New York State Police Zone Commander, or designee

7. Village Police Chief, or designee (representing Village Police Departments) as recommended by the Village Police Chiefs or officers-in-charge
8. Campus Police Chief, or designee (representing colleges and university) as recommended by the Campus Police Chiefs
9. Ithaca Fire Chief, or designee
10. Two (2) Volunteer Firefighters, or designees (representing volunteer Fire departments) as recommended by the volunteer Fire Chiefs
11. Village/Town Ambulance Service (EMS), or designee (representing village/town ambulance providers) as recommended by the Village/Town Ambulance Providers
12. Commercial Ambulance Provider representative (EMS)
13. Tompkins County Council of Governments (TCCOG) representative
14. Tompkins County Legislature

In addition, each department, agency, or group ("Member") may appoint one alternate per seat, in the event the member or designee is not available. Each participating Member will strive to fill these seats with agents willing and able to make program and policy decisions.

The TCPSAB may determine the need to create any non-voting seats to add expertise and/or additional coordination. This may be done by a 3/4 majority vote (12 members) of the members. The non-voting seats will be filled for a period of up to two years.

- B. **Non-Voting membership** shall initially consist of three (3) members with no set terms:
 1. City of Ithaca Information Technology
 2. New York State Police Park Police, FLR
 3. Tompkins County District Attorney
 4. Tompkins County Airport
- C. **Joining TCPSAB** : The group may invite a new voting or non-voting member to join TCPSAB with a $\frac{3}{4}$ majority vote of the existing voting members. After signing this Agreement, the new department, agency or group will become a member.
- D. **Appointments:** Appointees shall complete the appropriate County Legislative form and return it to the Clerk of the Legislature for proper routing and approval by the County Legislature.
- E. **Resignations:** A member may elect to withdraw from TCPSAB at any time, by providing a letter to that effect to the Chair of TCPSAB. By entering into this agreement, each member pledges to honor its contractual obligations to the other members when it desires to leave TCPSAB.

V. **Officers**

- A. Each year the voting members of TCPSAB shall elect a Chairperson and a Vice Chairperson from among its voting members.
- B. **Duties of Officers:**
 1. **Chairperson:** shall develop the agenda in consultation with TCPSAB members and Tompkins County Departments, chair the meetings, represent the TCPSAB at inter-

municipal or public meetings, and assist as needed to implement the projects of the TCPSAB.

2. **Vice Chairperson:** shall act in the absence of the chair.

3. **Secretary:** shall be responsible for the distribution and posting of TCPSAB agendas and minutes.

C. **Terms of Office:** Terms shall be for one year beginning January 1st and ending December 31st. Officers for the new year shall be elected at the last monthly meeting of the previous year. New names for nomination can be put forth up to and at the last monthly meeting for consideration. Prior to a vote nominees must have agreed to serve. Vacancies shall be filled as soon as possible for the remainder of the unexpired term.

VI. **Standing Committees**

Each standing committee defined by the TCPSAB By-Laws shall appoint a Chairperson and Vice Chairperson who shall each represent a Voting Membership and serve a term for one year beginning January 1st and ending December 31st. The Vice Chairperson shall act in the absence of the Chairperson. Standing Committees shall meet on a schedule as decided by the Chair, shall be comprised of any individuals representing any agencies defined under Section IV of these bylaws, and operate based on a consensus model.

A. The **Law Enforcement Committee** shall consist of members from Tompkins County Law Enforcement agencies for the purpose of establishing and enforcing standardized policies and procedures involving shared technology and operations.

B. The **Fire and EMS Committee** shall consist of members from Tompkins County Fire/EMS agencies for the purpose of establishing and enforcing standardized policies and procedures involving shared technology and operations.

C. The **Dispatch Committee** shall consist of members from Tompkins County Dispatch agencies for the purpose of establishing and enforcing standardized policies and procedures involving shared technology and operations.

D. The **Training Committee** shall consist of members from Tompkins County Law Enforcement, Fire/EMS, and Dispatch agencies for the purpose of coordinating standardized training involving shared technology and procedures.

E. The **Information Technology Administration Committee** shall consist of personnel involved in public safety technology within Tompkins County (hardware, software and other equipment) for the purpose of establishing and enforcing standardized policies and procedures involving shared technology and data management.

F. The **Executive Committee** shall consist of the TCPSAB Officers and the Chairperson, or Vice Chairperson in the Chairperson's absence, of all formalized sub-committees defined by the TCPSAB By-laws. The purpose of the Executive Committee is to review and provide recommendations of related to TCPSAB administrative and operational requirements, and to serve the role of dispute resolution.

VII. **Ad-hoc Committees**

TCPSAB may create additional temporary committees specifically related to special projects which shall not exist beyond the term of the project.

VIII. Meetings

- A. **Quorum:** A quorum shall be at least a majority (8 members) of the full membership, or their designated alternate.
- B. **Voting:** Each member is entitled to one vote per item at any official meeting. An appointed alternate is permitted to vote when replacing their official agency representative. Passage of a motion requires a majority vote (8 members) of the full group. In order for an alternate to vote, the officially appointed representative must notify the Chair prior to the start of the meeting.
- C. **Agendas.** An agenda will be sent out or posted at least 7 days prior to the meeting. While not required, it is desirable that supporting information related to agenda topics be distributed with the agenda so members have time to review the information prior to the meeting.
- D. **Records:** Tompkins County shall maintain a public record of all proceedings of TCPSAB in accordance with the procedures as followed by the Clerk of the Legislature.
- E. **Attendance:** TCPSAB shall set an annual meeting schedule, but will meet quarterly at a minimum. Any voting department, agency or group (defined in Section IV, A) missing greater than fifty percent (50%) of any given year's meetings will lose their voting member status, in effect becoming a non-voting membership. TCPSAB may choose, at any time, to make that member a voting member again by a $\frac{3}{4}$ (12 members) majority vote of the full group.
- F. **Code of Ethics:** All duly appointed members shall be provided a copy of, and be bound by, the Code of Ethics of Tompkins County.

IX. Fiscal Year: The fiscal year shall be from January 1 to December 31.

X. Amendments of Bylaws: Future amendments to the bylaws that are not inconsistent with this agreement shall be made by a $\frac{3}{4}$ majority vote (12 members) of the TCPSAB, provided that the proposed amendment has been presented for consideration in writing to the TCPSAB members with a minimum of seven days preceding the meeting. An amended copy of the bylaws will be sent to each member for their records.

XI. Saving Clause: In the event any part of these bylaws shall conflict with any provisions or requirements of state, local, or federal Law, the provisions of any state, local or federal Law shall control and the other provisions of these bylaws shall not be invalidated by such conflict.

XII. Conflict of Interest: If a member has a potential conflict of interest s/he must explain her or his relationship to the agency before the matter is discussed or voted on. Members must abstain from discussing and/or voting on any specific actions that are, or give the appearance of, being motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties.

XIII. Adoption: These bylaws shall become effective upon adoption by a 3/4 majority vote (12 members) of the TCPSAB membership, and approval of all of the participating partner agencies and the Tompkins County Legislature.