

California Law Enforcement Telecommunications System (CLETS)  
Advisory Committee (CAC)  
Meeting Minutes (Unapproved)

October 14, 2009  
Folsom Police Department

**Present:** Chair: Gary Cooper (California Department of Justice)  
Members: Sam Spiegel (California Peace Officers' Association), Gary Grootveld (Department of General Services), Reggie Chappelle (California Highway Patrol), Larry Spikes (California State Association of Counties), Scott Marshall (California State Sheriffs' Association)

**Absent:** Fran Delach (League of California Cities), Lisa Solomon (California Police Chiefs Association), George Anderson (California Peace Officers' Association), Steve Westerman (Department of Motor Vehicles)

**CALL TO ORDER** – Chair Gary Cooper called the meeting to order at 9:30 a.m.

**ROLL CALL** – CLETS Executive Secretary Valerie Fercho-Tillery called roll. A quorum was present. Ms. Fercho-Tillery reiterated that handouts will no longer be distributed at the CAC meetings. She encouraged CAC members and the audience to download documents for future meetings from the California Law Enforcement Web (CLEW) or the California Attorney General (AG) web site.

**APPROVAL OF JUNE 18, 2009, MINUTES** – A motion was made to approve the minutes.

Motion: Sam Spiegel  
Second: Gary Grootveld  
Vote: Approved unanimously

**EXECUTIVE SECRETARY'S REPORT (Valerie Fercho-Tillery)**

a. **Action items from the June 18, 2009 CAC meeting**

1. The CLETS Administration Section (CAS) staff was to prepare a letter of support from the CAC for Senate Bill (SB) 484. *Result: A letter was sent on behalf of the CAC to the Honorable Senator Roderick Wright supporting SB 484.*
2. The San Francisco Police Department was to submit a written status report, by September 2009, if it was not compliant with the security requirements. *Result: The San Francisco Police Department submitted a letter notifying the CAC that it is now compliant.*
3. The CAS staff was to send a letter from the CAC supporting funding for the California Highway Patrol computer-aided dispatch (CAD) project. *Result: A letter was sent on behalf of the CAC to State of California Chief Information Officer Teri Takai.*

4. CAC member Scott Marshall was to contact the Orange County Sheriff, requesting that a representative appear at the next CAC meeting and give a status report. *Result: CAC member Marshall contacted Sheriff Hutchens, who committed to make an effort to ensure the agencies accessing CLETS behind the Orange County message switching computer (MSC) become compliant.*
5. The CAS staff was to send a follow-up letter to Orange County Sheriff Hutchens, requesting that a representative attend the next CAC meeting. *Result: A letter was sent to Sheriff Hutchens requesting that a representative attend today's CAC meeting. A representative contacted Chair Cooper and requested approval to update the CAC via letter. Due to budgetary constraints, a representative was not able to attend today's CAC meeting (see Client Reports).*

b. **CLETS System Misuse Statistics**

Possible cases of CLETS misuse worked by the DOJ from July 2009 through September 2009:

Of the 27 cases reported:

- 15 cases are pending
- 12 cases were closed
- 0 cases of misuse were verified

Source of misuse complaints

- 20 Law enforcement
- 3 Federal
- 2 Private citizen
- 1 Criminal justice
- 1 Department of Justice

c. **CLETS Traffic Statistics (July 2009 through September 2009)**

	<u>Inbound</u>	<u>Outbound</u>
▪ Total messages	205,630,927	206,727,462
▪ Monthly average	68,543,642	68,909,154
▪ Daily average	2,259,681	2,271,730
▪ Peak day	2,581,938	2,593,170
▪ Peak hour	180,352	180,706

d. **Legislative Report**

There is only one CLETS-related bill:

Assembly Bill (AB) 595 – This bill, which was chaptered, amends Welfare and Institutions Code section 361.4 by removing the sunset date of January 1, 2010. This statute allows the CLETS to be utilized for a state-level criminal records check for emergency or relative placement of a child.

There are three Attorney General-sponsored bills to update:

1. AB 1209 – This bill, which has been chaptered, would allow a person to be booked on a misdemeanor at the scene or at the arresting agency.
2. SB 447 – This bill requires the DOJ to establish, implement and maintain a program to clear individuals designated by an agency as a custodian of records. This bill has been chaptered and takes effect January 1, 2011. Previously, custodians of records could receive their own background clearances. Now, the DOJ will do the background checks on applicant agency custodians of records. Law enforcement is exempt from this bill.
3. SB 484 – This bill, which would have required a prescription for any over-the-counter medication containing pseudoephedrine, failed to pass the Assembly Public Safety Committee.

### **CLETS ADMINISTRATION SECTION UPDATE**

**Application Process (Valerie Fercho-Tillery)** – The DOJ's first phase of updating the CLETS application for new and upgrade service is under way, with the two applications being combined. The proposed application is currently posted on CLEW for comment. Users were encouraged to post their comments or suggestions to the CAS Message Board or send an e-mail directly to the CAS. The goal in the second phase of the project, once the application has been approved, is to have electronic submission and a process that would allow agencies to track the progress of the application through the DOJ.

### **HAWKINS DATA CENTER UPDATE (Amy Peters)**

- a. **CLETS Migration Project** – The CLETS implementation has been completed and uptime ran at 99.97 percent from July 2009 through September 2009. The next phase, already implemented, has staff and management working on a draft for specifications to transport images via CLETS. Once complete, the draft will be released to the field for comment.
- b. **Business Managers Alliance Telecommunications Focus Groups** – The last meeting occurred in March 2009. The primary focus of the Telecommunications Focus Group is justice information sharing utilizing the DOJ network to transport information back and forth between agencies. This is a new approach for the DOJ, so there is a phase-in process. A pilot project was chosen using a mobile ID project with the Stanislaus County Sheriff's Department and the CHP. The group met in August 2009 and discussed: a CHP internal charter to enable the CHP to participate, which is in its final stages; and a streamlined Memorandum of Understanding (MOU) between the CHP and Stanislaus County Sheriff's Department about how to share the information, how to quantify the data and the types of transmissions. The goal is to create a template MOU, which describes the information exchanges that will occur between the agencies. In this case, Stanislaus County has a web front-ended application and the CHP would use its mobile devices to request a look-up in the application to identify a person detained by a law enforcement officer in the field. The MOU will describe how the communication works, and define the roles and responsibilities of the two agencies and the DOJ in relation to this information exchange. The DOJ is finalizing an Interconnection Services and Security Agreement, an addendum to the MOU, which could be

used repeatedly and implemented quickly when *different* service types are requested across the network. The next focus group meeting is scheduled October 21, 2009.

Technology Support Bureau Chief Terry Buckley attends the California Chiefs quarterly meetings, where statewide data sharing using Coplink is discussed. Sam Spiegel inquired as to whether DOJ is considering the MOU template being developed by that group since it has been reviewed by its legal support. Amy Peters agreed that the Telecommunications Focus Group is reviewing that document and working toward one template agreement.

## **APPLICATIONS CALENDAR**

**Consent Calendar** – There were three new service applications: 1) Irvine College Police Department. This agency will gain access behind the Orange County MSC; 2) Superior Court of Mendocino County. This agency will gain access behind the Mendocino County MSC; 3) United State Department of Fish and Wildlife, Office of Law Enforcement. This agency will gain access behind the Los Angeles County MSC. A motion was made to accept the consent calendar.

Motion:	Sam Spiegel
Second:	Scott Marshall
Vote:	Approved unanimously

## **Upgrade Applications**

- a. There were three upgrade applications approved by the DOJ: 1) Sacramento County Sheriff's Department is replacing the legacy CAD software and hardware systems and adding a new records management system (RMS); 2) Ukiah Police Department is adding a direct connection to the DOJ for its mobile system and implementing mnemonic pooling. The agency will continue to access the CLETS via the Mendocino County Sheriff's Office MSC for its fixed devices. The Ukiah Police Department has submitted a letter that confirms its agreement to pay for all costs related to the direct connection to the DOJ/CLETS; 3) Colton Police Department is changing its CAD/RMS/mobile system vendor from Tiburon to Spillman technology.
- b. Since the meeting agenda was posted, an additional two applications have been approved by the DOJ: 1) the Lincoln Police Department is adding a new CLETS connection to its headquarters building; and 2) Daly City Police Department is implementing a new CAD/RMS.

## **CLIENT REPORTS**

- a. **Los Angeles County Sheriff's Department** – The client submitted an application in which the technical review revealed the agency did not meet the encryption requirements in three areas. One issue has been resolved; however, there are still two outstanding issues: the microwave segments and the wireless access for its mobile computers. The original anticipated compliance date for the county microwave was fiscal year 2005-06. No new anticipated compliance date has been provided for the microwave encryption. The original anticipated compliance date for the mobile data computer system was June 2006. The applicant has requested two extensions, with the latest anticipated compliance date of October 2009. Though no agency representative attended the meeting, a client update was

received the day before the meeting. The update indicated two of the microwave circuits have been encrypted and a request for proposal has been completed for release October 26, 2009, to replace all the agency's mobile digital terminals (MDTs) with mobile digital computers (MDCs). The agency anticipates starting the replacement process during the second quarter of 2010. Given the length of time this has been an issue, Sam Spiegel commended the agency's progress, particularly in its ability to procure funding in tight economic times, on the MDCs issue. He also requested the agency communicate an implementation plan, including a proposed completion date, since approximately 2,300 MDTs need to be replaced.

- b. **Long Beach Police Department** – The client submitted an application in which the technical review revealed the agency does not meet CLETS security requirements for untrusted networks. The original anticipated compliance date was July 2007. The applicant has requested four extensions, with the latest anticipated compliance date of December 2009. A client update indicated the client is on target and anticipates being compliant by December 31, 2009.
- c. **San Francisco Police Department** – The client is now compliant with the security requirements and, as a result, will be removed from future meeting agendas.
- d. **California Highway Patrol (CHP)** – A CLETS inspection revealed the client does not meet the requirements to document all successful/unsuccessful logins. These issues will be resolved as a part of the CHP's multiyear CAD procurement project. The original anticipated completion date was the end of 2008. The applicant has requested three extensions, with the latest anticipated compliance date of January 12, 2011. A client update indicated its legacy CAD vendor had modified the product to meet requirements, and that the updated software will resolve the noncompliance issues and be in production by October 14, 2009. CHP representative Rita Lugo said the implementation should have been complete by 10 a.m. the morning of the meeting. Committee member Reggie Chappelle said a formal completion letter will follow.
- e. **Brea Police Department** – The client submitted an application in which the DOJ technical review revealed the agency's network configuration violated the CLETS policy for untrusted and public networks. The original anticipated compliance date was March 2009. The client was granted an extension until the fourth quarter of 2009. A client update indicated the agency is expected to be compliant by December 2, 2009.
- f. **Orange County Sheriff's Department** – The client submitted an application in which the DOJ technical review revealed the agency's network configuration violated the CLETS policy for untrusted and public networks. The original anticipated compliance date was June 2009. The applicant has asked for an extension until December 31, 2009, to accommodate the smaller external agencies. The Committee had requested the client appear at the next CAC meeting. However, the client requested a letter suffice due to budget restrictions, a request approved by the CAC chair. A client update indicated the agency anticipates being compliant by the end of the year.

- g. **Sonoma County Sheriff's Department** – The client submitted an application in which the DOJ technical review revealed the agency did not meet encryption and segmentation requirements. The client has resolved two of the three compliance issues. A client update indicated the agency is on schedule for completion prior to the June 30, 2010, deadline.
- h. **Modesto Police Department** – The client submitted an application in which the DOJ technical review revealed the agency did not meet CLETS security requirements in two areas, encryption and password authentication for its Criminal Justice Information System users. The anticipated compliance date is December 31, 2009. A client update indicated the agency is on target.
- i. **U.S. Department of Agriculture, Sierra National Forest Law Enforcement Unit** – A client update indicated the agency is now compliant with the security requirements. As a result, the client will be removed from future meeting agendas.
- j. **Contra Costa County Sheriff's Department** – Several clients had previously submitted applications in which the DOJ technical review revealed the Wide Area Network links between the agencies and the county MSC do not meet the DOJ encryption requirements for public links. As the county control host agency, the Contra Costa County Sheriff's Department will be resolving this compliance issue and anticipates completion by December 10, 2009. A client update indicated the agency is on target.
- k. **Escondido Police Department** – This agency was pulled from the agenda because the DOJ is requesting more information.
- l. **Santa Ana Police Department** – The client submitted an application in which the DOJ technical review revealed the agency did not meet encryption requirements. The agency submitted an implementation plan that anticipated the issue being resolved by August 21, 2009; however, the agency has discovered the solution would not be adequate and has submitted a new proposal with an anticipated compliance date of June 2010. The extension was granted.
- m. **U.S. Fish & Wildlife Service, Law Enforcement Unit, San Diego County** – The client submitted an application in which the DOJ technical review revealed the agency did not meet security requirements for firewalls in its Personal Digital Assistants. The client submitted an implementation plan with an anticipated compliance date of August 31, 2009. The client previously requested an extension until December 18, 2009, but submitted a letter of compliance on October 13, 2009. Automated Regional Justice Information System Technical Manager Joseph Vaughn attended the meeting and verified the agency's compliance as of October 9, 2009. As a result, the client will be removed from future meeting agendas.

#### **MEMBERS' REPORTS**

**Reggie Chappelle** – The CHP has moved into its new headquarters on North 7th Street in Sacramento. Steve Wilkins of Level II was lauded for his help in the CHP becoming compliant with documenting its successful/unsuccessful logins. The CAD procurement is moving toward

the final piece before the bid is awarded and the department begins working with a vendor. The CHP is in year four of its five-year radio project, with vehicles scheduled to roll out with the new solution in the first quarter of 2010. Interested parties can receive a demonstration at the department's motor transport headquarters, near the CHP academy, and are also welcome to tour the new headquarters on North 7th Street.

**Sam Spiegel** – The COPSWEST Trade Show, the largest law enforcement show of its kind west of the Rockies, will be held at the Ontario Convention Center from October 20-21, 2009. The event is held in conjunction with a 911 advisory board meeting October 19 at the Ontario PD. There is usually an automobile manufacturers' briefing, beneficial to fleet people, the first morning of the COPSWEST event.

At the International Association of Chiefs of Police conference in Denver, United States Attorney General Holder announced that Pasadena Police Chief Bernard Melekian was chosen executive director of the Office of Community Oriented Policing Services (COPS). His appointment should be an asset to public safety in California and lend an understanding ear in the COPS office as it relates to grant funding, particularly in terms of this diverse state. Melekian is also the sitting president of the California Police Chiefs' Association.

**Gary Grootveld** – The Department of General Services has formally transitioned to being under the State Chief Information Officer. There is a Sacramento meeting relating to statewide radio interoperability on October 15 at Mather AFB. Referencing the 911 advisory board meeting in Ontario on October 19, the focus will be on strategic planning efforts.

**Larry Spikes** – Reiterating his comment from the previous CAC meeting, he said cities, counties and special districts initially did a good job avoiding Proposition 1A suspensions that would have allowed the state to borrow from property tax revenue for three years. In the final analysis, however, that failed, and the state proceeded with the Proposition 1A suspension. There was also a method created to securitize the borrowing, in effect using cities, counties and special districts as a conduit from investors wanting to buy those instruments, counting on the state to pay them back. There are many cities, counties and special districts that can't afford to come up with revenue, even on a one-time basis, for a three-year loan. Thus, the Senate is considering SB 67, which would allow the securitizing of property taxes, an important cash-flow factor to keep many agencies afloat.

### **CAC DISCUSSION/OPEN FORUM /PUBLIC COMMENT**

Greg Park of Livermore PD thanked the CAC for its support at the Municipal Information Systems Association of California conference in Monterey on October 4-6 and lauded the presentations of DOJ representatives Amy Peters and Todd Ibbotson.

**NEXT CAC MEETING/ADJOURN** – The next CAC meeting is scheduled Thursday, March 25, 2010, at 9:30 a.m. at the Folsom Police Department. The meeting was adjourned at 10:45 a.m.

**Action Item**

1. The CAS is to write a letter to the Los Angeles County Sheriff asking for an implementation plan, including a completion date, for installation of its MDCs.