

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

October 29, 2008
Red Lion Inn, Sacramento

Present: Chair: Gary Cooper (California Department of Justice)
Members: Sam Spiegel (California Peace Officers' Association), Gary Grootveld (Department of General Services), Reginald Chappelle (California Highway Patrol), Scott Marshall (California State Sheriffs' Association), George Anderson (California Peace Officers' Association), Fran Delach (League of California Cities), Lisa Solomon (California Police Chiefs Association), Steve Westerman (Department of Motor Vehicles)

Absent: Larry Spikes (California State Association of Counties)

CALL TO ORDER – Chair Gary Cooper called the meeting to order at 1:02 p.m.

ROLL CALL – CLETS Administration Section (CAS) Manager Maria Cranston called roll. A quorum was present.

APPROVAL OF JUNE 25, 2008 MINUTES – A motion was made to approve the minutes.

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

CHAIR'S REPORT (Gary Cooper) – Paso Robles Police Chief Lisa Solomon and Department of Motor Vehicles Assistant Deputy Director Steve Westerman were introduced as new members of the CAC. Maria Cranston read their biographies and presented them with certificates.

EXECUTIVE SECRETARY'S REPORT (Maria Cranston)

a. Action Items from the CAC meeting June 25, 2008

1. CLETS 2008 Strategic Plan: Gather additional comments regarding the proposed draft of the CLETS 2008 Strategic Plan. *Result: This item was addressed in the discussion of the strategic plan.*
2. CLETS Policies, Practices and Procedures (PPP): Post a “strikeout” version of proposed changes with rationale within 30 days; convene a joint meeting with the Technical Work Group (TWG)/Administration Work Group (AWG) and additional participants to discuss proposed changes; discuss proposed changes with legal counsel and the need for legislation to retain the PPP as title of the document. *Result: These tasks were addressed in the presentation of the CLETS PPP changes.*
3. Monterey County Sheriff's Department: Chief Gallagher was to contact the Monterey County Sheriff regarding ongoing compliance issues. The CAS will write a follow-up letter to discuss possible sanctions/actions that will be taken. *Result: Chief Gallagher spoke to the Sheriff. Shortly thereafter, the Monterey County Sheriff Department's system was brought into compliance.*

b. CLETS System Misuse Statistics

Possible cases of CLETS misuse worked by the Department of Justice (DOJ) from April 1, 2008, to June 30, 2008:

Of the 15 cases reported:

- 7 Pending
- 8 Closed
- 0 Cases of misuse verified

Source of misuse complaints

- 3 Law enforcement
- 0 Criminal justice
- 4 Department of Justice
- 3 Private citizen
- 5 Federal

c. CLETS Network/Traffic Statistics (April through June, 2008)

- Monthly average 67,741,146
- Daily average 2,489,244
- Peak day 2,730,330
- Peak hour 179,036

Breakdown of CLETS Traffic (April through June, 2008)

<u>Agency</u>	<u>Percentage</u>	<u>Volume</u>
▪ CLETS	100	203,223,437
▪ CJIS	46	92,303,222
▪ DMV	33	67,349,222
▪ NCIC	13	26,573,540
▪ Other*	8	16,997,453

*Includes NLETS, Oregon, etc.

CLETS / CJIS Database Breakdown (April through June, 2008)

- Stolen Vehicle System 37 percent
- Criminal History System 20 percent
- Supervised Release File 15 percent
- Wanted Persons System (including DVROS) 12 percent
- Missing Persons System 8 percent
- Others (Firearms, Property, Mental Health Firearms, etc.) 8 percent

d. Legislation Update – During the 07/08 Session, 5,091 bills were introduced and 1,893 were chaptered. A highlight of two proposed bills was provided:

1. Senate Bill 1336 would add a representative from the Chief Probation Officers of California to the membership of the CAC. This bill died in the Assembly Public Safety Committee.
2. Assembly Bill 837 prohibits the issuance of certain firearms permits and the transfer of firearms if the applicant or transferee is prohibited from possessing, receiving, purchasing or owning a firearm under federal and state law. The bill makes conforming changes related to the department’s determination and reporting of the status of applicants. There are several references to CLETS, but the bill is specific to the Automated Firearms

database and does not have impact on the CLETS. This bill was signed by the Governor in September 2008 and will take effect January 1, 2009.

CLETS ADMINISTRATION SECTION UPDATE (Georgia Fong)

- a. **Revised CLETS 2008 Strategic Plan** – At the last CAC meeting, members approved a draft of the Plan. Since then, comments were solicited and the updated draft was posted on the California Law Enforcement Website (CLEW). Some further comments were received for the document, and a few strategic strategies were incorporated. This is an evolving document and additional changes or strategies can be made in its annual review process. Gary Cooper suggested that with the impending discussion of the revised CLETS PPP, any motion to adopt the Plan should be deferred until the revised PPP is adopted.
- b. **Revised Policies, Practices and Procedures (PPP)** – The revised PPP was provided to the CAC for review and approval at the last CAC meeting. Two sections, 1.6.4 (dealing with secondary dissemination) and 1.9.4 (dealing with information over the Internet), were adopted. The approval of the remaining portions of the PPP was deferred to allow additional time for agencies to review the proposed changes. Two subcommittee meetings were convened, which involved members of the TWG and AWG, designees from the CAC and the public. Meetings were held in Sacramento and at the Los Angeles Sheriff’s Office (via videoconference).

A revised document of the proposed changes, including from meeting participants and the DOJ’s rationale for the changes, was posted on the Internet on October 8, 2008. Some of the original major changes included:

- The possible renaming of the PPP to the “CLETS Implementation Plan” was reviewed and the DOJ decided to maintain the original title, so it was unnecessary to pursue legislation for retaining the PPP title.
- In Section 1.2.2, proposed language had been changed from “shall” to “may” regarding the possible establishment of subcommittees to allow members the flexibility of participating in other DOJ committees. Language was added to allow the formation of ad hoc subcommittees for any reason determined necessary by the CAC.
- User agencies expressed concern that there was no appeal process for application denials. It was proposed by the DOJ that an ad hoc subcommittee could be established for the purpose of dealing with application denials.
- Language was added to streamline the approval of CLETS applications. The proposal allows routine applications to be processed by the CA DOJ; non-routine applications would be brought before the CAC. In these instances, upgrade applications that meet all the PPP requirements and utilize CAC-approved technology would be considered routine. Non-routine applications would be new applications requesting new service or upgrade applications that result in a policy change or use technology not previous approved by the CAC. This change would be beneficial to CLETS applicant users as the DOJ would more quickly process routine applications for agencies that utilize proven technology and would also allow the CAC more time to deal with policy issues instead of administrative issues. DOJ’s next step is to examine the entire application process to determine how it can be further streamlined.
- Section 1.4 defines the roles and responsibilities, requirements and processes for County Control Agencies, Direct Interface System Hosts and Local Agencies with Direct Interface. This section was rewritten to clarify the specific processes and responsibilities for each area. County Control Agencies are responsible for ensuring their agency or

other agency's CLETS-connected equipment complies with security requirements that are conditions of access. While this is a concern for agencies, this is not a new requirement and has been set in statute since 2001. This requirement was more clearly delineated in the PPP.

- Security Awareness Training, a new section, was added to the proposed PPP in an effort to comply with the Federal Bureau of Investigation's Criminal Justice Information Services (CJIS) Security Policy section. DOJ is working with the FBI to develop guidelines for the required training to be provided by user agencies.

Fran Delach asked if the streamlining process were implemented, whether DOJ staff would report back to the CAC on which applications were approved, disapproved or pending. Georgia Fong and Gary Cooper indicated that was the intention.

Discussion ensued within the CAC about whether it was prepared to vote on the revised PPP. Scott Marshall indicated that agencies expressed there wasn't enough time to digest the changes and suggested delaying the vote until the next CAC meeting. Gary Cooper agreed. Members complimented staff on the compilation of the revised document. Sam Spiegel echoed the comments of Scott Marshall, saying his membership also needed more time to examine the document before providing input. He commented on two areas within the PPP (providing an appeal process for denied applications before the CAC and striking a confusing sentence dealing with the Agency Terminal Coordinator terminology) and then also suggested delaying the possible adoption of the document until the next CAC meeting and that staff should determine a deadline for further comment. A deadline of January 1, 2009, was established. A motion was made to postpone the vote until the next CAC meeting in late February.

Motion: Sam Spiegel
Second: Fran Delach
Vote: Approved unanimously

Further discussion revolved around two sections of the revised PPP that were approved at the previous CAC meeting, and their compliance with CJIS policy and its security manual. After discussion with Joe Dominic, Manager of the DOJ Network Information Security Unit, a motion was made to adopt the CJIS security policy within the PPP.

Motion: Sam Spiegel
Second: Reggie Chappelle
Vote: Approved unanimously

HAWKINS DATA CENTER UPDATE

- a. **CLETS Migration Project (Scott McArdle)** – An update was provided on the status of the migration project and the tasks in progress (some timeframes have been extended by about a month). The vendor is currently performing integration testing, and staff is currently doing concurrent functional testing through the affected subsystems. The Department is currently working on many phases, with the final phase (Production Ready Phase) due to be completed by December 2008. Those phases in progress are: the Development, Subsystem Testing, Integration Testing, Functional Testing, Acceptance Testing and the Production Ready Phases.

The implementation strategy includes:

- *Notification of ATCs via mail*
- *CLENTRs sent just –in-time*

- *Phase I implementation: off-hours and on a weekend (fallback to Legacy CLETS, analysis of New CLETS performance)*
- *Phase II: Extend weekend to Monday morning, off-hours (fallback to Legacy CLETS, analysis of New CLETS performance)*
- *Phase III: Extend off-hours into primetime (fallback to Legacy CLETS, analysis of New CLETS performance)*
- *Phase IV: Full 24x7 run (problem resolution attempted within the new application, fallback still possible depending on severity of issue)*

b. **Business Managers Alliance (BMA) Telecommunications Work Groups (Terry Buckley)** – The Telecommunications Work Groups, formed as part of the BMA, focused their first meeting on two topics, XML for CLETS and information sharing among law enforcement agencies on the CLETS network. Approximately 20 people expressed interest in the two topics. They were split into two work groups, though some people want to be involved in both groups. Group objectives were analyzed, and a meeting for each work group was planned for January 2009. More participation is sought from the agency community for the two work groups. Information sharing is particularly important, and the DOJ is receptive in the use of its network to effect more efficient communication so that law enforcement can accomplish some of its goals, particularly enforcement and crime prevention. Broader participation in the two work groups would facilitate understanding of the business needs of law enforcement agencies.

APPLICATIONS CALENDAR (see attached application calendars)

a. **Consent calendar** – There were three new service applications on the consent calendar and 19 upgrade applications. Application CDU-04 was moved to the consent calendar because the agency now meets all security requirements. A motion was made to accept the consent calendar.

Motion: Fran Delach
 Second: George Anderson
 Vote: Approved unanimously

b. **Applications With Discussion** – Five required further discussion.

CDU-01 East Palo Alto Police Department (PD) – The DOJ technical review of the application showed the client does not meet the encryption requirements over public segments and it must implement a solution to authenticate passwords for CJIS users. Approval is recommended with the following conditions: The client is to encrypt a public T1 link and a public fiber link connected to two substations; implement a solution to authenticate passwords for CJIS users; provide an implementation plan; and provide a status report at each CAC meeting until compliant. Gary Grootveld asked about the timetable; none had been specified to the CAC, though a timeframe was anticipated once an implementation plan was sent. A motion was made to accept the application, contingent on DOJ staff recommendations.

Motion: Reggie Chappelle
 Second: Sam Spiegel
 Vote: Approved unanimously

CDU-02 Martinez PD – The DOJ technical review of the application showed the client does not meet the encryption requirements over public segments and it must implement a solution to authenticate passwords for CJIS users. Approval is recommended with the following conditions: The client is to change its password requirements in accordance with the National Crime

Information Center policy; encrypt the public T1 Frame Relay link to the Contra Costa County Sheriff's Office in accordance with CLETS policy; provide an implementation plan; and provide a status report at each CAC meeting until compliant. A motion was made to accept the application, contingent on DOJ staff recommendations.

Motion: Sam Spiegel
Second: George Anderson
Vote: Approved unanimously

CDU-03 Ontario PD – The DOJ technical review of the application showed that the client does not meet the encryption requirements over public segments, nor the password requirements for CJIS users. Approval is recommended with the following conditions: Encrypt the public T1 links, which the client proposes to do within 60 to 120 days; enable the Windows built-in firewall on the wireless devices upon implementation of the upgrade; and move the Ontario PD to a new domain, which will require a minimum of 8 characters. The client plans to have this completed by year's end. A motion was made to accept the application, contingent on DOJ staff recommendations.

Motion: Fran Delach
Second: Reggie Chappelle
Vote: Approved unanimously

CDU-04 Plumas Co SO – Moved to consent calendar.

CDU-05 Riverside PD – The DOJ technical review of the application showed the client does not meet the trusted network policy for message switching computers (MSCs). Approval is recommended with the condition that the client move the switch into a trusted segment behind a firewall and to protect CLETS data by physically segmenting the unencrypted CLETS data from the fire data by utilizing independent connections between the Computer Aided Dispatch (CAD) system and the Mobile Digital Computer (MDC) encryption device. The client should also provide an implementation plan and report to the Committee until compliant. A motion was made to accept the application, contingent on DOJ staff recommendations.

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

CDU-06 United States Air Force, Security Forces – Beale Air Force Base (AFB) – The DOJ technical review of the application showed the client does not have the required antivirus software loaded onto its workstations. Approval is recommended with the condition the client is to install/run anti-virus software on the CLETS-connected Law Enforcement Agency Website (LEAWEB) workstations. The client also needs to ensure, when submitting an implementation plan, that files be updated on a regular basis since it does not have Internet access. The files will be scheduled for manual updates. A motion was made to accept the application, contingent on DOJ staff recommendations. If the client is not compliant by the next CAC meeting, it will present a status report.

Motion: Sam Spiegel
Second: Reggie Chappelle
Vote: Approved unanimously

CLIENT REPORTS

- a. **Los Angeles County Sheriff's Department** – The DOJ technical review of the application revealed the department did not meet the encryption requirements in three areas: untrusted segments over the county backbone (*anticipated compliancy date unknown*), microwave segments (*anticipated compliancy date unknown*), and its wireless access for its mobile computers (*anticipated compliancy date of October 2009*). At the last CAC meeting, the client indicated it was looking at other options to direct traffic through the Department's network rather than through the county. The client also reported plans to replace its MDC and CAD with new systems. An upgrade application is required for this upgrade but has not been received. Lt. Paul Drake said the county's Request for Proposal, to replace the patrol car terminals, should be completed by the end of November 2008. That will be followed by an upgrade application, resolving two problems. The timeframe remains the same and the first of the department's 2,700 cars should begin rolling the first part of next year. The department will continue with status reports at CAC meetings. The CAC will send a letter to the Los Angeles County Sheriff reflecting the CAC's continued support of the Sheriff's commitment to secure its network. The letter will emphasize that although tough economic times are upon us, it is imperative this network be secured to ensure officer and public safety.
- b. **Long Beach PD** – During the client's upgrade of its Record Management System, the DOJ technical review revealed the client did not meet CLETS security requirements for untrusted networks (*anticipated compliancy date of February 2009*). Sgt. Kris Klein said most of the equipment has been secured for site-to-site encryption, and the department is in the process of filing an application. The department will continue to report at CAC meetings until compliant.
- c. **San Francisco PD** – The DOJ technical review of the application revealed the client had multiple untrusted entities connected without the required firewall or encryption of CLETS data. The CAC has granted a revised deadline of December 31, 2008; however, based on a written report sent to Committee members, the client is in need of an extension until March 2009. A motion was made to grant the extension.
- Motion: Sam Spiegel
Second: Reggie Chappelle
Vote: Approved unanimously
- d. **California Highway Patrol (CHP)** – A CLETS inspection revealed the client did not meet the requirements to document all successful/unsuccessful logins. The compliance issues will be resolved as a part of its CAD procurement project. The CAC previously granted a deadline of August 2010; however, based on the written report included in the Committee members' folders, the client is in need of an extension until January 2011. Rita Lugo of the CHP said a required special project report necessitated the request for extension. The agency will continue to report at CAC meetings. A motion was made to grant the extension.
- Motion: Sam Spiegel
Second: Fran Delach
Vote: Approved
Abstained: Reggie Chappelle
- e. **Los Angeles Police Department (LAPD)** – The DOJ technical review of the application revealed the client was not compliant with two issues. One issue remains, which is to segment two untrusted 911 networks from LAPD's trusted network (the anticipated compliancy date was March 2008; however, the letter states September 2008). Several attempts were made to contact

LAPD, no representative was present. The CAC will send a letter to the LAPD chief reiterating the requirement to send representation to the CAC meetings until compliance is reached.

- f. **Brea PD** – The client submitted an application in which the DOJ technical review revealed the client’s network configuration violates the CLETS policy for untrusted networks (*anticipated compliancy date of March 2009*) and public networks (*anticipated compliancy date of January 2009*). No representative from Brea PD was present. The CAC will send a letter to the Brea chief reiterating the requirement to send representation to the CAC meetings until compliance is reached.
- g. **Orange County Sheriff’s Department** – The client submitted an application in which the DOJ technical review revealed the client’s network configuration violates the CLETS policy for untrusted (*anticipated compliancy date of March 2009*) and public networks (*anticipated compliancy date of June 2009*). No representative from the Orange County Sheriff’s Department was present. The CAC will send a letter to the Orange County Sheriff’s Department reiterating the requirement to send representation to the CAC meetings until compliance is reached.
- h. **Santa Monica College PD** – The client submitted an application in which the DOJ technical review revealed the agency did not meet CLETS security requirements for untrusted networks. The client is required to segment the untrusted campus network from the trusted PD network with a firewall that is acceptable to the DOJ (*anticipated compliancy date December 2008*). Jere Romano said partitioning has been completed of the campus network for segmentation from the police department, and an ASA 5500 has been purchased from Cisco Systems that should be implemented and installed by the end of the year. The Santa Monica PD will also configure its laptops for connection to the Los Angeles County Sheriff’s Office; it remains on schedule for its December 2008 compliancy.
- i. **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 (*anticipated compliancy date of June 2010*). Justin Riedel said the department is on target to reach all three goals. The Department will continue to report until compliant.
- j. **Yolo County Sheriff’s Department** – The DOJ technical review of the application revealed the agency did not meet encryption and segmentation requirements. Tom Bates said the Department is now compliant.
- k. **Glenn County Sheriff’s Department** – The DOJ technical review of the application revealed the client did not encrypt CLETS data via untrusted T1 and 56KB links to various law enforcement agencies (*anticipated compliancy date is November 2008*). Richard Warren said the Department would be compliant by November 14, 2008.
- l. **Berkeley PD** – The DOJ technical review of the application revealed the client did not encrypt CLETS data via untrusted T1 (*anticipated compliancy date to encrypt the substation link is July 2009*). The Alameda County Sheriff’s Office will report on encryption on the T1 link to Berkeley PD. Lucie Krocil said funding is being sought. Captain Roger Power of the Alameda County Sheriff’s Office said it has given Berkeley PD a proposal to encrypt its T1 line; however, the Berkeley representative said the department was not scheduled to go live until the beginning of 2009. Berkeley PD was asked to submit an implementation plan with dates and report back at future CAC meetings until compliant. Captain Power said Berkeley PD has not received a

proposal from the Alameda County Sheriff's Office IT department until recently. Power thinks the cooperation between Berkeley PD and Alameda County should improve.

MEMBERS' REPORTS

Reggie Chappelle indicated the CHP is consolidating its headquarters from four Sacramento-area locations to one central location on 7th Street north of Richards Boulevard. The move is scheduled to begin in January 2009 and end in September. It was also reported that the CHP's CAD project, though facing the difficult economy, is healthy.

CAC DISCUSSION/OPEN FORUM/PUBLIC COMMENT

- a. Roger Power of the Alameda County Sheriff's Office said he was concerned about the proposed CLETS PPP. The CAC should give consideration that many agencies could be laying off law enforcement personnel soon, and that county supervisors are not likely to fund technological issues over retaining employees and meeting social services. Member Sam Spiegel said budget constraints should not override officer safety and the ability to stay technologically current.
- b. Pam Scanlon of the Automated Regional Justice Information System said her organization is participating in the International Association of Chiefs of Police conference, beginning November 8, 2008, and more than 20,000 people are expected. She encouraged the CAC to consider updated automated license plate reader (LPR) technology that is being purchased in large numbers by many law enforcement agencies, and suggested the CAC discuss whether LPR data is criminal justice data, and how it can be used. She also talked about the FBI National Data Exchange project and how agencies were submitting all their data to the FBI's "warehouse in the sky." She wondered how California would handle that, and whether the data would come all the way through the state.
- c. Diana Kelley from the Monterey County Sheriff's Department asked the CAC whether the DOJ could provide contact information for the CAC members and the committee that each member represents. Providing this information would streamline communication. Gary Cooper said that information would be posted.
- d. Dave Robertson of the Ventura County Sheriff's Department suggested as the CAC continued to review the proposed PPP, the committee should encourage agencies to provide input. At the September 2008 California CLETS Users Group Conference, concern was expressed regarding an available method for agencies to provide input to policy makers, and the need for DOJ to conduct face-to-face training due to the complexity of changes in light of its reorganization and the statewide budget crisis.

NEXT CAC MEETING/ADJOURNMENT – The next CAC meeting was set for Wednesday, February 25, 2009, at 9:30 a.m. at the Folsom PD. The meeting was adjourned at 3:17 p.m.

Action Items

Report at the next CAC meeting

1. Modify the current PPP, so that the sections approved at the June 2008 meeting no longer refer to PPP sections that have not yet been approved.
2. Post the PPP and allow for comment until January 1, 2009.
3. Notify the United States Air Force, Security Forces at Beale AFB, that if it is not compliant by the next meeting, it is to provide a status report at that meeting.
4. Send a letter from the CAC to the Los Angeles County Sheriff reflecting the CAC's continued support of the Sheriff's commitment to secure its network and despite tough economic times, it is imperative for officer and public safety that this be accomplished.
5. Send a letter to the LAPD chief reiterating the requirement to send representation to the CAC meetings to give an update until the department is compliant.
6. Send a letter to the Brea PD chief indicating the requirement to send representation to the CAC meeting to give an update until it is compliant.
7. Send a letter to the Orange County Sheriff's Department indicating the requirement to send representation to the CAC meeting to give an update until it is compliant.
8. Send a letter to Berkeley PD requesting that it provide an implementation plan with dates.
9. Post CAC members information on the Attorney General's Web site.