Standing Strategic Planning Subcommittee (SSPS)
Minutes, January 7, 2009

Present:
Chair Sam Spiegel, Folsom Police Department (PD)
Joe Dominic, Department of Justice (DOJ)
Stuart Marsh, Orange County Superior Court
Pam Scanlon, Automated Regional Justice Information System
Paul Drake, Los Angeles County Sheriff's Office (SO)

Absent:
Dave Rozonsky, San Bernardino County SO
Reginald Chappelle, California Highway Patrol (CHP)
Diana Kelley, Monterey County SO

Others Attending:
Georgia Fong, DOJ
Elaine Sissom, CHP
Alfredo Gonzalez, Sacramento County SO
Julie Basco, DOJ
Todd Chadd, CHP
Steve Kennedy, DOJ
Valerie Fercho-Tillery, DOJ
Mike Rueb, Sacramento County SO
Bill Stobie, DOJ
Gary Cooper, DOJ
Ahsan Baig, City of Oakland

I. Call to Order – Subcommittee Chair Sam Spiegel called the meeting to order at 10:02.a.m. Roll was called and a quorum was present.

II. Introductions – Other members of the audience introduced themselves.

III. Minutes from April 23, 2008, meeting

Motion to approve – Stuart Marsh
Second – Paul Drake
Vote – Approved unanimously

IV. Review of proposed changes to the California Law Enforcement Telecommunication System (CLETS) Policies, Practices and Procedures (PPP)

The meeting began with a discussion of one of the changes made by the DOJ since the last CLETS Advisory Committee (CAC) meeting. An appeal process was added to the PPP Section 1.3.2, Applicant Request for Service, which would allow an agency that was denied access to the CLETS an avenue to seek further consideration for approval. Upon discussion, the SSPS modified the appeal process as presented and agreed upon its inclusion in the PPP. The appeal process would include a provision for a written appeal to the DOJ, the written appeal being presented by the DOJ to the CAC at the next regularly scheduled meeting and the CAC making the final decision regarding the appeal.

The second change that was discussed was related to the PPP Section 1.2.2, Subcommittees. The DOJ had previously modified the PPP from "shall" to "may" to indicate that "a Standing Strategic Planning Subcommittee **may** be established to evaulate the legislative, user and technical environment of the CLETS…" and "…the following work groups **may** be established under the direction of the SSPS: Administration, Technical and Legislation." These changes were made to allow the SSPS and work group members the flexibility to participate in other DOJ subcommittees or work groups. There was concern by the SSPS over the lack of work groups for agencies to discuss CLETS-related issues if the SSPS no longer existed. It was felt that the Business Managers Alliance (BMA) was a larger group and discussed much broader topics, not just

CLETS-related topics. A forum is needed to focus on CLETS issues and to allow law enforcement agencies to provide input regarding those issues in an informal setting.

Upon agreement by the SSPS, the PPP Section 1.2.2 was modified to, "An SSPS **shall** be established to evaluate the legislative, user and technical environment of the CLETS in order to make timely recommendations to the CAC and perform or update planning functions or documents as directed by the CAC. The following work groups **may** be established under the direction of the SSPS: Administration, Technical and Legislation." The SSPS shall continue to exist and meet as needed; the work groups may be convened as needed.

The third and last change to the PPP that was discussed was related to the PPP Section 1.9, Security. Upon discussion, it was determined that the following sentence would be deleted: "The CLETS system cannot be accessed through a personally-owned device." It was felt that the prior sentence which reads, "The CLETS access is permitted only from an agency-approved device" was sufficient. The PPP was modified to reflect this change.

A motion was made for a recommendation that the PPP as discussed and revised in this meeting, be forwarded to the CAC for adoption at its next meeting, February 25, 2009.

Motion– Paul Drake
Second – Joe Dominic
Vote – Approved unanimously

V. Comments from Subcommittee members

Pam Scanlon suggested the SSPS develop a list of emerging technologies that could be referred to the BMA for discussion. Some suggested topics were:

- Data sharing infrastructure and policy issues – How will access be provided among regional nodes? How do we connect between systems – through private connections, Internet, etc? What data can be shared and not shared? What are the policy implications for identity management? Should there be standard language in the Memorandum of Understanding agreements among agencies for sharing information? What should DOJ's role be in helping agencies to link their data sharing systems that are built using various products such as COPLINK, LINX, etc.?
- Privacy issues – Should a privacy assessment be conducted? What are the privacy issues on data that can be shared? How long can the data be retained? Are license plate readers considered justice data?
- NDEX (National Data Exchange) – California is participating on a region-by-region basis. What should DOJ's role be – can it serve as a repository for agencies to submit their data? Should the NDEX topic should be brought before the BMA?
- Photo sharing – California shares photos with other states in a pilot capacity. Why does California require a reason code for electronic photo requests when manual photo requests do not require such a code?
- Other technologies – Is there an interest in or concerns related to other technologies such as video surveillance, mobility of data, showing shootings on Myspace, videos on IPODs, Iphones, etc.?

Sam Spiegel suggested that at the next CAC meeting, DOJ provide an update or a status report (a full overview is not necessary) for the Real ID Act, which implements security features to drivers and identification cards.

There was a question as to whether the Federal Bureau of Investigation (FBI) believes COPLINK meets its Criminal Justice Information Services (CJIS) Security Policy requirements. According to Joe Dominic, no official position has been given by the FBI, but comments have been made to indicate that COPLINK does meet the FBI's security requirements. Joe will give an update at the next CAC meeting, scheduled February 25, 2009.

Paul Drake expressed concern on a request from a researcher to access the CLETS through his agency. The DOJ responded that in the future, verification would be requested from the law enforcement agency prior to approval of such requests.

At a future time, Stuart Marsh offered to give a demonstration of V4, which is law enforcement's access to the Consolidated Court Management System.

VI. Public comments

Elaine Sissom asked if there was a time limit for applications to be processed. She suggested a mandatory turnaround time be established. The DOJ responded that the CLETS Administration Section will be developing an electronic application process.

Mike Rueb expressed concern over the issue of when data became CLETS accessed data. What is the transition point that local agency data becomes DOJ CLETS accessed data? How do agencies survive the FBI audits? Agencies must be able to prove and identify the sources of their data.

Ahsan Baig expressed concern over a recent officer involved shooting that appeared on MySpace.

VII. Follow up items for the DOJ

- Request information from DMV on photo request reason code requirements;
- Provide status update from DMV on Real ID at the next CAC meeting;
- Provide an update on the FBI's CJIS Security Policy proposed changes and its impact on COPLINK.

VIII. Next SSPS meeting date

The next SSPS meeting was not scheduled at this time.

VIII. Adjournment

The meeting was adjourned at 1:20 p.m.