Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda
Wednesday, December 17, 2014
12:00 PM
Lacey Police Department

I. Review and Approval of October Meeting Minutes
    a. Overview: Minutes from the October 2014 meeting will be reviewed

    b. Action Item: Board decision to edit and/or accept the meeting minutes

II. Review and Approval of Expenditures
    a. Overview: Review expenditures

    b. Action Item: Board decision to approve payment of the expenditures

III. P2C
    a. Overview: Update on P2C

    b. Action Item: Discussion

IV. LERMS IT Manager Position
    a. Overview: Update on LERMS IT Manager Position

    b. Action Item: Discussion

V. Court Order Display System
    a. Overview: Introduction/Information re: Court Order Display System

    b. Action Item: Discussion

Thurston County Law Enforcement Records Management Consortium

Executive Board Meeting
Lacey PD
12:00 PM
Wednesday, October 22, 2014

Minutes

Members present: Chief Dusty Pierpoint, Lacey; Chief Todd Stancil, Yelm; Chief John Hutchings, Tenino; Chief Ronnie Roberts, Olympia.

Members absent: Chief John Stines, Tumwater.

Staff and Guests Present: Laura Wohl, Jon Weiks, Jon Tunheim, Christina Keonitzer.

The meeting was called to order by Chief Pierpoint at 11:55 AM.

I. Review and approval of September meeting minutes

Ms. Keonitzer sent a draft of the September Meeting Minutes in advance of the meeting to the Board.

Chief Roberts moved to approve the September Meeting Minutes. Chief Hutchings seconded the motion. The motion passed unanimously.

II. Review and approval of Expenditures

Ms. Wohl provided copies of the expenditures to the board at the meeting

Chief Roberts moved to approve payment to Sungard and to allow Public Engines/CrimeReports service to expire. Chief Hutchings seconded the motion. The motion passed unanimously.
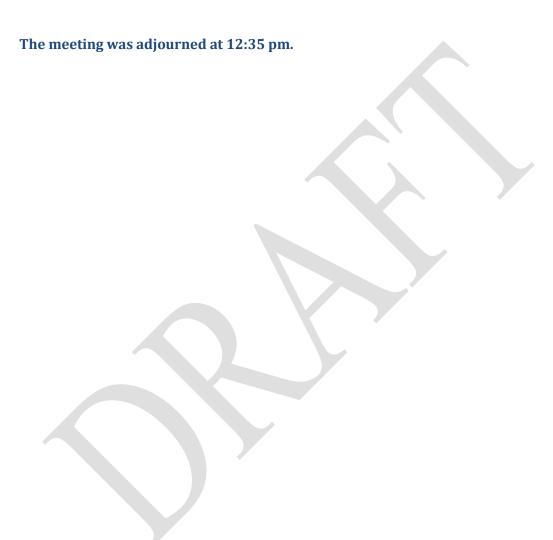
III. TC LERMS Service Level Agreement with TCOMM

The Steering Committee met with TComm to go over and agree upon the contents of the Agreement. Minor changes/clarifications were made and agreed upon by both parties. The SLA is ready to be reviewed and made into a contract. Chief Pierpoint will check the availability of their City Attorney for this service.

IV.   2015 Budget

Ms. Wohl provided a preliminary 2015 RMS Operating Budget to the board at the meeting. Budget includes the purchase of new servers and a half-time IT Manager position.

Chief Roberts moved to approve the preliminary budget. Chief Stancil seconded the motion. The motion passed unanimously.

The meeting was adjourned at 12:35 pm.

LERMS PENDING INVOICES
December 2014 Board Review

Invoice Date	Vendor	Amount		Expense Description	Applicable Budget
11/12/2014	SunGard	$	3,566.66	Neverfail - server back-up system	Operating
10/29/2014	Iron Mountain	$	800.00	Escrow for JMS until JMS signed-off	Operating
	TOTAL	$	4,366.66		

INVOICE

▲ IRON MOUNTAIN®

For questions or inquires about this invoice
please contact: Johanna Maloyd at (770) 225-8107
U.S. Federal Tax ID Number 75-1866918

INVOICE NO: 4212935
INVOICE DATE: 10/29/2014
CUSTOMER NO:
INVOICE DUE DATE: 11/28/2014
P.O. #:

Remittance Address:

TO: Richard Machlan
The City of Olympia, WA
900 Plum St. SE
Olympia, WA 98501

Iron Mountain Intellectual Property Mgt
PO BOX 27131
New York, NY 10087-7131

FOR INTELLECTUAL PROPERTY MANAGEMENT	AMOUNT
Coverage from 12/29/2014 through 12/28/2015 Preferred Beneficiary Depositor 26504-26408 SunGard Public Sector Inc. Account Name Sungard OSSI source code Beneficiary 26504-42797 The City of Olympia, WA	$800.00

Correspondence Address:		
Correspondence Address: Iron Mountain Intellectual Property Mgt 2100 Norcross Parkway, Suite 150 Norcross, GA 30071	SUB-TOTAL:	$800.00
	DISCOUNT/ SURCHARGE	
	PAYMENT RECEIVED	
	TOTAL DUE:	$800.00

SUNGARD® PUBLIC SECTOR

1000 Business Center Drive
Lake Mary, FL 32746
800-727-8088
www.sungardps.com

Invoice

Company	Document No	Date	Page
LG	90607	12/Nov/2014	1 of 1

Bill To: City of Olympia (OSSI)
900 Plum St. SE
OLYMPIA, WA 98501
United States
Attn: Laura Wohl 360-753-8214

Ship To: City of Olympia (OSSI)
900 Plum St. SE
OLYMPIA, WA 98501
United States
Attn: Laura Wohl 360-753-8214

Customer Grp/No.		Customer Name	Customer PO Number	Currency	Terms	Due Date
1	3769	City of Olympia (OSSI)		USD	NET30	12/Dec/2014

No	SKU Code/Description/Comments	Units	Rate	Extended
	Contract No. 091472			
1	OSSI Neverfail for SQL - Dual CPU Annual Maintenance	1.00	3,278.18	3,278.18
	Maintenance Start: 01/Dec/2014, End: 30/Nov/2015			
	Contract No.			
2	Tax (Type - MA)	1.00	288.48	288.48
			Page Total	3,566.66

Remit Payment To: SunGard Public Sector Inc.
Bank of America
12709 Collection Center Drive
Chicago, IL 60693

Subtotal	3,278.18
Sales Tax	288.48
Invoice Total	3,566.66
Payment Received	0.00
Balance Due	3,566.66

P to C – Ready for Roll-Out

What is It?

P to C, or "Police to Citizen", allows citizens to access information from LERMS and to conduct some types of business with the member departments. P to C provides:

- An on-line crime map
- A Daily Bulletin (24 snapshot of incident, arrest and traffic activity)
- On-line crime reports
- Bicycle registration
- Accident reports for parties in an accident

How Does it Work?

P to C is web-based. The public will access it through common search engines like Bing and Google, or hyperlinks on each city's website. Citizens can create crime maps and access accident reports directly from their home computers (with some parameters.) Information coming to the police from citizens, such as crime reports and bicycle registrations, is held electronically in a "holding" file. LERMS staff must pull down the information into the RMS from the holding file, verifying things such as addresses, IBR information, etc.

P to C is available to all LERMS cities – it's an all or nothing deal. If your agency participates, there isn't a way to "opt out" of some of the functions while keeping others.

What are the Impacts?

On-line Crime Reporting

By taking some reports via the web, such as those that have no leads, officers should have fewer cases to respond to. On the flip side, the work load for those case reports is essentially being transferred to the Records staff. Records will have to verify addresses, names and correct IBR errors before the information can be brought into the RMS. The time required will depend on the case type. For example, a theft case will take about 15-20 minutes to verify and pull into RMS. While citizens can give the police departments the basic data, it would be unrealistic for them to understand the intricacies of IBR, name candidating, and geo-verification.   However, for our data to be accurate, they are essential.

Accident Reports

Citizens will no longer have to contact the departments for routine accident reports which may relieve Records staff of a small public disclosure workload. One current draw-back with Accident Reports comes from our use of SECTOR. SECTOR uses a proprietary file-type for accident diagrams. The file type cannot be downloaded by other systems so the diagrams will not be available to the public. WSP is aware of this issue – departments cannot download and store accident diagrams in their RMSs. They

are exploring ways to export the files in PDF format, but WSP does not yet have a timeline for when PDFs of accident diagrams may be available.

Crime Map
The crime map function replaces our current web crime map function, so the public will continue to have on-line access to this information.

Where Will We Start?
When P to C first becomes available to the public, they will be able to:
- File a Theft report on-line
- Access crime maps
- Retrieve an Accident Report
- Register a bicycle
- Create a Daily Bulletin

What's Left to Do?
- Create the website instructions for the public, which may have some decision points
  - For example, should the wording say, "If you would rather talk with an officer than use on-line reporting, call dispatch."?
    - If yes, would this defeat the call management purpose of on-line reporting?
    - If no, will the community react badly to having to report on-line rather than talking to an officer?
- Coordinate with Dispatch about what to tell callers about on-line reporting
- Advertising campaign
- Internal information campaign (officers and office staff both need to know what to tell the public to avoid confusion.)
- Roll-out analysis plan
  - How will we decide when we are ready to open on-line reporting for more than one crime type?