

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

December 2, 2014

California Highway Patrol, Sacramento

Present: Chair: Sam Spiegel (California Peace Officers' Association)

Members: Cuong Nguyen (Department of Justice)
Scott Howland (California Highway Patrol)
Frank Alvarez (Department of Motor Vehicles)
Cynthia Renaud (California Police Chiefs' Association)
Karen Wong (Office of Emergency Services)
Evert Palmer (League of California Cities)

Absent: Larry Spikes (California State Association of Counties)
Marc Shaw (California Peace Officers' Association)
Scott Marshall (California State Sheriffs' Association)

CALL TO ORDER

Chair Spiegel called the meeting to order at 1:06 PM.

ROLL CALL

CLETS Executive Secretary Keith Dann called roll; a quorum was present.

APPROVAL OF MINUTES

A motion was made to approve the minutes from the meeting of September 16, 2014.

Motion: Scott Howland
Second: Karen Wong
Discussion: None
Vote: Approved unanimously
Abstained: Evert Palmer

CHAIR'S REPORT

Chair Spiegel thanked California Justice Information Services Director Cuong Nguyen, who is retiring this month, for his two years of service on the CAC and presented him with an appreciation plaque and letter. Chair Spiegel also thanked retiring California State Sheriffs' Association committee member Scott Marshall, who was not present, for his seven years of service to the CAC.

EXECUTIVE SECRETARY'S REPORT

a. Action Item

1. Mendocino County Sheriff Tom Allman inquired if his agency could release CLETS-derived information to the Bureau of Indian Affairs. *Result: The Department of Justice (DOJ) has confirmed the authority exists, Sheriff Allman has been notified and the DOJ is working with the Mendocino County Sheriff's Department to obtain the necessary documentation.*

b. CLETS System Misuse Statistics

Possible cases of CLETS misuse processed by the Department of Justice (DOJ) from July 1, 2014, through September 30, 2014:

- Journal search requests 34
- Total searches conducted 121
- Searches for possible misuse within own agency 13
- Searches for possible misuse within another agency 24
- Searches for other purposes, including diagnostics 84

c. CLETS Traffic Statistics (July 1, 2014, through September 30, 2014)

	<u>Inbound</u>	<u>Outbound</u>
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CALIFORNIA PAWN AND SECONDHAND DEALER SYSTEM UPDATE (CAPSS)

The DOJ's Chief Information Officer Adrian Farley gave an update on the CAPSS. There are three core objectives: 1) Automate the reporting of pawn information; 2) establish a statewide repository of this information; and, 3) provide law enforcement with enhanced investigative capabilities. The project will be rolled out in mid-December 2014, with the onboarding of secondhand dealers and law enforcement agencies. Once fully operational, local agencies will have the ability to download CAPSS data into their local systems. Additionally, by employing Extensible Markup Language (XML) format with the CAPSS design, agencies using a third-party software will also have the ability to extract the XML data into their local system.

STANDING STRATEGIC PLANNING SUBCOMMITTEE (SSPS) UPDATE

The SSPS met before the CAC meeting, where California Police Chiefs' Technology Committee's Tom Bruce was introduced as the new SSPS Chair and review of the 2009 CLETS Strategic Plan goals continued. SSPS Chair Bruce and CLETS Administration Section (CAS) analyst Mark Hayward presented the following recommendations to the CAC:

- Reword Goal 3 to state:

To enable biometric capture of misdemeanor and infraction information for transmission to the appropriate agency's repository and will work with current technology.

- Renumber Goal 4 to Goal 3.1 and reword to state:

Transmit "Failure to Appear" (FTA) bench warrants to the DOJ with a fingerprint or thumbprint."

- Reword new Goal 1 to state:

Explore the capture and sharing of historical and real time Global Positioning System (GPS) based geospatial data on offenders statewide.

A motion was made to accept the SSPS recommendations and reaffirm the desire to have three law enforcement leaders meet with the Department of Motor Vehicle's (DMV) Director to discuss photo sharing.

Motion: Cynthia Renaud
Second: Cuong Nguyen
Discussion: None
Vote: Approved unanimously

UPGRADE APPLICATIONS APPROVED BY THE DOJ

The following 11 applications were not voted on and were presented as information only because they were previously approved by the DOJ:

- a. Bakersfield Police Department (Kern County)
- b. Chino Police Department (San Bernardino County)
- c. Citrus Heights Police Department (Sacramento County)
- d. CSU Chico Police Department (Butte County)
- e. Humboldt County Sheriff's Department (Humboldt County)
- f. Indio Police Department (Riverside County)
- g. Livermore Police Department (Alameda County)
- h. San Francisco Police Department (San Francisco County)
- i. San Rafael Police Department (Marin County)
- j. Santa Cruz County Sheriff's Department (Santa Cruz County)
- k. South Bay Regional Public Communications Authority, sponsored by Hawthorne Police Department (Los Angeles County)

NEW SERVICE APPLICATIONS CALENDAR

There were no new service applications for this meeting.

CLIENT REPORTS

The first two agencies are now compliant and will be removed from future agendas.

- a. California Highway Patrol
- b. Humboldt County Sheriff's Office

- c. Lodi Police Department
CAS analyst Mark Hayward reported that a March 2014 Federal Bureau of Investigation (FBI) audit revealed 15 compliance issues. Of which, non-technical issues will be resolved by January 31, 2015. Technical issues, the result of encryption and personal firewalls upgrades necessitated by a new system, are expected to be resolved by June 30, 2015.

- d. Los Angeles County Sheriff's Department
CAS analyst Mark Hayward reported that a March 2014 FBI audit revealed two compliance issues: security awareness training and a lack of user identification (ID) validation documentation. Both issues are expected to be resolved by January 2015.

- e. Los Angeles Police Department
CAS analyst Mark Hayward reported that a March 2014 FBI audit revealed seven compliance issues. Of which, four issues have been remedied. The remaining three issues: contractor background checks, security awareness training and lack of user ID validation documentation are expected to be resolved by December 31, 2014.

- f. Stockton Police Department
CAS analyst Mark Hayward reported that a March 2014 FBI audit revealed 12 compliance issues. Of which, three issues have been remedied and all, but one of the other issues will be complete by March 15, 2015. It was pointed out that due to the city's financial crisis, the issue involving encryption will not be resolved until approximately December 2016. Chair Spiegel proposed the CAC write a letter to the Stockton Police Department outlining the urgency of system security, which could then be presented to the bankruptcy court. Cynthia Renaud will contact the Stockton Police Department Chief to see whether or not CAC input might help secure equipment appropriation faster, perhaps leading to earlier compliance.

- g. University of California (UC) Davis Police Department
CAS analyst Mark Hayward reported that a DOJ audit revealed six compliance issues. Of which, four issues have been remedied. The remaining two issues: strong passwords and contractor background checks are expected to be compliant within 60 days after the UC Davis Police Department CLETS upgrade application, which has already been sent to the DOJ, is approved.

- h. Monterey Police Department
CAS analyst Wendy Welenofsky reported that a March 2014 FBI audit revealed six compliance issues. All of which, have been remedied with the exception of encryption, which will be implemented by July 1, 2015, perhaps earlier if funding can be obtained. Chair Spiegel indicated the implementation target date might be ambitious and said he would contact the Monterey Police Department Chief in an effort to spur earlier funding.
- i. Anaheim Police Department
CAS analyst Michelle Mitchell reported that a March 2014 FBI Audit revealed eight compliance issues. One issue has been remedied, but the remaining seven issues: FBI Criminal Justice Information Services (CJIS) Security Addendums for private contractor personnel, fingerprinting of unescorted personnel in secure areas, security awareness training, lack of system use notification, lack of user ID validation documentation, authentication-password history and session lock are expected to be resolved in July 2015.
- j. Madera County Department of Corrections
CAS analyst Michelle Mitchell reported that a discussion in July 2014 revealed the agency was not compliant with security awareness training; however, the agency is expected to be compliant by the end of December 2014. An update will be sent to the CAC when the Madera County Department of Corrections verifies its compliance.
- k. Orange County Probation Department
CAS analyst Michelle Mitchell reported that a review of a 2014 CLETS application revealed the client was out of compliance with encryption requirements. However, through a collaborative effort within the County, an encrypted virtual private network connection will be established by December 31, 2014 from the agency's CLETS workstations to a router that will be added to the Orange County Sheriff's Department's network thus ensuring the agency's compliance.
- l. San Francisco County Sheriff's Department
CAS analyst Michelle Mitchell reported that a March 2014 FBI audit revealed six compliance issues. Of which, two issues have been remedied. The remaining four issues: FBI CJIS Security Addendums for private contractor personnel, lack of system use notification, lack of user ID validation documentation and no event logging are expected to be compliant by January 1, 2015.
- m. Santa Ana Police Department
CAS analyst Michelle Mitchell reported that a March 2014 FBI audit revealed seven compliance issues. Of which, two issues have been remedied. Four of the remaining issues: FBI CJIS Security Addendums for private contractor personnel, security awareness training, media disposal and no session lock will be resolved by March 1, 2015. The event logging issue, which requires an upgrade of the agency's computer aided dispatch/records management system is required to ensure compliance, is projected to be completed by November 1, 2016.

n. Orange County agencies

CAS analyst Michelle Mitchell reported that a review of a 2014 CLETS application indicated 11 of the Orange County Sheriff's Department's downstream agencies were not compliant with strong password requirements. Four agencies have resolved their issue and four agencies are expected to be compliant by January 15, 2015. The DOJ has been working with the Orange County Sheriff's Department's regarding the remaining three agencies: Contractors State License Board, Internal Revenue Service and U.S. Probation to obtain their implementation plans and will provide an update to the CAC when the agencies verify their compliance.

MEMBERS' REPORTS

Karen Wong reported her agency continues outreach on the First Responder Network Authority (FirstNet), which will take all actions necessary to ensure the building, deployment and operation of the nationwide public safety broadband network. FirstNet wants to inform law enforcement, fire services, emergency management and 911 organizations that the national public safety network will be arriving soon. She encouraged agencies to complete a survey, which is available through her office or on the Internet. Town hall meetings resume in January.

Cuong Nguyen reported that SmartJustice subscribers continue to rise and the DOJ is close to having data integration with several more counties and that the Controlled Substance Utilization

Frank Alvarez reported he has been working with DMV Director Jean Shiimoto and CLETS Executive Secretary Keith Dann on obtaining information related to a meeting regarding Goal 8 of the 2009 CLETS Strategic Plan. DMV is also working on Assembly Bill 60 (Chapter 524, Statutes of 2013), which requires the DMV to issue an original driver license to an applicant, who is unable to submit satisfactory proof of legal presence in the United States.

Chair Spiegel reported the California Police Chiefs Association (CPCA) is seeking chiefs or seconds-in-command, as gubernatorial appointments, to represent the CPCA on the 911 Advisory Board. Applicants should contact CPCA President Christopher Boyd.

CAC DISCUSSION/OPEN FORUM/PUBLIC COMMENT

No discussion or public comment.

NEXT CAC MEETING/ADJOURN

The next meeting will be held in March 2015. The meeting was adjourned at 1:52 PM.

Motion:	Cuong Nguyen
Second:	Karen Wong
Discussion:	None
Vote:	Approved unanimously

ACTION ITEMS

1. Cynthia Renaud will contact the Stockton Police Department Chief;
2. Chair Spiegel will contact the Monterey Police Department Chief.