

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

November 21, 2013
Folsom City Council Chambers

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

Members: Marc Shaw (California Peace Officers' Association), Scott Marshall (California State Sheriffs' Association), Cynthia Renaud (California Police Chiefs Association), Evert Palmer (League of California Cities), Cuong Nguyen (Department of Justice), Scott Silsbee (California Highway Patrol), Keith Dann (CLETS Executive Secretary),

Absent: Steve Westerman (Department of Motor Vehicles), Karen Wong (California Technology Agency), Larry Spikes (California State Association of Counties)

CALL TO ORDER

Chair Sam Spiegel called the meeting to order at 1:03 p.m.

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 July 25, 2013.

Motion: Cynthia Renaud
Second: Marc Shaw
Vote: Approved unanimously

CHAIR'S REPORT (Sam Spiegel)

Chair Sam Spiegel stated the reconstituted Standing Strategic Planning Subcommittee (SSPS) met earlier in the day and began making updates to the Strategic Plan. On the next CAC agenda, the SSPS will have recommendations and goals for changes to the CLETS Strategic Plan.

EXECUTIVE SECRETARY'S REPORT (Keith Dann)

a. Action Items

1. Scott Marshall to contact the San Francisco County Sheriff regarding encryption requirements. *Result: Sheriff Marshall spoke to the Agency CLETS Coordinator for the San Francisco County Sheriff's Department and as a result, the agency submitted an upgrade application.*

2. Request to add the month to the timetable when noncompliance issues have resulted from a Federal Bureau of Investigation (FBI) audit. *Result: The month and year of the FBI audit have been included in the Client Reports.*

b. CLETS System Misuse Statistics

Possible cases of CLETS misuse processed by the Department of Justice (DOJ) from July 2013 through October 2013:

• Journal search requests	30
• Searches conducted	179
• Searches for possible misuse within own agency	58
• Searches for possible misuse for another agency	6
• Searches for other purposes	115

c. CLETS Traffic Statistics (July through September 2013)

	<u>Inbound</u>	<u>Outbound</u>
• Total messages	248,944,336	250,055,566
• Monthly average	82,981,445	83,351,855
• Peak day	3,136,160	3,151,647
• Peak hour	206,495	206,707

d. CLETS Inbound Traffic Statistics (July through September 2013)

• CJIS	46 percent
• DMV	13 percent
• NCIC	6 percent
• NLETS	4 percent
• Miscellaneous	31 percent

e. Legislative Report

CLETS Executive Secretary Keith Dann stated that during this session, there have been no legislative bills that have had a direct impact to CLETS and/or modify a relevant code section. It was also noted that should any CAC member or agency become aware of a CLETS-related bill, to kindly notify the CLETS Executive Secretary so that it can be presented to the CAC.

UPDATE: ASSEMBLY BILL 391, Secondhand Dealers and Pawnbrokers (Adrian Farley)

The DOJ's Chief Information Officer (CIO) Adrian Farley gave a presentation on the Electronic Pawn Reporting System. 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 beginning in December 2013 with the beta phase. There will be electronic submission of the JUS 123 form, by the secondhand dealers and pawn brokers, into the system; and, law enforcement will have full search capability beginning that month. In the Version 1 release, secondhand dealers and pawnbrokers will be able to bulk upload transactions into the system.

UPDATE: ASSEMBLY BILL 109, California SmartJustice

The DOJ's CIO Adrian Farley provided an update on California SmartJustice, previously known as the Statewide Data Sharing Initiative. California SmartJustice builds on Attorney General Kamala D. Harris' core priorities, which include increasing the adoption of technology and data-driven policing strategies by law enforcement; and, expanding partnerships with law enforcement throughout the state.

California SmartJustice is a secure and reliable web-based statewide information sharing system that will connect 58 law enforcement and 58 probation systems throughout California. Available via a web portal or a web service connection, law enforcement and public safety agency authorized users will be able to search and view offender profile information housed in multiple DOJ databases including Cal-Photo images, local agency data and information and photos from the California Department of Corrections and Rehabilitation's Parole Law Enforcement Automated Data System.

System and development work was completed in October 2013 and the DOJ has begun rolling out the web portal with the Los Angeles County Sheriff's Department and the Los Angeles County Probation Department with statewide deployment scheduled to begin December 31, 2013.

JUSTICEMOBILE

The DOJ's CIO Adrian Farley gave a presentation on JusticeMobile, which is a service offering delivered by the DOJ to its law enforcement agency partners. JusticeMobile consists of two components: a management and security system for smartphones and tablets; and, a secure web application optimized for mobile devices to access the California Law Enforcement Agency WEB (LEAWEB).

The management and security system gives our agency partners the ability to securely manage smart devices in order to meet the requirements of the FBI's Criminal Justice Information Services Security Policy, which requires the use of a mobile device management system. The secure LEAWEB application runs in a secure browser and provides access to state and national criminal databases. JusticeMobile is requested through the standard CLETS application.

UPDATE: CALIFORNIA SEX AND ARSON REGISTRY (CSAR) – Retirement of the CLETS CSAR Entry (ESA) and Update (USA) Message Keys

The DOJ's Violent Crime Information Center (VCIC) manager Linda Schweig gave an update indicating all, but seven percent of the State's registering law enforcement agencies utilize CSAR for their Penal Code 290 reporting requirements. Since web-based reporting requirements are legislatively mandated effective January 1, 2014, VCIC has been actively contacting these agencies to inform them that the CLETS ESA and USA message keys will be disabled and no longer available for entering or updating sex or arson registration records into the CSAR.

Agencies are being directed to the California LEAWEb, where several tools are available to assist with the transition including: a video and handouts that point agencies toward compliance and a help desk. A DOJ Information Bulletin, brochure and fact sheet, which included yet-to-comply agencies, was enclosed in members' folders.

UPGRADE APPLICATIONS APPROVED BY THE DOJ

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

- a. California State University (CSU) Long Beach Police Department (Los Angeles County)
- b. CSU San Bernardino Police Department (San Bernardino County)
- c. Kings County Sheriff's Department (Kings County)
- d. Los Angeles Port Police Department (Los Angeles County)
- e. Placer County Superior Court (Placer County)
- f. Rocklin Police Department (Placer County)
- g. Yolo County Sheriff's Dept./Yolo Emergency Communications Authority (Yolo County)

NEW SERVICE APPLICATIONS CALENDAR (Chair Spiegel)

There was one new service application received by the CAS.

- a. California Department of Industrial Relations, Division of Labor Standards, Criminal Investigation Unit (Los Angeles County/statewide) – CAS Analyst Teresa Mora reported that the applicant is a law enforcement sub-unit of a non-law enforcement agency that qualifies for CLETS based upon Penal Code section 830.3(g). The host agency and DOJ recommended approval. A motion was made to approve the application.

Motion:	Evert Palmer
Second:	Cuong Nguyen
Vote:	Approved unanimously

CLIENT REPORTS (CAS staff)

Previously, the CAC voted to allow client reports to be provided via letter; the CAS provided a brief background statement for each client and the client was called upon to give an update in person if requested by the CAC or if the client was requesting an extension.

The first six agencies are now compliant and will be removed from future agendas. The remaining client updates were e-mailed to Committee members.

- a. Contra Costa County Sheriff's Department
- b. Huntington Park Police Department
- c. Kern County Sheriff's Department
- d. Palm Springs Police Department
- e. San Diego Police Department
- f. West Covina Police Department

- g. Los Angeles County Sheriff's Department
CAS analyst Teresa Mora reported that during the review of the client's 2003 application, the DOJ identified that the agency did not meet encryption requirements in three areas, one of which has been resolved. However, two issues remain: 1) Microwave segments; and, 2) wireless access for its mobile data terminals (MDT). Additionally, a 2011 FBI audit found the agency did not meet password, personal firewall and antivirus software requirements. The password compliance has since been resolved, but the other requirements are still out of compliance. The MDTs will be replaced with mobile digital computers that utilize the Sheriff's data network. This will resolve the encryption issue for the wireless segments and meet personal firewall and virus protection software requirements for wireless devices. The client projected compliance for all issues by July 2014. At the last meeting, the CAC required the client to report monthly to CAS and they have been compliant with this requirement. *The latest client update was e-mailed to Committee members.*

- h. South Bay Regional Public Communications Authority
CAS analyst Teresa Mora reported that during the review of the client's 2009 application, the DOJ identified the agency does not employ antivirus software or firewalls on its mobile computers. The client is currently undergoing an infrastructure redesign to replace all existing systems and equipment to build a solid network foundation. A CLETS application for upgrade is forthcoming for review and DOJ approval. The client has projected compliance by December 31, 2014. At the last meeting, the CAC required the client to report monthly to CAS and they have been compliant with this requirement. Chair Spiegel asked the agency to submit an application by the end of 2013. *The latest client update was e-mailed to Committee members.*

- i. Vacaville Police Department
CAS analyst Teresa Mora reported that a 2013 CLETS mail audit revealed the agency was not compliant with password requirements. With the installation of a new computer-aided dispatch (CAD) software version, the client agency expects to be compliant by January 1, 2014. The agency is reporting on this noncompliance issue for the first time.

Folsom Police Chief Cynthia Renaud will contact the Vacaville Police Chief regarding password compliance requirements. *A client implementation plan was e-mailed to Committee members.*

j. California Highway Patrol (CHP)

CAS analyst Dave Sutherland reported that a review of the client's 2011 application determined the agency did not meet the personal firewall and successful/unsuccessful log-in attempts requirements. Additionally, a 2013 DOJ mail audit found the agency was not compliant with password requirements. The auditing of successful/ unsuccessful log-in attempts requirement has since been resolved; the CHP expects the firewall requirement to be met by December 2013 and the password requirements to be met by the end of 2014. Agency representative Rita Lugo indicated that the Windows upgrades, scheduled to be completed in December 2013 were completed in September 2013. In addition, firewall software has been procured that should enable the password requirements to be compliant by April 2014. A client report, received the day before the meeting, was placed in Members' folders. A motion was made to grant an extension to the second quarter of 2014.

Motion: Evert Palmer
Second: Cuong Nguyen
Vote: Approved unanimously

k. Carlsbad Police Department

CAS analyst Michelle D. Mitchell reported that a 2011 FBI audit revealed the agency was not compliant with password requirements. The issue was to be resolved with the implementation of its new CAD system and compliance was expected by March 31, 2013. However, the vendor was unable to complete the project by that date and the agency has negotiated a new projected completion date of December 2013 that was approved by the Carlsbad City Council and the CAC. The client has made substantial progress, is testing familiarity and is on track to be compliant by the end of 2013. *A client update was e-mailed to Committee members.*

l. Coronado Police Department

CAS analyst Michelle D. Mitchell reported that in 2013, a discussion with the Coronado City's information technology representative determined the agency was not compliant with the FBI's CJIS Security Policy on advanced authentication for their mobile data computers. The client is in the process of identifying a solution and plans to be completed by June 30, 2014. *A client report was e-mailed to Committee members. This is the agency's first time reporting on this noncompliance issue.*

m. Modesto Police Department

CAS analyst Michelle D. Mitchell reported that in 2013, discussions with the client determined the agency was not compliant with the advanced authentication requirements on its mobile data computers. The agency is in the process of implementing a solution and is currently in the test phase that should be concluded by November 30, 2013. The agency plans to implement the solution on December 9-10, 2013 and requested an

extension. A motion was made to grant an extension to December 31, 2013. *A client report was e-mailed to Committee members.*

Motion: Scott Marshall
Second: Cuong Nguyen
Vote: Approved unanimously

n. Orange County Sheriff's Department

CAS analyst Michelle Mitchell reported that a review of a 2013 CLETS New Service Application determined this agency was not compliant with password requirements for its downstream agencies. The application included a letter from the Sheriff's Department notifying the DOJ of noncompliance with the password policies based on an audit given to the agency. The agency is in the process of implementing a solution that was originally scheduled to be deployed December 13, 2013. Unfortunately, the agency will not be able to transition the external clients by this date and is requesting an extension to July 1, 2014. Agency representative Kirk Wilkerson was on hand to request the extension and said he would send a progress letter before the next CAC meeting. *A client report was e-mailed to Committee members.*

Motion: Evert Palmer
Second: Cuong Nguyen
Vote: Approved unanimously

o. San Francisco County Sheriff's Department

CAS analyst Michelle Mitchell reported that a 2011 FBI audit revealed the agency was not compliant in three areas: 1) security awareness training for the city of San Francisco's information technology personnel; 2) advanced authentication; and, 3) encryption. The security awareness training and advanced authentication issues have since been resolved. The agency believed its encryption solution met the FIPS 140-2 requirements and requested the issue be re-evaluated. The DOJ re-evaluated the issue and determined the devices were not compliant. The City's IT Department is planning upgrades to include devices that are FIPS 140-2 compliant and the project was originally scheduled to be completed by October 2013.

Agency representative Lieutenant Dave Hardy reported that while devices are being configured daily, they are requesting an extension. A motion was made to grant the extension until December 31, 2013. Assuming compliance, a letter is required before the next CAC meeting. *A client report was e-mailed to Committee members.*

Motion: Scott Marshall
Second: Marc Shaw
Vote: Approved unanimously

- p. Humboldt County Sheriff's Department
CAS Analyst Wendy Welenofsky reported that a 2012 DOJ mail audit revealed the agency was noncompliant with password requirements. The issue will be resolved with the implementation of the agency's new CAD system. Compliance was originally expected by September 30, 2013, but their existing CAD system could not be reprogrammed to meet current criteria. Consequently, County supervisors approved funding for a new CAD system in July 2013 and a vendor was selected, but a new contract has not been finalized. The awarding of a contract is on the agenda for December 3, 2013 and an extension was requested until March 31, 2014. DOJ staff requested a letter following the December 3, 2013 supervisors meeting; and, that an application be submitted within 30 days. A motion was made to grant the extension. *A client report was e-mailed to Committee members.*

Motion: Scott Marshall
Second: Scott Silsbee
Vote: Approved unanimously

MEMBERS' REPORTS

Chair Spiegel introduced Stacy Cockrum as the Acting CIO of the Department of Motor Vehicles (DMV) and noted the CAC and DMV have been working on mutual interests related to sharing of DMV photos at the national level. More specifics should be available at the next CAC meeting.

CAC DISCUSSION/OPEN FORUM/PUBLIC COMMENT

None.

ADJOURN (Chair Spiegel)

A motion was made to adjourn the meeting. The next CAC meeting was tentatively scheduled for March 2014.

Motion: Scott Marshall
Second: Marc Shaw
Vote: Approved unanimously

The meeting was adjourned at 2:02 p.m.

ACTION ITEMS

1. Cynthia Renaud will contact the Vacaville Police Department Chief regarding password compliance requirements.