



MANAGEMENT COMMITTEE

John Bolduc, **Chair**
San Diego Harbor Police

Gary Morrison
Carlsbad Police Department

David Bejarano
Chula Vista Police Department

Jon Froomin
Coronado Police Department

Jim Redman
El Cajon Police Department

Craig Carter
Escondido Police Department

Ed Aceves
La Mesa Police Department

Manuel Rodriguez
National City Police Department

Frank McCoy
Oceanside Police Department

Walt Vasquez
San Diego Police Department

William D. Gore
San Diego Sheriff's Department

Adolfo Gonzales
San Diego District Attorney's Office

Pamela Scanlon
Director, ARJIS

Cynthia Burke
Director, Criminal Justice Research

Kurt Kroninger
Director, Technical Services

CHIEFS'/SHERIFF'S MANAGEMENT COMMITTEE

**Wednesday, September 3, 2014
9:30 a.m. to 10:30 a.m.**

**San Diego Police Western Division
5215 Gaines Street
San Diego, CA**

AGENDA HIGHLIGHTS

- ARJIS REGIONAL TECHNICAL POLICY REVIEW

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CHIEFS'/SHERIFF'S MANAGEMENT COMMITTEE

Wednesday, September 3, 2014

ITEM NO.		RECOMMENDATION
1.	ROLL CALL	
+2.	APPROVAL OF MEETING MINUTES	APPROVE
	The Chief's/Sheriff's Management Committee (Committee) is asked to review and approve the minutes from its August 6, 2014, meeting.	
3.	PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS	
	Members of the public will have the opportunity to address the Committee on any issue within its jurisdiction. Public speakers are limited to three minutes or less per person and shall reserve time by completing a "Request to Speak" form and giving it to the clerk prior to speaking. Committee members also may provide information and announcements under this agenda item.	
REPORTS		
4.	PUBLIC SAFETY COMMITTEE UPDATE (Chief Jim Redman)	INFORMATION
	The Public Safety Committee (PSC) meeting scheduled for August 15, 2014, was cancelled. The next scheduled PSC meeting is September 19, 2014, at 1 p.m.	
+5.	ARJIS REGIONAL TECHNICAL POLICY REVIEW (ARJIS Staff/Undersheriff Ed Prendergast)	RECOMMEND
	Staff will present two documents for review and recommendation; the first is the final draft document of the regional ARJIS License Plate Reader (LPR) Technical Policy. This document outlines responsibilities of ARJIS in its role as the regions data repository and information technology provider. The Committee will be asked to recommend to the SANDAG Public Safety Committee (PSC) at its October 17 meeting to approve or recommend approval to the SANDAG Board of Directors. A separate operational 'protocol' has been developed by the participating agencies that provide operational and best practice guidelines for agencies using LPRs in the San Diego region. This document will be reviewed in preparation for presentation to the County Chiefs Sheriffs Association for adoption; and may also be shared with the PSC for review and recommendation.	
6.	TACTICAL IDENTIFICATION SYSTEM UPDATE (ARJIS Staff)	DISCUSSION
	Staff will provide an update of the Tactical Identification System, an application utilized by officers in the field to assist with positive identification. The existing policy is being updated to distinguish the ARJIS related technical system policies from operational best practice guidelines. These two documents will be reviewed at this meeting in preparation, with final recommendation at the October 1 Committee meeting for the Public Safety Committee to approve or recommend approval by the SANDAG Board of Directors.	

7. BUSINESS WORKING GROUP (ARJIS Staff) INFORMATION

The next Business Working Group meeting is scheduled for Tuesday, September 16, 2014, at Harbor Police Department.

8. UPCOMING MEETINGS INFORMATION

The next meeting of the Committee is scheduled for Wednesday, October 1, 2014, at 9:30 a.m. at San Diego Police Department, Western Division.

9. ADJOURNMENT

+ next to an agenda item indicates an attachment

San Diego Association of Governments
CHIEFS'/SHERIFF'S MANAGEMENT COMMITTEE

September 4, 2014

AGENDA ITEM NO.: **2**

Action Requested: APPROVE

AUGUST 6, 2014, MEETING MINUTES

The meeting of the Chief's/Sheriff's Management Committee (Committee) was called to order by Chair Jim Redman (El Cajon Police Department) at 9:30 a.m.

1. ROLL CALL

Roll call was taken and a quorum was present. See attendance sheet on last page.

2. APPROVAL OF JUNE 4, 2014 MEETING MINUTES (APPROVE)

Action: Upon a motion by Chief Manuel Rodriguez (National City Police Department) and a second by Chief David Bejarano (Chula Vista Police Department), the minutes of the July 2, 2014, meeting were approved.

Yes: Chair Jim Redman, Chief Gary Morrison (Carlsbad Police Department), Chief David Bejarano, Chief Craig Carter (Escondido Police Department), Chief Ed Aceves (La Mesa Police Department), Chief Manuel Rodriguez, Chief Frank McCoy (Oceanside Police Department), Assistant Chief Mark Stainbrook (San Diego Harbor Police Department), Assistant Chief Walt Vasquez (San Diego Police Department), and Undersheriff Ed Prendergast (San Diego Sheriff's Department). No: None. Absent: Chief Jim Froomin (Coronado Police Department).

3. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS

There were no public comments. Undersheriff Prendergast stated that Assistant Sheriff Kirby Beyer has retired effective August 5, 2014. Chief John Bolduc (San Diego Harbor Police Department) is temporarily serving as the Port of San Diego President and Chief Jim Redman is now acting Chair for this Committee. A brief update was given regarding proposed changes to SANDAG policy that would affect this Committee's approval authority, effectively changing it to an advisory committee. This change will be discussed at the next SANDAG Executive Committee meeting on September 12, 2014, before being discussed, again, at the SANDAG Board of Director's meeting. Chief Redman stated he and Chief Bejarano plan to attend.

REPORTS

4. PUBLIC SAFETY COMMITTEE UPDATE (INFORMATION)

Chair Redman reported that the Public Safety Committee meeting on July 18, 2014, at 1 p.m. featured reports on Smart Streets by Stephan Vance (SANDAG); the Children's Initiative Report Card

by Sandra McBrayer; and the regional Graffiti Tracker program by Lieutenant Mike Kearney (Escondido Police Department). Chief Hanneman provided information regarding the new AED mobile application deployed in San Diego County. Chief McCoy stated that Escondido is not live with the AED due to pending Department of Justice approval as its fire and law enforcement services share the same server.

5. GRAFFITI TRACKER UPDATE (INFORMATION)

Director Pam Scanlon (ARJIS) and Harold Reid (ARJIS) provided an overview of the regional Graffiti Tracker program. The regional Memorandum of Agreement and the proposed rates for each participant were distributed along with activity reports for each jurisdiction. Mr. Reid gave a brief update regarding the two users' meetings held in July and a list of invitees and attendees for each of the meetings.

6. ARJIS REGIONAL LICENSE PLATE READER TECHNICAL SUPPORT DOCUMENT (DISCUSSION)

Ms. Scanlon opened the discussion with a handout that provided a breakdown comparing the draft technical License Plate Reader (LPR) policy that covers technical policies relating to ARJIS as the information technology provider, to the agency specific operational use protocol of the LPR technology. The Committee agreed that the separation of the two documents is significant, as the LPR Technical Policy is under the purview of the Public Safety Committee, with review and recommendations from the Committee, where the operational policy guidelines and protocols are governed by the San Diego County Chiefs' and Sheriff's Association. The draft Technical LPR Policy was presented to the Committee and the various sections highlighted. It was recommended the 'seconds in command' take the lead on the LPR Operational Protocol document, and present a draft to the Committee on September 3, 2014, to be reviewed in conjunction with the draft Technical Policy document. Chief Rodriguez and Chief Redmond recommended that this item be included in the next agenda as an action item.

7. BUSINESS WORKING GROUP (INFORMATION)

Cathy Osgan (Oceanside Police Department) provided the Committee with an overview of the Palantir training session that was offered to five participants by the San Diego Law Enforcement Coordination Center last month. Chief McCoy will attend the next Business Working Group meeting to discuss the Palantir project. The next meeting is scheduled for August 28, 2014, at Harbor Police Department.

8. UPCOMING MEETINGS (INFORMATION)

The next meeting of the Committee is scheduled for Wednesday, September 3, 2014, at 9:30 a.m. at San Diego Police Department, Western Division.

9. ADJOURNMENT

The meeting was adjourned at 10:33 a.m.

**ARJIS CHIEFS'/SHERIFF'S MANAGEMENT COMMITTEE ATTENDANCE
August 6, 2014**

JURISDICTION	MEMBER NAME	Attendance	Attended By
CARLSBAD POLICE DEPARTMENT	CHIEF GARY MORRISON (Member)	YES	
CARLSBAD POLICE DEPARTMENT	VACANT (Alternate)	--	
CHULA VISTA POLICE DEPARTMENT	CHIEF DAVID BEJARANO (Member)	YES	
CHULA VISTA POLICE DEPARTMENT	CAPTAIN GARY FICACCI (Alternate)	NO	
CORONADO POLICE DEPARTMENT	CHIEF JON FROOMIN (Member)	NO	
CORONADO POLICE DEPARTMENT	COMMANDER LASZLO WACZEK (Alternate)	NO	
EL CAJON POLICE DEPARTMENT	CHIEF JIM REDMAN (Member - Chair)	YES	
EL CAJON POLICE DEPARTMENT	CAPTAIN JEFF DAVIS (Alternate)	NO	
ESCONDIDO POLICE DEPARTMENT	CHIEF CRAIG CARTER (Member)	YES	
ESCONDIDO POLICE DEPARTMENT	CAPTAIN BOB BENTON (Alternate)	NO	
LA MESA POLICE DEPARTMENT	CHIEF ED ACEVES (Member)	YES	
LA MESA POLICE DEPARTMENT	CAPTAIN DAVID BOND (Alternate)	NO	
NATIONAL CITY POLICE DEPARTMENT	CHIEF MANUEL RODRIGUEZ (Member)	YES	
NATIONAL CITY POLICE DEPARTMENT	CAPTAIN JOSE TELLEZ (Alternate)	NO	
OCEANSIDE POLICE DEPARTMENT	CHIEF FRANK MC COY (Member)	YES	
OCEANSIDE POLICE DEPARTMENT	CAPTAIN TOM AGUIGUI (Alternate)	NO	
SAN DIEGO HARBOR POLICE DEPARTMENT	ACTING CHIEF MARK STAINBROOK (Member)	YES	
SAN DIEGO HARBOR POLICE DEPARTMENT	VACANT (Alternate)	--	
SAN DIEGO POLICE DEPARTMENT	ASSISTANT CHIEF WALT VASQUEZ (Member)	YES	
SAN DIEGO POLICE DEPARTMENT	VACANT (Alternate)	--	
SAN DIEGO SHERIFF'S DEPARTMENT	SHERIFF WILLIAM D. GORE (Member)	NO	
SAN DIEGO SHERIFF'S DEPARTMENT	UNDERSHERIFF ED PRENDERGAST (1 st Alternate)	YES	
SAN DIEGO SHERIFF'S DEPARTMENT	VACANT (2 nd Alternate)	--	

SAN DIEGO DISTRICT ATTORNEY	CHIEF OF INVESTIGATIONS ADOLFO GONZALES (Member)	YES	
SAN DIEGO DISTRICT ATTORNEY	ASSISTANT CHIEF INVESTIGATOR MIGUEL ROSARIO (Alternate)	NO	
ARJIS	ARJIS DIRECTOR PAM SCANLON	YES	
SANDAG	CRIMINAL JUSTICE RESEARCH DIRECTOR CYNTHIA BURKE	YES	
Guests: Sam Georges (DA); Cathy Osgan (Oceanside Police Department); Katie Mugg, Cathlyn Coons, Harold Reid, Dale Stockton (ARJIS)			

**ARJIS Technical Policy for
The Regional License Plate Recognition System in the San
Diego Region**

DRAFT

8/29/14

ATTACHMENT 2

This document is in DRAFT form and is intended for review and comment only.

*It is not intended to be used for operational guidance or decision making until approved
by the San Diego Chiefs and Sheriffs Management Committee.*

Automated Regional Justice Information System Technical Support Policy for the Regional License Plate Reader System

STATEMENT OF PURPOSE

The purpose of this document is to outline the responsibilities of the Automated Regional Justice Information System (ARJIS) in its role as a law enforcement information technology provider relating to Regional License Plate Reader (LPR) efforts. ARJIS, in cooperation with local, state, federal and tribal law enforcement agencies, maintains a regional LPR repository in support of legitimate law enforcement efforts to improve public safety.

In regard to the Regional LPR system, the primary responsibility of ARJIS is to provide the secure network infrastructure, technical standards, security protocols, controlled access and database administration. Included in the support of the secure infrastructure are on-going system operational procedures, maintenance, and security monitoring of the circuits, hubs, routers, firewalls, databases, and other components that comprise the ARJIS Enterprise, ensuring the priority, integrity, and availability of service to authorized law enforcement users.

This document should be referenced in conjunction with the Regional LPR Operational Guidelines and Protocol established by the County Chiefs and Sheriffs Association which outlines LPR best practices and operational protocol.

AUTHORIZED ACCESS TO LPR DATA

Only those authorized law enforcement personnel who have met the minimum training, certification, and background checks required for access to criminal justice data may access the Regional LPR database. Authorized users must have an active account in the ARJIS Security Center and are mandated to follow the procedures for establishing complex passwords that must be changed every 90 days. Users must enter a reason for access to LPR data prior to executing a query. All queries for LPR data are subject to audit and kept in audit logs in accordance with the procedures outlined in the audit section below.

AUDIT

Access to, and use of, LPR Data is logged for audit purposes. Audit logs are maintained for a minimum of three years. Audit reports are structured in a format that is understandable and useful and will contain, at a minimum:

- The name of the law enforcement user;
- The name of the agency employing the user;
- The date and time of access;
- The specific data accessed;
- The supplied authorized law enforcement or public safety justification for access including a relevant case number if available at the time of query.

Automated Regional Justice Information System

Technical Support Policy for the Regional License Plate Reader System

Audit reports will be provided as follows:

Every 12 months, or upon request, ARJIS will provide member agencies with a system utilization report for the prior 12 month period. In addition, ARJIS will provide specific information regarding individual access and query upon request from any member agency.

The purpose of these reports is to allow agencies to verify proper use in accordance with established procedures for access to criminal justice information. Addressing intentional misconduct is the responsibility of the individual agency. In addition to any action taken by the agency, ARJIS may act to limit or terminate system access in order to prevent misuse of data or compromise of system integrity.

REQUIREMENTS FOR ALL AGENCIES CONTRIBUTING LPR DATA

Prior to sending any data to the Regional LPR database, an agency must comply with the following:

- Be an ARJIS Public Safety member agency;
- Be a certified agency with the California Law Enforcement Telecommunications System (CLETS);
- Be the owner, operator, manager or controller of the equipment that generates the contributed data;
- Maintain compliance with applicable Federal Bureau of Investigation Criminal Justice Information System (FBI-CJIS) security policies regarding law enforcement data;
- Provide only LPR data that is in a format consistent with the National Information Exchange Model (NIEM) or data that is readily capable of conversion to a NIEM-compliant format;
- Provide LPR data that includes, at a minimum, the time, date and location of capture as well as a unique identifier of the equipment used to capture the information;
- Ensure that LPR equipment utilized by the agency is in full compliance with any requirements or standards established by the Department of Justice in regard to License Plate Reader systems.

METHOD AND FREQUENCY OF DATA TRANSMISSION

In addition to the requirements outlined above, participating agencies which operate their own LPR data servers are required to export LPR data to the Regional Server via a secure connection such as ARJISNET. The frequency of data transfer should be as near real time as possible to ensure maximum public safety benefit.

Agencies that do not operate their own LPR server may send data directly from the LPR device to ARJIS via a secure wireless connection. Upon receipt by ARJIS, the data will be converted to the NIEM data standard prior to ingestion to the Regional LPR database.

ALERT LIST MAINTENANCE

Automated Regional Justice Information System

Technical Support Policy for the Regional License Plate Reader System

Agencies which maintain their own LPR data server are responsible for maintaining and distributing alert lists for LPR units in their jurisdiction. LPR units operated by agencies that do not have their own LPR server will receive updated alert lists via the ARJIS interface. The alert lists include the Stolen Vehicle and Felony Wanted Vehicle Systems from the Department of Justice and are updated on a frequency determined by the information source. It is strongly recommended that agencies use real time or near-real time data transfer for LPR units to increase the timeliness and effectiveness of the alert lists and to provide maximum public safety benefit.

PHYSICAL AND ELECTRONIC SECURITY OF REGIONAL LPR DATA

Regional LPR data is stored in a segregated database located in a secured law enforcement facility with multiple layers of physical security and 24/7 security protections. Physical access is limited to law enforcement staff who have completed background investigations and completed the relevant FBI CJIS state and federal training.

ARJIS will utilize strong multi-factor authentication, encrypted communications, firewalls, and other reasonable physical, technological, administrative, procedural, and personnel security measures to mitigate the risks of unauthorized access to the system.

It is recommended that member agencies utilize the same rigorous security measures to protect the LPR data on their internal systems.

RETENTION OF LPR DATA

LPR data sent to ARJIS and stored on the regional server will be retained for a period of (12) twelve months. Once the retention period has expired, the record will be purged entirely from all active and backup systems unless a reasonable suspicion has been established that the vehicle identified by the LPR read is connected to criminal activity or relevant to an ongoing criminal investigation.

Upon request, LPR records of vehicles related to criminal investigations will be provided to the requesting agency as evidence to be retained for a period that is consistent with the agency's record retention rules.

CUSTODIAN OF RECORDS AND RECORDS REQUESTS

Each agency sharing data retains control and ownership as the official custodian of its records. To the extent permitted by law, requests for information under the California Public Records Act or Freedom of Information Act or similar applicable laws will be directed to the owner of the requested data. For the purpose of this document, the owner of the data is defined as the agency in control of the LPR device which generated the requested data.

SYSTEM MANAGEMENT AND ACCOUNTABILITY

Automated Regional Justice Information System

Technical Support Policy for the Regional License Plate Reader System

ARJIS authorized technical staff shall have the responsibility for managing the LPR system and associated infrastructure. Included is the responsibility for the security of the alert list information and any LPR Data which is maintained by ARJIS. All persons having access to LPR data must take reasonable measures to protect the privacy and civil liberties of individuals, as well as the security and confidentiality of LPR Data.

DISSEMINATION OR RELEASE OF LPR DATA

Except as explicitly authorized below, LPR data is for official law enforcement purposes only. Participating law enforcement agencies will not share LPR Data with commercial or private entities or individuals. However, participating law enforcement agencies may disseminate LPR data to governmental entities with an authorized law enforcement or public safety purpose for access to such data. ARJIS assumes no responsibility or liability for the acts or omissions of other agencies in making use of the LPR data properly disseminated.

POLICY REVISIONS

The ARJIS Regional LPR Policy will be reviewed and updated as necessary, no less frequently than every 12 months or more frequently based on changes in data sources, technology, data use and/or sharing agreements, and other relevant considerations.

Automated Regional Justice Information System Technical Support Policy for the Regional License Plate Reader System

AUTHORIZATIONS:

The "participating" agencies, by their duly authorized officials, have agreed to support this countywide guideline as indicated below.

San Diego County Sheriff's Dept.	Date	San Diego Police Dept.	Date
La Mesa Police Dept.	Date	El Cajon Police Dept.	Date
Chula Vista Police Dept.	Date	National City Police Dept.	Date
Carlsbad Police Dept.	Date	San Diego Harbor Police Dept.	Date
Coronado Police Dept.	Date	Escondido Police Dept.	Date
San Diego District Attorney's Office	Date	Oceanside Police Dept.	Date
		SANDAG-ARJIS	Date