CHIEF’S / SHERIFF’S MANAGEMENT COMMITTEE

Wednesday, January 6, 2016
9:45 to 10:45 a.m.
Sheraton Four Points
8110 Aero Drive
San Diego, CA  92123

AGENDA HIGHLIGHTS

- ARJIS TECHNOLOGY STRATEGY SUMMARY
- ARJIS URBAN AREA SECURITY INITIATIVE REVIEW
- ARJIS LAW ENFORCEMENT PORTAL ENHANCEMENTS

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(619) 533-4201 Fax (619) 595-7859   www.sandag.org
CHIEFS'/SHERIFF’S MANAGEMENT COMMITTEE
Wednesday, January 6, 2016

ITEM NO.  RECOMMENDATION

+1.  APPROVAL OF MEETING MINUTES   APPROVE

The Chiefs'/Sheriff’s Management Committee (Management Committee) is asked to review and approve the minutes from its December 2, 2015, meeting.

2.  PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS

Members of the public shall have the opportunity to address the Management Committee on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a “Request to Speak” form and giving it to the meeting coordinator prior to speaking. Public speakers should notify the meeting coordinator if they have a handout for distribution to working group members. Public speakers are limited to three minutes or less per person. Management Committee members also may provide information and announcements under this agenda item.

REPORTS

3.  PUBLIC SAFETY COMMITTEE UPDATE   INFORMATION

The Public Safety Committee (PSC) meeting for December 11, 2015, was cancelled. The next PSC meeting will be held on January 15, 2016.

4.  ARJIS TECHNOLOGY STRATEGY SUMMARY   DISCUSSION/POSSIBLE ACTION

Bob Kaelin from MTG Management Consultants will present the ARJIS technology priorities and key initiatives in the ARJIS Technology Plan for the next three years. The focus of the plan is to “Mobilize the ARJIS applications” so any officer or member of your departments can access ARJIS tools wherever they are at. ARJIS seeks to provide greater access to more timely information.

5.  ARJIS URBAN AREA SECURITY INITIATIVE REVIEW   DISCUSSION/POSSIBLE ACTION

The Department of Homeland Security typically releases Homeland Security Grant Program (HSGP) funding allocations during the spring timeframe. Staff will highlight past accomplishments achieved with HSGP Urban Area Security Initiative funding and the process for including ARJIS projects in the FY 2016 application.

6.  ARJIS LAW ENFORCEMENT PORTAL ENHANCEMENTS   DISCUSSION/POSSIBLE ACTION

Staff will provide an overview of the latest enhancements to the law enforcement portal. The Management Committee is asked to review the enhancements and provide feedback.

7.  UPDATE FROM THE BUSINESS WORKING GROUP   INFORMATION

The next Business Working Group meeting will be held on Tuesday, January 19, 2016, at the Carlsbad Police Department.
8. **UPCOMING MEETINGS**

The next meeting of the Management Committee is scheduled for Wednesday, February 3, 2016, at 9:45 a.m. at the Sheraton Four Points, 8110 Aero Drive, San Diego, CA 92123.

9. **ADJOURNMENT**

+ next to an agenda item indicates an attachment
DECEMBER 2, 2015, MEETING MINUTES

The meeting of the Chief’s/Sheriff’s Management Committee was called to order by Chief Manuel Rodriguez (National City Police Department) at 9:49 a.m. A quorum was present. See attendance sheet on last page.

1. APPROVAL OF SEPTEMBER 2, 2015, MEETING MINUTES (APPROVE)

Action: Upon a motion by Chief Frank McCoy (Oceanside Police Department), and a second by Chief Craig Carter (Escondido Police Department), the minutes of the September 2, 2015, meeting were approved. Yes – Chief Jon Froomin (Coronado Police Department), Chief Carter, Chair Rodriguez, Chief McCoy, Chief Adolfo Gonzales (San Diego District Attorney’s Office), Assistant Chief Al Guaderrama (San Diego Police Department), and Commander Mike Barnett (San Diego Sheriff’s Department). No – None. Abstain – None. Absent - Carlsbad Police Department, Chula Vista Police Department, El Cajon Police Department, La Mesa Police Department, and San Diego Harbor Police Department.

2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS

There were no public comments.

REPORTS

3. PUBLIC SAFETY COMMITTEE UPDATE (INFORMATION)

Pam Scanlon (Director, ARJIS) reported the Public Safety Committee (PSC) met on Friday, September 18, 2015. Agenda items included: (1) approval to accept $75,000 in funding for the current fiscal year for Community Assessment Team Plus; (2) update on the Data Sharing Memorandum of Understanding (MOU); (3) overview of the City Heights Restorative Community Conference Pilot Project; and (4) Dr. Cynthia Burke (Director, Applied Policy/Criminal Justice Research) presented an overview of the updated regional crime statistics. The PSC met on Friday, October 16, 2015. Agenda items included: (1) Approval to accept $415,599 for a 2-year grant regarding San Diego Community Court; and (2) an overview of how local law enforcement has worked collaboratively to address the changes regarding Assembly Bill 109 and Proposition 47. Chair Sinnott suggested two items: (1) a PSC status report to the SANDAG Police Board meeting for December 2015, and (2) a re-evaluation of the PSC to be done in the beginning of the new year with input from members to ensure the PSC be as effective as possible. The PSC met on Friday, November 13, 2015. Agenda items included: (1) Public Safety Related Goals for the 2016 Legislative Program; (2) ARJIS Information Sharing Assessment presentation by Dr. Brian Jackson (RAND Corporation); (3) update on Homeland Security Strategy goals and objectives for the San Diego Urban Area; and (4) substance use trends among
the San Diego County Arrestee population. Chair Sinnott noted that staff is continuing on finalizing the MOU, reviewing strategic goals, and putting together a work plan. The next meeting of the PSC is scheduled for Friday, January 15, 2016, at 1 p.m.

**Action:** This agenda item was presented for information.

4. **AGENCY MEMBERSHIP REQUEST (DISCUSSION/POSSIBLE ACTION)**

Investigators Duncan Fraser and Steve Brewer, and Supervisor Eric Ryan (State of California, Department of Consumer Affairs) provided an overview of their agency’s request for ARJIS membership. The focus of the agency is investigating complaints of personnel in the medical profession. The agency is an authorized California Law Enforcement Telecommunications System (CLETS) user comprised of 10 investigators and 2 supervisors. Ms. Scanlon noted that they are also (Peace Officer Standards and Training) POST certified.

Discussion followed concerning the agency and if it would be possible to have their agency’s information going into ARJIS, in addition to them retrieving information. It may be possible; however, they noted the issue of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) is to consider. A legal review would be required to determine exactly what information can be shared.

Ms. Scanlon also noted ARJIS has received requests from North County Transit District (NCTD) and the County Department of Housing and Community Development for data access and/or membership. The County does background checks for Section 8 housing. NCTD is interested in local data (not CLETS) and wants to contribute data (citations and field interviews [FIs]). These agencies will be asked to make a presentation at an upcoming meeting once the formal requests for membership have been received.

**Action:** Upon a motion by Chief Froomin, and a second by Chief Gonzales, the Management Committee recommended approving the State of California, Department of Consumer Affairs’ request for membership. This recommendation will go to the Public Safety Committee for approval.

Yes – Chief David Bejarano (Chula Vista Police Department), Chief Froomin, Chief Carter, Chair Rodriguez, Chief McCoy, Chief Gonzales, Assistant Chief Guaderrama, and Commander Barnett. No – None. Abstain – None. Absent - Carlsbad Police Department, El Cajon Police Department, and San Diego Harbor Police Department.

5. **DATA SHARING MEMORANDUM OF UNDERSTANDING AND DATA RETENTION UPDATE (INFORMATION)**

Ms. Scanlon reported on the MOU. A working group committee was formed to address issues of the MOU with PSC Chair Terry Sinnott, PSC Vice Chair Steve Vaus, Supervisor Ron Roberts, Sheriff William D. Gore, Chief Shelley Zimmerman, and Chief David Bejarano. A meeting with legal representatives will be held the first week of January 2016.

Dale Stockton (ARJIS staff) reported on the draft record retention guidelines for data housed in the ARJIS. The draft guidelines set forth the retention criteria for ARJIS-maintained records that are not covered by other specific Records Retention Acceptable Use Policies (AUPs). The retention guidelines represent the recommendations of the County Chiefs’ and Sheriff’s Association and are in keeping with established best practices regarding the storage and retention of criminal justice records in support of law enforcement operations and public safety. A working group was formed from the Business Working Group (BWG) to discuss retention guidelines and propose options. After hearing
the proposed guidelines from the working group, the BWG recommended the following: all agency-submitted records, other than those covered by other specific (AUPs), will be maintained by ARJIS for a period of seven years from the date of creation, after which they will be purged. The working group identified situations, such as a court-order, where an agency may need to modify or delete a record held by ARJIS. The working group highlighted it is the responsibility of the submitting agency, as the custodian of record, to modify or delete the record as may be needed prior to the seven year period. Not subject to the seven year retention period and acceptable for extended or indefinite retention are (1) sex offender registration; (2) criminal registrations which extend beyond the standard seven year purge period; (3) specific requests by agencies to maintain a record that may be relevant beyond the seven year period; and (4) other records which are covered by separate and/or specific AUPs. This is a stand-alone document and can be used in conjunction with the Data Sharing MOU. The Committee recommended forwarding the draft guidelines to their respective agencies and SANDAG legal counsels for review.

**Action:** This agenda item was presented for information.

6. **ARJIS TECHNICAL STRATEGIC PLAN (DISCUSSION/POSSIBLE ACTION)**

Mr. Dale Stockton (ARJIS staff) gave an update on a user survey that was conducted in November to assess how agencies are using ARJIS. Almost 500 users responded. The results highlighted the methods used to access ARJIS, frequency of use, satisfaction, and recommendations. Two-thirds of respondents were investigators or analysts. Eighty-seven percent of respondents indicated they use ARJIS at least weekly with the majority of respondents (55+%) indicating daily use. Almost 20 percent of respondents indicate they access ARJIS using a handheld mobile device. Two-thirds of respondents want or currently use handheld devices. Nearly 85 percent of respondents indicate an interest in keyword searches. Currently, only COPLINK supports the ability to do a key word search in a report narrative. Comments and suggestions will be evaluated and if feasible, included in the annual work plan for prioritization. An update will be presented at a future meeting.

Bob Kaelin (MTG Consulting) provided an overview on the ARJIS Technical Strategic Plan currently in process. This plan is focused on a 3-year timeframe. The draft technology vision is: “To provide officers and other users the desktop and mobile tools and data that promote officer and public safety through timely, appropriate, responsible, and effective sharing of information wherever they serve.” The focus is to deploy a suite of secured solutions for the region, seek to increase services, enhance the timeliness and scope of reporting information, update the quality and usefulness of ARJIS applications, and continue to provide validated 24 hours, 7 days information to the region.

**Action:** This item was presented for discussion/possible action. ARJIS staff will continue to update the Committee on the strategic plan and security assessment.

7. **UPDATE FROM THE BUSINESS WORKING GROUP (INFORMATION)**

Ms. Scanlon reported the Business Working Group met on September 15, 2015, at Escondido Police Department. Agenda items included (1) updates on BOLOS, Portal, Data Sharing MOU, COGNOS enhancements and training classes; (2) larceny report request; (3) dashboard enhancements; (4) status of ARJIS retention policies and related efforts; (5) Palantir update; and (6) data requests update. The BWG met on November 17, 2015, at the San Diego Sheriff’s Department. Agenda items included (1) ARJIS/RAND DOJ grant update; (2) rape stats for review; (3) announcement of the recruitment for a Technical Management position; (4) ARJIS Technical Strategic Plan; and (5) data requests.
The next Business Working Group meeting is scheduled for Tuesday, January 19, 2016, at Carlsbad Police Department.

**Action:** This agenda item was presented for information.

8. **UPCOMING MEETINGS (INFORMATION)**

The next meeting of the Chiefs’/Sheriff’s Management Committee is scheduled for Wednesday, January 6, 2016, at 9:45 a.m., at the Sheraton Four Points.

**Action:** This agenda item was presented for information.

9. **ADJOURNMENT (INFORMATION)**

The meeting was adjourned at 10:47 a.m. by Chair Rodriguez.
### San Diego Association of Governments

**ARJIS CHIEFS'/SHERIFF'S MANAGEMENT COMMITTEE ATTENDANCE – December 2, 2015**

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<th>JURISDICTION</th>
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<td>SANDAG CRIMINAL JUSTICE RESEARCH DIRECTOR CYNTHIA BURKE</td>
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**Guests:** Barbara Jean Harris, Lloyd Muenzer, and Dale Stockton (ARJIS staff); Bob Kaelin (MTG), Duncan Fraser, Eric Ryan, and Steve Brewer (Department of Consumer Affairs)