The Public Safety & Security Information System (ILETS) Board convened by teleconference on June 11, 2018 at 2:05 pm.

Board Member Present:
Chairman Chief Craig Kingsbury, Twin Falls Police Department
Chief Jeff Lavey, Meridian Police Department
Sheriff Shaun Gough, Gooding County Sheriff’s Office
Sheriff Eric Snarr, Minidoka County Sheriff’s Office
Colonel Kedrick Wills, Director, Idaho State Police (ISP)
Major Charlie Spencer (ISP)

Non-Members Present:
Dawn Peck, Chief ISP Bureau of Criminal Identification (BCI)
Leila McNeill, BCI Operations Officer
Sharon Burford, Administrative Assistant (BCI)
Sandy Kelleher, BCI Auditing and Training

I. Roll Call
Ms. Peck conducted a verbal roll call. All board members were present at the beginning of the meeting.

II. Board Action Policies - Ms. Peck stated that she went through the last 47 years of ILETS Board meeting minutes listing the 915 actions on a spreadsheet. She then distilled the list down to actions where the board made a policy. This is the spreadsheet that she sent to the board members. She would like go through the actions one at a time with the board for them to decide whether to reaffirm, amend, or rescind the policy. After the review has been completed, the board members may have ideas for other policies. The staff will use the ideas to formulate a proposed policy to be presented at the next board meeting.

1. Training
Action (6/30/1971) – The Board agreed that periodic training should be provided as needed.
Motion (6/11/2018) – It is the Policy of the ILETS Board that periodic training, in-person and via the CBT, be offered to users of the system, and that all users must recertify every 2 years.
Colonel Wills moved that the policy be approved as read by Ms. Peck. Sheriff Snarr seconded the motion. After some discussion, the motion was passed.

2. **Confidentiality guidelines**
   **Action** (3/29/1973) – There was a unanimous agreement of the board to tighten the language set down in the Operating Manual as to who may be an authorized terminal operator and system security requirements. The board decided to use the same language as the NCIC Policy. Additionally, the Board agreed to strengthen the language as the rights of the Board to remove an offending terminal from the system so that all other users would not be jeopardized.
   **Motion** (6/11/2018) – The ILETS Board requires all persons with either logical or physical access to the system to be vetted via the ILETS Access Criterion. Additionally, any misuse of the system is guided by State Statute and the FBI CJIS Security Policy.

   Sheriff Gough moved that the policy be approved as read by Ms. Peck. Sheriff Snarr seconded the motion. The motion passed.

3. **Requests for new terminals**
   **Action** (8/29/1973) – All requests for access should be submitted to the board in writing.
   **Motion** (6/11/2018) – All agency requests for access should be submitted to the board in writing.

   Sheriff Gough moved to reaffirm the policy. Colonel Wills seconded the motion. The motion passed.

4. **APB garbage traffic**
   **Action** (11/1/1978) – If an operator on the network is violating procedures, the offending terminal in a hold pattern, the administrator of the agency is to be called anytime of the day or night asking him to straighten out the matter and the terminal will be left on hold until that time. If there is a second occurrence, the matter will be brought before the board to determine if the terminal will remain in the office.
   **Motion** (6/11/2018) – Rescind the policy.

   Major Spencer moved to rescind the policy. Sheriff Gough seconded the motion. The motion passed.

5. **Board Attendance**
   **Action** (8/29/1981) – Any member who misses over two consecutive meetings without just cause, will lose their membership on the Board and the Governor will be requested to make another appointment.
Motion (6/11/2018) – Any member who misses over two consecutive meetings without just cause, will lose their membership on the Board and the Governor will be requested to make another appointment.

Sheriff Gough moved that the policy be reaffirmed. Sheriff Snarr seconded the motion. The motion passed.

6. Proxy voting
Action (2/28/1985) – Each member will designate an alternate (participating member) to fulfill his position in his absence and established that there be two meetings a year, one in the spring and one in the fall.

Motion (6/11/2018) – Each member will designate an alternate (participating member) to fulfill his position in his absence and established that there be two meetings a year, one in the spring and one in the fall.

Sheriff Gough motioned to reaffirm the policy. Major Spencer seconded the motion. The motioned passed.

Motion 6/11/2018) – The proxy for a Sheriff must be a Sheriff, the proxy for a Chief must be a Chief, and the proxy for an ISP member must be an ISP Major or above.

Sheriff Gough moved for the above motion. Sheriff Snarr seconded the motion. The motion passed.

7. ILETS Storage Retention
Action (5/21/1992) – The board voted to change the policy for archival of ILETS records from five to three years.

Motion 6/11/2018) – The retention of ILETS information will be in accordance with state and federal retention statutes and policies.

Sheriff Gough moved for the above motion as read by Ms. Peck. Colonel Wills seconded the motion. There was some discussion, the motion was voted on and passed.

8. Dispatch center access to Criminal History Record Information (CHRI)
Action (5/31/2018) – That the ILETS Board continues to resolve to adhere to all NCIC rules and regulations with no exceptions to protect Idaho’s use of the NCIC and NLETS, thereby, maintaining the integrity of law enforcement in the state.

Motion 6/11/2018) – That the ILETS Board continues to resolve to adhere to all NCIC rules and regulations with no exceptions to protect Idaho’s use of the NCIC and NLETS, thereby, maintaining the integrity of law enforcement in the state.
Major Spencer moved to reaffirm the policy. Sheriff Gough seconded the motion. The motion passed.

9. **Non-payment for ILETS**
   **Action** (11/14/1996) – At the end of the quarterly billing, late notices will accompany bill. In the letter it should state that if the bill cannot be paid within 30 days, the agency is expected to provide a written explanation, if no statement arrives within 30 days, the agencies service will be discontinued. If the explanation comes, the agency in review will not be terminated except by a vote of the board.
   **Motion** (6/11/2018) – At the end of the quarterly billing, late notices will accompany bill. In the letter it should state that if the bill cannot be paid within 30 days, the agency is expected to provide a written explanation, if no statement arrives within 30 days, the agencies service will be discontinued. If the explanation comes, the agency in review will not be terminated except by a vote of the board.

   Sheriff Gough moved to reaffirm the policy. Sheriff Snarr seconded the motion. The motion was passed.

10. **Basic and Advance Certification**
    **Action** (11/14/1996) – When taking the ILETS Certification Test, an individual will be allowed three attempts, the initial and two retakes in a six-month period. After a third failed attempt the individual will get a letter stating they can no longer operate ILETS equipment.
    **Motion** (6/11/2018) – When taking the ILETS Certification Test, an individual will be allowed three attempts, the initial and two retakes in a three-month period. After a third failed attempt the individual will be locked out of the system and must take an in-person class and pass the test before being granted access.

    The board discussed the time allowed to pass the test. Chief Lavey moved to amend the policy as above. Sheriff Gough seconded the motion. The motion passed.

11. **2008 FBI audit results**
    **Action** (11/6/2008) – A letter should be sent under the signature of the Chair if an agency has the same findings in two consecutive audits (state audits).
    **Motion** (6/11/2018) – A letter under the signature of the Chair will be sent if an agency has the same findings in two consecutive state audits, requesting remedial action be taken.

    Colonel Wills moved that the policy be reaffirmed. Sheriff Gough seconded the motion.
12. **Request to allow city/county applicant fingerprints transactions via ILETS lines**  
   **Action** (11/6/2008) – The board approved a request to transmit civil applicant prints over ILETS line for those authorized for their county.  
   **Motion** (6/11/2018) – An ILETS Direct Access agency may transmit civil applicant prints over their ILETS line for only those authorized for their jurisdiction.

   The board discussed the wording. Colonel Wills moved to amend the policy as above. Sheriff Snarr seconded the motion. The motion passed.

13. **Migration of misdemeanor warrants to NCIC**  
   **Action** (11/17/2010) – The Board approved a proposal to have a vendor electronically move 1/12 of the misdemeanor files to NCIC per month. After the migration, all warrant entries would be required to go into NCIC.  
   **Motion** (6/11/2018) – All entries for criminal warrants, protection orders, and no contact orders are required to go into NCIC.

   After discussion the board decided to add protection orders and no contact orders. Sheriff Gough moved to affirm as amended. Sheriff Snarr seconded the motion. The motion passed.

14. **Notice of Conferences and Board meetings**  
   **Action** (11/17/2010) – A notice will be sent via ILETS message to all Chiefs, Sheriff, and Tribal Administrators at least 30 days prior to notify them of upcoming ILETS Conferences and board meetings.  
   **Motion** (6/11/2018) – A notice will be sent via email message to all Chiefs, Sheriffs, Tribal Administrators and other ILETS agencies at least 30 days prior to notify them of upcoming ILETS Conferences and board meetings.

   The board discussed the effectiveness of sending the notice via ILETS message. Chief Lavey moved that they change from ILETS message to email message. Major Spencer seconded the motion. The motion passed.

15. **Release of Idaho hot file data**  
   **Action** (11/19/2014) – The board voted to NOT allow the release of Idaho data.  
   **Motion** (6/11/2018) – The ILETS Board does NOT allow the release of Idaho data to the public.

   Major Spencer moved to reaffirm the policy. Sheriff Snarr seconded the motion. The
motion passed.

16. Mobile Device Policy
Action (10/16/2012) – The board agreed that no personally owned devices could have ILETS connectivity.
Motion (6/11/2018) – No personally owned devices are allowed to have ILETS connectivity.

Sheriff Gough moved to reaffirm the policy. Colonel Will seconded the motion. There was discussion of how the policy should be worded or if the policy was needed. A roll call vote was taken: Chief Lavey voted no, Sheriff Gough voted no, Colonel Wills voted aye, Major Spencer voted aye, Sheriff Snarr voted aye. There were two no votes and three yes votes, the motion passed.

III. Other Policy requests – Ms. Peck asked the board if there was any policy that the board would like to have the staff work on and draft for the next board meeting. The board did not have any policy requests.

The board wanted to thank Ms. Peck for all that she has done for ILETS and the state of Idaho.

IV. Meeting Adjourned – The meeting closed at 3 pm.