# Law Enforcement Information Technology Standards Council (LEITSC)

## Project Charter

Created on:     June 01, 2002
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## I.     Mission Statement

The Law Enforcement Information Technology Standards Council (LEITSC) is established to provide advice and leadership to the nation's law enforcement community on information technology standards; share practical solutions; and educate the public safety community on the merits and technical aspects of information systems integration.

## II.     Background

Over the past decade, law enforcement agencies have embraced the use of automation and information technologies. These efforts have followed many of the traditional paths of independent and isolated project management and systems administration. While most law enforcement agencies, both large and small, have included these new technologies into their business processes, few have given serious consideration to the need to integrate these disparate systems. Visionaries in the technical and law enforcement leadership realms have made significant headway in the conceptual development of law enforcement information technology standards. For example, the Global Criminal Justice Information Network has raised the issue of information technology standards to the forefront of the federal and state CIO agendas. Despite these efforts and the efforts of other Office of Justice Programs entities, little has been done to establish lines of communication with the ultimate decision makers, and most influential body of national law enforcement executives (tribal, state and local).

In order to move towards interoperability and a fully integrated justice information system, it is necessary to educate decision makers on the value of technical and practical standards, as well as to educate standards-setting bodies on the needs of the law enforcement community. Once the masses of law enforcement executives understand the importance of technical standards, they will be educated consumers who can leverage the development of functional IT standards. Following the development of agreeable standards, successful implementation will be attainable due to the foundational support of the end user community.

## III.    Purpose

The Law Enforcement Information Technology Standards (LEITS) Council, through a grant from U.S. Department of Justice, Bureau of Justice Assistance (BJA), brings together the nation's primary law enforcement executive membership associations, the International Association of Chiefs of Police (IACP), National Sheriff's Association (NSA), National Organization of Black Law Enforcement Executives (NOBLE) and Police Executive Research Forum (PERF), in order to address the issues involved in law enforcement technology standards.  The purpose of this collaboration is to educate and involve the nation's law enforcement executives in the development, implementation and maintenance of information technology standards.

## IV.    Objectives

The LEITSC will attain the following objectives:

- Create a formal council comprised of senior decision makers from each executive membership association to represent the national law enforcement community.

- Provide OJP agencies with a forum of technical and practical subject matter experts.

- Establish a multi-disciplinary forum of information technology end users that represents the entire justice enterprise.

- Identify and promote integrated justice systems that have maximized the benefit of information technology standards.

- Facilitate the inclusion of technology standards in the development of new systems (large and small).

- Leverage the political, technical and practical assets of the participating membership associations.

- Expand the reach and impact of the Global Criminal Justice Information Network Presidential Advisory Commission.
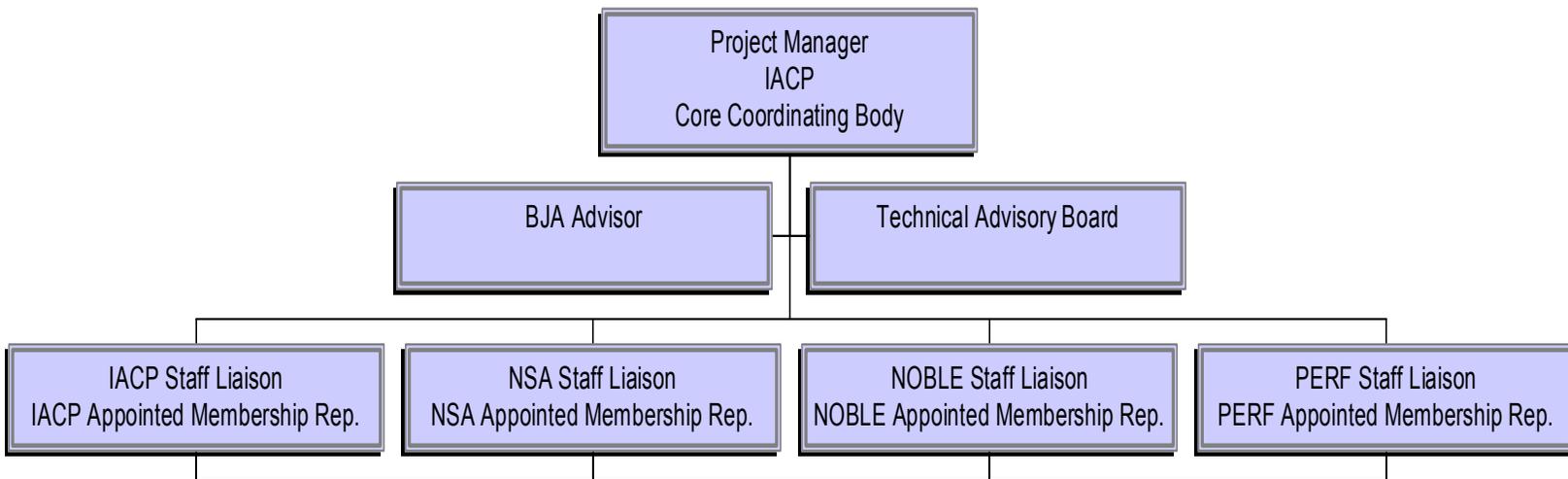
## V.    Council Structure

The Law Enforcement Information Technology Council (LEITSC) consists of four independent membership associations.   Those associations are: the International Association of Chiefs of Police (IACP), National Sheriff's Association (NSA), National Organization of Black Law Enforcement Leaders (NOBLE) and Police Executives Research Forum (PERF).  Each association has identified a staff liaison and an appointed LEITSC member from their senior leadership.

The International Association of Chiefs of Police has been identified to serve as the core coordinating body for the LEITSC.  A program manager has been employed to serve as the full-time primary point of contact and facilitator for LEITSC activities.  She will have management and administrative duties, including coordinating meeting content, tracking budget information and reporting project status.
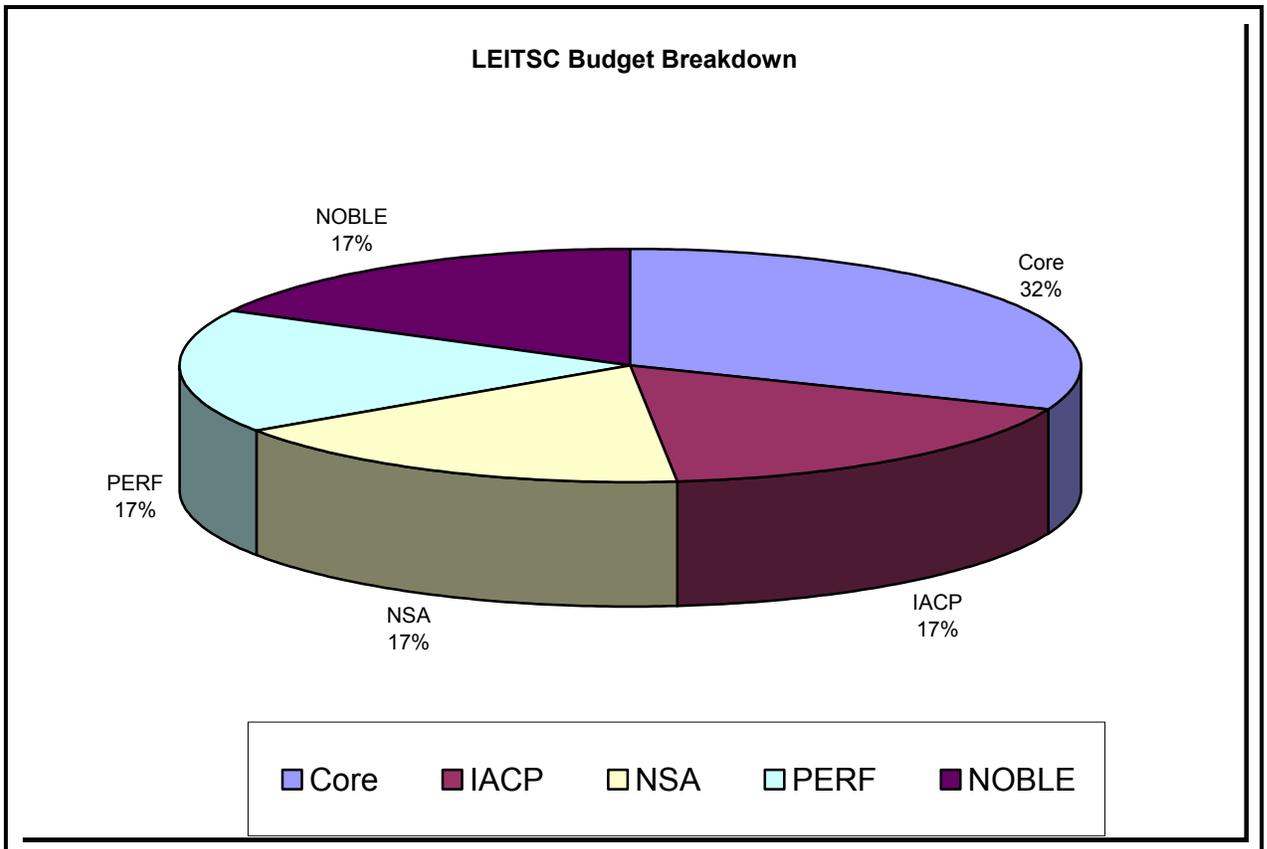
The LEITSC project is located within the structure of the IACP's Technology Center and Technical Assistance Program.  The program manager works closely with BJA staff to ensure LEITSC involvement and influence in all projects relating to IT standards.   While the program manager is an IACP employee, and supervised by the IACP's technology administrator, regular guidance and input is provided by each associations staff liaison and appointed member.

**LEITSC Council Organization**

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                    │     Project Manager     │
                    │          IACP           │
                    │  Core Coordinating Body │
                    └─────────────────────────┘
          ┌──────────────────────┐   ┌──────────────────────────┐
          │      BJA Advisor     │   │ Technical Advisory Board │
          └──────────────────────┘   └──────────────────────────┘
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| IACP Staff Liaison IACP Appointed Membership Rep. | NSA Staff Liaison NSA Appointed Membership Rep. | NOBLE Staff Liaison NOBLE Appointed Membership Rep. | PERF Staff Liaison PERF Appointed Membership Rep. |
|---|---|---|---|

## VI.    Budget Breakdown

The Law Enforcement Information Technology Standards Council has divided the funds provided for the first year of funding by the Bureau of Justice Assistance, Grant # 2002-LD-BX-0002 in the following manner:

**LEITSC Budget Breakdown**

| | |
|---|---|
| NOBLE 17% | Core 32% |
| PERF 17% | IACP 17% |
| NSA 17% | |

Legend: Core | IACP | NSA | PERF | NOBLE

# VII. Scope

The LEITSC Project will specifically recognize and represent the uniqueness of law enforcement in enterprise-wide interoperability by concentrating on the following focus areas:

1. Influence the development of standards for justice communities to use when developing IT systems to enable information sharing and interoperability. Focus will be specifically on:
   a. Technical standards
   b. Procedural standards
   c. Policy

   To reach this goal, the LEITSC will:
   - Identify LEITSC representatives to provide information for and gain information from standards-setting bodies.
   - Act as liaison to all justice information technology standards initiatives.

2. Support and encourage the law enforcement community to adopt established standards.

   To reach this goal, the LEITSC will:
   - Conduct outreach through each association's membership to educate the law enforcement community on IT standards.
   - Produce tools to assist law enforcement to create and implement interoperable information systems.

3. Act as conduit to collaborative initiatives such as GLOBAL, courts community, and corrections community to identify, promote and collect standards specifically pertaining to law enforcement communities.

   To reach this goal, the LEITSC will:
   - Work closely with other standards focused justice committees to keep apprised of on-going initiatives.

# VIII. Participants

- *Jennifer Hicks*, LEITSC Project Manager, International Association of Chiefs of Police

**Council Members:**

**Police Executive Research Forum**                    **www.policeforum.org**

- *Larry Boyd, Council Chair,* Assistant Chief, Arlington (TX) Police Department
- *Terry Chowanec,* Senior Associate, Police Executive Research Forum

**National Sheriff's Association**                    **www.sheriffs.org**

- *Ted Kamatchus, Council Co-chair,* Sheriff, Marshall County (IA) Sheriffs Office
- *Fred Wilson,* National Sheriff's Association

**International Association of Chiefs of Police**        **www.iacptechnology.org**

- *Joseph Estey*, Chief of Police, Hartford (VT) Police Department
- *Harlin McEwen,* Chairman, IACP Communications and Technology Committee (LEITSC alternate representative)
- *G. Matthew Snyder*, Technology Center Program Administrator, International Association of Chiefs of Police

**National Organization of Black Law Enforcement Executives**
                                        **www.noblenatl.org**
- *Morris Roberson,* NOBLE National Financial Secretary
- *Doug Avery*, Interim Security Manager, GSA Federal Protective Service (LEITSC alternate representative)
- *Joe Akers,* National Organization of Black Law Enforcement Executives

**Advisors:**

- *J. Patrick McCreary*, Program Manager – IT Initiatives, US Department of Justice, Bureau of Justice Assistance          **www.it.ojp.gov**

- *Technical Advisory Board to be determined.*

# IX. Project Plan

| ID | ℹ | Task Name | Duration | Start | Finish | Jul 21, '02 F | S | S | M | T |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | **Law Enforcement Info Tech Standards Council Proje** | **328 days?** | **Mon 10/1/01** | **Tue 12/31/02** | | | | | |
| 2 | ▦ | Negotiation | 79 days? | Mon 10/1/01 | Thu 1/17/02 | | | | | |
| 3 | ▦ | Award Date | 1 day? | Thu 1/17/02 | Thu 1/17/02 | | | | | |
| 4 | ▦ | Proposal Adjustment Period | 30 days? | Mon 1/21/02 | Fri 3/1/02 | | | | | |
| 5 | | **Staffing Period** | **55 days?** | **Mon 3/4/02** | **Fri 5/17/02** | | | | | |
| 6 | ▦ | Recruit and Interview for Project Manager Posit | 15 days? | Mon 3/4/02 | Fri 3/22/02 | | | | | |
| 7 | ▦ | Select and Hire Project Manager | 5 days? | Mon 3/25/02 | Fri 3/29/02 | | | | | |
| 8 | ▦ | PM start date | 1 day? | Mon 4/15/02 | Mon 4/15/02 | | | | | |
| 9 | ▦ | PM Orientation | 25 days? | Mon 4/15/02 | Fri 5/17/02 | | | | | |
| 10 | ▦ | Identification of Association Representatives | 16 days? | Mon 4/22/02 | Mon 5/13/02 | | | | | |
| 11 | | **Develop Operational Plan** | **240 days?** | **Thu 1/31/02** | **Tue 12/31/02** | | | | | |
| 12 | | **Create Project Charter** | **46 days?** | **Mon 5/27/02** | **Fri 7/26/02** | | | | | |
| 13 | ▦ | Develop Charter | 25 days? | Mon 5/27/02 | Fri 6/28/02 | | | | | |
| 14 | ▦ | Present Charter to Council | 1 day | Sat 7/20/02 | Sat 7/20/02 | | | | | |
| 15 | | Charter Approval | 5 days? | Mon 7/22/02 | Fri 7/26/02 | | | | | |
| 16 | | **Develop Project Communication Plan** | **200 days?** | **Thu 3/28/02** | **Tue 12/31/02** | | | | | |
| 17 | ▦ | Presentations | 200 days? | Thu 3/28/02 | Tue 12/31/02 | | | | | |
| 18 | ▦ | Material Distributed | 200 days? | Thu 3/28/02 | Tue 12/31/02 | | | | | |
| 19 | ▦ | Articles Published | 200 days? | Thu 3/28/02 | Tue 12/31/02 | | | | | |
| 20 | | **Hold Council Meetings** | **137 days?** | **Mon 5/20/02** | **Mon 11/25/02** | | | | | |
| 21 | ▦ | Meeting I - LEIM (IACP) | 1 day? | Mon 5/20/02 | Mon 5/20/02 | | | | | |
| 22 | ▦ | Meeting II - NOBLE (NOBLE) | 1 day? | Sat 7/20/02 | Sat 7/20/02 | | | | | |
| 23 | ▦ | Meeting III - GLOBAL (?) | 1 day? | Tue 9/10/02 | Tue 9/10/02 | | | | | |
| 24 | ▦ | Meeting IV - (?) | 1 day? | Mon 11/25/02 | Mon 11/25/02 | | | | | |
| 25 | ▦ | Develop Project Products | 109 days? | Thu 8/1/02 | Tue 12/31/02 | | | | | |
| 26 | | **Report Project Status** | **209 days?** | **Thu 1/31/02** | **Mon 11/18/02** | | | | | |
| 27 | | **BJA Semi-Annual Progress Report** | **131 days?** | **Thu 1/31/02** | **Wed 7/31/02** | | | | | |
| 28 | ▦ | Report for 7/1/2001 thru 12/31/2001 | 1 day? | Thu 1/31/02 | Thu 1/31/02 | | | | | |
| 29 | ▦ | Report for 1/1/2002 thru 6/30/2002 | 1 day? | Wed 7/31/02 | Wed 7/31/02 | | | | | |
| 30 | | **Quarterly Project Status Reports** | **132 days?** | **Mon 5/20/02** | **Mon 11/18/02** | | | | | |
| 31 | ▦ | Report I | 1 day | Mon 5/20/02 | Mon 5/20/02 | | | | | |
| 32 | ▦ | Report II | 1 day? | Sat 7/20/02 | Sat 7/20/02 | | | | | |
| 33 | ▦ | Report III | 1 day? | Tue 9/10/02 | Tue 9/10/02 | | | | | |
| 34 | ▦ | Report IV | 1 day? | Mon 11/18/02 | Mon 11/18/02 | | | | | |

# X. Deliverables

The following are deliverables for each quarter of Year 1 of the Law Enforcement Information Technology Standards Council according to Grant # 2002-LD-BX-0002.

Quarter 1
- Recruit and hire program manager
- Orient program manager to LEITSC, BJA and external justice IT initiatives
- Identify individual association representatives (staff and membership)
- Conduct LEITSC Board meeting
- Develop operational plan

Quarter 2
- Conduct LEITSC Board meeting
- Implement operational plan
- Identify and leverage association IT activities
- Submit quarterly report to BJA

Quarter 3
- Conduct LEITSC Board meeting
- Review and revise operational plan
- Submit quarterly report to BJA

Quarter 4
- Conduct LEITSC Board meeting
- Review and revise operational plan
- Submit quarterly report to BJA

# XI. Evaluation Standards

The success of the Law Enforcement Information Technology Standards Council will be based primarily upon the group's ability to raise the issue of IT standards development and implementation to the forefront of each association's agenda. Concrete points of impact include:

- Articles published
- Presentations Conducted
- Meetings Conducted

- Meetings Supported
- Legislation Impacted
- Policies Impacted
- Integration and Interoperability Initiatives Created, Impacted and/or Supported
- XML Adoption
- Non-LEITSC Association Coordination (Courts, Corrections, etc.)
- Standards Developed and/or Approved

Each of the above points will be tracked and detailed in quarterly reports.