



AGENDA

LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

JOINT OPERATIONS AND TECHNICAL COMMITTEE MEETING

Tuesday, November 27, 2018 • 1:30 p.m.

LA-RICS Headquarters – Large Conference Room
2525 Corporate Place, Suite 200, Monterey Park, CA 91754

Los Angeles Regional Interoperable Communications System Authority (the “Authority”)

AGENDA POSTED: November 21, 2018

Complete agendas are made available for review at the designated meeting location. Supporting documentation is available at the LA-RICS Office located at 2525 Corporate Place, Suite 200, Monterey Park, CA 91754 during normal business hours and may also be accessible on the Authority’s website at <http://www.la-rics.org>.

OPERATIONS COMMITTEE

Members:

1. **John Geiger**, Los Angeles County, CEO
2. **Kyle Zuniga, Chair**, County of Los Angeles Fire Dept.
3. **Hiroshi Yokoyama, Vice-Chair**, L.A. County Sheriff’s Dept.
4. **Cathy Chidester**, Los Angeles County DHS
5. **Chris Donovan**, Los Angeles Area Fire Chiefs Association
6. **Anthony Vairo**, L.A. County Police Chiefs Association
7. **Elliot Kase**, Alhambra Police Dept.
8. **John Curley**, Covina Police Dept.
9. **Jeff LaGreek**, Inglewood Police Dept.
10. **Ron Sagmit**, Signal Hill Police Dept.

Alternates:

Mike Iwanaga, Los Angeles County, CEO
Chris Bundesen, County of Los Angeles Fire Dept.
Sven Crongeyer, L.A. County Sheriff’s Dept.
Kay Fruhwirth, Los Angeles County DHS
Eric Zanteson, Los Angeles Area Fire Chiefs Association
Shelly Vander Veen, L.A. County Police Chiefs Association
Vacant, pending
Ric Walczak, Covina Police Dept.
Cardell Hurt, Inglewood Police Dept.
Nick Davenport, Signal Hill Police Dept.

TECHNICAL COMMITTEE

Members:

1. **John Geiger**, Los Angeles County, CEO
2. **Scott England, Vice-Chair**, County of Los Angeles Fire Dept.
3. **Hiroshi Yokoyama**, Los Angeles County Sheriff’s Dept.
4. **Jeffrey Morgan**, Los Angeles County DHS
5. **James Craig**, Manhattan Beach Fire Dept.
6. **Ted Pao, Chair**, Los Angeles County Internal Services Dept.
7. **Elliot Kase**, Alhambra Police Dept.
8. **John Curley**, Covina Police Dept.
9. **Jeff LaGreek**, Inglewood Police Dept.
10. **Ron Sagmit**, Signal Hill Police Dept.

Alternates:

Mike Iwanaga, Los Angeles County, CEO
Rufino Fernandez, County of Los Angeles Fire Dept.
Sven Crongeyer, Los Angeles County Sheriff’s Dept.
Kim Buard, Los Angeles County DHS
Eric Zanteson, Los Angeles Area Fire Chiefs Association
Mike Dunning, Los Angeles County Internal Services Dept.
Vacant, pending
Ric Walczak, Covina Police Dept.
Cardell Hurt, Inglewood Police Dept.
Nick Davenport, Signal Hill Police Dept.

Officers:

Scott D. Edson, Executive Director

Joann Huerta, Committees Secretary



NOTE: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA

I. CALL TO ORDER

II. ANNOUNCE QUORUM – Roll Call

III. APPROVAL OF MINUTES (A)

- A. September 26, 2018 – Regular Meeting Minutes

IV. PUBLIC COMMENTS

V. CONSENT CALENDAR – (None)

VI. REPORTS (B-C)

- B. Status Report Update for LTE - Televate
- C. Status Report Update for LMR - Jacobs

VII. DISCUSSION ITEMS (D-F)

- D. Outreach to Riverside Sheriff's Department:
 - California Statewide Interoperability Executive Committee (CALSIEC), Southern Planning Area (SPA) and Inland Interoperability Group meeting
- E. LMR Option Items:
 - Computer Assistance Dispatch (CAD)
 - Push to Talk (PTT)
 - Records Management System (RMS)
- F. DHS-funded Mobility Acceleration Coalition Program for Regional Mobile Data Planning

VIII. ADMINISTRATIVE MATTER (G-I)

- G. **APPROVE RECOMMENDATION TO THE LA-RICS JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO APPROVE THE LA-RICS' SECURITY POLICIES (POLICY NOS. 029-2018, 030-2018, AND 031-2018)**



It is recommended the Joint Operations and Technical Committees:

1. Approve a recommendation to the Board to adopt the following LA-RICS security policies to enhance the Authority's Information Technology (IT) Security Program:
 - Board Policy No. 029-2018 – LA-RICS Protection of Information on Portable Computing Devices Policy (Enclosure 1)
 - Board Policy No. 030-2018 – LA-RICS Information Security Awareness Training Policy (Enclosure 2)
 - Board Policy No. 031-2018 – LA-RICS Secure Disposal of Computing Devices Policy (Enclosure 3)

Agenda Item G

H. OPERATIONS COMMITTEE VICE CHAIR – ELECTION

It is recommended the Operations Committee hold elections for the vacant Vice-Chairperson Officer position.

Agenda Item H

I. 2019 SCHEDULE OF LA-RICS JOINT OPERATIONS AND TECHNICAL COMMITTEE MEETING

It is recommended that your Committee:

1. Approve the following dates for the calendar year 2019 Joint Operations and Technical Committee Regular Meeting Schedule:
 - January 15
 - March 19
 - May 21
 - July 16
 - September 17
 - November 12

Agenda Item I



IX. MISCELLANEOUS – NONE

X. ITEMS FOR FUTURE DISCUSSION AND/OR ACTION BY THE COMMITTEE

XI. CLOSED SESSION REPORT - NONE

XII. ADJOURNMENT AND NEXT MEETING:

Tuesday, January 15, 2019, at 1:30 p.m., LA-RICS Headquarters, 2525 Corporate Place, Suite 200, Large Conference Room, Monterey Park, California 91754.



COMMITTEE MEETING INFORMATION

Members of the public are invited to address the LA-RICS Committee on any item on the agenda prior to action by the Committee on that specific item. Members of the public may also address the Committee on any matter within the subject matter jurisdiction of the Committee. The Committee will entertain such comments during the Public Comment period. Public Comment will be limited to three (3) minutes per individual for each item addressed, unless there are more than ten (10) comment cards for each item, in which case the Public Comment will be limited to one (1) minute per individual. The aforementioned limitation may be waived by the Committee's Chair.

(NOTE: Pursuant to Government Code Section 54954.3(b) the legislative body of a local agency may adopt reasonable regulations, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.)

Members of the public who wish to address the Committee are urged to complete a Speaker Card and submit it to the Committee Secretary prior to commencement of the public meeting. The cards are available in the meeting room. However, should a member of the public feel the need to address a matter while the meeting is in progress, a card may be submitted to the Committee Secretary prior to final consideration of the matter.

It is requested that individuals who require the services of a translator contact the Committee Secretary no later than the day preceding the meeting. Whenever possible, a translator will be provided. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. (323) 881-8291 or (323) 881-8295

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR LA OFICINA CON 72 HORAS POR ANTICIPADO.

The meeting is recorded, and the recording is kept for 30 days.



JOINT OPERATIONS AND TECHNICAL COMMITTEE MEETING MINUTES

**LOS ANGELES REGIONAL INTEROPERABLE
COMMUNICATIONS SYSTEM AUTHORITY**

Tuesday, September 25, 2018 • 1:30 p.m.
LA-RICS Headquarters – Large Conference Room
2525 Corporate Place, Suite 200, Monterey Park, CA 91754

Operations Committee Members Present:

John Geiger, Los Angeles County, CEO
Kyle Zuniga, Chair, County of Los Angeles, Fire Department
Tab Rhodes, Vice-Chair, Lieutenant, Los Angeles County Sheriff's Department
Kay Fruhwirth, Los Angeles County DHS
Ric Walczak, Lieutenant, Covina Police Department
Jeff Steinhoff, Sergeant, Inglewood Police Department
Ron Sagmit, Lieutenant, Signal Hill Police Department

Technical Committee Members Present:

John Geiger, Los Angeles County, CEO
Scott England, Vice-Chair, Telecommunications Engineer Command and Control, LACoFD
Information Officer, EMS Agency, County of LADHS
Tab Rhodes, Lieutenant, Los Angeles County Sheriff's Department
Jeffrey Morgan, Los Angeles County DHS
Ted Pao, Chair, Information Technology Specialist, Los Angeles County Internal Services Department
Ric Walczak, Lieutenant, Covina Police Department
Jeff Steinhoff, Sergeant, Inglewood Police Department
Ron Sagmit, Lieutenant, Signal Hill Police Department

Absent:

Chris Donovan, Los Angeles Area Fire Chiefs Association
Anthony Vairo, L.A. County Police Chiefs Association
Elliot Kase, Assistant Chief of Police, Alhambra Police Department
James Craig, Manhattan Beach Fire Department

Officers Present:

Scott D. Edson, LA-RICS Executive Director
Joann Huerta, LA-RICS Committee Secretary



NOTE: ACTION MAY BE TAKEN ON ANY ITEM IDENTIFIED ON THE AGENDA

I. CALL TO ORDER

Operations Committee Chair Kyle Zuniga called the meeting to order at 1:35 p.m.

II. ANNOUNCE QUORUM – Roll Call

Operations Committee Chair Kyle Zuniga asked for a roll call and acknowledged a quorum was present for both committees.

III. APPROVAL OF MINUTES (A)

A. July 24, 2018 – Regular Meeting Minutes

Operations Committee Chair Kyle Zuniga asked for a motion to approve the minutes. Committee Member Kay Fruhwirth moved to approve first, seconded by Technical Committee Chair Ted Pao.

Ayes 10: Geiger, Zuniga, Rhodes, Fruhwirth, Walczak, Steinhoff, Sagmit, England, Morgan, and Pao

IV. PUBLIC COMMENTS – (NONE)

V. CONSENT CALENDAR – (NONE)

VI. REPORTS (B-C)

B. Status Report Update for LTE – Eileen Healy

Eileen Healy, a consultant with Televate, provided an update on the Long Term Evolution (LTE) Public Safety Broadband Network (PSBN).

The PSBN assets transferred to AT&T at the end of June 2018. FirstNet/AT&T work is underway to transfer sites to the FirstNet core network. In the meantime, member agencies continue to use the PSBN. There are mechanisms in place to prevent conflicts between the PSBN and FirstNet/AT&T. LA-RICS expects up to 36 sites to transition this year and the remaining 40 sites in early 2019.

LA-RICS will continue to work with Member agencies who are using the PSBN in order to migrate their services to FirstNet/AT&T. Transitional AT&T service has been made available to Member Agencies as they move to FirstNet. ISD is working on a FirstNet contract and we continue to work with device vendors to provide the best solutions for a smooth migration for LA-RICS' members.



Work continues on the site selection for additional FirstNet sites that will be constructed by LA-RICS over the next 18-24 months. We also are working to assign existing site access agreements to AT&T.

Project Director Chris Odenthal added that work is underway on the 26 sites that LA-RICS is building out for the Round 2 deployment. If any of your cities have particular spotty coverage or your agencies have spotty coverage from AT&T that you would like to remedy in order to participate in FirstNet, or if you have a site location, please let us know. You can reach out to any of the Joint Operations and Technical chairs and they will pass that information on to us. LA-RICS is finalizing the site plan and have worked with some cities including, Azusa, Inglewood, Irwindale and Cerritos about areas where AT&T has poor coverage. The new site can be an existing tower, a new tower or a rooftop. For example, we are looking at the roof of Inglewood City Hall. LA-RICS is currently replacing Irwindale Police Department tower.

C. Status Report Update for LMR – Justin Delfino

Program Manager Delfino provided a list of sites that are under construction and those that are active and planned. He provided details supporting the construction-related activities occurring at these sites to date.

LMR Update: Last Thursday there was outreach activity in Temecula at the Los Angeles Police Chief Association meeting. We are working through all the phases of the project, some sites are in planning, others are completing. The sites that we are currently focused on building as of today are funded by UASI 16 grant. An example of a current site under construction is this building, the LA-RICS-HQ from which we have a Microwave link established to Fire Command and Control Facility (FCCF). We are ahead of schedule on this particular project.

Signal Hill (SGH), Lancaster Sheriff's Station (LAN) and Verdugo Peak (VPK) are wrapping up construction activity and are planned to finish on time. Immediately upcoming sites are UCLA, which will provide nice coverage in the west LA area and Pomona (POM) our final courthouse installation. Under UASI 16 we will be constructing Cerro Negro in La Cañada, the relocation of the generator and tank at Clara Shortridge Foltz is going to be completed under UASI 16 as well. That work is set to take place in the next month and it will be completed on schedule by the end of this year.

Outside of UASI 16 we are heavily involved in planning for future sites, such as those in the US. Forest. We are working toward the submission of the SF299 application to The Forest. Other UASI 17 sites are being designed right now and finishing design in addition to the 58 sites.



We are in a position with Motorola where we are dealing with ups and downs of how the work progress has been going. We have been very happy with the quality of the work and the cleanliness of the sites as well as the finished product. We are looking forward to getting some testing started in June 2019: the downtown cell and the Northern desert cell are what we are penciling in right now for early testing. Our team is working with Motorola later this month to go over the finer points of the acceptance and test schedule

This concluded the Program Manager's Report.

Technical Vice-Chair Scott England stated that we were talking about bringing up one of the test cells. What is the timeline of possibly doing that? Program Manager Justin Delfino responded that the Downtown 700 which was tested and will be completed in June 2019 would be the right candidate.

VII. DISCUSSION ITEMS – (D)

D. Fleet Mapping Status

Committee Member Sergeant Sven Crongeyer stated the Operations and Technical Committee Fleet-mapping Working Group met on August 30, 2018. There were 15 people in attendance representing both LA-RICS member agencies and other regional radio systems. The following seven recommendations were agreed upon and are recommended for approval by the LA-RICS Operations and Technical Committee:

- A number of talk groups that could be instantly accessed by member agency personnel without prior approval should be allocated for short term interoperability purposes. These common talk groups could be named "LA-RICS 1-15"
- A number of talk groups that could be accessed by member agency personnel for larger scale, long term events / emergencies with prior approval from the Sheriff's Communication Center (SCC) should be allocated for interoperability purposes. These "mutual aid" talk groups could be named "LA-RICS MA 1-10"
- A number of pursuit talk groups that could be instantly accessed by personnel without prior approval should be allocated for pursuits that cross jurisdictional boundaries. These talk groups could be named "PURSUIT 1-3" and should be coordinated and connected with other regional radio systems; i.e. ICI has an existing "pursuit" talk group that could be connected with an LA-RICS "pursuit" talk group.



- A number of talk groups that could be instantly accessed by personnel without prior approval should be allocated for interoperability purposes with agencies who are not members of LA-RICS.

These common talk groups would be connected using ISSI technology and could be named "ISSI 1-16." Not only could radio systems such as ICI, The City of Los Angeles and the City of Long Beach be connected, but surrounding counties could also be connected. Talk group naming should be coordinated via the CALSIEC Southern Planning Area committee.

- A Dispatcher to Dispatcher interoperable talk group should be created. This talk group could be connected to other radio systems via ISSI. The talk group could be named "DSP-DSP".
- Agencies who consistently interoperate with one another should be encouraged to create their own permanent talk groups in order to save time and avoid confusion while switching talk groups to communicate.
- Once LA-RICS interoperable talk group names are decided upon, all member agencies shall program these talk groups into their subscriber units and the names shall not be changed. Agencies shall continue to name internal talk groups whatever name(s) they choose.

Technical Vice-Chair England asked if they discussed the operating parameter made classified under a separate agreement, if that would remain standard or would we create our own? Technical Committee Member Crongeyer stated that we created our own operating parameters however we followed standard procedures as much as possible. The goal was to establish a basic guideline to be useful for Fire and Law Enforcement. Technical Vice-Chair England responded that this was like creating MOU between agencies. Committee Member Crongeyer stated for the most part there's more work to do.

Technical Chair Ted Pao asked if these interoperable talk groups are for both for Law Enforcement and Fire. Committee Member Crongeyer responded yes they are for both Law Enforcement and Fire. The consensus of the working group was not to complicate it. Vice-Chair England asked, was there any discussion to bring this to Los Angeles Regional Tactical Communications System (LARTCS)? Committee Member Crongeyer, stated yet there was and to California Statewide Interoperability



Executive Committee, (CalSIEC). CalSIEC will need to provide input at some point down the road someone from LA-RICS will meet with them.

Technical Chair Pao asked, did a representative from ICI attend the working group? Committee Member Crongeyer responded there was one member from ICI and no one from LA City, however the team will work to set up a meeting with LA City and LAPD and to work out interoperable talking group details. In addition Technical Chair Pao recommended engaging in discussions with Regional Planning Committee for Region 5 (RPC5) which includes Orange County, San Bernardino County, Riverside and San Diego County. This 700 MHz committee RPC5 has interoperable talk group's names for users in this region. What we establish would be consistent to what they are pursuing.

VIII. ADMINISTRATIVE MATTERS – (E)

E. APPROVE RECOMMENDATION TO THE LA-RICS JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO APPROVE THE LA-RICS' SECURITY POLICIES (POLICY NOS. 027-2018 AND 028-2018)

It is recommended the Joint Operations and Technical Committees:

Approve a recommendation to the Board to adopt the following LA-RICS security policies to enhance the Authority's Information Technology (IT) Security Program:

- Board Policy No. 027-2018 – LA-RICS Information Technology Physical Security Policy (Enclosure 1)
- Board Policy No. 028-2018 – LA-RICS Information Technology Risk Assessment and Audit Compliance Policy (Enclosure 2)

Member Geiger motioned first, seconded by Technical Chair Pao.

Ayes 10: Geiger, Zuniga, Rhodes, Fruhwirth, Walczak, Steinhoff, Sagmit, England, Morgan, and Pao

MOTION APPROVED

IX. MISCELLANEOUS – (NONE)

X. ITEMS FOR FUTURE DISCUSSION AND/OR ACTION BY THE COMMITTEE

XI. CLOSED SESSION REPORT – (NONE)



XII. ADJOURNMENT AND NEXT MEETING:

Operations Committee Chair Zuniga announced adjournment of this meeting at 1:58 p.m., and the next Committee Meeting is on Tuesday, November 27, 2018, at 1:30 p.m., LA-RICS Headquarters, 2525 Corporate Place, Suite 200, Large Conference Room, Monterey Park, California 91754.



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 100
Monterey Park, California 91754
Telephone: (323) 881-8291
<http://www.la-rics.org>

SCOTT EDSON
EXECUTIVE DIRECTOR

November 27, 2018

Joint Operations and Technical Committee Members
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Committee Members:

APPROVE RECOMMENDATION TO THE LA-RICS JOINT POWERS AUTHORITY BOARD OF DIRECTORS TO APPROVE THE LA-RICS' SECURITY POLICIES (POLICY NOS. 029-2018, 030-2018, AND 031-2018)

SUBJECT

Request from the Joint Operations and Technical Committees to recommend certain LA-RICS security Policies, attached hereto, be presented to the Joint Powers Authority (JPA) Board of Directors (Board) with a recommendation to approve and adopt the policies.

RECOMMENDED ACTIONS

It is recommended the Joint Operations and Technical Committees:

1. Approve a recommendation to the Board to adopt the following LA-RICS security policies to enhance the Authority's Information Technology (IT) Security Program:
 - Board Policy No. 029-2018 – LA-RICS Protection of Information on Portable Computing Devices Policy (Enclosure 1)
 - Board Policy No. 030-2018 – LA-RICS Information Security Awareness Training Policy (Enclosure 2)
 - Board Policy No. 031-2018 – LA-RICS Secure Disposal of Computing Devices Policy (Enclosure 3)

AGENDA ITEM G

2. Approve a recommendation to the Board to delegate Authority to the Executive Director to make non-material revisions as may be needed to the policies forming the Authority's IT Security Program provided any such revisions are approved as to form by Counsel to the Authority.

BACKGROUND

On May 22, 2018, your Committees approved a recommendation to adopt Policy No. 024-2018 (LA-RICS Information Technology and Security Program Policy) that established a security program to ensure that the Authority's IT resources are protected against all forms of unauthorized access, use, disclosure, or modification. Policy No. 024-2018 was to be the first policy, in a series of policies, presented to your Committees as part of the Authority's IT Security Program.

On July 24, 2018, and September 25, 2018, respectively, your Committees approved to recommend to the Board the adoption of Policies No. 025-2018 (Use of LA-RICS Information Technology Resources Policy), 026-2018 (LA-RICS Antivirus Security Policy), 027-2018 (LA-RICS Physical Security Policy), and Policy 028-2018 (LA-RICS Information Technology Risk Assessment and Audit Compliance Policy).

On September 13, 2018, and October 4, 2018, respectively, the Board adopted into effect, your Committee's recommendation of Policies No. 025-2018 through 028-2018.

If your Committee's recommended actions are approved, the enclosed policies will be presented to the Board for consideration and will add to the Authority's IT Security Program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will progress the policies to the Board for consideration and adoption for inclusion into the Authority's IT Security Program for the continued protection and use of Authority IT Resources.

It is necessary to implement Policy No. 029-2018 (LA-RICS Protection of Information on Portable Computing Devices Policy) to ensure that use of any Personal and/or Confidential Information on any Portable Computing Device is protected and maintained, whether or not the device is owned or provided by LA-RICS.

Implementation of Policy No. 030-2018 (Information Security Awareness Training Policy) ensures appropriate level of information security awareness training is provided to Authority IT Users. Based on User's job function, duties and responsibilities, will determine the User's basic information security requirements, as well as the best practices in the handling and protecting Personal and Confidential information.

With respect to Policy No. 031-2018 (LA-RICS Secure Disposal of Computing Devices Policy), this policy is necessary in order to ensure that all information and software on Authority IT Resources are protected against unauthorized disclosure prior to disposition of such IT Resources out of LA-RICS inventory or transfer to other users.

At present, staff has determined that these are the last of the policies that will form the Authority's IT Security Program. However, Authority staff will continue to work to develop subsequent security policies that may be necessary to incorporate into the Authority's IT Security Program and will present any such policies to this Joint Operations and Technical Committees for consideration.

FISCAL IMPACT/FINANCING

The activity contemplated in the recommended action has no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENT

Counsel to the Authority has reviewed the recommended action.

CONCLUSION

Upon the Committees' approval of the recommended action, Authority staff will present the policies to the Board coupled with additional interrelated security policies previously approved by your Committees for Board adoption and implementation.

Respectfully submitted,



SCOTT EDSON
EXECUTIVE DIRECTOR

MBC

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Enclosures

c: Counsel to the Authority



LA-RICS POLICIES

POLICY TITLE		POLICY NO.
LA-RICS Protection of Information on Portable Computing Devices Policy		029-2018
APPROVED BY	EFFECTIVE DATE	DATE LAST REVISED
LA-RICS JPA Board of Directors		---

1.0 PURPOSE

To establish a policy regarding the protection of Personal and/or Confidential Information used or maintained by LA-RICS that resides on any Portable Computing Device, whether or not the device is owned or provided by LA-RICS.

2.0 DEFINITION REFERENCE

As used in this Policy No. 029-2018, the following terms shall have the same meaning as set forth in LA-RICS Policy No. 024-2018, Information Technology and Security Program.

- Authority IT Resources, hereinafter referred to as "IT Resources"
- Authority IT Security, hereinafter referred to as "IT Security"
- Authority IT User, hereinafter referred to as "User"
- Chief Information Security Officer, hereinafter referred to as "CISO"
- Portable Computing Devices, hereinafter referred to a "PCDs"
- Confidential Information
- Personal Information

3.0 POLICY

All PCDs that access and/or store LA-RICS information must comply with all applicable LA-RICS IT Security policies. LA-RICS prohibits the unnecessary placement (whether by download, input, or other means) of Personal and Confidential Information on PCDs. The CISO may authorize specific Users to place Personal and Confidential Information on PCDs if such Users must do so as a part of such Users' assigned job functions. Prior to authorizing placement on PCDs, such Users shall be made aware of the risks involved and impact to the affected party(ies) in the event of actual or suspected loss or disclosure. If Personal and Confidential Information is stored on a PCD, every effort shall be taken, inclusive of physical controls, to protect said information against unauthorized access and,

POLICY TITLE	POLICY NO.
LA-RICS Protection of Information on Portable Computing Devices Policy	029-2018

without exception, the information must be encrypted, unless not feasible and compensating controls that have been approved by the CISO are implemented.

3.1 Protection Requirements for Stored Information

In order to safeguard all Personal and Confidential Information on PCDs, LA-RICS shall at all times have automatic full disk, volume, or file/folder encryption that does not require user intervention nor allow user choice to implement or modify.

LA-RICS shall ensure that, in the event a PCD is lost or stolen and the stored data is not encrypted, the CISO shall be able to recreate the Personal and/or Confidential Information with reasonable accuracy and shall also be able to provide notification to the affected party(ies) in accordance with LA-RICS IT Security policies.

3.2 Limit Exposure of Stored Information

When it is determined that Personal and/or Confidential Information needs to be placed or stored on a PCD, every effort shall be taken to minimize the amount of information stored on the device in order to mitigate any potential risk of loss. Additionally, if feasible, such information shall be abbreviated or redacted to limit exposure (e.g., last four (4) digits of a Social Security number).

3.3 Actions Required in the Event of Actual or Suspected Loss or Disclosure

Any actual or suspected loss or disclosure of Personal and/or Confidential Information shall be reported under LA-RICS 021-2017 – Security Incident Reporting/Threat Response Policy.

4.0 COMPLIANCE

Authority personnel who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-Authority personnel may be subject to termination of contractual agreements, denial of access to IT Resources, and other actions as appropriate (e.g. cure letter), as well as both civil and criminal penalties.

POLICY TITLE	POLICY NO.
LA-RICS Protection of Information on Portable Computing Devices Policy	029-2018

5.0 POLICY EXCEPTIONS

Requests for exceptions to this Policy No. 029-2018 shall be reviewed by the CISO and shall require approval by the Executive Director. Users requesting exceptions shall provide such requests to the CISO.

The request should specifically state the following:

- a. Scope and justification for the exception
- b. Potential impact or associated risk upon granting the exception
- c. Risk mitigation measures to be undertaken by the Authority
- d. Initiatives, actions and a time-frame for achieving the minimum compliance level with the policies set forth herein

References:

- LA-RICS Policy No. 021-2017 (Cybersecurity Incident Response)
- LA-RICS Policy No. 024-2018 (Information Technology and Security Program)
- LA-RICS Policy No. 025-2018 (Use of Information Technology Resources, including the Acceptable Use Agreement)



LA-RICS POLICIES

POLICY TITLE		POLICY NO.
LA-RICS Information Security Awareness Training Policy		030-2018
APPROVED BY	EFFECTIVE DATE	DATE LAST REVISED
LA-RICS JPA Board of Directors		---

1.0 PURPOSE

To ensure that an appropriate level of information security awareness training is provided to Authority IT Users.

2.0 DEFINITION REFERENCE

As used in this Policy No. 030-2018, the following terms shall have the same meaning as set forth in LA-RICS Policy No. 024-2018, Information Technology and Security Program.

- Authority IT Resources, hereinafter referred to as "IT Resources"
- Authority IT Security, hereinafter referred to as "IT Security"
- Authority IT User, hereinafter referred to as "User"
- Chief Information Security Officer, hereinafter referred to as "CISO"
- Personal Information
- Confidential Information

3.0 POLICY

The CISO shall work with the Executive Director to establish and maintain an information security awareness training program which shall be based on LA-RICS information technology use and security policies. Said training shall (i) ensure Users are aware of basic information security requirements and their responsibility to protect all information, (ii) include best practices in the handling and protection of Personal and Confidential Information and (iii) be appropriate to the User's job function, duties, and responsibilities.

For LA-RICS employees, training shall begin with an employee orientation. For all Users periodic information security awareness training shall be provided and shall be documented to assist LA-RICS management in determining User awareness and participation.

POLICY TITLE	POLICY NO.
LA RICS Information Security Awareness Training Policy	030-2018

LA-RICS teams may develop additional information security awareness training programs based on their specific needs and sensitivity of information.

Users who are Los Angeles County employees and received this training through their home department, may have this training requirement waived.

4.0 **COMPLIANCE**

Authority personnel who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-Authority personnel may be subject to termination of contractual agreements, denial of access to IT Resources, and other actions as appropriate (e.g. cure letter), as well as both civil and criminal penalties.

5.0 **POLICY EXCEPTIONS**

Requests for exceptions to this Policy No. 030-2018 shall be reviewed by the CISO and shall require approval by the Executive Director. Users requesting exceptions shall provide such requests to the CISO.

The request should specifically state the following:

- a. Scope and justification for the exception
- b. Potential impact or associated risk upon granting the exception
- c. Risk mitigation measures to be undertaken by the Authority
- d. Initiatives, actions and a time-frame for achieving the minimum compliance level with the policies set forth herein

References:

- LA-RICS Policy No. 021-2017 (Cybersecurity Incident Response)
- LA-RICS Policy No. 024-2018 (Information Technology and Security Program)
- LA-RICS Policy No. 025-2018 (Use of Information Technology Resources, including the Acceptable Use Agreement)
- LA-RICS Policy No. 027-2018 (Physical Security Policy)



LA-RICS POLICIES

POLICY TITLE		POLICY NO.
LA-RICS Secure Disposal of Computing Devices Policy		031-2018
APPROVED BY	EFFECTIVE DATE	DATE LAST REVISED
LA-RICS JPA Board of Directors		---

1.0 PURPOSE

To ensure that all information and software on Authority IT Resources are protected against unauthorized disclosure prior to disposition of such IT Resources out of LA-RICS inventory or transfer to other users.

2.0 DEFINITION

As used in this Policy No. 031-2018, the following terms shall have the same meaning as set forth in LA-RICS Policy No. 024-2018, Information Technology and Security Program.

- Authority IT Resources, hereinafter referred to as "IT Resources"
- Authority IT Security, hereinafter referred to as "IT Security"
- Authority IT User, hereinafter referred to as "User"
- Chief Information Security Officer, hereinafter referred to as "CISO"
- Confidential Information and Personal Information, hereinafter referred to as "Personal and Confidential Information"

3.0 POLICY

LA-RICS is responsible for ensuring that all information and software on IT Resources are rendered unreadable and unrecoverable prior to disposition of such IT Resources out of LA-RICS inventory. The CISO is responsible for ensuring that all Personal and Confidential Information on IT Resources is rendered unreadable when such computing devices are transferred to other users who are not authorized to access said information.

When using a certified vendor service to render computing devices unreadable and/or unrecoverable, LA-RICS must ensure the vendor's contract clearly identifies a sanitation method approved by the CISO and that LA-RICS obtains a certificate attesting to wiping the data in accordance with this policy. Dispositions of IT Resources out of LA-RICS inventory include, without limitation, the following:

POLICY TITLE	POLICY NO.
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- IT Resources sent to salvage
- IT Resources destroyed
- IT Resources donated to a non-LA-RICS organization

4.0 **COMPLIANCE**

Authority personnel who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-Authority personnel may be subject to termination of contractual agreements, denial of access to IT Resources, and other actions as appropriate (e.g. cure letter), as well as both civil and criminal penalties.

5.0 **POLICY EXCEPTIONS**

Requests for exceptions to this Policy No. 031-2018 shall be reviewed by the CISO and shall require approval by the Executive Director. Users requesting exceptions shall provide such requests to the CISO.

The request should specifically state the following:

- a. Scope and justification for the exception
- b. Potential impact or associated risk upon granting the exception
- c. Risk mitigation measures to be undertaken by the Authority
- d. Initiatives, actions and a time-frame for achieving the minimum compliance level with the policies set forth herein

References:

- LA-RICS Policy No. 024-2018 (Information Technology and Security Program)
- LA-RICS Policy No. 025-2018 (Use of Information Technology Resources, including the Acceptable Use Agreement)
- LA-RICS Policy No. 027-2018 (Physical Security Policy)



LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY

2525 Corporate Place, Suite 100
Monterey Park, California 91754
Telephone: (323) 881-8291
<http://www.la-rics.org>

SCOTT EDSON
EXECUTIVE DIRECTOR

November 27, 2018

Joint Operations and Technical Committee Members
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Committee Members:

OPERATIONS COMMITTEE VICE CHAIR - ELECTION

SUBJECT

Hold elections for the vacant Vice-Chairperson officer position within the LA-RICS Operations Committee.

RECOMMENDED ACTIONS

It is recommended the Operations Committee hold elections for the vacant Vice-Chairperson Officer position.

BACKGROUND

Per the LA-RICS Joint Powers Authority Agreement, Section 3.10, each advisory committee shall choose its officers, comprised of a Chairperson, a Vice-Chairperson and a Secretary. Lieutenant Tab Rhodes' reassignment from the LA-RICS project resulted in the vacancy of the Operations Committee Vice-Chairperson officer position requiring elections on this date.

FISCAL IMPACT/FINANCING

There is no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENT


Counsel to the Authority has reviewed the recommended actions.

AGENDA ITEM H

CONCLUSION

Upon conclusion of the Operations Committee election, the Vice Chairperson will assume their role immediately.

Respectfully submitted,



SCOTT EDSON
EXECUTIVE DIRECTOR

SOC:jh

c: Counsel to the Authority



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SCOTT EDSON
EXECUTIVE DIRECTOR

November 27, 2018

Joint Operations and Technical Committee Members
Los Angeles Regional Interoperable Communications System Authority (the "Authority")

Dear Committee Members:

2019 SCHEDULE OF LA-RICS JOINT OPERATIONS AND TECHNICAL COMMITTEE MEETINGS

SUBJECT

Committee approval is requested for the 2019 Schedule of LA-RICS Joint Operations and Technical Committee Regular Meetings. The location for the 2019 Committee meetings will be at the LA-RICS Headquarters, 2525 Corporate Place, Suite 200, Large Conference Room, Monterey Park, California 91754.

RECOMMENDED ACTIONS

It is recommended that your Committee:

1. Approve the following dates for the calendar year 2019 Joint Operations and Technical Committee Regular Meeting Schedule:

January 15
March 19
May 21
July 16
September 17
November 12

All Regular Meetings will be held at 1:30 p.m. Pacific Time at the LA-RICS Headquarters, 2525 Corporate Place, Suite 200, Large Conference Room, Monterey Park, California 91754.

AGENDA ITEM I

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended action will set the date, time, and location for each Regular Meeting of this Joint Operations and Technical Committee for calendar year 2019.

Respectfully submitted,



SCOTT EDSON
EXECUTIVE DIRECTOR

SOC:jh

c: Counsel to the Authority