Recommendation from BLA	Response	Comments	Update
Recommendation 1.1: The SFDT Chief Financial	Agree	The following actions are underway:	1. Complete.
Officer should evaluate SFDT's service catalogue		SFDT is undergoing a comprehensive	SFDT published a new rate guide on its
for services that may be more equitably billed on	11108	review of services and rates. SFDT is	Sharepoint site in July 2017, discussed it at
a variable basis to customers and adjust cost		working on a new rate guide and will	the Shared Services Forum, and is using it for
recovery to variable charges where appropriate.		first present it at the Shared Services	all City Department work order budgeting.
	11. I.	Forum, DT's customer advisory group,	
		for feedback before rolling it out to all	and the state of the
		City departments.	
Recommendation 1.2: In addition, the Chief	Partially Agree	SFDT will sunset use of the department-	1. Complete.
Information Officer should direct the		specific time management system	SFDT has sunset use of the Department-
Department's Deputy Directors to expand the use	* *	(OnTrac), in favor of using the time	specific time management program OnTrac
of SFDT's existing time management system to		management program within the City's	on July 1, 2017 and is fully using the City's
track all staff work, as detailed in	8	PeopleSoft payroll system. We will	PeopleSoft payroll system for charging staff
Recommendation 6.2.		increase staff use of the time	time working on projects to specific project
		management system.	activity codes.
Recommendation 1.3: The Chief Financial Officer	Partially Agree	The Department will continue to	1. Complete
should conduct a true- up analysis of its 081Cl		conduct analyses of its recoveries and	Prior response remains applicable.
recoveries during its preparation of the six-month		expenditures at the time of the six-	Mayor budget office decides on returning
Budget Status Report and adjust service rates to		month budget status reports, as it has	fund balance or apply to future year budget.
minimize over or under collection.		done in the past. In the case where	And here and the second second second second second second
		expenditure savings may lead to surplus	
		recoveries, the Department believes	
		decisions as to whether any potential	
		surplus should be used to reduce rates	
		in the current year or to cover one-time	an second first a second second
	5	expenditures and moderate rates in	
이는 것 같아요. 바랍 이 _가 장, 승규가는 것 같아요. 것 같아요.		future years should be made in	1.65 million (1.17) (1.17)
		consultation with other stakeholders.	
		The Department does not expect to raise	
		rates to cover under collection except	
		under some emergency circumstance,	
		and would only do so in consultation	and the second
		with stakeholders.	
Recommendation 1.4: As SFDT updates its Service	Agree	SFDT is working on a new rate guide and	1. Complete
Level Agreement with customers, the Chief		will present it at the Shared Services	SFDT published a new rate guide in July 2017
Financial Officer should prepare more detailed		Forum for feedback before rolling it out	and presented it at the Shared Services

explanations of SFDT's billing procedures, detail		to all City departments. This detailed	Forum and made it available to all
services provided to customers, the basis for their		information will then be incorporated	Departments on SFDT's Sharepoint site.
costs, and incorporate this additional information		into the updated Service Level	
into the new Service Level Agreement.		Agreement with departments.	
Recommendation 2.1: The Chief Information	Agree	SFDT will explore use of contract and	1. Partially Complete
Officer should direct the Strategic Sourcing		supplier management features in the	The plan to implement a vendor management
Manager to (1) explore options for implementing		City's new PeopleSoft Financial System	program, including the timeline, has been
a contracts management database, and (2)		coming on line July 2017.	established in Onstrategy. However, DT did
expedite the development of the			not agree to implement a "contracts
Contract/Vendor Management program, in			management database" or a "new data
conjunction with the adoption of a new data			management system" because we had been
management system.		a Ribert Strip In	informed by the F\$P Project that Peoplesoft
			has the functionality and capability to
			manage contracts & vendors, and PeopleSoft
			would become the standard system for
*			contract/vendor management across the City.
Recommendation 2.2: The Chief Information	Agree	SFDT is in the process of developing a	1. Complete
Officer should direct the Strategic Sourcing		policy on contract development that will	We have updated the " <u>Purchasing, Travel &</u>
Manager to develop a policy to include scopes of		reflect features of the new PeopleSoft	Reimbursement Guidelines" on the DT
work, schedules for deliverables, not-to-exceed		Financial System by September 30,	SharePoint site to include the requirements
amounts, and performance measures in all future		2017.	on scopes of work, deliverables, quality
contracts.			metrics, not to exceed amount, and timelines.
			In addition, we have updated our training
			materials and templates to align with this
			new policy, such as the " <u>Checklist - DT</u>
			Procurement 101" and "Template - Request
		A THE DECK AND A THE ADDRESS	for Proposal". Moreover, we have invited
			City Attorney Office to provide a training to
*			DT, and many DT managers and project
			managers have attended the training,
			including Linda G., Bryant B., Keith K. and
			many others. We have also invited OCA to
			provide another training to DT on Oct 31, and
			all DT Managers are invited.
Recommendation 3.1: The SFDT Chief Financial	Agree	SFDT is drafting new policies and	1. Partially Completed
Officer should develop policies and procedures to		procedures that incorporate the Audit	SFDT has drafted a new Interdepartmental
document (a) line-item budgets, (b) delivery		suggestions. They will be compatible	Services Agreement (work order) template
timelines, (c) scopes of work, and (d) basis for	fa. 61.205	with the Controller's new PeopleSoft	that prompts for line item budgets, delivery

costs for all IT Pass Thru work orders, including those finalized during the annual appropriation process. In addition, the CFO should develop clear criteria to determine whether service requests may be accomplished within baseline recovery revenues or require additional funding and incorporate that into the FY 2017-18 service level agreement with customers.		Financial System by September 30, 2017.	timelines, scopes of work and basis for costs. This is being used for all new Interdepartmental Services Agreements, and we intend to use this for pre-existing ones as requested by requesting departments or at time of renewal. Dependent on Peoplesoft capabilities.
Recommendation 4.1: The Chief Information Officer should direct the Deputy Director of Client Services to reconcile and develop interim documentation of its SLA and ServiceNow procedures for FY 2017-2018. This documentation should be distributed to all SFDT customers when it is available.	Agree	The SFDT's current Strategic Plan calls for a revised online SLA and catalog by the end of this fiscal year. Changes will include reconciliation with ServiceNow. It will be released to departments at the beginning of FY 17/18.	1. Complete
Recommendation 4.2: The Chief Information Officer should prioritize filling vacant budgeted positions in the Client Engagement Office.	Agree	Plans are in place to fill one Client Engagement position by the end of FY 16/17. A second vacant position is targeted to be filled by the end of Q2 FY17/18.	1. The new CIO is evaluating resources and staffing priorities.
Recommendation 5.1: The Chief Information Officer should (1) direct the Deputy Director for Client Services to rewrite the PMO mission statement to strengthen the PMO's defined role, (2) direct the Deputy Directors for SFDT's four divisions to write procedures for assignment of technical staff to PMO projects, and (3) direct the Deputy Director for Client Services to develop procedures for PMO oversight of non-PMO project managers and vendors.	Partially Agree	A revised mission statement to define and strengthen the PMO's role will be developed and communicated by the end of Q1 FY 17/18. The CIO and Deputy Directors will research and discuss the most effective way to utilize technical staff on projects which are assigned to the PMO and write procedures to reflect the agreed upon protocols by the end of Q1 FY 17/18.	 Complete In process with the CIO-Governance CIO reviewing resource distribution
	÷.	The department will consider the 3 rd recommendation as part of the mission	and the second sec

		statement rewrite process to be undertaken during Q1 FY 17/18.	
Recommendation 6.1: The Chief Information Officer should direct the Deputy Director for	Agree	More detailed formal protocols on project definition and scope definition	1. Complete 2. Training complete, protocols
Client Services to (1) develop more detailed formal protocols on project definition, planning and scope, including working with clients on		and planning will be developed by the end of FY 16/17.	documented
project scope, and (2) train and evaluate project		The PMO will complete planned training	
managers on implementation of these protocols.		and PM evaluation on these protocols by Q2 FY 17/18.	
Recommendation 6.2: The Chief Information	Agree	SFDT will sunset use of the department-	1. Complete
Officer should direct SFDT's Deputy Directors to		specific time management system	
(1) require that all staff time is entered into		(OnTrac), in favor of using the time	
existing time management system (Ontrac) in order to track all staff work, not just work billed		management program within the City's PeopleSoft payroll system. By the end of	
to IT Pass-thru work orders, as noted in 1.2 of this		Q1 FY 17/18, we will begin monthly	
report; and (2) reconcile Ontrac timekeeping		reconciliation of PeopleSoft timekeeping	
records with Project Online records monthly.	~	records for staff who already track at the	
		project level with Project Online	
		monthly.	
Recommendation 6.3: The SFDT Chief Financial	Partially Agree	The Department is developing	1. SFDT has implemented invoice
Officer should work with the Deputy Director for		procedures for project manager review	review procedures to ensure that
Client Services to revise Finance Division		and approval of invoices when	business owners or their delegates
guidelines to require that invoices be routed to		appropriate.	review invoices prior to payment.
project managers for approval.		7	
		While important for project managers to	2. Info on Sharepoint site
		be involved in purchases and invoicing,	
	×	they are typically not engaged in work	
		efforts to the degree required, nor are	ii ii
		they the SMEs appropriate, for payment	
Recommendation 6.4: The Chief Information	0	authorization.	Complete and shares an actual
Recommendation 6.4: The Chief Information Officer should direct the Deputy Director for	Agree	For projects managed by the PMO, the project managers are involved in and	Complete and changes ongoing
Client Services to revise PMO project guidelines		informed of project funding amounts	
to require project managers to manage budgets.		and sources, purchase requests and	- 1. X.
to require project managers to manage budgets.		approvals, and payments so that they	х Х. · · · ·
		can assist in managing project budgets,	
		and track/report on forecast vs. actuals.	

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Recommendation 6.5: The CIO should direct the Deputy Director for Client Services to implement Project Online controls, including (1) defining appropriate use of data for and reporting on color-coded status reports; (2) requiring approval by the PMO manager for project changes that exceed a threshold defined by the PMO.	Agree	This will be further clarified in updated PMO guidelines. The PMO has implemented color-coded status and demand management reports. Additional enhancements to provide better visual representation of project status are underway and will be completed by end of FY 16-17. We will develop a threshold for project changes which require PMO Manager approval prior to implementation.	 Complete CIO reviewing governance procedures. new controls implement 3rd quarter
Recommendation 6.6: The CIO should direct the Deputy Director for Client Services to work with the Strategic Sourcing Manager to implement Recommendation 2.2 to develop a policy to include scopes of work, schedules for deliverables, not-to-exceed amounts, and performance measures in all future contracts.	Agree	The Deputy Director of Client Services with work with the Strategic Sourcing Manager to develop and implement the requested policy.	1. Complete

ITEM #3: PUBLIC SAFETY DATA SHARING/JUSTIS HEARING

MEMBERS OF JUSTIS: (1) Mayor's Office, (2) City Administrator, (3) Adult Probation, (4) District Attorney, (5) Department of Emergency Management, (6) Juvenile Probation, (7) Police, (8) Public Defender, (9) Sheriff, (10) Status of Women, (11) San Francisco Superior Court, and (12) Department of Technology (non-voting member). The JUS.T.I.S.

PRESENTERS:

Department/Program	Presenter
JUS.T.I.S. (Justice Tracking	Rob Castiglia, JUS.T.I.S. Project Manager*
Information System), City	
Administrator	· .
San Francisco Police	Susan Merritt, Technology Division
Department	
San Francisco District	Maria McKee, Principal Analyst, Crime
Attorney	Strategies Unit

STAFF AVAILABLE FOR QUESTIONS:

Department/Program	Staff Attending	Notes
Sheriff	Eileen Hirst, Chief of	Eileen has decades
5 C	Staff*	of institutional
	Lt. Hardy	knowledge on data
5.		sharing and JUSTIS
Department of Adult	Bella Fudym, IT Director	
Probation		
Department of	Allen Nance, Chief	
Juvenile Probation	Probation Officer	
Superior Court	Mike Yuen, Court	Must leave at noon
	Executive Officer	
Department of	Glacier Ybanez, Data*	×
Technology	David German	*



CRIMINAL JUSTICE SYSTEM DATA & PUBLIC SAFETY

San Francisco District Attorney's Office November 15, 2017 Maria McKee, Principal Analyst



QUESTIONS WE CAN'T ANSWER

How is the criminal justice system addressing homelessness and quality of life crimes?

citations issued, where, and for what

Are we keeping victims of domestic violence safe?

• # domestic violence 911 calls that result in arrest and prosecution

What is causing racial disparities in the criminal justice system?

•% of defendants that are Latinx, African American, Asian, & White

Are we preventing crime and making our community safer?

Rate of recidivism

OR CAN WE?

citations issued, where, and for what

Integrate Crime Data Warehouse & e-Citation data into JUSTIS

domestic violence 911 calls that result in arrest and prosecution

 Integrate DEM Calls for Service data & Crime Data Warehouse data into JUSTIS

% of defendants that are Latinx, African American, Asian, & White

Merge Sheriff Jail Management System & CMS data in JUSTIS

Rate of recidivism

• Enhance reporting capacity of JUSTIS

HOW DO WE DO IT? JUSTIS

"The goal of the JUSTIS Program is [...] to provide expanded and more efficient capability to exchange and extract information from the combined data of the JUSTIS member agencies to support mission-critical decision making."

HOW DO WE DO IT? JUSTIS

- 1. Make JUSTIS a permanent program
- 2. Invest in JUSTIS to build a data repository and reporting functionality
- 3. Integrate San Francisco Police Department data
- 4. Integrate Department of Emergency Management data

HOW DO WE DO IT?

Call on the JUSTIS Governance Council to submit a timeline and a budget, including necessary staffing resources, to achieve the goal of building an integrated criminal justice system data repository, with reporting capacity, within 2 years.

Call on the Executive Sponsor to report on the Council's progress to the Board on a quarterly basis.

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Justice Information Tracking System (JUSTIS) Overview

Board of Supervisors Government Audit and Oversight Committee

November 15, 2017



CITY ADMINISTRATOR

JUSTIS Overview

Original Goals:

- Replace the aging integrated legacy mainframe system (CABLE 3), also referred to as CMS
- Provide improved departmental applications and workflow by sharing data
- Provide better access to a greater and more diverse volume of data than available through CABLE
- Provide better reporting of key indices and metrics captured by applications within the domain

JUSTIS Phased Implementation

- Phase 1: Creation of the Hub and Spoke system to allow departments to implement their individual solutions.
 Limited data sharing scope to focus on CMS dependencies.
- Phase 2: Identify and share the greater and more diverse data now captured by the modern systems. Existing interfaces to be expanded sending JUSTIS data not stored within CABLE. Data sharing and interpretation defined by MOU's.
- Phase 3: Data warehousing and online reporting repository

JUSTIS Integration Overview



JUSTIS Today

- A 24x7x365 production program since Sheriff and CMS integration golive in December 2009.
- Most departments still rely on CMS for parts of their business workflow.
- District Attorney, Adult Probation and Courts are in various states of obtaining or implementing new case management systems.
- JUSTIS creates and hosts new applications: Booking alert for anyone booked while on probation and alert system for persons of interest.
- Secure server and network infrastructure in place to securely move data between department systems. Reporting environment also in place where all departments have access.
- Multiple data repositories in place and moving non-CMS data, such as the SFPD CDW Incident data.

JUSTIS Next

- Continue with Phase 1 and the implementation of the Courts CABLE replacement system.
- Verify and validate that all department core business data and reports are handled via their replacement system and JUSTIS hosted applications. – Last step to (CABLE) CMS decommissioning.
- Complete the rewrite of the JUSTIS Vision and Charter to reflect the needs of the departments. Already underway, these discussions are expected to address data sharing MOU's, data interpretation and protocols.
- Identify missing data links and schedule integration.



Questions

Board of Supervisors Government Audit and Oversight Committee

7



JUSTIS Application – Booking Alerts



Probationer Name:

Booking ID:

JailNo: 1

Docket: SFNumber:

Booked: 2017-11-13 09:51:46

*Please internally validate identity. SFNumber provided is the Sheriffs SFNO provided at the time of booking and may not be the identity validated by SFPD Identity Bureau.



JUSTIS Web Applications







JUSTIS Reusable Integration







SAN FRANCISCO DEPARTMENT OF TECHNOLOGY

FY16/17-19/20 STRATEGIC PLAN

WHY STRATEGIZE?

The five-year strategic plan is a carefully crafted guide to shape and influence citywide technology priorities and investments. The plan identifies specific strategies, objectives and initiatives in the near term forming direction and business outcomes for later years. This is a responsible way to plan to a five-year horizon in an industry that creates, evolves, or totally eliminates technologies in the same time frame. This means the tools and techniques available to us tomorrow are likely to be very different from those of today. What is less likely to change is the pace for civic objectives of the Mayor's Office and the role technology can play in enabling those solutions for the benefit of the City and County of San Francisco and its residents, businesses, workforce, and visitors.

MISSION STATEMENT

The City and County of San Francisco's Department of Technology believes in connected communities, innovation and the delivery of intelligently designed systems. We are committed to empowering CCSF through technical expertise and leadership, responsive service, and partnership.

VISION STATEMENT

DT aims to be the IT department of choice for the City and County of San Francisco.

We will improve government services, enhancing the lives of the City's residents, businesses, and visitors through smart, responsive use of technology.

VALUES STATEMENT

- Culture: Foster a culture of caring that values and respects our people.
- Teamwork: Working together to achieve common goals.
- Excellent Customer Service: Make decisions in the best interest of our customers.
- Performance: Getting to DONE on time, on budget and with high quality.
- Accountability: Take ownership and responsibility for our actions.
- Transparency: Report clear, concise and complete methods, resources and outcomes.

STRATEGIC AREAS OF FOCUS

1. ICT Infrastructure & Operations: Thoughtful investments in infrastructure, network, and data storage that improve performance, increase resiliency, and facilitate the current and future demands of City operations.

Intent: Enhancing and extending the City's technology infrastructure is core to DT's mission and a vital role in supporting City operations. DT is focused on transforming City operations enabled through next generation data management, telephony, and connectivity. Strategies in this area reflect a significant shift from on premise to the cloud as well as from a decentralized to centralized management.

2. Shared Services: Maximize the business value of the DT service portfolio through strong management, effective delivery, and increased customer satisfaction.

Intent: Shared services will transform DT into a technology partner for City departments – delivering infrastructure and application needs as good as, if not better than, the market place. The first step is building a trusted relationship with our customers through attentive customer-first support services. Governed through the Shared Services Forum, DT will be developing and delivering services driven by customer demand. Beyond support, DT is focused on deployment of modern infrastructure architecture and supporting digital products we will launch in the future. This area is focused on investing in the network to ensure high performance, resiliency, and reliability make our shared service goals possible.

3. Cybersecurity: Secure the City's infrastructure, network, and data by establishing strong policies and practices while integrating superior cybersecurity tools.

Intent: The more connected the world, and the more technologically advanced, the greater and deeper the security threats. Cybersecurity is no longer a part-time job; it's a full-time priority. The objectives described in this plan help create a more secure technology infrastructure – establishing strong policies and practices and integrating tools that are best of breed.

4. Organizational Performance: Increase the performance of the organization across all areas through our people, our processes, and measured, evidenced-based improvement.

Intent: To build and maintain modern technologies and focus on transformative customer service, we must recruit and retain quality people with the right skills, knowledge, ability, and a passion for creating value to their colleagues and our client departments. DT is focused on iterative improvement and laying the foundations that underlie high performance. The leadership is committed to building a culture whereby people thrive.



STRATEGIC AREAS OF FOCUS

INFRASTRUCTURE &

storage that improve performance,

increase resiliency, and facilitate the current and future demands of City

OPERATIONS

Thoughtful investments in infrastructure, network and data

1. ICT

operations.

2. SHARED

SERVICES

satisfaction.

DEPARTMENT OBJECTIVES

1.1 CONNECTIVITY: Increase connectivity for the benefit of the public and the City employees that serve them.

1.2 CLOUD: Enable citywide migration of data to the cloud to decrease maintenance costs and enhance security, redundancy, and stability.

1.3 DATA CENTER OPTIMIZATION: Improve the efficiency of citywide data centers by centralizing and streamlining operations.

1.4 VOIP: Transform the City's telephony and internet connectivity to provide higher levels of resiliency and availability to departments while simplifying overall architectural complexity.

2.1 CLIENT SERVICES: Deliver technology-focused services that drive efficiencies, cost savings and allow client departments to focus on delivering services to constituents.

2.2 CLIENT ENGAGEMENT: Establish best-in-class tools, methods, and experience for our customers.

3.1 POLICY: Adopt cybersecurity framework to protect critical systems and data.

3.2 OPERATIONS: Identify, Protect, Detect, Respond, and Recover using the NIST Framework.

3.3 COIT CYBERSECURITY PROJECTS: Successfully implement COIT projects, specifically Identity and Access Management, Business Continuity/Disaster Recovery, Active Directory, and Third-Party Patching Solution.

4.1 DEVELOPMENT: Establish the core organizational programs and processes that support continuous improvement, collaboration, coordination, and communication.

4.2 TALENT MANAGEMENT: Create a modern and industry competitive talent recruitment and retention program.

4.3 EFFECTIVENESS: Enhance individual accountability, efficiency, and effectiveness.

COIT Project

+Capital Planning Project

1.1.1 - Mapping Connectivity Assets Project1.1.2 - Facility Connectivity & Backbone Capacity1.1.3 - Dig Once

1.2.1 - City Cloud*

1.3.1 - Mainframe Refresh*1.3.2 - Data Center Transformation

1.4.1 - Upgrade the Network*1.4.2 - Telephony Applications*

2.1.1 - Adoption of Enterprise Applications
2.1.2 - Support SSO
2.1.3 - SFGIS Program
2.1.4 - People Soft Implementation (F\$P)
2.1.5 - Improve IPTV System Reach

2.2.1 - IT Service Management
2.2.2 - IT PMO Standards
2.2.3 - Business Relationship Management
2.2.4 - Integrated Service Desk

3.1.1 - Establish Policies **3.1.2** - Policy Execution

3.2.1 - Security Operations Center
3.2.2 - Cybersecurity Risk Mgmt. Program
3.2.3 - Security Architecture

3.3.1 - Identity & Access Management***3.3.2** - Citywide Active Directory*

4.1.1 - Internal Communications4.1.2 - Knowledge Management

4.2.1 - Utilizing Recruiting Tools4.2.2 - Workforce Planning & Forecasting

4.3.1 - Cost Analysis & Reporting **4.3.2** - Sourcing & Vendor Management 1.4.3 - Telephony Infrastructure*1.4.4 - Call Center*

2.1.6 - Upgrade & Invest in New Equipment
2.1.7 - Expand Production Services & Programs
2.1.8 - New Audio Service
2.1.9 - Cybersecurity Insurance

2.2.5 - Network Operations Center
2.2.6 - Public Communications
2.2.7 - CCSF/Citywide Communications

3.2.4 - Resiliency3.2.5 - Advanced Endpoint Protection3.2.6 - Mobile Device Management DT

 3.3.3 - Third-Party Patch Mgmt. Program*
 3.3.4 - Business Continuity/Disaster Recovery*

4.1.3 - Continuous Improvement Programs **4.1.4** - Performance Evaluations

4.2.3 - Technical Training Professional **4.2.4** - CJIS Certification

4.3.3 - Citywide Financial System Migration **4.3.4** - Relocate Safety Division

Maximize the business value of the DT service portfolio through strong management, effective

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3. CYBERSECURITY

delivery, and increased customer

Secure the City's infrastructure, network, and data by establishing strong policies and practices while integrating superior cybersecurity tools.

4. ORGANIZATIONAL PERFORMANCE

Increase the performance of the organization across all areas through our people, our processes and measured, evidence-based improvement.