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DEPUTY COMPTROLLER

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June 11, 2013

Mr. Bruce Gaskey, Director
Office of the Mayor
Office of Citywide Emergency Communications
15 MetroTech Center, 18th floor
Brooklyn, NY 11201

Dear Mr. Gaskey:

The Comptroller's Office will be conducting an audit on the integration and implementation of the Computer Aided Dispatch System into the Emergency Communications Transformation Program (ECTP) by the Office of Citywide Emergency Communications. The objective of the audit is to determine whether the Office of Citywide Emergency Communications is successfully monitoring the integration and implementation of the ECTP.

The audit will be conducted in accordance with generally accepted government auditing standards as mandated by Chapter 5, § 93, of the New York City Charter. We will contact your office within the next few days to schedule an entrance conference. To expedite the audit, we would appreciate your providing the following at the entrance conference:

- Names and telephone numbers of key personnel who are in charge of the ECTP Agency organization charts: (1) agency overall, and (2) the agency units responsible for the ECTP.
- Detailed technical information for the (1) ECTP hardware and software and (2) system interfaces with any internal and external agency systems.
- All technical specifications on the ECTP data and users, including: (1) data dictionary and record layouts of all files and (2) system process flowcharts [from data origination sources, through data processes, to data depository].
- A copy of all system policies and procedures for ECTP, including: (1) backup and disaster recovery; (2) system security; (3) data entry and verification; (4) program change controls; and (5) reconciliation of system data to source documents.
- A copy of all system (1) test plans, test scripts, and results and (2) data conversation and data migration plan.
- A copy of any plan and implementation schedules for any changes to ECTP for any purpose (i.e., adding new features, adding capacity, and introducing new technology).

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Please contact Vincent Liquori, Director of IT at 212-669-8892 if you have any questions.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'TK' or similar initials, written in a cursive style.

Tina Kim

c: Elizabeth Weinstein, Director, Mayor's Office of Operations
George Davis III, Mayor's Office of Operations