

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 40.8

AUGUST 2025

TECHNOLOGY ADVISORY BOARD

1. BACKGROUND. The Information Management Division (IMD) is seeking more efficient and effective ways to inform employees using information technology (IT) applications in the field of ongoing technology projects and to receive valuable input from the end users of IT products and services.

2. MISSION. The mission of the CHP Technology Advisory Board (TAB) is to improve field employee awareness of current and proposed IT projects, provide a forum for open communication between employees operating in the field and IMD for IT-related concerns, and to collaborate for future IT project success.
 - a. The TAB demonstrates the Department's commitment to the departmental Strategic Plan as well as IMD's IT Strategic Plan.
 - b. Recommendations from the TAB will be considered by the IT Governance Board as CHP continuously matures its enterprise technology governance.
 - c. The TAB board members will be the conduit for sharing technology concepts and potential new applications identified through collaboration with other public safety agencies and attendance at public safety technology presentations/ demonstrations in their respective jurisdiction.
 - d. Objectives. The objective of the TAB is to provide cohesive planning and communication throughout the Department, bridging the information sharing and feedback gap between IT operations and field operations, and to provide consistent information updates on current and proposed IT-related project initiatives. The TAB will solicit suggestions for IT-related improvements to provide the highest level of safety and efficiency for the end users of technology.

The TAB fosters an environment of partnership that promotes cooperation and IT performance excellence.

3. BOARD MEMBERSHIP. The members should have an understanding of the current software and hardware products and services used by the Department as a whole and collaboratively work together providing insights for process improvements.

a. Considerations.

(1) The members do not need to have a technical understanding of the Department's infrastructure.

(2) It is imperative the members understand the current concerns and limitations experienced by employees working patrol or enforcement-related specialized units, as well as those supporting field efforts, who can offer meaningful and professional input to the IMD.

b. Board Member Responsibility. It is the responsibility of the members to provide strategic governance and oversight for the tasks which occur as a result of the TAB meetings. The members can initiate and advise on policy and procedure changes, and work to ensure adequate resources for projects and initiatives.

c. Quorum. The minimum number of members required to be present to constitute a quorum is two thirds of all members.

d. Office of Primary Interest. The IMD will be the Office of Primary Interest for the TAB and will host each meeting. The IMD will follow up with Executive Management and TAB attendees regarding any action items initiated during the TAB meetings.

e. Chairperson. The TAB will be chaired by the IMD Assistant Chief with oversight of Information Technology Section (ITS) and Technology Infrastructure Section (TIS). The Chairperson will facilitate each TAB meeting and will act as a liaison between the Department's Chief Information Officer, Executive Management, and the TAB attendees. The Chairperson may select a designee to attend the TAB meetings in the event they cannot attend.

f. Vice-Chairperson. The TAB will be vice-chaired by the Chief Enterprise Applications Officer (ITS Commander) or the Chief Technology Officer (TIS Commander) as designated by the Chairperson. The Vice-Chairperson may select a designee and/or representative to attend the TAB meetings in the event they cannot attend.

g. Designee. The Chairperson or Vice-Chairperson appoints the TAB designees as necessary.

h. Attendees. The following Divisions will select representatives to attend each TAB meeting.

(1) Information Management Division.

(a) Information Technology Section.

1 Information Technology Manager I, Project Management Group.

2 Information Technology Manager I, Technical Services Group.

- 3 Information Technology Manager I, Software Development Group.
 - (b) Technology Infrastructure Section.
 - 1 Information Technology Manager I, Customer Services Group.
 - 2 Information Technology Manager I, Network Security Group.
 - (c) Telecommunications Section.
 - (d) Communications Centers Support Section.
- (2) Enforcement and Planning Division.
 - (a) Research and Planning Section.
 - (b) Commercial Vehicle Section.
 - (c) Field Support Section.
- (3) Administrative Services Division.
 - (a) Fleet Operations Section.
 - (b) Business Services Section.
 - (c) Facilities Section.
- (4) Personnel Management Division.
 - (a) Human Resources Section.
- (5) Departmental Training Division.
 - (a) Academy.
 - (b) Organizational Development Section.
- (6) All Field Divisions.
 - (a) Division Chiefs shall appoint a manager to serve in the capacity as a TAB member. The appointment should be for a minimum of a one-year term.
 - (b) Each Division shall select at least two additional representatives to attend the TAB meetings. Classifications suggested to participate are field patrol officer, field patrol sergeant, and/or Public Safety Dispatch Supervisor I. These representatives shall be from Area commands.

(c) The TAB member management may also select professional staff.

4. OPERATIONAL PROCEDURES.

a. Meeting Frequency. The TAB meets quarterly, and at the discretion of the TAB Chairperson and the members.

b. Venue. Meetings will be held at CHP Headquarters with an anticipated duration of two hours. The meetings will be made available for teleconferencing for those outside the Sacramento region.

c. Meeting Agenda and Minutes.

(1) The IMD Executive Secretary is responsible for preparing the meeting agenda and sending to the attendees ten days prior to each TAB meeting.

(a) Topics to be discussed during each TAB meeting should be submitted to the TAB SharePoint site 15 days prior to a scheduled meeting to allow time for the agenda to be prepared in advance.

1 Topics can include suggestions for improvements in field operations, changes in policy and/or procedures, status updates on implemented IT-related projects, etc.

(2) The IMD Executive Secretary will take attendance and meeting minutes at each TAB meeting.

(3) Within 15 days following the TAB meeting, the meeting minutes will be distributed to the board members, all attendees, the respective Division Chiefs, and the Assistant Commissioner, Staff. The meeting minutes may be used at Division Area Commanders' Conferences, as needed.

(4) Recordkeeping. The meeting minutes will be stored on the TAB SharePoint site to provide access to all members of the Department.

5. CHANGE OF ATTENDEES. It is the responsibility of the respective Division to notify the IMD Executive Secretary of any changes regarding attendees (e.g., promotions, transfers, resignations/separations).

OFFICE OF THE COMMISSIONER

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES

Information Management Division

Representative	Roles and Responsibilities
Assistant Chief	<ul style="list-style-type: none">• Chairperson/Executive Board member• Attend quarterly Technology Advisory Board (TAB) meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions• Provide recommendations to the Chief Information Officer regarding board-approved decisions or actions• Ensure TAB-related actions are carried out as discussed and approved
Information Management Division (IMD) Executive Secretary	<ul style="list-style-type: none">• Prepare and disseminate meeting agenda and minutes• Maintain TAB SharePoint site with meeting documentation and various resources
IMD Representative	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and updates

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Information Technology Section

Representative	Roles and Responsibilities
Chief Enterprise Applications Officer	<ul style="list-style-type: none">• Vice Chairperson/Executive Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions• Provide insight on Information Technology (IT)-related capabilities and constraints
All Section Information Technology Manager Is (ITM I)	<ul style="list-style-type: none">• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions• Provide insight on IT-related capabilities and constraints
Section Representative	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Technology Infrastructure Section

Representative	Roles and Responsibilities
Chief Technology Officer	<ul style="list-style-type: none">• Vice Chairperson/Executive Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions• Provide insight on IT-related capabilities and constraints
All Section ITM Is	<ul style="list-style-type: none">• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions• Provide insight on IT-related capabilities and constraints
Section Representative	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Telecommunications Section

Representative	Roles and Responsibilities
Section Commander	<ul style="list-style-type: none">• Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB action• Provide insight on IT-related capabilities and constraints
Mobile Digital Computer Sergeant ITM I Section Representative	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Communications Centers Support Section

Representative	Roles and Responsibilities
Section Commander	<ul style="list-style-type: none">• Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB action• Provide insight on IT-related capabilities and constraints
Section Representative	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Enforcement and Planning Division

Representative	Roles and Responsibilities
Manager	<ul style="list-style-type: none">• Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions
Division Representatives: <ul style="list-style-type: none">• Research and Planning Section• Commercial Vehicle Section• Field Support Section	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Administrative Services Division

Representative	Roles and Responsibilities
Manager	<ul style="list-style-type: none">• Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions
Division Representatives: <ul style="list-style-type: none">• Fleet Operations Section• Business Services Section• Facilities Section	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

Personnel Management Division

Representative	Roles and Responsibilities
Manager	<ul style="list-style-type: none">• Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions
Division Representatives: <ul style="list-style-type: none">• Human Resources Section	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Departmental Training Division

Representative	Roles and Responsibilities
Manager	<ul style="list-style-type: none">• Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions
Division Representatives: <ul style="list-style-type: none">• Academy• Organizational Development Section	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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TECHNOLOGY ADVISORY BOARD MEMBERS AND ATTENDEES (continued)

Field Divisions

Representative	Roles and Responsibilities
<p>Manager</p> <ul style="list-style-type: none">• Protective Services Division• Northern Division• Valley Division• Golden Gate Division• Central Division• Southern Division• Border Division• Coastal Division• Inland Division	<ul style="list-style-type: none">• Board member• Attend quarterly TAB meetings to gather information regarding TAB actions• Provide guidance and oversight on TAB actions
<p>Division Representatives</p>	<ul style="list-style-type: none">• Provide background and insight into field operations and suggested improvements• Provide updates on TAB-related actions and projects

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