**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, May 23, 2013**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Michelle Hoffman called the meeting to order at 10:04 a.m. A motion to go into session was made by Major Jamison and seconded by Ms. Bhate. Those in attendance included:

**BOM Members Staff and Interested Parties**

Michelle Hoffman DYRS Peggy Bell DELJIS

Earl McCloskey DOJ Lynn Gedney DELJIS

Mike McDonald DSP/IT Mary Hansen DELJIS

Matt Jamison NCCPD Ray Sammons DELJIS

Marian Bhate POD Nicole Wilson DELJIS

Deb Lindell JIC Randall Chase Associated Press

Mary Ann McKenna DOC Adam Taylor News Journal

**Proxies**

Joe Shockley DTI

For Earle Dempsey

Renee Rigby DSP/SBl

For John Potts

Lisa DiBuo Family Court

For Leann Summa

Mark Hitch JP Courts

For Marianne Kennedy

1. **REVIEW OF APRIL MINUTES**

* Minutes from the April 25, 2013 Board of Managers meeting were reviewed. A motion to accept the minutes was made by Ms. Lindell and seconded by Ms. Bhate. The Committee unanimously approved the minutes after a name change is made from Ken Shockley to Joe Shockley.

1. **NETWORK MANAGEMENT**

* **Insurance Commissioner Department, Market Conduct** – Ms. Robin Davis presented to the Board with a brief description. Their section of the agency is responsible for license of agents/insurance adjusters and bail bondsman for the State. Market Conduct Section is requesting access to the system to evaluate the type of people that they will place in with clientele. These agents require a criminal background check that is compliant with SBI as well as federal check. They currently receive criminal certified criminal history from SBI. Mr. McDonald raised a question for the bail bondsman in reference to the importance of the arrest history even though they have the certified criminal history. This request will help with the questioning process of the potential applicants during the interview process. Mr. McDonald asked Ms. Bell about the significance of having the LEISS print view only and if print only will stop someone from printing a report. Ms. Bell advised the print is local. Ms. Lindell asked the question in regards to once the applicant being recertified with new criminal history.

The response was that no they do not have to do another check to renew their license and the agency is in the process of making changes to the legislation to change this requirement. A federal check is also required from the applicant and if it is easier for them to do at SBI. Ms. Bell stated that the agency may want to participate in the rap back process that we have currently for other agencies. This will allow them to be aware of an arrest of one of their people. A motion to approve access was made by Mr. McDonald and seconded by Ms. Bhate.

* **Safe Haven Animal Sanctuary** – Ms. Bell presented an update for this request and it is still pending and the letter for the DOJ was sent for an opinion. A motion to table this made by Major Jamison and seconded by Ms. Lindell.

1. **STRATEGIC ISSUES**

* **DCAP** – Mr. Hitch reported that some of the staff including Ms. Kennedy is at a meeting/conference to meet with the judiciary agency to review the automation process. There will be more to report for next month’s meeting.
* **DCAP/CJIS Interface** – There is nothing new to report at this time.
* **IT Consolidation** – Mr. Shockley stated that there was nothing new to report at this time. McDonald updated that his report recommendations for DSP/IT have been completed and there is a recommendation for DTI to take over the help desk responsibilities from DSP. Ken Allen and Mr. McDonald are going to work on this process of being completed. The equipment will be located at the William Penn site but the NCIC and NLETS application will still be theirs to maintain. A report will be made to the executive members next month in regards to the impact that this change will make for users and DELJIS.

1. **COMMITTEE REPORTS**

* **Planning Committee** – There is nothing new to report at this time.
* **Police Complaint Access Committee** – There is nothing new to report at this time.
* **Policy and Procedure Committee** – Ms. Bell stated that Policy 4 is out and released with it is the electronic validation and we are notifying the Security IRM’s that their agency is starting on certain and to make sure that the staff is notified.

1. **OLD BUSINESS**

* **Automated System Usage Statistics** – Ms. Bell reviewed the totals with the Board.
* **Project Status Report Overview**: Ms. Bell reviewed the report to the attendees
* **AFIS Interface** – Troop 5, 7 and 9, Capital PD and Dewey Beach PD are in the pilot phases and have no issues to report at this time.
* **Bail Forms for JP Court** –DELJIS is waiting on the outcome of the VERA Institute results and the next step of coding will begin after the review.
* **CJIS and DOE Interface** – There has been an MOU drafted and approved and in the last signature from OMB will complete the process.
* **CJIS Hosting Environment** – We have released the new site and there has been no issues arise currently but we will continue to enhance to make it user friendly.
* **Collection of DOC Supervision Fees** – The programming portion is complete, DOC has to confirm approval through management before we can release. OSCCE has already received a demonstration on the application.
* **DCI Message Switcher Modernization** – Stolen vehicle and tags has been sent with the transactions; holding until we receive more specifications for how to update probationers and parolees.
* **DNREC Criminal Summons** –The coding has been completed and reviewed with the release into production as of May 20th.
* **DOJ Public Site of Arrests** – A request has been made to create a public portal that will allow users to see daily arrests that have been made. There will not be a comprised file of criminal history given just the activity that occurred for that particular day.
* **DUI Blood Search Warrant** – With new legislation that was enacted DELJIS is creating a PDF document that will allow an officer to fill out information once printed to comply with the needs of this process. DELJIS is waiting for an example, more concrete details, to how we want this document to appear. Mr. McCloskey was asked by Ms. Bell to get in contact with Sean Lugg to get a sample as soon as possible to make sure we are in compliance.
* **Enhancement for NICS** – This request to reset firearm prohibition for DV flag has been completed and was released on May 20th.
* **Interface with DATE** – This request to streamline and reduce data entry for officers with the new tobacco changes has been completed and was released on May 20th.
* **JP Partial Pay** – The request to remove two more weeks to a cases due date when the court receives a partial pay from a defendant has been completed and was released on May 20th.
* **Mental Health Records** – Records are continuing to be counted daily. DELJIS and SBI are waiting on a decision to have a query made for this specific data. We need to add a field for people who have sought relief but were denied.
* **Sealed Warrants** – DELJIS created a new process for officers to use in regards to the first option to select yes or no to have the warrant sealed. Once the selection is made it will determine the next steps. This was released into production on May 20th. Mr. Bunitsky wanted to know if there was going to be a way to log all of the warrants into a database. The answer is not at this time until we figure out a more permanent automated solution.
* **Security Logon Screen** – The new Policy 4 revisions were completed and several agencies have been already targeted to have them comply with the change to agree to the access. This will continue by each department until completed.
* **Sex Offender Application** – A request has been made to create a record system to capture all the information that is obtained.
* **Subpoena for Trial E-Ticket** – DELJIS completed the request to add witnesses to the E-Ticket application was completed and released on May 20th.
* **Validation Project** – The request for validation of the local and NCIC “hot files” was completed and has been updated in production with continued monitoring.

1. **NEW BUSINESS**

* **Define “Victim’s Copy” of Police Report** - Ms. Bell advised that there have been many faces to the way the victim’s copy of the report has been distributed. The clarity of what the person is to receive are the fields of the offender, incident and location, the complaint number, the date and time, the victim(s) name, the suspect and reporting person. The MO field gives a summary of information of what occurred. Ms. Bell researched that the initial report was the front page of the incident and that was the victim’s copy. There is no longer an incident front page it is based off of the type of incident that occurs which will make the report unique at that time. A recommendation was made to the Board from Ms. Bell that there is a need to have a consistent format for a victim’s report. At times the investigative narrative can have too many details of the incident for that will cause a negative impact on the victim. Everything that is on the police report accepts the investigative narrative to be released. Since we are following the state law and the Victim’s Bill of Rights there may not be a need to change. The Board agreed and a tentative proposal will be circulated to the voting members and interested parties to define a “Victim’s Copy” of a LEISS report.

1. **PUBLIC COMMENT**

* Ms. Bell pointed out that on Wednesday night she received an email from the Associated Press.  There was a concern as what the Executive Committee meeting was going to address as it was not stated on the Agenda.  Ms. Bell advised that the email came in after 5pm when she had left DELJIS and did not check email until around 10pm.  Ms. Bell advised that under Dept. of Justice was notified by the Associated Press concerning a FOIA violation.  Ms. Bell advised that if there is a problem with the agenda it is her fault as she reviews them.  The Board briefly discussed the agendas.  Mr. Chase, from the Associated Press, advised that he believes there is a FOIA violation in accordance with Title 29 and not proper notice was given and the reason for Executive Session was not stated.  Mr. McDonald motioned to table the meeting/defer until next month giving DELJIS has time to confer with Dept. of Justice.  The motion was seconded by Ms. Bhate.  Mr. Chase asked since we are going to contact the Dept. of Justice can we will also inquire on the following:  (1) is the DELJIS Executive Committee itself a public body?; (2) What is the general notice requirements for the posting of a meeting of the DELJIS Executive Committee?; (3) Will the results of the Executive Committee contain the individual’s name?  Ms. Bell advised she would include all the questions in to the Dept. of Justice for their clarification of the matter.

1. **EXECUTIVE COMMITTEE**

* The meeting was cancelled and is no longer being held due to failure to comply with the ability to notify the public within seven days of the agenda.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn from was made by Ms. Lindell and seconded by Major Jamison at 12:01 p.m. The next regularly scheduled meeting date is for **Thursday, June 27, 2013 at 10:30 a.m.**

SPECIAL NOTE CHANGE IN MEETING TIME – The DELJIS Board of Manager meeting time will begin at 10:30 AM.  The DELJIS Executive Committee meeting will begin at 9:00 A.M.