**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**2013 WORKSHOP MINUTES**

**November 13, 2013**

**OPENING AND ATTENDANCE**

The annual DELJIS Workshop was held on November 13, 2013 at the Duncan Center, Dover, Delaware. Ms. Peggy Bell called the meeting to order at 8:30 a.m. Those in attendance were:

Jackie Aff NCC CCP Kevin Agne Family Court

Sharon Agnew Family Court Annette Ashley Superior Court

John Bell DELJIS Peggy Bell DELJIS

Tammy Burton CCP Linda Carmichael Superior Court

Dominic Carretto DELJIS Nicole Chamberlain DMV

Mary Crabbe Family Court Ralph Davis DSP/SBI

Earle Dempsey DTI Nancy Dietz DSCYF

Richard Dunning NCC PD Dave Elwood DELJIS

Drew Fennell CJC Stephanie Fitzgerald CCP

Brie Gannon SAC Lynn Gedney DELJIS

Mary Hansen DELJIS Karl Hines DOC

Mark Hitch JP Courts Chuck Huenke SAC

Nick Johnson OMB Marianne Kennedy JP Courts

Chris Kervick CJC George Knutkowski DELJIS

Deb Lindell JIC Tom Macleish SAC

Earl McCloskey DOJ Mike McDonald DSP

Lisa Minutola PDO Evelyn Nestlerode Leg Hall

Melody Ochoa-Campagna DELJIS Becky Palicka SBI

John Potts Newark PD Renee Rigby SBI

Lisa Robinson Superior Court Ray Sammons DELJIS

Mary Sheppard SBI Joe Shockley DTI

Weldon Spellman DSCYF Leann Summa Family Court

Charlotte Walsh JP Court Philisa Weidlein-Crist SAC

Jeff Whitmarsh DSP Nicole Wilson DELJIS

**WELCOME**

Ms. Peggy Bell welcomed everyone to the 2013 DELJIS Retreat and highlighted the topics for the day.

**ROUND TABLE DISCUSSION**

All of the attendees introduced themselves by stating where they worked, what the job roles were at their agency and what impact DELJIS has on their daily job duties; along with what DELJIS does for their agency.

**MARIS PROJECT (MARYLAND DATA EXCHANGE)**

Mr. Chris Kervick and Mr. Dave Elwood presented what the process of receiving and sharing data between the two states. Being able to see if an offender from Delaware was arrested in Maryland or detained in any manner will help determine if the offender violated probation/parole. The same process works with our data for Maryland.

**DETECTIVE LICENSING AND BAIL AGENTS**

Sgt. Jeff Whitmarsh presented the database that was created for monitoring active and expired licenses for security officers, detectives and bail bonds agents.

**SEALED WARRANTS “HOW DO THEY WORK?”**

Mr. John Bell and Ms. Lynn Gedney presented what a sealed warrant is and some examples of why a warrant should or can be sealed. The process of how the warrant becomes sealed on LEISS was also presented to clarify that it is not a feature that can be done unintentionally.

**DELJIS POLICY 4 – REVISION AND PROTOCOLS**

Mr. Ray Sammons and Ms. Mary Hansen presented to the attendees that current Policy 4 that DELJIS currently upholds as well as some of the future changes that are going to be made in 2014.

**WARRANT/CAPIAS VALIDATIONS/CLEANUP “CAN WE DO IT BETTER”**

Mr. Mike McDonald presented the process of how warrants are processed through NCIC; along with what agencies can expect in completing the validation of the warrants for each of their own agency.

**RAI REPORTING**

Ms. Marianne Kennedy presented the current situation of the RAI project to the attendees. In reference to the changes to the questions that will be completed at the time of an arrest/complaint of a DV case.

**NEW “LEISS” DEMONSTRATION**

Mr. Dominic Carretto and Mr. Dave Elwood presented the new LEISS applications in regards to the newest features that are being created as well as the whole new look and easier use of the web application.

**INTERFACE REPORTING “WHO”S NEXT?”**

Ms. Nicole Wilson and Ms. Peggy Bell presented what agencies are currently using the automated email notifications for arrest of offenders. These agencies currently consist of Department of Education for active enrolled public school students, Professional Regulations and Licensing, Department of Justice and Department of Education for all employees at public and charter schools.

**CLOSING REMARKS**

Ms. Peggy Bell and Captain John Potts closed with comments to thank the attendees for being able to learn some of the newest and most active projects that DELJIS is working on at this time.