**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, February 27, 2014**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at the Commission of Veteran Affairs Conference Room, located in Dover, Delaware. Captain Potts called the meeting to order at 10:32.

**BOM Members** **Staff and Interested Parties**

Marianne Kennedy JP Court Peggy Bell DELJIS

Leann Summa Family Court Lynn Gedney DELJIS

John Potts Newark PD Mary Hansen DELJIS

Earl McCloskey DOJ Nicole Wilson DELJIS

Marian Bhate PDO Benjamin Griffith DSAMH

Mike McDonald DSP-IT Jean Burgess DSAMH

Nancy Dietz DYRS Joe Shockley DTI

Fred Calhoun NCCPD Isabella Kaplan DTI

Deb Lindell JIC Renee Rigby DSP-SBI

Tom Ellis DOJ

Anthony Spiezio DTI

**Proxies**

Earle Dempsey DTI

For Secretary Sills

1. **REVIEW OF JANUARY MINUTES**

A motion to approve the January meeting minutes was made by Mr. McCloskey and seconded by Ms. Bhate; motion carried.

1. **NETWORK MANAGEMENT**

* DHSS Mobile Crisis Intervention Services
* A motion made by Ms. Bhate and seconded by Ms. Lindell to give access but to not keep the criminal history in the patients file. Mr. McCloskey wanted to make sure that a possible MOU to be created to let this access contingent upon read only access. A motion to an amendment of previous motion was made by Mr. McDonald and seconded by Mr. McCloskey; motion carried.

1. **STRATEGIC ISSUES**
   * .IT Consolidation – Mr. Dempsey stated that everything is on schedule for DelDOT; which concluded with personnel being consolidated into DTI on February 3rd. These 30 employees will be responsible for the IT requirements that involve specifically DelDOT. DSHS have consolidated nine divisions. Mr. Dempsey stated that last year when one of the CSR left DTI; the position was not filled until recently; Mr. Spiezio was introduced to the attendees as the replacement and will be responsible for some agencies including PDO.
2. **COMMITTEE REPORTS**

* Planning Committee – There was nothing new to report at this time.
* Police Complaint Access Committee – There was nothing new to report at this time.
* Policy and Procedure Committee –There was nothing new to report at this time.
* Presenting Slate of Officers - Ms. Summa presented the slate of officers for the next board term:
  + - Chair – Captain John Potts
    - Vice Chair – Mr. Earl McCloskey
    - Secretary – Ms. Leann Summa

1. **OLD BUSINESS**

* Automated System Usage Statistics - Ms. Bell reviewed the statistics with the attendees.
* Project Status Report - Ms. Bell stated that there were several highlights for the Board members with the following:
  + - Accident Sale Portal – The Treasures Office has been working with DELJIS to create a merchant number. Additionally the download is being tested to make sure the data matches the exact written report.
    - Adjudication Summary – Documents have been sent to the courts for review and are waiting on feedback. Changes to add pending charges to the printed court version to make it look like the web version will be the final view.
    - AFIS Interface with CJIS – DELJIS is working with SBI to get all agencies on board with the process. Technicians will open the application to all agencies shortly.
    - Bail Bondsperson Database – Since the last meeting we have sent screen shots to SBI to review and comment upon. Once testing begins DELJIS will add applications to the Web portal.
    - CAD Interface – DELJIS has sent the file layout for E-Crash of data elements from the vendor and is currently under review.
    - CARS Interface – DELJIS is working with DelDOT to develop a new interface using web services to transfer data to CARS.
    - Crime View Interface – DELJIS will create an interface to the Crime View application for users to access needed tables in the warehouse.
    - Data Exchange with Adjoining DOC – At this time MARIS is working with regional states to develop more structured governance under their initiative.
    - DCI Message Switcher Modernization – The vendor is finishing the testing for the stolen vehicle, stolen tag and criminal history transactions.
    - DMV Look-up to SQL Files – An estimation of how much programming effort will need to be completed was given to DMV. DELJIS is currently working with DMV and Highway Safety to secure some funding.
    - E-Warning/Juvenile Justice Charges - A request to create a program similar to E-Ticket where the officers can record warning when traffic citations are issued of arrest for the juvenile justice intervention. Once the new LEISS application is up and running it will be included.
    - Family Court Financials – This will enhance reporting for multiple crash deposits for various locations. Coding has been started with the staff.
    - Gun Involved – DELJIS will be adding a field to gun involved crimes to determine of a firearm was discharged during the crime. This will be incorporated into the new LEISS application.
    - Interface with DATE – DELJIS completed the tobacco component of this request May 2013 and we are currently working on the alcohol component for the application to be completed.
    - Kiosk Interface – OSCCE vendor has been provided with sample screens and specs after the initial meeting was completed. Programming is underway with DELJIS staff.
    - LEISS Re-write – The application is 60% complete on the complaint side and 35% complete on the warrant side.
    - Mental Health Record Enhancements – DELJIS is adding alias names to the G4 files and we are in the testing phase at this time.
    - Mental Health Records – There is currently over 19,000 G4 records. DELJIS is working with SBI and DSP to accurately report mental transports. Until a decision has been reached they can still be viewed in CCH file.
    - Merging Charges and Cases – Eticket has been changed to allow both civil and criminal traffic charges added to the case. The only exception is the seat belt offense.
    - NIBRS Changing for Crime Reporting – DELJIS is working on the coding changes in NIBRS on a request from SBI.
    - NIBRS Law Enforcement Counts – Programming is still in the process to allow sending law enforcement counts to the FBI electronically.
    - School Reporting of Active Warrants – DELJIS is in the process of completing the automated email notifications of wanted students to the public and charter school superintendents to notify them of students that are currently wanted. A test list is run every Monday at this time.
    - Web Alerts – We will be moving to another application since single sign on is no longer used.

1. **NEW BUSINESS**

* Non-Criminal DV Victims Copy – Ms. Bell presented to the Board a request that was made in regards to releasing the victim’s copy of a field service report or even a verbal report with no arrest made. When there is a criminal report a victim copy can be released to the victim. The Board agreed without a victim no copy of (NPR, Verbal DV, etc.) should be released.

1. **Public Comment**

There were no members of the public that attended this meeting; therefore, there is no comment at this time.

1. **ADJOURNMENT**

A motion to adjourn was made by Mr. Dempsey and seconded by Mr. McCloskey at 12:20 p.m.

**The next meeting is scheduled for April 27, 2014 at 10:30 a.m.**