**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**PUBLIC SESSION MEETING MINUTES**

**THURSDAY JULY 16, 2015**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. McDonald called the meeting to order at approximately 10:02 a.m.

Those in attendance included:

**BOM MEMBERS:**

Marian Bhate ODS

Lt. Frederick Calhoun III NCCPD

Nancy Dietz DYRS

Robert Denton JIC

Michael McDonald DSP

Earl McCloskey DOJ

**PROXIES:**

Mark Hitch JP Court

Proxy for Marianne Kennedy

Earle Dempsey DTI

Proxy for Secretary James Collins

**STAFF:**

Peggy Bell DELJIS

Lynn Gedney DELJIS

Lisa Morris DAG

Mary Hansen DELJIS

Kelly Knutkowski DELJIS

**PUBLIC AND INTERESTED PARTIES:**

Eric Hamm

Matthew Zolper

Joe Shockley

Dean Esham

Anthony Spiezio

Isabella Kaplan

**I. REVIEW AND APPROVAL OF JUNE MEETING MINUTES**

A motion was made by Lt. Calhoun to approve the June Public Session Meeting Minutes and seconded by Mr. McCloskey. Motion carried.

**II. HEARINGS**

Mr. McDonald recused himself for Case# 20140765.

A motion was made by Lt. Calhoun to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (I) (3) (5) (6) (9) and seconded by Ms. Dietz.

The Board returned to public session for voting. Mr. McDonald returned to the meeting.

A motion was made by Ms. Dietz that appellant in Case #20140765 complete DELJIS Security Training and to re-sign the new policy procedures seconded by Lt. Calhoun. All approved with one abstention. Motion carried.

**III. NETWORK MANAGEMENT**

Dagsboro Code Enforcement- Ms. Hansen provided the application of the Dagsboro Code Enforcement’s request for DELJIS access for their code enforcers who will be granted the same access as other code enforcement officers in the state. This is a formal presentation in which they are requesting the access.

A motion was made by Ms. Bhate to grant DELJIS access to Dagsboro Code Enforcement’s officers and seconded by Mr. Hitch. Motion carried.

Ellendale Code Enforcement- Ms. Hansen provided the application of the Ellendale Code Enforcement’s request for DELJIS access for code enforcers who will be granted the same access as the other code enforcement officers in the state.

A motion was made by Lt. Calhoun to grant DELJIS access to Ellendale Code Enforcement and seconded by Ms. Dietz. Motion carried.

**IV. STRATEGIC ISSUES**

IT Consolidation- There are no new updates to report.

**V. COMMITTEE REPORTS**

There are no new updates to report.

**VI. OLD BUSINESS**

* Automated Usage Statistics- Ms. Bell reviewed the automated usage statistics with the attendees.
  + The Board discussed the effects of not receiving the funding for the connectivity for SSLVPN, which would impact the state financially because there are many applications that use the connection. Without agencies having access to the SSLVPN connection, processes would have to be input manually which would include manual parking, traffic tickets, warrants, etc. Ms. Bhate also noted that the video phone uses the SSLVPN connectivity which saves the state about $1 million a year.
* Project Status Report- Ms. Bell reviewed the project status report with the attendees.
* Division of Forensic Science- We are developing specialty reports for the division. The division is requesting reports of crimes involving evidence.
* DCI Message Switcher Modernization- We are working with switcher vendor building new interfaces. Programming has been completed for Wanted lookups by SBI, driver’s license, registration, and ID card number. MFTR transactions need to be tested once connection to test switch is verified.
* DOJ Case Tracking System- We are developing an interface with CJIS and DOJ Case Management. Weekly calls are being held with the vendor to go over fields in the interface files to map to Justware. Need DOJ to provide civil statutes to be added to law file. Tables supplied as needed. DOJ needs to review interface fields to see if they are really needed in Justware.
* E-warning/Juvenile Justice Charges-Create a program similar to E-ticket where officers can record warning when traffic citations are not issued. Juvenile Justice Indicator added to incident in new LEISS. In testing with new LEISS
* Law File Table Rewrite- We have received NCHIP funding for the Law File Rewrite. Programming is in progress.
* Medical Marijuana. This item has been completed. Cards are now being issued to Agents of the Compassion Centers. We need to be able to enter the data to reflect they are agents not patients. Agents are employees of the centers and can only possess marijuana while they are in the center working.
* Migration of Warehouse to New Server- This item has been completed and DELJIS has migrated DELJIS data/applications to the new server. The server is decommissioned.
* Offender Multiple Inquiry- We are adding the G4 Search and vehicle operated to offender profile screen. We will be adding the automatic searching of G4 files to the list of files an officer can check to see if a person is firearm prohibited. Also, it will allow users to see what vehicles a person was driving when issued a ticket. This has been sent to DTI maintenance since it is a mainframe application.
* Professional Licensing Database- We are creating an application for SBI to capture bail/bond agents. The application is in production. SBI is verifying rosters in new data base.

**LEISS Modifications and Enhancements**

* LEISS Enhancement- We are making changes to enhance AG access. This item will (1) Request to capture gun data, caliber of weapon, defendant statements, recovered property, and evidence (for capture and SBI update) to enhance ability for trial. (2) Reserve supplements in E-crash for an officer so two officers cannot pull the same supplement number. (3) Issue with deer tags printing in Crash. They are unable to print tags and have to sign in and out to print tags. HD #35445. (4) HD #35313 needs to be and adjusted the way first unstable event happens in E-Crash. Reference to HD # for exact details. (5) Add additional fields to LEISS to show if camera data is available of the incident.
* LEISS Tables- NCHIP funding received for Table and LEISS enhancements. Programming is in process.
* LEISS Re-Write- We are rewriting the LEISS system to a new platform. Testing and fixing issues as they arise. We are working on internal testing.

**VII. NEW BUSINESS**

* Ms. Bell advised that Senate Bill 104 passed the House and Senate and we are just waiting for the Bill to be signed by the Governor.
* Department of Justice has started a new intake program for law enforcement. Law enforcement will need all of their documents to schedule intake and DELJIS will be developing an adhoc program that will clear any intake attempts where the officer did not have all of their documents. Ms. Bell advised she will be sending an email to CJ users, DSP Sworn, DNREC, and other pertinent groups to make them aware of this change and if officers do not have all of their documents and evidence at their first time at intake, they will need to return to Department of Justice and conduct a second intake. Ms. Bhate advised that Middletown PD and the AG’s Office had a pilot program that would allow intakes to be done by videophone. There will be a videophone committee meeting in September. Lt. Calhoun said NCCPD is willing to test this program.
* Ms. Bell announced that DELJIS received $202,569 for the DELJIS budget to cover the cost of connectivity/email accounts and the remainder of the cost would be pro-rated across the municipalities. This will be difficult to pro-rate to agencies, because the number of SSL accounts changes every month, so we will be pro-rating every single month. The Police Chief’s Council made a motion and they’re working to see if they are able to use $132,000 of funds from combat violent crimes. There is no cost breakdown or analysis for how much an SSLVPN account costs.
* Ms. Bell will talk to the Police Chief’s Council to see if we can increase the DELJIS dollar to use for connectivity fees and the agencies through enforcement and arrests and what they are using the system fee get a connectivity fee back. This would be a self-funded line item.
* Mr. McDonald proposed the recommendation to have people come together to start developing strategies and bring the recommendations to the Board. Ms. Bell will announce when the meeting will be and anyone who would like to join the discussion can attend.
* Lt. Hamm provided a brief overview of a bill which would authorize the issuance of dependent driver’s license to illegal aliens. The legislation requires the individuals to be fingerprinted and a background check to be conducted at SBI. A confirmation check will need to be created to confirm that the individual who went to SBI for the background check will be the same individual who goes to DMV to obtain the driver’s license.
* Ms. Bell advised the attendees that a bill passed and the courts will no longer be suspending driver’s license. A law passed in which an individual’s license will not be suspended if you they don’t pay traffic fines but they will be unable to renew their license. DELJIS will need to start coding to accommodate the changes for the new law.

**VIII. PUBLIC COMMENT**

* Mr. Shockley commented that during the Data Governance Committee meeting the only project that was pulled off was the Judge Attorney project was completed by DELJIS and DTI.

**IX. ADJOURNMENT**

A motion to adjourn was made by Mr. McCloskey and seconded by Lt. Calhoun at approximately 11:45 a.m.