**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**LAW ENFORCEMENT USER’S GROUP**

**MONDAY, DECEMBER 8, 2014**

**OPENING AND ATTENDANCE**

The regularly scheduled meeting of the Law Enforcement User’s Group was held at the Dover Police Department Assembly Room located at 400 South Queen Street Dover, DE 19904. Mr. Bob Abbott called the meeting to order at approximately 9:36 a.m.

Those in attendance included:

Peggy Bell DELJIS

Lynn Gedney DELJIS

Dave Elwood DELJIS

Ray Sammons DELJIS

Kelly Knutkowski DELJIS

Tammy Ketterman Rehoboth PD

Mary Beth Devine WPD

Odelia Adams WPD

Donna Robinson DelDot

Michael McDonald DSP-IT

Tammy Hyland DSP-Planning

Robert Fox DSFM

Mary Sheppard DSP-SBI

Renee Rigby DSP-SBI

Gregg Shelton Elsmere PD

1. **REVIEW OF OCTOBER MINUTES**

A motion to approve the October minutes was made by Ms. Devine and seconded by Ms. Hyland. Motion carried.

1. **REVIEW OF AUTOMATED SYSTEM USAGE**

Ms. Bell reminded all the attendees to have their reports approved and submitted for the year. DELJIS will be contacting municipal agencies to approve and submit their reports and DSP will be contacting DSP agencies to approve and submit their reports.

Ms. Hyland asked if DELJIS is contacting DSP to complete E-Crash reports that involve fatalities because she is concerned about the number of incomplete fatality E-crash reports. Ms. Hyland addressed that some agencies do not complete their reports on the original and are adding supplements to the report. Mr. McDonald said he had discussed this issue with the Crash Construction Unit and it would be easy for officers to put in a preliminary report but some officers are concerned about adding supplements and reporting details that may jeopardize their case in court.

Ms. Bell responded that DELJIS contacts DSP for E-Crash report validations and advises officers how to correct and complete their reports.

1. **OLD BUSINESS**
   1. Project Status Report- Ms. Bell reviewed the Project Status Report with the attendees.

Accident Sale Portal- Testing of the financial interfaces are in progress. We need to move application to new server and retest web services.

Ambulance Fund- UAT testing is completed. The effective date for the program to go live is set for 12/23/14. JIC needs to make some changes to CMS forms. This will be a $10 increase on ALL Title 21 charges and will not apply to local ordinances similar to Title 21.

Bail Condition Screen- Testing is in progress for CJIS programs in-house.

Boat Registration File- Several meetings were held with DELJIS and DSP. DTI is trying to come up with solutions so we do not lose any functionality we currently have.

Blood Search Warrant- The programming is 90% completed and we are working on print.

CARS Interface- Web service has deployed in production. We need to complete firewall requests to complete the project.

DCI Message Switcher Modernization- Criminal history transactions are being tested by DSP. The new switch has been setup to do MFTR transaction testing for automated entries into NCIC.

DOJ Case Tracking System- DELJIS created specifications for file of new and updated cases that are available for intake. Sample files should be delivered by 12/8/14.

DSP Police Portal- A conference call was held to discuss interfaces for the police portal to retrieve incident data.

LEISS Re-Write- In-house testing is in progress on complaint/ warrant system. An MOU has been signed with DSP and Safety and Homeland Security. We are waiting on Clearinghouse to release money.

Mr. McDonald asked if DELJIS planned to move from a client server to a web based application. Ms. Bell and Mr. Elwood responded that LEISS would stay on a client server because it is the best option if officers are experiencing connectivity issues.

Mental Health Records- Some mental patient records have been removed from criminal history. SBI has informed police agencies of new process for police to code as transports to hospital. Bad records will be continued to be cleaned up until programming changes are available in LEISS. As of 12/05/14 there are 19,758 records in G4.

Migration of Warehouse to New Server- Testing is in progress on the new server for the warehouse and web applications.

NIBRS Law Enforcement- Data entry screens have been moved into production so the counts could be entered. We will need to change entry to be by ORI instead of agency to allow DSP to report by county. DELJIS will send the counts to FBI once all counts have been entered. We are working on a job to automate sending to FBI.

Offender Multiple Inquiry- We have a request submitted to DTI to add two other search criteria to it.

Red Light/Green Light- We are changing data classification to confidential for web service. We need to re-submit SIEH form once it’s singed by Polytech.

Victim Voices Heard- This item has been completed and the program has been modified to capture necessary data to track recidivism.

* 1. NIBRS- Ms. Rigby reported that SBI is trying to get all reports approved and cleaned up. Ms. Rigby reported that Ms. Sheppard submitted through October all of the reports and she is working on the error listings. Reminded agencies to check saved and unapproved lists. Ms. Rigby also reported that next year there will be new hate/bias fields that will be coming in 2015.
  2. E-Ticket- Ambulance Fund. Reminder that after 10/23 Title 21 charges will have the $10 Ambulance Fund.

Ms. Hyland inquired about a request she made for the IDR for the DUI checkpoint policy. Ms. Hyland stated that the courts are adamant that they don’t want checkpoint arrests- requested a checkbox to be added if the arrest was made at a checkpoint. Ms. Bell said DELJIS will work on it. Ms. Hyland clarified that if a box was added on the IDR that could be marked so that data can be excluded form that location in their location analysis.

* 1. LEISS- Ms. Bell advised that DELJIS is looking to release the new LEISS early March and will start training. DELJIS will be offering creative training ideas for agencies to be accustom to the new LEISS. SBI will be involved in the testing process and any agency that wants to start testing so they can be involved can participate.
  2. COGNOS- COGNOS is going to the new server that will reside at DTI.
  3. E-Crash-Ms. Hyland requested, if possible, the ability to capture motorcycle endorsements on Delaware drivers for motorcycle fatalities and crashes in the E-Crash application. Ms. Bell advised she would see how DMV stores the data and if it’s available DELJIS would be able to make the change.

Mr. Elwood advised that in the report checking if there is a motorcycle involved the data may not pull down if it’s a temporary endorsement. Mr. Elwood advised in this case officers would need to key it manually if it’s an out-of-state motorcycle endorsement. Ms. Bell advised that DELJIS will work on Ms. Hyland’s request.

Ms. Rigby commented that their agency is still getting errors in portals for the vehicle codes for jeep and four doors etc. Ms. Rigby inquired if this issue would be cleared up.

Mr. McDonald responded that he met with Mr. Fred Pusey and asked that DELDOT adopt the NCIC code tables for vehicles and they agreed to do that but it will not be a fast process.

* 1. Tow Slip- Currently no new complaints. Mr. Elwood report that the re-write of Tow slip will be completed today.

1. **NEW BUSINESS**

* Ms. Bell announced that Mr. John Bell, the Training Administrator at DELJIS, has retired.
* Mr. McDonald brought up the topic of sealed warrants and gave an example of when a warrant wasn’t sealed properly and the warrant was unable to roll into NCIC because they added the charge to a failure to appear. Ms. Bell explained the entry was done incorrectly.
* Ms. Bell responded that currently in LEISS the option is offered to the officer doing the warrant if the officer wants it to be sealed or not. If the officer chooses to seal the warrant, the officer most likely doesn’t want the information to go to NCIC. Ms. Bell advised that the warrant is supposed to roll into NCIC and then DSP Comm Center is able to take it out.
* Ms. Bell advised that she will provide the necessary procedures if an officer seals a warrant and they still want the warrant in the wanted person file and send them out to users. Ms. Bell advised if the warrant is manually entered it has to be manually cleared.
* Ms. Rigby reported the need for agencies to verify warrant numbers and photos so the information is matched with the correct person to avoid SBI from having to clean up records. Ms. Rigby provided an update on the CJIS AFIS Interface Steve is putting the interfaces at the agencies. Ms. Rigby reported some of the issues they were experiencing were fingerprint cards were not printing for some agencies. Some agencies that were not printing cards.
* Ms. Rigby also reported that they are having issues with the ORI’s because they are different. Ms. Rigby provided an example that when SBI are submitting fingerprint cards to the FBI, the charge pulls from CJIS or Triple I and it should go through, but instead the cards are being rejected because it says that it is an invalid ORI and it’s rejecting on the disposition error list.

Mr. McDonald inquired if the agencies have a valid and accepted ORI. Ms. Rigby said that Steve has been checking the ORI’s and they are not activated at the FBI. Mr. McDonald said he needs to communicate with the FBI to activate the ORI’s.

Ms. Bell advised that DELJIS can download and send a list of agencies and the ORI’s to Ms. Rigby.

Ms. Rigby also reported another CJIS AFIS Interface issue with the arrest date that was pulling from the date the mugshot was taken. SBI is correcting this issue.

Ms. Rigby reported that the CJIS AFIS Interface are to be completed at all agencies by the end of the year except for the prisons.

1. **PUBLIC COMMENT**

There was no attendance from the public so no comment was available.

1. **ADJOURNMENT**

A motion to adjourn was made by Ms. Hyland and seconded by Ms. Rigby at approximately 11:03 a.m.