**DELJIS CRIMINAL JUSTICE USERS GROUP**

**MEETING MINUTES**

**MONDAY, APRIL 13, 2015**

**OPENING ATTENDANCE**

The DELJIS Criminal Justice Users Group was held at Dover Police Department located at Dover Police Department Public Assembly Room 400 South Queen Street, Dover DE. Cpl. Robert Abbott called the meeting to order at approximately 9:33 a.m.

Those in attendance included:

Peggy Bell DELJIS

Lynn Gedney DELJIS

Steven Camp DELJIS

David Elwood DELJIS

Ray Sammons DELJIS

Kelly Knutkowski DELJIS

Cpl. Robert Abbott NCC PD

Tammy Hyland DSP Planning

Gregg Shelton Elsmere PD

Robert Fox State Fire Marshall

Scott Collins Selbyville PD

Amy Nicholson ARMS

David Moyer DNREC

Donna Robinson DELDOT

Lottie Pase DELDOT

Michelle Hoffman Family Court

Charlotte Walsh JP Court

Tracy Henderson WPD

Mary Beth Devine WPD

Odelia Adams WPD

Marian Bhate PDO

Joe Shockley DTI

Earl McCloskey DOJ

Galen Purcell DSP Academy

Karen Hudson Dover PD

Mary Sheppard SBI

Renee Rigby SBI

Michael McDonald DSP

Tammy Ketterman Rehoboth Beach PD

Ms. Bell welcomed the attendees and introduced the DELJIS CJ Users Group Meeting as combining the Law Enforcement Users Group Meeting and DELJIS Project Steering Committee into one meeting to improve the criminal justice community by sharing ideas and discussing the items that are discussed at both meetings.

**I. REVIEW OF MEETING MINUTES**

A motion was made by Ms. Bhate to approve the Project Steering Committee Meeting Minutes for March 2015 and seconded by Ms. Rigby. Motion carried.

A motion was made by Mr. McDonald to approve the LEUG Meeting Minutes for December 2014 with the two addendums made to clarify the second and third paragraphs of the automated usage system statistics to the following:

“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 of fatality crashes 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” and seconded by Ms. Hyland. Motion carried.

**II. REVIEW OF AUTOMATED SYSTEM USAGE**

Ms. Bell reviewed the automated usage statistics with the attendees. Officers who are releasing vehicles need to start using the system to release vehicles tow slips. There have also been changes made to E-ticket to add the time to the shift log.

**III. DISCUSSION ITEMS**

* **DELJIS Project Status Report-** Ms. Bell reviewed the Project Status Report with the attendees.
  + Accident Sale Portal- Testing is in progress.
  + Bail Bondsperson Database- The conversion program is completed. Users are testing the latest changes and we are working on COGNOS reports.
  + Boat Registration Report- DELJIS is testing applications.
  + CAD Interface- WDSL files for E-Crash and E-ticket web services provided to vendor. We are finishing up new web service for complaint data to make it easier to get complaint data for agencies.
  + DOJ Case Tracking System- Weekly calls are being held with vendor to go over fields in the interface files to map to Justware. We need to provide civil statutes to be added to the law file.
  + DOJ Web Alerts for Special Groups- This item has been completed on 4/1/15.
  + DSP Police Portal- Programming is in process to create an interface for the new DSP Portal.
  + LEISS Rewrite- Testing continues on complaint/warrant system. An MOU has been signed with DSP and Safety and Homeland Security. The funding has been released.
  + Mental Health Records- Mental patient records have been removed from criminal history. SBI had 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 the new LEISS. As of 4/10/15 there are 19,767 records in G4. Mental patient questions have been changed in LEISS so the only option to select is to transport.
  + Migration of Warehouse to New Server- DELJIS is migrating data/applications to the new server. Testing is in progress on web applications-charge summaries, DMV inquiries, PFA inquiry, e-Payment, and temporary license.
  + Pardon Processing Back End Reporting- This is a new item that will create a way to report to the Board of Pardons that a record that was pardoned is being expunged.
  + YRS Interface Enhancements- This is a new item that will track the history of juveniles in YRS facilities and programs. We will need to modify and enhance data capture of YRS on files and fields available to design new file to capture the progression of juvenile through the YRS system.

Questions/Comments

* There will be a new field added to the new LEISS which will show whether there is camera data available (yes or no field). Ms. Bhate requested if the camera data field could be added to the PDO interface.
* Ms. Hyland asked about the drug and alcohol testing option for E-Crash that she had discussed with Ms. Bell. Ms. Bell will be adding that request to the Project Status Report.
* Ms. Hyland asked if there could be option created for E-Crash report types that officers could select as a check box to eliminate officers trying to change the E-crash report type header. Ms. Bell made the suggestion of removing the headers on the E-Crash reports that label if the report is reportable or non-reportable and the header line that stated if a departmental vehicle was involved to eliminate the confusion. None of the attendees had an issue of the two headers being removed on E-Crash reports, so those two headers will no longer appear on E-Crash reports.
* Mr. Elwood asked the attendees if there needs to be differentiation between the types of cameras that will be used in the IDR video field (example: body cameras, car cameras, etc.). The video won’t need the actual serial number in that field; the data the field will need to capture is the date, time, and type of camera.
* **NIBRS**- Ms. Rigby reported that Ms. Sheppard submitted 2014 NIBRS data last week and reminded all attendees to check their saved and unapproved lists. Ms. Rigby advised for agencies to change their reports to homicides if the investigation is a homicide. Some of the homicide reports are started as a miscellaneous investigation or death investigation and the reports are never changed to homicide and officers need to make sure those reports are changed.
* Ms. Rigby addressed an issue about supplements and recovery information. If an officer is doing a complaint and property has been recovered, officers need to bring the crime over into the supplement and clear the crime and include the recovery information. The recovery information should not just be listed in the narrative.
* **E-Ticket/E-Crash**- No new updates.
* **LEISS**- Ms. Bell had advised that DELJIS has lost half of the LEISS development team and DELJIS currently has been testing different elements of the program. The new LEISS will run in parallel with the old LEISS so users will be able to upload data from the new LEISS and pull down the same data to the old LEISS if the user encounters a problem.

Questions/Comments

* Cpl. Abbott inquired if there could be a field included in police reports (theft/property crimes) that would capture if properties are insured and a field that would provide what insurance company insured the property.
* Ms. Bell advised if it’s an official request from law enforcement we could add fields to the file. The attendees discussed that there would be too many options to capture on the report for each type of property and the insurance for each and did not wish to move forward with this request.

**IV. NEW BUSINESS**

**\*The new start time of the DELJIS CJ Users Group will be changed to 10:00 a.m.\***

**V. PUBLIC COMMENT**

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

**VI. ADJOURNMENT**

With no further items to discuss, a motion to adjourn was made by Mr. Sammons and seconded by Ms. Hyland at approximately 10:55 a.m.