**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**CRIMINAL JUSTICE USERS GROUP**

**TUESDAY, JUNE 16, 2015**

**10:00 a.m.**

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. Ms. Peggy Bell called the meeting to order at approximately 10:00 a.m.

Those in attendance included:

Peggy Bell DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

David Elwood DELJIS

Steven Camp DELJIS

Capt. Galen Purcell DSP-Academy

Tammy Ketterman Rehoboth Beach

Joe Shockley DTI

Robert Denton JIC

Gregg Shelton Elsmere PD

Lisa Robinson Superior Court

David Moyer DNREC-ECU

Robert Fox State Fire Marshall

Tammy Hyland DSP-DIAC

Tracy Henderson Wilmington PD

Donna Massey Seaford PD

Charlotte Walsh JP Court

Donna Robinson DelDOT

Odelia Adams Wilmington PD

Mary Beth Devine Wilmington PD

Michelle Hoffman Family Court

Barbara Wilkers Newark Alderman

Mary Sheppard DSP-SBI

Michael McDonald DSP

Karen Hudson Dover PD

Lottie Pase DelDOT

Deborah Mowbray CCP NC

1. **REVIEW OF MEETING MINUTES**

A motion was made to approve the April Meeting Minutes by Ms. Devine and seconded by Mr. Shockley.

1. **REVIEW OF AUTOMATED SYSTEM USAGE**

* Ms. Bell reviewed the automated system usage statistics with the attendees.
* DELJIS has received several requests to add links to E-tow for instructions of how to release vehicles for agencies. Some agencies have unique ways of releasing their vehicles and we are looking to see if we can add instructions on our site so there will be one website that people can visit to obtain vehicle release instructions.

1. **DISCUSSION ITEMS**

a. Review of DELJIS Status Report- Ms. Bell reviewed the DELJIS Project Status report with the attendees.

* + Accident Sale Portal- Testing is still in progress.
  + Bail Bondsperson Database- This item will create an application for SBI to capture bail and bond agents. The application is in production and SBI is verifying rosters in the new database. This item will be renamed to the Professional Licensing Database.
  + Bail Notes Update- This is a new item that will add the option to update/correct bail notes. This item has been completed and the ability to update bail notes has been added.
  + CCDW Permits Inquiry- This is a new item that will allow the search of multiple inquiries for CCDW permits. This item has been completed.
  + Division of Forensic Science- This is a new item that will develop specialty reports for the division. The division is requesting reports of crimes involving evidence.
  + DCI Message Switcher Modernization- We are working with the switcher vendor to build new interfaces. Programming is completed for Wanted look-ups by SBI, driver’s license, registration, VIN, and ID card number. MFTR transactions need to be tested once connection to test switch is verified.
  + DMV Photo Look-Up-This item has been completed. DMV upgraded web services for photo consumption. The new DMV web service for photos has been implemented with the new web portal.
  + DOJ Case Tracking System-This item will 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.
  + E-Warning/Juvenile Justice Charges- This item will create a program similar to E-Ticket where officers can record warnings when traffic citations are not issued. The Juvenile Justice indicator will be added to incident in the new LEISS. This item is in testing with the new LEISS.
  + Judge Attorney File*-* This item has been completed. This item develops a way for users to check the Judge Attorney File. Inquiry is now available in production.
  + Law File Table Rewrite- NCHIP funding has been received for the Law File Re-write. Programming is in process.
  + LEISS Tables- NCHIP funding was received for Table and LEISS enhancements.
  + LEISS Re-Write- We are re-writing the system to a new platform. We are testing and fixing issues as they arise- an MOU has been signed with DSP and Safety and Homeland Security.
  + Medical Marijuana- This is a new item that will add a new person type and remarks. Cards are now being issued to Agents of the Compassion Centers. This item will provide the ability to enter the data to reflect that 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- We are migrating DELJIS data/applications to the new server. This is the number one priority for DELJIS staff. As such, all staff are working on this effort and all other efforts are on hold until this item is completed. The new web portal moved the week of 6/1/15 which includes; Charge Summary, DMV lookups, and E-Ticket. The print server is scheduled for week of 6/15/15. CCDW, Nibrs reporting, and AG Scheduling needs to be moved. The goal is to have everything switched over by 6/26/15.
  + Police Court Document Print- This is a new item that will add print options to select specific documents when printing a complete calendar. This item is completed and print options have been added to all documents which includes; Charge Summary for all cases including traffic, Charge Summary, Driving Record, E-ticket/E-summons, an Adjudication Summary which is summarized version of charge summary courts use.
  + Print Sealed Warrant- This is a new item that will add the option to print sealed warrants from the inquiry screen. This item has been completed and all users that have access to Sealed Warranty Inquiry will have the ability to print sealed warrants as an option instead of online view.
  + DELJIS will be adding a blood search warrant for BUI’s (Boating Under the Influence) and a blood search warrant for DUI’s.

b. NIBRS- Ms. Sheppard provided an update that everything is working well and there are no other concerns.

c. E-Ticket/E-Crash- There is a new modification to E-ticket that requires users to manually sign into the E-ticket program if they are accessing it through LEISS. This function will be fixed in the future when we have migrated to the new server.

d. LEISS- There were no problems or concerns with the existing LEISS from the attendees. DELJIS is hoping to release the new LEISS for user testing shortly. The old and new LEISS will be able to run concurrently because the data will be exchangeable between the two systems.

Ms. Bell advised if any of the attendees have a problem with any of the DELJIS applications to contact DELJIS and we’ll try to resolve it. The “Contact Us” button and the request to certified driving records wasn’t working but this issue has been resolved.

1. **NEW BUSINESS**

* Hospital Middletown ER needs to be added to the hospital table.
* Ms. Hyland observed on the IDR report there’s not a drop down box for the drugs unless the user selects there’s a drug recognition expert involved and then the application gives the option to select the drugs suspected. There have been IDR’s with drugs involved but the types of drugs are not identified unless a drug recognition expert is involved. Ms. Hyland would like to have the option of the drop down box to track the growing problem of particular drugs.
* Mr. Elwood advised in the IDR if there are drugs suspected under the individual, and the user selects the option yes, that nothing will happen. Mr. Elwood advised that we will need to check why the drug suspected is under the summary and under the DRE. Mr. Elwood advised that we could possibly move that field to the individual. Someone may have requested in the past to have that field under the summary and DRE which is causing the option for drugs to not appear. Ms. Bell advised that we can ask Mr. Sean Lugg if we would be able to make that change.
* Ms. Bell notified the attendees that each agency will be getting a validation list from DELJIS which will have the option to mark if the individual is a police officer or not. The Medical Examiner’s Officer will need the list because they are going to accept evidence from police officers. When each agency gets their validation list there will be a field to mark whether or not the individual is a police officer.
* There was a question from DNREC about a message one of the officers received about returning a search warrant from the system. The system currently doesn’t have the option to create a search warrant and the search warrants are done manually. The message the officer received was most likely an e-mail from JP Court because the JP courts are following up on search warrants that haven’t been returned. Ms. Bell said that one of our long term goals is to automate search warrants.

1. **PUBLIC COMMENT**

There was no comment from the public.

1. **ADJOURNMENT**

A motion was made by Mr. Fox to adjourn the meeting and seconded by Ms. Robinson at approximately 11:00 a.m.

**Next Meeting Date: TUESDAY, AUGUST 18, 2015 at 10:00 a.m.**