**DELJIS CRIMINAL JUSTICE USERS GROUP**

**MEETING MINUTES**

**TUESDAY, AUGUST 18, 2015**

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. Mr. Robert Abbott called the meeting to order at approximately 10:07 a.m.

Those in attendance included:

Galen Purcell DSP

Mary Sheppard SBI

Peggy Bell DELJIS

Ray Sammons DELJIS

David Elwood DELJIS

Marian Bhate ODS

Robert Denton JIC

Joe Shockley DTI

Scott Collins Selbyville PD

Robert Abbott NCCPD

Earl McCloskey DOJ

Kelly Knutkowski DELJIS

Phillip Winder DOC

Karen Hudson Dover PD

Andreah Smith DSP

Mary Beth Devine WPD

Charlotte Walsh JP Court

Donna Massey Seaford PD

Donna Robinson DELDOT

Michael Chionchio DE Fire Marshal

Tammy Hyland DSP-DIAC

David Moyer DNREC/ECU

Tracy Henderson WPD

Monique Johnson DTI

Laura Giles Elsmere PD

1. **REVIEW OF MEETING MINUTES**

A motion to approve the July 2015 Meeting Minutes was made by Ms. Hyland and seconded by Ms. Bhate. Motion carried.

1. **REVIEW OF AUTOMATED SYSTEM USAGE STATISTICS**

Ms. Bell reviewed the automated usage statistics with the attendees.

1. **DISCUSSION ITEMS**
2. Review of DELJIS Status Report- Ms. Bell reviewed the DELJIS Project Status Report with the attendees.

* Accident Sale Portal- This item will develop a point of sale for collision reports. Changes are required as a result of the new server.
* Boat Registration File-DNREC is removing the boat registration from the mainframe and moving to a cloud. This application is not in production and it’s possible the application will go live in mid-October per DTI.
* CAD Interface-We are creating an interface to/from CAD system. Web service is available. We are using the old process for complaint data until the vendor can work on using web service instead of data files.
* CCP Criminal Contempt-This item will change criminal contempt scheduling for FTP. The new policy created to schedule criminal contempt hearings only after a person misses two scheduled payments instead of one payment. Programming is in progress.
* Division of Forensic Science- This item will develop specialty reports for the Division. The division is requesting reports of crimes involving evidence. All reports have been completed.
* DCI Message Switcher Modernization- We are working with the switcher vendor building new interfaces. Programming is completed for Wanted lookups by SBI, driver’s license, registration, VIN, and ID card number.
* DOC Domestic Violence Referral Form- This item is a referral of domestic violence from P&P. We initially gave them the DV hope summary printout to use but they need an online version they can print on a local pc printer. A request was sent over to DTI and the program specifications were changed to make the application screen printable. This item has been completed.
* 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. We will need DOJ to provide civil statutes to add to the law file. Tables supplied as needed. DOJ needs to review interface fields to see if they are needed in Justware. We also need detail specifications for the actual interfaces.
* E-Warning/Juvenile Justice Charges-We are creating a program similar to E-Ticket where officers can record warnings when traffic citations are not issued. The developer and Lynn are meeting to discuss.
* Law File Table Rewrite- We have received NCHIP funding for the Law File Rewrite. Programming is in progress.
* Medical Marijuana- This item will add a new person type with remarks. These cards are now being issued to Agents of the Compassion Centers. 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. This item has been completed.
* Mental Health Record SBI #- We are adding SBI numbers to G4 records for enhanced searches. We have created a program to allow the entry of the number once the record number is found. Programming is completed.
* Migration of Warehouse to New Server- Migration of DELJIS data/applications to the new server has been completed.
* Professional Licensing Database- This item will create an application for SBI to capture bail/bond agents. The application is in production. SBI is verifying rosters in new database. The new applicants are processed thru the new application.
* Public Defender Referral Sheet- This is a new item that will request for JP Courts to hand out in paperwork document. A form will be generated at the time of presented/arraignment making the defendant aware that they need to contact the Office of Defense Services to obtain representation. Referred to JIC to create a new form.

**LEISS MODIFICATIONS AND ENHANCEMENTS**

* LEISS Enhancement- Changes are being made to enhance AG access. The enhancements include (1) Request to capture gun data, caliber of weapon, defendant statements, recovered property, and evidence (to capture an 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 E-Crash. They are unable to print tags and have to sign out and in to print tag. HD #35445 (4) HD # 35313 need to adjust the way first unstable event happens in E-Crash. Ref to HD# for exact details. (5) Add additional fields to LEISS to show if camera data is available of the incident.
* LEISS Tables- We have received NCHIP funding received for Table and LEISS enhancements. Programming is in progress.
* LEISS Rewrite- We are re-writing the LEISS system to a new platform. We are testing and fixing issues as they arise. We are working on internal testing.

1. NIBRS- Ms. Sheppard provided an update that on Friday she has submitted all the reports thru July to the FBI.
2. E-Ticket/E-Crash- There were no updates or concerns. There was discussion if there was any way that record clerks or other users could see who approved an E-Crash report. Ms. Bell advised that it should be listed in inquiry functions, and if the function is not available we could add that field.
3. LEISS- Ms. Bell advised that we are testing the new LEISS in different formats to see how it will operate. We are working on issues as they arise for warrants and arrest processing and other features. We are hoping to begin beta testing by October and roll out the application in the beginning of the year. Any individual that will be in the Academy in November or December will be using the new LEISS, so when they graduate they will be accustomed to the new features.

* Ms. Sheppard questioned about certain UCR codes (“99”) that cannot be sent to the FBI. Ms. Bell advised if there’s an issue we can put a control record on it so the UCR code won’t be able to be used in LEISS. Ms. Bell will look into the issue and discuss it with Ms. Sheppard, but “99” codes have been valid with all crime codes as they are free text.

1. **NEW BUSINESS**

* Ms. Bell advised that in mid-September Kent County SPCA, Delaware Animal Control, and other Delaware animal control agencies will be taken over by a new agency. There are a few decisions that will need to be made when this new is established, which includes; training of all the officers who will be writing complaints, where the financials will be disbursed, and whether or not the agency will be able to submit to FBI for NIBRS. There was also discussion that the agency is hiring constables as opposed to dog wardens.
* Chief Collins said that at the last Chief’s Council the constables would be doing the investigation and the agency that has jurisdiction over the address will issue the citation. From the last meeting, there had not been a contract of where the animals were going to be held.
* Ms. Bell reminded that the beach departments or other agencies with seasonal officers will need to finish their seasonal reports.
* DELJIS has been receiving requests for drug overdose statistics. The code for drug overdoses is normally written as code 8107, but some agencies are writing reports as consumption, possession, or miscellaneous. It’s difficult to gather statistics when agencies are writing overdoses differently, so report writers need to keep in mind, for statistical purposes, how they are coding their reports when a drug overdose is involved. A question was raised if an agency wanted to charge the person if the agency could add an 8107. Ms. Bell advised that is a solution since 8107’s are not crimes that are reported.
* DELJIS has sent validation lists to every agency, and if your agency has a validation list and it hasn’t been completed, DELJIS will disconnect the users mid-October. Users who do not use the system often, whether they have direct or indirect access, are still required to sign the DELJIS Rules and Regulations and adhere to DELJIS policies. If any user fails to comply, they will not be able to discuss CJIS information with authorized users because they will be in violation of the law. Users can acknowledge their understanding of the DELJIS Rules and Regulations thru an electronic signature thru the mainframe, the DELJIS Web Portal, or complete and sign the paper form and return to DELJIS.
* Ms. Bell is going to follow up with Ms. Hansen about Wilmington PD’s forms to see what DELJIS is missing and will send an email to Ms. Henderson. All forms are being sent to the agency’s TAC or Contact Person. Ms. Bell will send forms out to Mr. Moyer with DNREC as requested.

1. **PUBLIC COMMENT**

There was no public comment.

1. **ADJOURNMENT**

With no other business to discuss, a motion to adjourn was made by Mr. Sammons and seconded by Mr. McCloskey at approximately 11:00 a.m.

**The next meeting is scheduled on Monday, October 12, 2015 at 10:00 a.m.**