**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**CRIMINAL JUSTICE USERS GROUP**

**MEETING MINUTES**

**MONDAY, OCTOBER 12, 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. Ms. Peggy Bell called the meeting to order at approximately 10:00 a.m.

Those in attendance included:

Lynn Gedney DELJIS

Peggy Bell DELJIS

David Elwood DELJIS

Ray Sammons DELJIS

Kelly Knutkowski DELJIS

Renee Rigby SBI

Gregg Shelton Elsmere PD

Marian Bhate ODS

Michael McDonald DSP

Mary Beth Devine WPD

Tracy Henderson WPD

Charlotte Walsh JP Court

Kenneth Reichardt Family Court

Lottie Pase DELDOT

Donna Robinson DOT

Scott Collins Selbyville PD

Earl McCloskey DOJ

Robert Fox State Fire Marshal

Tim Hamlett DNREC/ECU

1. **REVIEW OF MEETING MINUTES**

A motion was made by Mr. Ray Sammons to approve the CJ Users Group August 2015 Meeting Minutes and seconded by Ms. Mary Beth Devine.

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

Ms. Bell reviewed the automated system usage statistics with the attendees. Ms. Bell noted that we are working with the Animal Control and Welfare agency to be able to automate criminal summonses for chargeable offenses and DELJIS will be testing charges related to rabies offenses.

1. **DISCUSSION ITEMS** 
   1. Review of DELJIS Status Report- Ms. Bell reviewed the DELJIS Status Report with the attendees.
   * AFIS Upgrade- This item will require mugshots to be moved to the AFIS Server. Changes are required to get mugshots from AFIS instead of Faces, adding new fields to AFIS interface to send SBI number changes back for manually entered prints and applicant prints. DELJIS will have to change the interface from FACES to AFIS. This will have impact on LEISS and E-ticket applications. We are working on changes to SBI CHCM to create an applicant case number and pass applicant data electronically to live scan. We will also be adding the ability to send manual prints to CJIS to load into name index file automatically for criminal and applicant prints.
   * Boat Registration-DNREC is taking the boat registration off the mainframe and moving to a cloud. The date to go live has been rescheduled. The anticipated date to go live is now November 4, 2015.
   * Crime and Justice Institute Data- This is a new item which will need data for pretrial analysis. The data has been downloaded and the item has been completed.
   * Delaware Center for Justice Data- This item needs aggregate totals of crimes, court cases, dispositions, etc. We are waiting on an MOU to be signed by SBI and JAI. We are working on reports to gather requested data.
   * E-Warning/Juvenile Justice Charges- This item will be a program similar to E-ticket where officers can record warning when traffic citations are not issued. Juvenile Justice has been added to the new LEISS and School Resource Officers are currently being trained.
     + - There are a total of 139 statutes included in this program some which include disorderly conduct, possession of alcohol, loitering, selected marijuana charges, and shoplifting charges. The charges include all like and similar statutes not just Delaware Code statutes. There are approximately 15 juveniles who are in the program from the month of September. This program only applies to juveniles that don’t have a previous criminal history record and the juveniles that are currently in the program are complying with the requirements.

* Misdemeanor Drug Charge Arrest Report- This is a new item that will create a report for misdemeanor drug charges that have changed jurisdiction from Superior to CCP. The new arrest report is to be created for DOJ for these drug cases.
* Public Defendant Referral Sheet- This is a request for JP Courts to hand out in paperwork document. This form has been created and put in production on October 5, 2015.
  + SB 59 Changes- This is a new item that will provide driving card privileges for undocumented immigrants. There will need to be fingerprints and photos taken of applicants when they come to SBI and print appointment ID/applicant case number on receipt which will be used in the new web service where DMV can deploy to check photo of person when they come into DMV to get license. We will start working on web service once DSP new servers for photos are up and running and sample database sent to us. This will occur on December 27th.
    - * This is only for the purposes of driving in Delaware and will not be used for identification purposes. It will state on the card that the card is only for driving privileges.
  + SB 154 Changes-This item will change drug misdemeanors to CCP Jurisdiction.
  + CCP Drug Calendar-CCP wants to create a new drug calendar for these new drug cases they will start getting in October. Program changes identified and will start coding soon. CCP needs in production for January 2016.
  + SB 132 Changes-This change will no longer suspend licenses for FTP mail-ins. DELJIS has met with DMV to discuss how they want to handle sending the fail to pays to DMV without suspending and automatically updating DMV when paid.
  + Web Portal Change- we will make the web portal more user friendly. We are making the main web portal page more user friendly and add wanted person inquiry. Changes being tested in house for main page changes. It is in the process of changing it—resembling the old changes.
  + LEISS Enhancements- This item includes changes to enhance AG access. (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 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- NCHIP funding received for Table and LEISS enhancements. Programming is in process.
  + LEISS Rewrite- Rewrite of LEISS system to new platform. We are working on internal testing and fixing issues as they arise. School resource officers are beginning training in new LEISS to use for Juvenile Justice Cases.

Questions/Concerns

* Ms. Bell advised that the new LEISS will not be storing camera data, but a field will be added to capture if there is a video and the data type being used (i.e. body camera, vehicle camera, etc.). This option is currently available in the IDR application. The user can select video evidence and the option will provide free text so the user can input specifics about the camera data. This option will be available for crime reports in the new LEISS and a mandatory field of yes or no.
* Ms. Rigby asked if SBI record users will be able to make changes and modifications with the new LEISS. Ms. Bell advised once the new LEISS is up and running we will work on records users but for now record users can modify and make changes in the old system. The new fields that were added would not impact SBI and so the records system will not change.
  1. NIBRS- Ms. Rigby provided a NIBRS update that SBI has submitted all their records up to August and are still working with agencies to get reports and supplements approved. She stated that new crime codes will be added for fraud.
* Ms. Bell advised DELJIS is notifying agencies about police reports that need to be approved which includes original and supplement reports. Ms. Bell advised that she will make the Chief’s aware of outstanding reports that need to be approved. SBI reported some agencies have a high amount of reports and are asked to work on their approval lists.
* DELJIS is also notifying agencies of warrant validations. The first notice DELJIS will send out to validate a warrant will go to the officer and if there is no response DELJIS will send the second notice to the officer and copy the Chief of that department.
  1. Rollout of new LEISS Plan- DELJIS is in the process of selecting beta testers that are willing to work with us on the new LEISS. We are creating a table for beta testers, so any individuals that volunteer to test the application will need to be added to the table.
     + Ms. Bell will be sending out an email to all of the Chief’s to make them aware that we will be installing the new LEISS and asking if any department has officers or frequent LEISS users who would like to volunteer for beta testing.
  + Once the new LEISS is installed, the user will be able to go into the old LEISS and pull down data. The old LEISS and new LEISS will be able to run parallel to each other on the same computer. We will start installs to the local police departments and if the agency has an IT department DELJIS will give you the install. **Do not uninstall the old LEISS since the user will not be able to continue working on a report if there are problems with the new LEISS without the old LEISS.** The new LEISS will also have a new feature of a return list of reports that need changes.
  + DELJIS is currently manually monitoring the juveniles in the Juvenile Justice Program, but there will be a temporary SBI created for each juvenile in the program to track their status. If the juvenile fails to complete requirements they will be removed from the program.
  1. LEISS- Chief Collins stated that Selbyville PD is having issues with the locator tool. Mr. Elwood advised that if an agency is experiencing issues not finding streets and/or streets not showing up to send an email to him or to the DELJIS Help Desk at [deljis.helpdesk@state.de.us](mailto:deljis.helpdesk@state.de.us). The vendor released an update recently and the locator tool has been experiencing some issues. The locator tool reflects the data from DelDot, so some of the DelDot data may not be accurate. Mr. Sammons is going to work with Chief Collins on the locator tool.
  2. E-Ticket/E-Crash- No new updates.

1. **NEW BUSINESS-** There was no new business to discuss.
2. **PUBLIC COMMENT-** There was no public comment.
3. **ADJOURNMENT**

A motion was made by Ms. Walsh to adjourn the meeting and seconded by Mr. McCloskey at 11:10 a.m.