**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**BOARD OF MANAGERS**

**PUBLIC SESSION MEETING MINUTES**

**Thursday, November 19, 2015**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at the Veteran’s Affairs office located in Dover, Delaware. Mr. McCloskey called the meeting to order at approximately 10:07 a.m.

Those in attendance included:

**BOM MEMBERS:**

Nancy Dietz DYRS

Phillip Winder DOC

Earl McCloskey DOJ

Robert Denton JIC

Lt. Frederick Calhoun III NCCPD

**PROXIES:**

Mark Hitch JP Court

Proxy for Marianne Kennedy

Lt. Kerry Reinbold SBI

Proxy for Capt. Potts

Earle Dempsey DTI

Proxy for Sec. James Collins

**STAFF:**

Peggy Bell DELJIS

Mary Hansen DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

DAG Lisa Morris DOJ

**PUBLIC AND INTERESTED PARTIES:**

Anthony Spiezio

1. **REVIEW AND APPROVAL OF OCTOBER MEETING MINUTES**

* BOM Public Session Minutes

A motion was made by Mr. Dempsey to approve the public session minutes and seconded by Mr. Denton. All approved. Motion carried.

* BOM Executive Session Minutes

A motion was made by Lt. Calhoun to approve the executive session minutes for Case Hearing #20150743 with the correction to change Middle Chase Apartments to Mill Chase Apartments and seconded by Mr. Denton. All approved. Motion carried.

A motion was made by Lt. Calhoun to approve the executive session minutes for Case Hearing # 201501 and seconded by Mr. Denton. All approved. Motion carried.

A motion was made by Lt. Calhoun to approve the executive session minutes for Case Hearing #201502 and seconded by Mr. Denton. All approved. Motion carried.

A motion was made by Lt. Calhoun to approve the executive session minutes for Case Hearing Case Hearing #201503 and seconded by Mr. Denton. All approved. Motion carried.

1. **NETWORK MANAGEMENT**
   * City of Wilmington Code Enforcement- Ms. Jessica Ramos-Velazquez who is a Code Enforcement Supervisor was requesting additional DELJIS access to Wilmington Police Department (WPD) complaint reports for the purpose of code enforcement nuisances to determine further action of the Commissioner.

Ms. Ramos-Velazquez’s job responsibilities include being on the Nuisance Committee for the City of Wilmington. One of her responsibilities on the committee is to research properties that are problematic to police officers. One of the main issues she’s having with the research is the time spent trying to contact WPD officers to get copies of the police reports. She uses the WPD reports to determine where the nuisance points fit and how many points are assessed.

Currently, Ms. Ramos-Velazquez has no other way to obtain the reports than if she tracks down officers of the reports. The information that she reports back to the committee is a letter that states the offense at the property, the date of the offense, how many points are required, and determines a course of action of an abatement plan. Ms. Ramos-Velazquez was requesting additional access for herself since she is the only one that is conducting the research.

A motion was made by Lt. Calhoun to approve Ms. Ramos-Velazquez’s request for additional DELJIS access and seconded by Ms. Dietz. All approved. Motion carried.

1. **STRATEGIC ISSUES**
   * IT Consolidation-Mr. Dempsey provided an update that DTI will be assuming desktop support for PHRST on November 30, 2015.
2. **COMMITTEE REPORTS**
   * There were no committee reports at this time.
3. **OLD BUSINESS**
   * Automated System Usage Statistics- Ms. Bell reviewed the automated system usage statistics with the attendees.

* + Project Status Report- Ms. Bell reviewed the project status report with the attendees.
    1. AFIS Upgrade- Mugshots are moving to AFIS Server. The changes 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 for FACES to AFIS. This will have an impact on LEISS and E-ticket applications. SBI Case Management changes are being tested. Working on connecting to the new oracle database for photos to finish web service. Need to complete end to end testing of live scan interfaces for criminal and applicant prints.
    2. Boat Registration File- DNREC is taking the boat registration off the mainframe and moving it to a cloud. This item has been completed and the application went live on November 16, 2015.
    3. CAD Interface- This item will create an interface to/from CAD system. The complaint data is automatically being sent to NCCPD without issue. We are working on resolving issues with E-crash data.
    4. Data Exchange with Adjoining DOC- This item will develop an interface between Delaware to share arrest with adjoining states and pass data between Probation and Parole. Pennsylvania has signed the agreement. Participating states Maryland, Delaware and Pennsylvania. Responded to spreadsheet of additional fields for interfacing with new portal that Delaware will send.
    5. Delaware Center for Justice Data- This item will need aggregate totals of crimes, court cases, dispositions, etc. Tis item has been completed and downloads have been completed and sent to agency.
    6. Mental Health Record Enhancements- This item will add alias names to the G4 database. The ability to add alias names and SBI number to G4 persons has been completed.
    7. Misdemeanor Drug Charge Arrest Report- This item will create a report for misdemeanor drug charges that have changed jurisdiction from Superior to CCP. The report has been completed. We have added to nightly batch and created a new online menu option.
    8. SB 59 Changes- This item will develop driving card privilege for Undocumented Immigrants. Applicants will have fingerprints and photos taken when they come to SBI. DMV can deploy to check photo of person when they come into DMV to get a license. SBI Case Management is being tested. We need to add the ability to SBI Dover site to take appointments and working on the web service to get photos in conjunction with AFIS project.
    9. SB 132 Changes- This item will no longer suspend license for FTP mail ins to VAC. We 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. JP Court needs to determine what rules they want in place for payments as a result of this new law and wording changes for letters.
    10. SB 154 Changes- This item will make drug misdemeanors change to CCP Jurisdiction. CCP wants to create a new drug calendar for these new drug cases they will start getting in October. Programs changes have been completed and tested. Calendar is to start January 2016.
    11. Web Portal Change- This item will make the web portal more user friendly. This item has been completed and the changes to the web portal were moved to production on 10/27/2015.

**LEISS Modifications and Enhancements**

* + 1. 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.
    2. LEISS Tables- NCHIP funding received for Table and LEISS enhancements. Programming is in process.
    3. 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.

Concerns/Comments

Ms. Bell discussed with the attendees the new civil statute for marijuana that will be effective on December 18, 2015. The charge will be civil but will go through a criminal court. Fingerprints should not be taken for this charge. This charge will not go on a warrant unless if there are appropriate charges to go along with it, otherwise it will go on a uniform complaint and summons (traffic ticket).

1. **NEW BUSINESS**

Ms. Bell provided an update that she is still working with the exchange account access for the local police departments. Ms. Bell has been in discussion with Sec. Collins about discrepancies in billing and inadvertent billing for other oddities and she is researching these discrepancies.

There were several police agencies and individuals that showed up during the DELJIS Budget Hearing to voice their concerns if they would have to pay for this access to CJIS. Ms. Bell advised that we need to determine our funding options for July 2016.

Mr. McCloskey mentioned that DOJ has started a body camera pilot program that is anticipated to go live on Monday, November 23, 2015. Mr. McCloskey asked if there was a resolution of the pop-up issue when marking if there is camera data available. Ms. Bell will look into developing an adhoc program to resolve this issue, but DELJIS will be moving forward with the new LEISS and any updates and enhancements will be in the new LEISS and DELJIS will not focus on continually maintaining the old LEISS.

Mr. McCloskey stated that with the body camera pilot program they are working with a cloud solutions company where police officers can send videos automatically to their cloud and the AG’s office can access videos. Redaction software is included where videos can be downloaded and disseminated as Brady evidence to council. The pilot program has about 25 cameras which will be used by New Castle County Police officers and WPD officers. There are two University of Delaware Graduate Interns that are collecting the data for study and will be published as a Body Camera Pilot. One of the key issues is that the police agencies have access to the videos and the police agencies are the only ones who can allow other agencies, like DOJ, to access the videos.

1. **PUBLIC COMMENT**

There was no public comment at this time.

1. **ADJOURNMENT**

A motion was made by Lt. Calhoun to adjourn the meeting by Lt. Calhoun and seconded by Ms. Dietz at approximately 11:14 a.m.