**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**BOARD OF MANAGERS**

**PUBLIC SESSION MEETING MINUTES**

**Thursday, February 25, 2016**

**OPENING AND ATTENDANCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. McDonald called the meeting to order at approximately 10:04 a.m. Mr. McDonald introduced the new Board Member Mr. Gregory Patterson that is representing the Department of Justice.

Those in attendance included:

**BOM MEMBERS:**

Leann Summa Family Court

Lt. Fred Calhoun NCC PD

Robert Denton JIC

Michael McDonald DSP

Gregory Patterson DOJ

Marian Bhate ODS

Sec James Collins DTI

Capt. John Potts Newark PD

Phil Winder DOC

Nancy Dietz DYRS

Marianne Kennedy JP Court

**STAFF:**

Lynn Gedney DELJIS

Peggy Bell DELJIS

Kelly Knutkowski DELJIS

**PUBLIC AND INTERESTED PARTIES:**

Patricia Davis

Capt. John Laird

Isabella Kaplan

Anthony Spiezio

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

* BOM Public Session Minutes- A motion was made by Ms. Bhate to approve the January BOM Public Session Meeting Minutes and seconded by Capt. Potts. All approved. Motion carried.
* BOM Executive Session Minutes- A motion was made by Ms. Bhate to approve the January BOM Executive Session Minutes and seconded by Secretary Collins. Ten approved with one abstention.

1. **NETWORK MANAGEMENT**
   * There were no requests for network access. Ms. Bell advised that Middletown Code Enforcement will be at the Board next month to request access. Mr. McDonald asked because other Code Enforcement Agencies already have access, if there was something in the Boards’ procedures that could allow them to grant access with an application without having to attend the Board meeting.
   * Ms. Bell stated in the past, if the access requested was exactly like other Code Enforcement agency’s access, the Board gave DELJIS permission to grant the agency access. DELJIS would send a letter notifying the Board of the agency’s application and request for access. If the Board had no objections to the request, DELJIS would grant the access.
   * Mr. McDonald suggested a motion be made for agencies that already have similar access to not come to the Board to present anything and just approve the access if it meets certain criteria.

A motion was made by Capt. Potts to allow DELJIS administrative authority to grant access to Code Enforcement agencies that are requesting exactly the same access as other code agencies and seconded by Ms. Dietz.

1. **STRATEGIC ISSUES**

IT Consolidation- Secretary Collins provided a brief overview of the DTI projects. One project includes the expansion of broadband in underserved areas in Sussex County. Another project they are working on is a contract for a platform called salesforce.com which is a highly configurable platform that was used to build the boat registration for DNREC and are building a Child Welfare System for the KIDS department. They are currently negotiating their contract for licensing for all state employees. The costs will depend on how people interact with the application and how many users.

1. **COMMITTEE REPORTS**

Slate of Officers from Nominating Committee-Lt. Calhoun announced the nominations for the March election:

* Mr. Michael McDonald for Chair
* Ms. Marian Bhate for Co-Chair
* Lt. Fred Calhoun for Secretary

1. **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.
  + 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. SBI Case Management changes are being tested. Working on connecting to the new oracle database for photos to finish web service. End to end testing of live scan interfaces for criminal and applicant prints are in progress. The new live scan went live February 23. We have started sending criminal and applicant prints to live scan. Working on issues for CJIS fetch not finding the file on the AFIS server. Also working on broker issue for SBI number updates. Testing new web service for mugshots against live data. Need missing fields added to oracle procedure. New photos will not be available until new web service is deployed. Projected implementation date is 2/25/2016.
  + CAD Interface- Complaint data is automatically being sent to NCCPD without issue. Using CARS web service to get E-crash data for CAD.
  + DOJ Case Tracking System- This item will interface with CJIS and DOJ Case Management. We met with DOJ and DOJ needs to map out each interface to come up with detail specifications of what fields are to be sent. Sent test files for cases and updated law file and judge/attorney table.
  + Gun Involved- This item will have a DIAC shooting flag for crime reduction. This field has been added to the file to indicate if person is struck. This will be in the new LEISS release.
  + IDR Checkpoint- This item will add a field to IDR indicating checkpoint. This field has been added to file to indicate stop was at a checkpoint. This will be in the new LEISS release.
  + LEP Limited English Proficiency- This item will capture if English language is the main language used at a police incident. A field was added to the incident to see if the police needed an interpreter at the scene in order to determine what happened. This will need to be incident based. This item will be in the new LEISS. The Public Defender asked if this field can be shared.
  + Police Prosecution Calendars- This is a new item that will create and inquiry for traffic court calendars and edits for manually scheduled cases to not exceed the number of slots.
  + Re-entry court impact on recidivism- We are beginning to assess problems with end user and CJC Chief Justice Research Group. We are developing an MOU with CJC and research group to assess the impact the court re-entry program has on recidivism for the Chief Justice. Sample of 200 cases have been sent to data researchers.
  + SB 59 Changes- This item 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. SBI Case Management changes to allow SBI to make appointments for Dover site, adding applicant case number to forms, and new English/Spanish forms for DPC are in production. Working on getting access to oracle database where the photos are stored to get web service working that will send photo to DMV when person comes in for driving privilege card. This law goes into effect 12/28/2015. Live scan went live February 23. Testing photo web service against live data to make sure working before we turn it on in production. New mugshots will not be available until new web service is deployed. Projected date is 2/25/2016.
  + SB 132 Changes- This change will no longer suspend licenses for FTP mail-ins. DELJIS 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. Meetings have been held with JP Court to determine rules for VAC payments and given draft letter for changes/additions. It was determined by DOJ that this will include Alderman mail-ins as well. The public site will allow the option to go on a payment plan of 3 monthly payments. One missed payment will generate a FTP letter. If a fine isn’t paid within the next 14 days, a late fee will be assessed to the case. They have 14 more days before DMV will be notified of non-payment if not paid. Law goes into effect 1/30/2016. Bill introduced to change effective date to 4/1/2016. Programming in progress for court changes to address the non-suspension of licensees and ability to collect monies for mail-ins. Payment plans will become option for mail-ins.
  + Video Equipment- This item will record the type of videos in LEISS. We need to track in-car camera via body camera and share field with partner agencies. Text block to describe video available will be added to the new LEISS.
  + Web Views- This is a new item will enhance the views of photos. We will enhance the web view to display mug shots and the applicant photos when returning photos for the users to review.

**LEISS**

* + 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. (6) Nuisance property field will be added to reflect property for tracking purposes.
  + 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/Comments

* Ms. Bell advised the new LEISS is up and running and works in conjunction with the old LEISS. Ms. Bell advised that DELJIS will be phasing out the old LEISS most probably in December.
* Ms. Bhate requested that the video data could be included on the Client Interview Worksheet.

1. **NEW BUSINESS**

Ms. Bell stated that she is working on increasing the DELJIS dollar surcharge.

1. **PUBLIC COMMENT**

There was no public comment.

1. **ADJOURNMENT**

A motion was made by Capt. Potts to adjourn the meeting and seconded by Lt. Calhoun at approximately 10:45 a.m.