**DELAWARE CRIMINAL JUSTICE INFROMATION SYSTEM**

**BOARD OF MANAGERS**

**PUBLIC SESISON MEETING MINUTES.**

**Tuesday, March 15, 2016**

The regularly scheduled Board of Managers meeting was held at the Division of Accounting New Castle Conference Room located in Dover, Delaware. Mr. McDonald called the meeting to order at approximately 10:00 a.m.

Those in attendance included:

**BOM MEMBERS**

Lt. Frederick Calhoun NCCPD

Phillip Winder DOC

Gregory Patterson DOJ

Secretary James Collins DTI

Marianne Kennedy JP Court

Nancy Dietz DYRS

Capt. John Potts Newark PD

Michael McDonald DSP

Leann Summa Family Court

Robert Denton JIC

Marian Bhate ODS

**STAFF**

Mary Hansen DELJIS

Lynn Gedney DELJIS

Peggy Bell DELJIS

Kelly Knutkowski DELJIS

DAG Lisa Morris DOJ

**PUBLIC AND INTERESTED PARTIES**

Kerry Reinbold

John Martin

Robert Neylan

Matthew Zolper

Isabella Kaplan

George Collins

Zenobia Foote

Evonne Murray

Angela LaManna

Michael Fitzpatrick

Deanna Carnevale

Donald McIlvain

Michelle Brogden

Christel Davis

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

A motion was made by Ms. Summa to approve the February Board of Managers Public Session Meeting Minutes and seconded by Lt. Calhoun. All approved. Motion carried.

1. **NETWORK MANAGEMENT**
	* Middletown PD/Code Enforcement (Report)- The Board discussed future requests to DELJIS from Code Enforcement agencies that will have the same access as other Code Enforcement agencies throughout the State. DELJIS will make the Board aware of the request for access.
	* Office of Highway Safety Impaired Driving Program*-* Mr. Neylan is a DUI Case Specialist who was requesting DELJIS access along with Ms. Kim Chessler in Mr. Neylan’s absence. The requested access will be used to see where individuals are in the court system with DUI arrests and their driving background. Mr. Neylan did not want to bother other agencies to obtain this information for arrests and wants to see where the defendant is in the court proceedings.
	* The Board discussed that the information that was requested would not be in the detail that Mr. Neylan is looking for and doesn’t see a business need for the DELJIS access to charge summary. Ms. Bell suggested that the Board give her the assignment to follow-up with Office of Highway Safety and determine what their needs are and report back next month.

A motion was made by Secretary Collins to table this request until the Board has a better understanding of what the agency is trying to accomplish with the access and seconded by Lt. Calhoun. All approved. Motion carried.

1. **STRATEGIC ISSUES**
	* IT Consolidation- Secretary Collins provided an update that he responded to the request for information by the Police Chiefs’ Council about funding for network access and also copied the Board on the memo.
2. **OLD BUSINESS**
	* Automated System Usage Statistics*-* Ms. Bell reviewed the automated system usage statistics with the attendees*.* Mr. McDonald advised that Amtrak Police will be moving part of their operations to Delaware so agencies may be experiencing increased interaction with them.
	* Project Status Report- Ms. Bell reviewed the 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.
	* 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 mugshot/photo web service will be deployed 3/14/2016. DSP did not convert all pictures on their Visage system so some pictures may no longer be available.
	* Blood Search Warrant- This item will be used for DUI search warrants for drawing blood. We are finishing the uploading of data then will be available for testing.
	* Data Exchange with Adjoining States- This item will develop an interface between Delaware to share arrest with adjoining states and pass data between Probation and Parole. Pennsylvania has signed agreement. Participating states Maryland, Delaware, and Pennsylvania. Responded to spreadsheet of additional fields for interfacing with new portal that Delaware will send. Programming in progress for new interface to portal.
	* Civil Marijuana- This item will create a daily report of mail-in civil marijuana overdue charges. This item will create daily report of overdue mail-in civil marijuana so cases can be transferred to JP court for civil judgement. Create process to double fines for civil marijuana if not paid within 90 days from adjudication. Sample report to be provided to JP court for review. The process for doubling fines is being tested. Ms. Bell advised there has been mass confusion on civil marijuana and drug paraphernalia. DELJIS is writing up a cheat sheet for these violations.
	* Pardon Process for SBI- This item will create a way to track the flow of pardons within CJIS. This item has not been started.
	* Re-Entry Court Impact on Recidivism- 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 sent to data researchers. Arrest data from 2012-2014 will be sent to research group.
	* 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. The receipt 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 went into effect 12/28/2015. Live scan went live February 23, 2016. Testing photo web service against live data to make sure working before we turn it on in production. New photo web service to be deployed is 3/14/16.
	* 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. The law was to go into effect on 1/30/2016 but a bill introduced a change to the 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. Testing in progress. Sample reports provided.

**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) Nuisance property field will be added to reflect property for tracking purposes. This will be available in new LEISS release.
	+ 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

Mr. McDonald discussed the option for law enforcement to use E-Check for confiscating firearms for PFA and court orders instead of using Super Check. Super Check is only used by SBI and E-Check would allow law enforcement to perform their own checks if the designated people at SBI were unavailable to run Super Checks. Lt. Reinbold will discuss this with Capt. Laird.

1. **NEW BUSINESS**

Ms. Bell sent a letter to Attorney General Matthew Denn recognizing DAG Morris for her work for the DELJIS Board. The Board thanked DAG Morris for her work and presence at the Board meetings.

1. **COMMITTEE REPORTS**
	* Election of Officers- There was a unanimous vote for the election of officers. The results of the elections are as follows:
	* Chairman-Mr. Michael McDonald
	* Co-Chairman-Ms. Marian Bhate
	* Secretary- Lt. Frederick Calhoun
2. **PUBLIC COMMENT**
	* There was no public comment.

A motion was made by Lt. Calhoun to break and seconded by Secretary Collins at approximately 11:25 a.m.

The Board reconvened at approximately 12:30 p.m.

1. **HEARINGS**
* A motion was made by Ms. Kennedy to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (I) (3) (5) (6) (9) and seconded by Ms. Dietz.

Case #20150750-\*Note the Case number was corrected from Case #20150757 to Case #20150750\* Ms. Dietz had recused herself once information was discussed that she was involved with in the case. A motion was made by Capt. Potts to permanently revoke DELJIS access of the Appellant Case #20150750 DELJIS and seconded by Lt. Calhoun. Ten approved with one abstention. Motion carried.

* A motion was made by Ms. Bhate to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (I) (3) (5) (6) (9) and seconded by Mr. Winder. Motion carried.

Case #20150767- A motion was made by Ms. Dietz to revoke the DELJIS access of Appellant in the Case #20150767 seconded by Capt. Potts. All approved unanimously. Motion carried.

* A motion was made by Ms. Dietz to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (I) (3) (5) (6) (9) and seconded by Ms. Kennedy. Motion carried.

Case #20150741- A motion was made by Ms. Bhate to revoke the Appellant’s suspension in Case #20150741 since the Board is not imposing any suspension or upholding any suspension, providing there is no new evidence involved in this case seconded by Mr. Winder. All approved. Motion carried.

The Board discussed there will be one letter of notice sent by certified mail and a letter of notice sent by regular mail to ensure appellants receive notice of future hearings.

Case #20150766- The Appellant in this case requested to postpone the day prior to the hearing. This case was not addressed.

* A motion was made by Ms. Bhate to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the contents of such documents, including pursuant to §10002 (I)(3)(5)(6)(9) and seconded by Mr. Patterson.

Ms. Dietz recused herself for Case #20157065 and left the Board meeting.

Case #20157065- A motion was made by Ms. Kennedy to remove the restrictions of the Appellant’s DELJIS access in Case #20157065 given that there is no other information presented that seems to be for non- legitimate business reasons and to reinstate access with the agency’s sponsorship and seconded by Ms. Bhate. Ten approved. Motion carried.

1. **ADJOURNMENT**

A motion was made by Secretary Collins to adjourn the meeting and seconded by Mr. Winder at approximately 4:28 p.m.