**DELAWARE CRIMINAL JUSTICE INFROMATION SYSTEM**

**BOARD OF MANAGERS**

**PUBLIC SESISON MEETING MINUTES**

**THURSDAY, APRIL 28, 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 10:00 a.m.

Those in attendance included:

**BOM MEMBERS**

Phillip Winder DOC

Capt. John Potts Newark PD

Marian Bhate ODS

Gregory Patterson DOJ

Michael McDonald DSP

Marianne Kennedy JP Court

Robert Denton JIC

Lt. Frederick Calhoun NCC PD

**PROXIES**

Michelle Brogden DYRS

Proxy for Nancy Dietz

**STAFF**

Peggy Bell DELJIS

Ray Sammons DELJIS

Mary Hansen DELJIS

Kelly Knutkowski DELJIS

Lisa Morris DAG

**PUBLIC AND NON-VOTING PARTIES**

Renee Rigby

Chuck Pugh

Heather Golding

Sgt. Matthew Zolper

Ronda Abraham

Jill Malloy

Charles Madden

Jim Elder

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

* + BOM Public Session Minutes*-* A motion was made by Lt. Calhoun to approve the BOM April Public Session Minutes and seconded by Capt. Potts. All approved. Motion carried.
  + BOM Executive Session Minutes
    1. Case #20150750-A motion was made by Lt. Calhoun to approve the Executive Session Minutes for Case #20150750 and seconded Mr. Winder. All approved. Motion carried.
    2. Case #20150767- A motion was made by Ms. Bhate to approve the Executive Session Minutes for Case #20150767 and seconded by Mr. Denton. All approved. Motion carried.
    3. Case #20150741- A motion was made by Capt. Potts to approve the Executive Session Meeting Minutes for Case #20150741 and seconded by Lt. Calhoun. All approved. Motion carried.
    4. Case #20157065- A motion was made by Capt. Potts to approve the Executive Session Minutes for Case #20157065 and seconded by Lt. Calhoun. All approved. Motion carried.

1. **NETWORK MANAGEMENT**

* Wilmington HOPE Commission-Mr. Madden and Mr. Elder were present to request DELJIS access for the Wilmington HOPE Commission. Wilmington HOPE Commission provides support to men who are returning to specific zip codes from DOC and work with courts to get sentences modified. The agency is requesting access to criminal history so they can assess the needs of each individual during the risk need assessment process to develop achievement plans to decrease the likelihood of recidivism. Some of the factors considered in the risk need assessment are behavioral problems, substance abuse, housing, etc.

They operate under an MOU with the Department of Correction where they get referrals. Their mission and their measure of success is the reduction of recidivism through their counseling.

* The Board discussed if criminal history is included in the risk need assessments, the individuals that would have direct and secondary access would need appropriate authorization.

A motion was made by Capt. Potts to grant Wilmington Hope Commission DELJIS access and seconded by Lt. Calhoun. All approved. Motion carried.

* Office of Highway Safety Request (Update)- Ms. Bell provided an update about the request of DELJIS access from the Office of Highway Safety. There was miscommunication from the Office of Highway Safety Representative, and other agencies are not disseminating information to them. The Office of Highway Safety was requesting DELJIS access for DUI cases. The agency has rescinded their request for DELJIS since they have determined that they do not need access.

1. **HEARINGS**

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 Capt. Potts.

* Case #20150777-A motion was made by Ms. Kennedy to restore DELJIS access to the Appellant in Case #20150777 with the Appellant’s agency’s sponsorship and the condition that the Appellant read and re-sign the DELJIS Rules and Regulations seconded by Capt. Potts. All approved. 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 Lt. Calhoun.

* Ms. Kennedy recused herself for Case #201507105
* Case #201507105- A motion was made by Capt. Potts to restore the DELJIS access to the Appellant in Case #201507105 with the Appellant’s agency’s sponsorship and the condition that the Appellant must read and re-sign the DELJIS Rules and Regulations with no other future violations and seconded by Mr. Denton. Eight 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. Patterson. Motion carried.

* Ms. Kennedy recused herself for Case #20150766.
* Case #20150766- A motion was made by Capt. Potts to revoke DELJIS access of the Appellant in Case #20150766 and seconded by Ms. Bhate. Eight approved with one abstention. Motion carried.

A motion was made by Ms. Bhate to enter into 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 Lt. Calhoun. Motion carried.

* Ms. Kennedy recused herself for Case #20150785.
* Case #20150785- A motion was made by Ms. Bhate to permanently revoke the DELJIS access of the Appellant in Case #20150785 and seconded Lt. Calhoun. Eight approved with one abstention. Motion carried.

1. **STRATEGIC ISSUES**
   * IT Consolidation-Ms. Bell provided an update that she has been to Legislative Hall to get funding for the local police access for connectivity to CJIS.
2. **COMMITTEE REPORTS**

There were no committee reports.

1. **OLD BUSINESS**
   * Automated Usage Statistics-Ms. Bell reviewed the automated 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. DELJIS finished end user testing on DELJIS side. The interface works to the Name Index file; however, SBI will need to check what applicant categories are being sent over from AFIS to Name Index. CJIS/AFIS fetch has been implemented by vendor. DELJIS has not received any calls referenced to the interface. DELJIS programming efforts are completed and will address issues as they are presented.
* CAD Interface- This item will create an interface to and from CAD system. The complaint data is automatically being sent to NCCPD without issue. Using CARS web service to get E-Crash data for CAD. All CAD interface between NCCPD and DELJIS are working. We are working with DSP on E-ticket transfer data and need to modify e-crash for their data transfer.
* Civil Marijuana- This item will create daily reports of mail-in civil marijuana charges that are overdue. This item will 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. Process for doubling fines is being tested. Working on issues that arise from confusion when to charge civil marijuana and paraphernalia.
* Data Exchange with Adjoining DOC- This item will develop an interface between Delaware to share arrests 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. We are working with Maryland on the SIEH form and waiting review. Once approved will send to DTI for acceptance.
* DOJ Case Tracking System- This item will interface with CJIS and DOJ Case Management. DOJ will need to map out each interface to come up with detail specifications of what fields are to be sent. DELJIS sent a sample file to DOJ vendor.
* Enhancement for Reporting Accurate CCH- This item will enhance flagging and reporting accurate CCH to other agencies thru LEISS. SBI will be working with DELJIS to create a “pre-check” screen for road officers to use to assess if a person is possibly a person prohibited. DELJIS is working on programming specifications for SBI review.
* E-Warning/Juvenile Justice Charges- This item will create 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. All police officers can use juvenile justice if they elect to use the option. E-Warning criminal is being worked on and e-warning traffic will be added to e-ticket.
* Law File Table Re-Write- NCHIP funding has been received. Programming is in progress.
* PHRST File Interface- This is a new item that will change the file interface with PHRST for school staff interface. There will be a change extract program that DELJIS receives to track when a school staff has unfavorable police contact and send report to district. Currently one person can have 2 positions and if one position was closed it closed all the records (i.e. teacher and special coach). This is being addressed.
* Police Prosecution Calendars- This item will create inquiry for traffic court calendars and edits for manually scheduled cases to not exceed number of slots. Programming has started.
* SB 59 Changes- This item will create driving card privileges for undocumented immigrants. We need to fingerprint and take photos or applicants when they come to SBU and print appointment id/applicant case number on receipt which will be used in new web service DMV can deploy to check photo of person when they come to DMV to get a license. SBI Case Management changes to allow SBI to make appointment 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 store to get web service working that will send photo to DMV when a person comes for the driving privilege card. Law goes into effect 12/28/15. Live scan went live February 23. Testing photo web service against live data to make sure working before it goes into production. New photo web service is to be deployed 3/14/16.
* SB 132 Changes- This item will no longer suspend licenses for FTP mail-ins. We have met with DMV to discuss how they want to handle sending the failure to pays to DMV without suspending and automatically updating DMV when paid. We have met with JP Court to determine rules for VAC payments and given draft letter changes/additions. It was determined by DOJ that this will include Alderman mail-ins as well. Public site will allow option to go on payment plan of 3 monthly payments. One miss payment, the following day will get FTP letter. If individuals don’t pay 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 and the license is flagged for no services. Law goes into effect on 1/30/16. Bill introduced to change effective date to 4/1/16.
* Web Views- This item will enhance the views of photos. We are enhancing the web view to display mug shots and the applicant photos when returning photos for the users to review. New photo web service will be deployed 3/14/16.

**LEISS Modifications and Enhancements**

* LEISS Enhancement/Rewrite- This is a change to LEISS. All LEISS changes are reported in separate in-house document at the User Group Meetings.
* LEISS Tables- NCHIP funding received for Table and LEISS enhancements. Programming is in progress.
* LEISS Rewrite-NIBRS Interface- We are reviewing and modifying the NIBRS interface with LEISS. Programming is in progress. Tables have been combined into one for easier maintenance. We are working on various crime codes and categories to test new codes.

1. **NEW BUSINESS**

* Terminology Clarification-The Board discussed the terminology definitions for revoke and suspend.
  + Revoke access is access that has been permanently denied and the individual is not allowed to have or apply for access to the CJIS system or information.
  + Suspend access is a temporary denial of access until investigations are completed, conditions are imposed are met, provide more evidence in the case or the user is able to re-apply at a later date.

DAG Morris advised that once the Board has agreed on the proper definition for the terms, revoke access and suspend access, it can be added to the Rules and Regulations to be more permanent.

The Board will review the definitions and provide feedback at the next Board meeting on their recommendations to the definitions.

1. **PUBLIC COMMENT**
   * There was no public comment.
2. **ADJOURNMENT**

A motion was made by Mr. Patterson to adjourn the meeting and seconded by Ms. Bhate at approximately 12:24 p.m.