**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**CRIMINAL JUSTICE USERS GROUP**

**MEETING MINUTES**

**MONDAY, DECEMBER 7, 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. Mr. Robert Abbott called the meeting to order at approximately 10:05 a.m.

Those in attendance included:

Peggy Bell DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

Ray Sammons DELJIS

David Elwood DELJIS

Renee Rigby SBI

Mary Sheppard SBI

Anthony Spiezio DTI

Isabella Kaplan DTI

Michael McDonald DSP-IT

Tammy Hyland DSP-DIAC

Shelley Lambden Greenwood PD

Tripp Wagner State Fire Marshal

Gregg Shelton Elsmere PD

Charlotte Walsh JP Court

Michelle Hoffman Family Court

Monique Johnson DTI

Mary Beth Devine WPD

Karlene Khan DTI

Karen Hudson Dover PD

Robert Denton JIC

Marvin Clark UDPD

Lottie Pase DELDOT

Donna Robinson DELDOT

Jamie Riddle Rehoboth PD

Robert Abbott NCC PD

Timothy Hamlett DNREC/ECU

1. **REVIEW OF MEETING MINUTES**

A motion was made by Ms. Devine to approve the CJ Users Group October 2015 Meeting Minutes and seconded by Mr. Sammons. Motion carried.

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

Ms. Bell reviewed the automated system usage statistics with the attendees. There were concerns raised by the attendees about the increase in the amount of manual summonses from agencies.

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. SBI Case Management changes for the Driving Privilege cards/license 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.
     1. Mr. McDonald advised that law enforcement will get mobile identification units. The mobile identification units will have the index fingerprint used for comparison of the Masterfile and will enable the officer to confirm the identity with an applicant or criminal photo.
     2. Ms. Bell advised that the AFIS is anticipated to go live next Monday as we are working through some issues with the firewall.
   * CAD Interface- This item will create an Interface to/from the CAD system. The complaint data is automatically being sent to NCCPD without issue. Working on resolving issues with Ecrash data. Mr. Abbott confirmed that it is working.
   * DOJ Case Tracking- Interface with CJIS and DOJ Case Management. Met with DOJ and DOJ needs to map out each interface to come up with detail specifications of what fields are to be sent.
   * 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.

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. The cards will be issued around January 4, 2016 and we will be sending screen shots and mock-up of the cards to law enforcement agencies. Ms. Bell will send a mock-up of the card to Mr. McDonald so he can disperse to other states since the driving privilege card will only be acceptable in Delaware.

* + 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. 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. 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 $15 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.
  + SB 154 Changes-This item will change drug misdemeanors to CCP Jurisdiction. CCP wants to create new drug calendar for these new drug cases they will start getting in October. Program changes have been completed and tested for New Castle County. Sussex County wants to use calendar also. Code was added for Sussex County and is being tested. Calendar is to start January 2016.
  + Videos- This field will record the type of videos in LEISS. We will need to track in-car camera, body camera, or other and share field with partner agencies. Text block to describe video available will be added to the new LEISS.
    1. Video will not be stored in LEISS. The new LEISS will have four options to select if there is camera data available. Those camera options are vehicle, taser, body, and other and there will also be a field to describe the camera data.

**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.
  + 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.

Comments/Concerns

* + Ms. Bell advised the attendees about the civil marijuana charge that will go into effect on December 18, 2015. This charge will be treated similar to a DNREC ticket which will go to the VAC. Ms. Bell advised that officers can write a report if their agency chooses to do so. The civil charge alone would go on an e-ticket which can cross reference the complaint and officers cannot fingerprint for this charge. The Attorney General’s Officer will be sending a memorandum to all of the agencies.
  + If there are any officers who want to become beta testers for the new LEISS, officers will need to come to training and be added to the LEISS table in order to test. The old LEISS and new LEISS will be able to run concurrently with each other.
  + Another feature added to the new LEISS is the nuisance location. It will provide the option to check if the location is a nuisance. This field has been added because DOJ and Wilmington Police run a nuisance abatement program which they have been tracking manually and DELJIS agreed to do it electronically.
  + Ms. Bell reported that the juvenile justice system is currently being used and the juveniles are complying with requirements. No expungement will be needed for these juveniles if they successfully complete the program requirements.
  + DELJIS has added a workaround to the issue in E-crash where the DMV data populates a vehicle as a semi-tractor trailer. There will be an option that asks if the vehicle is a tractor trailer, and if the option no is selected it will allow you to select what type of vehicle you have. SBI stated that they have been having problems with DMV files for NIBRS and will submit the information to Ms. Bell so it can be added to the DELJIS work que.
  1. NIBRS- Ms. Rigby reported that they have added the agency Animal Welfare and an ORI has been created to be used only for NIBRS submission. SBI will start sending those submissions to the FBI starting the beginning of next year.
* Ms. Rigby reminded agencies to compete their saved, unapproved and returned report list.
  1. LEISS-No new updates.
  2. E-Ticket/E-Crash- Ms. Bell clarified that E-warning is separate from E-ticket. Ms. Hyland requested if E-warning data would be stored in the warehouse and Ms. Bell said that it will be added to the DELJIS work que so that data could be available.

1. **NEW BUSINESS**

Mr. McDonald provided some requests from the CJ user community which included the following:

* Increase the box size of the narrative,
* Add the option to have spellcheck in the MO box,
* Add the ability for supervisor to edit the narrative,
* Add the ability to add attachments in the new LEISS,
* Add viewing capabilities for personnel at other agencies to view the report if it was unapproved, and
* Add a crime stoppers checkbox.

In the new LEISS, the options to have the spell check in the MO box and adding the capabilities of attaching photos and other electronic documents will be included. The MO is only a summary and additional details can go into the narrative.

Ms. Bell advised that increasing the box size of the narrative would require numerous modifications of the program. DELJIS sees no need upon checking to add the crime stoppers check box. Allowing the supervisor to change the narrative is something the group voted on before and decided against this function. DELJIS will test the capability of other personnel at other agencies to view unapproved reports.

1. **PUBLIC COMMENT**

There was no public comment.

1. **ADJOURNMENT**

A motion was made by Ms. Hyland to adjourn the meeting and seconded by Mr. Clark at 11:25 a.m.