**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**CRIMINAL JUSTICE USERS GROUP**

**MEETING MINUTES**

**MONDAY, FEBRUARY 8, 2016**

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. Ms. Bell 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

Mary Beth Devine WPD

Mary Sheppard SBI

Renee Rigby SBI

David Elwood DELJIS

Robert Denton JIC

Kenneth Reichardt Family Court

Isabella Kaplan DTI

Shelley Lambden Greenwood PD

Tammy Hyland DIAC

Gregg Shelton Elsmere PD

Karen Hudson Dover PD

Robert Fox Fire Marshall Office

Bill Crotty DIAC

Paul Cookson Dover PD

Christopher Menge Dover PD

Donna Robinson DelDot

Tracy Davis JP Court

Denise Zielinski JP Court

Karlene Khan DTI

Donna Massey Seaford PD

Robert Abbott NCCPD

Chris Merge Dover PD

Tim Hamlett DNREC

1. **REVIEW OF MEETING MINUTES**

A motion was made by Mr. Sammons to approve the CJ Users Group December 2015 Meeting and seconded by Mr. Denton. All approved. Motion carried.

1. **REVIEW OF AUTOMATED SYSTEM USAGE**

Ms. Bell reviewed the automated system usage statistics with the attendees. Ms. Bell advised that when a vehicle is released make sure to release the vehicle in the E-Tow System.

* + 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. Ms. Kaplan advised that the anticipated date to go live is the 15th but it hasn’t been confirmed.
	+ CAD Interface- Complaint data is automatically being sent to NCCPD without issue. Working on resolving issues with E-crash data.
	+ 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.
	+ DOJ Intake Scheduling- This is a new item that will add new AG unit for New Castle County intakes for consumer protection. We will need to create a new AG unit and add to the intake hierarchy after DUI in LEISS, as well as move firearm unit before arson unit in the hierarchy.
	+ E-Warning Access- This item will provide access to e-warning in warehouse. DIAC is requesting access to e-warning once operational in warehouse.
	+ 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. We need a field 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.
	+ 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. Changes are included with live scan AFIS changes that are currently scheduled to go live February 8.
	+ SB 32 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 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.
	+ SB154 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. Program changes moved to December 2015. This item has been completed.
	+ 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.

Questions/Comments

* Ms. Rigby commented that for the undocumented privilege card they have processed over 1,000 individuals since December 28, 2015. SBI anticipates processing a total of 40,000 individuals.
* Mr. Crotty requested if he could have a list of the new fields that are in LEISS.
* Ms. Davis asked if Ms. Walsh’s request was captured in the project status report in regards to making changes to the police prosecution calendars to prevent overbooking. Ms. Gedney responded that the item had been added to her work que.
* Mr. Crotty advised the NMEX enhancement item can be removed from the project status report since they’re probably going to use the switch vendor who is supposed to be working on the code.

b. NIBRS- Ms. Rigby reminded all of the attendees to complete all of their unapproved, returned and saved lists. SBI requests that these reports be completed 2 weeks prior to March 25th.

c. LEISS- The new LEISS has the feature that will notify you when a report has been returned and has not been completed.

d. E-Ticket/E-Crash

1. E-Ticket Inspection Notices- Ms. Bell asked the attendees if it was necessary for two copies of the E-ticket inspection notice to print. The attendees advised that Ms. Bell may want to ask this question at the Chiefs Meeting since some departments prefer to file a copy of the notices.
2. **DISCUSSION ITEMS**
* There was discussion about civil marijuana charges and those charges should be on an E-ticket. Because the charge is civil, it will not appear on a person’s criminal history.
1. **NEW BUSINESS**

* There was discussion if agencies clear warrants by other agencies if they have the wanted individual in custody. One attendee said that they’ll have the arresting agency execute the warrant and fax the warrant to the agency who issued it. The attendees said the agency that is arresting is the agency that does the arrest processing. When Livescan is fetching data it is looking for the agency who issued the warrant and not the agency that is doing the arrest processing.
* Mr. Crotty asked if the options to answer yes or no could be added to solvability factors to see it here is an association with property crimes. Ms. Bell advised Mr. Crotty to send us what he would like it to say and we can see if it’s workable.
* Ms. Bell advised that there has been an issue of people getting charged with felony DUI’s because law enforcement is looking at DUI charges, but if the person wasn’t convicted of previous DUI’s then it’s not a felony.
* Ms. Bell advised for Rule 9 procedures arrest processing needs to be done for all charges.
1. **PUBLIC COMMENT**

There was no comment from the public.

1. **ADJOURNMENT**

A motion was made by Ms. Rigby to adjourn the meeting and seconded by Mr. Crotty at approximately 11:21 a.m.