**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**CRIMINAL JUSTICE USERS GROUP**

**MEETING MINUTES**

**MONDAY, APRIL 11, 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 Delaware. Cpl. Abbott called the meeting to order at approximately 10:02 a.m.

Those in attendance included:

Lynn Gedney DELJIS

Nicole Wilson DELJIS

Kelly Knutkowski DELJIS

Isabella Kaplan DTI

David Elwood DELJIS

Mary Beth Devine WPD

Odelia Adams WPD

Diana Agosto WPD

Marvin Clark UDPD

Charlotte Walsh JP Court

Michelle Hoffman Family Court

Robert Denton JIC

Donna Massey Seaford PD

Mary Sheppard SBI

Cpl. Robert Abbott NCCPD

Karlene Khan DTI

Michael McDonald DSP

Robert Fox State Fire Marshall

Karen Hudson Dover PD

Tammy Hyland DSP DIAC

Tracy Henderson WPD

Donna Robinson DELDOT

Shelley Lambden Greenwood PD

1. **REVIEW OF MEETING MINUTES**

A motion was made by Ms. Devine to approve the CJ Users Group February 2016 meeting minutes and seconded by Mr. Fox. All approved. Motion carried.

1. **REVIEW OF AUTOMATED SYSTEM USAGE**

Ms. Gedney reviewed the automated system usage statistics with the attendees.

1. **DISCUSSION ITEMS**
2. Review of DELJIS Status Report-Ms. Gedney reviewed the DELJIS 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.

b. NIBRS- Ms. Sheppard stated that SBI had a run last month for 2015 with no issues.

c. LEISS- There was a concern that was brought up by a sergeant who was approving a report and when he returned the report the instructions for the officer were in the narrative. Mr. Elwood stated they received the request for this issue but DELJIS could not replicate the problem. It was also inquired if the DELJIS help desk sends an email back to the requestor when an issue has been resolved. The DELJIS Help Desk does notify the requestor when an issue has been completed.

There was a question if the new LEISS had spell check in the narrative section. Mr. Elwood stated that the narrative section is similar to Microsoft Word and it automatically comes up which will underline incorrect spellings.

Mr. McDonald explained the purpose of capturing applicant photos is to enable law enforcement to check the identity of a person through more photo availability.

Ms. Walsh stated that the JP Courts have been receiving calls about LEISS reporting issues and they have been advising that all reporting issues need to be reported to DELJIS and not the courts.

d. E-Ticket/E-Crash- There was discussion by Mr. McDonald if EZ Street was still being used and who was paying the EZ Street invoices. It was DELJIS’s understanding that DSP took over funding that application.

Mr. McDonald inquired if there were still any issues with the locator tool. Mr. Elwood stated that issues still arise with the locator tool and DELJIS will contact Delasoft to get them resolved. They have been promising a newer version but DELJIS still has not received that new version.

1. **NEW BUSINESS**

There was no new business.

1. **PUBLIC COMMENT**

There was no public comment.

1. **ADJOURNMENT**

A motion to adjourn was made by Mr. Clark and seconded by Ms. Devine at approximately 10:18 a.m.