**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**CRIMINAL JUSTICE USERS GROUP**

**MEETING MINUTES**

**JUNE 13, 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 10:04 a.m.

Those in attendance included:

Peggy Bell DELJIS

Lynn Gedney DELJIS

Kelly Knutkowski DELJIS

David Elwood DELJIS

Ray Sammons DELJIS

Isabella Kaplan DTI

Mary Beth Devine WPD

Marvin Clark UDPD

Charlotte Walsh JP Court

Mary Sheppard SBI

Cpl. Robert Abbott NCCPD

Michael McDonald DSP

Robert Fox State Fire Marshal

Tammy Hyland DSP DIAC

Tracy Henderson WPD

Donna Robinson DELDOT

Zinnia Tolosa DTI

Janet Villamor DTI

Gregg Shelton Elsmere PD

Scott Collins Selbyville PD

Timothy Hamlett DNREC ECU

1. **REVIEW OF MEETING MINUTES**

A motion was made by Ms. Hyland to approve the April CJ Users Group Meeting Minutes and seconded by Mr. Sammons. All approved. Motion carried.

1. **REVIEW OF AUTOMATED SYSTEM USAGE**

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

Ms. Walsh stated that the JP Courts are seeing juveniles charged for the civil marijuana charge. There are two different charges for civil marijuana; one is an adult charge based on ages 18 to 21 and over 21. There is no civil charge for a juvenile.

1. **DISCUSSION ITEMS** 
   1. Review of DELJIS Status Report- Ms. Bell reviewed the DELJIS Project Status Report with the attendees. (See attached).

Questions/Comments

Ms. Bell commented that 60% of users have been using the new LEISS. The old LEISS will be phased out once the problems in the new LEISS have been resolved.

Ms. Bell announced that there’s a new QWS3270 and all users will need to update to the new version by July 17, 2016. Directions have been sent via email on how to update the QWS3270 and will need to be updated on computers and laptops.

* 1. NIBRS- Ms. Sheppard reported that SBI is in the process of cleaning up errors before submitting to the FBI.
  2. LEISS- The following were questions/concerns were about the new LEISS:

1. There were questions after you approve a report if the user has the ability to go back to the regular screen to view your pending reports. Mr. Elwood said he is looking into that issue.
2. Some of the attendees discussed that the create user field is getting overwritten and it’s usually occurring with the same officers. DELJIS hasn’t been able to duplicate the error but will look into user maintenance on those officers encountering the issue.
3. The old LEISS had a section for NCIC to check registrations and that ability is not available in the new LEISS. The new LEISS can’t communicate with the secure portal to the message switcher. Once the encryption works for the secure portal to the message switcher, DELJIS can implement that into the new LEISS.
4. Users are having problems with the locator tool and some of the grids are incorrect. Mr. Elwood advised users to send the correct grids to DELJIS so they can be sent to Delasoft to be updated.
   1. E-Ticket/E-Crash- DELJIS is continuing to do validations for E-ticket and E-crash. DELJIS may be adding an addition to E-ticket so the user can have the ability to add and remove duplicate charges.
5. **NEW BUSINESS**

Mr. Elwood provided a demonstration of E-warning which will use the same features that are used in the complaint and IDR system. E-warning tickets will start with “TW.”

The following recommendations were made by the attendees:

1. Include if the person was a vehicle operator or pedestrian, and if vehicle operator is selected then the vehicle information is mandatory and if the pedestrian/ pedal cyclist is selected vehicle is not available.
2. Reason for stop and search information requested by DSP for data collection purposes.

Marvin Clark of U of D PD reported he is transferred back to the road. Mr. Clark thanked the group and is looking forward to his new assignment. No replacement has been named yet.

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 approximately 11:21 a.m.