

**DELJIS CRIMINAL JUSTICE USERS GROUP  
MEETING MINUTES  
MONDAY, OCTOBER 10, 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 10:00 a.m.

Those in attendance included:

Peggy Bell	DELJIS	Mary Beth Devine	WPD
Lynn Gedney	DELJIS	Roy Bryant Jr.	DSP
David Elwood	DELJIS	Renee Rigby	SBI
Nicole Wilson	DELJIS	Lisa Seymour	SBI
Kelly Knutkowski	DELJIS	Mary Sheppard	SBI
Gregg Shelton	Elsmere PD	Capt. Benjamin Parsons	SBI
Isabella Kaplan	DTI	Charlotte Walsh	JP Court
Tammy Hyland	DSP-DIAC	Mark Little	DSP
Karlene Khan	DTI	Karen Hudson	Dover PD
Donna Robinson	DelDot	Michael McDonald	DSP
Bob Denton	JIC		
Michelle Hoffman	Family Court		

## **I. REVIEW OF MEETING MINUTES**

A motion was made Lt. Shelton to approve the August DELJIS CJ Users Group Meeting Minutes and seconded by Ms. Walsh. Motion carried.

## **II. REVIEW OF AUTOMATED SYSTEM USAGE**

Ms. Bell reviewed the automated system usage statistics with the attendees. Ms. Bell had sent an email to encourage all users to start using the new LEISS and the old LEISS will be decommissioned in January 2018. DELJIS is continuing to resolve problems as they are reported. Ms. Bell will continue to send these email reminders once a month to users and will include SBI on those emails.

Ms. Bell asked users when they are issuing tickets to a person to ensure the ticket is being issued to the correct person and not to a person with the same name and similar date of birth. If the officer is unsure whether or not the person that is located in the system is the correct person, a temporary SBI number should be created for the person being issued the ticket.

### Questions/Comments

Mr. McDonald said DIAC would like an option added to E-Warning to differentiate between a self-initiated and a dispatched traffic stop. DIAC would like this option available in all applications like E-crash, crime reports, etc.

Ms. Bell said if this option is added in E-Warning there would only be a box to select if it was self-initiated with the option to select yes or no. If the request for this option wanted to be implemented globally in all of the DELJIS applications, it will need to be added to the work que.

### III. DISCUSSION ITEMS

- a. Review of DELJIS Status Report-Ms. Bell reviewed the project status report with the attendees. (See attached).
- b. NIBRS-Ms. Sheppard reported that SBI had submitted runs through August and encountered a few errors in which they are working with DELJIS to resolve.

Ms. Rigby reported that the FBI has been making changes to codes, so users should anticipate seeing code changes in 2017 and 2018.

Ms. Bell noted SBI and DOC are encountering problems with transgender individuals and which facility they should be held at and how to identify them in the system. DMV has a transgender form that is completed by individuals and SBI changes their gender in CJIS and in the remarks they will note the sex at birth and now transgender for the individual. There is currently no federal rule or policy on this issue. With these situations, either DELJIS or SBI have been changing them in CJIS and are currently notifying each other when an individual's sex has been updated in the system.

Ms. Rigby introduced Lisa Seymour who is the AFIS Section Administrator at SBI. Ms. Seymour provided an update that the acceptance rate for the fingerprint submissions to the FBI has improved. SBI is developing training on how to use the live scan and DSP is creating a video for in-service training to help officers with palm and fingerprint submissions. If any agencies or officers are having problems with fingerprint or palm prints, they are encouraged to reach out to SBI for training.

- c. LEISS- Lt. Shelton discussed a problem that one of his officers had with one of their reports which was displaying the incorrect name on different screens in LEISS and provided the screen shots for DELJIS to research.

Ms. Walsh noted that they have had a name by the officer of T.Smith that appears randomly on a lot of cases and they don't know that officer.

- d. E-Ticket/E-Crash- Ms. Bell received a request to add a feature in E-ticket for a subsequent speeding offense. This would require the officer to conduct research to verify the first speeding offense was adjudicated guilty or responsible and the second offense would increase the fine for the mail-in ticket. There were concerns that the agencies would not do the research for the subsequent charge and the group agreed to not move forward with request.

#### **IV. NEW BUSINESS**

- a. Second offense for subsequent charges- This was addressed under E-ticket discussion.

#### **V. PUBLIC COMMENT**

There was no public comment.

#### **VI. ADJOURNMENT**

A motion was made by Ms. Devine to adjourn the meeting and seconded by Lt. Shelton at approximately 11:28 a.m.