

**DELJIS CRIMINAL JUSTICE USERS GROUP
MEETING MINUTES
MONDAY, APRIL 10, 2017**

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 10:00 a.m.

Those in attendance included:

Lynn Gedney	DELJIS	Donna Massey	Seaford PD
David Elwood	DELJIS	Mark Carrow	UofD PD
Kelly Knutkowski	DELJIS	Tammy Hyland	DSP-DIAC
Mary Sheppard	SBI	Susan Hearn	Superior Court
Renee Rigby	SBI	Gregg Shelton	Elsmere PD
Robert Abbott	NCCPD	Robert Fox	State Fire Marshal
Ken Reichardt	Family Court	M/Cpl. Roy Bryant	DSP Troop 3
Charlotte Walsh	JP Court	Mark Justice	DSP Troop 5
Karlene Khan	DTI	Mark Little	DSP Troop 4
Karen Hudson	Dover PD	Megan Hazzard	DSP Troop 1
Capt. Benjamin Parsons	SBI		

I. REVIEW OF MEETING MINUTES

A motion was made by Ms. Rigby approve the February 2017 CJ Users Group Meeting Minutes and seconded by Mr. Reichardt. All approved. Motion carried.

II. REVIEW OF AUTOMATED SYSTEM USAGE

Ms. Gedney reviewed the automated usage statistics with the attendees. There is a new format to the report and agencies are making progress with the new LEISS.

III. DISCUSSION ITEMS

- a. Review of DELJIS Project Status Report- Ms. Gedney reviewed the project status report with the attendees (See attached).
- b. NIBRS- Ms. Sheppard said that they have extended the FBI deadline and they will run them this week. The deadline is April 24th but the FBI run will be this week because of the upcoming holiday.
- c. LEISS-Ms. Gedney stated that DELJIS is still working on record approval process. DELJIS is addressing the issue with the attempted charges.
- d. E-Ticket/E-Crash- Ms. Walsh inquired about the request from Judge Davis about adding a feature in E-ticket to block the title section for the civil marijuana charges for juveniles. Ms. Walsh asked if E-ticket could only populate the marijuana statutes based on the age of the individual so that officers could only select the appropriate marijuana charges for juveniles. Ms. Gedney and Mr. Elwood said they will check the coding in E-ticket.

There was a discussion about an instance where a user could add notes to another officer's E-ticket. Mr. Elwood could not duplicate the issue and will work with the user.

There was a question about hit and run reports when the vehicle is unoccupied. Mr. Elwood stated there's a box that the user can check if driver is unknown. When that unknown box is checked, E-crash won't require any of the additional fields to be completed.

One of the attendees stated that they are unable to see their pending active E-crash reports, but when they check the reports for the Troop their reports are listed. Mr. Elwood stated it may be on the mainframe side and will research that issue.

Questions/Comments

Ms. Walsh asked if the JP Court Change item could capture the history of the modifications of time to pay agreements. Ms. Gedney stated there would need to be a discussion.

Ms. Hyland stated that there may be an issue with the proposed Use of Force program that is being developed as it may violate the Officers' Bill of Rights and there should be a discussion with Capt. Crotty.

There was a question about defendants who were giving officers the wrong name and how to correct it once it's on a report. In those instances, if the wrong person is on the report and there is no warrant the officer will need to delete the suspect and add the correct person. If there's an approved warrant with the name of the incorrect person, the warrant will need to be unapproved and deleted and the officer will need to re-do the warrant.

Mr. Elwood stated the issue with the VOR sequence has been resolved. Officers were adding a second suspect in the supplemental report when the suspect was listed as no known in the original report which was causing VOR sequence errors and has been resolved.

There was a question about the character limit for both E-ticket and IDR note sections because the notes were being cut-off when the documents were being printed. Mr. Elwood stated that there was a print issue with IDR and it was resolved in February and the character limits for E-ticket and IDR are 1,000 characters. Mr. Elwood will double check those limits and advised the user if she could duplicate that issue in E-ticket to let him know.

A question was asked about the attachments printing from the IDR report. Mr. Elwood stated that he is creating three options where the user can print the report, print the probable cause, or print attachments. The coding has been done and is waiting testing before being moved into production.

IV. NEW BUSINESS

Ms. Rigby said that if any user is having problems with the new Live Scan or cards to contact Lisa Seymour at SBI.

SBI has started collecting complaints from Animal Welfare for NIBRS and charges are going through now as a Group A offense and it is now being reported to the FBI. Ms. Rigby advised to report the Animal Welfare charges correctly and they should go on a crime report and that's the only type of report that can be entered. The Animal Welfare charges should not be on a field service or miscellaneous type of report.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

A motion was made by Master Cpl. Bryant to adjourn the meeting and seconded by Ms. Rigby at approximately 10:34 a.m.