DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
CRIMINAL JUSTICE USERS GROUP
MEETING MINUTES
MONDAY FEBRUARY 12, 2018

The DELJIS Criminal Justice Users Group was held at Dover Police Department located at the Dover Police Department Public Assembly Room 400 South Queen Street, Dover, DE. Mr. Abbott called the meeting to order at approximately 10:05 a.m.

Those in attendance included:

Peggy Bell	DELJIS
Alyssa Huenke	DELJIS
Lynn Gedney	DELJIS
Nina Dietrich	DELJIS
David Elwood	DELJIS
Lisa Hemphill	WPD
N. Carol Parton	DSP
Jeff Gates	UDPD
Lisa Seymour	DSP/SBI
Ava Carcirieri	Family Court
Renee Rigby	DSP HQ
Mary Beth Divine	WPD
Donna Massey	Seaford PD
Kari Glanden	DelDOT
Tracy Henderson	WPD
Ray Sammons	DELJIS
Charlotte Walsh	JP Court
Chris Menge	Dover PD
Mark Justice	DSP Troop 5
Robert Fox	State Fire Marshal
Mark Little	DSP Troop 4
Susan Hearn	Superior Court
Mark Wohner	Newport PD
Marian Bhate	ODS
Durk Lee	DTI
Megan Hazzard	DSP
Lisa Gonzalez	Superior Court
Karen Hudson	Dover PD
Robert Abbott	NCCPD

I. REVIEW OF MEETING MINUTES

A motion was made by Ms. Seymour to approve the December 2017 DELJIS CJ Users Group meeting minutes and seconded by MCpl. Parton. All approved. Motion carried.

II. REVIEW OF AUTOMATED SYSTEM USAGE

Ms. Bell referenced Attachment B in the meeting handouts and reviewed the automated system usage statistics report with the attendees. Ms. Bell advised that there is a small number of old LEISS complaints and warrants on the January report because the program was decommissioned on January 3rd rather than the first of the year.

III. DISCUSSION ITEMS

a. Review of DELJIS Status Report - Ms. Bell reviewed the DELJIS Project Status Report with the attendees, referring to Attachment C in the meeting handouts. Ms. Bell noted that the first page of the Project Status Report gives a breakdown of data cleanup that DELJIS has been working on throughout the year. Ms. Bell proceeded

to discuss the addition of new projects and purposes of same. She provided detailed status updates on projects that have not yet been completed.

Ms. Bell spoke in detail about a project regarding new presentment forms from the SMART Pretrial Committee for Initial Presentment. She advised attendees that the new forms will be completed during arrest processing. This led to discussion about the importance of completing arrest processing and fingerprints not being taken, as DELJIS and SBI have been encountering issues with those procedures not being followed properly. Ms. Bell and Ms. Seymour advised that DELJIS and SBI are actively attempting to ensure agencies are complying with arrest processing and fingerprinting standards, but would like individual agencies to bring attention to the matter as well.

Ms. Bell continued on to discuss the remainder of the Project Status Report. She advised that a new project was added to the list to examine tracking methods for Officer Weapon Usage which ties into the proposed Use of Force Application. Ms. Bell stated that these projects are being discussed as the FBI is beginning to mandate capturing the data to facilitate transparency. She added that as the FBI develops their standards and policies, DELJIS will report back to the CJ Users. Ms. Bell stated that once these projects are implemented in the future, they will not replace "Blue Team" or any other in-house use of force forms.

The next item on the Project Status Report that Ms. Bell discussed was the installation of new antivirus software called CrowdStrike. She stated that CrowdStrike will be replacing McAfee and will need to be installed on each computer on the network. Ms. Bell advised that DELJIS is evaluating ways to do so for the every computer that DELJIS maintains. She added that to the best of her knowledge, McAfee cannot be uninstalled remotely and that needs to be done in order to install CrowdStrike. MCpl. Parton asked how DSP will be handling the installation on their computers. Ms. Bell advised that she is unable to answer that question because DELJIS does not service DSP computers. **UPDATE: On Tuesday, February 13th Ms. Bell was notified that DSP computers have been taken care of.*

Ms. Bell discussed the tracking of sex crime DNA kits. She stated fields are being added to LEISS to record when a DNA kit was collected and to capture the kit number. This will ensure that rape kits are not missed when entered into evidence. Ms. Devine advised that in many cases, the initial investigation is first documented as a miscellaneous report and then converted. She asked if the DNA kit will be captured on the miscellaneous report. Mr. Elwood advised that the DNA kit information will be stored under the victim information on the report, so it will not be captured on the miscellaneous report, but once the report is converted to a crime report the DNA kit information will be required for sex offenses.

The next project that was discussed was videophone warrants and electronic signatures. Ms. Bell advised that this project is designed to streamline and expedite

the videophone warrant process. With electronic signatures, warrants will no longer have to be faxed back and forth between officers and the court. Ms. Bell added that should the warrant not be approved when it is first submitted, after any necessary corrections are made and the warrant is resubmitted, the warrant will go to the same judge provided they are still working, rather than starting over with a new judge. Ms. Bhate added that the Committee handling the videophone project is also trying to eliminate expenses associated with faxing warrants back and forth such as toner, paper, and wear and tear on the machines. MCpl. Parton asked if this proposed process will apply only to warrants or if it will eventually encompass the process of videophone arraignment, as well. Ms. Bell advised that she will venture to say most likely it will eventually be applied to videophone arraignments, but the first step is to fully implement the process with the videophone warrants. She added that there is a push to improve the efficiency of the videophone process for all parties involved.

To conclude discussion about the Project Status Report, Ms. Bell talked about enhancements to the VINE website. She introduced the new VINE Coordinator at DELJIS, Nina Dietrich. Ms. Bell stated that new fields will be added to the VINE website to allow the public to obtain pertinent information without violating rules of confidentiality. She advised that SBI numbers of incarcerated individuals will be displayed in a manner that does not violate the rules of releasing SBI numbers and that the addresses of each correctional facility will be displayed rather than the address for DOC Administration in Dover.

b. NIBRS – Ms. Seymour reminded the meeting attendees that the NIBRS Submission deadline is approaching. She stated the deadline is March 16th and will not be extended this year. She asked that agencies go through their saved, unapproved, and returned reports to ensure that all are completed and submitted. Ms. Bell added that if any agencies need a list of outstanding reports they can contact the DELJIS Helpdesk to request same.

c. LEISS – Ms. Bell reviewed the decommissioning of the old LEISS application. She advised she believes the transition went well. Lt. Wohner brought up an issue that an officer at his agency experienced recently with printing attachments on a report. He advised that the officer was at an intake and the AG's office could not print the attachments. Lt. Wohner advised that when his agency tried to print the attachments from the report, they had to open each attachment and print them separately. Ms. Bell advised that DELJIS will follow up and examine both issues.

Mr. Sammons brought up some issues that DELJIS has been seeing with supplemental reports. He advised that there have been some problems with unknown or no known suspects being deleted and a new suspect being added when the identity of the suspect is discovered later during the investigation. He reminded attendees that the unknown or no known suspect should be brought over from the original and converted to a known suspect to ensure the correct suspect sequence is kept on the report. He added that DELJIS has also been seeing in some cases information is being copied over to a supplement when it is not being modified. Mr.

Sammons advised that officers should only be copying information from the original to a supplement if it is information that they are modifying. Ms. Devine asked about whether or not officers will be able to modify crimes in the new LEISS like they used to be able to in the old. Mr. Elwood advised that when that feature was implemented initially, crime modifications were causing issues with property listed on the reports. He added that the bugs are being resolved and that the crime modification feature will be implemented again once it is tested completely.

d. E-Ticket/E-Crash – Ms. Bell advised that there have not been many issues reported to DELJIS concerning E-Ticket lately. She asked attendees to remind others at their agencies to be mindful if a ticket is issued and a situation transpires that requires a ticket to be reissued, dismissed, or deleted to follow the appropriate procedures to ensure individuals are not receiving incorrect fines or license suspensions resulting from a duplicate ticket being left unresolved. She also reminded attendees that when issuing an E-Ticket to a driver using their cell phone and not wearing a seatbelt, it should be issued as a civil cell phone ticket with a seatbelt assessment, not a separate ticket for each civil charge.

   Ms. Bell stated that DELJIS has been seeing a number of E-Crash reports with witnesses incorrectly added as "other pedestrian". She advised that DELJIS is actively cleaning up the reports, but asked that E-Crash approvers be mindful and keep an eye out for these kinds of errors. Mr. Elwood advised that there was an update to the locator tool and nine of the sixteen requested changes were implemented.

e. Rule 9 Letters from Superior Court - Due to time constraints, this topic was addressed during the Warrant Capias Meeting.

   Questions/Comments
   Cpl. Hazzard advised that she has been having issues with printing E-Tickets and crime reports in her vehicle. She stated that unless the document is shrunken to 90%, it does not print correctly. Ms. Bell advised that this is the result of an Adobe issue and that DELJIS has documentation of how to implement the fix and she will distribute same in an email to all CJ and DSP users. Cpl. Hazzard added that she is also having issues with zip codes in E-Ticket and not being able to modify the city when necessary. Ms. Bell advised that DELJIS also has documentation for this issue as well and will send same with the documentation concerning Adobe. Cpl. Hazzard's final question was regarding back-dating the clearance date of a crime. Ms. Bell advised that LEISS will only allow back-dating the clearance date if arrest processing has been completed. Cpl. Hazzard she has encountered situations in which the court processes an arrest, but when she goes to create the supplement she is unable to postdate the date the crime was cleared. Ms. Bell advised that DELJIS will take a look and follow up on the issue.

IV. NEW BUSINESS

There was no new business discussed.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

A motion was made by Mr. Sammons to adjourn the meeting and seconded by Ms. Seymour at approximately 11:33 a.m.