

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
CRIMINAL JUSTICE USERS GROUP
MEETING MINUTES
MONDAY October 15, 2018**

The DELJIS Criminal Justice Users Group was held at Dover Police Department in the 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:

Earl McCloskey	DELJIS	Lt. Gregg Shelton	Elsmere PD
Lynn Gedney	DELJIS	Capt. B. Parsons	DSP/SBI
David Elwood	DELJIS	Haris Ahmed	Family Court
Nina Dietrich	DELJIS	Karen Hudson	DPD
Robert Abbott	NCCPD	Megan Hazzard	DSP
Lisa Seymour	DSP/SBI	Renee Rigby	DSP/HQ
Mary Sheppard	SBI/DSP	Roy Bryant	DSP
Susan Hearn	Superior Court NCC	Alex Hassman	Dover Police
Charlotte Walsh	Superior Court	Tracy Henderson	WPD
Carolyn Lund	UDPD		

I. REVIEW OF MEETING MINUTES

A motion was made by Ms. Seymour to approve the August 13, 2018 DELJIS CJ Users Group meeting minutes and seconded by Capt. Parsons. All approved. Motion carried.

II. REVIEW OF AUTOMATED SYSTEM USAGE

Mr. McCloskey referenced Attachment B in the meeting handouts and reviewed the automated system usage statistics report with the attendees. If you have any questions or comments let DELJIS know.

III. DISCUSSION ITEMS

- a. Review of DELJIS Status Report – Mr. McCloskey reviewed the DELJIS Project Status Report with the attendees, referring to Attachment C. Mr. McCloskey noted that no new projects were added since the last meeting.

Lethal Protection order house bill 302 & 222 is fast approaching, with deadlines of October 31 and December 2018. Lynn Gedney is working hard getting these projects completed, which includes a new LEISS function and court process.

Mr. McCloskey stated we are also working on automating search warrants. There are multiple different types and we are working on coming up with acceptable state-wide uniform templates.

Mr. McCloskey also stated that we are working on the Weapons usage. For most agencies this is an accreditation issue. We can show a demo on this at the next CJ users meeting.

Ms. Seymour stated Chief Childs was at the meeting when this issue was discussed, that use of force form is a Federal collection, and so if you discharge your weapon at someone there will be a list of questions you will need to answer. You will need to fill out this form through LEISS. It's not going to ask or collect any personal information. Capitan Cooper and Ms. Seymour are working on the forms if you have any questions or concerns you can see them and once they are complete they will send out the information to all the officers.

LT. Shelton asked if more than one officer was on the scene would they each need to fill out the form. Ms. Seymour stated that all officers present would need to fill out the form but only one report.

Mr. McCloskey stated that DELJIS will be upgrading the COGNOS software program, and that there are only a limited number of licenses so if you can't log in please contact DELJIS and we will reissue by request, need, etc. Once our developers are trained on the new COGNOS and the software loaded, we will train the COGNO's users going forward.

Mr. McCloskey asked if anyone had any more questions or comments.

- b. NIBRS – Ms. Seymour UCR/NIBRS stated that data was submitted thru August and ready to submit Octobers.
- c. LEISS – Mr. Elwood stated that we have a few updates that will be coming out soon. He is ready to release the new Drug look up in the next week Mr. McCloskey stated that we just hired Steve Healy as the new programmer to replace Joe Simmons. He is working on the NIBRS approval for LEISS and warrants.

Capt. Parsons stated that there was a problem with table updates. Ms. Hazzard stated that the IDR attachments don't print automatically. Mr. Elwood stated he can add a function to make that work. The search function in etow isn't working. Mr. Elwood will have someone look at the problem it may be an error with the zeros. In CCDI the drop down for non-brand names is not in the drop down. It was a 1443A that they were looking for. Ms. Hazzard also requested to have different types of beards added in the drop down as example, goatee and chin strap.

Mr. Bryant stated that he was working with DAG Axelrod on the new IDR, blood search warrant project wording and its complete and ready to send over to DELJIS. This includes wording regarding DRE's.

Ms. Seymour asked if the print all functions was a problem or if it was just her computer. Mr. Elwood stated that no one else has complained of having this problem. He stated one issue we were having if an agency was using a print server and it was printing out of order but he thinks it has been fixed.

- d. E-Ticket/E-Crash – Mr. McCloskey stated we still have the request from the Office of Highway Safety that they still want the longitude and latitude included on e-Ticket but we are still on hold at this time. The locator tool is not part of E-ticket cannot automatically start in E-ticket so the longitude and latitude is not currently available like it is in LEISS. DELJIS reached out to the current vendor, DELASOFT, to explore options to address this issue. If this cannot be addressed, DELJIS will have to consider completely rewriting the E-ticket application and adding same to the LEISS suite of applications.

Mr. McCloskey stated that Office of Highway safety wants everyone to fill out the new automated overtime now a part of E-ticket, so it should be filled out electronically basically it's the same as paper form just automated.

Mr. McCloskey stated we got approval for the pedigree form to be automated as part as the final process of the video warrant automation process.

IV. OLD BUSINESS

There was no old business

V. NEW BUSINESS

There was no new business

VI. PUBLIC COMMENT

There was no public comment.

VII. ADJOURNMENT

A motion was made by Mr. McCloskey to adjourn the meeting and seconded by Capt. Parsons at approximately 10:41 a.m.

THE NEXT CJ USERS MEETING IS DECEMBER 10, 2018 AT 10AM DOVER PD