

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
September 20, 2018**

OPENING AND ATTENDANCE

The Board of Managers meeting was held at the Delaware Criminal Justice Information System located in Dover, Delaware. Ms. Bhate called the meeting to order at approximately 10:03 a.m.

Those in attendance included:

BOM MEMBERS

Marianne Kennedy	JP Court
Michelle Hoffman	Family Court
Gregory Patterson	DOJ
Marian Bhate	ODS
Leann Summa	DYRS
Lt. Frederick Calhoun	NCCPD
Renee Rigby	DSP
Chief William Bryson	DE Police Chiefs' Council

STAFF

Earl McCloskey	DELJIS
Mary Hansen	DELJIS
Alyssa Huenke	DELJIS
Lisa Morris	DAG

PUBLIC AND NON-VOTING PARTIES

Isabella Kaplan
Captain Benjamin Parsons
Jeffrey Horvath

I. REVIEW AND APPROVAL OF MEETING MINUTES

BOM Public Session Minutes – Chief Bryson made a motion to approve the August 2018 BOM Public Session Minutes. Ms. Rigby seconded the motion.

II. NETWORK MANAGEMENT

Ms. Hansen requested that the Board consider a general approval for school constables and code enforcement agencies. She explained that under the general approval the agencies would not have to come before the Board to request DELJIS access. Ms. Hansen added that we currently have school constables and code enforcement agencies with access that has been granted by the Board. Ms. Rigby asked if the constables and code enforcers would have the same access. Ms. Hansen replied that the school constables would have the same access as the ones that currently have DELJIS access, and the code enforcement agencies would mirror the active code enforcement agencies with DELJIS access. Ms. Kennedy stated that she does not see any problems with the matter as long as the Board is consistent.

Chief Bryson made a motion for code enforcement agencies and school constables to be approved for DELJIS access. Mr. Patterson seconded the motion. All in favor. Motion carried.

III. STRATEGIC ISSUES

- DELJIS Modernization Report – Mr. McCloskey advised there were no updates.

IV. COMMITTEE REPORTS

There were no committee reports.

V. OLD BUSINESS

- Automated Usage Statistics - Mr. McCloskey referenced Attachment D in the meeting handouts and reviewed the automated usage statistics with the attendees. Mr. McCloskey also mentioned that there has recently been an initiative at DELJIS to clean up disposition records. DELJIS identified approximately 400 cases with either open dispositions or duplicate charges. He added that DELJIS has been working to reach out to the appropriate courts or DOJ and update the dispositions accordingly.
- Project Status Report – Mr. McCloskey referred to Attachment E to discuss projects that DELJIS is currently working on. He advised the primary focus right now is on the lethal protection orders because of statutory deadlines.

Mr. McCloskey discussed the addition of blood search warrants in LEISS. He added that the IDR format is being changed, so the blood search warrants and the IDR rewrite projects are being combined.

Mr. McCloskey mentioned the COGNOS software upgrade. He advised DELJIS has secured in-house web training for staff. He also stated that the cubes that are currently in COGNOS will need to be recreated when the new version is implemented. Ms. Kennedy asked if details about the COGNOS upgrade have been discussed at the CJ Users meetings yet as the Court's power-users typically attend those meetings. Mr. McCloskey advised it has not been discussed yet, but he will begin to start mentioning details during those meetings.

Mr. McCloskey stated that DELJIS will be requesting legislation to increase the DELJIS surcharge. He added that DELJIS is looking for a sponsor and will be requesting an additional dollar. Mr. McCloskey also discussed the preliminary budget. He advised he will be asking for two additional full time employees and increases in contractual service, travel, and supplies lines.

There was discussion about adding fields for DUI alcohol test results in IDR and the IDR rewrite. Mr. McCloskey stated that DELJIS has been communicating with DOJ regarding the changes that are being requested to the IDR format.

Mr. McCloskey then discussed the drug intervention notices that will generate and be sent to the Division of Substance Abuse and Mental Health for possible follow-up services based on responses entered in LEISS. He added that DELJIS will provide a demonstration of new LEISS features including drug intervention, the new

automated warrant processes, and use of force at the Board, the CJ Users Group, and the Police Chiefs' Council meetings either next month or the following. Mr. McCloskey mentioned adding a Naloxone form in LEISS that will be sent to DHSS. He advised this will be integrated with the drug intervention notification module.

Ms. Rigby asked if the new forms, fields, and notifications being added to LEISS would be included when DSP is issued a subpoena for all data related to an incident. DAG Morris asked if there is an indicator printed on the reports relating to the specified fields. Mr. McCloskey advised there is and DAG Morris stated then it would be included with the incident data required by the subpoena. Ms. Rigby asked if additional information would then be able to be obtained under the subpoena or if it is just limited to what is printed on the report. DAG Morris advised it would depend on the type of subpoena and what information is being requested.

Mr. McCloskey discussed adding fields to incident reporting for office weapon use. The new fields will indicate whether or not an officer's weapon was used and the type of weapon. He added that there will be a demonstration for the Police Chiefs' Council and the CJ Users Group in the future.

Mr. McCloskey mentioned that DELJIS successfully tested image for new laptops and has given the green light to Dell to send the new computers. Ms. Bhate asked if the new laptops have Skype. Mr. McCloskey advised that they did not and a lot of the municipal agencies do not have Skype for Business. Chief Bryson asked what the cost of the Skype for Business licensing is. Mr. McCloskey advised he is not sure off the top of his head. There was further discussion about the use of Skype for Business with the automated swearing of videophone warrants. Lt. Calhoun and Ms. Kennedy discussed the pilot with New Castle County Police Department and described it as being very well-received. Ms. Kennedy advised there are some changes being implemented at the court level regarding the volume and routing of cases. She added that the videophone warrant automation will provide a tremendous amount of flexibility at the courts in respect of staffing. Ms. Bhate asked if Ms. Kaplan could research what the cost of Skype for Business licensing would be so the videophone committee could look into providing assistance to offset the costs for municipal agencies.

Mr. McCloskey concluded discussion about the Project Status Report by stating the new VINE 3 was released to production on September 12th. He advised there have been some glitches and DELJIS is in the process of working with the vendor, APPRISS, to resolve same.

Ms. Rigby mentioned the FBI has released the approved list of federally required data elements pertaining to the use of force project. The use of force reporting will be added to LEISS, but in the meantime Ms. Rigby will be entering use of force data in the FBI's LEEP portal. She added that at the Police Chiefs' Council meeting on October 2nd there will be a presentation about use of force, the data elements that are being collected, and the expectations relating to that policy.

Mr. Patterson advised there has been one new request regarding the DOJ case management system. DOJ would like to be able to view a PDF of police reports through the case management system. Mr. Patterson added that he believes the request has already been presented to Lynn. Ms. Gedney advised she has yet to get back to DOJ, but DELJIS does not currently have the capability to facilitate that function. Ms. Gedney stated she thought it might be possible to connect the case management system to DELJIS web applications in order to view the reports, but that is not possible. Mr. McCloskey added that there is an authentication issue with extracting data into a foreign system.

- Compliance Audit Report – Mr. McCloskey advised there were no updates regarding the Compliance Audit Report.

VI. NEW BUSINESS

Mr. McCloskey stated DELJIS was approached by DTI and DSP regarding a list of items that they would like to include on the State's open data portal. He added the first topic relates to sex offender data. Mr. McCloskey advised that due to the Sex Offender Registry Act sex offender information cannot be put on an open data portal. There is already an approved sex offender site and the information cannot be duplicated to put on another public portal.

Mr. McCloskey stated he has reached out to DAG Morris for guidance on the publication of the other information being considered. He added the other elements include crash data and basic criminal charge data. Mr. McCloskey advised that there is some crash data that can be published and released to the public. He added that, currently, it is acceptable to publish the crime, the date, and generic location. According to the request received by Mr. McCloskey, the goal is to make this information downloadable from the Open Data Portal.

The Board discussed the current availability of the data that is being requested for the Open Data Portal. DAG Morris advised she will be investigating the legal aspects of the request. Ms. Bhate added that the request will most likely be something that the Board needs to approve.

Mr. McCloskey discussed the DELPAT Risk Assessment tool. He advised there are programming changes that are required to be completed by January 1, 2019. There is hope to have all of the courts use the same tool. There was discussion among the Board about the Arnold Tool.

Mr. McCloskey stated DELJIS hired a new programmer that will be starting on October 1st.

Ms. Bhate advised she was given a letter from Chief Bryson appointing Mr. Jeffrey Horvath as Board representative for the Delaware Police Chiefs' Council.

VII. PUBLIC COMMENT

There was no public comment.

VIII. ADJOURNMENT

A motion was made by Chief Bryson to adjourn the meeting at approximately 11:03 a.m. The motion was seconded by Ms. Kennedy.