

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
CRIMINAL JUSTICE USERS GROUP
MEETING MINUTES
MONDAY DECEMBER 10, 2018**

The DELJIS Criminal Justice Users Group was held at the Dover Police Department in the Public Assembly Room located at 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	Charlotte Walsh	JP Court
Lynn Gedney	DELJIS	M/Cpl. Megan	
David Elwood	DELJIS	Hazzard	DSP Troop 1
Ray Sammons	DELJIS	Elmer Setting	AOC
Nina Dietrich	DELJIS	Jeff Gates	UDPD
Chris Menge	Dover PD	Chris Chandler	UDPD
Durk Lee	DTI	John Rhodes	DNREC ECU
Isabella Kaplan	DTI	Catherine Genery	Family Court
Capt. Ben Parsons	DSP/SBI	Sgt. Mark Little	DSP Troop 7
Lisa Voss	DSP/SBI	Robert Fox	State Fire Marshal
Renee Rigby	DSP	Robert Abbott	NCCPD
Brenda Lee Unruh	Dover PD	Lt. Gregg Shelton	Elsmere PD
Susan Hearn	Superior Court		

I. REVIEW OF MEETING MINUTES

A motion was made by Mr. Sammons to approve the October 2018 DELJIS CJ Users Group meeting minutes and seconded by Capt. Parsons. All approved. Motion carried.

II. REVIEW OF AUTOMATED SYSTEM USAGE

Mr. McCloskey referred to Attachment B in the meeting handouts and reviewed the automated system usage statistics report with the attendees.

III. DISCUSSION ITEMS

- a. Review of DELJIS Status Report – Mr. McCloskey reviewed the DELJIS Project Status Report with the attendees, referring to Attachment C in the meeting handouts. Mr. McCloskey discussed the addition of new projects and purposes of same. He provided detailed status updates on projects that have not yet been completed. Mr. McCloskey added that the DELJIS staff's main focus is completing the Weapons Relinquishment and Lethal Protection Order projects due to statutory deadlines.

Lt. Shelton asked if the new drug intervention notifications for overdose alerts would include alcohol overdoses. Mr. McCloskey advised that did not fall under the original intent of the project. The primary focus of the drug intervention notifications is

regarding heroin overdoses, however, one of the crime codes used to trigger the alerts is for overdose, so DSAMH will receive notice regardless of type of drug used.

- b. NIBRS – Ms. Seymour reminded the meeting attendees that the NIBRS Submission deadline is approaching and police agencies need to ensure all of their crime reports are completed for the year.
- c. LEISS – Mr. McCloskey advised that DELJIS is in the process of creating new IDR and blood search warrant functionalities. He stated that the IDR format is under revision with the assistance of Cpl. Bryant and DAG Axelrod. DELJIS recently received the new format and will be developing the new IDR within the first quarter of 2019. Along with the IDR revision, DELJIS is working on DUI search warrants for drawing blood. The previous code changes are being reviewed to identify and fix any issues. Cpl. Hazzard asked about adding questions to the IDR and Mr. McCloskey advised she should contact Cpl. Bryant regarding those specific questions.

Mr. McCloskey then discussed the addition of fields to incident reporting to document officer weapon usage per CALEA requirements. He stated that these new fields are to indicate when an officer's weapon was used, the type of weapon, and whether it was employed or deployed. There was discussion about how the weapon usage fields will tie into the federal use-of-force reporting requirements. Ms. Rigby added that there is a new set of parameters and she will be sending a memo to be included with the next meeting's attachments.

- d. E-Ticket/E-Crash – Mr. McCloskey mentioned the Office of Highway Safety's request to add the locator tool to E-Ticket in order to capture latitude and longitude data for reporting needs. DELJIS is working with DELASOFT and currently investigating this possibility and its related cost estimate, as it would require a program change to E-Ticket.

IV. OLD BUSINESS

There was no discussion concerning old business.

V. NEW BUSINESS

Mr. Elwood conducted a demonstration of the weapons relinquishment and lethal protection order functionalities in LEISS. New crime codes were created for weapons relinquishment and lethal protection orders. Once the crime is selected in LEISS, the officer will be prompted to enter probable cause to create the petition for the order. To date, there have not been any weapons relinquishment orders. The lethal protection order functionality is scheduled to be rolled out on December 26th and is currently being tested.

Ms. Rigby mentioned that during a recent audit, it came to her attention that LEISS reports are sometimes missing serial numbers for weapons. This causes the serial

numbers not to be sent to NCIC. She asked the attendees to remind users to include serial numbers in LEISS reports whenever possible.

VI. PUBLIC COMMENT

There was no public comment.

VII. ADJOURNMENT

A motion was made by Mr. Sammons to adjourn the meeting and seconded by Mr. McCloskey at approximately 11:00 a.m.