**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM**

**LAW ENFORCEMENT USER’S GROUP**

**MONDAY, AUGUST 13, 2012**

**OPENING AND ATTENDANCE**

The regularly scheduled meeting of the Law Enforcement User’s Group was held at the Dover Police Department, Dover, DE 19904. Ms. Bell called the meeting to order at 9:39 a.m. Those in attendance included:

 Peggy Bell DELJIS Lynn Gedney DELJIS

 Mary Sheppard DSP/SBI Renee Rigby DS/SBI

 Dominic Carretto DELJIS Dave Elwood DELJIS

 Patricia Virdin Dover PD John Bell DELJIS

 Donna Massey Seaford PD David Bartolf Univ. of DE PD

 Tammy Hyland DSP/Planning David Moyer DNREC/ECU

 David Hopkins Newark PD Dawn Lynch Rehoboth PD

 Robert Abbott NCCPD Kathy Bates JP Courts

 Ken Allen DSP

1. **REVIEW OF THE JUNE MINUTES**

A motion to approve the June 2012 minutes was made by Ms. Lynch and seconded by Mr. Hopkins. The group unanimously approved the minutes and the motion was carried.

1. **OLD BUSINESS**

**Automated System Usage Statistics**

The statistics were reviewed by the LEUG attendees. Please refer to the attachment. Ms. Bell mentioned that all police agencies were added to the list of statistics. If there is an agency that is not added to the report please let us know. Since the summer is coming to a close we will see less tickets and summons from certain agencies; which is expected.

**Progress Status Report**

An overview of the Development Progress Report was given to the attendees so they could track the progress on action items listed. Ms. Bell mentioned that the Accident Sale portal is still on hold. We are researching whether or not we our violating title 21 of the Delaware Code.

**NIBRS**

Ms. Rigby stated that the files have been sending successfully. Also that the month of July was sent the prior week was sent to the FBI. Ms. Bell wanted to know if the data was being sent a little earlier than usual. Ms. Rigby stated that she was able to push the files early because they wanted to have everything sent as soon as possible since they are currently working on the month of August.

**E-Ticket**

Ms. Hyland wanted to know what the progress of adding the locator tool to the application. Delaware State Police wants to know if they can see the location of where the ticket was given. Ms. Bell wanted to know if the Lat and Long was being displayed. Mr. Allen stated that the GPS is not working on the application and Mr. Elwood confirmed that it is on the application and should be working properly but DELJIS will be reviewing the accuracy. DSP is also getting ready to load a new modem to be deployed and that they are working with Del-Soft in getting this ready within the second quarter of this year.

**LEISS**

Ms. Rigby wanted to remind those in attendance that when you are writing supplements to the reports that have property; all property should be keyed in the property module not just in the narrative. Field Service reports Ms. Lynch wanted to know if we can help with the entering process of the number to not have to push tab for each field and allow it move over on its own. Also that when entering the zip code on the incident location and the place happens to be not in Delaware, there is a message that displays as an error stating that this is an invalid zip code in Delaware. All crime locations in LEISS must be in Delaware. For example when the victim information is from Maryland; Ms. Lynch will be sending a snapshot of the error incident so we can determine what needs to be done.

**COGNOS**

There was nothing new to report at this time.

**E-Crash**

There was nothing new to report at this time.

**Tow Slip**

Mr. Elwood stated that testing for the past month the State Fire Marshall has been using the application and E-Tow in production for testing purposes. There is one small detail that is being held up for full release into production; it is the release after tow function so when the car is not released at the scene and there is a person that comes to claim possession at another location. This should be completed within the last week.

**NEW BUSINESS**

**IDR Reports**

Ms. Bell stated that there is a request about the new IDR report. Some agencies want to go into the report and are able to view the report before the report is approved. The concern is that there may be some changes made to the unapproved report as well as printing out the report before approval and giving it to another person. This issue is being tabled at this time.

**LEISS Reports**

Ms. Rigby has a concern in regards to the LEISS reports being changed by the records employees in regards to drug violation laws being entered into the report itself. This goes along with the need to make sure the officers are aware that the correct information is entered in the narrative and supplement as well.

1. **ADJOURNMENT**

With there being no further business to discuss Mr. Lynch made a motion to adjourn the meeting. Mr. Elwood seconded the motion and it was unanimously carried. The meeting was adjourned at 11:17 a.m.

**Next Meeting Date: Tuesday October 16, 2012 at 9:30 a.m.**