**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEMS**

**BOARD OF MANAGERS**

**MEETING MINUTES**

**Thursday, September 27, 2012**

**OPENING AND ATTENDENCE**

The regularly scheduled Board of Managers meeting was held at Veteran’s Affairs office located in Dover, Delaware. Mr. Guy Sapp called the meeting to order at 10:02 a.m. Those in attendance included:

**BOM Members Proxies**

Earl McCloskey DOJ Tim Lineham DOC

Mike McDonald DSP for Mary Ann McKenna

Matt Jamison NCCPD

Michelle Hoffman DSCYF/DYRS **Staff and Interested Parties**

Marian Bhate PDO Danny Meadows DSP/SBI

Deb Lindell JIC Jason Sapp DSP/SBI

John Potts Newark PD/Police Chiefs Leann Summa Family Court

Guy Sapp Family Court Peggy Bell DELJIS

Marianne Kennedy JP Courts Lynn Gedney DELJIS

Nicole Wilson DELJIS

**REVIEW OF AUGUST MINUTES**

Minutes from the August 23, 2012 Board of Managers meeting were reviewed. A motion to accept the minutes with a modification to add Guy Sapp to the attendee listing from Mr. Sapp and seconded by Capt. Potts. The Committee unanimously approved the minutes.

1. **NETWORK MANAGEMENT**

* Office of Child Death, Near Death, and Stillbirth Commission was presented to the board for request in access to the system. The suggestion of an MOU being drafted and upheld will be to take care of the criminal history that the agency will have access to; to be shredded once no longer needed. This will go along with a retention policy being delivered from this organization to the board to review and agree upon. A motion to grant access was made by Mr. McDonald and seconded by Ms. Bhate; unanimous approval.
* Viola Police Department was presented to the board for request to access to the system. This access will be giving to one certified police officer and a town has to produce a copy of the town charter. A motion to grant access was made by Mr. McDonald and seconded by Mr. Sapp; unanimous approval.
* Town of Frederica Code Enforcement was presented to the board for request in access to the system. Since the same rules apply for all code enforcement agencies the board made a motion to grant access by Capt. Jamison and seconded by Capt. Potts; unanimous approval.

1. **STRATEGIC ISSUES**

* **DCAP:** Ms. Kennedy stated that securing stabilization of the agency is a priority. Also that the flow of completion is moving along successfully with the criminal section of the change and civil side of the process is not as far along as the previous. The inquiry piece on the other hand is now on the civil side of Family Court and has begun E-Filing as well.
* **Review of DCAP/CJIS Interface**: Ms. Bell stated that there was nothing new to report at this time.
* **IT Consolidation:** DTI has a governance committee that was organized and at this time there are several agencies that have not been added to this committee. This is because those excluded agencies have not started and/or completed the consolidation process. There was also some clarification on the subject of which agency has ownership of all the CJIS data that is used between many agencies. The misunderstanding was that the DSP was the owner of the data but it is in fact owned and maintained by DELJIS. Mr. McDonald volunteered to draft a letter to the DTI Governance Committee on behalf of the board and DSP stating that DSP is not the owner of said data. DOC is working with data sharing and the amount of redundancy of the data that is being shared with agencies.

1. **COMMITTEE REPORTS**

* **Planning Committee:** Capt. Jamison stated that there was nothing new to report at this time.
* **Police Complaint and Access Committee:** Capt. Potts stated there was no official request sent to the Police Chiefs Council in regards to the newly established Viola Police department. Mr. McDonald informed the board as well as Capt. Potts that there is going to be a change to the broadband network that is currently facilitated throughout the state for law enforcement. He wanted to make sure that at the next Police Chiefs Meeting addresses this with all chiefs and to let them be aware. Also to make sure that it needs to be captured what the agencies are going to need to help with the change.
* **Policy and Procedure Committee:** Ms. Bell presented to all board members the draft copy of Policy 4 that was handed out in the meeting. The object is to make sure all members are to review the document and to make suggestion on what to add, change or delete from the draft. Once these have been interpreted throughout the document the meeting to accept those changes and discuss further issues will be held at the 10/22/2012 meeting. After the completion of changes is made then the final draft will be presented at the November board meeting for approval.

1. **OLD BUSINESS**

* **Automated System Usage Statistics:** Ms. Bell reviewed the statistics with the attendees. The report will be updated for January 2013 statistics to include the new agencies that have been granted access; as well as the IDR reports number and the E-Tow numbers. Also in January each police agency will be receiving a report covering wanted persons for the state. In this report the components will show how many wanted persons had police contact and compare them to the amount that were cleared of their wanted person status. This report will be distributed to each agency separately for their use only.
* **Project Status Report**: Ms. Bell advised that the data exchange with Maryland will have access to the DOC help desk. Also that the same policy that is currently in place with Maryland will be granted soon to the neighboring states surrounding Delaware.

1. **NEW BUSINESS**

* The Board requested that we reach out to Wilmington Police Department about how they are submitting full criminal reports to the News Journal Newspaper; since all criminal history requests have to go to the Delaware State Police Public Information Officer per “Title Chapter 85”.

1. **ADJOURNMENT**

With no further discussion a motion to adjourn was made by Mr. McDonald and seconded by Mr. Sapp at 11:46 a.m. The next regularly scheduled meeting date is for **Thursday, October 25, 2012 at 10:00 a.m.**