

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
CRIMINAL JUSTICE USERS GROUP  
MONDAY, DECEMBER 9, 2019  
10:00 a.m.**

The DELJIS Criminal Justice Users Group was held at the DELJIS Conference Room located at 800 Silver Lake Blvd. Suite #102, Dover, DE. Mr. Earl McCloskey called the meeting to order at approximately 10:08 a.m.

Those in attendance included:

Matthew Skidmore	DSP	Chris Chandler	UDPD
Tammy Hyland	DSP-DIAC	☒ Mary Sheppard	DSP
☒ Capt. Parsons	DSP	☒ Lisa Voss	DSP
☒ Durk Lee	DTI	Mike Maguigan	DELJIS
☒ Sean Murray	Troop 4	☒ Bill Crotty	DSP
☒ Charlotte Walsh	JP Court	☒ Shawn Richards	Family Court
☒ Rodney Layfield	DSP	☒ Darren Short	DSP
☒ Isabella Kaplan	DTI	☒ Timothy Hamlett	DNREC
Earl McCloskey	DELJIS	☒ Renee Rigby	DSP/HQ
Holly Barker	DELJIS	Alexander Velasquez	Capitol Police
David Elwood	DELJIS	☒ Melody Ochoa	DELJIS
☒ Lt. Kerry Reinbold	DSP/SBI	☒ Jennifer Simpson	DELJIS
☒ Nicole Wilson	DELJIS	Monica Solorzano	DELJIS
☒ James Cashnelli	DSP		

**I. REVIEW OF MEETING MINUTES**

A motion was made by Mr. McCloskey to approve the October 2019 DELJIS CJ Users Group meeting minutes and seconded by Ms. Barker. 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 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.
- b. **Bail Automation** – Mr. McCloskey indicated that Judge Davis is running a working group and we may see some changes in the near future.
- c. **Blood Search Warrant** – Mr. McCloskey announced that Blood Search Warrant has been incorporated with the new search warrant project.
- d. **COGNOS Upgrade** – According to Mr. McCloskey, the training with the new Cognos software has started. Once the training is completed, DELJIS developers will start rebuilding the search cubes. If you have any additional reports that you would like to

incorporate to the new software, please send those additions to us when it is convenient for you. The possibility of adding the financial part to the new software will be examined by the developer's team. Mr. McCloskey also added that the target is to have Cognos up and running in Spring 2020.

- e. **Data Exchange with Adjoining DOC (MARIS)** – Mr. McCloskey indicated that MARIS (interstate data-sharing) is undergoing security review between Delaware, Maryland, Pennsylvania, and Washington DC. The interstate data-sharing is still in progress due to potential vulnerabilities in the data transfer.
- f. **Defendant History Automation** – Mr. McCloskey stated the purpose of this new form is to eliminate the faxing of the defendant pedigree history form. Instead, the defendant history pedigree will be completed electronically. Judge Davis has given approval to begin using the new E-form and advised Defendant's physical sig not required.
- g. **DIAC Wish List** – Captain Crotty and Renee Rigby are working on the wish list.
- h. **DOC Enhanced Missing Fields for DACS** – Melody will assist DOC and Courts to better enhance the DACS interface and populate missing sentence fields.
- i. **DOJ Case Tracking System** – Mr. McCloskey had a recent discussion with DOJ about their current case management system. DOJ is still working on interfaces on their side. Once they are ready with the new program, DELJIS will start sending data as requested.
- j. **DUI Alcohol Test Results** – DELJIS team has completed the DUI revisions and still working on our new LEISS backend architecture. We are adding the new DUI fields to IDR and plan to go live when the new LEISS goes live in spring.
- k. **DUI IDR Rewrite** – Mr. Crotty requested to have the empty box in IDR format for the supervisors to print out to determine whether some boxes are applicable or not. Mr. Elwood is overseeing this requirement.
- l. **Drug Intervention Notices** – Drug Intervention Notices are working successfully. Mr. McCloskey has been working with Secretary Coupe and Division of Substance Abuse and Mental Health (DSAMH) in order to add more fields to LEISS as needed. The purpose of these enhancements is to track addiction related incidents and to assist other agencies in offering treatment services.
- m. **DNREC (All 3 Divisions)** – New Project on the list. Preliminary talks have begun so that DNREC LE can better leverage LEISS for reporting and E-ticket for violations, offenses, etc. Mr. McCloskey and Mr. Hamlett from DNREC will discuss the specific fields and requirements in the next couple of weeks.
- n. **E-ticket Locator Tool move E-ticket to LEISS** – Mr. McCloskey explained that our developers are working with Highway Safety on updating the DELASOFT locator tool.
- o. **EWarning for Criminal Charges** – Concerning the ability to add electronic warnings for certain criminal charges, Mr. McCloskey is waiting for police chiefs and SBI to

provide a list to confirm the crimes that are appropriate for warnings. SBI requires a report for certain offenses for federal reporting purposes.

- p. **Exchange report** – Mr. Elwood indicated that the automated exchange report is tentatively ready to be released in January 2020.
- q. **Expungement Records - Offender File - LE only view separate from CH** – Mr. McCloskey stated that one of DELJIS top priorities will be to create an expungement records database that is segregated from other criminal history record information. This database will be available for agencies such as DOJ, SBI, and AG's Office and not for public utilization. DELJIS is also creating an expungement validation check for SBI, et al so that users can have the system check for eligibility based upon Delaware charges.
- r. **Initial Presentment Form** – In regard to the statewide electronic initial presentment form, Mr. McCloskey explained that the form will be utilized by officers during arrest processing. The Initial Presentment form has been done in conjunction with the risk assessment tool and has been piloted by police agencies. The final version was recently provided to DELJIS and we are making the revisions and will announce when it is ready.
- s. **Involuntary Commitments – Superior Court** – Mr. McCloskey states essentially, it is a screen created for DOJ and Superior Court staff to enter involuntary civil commitments directly into the CJIS system. Currently DSAMH enters names via an access database which interfaces with a sftp folder for eventual retrieval which causes delays in getting the data to NICS. We have met with the DOJ and they agree we need to have these names entered directly into the system similar to Lethal Protection and Weapons Relinquishment cases.
- t. **LEISS NIBRS Records Approval** – It is almost complete. The front end is done but the functionality is under construction. Our new programmer Mr. Maguigan is working closely with Mr. Elwood in trying to get the new LEISS architecture finalized and we plan to include the NIBRS records approval piece when the new LEISS is rolled out.
- u. **Rap Sheet Review** – Captain Parsons and Mr. McCloskey will meet to discuss how rap sheets are created for SBI in accordance with the new legislation.
- v. **Security** – Mr. McCloskey commented that Security is an ongoing issue and our team is constantly reviewing any potential vulnerability.
- w. **Take Care Delaware Notifications to School Districts** – Mr. McCloskey explained that this is a program whereby schools are getting notifications when students are involved in some type of traumatic event without sharing specific details.
- x. **Use of Force Federal Requirements** – Mr. Elwood is working on capturing information required for Use of Force Reporting to federal agencies.
- y. **Video Phone Warrant Approval Enhancements** – Melody is currently working on Link Warrant.

**IV. NEW BUSINESS**

None at this time.

**V. PUBLIC COMMENT**

None at this time.

**VI. ADJOURNMENT**

A motion was made by Mr. McCloskey to adjourn the meeting and seconded by Ms. Barker at approximately 11:42 a.m.



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