

TraCS Steering Committee
Meeting Minutes
Wednesday, November 12, 2014
9:00pm-12:00 pm
AST Conference Room, 5700 East Tudor Rd, Anchorage

Members Present:

Helen Sharratt, ACS	Ambrosia Romig, DHSS
Deputy Chief Brad Munn, UAAPD	Miles Brookes, AHSO
Lt. Dave Hanson, AST	Josh Garcia, DPS
Deputy Chief Josh Dossett, KPD	

Others Present

Dave Monroe, CTG	Tammy Kramer, AHSO
Pam Minton, MSCVE	Ray Eads, DPS

I. Internal Committee Business

- A.** Approval of minutes from September 9, 2014.
Brad moved to adopt the September minutes, Miles seconded. Minutes adopted without objection.
- B.** Approval of minutes from October 14, 2014.
Brad moved to adopt the October Minutes, Miles seconded. Minutes adopted without objection.
- C.** Membership – update on the status of local law enforcement agency membership.

II. Updates on Action Items from Previous Meetings

- A.** Membership List Updates/Appointments
 - i. Patrick Brosnan, DMV (membership form received)
Patrick's forms have been received by the committee. Miles has not heard from him regarding the meetings. Miles will contact him to make sure he is receiving all correspondence.
 - ii. Pamela Minton, DOT&PF/MSCVE
Pamela will continue to attend TraCS Steering Committee on behalf of MSCVE.
However, a new hire should fill the position within MSCVE soon and that person will more than likely represent the agency on the TraCS Committee.
- B.** Report on Miles' and Clint's Position Descriptions and TraCS Coordination tasks.
Miles had a brief conversation with Clint prior to traveling for a prolonged period.
- C.** Miles will circulate Lt. Roberts' 7/14/14 duties list email to the committee to see if other members and their agencies have ideas to distribute work load.
This was done prior to the October TraCS meeting. Miles noted that this may be an item for ATRCC to address and possibly develop a Sub-Committee to help find a solution to Lt. Roberts' workload demand.

Helen agreed that this may be an avenue, but that TraCS Committee had to have a large roll in addressing this problem, but that it may be best to wait for Lt. Roberts to return from leave to explore this further.

D. Crash Data Repository

Security paperwork between DMV, APD, and contractors is currently being worked on. There is a meeting between the groups later in the week to discuss the status of this project. CDR project is moving forward.

III. Items for Discussion

A. TraCS Monthly Activity Report

We continue working with TEG to resolve issues in the TraCS application releases as they may occur

- a) We currently have deployed the TraCS v10.05.48 client for use statewide.
- b) With this version, we hope to implement the electronic Accept and Reject and editing for the 12-200 through TraCSWebServices prior to the end of this calendar year.
- c) We have received approval from the SSO and have started testing TraCSWebServices
- d) TraCS v10.05.62 was released on 10/24/2014. TEG will be conducting a technology update of the TraCS platform beginning November 17th. TraCS v10.05.64 is expected to be the last release until that is completed over the next 4 to 6 weeks.

The TraCS Repository Server (v10.05.48)

- e) 161,390 issued 12-213AUCs in the repository as of yesterday
- f) 4,984 12-200 Crash forms in the repository as of yesterday (3,229 are Validated)
- g) 4,482 12-200v1 Crash forms in the repository as of yesterday (4,470 are Validated)

We now have about 639 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 40.5% are now current. (Over 47.4%, roughly 303 units have not connected to the update server in over one week.) (Over 40.7%, 260 units have not connected to the update server in over two weeks and 32.9%, 210 units in over one month.)

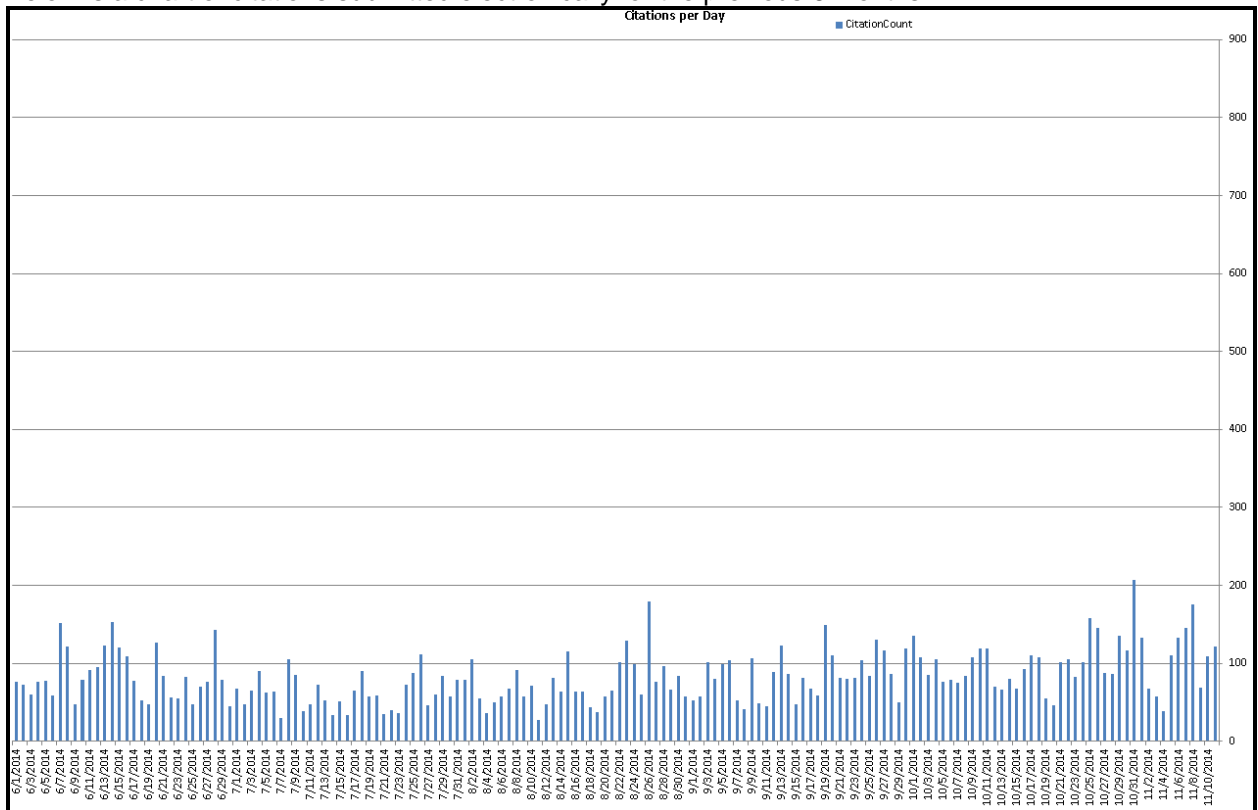
- h) The number of clients is down from over 690 due to working with agencies to remove retired computers from the server.
- i) The percentage of current computers is up from 30% 2 months ago. (10.5% increase)
- j) The percentages for computers not checking in have reduced by 5% to 9% overall.
- k) We've been working successfully with the IT POC at several of the larger agencies to identify the following for any computer that has not checked in for some time:
 - i) Has the computer been retired?
 - ii) Is there an unreported issue where TraCS Update is not working as expected?
 - iii) Is the computer out of compliance and just needs updated?

E-Citation with the Court (The following locations are all currently in scope for electronic submission.)

- l) AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011
 - i) Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time
- m) Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;
- n) Palmer PD Citations since 12/03/2011 bound for Palmer Court;
- o) Homer PD Citations since 02/16/2012 bound for Homer Court;
- p) Valdez PD Citations since 10/04/2012 bound for Valdez Court;
- q) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
- r) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
- s) Northslope Borough PD Citations since 09/05/2013 bound for Barrow Court;
- t) UAA PD Citations since 09/25/2013 bound for Anchorage Court;
- u) Juneau PD Citations since 10/10/2013 bound for Juneau Court;
- v) Wasilla PD Citations since 12/05/2013 bound for Palmer Court;
- w) Fairbanks Airport PD Citations since 04/10/2014 bound for Fairbanks Court;

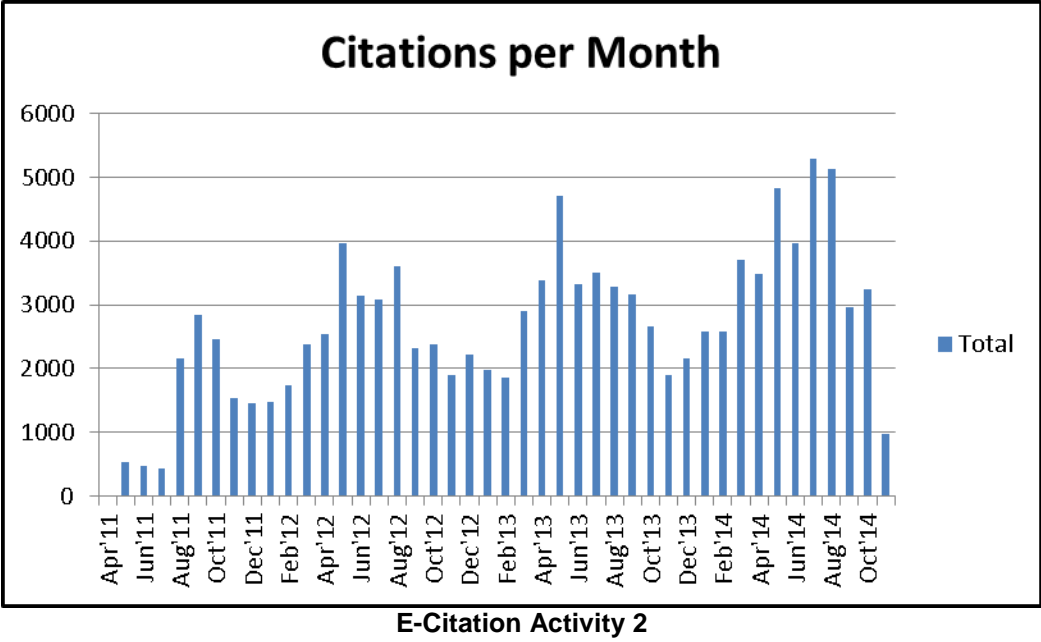
- x) UAF PD Citations since 04/10/2014 bound for Fairbanks Court;
(We expect to have other local LEAs from non-payee cities submitting electronically soon)
- y) As of yesterday, a total of 116,234 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 143,942 total TraCS citations have been issued since that date. There were 5,290 submitted in July 2014.)

Below is a chart of citations submitted electronically for the previous 6 months



E-Citation Activity 1

Below is a chart of citations submitted electronically by month



The TraCS Web server is running TraCS v10.05.48.

We continue working with the ILT (Incident Locator Tool) developer and have been deploying the release of the ILT that includes Milepost markers.

- z) We have installed the ILT Update Server and are testing that feature prior to putting it into production.

2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September 2013.)

- aa) 7 have been shipped to Nome PD. We have worked with them to integrate them into their network and also have all the equipment working. Training is being scheduled.
- bb) All 10 have been shipped to Bethel PD. They are adding them to their network. Training is being scheduled.
- cc) 4 have been shipped to Sand Point PD. They are adding them to their network. Training is being scheduled.
- dd) 4 have been shipped to Craig PD. They are adding them to their network. Training is being scheduled.
- ee) 4 are configured for Hoonah DPS. We are awaiting accounts and background checks for their officers/staff.
- ff) 5 are configured for Yakutat DPS. We are awaiting accounts and background checks for their officers/staff.
- gg) 4 CF-30 older ToughBooks have been re-configured for Klawock PD. We have been unable to communicate with Klawock PD to fully identify officer and support staff accounts for use there.

DPS has started looking at the effort required to flag a Minor Offense (M.O.) that is associated with a criminal charge. Implementing this within TraCS is a fairly minimal effort, but the work flow behind it for filtering transmission to the Court is much more effort, risk, and time-consuming as it involves another iteration and re-deployment of the E-Citation interface. There are other business factors involved and there is also the risk of an officer forgetting to check the box.

hh) Additional TraCS workflow if the box is checked:

- i) A pop-up reminder that it must be submitted on paper to the court along with the Criminal Offense
- ii) A requirement to print the Agency and Court copies (Agency Copy to Prosecutor and Court Copy to ACS)
- ii) Additional E-Citation Workflow if Box is checked:
 - i) M.O. Citation is NOT sent electronically to Court

B. Sustainability of TraCS

See notes above in sections II *Updates on Action Items from Previous Meetings* B&C.

C. TraCS Agency Data Update Schedules & Deadlines

D. TraCS Agency Equipment and Training Updates

See notes above in section III, A.

E. Status of DUI Form Project in TraCS

The project is continuing. The form was distributed to group of users, including Troopers in high DUI areas, and administrators for internal review. Feedback and edits from the group will be used to further develop the form.

F. TraCS Help Support

Lots of change has occurred with the structure of DPS Help Support as a whole, including TraCS. A tired approach has resulted in an efficient way of handing help support questions. Tier One

support can answer many basic TraCS help questions, which has relieved the call volume to developers allowing them to spend more time developing programs. It is possible that the knowledge of Tier One Help Staff may expand to continue to relieve call volume to higher tiered staff, including developers.

IV. Other Short Business

V. Action Items as a Result of this Meeting

A. TBD

Next meetings:

- December 9, 2014

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated.