

TraCS Steering Committee
Meeting Agenda
June 10, 2015
10:30-12:00
Telephone Only

| Voting Members | | | | | |
|-----------------------------|----|-------------------------------|----|---|----|
| Miles Brookes, AHSO | Ph | Helen Sharratt, ACS | Ph | Pam Minton, MSCVE | Ph |
| Rick Roberts, AST | Ph | Clint Farr, DOT&PF | Ph | Nichole Tham, DMV | Ph |
| Deputy Chief B. Munn, UAAPD | | Ambrosia Romig, HSS/ATR | Ph | Chief Alan Bengaard, KTNPD | |
| Josh Garcia, DPS | | | | | |
| Proxy Members | | | | | |
| Lee Buchhorn, DOT&PF | | Lt. Dave Hanson, AST | | Patrick Brosnan, DMV | |
| Gary Lee, DPS | | Deputy Chief J Dossett, KTNPD | Ph | Dave Monroe, CTG (contractor)/observer | Ph |
| | | | | | |

Key: P=Present in person, Ph=Present by phone.

I. Internal Committee Business

A. Approval of Minutes May 13, 2015

Clint moved to approve the May minutes, Miles seconds. Minutes approved without objection.

B. Membership – update on the status of local law enforcement agency membership.

Rick is still working with some of the new agencies coming on board, but no new updates.

II. Updates on Action Items from Previous Meetings

A. Clint will continue to work on Executive Level TRCC memo for Commissioner approval.

Clint – we have a new director. Jeff retired. New director is Mike Vigue. I did brief Director Vigue on what this issue is about and asked for his feedback on what he thought we should do to get ATRCC exec. Leadership on board. He seems to think it's a good idea. Budget issues are a higher priority. Helen is the only one who has given me any significant feedback so far.

B. DPS will continue project discussion on future payee city data transfer.

Rick – right now, Josh is on leave, and will continue to talk about that at DPS as to how to make that work. Will resurrect the discussion about feasibility of project given budget constraints when people are back from leave

C. DPS staff will provide update of DUI form.

Rick – Currently, AST has to fill out DMV DUI forms manually and send to DMV. Also DUI investigation forms have to be filled out. Development of electronic DUI forms in TraCS continues. The TraCS forms look exactly like they do on paper when printed out. Similar to ARMS print out for investigative forms. Last week and a half Rick has been working on teaching documentation for TraCS. SOA has purchased software for training to give users a resource for training. Rick is working on modules including DUI form instructions for users. DUI form roll out to AST first to see how it goes. Users can auto populate data from one report to another. So data can move from citation or crash form into DUI form. Reduces the chance for errors and eliminates redundancies. TraCS allows for data auto populate so DUI, citation, and crash forms all match. Will still need to be printed out and sent to DMV, but will export them to ARMS

records management. Will soon start seeing which agencies will want to use DUI forms. Also will be the same for the impound form we have developed.

Nichole trying to get up to speed, but plan is someday DPS to DMV interface will allow us to push DUI form electronically to DMV and into ALVIN to have real time information. Seven day temp license could have expired by the time it gets there so this will really help, once we can build that.

Want to work on DUI attaching to record in ARMS eventually also.

D. Once wiki-style self-help pages are ready, DPS Programming Team will present to TraCS group.

With travel budget being cut at DPS, training methods needed to be reexamined. Nome PD will be used as an experiment for electronic training-via DVDs sent to Nome. Out of this effort Wiki style resources will also come to exist.

Clint asked to see wiki-pages once they are up and running. Rick relied that DVDs will be completed first. These media will have step-by-step instructions on form fillings, vignettes on profile updates, etc. They are based on Adobe software platforms which will allow for citation/crash form exercises, and will be molded after Wisconsin's e-training efforts.

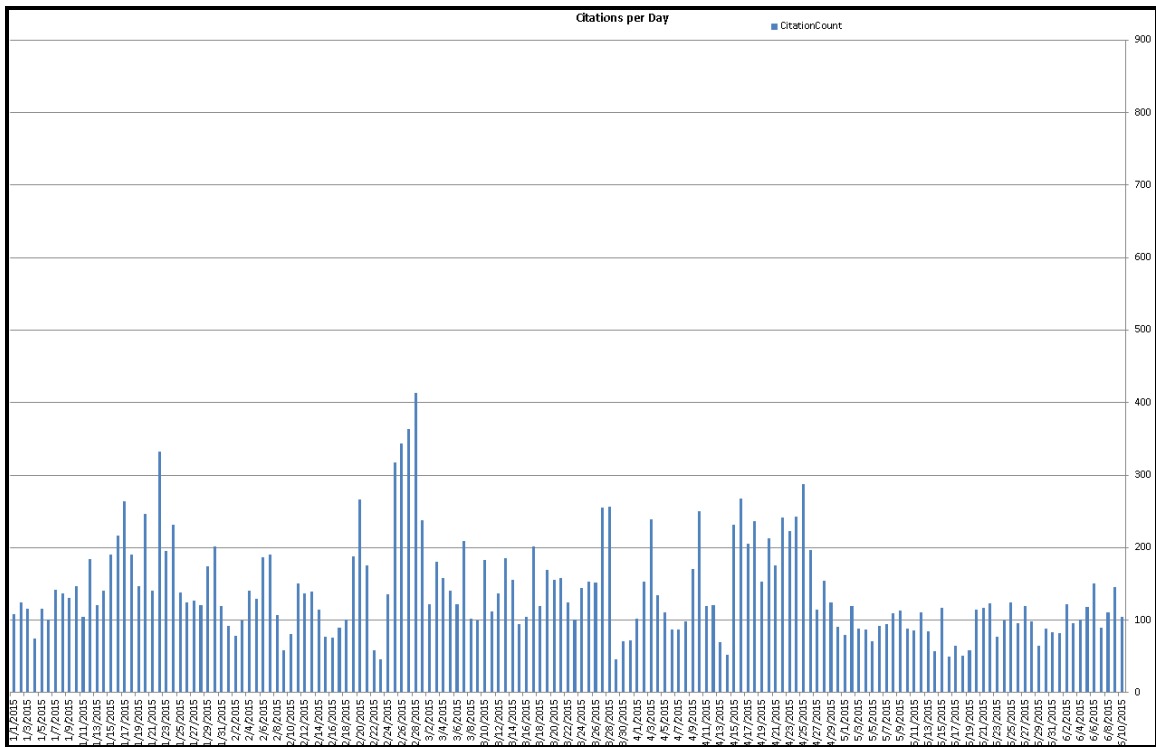
III. Items for Discussion

A. TraCS Monthly Activity Report

- 1) 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) We continue working to fully develop and implement Accept and Reject and editing for the 12-200 through TraCSWebServices soon.
 - c) TraCSWebServices - We are increasing the scope of our test group to get a broader range of testers. We now have it enabled for several Troopers, most of Juneau PD, Homer PD, and plan to enable it for additional agencies this week to increase the scope of the testing.
 - d) TEG has completed their technology update for the base code within TraCS. They released TraCS v10.06.21 on June 5, 2015 and expect to release v10.06.22 this week.
 - e) TraCS v10.06.22 addresses some database update issues we have been experiencing with the newer releases.
- 2) The TraCS Repository Server (v10.05.48)
 - a) 185,825 issued 12-213AUCs in the repository as of this morning
 - b) 5,010 12-200 Crash forms in the repository as of this morning (3,233 are Validated)
 - c) 6,076 12-200v1 Crash forms in the repository as of this morning (6,051 are Validated)
 - i) This margin will increase with the implementation of TraCSWebServices. Crash Forms can now "sync" to the repository without requiring end-shift. Currently end-shift enforces our validation rule. This work-around is necessary for agencies with fixed MDTs or who share computers to better allow completion of 12-200 forms.
- 3) The TraCS Web server is running TraCS v10.05.48.
- 4) We now have 530 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 49.3% are current, down from 49.8% four months ago.
 - a) We continue to monitor and update the number of TraCS Update clients that are active so the numbers reported are as accurate as possible.
- 5) DUI Package
 - a) Final Review of the forms is completed
 - b) Training and deployment for the forms is being planned
- 6) Impound Form

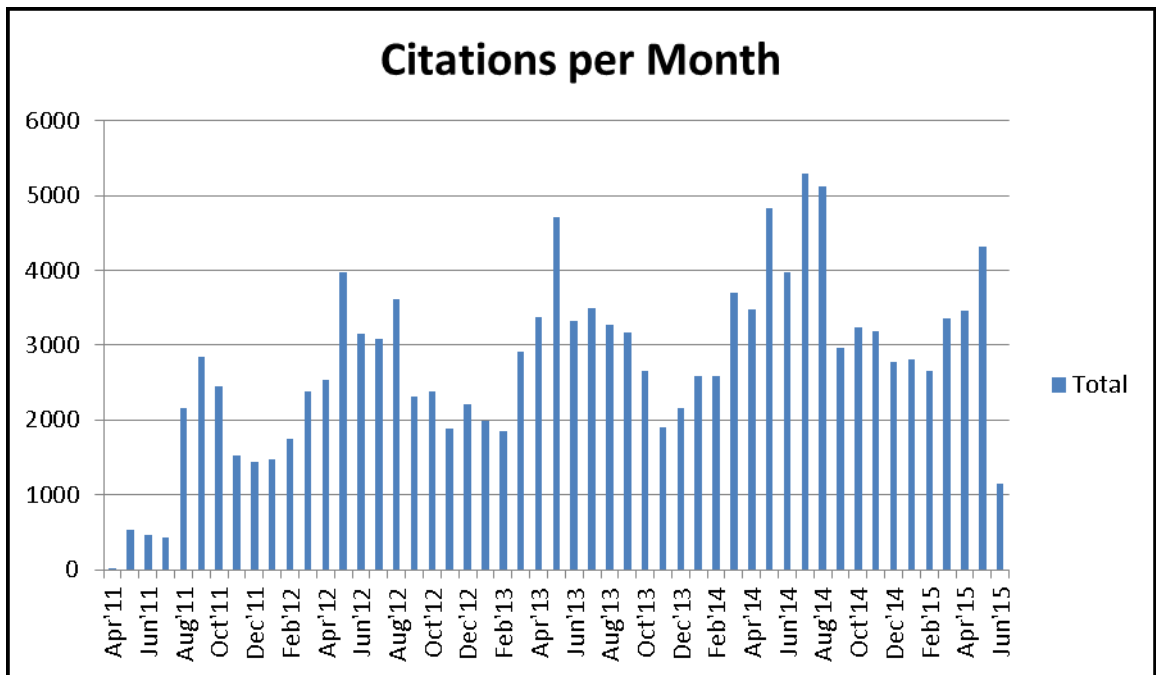
- a) Final Review of the forms is completed
- b) Training and deployment for the forms is being planned
- 7) E-Citation with the Court (The following locations are all currently in scope for electronic submission.)
 - a) AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011
 - i) Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time
 - b) Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;
 - c) Palmer PD Citations since 12/03/2011 bound for Palmer Court;
 - d) Homer PD Citations since 02/16/2012 bound for Homer Court;
 - e) Valdez PD Citations since 10/04/2012 bound for Valdez Court;
 - f) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
 - g) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
 - h) Northslopes Borough PD Citations since 09/05/2013 bound for Barrow Court;
 - i) UAA PD Citations since 09/25/2013 bound for Anchorage Court;
 - j) Juneau PD Citations since 10/10/2013 bound for Juneau Court;
 - k) Wasilla PD Citations since 12/05/2013 bound for Palmer Court;
 - l) Fairbanks Airport PD Citations since 04/10/2014 bound for Fairbanks Court;
 - m) 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)
 - n) As of this morning, a total of 138,964 **TraCS citations** have been sent to Courts electronically since we went live on 4/29/2011. (Over 168,366 total TraCS citations have been issued since that date. There were 4,313 submitted in May 2015.)

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



E-Citation Activity 1

9) Below is a chart of citations submitted electronically by month



E-Citation Activity 2

- 10) The ILT (Incident Locator Tool) developer has left the National Model group and the National Model is looking at developing a replacement solution.
 - a) TEG sent an update letter on June 8, 2015 announcing TEG becoming the official support and development resource for the ILT.
 - b) TEG intends to begin rewriting the next generation of the tool and hope it will integrate more cleanly with TraCS and TraCS related solutions. They also plan to release a new SDK tool for it to allow the states to add and maintain their own GIS maps and data in the ILT.
- 11) Easy Street Draw (ESDv4.0.92) – This is the version we are currently licensed for and running statewide. The installer is an enterprise installer that has the license info already embedded to install and run. DOT also has a statewide license for ESDv5.2.2765. We obtained an install or testing in late 2013, but it does not have the license embedded.
 - a) The vendor has providing us with a license key and instructions for a scripted installation.
 - b) We have developed an executable that will install the script based installation with the license key embedded.
 - c) We have noted the changes required within TraCS to use the newer version of the ESD.
- 12) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September 2013.)
 - a) 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.
 - b) All 10 have been shipped to Bethel PD. They are adding them to their network. Training is being scheduled.
 - c) 4 have been shipped to Sand Point PD. They are adding them to their network. Training is being scheduled.
 - d) 4 have been shipped to Craig PD. They are adding them to their network. Training is being scheduled.
 - e) 4 are configured and will now be shipped to Hoonah DPS. We are awaiting accounts and background checks for their officers/staff and then will schedule training.
 - f) 4 have been shipped to Yakutat DPS. We have their accounts and training is being scheduled.
 - g) 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.
- 13) 2015 AHSO Equipment Grant
 - a) Dillingham PD – Equipment Ordered, vehicle equipment delivered
 - b) Petersburg PD – Equipment Ordered, vehicle equipment delivered
- 14) 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.
 - a) 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)
 - b) Additional E-Citation Workflow if Box is checked:
 - i) M.O. Citation is NOT sent electronically to Court

B. Sustainability of TraCS

Rick – we talked for a while on streamlining processes. Haven't had any new ideas. Working on some staff changes. May get another person on TraCS having freed up contractor (Ted B gone May 31) Major Leveque is retiring. Trickle once his position is filled. One of two AST directors. In lieu of in person training, we are working on the lesson plans so that we can use these without too much difficulty. Working on wiki.

Crash reports – trying to find a way to simplify it for users. Looked at Troy’s survey, but not ready to discuss it yet. Are there fields we can dispose of? Etc. Want user to be able to click on box, damage only, fatal, injury, and get only fields appropriate to that type of crash. Want to have DOT be able to derive environmental data from what officers do input, but without having officer having to provide so much roadway data.

Clint – Rick and I met with Kim Hohman GIS group and I made a first cut of elements that might not be needed. That document is back with the GIS group, under review. Kim is leaving DOT, so there will be a new GIS manager to have to talk to after she leaves.

C. TraCS Agency Equipment and Training Updates

See Agenda Item III. A.

D. Status of DUI Form Project in TraCS

See Agenda Item II. C.

E. TraCS Help Support

See Above

IV. Other Short Business

Clint – APD meeting about three weeks ago, Patrick and Jacob from DMV, Dave Monroe (in DMV Contractor roll), and Molly Lerma from Anchorage Engineering were in attendance. Talked about the interface between APD and DMV and what was possible. Positive meeting. APD was shocked that the backlog of Anchorage crash data is about two years. What came out of meeting was APD agreed to having Patrick/Jacob come to APD and get interface up and running. MOU between DMV and Anchorage Police is required before proceeding. Clint drafted the MOU and sent it to DMV for review.

Rick – Dave has done some testing, and believes DPS can deploy TraCS to all users with web services. This is a crucial step for electronic accept/reject to be able to send crash to DMV electronically. Electronic form updates and profiles can be done electronically by user logging in and downloading from server. This also includes the password security. Deployment discussion meeting within DPS scheduled for later today. There are about 20 users around the state using it, so we are ready with production testing and now need to figure out how to get it out to everyone.

Password management – active directory – that can happen once we get this in place. We can start tackling that aspect next. Will keep Helen updated.

V. Action Items as a Result of this Meeting

- A.** Clint will continue to work on Executive Level TRCC memo for Commissioner approval.
- B.** Once wiki-style self-help pages are ready, DPS Programming Team will present to TraCS group.

Next meetings:

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|----------------|--------------|---------------|--------------|
| ◦ July 8 | ◦ August 12 | ◦ September 9 | ◦ October 14 |
| ◦ November 10† | ◦ December 9 | | |

*TraCS will meet at the DPS, Commissioner's Office Conference Room, 4805 Dr. Martin Luther King Jr. Ave. (new crime lab building)

†TraCS will meet Tuesday, at the Alaska Bureau of Investigation Conference Room, 5500 E. Tudor Rd. (Next door to DPS HQ)

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, Wednesdays, 10:30am–12:30pm, unless otherwise stated.