

TraCS Steering Committee  
Meeting Minutes  
August 12, 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		Nichole Tham, DMV	Ph
Deputy Chief B. Munn, UAAPD	Ph	Ambrosia Romig, HSS/ATR		Chief Alan Bengaard, KTNPD	Ph
Josh Garcia, DPS					
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Dave Hanson, AST		Patrick Brosnan, DMV	
Gary Lee, DPS		Deputy Chief J Dossett, KTNPD		Dave Monroe, CTG (contractor)	Ph

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

**I. Internal Committee Business**

**A. Approval of Minutes June 10, 2015**

June meeting minutes were unavailable, approval moved to next meeting.

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

Yakutat Police: laptops there are in use. Rick is reaching out to YPD Chief Baty to set up training.

Hoonah Police: About ready to deploy Toughbooks. HPD needs extra power supply equipment for their fleet. Rick is working with HPD's IT contractor for set-up and training scheduling.

Both of these agencies will use TraCS to issue paper citations, electronic submission of citations will commence once department is comfortable with TraCS program.

**II. Updates on Action Items from Previous Meetings**

Update from June meeting will be provided at next meeting as June minutes were unavailable at this time.

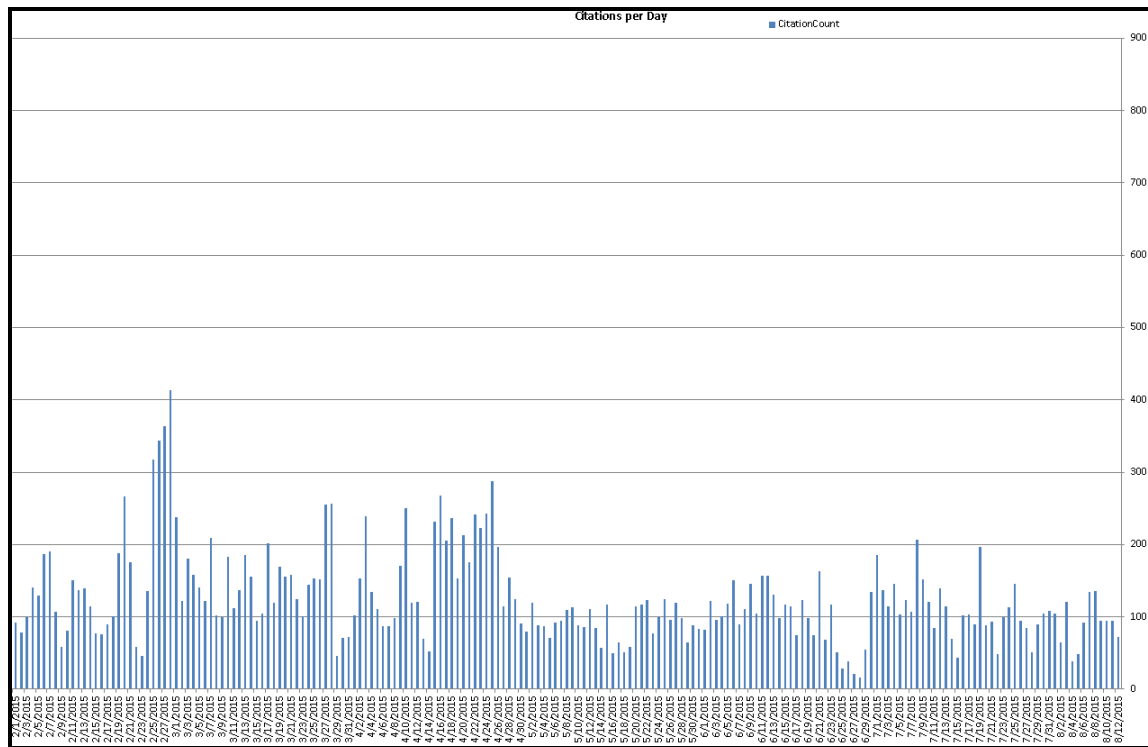
**III. Items for Discussion**

**A. TraCS Monthly Activity Report**

- 1) Lt. Roberts will be traveling to the National Model Conference in Indianapolis, Indiana next week (August 20<sup>th</sup> and 21<sup>st</sup>).
- 2) 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 have deployed and enabled TraCSWebServices statewide as of last week (August 5, 2015) to all full client users. (TracsWeb users are unaffected.)
  - d) TEG released TraCS v10.06.28 on July 31, 2015 and released v10.06.29 this week (August 11, 2015).
  - e) TraCS v10.06.28 addresses some database update issues we have been experiencing with the newer releases and is the version we are currently testing for statewide release.
- 3) DPS has created public URLs to host public access to Training sites for TraCS Services.
- 4) The TraCS Repository Server (v10.05.48)

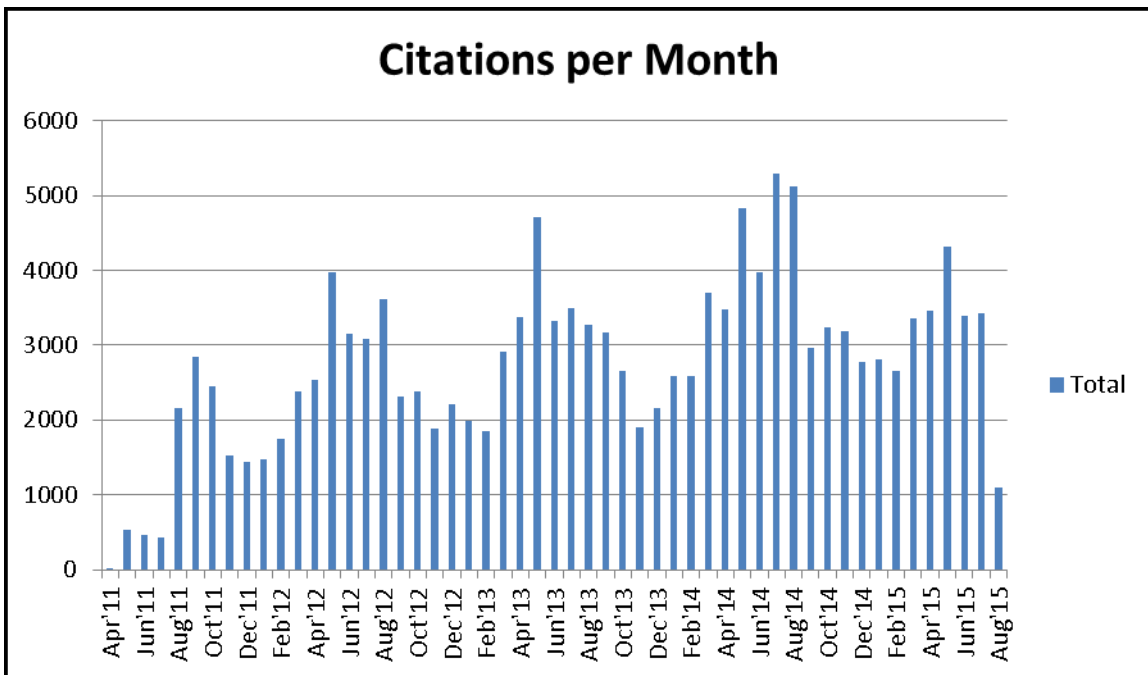
- a) 193,312 issued 12-213AUCs in the repository as of this morning
- b) 5,029 12-200 Crash forms in the repository as of this morning (3,249 are Validated)
- c) 6,565 12-200v1 Crash forms in the repository as of this morning (6,487 are Validated)
  - i) This margin will increase with the implementation 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.
- 5) The TraCS Web server is running TraCS v10.05.48.
- 6) We now have 548 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 48.4% 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.
- 7) DUI Package
  - a) Final Review of the forms is completed
  - b) Training and deployment for the forms is being planned
- 8) Impound Form
  - a) Final Review of the forms is completed
  - b) Training and deployment for the forms is being planned
- 9) 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) Northslope 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 145,713 **TraCS citations** have been sent to Courts electronically since we went live on 4/29/2011. (Over 175,853 total TraCS citations have been issued since that date. There were 3,421 submitted in July 2015.)

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



**E-Citation Activity 1**

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



**E-Citation Activity 2**

- 12) 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.
- 13) 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.
- 14) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September 2013.)
  - a) Nome PD - 7 have been shipped. They are being prepped to test the new training material being developed by Lt. Roberts.
  - b) Bethel PD - 10 have been shipped. They are being prepped to test the new training material being developed by Lt. Roberts.
  - c) Sand Point PD - 4 have been shipped. They are being prepped to test the new training material being developed by Lt. Roberts.
  - d) Craig PD - 4 have been shipped. They are being prepped to test the new training material being developed by Lt. Roberts.
  - e) Hoonah DPS - 4 have been shipped to their IT contact. They are being prepped to test the new training material being developed by Lt. Roberts.
  - f) Yakutat DPS - 4 have been shipped to through their Anchorage IT support group. They are in use as their daily computers. They are being prepped to test the new training material being developed by Lt. Roberts.
  - g) Klawock PD - 4 older CF-30 ToughBooks have been re-configured. We have been unable to communicate with Klawock PD to fully identify officer/support staff accounts for use there.
- 15) 2015 AHSO Equipment Grant
  - a) Dillingham PD – Equipment Ordered, vehicle equipment delivered
  - b) Petersburg PD – Equipment Ordered, vehicle equipment delivered
- 16) 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**

Sustainable training methods continue to be developed. An Alaska specific TraCS manual with exercises is in the works. DMV has proved sample licenses and registrations for user practice with crash reporting and citation issuance.

Using available State of Alaska Software, narrative CDs and DVDs are in production for distribution to agencies. A small test group will use product before mass rollout.

Electronic/Wiki-style digital help material is in continued production. The goal is for a public site for non-DPS TraCS users, while material for DPS TraCS users will reside on DPS internal sites. Same material, it is just hosted on different platforms.

#### **C. TraCS Agency Equipment and Training Updates**

Rick has built a TraCS manual. Explains how to login, navigate software, has practice exercises and is embedded with sample license and registrations from DMV for user practice. The State of Alaska has purchased Adobe software to allow Rick to narrate the videos created for the training of various TraCS processes.

DPS intranet has these materials for troopers. Also sent versions to Fish and Game (FG) Troopers and Sitka Academy. Once that is tested out, Fairbanks FG troopers will go through it. Doing this because of expense and time constraints to get trainers out to a police dept. The training material can be used both by new and refresher users. Helpdesk will help ID anything that needs to go on the CD that are not there. Work continues on trying to develop a point person at each agency to develop TraCS experts around the state to decentralize from just Rick's position at DPS. Additionally, this standardizes training.

DPS is trying to set up a Wiki for users for updates in an effort to keep costs down so DPS doesn't have to keep redoing the manual. This will be available for external users as well as internal servers for AST.

Dillingham and Petersburg hardware mounts have been sent to their respective agencies for install. Toughbooks for both agencies are in the queue for setup possibly by late August or early September.

#### **D. Status of DUI Form Project in TraCS**

More testing and building of training documents. Then will release to DPS audience first - to make sure tested with variety of users to work out bugs and then other agencies can receive it. DUI and impound form will follow this process. DUI forms not set up to be sent electronically yet. Hope to have a project to end shift to repository and to DMV in the future, that's the vision down the road. For now, it's a way to fill out forms so not having to handwrite them, and use scanner to enter license/registration one time and populate automatically. As paper now, or scan pdf as attachment into RMS. Print out and identical to DMV DUI form. Same look and font, etc. But not electronic yet. First piece in process. Maybe beginning of 2016 DPS and DMV could start discussions on electronic interface. Nichole has not seen the notice and order of revocation and Rick will send it. DMV and DPS may need additional resources for the electronic piece Rick could apply for AHSO funds for it possibly.

Impound form will follow same process.

**E. TraCS Help Support**

Sustainable user help support system continues to grow. A turnover in staff has resulted in new personnel joining AST IT. The help support process constantly looking to improve in how it handles and answers helps requests. Service is not 24/7, but overall help support users seem happy with service.

**F. September/October ATRCC & TraCS Meeting Date**

AHSO will be in Anchorage the week of September 20<sup>th</sup> for three days for office business. Miles presented a plan for the group to hold TraCS and ATRCC meetings that week and conduct them as a joint September/October gathering to reduce travel.

Consensus among the group was that holding TraCS on the Wednesday of that week would work. Miles will send email to committee when the date is confirmed.

**IV. Other Short Business**

No short business.

**V. Action Items as a Result of this Meeting**

- A. Miles will locate and supply June meeting minutes to members.
- B. Miles will work on rescheduling September/October TraCS meeting and will update group.
- C. Rick will send Nicole a copy of the Notice and Order of Revocation.

**Next meetings:**

◦September 23                      ◦ November 10<sup>†</sup>                      ◦ December 9

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

<sup>†</sup>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.