

## **RegJIN User Board (RUB) Meeting**

Wednesday, August 25, 2015 – 10:00am

**Attendance:** List is not included as sign-in roster is not available.

Meeting location: Portland Police Bureau, North Precinct Community Room, 449 NE Emerson St., Portland, Oregon

Note taker: Jerry Schlesinger

### **WELCOME AND INTRODUCTIONS**

Captain John Brooks welcomed the group to the RegJIN User Board (RUB) meeting and asked all in attendance to introduce themselves.

### **RUB Members and Invitations**

Captain Brooks informed the participants that invitations to RUB meetings are sent to voting members, as identified by each agency, and to the chairs of all of the RUB committees. Other may attend if they want.

### **REGJIN UPDATES**

Captain John Brooks provided updates regarding the system and its sustainment efforts:

- Captain Brooks discussed his intent to change the RUB meeting from a lecture type to a more participatory/discussion format. There were no objections from the meeting participants.
- RegJIN Program Manager – Interviews complete, finalist identified and is being reviewed by City of Portland Human Resources. Final decision should be available by end of day.
- Standard Operating Procedures (SOPs) – on hold due to Brook's vacation.
- New MRE Build Testing – Going well. In response to a question from a RUB member, Captain Brooks will provide a change list between the previous/current version and the new version. Dan Douglas, from Gresham, discussed the new MRE build and what's new in it. He also mentioned that what it is a new version and that there are three builds of that version that are being tested: Multnomah, non-Multnomah and Washington State. Corey Wilks, from Portland Police IT discussed how the three new builds will be rolled out.
- New MRE Versions and builds – New MRE versions will be available once or twice a year as they are made available by Versaterm. New builds are available as needed.
- Inquiry only agencies – Not a lot of progress has been made on getting IGAs signed for Inquiry only agencies.
- Data access by Inquiry Only agencies – a long discussion was held regarding access to the system's data by Inquiry Only staff.
  - Due to the CJIS data contained in RegJIN, access by non-law enforcement agencies will be minimal. Provided only on a need to know basis. It was pointed out that it was problematic for non-backgrounded individuals (i.e., court staff) to review CJIS data contained in RegJIN reports.
  - It was agreed upon that since most CJIS data is contained in report narratives, access to narrative information will not be provided except to Prosecutors/District Attorneys and 9-1-1 dispatchers.
  - RUB members asked who approves new Inquiry Only agencies – Captain Brooks answered that to date it has been the RegJIN sustainment team that made that decision. After continued discussions it was recommended (a motion made and seconded) and agreed upon unanimously by RUB attendees that all new Inquiry Only agencies would be approved by the RUB.

- A member suggested that written criteria be established for accepting new Inquiry Only agencies. The previous motion was then modified to routinely approve new Inquiry Only agencies that met the written criteria but to ask for RUB approval for any agencies that did not meet the criteria. The motion amendment was unanimously approved.
- Captain Brooks agreed to work on the written criteria for Inquiry Only agencies and to review it with the RUB.
- Interfaces – Ed Arib, Howie Weiner, and Jerry Schlesinger reviewed the status of the interfaces that are still under development.
  - New APS ticket interface – this interface will upload into RegJIN tickets completed using the APS electronic ticketing system. Several agencies have agreed to fund the development cost of the interface. It was recommended that the RUB cover under its budget the long term sustainment of the interface.
  - JMS – Jerry Schlesinger emphasized that getting mugshots into the system is dependent on the JMS interface working properly. The interface needs to be supported even if the workflow may not be ideal if mugshots are wanted in the system. Discussed conversion of historical mugshots. Jerry let the group know that it was decided before the project started not to convert any historical mugshots. However, they are available to officers in their vehicles by alternative methods and programs.
- Training Plans – Captain Brooks asked each agency to provide any dates on which they are planning to hold additional training (new users, refresher training, etc.). Because the BOEC CAD system is being upgraded, access to the training environment may be adversely impacted during the transition. The upgrade team will try to avoid scheduling anything that would impact the training if we know the days on which training is scheduled.
- Stylesheet (OBS) update – a new release should shortly be available as final changes are being made. It should be available within a month or two for general use by system users.

### **Data Issues**

Captain Brooks and sustainment team staff led a discussion on maintaining the quality of information stored in RegJIN:

- We need to make sure that the MNI is kept clean and up to date
- There are several data conversion issues that need to be resolved as they impacted the quality of the names stored in the MNI. For example, it introduced duplicates that currently can only be resolved through manual examination. Automated techniques failed.
- Quality Assurance (A/A) is important and each agency needs to dedicate sufficient resources to review and clean up the data. Kim Roark suggested that the System Administrators should be charged with this task and she will train them on the required steps and functions.
- Sustainment team members stressed that at the RUB level, the need to dedicate resources in each agency for Q/A is critical and needs to be affirmed. Rather than dealing with Q/A issues at the RUB level, RUB members should take the message back to their agencies that resources need to be allocated to this issue in order to maintain the integrity of the system.
- Roy Butler from Battle Ground asked how his agency can identify reports that were cleared in CAD with a disposition of “report required” but that have not been completed yet could be identified. After a brief discussion, it was pointed out that information is only available if the CAD interface is running and the CAD interface in Clark County is not operational yet. Otherwise, a report/query must be run in each system and the data compared to identify missing reports.

### **Crime Analysis**

Captain Brooks started a discussion topic regarding the data needs of crime analysts.

- Privatized data is not currently available to crime analysts. They have requested direct access to the data and the RUB needs to review the request and either approve or reject the request. Although they have met on this topic, the crime analyst committee has not yet forwarded an

official request to the RUB, but will meet again to attempt to gain consensus on what to specifically request.

- A discussion ensued on whether access should be granted to privatized information stored in RegJIN. The group decided to defer the discussion until the official request is received.

### **Case Management**

During Versaterm's recent site visit, it became apparent due to questions and concerns voiced by several agencies that information is lacking on how to use the case management module of RegJIN. This appears to be consistent across most of the partner agencies. After some discussion it was agreed upon to organize additional case management training sessions perhaps in conjunction with another site visit by Versaterm.

### **MRE Configuration Tool**

Captain Brooks reported that Clark County has asked for permission to install the MRE configuration tool locally on their computers so that they can develop their own build without having to drive to downtown Portland. The following points and issues were discussed in consideration of the request:

- Washington County Sheriff's Office also requested access to the MRE configuration tool (MCA).
- There are no technical reasons why MCA cannot be installed on local computers. It is a standalone program.
- Corey Wilks pointed out that significant issues were encountered when the final MRE configurations were built (through MCA) on different computers. The environment (tables, files, etc.) that is present when MCA is run result in unexpected anomalies if not run in a consistent, stable location (PC). Corey recommended that although the MCA is located remotely on partner agency computers, the final MRE builds that will be distributed to RegJIN devices be produced on a dedicated workstation located within RegJIN sustainment.
- After additional discussions the following recommendations were reviewed and approved by meeting participants:
  1. Distribute the MCA tool to agencies that request it so that they are able to configure and test new versions of MRE as desired
  2. Additional MRE builds beyond the three current ones (Multnomah, non-Multnomah, and Washington State) will only be developed with the approval of the RUB.
  3. All new MRE builds (configurations) must be reviewed and approved by Patrol/MRE RUB committee prior to being distributed to agency workstations.
  4. Final MRE builds (configurations) will be created on designated computers located in the RegJIN sustainment team area.

### **NEXT MEETING:**

The group agreed to meet again at 10:00 AM on September 29, 2015 at the same location.