

## RegJIN User Board (RUB) Meeting

Tuesday, June 7 2016 – 10:00am to 11:40am

### In attendance:

Tammy Mayer	RegJIN Sustainment	Hailey Holm	Scappoose PD
Kim Roark	RegJIN Sustainment	Chief Moss	St Helens PD
Jon Yochim	RegJIN Sustainment	Lt Pat Williams	Gresham PD
Ed Arib	RegJIN Sustainment	Andy Potter	Multnomah CSO
Corey Wilks	Portland PB	Capt Ed Herbert	Port of Portland
Mike Ridenour	Portland PB	Taylor Hollandsworth	Beaverton PD
Capt Wendi Babst	Clackamas CSO	Eric Young	Beaverton PD
Sgt Wayne Lawrence	Gladstone PD	Cindy Bolek	Hillsboro PD
Sean Boyle	Gladstone PD	Christine Navarro	Hillsboro PD
Capt Mark Dye	Milwaukie PD	Cheron Gochenour	Hillsboro PD
Capt Bill Kler	Oregon City PD	Lt Dave Frisendahl	Tigard PD
Cmdr Mike Whitney	Vancouver PD	Melaney Koch	Washington CSO
Sgt Jeff Olson	Vancouver PD	Carli Brosseau	Oregonian

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

**Quorum Met – 15 of 28 voting members**

Note taker: Tammy Mayer and Kim Roark

### Agenda

- Roll Call/Introductions
- Minutes Approval
- RegJIN Sustainment Team Updates
  - Program Manager Update
  - Global System Admin Update
  - Tech System Update
  - Global Training Update
  - Records Update
- Other Issues/Concerns
- Next Meeting TBD

### Welcome and Introductions

Tammy Mayer welcomed the members and thanked them for attending.

### Minutes Approval

Tammy Mayer asked if there was any discussion on the Apr RUB minutes. Hearing none, Andy Potter motioned for a vote with Melaney Koch seconding. The vote passed unanimously.

### Communication

Tammy discussed how the Sustainment Team is continuing to improve communication with all partner agencies. She stated all meeting minutes from sub-committees and other meetings such as the Implementation Team are posted for review on the RegJIN RC website. Additionally, there are tips of the week posted to help users. If anyone would like to offer up tips, please email them to Tammy. (<https://www.portlandonline.com/RegJINRC>).

### Large Digital Files

Tammy stated we are still working on the issue of large digital files. She sent out a list last week of all files over the 10 MB limit set pre-go-live. The ones with the / in front of the name are created by the software when doing a release tracking. We will not count these files against the size limit. Tammy stated she would continue to run quarterly reports and send them out to the user agencies. It is the agency's responsibility to monitor their files to ensure they are not overly large. She reminded all that audio, video, zip and tar files should not be attached to the reports and should be stored elsewhere as evidence. Tammy also acknowledged that some cases, such as murders, are going to exceed the authorized limit. Again, it is up to the agency to determine if the case should be an exception. Finally, Tammy stated we asked Versaterm to add file sizes to the RMS so you can see how big an attachment is as it is uploaded as well as when you view the report.

### **Rotating Position**

Tammy offered up space in the RegJIN Sustainment Team office for any agency that wants a member to work out of our office for a day, week or month to gain perspective on what the Sustainment Team does on a daily bases, as well as gain some new insight on how to leverage the system to work better for your agency. Please email Tammy if you would like to take us up on this.

### **Withdrawal of Partner Agencies**

Tammy stated we have received the official letters of withdrawal from Clark County Sheriff's Office, Ridgefield, Washougal, Camas and Washington State University. They will all be withdrawing from the system on 1 Jan 2017 per the IGA. (Note: the final letter from Battle Ground was received the same day as the meeting). Tammy mentioned that there was some concern from the finance sub-committee about their new system being up and running in time. Tammy stated she had contacted Portland's contract specialists and was told it was possible to do a 1 or 2 month extension to allow them to continue in RegJIN and give them a little additional time to ensure they are ready to transfer. We do not know if this will be needed, but have a plan for the contingency.

### **Finances**

Tammy stated the finance sub-committee met a few weeks ago to discuss the cost to the remaining partners with the withdrawal of the Washington State agencies. After a discussion with Versaterm, the RegJIN would have the ability to sell back 168 MRE licenses after the departure in Jan 2017. This would reduce our annual maintenance cost by \$35,280 a year. However, if we decided to buy the same number of licenses in the future, it would cost us over \$84,000 because we would have to buy the license and the maintenance. The sub-committee recommends keeping the licenses and redistributing the extras to agencies that would like more. The cost of keeping the licenses will raise next year's fees from the anticipated \$63.65 or 4.4% as discussed in the Feb RUB, to \$63.94 or 4.71%. This cost is an average over the year as the first half of the year, the Washington agencies will still be part of the system and paying until Jan 2017.

### **Inquiry Only Update**

Tammy informed the RUB that we currently have two agencies (ATF and DEA) out of the initial seven voted in that are actually fully up and running in the system. The others have not signed the IGA and will be allowed in as soon as that is accomplished. Additionally, she has received four more IGAs from other agencies that would like to be added. Those are: Washington State Department of Corrections, Clackamas Juvenile, Washington Parole and Probation and PCC. Tammy plans on asking for a vote on adding those and any others that get their IGA completed by mid-June during the July RUB. We will also need to finalize the attachment discussion from the March RUB. More info on the attachment discussion is below in the Records Update. Tammy also stated that with the costs finalized for the upcoming year, the costs for IO partners has also been finalized at \$31.94 (50% of the full user fees).

## **NIBRS Update**

Kim stated she is coordinating with Versaterm and OSP for the change to NIBRS. The State repository is completed and OSP is testing it now. Versaterm is preparing to start the coding change. The grant to NCS-X will be sent in on Wednesday and we are asking to fund two FTEs to assist with the data conversion for the Oregon partner agencies. Additionally, there is a cost for Versaterm to change the code, however, it will also be funded by the grant and not out of the RegJIN funds.

Lt Williams asked about the training piece for this change. Kim stated there will be some training required because the officers will not have to enter the same amount of data. However, the training time is not expected to go over half a day and would probably be closer to 1-2 hours. We will not have specifics until we get further into the process.

## **Codes**

Kim discussed some new code requests:

Sherwood PD would like a YSAT referral code for peer court. During the discussion, Taylor stated Beaverton already has a code that was left over from PPDS and would be willing to take their name off of it and make it available to everyone. Mike stated the records sub-committee recommended changing the Peer Court – Beaverton code for generic use. Tammy motioned for a vote with Lt Frisendahl seconding. The vote passed unanimously.

Lake Oswego PD would like a DRE offense tracking code for quick statistical analysis. Mike stated the records sub-committee recommended adding the code. Chief Moss motioned for a vote and Melaney seconded. The vote passed unanimously.

Lake Oswego PD would like a new offense tracking code for cyber bullying to distinguish it from normal bullying. Mike stated the records sub-committee recommended adding the code. Andy motioned for a vote and Melaney seconded. The vote passed unanimously.

Gresham PD would like a role code to the missing person detail page to differentiate between those missing and located by LE and those who return home on their own with no LE involvement. Chief Moss asked who would do the work for this new page, records or the officer. This detail page choice is not available in the MRE and can only be done in the RMS. The task for changing the runaway/missing person will fall on direct entry or records personnel. The vote on this one was postponed pending a recommendation from the Records sub-committee.

## **MRE.net**

Ed stated that while in discussion with Versaterm on the NIBRS change, Versaterm offered up going to MRE.net at the same time since we are already making a big change in the system. The MRE currently does the NIBRS check, but with .net, the check is done on the server not the MRE. Either way we decide, this will be a cumbersome move and all MDCs will need to be touched. If we stay with the old MRE, the code will need to be changed. If we go with the .net, we will need to test it.

Melaney asked when it would be available to test. Tammy stated Versaterm will make it available as soon as we decide to make the move. Cindy asked for more information to make an informed decision, including a timeline with dates, steps and resources required. Dave asked for input from the two agencies that are currently testing it. Ed stated he would contact the agencies for information. Lt Williams wanted to stress as little impact to the users as possible to include training. The vote was postponed until the July RUB over concerns of two major changes at the same time and the fact

that .net is new and not fully tested. Dave also asked for a tech call prior to the RUB where the IT staff from the agencies could discuss and talk to Versaterm. Corey stated he would take this on.

### **E-Citations**

Ed stated Multnomah County has been testing r-cites for a month with great success. Officers must have a scanned signature on file to issue an electronic citation.

### **Interfaces**

Ed stated the JMS for Clackamas and Multnomah are both up and running. We are working with EIS for Clark County and with Columbia County's vendor to work out the details.

Ed also stated that work on the Property interface has begun. We will be working with EoQ and Quetel. Cindy asked if there is a timeline for completion of this interface and Ed stated no.

Finally, Ed stated the PA/DA interface is available and configurable per jurisdiction. A GO XML allows you to select what you would like to see on release tracking. Attachments are optional.

### **Cognos**

Ed stated we are looking to upgrade to version 11 in about 30 to 60 days. The new version is more streamlined. If you are having trouble getting into Cognos, please put in a help desk ticket.

### **Expanded Capacities**

Jon stated there is a proposal to expand the current list of follow-up capacities. We currently have three capacities: primary (lead) investigator, secondary investigator, patrol supplemental. At the VersaWest conference, we discussed the increased options with other agencies and believe the pros outweigh the cons. Jeff stated the ability to track officer activities/workload through Cognos would be beneficial. Jon stated he would like to put together a team to discuss the additions to the list and how to name them. The Detective Sub-Committee was recommended to take this on. Tammy will contact the sub-committee chair, Dave Thompson and ask him to work with Jon on setting this up.

### **Road Trips**

Jon gave an update on the six road trips we have conducted. Others were scheduled but then cancelled by the agencies. If you would like us to come out to your agency to sit down and discuss and issues you are having with the RMS, please contact Jon.

### **Training Sub-Committee**

Jon stated he had a sub-committee meeting discuss the future of training, labs, new hires, standards and materials.

### **Style Sheets**

Mike stated we now have two GO style sheets, one with page breaks between follow-ups, and one without. He would like to remove one. The more style sheets we have, the more we need to update every time there is a change. We have received positive comments on the page break GO style sheet and would like to replace the current version with it. Cindy motioned for a vote with Chief Moss seconding. The vote passed unanimously.

Mike stated there is a new follow-up style sheet formatted like the custom GO. He would like to change the default from the Versaterm standard follow-up with the new custom version. Tammy motioned for a vote with Cindy seconding. The vote passed unanimously.

Mike stated PPB requested and the records sub-committee recommends adding a structure warning flag record type to help PPB manage homeless camping. Lt Williams asked if all agencies would be allowed to use the warning to which Mike replied yes. Tammy motioned for a vote and Lt Williams seconded. The vote passed unanimously.

Finally, Mike talked about the attachments that are currently visible under the Inquiry view. The records sub-committee recommends agencies decide where they would prefer the attachments be moved to (a GO text block or follow-up) and have Versaterm make the move for all attachments in the system now. Taylor asked if Versaterm could add security to attachments instead and Mike advised Versaterm was unable to do so with this version. Tammy asked all members to take this back to their agency for discussion and be prepared to vote on attachments during the July RUB.

**Other issues**

None

**NEXT MEETING:**

The next RUB is currently scheduled for 10:00 AM on Tuesday, July 5, 2016. At PPB's North Precinct Community Room, 449 NE Emerson St. This date, however, is following the long holiday weekend and is probably not the best date. Tammy will look at moving it to the week prior when Versaterm is visiting, so they can attend and provide additional information on the .net discussion. The date will be announced when it is finalized.