

RegJIN User Board (RUB) Meeting

Wednesday, July 29, 2015 – 10:00am

In attendance:

Ed Arib	Portland PB	Capt. Bill Kler	Oregon City PD
Cindy Bolek	Hillsboro PD	Melaney Koch	Washington CSO
Capt. Larry Braaksma	Tualatin PD	Sgt. Wayne Lawrence	Gladstone PD
Capt. John Brooks	Portland PB	Capt. Shyla Nelson	Camas PD
Ofc. Garrett Dow	Portland PB	Capt. Eric Oathes	Beaverton PD
Mark Ellwood	Portland PB	Kim Roark	Portland PB
Patrol Sgt. M. Francis	West Linn PD	Jerry Schlesinger	COP, PSSRP
Lt. David Frisendahl	Tigard PD	Sue Scobert	Lake Oswego PD
Capt. Ed Herbert	Port of Portland PD	Chief Deputy Steve Shea	Clark CSO
Jenn Hollandsworth-Reed	Beaverton PD	Howie Weiner	Portland PB
Cmdr. Dave King	Vancouver PD	Corey Wilks	Portland PB
		Lt. Pat Williams	Gresham PD

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

Note taker: Tricia Pleune

WELCOME AND INTRODUCTIONS

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

REGJIN UPDATES

Captain John Brooks provided updates regarding the overall system and project:

- Final System Acceptance – Complete; final payment to vendor was issued.
- New MRE Build Testing – The Patrol Sub-Committee will perform the testing.
- IBR Narratives – Deadline is today. Submit to Global System Administrator Kim Roark.
- Message of the Day – Recently added feature for sending messages to users; i.e. system downtime alerts, etc.
- Stylesheet Update – There were issues found in the updated General Offense stylesheet. These issues are being corrected and will be resent.

A member of the group asked for a timeframe. Jerry reported that it is currently available as an option; it is not the default option, but can be selected for users to try out. Please let the Project Team know if any issues are found.

Ed Arib further reported that the timeframe regarding the supplemental report printing issue is 30-60 days.

- Officer Safety Issue. There was an issue that was discovered after an officer's spouse reported a crime and the officer was linked to his spouse in the IBR, causing his confidential home address to be potentially compromised and shared with the District Attorney's Office via a name check. As a solution to issue, an officer can request the Records Division to "break" the link in IBR. Captain Brooks is drafting a message that will be communicated to all PPB explaining this issue. This explanation can be shared with the RUB as a sample communication piece for their own agencies. Captain Brooks further reported that the Project Team is looking into whether the term "confidential" can simply be used for the address field.

- Tim Dunham from Versaterm will be in town August 18 and 19. Tim will be meeting with the Implementation Team and would be available to meet with others. If interested, contact Captain Brooks to set up meetings with him.
- RegJIN Awards – Sept 3. Portland Police Bureau will be holding a RegJIN award ceremony September 3. Partner agencies were contacted to see if they wanted to participate or hold their own event. Captain Brooks reported that most were interested in participating.

Members of the group asked questions and discussed the updates:

- Who is testing the new MRE build? The RegJIN Patrol Sub-Committee. When? Capt. Brooks did not know, but would ask Ofc. Dan Douglas, the Committee Chair.
- This is the second time around for the updated change list sheet. Captain Brooks will send the list to the RUB.
- Where will the awards ceremony be held? Montavilla Baptist Church, as they had offered their location as a venue and the space is large enough.

LEDS/NCIS

Captain Brooks provided information regarding the status of LEDS/NCIC, stating that each of the following four items need to be operational or put into place before LEDS/NCIC can be functional:

- Each agency needs a “System” user in NCIC Security – Several are setup for testing purposes (Clackamas, Portland, etc.).
- Transactions (stolen vehicle, missing person, recovered item, etc.) must operate correctly – masks, etc. are being tested.
- Device must be authorized for required transaction in NCIC security – completed prior to cutover but may need updating.
- User must be authorized for required transaction in NCIC security – completed prior to cutover but may need updating.

A member of the group asked if the Project Team is still waiting for OSP to add devices. No – that has been taken care of. However, if an agency finds that one device works but not another, let the Project Team know.

INTERFACES

Jerry Schlesinger provided updates regarding interfaces, noting that the assumption is that all other interfaces are working. If this is not the case, let the Project Team know.

- JMS:
 - Clackamas – requested extra fields.
 - Other Counties – in progress. Other counties may not want additional fields. If this is the case, the original version would be maintained.
 - Columbia County wants an interface to their new JMS and has asked for help to cover the \$5-10K cost. Clark County is also in the process of implementing a new JMS in March 2016. Captain Brooks will embark on a discussion of JMS interface costs.
- Property:
 - Mapping fields for both EvidenceOnQ and Quetel.
 - Remaining Interfaces will be installed afterwards.
- CAD Systems:
 - All operational except for CRESA (Intergraph).
 - CRESA queries – nearly operational.
 - CRESA CFS – mapping underway. A member of the group asked if once the CRESA CFS interface is complete, can it be used to map calls? A component of the RegJIN system includes analysis of mapping to pre-fill CAD info into reports.

POLICIES

Captain Brooks reported that the sub-committees (Records, Detectives, Crime Analysis, etc.) have been asked to discuss and make their recommendations regarding the policy for Case Privatization. These recommendations will be reviewed at an upcoming RUB meeting. Captain Brooks further stated that the Project Team has not had the opportunity to spend much time on policies as they have been focused on more time sensitive issues. However, he expects this to change.

INQUIRY ONLY AGENCIES

Captain Brooks reported that Portland Community College (PCC) was the first inquiry only agency to submit both IGAs. They have requested 10 licenses. From a tech standpoint, the work done to provide access to PCC will be used for other inquiry only agencies; i.e., ATF, FBI, Oregon courts, Oregon DOC, US Parole and Probation, and Multnomah County DCJ. Other agencies interested in becoming inquiry only agencies should contact Captain Brooks.

TRAINING

Captain Brooks reported that Advanced Cognos training is projected to be available in late August.

Members of the group asked questions:

- Have the law enforcement analysts met to discuss the wants and/or needs of their agency? Yes, the Metro Area Law Enforcement Analysts Association (MALEAA) have been working together to discuss and prioritize agency needs.
- Do you anticipate it being difficult to get into the classes? Robin Hamblet replied that they would schedule as many as needed. Robin further stated that there is a component that is currently available, but is not being used by analysts. Are you getting the work out to analysts? Yes, everyone who went through training has been shown how to use it.
- Analysts are also interested in the predictive policing aspect of crime analysis. This analysis is best done with access to the production database; however, the sensitive/private information available in the database creates a potential risk.
- Has there been a decision on continued training for new hires? No plan yet, but Ofc. Yochim has been tasked with training. The idea had been to determine when officers are graduating from Basic Academy and send them to RegJIN training as a group.

SUSTAINMENT

Captain Brooks provided updates regarding sustainment:

- After-Hours Support – it was determined that contracting with an outside agency would be too expensive. Instead, staff from the Help Line, primarily Ofc. Yochim, have been on call after hours. There have not been many after-hours calls received.
- Staff:
 - RegJIN Program Manager – Job posting closed with approximately 20 applications received. SMEs will review the applications and the most qualified applicants will be interviewed August 19 (tentative date). The background investigation will likely take 2-3 months so the position is expected to be filled by the end of the calendar year.
 - Management Analyst – Job offer letter was given to the top applicant after the interview process. The individual is in the background investigation process.
 - Additional Staff – The original staff may not be robust enough. Another staff position may be requested after the current Fiscal Year. This request would first go before the Finance Sub-Committee for their recommendation.
- System Admin Issues – Kim reported that the Records Committee held a meeting which focused on the process of mapping to the state, ensuring that the data is cleaned up and accurate. Once the process is in place, they will hold training for system administrators.

Members of the group asked questions:

- Has an analysis of the after-hours cost been done? Would a cost analysis be brought to the RUB? No, a cost analysis would first go to the Finance Sub-Committee for their recommendation to the RUB. Is there a ballpark cost for on-call pay that could be sent out to this group? Captain Brooks agreed to send the ballpark costs.
- Are there any agencies using the custom narrative? Most are using case narrative as it is easy for records to redact one small case narrative.
- Are any agencies concerned about information being turned over to the state? No reports of that issue; however, the group noted that the state does turn over the information to N-Dex.

FINANCIAL

Captain Brooks provided information regarding RegJIN finance:

- Licenses:
 - Scanner License – Deadline is tomorrow. A member of the group asked if this was a one-time offer. No, if scanner licenses are needed down the road, another offer can be made.
 - MRE License – Cost is \$1,000 + \$200 per year for sustainment. Agencies requesting more licenses for workflow needs will be charged; global RegJIN will cover the cost if more licenses are needed due to agency growth.
- Costs
 - Billing – PPB's Fiscal Division is targeting the billing to be sent out by the end of August.
 - Future Costs.

NEXT MEETING:

Captain Brooks asked:

- What day of the week is best?
- How often? Every 4 Weeks, 8 Weeks, or 12 Weeks?

The group agreed that Tuesdays are best and that, for now, it's important to have monthly meetings.

The next PAC meeting was scheduled for 10:00 AM on Tuesday, August 25, 2015. It will be held in the PPB North Precinct Community Room, 449 NE Emerson St.