

## RegJIN User Board (RUB) Meeting

Tuesday, February 2, 2016 – 10:00am to 11:35am

### In attendance:

Tammy Mayer	RegJIN Sustainment	Cmdr Allen Cook	Washougal PD
Kim Roark	RegJIN Sustainment	Hailey Holm	Scappoose PD
Ed Arib	RegJIN Sustainment	Chief Terry Moss	St Helens PD
Jon Yochim	RegJIN Sustainment	Sgt. Gary Kirby	Fairview PD
Lauren Brown	Portland PB	Shannon Hoard	Fairview PD
Mike Ridenour	Portland PB	Lt Pat Williams	Gresham PD
Capt Wendi Babst	Clackamas CSO	Capt Ed Herbert	Port of Portland
Sue Scobert	Lake Oswego PD	Taylor Hollandsworth	Beaverton PD
Capt Mark Dye	Milwaukie PD	Capt. Eric Oathes	Beaverton PD
Sgt M. Francis	West Linn PD	Christine Navarro	Hillsboro PD
Lt. Roy Butler	Battleground PD	Leah Turner	Hillsboro PD
Capt Shyla Nelson	Camas PD	Lt Dave Frisendahl	Tigard PD
C/D Steve Shea	Clark CSO	Capt Larry Braaksma	Tualatin PD
U/S Mike Cooke	Clark CSO	Greg Pickering	Tualatin PD
Jim Hansen	Clark CSO	Melaney Koch	Washington CSO
Lt. Roy Rhine	Ridgefield PD	Lt. John Black	Washington CSO
Cmdr Mike Whitney	Vancouver PD	Barbara Marcille	Mult Circuit Ct
Cmdr. Dave King	Vancouver PD	Amber Emery	Mult Circuit Ct
Sgt Jeff Olson	Vancouver PD	Roger Rand	Mult Circuit Ct
		Ellen Taussig Conaty	Mult Co Dist Ct

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

### Quorum Met – 21 of 35 voting members

Note taker: Jon Yochim

### 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
- Questions
- Next Meeting 3/1/16

### WELCOME AND INTRODUCTIONS

Tammy Mayer welcomed the group and asked all new personnel to introduce themselves

### MINUTES APPROVAL

The meeting minutes for the 1 Dec 2015 RUB were voted on and passed unanimously.

## **PREVIOUS VOTES**

Tammy mentioned that the five previous meetings were not advertised in accordance with Oregon Public Meeting Law. That has been rectified; however, the Board would need to revote on all previous issues in this new setting.

Converting the Management Analyst position to an FTE – has already occurred and does not require a new vote.

Approving the one-time set up cost of the RegJIN office – money has already been spent and does not require a new vote.

Previous RUB meeting minutes for Jul, Aug, Oct and Nov of 2015 were voted on and passed unanimously.

SOP 8 (case management) was voted on and passed unanimously.

Inquiry Only LE Agencies allowed to view full narratives was voted on and passed unanimously.

Initial six Inquiry Only LE Agencies to receive access to RegJIN (FBI OR, FBI WA, OSP, VA, DEA, and ATF) was voted on and passed unanimously.

## **Program Manager Update (Tammy Mayer)**

### **IO SOP 9 vote**

Tammy asked if there were any issues or concerns with SOP 9 – Inquiry Only Agencies.

Christine Navarro from Hillsboro asked for the narrative access process to be spelled out. Tammy stated narrative access would be upon the approval of the RUB. She will add that clause to the SOP and resubmit for a vote at the next RUB.

## **Management Analyst position**

Tammy informed the Board that we had 35 applicants for the Management Analyst position, 12 of which met the qualifications. She further stated that an initial phone interview would be held later this week to narrow the list to 6 who will meet the interview panel the following week.

## **Inquiry Only**

Tammy stated the IO IGA has been revised to include the information requested during the Dec 15 RUB. The City Attorney has reviewed it and it will be sent out to the IO Agencies later this week.

Washington County Parole and Probation has requested to be included as a Full Entry Partner to reduce the wait to gain access to the system. Questions were asked on the procedures for bringing a full entry partner on and what they will do with the information. Tammy stated she would do some research and bring information to the next RUB.

## **Versa West User Group**

Tammy stated she has joined the Versa West User Group and signed up the Sustainment Team as the point of contact. If anyone else would like their agency and contact info added to the list, please let her know and she will amend the list and resubmit.

## **User Numbers**

Tammy provided the results of the FY 16-17 expected user survey. We currently have 2868 paying users. That will increase by 60 during the next fiscal year to 2928.

### **Fees for FY 16/17**

Tammy stated the Finance Sub-Committee met twice during Jan to determine costs and user fees for the next fiscal year. Additional costs include:

• Cognos Annual Maintenance	\$15,000
• SQL Server Support	\$2,285.15
• Juniper STRM Annual Support	\$18,771.12
• Firewall purchase and maintenance	\$12,946.15
• Info Sys Tech Analyst V (Gen)	\$114,098
• Management Analyst savings	<u>(\$70,000)</u>
	\$93,100.42

That equates to an expected increase of \$2.65 per user per month or 4.4%. This cost is an estimate only at this time to help with budget preparations.

A question was posed about the Cognos licenses and possible savings from reducing those licenses. Tammy informed the members that we are currently researching this and are looking to reduce our licenses from 200 to approximately 50. She is also researching why the maintenance cost went up over 25%.

John Black asked about the savings on the Management Analyst position and if it was only for the one year. Tammy stated yes this \$70K is only a savings for one year. The following years it would be the full cost but she cannot predict any other costs that may go up or down to affect the user fees

Tammy also stated we are working to get the programming skill set in house to assist with moving forward on the interfaces. This is expected to be a no-cost gain to the RUB.

### **Global System Administrator Update (Kim Roark)**

#### **Street Checks**

Kim discussed the addition of a Street Check on Verbal DV calls for Washington. She stated it was added because OR has an offense code but WA does not so there was a need to track it without doing a full GO. Melaney voiced a concern that an update was made to a Global Table without a RUB vote. This is a valid concern that we will take into account in the future, however, this add was due to a valid need and it should not affect the OR agencies because it is labeled "WA state only".

A language update was made to the "other" category. It now says "other-see remarks." This was done so if an officer checks the other block it will remind them to define "other" in the remarks section.

#### **ONIBRS**

Kim stated she is testing ONIBRS with the state and has the error rate down below 50%. She is working with Versaterm for correcting mapping errors. Additionally, she is preparing for training with the local admins.

### **Tech Update (Ed Arib)**

#### **Interfaces**

Ed stated we are moving forward with the CRESA (CAD Calls for Service) interface which will provide CAD call # and info into the RMS. CAD Queries are in production and CAD Calls for Service are in Test. He believes it will take a couple weeks before the CAD Calls for Service can be moved to production. We anticipate making this move around mid-March.

Jail interfaces continue to move along. The Multnomah interface is currently in test and we are hoping to have it into production very soon. Clark Co has chosen EIS as their vendor and is about 3-4 months away from going live. There are currently no plans to include mug shots, just pre-booking info only. Columbia Co has chosen ATIMS as their vendor and are a couple of months away from being ready.

The property interface is still on hold until we can get the programming skill set in house.

### **Crime Analysis Server**

Ed stated we are currently working to get the SQL server up for Crime Analysis use. We are getting close to testing.

John Black asked if his Crime Analyst can be included in the testing. A discussion ensued on what information would be available for that testing and if it would include private and invisible records. The RUB will need to vote on data access. Ed and Tammy will do some research and will provide it prior to the March 1, 2016 RUB for a vote.

A question was asked if there will be training provided for this new server and will there be canned reports available. The larger agencies have crime analyst and some of those already have the skill set to build reports in Cognos and SQL. The smaller agencies do not have crime analysts and will either need help or will need to rely on canned reports. More information to follow and we work on this issue.

### **Global Training Update (Jon Yochim)**

#### **Future Training**

PPB has completed a round of refresher training (4 hr block) for officers and Sgts. The goal was to improve police reports and what supervisors can look for before approving reports. These slides will be made available to the agencies to use for their in house training. Next, Jon will be working on case management type training for agencies.

#### **Web RMS**

Web RMS is an intranet based RMS that allows for some functions such as Query/Browse, but not all function are available. This is available for use on secured tablets. This program is subject to license agreements.

A question was asked if there was an additional cost for this program and the answer was no.

#### **Advance Property Webinar from Versaterm**

Versaterm will be providing an Advanced Property Training via Webinar. It is currently scheduled for 10 Mar from 1000-1200. More info will be provided after the webinar is finalized.

#### **Road Trips**

A comprehensive user survey was handed out and will be followed up by an email after the meeting. We are asking each agency to complete the survey and return it to the Sustainment Team. The information will be used to help tailor our road trips to each agency so we know where we need to focus. Additionally, it will help us determine priorities for the coming year.

#### **Weekly Tips**

We will be placing a weekly tip on the Portland Online/RegJIN site (<https://www.portlandonline.com/RegJINRC>). These will be tips to help improve the process and flow of information. If you have a tip

that you would like added, please email the RegJIN help desk at [regjinhelpdesk@portlandoregon.gov](mailto:regjinhelpdesk@portlandoregon.gov). These tips will start showing up in Feb.

### **Homicide Case Study**

The case study of the Century 16 Shooting in Aurora Co is set for 18 Feb (WCSO Training Classroom, 110 seats) and 19 Feb (PPB Training Center, 85 seats). Registration is \$25. Call or email Helen LaFong at 503-823-3169 or [helen.lafong@portlandoregon.gov](mailto:helen.lafong@portlandoregon.gov).

### **Records Update (Mike Ridenour)**

#### **Style Sheets**

GO style sheet is finalized and has been set as the default for preview. It has been renamed to RegJIN Custom RMS. The older version is now named Old RegJIN RMS. Instructions on how to default to the new style sheet through release tracking are available from the RegJIN Sustainment Team.

AB style sheet is in testing and is currently set as “beta”. Mike would like feedback from other counties outside of Multnomah.

### **Advanced Records Training**

Training was conducted on MNI Transfer (merge), HREADR management, and HMNI for Clark Co, Clackamas Co and Multnomah Co. We are still coordinating Washington Co and Columbia Co.

### **Clark Co Topics (Steve Shea)**

#### **Automated Transcription**

Clark Co would really like to turn this on. They are severely back logged and causing extra manpower to work. Questions that need to be researched:

- Is this a global decision or can each agency choose to turn it on and at what level?
- What do we lose with automated transcription?
- What are the different levels?
- Will it backlog reports?
- Can Versaterm offer a webinar on automated transcription before a decision is made?

Upon further research and discussion with Scott Patrick from Versaterm, there is no automated transcription for a GO or AB, not even at the global setting. RMS does not have this functionality. The only automated transcription available is for tickets and property reports.

### **NCIC down time**

NCIC is critical to what we do. Any down time is catastrophic. Do we know what caused the issue and how can it be prevented in the future? Tammy followed up on this issue with Clark Co directly.

### **CAD interface for Clark Co**

Covered during Ed's update.

### **Name Searches not working**

Brian Salsig submitted a support ticket to Versaterm. Browse is the solution. Mike Ridenour explains the difference between Query and Browse and when to use each. Additional follow-up is being discussed with Versaterm to improve the display of the person searches to include jurisdiction, case number and type of event.

### **Make access to Versaterm for various issues earlier**

Request to allow agencies to contact Versaterm directly. The problem is with the contract. PPB is the contract holder and Versaterm wants to limit contact to a few people. Brian Salsig is one of the few

that has the ability to send support tickets. As a reminder, please cc the help desk email in the support ticket requests so the sustainment team can track the traffic.

**Other issues**

Lt Frisendahl asked about Lab access. Tammy explained that Versaterm will no longer support multiple Lab platforms after the next upgrade. We are currently working on a plan for how to proceed with training in the future.

**NEXT MEETING:**

The next RUB is scheduled for 10:00 AM on Tuesday, March 1, 2016. It will be held in the PPB North Precinct Community Room, 449 NE Emerson St.