

## RegJIN User Board (RUB) Meeting

Tuesday, March 1, 2016 – 10:00am to 11:40am

### In attendance:

Tammy Mayer	RegJIN Sustainment	Lt. Roy Rhine	Ridgefield PD
Kim Roark	RegJIN Sustainment	Cmdr Mike Whitney	Vancouver PD
Ed Arib	RegJIN Sustainment	Cmdr Allen Cook	Washougal PD
Jon Yochim	RegJIN Sustainment	Hailey Holm	Scappoose PD
Corey Wilks	Portland PB	Capt Ed Herbert	Port of Portland
Lauren Brown	Portland PB	Nick Weltch	PSU
Mike Ridenour	Portland PB	Taylor Hollandsworth	Beaverton PD
Lisa Cameli	Portland PSSRP	Capt. Eric Oathes	Beaverton PD
Andy Gale	Clackamas CSO	Christine Navarro	Hillsboro PD
Sue Scobert	Lake Oswego PD	Greg Pickering	Tualatin PD
Capt Mark Dye	Milwaukie PD	Melaney Koch	Washington CSO
Sgt M. Francis	West Linn PD	Sgt David Thompson	Washington CSO
Lt. Roy Butler	Battleground PD	Mae Swisher	Mult Circuit Ct
Capt Shyla Nelson	Camas PD	Amber Emery	Mult Circuit Ct
Jim Hansen	Clark CSO		

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

**Quorum Met – 18 of 33 voting members**

Note taker: 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
- Questions
- Next Meeting 4/5/16

### WELCOME AND INTRODUCTIONS

Tammy Mayer welcomed the group.

### MINUTES APPROVAL

Mike Whitney asked a follow-up question from the Feb RUB minutes regarding the status of automated transcription. Tammy clarified that there is no automated transcription for the GO or AB in either local or global settings. The only automated transcription is for citations and property reports.

The meeting minutes for the February 2, 2016 RUB were voted on and passed with 17 ayes and 1 abstain (Nick Weltch).

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

### **IO SOP 9 vote**

Tammy stated she made the only change that was requested and asked if there were any other issues or concerns with SOP 9 – Inquiry Only Agencies.

Hearing no other issues, the matter was put to a vote. Roy Rhine motioned with Nick Weltch seconding the motion. The SOP was passed unanimously.

### **Inquiry Only Addition – IRS vote**

Tammy informed the Board that the IRS had made contact and wished to be added to the Inquiry Only list. Tammy stated that this Agency falls under the previously designated Law Enforcement Agency list for Inquiry Only and asked if anyone had any concerns adding them to the initial six test agencies getting set up now. Hearing no issues, she put it to a vote. Roy Butler motioned with Melaney Koch seconding the motion. The request was passed unanimously.

### **Large Digital Files**

Tammy requested a discussion on how to handle large files in the RMS. The maximum size limited determined prior to go-live was 10MB. RegJIN initially bought 600GB expecting it to last for approximately 1 year. RegJIN uses about 50GB per month on average. An audit was performed in Feb 2016, and 173 files were found to be 50 MB or larger. Those agencies were asked to remove large attachments. Agencies were reminded that the RMS is not for storage of photos and video. However, some cases are larger than the maximum allowed and cannot be reduced due to record release tracking information. Tammy asked for thoughts on how to proceed on the storage issue.

\* In a discussion prior to the RUB, Roy Rhine asked if agencies could see the size of the attachment during upload. The answer was no, however, we put in a change ticket with Versaterm to allow for this to be seen.

Roy Butler suggested we look at a tiered level of file storage. Andy Gale asked for the cost of storage which Tammy replied approximately \$3800 for 600GB. Mike Whitney asked for another audit to be conducted for files over 10MB. Mike Ridenour suggested optimizing the size of PDFs to help reduce file size. Corey Wilks stated the 10MB was a guess pre go-live. Tammy will do some additional research and have a proposal for the Apr RUB.

### **Property Sub-Committee**

Tammy announced that Sean Boyle (Gladstone PD) would be the new Chair of the property sub-committee.

### **Unit ID conflicts**

Tammy reminded all agencies to preference their unit ID with their agency's jurisdictional code to avoid ID conflicts. These conflicts stop the ability to of BOEC agency units from logging on and conducting police services.

### **Washington Co Parole and Probation request**

Tammy conducted additional research and determined Washington Co Parole and Probation did not meet the IGA definition of an "Entry RPA". She will inform their POC and keep them on the list for Inquiry Only access.

## **Versa West Workshop**

Tammy stated she recently joined the Versa West User Group. This group is holding a workshop, hosted by Sacramento PD on March 14-15. The RegJIN sustainment team is sending two people to the workshop (Tony and Ed) and they will bring back information from this workshop for the next RUB. Tammy stated she would forward the information in case any other agencies would like to attend.

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

### **ONIBRS Update**

Kim discussed the need for four global table changes and remapping regarding recovered vehicles. She needs to remove four alpha codes for Oregon NIBRS reporting. Sue Scobert motioned for a vote with Nick Weltch seconding. The vote was passed unanimously.

### **New Table Update**

Kim discussed the need to add a study code for Marijuana events. Roy Rhine motioned for a vote with Melaney Koch seconding. The vote was passed unanimously and the code is in the system as of March 1, 2016.

Kim discussed the need to add a code for Business/Marijuana. Mike Whitney motioned for a vote with Roy Rhine seconding. The vote was passed unanimously and the code is in the system as of March 1, 2016.

## **Help Desk Support Form**

Kim stated she has created a Help Desk Support Form. This form will help us to organize and keep track of support requests from all agencies. Agencies will be asked to fill out the form and submit it to the help desk instead of emailing individuals directly. This will ensure support is provided quicker and requests will not sit in an individual's email account if they are out of the office for an extended time. This will also help us to track what support has been provided and how long it took to assist the agency.

## **Universal Entry of SID**

Kim requested that all agencies use the state abbreviation in front of the SID.

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

### **Crime Analysis Server**

Ed stated the Crime Analysis Server is ready to be used but still requires a vote based on the conversation at the Feb 2016 RUB. He stated that there are canned reports available for use.

Taylor Hollandsworth voiced a concern about invisible cases. Robin stated invisible cases will not be seen or used for this data collection. Additionally, no narrative info will show for privatized cases.

Andy Gale motioned for a vote with Mike Whitney seconding. Roy Butler voted no and Jim Hansen abstained. The motion passed.

## **Cognos**

Ed stated that we are updating Cognos to version 11. One of the features of this version is it will merge a few functions into a single UI for reporting and dashboards. This will allow for more general users (outside of Crime Analysts) to use the system. There is no additional cost to the RegJIN partners for this upgrade.

Alan Cook asked about the follow-up on the Cognos licenses and if we will be able to reduce them and therefore reduce the cost. After talking with IBM, Robin explained that the cost is tied to the server and not by the number of users. Therefore, we will be unable to reduce the cost by reducing the licenses.

A question was asked if we could only charge those using Cognos for the access. Smaller agencies do not have Crime Analysts and therefore, do not use Cognos. No, the cost for Cognos is actually tied to the server size and not the license or number of users. The cost was tied into the overall cost of the system pre go-live.

Training is still available for how to build reports or tailor the canned reports to your agency. However, Robin is only with RegJIN until the end of March so get your requests in ASAP. IBM is willing to present a tech session, Robin and Ed will work to set up a training date in March.

\* After the meeting Ed, Robin, and Tammy were approached by multiple agencies that requested additional information on Cognos training. Apparently, it was previously misunderstood that the training was for only Crime Analysts only. This is incorrect; agencies can send other users as well to receive this training.

### **Interfaces**

Jim Hansen requested a status report on the CRESA interface. Ed explained that there was no change since the last update. It is ready to move into production, however, we are waiting for OBS to update the architecture, which is in progress. We anticipate moving it to production mid-March.

Roy Rhine asked for information on what fields are being mapped from CRESA to the RMS. Tammy emailed the information to him following the meeting.

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

#### **Future Training**

Jon is building training to improve police reports for MRE and RMS users. His list of trainers for the agencies is fairly old and he requests updated information to hold a Training Sub-Committee to help tailor this training.

#### **New Hire Training**

There is an effort to maintain a level of consistency with the training material for new hires. It is important to get information from RegJIN partner agencies regarding their new hires and whether or not they wish for those people to get formal lab training or use FTO-based training. If formal lab training is required those agencies need current training manuals.

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

Versaterm is conducting an Advanced Property Training Webinar. It is scheduled for 10 Mar from 1000-1200. Tammy resent the information for logging on follow the RUB.

#### **Training Lab Passwords**

Jon explained that the sustainment team is taking over the training lab admin from Versaterm. We are creating generic log-ins and passwords that will not change. We need Lab coordinators for the 9 labs to help us test the new set-up.

#### **Road Trips**

The sustainment team has only received a handful of surveys back. We ask that you return these so we can build our road trips to each agency and concentrate on what the big problems are with each

individual agency. If you need us to resend the survey, please let us know. The first two visits are scheduled: Forest Grove and Battle Ground.

### **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). Tammy will be working to get these up and posted by mid-March.

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

#### **Style Sheets**

AB style sheet is complete and ready for use. For agencies outside of Multnomah, please vet through your jail. If changes are needed please let us know.

### **Advanced Records Training**

Training will be on MNI Transfer (merge), HREADR management, and HMNI. Training has been completed for Clark Co, Clackamas Co, and Multnomah Co. Training for Washington Co and Columbia Co will be hosted by Beaverton PD, date is TBD.

### **Other issues**

N/A

### **NEXT MEETING:**

The next RUB is scheduled for 10:00 AM on Tuesday, April 5, 2016. It will be held in the PPB North Precinct Community Room, 449 NE Emerson St.