

## RegJIN User Board (RUB) Meeting

Tuesday, September 6, 2016 – 10:00am to 11:10am

### In attendance:

Tammy Mayer	RegJIN Sustainment	Andy Potter	Multnomah Co SO
Kim Roark	RegJIN Sustainment	Capt Ed Herbert	Port of Portland
Jon Yochim	RegJIN Sustainment	Mike Ridenour	Portland PB
Ed Arib	RegJIN Sustainment	Sgt Robert McCleary	PSU
Tony Marley	RegJIN Sustainment	Taylor Hollandsworth	Beaverton PD
Lt Will Behan	Clackamas Co SO	Capt Eric Oathes	Beaverton PD
Sue Scobert	Lake Oswego PD	Jenn Hollandsworth-Reed	Beaverton PD
Capt Bill Kler	Oregon City PD	Erik Young	Beaverton PD
Sgt Mike Francis	West Linn PD	Cindy Bolek	Hillsboro PD
Deputy Chief Steve Shea	Clark Co SO	Cheron Gochenour	Hillsboro PD
Jim Hanson	Clark Co SO	Lt. Greg Pickering	Tualatin PD
Lt Roy Rhine	Ridgefield PD	Kay Brown	Tualatin PD
Cmdr Mike Whitney	Vancouver PD	Melaney Koch	Washington Co SO
Sgt. Jeff Olson	Vancouver PD	Carli Brosseau	The Oregonian
Lt Pat Williams	Gresham PD		

Meeting location: Clackamas County Sheriff's Office Public Safety Training Center (PSTC), 12700 SE 82<sup>nd</sup> Ave, Clackamas, Oregon

**Quorum NOT Met – 14 of 28 voting members**

Note taker: Tammy Mayer

### Agenda

- Minutes approval (7 Jun, 28 Jun, 2 Aug)
- Program Manager Update
- Global System Admin Update
- Tech System Update
- Global Training Update
- Records Update
- Other Topics / Questions

### Welcome and Introductions

Tammy Mayer welcomed the members and thanked them for attending.

### Minutes Approval

Quorum numbers were not met to approve the past three meeting minutes.

### 5 Year Maintenance Contract

Tammy stated the 5 year maintenance contract with Versaterm is almost complete. The original quote received from Versaterm failed to account for the additional licenses purchased in 2 amendments to the initial contract. Versaterm agreed to waive the costs for those licenses for the first year because the city budgets had already been planned. Tammy convened the Finance Sub-Committee to discuss the costs of the contract and expected costs for next fiscal year.

### Vice Chair appointment nominations

It was brought to Tammy's attention that we do not have a Vice Chair for the RUB in accordance with the IGA. Tammy did not receive any nominations prior to the RUB meeting. She recommended Kim

for the job, however, without a quorum, we could not vote. She will leave the nomination process open until the next meeting.

### **Inquiry Only Update**

The US Marshalls Service has requested IO access and has signed the IGA. We will vote for this agency next meeting.

### **Jon and Tony**

Tammy stated that Portland is expected to be approximately 100 officers short by Oct 16. PPB is moving many officers from office positions back to patrol. Jon and Tony were slotted to go with this group. After a discussion with Chief Marshman, Tammy was told she will be able to keep them until spring. By then we should have the NIBRS transition complete and the 2016 data submitted. Tammy will continue to stress the importance of keeping an officer on the Sustainment Team.

### **RegJIN Chief/Sheriff Meeting**

The last RegJIN Chief/Sheriff meeting was held just prior to go-live. Tammy attempted to set something up around Apr 16, but there were too many things going on. Tammy is once again trying to set this meeting up, aiming for the first part of Dec. She was originally looking at 9 Dec but has heard that is the week of Oregon State Sheriff's Association annual conference. The new date and time is Wed, 14 Dec at 0800.

### **Sub-Committees**

Please encourage your personnel to attend and participate.

The Detective Sub-Committee is chaired by Dave Thompson (WCSO) and the next meeting will be 14 Sept / 0900 at Hillsboro PD, downtown station. This sub-committee meets every other month on the second Wednesday.

The Property Sub-Committee is chaired by Sean Boyle (Gladstone PD) and the next meeting is 22 Sept / 1300 at the Clackamas County Lab at PSTC.

The Training Sub-Committee is chaired by Jon Yochim (PPB) and the next meeting is 8 Sept / 1000 at Troutdale PD. The location for this sub-committee will rotate. If you are willing to host, please contact Jon. The next meeting will discuss the best way to share and combine training material.

The MRE Sub-Committee is chaired by Jon Yochim (PPB) and the next meeting is 15 Sept / 1000 at Clackamas County PSTC.

### **NIBRS Update**

Kim stated the state repository is up and currently in testing. She is hoping to have access next week to test it. Versaterm's NIBRS MRE update is also in testing at Versaterm. Kim is also hoping to have access next week and will test along with Hillsboro, Beaverton and Washington County.

The MRE update will require agencies to update the Sergeant's MREs first. With the new MRE, they will be able to approve report done in the old MRE. If a report is completed in the new MRE and the Sgt has the old MRE, they will not be able to approve it.

### **Admins**

Kim requests admins to clean up their users. Please ensure all users have a duty assignment so we know where they work. If a person does not belong to your agency, please do NOT add them under

it. We have a few Inquiry Only agencies getting tired of waiting for access and are trying to gain access under other agencies for which they do not work.

Andy Potter from MCSO asked what is the best process to move people in LDAP? The Troutdale officers need to be moved under MCSO. Kim stated to send her or Renee an email about who needs to move and where. We will take care of it.

Roy Rhine asked if you move an officer, will it move all their reports as well? Kim stated no, reports stay in agency in which they were written. When an officer moves from one agency to another, we will leave the officer's ID number in the officer number table so their name appears on the historical records they authored. These users are then removed from first agency Personnel module and then added to their new agency as an active user.

### **Admin Class**

Kim is holding 2-day admin classes in Sept and Oct. The first day will be for new admins or as a refresher for current admins. The second day will be more advanced admin stuff to include NIBRS.

Sept 28-29 – Clackamas County

Oct 11-12 – Vancouver

TBD – Washington County

### **Interfaces**

Ed stated the CAD interfaces are complete. However, if you would like more data from your CAD to be brought over, please let us know.

Columbia County JMS, is the last JMS interface that needs to be completed and it is in progress.

Chris is working on the Property interface with Evidence on Que and Que Tel. He is currently mapping and testing the property item tables. The goal is to have this interface completed by the end of the year.

### **LInX NW**

It was discovered that the LInX NW interface is not working and has not since go-live. We are attempting to find out if it is broken or was just never turned on. The programmer from Clackamas County that built the interface is no longer with Clackamas. We do have the source code and are looking at it.

However, because the interface has not been working, there have been no expungements of records in LInX NW since go-live. Sue Scobert (LOPD) stated there is a manual process agencies can go through to check their records and expunge as needed until the interface is up and running.

Tammy drafted a letter for the agencies to explain the issue show due diligence that we are working on the fix.

Additionally, Tammy contacted the Northrup Grumman POC for the manual delete. Please send Tammy the name and email address of your POC who will be manually deleting the cases for your agency. Tammy will pass those to Northrup Grumman and they will set up the permissions and send your POC the info on the process.

Jenn Hollandsworth-Reed (BPD) asked when it is turned on will it auto delete the old ones all the way back to go-live? We are unsure at this point but highly suggest the manual method as we do not know how long it will take to get it working again.

Will Behan (Clackamas Co SO) offered the assistance of his IT staff to help.

### **Inquiry Only Web Service**

Ed stated he is working on the custom web application that will allow IO access using Versaterm's web service. We are hoping to have this completed by the end of the year.

### **Ticket Signatures**

Chris has written a script that will ingest the signature files and adjust them to the proper requirements to fit on the electronic tickets. He has already run the script for the 1800 signatures we had on file. If you have other officers that need their e-signature captured, please send the file to the RegJIN help desk and Chris will run the script and add it to the file.

### **Expanded Capacities**

Expanded capacities have been decided and just need to be voted on.

### **Nasal Naloxone**

Clackamas County asked if there was a text template for Nasal Naloxone reporting. There is not one currently but Jon is willing to develop. He just needs to know what information your agencies would like to capture. Please have your POC contact Jon their thoughts.

### **Officer Private Info**

Mike reminded all agencies, please do not put officer's private info on reports when they are a victim or witness. Please use either "confidential" or their work address. Records sections can break the link on associates and officers should run their name in the system following an incident to ensure their personal information has not been listed.

### **Release Tracking**

Mike stated the Records Sub-Committee requested a vote on re-opening release tracking access between RegJIN partners. This topic was put on hold until we next meeting for a vote.

### **New Street Check**

Vancouver PD requested a new Street Check type for "Mental Health Involved". There is no other street check type that is close and they currently use "other". This topic was put on hold until next meeting for a vote.

### **Other Topics**

Melaney Koch (WCOS) asked about auto populating the DPSST throughout a report for the person logged in. Mike stated if records were logged and entering a paper report, it would auto populate their DPSST instead of the officer that took the report. The block can be typed over.

Cheron Gochenour (HPD) stated while at the CJIS conference last week, Mike Hawkins from OSP stated the FBI has advised they will be using a computation method RegJIN crime data from 2015. Cindy is concerned that this will be a poor representation of crime throughout the RegJIN. Tammy stated she and Kim had contacted Nancy Sharp at OSP and was told this is the FBI's standard practice if they do not receive the data. Tammy asked for a contact at the FBI to discuss this with. Tammy, Kim and Cindy will contact the FBI to see if we can submit what we have instead of them averaging the numbers from previous submitted data.

**NEXT MEETING:**

The next RUB is scheduled for 10:00 AM on Tuesday, Oct 4, 2016. It will be held in the PPB North Precinct Community Room, 449 NE Emerson St.