

## RegJIN User Board (RUB) Meeting

Tuesday, September 5, 2017 – 10:00am to 11:10am

### In attendance:

Tammy Mayer	RegJIN Sustainment	Diane Stockbridge	Port of Portland
Kim Roark	RegJIN Sustainment	A/C Chris Davis	Portland PB
Jon Yochim	RegJIN Sustainment	Lt Wendi Steinbronn	Portland PB
Tony Marley	RegJIN Sustainment	Mike Ridenour	Portland PB
Chris Johnk	RegJIN Sustainment	Cloy Swartzendrubber	Portland PB IT
Ethel Gallares	RegJIN Sustainment	Corey Wilks	Portland PB IT
Sgt Mike Smith	Canby PD	Sgt Robert McCleary	Portland State DPS
Capt Kevin Poppen	Clackamas Co SO	Capt. Ronda Groshang	Beaverton PD
Capt James Rhodes	Clackamas Co SO	Taylor Hollandsworth	Beaverton PD
Sean Boyle	Gladstone PD	Jenn Hollandsworth-Reed	Beaverton PD
Capt Mark Dye	Milwaukie PD	Erik Young	Beaverton PD
Shannan Coyle	Milwaukie PD	Chief Al Roque	Cornelius PD
Capt Bill Kler	Oregon City PD	Lisa Cannon	Forest Grove PD
Capt Shaun David	Oregon City PD	Cindy Bolek	Hillsboro PD
Shane Boyle	West Linn PD	Christine Navarro	Hillsboro PD
Neil Hennelly	West Linn PD	Cheron Gochenour	Hillsboro PD
Cmdr. Mike Whitney	Vancouver PD	Capt Ty Hanlon	Sherwood PD
Sgt. Jeff Olson	Vancouver PD	Cmdr Bob Rogers	Tigard PD
Olga Dacy	Vancouver PD	Lt. Greg Pickering	Tualatin PD
Michelle Perman	Gresham PD	Mark Gardner	Tualatin PD
Andy Potter	Multnomah Co SO	Melaney Koch	Washington Co SO

Meeting location: PPB North Precinct Community Room

**Quorum Met – 14 of 18 voting members**

Note takers: Tammy Mayer, Kim Roark, Ethel Gallares

### Agenda

- Roll Call/Introductions
- Minutes Approval
- RegJIN Sustainment Team Updates
  - Program Manager Update
  - Budget Update
  - Global System Admin Update
  - Tech System Update
  - Global Training Update
  - Records Update
- Other Topics / Questions
- Next Meeting

### Welcome and Introductions

Tammy Mayer welcomed the members and thanked them for attending.

### Success Story

Sue from Lake Oswego shared a success story on a solved theft case resulting from shared data in RegJIN. Lake Oswego PD was able to leverage off Tigard PD's prior arrest data that allowed Lake Oswego to get the more accurate information leading prosecution of the suspect.

### Minutes Approval | Vote

Tammy asked if there were any changes required to the meeting minutes from 11 Jul. Hearing none, Mike/PPB motioned and Melaney/WCSO seconded. The minutes were approved with Sue/Lake Oswego abstaining.

### **RMS 8.0**

Tammy provided an update on the RMS 8.0 upgrade project. The project is currently on schedule with a go-live date of 4 Oct. The GDC client should be installed. Tammy explained that the RMSSQL1 server which controls the data in Cognos and LinxNW will be down an additional 2 days after the upgrade for upgrades and testing. The data will still be available during that time, it will just not update from 3-6 Oct until after the server comes back on line.

Tammy also reminded everyone there will be some additional patching days required for the upgrade.

Fri, 8 Sep (DEV) from 1130-1230

Tues, 12 Sept (Prod and Training) from 1130-1230

Tues, 26 Sept (Prod and Training) from 1130-1330

Tammy will send out reminders a couple days in advance of these.

### **MRE 7.5 upgrade**

Tammy mentioned that the team is gearing up for phase 2 of this upgrade, the MRE. The Sustainment Team has a meeting with Versaterm tomorrow to discuss the timeline. This phase is expected to take approximately 4 months and is estimated to start in late Oct / early Nov, with completion in Feb. Tammy will send out the schedule once it has been determined. This upgrade will require additional resources from each agency as each MRE will be required to be touched.

### **Proxy Vote discussion**

The Law Enforcement Council of Washington County proposes an amendment to the IGA that allows Fully Entry Partners to become proxy voters for smaller agencies that are unable to attend the RUB due to other demands in their jurisdictions. Tammy asked if there were any concern to which none were voiced. Tammy will put together an Amendment and run it through legal then send it out to the RUB to route through their legal offices.

### **Weekly meetings**

Tammy stated that the weekly Implementation Team meetings have changed to more of a sustainment mindset where we discuss current tasks and issues. With that in mind, she would like to open it up to any agency that would like to call in and participate or listen in to the topics of the day. The meetings occur Tuesday mornings. Please contact Tammy for the info if you wish your agency to join in.

### **Emergency Contacts**

Tammy asked that everyone remember to notify her when your emergency contacts change so she can ensure your agency is getting the information. Tammy will send out a quarterly request to review the contacts to ensure we don't miss something.

### **IGA Amendment – Changing the withdrawal and termination dates**

Ethel stated a couple of months ago we discussing amending the IGA to swap the dates of the withdrawal and termination from the system to align with the Fiscal Year vs the Calendar Year. PPB has requested an additional change to notification of withdrawal to Oct vs Dec for fiscal planning.

Cindy/Hillsboro had concerns with some of the language.

First, the change from *may* remove to *will* remove their data. Tammy explained that if an agency departs, they must remove their data or they will run into legal issues if data left in the system

is court ordered expunged or sealed. By removing it, this alleviates the legal dilemma. Tammy cited this when Clark County withdrew and has already notified Clackamas of the importance.

Second, she questioned the wording of *at the discretion of the System Manager, a limited number of Users from the withdrawing RPA may be allowed continued System Access to perform the removal of RPA data*. Tammy explained that departing agencies require a limited access to be able to remove their data within the 180 days allotted in the IGA. The sustainment team monitored the access of Clark County during this time, ensuring they were only accessing their own records for the purpose of deletion and using the system for search capabilities.

Third, Cindy disagreed with undefined costs associated with removing data. Tammy explained that those costs are not determined by PPB or the Sustainment Team but by Versaterm to run the export to pull your data out in a usable format to import into another system. This verbiage was not changed from the original IGA.

Cindy/Hillsboro reminded all that a change to the Master IGA requires a unanimous vote. Tammy stated she would not move forward on the Participant IGA until we are ready with the Master IGA she is trying to use the same language in both.

Tammy explained that the suggested IGA was not being voted on today. She fully expects each agency to run it through their legal offices and the back and forth will take a few months to agree on language. The intent of the vote today was if we still wanted to pursue an amendment.

Mike/Vancouver stated that the Washington State Fiscal Year follows the Calendar Year and this will impact them differently than the rest of the RegJIN partners. He requested we postpone moving forward until he has the opportunity to discuss with his leadership. Ronda/Beaverton and Melaney/WCSO also suggested postponing. Tammy acknowledged the request and asked everyone to take it back to their agency for discussion.

### **NIBRS update**

Kim stated 21 of 31 agencies have certified with the State's NIBRS requirements with 3 pending State approval.

Kim stated the NIBRS conference workbook and guide will be sent out to the admins within 2 weeks.

### **Removing Snapshot from Text | Vote**

Kim stated removing the snapshot from the text was something that was discussed last RUB and subsequent info was sent out after the previous RUB. She would like to move forward with the vote.

Tony reminded the RUB that prior to go-live the plan was to have the snapshot show as an attachment. However, due to the concerns over Inquiry Only partners being able to see attachments (due to lack of security on those items) the decision was made to put the snapshot in the text. Now that the Inquiry Only partners have been moved to the web service, we propose removing the snapshot from the text and putting it back as an attachment. There are 3 good reasons to do this: 1) removing this will prevent officers from mistakenly writing narratives into a previously created snapshot (the snapshot is over-written upon submission and any changes are not retained), 2) doing a browse returns twice as many results if the word is found both in the narrative and the snapshot, 3) the style sheet snapshot is much easier to read.

Jenn/Beaverton asked if old attachments will be moved as well. Tony responded that the question was raised with Versaterm and it is not possible at this time.

Rhonda/Beaverton motioned for the vote with Mike/PPB seconding. The vote was approved unanimously.

### **Linx NW**

Kim reported that the interface with Linx NW does not perform partial deletions. When a Juvenile record requires either a name or text to be deleted and not the entire case, the system does not recognize that and will do nothing. The sustainment team is looking at options on how to correct this, for now, agencies will need to do a manual redaction or deletion until a fix is in place.

Melaney/WCSO asked how far back this goes. Kim stated we loaded information all the way back to go-live. It was recommended that each agency do an audit of their data in Linx NW.

### **MRE Ticket Fine Box**

Jon reiterated an issue with the MRE ticketing system and stated there was a change available. However, with the upcoming MRE update, he asked if we would rather wait and do it at the same time as the upgrade to reduce the work load associated with the change. The Board voiced they would rather wait and just tell officers not to put anything in that block in the interim.

### **New Hire Training**

Jon stated there is new hire training with seats available during the following timeframes:

- 12-13 Sep for Hillsboro at the Beaverton lab
- 5-6 Oct at PPB
- 9-10 Oct at Beaverton

### **Training Sub-Committee**

Jon stated there has been a lack of participation during the last two Training Sub-Committees. Participation is going to be critical as we move into the MRE phase of the upgrade and look at the build for the MRE. The next meeting is 14 Sept at 1000 am at Beaverton PD.

### **Single MRE | vote**

Jon shared the past history on why there are two MRE builds for Oregon. Parties who could not agree on a single build in the past have since left and there is no underlying reason to continue support two separate builds. It is more expedient to support a single build and eliminate the confusion with IT packaging.

Mike/PPB motioned for a vote with Greg/Tualatin seconding. The vote passed unanimously.

### **Interfaces**

Chris stated the JMS and DA interfaces are still waiting for the agencies to work with the vendors.

Chris is currently working on adjusting the mapping program he built for the Property interface to address a concern with PPB and Lake Oswego regarding descriptions that error out.

Chris is working on a new GIS load for Vancouver's annexation and is hoping to have it loaded by the end of the week. Sue/Lake Oswego asked if her agency changes will be in that load and Chris stated there was an issue with the data.

### **Flag Record Type – Public Nuisance Order |vote**

Mike stated PPB requests a new Flag Record Type to document orders given to citizens allowing for subsequent arrests if they violate the order.

Michelle/Gresham asked if this was similar to the exclusion orders. Mike stated the exclusion flag records were already available in the system and if she had questions about doing something similar to give him a call and he would assist.

Melaney/WCSO motioned for the vote with Sue/Lake Oswego seconding. The vote passed unanimously.

### **Records Info**

Mike stated a new Beaverton PD text template has been created for Narcan deployment. Any other agency wishing to use this template can reach out to him or Kim to add to their profiles.

Mike also stated he is working to pull out the differences from 7.5 to 8.0 that apply specifically to records personnel. He will send something out soon.

### **Other topics**

James/CCSO addressed the board regarding a possible reciprocal use agreement after they depart RegJIN.

Tammy mentioned that Versaterm is looking to host a webinar to demonstrate the upcoming changes in the MRE phase of the upgrade. Tammy will work out the details with Versaterm and let the RUB members know.

### **NEXT MEETING:**

The next RUB is scheduled for 10:00 AM on Tuesday, Nov 7, 2017. It will be held in the PPB North Precinct Community Room at 449 NE Emerson St.