

## RegJIN User Board (RUB) Meeting

Tuesday, November 7, 2017 – 10:00am to 10:54am

### In attendance:

Tammy Mayer	RegJIN Sustainment	Sgt Diane Stockbridge	Port of Portland
Kim Roark	RegJIN Sustainment	A/C Chris Davis	Portland PB
Ethel Gallares	RegJIN Sustainment	Lt Wendi Steinbronn	Portland PB
Quang Chu	RegJIN Sustainment	Mike Ridenour	Portland PB
Sgt. Mike Smith	Canby PD	Cloy Swartzendrubber	Portland PB IT
Capt. Kevin Poppen	Clackamas Co SO	Ed Arib	Portland PB IT
Sean Boyle	Gladstone PD	Sgt Robert McCleary	Portland State DPS
Sue Scobert	Lake Oswego PD	Capt Ronda Groshang	Beaverton PD
Capt. Mark Dye	Milwaukie PD	Erik Young	Beaverton PD
Shannan Coyle	Milwaukie PD	Lisa Cannon	Forest Grove PD
Cmdr. Mike Whitney	Vancouver PD	Capt Kevin Ellingsburg	Forest Grove PD
Sgt. Jeff Olson	Vancouver PD	Cindy Bolek	Hillsboro PD
Olga Dacy	Vancouver PD	Christine Navarro	Hillsboro PD
Chief Terry Moss	St Helens PD	Lt Greg Pickering	Tualatin PD
Lt Pat Williams	Gresham PD	Capt Mark Gardner	Tualatin PD
Capt Claudio Grandjean	Gresham PD	Kay Brown	Tualatin PD
Capt Cory Chase	Port of Portland	Melaney Koch	Washington Co SO

Meeting location: PPB North Precinct Community Room

**Quorum Met – 12 of 18 voting members**

Note takers: Ethel Gallares, Kim Roark, Tammy Mayer

### 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.

### Minutes Approval | Vote

Tammy asked if there were any changes required to the meeting minutes from 5 Sep. Hearing none, Mike/PPB motioned for approval and Chief Moss/St. Helens seconded. The minutes were approved as written with Sue Scobert/Lake Oswego abstaining.

### RMS 8.0 Update

Tammy provided an update on the RMS 8.0 upgrade project. The project is complete with some bugs still being worked out. Approximately 10 bugs are still being worked with the most critical of them being the GDC crash bug. A fix for that is currently being tested and Tammy is confident this

one will be closed very soon. Kim stated the remaining bugs are med or low priority and include the proxy password issue where the system cannot determine the timeframe until a user's password expires.

Melaney/WCSO asked if deployment on the GDC client fix is done individually or would require a reinstall for all computers. Tammy stated very few computers are actually having this issues and the GDC will need to be reinstalled on those computers only. Tammy will send out an email as soon as the testing is complete and the fix will be made available on the FTP site at that time.

Erik/Beaverton has asked for a list of the remaining bug fixes still outstanding. Tammy will send them out with the minutes to this meeting.

### **MRE 7.5TV Upgrade**

Tammy stated that the Sustainment Team has received the initial MRE 7.5TV build from Versaterm. The team will begin validation and testing while the MRE sub-committee works to establish a single Oregon MRE build. Additionally, Tempe PD, the beta testers for this upgrade, have not completed their rollout and are currently piloting the version with select officers in their department. The team is hesitant to move forward on this project until the beta test is complete and the identified bugs are worked out. Tony will be attending the VersaWest meeting in December and will spend time with pilot officers at Tempe to observe their process. RPA involvement does not begin until mid-Jan 18 when we will ask the agencies to assist in testing the build. Following the testing, we will conduct a pilot test in various agencies prior to full rollout.

Tammy stated that unlike the RMS upgrade, the MRE upgrade does not require all agencies to upgrade on the same day. Tammy would only ask that the upgrade be completed within a 3-month period as this will impact HelpDesk support for MRE. It will be more difficult for HelpDesk to troubleshoot if agencies have multiple versions of MRE. Rollout is currently scheduled for early April.

Tammy also mentioned that MRE upgrade Release Notes are available to everyone to view what has changed with the new MRE build.

### **Chief's Meeting**

Tammy reminded all agencies that the Chief/Sheriff meeting is next Tues, 14 Nov, from 0830 to 1000 at the PPB Central Precinct.

### **IO Agency | Vote**

The following agencies have requested access or asked to have their access changed:

- **OHSU** – OHSU requires basic Query information so they can request police reports. Their access fits into the web-service model. Mike/PPB motioned for the vote with Ronda/Beaverton seconding. The vote passed unanimously.
- **Multnomah Co Juvenile Services Division** – Tammy stated Juv service has asked for full access so their legal assistants can prepare cases for juvenile court. Melaney asked if there access is for DA purposes since DA offices already have full access. Tammy will go back and ask follow-on questions to clarify and we will readdress this vote next meeting.
- **Multnomah Co Med Examiner** – The medical examiner's office is asking to change to full access via the RMS so they can see mugshots, scars, marks and tattoos to help identify bodies. These identifiers are not available via the web-service which they currently have access too. Kim stated that with the new RMS upgrade, securities have been added to attachments which allows us to lock down the system for certain users.

Melaney/WCSO asked what specifically they will be able to see. Sue/Lake Oswego requested to see the security matrix before a vote. Kim opened the administrative section of the RMS to demonstrate the exact boxes that can be turned on and off. Tammy will publish the matrix with the meeting minutes. Pat/Gresham asked if there is any involvement required from at RPA records division. Tammy explained that there is no action required at RPA level since permissions are controlled globally by Kim.

Chief Moss/St. Helens called for the vote with Cory/Port of Portland seconding. The vote passed unanimously.

### **IGA amendment - Proxy Vote**

The Law Enforcement Council of Washington County proposed 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 stated that the amendment page was sent via email to all RUB to take to their legal for review.

Tammy called for a three-month comment period. Please have your red-lined comment copies to Kalei/City of Portland Attorney and cc Tammy by 2 Feb. Sue/Lake Oswego asked for Tammy to send Kalei's contact information. Kalei's email is: [kalei.taylor@portlandoregon.gov](mailto:kalei.taylor@portlandoregon.gov)

### **Weekly meetings**

Tammy reminded the all that the weekly Sustainment Team holds weekly meetings on Tuesdays at 0800 that are open to all agencies. The meeting duration runs about 20 minutes, depending on topics for the week.

### **IGA amendment - Withdrawal Date Change**

Ethel reminded the group of an IGA amendment presented back in May. This change will effect termination date ending December 1<sup>st</sup> and move to match fiscal year end date on July 1<sup>st</sup>. This will smooth out budgetary impact in the event of agency withdrawing from the network.

Tammy will resend information on this amendment with the meeting minutes. She asks that red-line comments be sent to Kalei and cc Tammy by 2 Feb.

### **User Fee – Future Years**

Ethel mentioned that user fee topic for future years/ remaining three years with Versaterm will be discussed at the Chief/Sheriff's meeting the following week.

### **N-DEx**

Kim shared that RegJIN data is available in N-DEx (National Data Exchange database). RegJIN sends the information to LinX NW who in turn sends it to N-DEx.

### **Table Updates- Tracking code |vote**

- **T584 tracking code for Narcan deployment** - Kim stated a Narcan tracking code will help with administrative burden with tracking code allowing easy identification for these activities. Sue/Lake Oswego shared her experience and why she is in favor of the code. Kim also shared there is a Narcan template already available for everyone to use.

Sue moved for the vote with Pat/Gresham seconding. The vote passed unanimously.

- **Park Ex 60 days (Gresham only)** – Kim shared a request from Gresham to add another Park Exclusion of 60 days. Pat/Gresham explained background what prompted the request

stemming by difficulty in managing exclusion list for parks in their jurisdiction – mainly transient issue and political gatherings.

Mike/PPB asked if only Gresham is allowed to use this code. Cindy/Hillsboro will support more generic code without the Gresham only tag. Pat added he is ok with not having “Gresham only” if other agencies will use it. Kim agreed more generic coding is preferred for global administration.

Pat motioned for a vote, with Mike seconding. The vote passed unanimously.

- **ORS 166.065 Harassment** – Kim stated that there are 7 or 8 current codes on harassment. To better define and easier for officers and records personnel, language from ORS has been added or appended to better define codes. The Records sub-committee has discussed and vetted the definitions. Kim will send final harassment updates to show the changes and distinctions made.

Chief Moss/St. Helens asked if there are other statutes going through same updates. Kim reported the records sub-committee has gone through ORS and currently no other ORS are on the table for review. All other codes are in good shape. Tammy added if any agency would like the Sustainment team to review the language of other codes, please notify the HelpDesk.

Ed/PPB IT asked if it will impact historical codes. Kim reported the change will not impact historical data, only those going forward from the change.

Mike/PPB shared that typically officers pick the wrong code from harassment list, mainly applying to transit cases. Miss-coding translates to mapping incorrectly to the Feds and they often need to be relabeled or corrected to transmit successfully.

Sue/Lake Oswego shared a lot of work has been done with mapping by Kim and Washington County. Sue asked Kim to send the table changes out to all agencies. Kim further noted with any table updates, she sends a broadcast to all admins for their information. Tammy will send it out with the meeting minutes as well.

Chief Moss called for a vote, with Pat/Gresham seconding. The vote passed unanimously.

### **Training Side Update**

Kim shared Training/MRE sub-committee update for Jon who was unavailable today. The group has met twice and is almost complete with the MRE configuration. There is another meeting this Thursday from 0800 – 1000am at the Washington County Training Center.

Melaney/WCSO asked if RPAs are allowed to install their own MRE. Tammy answered no, but some agencies have used the MCA tool in the past and created their own. Tammy reiterated that the Sustainment Team will not support agencies who build their own MRE as it is a challenge for the HelpDesk to manage multiple versions.

Melaney asked if the changes are being tracked. Kim mentioned the MRE sub-committee has an extensive list which we can send out after the final meeting. Tammy also mentioned that a brief demo of the new look will take place at the next RUB meeting.

### **New Hire Training**

Kim shared the following dates for new hire training:

- PPB – Nov 15 -16, 0800-1700
- PPB – Dec 18 -19, 0800-1700
- WCSO – Jan 30 - 31

Kim also stated that Jon is looking to do refresher training for agency trainers. Melaney/WCSO added that many of her trainers have moved on and she needs to train a new set. Kim will pass on to Jon to hold a new Trainer class.

### **Interfaces**

Quang/PPB IT shared the interface updates on behalf of Chris Johnk who is unavailable today.

- **JMS** - Washington County's JMS is completed in terms of the interface and testing is in progress with the vendor. Columbia County is working with their vendor to set up access for initial tests.
- **DA** - Clackamas Co has decided to terminate the interface due to the withdrawal of most of their agencies. Washington Co is under discussion with their vendor.
- **Property** – Chris has set up error handling components in DEV and the error handling rules (business rule mapping) have been completed. He set up a demo for the test agencies for mid-December. This demo does not include the vMail integration, which he is still working on. Washington County, Gresham, and Hillsboro all expressed interest to view the demo. Quang will pass that on to Chris to add them.

**RegJIN reporting server** – Quang reported that Chris is conducting an account audit on the RegJIN reporting server (RMSSQL1). He is checking permissions and expiration dates and will disable unused accounts. He is requesting all personnel that currently have access to fill out the access request forms for his file. Forms are available on the RegJIN RC website or by request through the HelpDesk.

**Authentication Log Monitoring** - Quang stated Felipe is working on the Authentication Log Monitoring which came up during the CJIS audits. The RMS log currently captures failed login attempts. An LDAP upgrade is required to capture the failed logs for MDT, GDC and sFTP. A plan is currently being developed for the LDAP upgrade and we anticipate no impact to users during this process.

### **Records Info**

Sub-committee requests were discussed by Kim under table updates.

### **Other topics**

None

### **NEXT MEETING:**

The next RUB is scheduled for 10:00 AM on Tuesday, Jan 9, 2018. It will be held in the PPB North Precinct Community Room at 449 NE Emerson St.