

TraCS Steering Committee  
Meeting Agenda  
May 13, 2015  
10:30-12:00

AST Conference Room, 5700 East Tudor Rd, Anchorage

Voting Members					
Miles Brookes, AHSO	P	Helen Sharratt, ACS	P	Pam Minton, MSCVE	Ph
Rick Roberts, AST		Clint Farr, DOT&PF	P	Nichole Tham, DMV	
Deputy Chief B. Munn, UAAPD		Ambrosia Romig, HSS/ATR	Ph	Chief Alan Bengaard, KTNPD	Ph
Josh Garcia, DPS	P				
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Dave Hanson, AST		Patrick Brosnan, DMV	
Gary Lee, DPS		Deputy Chief J Dossett, KTNPD		Dave Monroe, CTG (contractor)	P

Key: P=Present in person, Ph=Present by phone.

**Others Present:**

Linda Fischer, NHTSA  
Alina Hahn, DPS

Ryan Klitchz, Cambridge Systematics    Tammy Kramer, AHSO  
Matt Walker, DOT&PF

**I. Internal Committee Business**

**A. Approval of Minutes from April 8, 2015**

Clint moved to adopt the minutes, Chief Bengaard seconded the motion. Minutes adopted without objection.

**B. Membership – update on the status of local law enforcement agency membership.**

Rick was not present. No updates available.

**II. Updates on Action Items from Previous Meetings**

**A. Helen will send payee city data that ACS has from last year to Rick, Josh, and Alina for comparison between ACS and DPS**

The exchange of payee data was done. Helen is not sure where to go from this point. There are about 5000 citations which need data submitted to courts. Not sure what level of effort will be needed to get data all the way through to courts.

This project was not included in FFY2016 TraCS grant. Josh relayed that discussions between him and DPS leadership have occurred, but this project will have to be looked at more in depth for the future.

**B. Rick will work with his group and AHSO to develop a project timeline and budget for “clearing the pipeline” of TraCS agencies that are not submitting citations electronically, and to find data solutions for citations that are disposed of in payee cities prior to reaching court.**

Helen provided a quick update on Rick’s progress related to this item. Rick continues to work on scheduling training for the 6 or so agencies (all non-payee) that are ready to go live with TraCS, need additional TraCS equipment, or need a signed agreement with ACS.

- C. Rick will write TraCS grant for Sitka PD deployment, multi-unit imaging software/hardware system, and possibly test equipment for cheaper technology options in lieu of Toughbooks for AST and local law enforcement agencies.**

The grant was written and submitted to AHSO prior to the May 8, 2015 deadline. It will be discussed this afternoon at ATRCC.

- D. Miles will amend the 3/11/15 minutes.**

The minutes were amended as noted at the April TraCS meeting.

- E. Helen will chair the May meeting. Rick and Josh are out of state, may be in attendance today via call, if available.**

Helen chaired this meeting.

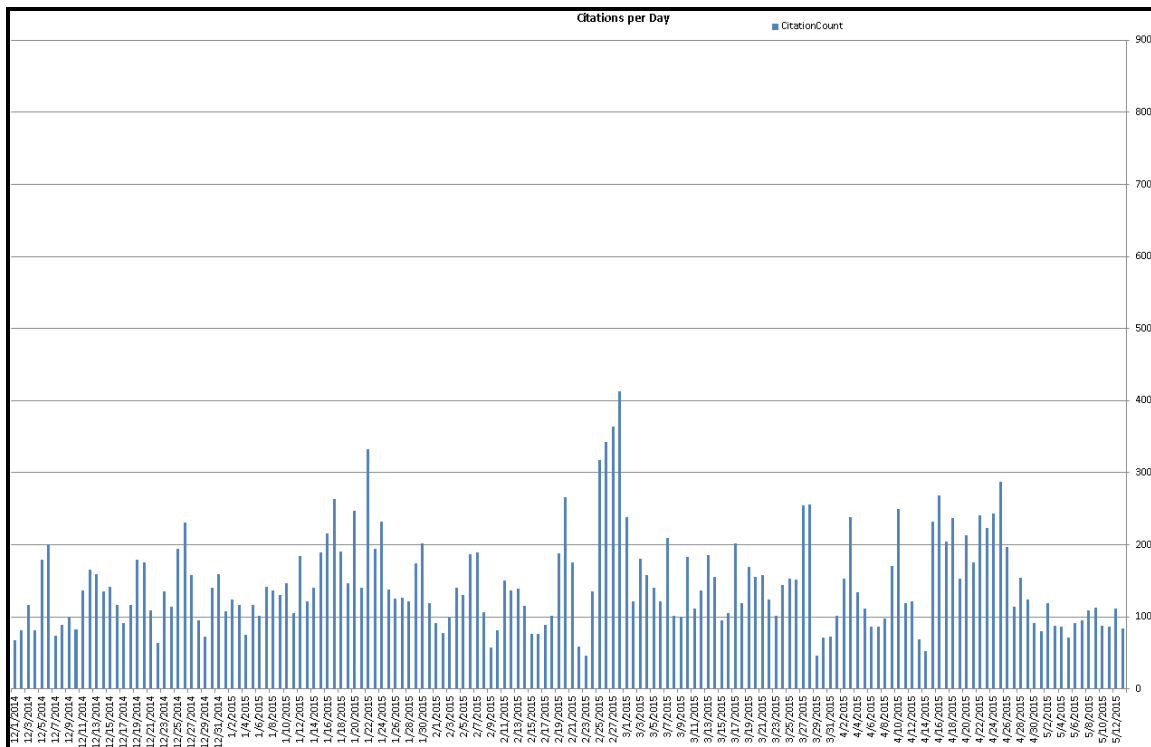
### **III. Items for Discussion**

#### **A. TraCS Monthly Activity Report**

- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
  - a) We currently have deployed the TraCS v10.05.48 client for use statewide.
  - b) We continue working to fully develop and implement Accept and Reject and editing for the 12-200 through TraCSWebServices soon.
  - c) TraCSWebServices - We are increasing the scope of our test group to get a broader range of testers. We now have it enabled for several Troopers, most of Juneau PD, and plan to enable it for additional agencies this week to increase the scope of the testing.
  - d) TEG has completed their technology update for the base code within TraCS. They released TraCS v10.06.18 on May 8, 2015 and expect to release v10.06.19 this week.
- 2) The TraCS Repository Server (v10.05.48)
  - a) 181,667 issued 12-213AUCs in the repository as of this morning
  - b) 5,008 12-200 Crash forms in the repository as of this morning (3,231 are Validated)
  - c) 5,936 12-200v1 Crash forms in the repository as of this morning (5,912 are Validated)
    - i) This margin will increase with the implementation of TraCSWebServices. Crash Forms can now "sync" to the repository without requiring end-shift. Currently end-shift enforces our validation rule. This work-around is necessary for agencies with fixed MDTs or who share computers to better allow completion of 12-200 forms.
- 3) The TraCS Web server is running TraCS v10.05.48.
- 4) We now have 530 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 50.9% are current, up from 49.8% three months ago.
  - a) We continue to monitor and update the number of TraCS Update clients that are active so the numbers reported are as accurate as possible.
- 5) E-Citation with the Court (The following locations are all currently in scope for electronic submission.)
  - a) AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011
    - i) Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time
  - b) Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;
  - c) Palmer PD Citations since 12/03/2011 bound for Palmer Court;
  - d) Homer PD Citations since 02/16/2012 bound for Homer Court;
  - e) Valdez PD Citations since 10/04/2012 bound for Valdez Court;
  - f) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
  - g) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
  - h) Northslope Borough PD Citations since 09/05/2013 bound for Barrow Court;
  - i) UAA PD Citations since 09/25/2013 bound for Anchorage Court;
  - j) Juneau PD Citations since 10/10/2013 bound for Juneau Court;

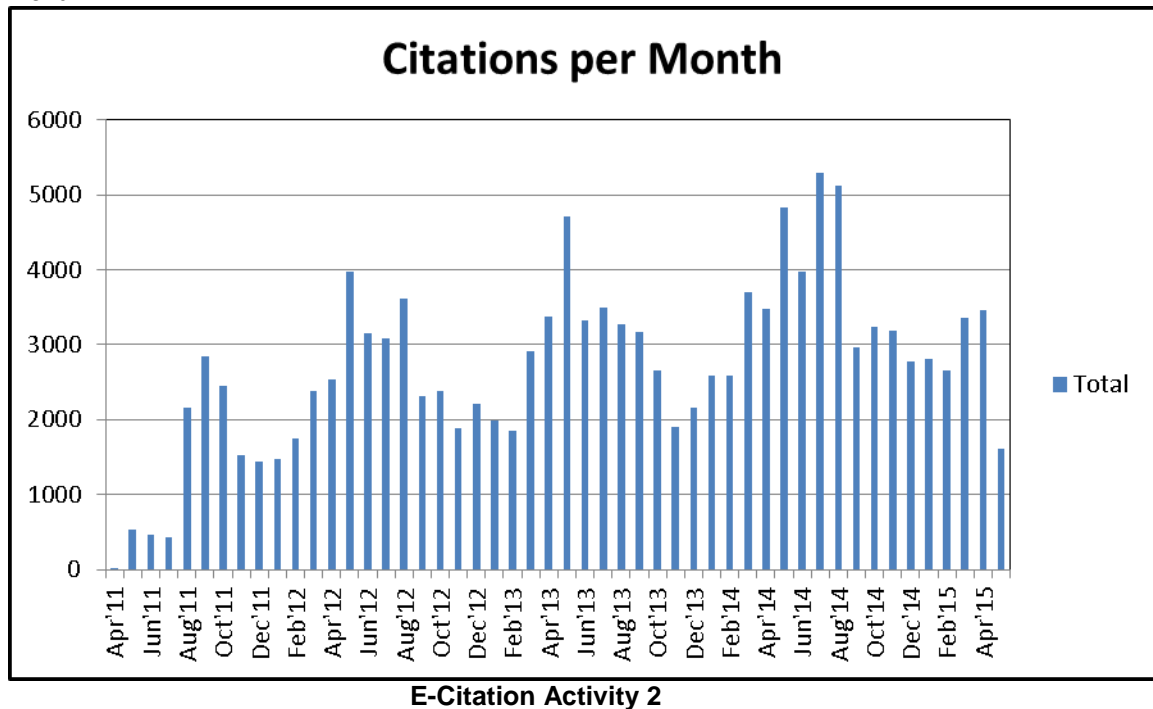
- k) Wasilla PD Citations since 12/05/2013 bound for Palmer Court;
- l) Fairbanks Airport PD Citations since 04/10/2014 bound for Fairbanks Court;
- m) UAF PD Citations since 04/10/2014 bound for Fairbanks Court;
- (We expect to have other local LEAs from non-payee cities submitting electronically soon)
- n) As of this morning, a total of 135,108 **TraCS citations** have been sent to Courts electronically since we went live on 4/29/2011. (Over 164,208 total TraCS citations have been issued since that date. There were 3,466 submitted in April 2015.)

6) Below is a chart of citations submitted electronically for the previous 6 months



E-Citation Activity 1

- 7) Below is a chart of citations submitted electronically by month



- 8) The ILT (Incident Locator Tool) developer has left the National Model group and the National Model is looking at developing a replacement solution.
- 9) Easy Street Draw (ESDv4.0.92) – This is the version we are currently licensed for and running statewide. The installer is an enterprise installer that has the license info already embedded to install and run. DOT also has a statewide license for ESDv5.2.2765. We obtained an install or testing in late 2013, but it does not have the license embedded.
- The vendor has providing us with a license key and instructions for a scripted installation.
  - We have developed an executable that will install the script based installation with the license key embedded.
  - We have noted the changes required within TraCS to use the newer version of the ESD.
- 10) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September 2013.)
- 7 have been shipped to Nome PD. We have worked with them to integrate them into their network and also have all the equipment working. Training is being scheduled.
  - All 10 have been shipped to Bethel PD. They are adding them to their network. Training is being scheduled.
  - 4 have been shipped to Sand Point PD. They are adding them to their network. Training is being scheduled.
  - 4 have been shipped to Craig PD. They are adding them to their network. Training is being scheduled.
  - 4 are configured for Hoonah DPS. We are awaiting accounts and background checks for their officers/staff.
  - 4 have been shipped to Yakutat DPS. We have their accounts and training is being scheduled.
  - 4 CF-30 older ToughBooks have been re-configured for Klawock PD. We have been unable to communicate with Klawock PD to fully identify officer and support staff accounts for use there.
- 11) DPS has started looking at the effort required to flag a Minor Offense (M.O.) that is associated with a criminal charge. Implementing this within TraCS is a fairly minimal effort, but the work flow behind it for filtering transmission to the Court is much more effort, risk, and time-consuming as it involves another

iteration and re-deployment of the E-Citation interface. There are other business factors involved and there is also the risk of an officer forgetting to check the box.

a) Additional TraCS workflow if the box is checked:

- i) A pop-up reminder that it must be submitted on paper to the court along with the Criminal Offense
- ii) A requirement to print the Agency and Court copies (Agency Copy to Prosecutor and Court Copy to ACS)

b) Additional E-Citation Workflow if Box is checked:

#### **B. Sustainability of TraCS**

Clint updated the committee of his efforts to develop an ATRCC Executive Committee, as this effort could affect TraCS in this area. One of the main objectives of the executive committee would be the allocation of personnel and resources for the advancement of traffic records systems, including TraCS.

It was briefly discussed about whether or not CJIAB could serve as the avenue of an executive committee to be used on an ad hoc basis when data mandates are needed.

#### **C. TraCS Agency Equipment and Training Updates**

Dave has been working with the IT contractor for Yakutat PD to finish up their deployment. Once all the gear is installed and signed off, he can begin a training program.

Nome, Kotzebue, and Bethel are still waiting for training opportunities to align between their agencies and DPS personnel. There have been a couple of occurrences where one of these jurisdictions (not mentioned) provided short notice of availability for DPS training. However, DPS could not make it work due to the minimal notice.

#### **D. Status of DUI Form Project in TraCS**

Alina reported that Hector is finishing up with the latest changes from the last review. Once Lt. Roberts returns to the office there will be another look at the form. The form is close to being issued to a selected group of Troopers for additional testing.

#### **E. TraCS Help Support**

Josh reported that there may be a reduction of service hours due to financial constraints the department is facing. Some of the internal staffing structure possibly will change.

Self-help materials are in continuous development and testing. The wiki type self-help pages will be presented to TraCS Steering Committee once they are ready for deployment.

### **IV. Other Short Business**

#### **A. TraCS and Possible Location Services from DOT&PF**

Clint reported that he, Lt. Roberts and Kim Homan, DOT&PF GIS Manager have begun discussions on possible integration between DOT database and 12-200 via TraCS

#### **B. CJIAB Update**

Josh reported that he just received notice from his director that CJIAB has not be rescheduled, but that one will be attempted to be scheduled for June.

**V. Action Items as a Result of this Meeting**

- A.** Clint will continue to draft the Executive Level memorandum for commissioner level approval.
- B.** DPS staff will continue project discussion on payee city data transfer.
- C.** DPS staff will report on DUI form project status at next TraCS meeting.
- D.** Once wiki self-help pages are ready, DPS programmer team will present to TraCS group.

**Next meetings:**

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|--------------|----------------|--------------|---------------|
| ◦ June 10*   | ◦ July 8       | ◦ August 12  | ◦ September 9 |
| ◦ October 14 | ◦ November 10† | ◦ December 9 |               |

\*TraCS will meet at the DPS, Commissioner's Office Conference Room, 4805 Dr. Martin Luther King Jr. Ave. (new crime lab building)

†TraCS will meet Tuesday, at the Alaska Bureau of Investigation Conference Room, 5500 E. Tudor Rd. (Next door to DPS HQ)

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, Wednesdays, 10:30am–12:30pm, unless otherwise stated.