

TraCS Steering Committee
Meeting Agenda
February 11, 2015
10:30-12:00
AST Conference Room, 5700 East Tudor Rd, Anchorage
Teleconference: 800-315-6338, meet me code 85321#

Members Present:

Lt. Rick Roberts, AST	Josh Garcia, DPS	Dep. Chief Brad Munn, UAAPD
Pam Minton, MSCVE	Nichole Tham, DMV	Helen Sharratt, ACS
Lee Buchhorn, DOT&PF (proxy)	Miles Brookes, AHSO	

Other Present:

Dave Monroe, CTG

I. Internal Committee Business

A. Approval of Minutes from January 14, 2015

Rick asked if there were objections to approving the minutes. Minutes approved without objection.

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

Rick is still reaching out to numerous agencies to become active members or contributors to the TraCS Steering Committee.

II. Updates on Action Items from Previous Meetings

12-200 Form Data Collection Updates/Modifications

Rick would like to bring early discussion of potential 12-200 data collection modifications to the group's attention. There are some concerns that the length and complexity of the 12-200 results in troopers/officers not completing completely, thus not getting an accurate picture of the relevant crash data needed by user/stake holder groups to complete their missions, including AST.

Rick continued that Alaska's crash form is used as a national model on the MMUCC website. Currently, there are 77 data elements collected at the scene, 10 derived from the collected data, and 23 obtained with linkage. Rick would like to explore areas where data collection could be reduced or linked/obtained by users later in the crash form process. Areas to consider might be reporting requirements for property damage only crashes and areas where one data element could be collected and then other data elements could be derived from the primary element.

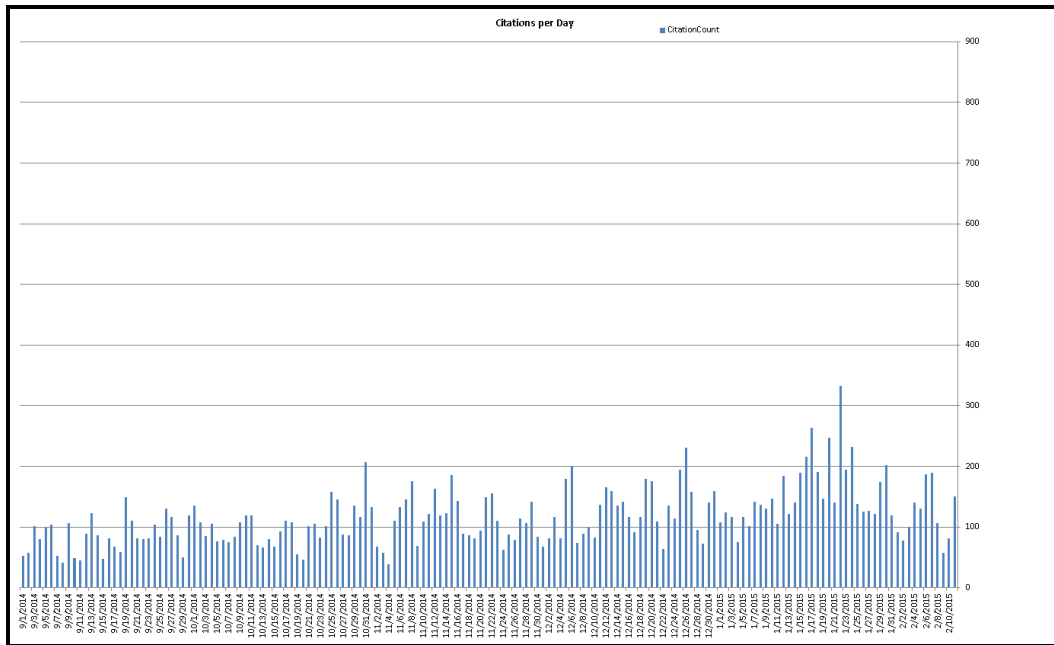
Helen asked Miles to make sure this activity is announced at the next ATRCC meeting. ATRCC is an appropriate body to have this discussion at as well.

III. Items for Discussion

A. TraCS Monthly Activity Report

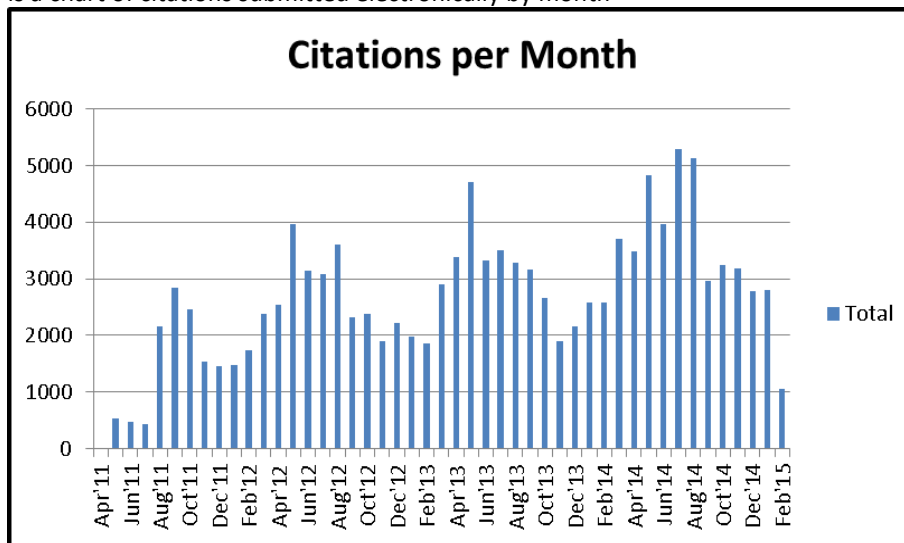
- 1) The next National Model meeting is scheduled for next week, February 18th and 19th in Tempe, AZ to be attended by the DPS TraCS team.
- 2) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
 - a) We currently have deployed the TraCS v10.05.48 client 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.
 - d) TEG has completed their technology update for the base code within TraCS. They released TraCS v10.06.05 on February 6, 2015 and expect to release v10.06.06 this week.
- 3) The TraCS Repository Server (v10.05.48)
 - a) 170,952 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) 5,309 12-200v1 Crash forms in the repository as of this morning (5,290 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.
- 4) The TraCS Web server is running TraCS v10.05.48.
- 5) We now have 522 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 49.8% are current. (Over 43.1%, roughly 225 units have not checked in for over one week.) (Over 30%, 157 units have not checked in for over two weeks and just under 18.2%, 95 units for over one month.)
 - a) We removed over 163 computers from the server that had not checked in for over **90 days**.
 - b) The overall and 1 week range show improvement. The 2 week and 1 month ranges do not, but are very similar to last month and do include two major holidays.
 - c) The percentage of current computers is up from 30% 4 months ago. (Over 20% increase)
 - d) We've continue working successfully with the IT POC at several of the larger agencies to identify the following for any computer that has not checked in for some time:
 - i) Has the computer been retired?
 - ii) Is there an unreported issue where TraCS Update is not working as expected?
 - iii) Is the computer out of compliance and just needs updated?
 - e) 12 computers (Just over 2.3%) are still running the old v10.05.09 baseline.
 - i) This is significantly reduced from last month due to the removal of all computers not checking in for over 90 days.
- 6) 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 125,060 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 153,493 total TraCS citations have been issued since that date. There were 2,803 submitted in January 2015.)
- 7) Below is a chart of citations submitted electronically for the previous 6 months



E-Citation Activity 1

8) Below is a chart of citations submitted electronically by month



E-Citation Activity 2

- 9) DPS TraCS Developers have been working to develop the TraCS DUI packet and a TraCS Impound form. Significant progress has been made on both and the preliminary versions of these forms are currently in evaluated.
- 10) The ILT (Incident Locator Tool) developer has left the National Model group and we are awaiting the announcement of his replacement. We hope to have that information at the next National Model meeting in Tempe, AZ February 18th and 19th.
 - a) We have installed the ILT Update Server and are testing that feature prior to putting it into production.
- 11) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September 2013.)
 - a) 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.

- b) All 10 have been shipped to Bethel PD. They are adding them to their network. Training is being scheduled.
 - c) 4 have been shipped to Sand Point PD. They are adding them to their network. Training is being scheduled.
 - d) 4 have been shipped to Craig PD. They are adding them to their network. Training is being scheduled.
 - e) 4 are configured for Hoonah DPS. We are awaiting accounts and background checks for their officers/staff.
 - f) 5 are configured for Yakutat DPS. We are awaiting accounts and background checks for their officers/staff.
 - g) 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.
- 12) 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:
 - i) M.O. Citation is NOT sent electronically to Court

B. Sustainability of TraCS

Long term solutions continue to be explored. Other areas of note;

Dave Monroe's work station has been moved to the DPS Tech Support area. Having Dave work in close proximity to the DPS team has shown promise. During his two days a week in the office, he can help with issues as they are brought to the team's attention.

Effort continues to make Statewide Services' self-help user files accessible to all TraCS users. This will add another layer of technical support to users, and continue to free up developer time currently used for trouble shooting.

This aligns with the goal of having no "silos" between agencies in information sharing and development contributions.

C. TraCS Agency Equipment and Training Updates

Coordination continues with Bethel, Nome and Kotzebue on agency training and user credential set-up.

Toughbook quotes and hardware installation plans are being developed for Dillingham and Petersburg.

Sitka is surveying the number of computers in which TraCS could be installed on in coordination with an upcoming DPS RMS installation.

Haines is back in contact with Rick. Plan is for one of the department's TraCS veterans to attend a refresher course at the Sitka DPS Academy, return to Haines to retrain HPD officers, practice TraCS operations, then have a current TraCS agency user from Southeast (AST-A, JPD) go to Haines to conduct follow-up training, and then have HPD go forward with using TraCS again. Rick hopes to complete this cycle by the end of summer 2015.

D. Status of DUI Form Project in TraCS

DUI and Impound forms are undergoing their final edits. These edits were based off of test user and command feedback. Meetings with command to finalize the forms are scheduled for the end of February. Nichole asked for images of the forms be forwarded to her at DMV.

E. TraCS Help Support

See Item B above.

IV. Other Short Business

V. Action Items as a Result of this Meeting

- A.** Miles will send screen shots of files from prior 12-200 Organization efforts to Rick.
- B.** Rick will send DUI/Impound form images to Nichole.
- C.** User and stakeholder groups should look at current 12-200. Look through data elements currently collected by law enforcement and determine if there are elements that can be streamlined or linked through other means.
- D.** Miles will update the ATRCC on the 12-200 Revision discussion that is shaping in TraCS Committee.

Next meetings:

◦March 11	◦June 10*	◦September 9	◦December 9
◦April 8	◦July 8	◦October 14	
◦May 13	◦August 12	◦November 10†	

*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.