

TraCS Steering Committee Minutes  
May 13, 2014  
AST Conference Room, 5700 E. Tudor Rd, Anchorage  
1:30 – 4:30pm

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**Committee Members Present:**

Lt. Rick Roberts, DPS, AST , Chair  
Helen Sharratt, ACS, Vice Chair  
Tim Larrabee, DPS  
Deputy Chief Brad Munn, UAA PD

**Committee Members on Phone:**

Chief Alan Bengaard, Ketchikan PD

**Others Present:**

Dave Monroe, CTG  
Tiffany Thomas, DMV (phone)  
Josh Garcia, DPS  
Jennifer Hoage, AST  
Lt. Dave Hanson, DPS  
Miles Brookes, DOT (phone)  
Clint Farr, Crash Data Manager, DOT (phone)  
Lee Buchhorn, DOT (phone)

**I Internal Committee Business**

- A. **Approval of minutes from April 8, 2014.** Tim moved to approve the April 8, 2014 minutes. Helen seconded the motion. None opposed. Minutes were approved.

Tiffany asked if the paperwork had been forwarded to appoint her as the DMV member now that Jonathan O' Quinn has left DMV. Tiffany will locate the form and complete it. Helen can assist with this if needed.

- B. **Membership.** Update on the status of local law enforcement agency membership

Rick reported that he continues to seek out local agencies that may be interested in participating as committee members. Dillingham Chief Pasquariello just got back into town so Lt, Roberts has not had the chance to contact him lately. We are pleased to have Chief Bengaard, KPD, and Deputy Chief Munn, UAA PD.

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

### **A TraCS Helpdesk Update.**

Tim reported that next week DPS will begin moving the hardware support responsibility from the TraCS support group to the small computer support section. There is still planning to do to work out triage/phone tree strategies for handling calls after hours. Alina has been helping the small computer group learn how to handle simple calls. The small group can escalate more complicated issues to the TraCS support group. Beginning around June, the small computer support group will begin TraCS phone support after hours.

### **B Report on HB 108**

Rick reported that, although the bill had support, it did not pass before the session ended. This is the surcharge bill that would have dedicated an additional \$10 surcharge to support equipment refresh and maintenance for all agencies using an electronic solution for citations. Rick hopes that it is re-introduced next session.

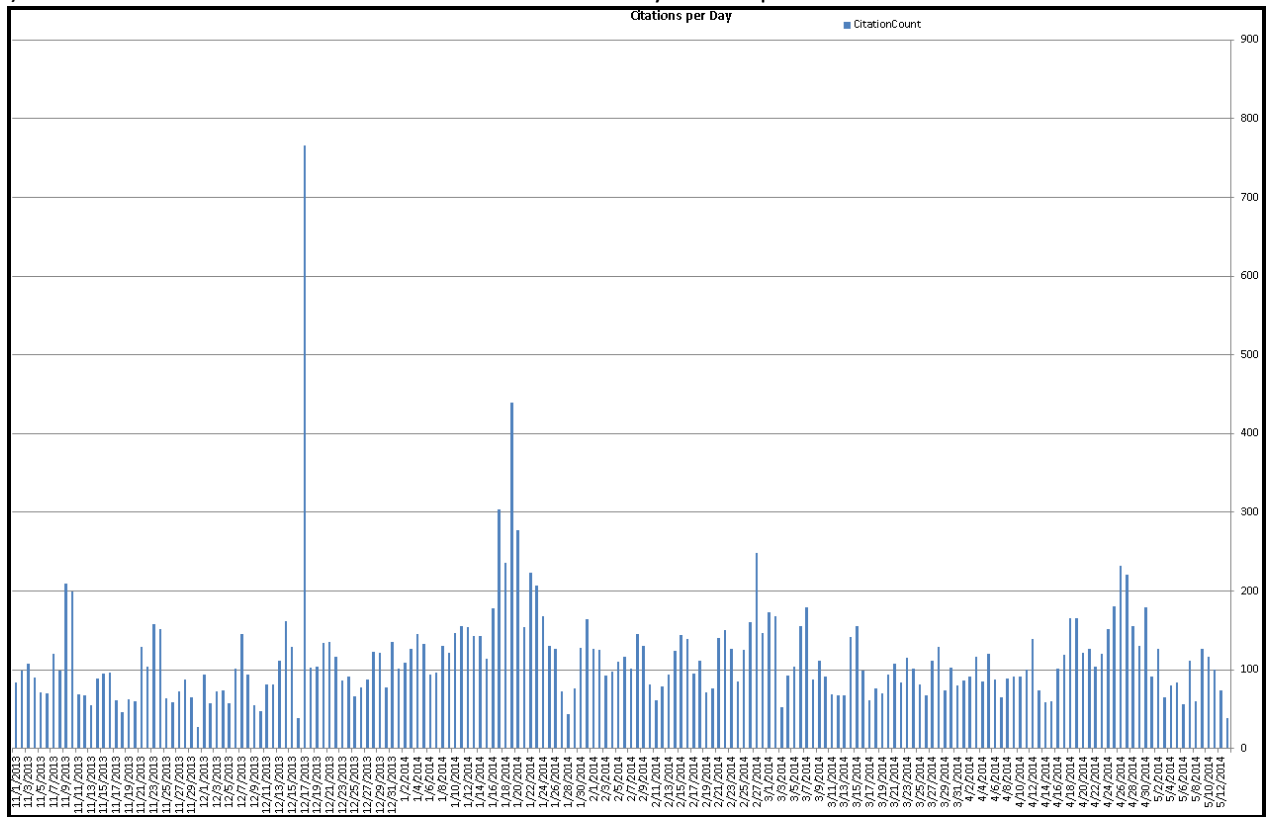
## **III Items for Discussion**

### **A TraCS monthly activity report (Dave)**

- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
  - a) We currently have deployed TraCS v10.05.09 client for use statewide.
  - b) We have received approval from the SSO and have started testing TraCSWebServices
  - c) TraCS v10.05.48 was released last week. We are still looking for a release without bugs that has the features we currently require.
  - d) The next version we release for production will be:
    - i) First version of the TraCS application to be deployed using the TraCS Update Service.
    - ii) Implement the electronic Accept and Reject for the 12-200 through TraCSWebServices.
- 2) The TraCS Repository Server (v10.05.09)
  - a) 134,561 issued 12-213AUCs in the repository as of this morning
  - b) 4,976 12-200 Crash forms in the repository as of this morning (3,225 are Validated)
  - c) 3,189 12-200v1 Crash forms in the repository as of this morning (3,182 are Validated)
- 3) We have fully implemented the TraCS Update service (v10.05.48) that is built into TraCS natively. We now have over 542 TraCS clients from all TraCS agencies statewide now registered with the Update server and just over 41% are now current. (48% have not connected to the update server in over one week.)
- 4) 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;

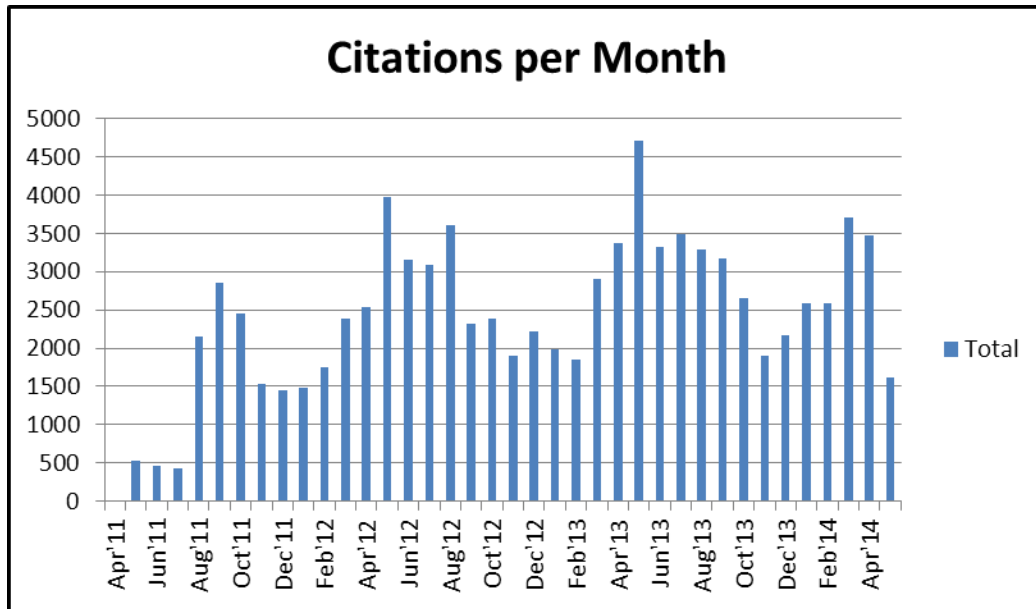
- d) Homer PD Citations since 02/16/2012 bound for Homer Court;
  - e) Valdez PD Citations since 10/04/2012 bound for Valdez Court;
  - f) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
  - g) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
  - h) Northslope Borough PD Citations 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 87,054 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 114,339 total TraCS citations have been issued since that date. There were 3,701 submitted in March 2014.)

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



**E-Citation Activity 1**

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



#### E-Citation Activity 2

- 7) The TraCS Web server is still running TraCS v10.05.15. IE8 (The most advanced version of IE for Windows XP) is no longer supported for TraCS Web v10.05.xx. Both the newest version of Chrome and Firefox test successfully with v10.05.15 and Windows XP.
- 8) E-Citation: Version 3 of the DPS.Citation interface to CourtView has now been deployed. The new version accommodates both TraCS electronic citation submittals and citation submittals from APD. We received the final catch-up batch of APD citations from Juan yesterday evening. DPS is currently discussing a to live plan with ACS and APD and expect to have the interface implemented this week.
- 9) We continue working with the ILT (Incident Locator Tool) developer and have been deploying the release of the ILT that includes Milepost markers.
  - a) We have installed the ILT Update Server and are testing that feature prior to putting it into production.
- 10) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September.)
  - 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) 4 are to be configured for Hoonah PD. We are awaiting information on their officers/staff.
  - c) All 10 have been configured for Bethel PD. We are awaiting information on their officers/staff.
  - d) 4 are to be configured for Sand Point PD. We are awaiting information on their officers/staff.
  - e) 4 are to be configured for Klawock PD.
  - f) 5 are to be configured for Yakutat PD.
  - g) 5 are to be configured for Craig PD.
- 11) 12-213AUC – With the most recent session, a new law was passed that impacts the service of citations and removes the requirement to personally serve many citations other than moving violations. DPS and the Court are working out the legal requirements for the new citation and hope to have it ready for deployment within the next 4 to 6 weeks.

**B Status of DUIC forms project**

The team is still working on these forms. They are looking at combining all DUI forms into one report in TraCS. The officer can fill out all information but then select only those forms from the packet for printing that are needed, depending upon the situation. The officer will also be able to export the forms as a pdf to the records management system (RMS).

The team is also working on the impound form. The current form in circulation is a 1978 ½ sheet form. The team has collected impound forms from police departments around the state and is trying to include the most common, standard elements from all forms on one form for TraCS. No one “owns” the form. DPS will try to get local PD buy-in to use the form that is programmed for TraCS to standardize what is in use statewide.

At the DPS RMS conference last week, there was discussion as to whether it would make sense to also develop and implement a contact form in TraCS to track when drivers are given a warning. This idea is being explored.

**IV Other Short Business**

There was brief discussion about the TraCS grant having been submitted to AHSO for FFY 2015 funding. Rick brought up that he would like the committee to have a new item on the agenda for future meetings regarding discussion of how to sustain the TraCS program over the long term. Both funding and staff resources are needed to ensure the continued success of TraCS.

New York has 408 funds designated annually to support the state’s TraCS program. Arizona has a dedicated TraCS Coordinator who is charged with finding funding to keep TraCS funded and moving forward.

DPS would like to explore if we could find funding for a dedicated TraCS Coordinator position. DPS would be willing to house that position, if the funding for it could be identified and secured. The position would be responsible for finding resources and getting things done statewide.

Helen mentioned that states are required to have a dedicated Traffic Records Coordinator. With Bonnie’s retirement, we no longer have anyone in that position, and it was something she did as well as her position duties. It would make sense to have TraCS coordination be part of that position if we can identify how to fund it and where it would reside. Joanna Reed and Bonnie both did many things to support TraCS in addition to their principal job descriptions. Coordination of all traffic records matters, including TraCS could be a full time dedicated position.

Rick would like ideas, feedback and continued discussion on this subject at subsequent meetings. We will keep this topic as an item on future agenda (Sustainability of TraCS).

Rick will be unavailable to chair the June, August, September and October meetings. Helen will chair those meetings.

## **V      Action Items**

1. Tiffany will submit DMV's paperwork appointing her the DMV TraCS committee member.
2. Miles will add the item "Sustainability of TraCS" to subsequent agenda, beginning in June, under Items for Discussion.
3. The next meeting will be held on Tuesday, June 10, 2014 in the AST Conference Room.

**Next meetings** (All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated).

- June 10, 2014
- July 8, 2014
- August 12, 2014
- September 9, 2014
- October 14, 2014
- November 12, 2014 (9:00am – noon)
- December 9, 2014