

TraCS Steering Committee
Meeting Minutes
April 8, 2015
10:30-12:00
AST Conference Room, 5700 East Tudor Rd, Anchorage

Voting Members					
Miles Brookes, AHSO	Ph	Helen Sharratt, ACS	P	Pam Minton, MSCVE	Ph
Rick Roberts, AST	P	Clint Farr, DOT&PF		Nichole Tham, DMV	
Deputy Chief B. Munn, UAAPD		Ambrosia Romig, HSS/ATR	P	Chief Alan Bengaard, KTNPD	
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)	Ph
Key: P=Present in person, Ph=Present by phone.					

Others Present:

Tammy Kramer, AHSO

Alina Hahn, DPS

I. Internal Committee Business

A. Approval of Minutes from March 11, 2015

Rick moved to amend the minutes to reflect the correct spelling of Captain Dan Lowden.

The minutes were adopted as amended without objection. Miles will make corrections.

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

Sitka wishes to become a TraCS agency. Currently, they are the largest law enforcement agency in Alaska that does not have an electronic solution for citations. Expect an AHSO safety grant to get them onboard with TraCS in FFY2016.

II. Updates on Action Items from Previous Meetings

A. Clint and Rick will get together to discuss roadway/GIS data derivation potential options.

Clint was not at the meetings, but Rick relayed that a very preliminary discussion has taken place on possible derivation for roadway elements on the 12-200 via ping on a map or a geolocated code.

B. Rick will reach out to DMV about possible quality control options for data inclusion on license and registration bar codes.

Dave Monroe, CTG contractor, who also services some DMV contracts, has an indirect role on this issue. There is research into using options such as a VIN derivation tool to make sure registration data is accurate within the DMV data base, thus resulting in more reliable data contained within a registration bar code for TraCS use to auto complete fields on the 12-200.

There are place holders within license barcodes for ASPIN ID numbers, possibly used for future linkage across multiple databases, and other data pertinent to crash reporting. There was a push

to include ASPIN ID within the code by 2014, but setbacks delayed that date. Updating these bar codes would be a multiyear process needing 5 years, based on the length of issuance of most licenses.

C. Rick will visit Statewide services on the likely hood of their ability to support and purchase a TraCS standalone server with grant funds.

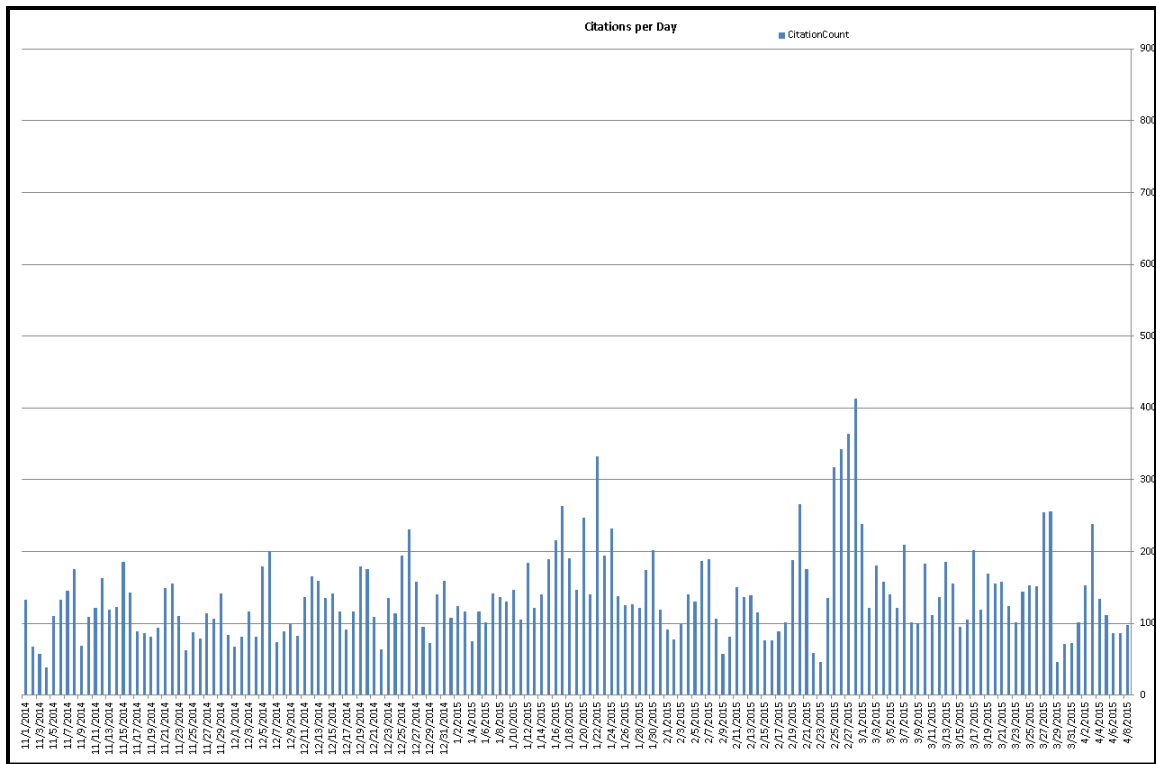
Rick spoke with Statewide Services about a TraCS server. The conclusion, a standalone server would cause more work for the support staff, with no clear advantages over the current setup.

III. Items for Discussion

A. TraCS Monthly Activity Report

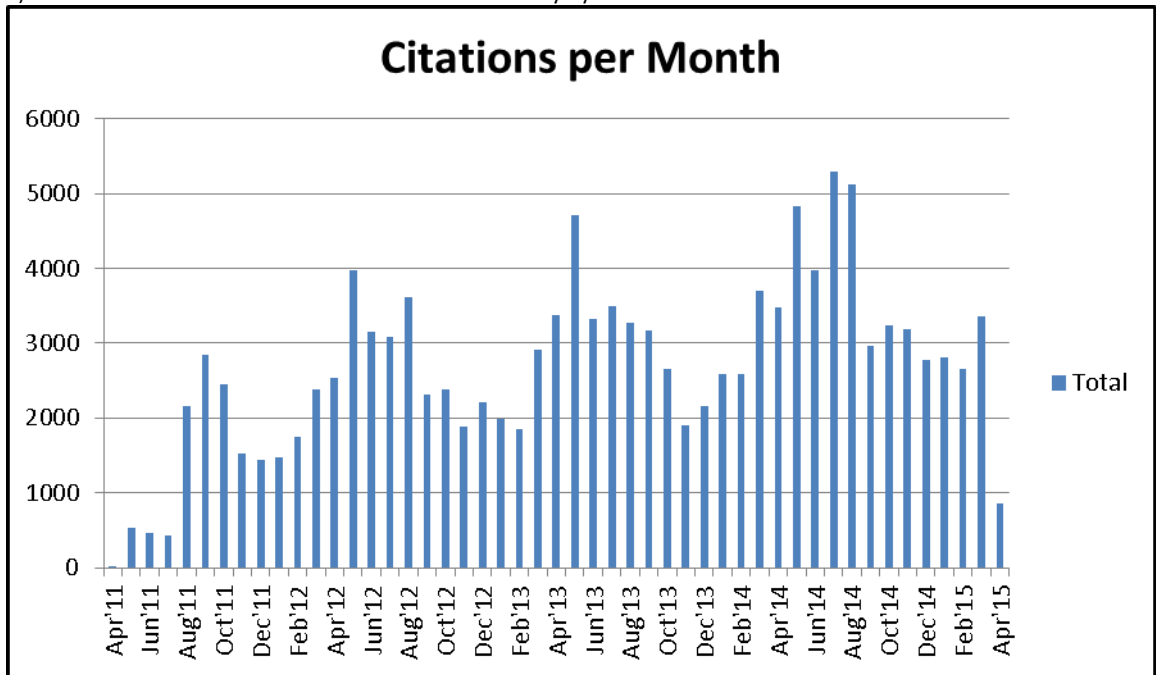
- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
 - a) We currently have deployed the TraCS v10.05.48 client for use statewide.
 - b) We continue working to fully develop and implement Accept and Reject and editing for the 12-200 through TraCSWebServices 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 v10.06.05 on February 6, 2015 and expect to release v10.06.06 this week.
- 2) The TraCS Repository Server (v10.05.48)
 - a) 177,161 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) 5,780 12-200v1 Crash forms in the repository as of this morning (5,759 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 522 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 52.2% are current, up from 49.8% two 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 130,882 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 159,712 total TraCS citations have been issued since that date. There were 3,362 submitted in March 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



E-Citation Activity 2

- 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. We have no license key and requested a similar enterprise installer. We have renewed this request for the license embedded installer with DOT.
- 10) 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) 4 have been shipped to Yakutat DPS. We have their accounts and training is being scheduled.
 - 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.
- 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:
 - i) M.O. Citation is NOT sent electronically to Court

B. Sustainability of TraCS

Ideas for sustainability continue. Among these ideas are ways to streamline the technical support aspect, identify ways to reduce equipment costs (including research for cost effective computer solutions, and programming hardware), and the possibility of regional trainers or TraCS experts/leads to help with training around the state.

Lt. Roberts announced that DPS will be applying for a FFY16 AHSO grant for the following TraCS related Projects;

1. Equipment for Sitka PD-they are now interested in using TraCS for their business needs.
2. Purchase of a multi-unit imaging server which will allow for multiple computers to be updated and serviced instead of one-by-one
3. Possible purchase of sample computer solutions outside of Panasonic Toughbooks to test in the field to see if lower cost options are a viable solution to AST and local law enforcement agencies.

Helen recommended that DPS also request funding necessary to develop and implement the interface to allow TraCS payee cities to send their citation data to the repository and into Courtview, as that was part of the original TraCS project. In addition, it was a recommendation in the last Traffic Records Assessment that a solution be found to collect and report on payee city citation data. There was discussion that this project would likely require funding a contractor to work with DPS.

Rick and Josh will propose the payee project for TraCS cities to Statewide Services either for this year or subsequent years for funding. Josh and Rick requested data on which payee cities file with the courts. Alina though disposition data that she has access to would present a fuller picture, she will look at that data. A separate project request would be needed for a Fairbanks interface as they are not using the TraCS system.

C. TraCS Agency Equipment and Training Updates

See item 10) in TraCS Monthly Report above.

Discussion ensued about the number of agencies currently using TraCS, but not submitting citations to the courts electronically, and the issue of being able to electronically capture data from payee cities for offenses disposed of before reaching courts. This data is as equally important as court disposition data in determining traffic safety decisions. There are 11 payee cities. Some of them are TraCS users or will become TraCS users. A solution is needed to capture this data. An effort going forward, now that a large portion of Alaska's law enforcement agencies have an electronic citation solution, should be a way to reconcile this issue and for all data, from payee and non-payee jurisdictions, to be submitted electronically. A possible project going forward in FFY16 and even FFY17 could be to get all TraCS agencies to submit electronically to the courts, using available data money and travel grant monies to complete this process, and develop a plan to electronically capture payee city data.

Work continues on deployment to Petersburg and Dillingham. Procurement of computers will be the next large step. Due to Buy America requirements, the Brother Printers (which AST and a large majority of all law enforcement agencies across the nation use for their in car printing solutions) cannot be covered under the AHSO grant. As such, AST has a number of printers in storage that can be used for deployment of these two new agencies.

D. Status of DUI Form Project in TraCS

DUI form development continues. There will be a meeting next week to determine how the form rules will be validated and the continued alignment between the electronic flow of DUI processing with the current business process of DUI cases.

E. TraCS Help Support

The current help support model is working well, even being slightly short staffed with one programmer on leave. Rick continues to receive help tickets and assigns them to the person best suited to answer the questions. There continues to be discussion on the evolution for more self-help documents and other training materials such as videos with quizzes, etc.

IV. Other Short Business

A. Easy Street Draw License Issue

See item 9) in TraCS Monthly report submitted by Dave Monroe. The latest version of the software installer did not come as a CD with a license key as it did in prior versions. Without the license key embedded in the software update, each of the 500 plus TraCS computers would have to be touched for updates, which is not viable. Requests for updated software with the key embedded have been made to A-T Solutions. Work on this issue continues.

V. Action Items as a Result of this Meeting

- A.** Helen will send payee city data that ACS has from last year to Rick, Josh, and Alina for comparison between ACS and DPS
- 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 citation electronically, and to find data solutions for citations that are disposed of in payee cities prior to reaching court.
- C.** Rick will write TraCS grant for Sitka PD deployment, multi unit imaging software/hardware, and possibly testing equipment for future TraCS deployments if it cannot be obtained through free/low cost testing avenues.
- D.** Miles will amend the 3/11/15 minutes.
- E.** Helen will chair May meeting. Rick and Josh will be out of state at a conference, and may be able to attend via phone.

Next meetings:

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|------------------------|---------------|----------------------------|
| ◦ May 13 | ◦ August 12 | ◦ November 10 [†] |
| ◦ June 10 [*] | ◦ September 9 | ◦ December 9 |
| ◦ July 8 | ◦ October 14 | |

*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.