

TraCS Steering Committee  
January 14, 2015  
10:30-12:00  
AST Conference Room, 5700 East Tudor Rd, Anchorage  
**Meeting Minutes**

**Members Present**

Clint Farr, DOT&PF	Katherine Hensley, MSCVE (proxy)	Lt. Rick Roberts, AST
Josh Dossett, KTNPD (proxy)	Miles Brookes, AHSO	Helen Sharratt, ACS
Dep. Chief Brad Munn, UAAPD	Ambrosia Romig, H&SS	

**Others Present**

Dave Monroe, CTG

**I. Internal Committee Business**

- A.** Approval of Minutes from December 9, 2014  
Helen moved to adopt the minutes, Brad seconds. Minutes adopted without objection.
- B.** Membership – update on the status of local law enforcement agency membership.  
Rick reported that Juneau Police has reconnected with him, and has expressed interest in attending/participating in upcoming TraCS meetings. Rick also expects more agency participation in the near future. Dillingham and Petersburg are waiting on the procurement process for their equipment purchases. Sitka is still interested in joining the TraCS and ARMS systems. Rick and SPD are currently working out logistics to make this happen.

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

- A.** Lt. Erickson, Juneau Police Department has been added as the new point of contact for JPD. This was done. Lt. Erickson will receive all TraCS correspondence.
- B.** No website change suggestions received by Miles, website updates continue.
- C.** TraCS meetings are scheduled. See below for list of dates.

**III. Items for Discussion**

**A. TraCS Monthly Activity Report**

- IV.** The next National Model meeting is scheduled for February 18<sup>th</sup> and 19<sup>th</sup> in Tempe, AZ to be attended by the DPS TraCS team.
- V.** 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.** We have found a few minor issues that impact the user experience in a negative manner and are working with the test group to get them resolved in an acceptable manner prior to increasing our base of test users.
  - D.** TEG has completed their technology update for the base code within TraCS. They have released TraCS v10.06.01 on January 9, 2015 and expect to release v10.06.02 this week.
- VI.** The TraCS Repository Server (v10.05.48)
  - A.** 168,348 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.** 5,090 12-200v1 Crash forms in the repository as of this morning (5,072 are Validated)

- i. This margin will increase with the implementation of TraCSWebServices. Crash Forms can now “sync” to the repository without requiring end-shift which enforces our validation rule. This is necessary for agencies with fixed MDTs or who share computers.

**VII.** The TraCS Web server is running TraCS v10.05.48.

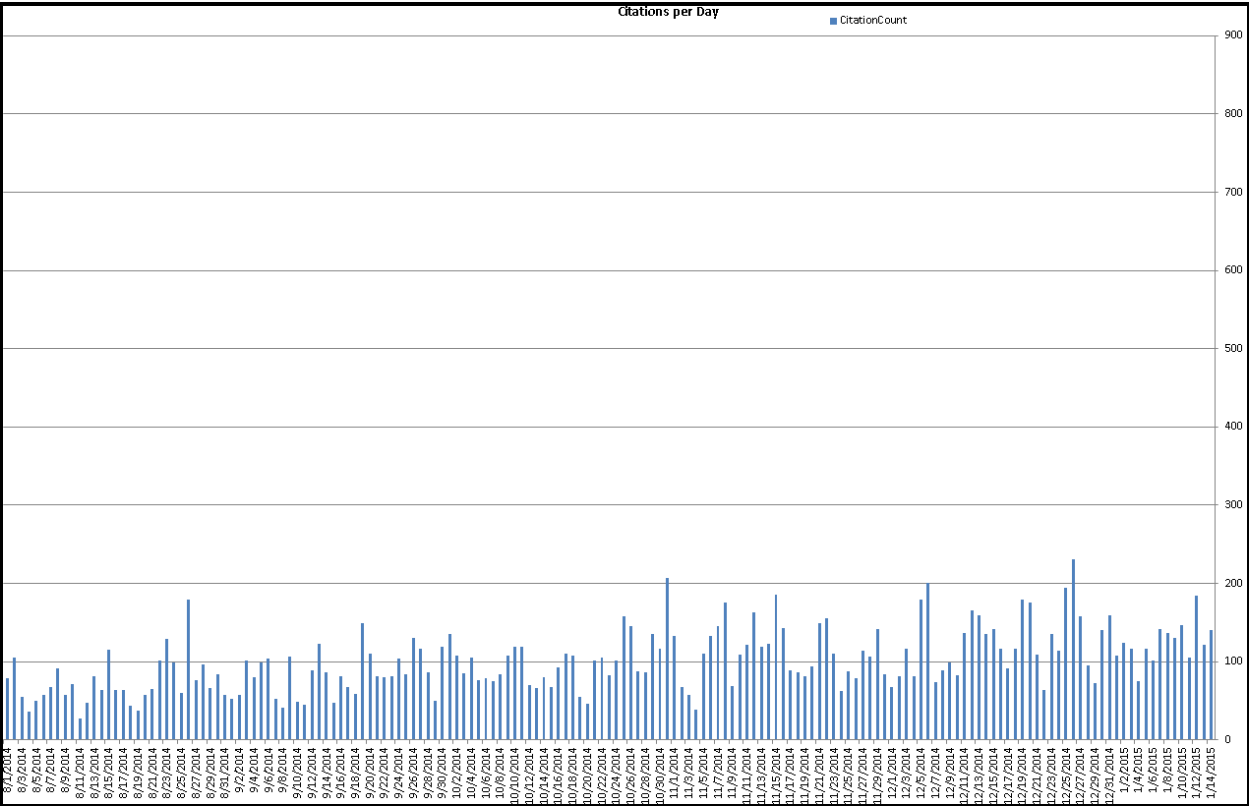
**VIII.** We now have about 685 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 40.1% are current. (Over 54.5%, roughly 371 units have not connected to the update server in over one week.) (Over 45%, 312 units have not connected to the update server in over two weeks and just under 36%, 245 units in over one month.)

- A.** 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.
- B.** The percentage of current computers is still up from 30% 3 months ago. (Over 8% increase)
- C.** The percentages for computers not checking in have reduced by 5% to 9% overall.
- 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.** 122 computers (Just over 17.9%) are still running the old v10.05.09 baseline.
  - i. This is down by 15 computers (3%) form last month
  - ii. 116 of these (Over 17% overall) have not checked in in over 90 days

**IX.** E-Citation with the Court (The following locations are all currently in scope for electronic submission.)

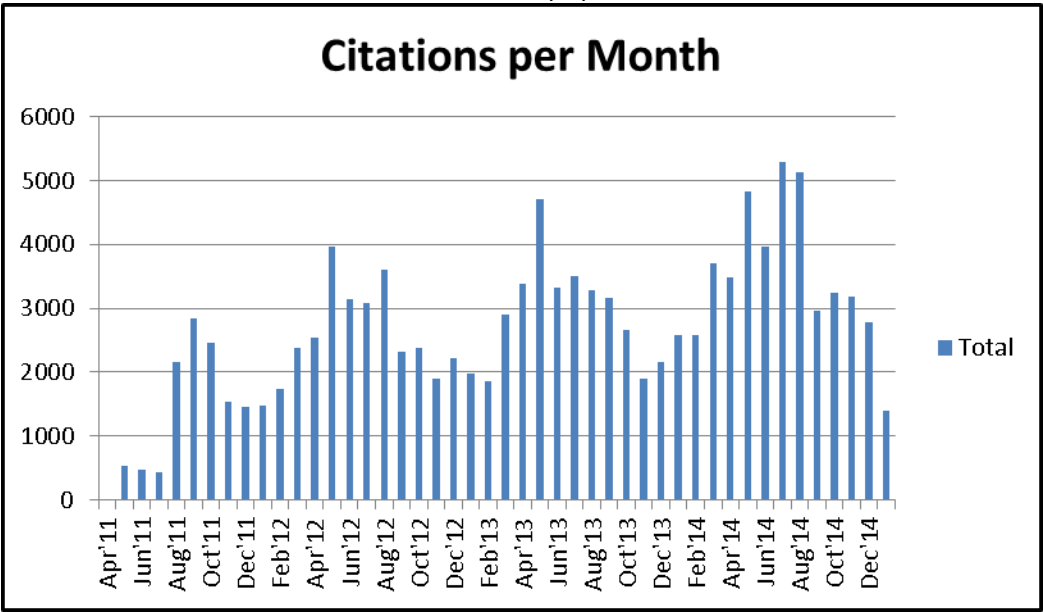
- A.** AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011
  - i. Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time
- B.** Soldotna PD citations since 10/14/2011 that are bound for Kenai 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 122,601 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 147,148 total TraCS citations have been issued since that date. There were 2,774 submitted in December 2014.)

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



E-Citation Activity 1

XI. Below is a chart of citations submitted electronically by month



E-Citation Activity 2

- XII. 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.
- XIII. 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 18<sup>th</sup> and 19<sup>th</sup>.
  - A. We have installed the ILT Update Server and are testing that feature prior to putting it into production.
- XIV. 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.
- XV. 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

**C. Sustainability of TraCS**

Rick reported that AST continues to look for areas to streamline the TraCS program where it can.

Part of this discussion will need to focus on equipment needs and refreshes as the program grows and original equipment comes the end of its lifecycle. Meetings between Statewide Services will occur to discuss equipment purchases and the potential for a central TraCS server.

**D. TraCS Agency Equipment and Training Updates**

See item XIV above in "TraCS Monthly Activity Report"

**E. Status of DUI Form Project in TraCS**

DUI Form Project still continues, modifying the form that went out for comment to user groups in late 2014. Useful constructive comments and edits were submitted and are being incorporated into development.

TraCS Impound form development is progressing. Process involves the incorporation of multiple forms. Once developed, it will sent out a test group for comments/edits.

**F. TraCS Help Support**

Rick reported that good progress is being made in this area. Help tickets are being resolved and closed quickly. Rick is asking agencies not to call developer and/or old personal contacts directly as this can distract call recipients from their primary focus.

**XVI. Other Short Business**

- A.** Rick noted that there is an early, informal discussion on how to make the 12-200 simpler to fill out for Troopers. There are a lot of data elements being collected, and TraCS may be one avenue to discuss potential changes to the form
- B.** Rick continued, that DPS is exploring alternatives to the Toughbook for their patrol vehicle needs. Part of this process will be identifying alternate products, looking at the possibility of moving away from rugged to semi-rugged electronic equipment, finding out if it is a viable option, and looking into purchasing process if needed.

**Next meetings:**

◦February 11	◦May 13	◦August 12	◦November 10†
◦March 11	◦June 10*	◦September 9	◦December 9
◦April 8	◦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.