

TraCS Steering Committee Minutes  
July 9, 2013  
DPS HQ Conference Room, 5700 E. Tudor Rd, Anchorage  
1:30 – 4:30pm

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**Committee Members Present:**

Lt Kat Peterson, DPS, Chair  
Bonnie Walters, DOT, Vice Chair  
Helen Sharratt, ACS  
Tim Larrabee, DPS

**Committee Members on Phone:**

Ambrosia Bowlus, HSS  
Jonathan O'Quinn, DMV

**Guests:**

Lt Joe White, Ketchikan PD  
Tiffany Thomas, DMV  
Matthew Matta, DOT  
Dave Monroe, CTG  
Alina Hahn, DPS  
Jennifer Hoage, DPS  
Josh Garcia, DPS

**I Internal Committee Business**

- A. Approval of minutes from June 11, 2013.
  - Helen moved to approve the minutes. Bonnie seconded the motion. All in favor, none opposed. Minutes were approved.
- B. Membership.
  - Kat reported that the Ketchikan Police Department has agreed to participate on the TraCS committee and Joe White from KPD was on the line for the Chief, Alan Bengaard. Bonnie will send the paperwork for committee membership. Welcome Ketchikan PD! Rick has been speaking with a variety of local law enforcement agencies regarding TraCS committee membership so there may be other agencies interested. Rick will report on the status at the August meeting.

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

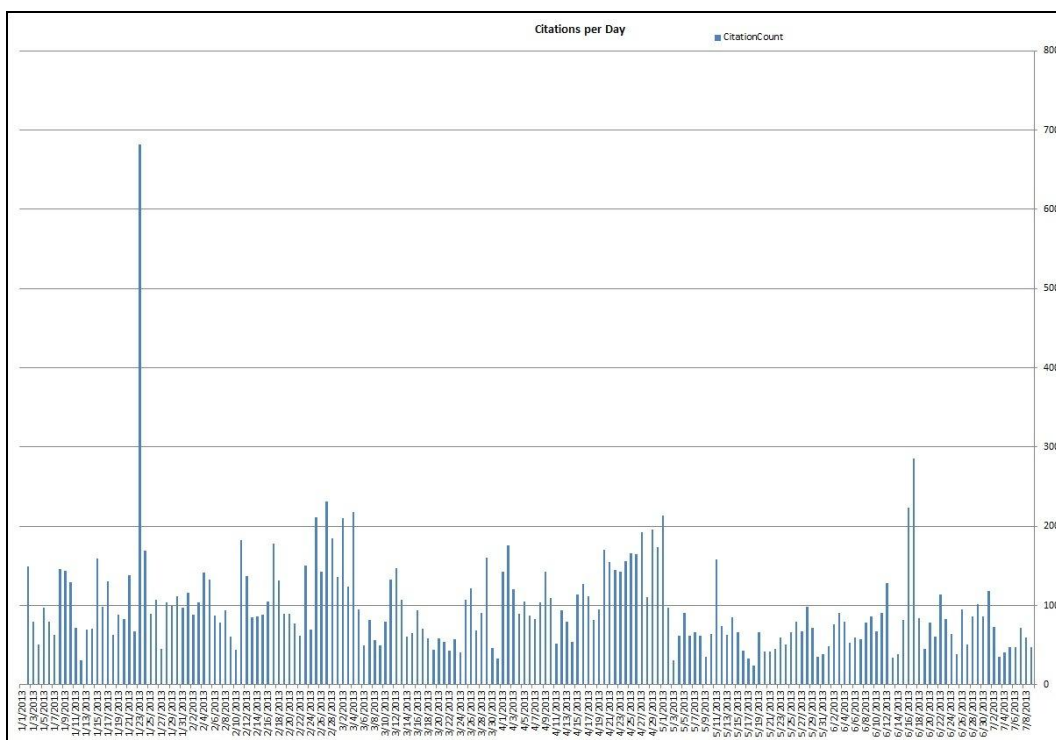
### **A TraCS Helpdesk Update.**

Tim asked if there was a possibility of getting two toughbooks with aircards for the help desk personnel. Dave said that would be no problem and he will get them setup. This will aid the help desk in responding to TraCS user questions and problems. There are two positions awaiting background checks to be completed and hopefully they will be able to hire and have them in place soon. Josh is currently working on the support structure for the transition of the TraCS help desk to Statewide Services.

## **III Items for Discussion**

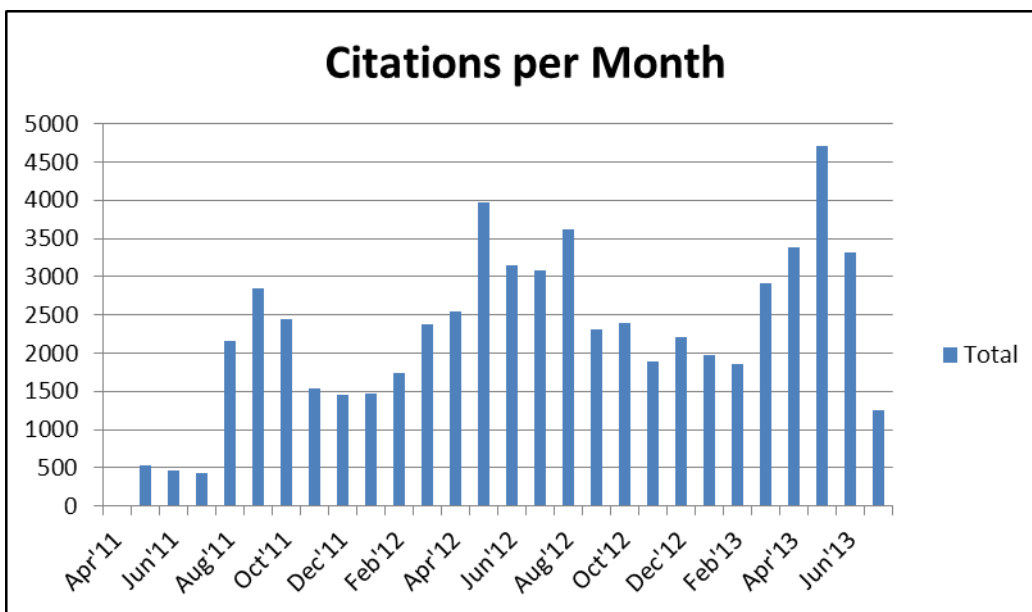
### **A TraCS monthly activity report (Dave)**

- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
  - a) TraCS v10.05.15 was released for Production on June 28, 2013. We continue testing newest releases for use in Alaska.
  - b) We have started deploying the TraCS v10.05.09 client for use statewide to replace v10.04.40 in production statewide. It is expected this will allow us to implement the electronic Accept and Reject for the 12-200.
- 2) TraCS v10.05.xx now includes TraCS Web Services
  - a) Allows for connectivity to the TraCS Repository Server from the TraCS client in the field
  - b) Could eliminate or reduce the need for manual End-Shift
  - c) May facilitate officers/agencies that share equipment and who may need access to their forms from any TraCS client with Internet connectivity.
  - d) Includes TraCS Analysis Reporting, Ad Hoc Reports, and Incident Mapping
- 3) The TraCS Repository Server (v10.05.09)
  - a) There were 102,319 issued 12-213AUCs in the repository as of this morning
  - b) There were 4,903 12-200 Crash forms in the repository as of this morning (3,170 are Validated)
  - c) There were 950 of the new 12-200v1 Crash forms in the repository as of this morning (948 are Validated)
- 4) We are still testing the TraCS Update service that is now built into TraCS natively and expect to implement it with TraCS v10.05.09 or later.
- 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
    - ii) Some Fourth District Courts
    - iii) No Courts in Fourth 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;  
(We expect to have other local LEAs from non-payee cities submitting electronically soon)
  - h) As of this morning, a total of 62,063 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. There were 3,325 submitted in June 2013. (May include duplicate submissions.) Over 84,919 total TraCS citations have been issued during that time frame



**E-Citation Activity 1**

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



**E-Citation Activity 2**

7) The TraCS Web server was updated to TraCS v10.05.15. IE8 (The most advanced version of IE for Windows XP) is no longer support for TraCS Web v10.05.xx. Both the newest version of Chrome and Firefox test successfully with v10.05.15 and Windows XP. ACS is providing access to their users for IE9, but will not allow use of Chrome of Firefox on their desktops.

- 8) Accept/Reject Process for Crash Reports
  - a) With the deployment of v10.05.09, TraCS Web Services will allow the use of Accept/Reject directly from the client and allow officers to edit their crash reports directly from the client.
  - b) Further testing will be required prior to implementing into production.
- 9) We continue working with the ILT (Incident Locator Tool) developer and have been testing the newest release of the ILT that includes Milepost markers with good results.
- 10) All of the 2011 DMV grant ToughBooks have been imaged and encrypted using BitLocker encryption solution for FMCSA compliance. (79 of the 80 units have been deployed as of this week)
  - a) Homer PD's is still waiting to be picked up.
- 11) Six the 2013 DMV grant ToughBooks have been configured for Kotzebue PD. We are working with their Chief and their technical contact to prepare for onsite training.
- 12) The LEA CF-30 ToughBooks are now redeployed using BitLocker to encrypt the hard drives
  - a) 3 CF-30 ToughBooks are available as spares for redeployment.
- 13) We continue working with the Juneau PD and their IT staff to address any pending issues.  
**Juneau PD had 1,273 "Issued" TraCS citations in the Repository as of this morning.**
- 14) eCitation update
  - a) The DPS.Citation process is running stably with only regular maintenance required.
  - b) To date, 5,508 APD citations have been processed to Courts successfully as Requests for Default Judgment.
  - c) DPS has the ability to bring other non-payee TraCS agencies on at will.
- 15) 12-213AUC – Proposed Administrative Bulletin 83 based on Supreme Court Orders 1794 & 1797
  - a) TraCS version of 12-213AUC (Deployed in TraCS on April 11<sup>th</sup>, 2013) –
    - i) ACS has agreed that the current 12-213 AUC meets the functional requirements of the Supreme Court Order and the any pending changes can be implemented at a later date once approved.
  - b) We continue working with FPD on helping them prepare electronic citation for AB 83. We received the newest version for review yesterday.
  - c) We have had little or no contact for the past month with APD on their citations.
  - d) **No schema or XML tags have yet been identified for transmitting either the "Fish and Wildlife" or the other new Supreme Court Order related 12-213AUC fields to ACS.**

#### **B Update on FMCSA grant funding and equipment purchase**

AST has spent all of the grant money at this point and it will allow for the outfitting of every local law enforcement agency with interest in TraCS as well as all of the Troopers (blue shirts/patrol) and all but four of the Wildlife Troopers (AWT). Jonathan reiterated that the sooner that DMV can be invoiced for the equipment purchase the better.

#### **C Status of TraCS Section 405(c) grant application**

The Highway Safety Office has forwarded the grant applications to NHTSA for review and final approval. NHTSA is waiting for funding from Congress and as soon as that is done they will be able to determine the amount of funding available for each state. There is some additional funding available for the FFY14 405(c) grants due to the fact that most states were not able to qualify for some other types of grants and that money has been redistributed. NHTSA is hoping that the money will be available by October 1, 2013.

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

AACOP contacted Rick regarding a request from DOCVIEW, a company that provides copies of police reports to the public for a fee, to have access to TraCS. They, DOCVIEW,

has asked for this access in the past and been told 'no'. They will not redact anything from the reports and it is illegal in Alaska to provide the personal information on the police reports to the public. AACOP has been in contact with DMV regarding this issue as well and been told no. Rick can respond to the email from AACOP and decline the invitation to supply DOCVIEW through AACOP with the TraCS reports.

Bonnie asked Alina if DOT could get some AST version 2 crash report test data to test the DOT system for accepting and processing this data. DPS has sent some test data to DMV for testing purposes and gave permission for DMV to forward that data to DOT with the assurance that the data will be deleted after testing.

Jonathan reported that the DPS interface to the CDR for the version 2 crash reports is in testing phase and should be completed soon. Fairbanks PD is close to being able to test their interface to the CDR as well. Bonnie asked if he knew anything about whether APD was working on an interface for the version 2 crash reports to the CDR. Jonathan reported that DMV is not developing this interface and that he believed APD did not have the funds to develop the interface themselves. Getting this crash data electronically is critical to DOT and they may have funding to develop the interface. Bonnie will check with APD to see if they can get this project started.

Kat reported that she was hesitant to start the discussions on the new TraCS forms until we know whether or not the grant money is going to be available for their development.

## **V Action Items**

1. Bonnie will check on the status of the APD interface with the CDR and report on it at the August meeting.
2. The next meeting will be held on Tuesday, August 13, 2013 in the AST conference room.

Bonnie moved to adjourn and Helen seconded. All in favor, the meeting was adjourned at 2:50pm.

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

- August 13, 2013
- September 10, 2013
- October 8, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- November 12, 2013
- December 10, 2013