

TraCS Steering Committee Minutes  
February 12, 2013  
DPS HQ Conference Room, 5700 E. Tudor Rd, Anchorage  
1:30 – 4:30pm

---

**Committee Members Present:**

Lt Kat Peterson, DPS, Chair  
Bonnie Walters, DOT, Vice Chair  
Jonathan O'Quinn, DMV  
Tim Larrabee, DPS  
Helen Sharratt, ACS

**Committee Members on Phone:**

Ambrosia Bowlus, HSS  
Theresa Maser, DOT/MS/CVE

**Guests:**

Dave Monroe, CTG  
Alina Hahn, DPS  
Renata Smith, MS/CVE

**I Internal Committee Business**

- A. Approval of minutes from January 8, 2013.
  - Jonathan moves to approve the minutes. Helen seconds the motion. All in favor, none opposed. Minutes are approved.
- B. Membership.
  - Helen and Kat reported that they have not heard from anyone at AACOP regarding local law enforcement representation on the committee. Helen will try to follow up with Ms. Klaysmat and give an update in March.
  - Katie Breci, the AK Railroad Police representative on the committee, is no longer working for the AK Railroad Police. Kat will contact them to see if they have a replacement representative for the committee.

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

### **A TraCS Helpdesk Update. (Tim Larrabee)**

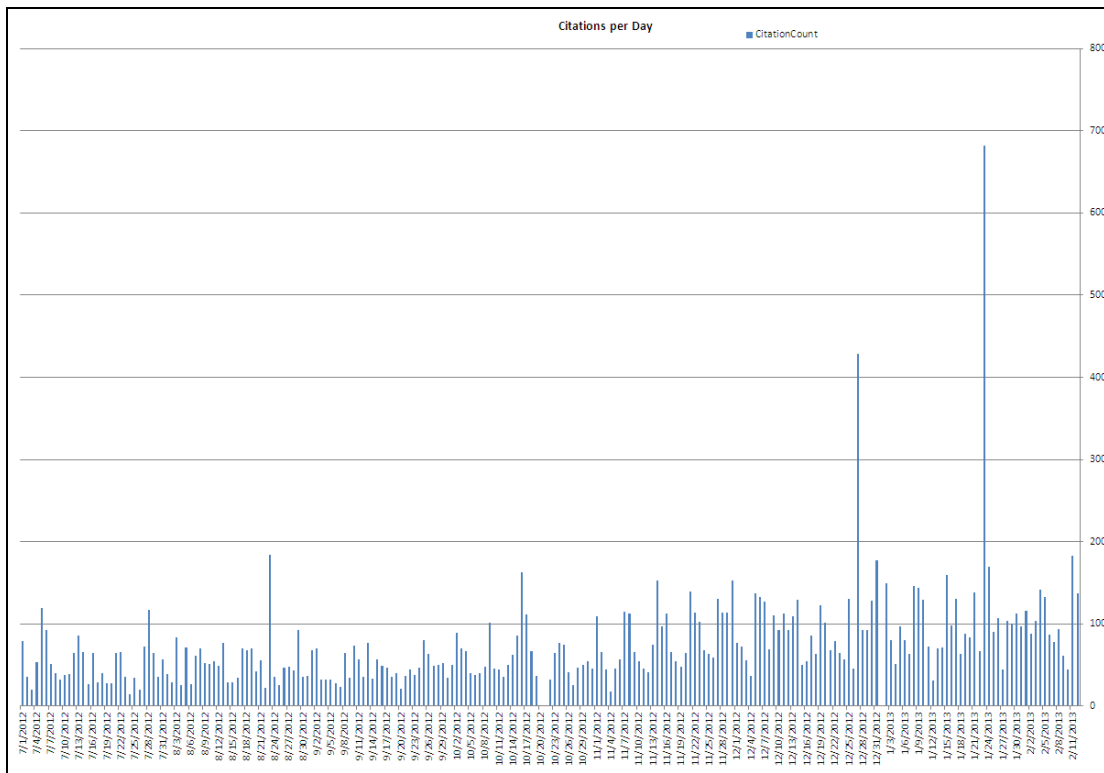
- Tim reported that the department is going to try a different solution for the help desk. They are going to train current employees on the TraCS system so that they can be on call and give some relief to Alina, Kat and Dave. He will give us an update on the status in March.

### **B Charter Appointing Member and Proxy Member paperwork still needed from Jonathan and Helen. Jonathan asked that a proxy form be sent to him, Helen and Kat also requested the proxy forms be sent to them and they will be sent to Theresa Maser at MS/CVE as well.**

## **III Items for Discussion**

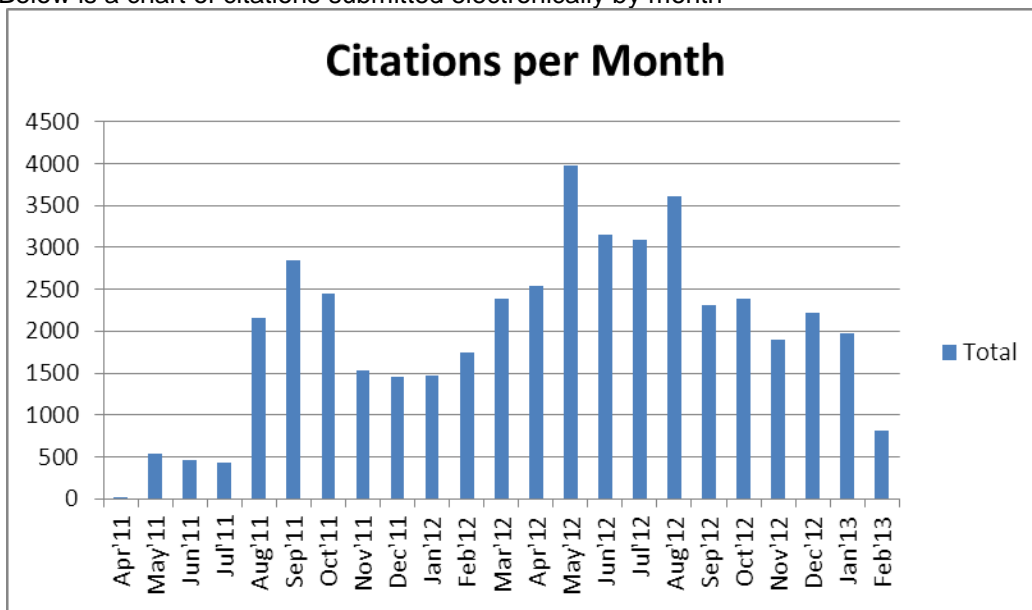
### **A TraCS monthly activity report (Dave)**

- 1) We continue working with TEG to resolve issues in the newer TraCS application releases as they may occur
  - a) TEG has announced that v10.04.50 is the last TraCS v10.04.x version scheduled to be released.
  - b) TraCS v10.05.01 is scheduled for Production release beginning February 15, 2013.
  - c) We now use TraCS v10.04.40 in production statewide.
  - d) This new version is required for use with the new 12-200 that went into production on January 01, 2013
- 2) Alina and Dave attended TraCS v10.05.xx SDK training in Phoenix, AZ the week of January 28, 2013.
  - a) The transition from v10.04.xx to 10.05.xx is expected to be minimal as it is more about new functionality than operational changes in the application.
- 3) The TraCS Repository Server:
  - a) There were 84,312 issued 12-213AUCs in the repository as of this morning
  - b) There were 4,665 12-200 Crash forms in the repository as of this morning (2,998 are Validated)
  - c) There were 177 of the new 12-200v1 Crash forms in the repository as of this morning (All of them are Validated)
- 4) The TraCS Update Server (v10.04.40)
  - a) We are still testing the TraCS Update service that is now built into TraCS natively
- 5) E-Citation with the Court
  - a) Data from AST bound for most Courts, Soldotna PD citations since 10/14/2011 that are bound for Kenai Court, Palmer PD Citations since 12/03/2011 bound for Palmer Court, Homer PD Citations since 02/16/2012 bound for Homer Court, Valdez PD since 10/04/2012 bound for Valdez Court, and Skagway PD Citations since 01/17/2013 bound for Skagway Court are all currently in scope for electronic submission. The entire First District is scheduled to go live for AST on 02/20/2013.
    - i) We expect to have other local LEAs from non-payee cities submitting electronically soon
  - b) As of this morning, a total of 45,445 TraCS citations have been sent to Courts since we went live on 4/29/2011. There were 1,980 submitted in January 2013. (Due to duplicate submissions to resolve data transmission issues, the Court will normally report fewer submissions.)
    - i) Over 66,912 total TraCS citations have been issued during that time frame
    - ii) Rejections are either being dealt with as one-offs or have changed the way the data is validated in TraCS, the way it is transmitted to the Court, or the way it is received by the Court, as necessary to resolve each issue.



**E-Citation Activity 1**

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



**E-Citation Activity 2**

- 7) New 12-200 (MMUCC & FARS compliance)
- Fixes are being made in TraCS as the form is used in the field and bugs are reported
  - The 12-200 manual was updated to reflect changes that needed to be made as business scenarios demanded
- 8) Accept/Reject Process
- Bugs in the code that returns the rejected forms to the TraCS client have been fixed

- 9) We continue working with the ILT (Incident Locator Tool) developer on implementing the newer versions of the ILT. We 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. (74 of the 80 units have been deployed as of this week)
  - a) DOT starts vehicle installs for Kotzebue next week. 4 CF-31 units are slated for Kotzebue and will be scheduled after DOT has completed their work.
- 11) The CF-30 ToughBooks are now be redeployed using BitLocker to encrypt the hard drives
- 12) Juneau PD has held TraCS refresher training internally and all officers should now be using TraCS. We continue working with the Juneau PD IT staff to address any pending issues.  
***They had 769 "Issued" TraCS citations in the Repository as of this morning.***
- 13) eCitation v2 has been implemented
  - a) Any APD backlog will be processed after the issues for the APD interface have been resolved.
  - b) The pre-check has been completed and is under testing. A post checking mechanism must now be added to eCitation before it can go live.
  - c) eCitation must now be extended to cancel an APD citation that does not exist in APSIN, without impacting the flow of TraCS Citations.
  - d) We are ready to bring more non-payee cities online.
- 14) 12-213AUC – Supreme Court Order/Administrative Bulletin 83 – 04/15/2013
  - a) TraCS – Proposed form changes approved implemented. Report changes still pending.
  - b) Paper – No changes made yet

## **B Update on Current TraCS Projects**

The new FMCSA grant funding awaiting an RSA from DMV to DPS received the final signature on the RSA during the committee meeting so it should be available for DPS to purchase equipment in the very near future. This money will allow for the purchase of 120 units which will fulfill 75% of the total need for TraCS equipment.

There was an email from the Court System to police chiefs regarding the need for citation forms to be approved by them beginning April 15, 2013. This email to may help to get the smaller communities interested in TraCS with its built in electronic citation feature that has already been approved by the Courts. It seems that many of the smaller law enforcement agencies believe they are too small to warrant the installation of TraCS equipment. It would be helpful if other agencies that use this electronic data, like DOT, would send an email to these smaller communities to promote the idea of electronic data capture and the efficiency effect that electronic data has on their agency. Bonnie will speak with her director about such an email.

Skagway went live with citations on 1/17 and Kodiak will go live with electronic citations this week (2/13).

## **C Update on the new 12-200 Deployment**

Everything seems to be going well with the new 12-200 deployment. There was a small discrepancy in the city and borough fields that will be resolved by making a new field for the borough information that will be populated with the state borough codes and a separate field for the MMUCC field with the GSA codes. There have been some challenges with the interesting array of vehicles, including 3 military Stryker vehicles that have been involved in crashes since the first of the year. Adjustments have been made and things continue to run smoothly with the new form.

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

- Kat introduced the committee to House Bill 108 (HB108) which is looking at adding a surcharge to traffic citations to fund the TraCS program. Although the idea is a good one and would provide stable funding for the TraCS program into the future, there are still many concerns with both DPS and the Court System. Courts concerns with proposed HB108 include confusion and business processing complexity for ACS, cities, collections and DOL by adding a third separate surcharge. Adding this surcharge will require major modifications to CourtView and a better way to handle this might be to add this surcharge to the existing police training surcharge required by statute. Kat will convey the DPS concerns and the general concern that all affected agencies should be consulted on the language of this bill for their comments before it goes much further.
- The Supreme Court Order (SCO) that goes into effect on April 15, 2013 will require changes to both the AUC and TraCS citation form. DPS and ACS are currently working on these changes. They hope to push the new citations out before April 15<sup>th</sup> if it is allowed by the SCO. Currently ACS believes that the timeframe for optional/correctable citations will be standardized to within 30 days, and that will be confirmed when DPS and ACS meet later this month.
- Effective April 1, 2013 Lt. Kat Peterson will be moving to the Alaska Bureau of Investigation (ABI) unit and will no longer be working with TraCS. Her replacement will be Lt. Ricky Roberts and he will attend the March TraCS meeting. Lt. Roberts is a TraCS instructor so he is familiar with the program. Tim Larrabee has asked DPS that Kat be allowed to finish her term on the TraCS Steering Committee as chair but that has not yet been decided. Helen agreed with Tim that it would be a very good idea for the program and appreciated if Kat could be permitted to finish out her term on the TraCS committee as Chair.

#### **V Action Items**

1. Bonnie will send out proxy forms to Jonathan, Helen, Kat and MS/CVE.
2. Kat will contact the AK Railroad Police regarding membership.
3. The next meeting will be held on Tuesday, March 5, 2013 in the AST conference room.

Helen moved to adjourn and Jonathan seconded. All in favor, the meeting was adjourned at 3:36pm.

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

- March 5, 2013
- April 9, 2013
- May 14, 2013
- June 11, 2013
- July 9, 2013
- August 13, 2013

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