

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

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**Committee Members Present:**

Lt. Kat Peterson, AST, Chair  
Bonnie Walters, DOT, Vice Chair  
Tim Larrabee, DPS

**Committee Members on Phone:**

Ambrosia Bowlus, HSS  
Helen Sharratt, ACS

**Guests:**

Lt. Rick Roberts, AST  
Dave Monroe, CTG  
Tiffany Thomas, DMV

**I Internal Committee Business**

- A. Approval of minutes from September 10, 2013.
  - The September minutes could not be approved because the members present at the November meeting were not present at the September meeting. This item will be continued to the December agenda.
- B. Membership.
  - Rick reported that there were no new agencies that had made a commitment to TraCS. He is working with a few local agencies that have some interest. Since the grant has been fully expended and the equipment allocated, there is currently no funding available for equipment for interested agencies.

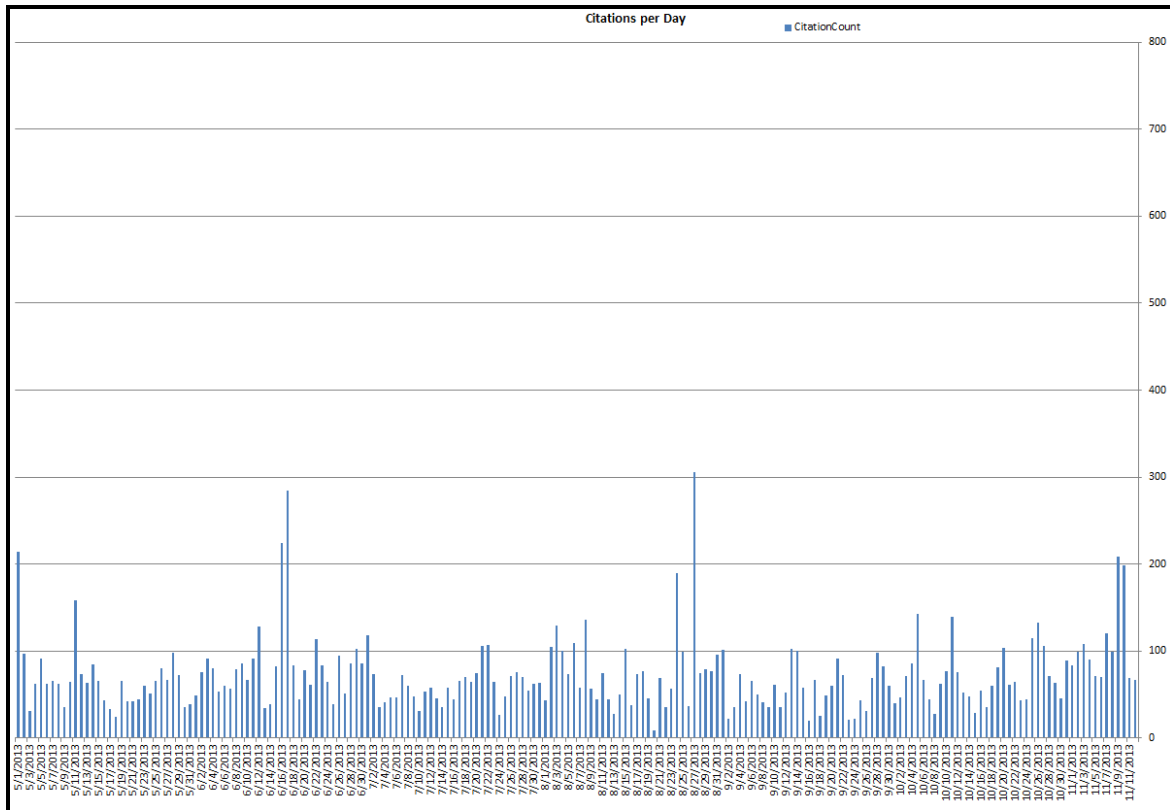
**II Updates on Action Items from Previous Meetings**

- A TraCS Helpdesk Update.
  - Tim reported that they have hired two staff for the help desk positions. This new staff is in the training process and there is still one vacancy. Things are moving forward slowly but when the new staff are trained there will be first level help available from 7:30am to 11:30pm. This is much less than the 24/7 help that has been available and there is some concern over whether this is going to work. There is new help desk software that will go live on December 2<sup>nd</sup> and will help with documenting the help desk requests.

### **III Items for Discussion**

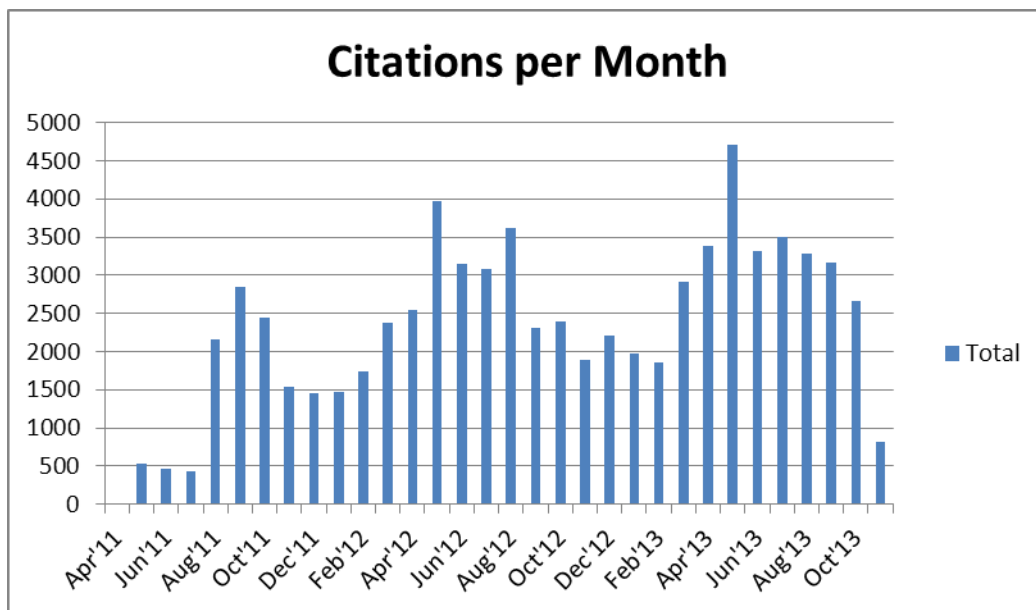
#### **A TraCS monthly activity report (Dave)**

- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
  - a) TraCS v10.05.33 was released for Production on November 8, 2013. We continue testing newest releases for use in Alaska.
  - b) We have deployed TraCS v10.05.09 client for use statewide. It is expected this will allow us to implement the electronic Accept and Reject for the 12-200 through TraCS Web Services.
- 2) The TraCS Repository Server (v10.05.09)
  - a) There were 115,901 issued 12-213AUCs in the repository as of this morning
  - b) There were 4,958 12-200 Crash forms in the repository as of this morning (3,208 are Validated)
  - c) There were 1747 12-200v1 Crash forms in the repository as of this morning (1737 are Validated)
- 3) We have fully implemented the TraCS Update service that is built into TraCS natively. We now have over 430 TraCS clients from all TraCS agencies registered with the Update server statewide.
- 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;  
(We expect to have other local LEAs from non-payee cities submitting electronically soon)
  - k) As of this morning, a total of 74,224 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. Over 98,500 total TraCS citations have been issued during that date. There were 3,162 submitted in September 2013. There were 2,658 submitted in October 2013. (That may include duplicate submissions.)



**E-Citation Activity 1**

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



**E-Citation Activity 2**

6) The TraCS Web server is still running 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 or Firefox on their desktops.

- 7) 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) To make TraCS Web Services available, we had to update the TraCS Security Plan with ETS and are awaiting word to begin testing the service.
  - c) Further testing will be required prior to implementing into production.
- 8) We continue working with the ILT (Incident Locator Tool) developer and have been deploying the release of the ILT that includes Milepost markers. The ILT Developer is working with us to implement an automated ILT update server that will help keep the application and maps current.
- 9) All of the 2011 DMV grant ToughBooks have been imaged and encrypted using BitLocker encryption solution for FMCSA compliance. (All 80 units have been deployed as of the end of September.)
- 10) 2013 DMV grant ToughBooks
  - a) 6 have been configured and deployed to Kotzebue PD. We are preparing for onsite training.
  - b) 16 have been deployed to Ketchikan PD. We are preparing for onsite training.
  - c) 4 are to be configured for Hoonah 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) 7 are configured for Nome PD. We are awaiting information on their officers/staff to deploy.
- 11) 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.
- 12) 12-213AUC – 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) FPD has submitted their citations to ACS for approval.
  - c) We have had little or no contact for the past 2 months 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. (A meeting is scheduled for 1:30 PM 11/14/2013 to begin determination of the data elements.)
- 13) Based on a new interpretation of the 12-213AUC layout, on November 15, 2013 a newer version of the citation form will be implemented that adds additional required verbiage to citations with a Mandatory Court appearance.

It was discussed that two issues have come up in regards to the new interpretation of the citation form. The first is the need to include the rights on a mandatory court appearance citation. This is being taken care of by adding the rights to all citations. The second is to clear up the meaning of a “correctable” citation. The court had suggested giving out a paper with instructions but that is not a good solution. More research needs to be done to determine if this misunderstanding is in fact a systemic problem or has happened only a few times in one location.

There has been a problem with the Juneau Police Department issuing citations for assault which is not permitted. You can't use a citation for assault or for a person in custody. This is a training issue and will be dealt with as needed.

Rick reported that Kotzebue has all their equipment but still needs training. Ketchikan training has been scheduled for December 11 for both KPD and AST. Both TraCS and ARMS will be deployed to Sand Point after the first of the year. Nome, Klawock and Craig are next in line. Their equipment has been built and they need to schedule the installation and training.

Helen reported that Courts have not heard from APD regarding citation information and they had a meeting this morning with FPD. Wasilla is hoping to go live submitting citations to court in the beginning of December. Fairbanks Airport Police have signed their agreement with Courts to start submitting citations electronically. Courts are still waiting on others to sign the agreements in order to proceed with electronic submission.

**B Status of TraCS Section 405(c) grant application**

The TraCS Section 405(c) grant for FFY2014 was fully funded and the NTP has been received. This item does not need to be continued on future agendas.

**C Status of the CDR and AST/APD/FPD interface development and testing**

DMV is still awaiting data for the CDR. Work on the APD interface should be starting soon, Bonnie and/or Jonathan will update the committee on this work in December. DOT MS/CVE has asked AST for help to determine if the FPD interface meets their requirements. There is some confusion on who should validate and/or approve this work and whether Alina can help. Since AST must approve the crash form, Rick will work with MS/CVE and FPD to make sure that their data is correct.

**D Status of the identification of stakeholders and planning for DUI forms in TraCS**

A meeting on the development of DUI forms in TraCS is scheduled for next week. This meeting is to get all of the stakeholders in the room and get started on determining what needs to be done to develop these forms. ACS expressed a desire to be kept in the loop on these forms. Rick will report on the status at the December meeting.

**E Dates for 2014 meetings**

The 2014 meeting schedule was reviewed and it was determined that the November 2014 meeting that would normally be held on November 11, Veterans Day, would be moved to the morning of November 12, from 9:00am – noon. Otherwise the proposed dates were approved.

**F Election of Chair and Co-Chair for 2014**

We need to elect a Chair and Co-Chair for calendar year 2014 at the December meeting. Think about possible nominations and be sure to check with the potential nominee prior to the meeting to make sure they are willing and able to participate.

**IV Other Short Business**

Rick is looking at updating the syllabus for teaching TraCS so that it can be distributed to local law enforcement agencies and a larger pool of TraCS trainers will be available when needed. It was discussed that printing the manual can be costly and every time an update is made, the manual needs to be changed. The solution might be to have an e-version of the manual posted to a website where it will be easier to update and make available to those who are interested. Rick will follow-up on this item when there is news.

## **V Action Items**

1. The next meeting will be held on Tuesday, December 10, 2013 in the AST Conference Room.

Tim moved to adjourn and Helen seconded. All in favor, the meeting was adjourned at 2:33pm.

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

- December 10, 2013
- January 14, 2014
- February 11, 2014
- March 11, 2014
- April 8, 2014
- May 13, 2014
- June 10, 2014
- July 8, 2014
- August 12, 2014
- September 9, 2014
- October 14, 2014
- November 12, 2014 (9:00am – noon)
- December 9, 2014