

Minutes of the NEMESIS SHIELD Users Committee

Wednesday, July 25, 2012 commencing at 1:30 P.M.

Location: GSC IT Conference Room

Present at meeting:

Marcus Bruning, SLC Sheriff Office
Martin Buscombe, SLC IT Department
Jim Crace, Hermantown PD
Mike Dean, NEMESIS
Sean Huls, UMD PD
Linda Johnson-Gange, UMD
Ross Litman, SLC Sheriff Office
Dave Phillips, SLC Sheriff Office
Robin Roeser, Duluth PD
Ernie Swartout, Duluth PD

Remote by phone:

Kelly Lake- Carlton Co Sheriff, Subscriber Representative
Leif Lunde – Cook County Sheriff
Wendy Stenberg- IT Department
Walt Wobig- Proctor PD

Meeting Minutes:

1. Governance:

- **UMD PD Agency Representation**
 - Scott Drewlo will be the UMD PD representative.
- **Addition:**
 - SLC Sheriff Office Lieutenant Ed Kippley as part of the group acquiesced his vote to Marcus Bruning. Marcus will be the voting member and Ross Litman will be the alternate.

2. Future implementation plans:

- **CJIIN Dakota County E-Forms Pilot Project** **Mike Dean**
 - Recap of the total project costs for the CJIIN project based on 126 users:
 - Sign-on fee (\$150 x 126 users) = \$ 18,900

- Annual fee (\$50 x 126 users) = \$ 6,300
- eBriefing fee (\$28 x 126 users) = \$ 3,528
- Annual hosting fee = \$ 3,000
- Subtotal = \$ 31,728
- CJIIN interfaces = \$ 30,500
- CJS interfaces = \$ 37,900
- Total project = \$100,178

2009 Port Grant 75/25% match:

- Port Grant = \$ 75,134
- County match = \$ 25,450

- The SLC Sheriff Office will lead the pilot project as a pilot run for three to six months and evaluate the project's performance. Afterwards, SLC will branch out and invite others to join in the project. SLC would, however, like some other agencies to join in the pilot run to get a more comprehensive view of how the system will work in smaller organizations.
- Elaborate interfaces with the CAD warehouse, SHIELD, and JMS are incorporated in this pilot project financed by SLC.
- **Action:** Please contact Marcus Bruning if you would like to be part of the pilot project. Ross Litman will be signing the contract currently being finalized at the County Attorney's Office.

○ **Civil Module Phase III Enhancement**

Ross Litman

- Angie VanDeHey has complete details of this enhancement, but is not present at this meeting.
- CJS provided an estimated quote of \$8,400 or 48 enhancement hours.
- This enhancement is designed to improve Civil navigation searches and document management.
- To implement this enhancement, the group may use enhancement days or choose to pay. The enhancement days bank provides for 175 days per year and only a small percentage of those days have been used so far.
- A handout was distributed that gave Civil III Enhancement details and an estimate of hours (48 hours).
- **Action:** A combined motion was made by Jim Crace to proceed with the Civil Module Phase III Enhancement as a priority one enhancement and to use enhancement days instead of compensation. Robin Roeser seconded. The motion was approved unanimously.

- **Master Address Repository Project** **Mike Dean**
 - A vendor was located, Robert Appleby of rGa & Associates, to maintain the application portion of the project and web services interfaces. The plan is currently at the County Attorney's Office for review before it is submitted to the County Board.
 - The City of Raleigh, North Carolina, is working with SLC on enhancements to the product.
 - Area completion report:
 - Area 1: City of Duluth – Mike Johnson is in the field working on 2,000 remaining anomalies. This part will be sent to Ernie Swartout after final corrections are made.
 - Area 2: Proctor & Hermantown- Spatial Focus finished their work. Pro-West is 5 weeks out.
 - Areas 3 & 4: West and East Range- Spatial Focus is 2 weeks out.
 - Area 5: Also 2 weeks out.
 - \$13,000 is funded by the SLC Sheriff E-911 Fund. While this is SLC only at this time, other cities and agencies will be impacted and a repository will exist that other entities can be added to.
 - Shield, MCIS Data Warehouse Query, Validate Interface, and web services will be included.
- **LETG E Merts Version 2 Status** **Wendy Stenberg/Marcus Bruning**
 - This project is close to stable release. Systems are being tested in squads for a 1-2 week test period with feedback expected. Production testing will begin after preliminary testing has been completed. Full release will take considerable time with 200 squads and it is not guaranteed that it will happen by the end of the year. Lisa is looking into training and is inquiring about an online tutorial.
 - LETG will not reach the August 1st release deadline, but this is due in part to the delivery of the system on July 11th by LETG, which delayed progress.
 - It was noted that with SHIELD upgrade, 2.2 will have to manually update E-citation changes. It was then mentioned that although some small items may need to be sent manually, this program has brought down time and processing.

3. Project Management

- **Progress update**
 - **CJS monthly status report** **Mike Dean**
 - A progress report concerning present, future, and completed projects was handed out (see attached Shield Status Report). There are 7 current projects

(ordinarily there are 20-24). 3-4 projects are on hold. Recently completed: court notification interfaces with Shield, JMS, and County Attorney, and new citation interface schema upgrade for the District Court enhancement.

- See pages- 3-4 for a list of completed projects.
- Any of the future projects listed on page 2 can be moved to present and any projects can be moved to future project list.
- It was requested that CJIS interface be discussed at the next status meeting so that it may be moved to priority one current status.

○ **Enhancements that have been approved by the NEMESIS SHIELD Users Committee:**

- Identification Validation (enhancement #59, attached): All alphanumeric characters entered in the Identification block of a person/entity record or party involvement window should be in all caps with no spaces, no special characters, and no dashes.
 - **Action:** This will be dealt with at the next meeting and a vote will decide if this should become a priority one current project.
- Person Caution Visibility Enhancement (enhancement #94, attached): There is a caution table related to the person/entity table that is only visible from two places – actually on the person/entity window or on the court order warrant window. Dispatch Records and domestic violence groups desire the ability to better use cautions in SHIELD while using a person search window. It is desired that, if there are active caution records attached to a person, it is displayed on the person search results window with easy navigation to whatever caution(s) exist.
 - **Action:** This will be dealt with at the next meeting and a vote will decide if this should become a priority one current project. There is potential that this may be remedied by the CJIIN product. Marcus Bruning will research to avoid duplicate efforts and report back at the next meeting.
- Warrant Media (enhancement #92, attached): Add a media button to the warrant window. It is desired to begin storing warrant jacket information electronically within SHIELD.
 - **Action:** A motion made by Marcus Bruning to go forward with the warrant media button, seconded by Robin Roeser. The motion was approved unanimously.

4. Other business

- Martin Buscombe attended a meeting where Chuck Freeman of the BCA noted an October 1, 2013 deadline for encryption and two-factor authentication in squads. This may include an RSA key fob or smart reader and pin or log-in. This will mean that users will be able to gain access to their systems without being in a squad. Their squad will no longer be a

secure location, but users will be able to access in the field as if they were inside their squad. The encryption/two-factor authentication will apply to Criminal Justice Network, not GroupWise. Password concerns were brought up, such as the issue of multiple passwords and security, and then discussion ensued about common access cards, fingerprint access, and other access-control efforts.

- **Action:** A motion was made by Marcus Bruning, seconded by Robin Roeser, and agreed upon by the group to hold future NEMESIS SHIELD User Meetings in the small conference room at the Public Safety Building.
- Final discussion revolved around a past suggestion to use a more user-friendly SHIELD version and it was suggested that this be put on the enhancement list, but it was noted that CJIIN is intended to be the primary program of use and accomplish this objective.
- Meetings will occur every third Wednesday of every month. The date of the next meeting is set for August 15th at 1:30 P.M. in the small conference room of the Public Safety Building. Subscribers and ex officio members are welcome to attend.

Meeting adjourned at 2:37 P.M.

Minutes submitted by Angela Herbert

Minutes of the NEMESIS SHIELD Users Committee

Wednesday, August 15th, 2012 commencing at 1:30 P.M.

Location: PSB Large Conference Room

Present at meeting:

Martin Buscombe, SLC IT Department

Jim Crace, HPD

Mike Dean, NEMESIS

Robin Roeser, DPD

Wendy Stenberg, SLC IT Department

Ernie Swartout, DPD

Angie VanDeHey, NEMESIS

Jane Willie, Carlton County Sheriff's Office

Meeting Minutes:

*Note correction made to agenda for today's meeting. Enhancement Identification Validation under agenda item number two should be listed as 60, not 59. Enhancement Person Caution Visibility should be listed as 96, not 94.

*Please note that enhancements listed below can be found in the "SHIELD RMS Enhancements" attachment. The enhancement name is listed on the left hand side of the page, while the corresponding enhancement numbers are listed on the right hand side of the page.

1. Governance:

o Designation of Members and Alternates

- There is no quorum, so no voting will take place at this meeting.

2. Enhancement Authorization and Prioritization:

There is no quorum, so no authorization will take place at this meeting.

- o Angie VanDeHey described and outlined the highlights of the Civil Phase 3 Enhancement, including the following (see attached Civil Phase 3 Design document, item #22, for more information):
 - **Civil Search window Navigator tab addition** (see #4 in "Civil Phase 3 Enhancement" attachment):

The Navigator is a search window that displays an expandable and collapsible list of results rather than a list of line items. Each civil process record that meets search criteria will show the civil process numbers with a + next to it. When the plus sign is clicked, a dropdown list will show additional information, such as various parties (requesting party, plaintiff, and defendant). Each of the parties will have an expandable list as well when the plus signs are clicked next to their names. The purpose of the Navigator enhancement will be the ability to see at a glance the information that is available rather than having to click through many windows to find the information in a civil window.

- **Person Search window Civil tab addition** (see #8 in “Civil Phase 3 Enhancement” attachment):
This will add a Civil tab to the Person Search window that will also highlight the name of the person in orange if there is an active protective order.
- **Fouad gave an estimate of 48 hours for the implementation of Civil Phase 3.** The enhancement authorization document totals 20 days work, with the additional time for the purpose of testing, deployment and project management.
- **Person Caution Window Additions (enhancement #95):**
This enhancement adds two extra fields in the Person Caution window for expiration date and a caution category. Currently, person related caution information is entered in a notes file in CAD by dispatch.
- Recently, a meeting was held with St. Louis County Sheriff staff for the purpose of analyzing risk management of individuals, with the intent of sharing these types of cautions with other law enforcement agencies and the courts from within SHIELD. Further analysis will need to be conducted to determine the best way to manage caution related information. The court system is not currently configured to interface caution related information at this time.
- **Media Button (enhancements #94 & 95):**
The purpose of adding a media button to the Warrant window is to begin scanning and storing electronic warrant related information. The purpose for adding a media button to the Person Caution window is to store caution related documents prepared for sharing data and printing.
- **Dynamic Dispositions (enhancement #59):**
This enhancement has been completed.
- **Property Enhancements (enhancement #s TBD):**
It was discussed whether or not Property enhancements should be priority 1 enhancements. There is no quorum to vote, so this will be discussed at a later date. Angie VanDeHey will update the enhancement list and provide it for the next meeting.

- **Person Caution Visibility Enhancement (enhancement #96):**
The group discussed the visibility of caution records on the Person Search Window and it was questioned if adding this would require business practice change. It was noted that there would need to be a regional NEMESIS policy with guidelines so that consistent use and review of caution information will be practiced. This will be discussed at the next System Admin group meeting. It had previously been questioned if caution visibility would be necessary to enhance in SHIELD RMS, as it will be visible in CJIIN. The response was that visibility of caution information is a requirement in both SHIELD RMS and CJIIN.

Records Management met two weeks ago and agreed to move forward with the Caution enhancements presented at that point in time. It was noted that while cautions are visible in Warrants and are accessible from the Person Master Record (in SHIELD RMS), they are not currently being entered in Person Entity window. It was questioned if Jail cautions could be connected with this as well and Angie VanDeHey stated that she will ask Fouad if this can be done.

- **Identification Validation (enhancement #60):**
Martin Buscombe will send out an E-mail with more information.

3. CJIIN Dakota E-Forms Pilot Project:

- The pilot project was approved unanimously and funding has been approved. 75% will be in the form of a Port Grant and 25% will be matched from the E911 fund. There will be 120 users and features include integrated search, ebriefing, efield reporting, and ebooking. The CJIIN contract was approved by the County Attorney, although CJS requested one change and that should be finished shortly. Project Manager Marcus Bruning expects to add more agencies to the pilot project.

Enhancements will be paid by this financing and agencies will have to pay an initial fee of \$150 per user and then a yearly fee of \$78.

There will be one more JMS CJIIN web demo on September 4th. If interested in the webinar, contact Marcus Bruning for details.

4. Master Address Repository:

- There is not a contract yet, but hope to have one this week. On Tuesday, ProWest finished Area 2 (areas outside of Duluth and then south to Cotton), which is now back into the repository. Tomorrow, ProWest will work on Areas 3 and 4 (areas around Hibbing, Virginia, Ely). Next week Area 5 will be started on. Two people are focusing on Area 1 and two more people will be added to total 4 people. Ernie Swartout noted that he gave a master list to Andrew Hayden. This project is intended to fix problem addressing areas

and one feature of the project is having xy coordinates of driveways and buildings. It was questioned what the timeline was for this project, but it was noted that completion time is dependent upon subaddressing that needs to be completed first before the main project can be completed.

5. LETG e Merts Version 2 Status:

- The latest release issues include parsing ICR information and installation build issues (for manual installations). An LETG meeting last week showed responsiveness to fixing issues. Sheriff's squads appear to be a pretty good build, but feedback is needed. Data tables will be sent back to LETG with Wendy Stenberg working on street status and Vincent Regan working on officer tables. Vince Regan is working on implementing the push out.

6. CJS Monthly Status Report:

- See the attached report for current, future, and completed projects as of the July 11, 2012 SHIELD status meeting.

7. Training and Project Update (please see "SHIELD User Group Meeting – Training/Project Update" attachment):

- Angie VanDeHey reviewed the attached document, and in addition mentioned:
 - Court Notification training
 - Webinars will be offered to those agencies who have not yet been trained but have completed agreements. Angie will send out E-mail notifications of training over the next three months. She will also be monitoring agency members on their training progress.
 - A new person merge training will need to be designed and rolled out when Enhancement #92 has been designed and approved.
 - Pine County's Use of Force CAL codes is now global. Cloquet's request for a weapon discharge code has been voted to add to the list. It was noted that CAL codes are agency specific unless chosen to be shared.
 - Jessica Sorensen, Hermantown PD administrator, is cleaning up vehicle make and model codes in SHIELD RMS. She received a list of model codes from the DVS that is in compliance with NCIC.
 - SLC has elected to not automate importation of court notifications yet, so training is not available at this point.
 - Please E-mail Angie VanDeHey for training on the topics listed in the attachment

8. Additional Items:

- Pertaining to cautions: Wendy consulted with Lisa Johannessohn and noted that the notes program in CAD is unable to be exported as it is an internal program and the accuracy of the information is in question. It may be best to change business practices, have a default

date, then have auto notifications sent. Wendy will see if notes can be extracted for review.

- It was noted that Eveleth had reported slow network speed but this has improved with a new pilot VDI. However, more research is needed.
- It was noted that the BCA has a project to retire CJRS and Pilot Chief Association meetings have met to get onto a new system. They have met with CriMNet and the next step is to migrate to a new NIBRS-based crime reporting system. There may be changes in SHIELD to accomplish any changes that may result.
- The statute table is updated and there needs to be more discussion about expanding table to more offense codes, such as DNR rules.

Minutes submitted by Angela Herbert

Minutes of the NEMESIS SHIELD Users Committee

Wednesday, September 19th, 2012 commencing at 1:30 P.M.

Location: PSB Small Conference Room

Present at meeting:

Jim Crace, HPD

Mike Dean, NEMESIS

Ross Litman, SLC SO

Dave Phillips, SLC SO

Robin Roeser, DPD

Wendy Stenberg, SLC IT Department

Ernie Swartout, DPD

Angie VanDeHey, NEMESIS

Walt Wobig (via telephone), Proctor PD

Meeting Minutes:

1. Governance:

The group discussed the matter of alternates. The bylaws state that the group may have alternates but that the designation of alternates has to be completed in writing. It was agreed that the designation of alternates in the minutes would be acceptable. The following **alternates** were designated:

- DPD: Ernie Swartout
- Hermantown PD: Jessica Sorenson
- UMD: Sean Huls
- Carlton Sheriff: Jane Willie
- Proctor PD: Linnea Wiita

2. Enhancement Authorization and Prioritization:

- Please see the updated list of enhancements attached to be prioritized and reconciled against Fouad's list. The following list (see attachment) is comprised of enhancements that have been moved to priority 1 as designated by the Records Admin Group.
 - Enhancement 28: *Address Cascade on Case Incident to Activity/Offenses*
 - Enhancement 30: *Party Involvement Hierarchy*: It was noted that users want to see the most severe offense type first in the case incident window (the 1st window that shows the list).
 - Enhancement 41: *Add More Summons Info to Property Search*: It was noted that this enhancement needs further clarification.

- Enhancement 54: *Age Calculation*: The age field shows the age now, but not at the time of incident. This enhancement will add a new age field to show offense age.
- Enhancement 60: *Identification Validation*: Letters are all caps, no special characters/dashes
- Enhancement 61: *Agency and Property*: Fouad had, in the past, removed the agency field, however, further discussion with Fouad is needed if this needs to be modified.
- Enhancement 64: *Property Merge*
- Enhancement 68: *Query by Time*: This enhancement is intended to correct the issue of problematic results if you select a range of dates/times.
- Enhancement 72: *Property Field F9 Function*: This enhancement enables a search on existing property and to see if property has been recovered elsewhere. This enhancement is a shortcut to avoid duplicating actions.
- Enhancement 74: *Auto Vehicle Description Auto Populate*: Currently, this component contains Color/make/year of vehicle. Manual entry of the property record should also include the same information.
- Enhancement 90: *Search Capability on the Property Tab*: This refers to the case incident window on the property involved window. Users should be able to search within the window, otherwise the user ends up searching through too many records.
- Enhancement 94: *Warrant Media*.
- Enhancement 95: *Person Caution Window Additions*: Fouad will give more information on the timeline of this enhancement.
- Enhancement 96: *Person Caution Visibility Enhancement*:
 - A committee member expressed an interest in making the cautions issue a higher priority. Wendy Stenberg noted that cautions exist in CAD notes and Lisa Johannessohn may be able to retrieve a base list of cautions as a starting point, and it was noted that there is currently no way to automatically transfer the cautions from the notes into SHIELD.
 - It was further noted that cautions should be getting entered into warrants when warrants are submitted and that users can easily see and quickly add a caution in various windows (see attachment).
 - One new feature is a permission-based cautions review window where a user can see what has expired and either extend or delete a caution.
 - A question was raised about addresses, for example, a dangerous dog situation and the possibility of connecting a caution to a particular address. Wendy Stenberg noted that this ability exists currently in CAD.
- Motion made by Jim Crace to move the entire list and to move Enhancement #96 to higher priority. Seconded by Robin Roeser. Unanimous vote in favor.

- A question was raised about funding. Mike Dean noted that no funds are necessary and that funding for this is part of enhancement days.
- Additional voting: Jessica Sorenson from Hermantown PD contacted Angie VanDeHey about duplication of address records. Fouad found a bug that tied address information to deactivated codes. He has since fixed this bug. Over 15,000 records were found that were duplicates. Code was created to do mass merge and eliminate duplicates. Approval is needed to do mass merge based upon scripts created for this purpose as data will be manipulated in the process. No financial cost will be involved with this process. Motion was made by Jim Crace. Seconded by Walt Wobig. Unanimous vote in favor. Angie VanDeHey will let Fouad know that he can move forward.
- The enhancement list will be sent to Fouad for implementation.
- SHIELD/Damion Agency Referral:
 - This was proposed by CourtView to solve some business problems. The following are proposed improvements to the interface:
 - Add party involvement block: Currently, users cannot send on a person by person basis. This allows user to pinpoint who and what you want to send and in subsequent reports will not need to re-send person information.
 - Fix to interface on SHIELD side: Currently Damion users have to import a record for every defendant on a single case, but will now only have to import an ICR once and process all people involved.
 - Change format of document name to be more clear, specific, and meaningful, and avoid generic names.
 - Drug task forces and other multiple agency activities: currently is at times picking incorrect primary agency
 - Angie VanDeHey will bring this to the Admin Meeting on October 2nd for the Admin Group's approval. This meeting was canceled due to lack of attendees.
 - Pending approval of enhancement authorization document, this will become part of amended contract and not an enhancement. This change to the interface should not be using enhancement hours. The agency referral interface was an original item on the amended contract- follow up to problems such as these have not been done until now.

3. CJIIN Dakota E-Forms Pilot Project

- CJIIN will be discussed at the upcoming Courtview meeting and certain features of enhancements will be focused on for discussion. All contracts have been executed and now CJIIN is working on developing the suggested project plan. There will be a meeting with Fouad early next week to discuss a master plan, then a meeting with Marcus for implementation. The projected time of kick-off is two weeks. It was suggested that

certain CJIIN features- Integrated Search, eBooking, eBriefing, and Cautions- be implemented immediately. The group agreed to add Bill Marsolek from UMD, but an agreement of participation is needed. The cost of the project was restated as \$150 per person initial fee and then \$75 per person per year thereafter. It was also noted that a Port Grant will pay the interface portion of the project cost.

4. Master Address Repository Project

- It was noted that this project is composed of multiple parts:
 - Duluth- this section has been completed by ProWest and will now be reviewed by the Planning Department for anomalies. This section of the project should be done this week.
 - Southern half of county (including Hermantown, Proctor, and up to Cotton)- this part of the project has been transferred from Spatial Focus to ProWest for further review.
 - Eastern section of county- this section is at ProWest
 - Western section of county – this section is at ProWest
 - Northern section of county – this section is at Spatial Focus
 - Subaddresses are the last part of the project
- Additional notes:
 - A contract for an address maintenance application for maintaining, revising, and adding address management tools was sent to Appleby Associates for review and has been approved. It was noted that Raleigh, North Carolina, has a similar repository and they already have an approved contract and are ready to begin maintenance and web services. It may be beneficial for us to pair with them for mutual benefits and reduced cost.
 - There is a plan to clean up SHIELD, but this will require approval from the group because doing so will manipulate data and will require coordination and testing by the IT Department.
 - There is also a plan to build a repository-based Entrado file that will be given to CenturyLink and the returned product will be the final available file.
 - It was asked if Dan Bergerson will have the test database. Wendy Stenberg noted that the database vendor has been notified of problems and to provide solutions to application errors.
 - Ernie Swartout noted that 300 addresses need validation and will become part of the validation file. Because there are no calls on certain streets, no SHIELD records are present.
 -

5. LETG E Merts Version 2 Status

- The group is waiting on LETG for a final build and while the current application looks clean, the group will not know what is or is not working until it has the final product. The new version was just piloted and there is a new version of TicketWriter. One member expressed interest in installing this in a squad vehicle and also mentioned accident report DVS and the need to be able to retrieve data out of DVS. Wendy will relay this information to Vince Regan. It was noted that if users are interested in Dynaforms, the forms will need to be installed on units and that while development has been completed, currently it is not installed. It was also mentioned that CJIIN forms may also be helpful. The timing of LETG , Radio IP, and Dynaforms installation needs to be synchronized carefully and it was noted that the main application must be installed first and then forms. Discussion ensued about historical problems with LETG and concerns about Dynaforms implementation.

6. CJS Monthly Status Report (attached)

7. Training and Project Update

- Current:
- FDL eCitation: There was a FDL problem with VPN, but that has been resolved and eCitation has produced positive feedback from users. Eveleth is using virtual workstation and has noticed speed enhancement and only had an initial VPN issue. It was discussed if this could be a possibility for other range agencies. Wendy Stenberg will follow up with Chief Koivunen.
- There is no capability currently of pushing/pulling caution information from/to courts, however a fix is still being worked on. This will remain a priority.
- Fouad has fixed ID bugs in Automated Warrants, and Auto Imports is scheduled to be examined in the future. Angie Van De Hey has an ad hoc report that can query by city, ordered street by street. It was noted that a user should be able to search statewide by location (integrated search services).
- Cook County eCharging: Going live one month early.
- Angie Van De Hey will be conducting eCharging training for the County Attorney for eCharging.
- Carlton Co SO: The IT Department has corrected problems with Word 2007 and firewalls.
- Person Merge Certification: Angie VanDeHey will have everyone certified in Person Merge and there are only two people outside of Lake County that need certification.
- NEMESIS Website opt-in for updates: if users desire to receive notifications, they must opt-in in the NEMESIS website and Angela Herbert will process the opt-in requests.

- Additional training options: Please see the attachments for information regarding online (through gototraining.com) and face-to-face training.
- Court Notification training is available only for agencies who have a completed and approved request form from Court Integrations.
- Ernie Swartout had a question about adding document templates into SHIELD. Angie VanDeHey requested that Ernie email the word processor documents to her so they can begin preparing the documents for addition into SHIELD.

Motion to adjourn made by Ross Litman, Seconded by Dave Phillips

Meeting adjourned at 1520

Minutes of the NEMESIS SHIELD Users Committee

Wednesday, October 17th, 2012 commencing at 1:30 P.M.

Location: PSB Small Conference Room

Present at meeting:

Stacy Andrews, SLC
Marcus Bruning, SLC Sheriff's Office
Martin Buscombe, SLC IT Department
Mike Dean, NEMESIS
Robin Roeser, Duluth PD
Wendy Stenberg, SLC IT Department
Ernie Swartout, Duluth PD
Angie VanDeHey, NEMESIS
Jane Willie, Carlton County Sheriff's Office

Meeting Minutes:

1. Governance:

No discussion.

2. Access by non-subscribers:

- **SHIELD User Accounts for Duluth City Attorney**
 - To set up SHIELD user accounts for the Duluth City Attorney's Office, user accounts must be set up with only access to query. Accounts have been set up, but have not been implemented. Mike Dean noted that there is no overall agreement pertaining to the Duluth City Attorney SHIELD user accounts. Mike will provide a server-hosting agreement to Robin Roeser that could be modified and used as an agreement. It was asked if the Duluth City Attorney will be charged for this service and it was noted that everyone else is charged, so they will be charged as well. It was also mentioned that Fouad has worked to limit access to information (query by name and case only). However, Person Search searches everyone's records, not just Duluth's. The Duluth City Attorney has said they are not going to use Prosecutor.
- **Prosecutor User Accounts for Cloquet City Attorney**
 - The Cloquet City Attorney's Office would like to become Prosecutor subscribers. While they are using eCharging now, they are interested in the other interfaces available in DAMION Prosecutor as well. Pricing information has been requested

from CJS. Admin will provide information to Carlton County for referral if and when the Cloquet City Attorney's Office joins NEMESIS.

3. Future Implementation Plans:

o CJIIN Implementation Update

- Currently, SLC is working on the implementation pilot project and will start training on the eBriefing segment in November. There are three phases, the first of which is CJIIN Courtview. These phases are in place with a projected February implementation. Dewey will provide ID roles, and Jason Lukovsky, Doreen Johnson, and Angela Herbert will also be involved with the implementation process. This is a hosted program that uses an Internet browser, and squad cars can use an air card to connect to the system. Robin Roeser mentioned that he is still interested in using CJIIN.

4. System Administration Subcommittee:

No discussion.

5. Project Management:

o Progress update (see attached)

- Angie VanDeHey discussed with the group updates in the past month as well as plans for the upcoming month. She noted in particular that:
 - Most of the technical issues with the automatic warrant import function are believed to have been resolved, but business practice issues still need to be addressed. She hopes to begin communicating with other counties to use the program soon.
 - Mark Rubin will need to sign off on a quote to upgrade the DAMION server to 11G before Cook and Lake Counties can go live with eCharging. It was then discussed that we should add upgrading the SHIELD server to 11G to the list of future projects. The group also discussed Windows Operating Systems, such as Windows 8, XP and 7, and that it may be a good idea to test in Windows 8.
 - Angie VanDeHey and Ernie Swartout discussed the Agency Referral Interface and Angie noted that she will re-send information regarding Referrals.
 - It was noted that once issues are worked out with SHIELD RMS in a virtual training environment, a VDI Workstation can be examined. Angie VanDeHey will coordinate with Wendy Stenberg to test list of VDI capabilities.
 - Team Security needs maintenance to protect against data mining. Marcus will meet with Ernie Swartout to further discuss this issue.

- **Training update (see attached)**
 - Training will gradually transition from face-to-face to online.
- **Master Address Repository**
 - Fouad is concerned about subaddresses being overly complex and problematic, and Angie VanDeHey will discuss this matter at the next Address Meeting. Last week, Spatial Focus just finished Area 2 and areas 3 and 4 were transferred to ProWest. This will not be finished until the end of the year. Spatial Focus has started work on areas 5 and 6 this week as well. Also, Appleby and Associates will be providing web services and maintenance tools. Anomalies will be attended to while completing subaddresses, and a project plan may need to be formed for testing.

6. Other Business:

- **Crime Mapping and Minnesota Data Practices**
 - It was discussed that there may be a need to speak with an attorney about data practice issues- what and how information may be disseminated or kept private. Marcus and Wendy requested that Ernie Swartout send out data practice processes.

A City of Duluth handout demonstrates what information needs to be contained in a press release. However, this information must always be created and it would be beneficial to have a document template where the user just inputs information into a form. It was questioned if the make and model of a vehicle could be attached and Ernie noted that it depends on the source and needs to be defensible (has to be released unless there is a statute that states otherwise). The process to proceed was also discussed and one member noted that the process may include the City Attorney, then Ross Litman, and then NEMESIS.

7. Additional Discussion:

- **LETG**
 - CourtView, Version 2, is functioning correctly stating DVS accident reports right in the application with the ability to auto-update. The concern is that we retain the update on our end and not have the update housed elsewhere.

Meeting adjourned at 1448

Minutes of the NEMESIS SHIELD Users Committee

Wednesday, November 21st, 2012 commencing at 1330 P.M.

Location: PSB Small Conference Room

Present at meeting:

Marcus Bruning, SLC Sheriff's Office
Martin Buscombe, SLC IT Department
Mike Dean, NEMESIS
Dave Phillips, SLC Sheriff's Office
Robin Roeser, Duluth Police Department
Wendy Stenberg, SLC IT Department
Ernie Swartout, Duluth Police Department

Meeting Minutes:

1. Governance:

- No Discussion

2. Access by Non-Subscribers

- No Discussion

3. Future Implementation Plans

- CJIIN Implementation Update:
 - The kickoff CJIIN implementation meeting convened last week. There will be three phases: Search, with a potential completion date in early December; CAD and Warrant Feed, with potential completion in mid to late December; and eForms Report Data Push, with potential completion date of mid-January.
 - The group discussed server requirements. Wendy and Dan are working on a problem that will not affect the timeline. The project is going well, with eBriefing rollout expected soon.
- **SHIELD RMS and JMS Enhancements**
 - Enhancements 95 and 96 have been discussed (see constellation enhancement authorization). Robin Roeser is signatory. Enhancements 95 & 96 have an estimated 14 enhancement days; #64 has estimated 17 enhancement days; and 41, 54, 60, 68, 72, 74, 90, and 94 have an estimated 47 enhancement days. A little over 90 enhancement days total have been used.
- **Address Repository Update**
 - Area 3: Prowest is finishing and will go back to Spatial Focus.
 - Area 4: Just being started by Spatial Focus.
 - Area 5: finishing up with Spatial Focus and then will be handed off to Prowest.

- Area 6: work is being continued in Duluth. Discussion ensued about subaddressing and it was noted that there may be a low number of subaddresses compared to what was expected and possible validation problems were questioned.
- Work needs to be done with Tiburon. Spatial Focus is concerned with the quote and another meeting is planned on Monday to address this (the quote was \$15,000 to integrate work done into CAD, but Spatial Focus says the quote given may be insufficient and will get a new quote to clarify who is doing what). Steve Rice will be at the Monday meeting to give Tiburon GIS information.
- Address maintenance tools and web services: Appleby and Associates have commenced this area.
- It was noted that the MAR will be updated and kept current in real time.
- On the ground: a team composed of Planning Department staff and contractors are finishing a review of area 2. Integration/Intrado replacement: our file would feed into Intrado instead of interfacing. RMS will verify against the MAR. The MAR will be merged and cleaned up, but this is still dependent upon completion of area 6. Web services will interface.
- MCIS records: Darren Jablonsky is the reference for this. Everyone will be interfacing with the MAR. It was questioned how MCIS will integrate with the MAR and if there will need to be customization.
- Street name file: the group also questioned if the MAR will verify with the City of Duluth.

4. System Administration Subcommittee

- No discussion

5. Project Management

- No Discussion

6. Other Updates:

- Court interface expansion was discussed and it was asked if conviction records are back into SHIELD. This has been discussed, but it is not known whether or not the discussion has gone to the state level. It was noted that this will be added to discussion with Angie VanDeHey.

Meeting adjourned at 1448

Minutes of the NEMESIS SHIELD Users Committee

Wednesday, December 19th, 2012 at 1:35 P.M.

Location: EOC Conference Room

Present at meeting:

Marcus Bruning – SLC Sheriff’s Office
Martin Buscombe- SLC IT Dept
Mike Dean - NEMESIS
Kelly Lake- Carlton County Sheriff’s Office
Ross Litman- SLC Sheriff’s Office
Dave Phillips- SLC Sheriff’s Office
Wendy Stenberg- SLC IT Dept
Jessica Sorensen- Hermantown PD
Ernie Swartout- SLC IT Dept
Angie VanDeHey – NEMESIS

Meeting Minutes:

1. Governance

- No discussion.

2. Access by Non-Subscribers

- No discussion.

3. Future Implementation Update

- **SHIELD RMS and JMS Enhancements**

- **SHIELD status report:**

- Integration into Courview is going well. Jason Lukovsky of the St. Louis County Sheriff’s Office is on schedule with phase 1. Three quarters of the users have been signed up. There have been only a few hiccups with continued testing that has been done with entering users. Phase 2 is underway with e-Forms. CJIIN and Fouad are working on programming and interfacing with a Feb/Mar estimated implementation.
- Mike Dean attended a status meeting yesterday and reported that CJS is pleased with CJIIN implementation so far. By the next meeting, routing should be completed. Testing is now being done and so far the project is progressing well. Wendy reported a successful connection with CJIIN.
- Duplication/Replication- Mike Dean discussed Courtview Justice solutions, updating training system database to more current data in the least expensive manner. To be able to replicate database to a secondary server

and on a moment's notice populate with training data. The only issue is that the training database, production database, and system need to be identical. So far it is working in a test environment- has to be duplicated in both- production system first, then snap system into training system. Fouad is working on scripts in Oracle to make the training system mirror the production system. The tests would have to be current at the same time, then changes implemented. Wendy noted that it is much easier to use Snap Management system, but can't use for CJIIN until CJIIN scripting is done. Marcus noted that CAD has no test environment; perhaps Snap Management would work with that. Ernie mentioned that Tiburon would need to be involved and would require some brainstorming.

○ **Address Repository Update**

- SLC is working to develop a county-wide address repository with XY coordinates at driveways and structures. Hired Spatial Focus to look at data sets, perform computer analysis to find anomalies and provide resolutions; and ProWest to set GPS x-y coordinates. There is a three part process: Spatial Focus sends data to ProWest, ProWest sends data back to Spatial Focus, and then data is loaded into the repository. The county was broken into six areas. Area 1 includes the City of Duluth. This area is done. Area 2, the south half of the county including Hermantown and Proctor, has been completed and is in the repository. Areas 3 and 4, which includes the Iron Range, has had field work completed. The data has been delivered from ProWest to Spatial Focus with 1 ½ to 2 week projected time and completion estimated into March. Area 5, which is areas north of the Iron Range, has been completed in Spatial Focus and will be transferred to ProWest in early January. Area 6, which is subaddressing in the City of Duluth, has been completed with Spatial Focus and has been loaded into the repository. There is concern that there may not be enough subaddresses, however, if there are not then they will have to be added.
- Financing is now progressing into 2013. The next step is Appleby and Associates address maintenance and web services. Then interface to SHIELD into repository. This was contracted in September with a completion date guaranteed the end of January. Next a quote with Tiburon to facilitate with CenturyLink. We would like this to be Intrado's telephone file that goes into Tiburon. Marcus mentioned that a meeting with GIS people two weeks ago took place and a contract was signed. We will send the file to CenturyLink when we are done with the Master Address Repository. The last stage is the actual interface to web services and loading of new file in Tiburon and interfacing. Fouad will clean up addresses in SHIELD (need to use test database). Note: substantial part of the project is reusable by

NEMESIS, just need to add agencies. Ways to fund include state funds, Sheriff, and e911 money.

- There are three steps after the Master Address Repository is set up: the 9-1-1 import process, merge, and address validation. Martin asked that when a case is sent to court, is the address set and the response is that the case record is not modified. However, when the merge occurs, a link will be created between historical data and current information. Time-wise, Spatial Focus and CenturyLink have worked out a format and depending on changes, may occur in 2-6 weeks. Areas 3 and 4 have gone well. Area 2 is a bit slower, but what time was lost in area 2 is being made up in 3 and 4. A February – March time line is estimated for loading into SHIELD, but validation may take longer (when addresses come from CAD, validation occurs).
- Future discussion- The process of updating the Repository must be discussed. Staff will not be able to automatically update, but will require training first with training projected to begin in March. Appleby will be doing the training, and then those that are trained may be able to train others. It was asked if Ticketwriter (Court Notification, CJIIN as well) has address information? It was answered that any program with information coming in will need validation (every interface will need validation, but it will be easy to plug in address validation). Phase three will occur with MCIS and the Assessors' Office and once we develop cleanup, will be available to 5 other counties.

4. System Administration Subcommittee

o Case Referral Enhancements

- Ernie Swartout reported that we are getting dinged by courts for case referrals (used a mistrial as an example). Extensive dialogue with the County Attorney to establish a process to resubmit all activity cases to the attorney: do referrals for every active class, monitor every case, media, draft reports, police reports, evidence, go back through and monitor, and resubmittal. One problem is that we can't see what went or who sent it in referrals. A good idea is to look at alternatives- submission screens (case media items select) to tell better what is going on. Case referral process is lacking in tracking. Checkboxes that say referred (no other data- who, when, etc.) just added to table structure recently but not in window. All is new, the rest is empty (no historical data). It is helpful to monitor each case referral- told County Attorney to start immediately. Business practices- this might be a person problem and not a computer problem.
- Damien side- description, date/time, filter date/time with incoming (not outgoing). Single point of contact at County Attorney (Yvonne). Dave Phillips mentioned a referral manager check at every process when investigators submit referrals.

doesn't designate who wrote what. Wendy noted that there is a need to put officer information in CJIIN for identification.

5. Project Management (see attached)

- **Progress Update**

6. Other Business

- **Activity Analysis**

- Arrest stops, case assignments, referrals, success rate of officers- converted into standard reports. Martin asked if we should have a particular meeting on this with Sheriff, Undersheriff, and management (more than just NEMESIS Committee). Marcus asked to send to this group and then bring people in. Scott Drewlo, Mike, Marcus – required report for UMD administration in a 5-step process. Marcus noted the ability to create report in CAD. Angie mentioned the need for more layers. Crystal reports in CAD may have more ability than ad hoc. Martin asked about a working group, but it was noted that there would be a session first, then a working group (need to find out what is wanted). Martin then mentioned having two sessions.

- **Opting in on the NEMESISMN.org Website**

- Users won't get emails if they don't opt in on NEMESIS and will not sign up to classes if they are not signing into website. Angie would like feedback- should she just add people to groups and let them opt out if they wish?

7. CJS Monthly Status Report (attached)

Meeting adjourned at 1531