



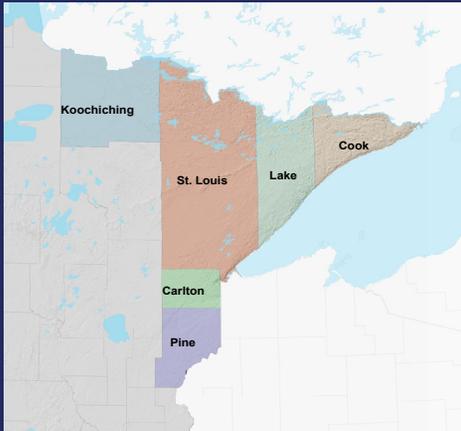
# NEMESIS

**N**orth **E**ast **M**innesota **E**nforcement **S**afety **I**nformation **S**ystem

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# OVERVIEW



## ABOUT NEMESIS

NEMESIS includes the six Northeast Minnesota counties of Carlton, Cook, Koochiching, Lake, Pine and St. Louis. The present NEMESIS region is larger than the following nine states: New Hampshire, Vermont, New Jersey, Massachusetts, Connecticut, Hawaii, Rhode Island, Delaware and Maryland.

NEMESIS includes 200 miles of the Minnesota/ Ontario border, 160 miles of Lake Superior shoreline and extends, with the recent addition of Pine County to NEMESIS, to within 60 miles of the Twin Cities.

NEMESIS participants include nearly 50 agencies. NEMESIS applications are:

- 911 Computer Aided Dispatch (CAD) System
- Law Enforcement Information Management System
- Jail & Offender Management System
- Prosecution Management System

## ANNOUNCING:

### CONSTELLATION AWARDED GRANT TO CREATE THE CIBRS INTERFACE FOR NEMESIS

Constellation Justice Systems Inc (CJS) has received confirmation from the State of Minnesota BCA/CriMNet Program Office that they have been awarded grant dollars for the development of an interface to submit NEMESIS data to the State's Comprehensive Incident-Based Reporting System (CIBRS). Constellation submitted a response to the State's request for proposal in April and received formal confirmation of the award in July. The agreement for the work is currently being drawn-up and execution of the agreement is expected in August.

The primary purpose of the project is to enable greater law enforcement participation in submitting data to CIBRS and to enable future participation in the upcoming E-Charging and Name Event Index Service (NEIS) projects. This initial project will make it possible for NEMESIS police and sheriff agencies to submit a more robust set of data from the SHIELD records management system to CIBRS in the State's required format. CIBRS is a statewide database containing incident data from Minnesota law enforcement agencies. The data submitted to CIBRS by all agencies in the state is made available to all trained Minnesota law enforcement personnel who can then search the information in the CIBRS database for investigative purposes. More information on CIBRS can be found at [www.crimnet.state.mn.us](http://www.crimnet.state.mn.us).

The project work including programming, testing and go-live is expected to be completed by the end of October. Nineteen NEMESIS police and sheriff offices will have CIBRS implemented in the first quarter of 2008. NEMESIS representatives will be in contact with the various agencies within the next several months to solicit input into the scheduling process. "This is a great opportunity for NEMESIS member agencies to participate in the CIBRS project and take advantage of the investment dollars made available through these grant dollars" said Mike Dean, NEMESIS Coordinator.



# TRAINING NEWS

## GREAT ADVANCES IN TRAINING FOR NEMESIS USERS

As more agencies participate in using the SHIELD RMS and JMS application, the more important it becomes for everyone to be informed. Learning the basics of how to use the software and the features the software is capable of will help each agency to utilize the application to its full capacity.

In an effort to communicate what the features are, and recommendations for their use, both regionally and agency-specific, a number of resources are in development. These developments include:

- Curriculum with step-by step directions that not only show how, but explain why and under what circumstances a task should be performed.
- Online Forums as a central resource to not only search for answers, but to ask questions based on specific topics.
- Online Forms, for submitting requests to Super administrators, such as agency specific codes.

Training will not be limited to scheduled, in classroom sessions. To accommodate each agency's needs, short-onsite sessions or individual consultations will also be a part of this on-going learning process.

## ABOUT THE TRAINER

If you have met Angie VanDeHey , then you know she considers herself a bit of a "computer geek". However, she is quick to admit that she is drawn not only to the technology, but also enjoys helping others troubleshoot and understand computers – both hardware and software.

After completing an AA degree in Business Administration at Mesabi Community College, and working a variety of jobs, she came to the decision to continue her education where her talents lay. Angie then attended Connecting Point Information Technology School (CP-ITS) in Duluth, there she became immersed in technology. While studying at CP-ITS she earned a number of industry certifications which included Cisco Certified Network Associate, Microsoft Certified Database Administrator, Microsoft Certified Systems Engineer, Microsoft Certified Trainer, and CompTIA's A+ and Network+ certifications. Upon graduation, CP-ITS hired Angie to join their elite team of training specialists.

Unfortunately, CP-ITS permanently closed their doors less than a year after Angie joined them, but the passion for training had taken seed. Eager to continue her career as an Information Technology Professional, she looked for any line of work that was computer related. This lead her to a temporary assignment with the USDA Farm Service Agency, working with GIS and databases. She also found another part-time job providing computer training for senior citizens. Through Capella University, she began her pursuit of her BS degree in Information Technology, and learned more about application development. It was at that time in her career she found a home with Northeast Service Cooperative in Mountain Iron, Minnesota as their training specialist. The time she spent there provided her with the opportunity to hone not only her training skills, but also her interpersonal and organizational skills.

Now, as the Director of Education Services for NEMESIS, her goal is to provide the users in Northeastern Minnesota with the best training resources available. Angie says: "Computers and software are tools to make our lives and jobs easier – I want to share my knowledge and expertise with the people who want to benefit from them."



## SHIELD and PROSECUTOR NEWS



Elaine Lee (seated) and  
Marilyn Grochowski  
(standing)

### A JOURNEY BEGINS WITH A SINGLE STEP. . .

Marilyn Grochowski, Informational Specialist III, of St. Louis County Sheriff's Office in Hibbing, volunteered to pilot the use of the Agency Filing Request Interface between SHIELD and DAMION PROSECUTOR. During the process she authored a set of instructions for using the Interface. Working closely with Constellation Justice Systems Inc. staff and Elaine Lee of the St. Louis County Attorney's Office, Marilyn was able to go into production and usage of this Interface. As a result of her efforts there are a number of agencies actively using it. The way has now been paved for dramatic improvements in the SHIELD Media Manager, the DAMION Discovery Module and the Interface itself. These enhancements to the Interface will be featured in the next NEMESIS Newsletter once the testing is completed.

The DAMION Discovery Module provides quick and easy access to all items and documents associated with a requested charge or case. The prosecutor's office is provided with an easy to use electronic discovery tool. Its purpose is to give prosecutors and their support staff an efficient tool with which to collect, annotate and organize discoverable information and to place that information into a convenient format that is electronic and portable.

### COUNTY ATTORNEYS COMBINE FORCES

System administrators from the NEMESIS County Attorneys offices conducted their inaugural System Administration Committee meeting on July 12th, 2007. The meeting was attended by Annette Johnson- Carlton County, Nancy Haarmeyer-Cook County, Cheryl Oling-Lake County, Mary Fruehauf, Yvonne Kalin, Ronnie Ratliff- St. Louis County, Terri Janssen, Anita Jensen-Pine County, Andre Vandal-Constellation Justice Systems, Mike Dean-NEMESIS Coordinator.



The committee made enormous progress in their first meeting establishing by-laws and electing officers: Mary Fruehauf-Chairperson, Annette Johnson-Vice Chairperson and Cheryl Oling-Secretary. They created policies and protocols for maintenance of shared tables, merging, entering of people and addresses into the system. Facilitation of the ad hoc library by sharing all reports was also agreed upon.

Some of the other topics discussed included Interface implementation, the development of a Tagged Template library, training needs and the Discovery Module.

Mike Dean, NEMESIS Coordinator, and Andre Vandal of Constellation Justice Systems Inc. were on hand to provide advice and assistance to the Committee. The meeting was a significant step forward for NEMESIS prosecutors and an organizational means of moving forward in a unified manner.

Pictured left to right:  
Annette Johnson, Ronnie  
Ratliff, Nancy Haarmeyer,  
Terri Janssen, Anita  
Jensen, Mary Fruehauf,  
Cheryl Oling , Yvonne  
Kalin and Mike Dean

## PROSECUTOR NEWS

### 2007 DAMION USERS CONFERENCE HELD APRIL 29 - MAY 2 IN SAVANNAH, GA



Constellation Justice Systems Inc. has been conducting national user conferences since 1999. This year's conference was held in beautiful Savannah, Georgia, at the historic Mulberry Inn in the heart of downtown. It was a great success!

Traditionally, the conferences included round table discussions that drive user based enhancements to the Prosecutor application. Demonstrations of new features and functions of the application were presented by CJS, county and district attorney offices. Breakout sessions allow for key training in specific areas of usage. This year's breakout sessions provided multiple training opportunities. Sessions included basic and advanced ad hoc report writing, basic and advanced document generation, an overview of the DAMION Discovery Module and DAMION "Tips and Tricks." The wonderful hospitality served as an excellent opportunity for networking with fellow users nationwide and getting better acquainted with CJS staff.

Annette Johnson, Administrative Assistant from the Carlton County Attorney's Office attended this conference and made the following comments: "I would highly recommend participation in the conference. I found the User Group Round Table Session very helpful and would encourage users to post their enhancement requests in the DAMION Forum prior to the conference so that any requests for changes/additions to the system are addressed at the Session. I feel I learned a lot about what DAMION can actually do. I met some wonderful people and Constellation treated the attendees very well. "

Annette is referring to the year-long DAMION forum that already had developed a prioritized and well defined list of requests. A new electronic forum for 2008 is being prepared by CJS for use by registered users at [www.damion.com](http://www.damion.com).

Another vehicle for driving the enhancements for DAMION Prosecutor is the election, at the conference, of NEMESIS Coordinator Mike Dean as an alternate to the CJS National Customer Advisory Council. Contact Mike Dean at [info@nemesismn.org](mailto:info@nemesismn.org) with any suggestions or ideas for enhancements.



## CriMNet E-CHARGING PROJECT NEWS

The E-charging Project is an effort to facilitate the movement of information between public safety, the courts and state agencies. Ultimately the CriMNet/ Bureau of Criminal Apprehension is working to create a service and an application that serves as a broker between systems. Included in this endeavor are electronic signatures and notifications. The counties that are involved in this pilot project are Carver, Kandiyohi, Olmsted and St. Louis. It is expected that substantial changes in signature and notarization requirements may be derived from these test results. This pilot project and subsequent permanent requirements will ultimately be determined by the Minnesota Supreme Court and BCA. An advisory board has been created to assist the project team for the duration of the testing. NEMESIS Coordinator Mike Dean has been appointed to the CriMNet E-Charging advisory board.

The scope of the pilot project, documents and data now include all criminal charging instruments including juvenile petitions for delinquency, criminal complaints and citations. Ordinances are not included in this project.

Other forms included in the pilot project include the following:

- Implied consent advisory
- Implied consent peace officer's certificate
- Implied consent medical personnel certificate
- Notice and order of revocation
- Notice and order of license plate impoundment
- Notice of seizure and intent to forfeit vehicle
- Commercial vehicle implied consent advisory
- Commercial vehicle implied consent peace officer's certificate
- Commercial driver disqualification

If you have any questions, comments or would like to receive further information about this project feel free to contact Mike Dean at [info@nemesismn.org](mailto:info@nemesismn.org).





## Tips & Tricks

### RMS

When a person changes their name, such as getting married, how do you update that in SHIELD?

When a person has previously been entered into SHIELD, and now they are being attached to an ICR, but their name has since changed, here is how you can update that new name information correctly. (This is assuming that you are already in a Case/Incident window and adding a party involved):

1. In the Name field, double-click or F9 to search for the person by their previous or old name.
2. Select that person, bringing them and their information into the Party Involvement window.
3. Click the Person/Entity button. This will bring you into the Historical Person record.
4. Change the last name.
5. Click the Alias Tab.
6. Add the old name as an alias. Be sure to include old last name, first name, middle name and DOB.
7. F10 or click the save button.
8. A dialog box will appear asking if you want to update the Master record. Click Yes.
9. Another dialog box will appear asking if you want to add the alias to the Master Record. Click Yes.
10. Close out of the Person/Entity screen. This should bring you back to the party involvement screen.
11. If the name change is not reflected on the screen, click F7 and then F8 to refresh the screen, and arrow down if not the first party involved on the case.

### ALL DAMION SOFTWARE USERS (PROSECUTOR, SHIELD JMS and SHIELD RMS):

Enter Query: F7

When working in a window and performing several queries in a row, the F7 key can be hit twice in a row to recall the previously entered query.

Duplicating Information

When entering more than one record in the same window, it is often useful to use the Duplicate Field and Duplicate Record functions. When using the Duplicate functions, information is always copied from the previous record in the buffer.

Duplicate Field Key Sequence: F3

The Duplicate Field function will copy the value from the same field as the current from the previous record in the buffer.

Duplicate Record Key Sequence: F4

The Duplicate Record function will copy all values from the all fields in the previous record in the buffer.

Courtesy of Constellation Justice Systems, October 2004.

Additional **Tips and Tricks** can be found at [www.nemesismn.org](http://www.nemesismn.org). Here you can also post questions. You need a username and password to access this information. Please contact [info@nemesismn.org](mailto:info@nemesismn.org) to request access.