

TraCS Steering Committee Minutes  
December 10, 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 Romig, HSS  
Tiffany Thomas, DMV  
Alan Bengaard, Chief, Ketchikan PD

**Guests:**

Brad Munn, Deputy Chief, UAA University PD  
Lt. Rick Roberts, AST  
Dave Monroe, CTG  
Alina Hahn, AST  
Jennifer Hoage, AST

**I Internal Committee Business**

- A. Approval of minutes from September 10, 2013 and November 12, 2013.
  - Rick moved to approve the September and November 2013 minutes, Bonnie seconded the motion. No one opposed and the minutes were approved
- B. Membership.
  - Rick introduced Deputy Chief Brad Munn from the UAA University Police Department as a guest to the TraCS Steering Committee. UAA PD is a current user of TraCS. The committee welcomed Brad and we hope that he will continue to participate and think about becoming a local law enforcement member of the committee. Rick reported that he is continuing to work with other local agencies that have some interest in participating on the committee.

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

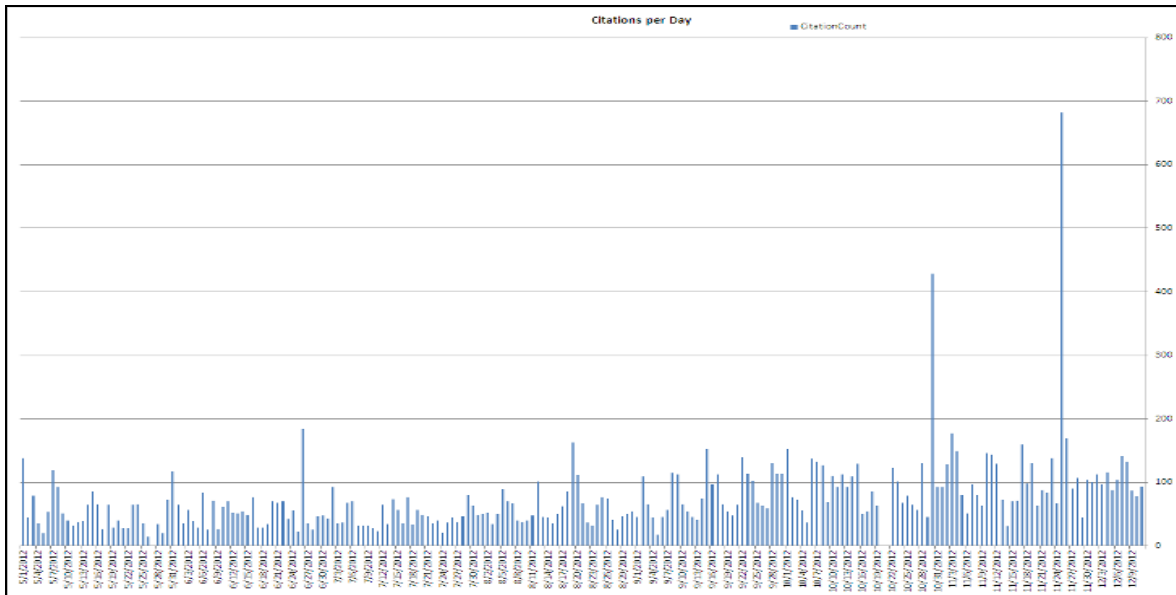
### **A TraCS Helpdesk Update.**

- Tim reported that they are working on a service catalog and the help desk will begin supporting TraCS sometime after January. The new help desk software is up and running. This is a much more robust system that will help with documenting the help desk requests.

## **III Items for Discussion**

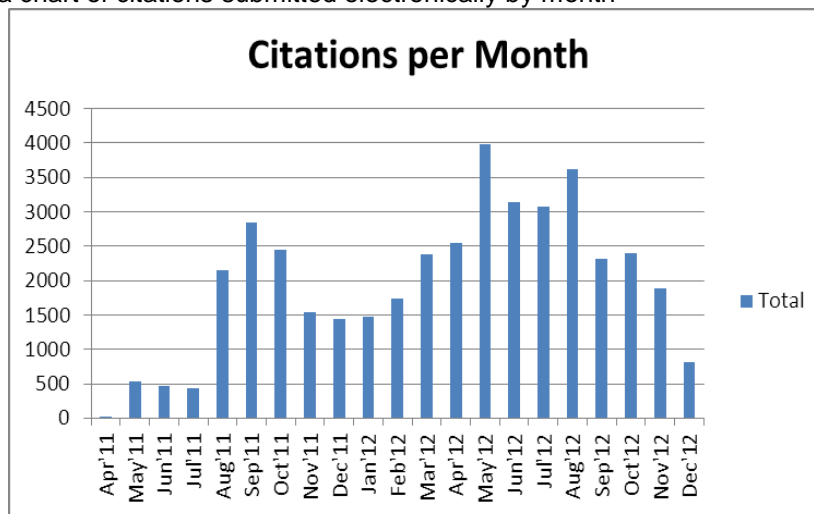
### **A TraCS monthly activity report (Dave)**

- 1) We continue working with TEG to resolve issues in the newer TraCS application releases as they may occur
  - a) Although we still use TraCS (v10.04.07.6) in production today, we are testing the TraCS v10.04.40 release of TraCS for possible deployment beginning this week.
  - b) This new version is required for use with the new 12-200 going into production on January 01, 2013
- 2) The TraCS Repository Server:
  - a) TraCS Web (v10.04.40) is currently in test in hopes of moving to production
  - b) There were 79,603 issued 12-213AUCs in the repository as of this morning
  - c) There were 4,258 12-200 Crash forms in the repository as of this morning (2,730 are Validated)
- 3) The TraCS Update Server (v10.04.40)
  - a) We are testing the TraCS Update service that is now built into TraCS natively
- 4) E-Citation with the Court
  - a) Data from AST bound for all 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, and Valdez PD since 10/04/2012 bound for Valdez Court are all currently in scope for electronic submission.
    - i) We expect to have other local LEAs from non-payee cities submitting electronically soon
  - b) As of this morning, a total of 41,257 TraCS citations have been sent to Courts since we went live on 4/29/2011. There were 1,892 submitted in November 2012. (Due to duplicate submissions to resolve data transmission issues, the Court will normally report fewer submissions.)
    - i) Over 62,347 TraCS citations have been issued during that time frame  
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**

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



**E-Citation Activity 2**

- 6) New 12-200 (MMUCC & FARS compliance)
  - a) 12-200 training statewide is 46% complete with 88% of agencies reporting
  - b) Help files are being built into TraCS - 78% complete
  - c) Last corrections to the manual are being done as we are going through the help files. Once done, the final manual will be posted on the [TraCSSource](#) web site for DOT to post it online.
  - d) Testing of the TraCS 12-200 form started on November 28. So far we have not received a lot of feedback.
  - e) The paper reports have been printed - They will be sent to every law enforcement agency in the state during the 2nd week of December with notice that they are not to be used until Jan 1st. 2013.
- 7) We are testing the online Accept/Reject Process for the 12-200 Crash forms using TraCS Web and returning the rejected forms to the client machines across the state
  - a) Alina has developed utilities required for both clients and servers
  - b) It appears the server side Accept/Reject for the Supervisors is functional

- c) There are still minor bugs in the process to return the rejected forms to the TraCS client
- d) We hope to be able to implement this in the next few weeks
- 8) We continue working with the ILT developer on implementing the newest version of the ILT in Alaska. The ILT Developer has hired additional developers to speed delivery of new versions of the ILT and other related software. We are testing a version of the ILT that includes Milepost markers.
- 9) 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)
- 10) The CF-30 ToughBooks are now be redeployed using BitLocker to encrypt the hard drives
- 11) We are still working with the Juneau PD IT staff to address any pending issues. ***They had 434 "Issued" TraCS citations in the Repository as of this morning.***
- 12) eCitation v2 has been implemented
  - a) There are no longer plans to process a backlog of APD citations through the eCitation interface prior to going live. They will be processed ASAP.
  - b) The pre-check has been completed and is under testing. The pre-checking for dispositions must now be moved to a different place within 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.
  - e) A list of EIMOR and eCitation tasks to be completed before going live is now being refined.

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

DMV is still awaiting data for the CDR. The FPD crash system is ready for testing. Alina will work with MS/CVE to determine if the interface is working properly prior to implementation. This testing will take place at the end of January. The FPD citation was approved by the Courts. There are still some issues as to how they will be updating their offense codes so this is still a work in progress. Work on the APD interface should be starting soon. Bonnie stressed the necessity of making sure that all of the data is coming over correctly so that there is no need to double check the electronic data with the hard copy reports

**C Status of the DUI forms project in TraCS**

Rick reported that after the initial meeting last month it was determined that each participant would look at issues directly affecting their business processes. It was decided that it was important to collapse the redundancy of the DUI packet so that an officer would enter the information once and it would generate all the necessary forms. There are some issues with the Datamasters and the ability to retrieve the network data needed. AST will be contacting representatives from Datamaster to make sure that the network connections are done properly. It looks like it will be fairly intuitive to assign the machines to networks and AST will most likely place a computer at each Datamaster location so that officers don't have to take their laptops out of their vehicles in order to process a DUI. The DUI forms stakeholders will be meeting again on Friday to move forward with this project.

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

Helen nominated Lt. Rick Roberts for Chair. Tim seconded the nomination. All were in favor and Lt. Rick Roberts is the TraCS Committee Chair for 2014. Bonnie nominated Helen Sharratt for Vice-Chair. Tiffany seconded the nomination. All were in favor and

Helen Sharratt is the TraCS Committee Vice-Chair for 2014. Congratulations Rick and Helen.

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

Rick wanted to thank Kat for all her work on the TraCS program over the years. We are all very sorry to see her go and wish her the best of luck in her new position.

Bonnie wanted to know if the members would like her to send out all of the 2014 calendar invites for the TraCS meetings at once. The consensus was that she should send them out and she will do that.

#### **V Action Items**

1. The next meeting will be held on Tuesday, January 14, 2014 in the AST Conference Room.
2. Bonnie will send out calendar invites for the 2014 meetings.

The meeting was adjourned at 2:41pm.

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

- 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