

Policy Team of the Information Technology and Systems Improvement Committee
Minutes
January 18, 2012

A public meeting of the Policy Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on January 18, 2012 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

Karl Heckart, Chairperson, Administrative Office of the Courts
Cathy Allen, Coconino County Sheriff's Office, by conference call
Steve Ballance, Pima County Superior Court
Cathy Clarich, Glendale City Court
Frank Gonzales, Pima County Sheriff's Department
Cheryl Harris, Navajo County Attorney's Office, by conference call
Mark Hendershot, Maricopa County Adult Probation
Michael Keran, Scottsdale Police Department
Marna McLendon, Retired, Attorney General's Office
Bill McDonald, Maricopa County Attorney's Office
John Neeley, Tucson Police Department, by conference call
Rob Peck, Pima County Attorney's Office
Jeff Raynor, Department of Public Safety
Gerald Richard, Attorney General's Office

Members Absent:

Shelly Bunn, Maricopa County Sheriff's Office
Jeff Hood, Department of Corrections
Mark Marino, Gilbert Police Department
Julio Marroquin, Yavapai County Attorney's Office

Staff Participating:

Pat Nelson, Program Manager
Bill Kalaf, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Chairperson Karl Heckart at 1:30 p.m. Roll was taken and a quorum was declared present.

II. Minutes of the October 12, 2011 Meeting

Mr. Heckart called for a motion on the minutes. Gerald Richard entered a motion to approve the minutes of the October 12, 2011 meeting. The motion was seconded by Jeff Raynor and was unanimously approved by the Committee.

III. Technical Team Update

Bill Kalaf, Program Manager provided a status update from the Technical Team on the automation survey. The survey was sent to the Policy and Technical Team committees and respondents to the 2006 survey, the last time the survey was conducted. The statewide survey will document the state automation information sharing projects currently underway. The survey consists of 28 questions and is expected to be completed at the end of the January. A report of the results of the survey will be completed by the end of February.

This agenda item was presented for informational purposes and did not require Committee action.

IV. Warrant Reengineering Study

Karl Heckart, Administrative Office of the Courts (AOC) updated the Committee on the warrants reengineering project. Mr. Heckart explained AOC received funding from the Gerald Hardt Memorial Criminal Justice Records Improvement Program to conduct a study, the analysis from which would lead to the development of a design for the warrant process in Arizona. The recommendation from the study includes executing an electronic arrest warrants roadmap

statewide. The practices identified in the study are: 1) consistent and accurate information including enhanced identification; 2) improvement of general availability and access; and 3) a central repository for reliable tracking and management of the warrants.

Mr. Heckart reported the next steps will be to establish a meeting for stakeholders at AOC on February 22, 2012 to discuss the processes, support and concerns moving forward on enhancing the way the warrant process should work. The findings will be presented in a report containing a high level process diagram of the warrant procedure and is tentatively set for review by the Commission at the July meeting.

This agenda item was presented for informational purposes and did not require Committee action.

V. AZLink

Bill Kalaf, Program Manager reported on the progress of the AZ Link consortium and the continued efforts of law enforcement information sharing between state, local, tribal and federal agencies.

Mr. Kalaf reviewed the AZLink/CopLink connectivity diagram that listed the four data warehouses. Law enforcement connections were completed in December 2011 and there are 41,000,000 law enforcement records available. The Phoenix Police Department initial metrics report states there are 15,000,000 PACE documents available. The documents contain arrest records, case management records, departmental reports, and field interview reports; and some of the records date back to the early 1960's. There were 48 agencies signed onto AZLink in 2011. Regional expansion for AZLink includes plans to develop an AZLink Executive Board of Directors, phase in information from the Arizona Department of Corrections to include inmate data, driver's license and vehicle registration information from MVD, and to connect with N-Dex and Border States' law enforcement agencies. Future information sharing projects include biometric identification and integrated information sharing, county pawn data, information from Juvenile Corrections, Attorney General/HIDTA financial transactions such as money transfers, and gang data for connections and notifications.

Mr. Kalaf stated that in Phase I, the Arizona Department of Corrections information and data elements will be housed at the Maricopa County Sheriff's Office. Some of the data elements include inmate name and number, date of birth, demographics, as well as graphic capabilities that can be used as identifiers. Mr. Kalaf also described future technological capabilities of the CopLink product and how it can further assist the efforts of law enforcement by creating various parameters that recognize different patterns of suspicious activities.

This agenda item was presented for informational purposes and did not require Committee action.

VI. AZ Records Improvement & Information Sharing Strategic Plan

Pat Nelson, Program Manager outlined the function of the Commission and the role of ACJC staff. The purpose of the Commission is to: 1) provide direction by setting realistic and prioritized goals; 2) coordinate funding and other resources to accomplish goals; and 3) set policy direction for data sharing decisions by utilizing information and recommendations from the Legislative, Policy, and Technical Committees and business process workgroups. The role of ACJC staff is to foster and maintain ongoing collaboration and open communication with stakeholders through: 1) business process changes and technologies/Policy and Technical Teams; 2) monitor performance metrics; 3) provide statistical information; 4) keep stakeholders informed on federal technology standards and global policies; and 5) apply for grant funding for records improvement and information sharing initiatives.

Ms. Nelson presented the historical information on the goals that were approved by the Commission in 2006 which included: 1) Arizona Disposition Reporting System (ADRS) and the Arrest Capture Data Collection System (AC/DC); 2) the delivery of a common tracking capability from first point of contact through final disposition for justice data; 3) the delivery of an information query capability across justice system; and 4) integrate with federal initiatives. ACJC Statistical Analysis Center staff prepared a fact sheet on timelines and completeness of criminal history records in Arizona for the Committee to review.

Ms. Nelson provided information on the updated goals and objectives of the Arizona Records Improvement and Information Sharing Strategic Plan. Goal 1 is to improve criminal records quality by increasing the timeliness, accuracy, completeness and accessibility of record information. The objectives include: 1) identifying opportunities to enhance the automation of information delivery, effectiveness of programs and the efficiency of operations; 2) promoting

ongoing records improvement collaboration across the flow of the criminal justice system. Goal 2 is to enhance information sharing across jurisdictional boundaries. The objectives for this goal are: 1) developing a conceptual framework that supports information sharing, leverages initiatives and opportunities; 2) pursuing avenues that enhance the connectivity of disparate components, systems and databases to promote seamless information delivery.

Ms. Nelson explained the revisions to the Strategic Plan from the discussion and direction received from the Information Technology and Systems Improvement Committee. It included two bullet points under **Vision – enhance public safety and security for Arizona citizens through a collaborative justice information sharing environment while protecting the privacy of citizens and confidentiality of information**, *Goal 2, Objective 2.1, 2.2 Supporting Activities and Performance Measures*. 1.) **extend JWI functionality and data sources available to JWI through collaboration with stakeholders and DPS;** and 2). **continue to support through facilitation, participation and information sharing the warrant reengineering initiative focused on business process improvements, information exchange and record retention of warrants.**

Mark Hendershot entered a motion to approve and support the recommendations for the updated goals and objectives in support of the Arizona Records Improvement and Information Sharing Strategic Plan. The motion was seconded by Gerald Richard and was unanimously approved by the Committee.

VII. Call to the Public

Chairperson Heckart made a call to the public. No members of the public addressed the Committee.

VIII. Date, Time, and Location of Next Meeting

Chairperson Heckart proposed that the Policy Team and Technical Team have a joint workgroup meeting to go over the initiatives of the strategic plan.

Pat Nelson, Program Manager recommended canceling the Policy Team meeting scheduled on Wednesday, March 21, 2012 and use the date of **March 28, 2012** that was intended for the Technical Team meeting to schedule the combined Policy Team and Technical Team workgroup meeting. This would be held on **1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

IX. Adjournment

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.