

Policy Team of the Information Technology and Systems Improvement Committee
Minutes
August 29, 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 August 29, 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 Clarich, Glendale City Court
Cheryl Harris, Navajo County Attorney's Office, by conference call
Mark Hendershot, Maricopa County Adult Probation
Jeff Hood, Department of Corrections, Greg Lauchner representing
Nancy McKay-Hills, Tucson Police Department
Michael Keran, Scottsdale Police Department
Bill McDonald, Maricopa County Attorney's Office
Julio Marroquin, Yavapai County Attorney's Office, by conference call
Marianne Sullivan, Attorney General's Office

Members Absent:

Cathy Allen, Coconino County Sheriff's Office
Shelly Bunn, Maricopa County Sheriff's Office
Frank Gonzales, Pima County Sheriff's Department
Mark Marino, Gilbert Police Department
Rob Peck, Pima County Attorney's Office
Jeff Raynor, Department of Public Safety

Staff Participating:

Pat Nelson, Program Manager
Peter Henning, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Chairperson Karl Heckart at 9:02 a.m. Roll was taken and a quorum was declared present.

II. Minutes of the June 14, 2012 Meeting

Chairperson Heckart called for a motion on the minutes. Bill McDonald entered a motion to approve the minutes of the June 14, 2012 meeting. The motion was seconded by Mark Hendershot and was unanimously approved by the Policy Team.

III. State Automation and Information Sharing Project Survey

Pat Nelson, Program Manager explained that in May 2011 the Policy Team approved the Arizona Strategic Plan that included developing a survey to be administered statewide documenting automation information sharing projects currently underway. The Policy Team and Technical Team agreed to assist in developing the survey questions. Ms. Nelson stated that ACJC was able to dedicate contract resource to update and administer the statewide survey.

Eric Tingom of Data Solutions, Inc., provided information on how the survey was constructed and administered, the collection of the results, and the presentation of the findings. The systems survey was completed in 2012 with 356 criminal justice agencies participating; 135 responses were from cities, counties and state agencies. Mr. Tingom presented a summary of the findings from the survey that included: 1) lack of a dedicated funding source; 2) technology gaps among the local agencies; 3) the need for ongoing training; and 4) multi-agency information sharing and business process issues. The priorities for future consideration include: 1) support for improvement in criminal records quality; 2) overcoming gaps in technology among criminal justice partners; and 3) multi-agency information sharing and business process standardization. Mr. Tingom offered additional recommendations for consideration: 1) ACJC assist criminal justice stakeholders with the creation of a sustainable funding structure for system improvements; 2) make certain that the information sharing infrastructure and ADRS have a broad governance structure with a sustainable operating budget; 3) standardized business processes around electronic filing; 4) develop a streamline model governance process for all contracts and memorandum of understanding (MOUs); and 5) develop transition plans from working groups to operational stakeholders. The published document will be posted on the ACJC website as well as sent to the survey responders; it will include the survey, the questionnaire, and responses.

As a result of the discussion and the findings from the survey, Chairperson Heckart asked that ACJC staff review and research the following: 1) status of the AZLink initiative; and 2) contact National Law Enforcement Telecommunications Systems (NLETS), Law Enforcement National Data Exchange (NDex) and the Global Justice Information Sharing Initiative (Global) for guidance to comply with the standards on information sharing.

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

IV. Action Plan for Tactical Priorities

Pat Nelson, Program Manager reviewed the Action Plan for tactical priorities that was tabled at the last meeting. The Policy Team asked that a proposal detailing specific steps of the plan be identified and discussed prior to the planned presentation to the Commission in 2013. Ms. Nelson directed the Policy Team to the Action Plan in support of the strategy as outlined on pages 9 and 10 of the agenda.

The strategic priority for Criminal History Clean-Up and Completion led by Cathy Clarich, Glendale City Court and Jeff Rayer, DPS have four project areas: 1) process mapping of the criminal justice process; 2) provide metrics to make determinations for where to focus efforts for improvements; 3) educate and train on the importance of fingerprinting, PCN, criminal records; and 4) determine how to measure the problem.

The second priority is the Arizona Disposition Reporting System (ADRS) Roll-out and Continued Enhancement led by Karl Heckart, Administrative Office of the Courts (AOC). The project areas for this priority include: 1) measuring the performance of the system; Yavapai County Attorney's Office volunteered to be a pilot to monitor the quality of information submitted through the system; 2) addressing the equipment needs of the smaller agencies in order to utilize ADRS; and 3) training and process mapping is needed for each county.

The eWarrant/Repository and Support of the National Instant Criminal Background Check System (NICS) Task Force Project is the third and fourth priorities. Karl Heckart, AOC will lead the eWarrant/Repository Priority and Pat Nelson, ACJC will oversee the support of the NICS Task Force project. Ms. Nelson pointed out that funding for the second phase of the electronic warrant/repository study and system design was approved by the Commission and the AOC will update the Policy Team on the progress. Also, the Policy Team will be involved on the following: 1) the analysis and design phase of the project; 2) continued discussion on the initiatives of the warrant issues; 3) updating on the work completed by the Dispo workgroup and NICS Task Force twice a year; 4) monitoring and advising on policy concerns as the groups work through the business issues.

The National Information Exchange Model (NIEM) Standard and Education priority is led by the Technical Team. The plan of action for this priority includes: 1) updates from the Technical Team to bring NIEM training and technical assistance to Arizona with inquiries made to SEARCH, Bureau of Justice Assistance (BJA) and IJIS Institute; 2) the Technical Team will provide an assessment on the transition of GJXDM specific elements to NIEM standards; and 3) determine who has ownership and can offer the standards.

Chairperson Heckart called for a motion on the Item IV. Mark Hendershot entered a motion to approve the Action Plan created at the June 14, 2012 meeting for the Arizona Records Improvement and Information Sharing Tactical Priorities. The motion was seconded by Michael Keran and was unanimously approved by the Policy Team.

V. Technical Team Update

Peter Henning, Program Manager provided an update on the Technical Team from the meeting held on August 2, 2012. There were three specific areas that included the election of a new chairperson; Mike Morrison, NIEM training and the data dictionary workgroup. Mr. Henning elaborated on the focus of the Data Dictionary workgroup. The workgroup will review and evaluate NIEM compliance issues as they relate to the current Arizona Data Dictionary. Members of the Technical Team who represent the DPS, AOC, Phoenix Police Department, Tucson Police Department and Scottsdale Police Department volunteered a representative from each of their respective agencies to serve on the workgroup. Mike Morrison, Technical Team Chairperson will report the group's progress to both the Technical Team and the Policy Team.

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

VI. Criminal Process Mapping

Cathy Clarich, Glendale Municipal Court presented information from the Disposition Business Process Improvement workgroup on criminal process mapping. The group met in June to discuss the mapping entry points and will meet on September 11, 2012 to start working on the felony level entry points. The group has identified the agencies that may have information coming to the system and the strategy to begin the process. The next step will be the misdemeanor level entry points.

Ms. Clarich explained the group has had great attendance and has representation from multiple levels of law enforcement. The group will continue its work to update the matrix for the criminal mapping processes, to find out where the gaps are and identify areas of improvement.

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

VII. Arizona Disposition Reporting System (ADRS) Performance Measures

Chairperson Karl Heckart provided an ADRS update. There are ten counties currently using ADRS in various aspects. Yavapai and Mohave counties are next in queue for implementation. He has noticed a number of business process issues arising that will require standardization of business process. More training will be made available in counties that initially took on ADRS. Mr. Heckart stated Cochise County and Santa Cruz County will complete the implementation in October 2012. The plan is to complete all the rural counties, and then start discussions with Pima County. Also, the issue of the reportable statistics to measure the success of ADRS and the mismatched PCNs were also discussed.

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

VIII. National Instance Criminal Background Check System (NICS) 2012 Funding Announcement

Pat Nelson, Program Manager stated that ACJC was one of (16) applicants for the FY2012 NICS Act Record Improvement Program (NARIP) grant administered by BJS. Applicants requested \$28.7 million dollars in NARIP funds although only \$11 million dollars was available for the grant year. ACJC's application was fully funded bringing \$1,012,166 to the state of Arizona for the continuation of the initiative. The strategy is to continue with the NICS records improvement plan, complete the criminal records disposition, NIEM data exchange to share defendant/charging information between sheriffs/jail management systems and the prosecutor case management systems. The grant also awarded \$400,000 to DPS for research and work with the superior courts on cases that never received dispositions with the goal to generate the disposition and return the record back to the County Attorney for completion.

Ms. Nelson gave an update on the 2011 NICS project and addressed how the NICS task force has broad representation and meets quarterly to work on the NICS records improvement plan. Ms. Nelson spoke about the information that is supplied to the Bureau of Justice Systems (BJS) through SEARCH and the National Center for State Courts. The information is to assist with the collected practices from states that received funding through NICS. One promising practice Arizona shared with BJS/SEARCH was the use of a Share Point website which allows all participants to review documents, materials, agendas and additional follow-up commentary at one primary location. Another promising practice shared was the utilization of an auto response system which allowed participants per agency to vote on the different priority areas and categories for the NICS records. Ms. Nelson also shared information on the NICS County Report Card which is being developed and created by Phil Stevenson of the Statistical Analysis Center.

Ms. Nelson discussed the initiative to improve the records going into NICS. The categories include felonies, drug offenses, domestic violence offenses, indictments, warrants, protection orders and mental health adjudications. There were two additional deliverables added to the 2011 project that consisted of: 1) DPS working with Yavapai County Attorney's Office on missing dispositions at the superior court level; and 2) technical assistance to Apache, Gila, La Paz, Mohave, Coconino and Navajo counties. Ms. Nelson explained the collected information would be provided for the jurisdictional process and the Arizona state strategy; how it relates to records improvement disposition reporting and information sharing; as well as information on the NICS initiative, mandatory fingerprinting and county report card.

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

IX. Call to the Public

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

X. Date, Time, and Location of Next Meeting

The next Policy Team meeting will be held on **Thursday, October 4, 2012 at 1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

XI. Adjournment

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director