

Technical Team of the Information Technology and Systems Improvement Committee
Minutes
August 2, 2012

A public meeting of the Technical Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on August 2, 2012 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

David Azuelo, Tucson Police Department, by conference call
Graciano Cervantes, Department of Public Safety
Tom Gendron, Maricopa ICJIS
Ajay Joshi, Phoenix Police Department, Doreen Hamilton representing
Mike Morrison, Scottsdale Police Department
Robert Rampy, Maricopa County Sheriff's Office, Bryan Inawat representing
Steven Scales, Administrative Office of the Courts
Marc Schmidt, Yavapai County Sheriff's Office
Schuyler Southwell, Maricopa County Attorney's Office
Stephen Welsh, Department of Corrections, Gary Lippert representing

Members Absent:

Rodney Banks, Pinal County, Senior I.T. Manager
Bruce Byron, Glendale Police Department
Silvia Gerdtz, Department of Transportation
Rob Peck, Pima County Attorney's Office
Ted Martin, Pima County Sheriff's Office

Staff Participating:

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

I. Call to Order and Roll Call

The meeting was called to order by Peter Henning, Program Manager at 2:02 p.m. Roll was taken and a quorum was declared present.

II. Election of a Chairperson to the Technical Team

Mr. Henning thanked former Chairperson Robert Rampy for presiding over the Technical Team since September, 2011. Next, the nominations for election of a Chairperson to the Technical Team were opened.

Graciano Cervantes entered a motion to nominate Mike Morrison as Chairperson of the Technical Team. The motion was seconded by Tom Gendron and was unanimously approved by the Technical Team. No other nominations were made. The remainder of the meeting was conducted by newly elected Chairperson Mike Morrison.

III. A. Minutes of the September 13, 2011 Meeting

Chairperson Morrison called for a motion on the minutes. Graciano Cervantes entered a motion to approve the minutes of the meeting held on September 13, 2011. The motion was seconded by Designee Doreen Hamilton and was unanimously approved by the Technical Team.

B. Minutes of the May 11, 2012 Joint Policy Team and Technical Team Meeting

(Action Item III-B was voted on first; followed by Item III-A.)

Chairperson Morrison called for a motion on the minutes. Graciano Cervantes entered a motion to approve the minutes of the meeting held on May 11, 2012. The motion was seconded by Designee Bryan Inawat and was unanimously approved by the Technical Team.

IV. Arizona Records Improvement and Information Sharing Priority Recommendations

Pat Nelson, Program Manager updated the Technical Team on the timeline for the Arizona Records Improvement and Information Sharing Priority Recommendations. Ms. Nelson referred to the updated vision, goals and objectives of the Strategic Plan (2012-2017) that were approved by the Commission at the March 22, 2012 meeting. Ms. Nelson then outlined the tactical priorities that included: 1) Continuation of the Arizona Disposition Reporting System (ADRS) rollout and system enhancements to support law enforcement information; 2) Criminal History Records Clean-up and Completion; 3) Warrant Repository-eWarrants Process; 4) Support of the National Instant Criminal Background Check System (NICS) Task Force Project that addresses criminal history records; and 5) National Information Exchange Model (NIEM) Standards and Education. The Commission approved the strategic priorities and tactical recommendations at the May 24, 2012 meeting; however, initial support from the Technical Team is needed for implementation.

Graciano Cervantes entered a motion to approve the recommendations of the Arizona Records Improvement and Information Sharing Strategy for the strategic priorities and tactical feasibilities. The motion was seconded by Tom Gendron and was unanimously approved by the Technical Team.

V. Arizona Criminal Justice System Survey

Pat Nelson, Program Manager provided background on the Arizona Criminal Justice System Survey. Ms. Nelson explained that in May 2011 the Policy Team approved the development of a survey to be administered statewide documenting automation information sharing projects currently underway. It was decided that both the Policy Team and Technical Team would assist in developing the survey questions. ACJC procured a dedicated contract resource to update and administer the statewide survey.

Eric Tingom, Data Solutions Inc. provided information on how the study 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 of the survey that included: 1) lack of a dedicated funding source; 2) technology gaps among local agencies; 3) 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) development of a governance structure to support sustainable technology, contracts and memorandums of understanding; 3) adoption of standardized business processes; and 4) develop transition plans from working groups to operational stakeholders.

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

VI. NIEM Training

Pat Nelson, Program Manager gave an update on the possibility of hosting a NIEM training in Arizona. ACJC staff reached out to SEARCH, a non-profit membership organization that is a national consortium for Justice Information and Statistics in collaboration with IJIS Institute, a non-profit membership organization funded by the U.S. Department of Justice, Bureau of Justice Assistance and the U.S. Department of Homeland Security. ACJC will submit a formal request to bring the training to Arizona. There were three agencies that volunteered to host the training, the Department of Public Safety, Scottsdale Police Department and Tucson Police Department. ACJC staff will provide additional information at the next meeting.

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

VII. Data Dictionary

(Action Item VII was presented after Item IV)

Technical Team Chairperson Mike Morrison reviewed how the Technical Team will be implementing priorities set by the Policy Team for NIEM training; which is establishing standardization and information sharing between the organizations and the global architecture for a mechanism to move data.

Chairperson Morrison discussed forming a workgroup to review and evaluate NIEM compliance issues as it relates to the current Arizona Data Dictionary. Members of the Technical Team representing the Department of Public Safety, Administrative Office of the Courts, Phoenix Police Department, Tucson Police Department, and Scottsdale Police Department volunteered a representative from their respective agency to serve on the workgroup. Chairperson Morrison who is representing Scottsdale Police Department will report back to the Technical Team with the progress of the workgroup.

After discussion, Graciano Cervantes entered a motion to approve the designation of a workgroup to assist in the review, analysis and update of the Arizona Data Dictionary for data elements and relationships to the NIEM standards. The motion was seconded by David Azuelo and was unanimously approved by the Technical Team.

VIII. Call to the Public

Chairperson Mike Morrison made a call to the public. No members of the public addressed the Technical Team.

IX. Date, Time, and Location of Next Meeting

The next Technical Team meeting will be held on **Thursday, January 31, 2013 at 2:00 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

X. Adjournment

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director