

**NOTICE OF PUBLIC MEETING
OF THE
INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION
AND
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Information Technology and Systems Improvement Committee** of the Arizona Criminal Justice Commission and to the general public that the **Information Technology and Systems Improvement Committee** will hold a meeting open to the public on **Friday, January 13, 2012** beginning at **1:30 p.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

- I. Call to Order and Roll Call** **Chairperson David Byers**
Information Technology and Systems Improvement Committee
Members:
David Byers, Chairperson
Robert Halliday
Tom Horne
Robert Huddleston
George Silva
Carl Taylor
- II. Minutes of the November 3, 2011 Meeting** **P-F-T**
• Approval of Minutes
- III. AZ Records Improvement & Information Sharing Strategic Plan** **Pat Nelson**
• Review, discussion, consideration and possible action on the updated goals and objectives in support of the Arizona Records Improvement and Information Sharing Strategic Plan. **P-F-T**

IV. Warrant Reengineering Study

Karl Heckart

- An update will be provided on the project surrounding the analysis of the warrant process and recommendation for an electronic arrest warrants roadmap.

Info

V. Call to the Public

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

VI. Date, Time, and Location of Next Meeting

- The next Information Technology and Systems Improvement Committee meeting will be held on **Thursday, July 19, 2012** at the Little America Hotel, Flagstaff, Arizona.

VII. Adjournment

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.



**INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT
COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
January 13, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the November 3, 2011 Meeting

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

The Committee approve the minutes of the Information Technology & Systems Improvement Committee Meeting held on November 3, 2011.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Information Technology and Systems Improvement Committee
Minutes
November 3, 2011**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on November 3, 2011 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

David Byers, Chairperson, Director, Administrative Office of the Courts
Robert Halliday, Director, Department of Public Safety, Jeff Raynor representing
Tom Horne, Attorney General, Gerald Richard representing
George Silva, Santa Cruz County Attorney, by conference call

Members Absent:

Robert Huddleston, Chief, Casa Grande Police Department
Carl Taylor, Coconino County Supervisor

Staff Participating:

Pat Nelson, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order

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

II. Minutes of the July 21, 2011 Meeting

Chairperson Byers called for a motion on the minutes. Designee Gerald Richard entered a motion to approve the minutes of the meeting held on July 21, 2011. The motion seconded by Designee Jeff Raynor and was unanimously approved by the Committee.

III. FY11 NICS Act Record Improvement Program (NARIP)

Pat Nelson, Program Manager reported that ACJC received an award of \$582,932 from the US Department of Justice, Office of Justice Programs, Bureau of Justice Statistics to improve the quality of records Arizona submits to the National Instant Criminal Background Check System (NICS).

Ms. Nelson explained that the grant funding will assist the Arizona NICS Act Record Improvement Program in the following ways: 1) Improve Arizona records for completeness, automation and transmittal of mental health adjudication; and 2) Improve completeness of criminal history records used by NICS by addressing disposition backlogs and rejects. Additional activities supported by the funding include creating an Arizona Task Force to focus on identifying strategic issues for policy guidance, establish reporting and management standards, examine current statutes and administrative procedures, provide recommendations for addressing gaps and process improvements.

Ms. Nelson stated \$350,000 of the award will be used to grant funds to agencies to improve the completeness of criminal history records by addressing disposition backlog/rejects with a priority on missing records. This pilot program will be limited to a six month timeframe from January 1, 2012 to June 30, 2012.

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

IV. Arizona Records Improvement Information Sharing Strategic Plan

Karl Heckart, Administrative Office of the Courts stated that at the July 2011 Commission meeting the Information Technology and Systems Improvement Committee was asked to provide a more practical and targeted approach to achieving the goals set out in the strategic plan. Mr. Heckart provided an update on the results of the suggestions given by the Information Technology and Systems Improvement Committee and the full Commission as it relates to furthering the goals stated in the Arizona Records Improvement Information Sharing Strategic Plan.

First, Mr. Heckart reviewed the past accomplishments of Coconino County, Pinal County, Maricopa County, Tucson, and the Courts by way of eCitation, eDispo and Court Protective Order Repository. The challenges discussed were ongoing support for criminal justice automation that included funding as an issue for sustainability in projects and keeping technology personnel in running the technology as needed and the changing political landscape that translates into different priorities being set.

Mr. Heckart discussed some of the challenges facing current projects: 1) Arizona Disposition Reporting System (ADRS) - having the reliability for completeness of information from criminal history reporting; 2) AZLink - competition in future ongoing funding and increasing value of the funding; 3) Justice Web Interface (JWI) needing coordination of shared data sources; 4) eCitation - supporting technology to the smaller agencies. Future initiatives include warrants, failure to appear (FTA) warrants, charge code standardization and criminal history repository as it relates to investigative data, official background data, and national requirements.

Mr. Heckart addressed tactical priority recommendations to support the updated Arizona Records Improvement Information Sharing Strategic Plan. The first alternative is to sustain the focus on current initiatives that include ADRS, eCitation rollout statewide, JWI, AZLink and NDex. The second alternative is to pursue new initiatives that include the warrant process and criminal history reengineering.

The Committee discussed the alternative surrounding the continuation of focusing efforts on records repository and what role ACJC should play in the information sharing projects that are beneficial to the justice system. The Committee also discussed the alternative that would require revamping the strategic plan to include the continuation of current projects such as, warrants, ADRS, information sharing. In order to achieve this goal, the Committee would have to identify what projects are going on now, what the options are and how the environment has changed that will allow some of the deliverables to be accomplished.

After review, Designee Gerald Richard entered a motion to present the following planned items to the Commission in support of the Arizona Records Improvement Information Sharing Strategic Plan: 1) ACJC continue with ADRS; and 2) a briefing be made on information sharing projects that has involved ACJC and support of ACJC's continued involvement. The motion was seconded by Designee Jeff Raynor and was unanimously approved by the Committee.

V. Call to the Public

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

VI. Date, Time, and Location of Next Meeting

The next Information Technology and Systems Improvement Committee meeting will be at the call of the Chairperson.

VII. Adjournment

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.



**INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT
COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
January 13, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Records Improvement & Information Sharing Strategic Plan

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

The Committee approves and supports the recommendations provided for the updated goals and objectives of the Arizona Records Improvement and Information Sharing Strategic Plan (2012-2017).

DISCUSSION:

Pat Nelson, Program Manager as a follow-up from the November 3, 2011 meeting, will present historical information on current tactical projects presently supporting the plan.

Additional information will be provided for recommended changes to the goals, objectives and tactical direction in support of the plan.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
January 13, 2012	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Warrant Reengineering Study

TO: Chairperson and Committee Members

FROM: Karl Heckart
Administration Office of the Courts

RECOMMENDATION:

Information Only

DISCUSSION:

The Administrative Office of the Arizona Supreme Court received funding under the Gerald Hardt Memorial Criminal Justice Records Improvement Program to conduct an analysis leading to the development of a detailed design and implementation plan for an electronic warrant roadmap.

Karl Heckart, Administrative Office of the Courts, Chief Information Officer will provide an update on the project with developing recommendations for system improvements.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A