

**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 **Thursday, July 21, 2011** beginning at **1:00 p.m.** at the **Little America Hotel, 2515 East Butler Avenue, Ballroom C, Flagstaff, AZ 86004.**

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 July 23, 2009 Meeting** **P-F-T**
- Approval of Minutes **P-F-T**
- III. Full Forensic Crime Laboratory Grant Program** **Pat Nelson**
- Review, discussion, consideration and possible action on the FY12 Full Service Forensic Crime Laboratory grant proposal and allocations. **P-F-T**
- IV. Gerald Hardt Memorial Criminal Justice Records Improvement Program** **Pat Nelson**
- Review, discussion, consideration and possible action on the Gerald Hardt Memorial CJRIP grant proposal and allocation for FY12. **P-F-T**

- V. Arizona Records Improvement and Information Sharing Strategic Plan**  
**Karl Heckart**
- Review, discussion, consideration and possible action on the direction and priorities set forth in the Arizona Records Improvement and Information Sharing Strategic Plan for 2012 through 2017. **P-F-T**

**VI. 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.

**VII. Date, Time, and Location of Next Meeting**

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

**VIII. 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 SYSTEM IMPROVEMENT  
COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION**

**Request for Committee Action**

---

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
July 21, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the July 23, 2009 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 and Systems Improvement Committee Meeting held on July 23, 2009.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Information Technology and Systems Improvement Committee**  
**Minutes**  
**July 23, 2009**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on July 23, 2009 at the Little America Hotel, 2515 E. Butler Avenue, Flagstaff, AZ 86004.

Members Present:

Dave Byers, Director, Administrative Office of the Courts, Jerry Landau representing as  
Acting Chairperson  
George Silva, Santa Cruz County Attorney by conference call  
Roger Vanderpool, Director, Department of Public Safety, David Felix representing  
Terry Goddard, Attorney General, Marna McLendon representing

Members Absent:

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

Staff Participating:

Pat Nelson, Program Manager  
Wendy Boyle, Executive Secretary

**I. Call to Order**

The meeting was called to order by Acting Chairperson Jerry Landau at 9:15 AM. Roll was taken and a quorum was declared present.

**II. Minutes of the July 17, 2008 Meeting**

Acting Chairperson Landau called for a motion on the minutes. Designee Marna McLendon entered a motion to approve the minutes of the meeting held on July 17, 2008. The motion seconded by Designee David Felix passed unanimously.

**III. Full Service Forensic Crime Laboratory Grant Program**

Pat Nelson, Program Manager reported to the Committee on the allocation of funds for the FY10 Full Service Forensic Crime Laboratory Grant Program. The goal of the Full Service Forensic Crime Laboratory Program is to improve the efficiency and effectiveness of the full service crime laboratories. The amount of funds available for this grant cycle is \$1,000,000 and the grant cycle begins on July 1, 2009 and ends on June 30, 2010. Ms. Nelson explained that in 2007, the lab directors agreed to a formula base funding format in which each accredited laboratory would receive equal shares of \$100,000 in grant funds. Any remaining funds would be distributed by a percentage as established by A.R.S. § 41-2415, the crime lab assessment fund. Allowable program expenses include personnel overtime, contracts, equipment and supplies. The allocation of funds by percentage include the following: 1) DPS covering six positions at 55 percent; 2) Phoenix Police Department utilizing overtime for scientists to prepare DNA samplings for outsourcing at 22 percent; 3) Tucson Police Department covering a DNA criminalist position at 12 percent; 4) Mesa Police Department for the purchase of two vehicles for crime scene unit response at 7 percent; and 5) Scottsdale Police Department for travel/registration for training and supplies at 4 percent. Designee Marna McLendon entered a motion to recommend to the Commission the approval of the Full Service Forensic Crime Laboratory grant allocations for FY10 in the amount of \$1,000,000 as outlined on page seven of the agenda. The motion seconded by Designee David Felix passed unanimously.

**IV. Gerald Hardt Memorial Criminal Justice Records Improvement Program**

Pat Nelson, Program Manager presented the Gerald Hardt Memorial Criminal Justice Records Improvement Program grant proposals and allocations for FY10. Ms. Nelson explained that the grant solicitation for the current year was posted on March 31, 2009 and closed on April 24, 2009. There were twenty-three agencies registered for the grant program with completed applications totaling \$5,243,590; exceeding available funding of \$1,456,364. All applications with the exception of two were evaluated. The two projects that were not considered included Maricopa County Attorney's Office – Timely Disposition Reporting in the amount of \$265,880 and the Coconino

County Sheriff's Office – Optical Print & Photo Image System (OPPIS) in the amount of \$15,269. These two projects were not considered because they were selected by the Bureau of Justice Statistics for funding under the FY09 National Criminal History Records Improvement Program.

Ms. Nelson provided addition background on the Arizona Disposition Reporting System (ADRS) request, emphasizing the critical need and high priority ADRS represents to criminal justice stakeholders. ADRS is a multi year, multi agency initiative which has had dedicated funding from several sources such as federal grants, individual agencies, municipal and county contributions. It is part of the strategic integrated justice plan for the state which focuses on improving the reporting of disposition and sentencing information from law enforcement and justice agencies by expanding the role of automation in the reporting process. Currently reporting is primarily done as a manual process.

For the past two years, CJRIP funding has been dedicated to the maintenance and support of ADRS. Legislative funding in the amount of 1.7 million was to be directed to the continued development and support of ADRS over FY08 & FY09; however, soon after its passage, the funds were identified as a budget reduction line item. The FY10 CJRIP Program received requests totaling \$5.2 million with approximately \$1.4 million available. The proposed allocation plan brought before the Information Technology and Systems Improvement Committee represents the Review Team's assessment and recommendations for funding. Additionally, staff is recommending that the 25% match requirement be waived to assist agencies in these difficult economic times.

Special note was made that the proposed funding will allow the Commission to support projects in 7 counties, 1 state agency and 1 tribal nation providing a large "footprint" to the improvement in the state's criminal justice records and information systems.

Designee Marna McLendon entered a motion to recommend to the Commission the award of \$1,456,364 for the FY10 Gerald Hardt Memorial Criminal Justice Records Improvement projects as shown on pages 11 and 12 of the agenda. The motion seconded by Designee David Felix passed unanimously.

The Committee discussed educating prosecutors and courts on the importance of the monies known as "Fill the Gap" collected for distribution to state, county and municipal law enforcement full-service forensic crime laboratories. Also, the Committee discussed meeting more frequently to receive status updates on grant funded projects.

**V. Call to the Public**

Acting Chairperson Landau 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 9:35 AM.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.



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

**Request for Committee Action**

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
July 21, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Full Service Forensic Crime Laboratory Grant Program

**TO:** Chairperson and Committee Members

**FROM:** Pat Nelson, Program Manager  
CJ System Improvements Program

**RECOMMENDATION:**

The Information Technology and Systems Improvement Committee recommend to the Arizona Criminal Justice Commission the approval of the Full Service Forensic Crime Laboratory grant allocations for FY12 in the amount of \$850,000 as outlined in the attached table.

**DISCUSSION:**

Arizona Revised Statute 41-2421, commonly referred to as "Fill the Gap", directs the monies collected pursuant to section 12-116.01, subsection B shall be allocated in part to the Arizona Criminal Justice Commission for distribution to state, county and municipal law enforcement full-service forensic crime laboratories pursuant to rules adopted by the Arizona Criminal Justice Commission.

Full Service Forensic Crime laboratory grant applications were received from all five laboratories for the grant program cycle of July 1, 2011 through June 30, 2012. Staff reviewed the requests for \$850,000 as outline in the attached table.

**FISCAL IMPACT:**

Significant to recipient agencies

**ALTERNATIVES:**

Not Approve - Modify - Table

**FY 2012  
Full-Service Forensic Crime Laboratory Grant Program  
Funding Proposal**

Funding Recipient		Base Allocation *	Population Percentages	Population Allocation	Total FY 2012 Proposed Allocation ARS 41-2421 (J)(5)
AZ Department of Public Safety (3 labs)		\$300,000	55%	\$82,500	\$382,500
Mesa Police Department		\$100,000	7%	\$10,500	\$110,500
Phoenix Police Department		\$100,000	22%	\$33,000	\$133,000
Scottsdale Police Department		\$100,000	4%	\$6,000	\$106,000
Tucson Police Department		\$100,000	12%	\$18,000	\$118,000
<b>Total Allocations</b>		<b>\$700,000</b>		<b>\$150,000</b>	<b>\$850,000</b>

\* Every full-service forensic crime lab (DPS has 3 labs) gets a base of \$100,000.

# IV

## INFORMATION TECHNOLOGY AND SYSTEM IMPROVEMENT COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

### Request for Committee Action

---

Action Requested:	Type of Action Requested:	Subject:
July 21, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Gerald Hardt Memorial Criminal Justice Records Improvement Program

---

**TO:** Chairperson and Committee Members

**FROM:** Pat Nelson, Program Manager  
CJ System Improvements Program

#### RECOMMENDATION:

The Information Technology and Systems Improvement Committee recommend to the Commission the award of \$334,195 for the FY12 Gerald Hardt Memorial Criminal Justice Records Improvement projects as shown in the attached table.

#### DISCUSSION:

On May 11, 2011, the Arizona Criminal Justice Commission opened the Gerald Hardt Memorial Criminal Justice Records Improvement Program application process with a closing date of June 10, 2011. Program goals encourage procedures and systems that ensure arrest and/or disposition information is submitted to and accessible through the database of criminal history records at the Central State Repository at the Arizona Department of Public Safety. Priority was given this year to projects that address disposition reporting backlogs to include processing of rejected disposition reports. A total of five agencies submitted applications totaling \$597,688.

Grant requests were reviewed by an evaluation team and applications were scored based on the criteria published in the solicitation with an emphasis on the goals of the Arizona Records Improvement and Information Sharing Strategic Plan.

#### FISCAL IMPACT:

Significant to recipient agencies

#### ALTERNATIVES:

Not Approve - Modify - Table

**Gerald Hardt Memorial Criminal Justice Records Improvement Program (CJRIP) FY12**

The CJRIP program supports the Arizona Records Improvement and Information Sharing Plan (AZ RIISP). Program priorities are to improve the quality, completeness, timeliness, and accessibility of the state's criminal history information. Priority for 2012 was directed to projects addressing backlogs and rejected dispositions.

Agency	Project Description	Requested	Recommended	Recommendation Comments
<b>Attorney General's Office</b>	<u>Records Improvement Program Legal Assistance</u> Requesting funding for 2000 hours contractual attorney services to include statute, rule, policy and process review and legal oversight of cross-jurisdictional information sharing. Also requesting part time administrative support, in-state travel, and operating expenses.	159,935	110,000	Partial funding is recommended for legal services of contracted attorney. Funding not recommended for support services, travel or operating expenses. Considerations: Funding is directed to core project activities of legal assistance for records improvement and information sharing.
<b>Coconino Sheriff's Office</b>	<u>eCitation Phase I</u> Requesting implementation of eCitation including hardware, software, and 12 handheld devices to print citations in Coconino County (8 in Flagstaff, 2 in Williams, and 2 in Page). When devices are docked, citation data is automatically uploaded to L/E and court systems. Project automates the citation process and increases process efficiency.	108,301	0	Project not recommended for funding. Considerations: Although a very worthwhile project to improve business processes, project activities have minimal impact on criminal records or criminal history information systems. Does not meet with the highest priorities of the program.
<b>Glendale Police Dept.</b>	<u>Jail Management System (JMS) Integration</u> Requesting funding to integrate three separate computerized systems used for booking: Glendale records management system (RMS), MCSO Pre-booking, and Phoenix PACE system to eliminate redundant data entry into multiple systems.	88,530	35,250	Partial funding is recommended for MCSO booking interface. Interface with PACE not recommended for funding. Considerations: Concerns exist with respect to the implementation timeline of the deployment of Glendale's RMS, long-term utilization of PACE, and resource constraints with partnering agencies.
<b>Maricopa Attorney's Office</b>	<u>Backlog Reduction</u> MCAO will utilize staff overtime and ERE as well as contractual personnel to enter backlogged disposition information for delivery to the central state repository.	187,598	135,621	Partial funding is recommended. Project supports program priority and has direct impact on improving the completeness, accuracy, timeliness and accessibility of criminal history records. Considerations: Due to limited available funding, project recommended for partial funding.
<b>Maricopa Sheriff's Office</b>	<u>Records Disposition Backlog Reduction</u> MCSO will utilize staff overtime and ERE to enter backlogged disposition information.	53,324	53,324	Full funding is recommended for project. Considerations: Project supports program priority and has direct impact on improving the completeness, accuracy, timeliness and accessibility of criminal history records.
		<b>\$597,688</b>	<b>\$334,195</b>	

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

**Request for Committee Action**

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
July 21, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Records Improvement and Information Sharing Strategic Plan

**TO:** Chairperson and Committee Members

**FROM:** Karl Heckart, Chairperson  
Policy Team Committee

**RECOMMENDATION:**

The Information Technology and Systems Improvement Committee recommend to the Commission support of the designated strategic priorities for 2012 through 2017 for the Arizona Records Improvement and Information Sharing Strategic Plan.

**DISCUSSION:**

In November 2010, the URL Integration, a leading integrated criminal justice information systems consulting firm was hired to assist in facilitating Arizona criminal justice stakeholders to update and expand the current long-term strategic vision for the Arizona Records Improvement and Information Sharing Strategic Plan developed in 2005/2006. The outcome of the meeting provides a summary of the proceedings and recommendations for short and long-term action to enable the state to continue down its path of improving the quality of criminal history records within the state, as well as to promote cross-agency information sharing among the justice enterprise.

A brief update will be provided on the activities and progress made to date on the Arizona Records Improvement and Information Sharing Strategic Plan and direction set for 2012 through 2017.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table