

**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 18, 2013** beginning at **10:00 a.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
 - Joseph Brugman
 - Tim Dorn
 - Clarence Dupnik
 - Chris Gibbs
 - Robert Halliday
 - Sheila Polk

- II. Minutes of the March 21, 2013 Meeting**
 - Approval of Minutes **P-F-T**

- III. 2012-2017 Arizona Records Improvement and Information Sharing Strategy Update** **Pat Nelson**
 - Information to be provided on the progress of initiatives and activities supporting the strategic plan. **Info**

- IV. Gerald Hardt Memorial Criminal Justice Records Improvement Program** **(CJRIP)**
Pat Nelson
 - Review, discussion, consideration and possible action on the Gerald Hardt Memorial CJRIP grant program allocation for FY14. **P-F-T**

V. Full Service Forensic Crime Laboratory Grant Program Pat Nelson

- Review, discussion, consideration and possible action on the FY14 Full Service Forensic Crime Laboratory grant program allocations. **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 SYSTEMS IMPROVEMENT COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 18, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the March 21, 2013 Meeting

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvement Program

RECOMMENDATION:

The Committee approve the minutes of the Information Technology and Systems Improvement Committee Meeting held on March 21, 2013.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Information Technology and Systems Improvement Committee
Minutes
March 21, 2013**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on March 21, 2013 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
Joseph Brugman, Chief, Coolidge Police Department
Timothy Dorn, Chief, Gilbert Police Department
Clarence Dupnik, Pima County Sheriff, Warren Alter representing
Chris Gibbs, Mayor, City of Stafford
Robert Halliday, Director, Department of Public Safety, Jeff Raynor representing
Sheila Polk, Yavapai County Attorney

Staff Participating:

Pat Nelson, Program Manager
Wendy Boyle, Executive Secretary

Guests Participating:

Tony Coulson, NICS Task Force
Aaron Gorrell, NICS Task Force

I. Call to Order

The meeting was called to order by Chairperson David Byers at 11:01 a.m. Roll was taken and a quorum was declared present.

II. Minutes of the May 24, 2012 Meeting

Chairperson Byers called for a motion on the minutes. Designee Warren Alter entered a motion to approve the minutes of the meeting held on May 24, 2012. The motion was seconded by Designee Jeff Raynor and was unanimously approved by the Committee.

III. Arizona National Instant Criminal Background Check System (NICS) Initiative

Pat Nelson, Program Manager provided background information on the task force recommendations for the AZ NICS Records Improvement Plan. Ms. Nelson gave special recognition to the stakeholders, NICS contractors Tony Coulson and Aaron Gorrell, ACJC Executive Director John A. Blackburn, Jr., Statistical Analysis Center Director Phillip Stevenson and Deputy Director Karen Ziegler who have been supportive and had a part in the development of the plan and recommendations for the past year and a half.

The task force recommendations support the Records Improvement Information Sharing Strategic Plan that was approved in May 2012. The strategy spans the years of 2012-2017 and focuses on two goals; improving criminal records quality by increasing the timeliness, accuracy, completeness and accessibility of record information and to enhance information sharing across jurisdictional boundaries.

Ms. Nelson explained that criminal history records are critical to our processes and are used in completing background and employment checks, foster care, adoption, firearm purchases and information that is used at significant points during the criminal justice process.

Ms. Nelson summarized how work started in 2011 after receiving a grant through the Department of Justice (DOJ) NICS Records Improvement Program. The grant program required the formation of a task force and to create a plan to improve reporting to NICS. Arizona was one of the few states that had legislation in place that allowed relief for persons with mental health adjudications; this allowed ACJC to apply for the funds.

Arizona included an additional goal to provide awards to agencies that could address missing dispositions in the criminal history repository for the NICS categories; namely the felonies, misdemeanors for domestic violence, and drug offenses by working on disposition backlogs and rejects. In 2012 further funding was awarded; Arizona has been successful in securing over \$1.5M to address the missing records in NICS reporting.

Ms. Nelson stated the recommendations are the beginning steps for further analysis, review of statutes, rules and policies that will be necessary to fully determine the viability of each recommendation; she further stressed there was no budget attached to these recommendations. Ms. Nelson stated that they are seeking the support of the Committee to continue the work that the task force has started. The Committee was also encouraged to ask questions and to provide feedback.

Tony Coulson stated he would address in his presentation, recommendations that could be considered short term fixes for the Arizona NICS Record Improvement Plan. He then would be followed by Mr. Gorrell who would address some of the long term solutions that have been identified by the task force. Mr. Coulson highlighted the recommendations for seven categories that included the following prohibited possessors: **Felony Convictions**, **Active Indictments/Informations/Verified Complaints** (a person under indictment on information), **Active Wants/Warrants** (fugitive on an active felony or misdemeanor warrant), **Unlawful Drug Use** (unlawful drug user-arrest within last year or multiple arrests in 5 years or drug test in last year or medical marijuana cardholder), **Mental Health Adjudications or Commitments** (a person adjudicated to be mentally defective or involuntarily committed or incompetent to manage own affairs), **Orders of Protection** (the subject of a protection order after being provided notice and opportunity to attend a hearing), and **Convictions for Potential Misdemeanor Crimes of Domestic Violence**.

A brief summary of category one recommendations was given that included conducting a study of non-disposed charges and analyzing the reasons for the open dispositions. Recommendation includes consideration for a Department of Public Safety (DPS) policy change to allow transmission of qualifying non-matching disposition records to NICS. Another area identified for improvement included the ability to transmit the process control number (PCN) to all justice agencies. Mr. Coulson touched on a major point that would include a requirement to advise in the presentencing report verification that fingerprints have been captured in the criminal history. Also, because of the need to capture the missing fingerprints, the task force discussed opportunities to implement livescans in each superior court building. This would require collaboration with law enforcement, judges and county attorneys, and require training of personnel. The other recommendation focused on increasing the utilization of ADRS, recognizing this would require additional training to be provided for all criminal justice agencies.

Under category two, Mr. Coulson discussed that the task force found Arizona does not report active indictments. As a short term fix, the task force recommended developing a means for superior courts and prosecutor offices to report charges indicated on the indictment or the information. A second recommendation would be to make use of the DPS message switch to forward the information from the prosecutor into NICS.

Mr. Coulson discussed category three, Active Warrants. In this group, the end solution is to capture and forward all active misdemeanors and felony warrants to NICS. The recommendations are to create and implement a standardized e-Warrant system; this is a current project underway with the Administrative Office of the Courts to support the creation and implementation of a warrant repository that would be used to report information to NICS.

The fourth category is unlawful drug use. Part of the NICS description for unlawful users of/or addicted to any controlled substance includes a person who is convicted for use or possession of a controlled substance within the past year. Under this category, a medical marijuana cardholder is considered a prohibited possessor. The short term recommendation is to determine whether through legislation; all medical marijuana cardholders would be reported to NICS; thus, aligning with federal law.

Mr. Coulson explained category five, Mental Health as one of the important groups in the NICS act. Arizona reports only Title 36 involuntary commitments to mental health treatment. The task force found a gap in mental health reporting which included no coverage of Title 14 or Rule 11 adjudications. The first recommendation is to require NICS reporting for adjudication from a judge on findings that a person is "incapacitated" under Title 14. The second recommendation is a criminal proceeding under Rule 11 whereby a judge rules someone "not competent". Under the listed variations, it would be a requirement to capture the data and report to NICS. The third recommendation is to implement a system tracking relief/restoration on NICS-based denials.

Category six covers Orders of Protection and the recommendation from the task force supports the ongoing efforts by AOC for development of the Court Protection Order Repository (CPOR) so all orders of protection are captured on a timely basis, recorded and removed when expired.

Mr. Coulson covered category seven, Misdemeanor Crimes of Domestic Violence. Mr. Coulson explained when there is a conviction of misdemeanor crimes of domestic violence and no arrest record is found, there needs to be an expeditious way for NICS to receive the information instead of creating an arrest record. Recommendation is to have ADRS forward a domestic violence guilty disposition into NICS as a short term fix. Prior to concluding his presentation, Mr. Coulson addressed questions relative to prohibited possessor categories.

Aaron Gorrell addressed the high level programmatic recommendations from the task force that focus on the system wide development, modifications and/or enhancements that impact data collection and quality.

Recommendation one establishes specific stewardship guidelines making each stakeholder accountable for maintaining the reliability of only those charges established and/or adjudicated by the stakeholder.

Recommendation two modifies the Arizona Disposition Reporting System (ADRS) to support the stewardship guidelines established above and capture charges as they exist during each segment of the case lifecycle.

Recommendation three modifies the Arizona rap sheet to display the charges captured during each segment.

Mr. Gorrell discussed recommendation four that requires evaluating and providing a performance matrix on the effectiveness of reporting into the criminal history repository. The approach is to have ACJC and DPS work together and develop county wide score cards across various NICS categories to indicate what percentages of

charges have been disposed. Once the issues and challenges are found, a follow up can be done through technical assistance and guidance training. There were concerns raised that the interpretation of the results of the score card could prove adverse to actual work being done in the counties; thus, creating unfair comparisons. Mr. Gorrell stated that the counties would have a significant role in the development of the scoring factors and that he would report their concerns to the task force.

Mr. Gorrell addressed recommendation five which includes the second phase of the e-Warrant project that identifies functional and non-functional requirements. The second piece focuses on the mental health repository that would be built on the court centralized case index. Mr. Gorrell explained it takes information from the case management systems in Arizona and places the information in a centralized location allowing NICS to review court clerk entries, identify cases in Title 32, and other qualifying cases in mental health. The third piece relates to the enhancements of the CPOR currently in place and continuing the expansion of the requirements and refining the system.

Recommendation six is to conduct process mapping within the criminal justice agencies and understanding the different business procedures for each jurisdiction. This can be done through documentation so improvements can be made in the collection, reporting of criminal justice and mental health data.

Pat Nelson, Program Manager reviewed recommendation seven. Recommendation is to continue providing technical assistance to the criminal justice agencies along with process mapping; follow up with the DPS audits to implement the scorecards, flowchart on the jurisdictional process and apply the technical solutions by resolving the reporting problems.

After discussion, Commissioner Sheila Polk entered a motion to recommend to the Commission the support of the AZ NICS Task Force report and recommendations on improving the completeness, automation and transmittal of records and mental health information to the NICS. The motion was seconded by Commissioner Chris Gibbs and was unanimously approved by the Committee.

IV. Call to the Public

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

V. Date, Time, and Location of Next Meeting

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

VI. Adjournment

The meeting was adjourned at 12:44 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:
July 18, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	2012-2017 Arizona Records Improvement and Information Sharing Strategy Update

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvement Program

RECOMMENDATION:

Information Only

DISCUSSION:

Information will be provided on the progress of initiatives and activities which support the Strategic Plan.

- Arizona Disposition Reporting System – Deployment & Enhancements
- Criminal History Records Statistics
- eWarrant Repository
- NICS Task Force Recommendations
- NIEM Standards and Education
- Funding Requests

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

IV

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 18, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Gerald Hardt Memorial Criminal Justice Records Improvement Program (CJRIP)

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvement Program

RECOMMENDATION:

The Information, Technology and Systems Improvement Committee recommend to the Commission directing 2014 Byrne/JAG 5% set-aside funding designated for the Gerald Hardt Memorial Criminal Justice Records Improvement Program in the amount of \$225,585 to support contractual services to develop an updated assessment and Project Investment Justification (PIJ) for the Arizona Criminal Records Improvement Information Sharing Strategy.

DISCUSSION:

The Gerald Hardt Memorial Criminal Justice Records Improvement Program is designed to implement various projects to improve the quality, completeness, and accessibility of the state's criminal justice records systems with an emphasis on criminal history information. High priority is given to encouraging and establishing uniform, automated procedures for reporting.

Criminal Justice stakeholders continue to meet regularly to work through and make recommendations for improvements to the criminal justice process and information exchange. The ability to use the limited funding from CJRIP will allow Arizona to update the automation plan for criminal justice records.

Funding will be utilized for contractual services to update the Arizona Records Improvement and Information Sharing Strategic Plan projects focused on automation and information sharing capabilities for criminal justice stakeholders.

Recommendation to direct the FY2014 funding to support an updated assessment and project investment justification supports the strategic goals approved in March 2012 and provides a statewide benefit for criminal justice agencies and the public.

FISCAL IMPACT:

Significant to recipient agencies

ALTERNATIVES:

Not Approve - Modify - Table



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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 18, 2013	<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 Improvement Program

RECOMMENDATION:

The Information Technology and Systems Improvement Committee recommend to the Commission the approval of the Full Service Forensic Crime Laboratory grant allocations for FY14 in the amount of \$800,000 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, 2013 through June 30, 2014.

FISCAL IMPACT:

Significant to recipient agencies

ALTERNATIVES:

Not Approve - Modify - Table

ARIZONA CRIMINAL JUSTICE COMMISSION			
Full Service Forensic Crime Lab Fund			
FY14 PLAN			
FY13			
	BEGINNING BALANCE		156,501
	REVENUE (projection)		845,970
	TOTAL AVAILABLE FOR PROJECTS		1,002,471
	FY13 EXPENDITURES		800,000
	FY13 ADMIN		45,000
			845,000
	ENDING BALANCE		157,471
FY14			
	PROJECTED REVENUE		850,000
	TOTAL AVAILABLE FOR PROJECTS		1,007,471
	ADMIN PLAN (5% FY13 REVENUE)		42,299
	FY14 RECOMMENDED PROGRAM SIZE		800,000
	ESTIMATED AVAILABLE FOR FY15 PROGRAM		165,172

FY 2014
Full-Service Forensic Crime Laboratory Grant Program
Funding Proposal

Funding Recipient	Total FY 2013 Allocation pursuant to ARS 41-2421 (J)(5)	Base Allocation *	Population Percentages	Population Allocation	Proposed Allocation
	\$800,000	\$700,000		\$100,000	\$800,000
AZ Department of Public Safety (3 labs)		\$300,000	55%	\$55,000	\$355,000
Mesa Police Department		\$100,000	7%	\$7,000	\$107,000
Phoenix Police Department		\$100,000	22%	\$22,000	\$122,000
Scottsdale Police Department		\$100,000	4%	\$4,000	\$104,000
Tucson Police Department		\$100,000	12%	\$12,000	\$112,000
Totals:	\$800,000	\$700,000	100%	\$100,000	\$800,000

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