

**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 16, 2015** beginning at **10:00 a.m.** at the **Little America Hotel, 2515 E. Butler Avenue, Flagstaff, AZ.**

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
Joe Brugman
Sean Duggan
Clarence Dupnik
Chris Gibbs
Frank Milstead
Sheila Polk
Roberto Villaseñor
- II. Minutes of the July 17, 2014 Meeting** **P-F-T**
- Approval of Minutes
- III. Criminal Justice Records Improvement Strategy Review** **Marc Peoples**
Aaron Gorrell
- A briefing will be provided on the status of the progress the group has made on the goals within the strategy. **Info**

IV. 2FID Pilot Project and Recommendation for Criminal Justice Records Improvement Program (CJRIP)

**Marc Peoples
Heather Cotter**

- Review, discussion, consideration and possible action on the Gerald Hardt Memorial Criminal Justice Records Improvement Program (CJRIP) grant allocation for FY 2016 through FY 2017. **P-F-T**

V. National Instant Criminal Background Check System (NICS) Taskforce Update and Add Recommendations

**Marc Peoples
Tony Coulson**

- Review, discussion, consideration and possible action on adding five recommendations to the Arizona National Instant Criminal Background Check System (NICS) Records Improvement Plan. **P-F-T**

VI. Full Service Forensic Crime Laboratory Grant Program

Marc Peoples

- Review, discussion, consideration and possible action on the FY16 Full Service Forensic Crime Laboratory grant proposal and allocations. **P-F-T**

VII. 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.

VIII. 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.

IX. 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 16, 2015	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the July 17, 2014 Meeting

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
CJ System Improvement Program

RECOMMENDATION:

The Committee approve the minutes of the Information Technology and Systems Improvement Committee Meeting held on July 17, 2014.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Information Technology and Systems Improvement Committee
Minutes
July 17, 2014**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on July 17, 2014 at the Little America Hotel, 2515 E. Butler Avenue, Flagstaff, AZ.

Members Present:

David Byers, Chairperson, Director, Administrative Office of the Courts
Joe Brugman, Chief, Safford Police Department
Timothy Dorn, Chief, Gilbert Police Department
Clarence Dupnik, Pima County Sheriff, Paul Wilson representing
Chris Gibbs, Mayor, City of Safford
Robert Halliday, Director, Department of Public Safety, Jeff Raynor representing
Daniel Sharp, Chief, Oro Valley Police Department

Members Absent:

Sheila Polk, Yavapai County Attorney

Staff Participating:

Pat Nelson, Program Manager
Wendy Boyle, Executive Secretary

Guest Participating:

Aaron Gorrell, Waterhole Consulting

I. Call to Order

The meeting was called to order by Chairperson David Byers at 10:00 a.m. Roll was taken and a quorum was declared present.

II. Minutes of the July 18, 2013 Meeting

Chairperson Byers called for a motion on the minutes. Commissioner Chris Gibbs entered a motion to approve the minutes of the meeting held on July 18, 2013. The motion was seconded by Commissioner Daniel Sharp and was unanimously approved by the Committee.

III. 2012-2017 Arizona Records Improvement and Information Sharing Strategy Update

Pat Nelson, Program Manager gave an update on the federal FY14 grant proposals that were submitted to improve criminal records in Arizona in the amount of \$1,913,448. The first grant request to the Bureau of Justice Statistics (BJS) for the National Instant Criminal Background Check System (NICS) program in the amount of \$769,332 was received from BJS and recommended for full funding on the continuation of the Arizona NICS Task Force Project. The second grant application was submitted to the National Criminal History Improvement Program (NCHIP) in the amount of \$644,951. ACJC was notified by BJS that six out of the eight NCHIP projects were recommended for funding to support records, information sharing improvements, and backlog reductions. Ms. Nelson also explained the third grant application to Bureau of Justice Assistance (BJA) for the Justice Information Sharing Solutions in the amount of \$499,165 was submitted to develop the AZ historical warrant repository. There will be five awards made nationwide for this grant solicitation and ACJC has not been informed of the status.

Ms. Nelson directed the Committee to the updated strategic plan document that includes information on the activities from the committees, stakeholders, the status report and funding details. Ms. Nelson provided a few highlights of the projects listed in the strategic plan. One of the initiatives deals with improving the criminal history records; they have been able to coordinate and combine the strategies with the NICS Task Force recommendations to concentrate attention to improving the Arizona Disposition Reporting System (ADRS). Improvements will be seen by implementing the auto add feature, known as the Simplified Segmented Approach. Other activities include looking at the missing records that should have begun by a fingerprint. As a part of this effort, the group is reviewing utilizing a biometric capture or 2FID unit in the courts to capture a quality print for sentencing documents, and continuing to monitor the Department of Corrections (DOC) GAP report for counties. Another project is the review of the warrants

process; under the Warrant Repository project, electronic warrants standardization of the design documents and development of a proof of concept model for electronic workflow for warrants is projected to begin October, 2014 and the development of a historical warrant repository. Lastly, under the NICS Task Force Project, the success of HB2322 allowed the additional mental health statute, Rule 11 and Title 14 guardianship records to be reported into NICS. The efforts to secure additional legislation will continue in 2015 to allow mental health notifications to law enforcement as a part of NICS.

Ms. Nelson emphasized how the Criminal History Records Improvement Plan and the NICS Records Improvement Plan were able to join together as a strategic plan. The coordinated funding for NCHIP, NICS, Byrne/Justice Assistance Grant (JAG), Improving Background Checks and Information Sharing Solutions was managed, and the involvement of all the stakeholders included the Commission, NICS task force, subject experts in the courts, law enforcement, prosecutors, mental health and the legislators and legislative liaisons.

Ms. Nelson briefed on the technical assistant visits provided to the counties. Sessions included information for measuring performances of NICS record completeness in the percentage of arrest charges with subsequent case disposition information in the Arizona Computerized Criminal History (ACCH) by county. Funding since 2005 for the Criminal Records Improvement Plan has grown to a total of \$8,315,017; this has led to results of records improvement completed dispositions increasing by a total of 14.9 percent from 2005 (57.2 percent) to 2012 (72.1 percent).

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

IV. Arizona Criminal Records Infrastructure Improvement Assessment Report and Budget Request

Aaron Gorrell, Waterhole Consulting provided information that described the overall process of the Records Infrastructure Improvement Assessment Report. Mr. Gorrell reviewed the successes of the Strategic Assessment Project and the intent of the information sharing assessment report. The report identified underlying problems in the criminal records system and reviewed the solutions. There will be a funding request during the upcoming legislative session for two of the initiatives in the Project Investment Justification (PIJ) in support of automation projects. The Automated Fingerprint Identification System (AFIS) LiveScan/AFIS machines were approved at the business level by the Arizona Strategic Enterprise Technology (ASET) on June 30, 2014. Lastly, the Statewide Arrest Warrant Project is being presented at the Information Technology Authorization Committee (ITAC) on July 30, 2014.

Next, Mr. Gorrell reviewed each assessment initiative.

Initiative #1 Simplify Case Disposition Reporting. This initiative addresses streamlining disposition reporting using the auto add, auto update program through the Simplified Segmented Approach (SSA) that is currently in progress. The Administrative Office of the Courts (AOC), ACJC, and the Department of Public Safety (DPS) are working to utilize this process to validate that every charge that has been fingerprinted, adjudicated by the court, and has been added in the criminal history system.

Initiative #2 Expand Use of Biometric Identifiers. This initiative expands the use of biometrically based identifiers by looking to address the issue of missing criminal history. The current ink and roll method of fingerprinting has been identified as a leading culprit for not having a criminal history record created because the fingerprints were either missing or not usable.

Mr. Gorrell explained that one of the first steps in using the mobile fingerprinting device as a reliable format was to ensure the technology had the capability for law enforcement to confirm subject identity background, and provide immediate feedback on the quality of the fingerprint to AFIS and have the return within minutes. The information could be returned with a mug shot, person name, date of birth, AFIS record number, two fingerprint image and a criminal history indicator. A live demonstration of the device was shown to the Committee members using a fingerprint.

Mr. Gorrell also reported on the benefits that include biometric based identification for court personnel, electronic capture of fingerprint for sentencing documents, creating a label to Court Case Management System with fingerprints replacing the ink and roll process, and determining the presence of criminal history. The next steps will be testing proof of concept in the Maricopa County Superior Court by applying the process in a criminal courtroom. The goal is possible expansion, determining the approach for other Superior criminal courtrooms and limited jurisdiction courts.

Mr. Gorrell discussed the second part of the initiative that is the LiveScan Concept of Operations and expansion of the fingerprint capability through LiveScan/AFIS machines. Lack of accessibility and operating hours were often given as reasons for not getting a fingerprint taken. The projected funding of \$451,519 for this project would deploy eight LiveScan booking devices to be located in courthouses allowing the capture of prints during the same business hours as the court.

The final piece is the staffing of eight LiveScan operators for the devices that will come through a special budget request through ACJC in the amount of \$640,000.

Initiative #3 is the **Arizona Statewide Arrest Warrant Project (ASAWP)** that contains two phases.

The first phase is a review of the Arrest Warrant Standardization process in order to establish one standard or set of arrest warrants to be used statewide by courts in Arizona. The AOC has been working with the sheriffs, local law enforcement agencies and the courts to identify the key issues and business processes currently in place across the jurisdictions. The processes being reviewed include requesting, approving and issuing arrest warrants, and processing the warrants into Arizona Criminal Justice Information System (ACJIS).

The second phase is to develop a statewide arrest warrant system. The cost of the ASAWP/eWarrants project is estimated to be \$5,046,413. The issues identified in the study phase are lack of process for arrest warrants, duplicate data entry, manual arrest warrant validation, eliminating local warrants, and obtaining activity notification.

Initiative #4 is the continuation of work by the **NICS** Task Force; their focus has shifted from identifying improvements to providing input and feedback on many of the solutions identified in this report.

Initiative #5 is the **expansion of the GAP filler project**. The Arizona GAP Filler Project has proven very adept at providing a safety net to catch those situations where an offender is adjudicated with no criminal history. In the past eight years, agencies involved in the project have identified thousands of cases and retroactively created criminal history. The goal is to expand the Arizona GAP Filler Project in two ways. First, to work with Arizona Department of Corrections (ADC) to develop a process whereby intake classification personnel check criminal history and report missing offenses to the Gap Filler personnel for remediation. Secondly, to work with Adult Probation departments across Arizona to introduce the process of checking for presenting charges in criminal history.

Mr. Gorrell concluded the presentation with an overview of the implementation plan that consists of 1.) Phase I continuing with the Microsoft CRM license and to use the off the shelf solution designed to allow the end user to customize implementation; 2) Phase II - rolling out statewide the implementation for the Failure to Appear Warrants and integrate with DPS, law enforcement and court case management systems; 3) Phase III - implement warrants into an interface with the Adult and Juvenile Probation case management system; 4) Phase IV - implement for the grand jury, misdemeanor and direct file felony warrants integration in the Maricopa County Integrated Criminal Justice Information Systems (ICJIS); and 5) Phase V - replace Arizona CJIS section with new system.

After review and discussion, Commissioner Daniel Sharp entered a motion to recommend to the Commission the approval of the Arizona Criminal Records Infrastructure Improvement Assessment Report and 2016 budget request in the amount of \$6,137,932 to support development and implementation of technology solutions to enhance timely and accurate sharing of criminal justice information. The motion was seconded by Commissioner Joe Brugman and was unanimously approved by the Committee.

V. Gerald Hardt Memorial Criminal Justice Records Improvement Program (CJRIP)

Pat Nelson, Program Manager explained that each year the Commission has set aside 5% of the Byrne/JAG funding to target support of individual agency projects that impact the state's effort in improving criminal justice records. Ms. Nelson presented to the Committee for consideration the CJRIP funding in the amount of \$211,749 to support implementation of mobile fingerprint devices in each criminal courtroom of the Maricopa County Superior Court.

Designee Paul Wilson entered a motion to recommend to the Commission the directing FY2015 Byrne/JAG 5% set-aside funding in the amount of \$211,749 to support an initiative for implementing mobile fingerprint devices in each criminal courtroom of the Maricopa County Superior Court. The motion was seconded by Commissioner Daniel Sharp and was unanimously approved by the Committee.

VI. Full Service Forensic Crime Laboratory Grant Program

Pat Nelson, Program Manager reported on the Full Service Forensic Laboratory Grant Program and the allocation of funds in the amount of \$850,000 for FY15. In 2007, the lab directors and chiefs agreed to establish an equitable distribution formula as outlined on page 12 of the agenda. The distribution method includes a base allocation of \$100,000 in grant funds for each full service accredited crime laboratory with the remaining funds distributed by formula based on population.

Commissioner Daniel Sharp entered a motion to recommend to the Commission the approval of the Full Service Forensic Crime Laboratory grant allocations for the cycle of July 1, 2014 through June 30, 2015. The motion was seconded by Designee Jeff Raynor and was unanimously approved by the Committee.

VII. Call to the Public

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

VIII. Date, Time, and Location of Next Meeting

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

IX. Adjournment

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John A. Blackburn, Jr.", written in a cursive style.

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 16, 2015	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Criminal Justice Records Improvement Strategy Review

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
CJ System Improvement Program
Aaron Gorrell, Waterhole Consulting

RECOMMENDATION:

Information Only

DISCUSSION:

A briefing will be provided on the status of the progress the group has made on the goals within the Criminal Justice Records Improvement strategy.

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 16, 2015	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	2FID Pilot Project Update and Recommendations for Criminal Justice Records Improvement Program (CJRIP)

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
CJ System Improvement Program
Heather Cotter, Waterhole Consulting

RECOMMENDATION:

The Information Technology and Systems Improvement Committee recommends to the Commission directing FY 2016 through FY 2017 Byrne/JAG 5% set aside funding designated for the Gerald Hardt Criminal Justice Records Improvement Program in the amount not to exceed \$200,000 to support initiative for implementing mobile fingerprint devices in each of the criminal courtrooms in the remaining 14 County Superior Courts.

DISCUSSION:

Pursuant to ARS 13-607(B) the "court or a person appointed by the court shall at the time of sentencing and in open court permanently affix the defendant's fingerprint to the document or order". Fingerprints for the sentencing order are currently captured manually by courtroom clerks or bailiffs using the ink and roll method. This manual fingerprint process creates challenges to capturing a quality print. A quality print is critical when making determinations of prior convictions for enhanced charges and for establishing a criminal history record if fingerprints were not taken as the individual moved through the judicial process.

An update on the 2FID pilot project in Maricopa and Pinal counties will be provided to the Committee.

FISCAL IMPACT:

Significant to recipient agencies

ALTERNATIVES:

Not Approve - Modify - Table

V

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 16, 2015	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	National Instant Criminal Background Check System (NICS) Taskforce Update and Add Recommendations

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
CJ System Improvement Program
Tony Coulson, NTH Consulting

RECOMMENDATION:

The Information Technology and Systems Improvement Committee recommends to the Commission the addition of five recommendations to the Arizona National Instant Criminal Background Check System (NICS) Records Improvement Plan.

DISCUSSION:

The NICS Task Force and Policy Team met and recommended the following recommendations be included in the Arizona National Instant Criminal Background Check System (NICS) Records Improvement Plan.

- All Conditions of Release that prohibit the possession of firearms be reported to NICS.
- Conditions of Release reported electronically and automatically to NICS.
- The system used to report Conditions of Release shall also be able to automatically modify/cancel a record.
- Law Enforcement should have access to Conditions of Release via their automated systems.
- Arizona should develop a statewide protocol that establishes a best practices model on how Orders of Protection should be processed and served.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

VI

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 16, 2015	<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: Marc Peoples, Program Manager
CJ System Improvement Program

RECOMMENDATION:

The Information Technology and Systems Improvement Committee recommends to the Commission the approval of the Full Service Forensic Crime Laboratory grant allocations for FY16 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, 2015 through June 30, 2016.

FISCAL IMPACT:

Significant to recipient agencies

ALTERNATIVES:

Not Approve - Modify - Table

ARIZONA CRIMINAL JUSTICE COMMISSION			
Full Service Forensic Crime Lab Fund			
FY16 PLAN			
FY15			
	BEGINNING BALANCE		174,515
	REVENUE (projection)		810,000
	TOTAL AVAILABLE FOR PROJECTS		984,515
	FY15 EXPENDITURES		850,000
	FY15 ADMIN		35,000
			885,000
	ENDING BALANCE		99,515
FY16			
	PROJECTED REVENUE		793,800
	TOTAL AVAILABLE FOR PROJECTS		893,315
	ADMIN PLAN (5% FY15 REVENUE)		40,500
	FY16 RECOMMENDED PROGRAM SIZE		800,000
	ESTIMATED AVAILABLE FOR FY16 PROGRAM		52,815

FY 2016 Full-Service Forensic Crime Laboratory Grant Program Funding Proposal

Funding Recipient	Total FY 2016 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