

**NOTICE OF PUBLIC MEETING  
OF THE POLICY TEAM  
OF THE  
INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE  
AND  
AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **Policy Team of the Information Technology and Systems Improvement Committee** of the Arizona Criminal Justice Commission and to the general public that the **Policy Team** will hold a meeting open to the public on **Thursday, January 10, 2013** 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 Karl Heckart**
  
- II. Minutes of the October 4, 2012 Meeting**
  - Approval of Minutes **P-F-T**
  
- III. Technical Team Update** **Mike Morrison**
  - Information will be provided on the discussions and current activities of the Technical Team. **Info**
  
- IV. e-Warrant Project Update** **Karl Heckart**
  - Progress update to be provided on the activities and partnership with the National Center for State Courts (NCSC) and SEARCH for development of a state electronic warrant service and repository roadmap. **Info**
  
- V. Criminal Process Mapping** **Cathy Clarich/Jeff Raynor**
  - Update will be provided on the activities for the criminal process mapping. **Info**

**VI. Arizona National Instant Criminal Background Check System (NICS) Initiative** **Pat Nelson**

- Approval of the Arizona NICS Task Force recommendations and NICS Record Improvement Plan. **P-F-T**

**VII. Call to the Public**

Those wishing to address the Policy Team 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 Policy Team meeting will be held on **Thursday, March 7, 2013 at 1:30 p.m.** at 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

**IX. Adjournment**

A copy of the agenda background material provided to Policy Team 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.



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

**Request for Policy Team Action**

---

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 10, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the October 4, 2012 Meeting

---

**TO:** Policy Team Members

**FROM:** Karl Heckart, Chairperson

**RECOMMENDATION:**

The Policy Team members approve the minutes of the joint Policy Team and Technical Team Meeting held on October 4, 2012.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Joint Policy Team and Technical Team  
of the Information Technology and Systems Improvement Committee  
Minutes  
October 4, 2012**

A public meeting of the joint Policy Team and Technical Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on October 4, 2012 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

**Policy Team Members Present:**

Karl Heckart, Chairperson, Administrative Office of the Courts  
Cathy Allen, Coconino County Sheriff's Office, by conference call  
Cathy Clarich, Glendale City Court  
Cheryl Harris, Navajo County Attorney's Office, by conference call  
Mark Hendershot, Maricopa County Adult Probation  
Nancy McKay Hills, Tucson Police Department  
Michael Keran, Scottsdale Police Department  
Julio Marroquin, Yavapai County Attorney's Office, by conference call  
Bill McDonald, Maricopa County Attorney's Office, Schuyler Southwell representing  
Jeff Raynor, Department of Public Safety, Graciano Cervantes representing  
Marianne Sullivan, Attorney General's Office

**Policy Team Members Absent:**

Shelly Bunn, Maricopa County Sheriff's Office  
Frank Gonzales, Pima County Sheriff's Department  
Jeff Hood, Department of Corrections  
Mark Marino, Gilbert Police Department  
Rob Peck, Pima County Attorney's Office

**Technical Team Members Present:**

Mike Morrison, Chairperson, Scottsdale Police Department  
Bruce Byron, Glendale Police Department  
Graciano Cervantes, Department of Public Safety  
Tom Gendron, Maricopa ICJIS  
Ted Martin, Pima County Sheriff's Office, by conference call  
Chioma Nwabeke, Mesa Police Department  
Steven Scales, Administrative Office of the Courts  
Schuyler Southwell, Maricopa County Attorney's Office  
Stephen Welsh, Department of Corrections

**Technical Team Members Absent:**

David Azuelo, Tucson Police Department  
Rodney Banks, Pinal County, Senior I.T. Manager  
Silvia Gerds, Department of Transportation  
Ajay Joshi, Phoenix Police Department  
Rob Peck, Pima County Attorney's Office  
Marc Schmidt, Yavapai County Sheriff's Office

**Staff Participating:**

Peter Henning, Program Manager  
Phil Stevenson, Director, Statistical Analysis Center  
Wendy Boyle, Executive Secretary

**Guest Participating:**

David Steingraber, National Criminal Justice Association

**I. Call to Order and Roll Call**

The meeting was called to order by Peter Henning, Program Manager. Roll was taken for the Policy Team and a quorum was declared present. Roll was taken for the Technical Team and a quorum was declared present.

## **II. Minutes**

### **A. Approval of Minutes from the August 2, 2012 Technical Team Meeting**

Technical Team Chairperson Mike Morrison called for a motion on the minutes. Graciano Cervantes entered a motion to approve the minutes of the Technical Team meeting held on August 2, 2012. The motion was seconded by Bruce Byron and was unanimously approved by the Technical Team.

### **B. Approval of Minutes from the August 29, 2012 Policy Team Meeting**

Policy Team Chairperson Karl Heckart called for a motion on the minutes. Mark Hendershot entered a motion to approve the minutes of the Policy Team meeting held on August 29, 2012. The motion was seconded by Cathy Clarich and was unanimously approved by the Policy Team.

## **III. National Criminal Justice Association (NCJA) Technical Assistance**

David Steingraber, Senior Policy Advisor, NCJA gave an extensive presentation on issues facing the criminal justice community, emerging standards and outlined the concept of Global Justice Information Sharing Tools. Mr. Steingraber explained that there are benefits and challenges in sharing information. The benefits associated with justice information sharing include greater efficiency, improved information quality, better decision making and more useful data sets. The challenges involve many autonomous justice organizations, multiple trust domains, mixed environments, varied governance structures, significant investment in inherited systems, inconsistent or non-existent policies and procedures, and disparate, incompatible security mechanisms.

Mr. Steingraber provided information on the Department of Justice (DOJ) Global Justice Information Sharing Initiative. The initiative brings in the Federal Advisory Committee Act (FACA) advisory body to the U.S. Attorney General which is supported by the Bureau of Justice Assistance (BJA) and the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) to address technical and policy issues; consists of Justice Information stake holding agencies, associations, and constituencies; has leadership in all levels of government; and has representation across the justice landscape affecting the work of more the 1.2 million justice professionals. The challenges to the initiative include different dictionaries and vocabularies used to store and interpret data; different business and technical architectures; conflicting approaches to secure data, manage users and to ensure controlled access; different approaches to meet challenges of protecting privacy; and different policies, agreements and contracts governing information sharing.

Next, the Global Information Sharing Toolkit (GIST) was detailed by the following standard based approaches: 1) Data – National Information Exchange Model (NIEM); 2) Technology – Global Reference Architecture (GRA); 3) Security – Global Federated Identity and Privilege Management (GFIPM); 4) Privacy Policy Technical Framework; and 5) Governance – Statement of Participation. Mr. Steingraber addressed how users can go on the justice information sharing website to view and search for the Global products, navigate for a classification hierarchy, and answer questions to generate a customized package of Global solutions. Also, the Global Standards Council (GSC) was created to develop the Global Standards Package (GSP) to promote consistency and interoperability of systems across the justice and public safety community. Another condition is that OJP requires grantee compliance to the GSP and all the components.

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

## **IV. Record Quality**

Phil Stevenson, Director, Statistical Analysis Center presented information on the strategies for understanding and improving information quality. Mr. Stevenson spoke about his involvement with Global Justice, Global Justice Privacy and Information Quality work group, Global Standards Council, and the Justice Research and Statistics Association. Specifically, Mr. Stevenson introduced a frame work for improving information quality from the Global Justice Privacy and Information Quality work group which covers justice information sharing that promotes the administrative of justice and public protection by: 1) preserving the integrity and quality of information; 2) facilitating the sharing of appropriate and relevant information; 3) protect individuals from consequences of inappropriate gathering, use and release of information; and 4) permitting appropriate oversight. The dimensions of information quality were discussed as to how to apply that framework to Arizona's criminal history records. Mr. Stevenson addressed criminal history records by the categories of completeness, timeliness and accuracy. First, examples on completeness measures of records were viewed by missing dispositions by offense type and the consequences of incomplete information. Second, examples on timeliness measures of criminal history records were examined by a 100 day and 180 day standard of felony arrests, average number of days to case disposition and the consequences of untimely information. Third, examples on criminal history records and accuracy measures were given by aggravated DV arrests and the consequences of inaccurate information. Mr. Stevenson then summarized the criminal history record quality standard performance measures. The standards of completeness pose the following: 1) performance standard at one hundred percent; 2) how to account for appeals, etc; and 3) should standards be different for mandatory and discretionary fields. The standards of timeliness for the timeframe include: 1) arrest time frame (ex. 10 days); 2) submission of final disposition information (ex: forty days); 3) case processing times (ex: 100 and 180 days) and 4) other standards. The standards of accuracy establish the following inquiries, accurate reflection of what was submitted and an accurate reflection of what activated the creation of the record.

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

**V. NIEM Technical Assistance Update**

Peter Henning, Program Manager reported on the prospect of having NIEM technical assistance training brought to Arizona. Mr. Henning and Technical Team Chairperson Mike Morrison have reached out to IJIS Institute and will be on a conference call with representatives next week with a collection of information on what is needed to prepare for the technical assistance training and possible training dates. A questionnaire from IJIS is being compiled with information that contains the different road blocks, policies, and manual processes being used in Arizona. Mr. Henning asked if members from the Policy Team could help assist in preparing and responding to the questionnaire.

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

**VI. Call to the Public**

Policy Team Chairperson Heckart made a call to the public. No members of the public addressed the Teams.

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

The Policy Team will meet on Thursday, January 10, 2013 at 1:30 p.m. and the Technical Team will meet on Thursday, January 31, 2013 at 2:00 p.m. Both meetings will be held at 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

**VIII. Adjournment**

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.



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

**Request for Policy Team Action**

---

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 10, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Technical Team Update

---

**TO:** Chairperson and Policy Team Members

**FROM:** Mike Morrison, Technical Team Chairperson

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

Information to be provided to the Policy Team on the progression of activities to include:

- NIEM Training to be delivered in February
- NIEM high level presentation to Policy Team in March
- Review of Data Dictionary

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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

**Request for Policy Team Action**

---

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 10, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	eWarrant Project Update

---

**TO:** Policy Team Members

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

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

Information will be provided on the activities to date for the Arizona eWarrant project. Partnerships have been established with the National Center for State Courts (NCSC) and SEARCH allowing Arizona to be an additional pilot state. Under an initiative funded by BJA to the NCSC, SEARCH, FBI and the Bureau of Justice Statistics are working to assist pilot projects that support the BJA Justice Information Sharing Plan goal to improve warrant and disposition reporting.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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

Request for Policy Team Action

Action Requested:	Type of Action Requested:	Subject:
January 10, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Criminal Processing Mapping

**TO:** Chairperson and Policy Team Members

**FROM:** Cathy Clarich, Glendale City Court  
Jeff Raynor, Department of Public Safety

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

An update will be provided on information collected from the Disposition Business Process Improvements Workgroup for felony process mapping. Key points were collected to assist in developing a baseline matrix for Arizona’s criminal process starting with the felony process.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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

Request for Policy Team Action

Action Requested:	Type of Action Requested:	Subject:
January 10, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona NICS Initiative

**TO:** Chairperson and Policy Team Members

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

**RECOMMENDATION:**

The Policy Team approve the Arizona NICS Task Force recommendations focused on improving the completeness, automation and transmittal of records and mental health information to the NICS.

**DISCUSSION:**

The Arizona Criminal Justice Commission was awarded funding in FY 2011 and FY 2012 from the Department of Justice, Bureau of Justice Statistics for the Arizona NICS Records Improvement Initiative. The grants provided funding to support two major goals: 1.) Improve Arizona record for completeness, automation and transmittal of records and mental health information to the National Instant Criminal Background Check System (NICS). 2.) Improve completeness of criminal history records used by the National Criminal Background Check System by addressing disposition backlogs and rejects.

A summary will be provided on the activities of the Arizona NICS Task Force and highlights provided on the recommendations for the Arizona NICS Record Improvement Plan.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A