

**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 **Wednesday, January 18, 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 Karl Heckart**
  
- II. Minutes of the October 12, 2011 Meeting**
  - Approval of Minutes **P-F-T**
  
- III. Technical Team Update** **Bill Kalaf**
  - Update will be provided on the progress of the state of automation survey. **Info**
  
- IV. Warrant Reengineering Study** **Karl Heckart**
  - Information will be provided on the project surrounding the analysis of the state warrant process and recommendations for an electronic warrant service and repository roadmap. **Info**
  
- V. AZ Link** **Bill Kalaf**
  - A summary of activities taking place with the regional Coplink nodes will be provided. **Info**
  
- VI. AZ Records Improvement & Information Sharing Strategic Plan** **Pat Nelson**
  - Review, discussion, consideration and possible action on the 2012-2017 Arizona Records Improvement and Information Sharing Strategic Plan. **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 Policy Team meeting will be held on **Wednesday, March 21, 2012 at 1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

**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.



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

**Request for Committee Action**

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<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
January 18, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the October 12, 2011 Meeting

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**TO:** Chairperson and Committee Members

**FROM:** Pat Nelson, Program Manager  
CJ Systems Improvement Program

**RECOMMENDATION:**

The Committee approve the minutes of the Policy Team Meeting held on October 12, 2011.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Policy Team of the Information Technology and Systems Improvement Committee**  
**Minutes**  
**October 12, 2011**

A public meeting of the Policy Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on October 12, 2011 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

**Members Present:**

Karl Heckart, Chairperson, Administrative Office of the Courts  
Cathy Allen, Coconino County Sheriff's Office  
Steve Ballance, Pima County Superior Court  
Cathy Clarich, Glendale City Court  
Cheryl Harris, Navajo County Attorney's Office  
Mark Hendershot, Maricopa County Adult Probation  
Carson McWilliams, Department of Corrections, Steve Welsh representing  
Michael Keran, Scottsdale Police Department  
Mark Marino, Gilbert Police Department  
Julio Marroquin, Yavapai County Attorney's Office  
Marna McLendon, Retired, Attorney General's Office  
Bill McDonald, Maricopa County Attorney's Office  
Jeff Raynor, Department of Public Safety  
Gerald Richard, Attorney General's Office

**Members Absent:**

Shelly Bunn, Maricopa County Sheriff's Office  
Paul Wilson, Pima County Sheriff's Office  
John Neeley, Tucson Police Department

**Staff Participating:**

Karen Ziegler, Deputy Director  
Pat Nelson, Program Manager  
Bill Kalaf, Chief Information Officer  
Wendy Boyle, Executive Secretary

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

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

Karen Ziegler, Deputy Director gave an update on the changes to the Policy Team and Technical Team. Ms. Ziegler explained that in order to encourage participation by team members, ACJC staff members Bill Kalaf and Pat Nelson will serve as facilitators of the meetings; however, they will not serve as Policy Team members. Staff will also review the restructuring of the membership of each team to insure that we have matched the appropriate level of expertise to each committee.

**II. Minutes of the May 25, 2011 Meeting**

Chairperson Heckart called for a motion on the minutes. Cathy Clarich entered a motion to approve the minutes of the May 25, 2011 meeting. The motion was seconded by Mike Keran and was unanimously approved by the Committee.

**III. Drug, Gang and Violent Crime Control Strategy**

Tony Vidale, Program Manager provided an overview of the statewide Drug, Gang and Violent Crime Control Strategy for FY2012-2015.

Mr. Vidale highlighted several items of the strategy, which included the following: 1) changes were not made in the projects that ACJC has supported with funding sources; however, emphasis is still placed on apprehension and prosecution; and 2) flexibility was created so that staff could exchange federal funds with state funds to maintain funding levels.

Mr. Vidale discussed how the federal government has moved to evidence based activities as a measure to determine if goals are being met. Additionally, reduced funding at both the federal and state levels has combined to bring about more competition for projects and identify the best areas to place funding (if any) based on likely outcomes.

The committee provided input and comments for consideration in the Drug, Gang and Violent Crime Control Program Strategy such as: 1) partnering with ASU for solid evaluation, forums, options and models; 2) using the "as is" requirement for what is the statistical model currently used in measuring crime and the expected outcome; and 3) using the National Institute of Justice, Criminal Justice Research publications on research.

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

#### **IV. FY11 NICS Act Record Improvement Program (NARIP)**

Pat Nelson, Program Manager reported that ACJC received an award from the Bureau of Justice Statistics regarding the Arizona National Instant Criminal Background Check System (NICS) Act Record Improvement Program.

Ms. Nelson gave some background information on the NICS Improvement Act that was tied to the Virginia Tech shooter who was able to purchase firearms because information prohibiting mental health history was not available to the NICS. The NICS Improvement Act looks to focus on the discrepancies in information exchange.

The NICS is administered by the FBI and includes a review of three databases: 1) Triple III – a database of criminal history record information; 2) National Crime Investigations Systems (NCIC) – active warrants and civil protection orders; and 3) NICS index – information from federal and state agencies identifying persons prohibited from possessing firearms not included in 1 or 2.

Ms. Nelson explained the grant award was approved in the amount of \$582,932 for the FY11 NICS Act Record Improvement Program with two goals in mind: 1) improving Arizona records for completeness, automation, transmittal of records and mental health information to the NICS; and 2) improving completeness of criminal history records used by the NICS by addressing disposition backlogs and rejects. The goals will be accomplished by: 1) establishing a multi-agency planning and oversight task force; 2) developing the Arizona NICS Records Improvement Plan addressing challenges, gaps and process improvements statewide; and 3) improving Arizona criminal history records through grant awards that address disposition backlog/rejects with priority set on missing records.

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

#### **V. Technical Team Update**

Bill Kalaf, Program Manager presented information from the Technical Team meeting of September 13, 2011. The Technical Team discussed the recommendations from the Policy Team meeting on May 25, 2011 as it relates to the Arizona Strategic Plan. One of the proposals was developing a survey to be administrated statewide documenting automation information sharing projects. The first round of questions will target specific software systems, current activities through 2013 and the feasibility of administering the survey through Survey Monkey. ACJC hired a consultant to evaluate the set of questions.

Mr. Kalaf explained that workgroups from the Technical and Policy Teams will review the questions to be asked in the survey. This will be an action item for the Technical and Policy Teams to review, discuss and approve before the survey is administered.

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

#### **VI. Arizona Records Improvement Information Sharing Strategic Plan**

Karl Heckart, Administrative Office of the Courts gave an update on the results of the presentation to the Information Technology and Systems Improvement Committee and the full Commission on the Arizona Records Improvement Information Sharing Strategic Plan in July, 2011. The Committee and Commission suggested more practical and targeted information to go forward with the strategic plan. Workgroups were formed to revise the approach as to the short term and long term deliverables for Integrated Criminal Justice.

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: 1) funding as an issue for sustainability in projects and keeping technology personnel in place to maintain the upgrades; 2) changing political environments that can dictate the level of agency participation and direction; and 3) agencies having the confidence that their data is correct and can be shared.

Mr. Heckart also talked about enabling leverage; for example, when funds were not available, agencies had to cooperate to reduce costs and increase the amount of data available by using regional data centers. The following initiatives are currently in place and some of the challenges ahead; 1) ADRS - reliability for completeness of information from criminal history reporting; 2) AZLink - competition from other products in future and continued funding by agencies; 3) JWI - need for coordination of shared data sources; 4) eCitation - supporting technology for smaller agencies. Future initiatives include warrants, FTA warrants, charge code standardization, and criminal history repository.

Mr. Heckart discussed further the tactical priority recommendations to support the updated Arizona Records Improvement Information Sharing Strategic Plan. The first recommendation is to sustain focus on current initiatives, which include ADRS, eCitation rollout statewide, JWI, and AZLink/NDEX commitment. The second recommendation is to include new initiatives such as the warrant process and criminal history reengineering.

The Policy Team discussed the criminal justice activities, improvements and the tactical priority projects.

After review, Gerald Richard entered a motion to accept the priority recommendations as presented. The motion was seconded by Cathy Clarich and was unanimously approved by the Committee.

**VII. Call to the Public**

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

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

The next Policy Team meeting will be held on **Wednesday, January 18, 2012 at 1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

**IX. Adjournment**

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.



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**Request for Committee Action**

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January 18, 2012	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Technical Team Update

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**TO:** Chairperson and Committee Members

**FROM:** Bill Kalaf, Program Manager  
Information Technology

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

A motion was made at the May 25, 2011 Policy meeting based on the strategic plan recommendations to develop a survey that documents the state automation information sharing projects currently underway.

ACJC is dedicating contracted resources to administer the statewide survey and an update will be provided on the progress of the information gathering.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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January 18, 2012	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Warrant Reengineering Study

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**TO:** Committee Members

**FROM:** Karl Heckart  
Administrative 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

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January 18, 2012	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	AZ Link

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**TO:** Chairperson and Committee Members

**FROM:** Bill Kalaf, Program Manager  
Information Technology

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

A status update on the AZ Link consortium and the continued efforts of law enforcement information sharing between state, local, tribal, and federal agencies will be provided.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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January 18, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	AZ Records Improvement & Information Sharing Strategic Plan

**TO:** Chairperson and Committee Members

**FROM:** Pat Nelson, Program Manager  
CJ Systems Improvement Program

**RECOMMENDATION:**

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

**DISCUSSION:**

Pat Nelson, Program Manager will provide an update from the discussion and direction received on January 13, 2012 from the Information Technology and Systems Improvement Committee meeting.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table