

**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, February 5, 2015** 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 2, 2014 Meeting**
  - Approval of Minutes **P-F-T**
  
- III. Warrant Standardization Project** **Patrick Scott**
  - A briefing will be provided on the discussions and current progress of the Warrant Standardization Project. **Info**
  
- IV. Rule 37/Simplified Segmented Approach (SSA) for ADRS and Missing Fingerprint Workgroup Update** **Jerry Landau/Jeff Raynor**
  - A briefing will be provided on the SSA workgroup discussions as well as an update on the activities of the Missing Fingerprint Workgroup. **Info**
  
- V. 2-FID Pilot Project Update** **Heather Cotter/Aaron Gorrell**
  - An update will be provided on the status of the two pilot sites. **Info**
  
- VI. Legislation Update** **Andy LeFevre**
  - An update will be provided on the current status of pending legislation. **Info**

**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, June 4, 2015** at the Arizona Criminal Justice Commission at 1110 W. Washington, Suite 250, Phoenix, Arizona 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**

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<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
February 5, 2015	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the October 2, 2014 Meeting

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**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 2, 2014.

**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 2, 2014**

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 2, 2014 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  
Steve Ballance, Maricopa County ICJIS  
Cathy Clarich, Maricopa Superior Court  
Cheryl Harris, Navajo County Attorney's Office  
Michael Kearns, Department of Corrections  
Michael Keran, Scottsdale Police Department, by conference call  
Mark Marino, Gilbert Police Department  
Julio Marroquin, Yavapai County Attorney's Office, by conference call  
Barbara Marshall, Maricopa County Attorney's Office, Rebecca Baker representing  
Jeff Raynor, Department of Public Safety  
Allister Adel, Department of Transportation

**Policy Team Members Absent:**

Deanna Johnson, Pima County Sheriff's Office  
Nancy McKay Hills, Tucson Police Department  
John Merritt, Pima County Attorney's Office

**Technical Team Members Present:**

Joe Sweeney, Chairperson, Pima County Juvenile Court  
John Baird, Pima County Superior Court, by conference call  
Roger Baune, Department of Public Safety  
Pamela Pennington, Tucson City Court  
Jonathan Rodriguez, Coconino County Sheriff's Office, by conference call  
Robert Roll, Administration Office of the Courts, by conference call  
Schuyler Southwell, Maricopa County Attorney's Office

**Technical Team Members Absent:**

David Azuelo, Tucson Police Department  
Bruce Byron, Maricopa County Sheriff's Office  
Tom Gendron, Maricopa County ICJIS  
Silvia Gerdtz, Department of Transportation  
Ajay Joshi, Phoenix Police Department  
Raj Kollengode, Department of Administration  
Ted Martin, Pima County Sheriff's Office  
John Merritt, Pima County Attorney's Office  
Chioma Nwabeke, Mesa Police Department

**Staff Participating:**

Peter Henning, Program Manager  
Pat Nelson, Program Manager  
Andy Lefevre, Public Information Officer  
Wendy Boyle, Executive Secretary

**Guest Participating:**

Pat McGrath, Administrative Office of the Courts  
Aaron Gorrell, Waterhole Consulting, by conference call

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

The meeting was called to order by Policy Team Chairperson Karl Heckart. Roll was taken for the Policy Team and a quorum was declared present. Roll was taken for the Technical Team and a quorum was not declared present.

**II. Minutes**

**A. Approval of Minutes from the June 5, 2014 Policy Team Meeting**

Policy Team Chairperson Heckart called for a motion on the minutes. Cheryl Harris entered a motion to approve the minutes of the Policy Team meeting held on June 5, 2014. The motion was seconded by Jeff Raynor and was unanimously approved by the Policy Team.

**B. Approval of Minutes from the April 3, 2014 Technical Team Meeting**

A quorum for the Technical Team was not declared present; therefore, this voting item was tabled.

### III. Technical Team Update

Peter Henning, Program Manager provided information from the Technical Team meeting on April 3, 2014. Mr. Henning reported that Joe Sweeney, IT Manager of the Pima County Juvenile Court was elected as Chairperson to the Technical Team. The main focus of the Technical Team over the past year has been to complete the development of the prototype NIEM compliant XML exchange. Currently, the Technical Team is looking to bring experience with the NIEM exchanges to the initiatives being developed through the statewide projects underway such as the eWarrant system.

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

### IV. NIEM Workgroup Update

Joe Sweeney, Technical Team Chairperson provided an overview of the status of the NIEM workgroup activities, specifically the grand jury feed in Pima County. Mr. Sweeney explained that eight years ago, an XML feed was instituted between the Pima County Attorney's Office to the Pima County Superior Court of the true bill cases; it is a case-based XML message being transmitted daily to the Superior Court. The NIEM workgroup used this as the prototype to build the initial model. The NIEM workgroup created a case management XML message that is NIEM compliant, and also built a prototype to demonstrate how the case model would transmit data from the county attorney case management system to the superior court case management system.

Mr. Sweeney addressed the next steps for the NIEM workgroup are to meet again to set goals for next year as there is still more work to do on the NIEM project. In addition to the development of a case model the workgroup would like to build a person base model for interaction between a law enforcement agency to the county attorney's office. The person base model would also allow transmission from superior court for automation disposition reporting. Another goal is to examine the XML methodologies with a goal of making the process of adoption of the process into other counties a simple matter so that they too can take advantage of the XML methodologies.

Pat Nelson, Program Manager inquired if the workgroup intends to utilize earlier work done in other counties in this field when developing the XML platform for the person base model. Mr. Sweeney responded that the workgroup plans to reach out to other law enforcement agencies to determine what they have in place. He believes this would allow the workgroup to use existing methodologies and build a unified XML model that can be used across the state.

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

### V. Standard Violation Code Project

Pat McGrath, Administrative Office of the Courts (AOC) gave a presentation on the Standard Violation Code Project.

Mr. McGrath stated the purpose of forming the Standard Violation Code Workgroup was to establish and maintain a standard set of ARS statewide violation codes in a table that could be utilized by all citing agencies. The workgroup is comprised of two judges, two prosecutors, and staff from AOC, Department of Transportation, Motor Vehicle Division, and ACJC.

Mr. McGrath explained the workgroup process consisted of utilizing the four violation tables as a template. A pivot table was created to compare and research the violations, and one standard workbook per title. The workgroup reviewed and made recommendations for inconsistent violations and compiled the results with approval from the member group.

The final results will be providing a standard list with all 43 titles that will be published on the AOC website on January 1, 2015, along with the capability of agencies to link the page to their website.

Mr. McGrath reported that the standard list table will be available in Excel and PDF format. Agencies will be able to sort the violations for their case management system and the table will be maintained by AOC. Also, updates will be presented on a quarterly basis for legislative/approved changes; and a violation add request form will be available for agencies to request new codes electronically.

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

### VI. National Instant Criminal Background Check System (NICS) Update

Pat Nelson, Program Manager presented a brief NICS update. Ms. Nelson reported Arizona was awarded \$769,332 from the Bureau of Justice Statistics for the NICS program and \$548,897 for the National Criminal History Improvement Program (NCHIP). The NICS application included five activities: 1) the continuation of the Task Force and action plan; 2) continuing to provide technical assistance to counties and county scorecards for discussion on process improvement; 3) Department of Public Safety (DPS) received two awards, one for automation of older criminal history records, and 4) the other for entry of backlog mental health records into NICS; and finally 5) the automation of a final disposition report form system.

Ms. Nelson introduced a new feature on the ACJC website, the Arizona NICS Initiative tab brings users overall information on NICS activities.

Ms. Nelson also explained the timeline for the 2015 proposed NICS legislation. The legislative drafts are being reviewed by the legislative liaisons prior to being presented to the ACJC Legislative Committee on October 8, 2014. This will be followed by a presentation of the recommendations to the Commission on November 13, 2014.

Andy Lefevre, Public Information Officer gave a summary of the proposed legislation for 2015. The NICS bill is comprised of three categories. The first is the **Case information; law enforcement** that creates the authorizing language for DPS to provide law enforcement agencies mental health ruling case information reported to NICS. The second is the **Prohibited possessor; mental health** that adds to the definition of prohibited possessor in Arizona those individuals under court appointment guardianship except if the appointment is due solely to a physical disability. The third is the **NICS; prohibited possessor; criminal offenses** that adds to the definition of prohibited possessor in Arizona as someone who is under indictment for an offense listed in section 13-076, subsection F, and authorizes the automatic transmission of this information from the Supreme Court to DPS and from DPS into NICS.

Mr. LeFevre also discussed three additional bills focused on criminal justice improvements. **Law Enforcement; Courts; fingerprinting** would remove language from section 41-1750 regarding fingerprint requirements and creates a new section 41-1757 dealing specifically with fingerprinting. **Judgment of guilt; document** would require the court to permanently attach a defendant's fingerprint to the sentencing document or record the defendant's two-fingerprint biometric based identifier in the case file. **Failure to appear/Notice to Appear** amends the statute from **shall** to **may** as to give the courts discretion in filing a failure to appear complaint.

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

**VII. Records Improvement Strategy/Simplified Segmented Approach (SSA) and Fingerprint Workgroup Update**

Aaron Gorrell, Waterhole Consulting presented the discussion on missing fingerprints and no dispositions. Mr. Gorrell shared information from the Department of Corrections GAP report that cited as of last week, that 118 inmates were added in 2014. Since the beginning of the GAP project, 1,017 inmates were added to the report that had no criminal history. Criminal history was able to be created on 570 inmates and as of last week, no criminal history could be created for 371 inmates. The initiatives in place are to improve the quality of the fingerprint on the sentencing document by capturing a fingerprint with a mobile fingerprint device. The fingerprint would run against the AFIS database, return the person's name, date of birth, and AFIS record number.

Mr. Gorrell stated two vendors, Morpho and CrossMatch are providing the mobile fingerprint devices in Pinal County and Maricopa County. A meeting in Pinal County is scheduled with the presiding judge to discuss the characteristics of the proof of concept and defining the parameters. There will be regular updates from the county criminal courtroom clerk using the devices to find out which has the better response rate. The other initiative is the review of existing training on the criminal history process, specifically in custody and out of custody by the missing fingerprint working group.

Mr. Gorrell pointed out that every law enforcement agency has a different protocol when capturing a Type 01 fingerprint for arrest warrants. Using the biometrics combined with the charges by the law enforcement agency is ideal in creating a criminal history and could be standardized. Another way is to convert the GAP report to a database with an automatic notification to law enforcement if the arrestee is adjudicated without a criminal history.

Mr. Gorrell addressed fingerprints with no dispositions. The missing fingerprint workgroup is developing a business process that not only would handle the no disposition charges but would make certain that any charge that has been disposed and adjudicated by the court is in the criminal history database. The first process is the simplified segmented approach (SSA) auto-add. The SSA changes how adjudicated charges will be transmitted to ADRS/ACCH. The AOC/AJACS system is in design mode to implement changes to support if a criminal court clerk has made the case that a charge has been disposed, it will add any missing charges to the criminal history if the arrest has been made. Mr. Gorrell reported that there have been discussions with Maricopa and Pima Superior Court on the policy and technical changes needed to implement the SSA.

The other process is the SSA auto update. If a charge has expired due to no activity for three years, and anticipates no other additional dispositions from the court, DPS can automatically expire the charges. The attorney general representative for DPS had raised concerns if the agency has the authority to auto-update. This topic is being reviewed and other procedures are being considered.

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

**VIII. Mobile Fingerprint Device in the Courts-Pilot Project**

Pat Nelson, Program Manager updated the Policy Team and Technical Team on the designated funding for the mobile fingerprint device pilot project funded by the Criminal Justice Records Improvement Program (CJRIP) that was approved by the Commission in July, 2014. Ms. Nelson stated the funding will implement the two fingerprint identification in the criminal courtrooms at Maricopa County Superior Court as well as the pilot test in Pinal County.

Policy Team Chairperson Heckart inquired about the cost of the devices and Mr. Gorrell estimated the cost to be \$15,000-\$18,000 per unit; however, the price is still under negotiation with the vendors.

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

**IX. Warrant Standardization Project**

This agenda item was tabled and will be presented at a later date.

**X. Call to the Public**

Jeff Raynor, DPS introduced Roger Baune as a new member of the Technical Team replacing Graciano Cervantes. Pat Nelson, Program Manager announced this will be her last meeting with the Policy Team as she will be retiring from state service at the end of the year. Chairperson Heckart commended Ms. Nelson on the outstanding job she has done over the years in facilitating the progression of activities for this committee.

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

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

The **Policy Team** will meet on **Thursday, February 5, 2015 at 1:30 p.m.** and the **Technical Team** will meet on **Thursday, April 2, 2015 at 2:00 p.m.** Both meetings will be held at 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

**XII. Adjournment**

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.



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**Request for Policy Team Action**

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February 5, 2015	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Warrant Standardization Project

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**TO:** Chairperson and Policy Team Members

**FROM:** Patrick Scott, Administrative Office of the Courts

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

A briefing will be provided on the discussions and current progress of the Warrant Standardization Project.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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February 5, 2015	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Rule 37/Simplified Segmented Approach (SSA) Workgroup and Missing Fingerprint Workgroup Update

**TO:** Chairperson and Policy Team Members

**FROM:** Jerry Landau, Administrative Office of the Courts  
Jeff Raynor, Department of Public Safety

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

A briefing will be provided on the SSA workgroup discussions regarding criminal records disposition reporting and a simplified segmented approach to record the case outcome information in the Arizona Disposition Reporting System (ADRS).

An update on the activities of the Missing Fingerprint workgroup will also be provided.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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February 5, 2015	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	2-FID Pilot Project Update

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**TO:** Chairperson and Policy Team Members

**FROM:** Heather Cotter, Waterhole Consulting  
Aaron Gorrell, Waterhole Consulting

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

An update will be provided on the status of the pilot sites in Pinal County and Maricopa County.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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February 5, 2015	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Legislation Update

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**TO:** Chairperson and Policy Team Members

**FROM:** Andy LeFevre, Public Information Officer

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

An update will be provided on the current status of pending legislation.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A