

**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, June 14, 2012** beginning at **9:00 AM** 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 May 11, 2012 Meeting**
  - Approval of Minutes **P-F-T**
  
- III. AZ Strategic Priorities** **Pat Nelson**
  - Information will be provided for the tactical priorities set for the AZ Records Improvement and Information Sharing Strategy set by the Commission on May 24, 2012. **Info**
  
- IV. Action Plan for Tactical Priorities** **Pat Nelson**
  - Review, discussion, consideration and possible action on the development of an action plan for the tactical priorities to carry out the AZ Records Improvement and Information Sharing Strategy. **P-F-T**

**V. 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.

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

- The next Policy Team meeting will be held at the call of the Chairperson.

**VII. 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**

<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
June 14, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the May 11, 2012 Meeting

**TO:** Chairperson and Committee Members

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

**RECOMMENDATION:**

The Policy Team Committee approve the minutes of the Joint Policy Team and Technical Team Meeting held on May 11, 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  
May 11, 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 May 11, 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, Jonathan Rodriquez representing  
Cathy Clarich, Glendale City Court  
Cheryl Harris, Navajo County Attorney's Office  
Jeff Hood, Department of Corrections, Stephen Welsh representing  
Michael Keran, Scottsdale Police Department, Mike Morrison representing  
Mark Marino, Gilbert Police Department  
Julio Marroquin, Yavapai County Attorney's Office  
Bill McDonald, Maricopa County Attorney's Office  
Marna McLendon, Retired  
Jeff Raynor, Department of Public Safety

**Policy Team Members Absent:**

Shelly Bunn, Maricopa County Sheriff's Office  
Frank Gonzales, Pima County Sheriff's Department  
Mark Hendershot, Maricopa County Adult Probation  
Rob Peck, Pima County Attorney's Office  
John Neely, Tucson Police Department

**Technical Team Members Present:**

David Azuelo, Tucson Police Department  
Graciano Cervantes, Department of Public Safety  
Brian Hunt, Yavapai County Sheriff's Office  
Mike Morrison, Scottsdale Police Department  
Steven Scales, Administrative Office of the Courts  
Schuyler Southwell, Maricopa County Attorney's Office, Gary Peet representing  
Stephen Welsh, Department of Corrections

**Technical Team Members Absent:**

Rodney Banks, Pinal County, Senior I.T. Manager  
Bruce Byron, Glendale Police Department  
Tom Gendron, Maricopa ICJIS  
Doreen Hamilton, Phoenix Police Department  
Rob Peck, Pima County Attorney's Office  
Robert Rampy, Maricopa County Sheriff's Office  
Ralene Whitmer, Department of Transportation

**Staff Participating:**

Pat Nelson, Program Manager  
Wendy Boyle, Executive Secretary

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

The meeting was called to order by Policy Team Chairperson Karl Heckart at 9:30 a.m. 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. Election of a Chairperson to the Technical Team**

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

**III. Minutes**

**A. Approval of Minutes from the September 13, 2011 Technical Team Meeting**

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

**B. Approval of Minutes from the January 18, 2012 Policy Team Meeting**

Policy Team Chairperson Heckart called for a motion on the minutes. Jeff Raynor entered a motion to approve the minutes of the Policy Team meeting held on January 18, 2012. The motion was seconded by Marna McLendon and was unanimously approved by the Committee.

**IV. Arizona Records Improvement and Information Sharing Priority Recommendations**

Policy Team Chairperson Heckart began with an introductory handout of Criminal Justice Information System (CJIS) Strategic Plan Projects for FY13 and FY14; the projects were categorized by high, medium and low priorities to be accomplished during each of the fiscal years. Chairperson Heckart introduced Steven Scales from the Administrative Office of the Courts to discuss the Arizona Statewide Electronic Arrest Warrant Study, one of the high priority projects.

Mr. Scales reviewed the two reasons that prompted the warrant study. The first problem was found during the conversion from the AZTEC to the AJACS system, the conversion exposed warrant data quality issues. The second problem uncovered warrant information that did not match with the Maricopa systems. The study addressed these issues by initiating several focus group meetings that were attended by the Courts, Prosecution, Law Enforcement and Sheriff's Office personnel. Representatives serving on the focus groups included staff with expertise in the business requirements of their respective agency as well as those supporting the IT environment in the agency. The deliverables include the completion of the road map with an executive summary, project charter, listing of all the statutes and policies affecting warrants, high level functional business requirements and technical requirements. Mr. Scales also discussed the next steps that would include building the priority around the project, securing funding for the next phase, beginning development for business requirements, and working with the Policy Committee to change the policies that would present a roadblock to the new system design.

Next, the Policy Team and Technical Team reviewed, discussed and assigned placement of the projects by priority for FY13 and FY14. The Committees agreed to list the highest preference for the following FY13 projects: 1) ADRS Rollout and Enhancements; 2) Warrants Repository and eWarrants; 3) NEIM Standards and Education; 4) Criminal History Records Cleanup; and 5) NICS Task Force Support. The medium priority included 1) JWJ Data Source Sharing; 2) AZLink; Failure to Appear; 3) eCitation; and 4) Synchronization of Probation.

The Policy Team and Technical Team continued on to the list of priorities for FY14. The projects consisted of: 1) Criminal eFiling as high; 2) JWJ Operational Consortium and AZLink as medium; and 3) AZLink Enhanced Services as low.

Policy Team Chairperson Heckart then called for a motion on the recommendations listed. Marna McLendon entered a motion to approve the strategic priorities and tactical recommendations for the Arizona Records Improvement and Information Sharing Strategy. The motion was seconded by Stephen Welsh and was unanimously approved by the Policy Team.

**V. Call to the Public**

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

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

The next Policy Team and Technical Team meetings will be held at the call of the Chairperson.

**VII. Adjournment**

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.



**POLICY TEAM  
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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>
June 14, 2012	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	AZ Strategic Priorities

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**TO:** Chairperson and Committee Members

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

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

Information will be provided to the Policy Team Committee regarding the direction set and approval by the Commission on May 24, 2012 for the tactical priorities of the AZ Records Improvement and Information Sharing Strategy.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A



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# Arizona Records Improvement And Information Sharing Strategy 2012 - 2017

**VISION – ENHANCE PUBLIC SAFETY AND SECURITY FOR ARIZONA CITIZENS THROUGH A COLLABORATIVE JUSTICE INFORMATION SHARING ENVIRONMENT WHILE PROTECTING THE PRIVACY OF CITIZENS AND CONFIDENTIALITY OF INFORMATION.**

**GOAL 1 - Improve criminal records quality by increasing the timeliness, accuracy, completeness and accessibility of record information.**

**Objective 1.1 – Identify opportunities to enhance the automation of information delivery, the effectiveness of programs, and the efficiency of operations.**

**Objective 1.2 – Promote ongoing records improvement collaboration across the flow of the criminal justice system.**

**GOAL 2 – Enhance information sharing across jurisdictional boundaries.**

**Objective 2.1 – Develop a conceptual framework that supports information sharing and leverages initiatives and opportunities.**

**Objective 2.2 – Pursue avenues that enhance the connectivity of disparate components, systems and databases to promote seamless information delivery.**

**Supporting Activities & Performance Measures:**

- Extend the availability of electronic disposition information entry (via ADRS) statewide by 12/31/12 **Supports Obj. 1.1, 1.2, 2.2**
- Expand XML data transfer ability to ADRS pilot agencies (MCAO, Maricopa County Clerk of the Court, and Pinal County) by June 30, 2012. **Supports Obj. 1.1, 2.2**
- Increase the completeness of criminal history records in Arizona by 10 percent by 12/31/17 **Supports Obj. 1.1, 1.2, 2.1**
- Extend JWI functionality and data sources available to JWI through collaboration with stakeholders and DPS. **Supports Obj. 1.1, 2.1, 2.2**
- Continue to provide information and support regarding the availability and utility of AZLINK as a law enforcement investigative and analysis tool. **Supports Obj. 1.1, 2.1 and 2.2**
- Continue to support through facilitation, participation and information sharing the warrant reengineering initiative focused on business process improvements, information exchange and record retention of warrants. **Supports Obj. 1.1, 1.2, 2.1**
- Continue support through facilitation and participation of executive and stakeholder workgroups and subcommittees allowing stakeholders to discuss, analyze and recommend changes to business processes, legislation, and administrative policy. **Supports Obj. 1.2, 2.2**
- Facilitate the National Instant Criminal Background Check System (NICS) project awarded to the ACJC from the Bureau of Justice Statistics in October 2011. Improve the reporting of mental health adjudications and completed dispositions for offenses used by the NICS unit for making determinations regarding firearm purchases. Offenses included are all felonies, domestic violence and drug offenses. Deliverables of grant include Arizona NICS Record Improvement Plan. **Supports Obj. 1.1, 1.2, 2.1, and 2.2**
- Improve completeness of failure to appear (FTA) (13-2506 and 13-2507) charges currently existing in the state repository through coordinated efforts with county and municipal prosecution offices. Evaluate with stakeholders direction for warrant process improvements / reengineering. Suggested changes to be vetted through policy, technical, legislative committees and Commission as required. **Supports Obj. 1.1, 1.2**

- Be attentive to federal records improvement and information sharing priorities and leverage opportunities to align with federal initiatives. **Supports Obj. 2.1**
- Continue partnerships with Judicial Branch to encourage standardized business processes for electronic filing. **Supports Obj. 1.1, 1.2**
- Provide information regarding the benefits of E-citation to law enforcement and courts. **Supports Obj. 2.1**

#### **TECHNOLOGY STANDARDS**

- Continue to educate stakeholders on federal information exchange standards (such as NIEM) and support global initiatives through training and informational resources. **Supports Obj. 1.1, 2.1 and 2.2**
- Educate stakeholders regarding the capability of querying across multiple informational sources through JWI. **Supports Obj. 1.1, 2.1 and 2.2**
- Adopt NIEM compliant exchange standards for E-filing and E-citation information sharing. **Supports Obj. 1.1, 2.1 and 2.2**

#### **FUNDING**

- Identify funding opportunities (federal, state, local, private, other) to further the priorities of the state strategy and coordinate efforts to leverage the greatest benefit. **Supports Obj. 2.1**
- Continue to encourage national and state legislative appropriations for public safety records and information exchange efforts. **Supports Obj. 2.2**

**GOAL #1 – IMPROVE CRIMINAL RECORDS QUALITY BY INCREASING THE TIMELINESS, ACCURACY, COMPLETENESS AND ACCESSIBILITY OF RECORD INFORMATION.**

**Objective 1.1 Identify opportunities to enhance the automation of information delivery, the effectiveness of programs, and the efficiency of operations.**

**Objective 1.2 Promote ongoing records improvement collaboration across the flow of the criminal justice system.**

NO.	Activities	FY 13 Priority			POTENTIAL PARTNERS	EXISTING RESOURCES	RESOURCE NEEDS	STATUS
1.	<b>Continuation of ADRS rollout and further system enhancements to support LE information exchange to Prosecutor systems</b>	Began 2/ 2012		Through FY13	All Stakeholders – AOC & DPS joint implementation	AOC, DPS and implementation agencies	Currently funded – CJRIP & Agencies	Ongoing
ACTION STEPS	1. AOC / DPS continued roll-out			12/2013		AOC, DPS, CJRIP FUNDING	Currently funded	Ongoing
	2. DPS – implementation of enhancements			12/2012		DPS, AOC, CJRIP FUNDING	Currently funded	Ongoing
	3. Ongoing review and analysis for system improvements.			Ongoing	All Stakeholders	DPS, AOC and All Stakeholders	All Stakeholders	Ongoing
2.	<b>Criminal History Records Clean-Up &amp; Completion</b>							
ACTION STEPS	1. Activities currently funded to support the clean up of missing records by addressing backlogs and rejected dispositions.	Ongoing since 1998		Ongoing	CJ Stakeholders	NCHIP, CJRIP, NICS funding & Agency Personnel	Currently funded	Grants will expire FY12 & FY13
	2. Extensive discussion required by the Policy Team to develop scope of areas to be addressed in FY2013	Begin discussions June 2012		Ongoing	All Stakeholders	Stakeholders currently attending business process improvement meetings.	Continued support from stakeholders	Ongoing

**GOAL #2: ENHANCE INFORMATION SHARING ACROSS JURISDICTIONAL BOUNDARIES**

**Objective 2.1 – Develop a conceptual framework that supports information sharing and leverages initiatives and opportunities.**

**Objective 2.2 – Pursue avenues that enhance the connectivity of disparate components, systems and databases to promote seamless information delivery.**

NO.	Activities	FY13 Priority			POTENTIAL PARTNERS	EXISTING RESOURCES	RESOURCE NEEDS	STATUS
1.	<b>Warrant Repository – eWarrants Process</b>	Began FY2011		Ongoing	All Stakeholders	AOC, DPS, all CJ Stakeholders, Federal funding	Funding and continued stakeholder involvement	1 <sup>st</sup> Phase of Study to be completed by July 2012. Next phase will need directed funding
ACTION STEPS	1. Phase II of study will be the development of an improved business model and system specifications for warrant issuance, tracking, reporting and repository.	TBD			All Stakeholders	Currently stakeholder discussions	Funding to hire project manager, continued stakeholder involvement and legislative analysis	Pending Commission Approval
	2. Analysis of FTA Warrant process and recommendations for improvements.	TBD			All Stakeholders	Currently stakeholder discussions	Continued stakeholder involvement	Pending Commission Approval
NO.	Activities	FY 13 Priority			POTENTIAL PARTNERS	EXISTING RESOURCES	RESOURCE NEEDS	STATUS
2.	<b>Support NICS Task Force Project</b>	FY2011		FY2013	All Stakeholders	Consultants – Project Manager & System Analysts, ACJC SAC & Program Staff and CJ Stakeholders and BJS funding	Stakeholder involvement	Ongoing
ACTION STEPS	1. Currently Task Force is doing analysis of 7 reporting categories for NICS to develop recommendations for business process improvements.	FY2011		FY2013	All Stakeholders		Continued involvement of stakeholders	Ongoing - Additional funding request submitted 4/2012
	2. Automation of court orders currently being submitted in paper to DPS – then forwarded to NICS.			FY2013	AOC & DPS	AOC & DPS	Funding and contract personnel to manage project	Pending Commission Approval

NO.	Activities	START DATE			POTENTIAL PARTNERS	EXISTING RESOURCES	RESOURCE NEEDS	STATUS
3.	<b>NIEM Standards and Education</b>	FY2000			All Stakeholders	Technical Team	Committee Direction	Ongoing
ACTION STEPS	1. Technical Team to develop plan for Arizona adoption of NIEM standards and educational opportunities in partnership with federal resources (Global, SEARCH, BJA and NCJA technical assistance)	FY2012		FY13	All Stakeholders	Committees	Committees and Stakeholders	Ongoing

### **Medium Priorities for 2013 include:**

- **JWI – Data Source Sharing** – Additional detailed discussion required with Policy Team to formulate recommendations to the Commission.
- **AZLink** – Streamlined agreement process – AG currently working on agreements – Further discussion needed with Policy Team to develop recommendations to the Commission.
- **Failure to Appear** – Exclusion of Stats – Policy discussion needed to develop recommendation for the Commission regarding omission of FTA violations without disposition in statistics. (Recommendation to consider would be to report both with FTAs and without making appropriate footnote.)
- **eCitation** – Implementation in all jurisdictions – Discussion needed with Policy Team and Technical Team for recommendations of how to assist smaller jurisdictions – evaluation if DPS software could be made available. Need to develop consortium model.
- **Synchronization** of Probation – Release – Statute and Ordinance Systems – Common Code Tables. Policy and Technical Team discussion required to develop recommendations to the Commission.

### **High Priorities in FY2014**

- Criminal eFiling

### **Medium Priority in FY2014**

- JWI Operational Consortium
- AZLink Funding

### **Low Priority in FY2014**

- AZLink Enhanced Services

**POLICY TEAM  
OF THE  
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THE  
ARIZONA CRIMINAL JUSTICE COMMISSION**

**Request for Committee Action**

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June 14, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Action Plan for Tactical Priorities

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**TO:** Chairperson and Committee Members

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

**RECOMMENDATION:**

The Policy Team Committee develop a detailed action plan to support the tactical priorities set by the Commission on May 24, 2012.

**DISCUSSION:**

The Commission met on May 24, 2012 to approve strategic priorities and tactical recommendations provided by the Policy and Technical Committees to carry out the goals of the Arizona Records Improvement and Information Sharing Strategy. Recommendations take into consideration the ability to build on current initiatives, maximize multiple funding sources to support projects and staffing needs to deliver successful programs in support of the goals. In order to carry out the goals and objectives, a detailed action plan for the tactical priorities will need to be developed and utilized for performance progress. Areas for action development include:

- Criminal history records clean-up and completion
- Methodology for inclusion of smaller jurisdictions into strategic initiatives
- ADRS training and education on system functionalities
- NIEM standards and training

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table