

**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, October 12, 2011** beginning at **1:30 PM** 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 25, 2011 Meeting**
  - Approval of Minutes **P-F-T**
  
- III. Drug, Gang and Violent Crime Control Strategy** **Tony Vidale**
  - Information will be presented and a discussion led on revising the statewide Drug, Gang and Violent Crime Control strategy for FY2012 – 2015. **Info**
  
- IV. FFY11 NICS Act Record Improvement Program (NARIP)** **Pat Nelson**
  - Information will be provided on the award received September 12, 2011 from the Department of Justice, Office of Justice Programs, Bureau of Justice Statistics to the Arizona Criminal Justice Commission for the Arizona NICS Act Record Improvement Program. **Info**
  
- V. Technical Team Update** **Bill Kalaf**
  - Update will be provided on the discussions, recommendations and activities from the Technical Team meeting held on September 13, 2011. Information to include progress on the state of automation survey. **Info**

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

**Karl Heckart**

- Continued review, discussion, consideration and possible action on the development of strategic direction from the recommendations provided in the 2011 Arizona Records Improvement and Information Sharing Strategic Planning Session document. **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 **January 18, 2012** at **1:30 PM** 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>
October 12, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the May 25, 2011 Meeting

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**TO:** Chairperson and Committee Members

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

**RECOMMENDATION:**

The Committee approve the minutes of the Policy Team Meeting held on May 25, 2011.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Policy Team of the Information Technology and Systems Improvement Committee**  
**Minutes**  
**May 25, 2011**

A public meeting of the Policy Team of the Executive Steering Committee for Integration of the Arizona Criminal Justice Commission was convened on May 25, 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, by conference call  
Shelly Bunn, Maricopa County Sheriff's Office  
Cathy Clarich, Glendale City Court  
Charles Flanagan, Department of Corrections, Stephen Welsh representing  
Bill Kalaf, Arizona Criminal Justice Commission  
Michael Keran, Scottsdale Police Department, Mike Morrison representing  
Al Lucas, Maricopa County Attorney's Office  
Jeffrey Raynor, Department of Public Safety, Joyce Dehnert representing

**Members Absent:**

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

**Staff Participating:**

Pat Nelson, Program Manager  
Mary Marshall, Public 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.

**II. Minutes of the June 2, 2010 Meeting**

Chairperson Heckart called for a motion to adopt the minutes. Bill Kalaf moved to approve the minutes of the June 2, 2010 meeting. The motion was seconded by Al Lucas and was unanimously approved by the Committee.

**III. Legislative Report**

Mary Marshall, Public Information Officer provided an overview of the Arizona 2011 legislative session. ACJC will be providing a legislative report that will include a summary of all the bills that affected the criminal justice system during this past session. Ms. Marshall listed the following bills that passed: 1) S1025: State Hospital; Fingerprint Cards; 2) H2302: Domestic Violence Victims; Address Confidentiality; 3) H2404: Criminal Restitution Order; ABSCONDERS; and 4) H2408: Outpatient Treatment; Agency Notification. The list of bills that failed included: 1) S1024: Game and Fish; Fingerprint Card; 2) S1056: Central Registry; Background Checks; 3) S1185: Court Records; Electronic Access; 4) S1520: Arizona Background Clearance Card; 5) H2436: Emergency Medical Technicians; Fingerprinting; 6) H2588: Name Change Records; Stalking Victims; and 7) H2621: Sex Offender Registration Records; Access.

Ms. Marshall explained that ACJC sought passage on one bill, a striker to HB 2645. This legislation addressed Arizona's statute that governs the process of restoration of rights of guns to citizens who have been adjudicated mentally incompetent. ACJC's interest in this issue was tied to the federal National Instant Criminal Background Check System (NICS) Act Record Improvement Program funding criteria that the state currently did not meet. The state applied for funding in 2010 and was turned down because state statute did not meet the requirements of the NICS act. The National Rifle Association (NRA) agreed with the language of the bill and the Governor has signed off for enactment. Arizona has applied for the NICS funding again this year to assist in setting up strategic plans to improve records.

Ms. Marshall discussed the federal legislation and addressed that there will be a ten percent penalty in future Byrne/JAG funding if criminal records do not meet the level of competency and compliance to the Adam Walsh Act – Sex Offender Registration.

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

#### **IV. AZ Strategic Plan**

Pat Nelson, Program Manager reviewed the results of the one day strategic planning session on November 6, 2010 facilitated by URL Integration. Ms. Nelson referred to the document that included the summary and recommendations resulting from the strategic planning session. It contained specific information related to: 1) progress to date that Arizona has made in facilitating record improvements and information sharing; 2) participant goals and objectives for records improvement and information sharing; 3) implementation steps and strategies to continue success in facilitating criminal justice information sharing; and 4) creating a platform for facilitating workflow driven information exchanges between enforcement, prosecution, the courts, corrections and other criminal justice agencies.

Bill Kalaf presented the Records Improvement and Information Sharing Strategic Plan Review for Arizona. The key strategies and goals from 2005-2012, as well as the recommendations from the strategic plan moving forward were reviewed. The challenges include: 1) creating a forum to address business process issues; 2) standardizing forms for collecting criminal justice information; 3) obtaining funding to support records improvement and information sharing; 4) quantifying benefits; 5) technology disparities among local agencies; 6) ongoing training for new processes, data collection and technology; 7) addressing privacy and data quality issues; and 8) updating statutes to address new processes and technology.

Mr. Kalaf then reviewed the recommendations for each year going forward.

The year one recommendations are to: 1) understand and document current state automation and information sharing; 2) continue the ongoing activity and success of AZLink, ADRS and record improvement initiatives; 3) partner with law enforcement, county attorneys, and the courts to analyze electronic filing processing; and 4) expand the workgroups to address disparities in business processes.

In year two the recommendations are: 1) completion of the courts' electronic filing system; 2) organize a workgroup to review and recommend statutory changes to support new technologies; and 3) address privacy and information quality issues through workgroup sessions.

The recommendations for year three consist of: 1) develop a business case to support a statewide integrated criminal justice initiative; 2) develop a return on investment document that includes efficiencies in the criminal justice process along with implementation of shared technologies; 3) develop a messaging program that supports the business case and establishes a common vision; and 4) develop a legislative communication plan for identified statute change.

The fourth year is dedicated to developing a specific integrated criminal justice implementation plan.

The recommendations for year five include: 1) adopting an information sharing architecture; and 2) establishing a funding model for cross-agency information sharing.

The Committee reviewed and discussed year one recommendations which resulted in generating three motions.

First, Bill Kalaf moved to develop a survey to be administered statewide to document automaton information sharing projects currently underway and to utilize both the Policy and Technical Teams to assist in developing the survey questions. The motion was seconded by Cathy Clarich and was unanimously approved by the Committee.

Next, Bill Kalaf moved to continue the AZLink, ADRS and record improvement initiatives under the current course. The motion was seconded by Mike Morrison and was unanimously approved by the Committee.

Lastly, Bill Kalaf moved to combine the third recommendation of partnering with law enforcement, county attorneys, and the courts to analyze electronic filing processing by expanding workgroups to address forms, technology and business process disparities as written. Mike Morrison discussed removing the word "*disparities*" out of the motion. Bill Kalaf accepted the friendly amendment to the motion. The motion was seconded by Shelly Bunn was unanimously approved by the Committee.

#### **V. AZLink**

Chairperson Heckart moved to Agenda item V. Bill Kalaf stated that the summaries of activities for AZLink were covered under Agenda item IV.

#### **VI. Grant Program Updates**

Pat Nelson, Program Manager reported ACJC submitted a request for funding to the Bureau of Justice Statistics (BJS) for the FY 2011 National Criminal History Improvement Program (NCHIP) and received a response that the application submitted for Arizona is being recommended for funding in the amount of \$266,578, with a match of \$28,508 totaling \$295,086. Projects that were accepted for funding included: 1) Tucson Police Department, arrest backlog entry project; 2) Coconino County Sheriff's Office, the purchase and implementation of

the ImageWare System for the Page substation; 3) El Mirage Police Department, electronic records management system; 4) Department of Corrections, the purchase, installation, implementation, and maintenance of 10 DigiScan Web FAST ID full client workstations; 5) Mohave County Office of Criminal Justice Services, county data integration project; and 6) Maricopa County Attorney's Office, to clear a portion of the existing backlog of 39,244 arrest dispositions.

Ms. Nelson also presented an update of the Gerald Hardt Memorial Criminal Justice Records Improvement Grant (CJRIP) for FY12; the program funding has been set at \$334,195. The grant solicitation was placed on the ACJC website on May 11, 2011 and the grant will close on June 10, 2011. Priority will be given to projects that address disposition backlogs/rejects.

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

**VII. Disposition/Warrant Business Process Workgroup Progress**

Pat Nelson, Program Manager reported that the workgroup comprised of criminal justice matter experts continue to meet quarterly to review business process challenges with disposition reporting and warrant processing. The working group's focus was to address the FTA offenses currently in the ACCH without final disposition codes. Ms. Nelson explained the system solution proposal is to provide a "back-end" DPS clean up of FTA violations in the ACCH (13-2506 misdemeanor and 13-2507 felony offenses) and regular maintenance clean up on an annual or bi-annual basis. The work team anticipates that the clean up would not impact current business/reporting processes. The workgroup also considered some of the following for processes: 1) DPS system to include WS (warrant served) disposition code placed by DPS automation only; 2) DPS to load new disposition WS on all existing 13-2506 and 13-2507 offenses in ACCH up to 2009.

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

**VIII. Warrant Repository**

Karl Heckart updated the Committee on the Arizona Disposition Reporting System(ADRS) project and the coordinated roll-out with the new Court Management System . Funding under the 2010 Criminal Justice Records Improvement Program was provided to the Administrative Office of the Courts to conduct an analysis of the warrant process and possibility for development of a warrant repository. Mr. Heckart explained there is a scheduled meeting between the system analyst consultant and the stakeholders to review the current state rules and statutes in place; and to evaluate the warrant process. The group evaluated Maricopa County's electronic warrant process as a model for efficiency and flow.

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

**IX. Call to the Public**

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

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

The next Policy Team meeting will be held on **Wednesday, October 5, 2011 at 1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Room 145, Phoenix, Arizona 85007.

**XI. 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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October 12, 2011	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Drug, Gang and Violent Crime Control Strategy

**TO:** Chairperson and Committee Members

**FROM:** Tony Vidale, Program Manager  
Drug Control and Systems Improvement

**RECOMMENDATION:**

Staff requests committee review strategy and provide input for the Drug, Gang, and Violent Crime Control Program.

**DISCUSSION:**

The Arizona Drug, Gang and Violent Crime Control (DGVCC) Strategy was developed to guide policymakers in allocating resources to support Arizona's efforts to curtail drug, gang and violent crime in the state. The current strategy focuses on projects that enforce and prosecute drug abuse and trafficking violators as well as projects that support forensic testing, court programs, treatment and drug education and prevention. The DGVCC strategy takes a balanced approach to a statewide, system-wide program that supports drug control efforts in the state.

Arizona's Drug Strategy was first developed in 1987, updated and refined annually, and expanded to include gang and violent crime. The first multi-year strategy was developed in 2004. The current strategy expires in 2011, and the revised strategy will be in effect from the period of 2012 through 2015.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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October 12, 2011	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	FFY11 NICS Act Record Improvement Program (NARIP)

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**TO:** Chairperson and Committee Members

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

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

On September 12, 2011, The Arizona Criminal Justice Commission (ACJC), received notification for a grant award of \$582,932 from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics (BJS) to improve the quality of records Arizona submits to the National Instant Criminal Background Check System (NICS). The records include automated information required by the NICS to identify felony convictions, felony indictments, fugitives from justice, drug arrests and convictions, prohibiting mental health adjudications and commitments, domestic violence protection orders, and misdemeanor crimes of domestic violence, which identify persons prohibited from possessing firearms. Federal Firearms Licensees use NICS to determine instantly whether a prospective buyer is eligible to buy firearms or explosives.

The ACJC applied for NARIP funding to establish a task force to address mental health adjudications or commitments reported and missing and/or backlogged dispositions for criminal records that would be considered prohibiting records used by NICS (felonies, drug convictions, and domestic violence protection orders and convictions) with priority given to those missing mental health adjudications.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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Request for Committee Action

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Action Requested:	Type of Action Requested:	Subject:
October 12, 2011	<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:**

Information will be provided regarding the discussions, recommendations and activities from the Technical Team meeting held on September 13, 2011.

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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October 12, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Records Improvement Information Sharing Strategic Plan

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**TO:** Committee Members

**FROM:** Karl Heckart  
Administrative Office of the Courts

**RECOMMENDATION:**

The Committee provide recommendations for tactical priorities to support the updated Arizona Records Improvement and Information Sharing Strategic Plan (2012 – 2017).

**DISCUSSION:**

The Committee will have further discussion regarding the analysis required for the criminal justice activities and improvements required for the business processes. Further discussion will be needed targeting recommendations to the Commission for tactical priority projects in support of the Strategic Plan.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table