

**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, December 5, 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 June 6, 2013 Meeting**
  - Approval of Minutes **P-F-T**
  
- III. Technical Team Update** **Peter Henning**
  - Information will be provided on the discussions and current activities of the Technical Team. **Info**
  
- IV. Criminal Records Simplified Segmented Approach/Rule 37 Workgroup** **Jerry Landau**  
**Jeff Raynor**
  - A briefing will be provided on the Rule 37 workgroup discussions regarding disposition reporting and a simplified approach to record the case outcome information. **Info**

- V. Funding Update** **Pat Nelson**
- Information to be provided on the grant awards received from the US Department of Justice, Bureau of Justice Statistics and the Bureau of Justice Assistance. **Info**
- VI. National Instant Criminal Background Check System (NICS) Legislation** **Andy LeFevre**
- Information will be provided on the proposed legislation to support improvements to Arizona's reporting to NICS approved by the Arizona Criminal Justice Commission on November 14, 2013. **Info**
- VII. Integrated Systems – Information Sharing Assessment**
- Aaron Gorrell**  
**Robin Jones**
- Information will be provided on the progress of the assessment to determine funding requirements to support the infrastructure needed to improve criminal justice records. **Info**
- VIII. 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.
- IX. Date, Time, and Location of Next Meeting**
- The next Policy Team meeting will be on **Thursday, February 13, 2014 at 1:30 p.m.** at 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.
- X. 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>
December 5, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the June 6, 2013 Meeting

**TO:** Policy Team Members

**FROM:** Karl Heckart, Chairperson

**RECOMMENDATION:**

The Policy Team members approve the minutes of the Policy Team Meeting held on June 6, 2013.

**DISCUSSION:**

N/A

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

Not Approve - Modify - Table

**Policy Team of the Information Technology and Systems Improvement Committee**  
**Minutes**  
**June 6, 2013**

A public meeting of the Policy Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on June 6, 2013 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

Karl Heckart, Chairperson, Administrative Office of the Courts  
Alister Adel, Department of Transportation  
Cathy Clarich, Maricopa County Superior Court  
Cheryl Harris, Navajo County Attorney's Office,  
Mark Hendershot, Maricopa County Adult Probation  
Jeff Hood, Department of Corrections, Stephen Welch representing  
Nancy McKay-Hills, Tucson Police Department  
Michael Keran, Scottsdale Police Department, Mike Morrison representing  
Mark Marino, Gilbert Police Department  
Barbara Marshall, Maricopa County Attorney's Office, John Garcia representing  
Julio Marroquin, Yavapai County Attorney's Office  
John Merritt, Pima County Attorney's Office  
Jeff Raynor, Department of Public Safety

Members Absent:

Cathy Allen, Coconino County Sheriff's Office  
Shelly Bunn, Maricopa County Sheriff's Office  
Frank Gonzales, Pima County Sheriff's Department  
Marianne Sullivan, Attorney General's Office

Staff Participating:

Pat Nelson, Program Manager  
Peter Henning, Program Manager  
Matt Bileski, Research Analyst  
Amanda Zibell, Grant Coordinator  
Wendy Boyle, Executive Secretary

Guests Participating:

Paul Wormeli, IJIS Institute  
Aaron Gorrell, NICS Task Force

**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 January 10, 2013 Meeting**

Chairperson Heckart called for a motion on the minutes. Jeff Raynor entered a motion to approve the minutes of the January 10, 2013 meeting. The motion was seconded by Mark Hendershot and was unanimously approved by the Policy Team.

**III. Technical Team Update**

Peter Henning, Program Manager provided an update on the activities of the Technical Team. A National Information Exchange Model (NIEM) technical training session was held February 26-28, 2013 at the Scottsdale Police Department conducted by the Integrated Justice Information Systems (IJIS) Institute. There were a total of 26 students attending the training that consisted of a half day devoted to a high level overview of NIEM with the remaining days geared towards the technical part of creating a NIEM compliant data exchange. Each student was tasked with creating a working IEP (information exchange package). Feedback from conference attendees was highly positive.

Mr. Henning reported that the NIEM workgroup has been meeting monthly on a regular basis and is working closely with Joe Sweeny, Senior Software Developer with the Pima County Attorney's Office also a member of the NIEM workgroup. This workgroup is putting together a test NIEM exchange for the agency's grand jury process feed for the Pima County Superior Court. Once the test is completed, the results will be presented to the Technical Team and also reviewed by the Policy Team. As a continuation of the NIEM development policy, Paul Wormeli will be conducting a NIEM webinar presentation today for the Policy Team. The presentation is a high level overview of what NIEM is and why it is important in achieving information sharing objectives in Arizona.

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

**IV. National Information Exchange Model (NIEM) Presentation**

Paul Wormeli, IJIS Institute presented an overview of NIEM. He explained NIEM helps identify large scale complex processes while creating a standard way of communicating between systems. He stated the key strategic piece is the development of a governance process that has kept it as a national system rather than a federal system.

Mr. Wormeli described NIEM is a standard that facilitates information sharing across organizational and jurisdictional boundaries, a structured approach that provides development tools, processes and methodologies, and a data model that provides agreed upon terms, definitions, and formats for business concepts. The NIEM framework connects communities of people who share a common need to exchange information in order to advance their mission and provide a foundation for seamless information exchange between federal, state, local and tribal agencies. Much more than a data model, NIEM offers an active user community as well as a technical and support framework.

The NIEM governance structure is comprised of federal, state, local, tribal and private organizations, managed at an executive level by the Department of Homeland Security, Department of Justice and Department of Health and Human Services. Mr. Wormeli spoke on the NIEM Value proposition and how NIEM is a way to create the standards-based interoperability (SBI). The value is shown in the U.S. national information sharing programs that include: 1) National Data Exchange (N-DEX) and other FBI Criminal Justice Information Services (CJIS) programs; 2) nationwide Suspicious Activity Reporting (SAR) initiative; 3) terrorist screening center hit confirmation; 4) gang information sharing; and 5) human

trafficking. To unify the SBI architecture a common vocabulary, service oriented architecture (SOA), OASIS framework/Global Reference Architecture (GRA), and Federated Identity/Privilege Management system is used.

Mr. Wormeli discussed how the formalization of NIEM as a standard has enabled a community of support and a structured approach for communicating between systems; and how NIEM facilitates interoperability through the use of common language and vocabulary as well as an agnostic implementation. Lastly, he explained how the reusability helps with decreasing the development time for information exchanges that use similar sets of data and increasing consistency in data definitions across their information exchanges.

The success of NIEM has had an impact on Pharmaceutical Drug Monitoring. The standard NIEM prescription monitoring program information exchange assists prescribers, health agencies, and law enforcement in identifying potential abuse and diversion.

Mr. Wormeli reviewed the NIEM program updates that include a trilateral agreement between U.S., Canada and Mexico, the establishment of a NIEM Cyber and Biometrics Domain, development of a standard for NIEM Unified Modeling Language (UML) Model and the joining of the Defense Department as part of NIEM. The critical success factors for NIEM were discussed that included active participation of stakeholders in defining NIEM, government funded training and technical assistance on how to build exchanges conforming to NIEM, encouraging new and strengthening existing NIEM domains, and expanding governance to support other federal, state, local and international agencies.

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

## **V. Funding Update**

Pat Nelson, Program Manager gave an update on applications submitted for federal grant funds to support improving criminal records in Arizona. The grant applications were based on the approved Arizona Records Improvement and Information Sharing Strategy, in addition to the National Instant Criminal Background Check System (NICS) records improvement recommendations.

Ms. Nelson explained that three applications have been submitted totaling over \$1.5M. The first grant funding request to the Bureau of Justice Statistics (BJS) for the NICS Act Record Improvement Program (NARIP) in the amount of \$657,313 is to support recommendations from the NICS Task Force report. One of the goals is to improve Arizona's records for completeness and automation of criminal records by implementing a segmented tracking capability to the Arizona Disposition Reporting System (ADRS). Another goal is to complete criminal history records used by NICS for implementing ADRS XML system exchange capabilities with the prosecutor's office. This would include conducting analysis and documenting lessons learned from the challenges experienced with the ADRS XML test environment. The last goal is to implement capabilities by standardizing and automating the transmission of case information that if rejected in ADRS would still be transmitted to NICS.

The second grant application to BJS was for the National Criminal History Improvement Program (NCHIP) in the amount of \$276,465 that supported four projects listed within the proposal. The first project is to provide \$100,000 in continuation of a 2012 grant from NCHIP to the Department of Public Safety (DPS) in furtherance of the activity to automate records prior to 1984. The second project provides \$42,466 to Coconino County Sheriff's Office to fund their mug photo and Process Control Number (PCN) import and interface from livescan and image ware systems. The third project is the continuation of 2012 NCHIP award in the amount of \$69,333 to the Flagstaff Justice Court to focus on the disposition backlog reduction. Project four is through the Navajo County Sheriff's Office for the implementation of the livescan and mug shot imaging system for the Show Low jail annex in the amount of \$50,564.

Ms. Nelson also reviewed a new solicitation for FY13 through the Bureau of Justice Assistance (BJA) on improving the completeness of firearm background checks through enhanced state data sharing. The grant proposal submission for \$634,236 included the goals of improving Arizona reporting to NICS for information and indictments; providing promising practice documents to address law enforcement challenges, restrictions, and liabilities by protecting the NICS records and information; incorporating law enforcement prohibited possessor indicators; and approving Arizona reporting to NICS on active warrants.

Ms. Nelson stated the funding decisions on the grant submissions should be received by September with a start date of October 1, 2013.

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

## **VI. Gerald Hardt Criminal Justice Records Improvement Program (CJRIP)**

Pat Nelson, Program Manager explained that each year there is 5% set-aside for the Byrne/Justice Assistance Grant (JAG) funding that has been focused on criminal history records improvement and information sharing. The Commission has continued to support the Gerald Hardt Criminal Justice Records Improvement Program.

Ms. Nelson reported that in the past, ACJC has directed funding to support individual agency projects and projects that have an overall state impact such as the ADRS development and the eWarrant study. Staff recommends the Policy Team support utilizing the funding in the amount of \$225,585 to support the development of an updated assessment for the Arizona Criminal Records Improvement Information Sharing Strategy.

Ms. Nelson provided background on the program stating that in 2002 a high level IBM study was done that focused on the criminal history database and disposition reporting. In 2004, the funding continued for the conceptual design document by implementing the system that would automate disposition reporting. After the information was gathered outlining the cost necessary to fund this initiative, ACJC continued by appealing to the legislature and Governor through a budget request to provide funding for the statewide infrastructure for information sharing. In 2006, the legislature agreed to provide funding in the amount of \$1.6M to begin the project; however, in 2007 due to the budget crisis the funding was swept. Through collaboration efforts and federal funding, the American Recovery Reinvestment Act (ARRA) funds were provided for the rewrite of the ADRS.

Ms. Nelson referred to the new assessment that is needed and will be built on the 2012-2017 strategy that was approved. The plan includes improvements to ADRS, a statewide rollout, the NICS project, eWarrant project, and the initiatives.

Designee John Garcia entered a motion to recommend to the Information Technology and Systems Improvement Committee directing the FY2014 Byrne/JAG 5% set-aside funding in the amount of \$225,585 to support the contractual services to develop an updated assessment and Project Investment Justification (PIJ) for the Arizona Criminal Records Improvement Information Sharing Strategy. The motion was seconded by Designee Mike Morrison and was unanimously approved by the Committee.

## **VII. Completeness of Criminal History Records in Arizona**

Matt Bileski, Research Analyst gave a presentation on the findings from the data brief entitled Completeness of Criminal Records in Arizona, CY2002-2011 that was published in March 2013. Mr. Bileski explained the data collection and dissemination which the Statistical Analysis Center receives is an extract of arrest and subsequent case disposition in the Arizona Computerized Criminal History (ACCH) repository from DPS. The most recent extract was received in January 2013 and processes are in place to inform and receive approval from DPS to release ACCH research findings to stakeholders and the public.

Mr. Bileski then reviewed the data methodology process used in examining the arrest and disposition charges. First, the arrest charges are entered in for a specific year by December 31 following the year of arrest. Subsequent case disposition charges were considered complete if entered by December 31<sup>st</sup> of the year following the arrest.

Mr. Bileski broke down the data used from 2002-2011. The first slide shows arrest charges with subsequent case disposition information in the ACCH. The total arrest charges fluctuated over the 9-year period beginning at 435,000 in 2002 to 495,000 in 2007, and ending at 450,000

in 2011. The disposition completion rate was 61.7% in 2002 and 72% in 2011. Mr. Bileski reviewed the percentage of arrest charges with subsequent case disposition information in the ACCH by county in 2011. All fifteen counties were represented with the highest completion rates in Greenlee and Yavapai counties.

Next, the percentage of arrest charges with subsequent case disposition information by offense class was evaluated. Mr. Bileski pointed out that felony arrest charges were low compared to misdemeanor arrest charges for instance; in 2011 felony arrest charges were at 62.2% and misdemeanor arrest charges at 75.3%. He next reviewed the percentage of disposition charges by submission type; it showed in 2002, electronic disposition submissions were at 9.3% and plateau from 2008-2011 at 20.5%.

The top ten arrest offense categories by highest number of charges missing disposition information in the ACCH were reviewed. The highest arrest offense category was 1<sup>st</sup> degree failure to appear with total charges missing disposition information at 52,466 with a percent of all charges at 60.0%. The lowest was driving under the influence at 97,011 and 19.0%.

Amanda Zibell, Grant Coordinator provided an update on the grant funding that was used for dispositions and backlog arrests processed. Three grant programs, NCHIP (FY11 and FY12), NICS (FY12) and CJRIP (FY11 and FY12) were highlighted to show how the funds were utilized. The NCHIP award totaled \$447,703; NICS funding at \$767,840; and CJRIP funding at \$188,945 totaling \$1,000,281. The total number of records processed to date is 438,263.

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

#### **VIII. Maricopa County Adult Probation Initiative-Improving Fingerprint Verifications**

Mark Hendershot, Maricopa County Adult Probation provided information on the business process changes surrounding the fingerprint verifications for probationers.

Mr. Hendershot discussed how the project group has been working with county and state agencies to implement the probation sentencing by creating a state identification number (SID). This process is important because without a SID number there is no way for probation personnel to identify the risks the probationer may present to the community.

Mr. Hendershot explained the probation department is implementing the new process and has utilized the probation sentencing minute entry to note verification that a fingerprint and criminal history record has been created for each probationer. Mr. Hendershot also explained the biggest challenge is keeping up with the case processing in expediting court proceedings.

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

#### **IX. eWarrant Project**

Aaron Gorrell, NICS Task Force updated the Policy Team on the progress of the activities for developing a statewide electronic warrant services and repository. Mr. Gorrell reviewed the project scope and how the eWarrant project is looking at defining the functional requirements; and developing a system architecture and design to replace the warrant portion of the Arizona Crime Information Center (ACIC).

Mr. Gorrell discussed the project status. The project team meets bi-weekly to discuss findings, identify issues and set direction. The focus group meetings include the five completed jurisdictional site visits to Maricopa County, Phoenix Police Department, Scottsdale Police Department, Yavapai County/City of Prescott, and Coconino County/City of Flagstaff. There will be two pending site visits to Pima County/City of Tucson and Pinal County, City of Florence. The focus of the site visits was to determine business processes and requirements.

Mr. Gorrell identified the different business practices and findings from the site visits. The first is the local-only warrants (100,000/330,000) with the issue of how to move into the new statewide system. The second is the implementation of a warrant officer that Coconino County uses with a 58% clearance of warrants as an interesting practice. The other differences include entry into the Records Management System (RMS) and ACIC, bond schedules that vary per charge, per warrant, judicial discretion and the extradition rules.

Mr. Gorrell covered the validation process where 100% of active warrants have to be confirmed for warrant status, defendant name and date of birth. In July 2013, DPS will modify a report to sort the warrants based on court code to eliminate physical separation of the warrants.

Mr. Gorrell addressed the systems analysis part of the project. He explained the eWarrant system project ownership must maintain the current interfaces of the National Computer Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS), local agencies for query/terminal updates; and funding the development and maintenance.

Mr. Gorrell also spoke about the legacy data conversion strategy that deals with the issues of local only warrants and warrants currently in ACIC.

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

#### **X. Call to the Public**

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

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

The next Policy Team meeting will be held on **Thursday, August 8, 2013 at 1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

#### **XII. Adjournment**

The meeting was adjourned at 4:10 p.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 Policy Team Action**

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<b>Action Requested:</b>	<b>Type of Action Requested:</b>	<b>Subject:</b>
December 5, 2013	<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 Policy Team Members

**FROM:** Peter Henning, Program Manager  
Information Technology

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

Information will be provided to the Policy Team on the progression of the Data Dictionary review and the National Information Exchange Model (NIEM) workgroup activities.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

# IV

**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>
December 5, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Criminal Records Simplified Segmented Approach/Rule 37 Workgroup

**TO:** Chairperson and Policy Team Members

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

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

Information will be provided on the workgroup discussions to address challenges in criminal justice reporting. The briefing will include a recommended solution to recording court case disposition information in the Arizona Disposition Reporting System (ADRS).

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

POLICY TEAM  
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Request for Policy Team Action

Action Requested:	Type of Action Requested:	Subject:
December 5, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Funding Update

**TO:** Chairperson and Policy Team Members

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

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

Updates will be presented on 2013 award notifications from the Bureau of Justice Statistics and the Bureau of Justice Assistance.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

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

Request for Policy Team Action

Action Requested:	Type of Action Requested:	Subject:
December 5, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	National Instant Criminal Background Check System (NICS) Legislation

**TO:** Chairperson and Policy Team Members

**FROM:** Andy LeFevre  
ACJC Legislative Affairs Consultant

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

The NICS Task Force recommendations will be presented for the proposed legislative changes to Arizona Revised Statutes Titles 13, 14, 32 and 36 as it relates to court rulings, reporting, controlling shared information, and restoration of rights for prohibited possessors.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A

# VII

**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>
December 5, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Integrated Systems – Information Sharing Assessment

**TO:** Chairperson and Policy Team Members

**FROM:** Aaron Gorrell, Waterhole Consulting  
Robin Jones, Waterhole Consulting

**RECOMMENDATION:**

Information Only

**DISCUSSION:**

Criminal Justice stakeholders continue to meet regularly to work through and make recommendations for improvements to the criminal justice process and information exchange. The Arizona Records Improvement and Information Sharing Strategic Plan projects such as: eWarrants, Disposition Reporting and NICS Records Improvements focus on automation and information sharing capabilities for criminal justice agencies. Information will be provided on the progress of the assessment to determine funding requirements to support the information exchanges necessary to support the infrastructure needed to improve criminal justice records.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

N/A