

**NOTICE OF PUBLIC MEETING
OF THE TECHNICAL TEAM
OF THE
INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT TECHNICAL
TEAM AND
AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **Technical Team of the Information Technology and Systems Improvement Technical Team** of the Arizona Criminal Justice Commission and to the general public that the **Technical Team** will hold a meeting open to the public on **Thursday, January 31, 2013** beginning at **2:00 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 Mike Morrison**

- II. Minutes of the October 4, 2012 Meeting**
 - Approval of Minutes **P-F-T**

- III. Policy Team Update** **Pat Nelson**
 - Update will be provided on the current activities of the Policy Team. **Info**

- IV. NIEM Technical Training** **Mike Morrison**
 - Information will be provided regarding technical training in February by IJIS for Technical Team members. **Info**

- V. NIEM Presentation for Policy Team** **Peter Henning**
 - Information will be provided regarding a webinar presentation by IJIS to Policy Team members in March on what NIEM is and its importance to Arizona. **Info**

- VI. NIEM Workgroup Update** **Mike Morrison**
 - Information will be provided regarding the NIEM workgroup's progress on establishing NIEM as the standard information exchange model for the state of Arizona. **Info**

VII. Current State of Technology

Mike Morrison

- Information will be provided on emerging new technologies that will prepare the criminal justice community to establish and implement new standards.

Info

VIII. Call to the Public

Those wishing to address the Technical 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 Technical Team meeting will be held on **Thursday, March 28, 2013 at 2:00 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

X. Adjournment

A copy of the agenda background material provided to Technical 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.



TECHNICAL TEAM
OF THE INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT
TECHNICAL TEAM
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION

Request for Technical Team Action

Action Requested:	Type of Action Requested:	Subject:
January 31, 2013	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the October 4, 2012 Meeting

TO: Technical Team Members

FROM: Mike Morrison, Chairperson

RECOMMENDATION:

The Technical Team members approve the minutes of the joint Policy Team and Technical Team Meeting held on October 4, 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
October 4, 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 October 4, 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, by conference call
Cathy Clarich, Glendale City Court
Cheryl Harris, Navajo County Attorney's Office, by conference call
Mark Hendershot, Maricopa County Adult Probation
Nancy McKay Hills, Tucson Police Department
Michael Keran, Scottsdale Police Department
Julio Marroquin, Yavapai County Attorney's Office, by conference call
Bill McDonald, Maricopa County Attorney's Office, Schuyler Southwell representing
Jeff Raynor, Department of Public Safety, Graciano Cervantes representing
Marianne Sullivan, Attorney General's Office

Policy Team Members Absent:

Shelly Bunn, Maricopa County Sheriff's Office
Frank Gonzales, Pima County Sheriff's Department
Jeff Hood, Department of Corrections
Mark Marino, Gilbert Police Department
Rob Peck, Pima County Attorney's Office

Technical Team Members Present:

Mike Morrison, Chairperson, Scottsdale Police Department
Bruce Byron, Glendale Police Department
Graciano Cervantes, Department of Public Safety
Tom Gendron, Maricopa ICJIS
Ted Martin, Pima County Sheriff's Office, by conference call
Chioma Nwabeke, Mesa Police Department
Steven Scales, Administrative Office of the Courts
Schuyler Southwell, Maricopa County Attorney's Office
Stephen Welsh, Department of Corrections

Technical Team Members Absent:

David Azuelo, Tucson Police Department
Rodney Banks, Pinal County, Senior I.T. Manager
Silvia Gerds, Department of Transportation
Ajay Joshi, Phoenix Police Department
Rob Peck, Pima County Attorney's Office
Marc Schmidt, Yavapai County Sheriff's Office

Staff Participating:

Peter Henning, Program Manager
Phil Stevenson, Director, Statistical Analysis Center
Wendy Boyle, Executive Secretary

Guest Participating:

David Steingraber, National Criminal Justice Association

I. Call to Order and Roll Call

The meeting was called to order by Peter Henning, Program Manager. Roll was taken for the Policy Team and a quorum was declared present. Roll was taken for the Technical Team and a quorum was declared present.

II. Minutes

A. Approval of Minutes from the August 2, 2012 Technical Team Meeting

Technical Team Chairperson Mike Morrison called for a motion on the minutes. Graciano Cervantes entered a motion to approve the minutes of the Technical Team meeting held on August 2, 2012. The motion was seconded by Bruce Byron and was unanimously approved by the Technical Team.

B. Approval of Minutes from the August 29, 2012 Policy Team Meeting

Policy Team Chairperson Karl Heckart called for a motion on the minutes. Mark Hendershot entered a motion to approve the minutes of the Policy Team meeting held on August 29, 2012. The motion was seconded by Cathy Clarich and was unanimously approved by the Policy Team.

III. National Criminal Justice Association (NCJA) Technical Assistance

David Steingraber, Senior Policy Advisor, NCJA gave an extensive presentation on issues facing the criminal justice community, emerging standards and outlined the concept of Global Justice Information Sharing Tools. Mr. Steingraber explained that there are benefits and challenges in sharing information. The benefits associated with justice information sharing include greater efficiency, improved information quality, better decision making and more useful data sets. The challenges involve many autonomous justice organizations, multiple trust domains, mixed environments, varied governance structures, significant investment in inherited systems, inconsistent or non-existent policies and procedures, and disparate, incompatible security mechanisms.

Mr. Steingraber provided information on the Department of Justice (DOJ) Global Justice Information Sharing Initiative. The initiative brings in the Federal Advisory Committee Act (FACA) advisory body to the U.S. Attorney General which is supported by the Bureau of Justice Assistance (BJA) and the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) to address technical and policy issues; consists of Justice Information stake holding agencies, associations, and constituencies; has leadership in all levels of government; and has representation across the justice landscape affecting the work of more the 1.2 million justice professionals. The challenges to the initiative include different dictionaries and vocabularies used to store and interpret data; different business and technical architectures; conflicting approaches to secure data, manage users and to ensure controlled access; different approaches to meet challenges of protecting privacy; and different policies, agreements and contracts governing information sharing.

Next, the Global Information Sharing Toolkit (GIST) was detailed by the following standard based approaches: 1) Data – National Information Exchange Model (NIEM); 2) Technology – Global Reference Architecture (GRA); 3) Security – Global Federated Identity and Privilege Management (GFIPM); 4) Privacy Policy Technical Framework; and 5) Governance – Statement of Participation. Mr. Steingraber addressed how users can go on the justice information sharing website to view and search for the Global products, navigate for a classification hierarchy, and answer questions to generate a customized package of Global solutions. Also, the Global Standards Council (GSC) was created to develop the Global Standards Package (GSP) to promote consistency and interoperability of systems across the justice and public safety community. Another condition is that OJP requires grantee compliance to the GSP and all the components.

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

IV. Record Quality

Phil Stevenson, Director, Statistical Analysis Center presented information on the strategies for understanding and improving information quality. Mr. Stevenson spoke about his involvement with Global Justice, Global Justice Privacy and Information Quality work group, Global Standards Council, and the Justice Research and Statistics Association. Specifically, Mr. Stevenson introduced a framework for improving information quality from the Global Justice Privacy and Information Quality work group which covers justice information sharing that promotes the administrative of justice and public protection by: 1) preserving the integrity and quality of information; 2) facilitating the sharing of appropriate and relevant information; 3) protect individuals from consequences of inappropriate gathering, use and release of information; and 4) permitting appropriate oversight. The dimensions of information quality were discussed as to how to apply that framework to Arizona's criminal history

records. Mr. Stevenson addressed criminal history records by the categories of completeness, timeliness and accuracy. First, examples on completeness measures of records were viewed by missing dispositions by offense type and the consequences of incomplete information. Second, examples on timeliness measures of criminal history records were examined by a 100 day and 180 day standard of felony arrests, average number of days to case disposition and the consequences of untimely information. Third, examples on criminal history records and accuracy measures were given by aggravated DV arrests and the consequences of inaccurate information. Mr. Stevenson then summarized the criminal history record quality standard performance measures. The standards of completeness pose the following: 1) performance standard at one hundred percent; 2) how to account for appeals, etc; and 3) should standards be different for mandatory and discretionary fields. The standards of timeliness for the timeframe include: 1) arrest time frame (ex. 10 days); 2) submission of final disposition information (ex: forty days); 3) case processing times (ex: 100 and 180 days) and 4) other standards. The standards of accuracy establish the following inquiries, accurate reflection of what was submitted and an accurate reflection of what activated the creation of the record.

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

V. NIEM Technical Assistance Update

Peter Henning, Program Manager reported on the prospect of having NIEM technical assistance training brought to Arizona. Mr. Henning and Technical Team Chairperson Mike Morrison have reached out to IJIS Institute and will be on a conference call with representatives next week with a collection of information on what is needed to prepare for the technical assistance training and possible training dates. A questionnaire from IJIS is being compiled with information that contains the different road blocks, policies, and manual processes being used in Arizona. Mr. Henning asked if members from the Policy Team could help assist in preparing and responding to the questionnaire.

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

VI. Call to the Public

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

VII. Date, Time, and Location of Next Meeting

The Policy Team will meet on Thursday, January 10, 2013 at 1:30 p.m. and the Technical Team will meet on Thursday, January 31, 2013 at 2:00 p.m. Both meetings will be held at 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

VIII. Adjournment

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.



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

Request for Technical Team Action

Action Requested:	Type of Action Requested:	Subject:
January 31, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Policy Team Update

TO: Chairperson and Technical Team Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

Information Only

DISCUSSION:

An update will be provided on the current activities of the Policy Team.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Technical Team Action

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January 31, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	NIEM Technical Training

TO: Technical Team Members

FROM: Mike Morrison
Technical Team Chairperson

RECOMMENDATION:

Information Only

DISCUSSION:

Technical, hands-on training in the National Information Exchange Model (NIEM) will be conducted by the Integrated Justice Information Systems Institute (IJIS). This training is being designed and coordinated for Arizona-specific data exchange needs and will be highly technical in its approach. The target audience for this training is members of the Technical Team. The training will be held on Tuesday, February 26, 2013 through Thursday, February 28, 2013 hosted by the Scottsdale Police Department.

FISCAL IMPACT:

N/A

ALTERNATIVES

N/A

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Action Requested:	Type of Action Requested:	Subject:
January 31, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	NIEM Presentation for Policy Team

TO: Chairperson and Technical Team Members

FROM: Peter Henning, Program Manager
Information Technology

RECOMMENDATION:

Information Only

DISCUSSION:

The IJIS Institute will conduct a webinar presentation to members of the Policy Team during their next meeting on Thursday, March 7, 2013. The webinar will be custom-tailored for the Arizona Policy Team members and will encompass a high-level explanation of what NIEM is and why it is important to achieving information sharing objectives in Arizona.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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January 31, 2013	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	NIEM Workgroup Update

TO: Technical Team Members

FROM: Mike Morrison
Technical Team Chairperson

RECOMMENDATION:

Information Only

DISCUSSION:

Currently, the NIEM workgroup is comprised of Technical Team members from different law enforcement and justice agencies and is tasked to make NIEM the standard information exchange model in the state of Arizona. The work group has been coordinating training for technical staff as well as high level policy staff to introduce NIEM concepts to Arizona criminal justice and law enforcement agencies.

Additional information on the activities of this workgroup will be provided.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

VII

**TECHNICAL TEAM
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Request for Technical Team Action

Action Requested:	Type of Action Requested:	Subject:
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TO: Technical Team Members

FROM: Mike Morrison
Technical Team Chairperson

RECOMMENDATION:
Information Only

DISCUSSION:

The current and emerging trends of technology in the workplace present issues as well as benefits for Arizona law enforcement and criminal justice agencies.

Information systems are becoming smaller, faster and more portable than ever before. Employees can utilize these systems to reach into backend systems at their home agencies from anywhere in the country. Bring your own device (BYOD) is the new buzzword of the industry. Several questions come up for utilization of this technology:

- 1) Are agencies complying with Privacy and Security?
- 2) What are the quality control issues as one system immediately feeds several others?
- 3) What are some of the newer technologies Criminal Justice should be looking at?

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A