

**AMENDED
NOTICE OF PUBLIC MEETING
OF THE TECHNICAL 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 **Technical Team of the Information Technology and Systems Improvement Committee** 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, August 2, 2012** 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

II. Election of a Chairperson to the Technical Team **Peter Henning**

- Review, discussion, consideration and possible action on the election of a Chairperson to the Technical Team of the Information Technology and Systems Improvement Committee. **P-F-T**

III. Minutes

- Approval of Minutes from the September 13, 2011 Technical Team Meeting **P-F-T**
- Approval of Minutes from the May 11, 2012 Joint Policy Team and Technical Team Meeting **P-F-T**

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

- Review, discussion, consideration and possible action on the strategic priorities and tactical feasibilities. **P-F-T**

V. Arizona Criminal Justice System Survey **Pat Nelson**

- Information to be provided on the State of Automation and Information Sharing within Arizona Law and Justice Community Systems Report. Briefing will address trends, issues and recommendations for key strategic integration efforts currently in process. **Info**

VI. NIEM Training **Pat Nelson**

- A national program supported by the federal government, NIEM connects communities of people who share a common need to exchange information in order to advance their missions. Information will be provided surrounding opportunities to bring NIEM training to Arizona criminal justice practitioners. **Info**

VII. Data Dictionary

Mike Morrison

- Review, discussion, consideration and possible action on convening a workgroup to assist in the review, analysis and update of the Arizona Data Dictionary. **P-F-T**

VIII. 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.

IX. Date, Time, and Location of Next Meeting

- The next Technical Team meeting will be held on **October 24, 2012 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 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.



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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
August 2, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Election of a Chairperson to the Technical Team

TO: Chairperson and Committee Members

FROM: Peter Henning, Program Manager
Information Technology

RECOMMENDATION:

The Technical Team members elect a Chairperson to the Technical Team of the Information Technology and Systems Improvement Committee.

DISCUSSION:

A Chairperson is needed to facilitate Technical Team meetings, collaborate with the Policy Team Chairperson and be available to the Commission when issues arise surrounding the Arizona Records Improvement and Information Sharing Strategy.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
August 2, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the September 13, 2011 Meeting

TO: Chairperson and Committee Members

FROM: Peter Henning, Program Manager
Information Technology

RECOMMENDATION:

The Technical Team Committee approve the minutes of the Technical Team Meeting held on September 13, 2011.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

Technical Team of the Information Technology and Systems Improvement Committee
Minutes
September 13, 2011

A public meeting of the Technical Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on September 13, 2011 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

Members Present:

Chairperson, Bob Rampy, Maricopa County Sheriff's Office
Rodney Banks, Pinal County, Senior I.T. Manager
Bruce Byron, Glendale Police Department
Graciano Cervantes, Department of Public Safety
Tom Gendron, Maricopa ICJIS
Doreen Hamilton, Phoenix Police Department
Karl Heckart, Administrative Office of the Courts
Brian Hunt, Yavapai County Sheriff's Office
Bill Kalaf, Arizona Criminal Justice Commission
Kevin LaBranche, Coconino County Information Systems
Ward Maeser, Maricopa County Attorney's Office
Mike Morrison, Scottsdale Police Department
Dave Nishith, Department of Corrections
Rob Peck, Pima County Attorney's Office
Ralene Whitmer, Department of Transportation
Jim Wysocki, Tucson Police Department

Members Absent:

Ted Martin, Pima County Sheriff's Office

Staff Participating:

Bill Kalaf, Program Manager
Pat Nelson, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Bill Kalaf, ACJC Program Manager at 1:30 PM. Roll was taken and a quorum was declared present.

II. Minutes of the August 4, 2010 Meeting

Bill Kalaf, Program Manager called for a motion on the minutes. Bob Rampy entered a motion to approve the minutes of the August 4, 2010 meeting. The motion was seconded by Mike Morrison and was unanimously approved by the Committee.

III. Election of Chairperson to the Technical Team of the Information Technology and Systems Improvement Committee

Bill Kalaf, Program Manager requested the Technical Team elect a Chairperson due to the retirement of former Chairperson Lori Rhyons. Mr. Kalaf opened the nominations for election of a Chairperson to the Technical Team.

Tom Gendron entered a motion to nominate Bob Rampy as Chairperson of the Technical Team. The motion was seconded by Mike Morrison and was unanimously approved by the Committee. Bob Rampy as the newly elected Chairperson of the Technical Team of the Information Technology and Systems Improvement Committee presided over the remainder of the meeting. Mr. Rampy thanked Lori Rhyons for her time and effort in serving as Chairperson over the last two years.

IV. Policy Team Update

Karl Heckart, AOC presented information from the Policy Team meeting of May 25, 2011 relating to the Arizona Records Improvement and Information Sharing Strategic Plan. On November 9, 2010, the Arizona Criminal Justice Commission (ACJC) held a one day strategic planning session that culminated in a document outlining a set of goals that would guide activities over the next five years. Mr. Heckart explained that the Policy Team met and reviewed the document. This led to discussions on the current state of various integration initiatives including sustained projects. The Policy Team also added additional ideas to the strategy from high level to tactical deployment. The plan was presented to the Information Technology and Systems Improvement Committee and the Commission in July. The Information Technology and Systems Improvement Committee voted to support the process; however following discussion, the committee agreed that the concept was at too high a level to achieve a practical solution. As a result, the Committee tabled the item in order to give the Policy Team more time to revise the strategic plan with goals that can be implemented and achieved within the five year timeframe. Mr. Heckart confirmed that the Arizona Strategic Plan will be presented again to the Information Technology and Systems Improvement Committee and the Commission in November. Several workgroups will be established to consider and address the projects that have been engaged in the last 10-12 years; and the outcome of those projects and how to advance the goals of the plan with limited resources.

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

V. Arizona Strategic Plan

Bill Kalaf, Program Manager presented the Records Improvement and Information Sharing Plan review for Arizona. The key strategies and goals from 2005-2012 and the recommendations from the strategic plan moving forward were reviewed. Priorities for the future consist of: 1) electronic court filing; 2) accurate and complete criminal justice records; 3) overcome disparate technologies among agencies; 4) continue current efforts; 5) cross agency business issues; and 6) develop business case for information sharing. The challenges include: 1) creating a forum to address business process issues; 2) standardizing forms for collecting criminal justice information; 3) obtain funding to support records improvement and information sharing; 4) quantifying benefits; 5) identify technological disparities among local agencies; 6) ongoing training for new processes, data collection and technology; 7) address 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 first year recommendations: 1) understand and document state automation and information sharing projects currently underway; 2) continue AZLink, ADRS and record improvement initiatives; 3) partner with law enforcement, county attorneys, and the courts to analyze the impact of electronic filing processing; and 4) convene workgroups to address forms, technology and business process disparities.

The second year requires: 1) complete implementation of the courts' electronic filing system; 2) organize workgroups to review and recommend statutory changes to support new technologies; and 3) address privacy and information quality issues with information shared across agencies.

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 and implementation of shared technologies, 3) develop a message to support the business case that establishes a common vision, and 4) develop a legislative plan to identify statutory changes.

In year four, develop a specific integrated criminal justice implementation plan.

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

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

VI. Arizona Strategic Plan – Policy Team Recommendations

Bill Kalaf, Program Manager stated that the Policy Team reviewed the Arizona Strategic Plan and had three recommendations. The recommendations include: 1) developing a survey that documents the state's automation and information sharing programs currently underway; 2) continuing the AZLink, ADRS and Records Improvement initiatives currently underway; and 3) continue partnering efforts with law enforcement, county attorneys, and the courts to analyze electronic filing processing, and to convene workgroups to address forms, technology, and business processes disparities.

The Technical Team discussed the three proposals approved by the Policy Team.

Mike Morrison entered a motion approving the first recommendation; the motion was seconded by Ralene Whitmer and was unanimously approved by the Committee.

Jim Wysocki entered a motion approving the second recommendation; the motion was seconded by Rob Peck and was unanimously approved by the Committee.

Mike Morrison entered a motion approving the third recommendation; the motion was seconded by Kevin LaBranche and was unanimously approved by the Committee.

VII. The Arizona Criminal Justice Information Data Dictionary

Pat Nelson, Program Manager provided background and an overview of the Arizona Criminal Justice Information Data Dictionary origins and current usage. A workgroup was formed 10-12 years ago to begin the process of developing a data dictionary. This effort resulted in creating 113 data elements and 7 appendices targeting Arizona requirements. It has been incorporated as a standard for ACJC grant agreements when the funding is supporting implementation systems.

Ms. Nelson explained the data dictionary is useful because it focuses on a logical meaning of the elements and can be used in any implementation whether it is compliant or not to the federal standards. There are limitations to the data dictionary because it does not provide any guidance or standards as it relates to the federal National Information Exchange Model (NIEM).

The Committee discussed and offered the following suggestions: 1) to develop a list of experts in law enforcement agencies that currently use XML, the NIEM model, and the data exchanges and have them prepare a set of survey questions for the general user population; and 2) to create a workgroup to review the NIEM model and the current Arizona data dictionary to see if the same elements are included.

After review and discussion, Mike Morrison entered a motion to approve designating a workgroup to review and compare the Arizona Criminal Justice Information Data Dictionary elements to the National Information Exchange Model (NIEM) after survey questions have been evaluated; and to maintain the data dictionary as a standard for Arizona. The motion was seconded by Karl Heckart and was unanimously approved by the Committee.

VIII. Coconino CJI County Attorney Electronic Document Management System

Kevin LaBranche, Coconino County reported on the electronic document management system in place at Coconino County. The processes that are now automated include: 1) data that is scanned can be imported and extracted from the case management system; 2) redacted data that has been extracted from the case management system; 3) documents routed for charging decisions; 4) notifications to Coconino County Attorney's Office (CCAO) and law enforcement; 5) incoming faxes incorporated into the electronic process; and 6) the ability to create and distribute an automated disclosure packet that is available to CCAO staff while in the case management system. Mr. LaBranche explained that automation of workflow has dramatically improved business processes and increased collaboration between departments. The next processes for automation include: 1) disclosure documents electronically tagged; 2) documents not previously disclosed forwarded to the automated redaction process; 3) packets distributed electronically to internal and external agencies; and 4) tracking the receipt of packets.

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

IX. Pima County Attorney's Office Long-Term Overview

Rob Peck, Pima County Attorney's Office (PCAO) gave an update on the information technology initiatives including network infrastructure improvements; redundancy and resiliency enhancements for core systems such as deployment of Windows 7 and Office 2010. Mr. Peck also reviewed the new OnBase document management system installation and the in-house case management system that is under development. Next, Mr. Peck explained the County Attorney Matter Management System (CAMMS) architecture. This system provides a single entry of people and places, consistency of charges, pleadings, and language, and ease of data entry, searching, and document generation.

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

X. Maricopa County Update

Tom Gendron, Maricopa County ICJIS presented an update on the implementation of the three modes of Geographical Information System (GIS) support to the Justice Web Interface (JWI). Mr. Gendron discussed the GIS foundation capabilities and showed examples of the three modal operations. The first modality of the Criminal Justice and Law Enforcement (CJLE) contains address data that are scraped from the responses, geo-coded and put on the map. The second modality allows batching of CJLE data that is geo-coded and placed on a layer; meta-data is used to fine filter the data set. The third modality provides general map layers available from 3rd parties that are optional to support CJLE investigations and first responders. Mr. Gendron reviewed various screen shots representative of the modalities. Future layers and functionality include: 1) calls for service (911); 2) probable cause reports; 3) address searches; 4) geofencing; 5) field interviews geocoded; and 6) Amber Alert (Geofence with drive time calculation)

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

XI. Call to the Public

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

XII. Date, Time, and Location of Next Meeting

The next Technical Team meeting will be held on **Wednesday, November 30, 2011 at 1:30 PM** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

XIII. Adjournment

The meeting was adjourned at 3:37 PM.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
August 2, 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: Peter Henning, Program Manager
Information Technology

RECOMMENDATION:

The Technical 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 Rodriguez 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) JWI 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) JWI 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.

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
August 2, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Records Improvement and Information Sharing Priority Recommendations

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

The Technical Team approve strategic priorities and tactical recommendations to accomplish the goals set forth in the Arizona Records Improvement and Information Sharing Strategic Plan approved by the Commission on March 22, 2012.

DISCUSSION:

On March 22, 2012, the Arizona Criminal Justice Commission approved the following vision, goals and objectives for the AZ Records Improvement and Information Strategic Plan:

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.

Policy and Technical Team members discussed and designated tactical priorities that will advance the approved strategy and support criminal justice stakeholders with records improvements and information sharing.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
August 2, 2012	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Criminal Justice System Survey

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

Information Only

DISCUSSION:

A motion was made at the May 25, 2011 Policy Committee Meeting based on the strategic plan recommendations, to develop a survey that documents the state automation information sharing projects currently underway. ACJC dedicated contracted resources to administer the statewide survey and a briefing will be provided on the survey results.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
August 2, 2012	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	NIEM Training

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

Information Only

DISCUSSION:

NIEM will provide a common vocabulary to ensure consistency and understanding among domains and to simplify the process of information sharing. It provides a common vocabulary and provides technical tools to support development, discovery, dissemination, and reuse of information exchanges.

Approved by the Commission in May 2012, the Arizona Records Improvement and Information Sharing Strategy 2012 – 2017 places a high priority for establishment of NIEM standards and education for Arizona criminal justice practitioners. Information will be provided on the inquiries made to date for federal resources available to bring NIEM training to Arizona.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
August 2, 2012	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Data Dictionary

TO: Chairperson and Committee Members

FROM: Mike Morrison
Scottsdale Police Department

RECOMMENDATION:

The Technical Team designates a workgroup to assist in the review, analysis and update of the Arizona Data Dictionary for data elements and relationships to the NIEM standards.

DISCUSSION:

The Arizona Criminal Justice Data Dictionary is a list of common data elements used by law enforcement, prosecutors, courts, probation, pre-trial services, the Departments of Public Safety, and the Department of Corrections. The data element includes the field name, definition, number of characters, and format (alpha, numeric, or alpha/numeric). The Data Dictionary will provide state, county, and municipal criminal justice agencies with the first tool needed to develop an integrated statewide system. When information is standardized and defined, it can be easily used and shared. Shared information can be as simple as designating the code "BLU" to indicate "blue eyes", or as complex as defining what a "calendar event" is in Superior court.

This dictionary includes **113 total Data Elements** and **7 Appendices**. The goal in creating the dictionary was to keep the number of elements to a minimum, and include only those data elements that are used by more than one agency. The size, format, and definition of many data elements are determined by federal reporting requirements issued by the National Crime Information Center (NCIC). This document comports with those requirements.

The Arizona Data Dictionary took approximately one and one half years to develop, and could not have been produced without significant help from experienced and dedicated personnel working for the Administrative Office of the Courts, the Department of Public Safety, Superior Court, County Attorneys' and Sheriffs' Offices.

The National Information Exchange Model (NIEM) is the basis for automating information exchanges between and among agencies and communities of interest. NIEM provides a standard vocabulary and data structure to facilitate the computerization of information exchanges. Department of Homeland Security and the Department of Justice launched NIEM in 2005 building standards that would facilitate interagency and cross-domain information sharing.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify -Table