

**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 for Integration** of the Arizona Criminal Justice Commission and to the general public that the **Technical Team** will hold a meeting open to the public on **Tuesday, September 13, 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** **Bill Kalaf**

- II. Minutes of the August 4, 2010 Meeting**
 - Approval of Minutes **P-F-T**

- III. Election of Chairperson to the Technical Team of the Information Technology and Systems Improvement Committee** **Bill Kalaf**
 - 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**

- IV. Policy Team Update** **Karl Heckart**
 - Information to be provided from the Policy Team meeting held on May 25, 2011. **Info**

- V. Arizona Strategic Plan** **Bill Kalaf**
 - An overview of the strategic direction and recommendations provided in the 2011 Arizona Records Improvement and Information Sharing Strategic Planning Session document will be presented. **Info**

- VI. Arizona Strategic Plan – Policy Team Recommendations** **Bill Kalaf**
 - Review, discussion, consideration and possible action on the three motions approved by the Policy Team on May 25, 2011. **P-F-T**

- VII. The Arizona Criminal Justice Information Data Dictionary** **Pat Nelson**
 - Review, discussion, consideration and possible action regarding assignment of a work group to review and compare the Arizona Criminal Justice Information Data Dictionary to the National Information Exchange Model (NIEM); concluding with making a determination if AZ data elements required for criminal justice data exchanges are included within NIEM. **P-F-T**

- VIII. Coconino CJI County Attorney Electronic Document Management System** **Kevin LaBranche**
- Information will be presented on the electronic document management system implemented in Coconino County. **Info**
- IX. Pima County Attorney's Office Long-Term Projects Overview** **Rob Peck**
- Presentation will be made on projects currently underway to improve infrastructure and case management efficiencies. **Info**
- X. Maricopa County Update** **Tom Gendron**
- Information will be provided on the new Geographical Information System (GIS) capabilities for the Justice Web Interface Product (JWI). **Info**
- XI. 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.
- 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**

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:
September 13, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the August 4, 2010 Meeting

TO: Committee Members

FROM: Bill Kalaf, Program Manager
Information Technology

RECOMMENDATION:

The Committee approve the minutes of the Technical Team Meeting held on August 4, 2010.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

Technical Team of the Information Technology and Systems Improvement Committee

Minutes

August 4, 2010

A public meeting of the Technical Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on August 4, 2010 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

Members Present:

Lori Rhyons, Chairperson, Phoenix Police Department
Tom Gendron, Maricopa ICJIS
Lynn Burch, Coconino County Information Systems
Ralene Whitmer, Department of Transportation
Karl Heckart, Administrative Office of the Courts, Dan Corsetti representing
Al Lucas, Maricopa County Attorney's Office, Sky Southwell representing
Mike Morrison, Scottsdale Police Department
Robert Peck, Pima County Attorney's Office, by conference call
Nishith, Dave, Department of Corrections
Sharon Wilson, Department of Public Safety
Brian Hunt, Yavapai County Sheriff's Office, Michael Holmes representing

Members Absent:

Lisa Bergeron, Pinal County, Special Projects IT Administrator
Ted Martin, Pima County Sheriff's Office
Bob Rampy, Maricopa County Sheriff's Office
James Wysocki, Tucson Police Department
Bruce Byron, Glendale Police Department

Guests Participating:

Eric Thomas, Government Information Technology Agency
Lisa Dee Meyerson, Government Information Technology Agency
Debbie Hall, Maricopa County Attorney's Office

Staff Participating:

Bill Kalaf, Program Manager
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Chairperson Lori Rhyons at 1:35 PM. Roll was taken and a quorum was declared present.

II. Minutes of the August 26, 2009 Meeting

Chairperson Rhyons called for a motion on the minutes. Designee Dan Corsetti entered a motion to approve the minutes of the meeting held on August 26, 2009. The motion seconded by Designee Sky Southwell passed unanimously.

III. Policy Team Update

Bill Kalaf, Program Manager presented information from the Policy Team meeting of June 2, 2010. Mr. Kalaf explained that the FY11 Gerald Hardt Memorial Criminal Justice Records Improvement Grant (CJRIP) was approved in May 2010 which directed the FY11 Byrne/JAG 5 percent set aside funding in the amount of \$405,000 to the Administrative Office of the Courts for development and support of the ADRS. In addition, AOC representative Dan Corsetti gave an overview of the AOC/CJRIP project that included the process flow implications, training for the deployment of ADRS Web/ADRS XML electronic versions; Pima County ADRS implementation, and the needs assessment for the development of the warrant process and repository statewide.

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

IV. Technical Team Mission, Goals and Objectives

Bill Kalaf, Program Manager provided the revised Technical Team mission, goals and objectives to the Committee for review. Mr. Kalaf also explained that the Commission voted to eliminate the Executive Steering Committee. In addition to this action, the Commission voted to have the Technical and Policy teams report to the Information Technology and Systems Improvement Committee or directly to the Commission.

Sharon Wilson motioned that the Committee approve the mission, goals and objectives of the Technical Team as shown on pages 9 and 10 of the agenda. The motion seconded by Designee Dan Corsetti passed unanimously.

V. Coconino County Systems Update

Lynn Burch presented an overview of Coconino County's system integration and the activities that have taken place over the past two years. Ms. Burch gave a historical perspective that included the involvement of the Criminal Justice Coordinating Council; the integration pilot funded by NCHIP VI grants for the vertical and horizontal integration version 1.0; and the incremental enhancement to middleware version 1.1 funded by an IGA between City of Flagstaff and Coconino County. The activities over the past two years surrounding Integration 2.0 included the rewrite of middleware; rewrite of no files to DPS; and Flagstaff Police Department Electronic Citations. Ms. Burch also explained the showcase example of how alerts are created to notify Coconino County and Flagstaff probation officers when a client has contact with local law enforcement. The plan for near term solutions will be to continue to provide rapid response to changes initiated outside of the criminal justice integration development area to ensure that interdependent infrastructures continue to function.

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

VI. Maricopa County Attorney System Update

Sky Southwell provided an overview of changes made to Maricopa County Attorney's Office technology infrastructure. The County Attorney Information System (CAIS) continues to evolve with initiatives to update hardware and software. In addition, MCAO began the CAIS-ADRS XML interface on June 16, 2010 running ADRS query transactions and ADRS query responses. The next steps include ADRS accept/transfer, update transactions, disposition notification, disposition reporting and accept/transfer responses.

Debbie Hall, MCAO presented the CAIS Business Intelligence (BI) sample that is attempting to measure ARS 41-1750 compliance to meet the 40 day disposition reporting specification.

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

VII. Yavapai County I.T. Systems Update

Michael Holmes reported on the Yavapai County Technology projects. Mr. Holmes spoke on three technology endeavors being implemented to include: 1) deployment of mobile data computers in 120 patrol cars; 2) enhanced jail booking system; and 3) video teleconferencing in the jail. A presentation was given that covered the remote booking version that allows officers in the field to pre-book subjects into the jail facility. The attorney-client video conferencing enhancement was also discussed that enables defense attorneys to confer with inmates from their office which eliminates travel and the need to move inmates.

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

VIII. Arizona's Geospatial Platform

Eric Thomas, Government Information Technology Agency (GITA) reviewed the GITA/Department of Homeland Security (DHS) development of the Arizona geospatial program. Mr. Thomas explained the first phase of the AZ3D progress began September 2009 and is slated to end April 2011; this upgrade will enhance the Proof of Concept system to meet operation needs for state and local government emergency managers, planners, first responders for improving awareness. During Phase I, the project plan is to upgrade current tools and data sources; begin trial hand-held display/input devices such as iPad; pilot the Arizona Geospatial Clearinghouse (AGC) and do extensive outreach statewide. Phase Two of the project will consist of: 1) broadening stakeholder base and access; 2) adding and enhancing capabilities; 3) transitioning program to operational agency; and 4) identifying a sustainable business model. Mr. Thomas also provided a live demonstration of the AZ3D that covers the product's management and security capabilities.

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

IX. Arizona Communication Interoperability Initiatives

Lisa Dee Meyerson, Government Information Technology Agency gave an overview of interoperability plans for Arizona. Ms. Meyerson stated that the AZ Interoperability Governance structure consists of the Public Safety Communications Advisory Commission (PSCC), the GITA Public Safety Interoperable Communications Office (PSIC) and the Statewide Interoperability Executive Committee (SIEC). She followed with an overview on the background of the Arizona Statewide Communications Interoperability Plan (SCIP) and its current strategic initiatives. Ms. Meyerson reviewed the National Emergency Communications Plan (NECP) and Goal 2 Assessments/Observations plan. Key current projects were also discussed that included: 1) Communications Asset Survey and Mapping (CASM) which is a web-based repository; 2) AZ Interagency Radio System (ARIS) training; and 3) Communication Leaders (COMLs) Recognition Program.

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

X. Arizona Law Enforcement Information Sharing Program

Bill Kalaf, Program Manager provided an update on the following Arizona Law Enforcement Information Sharing Programs: 1) AZLink/Justice Web Interface (JWI) Implementation; 2) AZLink CopLink connectivity with the four regional hubs of Arizona; 3) AZLink regional expansion plan for 2010-2012; 4) AZLink state expansion to Orange County and Los Angeles County Sheriff's Office; 5) AZLink/AZ Department of Homeland Security (DOHS) grants in 2010 for CopLink maintenance and expansion; and 6) 2011 grant funding for CopLink and Spillman integration. He also discussed AZLink/CopLink state and federal information sharing updates, CopLink future capabilities with facial and image recognition, and the upcoming AZ Law Enforcement Information Sharing Workshop on September 23, 2010.

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

XI. Call to the Public

Chairperson Lori Rhyons 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 **December 1, 2010 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 3:55 PM.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.



**TECHNICAL TEAM
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ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Election of a Chairperson to the Technical Team of the Information Technology and Systems Improvement Committee

TO: Committee Members

FROM: Bill Kalaf, Program Manager
Information Technology

RECOMMENDATION:

The Technical Team 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; this position is presently vacant.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Policy Team Update

TO: Chairperson and Committee Members

FROM: Karl Heckart
Chairperson, Policy Team

RECOMMENDATION:

Information Only

DISCUSSION:

Information from the Policy Team meeting held on May 25, 2011 will be provided.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Strategic Plan

TO: Chairperson and Committee Members

FROM: Bill Kalaf, Program Manager
Information Technology

RECOMMENDATION:

Information Only

DISCUSSION:

The Technical Team will be provided an overview of the strategic direction and recommendations found in the 2012-2017 Arizona Records Improvement and Information Sharing Strategic Planning Session document.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Arizona Strategic Plan Policy Team Recommendations

TO: Chairperson and Committee Members

FROM: Bill Kalaf, Program Manager
Information Technology

RECOMMENDATION:

The Technical Team support the recommendations of the Policy Team as outlined in the 2012-2017 Arizona Records Improvement and Information Sharing Strategic Plan.

DISCUSSION:

The Technical Team will discuss the following three motions approved by the Policy Team on May 25, 2011 in regards to the Arizona Strategic Plan:

First Motion – Develop a survey that documents the state of automation information sharing currently underway; through the Policy Team and Technical Team joining together to prepare questions to ask statewide for information systems and sharing.

Second Motion – Continue the AZLink, Arizona Disposition Reporting System and Record Improvement initiatives under the current course.

Third Motion – To combine the 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.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	The Arizona Criminal Justice Information Data Dictionary

TO: Chairperson and Committee Members
FROM: Pat Nelson, Program Manager
 Criminal Justice Systems Improvement

RECOMMENDATION:

The Technical Team designate a workgroup to review and compare the Arizona Criminal Justice Information Data Dictionary (Data Dictionary) elements to the National Information Exchange Model (NIEM); concluding with a recommendation to maintain the Data Dictionary as a standard or remove the standard for Arizona criminal justice data exchanges.

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 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:

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Coconino CJI County Attorney Electronic Document Management System

TO: Chairperson and Committee Members

FROM: Kevin LaBranche
Coconino County IT

RECOMMENDATION:

Information Only

DISCUSSION:

Coconino County Criminal Justice Coordinating Council has automated the following processes:

1) scan, import, and extract data from the case management system; 2) redact with data extracted from the case management system; 3) route documents for charging decisions; 4) provide automated notifications to Coconino County Attorney's Office (CCAO) and law enforcement; 5) incorporate incoming faxes into the electronic process; and 6) create and distribute an automated disclosure packet that is available to CCAO staff while in the case management system. The automation of these tasks represents a significant improvement in business processes and practices at CCAO; and has led to increased collaboration between county departments, the courts, and law enforcement.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Pima County Attorney's Office Long-Term Projects Overview

TO: Chairperson and Committee Members

FROM: Rob Peck
Pima County Attorney's Office

RECOMMENDATION:

Information Only

DISCUSSION:

The Pima County Attorney's Office will present an update on several long-term projects underway. Information will include system infrastructure improvements, enhanced redundancy and resiliency for core systems, a new document management system, and the ongoing development of a new comprehensive case management application.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A



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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
September 13, 2011	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Maricopa County Update on the new GIS capabilities for Justice Web Interface Product (JWI)

TO: Chairperson and Committee Members

FROM: Tom Gendron
Maricopa County Integrated Criminal Justice Systems

RECOMMENDATION:

Information Only

DISCUSSION:

Maricopa County ICJIS will give an update on the implementation of the three modes of Geographical Information System (GIS) support to the Justice Web Interface (JWI). The GIS enhancements provide additional capabilities to the 2400 JWI criminal justice users spread across Maricopa Adult Probation, County Attorney and the Sheriff offices. This presentation will highlight some of the major successes since the GIS implementation.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A