

**Arizona Criminal Justice
Commission Minutes
September 19, 2017**

A public meeting of the Arizona Criminal Justice Commission convened on September 19, 2017, at the Arizona Criminal Justice Commission, 1110 W. Washington St. 230, Phoenix, AZ 85007.

Members Present:

Sean Duggan, Chairperson, Chief, Chandler Police Department
Sheila Polk, Vice Chairperson, Yavapai County Attorney
Mark Brnovich, Attorney General, Paul Ahler representing
David Byers, Director, AOC, Jerry Landau representing
K.C. Clark, Navajo County Sheriff
Dave Cole, Retired Judge
Barbara LaWall, Pima County Attorney, Dave Smutzer representing

Frank Milstead, Director, DPS, Courtney Coolidge representing
Bill Montgomery, Maricopa County Attorney
Mark Napier, Pima County Sheriff, Byron Gwaltney representing
Paul Penzone, Maricopa County Sheriff, Matt Giordano representing
Charles Ryan, Director, Department of Corrections
David Sanders, Pima County Chief Probation Officer, Ken McCulloch representing
C.T. Wright, Chairperson, Board of Executive Clemency

Members Absent:

Joe Brugman, Chief, Safford Police Department
Daniel Sharp, Chief, Oro Valley Police Department

Staff Participating:

Andrew T. LeFevre, Executive Director
Patty Hatvick, Finance Manager
Jaime Watson, Public Information Officer/Legislative Liaison

Tony Vidale, Deputy Director, Program Manager
Kim Boivin, Staff Accountant
Wendy Boyle, Program Project Specialist

I. Call to Order, Roll Call

The meeting was called to order by Chairperson Sean Duggan at 3:15 p.m. There was a roll call, and a quorum was declared present.

II. Approval of July 20, 2017, Meeting Minutes

Chairperson Duggan called for a motion on the minutes. Commissioner Sheila Polk entered a motion to approve the minutes of the meeting held on July 20, 2017. The motion was seconded by Commissioner Charles Ryan and was unanimously approved by the Commission.

III. Review and Approval of New RICO Reporting Forms - Andrew T. LeFevre, Executive Director

Executive Director LeFevre reported that during this past legislative session, the HB 2477 passed that impacted and expanded the amount of information collected for civil asset forfeiture activities. Meetings were underway statewide in Phoenix, Flagstaff, and Tucson with the police, sheriffs and county attorneys to discuss working through the forms of the information requiring reporting to ACJC as the final reporting entity for the state. From the meetings, a smaller workgroup formed that met twice and discussed the appropriate amount of information to be requested and reported based on the statute of the new law passed. The three forms created are the state and federal report for RICO revenue and expenditure worksheet and the Seizure and Forfeiture report. Commissioner Sheila Polk asked about the process of the forms and training. Designee Paul Ahler and Tom Rankin, AG's office inquired about a workbook or training manual. Director LeFevre stated per statute; the forms are to be approved by the Commission, next sent to the Joint Legislative Budget Committee for approval, and afterward, the documents will be complete and final. Plans are to post the forms on the website, the information sent to stakeholders with an explanation sheet and have a helpdesk to answer questions. If there is a general theme of questions, ACJC will have a training/webinar and training packet/materials mailed within 30 days of posting the forms. Commissioner Sheila Polk entered a motion to approve the new RICO expense reporting forms and forfeiture order reporting form. The motion was seconded by Designee Paul Ahler and was unanimously approved by the Commission.

IV. Call to the Public

Chairperson Duggan made a call to the public. No members of the public had comments.

V. Date, Time and Location of Next Meeting

The next Arizona Criminal Justice Commission meeting takes place on **Thursday, September 28, 2017**, at 1110 W. Washington, St. 250, Phoenix, AZ 85007.

VI. Adjournment

The meeting adjourned at 3:30 p.m.

Respectfully submitted,



Andrew T. LeFevre
Executive Director