

**NOTICE OF PUBLIC MEETING
OF THE
INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION
AND
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Information Technology and Systems Improvement Committee** of the Arizona Criminal Justice Commission and to the general public that the **Information Technology and Systems Improvement Committee** will hold a meeting open to the public on **Thursday, March 15, 2018** beginning at **1:30 p.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, St. 230, Phoenix, AZ 85007**. Members of the **Information Technology and Systems Improvement Committee** may attend either in person or by telephone, video or internet conferencing.

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 David Byers**
*Information Technology and Systems Improvement
Committee Members:*
David Byers, Chairperson
Joe Brugman
Frank Milstead
Mark Napier
Sheila Polk
Daniel Sharp
- II. Minutes of the October 23, 2017 Meeting** **P-F-T**
• Approval of Minutes
- III. Full-Service Forensic Crime Laboratory Grant Program** **Heather Bohnet**
• Review, discussion, consideration and possible action on FY19 Full Service Forensic Crime Laboratory grant proposal and allocations. **P-F-T**
- IV. Criminal Justice Related IT Projects** **Marc Peoples**
• Protection Order Update
• Conditions of Release Update **Information Only**

V. 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.

VI. Date, Time, and Location of Next Meeting

- The next Information Technology and Systems Improvement Committee meeting will be held at the call of the Chairperson.

VII. 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.



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

Request for Committee Action

| Action Requested: | Type of Action Requested: | Subject: |
|--------------------------|---|---|
| March 15, 2018 | <input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other | Minutes of the October 23, 2017 Meeting |

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
CJ System Improvement Program

RECOMMENDATION:

The Committee approve the minutes of the Information Technology and Systems Improvement Committee Meeting held on October 23, 2017.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

**Information Technology and Systems Improvement Committee
Minutes
October 23, 2017**

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on October 23, 2017, at the Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.

Members Present:

David Byers, Chairperson, Director, Administrative Office of the Courts
Joe Brugman, Chief, Safford Police Department, by conference call
Mark Napier, Pima County Sheriff's Office, Byron Gwaltney representing
Sheila Polk, Yavapai County Attorney, by conference call
Daniel Sharp, Chief, Oro Valley Police Department, Aaron LeSuer representing by conference call

Members Absent:

Frank Milstead, Director, Department of Public Safety

Staff Participating:

Marc Peoples, Criminal Justice Systems Improvement Program Manager
Heather Bohnet, Program Coordinator
Jaime Watson, Public Information Officer

Guests Participating:

Jerry Landau, Administrative Office of the Courts

I. Call to Order

The meeting was called to order by Chairperson David Byers at 1:30 p.m. The roll was taken, and a quorum was declared present.

II. Approval of the Minutes of the May 09, 2017 Meeting

Chairperson Byers called for any changes or corrections to the minutes. Commissioner Joe Brugman made a motion to approve the minutes of the meeting held on May 9, 2017. The motion was seconded by Aaron LeSuer and was unanimously approved by the Committee.

III. Protection Order (PO) /Injunction Against Harassment (IAH) Project

Marc Peoples, Criminal Justice Systems Improvement Program Manager, provided a review of the Order of Protection and Injunction Against Harassment project. Order of Protection data for each county was presented. The current Order of Protection process in Arizona was reviewed, followed by an overview of the proposed future process. The Order of Protection service process in the future system was presented. There was discussion on law enforcement service at the incidental contact and how service could occur via a short form notification.

IV. Draft Legislation Review

Marc Peoples presented the Order of Protection draft legislation language. The current working draft of ARS 13-3602, the Order of Protection statute was reviewed and discussion followed regarding the change of language from Plaintiff to Petitioner and Defendant to Respondent. Conversation was held discussing the recommendation change that law enforcement would serve all orders with a weapon removal. The added section "M" regarding the of service of an order through incidental contact was presented with clarification on how law enforcement agencies without a printer in their car could use a short form carbon copy document and return the original copy to the court. The working draft of the emergency orders of protection statute, ARS 13-3624,

was presented with discussion surrounding actual notice. Following the draft legislation review, example incidental contact forms were provided for review. The Committee recommended clarification from the Attorney General's Office to review if short form notification would be considered actual notice. Additional discussion was held on the prosecutor's ability to address a violation of an incidental contact short form notification. Commissioner Sheila Polk entered a motion to move to the Commission the recommended concept and draft legislation wording subject to modification and changes. Commissioner Joe Brugman seconded the motion. The motion was unanimously approved by the Committee.

V. Call to the Public

Chairperson Byers made a call to the public. No members of the audience addressed the Committee.

VI. Date, Time, and Location of Next Meeting

The next Information Technology and Systems Improvement Committee meeting will be at the call of the Chairperson.

VII. Adjournment

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrew T. LeFevre", written in a cursive style.

Andrew T. LeFevre
Executive Director

Audio recording is available upon request.



**INFORMATION TECHNOLOGY AND SYSTEMS IMPROVEMENT COMMITTEE
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| March 15, 2018 | <input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other | FY19 Full Service Forensic Crime Laboratory grant proposal and allocations |

TO: Chairperson and Committee Members

FROM: Heather Bohnet, Grant Coordinator
CJ System Improvement Program

RECOMMENDATION:

The Information Technology, and Systems Improvement Committee recommends to the Commission the approval of the Full Service Forensic Crime Laboratory grant allocations for FY19 in the amount of \$500,000 as outlined in the attached table for FY19 grant program cycle of July 1, 2018 through June 30, 2019.

DISCUSSION:

Arizona Revised Statute 41-2421, commonly referred to as "Fill the Gap" directs the monies collected pursuant to section 12-116.01, subsection B shall be allocated in part to the Arizona Criminal Justice Commission for distribution to state, county and municipal law enforcement full-service forensic crime laboratories pursuant to rules adopted by the Arizona Criminal Justice Commission.

FISCAL IMPACT:

Significant to recipient agencies

ALTERNATIVES:

Not Approve - Modify - Table

IV

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

Request for Committee Action

| Action Requested: | Type of Action Requested: | Subject: |
|--------------------------|---|---|
| March 15, 2018 | <input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other | Criminal Justice Related IT Projects |

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
CJ System Improvement Program

RECOMMENDATION:

Information Only

DISCUSSION:

Criminal Justice Related IT Projects:

- Order of Protection Update
- Conditions of Release Update

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A