

**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, July 14, 2016** beginning at **11:30 a.m.** at the **Little America Hotel, 2515 E. Butler Avenue, Flagstaff, Arizona.**

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
Chris Gibbs
Frank Milstead
Sheila Polk
Daniel Sharp
- II. Minutes of the July 16, 2015 Meeting** **P-F-T**
• Approval of Minutes
- III. Full Service Forensic Crime Laboratory Grant Program** **Marc Peoples**
• Review, discussion, consideration and possible action on the FY17 Full Service Forensic Crime Laboratory grant proposal and allocations. **P-F-T**

IV. Update on Current CJ Systems Improvement Projects **Marc Peoples**

- Briefings will be provided the current progress of the following projects: **Info**
 - A.** NICS Taskforce Update
 - B.** Mental Health Indicator to Law Enforcement Project
 - C.** 2FID Project
 - D.** E-Warrants/e-Criminal
 - E.** Felony Convictions to NICS
 - F.** Historical Warrant Repository
 - G.** Conditions Of Release Analysis Project
 - H.** Missing Fingerprint Analysis Project
 - I.** Arizona Disposition Reporting Systems (ADRS)

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.

II

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 14, 2016	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the July 16, 2015 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 July 16, 2015.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

Information Technology and Systems Improvement Committee
Minutes
July 16, 2015

A public meeting of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on July 16, 2015 at the Little America Hotel, 2515 E. Butler Avenue, Flagstaff, AZ.

Members Present:

David Byers, Chairperson, Director, Administrative Office of the Courts
Joseph Brugman, Chief, Safford Police Department
Sean Duggan, Chief, Chandler Police Department
Clarence Dupnik, Pima County Sheriff, Paul Wilson representing
Chris Gibbs, Mayor, City of Safford
Sheila Polk, Yavapai County Attorney
Roberto Villaseñor, Chief, Tucson Police Department

Members Absent:

Frank Milstead, Director, Department of Public Safety

Staff Participating:

Marc Peoples, Program Manager
Karen Ziegler, Deputy Director
Wendy Boyle, Executive Secretary

Guests Participating:

Tony Coulson, NTH Consulting
Aaron Gorrell, Waterhole Consulting
Heather Cotter, Waterhole Consulting
Jerry Landau, Administrative Office of the Courts

I. Call to Order

The meeting was called to order by Chairperson David Byers at 10:00 a.m. Roll was taken and a quorum was declared present.

II. Minutes of the July 17, 2014 Meeting

Chairperson Byers called for a motion on the minutes. Designee Paul Wilson entered a motion to approve the minutes of the meeting held on July 17, 2014. The motion seconded by Commissioner Joe Brugman and was unanimously approved by the Committee.

III. Criminal Justice Records Improvement Strategy Review

Marc Peoples, Program Manager reviewed the vision and goals of the Criminal Justice Records Improvement Strategy. Goal I is to automate information sharing and promote improvement of the criminal records; Goal II is to enhance information sharing across jurisdictional boundaries.

Mr. Peoples provided an overview of the priorities in FY2016. The first three high level activities are: 1) the continuation of activities supporting the funding through the Arizona National Instant Criminal Background Check System (NICS) Records Improvement Plan; 2) the Criminal eFiling, with the proto type funded through the Administrative Office of the Courts (AOC); and 3) the Failure to Appear project currently in progress is looking at the issues through the various workgroups. The remaining high level initiatives: the 2FID pilot projects through Maricopa County Superior Court and Pinal County Superior Court; and the eWarrant Proof of Concept Project initiated by Coconino County Sheriff's Office and the Flagstaff Municipal Court are ongoing.

Mr. Peoples discussed the medium priority plans which included: the eCitation Implementation in all jurisdictions; the Synchronization of Probation data; and the JWI Data Source Sharing where further research is required. Also, it was recommended that the Arizona Disposition Reporting System (ADRS) be moved to the level of high importance, for multi-disciplinary outreach and training.

Next, Mr. Peoples discussed the grant funding supporting the strategy goals and activities. The first section covered funding for the NICS Act Records Improvement Program (NARIP). The grant awards were given by the Bureau of Justice Statistics (BJS) for FFY 2013 and FFY 2014 in the amount of \$1,426,645. The National Criminal History Records Improvement Program (NCHIP) grant funding included awards by BJS for FFY 2013 and FFY 2014, in the amount of \$893,766. The Bureau of Justice Assistance (BJA) Improving Background Checks initiative had funding for FFY13 in the amount of \$634,236. Funding for FY 2015, in the amount of \$211,749 was awarded through Criminal Justice Records Improvement Program (CJRIP) funds. A total amount of \$3,166,396 had been awarded for criminal justice system improvement projects.

Aaron Gorrell, Waterhole Consulting presented summaries on the Criminal Justice Records Improvement Projects.

Mr. Gorrell explained how the Simplified Segmented Approach (SSA) is more of a policy than a technical approach that allows clerks to add charges provided that the counts were indicated as disposed on the court order and posted to criminal history. The policy was implemented for Maricopa County Superior Court in May and 17 percent of the cases had the SSA added. Pima County applied the policy from Maricopa County earlier this month and the 13 AJACS courts will be carrying out the approach of the process model.

Mr. Gorrell briefed the Committee on the eWarrants Proof of Concept Project through the AOC. The pilot implementation with Flagstaff Municipal Court and Coconino County Sheriff's Office is going through a functional design review that involves developing an electronic query and digital eSigning mechanism for creating a warrant that will be placed in the DPS system. There have been practices

statewide that have been inconsistent; for example, when identifying the underlying charges for a warrant every law enforcement agency does it a different way.

Mr. Gorrell continued with the Criminal eFiling Project in conjunction with the AOC starting June 10. The four key stakeholders include Maricopa, Pima, Yuma and Greenlee counties. The main focus is to allow prosecutors to initiate a uniform way of sharing criminal court cases electronically and directly from the prosecutor to the court case management system. The task is understanding the business processes; and in turn, establishing a consistent vocabulary and identifying the commonalities between the counties. The benefits would include developing some electronic interfaces in a methodical way, and the arrest information with a Process Control Number (PCN) key identifier.

Commissioner Roberto Villaseñor discussed the Arizona Joint Powers Public Safety Commission that was established last year by legislation that focuses on operability, intelligence, and sharing of information across jurisdictional boundaries that includes arrest and citation information. It was suggested that both entities work with each other in order to eliminate redundancy.

Mr. Gorrell explained the Historical Warrant Repository project is making available the historical warrant information for setting a bond. It came about from a request out of pretrial court services moving towards an evidence based practice for determining a bond. There is no statewide record that shows how often a person has failed to appear for a hearing. The idea behind the historical warrant repository is that when a warrant is cleared, a repository would be created at DPS to keep a record of it allowing pretrial and prosecutors who make bonding decisions, to have the information available. The kickoff meeting was May 20th and had representatives from Maricopa Probation/Pre-Trial and the County Attorney's Office, Pinal County Probation/Pre-Trial, and the Gilbert City Attorney. The next steps are to start building the functional requirements and implementing the system by the end of the year.

Jerry Landau, AOC recapped the Missing Fingerprint Project. The issue is the number of missing fingerprints in criminal history. Mr. Landau discussed how a committee was formed reaching out to Chief Mike Frazier, Surprise Police Department and Chief Steve Campbell, El Mirage Police Department as well as other Police Chiefs, Sheriffs, Court Personnel, Court Administrators and Probation Departments to find ways to improve the accuracy and completeness of fingerprinting. The workgroup explored capturing the 01 fingerprint for felony, domestic violence, DUI, and misdemeanor sex crimes for the purpose of creating the original criminal history. The proposal from the committee is to have the county sheriffs take the 01 fingerprint of anyone who is booked into the jail and summoned to superior or justice court for one of the applicable offenses. Mr. Landau summarized that current law went into effect on July 1, 2015, and says the arresting agency is responsible for the 01 fingerprint; however, the county sheriff must take the 01 fingerprint, if the county sheriff cannot confirm that the arresting agency took the print.

Mr. Gorrell went on to discuss the last two initiatives. The Felony Conviction to NICS is at the final stages and expected to kick off in September 2015. This is a system that will place convictions in a court case management system and in the DPS criminal history file. If a felony conviction is recorded in a court case management system; but not in the criminal history, those cases would be forwarded to NICS.

Mr. Gorrell provided information on the Mental Health Indicator to Law Enforcement. In December 2014, an interface between AOC and NICS that goes through DPS was established. The court clerk enters certain docketing codes into the court case management system that automatically communicates the adjudication for mental health reasons into NICS. Because of federal legislation, law enforcement did not have access into NICS. Now, it has some contact with the information that can be queried into NICS for purposes of returning a weapon. An officer that was doing a traffic stop had no awareness that the individual is in the NICS system for mental health reasons. This initiative created for local law enforcement access to the information. Legislation was passed in the last session approving the authorization for DPS to share this information. Mr. Gorrell shared two status items as next steps. The first is working on a Memorandum of Understanding (MOU) with DPS and AOC to establish how the communication will occur and secondly, ACJC is assisting in drafting the language that will be returned to the officer, if there is a hit or query on a person's name and DOB flagging the information. The stakeholders will ultimately be responsible for final approval of the language.

Mr. Peoples echoed that the language written was sent to legal advisors for policy review and it refers to the language "caution, currently listed as a prohibited possessor per statute (the definition of prohibited possessor) must confirm status to reflect arrest for this violation, contact court name, phone number, court case number for more information".

Mr. Gorrell stated that after the message is flagged, law enforcement might take the weapon into safekeeping based on local policy and refer it to the local prosecutor for follow up with the court to determine on whether there is a valid mental health order.

Commissioner Sheila Polk inquired about law enforcement on the side of the road without arresting the person, and seizing the weapon.

Mr. Gorrell and Executive Director Blackburn answered they may seize it for safekeeping purposes pursuant to a certified copy from the clerk of the court that would verify the order. It would give law enforcement an officer safety alert because the person is mentally adjudicated and they are a prohibited possessor. The next steps are helping to understand what the policy implications are and decisions that will be established at the local law enforcement level.

Mr. Peoples gave an update on applications submitted for federal grant funds supporting the strategy goals/activities for federal fiscal year 2015. The first grant funding request is for NICS, totaling \$1.7 million to continue the NICS task force; resolve issues in the Orders of Protection System; review the Gap Initiative; and the Automation of Missing Disposition Reports. The second grant application for NCHIP, totaling \$1.3 million, is to fund the e-Warrant Expansion, Missing Disposition Backlog Project, Police Data Sharing Project, Livescan Machine Project, and the AZ AFIS equipment update. The third grant application is a partnership with the City of Phoenix, for an Office on Violence Against Woman (OVW) grant, in the amount of \$305,775. This would be in collaboration with the Orders of Protection Project.

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

IV. 2FID Pilot Project and Recommendations for Criminal Justice Records Improvement Program (CJRIP)

Heather Cotter, Waterhole Consulting updated the Committee on the 2FID pilot project in Maricopa and Pinal counties that resulted from the strategic assessment report published last year in 2014.

Ms. Cotter explained the completed pilot project examined using a biometric technology that would result in a better quality fingerprint taken in the courtroom at sentencing, rather than the current ink and roll process. The rollout involved using two different

technologies called MorphoTrak and Cross Match, in both jurisdictions. Preliminary findings include: the DPS review which indicates fingerprints using a 600 DPI, COTS printer are sufficient for the ADC GAP Filler Project; and there is a perceived ease of use in the courtroom environment with no significant change in courtroom business processes. The purpose of the pilot program was to look at the image of the fingerprint to see if the quality was better. One of the benefits includes having the bailiff take a fingerprint upon sentencing and within 60-90 seconds, can get a return from AFIS to identify the defendant if their prints are in the system.

Commissioner Polk asked about the cost difference of both biometric technologies and the current ink and roll process.

Ms. Cotter estimated the preliminary flat fee cost per unit is about \$2,500; including hardware and software installation along with maintenance fees, but did not know the cost of the ink and roll process.

Chairperson Byers discussed issues for the implementation of the mobile fingerprint devices. First, the courts will ask about the ongoing maintenance and responsibility of the technologies. Second, the courtroom network systems are shared costs with a majority paid by the state and 20 percent paid by local jurisdictions.

Chairperson Byers talked about how the details will need to be sorted out to be clear on what the commitment, responsibility, and what the costs will be for the project.

Commissioner Roberto Villaseñor stated concerns with the dedicated funds for a project where there are no total costs once committed and the need for more details on the maintenance and total expenditures.

Deputy Director Karen Ziegler pointed out to the Committee that the chart on page 10 of the agenda details that in 2012, the expenditures for the project are already committed, and the 5 percent set aside funding through CJRIP is shown for FY 2013 and FY 2014. The FY 2015 grant will probably be awarded in August or September that will address the costs over and beyond what we have here to ease the concerns. Chairperson Byers asked that staff update the Committee on the progress of the project going forward and report on any cost issues that may need to be addressed.

Designee Paul Wilson entered a motion to recommend to the Commission directing 5 percent of the FY 2016 through FY 2017 Byrne/JAG grant be set aside as funding designated for the Gerald Hardt Criminal Justice Records Improvement Program, in the amount not to exceed \$200,000, to support the initiative for implementing mobile fingerprint devices in each criminal courtrooms in the remaining 14 County Superior Courts. The motion was seconded by Commissioner Sheila Polk and was approved by the Committee with one opposing.

V. National Instant Criminal Background Check System (NICS) Taskforce Update with Added Recommendations

Marc Peoples, Program Manager explained that from the NICS task force meeting on July 14, 2015, the committee came out with five recommendations. The recommendations were also reviewed by the ACJC Policy Team that included four recommendations for Condition of Release and one for Protection Orders.

Tony Coulson, NTH Consulting reviewed the five recommendations. The first proposal is all Conditions of Release that prohibit the possession of firearms be reported to NICS. When a judge, for any criminal matter, imposes a condition of release that prohibits firearms possession, it is reported to NICS as a prohibited possessor.

The second proposal is all Conditions of Release that prohibit a firearm are reported electronically and automatically to NICS. The outcome is to avoid the need for collecting paper from the courts. The third proposal is the system used to report Conditions of Release shall also be able to automatically modify/cancel a record. Since conditions of release can change quickly and be modified, the information can be pulled automatically and updated, if necessary. The fourth proposal is law enforcement should have access to Conditions of Release through their automated systems.

Commissioner Polk inquired if law enforcement has access to Conditions of Release, would they have access to NICS. Mr. Coulson explained once the process is automated, it is mapped to DPS with the information from NICS.

There was discussion on the recommendations and their feasibility. Mr. Coulson clarified that all the recommendations fit within the seven reporting categories of Conditions of Release and are specifically under the indictment information category. He also restated the mission of the task force is to better enhance the reporting to NICS.

Chairperson Byers stated capturing the first goal is an attainable project. However, if we go to the court system and capture every condition of release there will have to be a standardization of the courts and the entering of the data, which will become a considerably large task.

Chairperson Byers suggested having the recommendation focus on the conditions of release that prohibit a weapon. As the project is being planned it can look to see if it is feasible to capture all the conditions. However, it will not get the weapons so there would need to be clarification in the motion.

Mr. Coulson agreed that with the first proposal, the language "that prohibit the possession of firearms" can be added after Conditions of Release for the other three proposals.

Commissioner Sheila Polk entered a motion to recommend to the Commission the addition of the recommendations to the Arizona National Instant Criminal Background Check System (NICS) Records Improvement plan to include the conditions as edited by Tony Coulson. The motion was seconded by Commissioner Roberto Villaseñor.

Mr. Coulson apologized the final proposal was missed so the Protection Order category was identified next. The NICS task force recommended the last proposal with a modification from the ACJC Policy Team that Arizona should develop a statewide protocol that establishes a best practices model on how Protection Orders should be processed and shared.

Mr. Coulson reported that the task force wants to look at practices of how the orders of protection are issued, how they are made available to all of law enforcement, and how a victim can decide if the orders of protection should be served. Law enforcement, through their automated system, has the ability to get the orders of protection served and have the notice of service automated, so it is done efficiently. In Arizona, there is a large gap in the number of order of protections issued and served. The task force is looking at the reasons why this happens. Currently, the process is built on paper from the Sheriff entering data into NCIC. The process is being reviewed to speed up the service and entry of the orders of protection into NCIC, which is the first place the prohibiting of a firearm transaction will appear.

Commissioner Polk addressed who in Arizona would develop the protocol model on the Orders of Protection. Mr. Peoples stated that ACJC and the NICS task force would be developing the procedure.

Commissioner Sheila Polk amended the first motion on the table to recommend to the Commission the first four recommendations as reworded by Tony Coulson by adding the phrase, "the conditions of release that prohibits the possession of firearms" to the Arizona National Instant Criminal Background Check System (NICS) Records Improvement Plan. The motion was seconded by Commissioner Roberto Villaseñor and was unanimously approved by the Committee.

Commissioner Sheila Polk entered a motion to recommend to the Commission the additional recommendation to be included to the Arizona National Instant Criminal Background Check System (NICS) Records Improvement Plan that reads **that the Arizona Criminal Justice Commission should develop a statewide protocol that establishes a best practices model on how Protection Orders should be processed and served**. The motion was seconded by Commissioner Roberto Villaseñor and was unanimously approved by the Committee.

VI. Full Service Forensic Crime Laboratory Grant Program

Marc Peoples, Program Manager reported to the Committee on the Full Service Forensic Crime Laboratory Grant Program and the allocation of funds in the amount of \$800,000 for the cycle July 1, 2015 through June 30, 2016.

Mr. Peoples stated the amount was decreased by two percent from last year. The Committee was referred to the Full Service Crime Lab funding on page 13 of the agenda. The allocation includes a base of \$100,000 for the four police department full service crime labs, and \$300,000 for three labs within the Department of Public Safety with the balance distributed by population.

Commissioner Joe Brugman entered a motion to recommend to the Commission the approval of the Full Service Forensic Crime Laboratory Grant allocations for \$800,000 to the five funding recipients shown on page 14 of the agenda. The motion seconded by Designee Paul Wilson and was unanimously approved by the Committee.

VII. Call to the Public

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

VIII. Date, Time, and Location of Next Meeting

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

IX. Adjournment

The meeting was adjourned at 11:55 a.m.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.

III

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 14, 2016	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Full Service Forensic Crime Laboratory Grant Program

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
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 FY17 in the amount of \$700,000 as outlined in the attached table.

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.

Full Service Forensic Crime Laboratory grant applications were received from all five laboratories for the grant program cycle of July 1, 2016 through June 30, 2017.

FISCAL IMPACT:

Significant to recipient agencies

ALTERNATIVES:

Not Approve - Modify - Table

FY 2017 Full-Service Forensic Crime Laboratory Grant Program Funding Proposal

Funding Recipient	Total FY 2017 Allocation pursuant to ARS 41-2421 (J)(5)	Base Allocation *	Population Percentages	Population Allocation	Proposed Allocation
	\$700,000	\$700,000		\$0	\$700,000
AZ Department of Public Safety (3 labs)		\$300,000	55%	\$0	\$300,000
Mesa Police Department		\$100,000	7%	\$0	\$100,000
Phoenix Police Department		\$100,000	22%	\$0	\$100,000
Scottsdale Police Department		\$100,000	4%	\$0	\$100,000
Tucson Police Department		\$100,000	12%	\$0	\$100,000
Totals:	\$700,000	\$700,000	100%	\$0	\$700,000

* Every full-service forensic crime lab (DPS has 3 labs) gets a base of \$100,000.

IV

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

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
July 14, 2016	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Update on Current CJ Systems Improvement Projects

TO: Chairperson and Committee Members

FROM: Marc Peoples, Program Manager
CJ System Improvement Program

RECOMMENDATION:

Information Only

DISCUSSION:

Briefings will be provided on the current progress of the following projects:

- A.** NICS Taskforce Update
- B.** Mental Health Indicator to Law Enforcement Project
- C.** 2FID Project
- D.** E-Warrants/e-Criminal
- E.** Felony Convictions to NICS
- F.** Historical Warrant Repository
- G.** Conditions Of Release Analysis Project
- H.** Missing Fingerprint Analysis Project
- I.** Arizona Disposition Reporting System (ADRS)

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A