

**Technical Team of the Information Technology and Systems Improvement Committee**  
**Minutes**  
**January 31, 2013**

A public meeting of the Technical Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on January 31, 2013 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:

Mike Morrison, Chairperson, Scottsdale Police Department  
Silvia Gerds, Department of Transportation, by conference call  
Rai Kollengade, Department of Administration, Jeff Wolkove representing  
Chioma Nwabeke, Mesa Police Department  
Jonathan Rodriguez, Coconino County Sheriff's Office  
Steven Scales, Administrative Office of the Courts, Robert Roll representing  
Marc Schmidt, Yavapai County Sheriff's Office  
Schuyler Southwell, Maricopa County Attorney's Office

Members Absent:

David Azuelo, Tucson Police Department  
Rodney Banks, Pinal County, Senior I.T. Manager  
Bruce Byron, Glendale Police Department  
Graciano Cervantes, Department of Public Safety  
Tom Gendron, Maricopa ICJIS  
Ajay Joshi, Phoenix Police Department  
Ted Martin, Pima County Sheriff's Office  
Rob Peck, Pima County Attorney's Office  
Stephen Welsh, Department of Corrections

Staff Participating:

Peter Henning, Program Manager  
Pat Nelson, Program Manager  
Wendy Boyle, Executive Secretary

**I. Call to Order and Roll Call**

The meeting was called to order by Chairperson Mike Morrison at 2:00 p.m. Roll was taken and a quorum was not declared present.

**II. Minutes of the October 4, 2012 Meeting**

This action item followed after Agenda Item III, when a required number of Technical Team members were present to constitute a quorum for voting purposes.

Chairperson Morrison called for a motion on the minutes from the Joint Policy Team and Technical Team meeting. Schuyler Southwell entered a motion to approve the minutes of the October 4, 2012 meeting. The motion was seconded by Designee Jeff Wolkove and was unanimously approved by the Technical Team.

**III. Policy Team Update**

Pat Nelson, Program Manager provided an update on the items that were presented and discussed at the Policy Team meeting on January 10, 2013.

Ms. Nelson discussed the e-Warrant and repository project that will standardize and streamline the exchange of warrant information. Ms. Nelson stated there is currently a memorandum of understanding (MOU) for the project with the National Center for State Courts and SEARCH to provide technical assistance. A stakeholder meeting was held in 2012 at the Administrative Office of the Courts (AOC), to discuss where the Arizona warrants currently reside as well as any associated issues or problems with the process. A follow-up meeting will be held on February 15, 2013 to discuss the next step of the project, which includes the approach the study will take and the necessary background for participants of the focus group.

Ms. Nelson updated the Technical Team on the activities of the Criminal Process Mapping project. Ms. Nelson explained the Disposition Business Process Improvements workgroup began collecting, reviewing and mapping process information in an effort to develop a baseline matrix for Arizona's criminal process procedures at the limited jurisdiction level for misdemeanors and felonies. Due to an overlap of activities by the Disposition Business Process Improvements workgroup and National Instant Criminal Background Check System (NICS) Task Force, a decision was made to have the NICS Task Force align this project with their efforts.

The last item was an update on the NICS project and actions going forward. The NICS Task Force agreed on 31 recommendations targeting seven prohibited possessor categories. The categories include felony convictions; active indictments, information and verified complaints; active wants and warrants; unlawful drug use; mental health adjudications or commitments; protection or restraining orders; and convictions for potential misdemeanor crimes of domestic violence.

The Policy Team approved the recommendations from the NICS Task Force with the exception of two. The Policy Team voted to eliminate the recommendation to use the Court Protection Order Repository (CPOR) as the primary data source for reporting protection orders to NICS through the Department of Public Safety (DPS) because not all counties are utilizing CPOR and it is not available 24/7.

The second revision proposed more study be conducted by the Task Force regarding the ten-print process control number (PCN) verified before a subject could be offered a plea agreement and/or sentencing. The Policy Team recommended not holding up a plea agreement for the fingerprinting process because of timing issues. The NICS Task Force reviewed the recommendation from the Policy Team and revised it to state a subject would be fingerprinted before sentencing. The NICS Task Force will present these recommendations to the Commission at their meeting in March.

Ms. Nelson discussed the programmatic recommendations from the NICS Task Force. They include establishing specific stewardship guidelines making each justice stakeholders responsible for maintaining the integrity of charges established or adjudicated by that stakeholder; modifying the Arizona Disposition Reporting System (ADRS) to support the stewardship guidelines and capture charges throughout the case lifecycle; modify the Arizona Rap Sheet to display the charges captured during each segment; establish a performance overview for each county to measure their progress toward record submission quality; and support statewide efforts to develop and/or refine repositories for maintaining information about protective orders, arrest warrants and mental health adjudications.

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

#### **IV. NIEM Technical Training**

Chairperson Morrison reported on the upcoming National Information Exchange Model (NIEM) technical training. The training will be conducted by the IJIS Institute on February 26<sup>th</sup> through February 28<sup>th</sup> and hosted by the Scottsdale Police Department. The NIEM training session will cover all the elements of the online course NIEM 100-300 series with modifications to the content focusing on the Arizona criminal justice community.

Chairperson Morrison discussed how a pilot project through Pinal County will be used as a model for the training. Day one will provide a high level overview of NIEM and will be focused on the business process. The next two days will provide instruction on the XML systems. The cost is free to law enforcement agencies.

Chairperson Morrison also encouraged Technical Team members from each agency to attend.

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

#### **V. NIEM Presentation for Policy Team**

Peter Henning, Program Manager stated the IJIS Institute will provide a 30-45 minute webinar presentation on NIEM during the Policy Team meeting on March 7, 2013.

Mr. Henning explained that the webinar will be customized for Policy Team members. It will encompass a high level summary of NIEM and address its importance in achieving the information sharing objectives.

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

#### **VI. NIEM Workgroup Update**

Chairperson Morrison informed the Technical Team on the progress of the NIEM workgroup. The goal of workgroup is to make NIEM the standard information exchange model in the state of Arizona. The workgroup reviewed the Arizona Data Dictionary in an effort to conform it to NIEM standards; however, the group encountered constraints on the process. One of the limitations is the transfer of information between NIEM from the Arizona Data Dictionary. For example, Department of Public Safety requires certain fields to be a specified number of characters long; NIEM can accept this, but it is done at the end of the transmission.

The workgroup determined the best way to gain a clear understanding of the information exchange transfer between NIEM and the Arizona Data Dictionary was to utilize an existing project to work through the issues. The NIEM workgroup selected a pilot project in Pima County that deals with information transfer between law enforcement agencies, the courts and the prosecution to assist in understanding the process.

The workgroup will address the NIEM process by dividing it into three segments of work, information transfer standard; global reference architecture; and global federated identity management system. Chairperson Morrison stated the deliverables for establishing NIEM as the standard exchange model in Arizona should be in place by June.

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

**VII. Current State of Technology**

Chairperson Morrison discussed the current and emerging trends of technology and the benefits and drawbacks of new information systems.

Chairperson Morrison explained that information systems are becoming smaller, faster and more portable allowing employees to reach the backend systems of their home agencies from anywhere in the country. While this allows for greater access and work flexibility it can also pose privacy and security problems for agencies. Since "bring your own device" (BYOD) is becoming the new standard in the industry, several questions arise as to the appropriateness of utilizing this technology.

Chairperson Morrison suggest agencies should consider whether their employees are complying with the privacy and security protocols established by the agency, are there quality control issues in place for systems that feed into several other systems, and what are some of the newer technologies criminal justice agencies should be pursuing. There are many questions to examine as technology moves from a server based to a personal based model.

Chairperson Morrison has invited Bill Kalaf, City of Mesa to provide a presentation and demonstration on two pilot projects, CopLink through AZLink and Mesa PD's use of wireless 2-FID devices.

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

**VIII. Call to the Public**

Chairperson Morrison made a call to the public. No members of the public addressed the Technical Team.

**IX. Date, Time, and Location of Next Meeting**

The next Technical Team meeting will be held on **Thursday, March 28, 2013 at 2:00 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

**X. Adjournment**

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,



John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.