Policy Team of the Information Technology and Systems Improvement Committee
Minutes
February 4, 2016

A public meeting of the Policy Team of the Information Technology and Systems Improvement Committee of the Arizona Criminal Justice Commission was convened on February 4, 2016, at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, AZ 85007.

Members Present:
>Karl Heckart, Chairperson, Administrative Office of the Courts
>Steve Ballance, Maricopa ICJIS
>Cathy Clarich, Maricopa County Superior Court
>Timothy Chung, Department of Public Safety
>Nancy McKay-Hills, Tucson Police Department
>Dwight Cloud, Department of Corrections
>Julio Marroquin, Yavapai County Attorney's Office, by conference call
>Barbara Marshall, Maricopa County Attorney's Office, Gretchen McClellan representing
>John Merritt, Pima County Attorney's Office, by conference call

Members Absent:
>Cathy Allen, Coconino County Sheriff's Office
>Jim Berry, Pima County Sheriff's Department
>Michael Keran, Scottsdale Police Department
>Mark Marino, Gilbert Police Department

Staff Participating:
>Marc Peoples, Program Manager
>Andy LeFevre, Public Information Officer, Legislative Liaison
>Matt Bileski, Senior Research Analyst
>Wendy Boyle, Executive Secretary

Guests Participating:
>Tony Coulson, NTH Consulting
>Brent Behnam, Department of Public Safety
>Greg Hayes, Department of Public Safety
>Michelle Gillich, Administrative Office of the Courts
>Heather Cotter, Waterhole Consulting
>Aaron Gorrell, Waterhole Consulting

I.   Call to Order and Roll Call
>The meeting was called to order by Chairperson Karl Heckart at 1:30 PM and a quorum was declared present.

II.   Minutes of the June 4, 2015 Meeting
>Chairperson Heckart called for a motion on the minutes. Cathy Clarich entered a motion to approve the minutes of the June 4, 2015 meeting. The motion was seconded by Steve Ballance and was unanimously approved by the Policy Team.

III.   Legislation Update
>Andy LeFevere, Public Information Officer, explained there were three legislative proposals approved at the Commission meeting in November 2015. _SB1210: Resource Center Fund; Purposes_ legislation allows greater flexibility in how the Arizona Criminal Justice Commission's Statistical Analysis Center can utilize Arizona Prevention Resource Center funds. _SB1211: Victim Compensation Fund; allocations_ legislation allows greater flexibility in how the Victim Compensation and Assistance Fund can expend funds across both program areas to meet the needs of Arizona's victims of crime and those agencies that provide direct services to victims. Both bills passed out of their committees and will go through the appropriation committees. _HB 2154: Failure to appear; arrest; fingerprinting_ legislation will clean up the failure to appear statute. The Fingerprinting and Failure to Appear bills were combined into one legislative bill to define the sheriff as the booking agency for law enforcement.
>This agenda item presented for informational purposes did not require Policy Team action.

IV.   Recap of the 2012-2017 Criminal Justice (CJ) Strategy
>Marc Peoples, Program Manager provided an overview of the 2012-2017 CJ Strategy and shared the highest priority of FY2015 included the Arizona Disposition Reporting System (ADRS) multi-disciplinary outreach and training.
>Next, Mr. Peoples shared the Strategy's grant-funded resources. The National Instant Criminal Background Check System (NICS) grant funded $769,332 in projects for FY2014 by the Bureau of Justice Statistics (BJS) and $657,313 in projects for FY2013. The National Criminal History Records Improvement Program (NCHIP) grant funded $644,947 for projects to support records information improvements and backlog reductions. The Improving Firearms Background Check grant by the Bureau of Justice Assistance (BJA) for FY2013, funded $634,236 for projects that included the law enforcement notification indicators, mental health reporting to NICS, and the transmission of ACIC warrants to NICS. The funding for the Criminal Justice Records Improvement Program (CJRIP) was not allocated at the time. However, the 2FID pilot project rollout to the Superior Courts was successful.
>This agenda item presented for informational purposes did not require Policy Team action.

V. NICS Taskforce Update

Marc Peoples, Program Manager recapped the three topics discussed at the NICS task force meeting on January 12, 2016. First, the recent domestic violence shooting in Scottsdale, where a Protective Order was previously served, and firearms were removed; however, the respondent still obtained firearms. Next, the increase in NICS staffing to process approvals for purchases and the Final Disposition Report (FDR).

Tony Coulson, NTH Consulting gave an update on the NICS task force stating several states have expressed interested in the progress of the NICS Taskforce in Arizona. The accomplishments of the NICS task force include the mental health notification to law enforcement and the fingerprint legislation. The NICS performance measures showed the increased attempts by prohibited possessors to purchase firearms within Arizona and their subsequent denials.

Mr. Peoples provided a recap of the survey given to the NICS task force participants to determine the level of interest in discontinuing the paper disposition form. The results indicated 72 percent of agencies/organizations currently use the paper final disposition report (FDR). Of those, 67 percent strongly agreed that the Arizona Department of Public Safety (DPS) should sunset the paper FDR/yellow sheet; and 83 percent believe the paper yellow sheet should be eliminated within a five-year time period.

Mr. Peoples advised the Committee to consider a timetable to sunset the FDR including a transition plan and a mechanism to file dispositions electronically.

This agenda item presented for informational purposes did not require Policy Team action.

VI. Update on Current CJ Systems Improvement Projects

A. Mental Health Indicator to Law Enforcement Project

Marc Peoples, Program Manager, reported the Mental Health Indicator to Law Enforcement project is complete; however, there are some concerns to address. First, when the law enforcement mental health indicator went live, not all agencies had policies in place. Now, webinars and surveys are in development. ACJC will gather sample policies for law enforcement including instruction and guidance on how to run the queries. Secondly, a reminder that law enforcement is not entitled to the entire case history, only the order information is provided. Finally, law enforcement would prefer a telephone number to call for questions instead of an email address.

B. 2FID Project

Marc Peoples, Program Manager, shared the 2FID project's request for proposal (RFP) closed on January 15, 2016, and is in the process of review. Once the award and contract are made, the implementation of the project can be started by April 2016.

C. Arizona Disposition Reporting System (ADRS)

Brent Behnam, Department of Public Safety shared the progress of ADRS, which is an electronic interface with the Arizona Computerized Criminal History (ACCH) repository that DPS maintains for the state.

Major Behnam explained there were both XML and internet based browser connections available. To date, there are 77 agencies in production: 29 agencies are connected to the XML and 48 agencies are using the browser-based application. Currently, 39 agencies are working in the testing environment.

D. Department of Public Safety (DPS) Message Switch

Greg Hayes, Department of Public Safety discussed the DPS message switch, which is the computer interface between all the law enforcement agencies in the state. A query is made from a computer into DPS through the switch, and then, it is routed to the database for information.

Mr. Hayes explained it was an 18-month project that began with the conversion to an open Fox Message Switch, currently used in 31 other states. It is important for law enforcement agencies with a CAD system or RMS interfaces to ensure the system is pointing to the proper message switch; thereby, eliminating the need to re-program their interface.

E. e-Warrants/e-Criminal

Michelle Gillich, Administrative Office of the Courts reported on the e-Warrant proof of concept project with Flagstaff Municipal Court and the Coconino County Sheriff's Office. The project's purpose is to test the workflows in sending warrants pulled from AZTEC.

Ms. Gillich shared the e-Criminal project resulted from a grant received to study how to transmit the FDR electronically. In 2015, AOC hosted group sessions with both Arizona prosecutors and the courts documenting their FDR workflows. XML specifications were created to forward the data; thereby, allowing the yellow sheet to be transmitted electronically. This project served as a prototype to prove that the concept will work by taking a mock prosecutor and court through the electronic filing management system and showing how the data will transmit to a statewide e-filing system.

F. Felony Convictions to NICS/Historical Warrant Repository

Aaron Gorrell, Waterhole Consulting briefed the committee on the Felony Convictions to NICS project.

Mr. Gorrell explained the project originated out of the NICS task force wanting to examine the offenders that had not had a type 1 fingerprint when there was no record in Triple I or ACCH. The idea is to take the name, date of birth and any demographic information and send it to NICS, as a stop gap measurement.

Mr. Gorrell gave some examples. In 2008, Maricopa County Superior Court conducted a 5-month survey to track disposition cases through ADRS and determine how many cases had an underlying fingerprint. The Department of Corrections (DOC) has an ongoing gap reporting program: when an offender arrives at DOC; a fingerprint is taken to determine if they had a State Identification Number (SID). A new policy at DOC requires that if an offender does not have an SID, the offender returns to the agency.

Heather Cotter, Waterhole Consulting provided information on the Historical Warrant Repository project. Local stakeholders, AOC, and DPS provided input on developing the requirements for the project, to make the historical warrant information available for setting a bond.

Ms. Cotter reported the next step is to pilot the project, and Gilbert Prosecutor's Office has agreed to the test the user interface.

This agenda item presented for informational purposes did not require Policy Team action.

VII. Criminal History Records Completeness

Matt Bileski, Senior Research Analyst, gave a presentation on the findings for Completeness of Criminal History Records in the Arizona Computerized Criminal History Records Repository (ACCH).

Mr. Bileski broke down the arrests with subsequent case disposition information in the ACCH from calendar years 2005 to 2014. The data showed there was a decrease in total arrests from over 220,000 in 2007 to approximately 187,000 in 2014.

Next, the percentage of arrests with subsequent case disposition information for a least one charge in the ACCH from 2013 to 2014 was presented by county.   Eight counties experienced a decrease from 2013 to 2014 in completion rates, and nine counties had arrest completion rates over 70 percent in 2014. The data also examined the percentage of arrests with associated case disposition information for a least one arrest charge from 2005 to 2014 broken down by offense type (i.e., felony or misdemeanor-only arrests).

Mr. Bileski reviewed the arrest offense categories with the highest number of charges missing disposition information in the ACCH from 2005 to 2014. The highest arrest offense category was 2nd Degree Failure to Appear with a total of 110,467 charges missing disposition information. Over the ten year period, 31.6 percent of all charges had missing disposition information. Finally, the percentage of disposition charges by submission type to the ACCH from 2005 to 2015 was presented. The paper submission was the dominant choice in 2015, but electronic submissions accounted for nearly 40 percent of all dispositions submitted.

This agenda item presented for informational purposes did not require Policy Team action.

VIII. **Update on 2015 NICS & National Criminal History Improvement Program (NCHIP) Grants/2018-2023 CJ System Strategy**

Marc Peoples, Program Manager, gave an update on the applications submitted for federal grant funds supporting the CJ System strategy for the federal fiscal year 2015. The funding request for the NICS grant totals $1.7 million to continue the NICS task force and includes the following four projects: missing fingerprint group and conditions of release; resolve issues in the Orders of Protection System; review the Gap Initiative; and the Automation of Missing Disposition Reports. The grant application for NCHIP, totaling $1.3 million, is to fund: the e-Warrant Expansion, the Missing Disposition Backlog Project, Police Data Sharing Project, the Live Scan Machine Project, and the AZ AFIS equipment update. Lastly, the third grant application is a partnership with the City of Phoenix, for the Office of Violence Against Woman (OVW).   It is a collaboration with the Orders of Protection Project. The grant for $305,775 and was not funded at this time.

Mr. Peoples addressed the framework for the 2018-2023 CJ System Strategy. Staff will confer with Policy Team members to identify any system improvement gaps around the state and to build the structure of the strategy.

This agenda item presented for informational purposes did not require Policy Team action.

IX. **Call to the Public**

Chairperson Heckart made a call to the public. No members of the public addressed the Policy Team.

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

The next Policy Team meeting will be held on **Thursday, June 16, 2016,** at **1:30 pm** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, and Phoenix, Arizona 85007.

XI. **Adjournment**

The meeting was adjourned at 4:10 PM.

Respectfully submitted,

John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.