

**Policy Team of the Information Technology and Systems Improvement Committee**  
**Minutes**  
**June 16, 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 June 16, 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  
Cathy Allen, Coconino County Sheriff's Office, by conference call  
Steve Ballance, Maricopa ICJIS  
Timothy Chung, Department of Public Safety, Brant Benham representing  
Dwight Cloud, Department of Corrections, by conference call  
Michael Keran, Scottsdale Police Department, by conference call  
Julio Marroquin, Yavapai County Attorney's Office, by conference call  
Barbara Marshall, Maricopa County Attorney's Office, Eddie Johnson representing  
John Merritt, Pima County Attorney's Office, by conference call  
David Theel, Pima County Sheriff's Department

Members Absent:

Cathy Clarich, Maricopa County Superior Court  
Nancy McKay-Hills, Tucson Police Department  
Mark Marino, Gilbert Police Department

Staff Participating:

Marc Peoples, Criminal Justice Systems Improvement Program Manager  
Andy LeFevre, Public Information Officer  
Matt Bileski, Senior Research Analyst  
Wendy Boyle, Executive Secretary

Guests Participating:

Tony Coulson, NTH Consulting  
Michelle Gillich, Administrative Office of the Court  
Aaron Gorrell, Waterhole Consulting

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

The meeting was called to order by Chairperson Karl Heckart at 1:30 p.m. Roll was taken, and a quorum was declared present.

**II. Approval of the Minutes for the February 4, 2016 Meeting**

Chairperson Heckart called for a motion on the minutes. Designee Brant Benham entered a motion to approve the minutes of the meeting held on February 4, 2016. The motion was seconded by Steve Ballance and was unanimously approved by the Policy Team.

**III. Legislation Update**

Andy LeFevre, Public Information Officer, briefed the Policy Team on HB 2154, the fingerprinting bill signed into law on April 7, 2016, that will go into effect on January 1, 2017. ACJC introduced the bill that would require the courts to send individuals arrested for felonies, misdemeanor domestic violence, sexual assault, and DUI charges to the booking agency (the sheriff) to obtain a legible ten-print fingerprint. ACJC will have the Policy Team review the educational briefs before the materials are sent out to the courts on the provisions of the bill.

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

**A. NICS Taskforce Update**

Marc Peoples, Criminal Justice Systems Improvement Program Manager announced the next National Instant Criminal Background Check System (NICS) Task Force meeting would be held on July 12, 2016. The plans are to discuss the progress made on each project listed on the agenda and items related to the new NICS platform.

Tony Coulson, NTH Consulting gave an update on the NICS Task Force. The new NICS system allows notification to the closest police department when a person attempts to purchase a weapon from a firearms dealer and is considered a prohibited possessor. There would be a follow-up on the Conditions of Release and Missing Fingerprint projects at the meeting in July. In October, the group will be focusing on the Protection Order process. The Task Force will review the timeframe of the issuance and serving of an Order of Protection; making it visible to both law enforcement and the NICS system to prevent the purchase of a firearm. They will also review the entering of all active warrants into NCIC (National Crime Information Center) as one of the performance measures.

**B. Mental Health Indicator to Law Enforcement Project**

Mr. Peoples provided a recap of the survey given to law enforcement agencies to determine their understanding of the mental health indicator. The series of questions pertained to the awareness and the policies developed for a mental health indicator. The results indicated that the mental health indicator was not known to the majority of law enforcement agency respondents. Also, a modified information sheet was developed for clarity on the mental health indicator and will be sent to the legal advisors and law enforcement agencies.

**C. 2FID Project**

Mr. Peoples reported the request for proposal (RFP) by Maricopa County Superior Court had been completed and the vendor, Cross Match won the bid. The Department of Public Safety (DPS) and the Administrative Office of the Courts (AOC) met last week to discuss the process and implementation of the mobile fingerprint devices within the courtrooms.

#### **D. e-Warrants/e-Criminal**

Michelle Gillich, Administrative Office of the Courts reported on the e-Warrant project. Since March, Microsoft Dynamics CRM tool was tested as a pilot for a system to use on warrants. The group learned that because it is part of an enterprise package of Microsoft, it would require a license for each end user making it costly. The next phase will be to breakdown work cost and structure to build a product using the similar technology.

Ms. Gillich then shared information on the e-Criminal project. The project group is working on statewide requirements to be able to implement an electronic criminal court case filing process. The kick off to the construction prototype is July 18 to demonstrate the electronic filing management system. Lastly, the group is finalizing the requirements and completing the XML. There will be a system analysis document prepared to explain the statewide e-filing system from the prosecutor to the court.

#### **E. Felony Convictions to NICS**

Mr. Peoples stated there is going to be a meeting on June 24 to discuss the process of felony convictions to NICS. The scope of the meeting will take all dispositions that are not in the Arizona Computerized Criminal History (ACCH) system and send to NICS. The grant for this project ends September 30 to implement, so the plan is to have a strategy and process in place to complete the project. Designee Brant Benham asked how is this going to be done. Mr. Peoples discussed that in theory, it is to send court case number and disposition date to DPS, and to run it against ACCH. The information is in AOC's file; however, it is not in ACCH or criminal history; and should go to NICS.

#### **F. Historical Warrant Repository**

Mr. Peoples discussed how most of the development on the historical warrant repository is complete. The primary component is to build the connection to the Message Switch that DPS is changing and updating. A statement of work to proceed and a grant agreement will be sent to start the process. The targeted date for completion is November 2016. The repository would get access to squash and served warrants; allowing the database to capture those warrants. This project would benefit the prosecutors and adult probation. Chairperson Heckart suggested the JWI query should be tied to the database since adult probation uses the system extensively.

#### **G. Conditions of Release Analysis Project**

Mr. Peoples told the Policy Team that the analysis had been started on the first phase of the project, and the building process is next. Aaron Gorrell, Waterhole Consulting reviewed how site visits took place in four counties that included Pima, Graham, Yavapai, Maricopa, as well as the City of Tucson to study how each jurisdiction captured conditions of release. The initial findings showed law enforcement almost never enforces the conditions of release due to the issue of not knowing a condition exists; there are differences in the handling of the conditions of release in the courts, and there is no statewide standard for capturing the conditions of release. The next steps are identifying the data requirements, developing a single standardized data model and preparing a final report for recommendations by the 3<sup>rd</sup> or 4<sup>th</sup> quarter of 2017.

#### **H. Missing Fingerprint Analysis Project**

Mr. Peoples introduced the process of the research and the findings of the Missing Fingerprint Analysis Project.

Mr. Gorrell addressed that the goal is to identify the cause of failures for missing fingerprints and to do away with the stop gap measures. The research began with the Department of Corrections (DOC) GAP Program where an inmate has no criminal history. In the Superior Court GAP Program, the case is adjudicated, and there are no fingerprints for presenting charges in criminal history. Site visits took place in Pinal County in April and Cochise County in May; meeting with both sheriffs. The outcome of the gaps revealed some examples that included a remand of a juvenile to custody as an adult, refusal of a convicted offender to be fingerprinted, and a private prison offense charge. Mr. Gorrell gave a sampling statistic from 2015 that showed 5,332 of missing fingerprints over 12 months in the Superior Court GAP from Maricopa and Pima Superior Court. The next steps are coordinating a stakeholder meeting in Pinal County, holding some prosecutorial training and preparing a final report for recommendations from the Missing Fingerprint Analysis Project.

#### **I. Arizona Disposition Reporting System (ADRS)**

Mr. Peoples shared that AOC, DPS, and ACJC continue to host information sharing meetings around the state. The purpose of the meetings is to deliver disposition training and provide information in connecting to the ADRS system to begin a paperless reporting system. The next scheduled training will be July 25 in Cochise County. Mr. Peoples discussed how DPS is looking to sunset the paper FDR and impact of the final disposition report (FDR) yellow sheet. An analysis will be done on what it would take to initiate the discontinuation of the paper FDR. Once completed, this item will be brought forth to the Policy Team for support.

#### **V. Criminal History Records Completeness**

Matt Bileski, Senior Research Analyst, reviewed key points from the last presentation to the Policy Team. In 2015, access to ADRS rolled out to the Superior Courts. There was also 33.8% of disposition charges entered in the repository and submitted by ADRS; plus in all fifteen counties, at least one agency is using ADRS. The percentage of disposition charges provided to ADRS by county shown from 2012-2015, included Maricopa, Greenlee, Yavapai and Mohave counties that reported above 40 percent. For the lower percentages, the data will help to target those areas and what agencies to look at to improve and establish benchmarks.

Designee Brant Benham inquired about the county-wide totals and asked if the disposition findings are updated or original disposition decisions. Mr. Bileski assured that the data include original dispositions or dispositions overwritten by appellate court findings. There was further clarification on the question by Designee Brant Benham. Mr. Bileski assured that a disposition code was present for all disposition charges, and the Committee determined the data to be a snapshot in time of final disposition charges. The disposition charges were not simply charged modifications. Chairperson Heckart asked to review data on each superior court to cross-correlate data from the court case management systems with data from the ACCH.

#### **VI. Call to the Public**

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

#### **VII. Date, Time, and Location of Next Meeting**

The next Policy Team meeting will be held on **Thursday, October 6, 2016, at 1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

#### **VIII. Adjournment**

The meeting was adjourned at 2:51 p.m.

Respectfully submitted,



Andrew T. LeFevre  
Executive Director