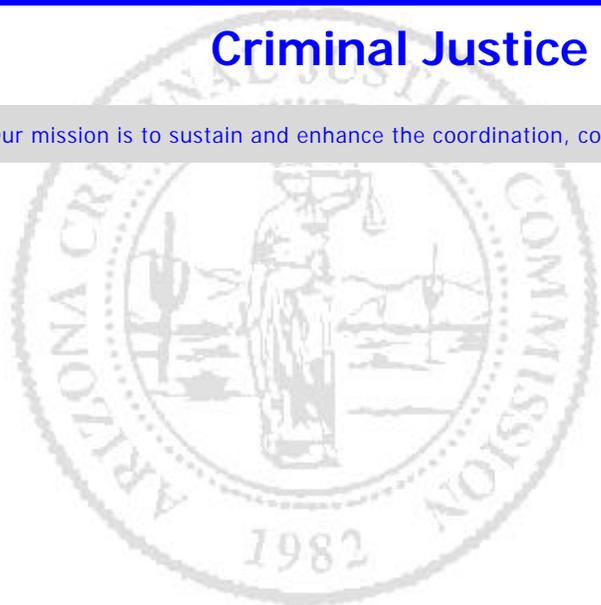


# Arizona Criminal Justice Commission

## Criminal Justice and Records Integration Publication

Our mission is to sustain and enhance the coordination, cohesiveness, productivity and effectiveness of the Criminal Justice System in Arizona



## *Criminal Justice Records*

## *Improvement Plan*

**2004**

**2004**

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## **INTRODUCTION**

Arizona continues to move forward in the improvement of the Criminal History/Justice Records within the state. The state still faces many challenges that it had in the past. A communications infrastructure that is not up to date, illegal smuggling of drugs and people into the state from Mexico, and an economy although improving is still not robust by any means.

In last years Records Improvement Plan the finalization of the cost analysis for completing the Arizona Integrated Criminal Justice Information System (ICJIS) Strategic Plan was noted. In 2004, the Arizona Criminal Justice Commission will employ a vendor to determine the design of the Arizona ICJIS Strategic Plan that was adopted in March, 2002. The movement of this project is driven by funding and thus is moving slowly dependent on the funds provided.

The pilot integration project initiated in Coconino County was completed in 2002 to the point where criminal history dispositions were being reported electronically from the County Attorney and the Courts to the Central State Repository. The horizontal integration was to be implemented in 2003 but has been delayed and is now targeted to be complete by April 2004. During 2003, 5,168 dispositions have been sent electronically to the Central State Repository from the County Attorney and the Courts in Coconino County.

The Administrative Office of the Courts is still working on the Orders of Protection being electronically sent to the sheriff's offices within the state. The Arizona Department of Public Safety and the Administrative Office of the Courts have completed coding and testing the ACJIS transactions for this project and the project was implemented in a test mode on January 22, 2004. The project is expected to be completed during the first quarter of 2004.

The Convicted Persons on Supervised Release Project is a project to provide Arizona parole and probation information to law enforcement officers working on the streets. The Courts are working to bring all of the probation information into an Administrative Office of the Courts (AOC) system called (APETS). Prior to all of the information being entered into the AOC system the Department of Public Safety will house a repository called Convicted Persons on Supervised Release (CPSR) which can be accessed by law enforcement officers. Work continues on this project at both agencies. The courts project a completion date of April/May, 2004. National Criminal History Improvement Program funding was obtained this year to assist the Arizona Department of Public Safety with programming assistance to complete this project.

The amount of counts disposed electronically at the Central State Repository continues to increase, although slowly, with the automation of the disposition process. In 2003,

## ***Introduction***

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the repository received 394,280 dispositions on paper and 43,936 dispositions electronically (11.1%) for the disposition of counts on the Arizona Computerized Criminal History files. This should increase in 2004 year since the courts added an additional 50 courts reporting dispositions electronically in 2003.

Arizona still faces many challenges and these are being worked on by various agencies. A project to provide information from the Arizona Department of Public Safety to county attorneys on laboratory cases has yet to be implemented. Arizona Department of Public Safety continues to attempt to resolve security issues. The Criminal Justice Commission has been pursuing funding to complete an electronic citation issuance project within the state. The Commission staff has been coordinating meetings with the Department of Motor Vehicles, the Arizona Department of Public Safety, the City of Phoenix, the Administrative Office of the Courts (AOC) and various county sheriffs' offices to work on an electronic citation project. This is an important effort in that it will not only provide for the elimination of redundant data entry in the law enforcement, prosecutors, courts, and motor vehicle offices. It will provide for a manner in which the information captured by the officer on the street will be able to be used and not re-entered several times thus reducing the necessary funding required today for processing the citations. It is believed the e-citation is the manner in which terrorists will be located in our communities. Since the terrorist usually do not commit other crimes, it is through the citation or the field interrogation card that the terrorist will be located.

Dispositions are again backlogged at the Arizona Department of Public Safety, the time for entry of information on paper dispositions has lagged to eighty six days from the twenty days it was four years ago after the infusion of the National Criminal History Improvement Program (NCHIP) funds. This is primarily due to the inability to fill vacant positions due to state budget shortages. As more courts and county attorney's offices become integrated and forward dispositions to the Central State Repository electronically the workload to be accomplished through paper dispositions should diminish and thus the backlog.

Through the use of NCHIP funds, sheriff's offices within the state using the Spillman Technologies Records Management System, have been working on an interface with the Arizona Department of Public Safety using Transmission Control Protocol/Information Protocol (TCP/IP). It is anticipated that the eleven sheriff's offices using the Spillman records management system will be connected to DPS using TCP/IP in 2004. An additional 23 agencies will also be connected by the end of this National Criminal History Improvement project.

Arizona Criminal Justice Commission adopted the Justice XML Data Dictionary to be used as a standard within Arizona on January 25, 2004. This will require much work in the next few years to develop within Arizona but promises to be worth the effort.

## **PLAN GOALS**

The State of Arizona is moving its criminal justice information system from one of numerous independent systems towards an integrated system. Participants understand this movement will not occur immediately, and are committed to making continual progress towards this goal. Throughout this process, the participants are dedicated to using the most efficient and effective methods of accomplishing these goals without compromising the security of the criminal justice system. They are committed to incorporating the security measures necessary to maintain compliance with the requirements of the Federal Bureau of Investigation. The Criminal Justice Commission has undertaken the responsibility of completing studies in 2001, and 2002, to further enhance the integration of information systems and provide for the improvement of the disposition process within the State of Arizona. In 2004, the Commission will have a study completed to accomplish the design phase of the original study that was completed in 2001. At the completion of the design phase the Commission will need a considerable portion of the \$34 million estimated for completion of the Integrated Criminal Justice Information System as originally proposed to improve the integration process with an emphasis on disposition reporting in Arizona. This project would move faster if there was an adequate stream of funding to keep it moving.

The participants realize the State of Arizona has to make significant commitments to the development of its communications infrastructure before a fully integrated criminal justice information system will be realized. However, the participants have agreed to move forward, integrating as much of the system as possible with the existing infrastructure and use of the internet.

- **Future System Visions**

The future Criminal Justice Information Systems Model, will consist of the following five major components:

### ***Governance***

The Arizona Criminal Justice Commission and its Criminal Justice Information and Technology Committee, and the Executive Steering Committee for integration represent the required governance structure.

The Executive Steering Committee was organized to obtain additional input from more criminal justice agency heads. A policy team, technical team, tactical team, and funding team were formed to address issues arising from integration efforts within the state. Included in the governance structure are members of the Government Information Technology Agency, the Arizona Criminal Justice Commission's partner in integration efforts in Arizona.

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### ***Local Jurisdictions***

Local jurisdictions include the systems, procedures, and organization in place to support the local criminal justice process. They include each of the 15 counties and the criminal justice agencies within those counties: the sheriff's offices, county courts, county attorneys, public defenders, probation offices, police departments, and municipal prosecutors and courts.

### ***State Agencies***

State agencies include the systems, policies, procedures, and organization in place to support the State of Arizona criminal justice records needs. These include the Department of Public Safety, Department of Corrections, the Administrative Office of the Courts, Department of Transportation, Motor Vehicle Division and any other state agency involved in the criminal justice process.

### ***Central State Repository***

The systems and data necessary to support all common criminal justice information needs are provided to the Central State Repository. The Arizona Criminal Justice Information System (ACJIS) network and databases, maintained by the Arizona Department of Public Safety (DPS), contain a significant amount of the state centralized criminal justice data. Other state systems also function at the repository and would be included as part of the Arizona Criminal Justice Integrated Information Systems.

### ***Funding***

Adequate funding is necessary to support the operation of both the state and local information systems. These funds are appropriated by the state legislature or budgeted by executives from various state and local criminal justice agencies. The support has become much more difficult during the last three years.

At the Federal level, grant funds available through the Edward Byrne Formula Grant provide for the Criminal Justice Records Improvement Program (CJRIP). These funds have been available for several years, however, each year brings forth another challenge to eliminate the Byrne Grant and replace it with other funding vehicles while trimming the funding to lower levels. The National Criminal History Improvement Program (NCHIP) has survived another year of budget cuts but has decreased the amount of funds available for the United States and six territories.

The Commission has received a small amount of earmarked funds that have been used for studies, but not enough to complete an integration project. All of the grant funds must be considered only as seed monies, not funding for on-going operations.

## ***Plan Goals***

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Ideally, coordination of the funds for an integrated criminal justice information system should be through the governance structure and be expended according to the appropriate long-term strategic plan.

## ***Assumptions Made***

In developing a future information systems vision, the following assumptions have been made:

- Movement to the desired system is an evolutionary process and will continue to evolve as time passes. It is not a project with a finite completion, but a process.
- Significant state and local resources will have to be redirected to support desired changes.
- State and local jurisdictions must work together to improve the criminal justice system, and thereby become more efficient and effective themselves.
- Information must be maintained and controlled at the point of entry (event), and shared as needed.
- Even in a distributed environment, access to information must be adequately controlled.
- As much as possible, existing systems will be maintained during integration initiatives for it is far too expensive to expect to replace all systems.
- Voice and data communications infrastructure must be improved to provide the ability to move the voice and data communications throughout the state.
- Many of the business practices that are based on paper systems today, will have to be evaluated and modified prior to integration being completed.
- Many of the laws and regulations that are in place today were adopted to keep information separate in a paper based system. These laws will have to be changed to allow for the sharing of information between agencies.

## *Plan Goals*

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- **Long-Term Goals – Three to Ten Years**

### ***Law Enforcement***

**By December 31, 2006, develop a statewide incident based reporting system, which will be employed by local agencies for the reporting and analysis of crime, and support operational decisions by law enforcement administrators and investigators within the State of Arizona.**

*Objective: To provide law enforcement with a tool capable of producing more detailed, accurate, and meaningful data than produced by the traditional summary Uniform Crime Report Program.*

Progress: The Yavapai County Sheriff's Office began incident based reporting during the first quarter of 2002. The Phoenix Police Department was provided funding for incident based reporting. The agency has selected a vendor that is developing incident based reporting for the agency and will be using incident based reporting beginning the first quarter of 2004. The Department of Public Safety has completed the installation of incident based reporting software at their agency and have been receiving incident based reported data from Yavapai County for the last two quarters of 2003. The NCHIP grant funding for these three agencies has now been expended.

**By December 31, 2010, provide electronic citation capabilities for law enforcement agencies within the state.**

*Objective: To eliminate redundant data entry of citation information in law enforcement agencies, prosecutors, courts and motor vehicle offices within the state.*

Progress: Arizona Criminal Justice Commission has coordinated efforts of member of the Department of Motor Vehicles, members of the court, sheriff's offices and City of Phoenix to pursue funding and begin the automated citation process in Arizona. The City of Phoenix is progressing with the automated accident report and will initiate the process in 2004.

### ***Infrastructure***

**By December 31, 2010, complete information systems integration shall exist within each city and county of Arizona, to include law enforcement agencies, prosecutors, and courts. To provide for information sharing among the**

**criminal justice agencies at the county level and to provide information to the Central State Repository at the Arizona Department of Public Safety. The goal is to provide for a two-way communication between local criminal justice agencies and the Central State Repository.**

*Objective: Complete a needs assessment of local, county, and state automated systems to determine resource requirements, including funding and equipment for Arizona's integration will be completed by July 31, 2002.*

Progress: Arizona received approval from the Bureau of Justice Statistics to use \$237,317 in reverted NCHIP grant funds to begin a needs assessment with an emphasis being placed on disposition reporting. This analysis was completed and a cost analysis was completed in 2002 using reverted NCHIP funds and some earmarked funds. The Arizona ICJIS Strategic Plan was adopted by the Commission in December of 2002. In 2004, the design phase study will begin at the direction of the Criminal Justice Commission.

*Objective: Develop a state-wide criminal justice records system that provides for single-entry input of information, transmittable to subsequent agencies without the need to re-enter the same information, and holds the entering agency responsible for accurate, timely entries.*

Progress: An ICJIS Strategic Plan was developed and adopted by the Commission in December of 2002. A design document will be developed and presented to the Commission by the end of the third quarter of 2004.

*Objective: Develop a state-wide, fully-integrated, distributed system in which each component/agency supports functions of other components.*

Progress: The Arizona ICJIS Strategic Plan developed by IBM provides the first steps for a fully integrated system in which each component/agency supports functions of other components. The plan provides for accountability and traceability in the disposition process.

*Objective: Initiate horizontal integration of information systems at the local and county level, creating a local/county level repository of information, which can provide information to State level systems.*

Progress: The pilot project for integrating information systems at the local and county level in Coconino County will integrate the sheriff's office, the county attorney and the courts during 2004. This is the

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first horizontal integration that will be completed. This was to be completed in 2003 but has been delayed. It is expected to be completed by April of 2004.

The vertical integration between the Coconino County Attorney's Office and Arizona Department of Public Safety consumed much of 2002 and is now complete, with final dispositions being forwarded from the county to the Central State Repository.

- **Short-Term Goals - One to Three Years**

### ***Law Enforcement***

**By December 31, 2005, every criminal justice agency shall be able to obtain the fingerprint supported criminal history record of a person who has one, within 2 minutes, with a status currency of 24 hours.**

*Objective: Any criminal justice practitioner shall be able to obtain the criminal history record of a person who has one, within 2 minutes, with a status currency of 24 hours, whether the practitioner is a law enforcement officer, prosecutor, judge, or community corrections supervisor.*

Progress: No progress to date.

*Objective: All agencies fingerprinting defendants and the Department of Public Safety shall have the ability to obtain positive identification from fingerprints within 2 hours of submission 24 hours a day.*

Progress: No progress to date.

*Objective: Provide appropriate access to databases that include an offender's correctional medical history, behavior in custody, and other jail management information, to other authorized medical providers, for use in classifying a new inmate in any corrections or detainment facility.*

Progress: No progress to date.

**Arizona Department of Public Safety shall host a pawn shop file by which sheriff's offices within the state shall enter pawn shop information. A standard entry format will be developed and adopted for data entry. Sheriff's offices shall receive information from various pawnshops on disks, or other medium, entering the information into the system after performing**

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**an information quality control check. This file shall be developed by December 31, 2002.**

*Objective: To provide for an automated system in which information can be entered at any sheriff's office into a statewide system and accessed by any law enforcement agency within the state.*

Progress: No progress to date.

**A COPLINK access, through the conceptual design phase, will be provided to Phoenix Police Department, Tucson Police Department, and various agencies in Pima and Maricopa counties by December 31, 2002, to provide for greater sharing of information.**

Progress: The connection between the Phoenix and Tucson Police Departments was made during 2001. The Phoenix Police Department has made the connection to COPLINK and the system is now being used by Phoenix Police Department. This project completed a major step and continues to progress with the sharing of information between agencies. Pima County Sheriff's Office will become part of the COPLINK system in 2004. The system will be expanded to the border counties and information shared with U. S. Customs and border protection agencies.

**In accordance with ARS 41-1750C, all law enforcement agencies within the state shall adopt the Process Control Number (PCN) number with fingerprint card scanners provided to the agencies who lack a livescan system. By December 31, 2002, the equipment necessary to scan fingerprint cards to obtain the PCN and the bar code printers to print the numbers issued by the Central State Repository will be in place.**

Progress: This goal is in the process of being completed, although some agencies including the courts are not using the Process Control Number as required by law. Grant agreements from the Arizona Criminal Justice Commission now require the use of the PCN for funding and the Central State Repository has made the PCN a required field for automated disposition reporting.

**By December 31, 2002, provide on a website, the ability for law enforcement and prosecutors to check the status of laboratory analysis of evidence**

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**submitted to the Department of Public Safety Crime Laboratory, or local laboratories, and obtain a complete laboratory report of scientific analysis.**

*Objectives: To provide swift, fair justice, analysis information must move between the crime laboratory and officers/prosecutors in a timely manner. By posting analysis status and laboratory results through an on-line access method, officers and attorneys can communicate court/rush status to the crime laboratory on a site accessible only by law enforcement and prosecutors, cases may be disposed of in a more timely manner.*

Progress: This project was funded by reverted NCHIP grant funds. All equipment was purchased prior to the end of 2001. The system is in place and entries of crime laboratory reports are being entered into the system. Access by the prosecutors has not occurred as of December 31, 2003. Security issues continue to hamper this project.

Local laboratories are beginning to employ laboratory information management systems and will be sharing the laboratory examination with local prosecutors within two years.

**By December 31, 2005, expand the automated sex offender registration through the AZAFIS system currently able to register sex offenders prior to release from Department of Corrections custody to include all Sheriff's offices within the state.**

*Objective: To provide an automated method by which, not only the Department of Corrections can register sex offenders, but all sheriff's offices will have an automated system to register sex offenders residing in their counties.*

Progress: The AZAFIS has been programmed to provide the registration form electronically to the Department of Corrections and the sheriff's offices. At the present time, the registration forms must be printed out and sent to the Department of Public Safety either by mail or by fax. Future improvements will include modifications to electronically send the registration information and fingerprints to DPS.

## ***Prosecution***

**As required by ARS 41-1750C, prosecutors shall use the Process Control Number in their agency's automated systems so charges can be tracked from law enforcement agencies, through the courts, to the Central State**

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### **Repository, by December 31, 2002, thereby improving disposition reporting information.**

*Objective: To provide for tracking of a case through the prosecutor's offices and provide the final disposition to the charges on the criminal history file at the Central State Repository.*

Progress: The Arizona Department of Public Safety has made the PCN a mandatory reporting field so as agencies become automated, the PCN will be used to make dispositions acceptable to the Arizona Computerized Criminal History System. There are some agencies that are not using the PCN today. Future grant agreements from the Arizona Criminal Justice Commission will require the use of the PCN for funding.

### **By December 31, 2005, the Arizona Integrated Criminal Justice Information System shall have current, complete, and accurate criminal prosecution information available for use by any Arizona criminal justice practitioner, within any criminal justice agency, within 2 minutes with a status currency of 24 hours.**

*Objective: Prosecutors shall send to the Central State Repository dispositions on charges **not** filed within 24 hours of declination of prosecutions.*

Progress: The pilot integration project in Coconino County began sending no-file dispositions electronically to the Central State Repository during the last quarter of 2002. A limited amount of dispositions are electronically sent from the Maricopa County Attorney's Office and the Clerk of Court to the Central State Repository. During 2004, through NCHIP funding, Pinal County will begin the integration process and in the future be sending dispositions to the Central State Repository electronically.

*Objective: Prosecutors shall provide the courts a list of charges on defendants within 24 hours of filing charges.*

Progress: No progress to date.

## ***Courts***

### **By December 31, 2005, the State Criminal Justice Integrated Information System shall have current, complete, and accurate criminal disposition**

## ***Plan Goals***

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**information available for use by any Arizona criminal justice practitioner within any state criminal justice system, within 2 minutes, with a status currency of 24 hours.**

*Objective: Courts shall electronically provide the Central State Repository with disposition information within 24 hours after a court imposes a disposition.*

Progress: Coconino County Arizona courts have disposition information flowing electronically from the courts to the Central State Repository. The courts completed the electronic disposition process in 50 courts during the third quarter of 2003.

**By December 31, 2003, the State Criminal Justice Integrated Information System shall have current, complete, and accurate domestic violence and protection order information available for use by any Arizona criminal justice practitioner within any state criminal justice system, within 2 minutes, with a status currency of 24 hours.**

*Objective: Courts shall electronically provide domestic violence and protection order information to law enforcement within 24 hours of issuing orders. Law enforcement shall provide for entry of protection orders within an automated system within 24 hours of receipt. The automated system is to include the Protection Order file of the NCIC system to assist in the protection of Arizona abuse victims when traveling out of the State of Arizona.*

Progress: The Administrative Office of the Courts was provided funding through a National Governors Association/Bureau of Justice Assistance grant and the National Criminal History Improvement grant to accomplish this goal. This project was initiated in a test mode on January 22, 2004. It has to be further perfected and deployed.

**By December 31, 2002, the Courts shall provide juvenile probation information from the Juvenile on Line Tracking System (JOLTS) for use by any Arizona criminal justice practitioner within any state criminal justice system, within 2 minutes, with a status currency of 24 hours. This information will be provided to law enforcement through the Arizona Department of Public Safety (DPS) and the Arizona Criminal Justice Information System (ACJIS) network.**

*Objective: By providing juvenile probation information to the law enforcement officer on the street, the officer can take more appropriate*

## **Plan Goals**

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*action to curb youth and gang violence in the community. Law enforcement agencies and prosecutors shall be provided access to the juvenile probation system to determine the probation status and probation conditions of any juvenile, within 2 minutes, with a status currency of 24 hours.*

Progress: The Administrative Office of the Courts was provided funding from the National Governors Association/Bureau of Justice Assistance grant to accomplish this goal. The project was implemented on December 20, 2002, by the courts. The juvenile probation information is now available to law enforcement agencies through the ACJIS system. This objective is now complete.

*Objective: Probation officers can be advised when a probationer is stopped by an officer and determine if a probationer is in violation of probation.*

Progress: The Administrative Office of the Courts is beginning to work on this project during 2004.

**By December 31, 2002, the Courts shall provide adult probation information for use by any Arizona criminal justice practitioner within any state criminal justice system, within 2 minutes, with a status currency of 24 hours. This information will be provided to law enforcement through the Arizona Department of Public Safety (DPS) and the Arizona Criminal Justice Information System (ACJIS) network.**

*Objective: Adult probation shall develop an automated system that allows for the transfer of information from one county probation department to another. The system shall also allow law enforcement and prosecutors access to information regarding the probationary status and probation conditions of an individual, within 2 minutes, with a status currency of 24 hours.*

Progress: The Administrative Office of the Courts was provided funding from the National Governors Association/Bureau of Justice Assistance grant to accomplish this goal. Work is continuing on this objective at the courts and the Arizona Department of Public Safety. It is anticipated this objective will be completed in the second quarter of 2004.

**By December 31, 2002, all courts shall use the Process Control Number, as required by ARS 41-1750C, to track charges from law enforcement and prosecutors through the court system to the Central State Repository to improve disposition reporting.**

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*Objective: To provide for tracking of a case through the courts and providing the final disposition of those charges to the individual's criminal history file at the Central State Repository.*

Progress: Progress on the adoption of the PCN is slow. The courts are preparing court personnel for using the number as courts are becoming automated. Future grant agreements from the Arizona Criminal Justice Commission will require the use of the PCN for funding.

### **Department of Corrections**

**Integrate Department of Correction data into the Department of Public Safety data center by December 31, 2002. The Arizona correctional status (incarcerated, on community supervision, probation including conditions) shall be able to be determined by a member of any criminal justice agency within 2 minutes with a status currency of 24 hours.**

*Objective: Department of Corrections shall electronically send information to Central State Repository within 24 hours indicating receipt or release of an offender.*

Progress: No progress to date.

*Objective: To further secure criminal justice information and reduce costs to the Department of Corrections the Department of Corrections data center should be located in the Department of Public Safety data center.*

Progress: No progress to date.

**By December 31, 2002, the Department of Corrections shall use the Process Control Number (PCN) to track charges from law enforcement and prosecutors through the court system to the Central State Repository and to track cases back to the originating agency.**

*Objective: To allow the Department of Corrections to track a charge on an offender back through the courts to the prosecutor and to the arresting agency. By using the process control number anyone in the criminal justice system can track the offender through the system, including community supervision, with a status currency of 2 minutes, within 24 hours.*

Progress: No progress to date.

***Infrastructure***

**By December 31, 2002, complete the pilot integration project in Coconino County, Arizona to use as a model for integration for small and medium sized counties within the State.**

*Objective: Once this project has been completed Arizona will begin to have some idea of what the costs will be in other medium and small sized counties.*

Progress: Coconino County has completed vertical integration. Dispositions are now transmitted from the local courts to the Administrative Office of the Courts and on to DPS and from the County Attorney's Office to the Arizona Department of Public Safety. The lateral integration will be completed by March 31, 2004.

*Objective: The completion of this project will provide "proof of concept" for the idea of local integration.*

Progress: There has been considerable delay in the Coconino County project in 2003. Coconino County intends to have the horizontal integration completed by March 31, 2004.

**By December 31, 2004, provide voice/data communications infrastructure to move voice and data communications throughout the state in conjunction with the Arizona Department of Public Safety.**

Progress: Funding was requested of the U.S. Congress through Arizona Senators and Congressmen. Arizona received \$500,000 to assist in the analysis for integration and the analysis for voice communications infrastructure. The analysis for integration of records has been completed. The analysis for the voice communications system has been completed and a report is being presented to the Commission in March of 2004.

**By December 31, 2005, improve public policy decision making by increasing the availability of statistical measures for evaluating policy.**

*Objective: Provide for the ability of key system components to gather, collate, and analyze diverse statistical information and generate management information reports on criminal justice system activity over time. The information will be used to improve the criminal justice system or*

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*a component of the system and for such purposes as obtaining funding through grants, or state funding requests, and to support other studies as may be appropriate.*

Progress: No progress to date.

The system should be self-auditing to regularly check timeliness and accuracy of information, including automated "tickler files" that generate requests for missing information. Each agency must be held accountable for the timeliness and accuracy of information generated and entered by their agency, particularly for critical documents such as fingerprint and disposition reports. The existing automated "tickler file" at the central repository should be activated and criminal justice agencies advised of missing dispositions.

Progress: By adopting the Arizona ICJIS Strategic Plan the Commission has taken the first step in making this goal a reality as the proposed system will provide for traceability and accountability in the disposition process.

Educate public, executives, and the legislature on the features and benefits of an integrated criminal justice records system. By educating the public and letting them know each agency is not able to access information from another jurisdiction a demand for legislative action may occur. By educating executives, a fear of technology may be alleviated and greater support of integration and sharing of information may occur, especially if information can be transferred from one agency to another without duplicate data entry and increased personnel costs. By educating legislators an understanding of the technology and the criminal justice system may occur and greater funding may be allocated.

The Executive Steering Committee and the Information and Technology Committee of the Criminal Justice Commission should offer recommendations to legislators regarding standards or requirements to be placed into statutes.

Progress: No progress to date.

Develop data standards to assist in the transmission of data from one system to another.

*Objective: Provide for standardization of information systems software so information can be moved from one system to another efficiently.*

Progress: The Technology Team has designated a subcommittee to work on standards. The subcommittee worked during 2003 and produced 120

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data events with XML data tags. This work continues. The Technology Team proposed the adoption of the 120 data events for Arizona to the Executive Steering Committee. The Committee adopted the 120 events and sent the recommendation to the Commission. The Commission adopted the 120 events and the JXDD version 3 as the standard for Arizona on January 22, 2004.

To meet the previously noted goals of the criminal justice community, action is required to improve the current criminal justice records system from both a short-and long-term perspective. The following sections provide a description of such initiatives to move the community toward the desired future criminal justice records system vision.

**INTEGRATED CRIMINAL JUSTICE INFORMATION  
SYSTEM IMPORVEMENT ACTIVITIES**

- **Criminal Justice Information Technology Model**

In support of the overall criminal justice information system, a technology infrastructure must exist to capture, analyze and disseminate data to criminal justice process professionals. The infrastructure's 7 major components are as follows:

1. **Automated Fingerprint Identification Technology**

Fingerprint identification is the current basis for positively identifying individuals involved in the criminal justice cycle. This includes the use of an Automated Fingerprint Identification System (AFIS) such as the State's Sagem-Morpho AZAFIS located at the DPS, that became operational in 1995. This statewide network is a critical component of Arizona's criminal justice records system and is considered a priority for funding assistance under the state's criminal justice records improvement program.

The State AFIS has Full Access System Terminal (FAST) sites, installed initially in the Maricopa County Sheriff's Office and Tucson Police Department. Additional single-agency remote terminals were implemented in the cities of Mesa, Glendale, Scottsdale, and Tempe. Since its inception, more terminals have been added. Today, the Pima County Sheriff's Office and the Phoenix, Bullhead City, Chandler, Lake Havasu, Gilbert, Peoria, and Scottsdale Police Departments also have terminals. As a result of NCHIP II, funding for thirteen scanners has been provided to various law enforcement agencies in order to provide additional fingerprint information to the system. Through State Identification System funding, the courts placed a terminal in Maricopa County for obtaining fingerprints from summoned defendants. As a result of Criminal Justice Records Improvement Program (CJRIP V) funding, AZAFIS was expanded to provide an automated registration form for the registration of sex offenders prior to release from the Department of Corrections. The automated form has also been provided to Sheriff's Offices in the state to further facilitate electronic sex offender registrations. The registrations are not able to be sent to the Department of Public Safety electronically at this time and will require future programming to allow for sending the registrations electronically.

Positive identification of an individual by the State AFIS will allow for the computer assignment of a State Identification Number (SID), while the livescan unit will provide the Process Control Number (PCN) to identify each incident for tracking throughout the system. The SID number is the basis upon which all state offender-based information is stored, including state, local, and national

criminal history information. The PCN provides the means to track each arrest event through the system and provide a final disposition to the original charge.

2. Local Criminal Justice Information Systems

Sophisticated information systems support local criminal justice functions within many local jurisdictions. Assisting agencies with day-to-day business operations, the systems collect all information required at the Central State Repository but often information cannot be provided to the Central State Repository due to an incomplete communications infrastructure.

3. Criminal Justice Information Portal for Arizona Criminal Justice Agencies

The Arizona ICJIS Strategic Plan, as developed by IBM, introduces a Criminal Justice Information Portal for Arizona criminal justice agencies to integrate disparate agency information along shared business process points using technology. The portal will provide a common link to the interagency services using a web browser client. The portal's access to services can be expanded in the future as other agencies provide web-based access to their technology – based services.

4. Manual Data Collection Processes

In conjunction with the automated processes identified previously, manual data collection methods to support state centralized information needs still exist. Some rural counties in Arizona do not currently have the automation needed to electronically submit information to the Central State Repository. Manually completed disposition report forms will still be required to collect criminal history record information for some years unless funding is provided for the Criminal Justice Information Portal. By adopting the Arizona ICJIS Strategic Plan as proposed by IBM the Commission has provided an alternative to the rural counties in that the agencies will be able to use the Criminal Justice Information Portal to provide information to the Disposition Report Management system at the Central State Repository.

Local jurisdictions without the necessary automation resources require ACJIS terminals to access the Central State Repository, the National Crime Information Center (NCIC), and criminal history information. Terminals and telecommunications are provided by the DPS.

5. Central State Repository

The Central State Repository collects, maintains, and disseminates criminal history and other information to local jurisdictions, other states, and the Federal Bureau of Investigation (FBI). Information is collected from local jurisdictions via an electronic interface and/or manual forms. The Central State Repository, through NCHIP VI funding, has moved to a relational database to improve the repository's abilities.

As a result of NCHIP VII funding, the Repository has obtained and installed a new mainframe computer for criminal history record files.

The Central State Repository has many lines of code that must be re-written in modern computer language.

6. External Computer Systems

In addition to the Central State Repository, there are repositories in other states, the FBI's NCIC repositories, and the national message routing system. These systems allow information to be disseminated across state boundaries. Since Arizona is a member of the Inter-state Identification Index (III), other member state repositories can be directly accessed by any user on the ACJIS network. The FBI's NCIC system maintains access to national criminal history and crime files. This information is accessible to all users of the ACJIS network. The National Law Enforcement Telecommunications System (NLETS) provides states, and all users on each state's network, the means of communicating with each other.

7. State Message Switch

The state message switch coordinates access between the local, state, and external federal systems. This switch operates as an information "traffic officer", providing access to the systems connected to the existing ACJIS network. All messages passing through the switch are logged for audit and retrieval purposes.

These components, with the exception of the Criminal Justice Information Portal, make up the existing criminal justice records maintenance and processing infrastructure. The components along with the portal are the foundation upon which Arizona will build the systems needed to effectively carry out all aspects of the criminal justice community's functions in meeting the needs of the people of Arizona as well as needs of the United States in providing a piece of Homeland Security. The automation of the Disposition Reporting process provides a strategic entry point to an Integrated Criminal Justice

## ***Plan Goals***

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Information System because all of the primary agencies involved in the criminal justice system participate in building the criminal history record. Electronic disposition reporting is only the beginning and provides a focus on which the State of Arizona can establish standards, applications, policy and the infrastructure needed to collaborate across the criminal justice system.

- **Future**

In support of the future vision of how the overall environment and information technology infrastructure should operate, several areas of major criminal history improvement activity have been identified. Each activity is necessary to improve the overall criminal justice information system. These activities will be conducted by a variety of individuals and agencies depending on the nature of the activity.

### ***Governance***

Governance is an ongoing activity that will encompass all of the tasks necessary to further define the duties and responsibilities of the Criminal Justice Commission relating to the design and implementation of the Arizona Integrated Criminal Justice Information System. The Arizona Criminal Justice Commission is the primary governance authority for criminal justice records in Arizona, pursuant to its authority under Arizona Revised Statutes. The Commission has implemented a permanent Information and Technology Committee, a subcommittee of the full Commission, to assist in this governance responsibility.

The Criminal Justice Commission in 2000 expanded the governance to address integration issues. An Executive Steering Committee for integration was developed to provide additional input by more criminal justice agency heads. A policy team, a technical team, a tactical team, and a funding team were formed to address issues arising from integration efforts within the state. Included in the governance structure are members of the Government Information Technology Agency.

### ***Authority***

The Arizona Criminal Justice Commission has the authority under A.R.S. 41-2405.11 to make rules pursuant to A.R.S. 41-2405.11(b) and submit recommendations to the state legislature pursuant to A.R.S. 41-2405.A.4 (e). The Commission recommends changes, and initiation of new laws needed to create and govern a statewide criminal justice information network. Recommendations include coordination of agency funding to support individual systems, allocation of state funds and federal grant monies, and other matters as may be required to achieve the goals of this plan. While the full Commission has the ultimate authority under statute, the Commission's Information and

## ***Plan Goals***

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Technology Committee along with the Executive Steering Committee serves as the point of contact and initiator of action.

### ***System Coordination***

A series of incentives and restrictions are necessary to coordinate the complex systems and processes within Arizona's diverse criminal justice community. The Commission's Information and Technology Committee and the Executive Steering Committee provide coordination and development, subject to review and approval by the full Commission.

### ***Statewide Policy***

The statewide plan is based on the concept of making every effort to retain and use existing systems and resources within individual agencies. The statewide criminal justice records system will integrate these systems in the most efficient, reasonable manner possible, with the goal of providing an effective system for automated entry, storage, processing, accessing, retrieval, and updating of criminal justice records.

### ***Technical Assistance***

The detailed planning and development of the Arizona Integrated Criminal Justice Information System will require the assistance and resources of additional individuals with specific technical expertise. The Commission has provided for this assistance by establishing a policy and technical team to assist in the planning and development of the system.

The Policy Team will be responsible for developing a set of guiding principles for the efficient and effective sharing of criminal and juvenile justice information among users and providers of the state. The Policy Team will monitor overall project compliance with established statewide and national policy, information technology standards, and initiatives.

The Technical Team will assist in the design of a statewide integration model as to the Executive Steering Committee's direction. The team will provide for implementation of the data dictionary as provided by the Arizona Criminal Justice Commission. The Technical Team will provide resolution to technical and operational issues as they arise and develop standards for use within the State.

As the integration efforts move forward, the Commission intends to provide technical assistance to requesting agencies.

***Information Technology Standards***

Information technology standards will be developed for data sharing and communications between state and local criminal justice computer systems. This will include identifying the data naming and definition standards needed to maximize the sharing of data. It will also include defining network telecommunication interface protocols and standards for connecting the computer systems. This development will be necessary to attain the goal of sharing information among criminal justice agencies at the county level and to provide information to state agencies.

***Arizona Integrated Criminal Justice Information System Conceptual Design***

This activity will identify and analyze each major event within the criminal justice cycle and identify common and unique data elements. Interviews have been conducted with personnel in selected state and local agencies to identify new information needs that could be met by enhancing the Arizona Integrated Criminal Justice Information System. The activity also included the development of an inventory of all state and local information systems that exist to support some part of the criminal justice integration process.

The identification and analyzing of each major event within the criminal justice cycle, and common and unique data elements is being completed in each county as integration begins. Based upon the interviews, event model, and system inventory, a new definition of what functionality the Arizona Integrated Criminal Justice Information System should be collecting and providing will evolve.

***Livescan Implementation/Enhancement***

This project provides livescan booking terminals and supports communications and printing equipment for installation in law enforcement agencies and detention facilities (including the Department of Corrections). This allows for verification of fingerprint quality when the person is printed, and provides the capability to remotely print fingerprint cards at AFIS facilities, either at DPS or any FAST site. Approximately 98% of the fingerprints submitted to the Central State Repository are submitted electronically, additional equipment (either livescans or image scanners) must be employed to further enhance the system and additional personnel must be employed to make positive identification within a 2-hour period. Criminal justice agencies must make a commitment to have personnel available 24 hours a day 7 days a week to ensure identification is made within 2 hours. Today, there are still many charges being initiated without fingerprints being submitted to the Central State Repository. This was pointed out by the Arizona ICJIS study.

## ***Plan Goals***

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### ***Local Data Interface***

Arizona's Central State Repository receives 75% of criminal history information from arrest and disposition reports submitted by the state's metropolitan centers. These jurisdictions have automated criminal justice information systems and as these systems become integrated at the local (county) level they will electronically provide arrest and disposition data to the central repository. The arrest and disposition information will be provided to the Central State Repository as the agencies begin to interface with the criminal justice portal. A beginning of the local county integration will be provided by the Demographic Data Entry System that will allow agencies to enter demographic information on an arrestee into a system and have the information ready at the booking facility prior to arrival of the offender.

### ***Manual Data Collection Procedures***

This activity will review and update manual procedures and forms required for criminal history reporting to the Central State Repository. Existing procedures for reporting arrests and dispositions to the central repository must be improved as to completeness of reported data, document flow controls, and training.

The manual process still causes dispositions to accumulate in the courts. There are many and varied reasons for this. At times the disposition report is not received until after the court imposes a disposition. Another problem is that it appears the courts do not have enough personnel to complete the disposition reports in a timely manner and the manual reporting, at least for courts that are not automated, should be made a higher priority. The addition of the criminal justice portal will provide greater accessibility to the disposition report in a timely manner.

The manual process is still problematic for the Department of Public in that the Department is unable to keep current in the entry of dispositions into the automated system from dispositions reported in the paper/manual method. As the Criminal Justice Integrated Information System is developed, this process will become less problematic.

### ***Department of Corrections Arizona Inmate Management System Interface***

Participation in the FBI's III program requires that custodial information be available in the criminal history provided by a Central State Repository. While this requirement is currently being met through the use of batch information transfer, the long-term objective of this project is to determine the best way of providing this information as an integrated part of the Arizona Integrated Criminal Justice Information System. Information concerning admittance and release of offenders from the Department of Corrections given to the Central State Repository needs to be provided in a timely manner, to attain the goal of every criminal justice agency being able to obtain the

## ***Plan Goals***

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criminal history record of a person who has one within 2 minutes, with a status currency of 24 hours, the transfer of data will have to approach real time.

### ***Incident Based Reporting System***

To identify with precision when and where crime takes place, what form it takes, and the characteristics of its victims and perpetrators, is an indispensable tool for law enforcement's war on crime. Incident based reporting provides law enforcement with that tool because it is capable of producing more detailed, accurate, and meaningful data than produced by the traditional summary based Uniform Crime Report Program. Legislators, municipal planners/administrators, academicians, penologists, sociologists, and the general public will be better able to assess the Nation's crime problem using the data supplied by the law enforcement community using incident based reporting.

### ***Pawnshop File***

To improve the recovery of stolen property, it is necessary to have an automated state pawned property file. ARS 44-1625 requires pawnbrokers to report each day each article pawned to the sheriff of the county in which the pawnbroker is licensed. The report may be mailed, hand-delivered, or electronically transmitted to the Sheriff within 2 business days. Sheriff's offices now collect the information and enter it into their automated systems, where available, within each county. Because the criminal element is highly mobile, property is often stolen in one county and pawned in another. By entering pawned property into a state system, law enforcement has the potential of increasing the amount of stolen property recovered within the state and locating perpetrators of crime.

### ***Coplink System***

The Coplink system is a program linking suspects, acquaintances, cars, guns, and methods-of-operation. It was developed at the University of Arizona and has been deployed in the Tucson and Phoenix Police Departments. The advantage of Coplink will be to associate offenders with acquaintances, cars, etc., even if they are not in the immediate vicinity. Coplink is expanding and soon will be used by the Pima County Sheriff's Office and United States Customs in Arizona. It is anticipated Coplink will also be expanded into Santa Cruz, and Cochise Counties to assist in the protection of the U.S. – Mexico border.

### ***Laboratory Reports***

Today, the state and local laboratories author paper laboratory reports; therefore, laboratory analysis information is not received by law enforcement and prosecutors in a timely manner. By providing these same reports at an electronic site, accessible only by

## ***Plan Goals***

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prosecutors and law enforcement officers, laboratory test results are more readily available for prosecution decisions. This small improvement will save prosecutors time, free up calendar space in the courts, and provide for quicker release from custody in cases where a decision is made not to file charges. The improvement will result in a time and dollar saving to all agencies, including the laboratories.

### ***Domestic Violence/Orders of Protection***

Daily, orders of protection are not entered into an automated system, even though NCIC has a Protection Order File. Often times, paperwork is incomplete to allow for entry into the national system or vital data is missing and the order cannot be entered.

A goal was set for December 31, 2003, for the courts to electronically provide domestic violence and protection order information to law enforcement within 24 hours of issuing orders. Law enforcement ensures entry of the protection order information into a state and/or national system.

### ***Adult Probation Information***

Today, a probation officer receiving a probationer for supervision from another county must receive all pertinent information within the probationer's file in a paper format. Probation officers in any county should have access to a probationer's file, and be able to obtain the needed information from an automated system. Probationer's files could easily be transferred from one county to another with an automated system. This plan sets a goal for the courts to provide probation information from an automated system to law enforcement through the Arizona Department of Public Safety and the Arizona Criminal Justice Information System (ACJIS).

### ***Enhanced Sex Offender Registration***

The Arizona Department of Corrections has received NCHIP funding to provide for the registration of sex offenders prior to release from corrections facilities. The funding provided equipment to fingerprint and photograph offenders as they are released from custody. Arizona Department of Public Safety needs additional funding to complete the second phase of this project so the registrations, fingerprints, and photographs can be received in an electronic format.

### ***Electronic Citations***

Many hours are wasted in entering citation information into automated systems in law enforcement agencies, with the same information being entered into the prosecutors, courts and Motor Vehicle systems. By providing the law enforcement officer with the

## ***Plan Goals***

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proper equipment and the ability to forward the citation information electronically, time and funds could be saved and data entry mistakes virtually eliminated.

**INTEGRATED CRIMINAL JUSTICE INFORMATION SYSTEM  
IMPLEMENTATION SCHEDULE**

● **Governance**

Governance Structure approved and in place by June 30, 1994, with expanded governance being added in 2000. (Completed)

- This is a long-term, ongoing process that will be in place and operating as follows:
- Establishment of working groups: Ongoing, as necessary.
- Completion of 2003, update of State Criminal Justice Records Improvement Plan by April 1, 2003. Approval of 2003 Criminal Justice Records Improvement Plan and Strategy by Bureau of Justice Assistance by May 1, 2003. (Completed)
- Completion of 2004, update of State Criminal Justice Records Improvement Plan by April 1, 2004. Approval of 2004 Criminal Justice Records Improvement Plan and Strategy by Bureau of Justice Assistance by May 1, 2004.

● **Information Technology Standards**

Information Technology Standards Project implemented and in progress by March 1, 2001. (In Progress)

- The Arizona Criminal Justice Commission has adopted the Justice XML Data Dictionary as a standard for use in Arizona. Committees will begin training during the second quarter of 2004 and begin work on developing schema to transfer data between automated systems.
- This is an ongoing process rather than a project with a finite ending date.

● **Arizona Integrated Criminal Justice Information System Conceptual Design**

Arizona Integrated Criminal Justice Information System conceptual design was completed in 2001. A cost analysis was completed in 2002 with the Commission approving the conceptual design and the cost analysis in December 2002. In 2004, the design phase will be completed by a vendor.

## ***Integrated Criminal Justice Information System Implementation Schedule***

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The Commission applied to the Bureau of Justice Statistics to use \$237,317 of reverted NCHIP funds to complete a needs assessment with a priority of how to improve disposition reporting. The Bureau of Justice Statistics approved the use of the funds and an extension of the funds, requiring the use of the funds prior to December 31, 2001. Spherion Technology Architects were hired under a state contract to complete the analysis. Spherion sub-contracted IBM to complete the study for the Arizona Criminal Justice Commission. The results of the analysis were provided to the Commission and the Commission adopted the Arizona ICJIS Strategic Plan in December of 2002.

The Commission has received earmarked funds in the amount of \$745,125 for radio interoperability and records integration. In 2004, the Commission will use \$435,000 of the funds to complete an architectural design of the Arizona Integrated Criminal Justice Information System as adopted by the Commission in December of 2002.

- **Livescan Implementation/Enhancement**

Livescan implementation enhancement to include the employment of additional personnel, so positive identification on arrestees can be completed within 2 hours after arrest. To be completed by December 31, 2005.

Although 98% of all fingerprints taken are submitted to the Central State Repository today, improvements can still be made in the quality and number submitted. All agencies must complete the fingerprint and identification process at the time of booking in order to meet the goal of having criminal history records of all persons who have one, available within 2 minutes, with a status currency of 24 hours. There are however, a large number of charges being initiated without fingerprints being obtained from the offenders.

Some agencies do not employ the necessary personnel on the weekends to make positive identification. Identification should be accomplished within 2 hours of a fingerprint submission.

The Phoenix Police Department will need additional livescans to implement the Demographic Data Entry System within the City of Phoenix. By providing the livescans to the precincts it will reduce the amount of congestion during the fingerprint process at the booking facility at Maricopa County.

## ***Integrated Criminal Justice Information System Implementation Schedule***

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The table below shows the increasing amount of arrests being entered into the Arizona Computerized Criminal History due to the increasing use of technology.

Year	Manual	AZAFIS Ink Roll	AZAFIS Livescan	Percent Livescan
1996	25886	63369	75825	45.9%
1997	3507	30533	150734	81.6%
1998	1475	27108	169851	85.6%
1999	3560	23444	176300	86.7%
2000	915	13302	190302	93.0%
2001	338	10085	190832	94.8%
2002	62	3579	189354	98.1%
2003	9	5551	191757	97.2%

There would have been an even greater amount of charges entered into the system during 2002, but introduction of new technology interrupted the process for a couple of months.

The Arizona AZAFIS needs to be enhanced to provide for the submission of the sex offender registration to the Department of Public Safety electronically.

- **Local Data Interfaces with the Central State Repository**

To be completed as the county systems become integrated. (Ongoing)

As the county systems become integrated at the local level, an interface will be developed to provide the movement of information to the Central State Repository through the middleware used in each county until the Criminal Justice Information Portal for Arizona criminal justice agencies becomes available. The portal will provide a common link to the interagency services using a web browser client. The Portal's access to services can be expanded in the future as other agencies provide web-based access to their technology – based services.

### ***Manual Data Collection Procedures***

Manual Procedures Project developed and implemented by December 31, 1999.  
(Completed)

A new manual for paper disposition reporting, collaborated between the Department of Public Safety and the Courts, was completed and is being used today.

## ***Integrated Criminal Justice Information System Implementation Schedule***

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The new disposition report form has been in use for a number of years and although there is still room for improvement, the reporting has improved.

It appears the courts and Arizona Department of Public Safety are in need of additional resources to complete the manual entry of dispositions into ACCH due to backlogs.

### ***Department of Corrections Arizona Inmate Management System Interface with the Central Repository***

Department of Corrections Arizona Inmate Management System will interface with the Central State Repository by December 31, 2003.

Determine the best method of providing current information on the correctional status of offenders to the Central State Repository.

Initiate action to provide for obtaining information from the Department of Corrections by Central State Repository.

### ***Incident Based Reporting System***

National Incident Based Reporting is being initiated in Arizona. There are 23 states that are National Incident Based Reporting (NIBRS) certified, 9 in development, and 13 testing as of March 2003. The Arizona Criminal Justice Commission applied for and received a NIBRS grant from the U.S. Justice Department, Office of Justice Programs, Bureau of Justice Statistics in 2001. The Yavapai County Sheriff's Office initiated NIBRS reporting in 2003. Phoenix Police Department continues to work on the initiation of incident based reporting and will be implementing incident reporting in January of 2004. The Department of Public Safety received funding in 2001, to begin receiving the NIBRS information and in the third quarter of 2003 implemented NIBRS at the state level to receive NIBRS information from law enforcement agencies. Several small agencies within the state have the ability to report using NIBRS due to new information systems being purchased, mostly with grant funds. Since the Department of Public Safety now has the state system ready to receive the NIBRS information additional agencies will begin reporting the data using the incident based reporting method.

### ***Pawnshop File***

The amount of recovered stolen property being returned to the lawful owners should be increased with a statewide pawnshop file. Today, pawnshop information is entered into automated systems, where available, but the

information is available only in the county where the property is pawned. The criminal element often steals property in one county and may pawn it in another. Law enforcement is hampered by not having this information available on a statewide basis. A standard entry format will be developed and adopted for data entry into a pawnshop file hosted by the Arizona Department of Public Safety. Sheriff's offices shall receive information from various pawnshops on disks or other medium, and enter the information into the system after performing a quality control check of the information.

### ***Coplink***

The Coplink system has the potential to provide a large amount of investigative information to Phoenix and Tucson Police Departments, and the surrounding agencies to assist in linking suspects to vehicles, other suspects and methods of operation. The two largest metropolitan areas have the system interfaced and it is envisioned moving it to smaller agencies surrounding Phoenix and Tucson, and expanding the system statewide.

### ***Laboratory Reports***

During a Criminal Justice Commission sponsored focus group meeting held within the state, prosecutors said they could provide more timely charging decisions if they had access to laboratory reports in an automated manner. By providing analysis information from the crime laboratories, on a site accessible to prosecutors and law enforcement, cases can be disposed of more timely. The automated system has been developed and should be providing prosecutors information in 2004 provided security concerns at Arizona Department of Public Safety can be resolved.

### ***Domestic Violence/Protection Orders***

By December 31, 2003, the courts shall electronically provide domestic violence and protection order information to law enforcement within 24 hours of the order being issued.

Today many orders of protection are not entered into an automated system, although the NCIC system has a Protection Order File. At times paperwork is incomplete to allow for entry into the national system. Law enforcement is often overburdened with the amount of protection orders to enter into the system and often the orders are not given a priority over arrest warrants.

Arizona has developed a protection order file within the Courts data warehouse to be used within the state. This project was initiated in a test mode on January 22, 2004. It has to be further perfected and deployed.

***Juvenile Probation Information***

By December 31, 2002, the Courts shall provide juvenile probation information from the Juvenile On Line Tracking System (JOLTS) to law enforcement through the Arizona Department of Public Safety and the Arizona Criminal Justice Information System (ACJIS) network.

This project has been completed and the juvenile probation information was made available on December 20, 2002.

***Adult Probation Information***

The Courts shall provide adult probation information to law enforcement through the department of Public Safety and the ACJIS network. This project will be completed in the second quarter of 2004.

***Enhanced Sex Offender Registration***

The Arizona Department of Public Safety has developed an automated registration form to be incorporated into the AZAFIS system to accommodate the sex offender registration at the same time the fingerprints and photograph are taken. This will provide for the registration of the sex offender on an automated system. The registration form must still be mailed to the Department of Public Safety. The next step is to provide for electronic submission of the form to DPS and should be completed by December 31, 2005.

By enhancing the sex offender registration, the State of Arizona will move to a completely automated process, by which the offender can be registered when they are leaving custody or when registering at the county sheriff's offices.

## **PROGRAM FUNDING**

- **2004 Funding Availability**

The Arizona Criminal Justice Commission requests approval from the Bureau of Justice Assistance for expenditure of FFY05 criminal justice records improvement set-aside funds.

- **Current Funding Priorities**

### ***Integrated Information Systems***

A most important component of a "seamless system" is the integration between local jurisdictions themselves. The integration will include interfaces or a central repository between local agencies of law enforcement, prosecutors, and courts and include arrest, disposition, probation, and incarceration information. The integration of systems between agencies at the local level and between the local level and the Criminal Justice Portal located at the Central State Repository will be given priority funding.

A pilot project within a medium sized rural Arizona County (Pinal County) to develop horizontal integration between criminal justice agencies will be given a funding priority.

### ***Central State Repository***

Arizona's Central State Repository is the logical place for the Integrated Criminal Justice Information System and will need funding to become established. The Central State Repository has received NCHIP funding to assist in updating their system, however, further assistance will be required. The Arizona ICJIS study indicates the existing DPS systems will likely require between six and ten million dollars to upgrade to current technologies.

### ***Arizona Automated Fingerprint Identification System (AZAFIS)***

The Arizona Department of Public Safety has implemented the AZAFIS program for the State. This system offers great benefit to criminal justice agencies throughout Arizona and projects to enhance the AZAFIS, such as live-scan technology, must be included in the funding priorities. The AZAFIS has been developed and enhanced during the last few years with State and grant funding. The addition of scanners for the smaller agencies who do not require expensive live-scan systems have further enhanced the submission of fingerprints to the Central State Repository. The support of this system will be given priority

funding to enhance the progress already accomplished and increase the automation of fingerprint and photograph submissions.

***Transmission Control Protocol/Information Protocol (TCP/IP)***

In 2002, the Arizona Criminal Justice Commission and the Bureau of Justice Statistics approved the initial installation of TCP/IP in eight sheriff's offices in the state. Today three of the eight offices are connected to the Central State Repository using TCP/IP. The five additional agencies are in the process of becoming connected. The eight agencies were approximately half of the agencies within the state using one vendor's product. The remaining agencies using this vendor's product were funded under NCHIP IX and will be completed in 2004. The vendor has consented to providing the TCP/IP software to all new agencies in Arizona purchasing the product. A total of 34 agencies will eventually be connected due to the NCHIP grant funds providing for the development of the software. A factor in the delay of these agencies becoming connected are the onerous security requirements stipulated by the FBI and Arizona Department of Public Safety.

***Governance***

The success of the entire Criminal Justice Records Improvement Program depends heavily on an effective governance structure. This effort requires planning meetings and other moderate expense items, which will continue to be funded from the set-aside funds.

● **2003 Criminal Justice Records Improvement Projects (CJRIP)**

On April 23, 2003, the Arizona Criminal Justice Commission opened the Criminal Justice Records Improvement Program VIII (CJRIP VIII) application process with a closing date of May 9, 2003. Applications, for the first time in ACJC history, were able to be completed on line. There were 51 registrants for the grant program with only 20 agencies actually submitting applications. There were a total of \$488,522 federal funds available for CJRIP VIII. The Information and Technology Committee reviewed the applications and voted to recommend to the full Commission funding of \$649,371 including matching funds. The Commission met on July 17, 2003, in Flagstaff, Arizona and approved the funding as indicated below. Fifteen of the 20 applicants were funded under CJRIP VIII.

## ***Program Funding***

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**Arizona Supreme Court** **\$77,900**

The Arizona Supreme Court will use the grant funds to provide a trainer to the various courts for training personnel on the electronic software for automated reporting of dispositions.

**Arizona State University Police** **\$27,300**

This agency will use the grant funds to provide a fingerprint scanner to obtain fingerprints at the Arizona State University Campus.

**Arizona Department of Public Safety** **\$17,887**

This agency will use the grant funds to purchase eight additional computers for the Central State Repository.

**Buckeye Police Department** **\$29,369**

This agency will use the grant funds to replace the CDPD system with a CDMA system to allow police reports to be entered into an automated information system in real time.

**Coconino County Attorney's Office** **\$17,764**

This agency will use the grant funds to upgrade the case management software, the server, and server rack.

**Cottonwood Police Department** **\$50,662**

This agency will use the grant funds to acquire a new server with multiple, mirrored hard drives, and a faster processor.

**Arizona Department of Liquor Licensing** **\$4,774**

This agency will use the grant funds to obtain current hardware and software to allow investigators to complete criminal history checks on liquor license applicants. The agency will move to TCP/IP with this application.

**Eloy Police Department** **\$19,950**

This agency will use the grant funds to upgrade the field reporting software, purchase ten laptop licenses, and obtain a CISCO DIGIMUG Software interface.

**Florence Police Department** **\$18,449**

This agency will use the grant funds to obtain a flat bed scanner, software, and related equipment to connect with the AZAFIS.

**Maricopa County Sheriff's Office** **\$42,989**

This agency will use the grant funds to purchase hardware and software allowing the agency to submit warrant data in the records management system electronically to the State of Arizona.

## ***Program Funding***

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**Pinal County Sheriff's Office** **\$25,102**

This agency will use the grant funds to purchase software and hardware to scan electronic copies of report attachments into the records management system.

**Surprise Police Department** **\$98,370**

This agency will use the grant funds to upgrade the records management system to provide for incident based reporting, evidence management software, and pawned property applications.

**Tolleson Police Department** **\$90,335**

This agency will use the grant funds to purchase mobile applications software and licensing, and ten laptop computers.

**Tucson Police Department** **\$94,500**

This agency will use the grant funds to purchase a verification station and a mug shot capture station.

**Yavapai County Sheriff's Office** **\$34,060**

This agency will use the grant funds to purchase sixteen personal computers and seven printers.

The Arizona Criminal Justice Commission has been designated by the Governor of Arizona as the State agency to manage the National Criminal History Improvement Program (NCHIP) funds. The NCHIP program is now in the ninth cycle and continues to be a viable source of funds for improving Arizona's Criminal History files. Previous cycles of the NCHIP grant have been completed.

- **National Criminal History Improvement Projects (NCHIP VIII)**

A grant application was submitted to the Bureau of Justice Statistics on March 22, 2002, containing twelve projects totaling \$3,428,456. On May 20, 2002, a revised budget application was forwarded to the Bureau of Justice Statistics for a total of \$833,333 including the 10% match. The NCHIP VIII grant was awarded on October 1, 2002. The following projects are in progress.

**Arizona Criminal Justice Commission** **\$62,904**

This agency will use grant funding for 50% of a program manager's salary, 10% match, and related expenses including training and travel.

**Arizona Department of Public Safety** **\$40,000**

## ***Program Funding***

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This agency used grant funding for hiring a vendor to complete an assessment of resources needed to convert several million lines of code at the Central State Repository into a DB2 relational database structure.

**This project has been completed.**

**Coconino County Attorney's Office** **\$110,425**

This agency will use grant funds as the responsible agency for funding the county integration project where the county attorney will interface with the sheriff and the courts.

**Pima County Sheriff's Office** **\$295,000**

This agency used grant funds as the responsible agency for a grant to provide TCP/IP to a total of eight sheriff's offices within the state.

**This project has been completed.**

**Phoenix Police Department** **\$247,961**

This agency will use grant funds as the responsible agency for collaborating with the Arizona Department of Public Safety and the Maricopa County Sheriff's Office to create a demographic data entry system to assist in the pre-booking of offenders prior to arrival at a booking facility.

- **National Criminal History Improvement Projects (NCHIP IX)**

**Arizona Criminal Justice Commission** **\$67,182**

This agency will use grant funding for 50% of a program manager's salary, 10 % match and related expenses including training and travel expenses.

**Cottonwood Police Department** **\$327,778**

This agency will use grant funds as the responsible agency to provide TCP/IP to a total of eight additional law enforcement agencies within the state.

**Pinal County Attorney's Office** **\$260,277**

This agency will use grant funds as the responsible agency to initiate various integration related projects within Pinal County criminal justice agencies.

**Arizona Department of Public Safety** **\$154,049**

This agency will use grant funding in collaboration with Maricopa County Sheriff's Office and Phoenix Police Department to develop the Demographic Data Entry System. This system will allow for an offender's demographic data to be entered into a system and arrive at the booking facility prior to the offender's arrival for booking.

## ***Program Funding***

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**Administrative Office of the Courts** **\$60,000**

This agency will use grant funding to purchase two computer fingerprint card scanners and sixteen digital cameras to ensure offenders have a SID number at the time the pre-sentence investigation is being completed.

**Administrative Office of the Courts** **\$88,686**

This agency will use grant funding to assist court personnel in the newly automated courts to complete dispositions in a timely manner.

**Arizona Department of Public Safety** **\$184,889**

This agency will use grant funding to provide a programmer to complete projects such as the Protection Order Project and the Adult Probation Project with the Administrative Office of the Courts.

The Arizona Criminal Justice Commission has coordinated and leveraged the funding of the Criminal Justice Records Improvement Program, the National Criminal History Improvement Program, the Sex Offender Registration, and State Identification System Programs to provide Arizona with the ability to complete projects initiated under one grant and completed with another. The coordination and leveraging has provided effectiveness of the Criminal Justice Records Improvement Program funded by the Byrne set aside funds.

**PLAN BACKGROUND AND DEVELOPMENT INFORMATION**

Arizona's criminal justice system includes both automated and manual systems operated and maintained by federal, state, county and local jurisdictions. Criminal justice records result from 10 major cyclic occurrences or events:

- Commission of a crime;
- investigation;
- arrest or indictment;
- booking;
- filing of charges;
- arraignment;
- judgement;
- sentencing;
- incarceration or supervision; and
- termination of the obligation;

As the cycle proceeds, agencies at all levels use a variety of automated and manual systems to manage the information needed to process offenders through the criminal justice system. Information is collected, processed, and maintained at the agency level. In most instances, it is transmitted manually between agencies and to the Central State Repository for use by other state and local agencies. An automated exchange of information between entities within the criminal justice community is beginning to be developed. These advances are due to CJRIP and NCHIP funding that have taken place since 1995.

Through the use of reverted NCHIP funds in 2001, a study was completed for the integration of criminal justice systems within the state. In 2002, a follow up study was completed using NCHIP funds and earmarked funds provided through the Bureau of Justice Assistance. In 2003, the state received earmarked funds in the amount of \$750,000 to be used for the advancement of radio interoperability and integration of information systems within the state. The Criminal Justice Commission has adopted the

## ***Plan Background and Development Information***

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study and concept. To move integration forward with an emphasis at this time on disposition reporting an architectural design will be developed in 2004.

Much still needs to be completed before the system is automated and integrated. In almost all instances, information has to be entered into each agency's records processing system each time an event moves the process from one agency to another. Even with the funding which has been provided to agencies and encouragement to integrate systems, there is a resistance to change and the sharing of the information between agencies of the criminal justice system. This resistance is beginning to break down and cooperation beginning to occur, this has hampered the integration process. The Arizona criminal justice system needs to build on what has been accomplished in previous years and through the Office of Justice Programs, obtain and provide funding for agencies willing to complete horizontal and vertical integration systems. Funding has to be obtained to complete the Arizona Integrated Criminal Justice Information System and to support the system once it is established. At some point the Federal government and the State of Arizona should address continuing streams of funding to assist in the process. It is difficult to address the continuation of integration projects without knowing if there will be funding the following year.

- **Arizona Criminal History Records Improvement Task Force**

The first Criminal Justice Records Improvement Program (CJRIP) task force was established in 1992 to initiate, with the assistance of a consulting group, the long-term planning process necessary to comply with the mandates of the Federal legislation authorizing the Byrne Memorial Formula Grant Program. The result of their efforts was a Criminal Justice Records Improvement Plan, produced by Executive Consulting Group, Inc. This plan was presented on August 1, 1992.

The projected costs associated with this Criminal Justice Records Improvement Plan were \$1,023,470 for 1993 and \$842,587 for 1994, of which \$255,000 was for contractual services (consultants' fees). With only about \$300,000 in set-aside money from the Edward Byrne Formula Grant Program available at that time, it was apparent this funding was inadequate to implement the plan. The plan was rejected and the Criminal Justice Commission directed staff to reconstitute the CJRIP task force and develop a revised Criminal Justice Records Improvement Plan. On June 8, 1993 a new CJRIP task force for the Arizona Criminal Justice Records Improvement Program was established and held its first meeting.

## ***Plan Background and Development Information***

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- **Assessment of the Completeness and Quality of Criminal Justice Records**

An outside consultant, Executive Consulting Group (ECG), completed much of the initial assessment in this area. ECG was employed by the Arizona Department of Public Safety (DPS), who was in the process of carrying out mandates under the original Criminal History Records Improvement (CHRI) program, funded through the U. S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics.

The CJRIP task force developed a survey for distribution to all criminal justice agencies in Arizona. The information obtained provided an in-depth, detailed perspective of what was in place. This initial review served as a benchmark against which to measure future improvements to the system. The challenge, and ultimate goal of this long-term project, is to integrate and connect the existing systems to carry out the program's primary mission as identified by ECG: *"to collect, audit, maintain and disseminate accurate and timely criminal history information within the criminal justice system in Arizona."*

- **Baseline Audit Findings**

In July 1992, ECG completed a baseline audit of Arizona's criminal history records system, which included the following findings:

- Fifty-seven percent (57%) of criminal history records were incomplete; forty-three percent (43%) did not have complete dispositions.
- Fifty-eight percent (58%) of criminal history records were error free. Eighty-seven percent (87%) of the records were free of data entry errors, however due to transcription errors the overall percentage of error-free records was fifty-eight percent (58%).
- Arrest and disposition records had not been entered into the Arizona Computerized Criminal History (ACCH) database on a timely basis.
- Arizona was not in compliance with standards for timeliness of arrest and disposition reporting, or the requirement for annual audits of submitting agencies to verify adherence to standards and regulations. The state was in compliance with 7 of the 10 recommended voluntary standards for improving the quality of criminal history records information published by BJA.
- Arizona was not in compliance with BJA Guidance for the Improvement of Criminal Justice Records for waiver criteria in the areas of completeness,

## ***Plan Background and Development Information***

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reporting of correctional information, timeliness, and automated reporting to the Immigration & Naturalization Service on the conviction of aliens.

- The lack of understanding of and compliance with arrest and disposition reporting procedures by local agency personnel had reduced the accuracy and completeness of criminal history records information in Arizona. Training, coordination and document controls are inadequate to ensure that arrests and dispositions are accurately reported to the central repository. Moreover, critical resource shortages in many local jurisdictions have further reduced criminal justice records processing and maintenance priorities to the extent the backlogs of information remain and can be expected to increase.

### **● 1993 SURVEY RESULTS**

In January 1995, the Bureau of Justice Statistics published the *Survey of Criminal History Information Systems, 1993*. This report was based upon the results of a survey conducted by the SEARCH Group of the administrators of the various state criminal history repositories in March 1994. Among other findings, this survey showed that in Arizona:

- One hundred percent (100%) of record subjects were in the Master Index System.
- Forty-nine percent (49%) of all arrests shown in the criminal history repository had final dispositions.
- Fifty-three percent (53%) of arrests in the last five years had final dispositions.
- All felony convictions in the central repository were flagged for identification.
- The State was not a member of the FBI's Interstate Identification Index (III) system. The State was still not in compliance with BJA Guidance for the Improvement of Criminal Justice Records for waiver criteria in the areas of completeness, reporting of correctional information, timeliness, and automated reporting to the Immigration & Naturalization Service on the conviction of aliens.

● **1995 SURVEY RESULTS**

In May 1997, the Bureau of Justice Statistics published the *Survey of Criminal History Information Systems, 1995*. This report was based upon the results of a survey conducted by the SEARCH Group of the administrators of the various state criminal history repositories from July to December 1996. Among other findings, this survey showed that in Arizona:

- One hundred percent (100%) of record subjects were in the Master Index System.
- Forty-five percent (45%) of all arrests shown in the criminal history repository had final dispositions.
- Forty-seven percent (47%) of arrests in the last five years had final dispositions.
- All felony convictions in the central repository were flagged for identification.
- 167,200 arrest fingerprint cards were submitted to State criminal history repository, a 46% increase from 1993.
- The State was not a member of the FBI's Interstate Identification Index (III) system.
- The State is still not in compliance with BJA Guidance for the Improvement of Criminal Justice Records for waiver criteria in the areas of completeness, reporting of correctional information, timeliness, and automated reporting to the Immigration & Naturalization Service on the conviction of aliens.

**1999 SURVEY RESULTS**

In October 2000, the Bureau of Justice Statistics published the *Survey of Criminal History Information Systems, 1999*. This report was based upon the results of a survey conducted by the SEARCH Group of the administrators of the various state criminal history repositories from January to September 1999. Among other findings, this survey showed that in Arizona:

- Fifty percent (50%) of all arrests shown in the criminal history repository had final dispositions.

## ***Plan Background and Development Information***

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- The percentage of arrests in the last five years having final dispositions was not reported.
- From 1997 to 1999 there was a 15% increase in the total files contained in the State criminal history file. The total files indicated were 915,100.
- In 1999, there were 190,500 final dispositions reported to State criminal history repository.
- From 1997 to 1999, there was a 12% change in the number of dispositions reported to the repository.

## **2001 SURVEY RESULTS**

In August 2003, the Bureau of Justice Statistics published the *Survey of Criminal History Information Systems, 2001*. This report was based upon the results of a survey conducted by the SEARCH Group of the administrators of the various state criminal history repositories from January to July 2002. Among other findings, this survey showed that in Arizona:

- Forty five percent (45%) of all arrests shown in the criminal history repository had final dispositions.
- Fifty one percent (51%) of all arrests in the last five years had final dispositions.
- From 1999 to 2001 there was a 13% increase in the total files contained in the State criminal history file. The total files indicated were 1,031,300.
- In 2001, there were 296,800 final dispositions reported to State criminal history repository.
- From 1999 to 2001, there was a 56% change in the number of dispositions reported to the repository.

**Plan Background and Development Information**

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The Central State Repository indicates there have been improvements in the disposition reporting during the last five years, however, the progress is masked by the fact that the amount of arrest records is increasing faster than the disposition reporting. This can be attributed to the large amount of fingerprints and associated charges being accepted by the Central State Repository because of the electronic fingerprint submissions.

	A	B	C	D	E
<b>Year</b>	<b>Total Arrest Records in Repository</b>	<b>Total Felony and Misdemeanor Counts in Dispositions</b>	<b>Total Felony Arrest Record Count in Repository</b>	<b>Total Felony Counts in Dispositions</b>	<b>Felony Dispositions % (D/C)</b>
1998	1,820,361	1,776,938	1,496,369	896,484	60%
1999	2,024,928	1,991,410	1,647,284	982,292	60%
2000	2,231,759	2,206,376	1,809,956	1,071,057	59%
2001	2,427,574	2,503,183	1,962,265	1,094,570	56%
2002	2,623,640	2,791,007	2,127,249	1,203,051	57%
2003	2,827,440	3,192,452	2,298,649	1,226,462	53%

A= Arrest Events.

B= Charges (counts) associated with arrest events.

C= Number of counts from Column B which are felonies. The Remaining 893,803 counts were reported as misdemeanors.

D= Number of final dispositions (regardless of the nature of the dispositions) which were disposed of as felonies (1,226,462 in CY 2003). Note: another 87,026 felony counts were reduced to misdemeanors and subsequently disposed of as misdemeanors. There is not yet a disposition recorded for the remaining 985,161 felony counts on file as of December 2003.

E= Percent of felony counts disposed of as felonies: i.e., 1,226,462 of the 2,298,649 felony counts on file (53.36%) were disposed of as felonies. Dispositions have been recorded for 57% of the felony arrest counts on file as of December 31, 2003.

● **Process Improvement Needed for Reporting Dispositions**

The Statistical Analysis Center of the Arizona Criminal Justice Commission evaluated the criminal history records disposition process in the Criminal History Records Evaluation and found a significant problem in the disposition reporting, was a lack of continuity in the flow of disposition forms between agencies. The ICJIS study completed by IBM also points out the lack of consistency in the flow of paper disposition forms.

The Arizona ICJIS study identified process improvements needed for reporting dispositions within the State of Arizona.

The study indicates the agencies involved in the disposition process must be able to:

***Access Security***

- Log in and out of the disposition report tracking system; and
- perform only those tasks permitted for their user profile and security level.

***Automated Process Improvements***

- Initiate the disposition report process for any applicable charges that will ultimately require a final disposition by live scan or by elective creation of a tracking system record;
- initiate the disposition report process for any applicable charges that will ultimately require a final disposition by live scan or by elective creation of a tracking system record;
- track and manage their part of the disposition reporting process from start to finish;
- track and manage pre-identification disposition reports for cite/release, summons and other non-arrest/booking scenarios in which charges are brought against people;
- check to see active Process Control Numbers for individuals by name and other demographic information;
- send and receive information on problems and issues that come up along the way during the disposition reporting process;
- quickly check to see disposition reports received that require work;

## ***Plan Background and Development Information***

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- move disposition reports through a logical path from agency to agency towards completion;
- assign a final disposition charge(s) as needed; and
- split charges (counts) between multiple prosecutors and courts from a single disposition report.

### ***Interoperability***

- Complete dispositions for multiple Process Control Numbers with a single live scan event;
- enter data in the disposition reporting process as a byproduct of entering data into their productions case management and case tracking systems;
- maintain the order (sequence) of charges throughout the process;
- determine the count number for additional charges that may be amended to a disposition report;
- observe work that has been completed on the disposition report by constituent agencies;
- declare that the work on a given section of the disposition report is complete; and
- get feedback from the process that their work has been submitted successfully.

### ***Problem resolution***

- Quickly identify those disposition reports that have not been processed successfully;
- receive rejected dispositions and DPS transmittals on-line;
- correct disposition report errors on-screen and resubmit them for approval/acceptance; and
- see those persons who have been ordered to report for booking, but who have not complied.

***Measurement, feedback and training***

- Check their agency's success rate for submission of disposition reports;
- be trained on-line where possible;
- access system help, rules and procedures on-line;
- certify for system access on-line where possible;
- apply for system access on-line where possible; and
- apply for terminal operator certifications on-line.

● **System Oversight/Governance**

There must be a multi-jurisdictional, system-wide, governing entity with sufficient authority, expertise, and resources to develop and dictate policy, regulate training and data standards, and conduct ongoing planning, evaluation, review, and training for a state-wide criminal justice records system. These processes must include coordination, information sharing, and reviewing and recommending standards for system protocol, architecture and other issues. Integration of the criminal justice system must include people from the political, policy, and technical areas of expertise. The Arizona Criminal Justice Commission and the Executive Steering Committee is providing system oversight/governance.

● **State-wide System Development**

The Federal government can assist in the development of a statewide system by providing funding, technical assistance, and appropriate standards. The state can adopt appropriate standards, provide technical and financial assistance to integration projects while providing the bridge of information from state and local agencies to the Federal system. The city and county governments of the state can support integration by accepting these standards as they are developed and completing horizontal as well as vertical integration. To the extent possible, this plan must allow each criminal justice agency to retain its autonomy to generate and use the records and formats needed, while still supporting the concept of integration of criminal justice information systems. The statewide system will focus on facilitating the integration of agencies to permit the exchange and transmission of information from one to the other as easily and rapidly as possible, preferably through automated electronic equipment.

There must be a movement to develop open architectures and provide horizontal as well as vertical integration for the system to achieve maximum benefit to all users. Use

## ***Plan Background and Development Information***

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of enhanced existing resources to provide for horizontal and vertical integration will be encouraged while the development of future “smokestack” systems will be discouraged.

- **State-wide System Improvement Funding**

The state-wide criminal justice records system improvement program is an ongoing, multi-year strategy for improving the functioning of the criminal justice system with an emphasis on integration of all components of the criminal justice system to include law enforcement, prosecutors, the courts, corrections, and probation. Grant funding priorities previously were focused on developing the foundations to support automated, on-line system connections between criminal justice agencies and the Central State Repository. Arizona will now focus the development of the Arizona Criminal Justice Information Portal and the connection of the agencies with the Central State Repository through the Portal.

- **Progress to Date**

Since the original funding was initiated under the Criminal Justice Records Improvement Program many positive changes have been accomplished. The Arizona Integrated Criminal Justice Information System has addressed the identification of the offender and the entry of charges into the automated criminal history records. Many more charges can be obtained by tightening the fingerprint process to include those summoned, cited, and indicted. Disposition reporting must be addressed in the near future. A real increase in accurate, complete, timely and available records will not occur until the integration of automated systems occurs. That is, integration first at the local/county level and then the state level of the criminal justice system. Through the leveraging of funds between the previously mentioned grant fund sources the following has been accomplished.

- Grant funding has been used to improve records management systems in all but two of Arizona County Sheriff’s Offices within the state. This is important in that most of the offender bookings within the state occur at the sheriff’s offices. These agencies now have modern records systems that provide for automated complete accurate information. The information is available not only to their agencies, but is available in some instances to the prosecutor’s offices in an automated fashion. The automated delivery of information will increase with time and as funding becomes available to integrate automated systems in each of the counties.
- Grant funding has been provided for each of the county attorney offices within the state to purchase or improve the case management systems within the prosecutor’s offices. These agencies have changed from hard

## ***Plan Background and Development Information***

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copy records, in some instances being kept on index cards to automated systems. Systems that now provide for automatic victim notifications when court dates are set. These agencies are in the position of being ready to integrate with other criminal justice agencies within their counties.

- The Courts within the state have established a data warehouse for the State's court system. The courts have also been provided grant funding to remove paper dispositions from their files and send them to the Central State Repository. This has provided an increase in the amount of completed records within the Central State Repository.
- The Courts are in the process of sharing adult and probation information along with order of protection information with law enforcement from the data warehouse.
- The courts have received state funding to work towards the goal of adjudicating 90% of the criminal cases in 100 days.
- Grant funding has been provided to the Central State Repository for filing dispositions within the automated criminal history records. Through the use of NCHIP funds, the automated system has been modified, converting from a flat file structure database to a relational database.
- Through NCHIP VII funding the Central State Repository purchased a new main frame computer for criminal history records.
- A pilot project for integration was funded in Coconino County Arizona to provide for the integration of law enforcement, the prosecutor and the courts. These integration efforts are providing electronic disposition information to the Central State Repository.
- Livescan systems have been funded to improve the identification of offenders and establish fingerprint-based records within the Central State Repository. The livescan projects are able to provide for the registration of sex offenders prior to the release of the offender from the Arizona Department of Corrections.
- Mug photograph systems have been funded to improve the identification of offenders. By providing the photographs to the state system all law enforcement agency personnel in the state will have access to the latest photographs on offenders.

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- The Arizona Criminal Justice Commission adopted a data dictionary to provide for the movement of information from one automated system to another within the state.
- Arizona has passed legislation to require the use of the process control number to ensure that dispositions being reported to the Central State Repository are accurately recorded with the initial charges provided to the repository at the time of arrest.
- The Arizona Criminal Justice Commission employed a consultant to complete an analysis within the counties and the state to determine the resource requirements for integration and produce a plan for the state.

### **● Improvement Plan**

In February 1994, the Arizona Criminal Justice Commission approved the first Arizona Criminal Justice Records Improvement Plan. This plan was subsequently forwarded to the Bureau of Justice Assistance (BJA) for review and approval, which was granted by BJA in March 1994. This released for allocation the 5% set-aside of Byrne funds for Fiscal years 1992, 1993, and 1994. The Commission later submitted a 1995 Update of the Criminal Justice Records Improvement Plan, which was approved by BJA, thus releasing the 1995 set-aside funds. The staff of the Commission developed an allocation plan for the Criminal Justice Records Improvement Program (CJRIP) funds according to the priorities stated in the initial CJRIP plan. A 1996 Update to the Criminal Justice Records Improvement Plan was submitted to and approved by BJA. The Arizona Criminal Justice Commission and BJA approved projects for funding and funds were released under the 1996 plan. An allocation plan was developed and the Commission approved the projects simultaneously with the approval of the 1997 Criminal Justice Records Improvement Plan Update. BJA approved the plan update and the projects. The funds were allocated to various agencies during the 1997 calendar year. The 1998 Criminal Justice Records Improvement Plan Update was submitted to BJA on January 15, 1998 and was subsequently approved. The 1998 funds were allocated and projects were completed. The 1999 through 2002 Criminal Justice Records Improvement Plans were submitted to the Bureau of Justice Assistance with the Byrne grant strategy update, were approved and have been completed. The 2003 projects are in progress at this time after having been submitted to the Bureau of Justice Assistance and approved.

The Arizona Criminal Justice Records Improvement Plan is structured so it will consistently address current issues, with a focus on both long and short-term goals and objectives. It is anticipated it will take a decade, or longer, to bring the entire system to full potential. As technology and existing conditions change, this plan will be adjusted accordingly.

## ***Plan Background and Development Information***

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This document represents the year 2004 Arizona Criminal Justice Records Improvement Plan and is a revised and updated version of the plan completed in 2003.

- **Request for Approval of Plan**

The Arizona Criminal Justice Commission requests approval of the 2004 Arizona Criminal Justice Records Improvement Plan. Specific criminal justice records improvement projects will be developed in accordance with this plan within the confines of available funding. The Arizona Criminal Justice Commission will approve individual grant project application requests based on the needs it has identified. Approval of projects and funding requested from BJA will be for projects, in accordance with this plan.