2005

Report to the Legislature

CriMNet 2005 Annual Report to the Legislature
Table of Contents

I. Executive Summary

Background:
Justice and public safety services in Minnesota are delivered by more than 1,100 agencies and branches of local, state and federal government. These agencies often are headed by elected officials and have different enabling authority and funding sources. The information systems for each agency were often developed to meet individual operational needs without consideration of other criminal justice agency needs. Justice and public safety services are composed of many decisions from an initial decision to investigate; to arrest; to detain; to release pre-trial; to charge, adjudicate and dispose a case; as well as sentence to an array of penalties and conditions. All of these decisions are based on information. Often that information is missing, incomplete, inaccurate or not available in a timely manner because of the inability of the agencies to collect and share critical pieces of information needed at the various decision points.

CriMNet is Minnesota's program to integrate criminal justice information. This program involves defining what information criminal justice professionals need, identifying barriers that prevent sharing of information among criminal justice professionals, offering solutions for these criminal justice professionals, and creating the business and technical standards that are needed to share information. Specifically, the scope of the CriMNet Program is to:

1. Support the creation and maintenance of a criminal justice information framework that is accountable, credible, seamless, and responsive to the victim, the public, and the offender. *As a result, the right information will be in the hands of the right people at the right time and in the right place.*
   - By the *right information*, we mean that information will be accurate and complete and expressed in a standardized way, so that it is reliable and understandable.
   - By the *right people*, we mean that people with different roles in the criminal justice system will have role-based views of the information that they need to do their jobs, and that access to certain private information is properly restricted.
   - By the *right time*, we mean that practitioners and the public are provided information when they need it – as events occur.
   - By the *right place*, we mean wherever the information is needed.

The primary result the CriMNet Program seeks is:
   - To accurately identify individuals;
   - To make sure that criminal justice records are complete, accurate, and readily available;
   - To ensure the availability of an individual's current status in the criminal justice system;
   - To provide standards for data sharing and analysis;
   - To maintain the security of information; and

- To accomplish our tasks in an efficient and effective manner.

The CriMNet Program is made up of a number of projects and initiatives at the state and local level to improve integration.

Efforts to improve the sharing of criminal justice information began in the early 1990s, guided by the provisions of Minnesota Statutes 299C.65, which created the Criminal and Juvenile Justice Information Policy Group (Policy Group). The Policy Group, after changes made during the 2005 legislative session, is comprised of four commissioners from the executive branch, four members of the judicial branch, and the chair and first vice-chair of the Criminal and Juvenile Justice Information Task Force (Task Force). The Policy Group is charged with the responsibility for setting the direction for statewide criminal justice information system integration. The Task Force, currently made up of 34 representatives (criminal justice professionals, legislators, state agency representatives, local municipal representatives and citizen members) was also created to assist the Policy Group in making recommendations to the legislature regarding criminal justice information systems. And in 2001, the legislature created a central program office to coordinate and oversee criminal justice information integration that has come to be known as CriMNet.

Integration Activities in the 1990s to 2000

Early integration activities in the mid-1990s through 2000 included creating a domestic abuse order for protection database and system to make restraining orders available to dispatchers and to squad cars with mobile data terminals; a juvenile criminal history; a predatory offender database; a database of arrest/booking photos; a database of statewide probation data; providing electronic fingerprint capture technology at most booking locations statewide; creating an enterprise information technology architecture for integration and an early local integration planning program.

2001 to 2003

From 2001 until mid 2003, the CriMNet Program focused almost solely on the technical aspect of creating an integration backbone that could link some of these statewide data repositories including some that were created under the aforementioned early integration activities. There are currently four statewide repositories that can be searched through the backbone: Minnesota Repository of Arrest Photos (MRAP), Predatory Offender Registry (POR), Statewide Supervision System (S3), which includes prison system data, and Court Web Access (CWA). The Integrated Search Services application moved from its initial pilot phase (beginning in February 2003) to a fully available system statewide in late November 2004.

In 2003, with the lessons learned, it became very clear to the CriMNet Program Office and others involved in the program that while this technical piece of statewide integration is extremely valuable to criminal justice professionals, the solution to statewide

integration was just as much about how criminal justice professionals do their business as it was about their technology needs. The CriMNet Office, leadership, and many stakeholders realized the business processes affecting information sharing had not received sufficient attention and had to become the priority.

Also in 2003 and early 2004, the Office of the Legislative Auditor conducted a program and financial audit. The legislative auditor made a comprehensive set of recommendations to strengthen the CriMNet Program. After the release of the audit in March 2004, the Policy Group completed the activities specific to the Policy Group, and directed staff to incorporate the remaining auditor's recommendations into the program. One of the most significant activities was to create and adopt a program scope statement to guide the work of the office. The Policy Group adopted the CriMNet Scope Statement in June 2004. Much of the work completed in the second half of 2004 focused on building the programmatic infrastructure recommended by the auditor, and beginning the projects in the approved scope statement.

Accomplishments in 2004:

The scope statement is the foundation of the program and a key component for program management and program controls. A Task Force delivery team, consisting of a number of stakeholder representatives, drafted the CriMNet Scope Statement and presented it as a recommendation to the Task Force and Policy Group. The scope statement prioritized a number of initiatives based on the two major goals in the CriMNet Strategic Plan, which was approved in September 2003. Goal 1: Develop a blueprint for integration, and Goal 2: Make available consolidated, complete and accurate records. Each of the two broad goals contained a number of specific objectives. Objectives in the scope statement included user requirements, business and technical standards, assistance to criminal justice agencies, development of an identification protocol, data quality, data practices, the search function and middleware service functions.

The CriMNet Program began a number of projects supporting these goals and objectives. A major project was the rollout the search function statewide to more criminal justice professionals. Several projects were also begun, designed to increase the accuracy of justice records and ensure that they are only available to those legally authorized to have access to them. These projects include: the development and maintenance of data practice compliance standards; the establishment and maintenance of a data quality process project; the service agreement project was designed to establish clear expectations for source system agencies and for user agencies on data practices and audit processes for example; and, the technical security project. Other projects foundational to all future integration efforts were commenced. The agency assessment project provides data to extrapolate the total cost and effort to complete statewide integration. The user requirements, technical and business standards, workflow, and business process initiatives provide the business (and technical) requirements for future integrations.

An additional focus in 2004 was improving communication, both at an internal and external level. A scope statement for the CriMNet Communications Plan was developed and approved. This comprehensive communications plan provides a structured communications framework that can be adapted to the CriMNet Program and any individual project within it. The final plan was completed in December 2004. Another step taken to improve communication was the development of a formal issue submittal process where stakeholders are able to submit issues they feel the CriMNet Office should review and possibly take action on. These issues are reported on to the Task Force until they are resolved, passed on to the appropriate entity or closed.

A standard program and project management methodology was put into practice for the CriMNet Program and the individual projects. Each project develops its own scope statement including objectives, deliverables, risks, budget and milestones. As projects begin, these scope statements are presented to the Task Force for their approval. Each project is monitored closely and must submit weekly status reports to the CriMNet program manager. The CriMNet office reports project status and financial status of the projects on a monthly basis to the Task Force and on a quarterly basis to the Policy Group.

As part of the financial reporting process and consistent with the legislative auditor's recommendations, the CriMNet Office began to allocate all expenditures to the projects CriMNet is involved in. All expenditures, including employee hours, contractor hours and purchases, are coded to a specific project and tracked through the state accounting system. The Task Force and Policy Group are provided financial reports which break out the expenses for each project in the following categories: full-time employees, consultants, and other (purchases, equipment, training, travel etc.).

Progress in 2005

Program activities in 2005 closely followed those begun or planned in 2004. The following are some highlights:

Integrated Search. Warrant, orders for protection, stolen vehicle, criminal history, and driving record data, to name a few, were added to the Integrated Search Services application. The rollout of the new Integrated Search Service is underway. This will significantly improve the value of CriMNet search.

Identification Roadmap and Service. Another critical project that will add business value is the Identification Protocol and Roadmap, and Identification Service proof of concept. Positive identification is a cornerstone of all justice and public safety decisions from an initial stop, to arrest, detention and release, adjudication, disposition and sanction. We have learned how most offenders adopt many alias names and dates of birth to avoid their true records. The Identification Protocol and the Identification Service proof of concept were both completed in 2005. The Identification Protocol sets the standards for who, what, where and when identity should be captured. The Identification

Service proof of concept demonstrated the linkage of case records to identification records as a "web service," a computer protocol or routine using contemporary technologies, which can be called and used by any other computer information system if it has the appropriate access and security approvals. The vision of the protocol and service is that eventually all state and local record systems can be linked to a biometric (e.g. fingerprints) and to each other, enabling the CriMNet vision of "The Right Information" (who are they biometrically, what is their record and where are they at in the process). The CriMNet Program is currently working to develop a pilot for the Identification Service (including possible data practices language related to the Identification Service for the 2006 legislative session). ***This is the most important CriMNet project for the foreseeable future with the eventual result that all Minnesota justice and public safety records will be connected to a positive identifier, thereby making offenders accountable for their behavior and providing better information to practitioners.***

Central or "Hub" Services. The Minnesota Criminal Justice Statute Service, the first of many central or "hub" services to come, was put into production through several releases with additional features. Like the Identification Service, this is a "web service" that can be queried directly by a user or can be "consumed" by another system as if it was a table on that system. The business and technical requirements for additional services have been collected. One central service under consideration with key stakeholders (in addition to the Statute Service and Identification Service) is an "e-Charging" service that would support full electronic charging from law enforcement incident report to probable cause and complaint creation and routing along with e-signature – thereby eliminating the errors, delays, and shuffling of paper that occurs today.

Security Architecture. A key supporting project to all central services from Integrated Search to the Identification Service to e-Charging services is the Security Architecture and Roadmap Project. This project, completed in the fall of 2005, set a prospective framework for managing both user-to-system and system-to-system security and enforcement of data policy (privacy classification of shared data). Providing both security and ease of access in a shared information environment is challenging yet essential to effective integration. This groundbreaking project was selected for presentation at a panel at the Ninth Court Technology Conference in Seattle and has been recognized and submitted for consideration to various work groups of the Global Justice Information Sharing initiative sponsored by the U.S. Department of Justice.

Business Process Improvements. A number of business process improvement projects were undertaken, with significant milestones achieved. The CriMNet Program Office worked with the BCA Criminal Justice Information Systems (CJIS) section on several projects. The program assisted in the passing of targeted misdemeanors from the courts to the Computerized Criminal History system. It also assisted in the design and implementation of a process to eliminate the backlog of court records from the new MNCIS system being electronically applied to the criminal history system. The Program Office worked with the Predatory Offender Registration Unit to audit all offenders and

identify gaps in the registration process. An automated process of pre-registration notification from courts was recommended for future implementation. Other improvement projects underway include a "to-be" improved warrant process and an "e-Charging" project noted above that would eliminate the current "paper chase" in the complaint process.

User Requirements. The Program Office continues to collect user requirements during its many liaison visits around the state and to justice association meetings statewide. Appendices A and B document the liaison meetings and the significant progress that has been made on fulfilling and prioritizing user requirements.

Grant Funded Local Projects. Another area of considerable progress is the projects underway in the CriMNet grant-funded counties (the grant section documents these projects). One notable project, for example, is the Dakota County E-Briefing and E-Forms application that moves information previously on paper electronically into the squad cars, saving officer and staff time; the county-wide records management system in Anoka County; and the integration of law enforcement records and the prosecution system in St. Louis County (and surrounding counties in the Arrowhead region).

Legislative Initiatives. The Program Office was involved with carrying the Policy Group and Task Force legislative initiatives through the 2005 legislative process. The changes to the Policy Group and Task Force membership, technical changes to Minnesota Statutes 299C.65, as well as additional fingerprinting language were enacted. In addition the Program Office assisted the BCA in obtaining data policy language supporting the development of the new Comprehensive Incident-Based Reporting System (CIBRS), and aggregation of statewide comprehensive law enforcement data of significant interest to the law enforcement community. Also the Program Office testified on behalf of the BCA funding request for a new Automated Fingerprint Identification System (AFIS) that will support rapid bio-identification and bio-identification even in the squad car. Program staff assisted in obtaining Homeland Security grant money to help fund a portion of the new system. The new AFIS system along with the Identification Service will be the foundation for accomplishing the CriMNet vision of "The Right Information". Finally, program staff worked to delay consideration of new expungement law until current expungement practices of the courts could be analyzed. A project is underway to study expungement and background check law with a report to be made to the Task Force and Policy Group in time for the 2007 Legislative Session.

Key Strategies. A number of key strategies were developed or advanced in 2005. The Program continues to work on process improvements with the current focus on the warrant process. Technical standards were developed and vetted. These include architectural standards as well as standards around specific processes and "documents" such as the e-Complaint and CIBRS exchange schema. The Agency Assessment was used to identify a list of vendors that were invited to a vendor conference. The Statute Table Service as well as the new standards was explained to vendors. They were given advance notice of future plans such as the Identification Service. The collaboration with

vendors will be a key strategy for CriMNet with the expectation that vendors will adapt new releases to conform to CriMNet standards and specifications, hence will be able to integrate "out of the box". Another key strategy is for CriMNet Program staff to participate on design and development teams of important collateral projects. Staff participates on the new AFIS initiative, new Integrated Criminal History and the CIBRS initiative at the BCA. This helps to insure that these systems can easily share data and be integrated once developed.

Follow-Up Legislative Evaluation. One final note for 2005 is the update to the 2004 audit conducted by the Office of the Legislative Auditor (published in February 2005). Although not a comprehensive follow-up audit, the auditor reviewed CriMNet progress against 2004 audit findings. See Appendix C for the full report. The auditor noted in brief that, "CriMNet's purpose and direction more clearly defined;" "program management strengthened;" "staff expertise acquired;" and "key projects underway."

2006 and Beyond:

The activities in 2005 have positioned the program to focus on the projects and strategies that can advance integration in Minnesota in 2006 and beyond. The Program Office is conducting a follow-up retreat in early 2006 with the Policy Group (see Policy Group Activities section for details on the first retreat). The retreat will be used to discuss and approve initiatives and strategies including those for the 2006/2007 biennium, as well as for the following biennium. From an initiative perspective, it is expected the central or "hub" services, especially the Identification Service and Roadmap, will be a strategic initiative that will extend several biennia. Data policy, quality and security will be another strategic initiative area. From a strategy perspective, the CriMNet Program will focus on the continuation and fine tuning of standards development; continuation of the direct outreach to vendors supplying justice and public safety computer systems in Minnesota; communication and outreach and direct assistance to local jurisdictions (especially the medium to smaller jurisdictions); and project coordination and participation on collateral projects such as the new Automated Fingerprint Information System (AFIS), the Integrated Criminal History System and the Comprehensive Incident-Based Reporting System (CIBRS) at the BCA.

These initiatives and strategies will demonstrably advance Minnesota towards the CriMNet vision of *the right information will be in the hands of the right people at the right time and in the right place.*

II. **Legislative Recommendations**

Pursuant to Minnesota Statutes 299C.65, Subdivision 2, the Criminal and Juvenile Justice Information Policy Group (Policy Group) must provide a report to the Legislature on January 15 each year detailing the statutory changes and/or appropriations necessary to ensure the efficient and effective operation of criminal justice information systems. This same statute requires the Criminal and Juvenile Justice Information Task Force (Task Force) to assist the Policy Group in developing recommendations.

The Task Force Legislative Delivery Team met to consider proposed legislative initiatives. At the November 4, 2005 meeting of the Task Force, the recommendations brought forward by the Legislative Delivery Team were given consideration, and recommendations to the Policy Group were made accordingly. The Policy Group discussed the recommendations brought forward by the Task Force at a meeting on December 14, 2005 and voted to propose to the legislature the following changes to Minnesota Statutes 299C.65:

1. Subd. 2. Provide compensation for the four citizen members of the Criminal and Juvenile Justice Information Task Force pursuant to Minnesota Statutes 15.059; for the purpose of meetings of the full Task Force.

2. Subd. 2. Add one member to the Criminal and Juvenile Justice Information Task Force appointed by the State Chief Information Officer.

The CriMNet Program Office is also working on a pilot project to develop an Identification Service (as noted in the Executive Summary). As the planning for this project rolls out, the Program Office may be presenting proposed data practices language relating to the Identification Service to the Task Force and Policy Group for consideration for the 2006 legislative session.

III. Activities of the Criminal and Juvenile Justice Information Policy Group and Task Force in 2005

Policy Group:

The Criminal and Juvenile Justice Information Policy Group (Policy Group) is authorized under Minnesota Statutes 299C.65 and consists of the following members: commissioner of public safety, commissioner of corrections, commissioner of finance, state chief information officer, four members of the judicial branch appointed by the chief justice of the Minnesota Supreme Court, and the Criminal and Juvenile Justice Information Task Force (Task Force) chair and first vice-chair. This body has the authority to appoint additional non-voting members. The Policy Group is chaired by the commissioner of public safety and meets quarterly and other times as needed.

The Policy Group exists to provide leadership for the overall strategic and policy direction of the CriMNet Program. The Policy Group is responsible for hiring the CriMNet executive director and monitoring performance. The Policy Group reviews recommendations brought forward by the Task Force on issues related to the CriMNet Program and makes final decisions on issues such as: the strategic plan, program scope, high-level spending plan, communications, risk management, high-level project prioritization, and major policy decisions.

The Policy Group is also charged with studying and making recommendations to the governor, Supreme Court and the legislature on issues related to criminal justice information, including integration, processes and systems.

In March 2005, the membership of the Policy Group was a major issue discussed by the Policy Group. There was a proposal brought forward by the Metropolitan Inter-County Association to add local representation to the Policy Group; however, the Policy Group unanimously supported the original proposal (recommended by the Task Force and approved by the Policy Group) to add the Task Force chair and first vice-chair to the Policy Group. The language ultimately passed during the 2005 legislative session, replaced the commissioner of administration with the state chief information officer and added the Task Force chair and first vice-chair to the Policy Group.

In June 2005, the Policy Group reviewed the CriMNet Program Office high-level spending plan based on the FY06/07 biennial budget ($6.2 million in state funds and approximately $3.2 million in federal funds). The spending plan outlined the high-level activities of the program following the guidelines of the approved strategic plan and scope statement.

The Policy Group had the opportunity to hear first-hand from three of the largest local grant counties (Hennepin, Dakota and St. Louis) on the specific projects they are working on and the success they are experiencing with local integration efforts (see local grant

section for further details on the specific projects). The Policy Group was very impressed with the progress being made at the local level and the opportunity for replicating the work being done in other jurisdictions.

In September 2005, the Policy Group announced that they would be conducting a national search for a new CriMNet executive director with the resignation of former director, Bob Johnson. The screening/selection process is still underway as of December 2005.

A high-level policy presentation relating to security architecture was heard and discussed by the Policy Group (presented by consultants from Deloitte and Touche, LLP hired by the CriMNet Program Office). This high-level plan will enable criminal justice agencies in the state to securely exchange information electronically. Although the plan was not officially voted on by the Policy Group, the consensus was that the Program Office should proceed with the short-term solutions outlined in the plan.

The CriMNet Program Office presented to the Policy Group the annual review of user priorities which were gathered through liaison visits to local criminal justice agencies. The user priorities were established in 2004 but were updated and revised in 2005. Policy Group members were able to discuss the priorities from the local users' perspective in relation to the overall strategic direction of the CriMNet Program.

The Policy Group also revisited the action items submitted in response to the legislative audit of the CriMNet Program in 2004. The group determined that satisfactory progress had been made on the recommendations that had come out of the audit and were pleased that the Office of the Legislative Auditor had published an update in early 2005 which, though not a comprehensive follow-up audit, was very positive about the progress the CriMNet Program Office had made on some key recommendations.

The Policy Group participated in a one-day retreat for the purpose of reviewing their role in the governance of CriMNet and to consider what their appropriate role is as CriMNet moves forward. Prior to the retreat, Policy Group members read John Carver's book *Boards that Make a Difference,* which was specifically written to address public sector and nonprofit organizations. The group discussed emphasizing their time on high-level leadership tasks instead of tasks that should be handled by the Task Force or the CriMNet Program Office management team. As a result of the retreat, the group decided on a list of possible policy issues that they would like to consider in the next year. The group members also plan to review the CriMNet Strategic Plan and Scope Statement and possibly refresh those governing documents.

The Policy Group also discussed and adopted proposed legislative initiatives for the 2006 legislative session and approved the annual report to the legislature.

Task Force:

The Criminal and Juvenile Justice Information Task Force (Task Force) is authorized under Minnesota Statutes 299C.65 and consists of the following members:

- two sheriffs recommended by the Minnesota Sheriffs Association;
- two police chiefs recommended by the Minnesota Chiefs of Police Association;
- two county attorneys recommended by the Minnesota County Attorney Association;
- two city attorneys recommended by the Minnesota League of Cities;
- two public defenders appointed by the Board of Public Defense;
- two district judges appointed by the Conference of Chief Judges, one of whom is currently assigned to the juvenile court;
- two community corrections administrators recommended by the Minnesota Association of Counties, one of whom represents a community corrections act county;
- two probation officers;
- four public members, one of whom has been a victim of crime, and two who are representatives of the private business community who have expertise in integrated information systems;
- two court administrators;
- one member of the House of Representatives appointed by the speaker of the house;
- one member of the Senate appointed by the majority leader;
- the attorney general or a designee;
- two individuals recommended by the Minnesota League of Cities, one of whom works or resides in greater Minnesota and one of whom works or resides in the seven-county metropolitan area;
- two individuals recommended by the Minnesota Association of Counties, one of whom works or resides in greater Minnesota and one of whom works or resides in the seven-county metropolitan area;
- the director of the Sentencing Guidelines Commission;
- one member appointed by the commissioner of public safety;
- one member appointed by the commissioner of corrections;
- one member appointed by the commissioner of administration; and
- one member appointed by the chief justice of the Minnesota Supreme Court

Per Minnesota Statutes 299C.65, the Task Force is appointed by the Policy Group to assist the Policy Group in their duties. The statute also directs the Task Force to monitor, review and report to the Policy Group on CriMNet-related projects, in addition to providing oversight of ongoing operations as directed by the Policy Group.

The primary function of the Task Force, per the Task Force Charter, is to take responsibility for the feasibility, business case and the achievement of outcomes of criminal justice integration projects and related issues, including the CriMNet Program.

The Task Force provides insight on long-term strategies in support of legislative mandates as directed by the Policy Group. Members of the Task Force ensure business objectives are being adequately addressed and the project remains under control.

In 2005, the Task Force approved many CriMNet Program Office reports, scope statements, and business plans throughout the year, thus supporting the ongoing operations of the program.

The Task Force also took a much more active role in monitoring the progress and status of local grantees in 2005 through periodic updates, presentations, and reports.

The Task Force was actively involved in the legislative proposals approved by the Policy Group and also other proposals, which affected the membership of the Task Force and Policy Group. The majority of the data practices language that did not pass in 2004 was again introduced in 2005. The language to increase fingerprinting and reduce the number of records in suspense did pass in 2005, along with language relating to public defenders' access to data. The Task Force and Policy Group were also successful in their efforts to add the Task Force chair and first vice-chair to the Policy Group. Task Force leadership testified in support of this initiative at legislative hearings.

Several delivery teams (subcommittees of the Task Force) were appointed in 2005 including teams to work on criminal history definition, legislative initiatives, and expungement issues and background checks.

The number of active users registered for the Integrated Search Services application through CriMNet increased by 25 percent from 2,161 users in December 2004 to 2,708 users in November 2005. The number of visits to the Integrated Search Services application increased by 58 percent from 1,357 in November 2004 to 2,147 in November 2005. This is important to note as it shows the significant use by Minnesota criminal justice agencies and their support of this integrated information. Another issue discussed by the Task Force was allowing states bordering Minnesota and federal agencies access to the Integrated Search Services application.

As part of the CriMNet Program's local outreach efforts, a plan was developed and implemented (with support from the Task Force) for a liaison program to local agencies. This program provides staff and financial support to local agencies to begin integration planning and implementation. The CriMNet Program has been successful in its outreach efforts to-date. There are two pilot counties currently receiving support through smaller jurisdiction integration planning - Washington and Nobles. The result of the pilot projects will include a public relations kit for local agencies and the creation of a guidebook (cookbook) of methods and best practices for integration planning.

The first Task Force Conference was held on October 6, 2005. It was a successful event and involved many criminal justice partners, victim groups, members of the public, legislators, and public officials. The various steps in the criminal justice process were demonstrated and discussed. Demonstrations of statewide integration projects were

conducted. Although it was emphasized there are still gaps and that there is more work to be done, successes to-date were highlighted and celebrated.

Each year, participation in the efforts of CriMNet Program increases substantially by the many agencies/interest groups represented on the Task Force. Members pledge to reach out to their agencies and assist in two-way communication about integration issues and needs statewide. The Task Force provides a valuable means for communication and participation. It also provides the basis for decision making for criminal justice integration in Minnesota.

IV.   CriMNet Grant Program

The CriMNet Program has awarded approximately $7 million in grant funds to local jurisdictions for integration planning and implementation projects since 2002.

The 2004 CriMNet Program grant contracts were all executed in late 2004 and early 2005. The grant contracts were then amended in April 2005 as recommended by the Task Force and approved by the Policy Group. Six grant awards were increased (with the exception of Dakota County whose grant request was already fully funded) to distribute $136,000 of the remaining unallocated grant funds. Late in September, the CriMNet Program was able to extend the grant period of the awards to December 30, 2005 following a final three-month federal grant extension. All seven grants were then amended to extend the date to December 30, 2005. No further federal extensions are permissible and all projects will be completed and closed in early 2006. All grantees are required to submit monthly status/budget reports which are available for review through the CriMNet Program Office.

No additional funds are currently available for new grants in 2006. The CriMNet Program has, however, requested funds through the Bureau of Justice, Congressional Mandated Awards to fund future grants for criminal justice integration initiatives.

2004 Grant Awards

Dakota County Amount: $350,000 October 2004- December 2005	Purpose: CJIIN Integration Hub The hub project is designed to achieve the goal of recording and sharing consolidated complete and accurate records of an individual's interaction with the criminal justice system. The hub will enable the pushing and pulling of messages, data and documents back and forth between Dakota County criminal justice agencies' databases and state databases. They will partner with Ramsey County to complete the logical design of the proposed functionality and evaluate and select an architecture.
Hennepin County Amount: $431,646 October 2004 – December 2005	Purpose: Adult Field Services Update The update project is designed to assist Hennepin County in completing the redesign and redevelopment of the Adult Field Services System (AFS) to a web-enabled application that exchanges data with other components of the criminal justice system by using web services and adapters connected to the Hennepin County Information Broker/Hub. AFS is the primary case record keeping system in adult probation at Hennepin County and is critical to the criminal justice process within Hennepin County and the state of Minnesota.

Buffalo PD - Wright County **Amount: $52,876** October 2004 – December 2005	**Purpose: County-wide Data System Interfaces** The interface plan is to improve criminal justice system efficiency and function through electronic exchange of information and innovative processes, and to ensure accurate information to the project partners and system users in a timely manner. The three main goals are as follows: 1) Improve the efficiency of the report writing process through the use of a unified field reporting system. 2) Create a delivery system for electronic data between all Wright County law enforcement agencies, the state of Minnesota, and other project partners to eliminate redundant data entry. 3) Provide immediate access to shared data.
Ramsey County **Amount: $809,337** October 2004 – December 2005	**Purpose: Identification Service and Data Exchange Hub** The hub is designed to address the problems of identifying individuals and sharing information. This project will result in more accurate information because it will be entered only once. It will result in more timely information because data collected at the earlier processing stages will become immediately available to agencies that become involved at a later stage. The project will put a reliable building block in place on which to build further integrations. A hub will be developed which provides capacity for any Ramsey County jurisdiction to share information electronically. The goal of this project is to build adapters, deploy an identification service, and implement a data exchange hub in order to electronically exchange data between the following: Ramsey County Criminal Court, Ramsey County Sheriff's Office, Ramsey County Attorney's Office, the new identification service and the Ramsey County Community Corrections Department.
St. Louis County **Amount: $215,823** October 2004 – December 2005	**Purpose: Interfaces with MNCIS** There are four major components to the interface project. First it will provide the interface necessary to move citation information passing from automatic citation writers to the new Record Management System (SHIELD) and citation information passing from SHIELD to the new Minnesota Court Information System (MNCIS), reducing the potential for mistakes and reducing the staff costs associated with multiple entries of the same data. St. Louis County Court Administration estimate that revenue collected from tickets will increase by 5% to 10% with additional resources made available, in addition to a cost savings from not having to enter approximately 30,000 citations in 2003 manually. Transferring the citations electronically will reduce errors, save entry time and provide improved customer service. Second, a paperless warrant system allows for the reduction in paper, reduced physical handling, increased speed in processing, and reduced error rate in entering data into the state system. This effort will automatically connect the Sheriff's Office, County Attorney's Office, and the Courts to allow warrant information, offense report, complaint, and other supporting documents to be exchanged. In addition, a hotlink will be established between the Sheriff's system and the BCA's Warrant Hotfile.

Minnesota Counties Computer Cooperative (MCCC)-MCAPS Amount: $172,659 October 2004 – December 2005	**Purpose: County Attorney System Integration** The MCCC-MCAPS integration project is to improve, develop and implement a case management system that will replace the existing Minnesota County Attorney Prosecution System (MCAPS) case management system in the 57 county attorney offices and city attorney offices currently running the existing version. This is a joint effort by MCCC's County Attorney User Group to develop a common case management application and uniform business practices. Business process analysis and reengineering will be an important part of this project. The grant funds will allow 57 county attorneys and city attorneys to move forward with this goal and also create data exchanges regarding individuals, incidents and cases through the CriMNet hub consistent with the parameters and specifications of the CriMNet technical architecture.
MCCC-CSTS **Amount: $172,659** October 2004 – December 2005	**Purpose: Corrections User Group Integration** The integration project is designed to develop a more comprehensive integration of information systems between Department of Corrections (DOC) and non-DOC agencies. This would encompass all supervision cases statewide, not just DOC cases, and would include critical information exchange between prisons and field supervision staff. The goal is to transfer information between systems, thus eliminating duplicate data entry and chance of errors or discrepancies in data. The project would create a seamless, efficient system that simplifies the transition of case information and offender data. This paperless transfer of data from one operational system to another will enhance the probation officer's ability to provide uninterrupted supervision of an offender.

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Total 2004 Grant Awards: $2,205,000

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Implementation Grant Projects Completed in 2005 *
(Reported in 2002 and 2003 Annual Reports)

Anoka County Amount: $1,169,149 July 2002 – April 2005	**Purpose:** Records Management System Integration (complete), Detention Project, Anoka/Dakota Joint Case Management Project
Dakota County **Amount: $1,355,000** July 2002 – April 2005	**Purpose:** CJIIN Web System, County Attorney Case Management Integration, Records Management System Integration Broker/Hub.
St. Louis County **Amount: $800,000** July 2002 – April 2005	**Purpose:** Records Management System Project

Hennepin County **Amount: $420,000** July 2003 – September 2005 * Extended to December 2005	**Purpose:** City of Minneapolis Attorney's Prosecution Case Management System, Hennepin County Workhouse Management System, Arrest and Booking Process Re-engineering.
Minnesota Counties **Computer Cooperative** **(MCCC)** **Amount: $640,000** July 2002 – December 2004	**Purpose:** Court Services Tracking System
LOGIS **Amount: $390,000** July 2003 – September 2005	**Purpose:** Public Safety Information Systems Integration
Total Grant Awards	**$4,774,149**

V. <u>Current CriMNet Initiatives</u>

The following high-level activities are derived from the CriMNet Strategic Plan and Scope Statement. This update, in most instances, uses the same descriptions as in the earlier reports and indicates where activities have been completed in 2005 or where continued efforts are planned. In limited instances, descriptions have been added or deleted as appropriate. FY05 budget numbers for the CriMNet initiatives (as well as the Minnesota Court Information System (MNCIS) and the Statewide Supervision System) are included in appendix D. In anticipation of the 2006 report, the Program Office is planning to refresh the strategic plan and scope statement, in conjunction with the Policy Group and Task Force. An attempt will be made to add clarity to the broad activity categories in the strategic plan and scope statement to tie the categories to the type of strategy and the nature of the activity (i.e. policy, process improvement or service delivery etc.).

Seek and Maintain User Requirements
January 2004 – Ongoing

The CriMNet Program documents user requirements by actively and continuously seeking the input, assistance, and participation of stakeholders to define the business objectives and priorities for sharing information. This project moved to maintenance mode in December 2004.

The CriMNet Program continued seeking new user requirements during 2005 using standard liaison meetings.

Progress and milestones:
- Complete phase II final report – Completed
- Maintain business requirements – Ongoing
- Prepare briefing of user requirements work for Policy Group – Completed

Develop and Maintain Technical and Business Standards
January 2005 – Ongoing

In order to improve the efficiency and effectiveness of information sharing, the CriMNet Program will coordinate, champion, and maintain business standards, including data practice statutory requirements. The CriMNet Program will facilitate the data collection and analysis to identify barriers to successful information sharing and to define the business standards for effective data sharing. Moreover, CriMNet will develop security and connectivity standards, define system architecture for the integration and sharing of information, develop standard statewide tables, and develop data model definitions that define event content and triggers, data standards, and definitions.

Progress and milestones:
- Create recommended security blueprint architecture standards – Completed
- Create technical standards-development process – Completed
- Create a process for vetting and approving standards by stakeholders and vendors– Completed
- Create business-specific reference model – Ongoing
- Create architecture and infrastructure standards – Ongoing

Provide Expertise & Assistance to Criminal Justice Agencies
May 2004 – Ongoing

The CriMNet Program will coordinate and provide assistance ranging from answering questions about program activities, to providing high-level technical assistance on information sharing. This will be an ongoing activity. The criminal justice community can also submit issues for the CriMNet Program Office to address. As part of this activity the CriMNet Program also provides support to resolve issues that drive business process improvements.

Progress and milestones:
- Create data exchange forum and integration support – to be determined
- Addressed the following issues submitted to the CriMNet Program:
    - Targeted Misdemeanors
        - A workgroup met and an automated process is being worked on to pass targeted misdemeanors from court records to the criminal history system. When complete, all targeted misdemeanors statewide back to 2001 will be part of the criminal history system. – *Completed (All MNCIS counties submitted targeted misdemeanors back to 1998, and the rest of the counties will be submitting historical targeted misdemeanors as they are converted from TCIS to MNCIS. New dispositions are being sent to the criminal history system daily.)*
    - Predatory Offender Registration Accuracy §243.166 & §243.167
        - Staff from the courts and BCA have been working to identify individuals who are not included in the POR database but were required to register. Follow-up on these individuals is almost complete. Work continues on where and how business processes may need to change to improve and automate registration. – *Completed (awaiting completion of automation of POR dispositions captured by the BCA)*
    - Criminal Complaint
        - A workgroup of users met and recommended changes to the format and design of the Uniform Criminal Complaint Form (UCC). Process inefficiencies still need to be addressed and work will

continue in this area. – *A new standard and Supreme Court form has been created, a technical standard has been created, and one county has already implemented and automated submission of a criminal complaint.*

- o Minnesota Statute Table
  - ➢ The CriMNet Program has assumed ownership of the Minnesota Statute Table enhancements and of the delivery to criminal justice agencies statewide. Currently, user requirements for enhancements are being completed and implementation is planned by the end of 2004. – *The CriMNet Program Office has assumed the responsibility for maintaining the Minnesota Statute Table and has developed a statewide service to deliver the statute table electronically to all users (more releases to follow as users provide feedback).*
- o Digital Signatures
  - ➢ The CriMNet Program has reviewed and recommended options for using digital signatures as part of the criminal justice process. The CriMNet Program is also in the process of suggesting an e-charging process (as part of the digital signatures criminal complaint efforts).This suggestion, if adopted, will streamline the submission of a complaint to the court, from initiation by the prosecutors (including the signatures needed), through the review process by the judicial branch.

- o Warrants
  - ➢ The CriMNet Program has been asked to investigate the current issues surrounding the warrants process. The Program Office has completed the review of the "as-is" processes and is currently working on defining process improvements to the warrant process. The improvements will streamline, increase speed, and improve accuracy, availability of information and quality of the warrants.
- o Background checks and expungements
  - ➢ The CriMNet Program has initiated a review of the background checks, their usage, information needed, and gaps, as well as a review of the current expungement process. A final report is expected in January 2007.
- o MOC (Minnesota Offense Codes)
  - ➢ The CriMNet Program has begun reviewing the usage of and need for MOC codes. A work group has been created.

Prepare and Maintain a Statewide Implementation Plan
April 2005 – December 2007

The CriMNet Program will develop and maintain a comprehensive plan for statewide information sharing. As part of the implementation plan, CriMNet will develop a

"cookbook" that will assist counties in their integration activities. As part of those activities the CriMNet Program Office has engaged in integration planning with counties.

Progress and milestones:
- Create small jurisdiction integration roadmap / plan / cookbook – March 2006
- Model planning and implementation – June 2006
- Washington County "as-is" assessment meetings – February 2006
- Washington County visioning/"to-be" – May 2006
- Washington County strategic implementation plan – July 2006
- Nobles County – start integration planning – February 2006

Complete Agency Assessments
May 2004 – December 2006

The CriMNet Program is assessing capabilities and status of criminal justice agencies to assist in determining priorities and strategies for information sharing. *Maintenance and updates of agencies' information will continue.*

Progress and milestones:
- Compile list of criminal justice agencies - Completed
- Build criminal justice information database – Completed
- Populate database with questionnaire responses – Completed
- Populate gaps in database – February 2006
- Define strategy to capture business processes – to be determined
- Analyze the current state of agencies in Minnesota – to be determined
- Support vendor outreach – November 2005 - ongoing

Develop and Maintain Data Practice Compliance Standards
February 2004 – December 2006

The CriMNet Program will work with the Department of Administration and others to develop standards for the sharing of criminal justice information that ensure compliance with Minnesota data practices laws for participating agencies. This effort will include establishing mechanisms for individuals to review their non-confidential data shared through criminal justice applications and affiliated systems and a process to challenge the data accuracy. Work is mainly concentrated around creating a comprehensive Privacy Impact Analysis (PIA) template, and data practices policies and procedures.

Progress and milestones:
- Create a (first) Privacy Impact Analysis (PIA) template to be used in all projects where data is collected – Completed
- Assimilate reports and legislative changes into policy and procedures – Completed

- Complete data practice policies and procedures – July 2006
- Audit reports and data trail audit, system and policy correction – not yet defined

Establish and Maintain Identification Protocol
August 2004 – December 2007

The fundamental basis of criminal justice information is positive identification. The CriMNet Program will evaluate current methods for identifying offenders, establish a protocol for offender identification, and develop a standard for linking records for participating agencies.
CriMNet has completed the Identification Roadmap (Protocol) document, which defines the standards for identification in different interactions with individuals in the criminal justice arena.

Progress and milestones:
- Develop Identification Roadmap Scope Statement - Completed
- Develop Identification Service requirements – Completed
- Complete Identification Protocol document – Completed
- Complete conceptual design document – Completed
- Complete high-level Identification Roadmap rollout plan – February 2006
- Complete Identification Services pilot – December 2006
- Begin Identification Service rollout – February 2007

Establish and Maintain a Data Quality Process
July 2004 – December 2006

The CriMNet Program will establish standards for the validation of data and information that is shared for participating agencies. *Much more work is needed before the timeline is finalized.*

Progress and milestones:
- Develop initial business plan - Completed
- Develop scope statement for quality components – January 2006
- Draft policies and model business practices, audit procedures and other documents – March 2006
- Develop data integration standards – July 2006

Rollout the CriMNet Search Function
May 2004 – December 2006

The CriMNet Program will develop and execute a plan for rolling out the "CriMNet Search Function" to criminal justice agencies.
The CriMNet Search Function, renamed Integrated Search Services, has been rolled out to the criminal justice users statewide. The service is undergoing improvements, adding data sources, enhanced functionality and performance improvements.

Progress and milestones:
- Rollout Integrated Search Services - Completed
- Add Law Enforcement Message Switch (LEMS) limited functionality - Completed
- Rollout LEMS (limited) functionality and training - Completed
- Add other data repositories – to be determined
- Convert to Service Oriented Architecture (SOA) – April 2006

Security
December 2004 - ongoing

It is the goal of this project to develop a detailed plan that would enable all agencies in the state of Minnesota to securely exchange electronic criminal justice information. This includes the transmission of secure documents between agencies as well as the facilitation of secure searching of criminal justice records.

Progress and milestones:
- Select a vendor to assist in the security project – Completed
- Create Security Integration Blueprint recommendation – Completed
- Create a high-level plan for single sign-on and Identification and Authentication Management (IAM) Service – May 2006
- Rollout the security blueprint recommendations – November 2006

Establish and Maintain the CriMNet Middleware Service Functions
June 2004 – December 2006

The CriMNet Program will define a range of system services based on user requirements to implement electronic information sharing between criminal justice agencies.
The Criminal Justice Information Integration Service (the State Hub) – The CriMNet Program is completing business requirement gathering for the state hub, identifying the services requested, analyzing the different technologies that can support each service, costs estimates, risks, etc. The CriMNet Program is creating a scope statement and business analysis documents.

Progress and milestones:
- Complete initial scope of work – Completed
- Release versions 1, 2 and 3 of the Minnesota Criminal Justice Statute Service (MNCJSS) – Completed
- Create an update/correction function to the MNCJSS – September 2005 - ongoing
- Release version 4 of the MNCJSS – March 2006
- Final release of MNCJSS – July 2006
- Create workgroup for developing a solution for the usage of Minnesota Offense Codes (MOC)– Completed
- Deliver final MOC usage/solution recommendations – June 2006
- Identify high-level users' requirements for services needed - Completed
- Create the high-level business architecture for delivering services – January 2006
- Create the high-level technical architecture design to deliver the services – March 2006
- Create high-level plan for rollout of services – May 2006
- Start rollout of new services – July 2006
- Develop requirements definition for e-Charging – December 2005

Workflow and Business Processes
June 2004 - ongoing

Electronic workflow is the capability to automatically and electronically move information from one application to another. In 2005, work has begun on the architecture of a Criminal Justice Information Integration Service ("The State Hub"), which in part, will facilitate the workflow. One of the first initiatives that the CriMNet Program is engaged in is the creation of an e-Charging Service that, in part, will be provided through the State Hub, and is an enhancement to the current workflow that was deployed as a pilot by CriMNet (the electronic submission of the Criminal Complaint).

Progress and milestones:
- Complete business plan for workflow – Completed
- Warrants business analysis completed – January 2006
- Present options for improving the warrant process – March 2006
- Complete the analysis of the Initial Complaint Report (ICR) process – April 2006
- Present options for improvement of the ICR process – June 2006
- Analyze requirements for e-Charging process – Completed
- Present options for implementing an e-Charging solution – November 2005
- Develop and implement e-Complaint workflow (as part of e-Charging) – to be determined
- Complete workflow final specification (as part of the "State Hub" services) – to be determined

Service Agreements
July 2004 – December 2006

The CriMNet Program will establish standardized data practices and audit policies and procedures to which participating agencies must agree to in order to transfer data. CriMNet staff will meet with a cross-section of users to determine present business needs and data practices and procedures as they relate to criminal justice data. This information will be used to create service agreements that are efficient, user-friendly and comply with state and federal data practices requirements.

Progress and milestones:
- Review work to incorporate CJIS agreements – Completed
- Rewrite scope statement - Completed
- Present scope statement to Task Force for approval – Completed
- Work with communications and training staff to develop manuals and written procedures to assist source and user agencies – December 2005
- Create a single Service Level Agreement (SLA) for users of all BCA systems – May 2006
- Write first draft of Source System Service Agreement – March 2006
- Create a single Service Level Agreement (SLA) for data providers of all BCA systems – May 2006
- Create an updated Privacy Impact Analysis (PIA) template to be used in all projects where data is collected – April 2006
- Start the rollout of the Service Level Agreement – May 2006

Communications
June 2004 – Ongoing

A comprehensive communications plan will address all aspects of the CriMNet Program's internal and external communication. This structured communications framework can be adapted to the CriMNet Program and any individual project within it.

Progress and milestones:
- Create detailed communication plan - Completed
- Create liaison plan – Completed
- Meet agencies, counties, professional organizations such as – law enforcement, courts, public defenders, prosecutors, probations, Department of Corrections, users groups, county and city officials, etc. - Ongoing
- Create venue for communicating with vendors – Completed
- Create plans to update the CriMNet website – Completed
- Update the CriMNet website – February 2006

Suspense Prevention
October 2005 – December 2006

Funding for the Suspense Program at the BCA was eliminated during the 2005 legislative session. The CriMNet Program Office agreed to assume the business process component of the suspense effort and one management analyst position transferred to the Program Office from the BCA's Criminal Justice Information Systems (CJIS) unit in the summer of 2005. The CriMNet office is working to establish a program to identify methods to improve and reduce the number of submitted records that are going into a suspense status. The CriMNet Program Office is creating a business plan to do a full business analysis of the underlying issues that contribute to the creation of suspense files. A project plan has been created. Scope statement development is underway, as well as process mapping (including the "as-is" process).

Progress and milestones:
- Create a high-level business plan – December 2005
- Create a high-level scope statement – January 2006
- Research and identify major problem areas – February 2006
- Process mapping "as-is" – March 2006
- Identify "break-points" – April 2006
- Create a "to-be" improvement process – July 2006
- Gaps analysis – August 2006
- Create a work-plan with specific tasks and timelines – August 2006

VI. Other Related Integration Initiatives

Statewide Supervision System (S³)
Ongoing

The Statewide Supervision System (S3) is a centralized repository containing information on anyone under probation/supervised release, as well as anyone booked into jails, prisons or detention facilities. Information in S3 is delivered to users via a secure Web application. In addition, the Department of Corrections and the Minnesota Sentencing Guidelines Commission have collaborated to eliminate the manual sentencing guidelines worksheet process by including automated sentencing guidelines worksheets in S3. The Statewide Supervision System is accessible to criminal justice agencies only as per Minnesota Statutes 241.065 and public defenders as per Minnesota Statutes 611.272.

Progress and milestones:
- S^3 Phase 1 upgrade – April 2005
  (Enhanced user administration and security, additional search options, compatibility with MNCIS case numbering schema, etc.)
- Regional user administrator training sessions – May 2005
- Redesign of probation reporting options – October 2005
- Integration with Minnesota federal probation and pre-trial supervision agencies – scheduled release in December 2005
- Redesign of Detention Information System – scheduled release in early 2006

DNR Hunting License/CCH Matching Project

The Department of Natural Resources (DNR) issues firearms hunting licenses to individuals without performing any criminal background check. While it is not illegal for a convicted felon to purchase a hunting license it may be illegal for them to possess a firearm. This project will match those individuals that purchased a hunting license that involves the use of firearms against the Computerized Criminal History (CCH), Warrant, Orders for Protection (OFP) and Probation databases. Reports of potential individuals who are ineligible to possess firearms will be generated and distributed to various law enforcement agencies.

Progress and Milestones:
- Develop requirement specifications and scope statement - In progress
- Meetings within BCA - Completed (9/28/2005; 11/18/2005)
- Facilitate initial meetings with DNR and Department of Corrections (DOC) - Completed (10/4/2005 - with DNR; 10/12/2005 - with DOC)

- Facilitate meetings with probation, corrections and law enforcement on content and format for distribution of information – to be determined
- Develop match and reporting process – to be determined

Automated Fingerprint Identification Service (AFIS) Upgrade and Biometric Identification (BioID) Workflow Management Project

This project is designed to upgrade and replace the present Automated Fingerprint Identification Service (AFIS) to address expanded technology capabilities and anticipated additional legislative and functional work requirements. The mission of AFIS is a critical part of the criminal justice system and additional needs will be identified as biometrics evolve and as Minnesota requires quick and accurate identification of individuals. There are two main components of this project, and they will have to be completed together (New AFIS and BioID Workflow).

Progress and milestones:
- AFIS Request for Proposals (RFP) Published - first quarter 2006
- Contract award for AFIS RFP - second quarter 2006
- BioID Workflow Management design phase - 2006
- AFIS/BioID combined functionality testing - fourth quarter 2006 to mid 2007
- Project completion - 2007

Integrated Criminal History System (ICHS)

The BCA/CJIS Integrated Criminal History System (ICHS) initiative is an effort to re-envision the way criminal history information is managed in Minnesota and to improve service to BCA customers. Through the initiative the BCA seeks to focus on users' needs for contents, access, and dissemination; evaluate and re-engineer criminal justice business processes related to criminal history; and replace the existing computerized criminal history system with a system that better serves the public and the criminal justice community by appropriately interfacing to existing state, city, county, and federal justice systems.

Progress and milestones:
- Project Inception – Completed July 2005
- High Level Requirements – Early 2006
- Detailed Requirements – 2006
- Implementation – to be determined (will require legislative funding in FY08/09)

Livescan Message Enhancement (LME)

Phase I of the Livescan Message Enhancement project was developed to help agencies manage the booking process relative to the Livescan device (Livescan devices capture electronic fingerprints). LME provides a Web browser-based view into all of the Livescan messages for that agency's Livescans. The LME records the booking and the results and allows authorized users to view the original booking, responses from the BCA, and all updates to the booking in an easy–to-read format. Phase II will look at expanding the integration capabilities built into LME.

Progress and Milestones:
- Develop requirements – Completed 2005
- User design meeting – Completed 2005
- User testing/pilot – Completed July 2005
- User pilot of 11 agencies – late 2005 to early 2006
- Statewide implementation – 2006
- Phase II – 2006-to be determined

Security Architecture Plan – Identity and Access Management

One of the areas for improvement identified by Deloitte and Touche's CriMNet Security Architecture Plan was to implement coordinated identity and access management (IAM) systems within key criminal justice organizations within the state, including BCA systems. Through the implementation of an identity management system, the users of the BCA information systems will see a number of benefits including:
- Achievement of single sign-on between BCA systems that are integrated with the identity management system
- Reduce number of user IDs and passwords that each user must maintain

Progress and milestones:
- Deloitte delivers overall BCA CriMNet Security Architecture Blueprints and Recommendations Plan – Completed August 22, 2005
- Deloitte completes version 1.0 draft of Identify and Access Management Plan – Completed November 14, 2005
- BCA develop RFP – first quarter 2006
- Develop and implement IAM – 2006

Computerized Criminal History (CCH) Agency Interface

The web-based application will provide criminal justice agencies with a means to view criminal history records and suspended court dispositions. In addition, this application will provide a means for law enforcement to edit criminal history data and notify the courts that court dispositions possibly require changes. The current "Automatic

Notification" message has also been included in the application functionality. This feature will allow agencies to view their most recent suspense records via this application.

Progress and milestones:
- Application development - Completed
- Application testing - Completed
- Internal production testing – 12/30/05
- External pilot testing – first quarter 2006
- Statewide training and rollout – 2006

Comprehensive Incident-Based Reporting System (CIBRS) Project

The Comprehensive Incident-Based Reporting System (CIBRS) project will create a database containing Minnesota law enforcement incident data (data maintained by a law enforcement agency, in a records management system (RMS) regarding calls for service and/or officer initiated events).

Progress and milestones:

- Stage I - Creation of a database for law enforcement investigative purposes - estimated completion in spring 2006
  - o Contract for development staff - Completed
  - o Determine business requirements - Completed
  - o Publish interface specifications - Completed
  - o Complete Stage I application development - estimated completion December 2005
  - o Train and certify individuals who will be accessing the application - estimated to begin December 2005/January 2006
- Stage II - Upgrade of Criminal Justice Reporting System (CJRS) and establishing relationships between CIBRS submissions and CJRS reporting requirements - estimated completion in 2008 (tentative – funding required)
  - o Information sessions
    - ▪ 2005 - completed in July
    - ▪ 2006 - (summer)
    - ▪ 2007 - (to be determined)
  - o Determine business requirements - estimated completion spring/summer 2007
  - o Application development - estimated completion winter 2007/spring 2008
  - o Conversion from existing system to new system - estimated completion fourth quarter 2008, first quarter 2009 (to accommodate end of year reporting)

Minnesota Repository of Arrest Photographs (MRAP)

The Minnesota Repository of Arrest Photographs (MRAP) is a database of arrest and booking photos submitted from law enforcement agencies. The MRAP provides criminal justice agencies with an opportunity to search arrest and booking photos from a variety of law enforcement agencies, to create lineups and witness viewing sessions from those photos and to enroll unidentified persons into the facial recognition component in an attempt to obtain identify.

Progress and Milestones:
- New single photo lineup – March 2005
  Added a new feature for lineups that places each subject of the lineup on a separate page as this format is now required by some Minnesota judges.
- Added MRAP "needs glasses" subject search – October 2005
- New Release of MRAP - 2006
  1. Thin client (faster response time. easier installation)
  2. Improved facial recognition module

Custody Suspense Project

As the BCA has worked on reducing the adult suspense records, it uncovered approximately 150,000 custody records in suspense, with approximately 10,000 custody actions each year moving into custody suspense. Custody suspense records need to be resolved so that the Computerized Criminal History (CCH) record is timely, accurate and complete. The most important needs to resolve custody suspense involve the reporting of discharges from probation, sentences deemed down to a gross misdemeanor or misdemeanor, restoration of civil rights and firearms eligibility decisions made by the courts.

Progress and Milestones:
- Project study draft III - 7/11/2005
- Scope statement draft III – 7/13/2005
- CriMNet issue submittal (discharges from probation) – 8/26/2005
- Project plan – to be determined

Audit Trail Services

The overall goal of this project is to provide a unified audit trail repository for all Criminal Justice Information System (CJIS) applications to be used by the BCA for audit and investigative purposes.

Progress and Milestones:
- Equipment procurement - Completed
- Requirements gathering – In progress
- Proof of concept – In progress
- Final service architecture – to be determined
- Document and publish participation requirements - In progress
- Incorporate initial applications – to be determined
- Transition to steady state – to be determined

Predatory Offender Registry (POR) Refinements

The BCA Criminal Justice Information Systems (CJIS) unit is currently working on refinements to the Predatory Offender Registration system (POR) that were mandated by the legislature in the 2005 session. CJIS has also scheduled work on functionality that will allow the Supreme Court to pass predatory offender registration requirements electronically from MNCIS to POR. CJIS has scheduled work on integrating the informed consent Computerized Criminal History (CCH) background checks into a POR query so that the return to the requestor will contain both CCH information and POR information.

Progress and milestones:
- Change offense list - Completed
- Inactivate out-of-state offenders - Completed
- Add homeless offenders - Completed
- Add risk level offenders from out-of-state – Completed
- Application security review – 2/1/06
- Verification for Level 3 offenders, whose supervision has expired, twice per year – 6/1/06
- Require photographs twice per year-Level 3 offenders – 6/30/06
- Contact visits for Level 2 and Level 3 offenders, whose supervision has expired – 9/1/06
- Courts to POR integration – 12/1/06
- POR/criminal history check integration – 12/1/06

Juvenile Criminal History Suspense Project

With the progress made toward reducing adult suspense records, this is the second of two areas that were uncovered that need additional work. The Juvenile Criminal History Project consists of analyzing how juvenile criminal data is captured and reporting procedures to ensure that complete and current juvenile criminal history data is available

on the CCH record. Resolving juvenile suspense records requires research and resolution by internal BCA staff on a record by record basis.

Progress and Milestones:
- Project study - Completed
- Scope statement – In progress
- Resolution of juvenile suspense records – In progress
- Work orders for CCH developers identified – January 2006
- Analyze and resolve the open arrests over six months – September 2006

Minnesota Court Information System (MNCIS)

The Minnesota Court Information System (MNCIS) was designed to replace the old legacy court management system (TCIS). TCIS is a case and county-based system where MNCIS is a person-based system and statewide. To date, 45 sites have been converted from TCIS to MNCIS. Part of the MNCIS rollout is to provide integration services so information can be consumed and supplied between the Courts and other criminal justice business partners.

Progress and Milestones:
- Convert 29 sites to MNCIS in 2005 (including 6th Judicial District) – Completed
- Complete implementation in the 5th, 8th, 3rd, and 4th Judicial Districts – 2006
- Complete implementation of the remainder of the Judicial Districts – 2007
- Conduct gap analysis and form leadership teams in five of the largest counties (Anoka, Washington, Dakota, Sherburne, Ramsey) – 2005-2006
- Provide training for three new releases (in 2005) to current MNCIS counties – Completed
- Complete the customization with two additional releases for Minnesota - 2006

VII. Additional Legislative Reporting Requirements

In addition to the annual report required in Minnesota Statutes 299C.65, Subd. 2, the Criminal and Juvenile Justice Information Policy Group is also charged with studying and making recommendations to the governor, the Supreme Court and the legislature on the following 15 items [Minn. Statutes 299C.65, Subd. 1(d)].

299C.65, Subdivision 1d.	Status/Comments
1. A framework for integrated criminal justice information systems, including the development and maintenance of a community data model for state, county, and local criminal justice information	The CriMNet Strategic Plan and Scope Statement have as a major goal to "Develop a blueprint for the integration of criminal justice information." This goal includes developing a statewide integration plan, as well as facilitating the development of state and local integration plans and services. As a part of achieving this goal, the CriMNet Program Office has implemented a project for developing a Business and Technical Standards Program. The Business and Technical Standards Program provides a process and venue for setting, changing, documenting, communicating, and providing access to information sharing standards. **Recommendation:** Continue developing and documenting business and technical standards and an integration blueprint in collaboration with state and local stakeholders. Report annually on progress. ***Included in current Scope Statement***
2. The responsibilities of each entity within the criminal and juvenile justice systems concerning the collection, maintenance, dissemination, and sharing of criminal justice information with one another	The CriMNet Program developed an exchange-points model that documented current data responsibilities and needs for integration efforts across all criminal justice functions. In addition, the CriMNet Strategic Plan has identified several objectives that will facilitate the clarification of agency responsibilities relating to collection and dissemination as well as the sharing of criminal justice information. The CriMNet Program Office has initiated a Business Process Improvement Project with a goal of improving business processes that affect criminal justice system information collection and sharing. This project will enable greater effectiveness and efficiency by providing analysis, guidelines, documentation and plans for re-engineering. The CriMNet Program has also embarked on a user requirements analysis effort geared towards documenting the criminal justice information landscape. This project has engaged a broad spectrum of criminal justice agencies and is synchronizing the Global Justice XML model with local business practices. This will result in a clear roadmap for selecting effective business improvements that will have the greatest positive impact on criminal justice information users. **Recommendation:** Report annually on progress. ***Included in current Scope Statement***

299C.65, Subdivision 1d.	Status/Comments
3. Actions necessary to ensure that information maintained in the criminal justice information systems is accurate and up-to-date	The CriMNet Program has initiated a Data Quality Project that consists of three major initiatives: development of service agreements with users and data providers, development of data quality standards and measures and development of security measures. An additional initiative out of the CriMNet Program Office is the Business Process Improvement Project. This team began identifying and prioritizing projects in 2004 to improve the accuracy and timeliness of criminal justice information shared statewide. This work has continued in 2005. **Recommendation:** Report annually on progress. *Included in current Scope Statement*
4. The development of an information system containing criminal justice information on gross misdemeanor-level and felony-level juvenile offenders that is part of the integrated criminal justice information system framework	**Recommendation:** Development of this system was completed in early 1998. The CriMNet Program Office will continue to work on prevention efforts for juvenile records still going into suspense. Future reporting as needed.
5. The development of an information system containing criminal justice information on misdemeanor arrests, prosecutions, and convictions that is part of the integrated criminal justice information system framework	The Minnesota Court Information System (MNCIS) integration to the Computerized Criminal History file (CCH) includes targeted misdemeanors; as counties are converted to MNCIS, the data is now available in CCH. In 2005, the courts passed *all* targeted misdemeanors from April 2002 to present to CCH and initiated a process to pass to CCH the archived TCIS targeted misdemeanor data (1997- April 2002) on a county-by-county basis as counties are converted to MNCIS. There will be additional analysis needed as a part of determining the scope of integration efforts and determining priorities prior to expanding efforts to non-targeted misdemeanor cases. **Recommendation:** Report annually on progress. *Included in current Scope Statement*
6. Comprehensive training programs and requirements for all individuals in criminal justice agencies to ensure the quality and accuracy of information in those systems	There are a number of training programs available to criminal justice agencies related to the accuracy and quality of data. In addition to specialized training provided by the BCA's Data Integrity Team and the Training/Auditing Division within CJIS to offer a more comprehensive delivery of statewide training on criminal history, Livescan, the Integrated Search Services application and other statewide data functions, the CriMNet Program Office has implemented an outreach/liaison program to assist local agencies in developing plans to improve their data quality and accuracy through business process improvements. **Recommendation:** Report annually on issues identified by CriMNet business analysis and progress made.

299C.65, Subdivision 1d.	Status/Comments
	Included in current Scope Statement
7. Continuing education requirements for individuals in criminal justice agencies who are responsible for the collection, maintenance, dissemination, and sharing of criminal justice data;	A number of training/certification programs are available through the BCA in such areas as CCH, Livescan, National Crime Information System (NCIC) and suspense file improvement. In addition, the consolidation of the BCA and CriMNet trainer/auditors has increased the effectiveness and efficiency of overall training efforts. Other CriMNet-related projects also offer specialized training (Statewide Supervision System, Court Web Access, Predator Offender Tracking, Minnesota Repository of Arrest Photos, etc). Data Practices training programs are planned to be developed and incorporated into existing training as appropriate. **Recommendation**: Future education requirements should be identified and prioritized through CriMNet user prioritization and outreach efforts.
8. A periodic audit process to ensure the quality and accuracy of integrated criminal justice information systems	As a part of the CriMNet Strategic Plan, the importance of data quality standards was identified as a key objective. As part of the business plan for the quality project, CriMNet will work on developing standards and processes for auditing, as well as developing quality assurance standards and methods of evaluating data quality and accuracy. CriMNet will also work with the BCA's Auditing Unit to add data quality audits as part of their function. An ongoing delivery team and unintended consequences was included as part of the 2004 report to the Legislature. This delivery team will continue to meet as needed to discuss and make recommendations on these issues. **Recommendation:** Report annually on progress and as needed on recommendations for process and legislative changes. The CriMNet Program Office has also developed a Privacy Impact Assessment (PIA) template which will be used on all projects that deliver any kind of technology solution. The Program plans to roll out this measure to other solution providers as well. *Included in current Scope Statement*
9. The equipment, training, and funding needs of the state and local agencies that participate in the criminal justice information systems	The CriMNet Program Office conducted a technology inventory of criminal justice agencies in the state. The purpose of the assessment was to identify the status of hardware/software platforms for agencies, as well as identify IT resources. This information will help to establish a baseline measure of readiness for integration. Agencies were also asked to provide information about planned technology initiatives, e.g., future upgrades or replacements of systems. This information will help to determine the degree of effort involved in rolling out particular CriMNet services to specific agencies and the agencies' ability to participate in information sharing and integration efforts. The initial phase of the assessment was complete in early 2005. A database was established to track and monitor the information for the future. The original database created to compile the assessment database

299C.65, Subdivision 1d.	**Status/Comments**
	was upgraded from a Microsoft Access to a Sequel Server format. Assessment responses were imported electronically or manually entered into the database. Considerable follow-up with agencies has been completed and will need to continue to validate and update information in the database. As a result, the agency assessment database has been instrumental in providing application vendor and vendor contact information for BCA/CriMNet projects and will also be used in quarterly vendor conferences. **Recommendation:** Report annually on technology resource status of criminal justice agencies and needs related to information sharing and integration. *Included in current Scope Statement*
10. The impact of integrated criminal justice information systems	The Criminal and Juvenile Justice Information Task Force has created an ongoing Data Practices Delivery Team charged with developing recommendations related to the privacy interests of individuals. A report from that delivery team with regard to impacts on individual privacy rights and unintended consequences was included as part of the 2004 Report to the Legislature. This delivery team will continue to meet as needed to discuss and make recommendations on these issues. The CriMNet Program Office has also developed a Privacy Impact Assessment (PIA) template which will be used on all projects that deliver any kind of technology solution. The program plans to roll out this measure to other solution providers as well. **Recommendation:** Report annually or as needed. *Included in current Scope Statement*
11. The impact of proposed legislation on the criminal justice system, including any fiscal impact, need for training, changes in information systems, and changes in processes	**Recommendation:** The Criminal and Juvenile Justice Information Policy Group and Task Force will monitor proposed legislation and fiscal impacts and report as needed.
12. The collection of data on race and ethnicity in criminal justice information systems	The Criminal and Juvenile Justice Information Task Force has created an ongoing Data Practices Delivery Team charged with developing recommendations related to the privacy interests of individuals. A report from that delivery team with regard to impacts on individual privacy rights and unintended consequences was included as part of the 2004 report to the Legislature. This delivery team will continue to meet as needed to discuss and make recommendations on these issues. **Recommendation:** Report completed and presented to Legislature. Future reporting as requested. *Included in current Scope Statement*

299C.65, Subdivision 1d.	Status/Comments
13. The development of a tracking system for domestic abuse orders for protection	Though the original system is complete, an issue has been identified regarding temporary restraining orders that are extended and the Brady indicator (weapons prohibition) is not set. **Recommendation:** A recommendation relating to this issue will be made as part of the background check/expungement report due to the legislature in January 2007.
14. Processes for expungement, correction of inaccurate records, destruction of records, and other matters relating to the privacy interests of individuals	The Criminal and Juvenile Justice Information Task Force has created an ongoing Data Practices Delivery Team charged with developing recommendations related to the privacy interests of individuals. A report from that delivery team with regard to impacts on individual privacy rights and unintended consequences was included as part of the 2004 Report to the Legislature. This delivery team will continue to meet as needed to discuss and make recommendations on these issues. The CriMNet Program Office has a project underway to study expungement and background check law, along with record retention issues. A report on these issues will be available to the Task Force and Policy Group in time for the 2007 Legislative Session. **Recommendation:** Make recommendations for process standardization and legislative/policy changes as needed. ***Included in current Scope Statement***
15. The development of a database for extended jurisdiction juvenile records and whether the records should be public or private and how long they should be retained	There has been a database for Extended Jurisdiction Juvenile (EJJ) records for many years. These records are governed by Minnesota Statutes 299C.65 prior to the imposition of the adult sentence. Once the adult sentence is imposed, the records would be handled in the same manner as adult records. **Recommendation**: Monitor and report as needed.

VIII. <u>Appendices</u>

A. List of Liaison Meetings
B. 2005 Annual Review of User Priorities
C. 2005 Follow-Up Response of the 2004 Legislative Audit on CriMNet
D. Fiscal Year 2005 Final Project Budget Report

2005 CriMNet Program Liaison Schedule

Note: These meetings involve regular check-in meetings with CriMNet grant counties, as well as outreach visits with agencies statewide.

January to March

Anoka County
Dakota County
Hennepin County
Ramsey County
St. Louis County
Wright Co/Buffalo
Olmsted
Freeborn Co.
Goodhue Co.
Rice County
Isanti County
City of Chaska
Association of MN Chiefs of Police
Region 10: Association of MN Chiefs

April to June
Anoka County
Dakota County
Hennepin County
Ramsey County
St. Louis County
Wright Co/Buffalo
Scott County
Otter Tail County
Stearns County
Blue Earth County
Washington County
Carver County
Sibley County
Sherburne County
Isanti-Pine-Kanabec
Chiefs Association Exec Board

Regional Chiefs meetings statewide
Sheriff Association Mtg

July to September
Anoka County
Dakota County
Hennepin County
Ramsey County
St. Louis County
Wright Co/Buffalo
Olmsted Co
Clay Co
Beltrami Co
Kandiyohi Co
Tour of SW counties
Lyon County
Tour of NW counties

October to December
Anoka County
Dakota County
Hennepin County
Ramsey County
St. Louis County
Wright Co/Buffalo
Sibley
Renville County
Sherburne County
Wabasha County
Steele County

CriMNet Priorities
Report to the Criminal Justice and Juvenile Policy Group
September 28, 2005

Prepared by: Heidi Welsch, CriMNet Business & Planning Analyst

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Introduction
It is important that CriMNet priorities be guided by the needs and requirements of users. Since February 2004, CriMNet has had a strong focus on gathering and maintaining user requirements. In August 2004, the Criminal and Juvenile Justice Task Force recommended priorities based on user needs to the Policy Group.

In August and September 2005, the Task Force reviewed existing priorities and new information gathered throughout the past year. The purpose of this report is to provide input to the Policy Group regarding user requirements, CriMNet priorities, and progress towards fulfilling those priorities.

Background
In February 2004, CriMNet began efforts to systematically identify, document, and maintain user requirements. In August 2004, the requirements were organized into broad categories by CriMNet analysts and prioritized by the Task Force as follows:

1. *Highest Priority Requirements.* This includes requirements that ranked highest in the analysis (3-5) and should be considered for immediate work.
   - Develop and implement a ***Statewide Unique ID***
   - ***Set statewide standards*** and facilitate discussions across agencies regarding data issues.
   - Implement a ***business process improvement*** program.
   - Build a new data system for incident data: ***CIBRS***
   - Develop policies and procedures that ensure CriMNet ***compliance with Data Practices Act.***
   - Implement a ***communications plan***
   - Implement clear, consistent, and accountable ***program management***.

2. *Over-riding / High Priority Requirements.* This includes requirements with over-riding factors that imply a high priority and should be considered for immediate work.

   - ***Ability to search*** all available CJ data and information through one system. (Current work to complete this item is the CriMNet Backbone Search Function.)

3. *Requirements Queued for future.* This includes items that were important to users but of a lower priority (6-9) and should be queued for future work.

   o ***Ability to enter data on a CJ event only once*** with automatic population of multiple, appropriate databases. (One possible solution is the use of CriMNet Backbone Workflow Function.)
   o ***Ability to receive automatic and instant notification*** when a specified event occurs in the CJ system. (One possible solution is the use of CriMNet Backbone Subscription Function.)
   o ***Increase the number of databases*** accessible through CriMNet technology.
   o ***Increase fields available*** through existing databases accessible through CriMNet technology.
   o ***Simplify number and frequency of sign-in and password.***
   o ***Information regarding who has access to which pieces*** of data in the CJ system

4. *Out of current scope.* This includes items that were important to users but outside of the currently defined CriMNet scope of work.

   o Improve hardware and connection speeds.

Discussion

– Since August 2004, users have continued to re-iterate existing user requirements. All new requirements that were added during the past year fit within the previously identified categories.
– As described in the attached chart, significant work has progressed on all user requirements that were deemed "Highest Priority" in August 2004.
– Significant progress has been made on items deemed "High Priority" in August 2004.
– Some items which were queued for the future in August 2004 are under development or in planning stages.
– Items that were deemed "out of scope" in 2004 remain unscheduled at this time.

Recommendation

Over the past year, users have underscored the importance of the existing CriMNet requirements. The CriMNet program has made good progress towards fulfilling the highest priority requirements and has begun to plan for the next tier of requirements. It is therefore recommended that CriMNet continue work with the same prioritization of projects for August 2005—August 2006.

2004 Priority Ranking		Identified Stakeholder Needs	What has been done to address this need?	Expected Completion Date(s)
	1	**Improve quality and accuracy of data throughout the system.**		
Highest	**1a.**	**Statewide Unique ID Business Process Re-engineering**	ID Roadmap, Protocol, & Service	Roll-out of protocol begins 8/05; Roll-out of services begins 1/07
Highest	**1b.**	**Set statewide data standards & facilitate discussions across agencies regarding data issues**	Technical & Business Standards Steering Committees	On-going
	1b.1	*Ensure older data is available in addition to updates (ex. probation officer name)	This is an on-going consideration.	
	1b.2	*Set and implement a standard for MRAP rejection of picture	CJIS is currently handling this item.	
	1b.3	*CIBRS needs to have better data accuracy than MJNO	This is being addressed in the design of CIBRS.	
	1b.4	*Ensure current probation officer contact is available in POR	POR is currently handling this item.	
	1b.5	*Ensure compliance with national data standards	This is an on-going consideration for the Technical Standards Committee.	On-going
	1b.6	*Set standards for technology—types of software and hardware.*	This is an on-going consideration for the Technical Standards Committee.	*On-going*
	2	**Increase Automation of the Information.**		
High	**2a.**	**Ability to search all available CJ data and information through one system**		11/30/04 Roll-out of ISS. Execution of the enhancements has begun. Service-Oriented Architecture expected by 1/06.
	2a.1	*Completion of the Search Function	Integrated Search Services is available. Enhancements continue to be made. ISS roll-out was 11/1/04. Enhancements Business Plan 6/05.	
	2a.2	*Augmented or refine search application	The Integrated Search Enhancements Business Plan was written to include upgrade and enhancements to the searching/sorting ability of Integrated Search. It is expected that these needs will be satisfied with the enhancements.	
	2a.2.a	*Ability to sort events by date		
	2a.2b	*Ability to sort by conviction.*		
	2a.2c	*Ability to sort by multiple events		These enhancements expected by 4/06
	2a.2d	*Automatic search for all aliases of an individual		
	2a.2e	*Ability to group events that are related to the same incident		ID Services will address this issue.
	2a.2f	*Ability to flag cautions		These enhancements expected by 4/06.
	2a.2g	*Ability to customize which data fields are present according to viewer preference	The Integrated Search Enhancements Business Plan addresses this.	Expected completion of full support for

2004 Priority Ranking		Identified Stakeholder Needs	What has been done to address this need?	Expected Completion Date(s)
				mobile technologies by 9/06.
	2a.2h	*Ability to see which systems are down from the sign-on page	Not scheduled at this time.	
	2a.2i	*Ability to easily print reports from Integrated Search.*	The Integrated Search Enhancements Business Plan addresses this.	Expected 6/06
	2a.2j	*Ability for anyone to view public data from Integrated Search*	Not scheduled at this time.	
Queued for future	2b.	Ability to enter data on a CJ event only once with automatic population of multiple, appropriate databases		
	2b.1	*Electronic pass of criminal complaint from CA to courts	Integration Architecture Business Plan / State Hub work / ID Services will support this.	
	2b.2	*Electronic pass of disposition and other court documents to the CA, sheriff		
	2b.3	*Automatic change in all state systems when correction is entered by local agency		
	2b.4	*Electronic sentencing sheet that can be automatically passed.*		Work is underway to complete this. No completion date estimate available yet.
Queued for future	2c.	Ability to receive automatic and instant alert when a specified event occurs in the CJ system	This is currently prohibited by statute. State hub work will continue investigating possibilities.	
	2c.1	*Automatic notification of warrants or wants to all part of the system		
	2c.2	*Email notification when item goes into suspense	Suspense prevention work process improvement work is underway. This will be considered as part of this work.	
Queued for future	2d.	Information regarding who has accessed which pieces of data in the criminal justice system	Use of a Privacy Impact Assessments (PIA) have been implemented as a standard step for all activities involving data. The PIA considers how to handle issues of auditing and access.	On-going
	2d.1	*Access to audit data	Not scheduled at this time.	
	3	Improve the efficiency of the business processes in the system.		
Highest	3a.	Implement a business process improvement program	Business Process Improvement program established in 2004.	On-going
	3a.1	*Automate targeted misdemeanors data pass from courts to BCA	Completed.	2/2005
	3a.2	*Improve the Uniform Criminal Complaint business process	E-filing and E-signature projects are underway	8/2006
	3a.3	*Resolve ownership of the MN Statutes Table	Completed. Minnesota Criminal Justice Statute Service version 2.0 available.	Iteration 3 expected 10/05.
	3a.4	*Improvement of processes leading to accurate POR database	Research & analysis report completed 2/2005. CJIS is working on automatic feed of dispositions to POR.	unknown

2004 Priority Ranking		Identified Stakeholder Needs	What has been done to address this need?	Expected Completion Date(s)
			Other recommendations have been delivered to POR.	
	3a.5	*ID and CCH should automatically be sent back when fingerprints are submitted	CJIS LME project will address this. ID Service will also address this.	LME is underway.
	3a.6	*Automatic check of S3 for probation file at the time of booking	Not scheduled at this time.	
	3a.7	*Prison Intake process needs improvements; information from locals is not complete.	Not scheduled at this time.	
	3a.8	*Easier process for fingerprinting from courtroom.	This will be addressed as part of the ID Roadmap & Service.	
	3a.9	*Easier process for corrections and errors in the CJ system	This will be addressed by research and analysis on expungements and background checks currently underway by MAD.	1/07 final report
	3a.10	*MOC Code business process improvement.	Scheduled to begin 4Q 2005.	
	4	**Increase the amount of data available to CriMNet technology.**		
Queued for future	**4a.**	**Access to more databases**		
	4a.1	*LEMS (includes: FBI, DVS, Hotfiles, …)		
	4a.2	*Warrants and wants (including parking)	Adapter to LEMS will provide access to these data.	Pilot stage 7/2005. Expected completion date: 11/2005.
	4a.3	*DVS (including picture)		
	4a.4	*Permit to Carry	Not scheduled at this time.	
	4a.5	*Gang Strike Task Force data	Not scheduled at this time.	
	4a.6	*Court info not available through CWA (civil, juvenile, all court dates, FTA, domestic abuse orders, etc.)	On-hold until MNCIS data is available on CWA.	
	4a.7	*Actual court documents relevant to current suspect / defendant	Not scheduled at this time.	
	4a.8	*County Attorney Info (especially cases in progress)	Not scheduled at this time.	
	4a.9	*INS records	Not scheduled at this time.	
	4a.10	*Behavior info, past types of weapons used	Not scheduled at this time.	
	4a.11	*Mental and physical health info	Not scheduled at this time.	
	4a.12	*Credit History	Not scheduled at this time.	
	4a.13	*Criminal History	Adapter to LEMS will provide access to these data.	Pilot stage 7/2005. Expected completion date: 11/2005.

2004 Priority Ranking		Identified Stakeholder Needs	What has been done to address this need?	Expected Completion Date(s)
	4a.14	*National Criminal History*	Not scheduled at this time.	
	4a.15	*Complete Criminal History statewide including all charges and convictions down to petty misdemeanor	Discussions begun as part of Criminal History Definition Team & ICHS.	
	4a.16	*Probation history	Available through S3.	
	4a.17	*Total jail days per incident	Not scheduled at this time.	
	4a.18	*Federal probation case information	Will be available through S3 by Q4 2005. No changes required to Integrated Search.	Q4 2005
	4a.19	*Probation officer contact info	Available through S3.	
	4a.20	*Witness information	Not scheduled at this time.	
	4a.21	*Placement outcomes	Not scheduled at this time.	
	4a.22	*Victim data	Not scheduled at this time.	
	4a.23	*Tax Base info	Not scheduled at this time.	
	4a.24	*Information about pawn shops trades / Automated Pawn Information	Not scheduled at this time.	
	4a.25	*SSIS on juveniles	Not scheduled at this time.	
	4a.26	*DNA database for submission from probation*	Not scheduled at this time.	
	4a.27	*Current court fines information.*	Not scheduled at this time.	
	4a.28	*All information regarding stays of adjudication.*	Not scheduled at this time.	
	4a.29	*Calendaring information from courts*	Not scheduled at this time.	
	4a.30	*ORI information for all agencies statewide.*	This will be addressed as part of the State Hub development.	
	4a.31	*NCIC table information*		3/06
	4a.32	*Any tables needed by MNCIS*	On-going consideration.	On-going
	4a.33	*DVS Accident Records*	Not scheduled at this time.	
Queued for future.	**4b.**	**Increase fields available through existing databases**	Integrated Search Enhancements plan includes the ability to "portal" from ISS to other applications.	To begin 9/06 (This item is dependant on completion of the single sign-on.)
	4b.1	*Conditions of probation/ court orders/ conditions of release	This is available through Integrated Search.	
	4b.2	*Most current photo	Improvement with availability of DVS photos.	

2004 Priority Ranking		Identified Stakeholder Needs	What has been done to address this need?	Expected Completion Date(s)
			However, nothing else is scheduled at this time.	
	4b.3	*Contact info of probation officers	This is available through Integrated Search.	
Highest.	**4c.**	**Build new or replacement databases.**		
	4c.1	*Incident based information (CIBRS)	CJIS is working on CIBRS.	First pilot release expected 01/06.
	5	**Increase efficiency of access to criminal justice information systems.**		
Queued for future	**5a.**	**Simplify number and frequency of sign-in and passwords**	Technology changes to allow SOA for Integrated Search are required for this and expected to be complete by 12/05.	Expected completion by 3/06
	5a.1	*Simplify paperwork required for multiple systems	Service Level Agreements are nearly complete.	9/05
Out of scope.	**5b.**	**Improve hardware and connection speeds**	Not scheduled at this time.	
	5b.1	*Laptops in squad cars		
	5b.2	*Dispatch software replacement		
	5b.3	*Amount of time to log into any system needs to be reduced-- especially from squad cars		
	5b.4	*Continuous access without time out from mobiles*		
	5b.5	*Hot keys in Integrated Search for use in mobiles.*		
	5c.	*Need access from all mobile units.*	This is part of the ISS Enhancement Plan.	6/06
	5c.1	*Increase ease of access from mobile with CIS software.*	This has been addressed directly with CIS software.	4/05
	6	**Ensure compliance with legal and ethical standards of data use.**		
Highest.	**6a.**	**Develop policies and procedures that ensure CriMNet compliance with Data Practices Act**	Development of Service Level Agreements underway. Development of Source System Agreements to follow. Use of these document will serve as primary tools for ensuring compliance.	On-going
	6a.1	*Need a solid policy direction on data privacy issues	Data Practices Business Plan in place.	2004
	6a.2	*Need a broker for discussions about data practices	Data Practice Business Plan highlights the availability of CriMNet data practices staff to facilitate and assist stakeholders with data practices issues and concerns.	On-going

2004 Priority Ranking		Identified Stakeholder Needs	What has been done to address this need?	Expected Completion Date(s)
	7	**Improve responsiveness of CriMNet program to stakeholders and users.**		
Highest.	**7a.**	**Implement communications plan**	Communication Plan complete.	11/2004
	7a.1	*Communication re: technical architecture	Specific communication plan to communicate technical standards in place.	1/2005
	7a.2	*Communication re: existing tools	On-going consideration of communications work.	On-going
	7a.3	*Website improvements needed	Underway .	10/2005
	7a.4	*Coordinate work among agencies	Local User Group. Liaison Program. On-going consideration of CriMNet work.	On-going
	7a.5	*Facilitate preparation of integration plans	Small Jurisdictions Integration Planning Efforts. Model Integration Plans. "Cookbook" effort is underway. Model plan in Washington County is underway.	10/05—cookbook 4/06—model plan
	7a.6	*Forum for input from local agencies is needed	Local User Group. Liaison Program. CriMNet Users Quarterly Meetings (future).	
Highest.	**7b.**	**Implement clear, consistent, & accountable program management**	Program plan. Project plans. Regular reporting of progress.	
	7b.1	Management must be trusted.	On-going concern and goal of CriMNet work and management.	
	7b.2	Deadlines must be met.	On-going concern and goal of CriMNet work and management.	
	7b.3	Trust in the project from stakeholders is needed.	On-going concern and goal of CriMNet work and management.	On-going

OLA CriMNet

February 2005 Update to the 2004 Evaluation Report

Problems OLA Identified

- **Substandard Program Management.** The CriMNet Office should coordinate, manage, and oversee the CriMNet program. But, the office failed to define CriMNet's objectives and scope; assess local jurisdictions' capacities to integrate their systems; and implement standard mechanisms for monitoring, tracking, and communicating about CriMNet.

- **Insufficient Staffing and Expertise.** Chronic understaffing and resulting gaps in expertise at the CriMNet Office contributed to management problems and delays.

- **Ineffective Governance.** CriMNet's governing "Policy Group" of eight judicial and executive branch leaders failed to ensure sufficient strategic direction and accountability.

- **Project Delays.** Individual CriMNet projects, including a central integration system, generally took longer and cost more than expected. Unresolved data classification issues, contracting deficiencies, security concerns, and unclear system requirements were underlying factors.

Changes Implemented

- **CriMNet's Purpose and Direction More Clearly Defined.** For the first time, in June 2004, CriMNet issued a "scope statement" that defined CriMNet Office responsibilities and specific projects needed to support integration of criminal justice information.

- **Program Management Strengthened.** To improve management and oversight at all levels, CriMNet implemented needed program management practices, including program and project-specific financial tracking, status reporting, and risk management procedures.

- **Staff Expertise Acquired.** To support all aspects of its work, the CriMNet Office developed a staffing plan and had filled 20 of 26 positions by early 2005.

- **Key Projects Underway.** CriMNet regained momentum and began essential projects to (1) define user requirements, (2) develop integration standards, (3) assess local criminal justice agencies' ability to share data, and (4) positively identify offenders and link their criminal records. Local government data sharing projects also made progress.

Issues Requiring Additional Legislative Attention

- **Data Practices Act Revisions.** CriMNet submitted proposals in 2004 to modify state data practice laws to address issues associated with sharing criminal justice information, but the related bills did not pass. The Legislature should act on similar 2005 bills.

- **Policy Group Accountability.** The Legislature should ensure that the Policy Group is adequately monitoring CriMNet project costs, milestones, and outcomes. In addition, because local criminal justice agencies are important users and providers of criminal justice data, the Legislature should add local representation to the CriMNet Policy Group.

CriMNet is available at http://www.auditor.leg.state.mn.us.
For more information, contact Deborah Junod at 651-296-1232 or deborah.junod@state.mn.us.

MINNESOTA OFFICE OF THE LEGISLATIVE AUDITOR

FY05 - Final Project Budget Rpt

Report Date:	10/1/2005

Report Period:	7/04 - 6/05

Project	FY05 Budget	Expended (YTD)	% Expended Vs. YTD Budget	Variance (YTD)	Variance (Budget vs. Forecast)
Seek and maintain User requirements	$92,200	$18,114	20%	$74,086	$74,086
Develop and maintain Business standards	$66,000	$35,913	54%	$30,087	$30,087
Develop and maintain technical standards	$174,000	$177,152	102%	($3,152)	($3,152)
Provide expertise & assistance to Criminal Justice agencies	$174,000	$175,502	101%	($1,502)	($1,502)
Prepare and maintain a statewide implementation plan	$106,400	$0	0%	$106,400	$106,400
Complete agency assessments	$155,400	$61,360	39%	$94,040	$94,040
Develop and maintain data practice compliance standards	$190,400	$44,569	23%	$145,831	$145,831
Establish and maintain identification protocol	$355,400	$341,822	96%	$13,578	$13,578
Establish and maintain a data quality process	$117,000	$44,569	38%	$115,165	$115,165

Rollout the CriMNet search function	$62,000	$291,896	471%	($229,896)	($229,896)
Security	$225,000	$27,949	12%	$197,051	$197,051
Establish and maintain the CriMNet middleware service functions	$234,000	$74,402	32%	$159,598	$159,598
Workflow & Business Processes	$109,000	$102,555	94%	$6,445	$6,445
SLA	$58,000	$22,875	39%	$35,125	$35,125
Operations	$240,000	$793,901	331%	($553,901)	($553,901)
Delivery	$1,122,000	$512,158	46%	$609,842	$609,842
Program Office Activities	$1,446,000	$1,393,131	96%	$52,869	$52,869
Courts (MNCIS)	$5,426,800	$4,671,893	86%	$754,907	$754,907
Corrections (DOC - S[3)	$530,000	$683,726	129%	($153,726)	($153,726)
CriMNet Susp. File	$500,000	$596,759	119%	($96,759)	($96,759)
Totals:	**$11,383,600**	**$10,070,246**	88%	**$1,313,354**	**$1,313,354**

Note that project budgets reflect FY05. These amounts reflect both state and federal funds; any funds not expended for projects in FY05 were federal funds carried forward into FY06.