



**Criminal and Juvenile Justice Information
Policy Group**

**2008 Annual Report to
the Governor, Supreme
Court, and Legislature
on Criminal Justice
Information Integration**

January 2009

2008 Annual Criminal Justice Information Integration Report
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I. Executive Summary

Background:

More than 1,100 agencies and branches of local, state, and federal government oversee the justice and public safety services delivered in Minnesota, at a cost of nearly \$2.5 billion per year to the public, according to census estimates and auditor's reports. Each of these agencies needs timely and accurate information at key decision points throughout the criminal justice process. To assure that information is accessible and managed from a statewide perspective, the legislature created the Criminal and Juvenile Justice Information Policy Group and Task Force (Policy Group and Task Force), in Minn. Stat. 299C.65.

For nearly 20 years, the Policy Group and Task Force have brought a wide-range of criminal justice stakeholders and policymakers to the table to address issues related to the statewide integration of criminal justice information from a broad-based perspective. Since 2001, these efforts have been supported by a small office staff dedicated to integration efforts, now part of the newly created Minnesota Justice Information Services (MNJIS) section at the Minnesota Bureau of Criminal Apprehension (BCA). Together, the Policy Group, Task Force, and MNJIS executive director provide key leadership in managing the direction of criminal justice integration activities statewide.

Early integration related activities focused on filling significant gaps in statewide criminal and juvenile justice data – such as statewide predatory offender data, electronic booking photos, and complete criminal history information, among others. Systems to collect that information from agencies statewide are now in place, and are widely used by practitioners. However, these systems now need to be integrated so information can be shared between and among systems, in order to remove redundancies and enhance the accuracy of the data available.

Core Priorities in 2008

Over the past several years, the Policy Group, Task Force, and BCA have worked with constituents, including the Courts and the Department of Corrections, to prioritize information integration needs and related initiatives. The Inventory of Integration Priorities (included in Appendix A) identifies the core integration priorities, other projects that are being worked on as resources permit, ongoing activities such as data quality and technical and business standards, and projects in the queue for future consideration.

At the top of the Inventory of Integration Priorities are the three core priorities that continue to be the focus for statewide integration activities: the Name-Event Index Service, the eCharging Service, and the Comprehensive Incident-Based Reporting System (CIBRS).

- **The Name-Event Index Service** will provide a statewide index of people linked with their associated events throughout the criminal justice system. It will function much like a card catalog of records, pointing to the interactions between individuals and criminal justice agencies. This project will allow more records in the system to be linked to a person's fingerprints, which will enhance the accuracy of records associated with individuals. In 2008, the NEIS design phase was completed and the pilot service was

developed. By July 2009, pilot agencies in two Minnesota counties (Carver and St. Louis) will be providing information to the indexing service and the infrastructure will be in place to provide indexing services statewide, pending the availability of additional funding (*see legislative recommendations section*).

- The **eCharging Service** will create a secure, statewide method for sharing charging information electronically among law enforcement, prosecutors, and the courts to create a criminal complaint. Currently, these processes are all done on paper, and require multiple redundant data entry processes, which have a significant impact on the accuracy of data. In 2008, the eCharging design phase was completed and the pilot service was developed. By July 2009, pilot agencies in four Minnesota counties (Carver, Kandiyohi, Olmsted, and St. Louis) will be exchanging charging documents electronically and the infrastructure will be in place to provide indexing services statewide, pending the availability of additional funding (*see legislative recommendations section*).
- The **Comprehensive Incident-Based Reporting System (CIBRS)** is a database of incident information for law enforcement to use for investigations. This project involves building connections between local law enforcement databases so agencies can send data to CIBRS. Agencies can also search for information in the database. In 2008, the number of agencies submitting to CIBRS went from one (Buffalo Police Department) to 80 agencies throughout the state. As of January 2009, there are over 32,000 records in CIBRS. Up to 200 agencies will be connected by the end of 2009.

Together, these core initiatives provide criminal justice professionals critical information at key decision points throughout the criminal justice process, increase the accuracy of identification, and eliminate redundant and time-consuming manual, paper processes.

Two Other Major Accomplishments in 2008

Deployment of New Fingerprint Identification System

Another significant accomplishment in 2008 was the deployment of a more technically advanced fingerprint identification system that will significantly enhance efforts to accurately identify individuals and solve crimes.

The new Automated Fingerprint Identification System (AFIS) is the state's database of fingerprints captured when an individual is arrested and booked into a Minnesota jail. Fingerprints are used to create criminal histories in Minnesota. The new system returns a response from a booking submission within 3.5 minutes (this previously took up to two hours), which allows the facility to accurately identify each individual more quickly and assure that a complete set of fingerprints is taken. The new AFIS will significantly reduce the records that cannot be linked to fingerprints (also known as "suspense" records).

In addition, the fingerprint database is used to identify individuals who may have been involved with crimes by matching latent fingerprints left at crime scenes. The new database has greater ability to match fingerprints, even prints of a lower quality, and has resulted in the generation of new leads in certain Minnesota investigations. Obtaining electronic fingerprints greatly enhances the accuracy of Minnesota criminal justice information. This new tool also greatly enhances the ability of Minnesota law enforcement agencies to more quickly solve crimes.

Reorganization at the BCA

Throughout the history of information integration activities, the Supreme Court and the state court system, and the Corrections and Public Safety departments have played important roles. The membership of the Policy Group reflects this partnership, and though each organization continues to play a key role, in recent years the Department of Public Safety – via the Bureau of Criminal Apprehension (BCA) – has supported the statewide, technical infrastructure and built many of the applications that fill the gaps identified in criminal justice information systems.

To support the Policy Group's strategic vision for information integration, the BCA has reorganized the way these activities are governed and implemented within the organization. The key outcome of this activity is a greater focus addressing the needs of the BCA's customers – criminal justice agencies and the public.

Historically, criminal justice information and integration services were provided by two separate divisions within the BCA. The CriMNet Program Office focused on planning, analysis, and creation of standards; the Criminal Justice Information Services (CJIS) section focused on development and maintenance of systems. Recognizing that the work of the two divisions is closely interrelated, BCA Superintendent Tim O'Malley convened a change team in early 2008 to identify ways that the two units could work together more collaboratively while becoming more responsive and accountable to stakeholders and the BCA's customers.

The change team submitted its recommendations to reorganize those sections into a single work unit called Minnesota Justice Information Services (MNJIS). (To access the report, follow this link: <http://www.crimnet.state.mn.us/docs/Reorganization%20Report%20-%20public%20version.pdf>.) The group recommended organizing the work into five Centers of Excellence: data services, criminal history information, biometrics, business shared services, and technical and infrastructure shared services. A "Center of Excellence" is defined as a team of people that is established to promote collaboration and the application of best practices. Centers of Excellence exist to bring an enterprise focus to complex business issues and the need to collaboratively determine solutions to those complex business issues.

Supporting these Centers of Excellence is a refined governance structure that clarifies how projects will be prioritized, how resources will be allocated and consistently applies those principles across the organization. The goal is to clarify lines of authority and responsibility, be more responsive to the needs of customers, and increase the ability to respond in a changing environment. Each center has its basic responsibilities, but is organized in a way that allows skills to be more effectively utilized according to the principles and standards applied by the governance team.

The Policy Group passed a resolution supporting the reorganization effort in June (available in Appendix C), and the new organization formally began operation in October 2008. Several internal teams were appointed to manage transition-related issues, and their work will continue into 2009. Despite the transition, integration initiatives will continue to be tracked separately as well as integration funding and no changes will be made to the oversight responsibilities of the Policy Group and Task Force.

Impact of Budget Reductions

During the 2008 legislative session, integration efforts at the BCA received a reduction of \$1,265,000 each year beginning in fiscal year 2009, which resulted in two priority activities being put on hold indefinitely.

Work on the Identify Access Management (IAM) and Standard User Interface (SUI) projects will be on hold until future funding is available. The BCA serves as the gateway to statewide criminal justice information systems. These projects would allow the BCA to create a single point of entry and single sign-on capability for all BCA systems. Today, there are separate usernames and passwords for each individual system. Without these efforts, users must continue to access these systems individually, which has a serious impact on timely access to critical information. This could affect officer and public safety. In addition, multiple usernames and passwords also result in a less secure environment for sharing information.

In addition, the funding for additional deployment of rapid identification devices to pilot sites was affected by this budget reduction. Rapid identification devices allow agencies to quickly identify individuals at arraignment, probation check-in, etc., without taking a full set of fingerprints. Using biometrics to confirm identity is critical to ensure the correct individual is being released, transferred, arraigned, etc. This effort is part of a strategy to link more data to fingerprints, enhancing the accuracy and timeliness of that data.

Also, beginning in fiscal year 2010, activities related to Name-Event Index Service and eCharging Service would be significantly affected. Though current funding levels support deployment in the pilot agencies, statewide deployment would be delayed without additional funding.

Conclusion

In conclusion, the process to refine and clarify priorities in the past year and to focus resources at the state level, have positioned Minnesota to achieve the important results. We are pleased to report significant progress in the key priorities identified, and the state is poised to achieve even more in the near future. Leaders recognize that resources are likely to decrease in the short-term. Though integration and information services will be delivered more effectively due to the BCA reorganization efforts, achievement of the priorities identified will still be dependent on resources and funding. The Policy Group, Task Force, and BCA leadership continue to share the same priorities and unified vision for integration of criminal justice information. The focus on priorities also establishes a renewed commitment to making integration efforts real to constituencies and being even more responsive to their needs.

II. Legislative Recommendations

Pursuant to Minn. Stat. 299C.65, Subdivision 2, the Policy Group must provide a report to the Legislature by 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 Task Force to assist the Policy Group in developing recommendations.

The Task Force adopted one new legislative initiative and supported a change request to the MNJIS base budget and forwarded them as recommendations to the Policy Group in September 2008. In addition, an item approved by the Task Force in 2007, but stalled in the 2008 session was resubmitted to the Policy Group for consideration in the 2009 session.

The Policy Group adopted the following legislative recommendations for the Legislature's consideration during the 2009 legislative session.

1. Comprehensive Incident-Based Reporting System (CIBRS) (Minnesota Statutes 299C.40, Subd. 2)

Currently, the CIBRS application is available only to law enforcement for two very specific purposes: prepare a case against a person, whether known or unknown, for the commission of a crime or other offense for which the agency has investigative authority; and for background investigations required by section 626.87 (peace officer employment). Law enforcement representatives on the Task Force suggested they should be able to use the database to assist in locating missing persons and to enhance officer safety when serving court orders – activities which don't specifically relate to preparing a criminal case against a person. The proposed language would continue to limit access to only the law enforcement agencies defined by statute, but would expand access for the following purposes: to serve process in a criminal case; to inform law enforcement officers of possible safety issues prior to service of process; to enforce no contact orders; and to locate missing persons.

2. Technical Changes Related to BCA Reorganization (Minnesota Statutes 299C.65)

During 2008, the Bureau of Criminal Apprehension reorganized two work units previously known as the Criminal Justice Information Services (CJIS) section and the CriMNet Program Office. The new organization is known as Minnesota Justice Information Services (MNJIS).

To clarify statutory responsibilities, a few primarily technical changes are being recommended, as well as language to clarify the ongoing CriMNet effort. Namely, references to "CriMNet Program Office" will be changed to "executive director" to clarify the responsibility to the Policy Group.

3. Additional Per Diem for Public Task Force Members (Minnesota Statutes 299C.65, Subd. 2)

In 2006, language passed that allowed the four public members on the Task Force to be compensated for the monthly meetings of the Task Force pursuant to Minnesota Statutes 15.059. This language would delete the reference to the monthly Task Force meetings which would allow the four public members to be compensated for other meetings of the Task Force such as

delivery team meetings (subcommittees or working groups). The statutory change would be accompanied by a change in the Task Force by-laws which would cap the number of meetings members could request compensation for in any calendar year. A change request has also been submitted to accompany the statutory change, which has an estimated cost of \$2,000 per year. This initiative was also proposed during the 2008 legislature, but it did not advance through the process prior to adjournment.

4. Change Request for Fiscal Year 2010-11 Budget

The Policy Group considered the proposed budget for integration activities in the 2010-11 fiscal biennium at its October retreat. The group authorized the Department of Public Safety to submit a change request for an additional \$2 million during the 2010-11 biennium (\$1 million per year) to begin statewide deployment of the eCharging Service and the Name-Event Index Service (NEIS). This additional funding would allow approximately 200 agencies to participate in NEIS and approximately 35 counties to participate in eCharging.

III. Activities of the Criminal and Juvenile Justice Information Policy Group and Task Force in 2007

Criminal and Juvenile Justice Information Policy Group:

The Criminal and Juvenile Justice Information Policy Group (Policy Group) was created by Minn. Stat. 299C.65 and consists of the following 10 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. A list of current members of the Policy Group is available on the Web:

<http://www.crimnet.state.mn.us/docs/PolicyGroupMembers.pdf>.

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 Criminal Justice Information Integration Enterprise. The Policy Group is responsible for establishing priorities and high-level performance measures for the criminal justice enterprise – including the ongoing application of business and technical standards, approving and monitoring the integration projects budget (both in the MNJIS unit at the BCA and other state agencies/courts as they relate to the enterprise), addressing high-level policy issues, determining enterprise-wide strategies (including the distribution of grant funds), advocating for enterprise initiatives, and appointing an executive director for the BCA's MNJIS section.

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 integration.

2008 Policy Group in Review

Integration Priorities

At its October 2008 retreat, the Policy Group voted to support the Inventory of Integration Priorities, which identifies the core priorities, additional priorities, and ongoing activities to support those priorities.

The three core priorities are as follows:

- Connecting law enforcement agencies to the Comprehensive Incident-Based Reporting System (CIBRS);
- Implementing the eCharging Service in pilot counties that will allow information to move from law enforcement, to the prosecutor, to the courts and be filed electronically, to eventually replace the manual, paper process; and
- Deploying the Name-Event Index Service to pilot agencies which will provide a statewide index of people linked with their associated events throughout the criminal justice system – like a card catalog of records for individuals.

These priorities all leverage the same technical infrastructure and transport mechanism, so that aspect only needs to be created once for all three projects to use it. In addition, these projects will

achieve two key goals – reuse of information (thereby eliminating duplicate data entry) and linking more records to fingerprints.

The Task Force voted in July to reaffirm the core priorities and confirmed the other priorities, with one addition, at its August meeting.

The group also approved the ongoing activities to support integration activities. In addition, the group voted to include the e-Citation efforts between law enforcement and the courts in the Inventory of Integration Priorities. This effort allows law enforcement to enter citations locally and pass that information to the courts electronically.

BCA Reorganization

BCA Superintendent Tim O'Malley and Executive Director Dave Johnson provided an update to the Policy Group at the June meeting regarding efforts that were underway to reorganize the CriMNet Program Office and Criminal Justice Information Services (CJIS) units at the BCA. The presentation included a report with recommendations submitted to Superintendent O'Malley by the internal change team appointed to begin the reorganization process.

The Policy Group subsequently voted to pass a resolution (available in Appendix C) in support of the reorganization effort. The resolution reaffirmed the existing oversight role of the Policy Group and clarified the continued responsibilities of the executive director to report on progress. In addition, the Policy Group expressed its desire for regular updates regarding the progress of the reorganization efforts.

In October, the Policy Group discussed, refined, and approved a set of recommended technical changes to statute related to references to the CriMNet Program Office at the BCA.

October Retreat

Following Executive Director Dave Johnson's appointment, he discussed several administrative considerations with the Policy Group, including methods to assure the Policy Group has adequate time to discuss important policy and oversight issues. Members of the Policy Group expressed a desire to have at least one additional meeting, outside the regular quarterly meeting schedule, to examine strategic direction or devote additional time to larger policy discussions.

To that end, the Policy Group planned a day-long retreat in October, where the group discussed legislative initiatives, the report from the Data Mining Delivery Team of the Task Force, as well as several other administrative topics, including criteria for evaluating the executive director (see below) and suggestions for standardizing the Task Force delivery team reporting process.

Policy Issues

During 2008, the Policy Group, with the assistance of the Task Force's Data Mining Delivery Team, examined issues related to commercial entities that provide criminal justice information in the form of a "background or criminal history check." At its December meeting, the Policy Group voted to recommend several guiding principles to the Legislature regarding the regulation of these commercial services:

- Data on individuals received and disseminated by commercial data miners should be accurate and complete.
- Data on individuals disseminated by commercial data miners should be current.

- Individuals who are subject to a check of their “criminal history” through a commercial data mining process (particularly when checked for employment and housing purposes) should be notified.
- Individuals should be able to obtain a copy of a “criminal history” or background check made on them through a commercial data mining process and have an opportunity to challenge the accuracy of the information provided.
- There is a perceived problem that people with a criminal record may be denied employment or housing because the information contained in a criminal history or background check provided by a commercial entity may be inaccurate or incomplete.
- Some entities, which are providing background information over the Internet and are not governed by the Fair Credit Reporting Act (FCRA), may be providing incomplete and inaccurate information to potential employers and landlords.

These principles, along with a copy of the delivery team report, will be forwarded to the Legislature.

Oversight of Integration Activities

The Policy Group also addressed several items related to information sharing efforts underway in Minnesota. Namely, the Policy Group considered recommended changes to the Minnesota Offense Codes used to classify incidents in Minnesota, and approved efforts to acquire the Court Information Summary Reporting application and to improve the warrants delivery process in Minnesota. (For more complete explanations of these efforts, see the priority section later in this report.)

The Minnesota Offense Codes issue involves changing the way the codes are used and preparing information systems currently consuming and using the codes for either new codes or to no longer use the MOC codes. In June, the Policy Group decided to move toward a new code system, directing the Task Force to appoint a group to determine which new codes to use in the future. In addition, the Policy Group informed the Judicial Branch that changes to the state court system would be required to accommodate the new codes established. The final action on this issue will likely not take place until sometime in 2009.

In addition, the Policy Group supported the Task Force recommendation to acquire the Court Information Summary Reporting system, initially designed by a collaboration of probation staff and BCA staff and built for court services and probation staff by the Minnesota Counties Computer Consortium (MCCC) to provide a summary of a person’s conviction data for preparing a pre-sentence investigation. Several other criminal justice practitioners requested access to the report. Implementation of this tool is scheduled for June 2009.

The Policy Group also supported the Task Force recommendation to devote resources, as they are available, to improving the warrants delivery systems in the state of Minnesota. The group approved the report of the Task Force’s Warrants Delivery Team, which examined no-cost and low-cost ways to improve identified issues with the warrants process. In addition, warrants-related projects were added to the Inventory of Integration Priorities.

Evaluation Criteria for Executive Director

Minn. Stat. 299C.65 identifies that the Policy Group is responsible for hiring the executive director and that this individual serves at the pleasure of the Policy Group. When Dave Johnson was hired as MNJIS executive director in January 2008, it was noted that there is no formal process or criteria for an evaluation of the executive director.

At the October 2008 retreat, the Policy Group discussed methods for a formal evaluation of the executive director's performance. The group agreed this evaluation should take place annually. In addition, the group appointed a committee to create a formal process, including a performance review form. The group includes the commissioner of public safety, superintendent of the BCA, Task Force chair or vice chair, and another Policy Group member.

Input was solicited from Policy Group members, the Superintendent of the BCA, and MNJIS staff that have worked closely with the Executive Director. The Policy Group formally received the evaluation at its December meeting, which is when the formal evaluation will be discussed each year. Policy Group members were pleased with the executive director's performance over the past year and provided feedback on goals for the executive director for 2009.

Criminal and Juvenile Justice Information Task Force:

The Criminal and Juvenile Justice Information Task Force (Task Force) is authorized under Minn. Stat. 299C.65 and consists of the following 35 members:

- two members appointed by the Minnesota Sheriffs Association, at least one of whom must be a sheriff;
- two members appointed by the Minnesota Chiefs of Police Association, at least one of whom must be a chief of police;
- two members appointed by the Minnesota County Attorneys Association, at least one of whom must be a county attorney;
- two members appointed by the Minnesota League of Cities representing the interests of city attorneys, at least one of whom must be a city attorney;
- two members appointed by the Board of Public Defense, at least one of whom must be a public defender;
- two district judges appointed by the Judicial Council, at least one of whom has experience dealing with juvenile court matters;
- two corrections administrators appointed by the Minnesota Association of Counties, representing the interests of local corrections, at least one of whom represents a community corrections act county;
- two probation officers appointed by the commissioner of corrections in consultation with the president of the Minnesota Association of Community Corrections Act Counties and the president of the Minnesota Association of County Probation Officers;
- four public members appointed by the governor for a term of six years, one of whom represents the interests of victims, and two of whom are representatives of the private business community who have expertise in integrated information systems and who for the purpose of meetings of the full task force may be compensated pursuant to section 15.059;
- two members appointed by the Minnesota Association for Court Management, at least one of whom must be a court administrator;
- one member of the house of representatives appointed by the speaker of the house, or an alternate who is also a member of the house, appointed by the speaker of the house;
- one member of the senate appointed by the majority leader, or an alternate who is also a member of the senate, appointed by the majority leader of the senate;
- one member appointed by the attorney general;
- two elected officials appointed 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 elected officials appointed 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 or a designee;
- one member appointed by the state chief information officer;
- 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 Supreme Court.

A list of the current members of the Task Force is available on the Web:

<http://www.crimnet.state.mn.us/docs/TaskForceMembers.pdf>.

Per Minn. Stat. 299C.65, the Task Force is appointed by the Policy Group to assist the Policy Group in its duties. The statute also directs the Task Force to monitor, review, and report to the Policy Group on integration-related projects, in addition to providing oversight of ongoing

operations, as directed by the Policy Group. The Task Force is also charged with assisting the Policy Group in writing an annual report to the governor, Supreme Court, and legislature by January 15 each year. The Task Force also has a role in reviewing funding requests for criminal justice information system grants and making recommendations to the Policy Group. The Task Force meets monthly and other times as needed.

2008 Task Force in Review

New Officers

The Task Force conducted its biennial officer elections in September and elected a new chair: Chris Volkers, Washington County court administrator. Volkers previously served as chair of the Task Force from 2001 to 2006. Prior chair, Deb Kerschner from the Department of Corrections, chose not to run for re-election.

The Task Force re-elected First Vice Chair Steve Holmgren, chief public defender for the First Judicial District, and Second Vice Chair Ray Schmitz, citizen member. The group also appointed Rice County Attorney G. Paul Beaumaster as its parliamentarian, a new position created by the Task Force. The chair and first vice chair also serve as voting members of the Policy Group.

The following individuals were new appointments to the Task Force in 2008:

Name	Organization Represented
Andy Erickson	Community Corrections Administrator, appointed by the Association of Minnesota Counties
Helen Major	Board of Public Defense (This position is a temporary appointment while Bob Sykora is working for the BCA.)
John Serre	Probation Officer, appointed by the Commissioner of Corrections

Reaffirmation and Oversight of Priority Activities

A key responsibility of the Task Force is to advise the executive director and the Policy Group on criminal justice enterprise activities and business priorities. During the past few years, the Task Force has established a leadership role in helping identify and discuss business priorities, as well as identify potential solutions to identified business practice issues. In 2008, with a new executive director and the potential of additional budget cuts, the Task Force supported the three core priorities identified below:

1. Connecting law enforcement agencies to the Comprehensive Incident-Based Reporting System (CIBRS) – identified as the top priority for the law enforcement representatives to the Task Force.
2. Completing the Name-Event Index Service (NEIS), a card catalog-style index of criminal justice records – the functionality will allow users to view records from a single event in a consolidated record. This was identified as the top overall priority by Task Force members and their constituent groups in 2006.
3. Completing the eCharging Service to allow criminal complaints, and related documents, to be signed, exchanged, and filed electronically – this service utilizes the same technical infrastructure and security as the NEIS project.

In addition, the Task Force helped craft and refine several recommended changes to business practices which affect data accuracy and availability. Among the items considered were the following:

- **MOC Advisory Group:** This group was formed to consider changes to the Minnesota Offense Codes (see full description in the priorities summary below). The group presented its recommendations for consideration by both the Task Force and Policy Group in June.
- **Suspense Prevention Activities:** the Task Force reviewed an independent analysis of suspense records conducted in late 2007. This analysis was conducted to more completely establish the validity of sample analyses conducted by the data integrity/suspense prevention staff at the BCA, used to establish the key reasons that records go into suspense. The report served as the foundation for additional activities to improve business practices in the agencies throughout the state with the highest occurrences of suspense records.
- **Recommendation to acquire the Court Information Summary Reporting tool:** following a presentation about the tool, the Task Force voted to recommend to the Policy Group that the BCA work to acquire the Court Information Summary Reporting system, initially designed by a collaboration of probation staff and BCA staff and built for court services and probation staff by the Minnesota Counties Computer Consortium (MCCC) to provide a summary of a person's conviction data for preparing a pre-sentence investigation. Several other criminal justice practitioners requested access to the report. Implementation of this tool is scheduled for June 2009.

The Task Force also provided oversight to projects under development and already available to users. The group assessed the secure signature process, part of the eCharging Service currently in development. They also reviewed the CIBRS application and received an update regarding what agencies are currently using the Criminal Justice Statute Service.

The MNJIS executive director also provided regular updates regarding the reorganization of duties within the former CJIS and CrimNet units at the BCA.

Delivery Teams

A key role for the Task Force is to advise the Policy Group on various policy issues. The Task Force uses delivery teams to engage in deeper discussion and create background information and recommendations. The Task Force By-Laws state that the Task Force Executive Board solicits participation and appoints members of delivery teams to ensure appropriate representation, the Task Force approves the creation of delivery teams, the Task Force maintains authority over delivery teams, and participation by non-members is encouraged but that a Task Force member must serve as the chair. The Task Force utilized the efforts of many Task Force members and other stakeholders for delivery teams and committees in 2008 including the following:

Data Mining Delivery Team. The Task Force this delivery team in 2008 to examine issues related to commercial data mining of criminal justice records. The team, comprised of a dozen Task Force and Policy Group members and assisted by several subject matter experts, met 10 times between February and August 2008. The group submitted its report to the Task Force in August 2008 and the Policy Group in September. The delivery team was appointed in response to the work conducted by the Task Force and Policy Group in 2006-07 related to background checks and sealing of criminal records. That endeavor revealed the need for a

greater understanding of businesses that use public data to provide background check services and other related activities. The group studied the following problem: “The public use of criminal justice data creates adverse impact on data subjects.” Discussions focused on public criminal justice record information obtained from government entities and sold by commercial entities.

The group identified eight approaches to addressing commercial data mining and included analysis of the approaches other states are using, and potential advantages and disadvantages of each approach. The approaches identified are as follows:

- Limiting information available and removing outdated records;
- Regulating data miners;
- Applying the Fair Information Practice Principles to the Private Sector;
- Improving the accuracy of records;
- Limiting use of data and providing remedies;
- Educating data subjects, private firms, and the public;
- Sealing and expunging records; and
- Charging fees for each record.

The delivery team did not recommend an approach but chose to forward the analysis to the Policy Group for background to provide context in any forthcoming policy discussions. A copy of the report is available on the delivery team Web site:

<http://www.crimnet.state.mn.us/Governance/DataMiningDeliveryTeam.html>

Legislative Delivery Team (see legislative recommendations section)

Warrants Delivery Team. In April 2007, the Task Force received the report of the team established to evaluate the existing arrest warrant practices. The team provided various recommendations for streamlining these procedures. The Task Force established a delivery team that would further study the recommendations. In August 2008, that group presented its recommendations on which process-oriented changes could be implemented in the short-term without allocated funding. The Task Force also recommended that BCA staff begin working on these items as resources allow. The Warrants Delivery Team Report is available in Appendix B.

In late 2008, the Task Force Executive Committee voted to appoint a delivery team to examine juvenile data issues. The scope of the delivery team has not yet been established, but the group was established in response to discussions surrounding several legislative proposals involving the use and retention of juvenile data.

IV. CriMNet Grant Program

Since 2002, the Policy Group has awarded approximately \$7 million in grant funds to local jurisdictions for integration planning and implementation projects. The majority of those funds were awarded to the five largest counties (Hennepin, Ramsey, Dakota, Anoka, and St. Louis) for their local integration efforts. In 2006, the Policy Group adopted an alternative strategy – targeting specific statewide purposes – for distributing the grant funds currently available to Minnesota. As the first test of the new strategy, the Policy Group, in consultation with the Task Force and BCA leadership, agreed to dedicate approximately \$1 million in federal Congressional Earmark funds to connect local agencies to the Comprehensive Incident-Based Reporting System (CIBRS) and to implement a single standard for the exchange of information. This single standard will apply not only to CIBRS, but to the Name Event Index Service (NEIS) and the eCharging Service, as well.

In 2006, the Policy Group also decided that the best way to accomplish the goal of connecting locals to CIBRS was to allow the BCA to contract directly with vendors of local agencies, thereby changing the process from a grant process to a contract process and eliminating the need for a local match requirement. This approach ensures that the development costs are only paid for once and all Minnesota users of that vendor's application will benefit from the one-time development costs.

The Request for Proposals (RFP) was published by the BCA in April 2007. Nine vendors responded to the RFP. Between August and November 2007, the BCA negotiated with the vendors, and all nine vendors who applied were awarded contracts. Currently, eight vendors are working on the development of the connections between local systems and CIBRS. As this work is completed, vendors will work with BCA staff to test the connection. After each vendor is successful in the test environment, each local agency will test the connection separately to ensure that any individual challenges are addressed. Complexities in the project – such as technical delays, agency acceptance of the user agreements, and agency concerns surrounding statutory and data practices restrictions – have created a longer development phase than was originally expected. Approximately 80 agencies were submitting records to CIBRS at the end of the 2008 contributing over 32,000 records, and the BCA estimates up to 200 agencies will be submitting data by then end of 2009.

It's also important to note that law enforcement agencies can currently access data in the CIBRS system, regardless of whether that agency contributes data to the system. Several dozen agencies have agreements in place to access data in the CIBRS database.

V. 2008 Minnesota Criminal Justice Information Integration Priorities

The following is a summary of the active initiatives/projects (those currently funded) included in the Inventory of Integration Priorities established by the Policy Group. The activities below are divided into three primary sections:

- **Core Priority Projects:** Identified as the top information integration priorities, for which discretionary funds will primarily be devoted.
- **Other Priority Activities:** Identified priorities to which staff and budgetary resources will be devoted as they are available.
- **Ongoing Support Activities:** Identified as key activities necessary to support existing processes and infrastructure; staff resources for these activities are included in base budget funds for integration and information services.

Most of the projects are managed and funded through the BCA's Minnesota Justice Information Services (MNJIS) section. The exceptions are the Minnesota Court Information System (MNCIS) and Statewide Supervision System projects, which are managed and funded through the Judicial Branch and the Department of Corrections, respectively.

CORE PRIORITY PROJECTS

Name-Event Index Service (NEIS)

Accurate identification is a cornerstone principle for criminal justice information sharing. Minnesota has no statewide process to link names and events in the criminal justice system. The Name-Event Index Service (NEIS) – a component of the larger Identification Roadmap initiative – is a service which will establish a definitive one-to-one relationship between an individual and the records stored and shared on that individual. NEIS will answer three fundamental questions:

1. Who are they?
2. What have they done?
3. Where are they in the criminal justice system?

NEIS will relate to the records it links much like the card catalog in the library relates to books. Eventually all critical records identified will be linked by a biometric identifier (such as a fingerprint). Biometrically supported identification enables positive linking of individuals to names and events in multiple jurisdictions. NEIS will provide criminal justice professionals an accurate and comprehensive view of a person's criminal activity. This information is currently not available without significant, time-consuming research. While NEIS will allow criminal justice professionals to hold offenders accountable, it will also prevent innocent individuals from being wrongfully accused and assist in the fight against criminal identity theft. Pilot sites include Carver and St. Louis counties.

Progress and milestones:

- Completed Phase 1: discovery and design – October 2007
- Completed Phase 2: statement of work – October 2007
- Complete Phase 2: implementation in pilot sites – January 2008 – June 2009
- Begin Phase 3: statewide rollout – 4th Quarter 2009 (estimated) (*dependent on available funding*)

eCharging Service

The eCharging Service will allow for routing, temporary retention, filing, and printing-on-demand of charging documents (including electronic signatures) for all felony, gross misdemeanor, and statutory misdemeanor cases. Currently, there is no centralized statewide process available to allow law enforcement and prosecution offices to electronically prepare and transmit charging documents with the courts. The eCharging service will result in a tremendous increase in process efficiency. It will improve management of the DWI administrative process. It will also eliminate of the manual/paper charging process which will allow for officers to devote time to investigations and calls for service. There will be an increase in data accuracy and a reduction in delays within the criminal justice system. This effort builds on previous joint work already begun by a BCA/Courts electronic filing process. The pilot counties are Carver, Kandiyohi, Olmsted, and St. Louis.

Progress and Milestones

- Completed Phase 1: business requirements - June 2007
- Completed Phase 1: system design - August 2007
- Complete Phase 2: pilot testing – December 2008
- Complete phase 2: pilot rollout – June 2009
- Complete Phase 3: rollout beyond pilot - estimated to begin in July of 2009 (*dependent on available funding*)

Comprehensive Incident-Based Reporting System (CIBRS)

The Comprehensive Incident-Based Reporting System (CIBRS) is a database containing Minnesota law enforcement incident data for investigative purposes. This is data maintained by a law enforcement agency, in a records management system (RMS), regarding calls for service and/or officer-initiated events. The database infrastructure was completed in December 2005; however, until early 2008, only one local agency was submitting data to CIBRS. There are several reasons for this including limited resources, lack of vendor cooperation, lack of local funding, and lack of technical capability. In the spring of 2007, the BCA published an RFP to enable records management system vendors to build connections to CIBRS and implement the connection in all of their current Minnesota law enforcement client sites (see grant program).

The BCA is currently working with eight vendors; testing will be complete by the end of 2008. A ninth vendor is also under contract, and work on that connection may begin in 2009.

Law enforcement agencies can currently access data in the CIBRS system, regardless of whether that agency contributes data to the system. Several dozen agencies have agreements in place to access data in the CIBRS database.

Progress and milestones:

- Train and certify individuals who will be accessing CIBRS – Ongoing
- Awarded vendor contracts for submission of CIBRS data – August – September 2007
- Develop adaptors (vendors) and test submissions (BCA) for local agencies – through early 2009 (estimated)
- Begin discussion to connect larger agencies (e.g. Minneapolis, St. Paul, Hennepin County, Ramsey County, Brooklyn Park) – early 2009

OTHER PRIORITY ACTIVITIES

Automated Fingerprint Identification Service (AFIS) & Livescan Replacement

Automated Fingerprint Identification Service

The Automated Fingerprint Identification Service (AFIS) matches fingerprints submitted electronically (through Livescan devices) against those in the system to assist in the accurate identification of individuals. This project has been pivotal in reducing the time it takes to determine accurate identification from what was months to approximately 3.5 minutes. In addition, the new AFIS is more powerful and has greater ability to match fingerprints. This project upgraded and replaced the previous AFIS. The new service addresses expanded technology capabilities and anticipated additional legislative and functional work requirements. 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. In addition to the new AFIS, a second major component of this project is Biometric Identification (BioID) workflow. This is a business process management service to coordinate how information flows between services generating biometric identification, such as Livescan devices, and the service receiving the results, such as the criminal history record. These two components will need to be completed in conjunction with each other.

Progress and milestones:

- Designed BioID workflow management – First Quarter 2007
- Tested AFIS/BioID combined functionality - Second Quarter 2007 - Second Quarter 2008
- Completed implementation - July 30, 2008

Livescan Replacement

Livescans are devices that capture fingerprints electronically and transmit them, along with other data, to the BioID Service (see the AFIS project description above) to match the fingerprints against AFIS and update the criminal history database. Livescan devices are housed at local criminal justice agencies and used to submit fingerprints electronically to the BCA.

Livescan devices purchased for local agencies with Katie's Law funds in 2000-01 have allowed more than 98 percent of all fingerprints to be submitted electronically, reducing the turnaround time for accurate identification of individuals from weeks to hours. Funding was provided in the 2008-09 budget to replace about 150 Livescan devices that have come to the end of their lifecycle and need to be replaced. The new Livescan devices also have an increased capability to capture palm prints in support of latent (crime scene) processing.

Progress and milestones:

- Awarded contract for Livescan proposal – October 2007
- Designed Livescan user interface – Third Quarter 2007 – Fourth Quarter 2007
- Tested Livescan functionality – Fourth Quarter 2007
- Deploy Livescan devices – Fourth Quarter 2007 – Fourth Quarter 2008

Security Architecture/Identity Access Management (IAM)

The BCA initiated the Identity and Access Management Project (IAM) to position the organization to implement a comprehensive security solution that would assure secure and reliable sharing of criminal justice information both regionally and nationally. The initial phase of this project was completed in June 2008. It assessed key security considerations in the development, deployment, and management of critical criminal justice information systems. The outcomes of this specific effort outline the building blocks of a foundation that will enable the BCA to comply with federal and state security requirements including the FBI CJIS Security Policy, Homeland Security cyber security initiatives, *CriMNet Security Architecture Blueprints and Recommendations*, and State of Minnesota security policies and guidelines.

Initially, this project also included a phase to consolidate security protocols and user administration for all BCA databases and applications. That project was put on hold indefinitely, due to budget constraints.

Progress and milestones:

- Complete plan and design for IAM – Completed June 2008.
(Funding for this project was reduced in the 2008 legislative session. Further progress related to the project has been placed on hold.)

Standard User Interface Project

The Standard User Interface (SUI) project involves creating a single point of entry (such as a portal into applications or a single entry screen) where criminal justice agency users can access the full functionality of several sources of criminal justice information. Today users can search for available records in five statewide systems (see Integrated Search Services below), but that application does not allow users to experience the full functionality of each system, such as the mapping technology available in the Predatory Offender Registration (POR) system or the photo lineups that can be created in the Minnesota Repository of Arrest Photos (MRAP).

BCA staff have conducted preliminary analysis to identify technologies available and needs of users. *(Funding for this project was reduced in the 2008 legislative session. Further progress related to the project has been placed on hold.)*

Suspense Prevention

When a valid court disposition cannot be matched to an arrest record with a fingerprint, the record goes into “*suspense*.” There are many variables as to why this occurs, such as processing problems, data linking errors, and lack of fingerprints. This suspense issue creates gaps in criminal history records and consumes resources to fix other related problems. The suspense problem is two-fold – eliminating records from going into suspense (the “flow”) and clearing up those records already in suspense (the “tub”).

The purpose of the Suspense Prevention project is to: 1) identify the root causes of the suspense problem; and 2) recommend technical, legal, or business practice changes that will address the root causes of suspense; and 3) implement recommendations. Current activities are broken down into two sub-projects:

- A) **Business Process Improvement.** This project works with local governments to implement business process changes based on best practices models derived from counties with the best suspense rates, and to measure the extent to which these changes

succeed in reducing suspense rates. The BCA has completed work in Scott and Kandiyohi counties, and is conducting work in Rice, Blue Earth, St Louis, and Anoka counties.

B) MN Court Information System/Computerized Criminal History System

Conversion. A large proportion of suspense problems are caused by technical architecture, differences between the original designs of the court data system and the BCA data system. The court system has upgraded its data system (MNCIS), and the BCA is in the process of converting its data systems to take advantage of the new data architecture. The purpose of this project is to ensure that the conversion process documents the business logic of merging court data with BCA data, and that the conversion process eliminates existing architectural suspense causes and avoids the creation of new suspense categories. The BCA has confirmed that the new data pass from courts, combined with the improved BCA process, will eliminate more than 50 percent of the new flow of records into suspense. Development and testing is currently underway. The new data pass will be tested by June 2009. The BCA continues to work on the records that are currently in suspense.

Progress and Milestones

- Completed business process redesign in two Minnesota counties – April 2008
- Complete business process redesign in four additional Minnesota counties – spring 2009
- Complete testing of new data pass between the courts and the BCA – June 2009

Warrants Process Improvements

The Criminal and Juvenile Justice Information Task Force created the Warrants Delivery Team in April 2007 to prioritize recommendations by the BCA's analysis of warrant businesses processes. The Task Force asked the delivery team to focus on items that could be accomplished with little or no financial implications. The Task Force also asked the delivery team to give special consideration to incomplete warrant records in the HotFiles systems and the consequences of centralizing statewide warrants data (i.e. data practices concerns).

The delivery team consisted of Task Force and non-Task Force members and subject matter experts representing different aspects of the warrants process, including: law enforcement, jails, public defense, courts, and the BCA. The delivery team met from June 2007 through the early 2008 to work through the contents of the business process analysis report and to develop a separate report prioritizing a subset of its recommendations. Delivery Team Chair Ron Sager, Isanti police chief, presented the Warrants Delivery Team report, and its recommendations and priorities, to the Task Force in August 2008. The Task Force approved the report and its contents and recommended that the BCA implement the recommendations as resources permit.

Progress and Milestones:

- Review and assess report recommendations – June 2007 – Mid-2008
- Present delivery team findings to the Task Force – August 2008
- Present the Warrants Delivery Team report, recommendations, and priorities to the Policy Group – December 2008

Minnesota Reports on Demand Project

The Minnesota Reports on Demand Project (MROD) project will allow additional criminal justice users to access a reporting tool created by the Minnesota Counties Computer Consortium (MCCC) for court services/probation staff. In 2007, the Task Force created a delivery team to provide a more efficient and consolidated way to retrieve disposition information from bail and sentencing documents. The team recommended that a report be built in the Court Services Tracking System (CSTS). The resulting report, called the Court Information Summary Report (CISR), was implemented in July 2007, and it generated significant interest from other criminal justice professionals who expressed interest in accessing the report.

The BCA applied for and received grant funding from the Minnesota Office of Justice Programs (OJP) to acquire, implement, and enhance the CISR application. MCCC requested that the BCA change the application name (so the organization could continue to provide it to the current customer base). That project, now called MNJIS Reports on Demand (MROD), began in September 2008 as a two-phase project. Phase I includes the acquisition and implementation of the CISR application, as well as increasing its current user base. Phase II of the project is to explore opportunities to modify the application to potentially include additional source repositories and/or improve functionality.

Progress and Milestones:

- Acquired application and began Phase I – September 2008
- Complete Phase I – June 2009
- Assess and begin Phase II – late 2009 (*dependent upon funding*)

Domestic Abuse No Contact Orders (DANCO) Project

Domestic Abuse No Contact Orders are issued by the court against a defendant in a criminal proceeding for pursuant to Minn. Stat. 518B.01 Subd. 22 for:

- Domestic abuse,
- Harassment or stalking charged under section 609.749 and committed against a family or household member,
- Violation of an order for protection charged under subdivision 14, or
- Violation of a prior domestic abuse no contact order charged under this subdivision.

DANCOs include both pretrial orders before final disposition of the case and probationary orders after sentencing.

The DANCO project, a joint effort between the Judicial Branch and the BCA, will establish an electronic pass of DANCO information between courts and the BCA so that “Hot File” information about protection orders can be automatically entered into both Minnesota and federal databases via court data entry into the Minnesota Court Information System (MNCIS). The next phase will involve providing photos with no contact orders. This project was necessary due to 2006 legislative requirements.

Progress and Milestones:

- Phase 1: Entry of foreign, including tribal, domestic abuse protection orders. (Completed)
- Phase 2: Entry of criminal no contact orders – December 2008
- Phase 3: Entry of photos on no contact orders – July 2009

Integrated Search Services

The Integrated Search Services (ISS) application allows criminal justice professionals to search several data repositories maintained by the BCA, the Judicial Branch, and the Department of Corrections. The application has been widely available since November 2004. ISS attempts to solve the problem of a user having to login and access multiple repositories for criminal justice activities. ISS also “standardizes” the information in the back-end repositories that were built with different data models, technologies, and at different times. ISS was built on old technology and was the result of a proprietary implementation, which makes it difficult to modify or enhance. In addition, there is little flexibility in delivering functionality within the application.

Migration to a new underlying technology for the application is underway. The Technology Refresh will establish a new foundation using a service-based structure to address the flexibility issues. These changes will be essentially transparent to the end user. The second phase of the project – which is only in its initial planning stages – is the New Integrated Search Service and will involve making changes to the searches that can be done and how the results are displayed. It also includes enhancements that have been identified and were not implemented during the Tech Refresh phase.

Progress and milestones:

- Phase 1: Technology Refresh Project
 - Project initiation – February 2007
 - Use cases completed – March 2008
 - Development Completed – March 2009
 - Phase 1 complete – April 2009
- Phase 2: New Integrated Search Service Project
 - Requirements gathering started – July 2008

Integration Cookbook

The BCA finalized the *Integration Cookbook (Cookbook)* in late 2007 and released in early 2008. A revised version of the Cookbook, with information from local integration efforts throughout Minnesota and other feedback, is planned, pending resources, for sometime in 2009. (Note: the primary staff resource on this project left the BCA, so the project is on hold until other resources are identified.)

The guide is geared toward small- and medium-sized agencies that typically do not have the resources or the know-how to even begin integration planning. Tutorials will be developed in early 2009 to accompany the guide, and training opportunities will be made available, through the liaison outreach program.

Progress and milestones:

- Published Version 1.0 – January 2008
- Published Version 2.0 – TBD (see note)
- Tutorials – TBD
- Outreach Plan – TBD

Minnesota Offense Codes (MOC) Analysis

Minnesota Offense Codes (MOC) are a listing of codes used to classify and systematically describe the details of a specific offense. The codes are used primarily for the compiling of statistical information, such as information about the offenders and/or victims of certain types of crimes or about the frequency of certain crimes. The MOC system is exceedingly complicated, is not utilized in the same way among criminal justice professionals, does not meet many of the business needs of data consumers, and places unnecessary burdens on those who apply the codes to criminal offenses. The purpose of this project is to analyze current practices and identify the business needs that are supposed to be met by the MOC system and recommend and implement any necessary changes.

The current plan, based on feedback from the MOC workgroup, is to phase out MOCs in favor of discrete codes (consistent with or mapable to NIBRS codes) related to drug, weapon, and victim information, and change relevant data systems to accept these codes.

Progress and Milestones

- Recommendation framework approved by Task Force – May 2008
- Recommendation framework approved by Policy Group – June 2008
- Complete vetting and process for finalizing specific codes - December 2008 (estimated)
- Complete implementation in major state systems - December 2010 (*dependent on the court prioritization process*)

ONGOING SUPPORT ACTIVITIES

Data Practices/Data Quality

Data Practices and Data Quality at the state and local levels are two foundational policy areas which the BCA focuses on to ensure that data shared between agencies is accurate and that fair information practices and privacy principles are adhered to. The Data Practices/Data Quality Program provides support to BCA integration activities by creating standard acceptable use policies, conducting Privacy Impact Assessments (PIAs) on systems, analyzing business rules, creating a data practices user guide, and conducting training. It also involves creating standard procedures for validating data in systems.

Progress and milestones:

- Completed data classification for basic BCA information exchanges – mid-2008
- Research legal issues and complete Privacy Impact Assessment for Minnesota Joint Analysis Center (MNJAC) – September 2008 to January 2009
- Research and complete Privacy Impact Assessment for court information summary report service – September 2008 through December 2008
- Review and report on deconfliction issues related to the MNJAC and Regional Information Sharing System (RISS) – October 2008 through February 2009

Technical/Business Standards

In order to improve the efficiency and effectiveness of information sharing, the BCA has been given the responsibility with coordinating, championing, and maintaining technical standards. These standards define the format for data exchanged from system-to-system based on business standards, including data practice statutory requirements. The BCA develops security and connectivity standards and defines system architecture for the integration and sharing of information. The BCA also develops standard statewide data dictionary definitions and standard

message formats that define event content, data standards, and definitions based on the recognized business needs of criminal justice stakeholders. These state standards comply with the National Information Exchange Model (NIEM) standards where applicable.

Progress and milestones:

- Revise criminal justice integration repository Web site for the publication and vetting of business, architectural, and technical standards (<https://cjr.crimnet.state.mn.us/cjr/default.aspx>)- January 2008
- Implement architecture standards - Ongoing
- Continue vetting and approving standards – Ongoing
- Provided national standards training (NIEM) – September 2007, May 2008, September 2008

Communications and Liaison Program

The BCA aims to enhance communication related to the integration of criminal justice information. In addition to the communication-related activities (such as the “Cookbook” detailed previously, as well as communication activities for the Policy Group and Task Force) are regular vendor conferences and specific outreach meetings to constituent organizations.

Vendor Conferences: These meetings engage two principal entities: vendors who provide services to state and local criminal justice agencies, and professionals in those agencies responsible for information management and integration. These conferences help to inform vendors of the Minnesota standards and the future vision of the state, as well as create a forum to exchange information among BCA leadership and staff and technical staff in vendor and criminal justice organizations. This has been well-received by the vendor community and has proven to be a key strategy for the future.

Vendor conferences are held quarterly at the BCA in St. Paul and delivered to remote participants via Web conference. On average, 50 people attend each meeting from outside the BCA, as well as a number of staff from the MNJIS section.

Communications Progress and milestones:

- Facilitate quarterly vendor conferences – January, April, July, October

Liaison Meetings: Liaison meetings involve BCA staff coordinating with organizations and agencies across the state to arrange meetings that local law enforcement, prosecutors, public defenders, court personnel, and corrections/probations agencies are all invited to attend. The purpose of these meetings is twofold. First, BCA representatives present information about integration and provide updates on criminal justice projects being developed at the state level through BCA. Second, representatives solicit feedback from agency participants to capture their specific requirements and ensure that their needs are considered in integration activities.

In addition, staff also participate in focused stakeholder conferences and give presentations on projects of interest whenever possible. Types of conferences include: League of Minnesota Cities, Association of Minnesota Counties, Minnesota Sheriffs Association, Minnesota Chiefs of Police Association, Minnesota District Public Defenders, Minnesota Jailors Conference, Minnesota Association of County Probation Officers, Minnesota Professional Law Enforcement Assistant’s Association, and Minnesota Association of Court Management, among others.

2008 Presentations:

- Rice County quarterly criminal justice informational meeting – January 2008
- Minnesota Association of County Probation Officers - Carver Co. Board, general informational meeting – March 2008
- Stearns County Probation, general informational meeting – March 2008
- Red River Data Consortium, BCA XML standard – April 2008
- MNJAC Privacy Policy Committee – May to July 2008
- Minnesota Battered Women's Coalition – June 2008
- Minnesota Sheriff's Association, CIBRS – June 2008
- Minnesota Association of Court Management, annual conference – June 2008
- Criminal Justice Institute, eCharging – August 2008
- BCA Criminal Justice Information Users Conference, sessions on ISS, Data Practices, BCA Reorganization – September 2008
- Minnesota Association of Court Managers, 10th Judicial District meeting – October 2008

2008 Conferences (display only):

- Minnesota Association of County Probation Officers, annual conference – January 2008
- Minnesota Chiefs of Police Association, annual conference – April 2008
- Minnesota Counties Computer Cooperative, annual conference – June 2008
- Minnesota Sheriffs Association, summer conference – June 2008
- Minnesota Sheriffs Association, winter conference – December 2008
- Minnesota County Attorneys Association, annual conference – December 2008

Infrastructure and Architecture – Enterprise Service Bus (ESB) and Service-Oriented Architecture (SOA)

The four key components of information integration are infrastructure, information sharing, information exchange and Service Oriented Architecture (SOA). Without these core components, the individual statewide services would not be consistent or cohesive but would continue to be disconnected, standalone systems. These components provide the foundation for future statewide integration efforts. Infrastructure is the hardware, software, and network services that enable communications. Information sharing services search disparate repositories of information and consolidate the results. Information exchange services send, transport, or receive information that is stored in repositories throughout the Minnesota Justice Enterprise. Service-Oriented Architecture defines how the infrastructure, exchange, and sharing services interact to form a comprehensive and cohesive set of criminal justice information integration services.

This project includes multiple smaller projects, such as a pilot project in Dakota County. It also includes the technology refresh of the Integrated Search Service. However, this project is much broader in that it provides the collection and distribution services for all major enterprise-wide initiatives. Implementation of technology has been significantly more challenging than predicted in 2006, resulting in some delays in progress and milestones. Competition for resources, need for additional training, product issues, and vendor support issues have all contributed to the delays.

The focus in 2008 has been the support of three major initiatives: Comprehensive Incident-Based Reporting System (CIBRS), eCharging and the Name-Event Index Service (NEIS) (see above for specific project descriptions).

Progress and milestones:

- Moved CIBRS communications to the ESB – early 2008
- Added additional vendors for CIBRS submissions – through December 2008
- Continue to support multiple vendors for CIBRS, eCharging and NEIS submissions – through June 2009

Ongoing Maintenance and Enhancements to Current DOC Applications

The Statewide Supervision System (S3) is a centralized repository, maintained by the Department of Corrections, 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 and public defenders, as per Minn. Stats. 241.065 and 611.272.

Progress and milestones:

- Implemented new Person Search Summary Report – December 2007
- Implemented new password change/expiration functionality – January 2008
- Implemented jail upload process with two additional jails from new jail system vendor – March 2008
- Implemented additional user administration history logs – June 2008
- Implemented updated detention upload process internal stability – July 2008
- Implemented upgrade to Facility Maintenance functionality - September 2008
- Development Phase I of Assessment Redesign Project is 85 percent complete
- Business requirements specification document for Electronic Sentencing Worksheet Redesign is 90 percent complete

Ongoing Maintenance and Enhancements to Current Courts Applications

The Minnesota Court Information System (MNCIS) was designed to replace the old legacy court management system (TCIS). TCIS was a case and county-based system whereas MNCIS is a person-based system and statewide. The court system completed full rollout of the MNCIS system in 2008, with all 87 counties using it. In addition, the TCIS system has been completely uninstalled and the equipment sold. The MNCIS case management system contains more than 11 million cases and more than 11 million individual parties.

In addition, the court system allows the public to access court information through its public Web application. The courts also allow the public to access the system remotely via the Internet. Remote users can access post-adjudicated information by searching a range of criteria. The only way the public can access pre-adjudicated information remotely is by searching on case number. Several new services are also being explored. Municipalities in Anoka County are submitting traffic citations electronically and the court systems hopes to expand this service in 2009.

Progress and Milestones:

- Completed implementation of the remainder of the judicial districts – April 2008
- Provided training for one new release to current MNCIS counties – June 2008

- Added Minnesota Offense Codes modification to MNCIS queue – September 2008

VI. Additional Legislative Reporting Requirements

In addition to the annual report required in Minn. Stat. 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. Stat. 299C.65, Subd. 1(d)).

299C.65, Subdivision 1d.	Status/Comments
<p>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</p>	<p>In 2008, the Policy Group, in conjunction with the Task Force and executive director, re-affirmed the three key priorities for criminal justice information integration – completion of the eCharging Service, the Name-Event Index Service, and connecting agencies to the Comprehensive Incident-Based Reporting System (CIBRS).</p> <p>These priorities were initially established by the Policy Group in 2006, when the group undertook an extensive process to create a strategic framework for criminal justice integration in Minnesota. The process was lengthy and engaged the Task Force and the stakeholder groups it represents to identify key priorities and goals. Those priorities were supported in the biennial budget for 2008-09.</p> <p>As each prioritized strategic initiative has commenced, project documentation will expand upon policies, definitions, standards and strategies for use by state and local agencies in their effort to participate in each initiative. Local agencies are key partners in the implementation of each initiative, as well. Detailed project plans including business case, scope statements milestones and work breakdown structures will be added as to when things will be done and when the goals for each initiative will be finished.</p> <p>In re-affirming these priorities, the Policy Group also has directed the BCA to continue to devote the bulk of discretionary funds to these projects. In addition, the Policy Group has recommended requesting an additional \$1 million per year in the 2010-11 fiscal biennium to move these projects beyond the pilot phase to other agencies around Minnesota.</p> <p>Recommendation: Continue existing practices to implement strategies and fully document the definitions, standards, and strategies used so that state and local agencies can also benefit from the infrastructure and lessons learned. Each initiative will include policies (data policies and others) business and technical integration standards, strategies, infrastructure definition, and interfaces. The framework and each project within it will describe what is required to participate in each justice information sharing initiative. Report annually on progress.</p> <p><i>Included in current Scope Statement</i></p>
<p>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</p>	<p>See #1 above.</p> <p>Recommendation: Continue to partner with state and local agencies to implement information sharing strategies. Report annually on progress.</p> <p><i>Included in current Scope Statement</i></p>

<p>3. Actions necessary to ensure that information maintained in the criminal justice information systems is accurate and up-to-date</p>	<p>The BCA 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.</p> <p>In addition, the BCA has improved the process of converting data from the state court system to the criminal history system to eliminate records from going into suspense. The BCA has confirmed that the new data pass from courts, combined with the improved BCA process, will eliminate more than 50 percent of the new flow of records into suspense. The new data pass will be tested by June 2009.</p> <p>Recommendation: Report annually on progress.</p> <p><i>Included in current Scope Statement</i></p>
<p>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</p>	<p>Development of this system was completed in early 1998. The BCA continues to work on prevention efforts for juvenile records still going into suspense.</p> <p>Recommendation: Future reporting as needed.</p>
<p>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</p>	<p>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 <i>all</i> 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. The MNCIS rollout was completed in April 2008.</p> <p>Recommendation: Report annually on progress.</p> <p><i>Included in current Scope Statement</i></p>
<p>6. Comprehensive training programs and requirements for all individuals in criminal justice agencies to ensure the quality and accuracy of information in those systems</p>	<p>There are a number of training programs available to criminal justice agencies related to the accuracy and quality of data. Currently, the BCA's Data Integrity Team and the training/auditing efforts within the justice information services section are offering specialized training statewide on criminal history, Livescan, the Integrated Search Services application and other statewide data functions. In addition, the BCA has implemented an outreach/liaison program to assist local agencies in developing plans to improve their data quality and accuracy through business process improvements. In addition, several data practices training opportunities are being offered to external agencies.</p> <p>Recommendation: Report as needed on any issues identified by the business analysis and progress made. Work with Task Force delivery teams as necessary to identify potential solutions.</p> <p><i>Included in current Scope Statement</i></p>
<p>7. Continuing education requirements for individuals in criminal justice agencies who are responsible for the collection, maintenance, dissemination, and sharing of criminal justice data;</p>	<p>A number of training/certification programs are available through the BCA in such areas as CCH, Livescan, National Crime Information System (NCIC), Predatory Offender Tracking, MN Repository of Arrest Photos, and suspense file improvement. Other integration-related projects also offer specialized training (Statewide Supervision System, Court Web Access, etc). Data Practices training programs are planned to be developed and incorporated into existing training as appropriate.</p>

	<p>Recommendation: Future education requirements should be identified and prioritized through the user prioritization and outreach efforts.</p>
<p>8. A periodic audit process to ensure the quality and accuracy of integrated criminal justice information systems</p>	<p>As a part of the initial Strategic Plan, the importance of data quality standards was identified as a key objective. However, adding additional training and auditing capacity to the BCA was not recommended in the Governor’s FY2008-2009 budget and was not approved by the legislature. The Policy Group has not recommended additional funds for training and auditing.</p> <p>Recommendation: The BCA has also developed a Privacy Impact Assessment (PIA) template which is being used on all projects that deliver any kind of technology solution. The BCA is recommending use of this tool to other solution providers, as well.</p> <p><i>Included in current Scope Statement</i></p>
<p>9. The equipment, training, and funding needs of the state and local agencies that participate in the criminal justice information systems</p>	<p>See #1 above.</p> <p>In support of this approach, the BCA 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 information technology 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 has helped to determine the degree of effort involved in rolling out particular services to specific agencies and the agencies’ ability to participate in information sharing and integration efforts. This database was successfully used to identify priorities for agency participation in the Comprehensive Incident-Based Reporting System (CIBRS), the Name-Event Index Service (NEIS), and the eCharging Service.</p> <p>This information needs to be updated periodically to remain useful, but resources are not currently available to support ongoing assessment.</p> <p>Recommendation: Report as needed on technology resource status of criminal justice agencies and needs related to specific enterprise information sharing and integration initiatives and projects in accordance with the Inventory of Integration Priorities.</p> <p><i>Included in current Scope Statement</i></p>
<p>10. The impact of integrated criminal justice information systems</p>	<p>Task Force has, through “Delivery Teams,” developed recommendations for the past five legislative sessions related to the privacy interests of individuals. To date, most recommendations have been enacted.</p> <p>In addition, a Task Force Delivery Team including broad public and criminal justice agency representation, examined policies related to businesses that collect government data for the purpose of providing employment and housing background reports. For a copy of the report, go to the Delivery Team Web site: http://www.crimnet.state.mn.us/Governance/DataMiningDeliveryTeam.html</p> <p>As noted above, the BCA has also developed a Privacy Impact Assessment (PIA) template which will be used on all projects that deliver any kind of technology solution. The BCA is recommending use of this tool to other solution providers, as well.</p> <p>Recommendation: The Policy Group has additional issues for study and recommends continued work in this area. Report as needed.</p> <p><i>Included in current Scope Statement</i></p>

<p>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</p>	<p>Recommendation: Policy Group and Task Force will monitor proposed legislation and fiscal impacts and report as needed.</p>
<p>12. The collection of data on race and ethnicity in criminal justice information systems</p>	<p>As referenced in the 2003 Annual Report, the BCA assisted with the Racial Profiling study coordinated by the Office of Drug Policy and Violence Prevention. The Council on Crime and Justice completed a final report based on data collected through the BCA for report to the Minnesota Legislature.</p> <p>In addition, the BCA is working with the state court system to address issues related to sharing race data that is critical to the warrants and domestic abuse, no-contact order (DANCO) projects.</p> <p>Recommendation: Future reporting as requested.</p> <p><i>Included in current Scope Statement</i></p>
<p>13. The development of a tracking system for domestic abuse orders for protection</p>	<p>The system is in place.</p> <p>Recommendation: Report on progress of the recommended changes.</p>
<p>14. Processes for expungement, correction of inaccurate records, destruction of records, and other matters relating to the privacy interests of individuals</p>	<p>A Task Force Delivery Team including broad public and criminal justice agency representation, examined policies related to businesses that collect government data for the purpose of providing employment and housing background reports. For a copy of the report, go to the Delivery Team Web site: http://www.crimnet.state.mn.us/Governance/DataMiningDeliveryTeam.html</p> <p>Recommendation: Make recommendations for process standardization and legislative/policy changes as needed.</p> <p><i>Included in current Scope Statement</i></p>
<p>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</p>	<p>There has been a database for Extended Jurisdiction Juvenile (EJJ) records for many years. These records are governed by Minn. Stat. 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.</p> <p>Recommendation: Monitor and report as needed.</p>

VII. Appendices

- A. Criminal and Juvenile Justice Information Policy Group Inventory of Integration Priorities
- B. Report of the Warrants Delivery Team of the Criminal and Juvenile Justice Information Task Force
- C. Policy Group Resolution in Support of the BCA Reorganization

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Core Priorities:			
Name Event Index Service (NEIS)	NEIS is a statewide, centralized service to link names and events from separate criminal justice information systems – much like a card catalog in the library relates to books. Eventually all records will be linked by a biometric identifier.	Design phase completed. Pilot service currently being developed and will be completed by the end of FY09 (four counties are participating in the pilot).	BCA MNJIS funding allocated through FY09 (completion of the pilot). Submitted a budget change request for additional funding in FY10/11 for further deployment of NEIS.
Electronic Charging Service (eCharging)	eCharging is a centralized service available to law enforcement and prosecution to electronically prepare and transmit charging documents with the Courts (including electronic signatures and notarization)	Design phase completed. Pilot service currently being developed and will be completed by the end of FY09 (four counties are participating in the pilot).	BCA MNJIS funding allocated through FY09 (completion of the pilot). Submitted a budget change request for additional funding in FY10/11 for further deployment of eCharging.
Comprehensive Incident-Based Reporting System (CIBRS)	CIBRS is a statewide database containing MN law enforcement incident data to be used for investigative purposes by law enforcement (access to CIBRS restricted to MN law enforcement by statute).	CIBRS system is developed and is currently being deployed to law enforcement agencies throughout the state. BCA is working with 11 vendors; the goal is to have approximately 180 agencies submitting data to CIBRS by December 2008 (agencies do not need to submit data in order to access data).	Federal funding allocated for the first 11 vendors through FY09. Further deployment dependent on available funding and deployment of NEIS and eCharging. Utilize the deployment of NEIS and eCharging to increase the number of agencies. Use base budget funding as available to continue limited deployment in FY10/11.

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Other Priorities as Resources Permit:			
Automated Fingerprint Identification System (AFIS)/Biometric Identification (Bio ID)	The new AFIS matches fingerprints submitted electronically against those in the system to assist in the accurate, biometric identification of individuals. This project includes an expansion of flat print and rapid identification processes and technology (Bio ID).	The new AFIS is deployed (including the Bio ID component of the AFIS project). Pilot project to expand flat print and rapid identification processes and technology (deployment of devices to additional identification points such as workhouses or jails) on hold due to budget reductions.	AFIS fully funded. No future funding for pilot project allocated beginning in FY09 due to budget reductions. Bio ID pilot project submitted as a budget reduction recommendation to Governor and Legislature in 2008.
Identity Access Management (IAM)	A coordinated identity and access management system that will provide a "single sign-on" for all BCA statewide systems, a security service to identify user roles and privileges, and other security protocols.	Detailed design and acquisition of an off-the-shelf product completed. IAM project on hold beginning in FY09 due to budget reductions (new projects that require an identity access component will be completed as part of individual projects).	Minimal BCA MNJIS base budget funding allocated beginning in FY09 due to budget reductions. IAM project submitted as a budget reduction recommendation to Governor and Legislature in 2008.
Livescan Replacement (Generation 3)	Replace approximately 120 existing Livescans due to end of lifecycle (some selected Livescan sites that do not submit booking photos to MRAP will be replaced with Livescans that have cameras to submit booking photos).	All replacements to be completed by December 2008.	Fully funded through Homeland Security grants and BCA MNJIS one-time, state funding. No further recommendation at this time.

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Standard User Interface (SUI)	SUI is a single point of entry (a portal or single screen) where users can access a number of individual criminal justice information systems (not to just query the information but to access the full functionality of each system).	Preliminary analysis completed to identify available technology.	No future funding allocated beginning in FY09 due to budget reductions.	SUI project submitted as a budget reduction recommendation to Governor and Legislature in 2008.
Data Mining Delivery Team/Study	The Policy Group directed the Task Force to study the issues related to data harvesting/mining as they see fit and to report back to the Policy Group. The Task Force created a delivery team and the BCA and DOC are providing staff assistance.	Delivery team report completed in August 2008. Task Force forwarded report to Policy Group for its consideration in September 2008.	No funding needed at this time.	No further recommendation at this time.
Suspense Prevention and Reduction Projects	There are three individual projects to eliminate records from going into "Suspense" (when a fingerprint is not linked to a disposition) by identifying the root causes of "Suspense" and recommending technical, legal or business practice changes.	A data quality analysis project of "Suspense" records was completed in FY08. Recommendations still need to be developed. The project to change local business practices is a county by county project and is expected to continue with analysis in three to four counties per year. The project to convert the Computerized Criminal History (CCH) System at the BCA to handle the new MNCIS data structure should be completed by the end of FY10.	BCA MNJIS base budget funding.	Continue with BCA base budget funding.

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Warrants Process Improvements	The Program Office completed an analysis of current warrant processes in MN in 2007. A Warrants Delivery Team was created to review the report and make recommendations on business process improvements that could be accomplished in the short-term without allocated funding.	Delivery team report completed in August 2008. Task Force moved to forward recommendations to Policy Group for its consideration. BCA MNJIS will implement low-cost recommendations as resources permit.	Minimal BCA MNJIS base budget funding beginning in FY09.	Implement recommendations as resources permit.
Court Information Summary Report (CISR)	CISR is an electronic reporting tool that produces a succinct and accurate report of criminal history information from the Courts' information system (MNCIS). The data are used in making critical release and sentencing decisions.	CISRS was initially developed for probation officers; however, other criminal justice professionals have also expressed a business need for CISR. To that end, the BCA has received a grant to acquire and deliver the CISR tool to criminal justice stakeholders via the Integrated Search Service at the BCA. Work to be completed by end of FY09.	Federal grant was awarded for FY09.	Acquire and deliver CISR tool through ISS with federal grant funding.
Domestic Abuse No Contact Orders (DANCO)	The Legislature mandated that domestic abuse no contact orders be made available to law enforcement through the BCA.	The Courts and BCA are working on an integration project to pass domestic abuse no contact orders from MNCIS to BCA. The project is expected to be completed in early FY09.	BCA MNJIS and Courts base budget funding as well as a federal Domestic Violence and Stalking Grant.	No further recommendation at this time.

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Integrated Search Service (ISS)	ISS is an application that allows criminal justice professionals to query BCA, Courts and DOC criminal justice data repositories in one place and determine what records are available on individuals.	Migration to the new underlying technology for ISS is underway and expected to be completed by the end of FY09 (once the "technology refresh" is completed, this project will be an ongoing base infrastructure project).	BCA MNJIS base budget funding allocated through FY09.	No further recommendation at this time.
Integration Cookbook	The "Cookbook" was designed as a how-to guide to assist medium and smaller-sized agencies with integration planning and activities.	Version 1 of the Cookbook was released in January 2008. Based on user input, Version 2 will be released in FY09.	BCA MNJIS base budget funding.	No further recommendation at this time.
MN Offense Codes (MOC)	Analysis of MOC system including current practices and business needs for the statistical information MOCs are used for.	Study completed by the MOC Work Group in FY08. Recommendations presented to the Task Force and Policy Group in June 2008. Policy Group approved changes to be incorporated in MNCIS plan/queue. Workgroup still determining specific codes with further vetting.	BCA MNJIS base budget funding. No cost estimates for MNCIS implementation at this time.	No further recommendation at this time.
Future Priorities for Consideration:				
MN Repository of Arrest Photos (MRAP)	Completion of submission to statewide booking photo database (MRAP) – approximately 20 counties do not have the technology to capture and submit arrest/booking photos (some are receiving capability through the updated livescan devices).	No activity at this time.	No funding allocated at this time.	Future recommendation dependent on available funding.

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Local Agency Assistance Team	BCA staff dedicated to providing direct integration planning assistance to medium and smaller-sized jurisdictions.	No activity at this time.	No funding allocated at this time.	Future recommendation dependent on available funding.
State-Provided Systems for Local Agencies	The state providing smaller agencies statewide systems (such as a standard records management system) by providing funding and technology assistance to implement.	No activity at this time.	No funding allocated at this time.	Future recommendation dependent on available funding.
New Computerized Criminal History System (nCCH)	Current Computerized Criminal History (CCH) System is over 20 years old. A new CCH will be needed in the near future to provide more accurate and complete information with the ability to integrate with other data sources such as AFIS and NEIS.	High-level requirements have been completed.	No funding allocated at this time.	Future recommendation dependent on available funding.
MN National Incident-Based Reporting System (NIBRS)	MN NIBRS will replace the antiquated, 30-yr old Criminal Justice Reporting System (CJRS) used by criminal justice agencies to report their statistics to the FBI. The new system will eliminate manual data entry and contain more detailed information for analysis.	High-level requirements have been completed.	No funding allocated at this time.	Future recommendation dependent on available funding.

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Predatory Offender Registry (POR) Booking Check	An Automated check of the Predatory Offender Registry (POR) during the booking/fingerprinting process through livescan devices.	No activity at this time.	No funding allocated at this time.	Future recommendation dependent on available funding.
E-Citation	The E-Citation efforts involve providing the ability for external partners, primarily law enforcement agencies and their records management systems, to file citations electronically with the courts.	No activity at this time	No funding allocated at this time.	Future recommendation dependent on available funding.
Ongoing Activities:				
Data Practices	Activities include: acceptable use policies, Privacy Impact Assessments (PIAs) on systems, business rules analysis, data practices user guide, training etc.	Ongoing	BCA MNJIS base budget funding.	Continue activities as necessary with available base budget funding.
Data Quality	Activities include: service agreements, auditing, business rules analysis, standardized data validation etc.	Ongoing	BCA MNJIS base budget funding.	Continue activities as necessary with available base budget funding.
Technical Standards	Development, vetting, publication, training of technical standards.	Ongoing	BCA MNJIS base budget funding.	Continue activities as necessary with available base budget funding.

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Business Standards	Development, vetting, publication, training of business standards. Also includes business process improvement studies and analysis.	Ongoing	BCA MNJIS base budget funding.	Continue activities as necessary with available base budget funding.
Communication and Liaison Program	Stakeholder, user and vendor communication through liaison meetings, conferences (state and national), written materials, website, publications, presentations, partnerships etc.	Ongoing	BCA MNJIS base budget funding.	Continue activities as necessary with available base budget funding.
Infrastructure and Architecture – Enterprise Service Bus (ESB) and Service Oriented Architecture (SOA).	Underlying infrastructure and architecture at BCA to deliver core, statewide integration services.	Base infrastructure deployed. Continue to expand deployment of services through the state “hub”. Continue ongoing work with Dakota County SOA Project.	BCA MNJIS base budget funding.	Continue as necessary with available base budget funding.
Ongoing Maintenance and Enhancements to Current BCA Applications	Ongoing maintenance and enhancements to Predatory Offender Registry (POR), MN Repository of Arrest Photos (MRAP), MN Statute Service, Law Enforcement Message Switch (LEMS), MN Computerized Criminal History (CCH), CIBRS etc.	Ongoing	BCA MNJIS base budget funding.	Continue to implement integration priorities as determined by Policy Group, BCA clients, and statutory mandates with base budget funding.
Ongoing Maintenance and Enhancements to Current DOC Applications	Ongoing maintenance and enhancements to Statewide Supervision System.	Ongoing	DOC base budget funding.	

Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities

Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:	
Ongoing Maintenance and Enhancements to Current Courts Applications	Ongoing maintenance and enhancements to MNCIS and Court Web Services.	Ongoing	Courts base budget funding.	
Other Activities:				
Local Grants	Two primary grant approaches: 1.) provide grant funding to counties to develop and implement their own integration activities/priorities; 2.) provide grant funding to agencies/vendors for targeted statewide projects.	Grant funding currently targeted for CIBRS project (through contracts with agency vendors).	Funding allocated through FY09 for CIBRS project. Future grants dependent on available funding.	Future recommendation dependent on available funding.

WARRANTS DELIVERY TEAM REPORT

July 2008

Version 1.2
Appendix B

ACKNOWLEDGEMENTS

The CJIS and Program Office staff would like to thank all of the people who were involved in and contributed to this effort, including:

The Warrants Delivery Team

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INTRODUCTION AND BACKGROUND

The Current State of Warrants in Minnesota

The effort to take a closer look at warrants and the warrant process began in January 2005 when Task Force members submitted an issue paper asking the BCA to consider alternatives for managing warrants and sharing warrant information. Though a study was initiated and completed, a limited amount of money and resources have been directed toward warrant related efforts over the past few years.

All Minnesota criminal justice practitioners acknowledge serious problems related to warrants. There are many issues that complicate warrants in a way that negatively impacts public safety in Minnesota. Local offices are overloaded by a large volume of warrants that must be processed. Local law enforcement officers lack adequate information to follow through on certain warrants because they cannot determine who a warrant is for or if a warrant is active. Practitioners are forced to use multiple systems to process, comprehend, and act on warrant information. After all information has been reviewed, it is still necessary to contact originating agencies to confirm if warrants are actually still active.

Though the primary focus on warrants has been and continues to be on quick fixes, small projects, and low-cost options that can be implemented in the short-term, the Warrants Delivery Team feels that a serious investment must be made before significant results will be realized. Because of this, the Warrants Delivery Team does not want to lose sight of other options that will require a larger investment, but are expected to have the greatest positive impact on public safety. These options include the following:

- Automate the initiation of warrant queries at critical junctures in the justice system, such as when a person is arrested, booked, scheduled to appear in court, admitted to the workhouse, visiting jail or prison, or appearing at scheduled probation meetings.¹
- Develop and make available a statewide guide, based on inherent costs and benefits, that can be used by local law enforcement to make warrant related transport decisions.²
- Establish a single warrant repository or entry point that makes it possible for all criminal justice practitioners to access all warrants in a variety of formats and customizable views.³
- Integrate local, Minnesota HotFiles, and National HotFiles systems so that all amendments, corrections, or changes made in one system will be updated in other relevant systems.⁴
- Gather requirements to enhance warrant searching capabilities. For example, allow searching by addresses to make it easier to do warrant sweeps in specific areas.

The Warrants Delivery Team feels that an important next step regarding warrants will be to secure an adequate amount of funding to streamline existing and new technology making all necessary warrant information available to all criminal justice practitioners who need it.

¹ Warrant Business Process Improvement (BPI) Project Report, Recommendation 14.

² Warrant Business Process Improvement (BPI) Project Report, Recommendation 12.

³ Warrant Business Process Improvement (BPI) Project Report, Recommendations 1 and 3.

⁴ Warrant Business Process Improvement (BPI) Project Report, Recommendation 25.

The Warrants Business Process (BPI) Improvement Project

In April of 2007, the Bureau of Criminal Apprehension (BCA) published a final report for the Warrants Business Process Improvement (BPI) Project. This project began in early 2005 when the CriMNet Task Force identified criminal warrants processes as a priority candidate for business process review and improvement, given the lack of a statewide standard to gather and store warrant information, and manual processes for maintaining and sharing the information.

The purpose of the Warrants Business Process Improvement (BPI) Project was to work with local stakeholders to comprehensively evaluate existing warrants processes in order to provide recommendations for streamlining these processes. The focus of the project was criminal warrants issued by judicial officers upon complaint (Rule 3), probation revocation (Rule 27.04), or by direction of the court (bench warrant) and DOC warrants authorized by a DOC hearing officer; all of which involve the arrest and/or detention of wanted juveniles and adults in the State of Minnesota⁵.

The project produced a series of findings and recommendations (refer to Appendix A) after a review and analysis of information about existing warrants processes, systems, standards, and statistics, and performing select comparisons nationwide. The recommendations provided a wide array of options that Minnesota agencies could pursue to enhance the warrants process and the reliability of warrant data. The findings and recommendations were presented to the Criminal and Juvenile Justice Information Task Force on April 13, 2007. At that meeting, the Task Force formed a Warrants Delivery Team to consider the feasibility of the recommended options as solutions, with special consideration given to the incomplete warrant records in the HotFiles systems and the consequences of centralizing statewide warrants data (i.e. data practices concerns).

The Warrants Delivery Team

The Warrants Delivery Team began meeting in June of 2007, and continued meeting for the duration of 2007 and the early half of 2008. The delivery team was made up of a group of Task Force and non-Task Force members (refer to Acknowledgements for a complete list of members); Task Force member and Isanti Police Chief Ron Sager was elected as the Chair of the group. The delivery team included subject matter experts representing different aspects of the warrants process, such as: law enforcement, jails, public defense, courts, and the BCA.

As requested by the Task Force, the delivery team members have further considered the findings and recommendations proposed in the original Warrants BPI report, as well as additional options. The primary goal of the team, as defined by the Task Force, was to review the recommendations presented by the Warrants Business Process Improvement (BPI) report and prioritize the recommendations that can be accomplished with little or no financial implication.

More specifically, the delivery team analyzed options with the following set of objectives in mind:

- Maximize the number of warrants available in local and state systems;
- Minimize the time and labor associated with the entry of warrant information into local, state, and national systems;
- Minimize the time and labor associated with the deletion of warrant information from local, state, and national systems;

⁵ Arrest warrants may also be issued as result of indictment (Rule 19. Warrant or Summons Upon Indictment; Appearance Before District Court). However, these warrants appear similar in operation to bench warrants, and so are not covered explicitly within this analysis.

APPENDIX B - WARRANTS DELIVERY TEAM REPORT

- Minimize the time lag between the issuance of warrants and when they appear in corresponding systems;
- Minimize the time lag between when a warrant is quashed (i.e. they are no longer active because of cancellation, arrest, etc.) and when they are removed from corresponding systems;
- Utilize existing business practices and methods whenever possible;
- Avoid options requiring complex policy or legislative changes in the short-term; and
- Identify policy and legislative changes needed for a long-term solution.

DELIVERY TEAM RECOMMENDATIONS

The following is a series of low-cost options that have been discussed and are being recommended by the Warrants Delivery Team to enhance the warrant process and the reliability of warrant information.

Improve Access to Existing Systems and Resources

Currently, there are a variety of systems that provide information about people with warrants in Minnesota, including: local record management systems, the NCIC and Minnesota HotFiles, BCA's Integrated Search Services, the Department of Corrections' Statewide Supervision System and the Driver and Vehicle Services. There are also various resources that can be used to understand and manage the process, for example statutes and system manuals. Used together, these systems and resources provide the information needed when working with warrants. However, because information is available in multiple places, it is confusing and not always obvious to local users which systems and resources should be used for what purposes.

Providing local agencies with information about the systems and resources they can use and the value they add to the process ensures that local agencies will use them. **The Warrants Delivery Team proposes that the BCA provide an online resource to market existing warrant information to local agencies.**⁶ One option is to repackage information available in Integrated Search Services for warrant-based tasks and to add details about other warrant resources. Costs associated with producing an online resource for this purpose would require further assessment, but are small relative to other options.

Provide Integration Resources

As illustrated in the Warrants BPI report, many warrants are not being entered into the Minnesota and National HotFiles because of resource constraints. It is challenging for local agencies, especially larger local agencies, to keep up with the volume of warrants. This means that it is possible for time lags to occur, postponing the entry of serious warrants and that it might not be an option for some local agencies to enter all of their less serious warrants. This translates into the possibility of law enforcement officers encountering a wanted person without the information they need to ensure their own safety or to apprehend the individual.

In order to improve the accuracy of warrants information, **the Warrants Delivery Team proposes that the BCA make integration resources available to local agencies.**⁷ Integration resources, such as technical advisors, will be able to provide the expertise and support local agencies need for a variety of development activities, such as making it possible for local systems to consume Minnesota Court Information System (MNCIS) messages and to transfer data between local systems and the Minnesota HotFiles (refer to the red arrows in the chart on page 21 for examples). The team wants to concentrate on providing instantaneous updates to warrants information and basic information (the most serious warrant, per person, per agency) about all wanted individuals in the state and national systems.

⁶ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 1 by making information about all warrants readily available to all practitioners across the state.

⁷ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 1 by making information about all warrants readily available to all practitioners across the state.

Simplify the Validation Process

The validation process is complicated and tedious for local agencies managing a growing number of warrants. Validation requires that entering agencies review all of their warrant entries for accuracy, completeness, and validity once a year. There is additional maintenance for felony and gross misdemeanor warrants because they reside in both the Minnesota and the NCIC HotFiles.

The CJIS Validations⁸ software recently purchased by the BCA could simplify validation. The software is designed to electronically validate warrants records, eliminating significant amounts of manual validation. The software also automatically generates correspondence to the courts to check the status of certain warrants. Unfortunately, the software can only validate records in a single system. Therefore, it is possible to either validate the warrants in Minnesota HotFiles or the National HotFiles, but not both. Since NCIC only houses a portion of the Minnesota wanted person records, the BCA expects to validate the Minnesota Wanted Person HotFiles, rather than the NCIC database. However, Minnesota will first need to synchronize the Minnesota Wanted Person HotFile database against the NCIC Wanted Person database, to make sure that all records expected to be in both systems are present and identical. The synchronization process is expected to be somewhat cumbersome and time-consuming for BCA technical staff.

A further step that would help simplify the validation process, and improve future HotFiles synchronization efforts, is to link Minnesota HotFiles warrant records with their corresponding NCIC HotFiles warrant records, using the NCIC Identification (NIC) number. If all current felony and gross misdemeanor records in the Minnesota HotFiles that have corresponding NCIC warrant records were updated to include the appropriate NIC number it would be easier to identify and validate all records in the national system. Insertion of the NIC into the corresponding MN HotFiles Wanted Person record would also simplify automated processing of updates to the HotFiles records. When a Minnesota user modifies, "locates," or deletes a Wanted Person HotFiles record, the MN HotFiles system can determine if the modification or deletion should also be forwarded to NCIC by checking for the existence of a NIC on the MN Wanted Person HotFiles record.

The Warrants Delivery Team recommends using software and NIC numbers to simplify the validation of warrant records in the Minnesota and National HotFiles.⁹

Using NIC numbers to link warrant records in the Minnesota and National systems also provides an opportunity to maintain synchronicity between the Minnesota and NCIC Wanted Person HotFiles records.

Simplify the Identification Process

Law enforcement officers face a definite challenge matching warrants to people. Images included with warrant entries significantly improve the possibility that law enforcement will be able to match a warrant to the correct person. However, images are often not included with warrant entries. Another important factor that may make it difficult to properly identify a wanted person is a recent Minnesota Supreme Court Rules Committee decision that prohibits the courts from providing self-reported race information with warrants. Now local agencies must depend on race information they gather from other sources, such as incident reports. It is challenging to find accurate race information for certain warrants, especially civil warrants, because race information is not usually captured anywhere.

⁸ CJIS Validations is a Peak Performance Solutions product.

⁹ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 16 that aims to provide tools for managing compliance.

Another issue related to proper identification is the growing problem of questioned identity. When someone uses a name and contact information that does not belong to them during contact with a local law enforcement agency, subsequent warrants are also issued to that third party. The process victims must go through to resolve these warrants can be different in every jurisdiction. Details about questioned identity are entered differently with each warrant by each entering agency. Because of these differences, the information that law enforcement officers receive may be confusing and difficult to use.

Images and race information are vital to the execution of warrants. **The Warrants Delivery Team recommends that the Task Force and Policy Group lead an effort to revisit the legal opinion that prohibits the court from providing race information on warrants on behalf of the criminal justice community.**¹⁰ The team also recommends that the BCA research and identify the barriers to and methods for including images with warrants.¹¹ Victims of questioned identity deserve to have a clear and simple process to resolve warrants in their name. Law enforcement officers need to be able to discern which warrants involve questioned identity and easily locate related information needed in the warrant entry. **The Warrants Delivery Team recommends that the BCA develop a statewide policy for warrants involving questioned identity.**¹² The policy must provide a process for victims to resolve warrants that do not belong to them and it must provide a standard format for entering warrants to make them easily readable by law enforcement officers. Costs will need to be evaluated for researching issues regarding the use of images and providing training for using images and processing questioned identity warrants.

Change Existing Policy about Warrant Entry

With very few exceptions, Minnesota has adopted the Minnesota HotFiles policies and practices set forth by the FBI for the National HotFiles. Historically, we embraced these policies and practices in order to maintain consistency of warrant information kept in the two systems even though it significantly limits the amount of adult and juvenile warrant information captured in both places. According to policy, adult warrants can only be entered as separate entries if they are the most serious, per person, per agency. Other warrants can be captured in the miscellaneous field of the most serious warrants, though it complicates entry and substantially limits search options for these warrants. The criteria for entering a juvenile warrant into the HotFiles is even stricter; only warrants for juveniles that have crossed state lines or absconded from certain facilities after committing certain crimes are accepted.

The BCA has and will continue to write proposals to NCIC, requesting that warrant entry policies be updated so that the National HotFiles can accept separate record entries for all warrant records. Since there are no guarantees that NCIC will change its policy in the near future, **the Warrants Delivery Team proposes that the BCA pursue a more flexible policy for the Minnesota HotFiles; so that the system can accept separate record entries for more or all of Minnesota's adult and juvenile warrants.**¹³ Concerns with this usually revolve around the subject of what is most important to law enforcement officers in the field: providing the basic information that the person is wanted and details about their most serious warrant or providing

¹⁰ This is a new issue.

¹¹ Though not biometric, this aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 34 by improving identification processes associated with wanted persons.

¹² Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 35 regarding the entry and transfer of fraudulent identifiers into and from a centralized repository.

¹³ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 6 to develop a centralized statewide repository for tracking all warrants.

the option to review details about all of the warrants in that person's name. This should not continue to be a barrier as technology makes it possible to provide both options to law enforcement officers; and it is likely that both types of information prove useful in specific situations.

Deviating from NCIC policies and practices would make it possible to:

- Create a comprehensive repository of Minnesota warrant information;
- Increase the number of juvenile warrants in the system;
- Consider capturing more than warrants, such as other documents that allow law enforcement officers to take a person into custody;
- Provide options to review warrants information in a variety of formats;
- Eliminate policies and practices that are based on programming and functional limits that no longer exist; and
- Increase the flexibility for submitting Minnesota warrant information, while maintaining compliance with the stricter policies that govern NCIC warrant information.

The Minnesota HotFiles can already accept any warrant, so there is no development cost associated with increasing the number and types of warrants the system will accept. If this policy is changed immediately, entering agencies will need to be able to absorb the cost of processing additional warrants and the BCA will need to be able to absorb the cost for auditing the additional volume. If the policy change is timed to coincide with the Courts' project (refer to Current Efforts on page 12) that will refer low level offenses to collections instead of escalating them to warrant status, the number of warrants that have to be processed will not increase drastically. There will also be substantial costs associated with retraining and developing additional and enhanced views of warrant information contained in the system.

Perform a Detailed Assessment of Warrants Statute and Policy

The Warrants Business Process Improvement (BPI) project and report identified and examined statutes and policies affecting Minnesota warrants, warrants processing, and warrants compliance at a high-level. The report and follow-up conversations about data practices by the Warrants Delivery Team demonstrate that the multitude of existing statutes and policies related to warrants (Minnesota Government Data Practices Act, federal statute, court rules, FBI/NCIC requirements, inter-state compacts, DOC compacts, etc.) are complex and sometimes conflicting. It has also become evident that a high-level analysis of statutes and policies does not provide the necessary detail about data classification and access needed by decision makers. Clarification will be necessary when assessing the impacts of recommended standards for the warrant process and local level business practices.

The Warrants Delivery Team proposes that the BCA create and bring together a group of policy experts to perform a detailed review and assessment of warrant-related statutes and policies. These experts will analyze statutes and policies to define data practices, policies, and procedures and determine how they can be standardized at local agencies.¹⁴ It is important that the group or members of the group be accessible to local agencies in cases where further interpretation or referrals are needed. It is also important that this group of policy experts be able to initiate related legislative changes to align warrants policy for the future. The bulk of the work related to the assessment would be at initiation and during the first phase; however, small amounts of work would also be associated with the on-going incorporation of changing legislation and policy.

¹⁴ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 15 as a dedicated resource that will ensure compliance with state and federal mandates.

Develop Compliance Resources for Local Agencies

Complex statute and policy, along with a growing number of warrants, is making compliance more challenging for agencies and offices that manage and process warrants information. Turnover and decreasing human capital at local agencies further compound problems related to compliance. Though compliance is reinforced by regular cross-checks of warrants information maintained in separate systems and audits of felony and high-level misdemeanors warrants every few years; it is possible for compliance problems to exist for months, or even years, before they are brought to the attention of responsible individuals or agencies to be corrected.

The current tools available for agencies to manage compliance include: the massive NCIC manual containing both state and national requirements, the statutes and policies themselves, and BCA audit and compliance professionals. New compliance tools are being developed; for example, a new query service option will make it possible for agencies that are able to consume the service to create lists of their own warrants that they can use to perform mandated cross-checks in the near future. If completed and made available, the above mentioned group of policy experts and/or a detailed assessment of warrants statute and policy could also be valuable compliance resources. However, **the Warrants Delivery Team proposes that additional resources be developed by the BCA for local agencies to use for the purpose of performing self-initiated audit checks,**¹⁵ such as:

- A basic self-assessment or checklist the agencies can use to monitor compliance in-between audits with minimal assistance from the BCA;
- A resource that explains the common and more serious compliance problems and gives details about how local agencies have resolved these problems in the past;
- Provide best practices and other examples that can be used by agencies to maintain or regain compliance; and
- A designated responsible authority and/or points-of-contacts at the BCA that can directly address audit and compliance concerns and questions.

Simple and straightforward compliance resources are invaluable to the agencies entering warrants. Costs associated with the development of compliance resources would be offset by time and effort spared at local agencies and during audits. Compliance resources should be packaged and made available to local practitioners online.

Develop Efficiency Resources for Local Agencies

Beyond compliance, local agencies are looking for information and resources that they can use to enhance the efficiency of day-to-day operations and activities. Agencies have limited resources and rare opportunities to research and test alternative methods of doing business. Few, if any, options exist for local agencies to share best practices, achievements, and problems associated with a new way of doing business. Because there is no obvious venue to share information about new ways of doing business, local agencies are left to connect with each other individually on an ad hoc basis.

Once they are aware of them, agencies are often willing to adopt alternate business practices that have been successfully used at other agencies. In order to facilitate the information sharing process, **the Warrants Delivery Team proposes that a published resource, a best practices manual, be developed by the BCA and dedicated to the on-going sharing of**

¹⁵ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 15 as a dedicated resource that will ensure compliance with state and federal mandates.

best practices and procedures.¹⁶ This could be paired with an effort that brings local agencies together to share best practices.

Increase Warrant-related Training Opportunities

Local agencies are interested in additional warrant-related training opportunities that focus on implementing local-level best practices, ensuring compliance, and providing upcoming technology updates and options for related business practices changes.

The Warrants Delivery Team recommends that the BCA provide a series of in-person and online warrant specific training.¹⁷ The Warrants Delivery Team also discussed the creation of a group of cross-agency trainers and curriculum. They purposed that the group would train staff from multiple agencies together with a focus on sharing information about how the work at each agency affects the other agencies. It is also important the trainers follow-up with trained agencies regularly. Arrangements could be made so that in-person training could coincide with other trainings to keep costs low. Though in-person training is preferred in most cases, browser-based training may provide a cost effective and efficient option that could be made available to local agencies. Both types of training would involve costs associated with the development, implementation, and delivery of the training.

Perform a Detailed Analysis of Juvenile Warrants

An issue paper was submitted to the Criminal and Juvenile Justice Task Force in September of 2007. The issue paper was from a Task Force member asking the group to address discrepancies in the way local agencies enter and execute juvenile warrants. The Task Force referred the issue paper to the Warrants Delivery Team to be considered as part of our analysis and recommendations.

The Warrants Delivery Team discussed various aspects of entry and execution of juvenile warrants. The Warrant BPI project demonstrated that it was difficult to obtain the true number of juvenile warrants in Minnesota at any given point in time. There were approximately 480 juvenile warrants in the Minnesota HotFiles after an update in October of 2007. The true number of juvenile warrants is likely to be much higher because NCIC policies restrict their entry and when they can be entered, they are often entered as adult warrants due to confusing field requirements, such as the date of emancipation.

Standards for executing juvenile warrants are even more complicated to examine and analyze. Because most juvenile warrants are not accepted by the Minnesota or National HotFiles, records of juvenile warrants most often appear only in local system. Methods for checking for juvenile warrants and criteria for apprehending youth on warrants may vary significantly across different parts of the state. Very little is known and can be said about this without further analysis.

The Warrants Delivery Team recommends that a BCA Business Analyst be assigned to a project to conduct further analysis of the entry and execution of juvenile warrants to better understand how many juvenile warrants exist, reasons why they are not entered into the state and national systems, processes for checking juvenile

¹⁶ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 15 as a dedicated resource that will ensure compliance with state and federal mandates.

¹⁷ Aligns with Warrants Business Process Improvement (BPI) Project Report, Recommendation 15 as a dedicated resource that will ensure compliance with state and federal mandates.

warrants, and standard criteria for taking juveniles into custody.¹⁸ This effort is likely to be an extensive project.

¹⁸ This is a new issue, based on an issue paper that was submitted to the Task Force dated 9/21/07.

PRIORITIES

Based on the information provided in this report, the Warrants Delivery Team has identified the following priorities:

The primary focus for the future of warrants should be to obtain the support and funds necessary to provide a single repository of all Minnesota warrants that fully integrates with local and national systems, with careful consideration given to the data practices for a single repository.

An easy step in this direction would be to revise the policy for the Minnesota HotFiles and officially allow it to accept all Minnesota warrants. Since the Minnesota HotFiles is already technologically able to accept all warrants, there are no development costs associated with this change. Also, if timed to coincide with the Courts' project (refer to Current Efforts on page 12) that will refer low level offenses to collections instead of escalating them to warrant status, the number of warrants that have to be processed will not increase drastically. Thus, costs related to entry, auditing, and validation at the local agencies and for the Bureau of Criminal Apprehension would not be significantly affected.

Another obvious priority is to develop a statewide policy for warrants involving questioned identity. These warrants are damaging for the victims of questioned identity and to the reputation of the law enforcement agencies trying to execute them. A statewide policy offers protection to both victims and law enforcement agencies; costs associated with developing and implementing a statewide policy would be realized soon after implementation.

Another priority is the project to develop resources for local agencies to conduct self-auditing functions. Since much of this information exists in alternate formats, it is reasonable that it could be repackaged for this purpose at a very low cost.

And finally, the Warrant Business Process Improvement (BPI) Project report and recent issue paper demonstrate considerable inconsistencies in the entry and the execution of juvenile warrants. There are too many questions that remain about juvenile warrants for the Warrants Delivery Team to provide reasonable options. Additional analysis will need to be conducted to truly understand the nature and consequences of juvenile warrants. Hence, this should be a key priority area in the near future.

CURRENT EFFORTS

BCA

1. Completed – Flagging Juvenile Warrant
 - a. Remediate existing juvenile records to provide “Juvenile Flag” in MN Wanted Person Hot File responses, (MSS 260B.171 Subd. 5 Peace Officer Records of Children)
 - b. Update MN Hot File system to similarly flag new juvenile Wanted Person Hot File record entries
2. Planned (Late Summer 2008) – HotFiles Updates
 - a. Implement new query message keys to filter MN and NCIC Wanted Person responses
 - i. Felony/Serious only
 - ii. Extraditable only
 - b. Send address data to NCIC, in addition to storing in MN Wanted Person Hot Files

Courts

1. In progress - Establishing a collections process for lower-level offenses. Lower level offenses will be referred to the collections process instead of issuing warrants, thus reducing the overall number of warrants that are issued.

APPENDIX A. FINDINGS AND RECOMMENDATIONS FROM THE WARRANTS BUSINESS PROCESS IMPROVEMENT (BPI) PROJECT

Project Scope, Purpose, and Objectives

The purpose of the Warrants Business Process Improvement (BPI) Project has been to evaluate existing arrest warrant practices in order to provide recommendations for streamlining these procedures. Process improvements include avoiding the re-keying of data, reducing the associated number of data errors, and increasing the accuracy and timeliness of warrant information to users statewide, including the timely removal of warrants in the event of service, cancellation, or quashing. The Warrants BPI Project investigates the issuance, service, execution, modification, cancellation, quashing, and reporting of criminal juvenile and adult warrants in their entirety as “end-to-end” processes. The scope of this work covers only those criminal warrants issued by a criminal or non-criminal court involving the summons, arrest, and/or detention of juvenile and adult subjects in Minnesota. It includes an inventory of current methods used for processing warrants and recommendations for sharing warrants information from the time of issuance through modification, service, cancellation, quashing, expiration, and all other warrant-related events. More specifically, the project focuses on those criminal warrants issued by a judicial officer upon complaint (Rule 3), probation revocation (Rule 27.04), or by direction of the court (bench warrant). Minnesota Department of Corrections (DOC) warrants are additionally included within the scope of this analysis: although authorized by a DOC hearings officer rather than a judge, these orders serve a similar purpose and function as do judicial arrest warrants.

Thanks to the willing participation of myriad staff from a variety of agencies and jurisdictions in Minnesota, fundamental issues and concerns regarding warrant processes and systems were identified over the course of many months. Valuable insights and perspectives from individuals representing the following agencies, across a wide spectrum of roles, contributed to the conclusions presented in this report:

- *City, county, regional, and state law enforcement;*
- *City and county prosecution;*
- *Court administration;*
- *Public defense; and*
- *Local and state corrections.*

A complete directory of personnel contributing input to this analysis may be found in Appendix A [of the Warrants Business Process Improvement (BPI) Project report].

Conclusions from this evaluation of arrest warrant processes in Minnesota are presented following, and grouped according to three main categories of improvement. These categories are: recommended process-related changes; system or information-related changes; and those recommendations pertaining specifically to mitigating the volume of warrants active in the state.

Findings and Recommendations: BUSINESS PRACTICES

As agency staff have highlighted throughout this analysis of arrest warrant processes and procedures, many identified disparities in whether and how information is communicated across a diversity of criminal justice partners depends upon clearly articulated practices that are shared in common across agencies. State and local staff emphasize that established procedures are often not followed, with the result that many processes become localized depending upon the agency and jurisdiction involved. For example, the process of maintaining a hold on a wanted person from one custodial agency to the next is often problematic. Establishing a hold is cumbersome, in part, because the process currently relies upon the exchange of hardcopy forms, and each receiving agency may recognize idiosyncratic procedures regarding how a wanted person record is withdrawn from the HotFiles. With the complementary assistance of technology improvements, discussed in the section below, uniform practices should serve to streamline manual and otherwise redundant procedures that do not address the comprehensive need for information shared across a diversity of partner agencies. As a complement to uniform procedures, best practices also highlight the central importance of clear communications and coordination within and across various agencies, and centralization of some processes in particular as a means of streamlining functions. The recommendations below follow the general course of a warrant over its lifetime, from issuance and authorization by the bench; through entry and execution; to clearance and/or ongoing maintenance. (Please refer to Appendix B for a glossary of common terms in use throughout this report.)

ISSUANCE AND AUTHORIZATION

Streamlined business processes emphasize the singular importance of developing a **centralized statewide repository for tracking all warrants** (Recommendation 6). Further, identified **best practices should be considered the working basis for standard procedures** (Recommendation 5) that help to facilitate

uniformity of business operations and high-quality data. Ideal processes support the unified collection and dissemination of wanted person information by minimizing manual entry of information and leveraging broader sharing of electronic information. Best practices suggest that **management of adult and juvenile warrants should be encompassed within the same set of processes and documented using the same systems** (Recommendation 17). The inherent differences between criminal and non-criminal court proceedings suggest that **collection of baseline identifying information be the norm for defendants participating in either system** (Recommendation 4). Recognizing all warrants -- regardless of their court of issuance, the reasons underlying issuance, or the age of the defendant -- will aid in systematic tracking of all warrant events, in order to support the subsequent exchange of information.

ENTRY AND EXECUTION

Centralization of warrant processing and maintenance functions -- including entry, confirmation, verification, and auditing -- **with the county sheriff's office would streamline communications** (Recommendation 7) for agencies seeking to confirm warrants, and for staff conducting audits. While warrants processing should be a principal responsibility of the sheriff's office, the **proactive servicing of warrants should be a shared responsibility across all law enforcement**, regardless of jurisdiction. **Sheriff's offices**, with responsibility for warrant entry, processing, maintenance, and communication, **should actively support the efforts of local and state law enforcement personnel in serving active warrants** (Recommendation 8). Particularly in the exchange of critical warrant events, support of city, county, state, and federal law enforcement agencies in the service of arrest warrants is needed.

Person-queries should be automatically and systematically initiated at critical junctures within criminal justice processes (Recommendation 14). In particular, arrest, booking, court scheduling, jail visitation, probation, and admittance to workhouse and other corrections facilities, appear to be areas in which regular and systematic identification of the individual and any outstanding warrants are sometimes problematic. As the state moves forward with improving the accuracy of **identifying and linking individuals to criminal justice events based upon biometric identifiers**, this effort **will certainly improve identification processes associated with wanted persons** (Recommendation 34). Linking biometric identification -- including the use of ten-finger, two-finger, and slap prints -- with issuance of a warrant is one strategy to associate individuals with offenses and to tie both to subsequent execution of the warrant. The **ability to enter fraudulent identifiers into the centralized warrants repository, and from there, to transfer the information to the HotFiles** (Recommendation 35) may also help to clear misidentified individuals. The **implementation of an automatic system to support receipt and dissemination of confirmation information to partner agencies would be beneficial**. The **system could initiate subsequent messages based upon the responses received and obligatory staff review** (Recommendation 9). The time delays inherent within the manual confirmation process seem disadvantageous for both the agency requesting confirmation of a warrant, and the agency originating the warrant.

Current warrant processes would benefit from **closer adherence to standardized procedures specific to holding and detaining wanted persons** (Recommendation 10). The **ability to utilize a detainer function and to enter temporary arrest warrants into the statewide warrants repository would be beneficial** (Recommendation 11) to local law enforcement agencies. No mechanism presently exists to ensure smooth transition of wanted persons from one holding agency to the next: agencies requisition existing procedures in order to ensure receipt of a wanted person into their custody. Entry of temporary warrants allows law enforcement the widest berth of knowledge regarding potential wanted subjects and their criminal justice current status.

To mitigate the immense law enforcement resources, a **statewide guide for measuring the inherent costs and benefits of transporting wanted persons** -- by seriousness of offense, charge level, existence of multiple warrants, bail/bond amounts, etc. -- **should be created to frame decision-making** (Recommendation 12). Developed guidelines would not diminish or overshadow the ability to transport individuals regardless of potential costs, but would provide agencies objective support in evaluating transport decisions.

CLEARANCE AND MAINTENANCE

Additional resources dedicated to ensure more frequent and expansive training and auditing of agencies (Recommendation 15) will help to improve rigorous compliance with state and federal mandates.

Many of the issues identified are due to the failure of agencies to follow established procedures, in addition to shortfalls in existing records management systems. Over the longer-term, the **ability to pass warrant event information from system to system may provide auditing with additional tools for managing agency compliance** (Recommendation 16) with state and federal requirements. Electronic verification and validation of records, and automatic confirmation/locate processes, remove the burden of completing tasks manually, enabling audit staff to target efforts specifically towards agencies out of compliance.

Findings and Recommendations: INFORMATION PRACTICES

In the area of wanted person records, the discrepancies in warrant information available for agency use are the direct result of business practices that, in turn, often hinge on multiple, disparate information systems for records management and tracking. The inability of court and law enforcement systems to share comprehensive information, and/or to broadly benefit from modifications made, speak to the need for establishment of a single, global source for wanted person information available on a statewide basis to all criminal justice practitioners. While the CJIS and NCIC HotFiles exist as separate indices to warrants maintained by local agencies, a uniform statewide repository for warrant information would facilitate and support widespread exchange of information across jurisdictions, including all warrants issued and subsequent case management information.

The existing **requirement for all warrants to be made readily available to practitioners across the state should be upheld** (Recommendation 1). This need for a centralized repository of all wanted person records suggests the creation of a statewide warrants management system for access and use by all partner agencies. The eventual **ability to customize views of the information available, in order to accommodate a wide variety of stakeholders with differing needs** (Recommendation 3) is equally important. Establishment of a single warrants repository meets the need for comprehensive information; the subsequent ability to partition or filter wanted person records based upon role, agency, jurisdiction, subject, or event, allows practitioners the flexibility to access the information as needed.

Critical components of a statewide warrants repository include one that will **include all criminal arrest warrants without limitations, in order to provide the widest scope of information possible** (Recommendation 23) to agency personnel; **maintain historical warrant information** (Recommendation 24), which exists today only on a localized basis; and one that will **allow agencies to enter case management information** (Recommendation 26). The ability to enter and view multiple warrants for an individual enhances the information available; complete and reliable warrant history helps to improve decision-making statewide and minimize potential disparities that occur. Broader use of the statewide repository for tracking warrant case management information offers agencies the option of relying on a single system to support all warrants-related tasks and responsibilities.

A third set of recommendations highlights the importance of **streamlining data entry and information exchange between courts** (eventually the single system MNCIS) **and law enforcement** (Recommendation 2). Knowledge of the existence of all warrant-related offenses provides context to law enforcement officers, jail bailiffs, public defenders, probation officers, and other justice professionals who must make decisions regarding the individual. Until a statewide repository of warrants is equipped to exchange event information electronically with the court via MNCIS, **mechanisms to verify the status of warrants between court and law enforcement systems is essential, both on statewide and local levels** (Recommendation 27).

The ability to track warrant workflow and to receive notifications is key for all partner agencies. Staff **should have the ability to track the existence and evolving status of warrant events anywhere in the state**, regardless of the jurisdiction of issuance. (Recommendation 21) Similarly, a **service should be developed to provide active notifications to partner agencies and staff involved with either supporting warrant processes, or involved with the wanted person** (Recommendation 22) due to the specifics of a given case. Alerts should be available targeting all major warrant events, from issuance and authorization; through confirmation; the establishment of holds; execution, cancellation, and quashing; and expiration or purging of wanted person records. Additionally, **amendments or corrections made to the electronic warrant record should be forwarded on an automatic basis to local partner systems, and to the CJIS and NCIC HotFiles** (Recommendation 25).

This study recommends the **adoption and use of technology to support and streamline current DOC warrant practices, and to minimize the Hearings and Release Unit's current reliance on hardcopy forms** (Recommendation 19), particularly in the areas of warrant issuance, entry, confirmation, locates, and cancellation. The eventual role that a statewide wanted person records system will play as a **centralized repository should ensure that DOC wanted persons are not overlooked** (Recommendation 20). While currently effective,

the DOC HRU's continued ability to facilitate warrant processes seems problematic without the application of standardized, automated processes.

Even as the NCIC wanted persons repository continues to evolve, additional work is necessary for the State of **Minnesota to advocate on behalf of local users to create a more effective and efficient link between statewide and national HotFiles, and to support improved national standards with regards to wanted person records** (Recommendation 28). This recommendation includes more effective use of Soundex tools to support person-queries, and standardizing driver's license and vehicle registration information across the nation. The two systems should operate seamlessly, automatically receiving and/or displaying the information necessary, regardless of whether the warrant has statewide or national significance.

Findings and Recommendations: VOLUME CONSIDERATIONS

Available data from the Bureau of Criminal Apprehension CJIS HotFiles suggests that the volume of arrest warrants that remain outstanding in the State of Minnesota increases each year due, in part, to the cumulative effect of unsatisfied warrants that potentially await years before service or cancellation. While figures highlighting warrant issuance from the court was not available for this analysis, it does seem clear that the number of active warrants that require maintenance over time continues to grow, creating additional burdens on staff to provide follow-up. Available data also points to the fact that a large proportion of current warrants are issued for administrative offenses (e.g., contempt of court, failure to appear, failure to pay fines) or for relatively minor infractions, including traffic violations. The sheer number of warrants active statewide -- and its continued rise over time -- suggests an opportunity to consider strategies for mitigating overall volume. Several considerations include:

Adherence to the established statewide bail schedule, in addition to clearly stated bail or bond amounts for low level warrants (Recommendation 30) serve as deterrents to flight and the eventual issuance of a warrant for failure to appear. With bail amounts tied directly to relatively minor warrants, individuals can exercise the right to offer payment directly in lieu of jail time, thus clearing the warrant quickly and efficiently.

Active warrants should be tied to their originating case: **with cancellation of a case, all related warrants should be similarly and automatically withdrawn from both court and law enforcement systems**. Primarily under the initiation of prosecution, **regular review, expiration, and communication of cancelled warrants to all partners is a useful mechanism for managing warrant case loads**. (Recommendation 31) In particular, **juvenile warrants should be reassessed by prosecution shortly after the age of emancipation to decide continuance or dismissal of the active warrant** (Recommendation 18).

As a penalty for lack of compliance, **other potential strategies may serve the same purpose as arrest warrants without the need for incarceration** (Recommendation 32). The **creation of alternative approaches to addressing administrative or relatively minor warrants**, including contempt of court, failure to appear, failure to pay, and traffic violations, **would address a substantial proportion of the current warrant pool** (Recommendation 33). Strategies include: impounding vehicles and other limitations on whether and how an individual may exercise driving privileges; staying authorization of bench warrants for a specified period of time, allowing the defendant to appear in court and satisfy conditions in advance of actual issuance; centralized collection of applicable fines by a county collections agency prior to, or in place of, issuance; and implementation of a statewide approach to minor traffic violations to mediate the significant proportion of arrest warrants triggered by traffic offenses and citations. Similarly, **allowing defendants to appear in court and satisfy fines for certain levels of offenses at any district court location in the state** (Recommendation 13) would improve the potential to cancel many warrants. The ability for current warrant processes to leverage the efficient transference of funds, as opposed to the costly transport of wanted individuals, would be of great benefit to the agencies involved and to overall satisfaction. Agencies cite the central need to appear in court at a specific location as a primary driver for decentralization of warrant processing: decentralization, in turn, can exacerbate existing idiosyncratic practices.

Given the host of competing needs that exist today within law enforcement, this study recommends that **policy makers thoughtfully consider the full spectrum of resources necessary to support arrest warrants** (Recommendation 36).

APPENDIX B - WARRANTS DELIVERY TEAM REPORT

Particularly for service, transport, and extradition, the costs that local agencies bear in collecting a wanted person can be extreme. Some statewide oversight and assistance in these areas may help local agencies ensure a more standard response to the issuance and execution of arrest warrants.

Other municipalities, jurisdictions, and states consider warrants a serious problem and are **investing time and money in solutions that will assist them in managing a growing number of warrants** (Recommendation 29) with limited or dwindling resources. The conclusions provided in this report are in line with initiatives being implemented in other states, and show a definite trend toward increasing efficiency by streamlining processes and automating system functions. Because many solutions have been applied independently and in combination elsewhere in the nation, Minnesota is in a good position to be able to accurately predict the costs and impacts of the solutions and strategic directions the state chooses to pursue.

APPENDIX B. WARRANT INTEGRATION PROPOSAL



Warrants Delivery Team / Integration Subgroup Warrant Integration Proposal

Introduction

The Integration Subgroup is first focusing on short term or “quick hit” solutions to improve the warrant process. *This document outlines a proposal to apply resources toward developing warrant integrations from a) court to local warrant applications and b) local warrant applications to the MN Warrant Hotfiles for the six most populous counties in the state, representing over 50% of the states population.*

• **Values / Assumptions**

- MN Warrant Hotfiles should be the primary, statewide query mechanism for active MN warrants for criminal justice agencies.
- To be effective, a high degree of synchronization should be maintained between MN Warrant Hotfiles and MNCIS, the court case management system.
- MN Warrant Hotfiles should contain the following types of orders (for brevity the term “warrants” in this document includes all four types of orders):
 - Adult criminal warrants
 - Juvenile criminal warrants
 - Civil Writs of Attachment
 - Apprehend & Detain Orders

• **Objectives**

1. Maximize the number of warrants entered into MN Warrant Hotfiles and NCIC.
2. Minimize the time and labor required to enter warrants into MN Warrant Hotfiles.
3. Minimize the time and labor required delete warrants from MN Warrant Hotfiles.
4. Minimize the time lag between when a warrant is issued and when it is available in MN Warrant Hotfiles
5. Minimize the time lag between when a warrant is quashed and when it is deleted from MN Warrant Hotfiles
6. Utilize existing law enforcement business practices and methods wherever possible
7. Avoid implementations requiring complex policy or legislative changes

• **High Level Approach**

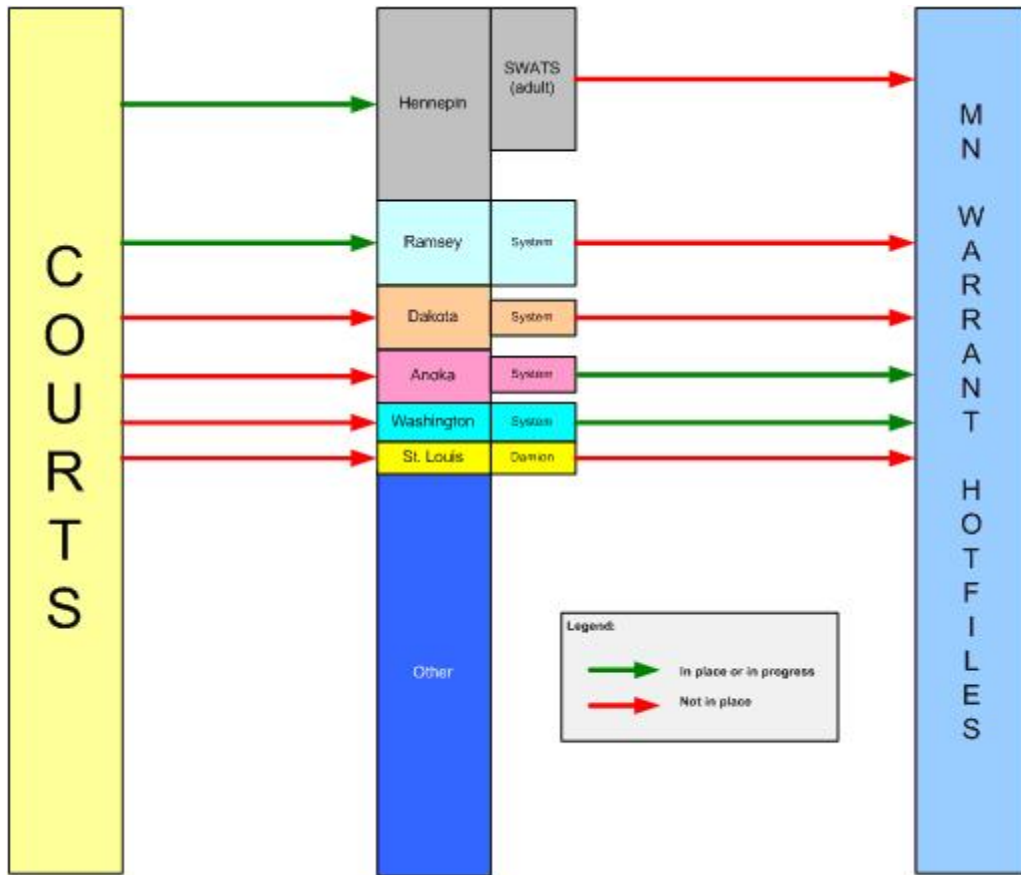
Assist agencies in integrating MNCIS with their local warrant system and integrating their local systems with the Hotfiles. Needs vary from agency to agency. For example Ramsey County has developed integration between MNCIS and their local system but would benefit from assistance to integrate to the Hotfiles. Washington County has developed integration from their system to Hotfiles but would benefit from assistance to integrate to MNCIS. CriMNet providing expertise to assist with integration is more effective then each agency developing expertise on it’s own. Expertise already developed in local agencies could also be leveraged to assist other agencies.

- Develop integrations utilizing electronic “Warrant Notification” messages generated by MNCIS
- Develop integrations necessary to streamline the entry of warrants into MN Warrant Hotfiles
- Prioritize by population. Integrating the six most populous counties covers over 50% of the state’s population

Minnesota Demographic Breakout			
2006 Population	5,231,106		
		%	Cumulative %
Hennepin	1,152,508	22.0%	22.0%
Ramsey	515,059	9.8%	31.9%
Dakota	391,613	7.5%	39.4%
Anoka	328,614	6.3%	45.6%
Washington	228,103	4.4%	50.0%
St. Louis	196,324	3.8%	53.8%
Stearns	144,443	2.8%	56.5%
Olmsted	138,221	2.6%	59.2%
Scott	119,646	2.3%	61.5%
Wright	114,806	2.2%	63.6%
Other	1,901,769	36.4%	100.0%
Total	5,231,106	100.0%	

- **County Implementation Overview [Note to Subteam: The intent is to show what’s done and what needs to be done. So, I could make the MNCIS to Ramsey line green indicating it’s done, but the Ramsey to Hotfiles line red indicating it’s not. It would be just the opposite for Washington. I can find out which lines should be which color. The red lines would then be the project scope]**

APPENDIX B - WARRANTS DELIVERY TEAM REPORT



Appendix C
Criminal and Juvenile Justice Information Policy Group Resolution
June 25, 2008

Resolution to support the internal consolidation and reorganization of the two criminal justice information and integration services divisions within the Bureau of Criminal Apprehension (BCA), the CriMNet Program Office (Program Office) and the Criminal Justice Information Systems division (CJIS).

Whereas: The Criminal and Juvenile Justice Information Policy Group (Policy Group), as established in Minnesota Statutes 299C.65, has overall responsibility for statewide criminal justice information system integration (CriMNet), including the authority to hire an executive director to manage CriMNet projects and to be responsible for the day-to-day operations of CriMNet;

Whereas: The CriMNet Program Office and CJIS both function as separate divisions within the BCA yet the work each division performs often overlaps resulting in duplication of effort, competition over resources and priorities, and insufficient coordination of activities;

Whereas: The Superintendent of the BCA convened a change team to identify ways that the Program Office and CJIS could work more collaboratively, increase accountability and productivity, and improve service delivery (see attached report);

Now, therefore, be it resolved that the Policy Group supports the internal consolidation and reorganization at the BCA, pursuant to Minnesota Statutes 299C.65, with the following provisions:

1. The Policy Group shall retain the authority to hire an Executive Director who manages CriMNet projects and is responsible for the day-to-day operations of CriMNet. The Executive Director shall continue to serve at the pleasure of the Policy Group in unclassified service.
2. The Policy Group shall continue to provide strategic direction to and oversight of the Executive Director and evaluate the performance of the Executive Director.
3. The BCA Superintendent shall continue to provide day-to-day supervision of the Executive Director and the newly formed criminal justice information services division within the BCA, including providing recommendations to the Policy Group regarding the performance of the Executive Director.
4. The Policy Group shall continue to determine priorities, with input from the Criminal and Juvenile Justice Information Task Force (Task Force) and the Executive Director.
5. The Executive Director shall continue to be responsible for execution of the priorities as determined by the Policy Group and in accordance with Minnesota Statutes 299C.65.
6. The Executive Director shall be responsible for all criminal justice information services and activities at the BCA, including both integration and non-integration activities.
7. The Executive Director shall continue to report to the Policy Group and Task Force on all criminal justice information integration-related services and activities as defined by the Inventory of Integration Priorities.

8. The Executive Director shall continue to be responsible for the fiscal accounting of all criminal justice information integration-related appropriations, including funding appropriated by the Minnesota Legislature and any federal funding.

On behalf of the Policy Group, I hereby certify that the foregoing resolution was adopted by the Policy Group on the twenty-fifth day of June 2008.

A handwritten signature in cursive script that reads "Michael Campion".

Michael Campion
Chair, Criminal and Juvenile Justice Information Policy Group