



2006

Report to the Legislature

(Version 1.0)

Submitted by the
Criminal and Juvenile Justice Information Policy Group

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I. Executive Summary

Background:

The Challenge: Justice and public safety services in Minnesota are delivered by more than 1,100 agencies and branches of local, state and federal government. These agencies are often headed by elected officials and each has a different enabling authority and funding source. The information systems for each agency were many times developed to meet individual operational needs without consideration of other criminal justice agency needs. Justice and public safety services are composed of many decisions from an initial decision to investigate; to arrest; to detain; to release pre-trial; to charge, adjudicate or dispose a case; as well as to sentence to an array of penalties and conditions. All of these decisions are based on information. Often that information is missing, incomplete, inaccurate or not available in a timely manner nor in a simple consolidated view for the particular decision point. Yet Minnesota state and local governmental units are spending more than \$2.4 billion per year (2004) to operate a justice system that is dependent on complete, accurate and timely information.

Policy Foundation and Governance: Efforts to improve the sharing of criminal justice information began in the early 1990s, guided by the provisions of Minnesota Statutes 299C.65, which created the Criminal and Juvenile Justice Information Policy Group and Task Force (Policy Group and Task Force). The Policy Group, after several changes including those made during the 2005 legislative session, is comprised of four commissioners from the Executive Branch, four members of the Judicial Branch, and the chair and first vice-chair of the Task Force. The Policy Group is responsible for the successful completion of statewide criminal justice information system integration. The Task Force, currently made up of 35 representatives (criminal justice professionals, legislators, state agency representatives, local municipal representatives and citizen members), was also created to assist the Policy Group in making recommendations to the legislature regarding criminal justice information systems. And in 2001, the legislature created a central program office and executive director to coordinate and oversee criminal justice information integration that has come to be known as CriMNet.

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

Support the creation and maintenance of a criminal justice information framework that is accountable, credible, seamless, and responsive to the victim, the public, and the offender. *As a result, the right information will be in the hands of the right people at the right time and in the right place.*

- By the *right information*, we mean that information will be accurate and complete and expressed in a standardized way, so that it is reliable and understandable.
- By the *right people*, we mean that people with different roles in the criminal justice system will have role-based views of the information that they need to do their jobs, and that access to certain private information is properly restricted.
- By the *right time*, we mean that practitioners and the public are provided information when they need it – as events occur.
- By the *right place*, we mean wherever the information is needed - squad car or courtroom, for example.
- The primary result the CriMNet Program seeks is:
 - To accurately identify individuals;
 - To make sure that criminal justice records are complete, accurate, and readily available;
 - To ensure the availability of an individual's current status in the criminal justice system;
 - To provide standards for data sharing and analysis;
 - To maintain the security of information; and
 - To accomplish our tasks in an efficient and effective manner.

The CriMNet Program is made up of a number of projects and initiatives at the state and local level to improve integration. It's important to note there are many ways to enhance the way agencies share information – the 1,100 criminal justice agencies in Minnesota are diverse and no single solution will connect them all effectively.

Early and Recent Integration Activities

Early integration activities focused on filling gaps in statewide criminal and juvenile justice data, as well as creating a domestic abuse order for protection (OFP) database and system to make restraining orders available to dispatchers and to squad cars with mobile data terminals. Results of these efforts, in addition to the OFP system is a juvenile criminal history of serious juvenile offenders; a predatory offender registration database; a database of arrest/booking photos; a database of statewide probation and detention data; a statewide person-based court information system (still being rolled out statewide through 2007); electronic fingerprint capture at booking locations statewide, including reducing the time to identify a suspect from months to hours; and efforts to reduce the number of disposition records not linked to fingerprints. Supporting activities included initial attempts to create architecture of information technology needs across the criminal justice and standards for integration, as well as local integration planning and implementation programs.

Minnesota has been an early leader in statewide integration activities in the United States, and in fact federal leadership on integration initiatives followed Minnesota's initiatives

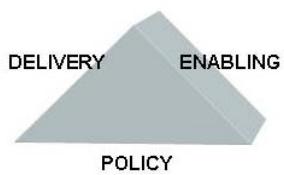
by many years. Staff members from the CriMNet Program Office participate in a range of in national integration programs and activities.

More recently an integrated search service has been developed that supports the query of eight state and national criminal justice data repositories from a single user interface (with appropriate permissions); a statewide statute service to improve accuracy of charging and penalty information in statewide justice information systems; small jurisdiction integration planning support; a security architecture for integrated justice systems, as well as various policies and service level agreements on acceptable data use, and other privacy considerations. We are pleased to report the status of these activities in more detail in the report that follows.

2006 Planning for the 2007 Legislative Session (and Beyond)

Strategic “Framework” (Minnesota Criminal Justice Integration Framework and Blueprint):

All CriMNet projects are related to requirements gathered from criminal justice agencies – those requirements are gathered at regular liaison meetings with local agencies and managed and tracked throughout all Program Office activities. These requirements roll up into the high-level strategies debated by the Task Force and decided by the Policy Group. Earlier this year the Program Office, Task Force and Policy Group undertook an extensive prioritization process that has resulted in a “Framework”



document that identifies the long-term goals and strategies for integration (see Appendix A). The Framework is conceptualized as a **triangle**; a **policy** foundation for all activities; a leg of **enabling** activities – those activities that support delivery of information; and a leg for **delivery** – those systems and computer services that actually collect and deliver data to and from users.

This process was lengthy and engaged the Task Force and the stakeholder groups it represents in identifying their key priorities and goals for CriMNet. The Task Force conducted a survey of its constituent groups where criminal justice practitioners weighed in regarding their expectations for CriMNet. Those results were then considered as the Task Force members weighed its priorities, which were then reported to the Policy Group. These priorities are reflected in the Framework document, which also shows where activities are dependent upon progress in other areas.

The Framework also identifies key ongoing activities that have become Program Office priorities. This Framework, along with the detailed supporting plans for each initiative, represents in practice, the concept of the Blueprint for Integration, identified by the CriMNet Strategic Plan and Scope Statement. This Framework is far more than a work plan, though – it also provides a high-level strategic vision for enterprise activities. The document provides specific business outcomes and proposed performance measures for each identified initiative.

As each prioritized strategic initiative is 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. When complete, the blueprint will include policies (data policies and others), business and technical integration standards, strategies, infrastructure definition, and interfaces. The blueprint will describe what is required to participate in each justice information sharing initiative. Developing the blueprint for each enterprise criminal justice information initiative is explicitly assumed to be critical to the success of each initiative and of the CriMNet Program. Detailed project plans including business cases, scope statements, milestones and work breakdown structures will be added for each initiative to complete the detail of the blueprint.

Some highlight initiatives from the Framework include those which would allow users to view records from a single event in a consolidated record – the ability to see when one individual has had several interactions with different justice agencies without having to resort to the time consuming effort of clicking through voluminous information from a number of sources. This will be enabled by linking records electronically and linking more of them to fingerprints – the biological certainty that records belong to the same individual. This improves the justice process by eliminating both the problems of failing to identify a real offender and mis-identifying someone as an offender who is not. These initiatives will also be enabled by security and other technologies that support accurate consolidated and customizable views based on the role of the practitioner and the lawful purpose for access. In addition, technologies are available today that will simplify delivery of these services beyond what was possible a few short years ago when CriMNet first began its work.

Other initiatives seek to increase the types of data available, improve data quality and insure data privacy policies are enabled through justice data delivery. Policy initiatives related to background checks and expungements are also included in the Framework for future consideration.

Update on Governance

In 2005, the legislature added the chair and first vice-chair of the Task Force as full voting members of the Policy Group. In 2005 and 2006, the Policy Group reviewed its existing governance structures. This resulted in the Policy Group and the Task Force adopting new charters. The Policy Group first adopted a charter that clarifies both the role of the executive director and the expectations for the Task Force (see Appendix B). The Task Force then adopted a charter in conformance with the Policy Group's charter (see Appendix C). In addition, the executive director has been made a part of the BCA director team, which consists of senior-level management, and the executive director also reports to the superintendent to insure day-to-day accountability and oversight.

Conclusion

In conclusion, the process to create the Framework represented a key turning point for CriMNet – the Policy Group, Task Force and CriMNet Program Office have all identified the same key goals and voiced their commitment to assuring the success of these initiatives in the coming years. This kind of cooperation and collaboration is an important milestone for Minnesota, as is the effort to view criminal justice information integration from an enterprise perspective.

This strategic direction is very positive for the state of Minnesota and the Policy Group feels strongly it is moving Minnesota toward the vision identified in the CriMNet Strategic Plan and Scope Statement. Progress already achieved in the priorities identified is detailed on the following pages. As Minnesota moves forward with its integration efforts, new priorities identified in the Framework – reflective of the needs communicated by local agencies and users – will be the key focus of the CriMNet Program Office. Expectations for success are high, and the Policy Group is confident they can be met, given appropriate resources and support.

II. Legislative Recommendations

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

A Legislative Delivery Team of the Task Force reviewed possible legislative changes and made recommendations to the Task Force in September and December 2006. The Task Force adopted many of the recommendations and forwarded them to the Policy Group. The Policy Group adopted the following legislative policy recommendations in December 2006 for consideration during the 2007 legislative session:

**1. Changes to Task Force Membership and Local Grant Match Requirement
(Minnesota Statutes 299C.65).**

This language would allow most associations or organizations who have representation on the Task Force more flexibility in appointing members. For example, currently two sheriffs are recommended by the Minnesota Sheriffs Association to the Policy Group to serve on the Task Force. The new language would allow the Sheriffs Association to appoint representatives to the Task Force directly and would require that only one of the appointees must be a sheriff. The four public members would be appointed by the governor for a term of six years. This language would also clarify the language relating to the match requirement for local grants (see CriMNet Grant Program section).

2. Driver's License Photograph Accessibility (Minnesota Statutes 171.07, Subd. 1a).
This language would expand the accessibility of driver's license photographs to criminal justice agencies as defined by 299C.46, Subd. 2 for the purpose of investigation and prosecution of crimes, service of process, location of missing persons, investigation and preparation of cases for criminal, juvenile, and traffic court, and supervision of offenders. This language would also expand the accessibility of driver's license photographs to public defenders as defined by 611.272 for the purpose of preparation of cases for criminal, juvenile and traffic court.

3. Subscription Service (Minnesota Statutes 299C.40).

This language would allow the Department of Public Safety to establish a secure subscription service. A subscription service is a process by which criminal justice agency personnel could obtain ongoing, automatic electronic notice of any contacts an authorized data subject has with any criminal justice agency. The data subject must be an individual who is the subject of an active criminal investigation, criminal charging process, or an open case in criminal court, probation or corrections.

4. Data Subject Access (Minnesota Statutes 13.873).

This language would allow individuals to request law enforcement agencies with access to the Integrated Search Service (a service operated by the Bureau of Criminal Apprehension which allows authorized criminal justice users to search and view data that are stored on one or more databases maintained by criminal justice agencies) to provide a list of government entities that have provided public or private data about that individual through the Integrated Search Service and to describe the type of data that was provided. The BCA would also be required to provide a list of all law enforcement agencies with access to the Integrated Search Service on a public internet site, as well as information on how data subjects may challenge the accuracy or completeness of data.

III. Activities of the Criminal and Juvenile Justice Information Policy Group and Task Force in 2006

Criminal and Juvenile Justice Information Policy Group:

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

The Policy Group exists to provide leadership for the overall strategic and policy direction of the CriMNet Enterprise. The Policy Group is responsible for establishing priorities and high-level performance measures for the Enterprise, approving and monitoring the CriMNet Program budget (and other state agencies/courts as they relate to CriMNet), addressing high-level policy issues, determining Enterprise-wide strategies (including the distribution of grant funds), and advocating for CriMNet Enterprise initiatives.

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.

2006 Policy Group in Review

New Executive Director

In January 2006, the Policy Group unanimously approved the recommendation of a hiring panel to appoint Dale Good as the new executive director of CriMNet. A number of Task Force and stakeholder representatives participated on a screening committee of potential candidates. That committee forwarded three candidates to a three-member panel of Policy Group members, who conducted interviews of those candidates. It was the unanimous decision of the three-member panel to recommend Dale Good to the full Policy Group to serve as the next CriMNet executive director.

Revised Policy Group Charter and Governance Structure

As a follow-up to work completed by the Policy Group in 2005 related to governance, the Policy Group met in February 2006 for a day-long retreat to continue discussing the governance model – specifically the roles and relationships between the Policy Group, the Task Force, and the CriMNet executive director. The Policy Group agreed that the executive director act as its direct agent and is responsible for developing and

implementing strategies to support the CriMNet Enterprise vision for integration. Policy Group members also agreed that the Task Force is critical in advising the executive director and Policy Group on business priorities and Enterprise activities. As a result, the Policy Group revised its governance charter to include more specific direction to both the Task Force and CriMNet executive director (see Appendix B). Following input from the Task Force and CriMNet executive director, the Policy Group Charter was finalized and adopted by the Policy Group in March 2006.

Minnesota Criminal Justice Integration Framework and Blueprint

At the February 2006 retreat, the CriMNet executive director presented the Minnesota Criminal Justice Integration Framework and Blueprint (Framework) – a framework developed by the CriMNet Program Office (from the user requirements gathered from multiple sources) to capture all the major initiatives of the CriMNet Enterprise separated into three main categories: policy, enabling and delivery. For each initiative, the Framework outlines the major projects, outcomes, possible performance measures and identifies whether it is a new initiative that requires funding in the FY08/09 biennium.

The Framework is the first step in developing the integration blueprint. As each prioritized initiative is defined, 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. It is assumed by the Policy Group, that the detailed blueprint for each initiative is critical to the success of the initiative.

The Policy Group has agreed that this is a good model for capturing what initiatives are within scope of the CriMNet Program (what is known at this point in time) and what the priorities are. The Policy Group asked that the Task Force review the Framework and make recommendations on priorities to the Policy Group.

The Policy Group met again in July 2006 to continue discussion on the Framework examining each initiative in greater detail. The Task Force chairs presented the comprehensive process that the Task Force used to identify the priorities of the associations/constituent groups represented on the Task Force. The Task Force chairs presented the top six priorities of the Task Force to the Policy Group. It was noted that the priorities in the Framework align very closely with the priorities of the Task Force and that the Framework represents the “end-state vision” as currently envisioned less other “gaps” identified that are not included in the Framework. The Policy Group discussed potential gaps and whether some of the gaps identified are actually the responsibility of the Policy Group/CriMNet Enterprise.

The Framework was adopted by the Policy Group in September 2006, without specific funding tied to new initiatives, as the priorities and vision to move CriMNet forward.

Fiscal Year 08/09 Investment Options

As part of the Framework, the Policy Group reviewed potential new investment options for FY08/09, as well as the following two biennia. The Policy Group discussed the

complex dependencies of projects and what progress could be realized if only partial funding was allocated in the 2007 legislative session. The Policy Group also considered which initiatives were priorities as indicated by the Task Force. There was also a policy discussion regarding the state's responsibility for funding certain projects versus the local responsibility and what is considered local benefit versus a statewide benefit.

CriMNet Local Grant Strategy

In early 2006, the Policy Group began to consider different grant strategies to utilize the 2005 and 2006 Congressional Earmarks (totaling just under \$1 million). The CriMNet Program Office presented a proposal to offer grants to local agencies for a specific, targeted purpose (such as to connect to a specific statewide service like the Name-Event Index Service), which would arguably provide a greater statewide benefit than providing grants to local entities for individual integration initiatives (the approach for which local grant funds have been allocated in the past, primarily in the five largest counties in Minnesota). The Policy Group discussed the policy options and solicited input from the Task Force.

The Task Force and the Program Office agreed on a targeted approach for the grant funds to connect local agencies to the Comprehensive Incident-Based Reporting System (CIBRS); however, the recommendation to the Policy Group was to reduce the local match requirement. After much discussion related to reducing the local match requirement and whether the statute allowed for the match requirement to be reduced, an alternative approach was proposed to contract directly with local agency vendors to achieve the same purpose. The Policy Group agreed that this was the best approach at this time, but indicated that they would reconsider local grants in the future. The Policy Group approved that the 2005 Congressional Earmark be used to contract with vendors of local agencies to connect to CIBRS (the distribution of the 2006 Congressional Earmark will be determined by the Policy Group early in 2007).

Criminal and Juvenile Justice Information Task Force:

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

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

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

2006 Task Force in Review

Revised Task Force Charter and Creation of By-Laws

Based on the Policy Group's specific direction to the Task Force as part of the Policy Group's revised charter, the Task Force agreed to revise its own charter and created a delivery team in February 2006 to clarify the roles and responsibilities of the Task Force. In response to the statutory requirements of the Task Force, the Policy Group directed the Task Force to do the following:

1. Advise the Executive Director and Policy Group on Enterprise activities;
2. Advise the Executive Director on business priorities;
3. Advocate constituent interests and communicate Enterprise decisions back to constituents;
4. Review grant strategies developed by the Executive Director and suggest alternatives.

The Charter Delivery Team worked over six months and recommended a revised Task Force charter which focused on the composition of the Task Force as well as the primary responsibilities of the Task Force as defined in statute and in the directives of the Policy Group (see Appendix C). The delivery team also created a separate by-laws document for regulating and managing the internal affairs of the Task Force (see Appendix D). New items considered were an attendance and proxy policy and the clarification of the role of delivery teams. The Task Force adopted the new charter and by-laws in August 2006.

Priorities Defined

A key responsibility of the Task Force is to advise the CriMNet executive director and Policy Group on Enterprise activities and business priorities. These priorities were a major contributing factor in the Framework discussion by both the Task Force and Policy Group and had a significant impact on what should be included in the Framework as well as what the investment options should be for the 2008-2009 fiscal biennium.

In developing a process for determining these business priorities, the Task Force chairs solicited the CriMNet Program Office's assistance in creating an online survey that each Task Force member was tasked with sending out to the agency, organization, interest group or association (association) he or she represents (priority/issue categories for the survey were determined by grouping certain projects that have common high-level outcomes, but respondents were encouraged to list additional priorities not noted). In total, 139 people completed the survey. The responses were distributed to Task Force

members in the form of an executive summary as well as the individual responses by association at the June 2006 Task Force meeting.

At that time, Task Force members were asked to confirm with their associations what their business priorities were (as the Policy Group looks to the 2008-2009 fiscal biennium and potential new initiatives at the criminal justice enterprise level) and to be prepared to discuss their top priorities at the July 2006 Task Force meeting.

At the July Task Force meeting, each association represented had the opportunity to indicate its top three priorities as well as indicate further priorities if it chose to do so. The ability to view records from a single event in a consolidated record (part of the Name-Event Index Service (NEIS) project – a component of the Identification Roadmap) received the highest priority ranking and the overall, high-level priorities identified were very consistent with what has been identified by the CriMNet Program Office.

There was much debate about the priorities as well as the process for defining the priorities by the Task Force. A number of issues were raised relating to how priorities should be “weighted” and how they should be presented to the Policy Group. In the end, the Task Force chairs analyzed the votes on priorities and determined the top six Task Force priorities below, which they presented to the Policy Group in July 2006.

1. Ability to view records from a single event in a consolidated record – being able to see when one individual has several interactions with different criminal justice agencies without having to click through a list of records to determine that information.
2. Ability to customize information received when querying state systems to view only information you need (for a background check or criminal investigation) and to view that information from your own records management system rather than a special application.
3. Creating technical standards for electronic exchanges of information so that agencies building new systems or replacing systems know how to configure the technology and work with vendors to meet long-term needs.
4. Ability to access all BCA systems with one username and password.
5. Greater availability of local grants to connect to statewide systems or update local systems.
6. Working with local agencies to change business practices to increase data accuracy in all statewide systems.

Delivery Teams

As the Policy Group and Task Force discussed the role of the Task Force in 2006, both groups agreed that the work of delivery teams was a major strength and asset of the Task Force. The role of delivery teams was clarified in the new Task Force By-laws. The 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 ultimate authority of 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 2006 including the following:

- **Grant Delivery Team** (see grant program section)
- **Charter Delivery Team** (see update above)
- **Background Check/Expungement Delivery Team.** This team presented recommendations in a report to the Task Force in December 2006. The Task Force forwarded the report to the Policy Group without recommendation. The Policy Group continues to consider the recommendations.
- **Legislative Delivery Team** (see legislative recommendations section)
- **Fingerprint/Suspense Delivery Team.** This delivery team is working toward a recommendation to improve the business processes related to fingerprinting and when records are not linked to a fingerprint. The team is continuing to analyze successful business practices before finalizing recommendations.
- **Legal Advisory Board.** This group promotes and educates practitioners about the Minnesota Criminal Justice Statute Service. This group also recommends best practices and standards regarding criminal statutes and consistent formatting for charging documents, including citations and complaints.
- **Minnesota Offense Codes (MOC) Committee.** This committee provides input and requirements to the CriMNet Program Office as it evaluates the future use of MOC codes or a replacement solution.
- **Court Disposition Summary Delivery Team.** This team is working on a solution to provide a more efficient and consolidated way to retrieve disposition information for bail and sentencing documents. The team hopes to have a proposed recommendation by early 2007.

2006 Stakeholder Issues Submitted

The Task Force also reviews new issues submitted by criminal justice stakeholders and recommends a course of action whether that be to create a delivery team, recommend to the Policy Group that the issue should be placed within the current priorities, or recommend that the issue is not a priority at this time. The following four new issues were presented to the Task Force in 2006:

- **Citation Process.** It was suggested that the current citation process is inefficient and labor intensive. This issue submitted requested that a single, statewide solution for entering citations be developed. This issue is being considered as part of a broader electronic charging (eCharging) project.
- **Fingerprinting by Probation Agencies.** This issue was brought forward because of the legislative implication that probation agencies are the backstop for collecting fingerprints and how this relates to records going into “suspense” because they are not able to be linked to a fingerprint. The Task Force agreed to create a delivery team to address this issue as noted in the above section.

- **MNCIS to MCAPS Exchange.** The Minnesota County Attorney Prosecution System (MCAPS) is one of the main county attorney prosecution systems in Minnesota. It was proposed that CriMNet develop a link between the counties using MCAPS and the Minnesota Court Information System (MNCIS) so that a statewide solution could be utilized rather than each county having to develop its own link. The Program Office agreed to consider developing this link as part of the broader Name Event Index Service (NEIS) and eCharging projects.
- **Predatory Offender Registration Follow-Up.** The issue noted that there are still gaps in predatory offender registrations and some offenders are slipping through the cracks after the CriMNet Program Office had completed some analysis of the missing registrations and offered some recommendations in 2004. This issue was passed to the BCA for consideration of the recommendations. The BCA has integrated court predatory offender information with the Predatory Offender Registry (POR) as of December 2006.
- **Court Disposition Summaries.** As stated above, this issue came before the Task Force because of the conversion from the former Trial Court Information System (TCIS) to MNCIS and the resulting inefficiencies in capturing disposition summary data for bail and sentencing documents. The Task Force created a delivery team to address this issue.

Program Activities Updates

The CriMNet Program Office has the responsibility, per the Policy Group, to provide regular reporting on the activities of the Program Office to the Task Force. The Task Force typically reviews monthly, written project status and financial reports and has the opportunity to ask questions and offer comments; however, due to changes in the project reporting format, financial reports were not available for August – December 2006 . The Task Force also regularly hears presentations/updates on Program Office projects and provides input on those projects. A number of projects were discussed by the Task Force in 2006 such as: the Identification Roadmap, the Integrated Search Service (ISS), Data Quality (the Privacy Impact Assessment), the Comprehensive Incident-Based Reporting System (CIBRS), Suspense Prevention, Integration Planning (the “Cookbook”), the Integration Repository (standards website), and the Integrated Criminal History System (ICHS).

Executive Board Elections

At the Task Force biennial business meeting in September 2006, the Task Force held elections to elect the Executive Board which consists of the chair, first vice chair, and second vice chair. After six years of service, the current chair, Chris Volkers (Washington County Court Administrator), chose not to run for another term. Deb Kerschner (Department of Corrections) was elected to serve as the new chair of the Task Force. Steve Holmgren (Chief Public Defender, First Judicial District) was re-elected to serve as the second vice chair. Current second vice chair, J Hancuch (Isanti County Probation) also chose not to run for a second term and the Task Force elected Ray



Schmitz (Olmsted County Attorney) to serve as the second vice chair. The terms of the newly elected officers began at the close of the business meeting on September 8, 2006, and they will serve two-year terms. The chair and first vice chair also serve as voting members of the Policy Group.

IV. CriMNet Grant Program

Since 2002, CriMNet 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. While this has furthered local integration and has produced some very good work, the CriMNet Program Office proposed an alternative strategy for distributing the next round of local grant funds to the Policy Group. In February 2006, the CriMNet Program Office proposed using available federal funds (approximately \$1 million in Congressional Earmark funds for 2005 and 2006) for grants to locals that targeted a specific statewide purpose.

The Policy Group asked the Task Force to review the possible high-level strategies for use of the local grant funds, including the proposal brought forward by the CriMNet Program Office. The Task Force appointed the Grant Delivery Team to consider the different strategies and to make a recommendation. The Grant Delivery Team discussed three separate purposes for the grant funds:

1. Award additional funds to the counties/entities who had received grants in the past to continue their implementation projects.
2. Award funds to the next tier of counties/entities (the medium to smaller jurisdictions) who are just beginning their integration planning.
3. Award funds to agencies for a specific purpose with statewide benefit, such as connecting to the Name Event Index Service (NEIS) or the Comprehensive Incident-Based Reporting System (CIBRS)

The delivery team made a recommendation to the full Task Force that the 2005 Congressional Earmark (\$493,000) should be dedicated to connecting local agencies to CIBRS and implementing a single standard for the exchange of information (the delivery team agreed to wait on making a determination on the purpose of the 2006 Congressional Earmark until after the 2005 Congressional Earmark had been awarded). The CriMNet Program Office concurred with the delivery team's recommendation. The delivery team also recommended that the local match requirement be 20 percent instead of 50 percent as it had been in previous grant offerings. The Task Force approved that the delivery team's recommendation be forwarded to the Policy Group.

In May 2006, the Policy Group discussed the high-level strategic direction recommended by the Task Force and agreed that this would provide the most statewide benefit at this time. The Policy Group also discussed reducing the local match requirement but had concerns that Minnesota Statutes 299C.65 may not allow for the match requirement to be reduced in separate grant offerings. At that time, an alternative proposal was presented

which would allow the funding to be used for the same purpose (to connect locals to CIBRS), but would allow the CriMNet Program Office to contract directly with vendors of local agencies, thus changing the venue from grants to contracts and eliminating the need for a local match requirement. There was some concern from Task Force members that this decision not permanently eliminate grants to locals, but overall, local representatives on the Task Force were pleased that the alternative contract approach would allow for more participation by smaller jurisdictions.

In July 2006, the Policy Group approved the \$493,000 Congressional Earmark to be dedicated to contract with agency vendors for the purpose of connecting local agencies to CIBRS and implementing a single standard for the exchange of incident information, which would also collect the incident-based information needed to support the Name-Event Index Service (NEIS) and Electronic Charging (eCharging) exchanges in the future.

It is anticipated that the Request for Proposals (RFP) will be published by the CriMNet Program Office by the end of 2006. As part of the solicitation for contracts with vendors, joint powers agreements with local agencies will be required to ensure that once connections are created by the vendors that local agencies will begin the transmission of their records to CIBRS. The solicitation will also ensure 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. Preference will be given to those vendors/agencies able to develop the extended exchange for NEIS and eCharging, the number of records that will be transmitted to the state, and the cost. These contracts should be awarded in early 2007.

In addition, the Task Force approved a motion at the October 2006 Task Force that the Task Force chairs advocate that state funding be allocated for local grants in this next biennium.

V. 2006 CriMNet Program Office Projects

With the adoption of the Framework by the Policy Group, project reporting has been revised to align with the Framework versus the high-level categories from the CriMNet Scope Statement as in previous years. This allows for more specific project reporting with progress that is easier to track rather than reporting on broad integration principles such as gathering user requirements. The following section of the report covers current projects being managed by the CriMNet Program Office.

A number of projects or initiatives reported on in the 2005 annual report are now included as part of other projects or are considered ongoing support activities of the CriMNet Program Office such as: user requirements, business standards, statewide implementation plan, identification protocol, Integrated Search Services (ISS), middleware services, workflow/business processes, and service agreements.

Integration Planning

Two major components of the Integration Planning Project (formerly the Statewide Implementation Plan project) are the Integration Cookbook and Direct Planning Assistance.

1. Integration Cookbook

The CriMNet Program is finalizing development of a how-to guide to assist agencies, particularly small and medium-sized agencies, with their integration activities. Many of these small and medium-sized agencies do not have the resources or the know-how to even begin integration planning. The guide, called the *Integration Cookbook* (*Cookbook*), includes easy-to-understand information about how to plan for integration, including best practices and experiences from counties who have participated in integration planning through the CriMNet grant program. There will be examples of other agency integration work, guidelines to follow, and contact information for agencies that have already gone through the process.

The *Cookbook* will be available beginning in 2007 in a number of formats, including via the Web, for agencies to use free of charge. Tutorials and trainings for the *Cookbook* will also be available. The *Cookbook* will also be used throughout 2007 in any direct planning assistance the CriMNet Program Office provides to agencies.

Progress and milestones:

- Complete case study interviews - August 2006
- Finalize format and content plan - September 2006
- Complete initial draft - December 2006
- Review *Cookbook* internally and externally; revise content - December 2006 - February 2007
- Begin distribution - February 2007

- Continue distribution and training - February - December 2007

2. Direct Planning Assistance

Direct Planning Assistance lends local jurisdictions and agencies Program Office staff to assist them in their strategic integration planning efforts. Again, many of these local jurisdictions do not have the resources necessary to dedicate to integration planning. In two cases, Washington County, and currently in Nobles County, CriMNet Program staff facilitate sessions with a wide spectrum of criminal justice stakeholders in order to document existing business processes and current technologies, as well as future directions. The resulting integration plan is an important tool in identifying potential areas of future integration, in prioritizing among competing needs across a diversity of criminal justice stakeholders, and in creating a venue for agencies to leverage their collective expertise, integration experience, and decision-making for the benefit of collaboration. Integration planning efforts in Washington County concluded in February 2006 with comprehensive documentation of existing operations and technical systems (Washington County will continue with the visioning and implementation of the plan). Planning efforts in Nobles County are anticipated to continue into 2007.

CriMNet staff provide key facilitation and analysis functions, as directed by the lead agency within a jurisdiction, and draft project documents for review, including recommendations for realizing stated integration objectives and goals. Direct Planning Assistance serves as a resource for agencies and jurisdictions in creating a specialized roadmap that identifies current processes and systems related to criminal justice operations, potential areas of improvement, and the steps necessary to achieve future integration.

Progress and milestones:

- Complete a draft final integration plan for Washington County - February 2006
- Document and analyze “as is” processes and systems in Nobles County - First Quarter 2007
- Document and analyze “to be” processes and systems in Nobles County - Second Quarter 2007
- Draft final integration plan for Nobles County - Second Quarter 2007

Warrants Business Process Improvement

In early January 2005, the CriMNet Local User Group identified criminal warrant processes as a priority candidate for business process review and improvement, given the lack of a statewide standard to gather and store warrant information. Juvenile and adult warrants today largely rely upon the management of hardcopies, and its workflows are supported by redundant manual and electronic processes. The ability of agencies to pass critical warrant information impacts local and state law enforcement, prosecution, corrections (supervision), and court administration agencies. The purpose of the Warrants Business Process Improvement Project is to evaluate existing warrants processes in order to provide recommendations for streamlining and otherwise improving

these processes by avoiding 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 or cancellation. The warrants project will document the issuance, service or execution, modification, cancellation, and reporting of criminal juvenile and adult warrants in their entirety as “end-to-end” processes.

Progress and Milestones:

- Establish a scope of work for the warrants project (building upon previous information gathered - August 2006)
- Compile comparative, time series warrants statistics from courts and BCA systems - December 2006
- Complete documentation of current business processes and practices regarding both juvenile and adult warrants for Dakota, Hennepin, Ramsey, and St. Louis counties - December 2006
- Complete findings, conclusions, and preliminary recommendations for improvement - December 2006
- Review of initial draft report by stakeholders - January - February 2007
- Finalize report and present findings and recommendations - April 2007

Minnesota Criminal Justice Statute Service (Statute Service)

The Minnesota Criminal Justice Statute Service (Statute Service) is a Web service (the ability to access functionality of computer programs/applications through the Internet without installing specific programs/applications on a local computer) that provides a central database for Minnesota criminal justice statutes, accessible to criminal justice and non-criminal justice professionals statewide. This service will provide prosecutors the most current information on charging and penalty statutes so the charging process is more accurate which has direct affect on criminal history data. This service can be used to search criminal justice statutes and to connect directly and populate user's in-house systems.

An advisory board, made up of a number of criminal justice stakeholders, works with the CriMNet Program Office to promote and educate practitioners about the Statute Service. This group also recommends best practices and standards regarding criminal statutes and consistent formatting for charging documents, including citations and complaints.

Progress and milestones:

- Hired legal analyst for Statute Service - January 2006
- Created Statute Service Advisory Board (Advisory Board) - January 2006
- Finalize Advisory Board Charter - September 2006
- Identify future enhancements to the Statute Service (guided by the Advisory Board) – May 2006 - Ongoing

- Develop Web service for connecting to and populating criminal justice agencies in-house systems - August 2006
- Final release of the Statute Service (as of this time) - December 2006
- Discontinue the Microsoft Access version of the Statute Table - February 2007

MN Criminal Justice Information Integration Services (MNCJIIS)

The 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 “silos” or disconnected, standalone systems. These components provide the foundation for future statewide integration efforts.

Infrastructure is the hardware, software and network services that enable communications. The services that search disparate repositories of information and consolidate the results are information sharing services. Information exchange services send, transport or receive information that is used to populate repositories throughout the Minnesota Justice Enterprise. Service Oriented Architecture defines how the infrastructure, exchange and sharing services are packaged and interact to form a comprehensive and cohesive set of criminal justice information integration services for the Minnesota Justice Enterprise.

This project includes multiple smaller projects, including a pilot in Dakota County, and also the technology refresh of the Integrated Search Service – formerly known as the “backbone”; however, this project is much broader than the Integrated Search application in that it provides the collection and distribution services for all major Enterprise initiatives.

Progress and milestones:

- Evaluate existing infrastructure and services - December 2005 - May 2006
- Select technology refresh product - June 2006
- Implement technology - Ongoing
- Complete Iteration 3 of Dakota County pilot (Iterations 1 and 2 complete) - December 2006
- Reengineer search services - December 2006 - December 2007
- Develop base infrastructure for MNCJIIS - March 2007
- Develop integration MNCJIIS services - March 2007 - December 2007

Electronic Charging (eCharging)

The Electronic Charging Service (eCharging) will allow for routing, temporary retention, filing, and printing on demand of all charging documents (including electronic signatures) for all felony, gross misdemeanor and statutory misdemeanor cases. Currently, there is no centralized process available to allow law enforcement and

prosecution offices (at both the county and city level) to electronically prepare and transmit charging documents with the courts. The eCharging service will result in a tremendous increase in process efficiency such as management of the DWI administrative process and the elimination of the manual/paper charging process which will allow for more officer time on the streets. There will also be an increase in data accuracy and a reduction in delays within the criminal justice system. This effort builds on the work already begun by the courts on an electronic charging process.

Progress and Milestones

- Develop preliminary business requirements - December 2005
- Secure support from critical stakeholders - February 2006
- Develop criteria for pilot participation - March 2006
- Solicit pilot participation agreements from at least three counties (tentatively Carver, Kandiyohi and Olmsted) - May 2006
- Publish Request For Proposals (RFP) for eCharging design - June 2006
- Enter into a contract with vendor - December 2006
- Complete Phase I of project, detailed business requirements and design - June 2007
- Complete Phase II of project, pilot testing - estimated December 2007 (*dependent on available funding*)
- Complete Phase III of project, statewide rollout - estimated December 2008 (*dependent on available funding*)

Background Checks/Expungement Study

The CriMNet Program noted the increased public policy interest in the background check and expungement processes in Minnesota in recent years. This is due to the complexity of these processes as well as some perceived disparities for individuals. Because background checks and expungements are interrelated and within the scope of duties of the Criminal and Juvenile Justice Information Policy Group (Policy Group) per Minnesota Statutes 299C.65, the Program Office led the effort to research and analyze these processes. The Program Office requested the services of the Management Analysis and Development Division within the Department of Administration to conduct the initial research and analysis through review of current statutes, court cases, national studies, and personal interviews with a number of people representing multiple interests in these issues.

With the initial research as a starting point, an augmented Criminal and Juvenile Justice Information Task Force (Task Force) delivery team (with broad-based stakeholder involvement) met over the past eight months to discuss and debate potential solutions for clarifying and reforming the background check and expungement processes. The outcome is a comprehensive report, including policy options with an analysis of possible consequences associated with each option, for policymakers to consider in making changes to these processes.

Progress and milestones:

- Conduct initial research, survey and interviews - February - May 2006
- Create Background Check and Expungement Delivery Team - March 2006
- Discuss and develop possible options (by the delivery team) - March - October 2006
- Present findings to Task Force and Policy Group - December 2006
- Policy Group to consider recommendations and next steps - January 2007

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 any necessary changes.

Progress and Milestones

- Form MOC workgroup - November 2005
- Identify broad business needs for which MOCs are used - November 2005
- Identify specific business needs for individual sectors of the criminal justice system for statistical information about crimes - May 2006
- Develop recommendations - December 2006

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

that 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.

Progress and milestones:

- Develop statement of work based on the ID Roadmap - July 2006
- Execute contract with vendor for the discovery phase - December 2006
- Complete discovery phase - May 2007
- Implement pilot project - October 2007 (*dependent on available funding*)
- Deploy full functionality to pilot stakeholders - December 2007 (*dependent on available funding*)
- Begin Statewide Rollout - July 2008 (*dependent on available funding*)

Suspension 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, linking data errors, and the fingerprints not being taken. 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. The BCA Criminal Justice Information Systems (CJIS) section continues to work on the records that are currently in suspense.

Progress and Milestones

- Develop scope statement - March 2006
- Understand and quantify suspense definitions and causes as determined from BCA computer systems - May 2006
- Study causes of suspense rooted in local business practices - November 2006
- Develop recommendations - December 2006
- Implement comparison suspense statistical report (will allow individual county suspense numbers to be compared with other counties) - February 2007

VI. Ongoing CriMNet Program Office Support Activities

The following projects are those ongoing activities that the CriMNet Program Office is responsible for as part of the foundational work for criminal justice information integration – these activities are also part of the Framework. There are also other internal support services such as management, grants/contracts, legislative, and office support that the CriMNet Program Office provides.

Technical/Business Standards

In order to improve the efficiency and effectiveness of information sharing, the CriMNet Program has been charged with coordinating, championing, and maintaining technical standards. These standards define what format data is exchanged from system-to-system based on business standards, including data practice statutory requirements. The CriMNet Program develops security and connectivity standards and defines system architecture for the integration and sharing of information. The CriMNet Program 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 standards comply with federal standards where applicable.

Progress and milestones:

- Create recommended standards from the security blueprint architecture report - August 2005
- Create technical standards development process - June 2006
- Create a pilot process for vetting standards by stakeholders and vendors - June 2006
- Create a Web site for the publication and vetting of business, architectural, and technical standards (<https://cjir.crimnet.state.mn.us/cjir/default.aspx>)- June 2006
- Create a policy for approving standards (based on the outcomes of the pilot) – June 2007
- Create technical data reference model – Ongoing
- Define standards for system message formatting - Ongoing
- Create architecture and infrastructure standards – Ongoing
- Create, publish and maintain the Minnesota Criminal Justice Data Dictionary - January 2007 – Ongoing
- Continue vetting and approving standards - Ongoing

Liaison Program/Assistance to Criminal Justice Agencies

The Liaison Program is a concentrated effort by the CriMNet Program to provide strong communication and connections between and among the CriMNet Program Office, different stakeholder groups, and criminal justice agencies within Minnesota.

The CriMNet Program Office arranges meetings across the state that local and county law enforcement, county/city attorneys, public defenders, court personnel, and corrections/ probations agencies are all invited to attend. The purpose of these meetings is twofold: CriMNet representatives present information about the CriMNet Program and provide updates on criminal justice projects being developed at the state level through CriMNet/BCA. Second, the representatives solicit feedback from agency participants to capture their specific requirements and ensure that CriMNet considers their differing needs.

CriMNet Program liaisons 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, Minnesota Association of Court Management, among others.

As a complement to its liaison efforts, the CriMNet Program Office additionally provides general assistance to criminal justice agencies and stakeholders on an as-needed basis. As a program that is committed to facilitating collaboration and integration across agencies within the criminal justice community, providing business and technical support as requested is a critical component of CriMNet's work. Assistance may take one of many forms such as answering specific questions regarding business processes, use of technical systems, or strategic directions, and/or forwarding these questions to other criminal justice contacts who may serve as better references. Assistance may additionally require troubleshooting access to specific systems or presenting the diversity of information options available for daily use in decision-making. Overall, the philosophy that underlies assistance given to criminal justice agencies is the firm commitment to vetting every question, concern, comment, and critique - regardless of its direct relationship to CriMNet projects or initiatives - in order to be responsive to stakeholders statewide.

Progress and Milestones

- Crow Wing County, Integrated Search Services training/general update - January 2006
- Crow Wing County, Integrated Search Services training/general update - January 2006
- Rochester, Chiefs, Region 10 meeting - January 2006
- Fillmore County, general update - March 2006
- Morrison County, general update - April 2006
- Minnesota Chiefs of Police Association, annual conference - April 2006
- Winona County, general update - April 2006
- Kanabec County, general update - April 2006
- Minnesota Association County Probation Officers Conference - May 2006
- Traverse County, general update - May 2006

- Martin County, general update - May 2006
- Chippewa County, general update - May 2006
- Minnesota Counties Computer Cooperative, annual conference - June 2006
- Minnesota Sheriffs Association, summer conference - June 2006
- Kittson County, general update - June 2006
- Lake of the Woods, general update - June 2006
- Koochiching County, general update - June 2006
- Itasca County, general update - June 2006
- Minnesota Association of Court Management, annual conference - June 2006
- League of Minnesota Cities, annual conference - June 2006
- Le Sueur County, general update - August 2006
- Washington County Court, Integrated Search Services training - September 2006
- Minneapolis Public Defenders, Integrated Search Services training - September 2006
- Redwood County, general update - September 2006
- Minnesota Sheriffs Association jailor's conference - September 2006
- Minneapolis Drug Enforcement Agency, Integrated Search Services training - September 2006
- Chisago County, general update - October 2006
- Toward Zero Deaths Conference - November 2006
- Association of Minnesota Counties, annual conference - December 2006
- Minnesota Sheriffs Association, winter conference - December 2006
- Minnesota County Attorneys Association, annual conference - December 2006

Agency Assessments

The CriMNet Program continues to assess the technical capabilities and status of criminal justice agencies. The initial agency assessment was completed in early 2006; however, ongoing assessment of current systems, vendors and integration efforts is an essential tool to assist in determining priorities and strategies for future projects. This information is being used in the CIBRS, NEIS and eCharging projects.

Progress and milestones:

- Complete initial assessment of sheriff offices (100%) - January 2006
- Complete initial assessment of county attorney offices (100%) - January 2006
- Complete initial assessment of county jails (100%) - March 2006
- Complete initial assessment of police departments (97%) - March 2006
- Support vendor outreach - Ongoing

Communications

The CriMNet Program aims to enhance communication regarding the integration of criminal justice information. In addition to the communication-related activities begun in late 2005 and continued as an ongoing program activity in 2006 (such as the "Cookbook"

and Liaison Program, both detailed previously, as well as communication activities for the Policy Group and Task Force) are regular 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 standards Minnesota is moving forward with and the future vision of the state. 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, 60 people attend each meeting from outside the BCA, as well as a number of staff from both the CJIS and the CriMNet Program Office.

Progress and milestones:

- Facilitate quarterly vendor conferences - Ongoing

Data Practices/Data Quality

Data Practices and Data Quality at the state and local levels are two foundational policy areas which the CriMNet Program 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 presently consists of three major components: agreements; policies, procedures and practices; and data privacy and practices information and tools.

Updated agreements that delineate the roles and responsibilities between the BCA, courts, and other state and local systems in accessing and sharing information has been a key project over the past two years. This effort has resulted in the Agency Data Access Limitation Agreement (Agency Agreement) and the Court Data Sharing Agreement. The Agency Agreement, which was formally adopted in August 2006, includes requirements for following the Minnesota Government Data Practices Act, the security policies established by the BCA and the federal guidelines for access. The Court Data Sharing Agreement is still being reviewed by court legal staff before formal adoption.

The CriMNet Program Office works closely with the Information and Policy Analysis Division (IPAD) of the Department of Administration and others to develop data practices standards for information sharing based on the federal Fair Information Principles. This effort includes establishing policies and procedures for individuals to review their non-confidential BCA data and to process a challenge to the data accuracy. Compliance standards are included in the Agency Agreement as well as posted on the website.

The CriMNet Program Office has created a Privacy Impact Assessment (PIA) template for agencies to use in the development, implementation and management of statewide systems. This template ensures that all information practices and privacy principles are

considered as state and local agencies develop new systems.. The Program Office is also currently developing a data practices booklet that will detail the basics of data quality and how to implement and enforce it. This booklet will include the definition and components of data quality and assist agencies with data privacy and data practices compliance. Many local agencies want to comply with data privacy requirements but have not had adequate training or do not have an adequate understanding of state law. These new resources will equip state and local agencies with the knowledge needed to comply with federal and state law.

Progress and milestones:

- Adopt Data Quality Business Plan (by the Task Force) - May 2006
- Adopt Agency Agreement (by Department of Public Safety and the Attorney General's Office) - August 2006
- Create Privacy Impact Assessment template – March 2006
- Adopt Court Data Sharing Agreement (by BCA and State Court Administrator) - 2007
- Create data quality information booklet - December 2007
- Develop and maintain data practices policies and procedures - Ongoing

VII. 2006 Other CriMNet Enterprise Projects

The following projects are CriMNet Justice Enterprise initiatives managed by other state agencies under the oversight of the Policy Group. The CriMNet Program Office may provide input or consultation but does not provide direct oversight or funding over any of the following projects.

Minnesota Court Information System (MNCIS)

The Minnesota Court Information System (MNCIS) was designed to replace the old legacy court management system (TCIS). TCIS is a case and county-based system where MNCIS is a person-based system and statewide. To date, 76 sites (69 entire counties and portions of Hennepin, Ramsey and Sherburne counties) have been converted from TCIS to MNCIS. Part of the MNCIS rollout is to provide integration services so information can be consumed and supplied between the courts and other criminal justice business partners.

Progress and Milestones:

- Complete implementation in 33 sites - January - December 2006
- Complete implementation in the 5th, 8th, 3rd Judicial Districts - April - June 2006
- Complete implementation of the remainder of the judicial districts - December 2007
- Complete gap analysis and prepare change requests in five of the largest counties (Anoka, Washington, Dakota, Sherburne, Ramsey) - 2006 - Ongoing
- Provide training for one new release to current MNCIS counties - July 2006
- Complete customization with three additional releases for Minnesota - February - August 2007

Statewide Supervision System (S³)

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

Progress and milestones:

- Integrate with Minnesota federal probation and pre-trial supervision agencies - December 2005
- Redesign and implement Detention Information System - June 2006
- Implement hardware/infrastructure enhancements - September 2006

- Implement software/infrastructure enhancements - November 2006
- Redesign assessment modules - February - June 2007
- Redesign sentencing worksheet module - April - August 2007

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 (data maintained by a law enforcement agency, in a records management system (RMS) regarding calls for service and/or officer-initiated events). The database was completed in December 2005; however, with limited exception, local agencies have not submitted data to CIBRS for various reasons including limited resources, lack of vendor cooperation, and lack of technical capability. The CriMNet Program Office currently has funds dedicated to connecting locals to CIBRS (see grant program).

Progress and milestones:

- Train and certify individuals who will be accessing CIBRS - Ongoing
- Upgrade Criminal Justice Reporting System (CJRS) and establish relationships between CIBRS submissions and CJRS reporting requirements (separate project known as MN NIBRS) - 2010 (*dependent on available funding*)

Automated Fingerprint Identification Service (AFIS)/Livescan

The Automated Fingerprint Identification Service (AFIS) is the service which matches fingerprints submitted electronically (through Livescan devices) against those in the system to assist in accurate identification of individuals. This project has been pivotal in reducing accurate identification from what was months to two hours or less.

This project is designed to upgrade and replace the present AFIS to address expanded technology capabilities and anticipated additional legislative and functional work requirements. The mission of AFIS is a critical part of the criminal justice system and additional needs will be identified as biometrics evolve and as Minnesota requires quick and accurate identification of individuals. In addition to the new AFIS, a second major component of this project is Biometric Identification (BioID) workflow which is a business process management service to coordinate how information flows between services requesting biometric identification (such as Livescan devices) and the service receiving the results (such as criminal history). These two components will need to be completed in conjunction with each other.

Progress and milestones:

- Award contract for AFIS proposal - Second Quarter 2006
- Design BioID workflow management - First Quarter 2006 - First Quarter 2007
- Test AFIS/BioID combined functionality - Second Quarter 2007 - Fourth Quarter 2007
- Complete implementation - December 2007

Integration Criminal History System (ICHS)/New Criminal History System (nCCH)

The BCA Integrated Criminal History System (ICHS) initiative is an effort to re-envision the way criminal history information is managed in Minnesota and to improve service to BCA customers. Through this initiative, the BCA seeks to focus on users' needs for content, access, and dissemination; evaluate and re-engineer criminal justice business processes related to criminal history; and replace the existing computerized criminal history system with a new computerized criminal history system (nCCH).

The current criminal history system is 20 years old and becoming obsolete. This system no longer meets the requirements for accurate and complete criminal history information. Currently, there is not a complete criminal history record hosted in one statewide repository because certain data residing in local or other state repositories is not accessible by the current criminal history system at the BCA. The new system (nCCH) will have enhanced capabilities such as integration with other systems including the Automated Fingerprint Identification System (AFIS), Identity Access Management Service (IAM), Name Event Index Service (NEIS), and upgraded Livescan fingerprint capture devices. The new system will also interface to existing state, county, city and federal justice systems. These enhanced capabilities will increase the accuracy and completeness of criminal history.

Progress and milestones:

- Determine high-level requirements - June 2006
- Determine detailed requirements - First Quarter 2007
- Implement nCCH - 2010 (*dependent on available funding*)
- Implement ICHS - 2010 (*dependent on available funding*)

Security Architecture/Identity Access Management (IAM)

As state electronic information repositories were developed in Minnesota, they each developed separate security protocols and user administration systems. This has resulted in dozens of usernames and passwords for the different systems available, though each system bases its access on the job duties assigned by the agency. Because of this, there is vulnerability when data is shared between agencies and there is also a reduction in efficiency due to the loss of time to access information and the cumbersome process. In mid-2005, the CriMNet Program Office contracted with an independent consulting firm, Deloitte and Touche, to evaluate current practices and develop a Security Architecture Plan.

One of the recommendations in the Security Architecture Plan was to implement a coordinated identity and access management (IAM) system within key criminal justice organizations within the state, including BCA systems. Through the implementation of this system, the users of the BCA information systems will see a number of benefits

including creation of a “single sign-on” (reducing the number of IDs and passwords that each user must maintain), a security service which will determine user identity and privileges, and implementation of user-to-system and system-to-system security protocols. This project will greatly increase the security of information shared by the BCA and will ensure data practices are being adhered to.

Progress and milestones:

- Solicit the Request for Proposals (RFP) - November 2006
- Select IAM system contractor - January 2007
- Complete plan and design for IAM - February 2007 - February 2008
- Develop and implement IAM - February 2009 (*dependent on available funding*)

Livescan Message Enhancement (LME)

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

Progress and Milestones:

- Complete user pilots of 11 agencies - January 2006
- Complete statewide implementation (in use in 26 agencies, with 71 users) - December 2006

Computerized Criminal History (CCH) Agency Interface

Agency Interface is a Web-based application that provides criminal justice agencies with the means to view criminal history records and suspended court dispositions. In addition, this application provides the means for law enforcement to edit criminal history data and notify the courts that court dispositions possibly require changes. The current “Automatic Notification” message has also been included in the application functionality. This feature will allow agencies to view their most recent suspense records via this application.

Progress and milestones:

- Complete internal production testing - December 2005
- Complete external pilot testing - February 2006
- Complete statewide training and rollout - (in use in 138 agencies, with 202 users which includes all 87 counties) - March 2007

Minnesota Repository of Arrest Photographs (MRAP)

The Minnesota Repository of Arrest Photographs (MRAP) is a database of arrest and booking photos submitted from law enforcement agencies. The MRAP provides criminal justice agencies with an opportunity to search arrest and booking photos from a variety of law enforcement agencies, to create lineups and witness viewing sessions from those photos, and to enroll unidentified persons into the facial recognition component in an attempt to obtain accurate identification. There are currently 57 counties that submit arrest photos to the statewide repository.

Progress and Milestones:

- Implement new single photo lineup - June 2006
- Complete new release of MRAP (with faster response time, easier installation and improved facial recognition module) - June 2006

Audit Trail Services

The overall goal of the Audit Trail Services project is to provide a unified audit trail repository for all Criminal Justice Information System (CJIS) applications to be used by the BCA for audit and investigative purposes. This is being implemented to ensure that the right person has access to the right information.

Progress and Milestones:

- Gather requirements - August 2005
- Complete proof of concept - February 2007
- Design final service architecture - 2007
- Document and publish participation requirements - 2007
- Incorporate initial applications - 2007
- Transition to steady state - 2007

Predatory Offender Registry (POR) Refinements

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

Progress and milestones:

- Verify Level 3 offenders (whose supervision has expired) semi-annually - Ongoing
- Require photographs semi-annually for Level 3 offenders - Ongoing

- Verify contact visits for Level 2 and Level 3 offenders (whose supervision has expired) - Ongoing
- Integrate courts predatory offender information to POR - December 2006
- Test POR/CCH integration - December 2006

DNR Hunting License/CCH Matching Project

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

Progress and Milestones:

- Develop requirement specifications and scope statement - *May 2006*
- Develop licensing database form for law enforcement - tentative December 2006 - January 2007
- Develop DNR – CCH – warrant match - November 2006
- Design report delivery method - 1st Quarter 2007
- Develop OFP and probation match - To Be Determined

Custody Suspense Project

As the BCA has worked on reducing the number of adult suspense records, additional types of adult suspense records were identified – these other types have all been collectively grouped together and identified as “custody suspense”. They include custodial information from the Department of Corrections (discharges from probation, sentence reductions, restoration of civil rights, firearms eligibility) and custody dispositions from the courts that are sent electronically.

Progress and Milestones:

Analysis at the BCA has determined that the main reasons for these records going into suspense are the same or similar as adult suspense records. This project has identified new requirements for the Integrated Criminal History System (ICHS), the new Automated Fingerprint Identification System (AFIS), and the Biometric Identification (BioID) projects. Those custodial court dispositions that go into suspense are worked on by data analysts at the BCA. Other than the new requirements identified for new projects mentioned above, the efforts in this area are now part of day-to-day operations at the BCA.

Juvenile Criminal History Suspense Project

With the progress made toward reducing adult suspense records, juvenile criminal records is the second of two areas uncovered that need additional work. The Juvenile Criminal History project consists of analyzing the procedures related to how juvenile criminal data is captured and reported to ensure that complete and current juvenile criminal history data is available in the criminal history record. Resolving juvenile suspense records requires research and resolution by BCA staff for each record.

Progress and Milestones:

This project has evolved into a comprehensive review of the juvenile records in the Computerized Criminal History system. Procedures have been developed to determine status of arrest records. Some records are able to be automatically deleted while others need to be manually reviewed. Procedures for reviewing various categories of records have been developed and data analyst staff plan to begin the process of reviewing the individual records. This project has identified new requirements for the Integrated Criminal History System (ICHS), the new Automated Fingerprint Identification System (AFIS), and the Biometric Identification (BioID) projects. Other than the new requirements identified for new projects mentioned above, the efforts in this area are now part of day-to-day operations at the BCA.

VIII. Additional Legislative Reporting Requirements

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

299C.65, Subdivision 1d.	Status/Comments
1. A framework for integrated criminal justice information systems, including the development and maintenance of a community data model for state, county, and local criminal justice information	<p>In 2006, the Policy Group undertook an extensive prioritization process that has resulted in a “Framework” document that identifies CriMNet’s long-term goals and strategies for integration. The Framework elements are divided into three parts – policy considerations, enabling activities (such as standards), and delivery of systems or applications.</p> <p>This process was lengthy and engaged the Task Force and the stakeholder groups it represents in identifying their key priorities and goals for CriMNet. This Framework, along with the detailed supporting plans for each initiative, represents, in practice, the concept of the Blueprint for Integration, identified by the CriMNet Strategic Plan and Scope Statement.</p> <p>As each prioritized strategic initiative is 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. 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>Recommendation: As each prioritized strategic initiative is commenced, policies, definitions, standards and strategies for use by state and local agencies in their effort to participate in each initiative will be developed. When complete, the Blueprint will include policies (data policies and others) business and technical integration standards, strategies, infrastructure definition, and interfaces. The Blueprint 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>
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	See #1 above. Recommendation: Report annually on progress. <i>Included in current Scope Statement</i>

299C.65, Subdivision 1d.	Status/Comments
3. Actions necessary to ensure that information maintained in the criminal justice information systems is accurate and up-to-date	<p>The CriMNet Program has initiated a Data Quality Project that consists of three major initiatives: development of service agreements with users and data providers, development of data quality standards and measures, and development of security measures. An additional initiative out of the CriMNet Program Office is the Business Process Improvement Project.</p> <p>Recommendation: Report annually on progress.</p> <p>Included in current Scope Statement</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>Recommendation: Development of this system was completed in early 1998. The CriMNet Program Office continues to work on prevention efforts for juvenile records still going into suspense. Future reporting as needed.</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>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.</p> <p>Recommendation: Report annually on progress.</p> <p>Included in current Scope Statement</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>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 Division within CJIS are offering specialized training statewide on criminal history, Livescan, the Integrated Search Services application and other statewide data functions. In addition, the CriMNet Program Office has implemented an outreach/liaison program to assist local agencies in developing plans to improve their data quality and accuracy through business process improvements.</p> <p>The Task Force and Program Office have prioritized adding an additional training and auditing capacity to the BCA.</p> <p>Recommendation: Report annually on issues identified by CriMNet business analysis and progress made.</p> <p>Included in current Scope Statement</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>A number of training/certification programs are available through the BCA in such areas as CCH, Livescan, National Crime Information System (NCIC) and suspense file improvement. In addition, the consolidation of the BCA and CriMNet trainer/auditors has increased the effectiveness and efficiency of overall training efforts. Other CriMNet-related projects also offer specialized</p>

299C.65, Subdivision 1d.	Status/Comments
	<p>training (Statewide Supervision System, Court Web Access, Predator Offender Tracking, Minnesota Repository of Arrest Photos, etc). Data Practices training programs are planned to be developed and incorporated into existing training as appropriate.</p> <p>Recommendation: Future education requirements should be identified and prioritized through CriMNet user prioritization and outreach efforts.</p>
8. A periodic audit process to ensure the quality and accuracy of integrated criminal justice information systems	<p>As a part of the CriMNet Strategic Plan, the importance of data quality standards was identified as a key objective. As part of the business plan for the quality project, CriMNet will work on developing standards and processes for auditing, as well as developing quality assurance standards and methods of evaluating data quality and accuracy. CriMNet will also work with the BCA's Auditing Unit to add data quality audits as part of their function. The Task Force and Program Office have prioritized adding an additional training and auditing capacity to the BCA.</p> <p>Recommendation: Report annually on progress and as needed on recommendations for process and legislative changes. The CriMNet Program Office has also developed a Privacy Impact Assessment (PIA) template which will be used on all projects that deliver any kind of technology solution. The Program plans to roll out this measure to other solution providers as well.</p>
9. The equipment, training, and funding needs of the state and local agencies that participate in the criminal justice information systems	<p>Included in current Scope Statement</p> <p>See #1 above.</p> <p>In support of this approach The CriMNet Program Office conducted a technology inventory of criminal justice agencies in the state. The purpose of the assessment was to identify the status of hardware/software platforms for agencies, as well as identify 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 will help to determine the degree of effort involved in rolling out particular CriMNet services to specific agencies and the agencies' ability to participate in information sharing and integration efforts. 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>Recommendation: Report annually 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 Framework Plan.</p>
10. The impact of integrated criminal justice information systems	<p>Included in current Scope Statement</p> <p>The Criminal and Juvenile Justice Information Task Force has, through "Delivery Teams," developed recommendations for the</p>

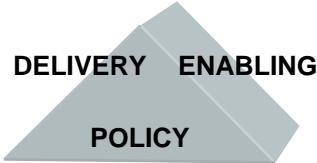
299C.65, Subdivision 1d.	Status/Comments
	<p>2004, 2005, and 2006 Legislatures related to the privacy interests of individuals. To date, most recommendations have been enacted. An additional recommendation on access to integrated data has been developed for possible consideration by the 2007 Legislature.</p> <p>In addition, a Task Force Delivery Team including broad public participation has made recommendations on changes to statutory background checks and to the criminal record expungement process.</p> <p>As noted above, the CriMNet Program Office has also developed a Privacy Impact Assessment (PIA) template which will be used on all projects that deliver any kind of technology solution. The program plans to roll out this measure to other agencies involved in providing technology solutions, as well.</p> <p>Recommendation: The delivery team for background checks and expungements has additional issues for study and recommends continued work in this area. Report annually or as needed.</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>Included in current Scope Statement</p> <p>Recommendation: The Criminal and Juvenile Justice Information Policy Group and Task Force will monitor proposed legislation and fiscal impacts and report as needed.</p>
12. The collection of data on race and ethnicity in criminal justice information systems	<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>Recommendation: Report completed. Future reporting as requested.</p>
13. The development of a tracking system for domestic abuse orders for protection	<p>Included in current Scope Statement</p> <p>Though the original system is complete, an issue has been identified regarding temporary restraining orders that are extended and the Brady indicator (weapons prohibition) is not set. A study was conducted and the results reported to the Judicial Branch. The report recommended additional training of court personnel on the impact of the extended temporary orders, as well as changes to the Orders for Protection (OFP) system. These activities have been added to judicial branch work plans. In addition they have made changes to the standard petition to help alert the petitioner to the impact of the extended temporary orders.</p> <p>Recommendation: Report on progress of the recommended changes.</p>
14. Processes for expungement, correction of inaccurate records, destruction of records, and other matters relating to the privacy interests of	<p>A Task Force Delivery Team including broad public participation has made recommendations on changes to statutory background checks and to the criminal record expungement process. At a high level consideration of automatic expungements for arrests and</p>

299C.65, Subdivision 1d.	Status/Comments
individuals	<p>dismissals; automatic expungement for continuances for dismissal and stays of adjudication; eligibility to petition for expungement for certain convictions under certain circumstances (including juveniles); access to expunged records; effect of expungement; and, expungement process is recommended. For both policy areas further study of additional issues are suggested. Some of these are broader than just the criminal justice process – for example the commercial harvesting of public data that may not be expunged currently even if data is expunged in the criminal justice process.</p> <p>Recommendation: Make recommendations for process standardization and legislative/policy changes as needed.</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><i>Included in current Scope Statement</i></p> <p>There has been a database for Extended Jurisdiction Juvenile (EJJ) records for many years. These records are governed by Minnesota Statutes 299C.65 prior to the imposition of the adult sentence. Once the adult sentence is imposed, the records would be handled in the same manner as adult records.</p> <p>Recommendation: Monitor and report as needed.</p>

IX. Appendices

- A. Minnesota Criminal Justice Integration Framework & Blueprint
- B. Criminal and Juvenile Justice Information Policy Group Charter
- C. Criminal and Juvenile Justice Information Task Force Charter
- D. Criminal and Juvenile Justice Information Task Force By-Laws

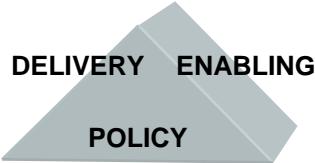
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>
POLICY			
P1. Criminal Justice Information Policy Issues	<p><i>a. Study of Background Check Law in MN</i></p> <p><i>b. Study of Expungement Law in MN and effects of State v. Schultz decision</i></p>	<p>Recommendations on options for simplified but comprehensive statutory background check policy.</p> <p>Information on hazards of non-fingerprint based background checks</p> <p>Recommendations on policy to balance public safety needs for history data vs. an individuals need for employment/housing after satisfaction of sanction.</p>	<p>This is an example, only. The Policy Group would develop the Outcome Measures: “Statutory background checks will be simplified to 5 types or less, and will be fingerprint-based”</p> <p>Criminal justice agencies and stakeholders will agree on policy options and consequences.</p> <p>Expungement process will be clear and understandable to a lay person. Better information to data subjects on how/why they were disqualified so they can challenge mistaken identification.</p>

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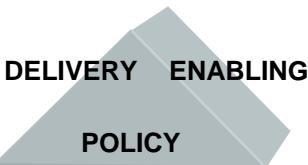


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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>
POLICY			
P2. Privacy/Access	<p>a. Polices for user authentication and system to system authentication (verification that a user or system is who they say they are and what their privileges are).</p> <p>b. Polices for acceptable use</p>	<p>Security of data. and implementation of data security policy in an integration environment.</p> <p>Acceptable use.</p>	<p>All justice agencies with statewide systems will understand, sign, adhere to and implement the policy.</p> <p>Agencies will pass audits (see Audit Program below)</p> <p>All justice agencies with statewide systems will understand, sign, adhere to and implement the Acceptable Use Policy.</p> <p>Agencies will pass audits (see Audit Program below)</p>
P3. Data Practices	<p>a. Privacy Impact Assessment Policy</p>	<p>Policy for statewide systems development, implementation and management to insure fair information practices and privacy principles are considered.</p>	<p>All agencies building or buying new statewide systems will utilize a PIA in the development lifecycle.</p>

Task Force Rank
6th

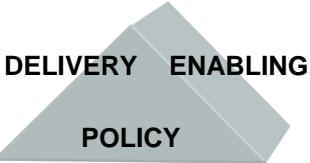
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	INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI (timelines dependent on available funding)
ENABLING				
Task Force Rank 1st Dependent Project	E1. Identification (Rollout of Identification Roadmap)	<i>a. Name Event Index Service (NEIS)</i> <i>b. Completion of submission to statewide booking photo database (MRAP)</i> <i>c. Enhanced Biometric Identification Capability including implementing FBI standards (making Minnesota a NFF state)</i>	Criminal justice records will be linked electronically with most linked to a biometric (finger print) Statewide Arrest Photos. Currently 30 counties do not have the technology to capture arrest photos and provide them to the MN Repository of Arrest Photos (MRAP) Ability to capture different types of fingerprints (two print, slap print etc.), as well as palm and side of palm prints for faster, more reliable identification and crime solving (latent processing)	70% of all designated criminal justice events will be linked by 2010 (31 event types identified in the I.D. Roadmap) 100% of bookings will have accompanying arrest photos in the state database by 2011. Speed up 10-print biometric processing commonly used in jail bookings, reducing average processing times from approximately 1 hour to 5 minutes or less.
Non-dependent Project			The National Fingerprint File (NFF) standard eliminates the need to roll prints on every charge – allowing two or slap prints for all subsequent charges on the same person.— so that the identity of the individual can be returned to the squad car within seconds, enhancing officer/public safety.	Reduce data errors to 3% or less in 10-print biometric transactions. Equip at least 50 percent of squad shifts, courtrooms, and probation check in locations with rapid ID units by 2010.
Dependent Project				

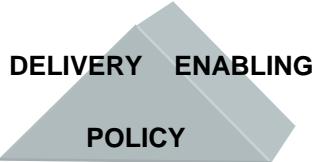
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI (timelines dependent on available funding)
ENABLING			
Task Force Rank 4th Dependent Project	E2. Security (ability to exchange and search information in a secure manner)	<i>a. Implementing user-to-systems and systems-to-systems security (identity access management or IAM) and complete implementation of single sign-on.</i>	Secure exchange of information between criminal justice entities. Ensuring that data policy rules are enforced across the entities.
 Non-dependent Project	E3 Continuous operations of mission critical systems	<i>a. Business Continuity Plans and Infrastructure.</i>	BCA managed mission critical criminal justice information systems and statewide integration infrastructure will have business continuation plans and infrastructure as well 24 by 7 support.
Task Force Rank 6th Non-dependent Project	E4. Information Audit Capability – Security; Data Quality, and Data Practice	<i>a. Performing Audits</i>	Ability to audit criminal justice agencies on integration security policy, practice and technology; compliance with data policy and data accuracy standards and agreements.

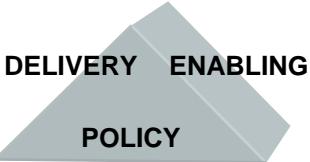
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI (timelines dependent on available funding)
ENABLING			
Task Force Rank 6th	E5. Data Quality	a. Service and Data Quality Agreements	All criminal justice users and providers will have signed User and provider agreements governing quality, access and security by FY'08. All agreements between data providers and users of state managed statewide systems will be in place by FY 2008 and ability to be audited per E4.
Task Force Rank 3rd	E6. Technical Standards and Policies	a. Architectural Standards for new systems or vendor systems b. Data Standards	Standards for new systems architecture to facilitate integration. Minnesota Criminal Justice Data Model (MNJ) and dictionary that is an extension of the US Global Data Model and dictionary The Model and Dictionary will completed in FY'07 and continuously maintained. All future integration projects will adopt the MNJ

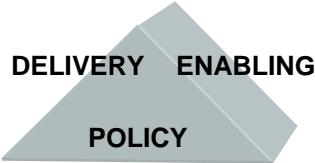
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>
	c. Technical Assistance to Local Agencies	Assess new technologies and their applicability relative to architectural and data standards.	Assess the feasibility of providing this service by FY'07, and if feasible rollout by FY'09
ENABLING			
E7. Business Standards/Business Process Improvement	a. Electronic Charging and Warrant Processes and other processes as needed (e.g., MOC's)	Electronic charging will define the business standards and process, and electronic signatures, for implementing electronic charging across the state of MN. The warrant process in MN will be re-engineered.	The process standards for eCharging will be endorsed by the Policy Group and promulgated by the Program Office by FY'08. Process standards for the Warrant process will be adopted and promulgated by FY'08.
E8. Communications and Assistance to Local Agencies/Local Government	a. Communication/Liaison Outreach/ Agency Assistance	Local agencies will be informed about program activities to understand the statewide vision for integration and how it can affect their agency.	Activities include six to eight conferences and 12 to 20 liaison meetings per year.

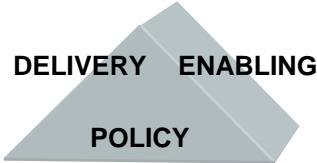
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI (timelines dependent on available funding)
	b. Small County/Agency Integration Planning	Small Agency Planning Assistance and Integration Cookbook	Analysis in Washington County and Nobles County will result in a plan for those counties as well as integration “Cookbook” (a document to assist medium/ smaller counties in integration planning/ implementation) by FY2007. Cookbook will be written in a way that supports local effort with minimal assistance from
ENABLING			
Non-dependent Project	<i>c. Local Agency Assistance Team. Staff dedicated to providing direct planning assistance to medium/smaller jurisdictions to facilitate county-based and regional integration</i>	Medium/smaller jurisdictions will have the assistance they need to integrate locally or to gain access to the new state services such as eCharging and Name Event Index Service	Twelve agencies will be assisted each year commencing in FY'09

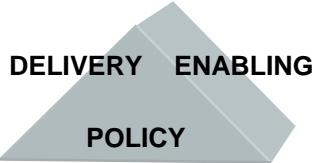
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>
	d. Vendor Communication and Assistance.	<p>Vendors will be knowledgeable of state integration initiatives and standard as they enhance their products.</p> <p>Major system vendors will be aware of state integration initiatives through vendor conferences facilitated by the Program Office, and will incorporate state standards and connection to state services (NEIS, eCharging, etc.) in future releases.</p>	
ENABLING			

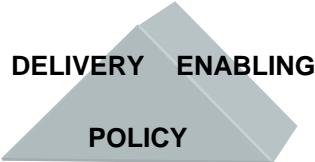
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI (timelines dependent on available funding)
Task Force Rank 5th	<p>E9. Financial Assistance for the Benefit of Local Agencies</p> <p><i>a. Grants/Contracts to Local Agencies/Vendors – Enterprise-wide Focus</i></p> <p><i>(Note: Funding for local impact has been included in each individual project.)</i></p> <p><i>b. Continued County -based Integration Implementation in Large Counties</i></p>	<p>Local grant/contract program to focus on supporting statewide initiatives such as making changes to local record and case management systems to supply data to CIBRS, use the eCharging Service, Name Event Index Service or Identity Access Management Service. This includes support of field-based reporting. The State of Minnesota will see a direct, statewide benefit from local agencies on any state funding provided.</p> <p>Any agency receiving a grant will utilize the state service for which grant funding is provided.</p> <p>Provide additional integration implementation funds to the large counties that have previously received grant funds.</p>	See E1.a performance measure above.

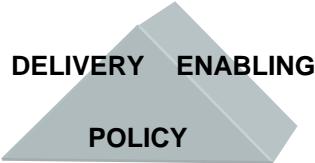
MN CJ Integration Framework & Blueprint: Initiatives, Projects and Outcomes – Appendix A



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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>	
	<i>c. County-based Implementation in Medium and Small Counties</i>	Provide integration implementation funds to medium and small counties that receive implementation assistance per E8.b above (cookbook).	Medium and small counties may want to do implementation work based on the planning tools and planning assistance from the Program Office.	
Task Force Rank 5th Non-dependent Project	<i>E10. State-Provided Systems for Local Agencies</i>	<i>a.Analyzing the feasibility of providing systems for local agencies to more efficiently manage information electronically.</i>	This project would establish the feasibility of the state providing such systems and if deemed feasible, would establish the criteria and requirements for building such systems, without determining who should build the systems.	Feasibility study completed by FY'09.

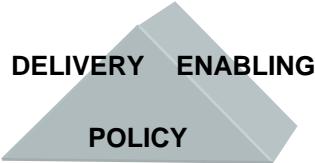
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI (timelines dependent on available funding)
DELIVERY	<p>D1. Increased Data and Kinds of Data Available</p> <p>Task Force Rank 1st</p> <p>Non-dependent Project</p>	<p>a. Reduction of Suspense Records (traditional criminal history records not linked to a fingerprint)</p> <p><i>b. New Computerized Criminal History (nCCH) System will utilize Criminal Justice Information Capture and Distribution Services (see below), the Identity Access Management Service and the Name Event Index Service, the New AFIS (nAFIS) System and new LiveScan features</i></p>	<p>Business process reengineering, the new Name Event Index Service and Roadmap as well as the eCharging Service will all help to facilitate suspense reduction</p> <p>Criminal history will be accurate and complete with the addition of new linked data sources (nCCH to replace to replace 20 year old CCH).</p> <p>98% of all records will be linked to a fingerprint by FY'10.</p> <p>New system to be implemented by FY'10 and to meet user requirements.</p>

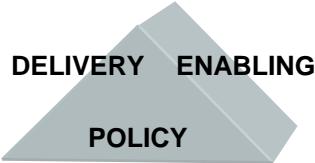
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>
Non-dependent Project	c. MN NIBRS <i>(Component of CIBRS)</i>	More detailed data to meet federal reporting standards; More ease of local collection and reporting	Implementation of the new system by FY'10 and including local adaptations by FY'12. Replaces 30 year old system.
Non-dependent Project	d. MN Criminal Justice Statute Service (Statute Service)	More accurate charging by prosecutors resulting in more accurate criminal history records.	Identify future enhancements and maintain the Statute Service - Ongoing
DELIVERY			

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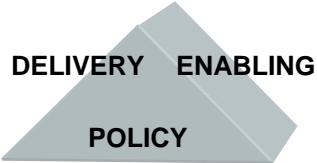


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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI (timelines dependent on available funding)	
Task Force Rank 2nd Dependent Project	D2. Criminal Justice Information Capture & Distribution <i>(Role and event based delivery, and system to system workflow)</i>	a. MN Criminal Justice Information Integration Services (MNCJIIS) Role-Based Delivery, System-to System Workflow, Single User Interface. <i>Creating a portal that will allow criminal justice users to enter statewide repositories through a single point.</i>	Will increase speed, usability, easy of use. Includes single point of delivery/data entry to BCA systems. Individual justice practitioners will have data tailored to their specific business event and location e.g., traffic stop, booking, arraignment, etc.). Delivery will conform to state data policy.	Role based individually configured access to information utilizing Integrated Search Services and single user interface by FY'11 (including single sign on, user controlled filters, delivery to the point of need including mobile unit delivery)
DELIVERY				

MN CJ Integration Framework & Blueprint:

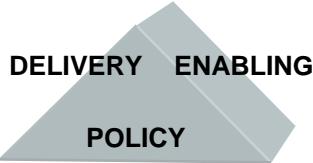
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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>
Dependent Project	<p>b. <i>eCharging Service Rollout.</i></p> <p>c. <i>Warrant Processing.</i></p>	<p>Law Enforcement agencies and county and city attorneys will be able to electronically prepare and file with courts, including electronic signatures all felony, gross misdemeanor and statutory misdemeanor cases. Printing will be on demand. Will result in reduction in paper process and staff inefficiencies. It will contribute to traffic safety by including DWI charges.</p> <p>Implementation of electronic distribution of warrant information between justice agencies. The final plans will be known at the completion of the business analysis in E7.a above.</p>	<p>eCharging services rollout will start in FY'08 and completed in FY'10.</p> <p>Design phase to commence in FY'09.</p>
Non-dependent Project			

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INITIATIVE	PROJECT	OUTCOME	PERFORMANCE MEASURE/ROI <small>(timelines dependent on available funding)</small>
DELIVERY			
D3. Other Agency Enterprise Initiatives			
	a. MNCIS – convert from multiple trial court case management systems to a single system and convert from multiple data repository designs to a single data repository design. Implement statewide to all 10 judicial districts in all counties.	MNCIS implemented in 66 counties as of Sept. 22, 2006. The third, fifth, sixth and eighth districts are completely converted to the new case management system. The fourth, seventh, ninth and 10 th districts will be completed by July 2007. The first and second districts will be completed by the end of December 2007.	Completion of the rollout of a single case management system will improve the capability of consistent service delivery in the trial court system regardless of court location. Improved performance and measurement capacity will also be available, as well as the capacity to handle increased workloads through productivity improvements.
	b. Statewide Supervision System (S3)	Complete security and functionality enhancements for Minnesota Sentencing Guidelines Commission (MSGC), Assessments, and load processes.	Enhancements for MSGC and Assessments will be complete by 7/1/08. Load process complete and recommendations for future load enhancements by 7/1/08.

**State of Minnesota
Criminal and Juvenile Justice Information Policy Group Charter**

Purpose of the Criminal and Juvenile Justice Information Policy Group

The Criminal and Juvenile Justice Information Policy Group (Policy Group) provides leadership, high-level oversight, and accountability to the citizens of Minnesota for the successful completion of statewide criminal justice integration and information sharing.

- Whereas: The Minnesota initiative to integrate justice information commenced in the early 1990's, including the enactment of 299C.65, and made considerable progress filling gaps in statewide information;
- Whereas: The creation of a CriMNet Program Office (Program) in 2001 has provided an additional advantage for integration in Minnesota;
- Whereas: The Criminal and Juvenile Justice Information Task Force (Task Force) has played a more active role in support of the work of the Policy Group since 2003;
- Whereas: The composition of the Policy Group has been strengthened with the addition of the Task Force Chairs and State Enterprise Chief Information Officer in 2005, and the appointment of a new Executive Director in 2006;
- Whereas: The expanded Policy Group has been evaluating their governance model in light of these events and intends to clarify its role and that of the Task Force and Executive Director;

Now therefore, the Policy Group establishes the following charter and directives to the Task Force and Executive Director:

Make-up of the Policy Group

The Policy Group is authorized under Minnesota Statutes 299C.65 and consists of the following members: Commissioner of Public Safety, Commissioner of Corrections, Commissioner of Finance, State Chief Information Officer; four members of the judicial branch appointed by the Chief Justice of the Supreme Court; and the Criminal and Juvenile Justice Information Task Force (Task Force) Chair and First Vice-Chair. This body has the authority to appoint additional non-voting members. The Policy Group is chaired by the Commissioner of Public Safety and meets quarterly and other times as needed.

Primary Responsibilities

The Policy Group exists to provide leadership for the overall strategic and policy direction of the statewide Criminal Justice Integration Enterprise (Enterprise). At the Enterprise level, the Policy Group has the responsibility to:

1. Define, affirm and periodically review the mission statement and priority directions of the Enterprise;
2. Establish high-level performance measures and outcomes for the CriMNet Enterprise and ensure compliance with business and technical standards;
3. Provide high-level approval and monitoring of the CriMNet Program budget and Enterprise initiatives as part of the state biennial budget process;
4. Establish and approve any high-level policy decisions that need to be forwarded to the governor/legislature;
5. Monitor the budgets of the Courts, Department of Corrections and Department of Public Safety as they relate to CriMNet;
6. Resolve significant differences between the Task Force, CriMNet Program and stakeholders;

7. Annually report to the governor, Supreme Court and legislature on legislative changes or appropriations needed to ensure that criminal justice information systems operate accurately and efficiently;
8. Determine Enterprise-wide strategies, including distribution of grant monies;
9. Advocate and testify for CriMNet and related Enterprise initiatives;
10. Link to other statewide and national entities engaged in justice initiatives;
11. Continue to be educated about topics related to the Enterprise.

In relation to the Task Force, the Policy Group has the responsibility to:

1. Assign Enterprise issues to the Task Force for research and possible options; which the Task Force may initiate delivery teams to complete the work;
2. Review business priorities and grant strategies recommended by the Task Force;
3. Clarify the relationship of the Task Force to the Policy Group, the Executive Director, and the CriMNet Program;
4. Continue to rely on the Task Force as a major link to stakeholders and operational users of justice information.

In relation to the Executive Director, the Policy Group has the responsibility to:

1. Select, set the direction for and support the Executive Director;
2. Review business priorities and grant strategies recommended by the Executive Director;
3. Create an evaluation process and develop performance measures for the Executive Director as well as provide oversight and monitor performance of the Executive Director;
4. Frame policies and develop reporting mechanisms and measures related to finance and operations to guide the Executive Director and ensure the appropriate level of accountability to the Policy Group;
5. Clarify the relationship of the Executive Director to the Policy Group and Task Force.

Minnesota Statutes 299C.65 requires the Policy Group to appoint a Task Force to assist the Policy Group in their duties; and to monitor, review and report to the Policy Group on CriMNet-related projects and provide oversight to ongoing operations as directed by the Policy Group. In order to fulfill this statutory requirement, the Policy Group directs the Task Force to do the following:

1. Advise the Executive Director and Policy Group on enterprise activities;
2. Advise the Executive Director on business priorities;
3. Advocate constituent interests and communicate enterprise decisions back to constituents;
4. Review grant strategies developed by the Executive Director and suggest alternatives.

Minnesota Statutes 299C.65 allows the Policy Group to hire an Executive Director to manage the CriMNet projects and to be responsible for the day-to-day operations of CriMNet. The Executive Director serves at the pleasure of the Policy Group in unclassified service. The Policy Group directs the Executive Director to do the following:

1. Develop strategies to support the Enterprise vision as well as implement and maintain those strategies;
2. Direct the overall activities of the CriMNet Program Office including the short and long range strategic and financial plan to support the Enterprise vision;
3. Act as a liaison to the Policy Group, Task Force, legislature, criminal justice agencies (local, state, federal), and the general public on Enterprise issues and foster collaboration among those entities;
4. Provide regular reporting on CriMNet Program activities to the Task Force.

State of Minnesota Criminal and Juvenile Justice Information Task Force Charter

A. Purpose of the Criminal and Juvenile Justice Task Force

The Criminal and Juvenile Justice Information Task Force (Task Force) assists the Criminal and Juvenile Justice Information Policy Group (Policy Group) in their duties; monitors, reviews, and reports to the Policy Group on CriMNet-related projects; and provides oversight to ongoing operations as directed by the Policy Group.

- Whereas: The Minnesota initiative to integrate justice information commenced in the early 1990's, including the enactment of 299C.65, and made considerable progress filling gaps in statewide information;
- Whereas: The CriMNet Program Office (Program) in 2001 has provided an additional advantage for integration in Minnesota;
- Whereas: The Task Force has played a more active role in support of the work of the Policy Group since 2003;
- Whereas: The composition of the Policy Group has been strengthened with the addition of the Task Force Chairs and State Enterprise Chief Information Officer in 2005, and the appointment of a new Executive Director in 2006;
- Whereas: The Policy Group adopted a new charter in March 2006 and provided specific directives to the Task Force;
- Whereas: The Task Force has been evaluating its role in light of these events and intends to clarify its role;

Now therefore, the Task Force establishes the following Charter and directives:

B. Composition of the Task Force

The Task Force is authorized under Minnesota Statutes 299C.65 and consists of the following members:

- two sheriffs recommended by the Minnesota Sheriffs Association;
- two police chiefs recommended by the Minnesota Chiefs of Police Association;
- two county attorneys recommended by the Minnesota County Attorneys Association;
- two city attorneys recommended by the Minnesota League of Cities;
- two public defenders appointed by the Board of Public Defense;
- two district judges appointed by the Judicial Council, one of whom is currently assigned to the juvenile court;
- two community corrections administrators recommended by the Minnesota Association of Counties, one of whom represents a community corrections act county;
- two probation officers;
- four public members, one of whom has been a victim of crime, and two who are representatives of the private business community who have expertise in integrated information systems;
- two court administrators;

- one member of the house of representatives appointed by the speaker of the house;
- one member of the senate appointed by the majority leader;
- the attorney general or a designee;
- two individuals recommended by the Minnesota League of Cities, one of whom works or resides in greater Minnesota and one of whom works or resides in the seven-county metropolitan area;
- two individuals recommended by the Minnesota Association of Counties, one of whom works or resides in greater Minnesota and one of whom works or resides in the seven-county metropolitan area;
- the director of the Sentencing Guidelines Commission;
- one member appointed by the 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.

Members shall be selected for their expertise in integrated data systems or knowledge of best practices.

C. Primary Responsibilities of the Task Force

In order to fulfill this statutory requirement, the Task Force has the following primary responsibilities:

1. Advise the Executive Director and Policy Group on enterprise activities; (**PG Charter**)
2. Advise the Executive Director on business priorities; (**PG Charter**)
3. Advocate constituent interests and communicate enterprise decisions back to constituents; (**PG Charter**)
4. Research and provide possible options regarding enterprise issues assigned by the Policy Group; (**PG Charter**)
5. Review grant strategies developed by the Executive Director and suggest alternatives; (**PG Charter**)
6. Recommend business priorities and grant strategies to the Policy Group. (**PG Charter**)
7. Assist the Policy Group in the filing of an annual report with the governor, Supreme Court, and chairs and ranking minority members of the senate and house committees and divisions with jurisdiction over criminal justice funding and policy; (**299C.65**)
8. Consult with the CrimNet program office as the office creates the requirements for grant requests and determines the integration priorities for the grant period; (**299C.65**)
9. Review funding requests for criminal justice information systems grants and make recommendations to the Policy Group; (**299C.65**)
10. Facilitate communications between the Policy Group and stakeholders and operational users of justice information. (**PG Charter**)

State of Minnesota Criminal and Juvenile Justice Information Task Force By-Laws

This instrument constitutes the Bylaws of Criminal and Juvenile Information Task Force (Task Force) adopted for the purpose of regulating and managing the internal affairs of the Task Force.

A. Role of Task Force Member

It is intended that the Criminal and Juvenile Information Task Force leverage the experiences, expertise, and insight of key individuals at organizations committed to building professionalism in project management. Task Force members are not directly responsible for managing program activities, but provide support and guidance for those who do. Thus, individually, Task Force members should:

- Understand the strategic implications and outcomes of initiatives being pursued through program outputs;
- Appreciate the significance of the program for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and encourage and contribute to critical thinking and evaluation of its component projects;
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means Task Force members:

- Review the status of the program;
- Regularly attend Task Force meetings;
 - If a member is absent for three consecutive meetings, the Chair will contact the person. If that person is absent two more consecutive times, that person is considered no longer a member of the Task Force and the person and the organization will be notified. The organization may appoint another member or the position will be declared vacant.
 - If a member is absent 50% of the time in a rolling calendar year (six times in twelve months), the person is considered no longer a member of the Task Force and the person and the organization will be notified. The organization may appoint another member or the position will be declared vacant.
- Ensure the program's outputs meet the requirements of the business owners and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the program team and users of the program's outputs;
- Consider ideas and issues raised;
- Check adherence of program activities to standards of best practice both within the organization and in a wider context;
- Foster productive communication outside of the Task Force regarding the program's progress and outcomes;
- Report on program progress when requested;
- Develop policy and recommend legislative changes as necessary to ensure the success of the program;

- Advocate constituent interests and communicate enterprise decisions back to constituents.

B. Task Force Officers

The Task Force shall elect from their membership one Chair, one First Vice-Chair and one Second Vice-Chair. The Officers constitute the Executive Board of the Task Force. The purpose of the Executive Board is to provide leadership to the Task Force in running the meetings, setting the agendas and creating and soliciting membership for delivery teams.

RESPONSIBILITIES OF OFFICERS:

- **Chair** – The Chair shall serve on the Policy Group as a voting member, representing the Task Force; the Chair shall report to the Policy Group the business transacted and recommendations forwarded by the Task Force and shall report back to the Task Force any actions of the Policy Group. The Chair shall serve on the Executive Board of the Task Force, facilitate the Task Force meetings and approve the agenda.
- **First Vice-Chair** – The First Vice-Chair shall serve with the Chair on the Policy Group as a voting member, representing the Task Force; the Vice-Chair shall assist the Chair in reporting to the Policy Group the business transacted and recommendations forwarded by the Task Force and in reporting back to the Task Force any actions of the Policy Group. The First Vice-Chair shall serve on the Executive Board of the Task Force and preside at meetings of the Task Force when the Chair is unavailable.
- **Second Vice-Chair** – The Second Vice-Chair shall serve on the Executive Board of the Task Force and preside at meetings of the Task Force when the Chair and First Vice-Chair are unavailable.

C. Task Force Meetings

- **QUORUM:**
 - A quorum is a majority of voting members; more than one-half.
 - Changes in the number of vacant positions will result in a change in the definition of "majority". "Majority" is defined as a simple majority of non-vacant positions.
- **PROXIES:**
 - Temporary proxies are allowed to serve on the Task Force as needed but are not allowed to vote.
 - Until 8/1/07, permanent proxies are allowed to serve on the Task Force and are allowed to vote.
- **SCHEDULE:**
 - The Task Force will meet monthly or as required to keep track of issues and the progress of the program's implementation and on-going statewide support to its stakeholders.

- The biennial business meeting and conference may serve as the monthly meeting in the month in which those meetings are held.
- **PROCESS:**
 - The Task Force will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion and voting.
- **MEETING AGENDA:**
 - .1 Monthly meetings will be conducted in the following order:
 - A. Introductory Items such as:
 1. Make Introductions
 2. Review and approve Agenda
 3. Review and approve Minutes from last meeting
 4. Review of actions arising from previous Task Force meetings.
 - B. Update and Review of Program Status by CriMNet Executive Director and Program Staff
 1. Overall Status
 2. New issues arising since the last meeting
 3. Review of Program or Program change orders
 4. Budget
 5. Formal acceptance of deliverables
 6. Outstanding issues and accomplishments, open points, program conflicts
 7. Review and prioritize new issue submittal forms
 - C. Issue Presentation(s)
 - D. Other:
 1. Grant Updates
 2. Delivery Team Updates
 3. Legislative Updates
 - E. Agenda items for next meeting

D. Task Force Election Process

- **TERMS OF OFFICE:**
 - Members of the Executive Board shall serve two-year terms, beginning at the close of the biennial business meeting, and may serve consecutive terms.
 - In the event a member of the Executive Board cannot fulfill the full two-year term, a special election shall be held at either a special business meeting called at any time to fill a vacancies of the board or may be conducted in conjunction with a regular Task Force meeting.
- **NOMINATING COMMITTEE:**

- The Chair shall appoint a Nominating Committee prior to elections and it shall consist of three Task Force members – one from local government, one from State government, and one member-at-large – and shall designate one member to serve as Nominating Committee Chair. The Nominating Committee shall run the election of officers at the biennial business meeting. The members of the nominating committee cannot be seeking election to a seat on the Executive Board of the Task Force.
 - The Nominating Committee shall solicit nominations for positions on the Executive Board and shall recommend candidates for those positions to the full Task Force at its biennial business meeting.
 - The Chair may either appoint a Nominating Committee for a special election or declare that nominations from the floor will be accepted.
- **PROXY VOTING:**
 - The authority to vote by proxy may be given to another member of the Task Force.
 - Any task force member wishing to vote by proxy must notify the Nominating Committee Chair, in writing or by e-mail, of the name of their proxy at least one day prior to the election.
 - For the purposes of an election only, proxies count toward the fulfillment of a quorum requirement.
 - **NOMINATIONS FROM THE FLOOR:**
 - On the day of the actual election, nominations to fill Executive Board positions will be accepted from the floor.
 - **VOTING FOR OPEN POSITIONS ON THE EXECUTIVE BOARD:**
 - Voting will be completed through a non-secret process.
 - **ANNUAL MEETINGS:**
 - The Task Force shall hold a business meeting in September of every even-numbered year and shall sponsor a criminal justice information conference, highlighting innovations and progress in line with its mission, at a time designated by the Chair during every odd-numbered year.

E. Task Force Delivery Teams

Delivery Teams

- Task Force may approve by a majority vote of the members present at a meeting the formation of Delivery Teams.

- The Executive Board may create a Delivery Team which must be ratified at the next regularly scheduled Task Force meeting.
- While the Task Force maintains ultimate authority, the Task Force may delegate certain decision-making power to the Delivery Teams.
- The Executive Board shall solicit participation and appoint members of delivery teams to ensure appropriate representation.
- Delivery team members need not be members of the Task Force and the participation of non-Task Force members is strongly encouraged.
- Delivery Teams shall report their activity, progress and timeline to the Task Force quarterly, or as requested by the Task Force.
- A Task Force member shall serve as Delivery Team chair.

