



CRIMINAL AND JUVENILE JUSTICE INFORMATION POLICY GROUP

2011-2012 BIENNIAL REPORT TO THE
GOVERNOR, SUPREME COURT AND
LEGISLATURE ON CRIMINAL JUSTICE
INFORMATION INTEGRATION

JANUARY 2013

2012 BIENNIAL CRIMINAL JUSTICE INFORMATION INTEGRATION REPORT

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EXECUTIVE SUMMARY

Minnesota Statutes, section 299C.65 Subdivision 3a requires the Criminal and Juvenile Justice Information Policy Group to file a biennial report providing: 1) a status and review of current integration efforts and projects; 2) any recommendations concerning any legislative changes or appropriations that are needed to ensure that the criminal justice information systems operate accurately and efficiently; and 3) a summary of the activities of the Policy Group and Task Force. This report endeavors to fulfill that requirement.

BACKGROUND

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

The Policy Group gathers a wide-range of criminal justice stakeholders and policymakers to address issues related to the statewide integration of criminal justice information from a broad-based perspective. The Task Force assists the Policy Group in these duties. Since 2001, these efforts have been coordinated by the CrimNet Program Office - now part of the Minnesota Justice Information Services (MNJIS) section at the Minnesota Bureau of Criminal Apprehension (BCA). Together, the Policy Group, Task Force, and MNJIS executive director provide key leadership in managing the direction of criminal justice integration activities statewide.

Early integration-related activities focused on filling significant gaps in statewide criminal and juvenile justice data such as statewide predatory offender data, electronic booking photos, and complete criminal history information. Systems to collect that information from agencies statewide are now in place, but that was really just the beginning. Integration work will always be needed to improve criminal justice information systems. This work must rise to the challenges of changing criminal activities, business processes, technologies, and integration capabilities of systems which age or become obsolete.

CORE PRIORITIES

The Policy Group, Task Force, and BCA worked with constituents including the Courts and the Department of Corrections to prioritize information integration needs and related initiatives. The Inventory of Integration Priorities (see Appendix A) identifies core integration priorities, other projects being worked on as resources permit, future integration priorities such as replacement of the Computerized Criminal History and the Criminal Justice Reporting System and completed projects. The Inventory of Integration Priorities provides a description of each project or activity, a status update, and recommendations for moving forward.

The Policy Group, Task Force and MNJIS in 2007 identified three Core Priorities which received the bulk of integration funding and staff resources. A fourth Core Priority, Integrated Search Service, was added in 2010. By 2012, Comprehensive Incident-Based Reporting System (CIBRS) development had been completed and the system had seen significant participation across Minnesota, warranting its reclassification from a Core Priority to a system that needs to be maintained. Also, the Name-Event Index Service, which had been a stand-alone Core Priority, was incorporated into the Integrated Search Service. This leaves two Core Priorities.

- The Electronic Charging service, or **eCharging**, is a secure, electronic method for creating charging documents – incidents, criminal complaints, DWI forms and citations. The service replaces the paper process, eliminates redundant data entry, reduces incidents of human error, and saves a significant amount of staff time, particularly for law enforcement. It also saves money. Carver County estimates savings from implementing eCharging processes of more than \$517,000 over five years. The addition of eCitation (which allows electronic citation

submissions) and DWI Forms Manager (which allows officers to process and submit documents to DVS from the field), makes potential savings even greater. Agencies using DWI Forms Manager experience a reduction in the average time needed to complete paperwork associated with a DWI arrest from 75 minutes to 17. DWI Forms Manager eliminates the need to re-enter data on multiple forms. As a result, the error rate by agencies using DWI Forms Manager has dropped from 34% to less than 1%. Deployment of the DWI Forms Manager component is being completed by agency rather than by county. Statewide rollout of the rest of the eCharging package is progressing and is expected to be completed by 2014.

- **Integrated Search Service (ISS)** provides authorized users with a single point of access to most of the information systems the Bureau of Criminal Apprehension/MNJIS provides (including Corrections and Court data) and a Court statewide repository (Court Web Services). This simplifies and reduces the time involved in doing a thorough search for information on an individual or incident. A phased deployment of many ISS enhancements began in May 2011 and is still underway. The enhancements include the addition of CIBRS as a source system, expanded information from the Predatory Offender Registry and the Minnesota Repository of Arrest Photos, and access to the **Name-Event Index Service (NEIS)**, a search engine that locates information in separate criminal justice systems, much like a card catalog. Most data will be linked to a biometric identifier (such as a fingerprint). NEIS becomes available to law enforcement agencies in 2013.

REPLACEMENT OF CRITICAL SYSTEMS

The Policy Group in 2012 declared the replacement of two backbone systems of criminal history and criminal activity information in Minnesota a critical priority: the state's system for storing criminal history data on individuals and its system for gathering data about criminal activity in our state.

- **Computerized Criminal History System** – the current system is more than two decades old, won't integrate with other systems and does not easily perform many of its basic business needs. In 2011-2012 analysis on replacing system was completed using federal grant dollars. If funding is approved by the legislature a new system could be in place within four years at a cost of \$11 million plus \$872,776 in ongoing costs.
- **Criminal Justice Reporting System** – the current system is nearly 40 years old, and can no longer be repaired. Analysts considered both a summary and incident-based approach to a new system in terms of cost and data value. If funding is approved by the legislature a new system could be in place within three years at a cost of \$4 million plus \$380,000 in ongoing costs.

IMPACT OF BUDGET REDUCTION AND LEGISLATIVE MANDATE

The Legislature passed a \$250,000 budget reduction for the BCA in 2011 beginning in fiscal year 2012. MNJIS saw \$100,000 of that reduction, absorbed mostly through operations reductions. Integration funding was not impacted. However, most integration projects saw delays of three to four weeks due to the 2011 government shutdown. In addition, legislation passed during the 2011 session mandated the centralization of all state Information Technology staff and resources under the Office of Enterprise Technology (OET), which is also called MN.IT. The mandate required dividing MNJIS personnel into those working in IT, who now report through OET, and those who work on the business side, who continue to report through the Department of Public Safety and work for BCA/MNJIS. Because the BCA is the state's criminal justice agency and the conduit for criminal justice data provided to the FBI, the FBI requires the BCA maintain control and authority over criminal justice information systems, policies, personnel, priorities and security. The Department of Public Safety entered into an agreement with OET which allowed BCA/MNJIS to meet FBI requirements.

CONCLUSION

We are pleased to report significant progress in the efforts to integrate information within Minnesota criminal justice agency systems, as well as progress in efforts to make providing and obtaining that information more

efficient. Nearly half of Minnesota counties are now using eCharging. CIBRS now includes nearly three million records provided by more than 120 agencies and as of January 1, 2012 Minnesota law enforcement agencies are required to use a Statewide Standard Citation. But achieving greater, reliable information sharing in the future will still be dependent on resources and funding. Winnowing the Policy Group, Task Force, and BCA leadership focus to two Core Priorities and two high-priority future projects also establishes a renewed commitment to making integration efforts real to constituencies and to being responsive to their needs.

(List of members as of December 2012)

Dana Gotz, MNJIS Executive Director

POLICY GROUP MEMBERS ([Statutory requirements regarding Policy Group membership](#))

Dept. of Public Safety Commissioner Mona Dohman, Chair

Dept. of Corrections Commissioner Tom Roy

Dept. of Minnesota Management and Budget Commissioner James Schowalter

Office of Enterprise Technology Chief Information Officer Carolyn Parnell

Minnesota Supreme Court Justice Paul H. Anderson

10th Judicial District Judge P. Hunter Anderson

2nd Judicial District Judge J. Thomas Mott

State Court Administrator Jeff Shorba

Rice County Attorney Paul Beaumaster, Task Force Chair

Dept. of Corrections Director of Planning and Performance Deb Kerschner, Task Force 1st Vice Chair

TASK FORCE MEMBERS ([Statutory requirements regarding Policy Group membership](#))

Rice County Attorney Paul Beaumaster, Chair

Dept. of Corrections Director of Planning and Performance Deb Kerschner, 1st Vice Chair

Sentencing Guidelines Commission Executive Director Kelly Mitchell, 2nd Vice Chair

4th Judicial District Judge Kerry Meyer

Fillmore County Commissioner Tom Kaase

Isanti County Court Administrator Monica Tschumper

Ramsey County Community Corrections Deputy Director Andy Erickson

Senator Dave Thompson

1st Judicial District Chief Public Defender Steve Holmgren

MNJIS Information Systems Director Bob Johnson

Battered Women's Legal Advocacy Project Supervising Attorney Rana Alexander

Representative Kelby Woodard

Citizen representative Richard Neumeister

Waseca County Court Services Director Steve Peterson

Dept. of Administration Community Services Divisions Director Laurie Beyer-Kropuenske

Isanti Police Dept. Chief Ron Sager

White Bear Lake City Council member Doug Biehn

Bloomington Associate City Attorney Amy K.L. Schmidt

8th Judicial District Judge Randall Slieter

Washington County Chief Deputy Court Administrator Wayne Minske

Olmsted County Attorney Mark Ostrem

Board of Public Defense Information Systems Director Robert Sykora

Mankato City Attorney Eileen Wells

Minnesota Attorney General's Office representative Bob Plesha

Hennepin County Sheriff's Office Lieutenant Spencer Bakke

Chisago County Sheriff Rick Duncan

Washington County Community Corrections Officer Rick Smith

Rock Nobles Community Corrections Director Jon Ramlo

Minnesota Judicial Branch Information Technology Division Director Mark Moore

LEGISLATIVE RECOMMENDATIONS

Pursuant to Minnesota Statutes, section 299C.65, Subdivision 2, the Policy Group must provide a report to the Legislature by January 15 every other year detailing the statutory changes and/or appropriations necessary to ensure the efficient and effective operation of criminal justice information systems.

The Policy Group adopted the following recommendations for the Legislature's consideration during the 2011 and 2012 legislative sessions.

2011 Recommendations

1. Computerized Criminal History System Replacement

Fund the replacement of the state's criminal history database. The current system is more than two decades old, won't integrate with other systems and does not easily perform many of its basic business needs. Analysis completed in 2011-2012 using federal grant dollars found that the system could be replaced within four years at a cost of \$11 million plus \$872,776 in ongoing costs.

2. Criminal Justice Reporting System Replacement

Fund the replacement of the state's criminal justice reporting system. The system is nearly 40 years old, can no longer be repaired, and cannot be reconfigured to meet today's data requirements. If funding is approved, a new system could be in place within three years at a cost of \$4 million plus \$380,000 in ongoing costs.

3. Expand Definition of eCharging

Expand definition of eCharging to include citations and DWI Forms. This initiative passed.

4. Update Targeted Misdemeanor List

Add Domestic Abuse No Contact Order (DANCO) misdemeanor offenses back onto the list of targeted misdemeanors. This initiative passed.

2012 Recommendations

1. Participation in FBI's National Data Exchange

Allow statewide participation in the FBI's National Data Exchange (N-DEx), with certain law enforcement information flowing to the FBI system through CIBRS and the Statewide Supervision System (S³). N-DEx is a national investigative information sharing system which enables authorized local investigators to enter investigative data and, when allowed by the submitting agency, to view other agency's data. Audits would be required every 18 months during the first 3 years of submission and then every 3 years after that. The audits would be done by the BCA's Training and Auditing unit. A steering committee would provide advice on data integrity and retention and on audit issues.

2. License Plate Reader (LPR) Data

Create language in statute classifying LPR technology-captured data as private or nonpublic, depending on the data. LPR technology is used by law enforcement agencies to capture digital license plate images as they pass a camera. The plate numbers are then automatically cross-checked to determine whether the vehicle is stolen, is owned by a wanted or missing person or other law enforcement data which would identify it as a vehicle of interest to law enforcement.

**ACTIVITIES OF THE CRIMINAL AND JUVENILE JUSTICE INFORMATION
POLICY GROUP AND TASK FORCE**

CRIMINAL AND JUVENILE JUSTICE INFORMATION POLICY GROUP

In 2011-2012, the Policy Group worked diligently to keep criminal justice information integration efforts moving forward. It reviewed and acted on recommendations made by the Task Force, monitored progress of the Core Priorities, reviewed other projects in the Inventory, conducted annual evaluations of the MNJIS executive director, and reviewed budget and policy issues/implications. In addition, the Policy Group spent considerable effort on the following activities.

Significant Progress in Two High-Priority, Non-Core Priority Projects

MNJIS in 2011-2012 completed analysis of what would be involved in replacing two systems central to the proper functioning of Minnesota's criminal justice system: the Computerized Criminal History System and the Criminal Justice Reporting System.

Computerized Criminal History System – the current system is more than two decades old, won't integrate with other systems and does not easily perform many of its basic business needs. In 2011-2012 analysis on replacing system was completed using federal grant dollars. If funding is approved by the legislature a new system could be in place within four years at a cost of \$11 million plus \$872,776 in ongoing costs.

Criminal Justice Reporting System – the current system is nearly 40 years old, and can no longer be repaired. Analysts considered both a summary and incident-based approach to a new system in terms of cost and data value. If funding is approved by the legislature a new system could be in place within three years at a cost of \$4 million plus \$380,000 in ongoing costs.

N-DEx System Recommendation

The Policy Group followed Criminal and Juvenile Justice Information Task Force recommendations as it defined a plan for state-focused participation in the FBI's N-DEx program. Participation in the program could allow Minnesota law enforcement agencies to obtain a more accurate understanding of an individual's criminal activities outside of Minnesota and whether that individual may be linked to criminal activity outside of Minnesota.

Orders for Protection (OFP) Replacement

The new OFP database system will improve the quality of and access to OFP information, resulting in increased safety of victims and better enforcement. Through this new system, OFPs will be transmitted from MNCIS to MNJIS, then into the federal NCIC "Hot Files." The Courts and BCA received a federal grant to develop this system.

Comprehensive Incident-Based Reporting System (CIBRS)

CIBRS is fully developed and is being deployed to law enforcement agencies throughout the state. As of June 2012, 129 agencies were submitting information and 143 are accessing information. Nearly three million records exist in the system. The database contains incident information from Minnesota law enforcement agencies intended to augment existing investigative practices by facilitating the sharing of incident information between agencies statewide.

Electronic Worksheet System (EWS)

A project involving improvements to the Electronic Worksheet System (EWS) in 2012 was added to the list of future integration priorities dependent on available funding. The EWS is an application that helps probation agents complete sentencing worksheets – a required part of pre-sentence investigations. The changes would include moving the system from the old Statewide Supervision System (S3) to the new S3, integrating EWS with the Minnesota Court Information System to pull in case information, updating the system to enable it to copy offenses from previously reviewed worksheets and calculating presumptive sentences. This move would also allow the Department of Corrections to retire the old S³ system. The Sentencing Guidelines Commission is asking for partial funding for the project.

Core Priority Project List Trimmed to Two

The Policy Group in 2012 trimmed the list of Core Priorities from four to two. The Comprehensive Incident Based Reporting System (CIBRS) project was completed and as such moved to completed project status, and the Name-Event Index Service and Integrated Search Service were combined into a single Core Priority to better reflect their current status as a single project.

Monitored BCA-MNJIS/OET Reorganization

The Policy Group in 2012 monitored the reorganization of the BCA's MNJIS to transfer IT personnel to the Office of Enterprise Technology (OET) or MN.IT. This restructuring was mandated by the legislature during the 2012 legislative session to bring all state information technology services under one agency. The Department of Public Safety entered into an agreement with OET to allow BCA to meet FBI requirements.

New Leadership: New Policy Group Leadership and Members When named the new Commissioner of the Department of Public Safety, Mona Dohman assumed the role as Chair of the Criminal and Juvenile Justice Policy Group. Other new members in 2011-2012 include Department of Corrections Commissioner Tom Roy, Department of Minnesota Management and Budget Commissioner James Schowalter, Office of Enterprise Technology Chief Information Officer Carolyn Parnell and State Court Administrator Jeff Shorba.

New MNJIS Executive Director Identified

The Policy Group and the BCA Superintendent in 2011-2012 conducted a national search for a new MNJIS Executive Director. In February 2012 Dana Gotz was selected for the position. Prior to being named Executive Director, Gotz served as MNJIS Assistant Director in charge of MNJIS' Business Shared Services Center of Excellence.

CRIMINAL AND JUVENILE JUSTICE INFORMATION TASK FORCE

In its role as an entity created to assist the Policy Group with its duties, the Task Force in 2011-2012 provided expertise, assistance and recommendations to the Policy Group. The Task Force reviewed the status of integration projects, heard issues submitted by stakeholders (Electronic Worksheet System, License Plate Reader data, MNCIS Statewide Sentencing Order, entry of DANCOs and Orders for Protection into the Hot Files and FBI's NCIC files) and made recommendations to the Policy Group when appropriate. The Task Force also spent considerable effort on the following activities.

Issues Submitted to Policy Group

The Task Force completed a considerable amount of work and made recommendations to the Policy Group on the following issues.

Participation in the FBI's National Data Exchange (N-DEx) - A Task Force Delivery Team examined the variables that would be involved in state or local participation in the FBI's N-DEx system. Based on its findings, the Task Force developed several options for participation at state and/or local levels. Then the Task Force as a whole honed those options into a single recommendation for the Policy Group. The Policy Group approved the recommendation with few changes at its February 2012 meeting. The recommendation was presented to the governor's office but was not acted upon during the 2012 legislative session due to legislative deadlines.

License Plate Reader Data – Data captured by local law enforcement agencies using License Plate Reader technology is maintained by the local law enforcement agencies based on each agency's data retention scheduled. In some cases, it's kept for a few days, in other cases, indefinitely. At the direction of the Policy Group, the Task Force established a delivery team to determine an appropriate amount of time for agencies to retain the data. Separately, the Task Force considered how the LPR data is classified. The Task Force considered the requester of the data and the potential consequences of some of the data being available to the public. At the Task Force's recommendation, the Policy Group voted to recommend that data captured by LPR technology be classified as private or nonpublic, depending on the data. The Policy Group voted down a Task Force recommendation that LPR data be purged after 180-days except when the information is part of an active investigation or a case that is charged. The Policy Group will provide information on both recommendations to the Governor.

New Leadership: New Task Force Executive Board Members Elected

The Task Force elected its new Executive Board in August 2012. Rice County Attorney Paul Beaumaster (Chair) and Department of Corrections Director of Planning and Performance Deb Kerschner (1st Vice Chair) return for second terms. Sentencing Guidelines Commission Executive Director Kelly Mitchell will serve as 2nd Vice Chair. Each will serve two-year terms. As Chair and 1st Vice Chair, Beaumaster and Kerschner will also represent the Task Force on the Criminal & Juvenile Justice Policy Group. The Task Force also welcomed several new members: Rana Alexander from the Battered Women's Legal Advocacy Project, Doug Biehen from the League of Minnesota Cities, 4th Judicial District Judge Kerry Meyer, Wayne Minske from the Minnesota Association for Court Management, Mark Moore from the Minnesota Judicial Branch, Bob Plesha from the Minnesota Attorney General's Office, Rock Nobles Community Corrections Director Jon Ramlo representing community corrections administrators, Fillmore County Commissioner Tom Kaase representing the Association of Minnesota

Counties, Chisago County Sheriff Rick Duncan representing the Minnesota Sheriffs Association, Representative Kelby Woodard, Senator Dave Thompson and Isanti County Court Administrator Monica Tschumper representing court administrators.

Task Force Bylaws Updated

The Task Force in August 2012 voted to update its bylaws to reflect that it meets quarterly, but that additional meetings can be scheduled as needed.

ADDITIONAL LEGISLATIVE REPORTING REQUIREMENTS

In addition to the biennial report required in Minnesota Statutes, section 299C.65, Subdivision 3a, 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 (Minnesota Statutes, section 299C.65, Subdivision 1(d)).

Minnesota Statutes, section 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 2012, the Policy Group, in conjunction with the Task Force and executive director, narrowed to two the key priorities for criminal justice information integration: the statewide deployment the eCharging Service and the completion of extensive enhancements to the Integrated Search Service, including the implementation of its search engine, Name-Event Index Service. The ISS application provides access to multiple statewide databases of information. Databases continue to be added to the application, and system functionality is enhanced periodically.</p> <p>eCharging was initially established as a priority by the Policy Group in 2006, when the group undertook an extensive process to create a strategic framework for criminal justice information integration in Minnesota. The Integrated Search Service was added as a key priority in 2010. The Policy Group has directed the BCA to devote the bulk of integration funds to these projects.</p> <p>Recommendation: In 2011, the Policy Group recommended the replacement of the Computerized Criminal History database and the Criminal Justice Reporting System be given high priority, and directed the BCA to analyze the steps needed to replace each system. The analysis is complete. Both projects are ready to move forward when funding becomes available.</p>
(2) The responsibilities of each entity within the criminal and juvenile justice systems concerning the collection, maintenance, dissemination, and sharing of criminal justice information with one another	<p>As each prioritized strategic initiative has commenced, project documentation expands upon policies, definitions, standards and strategies for use by state and local agencies in their effort to participate in each initiative. Local agencies are key partners in the implementation of each initiative. Project plans including business cases, scope statement milestones, and work breakdown structures are added detailing when steps will be completed and when the goals for each initiative will be finished.</p> <p>Over the past year, a workgroup developed and stakeholders signed off on plans for a new criminal justice reporting system and a new criminal history system. In addition, development of a standard citation was completed in 2011 and fully implemented in 2012. The new citation will lead to better statewide information integration, support the new Courts</p>

	<p>Central Payable processing, eliminate variations in citations from different jurisdictions, and provide the public with a consistent citation form and processing throughout the state. Plus, the Minnesota Judicial Branch in 2012 completed an eCourts application to switch the way criminal justice agencies deliver documents to the courts and to each other. The new all-electronic method will in 2014 begin to become mandatory for criminal and juvenile justice system business partners. As deployed, the new method is not integrated with information systems used by prosecutors or public defenders. However, it is written using standards that will allow integration of those systems should funding become available.</p> <p>Recommendation: Continue to partner with state and local agencies to implement information sharing strategies. Support funding to allow criminal and juvenile justice system business partners to integrate with court systems. Future reporting as needed.</p>
<p>(3) Actions necessary to ensure that information maintained in the criminal justice information systems is accurate and up-to-date</p>	<p>Suspense: The legislature requires that fewer than 10% of new records fall into suspense – at the end of 2012 just 8% of new records were falling into suspense, down from nearly 40% just 10 years ago. Staff dedicated solely to suspense reduction efforts have been reassigned as a consequence of budget reductions, statutory changes and technology investments.</p> <p>Minnesota Court Information System (MNCIS) to Computerized Criminal History System (CCH) Conversion: This project converts court data to a format consumable by the CCH. Completion of this project is planned for March 2013.</p> <p>Data Quality is an ongoing standard in all integration projects.</p> <p>Recommendation: Continue suspense reduction efforts as staff time and resources allow. Continue the MNCIS to CCH data conversion project.</p>
<p>(4) The development of an information system containing criminal justice information on gross misdemeanor-level and felony-level juvenile offenders that is part of the integrated criminal justice information system framework</p>	<p>No change from previous report. Development of this system was completed in early 1998. The BCA continues to work on prevention efforts for juvenile records going into suspense.</p> <p>Recommendation: Future reporting as needed.</p>
<p>(5) The development of an information system containing criminal justice information on misdemeanor arrests, prosecutions, and convictions that is part of the integrated criminal justice information system framework</p>	<p>No change from previous report. The MNCIS integration to the CCH file (CCH) includes targeted misdemeanors; as counties were 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 Court targeted misdemeanor data (1997- April 2002) on a county-by-county basis as counties were converted to MNCIS. The MNCIS rollout was completed in April 2008.</p> <p>Recommendation: Future reporting as needed.</p>

<p>(6) Comprehensive training programs and requirements for all individuals in criminal justice agencies to ensure the quality and accuracy of information in those systems</p>	<p>There are a number of training programs available to criminal justice agencies related to the accuracy and quality of data. The BCA MNJIS Training and Auditing Unit provides classroom training on: Criminal Justice Data Network, Criminal Justice Reporting System, Terminal Agency Coordinator Workshops, Livescan, and eCharging. In addition to the classroom training, the MNJIS Training and Auditing unit has developed online training covering BCA applications including Criminal History, CIBRS, ISS and Minnesota and NCIC Hot Files. The online material is continually updated to address changes to FBI and MNJIS policies and procedures.</p> <p>In addition, the BCA has assisted local agencies in developing plans to improve their data quality and accuracy through business process improvements.</p> <p>Recommendation: Future reporting as needed.</p>
<p>(7) Continuing education requirements for individuals in criminal justice agencies who are responsible for the collection, maintenance, dissemination, and sharing of criminal justice data</p>	<p>No change from previous report. Training/certification programs are available through the BCA in such areas as CCH, Livescan, National Crime Information System (NCIC), Predatory Offender Tracking, MN Repository of Arrest Photos, and suspense file improvement. Other integration-related projects also offer specialized training (Statewide Supervision System, Court Web Access, etc). Data Practices training is provided by the BCA and is incorporated into other training.</p> <p>Recommendation: Training will continue in the future as needed.</p>
<p>(8) A periodic audit process to ensure the quality and accuracy of information contained in the criminal justice information systems</p>	<p>The BCA MNJIS Training and Auditing Unit audits criminal justice agencies for appropriate use of the Criminal Justice Data Network (CJDN) which transmits data from all BCA systems. The Compliance Audit verifies appropriate use of the CJDN Network as defined in agency agreements as well as state and federal law, policies and procedures. The Unit also conducts audits on CIBRS which are mandated by Minnesota Statutes, section 299C.40 to assure compliance. The Unit began to audit non-criminal justice agencies in 2012.</p>
<p>(9) The equipment, training, and funding needs of the state and local agencies that participate in the criminal justice information systems</p>	<p>The BCA conducted an original technology inventory of criminal justice agencies statewide in 2004-2005 to identify the status of hardware/software platforms, information technology resources, and planned technology initiatives, e.g., future upgrades or replacements of systems. This information helped to determine the degree of effort involved in rolling out particular services to specific agencies and the agencies' ability to participate in information sharing and integration efforts. This information needs to be updated periodically to remain useful, but resources are not currently available to support ongoing assessment.</p> <p>Recommendation: Report as needed on technology resource status of criminal justice agencies and needs related to specific enterprise information sharing and integration initiatives</p>

<p>(10) The impact of integrated criminal justice information systems on individual privacy rights</p>	<p>The Policy Group and Task Force in 2011-2012 considered whether and how the state should participate in the FBI's National Data Exchange. Their proposal was developed after months of Task Force and Task Force working group meetings held to vet issues associated with participation, including whether and how it would impact individual privacy rights. Also, as part of its discussion about License Plate Reader data, the Policy Group and Task Force in 2012 recommended classifying the data to better protect individual privacy.</p> <p>Recommendation: Future reporting as needed.</p>
<p>(11) The impact of proposed legislation on the criminal justice system, including any fiscal impact, need for training, changes in information systems, and changes in processes</p>	<p>Recommendation: Policy Group and Task Force will monitor proposed legislation and fiscal impacts and report as needed.</p>
<p>(12) The collection of data on race and ethnicity in criminal justice information systems</p>	<p>No change from previous report. Lawmakers passed the Juvenile Decisions Points Study legislation during 2009 to enable Minnesota to meet its federally-mandated juvenile data submission requirements and provide themselves and criminal justice policymakers with a better understanding of how information on juveniles is collected. The Office of Justice Programs (OJP) Statistical Analysis Center facilitated the study of data currently available at juvenile justice system "decision points." The study identified gaps in the current data, how the information is collected and by whom, and what level of data analysis is currently possible. The study was presented to a legislative committee on February 16, 2010 and will be used to make recommendations on appropriate opportunities to gather required information, and on appropriate procedure for doing so. It identified three general data issues: 1) a lack of public dissemination of data currently in existence, 2) a lack of consistent grouping or coding of low-level offenses, and 3) inconsistent offense counting methodology across criminal justice systems. The report included short, medium and long range recommendations, based on cost and feasibility, and focused on improved data collection, analysis and reporting.</p> <p>Recommendation: Future reporting as requested.</p>
<p>(13) The development of a tracking system for domestic abuse orders for protection</p>	<p>The system is in place. Upgrades to the Domestic Abuse No Contact Order (DANCO) system completed in 2009 enabled the addition of court-verified offender photographs to DANCO Hot File records, and Sheriff's offices were given the ability to add supplemental information including aliases, scars, marks tattoos and additional photos to Protection Order Hot File records.</p> <p>Work is underway to replace the OFP system to allow for a real-time and more detailed OFP data pass to the BCA. Most of the work on this project is scheduled to be completed in 2013.</p> <p>Recommendation: Continue work on the OFP system. Future</p>

	reporting as needed.
(14) Processes for expungement, correction of inaccurate records, destruction of records, and other matters relating to the privacy interests of individuals	See #10 Recommendation: Make recommendations for process standardization and legislative/policy changes as needed.
(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>A database for Extended Jurisdiction Juvenile (EJJ) records is governed by Minnesota Statutes, section 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>In 2010, the Policy Group recommended that the legislature change the law to keep juvenile arrest and fingerprint data for 12 months instead of six months. There was no final legislative action on this issue.</p> <p>The Policy Group also wrote a letter to the legislature recommending the legislature clarify its intent in Minnesota Statutes, section 299C.095 because the statute contains provisions which compete with those in other statutes. The letter cited two conflicts: if juvenile adjudication history is destroyed at age 28 (as is required by Minnesota Statutes, section 299C.095), there is no way to determine if the subject is not eligible to possess a firearm beyond age 28 (as required by Minnesota Statutes, section 624.713); and, if juvenile adjudication history is destroyed at age 28 (as is required by Minnesota Statutes, section 299C.095), there is no way to mandate predatory offender registration beyond age 28 (as required by Minnesota Statutes, section 243.166). There was no legislative action on this issue.</p> <p>Recommendation: Make recommendations as needed.</p>

**Criminal and Juvenile Justice Information Policy Group
Inventory of Integration Priorities**

Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Core Priorities: <i>Note: MNJIS has consolidated method of submission to one schema for core priorities.</i>			
Electronic Charging Service (eCharging)	eCharging is a centralized service available to law enforcement and prosecution to electronically prepare and transmit charging documents with the courts (incidents and criminal complaints). Two additional modules in the service include submitting DWI administrative forms and electronic citations (eCitation). This project also integrates new breath testing instruments statewide.	Deployment schedule for one-two counties per month. Deployment completion planned for 2014. DWI being deployed independently by agency rather than by county. As of June 2012, complaints are deployed in 36 counties, citations – 14 counties plus 8 State Patrol districts, DWI forms – 36 counties, and incident referrals – 19 counties.	BCA MNJIS funding: FY12 - \$1,561,000 (\$926,000 state; \$635,000 federal) FY13 Estimate - \$1,927,000 (\$1,256,000 state; \$671,000 federal) Includes funding for development, adaptors, and deployments.
Integrated Search Service (ISS)/Name-Event Index Service (NEIS)	ISS is an application that allows criminal justice professionals to use a single query to access multiple databases and determine what records are available on individuals. NEIS is a statewide, centralized index to link names and events from separate criminal justice information systems – much like a card catalog in the library relates to books. The linking of information from multiple sources allows criminal justice professionals to have a consolidated view of information about a subject. The goal is to eventually have all records linked by a biometric identifier. NEIS will be accessed via ISS.	ISS current development activities are focused on improving both access to and presentation of information. Several phases are scheduled: enhance court information by replacing current Court Web Service and interface with Court's new Court Integration Services; expand information from POR and MRAP; add functional search capabilities; add report generation capabilities and add access to and integration of NEIS data with conventional ISS data. NEIS data sources include: Criminal History, Predatory Offender Registry, basic charging information, and booking information. NEIS enhancements for 2012	BCA MNJIS funding: FY12 - \$1,100,000 (state) FY13 Estimate - \$1,485,000 (state)

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and 2013 will consist of expanding person-event data from eCharging, Warrants, MNCIS events (MNCIS contract required), MRAP and other LEMS.

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	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Other Active Projects:				
Statute Service Enhancement	Updating underlying technology of the Statute Service. The enhancement will also include some 'flags' identified by the user group.	Update to underlying technology to be completed August 2012.	BCA MNJIS funding: FY12 - \$231,000 (state) FY13 Estimate - \$61,000 (state)	Complete this phase.
New Computerized Criminal History System (nCCH) (Analysis) <i>*High Priority</i>	Current Computerized Criminal History (CCH) System is over 20 years old. A new CCH will be needed in the near future to provide more accurate and complete information with the ability to integrate with other data sources such as AFIS and NEIS.	High-level requirements have been completed. Study examining scope and cost of project to replace CCH nearly complete. Analysis to be completed by September 2012.	BCA MNJIS funding: FY12 - \$88,000 (\$32,000 state; \$56,000 federal) FY13 Estimate - \$214,000 (\$31,000 state; \$183,000 federal)	Replacement of system, dependent on future funding.
New Criminal Justice Reporting System (CJRS) (Analysis) <i>*High Priority</i>	A new criminal justice reporting system is needed to replace the antiquated, 30-yr old Criminal Justice Reporting System (CJRS) used by criminal justice agencies to report their statistics to the FBI. The new system will eliminate manual data entry and contain more detailed information for analysis.	Analysis currently being done to assess state and local costs to replace. Law enforcement focus group surveyed as part of analysis strongly supports transition to NIBRS. Analysis to be completed by September 2012.	BCA MNJIS funding: FY12 - \$29,000 (state) FY13 Estimate - \$19,000 (state)	Replacement of system, dependent on future funding.
Orders for Protection Replacement	The new Orders For Protection (OFP) database system will improve the quality and accessibility of OFP information available to officers, resulting in increased safety of victims and improved enforcement of OFPs. This new OFP database will provide the means to transmit OFP data from the Minnesota Court	The project is scheduled for 2012 and 2013. The courts will evaluate and identify enhancements required to the current MNCIS Odyssey system. Courts will work with the BCA on the requirements that law enforcement has to in order to provide integration with the BCA and NCIC. The project will also focus on the	\$985,000 million federal grant split as follows: Courts - \$860,000 BCA MNJIS - \$100,000 MN Coalition for Battered Women - \$25,000 BCA MNJIS state funding: FY12 - \$9,000 FY13 Estimate - \$60,000	Continue dependent on available funding.

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	Information System (MNCIS) to Minnesota Justice Information Services (MNJIS) at the BCA, which thereafter flows into the Federal NCIC "Hot Files".	needs of the Tribes regarding OFPs and with the MCBW on training and education.		
Suspense Prevention and Reduction Projects	<p>"Suspense" records are created in an individual's criminal history when a fingerprint is not linked to an arrest disposition. The lack of linking is due to various factors but the main three factors are: 1) data quality; 2) local business practices; and 3) conversion of MNCIS data to the BCA's criminal history system.</p>	<p>Work efforts have been underway in each of the three areas to reduce the "flow" of records into "suspense". Records falling into suspense have been reduced to less than 10% as required by the Legislature. As of June 2012, suspense was at 7.58%. The conversion of criminal history data from the Courts' system (MNCIS) is an active project that is expected to be completed by the end of FY13.</p>	<p>BCA MNJIS funding: FY12 - \$355,000 (state) FY13 Estimate - \$350,000 (state)</p> <p>These funds are specifically for the data conversion project.</p> <p>There is also one FTE assigned to work with local agencies on suspense prevention efforts (\$60,000 per year).</p>	<p>Continue suspense reduction efforts as staff time and resources allow. Continue the project to convert MNCIS data.</p>

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Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Future Integration Priorities			
National Data Exchange (NDEx)	N-DEx is an FBI federal system which allows information sharing for criminal justice professionals at the national and regional level, linking participating regional and state systems.	Awaiting legislative approval. <i>The Policy Group received recommendations from the Task Force and approved legislative language in February 2012.</i>	To be determined. No funding allocated at this time. Submit legislative initiative for 2013 session.
New Computerized Criminal History System (nCCH) (Replacement) <i>*High Priority</i>	Current Computerized Criminal History (CCH) System is over 20 years old. A new CCH will be needed in the near future to provide more accurate and complete information with the ability to integrate with other data sources such as AFIS and NEIS.	High-level requirements have been completed. Study examining scope and cost of project to replace CCH nearly complete. Analysis to be completed by September 2012. <i>Both Policy Group and Task Force recommend to make replacement of CCH and CJRS a high priority with targeted legislative funding to benefit the criminal justice system.</i>	To be determined after analysis is complete. Replacement of system, dependent on future funding.
New Criminal Justice Reporting System (CJRS) Analysis) <i>*High Priority</i>	A new criminal justice reporting system is needed to replace the antiquated, 30-yr old Criminal Justice Reporting System (CJRS) used by criminal justice agencies to report their statistics to the FBI. The new system will eliminate manual data entry and contain more detailed information for analysis.	Analysis currently being done to assess state and local costs to replace. Law enforcement focus group surveyed as part of analysis strongly supports transition to NIBRS. Analysis to be completed by September 2012. <i>Both Policy Group and Task Force recommend to make replacement of CCH and CJRS a high priority</i>	To be determined after analysis is complete. Replacement of system, dependent on future funding.

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*with targeted legislative
funding to benefit the
criminal justice system.*

Single Sign-On/Identity Access Management (IAM)/Standard User Interface (SUI) (future phases of ISS)	A coordinated identity and access management system that will provide a “single sign-on” for all BCA statewide systems, a security service to identify user roles and privileges, and other security protocols. SUI is a single point of entry (a portal or single screen) where users can access a number of individual criminal justice information systems (not to just query the information but to access the full functionality of each system).	Limited work being done on Single Sign-On as part of current phase of ISS (to validate concept). A basic component of the SUI was also added, the MyBCA Landing Page. Work is being done to apply the same Authentication and Authorization rules to the use of computer-to-computer services. Future phases will include implementing Single Sign-On for all BCA applications delivered through ISS and developing the full SUI.	To be determined. Limited funding as part of current phase of ISS.	Move to a Core Priority as the next phase of ISS.
Warrants Process Improvements	The BCA completed an analysis of current warrant processes in MN in 2007. A Warrants Delivery Team was created to review the report and make recommendations on business process improvements that could be accomplished in the short-term without allocated funding.	Report review completed in August 2008. Policy Group approved implementing low-cost recommendations as resources permit. Minimal work has been completed on the recommendations; however, the warrants system was updated in 2011 based on federal requirements to provide better filtering of warrant data.	To be determined. No funding allocated at this time.	Implement recommendations as resources permit.
MN Offense Codes (MOC)	Analysis of MOC system including current practices and business needs for the statistical information MOCs are used for.	Study completed by the MOC Work Group in FY08. Recommendations presented to the Task Force and Policy Group in June 2008. Policy Group approved changes to be incorporated in Courts/MNCIS plan/queue. MNJIS directed to vet specific codes with users. Some	To be determined. No funding allocated at this time.	Review status once funding for replacement of the crime reporting system is available.

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		analysis work completed in FY10 in preparation for further vetting; however work ceased due to FY11 budget reductions. Future work dependent on CJRS replacement.		
Predatory Offender Registry (POR) Booking Check	An Automated check of the Predatory Offender Registry (POR) during the booking/fingerprinting process through livescan devices.	No activity at this time.	To be determined. No funding allocated at this time.	Future recommendation dependent on available funding.
Local Agency Assistance Team	BCA staff dedicated to providing direct integration planning assistance to medium and smaller-sized jurisdictions.	No activity at this time.	To be determined. No funding allocated at this time.	Future recommendation dependent on available funding.
State-Provided Records Management System (RMS)	The state providing smaller agencies a basic RMS, possibly through eCharging or CIBRS.	No activity at this time.	To be determined. No funding allocated at this time.	Future recommendation dependent on available funding.
Statute Service Enhancement – Phase 2	This phase of the enhancement would include local ordinances that would be entered and used by local agencies as well as the courts' Central Payables system.	No activity at this time.	To be determined. No funding allocated at this time.	Future recommendation dependent on available funding.
CIBRS Enhancement	Improve search capability and update technology based on user feedback and requirements.	Limited technology upgrade in FY13. Future enhancement and upgrade dependent on new crime reporting system and N-DEX legislation.	To be determined. No funding allocated at this time.	Review status once solution and funding for replacement of crime reporting system are identified and if N-DEX legislation is passed.
Electronic Worksheet System (EWS)	Application facilitates completion of sentencing worksheet in an electronic format. Worksheets are a required component of pre-sentence investigation (PSI). EWS permits probation agent to collect in one application all information relevant to	Detailed specifications completed for application redesign, data conversion, and data load. Project is on hold until funding can be secured.	The Department of Corrections estimates this project at \$400,000-\$490,000.	Future recommendation dependent on available funding.

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determining appropriate felony sentence, and to have that information reviewed by Sentencing Guidelines staff prior to submission to court. EWS resides in Statewide Supervision System, and is last application sitting on S³ classic. Funding needed to move EWS to new S³.

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	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Other Activities:				
Ongoing Maintenance and Enhancements to Current BCA Applications	Ongoing maintenance and enhancements to Predatory Offender Registry (POR), MN Repository of Arrest Photos (MRAP), MN Statute Service, Law Enforcement Message Switch (LEMS), MN Computerized Criminal History (CCH), CIBRS etc.	Ongoing	BCA MNJIS base budget funding.	Continue to implement integration priorities as determined by Policy Group, BCA clients, and statutory mandates with base budget funding.
Ongoing Maintenance and Enhancements to Current DOC Applications	Ongoing maintenance and enhancements to Statewide Supervision System.	Ongoing	DOC base budget funding BCA MNJIS providing \$150,000 of integration funding in FY13.	In FY2013 assist DOC with upgrades to S ³ . This will also allow DOC to submit to NEIS.
Ongoing Maintenance and Enhancements to Current Courts Applications	Ongoing maintenance and enhancements to MNCIS and Court Web Services.	Ongoing	Courts base budget funding.	
Local Funding/Grants	The state has funded specific statewide integration initiatives for locals through grants to agency vendors and to agencies directly.	Grant funding currently targeted for interfaces and adaptors for core priority projects (such as eCharging and CIBRS) through agreements with individual agencies. Provided integration funding in FY11 to assist MCCC with replacing MCAPS to enhance eCharging capabilities.	State and federal BCA MNJIS funding allocated through FY13 for core priority projects. FY11 integration funding to MCCC - \$250,000	Future recommendation dependent on available funding.

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	Description:	Status:	Current or Future Funding:	BCA/MN Justice Information Services (MNJIS) Recommendation:
Completed Projects:				
Comprehensive Incident-Based Reporting System (CIBRS)	CIBRS is a statewide database containing MN law enforcement incident data to be used for investigative purposes by law enforcement (access to CIBRS restricted to MN law enforcement by statute).	CIBRS system is developed and is being deployed to law enforcement agencies throughout the state. As of June 2012, there were 129 submitting agencies and 14 access-only agencies with 2.815 million records in the system. (agencies do not need to submit data in order to access data).	BCA MNJIS funding: FY12 - \$72,000 (\$47,000 state; \$24,000 federal) Funding for ongoing support and maintenance.	Completed
Probation Client Event Notification	This service is an automated notification from the BCA to probation officers when an offender under their supervision is fingerprinted.	The notification service went live in February 2010.	Funding for ongoing support and maintenance.	Completed
MNJIS Reports on Demand (MROD) Formerly known as Court Information Summary Report (CISR)	MROD is an electronic reporting tool that produces a succinct and accurate report of criminal history information from the Courts' information system (MNCIS). The data are used in making critical release and sentencing decisions.	MROD completed in June 2009 and tool is currently available for authorized criminal justice users. Minor enhancements completed in FY10.	Funding for ongoing support and maintenance.	Completed
Domestic Abuse No Contact Orders (DANCO)	The Legislature mandated that domestic abuse no contact orders be made available to law enforcement through the BCA (this includes a photograph of the subject if available).	The integration project to pass domestic abuse no contact orders from MNCIS to BCA was completed in Dec 08. Phase 2 (including photo of subject) was completed Dec 09.	Funding for ongoing support and maintenance.	Completed
Integration Cookbook	The "Cookbook" was designed as a how-to guide to assist medium and smaller-sized agencies with integration planning and activities.	Version 1 of the Cookbook was released in January 2008. Version 2 is on hold due to resource limitations.	No funding allocated at this time.	Completed
Statewide Citation	There are currently over 128	A workgroup of stakeholders	No funding allocated at this	Completed

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Standard

versions of electronic and paper citations in MN (with over 1 million citations issued annually). A statewide citation standard is needed for successful integration between the Courts' MNCIS application, eCharging and the Courts' Central Payables system.

created recommendations for a statewide standard in early 2010. Those recs were vetted for comment through two solicitations. Final recs were submitted to the Commissioner of Public Safety and Chief Justice of the MN Supreme Court for consideration. Agencies could begin using the new citations in July 2011 and, with the exception of Ramsey and Hennepin counties, were required to do so January 1, 2012.

time.