Minutes of the Arkansas Crime Information Center Supervisory Board - Friday, September 6, 2019

David Eberdt Training Center:

Board Members present: Sergeant Lloyd White, Chairman and Sheriff Ron Nichols, Vice Chairman; Col. Bill Bryant; Mr. Matthew Durrett; Mr. Sydney Allen for Asst. Chief Hayward Finks; Mr. Dan Harness; Mr. Jack Lassiter; Mr. Dexter Payne and Larry Brady for Mr. Marty Sullivan.

Also attending - Brad Cazort, Director; Michael Tackett, Administrator of Information Services; Rick Stallings, Administrator of Operations; Deana Speer, Administration Manger; Karen Burgess, ACIC; Benny Battles, ACIC; Ralph Ward, ACIC; Paula Stitz, ACIC; Karen Collins, ACIC; Andrea Brown, ACIC and Bliss Boever, ACIC.

Call to Order:
Sgt. Lloyd White called the meeting to order at 10:03am.

Approval of Previous Minutes: June 7, 2019:
Motion to Approve: Sheriff Ron Nichols
Seconded by: Mr. Larry Brady

Sgt. Lloyd White:
  • Welcomes Director Dexter Payne, replacing Ms. Wendy Kelley.
  Director Payne: Thank you, it has been a fast thirty days since I got this position so this is my first meeting. Glad to be here, be patient with me. We are trying to do a great job for the Department of Corrections and the State of Arkansas.

ACIC Division Reports:

Operations:

Requests for Workstations:
Rick Stallings:

✧ ***Bradley County Sheriff's Department***: Full Access (No issues, Recommends approval)
✧ ***Fort Smith Public Schools Police Dept.***: ATLAS Access (No issues, Recommends approval)
✧ ***City of Guy Police Department***: (*Previous Workstation*) Mobile Data Access (No issues, Recommends approval)
  Mr. Durrett: Why did they previously lose access?
  Mr. Stallings: They didn't lose it; they either requested to stop it or did not have the staff. I believe it was they did not have the staff.
✧ ***Henderson State University DPS***: Limited Access (No issues, Recommends approval)
✧ ***Lexa Police Department***: (*Requested access September of 2018, request tabled for a year*)
In Pre-audit, the Chief says that the department has one officer and he is requesting access to a secondary workstation for a Phillips County Deputy that will work as their IT. To me that is a red flag. I would say we cannot give another agency access that is not a part of the rules but Phillips County also has access so I'm not sure why they want to give another agency access.
Limited Access (Recommends Table request)

Col. Bryant: I agree. I don't know if the Board would want to look at if we give you access you have to have at least one full-time employee. Are we requiring that Brad?

Director Cazort: It has not been a requirement thus far but it doesn't mean you couldn't make that requirement. I think we do have other agencies that do have part time that do have access.

Col. Bryant: I agree on this one to table it.

Director Cazort: If you are tabling it, you need a time frame or deny it.

Mr. Durrett: What is the point in table vs denying? I mean what is the advantage/disadvantage.

Mr. Stallings: Denying it, come back before the Board next meeting and table as well.

Mr. Durrett: If we deny they can come but next time but if, we table it for X period of time they can't come back until that times lapsed.

Director Cazort: You may want to table until the next meeting and ask this department to come to the Board and explain why they think they need access.

Col. Bryant: Can they call Phillips County and get something run?

Mr. Stallings: They use Phillips County and Marvell, Yes sir.

Col. Bryant: I think motion denied then. He's got access.

Mr. Harness: Second.

Col. Bryant: I think as we move on maybe have ACIC research, is that a possibility to say you got to have one full time officer.

Director Cazort: If that's the policy you want to adopt, we can do that. I'd be hesitant to go say that's the reason why when that hasn't been a requirement put out there before. Not that it can't be a valid requirement but that's not currently a policy.

Col. Bryant: Something to at least research. Have ACIC look into it.

Director Cazort: We can research that and have it back by the next Board Meeting.

Deny the Lexa Police Department Application:
    Motion to Approve: Col. Bill Bryant
    Seconded by: Mr. Dan Harness
Voting: Unanimous

    ✧ ***Murfreesboro Police Department***: Full/Mobile Access (No issues, <u>Recommends approval</u>)
    ✧ ***Reeds Creek Constable***: Terminal will be in constable's personal vehicle/ Agent meet with Chief Deputy and Lawrence County Sheriff, they determined the constable could be a liability. Limited Access (<u>Recommends Deny</u>)

Deny the Reeds Creek Constable Application:
    Motion to Approve: Mr. Dan Harness
    Seconded by: Mr. Matthew Durrett
Voting: Unanimous

Approve the Bradley County Sheriff's Department, Fort Smith Public Schools Police Dept., City of Guy Police Department, Henderson State University DPS, and Murfreesboro Police Department Applications:
    Motion to Approve: Matthew Durrett
    Seconded by: Mr. Sheriff Ron Nichols
    Voting: Unanimous

Karen Burgess:
- Configured Workstations and Mobile data terminals.
- Removed four (4) DIS routers, and five (5) messenger workstations.
- Requests to NCIC to assignor change ORI's.
- Processed 1,290 hot files.
- Logged 649 offline searches.
- Password resets; Token resyncs and Password extensions.
- Processed stolen vehicles; processed/resolved/dispatched trouble calls.
- Network fielded 7,828 phone calls.
- 484 active missing persons in Arkansas.

Mr. Lassiter: What is a trouble ticket?
Ms. Burgess: That's where if an agency has a hardware issue or any kind of calls referred to Michael's division or DIS. A trouble ticket is just problems with hardware, software, or connectivity.

Benny Battles:
- Basic and Advanced training statistics.
- 4,976 total training class hours.
- 50,782 VINE searches for inmates.
- 389,472 VINE Notifications delivered by phone, text and email.
- We have 54 service providers registered with VINE
- NPLEx blocked 1,538 attempts to buy pseudoephedrine.
- Metal theft report.

Ralph Ward:
- Current NIBRS program status.
- Finalized the collection and production of the 2018 Crime statistics. They are online.
- FBI finished our NIBRS program Audit. (No Findings requiring corrective action or response)
- Arkansas NIBRS program is the only one in the Nation this year that received this rating.
- Reviewing NIBRS submission.
- 2017-2018 motor vehicle theft statistics.
- Received and Processed several request for statistics.

Chairman White: Congratulations on a job well done!

Repository:

Paula Stitz:
- Sex Offender Statistics.
- Local Law enforcement reporting SO Address' Unknown.
- SMART Conference – International sex offenders.
- Protest group attended conference.
- Introduction of staff; Ms. Karen Collins.

Andrea Brown:
- Repository statistics – Fingerprint cards, dispositions, juvenile documents etc.
- 73,529 total records processed.
- 19 Governor's Pardons.

Mr. Durrett: On the involuntary commitments, how do you receive that information?
Ms. Brown: Information comes through the courts mailed to us directly.
Mr. Durrett: From the circuit clerks?
Ms. Brown: Yes.
Director Cazort: There is a statute the legislature past maybe 3 or 4 sessions ago, that mandated clerks send us copies of all orders of involuntary commitments for us to enter into NICS.

Administrative:

Deana Speer:
- The report is in your packet. Any questions?

ISD:

Michael Tackett:
- Two Promotions within ISD.
- CSN Project.
- Offender Watch Project, 400 hours to complete.
- New TVs to help with classes and team meetings.
- Integrating Office 365, 4-6 month timeline.
- Upgrades to routers and CJIS connections.

Director Brad Cazort: Introduces Mr. Eric Stricklin on an in-depth look at ACIC CJIS Security Audits.

Mr. Stricklin:
- I go out to local agencies across the state and conduct CJIS security Audits.
- Criminal Justice Information Services, a division of FBI.
- CJIS Security Policy Version 5.8 - Sets minimum standards to house, access or transmit Criminal Justice Information.
- FBI requirements: Audit agencies on tri-annually basis.
- Approximately 350 agencies audited tri-annually, 350 or more with indirect access we are not touching. Hopefully over time we will be able to audit those agencies as well.
- Our Audit consists of about 23 questions, 11 policies, and 4 other documents.
- Each agency has to have a system service agreements with ACIC.
- Each individual has to sign a security addendum.
- RMS System has to have logging.
- FBI Audits ACIC tri-annually: Over the past three (3) audits, we have had zero findings.
- Completed 83 audits for the year.
- CJIS Compliance – Protect the data.
- CJIS Security Policy requires everyone physically sign in and out of a secured location.
- Logically we are protecting it with Firewalls.
- Ransomware attacks.
- LASO Training for local agencies.
- Help local agencies understand the policy and CJI.
- End of year goal (2019).

Directors Report:

Director Brad Cazort:

- Finished our annual Legislative audit: No reportable findings.
  Supplemental findings:
  1. found five (5) assets that totaled over $2,700 that we M&R'd a long time ago without the proper paperwork
  2. We have not always deposited our money within the five (5) day period. (resolved issue)
  3. Paid a couple of bills without an invoice.
  4. State vehicle logs were not uniform. (resolving)
  5. Need more formal testing of our disaster recovery.
  Verbal finding:
  1. Capitol purchase that the amount entered into system did not include tax.
- FBI NIS Audit, DIS audit.
  Finding: Synchronizing with FBI needs to be improved; we are working to automate that now.
- NIS (non-Criminal) audit, one area of concern; background check fingerprint cards were putting the incorrect or no reason for background check.
- QAR audit (NIBRs) came back with no finding at all. We are the only state to have no findings.
- Michael Tackett, IT Director, appointed by the FBI to serve on the FBI CJIS Security and Access Subcommittee, FBI CJIS Security Policy Modernization Group, and FBI Data Categorization Task Force.
- I was elected to the Board of SEARCH; they look at best practices for maintaining criminal history records and sharing them to sources that need them.
- New smart board and projector.

Chairman White: Announces the passing of former ACIC employee Charlie Smith.

Adjournment: (11:12 am)
    Motion to Approve: Mr. Matthew Durrett
    Seconded by: Col. Bill Bryant
    Voting: Unanimous

ACIC Director

12/3/19

Date