

**MINUTES OF THE  
ARKANSAS CRIME INFORMATION CENTER  
SUPERVISORY BOARD**

**DECEMBER 2, 2016**

The meeting was held in the David Eberdt Training Center at 322 Main Street in Little Rock.  
Members present:

Sgt. Lloyd White, Chairman  
Sheriff Ron Nichols, Vice Chairman  
Mr. Donald Ragland  
Col. Bill Bryant  
Ms. Wendy Kelley by Mr. Dale Reed  
Hon. Leslie Rutledge by Ms Kathryn Henry  
Mr. Thomas "T.J." Curtis  
Judge Lance Wright  
Mr. Marc McCune  
Mr. Jack Lassiter

Also attending were: Jay Winters, ACIC Director; Bill Clinton, Administrator of the Operations Division; Brad Cazort, Administrator of the Repository Division; Michael Tackett, Administrator of the Information Services Division; Benny Battles, ACIC; Ralph Ward, ACIC; Paula Stitz, ACIC; Rick Stallings, ACIC; Keith Weaver, ACIC; Rhonda Harris, ACIC; Shambry Wilson, ACIC; Angie Tatom, ACIC and Judy Lepper, ACIC.

Chairman Sgt. Lloyd White called the December 2, 2016 meeting of the ACIC Supervisory Board to order at 10:00 a.m. The attendees stood and recited the Pledge of Allegiance. Chairman Sgt. White said everyone had time to review the minutes of the September 9, 2016 meeting and opened the floor for any questions or discussion. If there are none, he entertained a motion for approval.

**MOTION:** That the minutes of the September 9, 2016 meeting be approved.

**MOTION BY:** Vice Chairman Sheriff Ron Nichols

**SECONDED BY:** Donald Ragland

**VOTING:** Unanimous

**Operations Committee Report**

**New Terminal Site Applications**

Bill Clinton said that the Operations Committee met prior to the Board meeting to consider one application. The application was from Ash Flat Police Department and they are applying for access to ATLAS workstations. The field agent has not had an opportunity to do an audit. Traditionally this is done before we present the application. We don't anticipate any problems

but the Committee recommends approval of this agency contingent upon a positive outcome of an audit by the field agent.

Chairman Sgt. Lloyd White asked if there was any discussion regarding the application for Ash Flat Police Department for a terminal site. Chairman Sgt. White said that the agent goes up and does an audit on them and the Committee follows the recommendation of the field agent. He asked if there was any discussion or questions on this application.

**MOTION:** That the application for Ash Flat Police Department be approved contingent on a successful site visit and audit by the local field agent.

**MOTION BY:** Marc McCune

**SECONDED BY:** TJ Curtis

**VOTING:** Unanimous

## **Division Status Reports**

### **Operations Division**

#### **On-Line System**

Bill Clinton said they were going to ask some of the Operations staff to present portions of the report today. Karen Burgess, who normally gives this report, is out on medical leave. First of all, Mr. Clinton wanted to recognize Keith Weaver, who is the field agent over in eastern and central Arkansas. He is one of our field staff and is going to present the On-Line portion of the report.

Keith Weaver reported and said it was an honor to be here this morning. It was his first Board meeting. All of the divisions have been working on the last few months on the Mainframe Conversion. We have had several meetings and testing sessions. Mr. Weaver said they are trying to make sure that once the conversion goes into effect that everything will be correct and there will be a seamless conversion.

Mr. Weaver said there have been 45 Messenger workstations that have been configured, 73 MDT/DACs and 4 servers from August 31, 2016 to November 16, 2016 have been configured. There have been 3 Messenger workstations and 33 DACs were also deleted for various reasons. Those agencies are listed.

Also, 2 DIS routers have been removed in the last 3 months. Those agencies have decided to go away from the DIS system and go on to their own internet for ACIC. Mr. Weaver said that concluded his report.

Bill Clinton said that this morning they pulled a report of the number of transactions that all of the workstations do that we use for billing purposes. Out of curiosity, he went back to November a year ago. A year ago, there were 3,813,000 transactions run in November. In November of 2016 the total was 4,381,000. It's an increase of a little over 500,000 transactions

from the same month a year ago. It looked like we had about 576 more workstations on the system now than we had a year ago.

Bill Clinton said the next presentation was by Benny Battles. Mr. Battles is our Training Coordinator and he is going to go over the Training Report.

Benny Battles reported and wanted to point out a typographical error in the handout. He said the top of the page said September 1, 2015- December 1, 2015. Obviously, this is last year and he wanted to point that out to the Board.

This year we have had 365 students in this class quarter trained in the Basic Level for 1,460 hours. We have trained 101 students for 3,232 hours in the Advanced Class. We had 49 students go through a Criminal History class. 5 students went to a CENSOR class.

As far as our NexTest statistics, we've had roughly 900 Basic tests taken with about an 84 percent passing average. We've had 107 Advanced tests taken with nearly a 95 percent passing average. The Refresher class we've given just under 200 tests with a 72.3 passing average. Mr. Battles pointed out that for this test the students are on their own. There is no interaction with us, they just log in and taken the test. A lot of people are finding out that the test is not as easy as they thought it was. That's why that percentage is a little lower. We have put some tutorials out on the server to try to beef it back up, but that's why that percentage is a little low.

We continue training this year. Our road classes we have continued working with CLEST providing lunches for us. That's worked real well allowing us to stay in the classroom rather than losing the students for an hour. We get a lot of networking done during that time. We hope to continue that as well.

In late January of 2017, we will have a class in this room. We're going to go back and do the LTI Instructor Development course. We try to do those once or twice a year or as needed. We typically hold those limited to about 10 students. We've got a new field agent and we're going to include her and any other staff in house that needs the ability to either teach or go out and make presentations. Then we're going to open it up to anyone in the state that is currently teaching our program within their own academy and try to get those people trained as well. Again, we're going to limit it to 10 people on a need-to use-type training.

Finally, Benny Battles pointed out about that around this time last year we changed the name of our classes from Level 1, Level 2 to Basic and Advanced. Hindsight is always 20/20. Just this year in the CJIS online course, it went from a Level 1, 2 or 3 to a Level 1, 2, 3 or 4. They didn't just change the numbers, they added a new one to the bottom of the list. A Level 2 became a Level 1, and was brand new. Level 2 is what used to be Level 1, and so forth. They've dominoed on us. Mr. Battles has given the Board a description of what they are if anyone should ask you about what these various levels are.

Bill Clinton said the next handout was the Missing Persons Statistics for October, 2016. At the end of October there were 484 Missing Persons in NCIC and there is a breakdown of those missing persons by age and by category.

### **Vine/JusticeXchange**

Rick Stallings reported and said the Field Agents are busy holding the Training classes and auditing their agencies. All of the class schedules have been turned in for the next year and we are preparing for that.

We have hired a new field agent and her name is Sunni Douglas. She will start Monday and will cover the southwest corner of the state replacing field agent Lauren Reynolds. Sunni has a background in ACIC. She has worked in Miller County for a few years and she also has a background in teaching. That is a definite plus. Hopefully we will get her spun-up really quickly and have her teaching classes for us and getting our law enforcement officers trained in that area.

Rhonda Ratterree, who reported before the Board a couple of meetings ago, and Rick Stallings held a class for law enforcement officers and jailers targeting the need for fingerprinting, the VINE system and so forth. There were a lot of people who didn't realize that VINE pulls all of their booking data and the need for the fingerprinting in certain areas for various reasons. Kim Freeman and Rick Stallings attended a Domestic Violence workshop that was put on by the AOC and it was a great course. We talked about the VINE system as well while attending that class.

Tiffanie Ward conducted a Disaster Recovery Tabletop exercise for us with the assistance of Little Rock Police Department. Our scenario was an active shooter. Little Rock Police Department pointed out several things we need to do as an agency. One of those was get on the SMART 911 development group for the staff so they can be notified if something did happen. They also pointed out several areas that we need to address with regard to an active shooter scenario if we did have one.

In October, Michele Kulesa and Karen Adams from Appriss conducted training on VINE, JusticeXchange and NPLEx at Van Buren Police Department and Grant County 911. Michele Kulesa is our VINE coordinator. These were two day training classes and had pretty large numbers in both areas. Grant County was the most successful. We do have classes scheduled for next year, two classes three times next year. We are not exactly sure where those will be located but we do have those scheduled and on the calendar.

Rick Stallings said he attended some meetings and they are trying to look at updating the Crime Victim's Rights Law. Several states have adopted what's called Marcy's Law. They're wanting to beef up the Crime Victim's Rights Law. He wasn't sure how that was going to affect us or even if it will take effect but there is talk about changing that and updating it.

New Registrations as of November 7, 2016 are 191,017 registrations on offenders and 77,653 registrations on parolees. New registrations for this year alone are at 293,170. Looking at it and making a report, we've made over 300,000 notifications out on movements. That includes offenders and parolees.

For JusticeXchange, we have 3,750 users with over 519,000 searches in the system. DL Photos are over 79,000 searched. Mr. Stallings was able to pull something else with AlertXpress. He

wasn't sure how many notifications were going out but he did find a report for last year. There were 2,340 notifications initiated by AlertXpress for 2015. It is utilized by several agencies around the state. This year there have been 1,630 notifications and that is as of the time the report was put together.

There have been over 112,000 purchases with 4,434 blocks for NPLeX. It is working quite well. Law enforcement is conducting quite a few searches. There have been 39,260 searches in that system with 660 users.

Metal Theft, there have been over 400,000 items scrapped with over 5,000 person of interest hits in the system.

### **Arkansas Incident Based Reporting System (AIBRS)**

Ralph Ward reported on the current NIBRS status and said that currently we have 298 agencies cleared to request and report NIBRS. Seven of those agencies and their vendors are testing to certify their RMS (Records Management System). Jackie Warren is currently collecting the full-time law enforcement officers and civilian employee counts for the majority of the law enforcement agencies in the state. Most of our attention and effort in this quarter is concentrated on the development and testing of our new NIBRS.net web portal and database. This project will enable agencies to upload their NIBRS submissions online and access their data and review instant errors in a simple format.

Mr. Ward said he recently met with the prosecutors of several Drug Task Forces at the request of the Director of Drugs. Earlier this quarter we discussed the acquisition of an RMS (Records Management System) to report crime statistics for those DTF's. Doing this will enhance the state drug reporting and will also possibly increase the grant funding for the drug task forces.

We have also attended several meetings this quarter. Some of them are the Clinton Foundation Prescription Drug Abuse Town Hall meeting, the Attorney General's Law Enforcement Summit, the Prescription Drug Abuse Prevention Summit and the Digital Drug Technical Summit.

We also added a new Human Trafficking NIBRS coding and educational videos to our ACIC web page. We started collecting human trafficking offenses in 2014 and we have some videos from Homeland Security and some coordinators. We also have a breakdown of the state statutes and the code and the NIBRS codes that match. Law enforcement can take that PDF and set that up in their Records Management System so that officers can collect that Human Trafficking data and put that in their RMS.

We have also received and processed several requests for statistics. Some of the more notable ones are the Drug Enforcement Agency, FBI-West Little Rock Office, Arkansas National Guard Counter Drug Operation, the Sentinel Record in Hot Springs, Arkansas Foundation for Medical Care and the Garland Good Government Group.

## **Repository Division**

### **Sex Offender Registry**

Paula Stitz reported and said there was not a lot to report for the Sex Offender Registry. The staff is doing the testing on the new conversion and that's going well. We had our fourth Sex Offender Manager's Association meeting yesterday here at ACIC and it was well attended. The next one is going to be in Searcy at the Miller County Sheriff's Department. We are getting ready to hold another membership drive after the holidays sending mail-outs and encouraging people to join our Sex Offender's Manager's Association.

We are winding down the year and it looks like we will hit 16,000 sex offenders. Ms. Stitz was looking at the statistics and there are 15,922 today. She was looking at the sex offenders moving out of the USA. When a sex offender wants to leave the country to visit, they have to fill out a form that is sent to the U. S. Marshal, sent to Interpol, and sent to all of the customs agents. And Mexico is turning them around. It's the country that is doing the most. She thinks it's because they are going there on cruises and vacations.

Ms. Stitz said she would be talking to the new Sheriff's class that is coming up at Camp Robinson this year. She will be talking to them about the Sex Offender Registry and our association. We have around 22 new sheriffs this year.

### **Criminal History Division**

Shambry Wilson reported on the Criminal History Division and referred to the numbers on the handout. The total fingerprint cards that have been entered for September – November 2016 is 1,174. There were 11,189 dispositions entered. There were 185 Juveniles who were entered/deleted. We verified 13,010. We received 23,982 transmissions and worked 22,696. People who were flagged as domestic violence was 33 and we had 367 that were entered into the Act 346 database.

### **Administrative Division**

Chairman Sgt. Lloyd White said that Mary Rogers was not feeling well today and referred the Board to the Administrative Division handout.

### **Information Services Division**

Michael Tackett reported for ISD and said that they have been busy and have a lot of major projects going on. The largest one is the Mainframe project and it is going smoothly. We have gone through some testing and have worked with various departments inside ACIC to find any bugs/fixes. We have a few other vendors and outside agencies that we are having to connect to that's taking the focus of our time. We still feel that we will be ready to go live around the January 30-31, 2017 time frame. However, we might look at that for internal training to make sure that we are fully trained and our staff is used to the new system.

Within the Applications Department itself we've got two open positions. One of them we have made the offer for and the person has accepted. She has actually been a contractor with us for the last year to year and a half. She has worked with this system and has been a vital part of it. We have a lot of other applicants for the other open position that we're going through. This will

help our team grow more and be able to do more things. One of our senior programmers named Benny Rinke retired. He's been with the state for over 30 years, so he was a hard resource to lose. He's been great and he left us in a good spot. We were very thankful for him and for the service that he did with us.

In the Infrastructure Division, again we are moving along. We are getting a lot of tickets worked out and taking care of a lot of the working issues and growing that department as well. We have a new employee starting on Monday and then we also have a senior level manager within the ISD Division that we're looking to bring on and start around the first of the year.

With the CJIS Division that's inside ISD, Michael Tackett attended his first Security Access Sub-Committee. It was very interesting to get to see where they create and manage the CJIS policy. We went over a lot of policy review changes that we were looking at, which helps ACIC internally to know where we need to grow and what areas we need to focus on.

### **Proposed legislation for ACIC in upcoming Legislative Session**

Brad Cazort talked about ACIC's small legislative package and other legislation that he is aware of at this point that will affect us in some form or fashion. Our legislative package is pretty small, three or four bills. Three we are sure of and one we are working on. The three all have to do with the changes in the Sex Offender Law.

The first one is fairly technical. It adds the phrase "in person" to the Sex Offender Registry at the request of a law enforcement officer and a prosecutor. They had an offender who said he didn't have to come in person to verify because the law didn't specifically say he had to come in person. We added the wording "in person" to make sure that's very clear. It also attempts to update one provision in the Sex Offender Code. Currently, sex offenders are required to report email addresses. That's a little passé now and we're going to delete the email and change it to social media so that we get information on all of their social media.

The second bill has to do with a change in the First Offender Provision for a first offender to get their case dismissed and sealed. A couple of sessions ago, the Legislature changed/overhauled the entire law dealing with sealing of cases. And that law provided that no sex offense could be sealed. They didn't touch the first offender statute which still allows a case to be dismissed and sealed for a sex offense if the victim was an adult, but not if the victim was a minor. We are proposing to make that uniform and comparable and in compliance with the law that was passed a couple of sessions ago.

The last sex offender bill would be pretty simple. It would allow us to take deceased people off of the registry. Currently, no one gets off of the registry without a court order. We do have one judge in the state who is pretty good about sending us court orders to remove deceased offenders. But other than that, we are one of the few states that keeps them on the registry. This would allow us to take them off the registry if we get adequate proof through death certificate or some other means that they are deceased.

One other bill that we don't have drafted yet was a request for Scrap Metal Dealers to have access to the stolen vehicle file. The FBI is ok with that but we're going to have to have some

legislation for that. We will have to figure out exactly how the format will be. Also, whether or not they would check the stolen vehicle file before they take the car in for scrap, or would it be after they actually take it in before they scrap it. Mr. Cazort said they need to get that language put together and that will probably be our last bill.

We have sent the Sex Offender bills off to the Governor's Office but Brad Cazort didn't know if we've heard back from them whether or not to proceed. Obviously we haven't sent the Scrap Metal Dealers access to the stolen vehicle file over yet.

Bills that Mr. Cazort knows are coming that he thinks will affect us are predominately bills that require fingerprint based background checks by various agencies. We audit those agencies once they have approved access to do background checks for non-criminal justice purposes.

At this time, he is aware of six bills that are coming up concerning background checks. The first would be for collecting fingerprint-based background checks for canvassers. These are people out collecting signatures for petitions and initiatives. They passed it in the last session but it did not contain any of the language required by the FBI. So it did not get approval for FBI access. They are rewriting that law now to try and comply with that.

The second one is the IRS now requires any agency, or any person working for any agency, who has access to Federal Tax Information to get a fingerprint-based background check. He was at the Compact Council meeting a few weeks ago when the IRS was there presenting this. Our basic question to them was why not just get a federal law that allows everybody to have access to do that. They're not going to do that so they're going state by state asking every agency to take it on themselves. There are three agencies in the state that have access to federal tax information. The Department of Finance and Administration, through Child Support Enforcement, would be one. The Department of Workforce Services was another one and Mr. Cazort couldn't remember the third one. There would be basically three bills that look identical but change the name for each one because they all have access to federal tax information.

Brad Cazort said that another one concerns Medical Marijuana, which also requires background checks. He had talked with the Department of Health. They thought the amendment itself said we just need an ORI. He said it's not quite that simple and that there needs to be some legislation. Part of the regulation of medical marijuana is with the Department of Health and part of it is with ABC. He expects bills from both of those to do fingerprint based background checks on the medical marijuana.

Adam Walsh is the law that requires every state to be compliant in how we deal with sex offenders. Mr. Cazort did a presentation a year or so ago. The SMART office that regulates it has divided the requirements into 14 sections. We were compliant in 11 of the 14. The federal government, the U. S. Attorney General, has changed the regulations now on how you deal with juvenile sex offenders. Our current law now complies with what is required for SORNA. Mr. Cazort has an email notification and will receive a written notification of the policy for our juvenile applications. He said that how we handle juveniles and sex offenders is now compliant. This leaves us with just two areas left. While we won't sponsor a bill to get us compliant, there was an attempt by a legislator, representative and Senator from last session to do so. Mr. Cazort



said he expects that may happen again. There are two areas that are left that would have to be covered. One is basically putting everybody other than juveniles on the Sex Offender website. The second one would be adding the people who were convicted of the most serious offenses, and them not being able to get off of the registry for 15 years. Again, that's not a bill that we will sponsor or push. Given the fact that it was tried by a representative/senator at the last session, that may happen again.

Mr. Cazort got a call yesterday from the Chief Justice's Office. The Supreme Court is appointing a commission to study uniform charge codes among all of the agencies who have charge codes and create a uniform system to be applied. Arkansas State Police, Administrative Office of the Courts and ACIC try to be very comparable. There are other charge codes being used by the Sentencing Commission, the Prosecutor's Association and the Department of Correction. They are creating this commission to figure out how to get uniformity in that. The Chief Justice's Office asked Mr. Cazort to serve on that. He agreed to that and knows no more details about it other than that.

The last thing is we have gone out for a bid on our Sex Offender Management System. We have a federal grant to pay for part of it. We did an RFP and had a successful bidder of Watch Systems. We are going through all of the processes again, getting it signed off and waiting for the last legislative approval. This will be an entirely new Sex Offender Management System that will do a much better job of uploading our stuff to NCIC. We keep getting hit on the NCIC audits. A major thing it will do is provide this system to every law enforcement agency in the state free of charge. That was a big part of this. Hopefully once we get the final legislative sign-off this month they will get to work next month. They run state-wide systems in 16 states and we will be the 17<sup>th</sup>. Right now we have their undivided attention to get us up and running before Maryland gets on board.

#### **Board Meeting dates for 2017**

Chairman Sgt. Lloyd White said that next on the agenda were the Board meeting dates for next year. He asked if there were any issues with those dates. There were no issues and the dates of Friday, March 3, Friday, June 2, Friday, September 8 and Friday, December 1, 2017 were set.

#### **Other Business**

Jay Winters said we sort of changed our format for those of you who are new to the Board. We changed the format a while back so you could get a little feel for how many moving parts there are to this agency to operate on a daily basis. As you can see, this staff does an excellent job of staying on top of things. We are always available for the agencies that you represent on this Board for additional information, additional training and anything that we can do to help. Again, Mr. Winters said he was always pleased and always proud of the job staff does to keep on top of these things that sneak up on us. The Mainframe Conversion for one is an absolute monstrous deal and we have found a friend and a partner in Mainstream Technologies to work with us on this transition. They have become part of this family here in that they are learning. They understand our system and what we're trying to accomplish and are giving us some input and help on moving forward. Again, staff is doing a great job and we appreciate the support we get from the Legislature and from this Board.

Obviously the topic is what's going to happen in the Session with Medical Marijuana and how that's going to go. Sheriff's and law enforcement have been talking about that a lot. Without question, this is going to be a different Session because there is so much going on. Mr. Winters thinks we'll see a lengthy Legislative Session. Brad Cazort has helped stay on top of that. Our things we have at the Governor's Office are pretty simple and straight-forward and at this point there has not been any opposition to anything we have shown and talked about. He thought ACIC would be in good shape.

Chairman Sgt. Lloyd White asked if there was any other business to be brought before this Board. If not, he entertained a motion for adjournment.

**MOTION:** That there was no further business and the ACIC Supervisory Board meeting was officially adjourned at 10:37 a.m.

**VOTING:** Unanimous

  
Deputy Director

2-28-17  
Date