

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

**DECEMBER 4, 2015**

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

Mr. David Guntharp, Chairman  
Sgt. Lloyd White, Vice-Chairman  
Hon. Leslie Rutledge by Ms. Kathryn Henry  
Mr. J. D. Gingerich by Mr. John Stewart  
Mr. Donald Ragland  
Judge Whit Fowlkes  
Ms. Wendy Kelley by Mr. Dale Reed  
Col. Bill Bryant by Major Mike Foster  
Sheriff Ron Nichols  
Mr. Doug Smith  
Assistant Chief Hayward Finks  
Mr. Marc McCune

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; Mary Rogers, Administrative Services Manager; Nga Mahfouz; Karen Burgess, ACIC; Ralph Ward, ACIC; Paula Stitz, ACIC; Tiffanie Ward, ACIC; Angie Tatom, ACIC and Judy Lepper, ACIC.

Chairman David Guntharp called the meeting to order at 10:00 a.m. and asked if everyone had an opportunity to review the minutes of the August 28, 2015 Board meeting. He entertained a motion to approve and second.

**MOTION:** That the minutes of the August 28, 2015 meeting be approved.

**MOTION BY:** Sgt. Lloyd White

**SECONDED BY:** John Stewart

**VOTING:** Unanimous

**Introduction of Mr. Donald Ragland, Citizen at Large, replacing Mr. Harold Pointer; introduction of Assistant Chief Hayward Finks, representing the Association of Chiefs of Police (AACP), replacing Chief Gary Kelley.**

Chairman David Guntharp said that we had two new Board members since our last meeting. First is Mr. Donald Ragland, Citizen at Large, and he was asked if he would like the opportunity to say anything at the Board meeting.

Mr. Donald Ragland spoke briefly and said he was retired from Arkansas Game & Fish Commission and looked forward to serving on the ACIC Supervisory Board.

Chairman Guntharp said our other Board member is Assistant Chief Hayward Finks, representing the Association of Chiefs of Police (AACCP).

Assistant Chief Hayward Finks introduced himself and said he was Assistant Chief at the Little Rock Police Department where he currently oversees the investigative units of the department as well as the accreditation unit in the public affairs office. He said he was very happy to be serving on the Board.

## **Operations Committee Report**

### **New Terminal Site Applications**

Bill Clinton said that the Operations Committee met prior to the Board meeting to consider two applications for direct access. The first application was the 6<sup>th</sup> Judicial District, 1<sup>st</sup> Division Circuit Court. They are requesting a direct access workstation be installed in their offices for the convenience of their probation officer. The field agent has visited and checked the facilities. The Committee reviewed this application and recommends that they be approved.

Chairman David Guntharp asked if the workstation would be just for the one judge.

Bill Clinton said he believed so.

Chairman Guntharp asked if it's possible we could have other applications coming in later.

Bill Clinton said yes, but generally if it's a separate court and they want direct access they would fill out a separate application. Currently the sheriff's office has a terminal in the courthouse and this particular division of the court has people trained. They have to go down to the basement where it's located and work down there. This would make it much more convenient for them.

**MOTION:** That the application for 6<sup>th</sup> Judicial District, 1<sup>st</sup> Division Circuit Court be approved.

**VOTING:** Unanimous

Bill Clinton said the second application was from Sebastian County Constable Upper Township in Sebastian County. He said he thought we just received this one within the last few days. He said he's applying for an MDT, which would be a mobile station in his car. Due to the fact that he has access through Sebastian County Sheriff's Office, the Committee recommends that this application not be approved.

**MOTION:** That the application for Sebastian County Constable Upper Township not be approved.

**MOTION BY:** John Stewart  
**SECONDED BY:** Sheriff Ron Nichols  
**VOTING:** Unanimous

There was some discussion regarding security and policy compliance issues relating to the use of ACIC equipment by constables. During the course of this discussion it was decided that this issue might need to be addressed by the ACIC Supervisory Board at a future meeting

### **City of Winchester**

Bill Clinton reported and briefed the new Board members about an application two Board meetings ago from the City of Winchester. At the Board meeting after that the City of Winchester Police Department reported to the Board. On October 5, 2015 the Operations Committee had a called meeting to review the application. The Committee recommended that due to the fact that this was a new agency and that they have access through the Monticello Police Department that their application be denied.

**MOTION:** That the application for the City of Winchester be denied.

**MOTION BY:** Sheriff Ron Nichols  
**SECONDED BY:** Donald Ragland  
**VOTING:** Unanimous

### **ACIC Training Policy**

Bill Clinton reported and said it's been quite some time since our Training Policy had been reviewed. Our staff has reviewed the Training Policy trying to bring it up to date with our current software that we use to conduct our training and bring it in line with some training requirements for non-criminal justice practitioners. We have a lot of state agencies that are required to do fingerprint based background checks and that information goes back to those agencies and they have to have security in this training. Some changes in this policy tries to bring all of that into compliance. Mr. Clinton said he didn't think there was anything too radical in there from things that we've done in the past. One of the staff noticed that after this was sent out to the Board that it uses the term "physical and logical access" meaning direct access. One of the staff members thought that might be a little confusing so they recommended that we add a definition in the definitions section. With that change and the Board's permission to make that change, we submit this to the Board for approval.

Chairman David Guntharp said this was just updating and asked how often we update.

Bill Clinton responded as needed.

Chairman Guntharp said this is a very lengthy document. He asked if the Board would like to review it and approve it at the next meeting or if they were ready to go ahead and approve it at this meeting.

**MOTION:** That the ACIC Training Policy be approved.

**MOTION BY:** Sergeant Lloyd White

**SECONDED BY:** John Stewart

**VOTING:** Unanimous

## **Division Status Reports**

### **Operations Division**

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

Karen Burgess reported and said that her report was from August 25, 2015 to November 25, 2015 and said they configured 26 workstations and 105 Mobile Data Terminals/DACs and those are listed. We had 15 workstations that were removed for lack of use. We had three routers that were also removed. We had three ORI's that were requested from NCIC and four ORI's that were retired through NCIC. We had several other statistics that you can read over.

For Missing Persons, Arkansas had 506 missing persons as of October 31, 2015 and 51 of those missing persons are on the ACIC website as of November 25, 2015. We have 99 unidentified persons in Arkansas as well.

Benny Battles reported on the Training Report. He said Karen Burgess had promised at the last Board meeting that the Violent Person video would be available for viewing. Mr. Battles called the FBI this morning and it is still not ready. They have a couple of other projects and it's been bumped down on the priority list. He said he would try to have it sometime later this month. When he receives it he will present it at the next Board meeting.

Chairman David Guntharp asked Mr. Battles to give the new Board members some background information about the training video.

Benny Battles said the FBI, the CJIS Training Division, has prepared a training video on the Violent Person File. It's been out about three years now. Based on the sheer number of records and the quality of records that were presented in the State of Arkansas, they chose Arkansas as the location to make this film. They were here last June and we filmed the majority of it at Burns Park around a soccer tournament. They used local actors, including myself. We used North Little Rock Police Department, the Miller County Sheriff's Office, the Arkansas State Police and the Maumelle Police Department. Local people were used because of the sheer quality of volume of the number of records that were entered for the State of Arkansas. While the trainer from the FBI was here he confided in Mr. Battles that when he goes on the road to teach other FBI agents about the violent person file, he doesn't even use the FBI's records. He uses the ones from Arkansas. We took this on as a mission. The day the file came out we had a power point presentation ready to go on December 12, 2013 when it became active and it's been a crusade ever since. Basically, it's an Intelligence file and 110 percent of what goes into this contributes to officer safety and nothing else. We've made that our mission and our calling.

As part of the Training Policy, we are relabeling our in-house certifications that we do. The CJIS online, the non-criminal justice people, the IT people or whoever go through an online course to get their certification. We were bringing folks in and having them sit in a class for 4 or 32 hours depending on whether it's a basic or advanced level class. The other ones can be accomplished online in about 30 minutes. As we're starting to see now, they label theirs as Level 1, they skipped Level 2 and, then Level 3 and they're about to create a Level 4. They cloned with the same name that we do and it's caused confusion over which class they actually participated in. To help avoid that in the future, we're going to label our classroom training as either Basic or Advanced, no more numbers. Nothing has changed except what we call it. That way when someone says they're a number certification, we'll know that they took it online and spent 30 minutes with a computer as opposed to four hours a week one-on-one with an instructor. Hopefully that will eliminate some problems.

Mr. Battles said he was preparing for the audits coming up in February. He ran a report off of the online system, listing the people that we had established accounts for months ago to pursue this training as a convenience to them. There were 452 that took no action whatsoever. The system collects their emails. He sent them all an email notification "you have taken no action, you're going to be audited in six weeks and this could reflect negatively on your agency. Please take preventative measures to fix the problem." Out of 457 emails that went out, Mr. Battles said he got 2,000 phone calls or emails saying they were already trained and certified. Come to find out about half of them had already taken our Basic class, so it was causing problems. Over time we'll call the online training by a number, and the classroom training Basic or Advanced.

During the time period September 1, 2015 through December 1, 2015, we trained 594 students for a total of 2,376 hours of classroom training at the basic level, 68 students for a total of 2,176 classroom training on the advanced level and 460 persons trained in JusticeXchange, Vine, or NPLeX for a total of 771.5 additional hours of training. A total of 53 students went through a Censor training in this room for 318 classroom hours. For the NexTest system, we gave 935 basic tests. A total of 89.2 percent passed the test the first time. Average time to take the test was about 28 minutes. For the advanced class there were 82 tests taken and 91.5 percent passed it the first time through. Average time was a little over an hour. For the refresher test there were 186 tests taken with 160 passing for a total of 86 percent passing.

Mr. Battles said they just held their first collaborative class about two weeks ago in Washington County and CLEST agreed to pick up the meal tab. The lunch was catered and the students loved it. We've got our training calendar pretty much established for next year.

Chairman David Guntharp said he had a question for Karen Burgess on the Missing Persons report. He asked if there was a breakdown as to why we think they're missing or is that just missing. Do we think they were kidnapped, ran off, etc.

Karen Burgess said Missing Persons are entered in categories. There are six categories and you can see those where it says Missing Persons and it says juvenile, endangered, involuntary, disability. Those have circumstances that apply and you enter your missing persons by category.

Chairman Guntharp asked if a person ever got too old to go off of the list.

Karen Burgess said no. Whatever the age is, we will adjust our statistics to whatever that age is. We will never take anybody out of the system. She said Missing Persons will never be purged. Once a missing person is entered, it never gets taken out unless the agency that enters that missing person physically removes them. It's not a purge situation like other records. Vehicles that are entered as stolen, they have a retention period. Missing persons do not have a retention period. They stay in the system forever. She said the age of the person is the age that they were when they were entered missing.

### **Vine/JusticeXchange**

Tiffanie Ward reported for Rick Stallings and said she was the non-criminal justice field agent. Regarding the field agents, they have been out training and supporting the various agencies. They have been working on their 2016 audits, scheduling them and getting them prepared. They have completed their 2015 audit cycle and the statistics are listed for you. Also, the field agents have been working with the agencies for the 2016 NCIC audit that we have coming in February getting them trained and up to standards. Ms. Ward has been visiting the non-criminal justice agencies, working with 77 different ORI's and getting them ready for the ACIC audit and also the NCIC audit that will be done in February 2016. She has 16 agencies that are going to be audited. She also has four agencies that are going to complete a technical audit. Ms. Ward said she had also emailed out a newsletter to all of the non-criminal justice agencies giving them some information about new things that are happening. This is the second one that has been sent out.

All Vine scripts have been reviewed and updated this year. We are also in the process for a full code review of movements received from the Arkansas Department of Community Corrections and the Arkansas Department of Correction.

The VINELink website has also been uploaded with mobile devices and the screen layout will adjust to the devices. This can be viewed at [www.vinelink.com](http://www.vinelink.com). As of November 2015, Arkansas had 148,375 registered on inmates in the Vine System and also 58,737 registered on parolees. The new registration for 2015 in Vine is 184,079.

In JusticeXchange there are 3,729 new users and out of those users JusticeXchange was searched 563,546 times. DL photos were actually searched 83,326 times. The Epic submissions from January 1 to November 12, 2015 were 25. There are 830 pharmacies in Arkansas reporting to NPLeX. 485 stores are participating in NPLeX and 345 do not sell over the counter. The total number of drugs and grams sold for the year is 128,291 and blocked grams is 6,291.

For Metal Theft, from July 1 to September 30, 2015 there were 401,129 items uploaded. Persons of Interest hits was 2,488.

Doug Smith asked if ACIC got all of the pharmacies lined out on this issue of reporting.

Jay Winters said yes. He said the State of Arkansas used a system called LeadsonLabs for pseudoephedrine monitoring and that was a 7 year contract. At the end of that contract it was bid out and after a lengthy process, we finally got that done. The system that got the bid is called

NPLEx. It is a division of Appriss, which does Vine and JusticeXchange. We did that changeover and it was not as seamless as we had hoped. Bill Clinton, Rick Stallings and Jay Winters were on the phone with them several times. As far as he knows, everybody is up and running. Mr. Winters said there are some parts that are simpler than LeadsOnLabs was in the fact that if you were a JusticeXchange user you could go straight over to the NPLEx system. There are a few less log-ins and things like that. Overall, NPLEx does the exact same thing that LeadsOnLabs did. We had to get some new scanners sent out. Every issue we had was all software/hardware type issues.

John Stewart asked about the 2015 audits regarding the protection orders. It says 7 percent of records have errors. He asked what kind of errors we were talking about.

Bill Clinton responded and said that some of it has to do with a code that asks whether the person is Brady disqualified or not and apparently people have a hard time determining from the protection order whether that fits or not. There's some criteria that a protection order has to meet in order for them to be Brady disqualified. Mr. Clinton said he felt that was the biggest error that they find.

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

Ralph Ward reported on the current NIBRS status and said that currently we have 286 agencies cleared to report NIBRS. He and Kyle Brown are working with several agencies and vendors to help them adjust their validations to conform to the latest NIBRS updates that we implemented in 2014. We also sent a reminder letter to all chiefs and sheriffs that are late in submitting their monthly NIBRS submissions for this year. In addition to the collection of crime statistics, we also collect a number of sworn law enforcement officers and full-time civilian employees each year at this time.

We also met with Jay Winters and Bill Clinton to submit our final report on our review of the ACIC charge code dictionary. Currently, we are adjusting a few items and will make it available in 2016 to all RMS administrators.

Last quarter we attended or participated in the DEA's Gulf Coast meeting, the Arkansas Drug Summit, the Arkansas Director of Drugs Board meeting, and met with the Chief of Little Rock and his records staff.

We received and processed several requests for statistics. Some of the more notable ones are from the Pugh Charitable Trust, FBI-West Virginia, Counsel of State Governments Justice Center, Arkansas State Fusion Center, Pulaski County Circuit Court, Arkansas Department of Finance and Administration, Arkansas Foundation for Medical Care and the UCLA Law School.

### **Repository Division**

#### **Sex Offender Registry**

Paula Stitz reported and said that there was not a lot to report on the Sex Offender Registry. She said the Sex Offender Registry was still registering about 1,000 sex offenders a year. There are currently over 15,000. Last month a training class was held for law enforcement in our training

room. We've been wanting to do that ever since we moved. We had back-to-back classes, two one-day classes for law enforcement. We had two speakers come in. One was a prosecutor from Pulaski County who does sex offender failure to comply cases. She said that this prosecutor is assigned to one of the toughest judges she knew of to get a case through. She came in and spoke with the people about how to get a case through court, how to compile a case, what prosecutors need, etc. They really liked her presentation. Ms. Stitz said someone from the Crime Lab talked about what they needed to do to process DNA for out of state sex offenders. Now there's a \$250.00 fee for out of state sex offenders when they come into the State of Arkansas to pay for the DNA processing and for out of state registration. Police officers don't normally collect fees, and they were confused about how to do this. Ms. Stitz had them come in to explain about that so it's clearer for them.

Paula Stitz said that after the first of the year we're going to sit down and review how we do our training for law enforcement regarding the sex offender registration processes. It looks like we're going to have to hold some more training classes. We had a good response and seated 35-36 people on both days. We had approximately 70 participants and everyone showed up. They really enjoyed the class and liked having it here, so we're considering doing this every few months. The speakers that were here before said they would be happy to come back and do other classes.

One of the things that officers have talked about for quite some time is having an official organization for officers that do sex offender registries. Some have been doing it since the inception of the Sex Offender Registry Act. They had asked Ms. Stitz about helping facilitate an organization and she talked to Jay Winters about it. There are a lot of men and women out there doing the Sex Offender Registry and they really like this idea of networking and getting together. She said they're going to start looking at how to start an organization like that.

Chairman David Guntharp asked Paula Stitz if the training covers who is responsible for measuring the distance where a sex offender lives close to a school. He asked if there was consistency in that.

Brad Cazort responded that there is no consistency and the law is not clear how you measure 2,000 feet. Is it property line to property line or front door to front door? It has not been defined in the law and the Arkansas Supreme Court has never defined that term. He's had prosecutors call him and ask how to define it. At this point there is no definitive answer in Arkansas as to how you measure 2,000 feet.

Paula Stitz said a lot of police departments for legal reasons do property line to property line. That seems to be the most consistent way to measure it. There is nothing in the law that defines it so they have to come up with a way that works best in their community. She said the North Little Rock Police Department has developed a computer program that looks at property line to property line to measure for schools and places that sex offenders cannot live near.

Chairman Guntharp asked if that was something that needed to be legislated.



Brad Cazort said that conceivably more than likely the prosecutor's association could handle this. He said there were some defense attorneys who are itching to have a case get to the Supreme Court to get this defined. But they are fighting the fact situation where they've got a client who's arrested for non-compliance because of the 2,000 foot rule based on how it's measured. It doesn't come up very often. You see people who were arrested for being within 2,000 feet. It doesn't matter how you measure it, they're within 2,000 feet. It's a unique situation to find somebody who might be within 2,000 feet if you measure it this way, but not if you measure it that way that would get a case up to the Supreme Court. It's been this way for over 15 years and it's never been judicially determined. There hasn't been a great push to get it better defined by legislation but Mr. Cazort said he assumes that the prosecutors could do it if they wanted to.

### **Criminal History Division**

Brad Cazort reported on the Criminal History Division and said in the past we've given you a bar graph from Criminal History that gave you total numbers in about five or six different sections and really didn't tell you much of anything that we did. We're going to change the format and provide some actual numbers of everything we do all year long. This report in this format is for our year to date, from January 1 until now. We would anticipate at future Board meetings doing it quarterly and doing an annual report at the December meeting. Given all of the things that they do, Mr. Cazort was proud to say that they're working with no backlog. Our documents that we get in are being worked that day.

### **Administrative Division**

Mary Rogers, Administrative Services Manager, reported and said that we have money and actually have appropriation. She said ACIC was doing well on the budget. We're almost halfway through the current fiscal year which started July 1, 2015. She said we had a new grant that is not listed here and she doesn't have the appropriation or budget established for it. Rick Stallings has received a grant from the Justice Department that will allow Appriss to create text messaging for the recipients, messages under the Vine program. So we'll have that next time. She said she thought it was about \$80,000 that will be paid to Appriss to get that program established. It will probably be in this fiscal year by June 30, 2016. She said hopefully they were going to come before the Review Committee this month to get that approved and then we'll have that grant established.

The NCHIP grant ended on September 30, 2015 so that one will go away. The SAVIN grant ended September 30, 2015 and our 2013 SORNA reallocation grant is still ongoing. We have a new part of that that will be established soon. Brad Cazort is handling that. We have some grant money still left but not a tremendous amount.

Ms. Rogers said we were getting geared towards our annual ACIC Conference coming up in May and we'll see some numbers coming in on registration and things for that soon.

We've had some changes in the Administrative Services Division. Judy Lepper is now the accountant/accounting assistant and she took Glendon Graham's position after she retired. Deana Speer, who was our receptionist, has moved to Judy Lepper's old position as the support for administration and accounts payable, payroll and anything she may need to do. We have a

new receptionist who was already employed at ACIC in the Criminal History Division. Her name is Lachea Owen and she started last week at the front desk.

### **Information Services Division**

Michael Tackett reported and said that ISD has been very busy with a lot of different projects and changes that they've had going on. For the Applications side, they had some major programming changes and updates. For Criminal History, they found some errors that were put in that had to do with some names not being flagged. Yewei Ji was able to create a process that went through and edited all of those quickly. It was taking the Criminal History side quite a lot of time to go through each and every one. They asked us if there was a better way to go through this and help them and we were able to take care of it. What it was taking one of their employees 15 minutes to do for one name, we were able to do 5,005 names. That's the ability to edit the database and all of the changes from an IT level that we were able to do. We were also able to locate 8,000 names that were not formatted correctly and able to change that very quickly. Yewei Ji, our resident DBA, was able to do that. We also worked with the Secretary of State's Office to process some new information for their jury list.

Michael Tackett reported on the active projects that they have going on. The mainframe project is the one where we're moving off of the DIS mainframe onto our own server-based environment. This project has been going on for a while. It started up and then there were some issues with the contractor. DIS also had the same issues with them, so we stopped with them and moved on to someone else. We've moved on to Mainstream and we're making great progress. We've already been able to test some of our data and it has worked great. We've been able to make changes to some more web-based forms that will make it a lot easier. Instead of having to enter the same information in three different places, we're now going to be able to enter it in one location. It will assimilate the information out to all three places that it needs to go, and that made us much more efficient. We've already tested some of these and they are working out great.

We are also working with CPI and Nlets. Nlets made some changes as to how they want to receive XML notifications and information. Nlets had actually given us a grant to have CPI, our message switch vendor, make those changes. Those will not cost us anything. We are also working with Mainstream in that process so that we can edit our new system that we're building to accept those changes. Instead of having CPI do it we do it a different way and change it later down the road. We're going ahead and looking at it in advance and making those changes now.

From an ACIC standpoint, we're at a stopping point for the NFF Project. The Arkansas State Police and their vendor, MorphoTrak, have to make some changes. Michael Tackett received an email from the Arkansas State Police IT director that they had some other things come up that they're going to move forward with now. The NFF portion of it is going to be put on hold until the first of the year. We are waiting for them to give us their changes so that we can test the changes that we make. Unfortunately with the testing, we have to take down the live AFIS system. MorphoTrak, their vendor, does not have a test environment that they can really use for this. The only way to test it is to take down the live system and test it. We're going to work on that after the first of the year to get that pushed through and completed.

Michael Tackett said we've got a few other projects that we have put on hold because we've had so many other things going on. We don't have the staff for the time needed for those projects. These were mainly more in-house projects that were going to help make us more efficient. We still have them on the table and are still working with them from a small standpoint, but not devoting a lot of time to them right now so that we can get these other major projects completed.

On the Infrastructure side of the house, we've had some employee changes. We have hired a new employee for the infrastructure IT position. His name is Tim Taylor and he's coming to us from Acxiom and previously worked at DIS. He begins on Monday of next week and we're looking forward to him coming in and helping us. He's got quite a bit of experience. We've also promoted Jacob Suter to the Infrastructure position that was vacated by Chez Annamalai.

Some of the active projects that the Infrastructure has going on is the active directory build and our Network build. It's been going on for a while but we're actually in the closing stages of it. We've got the new email all configured. We actually tested it yesterday and it worked really well.

With the audits that Tiffanie Ward talked about earlier, ACIC is also being audited at the end of February. We plan to have all of the active directory and the Network build completed by that date so that we will be audited on our new system instead of our old system.

Talking with the CJIS audits, they've said the FBI comes down and does their audit cycle for IT security-based audits. Two or three years ago, they came down and really started focusing on IT instead of the NCIC audits. With the IT audit, they go through more of how their network is laid out, and if we have the correct policies in place to ensure that the data is protected. This year we have 16 local agencies that are being audited. Last term we had eight. With those eight we received a 100 percent clean audit, so that was great news. Because we were the only one last term that received a 100 percent clean audit, they're going to break in a new auditor with us this term. All of our local agencies did a great job helping us get there.

Mr. Tackett said he's already made one or two in-person visits throughout the State of Arkansas. We have six agencies in northwest Arkansas and six here in central Arkansas. We've already visited multiple times with each one of them. We have one or two visits left and we hope to have our portion wrapped up by the middle of January so that we actually have a month and a half of just waiting. They are actually auditing four non-criminal justice agencies for the IT security audit this time so we're working with Tiffanie Ward to get those set up and completed. This will be the first time that they've audited the non-criminal justice agencies from an IT standpoint.

Chairman David Guntharp asked if they gave Mr. Tackett information on who they are going to audit.

Michael Tackett responded yes, and that's in the list on the handout. The audit locations are Fayetteville Police Department, University of Arkansas Police Department, Bentonville Police Department, Rogers Police Department and Washington County Sheriff's Office. One that he realized that was omitted was Springdale. Sherwood, North Little Rock, Benton, Malvern, Hot

Springs and Garland County Sheriff's Office will also be audited. The four non-criminal justice agencies are listed as well. They've given us enough time in advance that actually gives us a lot of leeway to as to which agencies we need to audit and which ones we do not. Fortunately for us we haven't had to change the last time or this time.

### **Board Meeting dates for 2016**

Chairman David Guntharp said the next item on the agenda is the meeting dates for 2016. We meet quarterly and those dates could change if something comes up. The dates are March 4, 2016, June 3, 2016, September 9, 2016 and December 2, 2016. He asked for a motion to approve those meeting dates.

**MOTION:** That the Board Meeting dates for 2016 be approved.

**MOTION BY:** John Stewart

**SECONDED BY:** Sheriff Ron Nichols

**VOTING:** Unanimous

### **Other Business**

Jay Winters said he wanted to be sure everyone understood about Missing Persons. There's been some talk back and forth. If a person is missing, they are entered into ACIC and NCIC so that agencies all over the state and the nation can see that. We also have a link on our website where they can be entered as well. But that takes a whole separate entry. Karen Burgess mentioned approximately 500 people missing and there are only 50-something on the website. We get calls back and forth about that. Mr. Winters said he has talked with a vendor and that's one of those things we're trying to get worked out. What we hope to do is automate that so that when an entry is done in ACIC and NCIC it automatically goes over to our website. If you are a parent or loved one of a missing person and you go on our website and don't see that child or person's picture, you're a little frustrated that nobody knows. We want to take care of that. It would automatically enter and automatically delete when they are deleted from the ACIC and NCIC systems. Bill Clinton and Jay Winters tried to convince them that that was about a \$5,000 project and they convinced us it's about a \$30,000 project. It's one of those things that we're trying to get to. He wanted to be sure they understood the difference because he doesn't want anyone to think that they're not being entered. They are being entered and law enforcement has it. This would just be on the private citizen's side if they go to our website and look. There's a potential that their loved ones are not on there. We've sent this out, traded, and talked about it at our conferences. If the agency will go to it and enter this information into the citizen's website it will be there.

Michael Tackett added that INA, our current provider that posts that website for us, has made some updates where we actually have been updating within the hour now. It used to be daily, even weekly for the updates. Now, anytime Operations and Bill Clinton's department gets one of those missing persons, the ISD Applications side is able to upload those and get those edited. So it's actually being done hourly. It's increased better than it was, but we're unable to have all 500 of them entered.

Jay Winters said we're working to get that done, but once we can automate it obviously that will be better.

Jay Winters touched on Justice Reform. The Governor and the Legislature asked for the Council of State Government Justice Group to do what the Peer group did a few years ago. But he thought this one would be a little more in-depth the way he understood it. We have been a pretty big part of that. The Department of Correction and Community Correction has given them a considerable amount of information already. They have a pretty large amount of information because the Department of Correction and Community Correction obviously only has convictions. ACIC has arrests. They're getting that information and sorting through it now so that's going to be a pretty large project. They're claiming that they will do another thing in February where they will go through some of that and be able to pass out some information. But we are part of that and as Michael Tackett said that's another thing that we have timelines on. There are things that need to be done and then others come up and say they need this. They've been very easy to work with and we want to get them that information as quickly as possible. Again, Mr. Winters complimented the ACIC staff for jumping on that and getting that information.

Another thing is Paula Stitz's Sex Offender course that was held here. Mr. Winters said he sat through part of both days and listened to the presenters. He appreciated Ms. Stitz and her group for getting that done. It was very well-received and they gave out great information. Another thing that they did was they networked among themselves and talked about how they did things. He said the chiefs and the sheriffs have an association and jail administrators formed an association not long ago and they're gaining from it. Mr. Winters said he thought the Sex Offender Registry Association would be a very good step for them. They could standardize some of the things that they do and make it easier for everyone. We are certainly going to facilitate that as much as we can to help them. It would be their association, we're not in charge of anything. But we are going to offer to facilitate that for them. Mr. Winters thought it would be an asset for the state.

Jay Winters said that in May we will have our annual conference and it will be at the Convention Center and the Marriott will be the host hotel. This year we got with Jamie Cook who is the new Director of the Law Enforcement Training Academy and we are going to be able to certify our course so that law enforcement officers that attend will get training hours. The dispatchers that attend will get dispatch training hours for going to the conference. Mr. Winters said he thought it was an excellent deal and he appreciated Jamie Cook doing that. He thought it was a real step-up for us. He was very happy to have the ability to do that.

Chairman David Guntharp said that we have a presentation to make after we adjourn, but he wanted to welcome Mr. Ragland and the Assistant Chief Finks to the ACIC Supervisory Board and he looked forward to working with them in the future.

Chairman David Guntharp asked if anyone else had anything else to be discussed.

**MOTION:** That there was no further business and the ACIC Supervisory Board meeting was officially adjourned at 11:10 p.m.

**MOTION BY:** John Stewart

**SECONDED BY:** Marc McCune

**VOTING:** Unanimous

---

ACIC Director

---

Date