

Minutes of the Arkansas Crime Information Center Supervisory Board - Friday, June 1, 2018

David Eberdt Training Center:

Board Members present: Sergeant Lloyd White, Chairman; Sheriff Ron Nichols, Vice Chairman; Mr. Jack Lassiter; Col. Bill Bryant; Mr. Donald Ragland; Judge Lance Wright; Mr. David Raupp; Ms. Wendy Kelley; Ms. Debbie Wise; Assistant Chief Hayward Finks; Mr. Larry Brady for Mr. Marty Sullivan; Mr. Joe West for Doug Smith; and Nga Mahfouz, ACIC Attorney.

Also attending - Brad Cazort, Director; Lesa Winston, Administrator of Repository; Michael Tackett, Administrator of Information Services; Rick Stallings, Administrator of Operations; Mary Rogers, Administrative Services Manager; Ralph Ward, ACIC; Paula Stitz, ACIC; Benny Battles, ACIC; Rhonda Harris, ACIC; Rhonda Ratterree, ACIC; Angie Tatom, ACIC; Bliss Boever, ACIC; and Chief Roy Hill, Jericho Police Department.

Call to Order:

Sgt. Lloyd White called the meeting to order at 10:05am.

Approval of Previous Minutes: March 2, 2018:

Motion to Approve: Ms. Debbie Wise

Seconded by: Mr. Jack Lassiter

Voting: Unanimous

Sgt. Lloyd White:

- Introduces representatives from Jericho Police Department to address the board regarding their application for ACIC access.

Chief Roy Hill: Jericho is in need of better communication to protect officers in running information.

- Jericho shares the same system as Marion Police Department. They must take turns.
- Requesting own access in car and dispatch.
- Looked in to having their own dispatcher.
- Saved the money for dispatcher and completed training.

Col. Bill Bryant: How many people do you have in your department?

Chief Roy Hill: Four (4) people.

Col. Bill Bryant: Do you have any full-time commissioned officers?

Chief Roy Hill: No.

Col. Bill Bryant: Are they all part-time?

Chief Roy Hill: Yes sir.

Col. Bill Bryant: Do you have a Marion radio or a Crittenden County radio?

Chief Roy Hill: We are on Marion's system.

Col. Bill Bryant: If you want something run, do you go through Marion?

Chief Roy Hill: We have to go through county dispatch.

Col. Bill Bryant: So, Crittenden County runs your stuff. Are you wanting a terminal in your dispatch or are you going to put MPV's in your cars?

Chief Roy Hill: Both. In the vehicles and the office.

Chief Roy Hill leaves so the board can discuss.

Col. Bill Bryant: Are we going to give access to all part-time people? It sounds like they need a radio system. Are we going to give unfettered access to ACIC when the department is all part-time officers?

Mr. Jack Lassiter: Have we done that with any other part-time department?

Mr. Rick Stallings: Yes sir, the board approved Allport Police Department in Lonoke County.

Sheriff Ron Nichols: Part-time to me, that's just not the way it should be in my opinion.

Asst. Chief Hayward Finks: From the minutes from the last meeting, this was brought up as a concern. My only take on this would be as far as being consistent; I don't know if we have a standing policy as far as who we are going to approve or not approve. I think we should be consistent with whatever we do.

Col. Bill Bryant: I agree with Hayward. That's what I brought up last time. I think that's why Brad and them changed the form; so when his people go out there and ask part-time/full-time and check with CLEST to see if that department had any issues. I think we're setting new ground here.

Asst. Chief Hayward Finks: I am here representing the Arkansas Association of Chief's; I want to make sure I am representing them fairly. I would urge the board to be consistent.

Mr. Rick Stallings: At the Colonel's request and the Boards, I did reach out to Standards and they don't have an issue with the agency currently.

Judge Lance Wright: I had a good impression, it seems like they went through training. We asked them to come here hopefully to get an impression. I appreciate the Chiefs comments about needing to be consistent with these small agencies but I got a better feeling then what I did with a lot of small agencies. If they've had the training and met the criteria I would go for approval.

Mr. Donald Ragland: Their safety should be our biggest concern, if they just get the ATLAS to go in their car that covers that, right.

Sgt. Lloyd White: Right.

Mr. Donald Ragland: I don't think they need dispatch.

Sgt. Lloyd White: If they want a radio room and a full access terminal, they can come back and reapply.

Mr. Rick Stallings: Once the board approves it in the past it could grow as needed.

Sheriff Ron Nichols: I'm from a small rural county and the radio service isn't the greatest. I've got a six (6) man department, seven (7) counting me, and I get out and patrol just as much as my deputies. You've got to have somebody in control that should be a full-time personnel that's certified. That's my opinion and I vote no.

Sgt. Lloyd White: Rick, I know with the regular terminals in the radio room ACIC monitors the traffic on them, is that the same with ATLAS?

Mr. Rick Stallings: Everything is reordered weather it's in ATLAS or a messenger workstation.

Ms. Wendy Kelley: Once we do this can they grow it?

Asst. Chief Hayward Finks: ATLAS is query only. We are just granting ATLAS.

Mr. Rick Stallings: If that is the board's recommendation we would make a notation that they would have to come back before the board for full access.

Query Only ATLAS Access for Jericho Police Department (Jericho must apply for additional access):

Motion to Approve: Judge Lance Wright

Seconded by: Mr. Jack Lassiter

Voting: Ten (10) yay - Two (2) nay. Approved

ACIC Division Reports:

Operations:

Requests for Workstations:

Rick Stallings:

✧ **Bono Police Department:** ATLAS Access

✧ **Caraway Police Department:** ATLAS Access

✧ **Egypt Police Department:** Limited Access, ATLAS

✧ **Farmington Department:** ATLAS Access

✧ **Hampton Police Department:** ATLAS Access

- ✧ **Hazen Police Department:** Messenger Access
- ✧ **Lake City Police Department:** ATLAS Access
- ✧ **Monette City Police Department:** ATLAS Access
- ✧ **Pocahontas Police Department:** ATLAS Access
- ✧ **Vilonia Police Department:** ATLAS Access

Approve all ten (10) of the above listed Applications:

Motion to Approve: Ms. Debbie Wise

Seconded by: Chief Hayward Finks

Voting: Unanimous

Rick Stallings:

- Configured Workstations, Mobile data terminals, and (1) one server.
- Removed DIS routers and requested ORI's from NCIC.
- Processed hot files.
- Processed (50) fifty Audit reports.
- Logged offline searches; Password resets; Token re-sinks and Password extensions.
- Processed Driver license photo requests.
- Processed stolen vehicles; Processed/resolved/dispatched trouble calls.
- 527 active Missing persons on the website.

Benny Battles:

- Basic/Advanced/VINE/JusticeXchange/Nplex/CENSOR training statistics.
- Developing an online course for the refresher testing online.
- TAC training regionally by field agents.
- System Users statistics.
- VINE/JusticeXchange/AlertXpress/Nplex/Scrap Metal Statistics.
- Benny attended Appriss training. Appriss' top trainer is coming to Arkansas to train.
- Appriss will be at ACIC to begin the process of implementing VINE3.

Ralph Ward:

- Current NIBRS program status.
- Testing/retesting NIBRS submissions while working with the vendor, agency, and representative agencies to improve NIBRS file format.
- Participated in a NIBRS/VINE round table at ACIC Conference.
- Reviewing the new charge codes for the annotated charge code dictionary. Update and provide a NIBRS coded version to law enforcement.
- Testing new NIBRS.net repository with FBI.
- Received and Processed several request for statistics.

Repository:

Paula Stitz:

- Arkansas Sex Offender statistics.
- Attending the SMART Conference with Ms. Lesa Winston to learn about the International Megan's Law.
- Offender Watch is closer to completion.

Rhonda Harris:

- Criminal History files worked.
- Attending the Circuit Court Conference in June to speak on how to read a criminal history.
- Training courts how to properly fill out AFIS submission report forms.

Administrative:

Mary Rogers:

- Revenues steady.
- Made changes on billing to agencies.
- Expenditures down this year on Conference.
- Granted VOCA Award to pay for VINE 3.

ISD:

Michael Tackett:

- Working on OffenderWatch program with Criminal History division, Watch Systems and Mainstream.
- Specialty Court requested information; we are steadily working on providing this report.
- AMF project is moving to phase two (2).
- Infrastructure and security are working with procurement and accounting in auditing all of our systems.
- Replaced all in-house printers.

Eric Stricklin:

- Completed 61 CJIS audits.
- Helping local Agencies requesting to become compliant with the CJIS security policy.
- Developing training on CJIS security with Network.
- Michael Tackett and Jacob Suter will attend the ISO symposium.
- Independence County was attacked by ransom-ware and did a great job of contacting agencies and getting the computer offline. No CJIS information was obtained.

Other Business:

Director Brad Cazort: Introduces Rhonda Ratterree on an in-depth look at our record audit program.

Rhonda Ratterree: Audit Process

- Direct Access agencies are audited every 3 years.
- All Audits must be completed by the month of September.
- Pre-Audit Questionnaire & Packet Mailed out 45 days prior to scheduled audit date.
- A Successful Audit concludes the Audit Process for the three (3) year cycle.
- Failed Audits – The Process begins again.
- Error rate of 10% or above is not within the ACIC guidelines for record accuracy.
- Currently the ACIC Policy is to purge ALL their entries with the exception of: Protection Orders & Missing Persons.

Ms. Debbie Wise: Protection Orders, We run into a lot of problems with the people not having the information they need to enter it.

Ms. Rhonda Ratterree: It is part of the training we provide to the agencies on how to make protection order entries. They are shown how to run the queries in order to gain the information needed to make complete or accurate entries.

Ms. Debbie Wise: So they shouldn't be sending them back to me because they don't have the information to enter them?

Mr. Rick Stallings: It may be necessary to reach out to the prosecutor's office and say collect more information.

Director Brad Cazort:

- Asked Board to approve amendment to the ACIC Audit Policy. Agencies that fail the re-audit must appear before the ACIC Board and explain why they cannot comply with requirements.

Ms. Wendy Kelley: In her presentation, she said they would purge everything except missing persons and protection orders but this language says everything except missing persons file and violent persons file. Is a violent person file the same as a protection order?

Mr. Rick Stallings: Mr. Chairman, I just noticed that and I would recommend that we add protection order in there as well.

Audit Policy Amendment:

Motion to Approve: Mr. Donald Ragland

Seconded by: Ms. Wendy Kelley

Voting: Unanimous

- At Conference, we started recognizing agencies doing well in their audit.
- ACT 423 (Justice Rehabilitation Act) Appriss is working on providing a monthly statement of who all is incarcerated. Working with Appriss on how to create a mental health database for a price that fits with what legislations allows.
- ACT 781 requires every agency to report its system regulations and to submit a report whether or not we intend to keep them or repeal them. We officially reported we intend to keep them.
- Met with the Governors transformation committee.
- Search conducted a criminal justice improvement workshop; eight (8) states met here in Little Rock. We were designated as the host agency.
- Asked conference attendees would you rather keep the registration fee the same and reduce the food, or keep all the food and increase the cost by \$20. The results were 50/50.
- Letter of commendation from The Arkansas National Guard Counter Drug Force who was very complimentary to Mr. Ward's ability and statistics he is providing them that is very helpful in them keeping their funding.

Mr. Donald Ragland: I am resigning; I've enjoyed it and learned a lot. I wish you well.

Mr. Brad Cazort: We will miss you; I look forward to you being an advocate for ACIC during your tenor in the legislature.

Adjournment: (11:52 am)

Motion to Approve: Ms. Wendy Kelley

Seconded by: Mr. Jack Lassiter

Voting: Unanimous



ACIC Director

8/29/18

Date