

Minutes of the Arkansas Crime Information Center Supervisory Board - Friday, March 2, 2018

David Eberdt Training Center:

Board Members present: Sergeant Lloyd White, Chairman; Sheriff Ron Nichols, Vice Chairman; Mr. Jack Lassiter; Mr. Marc McCune; Col. Bill Bryant; Mr. Donald Ragland; Judge Lance Wright; Mr. David Raupp; Chief Deputy Dale Reed for Ms. Wendy Kelley; Mr. Hervey Houser for Mr. Marty Sullivan; T.J. Curtis; 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; Mary Rogers, Administrative Services Manager; Karen Burgess, ACIC; Ralph Ward, ACIC; Paula Stitz, ACIC; Rick Stallings, ACIC; Benny Battles, ACIC; Rhonda Harris, ACIC; Tiffanie Ward, ACIC; Angie Tatom, ACIC and Bliss Boever, ACIC.

Call to Order:

Sgt. Lloyd White called the meeting to order at 10:01am.

Approval of Previous Minutes: December 1, 2017:

Motion to Approve: Mr. Marc McCune

Seconded by: Mr. Donald Ragland

Voting: Unanimous

Director Brad Cazort:

- Introduction of Mr. Rick Stallings, Promoted to Administrator of the Operations Division.

Sgt. Lloyd White:

- Mr. Hervey Houser is filling in for Mr. Marty Sullivan, Director of Administrative Office of the Courts.

ACIC Division Reports:

Operations:

Requests for Workstations:

Rick Stallings:

✧ **Evening Shade Police Department:** Mobile Access, Atlas

✧ **Goshen Police Department:** Limited Access, Atlas

✧ **Jericho Police Department:** Mobile Access

- First reviewed at December 1, 2017 Board meeting. Resubmitted Application, Operations committee requests more information and the Jericho Police Chief appear before the Board. Operations Committee recommends tabling application until next meeting.

Col. Bill Bryant: Asked if smaller departments go through Sheriff's Office and have access. Do we know if the number of officers are full-time or part-time?

Mr. Rick Stallings: The application does not specify full-time or part-time. They do have access through Crittenden Co. 911.

Col. Bill Bryant: With some of the smaller departments you might have part-timers that work at (4) four different agencies. They are jumping from department to department. I think it is important for the Board to look at the number of officers and if they are full-time or part-time as we go forward.

Mr. Rick Stallings: Actually, it does say that they have some permanently assigned some that rotate with other duties and part-time personnel.

Col. Bill Bryant: And are they 24/7, part-time, or the police department only works from 7am-10pm. I think those are the elements the Board should look at as we go forward looking at small departments.

Sgt. Lloyd White: Maybe we can ask those questions in the application process.

Mr. Marc McCune: Verified that Goshen and Evening Shade want access to Ecite (Electronic Ticket) and is this the reason we are seeing more small departments needing ACIC access to Ecite.

Mr. Rick Stallings: That gives them access to the ACIC portion but to have ATLAS you have to have Ecite to do electronic submission to the court. There is a lot more to it but that is part of it.

Mr. Marc McCune: In my county, we have a lot of small departments that dispatch out of the sheriff's office. If they want to do Ecite they have to have ACIC themselves?

Ms. Karen Burgess: They can have Ecite alone, but if they want the ACIC portion, they have to have Ecite.

Sheriff Ron Nichols: I have a problem with these small agencies that are not 24/7 having Ecite.

Mr. Marc McCune: If someone breaks into a car can someone access the terminal?

Sgt. Lloyd White: You have a key but you also have a password.

Mr. Rick Stallings: That is with Ecite and Atlas. There might be other versions of software out there that runs differently. We have some agencies that opted to put messenger in their cars and they supply the equipment.

Mr. Marc McCune: Your operatives in the field would look at Evening Shade and Goshen and it meets all their safety requirements?

Mr. Rick Stallings: They do the regular full audit and they work with to make sure they comply with the policy.

Mr. Marc McCune: And if they are not 24/7 dispatch then the place is locked and secure?

Mr. Rick Stallings: They have to meet the CJIS security policy and have the physical safeguards around each one. A law enforcement's vehicle is considered a secure location.

Mr. Michael Tackett: With exceptions. There are a lot of steps the CJIS security auditing team will go through. For it to be in the vehicle it has to be physical locked in and secured or they have to take it and it has to be secured.

Approve Evening Shade and Goshen Police Department Applications and Table Jericho Police Department Application:

Motion to Approve: Judge Lance Wright

Seconded by: Mr. Donald Ragland

Voting: Unanimous

Rick Stallings - 2017 Audit Report:

- We conducted 169 audits last year.
- 64 full record audits.
- 30 failed the records audit, which required a re-audit.
- 19 agencies had records to re-audit.
- 5 agencies failed the re-audit

To fail an audit an agency has to score above 10%. If an agency is 10% or below they are doing an adequate job.

Mr. Marc McCune: What happened to the (5) five that failed the re-audit?

Mr. Rick Stallings: We go back and do another audit; we work with them to insure they are making standards to improve. In the past, the Director has visited the chief official.

Mr. Marc McCune: If they continue to fail is their privilege taken away?

Mr. Rick Stallings: At this point, that has not happened. If there are valid records, it could be an officer safety issue. The policy says we will purge their records but there again that could be officer safety. We will not purge missing persons, protection orders, or violent persons.

Mr. Jack Lassiter: Why is there such a big error rate with protection orders?

Mr. Rick Stallings: People will not modify the issues dates or pack a record to insure that the supplemental information is in there, like scars, marks and tattoos to identify that person; DL number; they code the Brady indicator wrong. Those are the hardest to enter.

Director Brad Cazort: To address your questions, we do have a small handful of agencies who just do not want to comply. My plan is by the next Board Meeting to have an amendment to our audit policy for your consideration that would require the chief or sheriff (whatever department it is) to appear before the Board if they refuse to comply with the audit requirements.

Sgt. Lloyd White: At what point would they be brought before the board now?

Director Brad Cazort: Right now, there is nothing that mandates they come before the Board. This would be a change in our audit policy.

Karen Burgess:

- Configured Workstations; Mobile data terminals.
- Deleted (6) six Workstation; Removed DIS routers and requested ORI's from NCIC.
- Processed hot files, Lien holder/Owner requests
- Processed (24) twenty-four Audits and (5) five Re-Audits.
- Logged offline searches; Password resets; Token re-sinks and Password extensions.
- Processed stolen vehicles; Processed/resolved/dispatched trouble calls.
- 545 active Missing persons/ 106 unidentified persons.

Mr. Jack Lassiter: What is an ORI request?

Ms. Karen Burgess: Whenever we have new agencies come on onboard we have to request an Ori. An Ori is an address for routing purposes.

Mr. Jack Lassiter: What is the significance of having a DIS router removed?

Ms. Karen Burgess: DIS router is a form of connectivity; it costs them \$234 a month to have that connection. With messenger encrypted, it allows the agency to do away with DIS connection, circuit and router and connect through their own internet provider. Saving them \$234 a month.

Benny Battles:

- Completed Training courseware and workbook for ACIC Advanced Class.
- Field-tested this training with positive comments.
- Basic/Advanced/VINE/JusticeXchange/Nplex/CENSOR training statistics.
- Developing a refresher course to help students testing online.
- TAC training in Little Rock, with regional follow up by field agents.
- Preparing for LTI - Learning, Transfer, & Impact - Train the trainer class.
- System Users statistics.

- VINE/JusticeXchange/AlertXpress/Nplex/Scrap Metal Statistics.
- Working with Fusion Center in utilizing AlertXpress for the Little Rock Marathon.
- Benny will attend Appriss training.
- Michele (ACIC) and Karen (Appriss) trained (2) two sessions in Arkansas.

Ralph Ward:

- Current NIBRS program status.
- Sent out a letter to Chiefs and Sheriffs missing monthly submissions from 2017.
- Ms. Jackie Warren completed the full time law enforcement officer and civilian employee counts. We submitted it to FBI and added it to our website.
- Converted our NIBRS Legacy database to our new NIBRS.net system. We are now auditing the database conversion.
- Received and Processed several request for statistics.

Repository:

Paula Stitz:

- Arkansas Sex Offender statistics
- Scheduled (5) five trainings on Offender Watch by Watch Systems.

Rhonda Harris:

- Criminal History files worked.
- Criminal History is reaching out to arresting agencies, prosecuting attorneys, and courts for training in interpretation of criminal history.

Administrative:

Mary Rogers:

- Plenty of money for the physical year. Closely monitoring it for purchases we want to make, possibly to replace (7) seven year old training laptops.

ISD:

Michael Tackett:

- Over (20) twenty various Projects currently working or waiting to work.
- Completed the Concealed Carry and Enhanced Concealed Carry projects with Arkansas State Police.
- Working with DFA on the emergency contacts database.
- Working with Watch Systems on Offender Watch.
- Working to replace training computers and some in other offices, made enhancements to the conference room on seventh floor.
- Upgraded our storage and brought in a new system. Moved all our blades, environment, and servers to this storage.
- Storage is backed up in house and sent to Faulkner County.
- Working on Laserfiche replacement.
- CJIS auditing all of the security side of local agencies. Each agency is audited every (3) years.
- Preparing for ACIC Conference.
- Working with DIS on hosting CJIS policy classes and round table.
- Office 365 and Microsoft agreements.
- Data sharing with other criminal justice agencies and DHS.

Other Business:

Director Brad Cazort: Introduces Tiffanie Ward on an in-depth look at our new audit program for missing dispositions.

Tiffanie Ward: Disposition Audit

- Pope County is our first test audit. Pulled the statistics for all the missing dispositions in each county.
- Developed a map of people fingerprinted with no disposition attached to record.
- Arresting agency is responsible to get an Arrest Tracking Number. That ATN follows that arrest and disposition all the way to the court. If there is no ATN it can't be attached to the final disposition.
- If the person charged is not fingerprinted, they cannot attach the disposition to the record.
- Goal to audit all agencies in (3) three years.

Mr. Jack Lassiter: If I have a felony case in circuit court and we do a negotiating plea, who is responsible for sending it to ACIC?

Ms. Tiffanie Ward: If it is a conviction, it is the circuit clerks' responsibility to send us the information.

Director Brad Cazort: The courts that are on Context will send it electronically to AOC who then sends it to us. Courts that are not on Context send it in paper form.

Mr. Marc McCune: How does the circuit clerk communicate with ACIC?

Director Brad Cazort: If the court is on Context they will submit it electronically to AOC who then submits it electronically to us. Courts that are not on Context send it in paper form.

Mr. Marc McCune: On dispositions do you break this down in each county by district court versus circuit court.

Ms. Tiffanie Ward: Yes.

Mr. Marc McCune: Are the majority of these District court?

Ms. Tiffanie Ward: No.

Director Brad Cazort: Arkansas is in better shape than most states in on how much is missing.

Mr. Marc McCune: Are all counties now on electronic fingerprints?

Ms. Tiffanie Ward: No.

Mr. David Raupp: Does the arrest number go per arrest or person?

Ms. Tiffanie Ward: Per arrest.

Mr. David Raupp: There might be some at department of corrections?

Ms. Tiffanie Ward: If it gets to ADC, we have a problem. It should already be printed. The law states they should be printed at arrest or first arraignment.

Mr. David Raupp: Could there be arrest of that person that are still considered undisposed?

Director Brad Cazort: Yeah, it is possible somebody may have (8) eight arrests and they got convicted on one and the sentencing order didn't say the judge either dismissed or merged these; so they've gone through the system on one charge and we're still showing (7) seven more charges. We need an acquittal, dismissal, all those are dispositions but they are still showing in our system as an open arrest.

Stipend for Board Members:

Motion to Approve: Mr. Marc McCune

Seconded by: Sheriff Ron Nichols

Voting: Unanimous

Director Brad Cazort:

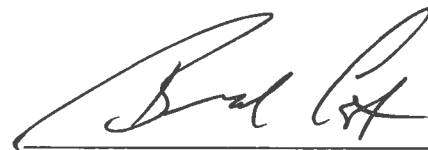
- Entire agency took adversity training at OPM.
- Budget bill signed by Governor as ACT 141.
- ACT 423 (Justice Rehabilitation Act) ACIC had to create a mental health database and then encourage law enforcement to input data. A separate entry through JusticeXchange that will indicate that a person has been screened under one of two approved mental health screening tests and whether they pass or failed. It is not in our budget but there are state funds under Act 423 to implement.
- ACT 781 requires every agency by December to report its rules and regulations. We have done that. In July, every agency will have to justify the existence of its rules and regulations.
- DIS created a twelve-member cyber security task force to review current threats and vulnerabilities that face every IT department in the state. Michael Tackett was named one of the twelve members and accepted in to the FBI citizen's academy.
- ACIC Conference

Adjournment: (11:19 am)

Motion to Approve: Mr. Jack Lassiter

Seconded by: Sheriff Ron Nichols

Voting: Unanimous



ACIC Director

5/23/18

Date