

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

MARCH 03, 2017

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
Mr. T. J. Curtis
Col. Bill Bryant
Ms. Wendy Kelley by Chief Deputy Dale Reed
Mr. Donald Ragland
Mr. Jack Lassiter
Assistant Chief Hayward Finks
Mr. David Raupp
Mr. Marc McCune
Judge Lance Wright by Judge Kim Bridgforth

Also attending were: Bill Clinton, Deputy Director & 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; Karen Burgess, ACIC; Ralph Ward, ACIC; Paula Stitz, ACIC; Rick Stallings, ACIC; Cortney Williams, ACIC; Benny Battles, ACIC; Sarah Cole, ACIC; Angie Tatom, ACIC and Bliss Boever, ACIC.

Chairman Sgt. Lloyd White called the meeting to order at 10:00 a.m. and asked for a motion to approve the minutes of the December 2, 2016 Board meeting.

MOTION: That the minutes of the December 2, 2016 meeting be approved.

MOTION BY: Mr. Jack Lassiter

SECONDED BY: Mr. McCune

VOTING: Unanimous

Operations Committee Report

• New Terminal Site Applications

Benton County Clerks Office

Bill Clinton said that the Operations Committee met prior to the Board meeting to consider several applications for direct access. The first application was the Benton County Clerk's Office. The application was for a limited access workstation for the clerk's office for the convenience of the court clerk. Mr. Clinton stated that the Operations Committee had reviewed this application and recommends approval.

Mr. McCune asks if ACIC gave other clerks access in the past.

Mr. Clinton stated that yes, ACIC had, and he suspected the application was really for the court.

Mr. McCune expressed his concern that this would open access to non-law enforcement.

Mr. Clinton stated that the application could certainly be held until any concerns were resolved.

Mr. Lassiter asks if the clerk could get the prosecutor's office to run ACIC reports from them. He asked if other circuit clerks have a terminal.

Rick Stallings responded that the Independent County Circuit Clerk had direct access.

Mr. Lassiter mentioned that when we started on the ACIC Board that applicants had to be a criminal justice agency to get a terminal and he seemed to remember that there was a definition of a criminal justice agency.

Mr. Clinton stated that the definition was in the ACIC System Regulations. Mr. Clinton read the definition: Section 2, paragraph D, Criminal Justice Agency means a governmental agency or any sub unit thereof which is authorized by law to perform the administration of criminal justice and which allocates more than one-half its annual budget to the administration of criminal justice. Administration of criminal justice means performing functions of investigation, apprehension, detention, prosecution, adjudication, correctional supervision or rehabilitation of accused persons or criminal offenders. The administration of criminal justice also includes criminal identification activities and collections, maintenance, and dissemination of criminal justice information.

Mr. McCune stated that the Benton County Clerk's Office should be required to demonstrate they spend 50% of their budget on criminal justice functions before being approved.

Mr. Lassiter asks if JusticeXchange would be better for the clerks to access.

Mr. Clinton explained the same rules apply to have access to JusticeXchange.

MOTION: Table Benton County Circuit Clerks Office application until they can prove they spend 50% of their budget on criminal justice functions.

MOTION BY: Mr. Jack Lassiter

SECONDED BY: Mr. Marc McCune

VOTING: Unanimous

Cherry Valley Police Department

Mr. Clinton said the second application was from Cherry Valley Police Department. They are seeking direct access to use with the e-Citation and Atlas systems to get access to ACIC. They are looking at putting it in two patrol cars. After review, the Operations Committee recommends approval.

Mr. Lassiter asks if this is a department of one employee.

ACIC Agent Sarah Cole explained that the chief is a full time employee and he has a few part-time employees. They are thinking of a desktop in the office at some point too, but currently they are just requesting access through Atlas.

Greenland Police Department

Mr. Clinton reported that the third applicant was Greenland Police Department, and they, too, are requesting direct access to the ACIC system using Atlas. The Operations Committee recommends approval.

Constable – Tappan Township

Mr. Clinton reported that the fourth applicant was the Constable of Tappan Township in Elaine. In the comments of the application, the constable mentions he is both a police officer and a sheriff's deputy. After reviewing the application, the Operations Committee recommends not approving this application because the constable already has access to ACIC through other facilities.

MOTION: Deny application because applicant already has access through other law enforcement offices.

MOTION BY: Mr. Marc McCune

SECONDED BY: Mr. Jack Lassiter

VOTING: Unanimous

Greers Ferry Police Department

Mr. Clinton presented Greers Ferry Police Department as the fifth applicant. They too are looking to put Atlas in two patrol cars. The Operations Committee recommends approval.

MOTION: That the applications for Cherry Valley, Greenland and Greers Ferry P.D. be approved.

MOTION BY: Mr. Marc McCune

SECONDED BY: Mr. Jack Lassiter

VOTING: Unanimous

• Division Status Reports

Operations Division

Karen Burgess reported and said that her report covered the time period from November 17, 2016 to February 22, 2017. She reported the Operations Division configured 11 messenger workstations, 190 Mobile Data Terminals, and 1 server in that time period (list provided). Operations deleted 2 messenger workstations, removed 3 DIS routers, processed 9 requests for ORI additions or deletions, processed 1,373 hot files, and conducted 51 audits and one re-audit.

Network Control logged 937 offline searches, 917 requests for password resets, token resynchronizations, and password extensions. Network Control also processed and emailed 65 driver's license photos, processed 2,339 stolen vehicles and resolved or dispatched 89 trouble calls.

As of February 22, 2017, ACIC had 486 active missing persons on the ACIC website, and as of January 31, 2017, NCIC had 479 missing persons on file from Arkansas as well as 101 unidentified persons.

Ms. Burgess added that they are working hard on the mainframe conversion with Mainstream and ISD.

VINE/JusticeXchange

Rick Stalling reported the VINE and JusticeXchange programs have been very busy. He mentioned that Michele Kulesa has conducted training courses around the state. She successfully trained a group from Department of Correction, and trainers from Appriss had held training classes around the state. Ms. Kulesa has been working with Little Rock Police Department and the Fusion Center on the upcoming Little Rock Marathon. ACIC will give them access to AlertXpress and will upload all of the participants to make notifications. ACIC continues to work with Appriss to display the technical violators from the Omega Technical Violators Center and the other community correction centers around the state. Mr. Stallings stated he was pleased to announce that the VINELink website is now available in over 100 languages. ACIC is continually working to update the VINE MOU. The MOU is an agreement between ACIC and the sheriff's departments that details the responsibilities of ACIC and the sheriff's department regarding maintain the system and providing the information required for victim notification.

Mr. Stallings gave a report on VINE and JusticeXchange statistic as of February 16, 2017: VINE had over 200,000 registrations on offenders that are incarcerated, 82,176 registrations on parolees that were current, and 4,782 court cases. This year, 2017, VINE has had 44,920 registrations. Last year it processed over 342,000 registrations. This year, over 468,000 searches have been conducted through VINE and over 104,000 notification have been sent out.

There are currently 3,722 JusticeXchange users. JusticeXchange has a little over 3,100,000 booking records for Arkansas agencies, and over 7,000 DL photos searches have been conducted this year. AlertXpress, had 64 notifications going out during January and February. Last year, over 1,800 notifications were made.

The NPLeX system recorded 14,436 purchases. Law enforcement conducted over 4,000 searches and roughly 596 blocked sales (people denied purchasing pseudoephedrine).

Metal theft system recorded over 102,000 items that were scraped this year.

Mr. Stallings introduced Agent Sarah Cole who gave a report on field services. The field agents have investigated complaints of possible miss-use of ACIC information and conducted audits. They have completed 182 audits. They are cross training in Network Control. Agents cross train with Network Control every other month. Agents are working to get ORI validations complete. Sunni Douglas is a new field agent who is currently in training. Agent Tiffanie Ward, presented at the STARS Conference about non-criminal justice audit challenges and successes.

Benny Battles reported on Training from December through March of 2017. During this time period, 478 students attended the Basic Class, 81 students attended the Advanced Class, and 10 were trained on the CENSOR program.

Mr. Battles noticed a trend in the pass/fail ratio. Overall, 1,257 test were taken. Basic tests had 1,080 passing and 177 failing. Advanced had 59 tests taken with 58 passing and 1 failing. There were 331 refresher tests taken and of those, 228 passed and 103 failed.

ACIC is collaborating with CLEST on ACIC advanced classes conducted outside of Little Rock. CLEST is also giving credit for classroom hours at the ACIC Conference this year. ACIC conducted an LTI class last month for instructors. Seven students graduated, three were in-house employees, and four from other agencies.

Mr. David Raupp questioned why the refresher fail rate was so high.

Mr. Battles explained that previously the refresher test consisted of 20 easy questions. The test has recently been revised and now includes 100 tough questions.

Mr. Clinton added that ACIC has started thinking of the test as a training tool. If the student misses a question, they are forced to go back and research the correct answer.

Arkansas Incident Based Reporting System (AIBRS)

Ralph Ward reported on the current NIBRS status and said that currently ACIC has cleared 298 agencies to request. Nine agencies and vendors are testing to certify their RMS. The agencies may have purchased a new RMS or are transitioning from an old system to a new system. We are testing those systems for them.

ACIC sent out a letter to the chiefs and sheriffs that are missing some monthly submissions for 2016. A large portion of our effort this quarter is working with vendors and agencies that are having technical reporting issues. Jackie Warren (Program Assistant) has completed the collection of full time law enforcement officers and civilian employee count. She is submitting the updates to the FBI along with hate crime and cargo theft adjustments within the AIBRS program. We are also concentrating on the development and testing of validations and edits of the new NIBRS.net web portal. This project will enable agencies to upload NIBRS submissions securely online, access data, and review incident errors so they can correct them.

Mr. Ward met with Arkansas State Police regarding their new records management system regarding NIBRS reporting and attended the Arkansas State Fusion Center Executive Board Meeting.

The division received and processed several requests for statistics. Some of the more notable ones were from University of Arkansas, Department of Finance and Administration, FBI CJIS, Michigan State University, DEA, and Arkansas Army National Guard counter drug program.

- **Repository Division**

- **Sex Offender Registry**

- Paula Stitz gave the Sex Offender Registry report. Jennifer Dean and Kenny Kendrick, at Arkansas Community Correction, who are in charge of the parole and probation sex offenders, have started going out with local law enforcement agencies and doing compliance checks a lot more often than before. They get information from ACIC on delinquent sex offenders they want to take a particular look at.

- ACIC received a bid from Watch Systems to develop a more enhanced CENSOR system.

- ACIC recently conducted a CENSOR class for Department of Correction supervisors and record clerks. They use CENSOR to enter sex offenders who are coming into the Department of Correction and who are going out.

- **Criminal History Division**

- Cortney Williams gave the Criminal History Division report covering the time period from January – February 21, 2017. Mr. Williams reported 416 fingerprint cards were entered, 3,244 district court dispositions entered, 2,639 circuit court dispositions entered, 17 governor's pardons, 100 juvenile orders to seal entered, 15,863 AFIS transmissions received, 13,862 AFIS transmissions worked, 10,333 regular verifications, 131 domestic violence flags added, and 173 Act 346 database entries.

- **Administrative Division**

- Mary Rogers, Administrative Services Manager, said she had nothing to add to the overview of the financial budget and expense report that everyone has already received.

- **Information Services Division**

- Michael Tackett reported and said that ISD has more projects going on right now than it has ever had. Instead of detailing all the projects, he suggested the board read the handout and ask any questions.

- One of the main projects ISD had been working on is the Mainframe conversion. ACIC is in the testing and training phase right now. Employees are testing all the applications, all the links and finding as many errors as possible. Mainstream Technologies is fixing these issues. ACIC is almost ready to roll out. We are waiting on the legislative approval of the enhancement and maintenance contract. Once this is complete, ACIC will be ready to roll the system out for all agencies.

- ISD has one open position. ISD has offered a position to Sheweta Deshmukh. We are working with the Department of Labor to move her H1B Visa from her current employer to ACIC. Once the paperwork is processed, she will be the main programmer for the new system. We have added a new manager of infrastructure, and that team is now full. The infrastructure team is going through the system, servers, and networks to make sure ACIC is using industry best

practices. ISD has implemented new group policies, gone through our system and contracts ensuring that we have the maintenance and support that we need to make sure ACIC stays up and functioning. ISD has hired a new employee. He comes from the Saline County Sheriff's Office. He does field security audits similar to the ones the FBI does every three years. ACIC is the only state that has had two consecutive clean audits.

Mr. Tackett pointed out that there was an error in the ISD report. ACIC has NOT had any downtime because of a DIS outage.

• Board Meeting Stipend Approval

Chairman Sgt. Lloyd White said the next item on the agenda was the stipend approval that the Board votes on at the first meeting of every year.

MOTION: That the Board approve the stipend.

MOTION BY: Mr. Donald Ragland

SECONDED BY: Mr. Jack Lassiter

VOTING: Unanimous

• Legislative Update

Brad Cazort, Administrator of the Repository Division, said the packets handed out included bills that affect ACIC. As of March 3, 2017, there had been 1,478 bills filed. Over 200 of those have been filed in the last few days. Last year, there were 2,100 bills filed. Monday is the bill filing deadline. ACIC had a package of three bills: HB 1540, HB 1541, and HB 1542.

HB 1540 is now in the second committee, it adds a requirement for sex offenders to provide ACIC with all of their social media accounts. It adds the phrase "In Person" throughout the sex offender law. HB 1541, allows ACIC to remove all deceased persons from the sex offender registry. HB 1542 would have been the first offender act. When they passed the comprehensive sealing law, they did not allow any sex offenses to be sealed.

Unlike last year, the ACIC budget was passed early this year and signed by the Governor. We are following many bills dealing with background checks because we audit every non-criminal justice agency that does fingerprint based background checks through the FBI. We sent those proposed bills to the FBI for review. A number have come back with approvals. One came back that was denied and we have not received a response on several. The one that was denied is an Act that has already been signed by the Governor.

Mr. Raupp asks about bills HB 1741 (The Blue Alert Notification System) and HB 1769 (The Animal Abuse Registry). He wanted to know how much of a burden they will place on the agency.

Mr. Cazort, explained the Blue Alert Notification System would create a system whereby the public and law enforcement would be notified if there was a person who had evidence of violence against law enforcement. Mr. Cazort reported that he had talked to Rep. Vaught because it would be an enormous burden on ACIC because ACIC doesn't have that type of system. ACIC would have to create a system. He reported that he mentioned that the Arkansas State Police had

that capability. Our liaison from the Governor's office stated last night that if Rep. Vaught leaves ACIC as the agency responsible, then the Governor's office would be opposed to it.

Regarding the Animal Cruelty Registry, Mr. Cazort reported that he had checked to see how many actual convictions there had been for animal cruelty over the years, and it's a very small number. He stated that he requested a quick ballpark number from our new sex offender registry vendor, but had not gotten anything back from them. The registry itself is not like the sex offender registry where people are coming, registering, and reporting addresses. It would require ACIC to put a picture of a person who has been convicted of an animal abuse crime on a website that would automatically roll off depending on the severity of the crime. Right now, there have only been five convictions for aggravated cruelty to animals since the law was passed in 2009. Aggravated cruelty to animals is the most serious animal cruelty law on the books. Mr. Cazort stated that he thought it would have a huge effect on ACIC if we had to develop the system ourselves.

• **Other Business**

Bill Clinton invited the board members to the ACIC Conference which will be held May 9 – 10, 2017 at the Robinson Center.

He also reported that long time Board Member J. D. Gingrich is retiring as well as John Stewart.

At the September 9, 2016 Board Meeting, the chief from Springdale Police Department appeared before the Board in reference to one of his employees where alleged misuse of the system was an issue. There was a motion passed during that meeting that the Springdale Police Department conduct training for the whole department regarding the proper use of ACIC information. ACIC received a letter on December 21, 2016 from Chief Peters confirming that the training had been completed.

Mr. Clinton reported that Director Winters is out on medical leave. He stated that Director Winters emails frequently, and that he has been trying to serve as deputy director and keep things going with help of the staff. The staff has been working extremely hard on various projects, but in particular, on the move off the mainframe project. We wish Jay the best in his recovery.

Chairman Sgt. Lloyd White asked if anyone had anything else to discuss.

MOTION: That there was no further business and the ACIC Supervisory Board meeting be officially adjourned at 10:55 a.m.

MOTION BY: Mr. Jack Lassiter

SECONDED BY: Mr. David Raupp

VOTING: Unanimous

Billy Clinton
ACIC Deputy Director

5-30-17

Date