

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

MARCH 5, 2010

The meeting was held in the ACIC training room at One Capitol Mall in Little Rock. Members present:

Mr. Jack Lassiter, Chairman
Sergeant Lloyd White
Chief Danny Bradley
Hon. Dustin McDaniel by Mr. David Raupp
Sheriff Larry Sanders by Mr. Chuck Lange
Mr. David Guntharp
Mr. Harold Pointer
Mr. Ray Hobbs
Ms. Vicki Rima by Mr. David Morris

Also attending were: Danny Ormand, ACIC Director; Rhonda Richardson, Administrator of the Administration Division; Letha Osborne, Administrator of the Information Services Division; Brad Cazort, Administrator of the Field Services Division; Warren Readnour, Office of the Attorney General; Sharron Stallings, ACIC; Rick Stallings, ACIC; Chez Annamalai, ACIC; and Judy Lepper, ACIC.

Chairman Jack Lassiter called the meeting to order and asked for approval of the minutes of the December 4, 2009 regular meeting.

MOTION: That the minutes of the December 4, 2009 regular meeting be approved.

MOTION BY: David Raupp
SECONDED BY: Sgt. Lloyd White
VOTING: Unanimous

Division Status Reports

Operations Division

New Terminal Site Applications

Sharron Stallings reported that there were a total of six applications. The Committee reviewed these applications individually. The first was Greenwood Police Department. They are requesting access to the Fort Smith mobile data system. Three other applicants – Greenwood, Lavaca and Hackett – are all running mobile data systems and they will be operating off the Fort Smith Police Department network.

Chairman Lassiter asked if there were any problems with these three applications and Ms. Stallings stated that there were not.

Sharron Stallings said that our information security officer visited Fort Smith Police Department a couple of weeks ago and found that they are in compliance with all of the CJIS policies and that their mobile data system is set up and is far above what CJIS requires.

Ms. Stallings said that the 20th Judicial District Prosecuting Attorney is also requesting access. The Committee voted to approve this site. Shannon Hills District Court requested and was approved full ACIC access. She said they are seeing more and more district courts requesting ACIC access at their departments. Lee County Sheriff's Office also submitted an application. When the Sheriff called and inquired about ACIC he was given the cost. The circuit fee was a deterrent for him. Our circuit fee is \$289.00 a month and he felt like he might not be able to absorb that cost. Ms. Stallings said that the courthouse is next door to the Sheriff's office. She called DFA and they agreed to allow the sheriff's office to share a router that is located in the courthouse. She called the sheriff and told him what she found out and he said that he would provide the wiring and any additional cost that would involve running that wire to the DFA router.

MOTION: That the applications for Greenwood Police Department, Lavaca Police Department, Hackett Police Department, 20th Judicial District Prosecuting Attorney, Shannon Hills District Court and Lee County Sheriff's Department be approved.

MOTION BY: Harold Pointer
SECONDED BY: David Guntharp
VOTING: Unanimous

Field Services Division

Training and Legal

Brad Cazort reported for Training and Legal and provided a handout of the synopsis for the first quarter. A total of 336 people took the Level I test within the first quarter with an almost 85 percent pass rate. There were a total of 53 people who took the Level II test with approximately a 95 percent pass rate. 135 people took the Level II refresher with about 90 percent pass rate. We are still putting together our Mobile Training System. We are waiting on the laptops to come in but we have tentatively set up the first six sites for our training system. We will alternate one week in Little Rock, one on the road, one in Little Rock, and one on the road to see how that goes.

Mr. Cazort reported that on the legal side, ACIC mentioned at the last Board meeting that we had one lawsuit filed by Mr. Raymond Roush seeking to be removed from the Sex Offender Registry. Amy Ford in the Attorney General's Office handled the case and filed a motion to dismiss for failure to join a necessary party of the prosecutor. A hearing was held a week or so ago and the judge granted the motion and dismissed the case without prejudice for failure to

name a necessary party. Mr. Roush has one year to refile, which doesn't look likely. His attorney is out of the case since he wasn't getting paid and the plaintiff is in jail in Florida for violating their sex offender laws.

Vine/JusticeXchange

Rick Stallings reported for Vine, JusticeXchange, AlertXpress, LeadsOnLabs and Field Agents, etc. Included in the handout were some topics he touched on regarding the field staff. Mr. Stallings said that they have been working with the Operations Division to finish installing Messenger throughout the state. Three of the field staff, Melissa Gladden, Steve Johnson and Rhonda Ratterree, worked for two days installing 26 messenger workstations in three DOC locations around the state and did an excellent job. He said that all of DOC was converted over to Messenger from Cyberlynxx and that seems to be working well at this point. All of the field staff has been repairing broken equipment the past few months.

We have three classes coming up in April for JusticeXchange, Vine and AlertXpress. Those will be April 20, 21 and 22. There is a sign-up form in your packet and everyone is welcome to attend. The classes will be held in Rogers, North Little Rock and West Memphis. We will be covering new material tailored more toward the law enforcement officer and the jailer aspects of Vine and JusticeXchange systems. We have been working with LeadsOnLine to bring the scrap metal dealers on line. There are about eight who do not want to comply with the law. We have been turning those over to the local law enforcement of their jurisdiction. We have started advertising Vine on the Razorback Sport Network. We will pass out materials at some of the Razorback basketball and baseball games throughout the 2009-2010 seasons.

Mr. Stallings said that Baxter County 911, Sebastian County OEM and Franklin County 911 are currently utilizing AlertXpress. They have had over 384,000 Vine searches, so it is being used heavily. We currently have over 31,000 people registered for some sort of notification from the system. Something I have not given you in the past is a figure on JusticeXchange as far as how many records are in that system. Of the states that are submitting records to JusticeXchange, there are over 31,000,000 records. We have contributed over 1.6 million records to that system with over 628,000 photos. 2,838 users are actively using the system. It is still a good access point for the DL photos with 140,826 photos pulled February 2009 to January 2010.

Mr. Stallings mentioned that the Vine system was mentioned in the new Criminologist Online Magazine in December.

Chairman Lassiter had a question on Epic Forms submitted.

Rick Stallings responded that basically there were 680 Epic Forms submitted from February 2009 to January 2010. We provide law enforcement agencies the ability to submit electronically to the Drug Director's Office, Epic and the Crime Lab.

Chairman Lassiter asked what Epic was.

Rick Stallings responded that Epic stands for the El Paso Intelligence Center which is a DEA multi-agency facility where they compile all of the information for the reports.

Chairman Lassiter asked who can access that.

Mr. Stallings responded that our law enforcement officers input the information. An email is sent to the Crime Lab. Crime Lab is supposed to hold the evidence before they actually start working on it because they have to have the forms submitted. Our law enforcement officers are the only ones who see all of those Epic forms. By state law ACIC has to send the first two pages of the Epic forms, which does not contain any of the offender information, to the Arkansas Department of Environmental Quality so they can make sure that the labs are cleaned up.

Chairman Lassiter asked if the Epic database was accessible to the trooper on the side of the road.

Rick Stallings responded that he didn't think they can search for a specific person with that system. The actual drug task force officer can save the forms and view them.

Chairman Lassiter said his question is if a trooper has a person pulled over for a traffic stop that is acting funny or suspicious, is the EPIC database accessible to the trooper?

Mr. Stallings said that we don't give them that information.

Sex Offender Registry

Brad Cazort gave a breakdown of the Sex Offender Registry. Currently, there are 9,863 sex offenders, an increase of 257 since the last Board meeting and a little over 1,000 a year in average growth. While our total numbers continue to grow, the number of offenders with absolute unknown addresses remains fairly constant despite total growth in the number of people in the registry.

In the last quarter, Brad met with two investigators from the U. S. Postal Inspector's Office. The Post Office has decided to get more involved in helping to track down missing sex offenders. The Adam Walsh Act directed the U. S. Marshall's Service to assist states in locating missing sex offenders. The two local postal inspectors are from the Dallas Regional Office. They pushed this out to all of their local offices and they are using their resources to help track down missing sex offenders. We certainly welcome their assistance and help in providing information on the 350 who have unknown addresses. The U. S. Marshall's Office is assisting in this investigation as well.

Chuck Lange asked about the 9,863 figure and wanted to know if there was a breakdown of SOR levels.

Mr. Cazort responded that actually Level 4 is a pretty small number of the total number of sex offenders. There are a little over 4,000 on our web page (which is public information) of Levels 3 and 4 with a very small number of Level 2's that have committed a particular type of crime. Roughly half are going to be Levels 3 and 4.

Danny Ormand said that it's ironic you asked that today. He and Letha Osborne were talking about this same issue – was there a way that local law enforcement could check that list for absconders. Brad Cazort was in on that meeting also. It's going to take a little change in the way we have our computer language set up, and Letha is working on it. Local law enforcement will be able to go in and put in their county, and check the entire list for their county or they could check by the ORI, city or area. We're going to make that change. We can get that information for you now. We're going to set that up and they can do the QW for that specific cause and print it.

Criminal Justice Information Division

Arkansas Incident Based Reporting System (AIBRS)

Danny Ormand stated that Ralph Ward was out sick today and he would be going over the information for him. He has a handout in his packet. There are 264 agencies currently reporting NIBRS, with a total of ten that were added this past year. Four agencies are testing NIBRS, three are working with their vendor and one is in the process of acquiring a new vendor. He's also working on designing a new audit report for the NIBRS repository. They're testing the federal NIBRS submission process with the FBI and preparing to load the 2009 data submissions to the new repository.

Criminal History Division

Mr. Ormand reported that, Mr. Ward has added the Orders of Protection to the website as well as the new report forms. The Orders of Protection and Petitions have also been added to the website. In your handout you'll see the monthly reports and the numbers that were entered. Since the beginning of the year, he has started cross-training each employee in Criminal History and they are going to continue to do that throughout the year.

Chairman Lassiter added that Mr. Ward has also added to the website Uniform Motions and Orders for two of our expungement laws. They are online now, so hopefully the judges and prosecutors around the state will start to utilize them.

Administrative Division

Rhonda Richardson reported for the Administrative Division and provided a handout with a spreadsheet that indicates our budget noting that we have had two budget reductions.

The back page includes our grants.

Danny Ormand added that there were two budget cuts this year. He said that Rhonda had done a good job of helping us tow the line throughout the year. We've been able to cut costs throughout the year where we could without having to cut any services and without having to cut any employees. During the budget cycle that we went through with the Legislature, they renewed our budget back at the level that it was before. So hopefully we won't have to take a cut next year, but if we do we'll be prepared to do that again. Rhonda has worked hard to make sure that we're in line with all of that.

Information Services Division

Letha Osborne gave the report for the ISD Division and provided a handout to the Board and said that ISD has been working on several projects. One of the major projects is Law Enforcement Standards data conversion, which we initially did about 25 years ago. We are working with them to update their system. We are still working on our AOC conversion, which is an ongoing project. We are working with Criminal History and INA to do an Act 346 web-based project. The clerks/judges can access Act 346 and have the data accessible to them in the courtroom. As Danny said, we started this week working on a QSOR transaction to bring back Sex Offender data. We are working on our regular maintenance every day to keep everything up and running.

Chuck Lange had a question regarding updating law enforcement standards. He inquired about the update, what it means and how long it's going to take to get them updated.

Letha Osborne responded that about 25 years ago we developed a system, from manual to automation. We met with them last year and started converting their system to DB2. The report redesign has been completed. Additional changes were requested and we are in the process of making those modifications. Our target date for completion is the end of next month.

Administration Presentation

Rhonda Richardson gave a presentation on the Administrative Division, with Chez Annamalai assisting. Ms. Richardson stated that currently we have three employees with one receptionist vacancy. Combining these three employees, we have 78 years of service. Mary Rogers is new, has been here about a month and a half, with 16 years total state service.

Ms. Richardson included a copy of the budget bill for FY 2011. She said that our budget bill for next year is made up of state funds, special revenues, federal and cash funds.

Chairman Jack Lassiter asked what special revenue was.

Ms. Richardson responded that special revenue includes background checks, including some DWI money that we receive.

We currently have 75 salaried positions plus 14 ACIC Supervisory Board positions for a total salary and fringe of 3.6 million. The Administrative Division is responsible for all purchasing for the agency. Accounts payable is responsible for paying all of the invoices for the office including travel reimbursement and any other invoices that come from our vendors.

Accounts receivable last month processed 3.3 million transactions that went through the Fox Message switch processor. We send invoices to our sites including transactions, circuit cost and equipment cost. We currently have four federal grants and have two that have been submitted within the last couple of weeks that are pending.

The Administrative Division is responsible for entering new employees on payroll after they are hired by other Divisions. We advertise those positions, obtain freeze approval from OPM, and enter new people in AASIS, making sure that their data is correct and they're paid properly.

We also have different miscellaneous deductions including Credit Union, insurance, any employees on the DROP, and any other miscellaneous deductions that they might desire. If someone terminates or retires we make sure that when they leave, that their sick and annual leave is paid out, if applicable, and processed properly when they leave.

ACIC is going to be undergoing a renovation to the front desk reception area at the end of January, which hasn't been started yet. We are going to provide a more secure environment for our receptionist and the people that have to come up front and deal with the public.

On-Line System

David Raupp mentioned that we skipped over the Operations Division Report and he had a question on the handout material. There's a notation that NCIC purged records for ten agencies due to failure to validate. What does that mean?

Sharron Stallings responded that now that we have a full message switch, we are able to take advantage of doing validations online, whereas before we had to mail out paper copies. The validation printout entails all entries that an agency enters into NCIC or ACIC prior to going straight to NCIC. This includes warrants, vehicles, stolen property, protection orders and missing persons. We give an agency about 40 days after they receive the printout, or they can access that information online. They have 40 days to validate that record. That means that they contact the court or the complainant to verify that the information in that entry is correct or that the record is still valid and needs to be in the system. If they don't update that record, then NCIC at the end of that time frame purges that record. We contact these agencies and let them know that they're nearing the end of the validation cycle and they need to validate the records. The field agent also follows up with them. For some reason some agencies know that their records are going to be purged and they will not go in and validate them. It's very simple, just a click of the mouse to validate their records. They actually could go ahead and validate them. It would save them from having to re-enter all of those records. They could validate them, and verify that everything is accurate.

David Raupp said that they will purge some records that might be valid just because they haven't validated them.

Warren Readnour said that on the arrest warrants, the concern is whether or not it is still an outstanding arrest order, has a person been arrested pursuant to that and action taken. If they get pulled over again, they get arrested for an outstanding warrant. It's not the conviction information.

Sharron Stallings responded that it is just the arrest warrant or a missing person entry.

Chairman Jack Lassiter asked Ms. Stallings if there was anything else and she said that she was looking at her Messenger installs at the DOC. She and Rick Stallings are off on their numbers quite a bit. She said they have 21 different DOC units and she feels certain that there are more than 26 Messenger installs at those 21 different DOC units. The agents just finished that up this

last month. DOC is glad to get a new system. They are now able to retrieve photos. The old system could not access photos online.

Ms. Stallings pointed out the offline searches. On this first page we show that we did 492 offline searches in a three month period. One of our offline searches worked. A State Representative and his wife were involved in the hit and run traffic accident. We provided a list to Little Rock Police Department that assisted them in the arrest of that individual. They had a partial tag. We ran the listing on the partial tag, which was 162, with no results. We went back and just pulled off all of the vehicles matching the description that they gave us and they had transposed the license plate number. It ended up being 126. Fortunately, they were able to make an arrest based on information we provided. That's just one of many that we have helped.

Warren Readnour said that they had the color and the make of the vehicle. We printed all of the license plates for all vehicles that matched and that's where they noticed the 126.

Sharron Stallings responded that actually the investigator called and said he took the printout home with him that night. He went through the printout and found two vehicles. He was certain it would be either one of these vehicles. They went to this man's house and he was not at home. Before he got back to the office the man had called State Police and turned himself in.

Board Meeting Dates for 2010

Chairman Jack Lassiter said that the Board meetings for 2010 were listed and asked if any Board members had any comments on the dates.

The dates are: Friday, March 5, 2010
Friday, June 4, 2010
Friday, September 3, 2010
Friday, December 3, 2010

MOTION: That the 2010 Board meeting dates be approved.

MOTION BY: Sgt. Lloyd White
SECONDED BY: Chuck Lange
VOTING: Unanimous

Stipend Approval

Chairman Lassiter said the annual stipend approval is authorized for \$85.00 per day.

MOTION: That the annual stipend approval of \$85.00 be approved.

VOTING: Unanimously approved by the Board

Other Business

Chairman Lassiter asked if there was any other business and said that on behalf of the Board he would like to thank the staff once again for their excellent reports.

There was no further business and the meeting was adjourned at 10:38 a.m.

ACIC Director

Date