



Governor Terry E. Branstad  
Lt. Governor Kim Reynolds  
San Wong, Director

## **CRIMINAL JUSTICE INFORMATION SYSTEM ADVISORY COMMITTEE MINUTES OF ELECTRONIC MEETING**

Origination site: Lucas State Office Building,  
321 E. 12<sup>th</sup> Street, Room 208  
Des Moines, Iowa

**Thursday, September 10, 2015**

**Present:** Mark Headlee, Acting Chair; Paul Fitzgerald; Josh Halterman; Scott Hand; Mike McKelvey; Julie Miller; Darrel Mullins; Chari Paulson; Darin Raymond;  
Ex-officio: Rep. Stan Gustafson

**Staff:** Steve Michael, CJJP Administrator; Tammi Blackstone; Julie Rinker; Dave Schmitz

**Others:** Jim Pingel, URL; John Asmussen and Lori Smith, Story County Sheriff's Office

### **Roll Call, Opening Remarks**

Tammi Blackstone, CJIS Coordinator, welcomed members at 11:00 a.m. A quorum was present. Mark Headlee, Chair, called the meeting to order at 11:04 a.m.

### **Approval of Minutes**

Darrel Mullins moved to approve the minutes from the December meeting, seconded by Sheriff Paul Fitzgerald. There was no discussion. The motion was unanimously approved.

### **Coordinator Report**

The date of the Coordinator's Report was corrected to reflect today's date. Blackstone reviewed the following:

#### **1. Status of Current Budget**

Through February, 2016, total expenditures were approximately \$831,000 for technical assistance and software renewals. A balance of \$1.335 million remains. Blackstone anticipated a remaining balance of \$833,000 at the end of the fiscal year.

#### **2. Update on Disaster Recovery**

Dave Schmitz reported that the disaster recovery project has been tested. A production test will be conducted. Upon successful completion, the site will be moved to the recovery location.

**3. Westcom transition to TriTech; Approval of submissions from Westcom/TriTech (Action item tabled from last meeting)**

Blackstone noted that this item was tabled at the last meeting. She stated that several western Des Moines suburbs wanted a centralized records/case management system, no longer wishing to submit citations through TraCS. They are working with TriTech to develop the system. Blackstone wanted to discuss concerns regarding granting access to CJIS through outside vendors.

A wide range of contract components and concerns was discussed including: contract wording; security; potential compensation for the CJIS technician; certification; uniformity regarding printed products, the charge code table and electronic signatures; Iowa court rules/Iowa Code; the appeal process for dispute resolution; proprietary information; development costs; and profiting from the project with other law enforcement agencies.

Jim Pingel, URL, noted that the project is based on national standards and work would be covered under the end-point assistance in the current contract. Schmitz' role is validating what's being sent. If the security standards are not being met, the information won't be exchanged.

Darin Raymond requested that Blackstone share a draft of the contract with members. Blackstone agreed.

**Raymond moved to continue drafting a proposal and contract as presented, seconded by Fitzgerald. There was no further discussion; the motion was unanimously approved.**

**4. Report on CJIS projects: Overview of Exchanges Implemented, In-Progress, and on Wish List**

Blackstone provided an update regarding the various exchanges that have been fully or partially implemented, in progress, as well as a "wish list" of future exchanges. The purpose of the conversation was to address the next agenda item.

**5. Discussion of possibly using CJIS funds to complete stalled exchanges between County Attorneys and Judicial Branch**

Three in-progress exchanges are stalled due to Judicial Branch budget issues—Trial Information, Juvenile Delinquency Petition, and Motions and Proposed Orders. Blackstone noted that these three exchanges would benefit county attorneys by allowing documents to be submitted through the current case management system. To complete this, work is required by Zirous.

Blackstone will be attending a meeting later this month to discuss details and get a cost estimate. She was passing along the information. There was no discussion on this matter.

Blackstone asked for assistance in prioritizing exchanges on the "Wish List". The following was discussed:

- Statewide Weapons Permit Verification—While having this information available, discussion surrounded privacy concerns. Until this was addressed through legislation, the matter was moot.
- Civil Returns of Service—Polk County has been very interested in the past, however, the current MOU between the Governor and Chief Justice centers on criminal information only.
- Arrest Warrant, Disposition Tracking (Green Sheet), & Application for No Contact Order—Pingel suggested working on these three items, but had concerns regarding how to track the green sheet. Raymond thought that EDMS has phased out the creation of a disposition sheet. He offered to check on the matter.

Blackstone invited members to contact her if they had further thoughts or suggestions.

### **CJIS Exchange and Roll-Out Update**

**Jim Pingel, URL**

Pingel reported on efforts since last December. Forty-one agencies are now using the Court Notice Exchange—Marion, Winneshiek, and Lee Counties have been added. Fifty agencies are now using the Hearing Order exchange—Lee County has been added. Pingel noted that there are approximately 20+ county attorney agencies that do not have computerized systems. Hancock County is interested in joining the project

Pingel reviewed that status of the exchanges that are in progress. Several are in the testing/completion stage, others are in the meeting/planning stage, and three are stalled due to Judicial Branch funding shortage.

### **Other Issues & Discussion**

There were no other issues brought forth.

**Next Meeting: Thursday, June 9, 2016 [Electronic meeting]**

### **Adjourn**

The meeting adjourned at 11:59 a.m.