Minutes 2022

Table of Contents

*(Click on page number to go directly to minutes for a particular meeting)*

[January 20, 2022 2](#_Toc121469065)

[February 3, 2022 4](#_Toc121469066)

[February 17, 2022 7](#_Toc121469067)

[March 17, 2022 10](#_Toc121469068)

[April 28, 2022 12](#_Toc121469069)

[August 4, 2022 14](#_Toc121469070)

[September 1, 2022 17](#_Toc121469071)

[September 29, 2022 19](#_Toc121469072)

[December 8, 2022 21](#_Toc121469073)

MAJIC Meeting

# January 20, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | VACANT |  | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Craig Baxter |  | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Allison Weeks | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | VACANT |  | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analysts ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | Ina Mano ACS | Angie Roote ISI | Sherry Trigg, ACS |
|  | Kyle Kranda ISI | Anne Fajardo ACS | Sharon Chen ACS |
|  | Brenda Axtell ACS | Patricia Jacoby, Equivant | Gina Turnbull ACS |
|  | Tracey Buie ACS | Bonnie Hough ACS | Andrew Dougherty ACS |
|  | Carlos Lopez ISI | Ryan Foley ISI | Carol Scoles ACS |
|  | Sonja Ahern ACS | Alan Stroop, Equivant | Hanley Robinson, ACS |
|  | **LOCATION** | **Zoom** |  |

**11 a.m. to noon**

**Electronic Charging Document Project (eCDP).**

The Alaska Court System and the Department of Law project teams discussed:

* Status on Phase 1 tasks (case initiation from DOL to ACS and messaging back)
* Work accomplished by technical group.
* Next steps

The ACS vendor ImageSoft (ISI) summarized the development work that has been accomplished since the last MAJIC meeting in December 2021 on system to system case initiation.  This project will make system to system case initiation possible for volume filers rather than having to upload one case at a time via TrueFiling.

A technical work session was held with the DOL vendor on January 19, 2022. The message submission from the ISI side is complete. The DOL vendor’s programmer is reviewing the message to make sure the codes are complete. The case and document types that need to be supported by DOL are being reviewed, and ISI is updating the codes that DOL will be using.

The message from the DMS to TrueFiling is complete. The message from TrueFiling to DOL’s system is not yet complete.

Mapping to the criminal case type and data needed in the ACS document management system (DMS) is underway. The ACS has submitted a list of required case type and document type codes. Once the data is in the DMS, ISI will update the DOL vendor on status. The DOL flow will be the same as the process followed by existing filings for case initiation in the e Filing system. Communication with the case management system (CMS) is in progress.

ISI is working on the style sheet for criminal case initiation from DOL and the DOL vendor is working on a full case example with all data elements. That may be ready next week.

The logic in the DMS is being reworded to accept XML. This will include new case review, acceptance and the creation of a court case number in the CMS. Record script updates needed are also being worked on.

User Acceptance Testing (UAT) for messages being recorded in the CMS is likely to begin the week of February 21, 2022. Test case creation will begin prior to UAT. The ACS team will work on test cases to be reviewed during the testing process.   The ACS will meet on this next week.

# February 3, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | VACANT |  | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Craig Baxter |  | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Allison Weeks | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | VACANT |  | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analysts ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** | John Rockwell, DPS | Ash DePung, PBK |
|  | E File Team | Angie Roote ISI | Jenifer Burris, DPS Joe Waters, DPS |
|  | Kyle Kranda ISI | Anne Fajardo ACS | Kiersten J, DMV |
|  | Brenda Axtell ACS | Patricia & Alan, Equivant | Gina Turnbull ACS |
|  | Tracey Buie ACS | Bonnie Hough ACS | Andrew & Carol ACS |
|  | Carlos Lopez ISI | Ryan Foley ISI | Andrew Lowery, ISI |
|  | Lisa Purinton DPS | Andee Nester, MOA DHSS | Hanley Robinson, ACS Ted Johnston DPS |
|  | **LOCATION** | **Zoom** |  |

**11 a.m. to 11:30 a.m.**

**Electronic Charging Document Project (eCDP).**

The Alaska Court System and the Department of Law project teams discussed:

* Status on Phase 1 tasks (case initiation from DOL to ACS and messaging back)
* Work accomplished by technical group.
* Next steps

The ACS vendor reported that the submission process is well underway. Testing identified some missing fields. The ACS and DOL vendors are working on making sure these gaps are addressed.

UAT will be later than previously estimated. Submission process should be ready by February 18, and then testing can resume on the ACS DMS side. The DOL vendor is trying to see if the response phase can fit within this sprint and be completed by February 18.

**11:30 a.m. to Noon**

**CJIS Modernization Project.**

John Rockwell, Interim PM, DPS CJIS Modernization Project provided a Power Point Overview of the project, updates and answered questions. After the meeting the Power Point was distributed to all MAJIC members.

This is a five-year project to modernize the DPS Criminal Justice Information Systems (CJIS). The main focus is the application of new technology to migrate applications and databases from the legacy mainframe. The principal existing application is APSIN (the Alaska Public Safety Information Network). APSIN is hosted on a mainframe and needs to be retired. The application code and operating systems are no longer supported and DPS is currently relying on contractors for programming support. This modernization will be NIEM conformant and will migrate the NLETS/NCIC message switch, Computerized Criminal History (CCH), the Sex Offender Registry and the Alaska Concealed Handgun Permits to new technology. Impacted systems external to DPS include DMV’s ALVIN, e citations and the ACS CMS, DOC’s ACOMS, and the Uniform Offense Citation Table. In light of the need to integrate with other agency systems for critical data sharing, DPS will work closely with stakeholder criminal justice agencies as the project moves forward.

DPS has contracted with Computer Projects of Illinois (CPI) to undertake this project. CPI focuses on building law enforcement information-sharing systems. Planning began in March 2021, and DPS has solicited for a contracted Project Manager to oversee this project. Scoping for 70 plus workflows for documenting and managing criminal justice information has been completed. DPS has established a secure connection between OIT and CPI, and has installed and begun configuring core system components such as the message switch.

The next steps for the project include continued development of the business case and funding requests, finalizing the core application project plan, development of a plan to conduct outreach and communication with DPS’ Alaska’s criminal justice agencies, and continued refinement of workflow and requirements analysis.

DPS anticipates bringing updates to MAJIC on a regular basis. CPI could be invited to future meetings if there is interest. DPS will be meeting with stakeholder criminal justice agencies regarding integrations in the next several months.

John reviewed a project timeline with the group spanning five years, with UAT and cut over to production not expected until the end of 2025.

MOA, DHSS had questions about victim notifications. The DOL victim witness coordinator will provide information regarding victim registration in state cases.

Jenifer Burris, DPS announced that DPS has enabled an automated notification for UOCT updates. If anyone wants to subscribe to this notification service, please contact Jenifer or Helen.

# February 17, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Major Steve Adams | Deputy Director, DPS AWT | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Craig Baxter |  | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  |  | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | VACANT |  | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analysts ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | E File Team ACS | Angie Roote ISI | Andrew Lowery, ISI |
|  | Kyle Kranda, ISI | Sharon Chen, ACS | Kiersten, DMV IT |
|  |  |  | Patricia Jacoby, Equivant |
|  | Brenda Axtell, ACS | Jenifer Burris, DPS | Nancy Dahlstrom, DOC |
|  |  |  |  |
|  |  |  |  |
|  | **LOCATION** | **Zoom** |  |

**11 a.m. to Noon.**

**Electronic Charging Document Project (eCDP).**

The Alaska Court System and the Department of Law project teams will discuss:

* Status on Phase 1 (case initiation from DOL to ACS)
* Work accomplished by technical group.
* PBK to CV translation: Discuss spreadsheet – codes and descriptions; mapping for phone and address types.
* MOU status
* Next steps

Ash is leaving PBK and is in the process of doing a knowledge transfer with Brad Harris who is rejoining the project. She will close out case initiation and send ISI the documentation before her departure to make sure all fields needed are present and mapped as required. ISI will do testing and then work will start on the response process. UAT for case initiation and messaging is likely to begin during the week of March 17 after the March 3 e filing Wave IV roll out. Once UAT is successfully completed, the exchange will go into production. Thereafter the project will move to the second phase to address subsequent filings.

The ACS provided the business use document, and reviewed with the group the required data sets. The group discussed what will be passed from the PBK system. Some of the information in use cases that the ACS needs may not be available per charge in PBK. E.g. DV related flag. The teams will need to discuss how to handle these issues.

The ACS needs ISI to map what is sent to the exact ACS system codes so they work in the CMS, which is code table driven. Data must map or be translated to the CMS code table.

In order to map all codes, ISI requested a flow chart of all codes and for the ACS to identify which ones need to be passed. The group discussed how some of the codes are defined in the ACS and DOL systems respectively. The ACS and DOL will need to go over the business requirements and ensure mapping is done correctly. This can be done at the next technical meeting, with both technical and business team members. Brad should be able to pull the data from the DOL PBK system and compare it to the court codes previously provided to Ash. Brad will need to pull a report on all tabs from the ACS code spreadsheet.

DOL commented that it is rare a prosecutor will file a charging document with a request for a warrant. That usually comes from law enforcement. The ACS can change that use case if it is rare that the DA requests a warrant, however what happens if law enforcement submits the warrant request through the DA’s office? DOL explained that for the most part the DA takes the officer’s request form and sends it over so no data is pulled from the DOL system. This will need further discussion to avoid adding work.

The ACS will need to discuss the eCDP process with DOL’s management and the DA chiefs. If this process becomes mandatory, DAs need to be prepared in advance for moving from TrueFiling to eCDP.

The ACS envisages that eCDP will replace TrueFiling in the case of DOL. AST could also use this exchange if they show interest.

DOL brought up that the DV per charge issue has not been resolved. It might be possible to make up a fake code to distinguish a DV assault from non-DV assault. PBK has a charge attribute – however, asking DAs to check a flag on each charge might be unrealistic. Sometimes Violating Conditions of Release is flagged when the violation is DV and that has caused confusion.

The DV charge could be against a partner but not another person involved in the case. One of those is DV and one is not. DV case flag is in the VRA. It is also not consistently entered so it is inaccurate information. DOL will discuss this further with their vendor, PBK. There appears to be no simple way to resolve identification of DV by charge. It may require resolution via training.

The next technical meeting is scheduled for March 2, 2022.

# March 17, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Major Steve Adams | Deputy Director, DPS AWT | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Craig Baxter |  | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Heather Phelps | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | VACANT |  | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analysts ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | Bonnie Hough, ACS | Angie Roote ISI | Andrew Lowery, ISI |
|  | Kyle Kranda, ISI | Sharon Chen, ACS | Ryan Foley, ISI |
|  | Tracey Buie, ACS | Anne Fajardo, ACS | Alan Stroop, Equivant |
|  | Brenda Axtell, ACS | Jenifer Burris, DPS | Trish Main, MOA Dept Health |
|  | Andrew D ACS | Ina Mano, ACS |  |
|  |  |  |  |
|  | **LOCATION** | **Zoom** |  |

**11 a.m. to Noon**

**Electronic Charging Document Project (eCDP).**

The Alaska Court System and the Department of Law project teams will discuss:

* Status on Phase 1 (case initiation from DOL to ACS)
* Work accomplished by technical group.
* Next steps
* MOU status

The ACS vendor ISI reported that there was a technical work session on March 16, 2022. Brad has rejoined the project. Brad is working on the case initiation submission and there have been some failures. Brad, ISI’s Ryan Foley, and Michal Bowers at DOL are reviewing data components and deciding how to handle rejected messages.

ISI’s Ryan Foley explained that Brad is catching up following the project transfer to him. Brad will be reviewing mapping of data in the PBK system and the expected data in the filing review interface. This involves mostly case type codes and document types. The notifications sent back will be “accepted” or “rejected”.

Once there is a successful submission testing can begin. A new UAT timeline will be estimated in a week or two.

The ACS is meeting next week with DOL’s Michal Bowers on business use cases, the workflow and then the ACS will get that information to Brad.

# April 28, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Major Steve Adams | Deputy Director, DPS AWT | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Mina Peters | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DHSS/Division of Juvenile Justice |
|  | Craig Baxter |  | 1. AK DHSS, Division of Health Care Services, Background Check Unit |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Heather Phelps | Policy and Planning | 1. DHSS, Division of Behavioral Health |
|  | VACANT |  | 21. Alaska Native Justice Center |
|  | Glen Klinkhart | Director | 22. Alcohol Beverage Control Board |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Demara Crim  Miriam Freas | Business Analysts ORCA | 25. Alaska DHSS/Office of Children’s Services |
|  | Beth Goldstein/Elizabeth Russo | Deputy Directors | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | Jeff Brown, NSBPD | Deputy Chief Brymer NSBPD | Jesse Poole, Bethel PD |
|  | Jay King, Unalaska PD, AACOP ED | Dave Muise, DOC | John Rockwell, DPS |
|  | Chief Taylor, Cordova PD | Anne Fajardo, ACS | Rena Bukovich-Notti, DPS |
|  | Fairbanks PD dispatch | Jenifer Burris, DPS | Trish Main, MOA Dept Health |
|  | Kelsey Contrades NSBPD | David Ross, Kenai PD | Sandra DeHart-Mayor, OCS |
|  |  |  |  |
|  | **LOCATION** | **Zoom** |  |

**11 a.m. to 11:45 a.m.**

**Alaska Crime Incident Repository (ACIR)**

**Jenifer Burris, Criminal Justice Planner, Statewide Services, Department of Public Safety (DPS)** presented an overview of the new Alaska Crime Incident Repository (ACIR) for Uniform Crime Reporting (UCR) and answered questions.

ACIR was acquired by DPS to comply with new FBI requirements regarding Crime Statistic reporting. States were required to transition from an outdated crime reporting system (the Summary Reporting System) to a much more robust, standardized and detailed method of reporting crimes. This new system is known as the National Incident Based Reporting System (NIBRS). ACIR is a repository or database that provides a secure portal for DPS to collect Uniform Crime Reporting (UCR) data from all law enforcement agencies in Alaska. The data collected is also required to be sent to the FBI to comply with the National UCR program.

ACIR is a much more robust and user-friendly program than the previous tools utilized for both the reporting of crime data by law enforcement agencies and the collection and auditing of the data by the Division of Statewide Services.  ACIR allows law enforcement agencies to submit their crime statistics either by uploading an XML file from their records management systems (RMS) if they have acquired a NIBRS capable RMS, or by manually entering data into ACIR. Because the XML structure is different from the XML in the DPS RMS (ARMS), data cannot be uploaded via the DPS RMS and DPS is actively looking for a workaround.

There are now 29 law enforcement agencies reporting either via their RMS, or via direct manual data entry. This is the highest number of agencies reporting, and efforts are underway to bring more agencies on board. ACIR allows agencies and individuals to manage their own user profiles, to view and analyze errors and warnings returned by the FBI, to access reports from other agencies and at the state level, to generate reports on their own crime data, to receive DPS generated agency specific or statewide crime data reports, including reports based on flexible query options. NIBRS training and reference materials are available on the ACIR home page and DPS can provide additional support.

**11:45 a.m. to Noon**

**Announcements/Updates**

**John Rockwell, the interim Project Manager for the DPS CJIS Modernization Project** provided a brief update. DPS hopes to have a new Project Manager start soon. Some discovery meetings have taken place with DMV, and on what will be needed for the APSIN ID. John reminded the group that this is a five-year project.

# August 4, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Major Steve Adams | Deputy Director, DPS AWT | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Mina Peters  Wade Long | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DFCS/Division of Juvenile Justice |
|  | Robert Nave | Protective Services Specialist | 1. AK DOH, Division of Health Care Services, Background Check Program |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester  Patricia Main | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Heather Phelps | Policy and Planning | 1. AK DOH, Division of Behavioral Health |
|  | Chad Holt | Supervising Attorney | 21. Alaska Native Justice Center |
|  | Joan Wilson | Director | 22. AMCO |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Sandra DeHart-Mayor  Miriam Freas  Demara Crim | Business Analysts ORCA | 25. Alaska DFCS/Office of Children’s Services |
|  | Beth Goldstein | Deputy Director | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  |  |  |  |
|  | Elena Tuohey, DPS | Rebecca Miller, DPS | John Rockwell, DPS |
|  | Ted Johnston, DPS | Anne Fajardo, ACS | Kira Bishop, Deputy Director, Juvenile Justice |
|  | Lisa Purinton. DPS | Jenifer Burris, DPS | Bonnie Hough, ACS |
|  |  |  |  |
|  |  |  |  |
|  | **LOCATION** | **Zoom** |  |

**11 a.m. to 11:45 a.m.**

**CJIS Modernization Project**

The Alaska Department of Public Safety’s John Rockwellintroduced the **new Project Manager for the CJIS Modernization Project, Elena Tuohey**.  Elena provided a high-level status report on project progress, and answered questions.

Elena provided an updated PPT that Helen will send out to all MAJIC members. In addition to the CJIS project, Elena is also assisting APD with their CAD/RMS replacement.

Elena started as the DPS CJIS Modernization contractor Project Manager in mid May 2022. She has led an extensive effort to scope over 70 workflows for documenting and managing criminal justice information. These workflows will help create and streamline new processes. At this time, detailed modelling of citations processes is underway and Elena is working with AST and AWT to document all current workflows. She will look at processes for both payee and non-payee cities and document any gaps or needs that could be the subject of later projects. Citation data is not in scope for the CJIS project unless it is criminal in nature.

Discovery activities are ongoing and include the establishment of a test message switch, which is now in place, with final user set up being completed. The requirements have been defined for the person module and the next step is for different user groups to have hands-on experience and provide feedback.

DPS has started integration discovery with DMV. Regular meetings are scheduled to identify the key places where DPS and DMV intersect to ensure all critical data is captured. DMV is working with DPS on the format for submitting data to the new CJIS system. Discovery is also underway with the troopers’ Alaska Records Management System (ARMS) vendor, Niche RMS.

A project charter document is under internal review and will be shared once it is finalized. The charter will be a living document that will be updated as needed as the project progresses.

Elena is working on stakeholder identification, contact lists and business talking points. The MAJIC membership list, which comprises of Alaska’s criminal justice and related agencies, is also available to Elena.

Elena wants to try and have a monthly status report available and not sure yet how to communicate that. Helen Sharratt, the MAJIC Coordinator offered that MAJIC is an ideal forum that could be leveraged once a month for updates, to receive input, and to ask and answer stakeholder questions. Elena would be interested in that route to communicate with the criminal justice community even if reports are brief.

John Rockwell provided information on the project funding. A preliminary assessment of resource requirements is $7 million to $11 million over five years. The project is currently funded with National Criminal History Improvement Program (NCHIP) grants. The budget does not include consideration of resource requirements of stakeholder agencies because the funding is tied very narrowly to the criminal data needed by DPS and is also a limited amount. The project’s scope focuses on core functionality and critical data. Anything not in scope would have to be added as a change request if determined to be necessary.

Elena emphasized the importance of communicating early and often so that impacted agencies as well as DPS can plan and deploy available resources efficiently and effectively. To that end, she would like to report out to MAJIC to keep stakeholders up to date.

The five-year high-level timeline has not changed and the project is on schedule. Elena invited members to contact her, or John Rockwell, or Stephanie Richard with any questions.

# September 1, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Major Steve Adams | Deputy Director, DPS AWT | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Wade Long | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DFCS/Division of Juvenile Justice |
|  | Robert Nave | Protective Services Specialist | 1. AK DOH, Division of Health Care Services, Background Check Program |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester  Patricia Main | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Heather Phelps | Policy and Planning | 1. AK DOH, Division of Behavioral Health |
|  | Chad Holt | Supervising Attorney | 21. Alaska Native Justice Center |
|  | Joan Wilson | Director | 22. AMCO |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Sandra DeHart-Mayor  Miriam Freas  Demara Crim | Business Analysts ORCA | 25. Alaska DFCS/Office of Children’s Services |
|  | Beth Goldstein | Deputy Director | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | Angie Kemp, DOL | Angie Roote, ISI | Carlos Lopez, ISI |
|  | Ryan Foley, ISI | Brenda Axtell, ACS | Sharon Chen, ACS |
|  | Sherry Trigg, ACS | Anne Fajardo, ACS | Sonja Ahern, ACS |
|  | Carol Scoles, ACS | Dave Muise, DOC | Kiersten J, DMV |
|  | Ina Mano, ACS | Hanley Robinson, ACS | Bonnie Hough, ACS |
|  | Matt Ziemianski, PBK | Lance Morgan, PBK | Alicia Beach, PBK |
|  | Rebecca Cain, ACS | Mark Bondurant, ACS | Kyle Kranda, ISI |
|  | **LOCATION** | **Zoom** |  |

|  |  |
| --- | --- |
| |  | | --- | | **11 to 11:45 a.m.**  **eCDP Project**  The Department of Law (DOL), the Alaska Court System (ACS), and their respective vendors met to resume work on the Electronic Charging Document Project (eCDP)   * Update/confirm project team members   The DOL vendor (PBK) announced that Lance Morgan will be the PBK assigned resource to this project and will begin work next week.  Lance has just about caught up to where the previous PBK developer left off. Lance is allocated to spend approximately 70% of his time on eCDP going forward.  Other team members remain the same. Ryan Foley who is main resource at ACS vendor (ISI) has had contact with Lance. Ryan will send Lance samples for test responses.   * Project status   Inbound messaging is working and the focus now is on the response messaging.  PBK is in the process of reviewing what needs to be done next.  Testing case initiation submissions to the ACS document management system with updates will be next and PBK has also just started building the response receiver.  The Department of Law reminded the group that is important to keep the important functionality of populating event information on the radar for this project.  The ACS confirmed that event information going back to Law is part of a subsequent phase of the project.   * Revised timeline to complete case submission and the return messaging   A revised timeline needs to be worked on.  This can be done at technical discussion meetings which can now resume.   Alicia Beach and Lance Morgan will attend these meetings for PBK, with the ACS vendor and ACS IT teams.  The ACS vendor will propose a time for the first technical meeting and these will be set for 30 minutes.  Reports on progress and next steps will continue at this larger group meeting.   * Next steps   The ACS vendor will set up a technical meeting  Ryan and Lance will correspond on test samples and any other documentation needed in the interim. | |

# September 29, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Major Steve Adams | Deputy Director, DPS AWT | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Wade Long | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DFCS/Division of Juvenile Justice |
|  | Robert Nave | Protective Services Specialist | 1. AK DOH, Division of Health Care Services, Background Check Program |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Jeremy Johnson | Region III Elections Supervisor | 1. Alaska Division of Elections |
|  | Andee Nester  Patricia Main | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Heather Phelps | Policy and Planning | 1. AK DOH, Division of Behavioral Health |
|  | Chad Holt | Supervising Attorney | 21. Alaska Native Justice Center |
|  | Joan Wilson | Director | 22. AMCO |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Sandra DeHart-Mayor  Miriam Freas  Demara Crim | Business Analysts ORCA | 25. Alaska DFCS/Office of Children’s Services |
|  | Beth Goldstein | Deputy Director | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  | Elena Tuohey, DPS | Angie Roote, ISI | Carlos Lopez, ISI |
|  | Ryan Foley, ISI | Brenda Axtell, ACS | Sharon Chen, ACS |
|  | Monica Elkington, MOA | Alan Stroop, Equivant | Kyle Kranda, ISI |
|  | Carol Scoles, ACS | Dave Muise, DOC | Jollene Chup DOL |
|  | Ted Johnston, DPS | Andrew Dougherty, ACS | Bonnie Hough, ACS |
|  | Jennifer McCaul, OIT DOL |  |  |
|  |  |  |  |
|  | **LOCATION** | **Zoom** |  |

**11 to 11:30 a.m.**

**eCDP Project**

The Department of Law (DOL), the Alaska Court System (ACS), and their respective vendors updated MAJIC on progress.

The ACS vendor, ISI displayed the updated timeline for the first phase of this project – case initiation. There has been a lot of movement since the last MAJIC meeting on the project. A message submission has been received and the next step is to validate the message through the ACS document management system. The team will next work on the response process and anticipates that system testing for the submission and message back should be completed by the end of November. If all goes well, it is possible that case initiation could go into production in December.

DOL requested to be provided frequent notice on progress because user training will need to be done before going into production. A draft memorandum of agreement still needs to be reviewed and finalized. DOL will also be in contact with the Municipality of Anchorage (MOA) about this project.

**11:30 a.m. to 11:45 a.m.**

**CJIS-M Project Update**

The project manager for the Department of Public Safety’s (DPS) criminal justice modernization project gave a brief update on this five-year project. At this time DPS is focused on completing requirements discovery for the person module with the DPS vendor. The key stakeholder for this focus is the Division of Motor Vehicles (DMV). Interfaces will come later, but DPS is aware that the ACS is interested to know when work will focus on ACS and other agency interfaces. DPS is committed to reaching out to agencies well in advance.

A project charter has been finalized and will be made available by DPS to MAJIC agencies who are CJIS-M project stakeholders. The Division of Juvenile Justice (DJJ) expressed interest in an interface automating the current process in place to pull APSIN numbers for cases in the juvenile system. The ACS and the University have similar access to querying for person ID. DOL is also very interested in being able to do this and would like to be kept up to date if automating queries for APSIN numbers is a possibility.

**Agency updates**

Minor offense dispositions are now available to DMV via a new ACS API

E filing for criminal and minor offenses has rolled out to Bethel region courts

# December 8, 2022

|  |  |  |  |
| --- | --- | --- | --- |
|  | Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
|  | Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
|  | Dr. Troy Payne | Associate Director, AJIC | 1. UAA AK Justice Information Center |
|  | Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
|  | Josiah Jones | APD IT Manager | 1. Anchorage Police Department |
|  | Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
|  | Michal Bowers | PBK Coordinator, Criminal Div. | 1. Alaska Dept. of Law |
|  | VACANT |  | 1. Alaska DOT, Program Development |
|  | Major Steve Adams | Deputy Director, DPS AWT | 1. Alaska Association of Chiefs of Police (AACOP) |
|  | James Dabbs-Ashworth | Acting DP Manager | 1. Alaska Dept. of Corrections |
|  | Lauren Whiteside  Wade Long | Driver’s Services  IT | 1. Alaska DOA/Division of Motor Vehicles |
|  | Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
|  | Jesse Sloan | Info System Coordinator | 1. Alaska DFCS/Division of Juvenile Justice |
|  | Robert Nave | Protective Services Specialist | 1. AK DOH, Division of Health Care Services, Background Check Program |
|  | Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
|  | Desiree Downey | Traffic Records Research Analyst/FARS Analyst | 1. Alaska DOT, AK Highway Safety |
|  | Rick Roberts | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
|  | Stephen Mattson |  | 1. Alaska Division of Elections |
|  | Andee Nester  Patricia Main | Homeless & Housing Manager | 1. Municipality of Anchorage (DHHS) |
|  | Heather Phelps | Policy and Planning | 1. AK DOH, Division of Behavioral Health |
|  | Chad Holt | Supervising Attorney | 21. Alaska Native Justice Center |
|  | Joan Wilson | Director | 22. AMCO |
|  | Deb Senn | Office Manager, CBJ Law Dept | 23. City & Borough of Juneau – Dept. of Law |
|  | Dee Enoch | Database Specialist | 24. Juneau Police Department |
|  | Sandra DeHart-Mayor  Miriam Freas  Demara Crim | Business Analysts ORCA | 25. Alaska DFCS/Office of Children’s Services |
|  | Beth Goldstein | Deputy Director | 26. Alaska DOA/Office of Public Advocacy |
|  | **OTHER ATTENDEES** |  |  |
|  |  |  |  |
|  | Angie Roote, ISI | Mark Bondurant, ACS | Alicia Beach, PBK |
|  | Brenda Axtell, ACS | Carol Scoles, ACS | Ina Mano, ACS |
|  | Dave Muise, DOC | Andrew Dougherty, ACS | Sonya Ahern, ACS |
|  | Anne Fajardo, ACS | Lance Morgan, PBK |  |
|  |  |  |  |
|  |  |  |  |
|  | **LOCATION** | **Zoom** |  |

**11 to 11:30 a.m.**

**eCDP Project**

The Department of Law (DOL), the Alaska Court System (ACS), and their respective vendors updated MAJIC on progress.

Work continues on the message submission to initiate criminal cases system to system, as well as the response messaging process. These messages are being worked on in parallel by PBK (Law’s vendor). Once this work is completed, ISI (the ACS’ vendor) will verify the DOL messages are received by the ACS correctly, and are responded to from the ACS system as intended. Thereafter, the ACS and DOL will begin testing to ensure that all required data is submitted, and that the return message content is complete and accurate.

It is not likely that testing will be finalized until February 2023. The project timeline has been updated accordingly.

**Next Steps:**

The ACS team will meet early next week to review use cases for testing and then submit these to PBK and ISI.

DOL and the ACS will need to identify a pilot court location for this first phase of the project.

Before testing concludes, a training plan will need to be in place ahead of production for DOL staff to use eCDP to initiate cases with the ACS.

The draft Memorandum of Agreement governing this exchange will also need to be finalized before production.

**MAJIC Agency updates**

The Department of Law reported that their Kodiak office is going to the cloud. This will make it possible for Kodiak District Attorneys to send cases to the court electronically.