Minutes 2023

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MAJIC Meeting

# February 2, 2023

|  |  |  |
| --- | --- | --- |
| * 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, Casey Boe | APD IT Manager | 1. Anchorage Police Department |
| Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
| Michal Bowers | PBK Coordinator | 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 * David Muise | Acting DP Manager | 1. Alaska Dept. of Corrections |
| Lauren Whiteside  Wade Long | Driver’s Services | 1. Alaska DOA/Division of Motor Vehicles |
| Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
| Jesse Sloan | Info System Coord | 1. Alaska DFCS/Division of Juvenile Justice |
| Robert Nave | Protective Svcs Spec | 1. AK DOH, Division of Health Care Services, Background Check Program |
| Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
| Desiree Downey | Traffic Records FARS | 1. Alaska DOT, AK Highway Safety |
| Rick Roberts, Justin Bode | Captain, AST | 1. Alaska Dept. of Public Safety, AST |
| * Stephen Mattson | Election Security | 1. Alaska Division of Elections |
| Andee Nester, Patricia Main | Homeless/Housing | 1. Municipality of Anchorage (DHHS) |
| * Heather Phelps | Policy and Planning | 1. AK DOH, Division of Behavioral Health |
| Chad Holt | Supervising Atty | 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 | Carol Scoles, ACS | Alicia Beach, Karpel |
| Gina Turnbull, ACS | Kyle Kranda, ISI | Monica Elkington, MOA Prosecutor |
| Jenifer Burris, DPS | Ryan Foley, ISI | Ina Mano, ACS |
| Bonnie Hough, ACS | Sonja Ahern, ACS |  |
| Andrew Dougherty, ACS |  |  |
|  |  |  |
|  |  |  |
| **LOCATION** | **Zoom** |  |

**11:00 to 11:45 a.m.**

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

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

* Status on case initiation messaging from the Department of Law’s (DOL) system routed to the ACS system, and the response message.
* Work accomplished by the technical group
* Questions/requests
* Next steps
* Timeline.

DOL’s vendor has made good progress with constructing and sending use case messages to initiate a criminal case.

The ACS vendor is reviewing the submissions into the ACS document management system for accuracy and completeness. Some changes will be needed to that the offense codes are mapped to the ACS action codes (offense codes) in the ACS system. The ACS and DOL vendors will be working on this next. Versioning is required in the ACS end to denote when a law has changed in some way. This is not available in the DOL system so the vendor will need to work on this. The ACS will provide an updated spreadsheet adding all the criminal action codes that DOL will need to match.

The ACS vendor is working on the response message back to the DOL system. This work is not dependent upon the completion of the case initiation message and is proceeding in parallel.

Also needed at this time is work to complete a Memorandum of Understanding to govern this exchange; and preparations for DOL user training.

The project team hopes to be ready for User Acceptance Testing to take place beginning February 13, 2023. With this testing schedule, the first phase of this project to initiate cases in the ACS system may be ready to go into production by late March 2023.

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

**Agency Announcements/Updates**

# March 30, 2023

|  |  |  |
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| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
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| Jenifer Burris, DPS | Ryan Foley, ISI | Ina Mano, ACS |
| Lance Morgan, PBK | Sonja Ahern, ACS | Brenda Axtell, ACS |
| Andrew Dougherty, ACS | Elena Tuohey APD/DPS | Justin Bode, DPS |
| Michal Bowers, DOL | Raechyl Huisingh, DPS |  |
|  |  |  |
| **LOCATION** | **Zoom** |  |

**Warrants and Court Forms**

Brenda Axtell, E File Project Managerwanted to remind law enforcement of the requirements under Section 5 of Administrative Bulletin 80. At e filing courts, law enforcement does not need to return the original warrant, but a return of service must be filed.  An update to Administrative Bulletin 80 is in the works to reflect this.

Brenda announced that the ACS is considering a change to the current header on all court forms. The current header “In the District/Superior Court for the State of Alaska At \_\_\_\_\_\_” would be replaced with “In the Trial Courts For the State of Alaska”. A case code would be provided for agencies such as DPS that need to derive the court location. There is no current timeline for when this would change but the e filing team wanted to find out if there were any questions. There were no questions.

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

Helen provided a brief update. DOL’s vendor is working closely with the ACS vendor on testing message submissions. DOL’s vendor is in the process of mapping DOL’s criminal offense codes to the ACS action codes. These must match for the case to be initiated successfully.

**CJIS-M and APD CAD/RMS Projects**

Elena Tuohey, Project Manager for both projects provided the following updates.

**CJIS-M**

The primary effort in the CJIS-M project currently is work on the message switch, which is now in place, and various modules to replace legacy functionality. DPS is in the midst of the discovery phase for a number of modules. These include APSIN, criminal history, and sex offender registry.

DPS staff are hands on in the project with the ability to work with the person module currently. This is very helpful for providing input on what will be needed for content, functionality and workflow. Next week discovery regarding security will begin. Elena will continue to send out monthly progress reports for this project. Go live is currently expected in 2026.

**APD**

At APD, work is focused on system configuration. Currently APD is going through workflow with the vendor (Hexagon) to make sure the customization afforded by Hexagon’s out of the box product is set up for APD’s requirements. All departments are working in the system to learn about it and to configure it for their specific workflows. The team is currently reviewing the first migrated data set.

There will be several interfaces with external agencies including DMV and the ACS. APD has discussed requirements for those interfaces with the involved agencies. There is still a lot to work out as APD configures the new system, but some interfaces are in development. Elena will be reaching out to agencies to schedule work on interface testing in the near future.

APD will connect to legacy APSIN, and when DPS switches to their new system, APD will have a project to move to the new interface.

The APD go live date is likely to be the end of the first quarter of 2024.

# April 27, 2023

|  |  |  |
| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
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| Beth Goldstein | Deputy Director | 26. Alaska DOA/Office of Public Advocacy |
| **OTHER ATTENDEES** |  |  |
| Cindy Ruby, Juneau PD | Anne Fajardo, ACS |  |
| Kara Twiford, DPS | Audrey Dean, CBJ |  |
| Jenifer Burris, DPS |  |  |
| Raechyl Huisingh, DPS |  |  |
| Elena Tuohey APD/DPS |  |  |
| Leah Haskell Cummins, CBJ |  |  |
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| **LOCATION** | **Zoom** |  |

**11 a.m. to 12:00 noon**

**Central Repository of Criminal History Records.  Raechyl Huisingh, Program Coordinator II, Criminal Records and Identification Bureau, Alaska Department of Public Safety (DPS).**

Raechyl provided an overview of the Bureau, and outlined the critical information DPS must obtain from charging documents and judgments for entry into the state’s criminal records repository.  She discussed the importance of accuracy, and the issues that arise when dispositions do not match charging documents.  DPS, the ACS, and state and local prosecutors are engaged in a project to reduce the number of dispositions and charging documents needing correction before criminal histories can be updated.

Raechyl provided an overview of the Uniform Offense Citation Table (the UOCT) maintained by DPS and invited MAJIC members to sign up for updates to the UOCT. The UOCT is updated monthly. Criminal offenses must be cited as they appear in the UOCT.

Raechyl’s PowerPoint presentation was distributed to all MAJIC members after the meeting. Helen also sent the presentation to local law enforcement in communities that have criminal offenses in the UOCT.

# June 8, 2023

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| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
| Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
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| Carol Scoles, ACS | Anne Fajardo, ACS | Brenda Axtell ACS |
| Gina Turnbull, ACS | Lance Morgan, PBK | Brodie Kimmel ACS |
| Angie Roote, ISI | Ina Mano, ACS | Dustin Pearson MOA Prosecutor |
| Ted Johnston, DPS | Sharon Chen, ACS |  |
| Elena Tuohey APD/DPS | Phillip Drennan, ACS |  |
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| **LOCATION** | **Zoom** |  |

**11 a.m. to 11:15 a.m.**

**Electronic Charging Document Project**

The ACS, ACS vendor, and Law’s vendor provided updates on:

* Project status
* Timeline for Phase 1 – Case Initiation
* Next steps

The ACS’ vendor explained that this project for the system to system transmission of data and charging documents (pdf) (and later on, subsequent filings) from Law to the Alaska court system, is a three-phase project. The project is in Phase 1, which comprises the submission of data needed to initiate a criminal case, and response messages. Since the last report to MAJIC, work has been ongoing to prepare for testing, but there have been lots of areas where the team has needed to make sure the necessary data is populated and is complete and accurate. Some of the code needed was moved into test a few weeks ago in preparation. A test submission is expected early next week, and if successful, UAT (user acceptance testing) will commence.

Law’s vendor elaborated on the issues encountered. These have included issues with charge codes mapping to the court’s action codes, and consolidating charge codes. This work has now been completed. Some testing was completed and validation is now needed. The goal is to get more submissions through successfully and validate all data points before UAT can proceed.

Once UAT begins, it is expected to take one or two weeks. The next step would then be to obtain approval from Law and the ACS to move the exchange into production and identify a go live date. once we kick off UAT, we expect to be in UAT for about 7 – 8 biz days, and then look for approval. Once case initiation is off the ground, the project will move into the subsequent filings phase (phase2 of the project).

Law has selected the Fairbanks DA office which supports Utqiagvik court to be the pilot for the first phase. Once any issues have been worked out, Law can begin using this electronic process statewide.

The ACS team added that work has been undertaken to update the offense code spreadsheet exported currently for citation e filing. It will now also include all offenses needed by Law to charge criminal offenses. ACS IT will provide this to all agencies for input and questions and coordinate implementation.

A Memorandum of Agreement governing this exchange has been approved by the ACS and sent to Law for review.

**11:15 a.m. to 11:30 a.m.**

**CJIS-M and APD CAD/RMS Projects**

Project Manager Elena Tuohey provided updates on the progress of both projects.

**CJIS-M**

Monthly status reports are being sent out. DPS is in the discovery phase for the various modules the vendor is going to replace. The test message switch in place.

There will be an interface with TraCS for citation e filing.

DPS is talking to additional vendors for other ancillary aspects of the modernization project. Personnel changes are presenting some challenges but work is on track.

**APD system**

Elena reminded members that this is not a build-to- suit-APD product. This is a commercial off-the--shelf product with some customization capabilities to configure agency needs.  APD is in the process of learning the software and working with the vendor to configure the pages in the interface to support the specific needs of officers, dispatch, the records management system, records, evidence, and other departments. APD is half way through that process, and is also now working on building interfaces with other agencies. Interface requirements have been identified and APD will be testing with agencies.  APD staff are currently attending a number of on-site workshops. APD is still on track to go live at the end of first quarter next year.

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

**Announcements/Agency updates**

* Updated DPS membership – The DPS Commissioner has signed one membership agreement for DPS, to cover both Statewide Services and AST. Stephanie Richard is appointed Liaison.
* MOA Prosecutor – Helen introduced Dustin Pearson.
* Other agency announcements or updates – none.
* Request for meeting topics of interest to MAJIC membership.

# July 6, 2023

|  |  |  |
| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
| Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
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|  |  |  |
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| **LOCATION** | **Zoom** |  |

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

**Electronic Charging Document Project**

The ACS, ACS vendor, and Law’s vendor provided updates on:

* Project status – User Acceptance Testing (UAT) for Phase 1 – Case initiation.
* Issues identified
* Testing progress
* Next steps

UAT has begun. The ACS team has provided test cases to Law.

Successful submissions, however, have not yet been consistently achieved. A recent submission failed due to a required court identification data point missing from the XML. Law received an error message when attempting to send the data to initiate a case so the attempted submission did not reach the ACS system. This means the error will be in the outgoing submission. Currently the team is not sure why exactly it failed, but the data sent did not match the correct schema. Work is underway to identify the issue and resolve it.

Law’s vendor will check the exchange documentation provided by the ACS vendor to identify the issue. Valid test cases have been received in the development system so the team is not sure why this should be different in test. Law’s vendor is working to identify and correct the error, and user testing will then continue.

Once testing can resume, test cases will be used to send cases for initiation and the ACS team will review the content of successful submissions and test different scenarios and variables.

**Other Agency Updates and Announcements**

* **DPS/ACS/Law/MOA/CBJ/City of Fairbanks working group to address accuracy of criminal judgments.**

Helen introduced this project to MAJIC which involves DPS, the ACS, Law, the Municipality of Anchorage, and the City and Borough of Juneau (MAJIC members) plus other prosecutors such as the City of Fairbanks. After discussion with the working group, Helen may email the membership further about it, and possibly explore if MAJIC meetings could be used for this project.

* **eFile Project**

Brodie Kimmel, who is one of the eFile project managers, provided information about the rollout schedule for the remaining courts which include Anchorage, Palmer, Juneau and Fairbanks. Will be reporting at MAJIC going forward on eFile rollout planning, and other project details that may be of interest to MAJIC.

* **The IJIS Community Forum mid-June which focused on school safety, gun violence, and mental health?  Would a report or presentation from the Forum be of interest to this group?**

Helen will email the MAJIC group to see if there is any interest.

* Heather Phelps announced that Tracey Dompeling is the **new Director at** the State of Alaska, Department of Health, Division of Behavioral Health.

# July 20, 2023

|  |  |  |
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| Carol Scoles, ACS | Phillip Drennan, ACS | Ryan Foley, i3 – ImageSoft |
|  |  |  |
|  |  |  |
| **LOCATION** | **Zoom** |  |

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

**Electronic Charging Document Project (eCDP)**

* Project status – User Acceptance Testing for Phase 1, Case Initiation.
* Issues identified
* Testing progress
* Next steps

The ACS vendor provided a summary of the testing done since the last meeting.

Law’s update is that a test case was sent this week and the ACS confirmed receipt.

The ACS team met to review the two test cases received. Information on the tests has been added to the JIRA ticketing system for review. There were some errors once the ACS accepted the cases, so these now need to be reviewed and fixed before testing can go further. The ACS has created two tickets in JIRA.  The ACS vendor will look at these and determine next steps and who needs to address the errors reported so far. The errors reported must be addressed before the cases can be entered into the ACS case management system. Previous test went all the way through, but these did not because of the errors reported. Once the two initial test cases test consistently and completely there are many other use cases and types of charges that will need to be tested.

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

**EFile Project Update**

Brodie Kimmel, one of the eFile project managers provided an update on eFile progress and upcoming roll outs.

eFile for minor offenses filed at Anchorage and Palmer courts will go live on August 21. There will be training for filers available on August 18, and an email will go out about this in the near future. Unalaska may be included in the August 21 roll out for minor offenses. Details to follow.

Juneau court will go live on September 18 for criminal and minor offenses. Training for Juneau is going to be on Friday September 15 but the time has yet to be determined. Fairbanks court will go live for criminal on October 30. It is currently anticipated that Anchorage and Palmer will go live for criminal cases in January 2024.

At this time a lot of work is underway in preparation for these roll outs, including ACS staff training, and assembling contact information for agencies that file at these court locations for notices and training dates.

The eFile team is also working on several related projects including eCDP with Law, and the Document Composition project to allow court staff to generate forms and other documents within the ACS document management system to avoid the time and delays involved with having to import documents each time they are created. Forms will be created in the document management system and accepted and distributed from within that system. Currently the ACS is in the testing phase for this project, beginning with criminal forms.

The eFile team is also working on a document import process for log notes. Right now, all log notes have to be manually and individually imported into case files, and this is very time consuming. An automated document import process will allow clerks to create log notes in CourtSmart. From there, an add-in process under design will automatically import log notes into the electronic case file. This will be a huge time saver for staff.

Another eFile project in the works is bulk filing. Bulk filing allows agencies that file a lot of documents to add multiple documents to multiple cases and across court locations at one time.

All this work will help with efficiencies and more timely distribution of case information to agencies.

Helen provided an update on the Alaska Citation Table (ACT) project currently in the design phase. This project will result in the creation of a standardized series of tables comprising required data to be present and correct on filings submitted electronically to the ACS to initiate both criminal and minor offense cases.

Tables will include offense codes (which must be listed in either the UOCT, if criminal, maintained by DPS, or the UMOT, if minor offenses, maintained by the ACS), court location, vehicle information, and other required data. Incoming electronically filed charges will be automatically validated against the ACT. If data required is absent or does not map to, or comply with the ACT, charges will not be accepted until corrected. This will improve the accuracy and completeness of criminal and minor offense cases. The ACT will be kept up to date and will be exported to agencies needing to file with the ACS, including via TrueFiling, eCDP and TraCS.

# August 17, 2023

|  |  |  |
| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
| Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
| VACANT |  | 1. UAA AK Justice Information Center |
| Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
| Josiah Jones, Casey Boe | APD IT Manager | 1. Anchorage Police Department |
| Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
| Michal Bowers | PBK Coordinator | 1. Alaska Dept. of Law |
| VACANT |  | 1. Alaska DOT, Program Development |
| Major Steve Adams | DPS AWT Retired | 1. Alaska Association of Chiefs of Police (AACOP) |
| James Dabbs-Ashworth   * David Muise | Acting DP Manager | 1. Alaska Dept. of Corrections |
| Lauren Whiteside  Wade Long | Driver’s Services | 1. Alaska DOA/Division of Motor Vehicles |
| Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
| * Jesse Sloan | Info System Coord | 1. Alaska DFCS/Division of Juvenile Justice |
| Robert Nave | Protective Svcs Spec | 1. AK DOH, Division of Health Care Services, Background Check Program |
| Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
| Desiree Downey | Traffic Records FARS | 1. Alaska DOT, AK Highway Safety |
| * Stephanie Richard   Captain Ramin Dunford   * Raechyl Huisingh | Director SWS | 1. Alaska Dept. of Public Safety, AST |
| Stephen Mattson | Election Security | 1. Alaska Division of Elections |
| Andee Nester, Patricia Main | Homeless/Housing | 1. Municipality of Anchorage (DHHS) |
| Heather Phelps | Policy and Planning | 1. AK DOH, Division of Behavioral Health |
| Chad Holt | Supervising Atty | 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** |  |  |
| Andrew Dougherty, ACS | Anne Fajardo, ACS |  |
| Sonja Ahern, ACS | Lance Morgan, PBK |  |
| Shannon Dilley, DJJ | Justin Bode, DPS |  |
| Kyle Kranda, i3 - ImageSoft | Carol Scoles, ACS |  |
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| **LOCATION** | **Zoom** |  |

**11:00 a.m. to 11:10 a.m.**

**Brief Project Updates**

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

* Project status – User Acceptance Testing for Phase 1, Case Initiation.

No updates today except that UAT is continuing, and some input is being requested from Law before continuing.

1. **EFile Project Update**

* Helen reminded the group of the upcoming eFile roll out for minor offenses filed at Anchorage, Palmer, St. Paul, Sand Point, and Unalaska courts on August 21, 2023.
* In-person training for filers will be offered in Palmer and Anchorage on August 18, 2023, with a concurrent webinar in Anchorage only. The ACS sent out an email on the training

available, as well as a follow up reminder.

**11:10 a.m. to 12 noon**

**Criminal Judgment Accuracy Project**

Helen provided background and an overview of this project. A project summary document has been provided to MAJIC members. This project began in September 2022 and is a collaborative effort by Law, the ACS, DPS, local prosecutors, and law enforcement to improve the accuracy and completeness of criminal dispositions.

The group is focused on improving the accuracy of criminal judgments distributed to the Department of Public Safety (DPS) for entry into the Alaska Public Safety Information Network (APSIN) and transmission to the Interstate Identification Index (III). In many cases, and for a number of reasons, critical errors prevent DPS from updating APSIN in a timely manner. Some errors are clerical and are therefore easily and quickly corrected so that judgments can be entered into the database without undue delay. However, more complex errors require prosecutorial or judicial intervention, and as a result, updates can be delayed. Required data on judgments and charging documents must match and contain accurate and complete information. This data includes the defendant’s identifying information, the offense charged/disposed, the Arrest Tracking Number (ATN), and the Domestic Violence (DV) Indicator. This information is relied upon to make critical decisions regarding firearm possession and transfer rights, sex offender registry, sentencing and bail recommendations, and civil background checks. The current process for DPS to seek corrections consumes valuable time and resources for DPS, the ACS, Law, City Prosecutors, and Law Enforcement.

The project seeks to enforce the requirements and standards set forth in court rules and state law that govern criminal case content, procedure, and reporting, from case initiation to disposition. It also seeks to ensure adherence to uniform standards adopted by MAJIC. These standards include the APSIN ID, the ATN, and the CTN. Alaska Criminal Rule 3 also requires that criminal offenses be cited in conformance with the Uniform Office Citation Table (the UOCT) maintained by DPS.

The project summary distributed to MAJIC members with today’s agenda is intended to be a living document. Strategies to improve accuracy will be added as they are identified.

**Below is a list of the tasks that have been identified so far by the working group to improve disposition quality. Updates from the discussion at today’s meeting are also provided, *in italics.***

1. Judgment error tracking spreadsheet prepared by DPS and sent monthly to the ACS for corrections, DPS to ensure spreadsheet identifies the prosecuting authority. *This spreadsheet has been discontinued. A form process is under development by the ACS with input from DPS to replace the need for this spreadsheet. Errors will be brought to the judicial officer for further action so that these no longer need to be tracked month to month.*
2. Summary of the errors found – Raechyl’s Word document. *DPS has no objection to the ACS sharing this document with MAJIC members.*
3. Possible form packet (notice) to bring requests for judgment correction to the judge to formalize the process.  *This is the process referred to in paragraph 1 above. It is anticipated that this might be ready to be shared with the group in September 2023.*
4. Judgment checklist for use by clerks to verify all required data is correct before distribution. *This tool may be not be realistic with all the other tasks clerks have to attend to, however, it may be a useful training tool for clerks and judicial officers. DPS suggests the group follow up with the Fairbanks court where a checklist is in use for training purposes.*
5. Education/training on what is required on charging documents and dispositions: AST and LEAs by DPS; DAs and staff; city prosecutors; clerks; judicial officers. *The group invites input on how to ensure these agencies receive training. Challenges include turnover, different document formats, and convening participants.*
6. Mistaken identity corrections flow chart and information. *A flow chart was prepared by DPS staff to illustrate how identity issues arise. If approved by the Bureau Chief, this could be provided to the group for further discussion, which must involve Law and local prosecutors.*
7. Ensure ATN does not change if one prosecuting agency does not pursue charges and another does. This task includes creation of new disposition code, and efforts to have local prosecutors update their systems to include a notice on a dismissal that it is being transferred so court uses new disposition code. *The new code has not yet been implemented; Law is also looking at the possibility of adding a reminder to Law’s electronic system.*
8. ACS-API project design and implementation to improve access to criminal data needed by DPS and distribution time
9. Document Composition (Doc Comp) criminal case template forms to streamline and promote ease of completion of consistent judgment forms
10. Ensure that charging documents used by various prosecutors uniformly contain all required data. Domestic Violence (DV) related information is required at the Charge Tracking Number (CTN) level. *The group reviewed examples of complaints at the meeting today where the DV indicator is at the case level, not at the charge level.*
11. Update criminal justice community on efforts and outcomes (MAJIC) *By bringing this project to MAJIC, the working group, comprised mostly of MAJIC members, hopes to invite input and provide information that is helpful to improve the criminal justice system as a whole.*
12. Explore whether Law can provide a report of dismissals to DPS from its electronic system.
13. Explore whether and how all prosecutors can provide charging documents to DPS. *DPS is concerned to ensure that DPS receives the charging document actually accepted by the ACS for filing. Fairbanks and Bethel courts include DPS on distribution of filed charging documents.*
14. Explore whether judgment forms can be made more uniform, contain more white space, and place important data at the top. If clearer to read, and more check boxes more clearly set out, a checklist (see 4. above) would not be needed.

**Announcements**

Paula Davis has been appointed Bureau Chief at DPS.

# August 31, 2023

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| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
| Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
| VACANT |  | 1. UAA AK Justice Information Center |
| Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
| Josiah Jones   * Casey Boe | APD IT Manager | 1. Anchorage Police Department |
| Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
| * Michal Bowers | PBK Coordinator | 1. Alaska Dept. of Law |
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| Desiree Downey | Traffic Records FARS | 1. Alaska DOT, AK Highway Safety |
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| * 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** |  |  |
| Andrew Dougherty, ACS | Brodie Kimmel, ACS | Dana Walters, ACS |
| Sonja Ahern, ACS | Lance Morgan, PBK | Justin Swatloski, PBK |
| Ryan Foley, i3 | Audrey Dean, CBJ | Bridgit Grieme, DJJ |
| Kyle Kranda, i3 - ImageSoft | Carol Scoles, ACS |  |
| Brenda Axtell, ACS | Sharon Chen, ACS |  |
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| **LOCATION** | **Zoom** |  |

**11:00 a.m. to 11:20 a.m.**

**Project Updates**

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

* Project status – User Acceptance Testing for Phase 1, Case Initiation.

Law’s vendor, PBK is still making some changes before sending another test at the end of this week. PBK will also provide a list of outstanding items to be clarified and/or addressed. The test this week will include resolution of the ATN/CTN issue. Law is not sure if the attorney office issue has been addressed satisfactorily. The ACS and Law will work on identifying a way for Law to track cases that are not immediately assigned to a specific DA at case initiation.

The MOU is still pending. Hearing information will likely be part of Phase 3. An end-to-end testing meeting is scheduled for Law and the ACS next week.

1. **EFile Project Update**

* Follow up on August 21, 2023 roll out
* Any eFile related project updates

Brodie Kimmel, one of the eFile project managers provided an update on eFile progress and upcoming roll outs. Efiling minor offenses went live on August 21, 2023 at Palmer and Anchorage courts and was well received by ACS staff, agencies and judicial officers.  The eFile team greatly appreciates everyone’s hard work on making this roll out a success.

Criminal, minor offense, and civil case types will go live at Juneau court on September 18, 2023. Training for filers will be scheduled on September 15, and an email will be sent out about this soon.

The next roll out will be at the Fairbanks court on October 30, 2023.

For more information about the eFile project, please visit: <https://courts.alaska.gov/efile/index.htm>

Criminal e filing will roll out to Anchorage and Palmer courts at the beginning of 2024.

A new automated forms process, the Doc Comp project, will be piloted in Juneau beginning with the September 18 roll out.

**11:20 a.m. to 12 noon**

**Criminal Judgment Accuracy Project - Updates**

* More information on the correction request form should be available in September. This form will provide notice to the judicial officer that a correction is needed.
* Adding a prompt in Law’s system that the ATN does not change if jurisdiction transfers - Law reported that setting a prompt on the dismissal in PBK (Law’s system) does not look feasible. Law will look at some other possibilities. The City and Borough of Juneau (CBJ) is able to track the status of any case pending a decision by the State (whether to take up prosecution).
* Implementation of new dismissal code for transfer of jurisdiction. No update.
* Follow up on AST complaint forms placing DV indicator at charge level - these were sent to DPS for follow up after the last meeting. No update.
* Possibility of updating CCID form to make DV flag CTN specific. This is on Law’s radar. Law is meeting regularly with APD and AST on this. Because of ecdp Law has have flagged all DV related charges in PBK, and there will be staff training on this to ensure that DAs add the DV indicator at the charge level, not at the case level.
* Electronic CCID form. Law would like this to be electronic. Ideally Law would need a portal or website where the officer logs in, enters criminal charges, and an ATN is generated. APD suggested that Law provide APD with a batch of numbers and request an additional supply as needed. This may not be the best way to do this. Rural areas must be taken into consideration where paper ATNs may be needed due to poor internet service. A solution must also avoid the risk of duplication, via a check number process. Having an electronic charging form would certainly avoid redundancy and errors when entering the same information multiple times.
* Mistaken/False ID case error handling.  DPS was working on flow diagram of variables. No update.

Juvenile Justice reported that efforts are continuing to get an APSIN ID into their system (JOMIS) system for every case. Juvenile Justice does not require the APSIN number except on petitions because it is not always provided or available at the time a juvenile is detained. However, Juvenile Justice works with DPS to get the APSIN number and add it to their system after the fact. Law has noticed some cases with different APSIN IDs for the same juvenile. This can become more complex and time consuming when the juvenile becomes an adult. Juvenile Justice does not see a lot of instances where juveniles are not correctly identified, and has data points to check within the JOMIS system. If a different APSIN ID is noted, Juvenile Justice contacts law enforcement and confirms the correct identity. Juvenile Justice encourages Law to bring any issues up if noticed.

# September 14, 2023

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| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
| Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
| VACANT |  | 1. UAA AK Justice Information Center |
| Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
| Josiah Jones  Casey Boe | APD IT Manager | 1. Anchorage Police Department |
| Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
| Michal Bowers | PBK Coordinator | 1. Alaska Dept. of Law |
| VACANT |  | 1. Alaska DOT, Program Development |
| Major Steve Adams | DPS AWT Retired | 1. Alaska Association of Chiefs of Police (AACOP) |
| * James Dabbs-Ashworth * David Muise | Acting DP Manager | 1. Alaska Dept. of Corrections |
| Lauren Whiteside  Wade Long | Driver’s Services | 1. Alaska DOA/Division of Motor Vehicles |
| Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
| Jesse Sloan | Info System Coord | 1. Alaska DFCS/Division of Juvenile Justice |
| Robert Nave | Protective Svcs Spec | 1. AK DOH, Division of Health Care Services, Background Check Program |
| Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
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| Dee Enoch | Database Specialist | 24. Juneau Police Department |
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| Beth Goldstein | Deputy Director | 26. Alaska DOA/Office of Public Advocacy |
| **OTHER ATTENDEES** |  |  |
| Andrew Dougherty, ACS | Melissa Toppin, ACS |  |
| Shannon Dilley, DJJ | Lance Morgan, PBK |  |
| Ryan Foley, i3 | Audrey Dean, CBJ |  |
| Kyle Kranda, i3 - ImageSoft | Carol Scoles, ACS |  |
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| **LOCATION** | **Zoom** |  |

**11:00 a.m. to 11:20 a.m.**

**Project Updates**

**Electronic Charging Document Project (eCDP)**

* Project status – User Acceptance Testing for Phase 1, Case Initiation.

Discussion continued regarding the progress of testing. Some end-to-end testing was attempted following the last MAJIC meeting, however the testers encountered issues with the data coming in.  The ACS team did see that the test case from an earlier test had been received but the defendant’s information was missing. Law’s vendor has identified the problem that prevented the data coming in and this will be corrected. Three fields are still needed and the ACS is working on obtaining these from the ACS vendor.

**EFile Project Update**

* **Upcoming Juneau court roll out – September 18, 2023.  Law enforcement training September 15.**

Training for agencies that file at the Juneau court is scheduled for tomorrow, Sept 15. eFile goes live on September 18 with ACS staff on the ground this week and next to troubleshoot any issues and provide support.

**11:20 a.m. to 12 noon**

**Criminal Judgment Accuracy Project**

DPS confirmed that Kara Twiford is the Acting Program Coordinator and the DPS point of contact for this project.

* **Correction request form for judicial review.** This will be discussed at a meeting with the presiding judges later this month.
* **Implementation of new dismissal code for transfer of jurisdiction.** The docket code proposed has not been implemented yet because the ACS and Law need to finalize a process regarding notification of when this code should be used. If the prosecutor will be sending a dismissal, discussion is needed about what language to use on the dismissal form in order to identify that this code should be entered. The form could perhaps refer to a jurisdiction transfer. Further discussion is needed with prosecutors on this.
* **Follow up on AST complaint forms needing to place the DV indicator at the charge level.** DPS reviewed the complaint template with AST and the records management system (RMS) manager. It appears that there may be a system issue that is impacting the correct placement of the DV indicator. DPS is looking at whether the vendor can turn off a print option in the RMS system that is causing the problem. The RMS is used by other law enforcement agencies, so if this cannot be remedied within the system, officer training may be needed.

# November 9, 2023

|  |  |  |
| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
| Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
| VACANT |  | 1. UAA AK Justice Information Center |
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| Captain Ramin Dunford |  | 1. Alaska Dept. of Public Safety, AST |
| Stephen Mattson | Election Security | 1. Alaska Division of Elections |
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| Beth Goldstein | Deputy Director | 26. Alaska DOA/Office of Public Advocacy |
| **OTHER ATTENDEES** |  |  |
| Andrew Dougherty, ACS | Anne Fajardo, ACS | Kara Southerland, DPS |
| Leda Evans, DPS | Lance Morgan, PBK | Robert Palmer, CBJ Law |
| Ryan Foley, i3 | Audrey Dean, CBJ | Justin PBK |
| Haley Gorlick, DPS | Carol Scoles, ACS | Alicia Beach, PBK |
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| **LOCATION** | **Zoom** |  |

**11:00 a.m. to 11:30 a.m.**

**Project Updates**

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

Project status – User Acceptance Testing for Phase 1, Case Initiation.

Currently Law and the ACS are testing multiple charges, and modifiers. There are still issues to be worked through before Phase 1 can go into production, but progress is being made.

* **EFile Project Update**

Criminal case type roll-out at Fairbanks court – October 30, 2023.

Criminal cases filed at the Fairbanks court must now be filed via the eFile portal, TrueFiling. The eFile team is in Fairbanks providing post roll-out support. Criminal eFile will begin at the Anchorage and Palmer courts on January 1, 2024, and December training opportunities have been emailed out to filers as of today’s date. Reminders will follow in late November and December to sign up for training.

* **Criminal Judgment Accuracy Project**

New court form available for DPS requests for judgment correction.

The new court form, **CR- 590 Notice of Judgment Error,** is located here, and is available for use by DPS only: <https://courts.alaska.gov/forms/index.htm#crim> This form will be used to give the judicial officer in a case notice that there is incomplete or incorrect information on the judgment, and to request correction. This form was developed by the ACS and DPS to address disposition errors in a more consistent and efficient manner, and to reduce delays in entering criminal case information into the Alaska Public Safety Information Network (APSIN). The form will be filed at the location where the case is filed. DPS must file these forms via the eFile portal, TrueFiling, at courts that are live for eFiling. Instructions on how to register and eFile documents in a case can be found here, as well as training videos: <https://courts.alaska.gov/efile/index.htm>

Kara Southerland, DPS reported that DPS is working on an internal process to track these forms on the DPS side, and she will inform DPS staff of the eFile process.

**11:30 a.m. to 12 noon**

**Leda Evans, Criminal Justice Technician I, Department of Public Safety (DPS)** provided an overview of the **Statewide Felony DUI Vehicle Forfeiture Program** at DPS.  She brought the following topics for input to this meeting:

1. Administrative costs associated with judgments
2. The importance of ensuring certain vehicle information is noted on the judgment
3. Disposition of the vehicle – discuss possible ways to reduce storage time/fees
4. Possible forfeiture of registered owner’s interest other than the defendant

Leda is responsible for identifying, locating, and storing forfeited vehicles. She deals with defendants and anyone who can establish they have an interest in the subject vehicle. She is also responsible for setting up auctions.  Leda explained the importance of providing as much vehicle information as possible on the criminal judgment. Leda noted that the VIN number needs to be included. Without out it, DMV will not allow a vehicle to be re-titled. Leda noted that although jail and police surcharge and the cost of counsel are usually on the judgment, administrative costs which used to be included (cost of towing and storage) are now missing. AS 28.35.036(c)(2) provides that the convicted person must pay all administrative costs.

The ACS will look at the judgments but it is not clear if those costs have to be on the judgment or are the subject of a separate hearing after conviction. The ACS also recommended Leda discuss this further with Law and any involved city prosecutors because if the information is not provided to the court, it would not be on the judgment in any case. The ACS is also not sure that the VIN can or should be entered into the case management system (CMS).

Leda believes the superior court DUI judgment form does include a field for the vehicle description and VIN. The ACS will look into this but does not think it is entered into the CMS. When it is missing, Leda is asking for amended judgments.

Leda described the process. When vehicle is seized, DPS holds onto the vehicle unless the prosecutor authorizes its release. The convicted person is required to pay all administrative costs up front before personal belongings in the vehicle can be released. When a vehicle is sold, DPS will allow a lienholder to recover the vehicle and generally this is handled by the prosecutor. The lienholder is not allowed to make a profit over the lien. If Law knows up front the vehicle will not be forfeited (perhaps because it does not belong to the defendant, or a co-owner has an interest), DPS needs to know this as soon as possible so that vehicles do not remain in storage for long periods. DPS has vehicles stored in Juneau, Soldotna, Palmer, and Anchorage.

The ACS will pass this information to Law, and the Law Department in Juneau will make contact with Leda in case they can be of assistance

# December 21, 2023

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| --- | --- | --- |
| * Helen Sharratt | Integrated Justice Coordinator | 1. Alaska Court System |
| Shannon Tetlow | Case Mgt. & Legislation | 1. Alaska Dept. of Admin, Public Defender |
| VACANT |  | 1. UAA AK Justice Information Center |
| Angie Rosales | Victim Witness Coordinator | 1. Anchorage Municipal Prosecutor’s Office |
| Josiah Jones  Casey Boe | APD IT Manager | 1. Anchorage Police Department |
| Brian Brossmer | Research Analyst | 1. Alaska Judicial Council |
| Michal Bowers | PBK Coordinator | 1. Alaska Dept. of Law |
| VACANT |  | 1. Alaska DOT, Program Development |
| Major Steve Adams | DPS AWT Retired | 1. Alaska Association of Chiefs of Police (AACOP) |
| James Dabbs-Ashworth   * David Muise | Acting DP Manager | 1. Alaska Dept. of Corrections |
| Lauren Whiteside  Wade Long | Driver’s Services | 1. Alaska DOA/Division of Motor Vehicles |
| Tony Piper | ASAP Program Manager | 1. AK DHSS/Alcohol Safety Action Program (ASAP) |
| Jesse Sloan | Info System Coord | 1. Alaska DFCS/Division of Juvenile Justice |
| Robert Nave | Protective Svcs Spec | 1. AK DOH, Division of Health Care Services, Background Check Program |
| Scott Stair | Investigator | 1. Alaska Dept., of Revenue, CIU |
| Desiree Downey | Traffic Records FARS | 1. Alaska DOT, AK Highway Safety |
| Captain Ramin Dunford   * Kara Southerland |  | 1. Alaska Dept. of Public Safety, AST |
| Stephen Mattson | Election Security | 1. Alaska Division of Elections |
| Andee Nester, Patricia Main | Homeless/Housing | 1. Municipality of Anchorage (DHHS) |
| VACANT | Policy and Planning | 1. AK DOH, Division of Behavioral Health |
| Chad Holt | Supervising Atty | 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** |  |  |
| Andrew Dougherty, ACS | Anne Fajardo, ACS |  |
| Brodie Kimmel, ACS | Lance Morgan, PBK |  |
| Kyle Kranda i3 | Ina Mano, ACS |  |
| Ross Klein, PD | Carol Scoles, ACS |  |
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| **LOCATION** | **Zoom** |  |

**11:00 a.m. to 12 noon**

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

Project status – User Acceptance Testing for Phase 1, Case Initiation.

Helen summarized the status of this project. UAT began in June 2023. Since then, a significant amount of testing has been done, including testing single charges, multiple charges, modifiers, prosecutor office, court locations, and offense codes.  Testing continues, but we are not yet ready to move into production.

1. **EFile Project Update**

Criminal case type will roll out at Anchorage and Palmer courts on January 1, 2024

Brodie provided an update on related internal projects for eFile.  A document import process for log notes is under development, and document composition software is being used in the second judicial district, Juneau and Fairbanks.  Forms generated using this new software focus on what is needed when it is needed and have been well received. After Anchorage and Palmer go live on January 1, 2024 with the criminal case type, only Unalaska court will be left.  Unalaska will go live shortly after Anchorage and Palmer. For the past three weeks the eFile team has been training staff in Anchorage and Palmer.  Training for e filers has been recorded and will be available on the court system’s website.

1. **CJIS-M and APD Project Updates**

The project manager for these projects did not attend this meeting. Helen reported that the court system is actively working with APD on various parts of the APD-ACS citation data exchange. New APD citations to comply with state law and court rule are almost done.  APD has informed the court system that go live has been moved from March to June 2024.

1. **Reminder regarding new header on court forms**

At the MAJIC meeting on March 30, 2023, the eFile team announced the court system would be moving forward with a change to the current header on all court forms.  The new format is now in circulation.  Currently, there is no date certain for implementation of this change at all court locations statewide.  For now, agencies will continue to see some judgments with the old format as well.

The eFile team outlined the change at the March meeting as follows:  The current header “In the District/Superior Court for the State of Alaska At \_\_\_\_\_\_” will be replaced with “In the Trial Courts For the State of Alaska”.  A case code will be provided for agencies such as DPS that need to derive the court location.

Here again is the example the court system provided earlier this year:



**5.   Criminal Judgment Accuracy Project**

New court form for DPS requests for judgment correction.  Check in with DPS on how this process is going.

Kara Southerland, DPS reported that DPS is seeing a much larger return on judgment corrections as a result of the new form and process.  The previous process which relied on emails back and forth was very cumbersome and time consuming. It also made it difficult to track corrections requested and their status.  This new process makes it much easier to track. It has been very beneficial, with more corrections being returned, and much more promptly, reducing delays in updating APSIN.