

State of North Dakota

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**Criminal Justice Information Sharing Program  
Strategic Business Plan  
2011 – 2013 Biennium**

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## Overview

In North Dakota as in many other states, the effective operation of the juvenile and adult justice systems is a critical factor in ensuring and improving public safety. State and local jurisdictions across the nation invest a significant portion of their overall budget in the staff, facilities, equipment, and information technology (IT) needed to deliver justice services to the public. Access to information in a timely manner is critical to assisting the criminal justice community in improving public safety. The norm for many jurisdictions, the IT systems that manage and plan criminal justice operations are often functionally limited and lack the ability to electronically share information among justice stakeholders and their systems. Nationwide, increasing attention is being given to investing prudently in IT as a key enabler for implementing change and improving information sharing across the justice enterprise. The CJIS program provides for increased access to information through implementation of electronic systems with improved accessibility and usability. The CJIS program seeks to provide tools to criminal justice agencies through implementation of statewide records management systems and through implementation of technology addressing the improvement of information sharing. Implementation of these products relies on substantial collaboration between state and local criminal justice agencies.

The North Dakota criminal justice community has recognized this opportunity with the development and ongoing implementation of the Criminal Justice Information Sharing (CJIS) Strategic Plan. This is a summary of the CJIS program plan deliverables for fiscal years 2009 – 2011.

## *Governance*

The governance structure of CJIS is defined in **ND Century Code 54-59-21. Criminal Justice Information Sharing Board – Membership – Duties and Powers – Director – Exempt Records.**

1. The criminal justice information sharing board consists of:
  - a. The chief justice of the supreme court or the chief justice's designee.
  - b. The attorney general or the attorney general's designee.
  - c. The chief information officer of the state.
  - d. The director of the department of emergency services or the director's designee.
  - e. The director of the department of corrections and rehabilitation or the director's designee.
  - f. The superintendent of the state highway patrol or the superintendent's designee.
  - g. The chief of the bureau of criminal investigation.
  - h. The director of the department of transportation or the director's designee.
  - i. A representative of a city police department, appointed by the governor from a list of two or more nominees from the North Dakota chiefs of police association.
  - j. A representative of a county sheriff's office, appointed by the governor from a list of two or more nominees from the North Dakota sheriffs and deputies association.
  - k. A state's attorney, appointed by the governor from a list of two or more nominees from the North Dakota state's attorneys association.
  - l. One at-large member appointed by the governor.
2. The chief information officer is chairman of the board. Board members who are not permanent full-time state employees are entitled to compensation of seventy-five dollars per day and mileage and expenses as provided by law for state employees to be paid by the information technology department. A state employee who is a board member must receive that employee's regular salary and is entitled to mileage and expenses, to be paid by the employing agency. Board members who are appointed by the governor under this section serve for a term of three years.

3. The information technology department, at the direction of the board, shall maintain a criminal justice data information sharing system to facilitate the exchange of criminal justice information among judicial, law enforcement, and emergency personnel. Only a criminal justice agency, as defined in section 12-60-16.1, and any other person designated by the board may access the system. The system only may be accessed for the purposes set forth by the board. Any law enforcement record in the possession of the department is an exempt record.
4. The board may appoint and employ a director who serves at the pleasure of and under the direct supervision of the board. The information technology department shall provide staff and other necessary support to the board. The board or director may acquire support staff and employ personnel who are under the direct supervision of the director and the board.
5. The board shall set policy and adopt rules relating to the access to and the collection, storage, and sharing of criminal justice information and the systems necessary to perform those functions. The board shall provide operational oversight for criminal justice information sharing activities and shall approve and provide oversight of criminal justice information sharing budgets. The board may appoint such committees as it deems necessary.
6. The director may contract with the bureau of criminal investigation for the processing of federal fingerprint identification.

## ***Mission***

The mission of the North Dakota Criminal Justice Information Sharing (CJIS) program is to facilitate timely sharing of information to criminal justice and other authorized personnel.

## ***Vision***

Improve public safety by providing effective and efficient justice policies, processes, and information systems required to capture and share complete, accurate, and timely information in support of program operations and informed decision making across jurisdictional and organizational boundaries statewide.

## ***Goals***

1. ***Ensure Effective Operations.*** Criminal justice operations will be characterized by highly efficient and effective programs and processes.
2. ***Provide Responsive Services.*** Criminal justice services and programs will be responsive to community needs, ensuring that the right services are delivered, at the right time, to the right people and locations.
3. ***Improve Decision Making.*** The criminal justice community will make high quality decisions based on complete and accurate information.
4. ***Improve Criminal Justice Staff Safety.*** The tools and systems provided in support of integration and information sharing will help ensure the safety of criminal justice personnel.
5. ***Ensure Access to Information.*** The citizens of North Dakota and criminal justice partners in the state will have easy access to the justice services and information they need.
6. ***Deliver Timely Information.*** Criminal justice information will be available and delivered to justice partners in a timely manner.
7. ***Implement Cost-Effective Systems.*** Technology investment decisions will focus on ensuring cost-effective implementations and on managing ongoing costs from an enterprise perspective.
8. ***Ensure Privacy and Accuracy.*** The capture of criminal justice information will be properly managed to ensure accuracy and prevent unauthorized access, including the ability to purge, seal, and maintain the confidentiality of data.

## ***Business Accomplishments Highlights***

See Appendix C

### ***2011 - 2013 Strategic Plan Summary***

The following summarizes planned activity:

#### ***Guiding Principles:***

- The CJIS Portal exists for the benefit of criminal justice entities across the state of North Dakota. In regards to funding support:
  - The CJIS Portal should be funded through state general funds or federal grant monies.
  - The CJIS application services, hosting and support, should be funded by the participating entities.
- The CJIS architecture is based on best practices and is a service-oriented architecture (SOA).
- Diligent attention to CJIS information security conforming to national standards (e.g., FBI “CJIS Security Policy”).
- Data exchanges need to utilize national information exchange standards.
- The continued completion of projects to expand the CJIS Portal as strategically identified by the stakeholders.

#### ***Operational Goals:***

- The addition of new agencies to the statewide Law Enforcement Records Management System (LERMS).
- The addition of new agencies to the statewide States Attorney Reporting System (STARS).
- Increase the total number of users of the CJIS Portal.
- Utilization of the SAVIN program by all twenty-six jail facilities.
- Implementation of the CJIS Marketing Plan

#### ***New Projects ([Appendix A](#)):***

The focus in the next biennium is to continue linking criminal justice agencies to the CJIS Portal as defined in the project section. Much of this information is not available outside of the individual jurisdictions today and can only be obtained manually. Therefore, having a “one-stop” access via the CJIS Portal will provide immense benefits to the criminal justice community. The following projects are the large special projects authorized for the biennium.

Project	Biennium Budget	Expected Timeframe
SAVIN	200,029	December 2011
CJIS Portal Enhancements	41,092	2011-2013
Portal Federal (NCIC Search)	45,000	2011-2013
JIFS Phase II	97,450	
SAVIN Texting	30,000	Fall 2011
JustWare Prosecution/Disposition to BCI	20,400	2011-2013
Law Enforcement RMS Interface w/Portal	182,092	2011-2013
Portal 3.0	135,658	Late 2012
Portal Security Management	17,320	Late 2012
State’s Attorney Interface with Portal	20,400	2011-2013

BCI Interface with Portal	20,400	2011-2013
DOCR Photos with Portal	20,400	2011-2013
CJIS Portal Application Automation	31,000	2011-2013
Sex Offender Registry Project	\$0	Awaiting BCI Date

## **Business Challenges**

- Agency agreement on centralized business processes
- Scheduling interagency resources for project needs
- Stakeholder participation, agreement and approval
- Defining interface requirements and standards
- Acquiring funds to support projects for continual growth of CJIS
- CJIS staffing resources

## **Organizational Strengths**

- Established governance to direct and approve CJIS development
- Approved general funds to support ongoing costs and projects without reliance on federal funding
- Committed CJIS staff to support operations and plan future projects for growth in CJIS
- State of North Dakota's Information Technology Department to support CJIS infrastructure
- The CJIS Portal was built with Service Orientated Architecture (SOA)
- Centralized service desk for support of systems

## **Performance Metrics**

- Performance metrics that are tracked include the system usage by number of users and transactions, number of transactions by transaction type, and number of data sources and services available. Growth in usage is a key indicator for the value to end users.

## **Customer Testimonials**

### **STARS**

*“The Ward County State’s Attorney’s Office provided a testimonial when we first went with JustWare 4.6 and are providing another testimonial for JustWare 5.4. As most people are afraid of change, we are no different. Can we do this, how will it work, how many screens are there? These were some of the questions we had, but once we jumped feet first into the system, we instantly caught on and liked it even more than 4.6. It is very user friendly and easy to maneuver through the screens. Just to highlight some of the areas we are impressed with: being able to have more than one defendant’s case open at once, the joint and several financial feature, the restitution package, not having to save after every screen, the BCI Report and BCI requirements – seeing if anything is missing before submitting dispositions to BCI...this is a very helpful tool. We have also been very pleased with the response from the CJIS and New Dawn people. If we have had a question or problem with something in JustWare on any issue, they have been resolved in a very timely manner and we appreciate that.”*

LeAnn Westereng  
Ward County State’s Attorney’s Office

### **LERMS**

*“Finally a cost efficient system for a large or small department that has great incident/citation tracking and just as importantly statistic and management tools. Well done.”*

Stan Baker, Chief of Police  
Northwood PD

*“The Nelson County Sheriff’s Department has had access to the CJIS and LERMS programs since 2007. Each of the department’s 4 officers has these programs installed on their laptop computers. With the recent addition of a “cruiser” piece, which allows them to access LERMS from virtually any location, they are now able to write reports while in the field. This results in more accurate reports as they are written in a timely manner.*

*The Nelson County Sheriff’s Department is looking forward to the near future when Calls for Service will be electronically transmitted to officers in the field from their local PSAP. “*

Kelly Janke, Sheriff  
Nelson County North Dakota

### **CJIS PORTAL**

*“Through CJIS, officers have quick, visual access to information such as driver’s license, vehicle ownership and criminal history (warrants). Prior to CJIS, officers were dependent on verbal information only.”*

Kelly Janke, Sheriff  
Nelson County North Dakota

*“The hub has been a very exciting enhancement to Law Enforcement. We are a smaller department who has never had teletype available but with the hub we have all the information available without the expense and*

*maintenance of the teletype. The system is faster to run license information for persons and vehicles than State Radio. It has been a very valuable tool for our department and hope we never lose it."*

Chief Randy Munkeby  
Carrington Police Dept

*"CJIS helps me daily by allowing me direct access to state D/L files, arrest records and motor vehicle records from my desk without having to involve a third party or make written requests. It cuts down markedly on time invested in suspect identification and intelligence gathering. I use it almost daily in criminal investigations, background and financial inquiries, warrant services and criminal intelligence gathering. "*

Wayne A. Schull, Detective  
Grand Forks Police Dept.

## **SAVIN**

*"Staff makes numerous attempts to contact victims prior to releasing an inmate, but routinely run into roadblocks. SAVIN fills in the gap allowing victims to update their information remotely and continually placing calls until a contact is made."*

Bret L. Burkholder  
Grand Forks County Correctional Center

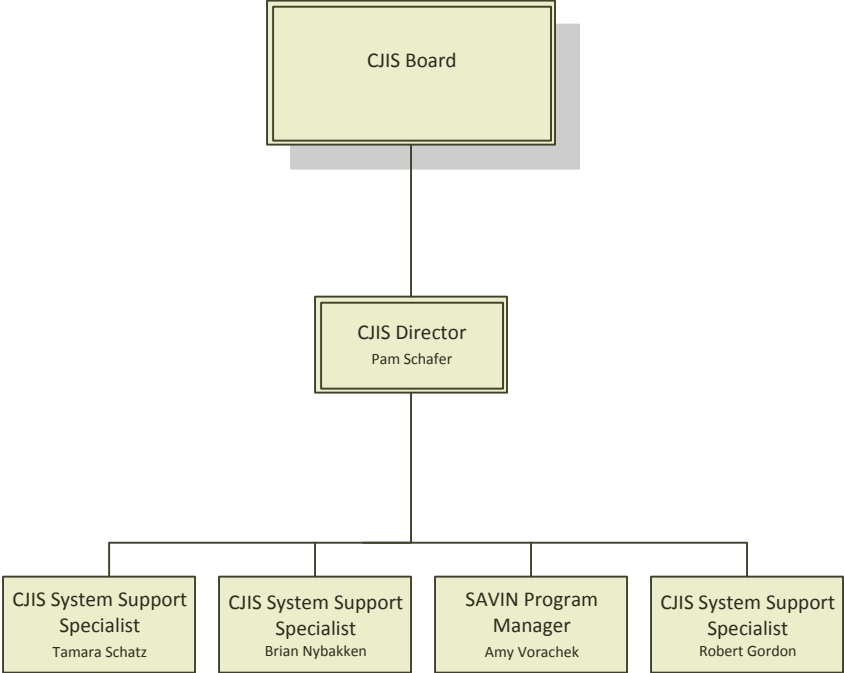
*"SAVIN provides victims and survivors peace of mind by providing them with easy access to the status of their protection order or the location of the offender via phone or email, thereby enabling advocates to spend more time providing support and resources instead of notification. "*

Janelle Moos  
ND Council on Abused Women's Services

*"ND SAVIN is a great addition to victim services. It allows the ND DOCR to provide additional notices than what was provided manually, as well as more efficient notices, as the notices get sent out directly to the victim via phone, email or text three times a day. SAVIN has been a beneficial tool to the DOCR Victim Service Program."*

Heidi Smith  
DOCR Victim Coordinator

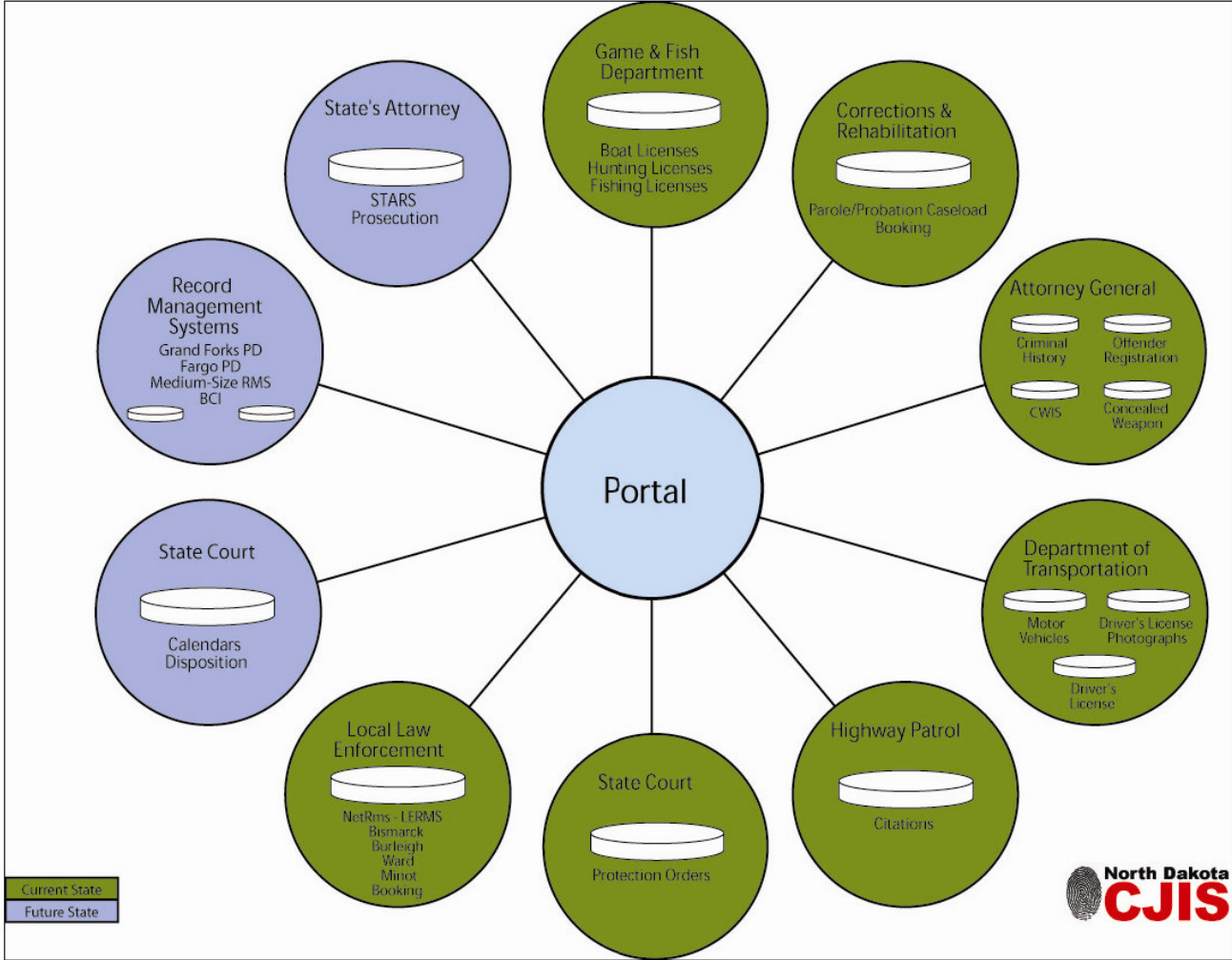
# Organization Chart



# 2011-2013 Biennium CJIS Budget

	SAVIN			CJIS			Total CJIS - Line 78		
	Budget	Actual	Remaining	Budget	Actual	Remaining	Budget	Actual	Remaining
	Total	Total	Total	Total	Total	Total	Total	Total	Total
<b>Staffing</b>									
Total Staffing Costs	170,538.00		170,538.00	627,845.00		627,845.00	798,383.00	-	798,383.00
<b>Operations</b>									
Operating Fees and Services	51,611.54		51,611.54	133,135.00		133,135.00	184,746.54	-	184,746.54
Supplies - IT Software	640,852.00		640,852.00	340,886.00		340,886.00	981,738.00	-	981,738.00
IT-Data Processing	18,169.00		18,169.00	209,950.00		209,950.00	228,119.00	-	228,119.00
Total Operations	710,632.54	-	710,632.54	683,971.00	-	683,971.00	1,394,603.54	-	1,394,603.54
<b>Total Staffing and Operations</b>	<b>881,170.54</b>	<b>-</b>	<b>881,170.54</b>	<b>1,311,816.00</b>	<b>-</b>	<b>1,311,816.00</b>	<b>2,192,986.54</b>	<b>-</b>	<b>2,192,986.54</b>
<b>Projects</b>									
CJIS Project Pool - Major Projects									
CJIS Portal Enhancements	-	-	-	41,092.00	-	41,092.00	41,092.00	-	41,092.00
Portal - Federal (NCIC) Search Enhancements	-	-	-	45,000.00	-	45,000.00	45,000.00	-	45,000.00
JFS Phase II	-	-	-	97,450.00	-	97,450.00	97,450.00	-	97,450.00
CJIS Project Pool - Minor Enhancements	-	-	-	-	-	-	-	-	-
SAVIN Project Pool	21,458.00	-	21,458.00	-	-	-	21,458.00	-	21,458.00
Total Projects	21,458.00	-	21,458.00	183,542.00	-	183,542.00	205,000.00	-	205,000.00
<b>Total Appn (Staffing, Operations and Projects)</b>	<b>902,628.54</b>	<b>-</b>	<b>902,628.54</b>	<b>1,495,358.00</b>	<b>-</b>	<b>1,495,358.00</b>	<b>2,397,986.54</b>	<b>-</b>	<b>2,397,986.54</b>
<b>Funding Sources</b>									
General Funds	736,036.00		736,036.00	1,315,358.00		1,315,358.00	2,051,394.00	-	2,051,394.00
Federal Funds-Actual Grants	166,592.54		166,592.54	-		-	166,592.54	-	166,592.54
Special Funds	-		-	180,000.00		180,000.00	180,000.00	-	180,000.00
Total Funding Sources	902,628.54	-	902,628.54	1,495,358.00	-	1,495,358.00	2,397,986.54	-	2,397,986.54
CJIS Potential Grants - Line 78	83,407.46			500,000.00			583,407.46		
Total Line 78 Legislative Appropriation							<u>2,981,394.00</u>		
CJIS Carryover Summary - Line 51				447,580.00	-	447,580.00			

# CJIS Portal Diagram



## **Appendix A. Projects and Initiatives**

**Project Name:** SAVIN

**Status:** Implementation Phase

**Expected Completion Date:** December 2011

**Agency:** CJIS, ITD, DOCR, Jails, Courts, BCI

**Type of Project:** New Initiative

**Date:** 2007-2011

### ***Project Description:***

The objective of this project is implement a Statewide Automated Victim Information and Notification (SAVIN) system that provides victims of crime real time notification of criminal justice events relating to their case and the status of the accused/offender throughout the criminal justice process.

### ***Business Need/Problem:***

North Dakota Century Code Chapters 12.1-34 and 12.1-35 outline the responsibilities of the entities responsible for providing victim information and notification. Depending on the step in the judicial process, different agencies are involved. Law enforcement agencies have responsibilities for providing non-confidential information regarding investigations and arrests. State's attorneys have responsibility for providing information regarding criminal charges, pre-trial release conditions, court proceedings and final disposition. The custodial authorities, including the Department of Corrections and 26 jails in North Dakota, are responsible for providing information regarding release from custody. Although the courts have no direct responsibility to provide information, their case management systems holds much of the information that a victim notification system requires.

Because of the large number of agencies involved, victim notification services are not provided in a consistent manner. The Department of Corrections has a Crime Victim Coordinator in the Division of Adult Services, but for the most part local agencies do not have dedicated staff. In addition, because of the rural nature of the state, many local jurisdictions have small staffs and limited technology. Only six of the 53 state's attorneys have automated case management systems. Likewise only the largest of the 26 jails operate automated jail management systems so it is difficult to get information about those incarcerated or released from local jails.

Since a variety of events can trigger notification, it is imperative to create an electronic system that allows these events to be transmitted and shared among state and local agencies, courts and victims.

### ***Solution:***

Contracted with Appriss, Inc to provide SAVIN services. Utilize ITD software development to modify the CJIS Portal to include booking information captured through the SAVIN System with the CJIS Portal.

### ***Cost Estimate:***

Vendor: Appriss, Inc.  
Information Technology Department

BJA Grant: \$1,410,160

**Project Name: CJIS Portal Enhancements**

**Status:** Ongoing  
**Priority:** 1  
**Agency:** CJIS and ITD  
**Type of Project:** New Initiative  
**Date:** 2011-2013

**Project Description:**

The objective of this project is to continue to expand and enhance the information available on the CJIS Portal.

**Business Need/Problem:**

Criminal justice personnel require easy access to information for executing their duties. Oftentimes new pieces of information will become available in an electronic format and these items need to be available through the CJIS Portal.

**Solution:**

Utilize ITD software development to add new information and functionality to the CJIS Portal. Enhancements are documented in the monthly status of CJIS.

**Cost Estimate:**

Vendor:	Information Technology Department	\$41,092
ITD Resources	480 Hours	.25 FTE
CJIS Resources	240 Hours	.13 FTE

**Project Name: Portal – Allow Federal (NCIC) Search**

**Status:** Research phase  
**Priority:** 2  
**Agency:** CJIS, Department of Emergency Services (State Radio) and ITD  
**Type of Project:** New Initiative  
**Date:** 2009-2011

**Project Description:**

The objective of this project is to allow search and view only information retrieval on federal information through the CJIS Portal.

**Business Need/Problem:**

Criminal justice personnel require the ability to retrieve information from CJIS at a national level. It is pertinent they have this information at the CJIS Portal level to provide further information.

**Solution:**

Utilize ITD software development to make modifications to the CJIS Portal to include federal information.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	45,000	
ITD Resources	471 hours	.12 FTE
CJIS Resources	250 hours	.07 FTE

**Project Name:** JIFS Phase II

**Status:** Research phase

**Priority:** 3

**Agency:** CJIS and multiple criminal justice agencies

**Type of Project:** New Initiative

**Date:** 2011-2013

**Project Description:**

The objective of this project is to allow for continuation of efforts from the JIFS Study.

**Business Need/Problem:**

Priority project from JIFS Study - TBD

**Solution:**

Solution will be determined from priority direction resulting from the JIFS Study.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	97,450	
CJIS Resources	Unknown	.25 FTE

**Project Name:** SAVIN Texting Grant

**Status:** Implementation Phase  
**Completion Date:** September 2011  
**Priority:** 4  
**Agency:** CJIS and Appriss  
**Type of Project:** New Initiative  
**Date:** 2011-2013

**Project Description:**

The objective of this project is to enhance the ND SAVIN system with texting notifications.

**Business Need/Problem:**

With the ever increasing usage of mobile phones, there is a need to provide notification of status through texting. The solution to add SMS notification capabilities would allow victims to register for an additional method of notification and provide a new mechanism for victims and other registrants to receive notifications. In addition SMS will greatly benefit the hearing impaired. This service will benefit victims statewide.

**Solution:**

Contracted with Appriss, Inc.

**Cost Estimate:**

Vendor: Appriss, Inc.  
BJA Grant: \$30,000

**Project Name:** JustWare Prosecution and Disposition to BCI

**Status:** Not Started

**Priority:** 5

**Agency:** CJIS, Attorney General, and State's Attorneys

**Type of Project:** New Initiative (Carryover)

**Date:** 2011-2013

**Project Description:**

Allow for electronic reporting of disposition information to the Bureau of Criminal Investigation.

**Business Need/Problem:**

There is a redundancy of data entry in multiple systems that use the Court disposition data. This electronic flow of information would reduce data entry errors and speed up the availability of the data throughout the criminal justice system.

**Solution:**

Contract with New Dawn Technologies, vendor, to make the necessary changes to submit data to BCI.

**Cost Estimate:**

Vendor:	Information Technology Department	\$20,400
	New Dawn Technologies	
CJIS Resources	580 Hours	.16 FTE

**Project Name: Law Enforcement RMS Interface Project (Mid)**

**Status:** Planning  
**Priority:** 6  
**Agency:** CJIS, ITD and Law Enforcement Agencies  
**Type of Project:** New Initiative (Carryover)  
**Date:** 2011-2013

**Project Description:**

The objective of this project is to interface information contained in the law enforcement records management systems of agencies in North Dakota that have and maintain their own systems. The agencies included are in the medium size cities.

**Business Need/Problem:**

Each individual law enforcement agency maintains a considerable amount of information in their individual records management systems. Interfacing these systems with the CJIS Portal will allow criminal justice personnel to easily identify and retrieve information from other law enforcement agencies.

**Solution:**

Contract with the local's RMS software vendor to modify the local law enforcement records management systems. Utilize ITD software development to modify the CJIS Portal to include this information.

The cost estimates are based on indexing records from the RMS's and providing an index of the information based on information provided by agency. There will not be detailed information with the solution.

**Cost Estimate:**

Vendor(s):	Information Technology Department	
	RMS Vendors (see below)	
Budget Estimate:	\$182,092	
ITD Resources	1440 hours	.38 FTE
CJIS Resources	900 hours	.23 FTE

Agency	Vendor	Expected Completion
Mandan/Morton Interface	Unknown	Unknown
Dickinson/Stark Interface	Archonix	Awaiting on vendor Dickinson PD declined project
Williston/Williams	None	Unknown
Jamestown/Stutsman	CIS	Awaiting Vendor Quote
Wahpeton/Richland County	CIS	Awaiting Vendor Quote
Devils Lake/Ramsey County	Crimestar	Awaiting on Agency Vendor

**Project Name: Portal 3.0**

**Status:** Started, Gathering Requirements - Continue to 2011-2013  
**Completion Date** June 2013  
**Priority:** 7  
**Agency:** CJIS and ITD  
**Type of Project:** New Initiative (Carryover)  
**Date:** 2011-2013

**Project Description:**

The objective of this project is to enhance the Portal to make it more user friendly. This includes refining search capabilities, use and presentation.

**Business Need/Problem:**

The CJIS stakeholders are requesting an easier to use CJIS portal.

**Solution:**

Utilize ITD software development to make modifications to the CJIS Portal to make it user friendly. This project will need the assistance of the user community to determine the desired state.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	\$176,800	
ITD Resources	2080 hours	.54 FTE
CJIS Resources	1000 hours	.26 FTE

**Project Name: Portal - User Role and Security Management**

**Status:** Continued effort  
**Completion Date:** Late 2012  
**Priority:** 8  
**Agency:** CJIS and ITD  
**Type of Project:** New Initiative (Carryover)  
**Date:** 2011-2013

**Project Description:**

The objectives of this project are to document and standardize user roles of the Portal. The flexibility to provide security management needs to be built into the Portal.

**Business Need/Problem:**

Criminal justice personnel require different roles in using the portal.

**Solution:**

Utilize ITD software development to make modifications to the Portal to enhance the user role and security management.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	\$17,333	
ITD Resources	540 hours	.14 FTE
CJIS Resources	480 hours	.13 FTE

**Project Name: State's Attorney Interface with Portal**

**Status:** Not Started  
**Anticipated Start Date:** Early 2012  
**Priority:** 9  
**Agency:** CJIS, State's Attorneys and ITD  
**Type of Project:** New Initiative (Carryover)  
**Date:** 2011-2013

**Project Description:**

The objective of this project is to interface prosecution and disposition records from the state's attorney records management system, JustWare, with the CJIS Portal.

**Business Need/Problem:**

The JustWare system contains the prosecution and disposition information needed by the criminal justice system. This project would integrate the information contained in the JustWare system with the CJIS Portal.

**Solution:**

Contract with New Dawn Technologies, JustWare vendor, and ITD software development to make modifications to the CJIS Portal to include prosecution and disposition information.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	\$20,400	
ITD Resources	240 hours	.06 FTE
CJIS Resources	480 hours	.13 FTE

**Project Name:** **Bureau of Criminal Investigation RMS - Portal**

**Status:** Not started – Awaiting the development of BCI’s new system;  
**Priority:** 10  
**Agency:** CJIS, AG, and ITD  
**Type of Project:** New Initiative (Carryover)  
**Date:** 2011-2013

**Project Description:**

The objective of this project is to interface information contained in the Bureau of Criminal Investigation’s record management system with the CJIS Portal.

**Business Need/Problem:**

Each individual law enforcement agency maintains a considerable amount of information in their individual records management systems. Interfacing these systems with the CJIS Portal will allow criminal justice personnel to easily identify and retrieve information from other law enforcement agencies.

**Solution:**

Work with BCI to interface with BCI’s new records management systems. Utilize ITD software development to modify the CJIS Portal to include this information.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	\$20,400	
ITD Resources	240 hours	.06 FTE
CJIS Resources	150 hours	.04 FTE

**Project Name:** *DOCR Photos with Portal*

**Status:** Not Started

**Priority:** 11

**Agency:** CJIS and Department of Corrections

**Type of Project:** New Initiative (Carryover)

**Date:** Fall 2011

**Project Description:**

The objective of this project is to interface information contained in the records management systems of the Department of Corrections.

**Business Need/Problem:**

Each individual law enforcement agency maintains a considerable amount of information in their individual records management systems. Interfacing these systems with the CJIS Portal will allow criminal justice personnel to easily identify and retrieve information from other law enforcement agencies.

**Solution:**

This was accomplished through the SAVIN grant. The DOCR's booking records were interfaced with the CJIS Portal during the SAVIN Project. Therefore, this project is considered completed.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	\$20,400	
ITD Resources	240 hours	.06 FTE
CJIS Resources	150 hours	.04 FTE

**Project Name: Sex Offender Registry Project**

**Status:** Not Started – Awaiting BCI, Move to 2011-2013  
**Anticipated Start Date:** 2012  
**Priority:** 12  
**Agency:** CJIS, ITD, BCI, AG  
**Type of Project:** New Initiative  
**Date:** 2011-2013

**Project Description:**

The objective of this project is allowing the sex offender registry information to be available through the CJIS Portal.

**Business Need/Problem:**

Law Enforcement officers need to be able to view the Sex Offender registry.

**Solution:**

Utilize ITD software development to make modifications to the CJIS Portal to include sex offender registry information.

**Cost Estimate:**

Vendor:	Information Technology Department	
Budget Estimate:	Attorney General’s Office Grant – No Cost for CJIS	
ITD Resources	Unknown hours at this time	
CJIS Resources	200 hours	.05 FTE

## **Appendix B. Completed Projects and Initiatives**

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## **Appendix C. Prior Business Accomplishments**

### ***July 2012 – June 2013 Business Accomplishments Highlights***

### ***July 2011 – June 2012 Business Accomplishments Highlights***

### ***July 2010 – June 2011 Business Accomplishments Highlights***

#### ***Administrative Efforts:***

- Completed CJIS Marketing Plan
- Completed CJIS User Survey
- Justice Information Foundation Study
- Collaborated with State Radio on the initial stages of a new Statewide RMS system for Law Enforcement

#### ***CJIS Portal:***

- The CJIS Portal continued to grow significantly the past year there are 1689 registered users, of these users 771 were active in the prior month.
- Drivers License, Drivers License Photo and Motor Vehicle record utilization remains strong.
- Major enhancements :
  - Child Support Information available for DOCR
  - Improved search speeds through optimization of database
  - Pass-through in CAS for AG applications
  - Game and Fish Hunting and Fishing Licenses

#### ***Law Enforcement Records Management System (LERMS):***

- Currently there are 47 agencies using LERMS. A total of 13 users were added to the system and 11 of those were full time officers. The total number of users is 330 and 200 of those are full time officers using the system.
- Lake Region CAD interface was completed.
- Six training sessions were held and 51 individuals took advantage of this training.

#### ***States Attorney Reporting System (STARS):***

- JustWare 5.4 upgrade completed.
- Disposition Business Rules was implemented along with email disposition filing to BCI.
- Burke County SA was added as an agency.
- Brian Nybakken started in June 2011.

#### ***SAVIN:***

- SAVIN Executive Steering Committee and SAVIN Governance meetings were conducted.
- Additional modules added:
  - VINE Custody: Total of 5 county jails completed.
  - VINE Courts was completed
- A commercial was developed professionally and aired.
- Three new jails received training and the DOCR.
- Webinars for on-line agencies and referral agencies were provided monthly by the vendor, Appriss, Inc.

- Provided awareness at criminal justice related conferences and presentations on SAVIN were provided.

**Projects:**

- Large Local RMS Interfaces – This project includes the large metro area’s RMS systems to be interfaced with the CJIS Portal. The areas remain are Grand Forks and Fargo.

**Projects Completed:**

- Game and Fish Hunting and Fishing Licenses – Interface hunting and fishing licenses with the CJIS Portal.
- JustWare 5.0 Upgrade/Disposition to BCI – Completed December 2010
- Lake Region CAD Interface with NetRMS – This project will interface Lake Region CAD information with the NetRMS.
- Child Support Information available for DOCR: The DOCR Parole and Probation officers to view child support information through the CJIS Portal based on their individual caseload.

***July 2009 – June 2010 Business Accomplishments Highlights***

**Administrative Efforts:**

- Completed CJIS Administrative Rules (access of CJIS Portal users).
- Hiring of CJIS System Support Specialist

**CJIS Portal:**

- The CJIS Portal continued to grow significantly the past year there are 1515 registered users, of these users 915 were active in the prior month.
- Enhanced statistical reporting made available on the CJIS website
- Drivers License, Drivers License Photo and Motor Vehicle record utilization is strong. On average 12,000 – 13,000 drivers licenses are viewed each month and approximately 8,000 photos.
- Automated the CJIS Application process with CJIS and the Bureau of Criminal Investigation.
- Implemented a View History on Department of Transportation records.
- Availability to search Driver’s License by Date of Birth (DOB)
- Added a Sex Offender notification for the BCI Sex Offender Unit. In the event of a Sex Offender being arrested in a SAVIN Reporting Jail, the BCI Sex Offender unit will be notified.
- Benchmarked indexing DOT records.
- Drivers License signatures were added to the CJIS Portal. The signatures are located under the driver’s photo.

**Law Enforcement Records Management System (LERMS):**

- Currently there are 45 agencies using LERMS. A total of 8 users were added to the system and 7 of those were full time officers. The total number of users is 311 and 200 of those are full time officers using the system. The Cruiser Module for LERMS is used in 16 agencies. The total number of users in these agencies is 134.
- Calls for Service feature were added to the Cruiser Module.
- Booking and Holding enhancements included the addition of skin tone and citizenship to match the FBI fingerprint card. An “In Custody View” to display who is currently in jail was added.
- Five training sessions were held and 46 individuals took advantage of this training.

**States Attorney Reporting System (STARS):**

- Six agencies are using STARS.
- There are five agencies awaiting the JustWare 5.0 upgrade to sign up for the STARS system.

**SAVIN:**

- SAVIN Executive Steering Committee and SAVIN Governance meetings were conducted.
- Modules on-line include:
  - VINE Custody: Currently 19 county jails and the DOCR were completed.
  - VINE Probation and Parole
  - VINE Protection Order
  - VINE Sex Offender
  - VINE Data Feed
- A marketing plan and budget was approved.
- Agencies on-line received training through on-site training and webinars.
  - Marketing materials were provided for agencies.
- Criminal Justice related conferences are attended with presentations on SAVIN provided.
- Integration efforts for the VINE Courts module are in execution phase.

**Projects:**

- Large Local RMS Interfaces –This project includes the large metro area’s RMS systems to be interfaced with the CJIS Portal. The areas are Bismarck, Fargo, Grand Forks, and Minot.
- JustWare 5.0 Upgrade/Disposition to BCI –Project is in execution phase with a scheduled completion in November 2010.
- Lake Region CAD Interface with NetRMS – This project will interface Lake Region CAD information with the NetRMS. This will save the individuals from rekeying information and thus saving time and reduce errors.
- Child Support Information available for DOCR: The project at the request of the Department of Human Services is scheduled to be completed summer 2010. The DOCR Parole and Probation officers will be able to view child support information through the CJIS Portal based on their individual caseload.

**Projects Completed:**

- Large Local RMS Interfaces – This project includes the large metro area’s RMS systems to be interfaced with the CJIS Portal. The areas are Bismarck, Fargo, Grand Forks, and Minot. The project interfaces that were completed for this period was Bismarck and Minot.
- Highway Patrol Interface with CJIS Portal – The citation records of the Highway Patrol are interfaced with the CJIS Portal.
- Portal - User Role and Security Management – The CJIS Portal was enhanced to allow future capabilities with user role security.
- Department of Corrections Interface with Portal - This project was completed through the implementation of the SAVIN project. Through SAVIN booking information from jails and correctional facilities was made available in the CJIS Portal.

## ***July 2008 – June 2009 Business Accomplishments Highlights***

**Administrative Efforts:**

- Continued development of CJIS Administrative Rules for access of CJIS Portal users.
- CJIS Board was restructured to one group.
- Collaborated with the Department of Emergency Services on the RFP for a CAD system for the state of ND.

**CJIS Portal Enhancements:**

- The CJIS Portal continued to grow significantly the past year there are over a 1400 registered users.

**Law Enforcement Records Management System (LERMS):**

- Currently there are 41 agencies using LERMS. A total of 36 users were added to the system and 21 of those were full time officers. The total number of users is 272 and 183 of those are full time officers using the system.
- Implemented the Cruiser Module for LERMS in 16 agencies. The total number of users in these agencies is 134. This module allows the officers to use the product in their car remotely.
- Six training sessions were held and 26 individuals took advantage of this training.

**Projects Started:**

- Large Local RMS Interfaces –This project includes the large metro area’s RMS systems to be interfaced with the CJIS Portal. The areas are Bismarck, Fargo, Grand Forks, and Minot.
- JustWare 5.0 Upgrade – Contract negotiations of upgrading JustWare 5.0.

**Projects Completed:**

- NetRMS Integration with CJIS portal: Interface information contained in the law enforcement records management system (LERMS) with the CJIS Portal. Two record types, incident report records and calls for service records were indexed in the CJIS Portal.
- Out of state drivers: Display the state of registration in CJIS Portal.
- DNA: Display if DNA is on file from the State’s Crime Lab interface with CJIS Portal.
- Court Protection Order: Changed the court projection order flow from Court to the Attorney General’s Bureau of Criminal Investigation office through CJIS. Protection orders are searchable through the index with this change.
- Portal 2.0: The rewrite of Portal to allow future capabilities of the CJIS Portal. This project created CJIS Portal transaction documentation that conforms to national standards (e.g., NIEM, GJXDM) for information sharing.
- Boat Licenses: Watercraft licenses from the ND State Game and Fish Department were added to the CJIS Portal.

## ***July 2007 – June 2008 Business Accomplishments Highlights***

### ***Administrative Efforts:***

- Development of CJIS Administrative Rules for access of CJIS Portal users.
- Completion of Memo of Understanding with the CJIS Board agencies.

### ***CJIS Portal Enhancements:***

- The CJIS Portal continued to grow significantly the past year there are over a 1200 users registered for access to the CJIS Portal. Over a million two hundred thousand transactions occurred for fiscal year ending June 30, 2008.

### ***Law Enforcement Records Management System (LERMS):***

- Currently there are 35 agencies using LERMS.
- Completed the integration of NetRMS (Calls for service and incident reports) with the CJIS Portal.
- Issued an RFI for the replacement of the NetRMS product. After the CJIS Executive Committee reviewed the results of the RFI, it was determined to continue with utilizing NetRMS.
- Offered the cruiser component (mobile solution) of NetRMS to law enforcement agencies.
- Six training sessions were held and 48 individuals took advantage of this training.

### ***States Attorney Reporting System (STARS):***

- Six agencies are using STARS.

### ***Projects Started:***

- Portal 2.0 – rewrite of Portal to allow future capabilities of the CJIS Portal. This project has the output of a publication of the CJIS Portal transaction documentation that conforms to national standards (e.g., NIEM, GJXDM) for information sharing.
- SAVIN - The objective of this project is implement a Statewide Automated Victim Information and Notification (SAVIN) system that provides victims of crime real time notification of criminal justice events relating to their case and the status of the accused/offender throughout the criminal justice process.

### ***Projects Completed:***

- Court-Protection Order Integration with the Portal: The objective of this project is to interface Court protection order information with the CJIS Portal. This will make protection order information available on the CJIS Portal as well as create an electronic flow of information to the registry of protection orders maintained at the Bureau of Criminal Investigation.

## ***July 2006 – June 2007 Business Accomplishments Highlights***

### ***CJIS Portal Enhancements:***

- The CJIS Portal continued to grow significantly the past year there are over a 1000 users registered for access to the CJIS Portal. Over a million transactions occurred for fiscal year ending June 30, 2007.

### ***Law Enforcement Records Management System (LERMS):***

- Currently there are 34 agencies using LERMS with seven agencies added during this period. A total of 30 users were added to the system and 21 of those were full time officers. The total number of users is 236 and 162 of those are full time officers using the system. This allows electronic storing and sharing of agency incident reports and automates UCR/IBR reporting to the state repository.

### ***States Attorney Reporting System (STARS):***

- Currently there are six agencies using STARS with one new agency added during this period. Justice WebView reports were developed and made available to law enforcement agencies to view case management information from the system.

### ***Projects started:***

- The interface of NetRMS records with the CJIS Portal.
- The Court Projection Order Integration with CJIS Portal Project.

## ***July 2005 – June 2006 Business Accomplishments Highlights***

### ***CJIS Portal Enhancements:***

The CJIS portal grew significantly the past year, there are 826 users registered for access to the CJIS Portal. Over 560,000 transactions occurred for fiscal year ending June 30, 2006. New enhancements added to the hub include; the ability to check offenses on Non-Sufficient Funds (NSF), search capabilities of Central Warrant Information Systems (CWIS), search capabilities of custody and supervision records and the addition of the Offender Registration Report.

### ***Law Enforcement Records Management System (LERMS):***

Currently there are 25 agencies using LERMS with six agencies added during this period. A total of 62 users were added to the system and 49 of those were full time officers. The total number of users is 196 and 128 of those are full time officers using the system. This allows electronic storing and sharing of agency incident reports and automates UCR/IBR reporting to the state repository.

### ***States Attorney Reporting System (STARS):***

Currently five agencies are using STARS; Burleigh, Cass, Grand Forks, Ward, and Mountrail County. There are 70 users utilizing the system. STARS is a statewide system offered to State's Attorney to automate their business process and enable work flows and information sharing with other agencies. This system allows electronic storing of case documents and reports. The system provides electronic prosecution and disposition reporting to the Bureau of Criminal Investigation (BCI).

### ***DNA Inquiry:***

This service allows law enforcement to inquiry on whether a DNA sample is on file at the North Dakota Crime Laboratory for a specific individual. The searches are processed by a program written by CJIS and implemented on the National Law Enforcement Telecommunications System (NLETS).