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# IT Plan – Agency Submitted

125 OFFICE OF THE ATTORNEY GENERAL

Version: 2009-B-01-00125

Project: **Infrastructure**

Date: 11/20/2008

Time: 8:25 AM

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## Agency IT Plan Contact Data

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## Review of Agency's IT Architecture

### Current Infrastructure:

#### Architecture:

The office mainly uses Microsoft products, utilizing .NET development over SQL databases. The office has some applications written in Progress over a Progress database. These are being rewritten as time permits. There is one main application on the AS400 at ITD. The office will upgrade to Office 2007 before the end of the current biennium. The office uses SOA with web services for sharing of information outside of the office and will continue to use such technologies in the future.

#### Goals and Objectives:

Goal: Improve service to office customers through additional on-line access

Objective: Continue to develop applications via the web for office customers

Objective: Continue to use current technology, such as SOA to allow the ease and security of sharing information with office customers

Goal: Continue to review and evaluate ever changing business processes

Objective: Continue to develop applications and processes that are flexible enough to enact change quickly

Objective: Continue to train IT staff in business process modeling and using latest techniques to enhance the development process.

Goal: Reduce cost of operations and manual processes where applicable

Objective: Use document management and workflow where possible

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Objective: Send electronic copies instead of paper copies through the mail when possible and applicable

Objective: Build applications that allow for web entry at data origin, rather than paper copies mailed and re-entered.

## IT Services:

Help desk services,  
Local network services,  
Desktop support,  
Security,  
Applications development services for new development, application enhancements, and changes/fixes to existing applications  
Support AG Public Web Site, and connections to CJIS, AFIS in Minnesota, State Radio, FBI, livescans, National Sex Offender Web Site,  
Support task forces, 24/7 sobriety law enforcement, and others outside of the office

## Staffing:

1 Division Director  
1 Network Manager  
1 Network Support Specialist  
1 Help Desk Technician  
1 Application Development Manager  
3 Programmer Analysts

There are 2 staff members assigned to CJIS who do not work directly on office projects. These positions report to the CJIS director. When CJIS was formed, it needed positions to do the work. As the program grew, ITD and the Office of Attorney General donated positions. It was important at the very beginning to have a cooperative effort as Criminal Justice Information Sharing (CJIS) needed to bring the criminal justice community in North Dakota together with technology. ITD brought the technical expertise and the Office of Attorney General brought both criminal justice and technology expertise. In order for the program to succeed these employees needed to be CJIS focused and not office focused.

This office has maintained steady at 8 IT FTEs for over 10 years with the exception of the two FTEs assigned to CJIS mentioned above.

When possible, consultants are used on projects to augment current staff efforts. ITD provides some contracting services to this office and provides the wide area network.

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## Network

The Office of Attorney General network staff works cooperatively with ITD to provide network services to the 15 remote sites across the state, and to the 5 locations in Bismarck. The office cooperatively manages connections with the Criminal Justice Information Sharing (CJIS) Hub, State Radio teletype system, Automated Fingerprint Identification System (AFIS) housed in Minnesota, and several livescan units across the state and with the FBI.

The IT Division network staff provides help desk service, network setup, and troubleshooting services to office customers. The staff also provides purchasing services of IT hardware, software and services for the office to assure compatibility and adherence to state standards. This Division works in coordination with office legal staff, OMB, ITD and Risk Management to purchase IT related items.

The 24/7 Sobriety Pilot Program increased the number of users managed having access to office applications. The increased number of background checks completed by this office over the last biennium has also increased the amount of time IT network support and troubleshooting spent in this area.

### Business Areas Supported and Applications:

This office has many diverse areas of authority and responsibility which require many different computer applications and requirements. These areas include managing state law enforcement cases; legal counsel to other state agencies; legal representation to state agencies, officials, and employees in legal actions, including administrative hearings; state and federal court litigation and appeals; legal issues involving agriculture, water, oil and gas, environment, game and fish, and state-owned land and minerals; protecting consumers from fraud; processing and analyzing criminal physical evidence; managing several criminal justice data repositories for local and federal law enforcement; enforcing state fire laws; conducting fire inspections and fire investigations; enforcing charitable gaming activities and collecting gaming taxes; issuing many business operation licenses including tobacco, liquor, and transient merchants; and regulating the Lottery.

Completing IT applications shown in the following chart of mission critical applications is difficult with only 3 programmer/analysts. The Lottery and the Crime Lab were added to this office without any additional IT staff. BCI has continued to add more programs requiring additional and more complex IT services.

Application: 1 Business Unit: BCI Name: Automatic Fingerprint Identification System (AFIS)

Description: Automatic Fingerprint Identification System This system accepts fingerprints scanned into local law enforcement livescan equipment and compares these against a Minnesota database. Information from the livescan units is transmitted into the NIST server where it creates a transaction to the AFIS database and then returns the results to the AFIS workstation. The AFIS system is shared with Minnesota and South Dakota and is maintained by Minnesota.

Language/LAN=Unknown DB=N/A Op=Windows  
Database/Oper.

Support: Vendor – Motorola

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Built/next Developed: 7/1/1999      Upgraded: 6/2008      Next upgrade: 2015-2017  
Replacement

Application: 2    Business Unit:    BCI    Name: Case Management

Description:      This system tracks all information about criminal, cyber, and drug cases. It interfaces with Word.

Language/ LAN=Clipper    DB=DBASE    Op=DOS,  
Database/Oper. Being rewritten 2008    LAN=.NET    DB=SQL    Op=Windows

Support:    Internal Staff

Built/next Developed: 1991      Upgraded: Rewritten 2008-2009      Next upgrade: 2017-2019  
Replacement

Application: 3    Business Unit:    BCI    Name: Criminal History Repository

Description:      This system logs all criminal arrests, prosecutions, and dispositions across the state. All local and national search for rap sheets for ND activity is checked against this repository.

Language/ LAN=Progress    DB=Progress    Op=Windows  
Database/Oper.

Support:    Internal Staff

Built/next Developed: 1999      Next upgrade: 2011-2013  
Replacement

Application: 4    Business Unit:    BCI    Name: Concealed Weapons Permits

Description:      This application tracks Concealed Weapon permit applications in the state.

Language/ LAN=.NET    DB=SQL    Op=Windows  
Database/Oper.

Support:    Internal Staff

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Built/next Developed: 1992      Upgraded: Rewritten in 2004      Next upgrade: 2013-2015  
Replacement

Application: 5    Business Unit:    BCI    Name: Protection & Restraining Orders

Description:      The protection order system is a system provided to law enforcement for the collection of currant protection and restraining orders. It is maintained strictly through teletype entries coming through State Radio.

Language/ LAN=.NET      DB=SQL      Op=Windows  
Database/Oper.

Support:      Internal Staff

Built/next Developed: 2007      Next upgrade: 2015-2017  
Replacement

Application: 6    Business Unit:    BCI    Name: Sex Offender Registration

Description:      Tracks all state sex offenders required by law to register.

Language/ LAN=Progress      DB=Progress      Op=Windows  
Database/Oper. Being rewritten now      LAN=.NET      DB=SQL      Op=Windows

Support:      Internal Staff

Built/next Developed: 2007-2009      Next upgrade: Being replaced this biennium  
Replacement

Application: 7    Business Unit:    BCI    Name: Uniform Crime Reporting

Description:      Collects crime statistics from local law enforcement on a monthly basis and provides information to the federal government on an annual basis.

Language/ LAN=.NET      DB=SQL      Op=Windows  
Database/Oper.

Support:      Mostly Vendor - Motorola

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Built/next Developed: 2004      Next upgrade: Replacement unknown  
Replacement

Application: 8 Business Unit: BCI Name: Warrants

Description: A state warrants repository into which data is entered by local law enforcement and viewed through CJIS or State Radio teletype.

Language/ LAN=Progress DB=Progress Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 1999      Next upgrade: Rewrite 2011-2013  
Replacement

Application: 9 Business Unit: BCI Name: Office Interfaces to Criminal Justice Information Sharing (CJIS) HUB

Description: There are several web services that extract information from office repositories and forward the information to the CJIS hub when requested.

Language/ LAN=.NET DB=SQL Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 2003-2006 Additional information will continue to be added  
Replacement Next upgrade: CJIS Hub anticipated in 2009

Application: 10 Business Unit: BCI Name: 24/7 Sobriety project

Description: This program was implemented this year as a pilot project. The software was obtained from South Dakota and required many changes. It is used by local law enforcement to track individuals in the 24/7 sobriety program and includes financial tracking for local law enforcement.

Language/ LAN=.NET DB=SQL Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 2008      Next upgrade: Rewrite 2011-2013

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Replacement

Application: 11 Business Unit: BCI Name: Sex Offender Web Information

Description: Provides information and mapping on high risk and life time offenders and interacts with the federal Sex Offender Website.

.  
Language/ LAN=.NET DB=SQL Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 2001 Upgrade: Rewritten in 2005 Next upgrade: Unknown replacement  
Replacement

Application: 12 Business Unit: Crime Lab Name: Laboratory Information Management System (LIMS)

Description: This system provides workflow and information for evidence submitted to the Crime Lab for analysis and processing.

.  
Language/ LAN=.NET DB=SQL Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 2005 Next upgrade: Replacing with purchased package anticipated in the 2009- 2011 biennium  
Replacement

Application: 13 Business Unit: Consumer Protection Name: Complaint System

Description: This system manages consumer complaints against businesses.

.  
Language/ LAN=Progress DB=Progress Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 1999 Next upgrade: Replacement 2013-2015  
Replacement

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Application: 14 Business Unit: Legal & Consumer Protection Name: Mail Tracking

Description: This system manages external office mail workflow from the legal divisions and the Consumer Protection Division where resources are assigned to respond.

Language/ LAN=Progress DB=Progress Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 1999 Next upgrade: Replacement 2011-2013  
Replacement

Application: 15 Business Unit: Gaming Name: Charitable Gaming Management

Description: Tracks all the gaming entities, audits, and tax returns in the state.

Language/ LAN=Progress DB=Progress Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 2001 - distributor 2003 – tax returns Next upgrade: Replacement 2011-2013  
Replacement

Application: 16 Business Unit: Licensing Name: Licensing Management System

Description: Licensing of alcoholic beverage retailers; wholesale and retail tobacco dealers; transient merchants; coin-operated amusement devices operators, lessors, and distributors; fairboards; polygraph operators; charitable gaming operators; gaming manufacturers and distributors; and wholesale fireworks distributors.

Language/ LAN=Progress DB=Progress Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 1999 Next upgrade: Replacement 2011-2013  
Replacement

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Application: 17 Business Unit: Lottery Name: Lottery Management

Description: The Lottery has a purchased software package it uses to interact with the terminals across the state, including financial software to manage the terminals. There is additional management information this system does not handle. Office IT staff developed an additional management system.

Language/ Vendor unknown LAN=.NET DB=SQL Op=Windows  
Database/Oper.

Support: Internal Staff

Built/next Developed: 2003 Next upgrade: Unknown  
Replacement

Application: 18 Business Unit: Legal & Fire Marshal Name: Billing

Description: The Billing and Time Keeping system tracks legal and Fire Marshal staff billable and nonbillable hours worked for state entities. The costs of time worked and billed are transferred to PeopleSoft on a monthly basis.

Language/ LAN=RPG DB=DB400 Op=AS400  
Database/Oper.

Support: Internal Staff

Built/next Developed: 1987 Next upgrade: Redo – 2009-2011 using BillQuick - upgrade  
Replacement

Application: 19 Business Unit: All Divisions Name: Time Keeping

Description: This system tracks employee time, leave taken, and calculates compensatory time for office staff. There is an additional subsystem to manage information not collected by the vendor software.

Language/ LAN=.NET DB=SQL Op=Windows  
Database/Oper.

Support: Vendor – BillQuick – BQE Internal Staff

Built/next Developed: 2007 Next upgrade: None planned at this time

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Replacement

## Planned Infrastructure Activities and Changes

Planned Infrastructure Activities and Changes:

### Services:

#### Background Checks:

The increased need for background checks by various organizations continues to put strain on this office's resources. The office needs to address allowing organizations to request their own background checks and utilize the web to make payments for these services. While this helps the BCI staff, it requires additional IT staff support requirements. The office continues to add more electronic services without addressing additional IT support needs.

#### 24/7 Sobriety Program:

The 24/7 sobriety program was implemented as a pilot project this biennium which stretched IT and BCI staff. If the program is implemented statewide, additional resources will be needed to support the additional users.

#### Sex Offenders and Offenders against Children:

It is critical to have sex offender information as current as possible to protect North Dakota citizens. Current manual processes must be addressed to keep the information current. Plans are underway to automate the manual processes along with notification capabilities all along the path. The current repository is being rewritten now in preparation for the additional sharing of information. Constantly changing requirements and additional automation adds more IT support and troubleshooting effort.

#### Offenders and DNA

Management of offenders and drugs has become a real challenge. The office continually evaluates the effectiveness of office information and looks for ways to improve information gathering and sharing. Additional modules to a new case management system will be evaluated, such as mapping, links to other information, mug shots and lineups, entering information from the field, and management dashboards. DNA collection and notifications to law enforcement require a change in the DNA information systems. Automation allows sharing this information and is extremely important, yet again requires additional IT support and troubleshooting efforts.

#### Criminal Justice Information Sharing (CJIS)

CJIS taps into a significant number of office databases for information. CJIS has become a great tool for managing the sharing of information between criminal justice entities. The IT Division spent time on a proof of concept project a couple of biennia ago. This set the stage for continuing with other databases. At that time the IT Division took on the extra work load for this without additional personnel because it was important to law enforcement. This effort continues to grow and as additional information is available, there

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will be additional work needed from office IT staff. For instance, when the states attorneys are able to automate the transfer of prosecution information through CJIS to the courts and to this office for criminal history, CJIS will do the send process for the information, and IT staff will complete the receive process so the information can go to the office criminal history repository.

All the interaction with CJIS has increased IT staff troubleshooting and support, and the office workload of non-critical issues continues to grow because of it. Office IT staff also is on 24/7 support for CJIS and state radio.

## Crime Lab Information Sharing

The Crime Lab Division uses a number of software tools in lieu of a single, unified LIMS system for tracking evidence, writing reports, reporting statistics, and tracking certifications. No interfaces with analytical instrumentation exist at this time for the automatic transfer of data. In the Toxicology Section, in most instances reporting is handled by individually written or typed reports stored in hardcopy form in file cabinets.

The current LIMS in the Forensic Section does not provide a clear economical solution for several disciplines; blood alcohol analysis, breath alcohol, drug screening, DNA, convicted offender analysis, drug chemistry, firearms, arson, and trace. The current LIMS in the Forensic Section is not fully operational; for instance, some disciplines handle chain of custody manually, statistical information from drug cases are manually tracked and then entered into a separate database, and automatic reporting and tracking features are lacking.

The proven accuracy of this information is extremely important to ensure court acceptance and minimize dismissal of criminal charges based on faulty evidential results.

Therefore, the implementation of a purchased system with integration of the instrument data with a management and workflow system is crucial. The risk associated with the information presented in court cases makes this an ideal candidate for a purchased system where much of the support is handled by the vendor. Information from this system needs to interact with some current applications maintained by the IT, and CJIS. This will require additional IT support.

## Staffing:

### Additional 2 programmer/analysts:

The office's Information Technology Division continues to automate many manual processes, creating better efficiencies for the divisions supported. This has been accomplished with no additional FTEs, augmenting staff through use of consultants. However, increasing consultant responsibility in projects also increases project risk. When consultants work on a project, they gain the knowledge and expertise, and the transfer of knowledge and expertise to current IT staff is limited. The cost of consultants is extremely high and control of the processes performed is limited. This creates additional work for current IT staff after consultants are gone.

The office is now at the critical point of not having enough IT staff to provide the core services and continue the process of building efficiencies. Information sharing has become essential to the success of the office's endeavors. For instance, much of the sex offender information is still shared through paper and mailing with significant delays between local law enforcement, states attorneys, courts and this office. These processes must be automated, but in doing so, the complexity of office applications and network connections increase exponentially. This requires an increase in IT staff and in the depth of knowledge and skill of these individuals.

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Providing the staff needed to support the infrastructure for real time information sharing has become a critical issue. This request includes an enhancement to the office's budget for additional IT staff to address this crucial issue.

The failure to adequately staff IT will result in the need for additional funding for consultants.

### Business Areas Supported and Applications:

This office IT staff has been 8 IT FTEs for over 10 years. The only exception to that is 2 FTEs assigned to the Criminal Justice Information Sharing program. These 2 FTEs work closely with ITD to maintain the Criminal Justice hub and with this office to understand the criminal justice process. It is important these positions reside in a criminal justice agency for many reasons, but they are not assigned to work on projects that strictly benefit the Office of Attorney General, nor is their time allocation under the direction of the IT Division.

The IT Division provides support for all office divisions. The systems supported include a Charitable Gaming Management system, a Consumer Protection Complaint system, a Lottery Management and Subscription system, a Licensing system for various licenses issued by this office, a Legal and Fire Marshal Billing and time tracking system, Agency Time Keeping, and other miscellaneous applications. Between the Crime Lab, BCI and CJIS, the office has multiple applications which use the majority of IT support and enhancement efforts.

Currently 85% of office application development effort supports BCI, the Crime Lab, and the CJIS/State Radio Interfaces to support local law enforcement, which leaves 15% of IT efforts to support legal, Gaming, Consumer Protection, Fire Marshal, administration and other office business areas. The other divisions need significant IT service, however law enforcement takes higher priority most of the time. The office cannot provide enough support for all divisions' IT needs.

The office IT requested general support (fixes and small enhancements) continues to grow. In July 2006, the these items totaled 1,912 hours, 2,224 hours in July 2007, an increase of 14% and 2,798 hours in July 2008, an increase of 21%. These hours do not reflect needed application rewrites or new programs. The office is unable to move ahead using current staffing levels, or continue to support what has already been built using current staffing levels. Burnout of IT staff becomes a more real possibility if this is not addressed.

Retention of personnel is a key to office success. According to marketplace studies, it takes 26% more time and effort to train IT personnel than most other professions. Burnout and low pay are key reasons for losing IT staff. Constant learning is a way of life for technical people, but when one is required to be a jack-of-all-trades it can become so overwhelming as to become detrimental to the success of the team. Adding staff will help in this area. Continuing to address salaries for key IT technical positions, as ITD is also doing, is a key success factor. Training continues to attract new staff, as does marketing the ability to work with criminal justice entities.

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## 1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

The increase in normal software/hardware/network costs is approximately 9% attributable to increase in software licenses, software upgrade increases, and converting desktops to laptops for more BCI agents for field use. The other major increase is for additional IT staff. This budget requests two additional FTEs for application development. Additional information is provided in the Planned Infrastructure Activities Narrative.

2. Total number of desktop computers: 129  
Number of desktops for which you are requesting replacement funding: 64  
Average replacement cost/desktop: 550

3. Total number of laptop computers: 63  
Number of laptops for which you are requesting replacement funding: 32  
Average replacement cost/laptop: 1,502

What state planning region are these desktop/laptop computers located?

Region 1	2	2	6	3	2	4	12	5	8	6	3	7	156	8	3
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## 4. What percentage of these pcs are running the following operating systems:

(total should be equal to 100%)

Open Source OS	0 %
MAC OS	0 %
Windows Vista	0 %
Windows XP	100 %
Other	0 %

5. What additional expenditures are being paid out of non-appropriated funds? 0

Please explain:

## IT Asset Management Plan

### [Asset Replacement Plan](#)

#### U1377-Desktops and U1390 Laptops

The state ITD guidelines recommend replacing desktops every 4 years and laptops every 3 years. This office uses a 4 year replacement period for desktops and laptops, which is adequate. Some desktops are trickled down in the office to non-desktop units, such as for lab equipment, test desktops, etc. Some laptops are trickled down to be checked out. The trickle down units are usually replaced with other trickled down machines in the next biennium or two. The rest of the replaced units are surplus.

#### U1378-Diagnostic Equipment and Tools

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The office does not budget specifically for each item in this category. The office replaces these as needed based on prior expenditures.

### U1379-Printers and U1386 Projectors

Printers and projectors are on an 8-year replacement cycle. This office budgets for replacements for this equipment. Replacement is based on need and cost. Some printers and projectors may begin to have problems after 4 years and may be replaced sooner while others may last 8 years or more without any problems at all.

### U1380-U1381-U1388 Software

The office pays annual maintenance where appropriate, and budgets for upgrades on the rest every biennium. Inventory is reviewed on an annual basis, and upgrades are planned biennially where needed. The office plan is to stay as current as practical with the latest versions, and to stay within the state EA guidelines. The budget reflects this plan.

### U1389 Operating system Software

Desktop operating systems remain with each desktop. When new desktops and laptops are purchased for replacement, the current operating system is purchased. The office maintains 2 operating systems over any given four-year period. This falls within the state Enterprise Architecture guidelines and saves us time and money.

Server operating system software is kept as current as practical and always within state EA guidelines.

### U1382 and U1384 - Servers - storage

The servers are on an 8 year replacement cycle and this budget reflects the amount needed to replace the servers according to this cycle. The office has a SAN purchased in 2005. The SAN is capital equipment to be replaced at the end of an 8-year life cycle. We anticipate a request for replacement in the 2011-2013 biennium.

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	CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM	
<b>IT5110</b>	SALARIES - PERMANENT	\$1,061,320	\$1,276,032	\$20,260	\$1,296,292	\$1,363,189
<b>IT5111</b>	ADDITIONAL SALARIES	\$0	\$0	\$199,250	\$199,250	\$199,250
<b>IT5130</b>	TEMP SALARIES	\$37,791	\$14,191	\$0	\$14,191	\$14,191
<b>IT5140</b>	OVERTIME	\$2,500	\$0	\$0	\$0	\$0
<b>IT5160</b>	FRINGE BENEFITS	\$363,899	\$411,275	\$3,378	\$414,653	\$459,161
<b>IT5161</b>	ADDITIONAL FRINGE BENEFITS	\$0	\$0	\$66,090	\$66,090	\$70,000
<b>IT5310</b>	IT SOFTWARE AND SUPPLIES	\$531,000	\$255,000	\$100,492	\$355,492	\$713,000
<b>IT5510</b>	IT EQUIPMENT UNDER \$5000	\$155,245	\$152,985	\$65,746	\$218,731	\$430,500
<b>IT6010</b>	IT DATA PROCESSING	\$869,504	\$722,476	\$2,739	\$725,215	\$660,900
<b>IT6020</b>	IT COMMUNICATIONS	\$369,587	\$337,158	\$34,070	\$371,228	\$461,000
<b>IT6030</b>	IT CONTRACT SERVICES & REPAIRS	\$1,024,356	\$344,356	\$13,078	\$357,434	\$213,000
<b>IT6930</b>	IT EQUIPMENT OVER \$5000	\$161,000	\$70,000	\$0	\$70,000	\$0
	<b>Total Budget:</b>	<b>\$4,576,202</b>	<b>\$3,583,473</b>	<b>\$505,103</b>	<b>\$4,088,576</b>	<b>\$4,584,191</b>
<b>001</b>	STATE GENERAL FUND	\$2,202,806	\$2,367,191	\$481,463	\$2,848,654	\$3,376,839
<b>250</b>	ATTORNEY GENERAL REFUND FUND 250 F	\$22,523	\$22,523	\$0	\$22,523	\$25,000
<b>292</b>	LOTTERY FUND 292	\$271,278	\$280,198	\$23,638	\$303,836	\$313,000
<b>292</b>	Lottery Operating Fund	\$150,760	\$174,398	\$0	\$174,398	\$188,350
<b>322</b>	ATTORNEY GENERAL FUND 322	\$998,392	\$620,563	\$0	\$620,563	\$681,000
<b>G020</b>	JAG GRANT	\$29,063	\$118,600	\$0	\$118,600	\$0
<b>G181</b>	CRIME LAB FORENSIC CASEWORK DN		\$0	\$0	\$0	\$0
<b>G278</b>	NEW GRANT AG'S OFFICE	\$901,380	\$0	\$0	\$0	\$0
	<b>Total Funding:</b>	<b>\$4,576,202</b>	<b>\$3,583,473</b>	<b>\$505,103</b>	<b>\$4,088,576</b>	<b>\$4,584,191</b>

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Agency Priority - 1

Project Type: Application replacement

Age of Current Application: 4

## Project description

This project will deploy a Crime Lab Information Management System (LIMS) to replace the current in-house developed system and provide the Crime Lab the functionality to manage information tracking evidence related to cases, training records, statistical information, tracking techniques in the analysis, identification, and comparison of physical evidence involved in the investigation and prosecution of criminal offenses statewide. Integration with CJIS will be developed also.

## Briefly describe the business need or problem driving the proposed project.

The Crime Lab Division uses a number of software tools in lieu of a single, unified LIMS system for tracking evidence, writing reports, reporting statistics, and tracking certifications. Some of the applications in use are more than 10 years old. Currently, these systems and applications have been meeting the Lab's needs only with modifications and time-consuming manual manipulation of the databases for tracking evidence. No interfaces with analytical instrumentation exist.

## Describe how the project is consistent with the organizations mission.

The Office of Attorney General, Crime Lab Division provides scientific support to the state's criminal justice system by use of accepted techniques in the analysis, identification, and comparison of physical and toxicological evidence involved in the investigation and prosecution of criminal offenses. The Crime Lab currently has eighteen employees. The Crime Lab is a full service lab and processes over 7,000 criminal cases a year.

## Describe the anticipated benefits of the project and who will derive the benefits.

Many of the current manual processes which take hours for Crime Lab personnel to complete will be reduced to minutes. All information will be complete within one application, without needing to download information into spreadsheets to produce statistics and analysis. An automated system will allow the Crime Lab to better handle the current increase in workload efficiently. It will also provide more timely information to local law enforcement.

## Describe the impact of not implementing the project.

Workload will continue to increase. Risk will become greater as more sophisticated equipment is being used and manual processes continue to analyze and publish the results.

## Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Requirements and RFP must be well defined. An RFI will be issued and will use contract services along with internal IT staff to ensure project completeness. There will be several interfaces and interaction with others, such as local law enforcement, CJIS, states attorneys, and BCI that will be critical to the success of this project. The number of entities involved increases risk. Crime Lab personnel will perform significant testing besides their normal workload.

## Describe the additional costs?

The additional costs are labor costs for an internal project manager and for travel and training.

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Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - \$21,000

Optional Project Costs -

**Total Project Cost? - \$286,000**

**Tot Proj Costs + Optionals - \$286,000**

**What additional expenditures are being paid out of non-appropriated funds?**

none

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<b>IT5310</b>	IT SOFTWARE AND SUPPLIES	\$0	\$268,000	\$0	\$268,000	\$0
<b>IT5510</b>	IT EQUIPMENT UNDER \$5000	\$0	\$27,000	\$0	\$27,000	\$7,000
<b>IT6030</b>	IT CONTRACT SERVICES & REPAIRS	\$0	\$400,000	\$0	\$400,000	\$84,000
	<b>Total Budget:</b>	<b>\$0</b>	<b>\$695,000</b>	<b>\$0</b>	<b>\$695,000</b>	<b>\$91,000</b>
<b>001</b>	STATE GENERAL FUND	\$0	\$0	\$0	\$0	\$91,000
<b>250</b>	ATTORNEY GENERAL REFUND FUND 250 F	\$0	\$695,000	\$0	\$695,000	\$0
	<b>Total Funding:</b>	<b>\$0</b>	<b>\$695,000</b>	<b>\$0</b>	<b>\$695,000</b>	<b>\$91,000</b>

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Agency Priority - 2

Project Type: New initiative

## Project description

This project will deploy capture device technology to sites across North Dakota. Offenders will register and provide changes to information such as home address, work and school information. The system will further function as a notification to local law enforcement to help track the movement and detect non-compliance more quickly. The capture devices will validate identification through fingerprints, take pictures and/or videos.

## Briefly describe the business need or problem driving the proposed project.

From the time of release from jail or prison to the registration in a local jurisdiction is a manual process. Information entered in the state system can occur a week later than the release due to mailing times and manual processes. It is crucial for the state to have up-to-date information on the whereabouts of offenders. The onus will be on offenders to check-in and provide current information which would be available real time.

## Describe how the project is consistent with the organizations mission.

This project is consistent with the office's mission and/or strategic plan. The office is responsible for maintaining a repository of offender registrations. This information is used by ND entities and certain offender information is displayed on a public web site. This update is crucial to the ongoing success of tracking offenders.

## Describe the anticipated benefits of the project and who will derive the benefits.

Provide real-time updates to offender repository resulting in more timely availability of information  
Realize time savings for local law enforcement, BCI, and parole officers  
Provide a higher level of credibility in the accuracy of the information  
Provide more timely information to criminal justice entities

## Describe the impact of not implementing the project.

The onus continues to be on local law enforcement.

Manual processes continue through use of mail for offender information to be processed and available nationwide.

Notifications and validations of movement will continue to be slow and sometimes very time-consuming.

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## Identify any risks associated with implementing this project and explain how the risks will be mitigated.

Vendors - Tight contract with solid deliverables - requirements well defined

Multiple stakeholders - local law enforcement,

Department of Corrections, BCI, CJIS - a team will formulate high level processes between criminal justice entities involved

New technology - identify early-address security-find expertise to help

## Describe the additional costs?

The BCI budget includes \$387,328 for professional services for this project. This project will be active once the grant is awarded and a project plan is developed. Also included is \$110,000 in salaries for a project manager and developers working on the project.

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?

Additional Costs? - \$487,328

Optional Project Costs -

**Total Project Cost? - \$731,328**

**Tot Proj Costs + Optionals - \$731,328**

What additional expenditures are being paid out of non-appropriated funds?

N/A

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<b>IT6930</b>	IT EQUIPMENT OVER \$5000	\$0	\$315,000	\$0	\$315,000	\$0
	<b>Total Budget:</b>	<b>\$0</b>	<b>\$315,000</b>	<b>\$0</b>	<b>\$315,000</b>	<b>\$0</b>
<b>G197</b>	Cops Rural Meth Initiative 06	\$0	\$315,000	\$0	\$315,000	\$0
	<b>Total Funding:</b>	<b>\$0</b>	<b>\$315,000</b>	<b>\$0</b>	<b>\$315,000</b>	<b>\$0</b>