

ADVISORY POLICY COMMITTEE MEETING MINUTES
Regional Public Safety Training Center
5190 Spectrum Blvd., Room 105, Reno, NV
May 31, 2006
9:00 a.m.

ATTENDEES on May 31, 2006:

MEMBERS

Cpt. P.K. O'Neill, DPS, Chief R&TD
Ms. Lisa Young, Real Estate Division
Mr. James Earl, Attorney General
Mr. Noel Waters, District Attorney
Mr. Bernie Anderson, Assemblyman
Mr. Glen Whorton, Director Department of
Corrections
Mr. Ron Titus, Supreme Court

MEMBERS EXCUSED

Lt. Keith Logan, Sheriff's and Chief's Assoc.
Mr. Maurice Washington, Senator

NON-MEMBERS

Ms. Kalene Dickerson, RPD
Ms. Patty Peters, LVMPD
Ms. Theresa Wiley, SPD
Ms. Patty Kelly, WCSO
Ms. Kathy Comba, R&TD
Ms. Sarah Echo, R&TD
Ms. Julie Butler, R&TD
Ms. Dianne Draper, R&TD
Ms. Diane McCord, R&TD
Ms. Mindy McKay, R&TD
Mr. Robert Kilroy, AG

A. Captain PK O'Neill called meeting to order at 9:10am

B. Opening remarks

Captain P.K. O'Neill advised attendees the Nevada Department of Public Safety Director George Togliatti was unable to attend. Mr. Togliatti will attempt to attend the next meeting. The agenda was provided. Captain O'Neill stated our goal is to provide information and a background on criminal history. Captain O'Neill advised all attendees that the NCJIS Northern and Southern Subcommittee chairpersons will give presentations to provide direction for further clarity and understanding. Captain O'Neill mentioned that the Advisory Committee on Nevada Criminal Justice Information Sharing (the Advisory Committee) represents Nevada and gives direction for acting within the State and provides issues to present on the national level regarding where we want to be. It was declared that this meeting is subject to open meeting law.

C. Roll Call and Introductions

Mindy McKay took roll call. Mr. Robert Kilroy from the Attorney Generals Office was in attendance to ensure the open meeting law was followed. Captain O'Neill completed the introductions as follows: The State has a Northern and Southern Subcommittee of which Patty Peters with Las Vegas Metropolitan Police Department is Chair of the Southern and Kalene Dickerson with Reno Police Department is Chair of the Northern; Theresa Wiley with Sparks Police Department, Kathy Comba with DPS Technology Bureau, Julie Butler with DPS Records and Technology Division, Patti Kelly with Washoe County Sheriff's Office, Sarah Echo with DPS Technology Bureau, Mindy McKay with DPS Records and Technology Division, Diane McCord with DPS Records Bureau and Dianne Draper with DPS Records Bureau.

D. Establish Committee Bylaws including requirements for the Open Meeting Law (NRS 241)

Since the Advisory Committee is newly established, bylaws must be created. Steering Committee Bylaws were provided to use as suggestions. Advisory Committee members were appointed according to NRS 179A.079.

There was discussion as to what constitutes a member in good standing. Mr. Titus pointed out that we don't pay dues, therefore, the only thing he can think of is attending the meetings or the member will be subject to removal causing no need to establish a member of good standing. Captain O'Neill felt it should read "part of agency to be a member". "Good standing" was left as is.

There was discussion regarding allowing a proxy in the absence of a member. Mr. Whorton made a motion to add authority in the bylaws for members not defined in NRS the ability to provide a proxy in their absence. Mr. Anderson seconded the motion. All in favor said "I" carried unanimously with no oppositions. The bylaws will provide the ability to appoint a proxy.

We will have regular meetings twice per calendar year to be alternated between Northern Nevada and Southern Nevada as the schedule dictates. The Advisory Committee currently consists of members in the North. However, meeting in the South will allow Southern NCJIS Subcommittee members to attend. Travel will be paid for by the Records and Technology Division (R&TD) if funds are available (caveat is if funds are available). The R&TD budget projections are to allow for funding in FY 07. The Chair shall select the meeting sight. Failure to be present at 2 meetings may result in removal.

All attendees have the floor and only members have voting ability. Discussion regarding election of members ended with Mr. Earl suggesting moving to allow for flexibility pursuant to approval of the members. Captain O'Neill moved to change the bi-laws to read "election of members will take place pursuant to the decision of the members of the Advisory Committee". Mr. Whorton seconded the motion. All in favor said "I" carried unanimously with no oppositions.

NRS 179A.079 was read completely for discussion. Regarding officers in bylaws, recommendation was to elect the Chair and Co-chair. The Secretary and Treasurer will be appointed by Records and Technology Division. The Secretary and Treasurer will be non-voting members and will be added to the bylaws to read as such.

The issue of the timeline for the Secretary to distribute draft minutes was brought forward. Mr. Kilroy advised that NRS states within 30 days of the meeting the minutes must be made available to the public and kept for 5 yrs. Captain O'Neill suggested placing a link on the DPS website to the Advisory Committee which will have the minutes and announcements on future meetings. Mr. Kilroy confirmed that to be acceptable. Mr. Earl suggested in addition to the DPS website all information can be placed on the LCB website. Mr. Earl will be happy to accommodate the agenda and minutes in the area that contains other committee's information. Captain O'Neill will contact the Technology Director at LCB to request publishing in both places.

The language "authority to designate..." was stricken from paragraph 3 on page 2 of the bylaws. Captain O'Neill suggested rewording the section referring to members not being felons, etc. to read "members must meet criteria set forth in NRS 179A". Mr. Anderson agreed.

It was suggested to use the language in Statute as Advisory Committee when referring to this Committee. There was another suggestion as to the verbiage on page 2 reading "the officer shall be elected by the majority vote of members" which should be worded as "Chair and Co-chair shall be elected by the majority of voting members."

D. Establish Committee Bylaws (cont.)

The date on page 2 will be removed. Mr. Anderson asked if we want a definition of “annual” meeting for the elections every 2 yrs. Ms. Dickerson mentioned it would be reflected in the minutes. Mr. Earl moved for it to be adapted as modified. Lisa Young seconded the motion. All in favor said “I” carried unanimously without opposition.

Mr. Kilroy advised the election cannot take place today because the election of officers was omitted from the agenda, therefore, the election of officers will be placed on the next meeting agenda.

10:08am break

10:30am Reconvened

E. Review of the Northern and Southern Subcommittee Bylaws

There was discussion regarding no past problems or incidents that could not be resolved in the Northern and Southern Subcommittee bylaws. Captain O’Neill suggested letting them stand. Mr. Earl moved the committee note the existing bylaws of the constituent.

F. Advisory Committee’s Mission Statement, Goals and Objectives Presented by Julie Butler

Ms. Butler advised we would go over some selected components of the mission statement. Strategic planning was explained as an organized, documented method of determining what an agency or group hopes to accomplish and how it will accomplish it. It is future oriented, a management tool, it provides direction; guides resource decisions, and provides justification for budget requests. The plan is vision, mission, philosophy, goals, strategies, objectives, and performance measures. It describes the “ideal” future state of agency. The Records Bureau vision was reviewed. The mission statement is the foundation, purpose, what, for whom and why. Samples were reviewed. Members reviewed suggestions.

After discussion on creating the Advisory Committee mission statement, the final decision was:

“The mission of the NCJIS Advisory Committee is to recommend management and technology practices that promote accurate, timely and integrated criminal justice information and statistical data for the benefit of the citizens of Nevada”

Mr. Whorton moved to accept the mission as it is and revisit it at the next meeting. There were no objections. Mr. Anderson asked if we put it in the agenda, are we allowed to modify it. Mr. Kilroy replied yes and to list it as such for comment, revision and acceptance to allow public to provide input. The mission statement will be placed on the agenda for the next meeting.

After discussion on creating the vision, the final decision was:

“We envision a premier integrated criminal justice information system in Nevada that instills public confidence and promotes a safer environment for all citizens”

There were no objections. The vision will be placed on the agenda to allow for comment, revision and acceptance with public input.

11:45pm Break for Lunch to reconvene at 1:15pm

1:15pm reconvened

E. Justice Link Presentation – DPS Technology Division

Sarah Echo presented Jlink. Handouts were provided of the slide presentation. Ms. Echo explained who uses the system and how they connect. Jlink is the replacement for the LEMS system to include security measures. Jlink is more user friendly. Examples of LEMS and Jlink were included in the slide show to demonstrate the differences. The approximate amount of users, terminals, and transactions was provided. The future of Jlink was discussed. The types and volume of transactions were discussed. Ms. Echo demonstrated the new driver's license transactions showing the responses looking exactly like the drivers license. There was a question of how many fat clients there are and where. Ms. Echo stated NHP, Reno Tahoe Airport and BLM connect via satellite for the Burning Man festival. Ms. Echo demonstrated the NCIC wanted person transaction with the name and picture.

Ms. Comba explained bringing up the local sex offender registry to get information on sex offenders in the system sooner rather than later via an electronic process instead of mailing it from local law enforcement agencies to the Nevada SOR. The Department of Corrections has agreed to begin the process before the offender goes to their local law enforcement agency. All users in the state have been successfully converted with the exception of 5 remaining foreign host connections which should be connected in the next month.

F. NDEx Presentation – Federal Bureau of Investigation, CJIS Division

Captain O'Neill presented NDEx. Handouts were provided. NDEx is a program developed by the FBI CJIS Division. This system will allow agencies to share all information in order to tie incidents together electronically and quickly. It will link national, regional, state and virtual regional information sharing. As little information as "a red van with a license plate # containing a 2" can be used to query NDEx. This system is incident based rather than intelligence based. Law enforcement agencies will be provided with powerful investigative tools on a national basis. It's using a specific technical language called xml. NDEx governance was discussed. A graph demonstrating access routes was talked about. The Concept of Operations was reviewed. NDEx services and capabilities were discussed. NDEx Role Based Access was presented. The ACLU agrees with NDEx as it stands. The NDEx data sensitivity levels were reviewed. NDEx Acquisition Timeline was presented. Phased Agency Deployment is what prompted the presentation. Nevada has implemented its own sharing system connected to LVMPD named NVShare. This was the first stage. In the second stage occurring in FY08/09, the rest of the State will be connected. In late 2009 NDEx should be fully operational and going into the maintenance stage. It was stressed this is NOT intelligence, it's strictly incident based when an action has occurred. It will be accessed using a Law Enforcement Online (LEO) account and performing a *Google* search. It's connected to the local records management system and will upload nightly. One challenge will be getting local law enforcement agencies to go to the xml format because it's not mandated. Homeland Security grants could assist agencies in connecting to NDEx. There was no further discussion.

G. NCJIS Topic #1 –Federal Bureau of Investigation changes to the National Crime Information Center entry criteria to include Non-serious and Misdemeanor Offenses. Presented by Kalene Dickerson, Northern Chair and Patty Peters, Southern Chair

The Steering Committee and subcommittees were described. The subcommittees share information and provide input to present to the Steering Committee to begin the design phase. The subcommittees want to be able to provide the officer in the field only the information they need when performing inquiries to avoid unnecessary time spent weeding through responses. It was asked of the Advisory Committee to sanction this and give approval to go forward with the design. There was clarification that the officer and dispatcher will have the same information with the exception of the dispatcher will having the STAS screen allowing for an in depth inquiry. The officer will not get all of the misdemeanor warrants or traffic violations in the patrol car but can get it if needed via dispatch or another in depth inquiry from vehicle laptop. The current system provides more information to the officer whereas the new system will provide less. The new system will eliminate the "no extraditions", misdemeanors and traffic records. Mr. Titus motioned to accept the Steering Committee recommendation that 2 or the NCIC's 6 wanted queries be auto launched. Mr. Earl seconded the motion. All in favor said "I" carried unanimously without opposition.

H. NCJIS Topic #2 –Process Control Numbers (PCN) and Sequence Numbers (SEQ). Presented by Kalene Dickerson, Northern Chair

The history of how PCNs and SEQs were created and are used was provided. Mr. Whorton motioned to use PCNs and SEQs. Mr. Earl seconded the motion. It is recommended that all criminal justice processes be tracked by a unique sequence number. Mr. Whorton motioned to modify. Ms. Young seconded. All in favor said “I” carried unanimously without opposition.

3:30pm break Mr. Earl was excused however we still have a quorum present.

I. NCJIS Topic #3 –DMV and the Criminal Justice Community. Presented by Kalene Dickerson, Northern Chair and Patty Peters, Southern Chair

The Steering Committee and subcommittees goal is to have a better working relationship with the DMV. Included is more information regarding vehicles for officer safety, specifically vehicle color. Captain O’Neill will pen a letter and call Clay to invite officers from DMV to all future meetings. Mr. Kilroy will email the names of two gentlemen that might be able to help to Captain O’Neill. Ms. Young motioned to extend the invite. Mr. Whorton seconded the motion. All in favor said “I” carried unanimously without opposition.

J. NCJIS Topic #4 –NCJIS Wanted Person File – Transportation. Presented by Kalene Dickerson, Northern Chair and Patty Peters, Southern Chair

A request was made for a BDR for NRS 211.370 stating if the agency won’t pick up their subject within so many hours, than the agency is responsible for all costs including liability law suits. It was asked if the District Attorney’s Association would champion that. Mr. Waters stated he would bring it forward to the association. It sounds like a validation issue. This topic is believed to go beyond the scope of the committee although it is a valid point. Clarification is needed for NRS 211.370(3) stating that the 72hrs will be negated when the agency refuses to transport, therefore, costs will begin from the start of serving a warrant. Mr. Anderson will discuss this with the LCB personnel. Mr. Anderson requests to delay action on this issue as it will be around for a while.

K. NCJIS Topic #5 – Informational only Disaster Recovery Infrastructure Plan

This topic was withdrawn as it will be included in the R&TD FY08/09

L. Misc. Discussion

A copy was provided of the SEARCH report of The National Task Force on the Criminal Backgrounding of America because it will impact us in the future.

NCJIS will be receiving a letter of reprimand from the FBI for failure to complete encryption by July 1, 2006. NCJIS has provided the FBI with a timeline and monthly statements as to the status with anticipation of completion by end of 2006.

M. Establish date for next APC meeting in Las Vegas

The Western Regional Working Group is the end of August. The Steering Committee is June then October. There will be 1 day with 4-5hr meeting overlap w/Steering Committee on October 5, 2006. The location and time is to be announced. The revision of the Nevada offense codes (NOC) will be placed on the next agenda as “open discussion” with awareness that public may be there for that portion. Mr. Titus will conduct the NOC revision presentation.

4:17PM Ms. Young motioned to adjourn, Mr. Whorton seconded motion. All in favor said “I” carried unanimously without opposition.