

ADVISORY POLICY COMMITTEE MEETING MINUTES  
Washoe County Sheriff's Office  
911 Parr Blvd, Nevada Room, Reno, NV  
October 11, 2006  
10:00 a.m.

ATTENDEES on October 11, 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  
Assemblyman Bernie Anderson  
Mr. Glen Whorton, Director Department of Corrections

Mr. Ron Titus, Supreme Court  
Senator Maurice Washington

**MEMBERS WITH PROXY**

Karis Drake for Lt. Keith Logan, Nevada  
Sheriff's and Chief's Assoc.

**M. Closed session with the NCJIS Steering Committee to discuss NCJIS/NCIC policy and procedure**

**A. Call open meeting to order and roll call (Action)**

Captain PK O'Neill called meeting to order at 10:40am and roll call was taken by Mindy McKay. Members Of the Steering Committee were asked to sign in, and the sign in sheet is attached to the original minutes as exhibit A.

**B. Voting on By-laws (Action)**

Motion to accept by-laws by Lisa Young, the motion was seconded by Ron Titus. All in favor to accept by-laws as presented was unanimously carried.

**C. Election of officers (Action)**

Nominations for Chairman - Noel Waters nominated Captain O'Neill. Bernie Anderson seconded the motion. Captain O'Neill was nominated as Chair of the Advisory Committee. Captain O'Neill accepted the nomination. Nominations for Co-Chair - Noel Waters nominated Assemblyman Anderson. Captain O'Neill seconded the nomination. Assemblyman Anderson will be Co-Chair and accepts. Lisa Young moved to close nominations. Ron Titus seconded the motion. All in favor to close the nominations was unanimously carried.

**D. May 31, 2006 meeting minutes comment, revision and acceptance (Action)**

Lisa Young referred to the fourth paragraph in section D regarding meetings being held in certain locations. It should read alternated between North and South and as scheduling dictates. Bernie Anderson motioned to accept the minutes. Lisa Young seconded the motion. All in favor to modify as suggested and accept the May 31, 2006 meeting minutes was unanimously carried. The modified May 31, 2006 meeting minutes will be posted on the website and provided to all committee members.

**E. Mission statement and Vision comment, revision and acceptance (Action)**

Ron Titus moved to accept the Advisory Committee vision. Noel Waters seconded the motion. Assemblyman Anderson asked if it would be on the website and Captain O'Neill said yes. All in favor to accept the vision was unanimously carried. Assemblyman Anderson motioned to accept the mission statement. His motion was seconded by Lisa Young. All in favor to accept the mission statement was carried unanimously.

**F. Nevada offense code revision – Ron Titus, Supreme Court Administrator (discussion)**

Ron Titus began the discussion on Nevada offense code (NOC) revision and introduced Steve Tuttle in attendance to assist with questions. NOCs are assigned by the arresting agency when an arrest is made to identify the charge on the criminal history record. The NOC is used by law enforcement, District Attorneys (DA) and courts in disposition reporting. The Administrative Office of the Courts (AOC) approached the Records Bureau to redefine NOCs and the Records Bureau agreed. It was finalized for state charges a year ago. Next was the effort to present them to law enforcement, DA's, and courts. Steve Tuttle and Noel Waters made a presentation at the last DA Association meeting at which time they voted to use the redefined NOCs throughout state. A presentation has not yet been conducted for the Nevada Sheriff's and Chief's Association (NSCA). The court systems will be using them. The next step was to build a model with criminal justice agencies to complete NOCs with city and county ordinances. There will need to be a decision as to who will manage the NOC table to ensure they don't become unmanageable and meet requirements of new laws. Ron Titus will be talking with Clark County October 13, 2006. The goal is to have Federal, State and local codes in this system. Noel Waters is on a subcommittee that distills definitions into 50 characters. The subcommittee still has 1500 crimes they are trying to cut down to 50 characters so if anyone is interested in attending the exercise he will provide information. Ron Titus indicates that if standard codes are not used, it won't work. Glenn Whorton asked for clarification if as to whether or not the new NOCs have been implemented. Ron Titus responded that they are not implemented yet. Captain O'Neill asked if they were planning to present to the NSCA in December. Steve Tuttle was in contact with someone and wasn't given a date or time so he will follow up. Captain O'Neill mentioned NSCA is giving him time to present FBI NDeX so AOC could possibly use some of his time to present the NOC issue. Captain O'Neill asked if the new system will be able to provide statistics and Steve Tuttle answered yes and that it will be able to group it as far as what crimes will restrict civil rights, etc... Captain O'Neill asked if Ron Titus can supply notes to the Advisory Committee to be included in these minutes. Mr. Titus stated he would provide notes. No action was taken.

**G. E-Dispos – Ron Titus, Supreme Court Administrator (discussion)**

Handouts were provided. Steve Tuttle advised the committee members that Major Robert Wideman had made a presentation at the Interim Finance Committee and received negative feedback regarding the disposition backlog. Ron Titus decided to address the issue with a pilot project (refer to page 6 of documentation provided). Tests have been submitted to the Records Bureau which has a match rate of 70%. A large amount is not matched due to the Process Control Number (PCN) so if they can resolve the PCN issue the match rate will be up to approximately 90%. There is an October 13th meeting with Clark County to receive a commitment to connect them. They are also working with Carson City who should be connected late October 2006. Reject returns were discussed. Kathy Comba wanted to reiterate that when people think "dispositions" are being reported it means everything from the initial arrest to the plea to the sentence information. The true definition is in the first phase which will just be the disposition as far as guilty, not guilty, etc. and not sentencing information as far as jail time, fines, classes, etc. The sentencing will still need to be manually entered until that phase is complete. Noel Waters asked how adaptable the protocol from Las Vegas Justice Court to the Repository via MCIJIS to JLink is. Ron Titus stated there is a map from MCIJIS to JLink which has defined standards for the interface. Noel Waters asked if it is real time recording. Ron Titus responded that it hasn't been defined yet. Steve Tuttle mentioned it's currently on a timer for every 15 minutes and can be manipulated accordingly. Steve Tuttle discussed local business rules. The impact of dispositions on interstate compact transfers was a concern.

## **G. E-Dispos (cont.)**

Kalene Dickerson asked if there is a projection of roll out to Northern courts for E-Dispo submittal. Ron Titus didn't have a timeline at this point. Senator Washington asked if the systems stand alone or if they are interfaced. Ron Titus answered that they are designed to integrate them. Captain O'Neill mentioned that the system will integrate only if Extendable Markup Language (XML) is in place at both ends. Most vendors are XML compliant now. Assemblyman Anderson discussed priority which is low now but will become high because of future needs. Senator Washington feels the drive behind this is the public safety system to include all agencies involved insuring the public they are safe and having the necessary resources to do so. Captain O'Neill asked Ron Titus if there is anything the committee can do to promote E-Dispos. Ron Titus stated that for now continued support at the respective agencies via the Advisory Committee members is appreciated. DMV is going live the week of October 16-20, 2006 with traffic violations. Kathy Comba suggested explaining to the members at the next meeting what Nevada's criminal justice system is. The topic of E-Dispos will be placed on the agenda as a standing item for discussion. The suggested presentation will be placed on the agenda to be conducted by Kalene Dickerson, Teresa Wiley and Kathy Comba. No action was taken.

**12:30pm lunch break**

**1:47pm reconvened**

## **H. NCJIS Topic 4 – NCJIS Wanted Person File follow-up – Bernie Anderson, Assemblyman (discussion)**

As a reminder of the topic, there were transportation issues when picking up a subject on a warrant and no one wanted to detain the subject until the wanting agency was available to transport. Assemblyman Anderson followed up with the Legislative Counsel Bureau (LCB) for suggestions on bill drafts. The LCB new researcher is Jennifer Chizel who provided research findings. The concern was how much computer space was being used for the warrants that were not going to be confirmed due to lack of transportation. Assemblyman Anderson would be happy to see that there is a bill draft in place if the agencies feel it is necessary. The requirement is to transport within 24 hours or confirm transportation is being arranged within 24 hours. Local law enforcement agencies will need to prepare a cost analysis for detention. Misdemeanors are not in NCIC per NCIC policy. However, misdemeanors show a pattern of criminal activity which is useful to law enforcement. Teresa Wiley asked when the BDR would need to be ready. Assemblyman Anderson stated a BDR will not make it into the 2007 session but to submit one as soon as possible to be considered for the next legislative session. The language will need to be put together and provided to Assemblyman Anderson who will forward it to LCB ASAP. Kalene Dickerson asked if there is anything that will cause problems if the language included teeth. Assemblyman Anderson stated the issue is that it's an unfunded mandate which will lose a certain number of votes. The Steering Committee will address this issue in their meeting October 12, 2006. Noel Waters will ask the DA Association to place this issue on their agenda. Kalene Dickerson asked if the Steering Committee creates a draft on October 12, 2006 can they fax it to Noel Waters. The answer was yes. Assemblyman Anderson asked for a phone number of the Steering Committee Chair for follow up. No action was taken.

## **I. Encryption status update – Captain P.K. O'Neill, Chief Records and Technology (discussion)**

The Records Bureau is pending sanctions regarding encryption compliance not being met by the prescribed deadline. Clark County hired a vendor to assist in completing their end of the encryption mandate. The encryption should be completed by December 2006. A status will be provided at the December Steering Committee meeting. Access should stay intact. No action was taken.

**J. Strategic Business Plan presentation – Captain P.K. O’Neill, Chief Records and Technology (discussion)**

The strategic business plan for the Records and Technology Division (R&TD) is available on [www.nvrepository.state.nv.us](http://www.nvrepository.state.nv.us). It projects out to 2010/2011 budget. It deals with many solutions to many aspects of the R&TD business. It has been very well received so far. The Advisory Committee members were asked to visit the website, review and provide any input. The close relationship between Records and Technology is demonstrated very well. Vendors have reviewed it and inquired on where they fit into the R&TD future. Assemblyman Anderson asked if there is any possibility from Homeland Security for financial aid to purchase R&TD hardware. Captain O’Neill recently met with entities to present NDEx and discussed looking at funding support to allow submission into NDEx. Assemblyman Anderson asked about grant availability. Captain O’Neill stated most grants have dried up, been cut completely or at least cut in half. Support of Homeland Security has come at the expense of those grants that were available to agencies for other services. Captain O’Neill did clarify that there are monies available but that it’s a smaller pot which is causing agencies to change their mindset. Noel Waters asked if we have any funding for Sex Offender Registry record keeping. Captain O’Neill answered “no as it is part of the Records Bureau”. Senator Washington suggested tacking on fees to the sex offender when they register at their local law enforcement agency. Assemblyman Anderson doesn’t see an issue with doing that. There is a BDR submitted to the Attorney General’s Office to enact a law in order to be in compliance with the Federal Adam Walsh Act. It requires Tier 3 sex offenders to register every three months. Captain O’Neill can submit suggestions to Assemblyman Anderson’s researcher if he sees an opportunity during the 2007 Legislative session. Tracking the bills makes it easier to amend a bill rather than creating a new bill. Assemblyman Anderson asked Mr. Whorton if the Department of Corrections (DOC) is required to notify local law enforcement where the subject is going when they are released. Mr. Whorton advised that the inmate is not required to provide a destination. October 9, 2006 was the affective date for the NCJIS Local Sex Offender Registry file to provide information to inquirer’s regarding sex offender movement when he/she is released by DOC and when he/she goes to their local law enforcement agency to register. Assemblyman Anderson suggested that DOC could attach the ankle bracelet as the inmate is released. Mr. Whorton doesn’t object to that. There is a study being done to meet the needs of the Department of Public Safety, Division of Parole and Probation. No action was taken.

**K. Public comment (may be limited to ten minutes per person at the discretion of the chairperson)**

Catherine Krause with the Department of Public Safety, Records and Technology Division has contracted with Comnetix to scan in the backlog of criminal fingerprint cards which total approximately 38,000. Comnetix is connecting their scanning system to the Records Bureau system. The fingerprint technicians will identify each of them and send them to the FBI. The plan is being developed on how to identify the incoming fingerprint cards while the backlog is being addressed. Lisa Young asked how the backlog is going to affect daily incoming fingerprint cards. Captain O’Neill replied that it could change it. Lisa Young then asked what the time frame was. The answer was unknown. Lisa Young also asked if as the backlog is being worked on and daily prints are still being received will that change the response time. Captain O’Neill explained that additional staff is being requested and possible temporary hires will be working on backlog to attempt to not impact daily work which would cause more backlog. Noel Waters wondered if those are arrest fingerprint cards or dispositions. Catherine Krause responded with they are arrest fingerprint cards. Catherine Krause stated that a separate NCHIP grant is being pursued to hire temporary employees to input backlog of paper dispositions. No further comments.

**3:15pm break**

**3:40pm reconvened**

## **L. Comments of committee members (discussion)**

Kathy Comba will present information to the next Advisory Committee regarding NVShare. There is a new feature called a portal to allow interaction with websites. The Technology Bureau is in the process of implementing NVShare for all users of JLink to share information using this site. It was originally created for the FBI NDEx. This program will offer meeting notes, a chat room environment, questions from JLink users, connection into Amber Alert and is constantly fed with live data. It will be able to utilize and share info after the first of the year 2007. Validations can be placed here for monthly access. The stolen vehicle file is a concept. NOCs will be on NVShare. NVShare is considered an intranet. There will be a separate section for TACs/ATACs, information security, and will have limited access according to the users role. There will be a normal log in. The concept started approximately 1 year ago. Bernie Anderson questioned if the system is 100% secure. Kathy Comba replied "yes". Information on NVShare is encrypted data. Law enforcement agencies will be able to share information with Casino's and can restrict what information is shared. It is strictly information sharing. The Department of Public Safety Help Desk activities are looking at being provided in NVShare as well. Access is through the internet using an address.

There were no other issues. Next Advisory Committee Meeting will be Friday, February 16, 2007 at 1:00 p.m. at the Department of Public Safety, 555 Wright Way, Carson City, NV in the DPS Training Room.

Noel Waters advised that this will be his last meeting with the Advisory Committee as he is taking on different responsibilities. He expressed his thanks to everyone. No word on his replacement as of yet. He will ask the DAA to send notification to Captain O'Neill as to his replacement.

Noel Waters motioned to adjourn. The motion was seconded by Bernie Anderson. All in favor to adjourn was unanimously carried. Adjourned at 3:53pm

**3:53 p.m. Adjourned**