



Board of County Commissioners Agenda Request 22

Date of Meeting: August 30, 2005
Date Submitted: August 24, 2005

To: Honorable Chairman and Members of the Board
From: Parwez Alam, County Administrator
Kim Dressel, Management Services Director
Subject: Approval to Renew the Justice Community Interlocal Agreement for Justice Information Management

Statement of Issue:

This agenda item seeks Board approval to renew the Justice Information System (JIS) Interlocal Agreement (Attachment #1) and approve changes to the *Procedures Document for the Leon County Justice Information System* (Attachment #2).

Background:

At the July 31, 2001 Board meeting, the Board approved an Interlocal Agreement for Justice Information Management (Attachment #3) with members of the Leon County Justice Community (Leon County Clerk of Courts, Leon County Sheriff's Office, Second Judicial Public Defender's Office, Second Judicial Court Administration, Second Judicial Circuit State Attorney's Office, Leon County Probation, Department of Corrections, and Tallahassee Police Department). The Interlocal Agreement was for the purpose of developing a computer system to share justice information across jurisdictional boundaries within Leon County and the Second Judicial Circuit of Florida for effective justice data analysis, case tracking/management, and historical justice data.

The Interlocal Agreement includes a *Procedures Document for the Leon County Justice Information System and Justice Data Warehouse "JIS/JDW."* This document provides for the governance structure and systems policies for member participation, usage, security, and maintenance. The governance structure is composed of a four level structure:

1. The **JIS Executive Committee** (Criminal Justice Coordinating Council) to develop policy, to review project status, and to provide funding oversight;
2. The **JIS Steering Committee** to develop a JIS Strategic Plan, to set priorities for project schedules, and to review any issues/recommendations from the JIS User

Group;

3. The **JIS Users Group** to provide input on the system development, to collaborate on process issues, and to seek guidance from the Steering and/or Executive committees; and
4. The **JIS Technical Team** composed of technical staff from MIS, the Clerk's and Sheriff's offices, and other participating members to develop, implement, maintain, and deploy the system.

In accordance with the Interlocal Agreement and the *Procedures Document*, staff of member agencies have worked together to develop an integrated Justice Information System that came online June 29, 2003. That same staff continues to work together through the established governance structure to enhance the system and streamline business processes within their offices to provide efficient and effective information management within the justice community.

Analysis:

The JIS Steering Committee is composed of:

Honorable County Commissioner Jane Sauls
Honorable County Judge Tim Harley
Gypsy Bailey representing the Clerk's Office
Doug Smith representing Court Administration
John Tomasino representing the Public Defender's Office
Al Wood representing the State Attorney's Office
Sgt. Richard Rice representing the Sheriff's Office
Pat Curtis – Staff from MIS
Susan Wilson – Staff from Court Administration

The Committee developed the JIS Strategic Plan (Attachment 4) as required by the Interlocal Agreement with input from the JIS Users Group. The Plan establishes five strategic issues:

1. Maintain a cohesive governance body;
2. Provide comprehensive, timely, integrated information with reliance on online access and interaction;
3. Maintain reliable and effective infrastructure to meet expectations;
4. Maintain systems, data, and network security and privacy; and
5. Maintain a disaster recovery and business continuity plan.

Additionally, the Plan called for several changes to the Interlocal Agreement and the *Procedures Document*. Specifically:

1. Change the condition of the term of the Interlocal Agreement with no set end date and to continue unless revoked by written request; and

2. Drop the Steering Committee from the governance structure since most of the members are on the Criminal Justice Coordinating Council (Executive Committee) as actual members or proxies of members and since the main purpose of the Steering Committee to create the Strategic Plan was met. Other duties of the Steering Committee are being performed by the Executive Committee.

Honorable Chief Judge Charles Francis approved the JIS Strategic Plan for presentation to the Criminal Justice Coordination Council. At its April 5, 2004 meeting, the Criminal Justice Coordinating Council accepted the JIS Strategic Plan and agreed for staff to request the Leon County Board of County Commissioners to renew the Interlocal Agreement within the Leon County Justice Community.

Options:

1. Approve renewal of the Interlocal Agreement for the Leon County Justice Information System.
2. Approve the changes to the Procedures Document for the Leon County Justice Information System.
3. Do not renew the Interlocal Agreement for the Leon County Justice Information System.
4. Do not approve the changes to the Procedures Document for the Leon County Justice Information System.
5. Board Direction.

Recommendation:

Options #1 and #2 .

Attachments:

1. JIS Interlocal Agreement
2. JIS Procedures Document
3. July 31, 2001 Agenda Item
4. JIS Strategic Plan

