

**MEMORANDUM**

March 6, 2012

TO: Public Safety Committee  
Government Operations & Fiscal Policy Committee

FROM: Dr. Costis Toregas, Council IT Adviser

SUBJECT: CIP Integrated Justice Information System (IJIS)

**Expected to attend:**

John McCarthy, State's Attorney  
J. Thomas Manger, Chief, Montgomery County Police Department  
Pamela Harris, Court Administrator, Circuit Court  
Art Wallenstein, Director, Department of Correction and Rehabilitation  
Dieter Klinger, Acting Chief Information Officer, Department of Technology Services (DTS)  
Lisa Henderson, DTS

*Staff recommendation to the Committees:*

1. **Support** the Executive's recommendation to adjust the funding schedule of the Integrated Justice Information System (IJIS) project to include FY14 activity of \$345,000. No change in the budget amount is requested.

**Introduction**

In 2002, the County began a process to facilitate the exchange of data about criminals and criminal activity among Montgomery County agencies, the State of Maryland, and the Federal government. Called IJIS (Integrated Justice Information System), this project is now entering its final stages and is reflected in the FY13-18 budget as PDF No. 340200. Its current description and funding authorization are shown on © 1. User departments and DTS representatives will describe the progress of the project and its impact on departmental operations as presented on © 2.

### **Council Staff Comments**

1. There is no change in the total cost of the project. It remains at \$15,667 million.
2. While the prior CIP Cycle (2011-2016) expected the project to be completed by 2012, tasks continue to be active. The Executive branch has requested appropriation authority to include an FY14 expenditure.
3. Staff supports this request.

### **Questions for the Committees to consider**

1. The new technology being deployed makes information web-accessible. This not only permits the user departments to easily access data from a variety of locations and with a variety of devices, but also gives rise to the potential for citizen access as well. Such access would have two benefits: direct impact on citizens seeking information, and possibly reducing the load of calls constantly coming into the criminal justice system inquiring about a variety of issues regarding inmates, arrests, and much more. Are there plans for doing so with IJIS? And if not, what are the barriers?
2. There were two issues pending with the State of Maryland during the prior CIP cycle: the ability to transfer data in an automated fashion (now being done manually in the SAO system), and the certification for fingerprint and electronic signature technologies under deployment. Is the State collaborating well, and are there roles that the Council could play to assist in ensuring this collaboration happens in a timely fashion?
3. Once IJIS development is complete, what will the impact be on the Operating Budget? There is a \$300,000 annual figure shown as part of the Operating Budget Impact (OBI), but it is not clear what is included in this number - certainly not the total operating cost within user departments or in DTS. It will be important for the Committees to understand the transition strategy and the long range cost of operating IJIS, as well as any opportunities for cost savings as old systems are shut down.
4. In addition to costs for the transition strategy, it is important to discuss the human resource requirements necessary for a successful transition. Council staff understands that Subject Matter Experts (SMEs) and Technology Experts will be embedded within the user agencies to provide this support. A plan detailing such human resource strategies, needed skill sets, and where the County currently is would be helpful to the Committees as decisions are made on the Executive's resource request.
5. With the shift to electronic records from what has historically been a paper system, IJIS will be breaking new ground in policy areas such as data retention, data accessibility, and privacy. Is there an effort underway to review current policies and ensure they are still adequate for the County's needs? Will the Council have a role to review or approve such policies?

# Integrated Justice Information System -- No. 340200

Category  
Subcategory  
Administering Agency  
Planning Area

General Government  
Technology Services  
Technology Services  
Countywide

Date Last Modified  
Required Adequate Public Facility  
Relocation Impact  
Status

January 06, 2012  
No  
None.  
On-going

### EXPENDITURE SCHEDULE (\$000)

Cost Element	Total	Thru FY11	Est. FY12	Total 6 Years	FY13	FY14	FY15	FY16	FY17	FY18	Beyond 6 Years
Planning, Design, and Supervision	1,200	0	1,200	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Other	14,467	9,870	4,252	345	0	345	0	0	0	0	0
<b>Total</b>	<b>15,667</b>	<b>9,870</b>	<b>5,452</b>	<b>345</b>	<b>0</b>	<b>345</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### FUNDING SCHEDULE (\$000)

Current Revenue: General	10,287	4,490	5,452	345	0	345	0	0	0	0	0
Federal Aid	5,380	5,380	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>15,667</b>	<b>9,870</b>	<b>5,452</b>	<b>345</b>	<b>0</b>	<b>345</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### OPERATING BUDGET IMPACT (\$000)

Program-Staff				1,500	0	300	300	300	300	300	300
<b>Net Impact</b>				<b>1,500</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>

#### DESCRIPTION

The Integrated Justice Information System (IJIS) will facilitate the exchange of data about criminals and criminal activity between Montgomery County agencies, the State of Maryland, and the Federal government. IJIS will simplify the steps for users to access data such as warrant and criminal background checks, while maintaining proper security and automatically exchanging data between appropriate agencies and systems. IJIS will be designed, implemented, and maintained to provide timely and appropriate data to field personnel in a clear and effective manner. Most field personnel will log on via a secure web site and view a simple menu of reports to access the data appropriate to their job function (e.g., a criminal background check on prisoners about to be released). IJIS will also be capable of routing data and/or warnings to the appropriate systems and personnel when certain events occur (e.g., if a person in the custody of the County is listed on a warrant from another jurisdiction). IJIS will link different data systems that are required to exchange data (e.g., arrest data between the Police department, the State of Maryland, the Courts, the Department of Correction and Rehabilitation, and the Federal Bureau of Investigation). The implementation of the Food Services and Time Scheduling modules of the Corrections and Rehabilitation Information Management System (CRIMS) will provide for an integrated Food Services solution allowing the easy identification of offenders requiring specialized diets based on, for example, medical needs. The Time Scheduling module will allow for the integration to MCTime, allowing for end-to-end scheduling and payroll activities.

#### ESTIMATED SCHEDULE

Estimated completion date for project is FY14.

#### COST CHANGE

Adjust funding schedule to reflect implementation schedule.

#### JUSTIFICATION

IJIS will directly improve the delivery of public safety services to the estimated one million residents of Montgomery County and facilitate easier data transfers between Montgomery County and both the State and Federal public safety agencies. Criminal justice agencies in Montgomery County have embarked upon major business process changes by introducing the use of open and flexible information technology systems. Currently criminal justice agencies utilize a single system to hold criminal justice-related data known as the Criminal Justice Information System (CJIS). CJIS has reached the end of its useful life, especially with respect to changes to data structure and functionality. As new systems go on-line, data must still be exchanged between all the criminal justice agencies (e.g., outstanding arrest warrants, warnings about former prisoners if they are picked up in an arrest after their incarceration, domestic violence information, etc.). If this data is not exchanged properly, the lives of public safety personnel and the general public could be endangered. An interagency project team has developed a detailed design and business process analysis for an Integrated Justice Information System (IJIS) that will ensure that criminal justice agencies can accomplish their individual mission goals, while still exchanging data that is vital to the public's safety.

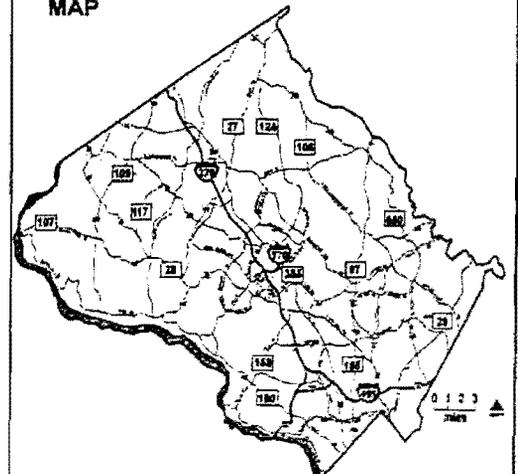
#### APPROPRIATION AND EXPENDITURE DATA

Date First Appropriation	FY02	(\$000)
First Cost Estimate	FY11	15,667
Current Scope		
Last FY's Cost Estimate		15,667
Appropriation Request	FY13	0
Appropriation Request Est.	FY14	345
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		15,322
Expenditures / Encumbrances		12,012
Unencumbered Balance		3,310
Partial Closeout Thru	FY10	0
New Partial Closeout	FY11	0
Total Partial Closeout		0

#### COORDINATION

Department of Technology Services  
Criminal Justice Coordinating Commission  
and member agencies  
Office of Management and Budget  
Office of Intergovernmental Relations  
State of Maryland  
United States Department of Justice  
Public Safety Communications Systems  
project team

#### MAP



## Integrated Justice Information Systems (IJIS)

