Memorandum

To: Implementation Board Members

Date: September 8, 2005

Re: **Development of the IIJIS Tactical Plan**

INTRODUCTION

The IIJIS project direction has been set forth in several documents, beginning with the 2003-2004 Strategic Plan, continuing in the Scenario for Information Sharing, and finally in the IJIS Institute and SEARCH Technology Assistance Report. The Technology Assistance Report specifically recommended that the IIJIS Implementation Board develop a Tactical Plan that takes the project into its implementation phases. This memorandum highlights some considerations involved with the development of the tactical plan.

FOCUS ON STATE EXCHANGES

The Technology Assistance Report distinguished between local- and state-level exchanges of justice information. Specifically, the report explained, local exchanges "focus on efficiently enabling the everyday workflow between local entities...and case processing." Technology Assistance Report, 22. State exchanges, however, "are primarily focused on maintaining statewide information on subject identification, status and history." *Id.* Examples of state exchanges include: (a) biometric identification, (b) warrant issuance and recall, (c) disposition and conviction reporting, (d) offender status information, (e) no contact and restraining orders, and (f) access to probation conditions. *Id.* at 23.

The Implementation Board adopted the Technology Assistance Report's clarification of the state's role in justice integration. The board wanted the Tactical Plan to reflect that distinction and leave local entities free to implement local exchanges of justice information in the most effective way to meet their needs. Thus, the Tactical Plan should focus on state-level exchanges.

CONTENTS OF THE TACTICAL PLAN

A tactical plan involves more than a mere compilation of business case documents. First, the Tactical Plan will have to explain its relationship to the prior IIJIS documents, such as the Strategic Plan and the Scenario. Second, according to the IJIS Institute and SEARCH technical advisors, a tactical plan should contain (a) a discussion of the current integrated justice environment, (b) a listing of candidate projects by level of priority, and (c) a high-level timeline. This means that the plan should assess current methods of acquiring subject identification, history, and status in Illinois; it should also evaluate the candidate projects to determine which projects will have a statewide impact.

Ultimately, the Tactical Plan should identify the key projects necessary to implement the Board's vision of justice integration outlined in the Strategic Plan and the Scenario. It should also describe the scope of those individual projects and how they relate to each other via the recommended integration architecture. Completing the Tactical Plan will involve considerable efforts and resources.

A proposed outline of the IIJIS Tactical Plan is attached as **Exhibit "1"** for your review. The Executive Steering Committee agreed to include sections that will discuss steps that will be taken to seek approval and support from the Illinois General Assembly. Once the Planning and Policy Committee completes the business cases, the Outreach and Funding Committees will begin their efforts to promote and fund the projects contained in the tactical plan.

BUSINESS CASE WORKGROUPS

The Planning and Policy Committee established three subcommittees in November 2004 to address (a) LEADS improvements, (b) CHRI improvements, and (c) police collection and use of incident-level data. These subcommittees were created in response to the 2005 Annual Report's listing of candidate business issues identified in the Scenario Gap Analysis. (*See* IIJIS Implementation Board 2005 Annual Report, 17 attached as **Exhibit "2"**) A review of that list reveals that these subcommittees have focused on individual items in this list and that several additional business cases will need to be developed if the Tactical Plan is going to address all of the gaps identified in this list. Plans will be made to address each of the business issues identified during the Scenario Gap Analysis.

COORDINATING CONCURRENT PROJECTS

While the development of the IIJIS Tactical Plan is a priority, there are at least two other concurrent projects competing for integration staff resources – the development of the IIJIS Privacy Policy and the adoption of data exchange standards. The Executive Steering Committee proposed that while the business cases are being developed in their various subcommittees, staff devote considerable efforts to developing a viable privacy policy that provides guidance regarding the collection and sharing of justice information contained in data warehouses like those being designed as part of the I-CLEAR initiative. As for the adoption of standards, steering committee members agreed that the Illinois Architecture Rationalization Board be approached to discuss the standards already adopted by the State as well as public safety standards that have yet to be accepted.

Respectfully submitted.

EXHIBIT 1

Rough outline of Tactical Plan:

(I) **Introduction**
    (a) Describe the Tactical Plan's focus on state-level exchanges.
    (b) Explain how the Tactical Plan fits into the IIJIS planning process.
        (1) The Tactical Plan sets the direction for realizing Illinois' vision of integrated justice contained in the Strategic Plan and the Scenario.
        (2) The following should result from the Tactical Plan:
            (A) Detailed project plans for each projected described in the Tactical Plan.
            (B) Project Plans should include detailed timelines, costs, deliverables, and meet all CMS requirements.
    (c) Explain any assumptions that are relied upon in the Tactical Plan (i.e., funding requirements, building information systems instead of purchasing, etc.).

(II) **Current integrated justice environment in Illinois**
    (a) Assess current methods of acquiring subject identification, history, and status in Illinois.
    (b) Discuss the current justice information infrastructure in Illinois.

(III) **Recommended Integration Architecture in Illinois**
    (a) Outline Illinois' justice data exchange standards.

(IV) **Project Descriptions**
    (a) Identify the key projects necessary to implement the visions and objectives contained in the IIJIS Strategic Plan.
    (b) Projects will have to be prioritized, taking into account risks, costs, benefits, and dependencies.
    (c) Briefly describe the scope of each project and provide the estimated duration, benefits, dependencies, costs, challenges, and the basis for these estimates.
    (d) Explain how the projects all relate to one another

(V) **High-Level Integration Timeline**

(VI) **Legislative Approval of IIJIS Projects**

EXHIBIT 2

Candidate business issues identified in the gap analysis grouped according to functional area.

LEADS Improvements
- Ensure the "10-28" vehicle registration response contains driver's license numbers
- Ensure 10-second response to inquiries
- Ensure 24-hour currency of information
- Interface the "10-28"vehicle registration inquiry to computerized hot files
- Improve "CQH" criminal history format and create one inquiry for subject history and status
- Develop an initial response that highlights officer safety information
- Ensure that all orders of protection and warrants are entered into LEADS
- Provide access to conditions of parole and probation as well as immigration status information
- Provide access to digital photographs

Criminal History Improvements
- Ensure felony upgrades are posted to CHRI
- Ensure juvenile station adjustments and dispositions are posted to CHRI
- Improve disposition reporting to the Bureau of Identification
- Convert the CHRI repository into a relational database to facilitate inquiries
- Eliminate the separate functions for Fingerprint Inquiry and Booking
- Eliminate the separate LEADS "SID" (state ID#) Inquiry after posting arrest to CHRI
- Provide access to CHRI Live Scan photos
- Develop a system to transfer Live Scan booking data to counties to facilitate integration (Core Data Transfer)
- Create a means for court clerks to transmit electronic documents to other justice agencies

Incident Level Data
- Create access to statewide incident-level information
- Develop and adopt a standard incident report
- Develop and adopt a standard field contact report
- Develop and adopt a standard intelligence report
- Develop and adopt a standard traffic accident report
- Develop and adopt a standard traffic citation
- Develop a standard computer-aided dispatch (CAD) interface to records management systems

Infrastructure Improvements
- Ensure that all police vehicles in the State have Mobile Data Computers
- Ensure that all mobile data systems have sufficient bandwidth to carry photos and incident data
- Ensure that all police departments have access to Live Scan technology
- Rationalize the number of data networks

Other initiatives to facilitate the sharing of justice information
- Utilize digital signature and electronic filing technologies
- Increase the use of video bond hearings
- Explore public defender and defense bar's access to information in an integrated justice environment
- Convert Secretary of State vehicle files into a relational database to facilitate inquiries