



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

# Memorandum

**To:** Authority Meeting Attendees  
**From:** Hank Anthony  
**Date:** August 22, 2002  
**Re:** **Change of location for September 6, 2002 Authority Meeting**

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The location of the regular Authority Meeting to be held on September 6, 2002 has changed. **The meeting will be held in the Authority's large conference room located at 120 South Riverside Plaza, 10<sup>th</sup> Floor.** Start time is still 9:00 a.m.

Should you have any questions, please call me at (312) 793-8945.



## ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Regular Meeting  
Friday, September 6, 2002 at 9:00 a.m.  
120 South Riverside Plaza, 10<sup>th</sup> Floor Conference Room  
Chicago

### AGENDA

- Call to Order and Roll Call
- 1. Approval of the Minutes of the June 21, 2002 Regular Meeting
- 2. Chairman's Remarks
  - Resolution of Commendation for Jane Rae Buckwalter
- 3. Executive Director's Remarks
- 4. Budget Committee Report (*Michael Waller, Chair*)
  - a. Report on the August 7, 2002 Meeting
  - b. Fiscal Report (*Diane Griffin, Chief Fiscal Officer*)
- Information Systems Committee Report (*Maureen Josh, Chair*)
- Status report-Study of Racial Differences in Sentencing (*Loyola University and TASC*)
- New Business
- Adjourn

This public meeting will be accessible to persons with disabilities in compliance with Executive Order #5 and pertinent State and Federal laws upon anticipated attendance. Persons with disabilities planning to attend and needing special accommodations should contact by telephone or letter Hank Anthony, Associate Director, Office of Administrative Services, Illinois Criminal Justice Information Authority, 120 South Riverside Plaza, Chicago, Illinois, 60606-3997 at (312) 793-8550. TDD services are available at (312) 793-4170.

## MINUTES

### REGULAR MEETING ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

June 21, 2002  
120 S. Riverside Plaza, 21<sup>st</sup> Floor Conference Room  
Chicago, Illinois

#### Call to Order and Roll Call

Chairman Peter Bensinger convened the regular meeting of the Illinois Criminal Justice Information Authority and asked Robert Boehmer, the Authority's Secretary and General Counsel, to call the roll.

Other Authority members in attendance were:

Mr. Al Apa  
Vice-chair Jane Rae Buckwalter  
Cook County Circuit Court Clerk Dorothy Brown  
Kankakee County Sheriff Timothy Bukowski  
Cook County State's Attorney Richard A. Devine  
Ms. Barbara Engel  
State's Attorneys Appellate Prosecutor Director Norbert Goetten  
State Appellate Defender Theodore A. Gottfried  
Attorney General Designee Betsy Goulet  
DeKalb County Circuit Court Clerk Maureen Josh  
Illinois Law Enforcement Training and Standards Board Director Thomas Jurkanin  
Mr. John Piland

#### Approval of the Minutes of the March 1, 2002 Authority Meeting

*{Director Goetten made a motion to approve the minutes of the regular meeting held on March 1, 2002. Ms. Josh seconded the motion, which passed by unanimous voice vote.}*

#### Chairman's Remarks

Chairman Bensinger said that the first item of business is to recognize Gerry Ramker. He noted that Gerry has achieved 15 years of service with the Authority starting in March of 1984. Chairman Bensinger then noted that Ramker went to work for the Illinois State Police but returned to the Authority to become the first program director for the Motor Vehicle Theft Prevention Council, is the Authority's associate director for research and analysis and led efforts for the Criminal Justice Planning Assembly.

Chairman Bensinger noted that the budget process for the state has been difficult for the legislature, the governor, and directors of state agencies. He noted reductions in programs for the Department of Children and Family Services and significant reductions for the Illinois Department of Corrections. He asked Jack Pecoraro from the Illinois Department of Corrections to comment on the impact of those reductions. Mr. Pecoraro said that IDOC expects a reduction of around 1,900 personnel. In response to a question from Chairman Bensinger, Mr. Pecoraro said that Vienna Correctional Center would not be closed. He said that the Vienna population had been reduced in anticipation of closure, but now some of the Sheridan inmates will be transferred to Vienna and other institutions.

Mr. Pecoraro noted that the prison population is around 44,600 and that the parole population is quite large – around 28,000 people. He said that parole did not suffer any financial setbacks and that there were close to 390 parole agents. He said that IDOC is in the midst of replanning and restructuring and negotiating with the union regarding the closures of Valley View, Sheridan, and other facilities.

Chairman Bensinger said that \$14 million for the Illinois Violence Prevention Authority for the Safe to Learn Program has been eliminated. He noted that the Safe to Learn Program offers grants to school districts and regional offices of education. Chairman Bensinger said other funding cuts might impact, in part, the capacity of the state to handle individuals with mental health issues and disabilities, which may impact public safety. He also noted that the State

Police had a \$1 million reduction out of the \$65 million appropriation that had already been previously reduced. He noted that this was not the governor's original plan, but faced with the dilemma of a dramatic reduction in state revenues, the governor and the legislature had to take the steps they thought were necessary.

Chairman Bensinger noted that Betsy Goulet was attending the meeting on behalf of Attorney General Ryan and that John Piland has been reappointed to the Authority through 2006. He also welcomed State's Attorney Devine back to the Authority after surgery. State's Attorney Devine thanked the chairman and everyone at the Authority for the cards and thoughts.

Ms. Brown asked whether the reduction to the IDOC budget would have an impact on Cook County. She asked whether Cook County was going to have more overcrowding than ever. Mr. Pecoraro responded that IDOC is meeting and negotiating with the Sheriff's Office and Cook County judges trying to resolve these issues. Mr. Pecoraro noted that one of the main issues now is that the bulk of the parole population is in Chicago. He said that the Chicago Police Department and the Cook County Sheriff's Police Department arrest a fair number of parole violators for new felony offenses and there is a debate over whether those arrestees should be sitting in the county jail awaiting trial or returned to the state facility to wait for trial. He noted that none of the parole violators arrested for technical parole violations go to Cook County Jail – they are sent immediately to Stateville.

Barbara McDonald from the Chicago Police Department noted that they are now in the midst of several violence prevention efforts. She said that the partnership with IDOC in Operation Windy City has been strong. She said that they are now moving toward a model that is more district related where parole officers will be riding with police officers and will partner to deal with people who are doing things outside of their parole conditions. She said that we have a situation where there is a lot of violence on the streets and the more we can partner with other criminal justice agencies, the better we all will be. She said that the City of Chicago is also dealing with budget cuts as is the county and state. She said that we still need to focus on the violent offenders in our neighborhoods.

Chairman Bensinger noted that Ken Bouche from the Illinois State Police was in attendance. He said that Director Nolen was scheduled to be at the meeting but his plane had some mechanical difficulties. He also noted that Tom Fitzgerald from Sheriff Sheahan's office and Rick Guzman from the governor's office were also present. In regard to the budget cuts, Mr. Guzman noted that this is the first situation in the last 40 or 50 years where our revenues have not increased. He said that since the state is not allowed to engage in deficit spending, cuts were necessary. He said that they attempted to spread the cuts as best as they could.

### **Executive Director's Report**

Director Kane thanked the Governor's office, the legislature and the Bureau of the Budget for recognizing that small agencies can't really handle budget cuts. She said that this year, perhaps more than ever, there was sensitivity with respect to general revenue and recognition that a small cut is a big cut for the Authority. She said that we did take some small cuts, but in the final analysis our budget was largely left intact. She said that we could live with the budget assuming that we don't have a lot of people taking early retirement.

Director Kane noted that we can now sign the lease for the current office space. She said that we went through several bidding processes and it turned out that we can stay at our current location. She thanked Hank Anthony and Tom Nolan for their efforts in reminding people of the adverse consequences to our having to move.

Director Kane noted that we are getting our first material findings from the audit this year and it relates to the allocation of personnel funds. She said that the auditors noted that we have not been requiring detailed documentation of staff time related to each federal grant program that we administer. She reported that we have been doing it the same way since we began administering federal grants and that this is the first time the issue has been raised. She noted that we had identified this as a potential problem and are already working with the Department of Justice to figure out a solution. She said that there is no question that staff has been performing and working full time on the programs. She said that it is a question of whether we were fairly debiting the right administrative funds for the work. She said that because we are just beginning to implement new timekeeping procedures, we might also receive the same finding during the next audit period. She also reported that we have had visits from the Violence Against

Women Office and the Bureau of Justice Assistance and have been told by several federal agencies that we are a model agency for administering grant funds.

Director Kane noted that we had two audits going on at the same time – one auditing our program and one auditing our financial processes. The financial people said that the program things are not relevant. They said what is important is how you track the money. She stated that the program people said that what is important is performance and whether or not you achieve the objectives. She then called on Gerry Ramker to report briefly on some publications that were at members' places.

Dr. Ramker first noted that the National Survey of Public Attitudes toward criminal history record information is the product of a telephone survey conducted by SEARCH Group on half of the Bureau of Justice Statistics. He said that it is relevant and timely to the Authority because of our involvement in a major integration effort and we have had a lot of preliminary discussions around security and privacy of information and that we think those discussions will be ongoing and are important. He said that the report is on the public attitude towards these kind of record systems as well as attitudes toward the criminal justice system in general.

Dr. Ramker said that the second handout is the latest version of a biennial report that the President's Office on National Drug Control Policy produces. He said that it is a very complex analysis of drug consumption, drug prices, and other similar information. He said that the memo attached to the report tried to highlight some of the key points in the report. He said that the report is important for a number of reasons. It is a good example of how we can try to pull together data from a whole variety of sources to attempt to address major policy issues. He noted that as you look through the technical appendices and some of the related methodological notes you see that we have a long way to go to improve the quality of data in this area to really make informed decisions. Nevertheless, he said, the report does provide estimated on consumption and on the price of drugs.

Dr. Ramker said that what first appears to be a good positive finding may not be a positive thing. He said that the report shows that the amount of money that Americans spent on illicit drugs in 2000 was about \$64 million. He noted that BJS estimated that the cost of operating the justice system is about \$150 billion. He pointed out that while the amount spent on drugs has decreased, we still have substantial drug use in the United States in terms of the metric tons consumed and similar measures. He also pointed out that when the ONDCP talks about the long-term trend of expenditures decreasing, they point out that a major contributor to the decrease is the consumer price index.

### **Budget Committee Report**

Because the Chair and Vice-chair of the Budget Committee were not present at the meeting, Chairman Bensinger provided the Budget Committee report. Chairman Bensinger reported that the Budget Committee met twice since the last Authority meeting. He noted that copies of the summaries of the actions taken at those meetings are at members' places. He said that at the April 18<sup>th</sup> meeting adjustments were made to the Anti-Drug Abuse Act (Byrne) for federal fiscal years 1999 and 2000; the Residential Substance Abuse Treatment Act program for federal fiscal years 1999 and 2000; and the Violence Against Women Act program for 1997 through 2000. He also reported that at the May 22<sup>nd</sup> meeting the committee approved adjustments to Anti-Drug Abuse Act (Byrne) program for federal fiscal years 1997 through 2001; approved the Anti-Drug Abuse Act (Byrne) program plan for federal fiscal year 2002, approved the Local Law Enforcement Block Grants program plan for federal fiscal year 2001; approved the Victims of Crime Act program adjustments for federal fiscal years 1999 through 2001; approved the federal fiscal year 2002 Victims of Crime Act program plan; and made adjustments to the Violence Against Women Act program allocations for federal fiscal years 1997 through 2000. Chairman Bensinger said that we had good attendance at each of those meetings. He then called on Diane Griffin to provide an update on the fiscal status for 2002.

Ms. Griffin said that she wanted to discuss the fiscal report for the period of July 1 through May 31, which was included behind TAB 3 of the mailing. She said that Exhibit 1 is the expenditure and obligation report for agency operations. She noted that as of the end of May, we obligated or expended 73 percent of our available general revenue appropriation and 64 percent of the users fund appropriation. She said that at least \$104,000 of general revenue funds would lapse at the end of the year due to the 2 percent reserve that was imposed on all agencies earlier in the year. In addition, she reported that the Governor also issued an administrative order restricting expenditures in

contractual, travel and EDP line items, as well as a restriction on filling vacancies. Therefore, she said that we expect to see lapse in those areas as well. She noted that our final general revenue expenditures will probably be somewhere in the area of 83 to 85 percent of our available appropriation.

Ms. Griffin said that Exhibit 2 is the report for awards and grants. She reported that we have spent or obligated 75 percent of our available appropriation, which is better than we have done in past years. She noted that a portion of the 2 percent reserve would impact this area of the budget as well. She said that \$30,000 in general revenue matching funds for federal assistance support would lapse. She said that unlike the operations portion of the budget, she expects the final figures to be slightly lower because many of the grantees don't draw down their full awards. She said that she would report final figures at the September Authority meeting.

Ms. Griffin also provided detail about the fiscal 2003 budget. Referring to a handout at members' places, she said that the budget is the same as the proposal sent to the Authority in March, with the exception of an additional \$14,500 that came out of the personal services line. She said that given what took place during the budget process, we feel pretty good about the budget. She said that it was a fair cut given the size of the agency and the size of our budget. However she noted that even though we did not experience the level of cuts that other agencies did, it does not necessarily mean that we escaped the process unscathed. She noted that we lost three general revenue funded positions – the secretary to the director, an information systems manager, and a research position. In addition, she noted that we are anticipating higher rent expenditures next year. Again referring to the handout, Ms. Griffin said that there are decreases in all of the general revenue categories except contractual services and federal assistance support. She noted that the contractual services increase is solely due to our increase in rent. She reported that the small increase in federal assistance support is matching funds for in-house grants and administration due to grant awards that the Authority did not have to match last year. She noted that we are still operating with a tight budget this year. She said that the good news is that we can get through the year without laying a person off under this budget. She said that the budget provides us with enough flexibility where we can keep the people we have on and not suffer further layoffs.

Director Kane said that there is one unknown in the budget regarding the Motor Vehicle Theft Prevention Trust Fund. She said the insurance industry contributes one dollar for every comprehensive auto insurance policy written in the state. She noted that revenue has been about \$5.8 million per year. She reported that the Comptroller has been authorized by the legislature to remove \$4 million from that fund which is used to support task forces and prosecutors. She said there are concerns about this transfer of funds among members of the insurance industry and others. Director Kane said that she is not sure how the insurance industry is going to feel about having \$4 million of what they perceive as their money and their program taken away without their permission. State's Attorney Devine said that the consequences go beyond that if the insurance industry reacts very strongly. He said that if this occurs, we could end up without a program. He said that he is concerned about that because the insurance industry funds a unit in his office to prosecute motor vehicle theft and chop shops.

Chairman Bensinger called members' attention to memos that were sent out subsequent to the general mailing, which contain several funding recommendations including reductions to designations for the Anti-Drug Abuse Act program for federal fiscal year 2000 in the amount of \$52,224, as indicated in the table on the first page of the memo, and a staff recommendation to designate \$11,250 to the Attorney General's Office to implement a training program for probation departments through the Illinois Sex Offender Management Board.

Director Kane noted that these were clean up items and other actions that have been in the works for a while. Ms. Goulet said that the probation departments are very willing to take part in the training. She said that this would allow them to move further along in getting all the components in place. She said that research they have been conducting really points to the effectiveness of the containment model for sex offender management. Director Kane noted that the Authority has been active in the area of probation working with sex offenders and that we have a substantial number of sex offenders put on probation for various reasons, so it is absolutely critical that probation officers are well trained on the most current models in the field.

*{Vice-chair Buckwalter made a motion, seconded by Ms. Engel, to approve the funding recommendations as contained in the memo. The motion passed by unanimous voice vote of 13-0-6 as follows:}*

*Yes (13)*

*Mr. Apa*

*Ms. Buckwalter*

*Ms. Brown*

*Sheriff Bukowski*

*State's Attorney Devine*

*Ms. Engel*

*Director Goetten*

*Director Gottfried*

*Ms. Goulet*

*Ms. Josh*

*Director Jurkanin*

*Mr. Piland*

*Chairman Bensinger*

*No (0)*

*Absent (6)*

*Superintendent Hillard*

*Chief Millner*

*Director Nolen*

*Sheriff Sheahan*

*Director Snyder*

*State's Attorney Waller*

Chairman Bensinger said that the next memo deals with the Victims of Crime Act program for the year 2002. Director Kane noted that this is of significant interest to members. She said that we are now programming the money that has been earmarked for children's advocacy centers. She reminded members that they set aside money for the first two years of expansion or new programs being funded. She said that we received 25 proposals in response to the request for proposals. One was from a program that was ineligible because it was not operating as of December 2001. The recommendation not to fund that program came to us from the association of child advocacy centers as well as the Department of Children and Family Services. She said that program is in need of some further development and technical assistance which is not available to them and that it would be premature to expand the program at this time.

Director Kane reported that staff is recommending funding 24 of the proposals that came in at the maximum amount requested. She indicated that staff has not yet completed the fiscal analysis of each proposal to determine cost allowability, but that we want to make sure that the programs are ready to go on July 1. Director Kane also indicated that staff is requesting that \$160,000 not requested by the child advocacy centers pursuant to the request for proposals be designated to the Authority to bring child advocacy centers onto the InfoNet. She said that the centers are very excited at having a case tracking system and that we have already had the first meeting of the users' group. She said that the funds would allow us to make sure that we can meet a fall deadline for implementation.

*{Director Goetten made a motion, seconded by Director Gottfried, to approve the funding recommendations as contained in the memo. The motion passed by unanimous voice vote of 13-0-6 as follows:}*

*Yes (13)*

*Mr. Apa*

*Ms. Buckwalter*

*Ms. Brown*

*Sheriff Bukowski*

*State's Attorney Devine*

*Ms. Engel*

*Director Goetten*

*Director Gottfried*

*Ms. Goulet*

*Ms. Josh*

*Director Jurkanin*

*Mr. Piland*

*Chairman Bensinger*

*No (0)*

*Absent (6)*

*Superintendent Hillard*

*Chief Millner*

*Director Nolen*

*Sheriff Sheahan*

*Director Snyder*

*State's Attorney Waller*

### **Planning and Research Committee Report**

Ms. Buckwalter said that the mailing contains a full report of what occurred at the Planning and Research Committee

meeting so she would not provide a lot of detail. She said that Karen Griffiths reported on the Authority's strategic plan and highlighted the progress they are making in the area so that we know what we are doing is being guided by the Authority's action plan. She said that they also had an interesting presentation from the Urban Institute briefing the committee on their national study of reentry issues and describing the Illinois component of that study. She reported that in addition to providing technical assistance for the study, Authority staff will also receive a separate report on how the federal funds made available to the Illinois Department of Corrections can be prioritized for offender services. She said that Gerry Ramker also reviewed the staff's plan to establish an Illinois Substance Abuse Surveillance Network. She reported that it was an interesting meeting and once again the committee was stunned at the amount of work that the Research and Analysis Unit does and has on their agenda. She said that the committee would continue to monitor the strategic plan and as we become more familiar with the Authority's research and evaluation activities, use those findings to inform the Authority's decisions and funding priorities.

### **Legislation and Regulations Committee Report**

Director Goetten reported that the Legislation and Regulations Committee has not met since the last Authority meeting. He said that the legislature spent a lot of time meeting in Springfield, but not a lot of criminal justice legislation was passed. He noted that one of the bills that did pass was House Bill 5681, which clarifies the appellate prosecutor's powers and duties. He thanked the Authority for its support of the bill, thanked Tom Nolan for his assistance and thanked the Attorney General for not opposing the bill.

Director Goetten also referred to a handout at members' places that recaps legislation of interest to the Authority. He said that the committee will meet in the early fall. Mr. Boehmer added that Authority staff worked with the Illinois State Police to keep Illinois in compliance with federal regulations regarding sex offender registration. He said that the bill, House Bill 5874, passed, with the assistance of Tom Nolan, and is pending the Governor's signature. He noted that the effect of the bill is that Illinois will be able to keep \$2 million in Byrne money. Mr. Boehmer also noted that expungement bills are referred to in the memo. He said that the clerk had previously raised issues regarding expungement and that the Integration Board will also be working on issues regarding access to criminal history record information. He indicated that although it may not be complete in the fall, the Authority and the Integration Board should begin to work on policy in the area of expungement and access to records. In response to a question from Mr. Piland, Mr. Boehmer indicated that it is unlikely that we will have a comprehensive position regarding these issues by the fall. Director Goetten noted that we should work with Representative Howard on the expungement issues.

In response to Ms. Engel, Mr. Boehmer noted that House Bill 4103 would create the ex-offender employment stabilization board. He said that this is an initiative of the City of Chicago and it fits in with other re-entry initiatives that the Authority has been involved in. He said that the bill sponsors have had a hard time putting together a bill that everybody is happy with. He noted that at this point the bill has been completely stripped of its substance and remains on third reading. He indicated that we have had ongoing discussions with the City of Chicago regarding the bill and would continue to attempt to work out the details. Mr. Boehmer said that we want to make sure that the bill is consistent with initiatives that are already occurring regarding offender reentry.

Chairman Bensinger asked Rick Guzman of the Governor's office to comment on the death penalty and the Governor's initiative in that area. Mr. Guzman noted that today is the 25<sup>th</sup> anniversary of the reinstatement of the death penalty in Illinois, so it is an appropriate time for the House and Senate Judiciary Committees to be taking up the issues of death penalty reform. He said that the governor presented his remarks to the House Judiciary Committee yesterday by informing them that the United States Supreme Court had reversed its 1989 decision and held that the execution of the mentally retarded is unconstitutional. He said that the governor felt that that was good news and an overdue decision. He reported that the governor said that accuracy in the death penalty and in our criminal justice system is the most serious and important issue facing our state right now. Mr. Guzman said that the House has already held hearings and that the Senate will be holding hearings in the summer. He noted that the House took up bills that dealt with everything from the abolition of the death penalty to bills dealing with procedural issues during the sentencing phase. He noted that one bill would require the Authority to do a proportionality study of every first-degree murder case from June 21, 1977 until today. He indicated that the study would include a review of every case by race, ethnicity or gender of the victim, and where the offense occurred to determine whether any of those factors



had a significant impact on whether the death penalty was imposed in that case. Mr. Guzman said that the Authority has estimated that such a review would be very expensive.

Mr. Guzman indicated that the Authority has been very helpful with the capital punishment commission's similar study on a slightly smaller scale and some significant findings were made regarding the race of the victim and location of the offense. He said that the commission's recommendations call for a more comprehensive study, but funds may not be available to perform the study. Mr. Guzman also noted that the governor has suggested that the videotaping of interrogations in homicide cases would be good. He said that proposed legislation has been introduced as Senate Amendment #1 to House Bill 717. He said that this also is not inexpensive.

State's Attorney Devine said that the Illinois State's Attorney's Association has issued a response to each of the 85 recommendations. He said that the association agrees with most of the proposals and takes issues with some. He said that regarding videotaping interrogations, it is the Association's strong belief that we should start with pilot projects to allow police to undertake this new system and see what practical problems there are. He said that they agree on the ultimate objective, but how we go about it is where they take issue. Chairman Bensinger noted that it might be appropriate for the Legislation and Regulations Committee to review the issue.

#### **Information Systems Committee Report**

Ms. Josh said that at the last Information Systems Committee meeting we had excellent presentations from the Chicago Police Department, the Illinois Department of Corrections and the Cook County Circuit Court Clerk relative to the emphasis on integrated justice. She said that the information systems that we all have are going to be very important to the integrated justice initiative. She said that the main thrust of the meeting was that we do not want duplicitous information systems and we want as much as possible to spend the money wisely and cautiously and to move slowly and get our information together first before we leap into any kind of large expenditures or large programs. She said that it was a very substantive meeting and the committee made recommendations to the Budget Committee, which were acted on today. Ms. Brown thanked the committee for working with the clerk's office in recommending approval of the clerk's proposal to the Budget Committee. Chairman Bensinger noted that the Budget Committee action did provide some significant funding to both the Chicago Police Department and the Cook County Circuit Court Clerk's Office.

#### **Disproportionate Minority Representation in the Criminal Justice System**

Chairman Bensinger said that this morning we have a report dealing with disproportionate minority representation in the criminal justice system. He indicated that this is an issue that he has been interested in and that this particular presentation is a result of a contract and funding from the Juvenile Justice Commission. He indicated that copies of the presentation are at members' places and that we will have a similar presentation on the adult system in September. Director Kane said that a lot of what members had been hearing today deals with offender reentry and fairness in the system, a good deal of that is coming out of the report of the capital punishment commission. She said that we are very aware of possible inequities in the system and are trying to be fair and balance the needs of the public to be safe as well as the needs of those accused of a crime. She noted that this is one of the key pieces to starting to put the issues on the table. She thanked the Juvenile Justice Commission for giving us the opportunity to do the work and commended the staff on its work. Director Kane said that a lot of good information is coming out of the report that will support the decisions of the Juvenile Justice Commission.

Dr. Ramker then introduced Kim Burke and Christine Martin, the principal investigators on the study. He also acknowledged the work of Mark Myrent who was instrumental in the design of the project and in working with the Juvenile Justice Commission to put the project together. Dr. Ramker noted that Mark has recently left the Research and Analysis Unit to take a position in the Information Systems Unit to assist in the integration effort.

Dr. Ramker reminded members that at the same time the Authority convened the Criminal Justice Planning Assembly, there was a human rights watch report that identified Illinois as one of the worst states in the country in terms of minority confinement. He reported that examining this issue and formulating strategic remedies is in the *Criminal Justice Plan*. He noted that the chairman has been very interested in this issue for a number of years and the

Authority has been involved in examining this area and formulating strategies for some time now.

Dr. Ramker said that he wanted to put this study in the context of some other efforts that are underway. He said that as a result of the Human Rights Watch report and the interest in this area at the planning assembly, we have contracted with a consortium including TASC, the John Howard Association and Loyola University to study criminal sentencing in Illinois and its impact on the minority community. He indicated that this work deals with the adult side of the system and is nearly complete.

Dr. Ramker mentioned other efforts are underway which will over time help elucidate the issue including the state victimization survey, which should give us information on the race and ethnicity of crime victims in the state. He also noted that, in cooperation with the Illinois State Police, we are analyzing arrest information for the last ten years, which will provide us with data on race and ethnicity of persons who come in the front end of the system. He noted that this information has never been available on a statewide basis. He said that this particular project complements other efforts and that 12 months from now we will have a host of very rich and informative data in the area.

Dr. Ramker said that the project highlighted today is being conducted on behalf of the Illinois Juvenile Justice Commission. He noted that the Commission is responsible for administering formula grants that flow to Illinois from the Office of Juvenile Justice and Delinquency Prevention (OJJDP), an arm of the Justice Department. He said that the act under which OJJDP operates requires states to comply with four basic requirements in order to be eligible for funds. One of these requirements is that states must examine the rates of disproportionate minority confinement and develop strategies to deal with the issue. He said that in 1996 the Juvenile Justice Commission asked the Authority staff to help them do an initial assessment of this issue on a statewide basis. He said that we produced a 26 county assessment on this issue about 6 or 7 years ago. He reported that the current effort focuses exclusively on the Cook County Juvenile Justice System and that we are involved in a comprehensive examination of this issue in the county. He said that the first phase, which members will hear about today, is aggregate level data on the issue. The second phase is a more in-depth look at case level information. He then called on Kim Burke to discuss phase one.

Ms. Burke noted that this study utilized data from existing county and statewide sources including the Cook County Juvenile Probation Department, Cook County Circuit Court Clerk and the Administrative Office of the Illinois Courts. She said that Authority staff also collected juvenile arrest information from about 90 police agencies in Cook County. In addition, risk factor data were also collected from several statewide sources and analyzed. Risk factors are factors that are positively correlated with delinquency. She said that the risk factors we looked at for this study include but are not limited to poverty, unemployment, child abuse and neglect, and school involvement, for example-truancy, suspensions and expulsions.

Ms. Burke reported that the representation index is one of two formulas they used to assess whether racial disparity was present at each of the decision points in the juvenile justice system. She said that the representation index compares each group's representation at a decision point to that group's representation in the general juvenile population. She indicated that the age group of 10-16 was used because this is the age group most likely to have contact with the juvenile justice system. She explained that to calculate the representation index, we divide the percentage of delinquency adjudications involving African American juveniles by the percentage of the juvenile population who are African American.

Ms. Burke reported that the other measure of minority representation they used was the disparity index, which compares a group's representation at a specific decision point to that group's representation among the population-at-risk, which is the decision point immediately preceding. For example, she said, for the disparity index we would divide the percentage of delinquency adjudications involving African American juveniles by the percentage of African-American juveniles in the population. She said that for each of these indices (RI and DI), a number greater than one indicates that the representation at the specific decision point is greater than the group's representation in the general juvenile population or in the population-at-risk. A number less than one indicates that the group's representation at that decision point is less than the group's representation in the general juvenile population or among the population-at-risk.

Ms. Burke said that data was collected for each juvenile justice system decision point. She explained that juvenile justice decision points are any step in the process where a decision can be made for a juvenile to progress further into the system or exit the system. For example, when a juvenile is taken into police custody, the youth officer can release the juvenile, station adjust the juvenile, or refer the juvenile to court. She said that for this report, we have assessed minority representation and disparity indices for the 17 decision points listed. The full report examines both the Representation Index and the Disparity Index at each of these decision points. She noted that for today, she would present findings focused on the disparity index for a few decision points. The decision points were chosen because they represent penetration into the system and confinement decisions. She noted that on the graphs you will see a white line highlighting where an index of one would be, since an index of one would indicate that the representation is proportional to the comparison point.

Ms. Burke noted that at the very front end of the system, arrests, only the Representation Index is calculated. In other words, we don't have data on offenses committed by juveniles to calculate an "at risk" estimate. She said that the graph indicated that similar levels of minority representation were found for Chicago and Suburban Cook for 1999, African-American juveniles were over-represented in both regions and Hispanic juveniles were under-represented in both regions. She said that looking at the disparity index for courts, we see a slightly different picture. For juveniles referred to court in 1999, in Chicago African-American juveniles were over-represented and Hispanic juveniles were under-represented in both regions. However, in suburban Cook, African-American juveniles were still over-represented and Hispanic juveniles were over-represented, with a disparity index indicating their representation was more than twice what it was among the population at risk.

Ms. Burke said that Cook County uses an objective detention-screening instrument that is based on a point system. Under certain circumstances the intake screener may override this detention-screening instrument with permission from a supervisor. She said that an example of the detention screening being overridden would be if the juvenile did not score enough points to be placed in secure detention, but the detention screener and his supervisor thought there was cause to place the juvenile in secure detention. In Chicago, African-Americans were slightly under-represented compared to their representation among juveniles receiving detention screenings and Hispanic juveniles representation was consistent with their representation in the population at risk. In suburban Cook County however, both African-American and Hispanic juveniles were under-represented compared to the population-at-risk.

Ms. Burke said that once a juvenile has been detained, a detention hearing must take place to determine whether the juvenile should stay in custody until the trial. For the detention hearing decision point, among juveniles whose outcomes were detention, in Chicago, both African-American and Hispanic juveniles representation among those detained at the detention hearing was consistent with their representation among the population-at-risk. In suburban Cook, African-American juveniles were slightly over-represented, while Hispanic juveniles were slightly under-represented compared to the population-at-risk. Among juveniles adjudicated delinquent and committed to the temporary detention center, African-American juveniles were slightly under-represented compared to the population-at-risk and Hispanic juveniles were over-represented compared to their representation among the population-at-risk. In suburban Cook, both African-American and Hispanic juveniles were under-represented.

Ms. Burke reported that for commitments to IDOC, in Chicago, African-American juveniles were slightly over-represented compared to their representation among the population-at-risk. Hispanic juveniles from Chicago were also over-represented. In Suburban Cook, African-American juveniles were over-represented. Hispanic juveniles were under represented compared to the population-at-risk.

Ms. Burke noted that Illinois law mandates that a juvenile is transferred to criminal court for certain offenses. The automatic transfer decision point is another way that we can only talk about the Representation Index which compared a racial group's representation at the decision point to their representation among the general population. She said that there is not a measurable population-at-risk for this decision for the same reason as with arrest - we cannot estimate juvenile offense rates at this time. She said that in Chicago, African-American juveniles were over-represented and Hispanics from Chicago were under-represented compared to the general population. In suburban Cook, African-American juveniles were over-represented. She reported that Hispanic juveniles were also over-represented compared to their representation in the general population.

Dr. Ramker noted that today we only discussed a few decision points. He said that when members get a chance to review the report and see the information at each decision point, one of the conclusions from the aggregate data is that the system does not compound the disparity that takes place early in the process. He said that is also important to take note that the Juvenile Justice Commission has already begun to develop strategies for dealing with the issue at the front end. He said that they are looking to put resources in the hands of law enforcement, school officials and others that are the most obvious gatekeepers to the juvenile justice system. He indicated that the second phase of the analysis is attempting to look at why we see this disparity. He then called on Chris Martin to discuss the second phase.

Ms. Martin noted that they are currently in the stages of data entry and analysis. She indicated that phase one of the study does not provide information about specific factors that may influence decisions made as juveniles go through the system. She said that phase two is geared toward determining what those factors are. To do that, staff is attempting to gauge the opinions and perceptions of people who make decisions regarding juveniles and review the process by which juveniles experience the system. She said that they are collecting data from a number of sources. Juvenile's personal histories were found in the family folders. These folders are a collection of personal, social and criminal information on juveniles who have been referred to court. She said that family folders of random samples of juveniles who were referred to court in 1989 and 1999 were selected. She said that the staff also collected information for a two-week period from arresting officers after the officers interviewed the juveniles. Information collected included demographics, information about the offense, the youth's history, criminal history, and decisions made during the interview by the arresting officer. She noted that the demographic information was limited to the youth, not the arresting officer.

Ms. Martin said that opinions and perceptions of decision makers were collected from surveys, which were administered to probation officers, police officers, public defenders, and judges. Questions measured decision makers' perceptions of what factors influenced their decisions, and their opinions about the relationship between race, gender and the criminal justice system. Finally, she said that staff observed courtroom activity and collected information about the environment, the demographics and the demeanor in the courtroom of all the participants, as well as case characteristics.

Dr. Ramker said that the Juvenile Justice Commission is currently reviewing a draft of the aggregate level data report. He said that the disproportionate minority committee wants to ratify that report and recommend it for adoption by the full commission. He said that after that takes place, we would make the report publicly available. Dr. Ramker said that the cooperation among the key players in the system was stellar. He thanked the offices of Clerk Brown, State's Attorney Devine, and Superintendent Hillard who have all been cooperative in providing information, data and guidance to the project.

Chairman Bensinger noted that it appears that at the arrest point there is a significant disparity of African Americans versus the percentage of the population, but in the rest of the system the disparity does not appear to be significant. In response to a question from Chairman Bensinger, Dr. Ramker noted that other decision points, including station adjustments, were reviewed in the report, but not presented today. He noted that the ratios stay consistent.

Dr. Ramker reported that the quality of data that is available limits what we can say and what we can assess. He noted that we do not have good offending data available in the state. He noted that we are hopeful that our analysis of criminal history record information will shed some light on the offending issue.

Ms. Engel commented that we heard today that the Illinois Violence Prevention Authority's budget was reduced by \$13 or \$14 million. She noted that violence prevention programs with police and schools can make a difference regarding who enters the system. She said that this budget reduction impacts very negatively on statewide prevention, which may positively impact the disparity. She noted that in the long-term, if we are going to stop or change the disparities, we need to beef up prevention programming and unfortunately we are not doing that in Illinois right now.

Dr. Ramker reminded members that they were only looking at contact points in the justice system. He said that you see the same disparity – over-representation – examining risk factors such as poverty and school dropouts. In

response to questions, Dr. Ramker said that in the first phase of the study they did not control for the nature of the offense or perform any type of multivariate analysis. He said that will be a part of the second phase.

State's Attorney Devine said that it is his sense that the tremendous disparity is based on drug activity in designated safe zones, an automatic transfer that is controlled by state law. He said that his office has moved to take this out of the automatic transfer statute. He indicated that there are very few places in Chicago that are not in a "safe zone." In response to a question from Ms. Brown, State's Attorney Devine said that he thinks that a good bit of drug activity among whites occurs in the suburbs indoors as opposed to outside in the city in safe zones such as schools, public housing projects and parks.

Director Kane said that to really maximize our learning from this, if we had the resources to do so, it would be ideal to start looking at small units such as individual communities and different areas of the city. She also noted that we have not yet closely examined the risk factors relative to each of the areas sufficiently to be able to associate some causality and we have not looked at the availability of resources in the different areas. She indicated that the presence of alternatives at the community level would significantly impact the decisions that are made by law enforcement. If law enforcement has an alternative resource, they are more likely to use that for a young person on the bubble. In response to Chairman Bensinger, Director Kane said that we might be able to do a small study.

Ms. Engel suggested that the Authority might be able to find private funding for additional research. She said that the Authority has a lot of data, has a very good reputation and can demonstrate that it has support and cooperation of different parts of the criminal justice system. She said that this research is very fruitful and important for Illinois.

#### **Status of Criminal Justice Plan**

Chairman Bensinger said that the last item on the agenda is the status of the Criminal Justice Plan. Director Kane said that Karen Griffiths, who has been the point person in terms of keeping the plan moving, would do the presentation. Dr. Kane said that it is important to recognize that Karen's overview really just highlights the more significant facets of what has been accomplished. She said that the five areas identified in the planning process remain valid and viable today as the major issue areas for criminal justice in the state.

Ms. Griffiths reminded members that the Authority charged staff to implement a comprehensive planning process to guide the work of the agency and to inform the efforts of other criminal justice agencies in the state. She said that the Criminal Justice Planning Assembly kicked off the process in June of 2000. During the Assembly, nearly 200 participants were asked to identify and decide the most pressing issues currently facing the criminal justice system in Illinois. Following the Assembly six advisory committees refined these issues and developed strategic plans to address them. She noted that the priority issues identified by the committees and described in the plan point to critical needs for the state in five overarching areas – information, collaboration, utilization of resources, services and accountability.

Ms. Griffiths reported that the criminal justice plan describes the need for an integrated justice information network that facilitates robust exchange between criminal justice agencies and discourages redundant data entry. She said that information systems integration will create an environment that allows for greater operational efficiencies and improved data quality. She noted that the Authority and our partners are involved in a number of projects to improve the efficient capturing and sharing of information. For example, Governor Ryan signed an executive order establishing the Illinois Integrated Justice Information Systems Governing Board. She said that the board's committees are working to map critical exchange points in the state, identify data exchange standards and develop operational requirements for an electronic information exchange network.

Ms. Griffiths said that commitments made by the Illinois State Police and the Chicago Police Department have been critical in moving the integrated justice efforts forward. Also, staff has been working closely with representatives in Cook and Lake County to map critical exchange points and Clerk Brown and State's Attorney Waller should be recognized for their work on this project. She noted that several new and ongoing projects are underway to develop and maintain a criminal justice data infrastructure and an enhanced reporting program, which will capture more information about incidents, crime victims and offenders. For example, the Authority's Research and Analysis Unit is

working with the state police to refine an automated process for extracting data electronically from the criminal history system to make it available for research. The unit is also working to expand the Authority's website capabilities and to increase the amount of county level data available on the site. The Information Systems Unit continues to develop, maintain and support three law enforcement information systems. In addition, InfoNet, a web based data collection network for victim service providers, continues to be developed with the coalitions against sexual assault and domestic violence. She said the InfoNet was recently exhibited at the National Sexual Violence Prevention Conference in Chicago and that the Violence Against Women Office is now exploring opportunities to use the InfoNet as the model data collection system for victim service providers throughout the country.

Ms. Griffiths reported that work also continues on the automated victim notification network. She reported that during negotiation and planning stages, the Attorney General's Office worked closely with the vendor to ensure a double return on investment. She said that the network supports integration efforts because it creates a framework where victims and others with an interest are informed of an offender's custody status. She also noted that huge advances in voice communications have been made by the state police with the implementation of Starcom 21 and CPD has made records management advances with CLEAR.

Ms. Griffiths said that collaboration is the second critical area described in the *Criminal Justice Plan*. To maximize resources and minimize duplication of efforts, partnerships that include information sharing and joint planning are promoted through grants administration, research and technical assistance. She reported that projects that support the coordination of resources between justice agencies and their partners have been encouraged as part of the grants administration process. In addition, R&A staff also collaborates on a host of extra-agency research and evaluation efforts. For example, staff provided significant technical assistance to the Governor's Capital Punishment Commission. Staff also continues to assist in several third-party research projects involving studies of individuals' criminal history records. Additionally, she said, staff helps other entities to design and implement program evaluation strategies, and collaborative research and evaluation efforts. Examples of such projects include the Chicago Women's Health Risk, the 2000 Probation Outcome, the Gang Offender Reintegration, and the Disproportionate Minority Representation studies, all of which involve partnerships with numerous academic institutions, state and local officials, and private entities. In addition, R&A also recently partnered with OASA to establish the Substance Abuse Surveillance Network.

Ms. Griffiths noted that the best use concept includes making effective use of personnel and programs. Making the best use of resources available to the criminal justice system and partner agencies is fundamental to the work of the agency. She said that three new grant initiatives demonstrate the effective use of research findings. She noted that staff recommended designations for Child Advocacy Centers earlier today. Staff is also developing an RFP for prosecution and law enforcement victim-witness units as well as elder abuse projects in underserved portions of the state. These new projects were all identified through analysis of current needs and services.

Ms. Griffiths reported that one of the principal recommendations in the *Criminal Justice Plan* was the systematic use of quality assessment to guide provision of offender services. At the December 2001 meeting, AOIC presented the Juvenile Risk Reduction project, which will support customization of a state-of-the-art tool to determine offender risk, protective factors and optimal interventions. In partnership with AOIC, staff is also creating a matrix of model probation projects. This will be used to identify sites willing to implement innovative probation programs with an evaluation component. In addition, staff continuously monitors the performance of funded projects, while overseeing the internal and external evaluation of programs. She said that R&A also seeks to economize state resources by securing external grants to support its mission. For example, eleven current projects are funded in part with over \$300,000 in external grants and contracts. Finally, staff continues to act as a clearinghouse for information and research on crime and the criminal justice system.

Ms. Griffiths said the Authority is dedicated to enhancing the ability of criminal justice and victim service agencies to identify and respond to problems confronting the system. The *Criminal Justice Plan* identifies significant needs in three principal service areas: adult offender treatment, crime victims and juveniles. Several efforts describe how the agency is working to target and program grant resources to geographic areas and populations with clearly described problems and needs.

Ms. Griffiths noted that through the administration of grants, FSGU is working jointly with justice agencies and service providers to develop new programs that will address service needs. For example, staff is negotiating agreements for five new local defense projects, as well as a rural defense project with the State Appellate Defender. These six projects are designed to build service capacity in underserved areas of the state. The Authority is also funding statewide forensic training for prosecutors and defenders. In addition, staff worked closely with ICADV, ICASA and the CACs to develop new projects that will begin this year.

According to Ms. Griffiths, several research and evaluation projects currently underway help to identify and respond to issues confronting the system. For example, R&A will continue to support the assessment of offender service needs through projects such as the Illinois Probation Outcome Study and the evaluation of domestic violence and sexual assault probation projects -- for which final reports are now being prepared.

R&A is also collaborating with IDOC to develop a new intake assessment process, and to help assess the needs of juveniles and female inmates sentenced to the department. Another study underway will examine the recidivism of gang offenders discharged from IDOC. She said that as mentioned earlier today, R&A is also actively involved with the Urban Institute's Returning Home project. Finally, staff are designing and implementing a victimization survey of Illinois citizens, and the findings will be used to improve victim services.

Ms. Griffiths noted that the final strategic issue addressed in the Plan is Accountability. First, the system must ensure that offenders are held accountable for their actions. To that end, staff will continue to engage in research efforts to identify the most serious offenders and to recommend support for programs -- such as multidisciplinary task forces -- which are designed to target the most serious offenders for arrest, prosecution and incarceration. She said contract negotiations are currently underway to expand the MEG and Task Force units and to equip major case squads across the state.

Ms. Griffiths said that the system must also be held accountable for its actions to citizens, particularly to crime victims. She reported that a group would be convened in the near future to explore implementing a system of recourse for victims in Illinois. In addition, the state crime victimization survey will help the state assess its response to crime victims and their needs. Also, staff continues to support training opportunities for justice professionals that include a victim perspective.

Lastly, Ms. Griffiths said that we must make sure that programmatic efforts designed to respond to critical issues and needs are held accountable for their performance. As stated previously, the Authority works with justice agencies and victim service providers to include a mechanism for assessment and/or evaluation in program design.

Ms. Griffiths reiterated that she just highlighted some of the major efforts currently being undertaken to address the critical needs identified in the *Criminal Justice Plan*. The brief overview did not include a multitude of activities carried out by staff which are critical to supporting these efforts and the daily operations of the agency. Director Kane added that a lot of work is being done, but it is not all being done by the Authority staff. She said that there are a lot of state, local and federal agencies that are enabling this to happen and are doing the work with us. She said that the Authority has core staff, but we have many other folks from other agencies that work with us every day and are absolutely instrumental to enabling us to achieve the results that we achieve. Chairman Bensinger responded that one of the objectives of the plan is to have integrated justice and cooperation among agencies and he is sure that is what is happening. He then thanked Ms. Griffiths for her presentation.

### **New Business**

Chairman Bensinger said the remaining Authority meetings for 2002 are scheduled for September 6<sup>th</sup>, and December 6<sup>th</sup>. After hearing no new business, he thanked staff for the very useful information that was provided, thanked members for their participation and commitment to criminal justice in the state.

*{Ms Josh made a motion for adjournment. Director Gottfried seconded the motion, which was approved unanimously.}*

Respectfully Submitted,

A handwritten signature in black ink, reading "Robert P. Boehmer". The signature is written in a cursive style with a large, stylized "R" and "B".

Robert P. Boehmer  
Secretary and General Counsel



**ILLINOIS  
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AUTHORITY**



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**George Ryan, Governor**

**Peter B. Bensinger**  
*Chairman*

**Al Apa  
Barbara Engel  
John C. Piland  
John Z. Toscas**  
*Members of the Public*

**Dorothy Brown**  
*Circuit Court Clerk, Cook County*

**Timothy F. Bukowski**  
*Kankakee County Sheriff*

**Richard A. Devine**  
*Cook County State's Attorney*

**Norbert J. Goetten**  
*Director, Office of the State's  
Attorneys' Appellate Prosecutor*

**Theodore A. Gottfried**  
*Director, Office of the  
State Appellate Defender*

**Terry Hillard**  
*Superintendent  
Chicago Police Department*

**Maureen Josh**  
*Circuit Court Clerk, DeKalb County*

**Thomas J. Jurkanin**  
*Director, Illinois Law Enforcement  
Training and Standards Board*

**John Millner**  
*Chief, Elmhurst Police Department*

**Sam Nolen**  
*Director of State Police*

**Jim Ryan**  
*Illinois Attorney General*

**Michael Sheahan**  
*Cook County Sheriff*

*Proposed*  
**RESOLUTION OF  
COMMENDATION**

*Jane Rae Buckwalter*

**WHEREAS**, Jane Rae Buckwalter served on the Authority from January 1988 to July 2002, performing various duties including vice-chair of the Authority and chair of the Institutional Review Board and Planning and Research Committee; and

**WHEREAS**, Ms. Buckwalter provided her much valued input and assistance to the Illinois Criminal Justice Information Authority in its efforts to improve the quality of criminal justice information; and

**WHEREAS**, Ms. Buckwalter's commitment and dedication to the criminal justice system and to improving the quality of criminal justice information, research, and programs in Illinois have been significant; and

**WHEREAS**, Ms. Buckwalter has made many contributions toward assisting this Authority to fulfill its mission; and

**WHEREAS**, Ms. Buckwalter has earned the respect of the criminal justice community, the Authority, and its staff:

**THEREFORE, BE IT RESOLVED** that **JANE RAE BUCKWALTER** is hereby commended and cited for her outstanding service to this Authority.

**BE IT FURTHER RESOLVED** that the grateful appreciation and best wishes of this Authority and the people of the State of Illinois be conveyed to Jane Rae Buckwalter and that a formal copy of this Resolution of Commendation and appropriate commemoration be presented to her in honor of her dedicated service and achievement.

This **RESOLUTION OF COMMENDATION** is hereby **ADOPTED** and **UNANIMOUSLY PROCLAIMED** in open meeting by this Authority on the 6<sup>th</sup> day of September 2002.

**Peter B. Bensinger**  
*Chairman*

**Candice M. Kane**  
*Executive Director*



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# Memorandum

**To:** Authority Members  
**From:** Daniel Dighton, Office of Public Information  
**Date:** August 22, 2002  
**Re:** OPI Report – September 6, 2002 Authority Meeting

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This memorandum highlights the work performed by the Office of Public Information since the last Authority meeting through August 16, 2002.

- Completed summer issue of *The Compiler*, focusing on reentry of ex-offenders into the community.
- Edited and designed *On Good Authority*: “The impact of intensive juvenile probation programs.”
- Edited and designed *On Good Authority*: “Juvenile Justice Reform evaluation.”
- Initiated editorial and design process for *Trends and Issues Update*: “Electronic criminal history reporting improvements.”
- Developed simplified budget memo summary.
- Edited budget committee meeting materials.
- Managed Intranet content.
- Edited CJ Dispatch, the Authority’s e-mail notice of website updates.
- Updated Employee Handbook.
- Edited Disproportionate Minority Confinement report.
- Developed, designed and edited Motor Vehicle Theft Prevention Council newsletter.
- Proofed Motor Vehicle annual report.
- Began layout and design work for new research publication for R&A.



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# Memorandum

**To:** Candice Kane

**From:** Robert D. Taylor

**Date:** August 21, 2002

**Re:** Federal and State Grants Unit Report – September 6, 2002 Authority Meeting

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The 23 staff assigned to the Federal and State Grants Unit (FSGU) performed a variety of activities during the last quarter.

## **Grant Activities**

Following is information on grant activity during the period of April through June 2002. During that time FSGU staff monitored an average of 455 grants, totaling an average of \$120,123,878. Monitoring includes the following:

- Reviewing 1,062 monthly or quarterly data and fiscal reports;
- Initiating disbursement of funds requested by grantees;
- Conducting 41 site visits;
- Processing budget revisions and/or amendments to existing agreements;
- Reviewing requests for proposals drafted by grantees and proposed subcontracts between grantees and other service providers or vendors; and
- Providing technical assistance to grantees 1,555 times; this includes telephonic, e-mail, and on site contacts with grantees that request assistance regarding issues relating to their grant(s). Staff also receives communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

Additionally, during this same period, FSGU staff processed 76 new agreements (grants), totaling \$6,602,950. Processing of a new agreement includes:

- Negotiating the program narrative, budget and budget narrative with the grantee;
- Processing the grant proposal for in-house Legal, Fiscal, and Research and Analysis reviews and comments;
- Making any necessary changes and then forwarding the agreement to the grantee for signature;

- Once returned, processing the agreement through the Office of General Counsel for the executive director's signature, and when signed returning a fully executed copy to the grantee as well as other contacts; and
- Initiating an obligation and disbursing any initial funds that are requested.

### **Administrative Activities**

- Since the last Authority meeting in June 2002, FSGU staff have planned for and staffed four meetings: one Budget Committee meeting, a Motor Vehicle Theft Prevention Council (MVTPC) meeting, and two MVTPC Grant Review Committee meetings. This includes the preparation (often involving coordination with other Authority units such as Research and Analysis) and mailing of materials, and coordinating logistics with the Office of Administrative Services.
- Applications were completed for two federal programs: Victim Services in Rural Law Enforcement and Local Law Enforcement Block Grants. The final award documents were processed for two other federal programs: the National Criminal History Improvement Program (NCHIP) and the Residential Substance Abuse Treatment (RSAT) program.
- Semi-annual reports were completed and submitted for the following federal programs: Juvenile Accountability Incentive Block Grants, NCHIP, RSAT, Violence Against Women Act-Rural Domestic Violence, and Violent Offender Incarceration/Truth-in-Sentencing.
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit and other state agencies, such as Administrative Office of the Illinois Courts, to determine areas of greatest need for the funds set-aside for innovative probation initiatives, jail-based mental health services, community-based transitional services for female offenders, and juvenile reporting centers.
- Requests for Proposals (RFP): local juvenile detention centers is continuing to be prepared; the Victims of Crime Act RFP for law enforcement and prosecution victim assistance will be sent out by August 30, 2002.
- Staff is working closely with Fiscal Management staff to close out the Juvenile Accountability Incentive Block Grants program for Federal Fiscal Year 1999, Anti-Drug Abuse Act (Byrne) Federal Fiscal Years 1995 and 1996, and the Violence Against Women Act program for Federal Fiscal Year 1996. The Juvenile Accountability Incentive Block Grants program for Federal Fiscal Year 1998 has been closed out.

### **Miscellaneous Activities**

- Staff, along with Office of General Counsel staff, are continuing to train newly hired and existing staff.
- FSGU supervisory staff will continue to interview for four vacant positions, including an administrator's position for the victims' section. One vacant position was filled.
- In support of the Authority's Strategic Plan, staff continues to prioritize the projects and activities as well as develop strategies to best incorporate the Authority's Action Plan initiatives into unit operations over the next 18 months.

- Staff planned and delivered three Juvenile Accountability Incentive Block Grants program trainings to over 70 grantees in Chicago (2) and Benld (1).
- Three staff attended the annual Research and Evaluation Conference in Washington, DC.
- Nine staff attended the Office of Justice Programs Financial Management training in Chicago.
- Last, FSGU staff continues to review and an update of the unit's policies and procedures manual.



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# Memorandum

**To:** Authority Members  
**From:** Hank Anthony  
**Date:** August 22, 2002  
**Re:** Summary of Office of Administrative Services (OAS) Activities

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The Office of Administrative Services continues to support the day-to-day activities of the Authority. OAS supported numerous agency meetings involving catering, audio-visual, room set up, conference calls, etc. OAS coordinated for off-site meeting support and arranged travel for members of the staff for both in-state (34) and out-of-state travel (18) which includes coordination for lodging, flight booking, processing travel requests through the Governor's office (as necessary), assisting staff with travel reimbursement etc.

Day-to-day activities include: mail operations, supply room operation, security, reception, procurement of goods and services, vehicle maintenance, telecommunications coordination, internal staff moves, and the above mentioned travel and conference coordination activities.



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# Memorandum

**To:** Authority Members

**From:** Robert P. Boehmer  
General Counsel

**Date:** August 16, 2002

**Re:** Office of General Counsel Report – September, 2002 Authority Meeting

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This memorandum highlights the work performed by the Office of General Counsel since the last Authority meeting through August 16, 2002:

## Document Reviews

- Over 613 preliminary and final reviews of grant agreements, and grantee subcontracts, requests for proposals and publications.
- Reviewed two *On Good Authority* publications and the *Compiler*.
- Prepared and reviewed Institutional Review Board materials including Department of Justice compliance materials (assurances and IRB and privacy certifications for 5 research projects).
- Prepared and reviewed other miscellaneous Authority contracts and documents, including 32 agreements for contractual employees.
- Worked with the Research and Analysis Unit on the development of requests for proposals, contracts and amendments necessary for evaluations. Three RFPs are in the development and review process, one contract has been finalized, and one contract is nearly finalized.
- Prepared and assisted in contract negotiations for replacement of the Authority's Police Information Management System.

- Developed boilerplate agreements for the Residential Substance Abuse Treatment Program and the Victims of Crime Act program.

### **Meetings**

- Provided support for and participated in the Illinois Motor Vehicle Theft Prevention Council quarterly meeting and its Grant Review Committee meeting.
- Attended meetings of the Illinois Integrated Justice Information Systems Board Planning and Technical subcommittees.
- Conducted and attended two training sessions for FSGU staff.
- Attended the National Criminal Justice Association's Board of Directors Meeting, Advisory Council Meeting and Annual Conference, "*Security and Justice in Times of Terrorism.*"

### **Legislation/Rulemaking**

- Monitored bills passed by the General Assembly.
- Continued working with the Illinois State Police to comply with the Campus Sex Crimes Prevention Act, the latest addition to the federal sex offender registration requirements. Monitored the status of House Bill 5874 introduced to ensure that Illinois will comply with the Campus Sex Crimes Prevention Act.
- Monitored the status of federal fiscal year 2003 Commerce, Justice, State, the Judiciary, and Related Agencies appropriations bill.
- Monitored federal legislation including H.R. 3752 - the Domestic Violence and Sexual Assault Victims' Housing Act, S. 2009 - the Family Violence Prevention Act, and S. 1868 - the National Child Protection Improvement Act. Only S. 1868 has been passed out of committee at the time of this report.

### **Other**

- Developed strategic goals and objectives for inclusion in the Illinois Integrated Justice Information System Strategic Plan. Continued to research statutes and case law pertaining to criminal justice information sharing and confidentiality of criminal justice information. Our goal is to develop a document that identifies the statutes and case law that apply to information sharing among components of the juvenile and criminal justice systems.



- Arranged for posting the Federal and State Grants Unit Financial Guide and associated training materials on the Internet for grantees.
- Continued working with the Illinois State Police and the Federal and State Grants Unit to develop a state mitigation plan that identifies and documents the process and points of accountability in the state in regard to federally funded activities that address methamphetamine laboratory operations.
- Assisted the Office of Human Resources with an analysis of the Health Insurance Portability and Accountability Act (HIPAA) and its applicability to the Authority.
- Continued to provide legal consultation to Authority staff, and review various documents and mailings.

If you need additional information, please contact me.



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# Memorandum

**To:** Authority Members

**From:** Steve Prisoc  
Associate Director, Information Systems Unit

**Date:** August 22, 2002

**Re:** Information Systems Unit Report – September 6, 2002, Authority Meeting

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This memorandum highlights work performed by the Information Systems Unit.

## **Illinois Integrated Justice Information Systems (IIJIS) Project**

Since the last Authority meeting the following work has been completed on the Illinois Integrated Justice Information Systems (IIJIS) Project:

- **Scenario for Justice Information Sharing in Illinois:** The IIJIS Planning Committee met several times since the last Authority meeting and has successfully completed its *Scenario for Justice Information Sharing in Illinois*. The *Scenario* contains a sequential identification of information needed to support criminal justice decision-making throughout the justice enterprise. It was provided to the IIJIS Technical Committee for validation and subsequent gap analysis.
- **Strategic Plan:** The IIJIS Planning Committee has begun drafting the IIJIS Strategic Plan which includes the articulation of eight fundamental policy questions and critical challenges faced by the integration of justice information systems in Illinois. These strategic issues are then addressed by creating strategic goals and stating clear, measurable, tactical statements of methods used to achieve those goals. A draft of the Strategic Plan will be provided to IIJIS Board members at the September 19<sup>th</sup>, 2002, Board meeting.
- **IIJIS Marketing Plan:** On June 25<sup>th</sup>, 2002, the IIJIS Governing Board created an IIJIS Marketing Committee, which will initiate efforts to publicize IIJIS and secure buy-in from justice stakeholders, legislators, and the public. The Marketing Committee will provide an update to the IIJIS Governing Board at its next meeting on September 19<sup>th</sup>, 2002.

- **Status of State Justice Information Systems:** The IIJIS Technical Committee has continued its research of the status and capabilities of state justice information systems that support offender-based decision-making. The committee also plans to conduct research into the status and capabilities of state networking infrastructures for future utilization by integrated justice information systems.
- **Scenario Validation and Gap Analysis:** The IIJIS Technical Committee has created and approved a Test Validation Matrix of the *Scenario for Information Sharing in Illinois* for use in the validation and gap analysis processes. Utilizing the Matrix, Staff has scheduled and convened several meetings of justice practitioners to validate the information needs itemized in the *Scenario* and to determine whether the information exchanges that provide for those needs can be accomplished today, and if not why. Staff are now meeting with county-wide justice stakeholders from Champaign and McLean Counties and have also convened meetings with practitioner-specific groups including Public Defenders, Circuit Court Clerks, and Probation Officers. Scheduled validation discussion groups include Judges, Municipal Police, State's Attorneys, and Sheriffs. The information obtained from these discussion groups will be analyzed and presented to the IIJIS Technical Committee at their next meeting on September 9<sup>th</sup>, 2002.
- **Cook County Exchange Points Mapping:** The Cook County Exchange Points Workgroup has continued to document justice information exchange points along the "critical path." In accomplishing its task, the Workgroup prioritized information exchanges that impact (1) the state criminal history record information (CHRI), and (2) "current status" on subjects (e.g., warrants, bond status, probation status, jail status, etc.). A final report on information exchanges that comprise the critical path in Cook County will be prepared by mid-September.
- **IIJIS Website:** Staff continue to maintain and update the IIJIS website [www.icjia.state.il.us/iijis](http://www.icjia.state.il.us/iijis) which contains: (a) background information on integration; (b) foundation documentation including Governor Ryan's Executive Order No. 12 and the National Governors' Association Grant Narrative; (c) IIJIS publications; (d) project oversight documentation including committee meeting agendas, minutes, and project management forms; and (e) multi-media presentations made to the various IIJIS Committees. Staff plan to rewrite the Web site to make it more consistent with the design of the new Authority Web site.

### **The Authority's Web Page**

- **Website Upgrade:** The Authority's upgraded website now conforms to federal and statewide accessibility guidelines. These guidelines specify how web content should be made available to people with physical, sensory and cognitive disabilities. Emphasis is now placed on providing text-equivalents for non-text images and streamlining the overall site layout so that users using electronic screen readers or speech synthesizers can successfully navigate through the entire website.
- **DataNet Upgrade:** An upgrade to the existing DataNet is underway and will provide users with additional functionality, including enhanced graphing, mapping, and analytical capabilities.
- **CJ Dispatch:** The Authority's twice-monthly e-mailing, the CJ Dispatch, continues to grow in popularity. 1010 users have already subscribed, and approximately 5-10 users are added weekly.
- **Authority Intra net:** Staff continues work on the Authority's Intranet. New agency news items are posted weekly; agency announcements are posted as needed. The Intranet provides a central location for electronic forms, agency news and policy documents that can be accessed from each staff person's desktop computer.

Please see following page for screenshots of the new Authority Web site and the prototype CJ DataNet.

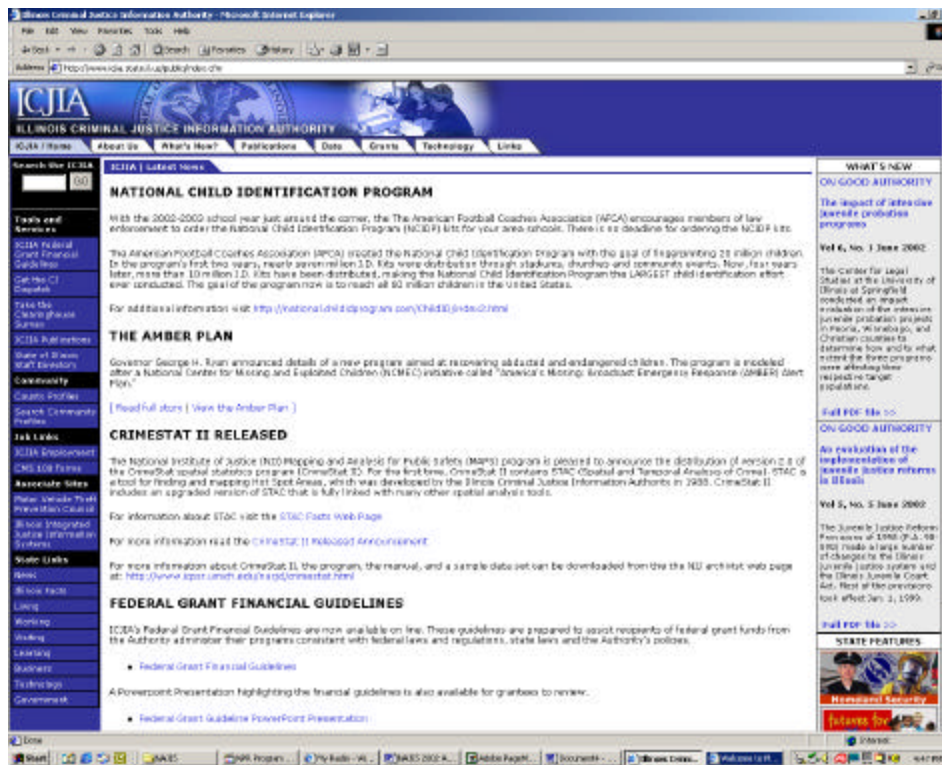


Figure 1: New Authority Website



Figure 2: Prototype CJ DataNet

### **The Authority's Information Systems for Law Enforcement**

- **ALERTS:** Staff continue to test the ALERTS SCA/Satellite Switch to the Illinois State Police master switch in Springfield for the purpose of finally implementing Datatac2, Motorola's most advanced production mobile data radio network system.
- **ALERTS Advisory and Policy Board:** The officers of the ALERTS Advisory and Policy Board met on June 27, 2002 and August 15, 2002. At these meetings participants discussed the future integration of existing Illinois mobile data systems, legacy mobile data terminals, ALERTS/IWIN messaging, and the DataTac 2.0 project in Henry County, Illinois.
- **ALERTS/IWIN Messaging:** Staff have determined that approximately 14,000 messages a month are transmitted between the ALERTS and IWIN networks as a result of the new messaging interface that was recently implemented between the two mobile data networks.
- **Conversion of ALERTS communications protocol to TCP/IP:** Staff and contract consultants have completed the conversion of ALERTS from an obsolete IBM synchronous communications protocol to TCP/IP (the communications protocol in use on the Internet). This conversion will allow for a more robust connection to Illinois State Police LEADS (Law Enforcement Agencies Data System).
- **Encryption of Criminal History information over ALERTS:** Recently the Authority was made aware that the Federal Bureau of Identification has modified requirements for secure transmission of criminal history information over a wireless network. The new requirement is end-to-end 128 bit encryption. Staff are currently working with Motorola to satisfy the requirements set forth by the FBI, and have submitted a letter to the Illinois State Police to requesting exemption from the encryption requirement until September of 2005.
- **New PIMS RFP:** The PIMS RFP committee met on June 11, 2002 and June 17, 2002. At each of these meeting the review committee evaluated the vendor submissions in response to the RFP issued by the Authority for a new PIMS. The review committee completed the evaluation process and has recommended a vendor to Illinois Central Management Services.
- **PIMS Query Manager Enhancement Project:** Staff continue to work with local agencies to implement this reporting enhancement to PIMS. A method for converting all PIMS data has been developed and will be used to maintain current data in the Query Manager. The new Query Manager is currently being used by 4 PIMS agencies.

### **Infonet: The Authority's Information Systems for Victim Services Providers**

The InfoNet provides robust case tracking, decision support, and reporting capabilities to a number of victim service agencies throughout Illinois. This system is accessed by users through the World Wide Web, but is completely secured by the same Virtual Private Network (VPN) software used by the FBI's LEO system. Fifty domestic violence and 28 sexual assault programs currently access the InfoNet from more than 120 sites throughout the state. During the past quarter, the InfoNet team has continued to maintain the system while modifying programs to accommodate user needs and many new features and reports were added to the system. Staff are now adapting InfoNet to the needs of Child Advocacy centers and there has been significant interest at the national level in using InfoNet as a model for other states.

### **Customer Service Activities in support of ALERTS, PIMS, ALECS and InfoNet**

Staff performed thirty-nine support-related site visits to law enforcement agencies between May 30, 2002 and August 20, 2002. A breakdown of these visits by application follows:

- **ALECS:** 24 site visits
- **ALERTS:** 12 site visits
- **PIMS:** 3 user training sessions
- **Calls for Service:** 864 calls for information systems support were handled by Customer Service staff between May 30, 2002 and August 20, 2002.

### **Improvements to the Authority's Networking Infrastructure**

Since the last Authority meeting, no significant changes to the network infrastructure were made, though the Systems Support Group worked to further improve network security. One point of particular concern is protecting the Authority network against e-mail-borne viruses. These viruses are typically delivered to individuals as innocent-looking e-mail attachments. One e-mail virus, known as "Klez.H," has been running rampant throughout the Internet since it was released in April, and has been responsible for significant damage to corporate and home computers. Since this virus was released, a dozen copies per day (on average) have arrived at our e-mail server. Fortunately, due to good luck and the effectiveness of our virus protection programs, all instances of this virus have been quarantined at the e-mail server and no outbreaks of Klez.H within our network have occurred.

ISU staff have continued to expand use of the State Frame Relay network to deliver services to the Authority's law enforcement users. Many ALECS agencies have expressed a desire to remove their leased-line service and connect to the ALECS system via the State Frame. A preliminary design to accomplish this has been completed, and we are presently working with one client agency to test this connectivity method.

Since the last Authority meeting, Systems Support staff have resolved 162 problem tickets ranging from simple issues involving users' "how-to" questions, to site visits entailing complete installation of the ALECS software package.





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# Memorandum

**To:** Candice M. Kane  
**From:** Jan M. Oncken  
**Date:** August 20, 2002  
**Re:** Summary of Human Resources Activities

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The following highlights the work performed by Human Resources since the last Authority meeting.

## **Recruitment, Screening and Hiring**

- Advertised and recruited for 10 vacant positions.
- Logged and forwarded 211 resumes to hiring supervisors; sent accompanying CMS-100's for grading.
- Provided 6 orientation meetings for new full-time staff and several part-time interns.
- Prepared FY2003 contracts for all current contractual staff. Prepared amendments for staff being evaluated for annual performance increases.
- Processed 1 promotion and an intra-agency transfer.
- Processed 6 resignations.

## **Employee Benefits**

- Attended Central Management Services' early retirement seminar. Worked with eligible staff regarding early retirement details and paperwork submission.
- Distributed sign-off sheets to staff pursuant to House Bill 2671 allowing them to establish retirement service credit for furlough day taken in FY2002.
- Calculated and submitted payroll information to the State Retirement System for each member requesting credit for furlough day.
- Assisted several staff in ordering new insurance cards.
- Worked with several new staff to explain insurance benefit options as well as researched and resolved insurance related problems.
- Processed all WageWorks deductions for staff enrolled for this transportation benefit.

- Provided 2 staff with disability and family leave information. Processed all related medical/administrative paperwork.
- Scheduled several staff for 2003 retirement seminars.
- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.
- Sent reminders to staff on procedures to follow regarding injury on-the-job.

### **Salaries & Compensation**

- Met with supervisors regarding budget limitations on annual raises for contractual and managerial staff.
- Provided supervisors with updated salary charts delineating rates of pay for subordinates.
- Provided the Office of Fiscal Management estimates for potential early retirees' lump sum payouts during FY2003 for impact evaluation.
- Continued bi-monthly payroll processing for 100 employees.
- Issued time balance reports monthly to payroll and contractual employees as well as supervisors.
- Continued distribution of petty cash. Prepared all paperwork regarding submission of annual Petty Cash Receipts report to the Comptroller's Office.
- Processed wage garnishments and other involuntary wage deductions.

### **Equal Employment Opportunities**

- Prepared and submitted 4<sup>th</sup> Quarter and Annual EEO reports for FY2002 to the Department of Human Rights (DHR).
- Prepared and submitted the Annual FY2003 Affirmative Action Plan to DHR.
- Started preparation of the federal affirmative action plan for the Office of Justice Programs needed to process grants over \$500,000.
- Renewed membership to the Illinois Affirmative Action Officer's Association with plans to attend October Annual Conference.
- Researched reasonable accommodation issues related to employment at the Authority.

### **Staff Development & Training**

- Attended an Elder Rights conference with Native American keynote speaker Terry Tafoya. Conference covered elder rights and diversity issues such as cross-cultural communications.
- HR Staff attended a conference "Dealing Effectively with Unacceptable Employee Behavior". Will be assessing it as a tool for staff training.
- Staff attended a "Lunch & Learn" training session regarding Effective Communications provided by CMS.

- Coordinated Rutan training for new supervisors.
- Investigated and recommended management training for new supervisors.
- Coordinated the purchase of additional software training coupons for New Horizons. Researched the on-line courses available.
- Counseled supervisors on progressive discipline and probationary discharge procedures.
- Provided information and processed tuition reimbursement for several staff.
- Continued to provide staff with development tools now available in library for use.

### **Other Miscellaneous Projects**

- Revised the Employee Handbook and worked with the Office of Public Information (OPI) to make document and Intranet changes.
- Worked with OPI and the agency's webmaster to include additional personnel forms on the agency's Intranet for easy access by staff.
- Worked with the Office of General Counsel to answer the Illinois HIPAA Assessment Survey and the law's impact on the Authority. Met with and responded to private counsel and the State's HIPAA committee regarding impact.
- Mediated contested employee evaluations by meeting with staff and supervisors.
- Clarified several job descriptions.
- Reorganized HR file room and boxed several files for storage.
- Started coordination of State Employees Combined Appeal campaign.
- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Continued background checks and fingerprinting for all new employees.

### **Reports**

The following reports were prepared and submitted by HR staff:

- Provided the Director with list of employees to receive recognition gifts at July 2002 annual "New Year's" budget celebration.
- Provided Labor Relations with updated vacancy information for layoff database.
- Provided CMS with final furlough report detailing remaining staff to take furlough days through the end of the fiscal year.
- End of the month headcount and staff salary information to executive staff.
- Bureau of the Budget Headcount Tracking Form to the Bureau analyst.



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**MEMORANDUM**

**To:** Authority Members  
**From:** Diane Griffin, Chief Fiscal Officer  
**Date:** August 19, 2002  
**Re:** Summary of Office of Fiscal Management Activities

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The following highlights the work performed by the Office of Fiscal Management since the last Authority meeting.

**Reports**

The following reports were prepared and submitted by OFM staff:

- Quarterly Accounts Receivable Report.
- Monthly Cost Center reports for agency operations and federal grant cost centers.
- 2002 Fee Imposition Report.
- Assisted in preparation of the Agency Quarterly Performance Report for 4th quarter of FY02.
- Updated fiscal reports and projections for the ALERTS Advisory and Policy Board.
- Began preparation of annual GAAP reports for all funds according to schedule established by the Comptroller.
- Survey of Assistance to Local Governments for the Illinois Commission on Intergovernmental Cooperation.
- Travel Headquarters Report to the Legislative Audit Commission.

**Accounts Receivable**

- Received and processed to date, approximately **\$738,708** or **73%** of the current users billing.
- Continued to follow-up on outstanding balances and issued past due notices for invoices over 30 days old.

- Drafted specifications for a new automated accounts receivable system to replace current manual system.
- To date, received and processed approximately **\$5,883,787** or **99%** of current Motor Vehicle Theft Prevention billing.

### **Federal Grants**

- Conducted preliminary budget reviews of approximately **154** interagency agreements.
- Processed **288** contract obligation documents (**\$13,605,936**) and **358** vouchers (**\$7,695,225**) for federal grants to state and local governments and not-for-profit agencies.
- Prepared 9 payment history letters in response to requests from grantees for information for their independent audits.
- Reviewed 35 independent audit reports from grantees for compliance with audit requirements.
- Prepared draft reports for three detailed monitoring reviews of grantees for internal review prior to issuance.
- Continued work on risk assessment criteria to be used to select grant programs to undergo detailed monitoring reviews.
- Implemented new time documentation policy for federally-funded positions.

### **General Agency Operations**

- Completed contract calculations and provided financial information to the Office of Human Resources for 28 FY03 contracts for contractual employees.
- Continued review of outstanding obligations and cost center status in preparation for year-end close.
- Prepared budgets for and set up new cost centers for FY03.
- Completed obligation, expenditure and revenue reconciliations for all six trust funds.
- Completed annual petty cash count and certification.

### **Agency Budget**

- Continued to respond to follow-up questions from Senate legislative staff.
- Submitted memo detailing the anticipated impact of our reduced FY03 budget level on Authority operations to the Bureau of the Budget.
- Submitted a detailed spending plan for our FY03 General Revenue appropriation to the Bureau of the Budget.

### **Audit**

- Attended COSO training sponsored by the Office of the Auditor General.
- Prepared six pre-audit questionnaires in response to request from audit firm conducting the FY2002 State of Illinois Single Audit.
- Held audit entrance conference on July 3, 2002.

### **Other Misc. Projects**

- Hosted visit from staff from the Senate Democratic Appropriations Committee.

### **Personnel Changes**

New Hires:                      None

Departures                      Kathy King, Internal Auditor

Attempts to fill vacancies:

Requested CMS list for internal audit vacancy. Interviews scheduled for August.




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# Memorandum

**To:** Authority Members

**From:**  Gerard F. Ramker, Ph.D.  
Research and Analysis Unit

**Date:** August 20, 2002

**Re:** Research and Analysis Unit Report – September 6, 2002 Authority Meeting

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This memorandum highlights some of the work performed by Research and Analysis Unit staff since the Authority's last quarterly meeting.

## ONGOING ACTIVITIES

### Publications

R & A staff published three (3) reports since the last Authority meeting.

- *On Good Authority: An Evaluation of Juvenile Justice Reforms in Illinois* (June 2002).
- *On Good Authority: Domestic Violence Probation in Lake, Winnebago and Kankakee Counties* (May 2002).
- *On Good Authority: The Impact of Intensive Juvenile Probation Programs* (August 2002).

### Briefings/Presentations

Since the last Authority meeting, R & A staff made presentations at and/or attended:

- Bureau of Justice Assistance Evaluation Website advisory committee;
- Western Illinois University's Department of Law Enforcement Administration Professional Advisory Committee
- U.S. Department of Justice National Conference on Criminal Justice Research and Evaluation;
- Federal Bureau of Investigation's Homicide Research Working Group annual workshop;
- National Organization of Victim Assistance national conference;
- Justice Research and Statistics Association's Research Committee;
- Illinois Motor Vehicle Theft Prevention Council and Grant Review Committee meetings;
- Information Systems Committee and integration workgroup meetings;

- Meetings of the Cook County Girls Link steering committee, evaluation committee, education and program development committee;
- Illinois Prevention 2000;
- Public Health Futures Illinois' partnership development council;
- Justice Research and Statistics Association (JRSA) Juvenile Justice Evaluation Center advisory board;
- Police Executive Research Forum's conference on technology and information systems for the 21<sup>st</sup> century;
- Illinois Attorney General's Gang Crime Prevention Center's annual conference;
- Cook County Juvenile Court/John Howard Association symposium on balanced and restorative justice;
- Illinois Department of Human Services' "Futures for Kids" conference;
- Association of Crime Analysts in Illinois;
- DeKalb County Juvenile Justice Council meeting;
- Northwest and Midwest OJJDP Tribal Youth Program conferences;
- ISP's NIBRS Demonstration Project advisory committee meetings;
- Meeting of the Lawndale Forum Workgroup on Reducing DMC;
- Annual Conference of the American Sociological Association;
- Illinois Juvenile Justice Forum, Training, and Data advisory committee meetings; and
- Illinois Juvenile Justice Commission meetings and a meeting of its Disproportionate Minority Confinement Subcommittee.

### **Information Requests**

Staff handled a total of 345 information requests during the last quarter (4/1-6/30/02). Sixty-eight percent of these requests were completed in two days or less. For the second consecutive quarter, the majority of information requests were received via email and/or through the Authority's website (53%), replacing phone (35%) and regular mail (3%) as the most common request method. R&A staff distributed 37,100 publications during the period, including 24,418 documents that were downloaded by visitors to the agency's website. (**TABLE 1** attached to this memorandum provides a more detailed picture of the information requests handled by the unit.)

### **Web Site Development**

Staff also contributed toward the continued development of the Authority's Web site ([www.icjia.state.il.us](http://www.icjia.state.il.us)). (A Web Site Traffic report is presented in **TABLE 2** attached to this memorandum.) We continue to expand the criminal justice data and information available on the site. We also continue to actively gather user satisfaction information and other feedback "on-line." Staff also continues to upload publications to the site and have perfected our on-line ordering forms and protocols. The site averaged nearly 516 daily user sessions during the quarter, and we now have over 1,000 registered users of the Authority's email program that automatically alerts Web site visitors to new information added to the site. Staff also continues to contribute to the ongoing development of the Authority's secure intranet site ([www2.icjia.state.il.us](http://www2.icjia.state.il.us)). Staff also continues to develop and refine the Illinois Motor Vehicle Theft Prevention Council website ([www.icjia.state.il.us/my](http://www.icjia.state.il.us/my)) to further assist and educate individuals about motor vehicle theft prevention.



### **FSGU Support Efforts**

Upon request, R&A staff review and comment on proposed program narratives submitted by potential grantees to the Federal and State Grants Unit (FSGU). The focus of R&A comments are in the areas of proposed objectives, goals, and performance measures. FSGU staff also request R&A assistance in the development of data reports for proposed programs. R&A staff has also assumed responsibility for the computerization of some program performance data and, upon FSGU request, we produce program status reports and/or profiles assessing performance over a given period of time. **TABLE 3** attached to this memorandum summarizes this staff activity.

### **Criminal History Record Information (CHRI) Audit**

The unit's Criminal History Record Information (CHRI) Audit Center is an ADAA-funded in-house effort to continually examine the accuracy, completeness and timeliness of this information, and to recommend strategies for its improvement. With regard to the current audit, the draft final report has been circulated in-house and editing is taking place. The next level of review will include comments from the Illinois State Police. Publication of the final report is planned for the fall of 2002. The upcoming 2002/2003 audit project is being planned and a draft methodology being developed to focus audit activities on electronic reporting issues. Staff also continue to participate in ISP hosted livescan users and county wide training meetings across the state.

### **Illinois Substance Abuse Surveillance Network**

In collaboration with the Illinois Department of Human Services' Office of Alcoholism and Substance Abuse (OASA), staff is in the process of establishing a special workgroup to facilitate the exchange and analysis of information regarding the nature and extent of drug use, drug abuse, and drug markets in Illinois. The Illinois Substance Abuse Surveillance Network would meet periodically throughout the year and provide agency representatives and researchers an opportunity to present recent findings regarding the extent and nature of the substance abuse problem in Illinois. The meetings would be held at a "host" agency/organization (rotating between Springfield and Chicago), and individuals seeking to make a formal presentation of recent analyses/research findings or emerging issues would be included on the agenda for that meeting. While the operation of the network would be somewhat formal (i.e., agendas, membership list, regularly scheduled meetings, etc.) the meetings themselves would be fairly informal, allowing for informal discussions of presented research and emerging issues facing the state. The goals and objectives of the proposed Illinois Substance Abuse Surveillance Network would include the following:

- (1) increase the degree to which the various agencies working to address substance abuse in the State of Illinois share information regarding research findings;

- (2) provide an outlet and avenue where substance abuse-related research taking place in Illinois, or applicable to Illinois, can be shared with agency representatives;
- (3) facilitate the coordination of research agendas and research topics across a diverse set of state and local agencies and organizations;
- (4) increase the degree to which indicators of the extent and nature of substance abuse across different “disciplines” can be combined/examined together in order to paint a richer picture of the drug problem in Illinois; and,
- (5) make the process of application for various grant programs, which often require extensive data to indicate need, more effective and efficient through information sharing and familiarity with what others in the state are finding.

An initial planning meeting with OASA has taken place. We expect to convene the first meeting in the Fall of 2002.

## **EVALUATION PROGRAM**

The Research and Analysis Unit pursues an aggressive program evaluation and research agenda through an in-house ADAA-funded evaluation program. An update on current projects follows.

### **2000 Probation Outcome Study**

With the cooperation of the Probation Division of the Administrative Office of the Illinois Courts (as well as individual probation departments) information for all adult and juvenile probationers discharged during November 2000 was collected and analyzed to identify the characteristics of Illinois' probation population, the conditions of their sentences and the outcomes of these sentences. A final report summarizing the general characteristics and outcomes of Illinois probationers has been drafted and is undergoing review. An *On Good Authority* has also been drafted for review. In addition, a series of more specific reports are underway, some of which will involve partnerships between the Authority's Research and Analysis Unit and researchers in universities throughout Illinois.

### **Identifying Groups of Violent Probationers at High Risk to Recidivate and Fail at Treatment**

This project is utilizing information collected as part of the 2000 Probation Outcome Study, and represents a partnership between Authority staff and Loyola University's Department of Criminal Justice. The study will examine factors associated with probationers' recidivism and results of participation in treatment programs. A final report of the study is due in September 2002.

**Chicago Community Policing (CAPS) Program 2001-2002**

This project is being conducted by Northwestern University and is the final phase of a comprehensive multi-year assessment of the Chicago Police Department's community policing program. The Authority has been supporting this evaluation for several years. A final report on this phase of the study is due December 31, 2002.

**Lake County Domestic Violence Probation Program Evaluation**

This is an impact evaluation of a specialized probation program in Lake County focused on domestic violence offenders, and is being carried out by Justice Research Associates (JRA). The project is a follow-up to an implementation evaluation recently completed by JRA. A final report is due December 31, 2002.

**Little Village Community Youth Worker Study**

This is an extended study of data derived from the Little Village Gang Violence Reduction Program (GVRP). The GVRP was one of a series of recent initiatives in Illinois and elsewhere to address the youth gang problem. The Chicago Police Department administered the project between 1992 and 1997 with federal funds provided by the Authority. University of Chicago School of Social Service Administration Professor Irving Spergel designed the project and became its coordinator. Among other components of the comprehensive program was the employment of youth outreach workers. This study examines survey data and other information on this component of the project. A final report is due November 30, 2002.

**Citizens and Law Enforcement Analysis and Reporting (CLEAR) Project Evaluation**

The CLEAR project is a major initiative of the Chicago Police Department to integrate information systems and processes within the department and, in many ways, represents an evolution of community policing efforts incorporating technological advances, increased accountability measures, community participation and other developments. The University of Illinois at Chicago and Northwestern University CLEAR is conducting the evaluation. A final report is due December 31, 2002.

**Reintegration of Gang Offenders in the Community Study**

In collaboration with DePaul University's Department of Sociology, the Illinois Department of Corrections, and the Attorney General's Gang Crime Prevention Center, a small-scale, pilot study of the reintegration process will be conducted. The study will be largely qualitative examining how gang & non-gang offenders go about reintegrating into their communities of origin. A final report is due August 30, 2003.

### **Statewide Crime Victimization Survey**

Growing out of recommendations in the *State Criminal Justice Plan*, staff is attempting to launch a state crime victimization survey modeled on the U.S. Department of Justice, Bureau of Justice Statistics' Crime Victimization Survey, and similar efforts in other states. Staff developed a "request for proposals" which will have the selected vendor undertake the survey, incorporate defined sampling and methodological strategies, and provide the Authority with a data file. The RFP was finalized and published in October 2001 pursuant to Department of Central Management Services guidelines. Proposals were received and reviewed by staff, and a contractor was selected. Research protocols were developed, reviewed and approved by the Authority's Institutional Review Board. The contract is nearing finalization and the sample information has been requested from the Illinois Secretary of State's Office. The survey should be initiated in the fall of 2002.

### **Study of Disproportionate Incarceration of Minorities for Drug Crimes**

This a collaborative study involving Authority staff and staff from Loyola University's Department of Criminal Justice, the John Howard Association and Treatment Alternatives for Safe Communities. The study is examining sentencing and incarceration data in Illinois in order to examine the issue of disproportionate minority confinement and focuses on drug crimes.. The project will generate a series of four (4) special publications highlighting aspects of the complex issue, including a final report which is to include recommendations for reducing disparities. Two publications will be finalized in the fall. A final report is due in April 2003.

### **Final Evaluation Reports Received – Publications Under Development**

Drafts of final reports have been received for the following external evaluation projects and are undergoing staff review and/or staff is developing final publications at this time.

<b><u>Project</u></b>	<b><u>Evaluator</u></b>
An Impact Evaluation of Juvenile Probation Projects in Christian, Peoria and Winnebago Counties	University of Illinois at Springfield
An Evaluation of Specialized Sex Offender Probation Projects in Coles, Madison and Vermilion Counties	University of Illinois at Springfield
An Evaluation of Sex Offender Probation Projects in Lake, DuPage and Winnebago Counties	Loyola University Chicago
Process and Impact Evaluation of Specialized Domestic Violence Probation Projects in Peoria, Sangamon, and Tazewell Counties	University of Illinois at Springfield

### **Chicago Homicide Dataset Update Project**

The Research and Analysis Unit maintains a comprehensive database containing information on every homicide that occurred in the City of Chicago between 1965 and 1996. This information is

culled from Chicago Police Department files following a long-standing collaborative process developed with the department's Detective Division. Staff recently completed an effort to update the dataset with information for the years 1997 through 2000, and will soon begin collecting 2001 data. We expect to generate a variety of research products from this dataset and to develop an archive version for use by other researchers through the University of Michigan's National Criminal Justice Data Archive. The data cleaning process will take several more weeks to complete.

### **Community Mobilization: Best Practices and Lessons Learned**

Staff is working with the Attorney General's Gang Crime Prevention Center on a joint project, which will result in a series of four (4) publications highlighting practices and experience around community capacity building. The research protocols were approved by the Authority's Institutional Review Board in July 2002. Data collection and analysis have been initiated. A final report is due in 2003.

## **EXTERNALLY-FUNDED PROJECTS**

### **NIJ Chicago Women's Health Risk Study (CWHRS)**

This was a federally funded (National Institute of Justice) study of factors associated with lethal domestic violence. The NIJ report was completed months ago but the data and findings continue to be utilized, discussed and studied for a number of purposes, and future products are planned:

- Under a no-cost extension of the NIJ grant to allow for the further development and refinement of the CWHRS calendar history data, a UIC researcher has completed the compilation of the calendar history data into a single database.
- A group of CWHRS collaborators is nearing completion of a report on help-seeking and intervention results.
- Another group is writing a report on risk factors for life-threatening injury or death for Latina/Hispanic abused women, which should be completed later this year.
- Reports and publications from the project are still in demand, including the full NIJ report, the Project at a Glance, the paper on proxy methods, two papers on collaboration, and the presentation given to NIJ in July of 2001.
- Staff have also have been handling requests for the instruments and scales developed for the study, including the Social Support Network scale, and the English and Spanish versions of the questionnaires.
- CWHRS archived data are being used for studies on post-traumatic stress disorder (PTSD) and domestic violence, and on the relation between domestic violence and social support.
- The "CWHRS Forum" listserv has 96 members and three separate interest groups: child survivors and witnesses, strangulation and choking, and social support network (SSN).

- A panel on CWHRS results was accepted for the national conference entitled, "Social Action vs. The Disease Model: The Medicalization of Domestic Violence," sponsored by the Illinois Coalition Against Domestic Violence and others, to be held in November 2002.
- Carolyn Rebecca Block presented a paper to the American Sociological Association entitled, "Does Neighborhood Collective Efficacy Make a Difference Behind Closed Doors?"

### **NIJ Evaluation of the Cook County State's Attorney's Victim-Witness Program**

This was a federally funded (National Institute of Justice) evaluation of the Cook County State's Attorney's Victim Witness Program. The final report has been submitted to NIJ and to the Cook County State's Attorney's Office. Staff is awaiting reviewer comments from NIJ but expects to publish the full report and an *On Good Authority* in the fall.

### **BJS Gun Crime Study**

This is a federally funded (Bureau of Justice Statistics) project being carried out in partnership with the Illinois State Police, which we hope will establish a warehouse of criminal history record information for research purposes. Extracts of criminal history data have been received and have been analyzed. Archiving procedures are being finalized and the report on an analysis of all 1998 arrests for gun-related charges is nearing completion. A final report to BJS will be completed by the end of September 2002, and *Research Bulletin* summarizing the report is also planned for publication later in the fall.

### **BJA Study of MEG Unit and Local Police Department Drug Targets**

This is a federally funded (Bureau of Justice Assistance) study being carried out in partnership with Loyola University's Department of Criminal Justice. Data regarding criminal histories, and drug arrest dispositions, for a sample of Illinois' multi-jurisdictional drug task force targets and a comparison group of local police department arrestees has been collected and coded, and is now being analyzed to better understand the differences between MEG/TF and local police department drug targets. In addition, the project has also developed a means to compare Authority-funded MEG and Task Force activities with the general drug control activities in the areas they serve. This technique was used to develop new comprehensive statistical profiles for each unit, and place their efforts into the larger context of drug control efforts in the jurisdictions they work in. A final report for the project will be completed at the end of September 2002. A *Research Bulletin* and at least one external publication are also planned.

### **IJJC Evaluation of the Impact of the Juvenile Justice Reform Act**

This project is funded by the Illinois Juvenile Justice Commission, utilizing Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds, and is a complex, multi-phase study evaluating the implementation, process, and impact of recent changes to the Juvenile Court Act in Illinois. The

project involves the study of processes by which individuals and agencies impacted by the Act's legislative changes understand the major statutory provisions and the extent to which local implementation efforts are consistent across the state. The project also involves the collection of statewide juvenile arrest data from local law enforcement agencies. A final report was published in March 2002. Three *On Good Authority* publications based on the full report were also planned – one has been completed and printed.

### **IJJC Study of Disproportionate Minority Representation in the Cook County Juvenile Justice System**

This project is funded by the Illinois Juvenile Justice Commission utilizing OJJDP funds, and is a study of disproportionate minority representation among juveniles in the Cook County Juvenile Justice System. Staff has completed collection and analysis of aggregate data from various juvenile justice system contact points, and has presented a draft of those findings at a meeting of the Illinois Juvenile Justice Commission. Staff is also collecting case-level data on a sample of juveniles to measure the possible influence of specific factors on decisions made as the juveniles are processed through the system. A Phase I (aggregate data) report is expected to be completed shortly. A Phase II (case-level data) report is expected to be completed by August 31, 2002. *Research Bulletins* drawing from these findings are also planned.

### **BJS State Police NIBRS Grant Project**

A \$1.2 million discretionary grant application developed jointly with the Illinois State Police was awarded by the U.S. Department of Justice Bureau of Justice Statistics. The project will lead to the development of local records management solutions and a state central repository for National Incident-Based Reporting System (NIBRS) data. In connection with this State Police grant, R&A staff are to: (1) assist in the evaluation of crime analysis tools which will be developed as part of the project, and (2) develop “case studies” on how local law enforcement agencies make use of the expanded incident-based crime data. To date, staff has attended an organizational meeting for the project and is assisting in the formation of project steering and advisory committees.

### **JRSA Disproportionate Minority Confinement Grant Project**

With the assistance of a \$20,000 grant from the Justice Research and Statistics Association (JRSA), staff is developing comprehensive statistical profiles for each of Illinois' 102 counties focused on assessing disproportionate minority overrepresentation and containing a host of data and information relative to juvenile justice planning, problem identification and problem solving. The profiles will be available in printed form and will be downloadable from the Authority's web site. We expect to complete the profiles by September 30, 2002.

### **BJS Crime Analysis and Mapping for Local Police Grant Project**

Staff developed a \$50,000 grant application for the U.S. Department of Justice Bureau of Justice Statistics' State Justice Statistics program for the development of a crime analysis and mapping manual for local law enforcement. The publication would be a companion piece to the already-published crime analysis manual. The grant was awarded in February and the project was initiated in March 2002. The final product is expected to be completed by October 1, 2002.

### **JRSA Multi-State Research on Homicide Data Grant Project**

With the assistance of a \$4,500 grant from JRSA, Staff is participating in a funded five-state (Illinois, Hawaii, Massachusetts, Utah and Michigan) grant project facilitated by JRSA to study incident-based homicide data. Staff has begun collecting and analyzing homicide case information from several local police departments in Illinois as part of this project. A report on this work will be completed by August 30, 2002.

### **NSF Spatial Metadata Training Grant Project**

Staff received a \$5,000 grant from the Federal Geographic Data Committee (National Science Foundation) through the Justice Research and Statistics Association (JRSA) to develop a workshop on Spatial Metadata. The first workshop was presented at the JRSA national meeting in New Orleans in October 2001. The second was held following the NIJ Research & Evaluation Conference in Washington, DC in July 2002.

### **IIR Recidivism of Gang Versus Non-Gang Members Released from Prison in Illinois**

In collaboration with staff of the National Youth Gang Center, research staff recently developed a proposal for consideration by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) for a study of gang members released from the Illinois Department of Corrections. The \$49,412 was recently awarded through the Institute for Intergovernmental Research (IIR). The research protocols were approved by the Authority's Institutional Review Board in July, 2002. A contractual research analyst has been hired and initial data collection and analysis has begun. The project is to generate a final report by December 31, 2002.

### **JRSA Profile of Girls Committed to the Illinois Department of Corrections Illinois Youth Centers Project**

Staff developed and submitted a proposal to the Justice Research and Statistics Association for a grant to conduct an in-depth examination of the backgrounds, needs, and services received by female delinquents that have been committed to IDOC. Ultimately, the project seeks to develop research, programming and policy recommendations to aid the State in the implementation of gender-specific programming for female delinquents. The \$22,190 grant was recently awarded and the protocols were approved by the Authority's Institutional Review Board in July, 2002. A final



report on the project is due on March 15, 2003.

## **EXTERNAL GRANT PROPOSALS UNDER DEVELOPMENT & REVIEW**

- Staff helped develop and submit a proposal for a National Institute of Corrections grant for research and evaluation with the Illinois Department of Corrections (IDOC). The proposal is for a collaboration with IDOC, the University of Illinois at Chicago, Loyola University Chicago, the Authority, the Isaac Ray Center, and the John Howard Association.

## **TECHNICAL ASSISTANCE**

R & A staff continues to provide a variety of technical assistance on extra-agency research and evaluation projects. Since the last Authority meeting:

- Staff provided significant technical assistance to the Governor's Office for a major grant proposal to the U.S. Department of Justice for a project entitled, "Illinois Going Home Program." Staff will be involved with this prisoner re-entry initiative by developing an evaluation strategy and a "request for proposals" for the evaluation, which will be funded by the Authority with ADAA monies.
- Staff is also providing technical assistance to the Illinois Department of Corrections in the evaluation of the "Prisoners and Children Together" (PACT) program. Staff is developing an RFP for the evaluation of this program which seeks to keep incarcerated mothers connected to the children.
- Staff continued to assist in several third-party research projects involving studies of individuals' criminal history records including those conducted by:
  - Loyola University's Department of Criminal Justice;
  - University of Chicago's Chapin Hall;
  - Illinois Department of Human Services and Mathematica Policy Research, Inc;
  - University of Illinois at Chicago, Jane Addams School of Social Work;
  - University of Chicago's Harris School of Public Policy Studies; and
  - Northwestern University's Medical School.
- Staff also continues to assist in several third-party research projects involving use of the Chicago Homicide Dataset. These projects include studies of:
  - Arson associated homicides;
  - Patterns of youth homicide victimization;
  - Arrest histories of homicide offenders; and
  - Intimate partner homicides.

## **INSTITUTIONAL REVIEW BOARD ACTIVITIES**

The Authority established an Institutional Review Board (IRB) to review all research and evaluation projects conducted by or supported by the Authority, which involve human subjects. Such research must be scrutinized for compliance with various laws and regulations designed to protect human research subjects. The IRB convenes to consider research applications and to review the status of previously approved studies. Since the last Authority meeting, the IRB approved protocols for five (5) projects:

1. Girls Committed to the IDOC's Illinois Youth Centers;
2. Recidivism of Gang Versus Non-Gang Members Released from Prison in Illinois;
3. Community Mobilization: Best Practices and Lessons Learned;
4. Evaluation of Sexual Assault Nurse Examiner (SANE) Projects; and
5. Illinois Crime Victimization Survey.

The IRB adopted a quarterly meeting schedule with the next meeting set for October 17, 2002.

## **ONGOING STAFF DEVELOPMENT/TRAINING**

- Staff continues to implement a variety of staff development and training programs and projects. These include: (a) observations/site visits to several key criminal justice agencies; (b) peer review process for project development and pre-publication; (c) partnerships with the academic community; (d) development of specific training classes including ArcView mapping, effective public speaking, multivariate statistical analysis, basic SPSS use, data availability in criminal justice, among other topics; (e) human subject research issues/concerns and practices; and, (f) project management training.
- A total of nine (9) R&A staff persons are currently pursuing advanced academic degrees: Five (5) are enrolled in graduate programs and four (4) are in post-graduate programs. Additionally, three (3) staff are pursuing professional licenses for information systems auditing.

Please feel free to contact me if you would like further information on any of these activities.

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**TABLE 1. Information Request Handling Statistics**

ITEM	FIRST QUARTER 7/1 - 9/30/2001	SECOND QUARTER 10/1 - 12/31/2001	THIRD QUARTER 1/1 - 3/31/2002	FOURTH QUARTER 4/1 - 6/30/2002	FISCAL YEAR TO DATE
<b>Information requests handled:</b>	421	333	401	345	1500
<b>Monthly average number of requests:</b>	140	111	134	115	125
<b>Pct of requests completed within two days:</b>	82%	77%	81%	68%	77%
<b>Geographic Origin of requesters:</b>					
Chicago metropolitan area	31%	26%	22%	24%	26%
Other region of Illinois	44%	37%	43%	39%	41%
U.S. other than Illinois	17%	25%	23%	23%	22%
Outside the U.S.	2%	2%	2%	2%	2%
Unknown	6%	10%	10%	11%	9%
<b>Type of requester:</b>					
Government agency	34%	32%	33%	29%	32%
Private citizen	17%	22%	22%	25%	22%
Private agency	27%	19%	19%	21%	21%
Researcher	11%	9%	13%	12%	11%
Student	6%	11%	10%	9%	9%
Media	3%	5%	2%	1%	3%
Legislators	1%	1%	<1%	<1%	<1%
Inmates	1%	2%	<1%	2%	1%
Unknown	-	-	-	-	-
<b>Method of request:</b>					
Telephone/fax	47%	42%	36%	35%	40%
Mail	3%	5%	3%	3%	4%
Email/Internet	25%	34%	40%	30%	32%
In-person	11%	5%	3%	7%	6%
ICJIA Web site	13%	14%	18%	23%	17%
<b>Publications disseminated:</b>					
Mailed in response to written requests	33,226	13,951	9,929	12,396	69,502
Mailed in response to Web site requests	183	324	240	286	1033
Downloaded from Web Site	10,634	8,860	13,734	24,418	57,646
Total	44,043	23,135	23,903	37,100	128,181

**TABLE 2. Web Site Traffic Report**

	<b>FIRST QUARTER</b> 7/1-9/30/01	<b>SECOND QUARTER</b> 10/1-12/31/2001	<b>THIRD QUARTER</b> 1/1-3/31/2002	<b>FOURTH QUARTER</b> 4/1-6/30/2002	<b>FISCAL YEAR TO DATE</b>
<b>Hits for Home Page</b>	468,294	517,906	578,946	622,412	2,187,558
<b>Number of User Sessions</b>	38,226	40,732	46,958	46,946	172,862
<b>Average Hits Per Day</b>	5,095	5,625	6,342	6,838	5,975
<b>Average User Sessions Per Day</b>	415	442	522	516	474
<b>Average Use Session Length (minutes)</b>	23	25	22	21	23
<b>Unique Visitors</b>	14,968	17,351	22,359	22,861	77,539
<b>Visitors Who Visited Once</b>	11,923	14,168	18,375	18,841	63,307
<b>Visitors Who Visited More Than Once</b>	3,045	3,183	3,984	4,020	14,232
<b>Persons Registered for CJ Dispatch</b> (Email notification of updates)	764	799	921	969	969

**TABLE 3. FSGU Support Statistics**[illegible]

	Total	4	4	0	1	1	0	3	3	0	0	0	0	8	8	0
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**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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# Memorandum

**To:** Authority Members  
**From:** Diane Griffin, Chief Fiscal Officer  
**Date:** August 22, 2002  
**Re:** Authority Fiscal Reports

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Attached are FY2002 fiscal reports covering the period July 1, 2001 through July 31, 2002. Although the fiscal year officially ended June 30, 2002, these are not final reports since we have the remainder of the lapse period, until the end of August, to liquidate any remaining obligations.

## **Exhibit #1 – Operations**

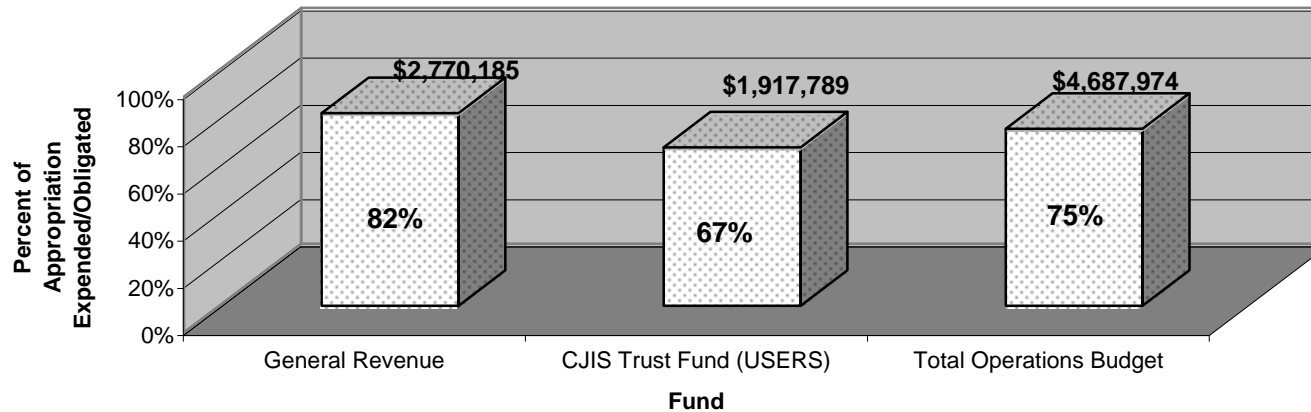
As shown in the attached report, we have obligated or expended 75% of our total operations budget for FY2002 as of July 31, 2002. As of this date, 82% of our General Revenue operations budget has been expended or obligated. You will recall that the remaining General Revenue balance is partially due to the 2% reserve Governor Ryan imposed on General Revenue funds earlier this fiscal year as well as the Administrative Order that restricted spending in certain appropriation lines.

## **Exhibit #2 – Awards and Grants**

Exhibit 2 details obligations and expenditures for total Awards and Grants. As of July 31, 2002, we have expended or obligated 78% of our total appropriation for these budget lines. Since grantees don't always draw down their full obligations before fiscal year end, final figures are expected to be slightly lower.

I will be available at the Authority meeting to answer any questions you may have regarding these reports.

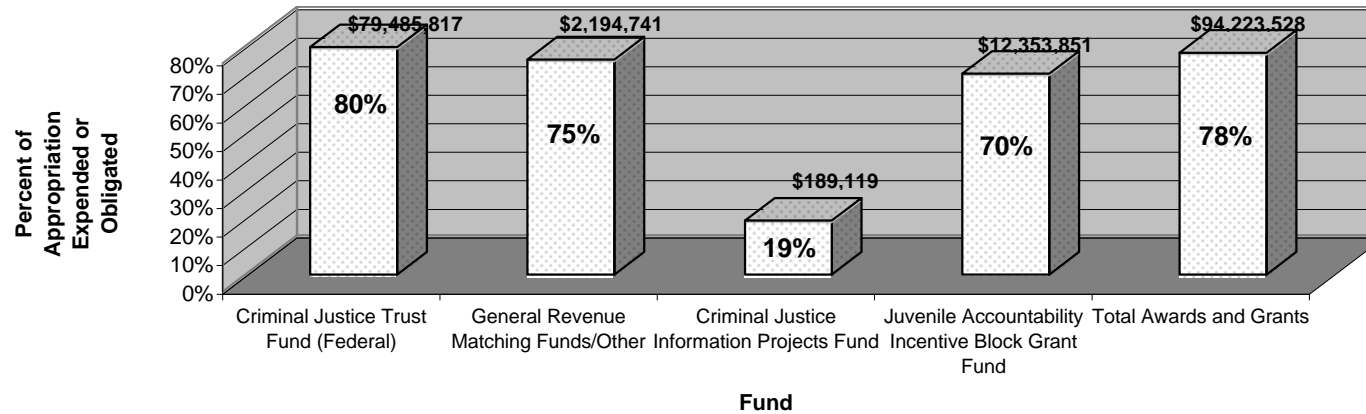
**Exhibit #1 - Operations**  
**Illinois Criminal Justice Information Authority**  
**FY 2002 Expenditures/Obligations**  
**July 1, 2001 - July 31, 2002**



	General Revenue			Criminal Justice Information Systems Trust Fund			Total		
	Appropriation	Expenditures/ Obligations	Balance	Appropriation	Expenditures/ Obligations	Balance	Appropriation	Expenditures/ Obligations	Balance
Personal Services	\$1,793,900	\$1,670,941	\$122,959	\$688,900	\$478,234	\$210,666	\$2,482,800	\$2,149,175	\$333,625
Retirement - State Pick-Up	\$71,900	\$65,562	\$6,338	\$27,700	\$17,409	\$10,291	\$99,600	\$82,971	\$16,629
Retirement	\$186,700	\$167,840	\$18,860	\$71,800	\$48,021	\$23,779	\$258,500	\$215,861	\$42,639
FICA	\$134,800	\$124,805	\$9,995	\$52,700	\$35,419	\$17,281	\$187,500	\$160,224	\$27,276
Group Insurance	\$0	\$0	\$0	\$140,200	\$84,309	\$55,891	\$140,200	\$84,309	\$55,891
Contractual	\$502,900	\$424,998	\$77,902	\$181,800	\$116,088	\$65,712	\$684,700	\$541,087	\$143,613
Travel	\$19,000	\$8,065	\$10,935	\$14,000	\$5,466	\$8,534	\$33,000	\$13,531	\$19,469
Commodities	\$15,400	\$14,489	\$911	\$6,100	\$907	\$5,193	\$21,500	\$15,396	\$6,104
Printing	\$43,500	\$14,262	\$29,238	\$4,000	\$1,212	\$2,788	\$47,500	\$15,474	\$32,026
Equipment	\$3,500	\$2,336	\$1,164	\$4,500	\$0	\$4,500	\$8,000	\$2,336	\$5,664
EDP	\$533,400	\$191,713	\$341,687	\$1,442,100	\$908,546	\$533,554	\$1,975,500	\$1,100,259	\$875,241
Telecommunications	\$81,300	\$81,300	\$0	\$216,700	\$216,700	\$0	\$298,000	\$298,000	\$0
Operation of Auto	\$4,600	\$3,874	\$726	\$7,100	\$5,477	\$1,623	\$11,700	\$9,351	\$2,349
<b>Total</b>	<b>\$3,390,900</b>	<b>\$2,770,185</b>	<b>\$620,715</b>	<b>\$2,857,600</b>	<b>\$1,917,789</b>	<b>\$939,811</b>	<b>\$6,248,500</b>	<b>\$4,687,974</b>	<b>\$1,560,526</b>
<b>% of Appropriation</b>		<b>82%</b>	<b>18%</b>		<b>67%</b>	<b>33%</b>		<b>75%</b>	<b>25%</b>



**Exhibit #2 - Awards and Grants**  
**Illinois Criminal Justice Information Authority**  
**FY 2002 Expenditures/Obligations**  
 July 1, 2001 - July 31, 2002



	Criminal Justice Trust Fund (Federal)			General Revenue Matching Funds/Other			Criminal Justice Information Projects Fund		
	Appropriation	Expenditures/Obligations	Balance	Appropriation	Expenditures/Obligations	Balance	Appropriation	Expenditures/Obligations	Balance
Federal Assistance Support	\$5,300,000	\$3,630,088	\$1,669,912	\$788,200	\$708,499	\$79,701	\$1,000,000	\$189,119	\$810,881
State Agencies	\$13,359,600	\$12,539,718	\$819,882	\$2,023,500	\$1,444,993	\$578,507			
Locals/Non-Profit Orgs.	\$39,579,300	\$30,961,365	\$8,617,935						
Misc. Awards/Grants	\$1,500,000	\$160,630	\$1,339,370						
Fed. Crime Bill Initiatives	\$40,000,000	\$32,194,017	\$7,805,983						
SANE Program				\$100,000	\$41,249	\$58,751			
Juvenile Accountability Block Grant									
<b>Total</b>	<b>\$99,738,900</b>	<b>\$79,485,817</b>	<b>\$20,253,084</b>	<b>\$2,911,700</b>	<b>\$2,194,741</b>	<b>\$716,959</b>	<b>\$1,000,000</b>	<b>\$189,119</b>	<b>\$810,881</b>
<b>% of Appropriation:</b>		<b>80%</b>	<b>20%</b>		<b>75%</b>	<b>25%</b>		<b>19%</b>	<b>81%</b>
	Juvenile Accountability Incentive Block Grant Fund - (Federal)			Total					
	Appropriation	Expenditures/Obligations	Balance	Appropriation	Expenditures/Obligations	Balance			
Federal Assistance Support				\$6,088,200	\$4,338,587	\$1,749,613			
State Agencies				\$15,383,100	\$13,984,711	\$1,398,389			
Locals/Non-Profit Orgs.				\$39,579,300	\$30,961,365	\$8,617,935			
Misc. Awards/Grants				\$2,500,000	\$349,749	\$2,150,252			
Fed. Crime Bill Initiatives				\$40,000,000	\$32,194,017	\$7,805,983			
SANE Program				\$100,000	\$41,249	\$58,751			
Juvenile Accountability Block Grant	\$17,540,800	\$12,353,851	\$5,186,949	\$17,540,800	\$12,353,851	\$5,186,949			
<b>Total</b>	<b>\$17,540,800</b>	<b>\$12,353,851</b>	<b>\$5,186,949</b>	<b>\$121,191,400</b>	<b>\$94,223,528</b>	<b>\$26,967,872</b>			
<b>% of Appropriation:</b>		<b>70%</b>	<b>30%</b>		<b>78%</b>	<b>22%</b>			