



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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

Regular Meeting  
Friday, June 4, 2004 at 9:00 a.m.  
120 South Riverside Plaza, 21<sup>st</sup> Floor Conference Room  
Chicago

**AGENDA**

- Call to Order and Roll Call
- 1. Approval of the Minutes of the March 5, 2004 Regular Meeting
- Chairman's Remarks
- 2. Executive Director's Remarks
- 3. Budget Committee Report (*Eugene E. Murphy Jr. Chair*)
  - a. Report on the April 21, 2004 Meeting
  - b. Fiscal Report
- InfoNet – *The Collection and Analysis of Victim Services Data (Karen Griffiths, ICJIA)*
- 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

March 4, 2004  
120 S. Riverside Plaza, 21<sup>st</sup> Floor  
Chicago, Illinois

#### Call to Order and Roll Call

Chairman Sorosky 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.

In addition to the Chairman, other Authority members in attendance were:

Chief David Bradford  
Mr. Brad Demuzio  
Ms. Barbara Engel \*  
State's Attorneys Appellate Prosecutor Director Norbert Goetten  
DeKalb County Circuit Court Clerk Maureen Josh  
Attorney General Designee Ellen Mandeltort  
Madison County State's Attorney William Mudge  
Mr. John Piland  
Mr. John Z. Toscas  
Illinois Department of Corrections Director Roger E. Walker, Jr.

\* A quorum was not present at the beginning of the meeting. Ms. Engel arrived during the discussion of the Byrne Priorities. No votes were taken until after Ms. Engel's arrival.

#### Approval of the Minutes of the December 5, 2003 Regular Meeting

*{Mr. Toscas made a motion to approve the minutes of the regular meeting held on December 5, 2003. Director Walker seconded the motion, which passed by unanimous voice vote.}*

#### Chairman's Remarks

Chairman Sorosky welcomed two new members to the Authority – Brad Demuzio and William Mudge. He noted that Mr. Demuzio has been in state government for many years and is currently the director of the Illinois Secretary of State Police. He said that Mr. Mudge, the State's Attorney of Madison County, replaces Mike Waller on the Authority.

Chairman Sorosky congratulated State's Attorney Waller for the work he has done on behalf of the Authority. He noted that State's Attorney Waller had been on the Authority for many years and served as chairman of many committees including the Budget Committee. He said that we all appreciate his time and effort and great work. Chairman Sorosky also expressed thanks to Al Apa for his work on behalf of the Authority.

*{Later in the meeting, Ms. Josh made a motion to approve resolutions of commendation for State's Attorney Waller and Al Apa. Ms. Mandeltort seconded the motion, which passed by unanimous voice vote.}*

#### Executive Director's Report

Director Levin highlighted some of the information contained in the mailing. She noted that Rose Rossi is the Authority's new associate director for the information systems unit and that we have hired Rebecca Juergens for the

Research and Analysis Unit. She also noted that we have processed three resignations since the last Authority meeting. She reported that there has been a final resolution regarding union coverage of Authority employees.

Director Levin said that we are continuing to work with the Office of Management and Budget, which has agreed to work with the Authority to return the \$300,000 that had been transferred from the criminal justice information systems trust fund. She noted that we have more than 1100 daily user hits on our website and now have over 1400 registered users of the CJ Dispatch. She also referred to the Chicago Homicide Dataset Update Project, the statewide crime victimization survey, the CHRI audit, and various program evaluation and research projects.

Director Levin highlighted the Authority's involvement with the Sheridan Correctional Center Therapeutic Community Program. She said that Sheridan is a fully dedicated therapeutic community for inmates in need of substance abuse treatment. She said that Dr. Dave Olson has been involved in the planning efforts and that Dave and Rebecca Juergens will be evaluating the program.

Regarding the Federal and State Grants Unit, Director Levin noted that staff has monitored 430 grants representing almost \$120 million in grant funds. In regard to the Local Law Enforcement Block Grants Program, she noted that this year 488 police department applied for the grants. In addition to the LLEBG funds, the Budget Committee voted to add Byrne funds that will allow us to fund 90 police department proposals. She also noted that the Authority is actively seeking discretionary grants and informing other entities in Illinois of grant opportunities.

Director Levin reported that planning is underway for two elder abuse trainings. She said that the first training would be held on June 10<sup>th</sup>. She noted that three nationally known speakers have accepted our invitation to present at the training. She noted that we are working closely with the Attorney General's Office and the Department on Aging to put this conference together. She said that the second training would be in central or southern Illinois in the fall.

Regarding information systems, Director Levin noted that we have migrated 147 ALERTS agencies to the new ALERTS.Net and we are rolling out ALECS.Net and PIMS.Net. Regarding InfoNet, she said that 96 domestic violence and sexual assault programs could access it from 150 sites statewide. She also noted that we have entered into a new partnership with the Department of Human Services regarding InfoNet. She said that staff is currently working on the Illinois Integrated Justice Information Systems Implementation Board (IJIS) annual report, which is due to the General Assembly by April 1<sup>st</sup>. She noted that four IJIS committees have been created, including the Planning and Policy Committee, the Technical Committee, the Outreach Committee and the Funding Committee.

Director Levin called on Robert Boehmer to report on the status of the Authority's legislative initiative to amend the Uniform Conviction Information Act to remove the obligation to annually set the fee that local criminal justice agencies may charge to assist persons in seeking conviction information. He reported that Representative Millner introduced the bill as House Bill 6881. He noted that the bill is currently in the House Rules Committee and not likely to proceed any further.

Director Levin then continued to discuss the IJIS project, thanking IJIS staff and noting that the privacy policy subcommittee working document has been nationally recognized and that we are taking the lead nationally in regard to privacy policies related to integration.

Next, Director Levin reported on federal appropriations. She said that the President's Budget proposes that the Byrne and LLEBG programs be combined into one program – the Justice Assistance Grant Program. She noted that the proposed appropriation for that program is significantly reduced. She also noted proposed reductions in other appropriations, including a proposed elimination of the Juvenile Accountability Block Grant Program. She also noted proposed increases in DNA Backlog Reduction Funds and Residential Substance Abuse Treatment Funds.

Director Levin said that the Authority has already appeared before the House and Senate Appropriations Committees and that our submitted budget will save the state about 500 thousand dollars in general revenue. She said that will be done through the transfer of some positions to the federal payroll and the reduction of match funds.

### **Budget Committee Report**

Chairman Sorosky called on Mary Milano to provide a report on the February 24<sup>th</sup> Budget Committee Meeting. Ms. Milano noted that an extended summary is at members' places. She said that the committee discussed and recommended priorities for the 2004 Byrne Strategy, made general recommendations with respect to federal fiscal year 2004 Byrne funds, and made designations for reallocations amending various federal funded programs. She noted that there were four general recommendations for the use of Byrne 2004 funds, including treatment for sex offender parolees from the Illinois Department of Corrections, a special DNA prosecution unit at the Cook County State's Attorney's Office, various balanced and restorative justice projects, and other public policy initiatives suggested by the Governor's office, Authority members, and staff. She said that those four areas are in addition to continuing programs. She also reported that there were specific designations of Byrne FFY 97-03 funds; reductions and designations for FFY 99-02 VAWA funds; and designations for VOCA FFY 00 – 03 funds.

Mr. Piland expressed concern that Byrne funds continue to go to uses other than what the fund was set up to do, that is, address the problems of drugs and drug use. He noted that methamphetamine is a major problem in southern, and parts of central, Illinois. He said that we need to make sure that law enforcement has the tools they need to interdict and address the problem of people using and distributing drugs. He noted that MEGs and task forces have not had a substantial increase over the years and that southern Illinois has not seen the funding increases that are necessary to respond appropriately to the problem.

Director Levin responded that multi-jurisdictional drug task forces are a priority and permanently funded out of Byrne. She noted that we are attempting to expand in southern and central Illinois. Chief Bradford said that he believed that the Budget Committee agreed that the task forces would be the number one priority under Byrne. Ms. Milano noted that the Budget Committee agreed to continuation of those programs and that multi-jurisdictional drug programs receive the highest percentage of Byrne funds.

### **Fiscal Report**

Chairman Sorosky then called on Ted Miller to provide the fiscal report. Mr. Miller referred members to his report in the mailing and noted that we are able to meet the goals and objectives set forth by the Office of Management and Budget and that we are doing our best to try to address the general revenue shortfall. He also noted that we have installed a new accounts receivable system and were able to collect past due bills. He thanked Jim Oas for getting this done.

### **Adoption of Byrne Strategy Priorities**

Chairman Sorosky called on Mary Milano to discuss the Byrne Strategy. Ms. Milano indicated that she would discuss the Budget Committee priorities and the development of the strategy. She noted the Authority is required to develop a four-year strategy for Byrne. She said that the strategy outlines the kind of programs we will fund and provides data and explanations of the need for those programs. She noted that the Research and Analysis Unit has worked extensively on the development of the data analysis section of the strategy. She reported that the six priority areas adopted by the Budget Committee are consistent with the priorities of the National Drug Control Strategy. The priorities, outlined in a memo at members' places, include: Support prevention programs that help youth recognize risks associated with violent crime and drug use and target youth to reduce the use of violence, illicit drugs, alcohol and tobacco products; support statewide programs that target prevention and early intervention for juveniles with particular emphasis on the principles of balanced and restorative justice; support programs that enhance treatment effectiveness, quality, and services so that those who need treatment can receive it; support research that identifies what works in drug treatment and the prevention of drug abuse, violent crime and its consequences; support programs that promote the efficiency and effectiveness of the criminal justice system; support efforts that implement an integrated justice system in Illinois that includes all components of the criminal justice system and includes every jurisdiction within the state.

Ms. Milano then referred to selected programs that would be funded using Byrne funds. She noted that we will be seeking to continue funding multi-jurisdictional drug task force efforts and other programs as well as fund programs regarding sex offender management, BARJ initiatives, and a DNA prosecution program.

Ms. Milano provided a brief summary of the public comments received. She said that we received comments indicating that parental responsibility for youth actions should be promoted. We also received comments seeking funding for specific initiatives to address the methamphetamine problem. In addition we received commentary from MEGs and task forces supporting and encouraging funding of those activities. Finally, she said that we received commentary from the Cook County Public Defender, which analyzed our priorities, suggested various needs of that office, and sought to assure balance and evenhandedness in funding decisions.

Ms. Milano also referred to a letter at members' places regarding the Tyler's Justice Center requesting consideration for funding. Ms. Milano noted that that center received a one-time grant through lapsing funds in the past and that it was previously made clear to them that they should not expect future funds.

Chief Bradford made a motion, seconded by State's Attorney Mudge, to adopt the Byrne priorities as identified by Ms. Milano. (The motion was subsequently withdrawn after the following discussion regarding adding a 7<sup>th</sup> priority.)

Mr. Piland raised a concern that the priorities do not reflect the priority to interdict, intervene, and disrupt drug use and sales. He said that it appears that the MEG's, task forces, and law enforcement struggles to address the drug problem are being ignored. Director Walker also expressed a similar concern that law enforcement is not addressed in the priorities. Director Levin responded that it would be appropriate to add that priority. She indicated that the priority could reference the Authority's continued support of multi-jurisdictional drug task forces and the disruption of the drug trade. Chief Bradford noted that at the Budget Committee meeting there was an exhaustive conversation and discussion about the methamphetamine problem. It was presented in a research report and was a top priority of the Budget Committee. He indicated that the subject of multi-jurisdictional task forces was addressed under the priority of supporting programs that promote the efficiency and effectiveness of the criminal justice system. He also said that he supports Mr. Piland's suggestions to clarify the priorities, but people should not get the impression that the Authority is not interested in multi-jurisdictional task forces.

*{Chairman Sorosky made a motion, seconded by Ms. Mandeltort, to approve the six priorities identified by Ms. Milano and the seventh priority identified by Mr. Piland. The motion was adopted by unanimous voice vote.}*

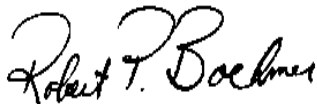
Director Goetten then asked for a breakdown of the percentage of Byrne funds allocated toward prevention, treatment, law enforcement, and prosecution. Ms. Milano indicated that staff would provide that to members.

### **New Business**

Ms. Josh noted that she recently received expungement information put together by the Office of the State Appellate Defender. She complimented Director Gottfried and his staff on the excellent information packets. Chairman Sorosky noted that the remaining Authority meetings for this year are scheduled for June 4<sup>th</sup>, September 3<sup>rd</sup> and December 3<sup>rd</sup>. Ms. Engel requested that the meeting date for September be changed so that it is not on the Labor Day weekend.

*{Upon a motion by Mr. Toscas, second by Ms. Josh and adopted by unanimous voice vote, Chairman Sorosky adjourned the meeting.}*

Respectfully Submitted,



Robert P. Boehmer  
Secretary and General Counsel



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# Memorandum

**To:** Authority Members

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

**Date:** May 14, 2004

**Re:** Office of General Counsel Report – June 4, 2004 Authority Meeting

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This memorandum highlights the work performed by the Office of General Counsel from February 17, 2004 through May 14, 2004:

## Document Reviews

- Over 535 preliminary and final reviews of contracts, grant agreements, amendments, grantee subcontracts, requests for proposals and publications.
- Reviewed Authority publications, including the *Illinois Motor Vehicle Theft Prevention Council Annual Report*, the *Illinois Integrated Justice Information System Implementation Board Annual Report*, and *Driving Under the Influence: DUI laws and enforcement in Illinois and the United States*.
- Prepared and reviewed other miscellaneous Authority contracts and documents, including federal grant awards. Reviewed applications for Project Safe Neighborhoods (both Central and Northern Illinois), JAIBG, ADAA and NCHIP, and a discretionary grant application to NIJ. Developed boilerplate agreements for NFSIA, ADAA Equipment Grants, LLEBG, PSN, NCHIP and VOI-TIS. Developed and reviewed five Research and Analysis Unit Evaluation Contracts.
- Reviewed IRB application for the Study of Unofficial Sources of CHRI; Reviewed IRB application and privacy certificate for the Evaluation of the Illinois Department of Corrections' Sheridan Correctional Center Therapeutic Community Program.

### **Meetings**

- Attended two Illinois Association of Chiefs of Police Legislative Committee Meetings.
- Attended National Criminal Justice Board of Directors meeting and Executive Board meeting.
- Attended two IIJIS Homeland Security Committee meetings.
- Convened meeting of the IIJIS Privacy Committee. The meeting focused on criminal history record information.
- Met with several members of the Privacy Committee to discuss their perspectives on criminal justice privacy issues. Meetings were held with members from the Illinois Association of Chiefs of Police, the Illinois Press Association, the Office of the Chief Judge of Cook County, the Illinois Coalition Against Sexual Assault, the Illinois Coalition Against Domestic Violence, John Marshall Law School, and Kent College of Law.
- Attended the Global Privacy and Information Quality Workgroup meeting to assist in developing a Privacy Sourcebook for policy makers.
- Attended the IIJIS Institute/NCJA “Roadmap for Information Sharing” training seminar in Chicago.
- Assisted in preparation for the Motor Vehicle Theft Prevention Council Grant Review Committee meeting.

### **Legislation/Rulemaking**

- Monitored the status of federal fiscal year 2005 Commerce, Justice, State, the Judiciary, and Related Agencies appropriation and the Department of Justice Reauthorization bill.
- Filed IIJIS Implementation Board rules with the Illinois Secretary of State.
- Monitored the introduction and status of bills in the General Assembly.
- Conducted analyses on bills that may affect federal sex offender registration compliance; collaborated with the Office of the Attorney General and the Illinois State Police on an amendment to SB 2607 to assure continued compliance with federal requirements.

**Other**

- Continued work on the analysis of privacy issues.
- Reviewed economic interest statements of staff required to file with the Illinois Secretary of State.
- Provided consultation with various staff members regarding interpretations of the new ethics laws.
- Provide assistance to the Research and Analysis Unit regarding activities to ensure compliance with the federal Deaths in Custody Reporting Act.
- Reviewed and drafted a memo regarding the Illinois State Police request to use criminal justice improvement set-aside funds to support the “Chicago Police Department & Illinois State Police I-CASE: Automated Incident & Criminal Case Reporting for Illinois” proposal.
- Conducted staff training on Cost Allowability Principles
- Developed new form to facilitate equipment transfers between grantees, and an IRB form for exempt research - currently under review.
- Assisted the National Criminal Justice Association in planning for the NCJA National Forum to be held in Chicago from August 9-11, 2004.
- Continued to provide legal consultation to Authority staff, and review various documents and mailings. Provided technical assistance for staff on grant-related and evaluation contract issues.

If you need additional information, please contact me.





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**MEMORANDUM**

**To:** Authority Members  
**From:** Ted Miller  
Fiscal Manager  
**Date:** May 17, 2004  
**Re:** Summary of Office of Fiscal Management Activities

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

**Reports**

The following reports were prepared and submitted by the OFM staff:

- FY04 3rd Quarter Accounts Receivable Reports.
- Quarterly Federal Financial Status Reports for direct and formula grant awards.
- Cost center reports for agency operations and federal grant cost centers.
- Monthly Variance Reports preparation and Analysis for the OMB.

**Accounts Receivable**

- New Accounts Receivable System is performing well and producing the expected results.
- Continued to follow-up on and reduce outstanding balances.

**Federal Grants**

- Conducted preliminary budget reviews of approximately 62 interagency agreements.
- Processed 109 contract obligation documents (\$11,261,473) and 268 vouchers (\$8,881,839) for federal grants to state and local governments and not-for-profit agencies.

**General Agency Obligation**

- Completed obligation, expenditure and cash reconciliations for six funds.
- Appropriations are in place for FY04 and we begun spending accordingly.

### **Agency Budget**

- The Authority has submitted the FY05 Budget and is awaiting the final appropriation bill.

### **Audit**

- Completed the Annual FCCIA Certification analysis of the internal controls of the Authority.



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# Memorandum

**To:** Authority Members  
**From:** Mary L. Milano  
**Date:** May 20, 2004  
**Re:** Federal and State Grants Unit Report – June 4, 2004 Authority Meeting

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The 24 staff assigned to the Federal and State Grants Unit (FSGU) performed the following activities during the period of February 1, 2004, to April 30, 2004.

## Grant Activities

During the reporting period FSGU staff monitored 371 grants, representing approximately \$124,731,396 in grant funds. Monitoring included the following:

- Reviewing (888) monthly or quarterly reports: (448) data and (440) fiscal;
- Initiating disbursement of funds requested by grantees;
- Conducting (over 90) site visits;
- Processing budget revisions and/or amendments to existing agreements;
- Reviewing requests for proposals (RFPs) drafted by grantees and proposed subcontracts between grantees and other service providers or vendors; and
- Providing technical assistance to grantees (approximately 2,100 times). This included telephonic, e-mail, and on site contacts with grantees that requested assistance regarding issues relating to their grant(s). Staff also received communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

During this reporting period, FSGU staff processed 136 new agreements (grants), representing \$9,045,305 in grant funds. 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 necessary changes and 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**

#### **Meetings**

During the reporting period, FSGU staff have planned for and/or staffed 8 meetings:

- Two Budget Committee meetings were held; one on February 24, 2004, and one on April 21, 2004.
- One Illinois Motor Vehicle Theft Prevention Council meeting on March 29, 2004.
- One Illinois Motor Vehicle Theft Prevention Council Grant Review Committee meeting on April 14, 2004.
- One Illinois Probation and Court Services Association (IPCSA) fall conference planning teleconference was held on February 17, 2004.
- One Juvenile Crime Enforcement Coalition meeting was held on March 10, 2004.
- One staff member hosted a monthly Illinois Balanced and Restorative Justice (IBARJI) teleconference on April 8, 2004.
- Staff hosted an IBARJI Balanced and Restorative Justice (BARJ)/Juvenile Justice conference planning committee meeting on April 29, 2004.

Meeting preparation often involves coordination with other Authority units such as Research and Analysis and the Office of Administrative Services, and often includes logistics coordination and production, assembly, and mailing of materials.

#### **Conferences**

- Two staff members attended an Illinois Probation and Court Services Association (IPCSA) Conference in Springfield in March.
- Two staff members attended a Violence Against Women Administrators' Conference on March 22 through 25.
- Two staff members attended an Office of Juvenile Justice and Delinquency Prevention (OJJDP) / Juvenile Accountability Incentive Block Grants (JAIBG) administrations' conference in February.

#### **Requests for Proposals (RFP)**

Staff received a total of 488 proposals in response to a Local Law Enforcement Block Grants (LLEBG) program RFP. Proposals were due on February 20, 2004. Sixty proposals, representing \$979,081 in LLEBG federal fiscal year 2004 grant funds, were selected for funding. The awards were presented at the April 21, 2004 Budget Committee meeting. Lapsing ADAA FFY01 funds will be used to augment the LLEBG FFY03 awards

so that approximately 80 other proposals received in the RFP process, but not included in the original 60 selected, will receive funding.

### **Federal Applications and Awards**

Applications were submitted for the following FFY04 federal programs:

- President's Family Justice Center Initiative (PFJCI) - February 5, 2004.
- Stop Violence Against Women Formula Grant Program (VAWA) - February 10, 2004.
- Rural Domestic Violence & Child Victimization Enforcement Grant Program (VAWA Rural) - February 3, 2004. A budget revision for VAWA Rural FFY04 was also submitted – April 28, 2004.
- Victims of Crime Act (VOCA) - February 17, 2004
- Juvenile Accountability Block Grant (JABG) - March 31, 2004. \*
- Edward Byrne Memorial State & Local Assistance Formula Grant Program / Anti-Drug Abuse Act (ADAA) - April 14, 2004. \*
- National Criminal History Improvement Program (NCHIP) - April 28, 2004.

\* Per application requirements, a plan or strategy was also submitted.

### **Training Sessions Attended**

- Staff attended a JumpStart Training program presented by the American Prosecutors Training Institute for juvenile prosecutors on March 18 and 19, 2004. It was attended by 60 state's attorneys and assistant state's attorneys, with a working lunch presentation by Cook County State's Attorney Richard Devine and his staff about their use of Balanced and Restorative Justice (BARJ) in Cook County to improve juvenile justice practice and outcomes.
- One staff member attended an Illinois Department Of Corrections (IDOC) Winter Training Institute conference on March 8,9,10
- One staff member attended a training session focusing on sex offender management presented by the Administrative Office of Illinois Courts (AOIC) in Rolling Meadows, Illinois in March 2004.
- One staff member attended the AOIC's "Thinking for a Change" training session in Chicago in April 2004.
- One staff member attended a training session on performance measures conducted by the Office of Juvenile Justice and Delinquency Prevention in Phoenix, Arizona on February 26 and 27, 2004.
- One staff member attended a training session focusing on performance appraisal on March 30, 2004.
- One staff member attended a Microsoft Access training session on April 1, 2004.

- Two staff members attended training sessions focusing on child victims of sexual assault in March in Will Co. and Livingston Co.
- One staff member attended a training session on advocacy for minority women victims of domestic violence.
- Three staff members attended a VAWA Rural data reporting training session.

### **Training Sessions Conducted**

Motor Vehicle Theft Prevention Council staff conducted a training session in Peoria on April 1, 2004. 20 people attended the training session.

### **Other Activities**

- In support of the Authority's Strategic Plan, staff continues to prioritize projects and activities as well as develop strategies to best incorporate the Authority's Action Plan initiatives into unit operations.
- On an individual basis, staff members have continued to handle increased grant loads, as well as other responsibilities, pending the filling of vacant positions.
- Staff continually updates and upgrades Attachment A's, fact sheets (program/fund information sheets), funding charts, and other items on the Authority's Internet and Intranet sites.
- Staff is examining ways to improve the public's access via the Internet to information relating to programs that receive funds from the Authority and to information about the individual grantees. This is part of an on-going process aimed at making the Authority's activities more open and transparent to the general public.
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit as well as other state and local agencies, such as the Administrative Office of the Illinois Courts, jail-based mental health services, community-based transitional services for female offenders, and juvenile reporting centers to advance common goals and projects.
- Staff is working closely with Fiscal Management staff to close out the ADAA Federal Fiscal Years 1995 and 1996 and NCHIP Federal Fiscal Years 1995 through 1999.
- Staff continues to be involved in post-BARJ Summit activities, including the Illinois BARJ initiative.
- One staff member delivered a presentation titled, "Illinois Development of a Statewide Restorative Justice Initiative" at the American Probation and Parole Association conference in Reno, Nevada on February 9 through February 11, 2004.
- One staff member delivered a presentation about BARJ and the Juvenile Accountability Incentive Block Grants (JAIBG) program at the South Suburban Juvenile Officer's Association's monthly meeting on March 11, 2004.
- Staff was invited to participate in an OJJDP beta test of an on-line performance measures data collection instrument on March 22, 2004.

- One staff member participated in the Illinois Balanced and Restorative Justice Initiative (IBARJI) retreat on March 25 and 26, 2004.
- One staff member was interviewed on March 30, 2004, by University of Illinois, Chicago researchers regarding the BARJ saturation project in Cook County.
- One staff member participated in Judge Sophie Hall's (chief judge for Cook County administrative services) quarterly BARJ meeting on April 22, 2004.
- One staff member participated in a panel presentation to the Spring Conference of the Community Behavioral Health Care Association about the ReDeploy Illinois legislation.
- Staff is working with Information Systems Unit staff toward integrating and sharing data stored in the Grants Management Information System with other statewide data systems maintained by Central Management Services and the Illinois Technology Office.
- Staff worked with Research and Analysis Unit staff to complete and print the draft 4-year strategy submitted as part of the Byrne / ADA FFY04 application.



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# Memorandum

**To:** Authority Members

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

**Date:** May 17, 2004

**Re:** Research and Analysis Unit Report – June 4, 2004 Authority Meeting

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

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## I. ONGOING ACTIVITIES

### A. Publications

Since the last Authority meeting, R & A staff produced nine (9) publications:

- *The Compiler (Winter/Spring 2004):* The Festering Problem of Methamphetamine in Illinois;
- *Research Report and Program Evaluation Summary: Community Policing in Chicago, Year Ten: An Evaluation of Chicago's Alternative Policing Strategy;*
- *Research Report: The Little Village Gang Violence Reduction Project in Chicago;*
- *Research Report: An Impact Evaluation of Specialized Sex Offender Probation Programs in Coles, Vermilion and Madison Counties;*
- *Research Report: 2004 Summary of Drug Enforcement Activities Across Illinois' Metropolitan Enforcement Groups and Task Forces;*
- *Annual Report: ICJIA 2003 Annual Report;*
- *Annual Report: 2003 Annual Report of the Illinois Motor Vehicle Theft Prevention Council; and*
- *Research Bulletin: Driving Under the Influence: DUI Laws and Enforcement in Illinois and the U.S.*

### B. Office of Public Information

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The Office of Public Information (OPI) designs, edits and publishes the Authority's written materials, including: press releases; the agency's annual report; the agency's newsletter called, "The Compiler"; and other publications such as research reports, research bulletins, and evaluation summaries. OPI staff also respond to information and assistance requests from the public, the media, and others.

**ICJIA Annual Report.** Staff completed the Authority's annual report for 2003.

**The Compiler.** Staff completed the Winter/Spring 2004 issue of *The Compiler*, which focuses on Illinois' multijurisdictional drug task forces and their efforts at combating the proliferation of methamphetamine in the State.

**Press Releases.** OPI staff published one (1) press release since the last Authority meeting. The release, which is available on the Authority's website, is summarized below:

- March 10, 2004 - **Governor announces \$1.6 million to domestic violence programs**  
CHICAGO -- Governor Rod Blagojevich today announced that the Illinois Criminal Justice Information Authority (ICJIA) will provide more than \$1.6 million in federal funds to three counties for innovative programs that will enhance their response to domestic violence through law enforcement, prosecution, court, probation, and victim service efforts.

Three (3) other press releases have been drafted and are currently under review by the Governor's Office:

- the Authority's grant for the Chicago Police Department's Project Bridge;
- the Authority's ADAA grants for drug enforcement efforts; and
- the Authority's grants for state's attorney's offices efforts on domestic violence in underserved areas of the state.

OPI staff also edited and did layout work on several research bulletins. Staff also supported the Federal and State Grants Unit (FSGU) with editorial assistance on the Motor Vehicle Theft Prevention Council's annual report for 2003, a request for public input on the ADAA statewide strategy, and meeting materials for the Budget Committee.

## **B. Briefings/Presentations**

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

- Juvenile Crime Enforcement Coalition data reporting workgroup;
- Illinois Alcohol and Other Drug Abuse Professional Certification Association;
- Southern Illinois Criminal Justice Summit;
- Attorney General Madigan's Methamphetamine Healthcare Advisory Committee research working group;
- Illinois Motor Vehicle Theft Prevention Council and Grant Review Committee;
- Illinois Integrated Justice Information System (IIJIS) board, planning, technical, privacy and homeland security committees;
- Justice Research and Statistics Association's (JRSA) Executive committee;
- Crime Analysts of Illinois Association meetings;
- Illinois Juvenile Detention Alternatives Partners;
- Illinois Youth Court Association advisory board meeting;

- Governor's Ex-Offender Employability Committee meeting;
- University of Chicago's Incarceration Research Group;
- Advisory Group for the Illinois Department of Employment Security (IDES) Formerly Incarcerated Employment Study;
- Illinois Juvenile Justice Commission's Disproportionate Minority Confinement subcommittee.
- Illinois Association of Chiefs of Police, Terrorism Private Sector Subcommittee;
- Illinois Juvenile Detention Alternatives grant sites meeting; and,
- Illinois Juvenile Detention Alternatives partners meeting;

### **C. Criminal Justice Information Clearinghouse**

The Authority serves as a statewide clearinghouse for statistics and other information about the criminal justice system. During the third quarter (1/1/04- 3/31/04) of SFY04, R&A staff responded to 301 requests from people seeking information — an average of 100 requests per month. Most came from the general public (39 percent) and government agencies (27 percent). Other requests came from private agencies (15 percent), researchers (7 percent), students (7 percent), news media representatives (2 percent), prison inmates (1 percent), and legislators (1 percent). About 20 percent of the requests originated in Chicago. Thirty-eight percent originated in other parts of the state. All other requests for information were received from outside Illinois. R&A distributed 9,208 Authority publications during this period. *[TABLE 1 (attached) provides statistics for the latest state fiscal year quarter.]*

### **D. Web Site Development**

R&A staff also contribute toward the continued development of the Authority's Web site ([www.icjia.state.il.us](http://www.icjia.state.il.us)). The Authority's website has been nominated for an 'E-gov Pioneer Award' for excellence in a state, local, or federal website. The E-gov awards are sponsored by Federal Computer Week magazine (<http://www.e-gov.com>). We continue to expand the criminal justice data and information available on the site. A new "Just the Facts" feature has been added to the Data portion of the site which allows visitors to view, print, or download key criminal justice statistical trends. Visitors can view and print color graphs and maps of this information. The publications portion of the site has also been improved with publication type, topic and keyword searching capabilities. We also continue to actively gather user satisfaction information and other feedback "on-line." The site averaged over 1,400 daily user sessions during this period, and we now have 1,510 registered users of the Authority's email program (called "CJ Dispatch"), which automatically alerts Web site visitors to new information added to the site. Staff continue work on database applications and new software for the site which will allow visitors to download, display and graph data in a variety of formats. *[Table 2 (attached) presents website statistics for the latest state fiscal year quarter.]*

### **E. FSGU Support Efforts**

Upon request, R&A staff review and comment on proposed program narratives submitted by potential grantees to 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. Some staff accompany FSGU staff on grant monitoring site visits as well. *[Table 3 (attached) presents FSGU support statistics for the latest state fiscal year quarter.]*

## **F. Technical Assistance**

R & A staff are frequently called on to provide a variety of technical assistance on extra-agency research and evaluation, and program implementation projects. For example, since the last Authority meeting:

- Staff continued to provide limited assistance to several third-party research projects involving studies of individuals' criminal history records;
- Staff continue working with the Illinois Department of Correction's Going Home Program's Reentry Steering Committee;
- Staff provide research and statistical support to the IDOC Sheridan Program interagency oversight group and its subcommittees;
- Staff are participating on the advisory board for the Illinois Department of Employment Security's Formerly Incarcerated Employment Study;
- Staff are participating in a working group to advise the Harvard Injury Control Research Center and the Centers for Disease Control on the best way to report homicide data for practical use at the local level;
- Staff continue to collaborate with FSGU staff on the research, development and testing of alternative funding formulas for the allocation of federal monies to Illinois' multijurisdictional drug enforcement units;
- Staff continue to participate with and support the Illinois Attorney General's Methamphetamine Healthcare Advisory Committee's Research Working Group;
- Staff have joined an advisory committee for the Illinois Violent Death Reporting System (IVDRS), a joint project of the City of Chicago Mayor's Office, the city's Department of Public Health, the Illinois Department of Public Health, the Chicago Police Department, and the Cook County Medical Examiner's Office to develop better data regarding violent deaths in Illinois;
- Staff participated with the Redeploy Illinois advisory board and are chairing the group's subcommittee on research and evaluation;
- Staff participated in the first meeting of the Cook County Circuit Court Clerk's DUI Task Force;

- Staff are participating on the advisory board for the evaluation of the Domestic Violence Helpline, City of Chicago Mayor's Office on Domestic Violence;
- Staff participated in the Administrative Office of the Illinois Court's Implementing Effective Correctional Management of Offenders in the Community Kickoff Conference; and
- Staff participated in Mayor Daley's Mayoral Policy Caucus on Prisoner Reentry.

#### **G. Deaths in Custody Reporting**

The Deaths in Custody Reporting Act (P.L. 106-297, effective 10/13/2000) requires states to compile and report quarterly to the U.S. Department of Justice's Bureau of Justice Statistics (BJS) the number of deaths, and the circumstances surrounding the deaths, of persons in local jails, state prisons, juvenile correctional facilities, and law enforcement custody. Until recently, the information requested by BJS was limited to deaths in local jails, state prisons, and state juvenile facilities. Collection of DICRA information has now been expanded to include deaths that occur while a person is in police custody or in the process of arrest. Information on deaths that occur while a person is in police custody will supplement the annual data on prison inmate deaths that BJS already receives from the Illinois Department of Corrections as part of the National Prisoners Statistics Program and the National Corrections Reporting Program. In March 2004, the Research and Analysis Unit accepted the responsibility for the compilation and quarterly submission of information related to deaths that occur while in police custody or in the process of arrest, in part, due to the Authority's role as Illinois' administering agency for the Violent Offender Incarceration / Truth in Sentencing (VOI/TIS) federal grant program which requires States accepting VOI/TIS funds to participate in the Deaths in Custody reporting program. Beginning July 1, 2004, R&A staff will collect specific information requested by BJS for all deaths in Illinois that occur while the person is in police custody or in the process of arrest by local, county, and state law enforcement agencies regardless of cause of death. For reporting purposes, the "process of arrest" is defined to include:

- In the physical custody, or under the physical restraint, of law enforcement officers, even if the person was not formally under arrest;
- Any deaths that occur by natural causes, while in the physical custody, or under the physical restraint, of law enforcement officers, even if the person was not formally under arrest;
- Killed by any use of force by law enforcement officers prior to booking;
- At a crime/arrest scene or medical facility prior to booking;
- In transit to or from law enforcement facilities;
- Confined in lockups or booking centers (facilities from which arrestees are usually transferred within 72 hours and not held beyond arraignment).

In addition to the ongoing collection of information on deaths in police custody or in the process of arrest beginning July 1, 2004, staff have been instructed by BJS to conduct retrospective reporting of all deaths in Illinois that occurred while in police custody or in the process of arrest from January 1, 2003 through June 30, 2004. Staff are presently finalizing plans for both of these efforts.

## **II. CURRENT PROJECTS**

#### **A. DUI Trends and Issues**

This was a short term research project intended to describe significant statistical trends and issues related to driving while under the influence of drugs or alcohol. Data has been collected from a number of national, state and local sources, and analysis has been completed. The *Research Bulletin* was published in April 2004.

#### **C. Factors that Put Youth at Risk for Delinquency**

This is a short term research project intended to describe Illinois data on “risk factors” associated with juvenile delinquency. Data has been collated at the county and state levels on a number of recognized risk factors. Analysis will be initiated shortly. A Research Bulletin is planned for publication in 2004.

#### **D. Illinois Substance Abuse Monitoring Network**

R&A staff, in collaboration with the Department of Human Services’ Office on Alcoholism and Substance Abuse established an Illinois Substance Abuse Monitoring Network. This group functions as 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 group has met twice and the next meeting is being planned.

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

The unit’s Criminal History Record Information (CHRI) Audit Center is an ADA-funded in-house effort to continuously examine the accuracy, completeness and timeliness of this information, and to recommend strategies for its improvement.

**2004 CHRI Audit.** Staff have begun site visits and interviews at the sample of sheriff’s departments and state’s attorney’s office around the State. Requests for local agency records have been made and plans have been finalized for data collection to support the analysis of the timeliness of criminal history information. The final audit report is scheduled to be completed by December 31, 2004.

**McLean County Study.** In response to a request from the Authority’s Information Systems Committee relative to the Authority’s criminal justice information system integration efforts, staff completed a study of criminal history reporting in McLean County prior to and after county-wide system integration implementation. The final report was submitted to the Illinois State Police.

**CHRI Improvement Plan.** Staff continue to work with the CHRI Improvement Workgroup to develop and submit an updated CHRI Improvement Plan. The plan is necessary to meet funding requirements from the U.S. Department of Justice's Office of Justice Programs relative to national criminal history record improvement grant funding. The workgroup includes representatives from Illinois' local and state criminal justice agencies. Information flow documentation has been collected and staff are beginning to develop an improvement plan.

**Juvenile Criminal History Reporting Study.** Staff is analyzing the extent of reporting of juvenile arrest, charge, and disposition information mandated under 1998 reforms to the Illinois Juvenile Court Act. A final report will be completed by July 30, 2004.

#### **F. Chicago Homicide Dataset Update Project**

The R&A 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 is completing an effort to update the dataset with information for the years 1997 through 2000, and will soon begin collecting 2001 data. A variety of research products from this dataset have been developed and an archive version for use by other researchers has been submitted to the University of Michigan's National Criminal Justice Data Archive. Staff also continues to collaborate on various third-party projects involving use of the Chicago Homicide Dataset. Current collaborations include:

- Child homicide victims in Chicago (Kim Vogt, University of Wisconsin)
- An evaluation of arson-associated homicide in Chicago (Dallas Drake)
- Couple age discrepancy and risk of intimate partner homicide (Todd Shackelford, Florida Atlantic University)

#### **G. Statewide Crime Victimization Survey**

Growing out of recommendations in the *State Criminal Justice Plan*, staff initiated 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. A final report of this effort has been drafted and is undergoing staff review.

#### **H. Program Evaluation and Research Projects**

The R&A Unit pursues an aggressive program evaluation and research agenda through an in-house ADAA-funded grant program. Current/ongoing evaluation and research efforts supported by the Authority include the following:

##### **1. Evaluation of the Jackson County School-Based Probation Program**

Staff from the Center for the Study of Crime, Delinquency and Corrections at Southern Illinois University at Carbondale began the evaluation of this probation project in April. A

preliminary meeting with project staff, the Authority and the evaluation team has taken place and the evaluators are working toward the design of instruments, data collection efforts and interviews with staff. A final report is due September 30, 2004.

**2. Evaluation of Moral Reconciliation Therapy in the Franklin/Jefferson County Evening Reporting Center Program**

Staff from the Public Administration and Policy Analysis Department at Southern Illinois University at Edwardsville began the evaluation of this probation project in April. After a preliminary meeting with project staff and the Authority, the evaluation team has begun to create and review project databases. The evaluators are also working toward a documentary review of the project, refinement of outcome measures and the identification of a comparison group. A final report is due September 30, 2004.

**3. 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 and is focusing on the outcome differences between the program participants and a comparison group. A final report is due shortly.

**4. Study of Disproportionate Incarceration of Minorities for Drug Crimes**

This project is a collaboration between the Authority and Loyola University Chicago, The John Howard Association and TASC, Inc. The study is examining the impact of sentencing laws and practices on the minority community, particularly in response to convictions for drug related crimes. Research bulletins planned include reports on national trends, drug law changes, the nature of addiction and treatment, the Illinois perspective on minority incarceration and policy recommendations. The first report in the series, dealing with the national perspective on the issue, has been published. The second report, describing significant changes in state and federal statutes, has been submitted and is undergoing staff review.

**5. 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 is being conducted. The study is largely qualitative, examining how gang & non-gang offenders go about reintegrating into their communities of origin. A final report on the study is due August 30, 2004.

**6. Community Mobilization: Best Practices and Lessons Learned**

This project involves the development of a series of four research briefs on different aspects of the Attorney General's Gang Crime Prevention Center Community Mobilization Program. The first of four research briefs is available on the topic of resident decision making versus representativeness in the community. The remaining report topics include the evolution of

program implementation, resident involvement/coalition building and integration into the surrounding community. These reports are currently undergoing staff review.

## **7. CAPS at Ten**

Northwestern University has completed the last phase of the comprehensive multi-year assessment of the Chicago Police Department's community policing program. The final report and a summary of the evaluation are now available. Since 1993, the evaluation has surveyed over 48,500 resident and 13,600 police officers. In addition, over 1,000 in-depth personal interviews of police and residents were conducted over the course of the study. Observers attended 1,079 beat meetings, and data on more than 8 millions crime reports and 37 million 911 call records were collected and used for the study. The evaluation found that the department performed especially well in the areas of agency partnerships and reorganization. The department was able to implement a large-scale community policing effect within a major city and during times of dynamic change. While the evaluation noted that efforts in the area of public involvement were fairly successful, there were a number of improvements that should still be made in the area of problem-solving. The study noted that refocusing on problem-solving could provide an opportunity to re-engage the community in the active partnership promised by CAPS.

## **8. Returning Home-Illinois Research Project**

This project was carried out by The Urban Institute. It involved the development of two reports: *A Portrait of Prisoner Reentry in Illinois*, and a research brief entitled, *Illinois Prisoners' Reflections on Returning Home*. The publications are available on the Urban Institute's website ([www.ui.urban.org](http://www.ui.urban.org)).

## **9. Returning Home: Understanding the Challenges of Prisoner Reentry in Illinois.**

This project will be carried out by The Urban Institute. It will involve development of a policy briefing synthesizing findings from four waves of prisoner interviews, interviews with family members, focus groups with residents, and interviews with stakeholders to present the first systematic understanding of the process of prisoner reentry and the specific issues and challenges associated with reentry in Chicago. The report will be due in April 2005.

## **10. Illinois Going Home Program Evaluation**

An implementation and preliminary impact evaluation of the Illinois Going Home Program is currently being conducted by the University of Chicago. The program is a major offender reentry effort funded through a partnership of contributing federal agencies and in concert with a number of Chicago-area government, community and faith-based organizations. The evaluation will determine if the program was implemented as designed, how it worked in the field and the effectiveness of the program. Evaluators are currently creating a database on returning ex-offenders, and are developing an impact study to measure the programs effectiveness in the areas of offender employability and recidivism.

## **11. Circuit Court of Cook County, Department of Social Service, Domestic**



### **Violence Intervention Program**

This project is being conducted by University of Illinois at Chicago under the direction of Larry Bennet and the West Side Domestic Abuse Project (WSDAP) in collaboration with the Social Service Department of the Circuit Court of Cook County. In 1999, UIC and WSDAP developed an assessment tool for batterers aimed to increase the safety of victims and improve the ability of staff to identify men who are at high risk and intervene to reduce their risk by assertive case management. This project will use existing Cook County PROMIS data and supplemental data collected from case records on men participating in the Domestic Violence Intervention Program. Researchers will be able to collect longitudinal data on predictors of attrition and outcomes for men who batter that can be used by policy makers and staff to improve intervention services. Researchers will also be able to contribute important information to the larger criminal justice and violence against women communities about the effectiveness of justice-based intervention with batterers. Researchers are now examining data on nearly 11,000 male domestic violence clients. A final report on this project is due on October 31, 2004.

#### **12. An Evaluation of the Chicago Police Department's CLEAR Initiative – Phase II**

The continued evaluation of CLEAR, the Citizen and Law Enforcement Analysis and Reporting project, is scheduled to continue with a grant to the University of Illinois at Chicago. CLEAR is a major initiative of the Chicago Police Department to integrate information systems and processes within the department. The continued evaluation will focus on the efforts aimed at the introduction of high-priority applications, and the resources and processes needed to develop and implement the major components of CLEAR. A full report will be available in December 2004.

#### **13. An Evaluation of Bloom Township's Neighborhood Restorative Justice Mediation Program**

The Neighborhood Restorative Justice Mediation Program (NRJMP) is a volunteer-based, victim-offender mediation program. The purpose of the NRJMP is to utilize the Balanced and Restorative Justice approach in response to juvenile crime and provide an alternative to formal prosecution for first time juvenile offenders. The NRJMP brings victims and offenders together in a neutral setting with the goal being to develop a plan for repairing harm done to the victim that both the offender and victim can agree upon. Operating since 2000 in the 6<sup>th</sup> Municipal Court District of Cook County, the NRJMP expanded into the 5<sup>th</sup> Municipal Court District in the Spring of 2001, the 2<sup>nd</sup> and 3<sup>rd</sup> Municipal Districts in the Fall-Winter of 2001, and the 4<sup>th</sup> Municipal District in early 2003. The manner in which this program has evolved provides an opportunity for researchers to conduct meaningful process evaluations of the program in the 6<sup>th</sup>, 5<sup>th</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> districts and an impact evaluation of the NRJMP as it functions in the 6<sup>th</sup> district. A request for proposals has been under development with the expectation that the evaluation could begin in 2004.

#### **14. Analysis of Datasets Maintained/Available Through the Authority**

R&A staff have collaborated with external researchers on two projects that will focus on the analysis of InfoNet data. InfoNet is a database that maintains information from victim service providers and agencies:

- The first project, under the direction of Loyola University's Dr. Susan Grossman and Dr. Marta Lundy, will focus on the analysis of sexual abuse data and will provide much needed information on those that seek help and services for sexual assault in Illinois. The research questions will focus on the adult survivors and victims of sexual assault and abuse and will detail the following: basic demographics and income sources, relationship between the client and abuser, characteristics of the abuser, issues and circumstances of the abuse/assault, special needs, referral sources, experience with medical services, intensity and duration of support and social services, and legal actions taken in response to the abuse/assault. In addition, this project will generate a template for victim service centers to use so that they can complete a center-level analysis based on the study's statewide and regional analyses.
- An additional project under the direction of Dr. Karla Fischer will focus on information on those that seek help for domestic violence in Illinois. The study will include a profile of victims, offenders and children, and the types of services they seek and ultimately receive. The profiles will be generated on three levels—the individual service providing agencies, communities and the state. The findings will aid in identifying underserved populations and unmet social service needs in the area of domestic violence services.

Also, a Request for Proposals (RFP) is currently being developed to seek proposals for the analysis of other datasets currently available through the Authority. These small-scale projects will seek to answer a variety of research questions on offender reentry data, corrections data, victimization data, and domestic violence and victim services data. The RFP is scheduled to be released this Spring.

### **15. Safe Haven Domestic Violence Program Evaluation Project**

Staff are currently evaluating the Chicago Safe Havens demonstration site, a project funded under the Supervised Visitation and Safe Exchange Grant Program. The Safe Havens Program was established by the Violence Against Women Act of 2000 to provide an opportunity for communities to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. The project enables custodial parents to drop off their children for court ordered visits and exchanges, without having to face the non-custodial parent. The visit with the non-custodial parent takes place at a visitation center, with social service staff observing and monitoring the visit. The purpose of the supervised visitation program is to enable custodial parents to comply with court ordered visitation, without having to fear that they or their children will be re-victimized. ICJIA research staff will serve as local evaluators for the demonstration initiative.

### **16. Criminal Justice Agencies Needs Assessment Survey Project**

A Request for Proposals (RFP) will be released in 2004 seeking proposals to conduct a criminal justice needs assessment in Illinois. The primary purpose of this study is to supply information that will demonstrate the needs of criminal justice organizations, and identify areas that need improvement. The information will also be used to guide decision-making regarding where to best allocate resources. A secondary purpose of this study is to provide

information that outlines if, and how, the needs of criminal justice organizations have changed over time by comparing the data collected as part of this study to the results of a needs assessment survey conducted in 1996. Major components of the criminal justice system will be surveyed on topics such as workload demands, training needs, staff retention, information systems and programming.

### **17. Chicago Public School Peer Jury Program Evaluation Project**

An evaluation will be initiated this spring that focuses on the Chicago Public School's Peer Jury Program and its operation and development during the 2003/2004 school year. The study will focus on three schools that implemented the program, but will also involve the collection of some general descriptive data pertaining to the program as a whole. The evaluation will assist program practitioners and technical support staff in improving the program, and assist Chicago Public School's administrative staff in making future decisions regarding the program. In addition, the study will contribute to bodies of research examining restorative justice and programming for minors. As the result of a request for proposals process, Florida Atlantic University was selected as the evaluator for this project and staff are in the process of finalizing the contract for this effort.

### **18. Evaluation of IDOC's Sheridan Correctional Center Therapeutic Community Program**

Research and Analysis staff are participating in the development and evaluation of the recently opened Sheridan Correctional Center. Open since January, Sheridan operates as a fully dedicated therapeutic community for inmates in need of substance abuse treatment. Sheridan will provide all participants access to a wide array of services, including substance abuse treatment, education and vocational programming. The program will also prepare inmates for release into the community and provide access to services and support following their release. In addition to Authority staff, a number of organizations assisted in the development of Sheridan, including treatment agencies, governmental agencies, community organizations, national experts and inmates. The prison will operate at a capacity of 1,300 inmates and include males that are projected to serve between 6 and 30 months, be eligible for placement in a medium security facility and be in need of substance abuse treatment. Sheridan is the largest treatment prison in the county. The evaluation of Sheridan will be a collaborative effort between the Authority and the Illinois Department of Corrections, and will be guided by an Evaluation Advisory Committee. The process and impact evaluation will involve extensive quantitative data collection and qualitative information from focus groups and interviews with staff and participants. The evaluation will seek to measure changes in participant attitudes, beliefs and psychological functioning, in addition to participants' preparedness for release. The study will also examine the extent and nature of institutional violations and measures of recidivism after release. Employment and access to services will also be studied.

### **19. The Impact of Methamphetamine on Illinois Communities: An Ethnography**

This project will be carried by Dr. Ralph Weisheit of Illinois State University. It will involve site visits and interviews to examine the effects of methamphetamine in Edgar and Clark

counties. The study will address several research questions: What is the impact of methamphetamine on rural communities?; What resources in rural communities can be brought to bear on the problem of methamphetamine?; and, What additional resources might facilitate an effective response to the problem? A final report on the research will be due in November 2004.

## **I. Externally-Funded Research and Evaluation Projects**

R&A staff have been successful in the pursuit of external discretionary grants to support research and evaluation efforts. Several current projects are or were supported by such grants:

### **1. NIJ Chicago Women's Health Risk Study (CWHRS) Follow-Up**

The Chicago Women's Health Risk Project is a continuing collaboration of Chicago medical, public health, and criminal justice agencies, and domestic violence experts to identify factors that indicate a significant danger of life-threatening injury or death in situations of intimate partner violence. Collaborating agencies include the Chicago Department of Public Health, Erie Family Health Center, Cook County Hospital, Chicago Mayor's Office on Domestic Violence, Cook County Medical Examiner's Office, Chicago Police Department and the Authority. Project research included detailed interviews with abused women sampled as they entered a hospital, clinic, or health center for treatment, as well as interviews with people who knew victims of intimate partner homicide. By comparing data on abused women with similar data on people who have been killed by an intimate partner, the project helps agencies develop collaborative ways to identify and respond to potentially life-threatening intimate violence situations. A follow-up study looked at the effects of community capacity to determine whether the violence stopped or declined in the abused women's neighborhoods. The research provides vital information to beat officers, clinical staff, and other decision-makers in the field. The Chicago Women's Health Risk Project was supported with grants from the National Institute of Justice, the Authority, and other agencies. A number of reports, journal articles and other publications have been developed from the research. Staff continues to be solicited for presentations and briefings on the research and project tools, and data continue to be requested for use by other researchers. Most recently, Carolyn Rebecca Block was asked to present relevant findings as part of in-service training efforts in the Chicago Police Department. Current collaborations on reports from CWHRS include:

- *Risk Factors for Latina Women*. Eva Hernandez and Sara Naureckas.
- *Intimate Partner Violence and Miscarriage*. Gregory Laskin, Leslie Morland, and M.J. Friedman.
- *Social Support Network and Abuse*. UIC Ph.D. Dissertation, Perla Ilagan.
- *Seeking Help From the Criminal Justice System: Battered Women's Decisions and Experiences*. Kim Davies and Jacquelyn Campbell.
- *Domestic Violence Help Seeking: Implications for Intervention*. Michelle Fugate, Leslie Landis, Kim Riodan, Sara Naureckas and Barbara Engel.
- *Female Perpetrated Femicide and Attempted Femicide*. Nancy Glass, Jane Koziol McLain and Jacquelyn Campbell.
- *Ethnic Differences in Intimate Partner Violence and PTSD*. Gregory Laskin and Jacquelyn Campbell.

- *Spouse Abuse Against Older Women*. Yvonne Ulrich and Jacquelyn Campbell.

Staff also continues to operate The CWHRS Forum, a listserv focused on research and policy issues related to the risk of intimate partner homicide. It allows members to easily share information and technical assistance.

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

This project is funded by the Illinois Juvenile Justice Commission (IJJC) utilizing U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds. It is a study of disproportionate minority representation among juveniles in the Cook County Juvenile Justice System. Staff has completed the 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 collected 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 final report was approved by the Commission and added to the Authority's website. A *Research Bulletin* drawing from these findings is also planned.

## **3. JRSA Detention Screening and Detainment Practices in Illinois Study**

This project is funded through a grant from the Justice Research and Statistics Association. The grant funds a study of the validity, reliability and equity of scoreable screening instruments being used in Illinois in connection with juvenile detention decisions. The project involves a collaboration with the Administrative Office of the Illinois Courts, local probation departments, and others. A final report on the study has been drafted and is undergoing internal and external review. It is due to JRSA on May 31, 2004.

### **III. GRANT PROPOSALS**

R&A staff routinely pursue discretionary grants to support data collection, research, and evaluation activities. Frequently these projects involve collaborations with universities and/or other criminal justice agencies.

1. *Awarded* – Staff has been awarded a \$68,000 grant from the Illinois Juvenile Justice Commission through the Illinois Department of Human Services to produce a data report on the use of juvenile detention in Illinois.
2. *Submitted* – Staff collaborated with Dr. Kimberly A. Vogt of the University of Wisconsin on an application to the National Institute of Justice for a grant to support a study of homicides of infants and toddlers.
3. *Under development* - Staff will partner with INFONET staff and the Illinois Coalition Against Sexual Assault on a proposal for the U.S. Department of Justice, Bureau of Justice Statistics to document the profile of Illinois sexual assault victims and their offenders, and to assess the outcome of sexual assault cases in Illinois. We hope to submit the proposal in December 2003.

4. *Under development* – Staff is consulting with JRSA on the submission of study proposals to the National Institute on Drug Abuse (NIDA) that may involve several other states in an examination of the impact of methamphetamine abuse on local criminal justice systems.

#### **IV. ONGOING STAFF DEVELOPMENT/TRAINING**

- Staff continues to conduct and/or take part in 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, multivariate statistical analysis, basic SPSS use, data availability in criminal justice, among other topics; and (e) human subject research issues/concerns and practices.
- Several R&A staff persons are actively pursuing advanced academic degrees in graduate programs and post-graduate programs. Some staff also serve as adjunct faculty in criminal justice and other social science programs.

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

GFR:r

Cc: Lori G. Levin  
Robert P. Boehmer  
R&A Supervisory Staff

**TABLE 1. Information Request Handling Statistics**

ITEM	FIRST QUARTER 7/1-9/30/2003	SECOND QUARTER 10/1-12/31/2003	THIRD QUARTER 1/1-3/31/2004	FOURTH QUARTER 4/1-6/30/2004	FISCAL YEAR TO DATE
<b>Information requests handled:</b>	320	308	301		929
<b>Monthly average number of requests:</b>	107	103	100		103
<b>Pct of requests completed within two days:</b>	85%	90%	81%		85%
<b>Geographic Origin of requesters:</b>					
Chicago metropolitan area	26%	23%	20%		23%
Other region of Illinois	48%	39%	38%		42%
U.S. other than Illinois	18%	22%	15%		18%
Outside the U.S.	2%	2%	1%		2%
Unknown	8%	14%	26%		16%
<b>Type of requester:</b>					
Government agency	43%	31%	27%		34%
Private citizen	24%	32%	39%		32%
Private agency	18%	16%	15%		16%
Researcher	7%	11%	7%		8%
Student	5%	7%	7%		6%
Media	2%	3%	2%		2%
Legislators	<1%	0%	1%		1%
Inmates	1%	1%	1%		1%
Unknown	-	-	-		-
<b>Method of request:</b>					
Telephone/fax	45%	36%	39%		40%
Mail	3%	5%	2%		3%
Email/Internet	26%	34%	49%		36%
In-person	1%	6%	1%		3%
ICJIA Web site	24%	17%	9%		17%
<b>Publications disseminated:</b>					
Mailed in response to requests	44,287	11,332	9,208		64,827
Downloaded from Web Site	35,718	49,422	45,255		130,395
Total	80,005	60,754	54,463		195,222

**TABLE 2. Web Site Traffic Report**

	FIRST QUARTER 7/1-9/30/03	SECOND QUARTER 10/1-12/31/2003	THIRD QUARTER 1/1-3/31/2004	FOURTH QUARTER 4/1-6/30/2004	FISCAL YEAR TO DATE
<b>Hits for Home Page</b>	1,111,871	1,230,829	1,632,944		3,975,644
<b>Number of User Sessions</b>	92,412	107,135	129,709		329,256
<b>Average Hits Per Day</b>	12,087	13,377	17,941		14,468
<b>Average User Sessions Per Day</b>	1,005	1,165	1,424		1,198
<b>Average Use Session Length (minutes)</b>	14	15	13		14
<b>Unique Visitors</b>	46,598	61,157	76,460		107,755
<b>Visitors Who Visited Once</b>	39,138	51,597	64,688		90,735
<b>Visitors Who Visited More Than Once</b>	7,460	9,560	11,772		17,020
<b>Persons Registered for CJ Dispatch</b> (Email notification of updates)	1,343	1,410	1,493		1,510

**TABLE 3. FSGU Support Requested: Statistics**

Activities Requested by Federal and State Grants Unit	PROGRAM	FIRST QUARTER 7/1-9/30/03			SECOND QUARTER 10/1-12/31/2003			THIRD QUARTER 1/1-3/31/2004			FOURTH QUARTER 4/1-6/30/2004			FISCAL YEAR TO DATE		
		REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING
<b>PROGRAM NARRATIVE REVIEW</b>	ADAA	19	19	0	13	13	0	-	-	-				32	32	0
	JAIBG	-	-	-	-	-	-	-	-	-				0	0	0
	VOCA/VAWA	-	-	-	2	2	0	7	7	0				9	9	0
	MVTPC	-	-	-	-	-	-	-	-	-				0	0	0
	Other	-	-	-	-	-	-	-	-	-				0	0	0
	<b>Total</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>0</b>				<b>41</b>	<b>41</b>	<b>0</b>
<b>DATA REPORT DEVELOPMENT</b>	ADAA	5	5	0	10	7	3	6	6	0				21	18	3
	JAIBG	-	-	-	-	-	-	-	-	-				0	0	0
	VOCA/VAWA	-	-	-	3	3	0	11	11	0				14	14	0
	MVTPC	-	-	-	-	-	-	-	-	-				0	0	0
	Other	-	-	-	-	-	-	-	-	-				0	0	0
	<b>Total</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>13</b>	<b>10</b>	<b>3</b>	<b>17</b>	<b>17</b>	<b>0</b>				<b>35</b>	<b>32</b>	<b>3</b>
<b>DATA REPORT ENTRY (Number of projects for which monthly/quarterly data reports were computerized)</b>	ADAA	78	78	0	78	78	0	79	79	0				235	235	0
	JAIBG	14	14	0	-	-	-	-	-	-				14	14	0
	VOCA/VAWA	Not applicable			Not applicable			Not applicable						-	-	-
	MVTPC	7	7	0	7	7	0	7	7	0				21	21	0
	Other: MEG/TF	21	21	0	20	20	-	20	20	-				61	61	0
	<b>Total</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>105</b>	<b>105</b>	<b>0</b>	<b>106</b>	<b>106</b>	<b>0</b>				<b>331</b>	<b>331</b>	<b>0</b>
<b>PROJECT STATUS REPORT (Number of assessments completed)</b>	ADAA	-	-	-	4	4	0	-	-	-				4	4	0
	JAIBG	-	-	-	-	-	-	-	-	-				0	0	0
	VOCA/VAWA	-	-	-	1	1	0	-	-	-				1	1	0
	MVTPC	-	-	-	-	-	-	-	-	-				0	0	0
	Other	-	-	-	-	-	-	-	-	-				0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>5</b>	<b>5</b>	<b>0</b>
<b>PROGRAM PROFILE (Number of profiles)</b>	ADAA	-	-	-	-	-	-	-	-	-				0	0	0
	JAIBG	-	-	-	-	-	-	-	-	-				0	0	0
	VOCA/VAWA	9	9	0	1	1	0	-	-	-				10	10	0
	MVTPC	-	-	-	-	-	-	-	-	-				0	0	0
	Other	-	-	-	-	-	-	-	-	-				0	0	0
	<b>Total</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>10</b>	<b>10</b>	<b>0</b>





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**MEMORANDUM**

**To:** Authority Members

**From:** Mark Myrent  
IJIS Project Manager

**Date:** May 20, 2004

**Re:** Summary of Illinois Integrated Justice Information System (IJIS) Project

---

Since the last Authority meeting, the following progress has been made on the Illinois Integrated Justice Information Systems (IJIS) Project:

- The 2004 Illinois Integrated Justice Information System Annual Report was submitted to the Illinois General Assembly on April 1<sup>st</sup>, as scheduled. The report summarized the progress of IJIS during the past year, including the activities under each of the four IJIS committees. It also described various justice integration activities that are underway across the state.
- The IJIS Executive Steering Committee met on March 8<sup>th</sup> to discuss the Implementation Board's recommendation that staff employ the technical assistance services of the IJIS Institute (a private-public sector collaboration funded by the Department of Justice that provides free technical assistance to state integration efforts) before proceeding with additional planning relative to a portal initiative and an ICLEAR model interface. They recommended that, in addition to technical advice on various implementation options, the consultants also meet with each of the committee chairs, and review the overall scope of the project.
- The IJIS Technical Committee met on May 20<sup>th</sup> to begin the process of adopting standards for interagency exchanges of justice information. Committee members began to identify categories of standards (e.g., data formats, communications, and security) that are needed for common justice data exchanges previously documented in the IJIS Strategic Plan. These exchanges consist primarily of those used by justice decision-makers in accessing offender record information, and those that are part of conventional intra-county workflow exchanges that proceed from the point of arrest to

agencies at subsequent stages of offender processing (prosecution, bond/detention, adjudication, corrections, etc.). A work group has been formed to begin inventorying those standards that are already actively in use and are endorsed by criminal justice oversight groups, standards-setting organizations, or are simply industry-accepted standards.

- The IIJIS Planning and Policy Committee created a Homeland Security Workgroup that met on March 15<sup>th</sup>, April 12<sup>th</sup> and 26<sup>th</sup>, and May 10<sup>th</sup> to begin development of a “Concept of Operations” for an Illinois Homeland Security Scenario. The purpose of this document is to establish the parameters for a vision of future information sharing practices to enhance homeland security amounts of information. The process began with a discussion of possible terrorist incident types that would require various prevention and intervention exchanges of voice and data communications. The next steps in the process involve a thorough examination of each of the national, state, and local data systems and networks in place for the exchange of incident and intelligence information needed for such responses.
- The IIJIS Outreach Committee met on April 20<sup>th</sup> and produced final draft versions of an electronic newsletter, a letter that informs potential “champions” of the role they can play in supporting IIJIS initiatives, as well as a computerized media presentation to inform justice practitioners of the underlying philosophy of justice integration, and the goals and objectives of its various projects.
- The IIJIS Funding Committee met on April 13<sup>th</sup> and May 17<sup>th</sup>, and began identifying both public and private sources of financing for Illinois integration activities, and reviewing fundable integration implementation projects. They also created a statement of purpose to help frame the committee’s objectives insofar as disseminating funding information to state and county integration projects, and assisting IIJIS committees in determining their projected operational costs.
- IIJIS board members as well as IIJIS staff from the Authority and the Illinois State Police attended the SEARCH Symposium on Integrated Justice on March 21-24 in Washington, DC, and received information on the latest information, tools, and techniques needed for justice integration, including sessions on standards development, governance, and enterprise architecture. IIJIS Board Chair Lori Levin and IIJIS staff also attended a seminar, “Roadmap for Information Sharing,” sponsored by the IJIS Institute and the National Criminal Justice Association in Chicago on May 4-6. Participants received information on emerging technologies in the justice integration arena.



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# Memorandum

**To:** Authority Members  
**From:** Hank Anthony  
**Date:** June 1, 2004  
**Re:** Office of Administrative Services (OAS) Report

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The Office of Administrative Services continues to support the day-to-day operations of the Authority with: meeting/conference support (in and out of Authority space), travel arrangements (in-state and out-of-state travel), mail and supply operations, receptionist duties, security monitoring, vehicle maintenance and support, oversight of all telecommunications operations and requirements, oversight and processing of all procurements, establishing contracts for and oversight for the maintenance of all Authority equipment, database management, and resolution of office space concerns.

In keeping with the Governor's Executive Order #2, we conducted a study of vehicle usage by the Authority staff. Based on this study, we will turn in two vehicles to Central Management Services before the end of this Fiscal Year. This will reduce costs in: operation-of-auto, parking lease and insurance. After turn-in the Authority will have ten vehicles remaining.



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# Memorandum

**To:** Authority Members  
**From:** Rose Ann Rossi  
Associate Director, IT Unit  
**Date:** June 1, 2004  
**Re:** Information Systems Unit Report – June 4, 2004 Authority Meeting

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## The InfoNet System

Ninety-six domestic violence and sexual assault programs access InfoNet from more than 150 sites throughout the State. Since the Authority last met, the InfoNet team continued to improve the efficiency and performance of the system for current users while modifying pages to accommodate the needs of new users of the system. Some specific accomplishments during the past quarter follow.

Staff finalized database changes and Web interfaces for the children's advocacy centers (CACs) in Illinois. During a one-day lab, representatives from the CACs reviewed the system and provided final feedback before the release of InfoNet at the beginning of state fiscal year 2005. Staff also presented an overview of InfoNet to CAC directors at their annual retreat.

During the report period, staff conducted four statewide trainings for new users. In addition, one User Group meeting was convened and two train-the-trainer seminars were held, one for ICASA and one for DHS staff. Staff also continued to meet with the Illinois Department of Humans Services to discuss the terms of a recently executed InfoNet agreement and to devise a plan for the new interagency partnership. Staff also initiated two research projects to analyze six years of sexual assault and domestic violence data in InfoNet. Finally, staff continued to work with InfoNet users by responding to calls for customer assistance, helping to install security software on new computers, and providing onsite assistance to new program directors and staff.

## The Authority's Web Page

**The Authority's Website:** The website is fully compliant with the State of Illinois' web accessibility templates. These templates were designed to comply with Illinois Web

Accessibility Standards, Federal Section 508 standards, and World Wide Web Consortium guidelines. Since the last Authority meeting in March 2004, nearly 70,000 visitors have visited the website and over 46,000 publications have been downloaded from the site.

**CJ Dispatch:** The CJ Dispatch is the Authority's twice monthly, web-based mailing list. The CJ Dispatch lists new items on the website, new publications, and upcoming grant opportunities. Currently, 1,528 users are subscribed to the list.

**Just the Facts:** A series of "Just the Facts" bulletins have recently been added to the Authority's site. These bulletins include state maps reflecting the county-level 2002 rates (and 2003 rates, where available), charts, and descriptions of various datasets maintained by the Authority, including drug and crime trends, courts and sentencing, corrections, juvenile justice, and population. Also added was a Special Topics section, which includes Sex Offenders in Illinois and Methamphetamine in Illinois. Additional datasets, including juvenile delinquency risk factors, will be added in the near future.

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

ISU Customer Service staff continues to conduct training, answer calls for service and provide support for customers of the Authority's systems. Customer Service also provides technical support via telephone and e-mail for users of the InfoNet database system.

Customer Service continues to migrate agencies from our legacy HP3000 platform to ALERTS.net and ALECS.net Microsoft browser based platform. While Customer Service emphasized finishing and implementing a complete PIMS data conversion they are also testing and implementing PIMS.net management reports. This will allow for the continuing migration of all remaining legacy PIMS agencies to PIMS.Net without interruptions.

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

Systems Support continues to implement Windows 2000 Active Directory across the entire Authority network. Currently, migration of shared user files to new servers is in the early stages. Meanwhile, upgrades to user desktop computers are in procurement.

The Sasser e-mail virus attacked the Internet on May 1, 2004. However, Systems Support received the latest virus definition files and prevented it from affecting any Authority computers. The Authority e-mail server deleted all instances of the worm and Systems Support proactively prevented any systems connected to the Authority network from participating in the worm's built-in Denial of Service attack.

System Support continues to work closely with the Cook County Wide-Area Network to migrate our client departments to a faster network connection. In addition, Systems Support continues to assist our client community with telephone and on-site support for ALECS, ALERTS, and PIMS.Net.

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

- **ALERTS.Net:** To date the Authority has migrated 250 ALERTS agencies to the new host machine for the ALERTS network. In the next few weeks we will be completing the rollout of the new ALERTS host. The Authority is continuing development of a browser-based mobile data client for the ALERTS network.
- **ALECS.Net:** The Authority continues to rollout the new ALECS client. ALECS is a browser-based software using standard Microsoft applications. The Authority has successfully implemented ALECS at 37 sites to date. The Authority will continue the rollout of the new application in coordination with the ALERTS.Net rollout.
- **PIMS.Net:** The Authority is continuing to work with existing PIMS agencies to migrate their legacy data to the new PIMS.Net system. All legacy data has been converted to the PIMS.Net test system and migration to production continues.



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# Memorandum

**To:** Authority Members  
**From:** Jan M. Oncken  
**Date:** May 14, 2004  
**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**

Activities in this area were limited due to Executive Order Number 1 (2003) freezing all hiring and promotions. Personnel Action Request Forms were submitted to the Office of Management and Budget (OMB) and the Governor's Office during the previous three months requesting exceptions to the freeze. Approval has been received to fill some vacant positions.

- Hired Ronald Litwin, Accountant Supervisor, Office of Fiscal Management
- Processed two resignations.
- Processed one job assignment (intra-agency transfer) in the Research & Analysis Unit.
- Processed one inter-agency transfer to the Department of Public Aid.
- Received approval from the Office of Management & Budget (OMB) to post the Technical Advisor II, Information Systems Analyst III and contractual Criminal Justice Specialist positions.
- Requested approval for several ePAR forms (approval to hire) regarding current vacancies and the continued effort to move contractual positions to headcount.

## **Employee Benefits**

- Staff attended Benefits Choice meeting regarding FY2005 insurance changes.
- Staff participated in several phone conferences regarding a "paperless" initiative for a new Benefits Choice Booklet.
- Worked with several staff to explain insurance benefit options as well as researched and resolved insurance related problems.
- Processed all WageWorks deductions for staff enrolled in this transportation benefit.

- Provided one staff member with disability and family leave information. Processed all related medical/administrative paperwork.
- Tracked ongoing disability leaves for two employees.
- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.

### **Salaries & Compensation**

- Refunded retirement contributions are being processed for four Administrative Assistant I's recently covered by the union.
- Continued bi-monthly payroll processing for 100 employees.
- Issued time balance reports monthly to payroll and contractual employees.
- Continued to check timesheets of federally funded employees for correct time certification reports.
- Processed wage garnishments and other involuntary wage deductions.

### **Equal Employment Opportunities**

- Met with liaison from DHR regarding 2nd quarter reports for FY2004.
- Continued ongoing contact with several Veteran outreach programs to determine how to increase numbers of minority and female candidates on the State eligible lists for positions unique to the Authority.
- Distributed vacancy-posting notices to special interest and veteran groups.
- Prepared and submitted FY2004 3<sup>rd</sup> quarter reports.

### **Staff Development & Training**

- Coordinated on-line mandatory Ethics Training for new Authority staff.
- Staff participated in monthly personnel managers' meetings with CMS.
- Coordinated Rutan training for new Associate Directors.
- Coordinated sexual harassment training for employees.
- Provided staff with access to the CMS Job Posting System that details vacant positions throughout the State.
- Provided staff with information regarding CMS' new Employee Enrichment Program.
- Investigated and coordinated management training for new supervisors.
- Researched on-line courses available as well as new management training classes being offered through New Horizons.
- Counseled supervisors on progressive discipline procedures.
- Continued to provide staff with development tools now available in library for use.

### **Other Miscellaneous Projects**

- Coordinated the first labor/management meeting with AFSCME regarding recently covered employees.



- Received certification and notified Administrative Assistant I's within the agency of the transactions that will take place regarding their recent coverage by the union.
- Continued participation as a member of the management team negotiating the new four-year AFSCME master contract.
- Continued correspondence with CMS Labor Relations regarding the inclusion of Public Service Administrators in the union.
- Submitted a revised strike plan to CMS and the legal counsel reviewing these plans.
- Provided initial information to the Internal Audit section of CMS regarding a personnel and payroll audit being performed.
- Provided the Office of Management & Budget (OMB) and CMS with information regarding contractual personnel at the Authority.
- Continued to work closely with the Governor's Office and the Office of Management & Budget to fill vacant positions.
- Worked with CMS classifications to establish and clarify job descriptions.
- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Continued background checks for all new employees.

### **Reports**

The following reports were prepared and submitted by HR staff:

- End of the month headcount and staff salary information distributed to executive staff.



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# Memorandum

**To:** Authority Members  
**From:** Ted Miller, Chief Fiscal Officer  
**Date:** June 1, 2004  
**Re:** Authority Fiscal Reports

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Attached are FY2004 fiscal reports covering the period July 1, 2003 through March 31, 2004.

## **Exhibit #1 – Operations**

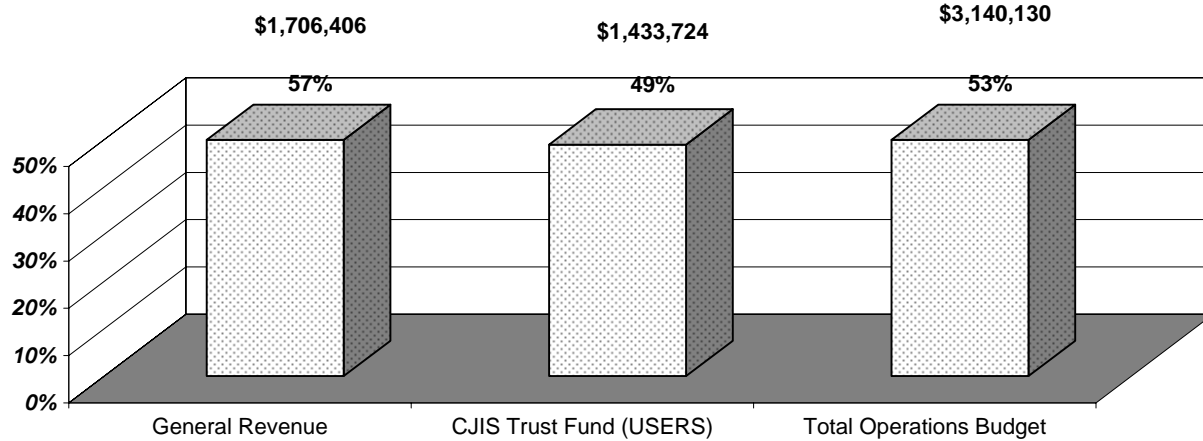
As shown in the attached report, we have obligated or expended 53% of our total operations budget for FY2004 as of December 31, 2003 and 57% of our General Revenue operations budget has been expended or obligated.

## **Exhibit #2 – Awards and Grants**

Exhibit 2 details obligations and expenditures for total Awards and Grants. As of March 31, 2004, we have expended or obligated 72% of our General Revenue matching funds appropriation and 41% of our total appropriation for these budget lines.

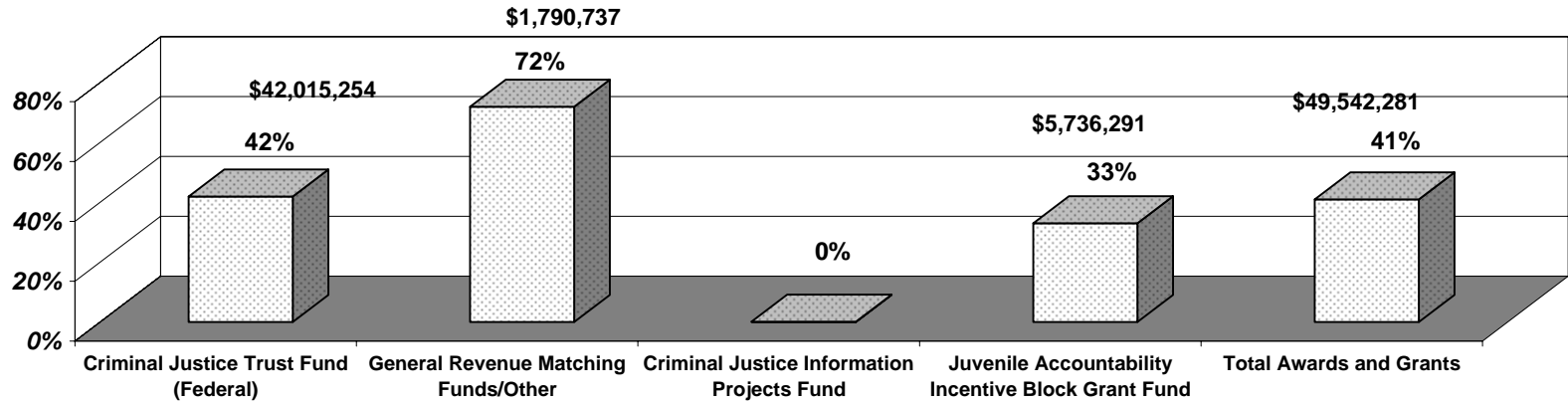
I will be available at the Authority meeting to answer any questions you may have regarding these reports.

**Exhibit #1 - Operations**  
**Illinois Criminal Justice Information Authority**  
**FY 2004 Expenditures/Obligations**  
 July 1, 2003 - March 31, 2004



	General Revenue				Criminal Justice Information Systems Trust Fund				Total			
	Appropriation	Reserve	Expenditures/ Obligations	Balance	Appropriation	Reserve	Expenditures/ Obligations	Balance	Appropriation	Reserve	Expenditures/ Obligations	Balance
Personal Services	\$1,630,300	\$42,201	\$1,073,595	\$514,504	\$646,200	\$26,000	\$436,636	\$183,564	\$2,276,500	\$68,201	\$1,510,231	\$698,068
Retirement - State Pick-Up	\$65,400	\$49,300	\$9,053	\$7,047	\$25,800	\$3,200	\$13,426	\$9,174	\$91,200	\$52,500	\$22,479	\$16,221
Retirement	\$218,900	\$2,016	\$135,574	\$81,310	\$86,900	\$3,360	\$58,686	\$24,854	\$305,800	\$5,376	\$194,260	\$106,164
FICA	\$124,800	\$1,148	\$79,856	\$43,796	\$49,400	\$1,913	\$31,974	\$15,513	\$174,200	\$3,061	\$111,830	\$59,309
Group Insurance	\$0			\$0	\$157,700	\$25,000	\$82,442	\$50,258	\$157,700	\$25,000	\$82,442	\$50,258
Contractual	\$642,500	\$10,000	\$296,832	\$335,668	\$211,700	\$4,088	\$72,299	\$135,313	\$854,200	\$14,088	\$369,131	\$470,981
Travel	\$15,000		\$4,557	\$10,443	\$14,000	\$0	\$3,126	\$10,874	\$29,000		\$7,683	\$21,317
Commodities	\$14,300		\$5,866	\$8,434	\$6,100	\$0	\$134	\$5,966	\$20,400		\$6,000	\$14,400
Printing	\$17,000		\$9,392	\$7,608	\$4,000	\$0	\$0	\$4,000	\$21,000		\$9,392	\$11,608
Equipment	\$3,000		\$2,750	\$250	\$4,500	\$0	\$3,996	\$504	\$7,500		\$6,746	\$754
EDP	\$308,000	\$34,287	\$58,588	\$215,125	\$1,563,100	\$0	\$563,771	\$999,329	\$1,871,100	\$34,287	\$622,359	\$1,214,454
Telecommunications	\$78,900		\$26,707	\$52,193	\$241,000		\$165,592	\$75,408	\$319,900		\$192,299	\$127,601
Operation of Auto	\$4,400		\$3,636	\$764	\$7,400		\$1,642	\$5,758	\$11,800		\$5,278	\$6,522
<b>Total</b>	<b>\$3,122,500</b>	<b>\$138,952</b>	<b>\$1,706,406</b>	<b>\$1,277,142</b>	<b>\$3,017,800</b>	<b>\$63,561</b>	<b>\$1,433,724</b>	<b>\$1,520,515</b>	<b>\$6,140,300</b>	<b>\$202,513</b>	<b>\$3,140,130</b>	<b>\$2,797,657</b>
% of Appropriation (less Reserve):			57%	43%			49%	51%			53%	47%

**Exhibit #2 - Awards & Grants**  
**Illinois Criminal Justice Information Authority**  
**FY 2004 Expenditures/Obligations**  
 July 1, 2003 - March 31, 2004



	Criminal Justice Trust Fund (Federal)			General Revenue Matching Funds/Other				Criminal Justice Information Projects Fund		
	Appropriation	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance	Appropriation	Expenditures/Obligations	Balance
Federal Assistance Support	\$5,445,392	\$2,818,134	\$2,627,258	\$852,100	\$30,580	\$447,149	\$374,371			
State Agencies	\$13,092,408	\$8,776,233	\$4,316,175	\$1,700,000	\$20,468	\$1,343,588	\$335,944			
Locals/Non-Profit Orgs.	\$39,579,300	\$30,058,495	\$9,520,805							
Misc. Awards/Grants	\$1,700,000	\$356,812	\$1,343,188	\$0				\$1,000,000	\$0	\$1,000,000
Fed. Crime Bill Initiatives	\$39,999,030	\$5,580	\$39,993,450							
SANE Program							\$0			
Juvenile Accountability Block Grant										
<b>Total</b>	<b>\$99,816,130</b>	<b>\$42,015,254</b>	<b>\$57,800,876</b>	<b>\$2,552,100</b>	<b>\$51,048</b>	<b>\$1,790,737</b>	<b>\$710,315</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$1,000,000</b>
% of Appropriation (less Reserve):		42%	58%			72%	28%		0%	100%
	<b>Juvenile Accountability Incentive Block Grant Fund - (Federal)</b>			<b>Total</b>						
	Appropriation	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance			
Federal Assistance Support				\$6,297,492	\$30,580	\$3,265,283	\$3,001,629			
State Agencies				\$14,792,408	\$20,468	\$10,119,821	\$4,652,119			
Locals/Non-Profit Orgs.				\$39,579,300		\$30,058,495	\$9,520,805			
Misc. Awards/Grants	\$0			\$2,700,000		\$356,812	\$2,343,188			
Fed. Crime Bill Initiatives				\$39,999,030		\$5,580	\$39,993,450			
SANE Program				\$0	\$0	\$0	\$0			
Juvenile Accountability Block Grant	\$17,531,270	\$5,736,291	\$11,794,979	\$17,531,270		\$5,736,291	\$11,794,979			
<b>Total</b>	<b>\$17,531,270</b>	<b>\$5,736,291</b>	<b>\$11,794,979</b>	<b>\$120,899,500</b>	<b>\$51,048</b>	<b>\$49,542,281</b>	<b>\$71,306,171</b>			
% of Appropriation (less Reserve):		33%	67%	\$120,848,452		41%	59%			

General Revenue	57%
CJIS Trust Fund (USERS)	49%
Total Operations Budget	53%

Criminal Justice Trust Fund (Federal)	42%
General Revenue Matching Funds/Other	72%
Criminal Justice Information Projects Fund	0%
Juvenile Accountability Incentive Block Grant Fund	33%
Total Awards and Grants	41%