



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

Regular Meeting
Friday, December 5, 2003 at 9:00 a.m.
120 South Riverside Plaza, 21st Floor Conference Room
Chicago

AGENDA

- Call to Order and Roll Call
- 1. Approval of the Minutes of the September 5, 2003 Regular Meeting
- Chairman's Remarks
- 2. Executive Director's Remarks
- 3. Budget Committee Report (*Eugene E. Murphy Jr. Chair*)
 - a. Report on the November 12, 2003 Meeting
 - b. Fiscal Report
- 4. Illinois Uniform Conviction Act Fees
- The Illinois Balanced and Restorative Justice Initiative (*Phil Stevenson and Larry Sachs*)
- 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

September 5, 2003
120 S. Riverside Plaza, 21st 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:

Glen Carbon Police Chief David Bradford
Kankakee County Sheriff Timothy Bukowski
Ms. Barbara Engel
State's Attorneys Appellate Prosecutor Director Norbert Goetten
State Appellate Defender Director Theodore Gottfried
DeKalb County Circuit Court Clerk Maureen Josh
Illinois Law Enforcement Training and Standards Board Director Thomas Jurkanin
Attorney General Designee Ellen Mandeltort
Mr. Eugene E. Murphy, Jr.
Mr. John Piland
State's Attorney Michael Waller

Mr. Murphy and State's Attorney Devine and Director Walker arrived after the initial roll call.

Approval of the Minutes of the June 6, 2003 Authority Meeting

{Ms. Josh made a motion to approve the minutes of the regular meeting held on June 6, 2003. State's Attorney Waller seconded the motion, which passed by unanimous voice vote.}

Chairman's Remarks

Chairman Sorosky introduced himself and noted that his appointment was made by the governor. He then introduced Executive Director Levin to the members as the Authority's new Executive Director. The Chairman also recognized Robert Boehmer and David Olson for their 15 years of service to the Authority. Chairman Sorosky said that he is currently reviewing committee assignments. He asked members to complete a form indicating which committees they are interested in. Chairman Sorosky congratulated Terry Hillard on his retirement, and thanked him for his service to the Authority and the Chicago Police Department. He noted that a Resolution of Commendation for Terry Hillard was at the members' places.

{Director Jurkanin made a motion to adopt a Resolution of Commendation for Superintendent Hillard. The motion was seconded by Director Goetten and passed by unanimous voice vote.}

Executive Director's Report

Director Levin introduced herself to the members and described her last assignments. Director Levin was appointed by Governor Blagojevich. Her last job was with the Cook County State's Attorney's Office supervising the Seniors

and Persons with Disabilities Division. Her division dealt with civil commitment and mental health issues as well as the prosecution of elder abuse and cases where people were targeted because of their age and infirmity. She added that she worked on policy issues with a number of legislative task forces and she is also very active in a number of Bar Associations.

Director Levin then addressed the changes at the Authority. She stated that Director Kane retired after joining the Authority in 1985. Executive Director Levin also noted that Diane Griffin, who also left about a month ago, was with the Authority from 1986-1994 and returned in 1999 as chief fiscal officer and finally, Robert Taylor, the associate director of the federal and state grants unit, who started at the Authority in 1990, also retired.

{Chief Bradford then made a motion to adopt a Resolution of Commendation for Diane Griffin. The motion was seconded by Ms. Engel and passed by unanimous voice vote.}

{Director Gottfried made a motion to adopt a Resolution of Commendation for Candice Kane. The motion was seconded by Maureen Josh and passed by unanimous voice vote.}

{Sheriff Bukowski made a motion to adopt a Resolution of Commendation for Robert Taylor. The motion was seconded by Ms. Engel and passed by unanimous voice vote.}

Next, Executive Director Levin highlighted a few upcoming events:

- September 24th – 26th there is a balanced restorative justice summit dealing with Juvenile Crime in Springfield, Illinois. State's Attorney Devine, Senator Carl Hawkinson and Representative Tom Cross will all be receiving awards.
- On October 16th the Attorney General's office will hold an Elder Abuse training program in Tinley Park, Illinois.

Executive Director Levin spoke about a number of things in regard to ALERTS and how ALERTS has been working with Quadcom to provide mobile data services for nine agencies in Kane and McHenry Counties. With regard to ALERTS net, she stated that they are testing a replacement for the legacy ALERTS system with a number of agencies. The ALERTS Advisory and Policy Board recently met with the Governor's staff to discuss the status of the Criminal Justice Information Systems Trust Fund and requested the restoration of moneys that had been transferred to the Illinois general revenue fund. The decision is still pending. With regard to PIMSnet, the Mount Prospect Police Department went live on August 4.

Director Levin noted that many things have been happening with InfoNet. Ninety-five domestic violence and sexual assault programs have access from more than 140 sites. The staff has worked closely with the child advocacy centers of Illinois to complete database requirements for 35 advocacy centers. Staff and the Department of Human Services are working on finalizing terms of an agreement between DHS and the Authority. Once this agreement is fully executed Infonet will become the data collection reporting tool used by domestic violence programs funded by DHS.

Director Levin noted that the Motor Vehicle Theft Prevention Council approved its next four-year strategy. Auto theft is down in the State of Illinois 36 percent over the last 12 years; Michigan is also down but everywhere else motor vehicle thefts are up. A press release was sent out with regard to this big accomplishment.

Director Levin said there may be problems with federal appropriations. President Bush asked to cut 1.3 billion dollars in justice assistance for 2004, which would disrupt a number of programs throughout the country. He has proposed merging Byrne and LLEBG and eliminating Community Oriented Policing Services Grants and Juvenile Accountability Incentive Block Grants. She said that it is important to keep in contact with members of Congress and remind them of the importance of Byrne, LLEBG and JAIBG.

Budget Committee Report

Chairman Sorosky noted that Budget Committee met on July 30th and asked Mike Waller, Budget Committee Chair, to report the results of the meeting. Chair Waller referred to the summary of actions taken at the meeting and reported that there were adjustments in plan approvals made to the following programs:

- Anti Drug Abuse Act for federal fiscal years 2000,2001 and 2002
- Residential Substance Abuse Act for federal fiscal year 2001
- Violence Against Woman Act for federal fiscal year 1999
- Victims of Crime Act for federal fiscal years 2002 and 2003

Chair Waller called on Robert Boehmer to provide the federal fiscal year 2003 report for the period of July 1, 2002 through July 31, 2003. Mr. Boehmer asked everyone to look under tab three, fiscal year report for FY03. He said that for FY03 we spent 90 percent of our unreserved budget. Most of the unspent money is in the data processing line and computer equipment. For FY04 \$300,000.00 has been transferred out from the Criminal Justice Trust Fund and \$250,000.00 from the Motor Vehicle Theft Prevention Trust Fund. He said that we also have no additional information on surcharges for those funds.

The Emergence of Methamphetamine in Illinois and the Justice System's Response

Chairman Sorosky called on Dr. David Olson to provide a report on the emergence of Methamphetamine in Illinois. Dr. Olson displayed a PowerPoint presentation (attached) outlining his presentation.

After Dr. Olson's presentation, Director Jurkanin commended Dr. Olson and the Authority for undertaking this study and for funding methamphetamine training for law enforcement officers. He said this issue is important for rural Illinois. He also said it has helped tremendously that the Authority has decided to fund the training. It is his belief that it has saved officers' lives. Not only is it a public safety issue but a public health issue due to its devastating effects on addicts. He also noted that in the past 5 years 1,500 labs have been seized and some were mobile labs. Director Jurkanin said that they are also concerned with the overcrowding in jails because of the costs that arise once these addicts are in jails. Director Jurkanin stated although this may be a small issue statewide it significantly impacts rural counties. He encouraged increased funding.

Sheriff Bukowski then added that the medical costs downstate are just about bankrupting counties because once their addicts are incarcerated their medical costs are overwhelming. This is a serious problem given our the budgets of the small counties and will soon be a problem in the metropolitan areas.

Mr. Piland added that he thinks that the number of people being prosecuted is racially disproportionate. In Champaign County, he is prosecuting more Caucasians for methamphetamine than any other racial group. Mr. Piland suggested that we should determine where offenders originate and the social factors that have one group involved in a crime while another is not. He noted that the punishment available for methamphetamine when a lab is seized is much greater than for a similar amount of cocaine because methamphetamine is often combined with other substances and weighs more.

He also added that in Champaign County most of the people prosecuted are from eastern and southeastern Illinois who are driving two hours to purchase precursor ingredients and then going back to their home counties to make a lab. Mr. Piland added that his office actually went out and bought everything to make a lab without anyone even asking questions. He suggested that we track that data to see where it is produced rather than where it is purchased.

New Business

Director Levin noted that on June 30 Governor Blagojevich signed an executive order that created the Illinois Integrated Justice Information Systems Implementation Board. At the implementation Board's first meeting Director Levin was elected chair and Ken Bouche was elected vice-chair. There will be four committees: policy and planning, technical, outreach and finance.

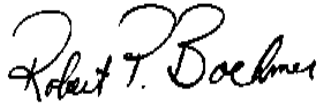
Director Levin added that the Authority has distributed informational packets for the Chicago Project on Violence

Prevention, which is also known as Cease Fire. We anticipate that you will be hearing from Dr. Gary Slutkin on this matter in the near future.

Sheriff Bukowski also added the Governor's office has not had a resolution on ALERTS. He noted that the advisory board of the user's group may retain counsel and litigate this issue.

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

Respectfully Submitted,

A handwritten signature in black ink that reads "Robert P. Boehmer". The signature is written in a cursive, flowing style.

Robert P. Boehmer
Secretary and General Counsel



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Memorandum

To: Authority Members

From: Mary L. Milano

Date: November 14, 2003

Re: Federal and State Grants Unit Report - December 5, 2003 Authority Meeting

The 24 staff assigned to the Federal and State Grants Unit (FSGU) performed the following activities during the period of July 1 to October 31, 2003.

Grant Activities

During the reporting period FSGU staff monitored 586 grants, representing approximately \$138,985,580 in grant funds. Monitoring includes the following:

- Reviewing (1,939) monthly or quarterly reports: (905) data and (1,034) fiscal;
- Initiating disbursement of funds requested by grantees;
- Conducting (approximately 84) 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 2,833 times). This includes telephonic, e-mail, and on site contacts with grantees that request assistance regarding issues relating to their grant(s). Staff also receives communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

During this reporting period, FSGU staff processed 56 new agreements (grants), representing \$6,935,285 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 11 meetings:

- One Victims Services Training meeting was held on September 17. This meeting set priorities for training funds for Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA) funds.
- One Budget Committee meeting was held on July 30, 2003. A second Budget Committee meeting was planned for August 28, 2003, but it was cancelled.
- Planning and preparation began in September for the November 12 Budget Committee meeting.
- One Balanced and Restorative Justice (BARJ) Summit meeting was held September 24-26 in Springfield.
- One MEG/Task Force Funding Committee meeting was held on July 10.
- Two MEG/Task Force Directors meetings were held: July 3 and October 3.
- One Motor Vehicle Theft Prevention Council meeting was held on August 7.
- Three Grant Review Committee meetings were held: July 17, September 29 and 30, and October 15.

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

- One staff member attended the VOCA administrators' conference in New Orleans, Louisiana on September 22-26.
- One staff member attended the Colorado Auto Theft Prevention Authority Funding Conference in Greeley, Colorado on October 2-3, 2003.
- Five staff members attended an Office of Juvenile Justice and Delinquency Prevention (OJJDP) conference regarding Juvenile Accountability Block Grants (JAIBG) program grants in Chicago July 21-23.
- Two staff members attended the Bureau of Justice Assistance State Administering Agencies Conference in Washington, DC on October 23-24.

Requests for Proposals (RFP)

Staff administered two Requests for Proposals (RFP):

- Staff issued a VOCA RFP in June 2003 for child advocacy centers and sexual assault centers to work collaboratively on issue of child sexual assault. This was a joint project with the Illinois Attorney General’s Office. 26 proposals were received by the due date in August 2003. Ten proposals totaling \$44,461 were recommended and subsequently designated at the November 12, 2003 Budget Committee meeting.
- Innovative Probation RFP proposals were received in July. Designations were presented at the November Budget Committee meeting.

Federal Applications and Awards

- Staff filed semi-annual reports, covering the reporting period of January through June 2003, to federal program offices for the National Criminal History Improvement Program (NCHIP), Residential Substance Abuse Treatment Act (RSAT), Violent Offender Incarceration – Truth In Sentencing (VOI-TIS), VAWA Rural, and JAIBG.
- Federal fund applications for the Local Law Enforcement Block Grant (LLEBG) program and the Project Safe Neighborhoods (PSN) program were completed and submitted in August.
- The final award documents were received and processed for the following federal programs:

FFY & Program	Award Received	Award Accepted
FFY03 Juvenile Accountability Incentive Block Grant (JAIBG)	July	July
FFY03 Local Law Enforcement Block Grant (LLEBG)	September	September
FFY03 National Criminal History Improvement Program (NCHIP)	September	October
FFY03 National Forensic Sciences Improvement Act Program (NFSIA)	September	November*
FFY03 Project Safe Neighborhoods (PSN)	September	October
FFY03 Residential Substance Abuse Treatment Act Program (RSAT)	July	October
FFY03 Violence Against Women Act Program (VAWA)	June	July

*At the time that this memo was written, the NFSIA award was under review and November acceptance was anticipated.

Training Sessions Attended

- Staff attended training sessions on Microsoft’s Access and PowerPoint programs at the New Horizons Training Center in Chicago.
- One staff member attended a training seminar in Palatine, Illinois on August 26, 2003 on supervising, discipline, and difficult employees.
- Three staff members attended an elder abuse training session in Tinley Park, Illinois on October 10, 2003.

- One staff member attended a management training session on August 26 in Palatine, Illinois.
- One staff member attended a Rutan update training session (training on interviewing per the CMS hiring rules) on September 9 in Chicago.

Training Sessions Conducted

- Staff conducted a training session that served 12 members of the Prosecution-Based Victims' Witnesses Association in Springfield, Illinois on October 6, 2003.
- Staff conducted seven Motor Vehicle Task Force Objectives Training sessions between October 20 and October 30. Six people attended sessions at the Authority offices in Chicago and five people attended sessions in Springfield.

Miscellaneous Activities

- Staff has reviewed issues relating to continuation of funding of the nine domestic violence protocol sites. Review included interviews with five of the sites and sixth site will be interviewed in November 2003. Staff expects to continue funding of only two or three sites. Staff will make recommendations at the next Budget Committee meeting. Staff also met with the sexual assault protocol site in Kankakee on October 31, 2003 to discuss continued funding for that program.
- Staff participated in the dissolution of Task Force X in Champaign, Illinois on August 20.
- 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 has been handling increased grant loads, as well as other responsibilities, as vacant positions have not been filled.
- 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 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.

July, August, September, October 2003 – FSGU Activities

November 14, 2003

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- 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.



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Memorandum

To: Authority Members

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

Date: November 14, 2003

Re: Research and Analysis Unit Report – December 5, 2003 Authority Meeting

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

I. ONGOING ACTIVITIES

A. Publications

Since the last Authority meeting, R & A staff published the final seven (7) Juvenile Justice System county profiles for the Authority's website. All 102 profiles are now available for download. Staff also published and contributed to several other reports and articles:

- *Research Report:* Criminal History Record Information Audit Report;
- *Research Report:* A Study of Disproportionate Minority Representation in the Cook County Juvenile Justice System, Part I: Assessment of Disproportionate Minority Representation at Key Decision Points in the Cook County Juvenile Justice System;
- *Research Report:* A Study of Disproportionate Minority Representation in the Cook County Juvenile Justice System, Part II: Assessment of Disproportionate Minority Representation Through Individual-Level Analyses and Surveys of Juvenile Justice Professionals;
- *Research Bulletin:* Chicago Homicide Dataset Series – Why is Age Discrepancy a Risk Factor for Intimate Partner Homicide?;
- *How Can Practitioners Help an Abused Woman Lower Her Risk of Death?* National Institute of Justice Journal, #250, November 2003, by Carolyn Rebecca Block;
- *Assessing Risk Factors for Intimate Partner Homicide.* National Institute of Justice Journal, #250, November 2003, by Campbell, Webster, Koziol-McLain, Block, Campbell, Curry, Gary, McFarlane, Sachs, Sharps, Ulrich and Wilt;

- *Barriers to Domestic Violence Help-Seeking: Implications for Intervention.* Violence Against Women Journal, by Fugate, Landis, Riordan, Naureckas, and Engel.
- *Female-Perpetrated Femicide and Attempted Femicide: A Case Series.* Violence Against Women, by Glass, Koziol-McLain, Campbell and Block.
- *The Emergence of Methamphetamine in Illinois: Examining Law Enforcement and Drug Treatment Indicators to Gauge the Extent and Nature of the Problem.* Law Enforcement Executive Forum, Volume 3, No. 4, 2003, by Robert Bauer and David Olson.

B. Briefings/Presentations

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

- Illinois Department of Corrections' Illinois Returning Home Project Steering Committee;
- Illinois Drug Court Professionals Associations Fall conference;
- Illinois Motor Vehicle Theft Prevention Council and Grant Review Committee;
- Meetings of the Cook County Girls Link steering, education and program development committees;
- Justice Research and Statistics Association's (JRSA) Research, Nominations, and Executive committees;
- Illinois Association of Crime Analysts meetings;
- Administrative Office of Illinois Courts POLARIS advisory committee;
- Illinois Juvenile Detention Alternatives Partners;
- North Lawndale Disproportionate Minority Confinement (DMC) Forum and Data Workgroup;
- Balanced and Restorative Justice (BARJ) Summit planning committee;
- The Balanced and Restorative Justice (BARJ) Summit;
- 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 Juvenile Detention in Illinois annual report advisory committee and its Disproportionate Minority Confinement subcommittee.
- Annual Conference sponsored by the Justice Research and Statistics Association and the Bureau of Justice Statistics;
- Illinois Association of Chiefs of Police, Terrorism Private Sector Subcommittee;
- Loyola University's Center for Urban Research and Learning (CURL);
- Illinois Juvenile Detention Alternatives grant sites meeting;
- Illinois Juvenile Detention Alternatives partners meeting;
- Annual Conference of the Midwestern Academy of Criminal Justice Sciences.

C. Criminal Justice Information Clearinghouse

The Authority serves as a statewide clearinghouse for statistics and other information about the criminal justice system. During the first quarter (7/1/03- 9/30/03) of SFY04, R&A staff responded to 320 requests from people seeking information — an average of 107 requests per month. Most came from other government agencies (43 percent) and the general public (24 percent). Other requests came from private agencies (18 percent), researchers (7 percent), students (5 percent), news media representatives (2 percent), prison inmates (1 percent), and

legislators (less than 1 percent). About 26 percent of the requests originated in Chicago. Forty-eight percent originated in other parts of the state. All other requests for information were received from outside Illinois. R&A distributed 44,287 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). We continue to expand the criminal justice data and information available on the site. We also continue to actively gather user satisfaction information and other feedback "on-line." Staff also continues to upload publications to the site and have perfected our on-line ordering forms and protocols. The site averaged over 1,000 daily user sessions during this period, and we now have 1,343 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 the Federal and State Grants Unit (FSGU). The focus of R&A comments are in the areas of proposed objectives, goals, and performance measures. FSGU staff also request R&A assistance in the development of data reports for proposed programs. R&A staff has also assumed responsibility for the computerization of some program performance data and, upon FSGU request, we produce program status reports and/or profiles assessing performance over a given period of time. Some staff accompanies 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 including those conducted by:
 - Loyola University's Department of Criminal Justice;
 - University of Illinois Urbana-Champaign, Children and Family Research Center;
 - Harvard University's Project on Human Development in Chicago Neighborhoods;
 - University of Chicago's Chapin Hall;and

- University of Chicago's Harris School of Public Policy Studies.

- Staff are participating on the Illinois Department of Correction's Going Home Program's Reentry Steering Committee.
- Staff are actively participating in the Governor's Sheridan Re-Opening Working Group.
- Staff are participating on the Administrative Office of the Illinois Courts' POLARIS advisory committee.
- 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 are collaborating with staff of the Kankakee County Sexual Assault Center to help develop data compilation and analysis plans in support of the services provided by the federally funded center.
- Staff are collaborating with professors in Northern Illinois University's Department of Psychology who are reviewing various DeKalb County criminal and juvenile justice data.
- Staff are assisting Illinois State Police officials in the creation of grant and data reports for tracking the use of video equipment they will provide around the state.
- Staff are assisting the U.S. Department of Justice's Bureau of Justice Statistics in evaluating and redesigning their "Sourcebook of Criminal Justice Statistics."

II. CURRENT PROJECTS

A. Special Short-Term Studies

Some R&A staff are currently engaged in developing brief Research Bulletins short-term studies on specific issues and/or trends. The following examples will be completed later this year:

DUI Trends and Issues – Short term project intended to describe significant statistical trends and issues related to driving while under the influence of drugs or alcohol. This Research Bulletin is undergoing final editorial review.

Factors that Put Youth at Risk for Delinquency – Short term project intended to describe Illinois data on “risk factors” associated with juvenile delinquency.

B. 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 with the next meeting being scheduled for December 2003.

C. Criminal History Record Information (CHRI) Audit

The unit’s Criminal History Record Information (CHRI) Audit Center is an ADAA-funded in-house effort to continuously examine the accuracy, completeness and timeliness of this information, and to recommend strategies for its improvement. The 2003 audit report was published in September 2003. Meanwhile, planning and testing for the next audit has been initiated.

Staff continue to work with a download of Computerized Criminal History (CCH) data to determine audit methods appropriate for analysis of electronically generated data. The next audit project will examine data from a sample of Illinois’ 102 sheriff’s departments. In addition, the project will establish a baseline for future measures of juvenile CHRI reporting in the state.

Other audit center activities include working with the CHRI Improvement Workgroup to develop and submit an updated CHRI Improvement Plan. This 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. 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.

D. 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 recently completed an effort to update the dataset with information for the years 1997 through 2000, and will soon begin collecting 2001 data. We expect to generate a variety of research products from this dataset

and to develop an archive version for use by other researchers through the University of Michigan's National Criminal Justice Data Archive. Staff is also collaborating on various third-party projects involving use of the Chicago Homicide Dataset:

- Arson associated homicides (Mr. Dallas Drake).
- Patterns of youth homicide victimization (Dr. Kimberly Vogt).
- Intimate partner homicides (Dr. Todd Shackelford).

E. Statewide Crime Victimization Survey

Growing out of recommendations in the *State Criminal Justice Plan*, staff has 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. Through a "request for proposals" process, staff selected a vendor to undertake the survey, incorporate defined sampling and methodological strategies, and provide the Authority with a data file. Data collection ended on April 30th. We have received the data file and codebook from the vendor. A project report will be completed this Winter.

F. 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 December 31, 2003.

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 proposed publications have been submitted and are 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

This project is being conducted by Northwestern University and is the last phase of a comprehensive multi-year assessment of the Chicago Police Department's community policing program. The Authority has been supporting this evaluation for several years and this final analysis will focus on the main themes that have characterized Chicago's program. A final report on this phase of the study is to be submitted on March 31, 2004.

8. Returning Home-Illinois Research Project

This project is being carried out by The Urban Institute. It involves the development of several products including a portrait of prisoner reentry in Illinois, a briefing on pre-release expectations on returning Illinois prisoners, and an advisory report addressing how funds made available to the Illinois Department of Corrections through the Authority should be

prioritized to reduce recidivism rates. The evaluation team, with the assistance of Authority staff, completed the portrait of prisoner reentry in Illinois and presented it in April. Urban Institute staff have completed 400 pre-release surveys, over 400 interviews with inmates and 69 family interviews. The final report on this project has been received and will be published soon.

9. National Evaluation of Multijurisdictional Drug Task Forces

In collaboration with the U.S. Department of Justice, Office of Justice Program's Bureau of Justice Assistance (BJA), staff is preparing to provide federal funds and technical assistance to participate in a national evaluation of multijurisdictional drug task forces. It is anticipated that the research will result in an advisory report to the Authority on the effectiveness and impact of these multijurisdictional task forces in Illinois, in the context of the broader national evaluation. Staff is currently awaiting further direction from BJA on the initiation of this project.

10. Supplemental Funds for Methamphetamine Enforcement: A Process Evaluation

Initiated in March 2003, this project will be carried out by researchers at Illinois State University. In 2002 four task force programs (East Central, West Central, South Central and Quad City) received supplemental funding from the Authority to facilitate investigations related to methamphetamine production. At the time of their application these four task forces, drawing from agencies in 18 counties, were comprised of 44 officers from 29 local agencies and the Illinois State Police. The supplemental funding allowed for hiring 7 additional officers (6.75 positions) for one year and for a variety of items in support of task force activities (e.g., bullet proof vests). This project will use site visits, face-to-face interviews, telephone interviews, and data from quarterly reports to assess how the supplemental money has been used, and to identify the uses for which it has proven most beneficial and the uses for which it has not been as helpful as originally planned.

11. 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 will conduct interviews, create a database on returning ex-offenders, and develop an impact study to measure the programs effectiveness in area of offender employability and recidivism.

12. 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. A final report on this project is due on October 31, 2004.

13. 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. The project began on September 1, 2003.

14. 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 a plan for repairing harm done to the victim that both the offender and victim can agree upon. Operating since 2000 in the 6th Municipal Court District of Cook County, the NRJMP expanded into the 5th Municipal Court District in the Spring of 2001, the 2nd and 3rd Municipal Districts in the Fall-Winter of 2001, and the 4th 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 6th, 5th, 2nd, and 3rd districts and an impact evaluation of the NRJMP as it functions in the 6th district. A request for proposals has been under development with the expectation that the evaluation could begin in 2004. However, the project is currently on hold pending a decision on whether additional JAIBG funding will be designated for the program by the Juvenile Crime Enforcement Coalition (JCEC).

15. Analysis of Datasets Maintained/Available Through the Authority

A Request for Proposals (RFP) is currently being developed to seek proposals for the analysis of 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 in January 2004.

Other Projects

Additional external research and evaluation efforts are under consideration and/or development, including a request for proposals for evaluating peer juries in Chicago Public Schools. An evaluability assessment of this program is currently being done.

G. Externally-Funded Research and Evaluation Projects

R&A staff has been successful in 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)

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.

- *PTSD, Abused Women and Pregnancy and Miscarriage*. Gregory Laskin, National Center for PTSD Research.
- *Social Support Network and Abuse*. UIC Ph.D. Dissertation, Perla Ilagan.
- *Abused Women and the Criminal Justice System*. 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*. Nancy Glass, Jane Koziol McLain and Jacquelyn Campbell.
- *Same Sex Intimate Partner Homicide*.
- *Help Seeking by Abused Women*.

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 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 completed and submitted to the Commission. We are expecting approval of the report in September 2003. *Research Bulletins* drawing from these findings are also planned.

3. BJS State Police NIBRS Grant Project

A \$1.2 million discretionary grant application developed jointly with the Illinois State Police was awarded by the U.S. Department of Justice, Bureau of Justice Statistics (BJS). The project will lead to the development of local records management solutions and a state central repository for National Incident-Based Reporting System (NIBRS) data. In connection with this State Police grant, R&A staff are to: (1) assist in the evaluation of crime analysis tools which will be developed as part of the project, and (2) develop “case studies” on how local law enforcement agencies make use of the expanded incident-based crime data. Staff continues to attend advisory committee and various subcommittee meetings. The State Police are currently exploring the possibility of adopting the Chicago Police Department’s CLEAR system as part of this project.

4. JRSA Disproportionate Minority Confinement Grant Project

With the assistance of a \$20,000 grant from the Justice Research and Statistics Association (JRSA), staff is developing comprehensive statistical profiles for each of Illinois’ 102

counties containing a host of data and information relative to juvenile justice planning, problem identification and problem solving, including a section that focuses on assessing disproportionate minority representation. The 102 county profiles have been completed and are now available via the Authority's website.

5. JRSA Profile of Girls Committed to the IDOC Youth Centers

Pursuant to a \$22,190 grant from the Justice Research and Statistics Association, Authority staff in collaboration with the Illinois Department of Corrections (IDOC) is conducting an in-depth examination of the backgrounds, needs, and services received by female delinquents that have been committed to IDOC. Ultimately, this project seeks to develop research, programming and policy recommendations to aid the State in the implementation of gender-specific programming for female delinquents. The project entails examining already existing information collected by IDOC on each female inmate. These data are being used to develop an in-depth profile of girls residing in IDOC. In addition, more detailed and exploratory data will be collected through focus groups of IDOC staff members regarding the barriers and successes to working with girls, girls' unique needs, and the types of services that may help girls return successfully to their communities. Additionally, a detailed inventory of the programs currently offered through IDOC and the characteristics of the girls receiving these programs, in combination with the needs assessment, will assist in identifying service gaps. The final report of the project is currently under staff review.

6. OJJDP Recidivism of Gang Versus Non-Gang Members Released from Prison in Illinois

Pursuant to a \$49,000 grant from OJJDP through the National Youth Gang Center, R&A staff completed a recidivism study of adult inmates released from the Illinois Department of Corrections (IDOC), focusing on the differences between those identified as members of street gangs and those who are not in a gang. In addition to gang membership as a factor associated to recidivism, staff examined variables related to the inmate's age, race, prior criminal history, education level, marital status, substance abuse history, and the jurisdiction/environment the inmate was released back into. Inclusion of these variables allows staff to statistically isolate the influence gang membership has on the likelihood of an arrest for a new crime following release back into the community. A sample consisting of one month's releasees (November 2000) from the IDOC (approximately 2,500 adults, with an estimated 25 percent identified as gang-members) were identified through examination of an automated data file on releasees provided to the ICJIA by the IDOC. Criminal history records provided by the Illinois State Police (ISP) were used to summarize each individual's prior criminal history, as well as whether or not they were rearrested following release from prison.

The general findings were that gang members were slightly (20 percent) more likely to get rearrested following their release from prison after statistically controlling for other factors. Further, many of the risk factors found to have even greater influence over recidivism, such as education level, age, prior criminal history, and behavior while incarcerated, where traits

gang members were more likely to have. Thus, in addition to gang membership increasing the risk of recidivism, gang members also had other characteristics that contributed to their higher rearrest rate, such as being relatively young, lower levels of educational achievement, more extensive and serious criminal histories, and engaging in behaviors that resulted in their losing good conduct credit while incarcerated. Even larger differences in recidivism rates, and the nature of crimes resulting in the rearrest (e.g., drug and violent), between gang and non-gang members were found among specific age-groups. A research bulletin describing the results will be published in September, with additional analyses to be performed in the future.

7. JRSA Detention Screening and Detainment Practices in Illinois Study

Staff developed a grant application for consideration by the Justice Research and Statistics Association for 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. The \$21,379 grant was awarded in April and the project began May 1, 2003. Institutional Review Board approval of the research protocol was received in July.

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. *Recently rejected* - Staff partnered with INFONET staff and the Illinois Coalition Against Sexual Assault on a proposal for the U.S. Department of Justice, Office of Justice Programs' National Institute of Justice to document the profile of Illinois sexual assault victims and their offenders, and to assess the outcome of sexual assault cases in Illinois. The proposal was submitted in March 2003.
2. *Recently rejected* - Staff partnered with the University of Chicago's Chapin Hall Center for Children and its Harris School for Policy Studies, the Cook County Sheriff's Office, and the Cook County Department of Corrections on a proposal for the National Institute of Justice to study the sexual assault victimization experience of women in the Cook County jail and its connection with later life experience. The proposal was submitted in February 2003.
3. *Awarded* - Staff partnered with the University of Illinois at Chicago's Jane Addams College of Social Work in a grant proposal to the Robert Wood Johnson Foundation's Substance Abuse Policy Research Program for a study of co-morbidity rates (co-occurring substance abuse and mental issues) in criminal offenders. The proposal was submitted in April 2003.

4. *Recently rejected* – Staff partnered with Loyola University Chicago’s Department of Criminal Justice in a proposal to the National Institute of Justice for a six-year follow-up evaluation of specialized sex offender probation programs in four Illinois counties. The proposal was submitted in March 2003.
5. *Recently rejected* – Staff partnered with the Justice Research and Statistics Association, the Maryland Justice Analysis Center, and the Michigan Justice Statistics Center in a grant proposal to the U.S. Department of Justice’s Office of Community Oriented Policing Services for a multi-state pilot research assistance project for local police departments. The proposal was submitted in June 2003.
6. *Recently rejected* – Staff submitted a proposal to the U.S. Department of Justice’s Office of Community Oriented Policing Services (COPS) for the development of a guide to managing evaluations for local law enforcement entities. The guide is to assist law enforcement agencies in providing funding for, conducting and utilizing program evaluation research. The grant application was submitted in July 2003.
7. *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.
8. *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
Information requests handled:	320				320
Monthly average number of requests:	107				107
Pct of requests completed within two days:	85%				85%
Geographic Origin of requesters:					
Chicago metropolitan area	26%				26%
Other region of Illinois	48%				48%
U.S. other than Illinois	18%				18%
Outside the U.S.	2%				2%
Unknown	8%				8%
Type of requester:					
Government agency	43%				43%
Private citizen	24%				24%
Private agency	18%				18%
Researcher	7%				7%
Student	5%				5%
Media	2%				2%
Legislators	<1%				<1%
Inmates	1%				1%
Unknown	-				-
Method of request:					
Telephone/fax	45%				45%
Mail	3%				3%
Email/Internet	26%				26%
In-person	1%				1%
ICJIA Web site	24%				24%
Publications disseminated:					
Mailed in response to requests	44,287				44,287
Downloaded from Web Site	35,718				35,718
Total	80,005				80,005

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
Hits for Home Page	1,111,871				1,111,871
Number of User Sessions	92,412				92,412
Average Hits Per Day	12,087				12,087
Average User Sessions Per Day	1,005				1005
Average Use Session Length (minutes)	14				14
Unique Visitors	46,598				46,598
Visitors Who Visited Once	39,138				39,138
Visitors Who Visited More Than Once	7,460				7,460
Persons Registered for CJ Dispatch (Email notification of updates)	1,343				1,343

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
PROGRAM NARRATIVE REVIEW	ADAA	19	19	0									19	19	0	
	JAIBG	-	-	-									0	0	0	
	VOCA/VAWA	-	-	-									0	0	0	
	MVTPC	-	-	-									0	0	0	
	Other												0	0	0	
	Total	19	19	0										19	19	0
DATA REPORT DEVELOPMENT	ADAA	5	5	0									5	5	0	
	JAIBG	-	-	-									0	0	0	
	VOCA/VAWA	-	-	-									0	0	0	
	MVTPC	-	-	-									0	0	0	
	Other	-	-	-									0	0	0	
	Total	5	5	0										5	5	0
DATA REPORT ENTRY (Number of projects for which monthly/quarterly data reports were computerized)	ADAA	78	78	0									78	78	0	
	JAIBG	14	14	0									14	14	0	
	VOCA/VAWA	Not applicable											0	0	0	
	MVTPC	7	7	0									7	7	0	
	Other	-	-	-									0	0	0	
	Total	99	99	0										99	99	0
PROJECT STATUS REPORT (Number of assessments completed)	ADAA	-	-	-									0	0	0	
	JAIBG	-	-	-									0	0	0	
	VOCA/VAWA	-	-	-									0	0	0	
	MVTPC	-	-	-									0	0	0	
	Other	-	-	-									0	0	0	
	Total	0	0	0										0	0	0
PROGRAM PROFILE (Number of profiles)	ADAA	-	-	-									0	0	0	
	JAIBG	-	-	-									0	0	0	
	VOCA/VAWA	9	9	0									9	9	0	
	MVTPC	-	-	-									0	0	0	
	Other	-	-	-									0	0	0	
	Total	9	9	0										9	9	0



**ILLINOIS
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Memorandum

To: Authority Members

From: Robert P. Boehmer
General Counsel

Date: November 13, 2003

Re: Office of General Counsel Report – December 5, 2003 Authority Meeting

This memorandum highlights the work performed by the Office of General Counsel from August 9, 2003 through November 12, 2003:

Document Reviews

- Over 450 preliminary and final reviews of grant agreements, amendments, grantee subcontracts, requests for proposals and publications.
- Reviewed Authority publications. (including *Research Bulletins* and *On Good Authority*)
- Prepared and reviewed other miscellaneous Authority contracts and documents, including federal grant awards. Developed agreements for ICADV and ICASA to administer VOCA funds. Began developing boilerplate agreements for Project Safe Neighborhoods, the Violence Against Women Act, the Juvenile Accountability Incentive Block Grant Program and the Residential Substance Abuse Treatment Program.
- Reviewed award documents for the Residential Substance Abuse Treatment Program, the National Criminal History Improvement Program, Project Safe Neighborhoods, the Local Law Enforcement Block Grant Program and the National Forensic Sciences Improvement Act Program.
- Reviewed Authority evaluation contracts and amendments.
- Continued negotiations regarding contract exceptions proposed by potential integration vendor.

Meetings

- Attended Illinois Association of Chiefs of Police Legislative Retreat.
- Attended National Criminal Justice Board of Directors meeting and Executive Board meetings.
- Attended two meeting of the Global Justice Information Sharing Initiative Privacy and Information Quality Working Group.
- Assisted in the preparation for, and attended, Motor Vehicle Council Grant Review Committee meetings.

Legislation/Rulemaking

- Submitted materials and received notice of compliance with Section 605 of the Protect Act. Illinois is now in compliance with federal sex offender registration requirements. Non-compliance could have resulted in a loss of 10% of Byrne funds. Recent changes to federal law may require us to make further amendments to Illinois law and/or procedures within the next 3-5 years.
- Monitored the status of federal fiscal year 2004 Commerce, Justice, State, the Judiciary, and Related Agencies appropriations bill.
- Worked with the National Criminal Justice Association to draft comments regarding pending federal legislation regarding the consolidation of the Byrne and LLEBG programs and increasing the flexibility of VOI-TIS funds.

Other

- Attended the Illinois Public Sector Labor Relations Law Program at Kent College of Law.
- Attended Rutan Training.
- Oversaw the Office of Fiscal Management until the new associate director was hired.
- Worked with CMS staff regarding the transition of internal audit staff to CMS.
- Continued work with ISU staff in the analysis of privacy issues.
- Continued to provide legal consultation to Authority staff, and review various documents and mailings.

If you need additional information, please contact me.



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Memorandum

To: Authority Members
From: Hank Anthony
Date: December 2, 2003
Re: Office of Administrative Services (OAS) Report

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.



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MEMORANDUM

To: Authority Members
From: Ted Miller
Fiscal Manager
Date: November 18, 2003
Re: Summary of Office of Fiscal Management Activities

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 1st 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.

Accounts Receivable

- Introduction of an automated Accounts Receivable system for the Criminal Justice Information Systems Trust Fund that will decrease the time to process payments and produce the report. The system has been tested and is performing well.
- Continued to follow-up on and reconcile outstanding balances.

Federal Grants

- Conducted preliminary budget reviews of approximately 137 interagency agreements.
- Processed 521 contract obligation documents (\$52,019,475) and 495 vouchers (\$15,253,887) 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 began spending accordingly.

Agency Budget

- As requested by the Office of Management and Budget the Authority has begun preparation of the FY05 Budget.
- The Authority is awaiting the final determination of the unionization of employees as to how it will affect the FY04 and FY05 Budgets.

Audit

- Completed the Annual Audit of Authority Financials and are awaiting final publication.
- In October, the Internal Auditors (2) were transferred to Central Management Services as part of the Governor's consolidation efforts.



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Memorandum

To: Authority Members

From: Mark Myrent
Information Systems Unit

Date: December 2, 2003

Re: Information Systems Unit Report – December 5, 2003 Authority Meeting

This memorandum highlights work performed by the Information Systems Unit.

Illinois Integrated Justice Information Systems (IIJIS) Project

Since the last Authority meeting, the following progress has been made on the IIJIS Project:

- The IIJIS Steering Committee met on September 22nd. At that meeting, the chairpersons of the four standing committees outlined the general work issues for their respective groups. Col. Ken Bouche (Illinois State Police), Chair of the Planning & Policy Committee, identified three committee goals: 1) developing a homeland security scenario with the Illinois Terrorism Task Force, 2) developing an IIJIS privacy policy, and 3) reviewing the Strategic Plan and prioritizing the implementation of the efforts described therein. Alan Burgard (Central Management Services), Chair of the Technical Committee, proposed: 1) a thorough review of integration efforts taking place in jurisdictions outside of Illinois, and learning about their mistakes and successes; and 2) developing a tactical plan to guide implementation of the IIJIS Strategic Plan. Chief Marjorie O'Dea (Cook County Sheriff's Police), Chair of the Funding Committee, stated that while it was premature to convene the committee without clearly identified projects to fund, research into available funding sources would begin. Dorothy Brown (Clerk of the Circuit Court of Cook County), Chair of the Outreach Committee, stated that the committee would seek approval of the Outreach Plan from the IIJIS Board, prioritize the steps contained in that plan, and seek out champions for integration.

- The IIJIS Technical Committee met on October 10th and on November 14th. At the first meeting, committee members identified two primary focuses for implementation of justice integration: (1) assisting with the workflow of justice information in order to reduce redundant data entry, and (2) providing easier access to state-level justice information concerning an offender's history and status. The committee members reviewed state and county integration solutions from other jurisdictions. The committee also reviewed a proposal from IIJIS staff that pulled elements of the existing integrated justice systems in other jurisdictions and combined them into a possible hybrid solution for the IIJIS project. This proposed "Illinois Justice Network" had three components: (1) the development of a web portal to access state systems such as LEADS, Secretary of State files, IDOC, and AVN information; (2) a county hub application to access local agencies' information and facilitate county-level workflow; and (3) a query-able data warehouse containing CHRI and incident level data. As part of a demonstration of the existing systems in Illinois that can facilitate integration, committee members also received a demonstration of the Authority's new PIMSNet application, which provides cross-jurisdictional data sharing for 50 agencies in Illinois and contains a central repository for incident as well as arrest booking data. It is UCR and NIBRS compliant and, therefore, can report directly to the FBI and Illinois UCR electronically.

At the second meeting, committee members received a demonstration of the Chicago Police Department's CLEAR System. The major purpose of the demonstration was to discuss an ISP-CPD partnership to implement CLEARs as a statewide initiative. The initiative would include the combining of the ISP criminal history repository with the CPD data warehouse in order to remove redundancy and ultimately to save the cost of operating the two separate systems. In addition, the proposal includes building an incident-level database and making available a standardized case management system to law enforcement agencies across the state. ISP and CPD officials proposed that this initiative would operate as the law enforcement piece under the IIJIS umbrella. This would require the building of interfaces with existing information systems, whose member agencies could then access data from the warehouse even if they did not adopt the ICLEARs software. The committee members agreed that building interfaces to ICLEARs is an appropriate direction for the Technical Committee. The Technical Committee agreed that staff would begin working on two initiatives: 1) Begin working on the development of an ICLEARs interfaces with PIMSNet, and explore other ICLEARs interfaces with integrated counties like McLean and DuPage; and 2) Develop a Tactical Plan that identifies all the needs discussed in the Strategic Plan and outlines specific projects to meeting those needs. The Tactical Plan will also prioritize projects by their impact upon integration in Illinois and the ease of their implementation.

- IIJIS staff worked with the State University of New York/Center for Technology in Government to conduct a field test of their Justice Information-Sharing Capability Assessment Toolkit. Representatives from Cook County criminal justice agencies met on September 30th for this purpose. The Toolkit, which was developed with funding

and support from the U.S. Department of Justice, allows justice integration planners to assess their strengths and weaknesses prior to project implementation, in diverse areas such as: being collaboration ready, knowing data requirements, having information sharing policies in place, and having project management capacity.

The Authority's Web Page

- The Authority's twice-monthly e-mailing, the CJ Dispatch, continues to grow in popularity. 1,388 users have already subscribed, and approximately 5-10 users are added weekly.
- Staff continues work on the Authority's Intranet. New agency news items are posted weekly; agency announcements are posted as needed. The Intranet provides a central location for electronic forms, agency news and policy documents that can be accessed from each staff person's desktop computer.
- ISU and R&A staff are working on a new and improved version of the Authority's "DataNET" -- a web-based repository for statewide crime statistics. DataNET Version 2.0 will feature a new interface, improved graphing options, and a variety of new datasets.

The Authority's Information Systems for Law Enforcement

- **ALERTS.Net:** Testing continues on the replacement for the legacy ALERTS system. Currently there are approximately 60 agencies running on the new ALERTS system. Rollout is expected to continue over the next month to two months until all agencies are on the new system.
- **PIMSNet:** Since the last report, Lincolnwood Police Department and Streamwood Police Department have gone live with PIMSNet. Lincolnwood went live on September 23rd and Streamwood went live on October 20th.

The InfoNet System

Ninety-five domestic violence and sexual assault programs access InfoNet from more than 140 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 continued to work closely with the Children's Advocacy Centers of Illinois to complete database requirements for 35 advocacy centers. During the reporting period,

programmers finalized coding all Web pages for this new group of users and began to develop a strategy to migrate the modifications to the production environment.

Staff also continued to work with current users of the system by convening one user group meeting, two statewide trainings for new users, and two trainings for program supervisors and directors on the use of InfoNet data and reports. Additionally, InfoNet staff worked with Illinois' Coalitions Against Sexual Assault and Domestic Violence to procure InfoNet computers and printers for each agency that uses InfoNet. Finally, staff was invited to present an overview of the development and implementation of InfoNet at the 2003 Joint National Training Conference sponsored by the Office of Victims of Crime in New Orleans, LA.

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

ISU Customer Service staff members performed 43 support-related site visits to law enforcement and emergency service agencies between August 19, 2003 and November 17, 2003. A breakdown of these visits by application follows:

- ALECS - 0 site visits
- ALERTS - 2 site visits
- PIMS/PIMSNET - 39 site visits
- InfoNet - 2 site visits

Improvements to the Authority's Networking Infrastructure

Systems Support has begun an extensive overhaul to implement Windows 2000 Active Directory across the entire Authority network. This entails numerous server operating system upgrades, migration of shared storage space and email accounts, and consolidation of network domains. Active Directory will allow group policy to increase user security, improve ease of management, and enable deployment of software and security patches throughout the network.

In late August and early September, the Sobig.F email worm virus became the Internet's most rampant infection to date, at one point generating one email out of every fifteen sent throughout the world. (By comparison, the famed Melissa virus never reached higher than 1 in 125 emails.) The Authority email server, protected by Symantec AntiVirus, weathered the three-week storm without a single failure, blocking as many as 207 Sobig.F messages in a single day.

In the past quarter, with extensive help from Systems Support, several more police departments were able to drop their direct 56K leased lines to the Authority in favor of much-faster T1 connections through the Cook County Wide-Area Network. In addition,

Systems Support continues to assist our client community with telephone and on-site support for ALECS, ALERTS, and PIMSNet.



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Memorandum

To: Authority Members
From: Daniel Dighton, Office of Public Information
Date: December 2, 2003
Re: OPI Report – December 5, 2003, Authority Meeting

This memorandum highlights the work performed by the Office of Public Information since the last Authority meeting through Nov. 14, 2003.

- Completed the Fall 2003 issue of *The Compiler*, which spotlights Balanced and Restorative Justice and the BARJ summit held in Springfield in September.
- Wrote news release for Motor Vehicle Theft Prevention Council strategy.
- Wrote news release on Methamphetamine research.
- Wrote news release on the BARJ summit.
- Drafted news advisory/news release for Illinois Attorney General's Office for Elder Abuse conference.
- Edited and did layout for Research Bulletin: "Chicago Homicide Dataset Series: Why is age discrepancy a risk factor for intimate partner homicide? – Examining the influence of offender criminal history."
- Edited and did layout for Research Bulletin: "Integrated Justice Information System survey findings."
- Edited and did layout for Research Bulletin: "Results of the 2003 Criminal History Record Information Audit."
- Edited 2003 Criminal History Record Information Audit document.
- Edited and did layout for Research Bulletin: "The use of probationer alcohol and substance abuse treatment services in Illinois."
- Edited budget committee materials
- Edited CJ Dispatch, the Authority's twice monthly e-mail update of new website postings.



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Memorandum

To: Authority Members
From: Jan M. Oncken
Date: November 14, 2003
Re: Summary of Human Resources Activities

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

Recruitment, Screening and Hiring

Activities in this area were severely 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 two new Associate Directors:
 - Mary Milano, Associate Director for the Federal & State Grants (FSGU).
 - Ted Miller, Associate Director for the Office of Fiscal Management (OFM).
- Hired Megan Starsiak – Director Levin's executive assistant.
- Transferred two employees from contract to payroll through the open competitive process:
 - Jamie White – Criminal Justice Specialist Trainee in FSGU.
 - Michelle Repp – Criminal Justice Specialist Trainee in Research & Analysis (R&A).
- Transferred one contractual employee to full-time status.
- Processed two resignations.
- Processed two term appointment expirations.
- Transferred two Internal Auditors to Central Management Services under the consolidation effort.

Employee Benefits

- Staff attended the Annual Deferred Compensation Liaison Workshop.
- 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. Continued working with CMS and WageWorks to provide this benefit for full-time contractual employees.
- Provided 2 staff members with disability and family leave information. Processed all related medical/administrative paperwork.
- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.

Salaries & Compensation

- A resolution was reached on the grievance brought by AFSCME regarding union coverage of Authority employees. Affected employees will not receive the 4% COLA July 1st but will receive annual service increases and the Authority will be responsible for the employer pick-up of retirement contributions for FY04.
- 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.
- Continued distribution of petty cash.
- Processed wage garnishments and other involuntary wage deductions.

Equal Employment Opportunities

- Received approval of the Annual FY2004 Affirmative Action Plan from the Department of Human Rights (DHR). Distributed Plan to the State Library and interested staff members.
- Met with liaison from DHR regarding 4th quarter and Annual EEO reports for FY2003.
- Contacted 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.
- Attended a “refresher” training course regarding the Immigration and Nationality Act.

Staff Development & Training

- Staff participated in an all-day conference, *Business At Its Best: Employers Respond To Domestic Violence*.
- Staff attended the annual Public Sector Labor Relations conference.
- Staff attended a “Lunch & Learn” training session regarding challenging employees.
- Staff participated in monthly personnel managers’ meetings with CMS.
- Staff attended a Rutan training course mandated by the Governor to refresh skills on interview and selection criteria techniques.
- Coordinated sexual harassment training for employees.
- Provided staff with access to the CMS Job Posting System that details vacant positions throughout the State.
- Investigated and recommended 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

- Met with CMS staff and Authority employees involved in the consolidation of internal audit functions within the State.
- Completed surveys and accompanying documentation for CMS regarding the inclusion of Administrative Assistant I's in the union.
- Provided CMS with information regarding bargaining unit personnel now covered by the AFSCME contract.
- Continued to work closely with the Governor's Office and the Office of Management & Budget to fill vacant positions.
- Worked with CMS classifications personnel to 4(d)(3) exempt an Associate Director position as well as clarify 50 job descriptions now covered by the AFSCME Bargaining Unit.
- Provided staff with information regarding the annual State Employees' Combined Appeal (SECA) campaign.
- Met and provided outside audit firm staff with personnel and payroll data to be reviewed in relation to the Authority's biennial audit.
- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Continued background checks and fingerprinting for all new employees.

Reports

The following reports were prepared and submitted by HR staff:

- Annual Bilingual Needs and Bilingual Pay Survey to CMS.
- End of the month headcount and staff salary information distributed to executive staff.
- June B payroll salaries for employees and subsequent payroll changes to OMB for "shadow budget" projections.
- Office of Management and Budget Headcount Tracking Form submitted monthly to our Budget analyst.



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UNIFORM CONVICTION INFORMATION ACT SURVEY

Department Name _____

Name of Person completing Survey _____

A. Personnel Costs

Please estimate the amount of time and personnel costs necessary to assist in the processing of a UCIA request form. Breakdown the costs among the following items:

1. *Giving Instructions to the requester:*

Estimated Time: _____ Estimated Cost: _____

2. *Fingerprinting the individual record subject:*

Estimated Time: _____ Estimated Cost: _____

3. *Reviewing the CIR form:*

Estimated Time: _____ Estimated Cost: _____

4. *Processing the fee:*

Estimated Time: _____ Estimated Cost: _____

5. *Supervising and training personnel to comply with these rules:*

Estimated Time: _____ Estimated Cost: _____

B. Tangible Costs

Please estimate the amount of expenses incurred by your agency which are directly attributable to assisting in the processing of requests for conviction information, including:

1. *Fingerprinting materials and supplies such as ink, rollers, cleaning fluids, and towels:*

Estimated Cost _____

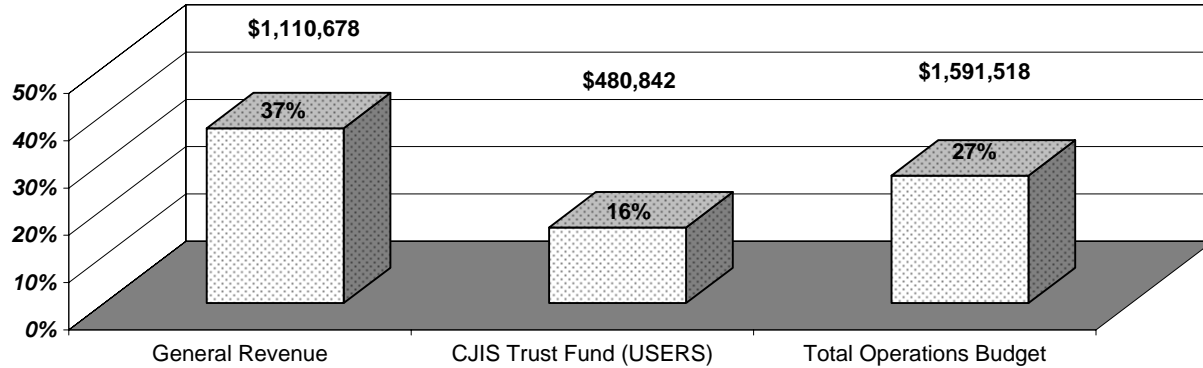
2. *Telecommunications services:*

Estimated Cost _____

3. *Other-please specify: _____*

Estimated Cost _____

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



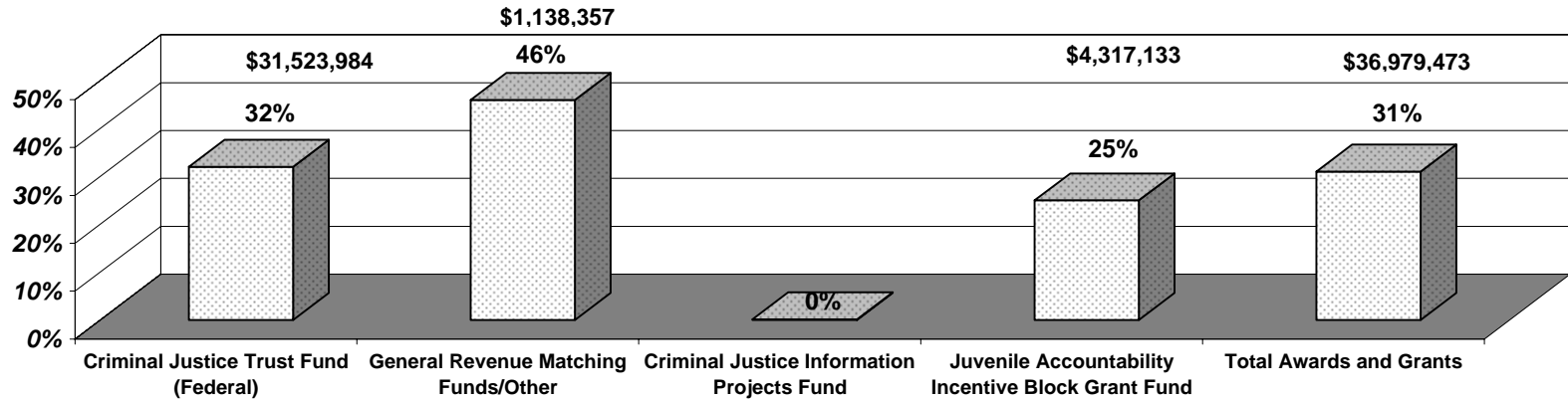
	General Revenue				Criminal Justice Information Systems Trust Fund				Total			
	Appropriation	Reserve	Expenditures/ Obligations	Balance	Appropriation	Reserve	Expenditures/ Obligations	Balance	Appropriation	Reserve	Expenditures/ Obligations	Balance
Personal Services	\$1,630,300	\$42,201	\$439,034	\$1,149,065	\$646,200	\$26,000	\$166,918	\$453,282	\$2,276,500	\$68,201	\$605,952	\$1,602,347
Retirement - State Pick-Up	\$65,400	\$49,300	\$1,003	\$15,097	\$25,800	\$3,200	\$762	\$21,838	\$91,200	\$52,500	\$1,765	\$36,935
Retirement	\$218,900	\$2,016	\$59,037	\$157,847	\$86,900	\$3,360	\$22,434	\$61,106	\$305,800	\$5,376	\$81,471	\$218,953
FICA	\$124,800	\$1,148	\$32,820	\$90,832	\$49,400	\$1,913	\$12,223	\$35,264	\$174,200	\$3,061	\$45,043	\$126,096
Group Insurance	\$0			\$0	\$157,700	\$25,000	\$32,024	\$100,676	\$157,700	\$25,000	\$32,024	\$100,676
Contractual	\$642,500	\$10,000	\$514,879	\$117,621	\$211,700	\$4,088	\$104,605	\$103,007	\$854,200	\$14,088	\$619,484	\$220,628
Travel	\$15,000		\$1,748	\$13,252	\$14,000	\$0	\$1,179	\$12,821	\$29,000		\$2,927	\$26,073
Commodities	\$14,300		\$3,477	\$10,823	\$6,100	\$0	\$0	\$6,100	\$20,400		\$3,477	\$16,923
Printing	\$17,000		\$4,028	\$12,972	\$4,000	\$0	\$0	\$4,000	\$21,000		\$4,028	\$16,972
Equipment	\$3,000		\$208	\$2,792	\$4,500	\$0	\$0	\$4,500	\$7,500		\$208	\$7,292
EDP	\$308,000	\$34,287	\$37,173	\$236,540	\$1,563,100	\$0	\$125,280	\$1,437,820	\$1,871,100	\$34,287	\$162,452	\$1,674,361
Telecommunications	\$78,900		\$15,851	\$63,049	\$241,000		\$14,684	\$226,316	\$319,900		\$30,535	\$289,365
Operation of Auto	\$4,400		\$1,418	\$2,982	\$7,400		\$732	\$6,668	\$11,800		\$2,150	\$9,650
Total	\$3,122,500	\$138,952	\$1,110,678	\$1,872,870	\$3,017,800	\$63,561	\$480,842	\$2,473,398	\$6,140,300	\$202,513	\$1,591,518	\$4,346,269
% of Appropriation (less Reserve):			37%	63%			16%	84%			27%	73%

Exhibit #1 - Operations
 Illinois Criminal Justice Information Authority
 FY 2003 Expenditures/Obligations
 July 1, 2002 - July 31, 2003

	FY 2003 Appropriation (less Reserve)		FY 2003 Expenditures/Obligations		FY 2003 Balance	
	\$	%	\$	%	\$	%
General Revenue	\$3,214,800	47%	\$2,896,300	90%	\$318,500	10%
CJIS Trust Fund (USERS)	\$3,578,000	53%	\$3,023,963	85%	\$554,037	15%
Total Operations Budget	\$6,792,800	100%	\$5,920,263	87%	\$872,537	13%

	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	\$1,754,625		\$1,745,043	\$9,582	\$775,300	\$100,000	\$587,888	\$87,412	\$2,529,925	\$100,000	\$2,332,930	\$96,995
Retirement - State Pick-Up	\$67,100		\$66,207	\$893	\$31,000	\$4,000	\$22,594	\$4,406	\$98,100	\$4,000	\$88,800	\$5,300
Retirement	\$181,883		\$180,793	\$1,090	\$82,200	\$10,320	\$58,216	\$13,664	\$264,083	\$10,320	\$239,009	\$14,754
FICA	\$129,865		\$129,211	\$654	\$59,300	\$7,650	\$40,701	\$10,949	\$189,165	\$7,650	\$169,912	\$11,603
Group Insurance	\$0		\$0	\$0	\$139,500	\$20,000	\$102,334	\$17,166	\$139,500	\$20,000	\$102,334	\$17,166
Contractual	\$618,944		\$539,771	\$79,173	\$300,200	\$30,000	\$170,520	\$99,680	\$919,144	\$30,000	\$710,292	\$178,852
Travel	\$9,150		\$4,753	\$4,397	\$14,000		\$5,183	\$8,817	\$23,150		\$9,936	\$13,214
Commodities	\$14,900		\$14,900	\$0	\$6,100		\$41	\$6,059	\$21,000		\$14,941	\$6,059
Printing	\$17,500		\$15,813	\$1,687	\$4,000		\$1,099	\$2,901	\$21,500		\$16,912	\$4,588
Equipment	\$3,400		\$1,375	\$2,025	\$4,500		\$125	\$4,375	\$7,900		\$1,500	\$6,400
EDP	\$355,533	\$21,400	\$115,997	\$218,136	\$2,220,000	\$119,530	\$1,834,703	\$265,767	\$2,575,533	\$140,930	\$1,950,701	\$483,902
Telecommunications	\$78,900		\$78,900	\$0	\$226,000		\$194,551	\$31,449	\$304,900		\$273,451	\$31,449
Operation of Auto	\$4,400		\$3,536	\$864	\$7,400		\$6,009	\$1,391	\$11,800		\$9,545	\$2,255
Total	\$3,236,200	\$21,400	\$2,896,300	\$318,500	\$3,869,500	\$291,500	\$3,023,963	\$554,037	\$7,105,700	\$312,900	\$5,920,264	\$872,536
% of Appropriation (less Reserve):			90%	10%			85%	15%			87%	13%

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



	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	\$1,693,438	\$3,751,954	\$852,100	\$30,580	\$307,906	\$513,614			
State Agencies	\$13,092,408	\$6,236,694	\$6,855,714	\$1,700,000	\$20,468	\$830,451	\$849,081			
Locals/Non-Profit Orgs.	\$39,579,300	\$23,577,548	\$16,001,752							
Misc. Awards/Grants	\$1,700,000	\$16,303	\$1,683,697	\$0				\$1,000,000	\$0	\$1,000,000
Fed. Crime Bill Initiatives	\$39,999,030	\$0	\$39,999,030							
SANE Program							\$0			
Juvenile Accountability Block Grant										
Total	\$99,816,130	\$31,523,984	\$68,292,146	\$2,552,100	\$51,048	\$1,138,357	\$1,362,695	\$1,000,000	\$0	\$1,000,000
% of Appropriation (less Reserve):		32%	68%			46%	54%		0%	100%
	Juvenile Accountability Incentive Block Grant Fund - (Federal)			Total						
	Appropriation	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance			
Federal Assistance Support				\$6,297,492	\$30,580	\$2,001,344	\$4,265,568			
State Agencies				\$14,792,408	\$20,468	\$7,067,145	\$7,704,795			
Locals/Non-Profit Orgs.				\$39,579,300		\$23,577,548	\$16,001,752			
Misc. Awards/Grants	\$0			\$2,700,000		\$16,303	\$2,683,697			
Fed. Crime Bill Initiatives				\$39,999,030		\$0	\$39,999,030			
SANE Program				\$0	\$0	\$0	\$0			
Juvenile Accountability Block Grant	\$17,531,270	\$4,317,133	\$13,214,137	\$17,531,270		\$4,317,133	\$13,214,137			
Total	\$17,531,270	\$4,317,133	\$13,214,137	\$120,899,500	\$51,048	\$36,979,473	\$83,868,979			
% of Appropriation (less Reserve):		25%	75%	\$120,848,452		31%	69%			

General Revenue	37%
CJIS Trust Fund (USERS)	16%
Total Operations Budget	27%

Criminal Justice Trust Fund (Federal)	32%
General Revenue Matching Funds/Other	46%
Criminal Justice Information Projects Fund	0%
Juvenile Accountability Incentive Block Grant Fund	25%
Total Awards and Grants	31%



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Memorandum

To: Authority Members
From: Robert P. Boehmer
Date: November 18, 2003
Re: Uniform Conviction Information Act Fees

The Illinois Uniform Conviction Information Act requires the Authority to annually review and set the maximum fee criminal justice agencies other than the Illinois State Police may charge and assess for processing requests for conviction information pursuant to the Act. Although this process appears to be used rarely at the local level, the Authority is still required to annually review the maximum fee. The current maximum fee is \$16.

Authority staff contacted several criminal justice agencies in order to assess whether the current maximum fee is appropriate. The results of that survey are attached for your review. After analysis of the results of the survey, staff has determined that the current maximum fee is still appropriate and that the Authority should not change the maximum amount at this time.



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Memorandum

To: Robert Boehmer
From: Chris Humble
Date: November 19, 2003
Re: Uniform Conviction Information Act Survey Information

The Illinois Criminal Justice Information Authority is charged with the responsibility of establishing the maximum fee that criminal justice agencies other than the Illinois State Police may charge for assisting in the processing of requests for conviction information under the Illinois Uniform Conviction Information Act (UCIA). The Authority annually reviews the maximum fee to determine whether the fee is still appropriate.

There were ten total responses out of twenty-five mailed questionnaires. Six indicated they forwarded UCIA requests directly to the Illinois State Police. A copy of the survey and recipient agencies are attached.

Using SPSS software, 26 law enforcement agencies were selected via random sample to participate in the survey. The survey was mailed to the agencies in mid August of 2003. Agencies were asked to respond within 30 days. After 30 days, follow up phone calls were placed to the non-responding agencies to allow the agencies to participate in the survey. If an agency requested another copy of the survey, a copy of the survey was faxed. At that time agencies were asked to respond within a week. The following results represent all agencies that responded to the initial mailing and follow up calls.

UCIA Handling Procedure	Average Time	Average Cost	Hi Agency Time/Cost	Lo Agency Time/Cost
Instructions	15 min	\$2.12	15 min/\$5.00	15 min/\$1.00
Fingerprinting	15 min	\$2.50	15 min/\$5.00	15 min/\$1.00
Review CIR	15 min	\$1.17	15 min/\$2.00	15 min/\$.50
Processing	15 min	\$.42	15 min/\$1.00	
Supervise	30 min	\$2.27	15 min/\$1.00	
Fingerprint Material/Cost		\$5.00 Request	\$5.00	\$.25
Telecom/Cost		\$.00		
Other		\$1.60		
Total		\$15.08	\$19.00	\$2.75

As demonstrated on the previous page, the average reported cost for processing requests for conviction information is \$15.08. This is lower than the \$16.00 maximum fee set by the Authority.

Illinois State Police Bureau of Identification advised me they have a 12 dollar per paper name inquiry, seven dollar per electronic name inquiry, and 14 dollar per paper fingerprint card inquiry and 12 dollar per livescan fingerprint inquiry for UCIA requests. This includes being printed at the Bureau and bringing in prints that were made at another location.

If you have any questions please contact me, Thanks

Attachments

cc: Lori G. Levin Executive Director

Karen Levy McCanna

Gerard Ramker

ILLINOIS ADMINISTRATIVE CODE
TITLE 20: CORRECTIONS, CRIMINAL JUSTICE AND LAW ENFORCEMENT
CHAPTER III: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY
PART 1570: FEES FOR PROCESSING REQUESTS FOR CONVICTION INFORMATION

AUTHORITY: Implementing and authorized by the Illinois Uniform Conviction Information Act [20 ILCS 2635] .

SOURCE: Adopted at 18 Ill. Reg. 4679, effective March 14, 1994; emergency amendment at 22 Ill. Reg. 975, effective December 17, 1997, for a maximum of 150 days; amended at 22 Ill. Reg. 9557, effective May 26, 1998.

Section 1570.10 Purpose and Authorization

Pursuant to the Illinois Uniform Conviction Information Act (20 ILCS 2635] ("the Act), the Illinois Criminal Justice Information Authority is charged with the responsibility of establishing the form, manner and maximum fee that criminal justice agencies other than the Department of State Police may charge for assisting in the processing of requests for conviction information under the Act. These rules describe the procedure to be followed by a criminal justice agency in processing a request for conviction information under the Act and the method for establishing the fee to be charged for providing such assistance.

Section 1570.20 Definitions

Terms used in this Part have the meaning ascribed to them in the Act. In addition, unless the context otherwise requires, the following terms have the meaning ascribed to them herein:

"Authority" means the Illinois Criminal Justice Information Authority.

"CIR Form" means the Conviction Information Request Form adopted by the Department of State Police (20 Ill. Adm. Code 1215) for requesting information under the Act.

"Individual record subject" means the person whose fingerprints are being taken pursuant to a request to obtain conviction information under the Act.

Section 1570.30 Form and Manner for Assisting in the Processing of Conviction Information

a) A criminal justice agency that assists in the processing of criminal conviction information requests pursuant to the Act shall do so as follows:

- 1) Provide such assistance, at a minimum, during its regular business hours, Monday through Friday, excluding holidays.
- 2) Verify the identity of the individual record subject. In making this verification, the agency shall require at least two forms of identification, one of which shall be a photographic identification. Acceptable photographic identification shall be of a nature that cannot easily be forged, such as valid passports or driver's licenses, identification cards issued by the Secretary of State, or military or other photographic identification of a similar reliability.
- 3) After verification of the identity of the individual record subject, the personnel of the criminal justice agency shall fingerprint the record subject on a CIR Form. It shall be the responsibility of the requester to obtain such form from the Department of State Police.
- 4) The criminal justice agency shall review the CIR Form to verify that it is accurately completed, as appropriate, by the requester, in conformance with the requirements of the Department of State Police.
- 5) The criminal justice agency may charge the requester a fee pursuant to Section 1570.40.

6) The criminal justice agency shall return the CIR Form to the requester, who shall be responsible for mailing it to the Department of State Police.

b) A local criminal justice agency that does not assist in processing a request for conviction information pursuant to the Act shall inform the requester that the conviction information sought can be obtained directly from the Department of State Police at the following address or phone number:

Illinois State Police
Bureau of Identification
260 North Chicago St.
Joliet, Illinois 60431
Telephone number: (815) 740-5160

Section 1570.40 Cost Criteria for the Fee to be Charged

a) The Authority shall establish the maximum fee that may be charged by criminal justice agencies other than the Department of State Police for assisting in the processing of requests for conviction information made pursuant to the Act. This fee shall be based on a reasonable estimate of the actual costs to participating criminal justice agencies throughout the State to comply with these rules.

b) In establishing the maximum fee that a criminal justice agency other than the Department of State Police may charge, the Authority shall consider the following criteria:

1) Personnel Costs. The fee charged shall include all personnel costs necessary to assist in the processing of the request forms. Such costs shall include time allocated for:

A) Giving instructions to the requester,

B) Fingerprinting the individual record subject,

C) Reviewing the CIR Form,

D) Processing the fee, and

E) Supervising and training personnel to comply with these rules.

2) Tangible Costs. The fee charged shall include all expenses incurred by a criminal justice agency other than the Department of State Police which are directly attributable to assisting in the processing of requests for conviction information. Such costs shall include, as may be appropriate, the cost for:

A) Fingerprinting materials and supplies such as ink, rollers, cleaning fluids, and towels, and

B) Telecommunications services.

Section 1570.50 Fee Determination

a) Pursuant to Section 1570.40, the Authority shall establish the maximum fee for each calendar year by September 30 of the preceding year. In establishing this fee amount, the Authority shall consult with representatives of criminal justice agencies, and representatives of municipal, civic, and business groups to:

1) establish a reasonable estimate of the actual costs to participating criminal justice agencies throughout the State to comply with this Part, and

2) determine if there would be an unreasonable negative impact or undue burden placed on requesters of conviction information.

b) Pursuant to the Act, nothing herein shall be deemed to prevent a criminal justice agency from waiving or reducing the fee established pursuant to Section 1570.40.

c) For the calendar year 1998 and each year thereafter, the maximum fee established by the Authority that a criminal justice agency other than the Department of State Police may charge and assess under this Part shall be \$16.

(Source: Amended at 22 Ill. Reg. 9557, effective May 26, 1998)

Section 1570.60 Notification of Fee Amount

a) Within seven working days after the fee has been established for a calendar year, the Authority shall inform the chief executive officer of each criminal justice agency in Illinois of the amount of the fee. However, notice of the fee for a calendar year shall be given no later than December 15th of the preceding calendar year.

b) Other interested agencies, organizations, and the public shall, upon request, also be entitled to be informed of the amount of the fee set by the Authority. Within 7 working days after receipt of such a request, the Executive Director of the Authority shall inform the requester of the fee approved by the Authority.

Requests for notification of the fee amount may be made by calling the Authority at (312)793-8550 or TDD (312)793-4170 between 8:30 a.m. and 5:00 p.m. on working days or by writing to:

Executive Director
Illinois Criminal Justice Information Authority
120 South Riverside Plaza
Chicago, Illinois 60606



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

Memorandum

To: Authority Members
From: Hank Anthony
Date: December 2, 2003
Re: 2004 Authority Meeting Dates

Below are the regular Authority Meeting dates for 2004:

March 5, 2004

June 4, 2004

September 3, 2004

December 3, 2004

All meeting are scheduled to begin at 9:00 a.m. and are being held in the 21st floor conference room at 120 S. Riverside Plaza.

Please call me at (312) 793-8945, should you have any questions.