

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: CHIEF EXECUTIVE OFFICE

BOARD AGENDA # B-8

Urgent _____ Routine X

AGENDA DATE February 6, 2001

CEO Concurs with Recommendation YES OK NO _____
(Information Attached)

4/5 Vote Required YES _____ NO X

SUBJECT: APPROVAL OF A FEASIBILITY STUDY FOR A FULLY INTEGRATED COUNTY JUSTICE INFORMATION SYSTEM

STAFF RECOMMENDATIONS:

1. APPROVAL TO CONTRACT WITH THIRDWAVE CORPORATION AND STANISLAUS COUNTY MANAGEMENT INFORMATION SYSTEMS FOR THE DEVELOPMENT OF A FEASIBILITY STUDY FOR A FULLY INTEGRATED COUNTY JUSTICE INFORMATION SYSTEM.
2. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THIRDWAVE CORPORATION AND STANISLAUS COUNTY MANAGEMENT INFORMATION SERVICES NOT TO EXCEED \$115,000.
3. AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO SIGN THE INTEGRATED COUNTY JUSTICE INFORMATION SYSTEM FEASIBILITY STUDY MEMORANDUM OF UNDERSTANDING.

FISCAL IMPACT:

The total amount requested for development of the Integrated County Justice Information System (I-CJIS) Feasibility study is \$115,000. Of this cost, the Chief Probation Officer, District Attorney, Public Defender, Sheriff and Superior Court Executive Officer have each agreed to contribute \$5,000 for a total offset of \$25,000. The Plant Acquisition budget can absorb the additional \$90,000 needed to successfully implement the contract. A fully integrated justice information system has the potential to represent significant savings to the County by increasing efficiency, lowering the duplication of effort, and insuring the timely delivery of critical information.

BOARD ACTION

No. 2001-89

On motion of Supervisor Simon, Seconded by Supervisor Caruso

and approved by the following vote

Ayes: Supervisors: Blom, Simon, Caruso, and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: Mayfield

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

Motion:

ATTEST: REAGAN M. WILSON, Clerk By: Deputy

Christine Ferraro

File No.

DISCUSSION:

A fully integrated county justice information system has been a vision of Stanislaus County for over a decade. It has been the source of numerous meetings, issues, discussions, and undertakings. Major efforts have been undertaken repeatedly since the late 1980's, but for various reasons, have always fallen short in creating a fully integrated system. In spite of this strong desire to share common data, today there are six different, mostly independent, justice information systems currently being used by Stanislaus County. They are:

- CARDS (Courts Automated Retrieval and Data System) – a mainframe system developed under the leadership of the Courts utilizing COBOL programming language.
- CASE Management System – a server based system using Access/Visual Basic programming used primarily by the Probation Department.
- CJIS (County Justice Information System) – a mainframe system utilizing COBOL used primarily by the Sheriff for their booking system.
- DA-CMS (District Attorney Case Management System) – a mainframe system linked to CARDS written in COBOL and used by the District Attorney.
- PB01 – a mainframe system utilizing COBOL which tracks warrants used by the Sheriff and Stanislaus Regional 911.
- Public Defender System – a personal computer based system utilizing Rbase used only by the Public Defender.

The need for this fully integrated justice information system was reconfirmed in the recent Information Technology Strategy undertaken by the County. Titled "E-CJIS" (Electronic County Justice Information System) the strategy estimated the cost to implement a new "web-enabled E-CJIS" at approximately \$4.5 million with an estimated 5 year efficiency savings of \$9.5 million.

In October 2000, representatives from various departments met with the Chief Executive Office to discuss the Technology Strategy recommendations. Since that time, representatives from the affected departments have met eight times to re-confirm their commitment to the vision of a fully integrated county justice information system and to develop a game-plan for helping it become a reality. In addition, representatives from the Chief Executive Office and Management Information Services (MIS) held individual meetings with departments to discuss any issues or concerns they may have.

On January 16th, representatives from the various departments met and agreed upon the attached Memorandum of Understanding and Feasibility Study Workplan. The purpose of the Feasibility Study is to evaluate the consistency of existing justice applications, determine the feasibility of integrating them, and articulate the optimum approach to pursue in the development and deployment of an enterprise-wide justice information system for the County of Stanislaus. It will lay a sound foundation for the successful and expeditious deployment of an integrated solution. The project has a 13-week schedule concluding with a presentation of findings

and recommendations to the CJIS committee. The study will be done as a collaborative effort between ThirdWave, MIS and Information Technology (IT) personnel from the various departments.

Attached are letters from several county justice departments requesting support for the project and stating some of the potential benefits they anticipate with an integrated county justice information system.

The Technology Strategy outlines seven items that should be addressed in presenting a project to the Board. They are as follows:

1. Complete IT Feasibility and Cost/Benefits Analysis: Part of the purpose of this study to identify the answers to these questions. Preliminary analysis completed as part of the Technology Strategy indicates potential efficiency savings of \$9.5 million. It became readily apparent from the committee's discussions that there is significant duplication of effort currently occurring in inputting data into the six different systems.
2. Define Detailed Project Scope of Work – a workplan is available from the Clerk of the Board.
3. Define Detailed Project Estimate - \$115,000
4. Assign Project Manager and IT Team – the project will be co-managed by Stan Risen, Chief Executive Office and Roy Hernandez, ThirdWave Corp. The IT Team will consist of IT professionals from ThirdWave, MIS and the various departments. The IT team will work closely with the CJIS Committee.
5. Define Detailed Project Schedule – 13 weeks commencing shortly after Board approval .
6. Negotiate Service Agreement - a Memorandum of Understanding (M.O.U.) was entered into by the affected departments. Copies of the M.O.U. are available from the Clerk of the Board. Contracts with ThirdWave Corp. and MIS will be negotiated upon Board authorization.
7. Present a Funding Plan – 5 departments will contribute \$5,000 each with the remaining \$90,000 being funded from Plant Acquisition.

This approach to a County justice information system sets the stage to evaluate existing data maintained by each partner and will lead to the best approach to share common data and reduce duplication of effort. A coordinated and evaluative process is necessary to determine the best technological approach to a fully integrated county justice information system. This is planned as a phased approach so that at the completion of this, the first phase, the parties can assess whether efforts should continue. If the parties to the memorandum of understanding agree to an approach, the second phase of this project would include identifying funding sources and development and distribution of a request for proposal process. The third and final phase would include implementation of the approach. While an integrated justice information system has been a goal for sometime now, all of the participating

APPROVAL OF A FEASIBILITY STUDY FOR A FULLY INTEGRATED COUNTY JUSTICE
INFORMATION SYSTEM

Page 4

members are confident this approach will set the stage to move toward
accomplishing the objective.

POLICY
ISSUE:

In approving the contract with ThirdWave Corporation and the MIS
Department, the Board's goals of delivering excellent community services
and promoting efficient government operations, will be furthered.

STAFFING
IMPACT:

No additional staffing is requested. Existing staff from each participating
department as well as the MIS Department will be utilized.



CHIEF EXECUTIVE OFFICE
OFFICE OF THE
DISTRICT ATTORNEY

2001 JAN 24 A Stanislaus County Courthouse
800 11th Street, Room 200, 2nd Floor
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Phone: (209) 525-5550
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JAMES C. BRAZELTON
District Attorney

CAROL SHIPLEY
Assistant District Attorney

January 22, 2001

Honorable Pat Paul, Chairperson
Stanislaus County Board of Supervisors
1010 - 10th Street, 6th Floor
Modesto, CA 95354

Re: Combined Justice Information System (CJIS)

Dear Supervisor Paul:

Over the past several years our office has shared common computer data with other County Criminal Justice Agencies such as the Superior Court and Sheriff. Several years ago, with the "Y2K" issue, the time came to bring our in-house computer system up to current standards. To accomplish this, we avoided using an outside commercial vendor, preferring instead to stay with the County Management Information Services Division (MIS). The MIS re-write of our software kept us compatible with the other County Criminal Justice Agencies computer systems so that, in the future, additional data sharing could be feasible.

Recently, we began meeting with the Chief Executive's Office, Courts, Sheriff, Probation and others to explore data sharing opportunities even further. The goal we seek includes the real-time sharing of current and timely information between these agencies. Common data would be input only once, but available to be accessed by many. This should lead to increased efficiency, potentially lower costs, and avoid the duplication of effort that currently occurs. All of this would move Stanislaus County toward the established goal of a becoming a safer community and continuing efficient government operations.

We anticipate and appreciate the support of the Board of Supervisors in exploring that opportunity.

Sincerely,

JAMES C. BRAZELTON
District Attorney

Carol Shipley
Assistant District Attorney



STANISLAUS COUNTY PROBATION DEPARTMENT

2215 Blue Gum Avenue • Modesto, CA 95358-1097
Phone (209) 525-5400 • Fax (209) 525-4588



Linda L. Duffy
Chief Probation Officer

MEMORANDUM
January 22, 2001

TO: Stan Risen
Senior Management Consultant

FROM: Linda L. Duffy *L. Duffy*
Chief Probation Officer

SUBJECT: Need for an Automated Integrated Justice System

2001 JAN 24 A 10:54 AM
CHIEF EXECUTIVE OFFICE

HISTORY:

The County has realized the need for an integrated Justice System for years. In June of 1987 the CAO published a report to identify the need to better address the automation needs of the County, including the CJIS system which was then under development.

In early 1990, Probation participated with the "COLD" Team in the development of a comprehensive database that would make up "DOCKETRAC" The purpose was to develop a integrated CJIS DB2 for Courts, Sheriff, District Attorney, and Probation.

In June of 1990, a new CAO Task Force was established to followup on the plan developed in 1987. Projects included the Sheriff Records and Jail Management System and the Court Automation Project. A report prepared by this Task Force indicated the Court Project would be... on-line April 1991. DA and Probation could be included in late 1991").

In February, 1993, MIS advised Probation that the development of the Court Automation System was progressing and that "Probation would be contacted in May/June regarding planning" for development of the Probation element of this system.

In August of 1997, another Task Force (Stanislaus County Justice Network Technical Team), led by MIS, was established which focused on the various automation efforts of the Justice Departments, in an effort to identify a process to integrate these systems. The needs and disconnects were identified and submitted to the CEO but no action was taken on the final report.

Since the early 1980's, Probation used a simple mainframe-based program to track our clients. This system (PB01) was not well supported by MIS because of other priority projects. It was not capturing needed data and was not able to produce needed reports or statistics to manage our caseloads properly. Probation staff had developed numerous supplementary manual and stand-alone computer programs to track essential information. This was extremely inefficient and expensive.

In January 1998, after it became apparent that we would have to address or own needs, Probation entered into a contract with a local software developer, Synovation Inc. The purpose was to develop a Windows-based Probation Case Management System. By June of 2000, the CASE system had been implemented across the Probation Department to include modules for Accounting/Collections, Juvenile Hall, Alternative to Custody Programs, as well as Adult and

Juvenile Drug Court. A basic focus of this development was to use an "open architecture" to facilitate the integration of this program with those of our partner Departments.

INTERNAL AND EXTERNAL NEEDS FOR AN INTEGRATED, AUTOMATED CRIMINAL JUSTICE SYSTEM

Internal Need

There are both legal and operational reasons for an integrated, automated criminal justice system for the Courts, Sheriff, District Attorney, Public Defender and Probation. For example, all these agencies must be able to access booking data and custody credits on an individual adult case basis. Probation includes the custody credit data in sentencing reports so that the Court can fulfill its legally mandated responsibility to enter those credits in a court order. Law enforcement agencies must be able to access court ordered conditions of probation, terms of probation, and warrant information in order to lawfully enforce probation conditions such as searches, and stay-away or restraining orders. This information must be available in real time so that no agency is open to lawsuits and liability for taking actions no longer authorized by court order. There would be more efficiency in operations if court reports prepared by Probation could be delivered electronically to the Court, DA and Public Defender.

While we have been talking solely about linking the above mentioned departments within the county criminal justice system, there is the clear need to include all local law enforcement agencies in our plan since these agencies assist in the enforcement of court orders. At the retreat last week of the Stanislaus County Chiefs and Sheriff organization (which includes the Sheriff, District Attorney, Chief Probation Officer and Chiefs of Police of each police department or Sheriff-contracted police department) the need for an integrated countywide data collection and sharing system was given high priority by the group.

We need a system that allows our partner Departments to share data seamlessly. Static data should be entered only once. Documents should be forwarded electronically instead of manually. Information should be available immediately when possible. We should be able to do queries to obtain volatile data to better manage caseloads, support strategic planning, document need for grants, budgets, etc.

The need for an Automated Integrated Justice System was summarized in a report prepared by the Stanislaus County Justice Network Technical Team in August of 1997. This team was comprised of members from the Courts, DA SO, PD Probation and Emergency Dispatch. Page 6 of this report is attached.

External Need

As mentioned above, at the very least, we should be planning to integrate all local law enforcement agencies into our shared automated data system. Further, we should begin planning for a regional sharing system. Several such systems already exist in other parts of the country- notably in Utah and Michigan. Bob Guthrie presented information at the law enforcement retreat in a larger report he developed for Sheriff Weidman.

Further, most of our funders (the State of California and federal government in particular) are now requiring definitive statistics countywide as part of their requests for proposals, the creation of outcome measures and evaluation processes. This county does not have the current systems in place to enable us to readily obtain these kind of hard data. In the preparation of the juvenile

now requiring definitive statistics countywide as part of their requests for proposals, the creation of outcome measures and evaluation processes. This county does not have the current systems in place to enable us to readily obtain these kind of hard data. In the preparation of the juvenile justice plan for accessing AB 1913 (Crime Prevention Act of 2000) monies, Probation has had to make numerous telephone calls to all relevant agencies for data. The data is kept in different ways by different agencies with the result that we cannot give a true picture of juvenile arrest and crime statistics throughout the county nor can we pinpoint highest juvenile crime neighborhood as agencies do not break out juvenile stats from total stats nor is there a uniform system of breaking down the statistics by neighborhoods, school districts or zip codes. These are things required in AB 1913 and we are struggling to come up with enough viable information to obtain the necessary approval from the State so we can access the \$1.5 M allocated to our county.

This type of data is what we can expect to be required now and in the future by all funders. It behooves the county to place itself in a position to be able to access and compile this type of information as soon as possible.

CURRENT STATUS

Currently, each county criminal justice agency has a system designed primarily for that agency. Some departments or agencies may access other partner's data, but in most cases this is very awkward. Training is a significant issue. The systems look and work differently. In some cases the current programs do not provide needed data or reports, response is slow or not available in real-time. A significant amount of data is duplicated in the different programs, which is obviously inefficient. The software in some programs is antiquated and difficult to make program changes or create new reports or queries efficiently. A document produced by a computer/printer in one agency or department is often mailed or hand-carried to another agency or department. This results in delayed, lost, mis-routed documents, and may impact confidential cases.

A good example is the Court "Minute" Order. This document is currently produced manually by the Court and either mailed or hand-carried to the Probation Department, Clerical Division. A clerk enters pertinent data into PB01 (our old Mainframe program) because other Justice Agencies still use this system. The clerk also enters the information into our new system: CASE. A copy of the Minute Order or Court worksheet is then sent to Accounting so that financial information can be entered into our system. The delay is often several days, orders have been lost and mis-routed. Duplicated copies are sometimes difficult to read and information may be mis-interpreted and entered incorrectly.

I hope this will give you some idea of the rationale and critical need for an integrated automated criminal justice system. Thanks to the CEO's office for spearheading this important effort!



Department Needs & Issues:

Case Number Issue:

- Need single case number for all County Justice cases.
- Different numbering needs for each department.
 - numbered sequentially (PD, DA).
 - Age of case -> use year in the case number (PD, DA).
 - type of case -> felony or misdemeanor (CT).
 - numbered by type of court (CT).
 - separate co-defendants by suffix, using same case number.
 - i.e. 1234567A and 1234567B (PD, DA).
 - linking co-defendants in a DA case (or incident).

Data Timeliness Issues:

- Need entry of data into the system in the court room (real time)
 - will benefit many other departments.
- There is difficulty in entering data - user interface problem.
- Training needed for system users - specifically, court clerks.
- Input is critical, both timeliness (time sensitive) and quality (correct).
- Need to prioritize the production of available information
 - currently have to wait until 1630 for the final update of the court calendar.
- Focus resources to meet real time data entry needs, in the court room.

Data Quality Issues:

- Ownership of data elements is needed.
 - i.e. PD could update CT data for assigned attorney.
- Handling of data discrepancy needs to be addressed.
 - who to call to correct info.
 - need network of system owners.
- Need to get rid of paper.
 - currently there is a dependency on paper files.

Information Sharing Issues:

- Access of current system data that is not now linked.
- Need real time access to system information.
 - minute orders.
 - electronic transmission of JUS8715s

Sheriff's Department



OFFICE OF
SHERIFF
STANISLAUS CO.

P.O. BOX 858/250 E. HACKETT RD.
MODESTO, CALIFORNIA 95358
TELEPHONE (209) 525-7000

STANISLAUS COUNTY

LES WEIDMAN
SHERIFF - CORONER
PUBLIC ADMINISTRATOR

January 18, 2001

Stan Risen
Chief Executive Office
1010 10th Street
Modesto, CA 95354

RE: Support of Integrated Criminal Justice Information System


Dear Mr. Risen:

The Sheriff fully supports the concept of an integrated criminal justice information system. The benefits of such a system would be the automatic updating of critical information to other departments data banks and would reduce the amount of labor required in re-typing specific fields.

A particular example could occur with the automation of the courts and the production of warrants. Currently, a judge issues a warrant that is then generated by the clerk into hard copy form, transported to our Records Section where it is re-entered into a warrant database and additional hard copy files are created and transferred to the field deputy for active warrant service. An automated process would allow the judge to make a warrant and then it immediately being transferred into an automated integrated criminal justice information system to be accessible directly to the field deputy. There are other similar examples that would reduce labor, increase productivity, and help to eliminate county liability occurring as a result of a mistake on re-entry and failure to receive timely information.

Sincerely yours,

LES WEIDMAN, Sheriff-Coroner
Stanislaus County


By: Zane D. Clark, Assistant Sheriff
Operations Division Commander

LW:ZDC:bb

2001 JAN 18 A 11:37
CHIEF EXECUTIVE OFFICE



CHIEF EXECUTIVE OFFICE

2001 JAN 31 A 11:11



City of Modesto

STANISLAUS REGIONAL 9-1-1

JEANNE HARDIN, Director


3705 Oakdale Road

Modesto, CA 95357

Telephone (209) 552-3900

Fax (209) 552-3950

January 29, 2001

MEMO TO: Stan Risen
FROM: Jeanne Hardin, Director 
SUBJECT: Feasibility Study for CJIS

The purpose of this memo is to provide our support in conducting a feasibility study for a fully integrated County Justice Information System.

Twenty three years ago, when this system was developed, our department was advised that the PBO1 file would eventually interface with our computer aided dispatch system, however that never occurred.

To date, we are still utilizing the same stand alone system, and costs have become quite high per month, averaging anywhere between \$2500.00 to almost \$3,000.00. Each time the enter key is activated, it is considered a transaction that is counted for billing purposes. To explain, for example, a person is ran through the PB01 system for a warrant as a result of a traffic stop by a Sheriff's Deputy. The dispatcher runs that person and finds there is a possible warrant. That transaction is counted and charged to our dispatch center budget. The dispatcher then must verify the warrant with the Sheriff's Office and/or Modesto Police Department, to insure the warrant is valid and outstanding. When the dispatcher calls S.O. records, the S.O. records personnel again runs the same person and they are charged as well.

Since the Sheriff's Office contributes to our budget, they are paying our MIS charges for that person as well as their own, all for the same subject. This becomes more complex should the subject have a warrant as well with the City of Modesto Police that needs to be verified. They too would have to run the person to verify the warrant, which means they also are "double paying"...all for one person. Since we are now a JPA dispatch center and considered one agency so to speak, both agencies are paying their own bill as well as our departmental bill, all on the same person. This becomes quite costly for the law agencies that we dispatch for.

I am in full support to conduct a feasibility study to review costs and to streamline the present system. It is in grave need of revamping in my view. Although I am in full support of the study, as I explained in our telephone conversation, it is difficult for me to contribute such a large sum of money for this project, simply because of budget constraints that I have at the present time attributed to our move project with many unexpected large expenses we have incurred. In addition, since the Sheriff's Office is contributing money for this study, it would be unfair for them to technically pay twice, since they too pay into the dispatch budget.

As a "user agency" only and just on the County Justice Information System, I would like to see a streamlined system that can be commonly shared by all users, with a new cost proposal that would reduce overall monthly costs per department, perhaps percentage of overall use verses billing per transaction. As I advised, I am in full support of this study and am willing to contribute any help I can to see this project implemented.



Superior Court of California

COUNTY OF STANISLAUS
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DONALD H. LUNDY
EXECUTIVE OFFICER
JURY COMMISSIONER

MICHAEL A. TOZZI
ASSISTANT EXECUTIVE OFFICER

LINDA ROMERO SOLES
DEPUTY EXECUTIVE OFFICER

MEMORANDUM

TO: Stan Risen, E-CJIS Group, Judge Ladine

FROM: Michael A. Tozzi 

DATE: January 19, 2001

SUBJECT: COURT'S PARTICIPATION IN THE E-CJIS FEASIBILITY STUDY

Since the beginning of programming efforts to build a comprehensive data base system the Superior and the Municipal Court (at that time) followed what we thought was a "County" vision, of an integrated, shared data, justice departments' information system.

All of our programming and planning efforts had that vision in mind. From the onset of CARDS programming "collaboration" and "cooperative decision making" was the rule.

The goals then are the same as renewed goals of the E-CJIS Committee's feasibility study...which for obvious reasons we support. We do much better together than we do when we plan and act separately, especially when it comes to technology.

Your goals are our goals:

1. Resolve with dispatch the long standing problem, the crisis regarding hardware (mainframe) issues, service delivery levels and spiraling costs.
2. Eliminate duplication of efforts especially involving data input and data output.
3. Guarantee quick response time for the access and delivery of case information.
4. Guarantee a data sharing information system where all departments benefit.
5. Control costs.

Stan Risen
January 19, 2001
Page Two

6. Provide "real-time" access to case information directly from courtroom to all end users.
7. Improved data accuracy.
8. Continuous communication on system wide E-CJIS problems and commitment to the quick and equitable resolution of the problem.
9. Collaboration whenever possible.

There are many reasons why original vision given to us by CEO Wilson was not realized. This is a time to re-new that vision and to make sure it becomes a reality. It's becoming a reality will make this County and the Court "one of the best" in a E-CJIS technology environment that will better serve our wide range of customers.

MAT/dmd



Memorandum of Understanding

This Memorandum of Understanding is made by and between the following organizations: Chief Executive Office (hereinafter referred to as "CEO"), ECJIS Committee (hereinafter referred to as "Committee"), Management Information Services (hereinafter referred to as "MIS"), Sheriff, Superior Court, District Attorney, Public Defender, Probation and Regional 911 (hereinafter referred to as "Departments").

PURPOSE

WHEREAS, the heads of the Departments desire to explore the feasibility, and optimum initiative, for the deployment of a fully integrated county justice information system, and

WHEREAS, the heads of the Departments of the county's justice system are committed to the vision of an fully integrated county justice information system, and

WHEREAS, the heads of the Departments have agreed to pursue and support the detailed assessment of existing justice information systems to identify potential solutions, opportunities, risks, and costs for the successful deployment of a fully integrated county justice information system.

NOW THEREFORE, in consideration of the above, and of the mutual promises hereinafter contained below, the parties hereto agree as follows:

AGREEMENT

Article 1.0 CEO Roles and Responsibilities

The CEO's office agrees to assume the following role and responsibilities: assign a Project Manager/Facilitator to coordinate and oversee the progress of the work, coordinate and facilitate project meetings, act as the point person for the dissemination and collection of project information (meeting announcement, meeting minutes, project deliverables, etc.), and work in collaboration with the Committee and Consultant(s) to achieve the desired result and success of the project.

Article 2.0 Committee Roles and Responsibilities

The Committee agrees to assume the following role and responsibilities: address management and policy issues, provide review and comments on project information (i.e., meeting minutes) and task deliverables, and work to develop a consensus on the most viable approach for the deployment of a fully integrated county justice information system. Review and comment will be provided on a number of deliverables, including but not necessarily limited to: Task 1.3, Summary of Findings, Task 1.4, Shared Data Needs, and Task 1.5, Constraints Definition document. Review and comment will be carried within the timelines identified in the project schedule.



Article 3.0 MIS Roles and Responsibilities

MIS agrees to assume the following role and responsibilities: assign technical professionals to the project, as identified in the Work Plan (Attachment A), to successfully carry out the scope of work (approximately 500 person hours) over the timeline identified in the Project Schedule (approximately 13 weeks). MIS staff will consist of a variety of staff, but a lead Programmer / Analyst will be involved throughout the entire project, assuming responsibility for the successful execution of the MIS portion of all tasks. MIS will carry out project tasks per the Project Schedule.

Article 4.0 Department Roles and Responsibilities

Departments agree to assume the following role and responsibilities: make technical and functional staff available as required and identified in the Work Plan to assist management in addressing operational issues in general, and existing justice applications issues specifically. Departments agree to assist in reviewing and commenting on task deliverables in a timely manner, per the milestones identified in the Project Schedule. Specific areas of task involvement will include, but not be limited to: Task 1.1, Compiling Existing Application Information, Task 1.4 Analysis of Other Departmental Shared Data Needs (see attached work plan), and the review of deliverables. Departments also agree they will not make any major hardware or software acquisitions during the course of the Feasibility Study which would be in conflict with the direction and intent of the Committee within the timeline presented in this MOU." With the exception of Regional 911, Departments further agree to contribute \$5,000 per department towards the cost of the Feasibility Study.

Article 5.0 Project Plan (Attachment A)

The attached Project Plan will be the instrument that will identify the overall project approach, scope of work, county participants, task deliverables, and project schedule and milestones.



ECJIS Feasibility MOU

County of Stanislaus

January 16, 2001

Article 6.0 Acknowledgement and Agreement

The MOU participants acknowledge that they have read this agreement, understand it, and agree to perform to it.

IN WITNESS WHEREOF, the participants hereto have executed this agreement as of the day and year shown below.

Agreed to by:

Reagan Wilson, Chief Executive Office

James Ray
James Ray, Management Information Services

Les Weidman
Les Weidman, Sheriff

Deborah Brasher for Michael A. Tozzi
Mike Tozzi, Superior Court

Carol Shively for
Jim Brazelton, District Attorney

Tim Bazar
Tim Bazar, Public Defender

Linda Duffy
Linda Duffy, Probation Department

Jeanne Hardin
Jeanne Hardin, Regional 911



Feasibility Study for a County-wide Integrated Criminal Justice System

**Chief Executive Office
Stanislaus County**
Striving to be the Best
1010 10th Street, Suite 6800
Modesto, CA 95354

January 25, 2001



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1.0 Overview of Approach

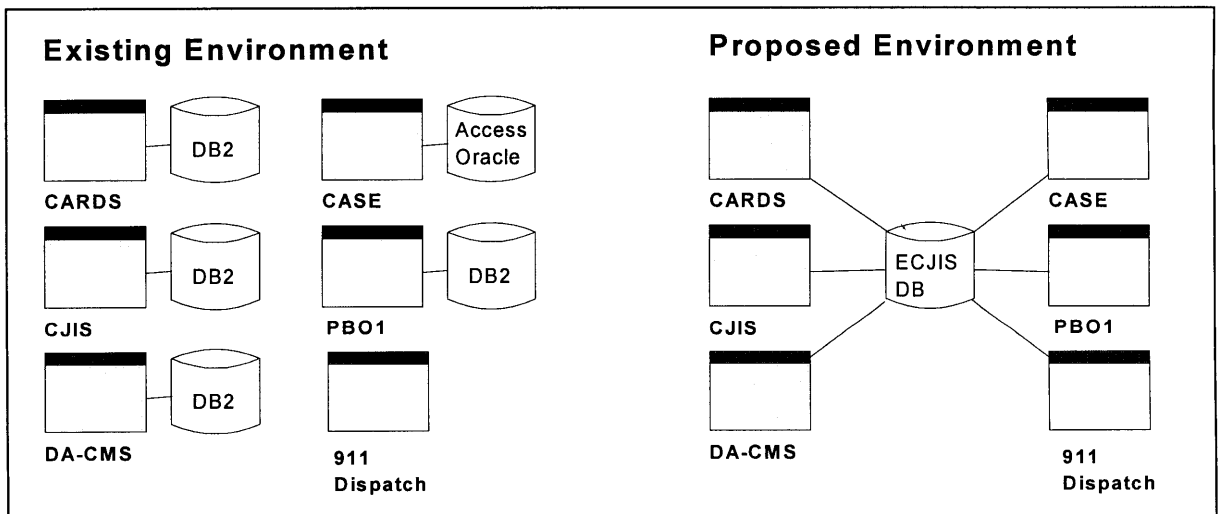
1.1 Purpose of the Project

The purpose of this project is to evaluate the consistency of existing criminal justice applications, determine the feasibility of integrating them, and articulate the optimum approach to pursue in the development and deployment of an enterprise-wide Integrated Criminal Justice Information System (I-CJIS) for the County of Stanislaus. In short, this analysis will minimize risk by laying a sound foundation for the successful and expeditious deployment of an I-CJIS.

Given the critical importance of criminal justice services provided by various County departments, and the substantial differences in possible technical approaches, the purpose of this important project will be to resolve a number of key issues:

- Establish a technical baseline of where the affected applications stand, to assist in determining the level of effort of integrating them into one countywide solution.
- Carefully evaluate opportunities and risks of the possible technical approaches for successfully achieving an I-CJIS.
- The information produced will be leveraged in developing a functional specification that can be used to estimate the level of effort, and associated costs, for keeping and integrating the existing applications or developing a new web-enabled solution.

Figure 1: Conceptual I-CJIS Objective



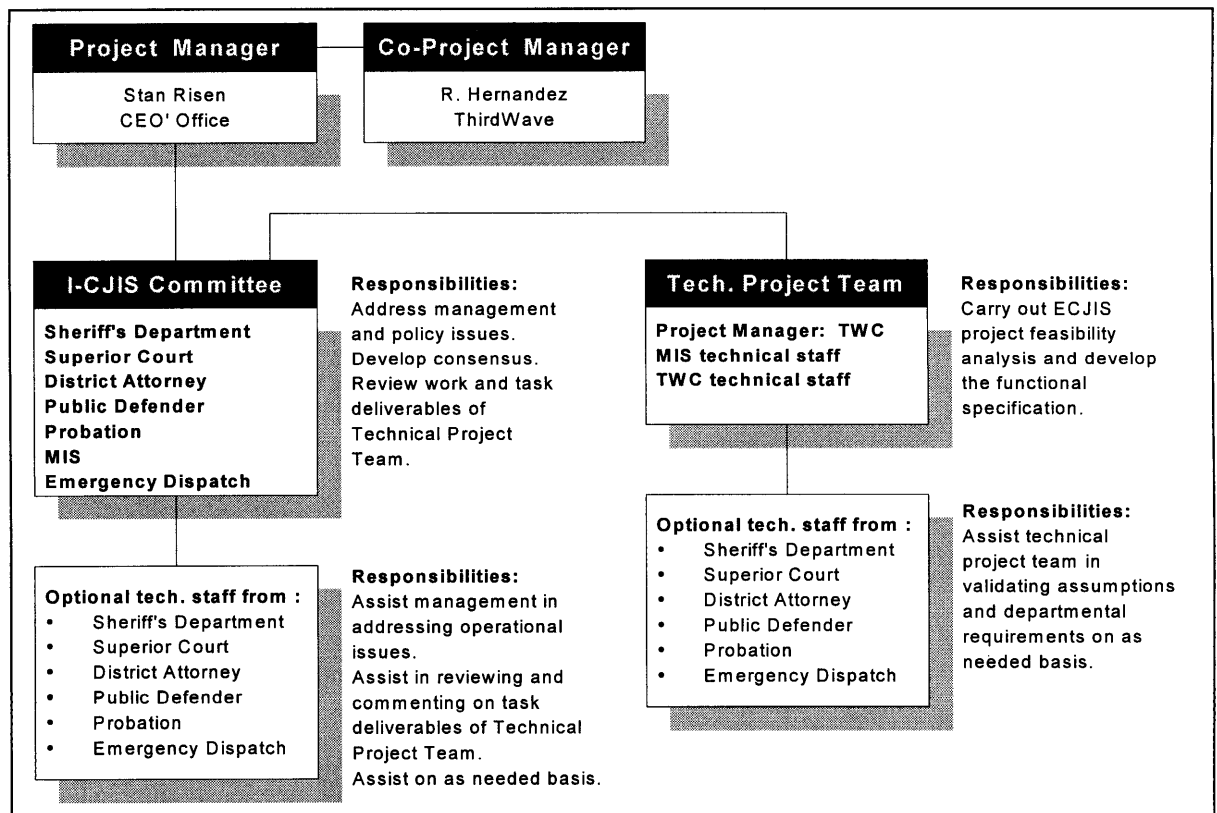
1.2 Project Organization and Protocol

Given the previous attempts to develop and deploy an I-CJIS, there will be a number of prerequisites for the success of the current effort. One will be establishing a project organization and protocol that all departments and the county executives can concur with. Cross-departmental support will be paramount to the success of this initial task. Beyond the following project organizational structure and protocol, a Memorandum of Understanding (MOU) will be used to ensure departmental commitment to the success of this project. (A copy is attached to this document.)

Because of the critical importance of an I-CJIS, the project organization will entail the Chief Executive Officer's staff facilitating the effort, assisted by ThirdWave. The I-CJIS management committee will provide input and also oversee the execution of the work. The I-CJIS committee will be represented by all of the affected criminal justice departments and MIS. In addition, a technical team will be given the task to carry out the database evaluation and definition of the functional specification. The results of the project team will be presented and reviewed by the I-CJIS Committee. Comments provided by the committee will be incorporated as appropriate into the final technical recommendation on the best approach for developing the I-CJIS.

The following figure illustrates the proposed project organization and corresponding responsibilities.

Figure 2: Project Organization and Responsibilities





It is also recognized that because of the complexity of issues, processes and sensitivity of I-CJIS data, ongoing dialogue will be required within the committee. Furthermore, ongoing review and discussion of technical and operational issues will more than likely be required, with staff from each department assisting in the review of project deliverables.

2.0 Scope of Work

2.1 Scope of Work & Deliverables

The Scope of Work of this project will carry out a thorough review of the existing criminal / justice applications. The intent is to provide sound recommendations that will allow the County to pursue the most appropriate direction to take with the I-CJIS project. The following provides a first cut at the proposed tasks to accomplish the goals and objectives of the I-CJIS Committee. This document is provided as a tool for discussion; the scope may be modified as deemed appropriate by the committee and/or MIS (who has the best understanding of the applications).

Phase 0 PROJECT INITIATION

Task 0.1 Project Kick-off

The I-CJIS Committee and the Technical Project Team will meet to review the scope of work, deliverables, team responsibilities, project schedule, County review process and project management protocol.

Deliverable 0.1: Project Review (Revised Project Schedule if required)

Phase 1 DATABASE ANALYSIS

Task 1.1 Compile Existing Application Documentation

The team will gather and compile existing application development documentation for each application. The following information (if it exist) will be compiled for each of the I-CJIS applications:

- Process Flow Diagrams
- Data Flow Diagrams
- Data Dictionary
- Entity Relationship Diagrams (Data Model)

I-CJIS Applications include the following:

- CARDS
- CJIS
- CASE
- DA-CMS
- PBO1
- Emergency Dispatch

Deliverable 1.1: Compiled Application Information



Task 1.2 Detailed Review of Application Documentation

The project team will carry out a detailed review of each application and its corresponding documentation. The review will include, but not be limited to, the following:

- Demonstrations
- Process Flow Diagrams
- Data Flow Diagrams
- Data Dictionary
- Entity Relationship Diagrams (Data Model)

The team will identify and compile notes on the information contained in the existing tables, shared tables, and determine the degree of consistency or inconsistency of data across applications. The project team will also identify if data can be layered into high, medium or low priority data. This work will be carried out on-site at the County, allowing TWC and County staff to work together.

T 1.2.1 CARDS Documentation Review

Deliverable 1.2.1: CARDS Documentation Review

T 1.2.2 CJIS Documentation Review

Deliverable 1.2.2: CJIS Documentation Review

T 1.2.3 CASE Documentation Review

Deliverable 1.2.3: CASE Documentation Review

T 1.2.4 DA-CMS Documentation Review

Deliverable 1.2.4: DA-CMS Documentation Review

T 1.2.5 PBO1 Documentation Review

Deliverable 1.2.5: PBO1 Documentation Review

T 1.2.6 Emergency Dispatch Review

Deliverable 1.2.6: Emergency Dispatch Documentation Review

Task 1.3 Analysis of Other Departmental Shared Data Needs

T 1.3.1 Review ITSP Enterprise Session Notes

This task will be carried out in preparation of the Departmental End User Meetings. The project team will review the Criminal Justice Enterprise Session notes and RWPM session notes from the ITSP project. In addition, the project team will also review the previously developed ECJIS information developed by MIS, identifying functional disconnects across the criminal justice departments.

Deliverable 1.3.1: Review Enterprise Notes and ECJIS Information



T 1.3.2 Develop End User Questionnaire

The project team will prepare an end user questionnaire addressing a number of key issues, including operational issues, and the revisiting of inter-departmental disconnects identified in the work done 3 years ago. The questionnaire will be distributed in advance of department meetings, and will be used to gather end user concerns in advance to optimize the time allotted for the end user meetings.

Deliverable 1.3.2: End User Questionnaire

T 1.3.3 End User Department Meetings

The project team will meet with end users (functional staff) from the following departments to discuss the data requirements of the end users, within the context of their functional responsibilities and processes. Specific issues that will be addressed will include:

- Inability to view data in other systems.
- Inability to access and use data in other systems for informational purposes.
- Inability to access and use data in other systems for functional purposes.

Four-hour meetings will be held at the County with staff from the following departments, except for the Superior Courts who will have an 8 hours end user meeting. Representative staff from the divisions and sections of the department will attend the shared data user meetings.

- Sheriff
- District Attorney
- Superior Courts (This session will also include addressing Courtroom Automation.)
- Public Defender
- Probation
- Emergency Dispatch

Deliverable T 1.3.3: Other Department Shared Data User Meetings

T 1.3.4 Produce Meeting Documentation

The technical team will develop a summary of findings for each of the meetings held with the departments. The issues noted above, as well as other issues identified in the meetings, will be incorporated into the meeting notes.

Deliverable T 1.3.4: Shared Data User Meetings Documentation

SC 1.3.4 I-CJIS Committee Review & Comments

Deliverable SC 1.3.4: Shared Data Needs Documentation Comments

T 1.3.5 Finalize Other Departmental Shared Data Needs Findings

The team will incorporate comments made by department management, department staff and/or the I-CJIS Committee to produce a final Shared Data Needs Findings document.

Deliverable T 1.3.5: Final Shared Data Needs Findings Document



Task 1.4 Constraint Definitions

T 1.4.1 Identify Constraints

The project team will identify constraints for each of the departments (and groups within each department) that would act as contextual or performance parameters in the deployment of the ultimate I-CJIS system, regardless of the selected integration / development option. Constraints would be identified in each of the following areas:

- Data
- Infrastructure
- Hardware
- Financial
- External Mandates

The deliverable will be provided to County staff and Management for review and comment.

Deliverable T 1.4.1: Departmental Constraints Document

SC 1.4.1 I-CJIS Committee Review & Comment

Deliverable SC 1.4.1: I-CJIS Committee / Department Comments on Constraints Document

T 1.4.2 Finalize Departmental Constraints Document

The team will incorporate comments made by the department management, staff and/or I-CJIS Committee to produce a final Departmental Constraints document.

Deliverable T 1.4.2: Final Constraints Document

Task 1.5 Develop Summary of Findings

T 1.5.1 Technical Feasibility Summary

The technical team will develop a summary of findings for all of the application data issues reviewed in the previous tasks. This task will focus on the feasibility of implementing a shared and integrated criminal justice system for all of the existing applications. The project team will specifically look at the following:

- The technical feasibility of developing an enterprise data model to support an I-CJIS deployment.
- The approximate level of effort to modify and or reconcile the existing database models across all applications.
- The approximate cost for creating an enterprise data model to support an I-CJIS

This task will be carried out at the TWC office, as well as onsite at the County.

Note:

The technical feasibility summary will be usable regardless of whether the deployment approach is an integration of existing applications or the development of a new set of integrated web-enabled applications.



T 1.5.2 Meeting to Present Findings to I-CJIS Committee

The team will develop a summary of findings for all of the application data issues reviewed in the previous tasks. These findings will be presented to the I-CJIS Committee.

Deliverable 1.5.2: Presentation of Preliminary Findings to I-CJIS Committee

SC 1.5.2 I-CJIS Committee Review & Comment on Findings

Deliverable SC 1.5.2: Presentation to I-CJIS Committee

T 1.5.3 Finalize Feasibility Findings

The team will incorporate committee comments into the findings to produce the final summary I-CJIS Feasibility Findings.

Deliverable 1.5.3: Final I-CJIS Feasibility Findings

Task 1.6 Develop Recommendations for Integration

The technical team will develop I-CJIS recommendations addressing the following:

- Integrated Criminal Justice Information System Data Model
- Required Data Bridges and/or Data Exchange (e.g., ODBC, JDBS, others)
- Database Engine
- Hardware / OS Platform
- Development Standards
- Courtroom Automation Standards
- Cost Estimate

Three options will be addressed as part of this task:

Option 1: The integration of the existing applications via an enterprise shared data model.

Option 2: The integration of the existing applications via data bridges between the existing departmental / application databases.

Option 3: The development of web-enabled applications via an enterprise data model.

T 1.6.1 Option 1: Enterprise Data Model with Integrated Existing Applications

Develop the recommendations for the implementation of this option.

Deliverable T 1.6.1: Integrated / Enterprise Data Model Recommendations

T 1.6.2 Option 1: Integrated of Existing Applications via Data Bridges

Develop the recommendations for the implementation of this option.

Deliverable T 1.6.2: Integrated / Enterprise Data Model Recommendations

T 1.6.3 Option 2: Enterprise Data Model with New Web-enabled Applications

Develop the recommendations for the implementation of this option.

Deliverable T 1.6.3: Integrated / New Web-enabled Applications



T 1.6.4 Develop Cost / Benefit Analysis

Using the cost estimates from task 1.6, and the benefits identified in the End User Meetings in task 1.3, the project team will develop a cost benefit scenario for each of the options identified in the previous task. If the previous subtask identifies a clearly superior option, the cost / benefit analysis may be carried out on just that optimum option.

Deliverable T 1.6.4: Cost Benefit Analysis

T 1.6.5 Final I-CJIS Technology Recommendations

Based on all of the previous tasks, the project team will provide a final recommendation for the most responsive and cost effective solution for the deployment of the I-CJIS system. The final findings recommendations will be presented to I-CJIS Committee.

Deliverable T 1.6.5: Final I-CJIS Technology Recommendation

3.0 Project Cost

3.1 Staffing and Work Plan

To ensure the successful, most expeditious execution of the proposed work, the following staffing plan has been developed. In general, the following assumptions have been made:

- There will be a Stanislaus County and ThirdWave project Manager
- The technical project team will consist of County and ThirdWave staff, including technical professionals with experience and expertise as developers or database administrators.
- The County's technical staff will be technical professionals familiar with the existing mainframe applications, with previous experience in the design, development, or maintenance of those applications. This will allow the project to take advantage of the knowledge and expertise possessed by the County.

The following figures reflect a detailed level of effort estimate for the technical project team. Hours have been estimated for each task and subtasks for the County and ThirdWave project managers in addition to the technical staff. The figure below provides a summary of the projected level of effort for each team member. The following figure provides a task-by-task estimate of project hours.

Figure 3: Level of Effort Summary

<i>Staff</i>	<i>TW: PM</i>	<i>SC: PM</i>	<i>RH: Sr. IT</i>	<i>JF: Sr Dev</i>	<i>PD: Sr DBA</i>	<i>SC – RH Sr P/A</i>	<i>SC - Other</i>
Hours	70.35	117.8	151	198	145	272	184
TWC Hrs	564						
County Hrs	574						