

Sunset Public Hearing Questions for  
**Integrated Criminal Justice Steering Committee**  
Created by Section 16-3-815, *Tennessee Code Annotated*  
(Sunset Termination June 2020)

*Enabling Statute, Purpose, and Rules and Regulations*

1. Provide a brief introduction to the Committee, including information about its purpose, statutory duties, staff, and administrative attachment.

Recognizing the need to coordinate efforts within the state's criminal justice system, a group of criminal justice professionals voluntarily formed the Tennessee Integrated Criminal Justice (ICJ) Steering Committee in 2002. Participants included upper management from a number of State agencies including the Tennessee Bureau of Investigation (TBI), Administrative Office of the Courts (AOC), District Attorneys General Conference, District Public Defenders Conference, Department of Correction (TDOC), the State's Chief Information Officer, and others. The committee drafted a comprehensive plan for statewide, integrated criminal justice information and data sharing, applied for and received grants for over one million dollars from the United States Department of Justice. The General Assembly passed the Tennessee Integrated Criminal Justice Act in 2006 for the purpose of formalizing the work of the ICJ Steering Committee with an annual appropriation of \$375,000, to cover program development and support expenses and the two original positions associated.

The ICJ Steering Committee's Mission Statement outlines its purpose and is as follows:

The ICJ Steering Committee will: (1) provide a framework to integrate criminal justice information that is congruent with emerging technologies, national and state standards, while complementing local information sharing initiatives; (2) minimize redundant criminal justice record information entry while identifying reengineering and automation opportunities; (3) improve the use of the statewide individual identification number that would link together all local and state criminal justice information; (4) develop methods to secure long-term funding and support for integrated criminal justice record and information management.

Tennessee Code Annotated §16-3-816, mandates the ICJ Steering Committee: "to facilitate the development of cost-effective, integrated justice information systems that maximize standardization of information and communications technology across the state's justice and justice-affiliated agencies. It is the further duty of the committee to provide the leadership, strategy, mission, vision, goals, decision-making structure and accountability processes for the integrated criminal justice system."

As outlined in §16-3-815, the ICJ Steering Committee is administratively attached to the Administrative Office of the Courts (AOC). The committee has a single staff member, Deborah Stewart, ICJ Project Manager, who serves as the project manager for the ICJ program.

2. Has the Committee promulgated rules and regulations? If yes, please cite the reference.

The ICJ Steering Committee is not a rule making committee.

*Committee Organization*

3. Provide a list of current members of the Committee. For each member, please indicate who appointed the member, statutory member representation, the beginning and end of the member’s term, and whether the member is serving a consecutive term.

The ICJ Steering Committee Membership list is attached with the appointment or designation information. Committee members are not bound by a term; only the Chairperson has a two year term and is eligible to server consecutive terms.

4. Are there any vacancies on the Committee? If so, please indicate how long the position has been vacant and explain steps that have been taken to fill any vacancies.

Vacancies are noted on the attached Membership list. An e-mail along with statutory requirement of the ICJ Committee is sent to the appropriate commissioner or director of the agency with the vacancy by the ICJ Project Manager. A second e-mail may follow the first, if there is not a timely response received.

5. How many times did the Committee meet in Fiscal Years 2018 and 2019? How many members were present at each meeting? Please note meetings where the Committee did not have a quorum.

The ICJ Steering Committee is scheduled to meet quarterly but dates may be adjusted based on Committee members’ schedules.

<b>Fiscal Year 2018</b>		<b>Fiscal Year 2019</b>	
<b>Month</b>	<b>Members</b>	<b>Month</b>	<b>Members</b>
January	14	January	14
April	13	April	9
June	13	September (electronic update)	
September	16	December	

An electronic update was provided to ICJ Steering Committee members in lieu of a meeting in September 2019 due to scheduling conflicts.

*Financial Information*

6. What were the Committee’s revenues and expenditure for Fiscal Years 2018 and 2019? Does the Committee carry a fund balance? If yes, please provide additional relevant information regarding the fund balance.

The ICJ Steering Committee does not have revenue, expenditures or a fund balance. The ICJ Program has state funding of \$266,874 per year that is part of the Court System’s budget. This primarily funds maintenance and supports on the ICJ various systems such as the ICJ Portal, Arrest Events, Single Sign-on with the TN Dangerous Drugs Task Force, Automated Case Judgment system and the licenses needed for the various databases and systems and also covers the salary of the ICJ project manager.

7. What per diem or travel reimbursements do Committee members receive? How much was paid to Committee members in Fiscal Years 2018 and 2019?

Committee members are eligible for reimbursement of the travel expenses in accordance with the state’s travel regulations. No one requested reimbursement in fiscal year 2018 or 2019.

*Sunshine Law, Public Meetings, and Conflict of Interest Policies*

8. Is the Committee subject to Sunshine law requirements (Section 8-44-101 et seq., *Tennessee Code Annotated*) for public notice of meetings, prompt and full recording of minutes, and public access to minutes? If so, what procedures does the Committee have for informing the public of meetings and making minutes available to the public?

Yes, the Committee is subject to the Sunshine law requirement. All ICJ Steering Committee meeting notices are posted on the front page of the AOC's web site, [www.tncourts.gov](http://www.tncourts.gov). The Committee does keep full meeting minutes and will make meeting minutes available upon request.

9. Does the Committee allow for public comment at meetings? Is prior notice required for public comment to be heard? If public comment is not allowed, how does the Committee obtain feedback from the public and those they regulate?

Yes, the Committee does allow for public comment. All meeting notices are posted on the AOC's website and the public could attend and comment if they desired.

10. Does the Committee have policies to address potential conflict of interest by Committee members, employees, or other state employees who work with the Committee?

The ICJ Steering Committee staff member is administratively attached to the AOC, and the AOC has a conflict of interest policy. The AOC's policy requires all employees to read the conflict of interest policy and to disclose any potential conflicts of interest whenever they may arise. The Committee does not have a formal policy. In addition, most agencies represented on the ICJ Steering Committee also have their own formal conflict of interest policies.

11. Does the Committee have a website? If so, please provide the web address. What kind of public information is available on the website?

The Committee has a page on the AOC's website. The page lists the ICJ Steering Committee Members and AOC Staff Contact information. <https://www.tncourts.gov/boards-commissions/boards-and-commissions/integrated-criminal-justice-steering-committee>

*Reports, Major Accomplishments, and Proposed Legislative Changes*

12. What reports does the Committee prepare concerning its activities, operations, and accomplishments? Who receives copies of these reports? Please provide a link to any such reports issued in Fiscal Years 2018 and 2019.

The Committee provides monthly updates as part of a status report to the Tennessee Supreme Court and quarterly updates to committee members during ICJ Steering Committee meetings. These reports are not linked to a site but can be provided upon request.

13. Describe the nature and extent of the Committee’s activities and any major accomplishments of the committee during Fiscal Years 2018 and 2019. How do described activities address the responsibilities set out in Sections 16-3-816 and 16-3-817, *Tennessee Code Annotated*?

**ICJ Portal Support and Training:** We continue to provide support and training for access to the ICJ Portal. The current number of users and their breakdown is below:

**ICJ Portal Stats**

Currently, the ICJ Portal has 544 agencies deployed throughout the state with 11,777 users consisting of:

255 Police Departments	13	911 Centers	23	State Agencies
92 Sheriff’s Offices	26	District Attorneys	17	Drug Task Forces
64 Courts	41	Federal Agencies	9	Miscellaneous

**Single Sign-on Capability for Law Enforcement**

Through single-on functionality, authorized users are now able to sign on to either the ICJ Portal or Tennessee Dangerous Drugs Task Force’s DI3 system and seamlessly navigate between the two systems. This is one of the first single-sign on programs in the State of Tennessee for law enforcement. ICJ Portal users with access level ‘one’ can access the DI3 database by selecting a link on the ICJ Portal’s search window. The single sign-on access allows all law enforcement agencies access from the ICJ Portal to the DI3 database with a single login. This functionality doubled the traffic to the DI3 database giving critical information to law enforcement personnel.

The Integrated Criminal Justice Program is a member of the Tennessee Identity Exchange Management Working Group (TIEM): TIEM’s vision is to provide every law enforcement officer in Tennessee with access to the information they need at the time they need it most by providing single sign-on access to state and federal intelligence systems using trusted relationships between agencies using the most efficient technical means available. This will help law enforcement officers by reducing the number of user credentials they have to maintain for access to different intelligence systems, while increasing the speed and efficiency of their ability to access the information they need.

**Hearing Impaired or Hard of Hearing Functionality added:**

Title & Registration (Tennessee Department of Revenue) Database Enhancement Legislatively Mandated: Addition – The General Assembly passed legislation, effective July 1, 2018, for a hearing impaired or hard of hearing flag on all title and registration records where individuals have elected to list this information. A change was made so that this new flag is now visible to law enforcement via the ICJ Portal.

**Continued Support for Tennessee Automated Case Judgment Program (TNACJ):**

TNACJ is a multi-part project for the ICJ Program. Part I: District Attorneys currently using the District Attorneys General’s Conference case management system Justware, will use this application to electronically create the criminal judgment document which can also and distribute to the judge and clerk. The judge will review, edit or return the judgment to the district attorney if there are errors. If approved, the judge will then send the judgment to the clerk for filing in a statewide repository where the judgment will be date and time stamped. All judgments stored in the statewide repository can be edited by authorized users. In February 2019, the Tennessee Supreme Court modified the criminal case judgment document to become a two-page form. TNACJ migrated to the new form in June, 2019. The 26<sup>th</sup> Judicial District is currently using the two-page criminal judgment form.

Part II: The criminal judgments stored in the statewide repository are viewable and available for printing by law enforcement via the ICJ Portal.

Part III: The creation of a web service which will allow DAs not affiliated with Justware, to push their final judgment to the statewide repository for storage.

14. What have been the greatest obstacles to carrying out the duties and responsibilities of the Committee?

Resource constraints for both the ICJ program and the participating agencies have been an obstacle in being able to get projects done in a timely manner and to get multiple projects completed. The ICJ program started with two staff members; a project manager and a business analyst. However, budget cuts several years ago forced the elimination of analyst position. This is a huge obstacle for this program because the project manager has to provide for the day-to-day needs of the ICJ Portal including on-going support for ICJ Portal users. The project manager also has to manage new projects such as Automated Case Judgment and the Single Sign-on Pilot.

Resource constraints can also be an issue when working with other ICJ member agencies on projects because each agency has their own internal priorities and we have to work with them to see where and when they can allocate resources to ICJ projects, when needed.

15. Please describe any items related to the Committee that require legislative attention and your proposed legislative changes.

We do not anticipate any proposed legislative changes for the upcoming session.

16. Should the Committee be continued? To what extent and in what ways would the absence of the Committee affect the public health, safety, or welfare of the citizens of Tennessee?

Yes, this committee should be continued.

The ICJ program has provided several critical tools such as the Criminal Justice Portal, the Arrest Events System, and the Automated Case Judgment system that directly benefit public safety. The ICJ program addresses the combined needs of Tennessee's criminal justice agencies, both state and local, to provide better information and better ways to access or use that information. The ICJ program strives to provide law enforcement and justice affiliated agencies access to state and federal intelligence information through our affiliation with TIEM.

*At the request of the Chairman of the House Government Operations Committee, all agencies who provide responses to questions as part of the Q&A process should also provide the following information.*

17. Identification of the appropriate agency representative or representatives possessing substantial knowledge and understanding of the responses provided to the sunset review questions.

Deborah Stewart, ICJ Project Manager  
Ann Lynn Walker, AOC Technology Director

18. Identification of the appropriate agency representative or representatives who will respond to the questions at the scheduled sunset hearing.

Deborah Stewart, ICJ Project Manager  
Ann Lynn Walker, AOC Technology Director

19. Office address, telephone number, and email address of the agency representative or representatives who will respond to the questions at the scheduled sunset hearing.

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**Integrated Criminal Justice Steering Committee**

**T.C.A. § 16-3-818**

**Chairperson: Michaela Mathews (Term expires December, 2020)**

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**Integrated Criminal Justice Steering Committee**

**T.C.A. § 16-3-818**

**Chairperson: Michaela Mathews (Term expires December, 2020)**

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**Integrated Criminal Justice Steering Committee**  
**T.C.A. § 16-3-818**  
**Chairperson: Michaela Mathews (Term expires December, 2020)**

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**Integrated Criminal Justice Steering Committee**  
**T.C.A. § 16-3-818**  
**Chairperson: Michaela Mathews (Term expires December, 2020)**

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