



**IJIS Institute**

**JRA PHASE 1B PROJECT  
FINAL REPORT**

**NCSC Subcontract to IJIS Institute**

**“Facilitating Justice Information Sharing Through Global JRA and  
Services Task Team Support”**

**NCSC Project ID: 71535.000, STT**

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## **1 Purpose of this Report**

This report serves as the “Facilitating Justice Information Sharing Through Global JRA and Services Task Team Support” Project Final Report, which documents the project overview, outcomes, challenges, and lessons learned. The project was funded by an agreement between the National Center for State Courts (NCSC) and the IJIS Institute.

## **2 Acknowledgements**

This report, and the work products generated from the project, would not exist without the full support of the NCSC. The IJIS Institute is very appreciative of the incredible partnership with NCSC and is thankful for the support and assistance provided by its very talented staff.

The IJIS Institute is grateful for the active participation and support of its member companies and their professional representatives, as well as the many practitioners who devote time and share their invaluable expertise for projects such as these. Specifically, the IJIS Institute acknowledges the individuals and their host private firms or public agencies listed in this report for their commitment to the work and success of the project.

Finally, the IJIS Institute extends our thanks to our other partners who contributed to this effort – the Institute for Intergovernmental Research (IIR) and SEARCH, the National Consortium for Justice Information and Statistics.

Scott Parker  
Senior Project Manager  
IJIS Institute

### 3 Project Sponsors

#### National Center for State Courts

The National Center for State Courts is an independent, nonprofit court improvement organization founded at the urging of Chief Justice of the Supreme Court Warren E. Burger. He envisioned NCSC as a clearinghouse for research information and comparative data to support improvement in judicial administration in state courts. Over 20 years ago, the Institute for Court Management merged with NCSC, adding an educational curriculum especially designed for court managers. In the early 1990s, an international division was formed to offer a similar array of research, consulting, education, and information services to strengthen the rules of law in countries around the world.

NCSC is the organization court personnel turn to for authoritative knowledge and information. Its efforts are directed by collaborative work with the Conference of Chief Justices, the Conference of State Court Administrators, and other associations of judicial leaders. Consequently, NCSC is able to return expertise to the courts in a variety of forms — from web resources to hands-on assistance. State assessments pay for the distribution of information from knowledge analysts and online sources, available free of charge to state trial and appellate courts and their administrative offices.

All of NCSC's services — research, information services, education, consulting — are focused on helping courts plan, make decisions, and implement improvements that save time and money, while ensuring judicial administration that supports fair and impartial decision making. Visit the NCSC web site at <http://www.ncsc.org>.

#### US DOJ's Bureau of Justice Assistance

The Bureau of Justice Assistance (BJA) is a component of the Office of Justice Programs of the U.S. Department of Justice. BJA supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by:

- Emphasizing local control.
- Building relationships in the field.
- Providing training and technical assistance in support of efforts to prevent crime, drug abuse, and violence at the national, state, and local levels.
- Developing collaborations and partnerships.
- Promoting capacity building through planning.
- Streamlining the administration of grants.
- Increasing training and technical assistance.
- Creating accountability of projects.
- Encouraging innovation.
- Communicating the value of justice efforts to decision makers at every level.

BJA has three primary components: policy, programs, and planning. The Policy Office provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice. It also acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices. The Programs Office coordinates and administers all state and local grant programs and acts as BJA's direct line of communication to states, territories, and tribal governments by providing assistance and coordinating resources. The Planning Office coordinates the planning, communications, and budget formulation and execution, provides overall BJA-wide coordination, and supports streamlining efforts. Visit the BJA web site at <http://www.ojp.usdoj.gov/BJA>.

## 4 Project Overview and Benefits

This project was focused on supporting the Justice Reference Architecture (JRA) program and included two deliverables:

1. Support for the National Business Priorities session in October of 2009; and
2. Development of the Arrest Warrant Information Exchange (AWIE) Service Specification.

The Chart of Deliverables, which includes the description of the deliverable and the intended purpose and anticipated benefit, is below.

Chart of Deliverables		
Deliverable or Activity Name	Deliverable Description	Purpose / Anticipated Benefit
Support for the National Business Priorities session	This deliverable provides for the attendance and participation of the IJIS Institute Project Manager and the IJIS Institute's Service Specification Development Subcontractor at the National Business Priorities session in October of 2009.	<p>The National Business Priorities session met to identify the most critical information exchange priorities for the national justice community. The immediate use of this information is to outline recommended overarching goals requiring national coordination that can be addressed by the Global Services Task Team (STT) in 2010.</p> <p>By the end of 2010, the STT will have produced specific guidelines and specifications in the form of reference services. When implemented, they will contribute significantly to the achievement of the identified priorities. A service, in the context of information exchange, is defined as a distinct function [or unit] that allows the consumer of information to locate and access the information being provided by an information provider.</p>
Development of the Arrest Warrant Information Exchange (AWIE) Service Specification	The AWIE Service provides a framework for criminal justice agencies to communicate and route arrest warrant information throughout the warrant lifecycle – from an initial warrant request to eventual disposal.	<p>Handling of arrest warrants is complicated by the involvement of several distinct criminal justice lines of business (e.g., law enforcement, prosecutor, courts, repositories, etc.) This service is intended to automate the flow and routing of warrant information between these lines of business to accommodate warrant requests, issuance, service, and data maintenance. By streamlining these processes, the service aims to provide criminal justice organizations with the data necessary to act on warrants and warrant requests in a timely and accurate manner. At a high level, the service is intended to facilitate the following business processes:</p> <ul style="list-style-type: none"> <li>• Warrant request, review, and issuance;</li> <li>• Warrant recall (including requests, reviews, and approvals);</li> <li>• Serving of warrants;</li> <li>• Maintenance of warrant data (updates); and</li> <li>• Querying of warrant information.</li> </ul>

This contract extended work already being performed by the IJIS Institute to fulfill obligations set forth in a direct BJA cooperative agreement (2007-RG-CX-K019). This prior JRA work was performed for BJA and the Services Task Team under Global in cooperation with NCSC and SEARCH (who, themselves, each had discrete BJA funding through separate cooperative agreements).

## 5 Project Methodology

### 5.1 AWIE Service Specification Development Subcontractor

Using a formal and well-vetted competitive procurement process, one IJIS Institute member firm was selected and used for the development of the AWIE Service Specification (Analysts International Corporation, lead developer - Iveta Topalova, Enterprise Solutions Practice Manager).

**Analysts International Corporation**  
[www.analysts.com](http://www.analysts.com)

### 5.2 National Business Priorities Session Support

The IJIS Institute provided two attendees funded by this project, and one funded by the IJIS Institute, to participate at the National Business Priorities Session in Salt Lake City, Utah, in October 2009:

#### 5.2.1 NCSC Project funded:

**Scott Parker**  
Senior Project Manager  
IJIS Institute

**Iveta Topalova**  
Enterprise Solutions Practice Manager  
Analysts International Corporation

#### 5.2.2 IJIS Institute funded:

**Suzette McLeod**  
Assistant Director, Project Management Services  
IJIS Institute

### 5.3 Schedule and Group Activities

The project progressed via two face-to-face meetings and numerous conference calls and web conferences.

The development of the AWIE Service Specification was accomplished via one face-to-face meeting with a SME group assembled for this specific purpose. Several remote meetings to conduct follow-up SME consultation, and to coordinate, manage, and review the effort, were also hosted.

The support for the National Business Priorities Session was provided via attendance of the above named persons. As a result of the meeting and decision-making processes used, a scoring template and calculator (Microsoft Excel spreadsheet) was also created by the IJIS Institute and provided to NCSC to assist with future sessions.

Date	Location	Major Activities
10-08-09	n/a	<b>Conference Call</b> – Web conf. to review reference working draft specs to make sure SME's requirements are being captured correctly
10-27-09 – 10-28-09	Salt Lake City, UT	<b>Meeting</b> – Global Services Task Team 2009–2010 Priorities Definition Workshop
10-28-09 – 10-30-09	Salt Lake City, UT	<b>Meeting</b> – Arrest Warrant Service Specification Workshop
11-06-09	n/a	<b>Web Conference</b> – Arrest Warrant Service Specification w/ SMEs
11-20-09	n/a	<b>Web Conference</b> Arrest Warrant Service Specification w/ SMEs
12-04-09	n/a	<b>Web Conference</b> Arrest Warrant Service Specification w/ SMEs
12-11-09	n/a	<b>Web Conference</b> Arrest Warrant Service Specification w/ SMEs
02-01-10	n/a	<b>Milestone</b> – AWIE sent to JRA Services Implementation Committee for review
03-25-10	n/a	<b>Completed Deliverable</b> – AWIE posted on OJP's JRA web site
05-18-10	n/a	<b>Milestone</b> – Final Project Report

## 6 Project Results

### 6.1 AWIE Service Specification

The Arrest Warrant Information Exchange Service provides a framework for criminal justice agencies to communicate and route arrest warrant information throughout the warrant lifecycle – from an initial warrant request to eventual disposal.

Handling of arrest warrants is complicated by the involvement of several distinct criminal justice lines of business (e.g., law enforcement, prosecutor, courts, repositories, etc.) This service is intended to automate the flow and routing of warrant information between these lines of business to accommodate warrant requests, issuance, service, and data maintenance. By streamlining these processes, the service aims to provide criminal justice organizations with the data necessary to act on warrants and warrant requests in a timely and accurate manner.

At a high level, the service is intended to facilitate the following five business processes:

1. Warrant request, review, and issuance;
2. Warrant recall (including requests, reviews, and approvals);
3. Serving of warrants;
4. Maintenance of warrant data (updates); and
5. Querying of warrant information.

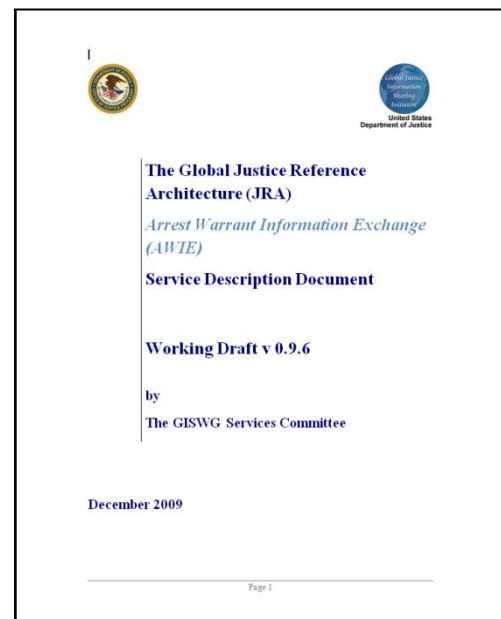
This service is designed to accommodate a variety of real-world implementation scenarios. Because there is considerable jurisdictional diversity in the responsibilities of each line of business, the service is described in terms of generic roles rather than the specific lines of business that satisfy them. Provided below are these roles:

- Requesting Entity
- Screening Entity
- Approving Entity
- Issuing Entity
- Owning Entity
- Arresting Entity
- Repository System
- Querying Entity
- Subscribing Entity

The service description includes examples of common business scenarios with “mappings” from these roles to the actual organizations that might implement the service. It is the responsibility of the implementer to determine an appropriate mapping based on the specific processes and workflows used in a particular jurisdiction.

#### 6.1.1 Purpose

The Arrest Warrant Information Exchange Service is designed to automate the sharing and processing of arrest warrant information throughout the warrant lifecycle. Specifically, the service supports the initial warrant request and issuance, warrant modifications and updates, warrant recalls, serving of warrants, and querying of warrant



data. Included in these processes are provisions for routing of request data, multiple review and approval steps, and notification of warrant activity to interested parties and repositories.

### **6.1.2 Scope**

The scope of this service is bounded by the lifecycle of an Arrest Warrant within the criminal justice system, beginning with the initial warrant request and ending with disposal of the warrant (by service, recall, or other means.)

Specifically, the service is designed to accommodate the following high-level processes:

- Initial request for a warrant (including review and approval of the request)
- Issuance of a warrant
- Service of a warrant
- Warrant information updates (including review and approval of update requests)
- Warrant recalls (including review and approval of recall requests)
- Submission to and updating of warrant information in applicable local, state, and national repositories
- Warrant queries
- Notification to interested agencies of warrant activity

The following items are considered to be outside the scope of this service:

- Other types of legal documents that authorize law enforcement to take a person into custody (e.g., bench warrants, escape warrants, warrants for material witnesses, etc.);
- Handling of juvenile cases (insofar as the juvenile process differs from normal arrest warrant processing);
- Victim and defense counsel notifications; and
- Other types of manual notifications.

Although these other processes were not specifically considered during service design, the specification does not expressly exclude them as reuse candidates. That is, implementers may find this service specification is able to accommodate these processes either as-is or through the use of extensions.

### **6.1.3 Capabilities**

- 1) Request Warrant
- 2) Deny Warrant Request
- 3) Authorize or Approve Warrant Request
- 4) Issue Warrant
- 5) Request Warrant Update
- 6) Deny Warrant Update Request
- 7) Approve Warrant Update Request
- 8) Issue Warrant Update
- 9) Request Warrant Recall
- 10) Deny Warrant Recall Request
- 11) Approve Warrant Recall Request
- 12) Issue Warrant Recall
- 13) Serve Warrant
- 14) Query Warrant

The AWIE deliverable is provided via OJP's JRA webs ite at <http://it.ojp.gov/default.aspx?area=nationalInitiatives&page=1015>.

## **6.2 National Business Priorities Session Support**

The IJIS Institute was in a support role for this effort, and, as such, does not have a tangible deliverable other than our contributions to the larger effort. NCSC produced a Summary Report as a result of the meeting.

However, the IJIS Institute project management staff created a suggested scoring sheet (Microsoft Excel spreadsheet) to assist with future National Business Priority Workshops. The scoring sheet was provided to the NCSC, and the IJIS Institute trusts that review and discussion about this proposed prioritization support tool will be integrated into subsequent JRA-related efforts and contracts.

## **7 Financials**

The agreement between NCSC and the IJIS Institute provided a total of \$70,246 (\$64,506 for Service Specification development and \$5,740 for National Business Priorities support). Travel expenses were reimbursed by the Institute for Intergovernmental Research (IIR) under a separate agreement.

The total amount billed to NCSC for this project was \$58,279.58 (\$11,966.42 under budget).