



## **Committee Plans of Action 2004-2005**

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Work Plans of the Planning & Policy, Technical, and Outreach Committees  
for review by the IIJIS Implementation Board

October 20, 2004

## IIJIS Planning and Policy Committee Action Plan 2004-2005 DRAFT

IIJIS Planning & Policy Committee 2004-2005 Plan of Action *Note: Action Items are subject to change as needed.*					
#	ACTION ITEM	ASSIGNED TO SUBCOMMITTEE	DATE DUE	DATE COMPLETED	STATUS
1	Identify primary privacy issues that confront the increased sharing of justice information in Illinois.	Privacy Policy	Jun-04		
2	Complete the breakdown of 28 C.F.R. part 20 for Global.	Privacy Policy	Jun-04		
3	Publish "Privacy Schmirvacy".	Privacy Policy	Jun-04		
4	Conduct research necessary to address the primary privacy issues.	Privacy Policy	Jul-Aug 04		
5	Investigate possible short-term projects designed to resolve some less significant information sharing issues.	Privacy Policy	Jul-Aug 04		
6	Complete the background research into offender-based justice information systems and their policies.	Privacy Policy	Jul-Aug 04		
7	Complete overviews of the remaining offender-based justice information systems (A) IDOC (B) AOIC POLARIS, and (C) CPD/ISP I-CLEAR.	Privacy Policy	Sep-04		
8	Review these system's implementation of the FIPs and evaluate the privacy implications of the information sharing taking place.	Privacy Policy	Sep-04		
9	Conduct background research into the accessibility of victim and witness information throughout the justice system, including disclosures of the information within the justice system and to the public.	Privacy Policy	Oct-04		
10	Begin drafting an outline of the IIJIS Privacy Policy (Adult justice information only).	Privacy Policy	Oct-04		
11	Review the collection, use and dissemination of victim and witness information by the justice enterprise. (A) Examine what information is collected, how the information is used, and who has access to it (B) Determine whether the collection of victim and witness information changes the desirability of implementing the FIP where they may not otherwise be applied.	Privacy Policy	Nov-04		
12	Present a draft outline of the IIJIS Privacy Policy regulating adult justice information for review and comment. (A) Get feedback from committee members and make revisions to the outline (B) Gain consensus on content of the IIJIS Privacy Policy.	Privacy Policy	Nov-04		
13	Continue research on how to address the privacy issues.	Privacy Policy	Dec 04 thru Feb 05		
14	Begin drafting language for inclusion into the IIJIS Privacy Policy.	Privacy Policy	Dec 04 thru Feb 05		
15	Conduct legal research so that the IIJIS Privacy Policy incorporates relevant statutes.	Privacy Policy	Dec 04 thru Feb 05		
16	Review draft language for the IIJIS Privacy Policy (A) Get feedback from committee members for incorporation into the final IIJIS Privacy Policy	Privacy Policy	Mar-05		

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#	ACTION ITEM	ASSIGNED TO SUBCOMMITTEE	DATE DUE	DATE COMPLETED	STATUS
17	Complete the final draft of the IIJIS Privacy Policy for Subcommittee approval (Adult justice information only.)	Privacy Policy	Apr 05 thru May 05		
18	Approve the final version of the IIJIS Privacy Policy for presentation to the IIJIS Implementation Board.	Privacy Policy	Jun-05		
19	Introduce intelligence gathering and juvenile justice information as the next topics to be discussed by the Subcommittee.	Privacy Policy	Jun-05		
20	Short-term projects to be completed by Jun 05: (A) Comparison of Unofficial and Official Sources of Criminal History Record Information in Illinois. (B) Address whether additional training is required regarding the statutory requirements to disclose certain information to the media pursuant to the State Records Act, 5 ILCS 160/4a. (C) Identify the types of information contained in typical criminal case files maintained by circuit court clerks offices. (D) Explore the potential need to amend the Probation and Probation Officers Act, 730 ILCS 110/ et seq. to allow the disclosure of officer safety information from probation files.	Privacy Policy	Jun-05		
21	Observe University of Illinois table-top exercises.	Homeland Security Workgroup	Jun 04 thru Jul 04	7/9/04	
22	Seek approval from the Planning & Policy Committee, and Implementation Board to work with Cook County on the development of the Illinois Homeland Security Scenario for prevention and response.	Homeland Security Workgroup	Aug-04		On 8/4/04, approved by IIJIS Planning & Policy Committee
23	Identify workgroup members to participate in the development of the Homeland Security Scenario.	Homeland Security Workgroup	Aug-04		
24	Conduct background research into Homeland Security After-Action Reports.	Homeland Security Workgroup	Sep-04		
25	Work with Cook Co on Scenario development (A) Identify HS Event(s) for Scenario for prevention and response (B) Facilitate table-top exercises to identify information exchanges today and future information exchanges.	Homeland Security Workgroup & Cook Co.	TBD		
26	Create the stories for the identified Homeland Security event(s) and begin scenario development.	Homeland Security Workgroup & Cook Co.	TBD		
27	Facilitate table-top exercises to document Homeland Security information exchanges today and future information exchanges.	Homeland Security Workgroup & Cook Co.	TBD		
28	Prepare Draft Illinois Homeland Security Scenario to identify the future functions, range of information exchanges, and interactions needed among public safety and private partners to prevent and respond to a Homeland Security event.	Homeland Security Workgroup & Cook Co.	TBD		
29	Present Draft Scenario and documented Homeland Security information exchanges to the Planning & Policy Committee for approval.	Homeland Security Workgroup & Cook Co.	TBD		
30	Present Draft Scenario and documented Homeland Security information exchanges to the IIJIS Technical Committee, the IL Terrorism Task Force (ITTF), and Public Safety entities for vetting and comments.	Homeland Security Workgroup & Cook Co.	TBD		

# IIJIS Planning and Policy Committee Action Plan 2004-2005 DRAFT

#	ACTION ITEM	ASSIGNED TO SUBCOMMITTEE	DATE DUE	DATE COMPLETED	STATUS
31	Revise Scenario as needed, and present to the Implementation Board for approval.	Homeland Security Workgroup & Cook Co.	TBD		
32	Conduct gap analysis and needs assessment on Homeland Security information exchanges.	Technical Committee	TBD		
33	Publish the Illinois Homeland Security Scenario for Information Sharing which will serve as a guideline for Illinois public safety entities to govern the collection, use, retention, and distribution of information in the event of an anticipated or actual Homeland Security attack.	Planning & Policy Committee	TBD		
34	Develop a training and education program.	All IIJIS Comm.	TBD		
35	Publish the IIJIS Privacy Policy.	Planning & Policy Committee	Jun-05		
36	Determine next scenarios to be developed by the Planning & Policy Committee (ie., juvenile justice, incident level data, etc).	Planning & Policy Committee	TBD		
37	Identify chairs and workgroup members to participate on subcommittees to develop additional scenarios.	Planning & Policy Committee	TBD		

# IIJIS Technical Committee 2004-2005 Plan of Action (Proposed)

ACTION ITEM	ASSIGNED TO SUBCOMMITTEE	DATE DUE	DATE COMPLETED	STATUS
<b>Adopt justice information exchange standards</b>				
<b>A.</b>	Identify procedures for evaluating, developing, approving, disseminating, and maintaining standards.	Standards Work Group	August 2004	
<b>1</b>	Finalize metadata and other methodology for the adoption of justice information exchange standards.	Standards Work Group	August 2004	
<b>2</b>	Develop and approve criteria for determining adoption statuses for standards and specifications.	Standards Work Group	August 2004	
<b>B.</b>	Recommend GJXDM as a multi-use standard for adoption as a "best practice" for inter-agency data exchanges.	Standards Work Group	August 2004	
<b>C.</b>	Develop Illinois-specific extensions to the GJXDM.	Standards Work Group	March 2005	
<b>D.</b>	Identify existing XML reference documents that can be used for commonly exchanged criminal justice documents.	Standards Work Group	December 2004	
<b>E.</b>	Develop XML reference documents for commonly exchanged criminal justice documents, where existing ones have not been generated.	Standards Work Group	Ongoing	
<b>F.</b>	Recommend EFSS as a specification for adoption as mandatory compliance standard for submission of fingerprints to ISP/BOI.	Standards Work Group	August 2004	
<b>G.</b>	Recommend LEADS Connection Manager Technical Reference as a specification for adoption as mandatory compliance standard for agency LEADS interface.	Standards Work Group	August 2004	
<b>H.</b>	Work with state agencies to examine sufficiency/currency of reporting specifications, and identify those that should be adopted for mandatory compliance.	Standards Work Group	October 2004	
<b>I.</b>	Publish "best practice" and reporting specification standards on IIJIS website.	Standards Work Group	Ongoing	
<b>J.</b>	Develop implementation guidelines for local jurisdictional use of standards, including development of local extensions.	Standards Work Group	March 2005	

ACTION ITEM		ASSIGNED TO SUBCOMMITTEE	DATE DUE	DATE COMPLETED	STATUS
<b>Survey of county integration efforts</b>					
A.	Complete final design of survey and get approval from Technical Committee	N/A	September 2004		
B.	Distribute survey to integration contacts in each of the 102 counties	N/A	October 2004		
C.	Conduct analysis of survey and write up results	N/A	November 2004		
<b>Incorporate IJIS Institute/SEARCH recommendations to design tactical plan</b>					
A.	Assess sufficiency of business requirements documentation contained in IJIS Strategic Plan relative to proposed "Justice Portal"	N/A	-----		
1	Adding access to probation status information	N/A	December 2004		
2	Adding access to probation & parole conditions	N/A	December 2004		
3	Adding access to court case and bond status information	N/A	December 2004		
4	Adding access to digital mugshots	N/A	December 2004		
5	Adding access to jail and IDOC custodial status information	N/A	December 2004		
B.	Assess sufficiency of business requirements documentation contained in IJIS Strategic Plan relative to proposed improved information sharing among local and county justice agencies	N/A	December 2004		
1	Facilitating court clerks to electronically accept court documents from police and prosecutors.	N/A	December 2004		
2	Facilitating court clerks to transmit hearing dates and court documents electronically to other justice agencies	N/A	December 2004		
3	Facilitating interfaces between ICLEAR and other police information systems/networks	N/A	December 2004		

ACTION ITEM		ASSIGNED TO SUBCOMMITTEE	DATE DUE	DATE COMPLETED	STATUS
<b>C.</b>	Conduct analyses to determine business case for proposed IIJIS implementations	N/A	March 2005		
<b>D.</b>	Identify possible systems architectures for integrated justice in Illinois based upon business case	N/A	April 2005		
<b>E.</b>	Recommend integration architectures based on a comparative cost-benefit analysis.	N/A	June 2005		
<b>Assist in the formulation of new strategic plans</b>					
<b>A.</b>	Conduct gap analysis and needs assessment on Homeland Security information exchanges	N/A	-----		

IJIS Outreach Committee Action Plan 2004-2005

IJIS Outreach Committee 2004-2005 Plan of Action						
#	ACTION ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED	STATUS
<b>Educational Materials Subcommittee</b>						
1	Campaign targeting funders to sign off on the principles of integration	Educational Materials Subcommittee	11/1/03	11/1/04		
2	Distribute information packets to and educate identified champions	Educational Materials Subcommittee	11/1/03	ongoing		
3	Incorporate marketing pieces that illustrate return on investment or cost benefit analysis	Educational Materials Subcommittee	11/1/03	ongoing		5/27/04: Mark Myrent to Send Gina Glasgow performance metrics. GG will draft w/ Organe & McClean County info.
4	Review Marketing Plan and identify educational material needs for additional target groups	Educational Materials Subcommittee	11/1/03	ongoing		
5	Updating and issuing IJIS e-newsletter quarterly	Educational Materials Subcommittee	11/1/03	ongoing quarterly		6/22/04: The next issue of the e-newsletter has been set for 7/9/04.
6	Create and Print IJIS Banner for cable show appearance.	Educational Materials Subcommittee	6/22/04			6/22/04: Clerk Brown recommended that a show from the 'Clerk of the Court Live' be dedicated to Integrated Justice.

IJIS Outreach Committee Action Plan 2004-2005

IJIS Outreach Committee 2004-2005 Plan of Action						
#	ACTION ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED	STATUS
<b>Proposed IJ Summit Committee</b>						
1	Identify sources and strategies of funding for the Illinois IJ Summit '05.	IJ Summit Committee	6/22/04	11/1/04		
2	Proposal for Illinois IJ Summit for Spring 2005	IJ Summit Committee	6/22/04	4/1/05		6/26/04: Idea of IJ Summit presented to Exe Steering Committee and recommended that Outreach Committee develop proposal.
3	Plan and Coordinate Illinois IJ Summit for Spring 2005	IJ Summit Committee	6/22/04	4/1/05		
<b>IJIS Implementation Board &amp; Committees</b>						
1	Review Outreach Committee marketing materials with IJIS Implementation Board via email	Implementation Board	3/8/04	7/15/04		4/20/04: Mark Myrent will review with Lori Levin.
2	Set up public hearings on relevant deliverables/issues related to plan	Implementation Board	11/1/03	on hold		
3	Finalize and submit Resolution to State Legislature for support of integration concept.	Implementation Board	6/22/04			
4	Finalize and submit Resolution to Associations for support of integration efforts.	Implementation Board	8/1/04			4/20/04: Clerk McGuire suggested that the Resolution be presented at the next IACC meeting in September.
5	Development of a Strategic Planning template for all Illinois counties to follow.	Planning & Policy Committee	6/22/04			6/22/04: Recommendation to go to Executive Steering Committee for discussion.

IJIS Outreach Committee Action Plan 2004-2005

IJIS Outreach Committee 2004-2005 Plan of Action						
#	ACTION ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED	STATUS
<b>Media Strategy Subcommittee</b>						
1	Develop strategy for engaging public in the funding of integration.	Media Strategy Subcommittee	6/4/04	10/1/04		
2	Work with Funding Committee to target private funders	Media Strategy Subcommittee	6/4/04	10/1/04		
3	Half hour cable show on Integration	Media Strategy Subcommittee	11/1/03	1/1/05		6/22/04: Clerk Brown recommended that a show from the 'Clerk of the Court Live' be dedicated to Integrated Justice.
4	Video for Presentations	Media Strategy Subcommittee	11/1/03	1/1/05		6/22/04: Will review input from Outreach Committee members and revise budget at next mtg.
5	Hire Public Relations Specialist	Media Strategy Subcommittee	11/1/03	1/1/05		6/22/04: Will review input from Outreach Committee members and revise budget at next mtg.
6	Develop stories and press clippings to support business case for integration	Media Strategy Subcommittee	11/1/03	ongoing		
7	Identify key legislative and policy positions to promote	Media Strategy Subcommittee	11/1/03	ongoing		

IIJIS Outreach Committee Action Plan 2004-2005

IIJIS Outreach Committee 2004-2005 Plan of Action						
#	ACTION ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED	STATUS
	<b>IIJIS Outreach Committee</b>					
1	Draft resolution for State Legislature to support concept of integration	Outreach Committee	11/1/03	6/22/04	6/22/04	2/24/04: Draft Completed. 4/20/04: Reviewed by Outreach Committee. 6/22/04: Approved
2	Draft resolution for Associations in support of Integration efforts	Outreach Committee	11/1/03	8/1/04		4/20/04: Al Levin to draft resolution for IACC Conference.
3	Creation of an IIJIS Outreach Budget	Outreach Committee	11/24/03	8/1/04		6/22/04: Decision was made to submit proposed budget, which would feature each subcommittee budget, to the IIJIS Implementation Board mtg.
4	Reach out to AOIC about participation on Outreach Committee	Outreach Committee	10/8/03	ongoing		
5	Maintain and update champion database	Outreach Committee	6/22/04	ongoing		6/22/04: Decision was made for Nicole Sims to maintain champion response card info.

IIJIS Outreach Committee Action Plan 2004-2005

IIJIS Outreach Committee 2004-2005 Plan of Action						
#	ACTION ITEM	ASSIGNED TO	DATE ASSIGNED	DATE DUE	DATE COMPLETED	STATUS
<b>Presentations Subcommittee</b>						
1	Follow up letter to champions	Presentations Subcommittee	6/4/04	7/30/04		6/22/04: Presentations Subcommittee to review and edit current Champion letter.
2	List of Constituents to be targeted w/in 1 year	Presentations Subcommittee	10/3/03	9/1/04		
3	Identify and market to private sector 'champions'	Presentations Subcommittee	6/4/04	10/1/04		
4	Identify the lead champions and local champions state-wide	Presentations Subcommittee	10/8/03	10/29/04		4/20/04: Decision to proceed w/ county-level champions. Will review original list from Outreach Committee.
5	Meet with the leadership in the legislature	Presentations Subcommittee	10/3/03	10/29/04		4/20/04: Senator Jones & Representative Madagian named.
6	Identify IIJIS Board and Committee members to meet with key position holders	Presentations Subcommittee	10/3/03	10/31/04		
7	Presentations to the criminal justice enterprise associations	Presentations Subcommittee	10/3/03	ongoing		
8	Set up and coordinate educational opportunities with identified audiences	Presentations Subcommittee	10/3/03	ongoing		