

Draft - 2006 Twelve-Month Action Plan

The **Standardized Booking and Rapsheet Subcommittee** was tasked with developing a business plan for the standardization of the electronic reporting, maintenance and dissemination of criminal history information. The subcommittee began by identifying the current reporting standards for Illinois' justice agencies. Once the current standards were understood, the group worked to pinpoint existing issues that may hinder the quality, and consequently the usefulness, of the criminal history information system. This plan outlines the objectives the subcommittee wishes to achieve during the next year.

January	<ul style="list-style-type: none"> (1) Finalize draft business case for presentation to the Planning and Policy Committee <ul style="list-style-type: none"> (a) Gather reviewer comments and make edits as needed. (b) Send to subcommittee members for approval
February	<ul style="list-style-type: none"> (2) Present business case to Planning and Policy Committee at February meeting for approval. <ul style="list-style-type: none"> (a) Complete suggested edits to the business case. (3) Draft 12 month action plan for presentation to the Planning and Policy Committee at the March meeting.
March	<ul style="list-style-type: none"> (4) Present the Draft 12 month action plan to the Planning and Policy Committee. <ul style="list-style-type: none"> (a) Complete suggested edits to the 12 month action plan. (5) Present the completed business case and 12 month action plan to the Implementation Board at the March meeting. (6) Identify the needs of IIJIS Outreach committee for development of educational and informational publications. <ul style="list-style-type: none"> (a) Meet with Outreach Committee staff and determine the information that subcommittee members are able to provide at March meeting.
April - May	<ul style="list-style-type: none"> (7) Coordinate a work session of the subcommittee to assess action steps and complete task assignment. <ul style="list-style-type: none"> (a) Update subcommittee member list (b) Designate meeting date, time, place and materials (c) Meeting – early April (8) Begin the compilation of educational and instruction materials as needed for support of the Outreach Committee activity. <ul style="list-style-type: none"> (a) Coordinate information compilation with Outreach Committee staff (9) Begin research on possible location of Livescan technology within Illinois courtrooms. <ul style="list-style-type: none"> (a) Meet with court clerks at Spring conference in Springfield (b) Compile information on the pros and cons of Livescan technology in the courtroom. (10) Begin discussion of defense attorney access to criminal history information

June - August

- (11) Develop draft training materials for Livescan users.
 - (a) Materials are designed to be delivered on a quarterly basis
 - (b) Venues and staff resources are to be explored for delivery of training
- (12) Compile details of national rap sheet standard for vetting by IIJIS stakeholders.
 - (a) Compile national level information on use of GJXDM
 - (b) Complete a comparison of national standards with Illinois needs
- (13) Continue discussion of defense access to criminal history information
 - (a) Gather federal, state and/or local examples of defense access criteria
- (14) Meeting – late July

September - December

- (15) Develop Information Exchange Package Documentation Guidelines for standardized booking to be vetted by IIJIS stakeholders.
 - (a) Compile information and standards documentation from national source.
 - (b) Compile information on the data elements collected and reported during the booking process. (Booking Scenario)
 - (c) Draft documentation of recommendations for standardized booking/reporting by Illinois agencies.
- (16) Draft an opinion regarding defense attorney access to criminal history information
- (17) Meeting – Late November

2006 Work Products

- ❑ **Information Resource** documentation for committee use
- ❑ **Opinion Paper:** pros and cons of Livescan technology in the courtroom
- ❑ **Booking Scenario** for vetting by IIJIS stakeholders
- ❑ **Draft Report of Standardized Rapsheet requirements** for vetting by IIJIS stakeholders
- ❑ **Draft IEDP of standardized booking** for vetting with IIJIS stakeholders
- ❑ **Opinion Paper:** defense access to criminal history record information