



**Criminal Justice Information Advisory Board**

**MARYLAND'S  
CRIMINAL JUSTICE RECORDS IMPROVEMENT  
BI-ANNUAL  
MASTER PLAN  
2015**



# Maryland’s Criminal Justice Records Improvement (CJRI)

## Master Plan 2015

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## FOREWORD

The Criminal Justice Records Improvement Master Plan (CJRIMP) is the most recent update of a process that has been ongoing in Maryland since 1992. This process focuses on progress regarding the improvements in Maryland's criminal history records system, developing objectives to aid in achieving the overall goals of enhancing the timeliness, accuracy and completeness of criminal history records. It ultimately provides the most accurate, complete and up-to-date record of offenders' criminal and correctional histories – from their arrest to the end of their parole or probation.

The success of security strategies based on criminal history record checks depends on timely access to quality data. The more efficient Maryland's record system is, the more capable our law enforcement and criminal justice systems are, as well as our homeland security.

The Criminal Justice Information Advisory Board continues to support and assist the goal of data quality improvement through continued leadership and guidance in its ongoing efforts to collect, distribute and integrate the state's criminal history systems.

Feel free to comment on this Master Plan by addressing your observations to Kevin C. Combs, Chairperson, Criminal Justice Information Advisory Board, P.O. Box 5743, Pikesville, MD 21282-5743. In our capacity for joint oversight of the Criminal Justice Information System in Maryland, we are pleased to present the 2015 Criminal Justice Records Improvement Plan for criminal justice records Statewide.

Mary Ellen Barbera, Chief Judge  
Court of Appeals

Stephen T. Moyer, Secretary  
Department of Public Safety and Correctional Services

## ACKNOWLEDGMENTS

This document is the result of the collaborative efforts of a number of highly qualified professionals who contributed time to the preparation and/or review of the various drafts of this document.

Work on the CJRIMP began at the direction of the Chairperson of the Criminal Justice Information Advisory Board. The bulk of the text and project outlines were developed by staff in the Criminal Justice Information System (CJIS) Central Repository and in the Information Technology and Communications Division of the Department of Public Safety and Correctional Services. Board members reviewed the plan at different stages before its approval by the Criminal Justice Information Advisory Board.

Certain Board and Subcommittee members and others deserve special mention for their extra efforts on behalf of this project:

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- Beverly Wilson, Assistant Director, CJIS Central Repository, Information Technology and Communications Division, Department of Public Safety and Correctional Services

## INTRODUCTION

**Maryland’s CJRI Master Plan** – Starting with Fiscal Year 1992, states were required to prepare statewide criminal justice records improvement plans for review and approval by the U.S. Bureau of Justice Assistance (BJA) and the U.S. Department of Justice (DOJ). Although that requirement no longer exists, the Maryland CJRI Master Plan has been updated yearly. In 2013, the Criminal Justice Information Advisory Board voted to begin updating the plan bi-annually instead of annually. The focus will remain the same: the establishment of electronic and Internet systems throughout the State with a goal of making the State public safety system electronically interoperable.

This 2015 Bi-Annual Criminal Justice Records Improvement Master Plan outlines these steps, and was approved by Maryland’s Criminal Justice Information Advisory Board.

### 1. THE STAKEHOLDERS

#### a. Criminal Justice Information System (CJIS) and the CJIS Central Repository

The rationale underlying the enactment of the enabling legislation for Maryland’s Criminal Justice Information System (CJIS) is:

*To create and maintain an accurate and efficient criminal justice information system in the State consistent with applicable federal law and regulations, the need of criminal justice*

*units in the State for accurate and current criminal history record information, and the right of persons to be free from improper and unwarranted intrusions into their privacy. (Criminal Procedure Article, § 10-202, Annotated Code of Maryland)*

Designated by the FBI as Maryland’s official criminal identification bureau, the CJIS Central Repository (CJIS-CR) receives, maintains, and disseminates Maryland’s criminal history records, which are fingerprint-supported for positive identification. It receives reports of criminal “events” from the police, courts, corrections, and other criminal justice entities (see Figure 1). These are compiled into chronological history of an individual’s arrests, convictions and sentences to form the RAP (Report of Arrest and Prosecution) Sheet.

These offender-based records are used by criminal justice agencies (police, sheriffs, State’s attorneys, courts, correctional agencies, parole and probation) for investigation, apprehension, prosecution, correctional and supervision classification, and other criminal justice purposes. The CJIS-CR provided 283,871 criminal history records checks to criminal justice agencies in CY 2014, an increase of 18% from the amount processed in CY2013 (see Figure 2).



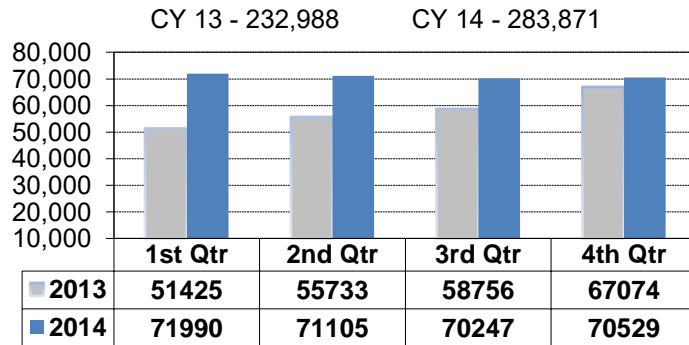
Figure 1

**CJIS – REPORTABLE EVENTS  
("Criminal history record information") and SOURCES**

<b>REPORTABLE EVENT (Criminal Procedure Article, § 10-215)</b>	<b>FROM AGENCY/SYSTEM</b>
1. Issuance or withdrawal of an arrest warrant	(MILES entry)
2. An arrest	Law enforcement; OCMS
3. Filing of a charging document	Courts/JIS
4. A release pending trial or appeal	Courts/JIS
5. Commitment to an institution of pretrial detention	Courts/JIS
6. Dismissal of an indictment or criminal information	Courts/JIS, DPDS
7. A nolle prosequi	Courts/JIS
8. Marking of a charge "stet" on the docket	Courts/JIS
9. An acquittal, conviction, verdict of not criminally responsible, or other disposition of a case at or following trial, including a finding of probation before judgment	Courts/JIS
10. Imposition of a sentence	Courts/JIS
11. Commitment to a correctional facility or local correctional facility	DOC, local detention centers
12. Commitment to the Department of Health and Mental Hygiene under § 3-105 or § 3-111 of the Health – General Article as incompetent to stand trial or not criminally responsible	Courts/JIS, DHMH
13. Release from detention or confinement	DOC, local detention centers
14. Conditional release, revocation of conditional release, or discharge of a person committed to the Department of Health and Mental Hygiene under § 3-105 or § 3-111 of the Health – General Article as incompetent to stand trial or as not criminally responsible	Courts/JIS; DHMH
15. An escape from confinement or commitment	DOC, local detention centers
16. A pardon, reprieve, commutation of sentence, or other change in a sentence, including a change in a sentence that a court orders	Courts, DOC, local detention centers, MPC
17. Entry of an appeal to an appellate court	Courts
18. Judgment of an appellate court	Courts
19. Order of a court in a collateral proceeding that affects a person's conviction, sentence, or confinement	Courts/JIS
20. An adjudication of a child as delinquent: (i) If the child is at least 14 years old, for an act described in § 3-8A-03(d)(1) of the Courts Article; or (ii) If the child is at least 16 years old, for an act described in § 3-8A-03(d)(4) or (5) of the Courts Article	Courts/JIS
21. Issuance or withdrawal of a writ of attachment by a juvenile court	(METERS entry)
22. Any other event arising out of or occurring during the course of a criminal proceeding that the Secretary	

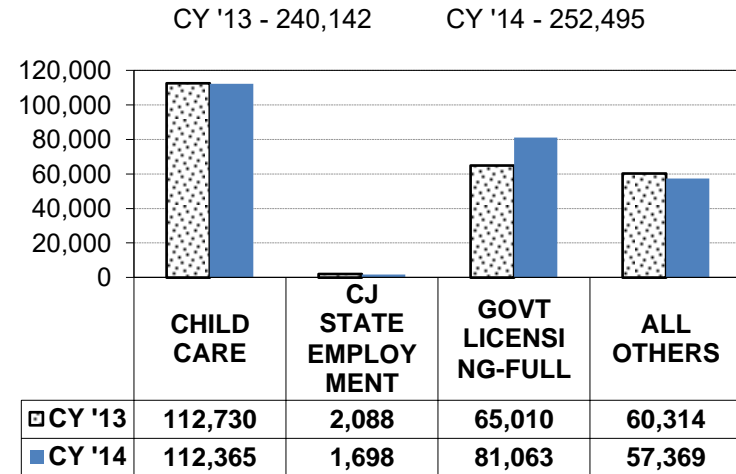
<b>REPORTABLE EVENT (Criminal Procedure Article, § 10-215)</b>	<b>FROM AGENCY/SYSTEM</b>
by regulation or the Court of Appeals by rule makes a reportable event	
23. The initial registration of a person under Title 11, 32 Subtitle 7 of the Criminal Procedure Article (Sex Offender Registration); and	SOR
24. The imposition of Lifetime Sexual Offender Supervision under Title 11, Subtitle 7 of the Criminal Procedure Article (Sex Offender Registration)	Courts/JIS

**Figure 2**  
Criminal Justice Fingerprints Processed



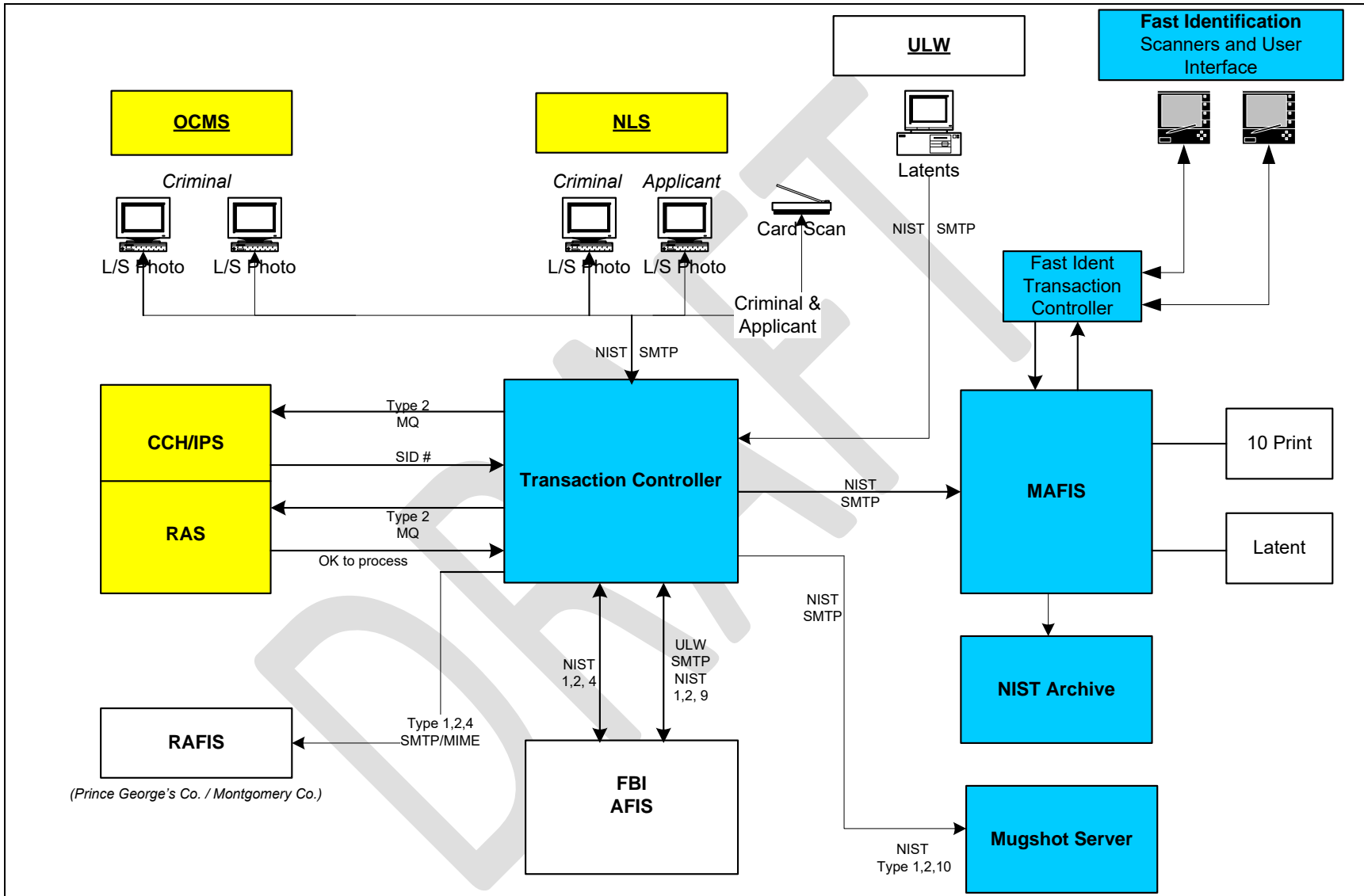
Since the 1980s, these records also have been used by authorized governmental and private agencies for non-criminal justice purposes. In this respect, over 200,000 criminal history records checks are performed annually for many employment and licensing purposes, such as taxi driving, adoption, adult dependent care. During 2014, the CJIS-CR collectively provided 252,495 criminal history record checks with over 40% of all non-criminal justice applicant checks in the child-care field (see Figure 3). In addition, the CJIS-CR maintains Maryland’s Sex Offender Registry (Criminal Procedure Article, §§ 11-701 *et seq.*, *Annotated Code of Maryland*), which has been publicly available online since April 2002. It also performs court-ordered expungements (Criminal Procedure Article, §§ 10-101 *et seq.*, *Annotated Code of Maryland*).

**Figure 3**  
Applicant Fingerprints Processed



Technically the CJIS-CR accomplishes its functions through the interface of four computer systems (see Figure 4). Arrest/Disposition Reporting (ADR) is the recording mechanism that creates the Computerized Criminal History (CCH), or the RAP Sheet. The RAP Sheet is a combination of arrest data, “court” data (including charges, dispositions, confinements, releases, and escapes), and demographic data. The system is indexed by the Identification Index (Ident/Index) System, and is validated by the Maryland Automated Fingerprint Identification System (MAFIS) and the FBI’s Integrated Automated Fingerprint Identification System (IAFIS). Of the CJIS-Central Repository’s seven million archived prints which include subsequent arrests, MAFIS currently contains approximately 2.5 million individual records.

Figure 4



The CJIS Central Repository has adopted this plan as its Master Plan. The CJRIMP will provide the CJIS Central Repository with a road map for change and provide significant programmatic and operational ways for continuity and consistency over time.

#### **b. Law Enforcement**

The 170-plus law enforcement agencies in Maryland contribute to Maryland's criminal history records through the submission of fingerprint-supported arrest data. These agencies also rely on terminal access to the CJIS Central Repository's database, as well as on a variety of criminal justice systems maintained by the Department's Information Technology and Communications Division (ITCD), for the administration of their criminal justice functions for arrest, investigation and prosecution.

#### **c. Judiciary**

The Maryland Judiciary (collectively, the District Court of Maryland, the Circuit Courts, the Court of Special Appeals, and the Court of Appeals) provides the critical disposition information to the CJIS-CR. Currently, the Administrative Office of the Courts through its Judicial Information Systems (JIS) Department provides data covering the Maryland District Court, all Circuit Courts, the Maryland Court Automated Indexing System (land and plat records), and the Electronic Land Records Online Imagery (ELROI). This information is also publicly available on the Internet.

The Judiciary is a linchpin to the criminal justice system. Its contribution to criminal justice records and criminal justice record keeping extends from soon after the arrest, when a court commissioner makes a bail decision, through the trial and sentencing, to post-sentencing processes, including appeals and court-ordered

expungements. The CJIS-CR and ITCD maintain a working relationship, using different forums, with the various components of the court system in terms of ongoing operations and management of criminal justice systems.

#### **d. Department of Public Safety and Correctional Services**

The Department's responsibility is the custody and supervision of persons adjudicated to terms of incarceration and/or community supervision for criminal offenses. Primary functions of admissions, incarceration, community supervision, and release are shared among the Correction, Parole and Probation, the Maryland Parole Commission (MPC), and the Patuxent Institution. Moreover, the Department's responsibilities extend to the arrest/booking process at the Baltimore Central Booking and Intake Center (BCBIC), management of the State's largest local jail and the pretrial functions handled by the Division of Pretrial Detention and Services (DPDS).

#### **e. Other Authorized Users of Criminal History Record Information**

**Other criminal justice agencies** - Other agencies in the State required to report criminal history record information to the CJIS-CR include local detention centers and the Department of Health and Mental Hygiene (the latter for those individuals disposed as guilty but Not Criminally Responsible (NCR)). Additional stakeholders in the quality of criminal justice records include State's Attorney's Offices, the Attorney General's Office and, when defending a client in a criminal proceeding, the Maryland Public Defender and other defense counsel.

**Government licensing and employment** - A federal, State, or local appointing authority may obtain Maryland conviction criminal history for employment screening purposes under the Code of Maryland Regulations (COMAR) 12.15.01.12B (1). State-only checks are also authorized by law for adult dependent care facilities under the Department of Health and Mental Hygiene and for for-hire drivers licensed by the Public Service Commission. In addition, Maryland has numerous statutes that authorize both State and national criminal history records checks (under Pub. L. 92-544; see Figure 5) for a wide variety of employment and licensing purposes, ranging from caretakers of vulnerable populations to employees in sensitive professions and businesses to keepers of security and public safety.

The growth of criminal history record checks for non-criminal justice purposes has been steady over time. During 1994, the CJIS-CR performed 106,603 checks for non-criminal justice purposes. By the year 2014, the CJIS-Central Repository performed 252,495 checks, a 42% increase in the past 20 years.

**Private Party Petitioners** - Under the “private party petition” procedure outlined in COMAR 12.15.01.13, a private entity may qualify to obtain conviction criminal history record information for

the purpose of screening for employment, leasing, or association membership upon submission of the subject’s fingerprints and payment of the required fee. Maryland currently has several thousand “private parties” authorized to submit fingerprints for this purpose.

**Researchers**- Criminal history record information is made available for research purposes through the utilization of Criminal Justice Research Agreements.

**General public** - Finally, reaping the benefits of the authorized use of complete, accurate, and timely criminal justice records is the general public in Maryland and throughout the nation. While many individuals may never have contact with criminal justice records (either as subjects or applicants), they nevertheless live and work in communities that are safer because law enforcement has 24/7 access to these records, because correctional personnel can make better decisions due to linked information, and because judges have more complete information on which to base sentencing decisions. These are the people whose quality of life may be enhanced, to an unquantifiable degree, by the quality of criminal justice records.

Figure 5

Authorized National Criminal History Records Checks

P.L. 92-544<sup>1</sup>

As of August 2015

Applicant Categories	Authority	Conviction	Non-conviction	NOTM (updated criminal history)
<b>1 Caretakers</b>				<b>2</b>
CHILD CARE OR CHILDCARE/VOL  Licensees and individuals who care for or supervise children "Volunteers" to be inserted when applicable Also to include contractors and subcontractors	Family Law Article, §§ 5-560-5-568	✓	✓	✓
Emergency Placement of Children	Family Law Article, § 5-569	✓	✓	
DEPT. OF JUVENILE JUSTICE  Department of Juvenile Justice employees	Human Services Article, § 9-209	✓	✓	✓
<b>3 Professions and Businesses</b>				<b>4</b>
PRECIOUS METAL, GEM, PAWNBROKERS  Secondhand precious metal dealers and pawnbrokers, dealers, and their employees	Business Regulations Article, §§ 12-203—12-204	✓		✓
MORTG. LIC  Specified mortgage lenders	Financial Institutions Article,	✓	✓	✓

<sup>1</sup> The results of an FBI check may go directly to a governmental employer/licensor, etc. However, when the employer is a private entity, the Central Repository receives the FBI check and screens it to produce a "printed statement" that indicates whether or not the applicant has a criminal "hit".

Applicant Categories	Authority	Conviction	Non-conviction	NOTM (updated criminal history)
	§§ 11-501—11-507			
MARYLAND RACING COMMISSION MD. RACG. COM  Executive Director, employees of the Maryland Racing Commission, applicants for licenses, and other individuals or agents identified by the Commission	Business Regulations Article, §§ 11-205—11-312	✓	✓	
CHECK CASHING SERVICES	Financial Institutions Article, §§ 12-101—12-107	✓	✓	
DEBT MANAGEMENT SERVICE PROVIDERS	Financial Institutions Article, §§ 12-901—12-931	✓	✓	
FOR HIRE LICENSES For hire driver's license applicants	Public Utility Companies Article, § 10-104(b) (6).	✓	✓	✓
MTG. ORIGINATOR Mortgage Originators and Mortgage Lenders	Financial Institutions Article, § 11-606	✓	✓	✓
MD-BDNURSE  Health Occupations – State Board of Nursing License and renewal  Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, Certified Medicine Aides	Health Occupations Article, §§§ 8-303, 8-304, 8-6A-05	✓	✓	
PROPOSED OR INCORPORATED COMMERCIAL BANK				



<b>Applicant Categories</b>	<b>Authority</b>	<b>Conviction</b>	<b>Non-conviction</b>	<b>NOTM</b> (updated criminal history)
Banking Institutions or Credit Unions	Financial Institutions, §3-203.1	√	√	
LICENSEES AS VIDEO OPERATORS, MANUFACTURERS AND EMPLOYEES Maryland State Lottery Commission, applicants and licensees	State Government Article, §9-1A-20	√	√	
LOCKSMITHS	Business Regulations Article, §§12.5-204	√	√	√
MONEY TRANS. APP. /LIC. Money Transmission Applicants or Licensees	Financial Institutions, §§12-405 and 12-408	√	√	√
DRIVING INSTRUCTORS (MVA)	Transportation Article, §15-804	√	√	
TAXI LIC. (MONT. CO) Applicants for taxicab license in Montgomery County	Criminal Procedure Article, § 10-234	√	√	
Employees of the Commissioner of Financial Regulation	Financial Institutions, §2-104	√	√	
Applicants to practice Psychology	Health Occupations, §18-302.1	√	√	
Massage establishment, pawnbroker, or second hand dealer establishment and taxi cab licenses- Howard County	Criminal Procedure Article, §10-233.1	√	√	

<b>Applicant Categories</b>	<b>Authority</b>	<b>Conviction</b>	<b>Non-conviction</b>	<b>NOTM</b> (updated criminal history)
TAXI LIC (CITY OF FREDERICK) Taxi Driver Licenses- City of Frederick	Criminal Procedure Article, §10-232.1	√	√	
TAXI LIC (TOWN OF OCEAN CITY) Taxi Cab Driver Licenses- Town of Ocean City	Criminal Procedure Article, §10-234.1	√	√	
SPECIAL POLICE Special Police Officer	Public Safety Article, §§ 3-304 through 3-316	√	√	
Wholesale Distributor of prescription drugs or devices	Health Occupation Article, §12-6C-05	√	√	
AUTOMATED PURCHASING MACHINES Applicants for a license to do business as a buyer of personal property by means of an automated purchasing machine.	Business Regulation Article, §20-304	√	√	√
Applicants for a State lottery retailer license or an applicant seeking a change of ownership or renewal of a license	State Government Article, §9-112.1	√	√	√
Applicants for a real estate appraisal license	Business Occupations and Professions Article, §16-505	√	√	
Applicants for physician, physician assistants and allied health practitioners Initial, Renewal and Reinstatement of Licenses	Health Occupations Article, §14-308.1	√	√	√
Applicants for residential child and youth care practitioners	Health Occupations Article, §§20-303, 20-310, 20-311,	√	√	
Applicants for morticians and funeral directors	Health Occupations Article, §7-301.1			

Applicant Categories	Authority	Conviction	Non-conviction	NOTM (updated criminal history)
		√	√	
<b>Current and Prospective Government Employees</b>				
Current or prospective employees in Carroll County	Criminal Procedure Article, §10-232	√	√	
Prospective employees in Washington County	Criminal Procedure Article, § 10-235	√	√	
Prospective employees in Prince George’s County	Criminal Procedure Article, § 10-236	√	√	
Prospective employees in Howard County	Criminal Procedure Article, § 10-233	√	√	
Prospective employees or volunteers in Baltimore County	Criminal Procedure Article, §10-231.1	√	√	
Applicants for government employment of the Maryland Department of Transportation	Transportation Article, §2-103.4	√	√	
Current or prospective employees in Anne Arundel County	Criminal Procedure Article, §10-231	√	√	
Current or prospective employees in Wicomico County	Criminal Procedure Article, §10-236.1	√	√	
Current or prospective employees in Maryland State Government	State Personnel and Pensions Article, §7-103	√	√	
<b>Security and Public Safety</b>				
SECURITY GUARD AG. LIC/EMP				
Security guard agency licensees and guards	Business Occupations and Professions Article, §§ 19-101—19-701	√	√	
FIREFIGHTER, RESCUE OR EMT				
Applicants for volunteer, career firefighter, rescue	Public Safety Article, § 6-306	√	√	

<b>Applicant Categories</b>	<b>Authority</b>	<b>Conviction</b>	<b>Non-conviction</b>	<b>NOTM</b> (updated criminal history)
squad members and paramedics			(arrests only)	
<b>FIREARM DEALER</b> Applicants for firearm dealer's license	Public Safety Article, § 5-108	√	√	
<b>HANDGUN PERMIT</b> Applicants for handgun permits	Public Safety Article, § 5-305	√	√	
<b>HANDGUN QUALIFICATION LICENSE</b> Applications for handgun qualification licenses	Public Safety Article, §5-117.1	√	√	√
<b>EXPLOSIVES/BLASTER</b> Licensing for explosives and blasting permits	Public Safety Article, §§ 11-106	√	√	
<b>SECURITY SYS. AG. LIC/TECH</b> Security systems technicians	Business Occupations and Professions Article, §§ 18-101—18-701 and 18-3A	√	√	
<b>HOME DETENTION</b> Private home detention monitoring agencies and employees/monitors	Business Occupations and Professions Article, §§ 20-101—20-701	√ (felony only)		√
<b>PRIVATE DETECTIVE</b> Applicants for private detective agency license and an employee of, or an applicant for employment with, a private detective agency	Business Occupations and Professions Article, §§ 13-101—13-801	√	√	

Applicant Categories	Authority	Conviction	Non-conviction	NOTM (updated criminal history)
CDL/HAZMAT End. Commercial Driver's License - Hazardous Materials	Transportation Article § 16-815	√	√	√
<b>Maryland Liquor Licensees</b>				
LIQ Current counties included under this law are: Anne Arundel, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George's, Somerset, St. Mary's, Talbot, Washington, Worcester and Wicomico	Alcoholic Beverages Law Article 2B, §10-103	√	√	√
Baltimore City	Alcoholic Beverages Law Article 2B, §10-103	√	√	√

DRAFT

**f. The Service Agency: Information Technology and Communications Division of the Department of Public Safety and Correctional Services**

The Information Technology and Communications Division (ITCD) in the Department provides three primary, behind-the-scenes areas of service delivery:

- Technology and information services that support the internal business of the Department's operational and support agencies and divisions;
- Technology and information services that support State and local criminal justice agencies; and
- Management and operations of the CJIS Central Repository.

ITCD maintains the infrastructure that allows Maryland's criminal justice agencies to access national systems, such as the FBI's National Crime Information Center (NCIC). To support these technologies, ITCD manages one of the State's largest data centers. ITCD also provides major application suites (analysis, coding, quality assurance and operation), the underlying technology infrastructure (hardware, software, telecommunications, help desk), and the security umbrella and general administration of the systems supplied to the Department and criminal justice agencies in the State. For the CJIS Central Repository, ITCD provides and maintains specialized hardware and software to enable fingerprint storage and matching functions and supports certain applications for its business processes.

ITCD has marked significant progress in each of the three major focus areas for technology investments.

First, ITCD continues its efforts to stabilize its legacy systems, provide bridging mechanisms, and re-engineer departmental information technology systems and infrastructure. Second, the majority of ongoing major projects is targeted at the provision of services to the Statewide and national criminal justice efforts and is in support of Maryland criminal justice information interoperability. Finally, progress continues in making needed improvements in the underlying support systems of the CJIS-CR and, more dramatically, for the programmatic and operational aspects of that unit in its service delivery.

Underlying these accomplishments are concerted efforts to address data quality/delivery issues from three broad perspectives: (1) internal operational/management issues; (2) technological issues; and (3) policy and compliance issues. The first has led to the development of significant audit and benchmark initiatives that reflect an attention to accountability and performance measurements. The second has placed technology in the service of customer needs for increased accuracy and timeliness, *e.g.*, improved fingerprint/record exchanges with the FBI. The third is a perspective that informs the other two; that is, as technology reaches new capabilities and management seeks new responses, appropriate support systems (*e.g.*, policies, legislation, and practices) must be developed and implemented to safeguard and maximize the processes.

Of further note regarding ITCD's role in criminal justice records is the fact that Maryland is one of thirteen states in which designated control over criminal justice systems is bifurcated. The bifurcation was created in 1994, when the Maryland State Police, until that time a part of the Department of Public Safety and Correctional Services, was reorganized as the Department of Maryland State Police. As a

consequence, the Department of Public Safety and Correctional Services (via ITCD) retained administrative control over the CJIS-CR designated by the FBI as the State Identification Bureau. The Maryland Department of State Police (MSP), on the other hand, is designated by the FBI as the CJIS Systems Agency for access to the FBI's National Crime Information Center (NCIC). It also controls authorized access to the National Law Enforcement Telecommunications System (NLETS), the Maryland Interagency Law Enforcement System (MILES) and the Maryland Electronic Telecommunications and Enforcement Resource System (METERS).

- National access is provided to the FBI's Interstate Identification Index (III), the FBI's National Crime Information Center (NCIC), and the International Justice and Public Safety Network (NLETS).
- Equally important access at the State level is provided to registration and driver's license information from the Maryland Motor Vehicle Administration (MVA), CJIS Central Repository criminal history records, and Maryland's "hot files" (wanted persons, civil warrants, *ex parte* and protective orders).

## 2. SYSTEMS OF USE

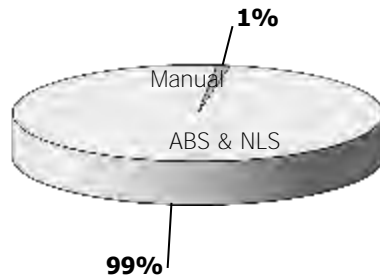
**OCMS.** The Offender Case Management system encompasses four modules: Booking, Correction, Community and the Maryland Parole Commission. OCMS eliminates the disconnect of current stove-piped information systems and creates a single integrated system that can be used by all of the agencies with offender management responsibilities. OCMS creates the ability to store critical and easily accessible data on every offender in the DPSCS system. The Booking Module was deployed to the Baltimore Central Booking and

Intake Center on November 14, 2010, and in the jurisdictions of Frederick, Harford, Howard, St. Mary's and Wicomico during the second quarter of 2011. In December 2012, the Community Supervision Module was deployed, followed by the Citation Module in January 2013. The Maryland Parole Commission Module was deployed in April 2013, and the Correction Module will be deployed in November 2013. All of these above mentioned modules are currently used by DPSCS employees and other agencies as their system of records.

**NETWORK LIVESCAN.** The Network Livescan (Livescan) equipment provides the ability to collect and transmit electronic fingerprint images from remote locations to MAFIS at the Central Repository. Livescans support Hazmat, criminal, and applicant processing. The Hazmat Commercial Driver's License (CDL) application is used to perform the required background checks on applicants for commercial driver's licenses to transport hazardous materials. Criminal processing occurs at the criminal justice facilities and is used to assist in the rapid identification and comparison of fingerprints to national criminal databases during intake processing. Fingerprints of applicants for various employment and licensure reasons are processed and compared to the electronic criminal database in the applicant Livescans. Currently, there are 419 Livescan machines installed throughout the State. This number is composed of 238 Applicant Livescans including 5 Hazmat Livescans, 72 criminal processing Livescans, and 108 Livescans that process both criminal and applicant transactions. The use of this equipment and applications supports the goal of helping to keep Maryland communities safe. The objective of the CJIS-CR to have records that demonstrate a 90% rate of accuracy, 95% timeliness and 95% completeness in annual audits by providing for rapid identification of offenders is also achieved. Collectively, OCMS and Network Livescan allow the

Central Repository to have 99% of the State's criminal arrest events be submitted electronically (see Figure 6).

**Figure 6**  
**Criminal Fingerprint Volume – CY 2014**



**METERS/NCIC.** The Maryland Electronic Telecommunications and Enforcement Resource System (METERS) is the Windows-based system that allows authenticated users to access Maryland's warrant and protective order files as well as MVA files. The MVA query also checks Maryland Sex Offender file and Watch Your Car entries. Additionally, METERS allows users to access all NCIC HotFiles, including Warrant Files, Protective Order Files, Stolen Vehicle and Tag files, Stolen Article Files, Missing Persons, Unidentified Persons, Violent Persons, Gangs and suspected Terrorists, and computerized criminal history. METERS also allows users to conduct inquiries into out-of-state motor vehicle records, Interpol HotFiles, and the Canadian Criminal History and HotFiles. The system supports the entire core/priority mission functions performed by all Criminal Justice Agencies in the State. A new Open-Fox message switch for METERS was installed on February 2014. Several enhancements were made so that METERS users can now access NICS for the Disposition of

Firearms, and Disabled parking Placards, and Moped and scooter owner information from Maryland Motor Vehicles (MVA). The METERS application is currently being updated to the latest software release (version 5.2) and the servers are being updated from Windows 2003 to Windows 2008. The rollout is scheduled to begin late December 2015

**MAFIS.** The Maryland Automated Fingerprint Identification System (MAFIS) provides automated fingerprint identification for criminal processing. The identification system can also be used in the process of performing applicant background checks. The system is also utilized by local agencies for the purpose of criminal investigation. The current identification system was implemented in October 2008. In addition to enhancing the accuracy, and reducing the response time for identification, the new MAFIS has provided additional tools. These tools include FastID (quick "two finger" ID) for law enforcement and DPSCS, interfacing Livescans with the Maryland Image Repository System (MIRS), and an electronic WebArchive for retrieving fingerprint cards.

### **3. CRIMINAL JUSTICE INFORMATION ADVISORY BOARD**

#### **Mission and Membership**

Organized in 1976, the 25 member Criminal Justice Information Advisory Board (CJIAB) advises the Secretary of Public Safety and Correctional Services and Chief Judge of the Court of Appeals on the Criminal Justice Information System (CJIS). Each member is appointed for a term of three years. Appendix IV identifies the CJIAB members. The Board meets quarterly to obtain regular reports on the status of CJIS Central Repository activities and other developments related



to criminal history record information and interoperability generally.

The duties of the CJIAB are to:

- Advise the Secretary, the Court of Appeals, and the Chief Judge of the Court of Appeals on the development, operation, and maintenance of the CJIS Central Repository;
- Propose and recommend regulations to the Secretary necessary to develop, operate, and maintain the CJIS Central Repository;
- Propose and recommend rules, in conjunction with the Standing Committee on Rules of Practice and Procedure of the Court of Appeals, to the Court of Appeals and the Chief Judge of the Court of Appeals necessary to develop, operate, and maintain the CJIS Central Repository;
- Monitor the operation of the CJIS Central Repository;
- Recommend procedures and methods for criminal history record information to be used in the research, evaluation, and statistical analysis of criminal activity; and any legislation necessary to implement, operate, and maintain the CJIS Central Repository; and
- Submit a yearly report on interoperability.

#### 4. MARYLAND'S CJRI MASTER PLAN

Maryland's Criminal Justice Records Improvement goals have been approved by the Criminal Justice Information Advisory Board:

- I. Optimal Accuracy and Completeness of Criminal History Data**
- II. Full Automation of All Criminal History and Fingerprint Cards**
- III. Optimal Timeliness of Criminal History Reporting**
- IV. Full Cooperation with Federal Initiatives (e.g., NICS, III, NFF)**
- V. Optimal Overall Customer Services**

These goals are also consistent with the Department's Managing for Results goals.

Many of the projects listed in this Master Plan directly serve the criminal justice and non-criminal justice customer bases of the CJIS Central Repository. They include, for example, plans for:

- The enhancement and technology refreshment of the systems that provide real-time fingerprint-based identification of offenders and collection of information to support the internal business processes of the CJIS Central Repository;

- Information retrieval mechanisms so the public can inquire as to the status of applicant checks; and
- The distributed use of remote fingerprint stations to capture data statewide in a convenient manner that also will improve the overall quality of fingerprint information and increase the ability of the systems to identify criminals.

There are other projects, however, that reflect the service obligations of ITCD while also addressing criminal justice record issues.

In developing and prioritizing the components of this plan, a number of considerations were reviewed, including:

- Business impact(s) and dependencies;
- Legislative/regulatory compliance;
- User benefits and number of users;
- Optional benefits;
- Federal initiatives; and
- Audit findings.

## 5. PROJECT DETAIL LIST

### Goal I: Optimal Accuracy and Completeness of Criminal History Data

PROJECT NAME/Number	I-4 - RAP Sheet Linkage Project
Problem Description	Criminal Procedure Article, § 10-215 of the Annotated Code of Maryland, identifies the “reportable events” that all criminal justice agencies are required to report to the CJIS-CR to become part of the State RAP Sheet. These reportable events must be linked together by the use of a Tracking Number and/or Court Case number in order to provide for the chronological criminal history of an offender. Absent the proper use of the tracking number and other internal linking requirements, reported data would not appear on an offender’s RAP Sheet.
Project Cost	Current ITCD resources as needed.
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated timeframe: 2012 Q3 – 2015 Q4</p> <p>Court Reporting data validation reports have been programmed and are being tested. The editing and check digit routines in the Tracking Number have been validated across systems. Work is progressing to make the Tracking Number a mandatory field in all systems. The Tracking Number and/or Court Case number has been designated as a mandatory field in OCMS; all systems are now using the same Tracking Number check digit and edit routines.</p> <p>Milestones:</p> <ul style="list-style-type: none"> <li>• Tracking Number fields mandatory on all systems - <b>COMPLETED</b></li> <li>• Exceptions worked through appropriate agency representatives</li> <li>• Improvement of the tracking number linkage</li> <li>• Improvement of the circuit court data and appeals court data in ADR</li> <li>• Improvement of reportable events in the RAP Sheet</li> <li>• Need CJIS codes from the courts- Currently receive from District, need to receive codes from the Circuit and Appellate Courts – <i>(A formal request will be made to the AOC.)</i></li> <li>• Circuit Court and appellate court tracking numbers – <b>COMPLETED</b></li> <li>• Build and insert a programming edit to reject incoming court disposition records that do not contain a Tracking Number</li> <li>• Discuss Court-Ordered Fingerprinting with AOC, especially as it pertains to Warrants and Indictments that may not have an associated initial arrest event in criminal history- <b>COMPLETED</b></li> <li>• 20 of 24 jurisdictions are submitting detention center intakes fingerprint cards via live-scan. CJIS-CR continues to work with the remaining two jurisdictions to bring them compliant with the requirement to fingerprint intakes</li> </ul>

<b>PROJECT NAME/Number</b>	<b>I-4 - RAP Sheet Linkage Project</b>
	<ul style="list-style-type: none"> <li>• Discussion will begin with the jurisdictions to bring all jurisdictions in to compliance</li> </ul>
Measurements to achieve	<ul style="list-style-type: none"> <li>• Accuracy and completeness of criminal history data</li> <li>• Timeliness of criminal history reporting</li> <li>• Overall customer service</li> </ul>

<b>PROJECT NAME/Number</b>	<b>I-12 – ADR/CCH System Replacement</b>
Problem Description	The current CCH system was written utilizing older technology (mainframe and online CICS transactions), has many years of undocumented changes, and is based on an IMS hierarchical database.
Project History	The existing computerized criminal history (CCH) database is outdated, and contains little supporting documentation. Action to study how best to update or replace this CCH application was completed and a requirements document was prepared. This work will need to be revised once the new MAFIS is implemented. With the implementation of a new MAFIS system in 2008, the need for an ADR/CCH support system is imperative. Funding constraints have prevented any action to move this project forward.
Project Cost	Requirements Documentation - \$195,848.
Grant / State funding availability	TBD
Current status (implementation strategy, including timeframe and milestones)	Phase I of the Ident/Index and ADR Mainframe Systems replacement project is due 12/31/2015
Measurements to achieve	<ul style="list-style-type: none"> <li>• Accuracy and completeness of criminal history data</li> <li>• Timeliness of criminal history reporting</li> <li>• Overall customer service</li> </ul>

**Goal 2: Full Automation of All Criminal History and Fingerprint Cards**

PROJECT NAME/Number	II-1 – Web-Enabled CJIS Automation and Customer Services
Problem Description	Information and services supplied by CJIS-CR are currently available only in-person, by mail, by telephone and, to a limited extent, on the Internet. This project would extend services to create a true “eGov” environment with online information exchange and payment options.
Project Cost	\$400,000
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated Timeframe: To be Determined</p> <p>This project will provide CJIS-CR customers with the Internet (web-based) capability to access services information, applications, forms, surveys, etc. This initiative improves customer service, supports the Maryland’s eGovernment (“eGov”) initiative, and also provides a new means of online communication for the CJIS-CR.</p> <p>Strategy:</p> <ul style="list-style-type: none"> <li>• CJIS-CR information to be readily available to customer via the internet</li> <li>• Shorten phone call duration by Customer Service Center (CSC) educating customers to access materials online</li> <li>• Reduce customer call volume</li> <li>• Design and develop to capture the user demographic information</li> <li>• Design and develop an online payment process</li> <li>• Conduct market research for the credit card payment process</li> <li>• Procure the software product</li> <li>• Integrate the software with the payment system</li> <li>• Design and develop fingerprint status checking</li> <li>• Design the storefront kiosk process</li> <li>• Install a storefront kiosk</li> </ul> <p>In January of 2008, a conceptual design document was completed. The document, titled Livescan/Cardscan Functionality Separation Technical Interface, outlined plans for a web-based system that would collect customer information and payment before an individual would ever report to a Livescan location.</p>
Measurements to achieve	<ul style="list-style-type: none"> <li>• Reduce phone calls received by Customer Service Center (CSC)</li> <li>• Improved customer satisfaction by rapid access to necessary applications accessible via the DPSCS web page</li> <li>• Shorter phone call duration by CSC educating customers to access materials online</li> </ul>

	<ul style="list-style-type: none"> <li>Reduce demographic errors by CJIS-CR staff do to legible type from online forms submitted by customers</li> </ul>
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**Goal 3: Optimal Timeliness of Criminal History Reporting**

<b>PROJECT NAME/Number</b>	<b>III-2- Sex Offender Kiosk Program</b>
<b>Problem Description</b>	There are currently over 8,000 registered sex offenders in Maryland. Most of these offenders must register with local law enforcement units four times each year creating a tremendous burden on registration agencies. By using kiosks adapted for the registration of sex offenders, registration can be completed by the offender through a self-driven check-on process.
<b>Project Cost</b>	\$200,000 programming (ITCD operating budget) \$200,000 equipment (SORNA Grant) \$400,000
<b>Grant / State funding availability</b>	An application for funding from SORNA has been submitted to cover equipment costs. These grants are typically awarded in September of each year.
<b>Current status (implementation strategy, including timeframe and milestones)</b>	<ul style="list-style-type: none"> <li>Requirements documents have been prepared</li> <li>Programming is on hold until the beginning of FY2014</li> </ul>

<b>PROJECT NAME/Number</b>	<b>III-3- Expungement RWOC Phase II</b>
<b>Problem Description</b>	Electronic Court Orders transmitted to CJIS-CR through the MQ Series. They follow the same path as an RWOC today as any error records are managed by the old manual process.
<b>Project Cost</b>	
<b>Grant / State funding availability</b>	
<b>Current status (implementation strategy, including timeframe and milestones)</b>	This project is awaiting judicial support post the MDEC project roll out. The goal is to further automate the expungement process between the Judiciary and Central Repository.

**Goal 4: Full Cooperation with Federal Initiatives**

PROJECT NAME/Number	IV-7- NDEX- The Law Enforcement National Data Exchange
Project	<p>N-DEX is a powerful automated investigative tool that provides law enforcement agencies with the ability to search, link, analyze, and share incident/case reports, arrest, bookings and incarceration data, and parole/probation data on a national basis to a degree never before possible. The federal program has investigative, tactical and strategic uses. It is a move toward national information sharing with expanded information access and sharing at local, state, tribal, federal, regional, and national levels to enhance stakeholder’s ability to combat crime and terrorism.</p> <p>It has been determined that for Phase I, Maryland will share arrest data, sex offender data, and gang records with N-Dex.</p>
Project Cost	<p>TBD Resources are needed to put the data in the correct format.</p>
Grant / State funding availability	NONE
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated time frame: 2012 Q1- 2015 Q4</p> <ul style="list-style-type: none"> <li>• Application and Memorandum of Understanding to be signed for participation - <b>COMPLETED</b></li> <li>• Identification and Map incident/case data elements to the N-Dex information exchange package documentation (IEPD) - <b>COMPLETED</b></li> <li>• Network connectivity through an existing CJIS WAN or connect over the Law Enforcement Online (LEO) to be obtained</li> <li>• Identification of roles and responsibilities between MSP and DPSCS</li> <li>• SOR data and DOC — future plan</li> <li>• Ongoing data maintenance resources</li> </ul>
Measurements to achieve	<ul style="list-style-type: none"> <li>• Interoperability of criminal history data sharing nationally</li> <li>• Availability of timely data at critical LLE decision stages</li> </ul>

PROJECT NAME/Number	IV-8 - The Patient Protection and Affordable Care Act- Implementation
Project	<p>Section 6201 of the Patient Protection and Affordable Care Act (ACA) establishes a nationwide program to identify efficient, effective and economical procedures for long term care facilities and providers to conduct background checks on a statewide basis on all prospective direct patient access employees. The Central Repository must work with the Maryland Department of Health and Mental Hygiene (DHMH) to: (1) develop</p>

PROJECT NAME/Number	IV-8 - The Patient Protection and Affordable Care Act- Implementation
	<p>infrastructure for electronic submission of fingerprints; and (2) consolidate all relevant information to allow a single portal for employers to use to verify employee eligibility for employment.</p> <p>DHMH is responsible for implementing certain provisions of the Patient Protection and Affordable Care Act. One of the requirements is the establishment of a long-term care facility program. The employees of these facilities will have direct patient care access and as a result will need to be subjected to criminal history record information background checks. DHMH seeks to implement a national background check process in an effort to eliminate the redundancy of background checks.</p> <p>DPSCS and DHMH will cooperatively ensure the implementation of this provision at the State and National Level.</p> <p>DPSCS will be streamlining the background check process and future notification of arrest services (RAP Back).</p>
Project Cost	TBD
Grant / State funding availability	Grant funding was awarded to DHMH and certain CJIS requests are contained within. The Centers for Medicare and Medicaid Services (CMS) will award three-to-one matching grant funds. DHMH is the grantee for this funding program. Maryland has been awarded the grant.
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated time frame: 2013 Q1- 2016 Q4</p> <p>Initial meetings have occurred between the two agencies and CMS has been hosting the forward planning of this project.</p> <p>CJIS currently has a network for fingerprinting facilities for fingerprinting and a secure method of returning information to users. The primary for CJIS will be the integration of the federal Rap Back Program into this initiative. Final specifications for the Rap Back Program will be published in the summer of 2013. This program will be available mid-year 2014. Part of this project is to integrate the fingerprinting process and the rap back process for this vulnerable population group.</p>
Measurements to achieve	<ul style="list-style-type: none"> <li>• A successful streamlined background check process for both DHMH and DPSCS</li> <li>• Full participation in the National Background Check Program (NBCP)</li> </ul>

PROJECT NAME/Number	IV-9 - ADR/Disposition Recovery Project
Problem Description	Throughout this project, as dispositions are recovered and updated in CJIS Criminal History databases, the subject's total arrest record is compared with the FBI's NCIC record for the subject to determine if Maryland can "regain" ownership of the record. Each record successfully claimed reduces the number of Maryland



<b>PROJECT NAME/Number</b>	<b>IV-9 - ADR/Disposition Recovery Project</b>
	records which the FBI maintains control over.
Project Cost	\$218,000.00
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated timeframe: 2012 Q1 – 2015 Q4</p> <p>The contractual project team was terminated in March 2011 in favor of a Third-Party contract to accomplish the missing disposition research. Inquiries, Inc. of Easton, Maryland, was contracted to research and find dispositions for 10,000 arrests. Inquiries, Inc. completed the 10,000 records as of June 30, 2010. The current contract was modified to increase the number of dispositions researched and resolved to almost 11,500.</p> <p>Another part of this project involves the assistance of the Administrative Office of the Courts (AOC). The CJIS Central Repository provided the AOC with a list of approximately 200,000 arrests without matching dispositions. The AOC was able to identify approximately 50,000 dispositions to those arrests. Working with an NCHIP funded data programmer, the CJIS-CR prepared an automated process to move those 50,000 dispositions into the database and match them to the appropriate arrest events.</p> <p>DPSCS contracted with a Third-party vendor to conduct research and resolve approximately 11,200 missing dispositions using FY2010 NCHIP funding. To date, this project is 90% complete. This portion of the project was successfully completed on September 30, 2011.</p> <p>With FY 2012 NCHIP grant funding, DPSCS contracted with a Third-party vendor to conduct research and resolve an additional 11,690 missing dispositions. The Maryland Board of Public Works (BPW) approved a funding modification that increased the total FY2012 NCHIP funding by \$52,476 and approved adding \$100,000 in State General Funds to this project. The new total FY2012 funding for this project was \$342,476 which will fund the research and completion of a total of 18,025 records. This portion of the project is on track to be successfully completed by September 30, 2013.</p> <p>DPSCS received and implemented the FY2013 NCHIP grant in the amount of \$222,205 to complete an additional 11,695 disposition research records. After BPW approval of the contract modification, DPSCS contracted with the same Third-party vendor to conduct the research and resolve 11,695 missing dispositions by the end of September 2014.</p> <p>The FY 2014 NCHIP federal grant was successfully completed in February 2014 with the Third-party vendor recovering 10,000 court dispositions.</p> <p>DPSCS was awarded a grant from the Governor’s Office of Crime Control and Prevention in the amount of</p>

<b>PROJECT NAME/Number</b>	<b>IV-9 - ADR/Disposition Recovery Project</b>
	<p>\$380,000 for 20,000 dispositions to be recovered. This grant was completed in October 2014.</p> <p>The grant that was awarded from National Center for State Courts had a balance of \$11,970. The balance was used with the vendor Inquiries, Inc. to recover 630 records for missing dispositions.</p> <p>The FY 2015 NCHIP grant was awarded for \$171,000 with \$19,000 State matching funds (total of \$190,000) for the Third-party vendor to recover 19,000 court dispositions. CJIS-CR has recovered over half of the missing dispositions. This grant will be successfully completed by its target end date in March 2016.</p> <p>Currently, the FY NCHIP 2016 is pending approval.</p>
Measurements to achieve	<ul style="list-style-type: none"> <li>• Increased complete arrest cycles in the Criminal History Central Repository</li> <li>• Contractor review of 20,000 disposition records with a 90% resolution (or 18,000 arrest-disposition record updates) in a 12-month timeframe from 10/1/2013-9/30/2014</li> </ul>

<b>PROJECT NAME/Number</b>	<b>IV-10- NICS Improvement Amendments Act of 2007</b>
Problem Description	<p>Federal Public Law 110-180 under which the Attorney General established the National Instant Criminal Background Check System (NICS), was signed into law by President Bush on January 8, 2008. This law amended the Brady Handgun Violence Prevention Act of 1993 (Pub L. 103-159). The Brady Act established in 1993, requires Federal firearms Licensees (FFLs) to contact the National Instant Criminal Background Check System before transferring a firearm to an unlicensed person for information on whether the proposed transferee is prohibited from receiving or possessing a firearm under state or federal laws. Certain requirements were spelled out in the law that required work on Maryland's part.</p> <ol style="list-style-type: none"> <li>1. The state must provide a "reasonable estimate" of records within certain areas of the state and achieve a percentage of compliance related to those records be accessible to the FBI for the fitness determination.</li> <li>2. A state must certify a program that allows for persons adjudicated a mental defective or committed to a mental health institution to obtain relief from the firearms disability imposed by the law as a result of such adjudication or commitment. This has been submitted to ATF for approval and final decision is pending.</li> </ol>
Project Cost	Over \$1,000,000

<b>PROJECT NAME/Number</b>	<b>IV-10- NICS Improvement Amendments Act of 2007</b>
Grant/State funding availability	General Funds as well as NCHIP grants and NARIP grants have been requested to aid in full compliance.
General Funds by FY	TBD
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated time frame: 2012 Q1- 2015 Q4</p> <p>Initial NCHIP grant money was used to help create a portal for record communication between Office of Administrative Hearings, DHMH, AOC and the CJIS-CR so that the CJIS-CR could be the conduit to allow records to flow over to the FBI NICS. Legal issues prohibited forward movement of this project. Since the passage of the Maryland Firearms Safety Act of 2013, the project will be moving forward and the guardianship records will be electronically sent to the FBI NICS.</p> <p><i>Milestones:</i></p> <p>All record reporting has met the mandatory compliance percentage through the 2012 year submission. With internal work between the AOC and the CJIS-CR, better record syncing numbers have been made available, and identification allowing the CJIS-CR to add records into its database making complete records available for all of the criminal history users statewide.</p> <ul style="list-style-type: none"> <li>• 2009 – 47.76%</li> <li>• 2010 – 60.33%</li> <li>• 2011 – 72.7%</li> <li>• 2012 – 98.3%</li> </ul> <p>The CJIS-CR is working on providing disposition data to the FBI on all non-NFF records so that information can be shared. The CJIS-CR is also determining how to continue to push the record compliance closer to meet the new target of 80%. – <b>COMPLETED</b></p> <p>As of January 2015, CJIS has completed a final working version of the NICS Record Improvement plan. This plan was presented to the Criminal Justice Advisory Board in April 2015. Currently CJIS-CR has used this report to submit for several grants which will assist Maryland with updating its records.</p>
Measurements to achieve	<ul style="list-style-type: none"> <li>• To maintain compliance with the FBI for accessibility of records for NICS fitness determination.</li> </ul>

<b>PROJECT NAME/Number</b>	<b>IV-12- SEARCH - Warrant and Disposition Management</b>
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<b>PROJECT NAME/Number</b>	<b>IV-12- SEARCH - Warrant and Disposition Management</b>
Problem Description	The Maryland Department of Public Safety and Criminal Justice Services in collaboration with the Maryland Administrative Office of the Courts (AOC) strives to improve criminal disposition reporting by developing a process to correct errors in reporting court dispositions to the Central Repository, thus reducing the number of cases without dispositions. It is believed that a large portion of data errors or tracking number inconsistencies, and other demographic data shared via the MQ series feed from the court case knowledge file exacerbate the existing problem of missing and incomplete data. This problematic issue can be easily resolved with “real time” rejection notice back to AOC. The AOC still has access to the case files and could correct any data entry errors and resubmit the corrected data expeditiously to the Central Repository.
Project Cost	Total project cost is not to exceed \$ 96,800.00.
Grant/State funding availability	Grant Funds will be reimbursed as a fixed cost per completion of each of the delineated milestones: <ul style="list-style-type: none"> <li>• Phase 1: Project Initiation and Design</li> <li>• Phase 2: Project Implementation</li> <li>• Project Evaluation</li> </ul>
General Funds by FY	Completion Phase 1 and Deliverables: \$40,000.00 Completion Phase 2 and Deliverables: \$40,000.00 Completion Phase 3 and Deliverables: \$16,800.00
Current status (implementation strategy, including timeframe and milestones)	Estimated Time Frame; Project Close Out: 2013 Q3 – 2014 Q1  The Maryland Criminal Justice Information System-CR will contract with a Data Programmer to develop a database program that will search for and create an error message process from the Maryland’s CCH database to the Courts for which there are no associated arrest to submitted dispositions. The error message will be sent to and reviewed by the Maryland Judiciary through the Administrative Office of Courts on a “real time” basis. Corrections will be made to the cases identified in the message. Records will be updated where possible and returned to the Central Repository. <ul style="list-style-type: none"> <li>• Complete MOU with one court for pilot error report program and feedback- <b>COMPLETED</b></li> <li>• Contract for Data Programmer Services - <b>COMPLETED</b></li> <li>• Establish Performance measures for project- <b>COMPLETED</b></li> <li>• Design error report program and feedback protocol- <b>COMPLETED</b></li> <li>• Design protocol to expand error reporting and feedback from single court pilot site to full statewide implementation- <b>COMPLETED</b></li> <li>• Complete programming of error report- <b>COMPLETED</b></li> </ul>

<b>PROJECT NAME/Number</b>	<b>IV-12- SEARCH - Warrant and Disposition Management</b>
	<ul style="list-style-type: none"> <li>• Test error reporting and feedback with court - <b>COMPLETED</b></li> <li>• Project Evaluation to include: status of statewide implementation; to include assistance from NCSC regarding NIEM and GRA conformance in future information sharing initiatives; performance measures update; and methodology regarding future performance measurement- <b>COMPLETED</b></li> <li>• Project Close-out- <b>COMPLETED</b></li> </ul>
Measurements to achieve	<ul style="list-style-type: none"> <li>• Demonstrate an improved record closure rate on the records we error back to the courts- <b>COMPLETED</b></li> <li>• Expand error reporting and feedback from pilot court sites to full statewide implementation- <b>COMPLETED</b></li> <li>• Improve Maryland CCH so dispositions matching is increased in comparison to previous years</li> </ul>

<b>PROJECT NAME/Number</b>	<b>IV-13- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Missing Disposition Recovery Project</b>
Problem Description	<p>The Missing Disposition Recovery Project continues the disposition research funded by previous federal awards. The Information Technology and Communications Division staff provided a base report to the Criminal Justice Information System (CJIS) Data Integrity Unit listing 100,000 cases of arrests without dispositions. Each arrest event will be researched and, where possible, the criminal history database will be updated with the disposition or arrest information resulting in a more complete criminal history record.</p> <p>The contractor shall be responsible for conducting and documenting a full, complete and accurate processing and resolution of each and every individual Date of Arrest (DOA) event, enumerating those reports requiring correction and the nature of the correction required so as to allow Maryland to assume full ownership of the criminal file now maintained by the FBI.</p> <p>The contractor will take the following steps to ensure due diligence:</p> <ul style="list-style-type: none"> <li>• Ensure all records expunged or remanded to juvenile status are documented for subsequent removal from the FBI record;</li> <li>• Insure the documentation for subsequent updating of all missing arrests and dispositions on the Maryland record; and</li> </ul>

PROJECT NAME/Number	IV-13- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Missing Disposition Recovery Project
	<ul style="list-style-type: none"> <li>• Query Maryland State Achieves and the Maryland District and Circuit Courts for disposition information, documenting same for subsequent updating of the Maryland record.</li> </ul> <p>The contractor shall hire fully trained and credentialed staffing subject to a full and complete Federal and State criminal background check. Qualified staffing will possess no less than three (3) years’ experience in analyzing criminal justice information and researching relevant primary source materials to document recommended decisions serving to promote an accurate and complete updating of criminal history record information.</p> <p>The Contractor shall be a fully accredited and operating FBI channeling agent capable of assessing and manipulating FBI-maintained criminal history record information, fingerprint, and other records and information.</p>
Project Cost	<ul style="list-style-type: none"> <li>• The project requires the services of one vendor to perform 20,000 arrest disposition record checks at the cost of \$19/per check for a total of \$380,000.</li> <li>• DPSCS through the FY 2014 NARIP grant for recovering missing dispositions was awarded \$190,000 federal dollars which equaled \$19/per check for a total of 19,000 records.</li> </ul>
Grant/State funding availability	Currently, the grant is pending award for 2013.
Current status (implementation strategy, including timeframe and milestones)	<p>CJIS-CR will contract with a competitive external vendor to provide arrest disposition recovery services so as to allow the State of Maryland to assume full ownership of criminal files now maintained by the Federal Bureau of Investigation. The awarded vendor will perform the following tasks:</p> <ol style="list-style-type: none"> <li>1. Comprehensively research and evaluate 20,000 open disposition records, matching arrest information to dispositions using various data bases and resources so as to obtain dispositions missing in the Maryland Criminal Justice Information System;</li> <li>2. Identify arrests predating Maryland’s status as a “single source state” for the submission of arrests to the FBI;</li> <li>3. Flag arrests from the FBI-maintained criminal history data base not found on the Maryland RAP sheet; and</li> <li>4. Conduct an all-encompassing research of dispositions, in keeping with the CJIS-CR commitment to a continuous quality improvement of the criminal history record information administered and maintained under its stewardship.</li> </ol>
Measurements to achieve	TBD

<b>PROJECT NAME/Number</b>	<b>IV-15- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Maryland State Police Gun Licensing Division Database Automation</b>
Problem Description	<p>This project represents an on-going venture between the Maryland Department of Public Safety and Correctional Services and the Maryland State Police, designed to be implemented at the MSP Licensing Division over several phases. Phase I, II and III have been funded in previous years through the NCHIP grant process.</p> <p>To implement <b>Phase IV</b>, additional funding is requested which will provide for upgrades and replacement of existing hardware, training and programming enhancements to create a flagging process. These upgrades, replacements of equipment and training will enable the Licensing Division to enhance and streamline work flow, and minimize the human resource costs of manual data retrieval. To comply with Homeland Security initiatives, the enhancements will aid in the identification of persons trying to abuse the State of Maryland Firearm Regulations.</p>
Project Cost	\$298,000
Grant/State funding availability	Grant is pending award.
Current status (implementation strategy, including timeframe and milestones)	<p><b>Phase I:</b> The Maryland State Police worked in cooperation with the Information Technology and Communication Division (ITCD) of the Department of Public Safety and Correctional Services to create a gun registration system to keep pace with the new demands placed upon the Licensing Division. The Maryland State Police began to develop an Applications Tracking System (ATS) using a network of desktop computers. When legislative mandates reduced time lines for investigation and insurance of licenses, the ATS was moved into early production to improve work efficiency.</p> <p>The Phase I grant was to fund those items which were not anticipated, but became apparent when the volume of registration requests far exceeded the capacity of the systems and the personnel. The personnel issue was addressed by replacing some personnel and authorizing overtime. Funding for the Maryland State Police, with the Department of Public Safety and Correctional Services as the pass-through agency, accomplished the following:</p> <ol style="list-style-type: none"> <li>1. Instituted a "HOLD" status for gun registration, permitting the use of ATS for tracking these applications to completion;</li> <li>2. Created several management views of the data, allowing the Licensing Division supervisors to monitor and control progress and assure that late applications are detected and finished with priority;</li> <li>3. Completed user documentation and training necessary for the staff to efficiently operate the new</li> </ol>

PROJECT NAME/Number	IV-15- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Maryland State Police Gun Licensing Division Database Automation
	<p>system; and</p> <ol style="list-style-type: none"> <li>4. Expanded the Security Guard processing function to accommodate the expanded workload expected in this area at the end of the year.</li> </ol> <p>To improve the gun registration process, ITCD, which addresses the mainframe issues for the Department of Public Safety and Correctional Services, identified and achieved the following expected outcomes from grant funding:</p> <ol style="list-style-type: none"> <li>1. The mainframe computer provided the database for gun registration applicants with a single entry. Repeated entry of information will not be necessary.</li> <li>2. Enhancements to existing computer screens and new screen development allowed faster processing and collection of information.</li> <li>3. A link from the mainframe to the PC was developed.</li> <li>4. Reports which were not previously available are now available from the database. There was no duplication of reports between the PC or mainframe systems.</li> </ol> <p><b>Phase II:</b> To add additional functionality to the ATS system, a contract to complete the work was awarded to a vendor, Keane, in January 2003. Tasks accomplished in Phase II were as follows:</p> <ol style="list-style-type: none"> <li>1. Established a queue manager, using the MQ Series messaging on the Domino server to receive messages from the DB2 Out queue for additions, modifications, and deletions to the MAFSS database;</li> <li>2. Designed, developed, and tested the programs to update the ATS database on the Domino server, for each transaction in the queue from the MAFSS database;</li> <li>3. Added additional record types and attributes to the Domino database, as needed; and</li> <li>4. Added attributes to the records stored on the ATS Domino database.</li> </ol> <p><b>Phase III:</b> Additional funding was requested and approved for the completion of several software programming enhancements. The following tasks will be performed:</p> <ol style="list-style-type: none"> <li>1. ATS Enhancement for Duplicate Record Identifying Agent - This enhancement will scan the entire database for any duplicate entries for the same individual. Instead of searching only on name, it will search on a Soundex-type identifier or a modified Soundex process, in an attempt to flush out "Soundex-similar" inconsistencies of an applicant's name. The algorithm will also check duplicate use of Social Security Numbers (SSN) with the same "soundex-similar" names. Any records using the same SSN with a different name or DaB will be reported for further investigation and/or correction. This process will be scheduled to run during non-business hours.</li> </ol>



PROJECT NAME/Number	IV-15- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Maryland State Police Gun Licensing Division Database Automation
	<p>2. Completion of eight New Administrative Reports - These reports will provide counts, percentage of total counts, and control totals for numeric fields, in response to prompts (for section, from date, and through date), for the following areas of summary:</p> <ul style="list-style-type: none"> <li>• <u>Applications by County</u> - Provides summary data for periodic reporting and administration, including the basis for distribution of resources;</li> <li>• <u>Applications by Year of Application</u> - Provides summary data trends and impact on legislation analysis;</li> <li>• <u>Applications by Status</u> - Provides summary data for administration, trend and high level review;</li> <li>• <u>Dealers by County</u> - Provides geographical view of the distribution of dealers in the state and a basis for resource allocation and administration;</li> <li>• <u>Dealers by Year of Application</u> - Provides summary data trend and impact-of-legislation analysis;</li> <li>• <u>Registrants by County</u> - Provides geographical view of the distribution of registrants and a basis for resource allocation and administration;</li> <li>• <u>Registrants by Year of Application</u> - Provides summary data trend and impact-of-legislation analysis; and</li> <li>• <u>Form #208 (Check Accountability Form)</u> data - Provides for the automation of a manual process, which would result in the recovery and reuse of scarce staff hours. Ultimately, the completed automation of this document would provide standardized, re-creatable output, while capturing audit data in the process.</li> </ul> <p><b>Phase IV:</b> Additional funding is requested to upgrade and augment the existing hardware and software applications. Additionally, training is needed to maintain the Lotus R5 application. The following tasks have been identified to complete the ATS system:</p> <ol style="list-style-type: none"> <li>1. Replace existing Lotus Notes Server</li> <li>2. Replace 50 workstations</li> <li>3. Upgrade BisCom fax server with current versions of software and continuing maintenance</li> <li>4. Enhance ATS with New Flags, Status reports</li> <li>5. Training of personnel on Lotus Notes R5 Domino applications</li> <li>6. Training of personnel on Novell Netware 6.0/6.5 and Notebundle 1 and 2</li> </ol>

PROJECT NAME/Number	<b>IV-15- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Maryland State Police Gun Licensing Division Database Automation</b>
	<p><b>Description of functional process and processes:</b> MSP's Applicant Tracking System (ATS) is implemented in a Lotus Notes (Version 4.6) environment and manages application data for the Licensing Division of the Maryland State Police. The Licensing Division issues licenses and permits for a variety of occupations and activities including Railroad Police, Security Guards, Private Detectives, Security Technicians, etc. The Firearms Registration Section of the Licensing Division investigates and issues permits for the ownership and possession of regulated firearms.</p> <p>Entry and modification of data within the Licensing Division is managed by Sections, which are grouped by specific areas of functional responsibility. Access and administration of data is authorized at the Section level. The entry and modification of data is accomplished primarily through the Applicant Tracking System (ATS) for the Licensing Division; this is primarily accomplished through MAFSS for the Firearms Regulation Section, although all sections access both the ATS and MAFSS to varying degrees.</p> <p><b>Maryland State Police Licensing Division is composed of these Sections:</b></p> <p><b>Article I. Handgun Permits Section</b>  Special Police Commissions  Security Guard Commissions  Electronic Alarms Section  Firearms Registration Section  Private Detectives Section</p> <p><b>Article II. ATS Model Structure</b></p> <p>The ATS model within the Lotus Notes environment includes approximately 38 forms and 54 views. There is really only one main form structure or "application form" used in this model; many of the other forms are actual sub-forms. This "application form" is processed in one of three ways, as a new application, an existing application, or as a renewal application. Programming logic and constraints differ slightly between these forms. Data within the "application form" is hidden or revealed according to the requirements of each Section. All Sections within the Licensing Division use these three "application forms."</p> <p><u>The benefits of this proposal are:</u></p> <ul style="list-style-type: none"> <li>• Validation and improved quality of the data within the system</li> <li>• Identification of data entry errors that could result in improper or illegal issuance of handgun licenses or special police permits</li> <li>• Identification of persons who are abusing the system to obtain permits, such as "straw purchases"</li> </ul>

PROJECT NAME/Number	IV-15- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Maryland State Police Gun Licensing Division Database Automation																																																																		
	<ul style="list-style-type: none"> <li>• Compliance with Homeland Security initiatives</li> <li>• Compliance with legislative mandates</li> <li>• Automation of manual processes, allowing for greater staff utilization</li> <li>• Creation of reports to provide summary data for periodic reporting and administration</li> <li>• Provide the basis for distribution of resources, data, trend analysis, and impact-of-legislation analysis</li> <li>• Provide hard data for response to intergovernmental, media and citizen inquiries</li> <li>• Automation of these statistics reduces the administrative burden of having to manually collect, tally and generate a report that presents this data</li> </ul> <p><b><u>Budget Request for MSP Gun Licensing Phase IV Project:</u></b></p> <table border="1" data-bbox="596 609 1896 1349"> <thead> <tr> <th data-bbox="602 613 1150 651">Description</th> <th data-bbox="1157 613 1318 651">Rate</th> <th data-bbox="1325 613 1486 651">Qty</th> <th data-bbox="1493 613 1890 651">Total Cost</th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="602 688 1896 725"><b>Consultants:</b></td> </tr> <tr> <td data-bbox="602 730 1150 768">Project Manager</td> <td data-bbox="1157 730 1318 768">\$82.64</td> <td data-bbox="1325 730 1486 768">40</td> <td data-bbox="1493 730 1890 768">\$3,305</td> </tr> <tr> <td data-bbox="602 773 1150 810">Sr. Computer Programmer</td> <td data-bbox="1157 773 1318 810">\$94.18</td> <td data-bbox="1325 773 1486 810">438</td> <td data-bbox="1493 773 1890 810">\$41,251</td> </tr> <tr> <td data-bbox="602 815 1150 852">Interdisciplinary Engineer</td> <td data-bbox="1157 815 1318 852">\$137.05</td> <td data-bbox="1325 815 1486 852">106</td> <td data-bbox="1493 815 1890 852">\$14,527</td> </tr> <tr> <td colspan="4" data-bbox="602 873 1896 911"><b>Contractual Services:</b></td> </tr> <tr> <td data-bbox="602 915 1150 953">Computer Network Engineer</td> <td data-bbox="1157 915 1318 953">\$45.00</td> <td data-bbox="1325 915 1486 953">1000</td> <td data-bbox="1493 915 1890 953">\$45,000</td> </tr> <tr> <td colspan="4" data-bbox="602 974 1896 1011"><b>Training:</b></td> </tr> <tr> <td data-bbox="602 1016 1150 1053">Lotus Notes Training</td> <td data-bbox="1157 1016 1318 1053">\$4,000</td> <td data-bbox="1325 1016 1486 1053">2</td> <td data-bbox="1493 1016 1890 1053">\$8,000</td> </tr> <tr> <td data-bbox="602 1058 1150 1096">Network Training</td> <td data-bbox="1157 1058 1318 1096">\$2,495</td> <td data-bbox="1325 1058 1486 1096">3</td> <td data-bbox="1493 1058 1890 1096">\$7,485</td> </tr> <tr> <td colspan="4" data-bbox="602 1117 1896 1154"><b>Hardware:</b></td> </tr> <tr> <td data-bbox="602 1159 1150 1196">Lotus Notes Server</td> <td data-bbox="1157 1159 1318 1196">\$72,253</td> <td data-bbox="1325 1159 1486 1196">1</td> <td data-bbox="1493 1159 1890 1196">\$72,253</td> </tr> <tr> <td data-bbox="602 1201 1150 1239">Desktop Personal Computers</td> <td data-bbox="1157 1201 1318 1239">\$2,000</td> <td data-bbox="1325 1201 1486 1239">50</td> <td data-bbox="1493 1201 1890 1239">\$100,000</td> </tr> <tr> <td data-bbox="602 1243 1150 1281">Electrical Upgrade to server room</td> <td data-bbox="1157 1243 1318 1281">\$3,500</td> <td data-bbox="1325 1243 1486 1281">1</td> <td data-bbox="1493 1243 1890 1281">\$3,500</td> </tr> <tr> <td data-bbox="602 1286 1150 1323">Biscom Fax server upgrade</td> <td data-bbox="1157 1286 1318 1323">\$2,340</td> <td data-bbox="1325 1286 1486 1323">1</td> <td data-bbox="1493 1286 1890 1323">\$2,340</td> </tr> <tr> <td data-bbox="602 1328 1150 1349">Total MSP Gun Licensing Project</td> <td data-bbox="1157 1328 1318 1349"></td> <td data-bbox="1325 1328 1486 1349"></td> <td data-bbox="1493 1328 1890 1349">\$297,661</td> </tr> </tbody> </table>			Description	Rate	Qty	Total Cost	<b>Consultants:</b>				Project Manager	\$82.64	40	\$3,305	Sr. Computer Programmer	\$94.18	438	\$41,251	Interdisciplinary Engineer	\$137.05	106	\$14,527	<b>Contractual Services:</b>				Computer Network Engineer	\$45.00	1000	\$45,000	<b>Training:</b>				Lotus Notes Training	\$4,000	2	\$8,000	Network Training	\$2,495	3	\$7,485	<b>Hardware:</b>				Lotus Notes Server	\$72,253	1	\$72,253	Desktop Personal Computers	\$2,000	50	\$100,000	Electrical Upgrade to server room	\$3,500	1	\$3,500	Biscom Fax server upgrade	\$2,340	1	\$2,340	Total MSP Gun Licensing Project			\$297,661
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Measurements to achieve	<ul style="list-style-type: none"> <li>• Improved disqualifying state records provided to the NICS data base for gun fitness determinations.</li> </ul>																																																																		

<b>PROJECT NAME/Number</b>	<b>IV-16- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Establishing a Process to Enable Submission of Federally Disqualifying Substance Abuse Records to the FBI’s NICS Index Denied Persons File</b>
Problem Description	<p>DPSCS is specifically requesting funding for the compliance of HR 2640, also known as the NICS Amendment Act, enacted by the U.S. Congress on January 18, 2008. The NICS Amendment Act is a federal update to the Brady Handgun Act formerly enacted in the 1980's which required states to be compliant with very detailed national level record information sharing around the disqualifying guidelines for purchasing a gun. Specifically, 18 USC 922 (g) and (n) required the state of Maryland to make major changes in the way we identify, collect, and report critical departmental data. The requirements impact multiple departments, DPSCS, MSP, DHMH, and the Maryland Judiciary. They require policy level review, standard operating procedure changes, technical interface compliance, and automated data collection processes. This federal level compliance has a period of three years until federal level grant money is withheld from the states for non-compliance.</p>
Project Cost	\$285,600
Grant/State funding availability	Grant application has been submitted and final award notice is pending.
Current status (implementation strategy, including timeframe and milestones)	<p>DPSCS, partnering with other agency stakeholders will create a solution toward compliance in reporting the substance abuse disqualifier category records to NICS and the FBI. Programming will be required to develop processes to extract the required data elements and create the data extracts (transactions) for submission to NICs Index. Our goal is to engineer this process so that these efforts will provide the foundation towards future compliance efforts. Additional infrastructure, hardware, software, programming and technical resources will be required to implement and support this effort for both parties. Our goal is to create and maintain an automated process to move data to a central storage repository and to the NICS/FBI.</p> <p><b>Category 4. Unlawful Drug Use Record</b> – Records that identify a person unlawfully using or addicted to a controlled substance, as demonstrated by specific arrests, convictions and adjudications, not protected from disclosure to the Attorney General by federal or state law. The term “arrests” means arrests for use or possession of a controlled substance. “Adjudications” include orders imposing: pre-trial diversion, drug diversion, and probation without judgment, adjudication withheld, probation or parole conditions or sentencing conditions which include mandatory drug treatment programs. “Convictions” means convictions for use or possession of a controlled substance, which are not included in the estimates of felony convictions included under Category 1.</p> <p><b>Controlled Substance</b>—is defined as persons who use a controlled substance and have lost the power of self-</p>

PROJECT NAME/Number	<b>IV-16- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Establishing a Process to Enable Submission of Federally Disqualifying Substance Abuse Records to the FBI’s NICS Index Denied Persons File</b>
	<p>control with reference to the use of a controlled substance or persons who are current users of a controlled substance in a manner other than prescribed by a licensed physician. To qualify for NICS Index entry under this prohibition, proof must be established the substance was a controlled substance (positive drug test). Entry into the NICS Index for this prohibition is due to the need for specific information not typically available on a criminal history record. Since it is a temporary prohibition (one year), expiration dates are set in the NICS Index. Therefore, there may be no entries or a low number of entries in this category.</p> <p>FBI NICS has provided the states with two recommended modes to interface with the NICS Index:</p> <ol style="list-style-type: none"> <li>1. Electronic connection between the NICS and the states through the NCIC front-end; or</li> <li>2. Batch data transfer on magnetic tape, CD-ROM, or diskette. The CD-ROM phase can be implemented within three months and Phase II within six months.</li> </ol> <p><u>Budget Components for Project Request #1:</u></p> <p><b>Equipment:</b> Servers, Processors, Controllers, Network Adapters, Network Software Managers, Memory Upgrades, Hard Drives, Network Drive Upgrades, Power Supply Kits, External Tape Drives, Data Cartridges, Microsoft Windows Server, Windows Server Backup, FTP Server Browser/Transfer, Routers, Encrypted VPN Tunnels on network Maryland's SWGI, Upgrade network Maryland to Ethernet Everywhere Service (\$85,000)</p> <p><b>Contractual:</b> Create a SQL Data Transformation Services (DTS) stored procedure in the primary records office case management SQL 2000 database to provide a data extraction of all the disqualifying case records in compliance with NICS data format standards on a monthly basis; and develop and implement a website application (Maryland NICS Reporting Disqualifier #4 Tracking System) for the Maryland State Police to access to check for persons with entered case records which prohibits the persons from firearm purchase under Gun Control Act (18 USC Section 922) as amended by the Brady Act (\$185,600).  160 man hours @ \$160/hr = \$25,600 (Primary record agency)  1000 man hours @ \$160/hr = \$160,000 (DPSCS)</p> <p><b>Training:</b> Database Programming Support Training -Microsoft SQL training (\$15,000)  3 staff attend SQL classes @ \$2,500/ea = \$7,500 (Primary record agency)  3 staff attend SQL classes @ \$2,500/ea = \$7,500 (DPSCS)</p>

<b>PROJECT NAME/Number</b>	<b>IV-16- NICS Act Record Improvement Program (NARIP) For States and State Court Systems – Establishing a Process to Enable Submission of Federally Disqualifying Substance Abuse Records to the FBI’s NICS Index Denied Persons File</b>
Measurements to achieve	<ul style="list-style-type: none"> <li>• Enhance national security and public safety</li> <li>• Provide timely and accurate determination of a person’s eligibility to possess firearms and/or explosives in accordance with federal law</li> </ul>

<b>PROJECT NAME/Number</b>	<b>IV-17- Livescan Courthouse Initiative Project</b>
Problem Description	<p>DPSCS is interested in the placement of Livescan equipment in each Baltimore City District and Circuit courthouse facility. The future installation would place one Livescan in each District and Circuit Court across the 24 jurisdictions. The purpose of the Livescan Courthouse initiative is to allow the capability to submit offender fingerprints electronically as real-time court activities occur. Summons, Indictments and Citations are not always fingerprint supported and the first exposure to the individual in the process would be the courthouse in the charging district. The capture of offender fingerprints at the time of hearing and sentencing events will strengthen the criminal records environment by providing instant verification and documentation of the offender as well as allowing the event to be created in the CJIS-Central Repository System. Without this initial fingerprint entry future events that come in throughout the criminal lifecycle will not be available. The capture of offender fingerprints during court events will close the gap in missing arrests and dispositions within the criminal history database file maintained by CJIS-Central Repository.</p> <p>DPSCS currently has a suspense file documented with approximately over 140,000 112,000+ arrest records with missing disposition files. The capture of offender fingerprints during court events will stop the escalation of the missing disposition problem. The Department has expended millions of dollars in grant funded activities since 2002 to eliminate the arrest record and missing disposition issue. This would close the front door gap so continued dollars would not be needed to correct current records being created.</p>

<b>PROJECT NAME/Number</b>	<b>IV-17- Livescan Courthouse Initiative Project</b>			
Project Cost	<u>Livescans Courthouse Initiative Budget</u>			
	Description	Cost	Qty	Amount
	<b>Hardware:</b>			
	Livescan Machine at each Maryland District Court (includes installation and training)	\$32,000	24	\$768,000
	Livescan Machine at each Maryland Circuit Court (includes installation and training)	\$32,000	24	\$768,000
	Total Livescans Courthouse Project			\$1,536,000
Grant/State funding availability	No funding source.			
Current status (implementation strategy, including timeframe and milestones)	<p>There has been an opportunity for DPSCS to take a recycled training Livescan machine to one of the counties to pilot this effort. The machine is located in the Allegany County District courthouse and any “court-ordered” fingerprinting” is directed there and transmitted into the Central Repository. This creates a tracking of citations and summons records that, without this, would never appear on a criminal history record.</p> <p>From February 2012 through December 31, 2014, Allegany County has utilized the livescan in the district court as a centralized arrest booking site, whereas, court ordered fingerprinting is being performed during the time district court is in session. As of August 1, 2013, DPSCS and three Baltimore City District Courts for a short-term strategy have entered into a partnership to process Court Order Fingerprinting at the CJIS Storefront Operation. This endeavor will continue until such time the Baltimore City Police Department and Baltimore City Sheriff Office can take over the court-ordered fingerprinting at the district and circuit court site locations. In addition, it is anticipated this effort will expand to cover the remaining 24 counties in both the district and circuit courts across the State.</p>			
Measurements to achieve	<ul style="list-style-type: none"> <li>• To increase the number of electronic dispositions linked to arrest records</li> <li>• To decrease the amount of time required for positive identification of an arrestee</li> <li>• To decrease the time spent researching arrest records with missing dispositions</li> <li>• To increase the number of complete criminal history records available both statewide and nationally for public safety activities</li> </ul>			

<b>PROJECT NAME/Number</b>	<b>IV-18 – Identification for Firearms Sales (IFFS)</b>
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PROJECT NAME/Number	IV-18 – Identification for Firearms Sales (IFFS)
Problem Description	<p>Maryland does not participate in the voluntary federal program to set Identification for Firearms Sales (IFFS) flags in III records. Therefore, manual research must be performed in response to a National Instant Check System (NICS) inquiry, to determine the eligibility of an individual to purchase a firearm. Compounding the issue, the results of that manual research cannot be entered into the system, so a subsequent firearms purchase by the same individual requires performing the same research again. Participation in the IFFS flag program will provide instant clearance or disqualification for those individuals for which the records are complete. Where there is an incomplete or pending record, research would still be required, but a system provision would allow the CJIS-CR personnel to manually set the flag once the research had been completed, thus eliminating the need to repeat the same research.</p>
Project Cost	TBD
Grant / State funding availability	TBD
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated timeframe: FY2014</p> <p>Under the IFFS program, the “F” flag (Felony) in a criminal history record identifies a person who has been convicted of a felony offense and is prohibited from purchasing a firearm under federal law. The “X” flag identifies a person who has a pending court disposition or whose conviction status is unknown, requiring that the entire record be reviewed to determine whether the subject is ineligible to purchase a firearm. The “M” flag (Misdemeanor Conviction) identifies a person who has only been convicted of one or more misdemeanor offenses and may be eligible to purchase a firearm. Currently, the “M” flag in a record may be misleading because it indicates that the sale or transfer may proceed, although the record could contain a misdemeanor conviction for a crime of domestic violence.</p> <ul style="list-style-type: none"> <li>• Software modifications will resolve this problem as well as allow for the addition of other disqualifiers for purchasing a firearm that may evolve through future legislative action.</li> <li>• Under the IFFS system design, the “F” status flag indicates that a subject’s record contains one or more felony conviction (s). With the implementation of IFFS, the “F” flag will be replaced with the “D” status flag, defined as: “D”- which means disqualified, indicates that the subject’s record contains disqualifying information under federal law and the subject is prohibited from purchasing a firearm. This category will also include misdemeanor convictions of domestic violence. Currently, the “M” status flag indicates that the subject’s record contains no felony convictions and or misdemeanor conviction (s) and no pending court action. In the new system design:</li> <li>• The “M” flag status will be indicated by a “C” and the new definition “C” which means CLEAR, indicates that the subject’s record contains no disqualifying information under federal law and the subject is qualified to purchase a firearm.</li> </ul>
Measurements to achieve	<ul style="list-style-type: none"> <li>• Replace <u>“M”</u> flag status with <u>“C”</u> (meaning CLEAR) to indicate a subject’s record contains no</li> </ul>



<b>PROJECT NAME/Number</b>	<b>IV-18 – Identification for Firearms Sales (IFFS)</b>
	<p>disqualifying information under federal law and is qualified to purchase a firearm</p> <ul style="list-style-type: none"> <li>• Replace the Message Field Code of “FIF” with “IFS” in the following areas: <ul style="list-style-type: none"> <li>--<u>EHN</u> Update Message (incoming/outgoing)</li> <li>--<u>Reject</u> Message</li> <li>--<u>MRS</u> Accept Message</li> <li>--<u>III Interface</u> Message for Consolidations</li> <li>--<u>ZI</u> Positive Response</li> <li>--<u>III Synchronization</u> Tape</li> </ul> </li> </ul>

<b>PROJECT NAME/Number</b>	<b>IV-21 – Latent Enhancements</b>
Problem Description	<p>The Federal Bureau of Investigation’s (FBI) Criminal Justice Information Services (CJIS) Division operates and maintains the Integrated Automated Fingerprint Identification System (IAFIS), the largest biometric supported criminal history record information database in the world. The IAFIS provides automated fingerprint search capabilities, latent search capabilities, electronic image and criminal history storage, and electronic exchange of fingerprints and responses. In the Next Generation IAFIS project, they are offering Latent Enhancements.</p> <p>DPSCS will work with its AFIS Vendor to get these tools into operation.</p>
Project Cost	TBD
Grant / State funding availability	TBD
Current status (implementation strategy, including timeframe and milestones)	<p>NGI Implementation Schedule</p> <ul style="list-style-type: none"> <li>▪ Palm and Latent enhancements – Increment 3 <ul style="list-style-type: none"> <li>– MSP crime lab will see huge improvement by the FBI enhancements: <ul style="list-style-type: none"> <li>• Cascaded searches should allow for closure of old cold cases in Maryland</li> <li>• Rapid responses will enhance efficiency and optimal use of our overtaxed latent operators</li> <li>• Will offer access to special databases not previously available to state and local AFIS searches</li> <li>• Previous file penetration limitations in IAFIS are being eliminated which permits additional latent impressions of limited quality to be searched at a national level and</li> <li>• Enhanced analysis tools</li> </ul> </li> </ul> </li> </ul> <p>Current Status:</p> <ul style="list-style-type: none"> <li>▪ Technical documents have been shared with the AFIS Vendor and CJIS is awaiting testing</li> </ul>

<b>PROJECT NAME/Number</b>	<b>IV-21 – Latent Enhancements</b>
	opportunities.
Measurements to achieve	<ul style="list-style-type: none"> <li>• Enhanced Search Capabilities</li> <li>• Enhanced Interoperability</li> </ul>

**Goal 5: Optimal Overall Customer Services**

<b>PROJECT NAME/Number</b>	<b>V-1 – Public Safety Data Center Disaster Recovery</b>
Problem Description	The Department must have an appropriate alternate disaster recovery site for the existing Public Safety Data Center, to enable the Department to provide critical operational information technology support to its law enforcement clients in the event of any major incident that would render the Department’s Data Center unusable.
Project Cost	Estimated \$2,000,000 (includes mainframe and distributed server applications).
Current status (implementation strategy, including timeframe and milestones)	<p>Ongoing Project. Estimated timeframe: 2014 Q3</p> <p>This current project prepares an alternate site at SunGard in Philadelphia Pennsylvania (for Mainframe) for the purpose of mimicking as closely as possible the existing DPSCS Data Center in terms of Mainframe computing and communication facilities in order to provide continuing, alternative services to Maryland’s criminal justice community in case of a catastrophic event. Additionally, the department has a new distributed DR facility located on the campus of the Maryland Correctional Training Center located in Hagerstown Maryland. This site houses mission critical distributed application and infrastructure hardware to continue law enforcement and Department mission critical systems and the remote connectivity to support said applications.</p> <p>The continuation of moving mission critical systems to the Hagerstown Disaster Recovery facility will be accomplished by current staff and contracting with a private sector vendor for the additional system processing, data storage, communication and environmental components. DPSCS will provide for alternate connectivity paths to the remote disaster recovery data center locations. The DPSCS Data Center periodically activates a test mode at the backup site to ensure computer program compatibility, software and database concurrency and to validate operational readiness.</p>

<b>PROJECT NAME/Number</b>	<b>V-3 – Purge of Criminal Event Notification Flags</b>
Problem Description	When authorized by statute, a subsequent criminal event involving an applicant may be reported to the employer/licensor. In addition, certain criminal justice agencies have also requested notification of subsequent criminal involvement by their employees. Purging of the notification flags in these instances is not routine. A mechanism to purge the notification flag when the individual is no longer subject to notification ( <i>e.g.</i> , when he or she leaves employment) needs to be implemented in order to minimize unnecessary notifications.
Project Cost	TBD
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated timeframe: To Be Determined</p> <p>Programming has been completed that creates a list for each agency with employees on the notification list. When delivered to the respective agency, ineligible employee records can be removed. More programming is required to import the data into the current system.</p> <p><i>Milestones:</i></p> <ul style="list-style-type: none"> <li>• Identify source data from employment updates</li> <li>• Complete programming to create electronic updates</li> <li>• Provide current arrest notifications to employers</li> </ul>
Measurements to achieve	TBD

<b>PROJECT NAME/Number</b>	<b>V-23- MARYLAND JUDICIARY- MDEC</b>
Problem Description	The Maryland Judiciary is working with its justice partners, members of the bar and advocacy groups to update its entire court management systems environment, including integrating new technology, application systems, business processes and management practices. The project will result in the creation of a single Judiciary-wide integrated case management system that will be used by all levels of courts within the Judiciary.
Project Cost	TBD
Grant / State funding availability	TBD
General Funds by FY	TBD
Current status (implementation strategy, including timeframe and milestones)	Tyler Technologies' Odyssey software has been procured as the base software for the integrated electronic case management system. Extensive analysis and definition of modifications needed for the base software to conform to Maryland's requirements was undertaken and the vendor delivered the initial version of the system for review and testing in the Fall of 2013.

<b>PROJECT NAME/Number</b>	<b>V-23- MARYLAND JUDICIARY- MDEC</b>
	<p>The Judiciary then engaged in a business process redesign effort and the development of Rules of Procedure that have been issued to guide both internal Judiciary staff and court customers and users to effectively operate the courts under an electronic model.</p> <p>Planning and programming to convert 9 disparate case management databases into a common case management data model within the Odyssey system is underway.</p> <p>Initial work has begun to expand the data provided by the Judiciary in the CJIS data feed to Public Safety. Further collaboration with Public Safety is scheduled for the Fall of 2015 with development and implementation plans to follow.</p> <p>A pilot of the software case management system was implemented in Anne Arundel County in October 2014 for civil and juvenile case types. In August of 2015, the criminal and traffic case types were implemented to complete the pilot. After a review of the pilot implementation and any modifications that need to be made the system will be rolled out on a county by county basis. Statewide rollout will continue through 2018.</p>

<b>PROJECT NAME/Number</b>	<b>V-25- FBI Rap Back Preparedness (NOTM)</b>
Problem Description	<p>The current notification system, Notification of Future Criminal History Activity Program (NOTM), operates on a Z/OS Operating System located on the mainframe and requires IT manual intervention twice a day to generate the notification to the requesting agency. The system is antiquated and has operating issues. The Information Technology and Communications Division of DPSCS staff plans to implement programming to schedule a task to auto-generate the NOTM.</p> <p><u>Current NOTM System Environment:</u> NOTM flags are set based on the reason fingerprinted and are mostly set by programming logic. NOTM are set to alert the employer of any number or mixture of arrests, bails, escapes, warrants, verdicts, incarcerations, releases from supervision, releases from incarceration, or competency status events.</p> <p>Reason codes that automatically set NOTM flags in the database:</p> <ul style="list-style-type: none"> <li>B – Child Care</li> <li>E – Private Employers</li> <li>G – Department of Juvenile Services</li> <li>O – Precious Metal Dealers</li> </ul>

PROJECT NAME/Number	V-25- FBI Rap Back Preparedness (NOTM)
	<p>S – Racing Commission  U – Hazmat  W – Department of Juvenile Justice Employment  X – FBI Only  5 – Adult Dependent Care  7 – Baltimore City Taxi Cab Drivers and Locksmiths  9 – Public Service Commission</p> <p>NOTM flags may also be set manually, if there is a valid legal reason to do so.</p> <p>NOTM flags must be manually removed when the subject is no longer employed by the employer. This ensures that should the subject/recent employee encounter law enforcement in the future, ITCD will not be notified of the arrest, etc.</p> <p>When one of the events occurs for a flagged subject, the NOTM program generates a notice to a designated printer (Response Unit) and ITCD network; and a letter is mailed via US Mail or sent certified e-mail. It is up to the employer to take any further action.</p> <p>Agencies who submit fingerprints for employee background checks should notify CJIS when any of their employees leave the agency. This type enrollment/disenrollment has been difficult for the user community. Instead, CJIS currently uses a manually intense process to keep the enrollment current.</p> <p>The upgraded NOTM will interface on the National level (FBI) with the non-criminal justice user community as well as the criminal justice user community. Maryland will have to manage all national level messages for State agency enrollment as this product is made available.</p>
Project Cost	<p><u>Required Resources:</u>  1,040 Applications Programmer hours @ \$110 per hour = \$114,400 contractual expense.  1,040 Web Programmer hours @ \$110 per hour = \$114,400 contractual expense.  Project Cost: \$228,800</p>
Grant / State funding availability	TBD
Current status (implementation strategy, including timeframe and milestones)	CJIS needs a review of the current system, a clear business requirements document, and system deployment that interfaces with the new FBI system coming in June of 2014, and an advanced technical platform robust enough to handle all state and expected federal message trafficking.
Measurements to achieve	<ul style="list-style-type: none"> <li>• Sufficient planning and preparation to process Next Generation IAFIS FBI roll-out expected June, 2014</li> </ul>

<b>PROJECT NAME/Number</b>	<b>V-25- FBI Rap Back Preparedness (NOTM)</b>
	<ul style="list-style-type: none"> <li>Develop and/or acquire advanced technological solutions to fully automate in-state NOTM system</li> </ul>

<b>PROJECT NAME/Number</b>	<b>V-26 – Local Detention Center Release from Detention or Confinement</b>
Problem Description	The local detention center intake reportable event is not consistently reported to the Central Repository for display on the RAP Sheet. Commitment to a correctional facility, whether state or locally operated, as enumerated in Criminal Procedure Article, Section 10-215(a), <i>Annotated Code of Maryland</i> is a critical event in the life cycle of a criminal record. This event allows law enforcement to be aware of individuals who report to local detention centers for court-ordered sentences of 18 months or less. The reason provided on the fingerprint card, as well as on the electronic Livescan fingerprint equipment, is titled, “detention / incarceration.” Capturing this reportable event is an important part of making sure that Maryland’s criminal history records are complete and accurate. Livescan technology has been provided to DPSCS Correction’s facilities to ensure that these facilities are reporting this reportable event. The local Sheriff offices, MRDCC and MCIW are making reasonable attempts to improve the availability of detention information. Many local detention centers lack the technology to capture electronic fingerprints and are not consistently reporting this event.
Project Cost	Estimated \$435,000
Grant/ State Funding availability	Grant funding
General Fund by FY	Local budget costs will be inclusive of project management, training, and education.
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated time frame: TBD</p> <p>A survey was distributed to all the counties inquiring as to the details of their local detention processes. - <b>COMPLETED</b></p> <p>A preliminary spreadsheet was created to track the available data. - <b>COMPLETED</b></p> <p>In-house data and the card transactions are being reviewed to get a better understanding of the process regarding this reportable event. - <b>COMPLETED</b></p> <p>A training date is being considered to gather together all the leaders of the detention centers to provide education on the importance and need for this reportable event and to gather additional information on what would work best in each of the 24 counties. - <b>COMPLETED</b></p> <p>A grant was submitted for and awarded, to provide Livescan machines to eight (8) jurisdictions. - <b>COMPLETED</b></p>

<b>PROJECT NAME/Number</b>	<b>V-26 – Local Detention Center Release from Detention or Confinement</b>
	<p>In addition to the Livescan machine, each jurisdiction will be provided with a FAST ID device to verify an offender’s identity during release.</p> <p>Equipment has been deployed and training made available. The project should be completed December 2011.  <b>- COMPLETED</b></p> <p><i>Milestones:</i> March 2013 CJIS-CR conducted a state-wide survey of local detention centers to determine the status of detention centers submitting reason for fingerprinting “intake to detention”. Of the 24 local detention centers operating in the State, 20 sites are submitting “intake” via live-scan. Overall, 83% of the state’s local detention centers are compliant with Criminal Procedure Article, 10-215. The remaining 4 detention centers have various issues and CJIS-CR is working jointly with them to resolve.</p>
Measurements to achieve	To achieve compliance with Criminal Procedure Article, CJIS-Reportable Event; Release from Detention or Confinement.

<b>PROJECT NAME/Number</b>	<b>V-27 – Maryland Judiciary – Web Services Interoperability</b>
Problem Description	Recognized technical standards such as the National Information Exchange Model (NIEM) and the Global Justice XML Data Model (Global JXDM) provide a foundation to accelerate interoperability among the justice and public safety communities. State governments have begun to adopt Global JXDM as the vehicle for information sharing. Coupled with web services technology, information exchange can be facilitated on terms and frequency determined by the receiving partner to best optimize the efficiency of their operations and provide optimum responsiveness for citizens.
Project Cost	TBD
Grant/ State Funding availability	TBD
General Fund by FY	TBD
Current status (implementation strategy, including timeframe and milestones)	<p>Estimated time frame: TBD</p> <p>In conjunction with the Maryland Electronic Courts (MDEC) initiative, the Judiciary has established a base infrastructure for the rapid development and deployment of data exchange based on Global JXDM. The main</p>

<b>PROJECT NAME/Number</b>	<b>V-27 – Maryland Judiciary – Web Services Interoperability</b>
	<p>two components of this infrastructure are (a) an Enterprise Service Bus (ESB or ‘Bus’) that manages the exchange of data between both internal and external sources and systems, and (b) Web Services infrastructure to direct and manage to ‘publishing’ of data to authorized entities.</p> <p>Using these components, the Judiciary side of data exchanges have been redeveloped for:</p> <ul style="list-style-type: none"> <li>• Warrants to Public Safety</li> <li>• Domestic Violence Orders to Public Safety</li> <li>• CJIS to Public Safety</li> <li>• MVA exchange</li> <li>• Board of Elections interface</li> </ul> <p>Additionally, a developed Court Record Web Service is now available for use by both state and local partners.</p> <p>The next steps in this effort will be to work with justice partners to further implement these exchanges on their side and subsequently retire the existing individual custom-designed interface mechanisms that are both expensive and difficult to maintain as enhancements to the systems on each side of the exchange are enhanced or replaced,</p>
Measurements to achieve	Retirement of existing ‘batch’ interfaces and increased timeliness of information sharing.



## 6. CLOSED PROJECT DETAIL LIST

Project Number	Project Name – <b>Closed 2013-2015</b>
IV-2	NICS Research (Maryland State Archives)
V-6	Offender Case Management (OCMS)
V-22	RAP Sheet Linkage Project- Code Of Maryland Regulations (COMAR) – Revisions

Project Number	Project Name – <b>Closed 2012</b>
I-4	RAP Sheet Linkage Project
I-11	CJIS Warrant Flag
IV-5	Ratification of the National Crime Prevention and Privacy Compact/NFF Participation
IV-6	Standardized RAP Sheet and Automated Response
IV-20	RISC – Fast Identification
V-17	Maryland Image Repository System (MIRS)
V-19	MAFIS Lights Out
V-20	SORNA Compliance
V-21	Local Detention Center In-Take

Maryland Criminal Justice Information Advisory Board (CJIAB)

MEMBER DATA SHEET

(APPOINTMENTS EXPIRE JUNE 30, 2018)

<p><b>C. Kevin Combs</b>                  Chief Information Officer                  Department of Public Safety and Correctional Services                  Information Technology and Communications Division                  6776 Reisterstown Road, Suite 209                  Baltimore, MD 21215</p>	<p>1 of 3 persons recommended by DPSCS</p>
<p><b>Carole Shelton</b>                  Director, CJIS Central Repository                  Department of Public Safety and Correctional Services                  6776 Reisterstown Road, Suite 209                  Baltimore, MD 21215</p>	<p>2 of 3 persons recommended by DPSCS Secretary</p>
<p><b>Christina N. Lentz</b>                  Executive Director                  Office of Grants, Policy and Statistics (GPS)                  Department of Public Safety and Correctional Services                  300 E. Joppa Road – 4<sup>th</sup> Floor                  Towson, MD 21286</p>	<p>3 of 3 persons recommended by DPSCS Secretary</p>
<p><b>Dalene Drum</b>                  Maryland State Police                  1201 Reisterstown Road                  Pikesville, MD 21208-3899</p>	<p>1 of 2 executive officials from state, county, or municipal police agencies</p>
<p><b>VACANT</b></p>	<p>2 of 2 executive officials from state, county, or municipal police agencies</p>
<p><b>VACANT</b></p>	<p>1 state’s attorney</p>
<p><b>Corey W. Pack</b>                  Talbot County Council Member                  Talbot County Courthouse                  11 N. Washington St.</p>	<p>1 of 2 elected county officials</p>

Easton, MD 21601-3178	
<b>VACANT</b>	2 of 2 elected county officials
<b>Robert L. Hanson</b> Commissioner, 5 <sup>th</sup> Ward City of Cambridge Commission P.O. Box 255 Cambridge, MD 21613	1 of 2 elected municipal officials
<b>VACANT</b>	2 of 2 elected municipal officials
<b>Ralph F. Jones</b> Director of Child Advocacy Unit Department of Juvenile Services 120 West Fayette St. Baltimore, MD 21201	1 member from State Council on Child Abuse and Neglect
<b>Michael Pryor</b> Deputy Chief Information Officer Maryland Department of Juvenile Services 120 W. Fayette St. Baltimore, MD 21201	1 DJS representative
<b>Richard Ortega</b> Director, Office of Forensic Services Mental Hygiene Administration 8450 Dorsey Run Road Jessup, MD 20794-1000	1 DHMH representative
<b>Philip Dacey</b> Motor Vehicle Administration Transportation External Affairs 6601 Ritchie Highway, NE, Room 200 Glen Burnie, MD 21062	1 MVA representative
<b>Ellen Mugmon</b> 7193 Collingwood Court Elkridge, MD 21075	1 member of the general public

<p><b>Faye D. Matthews</b>  Deputy State Court Administrator  Administrative Office of the Courts  580 Taylor Ave., A3  Annapolis, MD 21401</p>	<p>1 of 3 persons recommended by the Judiciary</p>
<p><b>Mark Bittner</b>  Executive Director  Judicial Information Systems  Administrative Office of the Courts  2661 Riva Rd., Suite 900  Annapolis, MD 21401</p>	<p>2 of 3 persons recommended by the Judiciary</p>
<p><b>Mary Hutchins</b>  IJIS Project Manager  Judicial Information Systems  Administrative Office of the Courts  2661 Riva Rd, Suite 900  Annapolis, MD 21401</p>	<p>3 of 3 persons recommended by the Judiciary</p>
<p><b>Christopher Shank</b>  Executive Director  Governor’s Office of Crime Control and Prevention  300 E. Joppa Rd, Suite 1105  Towson, MD 21286-3016</p>	<p>1 of 5  <i>Ex Officio</i> members</p>
<p><b>Hon. Brian Frosh</b>  Maryland Attorney General  200 St. Paul Pl, 17<sup>th</sup> Floor  Baltimore, MD 21202</p>	<p>2 of 5  <i>Ex Officio</i> members</p>
<p><b>James P. Lynch, Professor and Chair</b>  University of Maryland  Department of Criminology and Criminal Justice  2220 LeFrak Hall  College Park, MD 20742</p>	<p>3 of 5  <i>Ex Officio</i> members</p>

<p><b>David A. Garcia</b>  Secretary of Information Technology  Department of Budget and Management  45 Calvert St.  Annapolis, MD 21401-1907</p>	<p>4 of 5  <i>Ex Officio</i> members</p>
<p><b>Walter Landon, Director</b>  Governor's Office Homeland Security  100 State Circle  Annapolis, MD 21401</p>	<p>5 of 5  <i>Ex Officio</i> members</p>
<p><b>VACANT</b></p>	<p>1 of 1  Maryland State Legislator – Senate</p>
<p><b>Del. David Moon*</b>  House Office Building, Room 220  6 Bladen St.  Annapolis, MD 21401-1912</p>	<p>1 of 1  Maryland State Legislator – House</p>
<p><b>Stephen T. Moyer</b>  Secretary  Department of Public Safety and Correctional Services  300 E. Joppa Rd, Suite 1000  Towson, MD 21286-3016</p>	<p>1 of 2  Executive advisors</p>
<p><b>Hon. Mary Ellen Barbera</b>  Chief Judge  Maryland Court of Appeals  361 Rowe Blvd.  Annapolis, MD 21401</p>	<p>2 of 2  Executive advisors</p>

**APPENDIX II**

**Glossary of Acronyms**

24/7	24 hours per day, 7 days per week	MSA	Maryland State Archives
ABS	Arrest Booking System	MSP	Maryland State Police
ADR	Arrest Disposition Reporting	MVA	Motor Vehicle Administration
ATS	Applicant Tracking System	NCHIP	National Criminal History Improvement Program
CCH	Computerized Criminal History	NCIC	National Crime Information Center (FBI)
CJIS-CR	CJIS Central Repository	NCR	Not Criminally Responsible
CJRI	Criminal Justice Record Improvement	NFF	National Fingerprint File
COMAR	Code of Maryland Regulations	NICS	National Instant Criminal Background Check System
DOC	Division of Correction	NLETS	National Law Enforcement Telecommunications System
DPDS	Division of Pretrial Detention and Services	NLS	Network Livescan
DPP	Division of Parole and Probation	OCMS	Offender Case Management System
DPSCS	Department of Public Safety and Correctional Services	PC	Personal Computer
ELROI	Electronic Land Records Online Imagery	Pub L.	Public Law
FBI	Federal Bureau of Investigation	RAP	Report of Arrest and Prosecution
IAFIS	Integrated Automated Fingerprint ID System	RFP	Request for Proposal
Ident/Index	Identification Index	RWOC	Release without Charge
IFFS	Identification for Firearms Sales	SID	State Identification
IMS	Information Management System	SOR	Sex Offender Registry
JIS	Judicial Information Systems	SORNA	Sex Offender Registration and Notification Act
LLE	Local Law Enforcement	VPN	Virtual Private Network
MAFIS	Maryland Automated Fingerprint ID System		
MAFSS	Maryland Automated Firearms Services System		
METERS	Maryland Electronic Telecommunications and Enforcement Resource System		
MILES	Maryland Interagency Law Enforcement System		
MIRS	Maryland Image Repository System		
MOU	Memorandum of Understanding		
MPC	Maryland Parole Commission		
MQ	Message Queue		