

## Minutes

### Integration and Information Sharing Committee Meeting October 6, 2006

**Participants:** Susan Beecher, Troy Bevier, Karen Edmund, Gary Greenfield, Uma Harithsa, Steven Hiller, Jack Overhiser, Rick Visel

**Process Changes for Data Warehouse Project:** On the issue of getting more accurate sentencing and case number information to the Jail staff, Karen said that it is not feasible for court staff to fax the mittimus to the jail. The staff person in the court room is also the official court recorder and is not able to add more tasks. The staff person enters information about events happening in the courtroom into the “digitizer” system so that there is written information accompanying the video of the courtroom. Information from the docket is imported into the “digitizer” system from Enact about the cases being heard. Currently a paper docket is printed from Enact and the recorder writes on it specific information, such as the disposition and sentence. This information is later entered into Enact. After Gary suggested an electronic form on which the disposition could be entered, Karen wondered if it might be possible to make the docket electronic so that the recorder could enter the necessary data instead of hand writing it. Then somehow the data could be immediately available on the network to jail staff. She said that she wants to talk with Scot Cannell. Uma stated that IT would do the work to make this happen. Karen said she would be willing to try it with a small pilot first if Scot approves.

Troy stated that the Sheriff’s Department is committed to entering the case number and sentencing information exactly as given to them. Currently the Court passes the “Judgment of Sentence” which the judge signs to the Sheriff within 48 hours. It doesn’t even get entered into Enact for 24 hours. The “Register of Actions” in Enact is the record of the sentencing information including original sentence, reduced sentence and so on (as well as other information). Jack stated that the data warehouse could possibly extract the sentencing information directly from Enact.

**Committee Involvement in the Data Warehouse Project:** Uma asked the group how they wished to be involved with the data warehouse project. Troy said he would like the group to be involved as he sees many opportunities for use of the data above and beyond the jail overcrowding issue. He sees this group as having the knowledge of what data sharing and reporting would be most useful.

**Other Possible Projects for Integration:** A number of other possibilities for data sharing were discussed, including warrant requests and incident reports from Sheriff to Prosecutor, Notice of Appointment from courts to Public Defender, digitizing the Sheriff’s in-car cameras to share more easily with the Prosecutor’s office (and significantly reduce the amount of staff time spent managing the video tapes), electronic ticketing (more on this below) and document management. Troy is excited about the prospects of a document management (document imaging) system county-wide. With the work flow aspect of these systems, documents can be shared as appropriate between the

Sheriff's Department, the Prosecutor and the Public Defender. Not only would there be significant savings in searching for paper records, the electronic sharing of data would result in enormous savings of staff time in copying and moving paper documents from one place to another. (The members of this group who are also on the Imaging Review Committee will recommend to that group that justice agencies be on the top of the list of departments for imaging projects.)

**Ticketing Software for Sheriff:** Troy asked about getting IT approval for the Sheriff's getting ticketing software. It was agreed to look into this. With such software, not only could the officer print out a ticket for the offender, but the data for the ticket could be immediately imported from the LEIN search, saving time for the officer. In addition, the ticket data could be uploaded to the Sheriff's record management system and hopefully to the court system as well. Troy is suggesting that such software be acquired and used by all the law enforcement agencies in the county, which would make data sharing easier for all parties.

**Next Meeting: Friday, November 17 at 9:30 am in the 2<sup>nd</sup> floor conference room at 110 N. Fourth Ave., Ann Arbor**