

**Strategic Plan for the Creation of an  
Integrated Criminal Justice Information System  
For Orange County Florida**

***Work Plan and Content Abstract  
Deliverable #1***

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## **I. SUMMARY**

This document is the first deliverable in a series of seven that will lead to the development of the Orange County Integrated Criminal Justice Information System Strategic Plan. Each subsequent deliverable builds upon the previous one, as follows:

1. Work Plan and Content Abstract
2. Review and Assessment of Current Environment
3. ICJIS Data Dictionary and Information Exchange Protocols
4. Operational Scenarios of Key Information Exchange Events
5. Systems Architecture
6. Action Plan
7. Final Orange County ICJIS Strategic Plan (Compilation of previous six deliverables with an executive summary)

Specifically, this Work Plan and Content Abstract deliverable contains of the following:

- The “Information Share Needs” which serve as the scope of data exchange analysis that will be performed as part of tasks #2 through #6. These 27 key data elements were defined during working sessions with the participating agencies.
- Tables of Contents and Summaries for Deliverables #2 through #6, which serve as the content abstract for each of these deliverables.
- The Project Work Plan that outlines the work, duration, and dependencies to complete each of the seven tasks in creating the Orange County ICJIS Strategic Plan.

## **II. INFORMATION SHARE NEEDS**

Meetings to capture the information share needs for all of the Orange County Criminal Justice Agencies were held on Thursday, July 22, 1999 and Wednesday, July 28, 1999. The information contained in this section is based on the initial list of data elements provided in the Request for Proposal (RFP). It has been expanded based on inputs from the following agencies participating in the working sessions:

- Orange County Sheriff's Office (SO)
- Orlando Police Department (OPD)
- Orange County Department of Corrections (OC) and Community Corrections (CC)
- State Attorney's Office (SA)
- Public Defender's Office (PD)
- Judiciary (JU)
- Clerk of Court (CL)
- State Department of Corrections (SC) and Probation (SP)

**1. 28 Day Jail List**

<p><b>DESCRIPTION:</b></p> <p>A report generated daily by the Orange County Department of Corrections of all inmates who have been in jail without an <b>Information</b> (formal charging document) having been filed by the State’s Attorney office.</p> <p>If there has been no filing then charges are either filed or dropped. This report serves as a reminder that there are 6 days left to take action.</p>	
<p><b>OWNER:</b></p> <p>Orange County Department of Corrections</p>	<p><b>USER – PURPOSE:</b></p> <p>Public Defender’s Office - Information only</p> <p>State Attorney’s Office - Initiates a case review or filing</p> <p>Clerk of Court – Generates a report to the judge to release the suspect from custody if no filing or declaration is received by the end of 34 days (from booking)</p> <p>State Department of Corrections – Case investigation, release decisions, county jail split sentences</p>
<p><b>SOURCE:</b></p> <p>Listing is produced from the <b>JAILTRAC</b> system and then formatted onto a paper report.</p>	<p><b>STORED:</b></p> <p>Report is delivered via e-mail or fax.</p>
<p><b>TRIGGER:</b></p> <p>Produced routinely as part of normal internal operating procedures.</p>	<p><b>FREQUENCY:</b></p> <p>Produced daily (5 days a week). Not updated, but reproduced as required.</p>
<p><b>UPDATE AUTHORITY:</b></p> <p>Orange County Department of Corrections</p>	<p><b>RETENTION:</b></p> <p>Not required. <b>JAILTRAC</b> can be queried to reconstruct past reports if needed.</p>

**2. Disposition to Arrest Match**

<p><b>DESCRIPTION:</b></p> <p>Final disposition information the Clerk of Court captures for each charge when the case is disposed from the court. It serves as the permanent record that is used to finalize the case.</p>	
<p><b>OWNER:</b></p> <p>Clerk of Court</p>	<p><b>USER – PURPOSE:</b></p> <p>Public Defender’s Office - Case Information, Appeal Decision</p> <p>State Attorney’s Office – Case Information, Appeal Decision</p> <p>Orange County Department of Corrections – Inmate classification, releases, and calculation of sentence time</p> <p>Sheriff’s Office – Criminal History (rap sheet)</p> <p>Orlando Police Department – Criminal History (rap sheet)</p> <p>Community Corrections – Sentence Scoring</p> <p>State Department of Corrections – Sentence Scoring</p>
<p><b>SOURCE:</b></p> <p>For misdemeanor, felony, and traffic cases the information is captured from <i>INCOURT</i> application.</p> <p>Juvenile <i>INCOURT</i> application is pending.</p>	<p><b>STORED:</b></p> <p>Felony and misdemeanor information is distributed to users via paper report and manually entered into <i>FULCRUM</i> (Case Management application).</p> <p>Traffic information is in a Cobol legacy application and updated via electronic interface from <i>INCOURT</i>.</p> <p>Disposition copies are sent to OCCD via paper print out.</p> <p>Paper copies are distributed to OCSO for their cases, but need to be electronic transfer to Tiburon RMS in the future.</p>

<p><b>TRIGGER:</b> Per case upon disposition.</p>	<p><b>FREQUENCY:</b> Daily, at the disposition of each case. Information can be updated anytime there are case history modifications.</p>
<p><b>UPDATE AUTHORITY:</b> Clerk of Court</p>	<p><b>RETENTION:</b> Determined by case type.</p>

**3. Calendar Information**

<p><b>DESCRIPTION:</b> The schedule of events related to the processing of the case through the entire criminal justice process. It includes all major events such as Initial Appearance, Arraignments, Depositions, Entering of Pleas, Pre-Trial date, Trial dates, Sentencing Hearings, Release, etc.</p>	
<p><b>OWNER:</b> Clerk of Court</p>	<p><b>USER:</b> All agencies Orange County Department of Corrections – Releases and calculation of sentence time</p>
<p><b>SOURCE:</b> Dates are entered manually into the <b>VESAC</b> calendar module of <b>FULCRUM</b>. Juvenile and Traffic dates are pending</p>	<p><b>STORED:</b> Calendar information is distributed via paper printout.</p>
<p><b>TRIGGER:</b> Routine as part of the normal internal operational procedures, based on dates set by the Judiciary. Some traffic events are automatic based on the date of citation.</p>	<p><b>FREQUENCY:</b> Continuously, based on scheduling needs.</p>
<p><b>UPDATE AUTHORITY:</b> Clerks of Court Judiciary</p>	<p><b>RETENTION:</b> Printed calendars are kept one year. <b>VESAC</b> records are retained online permanently, but there is no restriction to archiving data if needed.</p>

**4. Return Documents**

<b>DESCRIPTION:</b> The return to court information (event date, time, and location).	
<b>OWNER:</b> Clerk of Court	<b>USER – PURPOSE:</b> Orange County Department of Corrections – Transportation scheduling State Department of Corrections – Scheduling of staff for court appearance.
<b>SOURCE:</b> <i>VESAC</i> calendar module	<b>STORED:</b> Distributed by paper report.
<b>TRIGGER:</b> Upon a scheduled event.	<b>FREQUENCY:</b> Intermittently, based on case activity.
<b>UPDATE AUTHORITY:</b> Clerk of Court Judiciary	<b>RETENTION:</b> Same as item #3 above.

**5. Evidence Disposition**

<b>DESCRIPTION:</b> The disposition information that is provided for a physical evidence-to-case match that is shared in item #2, except it is routed to specific evidence departments within the Sheriff’s Office and Orlando Police Department.	
<b>OWNER:</b> Clerk of Court	<b>USER – PURPOSE:</b> All Law Enforcement Agencies – Evidence Disposal
<b>SOURCE:</b> Same as item #2 above	<b>STORED:</b> Same as item #2 above
<b>TRIGGER:</b> Same as item #2 above	<b>FREQUENCY:</b> Same as item #2 above
<b>UPDATE AUTHORITY:</b> Same as item #2 above	<b>RETENTION:</b> Same as item #2 above

**6. Case Information - Sentencing**

<p><b>DESCRIPTION:</b>                  Final sentencing disposition from the court. It is part of the Disposition-to-Arrest match.</p>	
<p><b>OWNER:</b>                  Clerk of Court</p>	<p><b>USER – PURPOSE:</b>                  Public Defender’s Office – Case Information, Appeal Decision                  State Attorney’s Office – Case Information, Appeal Decision                  Orange County Department of Corrections – Inmate Classification, Retention, and Transportation Scheduling                  Sheriff’s Office – Case Information                  Community Corrections – Case Management (Conditions of Probation)                  State Department of Corrections - Inmate Classification, Retention, Transportation Scheduling, Case Management, and Conditions of Probation</p>
<p><b>SOURCE:</b>                  Same as item #2 above</p>	<p><b>STORED:</b>                  Same as item #2 above</p>
<p><b>TRIGGER:</b>                  Same as item #2 above</p>	<p><b>FREQUENCY:</b>                  Same as item #2 above</p>
<p><b>UPDATE AUTHORITY:</b>                  Same as item #2 above</p>	<p><b>RETENTION:</b>                  Same as item #2 above</p>

**7. Case Information – Calendar**

Redundant to item #3 above.

**8. Capias**

<p><b>DESCRIPTION:</b></p> <p>Capias is the warrant for arrest. The document is created by merging the appropriate information out of the case management system, <b>FULCRUM</b>, then printed and distributed to Law Enforcement for execution.</p>	
<p><b>OWNER:</b></p> <p>Clerk of Court</p>	<p><b>USER – PURPOSE:</b></p> <p>Orange County Department of Corrections – Authorization to incarcerate</p> <p>Sheriff’s Office – Arrest instrument</p> <p>State Department of Corrections – Authorization to incarcerate</p>
<p><b>SOURCE:</b></p> <p>The source data used to create the Capias reside in <b>FULCRUM</b>.</p> <p>The Capias resides in <b>FULCRUM</b> as electronic source documents.</p>	<p><b>STORED:</b></p> <p>The original paper Capias is stored in the case file after being served.</p> <p>Non-served Capii are kept by the Sheriff’s Office. Need electronic exchange of information to support creation of warrants.</p> <p>A docket entry is made when the Capias is issued and when it’s served.</p>
<p><b>TRIGGER:</b></p> <p>Court Order</p>	<p><b>FREQUENCY:</b></p> <p>On demand, never updated.</p>
<p><b>UPDATE AUTHORITY:</b></p> <p>Clerk of Court</p>	<p><b>RETENTION:</b></p> <p>Electronic document is retained 6 to 12 months in <b>FULCRUM</b>. Paper copy is retained permanently with the case file.</p>

**9. Arrest Narrative**

<p><b>DESCRIPTION:</b></p> <p>A descriptive narrative of the details of the arrest on the Arrest Affidavit. It includes all relevant information at the time of arrest, including names of witnesses, date, time, location, visible conditions, etc.</p>	
<p><b>OWNER:</b></p> <p>Any arresting agency</p>	<p><b>USER – PURPOSE:</b></p> <p>Public Defender’s Office – Assessment to determine if the arrest meets the requirements of the charge.</p> <p>State Attorney’s Office – Establishes probable cause for prosecution.</p> <p>Clerk of Court – Matches description with statute, Case origination</p> <p>Orange County Department of Corrections – Inmate classification</p> <p>Sheriff’s Office – Case investigation, Uniform Crime Reporting</p> <p>Orlando Police Department – Case investigation, Uniform Crime Reporting</p> <p>Community Corrections – Assess conditions for entering the program</p> <p>Judiciary – Oversee other agency assessments, General case information</p> <p>State Department of Corrections – Pre-sentence investigation, Sentence Scoring</p>
<p><b>SOURCE:</b></p> <p>Information is captured by the arresting officer and is recorded on a paper form.</p>	<p><b>STORED:</b></p> <p>Distributed to each user in hard copy form, but all agencies need the information electronically. In some instances the information is scanned into agency systems.</p> <p>Need standardized narratives for selected state statutes (per State Attorney) to ensure consistency.</p>
<p><b>TRIGGER:</b></p> <p>An arrest</p>	<p><b>FREQUENCY:</b></p> <p>As required (one per arrest)</p>

UPDATE AUTHORITY: Arresting Officer	RETENTION: Per state statute (practically permanent)
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**10. Arrest Data**

<p>DESCRIPTION:</p> <p>The “static” information about the individual arrest (names, addresses, demographics, charges, etc. of the defendants and co-defendants). Includes positive identification at booking.</p> <p>A Notice to Appear (NTA) contains the same information and is processed the same way as the Arrest Data except for incarceration and classification. The NTA may include a positive identification if there was a previous arrest.</p>	
OWNER: Same as item #9 above.	USER - PURPOSE Same as item #9 above.
SOURCE: Same as item #9 above.	STORED: Some data is electronic and some is on paper. Need all information to be electronic.
TRIGGER: Same as item #9 above.	FREQUENCY: Same as item #9 above.
UPDATE AUTHORITY: Same as item #9 above.	RETENTION: Same as item #9 above.

**11. Criminal History – State (FCIC/NCIC)**

<p><b>DESCRIPTION:</b></p> <p>The complete “jacket” of felony criminal history information for each individual. Includes prior felony arrests, demographics, outstanding warrants, final dispositions, Records of Arrested Persons (RAP) sheet, mug shots, personal markings (scars, marks, tattoos), associations, gun possessions, aliases, etc.</p>	
<p><b>OWNER:</b></p> <p>FDLE          FBI          Community Corrections</p>	<p><b>USER:</b></p> <p>All agencies</p>
<p><b>SOURCE:</b></p> <p>State information is available on <b>FCIC</b>          Federal information is available on <b>NCIC</b></p>	<p><b>STORED:</b></p> <p>Data is queried or printed as required. Information can be stored temporarily in local agency databases to support internal processing (e.g. SA stores information for jury selection, but the data is not retained).</p>
<p><b>TRIGGER:</b></p> <p>A “jacket” is created for each new defendant.</p>	<p><b>FREQUENCY:</b></p> <p>As required.</p>
<p><b>UPDATE AUTHORITY:</b></p> <p>FDLE and FBI.</p> <p>Any local agency can submit updated information for inclusion in the state and federal records.</p> <p>Clerk of Court - Update is submitted electronically to FDLE via <b>CJNET</b>. Updates are made monthly.</p> <p>Law Enforcement – Update is submitted electronically via <b>FCIC</b> or <b>NCIC</b>. Updates are made as required.</p>	<p><b>RETENTION:</b></p> <p>Per state and federal statutes (practically permanent).</p>

**12. Criminal History - Local**

<p><b>DESCRIPTION:</b>                  Same as item #11 above. In addition, misdemeanor information and Notices to Appear are generated from each agency's database.                  Need a definition of what constitutes criminal history at the local level that is available for use by the local agencies. Specific owners and maintenance authority need to be defined.</p>	
<p><b>OWNER:</b>                  Every agency captures and maintains the information they use.</p>	<p><b>USER – PURPOSE:</b>                  All agencies.</p>
<p><b>SOURCE:</b>                  Some information derives from paper and other derives electronically.</p>	<p><b>STORED:</b>                  Paper and electronic based on agency procedures. Needs to be electronic and shared by all agencies.</p>
<p><b>TRIGGER:</b>                  Multiple triggers based on event.</p>	<p><b>FREQUENCY:</b>                  As needed.</p>
<p><b>UPDATE AUTHORITY:</b>                  Originating agency maintains their records.</p>	<p><b>RETENTION:</b>                  Per agency procedures.</p>

**13. State Statute Description**

<p><b>DESCRIPTION:</b></p> <p>The State Statue description consists of two parts: State Statute and JIT detail.</p> <p><b>State Statute:</b> A description of the complete set of state statutes. The information includes the statute code, description (based on NCIC codes, not to detail of unique charge descriptions at local level), level (felony or misdemeanor), degree (first, second, third, capital, etc.), General Offense Character (attempted, committed), etc.</p> <p><b>JIT Detail:</b> A breakdown of each type of charge associated to the parent statute. There is a unique code (added as a suffix to the statue code) assigned for each charge type. This unique charge code is date sensitive, since the description can change over time based on changes in the law. These codes are maintained in a JIT defined table (implementation is pending). JIT detail would also include the municipal level information if available.</p>	
<p><b>OWNER – OWNS:</b></p> <p>FDLE – State Statute</p> <p>JIT – JIT detail</p> <p>Municipalities – Local ordinances (form is unknown) to be included in the JIT detail.</p>	<p><b>USER – PURPOSE:</b></p> <p>Clerk of Court – FDLE statute code and JIT detail codes and descriptions for case history.</p> <p>Orange County Department of Corrections – JIT detail codes and descriptions prior to filing of charges, for the purpose of inmate classification. Also need the FDLE statute code to pass forward to AFIS.</p> <p>Orlando Police Department – FDLE statute code and JIT detail codes and descriptions for case history</p> <p>Sheriff’s Office – FDLE statute code and JIT detail codes and descriptions for case history</p> <p>Judiciary – FDLE statute code and JIT detail codes and descriptions for case history</p> <p>Community Corrections – JIT detail codes for consideration in program selection</p> <p>State Department of Corrections – FDLE codes and descriptions for sentence scoring</p>

<p><b>SOURCE:</b></p> <p>FDLE – Available electronically through <b>CJNET</b> and the Internet.</p> <p>JIT Detail – Available electronically through the State Attorneys Office’s <b>Progress</b> based case management system.</p>	<p><b>STORED:</b></p> <p>State statute codes and JIT detail codes are transferred electronically and updated locally approximately three times a year (manually re-entered).</p> <p>Orange County Department of Corrections has an older (approximately 4 years old), replicated version of the JIT detail in their <b>JAILTRAC</b> system.</p>
<p><b>TRIGGER:</b></p> <p>Codes and descriptions are created based on new Statutes. Updates are made based on changes in the law.</p>	<p><b>FREQUENCY:</b></p> <p>As needed.</p>
<p><b>UPDATE AUTHORITY:</b></p> <p>FDLE – State level changes</p> <p>Agencies change their own, local copy.</p>	<p><b>RETENTION:</b></p> <p>Permanent.</p>

**14. Identification Number(s)**

<p><b>DESCRIPTION:</b>                  The unique identification numbers for tracking each individual and each incident (ticket, arrest, NTA, etc.) associated with that person that can be used throughout the entire criminal justice process.</p>	
<p><b>OWNER:</b>                  Each agency currently has unique tracking numbers for their process-related events.</p>	<p><b>USER – PURPOSE:</b>                  All agencies</p>
<p><b>SOURCE:</b>                  AFIS – individual and incidence tracking numbers                  Each Agency – process unique tracking numbers</p>	<p><b>STORED:</b>                  Common relational data key is kept in AFIS.</p>
<p><b>TRIGGER:</b>                  Each incidence</p>	<p><b>FREQUENCY:</b>                  As needed</p>
<p><b>UPDATE AUTHORITY:</b>                  Originating agency where the incident was entered into the system.</p>	<p><b>RETENTION:</b>                  Permanent</p>

**15. Language Information**

<p><b>DESCRIPTION:</b>                  A code for indicating the language the defendant or witnesses speak for the purpose of establishing the ability to communicate.</p>	
<p><b>OWNER:</b>                  Law Enforcement Agencies</p>	<p><b>USER:</b>                  All agencies</p>
<p><b>SOURCE:</b>                  Affidavit Form (paper)</p>	<p><b>STORED:</b>                  Manually keyed into Case File whenever language is determined.</p>
<p><b>TRIGGER:</b>                  Each affidavit filing</p>	<p><b>FREQUENCY:</b>                  As needed</p>
<p><b>UPDATE AUTHORITY:</b>                  Not updated. As long as one primary language is identified and can be used for communication it is not necessary to list all possible languages the person can speak.</p>	<p><b>RETENTION:</b>                  Permanent</p>

**16. Evidence Inventory**

<p>DESCRIPTION:                  A list of all evidence attached to a particular incident.</p>	
<p>OWNER:                  Agency that gathered the evidence</p>	<p>USER – PURPOSE:                  All Law Enforcement Agencies</p>
<p>SOURCE:                  OPD – <i>Evidence Tracking System</i>, available electronically or in printed reports.                  SO – <i>Evidence System</i>, available via printed report.</p>	<p>STORED:                  Not stored outside originating system. Can be queried and provided at any time (via paper) to any other agency.</p>
<p>TRIGGER:                  At time of gathering evidence</p>	<p>FREQUENCY:                  As needed</p>
<p>UPDATE AUTHORITY:                  Restricted to designated personnel within each Law Enforcement Agency</p>	<p>RETENTION:                  Permanent</p>

**17. Court Case Information – Court Case Number**

<p><b>DESCRIPTION:</b></p> <p>The unique tracking code assigned to each court case, generated by the Clerk of Court. This is the only number the Judiciary captures on the docket.</p> <p>Note: There are multiple types of case numbers from each agency (e.g. court case numbers, Law Enforcement investigation case numbers, etc.). Orange County needs a unique incident tracking number to associate the tracking of information for each unique individual through the criminal justice information system.</p>	
<p><b>OWNER:</b></p> <p>Public Defender’s Office          State Attorney’s Office          Clerk of Court</p>	<p><b>USER – PURPOSE:</b></p> <p>All agencies</p>
<p><b>SOURCE:</b></p> <p>For misdemeanor, felony, and traffic cases the information is captured from <b>INCOURT</b> application.</p> <p>Juvenile <b>INCOURT</b> application is pending.</p>	<p><b>STORED:</b></p> <p>Felony and misdemeanor information is distributed to the User’s via paper report and manually entered into <b>FULCRUM</b> (Case Management application).</p> <p>Traffic information is in a Cobol legacy application and updated via electronic interface from the <b>INCOURT</b> application.</p> <p>All tracking numbers are keyed manually into each agency’s own system. Some unique agency tracking numbers are shared between some agencies.</p>
<p><b>TRIGGER:</b></p> <p>Court case creation.</p>	<p><b>FREQUENCY:</b></p> <p>As needed.</p>
<p><b>UPDATE AUTHORITY:</b></p> <p>Clerk of Court</p>	<p><b>RETENTION:</b></p> <p>Permanent</p>

**18. Court Case Information**

<p><b>DESCRIPTION:</b>                  The all-inclusive information related to the court case. Covers descriptions, narratives, motions, filings, suspense, bonds, etc.</p>	
<p><b>OWNER:</b>                  Public Defender's Office                  State Attorney's Office                  Clerk of Court</p>	<p><b>USER – PURPOSE:</b>                  Orange County Department of Corrections – Determine classification of inmate, validate release from custody, and validate custody status                  Community Corrections – Validate terms of probation.                  Sheriff's Office – Case investigation                  Orlando Police Department – Case investigation                  State Department of Corrections – To validate release from custody, Sentence scoring, Pre-sentence investigation                  Judiciary - Dockets</p>
<p><b>SOURCE:</b>  <i>FULCRUM</i>. Provided to users via paper printout.</p>	<p><b>STORED:</b>                  Information is re-keyed into each agency's system.</p>
<p><b>TRIGGER:</b>                  Produced routinely as part of normal internal operating procedures.</p>	<p><b>FREQUENCY:</b>                  Daily</p>
<p><b>UPDATE AUTHORITY:</b>                  Owning agencies</p>	<p><b>RETENTION:</b>                  Permanent</p>

**19. Court Case Information – Suspense Information**

Redundant to item #18 above.

**20. Case Information – Bond Information**

Redundant to item #18 above.

**21. State Attorney and Public Defender Filing Documents**

<p>DESCRIPTION:                  Same type of information as described in item #18 above.</p>	
<p>OWNER:                  Public Defender’s Office                  State Attorney’s Office</p>	<p>USER – PURPOSE:                  Orange County Department of Corrections – Inmate Classification, Custody Release Decision, Custody Status                  Clerk of Court – Case Information                  Community Corrections – Determine eligibility for program                  Orlando Police Department - Case History                  Sheriff’s Office - Case History                  State Department of Corrections – Sentence scoring</p>
<p>SOURCE:                  Electronically in the State Attorney’s case management system</p>	<p>STORED:                  Clerk receives the paper report and enters it into <b>FULCRUM</b>. Subsequent reports are distributed. Agencies then re-key the data into their systems.</p>
<p>TRIGGER:                  Each filing</p>	<p>FREQUENCY:                  As needed</p>
<p>UPDATE AUTHORITY:                  Owning agencies</p>	<p>RETENTION:                  Permanent</p>

**22. *Speedy Trial Date***

<p>DESCRIPTION:                  The trial hearing date or the waiver by the defendant of their right to speedy trial.</p>	
<p>OWNER:                  Public Defender's Office – Waiver                  State Attorney's Office – File for trial</p>	<p>USER – PURPOSE:                  Orange County Department of Corrections – Release from custody if the speedy trial date is passed, or transportation scheduling to court once trial date has been set                  Clerk of Court – Case Information                  Community Corrections – verify waiver to speedy trial prior to admission to program                  Judiciary – Set the trial calendar</p>
<p>SOURCE:                  State Attorney's case management system. Provided via print out or telephone call to agency.</p>	<p>STORED:                  Date is manually keyed into each agency's system.</p>
<p>TRIGGER:                  Statutory guidelines</p>	<p>FREQUENCY:                  Per case, as needed</p>
<p>UPDATE AUTHORITY:                  Not required</p>	<p>RETENTION:                  Per case history retention requirements</p>

**23. Defendant Photos From Sheriff's Office**

<p>DESCRIPTION:                  Electronic JPEG image of each defendant captured at booking. Used as a means for positive identification of each person as they move through the criminal justice process.</p>	
<p>OWNER:                  Sheriff's Office</p>	<p>USER – PURPOSE:                  All agencies</p>
<p>SOURCE:                  The new system replacing <i>Ximage</i></p>	<p>STORED:                  Accessed via remote terminal. Not stored in other systems.</p>
<p>TRIGGER:                  Each booking</p>	<p>FREQUENCY:                  Today: Captured once per booking.                  Queried on demand.                  Need: Captured or queried at predefined steps in the justice process based on operational procedures.</p>
<p>UPDATE AUTHORITY:                  Orange County Department of Corrections</p>	<p>RETENTION:                  Permanent as part of the criminal history</p>

**24. Global Person Information**

<p><b>DESCRIPTION:</b></p> <p>The general identity information for each person in the Criminal Justice system (witnesses, defendants, suspects, etc.). Includes all aspects of personal identification: name, aliases, addresses, SS#, age, height, weight, scars, marks, tattoos, associations, narratives, visitors, driver license numbers, hair color, eye color, career criminal indicators, gang affiliation, etc. Does not include the criminal history information.</p>	
<p><b>OWNER:</b></p> <p>All agencies</p>	<p><b>USER:</b></p> <p>All agencies</p>
<p><b>SOURCE:</b></p> <p>Fragments exist in each agency's systems.</p>	<p><b>STORED:</b></p> <p>Some information is shared. Shared information is sometimes keyed manually into the receiving agency's system. Other times the information is paper form and not re-keyed.</p>
<p><b>TRIGGER:</b></p> <p>Ongoing as information becomes available.</p>	<p><b>FREQUENCY:</b></p> <p>Continuous</p>
<p><b>UPDATE AUTHORITY:</b></p> <p>All agencies</p>	<p><b>RETENTION:</b></p> <p>Permanent</p>

**25. State Warrant Information**

<p>DESCRIPTION:                  The statewide arrest warrant information, including state warrants or warrants from other counties within Florida.</p>	
<p>OWNER:                  FDLE</p>	<p>USER – PURPOSE:                  All agencies</p>
<p>SOURCE:  <i>FCIC</i></p>	<p>STORED:                  Paper copy. Need electronic image.</p>
<p>TRIGGER:                  State level hearing</p>	<p>FREQUENCY:                  Once per hearing</p>
<p>UPDATE AUTHORITY:                  FDLE</p>	<p>RETENTION:                  Until served. Electronic images, if available, could be archived.</p>

**26. Local Warrant Information**

<p>DESCRIPTION:                  Orange County warrants.</p>	
<p>OWNER:                  Sheriff's Office</p>	<p>USER – PURPOSE:                  Orange County Department of Corrections – Authorization for custody                  Community Corrections – Case history                  State Department of Corrections – Authorization for custody</p>
<p>SOURCE:                  The <b>DEC</b> (to be the <b>Tiburón</b> RMS).                  Generated from information provided on paper from the Clerk of Court.</p>	<p>STORED:                  Today stored as paper copy. Need to store warrant as image electronically and make warrant information available electronically to users.</p>
<p>TRIGGER:                  Court hearing</p>	<p>FREQUENCY:                  Once per hearing</p>
<p>UPDATE AUTHORITY:                  Not updated</p>	<p>RETENTION:                  Retained until served, then retained with court case file</p>

**27. DUI Video**

<p><b>DESCRIPTION:</b>                  The DUI video taken by the law enforcement officer at the time the suspect is detained.</p>	
<p><b>OWNER:</b>                  Any Law Enforcement Agency</p>	<p><b>USER – PURPOSE:</b>                  Public Defender’s Office – Assess defendant’s behavior to confirm incapacitation                  State Attorney’s Office - Assess defendant’s behavior to pursue DUI prosecution                  Judiciary - Assess defendant’s behavior in consideration of bail, dismissal, or sentencing</p>
<p><b>SOURCE:</b>                  Today: VHS Videotape                  Need: MPEG</p>	<p><b>STORED:</b>                  Original tape is distributed according to chain of evidence custody rules</p>
<p><b>TRIGGER:</b>                  Time of incident</p>	<p><b>FREQUENCY:</b>                  As needed</p>
<p><b>UPDATE AUTHORITY:</b>                  Not updated</p>	<p><b>RETENTION:</b>                  Per evidence retention rules</p>

### **III. CONTENT ABSTRACTS**

#### **1. DELIVERABLE #2: REVIEW AND ASSESSMENT**

##### **A. ABSTRACT**

The Review and Assessment is the second deliverable the Orange County ICJIS Strategic Plan is intended to answer the question, "Where are we now?" Determining the present state of the major criminal justice information systems provides a baseline to move forward with the ICJIS planning and implementation.

Specifically, the Review and Assessment effort will address the following topics:

- Review of the current operations of the major criminal justice information systems in Orange County Florida.
- Assessment of the ability of each system to participate in the ICJIS initiative.
- Review of the current operating procedures of selected local law enforcement and local court criminal justice information systems.
- Evaluation of the current technical infrastructure and automated interfaces between the state and local systems.
- Evaluation of the level of criminal record automation, accuracy, and completeness relative to the needs of the individual agency.

##### **B. TABLE OF CONTENTS**

###### **Summary**

###### **1.0 Automated Fingerprint Identification System (AFIS)**

- 1.1. Current Operating Procedures
- 1.2. Hardware and Software
- 1.3. Network
- 1.4. System Life Cycle
- 1.5. Current Ability to Participate in ICJIS
- 1.6. Current Ability to Participate in State Programs
- 1.7. Current Ability to Participate in Federal Programs
- 1.8. Operational Issues

###### **2.0 Orange County Sheriff's Office**

- 2.1. Current Operating Procedures
- 2.2. Hardware and Software
- 2.3. Network
- 2.4. System Life Cycle

- 2.5. Current Ability to Participate in ICJIS
- 2.6. Current Ability to Participate in State Programs
- 2.7. Current Ability to Participate in Federal Programs
- 2.8. Operational Issues

### **3.0 Orlando Police Department**

- 3.1. Current Operating Procedures
- 3.2. Hardware and Software
- 3.3. Network
- 3.4. System Life Cycle
- 3.5. Current Ability to Participate in ICJIS
- 3.6. Current Ability to Participate in State Programs
- 3.7. Current Ability to Participate in Federal Programs
- 3.8. Operational Issues

### **4.0 Orange County Department of Corrections**

- 4.1. Current Operating Procedures
- 4.2. Hardware and Software
- 4.3. Network
- 4.4. System Life Cycle
- 4.5. Current Ability to Participate in ICJIS
- 4.6. Current Ability to Participate in State Programs
- 4.7. Current Ability to Participate in Federal Programs
- 4.8. Operational Issues

### **5.0 Florida Department of Corrections**

- 5.1. Current Operating Procedures
- 5.2. Hardware and Software
- 5.3. Network
- 5.4. System Life Cycle
- 5.5. Current Ability to Participate in ICJIS
- 5.6. Current Ability to Participate in State Programs
- 5.7. Current Ability to Participate in Federal Programs
- 5.8. Operational Issues

### **6.0 State Attorney's Office**

- 6.1. Current Operating Procedures
- 6.2. Hardware and Software
- 6.3. Network
- 6.4. System Life Cycle
- 6.5. Current Ability to Participate in ICJIS
- 6.6. Current Ability to Participate in State Programs
- 6.7. Current Ability to Participate in Federal Programs
- 6.8. Operational Issues

**7.0 Office of the Public Defender**

- 7.1. Current Operating Procedures
- 7.2. Hardware and Software
- 7.3. Network
- 7.4. System Life Cycle
- 7.5. Current Ability to Participate in ICJIS
- 7.6. Current Ability to Participate in State Programs
- 7.7. Current Ability to Participate in Federal Programs
- 7.8. Operational Issues

**8.0 Orange County Court Administration**

- 8.1. Current Operating Procedures
- 8.2. Hardware and Software
- 8.3. Network
- 8.4. System Life Cycle
- 8.5. Current Ability to Participate in ICJIS
- 8.6. Current Ability to Participate in State Programs
- 8.7. Current Ability to Participate in Federal Programs
- 8.8. Operational Issues

**9.0 Orange County Clerk of Court**

- 9.1. Current Operating Procedures
- 9.2. Hardware and Software
- 9.3. Network
- 9.4. System Life Cycle
- 9.5. Current Ability to Participate in ICJIS
- 9.6. Current Ability to Participate in State Programs
- 9.7. Current Ability to Participate in Federal Programs
- 9.8. Operational Issues

**Figures and Diagrams**

**Appendices**

## **2. DELIVERABLE #3: ICJIS DATA DICTIONARY**

### **A. ABSTRACT**

The ICJIS Data Dictionary is the third deliverable of the Orange County ICJIS Strategic Plan, and is intended to provide a standard, universal data dictionary for the 27 primary information exchange elements that are shared between the criminal justice information systems in Orange County Florida.

Specifically, the ICJIS Data Dictionary will address the following topics:

- The Orange County ICJIS Data Dictionary
- Overview of the Relational Database Management System (RDBMS) model
- Database Information Exchange Protocols
- Concept of an ICJIS Hub and an Expanded Criminal History Record to Support Integrated Justice

### **B. TABLE OF CONTENTS**

#### **Summary**

#### **1.0 The Orange County ICJIS Data Dictionary**

#### **2.0 Relational Database Management System Fundamentals**

- 2.1. What Is A Relational Database?
- 2.2. Data Tables
- 2.3. Database Fields
- 2.4. Primary Keys
- 2.5. Foreign Keys
- 2.6. Referential Integrity
- 2.7. Database Stored Procedures and Triggers
- 2.8. Conclusion

#### **3.0 Database Information Exchange Protocols**

- 3.1. Introduction
- 3.2. ODBC Specification
- 3.3. Database Integrity
- 3.4. Middle-ware

#### **4.0 Concept of an ICJIS Hub and an Expanded Criminal History Record to Support Integrated Justice**

- 4.1. Introduction
- 4.2. National Debate on the Criminal History Record
- 4.3. Defining the Nature and Content of the Criminal History Record
- 4.4. Essential Elements of a Computerized Criminal History System and ICJIS Hub
  - 4.4.1. Arrest Tracking Number (ATN)
  - 4.4.2. Automated Reporting of Arrest and Disposition Information
  - 4.4.3. Charge Tracking
  - 4.4.4. Statute-based Offense Records
  - 4.4.5. Status Flags in CCH Record
  - 4.4.6. Demographic Information
  - 4.4.7. Special Offender Indices
  - 4.4.8. Applicant Report Generation Capability
  - 4.4.9. Ad Hoc Report Generation Capability
  - 4.4.10. Inquiry Purpose Codes
  - 4.4.11. Disposition Monitoring System
  - 4.4.12. Audit Capability
  - 4.4.13. Interstate Identification Index (III)
  - 4.4.14. NIST-Compliant Fingerprint Records
- 4.5. Criminal History Record and ICJIS Hub Data Elements
- 4.6. Data Element Definitions
  - 4.6.1. Status Flags and Messages
  - 4.6.2. Identification Segment
  - 4.6.3. Arrest Segment
  - 4.6.4. Pre-Trial Status Information
  - 4.6.5. Prosecutor Segment
  - 4.6.6. Court Segment
  - 4.6.7. Appellate Phase
  - 4.6.8. Corrections Phase

#### **Figures and Diagrams**

#### **Appendices (Data Dictionaries for the existing systems, if available)**

### **3. DELIVERABLE #4: ICJIS OPERATIONAL SCENARIOS**

#### **A. ABSTRACT**

The ICJIS Operational Scenarios is the fourth deliverable of the Orange County ICJIS Strategic Plan, and is designed to provide the current and future operational scenarios between the criminal justice information systems in Orange County Florida.

Specifically, the ICJIS Operational Scenarios address the following topics:

- Overview of the Key Information Exchange Events
- Review the current operating procedures at each of the Key Information Exchange Events
- Review the findings made by the ICJIS planning team at each Exchange Event
- Recommendations for improving the current business process
- Overview of the process in an ICJIS operational scenario
- Critical success factors for implementing the ICJIS operational scenario

#### **B. TABLE OF CONTENTS**

##### **Summary**

##### **1.0 Overview of Key Information Exchange Events**

##### **2.0 Operational Scenarios**

**Note:** The following list of items is an initial assessment of the types of operational scenarios within Orange County. This list will be modified as further investigation requires and should not be considered all-inclusive at this stage of the project.

- 2.1. Call for Service
- 2.2. Arrest / Reported Crime Incident
- 2.3. Arrest Warrant Issuance and Recall
- 2.4. Arrest Booking
- 2.5. AFIS Live-Scan Fingerprinting
- 2.6. Non-AFIS Fingerprinting
- 2.7. Pre-Adjudication Jail Booking
- 2.8. First Appearance / Bail Determination
- 2.9. Release on Bail
- 2.10. Grand Jury Indictment
- 2.11. Prosecution No-Filing

- 2.12. Prosecution Filing
- 2.13. Arraignment / Plea Hearing
- 2.14. Trial Verdict
- 2.15. Pre-Sentence Investigation
- 2.16. Post-Sentence Investigation
- 2.17. Sentencing / Commitment
- 2.18. Appeals(s) Filed and Completed
- 2.19. Community Corrections Intake
- 2.20. State Corrections Intake
- 2.21. Mental Health Transfer
- 2.22. Parole Intake
- 2.23. Sentence Service Complete and Release
- 2.24. Sex Offender Registration
- 2.25. Sex Offender Public Notification
- 2.26. Domestic Violence Registration

### **3.0 Recommendations and Conclusions**

#### **Figures and Diagrams**

#### **Appendices**

#### **4. DELIVERABLE #5: SYSTEM ARCHITECTURE**

##### **A. ABSTRACT**

The ICJIS System Architecture is the fifth deliverable of the Orange County ICJIS Strategic Plan, and is intended to provide the general outline of the hardware and software protocols which will be essential in supporting the operation scenarios of the Orange County ICJIS. While the architecture definition will identify specific networking and systems operations, the discussion of technologies for the front-end, back-end, and middle-ware solutions will exclude any specific vendor recommendations where possible. However, some vendors and their products will be identified where that particular product represents the “best of breed”. That notwithstanding, proprietary system recommendations will be avoided and only open system standards, technologies, and implementations will be recommended.

Specifically, the ICJIS System Architecture will address the following topics:

- Operating Systems
- Network Computing Architectures and Network Communications and Connectivity
- Client/Server Architecture and feasible configurations for RDBMS users interfacing with the ICJIS hub
- Address pertinent technologies including Thin Clients, Internet, Data Warehousing, and Web enabling technologies
- System Architecture Summary

##### **B. TABLE OF CONTENTS**

###### **Summary**

###### **1.0 Platform(s) Recommendation**

###### **2.0 Technology Overview**

- 2.1. Operating Systems
- 2.2. Open Systems
- 2.3. Database Technology
- 2.4. Internet Technology

###### **3.0 Network Requirements Analysis For Data Exchange**

- 3.1. Impact of Additional Load on Network
- 3.2. Determine Required Network Bandwidth
- 3.3. Network Topology
- 3.4. WAN Communication Links

#### **4.0 System Integration**

- 4.1. Data Exchange Protocol
- 4.2. Requirements for Overall Data Exchange
- 4.3. Integration and Security

#### **5.0 Network Access**

- 5.1. Security
- 5.2. Authentication
- 5.3. Encryption
- 5.4. Web Enabling
- 5.5. Client Selection

#### **6.0 Architecture Recommendation and Summary**

- 6.1. N-Tier Client / Server
  - 6.1.1. Tier 1 Components
  - 6.1.2. Tier 2 Components
  - 6.1.3. Tier 3 Components
- 6.2. Recommended Systems Components
- 6.3. Recommended Network Components
- 6.4. ICJIS Hub Functional Diagram

#### **Appendices**

#### **Glossary of Terms**

## **5. DELIVERABLE #6: ACTION PLAN**

### **A. ABSTRACT**

The ICJIS Action Plan is intended to provide specific projects and work plans to evolve the Orange County Criminal Justice System into a truly integrated environment. The Action Plan answers the question, “How do we get there?” The projects outlined in this deliverable will be designed to lay the foundation for the ICJIS. Each of the specific projects will be assigned a priority and an estimated cost.

Specifically, the ICJIS Action Plan will address the following topics:

- Goals, Objectives and Vision in creating the ICJIS
- Foundation principles used to define the ICJIS
- The ability for each Orange County agency to participate in the ICJIS
- Recommendations for projects and future initiatives

### **B. TABLE OF CONTENTS**

#### **Summary**

#### **1.0 Orange County ICJIS Goals, Objectives and Vision**

#### **2.0 Principles of the Orange County ICJIS**

#### **3.0 Levels of Participation in the Orange County ICJIS**

#### **4.0 Recommended Projects and Initiatives**

#### **IV. PROJECT WORK PLAN**

The Project Work Plan, also called the Project Schedule, was created with inputs from each of the participating agencies. Two draft versions were reviewed and updated to develop the baseline Project Schedule that is included as an attachment to this document.