

AMENDMENT

SECTIONS IN ADDITION TO, AND AMENDMENTS TO THE TEXAS CRIMINAL JUSTICE INFORMATION USERS' GROUP (TCJIUG) PROGRAM CHARTER

SECTION 7

PROPOSED AND APPROVED BY THE INTEGRATED JUSTICE INFORMATION SYSTEMS (IJIS) STEERING COMMITTEE, RECOGNIZING THE EXISTING IJIS STEERING COMMITTEE AS AN ADVISORY GROUP SEPARATE FROM TCJIUG AND AUTHORIZING THE ORGANIZATION TO RESTRUCTURE AND EXPAND ITS MEMBERSHIP TO INCLUDE REPRESENTATIVES FROM FEDERAL, STATE, MULTI-STATE, COUNTY AND MUNICIPAL GOVERNMENTAL ENTITIES, REPRESENTATIVES OF TEXAS BUSINESS COMMUNITY AND MEMBERS OF THE GENERAL PUBLIC AS APPROVED ON OCTOBER 15, 2004.

I. PURPOSE

This amendment to the existing TCJIUG-IJIS Charter establishes the IJIS Steering Committee as a separate organization from TCJIUG and authorizes the organization to restructure and expand its membership to include representatives from federal, state, multi-state, county and municipal governmental entities, representatives of the business community and members of the general public as approved on October 15, 2004.

This amendment establishes a Texas Integrated Justice Information Systems (TIJIS) Steering Committee, Users Advisory Group and Users Advisory Group Sub-committees. TIJIS will serve as a statewide advisory group organized to focus on cooperation regarding information system standards among justice, public safety and homeland security agencies throughout Texas.

This amendment establishes TIJIS as an autonomous group structured accordingly and authorized to act independently of other organization(s).

II. ORGANIZATION

The Texas Integrated Justice Information Systems (TIJIS) Steering Committee is a statewide advisory group structured to assist in the coordination of statewide IJIS programs for information sharing by establishing a Steering Committee, Users Advisory Group and Users Advisory Group Sub-committees. The Steering Committee, Users Advisory Group and Users Advisory Group Sub-committee shall be organized as follows:

TIJIS Steering Committee¹ – Representatives of the following entities will comprise the Steering Committee. The 1) Governor's Office, Criminal Justice Division; 2) Crime Records Division, Texas Department of Public Safety 4) The Texas Conference of Urban Counties (CUC) 5) Texas

¹ The original ad hoc TCJIUG-IJIS Steering Committee membership included Tom Cowan, Burleson P.D. Chief of Police; Shannon Porterfield DIR; Les Smith Tarrant County; David Gavin DPS; Mike Griffith OCA; Stan Reid CIRA; Mimzi Forman Galveston County; Kirk Green Galveston County; Joe Fierro, Collin County; Mike Shannon Harris County; Jimmy Ray Harris County; Cleve McAlister Tarrant County; Tammy Cannon Texas Department of Criminal Justice; Joe Harlow Travis County.

Association of Counties (TAC) 6) The Texas Municipal League 7) Texas Association of Regional Councils (TARC) 9) Department of Information Resources (DIR); 10) Texas Department of Criminal Justice (TDCJ); 11) Texas Sheriff's Association 12) Texas County and District Clerks Association; 13) Texas Justice of Peace and Constables Association; 14) The Texas District and County Attorney's Association; and 15) Texas Police Chiefs Association 16) Attorney General, 17) Juvenile Probation Commission, 18) Texas Youth Commission, 19) Governor's Homeland Security Office, 20) Judicial Committee on Information Technology, 21) State Bar of Texas 22) County Information Resource Agency (CIRA) 23) and other state and local agencies that choose to participate.

B. TIJIS Users Advisory Group (as required) – Representatives of the above agencies will comprise the TIJIS Users Advisory Group:

C. TIJIS Users Advisory Group Subcommittees (as required) – Representatives of the Users Advisory Group will establish subcommittees, as needed, to develop plans and recommendations on policy, operation, and technical needs. Membership in the subcommittees is not limited to the TIJIS Advisory Group members, but may include subject matter experts in related fields that are recruited to assist in the preparation of work products.

III. RESPONSIBILITIES OF THE TIJIS STEERING COMMITTEE

The TIJIS Steering Committee is responsible for the following actions:

- (1) To serve as an advisory board in determining guiding principles, planning strategies, and resources to be made available to further the purposes of this program;
- (2) To assist in the facilitation and development of mutually agreed upon standards related to information sharing to be used by participating agencies.
- (3) The appointment of the TIJIS Users Advisory Group and the final adoption or disapproval of the Users Advisory Group's recommendations;
- (4) May add or delete entities and representatives to the Users Advisory Group, as it deems, in its discretion, necessary.

IV. RESPONSIBILITIES OF THE USERS ADVISORY GROUP

The Users Advisory Group is responsible for the following actions:

- (1) Advising and making recommendations to the TIJIS Steering Committee on policy issues, technical issues, and any other issues necessary for improving the effectiveness and efficiency of information services available to state and local justice, law enforcement, homeland security, fire and emergency management services.
- (2) Continually reviewing and recommending changes to the organizational structure created by this amendment and to achieve the goals of the TIJIS coordination effort.

V. RESPONSIBILITIES OF THE USERS ADVISORY GROUP'S SUBCOMMITTEES

SUBCOMMITTEES

The Users Advisory Group's subcommittees are responsible for issues related to policy, operations and technical needs as approved by the TIJIS Steering Committee and assigned by the Users Advisory Group.

VI. SCHEDULE OF ACTIVITIES OF TIJIS STEERING COMMITTEE, USER ADVISORY GROUP AND SUB-COMMITTEES

A TIJIS schedule of activities and related timelines are required by this section and shall be provided as an addendum to this document.

VII. EFFECTIVE DATE AND TERMINATION

This amendment shall be effective **October 28, 2004** and shall continue until such time as the TIJIS Steering Committee deems it necessary or proper to terminate such.

VIII. TIJIS STEERING COMMITTEE APPROVAL

TIJIS STEERING COMMITTEE APPROVAL

1. Tom Cowan, Chief of Police, Burleson Police Department
2. _____ Department of Information Resources
3. Jeff Nicholson, Tarrant County Sheriff's Office
4. Les Smith, Tarrant County Administrator's Office
5. David Gavin, Texas Department of Public Safety
6. Yolanda Aleman, Texas Office of Court Administration
7. Stan Reid, Texas Association of Counties
8. Al Garcia, Houston Police Department
9. Kirk Green, Galveston County Information Technology
10. Joe Fierro, Collin County Information Technology
11. Mike Shannon, Harris County Information Technology
12. Robert Canterbury, Galveston County Information Technology

13. Clete McAlister, Tarrant County District Clerks Office
14. Tammy Cannon, Texas Department of Criminal Justice
15. Joe Harlow, Travis County Information Technology
16. Donald Lee, Conference of Urban Counties
17. Chuck McCormick , Governor's Office Homeland Security
18. Gayle Latham, County Information Resources Agency (CIRA)
19. Rex A. Hoskins, Decatur Police Department – President Texas Police Chiefs Association

Schedule of Activities

(Includes a summary of agenda items discussed at the IJIS Steering Committee held on October 15, 2004 at the Texas Association Counties)

***The bolded sections in the minutes represent categories that have been recently addressed or that remain incomplete.*

1. Stan Reid provided an update as it relates to CIRA current projects and activities and County XML Strategies. Mr. Reid announced that Gayle Latham was the new CIRA Director and that he was promoted to CIO of the Texas Association of Counties. **Stan Reid will provide a typed summary of his report to the IJIS Committee and it will be kept as a permanent record.**
2. David Gavin provided a report as it relates to the progress of the Texas justice data dictionary and related XML Strategies. A detailed handout was provided and will be kept by the Steering Committee as a permanent record. **The committee will also ask Mr. Gavin to email his report to all IJIS Steering Committee members.**
3. Donald Lee with the CUC provided an update on the CUC Common Integrated Justice Information System. This is an approach by the CUC to coordinate the development of an integrated justice information system across multiple counties throughout Texas. His report also included information addressing the Dallas County juvenile offender integrated justice system as a potential IJIS model that can be used by law enforcement officials. A report on this project can be obtained by contacting the CUC.
4. The IJIS Steering Committee *unanimously* agreed to amend the existing TCJIUG-IJIS Charter by expanding its purpose, originally limited to criminal justice, to an advisory board structured to address a statewide cross-jurisdictional integrated justice, public safety and homeland security system and *separate itself from TCJIUG* as the sponsoring agency. It was recommended that the newly structured organization be re-named to reflect the Texas IJIS effort. **Texas Integrated Justice Information Systems (TIJIS) was**

one of the names suggested to the committee. The details of this new process are included as an amendment to the TCJIUG-IJIS Charter. The amended charter is in final draft form and will be e-mailed to committee members after the review of the minutes from the October 15, 2004 meeting

5. Chuck McCormick Deputy Director Governor's Office on Homeland Security attended the IJIS Steering Committee meeting for the first time and requested to become an active member. Mr. McCormick comments focused not on disassociating from TCJIUG, but rather, if the IJIS Steering Committee as a group decided that TCJIUG was not an effective vehicle for the goals of the group, consideration should be given to **"attaching its star" to a group that would enhance the credibility of the group, such as DIR, if that was possible.** Regardless, the group needed to concentrate its efforts on the credibility of its "product" and through the use of an effective business plan using marketing and packaging that product and distributing it as a solution for end users.
6. User Advisory Group member Randy Hunt addressed the group by offering support from the University of North Texas for IJIS functions at the regional level.
7. Les Smith extended a formal invitation to the IJIS Steering Committee to attend the Tarrant County Public Safety Summit to be held in April 2005. It was suggested that the Public Safety Summit will have regional value as it relates to Mr. Hunt's offer to support IJIS at the regional level. The Summit's theme is "Emerging Trends" in Public Safety and includes breakout sessions addressing Criminal Justice, Fire/EMS, Public Health, Emergency Management, Homeland Security and IJIS. **It was suggested that the IJIS component of the summit may encourage interest in the development of a regional IJIS Pilot program. The summit will provide a "grassroots" forum that complements the Texas IJIS efforts.**
8. It was requested to establish a formal process for documenting the transactions of all future IJIS meetings. Formal minutes will be recorded at all future IJIS meetings. Gayle Latham CIRA Director has agreed to assist in this process. **It was also recommended that the IJIS Steering Committee to consider the development of By-Laws.**
9. Roland Silva suggested the need to establish a sub-committee to address XML strategies. Les Smith explained that we can convene this group in the newly established Users Advisory Group and Sub-Committee. Les Smith suggested that Roland Silva Chair this group.
10. Donald Lee with the Conference of Urban Counties (CUC) requested a meeting with the IJIS Steering Committee to discuss State Agency Integration into the CUC Common Integrated Justice System. A meeting date has not been scheduled at of October 15, 2004
11. Stan Reid suggested that Dustin Lanier and Ed Serna be contacted with Department of Information Resources (DIR) to serve on this committee. Contact was made with DIR on October 18, 2004 but did not receive any return phone calls.
12. It was suggested that DIR or CJD consider sponsoring the newly established TIJIS Steering Committee. Contact was made with Ken Nicolas and he was pleased of our recent decisions. He was open to both of our suggestions but suggested that DIR would be our best choice.
13. *The next meeting of the IJIS Steering Committee will be held after receiving the date from Donald Lee with the CUC*

End of Summary October 16, 2004 – Les Smith

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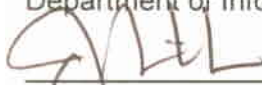

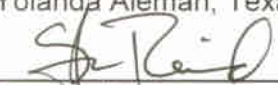
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VII. EFFECTIVE DATE AND TERMINATION

This amendment shall be effective **immediately** and shall continue until such time as the TIJIS Steering Committee deems it necessary or proper to terminate such.

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