



Louisiana Integrated Criminal Justice Information System (ICJIS)

Integrated Criminal Justice Information System Policy Board Meeting
December 12, 2024 at 10:00am
Governor's Office Press Room
State Capitol Building, Baton Rouge, LA

Minutes

APPROVED
03/27/2025

1. Call to Order and Roll Call

The meeting of the Louisiana Integrated Criminal Justice Information System Policy Board was called to order at 10:03 a.m. on Thursday, December 12, 2024, by Chief Justice John Weimer.

Ms. Autumn Blache conducted the roll call and a membership quorum was present.

Board members and their representatives in attendance:

Rep. Tony Bacala; Mr. Andrew Bergeron; Mr. Jim Craft; Mr. Zachery Daniels; Mr. Alan Davis; Ms. Debbie Hudnall; Judge William Jorden; Deputy Chief Neal Noel, permanent designee for Mr. Fabian P. Blache, Jr.; Major J.B. Slaton, proxy for Cpt. Larry Badeaux; Mr. Christopher Walters; and Chief Justice John Weimer.

Guests in attendance:

Ms. Sherie Thomas, Justice & Accountability Center of Louisiana; Mr. Chris Kershaw, Louisiana Clerks of Court Association; Mr. Danny Jackson, Louisiana Sheriffs' Association; Mr. Doug Clark, Kologik; Ms. Jamie Baker, Ms. Amanda David, and Mr. Chris Eskew, Louisiana State Police; Mr. Brian Denzer, Ms. Ramona Harris, and Mr. Francis Robinson, Louisiana Supreme Court; Mr. John Humphries, Metropolitan Crime Commission; Ms. Cassie Porche, Office of Technology Services; Mr. Yogesh Chawla and Mr. Michael Jacobson, SEARCH Group, Inc.

Staff in attendance:

Ms. Autumn Blache; Mr. Russell Cortazzo; Ms. Fredia Dunn; Ms. Linda Gautier; and Ms. LaShunda Sullivan.

2. Introductions

Chief Weimer introduced the new Chairman of the Board, Judge Elect Scott Schlegel.

3. Old Business

- Motion to approve meeting minutes from September 19, 2024

Chief Weimer called for a motion to approve the September 19, 2024; Integrated Criminal Justice Information System Policy Board meeting minutes as presented. A motion was made by Judge Jorden, seconded by Mr. Craft. There were objections; the motion passed.

For information: Russell Cortazzo, Louisiana Supreme Court, 504-310-2531, rcortazzo@lasc.org

4. New Business

a. Data Report

Mr. Denzer presented the Data Report. It is noted that there was an increase in charges reported and that this was likely due to the enhancement of technology. The full report is attached.

b. Operations Report

i. 2024 Annual Report (Draft)

Mr. Cortazzo mentioned that the annual report draft should be done by the March 2025 meeting.

ii. Organization and Status

Mr. Cortazzo presented on the operations report. It was discussed that there will need to be a financial working group added to oversee, document, and administer the funds appropriated or awarded to the Policy Board, subject to the board's instructions for tracking and audits. The policies and procedures are being written up for the financial working group. The organization chart is attached.

Chief Weimer suggested somebody familiar with financials at Louisiana State Police should work in this group.

c. Financial Report

Mr. Cortazzo noted that none of the numbers for funding have changed. There are still applications for funding awaiting approval.

d. Charge Code Subcommittee Report

Mr. Cortazzo explained that there would be no need for new legislation to be written for charge code standardization. AFIS charge code is the statewide standard for Prosecution/Court data. The charge code subcommittee report is attached.

e. Strategic Plan Implementation Report

i. ICJIS Overview

ii. Broker and Pilot Projects

Mr. Cortazzo presented the strategic plan implementation overview. It is noted that there are several projects in action as of now and that there are several more prospective projects. The report is attached.

Mr. Chawla presented a demonstration of the broker they have been working on.

Mr. Jacobson discussed the ICJIS project status. As of now they have begun working on phase 2 and have formed an operational working group as well as a technical working group. The ICJIS broker architecture diagram as well as the presentation are attached.

Judge Elect Schlegel and Judge Jorden asked the SEARCH group if they could define the errors they are looking for.

Mr. Cortazzo noted that the errors would include but not be limited to missing or malformed numbers. These errors could be in the date, the ATN#, CID#, birth date, and other data entry points. He mentioned he could send a list of those errors to Judge Elect Schlegel.

f. Call for other New Business

Mr. Walters inquired on when the pilots might be ready and Mr. Chawla responded that they are aiming for them to be completed before March of 2025.

Judge Elect Schlegel mentioned that last year Rep. Zeringue amended the Louisiana Clerks' Remote Access Authority (LCRAA) and passed a bill requiring that all clerks efile by January 2026. He recommends that following this standard be SEARCH's top priority when working with the vendors.

The amendment states that upon adoption of uniform filing standards by the Louisiana Clerks' Remote Access Authority, as outlined in R.S. 13 U.S.C. § 754 (2023), no clerk of court shall accept a filing not in accordance with the standards adopted by LCRAA. See statute attached.

R.S. 13:754 § 14.1. Filing of pleadings and documents by facsimile or electronic transmission A. Until January 1, 2026, any document in a traffic or criminal action may be filed with the clerk of court by facsimile transmission if permitted by the policy of the clerk of court. See statute attached.

A motion was made by Rep. Bacala to establish a Rapid Response Subcommittee with the authority to make decisions as needed on a day-to-day basis. The Subcommittee would consist of Judge Elect Schlegel, Ms. Hudnall, Mr. Walters, Mr. Daniels, and a representative from State Police, as well as a representative from the Sheriff's Association. Mr. Walters seconded this motion. There were no objections.

The motion was subsequently amended by Chief Weimer to require that all decisions made by the subcommittee be submitted in writing to the board prior to enforcement. The board will then have a defined period of time to raise objections. If no objections are received within the specified time frame, the decision may then be enacted. This is to ensure that the board has a documented trail of its actions and progress. The motion to amend was seconded by Judge Jorden. There were no objections; the motion to amend passed.

5. Next Meeting

- a. Spring 2025 date and location

It was determined that the next Integrated Criminal Justice Information System Policy Board meeting will be held on March 27, 2025, at 10 a.m. at the Louisiana District Attorney's Association.

Adjourn

Chief Weimer called for a motion to adjourn. A motion was made by Judge Jorden, seconded by Chief Weimer. There were no objections made; the motion passed. The meeting of the Integrated Criminal Justice Information System Policy Board adjourned on December 12, 2024 at 11:28 a.m.

Submitted by: Autumn Blache