

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

OPERATING INSTRUCTION
NUMBER 15

May 5, 2016

CRIMINAL JUSTICE INFORMATION SYSTEMS ADVISORY COMMITTEE

PURPOSE: To clarify the role of the Committee and its relationship with the Commission.

1. **SCOPE:** Applicable to Commission, CJIS Committee members and staff.
2. **GENERAL:** The Criminal Justice Information Systems Advisory Committee will work to create and maintain a Nebraska criminal justice information system for authorized state and local criminal justice and non-criminal justice users that supports operations, policy analysis, and public safety and that is accurate, timely, complete, appropriately secured to protect privacy rights, cost-effective and accessible.

Local and state entities will not be bound or constrained from pursuing their own information systems or ways to meet their data needs but it is hoped this committee structure will allow for the most efficient use of funding.

3. **COMMISSION RESPONSIBILITIES:** The Commission, after consultation with the Nebraska Criminal Justice Information Systems Advisory Committee, is responsible for: (1) providing advice and direction on issues relating to data sharing and the use of information technology among criminal justice agencies; (2) establishing criteria and providing a forum for the examination of state and local criminal justice information systems; (3) assisting criminal justice agencies by promoting coordination, promoting the use of voluntary data sharing standards, and providing technical assistance; (4) making final funding determinations for Byrne 5% set aside funds and other state and federal monies; and (5) updating and implementing the Nebraska CJIS Strategic Plan.
4. **COMMITTEE RESPONSIBILITIES:** With the cooperative effort of the Crime Commission and other criminal justice entities, the Committee will:
 - A. Update the Strategic Plan on an annual basis;
 - B. Report regularly to the Crime Commission, Governor, Legislature and other interested parties;
 - C. Present plan to Crime Commission for state funding request;
 - D. Develop projects and grant requests for other funding sources such as NCHIP or the 5% set aside Byrne dollars.
 - E. Provide funding recommendations to the Commission for Byrne and state funds.
 - F. Establish a Project Review Committee
 - G. May recommend ways to obtain funding for either local or state projects.

5. **ADMINISTRATION:** The Committee shall receive administrative support from the Commission's Executive Director and staff to include such items as providing for funding requirements within the Commission budget, processing expense vouchers, maintaining required records, advising of meeting dates and providing for required public notice, taking of minutes and related matters.

6. **MEMBERSHIP:** The Committee shall be comprised of representatives from a variety of state and local criminal justice agencies. The Chair of the Commission, after consultation with the agency or organizational head, shall appoint one representative with voting privileges from each of the following:

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| 1. Nebraska State Patrol | |
| 2. Police Officer's Association of Nebraska; | 15. League of Municipalities; |
| 3. Police Chiefs Association of Nebraska; | 16. Nebraska Association of County Officials; |
| 4. Nebraska Sheriff's Association; | 17. Clerks of the District Courts; |
| 5. Nebraska Department of Correctional Services; | 18. Clerks of the County Courts; |
| 6. State Court Administrator's Office; | 19. Health and Human Services, Office of Juvenile Services; |
| 7. Nebraska Probation Department; | 20. Nebraska Attorney General's Office; |
| 8. Nebraska County Attorneys Association; | 21. Nebraska Domestic Violence Sexual Assault Coalition; |
| 9. Nebraska Criminal Defense Attorneys Association; | 22. Nebraska Coalition for Victims of Crime; |
| 10. Omaha Police Department; | 23. Commission on Public Advocacy; |
| 11. Lincoln Police Department; | 24. Representative of County Correctional Department |
| 12. Nebraska Interagency Data Communications Advisory Committee; | 25. Douglas County Information Systems |
| 13. Nebraska Parole Board; | 26. Chief Information Officer, NE Information Technology Commission |
| 14. Nebraska Crime Commission; | |

7. **MEETING PROCEDURES:**

- A. The Chair and Vice-chair shall be elected or reelected annually at the first meeting of the year and must be selected from those voting representatives.
- B. A quorum shall be members present.

- C. Voting issues will be decided by a majority vote.
- D. One representative from each of the participating agencies/organizations shall be designated as its voting representative, for the purposes of recommendations and issues as decided by the Chairperson. Absentee/substitute voting privileges may be granted by the chairperson.

Additional non-voting representatives of these organizations may participate as desired by the Committee or the organizations. Attendance and input by other representatives and agencies is encouraged.

- E. Subcommittees will be designated to address specialized or technical topics or issues which have been identified by the Committee or the Crime Commission. These subcommittees may be comprised of members of the Committee as well as representatives from their or other organizations.
- F. A Project Review Committee shall review and approve project plans and monitor their implementation.



Darrell Fisher
Executive Director