JISC DATA DISSEMINATION COMMITTEE
February 28, 2014
8:30 - 10:00 a.m.
Administrative Office of the Courts
SeaTac Office Building
18000 International Blvd. Suite 1106
SeaTac, WA 98188

DRAFT - MEETING MINUTES

Members Present
Judge Thomas J. Wynne, Chair
Judge James R. Heller
Mr. William Holmes
Judge J. Robert Leach
Ms. Barbara Miner
Judge Steven Rosen
Ms. Aimee Vance

Guests Present
Seren Kopetski, Washington State Liquor Control Board
Frank O'Dell, Washington State Liquor Control Board

Members Present Telephonically
Judge Jeannette Dalton

AOC Staff Present
Stephanie Happold, Data Dissemination Administrator

Judge Wynne called the meeting to order and the following items of business were discussed:

1. **Meeting Minutes for December 6, 2013**
   Committee approved the meeting minutes.

2. **DMCJA Feedback on CLJ Individual Case Flagging Criteria Guidelines**
   The Committee reviewed the DMCJA paperwork regarding the approved case flagging guidelines. Judge Leach moved to approve the guidelines from the DMCJA and send them up to the JISC. Judge Heller seconded the motion and the decision was passed unanimously.

   The Committee also discussed how the retention schedules with the case flagging criteria would be disseminated to the courts. Staff stated that the charts and criteria would be incorporated into an AOC policy per JISCR 8 and posted on the AOC website, as well as on all the listservs. The Committee recommended education about the Iteration 2 retention schedules and case flagging ability be done at the next spring conferences in order to train the court staff before implementation. Committee also directed staff to contact WAPA and WADCL to notify them of the policy prior to its effective date.

3. **Washington State Liquor Control Board Licensing Division Request**
   Frank O'Dell of the Washington State Liquor Control Board (LCB) presented the LCB request for Level 22 JIS-Link access and referred to his letter that was submitted to the Committee for

consideration. The Committee asked why going to the FBI and WSP as directed by RCW 69.50.331(1) was not enough to get the criminal history information. Mr. O'Dell responded that LCB cannot get the originator ID number from the US DOJ and cannot access NCIC. Furthermore, WSP only has state arrest records and those are from individuals who are booked and fingerprinted. Currently, LCB is not getting all the information from the WSP and FBI sources. Mr. O'Dell stated LCB needed the conviction data for point tabulations as per WAC 314-55-040. Ms. Miner suggested that LCB may be able to get the information from the courts if the person signs a release form similar to the release of information form the army uses for its recruits. The Committee also suggested LCB use the SNCI search that is available to level 1 JIS-Link access and go into each screen. Mr. O'Dell responded that is what is currently being used, but is very time consuming with all the applications the agency is trying to process.

Judge Rosen went through the criteria listed in the Data Dissemination Policy Section IX.C for giving access to public purpose agencies. The Committee members did not agree that giving LCB Level 22 access would result in efficiencies in the operation of the courts, if it would fulfill a legislative mandate, if it would result in efficiencies in other parts of the criminal justice system, or what risks were created by permitting such access. Judge Leach stated that the Committee should not read into the law, and if RCW 69.50.331(1) provided specific ways the LCB may obtain a criminal history record information check, that is what the Legislature wanted LCB to do for these applications. Judge Leach then made a motion to deny the request and Ms. Miner seconded it. The motion was passed unanimously with the Committee recommending to LCB that it should perhaps look to a change in the law to allow the agency other avenues of acquiring criminal history.

4. Access to JIS for Non-Court IT Employees

Staff is seeking direction from the DDC in granting JIS access to local government non-court IT personnel. There is an increase of court requests for court RACFIDs to be issued to non-court IT employees for reasons ranging from detailed explanations of particular projects for court-related computer systems, to needing constant access for the IT personnel who assist with the local government network communicating with the court system, to simply stating that the IT personnel need access to assist in computer systems. AOC is finding it increasingly difficult to sort and review these requests and decide which ones are based on court-needs and which requests are for convenience sake only. Furthermore, AOC has concerns about how the courts are setting up these profiles. The Committee requested that staff provide recommendations on possible criteria that may be used in granting these requests. The Committee will then review the criteria at the next meeting and provide guidelines based on staff's suggestions. Judge Heller will also review how Pierce County handles JIS access for non-court IT personnel and report back to the Committee.

5. Other Business

Mr. Holmes expressed concern that there is now a hole in how to address dissemination of certain court- and probation-related records as ARLJ 9 was repealed and GR 31(l) was rejected. Judge Wynne stated that GR 31 and GR 15 should be used for guidance.

There being no other business to come before the Committee, the meeting was adjourned.