

Criminal Justice Advisory Group – CJAG
 November 20, 2012
MINUTES

ATTENDANCE

Name	Position/Agency
Mauro Messina	Criminal Justice Services
Tangela White	Criminal Justice Services
Jamie Privuznak	Criminal Justice Services
Mike Tonsing	Mecklenburg County IT
Basil McVey	NC Administrative Office of the Courts
Dori Wynter-Mitchell El	NC Administrative Office of the Courts
Bruce Saburn	NC Administrative Office of the Courts
Robyn Withrow	District Attorney's Office
Kathy Hill	Clerk of Superior Court
Teresa Lagaasse	Clerk of Superior Court
Dennis Lively	Clerk of Superior Court
Jeff Maner	Mecklenburg County Sheriff's Office
Crystal Cody	Charlotte-Mecklenburg Police
Eric D. Campbell	Charlotte City Manager's Office
John Rowell	Mint Hill Police
Fonda Clifton	Mecklenburg Child Support Enforcement
Joan Kennedy	Child Support Enforcement
Martha Curran	Clerk of Court
Tracy Lee	Department of Community Corrections
Felicia McAdoo	Mecklenburg County Sheriff's Office
Todd Nuccio	Trial Court Administrator
Jessica Ireland	Pretrial Services
Sarah Smyre	UNCC Police
Shawn Smith	UNCC Police
Tom Eberly	Criminal Justice Services
Michelle Lancaster	Mecklenburg County Manager's Office
Chipp Bailey	Mecklenburg County Sheriff
Barry Graham	Huntersville Police
Kenny Lynch	Charlotte-Mecklenburg School Police
Rob Hunter	Matthews Police
Katrina Grave	Charlotte-Mecklenburg Police
Kerr Putney	Charlotte-Mecklenburg Police
Adrienne Trent	BSSA -IT Project Management
Andrew Murray	District Attorney
Karen Johnson	Magistrate

HANDOUTS

- Meeting Agenda
- Meeting Minutes 10/16/12
- Supportive Housing: A Promising Solution for Frequent Offenders in Mecklenburg County?
- NCAWARE Procedures Draft
- Frequent User Service Enhancement Initiative (FUSE) Proposal for Implementation of Concept

MEETING CALLED TO ORDER AT 8:39 AM

Welcome

Michelle Lancaster opened the meeting.

Brief Demonstration of Data Entry into NCAWARE

Dori Wynter-Mitchell El demonstrated the various steps of data entry in NCAWARE. The question was raised as to whether the District Attorney would still require a warrant affidavit be completed in addition to the data entered by the law enforcement officer in NCAWARE. The District Attorney indicated the affidavit would be required.

Implementation of NCAWARE

Tom Eberly presented a procedural draft for entering arrest data in NCAWARE. The document was developed in response to a question raised at the previous CJAG meeting regarding responsibility for data entry. Mr. Eberly briefly summarized the approach taken in place in Guilford, Wake, Gaston, Durham, and Forsyth counties and noted that members needed to make a decision today regarding the procedures that would be adopted. A workgroup involving CMPD, Clerk of Court, Sheriff, and Probation participated in the development of the document. A general discussion followed.

Question: Will officers be responsible for entering more than just warrant information into NCAWARE? Answer: No. Karen Johnson confirmed arrest processing would continue to enter arrest information. *(See Action Item 1)*

Discussion of the importance of affidavits to the district attorney and magistrate and its inclusion in NCAWARE. *(See Action Item 2)*

Andrew Murray raised concern about the proposed method of entering charges individually in NCAWARE, as opposed to allowing up to 3 charges to be recorded under a single process number, which is the statewide practice. Mr. Murray contended that not following the statewide practice places Mecklenburg at a disadvantage, preventing meaningful performance comparisons with other jurisdictions. The group indicated by consensus this was a policy decision which rested with the district attorney.

Tracy Lee raised attention to paragraphs 13 and 14 of the procedures draft. The latter does not reflect current practice. Mr. Lee questioned whether a different procedure might be possible for paragraph 13. *(See Action Item 3)*

Mr. Eberly announced the NCAWARE workgroup would convene November 29 to review changes made to the NCAWARE Procedures draft. *(See Action Item 4)*

Ms. Lancaster surveyed members as to whether the procedures document should be a judge's order. By consensus the group indicated this was not necessary. Members agreed the signatures of agencies heads on the document would be appropriate.

Ms. Lancaster asked members to ensure the launch date, January 16, was communicated within all agencies. (See *Action Item 5*)

Frequent User Service Enhancement Initiative

Mr. Eberly discussed the Frequent User Service Enhancement Initiative (FUSE), which proactively engages the criminal justice system's most frequently seen offenders in order to offer social services. The initiative promises to be a more effective approach to jail diversion. Mr. Eberly highlighted the role of Moore House, a supportive housing program in Mecklenburg County, which helps offenders successfully address the factors that bring them into contact with law enforcement.

Open Discussion

Ms. Lancaster advised that a representative from the Bexar County (Texas) mental health authority will join CJAG at the December 18 meeting to discuss their approach to mental health and homelessness.

MEETING ADJOURNED AT 9:46 AM

Action Items:

1. NCAWARE Procedures Workgroup: Revise language of paragraph 1 of the procedures draft to specify the Arrest Processing Center is responsible for entering criminal process information in NCAWARE when an arrest is made.
2. Mike Tonsing: Investigate the requirements necessary to permit the warrant affidavit information to be entered into NCAWARE while minimizing duplicate data entry.
3. NCAWARE Procedures Workgroup: Review and revise language of paragraph's 13 and 14 as appropriate.
4. Tom Eberly: Convene the NCAWARE Procedures Workgroup on November 29, 2012.
5. Tom Eberly: Ensure the law enforcement agencies of Cornelius, Davidson, and Pineville are informed of the go-live date.