

## JNET Project Charter- Abridged

<b>Project Name</b>	
Reconstruct the Warrants Data Exchange System	
<b>Prepared By</b>	<b>Date</b>

### ***Project Description***

<b>Background Information</b>
<p>Beginning in 2005, at the direction of the Governor's Office, the Pennsylvania Justice Network (JNET), the Pennsylvania State Police (PSP), and the Administrative Office of Pennsylvania Courts (AOPC), began to develop an electronic warrant issuance process for all Magisterial District Judge and Common Pleas warrants. This directive was issued in response to concerns that approximately 60% of all warrants issued statewide were not being entered into state and federal warrant repositories. The primary objectives of this project were to collect, secure, automate, and enter all warrants into PSP's Commonwealth Law Enforcement Assistance Network (CLEAN) and the FBI's National Crime Information Center (NCIC) at the time of Judicial approval. Through this process, law enforcement personnel benefit in two significant ways; a reduction in data entry at the time of issuance, and the knowledge of all active warrants for subjects they encounter.</p> <p>In order for the electronic entry and transfer of warrants to be successful, the AOPC was required to update the Pennsylvania Criminal Complaint form. The new Complaint form was published in 2007 and has been available to law enforcement via the AOPC public website (<a href="http://www.courts.state.pa.us/ori/default.aspx">http://www.courts.state.pa.us/ori/default.aspx</a>). All law enforcement agencies are required to utilize the new Criminal Complaint form in conjunction with the implementation of the Electronic Warrant Project in each of their respective counties.</p> <p>In March, 2007, Cumberland County began to use the new Criminal Complaint form and Electronic Warrant Project. During this ten month pilot project, all affected stakeholders declared the project a success and statewide rollout commenced. However, one procedural change was identified prior to the rollout. The Attorney General's Office (AG), and the Pennsylvania State Police requested that AOPC provide functionality that permits, on a case-by-case basis, a court to order the warrant information "held" for three days prior to its release to NCIC and CLEAN. There are certain times when a law enforcement officer does not want the fact that a warrant has been issued, made know to others because of officer safety concerns. Sometimes, the "premature" release of the warrant information could compromise the success of an ongoing operation as a defendant could be alerted and flee prior to apprehension. At this time, the Attorney General, District Attorney, a PSP or local law enforcement officer can request the issuing court, <u>in writing</u>, to withhold the release of the specific case's warrant information to NCIC and CLEAN and to prevent the case's docket sheet information from appearing on AOPC's UJSPortal for up to 72 hours. If the issuing authority grants the request, an Order is generated and signed by the issuing authority. Once 72 hours has passed, the warrant information will be electronically transmitted to NCIC and CLEAN and using the JNET infrastructure.</p> <p>Beginning in January, 2008, the statewide rollout of the Electronic Warrant Project began and at the end of June 2008 sixty-five counties have been implemented. Allegheny County went live on July 15, 2008 and Philadelphia was finally able to begin filing electronic warrants in October 2010.</p> <p>From a system perspective, all of the data mapping, data scrubbing, and data conversion required to ensure successful processing at NCIC is carried out on PSP-maintained components. Recently, JNET has been asked to migrate as much of that functionality to its system components, and to assess what changes can be made to improve the rate of successful automated entry of valid warrants data into NCIC and CLEAN.</p>
<b>Project Objectives</b>
<ol style="list-style-type: none"><li>1. Successfully migrate the data mapping, data scrubbing and data conversion functionality of the automated warrants data transfer system from PSP system components to JNET system components.</li><li>2. Improve the rate of successful initial entry of warrants into NCIC and CLEAN from the current level.</li><li>3. Improve the rate of successful cancelations of warrants from NCIC and CLEAN from the current level.</li></ol>

<b>Project Scope</b> (include Affected Organizations and Agency Readiness, Affected Business Processes, Affected Systems and Technology Solutions, High-Level Business Requirements)
Affected Organizations: AOPC, FBI, PSP, Pa. Courts Staff, Pa. 911 Center Staffs, Law Enforcement Organizations throughout Pa.
Affected Business Processes: None
Affected Systems and Technology Solutions: Automated Warrants Data Transfer System, webMethods ESB, IBM DataPower, JNET Messaging
High-Level Business Requirements: (1) Migrate data manipulation functionality currently performed by PSP-maintained system components to JNET-maintained system components; (2) Expand data manipulation to include default height and weight values (if none are entered on the Criminal Complaint), sending only complete sets of driver license data, vehicle data, and license plate data; (3) Delineate warrant "cancels" and warrant "clears" for processing at NCIC; (4) Analyze and recommend workaround for the one active want per person and ORI constraint; if approved, build and implement a solution.
<b>Customers</b>
AOPC, PSP, NCIC, Law Enforcement Organizations throughout the Commonwealth, PA. 911 Centers Staff, Pa. District and Common Pleas Courts Staff

### **Project Roles and Responsibilities**

<b>Project Sponsor</b>
JNET Executive Director
<b>Business Process Owners, Data Owners</b>
Administrative Office of Pennsylvania Courts, Federal Bureau of Investigation, Pennsylvania State Police
<b>Other Project Stakeholders</b> (include Subject-Matter Experts)
District and Common Pleas Court Staff, Local Law Enforcement throughout Pennsylvania, 911 Center Staff throughout Pennsylvania, JNET Business Office Staff, Systems Development Staff and Project Management Office
<b>Project Manager</b>
JNET Project Management Office
<b>Core Project Team Members</b>

### **Project Information**

<b>High Level Deliverables</b>
<ol style="list-style-type: none"> <li>1. Updated Functional and Non-Functional Requirements Specification</li> <li>2. Updated System Design Documentation</li> <li>3. Modified Warrants Data Transfer System implemented in a TEST Environment</li> <li>4. Modified Warrants Data Transfer System Implemented in PROD</li> <li>5. Pilot Test Plan</li> <li>6. Pilot Test Results Report and System Cutover Plan</li> <li>7. Project Closure Report</li> </ol>
<b>Assumptions</b>
<ol style="list-style-type: none"> <li>1. Neither the Criminal Complaint Form nor the systems that process it will have to be modified.</li> <li>2. AOPC's Court Case Management Systems and CCE Message will not have to be modified.</li> <li>3. PSP approval of expansion of data scrubbing.</li> <li>4. PSP CLEAN Administration will work with the JNET Business Analyst to define functional requirements.</li> <li>5. A significant percentage of the Project Team are familiar with the current automated system.</li> <li>6. The scope of the project is limited to that described in the project charter; if changes to the scope are requested, they must be approved by all the key stakeholders.</li> </ol>

**Constraints**

1. NCIC data processing rules, standards, etc.
2. Project staff resources will be available only on a part-time basis.
3. Key customer resources will be available on a restricted basis.
4. The project does not have an executive sponsor or steering committee.

**Risks**

1. Staff Risks:
  - Key project staff will not be available when needed.
  - Key project staff will be lost during the project.
2. Scope Risks:
  - A lack of clarity in the scope definition will result in numerous scope changes.
3. Technology Risks:
  - The technical changes to the current system will result in unsatisfactory integration between JNET's components and PSP/NCIC components.
4. Management Risks:
  - JNET inadvertently causes errors or outages in reporting warrants data.
  - JNET's administrative workload increases as it takes on responsibility for updating system components to match NCIC requirements changes.

**Dependencies with Other Projects**

None

**Success Criteria** *(Include estimated cost savings)*

1. All project objectives achieved.
2. 100% Project Sponsor and Key Stakeholder Satisfaction

*Approvals*

<b>Project Sponsor</b>	<b>Date</b>
<b>Project Manager or Project Management Lead</b>	<b>Date</b>