



JUSTIS Executive Council Meeting

October 3, 2023, 1:00 PM | City Hall Room 201

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Press*5 to raise your hand to speak and you will be notified when to speak by the host. After you are given permission to speak, you can press *6 to unmute yourself.

Written public comment can be submitted via email to:

dtis.helpdesk@sfgov.org, subject title: JUSTIS Executive Committee Meeting

JUSTIS Executive Council Agenda

- Call to Order/Roll Call
- Approval of March 7, 2023, Meeting Minutes
- Action Item – Vote to amend the Advisory Board bylaws to reduce quorum requirement for the membership and committees
- General Public Comments
- Executive Sponsor Update: City Administrator
- Introduction – Joel Shooster: JUSTIS Project Manager
- JUSTIS Program Status
- Advisory Committee Workplan Updates
- Adjournment



Advisory Committee Quorum Challenges

Requirement

JUSTIS Charter established 11 voting members for the Exec and Sub Committees, therefore requiring quorum of 6 voting members to be present per meeting.

Issue

Approximately 50% of committee meetings since January 2021 did not have quorum, slowing our ability to provide consensus-based recommendations to the council for action.

Recommendation

Amend the bylaws to reduce advisory committees' voting memberships from 11 to 7 agencies that contribute data to JUSTIS – this change will only require 4 voting agencies to attain quorum.



Vote to Approve Bylaw Amendment:

ACTION ITEM:

Vote to amend the bylaws (*Section 2.4.1 – Advisory Committee Authority*) to reduce advisory committees' voting memberships from 11 to 7 agencies that contribute data to JUSTIS:

Advisory committees' voting memberships consists of 7 agencies that contribute data to JUSTIS – voting requires attendance of 4 voting agencies for quorum.

Agencies that contribute data to JUSTIS (7):

- *Adult Probation*
- *Courts*
- *District Attorney*
- *Juvenile Probation*
- *Police*
- *Public Defender*
- *Sheriff*



Executive Sponsor Update

- Carmen Chu
 - City Administrator - City & County of San Francisco





JUSTIS Program Status



JUSTIS Program Milestones – FY22-FY23

- **Allowed Multiple Hearings Scheduled in System - Completed**
 - Modernizes operability within department systems
 - Allows departments to function similarly to courts
- **Enabled Jail Number Search - Completed**
 - Provides greater visibility to SFPD ID Bureau on cases
 - Shows how cases are linked together in an arrest
- **Finalized MACR Reports Formatting - Completed**
 - Working effectively for SFPD
- **Sharing Criminal History Data with SFPD – Completed**
- **DA Functionality to Self-Manage List of Attorneys - Completed**
 - Changes to name, Bar #, Activate/Deactivate attorney, etc.
- Implemented booked and released data feed to Adult Probation for its clients, which allowed ADP IT to automate notification processes and help the department respond quickly and efficiently.



JUSTIS Program Goals– FY23-FY24

- JUSTIS API
 - This will improve data-sharing between JUSTIS and its partner agencies
 - Implementation to begin in Q2/Q3 and Interagency Testing in Q4
- Attorney Assignment – DA / Courts / Public Defender
- Proof of Concept for Disaster Recovery on Azure for JUSTIS
- JUSTIS Cloud CLETS Application
- Operations Workgroup Setup to Improve JUSTIS Operations





JUSTIS Advisory Committee



Architecture and Data Sharing – Chair Martin Okumu

- Architecture and Data Sharing
- Develop activities focused on progressing and completing data-related deliverables to develop a JUSTIS Master Data Management program.
- Committee FY22-23 Accomplishments
- Data Governance document
 - General Governance Plan
 - Roles and responsibilities
- Data sharing Memorandum of Understanding (MOU)
 - Signed by the JUSTIS partners



FY23-24 Workplan

1. Define Data Governance (Completed)

- Create General Operational Plan (completed)
- Prepare a documented plan for governance of future data products.

2. Develop Inter-Agency Sharing Data Strategy

- Establish vision and role for Data Center of Excellence (DCOE) (Completed)
- Document the scope, services and SLAs, resource plan for standardization
- Determine resources necessary for JUSTIS in 2023 and beyond including implementing DCOE (Started)
- Developed high level capacity planning estimate
- Develop list of dashboards, predefined reports (Planned)
- List of cross-agency reports, dashboards, and selective products document

3. Build A Modern Data Infrastructure

- Standard Integrations for data sharing – Design a re-usable and extensible API (Started)
- Modernize the data model -Build a conceptual data model (Started)
- Define the data taxonomy -Collect JUSTIS metadata, tool evaluation and selection (Started)
- Provide a data visualization set –Use cases documents, user accounts, quick start guides (Started)



DCOE Operation Model

What is the purpose of the Operation Model and why is it important to DCOE?

- It focuses on the development and management of JUSTIS data driven initiatives.
- Its goal is to improve JUSTIS data management, data analytics and governance through:

Cleansing and Standardization	Workflow Management
Deduplication	Data Stewardship
Consolidating Golden Records	Hierarchy Management
Security	Relationship Management

On average, **25** different data sources are used for generating customer insights and engagement

On average, **16** different technology applications are used to leverage customer data.

Source: Deloitte Digital, 2020



Performance and Strategy – Chair Jason Cunningham

Goals	Activities	Deliverables	Sequence
Establish Key Performance Indicators(KPI) for the JUSTIS system	<ul style="list-style-type: none"> Review approved KPIs, validate and present to Executive Steering Committee (ESC) Generate new KPIs as needed, validate and present. 	<ul style="list-style-type: none"> A shared set of KPIs recommended for approval and presented to the ESC. 	1
Monitor KPIs & Report	<ul style="list-style-type: none"> Monitor City performance against KPIs 	<ul style="list-style-type: none"> Annual reporting to ESC on KPI performance 	2
Identify updates to the 5-year roadmap	<ul style="list-style-type: none"> Identify sections needing updates. Review 5-year roadmap 	<ul style="list-style-type: none"> Synthesize ESC directives and agency strategic plans with IT implications and summarize/roll into the 5-year roadmap 	3
Provide recommendations to the Executive Committee for budget priorities for JUSTIS.	<ul style="list-style-type: none"> Provide recommendations to the Executive Board for the prioritization of Office of Justice Technology and Agency resource allocations needed to meet operational commitments and prioritized initiatives. 	<ul style="list-style-type: none"> Budget Prioritization recommendations 	4
Monitor agency-level strategic plans for data sharing/ collaboration opportunities.	<p>Review:</p> <ul style="list-style-type: none"> Technology Budgets Agency-level strategic plans with IT implications Office of Justice Technology initiatives Systems & Large Project initiatives 	<ul style="list-style-type: none"> Project monitoring in conjunction with Data & Architecture Subcommittee (DAC) or Systems & Large Projects Subcommittee (SLP) 	5

**Not formally voted on by PSC due to quorum issues*



Performance and Strategy – Chair Jason Cunningham

Key issues:

- Gaining and maintaining quorum continues to be a challenge
 - Actions to change bylaws may be necessary
- 10,000 ft. guidance on the future of JUSTIS
- Subcommittee involvement in budget will be new this FY

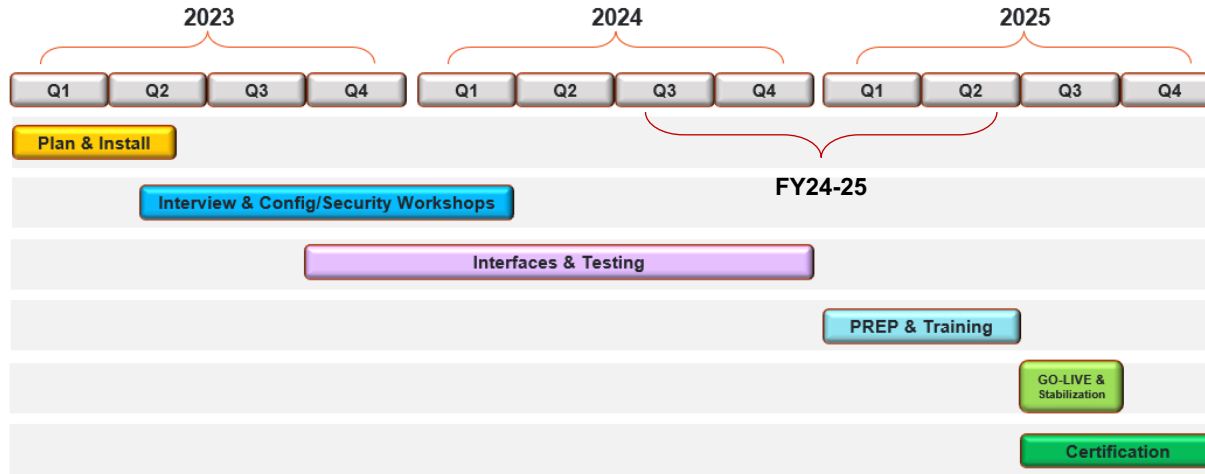


Systems & Large Projects – Chair Will Sanson-Mosier

Advises the Executive Council on the progress of long-term strategic system projects, technology planning, budgeting and monitoring the implementation and development of inter-agency interfaces – all in support of the City's strategic vision for public safety.



SFPD NIBRS Records Management System Timeline Projection



Deliverables for FY24-25

1. Complete Airport Bureau Infrastructure
2. Complete work for 7 Interfaces
3. Prep & execute Test Scripts
 - Functional Acceptance, User Acceptance, System Integration, Performance
 - Remediate Issues
4. Prep & deploy Sworn Member & Professional Staff Training

Systems & Large Projects – Chair Will Sanson-Mosier

Sheriff

- Modernize the CMS Jail Management System (*on-going*)
- Upgrade the JMS-JUSTIS interface (*on-going*)

Courts

- Continuing to build on enhancements and improvements on workflows within CTRACK (*ongoing*)

District Attorney - eProsecutor

- eProsecutor Phase II Planning (*on-going*)

Department of Emergency Management – CAD Replacement

- Negotiate and finish contract package for Board Approval (*on-going*)
- Board Approval (*on-going*)
- Project Kickoff (*expected February 2024*)



Systems & Large Projects – Chair Will Sanson-Mosier

Adult Probation

- Implemented ADP's clients' bookings/releases notifications to ADP's staff-based on data feed provided by JUSTIS
- Replacement of current CMS with new Probation Case Management System (PCMS) (*on-going*)

Juvenile

- HOJ CLETS Circuit/Connection Move Project
 - Relocate JPD CLETS connection to the new SFPD headquarters. The current T1 line connection will also be upgraded to fiber.
 - The AT&T fiber line has already been installed. We are in the process of procuring the required network equipment (Firewall & Transceiver).

Public Defender

- No updates

Status of Women Commission

- No updates





Next JUSTIS Executive Council Meeting:

- January 16 @ 2:00pm-3:00pm
- City Hall Room 201

If you have questions, please contact:

- Linda Gerull, City CIO
- Rohit Gupta, JUSTIS Program Director