

**Navajo Nation Integrated Justice Information Sharing Project (NNIJISP)
Technology Oversight Committee**

Date: 7/5/2017

**MEMORANDUM OF UNDERSTANDING
OF GOALS & GUIDELINES**

The goal of NNIJISP and this Committee is to develop a fully integrated or interfaced case/records management system among Navajo Nation justice providers that will achieve the following:

- ◆ Establish a single secure point of access for Navajo Nation-wide justice and court case information provided and maintained by all secured users;
- ◆ Establish universal identifiers or uniform case numbers for a case from start to end in the criminal justice system;
- ◆ Create user-identifier, data entry and user logins;
- ◆ Create searchable records available across all case types through a single search;
- ◆ Provide the ability to perform person or case searches that provide information that include case status, demographics, DL information, sentencing data, inmate information, fines, fees, and costs, outstanding and served warrants/summons, images, child support payments outstanding/received and dates disbursed etc.;
- ◆ Provide justice calendars with flexible search ranges;
- ◆ Establish user access across all case types at various security level based upon system user departmental authorization;
- ◆ Make data shareable with any Navajo Nation agency that has the need, and clearance, for justice and court case information;
- ◆ Reduce redundancy in data entry, errors in keying, and data timeliness issues;
- ◆ Permit real time access to justice and court case information;
- ◆ Permit e-payments of fines, costs, and fees;
- ◆ Permit ad hoc reports designed for specific departments as needs arise;
- ◆ Permit flagging of data-entry errors or discrepancies on a collaborative platform.

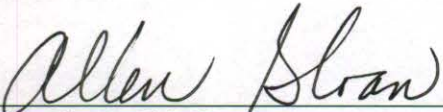
The Committee will perform the following:

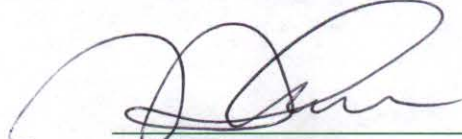
- ◆ Educate Stakeholders – including industry and peer presentations at the district and Navajo Nation level.
- ◆ Build a Culture of Information Technology – including large and small discussions and inter-agency process review of issues toward team building and deepening relationships.
- ◆ Establish Current and Future Success – by securing coalitions, planning near and long-term, and aligning scope with planning and implementation.
- ◆ Address Required Changes in Management Approaches – establish clearly defined processes on how requirement changes will be addressed.
- ◆ Address Process Re-Engineering – where needed, change processes for greater efficiency.
- ◆ Manage Risk – e.g. include risk registers in project status reports and review regularly with input from stakeholders; budget for impact/consequences, i.e. create a budget reserve to fund mitigation and contingency plans if required; solutions must allow departments to address needs without undue restriction.
- ◆ Prioritize Security and Privacy
- ◆ Stabilize Product Before Deployment — e.g. commit to testing and certification of system-wide critical functions prior to implementation.
- ◆ Sustain the IT Culture– agree to establish a formal governance structure for the Committee, defining its rules, so that the Committee may endure despite changes in personnel.

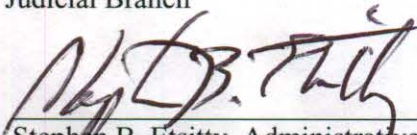
These principles apply:


- ◆ Business needs of justice providers as a whole will drive the technology.
- ◆ We will respect each position. We agree to disagree, and majority rules in disagreement.
- ◆ No system can be perfect. As the saying goes, "it is what it is." The system is evolutionary.
- ◆ Good things will happen; chaos makes change, and change is good.
- ◆ We will re-use what we can and leverage what we've learned.
- ◆ We will not overburden team members.
- ◆ We will not "work around" issues or say "that's not possible."
- ◆ We will not allow political concerns to interrupt NNIJISP.

These goals and guidelines are hereby approved by the Committee on 7/5/2017, 2017 and shall apply to the operations and functions of this Committee until the IT goals stated are reached.


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Judicial Branch



Harold Skow, Director
Department of Information Technology



Stephen B. Etsitty, Administrative Director of the Courts
Navajo Nation Judicial Branch


Kathleen Bowman, Public Defender
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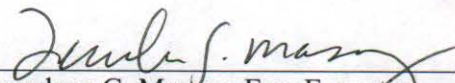

Ben Mariano Jr., Information Technology Manager
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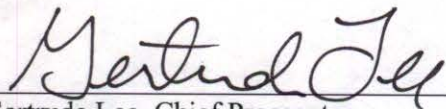

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