



*Nevada Department of Public Safety
Records, Communications & Compliance Division*

**Bylaws for the Advisory Commission on the
Administration of Justice's Subcommittee on Nevada
Criminal Justice Information Sharing and Working
Groups**

Approved by the Advisory Commission on the
Administration of Justice _____

BYLAWS for the
ADVISORY COMMISSION ON THE ADMINISTRATION OF JUSTICE'S
SUBCOMMITTEE ON CRIMINAL JUSTICE INFORMATION SHARING
AND WORKING GROUPS

Approved by the
Advisory Commission on the Administration of Justice
DATE

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REVISION HISTORY

Version Number	Approval Date	Description of Changes
1.0 – Initial Draft		

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1. AUTHORITY

1.1. AUTHORITY FOR NEVADA ADVISORY PROCESS

The Advisory Commission on the Administration of Justice is created pursuant to Nevada Revised Statutes (NRS) 176.0121 - 176.0129. NRS 176.01248 creates the Subcommittee on Nevada Criminal Justice Information Sharing, replacing the former Advisory Committee on Nevada Criminal Justice Information Sharing in 2017.

2. DEFINITIONS

2.1. NEVADA CRIMINAL JUSTICE INFORMATION SYSTEM (NCJIS)

NCJIS is the acronym for the Nevada Criminal Justice Information System, which is a conglomeration of applications and systems that facilitate criminal justice information sharing within the State of Nevada. NCJIS is managed by the Central Repository for Nevada Records of Criminal History (Central Repository) under the Department of Public Safety's Records, Communications and Compliance Division, pursuant to [NRS 179A.075](#) and [NRS 480.130 - 480.140](#). Technical support for NCJIS is provided by the Department of Administration's Enterprise Information Technology Services Division (EITS) and various vendors.

Some of the files contained under the NCJIS Umbrella include:

- a. Computerized Criminal History (CCH), which contains records of individuals arrested, convicted, and sentenced in Nevada;
- b. State warrants file, which contains records of felony, gross misdemeanor and misdemeanor warrants issued by Nevada courts;
- c. Carry Concealed Weapons (CCW), which contains records of all CCW permits issued, denied, suspended and revoked by Sheriffs in Nevada's 17 counties;
- d. Dangerous Offender Notification Status (DONS), which contains a record of individuals who are on supervised release by the Department of Public Safety's Parole and Probation Division;
- e. Repository for Information Concerning Orders for Protection ([NRS 179A.350](#)), which contains records of individuals against whom a Nevada court has issued an order for protection against domestic violence, orders for protection against stalking, aggravated stalking or harassment and orders for protection against a person alleged to have committed the crime of sexual assault;
- f. State Sex Offender Registry ([NRS 179D](#)) and Community Notification Website ([NRS 179B](#));
- g. Various background check applications used by the Central Repository, which include Civil Applicant, Civil Name Check and Point of Contact, as well as an Accounts Receivable application to facilitate revenue collection.
- h. Offender Tracking Information System (OTIS), which is the case management system used by the Department of Public Safety's Parole and Probation Division.

- i. State Livescan Network, which electronically connects the fingerprints taken and charges issued when booking an individual in a county or city jail with the CCH file in the Central Repository and the FBI's NGI system.
- j. Various encrypted connections to Nevada law enforcement agencies' Computer-Aided-Dispatch/Records Management Systems (CAD/RMS); various Nevada court systems, and the Nevada Department of Motor Vehicles.

NCJIS also provides a pathway for criminal justice agencies in Nevada to access the systems operated by the Federal Bureau of Investigation's Criminal Justice Information Services Division (FBI CJIS), to include:

- a. The National Crime Information Center (NCIC);
- b. The Uniform Crime Reporting Program (UCR);
- c. The Next Generation Identification System (NGI);
- d. The National Instant Criminal Background Check System (NICS);
- e. The Law Enforcement Online portal (LEO);
- f. The Law Enforcement National Data Exchange (N-DEx); and
- g. Other systems (current and future) and programs administered by the CJIS Division as determined by the FBI Director.

Finally, NCJIS provides a mechanism for Nevada criminal justice agencies to access criminal history record information and drivers' license information of other states via Nlets, The International Justice and Public Safety Network.

2.2. FBI CJIS SYSTEMS AGENCY (CSA)

Because of the access to FBI CJIS systems via NCJIS, the following agencies and individuals play a critical role in monitoring system usage at the State and local levels.

The CJIS Systems Agency (CSA) is a criminal justice agency which has overall responsibility for the administration and usage of the FBI CJIS Division's programs within a district, state, territory, or foreign country. This includes any federal agency that meets the definition and provides services to other federal agencies and/or whose users reside in multiple states or territories. There shall be no more than one CSA per district, state, territory or foreign country. The CSA for the State of Nevada is the Department of Public Safety.

2.3. FBI CJIS SYSTEMS OFFICER (CSO)

The CJIS Systems Officer (CSO) is an employee of a CSA appointed by the head of his/her respective agency. The CSO shall not be a contract employee. The CSO and his/her agency is responsible for the following duties, regardless of whether they are performed by CSA personnel, contracted support, an outside agency, etc.: monitoring system use, enforcing system discipline and security, and assuring that FBI CJIS operating procedures are followed by all users, as well as other related duties outlined by the user agreements with the CJIS Division. The CSO for the State of Nevada is the

Division Administrator of the Department of Public Safety's Records, Communications and Compliance Division.

2.4. ADVISORY COMMISSION ON THE ADMINISTRATION OF JUSTICE (ACAJ)

The Advisory Commission on the Administration of Justice (ACAJ) is comprised of 19 members as defined by statute (NRS 176.0123). Among other duties, the ACAJ reviews policy issues and appropriate strategic, technical and operational issues related to criminal justice information sharing in the State of Nevada and makes recommendations to the Director of the Nevada Department of Public Safety and to the Legislature.

2.5. SUBCOMMITTEE ON NEVADA CRIMINAL JUSTICE INFORMATION SHARING

The Subcommittee on Nevada Criminal Justice Information Sharing is established pursuant to NRS 176.01248. According to statute, the Subcommittee shall:

- a. *Review and evaluate criminal justice information systems, including such systems utilized by local law enforcement agencies and state criminal justice agencies;*
- b. *Consider potential efficiencies and obstacles of integrating statewide criminal justice information systems;*
- c. *Review requests from criminal justice agencies regarding the capabilities of the Nevada Criminal Justice Information System that are submitted in the format prescribed by the Subcommittee;*
- d. *Review technical and operational issues related to the Nevada Criminal Justice Information System and the development of new technologies; and*
- e. *Evaluate, review and submit a report to the Advisory Commission on the Administration of Justice with recommendations concerning such issues.*

The Subcommittee is comprised of members appointed by the Chair of the ACAJ, with the exception of one member who is appointed by the Director of the Department of Public Safety. The DPS Director's appointee must use the records contained within the Central Repository for purposes other than criminal justice, to include for employment and/or occupational licensing. There are 10 members of the Subcommittee.

2.6. WORKING GROUPS

NRS 176.01249 grants the Chair of the Subcommittee on Nevada Criminal Justice Information Sharing (Subcommittee) the authority to appoint working groups to:

- a. *Consider specific problems or other matters that are related to and within the scope of the functions of the Subcommittee; and*
- b. *Conduct in-depth reviews of the impacts of requests for changes to the capabilities of the Nevada Criminal Justice Information System.*

Working groups so appointed may be composed of:

- a. Representatives of the Central Repository for Nevada Records of Criminal History;*
- b. Representatives of the Enterprise Information Technology Services Division of the Department of Administration; and*
- c. Representatives of criminal justice agencies within Nevada.*

There will be two regional working groups: Northern and Southern. These working groups take the place of the Northern and Southern Technical Subcommittees that were established under the former Advisory Committee on Nevada Criminal Justice Information Sharing.

Working groups also may be appointed to consider specific issues, such as Nevada Offense Codes, or other issues of interest to the Subcommittee or the ACAJ.

3. OBJECTIVES

To achieve the objectives of NRS 176.01248 and NRS 176.01249, the Subcommittee and any appointed Working Groups will endeavor to:

- 3.1.** Serve the cause of truth – with integrity, objectivity, and fairness.
- 3.2.** Provide a forum for the presentation and exchange of information relative to the Nevada criminal justice community.
- 3.3.** Encourage and support research, education, cooperative relationships and training intended to enhance the Nevada criminal justice community's abilities and capabilities.
- 3.4.** Encourage the use of recognized and accepted standards for the exchange of criminal justice information.
- 3.5.** Educate others relative to the Nevada criminal justice community through the provision of speakers.

4. SUBCOMMITTEE MEETINGS

- 4.1.** Subcommittee meetings shall be conducted in accordance with the Nevada Open Meeting Law ([NRS 241](#)) and Robert's Rules of Order.
- 4.2.** Regular meetings will be held quarterly and at such other times as directed by the call of the Chair.
- 4.3.** A majority of the Subcommittee members present at a regularly scheduled meeting constitutes a quorum (6 members) for the transaction of any business.

- 4.4. All members of the Subcommittee will be entitled to the floor of any meeting and are eligible to vote upon motions, election of officers, and other business before the Subcommittee.
- 4.5. Statutes governing the Subcommittee's membership do not allow for proxies. Any member who cannot be present for a Subcommittee meeting will advise the Chair as soon as possible so that the determination of a quorum can be made in advance of the meeting.
- 4.6. The Subcommittee may consider Topic Papers (see Appendix A) brought forth by any of the Working Groups to improve criminal justice information sharing in Nevada and/or for new technology, policy, procedural and/or operational changes to the Nevada Criminal Justice Information System. The Subcommittee may make recommendations for changes to the NCJIS environment to the ACAJ and to the Director of the Department of Public Safety.
- 4.7. Alternatively, the Subcommittee may request an analysis of the impact of new technology on criminal justice information sharing in Nevada and/or policy, procedural and/or operational changes to the NCJIS environment and request that the Central Repository prepare a Topic Paper for consideration by the Subcommittee.
- 4.8. The Subcommittee will review the Topic Papers presented to it by the Central Repository and will vote on whether or not to recommend changes, ranking the importance of the proposed changes, recommending a time frame for changes, and considering funding for the proposed changes.
- 4.9. The Subcommittee Chair will present its Topic Paper recommendations to the ACAJ at the next regularly scheduled ACAJ meeting.

5. SUBCOMMITTEE OFFICERS

- 5.1. The officers of the Subcommittee will consist of the Chair and Vice Chair. Officers will be elected by majority vote of the Subcommittee membership present at the first meeting of the calendar year in even-numbered years. Officers may succeed themselves for an unlimited number of terms in the same position. The newly elected Chair and Vice Chair will assume the responsibilities of their offices immediately upon election.

5.1.1. Chair

- 5.1.1.1. The Chair will preside at all Subcommittee meetings and will report the Subcommittee's activities to the Chair of the ACAJ.
- 5.1.1.2. The Chair will work with the staff of the Legislative Counsel Bureau to set the meeting agenda and schedule dates, times and locations for Subcommittee meetings.

- 5.1.1.3. The Chair will perform such other duties as may be provided in these Bylaws. The Chair will represent the Subcommittee at the ACAJ and have the authority to designate a Vice Chairperson or an Alternate to act on his/her behalf should the Chair be unable to attend.

5.1.2. Vice Chair

- 5.1.2.1. The Vice Chair will perform the duties of the Chair in the Chair's absence and perform such other duties requested of him/her by the Chair.

5.2. Staff of the Legislative Counsel Bureau will record all Subcommittee meetings, take minutes, and make the minutes available to the public in accordance with the Nevada Open Meeting Law.

5.3. In the event of a vacancy on the Subcommittee, the position will be filled in a manner consistent with NRS 176.01248.

5.4. Subcommittee members may request information from the Central Repository, from another Nevada criminal justice agency, and from individuals and/or vendors with expertise in a specific area of criminal justice or information technology to assist the Subcommittee in performing its duties.

5.5. Any Subcommittee member may recommend changes to the bylaws. Bylaw changes may be voted on at any Subcommittee meeting in accordance with the Nevada Open Meeting Law. Bylaw changes will become effective upon approval by a majority of the members at any scheduled meeting and will then go to the ACAJ for final approval.

6. SUBCOMMITTEE MEMBERSHIP

6.1. There will be one (1) class of membership on the Subcommittee.

7. WORKING GROUP MEETINGS

7.1. Working Group meetings are not subject to the Nevada Open Meeting Law pursuant to NRS 176.01249.

7.2. Regular meetings will be held quarterly and at such other times as directed by the call of the Working Group Chair(s).

7.3. A majority of the Working Group membership at meetings constitutes a quorum for the transaction of any business.

7.4. All members will be entitled to the floor of any Working Group meeting and will be eligible to vote upon motions, election of officers, and other business before the membership.

- 7.5.** The Central Repository will not reimburse Working Group members for any travel expenses incurred to attend Working Group meetings.
- 7.6.** Working Groups may discuss issues related to the sharing of criminal justice information within Nevada and/or the policies, procedures and operations of the Central Repository, the CSA and the NCJIS environment. Requested changes must be submitted via a Topic Paper request to the CSO.
- 7.7.** Staff of the CSO and Enterprise IT Services will analyze the Working Group's Topic Paper request and advise the Working Group of the impact, including the estimated costs and time frame, to accommodate the Working Group's requested change. The Working Group will then vote whether or not to recommend the change to the Subcommittee at the Subcommittee's next regularly scheduled meeting.

8. OFFICERS

- 8.1.** Each Working Group will have a Chair, a Vice Chair, and a Secretary. (Note: scheduling and clerical support will not be provided by staff of the Legislative Counsel Bureau.) Officers will be elected by majority vote of the Working Group membership present at the first meeting of the calendar year in even-numbered years. Officers may succeed themselves for an unlimited number of terms in the same position. The newly elected Chair, Vice Chair and Secretary will assume the responsibilities of their offices immediately upon election.

8.1.1. Chair

- 8.1.1.1.** The Chair will have general supervision over the affairs and administration of their individual Working Group.
- 8.1.1.2.** The Chair will set the agendas for meetings of their individual Working Group.
- 8.1.1.3.** The Chair will select the meeting dates, times and locations for their individual Working Group. Chairs are urged to find locations with video conferencing capability to encourage maximum participation from Nevada criminal justice agencies.
- 8.1.1.4.** The Chair will call special meetings of his/her Working Group when requested to do so by the Subcommittee Chair or the ACAJ Chair.
- 8.1.1.5.** The Chair will perform such other duties as may be provided in these Bylaws. The Chair will represent his/her Working Group at Subcommittee and ACAJ meetings and will have the authority to designate a Vice Chairperson or an Alternate to act on his/her behalf should the Chair be unable to attend.

8.1.2. Vice Chair

- 8.1.2.1.** The Vice Chair will perform the duties of the Chair in the Chair's absence and perform such other duties requested of him/her by the Chair.

8.1.3. Secretary

- 8.1.3.1.** The Secretary will record all resolutions, minutes and proceedings of his/her Working Group and provide the same to the Working Group Chair and to the Subcommittee Chair. (Note: recordings and minutes do not need to comply with the Nevada Open Meeting Law.)

8.1.4. Vacancies

- 8.1.4.1.** In the event of the death or resignation of any officer of a Working Group, the Chair, with consent of the majority of the members, may select another member to serve the unexpired term of the deceased or resigning officer.
- 8.1.4.2.** In the event of the death or resignation of the Chair, the Vice Chair, who has been elected by the members, will perform the duties of the former Chair for the remainder of the former Chair's term.

9. WORKING GROUP MEMBERSHIP

- 9.1.** To be appointed to a Working Group, a candidate must meet the following requirements:

- 9.1.1.** Be an authorized user of NCJIS and proficiently trained as defined by the NCJIS Administrative Policy or be an authorized user of criminal history record information from the Central Repository via a statute approved by the FBI under Public Law 92-544.
- 9.1.2.** Be a full-time, paid employee of a Nevada criminal justice agency (i.e., not a contractor or vendor) or be an authorized user of criminal history record information from the Central Repository via a statute approved by the FBI under Public Law 92-544.
- 9.1.3.** **More than one person from the same agency may be appointed to a Working Group; however, in matters which require a vote, the agency shall have only one vote and not one vote for each member on a Working Group.**

APPENDIX A

NCJIS Subcommittee Request for Topic

Please provide the following information when submitting a request for a topic paper.

1. Clear statement of request:

2. How this is handled now? (or description of problem being solved):

3. Suggested solution:

4. Scenario/example:

5. Benefit(s) to the Nevada criminal justice community:

6. Impact on NCJIS system users, if known. (Time and resources):

7. Importance/criticality:

8. Suggested Topic Name:

9. Contact person:

Please provide any additional information that may be helpful to understand the topic

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