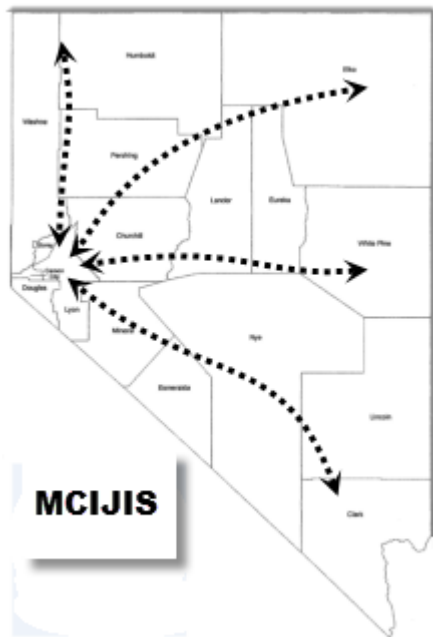


MCIJIS OVERVIEW



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Nevada Judicial Branch
Technology Project Support Section

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Purpose of this document

This document is to provide an introduction and overview of MCIJIS, Nevada’s Multi-County Integrated Justice Information System.

Document history

THE FOLLOWING CHART LISTS THE VERSIONS OF THIS DOCUMENT.

7.04	Updated contact information and diagram	October 2021
7.03	Updated Information to reflect the Warrant interface enhancements that were put into place	December 2016
7.02	Updated Information to reflect connection to AOC Exchange broker.	May 31, 2013
7.01	Updated Contact Information	November 30, 2009
7.00	Initial release of this document [NOTE: This document was released in 2006 under the name of “Communicating with MC-IJIS Using Web Services – Technical Notes”.]	June 12, 2008

Related document

For more information about MCIJIS, please refer to the following documents (available from the AOC):

Communicating with MCIJIS
MCIJIS Schema Definition

Contact information

For more information about MCIJIS, contact:

Trial Court Service Desk Team
Nevada Supreme Court
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Introduction

In 1994, Judge Michael Griffin of the First Judicial District Court worked with the Department of Motor Vehicles (DMV) and Public Safety (PS) to obtain federal grant funds to implement an integrated justice information system (IJIS)¹ in Carson City, Lyon, Churchill, and Storey Counties. In 1997 Judge Griffin requested assistance from the Administrative Office of the Courts (AOC) in creating and developing an IJIS in the four counties. In August 1998, an assessment of the major justice agencies² in the four counties and future tasks identified for the project were completed. That initial planning effort resulted in the design and development of an information exchange system for the four jurisdictions that is now known as the Multi-County Integrated Justice Information System (MCIJIS). With support from the vendor equivalent, MCIJIS is now used in all seventeen counties in the state. This document provides a comprehensive overview of MCIJIS and how it can be utilized by justice agencies throughout Nevada.

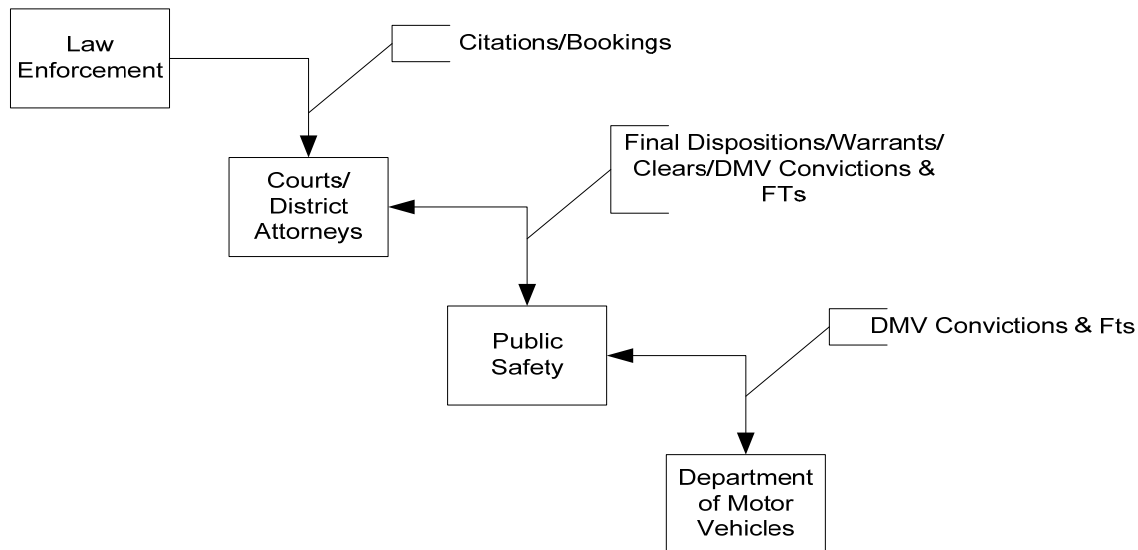
¹ Throughout this document, the term **integrated justice information system (IJIS)** refers to a **computer system** that allows the seamless sharing of appropriate data by agencies² involved in the criminal justice arena. The term **computer system** can consist of a single software application running on a single computer server sharing a single data repository. It can also refer to several different software applications running on separate computer servers that access their own separate data repositories but share data with the other systems linked together in the IJIS.

² For purposes of simplicity, the term **agency** used throughout this document refers to all parties involved in an integrated justice information system, including Law Enforcement agencies (NHP, sheriffs and city police departments); prosecutorial agencies (District and City Attorney's offices); the Municipal, Justice, and District Courts; and various state agencies.

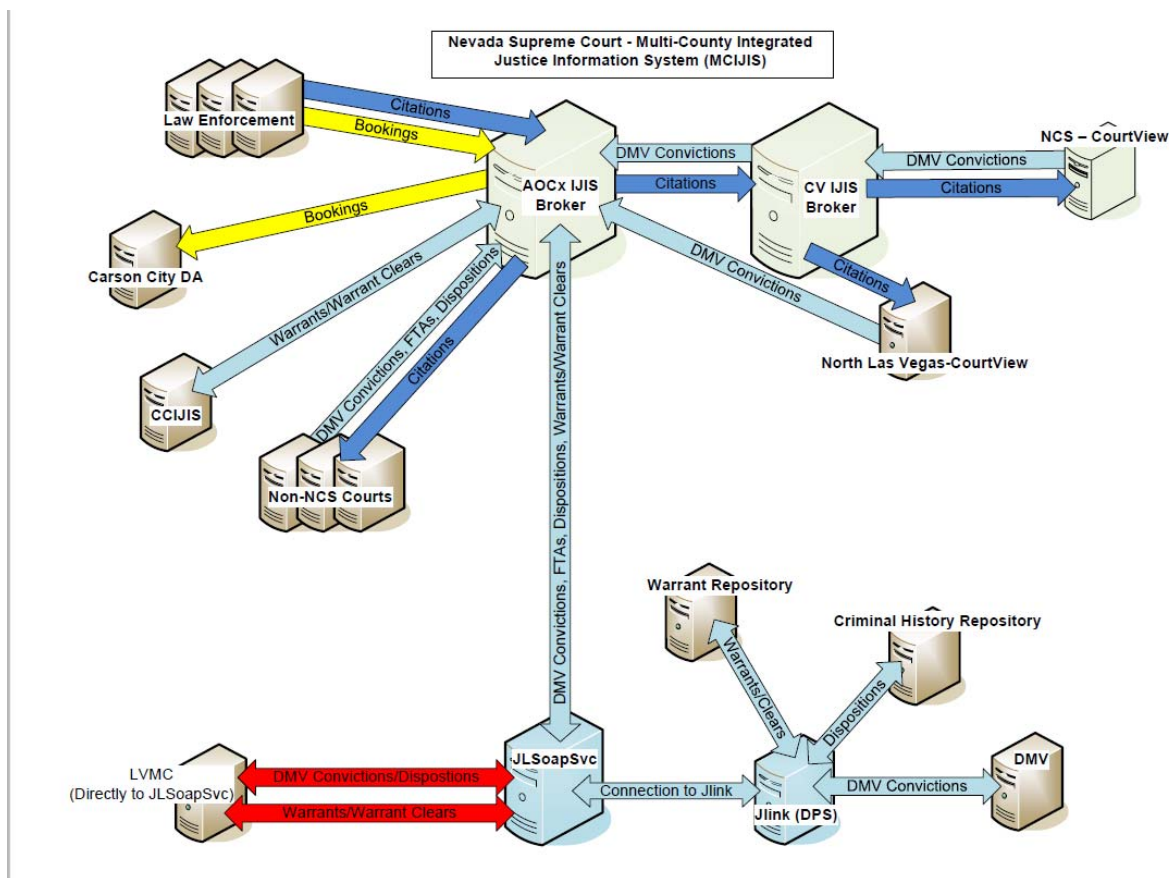
MCIJIS System Overview

In its simplest definition, the MCIJIS System is a data exchange engine. It is a software program that allows the sharing of electronic documents by operational systems (e.g. case management, jail and records management) used by authorized agencies.

The overall goal of MCIJIS is to increase efficiency by electronically transmitting documents containing necessary data between agencies in the justice arena that is currently transmitted via paper (mail, fax, and hand-delivered) or via spoken voice (phone or in-person). Therefore, the data that is transmitted through MCIJIS are referred to as “documents” because most currently occurs in paper document form. An electronic document contained in MCIJIS is simple a group of related data elements necessary for the processing of a criminal case by criminal justice agencies. The diagram below shows the flow of “documents” that flow between agencies.



MCIJIS provides a uniform method of sharing data between justice agencies. The diagram below depicts the current connections.



As stated earlier, MCIJIS provides a simplified method of exchanging electronic documents between multiple systems. The major features of the MCIJIS system are:

1. MCIJIS is a document exchange engine: This means that all data in must be supplied by an operational system used by a participating agency. There is no method to input data directly into MCIJIS. This eliminates the potential for unauthorized updating of documents housed in MCIJIS and the proliferation of inaccurate information by insisting that all documents sent to MCIJIS contains data that has passed all validation checks in place.
2. MCIJIS provides a single-point interface: MCIJIS allows each operational system to communicate with a single system in a single manner, regardless of the number of operational systems that supply and receive information. MCIJIS also allows an operational system to publish data once. This architecture minimizes the number of interfaces that must be implemented for each operational system and eliminates, or significantly reduces, the need to update an operational system simply because another agency changed or updated their operational system.

3. MCIJIS is a passive system: MCIJIS respects the autonomy of the agencies and the required separation of powers. This is accomplished through what is referred to a “push/pull” technology and the development of strict security rules. This feature allows each agency to dictate when data is transmitted to MCIJIS and who has access to receive the data they publish to MCIJIS.
4. MCIJIS is state-of-the-art: MCIJIS utilizes the data exchange standards – XML and web services. XML is a proven standard used extensively that has been proven to simplify the exchange of data. Web-services is a worldwide standard for facilitating communication between disparate systems.

Benefits of Using MCIJIS

An integrated justice information system can have many benefits, both for the individual agencies involved and the administration of justice as a whole. While any IJIS can provide these benefits in their own way, MCIJIS provides the following benefits:

1. Reduce/eliminate duplicate data entry: Data may be re-keyed up to seven times by various agencies. MCIJIS allows this data to be keyed once by the party that originally requires the data and transmits an XML document to MCIJIS, which is then shared with justice community partners.
2. Accuracy of data across agencies: With each occurrence of data entry, the probability of incorrect data (due to typographical errors) increases. Electronically sharing data system-to-system eliminates this inaccuracy. Because MCIJIS utilizes XML documents that are shared with other agencies, the same data is shared with approved partners.
3. One interface: By having one common interface specification (MCIJIS/XML) for document interchange, agencies can come online in a staged fashion. There is no need to synchronize with the operational/upgrade schedules at other agencies. Each agency only needs to program and support one interface to MCIJIS instead of multiple interfaces to each agency’s operational systems. When another agency changes its internal operational system other agencies will not be required to re-program their interfaces.
4. Increased safety for peace officers: Having immediate access to up-to-date criminal history information from the state repositories facilitates tracking of repeat offenders. Knowing the complete criminal history on a person or vehicle detained by an officer or knowing the complete history of persons at an expected crime site greatly increases the safety of peace officers.
5. Allow electronic transmission of data to state repositories: The state criminal history repository and the motor vehicle traffic violation database are designed to contain up-

to-date criminal history and traffic violation information. Key components of each of these databases are charges/violations and dispositional information. Dispositional information is generally supplied when adjudication of the charges occurs. MCIJIS provides an electronic update of dispositional information to both of these databases. It also provides electronic transmission of warrant/clear information as well.

If Your Agency is Interested in Using MCIJIS

The most important requirement necessary for a given agency to utilize MCIJIS is participation in MCIJIS by other justice agencies with which they interact.

If your agency is interested in participating in MCIJIS, the first step is to contact the AOC and obtain assistance in performing the following:

1. Familiarize yourself with the MCIJIS system by reviewing this document.
2. Ascertain the level of interest in participating in MCIJIS within the justice community that your agency is involved (e.g., City or County Law Enforcement, Prosecutor's office, Courts) and the ability to utilize Nevada Offense Codes (NOCs) for data submission.
3. Catalog the system(s) your agency uses to process criminal cases, including the vendor(s) or other entities responsible for maintaining the system. You may wish to share this document with these vendor(s) or other entities to help determine what levels of participation your agency could participate in.
4. An inter-local agreement may need to be reviewed and signed by all parties.

You can contact the AOC (see "Contact Information" on page 2) and schedule either a telephone conference or a meeting to discuss your participation with MCIJIS.

2. Electronic Documents Supported by MCIJIS

MCIJIS uses the concept of electronic documents as the method of transmitting data to, and retrieval of data from, MCIJIS by participating systems. These electronic documents function in much the same way that paper documents function – they provide a uniform structure to the data being passed from agency to agency. Individual agency groups are free to agree upon a desired document and its contents. As long as the document conforms to a minimal set of uniformity parameters, it can be registered with MCIJIS and the agencies can exchange the document through MCIJIS.

Document types have been developed for a variety of exchange flows used by justice agencies in Nevada. The basic flows that have been defined are:

1. Citation-based cases
2. Arrest-based cases - Felony, Gross Misdemeanor and Misdemeanor cases with the District Attorney's office

While there may be exceptions and other necessary discrepancies, Appendix A provides the makeup and sequence of documents that typically comprise each of these flows.

Currently, there are 7 document types supported by MCIJIS. Each of these is briefly described below. A chart has been included at the end of this chapter which summarizes the document types along with the agency types that would normally provide or retrieve each document type.

Booking

Information provided by the jail-side of a Law Enforcement agency indicating that a defendant has been booked on one or more charges. Information contained in this document type includes defendant information (name, address, DOB, SSN, etc.) and charges the defendant was booked on. The PCN and Charge Sequence # assigned to the defendant and charges for the NCJIS Repository are also included.

Citation

Information provided by a Law Enforcement agency contained on an electronic citation.

Disposition

Information provided by any court that provides the disposition associated with each charge in a case. In addition to the outcome of each charge (e.g. dismissed, plea or finding of guilt), it contains information on each charge being disposed for each defendant, including the original charge, amended charge (if applicable).

DMV Conviction

Information provided by any court indicating a guilty (or guilty equivalent) outcome on traffic-related charges reportable to DMV. Information contained in this document type includes defendant information and disposed charge information.

DMV Failure to Appear/Comply/Pay Warrant

Information provided by any court indicating a "failure to" warrant has been issued/cleared on traffic-related charges reportable to DMV. Information contained in this document type includes defendant information and charge information related to the warrant.

Recall/Clear Warrant

Information provided by any court or Law Enforcement agency indicating that a warrant has been recalled, cleared or served.

Warrant

Information provided by any court indicating that an arrest warrant (including bench warrant) has been issued for a defendant. Information contained in this document type includes the court, the person the warrant is for (including name, address, DOB, SSN, etc.), charge information.

The following chart lists which agency types would normally transmit (T) and retrieve (R) each document type, based upon the document type flows described in Appendix A. [Note: Only primary recipients of a document type are indicated]. An “X” in the last column indicates that the document may be automatically transmitted to the DMV/Department of Public Safety (DPS) by MCIJIS.

Document Type	Law Enforcement	Prosecutor’s Office	Municipal Court	Justice Court	DMV/DPS
Booking	T	R	R	R	X
Citation	T		R	R	X
Disposition			T	T	
DMV Conviction			T	T	X
DMV “Failure to”			T	T	X
Recall/Clear Warrant	T		T/R	T/R	X
Warrant			T	T	X

System Security

MCIJIS addresses multiple security issues: Security of operational systems, security of data; and security of data access.

MCIJIS is a passive exchange. It does not retrieve data from a participant’s system with the exception of the Nevada Court System database for DMV conviction records via a poller. Each agency determines what information it will share and with whom. The original data always resides with the originating justice entity. Each participating entity maintains control over their mission critical system, retain ownership of its data and retain responsibility for its operation.

MCIJIS utilizes XML as the data transport and storage medium. Except for retrieval of index information and some transformation of data to communicate with state systems, MCIJIS leaves all data sent to it intact within the XML structure. This ensures that the exact data transmitted to MCIJIS by an agency is forwarded to recipient agencies when they retrieve the XML

document(s). Additionally, no data can be altered from within MCIJIS. The only way to provide data to MCIJIS is through a system-to-system interface from a registered participating agency's operational system.

Lastly, access to MCIJIS is controlled. System connectivity to MCIJIS requires access from within the State's SilverNet network and the AOC network.

The final issue with security stems from the MCIJIS feature whereby originating agencies dictate which agencies may electronically retrieve data they provided. This means that even if an agency (through a system-to-system) can access MCIJIS through the appropriate network, their agency must have been granted access to specific document types by the originating agencies or they will not be allowed access to individual XML documents.

Requirements for Participating in MCIJIS

There are two ways an agency can participate in, or benefit from, MCIJIS: transmission of XML documents to MCIJIS and retrieval of XML documents from MCIJIS. The most important requirement necessary for a given agency to utilize MCIJIS is participation in MCIJIS by other justice agencies with which they interact.

Transmittal- only

An agency is able to assist in the achievement of the MCIJIS objectives when the agency's operational system(s) transmit electronic documents to MCIJIS so that other agencies can retrieve the documents (or it is automatically transmitted to DMV/DPS/NCS). Some systems may not be able to cost-effectively retrieve data electronically, but their systems can transmit data to MCIJIS. This is particularly true for older legacy systems.

Agencies are free to determine the frequency with which documents are transmitted – ranging from real-time transmission up to daily batch transmissions.

Requirements: In order to transmit electronic documents to MCIJIS, an agency must fulfill the following requirements:

1. Physical access to the Nevada Enterprise Information Technology Services (EITS) SilverNet wide-area network and the AOC network.
2. Establishment of an agency electronic designated eORI with the Nevada Department of Public Safety (DPS) to be utilized for electronic communication.
3. Registration of the agency electronic communication eORI with the MCIJIS Application Team.
4. Registration of the types of electronic documents to be transmitted to MCIJIS and the agencies that have permission to electronically retrieve/receive documents transmitted/submitted to MCIJIS by the agency.

5. Ability to establish an electronic connection with the MCIJIS system through web service calls.
6. The ability to generate XML documents that meet the MCIJIS schema definition for the types of documents being transmitted.
7. When necessary, the ability to generate unique MCIJIS Document Identifiers, Defendant Identifiers and MCIJIS Charge Sequence #'s.
8. Ability to track Nevada Offense Codes (NOCs) that are used to uniquely identify charges.
9. Ability to utilize appropriate electronic communication eORIs for agencies for which documents transmitted to MCIJIS are intended for.
10. When necessary, the ability to capture MCIJIS Document Identifiers, Defendant Identifiers and MCIJIS Charge Sequence #'s generated by your system and include these identifiers in subsequent transmissions of electronic documents pertaining to those Documents, Defendants and Charges.

Retrieval-only

An agency will be able to realize significant time savings, improve accuracy of data, and reduce time between activities if their operation system(s) can retrieve electronic documents from MCIJIS that have been submitted by other justice agencies and automatically create cases. For instance, prosecutor's offices and courts can significantly reduce data entry requirements if jail booking documents are retrieved from MCIJIS and cases are automatically created in their case management systems. Municipal and Justice Courts will also reduce data entry requirements if citations are retrieved from MCIJIS and cases associated with those citations are automatically created in the court's case management system.

Requirements: In order to retrieve electronic documents from MCIJIS, an agency must fulfill the following requirements:

1. Physical access to the Nevada Enterprise Information Technology Services (EITS) SilverNet wide-area network and the AOC network.
2. Establishment of an agency electronic designated eORI with the Nevada Department of Public Safety (DPS) to be utilized for electronic communication.
3. Registration of the agency electronic communication eORI with the MCIJIS Application Team.
4. Ability to establish an electronic connection with the MCIJIS system through web service calls.
5. The ability to parse XML documents that are stored in the MCIJIS schema definition for the types of documents being retrieved and use the data contained in the MCIJIS electronic documents to automatically update the agency's operation system(s).
6. Ability to recognize Nevada Offense Codes (NOCs) that are used to uniquely identify charges.
7. Ability to recognize appropriate electronic communication ORIs for agencies transmitting to MCIJIS.

Transmittal and Retrieval

An agency can receive the most benefit as well as provide the most assistance to other agencies if their operation system(s) can both transmit and retrieve electronic documents with MCIJIS. If an agency's operational system can both transmit and retrieve, they will be able to supply significant data to other agencies as well as automatically update their own system databases with data contained in a variety of document types.

Requirements: In order to transmit and retrieve electronic documents with MCIJIS, an agency must fulfill the following requirements:

1. Physical access to the Nevada Enterprise Information Technology Services (EITS) SilverNet wide-area network and the AOC network.
2. Establishment of an agency electronic designated eORI with the Nevada Department of Public Safety (DPS) to be utilized for electronic communication.
3. Registration of the agency electronic communication eORI with the MCIJIS Application Team.
4. Registration of the types of electronic documents to be supplied to MCIJIS and the agencies that can have permission to electronically retrieve documents submitted to MCIJIS by the agency.
5. Ability to establish an electronic connection with the MCIJIS system through web service calls.
6. Ability to generate XML documents that meet the MCIJIS schema definition for the types of documents being transmitted.
7. Ability to parse XML documents that are stored in the MCIJIS schema definition for the types of documents being retrieved and use the data contained in the MCIJIS electronic documents to automatically update the agency's operational system(s).
8. When necessary, the ability to generate unique MCIJIS Document Identifiers, Defendant Identifiers and MCIJIS Charge Sequence #'s.
9. Ability to recognize and track Nevada Offense Codes (NOCs) that are used to uniquely identify charges.
10. Ability to recognize appropriate electronic communication ORIs for agencies transmitting to MCIJIS.
11. When necessary, the ability to capture MCIJIS Document Identifiers, Defendant Identifiers and MCIJIS Charge Sequence #'s generated by your system or another agency's system and include these identifiers in subsequent transmissions of electronic documents pertaining to those Documents, Defendants and Charges.

Appendix A – Document Flows

There are two basic document flow groups based upon the initiating document and the type of incident. For a definition of the basic contents of each electronic document, refer to section 2. [Note: Document flows described in this chapter are intended to provide agencies with probable or possible sequence of events and the uses each document type could provide to

other agencies. Each flow assumes that all involved agencies both transmit and retrieve documents electronically with MCIJIS.

Citation-based Cases

Citation-based cases generally involve misdemeanor charges (either traffic or criminal) against a defendant who is cited but not arrested. [Note: Citation-based cases that involve arrest and booking of the defendant are described in the Arrest-based Cases below.] Citation-based cases have a basic flow similar to the following:

1. Law Enforcement submits a *Citation* to MCIJIS and the *Citation* is retrieved by the indicated Court to automatically create their court case for the citation.
2. The Courts submits *Dispositions* when each charge is adjudicated which would be automatically transmitted to criminal repository.
3. The Courts may submit applicable *DMV Convictions* when each charge is adjudicated which would be automatically transmitted to the DMV database.
4. The Courts submits one or more Bench *Warrants* for Failure to Appear, Failure to Pay, or Failure to Comply which would be automatically transmitted to warrant repository.
5. The Courts may submit an applicable *DMV "Failure to" Warrant* which would be automatically transmitted to the DMV database.
6. The Courts may submit a *Recall/Clear Document* to withdraw a Warrant which would be automatically transmitted to warrant repository.
7. The Courts may submit additional *Disposition(s)* regarding the additional charge(s) associated with the issuance of the Warrant(s) which would be automatically transmitted to criminal repository.

Arrest-based Cases

Arrest-based cases come in two styles: Misdemeanor-only cases and cases that involve felony and/or gross misdemeanor charges. While most arrest-based cases involve a single defendant, they could include cases that have multiple defendants.

Arrest-based misdemeanor-only cases are similar to citation-based cases and have a basic flow similar to the following:

1. Law Enforcement submits a *Jail Booking* to MCIJIS. Law Enforcement may submit a *Citation* to MCIJIS as well.
2. The City or District Attorney's office retrieves the *Jail Booking* to automatically create its case.
3. The Courts may submit *Dispositions* when each charge is adjudicated which would be automatically transmitted to criminal repository.
4. The Courts may submit applicable *DMV Convictions* when each charge is adjudicated which would be automatically transmitted to the DMV database.
5. The Courts may submit one or more *Bench Warrants* for Failure to Appear, Failure to Pay or Failure to Comply which would automatically transmitted to warrant repository. The Courts may submit an applicable *DMV "Failure to" Warrant* which would be automatically transmitted to the DMV database.
6. The Courts may submit a *Recall/Clear Document* to withdraw a Warrant which would be automatically transmitted to warrant repository.
7. Law Enforcement may submit a *Clear Document* for the warrant which would be transmitted to the Courts as an *ESEND Document*.
8. The Courts may submit additional *Disposition(s)* regarding the additional charge(s) associated with the issuance of the *Warrant(s)* which is automatically transmitted to criminal repository. The Courts may submit additional applicable *DMV Conviction(s)* which would be automatically transmitted to the DMV database.

Arrest-based felony and/or gross misdemeanor cases have a basic flow similar to the following:

1. Law Enforcement submits a *Jail Booking* to MCIJIS.
2. The District Attorney's office retrieves the *Jail Booking* to automatically create its case.
3. The Courts may submit one or more *Bench Warrants* for Failure to Appear, Failure to Pay or Failure to Comply which would be automatically transmitted to criminal repository. The Courts may submit an applicable *DMV "Failure to" Warrant* which would be automatically transmitted to the DMV database.
4. Law Enforcement may submit a *Clear Document* for the warrant which would be transmitted to the Courts as an *ESEND Document*.
5. The Courts may submit *Disposition(s)* if one or more charges are dismissed which would be automatically transmitted to criminal repository.