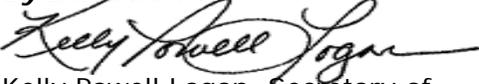


# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Pennsylvania Justice Network (JNET) Governance Structure	<b>Number:</b> 245.16 Amended
<b>Date:</b>  March 18, 2014	<b>By Direction of:</b>  Kelly Powell Logan, Secretary of Administration
<b>Contact Agency:</b> Office of Administration, Office for Information Technology, Telephone 717.772.4742	

**This directive defines policy, responsibilities, and procedures for the Pennsylvania Justice Network (JNET) Governance Structure as established by Executive Order 2014-02, Pennsylvania Justice Network (JNET) Governance Structure. Marginal dots are excluded due to major changes.**

- 1. PURPOSE.** To establish policy, responsibilities, procedures, and operating guidelines for the JNET Governance Structure in order to facilitate the development, implementation and on-going operation of a cost-effective, integrated justice information system.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") which participate in the JNET initiative.
- 3. OBJECTIVE.** To provide a procedural framework for work on critical JNET functions including:
  - a.** Development and implementation of a comprehensive policy for the sharing of justice and public safety information among authorized users.
  - b.** Design and implementation of information technology solutions required to accommodate information sharing and system interoperability.
  - c.** Establishment of a strategic direction, as well as a tactical implementation plan for the investment in information technology solutions across the justice, public safety and affiliated agencies, which is consistent with the information technology strategic direction of the commonwealth enterprise.
  - d.** Ongoing operation and management of the JNET Organization.

#### 4. DEFINITIONS.

- a. **JNET Executive Council.** The JNET Executive Council consists of chief executives from the justice, public safety and affiliated organizations including but not limited to: Department of Corrections, Pennsylvania State Police, Board of Probation and Parole, Board of Pardons, Juvenile Court Judges' Commission, Department of Public Welfare, Department of Transportation, Office of Attorney General, Office of Inspector General, Governor's Policy Office, Office of Administration, Office of the Budget, Office of General Counsel, Administrative Office of Pennsylvania Courts, Pennsylvania Commission on Sentencing and Pennsylvania Commission on Crime and Delinquency. The Executive Council establishes the overall policy, strategic vision, direction and priorities for JNET.
- b. **JNET Office.** The JNET "operational" office, which directs the day-to-day management of the JNET activities, and is housed within the Office of Administration's Office for Information Technology. JNET Office activities are managed by an Executive Director. JNET Office priorities are reviewed and approved by the JNET Steering Committee in accordance with the overall strategic direction set forth by the JNET Executive Council.
- c. **JNET Steering Committee.** A steering committee is comprised of two appointed representatives from each of the justice, public safety and affiliated organizations who are members of the Executive Council. Where possible, the members of each agency should represent both the technology and the general business practices of the agency. Additionally, the JNET Steering Committee Chairperson may appoint up to three at-large members to the JNET Steering Committee. The at-large members may be employees of a federal, state, county or local agency with justice or public safety responsibilities. At-large members may not represent non-government or quasi-government organizations or associations and will be deemed public officials under the *Public Official and Employee Ethics Act, Act 93 of 1998, 65 Pa. C. S. §§ 1101-1113*. The at-large members will serve a two-year term and will serve at the discretion of the Chairperson. During the two-year term, the Chairperson could replace at will or reappoint as appropriate. The at-large appointments will be non-voting members. At least two of the at-large members will be representative of the county and/or local criminal justice agencies. The JNET Steering Committee has voting rights for matters requiring attention and resolution. The Steering Committee acts by consensus, as determined by the Chairperson. Issues that cannot be resolved by the Steering Committee should be referred to the JNET Executive Council for action. As appointed by the JNET Executive Council, the Steering Committee reviews and approves the tactical deployment plan for the JNET Office.
- e. **JNET System.** A seamless, integrated justice information system that maximizes standardization of information and communications technology across the commonwealth's justice, public safety and affiliated agencies.

#### 5. POLICY.

- a. Participating agencies shall work cooperatively toward the goal of establishing and maintaining a comprehensive, efficient, and user-friendly integrated justice information system.

- b. Participating agencies shall make reasonable efforts to reach workable and effective resolution to any problems, while respecting the concerns of participating executive branch, judicial branch, and independent agencies.

## **6. RESPONSIBILITIES.**

### **a. The JNET Executive Council as a body shall:**

- (1) Ensure that JNET strategies, solutions, and policies complement and support the missions of the commonwealth's enterprise and the justice, public safety and affiliated agencies.
- (2) Provide executive sponsorship for JNET.
- (3) Review the annual JNET Business Plan, as prepared by the JNET Office and submitted through the JNET Steering Committee.
- (4) Review the annual JNET Budget, as prepared by the JNET Office and submitted through the JNET Steering Committee.
- (5) Provide counsel to the Governor's Office with respect to the appointment of the JNET Steering Committee Chairperson and JNET Office Executive Director.

### **b. Executive Council members, whenever possible shall:**

- (1) Ensure that agency-specific automation efforts adhere to the commonwealth's enterprise wide information technology and telecommunications standards and protocols as established by the Office for Information Technology.
- (2) Ensure that agencies provide proper business and information technology representatives to JNET Steering Committee.
- (3) Ensure that agencies provide for the ongoing maintenance of agency-specific legacy systems and associated connections to JNET.
- (4) Ensure that agencies develop and promulgate policies and directives necessary for the agency-specific implementation of JNET.
- (5) Ensure that agencies identify and monitor the activities of agency level JNET users.

### **c. The JNET Steering Committee, pursuant to the direction of the JNET Executive Council, shall:**

- (1) Direct the development and implementation of an integrated justice information system known as JNET.
- (2) Ensure that agency systems adhere to policies established by the JNET Executive Council.

- (3) Make recommendations to the JNET Executive Council relative to JNET and/or JNET-related initiatives.
- (4) Establish timelines, policies, and performance standards for JNET.
- (5) Document agency-level operational improvements directly attributable to JNET.
- (6) Ensure that information technology and telecommunications standards adopted by the JNET Organization are consistent with the information technology standards as promulgated by the Office for Information Technology.
- (7) Have the authority to establish subcommittee(s) to address specific JNET issues, as deemed necessary by the Chairperson.
- (8) Establish JNET standards that ensure interoperability and security, as well as the parameters for system access, password assignment, and system administration, including, but not limited to, backup procedures, offsite storage, and disaster recovery.

**d. The JNET Office Executive Director shall:**

- (1) Oversee management of the JNET Organization.
- (2) Manage all engagements with contractors/service providers hired to support JNET.
- (3) Supervise all JNET Office staff and activities.
- (4) Implement all policies adopted by the JNET Executive Council, and the JNET Steering Committee.
- (5) Develop and implement an annual JNET Business Plan and budget proposal and advise the Steering Committee if Business Plan is impacted by budgetary constraints.
- (6) Prepare all JNET procurement documentation.
- (7) Notify the JNET Steering Committee Chairperson and the Deputy Secretary for Information Technology of any difficulties associated with contractor performance and/or service or commodity purchases.
- (8) Communicate JNET operational needs to, and cooperate with, the Office for Information Technology's Commonwealth Technology Center and contractors to ensure uninterrupted operation and physical security of the JNET system.
- (9) Seek legal counsel on JNET issues, as required, from the Office of Administration's Chief Counsel and/or the Office of General Counsel.

- (10) Ensure that the JNET System adheres to generally acceptable security standards and that specification regarding these security standards are only made available on a "need-to-know" basis.
- (11) Notify participating agencies about potential system-wide and/or agency specific logical security breaches to the JNET System, and ensure that appropriate corrective actions are taken to resolve such breaches.
- (12) Prepare an annual report on JNET for submission to the JNET Steering Committee and Executive Council each fiscal year.
- (13) Develop and implement a JNET Outreach and Communications Plan.
- (14) Serve as the spokesperson and single point of contact for JNET.

## 7. PROCEDURES.

### a. Executive Council.

- (1) The JNET Executive Council Chairperson, as designated in accordance with *Executive Order 2014-02, Pennsylvania Justice Network (JNET) Governance Structure*, will be a voting member of the Council and shall be responsible for convening Council meetings, calling for Council votes and resolutions, and communicating the Council's decisions to the JNET Steering Committee through the JNET Steering Committee Chairperson.
- (2) **Meetings.** The Executive Council shall meet annually and on an as needed basis. Meetings will be scheduled at the call of the Chairperson.
- (3) **Quorum.** A majority of the Council members in attendance at any given meeting shall constitute a quorum for the purposes of organizing and conducting business.

### b. JNET Steering Committee Chairperson.

- (1) The JNET Steering Committee Chairperson, as designated in accordance with *Executive Order 2014-02, Pennsylvania Justice Network (JNET) Governance Structure* shall be responsible for convening JNET Steering Committee meetings, calling for consensus and resolutions, and communicating JNET Steering Committee decisions to the Executive Director of the JNET Organization. The Chairperson shall serve as a member of the JNET Steering Committee and shall serve the Committee as a whole, with no partiality to their respective "agency of origin." The Chairperson shall ensure that proceedings are recorded and maintained in the form of written minutes, and shall elevate overall budgetary and policy issues to the JNET Executive Council for review, consideration, and resolution.
- (2) **Meetings.** The JNET Steering Committee meetings shall be scheduled at such times and places determined by vote of the Steering Committee as a whole, or at the call of the JNET Steering Committee Chairperson.

- (3) **Quorum.** A majority of the Committee members in attendance at any given meeting shall constitute a quorum for the purposes of organizing and conducting business.

**c. JNET Agency Advisory Subcommittee (JAAS).**

- (1) The JNET Agency Advisory Subcommittee (JAAS) shall be responsible for reviewing and analyzing business processes, operations, data sharing activities and technology to advise the JNET Steering Committee of their impact on JNET, and seek direction when needed.
- (2) JNET Steering Committee participants are encouraged to serve on JAAS.
- (3) All JNET Steering Subcommittees shall be chaired by a member of the JNET Steering Committee; any subcommittee member may serve as a sub-committee vice-chair.
- (4) A subcommittee chairperson shall have the authority to convene subcommittee meetings on an "as-needed" basis, to call for subcommittee votes, and to communicate the subcommittee's work products to the full JNET Steering Committee for consideration.
- (5) **Quorum.** A majority of the subcommittee members in attendance at any given meeting shall constitute a quorum for the purposes of organizing and conducting business.

**d. Subcommittee Scope.** The JNET Agency Advisory Subcommittee (JAAS) will work in cooperation with the JNET Office. Its scope of effort will include:

- (1) Address and resolve issues and problems that affect the JNET Organization.
- (2) Maintain awareness of key projects that are of interest to the JNET Organization.
- (3) Assist the JNET Office in research and development of technologies, standards and solutions.
- (4) Create ad hoc work groups or action teams to address specific issues and achieve specific goals.
- (5) Advise the JNET Steering Committee on subjects relevant to its mission.
- (6) Seek action and direction from the JNET Steering Committee when needed.
- (7) Provide a forum to promote information sharing and collaboration between agencies.

- e. **JNET Funding Plan.** To ensure the ongoing viability and maintenance of the JNET Organization, the JNET Executive Council shall, on an annual basis upon recommendation of the JNET Steering Committee, review a comprehensive strategic plan for the allocation and award of both state and federal funding sources for the JNET Organization.
  - (1) **State Funding.** Funding appropriated for the JNET Organization in the General Fund will be placed in an appropriation within the Governor's Executive Office budget.
  - (2) **Federal Funding.** The JNET Executive Director will be responsible for pursuing appropriate federal funding for preparing all required federal funding applications and reports for JNET and JNET related projects.

**This directive replaces, in its entirety, *Management Directive 245.16*, dated March 7, 2006.**