

Utah Board of Pardons & Parole

February 2017

**Presentation to the Executive Offices and
Criminal Justice Committee**





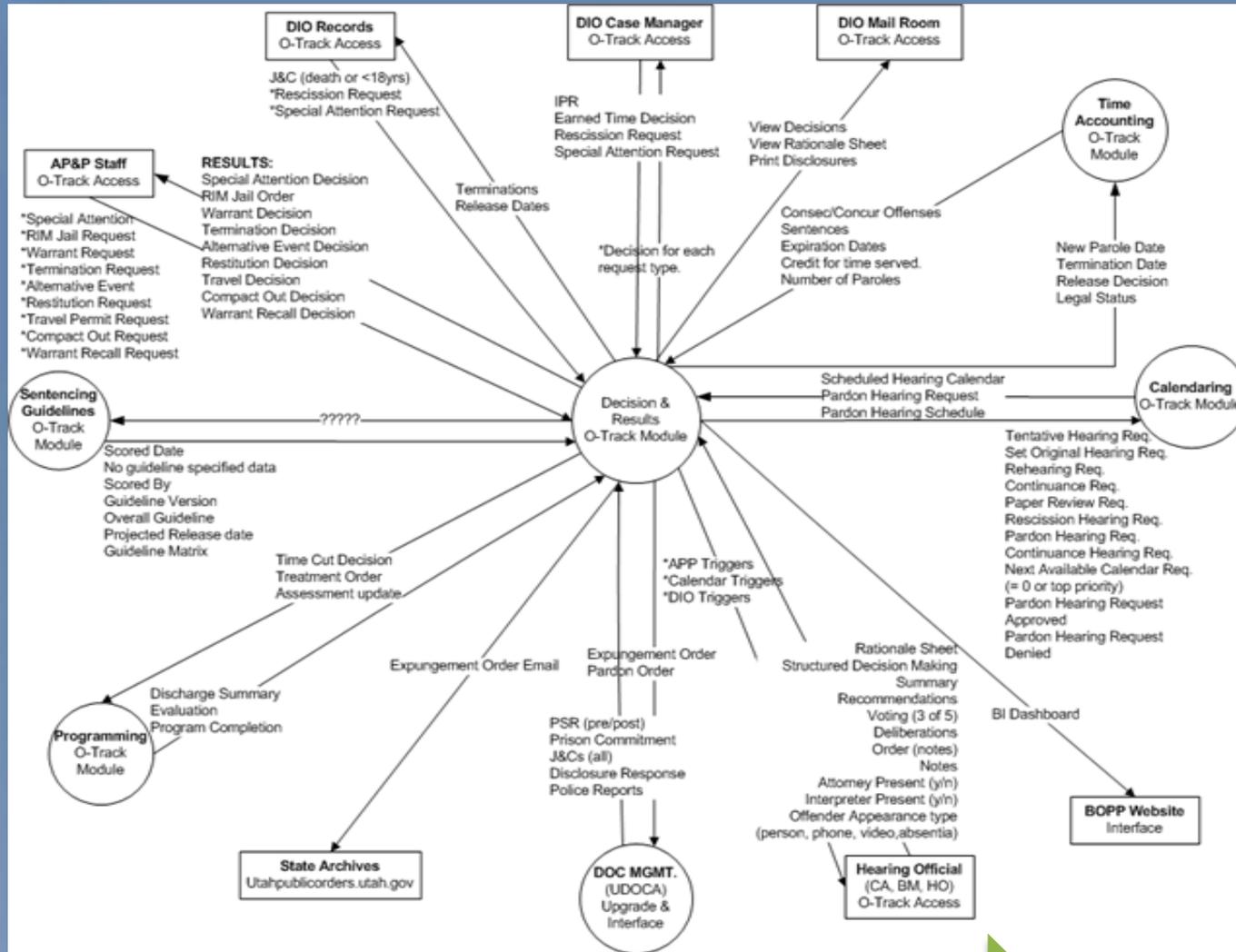
Utah System Needs

- Calendaring
- Case Analysis-Time Accounting
- Disclosure of Information to the Offender
- Board Decision Making & Voting

Plan Overview

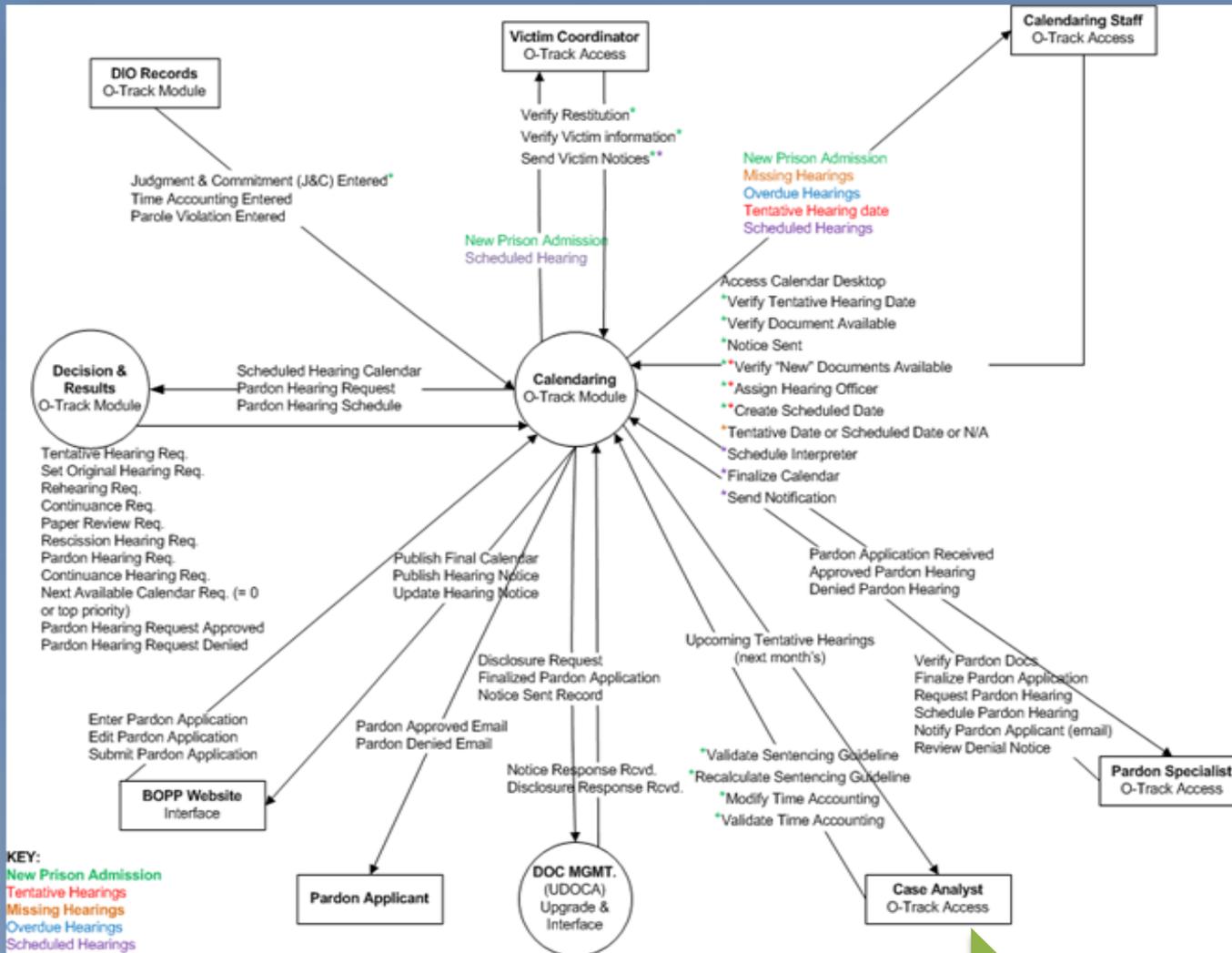
- Leverage existing technology
- Utilize documents already in other systems
- Contract with private vendor
- The Board enters information into Corrections' system
- Build modules in O-Track

Three Phases: Document Management, Decisions, Calendaring



Current Efforts:
Developing Detailed System Design = 276 Functions

Three Phases: Document Management, Decisions, Calendaring



Current Efforts:
Developing Detailed System Design = 276 Functions

Need

Current Efforts

Moving Forward

Current Timeline Milestones

COMPLETE

Earned Time
Program
Phase I

COMPLETE

Calendar
Phase I

**MARCH
2017**

Web-Base
Conversion

**SUMMER
2017**

Document
Management
Phase I

FALL 2017

Sentencing
Guidelines

Need

Current Efforts

Moving Forward

Current Timeline Milestones

Spring FY20

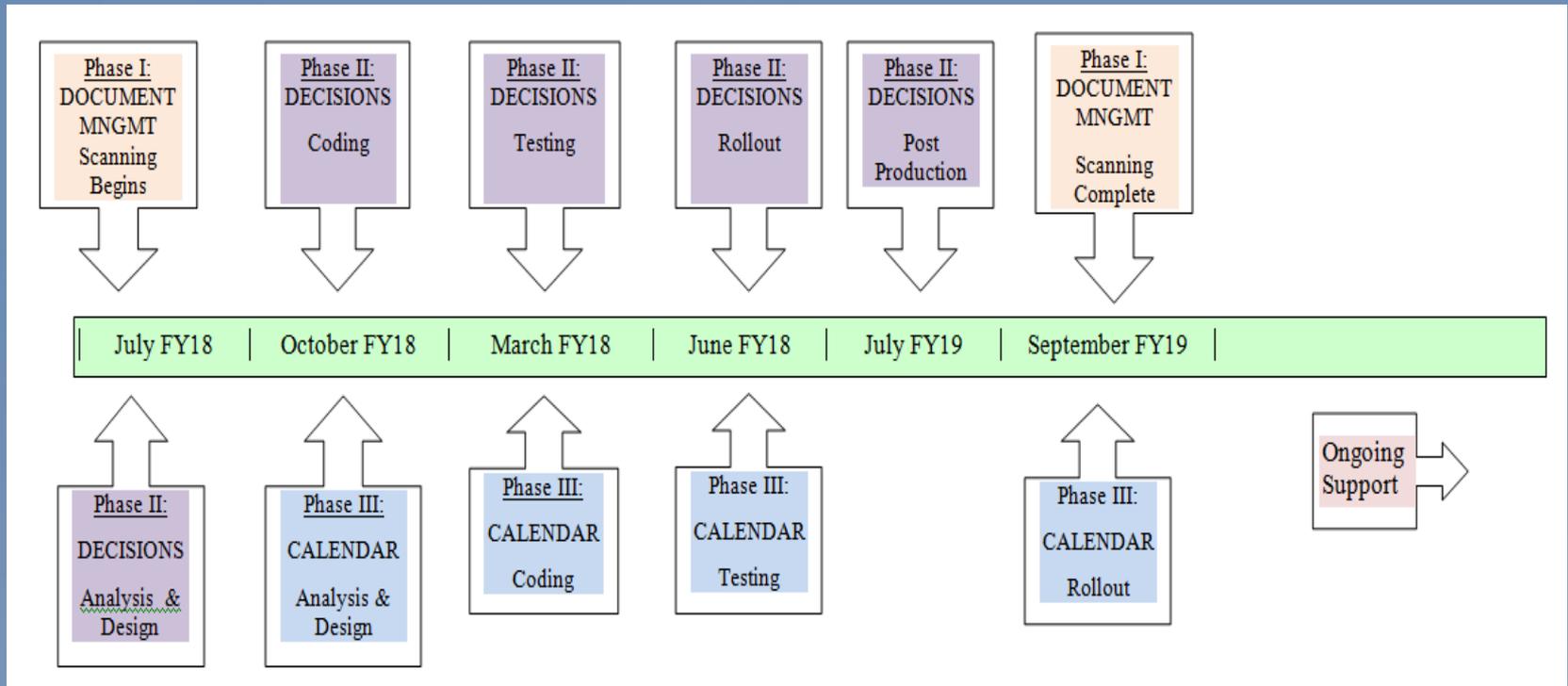
**DOCUMENT
MANGEMENT**

DECISIONS

CALENDAR

Electronic Accelerated Timeline

Fall FY19



Electronic Accelerated Timeline

- DTS + DOC + BOPP = 14 months
- Total = \$2.1 million (additional \$720K)
- Hiring 6 additional contract programmers, business analyst, database administrator, and project manager
- Additional equipment and space required
- Hiring 4 temporary staff to help scan up to 20K files in 14 months.

Agency Challenges

Accelerated Timeline for 14 Month Plan

- Internal factors
 - Small Staff Size: Currently have 11 line staff to scan documents
 - Organizational culture change
 - Retirements (72% hearing officials)
 - Assumes training temp staff to cover for Subject Matter Expert (SME) employees working on development and testing phases

Agency Challenges

Accelerated Timeline for 14 Month Plan

- External factors
 - SDM Expert from National Institute Corrections (NIC)
 - Time and resource availability of partners such as DOC, DTS
 - Many phases of the project must be completed in order to be successful
 - DTS working on projects together with DOC an BOPP

Why Converting to Electronic Records is Vital?

- Intra/inter agency communication
- Performance measurements
- Transparency and accessibility
- Structured decision making
- Best use of State resources
- Records management risk to flood and fire

Cost Analysis

2.5 Year Plan (Board Recommended Option)

- FY18 \$1.38 million
- \$313,933 ongoing

14 Month Plan

- FY18 \$2.1 million
- \$313,933 ongoing



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