

# Budget Unit Brief

## FY 2017



## Department of Public Safety Administrative Services Division

### Purpose and History

The [Administrative Services Division](#) provides support services to the Iowa Department of Public Safety as well as direct services to criminal justice agencies statewide. This Division is comprised of four bureaus:

- [Commissioner's Office](#) – Provides the command and control of the Department of Public Safety. The budget for the Commissioner's Office is included within the Administrative Services Division appropriation. Within the Commissioner's Office are four bureaus: Public Information, Governor's Traffic Safety, Professional Development, and Professional Standards.
- [Program Services Bureau](#) – Administers the Private Security/Private Investigative/Bail Enforcement Agency Licensing and Employee Identification Program, coordinates the issuance of weapons permits statewide, and collects data via the incident-based reporting system for the Uniform Crime Report.
- [Technology Services Bureau](#) – Coordinates computer-related operations by providing, maintaining, and securing the data and telecommunications infrastructure for the Department through data processing, office automation services and inter-system communication. The Bureau also provides services to the statewide law enforcement community through the Iowa On-line Warrants and Articles (IOWA) System. The IOWA System is a computer network that provides access to a wide variety of information for police departments, sheriff's offices, Iowa courts, county attorneys, federal law enforcement agencies, and various other criminal justice and public safety agencies throughout Iowa. Such data includes wanted and missing persons, stolen vehicles and articles, protective orders, sex offenders, motor vehicle registration files, driver's license records, and criminal history records. In Iowa, 169 agencies with approximately 3,000 actual computer terminals have IOWA System access.
- [Finance Bureau](#) – Provides financial services. These include preparation of the Department's annual budget request, accounting services including claims processing and purchasing, payroll, and human resource services. The Finance Bureau also prepares monthly financial statements reflecting the estimated financial position for each of the Divisions. In addition, the Bureau administers the Peace Officers' Retirement, Accident, and Disability System.

### Funding

Approximately 61.0% of the funding for the Administrative Services Division is received from the State General Fund appropriation. An additional \$1.7 million (25.0%) is received through fees charged to criminal justice agencies at the municipal, county, state, and federal levels for the use of the IOWA System and the National Criminal Information Center (NCIC) System. The fees charged reimburse the Technology Services Bureau for the costs of providing data lines, routers, and security for the submission of criminal history information and the ability to search criminal and traffic records. The fees charged also cover the salaries of employees maintaining the system and providing training to dispatchers and other system users. The fees are based in part on the type of connection that the jurisdiction uses and on the number of messages associated with its account.

The Division also receives fees for the issuance of weapons permits and for the licensure of private investigative and security agencies. The fees collected reimburse the Division for the costs of weapons permit forms, identification cards, and the nationwide criminal history check conducted through the FBI, as well as the costs of providing guidance to sheriff's offices and federal firearms licensees regarding the application of Iowa Code chapter [724](#) and United States Code chapter [18](#).

### More Information

Department of Public Safety: [Department of Public Safety](#)

Iowa General Assembly: <https://www.legis.iowa.gov>

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### Other States

Fee structures for NCIC connectivity vary widely from state to state. Most states have some mechanism that measures the level of activity, such as the number of terminals used, the number of messages, or the number of trained users. Most also have some sort of a flat fee component to ensure that fixed costs are covered to some extent by a consistent revenue stream. In a few states, the General Assembly appropriates funding for 100.0% of the operations.

### Related Statutes and Administrative Rules

Iowa Code chapter [80](#)  
[661](#) Iowa Administrative Code

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