

**CRIMINAL AND JUVENILE JUSTICE INFORMATION SYSTEMS  
(CJJIS) COUNCIL**

**MINUTES OF MEETING  
Monday, July 9, 2018  
Tampa Marriott Waterside Hotel and Marina  
Tampa, FL**

**Members Present:**

Charles Schaeffer for Jennifer Cook Pritt, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)  
Blair Payne, Public Defender, 3<sup>rd</sup> Judicial Circuit  
Roosevelt Sawyer, Jr., Designee for PK Jameson, Office of the State Courts Administrator (OSCA)  
Dennis Hollingsworth, Designee for Secretary Christina Daly, Department of Juvenile Justice (DJJ)  
Boyd Dickerson-Walden, Designee for Terry L. Rhodes, Department of Highway Safety and Motor Vehicles (DHSMV)  
Travis Paulk, Designee for Secretary Mike Carroll, Department of Children and Families (DCF)  
Doug Smith, Designee for Attorney General Pam Bondi  
Wendy Ling, Designee for Secretary Julie Jones, Department of Corrections (DC)  
Gina Giacomo, Designee for Melinda N. Coonrod, Chair, Florida Commission on Offender Review (COR)  
Hamilton Davies for Katherine Fernandez Rundle, State Attorney's Office, Eleventh Judicial Circuit  
Mike Williams, Sheriff, Jacksonville Sheriff's Office  
Mike Prendergast, Sheriff, Citrus County Sheriff's Office  
Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller

**Members Absent:**

There are two positions that are currently vacant on the CJJIS Council: two police chiefs.

**WELCOME MEMBERS and OPENING**

Chair Carolyn Timmann welcomed Council members and attendees and called the meeting to order at 1:00 p.m.

**Minutes of the July 17, 2017 CJJIS Council Meeting**

Chair Carolyn Timmann requested approval of the minutes of the July 17, 2017, CJJIS Council meeting. Ms. Gina Giacomo moved and Mr. Boyd Dickerson-Walden seconded the motion to adopt the July 17, 2017 minutes. Motion passed.

## **Minutes of the May 21, 2018 CJJIS Council Meeting**

Chair Carolyn Timmann requested approval of the minutes of the May 21, 2018, CJJIS Council meeting. Mr. Charles Schaeffer moved and Sheriff Prendergast seconded the motion to adopt the May 21, 2018 minutes. Motion passed.

### **ITEM 1**

#### **Sunshine Law and Financial Disclosure Briefing**

Assistant General Counsel Janine Robinson  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Assistant General Counsel Janine Robinson of FDLE, who provided the Council with a briefing on the Sunshine Law and Financial Disclosure requirements. Ms. Robinson indicated if Council members complete Form One for current employment, Council members do not need to complete financial disclosure forms for his/her role on the Council. Form F1 must be filed within sixty days of leaving public office or employment or when a member no longer serves on the Council.

The Sunshine Law is intended to provide open access to government meetings. The three requirements of the Sunshine Law are:

1. Meeting of public boards or commissions must be open to the public, and
2. Reasonable notice of such meetings must be afforded the public; and
3. Minutes of the meeting must be taken.

The Sunshine Law applies to communications between two or more Council members, regardless of the mode of communication. Ms. Robinson cautioned Council members about discussing Council matters in side conversations or during a meeting break, and be mindful of appearances. A quorum is not required to fall under the auspices of the Sunshine Law. Persons who knowingly violate the Sunshine Law may be found guilty of a second degree misdemeanor. Other violations of the Sunshine Law are noncriminal infractions which are punishable by a fine not exceeding \$500. Ms. Robinson recommended Council members obtain the *Government-in the Sunshine Manual* available from the Office of the Attorney General.

## **ITEM 2**

### **Disposition Project**

Senior Management Analyst Supervisor Andrew Branch  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Senior Management Analyst Supervisor Andrew Branch of FDLE, who provided an update on the historical disposition project. At the January 17, 2017 CJJIS Council meeting, a motion was made for FDLE to research available grant funding to enhance court disposition records through the Comprehensive Case Information System. FDLE modified an existing grant received to support a similar initiative and hired a contractor to conduct an evaluation on the availability of court dispositions in the state. The scope of the project was to evaluate the availability of dispositions for closed cases; determine retention format and location of data or case files containing missing dispositions; and determine if there are disposition records for open arrests that are permanently unavailable.

The first focus of the project was to identify and receive records that are available electronically at the clerks; however, that are not in the Computerized Criminal History (CCH) file. Over the last several months, five counties (Duval, Flagler, Lee, Miami-Dade, and Orange) have resubmitted records resulting in over 200,000 felony and misdemeanor records added to the CCH. FDLE will continue to work with counties on resubmissions and evaluate the feasibility on digitizing case files into a searchable format that can be loaded into the clerk's management systems to ultimately create records for entry into the CCH. FDLE has applied for federal funding to continue the project.

- Comment from Director Charles Schaeffer: Criminal history information is used for a variety of purposes. Accurate and complete disposition information is important, not only for those in the criminal justice area, but also for those making employment, licensure, and firearm purchase decisions.

## **ITEM 3**

### **Florida Incident-Based Reporting System Update**

Senior Management Analyst Supervisor Andrew Branch  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Senior Management Analyst Supervisor Andrew Branch of FDLE, who provided an update on the Florida Incident-Based Reporting System (FIBRS) project. In 2017, FDLE completed a feasibility study of transitioning Florida Uniform Crime Reporting from summary-based to incident-based reporting. FDLE has submitted a grant application to the Bureau of Justice Statistics (BJS) to create a repository for incident data, implementing a record management system (RMS) for agencies that do not have a RMS or are not National Incident-Based Reporting System (NIBRS) compliant, and to make the necessary NIBRS compliant upgrades to record management systems for the agencies identified by BJS. To support the statewide implementation of FIBRS, FDLE submitted a legislative budget request for FY 18/19 and received \$1.7 million as part of the criminal justice data transparency bill (SB 1392). In early July, FDLE entered into a continued agreement with Georgia Tech Research

Institute to create Florida's technical specification for incident-based reporting. FDLE plans to release a specification in spring of 2019.

**ITEM 4**  
**Criminal Justice Data Transparency (SB 1392)**  
Government Analyst II Rachel Truxell  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Government Analyst II Rachel Truxell of FDLE, who provided an update on the Criminal Justice Data Transparency Work Group. The Criminal Justice Data Transparency Work Group held an organizational meeting on June 27, 2018. The discussion focused on strategies to identify entities that collect and report data today; evaluating the data currently reported to determine both redundancy and the most comprehensive sources; and standardizing data definitions. Work group members stressed the need to obtain a good inventory of where data elements currently exist. After the symposium, FDLE will meet with Department of Corrections and Department of Juvenile Justice to discuss data captured from each agency. Committee Chair Jennifer Cook Pritt indicated the work group will conduct either in person meetings or conference calls in mid to late summer in Tallahassee or Central Florida.

Chair Carolyn Timmann asked Council members on the work group for comments. Sheriff Williams mentioned the historical disposition project, the quality of data and the impact to the criminal justice data transparency initiative.

Council members discussed the intent of the legislation. Is it strictly a look forward or is the intent to capture historical data? According to the non-profit working on this project, it is a look forward approach; however, legislative partners are interested in the historical data as well, which impacts the disposition project.

Director Charles Schaeffer addressed the challenge of verifying identity. When someone is booked, they are fingerprinted; however, the disposition data that is submitted to FDLE is not fingerprint-based. The challenge is matching dispositions to arrests; common names also pose an issue. How does FDLE align what is received from the court to an arrest event? The data transparency initiative will have the same issues; name-based as opposed to fingerprint-based. FDLE is working with the Office of State Courts Administrator to capture digitized fingerprints in open court.

Council members discussed the standard electronic arrest form utilized in Miami-Dade and the need for statewide standardized forms. The Council can mandate if criminal justice agencies want to receive state and federal funds; the agency must use the standard form.

- **ACTION ITEM:** FDLE to research and provide an estimate on a statewide standard electronic arrest form and report findings at the January 22, 2019 CJJIS Council meeting.

Chair Carolyn Timmann recognized Clerk of Court Tara Green, Clay County, who discussed an inventory template, created by the clerks in Pasco and Pinellas counties. The template reflects the data elements outlined in SB 1392: where the data elements exist; current format of the data; and the meaning of definitions outlined in the bill.

Director Charles Schaeffer mentioned the legislation gives FDLE the authority to create rules. Once the cataloging of definitions is complete, FDLE will ask the Council to provide guidance on the exchanging of data. Based on the action of the Council, FDLE will submit the rule through the rule promulgation process.

**ITEM 5**  
**Computerized Criminal History (CCH) Modernization Update**  
Bureau Chief Reneé Strickland  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Bureau Chief Reneé Strickland of FDLE, who provided an update on the CCH Modernization Project. FDLE had already rolled out the name change and agency corrections functionality to the local law enforcement agencies and clerks and has created the foundation for the statute table. Additionally, the team is testing how CCH communicates with other internal systems; such as the Florida Crime Information Center, Biometric Identification System, career and sex offender registrations, DNA indicators; along with external partners such as the International Justice and Public Safety Network (NLETS). Items still in development include specific rules for juvenile legislation, seal and expunge legislation and dissemination of data (the information in a rapsheet and who can get what data). The project is on schedule with a go-live date of mid-November 2018. A majority of the work between now and go-live involves testing with sections at FDLE, vendors, data migration, performance, and security.

Chair Carolyn Timmann asked if the completion of CCH will assist with the criminal justice data transparency initiative. Ms. Strickland stated staff is reviewing the data elements currently not captured in CCH that are required in SB 1392; one being ethnicity.

**ITEM 6**  
**Protection Orders Update**  
Bureau Chief Reneé Strickland and Bureau Chief Charles Murphy  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Bureau Chief Charles Murphy of FDLE, who provided an update on the risk protection order and injunctions for protections of vulnerable adults from exploitation. The risk protection order, created in SB 7026, allows a law enforcement officer or agency to petition a court to temporarily prevent persons who are at high risk of harming themselves or others from possessing firearms or ammunition when a person poses a significant danger to himself or herself or others, including significant danger as a result of a mental health crisis or violent behavior. HB 1059 created a new injunction for the protection against the exploitation of a vulnerable adult. Programming changes were made in FCIC for the new protection orders, and CJIS Memos were sent to criminal justice agencies statewide.

Criminal Justice Information Consultant II Lee Herring of FDLE briefed the Council on the eProtection Order module. FDLE convened a work group to define the system and determine what was needed to accommodate agencies. Five protection orders are supported in statute,

with domestic violence being the first order built in the module, followed by the risk protection order. The module runs on the same platform as eWarrants. The Nineteenth Judicial Circuit is utilizing the eWarrant system and has reduced the average processing of a warrant by nine days. Leon and Broward Counties are currently testing the eWarrants module. Both the eWarrants and eProtection orders projects are paid through federal grant funds. Once the protection order module is in production, FDLE plans to work on electronic search warrants. Chair Timmann asked about the status of OSCA's risk protection order forms. Council member Roosevelt Sawyer, Jr. will research and report back to the Council on the status of the forms.

#### **ITEM 7**

#### **Marjory Stoneman Douglas High School Public Safety Act (SB 7026)**

Director of Criminal Justice Information Services Charles Schaeffer

Florida Department of Law Enforcement

#### **Information and Discussion**

Chair Carolyn Timmann recognized Director Charles Schaeffer of FDLE, who briefed the Council on FDLE's role in implementing SB 7026. Director Schaeffer stated there are three tasks for FDLE regarding the Marjory Stoneman Douglas Act: support the Marjory Stoneman Douglas Commission (Commission); the procurement and implementation of the FortifyFL mobile application; and consult with the Department of Education on the coordination of information sharing.

The role of the Commission is to investigate systemic failures that may have contributed to the Marjory Stoneman Douglas tragedy and to issue the first report by January 1, 2019. The Commission began meeting in April and has scheduled several meetings through the end of November.

The Commission must review/evaluate and make recommendations in the following areas:

1. Active shooter mass violence events, system failures, and system improvements;
2. Incident timeline;
3. Law enforcement response to the incident;
4. Policies and procedures regarding active shooter at Florida schools;
5. Existing active assailant policy and practices in comparison to national best practices;
6. Appropriate ratio of school resources per school;
7. Perpetrator actions in past shootings; and
8. State and local tools and resources for improving communication and coordination regarding indicators of risk or possible threats.

FDLE is working with the Office of the Attorney General and the Department of Education (DOE) to acquire a mobile application for suspicious reporting of threatening behavior by students, teachers, or others on a school campus. The students of Marjory Stoneman Douglas High School named the mobile application FortifyFL. Based on a review of similar type applications in other states, FDLE anticipates a high volume of reports through the application. All tips will go directly to local law enforcement and school district personnel. FDLE will review the tips for intelligence value and additional information that may assist with investigations.

SB 7026 requires DOE's Office of Safe Schools, in coordination with FDLE, to provide a centralized integrated data repository and data analytics resources to improve access to timely,

complete, and accurate information integrating data from, at a minimum, but not limited to, the following data sources by December 1, 2018:

- Social media;
- Department of Children and Families;
- Department of Law Enforcement;
- Department of Juvenile Justice; and
- Local law enforcement.

Since the bill's passage, clarification has been received in that the social media monitoring tool is a stand-alone procurement by DOE, to make social media tools available at the district level. DOE has put together a series of workgroups, with the idea of not trying to duplicate repositories that already exist but rather find a way to connect these disparate data sources for query and analytical purposes. FDLE has members with various roles/expertize on these committees.

#### **ITEM 8**

##### **Criminal Justice Grants Update**

Chief of Planning and Performance Petrina Herring  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Chief Petrina Herring of FDLE, who provided an update on criminal justice grants. The National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are two grants the CJJIS Council's Federal Funding Work Group oversees. These grants predominately deal with criminal history record systems or programs that feed into the repositories for either repository maintenance or records for firearm purchase program decisions. Other grants include the Edward Byrne Memorial Justice Assistance Grant (JAG) and its subsidiary grants where funds were used to provide emergency money to the Marjory Stoneman Douglas shooting, Pulse Night Club, and the Fort Lauderdale airport shooting.

The Federal Funding Work Group recommended the following projects for FY 18 NCHIP and NARIP solicitations:

- OSCA Livescan Identification Pilot
- Implement the NIEM XML for CCH
- BIS Replacement Feasibility Study
- Electronic Protection Orders and Search Warrants
- Historical Disposition Research
- MECOM Reporting Assistance for Miami-Dade

Ms. Herring informed the Council to expect changes for FY 19 JAG funds. One change is the requirement for the state to develop a comprehensive statewide plan. The plan will be used to drive funding decisions for JAG-funded subawards and programs. Input from the locals and stakeholders on their top issues and funding priorities will assist in developing the JAG statewide plan. Additional information on the changes will be forthcoming.

JAG statute requires that grant funds allocated for state or national criminal justice systems or law enforcement networks notify the information technology point of contact, which for Florida is

FDLE's Director of Criminal Justice Information Services. The notification is to assure no duplication of systems or networks, the project conforms to state and national technology and information sharing standards, and that computer-aided design or records management system replacements and or upgrades contain no cost commitments from vendors to comply with NIBRS.

**ITEM 9**

**Office of the State Courts Administrator Livescan Grant Proposal**

Chief Information Officer Roosevelt Sawyer, Jr.

Office of the State Courts Administrator

**Information and Discussion**

Chair Carolyn Timmann recognized Chief Information Officer Roosevelt Sawyer, Jr of OSCA, who provided an update on OSCA's livescan grant proposal. OSCA, in partnership with FDLE, requested NCHIP funding to implement digital fingerprint scanners in courtrooms. The grant funds will be used to purchase rapid identification and livescan equipment to verify the identity of the defendants at various points of the trial process and associate digital fingerprints with the defendant at the time of sentencing. This process will be used for guilty judgements for felonies, misdemeanors, petty theft, and prostitution offenses.

**ITEM 10**

**National Topics**

Director of Criminal Justice Information Services Charles Schaeffer

Florida Department of Law Enforcement

**Information and Discussion**

Chair Carolyn Timmann recognized Director Charles Schaeffer of FDLE, who provided an update on several national topics. Several items of interest include:

- The Federal Bureau of Investigation is replacing the National Crime Information Center (NCIC) to the NCIC 3<sup>rd</sup> Generation (N3G). Once the N3G specifications are released, FDLE will replace the Florida Crime Information Center (FCIC).
- The FBI is auditing Florida in August. The audit encompasses all the systems with which FDLE interacts at the national level. FDLE will provide the audit findings at the January 2019 CJJIS Council meeting.
- FIBRS/NIBRS was discussed in a previous agenda item. The deadline to roll-out FIBRS/NIBRS is January 2021. FDLE has requested funding from the BJS, the FBI, and FDLE's FY19-20 Legislative Budget Request to move to incident-based crime reporting.
- A requirement of the Child Care and Development Block Grant impacts DCF. In order to receive federal funding, DCF must be able to check NCIC for sex offenders, which is a problem because DCF does not have access to NCIC. This is a nationwide problem and



the FBI is working on a solution for a non-criminal justice agency to receive criminal justice information, specifically access to NCIC.

**ITEM 11**

**FirstNet/FloridaNet Update**

Chief of Public Safety Matthew Matney and  
Director of Telecommunications Heath Beach  
Florida Department of Management Services

Chair Carolyn Timmann recognized Chief Matthew Matney of the Department of Management Services, who provided an update on the Statewide Law Enforcement Radio System (SLERS). SLERS is a digital radio network for state law enforcement officers and other participating agencies throughout the state. The current platform for SLERS has reached its end of life and will no longer be supported by the vendor. The replacement of SLERS is on hold until the implementation of FirstNet.

Mr. Matney also discussed Florida's E911. Many 911 answering points continue to rely on older wireline technology. While telephone systems have moved to more modern communications, the combination of funding and technology has placed a strain on agencies to upgrade systems. Eighty percent of calls to 911 are through wireless telephones. The Next Generation of 911 is IP-based and computer controlled; relies on GPS mapping; able to transfer calls to other centers easily; able to better locate wireless centers and receive video, photos, and text message. 911 centers face a challenge in who will review the video, photos, and text messages.

Director Heath Beach of the Department of Management Services provided an update on FirstNet/FloridaNet. Since the last briefing to the CJJIS Council, Governor Scott decided to opt-in to FirstNet. AT&T was selected as the FirstNet provider and will utilize its entire existing commercial network immediately for priority and preemption for public safety. Verizon is also building a public safety core and will use its entire commercial network to offer priority and preemption to public safety users.

The following comments were posed at the end of the presentation:

- Chair Carolyn Timmann: With the ability to accept video, photos, and text message, 911 centers will see an increase in public records requests.
- Sheriff Prendergast: The ability to accept video, photos, and text messages, also impacts those who operate the 911 centers.
- Chief Matney: Another concern is who determines what information is relevant and what is relayed to the officers in the field?

#### **ITEM 12**

##### **Standing Committee Report on Data**

Director of Information Systems Administration Boyd Dickerson-Walden  
Florida Department of Highway Safety and Motor Vehicles  
**Information and Discussion**

Chair Carolyn Timmann recognized Director of Information Systems Administration Boyd Dickerson-Walden of DHSMV, who provided an update on the Data Committee. The committee continues to monitor the NIBRS project. An item that is gaining state and national attention is digital driver's licenses (E-ID's). The American Association of Motor Vehicle Administrators expects to release a standard for digital driver's licenses in December 2018.

#### **ITEM 13**

##### **Standing Committee Report on Emerging Technology**

Chief Information Officer Dennis Hollingsworth  
Florida Department of Juvenile Justice  
**Information and Discussion**

Chair Carolyn Timmann recognized Chief Information Officer Dennis Hollingsworth of DJJ. Chief Hollingsworth stated that the committee researched new technologies, such as autonomous vehicles, digital driver's licenses and identification cards, and the vetting of mobile applications. The committee provided topic papers on the three technologies. Mr. Hollingsworth requested the Council's input on the next topic the committee should research. With the increase of fake videos, where an existing video is altered and published, the Council recommended the committee research the topic.

Director Schaeffer recommended the Council's Communications Committee publish the vetting of mobile applications briefing to the criminal justice community as the Council's recommendation on best practices.

**MOTION:** Chair Timmann requested a motion to extend the Council meeting for 15 minutes. Director Schaeffer motioned, Mr. Dickerson-Walden seconded.

#### **ITEM 14**

##### **Standing Committee Report on Resources**

Clerk of Circuit Court and Comptroller Carolyn Timmann  
Martin County  
**Information and Discussion**

Chair Carolyn Timmann briefed the Council on the Resources Committee. The committee continues to inventory agencies software programs, the costs, and vendors. The committee will regroup and update the inventory with the new projects discussed today by the Council.

**ITEM 15**  
**Standing Committee Report on Communications**  
Government Analyst II Brenda Boyd  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Carolyn Timmann recognized Government Analyst II Brenda Boyd of the FDLE. The committee continues to update the CJJIS Council's website as necessary. The website will include information on the Criminal Justice Data Transparency Work Group. Based on the recommendation by Director Schaeffer, the committee will share the Emerging Technology Committee briefing on the vetting of mobile applications with the criminal justice community. Director Schaeffer shared FDLE's Progress through Partnership's summer 2018 newsletter with the Council.

**CLOSING REMARKS**

Chair Timmann informed attendees that the January 2019 meeting is set for January 22, 2019, in Tallahassee, location to be determined.

Chair Timmann opened the floor for comments from Council members. Sheriff Prendergast inquired if the Council should discuss the projects and concerns discussed today with legislative leadership. Chair Timmann stated a conference call with Assistant Commissioner Pritt may be necessary prior to the start of legislative committee weeks.

Chair Carolyn Timmann thanked members for their attendance. The meeting was adjourned at 4:05 p.m.