

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

MINUTES OF MEETING
Wednesday, January 18, 2017
StayBridge Suites
1600 Summit Lake Drive
Tallahassee, FL 32317

Members Present:

Robert Musco, Chief, Green Cove Springs Police Department
Jennifer Pritt, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)
Larry Ashley, Sheriff, Okaloosa County Sheriff's Office
William Langston, Designee for Stacy Scott, Public Defender, Eighth Judicial Circuit
Roosevelt Sawyer, Jr., Designee for PK Jameson, Office of 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)
Patricia Badland, Designee for Secretary Mike Carroll, Department of Children and Families (DCF)
Doug Smith, Designee for Attorney General Pam Bondi
Thomas Vaughn, Designee for Secretary Julie Jones, Department of Corrections (DC)
Gina Giacomo, Designee for Melinda N. Coonrod, Chair, Florida Commission on Offender Review (COR)
Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller
Hamilton Davies for Katherine Fernandez Rundle, State Attorney's Office, Eleventh Judicial Circuit

Members Absent: There are two positions that are currently vacant on the CJJIS Council: a sheriff and a police chief.

WELCOME MEMBERS and OPENING

Chair Musco welcomed Council members and attendees and called the meeting to order at 9:00 a.m.

Minutes of the July 18, 2016 CJJIS Council Meeting

Chair Musco requested approval of the minutes of the July 18, 2016, CJJIS Council meeting. Assistant Commissioner Pritt moved and Mr. Doug Smith seconded the motion to adopt the July 18, 2016 minutes. Motion passed.

ITEM 1

Sunshine Law Briefing

Assistant General Counsel Joe White
Florida Department of Law Enforcement (FDLE)
Information and Discussion

Chair Musco recognized Assistant General Counsel Joe White of FDLE, who provided the Council with a briefing on the Sunshine Law. The Sunshine Law provides the right of citizen access to governmental proceedings at state and local levels. There are three basic requirements to the Sunshine Law, and those requirements also apply to formal CJJIS Council meetings/workshops and any other gathering, whether formal or casual, of two or more members, where some matter, which will foreseeably come before the Council for action, is discussed. The requirements are:

1. Meetings of any board or commission must be open to the public; and
2. Reasonable notice of such meetings must be given, and
3. Minutes of the meetings must be taken.

The Sunshine Law applies to communications between two or more Council members whether the meeting or discussion is in person, by telephone, or through written communication, including emails and texts. Mr. White cautioned Council members about inadvertently discussing Council business in sidebar conversations or during a meeting recess, and he asked that they be mindful of appearances. An innocent gesture, such as a Council member leaning over to ask another member for a local restaurant recommendation, may not appear so innocent to someone sitting in the audience or at another table.

Council members are allowed to speak with FDLE members about issues and agenda topics, but a Council member cannot ask a FDLE member to contact another Council member on his or her behalf regarding a CJJIS Council related topic. Such action would be in violation of the Sunshine Law.

Members may meet socially, provided no CJJIS Council matters on which foreseeable action may be taken by the Council are discussed. Persons who knowingly violate the Sunshine Law are guilty of a misdemeanor of the second degree. Other violations of the Sunshine Law are noncriminal infractions; punishable by a fine not exceeding \$500.

Mr. White recommended the Attorney General's website to anyone having questions regarding Florida's Open Government and Public Record Laws. A direct link to the Sunshine Law Manual is <http://www.myfloridalegal.com/sun.nsf/sunmanual>.

ITEM 2
FDLE Criminal Justice Information Services (CJIS) Initiatives
CJIS Director Charles Schaeffer Florida Department of Law Enforcement (FDLE)
Information and Discussion

Chair Musco recognized CJIS Director Charles Schaeffer of FDLE who provided a timeline of current CJIS initiatives. The initiatives include:

- Now – 2017 National Rapback: National Rapback will impact local and state criminal and non-criminal justice agencies. Utah is the first state participating, and the Care Provider Background Screening Clearinghouse will participate soon.
- 2017 and beyond eWarrants: It is live in the 19th Judicial Circuit and available to any circuit that wishes to participate. The system was paid for through a federal grant and is only for arrest warrants.
- 2017 and beyond – Federal Bureau of Investigation (FBI) FACES: Initially, FACES access will be limited to FDLE, but it will have future impact to law enforcement agencies. Currently, Michigan is the only state using the system, and although the FBI said it is operational, FDLE has had issues with implementation. FDLE is drafting guidelines for the CJJIS Council to review; the Emerging Technology Committee will review the draft before presentation to the CJJIS Council. The guidelines will cover what is and is not appropriate use of the system. To use the system, the FBI requires a case number, and the request must come from a law enforcement agency ORI; therefore, as currently written, the FBI's guidelines would not allow DHSMV and DC access to the system.
 - Question from Assistant Commissioner Pritt: In discussions with the FBI, could we ask the reverse question of whether the FBI's use of our local and state facial recognition systems will fall under the same guidance as their FBI guidelines, such as there must be a case open? Director Schaeffer will discuss with the FBI.
 - Comment from Assistant Commissioner Pritt: The majority of these images are collected at the time of booking, so to disqualify these correctional agencies at the very beginning of the initiative may not be a good long term policy. Director Schaeffer will bring that up as a topic of discussion with the FBI.
- 2017 and beyond eProtection Orders: eProtection Orders are the next phase of the eWarrants system and will use new grant money to complete. In this case, the requestor is a citizen, as opposed to a detective or investigator. When funding is available, FDLE will look at adding search warrants to the system. eProtection Orders will impact all participating circuits.
 - Question from Clerk of Court Timmann: Are you looking for counties to volunteer to participate. Director Schaeffer stated yes, we will need help in designing the system.
 - Question/Comment from Clerk of Court Timmann: Her county piloted software that will allow a person to enter data at the courthouse and the shelter. The missing piece is the notary. Director Schaeffer stated that one of the hurdles that must be overcome is the use of the CJNet in a shelter. How do we get the information from computer in shelter to the CJNet?
 - Question from Ms. Pat Badland: Is the goal the automation of submission of forms from a self-help family law website? Director Schaeffer stated it is more than the submission. It is also the processing of the submission through the system, meaning it gets reviewed and approved before moving into FCIC. We want to make it a paperless process.
- Now – 2018 CCH Modernization: FDLE is modernizing our 40 year old system and automating what is currently a paper process. Agenda item 6 will provide more detailed information.
- 2017 – 2018 Sunset of socket protocol FCIC II: This initiative will have a statewide impact and was based on a national decision to sunset socket protocol and move to web services. All of our agencies downstream will also have to make the change. The good news is that the vendors will welcome the change; it is difficult for them to maintain the 20 year old legacy system.

- Question from Mr. Roosevelt Sawyer: Has the project started in terms of remediation of the systems that will be changed? Director Schaeffer stated yes, it has started on the national level. We are using web services with DHSMV, our largest customer, but we haven't rolled out a statewide plan yet.
- 2018 – 2020 FCIC 3rd Generation: This will have statewide impact and depends on the progress of N3G, the NCIC 3rd generation, using XML. We will have to be in lock step with the FBI's N3G.
- 2020 and beyond FBI N3G – the new NCIC: This initiative will have nationwide impact and will change how entities see data. Currently, you can search several files (wants, warrants, sex offenders, violent persons), but with N3G, the system will have a person file that has attributes, such as gang member or sexual offender. We will have to move to adhere to the FBI's system. If agencies are making changes, they should determine if they should move to web services. The system will not be text based; it will move to XML. The message keys are also moving to XML.
- 2018 FBI Audit: We are audited every three years. In 2015, the FBI identified some issues, and we are correcting them. In 2015, we were in a zero-cycle; therefore, in 2018, if those issues are still noted, they will become sanctionable.
- 2019 and beyond BIS replacement: This replacement will impact sheriffs offices and corrections facilities. We need to gather requirements and decide what we want the system to look like. In 2009, we added palm prints and mugshots to the current system. Do we want to consider iris technology and start collecting iris data? Iris technology is improving and can be used at a distance. It is a quick way to identify people; DC already uses iris technology when transporting inmates to and from court or when transferring an inmate to another facility. Rapid DNA technology uses a special Rapid ID device to perform a DNA comparison in approximately two hours. There is currently a legal gap between DNA and criminal histories; however, if legislation expands, we can close the gap between DNA and persons files. In May 2017, we will host a Biometric Summit in Tallahassee, Florida and brainstorm ideas on needs for the new biometric system.
- 2020 – 2021 Florida Incident Based Reporting System (FIBRS): This project will impact all law enforcement agencies. The state will move from a summary-based reporting system on crime, where the most egregious crime during an incident is reported, to an incident-based reporting system that captures and reports all violations and will include relationship data for the suspect and victim. FDLE will work in conjunction with the Florida Sheriffs Association (FSA), the Florida Police Chiefs Association (FPCA), and the Executive Office of the Governor to determine how often we will report. The FBI will stop accepting summary-based reporting in 2021. Major associations support the decision, and the FSA and FPCA are aware of the changes. Director Schaeffer, Deputy Director April Cross, and the FBI are visiting agencies throughout the state to discuss the changes. Director Schaeffer's and Deputy Director Cross' message to local agencies is the same, "We are in this together." FDLE will continue to accept summary-based, as well as incident-based data, for eight years or two election cycles following the mandated due date.

ITEM 3

National Crime Statistics Exchange (NCS-X)
CJIS Director Charles Schaeffer
Florida Department of Law Enforcement (FDLE)
Information and Discussion

Chair Musco recognized CJIS Director Charles Schaeffer of FDLE, who provided an update on the National Crime Statistics Exchange (NCS-X). NCS-X is sponsored by the Bureau of Justice (BJS) and the FBI. In an effort to accurately report what crime is today, the BJS wants to create a statistically valid sample by adding 400 agencies to the 6500 NIBRS agencies. 31 of the 400 agencies nationwide are in Florida, and those agencies are eligible for funding to move to NIBRS. FDLE was approved for a NIBRS conversion planning grant and contracted with the Georgia Tech Research Institute (GTRI) to perform the research. A survey was sent to agencies statewide, and GTRI is analyzing the results. FDLE will brief legislators during the 2018 session. We will need money and personnel to meet the mandate.

Director Schaeffer also stated that if incident data is pulled for statistical purposes, then that data should also be available to use to benefit law enforcement and public safety. If the system collects locations, types of crime, and relationships, then we should be able to use it in our analytical tools. With the data and analytics, crime analysts can look at hotspots and address crimes that may occur in certain areas. Director Schaeffer will come back to the Council and discuss what we can do with incident-based data.

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

- Comment from Assistant Commissioner Pritt: FDLE has already briefed downtown about the impact of NIBRS, both at the state level and nationally, and the resources that will be needed to meet these changes.
- Question from Mr. Hamilton Davies: Are the major CAD vendors aware? Director Schaeffer said they are aware and that some of them were at the meetings at which he spoke. The GTRI assessment will provide a high level cost estimate, and we will have to have in-depth design discussions before we can relay the information to the vendor community. GTRI will complete their assessment in the May/June 2017 timeframe.

ITEM 4

CJIS Field Services Restructure
CJIS Director Charles Schaeffer
Florida Department of Law Enforcement (FDLE)
Information and Discussion

Chair Musco recognized CJIS Director Charles Schaeffer of FDLE. Director Schaeffer briefed the Council on changes in how CJIS interacts with the regions and law enforcement with the goal of improving how CJIS distributes information. We will shift from a seven region format to four CJIS Service Areas (CSA). Each CSA will have a Senior Management Analyst Supervisor, a Government Analyst II, and a Research and Training Specialist. We will look at audits to determine if we are providing adequate training. The FDLE audit staff will also shift to the four CSA format. Additionally, our bureaus will establish point of contacts by CSA to provide a better support mechanism for our local agencies. Twenty years ago, FCIC was the Information Delivery Team's primary focus, but now with the increased number of projects, they assist and train agencies on a wide variety of topics. Director Schaeffer explained that the new format is

not currently implemented, but we are visiting law enforcement agencies and discussing the impending changes.

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

- Chief Musco asked when the shift from regions to CSAs will occur. Director Schaeffer stated the changes will occur around the first of March. We will brief the regions in spring/summer 2017 and will discuss during the symposium. The shift will take approximately eight months. Changes will also include the sun-setting of Terminal Agency Coordinators (TAC).
- Chief Musco also commented that as programs and systems become more advanced, skilled resources become an issue. Some agencies, especially smaller agencies, do not have the personnel with the expertise to handle the new initiatives. How can we provide agencies with assistance? Director Schaeffer explained that we need to look at the agency's audits to see if the agency has the same issues as its peer agencies. We will focus on eliminating the top ten audit issues; most of the issues are paperwork related.
- Assistant Commissioner Pritt stated that, like NIBRS, we might be able to find a scalable way to include in our request to the state the formation of technical teams that could be deployed in a regional structure to help local agencies who don't have the technical support to meet their needs.

ITEM 5

Comprehensive Case Information System (CCIS) 3.0 Project Status Update

Clerk of the Court Linda Doggett and Director of Information Technology Melvin Cox

Lee County Clerk of the Court and Florida Court Clerks and Comptrollers

Information and Discussion

Chair Musco recognized Lee County Clerk of the Court Linda Doggett and the Florida Court Clerks and Comptrollers (FCCC) Director of Information Technology Melvin Cox. Clerk Doggett chairs the statewide CCIS Committee; CCIS is the statewide database of court case information. Starting in 2002 with the advent of CCIS 1.0 and in 2009 with CCIS 2.0, the plan was to continue striving to support the local infrastructure. To meet the expanding needs of the court system, enhancements were made to the existing CCIS 2.0 through grant funding and the system was upgraded to CCIS 3.0. The CCIS 3.0 implementation is almost complete. The system provides real-time access to case data and access to electronic court documents, more case information, enhanced search capability, and uniformity of system for each county.

Mr. Melvin Cox stated that they worked with the counties to create a standard list of services and standardized screens. All counties receive real-time data, thereby obtaining the most up-to-date information available. He shared and discussed various screen shots from CCIS 3.0, including person search, case search, and warrant search. The system includes images associated with a case. Mr. Cox stated that all counties are providing the images. CCIS 3.0 uses state and national standards: National Information Exchange Model (NIEM), Florida Courts Technology Commission (FCTC) Data Exchange Workgroup Standards, and AOSC 16-14 Access to Electronic Records Security Matrix.

For the future, the revised strategic plan identifies the digitization of the paper, enhancing CCIS, piloting reporting and analytics for clerks, and growing a digital framework for clerks. eFiling, although mandated, did not take care of all the paper that comes into the clerks offices. The FCCC is looking at how much of the information is automated, which depends on county size.

They are also ensuring that the infrastructures are sound and not redundant. There are plans for multiple enhancements, including the update of the security model, implementing a data quality process to include auditing, and developing new reporting and notification functionalities.

The following question was posed at the end of the presentation:

- Director Schaeffer asked from where the charge descriptions come, specifically does it come from booking? Mr. Cox responded that it is provided by the county from booking to CCIS. Jail information goes into local case management systems (CMS).
- Clerk Timmann commented that the clerks have different case management systems, which is an issue for all constitutional officers, and those systems have to be able to adapt to the needs of the county. She asked how do we bring systems together to be consistent, efficient and responsible, so everyone can work uniformly and be able to respond to data requests from legislators.
- Clerk Timmann also commented that there is an issue where individuals come to the clerk's office to complete financial obligations, as an example, their traffic citations. Although the payment is made, there is no mechanism for the clerks to follow through the entire process to clear their licenses on some of those obligations. The clerks have tried to work with DHSMV to resolve a connectivity issue between CCIS and DHSMV, but DHSMV has said it could take five years to resolve the problem. This is a concern among the clerks and with the legislature. Mr. Dickerson-Walden responded that DHSMV is undergoing a large modernization project which may explain the five year quote. He did say that there are times when there are other problems with a citation unrelated to the county that may prevent someone from receiving his or her license. He said DHSMV would certainly discuss options, and if it required additional resources, DHSMV may need to request them..
- Director Schaeffer asked if there is an effort with the CCIS project to scan the legacy clerk data, specifically dispositions, to make it searchable or renewable. Clerk Doggett responded that it is on a county-by-county basis. Some are loading old documents into the case management system, which can be accessed by CCIS, but it really depends on the agency's budget. Counties try to work on current cases to keep the system up-to-date. Director Schaeffer asked that if FDLE paid for it, would the counties digitize their old paper files. Clerk Doggett said yes. Clerk Timmann also commented that it is a resource issue for the agencies and that the goal is to stay current as much as possible. Director Schaeffer explained this is relevant to the Federal Funding Work Group, and if we use some of federal money to improve the quality of the record, we could probably fund individual clerks' offices.
- Sheriff Ashley asked if the clerks had performed a cost assessment on CCIS to show the savings that resulted from the system's implementation. Clerk Doggett stated that most of the money came from grant funding, and some clerks absorbed some costs. Do not have hard numbers, but there are definite savings, monetarily, and efficiency-wise.
- **MOTION – Assistant Commissioner Pritt motioned that on behalf of the CJJIS Council, FDLE staff work towards making application or doing the research necessary to pursue the initiative and seek federal funding to enhance the court disposition records through CCIS and whatever resources that would require. Sheriff Ashley seconded. Motion carried.**

ITEM 6

Computerized Criminal History (CCH) Modernization Update

Planning and Policy Administrator Reneé Strickland
Florida Department of Law Enforcement

No Presentation; information was provided in the agenda packet.

The following information was provided in the agenda packet:

FDLE operates and maintains Florida's central repository of criminal justice information, the Computerized Criminal History System (CCH), for the state's law enforcement and criminal justice agencies, licensing and regulatory agencies, business community, private citizens, and policy makers. The CCH modernization project is replacing the 45 plus year mainframe criminal history repository. This fall FDLE successfully replaced various system functions. Benefits from this replacement include using document management features and the sun-setting of Microsoft (MS) Access databases to track incoming work. In 2016 we used the new functions to document and complete research on over:

- 5,500 firearm purchase conditional non-approvals
- 4,900 agency corrections
- 2,500 name changes
- 1,900 (non-arrest) fingerprint verifications

In 2017 we will ask clerks of court to use the new process to submit court ordered name changes. Arrest and booking agencies will transition to the new system instead of the current CJNet Quality Control Agency Correction form (<http://www.flcjn.net/qcForm/qc.asp>). For both processes, the clerk's staff will log into the new system, enter the updated information and FDLE staff will make the changes in CCH. An electronic notification will be returned to the clerk's office once the update is complete.

Today the FDLE arrest/clerk statute table is maintained in an MS Excel spreadsheet. In the next six months we will be customizing and testing the statute maintenance functions as part of CCH. Replacing the spreadsheet will streamline the table maintenance and publishing process.

Analysis and design for interfaces; arrest, disposition and custody functionality; and data migration is also underway. The CCH Modernization Project remains on schedule to implement the completed CCH solution in the first half of FY 2018-19.

ITEM 7

Florida Information Sharing Environment

Data Sharing Project Manager Ian Anderson
Florida Department of Law Enforcement

Information and Discussion

Chair Musco recognized Data Sharing Project Manager Ian Anderson of FDLE. Mr. Anderson updated the Council on the progress of the Florida Information Sharing Environment. The State Working Group has been renamed to the Domestic Security Coordinating Group and the new structure has nine focus groups. The existing Statewide Data Sharing Committee will continue its work to facilitate common data sharing initiatives, funding assessments, and recommendations.

Out of 115 agencies, the Regional Law Enforcement Exchange (RLEX) has completed the remapping of 95. There were delays with the 20 remaining counties due to resource constraints and some agency vendors, but there was flexibility to extend the date to March 2017.

FINDER and LInX have completed the work to integrate their systems. The data from the majority of FINDER systems is now available in LInX and can be used for advanced analytics, and if an agency agrees to be the CJIS sponsor for FINDER, it will also allow the data to go to N-DEx and for FINDER users to query N-DEx. LInX now contains over 560 million records from 266 agencies in Florida and a portion of Georgia that is included in the regional system.

Looking forward and if funds are available, the money will be used to map agencies that were unable to participate in data sharing in the past. We are working to ensure that remapping costs are covered for all agencies in Florida when they change or upgrade their records systems. As one of the nine formal Domestic Security Coordinating Group focus groups, the Law Enforcement Data Sharing Focus Group is focusing on the completion of a firm data sharing foundation, with a strategy for future sustainment funding as the goal for the most immediate future, and we will continue to look for funding, whether through the legislature or grant funds. The Focus Group is working with FDLE to understand how the move to NIBRS will overlap and align with data sharing efforts. Having a single common source of data collection is advantageous.

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

- Why are we sharing with the Navy? The Navy has the capability of connecting to N-DEx.
- What is the analytical benefit? We receive their data which consists of data from all over the country, including immigration and Coast Guard data. Chair Musco recognized Director of Information Technology Services Joey Hornsby of FDLE who stated that NCIS and LInX was one of the regional systems already in place, and when we were looking for a system, Northrop Grumman, the company that owns LInX, offered. Director Schaeffer added that we have control of what we share and who has access to that information. The data is not commingled. Several agencies do not meet our criteria, so they do not have access to our data.

**ITEM 8
Grants**

Chief of Planning and Performance Petrina Herring
Florida Department of Law Enforcement

No Presentation; information was provided in the agenda packet.

The following information was provided in the agenda packet:

The Council's Federal Funding Work Group (FFWG) met in November to discuss requirements and planning for upcoming FY2017 National Criminal History Improvement Program (NCHIP) and NICS Act Record Improvement Program (NARIP) federal grant applications. Upon release of the federal grant solicitations, FFWG will provide templates and instructions for submitting concept papers and reconvene to make final decisions for inclusion on the State's applications.

The Department of Justice (DOJ) Office of Justice Programs (OJP) will release the majority of their criminal justice grant solicitations between now and late spring, with the following currently available for eligible local and state governments.

- Body worn camera implementation programs;
- Criminal Justice Innovation Program funding to develop cross-sector strategies to reduce violent and serious crime in concentrated areas; and
- Justice Reinvestment Initiative (JRI) funding to create or expand the continuum of pretrial options in jurisdictions, evidence-based reentry programs, community supervision, etc.

Additional information regarding these programs may be obtained by contacting the federal awarding agencies directly. Information regarding NCHIP or NARIP grants, or the FFWG application process may be obtained from FDLE's grants office at criminaljustice@fdle.state.fl.us or by contacting bureau chief Petrina Herring at (850) 617-1264.

<p>ITEM 9 Standing Committee Report on Data Director of Information Technology Services Boyd Dickerson-Walden Florida Department of Highway Safety and Motor Vehicles Information and Discussion</p>

Chair Musco recognized Director of Information Technology Services Boyd Dickerson-Walden of DHSMV who provided an update on the Data Committee. The committee has been tasked with three topics: license plate readers, photographs for mug shots, and incident-based reporting. On NIBRS, FDLE will share the GTRI information for data committee input; therefore, until that time, NIBRS will remain on hold for the committee.

Regarding the license plate readers topic, the committee discussed the best options to share the data. Should the state have a central repository, which will involve FDLE resources, or do we allow the vendor(s) to maintain the data and agencies have access. The committee needs to develop standards for storage, capture, and retention of the data. There are privacy concerns.

- Chief Musco asked the committee to provide suggestions and present to the Council.
- Assistant Commissioner Pritt commented that the creation of a statewide license plate repository was discussed with the legislature, and there did not seem to be any fortitude for that option without some very good examples of cost benefit and impact assessment regarding privacy as well as other states having done so successfully and having withstood challenges, as opposed to a vendor-to-vendor driven model.
- Sheriff Ashley agreed that an assessment is needed.

Regarding photographs and mug shot standards, the committee is reviewing standards and will brief the Council in July along with the statewide license plate readers topic.

ITEM 10

Standing Committee Report on Emerging Technology

Chief of Customer Service Administration Denver Gordon

Florida Department of Law Enforcement

Information and Discussion

Chair Musco recognized Chief of Customer Service Administration Denver Gordon of FDLE. Chief Gordon stated that the committee researched new technologies, such as use of drones in law enforcement, on demand video teleconferencing, and cloud computing with the primary focus being placed on cloud computing. Many agencies want to take advantage of the cost savings that comes with the economy of scale.

1. Can a cloud provider meet the strict requirements of CJIS Security Policy 5.5 for housing criminal justice data? Yes, they can. The following three requirements must be met: a) staff with physical or logical access to criminal justice information must go through both a state and national background check; b) the site(s) must be vetted and audited; c) the actual technical solution must be vetted.
2. How can we make it easier for criminal justice community to utilize cloud providers? A lead contracting agency can run backgrounds and go into contract with other agencies. The lead agency will notify other agencies if person is arrested. Once implemented, National Rapback can be used to monitor vendor employees.

Director Schaeffer asked the FBI for a federal clearinghouse of vendor employees who have been background checked. Assistant Commissioner Pritt provided the model to the legislators who handle this issue, but there has been no movement yet.

- Director Schaeffer noted that body camera data is the same as dash camera video. Criminal justice information (CJI) is not searchable or retrievable, so it doesn't have to be as secure as CJI.
- Council Member Doug Smith commented that Colorado has a CJIS vendor management program. Their website has information that assists vendors and agencies. Perhaps we can look at their model.
- Director Schaeffer commented that FDLE is working with the vendor community. We have some proviso language in our funding. Additionally we have been working with Amazon Web Services and Microsoft (MS). The MS security head said they are opening a data center in Iowa for FDLE to audit in February. After the audit, MS says they will open other data centers where they would store CJI. We are doing the same thing with Amazon Web Services and a local business out of Orlando. The FBI has a sharing rule. If a state CJIS Systems Agency (CSA) has an audit of a vendor, the state can share the audit with other CSAs. Director Schaeffer submitted a topic paper to the FBI on sharing vendor background checks through a national clearinghouse in 2013 and resubmitted it in October 2016.
- Director Schaeffer asked that Chief Musco work with the Council to name a new chair for the Emerging Technology Chair. Dennis Hollingsworth will chair the committee.

ITEM 11

Standing Committee Report on Resources

Clerk of Circuit Court and Comptroller Carolyn Timmann
Martin County

Information and Discussion

Chair Musco recognized Martin County Clerk of Circuit Court and Comptroller Carolyn Timmann. Clerk Timmann stated that the committee had started to inventory agency IT projects and programs. They are missing some agencies (DJJ, DC, FCOR, SA, and Public Defender) and could benefit from a representative from those agencies. The committee needs to know inventory before they can provide information on gaps, redundancy, and needs. Clerk Timmann will provide IT inventory to the Council once complete.

ITEM 12

Standing Committee Report on Communications

Assistant Commissioner Jennifer Cook Pritt
Florida Department of Law Enforcement

Information and Discussion

Chair Musco recognized Assistant Commissioner Jennifer Pritt of the FDLE. Assistant Commissioner Pritt briefed the Council on the Communications Committee's progress. The committee met on October 26, 2016. The committee members had performed an overall review of the Council website. The website is our primary goal within our three objectives. The committee is working to expand the capability and ensure the accuracy and timeliness of the information on the Council website to make it a more user-friendly site. From the meeting, a list of recommendations was created, and many of those recommendations have already been addressed. The CJJIS Standards and Links page needs review and to be kept up-to-date, which will require input from other resources. Assistant Commissioner Pritt asked that if there are any agencies who can volunteer members to serve on committee, she will welcome their membership.

One of the Communication Committee's Strategic Plan objectives, specifically #2, involves the development and implementation of a subscription-based application, essentially a Listserv. We currently have a robust communication distribution process in place to accomplish our overall goal, so a Listserv may not be relevant to our endeavor. Assistant Commissioner Pritt recommended the following change to Objective #2: Develop and implement continuous improvement to efficient and effective communications and noticing.

- **MOTION – Council Member Doug Smith motioned that the Communications Goal, Objective #2 be changed to the following: “Develop and implement continuous improvement to efficient and effective communications and noticing.” Clerk Carolyn Timmann seconded. Motion carried.**

The third objective under the Communications goal references increasing the frequency of noticed Council meetings for the purposes of regular updates, transparency, and coordination. In the last meeting, there was no desire from the Council to change the twice a year meeting status, so if the Council keeps this objective's language, there is not much the committee can do with that objective as it relates to our goal.

- Chief Musco commented that with the initiatives anticipated to affect Florida in the near future, he was not in favor of changing the objective.
- Director Schaeffer commented that the Chair can always call for an ad hoc meeting if something arises.

ITEM 13
CJJIS Council Chair and Vice Chair Appointments
CJIS Director Charles Schaeffer
Florida Department of Law Enforcement
Action Item

Director Charles Schaeffer asked for nominations to the CJJIS Council Chair. Mr. Doug Smith motioned that Chief Musco remain as the chair. The motion was seconded by Sheriff Ashley. Motion passed.

Director Charles Schaeffer asked for nominations to the CJJIS Council Vice-Chair. Sheriff Ashley nominated Mr. Doug Smith as the vice-chair. The motion was seconded by Mr. Dennis Hollingsworth. Motion passed.

ITEM 14
2017 CJIS Annual Training Symposium
CJIS Director Charles Schaeffer
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized CJIS Director Charles Schaeffer of FDLE who briefed the Council on the upcoming 2017 CJIS Annual Training Symposium. This year's symposium will be in Jacksonville at the Hyatt Regency Jacksonville Riverfront on July 18 – 20, 2017. The July CJJIS Council meeting will occur on Monday, July 17, 2017 at the same location. Council members are welcome and encouraged to stay for the symposium. FDLE will pay for the Council member's registration, hotel, and per diem in accordance with state of Florida travel guidelines. CJIS will provide additional registration information very soon.

CLOSING REMARKS

Chair Musco informed everyone that the January 2018 meeting is set for January 17, 2018, at the Staybridge Suites in Tallahassee.

Chair Musco thanked members for their attendance. The meeting was adjourned at 12:14 p.m.