

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

MINUTES OF MEETING
Wednesday, January 20, 2016 9:00 a.m.
StayBridge Suites, 1600 Summit Lake Drive
Tallahassee, FL 32317

Members Present:

Robert Musco, Chief, Green Cove Springs Police Department
Jennifer Cook Pritt, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)
Don Eslinger, Sheriff, Seminole County Sheriff's Office
Hamilton Davies for Katherine Fernandez Rundle, State Attorney's Office, Eleventh Judicial Circuit
Larry Ashley, Sheriff, Okaloosa County Sheriff's Office
Stacy Scott, Public Defender, Eighth Judicial Circuit
Alan Neubauer, Designee for PK Jameson, Office of State Courts Administrator (OSCA)
Lee Massie, Chief, Kissimmee Police Department
Scott Morgan, 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
Lincoln M. Quinton, Designee for Secretary Julie Jones, Department of Corrections (DC)
Gina Giacomo, Designee for Tena Pate, Chair, Florida Commission of Offender Review (COR)
Melvin Cox, Designee for Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller

Members Absent: All members or their designees were present.

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 16, 2015 CJJIS Council Meeting

Chair Musco requested approval of the minutes of the July 16, 2015 CJJIS Council meeting. Mr. Doug Smith moved and Sheriff Larry Ashley seconded the motion to adopt the July 16, 2015 minutes. Motion passed.

ITEM 1
FirstNet/FloridaNet

Chief Performance Officer Larry Gowen
Department of Highway Safety and Motor Vehicles (DHSMV)
Information and Discussion

Chair Musco recognized Chief Performance Officer Larry Gowen of DHSMV. Mr. Gowen provided the Council with a status update on FirstNet and its Florida component FloridaNet. The first round of FirstNet consultations is complete with only the state of Mississippi choosing not to participate in the program. On Wednesday, January 13, 2016 and based on the information received during the first round of consultations, the FirstNet Request for Proposal (RFP) was created and released.

FloridaNet submitted the state's initial data to FirstNet in September 2015 and are continuing to submit data. Florida provided some of the most detailed responses to FirstNet and will bring in a vendor to help collect more data. The FloridaNet staff needs to work with local agencies to filter core elements to determine necessary data while being mindful of public records and confidentiality issues. FloridaNet staff also needs to validate the information found in the FirstNet report. FloridaNet is developing a Request for Quote (RFQ) for the data collection. The RFQ release date is set for May 2016 with the award being announced the end of 2016.

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

- What are the major shortfalls the project is trying to address? Encouraging local agencies to share their historical information from their dispatch data and CAD systems is probably the largest issue. If the agencies don't share the information demonstrating a need, FirstNet will make their own determination of what FirstNet believes the agencies need.
- Will this be federally maintained? It depends on whether the governor chooses to opt in or opt out. If the governor opts in, then the system will be owned, operated, and managed by FirstNet. If the Florida opts out, then we, the state, must pay for it. Excess data capacity will be sold to civilian networks; the profit from the sale will help pay for the system.
- Who owns the data? The owner of the data will be FloridaNet at DHSMV. Once the data is shared with FirstNet, then FirstNet owns it.
- What can the CJJIS Council do to help move the project along? Communicate with agencies and advise them that FloridaNet is coming and that sharing their data is the best way to get the network they need.
- With the governor deciding whether to opt in, he will be looking to the Agency for State Technology (AST) for guidance. Has this presentation been provided to AST? Yes, AST has been briefed, and they will support the governor's recommendation.

ITEM 2
CCIS 3.0 Project Update

Project Manager E-Filing Portal Jennifer Fishback
Florida Courts Clerks and Comptrollers (FCCC)
Information and Discussion

Chair Musco recognized Ms. Jennifer Fishback of the FCCC. Ms. Fishback updated the Council on the status of the CCIS 3.0 project and provided the new Council members a brief background of the project to date.

The main methods of searching are by name and case number, and the search feature is available through a secured point of access on a 24/7 basis. All court case types are available from 67 of the Clerks' offices. Data elements include individual name demographic information; case and charge information; court events; progress dockets; financial information, such as assessments and collections; warrant and summons information; sentencing information; and links to document images.

CCIS is a secure system, whose users are restricted to governmental agencies from the federal, state, and local levels. User access and levels of access to court records are determined by the CCIS administrators, who ensure the user's assigned security level complies with the requirements as defined in Florida Statutes. CCIS goals include making non-criminal history record information available that is relevant to firearm eligibility determination; supporting information exchange among criminal justice agencies; and improving the statewide ability to track cases involving stalking, domestic violence offenses, and protection orders.

CCIS 3.0 will provide real time results supported by increased system capacity and will expand data elements and integration. The upgraded platform will also allow for increased reporting and business intelligence capacity. At this time, the CCIS infrastructure and online application is upgraded, and four counties are currently live on the upgraded format with each of the pilot counties using a model provided by a different vendor. Once the pilot counties have worked out all of the issues, the system will be implemented in a phased approach across the rest of the state using the four vendors. The CCIS 3.0 upgrade is projected to complete in 2016.

Due to multiple scheduling conflicts, Agenda Item 3 was moved to later in the meeting and Agenda Item 12 was moved into the Agenda Item 3 time slot.

<p style="text-align: center;">ITEM 12 House Bill (HB) 781 – Protective Injunction Electronic Filing Project Director of Community and Intergovernmental Relations Sarah Naf Office of the State Courts Administrator (OSCA) Information and Discussion</p>
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Chair Musco recognized Director Sarah Naf of the OSCA who presented on HB 781 – the Protective Injunction Electronic Filing. HB 781 would establish a pilot in three counties that would offer victims of domestic violence alternatives to filing for a domestic violence injunction and testifying at the final injunction hearing in a courthouse. While overseen by OSCA, the project would entail working with the clerks of the court of the three chosen counties to establish remote locations outside of the courthouses from where the victims can electronically file for the injunction and/or testify at hearing. OSCA would provide access to the clerks of the court, the video equipment, and training. OSCA has spoken with FDLE about tying this project into the eWarrants project.

The following questions were posed and/or comments made by Council members at the end of the presentation:

- The FCCC is working with the legislature and preparing an amendment to the bill.
- Will there be involvement with victim service providers, such as Refuge House? Yes, the bill requires the clerks to work with Florida domestic violence assistance groups.
- As it relates to security, has there been any thought as to where these video rooms will be housed, and will the location require additional law enforcement services by the sheriffs' offices and police departments? That is a good question, and it is something that we are trying to determine. We will discuss with the clerks.

- Has the 6th amendment right to confront the accuser been raised? Yes, they have received comments, and OSCA will relay questions/comments to the bill sponsors.

ITEM 4
Grants Update

Chief of Planning and Performance Petrina Herring
Florida Department of Law Enforcement (FDLE)
Information and Discussion

Chair Musco recognized Bureau Chief Petrina Herring of the FDLE. Ms. Herring provided an overview of the grants administered by FDLE, and she provided a more detailed review of the grants that are overseen by the CJJIS Council.

FDLE administers four Department of Justice (DOJ) grants: Edward Byrne Memorial Justice Assistance Grant (Byrne/JAG), Residential Substance Abuse Treatment Program (RSAT), National Criminal History Improvement Program (NCHIP), and NICS Act Record Improvement Program (NARIP). The CJJIS Council oversees the NCHIP and NARIP grants, and most of the projects associated with those grants are for criminal history improvement. The following FDLE projects/programs are under the NCHIP grant: CCH programming and enhancements; criminal history records improvement and staff augmentation; equipment upgrades; electronic warrants (eWarrants); and the livescan replacement for all local agencies. Under NCHIP, FCCC oversees the CCIS upgrade. For the NARIP grant, FDLE oversees the following: Firearm Purchase Program (FPP) staff augmentation, expenses, and equipment; criminal history staff augmentation; mental health research and analysis project; CCJ programming and data projects; MECOM/CCIS upgrade; Firearm Eligibility System (FES) enhancements; electronic protection orders; and historic document access of court documents.

There has been a decline in DOJ funding due to competition with other federal priorities and initiatives. Ms. Herring provided the following list of current state issues in Congress affecting grant funding: federal prison reform; mental health; opioids; gun background checks; juvenile justice reauthorization; discouraging sanctuary cities; PREA bill; and SORNA reauthorization.

Ms. Herring provided a timeline of the grant solicitation process over the next year. Federal grant solicitations will occur in the spring, and the Federal Funding Work Group (FFWG) will meet at that time to discuss Florida's state applications. During the summer, we will receive the federal awards and approve sub-grants in FDLE's grant system. In the fall of 2016 and into spring 2017, the previous year's projects and sub-awards will be closed and new projects and programs will begin.

ITEM 5
Rapback

Senior Management Analyst Supervisor April Haupt
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Senior Management Analyst Supervisor April Haupt of the FDLE, who provided an update on Florida's involvement with National Rapback. Ms. Haupt explained that the program's changes were completed, and FDLE began user acceptance testing with the Federal Bureau of Investigation (FBI) in October 2015. A soft target of February 2016 for

implementation was established. The implementation will start at FDLE with FDLE members, and once FDLE confirms that the system is working, then the implementation will be pushed to other agencies.

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

What are the issues or concerns? Because Florida's retained fingerprint file is very large, there have been some software issues.

ITEM 6

FBI CJIS Security Policy Update

Information Security Officer Larry Coffee
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Information Security Officer Larry Coffee of the FDLE, who updated the Council on the changes to the FBI CJIS Security Policy (CSP) version 5.4. The following updates were received in early October 2015:

- When criminal justice information (CJI) leaves a physically secure location, the data must be encrypted. The only exception is if the two locations are literally in a person's line of sight.
- Risk-based compliance and tiered requirements were instituted.
- Clarified remote access; access is specifically for privilege functions, such as an administrator remoting from home to an agency.
- Regarding state of residency, CJIS systems officers have a say on determining acceptable proof of residency. This change is more focused on vendors for background checks. Florida follows what DHSMV uses for determining drivers' license requirements.
- Standardized policy terminology for police vehicle or criminal justice conveyance as it relates to advanced authentication; unless the vehicle or conveyance is enclosed, advanced authentication must be used.
- Clarified virtualization and partitioning.
- Defined virtual escorting (Example: If a vendor representative, who has been background checked and accesses a system remotely, is out of the office, the vendor may assign someone to have virtual escorting; however, if the escort becomes a regular user, then the vendor must background check the person.)

Mr. Coffee informed the Council members that we hope to receive and disperse the new CJIS CSP to criminal justice agencies in July or August 2016.

ITEM 7

National Crime Statistics Exchange (NCS-X)

Deputy Director April Cross
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Deputy Director April Cross of the FDLE, who updated the Council on the status of the NCS-X project. On December 2, 2015, the FBI CJIS Advisory Policy Board (APB) voted to transition from a summary- to incident-based uniform crime reporting. Florida will have to move to an incident-based format by January 1, 2021; however, the FBI will allow some leeway.

Florida asked for funding in a planning grant to explore the feasibility of Florida transitioning to incident-based crime reporting. Although Florida was awarded the grant, the amount was less than we requested. FDLE is contracting with a vendor to help gather the information. FDLE is also working on a survey to be sent to all Florida sheriffs, chiefs, and agency heads who report uniform crime statistics to find out what it will take for agencies to become incident-based compliant. Once we have compiled and analyzed the survey results, FDLE will go to the legislature and ask for the funds necessary to transition to an incident-based format. The survey should be completed by both a records person and a technology person.

The following request was made at the end of the presentation:

- Prior to sending the survey, please notify the sheriffs, chiefs, and agency designees on the Council, so the Council members can contact our respective associations about the importance of this information and help push it through the system. Deputy Director Cross agreed and also reassured Council members that FDLE understands the difference in the reporting formats and plans to have dual reporting of summary and incident-based for several years.

ACTION ITEM: Notify the Council members prior to the survey being distributed.

<p style="text-align: center;">ITEM 8 2016 CJIS Annual Training Symposium Deputy Director April Cross Florida Department of Law Enforcement Information and Discussion</p>

Chair Musco recognized Deputy Director April Cross of the FDLE. Ms. Cross briefed the Council on the CJIS Annual Training Symposium, which will be at the Omni Orlando Resort in ChampionsGate from July 19 – 22, 2016, and she reminded the Council that the next CJJIS Council will occur at the symposium, specifically on Monday, July 18, 2016 starting at 9:00 a.m. There are some changes in this year's symposium. We are revising the session times to include one, one and a half and two hour sessions. FDLE is also adding Thursday afternoon and Friday morning to the schedule. This year, we contracted to use a third-party event management company's software for registration and session tracking; the transition to the new software also allows an attendee to download an application where he or she can create and access a personalized session schedule. We anticipate the registration site to be operational the beginning of February.

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

- Who is the third party vendor? Cvent

Due to a scheduling conflict, Agenda Item 9 was moved to later in the meeting.

<p style="text-align: center;">ITEM 10 Computerized Criminal History (CCH) Modernization Update Planning and Policy Administrator Reneé Strickland Florida Department of Law Enforcement Information and Discussion</p>
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Chair Musco recognized Planning and Policy Administrator Reneé Strickland of the FDLE, who provided an update on the CCH Modernization project. Ms. Strickland explained that the project's objective is to replace the over 40 year old mainframe system with a new system based on a

commercially available criminal records management product with modern hardware and software technologies.

FDLE's contract with GCOM Software, Inc. was effective September 1, 2015, and GCOM is in Tallahassee and actively working with FDLE. Since the contract was signed, GCOM staff has met with FDLE technology staff and CJIS members to learn about Florida's CCH, interconnected systems, and processes that will be affected by an updated CCH system. These high-level requirements reviews and other project initiation tasks served as the basis for our recently detailed schedule. Working together, we have procured, provisioned, and deployed a development environment, and the Solution Architecture Design Document is on track for completion later this month, which will be followed by the creation of the test and production environments.

An updated, modernized CCH incorporates document and workflow management to help FDLE address data quality and completeness of records through a better workflow. The "workflow" will replace our current paper-based business processes by September 30, 2016.

Use cases for the new workflows are underway. Common services like user management, dashboards and messaging are also being customized for FDLE. The new workflow processes are designed for internal (FDLE) use as well as external use. For example, CCH data owners, such as sheriffs' offices and police departments, will be able to securely communicate agency correction requests through CJNet, and unlike today, they will see the status of the request and receive a notice of completion.

The public portion of the workflows will include the online creation of forms for compromised identity claims and seal or expunge applications. These requests require the submission of a paper or "hard card" fingerprints. The forms can be completed online and printed with a barcode. When the barcoded form and fingerprints are provided to FDLE, we can use the barcode to establish the work product with minimal keystrokes.

Migrating 6.5 million person records and 26.4 million arrest records is a daunting task, but we have started the analysis of current CCH data. In August, we will begin designing data conversion scripts.

In May, we will begin detailed analysis for Florida's customization of GCOM's criminal history repository, and we are on schedule for a September 2016 implementation of workflow components and a 2018 CCH Modernization Project completion.

ITEM 11

eWarrants Update and Demonstration

Planning and Policy Administrator Reneé Strickland and Government Analyst II Lee Herring
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Planning and Policy Administrator Reneé Strickland of the FDLE. Ms. Strickland provided an update on the grant-funded eWarrants project. The eWarrants project's objective is to provide accurate, timely records. eWarrants is a web interface, and the ultimate goal is to have all segments of the warrant process electronically entered so specified users can review, approve, and serve the warrant.

After Ms. Strickland completed her briefing, Government Analyst II Lee Herring of the FDLE demonstrated the eWarrants process by logging into the test software using different user profiles to simulate how an electronic warrant would flow through the system. Mr. Herring also showed the checks and balances designed into the system.

The following questions were posed and/or comments made by Council members at the end of the presentation:

- In the judge approval process, can the judge change things? Yes, the judge can change information based on what is provided to the judge. Follow-up comment: We have had an issue with this in Jacksonville where if the judge changed the report/warrant, then the judge can get subpoenaed. Follow-up response: The issue should be addressed by legal.
- Who are the counties in the workgroup and could you provide a list of the names from Okaloosa County who are or were on the workgroup? A list will be provided.
- Can a judge change other fields? A judge can change the bond amount or override bond, but a judge cannot change statutes; however, he or she can add or delete.
- Do you have a production timeline? The goal is to start testing with St. Lucie County and transition to other counties.
- Is the project funded for production? Yes, the production segment is funded, but maintenance is not.
- When the judge approves a warrant, what is the process? The judge re-enters his or her password to confirm he or she is approving the warrant.
- If the warrant is printed, will the judge's electronic signature be used/seen? No, there will be a statement that the warrant was electronically signed and will not include a signature.
- Has any thought be given to the tokenization of information for validation? We are discussing with the vendor, but a decision has not been made.
- Will a judge's assistant have the same ability to navigate as a judge? No, the judge's assistant can only manage the queue and route a document to a judge.

ACTION ITEM: A list of counties in the workgroup will be provided.

ITEM 9

Legislative Updates

Assistant Commissioner Jennifer Cook Pritt
Florida Department of Law Enforcement

Information and Discussion

Chair Musco recognized Assistant Commissioner Jennifer Cook Pritt of the FDLE who briefed the Council on part of FDLE's 2016 Legislative Budget Request (LBR). One of FDLE's primary areas of emphasis is the need for more full-time equivalent (FTE) information technology positions; FDLE requested ten new positions. The CCH Modernization Project is in year two of a three year funding cycle, and the Automated Training Management System (ATMS) is in year two.

ITEM 3

Florida Information Sharing Environment

Special Agent in Charge Donna Uzzell
Florida Department of Law Enforcement

Information and Discussion

Chair Musco recognized Special Agent in Charge (SAC) Donna Uzzell of the FDLE. SAC Uzzell provided a status update of the Florida Information Sharing Environment initiative. The Statewide

Data Sharing Committee met on December 1, 2015 to discuss options for moving forward. As part of an earlier procurement process with other data sharing systems, Northrop Grumman was chosen as the vendor to work on LInX, which is now known as the Regional Florida LInX. The Regional Florida LInX's coverage includes the state nodes and the Tallahassee, Ft. Myers and Miami regions. Once FDLE started analyzing the coverage with the advent of Florida Regional LInX, we realized that the footprint of different vendors had significantly decreased, and there were primarily two vendors in Florida: FINDER and the Regional Florida LInX.

FINDER and National Criminal Investigative Service (NCIS) are working together to connect their systems directly. The work is taking place in two phases: Phase 1 connects the two systems to each other directly; and Phase 2 uploads FINDER data into LInX.

SAC Uzzell stated that 35 agencies are expected to come online in the first quarter of 2016, and during the second quarter, another 60 agencies will come online as the work ramps up. During the third and fourth quarters, Northrop Grumman will work on the custom systems that are more complicated in hopes of adding these remaining 18 agencies by the end of November.

The key for completion is the availability of agencies to provide data, and we want to take a "no agency left behind" approach. The project completion date is scheduled for December 22, 2016, but if this cannot be accomplished, we will request an extension.

ITEM 13

Standing Committee Report on Data

Chief of Management Information Systems Scott Morgan
Florida Department of Juvenile Justice (DJJ)

Information and Discussion

Chair Musco recognized Chief of Management Information Systems Scott Morgan of the DJJ who provided an update on the Data Committee. Mr. Morgan reported the committee had its first meeting on October 12, 2015 and has had two subsequent meetings. During the most recent meeting on December 9, 2015, the committee formed three subcommittees: License Plate Reader (LPR) Data, Photo Sharing Data, and Incident Reporting Data.

ITEM 14

Standing Committee Report on Emerging Technology

Chief Information Officer Lincoln M. Quinton
Florida Department of Corrections

Information and Discussion

Chair Musco recognized Chief Information Officer Lincoln M. Quinton of the DC. Mr. Quinton briefed the Council on the committee's progress. The Emerging Technology Committee had their initial meeting in November 2015. They also met in December to discuss emerging technologies and how those technologies affect the criminal justice community. The members brainstormed ideas and discussed topics, such as mobile apps, video streaming, GPS location needs, and body worn cameras.

The committee had a lengthy discussion on procedures, processes, and policies as they relate to new technologies. Technology often outpaces our ability to manage it through policies and procedures. The committee members realized that although it may not have initially been a part of immediate action items, the committee, with the Chair's permission, would like to address this issue.

Chair Musco stated that he had no concerns about the Emerging Technologies Committee's desire to address the procedures and policies aspect. Chief Musco explained that he views the CJJIS Council Strategic Plan as a living document. The Council established high level goals during the two-day planning meeting, but as the objectives and strategic actions are formalized by the committees' subject matter experts, the committees may discover the goals are unrealistic or there are too many obstacles. If that is the case, it is okay for those committees to raise concerns, and the Council members change the strategic plan.

ITEM 15

Standing Committee Report on Resources

Director of Information Technology Melvin Cox

Florida Court Clerks & Comptrollers (FCCC)

Information and Discussion

Chair Musco recognized Director Melvin Cox of the FCCC. Mr. Cox represented Martin County Clerk of Circuit Court and Comptroller Carolyn Timmann, who was unable to attend today's meeting. There have been some scheduling issues, but Ms. Timmann plans for the committee to meet in the next few months.

ITEM 16

Standing Committee Report on Communications

Assistant Commissioner Jennifer Cook Pritt

Florida Department of Law Enforcement

Information and Discussion

Chair Musco recognized Assistant Commissioner Jennifer Cook Pritt of the FDLE. Assistant Commissioner Pritt briefed the Council on the Communications Committee's progress. The committee has been in a holding phase until the FDLE website was upgraded. The website transition occurred last week, so staff can now start focusing on the CJJIS Council website and home page. We have brought back the Council newsletter, which will be distributed following each meeting. To really enhance our outreach, the Council needs to look at our distribution and contact lists to determine who could benefit from the information. Another area mentioned in the strategic plan relates to the meeting frequency. Is increased meeting frequency necessary? Assistant Commissioner Pritt suggested having status updates through conference calls. However, she would defer to the Council's committees. Chief Musco agreed that having a face-to-face meeting twice a year is good, but with everyone's schedule being very rigid, periodic, hour-long conference calls would be better for status updates in between the primary meetings.

ITEM 17

CJJIS Council Chair and Vice Chair Appointments

Director Charles Schaeffer

Florida Department of Law Enforcement

Action Item

Director Charles Schaeffer asked for nominations to the CJJIS Council Chair. Assistant Commissioner Pritt motioned that Chief Musco remain as the chair. The motion was seconded by Chief Lee Massie. Motion passed.

Director Charles Schaeffer asked for nominations to the CJJIS Council Vice-Chair. Assistant Commissioner Pritt motioned that Sheriff Eslinger remain as the vice-chair. The motion was seconded by Sheriff Larry Ashley. Motion passed.

CLOSING REMARKS

Chair Musco reminded everyone that the July meeting will occur at the Omni Orlando Resort in ChampionsGate on July 18, 2016 in Orlando. The January 2017 meeting will be on January 18, 2017 at a Tallahassee location to be determined.

Chair Musco thanked members for their attendance. The meeting was adjourned at 11:39 a.m.