Members Present:
Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller
Jennifer Pritt, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)
Blair Payne, Public Defender, 3rd Judicial Circuit
Roosevelt Sawyer, Jr., Designee for Elisabeth H. Kiel, Office of the State Courts Administrator (OSCA)
Dennis Hollingsworth, Designee for Secretary Simone Marstiller, Department of Juvenile Justice (DJJ)
Tim Roufa, Designee for Executive Director Terry L. Rhodes, Department of Highway Safety and Motor Vehicles (DHSMV)
Doug Smith, Designee for Attorney General Ashley Moody
Wendy Ling, Designee for Secretary Mark S. Inch, Department of Corrections (DC)
R.J Larizza, State Attorney's Office, 7th Judicial Circuit
Johnny Oldham for Sheriff Williams, Jacksonville Sheriff's Office
Mike Prendergast, Sheriff, Citrus County Sheriff's Office
Gina Giacomo, Designee for Melinda N. Coonrod, Chair, Florida Commission on Offender Review (COR)
Travis Paulk, Designee for Secretary Chad Poppell, Department of Children and Families (DCF)

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

WELCOME MEMBERS and OPENING

Chair Timmann welcomed Council members and attendees then called the meeting to order at 1:34 p.m. Chair Timmann requested a motion to approve the January 29, 2020 minutes. Council member Larizza moved and Council member Pritt seconded the motion to adopt January 29, 2020 minutes. Motion passed.

<u>**ITEM 1 - Florida Incident-Based Reporting System**</u>
Bureau Chief Reneé Strickland
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized Bureau Chief Reneé Strickland who provided a status update on the Florida Incident-Based Reporting System (FIBRS) Project. Since the last Council meeting, FDLE has completed the procurement with the vendor, completed the planning phase, published FDLE Information Exchange Package Documentation (IEPD) v.1.2, published the statute to Uniform Crime Reporting Offense Code mapping and decisions trees. System development is underway and staff is finalizing the FIBRS Interface Control Document (ICD). An errors and omissions file, known as an errata list, is available on the Criminal Justice Network (CJNet). The errata list does not change the technical structure of the IEPD versions. The FIBRS system will include the ability to submit data for National Incident-Based Reporting System (NIBRS), Use-of-Force (UoF), employee counts, and Florida specific elements; such as hate crime and domestic violence data required by Florida Statute.

FDLE is working diligently to deploy the UoF reporting system in the fall of 2020. The system will have XML capability and a user interface feature. Law enforcement agencies may enter data directly to the system instead of through a Law Enforcement Enterprise Portal (LEEP) account. The FIBRS system will share the UoF data with the Federal Bureau of Investigation (FBI).

The Bureau of Justice Statistics (BJS) selected 31 Florida law enforcement agencies to participate in the National Crime Statistics Exchange (NCS-X). The agencies were eligible for federal grant funding; 15 agencies requested and received funding. Over half of the local law enforcement agencies are involved with the 15 agencies that received funding or with the vendor that supports those agencies. In addition to the federal funding, approximately $800,000 in state funding is also available. FDLE received funding requests from 44 agencies, requesting over $2 million. FDLE is evaluating the applications and will notify the agencies upon completion of the review.

Another function of the FIBRS initiative is a state sponsored Records Management System (RMS). FDLE has completed the requirements gathering and is moving forward with a procurement.

The changes in FDLE IEPD v.1.2 focus on Criminal Justice Data Transparency (CJDT) and Uniform Arrest Affidavit (UAA) data elements. FIBRS and CJDT will accept data in using IEPD v.1.1 or v.1.2. Data received through v.1.2 may also be submitted to the UAA system and for the clerks of court to send data to the Computerized Criminal History (CCH) system.

FDLE received requests from users to create data dictionaries for UoF and FIBRS. Those documents are being drafted and FDLE will present the dictionaries during the next Council meeting. Chief Strickland mentioned moving the management and approval of changes by the Council from the IEPD, which is more technical, to the data dictionaries, which is more user-friendly.

The following questions and comments were posed:
- Chair Timmann: Will the development and review of the UoF and FIBRS data dictionaries be a collaborative process with law enforcement agencies?
  - Chief Strickland: The UoF and FIBRS data dictionaries mirror the information in the IEPD. The dictionaries turn the IEPD information into a more user-friendly document.

- Chair Timmann: Requests the record show Council member Dennis Hollingsworth has joined the meeting.
- Council member Roufa: Supports the move to manage the data dictionary as opposed to the IEPD. This will allow stakeholders to understand the data agencies are required to submit and to be able to communicate to agency users. Doing so allows the technical staff at FDLE leeway in the management of the IEPD.
  - Director Schaeffer: The Council is responsible for approving the documentation in totality. If the Council determines reviewing the data dictionary also includes the IEPD, voting on a data dictionary will also include the IEPD.

FDLE staff will address the management of the data dictionaries and IEPD at the next Council meeting.

Action Item: Chair Timmann asked for a motion to adopt the changes from FDLE IEPD v.1.1 that expanded to include FDLE IEPD v.1.2. Council member Roufa moved to adopt the changes from FDLE IEPD v.1.1 that expanded to include FDLE IEPD v.1.2.and Council member Smith seconded. The motion passed.

Chief Strickland provided the Council members with a short-term focus of the FIBRS project. FDLE will finalize the ICD, the state financial awards, and the procurement of a RMS. FDLE continues to hire staff and move to the implementation phase for UoF, FIBRS, and the law enforcement officer count. The FIBRS page on CJNet includes information on the project, IEPD, training, and other beneficial documents.

ITEM 2 - Criminal Justice Data Transparency
Bureau Chief Reneé Strickland
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized Bureau Chief Reneé Strickland who briefed the Council on the status of the project. FDLE continues to meet with the reporting groups, pilot counties, and legislative staff. COVID-19 has impacted business processes and communication efforts.

FDLE completed the procurement with the vendor planning phase, and published FDLE IEPD v.1.2. The CJAdmin IEPD v.1.0 has not changed since the Council approved the document in 2019. System development is underway and staff is finalizing the ICD. An errata list is available on the CJNet. The project implementation is ongoing; however, the ICD is delayed due to a management shift for the Azure Environment and technology stack (how FDLE will authorize and authentic users) cost constraints.

Seven agencies applied for state financial assistance and five agencies were awarded funding. The five agencies represent 51 contributing agencies.

Changes to the State Attorney Data Dictionary v.1.3 include:
- Synchronized the data dictionary with FDLE IEPD v.1.2 (includes Xpath, codes, values and rules);
- Referenced the ICD;

- Expanded data elements, specifically the defendant full name, to include 'doing business as'; warrant number if available and associated with an event; and statute record row. The elements will assist FDLE in matching data from various sources to ensure the correct people and events are linked.

Changes to the County Detention Facility Data Dictionary v.1.3 include:
- Synchronized the data dictionary with FDLE IEPD v.1.2 (includes Xpath, codes, values, and rules);
- Referenced the ICD;
- Expanded data elements to include the inmate/offender full name, booking agency ORI, statute record row, offense date, offense date start range, and offense date end range.

Changes to the Clerks of Court Data Dictionary v.1.2 include:
- Synchronized the data dictionary with FDLE IEPD v.1.2 (includes Xpath, codes, values, and rules);
- Referenced the ICD;
- Expanded data elements to include defendant full name, statute row number, arresting agency ORI, name, case number, arrest transaction number, booking agency ORI, case number, and transaction number, and charge count;
- Replaced defendant street address with more discrete address elements;
- Deleted length of community control code element. This is not a valid element; Florida does not offer community control for life.

FDLE received additional feedback from the clerk workgroup after the data dictionary was sent to the Council. The workgroup is reviewing the responses from FDLE. Changes will be incorporated in future versions.

Chair Timmann discussed the state of the current Clerk of Court Data Dictionary and the importance of the CJDT project from a state and national aspect. Chair Timmann provided a timeline of the work the clerks have completed on the data dictionary since the last Council meeting. The clerks want to ensure additional costs or time delays that may arise by adding the new elements, not required in legislation, that the clerks are not held accountable due to the project being delayed.

The following comment was posed during the discussion on the Clerk of Court Data Dictionary:
- Pinellas Clerk of Court Ken Burke: Discussed how thorough the clerks have been in reviewing the data elements and time spent on the project. He noted the statutory deadlines for the UAA and Uniform Statute Table have not been met and FDLE is not in a position to accept data at this time.

license state or country, arresting agency case number, length of community control duration, defendant latitude degrees, defendant longitude degrees, and arrest transaction number. Council member Sawyer seconded. The motion passed.

The eight data elements will be addressed in another version of the Clerk of Court Data Dictionary for approval at a future Council meeting.

Chief Strickland provided the Council members with a short-term focus. FDLE will publish the updated data dictionary; expand the CCH statute and agency modules for CJDT and FIBRS; begin testing with agencies; continue to hire staff; and move to the implementation phase.

Chief Strickland discussed the CJDT webpage utilizing CCH data. FDLE has published data since January 2020 and continues to formalize and publish data. A user can select data by county, sex, race, year, offense, final disposition, and age. FDLE continues to expand options available and consider user feedback.

The following questions and comments were posed:
- Chair Timmann: Is the dashboard the look Floridians see?
  - Chief Strickland: Yes. People can currently access the dashboard and filter and export the data.
- Chris Cousins (St. Lucie County Sheriff's Office): Does the dashboard have the option to display percentages or numbers over the pie chart?
  - Chief Strickland: Yes, if you hover over the chart, numbers and percentages are displayed.
- Council member Wendy Ling: Can the Council receive an updated implementation schedule for high level milestones?
  - Chief Strickland: Yes; the monthly status report includes the project milestones.

ITEM 3 - Uniform Arrest Affidavit
Bureau Chief Reneé Strickland
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized Bureau Chief Reneé Strickland who provided a status update on the Uniform Arrest Affidavit (UAA) Project. FDLE has completed the procurement with the vendor, the planning phase, and the project implementation is underway.

Changes to the Uniform Arrest Affidavit Data Dictionary v.1.2 include:
- Synchronized the data dictionary with FDLE IEPD v.1.2 (includes Xpath, codes, values, and rules);
- Referenced the ICD;
- Added appendices;
- Updated definitions include: officer affirming, addresses, victim organization, statute-related elements, nice to haves: special operations, and DUI/chemical test;
- Removed bond date; the element remains in the IEPD; however, the element is not relevant to the arrest affidavit.

The following questions and comments were posed during the discussion on the Uniform Arrest Affidavit Data Dictionary:

- Chair Timmann: Is there an update on the final/static document that is used to transfer data from law enforcement to case initiation to the clerks?
  - Chief Strickland: FDLE has focused on elements on user interface to capture fields required. Output beyond the XML has not been addressed. We are not that far along in the design and development stages.
- Chair Timmann: This is a major concern with stakeholders. Please keep the Council members up-to-date.
- Council member Sawyer: We have previously discussed the transfer of data from one system to another and what data ends up in the court record. OSCA looks forward to further discussions.
  - Chief Strickland: The IEPD has been expanded and includes the elements used in FIBRS, UAA, and element traceability.

Action Item: Chair Timmann asked for a motion to approve Uniform Arrest Affidavit Data Dictionary v.1.2. Council member Pritt moved to approve Uniform Arrest Affidavit Data Dictionary v.1.2 and Council member Sawyer seconded. The motion passed.

Chief Strickland provided the Council members with a short-term focus. FDLE will publish the updated data dictionary, revise the vendor contract, and move to the implementation phase.

<div align="center">

ITEM 4 - Uniform Statute Table
The Honorable R.J. Larizza, State Attorney
7th Judicial Circuit
Information and Discussion

</div>

Chair Timmann recognized the Honorable R.J. Larizza, State Attorney, 7th Judicial Circuit who briefed the Council on the Uniform Statute Table (UST) Workgroup. On June 17, 2020, the UST Workgroup voted to recommend one uniform statute table be utilized in state of Florida for the criminal justice system. The UST Workgroup did not create a table; however, the group discussed concerns with maintaining and updating a uniform statute table.

The following questions and comments were posed during the discussion on the uniform statute table:

- Chair Timmann: Does the UST Workgroup have the resources to delve into the specifics of one statute table?
  - Council member Larizza: Yes, with all of the agencies involved. FDLE will be a significant partner in developing and maintaining the table.
- Questions pertain to previous agenda item. Tom Lancto (IT Director Pinellas County Sheriff's Office): Is there an estimated go-live date for the uniform arrest affidavit? There is a lack of information sharing regarding the project. Will the uniform arrest affidavit system include data on juvenile diversion?
  - Director Schaeffer: The vendor selected is also the vendor for Miami-Dade's system and is looking to expand Miami-Dade's system to the entire state of Florida. FDLE anticipates testing the uniform arrest affidavit system in the fall of 2020. In regards to the juvenile diversion question, FDLE has discussed with the Department of Juvenile Justice, Senator Brandes, and Pinellas County Sheriff Gualtieri. If a

juvenile is not afforded the opportunity to enter into a civil citation or juvenile diversion program we want to capture the reasons why.

The Council discussed further the uniform statute table. Chair Timmann suggested Council member Larizza work with FDLE to obtain the additional resources to move the project.

- Chair Timmann: Will updating the statute table cause any delays?
    - Director Schaeffer: We will move forward with what we have for a statute table. The UST Workgroup may bring forward a table for the Council to approve and FDLE can incorporate the changes into the existing table.
- Council member Roufa: Can we make a recommendation to adopt the FDLE table as a baseline and allow the UST Workgroup to recommend changes to the table as needed?
    - Chair Timmann: That is already being done; however, we can finalize as a motion.
    - Council member Larizza: Agreed with the recommendation.

Action Item: Chair Timmann asked for a motion. Council member Roufa moved to combine the FDLE Arrest and Clerk Statute Tables and adopt the newly combined FDLE Uniform Statute Table as a baseline. The UST Workgroup will utilize the table to review and make recommendations to the Council. Council member Larizza seconded. The motion passed.

ITEM 5 – Office of the State Courts Administrator Livescan Grant
Chief Information Officer Roosevelt Sawyer, Jr.
Office of the State Courts Administrator
Information and Discussion

Chair Timmann recognized Council member Sawyer who provided an update on OSCA's livescan grant. The pilot includes the 5th, 7th and 17th judicial circuits. The project's three main objectives are: paper to electronic fingerprints taken in the courtroom; improve the quality, completeness, and accessibility of criminal history record information; and help avoid misidentification, reduce ineligible manual fingerprints and improve quality of fingerprints maintained by FDLE. The project stakeholders; FDLE, clerks of court, circuit court and OSCA, decided after initial discussions to reduce the scope to one circuit; the 7th circuit agreed to be the initial pilot court. The change allows for dedicated resources and focus on the project deliverables. The project charter was approved in June 2020, the Statement of Work, and FY 20-21 spend plan are in progress.

Key activities planned in the next six months include:
- Workload design and integration with court, clerk of court, and FDLE processes;
- Programming requirements for court, clerk of court, and FDLE systems

OSCA is also researching options for the law enforcement officer or bailiff to certify the fingerprints in lieu of the judge. This will require legislative change, and it still in the concept phase.

ITEM 6 - CJJIS Council Chair and Vice Chair Appointments
Director of Criminal Justice Information Services Charles Schaeffer
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized Director Schaeffer to moderate the election of Council Chair and Vice Chair. Council member Prendergast nominated Clerk Carolyn Timmann as Chair. Council member Wendy Ling seconded and Clerk Carolyn Timmann was appointed Chair by the Council. Director Schaeffer asked for nominations for Vice Chair. Chair Timmann nominated Sheriff Prendergast as Vice Chair. Council member Jennifer Pritt seconded and Sheriff Prendergast was appointed Vice Chair by the Council.

CLOSING REMARKS

The Council discussed future meetings.

FDLE staff will survey Council members' availability for a meeting to address pending projects. The next full scope Council meeting may be in early December or January.

Council member Pritt provided an update on the budget of projects. The monthly project status reports sent to the Council members include the project milestone dates. FDLE's biggest milestone is to ensure funding for the FIBRS, CJDT, and UAA in order to keep the projects on track. FDLE submitted an amended Legislative Budget Request; however, did not receive funding. FDLE intends to request funding from the Legislative Budget Commission (LBC).

FDLE to notify the Council members once LBC is scheduled.

Chair Timmann thanked members for their attendance.

Council member Pritt moved to adjourn, seconded by Council member Smith. The meeting was adjourned at 3.25 p.m.