

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

**MINUTES OF MEETING  
Monday, July 8, 2019  
Omni Orlando Resort at ChampionsGate  
Championsgate, Florida**

**Members Present:**

Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller  
Charles Schaeffer/Jennifer Pritt, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE). Charles Schaeffer designated proxy for a portion of the meeting.  
Blair Payne, Public Defender, 3<sup>rd</sup> 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)  
Major Tim Roufa, Designee for Executive Director Terry L. Rhodes, Department of Highway Safety and Motor Vehicles (DHSMV)  
Travis Paulk, Designee for Secretary Chad Poppell, Department of Children and Families (DCF)  
Doug Smith, Designee for Attorney General Ashley Moody  
Wendy Ling, Designee for Secretary Mark S. Inch, 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

**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 noon. Chair Timmann provided a summary of recent legislation and initiatives impacting criminal justice information systems associated with the mission of the CJJIS Council.

**Minutes of the January 24, 2019 CJJIS Council Meeting**

Chair Timmann requested a motion to approve the minutes of the January 24, 2019, CJJIS Council meeting. Sheriff Prendergast moved and Council Member Smith seconded the motion to adopt the January 24, 2019 minutes. Motion passed.

## **ITEM 1 – Criminal Justice Data Transparency**

Bureau Chief Reneé Strickland  
Florida Department of Law Enforcement

### **Action Item**

Chair Timmann recognized Chief Reneé Strickland who briefed the Council on the status of the criminal justice data transparency initiative. Since the last Council meeting, FDLE has worked with stakeholders associated to the criminal justice data transparency initiative in developing the data dictionaries for the respective entities. Recent legislation, HB 7125, expanded entities required to report data to FDLE to include the Justice Administrative Commission and the Criminal Regional Conflict Counsel. Additionally, the legislation added new and revised existing data elements; confirmed the data submitted to FDLE is confidential and exempt from public record; and extended the publishing date to January 1, 2020. FDLE held meetings and/or conference calls with state attorneys, public defenders, county detention facilities, clerks of court, the pilot counties and legislative staff asking for clarification on the definitions of several data elements. The recommendations were incorporated in the data dictionaries. The platform for hosting transparency data is in development, utilizing the Microsoft Azure Government Cloud. The data, where appropriate, will use the NIEM XML standards.

Chief Strickland asked the Council's input on several data dictionaries: the Public Defender Data Dictionary version 1.1, the Justice Administrative Commission version 1.0, the Regional Conflict Counsel Dictionary version 1.0, and the County Detention Facility Partial Dictionary version 1.1. The County Detention Facility Dictionary includes workload (staffing) elements only. FDLE staff, in conjunction with the Florida Sheriffs Association and representatives from county detention facilities, will work on the elements related to individuals and bring the recommendations for the Council's approval.

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

- Chair Timmann: In talking with clerks of court in the pilot counties, they are working on a separate set of data elements. Have the data elements from pilot counties been coordinated with data elements FDLE is working on? Chief Strickland: Any information FDLE has received from pilot counties has been incorporated where appropriate.

Chair Timmann opened the floor for questions from the public.

- Kimberly Swain, Pinellas Clerk of Court's Office: When will the data dictionary for the staffing elements be available? Chief Strickland: FDLE is working on those elements.
- Mike Helton, Polk County Sheriff's Office: When will the workgroup meet? Chief Strickland: The CJJIS Council Workgroup has not met recently as the group was waiting on the legislative direction, as well as working with stakeholders. Chief Strickland expects the CJJIS Council Workgroup to meet in the upcoming months.

**MOTION: Council member Smith moved to adopt the data dictionaries as presented to the Council with the understanding that the dictionaries may be modified. The motion was seconded by Council Member Pritt. Motion passed.**

**ITEM 2 – Standardized Arrest Form**  
Bureau Chief Renee’ Strickland  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Timmann recognized Chief Strickland who briefed the Council on the standardized arrest form (uniform arrest affidavit). HB 7125 requires FDLE to assist the CJJIS Council by October 1, 2019, in developing specifications for a uniform arrest affidavit that collects data from each criminal offense arrest and provides guidelines for uniform statute crosswalk. FDLE must procure a uniform arrest affidavit by January 1, 2020, and the uniform arrest affidavit must be in use statewide by July 1, 2020. The legislation requires the uniform arrest affidavit include arrestee information, including juveniles; details of the arrest to include each charge; vehicle details; items seized; and release information.

FDLE reviewed fifty-six arrest forms from jails across the state and cross-referenced the information to data related to the Florida Incident-Based Reporting System (FIBRS) and criminal justice data transparency initiatives. This review resulted in over 500 elements and after clarification from entities narrowed the elements to those included in the Council’s meeting packet. The elements include administrative fields, defendant information, co-defendant information, charge details which includes bond, and vehicle information. The list is not yet a detailed list of data elements. Chief Strickland will provide a detailed list at a later date once FDLE staff completes the cross-reference of elements. The intent is for agencies to submit data for all initiatives once, utilizing the NIEM XML standard.

The Council discussed the importance of keeping victim information confidential. Council Member Pritt asked members if a need exists to collect victim information at this level and for that data to reside in one place. Several Council members expressed value in collecting victim information and stressed the importance of protecting the data.

Council Member Sawyer stated the Florida Courts Technology Commission (FCTC) oversees technological standards for the courts. The FCTC’s Criminal Case Initiation Workgroup (CCIW) has met for over a year developing a set of data elements for criminal court cases. The workgroup has also discussed a uniform arrest affidavit. The CCIW included the elements required in the data transparency initiative in their recommendations to the FCTC. Council Member Sawyer will provide the FCTC’s working documents to FDLE.

Council Member Davies asked if FDLE plans on providing specifications for an arrest form or for an automated system and if the intent to include notices to appear? Chief Strickland: FDLE plans on an automated system that can include all booking events.

Chief Strickland mentioned the system could denote the type of person (i.e. victim, co-defendant) in relation to each charge. Sheriff Prendergast expressed the importance of collecting information on a person who is not necessarily a witness; the individual may provide material that benefits an investigation.

Chief Strickland requested the Council’s guidance on several elements to include: property seized, notice to appear, post arrest data, booking data, primary language, marital status, emergency contact, body worn camera, bond amount, hold for other agency, incident data, evidence confiscated, and court instructions. These items were captured more than once on the fifty six arrest affidavits reviewed by FDLE. The Council members discussed the elements and recommended convening two groups; a workgroup to review the process and data elements and a governance

board comprised of a subset of workgroup members. The workgroup will provide recommendations to the governance board that will determine the type of system to deploy and which elements to add or remove from the statewide uniform arrest affidavit. The workgroup will consist of representatives from the Florida Sheriffs Association, Florida Police Chiefs Association, State Law Enforcement Chiefs' Association, Florida Court Clerks and Comptrollers, and Florida Prosecuting Attorneys Association. Major Roufa recommended the workgroup include personnel from various size agencies across the state. The governance board will include one designee from each association and report directly to the Council.

**MOTION: Council Member Pritt moved to allow FDLE staff to contact the associations to obtain representatives to serve on a workgroup for the purpose of reviewing the list of data elements and a representative from each association to serve on the governance board. The motion was seconded by Sheriff Prendergast. Motion passed.**

**Action: FDLE will contact associations to obtain representatives to serve on the work group.**

The following questions and comments were posed during the discussion on the data elements:

- Kimberly Shaw, Pinellas Clerk of Court office: Why include age with date of birth? Criminal Justice Information Services Director Charles Schaeffer: You do not always know a person's date of birth.
- Clerk Tara Green, Clay County: Has there been discussion on mitigating data quality? Director Schaeffer: We can develop rules so that a person must enter mandatory fields and provide additional information when entering specific data.
- Major Roufa recommended including in-car camera to body worn cameras.

### **ITEM 3 – Florida Incident-Based Reporting System (FIBRS) Update**

Bureau Chief Reneé Strickland and  
Planning and Policy Administrator Andrew Branch  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Timmann recognized Chief Strickland who provided an update on FIBRS. FDLE published a draft of the technical specifications in April 2019. Based on feedback from agencies' review of the technical specifications, FDLE made modifications to the XML standards. FDLE conducted a ready assessment survey, with 309 agencies responding. A majority indicated their agencies could submit FIBRS data in January 2021. The Federal Bureau of Investigation is currently providing training on classification and counting throughout the state.

Chair Timmann recognized Administrator Andrew Branch who briefed the Council on CJIS Projects Office role in FIBRS. The record management system (RMS) is planned to be state sponsored – meaning it is available to agencies at no-cost. While FDLE has detailed information on what is needed from a data perspective, FDLE is creating a workgroup to gather requirements from local agencies on the needs and desires of a state sponsored RMS. FDLE plans to release a competitive procurement in the fall of 2019. Once a vendor has been selected, FDLE will finalize a detailed schedule.

For agencies that must modify their local RMS to become FIBRS compliant, FDLE received federal funding from Bureau of Justice Statistics (BJS) as part of the National Crime Statistics (NCS-X) Program and from the Florida legislature. The federal funding is specifically for thirty-one agencies

selected by BJS to create a statistically valid sample for national crime reporting. FDLE is working with these agencies to finalize the readiness assessments and creating the statement of work. Once the technical specification is complete, FDLE will finalize the readiness assessments for agencies not participating in the NCS-X pilot and create a strategy for the funding from the legislature. FDLE will seek the Council's approval on the technical specifications this fall.

#### **ITEM 4– Risk/eProtection Orders**

Planning and Policy Administrator Andrew Branch  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Timmann recognized Administrator Andrew Branch who provided an update on the status of the Risk/eProtection Order project. FDLE received funding from the National Instant Criminal Background Check System Act Record Improvement Program (NARIP) to expand the eWarrants module to include protection orders. The eProtection Order module is currently in production, including the petitioner module which allows members of the public to complete a request for a protective injunction.

Joint Application Development (JAD) sessions for the risk protection order module were conducted in Indian River and Broward Counties in June. Participating counties were Broward, Duval, Indian River, Marion, Martin, Okeechobee, Orange, Osceola, Polk, St. Lucie, and Volusia. The JAD sessions resulted in documented business workflow processes and the creation of the initial design documents. FDLE is evaluating the feasibility of integrating the risk protection order module with the Florida Courts E-Filing Portal System. FDLE anticipates implementing the eRisk protection order module in fall of 2019.

#### **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. OSCA started working with the pilot circuits which includes the 5<sup>th</sup>, 7<sup>th</sup> and 17<sup>th</sup> judicial circuits. FDLE and OSCA conducted site visits in May with the pilot circuits. The participants discussed business workflow of the courts and stressed the implementation of livescan in the courts cannot impede the court process. The discussion focused on the capture of electronic signature of judges, and the management and security of the livescan devices.

**ITEM 6 – Microsoft Cloud**

Information Security Officer Christopher Eaton  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Timmann recognized Information Security Officer Christopher Eaton who provided an update on FDLE's agreement with Microsoft. FDLE staff conducted a physical security audit of six Microsoft government cloud datacenters. As a result of the audit, FDLE entered into an agreement with Microsoft for the Azure, Office 365, and Dynamics applications. In serving as the lead contract agency for Florida criminal justice agencies, FDLE will conduct triennial datacenter audits; fingerprint-based criminal history records on Microsoft employees; provide security awareness training for the employees; and ensure the appropriate persons sign the FBI Security Addendum Certification page. FDLE is updating the criminal justice user agreements to reflect the lead agency agreement. Agencies must sign the updated user agreement before signing an agreement with Microsoft or hosting criminal justice information in the cloud.

**ITEM 7 – Criminal Case Initiation Workgroup**

Bureau Chief Timothy Giesecke  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Timmann recognized Chief Tim Giesecke who provided an update on the criminal case initiation workgroup. Chief Giesecke acknowledged the earlier discussion provided by Council member Sawyer with the standardized arrest form (uniform arrest affidavit). The workgroup is researching the standardization of data and a uniform arrest affidavit.

**ITEM 8 – Legislative Update**

Assistant Commissioner Jennifer Cook Pritt  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Timmann recognized Council Member Pritt who provided a handout of FDLE's 2019 Legislative Highlights document and discussed FDLE's Operating Trust Fund (OTF). The OTF provides the backbone for a majority of the technology projects for the criminal justice community and supports a significant portion of FDLE's operating budget. The OTF has depleted over the years and this year, the legislature cut \$20.6 million from the fund. FDLE may ask the Council's support for specific technology projects.

### **ITEM 9 – Standing Committee Report from the Emerging Technology Committee**

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

Chair Timmann recognized Council Member Hollingsworth who explained three handouts. The first handout addressed 3<sup>rd</sup> party security sites. The second handout discussed email security and the third handout pertained to deepfake videos. Council Member Hollingsworth solicited representatives to serve on the committee.

### **ITEM 10 – License Plate Reader Feasibility Study**

Florida Department of Law Enforcement  
**Information Sheet**

In March 2019, FDLE began a feasibility study of license plate reader (LPR) data sharing and technical options available. This project includes the assessment of the current state of LPR technology in law enforcement agencies; evaluation and documentation of use cases for the sharing of LPR data; and evaluation of options for the sharing of LPR data across the state. In addition to the current state of LPR data in Florida, the completed feasibility study will provide detailed analysis of various technical options for the sharing of LPR data, description of each option, advantages and disadvantages, and rough cost estimates for implementation. The feasibility study is scheduled for completion by the end of July 2019.

### **ITEM 11 – CJJIS Council Strategic Plan**

Florida Department of Law Enforcement  
**Information Sheet**

FDLE staff will work with Council Member Smith to provide recommendations for adoptions, edits, and changes to the current strategic plan at the December 17, 2019 Council meeting.

### **CLOSING REMARKS**

Chair Timmann thanked members for their attendance and mentioned the next Council meeting is scheduled for December 17, 2019 at FDLE Headquarters; however, a meeting or conference call in September may be necessary to address criminal justice data transparency, the uniform arrest affidavit, and FIBRS. The meeting was adjourned at 2:07 p.m.