

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

**MINUTES OF MEETING
Monday, August 20, 2007 – 8:30A.M.
FDLE Headquarters, 2331 Phillips Road
Tallahassee, FL**

Members Present:

Chair Marsha Ewing, Clerk of the Court, Martin County
Mark Zadra, Florida Department of Law Enforcement (FDLE)
Dave Kallenborn, Designee for Secretary Walter McNeil, Department of Juvenile Justice (DJJ)
Gene Hatcher, Designee for Secretary James M. McDonough, Department of Corrections (DC)
Elisabeth Goodner, State Courts Administrator (OSCA)
David Johnson, Designee for Monica David, Chair, Florida Parole Commission (FPC)
Nelson Munn, Designee for Electra Bustle, Department of Highway Safety and Motor Vehicles (DHSMV)
Bob Dillinger, Public Defender, Sixth Judicial Circuit
Carolyn Snurkowski, Designee for Attorney General Bill McCollum
Mark Kohl, State Attorney, Sixteenth Judicial Circuit

Members Absent:

Vice Chair Richard Roth, Sheriff, Monroe County
Don Hunter, Sheriff, Collier County

WELCOME MEMBERS and OPENING

Chair Ewing welcomed council members and attendees, recognizing new council members Mr. David Johnson, representing the Parole Commission, Ms. Electra Bustle, representing the Department of Highway Safety and Motor Vehicles, Mr. Mark Zadra, representing the Department of Law Enforcement, Gene Hatcher, representing the Department of Corrections, and Mr. Dave Kallenborn, representing the Department of Juvenile Justice. Chair Ewing opened the floor to members to share updates of ongoing agency projects. Several members briefly shared their respective agencies most notable projects.

Minutes of the January 18, 2007 CJJIS Council Meeting

Chair Ewing requested approval of the minutes of the January 18, 2007, CJJIS Council meeting. The January 18, 2007, minutes were adopted.

ITEM 1

CJJIS Council Workshop

Ms. Donna Uzzell

Florida Department of Law Enforcement

Action Item

Chair Ewing recognized Ms. Donna Uzzell of the FDLE. Due to passage of 2007 SB 1974, the Council is no longer required to submit a strategic plan to the Governor, Speaker of the House and President of the Senate. Ms. Uzzell indicated now is a great opportunity for the Council to review the existing strategic plan and the Council's mission, goals and objectives. FDLE offered recommendations to facilitate discussion. The goals of the Council workshop included reviewing statutory mandates and guiding principles for changes, ensure the Council has subcommittees that are setup to facilitate the Council's mission and agendas that are designed to facilitate the Council's activities, establish Council workgroups to look at the strategic plan, as well as, deciding future committees and establishing goals and objectives for the committees. The Council had lengthy discussions regarding creating an administrative rule but it was decided to amend the CJJIS Council's statutes, specifically 943.08, F.S. and 943.081, F.S.

943.08 Duties; Criminal and Juvenile Justice Information Systems Council.-- (1) The council shall facilitate the identification, standardization, sharing, and coordination of criminal and juvenile justice data and other public safety system data among federal, state, and local agencies.

(2) The council shall adopt uniform information exchange standards, applying national standards where appropriate, to guide local and state agencies when procuring, implementing or modifying information systems.~~review proposed plans and policies relating to the information system of the Department of Corrections, the Department of Highway Safety and Motor Vehicles, the Department of Juvenile Justice, and the Department of Law Enforcement for the purpose of determining whether the departments' strategic information technology resource development efforts will facilitate the effective identification, standardization, sharing, and coordination of criminal and juvenile justice data and other public safety system data among federal, state, and local agencies. The council shall make recommendations as it deems appropriate to the executive director and the secretaries of these departments. Those recommendations shall relate to the following areas:~~

(3) The council shall provide statewide oversight to ensure that plans and policies relating to public safety information systems facilitate the effective identification, standardization, sharing, integrating, and coordination of criminal and juvenile justice data among federal, state, and local agencies. The council shall make recommendations addressing the following:

(a) Privacy

(b) Security

(c) Standards

(d) Accuracy, timeliness and completeness of data

(e) Access

(f) Transmission

(g) Dissemination

(h) Training

(i) Other areas that impact the sharing of criminal and juvenile justice, and other public safety system information

(4) The council shall provide oversight to the operation of the Florida Criminal Justice Network (CJNet), for which the Department of Law Enforcement shall serve as custodial manager. Criminal justice agencies participating in the Florida Criminal Justice Network shall adhere to CJNet standards and policies.

~~(a) The management control of criminal and juvenile justice information systems and applications supported by the departments.~~

~~(b) The installation and operation of criminal and juvenile justice information systems by the departments and the exchange of such information with other criminal and juvenile justice agencies of this state and other states, including federal agencies.~~

~~(c) The operation and maintenance of computer hardware and software within criminal and juvenile justice information systems maintained by the departments.~~

~~(d) The physical security of the systems, to prevent unauthorized disclosure of information contained in the systems and to ensure that the criminal and juvenile justice information in the systems is accurately updated in a timely manner.~~

~~(e) The security of the systems, to ensure that criminal and juvenile justice information is collected, processed, stored, and disseminated in such manner that it cannot be modified, destroyed, accessed, changed, purged, or overlaid by unauthorized individuals or agencies.~~

~~(f) The purging, expunging, or sealing of criminal and juvenile justice information upon order of a court of competent jurisdiction or when authorized by law.~~

~~(g) The dissemination of criminal and juvenile justice information to persons or agencies not associated with criminal justice when such dissemination is authorized by law.~~

~~(h) The access to criminal and juvenile justice information maintained by any criminal or juvenile justice agency by any person about whom such information is maintained for the purpose of challenge, correction, or addition of explanatory material.~~

~~(i) The training, which should be provided to employees of the departments and other state and local criminal and juvenile justice agencies in the proper use and control of criminal and juvenile justice information.~~

~~(j) The characteristics, structures, and communications technologies needed to allow the transmittal of, sharing of, access to, and utilization of information among the various state, local, private, and federal agencies, organizations, and institutions in the criminal and juvenile justice systems.~~

~~(k) The installation and operation of a statewide telecommunications and data network, to be called the Florida Criminal Justice Intranet Service Network, for which the Department of Law Enforcement will serve as custodial manager and which will be capable of electronically transmitting text and image data, including electronic mail and file transport, among criminal justice agencies within the state.~~

~~(l) The installation and operation, when feasible, of equipment in each of the judicial circuits capable of electronically transmitting over the Florida Criminal Justice Intranet Service Network digitized photographs and live scan fingerprint images of each criminal defendant convicted or found guilty, at the time and place of such disposition.~~

~~(m) Such other areas as relate to the collection, processing, storage, and dissemination of criminal and juvenile justice and other public safety system information, including the development of criteria, policies, and procedures for the standardization of criminal and juvenile justice data and information transfer protocols for transmitting such data.~~

~~(3) The council shall develop and approve a long-range program plan pursuant to the requirements set forth in s. 186.021. Copies of the approved plan shall be transmitted, electronically or in writing, to the Executive Office of the Governor, the Speaker of the House of Representatives, the President of the Senate, and the council members.~~

~~(4) It is the policy of this state and the intent of the Legislature that all further installation, enhancement, and planned utilization of equipment capable of transmitting telecommunications and data which are performed by any state court, the clerks of the court, state or local law enforcement agencies, or the departments referred to in this section be implemented in a manner to assure that such equipment is compatible with the Florida Criminal Justice Intranet Service Network standards.~~

943.081 Public safety system information technology resources; guiding principles.--The following guiding principles adopted by the Criminal and Juvenile Justice Information Systems Council are hereby adopted as guiding principles for the management of public safety system information technology resources:

(1) Cooperative planning by public safety system entities is a prerequisite for the effective development of systems to enable sharing of data.

(2) The planning process, as well as coordination of development efforts, should identify and include all principals from the outset.

(3) Public safety system entities should be committed to maximizing information sharing and moving away from proprietary positions taken relative to data they capture and maintain.

(4) Public safety system entities should maximize public access to data, and implement impact statements addressing security, privacy and confidentiality requirements.~~while complying with legitimate security, privacy, and confidentiality requirements.~~

(5) Public safety system entities should strive for electronic sharing of information, ~~via networks versus a reliance on magnetic and other media.~~

(67) The redundant capture of data should, insofar as possible, be eliminated. Redundant entry of data should be discouraged unless there is a business need for it.

~~(8) With respect to statewide databases:~~

~~(a) Only data that can best be compiled, preserved, and shared through a central database should be captured at the state level.~~

~~(b) Remote access to distributed databases should be considered and provided for, instead of central repositories.~~

~~(c) Statistical data that may be required infrequently or on a one-time basis should be captured via sampling or other methods.~~

~~(d) Only data that are auditable, or that otherwise can be determined to be accurate, valid, and reliable should be maintained.~~

~~(9) Methods of sharing data among different protocols must be developed without requiring major redesign or replacement of individual systems.~~

~~(67) Public safety information systems should adhere to information exchange standards approved by the council.~~

~~(8) The council should adopt where applicable national standards for data exchange.~~

~~(9) The practice by public safety system entities of charging each other for data should, insofar as possible, be eliminated. Further, when the capture of data for mutual benefit can be accomplished, the costs for the development, capture, and network for access to that data should be shared.~~

➤ Motion: Council member Snurkowski moved that the CJJIS Council approve the statute changes. Motion seconded. Motion adopted.

Ms. Uzzell presented staff recommendations on the types of committees and workgroups. Committees established by the Council include:

- Standards Committee
- Planning and Policy Committee
- Data Sharing Committee

Work groups include:

- Federal Funding Work Group
- Law Enforcement Connectivity Work Group

➤ Motion: Council member Goodner moved that the CJJIS Council establish committees recommended by FDLE. Motion seconded. Motion adopted.

- Motion: Council member Johnson moved to suspend the Telecommunications Workgroup until later in the day when Council discusses the establishment and reorganization of workgroups. Motion seconded. Motion adopted.

The Council discussed the staffing of committees.

- Planning and Policy Committee members: Chair, Lisa Goodner, Carolyn Snurkowski, Gene Hatcher, Dave Kallenborn and Mark Zadra.
- Standards Committee members: Chair, David Johnson and each Council member will appoint representatives from his/her respective agencies. The committee should also include representatives from Florida Sheriffs Association and Florida Police Chiefs Association.
 - Standards committee skill sets include subject matter experts - persons who know how information is captured and stored and technologists – persons who know to share the data that is captured.
 - Agencies represented will have one voting member but may appoint a number of representatives to the committee.
- Data Sharing Committee – Acting Chair, Marsha Ewing and each Council member will appoint representatives from his/her respective agencies. Committee members will also take over the responsibilities previously held by the Telecommunications Work Group.
 - Data Sharing committee skill sets include people familiar with data applications.
- Motion: Council member Johnson moved that the CJJIS Council adopt the committees and skill sets discussed. Motion seconded. Motion adopted.
- Motion: Council member Snurkowski moved that the CJJIS Council reallocate the responsibility of approving data sharing/CJNet applications to the Data Sharing Committee. Motion seconded. Motion adopted.

The Council discussed timelines for committees to meet. Committees should meet by mid October to establish committee goals, objectives and performance measures for direction of the Council prior to the next meeting, which is tentatively scheduled for November 2007.

Action Item: email Council members request for representatives from each Council member's agency.

ITEM 2
Statute Table Update
Mr. Wayne Quinsey
Florida Department of Law Enforcement
Information Item

Chair Ewing recognized Mr. Wayne Quinsey of the FDLE. Mr. Quinsey informed the Council that since the last Council meeting, representatives from FDLE, OSCA, Clerks of Court and the FACC have participated in three meetings with the Information Directors of the Florida Prosecuting Attorneys Association. These meetings and exchange of information have been extremely informative.

Today's standard is the CJJIS Council-approved Criminal Justice Data Element Dictionary. In conjunction with the design, development and implementation of FDLE's FALCON project, the dictionary will be updated in the future. Representation of the State Attorneys is critical to the creation of a new data standard for the statute field as well as other information needed to

populate and share data among all agencies. Once the dictionary is updated and approved by the CJJIS Council, the Clerks of Court should have a statute number and other data on all cases to submit to state agencies to populate criminal history records, to calculate judicial workload and to complete commitment documents for prison incarcerations.

Progress reports will be provided to the Council in the future as the project evolves.

<p style="text-align: center;">ITEM 3 CJNet Upgrade Mr. Joey Hornsby Florida Department of Law Enforcement Information and Discussion</p>
--

Chair Ewing recognized Mr. Joey Hornsby of the FDLE. Mr. Hornsby informed the Council that the release of Florida's Department of Management Services MyFloridaNet will allow the CJNet to be more resilient and provide more options for a significant reduction in cost. This cost reduction, along with additional funding passed in the recent Legislative session, will allow FDLE to significantly increase the speed of all CJNet sites as they are moved to the new network.

Installation of new connections and equipment into all CJNet sites is tentatively scheduled to begin in September 2007. The on-site work will be done by the local telephone company. FDLE will direct and coordinate all installations and should be contacted by phone company personnel prior to leaving the upgraded site to validate that all is working properly. Scheduling information and additional details will be published on CJNet as soon as it is available. Agencies will be individually notified of the dates of visits, and FDLE will coordinate with them to provide a smooth transition from one connection to another. The current schedule should have the last circuit installed prior to December 31, 2007.

<p style="text-align: center;">ITEM 4 CJNet Expansion Mr. Joey Hornsby Florida Department of Law Enforcement Action Item</p>

Chair Ewing recognized Mr. Hornsby of the FDLE. Mr. Hornsby mentioned that FDLE and DHSMV have reviewed the impact of sharing driver license photos with non-Florida law enforcement agencies and its impact on the CJNet. Based on technical, security, and policy discussions, it was determined that establishing CJNet connections to individual states, and developing and enforcing policies governing such access would be an impractical solution to this issue. A better approach would be to provide Interstate access to Florida Criminal Justice Data, not direct access to the CJNet or its applications. The International Justice & Public Safety Information Sharing Network (NLETS) was established for the sharing of data between law enforcement agencies. It is recommended that FDLE and DHSMV explore participation in the NLETS Interstate Sharing of Photos (NISP) Pilot Program based on the following assumptions:

1. The NISP Pilot Program is proven to provide the necessary assurances regarding data security and compliance by participating agencies.
2. DHSMV and FDLE obtain the necessary authorization to share driver license photos with law enforcement agencies outside the State of Florida.

3. Funding and resources are available to both DHSMV and FDLE, based on the outcome of the upcoming Legislative special session and the availability of other funding sources, the adequately implement the necessary infrastructure to participate in the NISP Pilot.
- Motion: Council member Kohl moved that the CJJIS Council support and approve, in concept, the sharing of driver license photos with non-Florida law enforcement agencies. This sharing will not be via interstate access to CJNET, but will instead utilize the existing interstate infrastructure provided and supported by NLETS. FDLE will work with DHSMV to explore this data sharing capability by participation in the NLETS NISP Pilot Program. Motion seconded. Motion adopted.

<p style="text-align: center;">ITEM 5 CJNet Application Review and Telecommunications Work Group Mr. Joey Hornsby Florida Department of Law Enforcement Information and Discussion</p>

Chair Ewing recognized Mr. Joey Hornsby. Mr. Hornsby indicated the review of CJNet applications has been on hold due to the August 20, 2007 CJJIS Council meeting agenda items and the reorganization of work groups.

<p style="text-align: center;">ITEM 6 Global Standards Mr. Charlie Schaeffer Florida Department of Law Enforcement Information and Discussion</p>
--

Chair Ewing introduced Mr. Charlie Schaeffer of the FDLE. Mr. Schaeffer explained that there are many standards that are available. Mr. Schaeffer indicated it is important to understand that data must be defined in order to make it information. We must balance the sharing of data and its understanding in order to have the correct information. Mr. Schaeffer presented various standards and indicated funding has been spent on the Global and National Information Exchange Model (NIEM) standards. The newly created Standards Committee will assist in capturing data that will assist in identifying which standard the Council should adopt.

ITEM 7

Legislative Implementation Plans

My Space and the changes to the sex offender database, JLA bill and Adam Walsh Act –
Ms. Mary Coffee, Department of Law Enforcement

Violent felony offenders of special concern –Ms. Amy Wigglesworth, Department of Corrections

Restoration of Civil Rights – Mr. David Johnson, Parole Commission

Mental Competency Database – Ms. Rita Taylor, Department of Law Enforcement

Information and Discussion

Chair Ewing introduced Ms. Mary Coffee representing the FDLE who presented an update on the My Space legislation and the changes to the sex offender database, JLA bill and Adam Walsh Act. Ms. Coffee indicated the Adam Walsh Act requires states to be in compliance by 2009 and provided Council members with the Acts requirements.

Chair Ewing introduced Ms. Amy Wigglesworth representing the DC who briefed the Council on the Violent Felony Offenders of Special Concern Act, which was signed into law in 2007. DC worked with FDLE to add a field to the CJNet in order to meet the requirements of the Act. As of June 2007, 236 offenders have been identified that met the criteria of a violent felony offender of special concern.

Chair Ewing introduced Council member Johnson representing the Parole Commission who provided a status report on the restoration of civil rights. The Parole Commission is working with DC to review cases for potential restoration of civil rights. As of August 20, 2007, 20,589 cases have been submitted for automatic restoration of civil rights. The Parole Commission has scheduled statewide meetings to inform the public of the recent changes to restoration of civil rights.

Chair Ewing introduced Ms. Rita Taylor representing the FDLE who briefed the Council on the Mental Competency Database. The Database is used to assist in determining firearm purchase eligibility and concealed weapon permits. The Database is available only to state and federal agencies conducting record checks for firearm purchase eligibility, to the clerk of courts for entry of records and the Department of Agriculture and Consumer Services for concealed weapon permit eligibility. Ms. Taylor indicated the database contains over 6000 entries.

ITEM 8
Update of FLEX

Mr. Mike Phillips
Florida Department of Law Enforcement
Information and Discussion

Chair Ewing introduced Mr. Mike Phillips representing the FDLE who presented an update on the Florida Law Enforcement eXchange (FLEX). Mr. Phillips indicated that FLEX consists of over 400 law enforcement agencies. The goal of FLEX is to connect the data from these agencies and share the data when systems are not compatible. FLEX is broken down into three phases; data mapping, data infrastructure and initial implementation and visualization tools.

ITEM 9
FALCON Update Build 2A and Biometric Workflow Work Group

Mr. Charlie Schaeffer and Mr. Burt Walsh
Florida Department of Law Enforcement
Information & Discussion

Chair Ewing introduced Mr. Charlie Schaeffer representing the FDLE who presented an update on the FALCON project. Build 2A is the foundation of FALCON, which includes improving the Rapid ID pilot and retained applicant system. FDLE plans to increase the functionality of watch lists and notifications of arrests. The Rapid ID Pilot recently expanded to five Florida Highway Patrol vehicles, Pinellas County Jail and plan to expand to Collier County Courts and Department of Environmental Protection. Mr. Burt Walsh with FDLE provided an update on the steps and progress of Build 2A. The Proof of Concept was recently completed. The point of a Proof of Concept is to satisfy the key functional requirements of the system and give credence to the technology choices that were made. The project is on schedule and the final project deliverable is scheduled for August 2008 and will go live in September 2008. FDLE, in conjunction with local and state law enforcement agencies and non-criminal justice agencies, established the Biometric Workflow Work Groups. The work groups' goal is to improve biometric matching, processing and storage.

CLOSING REMARKS

Chair Ewing thanked members for their attendance. The meeting was adjourned at 4:05 P.M.