

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

**MINUTES OF MEETING**

**Tuesday, January 26, 1999**

The meeting was called to order by Chairman Ken Palmer at 10:15 at the Florida Department of Law Enforcement Headquarters in Tallahassee, Florida.

Members Present:

Chairman Ken Palmer, State Courts Administrator  
Carolyn Snurkowski, Designee for Attorney General Robert A. Butterworth  
Jim Blackford, Designee for Lawrence W. Crow, Jr., Sheriff, Polk County  
Randy Esser, Designee for Executive Director Fred Dickinson III, Department of Highway Safety and Motor Vehicles  
Arnold A. Gibbs, Chief, Cape Coral Police Department  
Harry Dodd, Designee for Secretary Michael W. Moore, Department of Corrections  
Sid Klein, Chief, Clearwater Police Department  
Dan Zinn for Barry Krischer, State Attorney, Fifteenth Judicial Circuit  
Bob Dillinger, Public Defender, Sixth Judicial Circuit  
Karen Rushing, Clerk of the Court, Sarasota County  
Mike Frances for Jimmie Henry, Chair, Florida Parole Commission  
Elaine Bryant, Designee for Secretary Bill Bankhead, Department of Juvenile Justice  
Donna Uzzell for Daryl McLaughlin, Assistant Commissioner, Department of Law Enforcement

**APPROVAL OF THE MINUTES OF THE OCTOBER 8, 1998 MEETING**

The Council unanimously approved the minutes.

**OPENING REMARKS BY THE CHAIRMAN**

Mr. Palmer opened the meeting by welcoming those attendees who were sitting in for the Council members. He deferred items 1 and 2 and opened the meeting with Item 3.

**ITEM 3**

**Policies and Standards Work Group &  
Intergovernmental Information Sharing Conference  
New Orleans, LA – November 18, 1998  
Mr. Ken Palmer and Mr. Dan Zinn**

Mr. Palmer recognized Mr. Dan Zinn for his interest in this issue and requested he provide an overview of the Conference. Mr. Zinn advised the Office of Justice Programs is trying to create some methodology so agencies can communicate between each other in terms of the information sharing process. The first stage was to put together four work groups of which November was the last of the four sessions. They met in various parts of the country and brought in representatives from local, state and federal law information in each one of these work groups. This meeting concentrated its efforts on summarizing the information that came out of the first four work groups.

What they identified as a nationwide problem was the need for executive buy-in, basically the legislative level to the senior management level in order to get any kind of consensus of cooperation. The second issue involved looking at ways to get funding under control and have a set of standards and guidelines so when an application is being developed within a criminal justice agency, that the information will comply to a set of standards that will allow that information to be shared. Some agencies are following standards that are thirty years old, such as the NCIC standards book.

Mr. Zinn advised Florida is probably on the leading edge in terms of leadership. The issues the Council is involved in are issues that are being looked at on a national level, such as cooperation and communication among all levels of agencies.

Mr. Palmer advised the Policies and Standards work group has not had an opportunity to meet. However, he reported on his participation in the National Task Force on Court Automation and Integration. He discussed the necessity for standards and the need to define what those standards are. He also discussed his similar involvement with the Conference of State Court Administrators that is struggling through the same issue of standards for court applications. They are attempting to define standards in terms of functionality or the capabilities of the system rather than data element definitions because of the difficulties of reconciling the data element requirements across the nation or even within a state. The other thing that changed the direction of the task force is that a committee structure does not meet frequently enough to do the amount of work that is necessary to develop standards at any level without staff support.

Mr. Zinn stated there is discussion on a national level of what are going to be the unintended results of not having some core set of data standards.

Mr. Palmer advised developing a strategy for getting grant resources to look at this issue. The approach being used by the committee at a national level is to focus on systems that have good, comprehensive, case management functionality and documenting what that functionality is and attempting to come up with a composite of the best type of system.

Mr. Palmer advised Tom Watkins, Jean Itzin, Dan Zinn and Karen Rushing would be attending the conference in February.

**ITEM 4**  
**Sentencing Process/Forms Work Group**  
Mr. Ken Palmer

Mr. Palmer advised this group has not had an opportunity to meet but he did discuss issues that surfaced from a previous meeting among Judges. Several circuits are using a standard plea form in which all the information is available before the hearing. They want to do an inventory of all the circuits and find out if other circuits are using some type of a standard plea form and attempt to develop one that would require the prosecution and defense to sign off on. They also want to streamline other types of forms in the process.

Mr. Daryl McLaughlin joined the Council meeting in progress.

**ITEM 1**  
**Telecommunications Work Group**  
**Current Status of the CJNet**  
**Discussion of Agreement With Clerks of Court**  
**Estimated Cost Savings Generated by the CJNet**  
**Standards and Procedures for Commercial Applications on the CJNet**  
**Policy and Procedures for Non-commercial Applications on the CJNet**  
Mr. Tom Watkins & Mr. Kevin Patten & Joey Hornsby  
Florida Department of Law Enforcement

There was a discussion reference linkage from the CJNet to the Internet and Mr. Hornsby advised that you could go to the Internet from the CJNet but you could not go from the Internet to the CJNet.

Mr. Ramage requested an amendment to both versions of the application policy guidelines requiring any agency requesting an application on the CJNet to state their application doesn't contain an infringement. This motion was passed. Mr. Ramage was requested to draft this language.

Mr. McLaughlin introduced a motion that states when a non-commercial application for the CJNet comes up for approval, the telecommunications workgroup will review it, and then present its recommendation to the CJJIS Council Steering Group for its approval. This motion was unanimously passed.

Mr. McLaughlin introduced a motion that requests Mr. Ramage to draft the appropriate language in order to obtain the statutory authority to collect funds from a commercial entity in support of on-going operational costs of providing access to the CJNet. The motion was seconded and passed. There was discussion among the council members on whether the Council should allow commercial entities to place their offerings on the CJNet without a criminal justice agency sponsor.

Mr. Palmer stated he was going to form a workgroup consisting of Mr. Ramage, several members of the Council, as well as the staffing of the telecommunications workgroup to develop a white paper for the Council that deals with the issue of commercial offerings. The issues to be explored by this workgroup will include price breaks from commercial entities as well as sponsorship from a criminal justice agency and any other relevant issues. This paper will be presented at the next CJJIS Council meeting.

John Ridgeway advised that the agreement with the Clerks of Court is the standard FCIC/NCIC agreement. This agreement has some open-ended language, which states they will abide by the rules and regulations but doesn't define what the rules and regulations are. This issue is being questioned by the Clerks. Mrs. Rushing expressed her concern about the vagueness of this language.

Kevin Patten advised the majority of the sites that have requested connectivity to the CJNet are connected. Mr. Patten advised he is conducting meetings within the counties to discuss connectivity issues and that the consolidation meetings have been put on hold due to some concerns that have risen. However, the consolidation meetings will resume in each county which will involve the Sheriff's Department, Clerk's Office, State Attorney's Office, with communication sent to the Chief Judge to get input and explain how to get connectivity down to the desktop. Meetings in Gilchrist and Levy counties have already been held and agreements have been reached concerning connectivity.

Mr. Patten stated that after meeting with each county he would be better able to provide the cost savings but a conservative estimate among agencies with an agreement to share connectivity is \$366,000 per year. Mr. Dillinger asked if there was a policy or procedure prohibiting the Public Defender, State Attorney and a law enforcement agency from using the e-mail account for notices of deposition rather than using subpoenas. Mr. Patten advised that with the Internet capability, you could send e-mail to the CJNet from outside the criminal justice network.

**ITEM 2**  
**Vine Automated Victim Notification Services**  
Thomas R. Seigle

Donna Uzzell introduced Dale Patchett from the Vine Corporation, whose representatives made a presentation concerning their company's technology that involves victim notification at the state level. This company has entered into discussions with the Department of Corrections to possibly introduce this system into Florida. Seven states are already using this system for notification purposes. Mr. Gibbs asked whether the CJNet could perform this function. Brenda Owens stated the CJNet would only notify the criminal justice community, not the public.

Mr. Palmer requested Mr. Dodd keep the Council updated on the Department of Correction's discussions with this company.

#### **ITEM 5**

#### **Annual Report on the Department of Corrections Information Systems**

Mr. Harry Dodd

Department of Corrections

Mr. Dodd reported that the Department of Corrections has a lot of valuable automated information available to law enforcement and discussed various programs being utilized and currently in development within DOC. Mr. Dodd stated that if you take the offender tracking and probation and parole tracking, it represents over 200,000 criminals as it stands today. Sixteen thousand devices currently have access to the corrections data center. The network currently used has been upgraded to frame replay and is about 40% complete. Three networks are currently being merged into one. DOC is building a new data center in the Winewood Center and has a new mainframe.

Mr. Palmer asked whether access from users to these systems is utilized through the CJNet or the network managed by DOC. Mr. Dodd responded that access is gained through DOC's network and some of the information is protected. An enhanced version of the information on the public site is available through the CJNet.

Mr. Dodd discussed the Legislature's change in sentencing policy effective October 1, 1998, which did away with guidelines and instead went with a different scheme which includes a score sheet. There remains a statutory requirement for the score sheets to be prepared. Using the Internet, DOC has developed a criminal code score sheet which will be tested by selected prosecutors and public defenders for possible downloading to PC's.

The Council unanimously approved the overall direction and management of DOC's information systems, as in compliance with the state's guiding principles for information management.

#### **ITEM 6**

#### **Annual Report on the Department of Juvenile Justice Information Systems**

Mr. Dave Kallenborn

Department of Juvenile Justice

Mr. Kallenborn reported DJJ currently has 3000 PC's in place and 163 local area networks located around the state connected by a frame relay network statewide. DJJ is currently working on implementing the application statewide since the cutover from Children and Family Services mainframe system to the new Juvenile Justice Information Systems. Several applications are currently being developed or in use within the new system. DJJ is hoping to utilize the CJNet to

automate DJJ's partners and providers and implement future development without duplication.

Mr. Dillinger asked if all JAC Centers were currently on CJNet and Mr. Kallenborn advised they weren't yet but would be connected through DJJ. All JAC's are connected to DJJ.

Ms. Owens asked if inquiries would be available through FCIC to obtain juvenile data and Mr. Kallenborn stated he didn't think that would be a problem.

Mr. Palmer discussed the data disposition reporting on juveniles and Mr. Kallenborn stated that the data is not detailed but the data is associated with the charge. There is a need for further discussion on this issue.

The Council unanimously approved the overall direction and management of DJJ's information systems, as in compliance with the state's guiding principles for information management.

#### **ITEM 7**

#### **Annual Report on the Department of Law Enforcement Information Systems**

Mr. John Ridgeway  
Department of Law Enforcement

Mr. Ridgeway reported that FDLE has undertaken a number of initiatives that would fundamentally re-program and re-engineer every major system within the Department. This initiative has been accomplished and FDLE is currently involved in the re-writing of the criminal history files.

Mr. McLaughlin asked whether FDLE's Gang Database and DOC's gang database is interfaced and if not, is there a way to accomplish this. Mr. Ridgeway stated he didn't think so and Mr. Dodd stated they would look into it. Mr. McLaughlin further asked if the Evidence Management System was available to prosecutors and Mr. Ridgeway advised he is looking at the status of this availability. Mr. Ridgeway advised FDLE is almost finished with Y2K issues. Mr. Ridgeway advised that FCIC II and ICHN would be discussed separately.

The Council unanimously approved the overall direction and management off FDLE's information systems, as in compliance with the state's guiding principles for information management.

#### **ITEM 8**

#### **FCIC II**

Ms. Brenda Owens  
Florida Department of Law Enforcement

Ms. Owens reported that FCIC II would be cutting over on Sunday, February 7. All of the local agencies in Florida have been notified. The production version of the workstation software has been sent to the duplicator and will be mailed to the agencies this week. This software can be pre-loaded. Forty agencies with their own computer systems have been tested and are ready for the cutover.

Some of the features of the new system will be responses in plain English, a better response appearance, delayed inquiry capability, and multiple image capability. Each night DHSMV gives FDLE records containing Driver License activity, which is searched against the wanted/missing files. A potential match will automatically be generated to the agency that entered the record.

Mr. McLaughlin asked what types of problems are expected with this cutover. Ms. Owens stated she predicted problems with installation of workstation software, operator certification, and any unforeseen problems such as agencies that have said they are ready, but are in fact not ready for the cutover. Mr. McLaughlin asked about the impact on the CJNet and Ms. Owens responded that FCIC would take priority over the CJNet.

**ITEM 9**  
**Integrated Criminal History Network**  
Ms. Bonnie Rogers  
Florida Department of Law Enforcement

As of January 1, there are 28 counties, 1 police department and 3 juvenile assessment centers connected on the ICHN. Twenty juvenile assessment centers are scheduled to go on-line in 1998-99 with the possible exception of two. The Department of Corrections anticipates 5 reception centers going on-line. In December, the functional testing of the software was successfully completed. Final acceptance is tentatively scheduled for February 15.

Mr. McLaughlin asked if arrest information was being entered into the JAC Centers that are connected. Mr. Gerald Brooks advised that some are submitting arrest data.

**ITEM 10**  
**Election of Officers**

Mr. Palmer advised the Council that there is no formal policy on the election of the chair of the Council and he thinks this should be formalized and suggests a two-year term for Chairman. Mr. Palmer was advised that the law requires an election every year. Mr. Palmer suggested discussing this issue at the next meeting and to consider electing a vice-chair of the Council, who would possibly serve as a successor which would provide continuity to the Council. He also suggested that the Council members take on some of the workload of the

workgroups. Mr. McLaughlin suggested adopting a two-year term and ratifying it annually. These issues will be discussed at the next meeting.

Meeting adjourned at 3:45 p.m., January 26, 1999.