

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

## **MINUTES of MEETING**

**Thursday, October 8, 1998**

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

### **Members Present:**

Chairman Kenneth Palmer, State Courts Administrator  
Lawrence W. Crow, Jr., Sheriff, Polk County  
James Lowman, Sheriff, Escambia County  
Bob Dillinger, Public Defender, Sixth Judicial Circuit  
Elaine Bryant, Designee for Secretary Calvin Ross, Department of Juvenile Justice  
Harry Dodd, Designee for Secretary Harry K. Singletary, Department of Corrections  
Sid Klein, Chief, Clearwater Police Department  
Daryl G. McLaughlin, Assistant Commissioner, Department of Law Enforcement  
Karen Rushing, Clerk of the Court, Sarasota County  
Barry Krischer, State Attorney, Fifteenth Judicial Circuit  
Jimmie Henry, Chair, Florida Parole Commission  
Randy Esser, Designee for Executive Director Fred Dickinson III, Department of Highway  
Safety and Motor Vehicles

### **APPROVAL OF THE MINUTES OF THE JUNE 4, 1998 MEETING**

The Council unanimously approved the minutes.

### **OPENING REMARKS BY THE CHAIRMAN**

Chairman Palmer opened the meeting by welcoming Mr. Jimmie Henry, Chair of the Parole Commission, as the newest member of the Council.

## **PRESENTATION OF AGENDA ITEMS**

(Items were presented out of order)

### **ITEM 10**

#### **State Strategic Governance Council**

Mr. John Ridgeway

Florida Department of Law Enforcement

Mr. Ridgeway described the makeup State Technology Council and its mandated responsibility to monitor, coordinate and integrate the activities of the various Councils involved in information systems, and develop a state level strategic plan for the statewide integration of information systems.

There was a general discussion of the Y2K issue. Mr. Tom Watkins said there is a Governor's task force monitoring the progress of all state agencies in solving the Y2K problems. He also stated that FDLE has a plan in place for making all of its applications Y2K compliant. All applications going on the CJNet will be required to be Y2K compliant.

### **ITEM 7**

#### **CJJIS Council Strategic Plan – Final Proposal**

Mr. Kenneth Palmer

Chairman

Chairman Palmer explained the modifications to the Council's Strategic Plan requested by staff at the Executive Office of the Governor. With the assistance of FDLE's planning staff, some of those changes will be made, and the plan will be resubmitted. The plan will be amended to articulate a clear link between goals/objectives and the outcomes/benefits expected.

### **ITEM 6**

#### **Discussion of Phase II of the Sentencing Forms Project**

Mr. Kenneth Palmer

Chairman

The work group reached consensus that federal funds should be pursued to do a pilot project in one jurisdiction to automate and standardize the sentencing process.

Chairman Palmer praised and thanked the Department of Corrections (DC) for supplying staff to do the sentencing forms project. He also asked Mr. Dodd for a commitment from the DC to take on the pilot project. Mr. Dodd said DC is ready to discuss the project and make a "reasonable" commitment.

Mr. Palmer said the pilot would have to be a collaborative effort between the Clerk of Court, the Court, the State Attorney, the Public Defender and Probation and Parole staff. Some jurisdictions have been identified as showing interest in participating in the pilot.

**ITEM 9**  
**Annual Report on the Department of Highway Safety & Motor Vehicles**  
**Information Systems**

Mr. Randy Esser  
Department of Highway Safety & Motor Vehicles

Mr. Esser reported that DHSMV's network plan will provide full connectivity to all authorized users of the CJNet and other state agencies within the next two years, creating a full flow of information between DHSMV and those needing its information. Reengineering of all of the DHSMV applications should be complete by April, 1999. An integral part of these system improvements is bringing them into compliance with the year 2000 requirements.

The CJNet will allow the elimination of data circuits to the Clerks of Court in over 40 counties, saving the state considerable annual costs. Mr. McLaughlin asked Mr. Kevin Patten to prepare a report on the anticipated savings to the state generated by network/data circuit consolidation.

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

**ITEM 11**  
**FCIC II**  
Ms. Brenda Owens  
Florida Department of Law Enforcement

Ms. Owens reported that performance testing on the new FCIC II message switch during August and September revealed the need for further testing of the system's ability to handle the volume of traffic required in the specifications. Therefore, the original cut-over date of September 27 was cancelled, and a new cut-over date is not established.

The system is functioning properly. All of the message keys and image transmissions work as specified. The only concern is continuous operation under a heavy load. Testing will continue until there is assurance the system can handle the load specified. When testing is complete, all FCIC II users will be given 30 days notice before cut-over.

**ITEM 12**  
**Integrated Criminal History Network (ICHN)**  
Mr. Gerald Brooks  
Florida Department of Law Enforcement

There are now 27 counties, one police department and one juvenile assessment center on the ICHN, with about 12,000 finger print submissions per month. This represents about 19% of the total submissions to FDLE. A second data base has been created to allow additional speed and volume.

Focus in the upcoming few months is to add nine more counties to ICHN. Work continues with the Department of Juvenile Justice to add 19 juvenile assessment centers, and with the Department of Corrections to add the five reception centers.

Chairman Palmer asked that a report be done for presentation at the next Council meeting, describing all of the issues involving connection of livescan to the juvenile assessment centers and the use of livescan in the courts at the sentencing phase. Any livescan issues with the Department of Corrections should also be addressed.

#### **ITEM 4**

##### **Discussion of Public Defenders' Access to Criminal History Information**

Mr. Bob Dillinger

Public Defender, Sixth Judicial Circuit

Mr. Dillinger explained that this is not a request for additional information, but a request for quicker access to information currently available to Public Defenders.

Mr. Dillinger asked the Council to approve FDLE's recommended amendment to Section 943.053, F. S., which would add language allowing Public Defenders on-line access to Florida's public criminal history records. Mr. Krischer raised the issue regarding the precedent this may set as to future requests for on-line access by private defense attorneys. It was unanimously approved by the Council that the statutory language in FDLE's recommendation would be modified to restrict the access to Public Defenders and private attorneys appointed by the court in lieu of Public Defenders. It was also agreed that the Public Defenders would be solely responsible for sponsoring and pursuing the introduction of this proposed legislation.

#### **ITEM 1**

##### **Policies and Standards Work Group**

##### **Department of Justice Meeting in St. Louis, Missouri**

##### **National Efforts to Enhance Court Automation & Integration**

Mr. Kenneth Palmer

Chairman

Chairman Palmer reported that in July a team from Florida participated in a national level meeting on integrated information sharing. The team consisted of Harry Dodd, Elaine Bryant, Dan Zinn, Sheriff Crow, Donna Uzzell, Jean Itzin, Kevin Patten and Ken Palmer. The meeting revealed some states that have already adopted some very effective information standards and policies which will be looked at by Florida.

The work group also made some site visits to Hillsborough and Pinellas counties to observe and review their information integration and sharing systems. Some major principles for effective information sharing surfaced:

- ◆ Participants must develop a clear vision on exactly what they want to accomplish with their information sharing efforts.

- ◆ The governance of the integration efforts must be structured so there is executive and policy level buy-in, and the necessary technical expertise to make the program effective

Chairman Palmer said information integration standards should be designed around concepts of functionality rather than specific hardware, software or protocols.

The work group will meet again and attempt to devise a plan for what types of standards should be developed. Knowledge gained from the integration efforts at the national level will be very helpful in this effort.

**ITEM 2**  
**Telecommunications Work Group**  
**Current Status of the CJNet**  
**Projects or Applications Under Development for the CJNet**  
**Other Potential Options for the CJNet**  
**Formal Procedures for Adding Applications on the CJNet**  
**Consultant Study on Connecting the CJNet to the Internet**  
**Installation of Firewalls for Multi-agency Benefit**  
Mr. Tom Watkins & Mr. Kevin Patten & Mr. Joey Hornsby  
Florida Department of Law Enforcement

Mr. Watkins submitted a work group proposed policy and procedures for putting applications on the CJNet. There was considerable discussion regarding potential issues involved with approving private commercial applications. The Council approved the policy, with the stipulation that paragraph 3. (f) pertaining to commercial applications would be removed, rewritten and submitted to the Council at a future time.

Chairman Palmer asked that proposals for applications on the CJNet be required to include an estimate of the anticipated demand for, or usage of, the application. Volume of usage must be considered in approval of an application. Mr. Watkins acknowledged that will be done.

Chairman Palmer also requested that an “applications review group” be formed by the Telecommunication Work Group to review proposed applications for the CJNet. The intent here is to have a consistent group of the same agency representatives to review proposals in a consistent manner. The Council unanimously approved.

Chairman Palmer also proposed a system for review and approval of certain types of applications without Council approval, since the Council meets sporadically and some applications are clearly non-controversial. Pursuant to all technical and legal reviews, FDLE as administrator of the CJNet could approve applications that do not involve policy issues which need to be considered by the Council, and report at each Council meeting those applications that were added. The Council unanimously approved.

Mr. McLaughlin proposed that the Florida Sheriffs Association and the Florida Police Chiefs Association be contacted and encouraged to provide some representatives of local law enforcement on the Telecommunications Work Group.

Mr. Patten explained the concept of data circuit consolidation in counties where multiple circuits are installed at single locations. It is much more efficient and much less expensive to bring a single high volume data circuit into a proxy server at the location and have multiple users connect to the server. This arrangement permits the elimination the multiple expensive long-distance data circuits coming into the location. Network consolidation in Leon County alone is saving \$18,000 per year. Mr. McLaughlin asked Mr. Patten to prepare a report on the estimated statewide cost savings of network consolidation.

Chairman Palmer asked Mr. Alderman for an inventory of counties that do not already have firewalls in place which could provide sufficient security for their data if they were connected to the CJNet via a local WAN through a proxy server. Mr. Alderman agreed to provide one.

Ms. Rushing asked if consolidation creates any security problems. Mr. Patten said security is actually improved.

Ms. Rushing asked if there would be a cost to local governments for the consolidation/proxy servers. Mr. Patten said there are funds to install 67 servers, plus maintenance for one year.

Mr. Roger Alderman of the Florida Association of Court Clerks (FACC) requested consolidation efforts be curtailed until state policy makers can meet with the FACC and fully discuss the Clerks' security concerns and develop a plan that will meet the needs of all. Chairman Palmer suggested a meeting between himself, FACC, its consultant and the CJNet staff to resolve the issues concerning FACC. The Council will receive a report at its next meeting.

Mr. Watkins reported the consultant with which FDLE contracted to study the impact of connecting the Internet to the CJNet had concluded that such a connection would not have an adverse impact on the CJNet. The consultant's analysis focused on two major considerations: (1) the CJNet's capacity to handle the volume of traffic generated as a result of connection to the Internet and (2) security issues. However, it was noted by Mr. Watkins that the full volume of FCIC II traffic with the new message switch has not been experienced yet, and the volume of fingerprint transmissions are only at about 20% of estimated future volume. Therefore, he recommended connection of the CJNet to the Internet for a 6 month period, during which time the volume and network capacity can be monitored for impact on the operation of the CJNet. This will be a firewalled connection to the Internet. CJNet users can go out to the Internet, but Internet users cannot come in to the CJNet. The Council unanimously approved.

### **ITEM 3**

#### **Discussion of the FLASH System on the CJNet**

Mr. Jim Milford

Database Technologies, Inc. (DBT)

Mr. Milford said DBT is still very much interested in participating in the CJNet, and it is no longer necessary for their participation to be through the FLASH system. DBT will apply for direct admission to the CJNet as a commercial application. DBT is also developing a flat rate pricing structure that will be competitive and will allow local agencies to get more use of AUTOTRAC.

Therefore, the Council approved admission of the FLASH system to the CJNet as a non-commercial application through the regular non-commercial process.

**ITEM 5**  
**Status of Consultant Study on the Impact of**  
**Juvenile Disposition Reporting on the Clerks of Court &**  
**The Consortium Project**  
Mr. Roger Alderman  
Florida Association of Court Clerks and Comptrollers (FACC)

FACC contracted with Nichols Infotec to determine the total estimated cost of having all 67 Clerks of Court electronically report juvenile disposition data. Nichols sent questionnaires to the Clerks of Court, FDLE and OSCA which covered a series of technical and non-technical issues. In addition, they conducted on-site visits to Clerks in seven counties. The counties were selected as a representative sample of counties throughout the state. (Hillsborough, Broward, Dade, Gadsden, Polk, Orange, and Duval) The study indicated an estimated statewide first year cost of electronic juvenile disposition reporting of 1.26 million dollars, with an annual recurring cost of \$100,000 for a Help Desk.

Chairman Palmer asked to see the detail information from which the cost conclusions were drawn for this report. He also wanted to clarify the role of the proposed Help Desk. Since FDLE has primary responsibility for the juvenile criminal history records and the current Offender Based Transaction System, there is a need to clarify the roles of both FDLE and FACC in supporting and maintaining the system.

Mr. McLaughlin expressed concern that failure to move forward quickly may not allow enough time to formulate a recommendation to the 1999 Legislature regarding the cost and timing of mandatory juvenile disposition reporting. Not having juvenile dispositions on file is a safety issue for criminal justice agencies. Chairman Palmer appointed Mr. McLaughlin, Ms. Rushing and himself as a subcommittee to meet with FACC and networking staff to resolve the many issues involving juvenile disposition reporting and network consolidation in an effort to develop a recommendation for the upcoming legislative session. There will be a report to the Council at its next meeting.

FDLE was asked to estimate the amount of effort and dollars that would be required by the Clerks of Court to submit the approximate 300,000 existing backlog of juvenile dispositions.

\*\*\*\*\*

Agenda item #8 (Annual Report from the Department of Corrections) and agenda item #13 (Election of Officers) were postponed until the next Council meeting.

Meeting adjourned at 3:25 p.m., October 8, 1998.