

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

**MINUTES OF MEETING  
Thursday, October 9, 2003  
Tallahassee, FL**

**Members Present:**

Chairman Daryl McLaughlin, Interim Commissioner, Florida Department of Law Enforcement  
Vice Chairperson Marsha Ewing, Clerk of the Court, Martin County  
Noah Powers, Designee for Secretary Bill Bankhead, Department of Juvenile Justice  
Scott McPherson, Designee for Secretary Michael Moore, Department of Corrections  
Carolyn Snurkowski, Designee for Attorney General Charile Crist  
Mike Love, Designee for Elizabeth Goodner, State Courts Administrator  
Richard Roth, Sheriff, Monroe County  
William Berger, Chief, North Miami Beach Police Department  
Nancy Daniels, Designee for Bob Dillinger, Public Defender, Sixth Judicial Circuit  
Dan Zinn, Designee for Barry Krischer, State Attorney, Fifteenth Judicial Circuit  
Raymond Marsh, Designee for Director Fred O. Dickinson, Department of Highway Safety and Motor Vehicles

**Members Absent:**

Fred Schuknecht, Designee for Monica David, Chair, Florida Parole Commission  
Rodney Shoap, Sheriff, Lee County

**WELCOME MEMBERS and OPENING**

Chairman McLaughlin welcomed members and introduced Chief William Berger of the North Miami Beach Police Department as the newest member of the Criminal and Juvenile Justice Information Systems (CJJIS) Council. Chairman McLaughlin advised the Council of the appointment of FDLE's new commissioner, Guy Tunnell. Chairman McLaughlin also advised Council members of his departure from FDLE on October 30.

## **Minutes of the February 28, 2003 CJJIS Council Meeting**

Chairman McLaughlin requested approval of the minutes of the February 28, 2003 CJJIS Council meeting. The minutes were approved. Chairman McLaughlin advised Council members that the 2004-2008 CJJIS Council Strategic plan has been submitted to the Governor's Office.

### **ITEM 1 INTEGRATED CRIMINAL HISTORY SYSTEM**

**Mr. Tom Watkins  
Florida Department of Law Enforcement  
Information and Discussion**

Chairman McLaughlin reminded members that the Integrated Criminal History System (ICHS) is the largest single project FDLE and its partners in the criminal justice community has embarked on, as well as the most important project on the Council's list of priorities due to its impact on the criminal justice community. The ICHS project has over 2,000 requirements identified by input from agencies such as those represented on the CJJIS Council.

Chairman McLaughlin introduced Mr. Charles Schaeffer of FDLE, presenting an update on the ICHS project. Mr. Schaeffer advised the Council that the last time a brief on the ICHS project was given, contract negotiations were still ongoing and many of the details of the project were not available. Mr. Schaeffer advised the Council that the ICHS is designed as a high volume transaction based system providing enhanced capabilities in the dissemination of criminal justice information to the criminal justice community. The objectives of ICHS are to integrate the Computerized Criminal History (CCH) system and the Automated Fingerprint Identification System (AFIS) into a singular system.

Mr. Schaeffer continued his presentation, providing the Council a detailed illustration of how ICHS will interface with various databases, such as the Florida Crime Information Center (FCIC) and the FBI's Integrated Automated Identification System (IAFIS). Mr. Schaeffer provided a history of ICHS since its October 2000 inception, as well as the needs identified by criminal justice users during the initial planning stages of ICHS. Mr. Schaeffer reviewed the Bridge-AFIS plan, designed to provide local law agencies time to prepare for the transition to ICHS. Council members discussed the financial impact of ICHS to local agencies as well as time frames regarding the upcoming legislative session. Chairman McLaughlin asked when state agencies should plan on making the transition to ICHS, as it relates to submitting their budgets to the Governor for approval? Mr. Schaeffer advised that agencies need to plan now, the projected time for initial operational capability of ICHS is estimated to be fall 2004, Bridge-AFIS should begin in spring of 2004. Chairman McLaughlin advised that agencies would need to plan for this in their budgets this year.

At this time Chairman McLaughlin introduced FDLE's new Commissioner Guy Tunnell. Chairman McLaughlin advised the Council that on August 26, 2003 the Governor and Cabinet unanimously selected the new Commissioner of FDLE. Chairman McLaughlin advised members that Guy Tunnell was first elected Sheriff of Bay County in 1988. Commissioner Tunnell expressed his appreciation for the Council and the work that it performs. He is aware of several issues on the horizon for which the Council is responsible, and looks forward to working with members in the future.

Mr. Schaeffer continued by advising the Council of a county-by-county assessment that will take place in order to provide a picture of the future needs of each county and the costs of replacing older outdated equipment needed for ICHS. Chairman McLaughlin advised that the county assessment plan will also involve Livescan users such as clerks of the court and judges as well as county law enforcement.

Council members continued their discussion of funding, as well as operational capabilities of the ICHS system. FDLE Criminal Justice Information Services Director Donna Uzzell provided the Council further clarification of the county assessment process and functions of ICHS. Director Uzzell further

advised the Council that the ICHS project is complex and will be executed over a period of time, however users eventually increase their utilization of the system over time to reach full functionality. Councilmember Scott McPherson discussed the need to make the legislature aware of this project and its future impact on local governments. FDLE Chief Information Officer Brenda Owens advised the Council that Senate, House and the Governor's budget analysts are aware of the local implications and ICHS is a frequent topic during planning meetings. Chairman McLaughlin advised Council members to make their agency members aware that ICHS is one of the Councils' top priorities and become supportive of the process during the upcoming legislative session.

Mr. Schaeffer provided the ICHS website for project status and additional information (<http://www.fdle.state.fl.us/ICHS>).

**ITEM 2**  
**TELECOMMUNICATION WORKGROUP**

Mr. Kevin Patten  
Florida Department of Law Enforcement  
**Information and Discussion**

Chairman McLaughlin introduced Kevin Patten, Chairman of the Telecommunications Workgroup. Mr. Patten advised the Council that the Telecom Workgroup has continued to receive applications for placement of various programs on the CJNet network. Mr. Patten also advised he would provide additional updates on topics the workgroup is currently discussing, which include encryption and JANUS (Jail Management System).

Mr. Patten advised the Council that an application for CJNet access was received from the following agencies:

- Orange County Sheriffs Office in cooperation with the University of Central Florida – requested creating an interdisciplinary and interagency local multi-county effort to provide online access to pawn data. Grant funds have been obtained and this project will be a local effort. Once this system is brought up, it will be available to all agencies accessing the CJNet. This request was approved.
- Walton County Sheriffs Office - requested the opening of specific ports on the CJNet firewall outbound to the internet in order to allow access to the Department of Justice federal grant site. This request was withdrawn due to the sheriff's office obtaining alternative methods of accessing the internet.
- Hernando County Sheriffs Office - requested placement of a video on the CJNET regarding unsolved homicides. This would be a local effort, for only the state attorneys office and sheriff's office. The CJNet does not support the transmission lines used, therefore the request was withdrawn.
- Lake City Police Department - requested the opening of specific ports on the CJNet firewall outbound to the internet for access to the Department of Justice federal grant site. This request was approved.
- Florida Department of Law Enforcement - requested utilization of the CJNet in order to obtain data from the City of Tallahassee utilities for investigative purposes. Since data obtained from this request would be used strictly for the FDLE, an alternative network was used and the request was withdrawn.

Mr. Patten advised that the Telecommunications Workgroup is scheduled to meet November 18, 2003 and these were the applications received and processed since the last meeting.

Mr. Patten updated the Council of the encryption process as it relates to edge router replacement. A meeting took place with the State Technology Office (STO) regarding the rollout of edge routers. Since the STO is in the process of negotiating a contract for a state network, it was decided to postpone edge

router replacement until January. Therefore the deadline of September 2004 for encryption will be met by purchasing routers through a new state contract or the current vendor Sprint.

Mr. Patten updated the Council on the JANUS system, which has utilized grant funds to provide a query system for local jail data. The JANUS pilot project involved several counties and was a success, however it was determined that searching data using a central system would be more beneficial, versus searching multiple local systems. Mr. Patten advised the Council that encryption continues to be a major concern of the workgroup, particularly as it relates to viruses and worms. Mr. Patten also advised the Council that in the future, the workgroup will review replacement of workstation software and begin moving towards a browser-based version of the FCIC software. Councilmember Scott McPherson asked Mr. Patten if the JANUS system will be able to pick up county bench warrant information? Mr. Patten answered that currently the system does not capture that information, however the program is currently being written and the capture of that information can be included.

**ITEM 3**  
**COMPREHENSIVE CASE INFORMATION SYSTEMS**

Mr. Roger Alderman  
Florida Association of Court Clerks  
**Information and Discussion**

Chairman McLaughlin introduced Mr. Robert Alderman to discuss the Comprehensive Case Information System (CCIS). Mr. Alderman expressed his appreciation to Council members on behalf of the Court Clerks for the opportunity to demonstrate the CCIS. The CCIS began in November 2001 and provides secure internet based access to court information across county and circuit lines for the judicial community, state and local law enforcement, state agencies and the Florida Legislature. The CCIS has completed two phases of testing and is currently in Phase 3, involving the 8<sup>th</sup> Circuit Court.

During Phase 2, 25 counties utilized the CCIS, which represents 25% of Florida's population. Phase 3 of CCIS will include 31 counties, which represents 31% of Florida's population. The objectives of the CCIS are linked to the requirements of user agencies and organizations and are based on the utilization of current technology infrastructure statewide. CCIS will not intrude into local systems and will maintain the security of these systems, based on a single statewide secure access point. Mr. Alderman advised the Council that the Florida Association of Court Clerks (FACC) is working with FDLE to allow their utilization as well as the Department of Children & Family Services in location searches. The current demonstration will illustrate what can be utilized from the system.

Mr. Alderman turned the presentation over to Technical Programs Director Russell Curtis for the demonstration of CCIS. Mr. Curtis advised that CCIS is an internet based system using secure socket layer for secure communications. The information available is updated from the clerk's local court maintenance applications on a nightly basis. Currently 25 counties are participating in the system providing criminal, civil, traffic, probate and juvenile data as well as child support payment and disbursement information. The system can be used for name or social security number searches as well as the uniform case number to narrow the search to a particular county or circuit. A court calendar is available for searches of various judges or different geographical areas. Finally, court reports will provide users the ability to search case types as well as statistics used for performance accountability measures, however this function is still in development. Mr. Curtis demonstrated the search and document retrieval capabilities of CCIS using various names and data elements at this time. Mr. Curtis advised the Council that the clerk's goal with CCIS is to provide statewide access. Future goals of the CCIS include data integration, access to financial information such as fine amounts and warrant & summons information.

Council members raised concerns over juvenile records, specifically limits on the confidentiality concerning juvenile records contained in the CCIS. Mr. Curtis advised that access to juvenile data will be limited to users who currently have authorization in that county or circuit. Additionally, council members requested information regarding CCIS compliance with Health Insurance Portability and Accountability

(HIPA) Act. Mr. Curtis advised that a clerks workgroup is verifying all information available on CCIS meets HIPA requirements. Councilmember Ms. Marsha Ewing advised that current information available from the clerks office it has already met HIPA standards.

**ITEM 4**  
**MORATORIUM ORDER ON ELECTONIC COURT ORDERS**

Mr. Thomas Hall  
Clerk of the Florida Supreme Court  
**Information and Discussion**

Chairman McLaughlin introduced the Clerk of the Florida Supreme Court Mr. Thomas Hall. Mr. Hall advised the Council that he is presenting on behalf of Judge Jacqueline Griffin, 5<sup>th</sup> District Court of Appeal, who is chair of the ad-hoc committee on privacy and court records.

Mr. Hall referred Council members to page 20 of their agenda, the Draft-Proposed Moratorium on Electronic Court Records. Mr. Hall advised Council members that a version of this order will be entered by the court through the chief justice in the next two to three weeks. This order will restrict electronic access to court records until the committee appointed by the order has an opportunity to review the issue and determine how confidential information will not be released electronically. The order essentially imposes a blanket ban on the release of electronic versions of court records, however does create a series of exceptions. Mr. Hall advised section 6c will interest members of the CJJS Council. Section 6c allows the release of records to agencies and government entities who under court rule or statute have legal access to this information. Mr. Hall asked the Council to review the language of 6c in order to improve or clarify for the purpose of preventing unauthorized access of confidential court records.

Councilmember Ms. Marsha Ewing asked Mr. Hall if attorneys who are not the “attorney of record” would be entitled access to these records as they pertain to section 6b of the moratorium (section 6b states – “a court record in a case may be transmitted to a party or an attorney of record in that case;)? Mr. Hall advised that the present interpretation is no, only the attorney of record would have this access. Mr. Hall advised that this is the type of issue the committee will be reviewing in the future. Mr. Hall informed the Council that the ad-hoc committee meetings will be open to the public and comments regarding the moratorium should be sent directly to himself of Steve Henley, Office of State Courts Administrators.

**ITEM 5**  
**DOMESTIC VIOLENCE INFORMATION SYSTEM**

Mr. Dan Zinn  
State Attorneys Office, 15<sup>th</sup> Judicial Circuit  
**Information and Discussion**

Chairman McLaughlin introduced Council member Mr. Dan Zinn. Council member Zinn advised the Council that for several years the sharing of information between criminal justice and social service agencies has been discussed. Council member Zinn advised that his office has developed the Domestic Violence Information System (DVIS) via a Violence Against Women Act (VAWA) Grant under the administration of the Department of Children & Families (DCF). The recent series of high profile DCF cases prompted the funding and development of several committees within Palm Beach County. One of the issues to come out of these committee meetings was the need to develop a system of sharing information and promoting accountability regarding violence, and specifically domestic violence and the involvement of children. Additionally a goal was set to develop a system which could be utilized throughout the state in various jurisdictions. The system would utilize information from the existing systems, roll it from a criminal justice system into an information sharing system and provide that information to the various agencies that need access that information. Meetings were held with all the

social services agencies, probation services, victim service sections, the courts and the State Attorney Office(SAO) in order to allow these agencies to input and access information. Using existing SAO case tracking information in combination with probable cause information, the status of domestic violence defendants was available through the DVIS. DVIS provides notification of defendants non-compliance instantaneously, as well as incidents which occur which cannot be reported by traditional law enforcement due to the fact that an officer did not observe the incident, such as the victim was harassed by the defendant. This type of information can be entered into the DVIS and a history of harassment can be tracked and viewed by users of the system.

The DVIS is in the initial production phase, available over the CJNet and has received a large amount of positive feedback from its users. The DVIS is web based and available over the internet via the county network or dial-in. A demonstration site is available at <http://www.myfpaa.org/IRM/STAC/STAC-DVIS.htm>.

**ITEM 6**  
**FLORIDA INTEROPERABILITY NETWORK SOLUTION**  
**PROJECT OVERVIEW**

Mr. John Ford  
State Technology Office  
**Information and Discussion**

Chairman McLaughlin introduced Mr. John Ford of the State Technology Office (STO) for an update on the Florida Interoperability Project. Mr. Ford advised the Council that the purpose of the Interoperability Project is to provide information availability to Florida's public safety agencies anywhere, anytime, in any required format, to all authorized users. Mr. Ford advised the Council of public safety agency's need to coordinate a response during emergency incidents, specifically the ability to utilize their existing radio equipment. The events of September 11, 2001 brought about the establishment of the Florida Executive Interoperable Technologies (FEITC) Committee. The FEITC is responsible for the oversight and management of all interoperable communications issues (voice and data) and manages the interoperable radio frequency resources for the state.

Mr. Ford advised the Council that a competitive procurement project (ITN 03-STO-ITN-009) is underway for an interoperable communications network that will provide IP-based connectivity to dispatch centers in the state. The primary focus of this project is addressing the incompatibility of existing radio systems, this is only the first step of many to comprehensive voice and data interoperability. The project also calls for coverage enhancements needed to complement existing coverage in all four bands (low band, high band, UHF, 800 MHz) throughout Florida. Participants will be able to communicate with all other resources within the state communications enterprise. Mr. Ford advised that eventually upon full utility, the system will provide a complete platform in order to share information including data.

Mr. Ford concluded his presentation and advised that a contract for the procurement will be signed by the end of 2003 and network facilities available for sign on by June of 2004.

**ITEM 7**  
**LANGUAGE INTERPRETER IN COURT PROCESSING**

Mr. Mike Love  
Office of State Courts Administrator  
**Action Item**

Chairman McLaughlin introduced Councilmember Mr. Mike Love. Councilmember Love advised that courts are facing a growing need to identify subjects within the court system who require a language interpreter. Currently, when a court is prepared to hear a case and it is revealed that the defendant requires an interpreter, the hearing is cancelled and rescheduled, which increases costs to the courts. Mr. Love further explained that 430,000 court occurrences took place in 2002 which required a language interpreter, and due to the Article V/Revision 7 - Due Process clause, these costs must be paid for by the State of Florida.

Councilmember Love requested the CJJIS Council place priority on the issue of including a data element which would define not only the need for a language interpreter, but also the type language required. Councilmember Love advised that he is aware of current data dictionary revisions and he would like a language interpreter field included. Chairman McLaughlin asked Mr. Wayne Quinsey of FDLE to comment on the proposal of adding a language interpreter element to the data dictionary. Mr. Quinsey advised the Council that adding an interpreter field to the data dictionary can be accomplished at this juncture, however an update to the fingerprint card and Livescan system/software must be considered as well. Mr. Quinsey and Councilmember Love advised that the arrest affidavit at the local level and the Notice to Appear needs consideration.

Councilmember Love advised that he anticipates any document which would bring an individual into court, specifically notices to appear and arrest affidavits, would be required to complete language interpreter field. Mr. Quinsey advised that the data dictionary is primarily used by the clerk of courts, and the arrest affidavit is where the language interpreter information should be included. Mr. Quinsey advised that arresting agencies typically complete arrest affidavits, however not all agencies use the same standardized arrest affidavits, nor are they required to.

Councilmember Ewing advised the Council that since this will impact the civil side, the attorneys will need to be involved in this process, the burden of this requirement should fall on the party who is filing the civil action. Councilmember Love agreed that any opportunity to revise the local arrest affidavits should include the language interpreter field to compliment the data dictionary used primarily by the courts.

Councilmember Love made the motion adding a requirement for language interpreter to the data element dictionary. Councilmember Marsha Ewing seconded the motion. The motion passed unanimously and was adopted.

**ITEM 8**  
**ELECTION OF OFFICERS**

Chairman Daryl McLaughlin  
Criminal and Juvenile Justice Information Systems Council  
**Action Item**

Chairman McLaughlin opened the floor for nominations of Chair of the CJJIS Council. Councilmember Mike Love nominated Councilmember Marsha Ewing. Councilmember Carolyn Snurkowski seconded the nomination. The motion passed unanimously and was adopted.

Chairman McLaughlin opened the floor for nominations of Vice Chair of the CJJIS Council. Councilmember Marsha Ewing nominated Councilmember Richard Roth. Councilmember William Berger seconded the nomination. The motion passed unanimously and was adopted. Chairman McLaughlin thanked Councilmember's Ewing and Roth for their willingness to serve.

<b>CLOSING REMARKS</b>
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Chairman McLaughlin informed CJJIS Council members and those attending the meeting that the remainder of the Agenda package contained informational items. Councilmember Marsha Ewing presented Chairman McLaughlin with a gavel and thanked him for his service and leadership of the CJJIS Council. Chairman McLaughlin adjourned the CJJIS Council Meeting at 12:30 p.m.