

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

MINUTES OF MEETING

Tuesday, November 16, 1999

The meeting was called to order by Vice Chair Karen Rushing at 10:10 am at the Florida Department of Law Enforcement Headquarters in Tallahassee, Florida.

Members Present:

Brenda Owens for Chairman Daryl McLaughlin, Assistant Commissioner,
Department of Law Enforcement
Vice Chair Karen Rushing, Clerk of the Court, Sarasota County
Lawrence W. Crow, 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
Earl Kellow, 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
Ken Palmer, State Courts Administrator
Mike Francis for Jimmie Henry, Chair, Florida Parole Commission
Elaine Bryant, Designee for Secretary Bill Bankhead, Department of Juvenile
Justice

Members Absent:

Carolyn Snurkowski, Designee for Attorney General Robert A. Butterworth
James Lowman, Sheriff, Escambia County

APPROVAL OF THE MINUTES OF THE JUNE 10, 1999 MEETING

The Council unanimously approved the minutes.

ITEM 1
Telecommunications Work Group
Current Status of the CJNet
Certificates for Network Security
CJNet Application Requests

Mr. Tom Watkins, Mr. Joey Hornsby, Mr. Kevin Patten
Florida Department of Law Enforcement

Mr. Watkins advised that three applications had been approved which include FDLE's application involving OBTS data from the Clerks offices; Leon County's civil case management system, and Polk County's CAD, SHOCAP and warrants system. There have been no controversial items regarding these applications, and the process is running smoothly.

Mr. Hornsby briefed the Council on the status of the Certificate process. The PKI Root Generation process was performed on September 8. The process is mid-level security. A packet is being prepared for all agency heads asking for a point of contact to receive, validate and forward the requests for certificates. Certificates should only be requested when someone needs to access an application requiring a certificate. Certificates are not required for all applications.

Mr. Watkins reported that in January a study was conducted on access to the Internet from the CJNet. The management of the network would like to limit this Internet access to ten users per agency.

Mr. Patten briefed the Council on the CJNet consolidation efforts. There are five counties remaining that FDLE needs to meet with concerning the consolidation efforts. Fifteen lines have been saved to date, which has resulted in an annualized saving of \$90,000. Additional savings have occurred in connecting new agencies without the need for new lines, such as various federal agencies.

ITEM 2
Proposal of Formal Process for Commercial Application on CJNet
CJNet Customer and Providers Agreement

Mr. Tom Watkins, Mr. Mike Ramage
Florida Department of Law Enforcement

Mr. Watkins reported on the pilot program for obtaining commercial offerings through the CJNet. He advised that in June a white paper was presented to the Council that addressed a number of issues and questions that need to be addressed before allowing this commercial access. Included in that white paper was a technical solution for establishing a site much like we do for the Internet. There was also a draft procedure for approving commercial access for the CJNet. It was requested that a pilot program be established with a selected vendor for testing that would hopefully answer some of

the issues/questions that were raised. The vendor met with the Telecommunications Work Group and independently with members of FDLE, and it became evident that this type of application would not fit the technical solution that had been proposed in the white paper, due to the recent availability of Internet access on the CJNet.

It is suggested that as an alternative to this process a “best of breed” selection process be established which would provide a standard for any vendor to present and be evaluated by a Procurement Action Team (PAT) after a statement of need has been submitted. The statement of need would be submitted by the user to FDLE as the executive agency for CJNet. The PAT would include legal, technical, and policy staff as well as staff from the original agency representing the request.

Ms. Rushing stated that in discussions with Mr. McLaughlin, he had indicated that he would like the Council to have a more formal scheduled strategic planning process for the CJNet that would enable a long-term vision involving all the key players.

Ms. Rushing requested a motion to vote on “best of breed” procedures. Mr. Ramage suggested modifying the motion to take strategic planning into account in the evaluation process of the statement of need. This motion was passed with Mr. Palmer abstaining.

Mr. Ramage provided drafts of the CJNet provider/subscriber agreements as requested at the last meeting. Mr. Ramage stated that he would determine whether these agreements should include language holding the Council harmless.

Ms. Owens discussed the SAIC findings and asked that Mr. Ramage review these findings in order to determine if they are incorporated into these agreements.

ITEM 3

Public Defender Access to Data

Mr. Bob Dillinger

Public Defender/Pinellas County

Mr. Dillinger stated that the Public Defender was granted direct access to FCIC via legislation passed during the past session. Due to the costs involved in obtaining this access, he is requesting the Council address with FDLE a less costly approach in obtaining this information or to allow participation in the certificate process in order to obtain criminal justice public record information for the public defenders. This request was made in the form of a motion.

Ms. Owens advised that there is currently no capability to provide criminal history information to a CJNet entity. The costs associated with direct access to FCIC are for the installation of a data circuit and the cost of running that circuit and the costs are to be paid by the Public Defender receiving the service, as specified in the statute. An alternative solution could be the current plans to make available CCH public records on the Internet. Initially this service will be available for credit card users, but it is anticipated that it will expand to other customers. Mr. Watkins advised that unless the

CCH application were developed to use the certificate, then the access to that data would not be controlled by the certificate process. Mr. Dillinger withdrew his motion.

ITEM 4
Sentencing Process/Forms Work Group
Mr. Kenneth Palmer
State Courts Administrator

Mr. Palmer advised this pilot effort is underway with a steering committee that has used federal dollars to streamline the process through automation of standard forms. Several courts have expressed an interest in participating in this process. The pilot will be implemented in the 18th Judicial Circuit, particularly Brevard County.

Mr. Palmer was presented with a plaque for his dedicated service as a leader to the Council.

ITEM 5
FCIC II
Ms. Brenda Owens
Florida Department of Law Enforcement

Ms. Owens advised FCIC II now has approximately 3500 images, of which 3200 are pictures of people. There are currently over 20,000 devices attached to FCIC II with over 800 user agencies. There are approximately 80 requests per month for transaction log searches. This amounts to four daily with response time usually within one hour. FCIC II has provided over 9,000 investigative leads through a Driver License/FCIC warrant comparison of information. A Davis Productivity Award was given to FCIC II, as well as a commendation from the Governor and Cabinet.

ITEM 6
SAIC Security Review of FDLE
Ms. Brenda Owens
Florida Department of Law Enforcement

Ms. Owens advised that FDLE had contracted with SAIC to perform a vulnerability and security audit on the networks and specific applications to include the CJNet. Issues involved the vulnerability of the criminal justice community with regards to security. Other issues involve the administrative and technical exposure. Recommendations included the need for an Information Security Officer for all agencies accessing FCIC. Further information about this audit is available for interested parties.

ITEM 7
Integrated Criminal History Network
Mr. Gerald Brooks
Florida Department of Law Enforcement

Mr. Gerald Brooks reported that five county sheriff's offices have been added to the network. Since June, electronic submissions of arrests have increased from 38.8% to 52.2% which is over 30,000 arrests per month. In conjunction with FSU, a CD-ROM is in development for CCH/fingerprint training purposes. A review and update of the criminal statute table is also in progress.

ITEM 8
CJJIS Council Strategic Plan
By-Laws
Ms. Jean Itzin
Florida Department of Law Enforcement

Ms. Itzin stated that approximately 8 months ago the Council's Strategic Plan was prepared for the Governor and Cabinet as required. Ms. Itzin suggested the Council host a summit in the spring, perhaps in conjunction with the Council's normal meeting, in order to formalize a strategic plan for the CJNet or any other relevant issues. The Council is required to update this plan in a March-June time frame. A previous motion passed by the Council supported this effort to move towards formalizing a strategic process.

One of the issues that surfaced during the writing of the by-laws involves the guidelines of the proxy vote. Ms. Rushing suggested naming an alternate in the initial appointment of the representative. Do appointees by the Governor have the right to designate a proxy or should be Governor designate the proxy? The FDLE legal counsel will research this issue to clarify who can select a proxy.

The Council agreed that the agenda was received in a timely manner and a goal of 10 days in advance of meetings would allow sufficient time to study the items. Ms. Rushing would like the agenda to designate whether an item is an action or an information item. The by-laws will be addressed during the strategic planning effort.

Chief Klein asked that FDLE staff submit articles to various law enforcement publications that detail the work being performed by the Council.

The meeting was adjourned at 12:35 p.m.