

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

MINUTES of MEETING

Thursday, December 18, 1997

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
Arnold Gibbs, Chief of Police, Coral Gables
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
Edward Spooner, Chair, Florida Parole Commission
Daryl G. McLaughlin, Deputy Commissioner, Department of Law Enforcement
Dan Zinn, Designee for Barry Krischer, State Attorney, Fifteenth Judicial Circuit
Randy Esser, Designee for Executive Director Fred Dickinson III, Department of
Highway Safety and Motor Vehicles

OPENING REMARKS BY THE CHAIRMAN

Mr. Palmer welcomed Mr. Dillinger as the newly appointed Council member who will represent Florida's Public Defenders, expressing appreciation for Mr. Dillinger's willingness to serve.

APPROVAL OF THE MINUTES OF THE OCTOBER 23, 1997 MEETING

The minutes were unanimously approved by the Council.

PRESENTATION OF AGENDA ITEMS

ITEM 1

1997 Report on Florida Department of Law Enforcement Information Systems

Mr. John Ridgeway

Florida Department of Law Enforcement

Mr. Ridgeway began with an explanation of FDLE's three Program Areas and the major information system initiatives occurring under each Area. For an in-depth look at his presentation, see Attachment 1.

The Professionalism Program, which is responsible for the certification of law enforcement and corrections officers in Florida, has the Automated Training Management System II (ATMS II). This new system will operate on the CJNet and is browser based. Target date to have the system operational is late January, 1998. Development of this system is has progressed as planned, and implementation is expected to be on schedule.

The Investigations and Forensic Science Program consists of the crime labs and protective services, in which two major systems exist: the Evidence Management System (EMS) which tracks evidence as it move through the process; and the Automated Investigative Management System (AIMS) which is intended to provide a case management system for the program. EMS is progressing well and should be operational at the end of January, 1998. AIMS development is not progressing as planned. It is about a year behind schedule. The vendor has not shown an ability to produce a product that meets specifications, and FDLE's future course of action is still under consideration at this time.

The Information Services Program contains a number of information system initiatives, several of which are regularly reported on to the Council, such as the Florida Crime Information Center II (FCIC II), the Integrated Criminal History Network (ICHN), the Automated Fingerprint Identification System (AFIS), the Computerized Criminal History (CCH) file, and the CJNet.

The FCIC II project is on schedule with the successful installation of workstation software in user agencies throughout the state. The project to replace the message switch for FCIC II is on schedule and the target date for implementation is July 12, 1998. The final phase, replacement and upgrade of the CCH database, has begun with the issuance of an RFI and anticipation that a vendor will begin the project by June, 1998. Completion of the project is the end of 1999.

The testing and pilot stage of the CJNet has been completed, and, by the end of January, 1998, about 700 FCIC user agencies will have access to it. Further information on this project will be forthcoming in agenda item 4. This project is beginning to draw a great deal of interest as more potential users become aware of the potential services the CJNet can provide. Only nine FCIC user agencies have indicated they will not be ready for CJNet connection on 2/1/98. Other states are also studying what we are doing here in Florida with the CJNet.

Services or information planned for the CJNet include: E-mail system for users; the gang database; the sexual predator database; ATMS; NINJAS, etc.

A 1.2 million dollar budget issue has been developed to submit to the 1998 Legislature to cover estimated unfunded costs of operating the CJNet.

There are now 13 agencies with livescan systems in place, and it is anticipated the total will be 22 by the end of 1997. By July, 1998, the plan is to have a total of 40 agencies on line with livescan. The ICHN concept combines livescan with the FCIC II, allowing the real-time electronic sharing and transmission of demographic data, fingerprints and images.

Mr. Palmer, noting the high cost of full livescan stations, asked about possible cost effective ways to make livescan technology available to small users and the courts. Mr. Tom Watkins said FDLE is currently evaluating some alternative systems that may work for small users with limited budgets.

Mr. Ridgeway continued with a discussion of the FDLE web site which displays a number of databases of interest to the public such as, the Sexual Predator file, information on early releases from prison, etc.

Mr. Palmer asked if the CCH project included an effort to make the criminal histories easier to read. Ms. Brenda Owens said, yes, that is part of the reason for the planned different criminal history formats. The formats will be tailored to meet the needs of different user groups. Ms. Donna Uzzell said the Council will be provided copies of the proposed formats at the January, 1998, meeting.

Mr. Dillinger asked if the Public Defenders would be gaining on-line access to criminal history data through any of these system enhancements. Ms. Jean Itzin said the Public Defenders are not currently considered criminal justice agencies by the Federal Bureau of Investigation, and, therefore, cannot access the National Crime Information Center (NCIC). Florida law could be amended to permit Public Defender access to Florida criminal history information only. Mr. Palmer asked FDLE to provide copies at the January, 1998, meeting of the statute that controls the release of criminal histories to Public Defenders.

Mr. Palmer said the 1997 Council report to the Legislature will indicate it is the consensus of the Council that strategic direction of FDLE's information programs is in accordance with the Guiding Principles.

ITEM 2
1997 Report on Florida Department of Corrections
Information Systems

Mr. Harry Dodd & Mr. Paul Maurer
Florida Department of Corrections

Mr. Dodd began with a discussion of the Offender Based Information System (OBIS) which is the Department of Corrections (DC) central repository of offender records. OBIS is a comprehensive system with multiple subsystems including: offender tracking; parole and probation services; resources management; accounting; inmate information; and healthy services. OBIS operates on a continuous basis to meet the around-the clock demands of inmate management.

Experience has shown that many agencies can benefit from the information contained in OBIS, and DC has expanded access of the data to such agencies as:

- Department of Revenue for child support and tax enforcement
- Department of Labor and Employment Security
- Department of Juvenile Justice
- Department of Business and Professional Regulation
- State, local and federal law enforcement agencies
- Court systems
- State Attorneys
- Public Defenders
- Various federal agencies

Mr. Dodd explained the critical need to upgrade the DC's mainframe which is currently operating at capacity during peak demand periods. Demand for the system has grown at an annual rate of approximately 30% for several years, and the compound growth rate for the next two years is estimated at 21%. The Governor is supporting the DC's budget issue to upgrade the mainframe, and, pending Legislative appropriation, the target date for completion of the upgrade is 1st quarter of FY 98/99.

Mr. Dodd also discussed the Roster Management System which provides an excellent way to manage an operation that operates around-the-clock. Features of the system include:

- Easy creation of daily roster and charts
- Provides edit checks and automatic scheduling of leave, training, reassignments, etc.
- Tracks and manages the qualifications of correctional officers
- Assists in managing overtime
- Allows for multiple security levels for approval of documents

- Provides search criteria for ad hoc and standard reports

Mr. Dodd extended an invitation for any agency that operates on a continuous basis to take a look at their Roster Management System. It is an excellent tool for managing such an operation.

DC is currently concentrating on completion of local area networks (LAN) at its institutions throughout the state so, among other things, the locations needing to transmit photographs will have access to the Internet. By the end of this year 46% of the major institutions and 28% of the community correction centers will have LANs installed.

DC has also installed a web site where state agencies can share information. DC's annual report is on the web site, as well as a wealth of other information such as inmate records, inmate release data, etc. DC is planning a web page for the CJNet that will provide more information than what is available to the public. DC will be contacting the potential CJNet customers to determine what information is needed.

It is the consensus of the Council that the strategic direction of DC's information systems is in accordance with the Council's Guiding Principles.

ITEM 3
Status Report from the Juvenile Work Group
Ms. Jan Wright
Department of Juvenile Justice

Ms. Wright reported that the work group met on December 16, 1997, and concluded that it is now time to explore the specific juvenile data needs of the agencies dealing with juveniles. The first phase will be to evaluate data sharing between DJJ and the Clerks of Court. Factors to be considered include, but are not limited to: data needs of DJJ and the Clerks; data available from DJJ and the Clerks; timeliness considerations; whether the needed data is critical to the operation or will just make the operation function more efficiently. In the short term, some data may have to reside in multiple locations due to the non-standardization of information systems. Standard data definitions and protocols must exist before data can be freely transferred among users. The work group will also explore the concept of a unique identifier for juveniles, to solve the problem of mistaken identity.

Mr. Palmer reiterated that the Clerks of Court are using some federal grant funds to evaluate the impact of juvenile disposition reporting on the Clerks, and should have a report for the Council at the January, 1998, meeting.

Ms. Wright said, when the process of sharing data between DJJ and the Clerks is formulated, the next step will be to begin exploring data sharing with other entities.

ITEM 4
Status Report from the Telecommunications Work Group &
Discussion of the CJNet Request for Information &
Discussion of the FLASH System on the CJNet

Mr. Tom Watkins
Florida Department of Law Enforcement

Mr. Watkins reported that the process of filling the Network Administrator position has begun. The position was advertised, 44 applications were received, and a careful review of the applications by the selection committee did not reveal any qualified applicants. A second advertisement generated a better response, and some of those applicants will be interviewed.

In addition, there have been preliminary interviews with some consultants to determine what expertise they can offer with regard to assisting in the development of the CJNet.

Mr. Watkins asked the members assistance in designation of CJNet Coordinators at the user agencies and also reminded each of them to name a person to serve on the Telecommunications Work Group, if possible, by the end of the year. The work group plans to meet around mid January.

Mr. Watkins presented the proposed policies and procedures for applications on the CJNet and asked for review and comments from the Council member before January 15, 1998. He also presented the legislative budget issue to be presented and an inter-agency request for support of the CJNet. The request is based upon responses from the individual user agencies to a survey that asked when and where they will need connection to the CJNet, along with estimated costs. The Governor has recommended the 1.2 million dollar issue this year.

Mr. Watkins said another area being evaluated by the work group is the possibility of providing certain "value added" services on the CJNet, including commercial services. A Request For Information has been issued for the purpose of identifying what services are available for consideration. The work group plans to review the information received from the RFI and determine what services deserve further consideration for possible inclusion on the CJNet. Mr. Palmer asked for a report from the work group at the January, 1998, meeting.

Next, Mr. Tom Trammel, Director of the Florida Sheriffs' Association Statewide Task Force, delivered an eloquent presentation describing the FLASH system and its contractual relationship with Data Base Technologies (DBT), a private firm that operates the FLASH system for Florida Sheriffs' Association (FSA). Mr. Trammel explained the FSA's position that inclusion of the FLASH system on the CJNet would have to include the DBT on-line services due to the integral relationship between FLASH and DBT. The

FSA owns the FLASH system and DBT houses and operates it. Any agency accessing the FLASH system must be first approved by the Sheriff of the jurisdiction in which they exist. The DBT on-line service includes AUTOTRAC, a popular program which is widely used by state and local agencies. The cost of accessing AUTOTRAC through the FLASH system is 60 cents per minute, 40 cents per minute less than the price of non-FLASH access.

Then followed considerable discussion regarding the need for standards, definitions, criteria, etc., regarding the possible inclusion of private for-profit services on the CJNet. The Council members generally agreed that the FLASH system, and possibly other entities, do or could provide services that are valuable to the criminal justice community. However, they felt permitting commercial services access to the CJNet must be done with great deliberation. There are far too many factors that must be studied before a precedent is established.

Mr. Zinn proposed a motion to allow FLASH on the CJNet, along with all FLASH services, including AUTOTRAC. Sheriff Crow seconded the motion. The following discussion on the motion resulted in the final amended motion, summarized by Mr. Palmer: Council shall approve, in concept, FLASH access to the CJNet, subject to further negotiations regarding the rate to be charged for DBT On-line, who will be responsible for what costs and other areas of concern such as: technical and networking issues; and procedures and criteria for using the FLASH system.

Mr. Palmer asked Mr. McLaughlin to be involved in the negotiations, and, if possible, provide a proposal for the Council to review at its January, 1998, meeting.

ITEM 5
Status Report from the Policies and Standards Work Group
Mr. Kenneth Palmer
Chairman

Mr. Palmer recommended the members read the minutes of the first meeting of the work group. Those minutes, which are attachment 2 of these minutes, will provide an up-to-date status of the current activity and future plans of the work group.

ITEM 6
Status Report from the Sentencing Guidelines Work Group
Mr. Kenneth Palmer

Chairman

Mr. Palmer distributed a status report on the activities of the work group. See attachment 3.

ITEM 7
Proposed Legislation for the 1998 Session
Mr. Daryl McLaughlin
Florida Department of Law Enforcement

Senator Byrd has filed the bill to change certain Council duties as previously agreed by the Council, and the House has a bill on the consent calendar which will have to be modified slightly to conform with the Senate bill. FDLE received some input from DC on the bill, and having no objections to those suggestions, will work to get them into the proposed bills.

ITEM 8
1997 CJJIS Council Report to the Legislature
Mr. Kenneth Palmer
Chairman

Mr. Palmer asked the members to review the preliminary draft of the report and provide any comments they may have. The report will be further modified between now and the January, 1998, meeting, at which time, they will be asked to approve a final report for submission to the Legislature, pursuant to law.

Meeting adjourned at 1:35 p.m.