

CRIMINAL AND JUVENILE JUSTICE INFORMATION SYSTEMS (CJJIS) COUNCIL

MINUTES of MEETING

Thursday, June 4, 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
Carolyn Snurkowski, Designee for Attorney General Robert A. Butterworth
Lawrence W. Crow, Jr., Sheriff, Polk 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, Deputy Commissioner, Department of Law Enforcement
Barry Krischer, State Attorney, Fifteenth Judicial Circuit
Arnold A. Gibbs, Chief, Cape Coral Police Department
Edward Spooner, Chair, Florida Parole Commission

APPROVAL OF THE MINUTES OF THE JANUARY 29, 1998 MEETING

The Council unanimously approved the minutes.

OPENING REMARKS BY THE CHAIRMAN

Mr. Palmer opened the meeting with a couple of routine information items, since several of the members were arriving late from the airport. He reminded members that their packet contained the draft Council Strategic Plan for FY1999-2000 through 2003-2004 which would be discussed and voted upon at this meeting. In addition, he reported that SB 1151 was passed by the 1998 Legislature, essentially cleaning up and standardizing the language in the statutes that prescribe the Council's duties, responsibilities and oversight authority.

PRESENTATION OF AGENDA ITEMS

ITEM 1

Policies and Standards Work Group & Status of the National Task Force on Court Automation and Integration

Mr. Kenneth Palmer
Chairman

The work group has been unable to meet since the January '98 Council meeting. They had originally planned to visit some counties that have well designed integrated information systems and data standards, with the intention of adopting any excellent designs and standards that already exist and are operating well. There is no need to plow ground that is already plowed.

Mr. Palmer reported on activities of the National Task Force on Court Automation and Integration. He explained that the task force has evolved into a body that is going beyond simply looking at court automation and integration. The task force has expanded the scope of its efforts to include sharing and integration of information systems throughout the criminal justice community. There is even a possibility that some civil information sharing issues will be included, such as domestic violence. Mr. Palmer said the direction and goals of this task force are essentially identical to what we are trying to do in Florida. They will be placing an emphasis on the development of information standards that can be applied nationwide, and they too will be adopting protocols and standards from established integrated systems.

Mr. Palmer also reported on the efforts of a national task force reviewing federally mandated reporting requirements. Their initial focus is to inventory and reconcile the myriad federal reporting requirements throughout all of the federal government. Mr. Palmer believes the work of this body will have a very positive effect on the many issues surrounding federal reporting requirements. Mr. Palmer distributed documents which summarize federal reporting requirements and said he will be asking the Council members to report on the extent to which they are involved in complying with these mandates. The Council may decide to make recommendations to the task force.

Another important federal initiative is the creation of the Information Technology Executive Council in the Department of Justice that is made up of representatives from agencies and programs that administer and distribute federal funds to state and local governments for development of information technology. This Council is developing a coordinated funding strategy with an emphasis on integration. The funding strategy will be based upon input received from state and local governments at a series of regional meetings held around the nation.

A forth significant project at the national level is an endeavor by SEARCH, Inc. to create a national peer network to bring together groups and organizations that are working on information integration projects so they can share ideas and knowledge.

ITEM 2
Telecommunications Work Group & the CJ Net

Mr. Joey Hornsby
Florida Department of Law Enforcement

Mr. Hornsby reported that an applications and implementation plan is being developed to establish policies for bringing applications onto the CJNet. The plan is in draft form and should be ready for submission to the Council at its next meeting.

It is estimated that there will be a total of 587 sites installed on the CJNet within the next 45 days. Mr. Palmer asked that a list of those sites be provided to the Council.

An E-mail system has been selected and is scheduled for implementation by July 1, 1998. FDLE is developing ways to integrate other criminal justice E-mail systems into the CJNet E-mail.

The Department of Corrections inmate database will be on the CJNet by July 1, 1998, and will have more information available to CJNet users than the version currently posted on the Internet. The database will also have enhanced search capabilities for CJNet users.

The DHSMV digital driver license system will also be available to law enforcement users on the CJNet around September 1, 1998, providing digital photographs of licensees. Mr. McLaughlin asked if it was DHSMV policy that this application would be available to law enforcement only. Mr. Hornsby said yes. All data owners on the CJNet will have complete control over who will have access to their data. The CJNet merely provides the physical connectivity between suppliers and users of data.

Mr. Dillinger raised a question about the negotiations with the Florida Sheriffs Association regarding the FLASH system on the CJNet, and its associated AUTOTRACK application. He asked if the Sheriffs would still have final approval authority as to who will be able access AUTOTRACK through FLASH. Mr. McLaughlin said the Sheriffs retain approval authority of participants, but a review panel will be established to provide applicants with an appeal mechanism to assure everyone is treated fairly. The only issue yet to be resolved and agreed upon is the pricing structure for access to AUTOTRACK. Due to the new technology that will be used on the CJNet, a price per transaction must be established, rather than a price per minute.

Mr. Hornsby introduced Mr. Kevin Patten, the newly appointed CJNet Administrator. Mr. Patten reported that a survey was done by a private consultant, Dick Anderson, under the oversight of the Telecommunications Work Group. The survey was intended to reveal what information was needed by potential users of the CJNet and what was available, but it did not produce the kind of valuable information desired. It is Mr. Patten's opinion the initial focus of the CJNet development should be on finding ways to make existing applications available to participants. These applications can be put on the CJNet in less time and at less cost than developing new applications. Two widely used state information systems (SAMAS and COPES) will be available on the CJNet. He reminded the Council that the CJNet will provide only the

connectivity among users, and it will be up to the owners of the various databases to decide who will have access to their data.

Mr. Patten also explained the efforts that are underway to consolidate network data lines. The new technology utilized by the CJNet has made possible the elimination of some multiple circuits going in to common locations or buildings. Such consolidations have the potential of saving many thousands of dollars annually for users. There is a pilot consolidation program underway in Leon County that is expected to save \$18,000 per year in line costs. Mr. Patten has developed and distributed a proposed RFI to the Telecommunications Work Group for review and comment. The purpose of the RFI is to contract with a consultant to do a study of local networks throughout the state for the purpose of determining where network consolidations will be beneficial.

Pursuant to inquiries from the Council, an RFI has been proposed to have a consultant study the impact of providing Internet access through the CJNet. Another RFI went out to vendors to simply determine what types of services may exist that would be appropriate for, and beneficial to, the CJNet.

ITEM 3
Juvenile Data Sharing Work Group
Ms. Jan Wright
Department of Juvenile Justice

Ms. Wright reported the draft Juvenile Justice Data Element Dictionary was distributed to the Clerks of Court for review and comment. The Clerks were also sent a list of juvenile justice data elements needed for the DJJ information system. Most of the data will be available from the Clerks, some automated and some not.

The work group intends to meet with the Telecommunications Work Group to explore ways to use the CJNet to exchange juvenile information.

ITEM 4
Status of Consultant Study on the Impact of
Juvenile Disposition Reporting on the Clerks of Court
Florida Association of Court Clerks and Comptrollers

Mr. Chris Carpenter of FACC reported that the amendment to the OBTS contract was reviewed and approved by the Department of Community Affairs. As a result, the contract for the disposition study has been negotiated but not yet signed. Mr. Carpenter said it is not too late to add some questions to the consultant's study. FACC is open to any requests. Mr. Palmer asked if the consultants would be through with their work in time to report back to the Council at its October meeting. Mr. Carpenters said yes.

Mr. McLaughlin said the consultant's report should include a county by county breakdown of the fiscal impact on the counties resulting from mandatory juvenile disposition reporting. This

information is essential for submission of a budget issue to the 1999 Legislature. The large number of unreported juvenile dispositions in Florida is a serious issue to the criminal justice community.

ITEM 5
Federal Funding Work Group
Mr. Wayne Quinsey
Florida Department of Law Enforcement

Mr. Quinsey reported the Department of Community Affairs was notified of the availability of 1998 Byrne funds, totaling \$1,633,666 (\$627,981-state and \$1,005,685-local). The Federal Funding Work Group met on two occasions to discuss how to best use the funds. The following is a summary of how the Workgroup recommended the funds be expended to improve criminal history records.

STATE:

Improve the processing of CCH file records and OBTS data	\$ 156,502
Continue to train and audit criminal justice	\$ 50,000
Audit Criminal History Records	\$ 200,000
Fund a study of the Court Sentencing Process	\$ 40,000
Reduce pending work in criminal history processing	\$ 61,479
Reduce time to process fingerprints cards through purchase of automated equipment	\$ <u>120,000</u>
TOTAL:	\$ 627,981

**FACC has agreed to add \$60,000 to the study of the court sentencing process, bring the total for the project to \$100,000.*

The Florida Association of Court Clerks (FACC) advised that additional funds for the Consortium project were not required, with the exception of Duval County. The FACC recommended that Duval County be given priority, as a consortium member for funding. The Workgroup recommended that the FACC also contact the non-consortium counties to determine if they need funds to help them submit disposition data on-line. The FACC contacted the non-consortium counties and requested proposals. Six additional counties, Palm Beach, Alachua, Collier, Pasco, Lake and Charlotte, submitted proposals for consideration. The Workgroup accepted the proposals as submitted. Each county will be asked to submit a detailed grant application to DCA for funding.

Mr. Quinsey also reported that it appears there will be about one million dollars available from forth year National Criminal History Improvement Program (NCHIP) funds. Mr. Palmer noted that there are a lot of networking issues associated with this program, and requested that Mr. Patten and the Telecommunications Work Group take a thorough look at the anticipated funding requirements. Networking needs should be a top priority in the distribution of the funds.

Mr. Quinsey closed by recognizing Mr. Tom Bishop of DCA for his outstanding work with the Federal Funding Work Group and coordinating the state plan for federal funding.

ITEM 6
Discussion of the 1997 Report to the Legislature and the Draft CJJIS Council
Strategic Plan for 1999-2000 Through 2003-2004

Mr. Ken Palmer
Chairman

First, Mr. Palmer requested comments from the Council and members of the public on the draft strategic plan. There were no substantive recommended changes, only a couple of clerical errors noted (references to the Parole Commission in the Executive Summary and to the Department of Juvenile Justice on page 3). Mr. Palmer asked for input from the Council as to whether the goals and objectives should be specific to the various work groups or combined to encompass the overall goals of the Council. There was general agreement that they should be broad, representing the Council's overall perspective. The Council unanimously approved the draft strategic plan, subject to the two requested clerical corrections.

Mr. Palmer asked staff to determine whether there was still a statutory requirement that the Council review the information technology portions of other agency strategic plans.

ITEM 7
Status of the FCIC II Project

Ms. Brenda Owens
Florida Department of Law Enforcement

Ms. Owens reported that FDLE currently has a testing system established for the new FCIC II message switch, and there are 20 local agencies, or vendors for local agencies, doing tests. We are in the third week of training on FCIC II. The Department of Corrections is ready to begin testing the connectivity to the system. The Department of Highway Safety and Motor Vehicles expects to have its programs ready around the middle of June '98, at which time they will be able to receive and transmit in the new formats. Critical testing done this weekend at FDLE will determine whether the July 12th cut-over date can be met. We must be absolutely certain the system is stable and working correctly before we throw the switch.

Ms. Owens praised the local agencies around the state for their outstanding efforts to be ready for the new message switch.

ITEM 8
Integrated Criminal History Network

Mr. Charles Schaeffer
Florida Department of Law Enforcement

Mr. Schaeffer reported that three more live scan stations have been added since the last Council meeting, bringing the total to 26. The three new stations are in Volusia, Citrus and Palm Beach counties. Lake County is scheduled for the end of June '98. The focus of the livescan program has initially been on the large counties where the overwhelming majority of arrests occur. Some

of the large counties, such as Dade, have their own AFIS systems, with which we must establish interfaces. It appears at this time that Dade County will be the first large county interface to come on line with the state system. Next in line on the schedule are Palm Beach, Manatee and Sarasota counties.

Another significant milestone reached is 100% submission of electronic fingerprints to the FBI, meaning all of the electronic fingerprints coming to FDLE are being successfully forwarded to the FBI and responses are being received back from the FBI.

Currently, the system is processing 1,400-1,900 fingerprint sets per day. The target is 3,000 per day. Discussions are underway regarding enhancements that will move FDLE toward the target.

Future projects include modification of FCIC II to communicate with ICHN and an "ID only" process where criminal justice agencies can positively identify someone in their custody via ICHN, without being required to submit arrest data. FDLE is also requiring the vendor to provide a written guarantee that the system is year 2000 compliant. That concludes Mr. Schaeffer's report.

At this point, Mr. Palmer asked for a discussion of the issue involving Public Defenders' status as criminal justice agencies and their access to the FCIC II system. Mr. McLaughlin explained that Public Defenders are not presently included in federal or state definitions of criminal justice agencies, therefore, there is a statutory impediment to providing them access to the FCIC/NCIC system. FCIC access "only" could be provided in Florida if the Legislature amended the statutes. Mr. McLaughlin suggested that the Public Defenders present their position at the next Council meeting.

ITEM 9
Discussion of Plans for Election of Officers
Mr. Kenneth Palmer
Chairman

Mr. Palmer noted that the last election of officers occurred in September of 1996, and it was his opinion that officers' terms should be about two years. Therefore, he requested that election of officers be held at the next Council meeting in October 1998.

Meeting adjourned at 12:40 p.m.