

**CRIMINAL AND JUVENILE JUSTICE INFORMATION SYSTEMS (CJJIS) COUNCIL
MINUTES of MEETING
THURSDAY, SEPTEMBER 7, 1995**

The meeting was called to order by Chairman Kenneth Palmer at 10:30 a.m. on September 7, 1995, at the FDLE Academy Classroom "C", 2331 Phillips Road, Tallahassee, Florida.

ROLL CALL

Members Present:

Chairman Kenneth Palmer, State Courts Administrator
Carolyn Snurkowski, Director, Division of Criminal Appeals, Office of the Attorney General
Lawrence W. Crow, Jr., Sheriff, Polk County
Randy Esser, Designee for Executive Director Dickinson, Department of Highway Safety and
Motor Vehicles
James V. Lowman, Sheriff, Escambia County
Susanne Casey, Designee for Secretary Ross, Department of Juvenile Justice

Members Absent:

Arnold A. Gibbs, Chief, Cape Coral Police Department
Earl Kellow, Designee for Secretary Singletary, Department of Corrections

Council members Nancy Daniels, Public Defender, Second Judicial Circuit; Lawson Lamar, State Attorney, Ninth Judicial Circuit; Karen Rushing, Clerk of the Court, Sarasota County; and Judith A. Wolson, Chairman, Florida Parole Commission; arrived after the roll call.

Chairman Palmer noted that there was not a quorum, but that other Council members would be arriving later and therefore, began the meeting with informational items.

In addition to presenters, guests included: Mr. Dave Kallenborn and Mr. Jim Wright, Department of Juvenile Justice; Ms. Judy Bentley, Joint Committee on Information Technology Resources; Mr. Roger Alderman, Florida Association of Court Clerks and Comptrollers; Ms. Gina Wilson, House Criminal Justice Committee; Mr. Chuck Hungerford, Advisory Council on Interagency Relations; and Mr. Ernie Litz, Department of Management Services.

OPENING REMARKS

Director Sewell announced the tragic death of Ritchie Grant, a loss to the State of Florida and the backbone of FCIC II. Mr. Grant played a key role in the service that FDLE provides to the criminal justice community.

Chairman Palmer expressed sympathy on behalf of the Council to Mr. Grant's family and, also his FDLE family.

ITEM 1

NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM (NCHIP) FEDERAL GRANT PROPOSAL

Mr. Dennis Pritchett, Department of Community Affairs (DCA), provided an overview of Florida's NCHIP federal grant proposal, including the amount of funds requested and the proposed grant activities.

Mr. Pritchett explained that he had received a call from the Bureau of Justice Statistics (BJS) the previous day, requesting that budget detail for Florida be submitted because they plan to make awards next week, with Florida being one of those awards. He noted that the original request was for \$4,212,000, but that the award would probably be \$2,894,331. The distribution of these funds will be based on the priorities established by the NCHIP Work Group after the last Council meeting. These funds will complete the first six action steps, to include planning of the Department of Juvenile Justice (DJJ) information systems and essential equipment purchases, FCIC network connections to the Clerks of Courts, and a position to manage the network. The 1995 Byrne money has been approved, and BJS will be issuing those awards, plus the NCHIP awards to begin October 1.

Mr. Pritchett commented that next year's funding is uncertain at this time, but he hopes that Florida will receive at least continuation funding. Chairman Palmer commended the DCA and the individuals on the work group for their efforts in the development of the proposal.

ITEM 2

FLORIDA ASSOCIATION OF COURT CLERKS AND COMPTROLLERS (FACC) CONSORTIUM PROJECT

Mr. Clayton Perrey, FACC, explained that the project was a consortium of 37 counties that received grant funding to pursue and acquire a criminal case management/Offender Based Transaction System (OBTS). The Request For Proposal (RFP) was based on "best business practices" established by the consortium. Three vendors responded to the RFP. An operations and technical committee reviewed those proposals based on functionality, absent consideration of cost. A steering committee composed of ten clerks reviewed the recommendation and directed a contract be initiated with Maxwell Corporation. The \$3.2 million contract includes all system processes associated with the on-line transmission of dispositions to FDLE and the Office of the State Courts Administrator (OSCA). The challenge, however, is to integrate this new system into existing criminal justice information systems. The consortium will continue to pursue a complete juvenile package for incorporation into the system. The kick-off for the project was September 5, with the pilot sites to be operational by the end of 1995, and completion of the project by December 1996.

Chairman Palmer commented that he had heard good reports about Maxwell Corporation's project for Sarasota County. He also stated that the juvenile work group will be looking at options for reporting necessary juvenile data.

ITEM 3

DEPARTMENT OF EDUCATION DATA SHARING WORK GROUP

Ms. Clenteria Knight, Department of Education (DOE), reported that this work group had its first meeting on August 29, 1995, that included representatives from the Department of Juvenile Justice, DOE, and the Department of Law Enforcement. This core group began planning for the larger work group meeting on September 28, 1995. The larger group will begin to work on the final report due to the Legislature in December 1995.

Chairman Palmer had several questions: How many participants would be invited to the September 28 meeting? Had a formal agenda been set? Would this work group become a standing work group or disbanded after the final report was submitted in December? Ms. Knight responded that she estimates 25 to 30 people will attend; the formal agenda will be set by the core group next week; and the status of work group has not yet been determined.

Judith Wolson joined the meeting and a quorum was now present. Chairman Palmer asked for a motion to approve the minutes of the June 8 meeting. Carolyn Snurkowski moved and Judith Wolson seconded that the minutes be approved, and the motion was unanimously approved by the Council.

ITEM 4

COUNCIL DISCUSSION OF WORK GROUPS

Chairman Palmer explained that recent legislation has broadened the scope of the Council and that several work groups have been established in response to this additional responsibility. The NCHIP work group, which placed all the interested parties together to present a comprehensive prioritized list for funding proposals, has been very successful. A Juvenile Justice Data Sharing Work Group, with a mission closely aligned to that of the DOE Data Sharing Work Group, has also been established. The Telecommunications Work Group has not yet met at this point, but needs to be activated within the next couple of months to maximize effective use of the federal funds available.

Due to the broadening of the scope of the Council established by HB 2505, Chairman Palmer proposed a Principles and Standards Work Group to facilitate policy-making and long-range planning. He requested that this group present a preliminary report at the November meeting, with a final report to the Legislature before the end of January. Carolyn Snurkowski asked how many times Chairman Palmer anticipated this group to meet. He stated that he anticipated several meetings between now and November.

Chairman Palmer asked all groups to make reports at the November meeting so that the Council would have all final products by the end of January. He requested the groups to move ahead and schedule necessary meetings.

ITEM 5

CRIMINAL JUSTICE RESEARCH AND STATISTICAL CONFERENCE

Ms. Peggy Horvath, Deputy State Courts Administrator, discussed the purpose of this conference to explore what data and research tools are available and to build a network of researchers and others who collect and analyze data. Participants from a variety of agencies will discuss research issues and concerns. Agenda topics include the Internet, data resources, and new survey techniques. The conference will be Thursday, October 19, 1995, at the Supreme Court Building, Judicial Meeting Room in Tallahassee. Ms. Horvath invited all interested persons to contact the OSCA for further information. She noted that if successful, this conference may develop into an annual event.

ITEM 6

FUTURE CHANGES TO THE UNIFORM CRIME REPORTS PROGRAM

Bureau Chief Moses Jordan reported that, because of amendments to Chapter 943, F.S., significant changes will be taking place in the Uniform Crime Reports (UCR) program for Florida. The amendments were in response to customer surveys distributed to the criminal justice community. The respondents noted the reports were not timely enough on a local level to be useful, and the amount of detail requested was not necessary for a state-level report. Therefore, the format will be moving from an incident-based to a summary format, with reporting required semi-annually instead of monthly. Chief Jordan noted that next month the new forms and manuals will be sent out, with training to follow shortly thereafter. FDLE plans to make the transition to the new format for 1996 smooth for contributing agencies and users.

In response to questions from Council members, Chief Jordan stated that FDLE has been spending \$980,000 annually, with additional costs in excess of \$3 million at a local level, but this will not be a net savings because some information will still be collected. He also responded that, through FCIC II, electronic submissions of data will be possible. Currently 75 % of submissions are on diskette or tape. Chief Jordan explained that the new report format would require some reformatting to extract totals from local automated systems, but whole new local systems would not be necessary.

Carolyn Snurkowski asked if there is a way to ensure correctness. Chief Jordan responded that by changing to a summary-based format, FDLE can shift resources to quality control issues. Chairman Palmer and Director Sewell agreed that an audit component is necessary with the implementation of the new program.

Lawson Lamar asked if the UCR changes would show an increase of the crime rate in Florida. Chief Jordan explained that it should not increase the crime rate, but there may be a change in media perception since the volume of data available will be less.

Chairman Palmer inquired if these changes are in compliance with federal and grant requirements. Director Sewell stated that FDLE has been in contact with the Federal Bureau of Investigation, and Florida will meet the minimum summary-based reporting requirements. Based on a large amount of input from local law enforcement, concerns were raised about the amount of information being captured for UCR, but which is not useful for day-to-day business. The goal is to minimize the impact of state reporting requirements and maximize the availability of necessary information for policy purposes for the Legislature and executive branch.

Chairman Palmer expressed a concern that all agencies report the data in the same manner. Director Sewell replied that there will be an increase not only in UCR training, but also in FCIC, Computerized Criminal History (CCH), and several other areas. The Audit and Systems Development staff has been assigned the task of finding out how FDLE can provide better support for local agencies in terms of management information systems.

ITEM 7

CRIMINAL ALIEN IDENTIFICATION AND INTERVENTION PROGRAM (CAIIP)

Ms. Kelly Tucker, Department of Corrections (DC), stated that a \$200,000 federal grant, which is monitored by DC, was awarded to Florida for this program. The goal of the program is to expedite the identification, documentation, and deportation of suspected or confirmed aliens who are encountered by criminal justice agencies. Ms. Tucker noted that the complete assessment report, which was provided to the Council, contains the detail of how Florida's criminal justice system processes criminal aliens. She presented the program's initial findings and recommendations, and discussed the contents of the assessment report submitted to the Department of Justice in Washington, D.C. Efforts will continue to refine recommendations and develop potential federal and state legislative proposals based on the assessment report.

Nancy Daniels stated that she understands the issues being addressed, but expressed concern about the implications of holding people without bond. She explained that this is an evolving area that is being litigated, but she cautioned that this is also a very sensitive area. Lawson Lamar stated that he sees stipulated deportation as a valuable tool and offered his support for federal initiatives. He believes that it would relieve a great public expense.

Carolyn Snurkowski commented that the Immigration and Naturalization Service is assigned this duty, but they are trying to force the states to enforce it. She then asked if there was currently any coordination among states that have problems with aliens returning. Ms. Tucker stated that California has established a good flagging system, and it is something that Florida is researching.

Lawson Lamar inquired about states coordinating and sharing their fingerprint-based information. Ms. Tucker stated this is a possibility and is also being researched.

ITEM 8

INTEGRATED CRIMINAL HISTORY NETWORK

Mr. Tom Watkins, Information Resource Management, FDLE, presented information concerning the development and implementation of an Integrated Criminal History Network (ICHN). He stressed its importance to the criminal justice community by noting its benefits to local agencies. The ICHN will provide rapid identification responses within 10 minutes, latent search responses available 24 hours a day/7 days a week, state CCH records updated on-line, immediate feedback on data quality, and enhanced access to the complete state data base. Copies of slides presented to the Council are attached.

Director Sewell commented that 18 counties represent 84 % of the arrest fingerprint workload for FDLE. With ICHN, resources would be moved from data entry to identification and quality assurance.

ITEM 9

FCIC ISSUES

WARRANT VALIDATION AND ABANDONED VEHICLE RETENTION

Bureau Chief Martha Wright presented two issues concerning FCIC. The first dealt with the validation of felony warrants in the FCIC system.

Lawson Lamar explained that this would be a big workload issue for the State Attorney's Offices. It is a long-term, on-going problem. **He stated that this issue needs more discussion than the Council meeting would allow, and suggested he and Director Sewell discuss and consider options. Chairman Palmer agreed and noted that an administrative decision could be made without formal approval by the Council.**

Chief Wright requested the Council approve a change in the retention schedule of abandoned vehicle records to 90 days from the date of entry. The FCIC system would automatically purge these records and decrease workload to "exception handling" rather than requiring an individual cancellation of every abandoned vehicle entry.

A motion was made by Lawrence Crow and seconded by Lawson Lamar that the retention period be changed. The Council unanimously approved the motion.

ITEM 10

FCIC II PROGRAM STATUS

Ms. Brenda Owens, Information Resource Management, FDLE, stated that the FCIC II program is on schedule. Division of Communications has promised the first circuit relay to be installed by October 1, with testing involving six pilot agencies during October and November. FDLE will

be meeting with three workstation software vendors that have basic systems similar to what is necessary. Twenty test sites have been selected, and the first ten will be connected by December 1. The test sites cover all types of agencies and operations.

CLOSING REMARKS

Chairman Palmer thanked everyone for their participation in the Council meeting and requested that all work groups present reports at the November meeting.

Director Sewell reminded everyone that the November 16 Council meeting would be a day-long workshop. He noted the correction of the February meeting date to the 9th and explained that the May 31st meeting site, in conjunction with the CJIS User's Conference, would be announced shortly. In closing, he welcomed Susanne Casey, Department of Juvenile Justice, and Randy Esser, Department of Highway Safety and Motor Vehicles, as representatives of the two newest Council members.

The meeting was adjourned.