

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

**MINUTES OF MEETING
Friday February 28, 2003
Tallahassee, FL**

Members Present:

Chairman Daryl McLaughlin, Assistant 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 Bob Butterworth
Mike Love, Designee for Robin Lubitz, State Courts Administrator
Bob Dillinger, Public Defender, and Sixth Judicial Circuit
Mike Francis, Information Services Administrator, Florida Parole Commission
Dan Zinn, Designee for Barry Krischer, State Attorney, Fifteenth Judicial Circuit
Raymond Marsh, Designee for Director Fred O. Dickenson, Department of Highway Safety and Motor Vehicles

Members Absent:

Richard Roth, Sheriff, Monroe County
Rodney Shoap, Sheriff, Lee County

WELCOME MEMBERS and OPENING

Director McLaughlin welcomed members and introduced two new members, Mr. Noah Powers from the Department of Juvenile Justice (DJJ) and Mr. Raymond Marsh from the Department of Highway Safety and Motor Vehicles (DHSMV). Mr. Marsh is replacing Mr. Randy Esser on the Council. Chairman McLaughlin acknowledged Mr. Randy Esser's retirement from the DHSMV. A plaque that would be presented to Mr. Esser, in appreciation for his service to the CJJIS Council, was shown to the members and the audience.

Chairman McLaughlin stated in the last CJJIS Council Meeting, held on June 19, 2002, that he had suggested work groups to look at some appropriations potential for the upcoming legislative session. Due to budget complications these issues will be considered future topics.

Minutes of the June 19, 2002 CJJIS Council Meeting

Chairman McLaughlin requested approval of the minutes of the June 19, 2002 CJJIS Council meeting. Mr. Scott McPherson advised there were two corrections to the minutes; page eight, second paragraph, second sentence, the Department of Corrections (DC) should be changed to Department of Community Affairs, and page nine, data encryption bytes should be changed to data encryption bits. The minutes were approved as amended.

ITEM 1 INTEGRATED CRIMINAL HISTORY SYSTEM

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

Chairman McLaughlin advised that the Florida Department of Law Enforcement (FDLE) is in the process of trying to identify a vendor for the Integrated Criminal History System (ICHS). A request has been recommended by the governor to the legislature to increase the fee for CCH checks from fifteen dollars to twenty dollars. This money will be used to establish a trust fund freeing up other general revenue to priority areas.

Chairman McLaughlin introduced Mr. Charlie Schaeffer from the FDLE to speak about the ICHS. Mr. Schaeffer advised that the ICHS is to combine the Criminal History System with the existing Automated Fingerprint Identification System. Florida is the first state to do this and will serve as a role model for the rest of the states. The ICHS will make recommendations to leadership after receiving final offers from the vendors, expected the week of March 3, 2003. The goal is to have a signed contract by March 18, 2003.

Chairman McLaughlin stated the FDLE planned for the new system to be online by September 2005, the governor and cabinet aides will be briefed prior to the announcement.

Ms. Carolyn Snurkowski inquired how the new ICHS would relate with sharing of information to other states older systems. The FDLE is working according to standards set by the National Institute Standard of Technology (NIST), which is also used by the FBI. When interchange is made with other states it will be easier if they also embrace the NIST standards.

ITEM 2
PUBLIC DEFENDER ACCESS TO CJNET

Mr. Bob Dillinger
Florida Public Defenders Association
Information and Discussion

Chairman McLaughlin informed the members of a request from the Public Defenders Association (PDA) to be included on the CJNet. Mr. Bob Dillinger from the PDA was recognized to speak.

Mr. Dillinger acknowledged appreciation of being placed early on the CJJIS Council Agenda. Mr. Dillinger stated the issue of the PDA being on the CJNet due to security concerns had been addressed by the aspect of a CJNet certificate. This certificate provides the security of the CJNet in that entities determine what databases can be entered. Mr. Dillinger said the understanding of the PDA was when the security issues were complete, the PDA would be allowed back on the CJNet, as had been the case at one time.

Chairman McLaughlin responded that having reviewed the statutes, one thing obvious is that the legislature, when creating the CJNet, recognized there is a process in the Criminal Justice System that creates a difference between what Public Defenders do and what criminal justice agencies do. In light of the statute the legislature specifically stated the CJNet would be created for the sole purpose of criminal justice applications on the CJNet.

Chairman McLaughlin advised he was open for comments and input from the members, and his view was until the legislature deals with the issue of defining the PDA as a criminal justice agency, there was no issue for the CJJIS Council to deal with.

Mr. Dillinger responded that the PDA sees nothing in statute ss. 943.08 that says only criminal justice agencies can use CJNet. If the definition of criminal justice agencies found in ss. 943.05 is used, there appear to be agencies that are not criminal justice agencies currently on the CJNet. Mr. Dillinger reiterated the PDA is not seeking access to confidential or sensitive data. The PDA simply wants to use the taxpayer funded backbone the other agencies statewide have access to on a daily basis.

Mr. Dan Zinn requested to address the issue, stating law enforcement agencies have issues where more security is needed and plans are in place to take care of these issues. Mr. Zinn said there are agencies other than law enforcement that would like access to the information shared on CJNet, and the CJJIS Council should open a discussion with the State Technology Office (STO) about planning that network which would take care of all agencies needs.

Chairman McLaughlin advised the STO issue would be for a future discussion and that the present CJJIS Council meeting should resolve the current PDA request.

Chairman McLaughlin stated the legislature created a Criminal Justice network, in ss. 943.0554.2. Chairman McLaughlin stated it was the view of the FDLE that until the PDA had

the legislature deal with this issue, the FDLE was not in a position to bring the PDA onto the CJNet, other than to provide the type conveniences that have been provided for the last three to four years. Mr. Dillinger requested the Florida Statute that Chairman McLaughlin read (943.0554.2).

Mr. Scott McPherson said that the state judicial Circuits State Attorney Offices (SAO) and Public Defenders jointly manage and operate on shared networks, and asked what are some practical implications that some network administrators might be running into granting CJNet access to some and denying it to others.

Ms. Brenda Owens (FDLE, Chief Information Officer), speaking from the audience, advised Chairman McLaughlin that Mr. Kevin Patton (FDLE) could respond to Mr. McPherson's question.

Kevin Patten requested Mr. McPherson verify the question.

Mr. McPherson reiterated that with more judicial circuits looking at the concept of a joint administration of a network such as CJNet, what are the problems with some agencies getting access to the information, and other agencies not having access. Kevin Patten responded stating the FDLE's standpoint is to provide network connectivity, and owners of data are responsible to provide security mechanisms. Agencies on the network having information that needs to be secure need to implement a certificate based security password and login, and the appropriate security measures according to their needs for protection.

Mr. McPherson asked Mr. Mike Love about the possibility of converting information systems used in the judicial circuit's databases to common vendors that would provide access to other agencies.

Mr. Love advised this was not possible because the Secure Access to Florida's Enterprise Resources (SAFER) system is a secured access for entities within the government. The intent is to insure the information is not inappropriately accessed or provided. Anticipation is that funding will remain a county responsibility and mobile networks and network services will be consolidated.

Mr. Kevin Patten stated a supermodel consolidation effort had been studied capitalizing on counties spending money to build an infrastructure of criminal and non-criminal justice agencies on a shared local area network (LAN) and wide area network (WAN). This LAN/WAN concept is expected to grow and the state is able to capitalize on counties who are developing such infrastructures.

Ms. Carolyn Snurkowski asked from the information provided if the perception is that in the near future, the existing issues of data inaccessibility for some agencies might dissipate with the anticipated availability of this LAN/WAN concept.

Mr. Patten replied the issue at hand is actually the statutory definition, regardless of the technology implemented, and will still have to go back to the legislature for verification.

Chairman McLaughlin requested the chair be transferred to Ms. Carolyn Snurkowski in order to make a motion. The motion stated that without legislation to determine whether or not the Public Defender's Association was a Criminal Justice Agency, the CJJIS Council had no authority to provide CJNet services. A roll call vote was held and all members approved the motion.

ITEM 3
FCIC ADMINISTRATIVE MESSAGES

Domestic Security
Restrictions on use of Florida's Administrative Message
Ms. Iris Morgan
Florida Department of Law Enforcement
Guidance and Discussion

Ms. Morgan thanked the CJJIS Council for the opportunity to speak about recent changes implemented relating to message security and non-emergency administrative messages being routed over the FCIC system. In cooperation with the FDLE Office of Statewide Intelligence (OSI), procedures were developed for routing of domestic security messages over FCIC. A message alert and domestic security intelligence message were created. The domestic security alerts contain critical information that need to be delivered directly to law enforcement agencies and all devices for those agencies.

While domestic security alerts were being implemented, the type of information going across the FCIC network was evaluated. It was realized there were approximately eighty thousand administrative messages routed across the network on a monthly basis (approximately twenty-six thousand administrative messages daily). A further review showed many messages routed over FCIC were non-emergency type messages. It was decided the non-emergency messages might be better delivered through some other electronic medium. As a result, a directive was drafted and sent to local agencies suggesting the discontinuance of using FCIC for non-emergency type messages (training, job announcements, retirements, funerals, press notices, etc.).

Since receiving the directive, some local agencies have indicated a number of concerns. Personal contact was made with the seven regional workgroup chairs and their guidance was sought in these issues. Most agencies agreed with the changes but were concerned about not being able to share information.

Ms. Morgan asked the CJJIS Council, as the oversight committee, to provide guidance and input as to whether or not the FDLE should reverse the recent changes, allowing non-emergency messages to be routed over the FCIC, making modifications to the standard or leave the issue as it is.

Chairman McLaughlin requested any questions or comments from the CJJIS Council Members.

The discussion of Council Members involved the agency response to the changes and how these concerns could be addressed using CJNet for non-emergency messages. The administration of

such a posting process was discussed and Ms. Brenda Owens stated that the intent of eliminating these non-emergency messages is to prevent an important domestic security message being overlooked when surrounded by so many routine messages. Mr. McPherson clarified that officers killed in the line of duty should not be considered routine and Chairman McLaughlin stated that this had already been agreed to.

As a result of these discussions, Mike Love made a motion that an email alternative is created for the delivery of these messages. The motion included the creation and publishing of an e-mail directory. Messages would go to a public email address that is maintained by an individual within the organization and they would be responsible for distributing further. Mr. Powers asked that the motion be amended to read as “e-mail or bulletin board”. Mr. McPherson suggested the motion be that an “alternative electronic” delivery of messages be created.

The motion as amended read “That an electronic alternative be created for the delivery of non-emergency messages.” All members unanimously approved the motion.

ITEM 4 MATRIX
Mr. Phil Ramer Florida Department of Law Enforcement Information-Discussion-Question

Mr. Phil Ramer introduced the Multi Anti Terrorism Information Exchange (MATRIX) Project as an attempt by law enforcement to develop a national, public network for sharing information across borders and jurisdictions. The MATRIX was initiated by Florida, and piloted by thirteen additional states. It was agreed to determine a method of sharing information targeting three primary objectives: establishing connectivity using the existing Regional Information Sharing System (RISS) Network; using Factual Analysis Data to improve data already available but in different information systems; and secure web based access to data and intelligence information from different state’s intelligence data bases. The Department of Justice (DOJ) awarded a four million dollar grant in January 2003.

RISS was created to assist law enforcement agencies with the organized criminal activities. There are six RISS Regions in the United States that developed networks and security protocols by using encryption on the Internet to provide intelligence information, without each agency having to develop a network.

The MATRIX Project would connect the big RISS Network to different state systems, using the CJNet. The concept was that information could be shared quickly among states through RISS Network. The key is to have data shared from a congregated access area, using technology already available to provide information to law enforcement investigators.

Chairman McLaughlin specified the request was to allow a link between the CJNet and RissNet, and asked for questions or comments. Discussion was related to the significant importance of multiple queries becoming single queries with the shared information systems. The importance

of providing critical information between states and to law enforcement officers on the street was emphasized. Chairman McLaughlin stated there were issues between states that had been identified and resolved as far as sharing of information from one state to another. Discussion included emphasis for protocol being determined for extensive security measures on personnel in each state having access to information.

Mr. Dan Zinn made the motion for the approval of the CJJIS Council to move forward with the connection between the CJNet and RISS Net, for the purposes of operating the pilot to determine if the concept presented was feasible. All members unanimously approved the motion.

ITEM 5
INFORMATION SECURITY OFFICER TRAINING

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

Mr. Kevin Patten advised the CJJIS Council members that the FBI required each state to appoint an Information Security Officer (ISO). In addition, the FDLE also required each law enforcement agency have an ISO. The FDLE determined that training related to information security would benefit the law enforcement agencies in the state of Florida. The training program consists of an introduction to computers and how they operate. The training emphasizes technological vocabulary used. Training also includes information relating to security issues. A substantive amount of time is spent telling individuals how to protect their network, realizing that with the best effort the potential of a security breach still exists. Also emphasized is FBI encryption requirements.

Emphasis is on the fact that there is a potential problem from a technological standpoint. The training information has been relayed at the regional workgroups and information sharing groups throughout the state. Mr. Patten also mentioned that the CJJIS Council designated the chairs of these. Chairman McLaughlin asked for questions or comments from the members.

Discussion was related to the number of participants and whether or not the classes were currently open to other agencies. Mr. Patten advised that since the regional workgroups were being used as the media for class delivery, that only criminal justice agencies and users of the FCIC/NCIC system had been trained. Mr. Francis stated that one of his staff members had attended the class and said it was one of the best training sessions he had attended.

ITEM 6
CAREER OFFENDER PROGRAM

Ms. Mary Coffee
Florida Department of Law Enforcement
Information and Discussion

Ms. Mary Coffee introduced the Career Offender as the FDLE's most recent information program. The FDLE created a registration database similar to the existing Sex Offender. The Career Offender contains data on individuals who must register with the FDLE when changing their residence. All information (probationary, DHSMV, information from local agencies, etc) is funneled to the FDLE primarily through electronic means. The FDLE ensures the accuracy and availability of the information.

In January 2003 the FDLE established a toll free hotline for the public to access information. Phase one of the database is available on the CJNet. Phase two should be available in April, 2003, allowing law enforcement agencies direct access to records, and provide search capabilities for the public on the FDLE internet.

CLOSING REMARKS

Chairman McLaughlin informed the CJJIS Council members and those attending the meeting that the remainder of the Agenda package contained informational items. Specific reference was made to the information on applicant fingerprinting reports. The FDLE is attempting to get non-criminal fingerprints into the system electronically for the purpose of background information. Also mentioned is the current information about the CJIS Users Conference in June.

A motion to adjourn was made and seconded. Chairman McLaughlin then adjourned the CJJIS Council Meeting.

