

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

**MINUTES OF MEETING
Thursday, September 23, 2010 – 9:00 A.M.
FDLE Headquarters, 2331 Phillips Road
Tallahassee, FL**

Members Present:

Mark Zadra, Designee for Commissioner Gerald Bailey, Florida Department of Law Enforcement (FDLE)
Olu Oyewole for Dave Kallenborn, Designee for Secretary Frank Peterman, Department of Juvenile Justice (DJJ)
Elisabeth Goodner, Office of State Courts Administrator (OSCA)
Jack deRemer, Designee for Tena Pate, Chair, Florida Parole Commission (FPC)
Robert Fields, Designee for Julie Jones, Department of Highway Safety and Motor Vehicles (DHSMV)
Robert Musco, Chief, Green Cove Springs Police Department
Ramin Kouzehkanani, Designee for Secretary George Sheldon, Department of Children and Families (DCF)
Jeffrey Dawsy, Sheriff, Citrus County
Mark Holt for Marsha Ewing, Martin County Clerk of Court
Doug Smith, Designee for Secretary Walter McNeil, Department of Corrections (DC)
Matthew Immler, Chief, Boynton Beach Police Department
Scott Bakotic for Larry Campbell, Sheriff, Leon County
Hamilton Davies for Katherine Fernandez Rundle, State Attorney's Office, 11th Judicial Circuit

Members Absent:

Bob Dillinger, Public Defender, Sixth Judicial Circuit
Carolyn Snurkowski, Designee for Attorney General Bill McCollum

WELCOME MEMBERS and OPENING

Vice Chair Musco welcomed Council members and attendees. Council members and attendees introduced themselves and what agency they represented.

Minutes of the September 22, 2009 CJJIS Council Meeting

Vice Chair Musco requested approval of the minutes of the September 22, 2009, CJJIS Council meeting. The September 22, 2009, minutes were adopted.

Agenda item 2 was discussed first to accommodate a scheduling conflict.

ITEM 2

Institutionalization of Approve Standards and the Strategic Plan

Ms. Donna Uzzell, Mr. Clayton Wilder, and Mr. Charlie Schaeffer

Florida Department of Law Enforcement

Action Item

Vice Chair Musco recognized Donna Uzzell of the FDLE. Director Uzzell discussed the importance of agenda items and ensuring the information discussed at the Council meetings is passed along to the stakeholders. Director Uzzell discussed the proposed Council newsletter that would be sent to Council members shortly after the meetings and the Council members would distribute to their associations/stakeholders.

Director Uzzell briefed the Council on standards and how the Council can enforce the standards. Over the past year the Council reorganized committee structures and passed several action items to advance the integration and interoperability of our technology. Two standards were also adopted and now the Council needs to ensure the standards are adhered to.

Vice Chair Musco introduced Clayton Wilder of the FDLE. Mr. Wilder briefed the Council on federal funding administered through the Office of Criminal Justice Grants (OCJG) and ensuring those grant funds adhere to the standards adopted by the Council. Mr. Wilder discussed what OCJG will do to facilitate the new process, how OCGJ will work with agencies to obtain the funding as long as federal guidelines are met and provide requirements in grant awards.

Mr. Charlie Schaeffer of FDLE briefed the Council on standards adopted at the December 10, 2008 Council meeting, which include:

ANSI/NIST-ITL 1-2007 Part 1

ANSI/NIST ITL 2-2008 Part 2 XML

- With caveat pending FBI adoption of EBTS equivalent.

Electronic Fingerprint Transmission Specification

- EFTS v.7.1

Electronic Biometric Transmission Specification

- EBTS v.8.1

The EBTS standard includes Fingerprint, Palm Print, Facial (mugshot), Iris, Voice, Scars/Marks & Tattoos, and Signature.

- Motion: Council member Zadra motioned that the CJJIS Council is authorized to adopt standards per 943.08(2), F.S., to adopt uniform standards for use by criminal and juvenile justice agencies when applying for grant funding for information technology projects, which will or may interact with the Criminal Justice Network or other statewide criminal justice information systems. With the understanding that these agencies will acknowledge compliance with such standards as part of the grant application process. Council member Smith seconded. Motion adopted.

Action Item: Mr. Schaeffer to present grant fund recommendations to Florida Police Chiefs Association, Florida Sheriff's Association and Florida Prosecuting Attorneys Association.

Action Item: FDLE to research modifying CJJIS Council website to include communication outreach, easy access to council standards, and other items of interest.

ITEM 1
State of the State
Ms. Donna Uzzell
Florida Department of Law Enforcement
Information Item

Vice Chair Musco recognized Donna Uzzell of the FDLE. Director Uzzell shared a presentation from the FDLE Criminal Justice Information Services (CJIS) Annual Training Symposium. Topics addressed include: Biometric Identification System, National Institute of Justice Grant, Rapid Identification, Adam Walsh Act, Warrants, Persons of Interest, and Closed Circuit Cameras.

Council members interested in obtaining a DVD on proper placement of closed circuit cameras should contact Donna.

Action Item: Director Uzzell to provide Emery Gainey a DVD. Letter and DVD sent to Mr. Gainey.

ITEM 3
Statute Standardization Table Task Force and HB 5401
Mr. Charlie Schaeffer
Florida Department of Law Enforcement
Action Item

Vice Chair Musco recognized Mr. Charlie Schaeffer of the FDLE. Mr. Schaeffer briefed the Council on the status of the Statute Standardization Table Task Force (Task Force) and the Council's requirements in HB 5401.

The Task Force met several times during the past year which resulted in comparing the FDLE Statute Table and the Palm Beach County State Attorney's Statute Table. The initial analysis disclosed about 1200 differences between FDLE and Palm Beach State Attorney's Office. Some statutes no longer exist and did not get removed from the table, 501 are not being recommended for change, 26 may be added pending legal review, and 135 need further review and consideration. Mr. Schaeffer provided examples of each type. The merging of the two tables was completed in July 2010 and the next step is to determine which changes will be made. The Task Force needs to focus on the requirements and then look at a technical solution.

Action Item: Council members to provide representatives with domain expertise to serve on a canvassing board to review the potential changes and provide feedback. Suggested persons include jail administrators, watch commanders, etc.; individuals with both IT knowledge base as well as practical application knowledge for booking practices.

- Motion: Council member Dawsy motioned that the CJJIS Council endorse the process outlined by Mr. Schaeffer and provide representatives to Mr. Schaeffer to serve on the canvassing committee to

review the changes identified by the Task Force and provide. Council member Kouzehkanani seconded. Motion adopted.

- Motion: Council member Immler motioned Council members provide representatives to Mr. Schaeffer by mid October. Council member Dawsy seconded. Motion adopted.

ITEM 4

National Instant Criminal Background Check Systems (NICS) Improvement Grant

Ms. Jean Itzin and Mr. Charlie Schaeffer
Florida Department of Law Enforcement

Information and Discussion

Vice Chair Musco recognized Ms. Jean Itzin and Mr. Charlie Schaeffer of the FDLE. Ms. Itzin and Mr. Schaeffer provided an overview of the NICS grant recently awarded to FDLE and detailed projects that will be funded from the grant. Some of the projects include:

- Assessment and analysis of NICS disqualifiers to improve measures
- Funds for the enhanced processing of court data
- Improve arrest data at the repository
- Develop a Warrant Data Exchange Interface
- Funding for Relief of Disability
- Florida Criminal Repository Strategic Needs Assessment

ITEM 5

Rapid ID Devices for DNA

Mr. Charlie Schaeffer
Florida Department of Law Enforcement

Information and Discussion

- Vice Chair Musco recognized Mr. Charlie Schaeffer of the FDLE. Mr. Schaeffer briefed the Council on the use of Rapid Identification devices for DNA. This feature is a tool for the jails to determine if DNA is needed, as well as ensure DNA is submitted on the correct person for processing. The goal is to use grant funds to place at least one device in every county.

ITEM 6
CJIS Security Policy

Mr. Larry Coffee
Florida Department of Law Enforcement
Action Item

Vice Chair Musco recognized Mr. Larry Coffee of the FDLE. Mr. Coffee briefed the Council on the new Federal Bureau of Investigation (FBI) CJIS Security Policy. The FBI approved the new policy in June 2010, with an implementation date of January 2011, allowing for implementation of specific policies to extend until 2013. The new CJIS Security Policy provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of criminal justice information. The policy applies to every individual (contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity) with access to, or who operate in support of, criminal justice services and information.

Some of the issues that will affect the Florida criminal justice community include:

Personal Identifiable Information – each agency must develop policies based on state and local privacy rules.

Advanced Authentication (AA) – one of the most common operating environments that requires access from patrol vehicles. Those patrol car situations that were in place prior to December 2009 are currently “grandfathered” until October 1, 2013.

Physical Protection - physically secure location is integral to meeting AA requirements. The physical security requirements must be met to alleviate the requirement for AA. Criminal justice agencies will be able to meet these physical security requirements in most operational situations. One of the new requirements is to post a sign delineating the physically secure location. FDLE is in the process of developing the wording that should be used for the signs.

Media Protection –criminal justice information systems stored outside of a physically secure location will require encryption.

Event Logging and Content -there are new requirements for logging events on information systems that process/store criminal justice information. For some agencies, the new logging requirements may require additional resources.

New Training Requirements - anyone handling/reading criminal justice information must complete security training. Additionally, information technology will be required to have additional training above the “standard” security training already in place. FDLE had previously implemented an online training program to meet the existing security training requirement for those individuals who were required to have training but did not require CJIS certification. The program will be updated to allow these new levels of training.

Non-Criminal Justice Agencies - although not a CJIS Council issue, it is one that has a tremendous impact on FDLE and non-criminal justice agencies who receive FBI criminal justice information. These agencies will be required to adhere to the new policy and meet compliance standards beginning October 1, 2013.

- Motion: Council member Dawsy motioned agencies that access the Florida Crime Information Center and/or the Criminal Justice Network (CJNet) must adhere to the new FBI CJIS Security Policy. Council member Fields seconded motion. Motion adopted.

<p>ITEM 7 National Topics Mr. Charlie Schaeffer Florida Department of Law Enforcement Information and Discussion</p>

Vice Chair Musco recognized Mr. Charlie Schaeffer of the FDLE. Mr. Schaeffer briefed the Council on several projects underway at the national level. Topics include: National Information Exchange Model (NIEM), Federated Identity Management, National Rapsheet, Secure Communities, New Biometric Standards, and International Justice and Public Safety Network (Nlets). The national projects will assist in improving security, positive identification of persons, and information sharing among law enforcement agencies.

Action Item: FDLE to research how to provide the available investigative tools to the appropriate people. Outreach may be via technical memos, the associations and WebEx. FDLE to consider hosting a topic of the month WebEx or chat room for state and local agencies.

<p>ITEM 8 Electronic License Plate Enforcement Mr. Charlie Schaeffer Florida Department of Law Enforcement Information and Discussion</p>
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Vice Chair Musco recognized Mr. Charlie Schaeffer of the FDLE. Mr. Schaeffer briefed the Council on the use of red light cameras and impact on the Criminal Justice Network. FDLE receives several requests for entities to install red light cameras. FDLE has attempted to govern the process by notifying the local chief officer when a municipality has made the decision to implement a red light camera. FDLE wants to ensure that this service does not degrade the response for criminal justice information to law enforcement officers on patrol.

Several turnpike/toll authorities are moving away from toll booths to all electronic tolling. The turnpike/toll authorities install license plate readers and as vehicles pass specified locations a photo is taken of the license plate and a bill is sent to the person who has registered the vehicle. The impact of the readers on the network also applies to license plate readers. Several agencies want to use license plate reader systems to not only check whether the vehicle is stolen, but also check whether the persons are wanted or other information. Additionally, information may be available from companies who track insured versus non-insured motorists. FDLE is monitoring the number of these requests for information and access to determine the impact on the network and the ability to respond to officer inquiries. FDLE will continue to brief the Council on this topic.

ITEM 9

Driver License Photo Sharing

Major Steve Williams and Mr. Harrison Rivers
Florida Department of Highway Safety and Motor Vehicles and Florida
Department of Law Enforcement
Information and Discussion

Vice Chair Musco recognized Major Steve Williams of the DHSMV and Mr. Harrison Rivers of FDLE. Mr. Rivers briefed the Council the FDLE's role in driver license photo sharing, which include sending and receiving photos and the grant that FDLE applied for to facilitate this project. Major Williams briefed the Council on DHSMV's role in driver license photo sharing. If awarded, grant funds will be used to develop a web service interface to allow Florida Crime Information Center Message Switch to communicate to DHSMV Web Service.

ITEM 10

Facial Recognition

Major Steve Williams
Florida Department of Highway Safety and Motor Vehicles
Information and Discussion

Vice Chair Musco recognized Major Steve Williams of the DHSMV. Major Williams briefed the Council on DHSMV's facial recognition project. DHSMV piloted with Pinellas County Sheriff's Office (PCSO). The project allows PCSO, through a web based interface, to obtain the current driver license photo. DHSMV hopes to expand this project to use for driver license fraud investigations. Images from external sources have been used to identify gang members and other known criminals who have a driver license.

Action Item: Council will continue to review this topic and discuss long term strategies and develop facial recognition as a policy model for Florida.

- Motion: Council member Smith motioned to direct staff to present at the next Council meeting on sharing of driver license data from HSMV, Department of Corrections and mugshots and determine what is needed to facilitate the seamless sharing of photo information. Council member Fields seconded motion. Motion adopted.

<p>ITEM 11 Data Center Consolidation Ms. Penny Kincannon Florida Department of Law Enforcement Information and Discussion</p>
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Vice Chair Musco recognized Ms. Penny Kincannon of the FDLE. Ms. Kincannon briefed the Council on the state data center consolidation project, which is divided into four waves. Several agencies have already moved to the shared systems. The Law Enforcement Data Center Workgroup was established to address the requirements specific to law enforcement. The Workgroup looked at several categories but mostly found that what made law enforcement unique is the FBI CJIS Security Policy. There are many requirements that agencies have to adhere to and by virtue of a law enforcement agency system's move, these requirements will be assigned to the data centers as well. Council member Zadra was asked by the Agency for Enterprise Information Technology to be on the Executive Committee for data center consolidation. In this role, Council member Zadra will represent the entire law enforcement community. Council members are encouraged provide Council member Zadra with comments, concerns or questions about the data center consolidation project.

<p>ITEM 12 Florida Law Enforcement Connectivity (FLEX) and N-Dex: Law Enforcement National Data Exchange Mr. Mark Zadra Florida Department of Law Enforcement Information and Discussion</p>

Vice Chair Musco recognized Council member Mark Zadra of the FDLE. Council member Zadra briefed the Council on the status of the regional and national data sharing initiatives and the progress made. Several agencies have been added since the last Council briefing. The project is divided into three phases, with the final phase scheduled for completion in September 2011.

Action item: FDLE to research Logical Entity eXchange Specification (LEXS) as the standard for regional data sharing projects.

<p>ITEM 13 CJJIS Council Chair Donna Uzzell Florida Department of Law Enforcement Action Item</p>
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Director Donna Uzzell of FDLE opened the floor for discussions on appointing a new CJJIS Council Chair.

- Motion: Council member Immler nominated Council member Musco to serve as Council Chairperson. Council member Smith seconded motion. Council member Musco accepted nomination. Motion adopted.

With the appointment of Council member Musco to Council Chairperson, Director Uzzell opened the floor for discussions on appointing a new CJJIS Council Vice-Chair.

- Motion: Council member Smith nominated Council member Fields to serve as Council Vice-Chairperson. Council member Immler seconded motion. Council member Fields accepted nomination. Motion adopted.

CLOSING REMARKS

Vice Chair Musco thanked members for their attendance. The meeting was adjourned at 3:35 P.M.