

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

**MINUTES OF MEETING
Tuesday, December 10, 2008 – 8:30 A.M.
FDLE Headquarters, 2331 Phillips Road
Tallahassee, FL**

Members Present:

Mark Zadra, Designee for Commissioner Gerald Bailey, Florida Department of Law Enforcement (FDLE)
Dave Kallenborn, Designee for Secretary Frank Peterman, Department of Juvenile Justice (DJJ)
Gail Denson for Gene Hatcher, Designee for Secretary Walter McNeil, Department of Corrections (DC)
Elisabeth Goodner, Office of State Courts Administrator (OSCA)
David Johnson, Designee for [Frederick Dunphy](#), Chair, Florida Parole Commission (FPC)
Nelson Munn, Designee for Electra Bustle, Department of Highway Safety and Motor Vehicles (DHSMV)
Carolyn Snurkowski, Designee for Attorney General Bill McCollum
Robert Musco, Chief, Green Cove Springs Police Department
Matthew Immler, Chief Boynton Beach Police Department
Bob Dillinger, Public Defender, Sixth Judicial Circuit
Regina Parrish for Marsha Ewing
Ramin Kouzehkanani, Designee for Secretary George Sheldon, Department of Children and Families (DCF)
Larry Campbell, Sheriff, Leon County

Members Absent:

Jeffrey Dawsy, Sheriff, Citrus County

ITEM 1

Appointing CJJIS Council Vice Chairperson

Ms. Donna Uzzell

Florida Department of Law Enforcement

Action Item

Director Donna Uzzell opened the floor for discussion on the appointment of a Council Vice Chairperson.

- Motion: Council member Zadra nominated Council member Munn to serve as Council Vice Chairperson. Council member Snurkowski seconded motion. Council member Munn accepted nomination. Motion adopted.

WELCOME MEMBERS and OPENING

Vice-Chair Munn welcomed council members and attendees, recognizing new council members Ramin Kouzehkanani, representing the Department of Children and Families and Sheriff Larry Campbell, representing Leon County. Vice-Chair Munn opened the floor to members to share updates of ongoing agency projects. Several members briefly shared their respective agencies most notable projects. Council member Dillinger addressed agenda item 8, video depositions in Pinellas County. Council member Dillinger indicated Pinellas County recently starting conducting all depositions video. This method saves time and has a significant cost savings.

Minutes of the June 19, 2008 CJJIS Council Meeting

Vice-Chair Munn requested approval of the minutes of the June 19, 2008, CJJIS Council meeting. The June 19, 2008, minutes were adopted.

ITEM 2 CJJIS Council Strategic Plan

Mr. David Roberts
Global Justice Consulting

Action Item

Vice-Chair Munn recognized Director Donna Uzzell of the FDLE. Director Uzzell briefed the Council on several national initiatives and how Florida is participating in an initiative known as the Repository of Individuals of Special Concern (RISC). RISC is a fingerprint comparison against known terrorists and other watched individuals of special concern. This system has a fast response time and can provide information directly to the law enforcement officer in the field.

Another Federal Bureau of Investigation (FBI) initiative involves the Law Enforcement National Data Exchange (**N-DEx**) project, which is a nationwide system that indexes law enforcement information for use by the law enforcement community. The system gives law enforcement agencies the ability to search, link, analyze, and share criminal justice information such as, incident/case reports, incarceration data, and parole/probation data on a national basis. FDLE plans to provide the data through the Florida Law Enforcement eXchange (FLEX) project.

Action Item: FDLE to provide an update on FLEX at the next Council meeting.

Vice-Chair Munn recognized David Roberts of Global Justice Consulting. Mr. Roberts discussed the objectives of the day and the strategic plan approach. The Council had significant discussion on the committees currently under the auspices of the Council. Council members discussed the importance of setting standards and requiring vendors to adhere to the standards when conducting business in Florida. The Council members agreed that the Standards Committee should meet more regularly to recommend the adoption of standards to the Council and the Council should be assertive with implications (i.e. projects not funded) if standards are not adhered to.

Mr. Roberts mentioned the Council should give broad strategic ideas and decide what a critical function is and whether it should be implemented statewide. The Data Sharing Committee should figure out how to implement the function, and the Standards Committee should decide how to link up the standards and infrastructure. The committees should meet on a regular basis to keep the information flowing. The Council's function would be to provide direction and charge the committees with bringing recommendations back to the Council, as well as mapping information and funding issues.

- Motion: Council member Goodner motioned to modify the strategic plan draft to consolidate the Council committees which can utilize workgroups. The committees will be the Operational Committee (formerly the Policy and Planning Committee) and the Technical Committee (formerly the Standards and Data Sharing Committees), Funding Workgroup and Law Enforcement Connectivity Workgroup. Council member Snurkowski seconded motion. Motion adopted.

Mr. Roberts asked the Council if the mission and values outlined in the strategic plan meet the Council's needs. The Council reviewed the three strategic goals of

1. Development of a policy framework for systems integration;
2. Development and expansion of a technology infrastructure for the sharing of criminal justice information; and
3. Establishment of standards for data sharing and integration.

The next step is to identify operational goals by reviewing scenarios to define the information we would like to share. An example is taking a case from the point of call for law enforcement service through adjudication, sentencing, probation, etc. The idea is to identify a vision and perform gap analysis. This will determine the business effect of the gaps as well as the cost associated with addressing them, allowing the Council to set priorities. In doing so, the Council will see what projects can be done today, and if they can not be done today, why.

Director Uzzell mentioned the success of pilot projects such as RapidId which should be implemented statewide. The success of pilot projects is very important in demonstrating the need for funding. Mr. Roberts recommended keeping a scorecard for each project and periodically questioning whether the vision still informs and guides the Council's work and highlights the progress. The Council should develop scorecards and priorities, as well as assign staff to research the projects. The Operations Committee should develop the scenarios and the Technical Committee would address the gaps. Mr. Roberts discussed the strategic goal of development and expansion of technology infrastructure. An important goal is to establish the identity of a person at every stage of the process.

- Motion: Council Member Zadra motioned to accept the strategic plan with the changes discussed at the Council meeting and the Council members will review and provide feedback. Council member Kouzehkanani seconded motion. Motion adopted.

Action Item: Another draft of the strategic plan, with changes made during the meeting, will be sent to Council members for review.

Several Council members commented on the importance of taking what the Council addresses to their respective agencies and committing resources necessary to implement projects. Mr. Roberts will provide a next steps follow-up with the final draft and Council members should consider the expertise needed to for the issues. As a check and balance, the Council may want to consider every agenda item is identified with a goal outlined in the strategic plan.

<p style="text-align: center;">ITEM 3 Standards Committee Update and Adoption of Electronic Biometric Transmission Specification (EBTS) Standard Mr. David Johnson and Mr. Charlie Schaeffer Parole Commission and Florida Department of Law Enforcement Action Item</p>

Vice-Chair Munn recognized Council member Johnson of the Parole Commission. Council member Johnson briefed the Council on importance of four standards;

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. Mr. Charlie Schaeffer of FDLE also provided insight into the standards. The Council had significant discussion on the adoption of standards and decided to only adopt a specific version of a standard and to address future versions for potential adoption. The adoption of standards lays the ground work that technology must meet certain requirements. Vice-Chair Munn asked that one of the presentation slides (slide 5) be changed to reflect “For the capture and transmission of Biometric information in Florida and nationally.”

- Motion: Council member Musco motioned to adopt the standards as written with the changes as noted by Vice-Chair Munn. Council member Immler seconded. Motion adopted.

<p style="text-align: center;">ITEM 4 Falcon Biometric Identification System Mr. Charlie Schaeffer Florida Department of Law Enforcement Information and Discussion</p>
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Vice-Chair Munn recognized Mr. Charlie Schaeffer of the FDLE. Mr. Schaeffer briefed the Council on the status of Falcon and the next generation of identification at the federal level. Over the last several months FDLE, Palm Beach Sheriff’s Office and Leon County Sheriff’s Office participated in Falcon testing with live data. March 30th is the target date to have the Biometric Identification System up and running. Mr. Schaeffer indicated the 9.5 million subjects in the criminal history repository were added to the system and local law enforcement agencies will have the capability to look at the images and print it locally. This is a significant enhancement for the locals. Vice-Chair Munn inquired in measuring success in testing system. Mr. Schaeffer stated 1,500 fingerprints of varying degrees of quality were loaded into the system and searched. The testing revealed a 99.4% accuracy rate. This technology will result in high scores for latent prints.

Mr. Schaeffer also briefed the Council on the federal initiative Secure Communities. It is a process in which criminal aliens can be removed from the country if they are convicted of specific “really bad” crimes. The program will allow the Immigration and Customs Enforcement (ICE) to issue a detainer and remove the individual from jail and the country. Fifty-two counties nationwide were chosen for the pilot with nine located in Florida. The identification of the criminal alien for deportation is based on fingerprints. The criminal alien’s fingerprints will go to FBI for comparison, then to the Department of Homeland Security for determination of any previous encounters (not necessarily criminal encounters, the individual could be in the system due to visa applications or other civil processing).

ITEM 5

Children and Youth Cabinet

Ms. Christina Blakeslee
Office of State Courts Administrator
Information and Discussion

Vice-Chair Munn recognized Ms. Christina Blakeslee of the Office of State Courts Administrator (OSCA). Ms. Blakeslee briefed the Council on the Children and Youth Cabinet which is the result of legislation passed during the 2008 Legislative Session. The goal of the Cabinet is to create an information sharing system related to children, parents and guardians. OSCA developed the system that allows authorized agencies to make one query and receive data from several sources. Access to the system is based on the entity and what they are allowed access to.

ITEM 6

Active Warrant Alert Calendar

Ms. Christina Blakeslee
Office of State Courts Administrator
Information and Discussion

Vice-Chair Munn recognized Ms. Christina Blakeslee of the Office of State Courts Administrator. Ms. Blakeslee briefed the Council on the active warrant alert calendar currently in use in Lee County. The night before court dates, court cases are pulled from the Comprehensive Case Information System (CCIS). This system is based on name searches. The person pulling the data can select several options for displaying the data (i.e. cases for a particular judge or event). As of December 2008, Lee County identified 75 warrants and as a result, arrested 23 people.

<p style="text-align: center;">ITEM 7 Uniform Booking Major Steve Williams Florida Department of Highway Safety and Motor Vehicles Information and Discussion</p>
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Vice-Chair Munn recognized Major Steve Williams of the Florida Department of Highway Safety and Motor Vehicles. Major Williams briefed the Council on the uniform booking project. The project's goal is not to change the uniform booking form but to determine what data each agency needs, or is currently using, to complete the booking process. DHSMV is working on the data dictionary to capture the data elements. The Council had significant discussion on how to help move this project further along.

- Motion: Council member Zadra motioned the Standards Committee assist Major Williams. Major Williams will identify what and how he needs the information and the Council will reach out to the Florida Sheriff's Association for assistance in the development of the data dictionary. Vice-Chair Munn seconded the motion. Motion adopted.

<p style="text-align: center;">ITEM 8 Video Depositions in Pinellas County Mr. Bob Dillinger, Public Defender Sixth Judicial Circuit Information and Discussion</p>
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This item was addressed at the beginning of the meeting during the agency briefs.

<p style="text-align: center;">CLOSING REMARKS</p>

Vice-Chair Munn thanked members for their attendance. The meeting was adjourned at 3:30 P.M.