

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

**MINUTES OF MEETING  
Tuesday, February 18, 2025  
Video Conference**

**Members Present:**

**Charles Broadway**, Chief, Clermont Police Department

**Donald Edenfield**, Sheriff, Jackson County Sheriff's Office

**Edward Hudak, Jr.**, Coral Gables Police Department

**Roosevelt Sawyer, Jr.**, Designee for Eric W. Maclure, Office of the State Courts Administrator (OSCA)

**Charles Murphy**, Designee for Commissioner Mark Glass, Florida Department of Law Enforcement (FDLE)

**Spencer Hathaway for R.J Larizza**, State Attorney, 7<sup>th</sup> Judicial Circuit

**Ryan Schenck**, Designee for David A. Wyant, Chair, Florida Commission on Offender Review (COR)

**Carolyn Timmann**, Martin County Clerk of Circuit Court and Comptroller

**Chris Ajhar for David James**, Designee for Secretary Ricky D. Dixon, Department of Corrections (DC)

**Doug Smith**, Designee for Attorney General James Uthmeier

**Giri Vasudevan**, Designee for Shevaun Harris, Florida Department of Children and Families (DCF)

**Olu Oyewole**, Designee for Secretary Eric S. Hall, Department of Juvenile Justice (DJJ)

**Major Amanda Meyer**, Designee for Director Dave Kerner, Department of Highway Safety and Motor Vehicles (DHSMV)

**Stacy A. Scott**, Public Defender, 8<sup>th</sup> Judicial Circuit

**WELCOME MEMBERS and OPENING**

Chair Broadway called the meeting to order at 9:31 a.m.

**Approval of the November 13, 2024 CJJIS Council Meeting Minutes**

Chair Broadway requested a motion to approve the November 13, 2024 CJJIS Council meeting minutes. Council Member Timmann moved, and Council Member Hudak seconded the motion to approve the November 13, 2024 meeting minutes. The motion passed.

**Federal Bureau of Investigation (FBI) Audit**  
Senior Management Analyst Supervisor (SMAS) Joshua Haddock  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Broadway recognized SMAS Joshua Haddock who provided an update on the February 2025 FBI Audits. SMAS Haddock explained the FBI CJIS Division conducts audits on a triennial basis. While in Florida, the FBI is auditing the following types of audits:

- Use of Force
- National Incident Based Reporting System (NIBRS)
- National Sex Offender Registry System (NSOR)
- National Crime Information Center (NCIC)
- National Instant Criminal Background Check System (NICS)
- Information Technology Security (ITS)
- Next Generation Identification service (NGI)
- National Data Exchange system (NDex)

The FBI auditors' objective is to assess FDLE's compliance with applicable statutes, regulations, and policies. The FBI typically takes a random sample of criminal and non-criminal agencies to audit. The audits were to begin the week of February 10-14, 2025; however, a couple of weeks prior, FDLE received notification that due to federal funding cuts, some of the scheduled onsite audits would be transitioned to remote audits. All of the FDLE and local agency audits were successfully rescheduled. FDLE ensures that an FDLE representative, either an auditor or a member of the Information Delivery and Training team, are present during each local agency audit. Last week, the Use of Force, NIBRS, NSOR, NICS, ITS, and NGI audits were conducted, as well as the scheduled local agency audits. We are awaiting exit briefings on some of the audits. The only outstanding audits are for NDex and NCIC. The FBI takes approximately 120 days to compile their audit findings and provide a draft of those findings to FDLE for response.

No questions were asked by the Council members.

**ITEM 2**  
**Uniform Statute Table (UST) Changes/Updates**  
Bureau Chief Mary Jackson  
Florida Department of Law Enforcement  
**Action Item**

Chair Broadway recognized Chief Mary Jackson who provided updates to the changes made to the Uniform Statute Table (UST). Chief Jackson stated that during the March 2023 meeting, she thought CJIS had requested approval for statute table changes for both the legislative changes and the changes associated with the work group's drug statute recommendations. Upon reviewing the notes from the March 2023 meeting, staff realized the work group recommendations, although implemented, were not presented to the Council.

Chief Jackson reviewed the two spreadsheets included in the agenda. The first spreadsheet, which is the 2024 list, contains the workgroup recommendations that were implemented along with the legislative session changes from 2024; all were implemented in September 2024. The second spreadsheet reflects the 2025 proposed path which includes some clean-up of Arrest Offense Numbers (AON) on public order statutes; updates to ensure consistency in statute descriptions; and a conflict-of-interest tab, requested by the Manatee County, to update descriptions. For every legislative cycle, CJIS will continue to update at the element versus the penalty level, but the push in September 2024 was the last of the drug statute clean-up recommended by the work group.

Additionally, in response to the passage of the recent special session's immigration bill, CJIS pushed the applicable changes to the statute table, and those changes are published on the statute table website. A CJIS Memo was issued on February 13, 2025 along with an email to local agencies announcing the updates. The updates were also pushed to statewide livescan devices.

There were no questions following Chief Jackson's presentation.

**Motion:** Chair Broadway asked for a motion to approve the proposed changes to the statute changes as presented. Council Member Timmann motioned to approve the changes as presented, and Chief Hudak seconded the motion. Motion passed unanimously.

### **ITEM 3**

#### **CJJIS Council Workplan and Strategic Plan**

Government Analyst II Rachel Truxell  
Florida Department of Law Enforcement  
Chief Edward Hudak, Jr.  
Coral Gables Police Department

#### **Action Item**

Chair Broadway recognized Council Member Hudak and Government Analyst Rachel Truxell who provided a status update on the Council's Workplan and Strategic Plan. Ms. Truxell explained the CJJIS Council must annually prepare a workplan for the next three fiscal years. For FY 24-25, the Council's workplan consists of revising the Automated License Plate Reader (ALPR) Guidelines to better conform to the CJIS Security Policy and evaluating the Council's previous Strategic Plan for viability and creating a new plan. The Council met on November 13, 2024, and approved the changes to the ALPR Guidelines; however, due to Hurricane Helene and the Council's September 30, 2024 meeting being canceled, additional time is needed to complete the evaluation of the Council's Strategic Plan. Ms. Truxell asked if the Council members were amenable to pushing back the strategic plan to next fiscal year, which will bump the remaining items to fiscal years 26-27 and 27-28.

**Motion:** Council Member Hudak recommended and made a motion to push back the strategic plan and adjusting the work plan timeline, accordingly, as presented by staff. Council Member Timmann seconded the motion. The motion passed.

**ITEM 4**  
**FBI CJIS Security Policy Update**  
CJIS Information Security Officer (ISO) Chris Eaton  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Broadway recognized FDLE CJIS Information Security Officer (ISO) Chris Eaton who provided updates to the FBI CJIS Security Policy (CJISSECPOL) v. 6.0 which was published December 27, 2024. The CJISSECPOL has been undergoing a modernization effort, aligning with moderate NIST Security and Privacy Controls 800-53 for the protection and security of criminal justice information.

Version 6.0 includes the following changes:

- There were some changes to the Executive Summary section which were primarily administrative changes.
- There was clarification language on the frequency to refresh authenticators. Memorized secrets, formerly known as passwords, should be refreshed annually. Other authenticators should be refreshed when their life cycle ends, or when there is evidence of a compromise.
- The following control families were modernized:
  - System and Services Acquisition (SA)
  - Supply Chain and Risk Management (SR)
  - Personnel Security (PS)
  - Assessment Authorization and Monitoring (CA)

Appendices J and K were removed. These were quick guides for criminal justice and non-criminal justice users and are no longer applied. Lastly, they reordered the order of the control families to align with NIST 800-53.

All new controls will be audited during the next audit cycle which begins October 1, 2025. All controls have now gone through the APB process. This includes areas that were previously found in policy that were reworded; some areas where different requirements were added to existing policy areas; and new controls not previously found in policy.

**System and Services Acquisition (SA)**

The first modernized control ISO Eaton discussed was System and Services Acquisition (SA). This family of controls establishes requirements not previously found in the previous CJISSECPOL, and it correlates with controls for protecting allocated resources and an agency's system development life cycle processes.

The SA control family includes the following areas:

- Information system documentation controls
- System acquisition process controls
- Security and privacy engineering principles controls
- External system services controls
- Developer configuration management and testing and evaluation
- Development process, standards, and tools
- Unsupported system components

For these, the agency must define and implement a process that governs a system life cycle. The life cycle of a system spans development through decommissioning and final disposition. The new controls do not require the use of a specific system development life cycle framework. The SA control family is primarily focused on the documenting of processes and procedures.

### **Supply Chain and Risk Management (SR)**

ISO Eaton then discussed the modernized Supply Chain and Risk Management (SR) control family. This family of controls establishes new requirements not previously found in the CJISSECPOL. Overall, the SR control family deals with managing supply chain risks associated with the research and development, design, manufacturing, acquisition, delivery, integration, operations and maintenance, and disposal of systems, system components or system services. It requires agencies to create and maintain a supply chain risk management plan. Agencies must employ acquisition strategies, tools, and methods to limit risk to the supply chain. Finally, agencies must establish agreements and procedures to notify entities involved in the supply chain of compromises to systems that are used to process, store, or transmit criminal justice information (CJI).

### **Personnel Security (PS)**

The Personnel Security (PS) family of controls establish requirements found in Section 5.12 of the previous CJISSECPOL. Many of the existing requirements are carried over; however, there are new controls which expand the scope of personnel security into areas not previously considered in the CJISSECPOL.

Individuals with unescorted access to unencrypted CJI are still required to complete a fingerprint based state and national criminal history check. Any criminal history should be sent to FDLE for a review to determine if access to CJI is authorized. This includes on initial hire or if arrested while employed by the agency.

Additional controls require assigning a risk designation to all positions; establishing rescreening requirements; performing personnel termination and disabling access within 24 hours; transfer actions; and incorporating security and privacy roles and responsibilities into position descriptions.

### **Assessment, Authorization, and Monitoring (CA)**

The final control is the Assessment, Authorization, and Monitoring (CA) family. This family of controls establishes requirements like those previously in Sections 5.1 and 5.11 of the CJISSECPOL. There are new controls which address aspects of maintaining a secure information security environment not previously considered in the CJISSECPOL.

This family addresses continual monitoring of the system, and a plan of action and milestones to document planned remediation of deficiencies. For control assessments, policy does talk about having independent assessors. The assessors should be independent but can come from another part of the agency or from a public or private entity. The Information Exchange agreement wording was moved to this control family, and it covers the routine exchange of criminal justice information between agencies.

ISO Eaton reminded the Council members that CJIS is offering to meet with agencies on a county level to discuss the modernization of the FBI CJIS Security Policy and the effects of those requirements throughout the criminal justice community. This approach allows the discussion to be centered around the local agencies to include each partner's CJIS network, shared resources, and vendor support to streamline requirements and reduce undue hardship on each agency. ISO Eaton stated they recently met with Brevard County and are meeting with Osceola County later this week. If interested, counties should reach out to the CJISISO email ([CJISISO@fdle.state.fl.us](mailto:CJISISO@fdle.state.fl.us)).

No questions were asked, but Chair Broadway stated he would be contacting ISO Eaton to schedule a meeting for Lake County.

**ITEM 5**  
**2025 CJIS Annual Training Symposium, July 15-17, 2025**  
Bureau Chief April Haupt  
Florida Department of Law Enforcement  
**Information and Discussion**

Chair Broadway recognized Chief Haupt who provided an update on the 2025 CJIS Annual Training Symposium. The next CJIS Annual Training Symposium is set for July 15-17-2025 at the Hilton Orlando in Orlando, Florida. Registration officially opened January 31, 2025, and there are currently over 500 registered attendees.

Chief Haupt asked the Council to contact Brenda Boyd or Rachel Truxell with any session topics or ideas. CJIS hopes the Council will attend the entire symposium, which is the Tuesday through Thursday following the next symposium meeting. Brenda Boyd will contact the Council members to obtain plans on attending the event.

There were no questions.

**ITEM 6**  
**Data Sharing Update on Onboarding for CJDT and FIBRS**  
**Information Sheet**

Chair Broadway asked Council members to review the information sheet included in the agenda packet regarding the onboarding of CJDT and FIBRS entities. The following information was included on the information sheet:

Submitting agencies are continuing to make progress for both Criminal Justice Data Transparency (CJDT) and Florida Incident-Based Reporting System (FIBRS). Staff works continuously over the phone, email, and through virtual meetings and in person meetings with agencies to resolve difficulties and bring them on board. For CJDT, the remaining agencies that are not submitting are some of the county detention facilities. Sixteen detention facilities remain to be compliant in either booking, administration, or in some cases both. As the year progresses, we expect significant progress toward completion.

For FIBRS, 66% of the state of Florida's population is covered by agencies that are submitting in production. Among the remaining agencies not yet in production, 48% of those agencies are testing in preparation to go into production.

No questions were asked by the Council members.

### **CLOSING REMARKS**

Chair Broadway shared the following regularly scheduled meeting dates:

- Monday, July 14, 2025 (Time to be determined) The meeting will be an in-person only meeting and will be co-located at the 2025 CJIS Annual Training Symposium venue at the Hilton Orlando.
- Wednesday, December 3, 2025 from 9:30 a.m. to noon: This will be a virtual meeting via Microsoft Teams.
- Monday, July 13, 2026 (Time to be determined) The meeting will be an in-person only meeting and will be co-located at the 2026 CJIS Annual Training Symposium venue at the Hilton Orlando.
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Chair Broadway asked for a motion to adjourn. A motion was made and seconded to adjourn the meeting. The meeting was adjourned at 9:57 a.m.