

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

**MINUTES OF MEETING
Tuesday, August 24, 2021
Video Conference**

Members Present:

Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller
Michelle Pyle, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)
Roosevelt Sawyer, Jr., Designee for Elisabeth H. Kiel, Office of the State Courts Administrator (OSCA)
Doug Smith, Designee for Attorney General Ashley Moody
Charles Broadway, Chief, Clermont Police Department
Wendy Ling, Designee for Secretary Mark S. Inch, Department of Corrections (DC)
R.J Larizza, State Attorney's Office, 7th Judicial Circuit
John Oldham, Assistant Chief, Designee for Mike Williams, Sheriff, Jacksonville Sheriff's Office
Mike Prendergast, Sheriff, Citrus County Sheriff's Office
Christian Jackson, Designee for Melinda N. Coonrod, Chair, Florida Commission on Offender Review (COR)

Members Absent:

Tim Roufa, Designee for Executive Director Terry L. Rhodes, Department of Highway Safety and Motor Vehicles (DHSMV)

WELCOME MEMBERS and OPENING

Chair Timmann welcomed Council members and attendees then called the meeting to order at 1:30 p.m. Chair Timmann requested a motion to approve the July 19, 2021 minutes. Sheriff Prendergast moved and Chief Broadway seconded the motion to adopt the July 19, 2021 minutes. The motion passed.

ITEM 1 – State Attorneys Data Dictionary

Bureau Chief Phillip Suber
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized Bureau Chief Phillip Suber who provided an overview of the changes in the State Attorneys Data Dictionary version 1.5. FDLE met with the State Attorney Work Group on August 3, 2021, to discuss the proposed changes and received consensus before presenting the changes to the Council.

The State Attorneys Data Dictionary v.1.5 changes include:

- Victim Data Elements
 - Added an exception to the UCN requirement
 - L-Dropped/Abandoned, Z-No Action, P-Pre-Trial Diversion
- Arrest Event Data Elements
 - Prosecution Initiation Date added to the list of event related data
- Arrest Date
 - Adjusted the definition to remove the term “sworn complaint”
- Criminal Charge Data Elements
 - Exceptions to the UCN requirement noted, just as in the Victim Data Elements
- Charge Level
 - Added County, Municipal, and Infraction to the list of value options to align with the Clerks of Court Data Dictionary
- Charge Degree Code
 - Removed comma after First Degree to match the IEPD format
- Charge Offense Numeric
 - Updated rules to follow when a County or Infraction is reported in the Charge level, as well as Municipal
- Uniform Case Number
 - Noted the previous exception found in Victim and Criminal Charge Data Elements
- New Element: Prosecution Initiation Date was added at the request of the clerks of court.
 - The date that the criminal prosecution of a defendant is formally initiated by the filing of an information, direct file, or indictment
 - This includes format, examples, value options, and additional information surrounding business rules and the XPath

Chair Timmann asked Council Member Larizza if he had any concerns. He stated he sent the data dictionary draft to all 20 judicial circuits and did not receive any comments. Council Member Larizza also stated he had no concerns.

Action Item: Chair Timmann asked for a motion to approve the State Attorneys Data Dictionary v.1.5. Council Member Larizza moved to approve the State Attorneys Data Dictionary v.1.5, and Sheriff Prendergast seconded. The motion passed.

ITEM 2 - Florida Incident-Based Reporting System (FIBRS) Data Dictionary

Bureau Chief Phillip Suber
Florida Department of Law Enforcement

Action Item

Chair Timmann recognized Bureau Chief Phillip Suber who provided an overview of the FIBRS Data Dictionary for FDLE IEPD 1.2 version 1.0 and the FIBRS Data Dictionary for FDLE IEPD 1.3 version 1.0. FDLE IEPD 1.1 version 1.0 is in process, but it is a lower priority due to the number of agencies using that version of the FDLE IEPD.

Both data dictionaries presented in the meeting are new. The primary difference between the two versions can be found in Appendix M. This highlights the business rules for Offender to Be Related and the Relationship of Victim to Offender codes. FDLE IEPD 1.3 specifies the applicable crime categories to define these relationships.

Chair Timmann asked if there were any concerns or questions on the FIBRS Data Dictionary version 1.0. No concerns or questions were raised.

Action Item: Chair Timmann asked for a motion to approve both the FIBRS Data Dictionary for FDLE IEPD 1.2 version 1.0 and the FIBRS Data Dictionary for FDLE IEPD 1.3 version 1.0. Sheriff Prendergast moved to approve the FIBRS Data Dictionary for FDLE IEPD 1.2 version 1.0 and the FIBRS Data Dictionary for FDLE IEPD 1.3 version 1.0, and Chief Broadway seconded. The motion passed.

ITEM 3 - Use of Force (UoF) Data Dictionary

Bureau Chief Phillip Suber
Florida Department of Law Enforcement

Action Item

Chair Timmann recognized Bureau Chief Phillip Suber who provided an overview of the UoF Data Dictionary for FDLE IEPD 1.2 version 1.0 and the UoF Data Dictionary for FDLE IEPD 1.3 version 1.0. This is the initial release of both data dictionaries. FDLE IEPD 1.1 version 1.0 is in process, but as with the FIBRS Data Dictionary, it is a lower priority due to the number of agencies using that version of the FDLE IEPD.

While Use of Force is a part of FIBRS, some agencies have chosen to approach them separately. This is likely due to the desire to report Use of Force information more quickly or to transition away from reporting directly to the Federal Bureau of Investigation.

The difference in the two dictionaries can be found within the "Location" section where fields related to the verification of an address can be found.

- Verification Status Code
- Verification Date
- Verification Source Name

Chair Timmann asked if there were any concerns or questions on the UoF Data Dictionary version 1.0. No concerns or questions were raised.

Action Item: Chair Timmann asked for a motion to approve the UoF Data Dictionary for FDLE IEPD 1.2 version 1.0 and the UoF Data Dictionary for FDLE IEPD 1.3 version 1.0. Sheriff Prendergast moved to approve the UoF Data Dictionary for FDLE IEPD 1.2 version 1.0 and the UoF Data Dictionary for FDLE IEPD 1.3 version 1.0. Assistant Chief Oldham seconded. The motion passed.

CLOSING REMARKS

Chair Timmann asked if the Council members had additional comments. Chair Timmann thanked the Council members for their attendance and mentioned the next Council meeting is scheduled for November 30, 2021. For the November 30 meeting, Chair Timmann asked Council members if they had a preference in meeting format. Initially, the meeting was set to be in person; however, it can be changed to a teleconference or a hybrid meeting. The general consensus is for a hybrid meeting. An interim meeting may need to be scheduled to adopt the changes to the FDLE Statute Table.

Council Member Larizza moved to adjourn the meeting, and Sheriff Prendergast seconded. The meeting was adjourned at 1:53 p.m.