

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

**MINUTES OF MEETING
Tuesday, November 30, 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)
Charles Broadway, Chief, Clermont Police Department
Mike Prendergast, Sheriff, Citrus County Sheriff's Office
Roosevelt Sawyer, Jr., Designee for Ali Sackett, Office of the State Courts Administrator (OSCA)
Doug Smith, Designee for Attorney General Ashley Moody
Tim Roufa, Designee for Executive Director Terry L. Rhodes, Department of Highway Safety and Motor Vehicles (DHSMV)
Wendy Ling, Designee for Secretary Ricky D. Dixon, Department of Corrections (DC)
R.J Larizza, State Attorney's Office, 7th Judicial Circuit
John Oldham, Chief, Designee for Mike Williams, Sheriff, Jacksonville Sheriff's Office
Gina Giacomo, Designee for Melinda N. Coonrod, Chair, Florida Commission on Offender Review (COR)

WELCOME MEMBERS and OPENING

Chair Timmann called the meeting to order at 10:07 a.m. Following the Pledge of Allegiance, Chair Timmann restated the Council's Mission: In service to the citizens of Florida, the mission of the Criminal and Juvenile Justice Information Systems Council is to provide statewide oversight of justice information systems and data while developing plans and policies to facilitate the coordination of information sharing and interoperability, and ensuring appropriate access and security.

Chair Timmann asked for approval of the October 30, 2021 agenda, as proposed. There were no changes from the Council members. Chair Timmann added time for public comment at the end of the agenda and added a discussion about ideas and defining goals for the Council's continued work, in particular reestablishing or rejuvenating the committee structure. She also asked Council Member Pyle for an introduction of Florida Department of Law Enforcement's (FDLE) new staff. There were no objections to the additions to the agenda, and it was adopted.

Chair Timmann requested a motion to approve the October 29, 2021 minutes. Council Member Smith moved and Sheriff Prendergast seconded the motion to approve the October 29, 2021 minutes. The motion passed.

Chair Timmann introduced Hernando Clerk of Circuit Court and Comptroller Doug Chorvat, Jr. who was in attendance and welcomed him to the meeting. She asked Council Member Pyle and

Director Sparkman to introduce the new Criminal Justice Information Services (CJIS) Leadership Team. Council Member Pyle introduced CJIS Director Robin Sparkman, Deputy Director Kristi Gordon, and Deputy Director Charles Murphy, who was out of the office, and stated FDLE wants to ensure we are good partners in the criminal justice community. Director Sparkman mentioned there are five new bureau chiefs, but she also commented they are not new to the agency or to CJIS. Director Sparkman stated CJIS is here to serve our partners and looks forward to working with the Council.

The following agenda item was added to the agenda and discussed at the beginning of the meeting.

ITEM 10 – CJJIS Council Committee Structure and Strategic Plan

The Honorable Carolyn Timmann
Martin County Clerk of Circuit Court and Comptroller
Information and Discussion

Chair Timmann commented that prior to the meeting she had reviewed the different standing committees, work groups, and their structures and was hoping the Council could take some time to consider reestablishing or rejuvenating them. There are different standing committees identified in the CJJIS Council Strategic Plan to consider along with other work groups, such as the Uniform Statute Table (UST) Work Group and the Federal Funding Work Group (FFWG).

Chair Timmann stated at some point, there is a need to focus and put the right structure in place, so the different work groups can complete their work. For the Criminal Justice Data Transparency (CJDT) Work Groups, FDLE worked with the individual agency types, but it is now time to bring everyone together, as opposed to working in silos, to meet the March 11, 2022 deadline. The FFWG needs to meet, but the Council needs to determine if the work group has full membership. Is it still relevant and necessary, and does FDLE have the resources needed to perform its work? FDLE also needs to determine the appropriate support staff assigned to each committee and work group.

Chair Timmann provided a historical perspective on the CJJIS Council Strategic Plan, 2015 – 2020, which was updated in 2017 following a two-day meeting. The strategic plan expired in 2020, but due to the dynamics over the last couple of years, the Council has not been able to follow-up. The Council needs to move forward on the new plan. Chair Timmann stated there are legislative expectations agencies and the Council are committed to meeting, including CJDT, but once those projects are completed, the Council can move forward with other projects, such as best practices. In the past, the Council established best practices. Those best practices may need to be updated, and if necessary, new best practices need to be established.

Action Item: FDLE to send the Council a list of committees, work groups, and the CJJIS Council Strategic Plan, 2015 – 2020 for review. This will allow the Council an opportunity to review everything and volunteer to serve on committees and also identify staff to serve. It will also allow the Council to begin thinking about changes to the plan.

Chair Timmann asked for comments from the Council based on her recommendations/thoughts and offered to chair the Strategic Plan Committee.

- Council Member Pyle agreed with Chair Timmann and stated as FDLE makes changes in the CJIS Division, it is a great time to look at the structure to ensure the committees, work

groups, and the mission are being progressive and proactive. As the projects come closer to completion, we need to consider where are we going next.

- Chief Roufa also agreed and commented on revising best practices. The Automated License Plate Reader (ALPR), facial recognition, and biometric identification are all important. The Department of Highway Safety and Motor Vehicles (DHSMV) is releasing Florida Smart ID soon, and it will have a CJIS component. He also stated the last two years have shown we need, as people and a state, to be more agile than we have been in the past, and considering the challenges faced, we did well. There are a lot of new technologies coming forward, and if we do not keep ahead of these issues and provide best practices early in the process, people will take advantage and go in directions that are not as beneficial to our state.
- Council Member Smith volunteered to work on the Strategic Plan Committee.
- Director Sparkman agreed it is helpful to review previous lists and seek input from Council.
- Deputy Director Gordon reiterated reengagement with the strategic plan and our partners is critical.
- Council Member Pyle recommended scheduling a meeting to solidify where we want to go and stated she liked the idea of holding a strategic plan workshop.

The meeting returned to the original agenda, beginning with Agenda Item 1.

ITEM 1 – Florida Department of Law Enforcement IEPD v1.3 and IEPD v1.1, rev 2

Bureau Chief Phillip Suber
Florida Department of Law Enforcement

Action Item

Chair Timmann recognized Chief Phillip Suber who provided an overview of the Information Exchange Package Documents (IEPD) and details on the changes. The IEPD primarily defines the data to be transferred and how it how it interacts with the portal.

IEPD v1.3

IEPD v1.3 primarily contains updates for the Florida Department of Corrections incarceration reports, allowing for the vast amount of data the agency sends and receives. Additionally, this version includes various business rule updates that improve the quality of submissions to the Federal Bureau of Investigation (FBI), as related to Florida Incident-Based Reporting System (FIBRS) and Use of Force.

Chair Timmann asked if the Council members had any comments or questions regarding IEPD v1.3. No comments or questions were offered.

Action Item: Chair Timmann asked for a motion to approve IEPD v1.3. Chief Broadway moved to approve IEPD v1.3, and Sheriff Prendergast seconded. The motion passed.

IEPD v1.1, rev 2

Chief Suber provided an overview of IEPD v1.1, rev 2, and he stated the purpose for this update was to cleanup inconsistencies and elements that tended to produce errors, including various business rule updates, primarily related to dates. IEPD v1.1, rev 2 also includes an updated code list needed to meet schema validations, thereby making the code list match the FBI's updated

lists. This update also addresses inconsistencies across various data projects and brings them in line with each other.

Chair Timmann asked if the Council members had any comments or questions regarding IEPD v 1.1 rev 2. No comments or questions were offered.

Action Item: Chair Timmann asked for a motion to approve IEPD v 1.1 rev 2. Chief Oldham moved to approve IEPD v1.3, and Sheriff Prendergast seconded. The motion passed.

ITEM 2 – Criminal Justice Data Transparency (CJDT)

Bureau Chief Phillip Suber
Florida Department of Law Enforcement

Action Item

Chair Timmann recognized Chief Phillip Suber who provided updates on the CJDT initiative. Since the last full update in July 2021, FDLE has worked diligently to complete this project. More contributors have onboarded, including four new state attorney circuits, nine public defender circuits, two clerk of court offices, and three county detention facilities. FDLE is receiving administrative and case/arrest data from county detention facilities and state attorneys. FDLE anticipates onboarding the Florida Department of Corrections in February 2022, and there is ongoing communication with the Justice Administrative Commission and the Regional Conflict Counsel to bring them onboard. Chief Suber addressed updates to each data dictionary individually.

Clerk of Court Data Dictionary v1.3.1

Chief Suber provided an overview of the changes found in the Clerk of Court Data Dictionary v1.3.1. Updated elements include: an updated definition of the Arrest Date to include sworn complaints; removal of unnecessary definitions of value options for the Prosecutor Charge Status; renamed the Charge Disposition Type and Charge Disposition Date to Prosecutor Final Action and Prosecutor Final Action Date to provide more clarity; and adding “Unknown” as a code value for Race data element.

On behalf of the clerks of court, Chair Timmann thanked Chief Suber and his staff for working with the clerks on these elements that are clarifying, and she stated there were no concerns with the updated data dictionary; however, there were still 12 undefined data elements. Chief Suber stated he anticipates having a Clerk of the Court Work Group call in January 2022 to address the undefined elements. Both Chair Timmann and Chief Suber stated the 12 undefined data elements would not delay the project. Chair Timmann said there may be two or three clerks of court offices that still need to sign up for CJDT.

Chair Timmann asked if the Council members had any comments or questions regarding the Clerk of Court Data Dictionary v1.3.1. No comments or questions were offered.

Action Item: Chair Timmann asked for a motion to approve the Clerk of Court Data Dictionary v1.3.1. Council Member Pyle moved to approve the Clerk of Court Data Dictionary v1.3.1, and Council Member Smith seconded. The motion passed.

State Attorney Data Dictionary v1.5.1

Chief Suber provided an overview of the changes found in the State Attorney Data Dictionary v1.5.1. Again, some field names were changed for clarity purposes. Updated elements include: added a conditional requirement for offense date, if provided, on the Victim Date of Birth; the Prosecution Initiation Date; renamed the Charge Disposition Type and Charge Disposition Date to Prosecutor Final Action and Prosecutor Final Action Date to provide more clarity; and updated the list of prosecutor final actions that require the Uniform Case Number.

Chair Timmann asked Council Member Larizza if he had any comments or concerns regarding the State Attorney Data Dictionary v1.5.1. Council Member Larizza had no comments.

Action Item: Chair Timmann asked for a motion to approve the State Attorney Data Dictionary v1.5.1. Council Member Smith moved to approve the State Attorney Data Dictionary v1.5.1, and Chief Roufa seconded. The motion passed.

County Detention Data Dictionary v1.4

Chief Suber provided an overview of the changes found in the County Detention Data Dictionary v1.4. Updated elements include: amended the value option on the Charge Sequence Number to allow any number greater than 0; and added a reference to Appendix E for the Daily Inmate Counts and the Annual Inmate Counts.

Chief Suber stated new elements were added to this version. The Daily Inmate Other Category and the Annual Inmate Other Category were added to capture the inmates who did not fall into one of the four prescribed categories of awaiting disposition, sentenced to county, sentenced to the Department of Corrections, or awaiting disposition in federal court. Additionally, Appendix E was added. Appendix E references a Department of Corrections monthly report which crosswalks the Department of Corrections Custody Types to a CJDT Inmate Category.

Chair Timmann asked Sheriff Prendergast and Chief Oldham if they had any comments or concerns regarding the County Detention Data Dictionary v 1.4. Sheriff Prendergast stated he had no comments. He stated he had shared the document with his jail facility's contractor, and they had no comments. Chief Oldham also had no comments or questions.

Action Item: Chair Timmann asked for a motion to approve the County Detention Data Dictionary v1.4. Council Member Sawyer moved to approve the County Detention Data Dictionary v1.4, and Council Member Pyle seconded. The motion passed.

Florida Department of Corrections Data Dictionary v1.2

Chief Suber provided an overview of the changes found in the Florida Department of Corrections Data Dictionary v1.2. Updated elements include: clarified the definition and format of the Current Institution ORI; added a code value of "Unknown" to Race; and corrected the format in the Social Security Number field. The Florida Department of Corrections Data Dictionary v1.2 changes the following data elements to required fields: Custody Release Date; Begin Supervision Date; and Custody Admission Date, unless a Begin Supervision Date is provided. An Appendix D was added to include an ORI/Institution List, and the Current Institution element was removed and replaced with the Current Institution ORI.

Chair Timmann asked Council Member Ling if she had any comments or concerns regarding the Florida Department of Corrections Data Dictionary v1.2. Council Member Ling stated she did not have any comments and also stated she appreciated the agencies working together on the data dictionary.

Action Item: Chair Timmann asked for a motion to approve the Florida Department of Corrections Data Dictionary v1.2. Sheriff Prendergast moved to approve the Florida Department of Corrections Data Dictionary v1.2, and Council Member Ling seconded. The motion passed.

ITEM 3 – Florida Incident-Based Reporting System (FIBRS) and Use of Force (UoF)

Senior Management Analyst Supervisor David Kennedy
Florida Department of Law Enforcement
Information and Discussion

Chair Timmann recognized Senior Management Analyst Supervisor (SMAS) David Kennedy who provided an overview of FIBRS and UoF. SMAS Kennedy stated FDLE began the National Incident-Based Reporting System (NIBRS) Certification Process with the FBI on October 27, 2021, and once the certification process is complete, the state's reporting agencies will move into NIBRS production. FDLE also completed the Operations Acceptance Testing (OAT) on November 6, 2021, and as of November 4, 2021, there were 205 agencies submitting FIBRS test data, covering 57.6% of the population.

As of November 10, 2021, there were 202 agencies with UoF Production User Accounts, and as of November 4, 2021, there were 125 agencies submitting Production data. Of the 125 agencies submitting Production data, there were 195 incidents and 1,436 Zero Reports. The Production data is submitted to the FBI's National Use-of-Force Collection.

Chair Timmann asked the Council members if they had any comments or questions on FIBRS and UoF. No comments or questions were offered.

ITEM 4 – Uniform Arrest Affidavit (UAA)

Senior Management Analyst Supervisor David Kennedy
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized SMAS David Kennedy who provided an overview of the UAA and the Florida Arrest Affidavit (FAA). SMAS Kennedy stated FDLE went live with UAA Production on September 15, 2021. There are currently three agencies submitting XML data in the Test system: Hillsborough County Sheriff's Office, Boca Raton Police Department, and the North Palm Beach Police Department.

SMAS Kennedy provided an overview of the changes found in the Florida Arrest Affidavit v1.3. Two new data elements were added allowing agencies to provide arrests for Group B offenses within one transaction. The first is the Arrestee Sequence Number with a numeric value of 0-99, and the second is the Armed With Code element which identifies what type of weapon, if any, the arrestee was armed with at the time of arrest. The Special Operations data element was updated to limit to 20 characters to align with the CJIS Portal restrictions for the same data element. Additionally, the character limit for the State Identification Number (SID) was removed to align with the Computerized Criminal History (CCH) system.

Chair Timmann asked the Council members if there were any comments or questions?

- Chief Oldham asked to confirm that the system is only collecting test data.
 - SMAS Kennedy responded that was correct – only test data.

- Council Member Smith asked Chief Roufa for his input, since historically the state agencies face the most challenges with multijurisdictional arrests.
 - Chief Roufa responded it is still an unknown, but the agency is in test mode with the vendor SmartCop.
- Chair Timmann had a different perspective on this project which has been discussed at other Council meetings. The clerks' idea for a uniform arrest affidavit was a static or preserved image which would be transmitted to the clerks' offices for case initiation to begin the process for the judicial branch. The event must be memorialized and preserved as it was sworn to at that time. The clerks still have those concerns. There may be confusion or a different interpretation on the statutory language. Perhaps FDLE viewed the arrest affidavit stops at booking.
- Chief Roufa commented his initial understanding on how this would progress. He thought CJDT, UAA, and FIBRS was an opportunity to view the projects as all-in-one, but the three projects were approached as three individual projects. With that in mind, these three projects would be implemented, and then there would be phasing opportunities to bring them together. Chief Roufa agreed arrest does not stop at booking.
- Chair Timmann views the preliminary arrest as phase 1, and the judiciary should be included, especially for the case initiation. Case disposition is important; data is important for all involved. Chair Timmann stated her office looked at the missing dispositions in her office and cleaned up some problems. The clerks need more time to look at the proposed data dictionary changes. There are 70 elements for which the clerks may not have data.
- Chief Roufa stated that once the UAA is established, there is an understanding some jurisdictions may request or want additional data elements. Operationally, from his perspective, the concern is not wanting state law enforcement officers to submit multiple arrest affidavits, as is the case now, because each jurisdiction has its own requirements and documents. We need to get where all jurisdictions agree and accept each other's reports and data elements.
- Chair Timmann added the clerks want to minimize manual data entry which contributes to the error rate, and technologically, we are moving forward. From the redaction process, we need to ensure the information that needs to be protected is protected as it comes in from the law enforcement agencies. It is more efficient, effective, and accurate if the data elements or data fields are in the same place all the time. It also speeds up the process.
- Council Member Sawyer agreed with Chair Timmann in that the process she described is what the judiciary had also envisioned. The data would move through the various stakeholders and ultimately end up with the judiciary, so data does not have to be re-keyed. The judiciary is hopeful that will be a part of the process, and he stated the clerks play a key as far as data coming into the systems. Council Member Sawyer also stated he would like to be a part of the work group, when established.
- Council Member Larizza stated law enforcement agencies within his circuit have contacted him about the progress of the UAA. Some agencies are modifying their UAA. These agencies will have costs associated with the changes. How are we messaging the changes? He stated he is also concerned about the participation.
- Chair Timmann stated she is receiving the same inquiries from agencies in her circuit. They all want to be uniform in reporting with the understanding there may be a need for customization or personalization. Can there be an option for a standard arrest form/affidavit and then a supplemental for the additional fields the jurisdictions may need?
- Council Member Larizza discussed redactions, as an example for Marsy's Law. Who performs the redactions and how? Could victim information be a separate page or form? Council Member Larizza said the state attorneys need to be a part of the work group.

- Chair Timmann stated it is important for the clerks to know when Marsy's Law is applied. From a clerks' perspective, possibly identify the victim by name one time, and afterwards, identify the person as victim 1 or 2 or confidential informant. General consensus is we need more time and to establish a work group. Also need to address the Notice to Appear (NTA) issue which is important for the Florida Fish and Wildlife Conservation Commission (FWC).
- Director Sparkman stated in order to move this phase of the project forward and meet the March 11, 2022 deadline, it is necessary for the proposed UAA Data Dictionary to be approved and moving forward does not exclude any additional effort towards case initiation. FDLE understands additional work is needed on the project, and we must all work together.
- Chief Roufa added from a Florida Highway Patrol perspective, if we know what agencies want, it can be placed on the report. Officers just do not want to enter the same data multiple places.
- Sheriff Prendergast had nothing to add. It has been a good discussion. From a law enforcement agency perspective, we will add whatever is necessary.
- Chair Timmann asked if this version of data elements is approved, how does it impact the 70 elements about which the clerks have concern?
 - SMAS Kennedy stated he did not have an answer.
- Council Member Sawyer stated Florida Courts Technology Commission (FCTC) compiled a list of data elements for case initiation and matriculation, which was provided to FDLE, and he believes most of the data elements were included in the current scope. Other elements still remain through the booking process.
- Chair Timmann asked if the proposed data dictionary were approved during this meeting, can it be amended?
 - Council Member Pyle responded yes, it can be amended. FDLE is aware the clerks and the courts are interested in case initiation in the next phase. In the different meetings with the legislature, FDLE commented we did not receive the resources, funding, and timeline we needed, so FDLE's goal is to get as much done now to meet the first legislative mandate on March 11, 2022. FDLE provided a demonstration of the UAA approximately one month ago and the encouraging part was the attendees saw the system was well on its way. The next discussion point was asking if an entity was willing to work with the legislature on performing a feasibility study to determine: what is the next piece; what is it going to look like; how much is it going to cost; and who needs to be involved. The goal this year is to get the system rolled out. FDLE wanted to see if there was an entity who could take the next step and ask for funding for a feasibility study, which FDLE believes is needed to accomplish the next phases. Part of the next phase is needed for clean-up, but some of it will require diving deep into systems with which FDLE has no working knowledge. Lately, FDLE has been criticized for being over the timeline and over budget, so our goal in the future is to find out what we need in resources and funding to get to that next step. Having a work group to start the feasibility process is a great way to move forward. FDLE is not in a position today to take on the work associated with a feasibility study.
- Council Member Smith asked what is the legislature's expectation of a deliverable on March 11, 2022, and how does it pertain to the actual criminal justice community? It is a stand-up system or adoption of a standard?
 - Director Sparkman stated the issue behind the UAA proposal was initially defined or described as a trooper having multiple boxes of different arrest affidavits required by different jurisdictions and having to pull the correct arrest affidavit for

the jurisdiction in which the arrest was made. That is not the solution being delivered in phase 1. The phase 1 arrest affidavit goal was to uniformly establish elements and code values for each of the data elements. There is a system that collects elements, and it is in a standard format. The next step is to take the elements from the arrest affidavit and transition them through the rest of the process/system and ultimately entry into CCH.

- Council Member Smith asked if the establishment of the data dictionary will satisfy legislative mandate?
 - Director Sparkman stated there is no expectation to have arrest affidavit form. We are required to deliver a functioning system that can accept standard data, store, extract, and transmit data. Data dictionaries are living documents that must change to meet needs of the industry.
- Chair Timmann stated she is comfortable placing on record that this version is not the final document. Consensus is the Council wants to establish a UAA Work Group. Chief Roufa and Council Member Sawyer volunteered to be a part of the work group. Additionally, part of the mission of the work group should be the discussion of the feasibility study.

Action Item: Chair Timmann asked for a motion to approve the initial Florida Arrest Affidavit v1.3 Data Dictionary elements and work to establish a work group including looking at the potential for a feasibility study and what that may include. Council Member Smith moved to approve the motion as stated by Chair Timmann, and Chief Roufa seconded. The motion passed.

SMAS David Kennedy stated the FAA, which is the hands-on application for entering arrest data, went live in Production on September 15, 2021, and 16 pilot agencies are scheduled to begin training on December 8, 2021. Pilot agency testing will occur from December 8, 2021 to January 14, 2022. FDLE's Information Delivery and Training Team (IDT) will deliver instructor-led training for agency administrators (LAAA) and will offer on-demand (self-paced) trainings for other users.

Chair Timmann asked the Council members if they had any comments or questions on the FAA. No comments or questions were offered.

ITEM 5 – Records Management System (RMS)

Senior Management Analyst Supervisor David Kennedy
Florida Department of Law Enforcement
Information and Discussion

Chair Timmann recognized SMAS David Kennedy who provided an update on the Statewide RMS. SMAS Kennedy stated the Statewide RMS went live the beginning of October. The FDLE Regional Operation Centers and Capitol Police have established accounts in the system and are testing. Other agencies have expressed interest in using the system, and at this time, the vendor SmartCop is working on developing demonstrations to be used statewide.

Chair Timmann asked the Council members if they had any comments or questions on the Statewide RMS. No comments or questions were offered.

ITEM 6 – Uniform Statute Table

The Honorable R.J. Larizza, State Attorney
7th Judicial Circuit

Information and Discussion

Chair Timmann recognized Council Member R.J. Larizza who provided an update on the Uniform Statute Table (UST) Work Group. Council Member Larizza stated, at this time, the work group has done all it can do in its current format, and the Council approved the Florida Statute Table. He stated it is not productive for the work group to meet and work through each statute and subsections, but FDLE can ask the work group for input if there are questions. The issue is how all of the entities integrate the UST, and the Council needs to consider how entities can integrate the table into the different case management systems.

- Council Member Sawyer agreed with Council Member Larizza. There are some use cases that could benefit from a uniform statute table once completed. He stated the work group discussion on how to integrate the table would be beneficial for the courts.
- Chair Timmann commented this may be another phase scenario where phase 2 may transition the work group to consider the integration piece, which may or may not require the involvement of current members of the work group and may require an expansion of its membership.
- Council Member Larizza stated the integration is more technical, and it is complicated because the different entities have different case management systems and software. The UST is also important to the CJDT initiative to ensure the information seen by the public and the legislature is accurate.
- Chief Roufa stated this may be an appropriate topic to include in the larger the UAA Work Group because that is where this implementation comes in.
- Council Member Larizza agreed with Chief Roufa.
- Council Member Smith added the historical data is important for everyone and that versioning, as statute changes occur, needs to be considered.
- Chief Roufa stated the versioning does exist now in the statute table, and there are probably minor details that can be worked through.
- Chair Timmann agreed about the importance of maintaining the historical data. The clerks have encountered this issue as part of digitizing old records and manually entering the statute information into their systems. Chair Timmann stated she does not think the Council needs to vote on this, but she thinks the plan of making the UST part of the UAA Work Group discussion is a great idea.
- Council Member Pyle asked if Council Member Sawyer might volunteer to chair the work group?
- Chair Timmann was in agreement with Council Member Pyle on Council Member Sawyer volunteering to be chair of the work group. Chair Timmann also noted Chief Roufa and Council Member Smith volunteered to participate.

ITEM 7 – Biometric Identification Solution (BIS) Upgrade

Bureau Chief Lucy Saunders
Florida Department of Law Enforcement

Information and Discussion

Chair Timmann recognized Chief Lucy Saunders who provided historical information on BIS and an update on the BIS upgrade. Chief Saunders explained BIS entered service in 2009 and

reached its end of life in December 2020. December 2021 marks the end of contractual support. When initiated, BIS had a five-year life cycle expectancy and has had three major upgrades since implementation to increase capacity and extend life expectancy.

Chief Saunders explained the contractual capacity, at current volume, for incident identifications (ID) is 3.2 months, and the incidents with palm is over capacity. The capacity limitation may lead to an unpredictable degradation of service, resulting in system downtime and increased response times, as the processing time slows down. If the system goes down, the downtime could be a week or longer

BIS handles tenprint and latent print storage and comparisons, and it acts as a national fingerprint file repository. The system forwards criminal history information to CCH; forwards retained applicant prints to FALCON; makes applicant comparisons to criminal records; forwards fingerprint details/minutia to Rapid ID; and forwards biometric data to the FBI for nationwide criminal history record checks.

Chief Saunders identified the objectives for the upgrade as follows: cloud-based via Microsoft Azure Govt Solution; immediate disaster recovery and redundant cloud-based backup; improved matching capabilities; faster comparison processing; future biometric capabilities, including facial recognition and iris identification; data transmission through the CJIS Portal; and flexible/increased storage capacity on demand. FDLE is taking a phased approach on the BIS modernization process with Phases 1.1 and 1.2 taking approximately 12 months to complete at an estimated cost of \$2.7 million. Phases 1.1 and 1.2 will move the database and Rapid ID to the cloud. Phase 2 will also take approximately 12 months to complete at an estimated cost of \$3 million, and during Phase 2, latent print processing will transition to the cloud. Phase 3, estimated at \$4.2 million, will take an additional 12-18 months and will move the tenprint processing to the cloud.

FDLE submitted a Legislative Budget Request (LBR) for Fiscal Year (FY) 2021-2022, but the request was not funded. FDLE applied for and received federal funding from the National Criminal History Improvement Program (NCHIP) Grant for Phases 1.1 and 1.2, but the legislature must authorize FDLE to spend the grant funding before moving forward. FDLE is requesting grant authority to spend funds during the 2022 Legislative Session and is submitting an LBR for FY 2022-2023 to cover the cost of Phases 2 and 3.

- Council Member Smith asked once Phases 1.1 and 1.2 are complete, will it ease the capacity issue?
 - Chief Saunders replied FDLE does not know if moving the data to the cloud will assist with the level of service and extend the life of the system until testing begins.
 - Director Sparkman added relief with Phase 1 is primarily disaster recovery and our ability to reduce that one week or more downtime to hours.
 - Chief Roufa stated he understood the predicament FDLE faced with requesting authorization to spend the grant funding and definitely appreciated the work involved.

ITEM 8 – Pathway Back to the Symposium

Director Robin Sparkman
Florida Department of Law Enforcement
Information and Discussion

Chair Timmann recognized Director Robin Sparkman who provided an update on the future of the CJIS Annual Training Symposium. Director Sparkman stated FDLE has not hosted a symposium in two years, and by not having it, FDLE and the local agencies have lost some ability to network as well as before.

FDLE is viewing 2022 as a year to reset our goals and take a modified approach to the symposium. We plan to offer three smaller, two-day events in the southern, middle, and northern parts of the state and focus on core mission issues.

In September 2023, FDLE plans to return to the annual event structure at the Club Wyndham Bonnet Creek in Orlando. FDLE hopes to incorporate an evening event, maybe a banquet or presentation, to recognize our partners who have worked with us solidly throughout the year. FDLE is welcome to any suggestions the Council may offer.

Chair Timmann asked the Council members if they had any comments or questions on the symposium plans. No comments or questions were offered.

ITEM 9 – CJJIS Council Chair/Vice Chair Elections

Director Robin Sparkman
Florida Department of Law Enforcement
Action Item

Chair Timmann recognized Director Robin Sparkman who asked the Council members for nominations for the CJJIS Council Chair and Vice Chair.

Nomination for CJJIS Council Chair

Action Item: Chair Timmann nominated Sheriff Prendergast as Chair. Sheriff Prendergast accepted the nomination and the motion passed. Chair Timmann stated she appreciated the opportunity to chair the Council, and she offered to assist on the Council committees.

Nomination for CJJIS Council Vice Chair

Action Item: Council Member Smith nominated Council Member Sawyer as Vice Chair. Council Member Sawyer accepted the nomination and the motion passed.

CLOSING REMARKS

Chair Timmann opened the meeting for public comment.

- Council Member Smith thanked Chair Timmann for her work as Chair of the Council and stated he appreciated her leadership.
- Chief Broadway also thanked Chair Timmann for her work on the Council and congratulated Sheriff Prendergast on his new role as Chair.
- There were no comments from the public.

Council Member Smith moved to adjourn the meeting, and Council Member Ling seconded. The meeting was adjourned at 12:06 p.m.