

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

**MINUTES OF MEETING
Tuesday March 26, 2024
Video Conference Call**

Members Present:

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

Charles Broadway, Chief, Clermont Police Department

Donald Edenfield, Sheriff, Jackson County Sheriff's Office

Edward Hudak, Jr., Coral Gables Police Department

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

Spencer Hathaway for R.J Larizza, State Attorney, 7th Judicial Circuit

Gina Giacomo, Designee for Melinda N. Coonrod, Chair, Florida Commission on Offender Review (COR)

Stacy A. Scott, Public Defender, 8th Judicial Circuit

Carolyn Timmann, Martin County Clerk of Circuit Court and Comptroller

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

Members Absent:

Mike Prendergast, Sheriff, Citrus County Sheriff's Office

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

Doug Smith, Designee for Attorney General Ashley Moody

WELCOME MEMBERS and OPENING

Chair Sawyer called the meeting to order at 9:32 a.m. and introduced new members Jackson County Sheriff Donald Edenfield and Coral Gables Police Chief Edward Hudak, Jr. to the CJJIS Council.

Due to scheduling conflicts, Agenda Items 2 and 3 were moved to the beginning of the meeting.

ITEM 2
Multi Biometric Identification System (MBIS) Update
Senior Management Analyst Supervisor (SMAS) Joshua D. Gray
Florida Department of Law Enforcement
Information and Discussion

Chair Sawyer recognized SMAS Joshua Gray who provided an update on MBIS. SMAS Gray stated the MBIS contract was fully executed on October 28, 2022. MBIS will be cloud-based system providing faster and more accurate identification searches for the state and our customers.

In Phase 1a, which was completed in July 2023, a copy of our current database was moved to the cloud for disaster recovery purposes. Phase 1b will move the Rapid ID functionality to the cloud, and it is on schedule to go live in the coming weeks. Local agencies will be notified of the planned down time associated with the transition.

FDLE is continuing the requirements gathering and planning for Phase 2, which is the biggest lift of the project. Phase 2 will move all latent and tenprint processing and searching workflows to the cloud. With the implementation of Phase 2, all local agencies submitting latent print searches to FDLE are required to upgrade their latent workstations. FDLE did request and receive state funding to purchase latent workstations for our local agencies, and we recently submitted the associated purchase order to the vendor. The workstations will be distributed to the agencies a few weeks prior to Phase 2 going live.

The project remains within budget, and it is fully funded. Additionally, we are still on schedule for completion the beginning of 2025.

No questions were asked by the Council members.

ITEM 3
**SB 376 Automatic Sealing of Criminal History Records and
Making Confidential and Exempt Related Court Records Update**
Operations and Management Consultant Manager (OMCM) Justin Blue
Florida Department of Law Enforcement
Information and Discussion

Chair Sawyer recognized OMCM Justin Blue who provided an update on SB 376. Since the last update in September 2022, FDLE worked with the Clerk's Workgroup to finalize the plans for the solution to submit notices of auto-seal of records from the Computerized Criminal History (CCH) Repository to all 67 clerks. FDLE staff completed requirements gathering meetings with the Clerks Workgroup and the Florida Clerks and Comptrollers (FCCC) E-Portal team in October/November 2023. In January 2024, once the solution and the programmatic changes to the E-Portal were in place, FDLE began testing with the FCCC by dropping test files via Secure File Transfer Protocol (SFTP) to the FCCC. After solution testing was complete in January, the FCCC E-Portal team notified FDLE they would go to production with their programmatic changes the beginning of February 2024. Starting with a reconciliation file for all records that had been auto-sealed in the CCH from July 1, 2023 to February 6, 2024, FDLE began submitting the data file to the E-Portal on February 7, 2024. FDLE has continued to submit daily files with the records from the auto-seal process to the FCCC and continues to work with the FCCC and our Clerk of Court partners on this process.

The following comments were made at the end of the discussion on SB 376:

- Council Member Timmann: Thanked her Clerk of Court partners, FDLE, and the FCCC E-Filing Portal Authority, the governing board of everything dealing with the FCCC E-Portal, for working with the clerks to fully implement this change. Council Member Timmann stated the clerks will continue to work through the issues to meet the requirements.
- Council Member Murphy: FDLE is dropping the daily file, but there have been ongoing conversations with the clerks and the E-Portal Authority regarding the concerns they have regarding the files.

ITEM 1

Florida Sunshine Law

Deputy General Counsel Kate M. Holmes

Florida Department of Law Enforcement

Information and Discussion

Chair Sawyer recognized Deputy General Counsel Kate Holmes to provide an overview of the Sunshine Law. The statute governing the Sunshine Law is found in section 286.011 Florida Statutes. There are three basic requirements: any workshop, board or commission meeting must be open to the public; reasonable notice of a meeting must be given; and minutes must be taken.

The Sunshine Law applies to any formal workshop, board, or commission meeting where two or more members of that board, commission, or workgroup are discussing any matter that may come before that group in the future. It does not matter if the meeting occurs in Florida or in another state; the Sunshine Law still applies.

There are penalties for violation. A knowing violation is a 2nd degree misdemeanor, and it applies to any form of communication, such as email, fax, text, mail, or a side bar conversation at a formal meeting. It is the content of the communication that determines whether or not the sunshine law applies. If a council member is speaking with another council member about a topic unrelated to the business of the council, then the communication does not fall under the Sunshine Law. It also does not prohibit discussion between a council member and a staff member; however, it does apply if a council member is using the staff member as a go between you and other council members.

There are other violations that can lead to a non-criminal infraction of up to \$500, and there are some exemptions to the Sunshine Law. The legislature may grant certain commissions and boards an exemption, if confidential information is being discussed. In this instance, only the portion of the meeting related to the confidential information discussion is exempt; however, the meeting must still be recorded and minutes taken. If a member is in litigation and needs to have an attorney client discussion, the member can have private attorney client discussion; however, the member must announce in the meeting that he or she is going to discuss settlements, litigation, etc. Once the member returns, the member must disclose the meeting with his or her attorney is complete and to proceed with the public meeting.

No questions were asked by the Council members.

ITEM 4
Data Sharing Update on Onboarding for CJDT and FIBRS
Bureau Chief Nevin Smith
Florida Department of Law Enforcement
Information and Discussion

Chair Sawyer recognized Chief Nevin Smith, who provided an update to the onboarding for CJDT and FIBRS. For CJDT, within the last year, FDLE has transitioned three of the Regional Conflict Council districts, seven State Attorney's Offices for case reports, 14 County Detention Facilities (jails) for Admin reports and 18 County Detention Facilities for Booking reports. As of now, FDLE staff has fully onboarded six of the seven contributors: Clerks of Court, State Attorney's Offices, Public Defenders, Florida Department of Corrections, Regional Conflict Council (RCC) and Justice Administrative Commission.

County Detention Facilities are the remaining contributor that has not fully transitioned. There are 19 County Detention Facilities that have not completed their transition to CJDT for Admin reports and 22 County Detention Facilities that have not completed their transition to CJDT for Booking reports. FDLE staff is continuing outreach with all parties by staying in frequent contact with agencies, providing partnership and assistance, and traveling to complete in-person meetings.

For FIBRS, as of this week, 177 law enforcement agencies have completed the FIBRS testing process and been given permission to provide their FIBRS data. These agencies cover approximately 13.5 million Floridians, representing approximately 60% of Florida's population and include 45 sheriff's offices, 130 police departments, and 2 state agencies. This is an increase of 64 agencies in the past year.

131 law enforcement agencies have submitted through FIBRS since going online. The 131 agencies submitting data to the FBI cover 9,547,048 Floridians, representing approximately 42% of Florida's Population. Another 99 agencies are actively working toward their transition by submitting test data to FDLE from their Record Management Systems (RMS).

For agencies that have not yet transitioned to FIBRS, FDLE is still collecting summary-based data. The Summary Reporting cycle for 2023 is still open, but so far for 2023, FDLE has received data from 103 agencies.

Chief Smith stated they met with the FBI last week, and for the first time, Florida will show green on the FBI participation map.

Chair Sawyer noted hearing about the progress was great news.

No questions were asked by the Council members.

ITEM 5
Dashboard Demo for CJDT and FIBRS
Senior Management Analyst Supervisor (SMAS) Jonique Thorpe
Florida Department of Law Enforcement
Information and Discussion

Chair Sawyer recognized SMAS Jonique Thorpe who briefed the Council on the redesigned CJDT and FIBRS Dashboards. The Florida Statistical Analysis Center (FSAC) manages the dashboards,

and the staff began discussions on how to improve the appearance and functionality of the tool. FSAC staff wanted to streamline the look to make it more uniform and make the dashboards more accessible to all users.

FDLE contracted with a branded Power BI expert to work on the dashboard refresh. As part of the redesign, staff wanted to open filters for judicial circuits, statutes, and linking the statutes to offenses. They also wanted to link all information on the dashboard to each offender. Members from the Uniform Crime Report section also worked with FSAC and the contractor to develop the dashboards.

SMAS Thorpe provided a demonstration of the dashboards in the development site. The demonstration emphasized the enhanced functionality of the tool. With the old dashboard, the user had to drill down (age, race, sex) and the retrieved information was displayed in three areas. The refreshed dashboards offer a more user-friendly approach.

On the horizon, the team will address data quality with submissions, such as date of age and date of offense by working with different contributor groups, such as the Clerks of Court (CoC) and the Department of Corrections (DOC). The CoC assisted with troubleshooting a data quality issue which led to implementation of system warning to avoid data submission errors. Staff met with the DOC to obtain their input and shared specific insight on data fields and data elements, what they represent, and advised of best practices. As part of the DOC meeting, staff verified a submission error was linked to a version mismatch, and FDLE worked with the vendor to correct the error. The dashboards are in test, and we do not have an estimated time of going live at this point.

Questions and comments from the Council members:

- Chair Sawyer: Commended the great work and coordination with contributors.
- Council Member Scott: Asked for confirmation that all public defenders were reporting and in compliance.
 - SMAS Thorpe: Yes, all public defenders and state attorneys are on-line.
- Council Member Vasudevan: Commented the dashboards look great and asked how frequently the data is refreshed.
 - SMAS Thorpe: The data is refreshed daily. It was previously refreshed bi-monthly.
- Council Member Timmann: Commented she likes the look of the dashboard, which is more user-friendly. She also stated the bulk of the data elements are submitted by the clerks, which is a heavy lift. She asked if anyone proposes legislative changes or requests next year, please contact and work with the clerks in advance. The clerks received no funding for this initiative.

ITEM 6

FBI CJIS Security Policy Update

CJIS Information Security Officer Chris Eaton

Florida Department of Law Enforcement

Information and Discussion

Chair Sawyer recognized FDLE CJIS Information Security Officer (ISO) Chris Eaton who provided updates to the FBI CJIS Security Policy (CJISSECPOL) v5.9.3 and v5.9.4. ISO Eaton stated the modernization process is ongoing, and two versions of the CJISSECPOL were released since the last CJJIS Council meeting in September 2023. He explained there are 18 Control Families being used for modernization, and the FBI Advisory Policy Board (ABP) classified Criminal Justice

Information (CJI) as requiring a moderate level of protection. NIST controls at the moderate level are being used for each of the control families.

The following control families have already been published in either v. 5.9.1, 5.9.2, 5.9.3, or 5.9.4 with Contingency Planning (CP), Maintenance (MS), Planning (PL) and Risk Assessment (RA) being new controls:

- Access Control (AC)
- Awareness and Training (AT)
- Audit and Accountability (AU)
- Contingency Planning (CP)
- Identification and Authentication (IA)
- Incident Response (IR)
- Maintenance (MA)
- Media Protection (MP)
- Physical and Environmental (PE)
- Planning (PL)
- Risk Assessment (RA)
- System and Communications Protection (SC)
- System and Information Integrity (SI)

Configuration Management (CM) has been approved by the APB, but not published. The remaining four control families (Assessment, Authorization, & Monitoring (CA), Personnel Security (PS), System and Services Acquisition (SA), and Supply Chain Risk Management (SR)) will be presented in June or July 2024 with SA being a new control family.

ISO Eaton provided a summary of the changes in CJISSECPOL 5.9.3 and published on 10/23/2023; all of which are “Auditable and Sanctionable” beginning 10/1/2024.

- Policy Area 5.3: Incident Response (IR)
- Policy Area 5.5: Access Control (AC)
- Policy Area 5.16: Maintenance (MA)
- Policy Area 5.8 Media Protection (MP)
 - Media Marking MP-3
- Appendix A: Terms and Definitions
 - CHRI & CUI

Incident Response (IR) Control Family Updates

The IR family of controls establish requirements like those in Section 5.3 of the current CJISSECPOL. Many of the existing requirements are carried over; however, there are new controls which address aspects of an incident response capability framework not previously considered in the CJISSECPOL. An additional control not currently required by the CJISSECPOL is incident response testing and response training.

Access Control (AC) Control Family Updates

The Access Control (AC) family of controls establish requirements mainly found in Section 5.5 of the former CJISSECPOL. Topics such as account management and enforcement, least privilege, unsuccessful login attempts, and system use notification are among those included in this control family. Many of the existing requirements were carried over; however, there are new controls which address other aspects of access control not previously considered in the CJISSECPOL. This family includes current requirements from other areas of the CJISSECPOL, such as information flow enforcement (Section 5.10), wireless access, and access control for mobile devices (Section 5.13).

Maintenance (MA) Control Family Updates

The MA family of controls is another set of requirements which are new to the CJISSECPOL. These requirements address various aspects of system maintenance. Aspects such as controlling maintenance activities, designating approved maintenance tools, managing remote maintenance, and authorizing maintenance personnel are included in this control family. This isn't system maintenance or patching. It is focused on individuals.

ISO Eaton provided a summary of the changes in CJISSECPOL v5.9.4. v5.9.4 was a large update and was published on 12/20/2023 and made available in February 2024. All of the changes are "Auditable and Sanctionable" beginning 10/1/2024.

- Policy Area 5.4: Audit and Accountability (AU)
- Policy Area 5.9: Physical and Environmental Protection (PE)
- Policy Area 5.10: Systems and Communications Protection (SC)
- Policy Area 5.17: Planning (PL)
- Policy Area 5.18: Contingency Planning (CP)
- Policy Area 5.19: Risk Assessment (RA)

Audit and Accountability (AU) Control Family Updates

AU controls establish requirements like those in Section 5.4 of the former CJISSECPOL. Most of the existing requirements were carried over; however, there are some new aspects of audit logging not previously included in the CJISSECPOL. For example, one new requirement includes allocating sufficient storage space to accommodate a specified amount of audit logs. Another example is the requirement for generation of searchable reports to aid in the review and analysis of audit logs.

Physical and Environmental Protection (PE) Control Family Updates

PE controls establish requirements like those in Section 5.9 of the former CJISSECPOL. Many of the existing requirements were carried over; however, there are several new topics that address aspects of physical and environmental protection not previously considered in the CJISSECPOL. While the former requirements focused on physically secure locations and controlled areas, these PE controls include requirements addressing areas for protection of datacenters, such as environmental controls, fire protection, emergency lighting and power, water damage protection, and alternate work sites.

System and Communication Protection (SC) Control Family Updates

SC controls include technical requirements like those that were found in Section 5.10 of the CJISSECPOL. Many of the existing requirements were carried over, and several were expanded in scope. There are new controls which address additional aspects of technical security for information systems not previously included in the CJISSECPOL. New controls include:

- Denial of Service Protection (SC-5) – protect against or limit the effects of distributed denial of service (DDOS) attack to include limiting the number of external network connections to the system,
- Denial of Service (DNS) by employing boundary protection devices and intrusion detection or prevention devices on your network.
- Network disconnect at the end of the session or after one hour of inactivity, and cryptographic key establishment and management.

Planning (PL) Control Family Updates

PL controls establish requirements like those formerly found in Section 1 of the CJISSECPOL. Overall, these controls widen the scope of the existing CJISSECPOL requirements. The new PL controls address aspects of systemwide security and privacy plans, user rules of behavior, and

security and privacy architecture which encompasses the description and approaches taken for protecting the confidentiality, integrity, and availability of criminal justice information (CJI) and the systems which process and store CJI.

Contingency Planning (CP) Control Family Updates

CP controls establish requirements that were generally not found in the former CJISSECPOL. These controls address areas such as alternate storage and processing sites, developing and documenting a contingency plan for the agency, and implementing a system backup strategy. Also included is the establishment of alternate telecommunication services for the resumption of operations.

Risk Assessment (RA) Control Family Updates

RA controls establish new requirements in the CJISSECPOL. While Section 2 of the former CJISSECPOL discussed "Risk Versus Realism," only a few other requirements concerning risk assessment were found in the previous CJISSECPOL. These controls include conducting and documenting a risk assessment and performing vulnerability scanning and monitoring.

Projected Timeline for Future CJISSECPOL Updates

The plan is to have all of the control families approved by the APB in June or July of 2024 with a goal of publishing v6.0 in Fall of 2024. The parking lot or cleanup items will also be approved in Fall 2024. The fully modernized policy version 6.1 is expected to be published in Spring 2025. Future changes will address non-criminal justice agencies and their access.

Questions and comments from the Council members:

- Chair Sawyer: Thanked ISO Eaton for the updates and asked the following question. Due to the new controls and impact to the Council member agencies, are there any funding opportunities?
 - ISO Eaton: There may be funding through the Department of Emergency Management. There is a meeting later today with Florida Digital Services, where the question will also be asked. Additionally, FDLE is looking at requesting funding from the legislature to then distribute to the local agencies.
- Council Members Giacomo and Timmann requested a copy of the PowerPoint.
 - ISO Eaton: We will provide the PowerPoint. He also stated they will begin state-wide outreach to the Local Agency Security Officers (LASO) beginning in May 2024.

ITEM 7

House Bill 1211/Senate Bill 276: Related to Changes in the Act to Review Advisory Bodies

Government Analyst II (GAI) Rachel Truxell
Florida Department of Law Enforcement

Action Item

Chair Sawyer recognized GAI Rachel Truxell who briefed the Council on Senate Bill 276. SB 276, which passed during the 2024 Legislative Session, amends s. 20.052(3), F.S. by requiring an executive agency that has an adjunct advisory body to annually upload a report by August 15 to a website maintained by the Executive Office of the Governor. Although the bill has not been signed by the Governor, due to the reporting deadlines and member's schedules, action is needed by the Council.

GAI Truxell stated that she and GAI Brenda Boyd can collect and provide most of the information required for the report; however, there are two areas on which we will require the Council's assistance:

- A brief summary of the work plan for the current fiscal year and the next two fiscal years, and
- A recommendation, with supporting rationale, to either continue or sunset the Council.

Chair Sawyer stated the Council had planned to revise the CJJIS Council's Strategic Plan in 2020, but we were all dealing with other important issues at the time. Now may be a good time to revisit the updating of the strategic plan. Chair Sawyer suggested establishing a workgroup to review the previous plan and maybe within that group, they can bring recommendations to the Council for the work plan.

Chair Sawyer recognized Council Member Hudak, who asked for a copy of the last CJJIS Council Strategic Plan to better address what changes are needed and also address the budgetary concerns. Staff will provide the strategic plan. Chair Sawyer asked for direction. GAI Truxell suggested requesting volunteers to work on the plan.

Action Item: Chair Sawyer asked for a motion on the topic.

- **Council Member Broadway made the motion to form a workgroup to review the Council's strategic plan and offer elements that might be required for funding. The motion was seconded by Council Member Hudak. The motion passed.**

Chair Sawyer asked for volunteers for the Strategic Plan Workgroup. Council Members Hudak, Broadway, and Timmann volunteered to serve on the workgroup with Council Member Hudak volunteering as the chair.

ITEM 8

2024 CJIS Annual Training Symposium Information Sheet

Chair Sawyer asked Council members to review the information sheet included in the agenda packet regarding the 2024 CJIS Annual Training Symposium, which is being held on October 1 – 3, 2024 at the Loews Sapphire Falls Resort at Universal Orlando. GAI Brenda Boyd reiterated that the Council Members are invited to the event, and she will send individual emails to the Council members which will include additional information. GAI Boyd also mentioned the September 30, 2024 CJJIS Council meeting will be co-located at the symposium's venue.

No questions were asked by the Council members.

ITEM 9

eAgent 2.0 Update Information Sheet

Chair Sawyer asked Council members to review the information sheet included in the agenda packet regarding the eAgent 2.0 upgrade. The following information was included on the information sheet:

The Field Services Bureau (FSB) is continuing efforts to migrate the state of Florida from the eAgent Java application to the web-based eAgent 2.0 software. To date, **300 agencies with over 9,600 active users** have successfully migrated to eAgent 2.0. FDLE's goal is to transition the state of Florida to the web-based application by the end of December 2024. Migrated agencies have found the new system is more flexible in terms of managing users, running agency reports, and find managing the system is more flexible in the event of an emergency, such as an evacuation.

Approval of the September 25, 2023 CJJIS Council Meeting Minutes

Chair Sawyer requested a motion to approve the September 25, 2023 CJJIS Council meeting minutes. Council Member Timmann moved and Council Member Giacomo seconded the motion to approve the September 25, 2023 minutes. The motion passed.

CLOSING REMARKS

Chair Sawyer shared the following regularly scheduled meeting dates:

- Monday, September 30, 2024 (Time to be determined) The meeting will be an in-person only meeting and will be co-located at the 2024 CJIS Annual Training Symposium venue at the Loews Sapphire Falls Resort at Universal Orlando.
- Tuesday, February 18, 2025 from 9:30 – noon: This will be a virtual meeting via Microsoft Teams.
- 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.

Chair Sawyer asked for a motion to adjourn. Council Member Hudak moved to adjourn the meeting, and Council Member Scott seconded. The meeting was adjourned at 10:39 a.m.