

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

**MINUTES OF MEETING
Monday, July 17, 2017
Hyatt Regency Jacksonville - Riverfront
225 East Coastline Drive
Jacksonville, FL 32202**

Members Present:

Charles Schaeffer, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)

Blair Payne, Public Defender, 3rd Judicial Circuit

Roosevelt Sawyer, Jr., Designee for PK Jameson, Office of State Courts Administrator (OSCA)

Dennis Hollingsworth, Designee for Secretary Christina Daly, Department of Juvenile Justice (DJJ)

Boyd Dickerson-Walden, Designee for Terry L. Rhodes, Department of Highway Safety and Motor Vehicles (DHSMV)

Patricia Badland, Designee for Secretary Mike Carroll, Department of Children and Families (DCF)

Thomas Vaughn, Designee for Secretary Julie Jones, Department of Corrections (DC)

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

Carolyn Timmann for Clerks, Martin County Clerk of Circuit Court and Comptroller

Hamilton Davies for Katherine Fernandez Rundle, State Attorney's Office, Eleventh Judicial Circuit

Members Absent:

Doug Smith, Designee for Attorney General Pam Bondi

There are four positions that are currently vacant on the CJJIS Council: two sheriff and two police chiefs.

WELCOME MEMBERS and OPENING

Acting Chair Charles Schaeffer welcomed Council members and attendees and called the meeting to order at 1:03 p.m.

Minutes of the January 18, 2017 CJJIS Council Meeting

Acting Chair Charles Schaeffer requested approval of the minutes of the January 18, 2017, CJJIS Council meeting. Ms. Gina Giacomo moved and Clerk Carolyn Timmann seconded the motion to adopt the January 18, 2017 minutes. Motion passed.

ITEM 1
National Crime Statistics Exchange (NCS-x) Update

CJIS Deputy Director April Cross
Florida Department of Law Enforcement
Information and Discussion

Acting Chair Charles Schaeffer recognized Deputy Director April Cross of FDLE, who provided an update on the NCS-x project. FDLE continues to work with the Georgia Tech Research Institute (GTRI) on the planning grant, as well as a Legislative Budget Request based on the results of agency surveys. The Bureau of Justice Statistics (BJS) has indicated the state of Florida and the larger Florida law enforcement agencies may apply for grant funding to assist in implementing this initiative.

The following questions/comments were posed at the end of the presentation:

- Acting Chair Charles Schaeffer mentioned the Federal Bureau of Investigation is researching the collection of statistics relating to the use of force during an incident and will publish the results nationwide. During the last two legislative sessions, several bills were proposed requiring law enforcement agencies to report the use of force. FDLE reviewed the legislation and recommended the requirements be the same as the national system. The legislation did not pass.

ITEM 2
Computerized Criminal History (CCH) Modernization Update

Planning and Policy Administrator Reneé Strickland
Florida Department of Law Enforcement
Information and Discussion

Acting Chair Charles Schaeffer recognized Planning and Policy Administrator Reneé Strickland of FDLE, who provided an update on the CCH Modernization Project. Thirty percent (30%) of the new CCH requirements are complete. The workflow and document management currently in use by FDLE staff include the name change requests received from the clerks of court and agency corrections from local agencies. In the upcoming weeks an update to the statute table will move into production. Some of the changes to the statute table include two description fields; of which one can accommodate 250 characters; the ability to have re-classifiers associated to a charge; and the addition of a field to indicate if a DNA sample is required based on the offense.

Staff is finalizing the design of how CCH communicates with FDLE's internal systems; specifically the Florida Crime Information Center, Biometric Identification System, sex offender and career offender systems. Additionally, data migration, the design of the seal and expunge requirements, the display of a rapsheet, and the logging of information and reports are underway.

The following question was posed at the end of the presentation:

- Clerk Timmann inquired if this is the project where FDLE is trying to obtain old dispositions electronically. Acting Chair Charlie Schaeffer responded FDLE is in the final

stages of hiring a project manager and will use grant funds to recover old dispositions. **Correction to Director Schaeffer's response: Grant funds are available through FDLE for the clerks of court to hire staff and submit the missing dispositions to FDLE.**

ITEM 3

eWarrants and eProtection Orders Update

Planning and Policy Administrator Reneé Strickland
Florida Department of Law Enforcement
Information and Discussion

Acting Chair Charles Schaeffer recognized Planning and Policy Administrator Reneé Strickland of FDLE who provided an update on the eWarrants and eProtection Orders projects. St. Lucie and Martin counties are submitting warrants electronically. In the last six months, St. Lucie has submitted over 550 warrants to the Florida Crime Information Center/National Crime Information Center. St. Lucie estimates it takes two and a half days to process a warrant into the new system versus twelve days in the old system. Indian River and Okeechobee counties are expected to participate by the end of July.

The eProtection Orders project employs the same process as eWarrants. FDLE staff held Joint Application Design (JAD) sessions with several circuits to learn how protection orders are managed in the various counties and the required information needed to obtain a protection order. FDLE will utilize the information from the JAD sessions to create mock-ups on the eProtection work flow and compare that to the work flow of eWarrants. Administrator Strickland will provide an update on the eProtection Project at the next Council meeting.

ITEM 4

Biometric Identification System (BIS) Update

Bureau Chief Tim Giesecke
Florida Department of Law Enforcement
Information and Discussion

Acting Chair Charles Schaeffer recognized Chief Giesecke of FDLE, who provided an update on the BIS Project. The current Biometric Identification System is eight years old and has undergone three major upgrades to handle the 2,500 arrests processed daily. The last upgrade involved the comingling of criminal and applicant fingerprints. Combining the fingerprints allows the latent community to search all fingerprints in the repository, resulting in more hits related to cold cases. Once the new CCH is operational, FDLE will start on the BIS replacement. FDLE will submit a LBR to fund a project of this magnitude.

ITEM 5

Information Security Update

CJIS Information Security Office Harry Laine
Florida Department of Law Enforcement
Information and Discussion

Acting Chair Charles Schaeffer recognized CJIS Information Security Officer Harry Laine of the FDLE. Mr. Laine briefed the Council on version 5.6 of the CJIS Security Policy released in June 2017. The major change of the new policy involves the definition of standard authenticators and one-time passwords (OTP). When agencies implement the use of OTP, the password must be a minimum of six randomly generated characters, be valid for a single session, and if not used, must expire within a maximum of five minutes after issuance.

Other changes to the security policy include:

- Separate sections for encryption for criminal justice information in transit, at rest, and public key infrastructure
- An appendix for the definitions of encryption
- An appendix for best practices

ITEM 6

Standing Committee Report on Data

Director of Information Technology Services Boyd Dickerson-Walden
Florida Department of Highway Safety and Motor Vehicles
Information and Discussion

Acting Chair Charles Schaeffer recognized Director of Information Technology Services Boyd Dickerson-Walden of DHSMV, who provided an update on the Data Committee. The committee has been tasked with three topics: license plate readers, photographs for mug shots, and incident-based reporting. The committee put NIBRS on hold until FDLE and GTRI complete the study.

Regarding license plate readers, the committee discussed several options, one being the top-down approach; however, the committee is reviewing other options. The committee is contacting the local agencies for more of a regional proof of concept.

There are several new standards to include XML coding and new modalities (DNA). The committee recommends adopting the new standard relating to photographs. The newest version is the NIST standard, ANSI/NIST-ITL 1-2011: updated 2015.

- **MOTION** – Council member Boyd Dickerson-Walden moved that the Council adopt the ANSI/NIST-ITL 1-2011: updated 2015 standard. The motion was seconded by Council member Dennis Hollingsworth. Motion passed.

ITEM 7
Standing Committee Report on Emerging Technology
Chief Information Officer Dennis Hollingsworth
Florida Department of Juvenile Justice
Information and Discussion

Acting Chair Charles Schaeffer recognized Chief Information Officer Dennis Hollingsworth of DJJ. Chief Hollingsworth stated that the committee researched new technologies, such as use of drones in law enforcement, and utilizing the Internet-of-Things (IoT) for criminal justice agencies. Mr. Hollingsworth provided a brief on the use of drones, which included the benefits, federal and state laws on drones, and links to obtain additional information.

Systems Manager Steve White with the Seminole County Sheriff's Office provided an overview on IoT. IoT is the network of Internet-connected objects able to collect and exchange data using embedded sensors. There are many types of IoT devices; such as webcams, baby monitors, toothbrushes, buildings, and vehicles. This technology poses challenges to the CJIS Security Policy and criminal justice entities. The briefing addressed key findings, potential benefits for law enforcement, information security, and recommendations. One of the biggest concerns with IoT is the lack of specific standards which is common with emerging technologies.

Chief Hollingsworth asked Council members to provide a representative to serve on the Emerging Technology committee. The Council requested the Emerging Technology committee research digital driver's license and identification cards and autonomous vehicles.

- **Action Item – The Emerging Technology committee will research digital driver's license and identification cards and autonomous vehicle.**

ITEM 8
Standing Committee Report on Resources
Clerk of Circuit Court and Comptroller Carolyn Timmann
Martin County
Information and Discussion

Acting Chair Charles Schaeffer recognized Martin County Clerk of Circuit Court and Comptroller Carolyn Timmann. Clerk Timmann stated that the committee continues to inventory agency CJIS related IT projects and programs. They are missing some agencies (DJJ, DC, FCOR, SA, and Public Defender) and could benefit from a representative from those agencies.

Clerk Timmann shared a partnership between the Clerks and DHSMV to reinstate a person's driver's license for individuals who meet the court-related fees, fines, costs, and any other penalties. There is a connectivity issue between the DHSMV and the Clerks case management systems. If a person pays his or her court costs, the Clerks cannot reinstate a person's driver's license if there is a financial obligation. The Clerks must send the person to the tax collector or DHSMV to have the driver's license reinstated. Many individuals do not follow-through because it requires an extra trip or taking more time off from work.

- **Action Item** – Rachel Truxell will send the IT Inventory to agencies without a representative on the committee so those Council members can provide their respective IT projects.

ITEM 9

Standing Committee Report on Communications

Government Analyst II Brenda Boyd
Florida Department of Law Enforcement
Information and Discussion

Acting Chair Charles Schaeffer recognized Government Analyst II Brenda Boyd of the FDLE. Government Analyst II Boyd briefed the Council on the Committee's progress. Due to the scheduling conflicts, the committee did not meet; however, the committee communicated through email. The committee continues to improve the Council's communication outreach by keeping the Council's website current. The committee's primary focus is updating the Council's standards webpage.

ITEM 10

CJJIS Council Chair and Vice Chair Appointments

CJIS Deputy Director April Cross
Florida Department of Law Enforcement
Action Item

Deputy Director April Cross asked for nominations to the CJJIS Council Chair. Mr. Charles Schaeffer nominated Clerk Timmann. The motion was seconded by Mr. Boyd Dickerson-Walden. Motion passed.

Deputy Director Cross asked for nominations to the CJJIS Council Vice-Chair. Clerk Timmann nominated Assistant Commissioner Jennifer Pritt as the vice-chair. The motion was seconded by Mr. Dennis Hollingsworth and Mr. Boyd Dickerson-Walden. Motion passed.

CLOSING REMARKS

Acting Chair Charles Schaeffer reminded everyone that the January meeting will occur at the Staybridge Suites in Tallahassee on January 17, 2018.

Acting Chair Charles Schaeffer thanked members for their attendance. The meeting was adjourned at 2:08 p.m.