

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

**MINUTES OF MEETING
Monday, July 18, 2016
Omni Orlando Resort at ChampionsGate
1500 Masters Boulevard
ChampionsGate, FL 33896**

Members Present:

Robert Musco, Chief, Green Cove Springs Police Department
Jennifer Pritt, Designee for Commissioner Rick Swearingen, Florida Department of Law Enforcement (FDLE)
Mary Fahlstrom for Don Eslinger, Sheriff, Seminole County Sheriff's Office
Captain Paul Abbott for Larry Ashley, Sheriff, Okaloosa County Sheriff's Office
Stacy Scott, Public Defender, Eighth Judicial Circuit
Roosevelt Sawyer, Designee for PK Jameson, Office of State Courts Administrator (OSCA)
Lee Massie, Chief, Kissimmee Police Department
Olu Oyewole, 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)
Doug Smith, Designee for Attorney General Pam Bondi
Lincoln M. Quinton, 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

Members Absent:

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

WELCOME MEMBERS and OPENING

Chair Musco welcomed Council members and attendees and called the meeting to order at 9:00 a.m.

Minutes of the January 20, 2016 CJJIS Council Meeting

Chair Musco requested approval of the minutes of the January 20, 2016, CJJIS Council meeting. Assistant Commissioner Pritt moved and Mr. Lincoln Quinton seconded the motion to adopt the January 20, 2016 minutes. Motion passed.

Due to multiple scheduling conflicts, Agenda Item 1 was moved to later in the meeting and Agenda Item 3 was moved into the Agenda Item 1 time slot.

ITEM 3
FirstNet/FloridaNet

Director of Research and Policy Alex Perry
Department of Highway Safety and Motor Vehicles (DHSMV)
Information and Discussion

Chair Musco recognized Director of Research and Policy Alex Perry of DHSMV. Mr. Perry provided the Council with a status update on FirstNet and its Florida component FloridaNet. During the first quarter of 2016, Florida, along with other states in the Southeast, met to discuss lessons learned which included grant management, tribal engagement, technology and outreach, and training needs. The grant management aspect focused on the state and local implementation grant program regarding draw-down rates, proper filing, and how to meet the required 20% match including if in-kind match is allowable and how states can either speed up or slow down their draw-down rates in order to use the grant monies effectively. The discussion on tribal engagement addressed how to appropriately approach and solicit input from this important public safety group, understanding and respecting cultural differences and utilizing the FirstNet Tribal Working Group's resources and expertise. Technology and policy education and outreach items covered consisted of staying 'out of the weeds' when discussing the network with high-level officials and identifying a small focused group to develop policies and technical requirements, since smaller groups of designees can come to consensus more efficiently. Lessons learned from pilot projects approved by FirstNet included the training needs for new users of equipment, technology, and applications.

DHSMV awarded the Request for Quote (RFQ) and is in the final stages of approval. Some of items the RFQ outlines include:

- Discipline – who will use the system (law enforcement, emergency management, fire)?
- Location/Coverage – where are the areas of response and mobile data demand?
- Current providers and contract vehicles – the current data plans (i.e. unlimited, pooled, capped) and data providers (e.g. Verizon, AT&T, T Mobile, Sprint, etc.). This information is important to capture so FirstNet understands the offerings Florida's first responders expect. The current provider information will be used by FirstNet to determine how services should be offered and current customer service experiences.
- Procurement Models – how data providers are being procured today and the prices of services. For example, does the jurisdiction use the state-term contract, conduct its own Request for Proposal (RFP), create a consortium of neighboring jurisdictions and disciplines to conduct an RFP, 'piggy-back' on another jurisdictions RFP, etc. FirstNet needs this information in order to maintain the purchasing experience/processes first responders are familiar with, which will aid in adoption. Additionally, FirstNet must have attractive pricing.

FloridaNet is seeking input regarding FirstNet's phased roll-out plan with urban areas having full coverage from day one and rural areas being gradually added. FirstNet has a five year roll-out plan and every year after, FirstNet's partner must meet certain milestones. FirstNet is congressionally mandated to meet 'rural milestones' in the 2012 Middle Class Tax Relief Act. The fact that urban areas will have coverage from day one is more of an economic outcome, due to the fact that potential commercial partners already have strong coverage there as a

result of demand. The phased nature of the rural build out is also linked to economic factors; the monies generated from urban areas must be collected and reinvested into the costs associated with building the infrastructure in under-served rural areas. The milestones themselves will be based on percentages determined in the awarded RFP (States' input is supposed to be part of the phased coverage prioritization determination based upon the consultation process). Each year, the selected partner will have to meet specific rural milestones in terms of percentages (or face 'disincentive fees' liquidated damages) until the agreed upon 100 percent is met (FirstNet has preliminarily identified this as year 6).

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

- How will FloridaNet handle people who use his or her own device for work purposes? FloridaNet would purchase the cellular phone service. A cellular phone's SIM card can be programmed for when a person is on or off the clock and in his or her jurisdiction. There are several unknowns with using personally own devices that warrant further discussion.
- Has the sharing of information; who I am, where I am, how secure is the network, been discussed? The system will have security requirements and cybersecurity. FirstNet and the vendor will have access to the data. If there is a security breach, everyone should be notified, including other states.

ITEM 2

CCIS 3.0 Project Update

Project Manager E-Filing Portal Jennifer Fishback
Florida Court Clerks and Comptrollers (FCCC)
Information and Discussion

Chair Musco recognized Project Manager Jennifer Fishback of the FCCC. Ms. Fishback updated the Council on the status of the CCIS 3.0 project and provided the new council members a brief background of the project to date.

FCCC received a \$1.79 million federal National Criminal History Improvement Program grant to enhance CCIS. The funds, along with a 10% match from a subsidiary, CiviTek, have provided the capability to implement major portions of the enhancements. All 67 clerks of court voted to prioritize the project. To ensure the efficiency of the improvements and meet the requirements of the Florida Courts Technology Commission and the Data Exchange Workgroup, clerk information technology staff met to define the requirements of the project. CCIS 3.0 utilizes national and statewide standards which includes the National Information Exchange Model (NIEM), the Florida Courts Technology Commission Data Exchange Workgroup Standards, and the Supreme Court of Florida's AOSC 15-18 Access to Electronic Records Security Matrix.

The benefits of CCIS 3.0 include real-time access to clerks of court data through a single statewide system, same day access to case numbers for use in the E-Filing Portal, improved response time, increase reporting and business intelligence capability. The upgrade is projected to complete in 2016.

The following questions were posed and/or comments made by Council members at the end of the presentation:

- If a person in the Florida Panhandle has a protection order and that person ends up in Key West and there is a disturbance, can the order be seen immediately? Yes, CCIS has access to the clerks of court real-time data.
- It is important to help the judiciary get the data entered and available immediately. Several counties currently show real-time images, they are just not fully implemented.
- If a law enforcement agency responds to an incident at 3:00 am would that agency have access? Permissions to CCIS depend on the person's role.
- Are document images available to law enforcement? Can a communications officer capture the document; place the document on his or her server, so the officer on the street can access it? A person can save as a PDF to store on the server or print the document, scan, and save.
- As more law enforcement agencies have access to CCIS, it is important that those agencies have training for persons accessing the system's information. FCCC offers training that can be conducted via Webex.

ITEM 4

Outsourcing of Criminal Justice Systems Components: Success Through Partnerships

Major Timothy Roufa

Department of Highway Safety and Motor Vehicles/Florida Highway Patrol

Information and Discussion

Chair Musco recognized Major Roufa of DHSMV/FHP. Major Roufa provided an overview of the DHSMV's outsourcing of criminal justice components.

In 2012, DHSMV's data center was consolidated to the now-Agency for Statewide Technology (AST). The Florida Highway Patrol's Computer-Aided Dispatch and Report Management System were included in the move. DHSMV retained ownership and management of the environment as collocated equipment, first at the Northwood Shared Resource Center (NSRC) and more recently at the Southwood Shared Resource Center (SSRC).

The State Law Enforcement Radio System (SLERS) statewide radio system gave rise to consolidated dispatch services from seven regional communications centers, where the Florida Highway Patrol provides primary dispatch for most state agencies. This consolidation evolved to computer aided dispatch and records management systems sharing for enhanced efficiency and information sharing. As the primary dispatchers, DHSMV provides security management for the SLERS Joint Task Force agencies and vendors, which included Criminal Justice Information Services (CJIS) background checks for SLERS vendors and support organizations, such as Road Rangers. The shared environment required oversight for CJIS compliance. DHSMV serves as the lead CJIS agency for AST and conducts background checks for all AST staff and vendors who may access CJIS systems, as well as the authority to approve or deny access based on the background checks.

The DHSMV has successfully outsourced the storage of criminal justice systems components to the NSRC and SSRC in Tallahassee as well as a geographically separate disaster recovery function with a private vendor, DSM. The information maintained at the SSRC is duplicated at DSM. DSM provides a physically separate location for enhanced disaster recovery capabilities in the event the primary site is unavailable. Since contracting with DSM, FHP has been through successful CJIS audits, with the FDLE and the Federal Bureau of Investigation (FBI).

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

- Are you willing to offer lead agency status to others? That depends on what the lead agency status is. DHSMV does not have the resources to do that; however, DHSMV is willing to come up with solutions.

ITEM 5

Florida Information Sharing Environment

Special Agent in Charge Donna Uzzell
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Special Agent in Charge (SAC) Donna Uzzell of the FDLE. SAC Uzzell provided a status update of the Florida Information Sharing Environment initiative. The Statewide Data Sharing Committee (SDSC) met to discuss options for the future of the Florida Law Enforcement Exchange (FLEX) and statewide data sharing. The Committee also met with Naval Criminal Investigative Service (NCIS) and discussed how to complete Llnx mapping to Regions 1 and 4.

The FLEX system uses software that will no longer be supported in 2016. The SDSC voted to sunset FLEX on September 30, 2017, and repurpose funds to map the remaining agencies into Llnx. Several agencies are connected through Llnx and FINDER. The SDSC recommended reallocating funds to map any remaining agencies into one of those two systems and eliminate future grant funding to any redundant systems.

SAC Uzzell stated that 66 of 115 RLEX agencies have signed a Memorandum of Understanding, allowing them access to N-DEx through Llnx and the N-Dex Portal and only 58 agencies are left to remap. FINDER and Llnx have completed their Phase 2 pilot with Orange, Seminole, and Volusia County Sheriff's Offices uploading data to Llnx. The remainder of the agencies will be in production by September 30, 2016. By the end of 2017, all Florida law enforcement agencies will participate in FINDER or Llnx.

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

- Congratulations to the SDSC on getting to where you are at, outstanding work by the committee.

ITEM 6

Information Security Office Update

Government Analyst II Harry Laine
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Government Analyst II Harry Laine of the FDLE. Mr. Laine briefed the Council on the new CJIS Security Policy released in June 2016. Two of the significant changes of the new policy impact security access training and multiple devices. The new security awareness training changed from three levels to four. The FBI updated the CJIS Security Policy to include a new type one level that pertains to maintenance and custodial staff or other non-employees that have access to secure physical locations but do not handle criminal justice information. Level two includes what previously was level 1; persons who have physical access

but no other access. Level three now covers all employees who have physical and logical access which includes networks but are not required to have FCIC certification and level four covers information technology personnel.

Other changes to the security policy include:

- Incident response now covers all incidents where criminal justice information might have been compromised, not just information technology situations.
- Fax and transmission of criminal justice information now covers multi-function devices that transmit via email.
- The mobile devices section addresses secure protocols and the management of hot spots. Hot spots are now considered access points within a wireless network.
- A statement was added regarding the CJIS Systems Officer (CSO) approved controls. The policy was modified to recognize devices that are capable of accessing criminal justice information but do not need a mobile device management solution.
- The criminal justice agency supplemental Appendix K was significantly expanded.

Mr. Laine clarified a statement from a previous presentation on states sharing information. The policy states CSO's may agree, state-to-state, to share information and physical site assessments; however, the policy states specifically that lead agencies are the only agencies that can share background check results.

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

- What is the time period for the new requirement for retaining current personnel? When a person's certification expires, he or she will need to move up to the next level.

ITEM 7

Florida Crime Information Center (FCIC) and Web Services Update

Planning and Policy Administrator Charles Murphy

Florida Department of Law Enforcement

Information and Discussion

Chair Musco recognized Planning and Policy Administrator Charles Murphy of the FDLE. Mr. Murphy provided an update on web services. At the fall 2014 NLETS meeting, the NLETS board of directors approved the sunset of socket communications for states, effective summer of 2017. FDLE is programming to move to web services, with a tentative completion date of summer 2017. When NLETS decided to sunset the socket connection, they created a task force of technical experts that included NLETS technical staff, FBI CJIS technical staff, industry partners and programmers. The task force developed a single web services specification that was adopted by both NLETS and the FBI.

ITEM 8
Computerized Criminal History (CCH) Modernization Update

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

Chair Musco recognized Planning and Policy Administrator Reneé Strickland of the FDLE. Ms. Strickland presented the new CCH system as it exists in the test environment. Ms. Strickland demonstrated the name change form, agency corrections, and other workflows between sections with FDLE.

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

- Will the name change form be available in September 2016? Yes.
- How do you plan on rolling out the new system? FDLE is presenting the new CCH screens at the CJIS Symposium. Additionally, the Clerks and Sheriffs' can assist with testing.

ITEM 1
Travel Reimbursement Changes

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

Chair Musco recognized Deputy Director April Cross of FDLE. Deputy Director Cross updated the council on travel reimbursement changes, with the main change being driving a privately owned vehicle (POV) vs. renting a car. If renting a car is more economical than driving a POV, FDLE will reimburse council members at the rental car rate. This change was not an FDLE change; it is coming from the Department of Financial Services.

ITEM 9
National Crime Statistics Exchange (NCS-X)

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

Chair Musco recognized Deputy Director April Cross of the FDLE, who updated the council on the status of the NCS-X project. The FBI is sun setting the Uniform Crime Reports program in January 2021. All states must become incident-based or NIBRS compliant by January 2021. FDLE received a planning grant and partnered with the Georgia Technical Research Institute to develop a survey seeking information from agencies on what each agency needs to submit incident-based data. FDLE expects to deploy the survey in August 2016 and will notify the CJJIS Council, Florida Sheriffs Association, and the Florida Police Chiefs Association prior to release.

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

- Some agencies may want to plug in historical data prior to implementing NIBRS.
- Director Charles Schaeffer committed to the sheriff's at least two election cycles. For at least six to eight years, FDLE will collect and report both incident-based and summary-based data.
- Upon the completion of the study, FDLE will brief the CJJIS Council before completing a legislative budget request. Whatever the study tells us about the resources needed for agencies across the state; it may be best to ask for funding from a state perspective and have uniform requirements to meet incident-based reporting.

ITEM 10
Legislative Updates

Assistant Commissioner Jennifer Pritt
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Assistant Commissioner Jennifer Pritt of the FDLE who briefed the Council on FDLE's 2016 Legislative Budget Request. FDLE was successful in receiving subsequent funding for the CCH modernization project and ATMS system. Additionally, FDLE received 10 new positions for information technology, funding to analyze sex assault kits, competitive pay for our forensic positions and the investigation of office involved shootings.

The budget proviso bill included language that FDLE shall serve as the lead Criminal Justice Information Systems coordinator and shall perform the functions necessary to allow governmental entities to use a fully isolated cloud platform that complies with the FBI's Criminal Justice Information Services Security Policy. FDLE sought guidance on what is the intent of the language. Legislative staff informed FDLE that if an entity seeks CJIS Security Policy guidance, FDLE should respond. If FDLE receives questions, FDLE will assist as requested. It is not clear what the end result may be, perhaps the Data Committee can research.

FDLE's 2017 legislative package will include changes to the basic abilities test, rewrite of the sexual offender/predator database, restoring some investigative capabilities pertaining to domestic security, and Year 2 funding for processing of sexual assault kits.

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

- Do we need to send the cloud issue to the Data Committee? Whatever the Council would like.
- Did you identify if the language came from a vendor or legislator? It came from both.
- The Council should offer guidance.
- What are your agency's use cases for cloud? What are your restrictions? DHSMV had similar language. DHSMV would like to get to the cloud environment; the current database structure is on an unsupported system. DHSMV is working on a data migration plan for the House.
- We want to dissolve several myths. Can the subcommittee take recommendations to the FBI on issues hindering states and provide recommendations?
- The Emerging Technology Committee is evaluating cloud technology. The Committee prepared a briefing document, currently in draft form, on key findings and issues.

- It is recommended that the Emerging Technology Committee review cloud. How do we ensure concerns and needs are voiced and at what level (FBI or legislature) will the issues be addressed? Can the Emerging Technology Committee publish something/findings to FDLE staff within the next few weeks?
 - **MOTION: The Emerging Technology Committee will prioritize a work paper on cloud computing and address concerns and recommendations and brief the Council via a conference call. Ms. Carolyn Timmann motioned, Ms. Mary Fahlstrom seconded.**
- The council is on a tight deadline to provide recommendations to the FBI. The FBI's Security & Access Subcommittee of the Advisory Policy Board (APB) meets the last week in October. Any recommendations should be finalized the beginning of October. FDLE staff will schedule a call with Emerging Technology Chair and Council Chair and based on that discussion staff will finalize the recommendations and schedule a conference call with council members. Topics to address should include what services are affected and recommendations to address whether or not a cloud vendor is conformant to the FBI's CJIS Security Policy.

<p style="text-align: center;">ITEM 11 Standing Committee Report on Data Chief Information Officer Joey Hornsby Florida Department of Law Enforcement Information and Discussion</p>

Chair Musco recognized Chief Information Officer Joey Hornsby of FDLE who provided an update on the Data Committee. Mr. Hornsby reported the committee had five meetings and three subcommittee meetings since formed. The subcommittees include: License Plate Reader (LPR) Data, Photo Sharing Data, and Incident-Based Reporting Data.

Mr. Mike McCaskill of DHSMV chairs the photo sharing data subcommittee. The next step for the subcommittee is to create a standard for images coming from multiple sources. The subcommittee is currently reviewing standards currently in use from DHSMV, DC, DJJ, Pinellas County Sheriff's Office, Florida Courts, and FDLE. The next step for the subcommittee is to create a template for the standard.

The LPR subcommittee is led by Lt. Pete Kelting with Seminole County Sheriff's Office. The subcommittee is focused on developing standards related to the storage of data and XML format and displays, and deploying a pilot for LPR data in the Orlando area. The subcommittee discussed the sharing of data and may use the existing data sharing environment as mentioned by SAC Uzzell.

The incident- based reporting subcommittee is led by Mr. Ed Posey with University of Florida Police Department. The subcommittee is on hold based on NIBRS requirements.

Director Charles Schaeffer mentioned with Scott Morgan no longer with DJJ, the Data Committee needs a chair, which should be a council member. Mr. Olu Oyewole will discuss with the new DJJ CIO the possibility of serving as the Data Committee chair.

ITEM 12
Standing Committee Report on Emerging Technology
Chief Information Officer Lincoln M. Quinton
Florida Department of Corrections
Information and Discussion

Chair Musco recognized Chief Information Officer Lincoln M. Quinton of the DC. Mr. Quinton briefed the council on the committee's progress. The Emerging Technology Committee held several meetings, meeting on average every three weeks. The committee discussed five emerging technologies; drone, mobility, body worn cameras, video conferencing (specifically intra-agency conferencing), and cloud services.

The committee developed a template to be used for each of the identified emerging technologies to brief and provide recommendations to the council. The committee will focus on cloud services based on the motion adopted at this council meeting.

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

- Should committees schedule conference calls with the council chair to discuss the committee's strategic plan work plans? FDLE staff will schedule the call between committee and council chairs. Council members should send all responses to FDLE staff.
- Should the Data and Emerging Technology Committee discuss the data and standards associated with body worn cameras and propose legislation for the standards? If necessary.

ITEM 13
Standing Committee Report on Resources
Clerk of Circuit Court and Comptroller Carolyn Timmann
Martin County
Information and Discussion

Chair Musco recognized Martin County Clerk of Circuit Court and Comptroller Carolyn Timmann. Ms. Timmann asked Council members to provide a representative to FDLE staff by August 1, 2016.

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

- Can FDLE send an email to council members outlining the existing goals and needs of the Resources Committee? Yes, FDLE staff will send email.

ITEM 14
Standing Committee Report on Communications

Assistant Commissioner Jennifer Cook Pritt
Florida Department of Law Enforcement
Information and Discussion

Chair Musco recognized Assistant Commissioner Jennifer Pritt of the FDLE. Assistant Commissioner Pritt briefed the council on the Communications Committee's progress. The council discussed the frequency of meetings and a standard template for committees to utilize while briefing the council. FDLE staff will modify the briefing document and post on the council's website. It was recommended that the committee compile a database of contacts that each committee interacts with. At the last council meeting, Assistant Commissioner Pritt mentioned changes to the council's website were on hold until the revision of FDLE's website, which is now complete. FDLE staff will provide the council's website for members to review and recommend changes.

CLOSING REMARKS

Chair Musco recognized Chief Massie who is retiring in August and thanked Chief Massie for serving on the Council.

Rachel Truxell and/or Brenda Boyd will email council members seeking a Data Committee Chair appointment.

Chair Musco reminded everyone that the January 2017 meeting will be on January 18, 2017, at Staybridge Suites in Tallahassee.

Chair Musco thanked members for their attendance. The meeting was adjourned at 12:35 p.m.